

The following is an example of a payslip.

1. Identify the main elements of the slip.

2. What would you check to see if the pay is correct?

Terms / Descriptions

Cut up as cards or use the blank on the next page

Period	National Insurance Number	Division	Department	Location
Employee Number	Balance Year To Date	Employees National Insurance Contribution	Employees Pension Contribution	Hours worked during the month
The code which says how much pay is not taxable	The amount of taxable pay from the beginning of the financial year until this period / month	The amount of taxable pay this period / month.	Money refunded to the employee – not taxable	Contributions to a national fund
Contributions to a personal fund for retirement	(Part of) Bank account number	System of payment – money transferred into bank accounts	Basic rate of pay	Overtime rate of pay

Company NEWTOWN UNIVERSITY				AB123W		Tax Date 31/03/08		Pd 12		Employee SIMTH J				
Nat Ins No		Ltr D	Tax Code 522L		Period 874.58		Taxable Pay Tax Year 10495.00		Divn		Dept 1234	Locn	Employee No. 123456	
Payment BASIC PAY		Hours 154		Rate 7.50	Amount 1180.00		Deduction TAX PAID		Amount 209.80		Bal/YTD 2517.63			
OVERTIME		16		11.25	180.00		EES NI CONT.		101.75		1221.00			
EXPENSES					42.50		EES PEN 1		80.10		961.20			
Total Hours		Payments		1377.50		Deductions		391.65						
Net Pay		985.85		Rng b/f		c/f		Amount Payable		985.85				
Payment Details														
BACS		985.85		*****0001		Payslip Message								
Other Information														