Blood Donation - an introduction to your EASY payslip

The example below has been produced to explain each area of the payslip .

Employee Number: The first 8 digits of your employee assignment number. If you have more than one post, these will be shown as -2 or -3

Payscale Description: Your current payscale

Incremental Date: Shows the date of your next increment or when you reach the maximum point.

Standard Hours: Your equivalent weekly contracted hours

Pay & allowances: All payments made will be shown here. Salary, HCAS and Driving allowance are paid in the current month. Enhancments (for weekends and unsocial hours), overtime and MSA are paid in arrears.

Common abbreviations:

EN or ENH = Enhancement
OT = Overtime
NT = Not Taxed
NNI = Not subject to National Insurance
NP = Not pensionable
ARRS = Arrears payment

Common codes/descriptions:

Add Basic Pay = additional worked hours upto full time

Bank holiday ENH = public holiday enhancement

AfC average payment = average paid during annual leave

HCAS = Cost of living supplement

918 BD Driving Allow = Blood driving

918 MSA Early = BD mobile subsistance allowance (before 19:00)

918 MSA Late = BD mobile subsistance allowance (19:00 or later)

Salary/Wage: This area shows the tax month, full time annual salary and part-time salary. This shows the pro-rata value if you are part-time.

Information: This area shows your job title, department and base location

Payslip messages: This section will show any payslip messages.

Deductions: Your earnings each month are assessed and the resulting statutory and any voluntary payments are shown here.

This example shows PAYE (tax), NI (National Insurance - category A), NHS Pension at 7.1%.

Net pay: Your total **Pay and Allowances** less **Deductions**.

The payment that will be transferred to your bank account.

This period - summary: This section provides taxable/pensionable pay totals for this month, your NI number, pension ref (SD number), tax code and other information you may need if you need to contact the tax office or NHS Pensions.

Year to Date - balances: Gives the totals of income tax (including details from previous employment), national insurance and pension from the beginning of the tax year (April) up to, and including, the current month.

Mr Andrew Other – Assignment No.12345678

Employee No.	Pay Frequency Calendar Month	Tax Period 11 2015/16	Job Title
Payscale Description		Salary/Wage	Department
Inc. Date 01 Feb 2015	Std. Hours 37.500	P/T Salary/Wage	Location
Payroll ESR918 Monthly			Paypoint

▼ Messages

From March paper payslips will no longer be available. To view and print your payslip you will need access to EASY You can register at nhsbt.easy.giltbyte.com To register you will need an NHSBT e-mail address and be logged onto the NHSBT network. For any access issues please contact Pay Support on 54455

Help choose our charity partner for the next two years. Everyone has the chance to vote via Connect online.

▼ Payment Details

Pay and Allowances					Deductions	
Description	Wkd/Earned	Paid/Due	Rate	Amount	Description	Amount
Basic Pay	156.43	156.43	10.0519	1572.40	PAYE	182.80
Add Basic Pay	5.50	5.50	10.0519	55.29	NI A	169.47
Sunday EN	7.67	5.68	10.0519	57.05	NHS Pension 7.1%	146.56
Sunday OT	1.33	2.00	10.0519	20.05		
Unsocial EN	0.30	0.11	10.8561	1.21		
918 BD Driving Allow	159.43	159.43	0.9190	146.52		
918 MSA Early	2.00	2.00	6.2500	12.50		
918 MSA Late	6.00	6.00	12.5000	75.00		
AfC Absence				94.67		

Total Pay and Allowances	£2,084.24	Total Deductions	£498.83
Net Pay			£1,585.41

▼ Cumulative Figures

Year To Date		This Period		
Gross Pay			Pay Frequency Calendar Month	Tax Period 11
Taxable Pay	Tax Paid	Taxable Pay	Tax Code 1071L CUMUL	NI Letter D
Prev. Taxable Pay £0.00	Prev. Tax Paid £0.00	Non Taxable Pay £38.64	Tax Office North Wales Area	Tax Ref. 914/B11184
NI Pay	NI Conts		Payslip Ref. 3/00062/BA	Period End Date 29 Feb 2016
Other NI Pay £0.00	Other NI Conts £0.00		Payment Method BACS	Payment Date 23 Feb 2016
Pensionable Pay	Pension Conts	Pensionable Pay	SD No.	NI No.

▼ Payslip Address

Name

Address

Payslip shown is not intended to be a true representation of a payslip – this is for display only

Map of hours from Nextra employee calculation to EASY payslip payment details section

EASY – Payment Details column name explanation

Description – name of the enhancement being paid

Wkd/Earned – total hours you have worked or earned which is paid in arrears

Paid/Due – worked hours multiplied by the enhancement rate and is the amount of hours that will be paid

Rate – your hourly rate

Amount – Paid/Due hours multiplied by your hourly rate

AfC Enhancement rates

Enhancement Rates		
	Saturdays (midnight to midnight) and week day between 8 pm & 6 am	Sundays and Public Holidays (midnight to midnight)
Donor carer I	Time plus 44%	Time plus 88%
Donor carer II	Time plus 37%	Time plus 74%
Donor carer supervisor	Time plus 30%	Time plus 60%

