



## 1. Purpose

All employees are entitled to an individual, detailed written payslip on or before the date they are paid.

The written payslip doesn't have to be on paper, it can be sent to you via email or accessed through a secure online portal.

The right to a payslip also applies to casual staff, but does not apply to independent contractors or people working freelance.

This guidance is to help you understand the different sections of your payslip. It is important to keep your payslip in a safe place for the following reasons:

- 1) **Security** - payslips contain a lot of personal information about you and your earnings, including your National Insurance number. Keep them safe to help avoid them being used for identity fraud.
- 2) **Recordkeeping** - it's a good idea to keep a record of all your earnings and tax payments in case there's a problem and you need to check old details.
- 3) **Evidence of earnings** - for some financial products, such as loans, you might be asked to prove your earnings by showing your last three payslips.

## 2. Your payslip

When you log into [MyView](#) you can view and download your payslips. Your payslip is split into sections consisting of your personal details and pay information.

### Section 1

DATE 28/02/2024	PAYROLL REF [REDACTED]	NAME [REDACTED]	WEEK/MONTH NO. 11
EMPLOYER University of Nottingham Main Payroll		DEPARTMENT [REDACTED]	
PAY METHOD BACS/FPAY	TAX CODE 1257L	NI NUMBER [REDACTED]	NI CODE A

<b>Version</b>	1
<b>Last Reviewed</b>	May 2024
<b>Responsible Team</b>	Payroll



- Any statutory payments such as Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP), Share Parental Pay (SHPP) and Statutory Adoption Pay (SAP)

The total of these payments is shown at the bottom of this section

- Deductions – This is usually on the right-hand side of your payslip and will show the deductions made from your wages. This is itemised and shows the amount of tax and National Insurance deductions made. This could include other deductions such as:
  - Subscriptions for example trade union subscription, gym membership
  - Student loan
  - Court orders such as child maintenance
  - Other benefits that are not part of the salary exchange for example non-salary sacrifice pension, season loan tickets

The total of these deductions is shown at the bottom of this section

### Section 3

The screenshot shows a section of a payslip with the following elements:

- BANK**, **SORT CODE**, **ACCOUNT No.**
- BUILDING SOCIETY ROLL No.**
- MESSAGE**: As part of a data cleanse in preparation please ensure your National Insurance is correct in MyView. Thank you
- CUMULATIVES**:
  - Total Gross
  - Taxable Gross
  - Tax Paid
  - Employees NI
  - Employers NI
  - Pensionable Gross
  - Employees' Pension
  - Employers' Pension
- NET PAYMENT**: [Redacted]

PLEASE KEEP THIS PAY ADVICE IN A SAFE PLACE. IT MAY BE REQUIRED FOR THE PURPOSE OF SELF ASSESSMENT.

Vertical text on the right: \* Non taxable payments indicated by \*

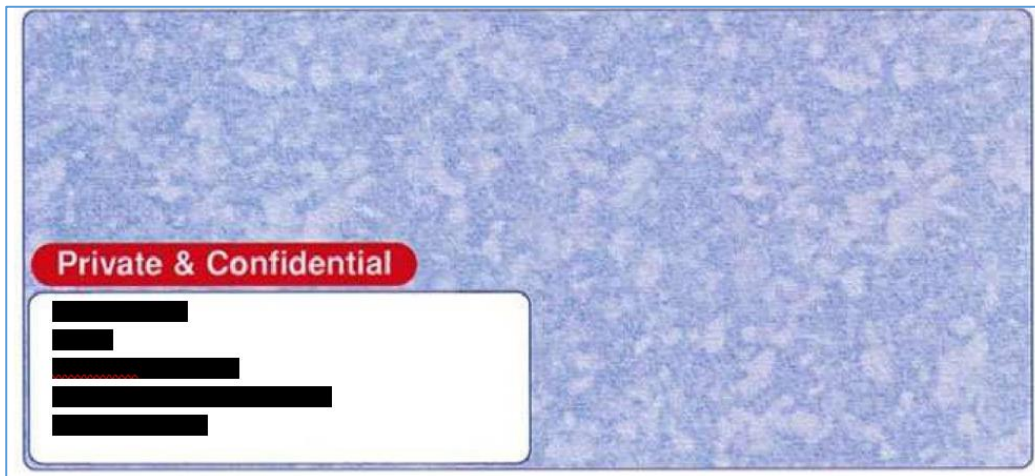
This contains the most important figure on your payslip which is the amount you are paid after the deductions have been made, which is shown in the net payment box.

There is also a space on the payslip when you can view important messages which could be extra information about your pay or other information shared by the payroll team.

The cumulative section is a summary of how much you have been paid in the current financial/tax year, broken down as follows:

- Total Gross – this is the total gross payment made to date
- Taxable Gross – this is the amount of your earnings that have been taxed
- Tax Paid – this is the amount of tax paid to date
- Employees NI – the amount of NI contributions you have made to date
- Employers NI – the amount of NI contributions the employer has made to date
- Pensionable Gross – your gross earnings used to calculate the pension contributions
- Employees' Pension – the amount of pension contributions you have made to date
- Employers Pension – the amount of pension contributions your employer has made to date

## Section 4



This section contains a box that displays your name and home address.

### 3. Associated documents, appendices and resources

- If you have a query about your payslip, please contact [BB-Payroll@nottingham.ac.uk](mailto:BB-Payroll@nottingham.ac.uk).
- For further information about your tax visit the [HMRC web site](#).
- For further information about your [national insurance](#) visit the HMRC web site.