



New Support Staff Payslip

Your new payslip explained

From April's pay day, the County Council is changing the layout of payslips.

The good news is that the changes are minimal and designed to help you by providing extra information.

Your payday will stay the same and the date will appear on your payslip like it does at the moment.

What changes do I need to look out for?

The changes include:

- The payslip is now on A4 paper, folded and inserted into an envelope. This replaces the pre-sealed version.
- Adding your tax reference - this is useful if you need to contact your tax office about any income tax queries
- A contract box, stating your type of employment and the hours/salary you are being paid contractually. For supply staff, full time equivalent hours will show (e.g. 37.00/32.50), but with an hourly rate.
- The new payslips include some new terminology and different headings. An example of the new payslip is shown over the page.

Where can I get help and advice?

For queries contact the Customer Service Centre on 01623 434979 extension 34979.


Lines are open Monday to Friday 8.00am - 8.00pm and Saturday 8.00am - 12noon.

Example of the New Support Staff Payslip

No Message

Pay advice - Please retain for reference

1 61100126 ZZZZ
Miss P Payslip
10 The Stables
United Kingdom
NG4 3SS



**Nottinghamshire
County Council**

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Pay Period	Pay Date	Tax Period	Tax Code	N.I. No	Employers Tax Ref.
31.05.2012	22.05.2012	02	0T X	JE656531A	507/504800

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PAYMENTS	Amount £
03 Basic Pay	329.15
44.40 02 Term Time Salary	418.14
12.50 01 Basic Hours	87.25
10.00 * Basic Hours	63.00
02 Payable OSP	13.94
Total Payments	£911.48

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DEDUCTIONS	Amount £
01 Pens. EE COSRS LG1	4.79
Tax paid	171.60
Employee NIC	27.03
* Pens. EE COSRS LG1	3.46
02 Pens. EE COSRS LG1	23.76
03 Pens. EE COSRS LG1	21.39
Total Deductions	£252.03

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Job No.	Pay No.	Reference	Cont. hrs	Pay
01	00001399	SUPPLY	37.00	6.98
02	61100126	SUPPORT	18.50	5185.00
03	61100127	SUPPORT	5.00	3950.00

TOTALS TO DATE (£)

Gross Pay	Taxable Pay	Tax Paid	N.I. Payable on	N.I. Paid	Pensionable Pay	Pension Paid
3,956.40	3,722.40	744.40	1,672.71	71.47	1,672.71	98.55

Any queries should be directed to : BSC, County Hall, West Bridgford, Nottingham NG2 7QP

NET PAY £

£659.45

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- 1** New 8 digit personnel number - for most employees this will be your old pay number with a 0 added at the front.

2 Any messages, corporately or for various employee groups will be entered here.

3 Your tax reference if you need to speak to the Tax office.

4 If payment is for a previous month it will be marked with a *.

5 If you pay two different categories of National Insurance - only the total is shown.

6 In future sick pay will show separate to basic pay (basic pay will be reduced).

7 01, 02 refers to your different contracts with us, and the hours/salary you are paid contractually. This is for basic pay only, and does not include payment for allowances. For supply staff, fulltime equivalent hours will show and your hourly rate, however note it does not include any holiday pay, this is added to your pay when calculated.

8 Net pay should be the same or a few pence over as payments are rounded slightly differently.