

Understanding your payslip

We know that some staff, particularly if they are relief or part-time and work extra hours, are finding it difficult to understand the new payslips. We hope that the explanations below will help, and we'll look at providing more information in the future. The example below is from a payslip from a member of staff who has two jobs.

Additional Hours – If you are a part time employee and you have recorded additional hours, these will be shown on your payslip as additional hours – provided they don't go beyond 37 hours in which case they will be shown as overtime. The hours up to 37 hours will be paid at plain time, any enhancement due is shown separately.*

Bank Holidays – If a bank holiday falls on what would normally be a work day, you will be paid for this day in your salary. If you are then required to work, you should claim these hours as additional hours (part time employees) or overtime (full time employees).

However, if the hours worked are in excess of your normal working hours, they are additional to your contracted hours and will be shown as overtime – double time. For part-time staff, this may be shown as additional hours and enhanced hours.

Actual Salary – This is your basic salary, the pay for your contracted hours covering a full calendar month. Any sick pay on your pay slip should be added to the actual salary then multiplied by 12 to get your annual salary. If you have more than one job, the salary for each post is shown separately as actual salary (01), actual salary (02) etc, each with a separate employee number.

Enhanced Hours – This will be the hours worked where an enhancement is payable. The plain time part of this pay is already included in your actual salary. If you have more than one job, the enhanced hours will be shown against each post (01) (02) as right.

Overtime – If you are a full time employee and work over your contracted hours or a part time employee who works in excess of 37 hours and have worked overtime this will be shown on your payslip as 'overtime – time and a third', or 'overtime – time and a half' depending on your conditions of service.*

Accrued leave – This is payment of annual leave accrued by term-time relief staff or part-time staff who have worked additional hours.

* Currently there are occasions on which additional hours worked after 7pm for part time staff covered by single status are shown as overtime/'time and a third' instead of additional hours and enhanced hours. This will be changed.

Relief Employees – All hours worked are paid at the hourly rate applicable to the time of day that work is undertaken.

Sickness Payments – Sick pay is shown separately on your payslip as follows:-
Payable OSP – Occupational Sick Pay
Payable SSP – Statutory Sick Pay

Pensionable Pay – 'P' or 'PENS' at the side of any payment indicates that it is pensionable. 'NP' at the side of any payment indicates that it is not pensionable.

Entries in more than once – If an entry, for example enhanced hours, is in more than once, this refers to pay you owe or are owed from a previous month. If this is the case it will have the letter 'R' at the beginning of the line.

Details of payments

Actual Salary	02		615.22
Additional Hours	02	0.50-	3.93-
Additional Hours	02	4.50-	35.40-
Enhanced Hours (S	02	1.50	3.89
Enhanced Hours (S	02	13.50	35.04
Enhanced Hours (S	02	20.00	51.91
Overtime/Plain Ti	02	1.50-	11.80-
Overtime/Time+1/3	02	2.25	23.60
Overtime/Time+1/3	02	0.50	5.25
Overtime/Time+1/3	02	29.50	309.39
Accrued leave PT	02	0.05-	0.39-
Accrued leave PT	02	1.79	14.08
Relief Hrs	01	6.00	37.47
Payable OSP	02		22.62
Payable SSP	02		22.62