How your enhancement payments are calculated

▼ Payment Details				
	Pay and Allowances			
Description	**Wkd/Earned**	**Paid/Due**	**Rate**	**Amount**
Bank Holiday ENH	3.00	2.22	10.0519	22.32
Unsocial EN	1.50	0.56	10.0519	5.58
Sunday EN	9.33	6.90	10.0519	69.40
Saturday EN	9.75	3.61	10.0519	36.26

In the above example the enhancement rates are as for a Donor carer II:

Bank Holiday ENH worked = 3.0 hours
Enhancement rate is time (paid in basic pay) plus an extra 74%
74% of 3.0 worked hours = 3.0 x 74/100 = 2.22 hours
Amount due 2.22 hours x 10.0519 hourly rate = £22.32

Unsocial EN hours worked = 1.5 hours
Enhancement rate is time (paid in basic pay) plus an extra 37%
37% of 1.5 worked hours = 1.5 x 37/100 = 0.56 hours
Amount due 0.56 hours x 10.0519 hourly rate = £5.58

Sunday EN hours worked = 9.33 hours
Enhancement rate is time (paid in basic pay) plus an extra 74%
74% of 9.33 worked hours = 9.33 x 74/100 = 6.90 hours
Amount due 6.90 hours x 10.0519 hourly rate = £69.40

Saturday EN hours worked = 9.75 hours
Enhancement rate is time (paid in basic pay) plus an extra 37%
37% of 9.75 worked hours = 9.75 x 37/100 = 3.61 hours
Amount due 3.61 hours x 10.0519 hourly rate = £36.26

Map of hours from Nextra employee calculation to EASY payslip payment details section

ENHANCEMENT HOURS

Nextra - employee calculation totals section

EASY payslip - payment details section

| | Enhancements | | | | Overtime | | | | Mobile Subsistence | |
	Sat	Sun	Uns	P Hol	Part-time excess hours	Weekday	Sat	Sun	P Hol	Early	Late
Sub Total 1 - First Fortnight		9.330		3.000	2.500		5.750		0.080	4	4
Sub Total 2 - Second Fortnight	9.750		1.500		7.250	1.500		12.500		4	2
Totals for payment	9.750	9.330	1.500	3.000	9.750	1.500	5.750	12.500	0.080	8	6

Bank holiday enhancement

Unsocial enhancement

Sun enhancement

Saturday enhancment

Payment Details

Pay and Allowances

Description	Wkd/Earned	Paid/Due	Rate	Amount
Basic Pay	142.59	142.59	10.1526	1447.65
Bank Holiday ENH	3.00	2.22	10.0519	22.32
Unsocial EN	1.50	0.56	10.0519	5.58
Sunday EN	9.33	6.90	10.0519	69.40
Saturday EN	9.75	3.61	10.0519	36.26

Enhancement hours are paid at the rate determined by the band you are on (see table on pg3)
In this example:

Unsocial and Saturday enhanced rates are (hours worked x 0.37)
So for Unsocial = 1.50 hours x 0.37 = 0.56
for Saturday = 9.75 x 0.37 = 3.61

Bank Holiday & Sunday enhanced rates are (hours worked x 0.74)
So Bank holiday = 3.00 hours x 0.74 = 2.22
For Sunday = 9.33 x 0.74 = 6.90

To work out the amount due
Hours paid/due x rate = £amount due

Any differences between the employee calculation and the payslip payments section will be because of adjustments which relate to a previous month.

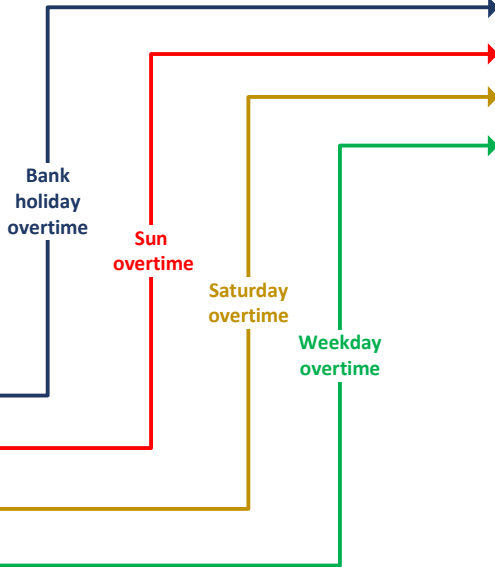# Map of hours from Nextra employee calculation to EASY payslip payment details section

OVERTIME HOURS (i.e. hours worked in excess of full time)

Nextra - employee calculation totals section

	Enhancements				Part-time excess hours	Overtime				Mobile Subsistence	
	Sat	Sun	Uns	P Hol		Weekday	Sat	Sun	P Hol	Early	Late
Sub Total 1 - First Fortnight		9.330		3.000	2.500		5.750		0.080	4	4
Sub Total 2 - Second Fortnight	9.750		1.500		7.250	1.500		12.500		4	2
Totals for payment	9.750	9.330	1.500	3.000	9.750	1.500	5.750	12.500	0.080	8	6

Bank holiday overtime

Sun overtime

Saturday overtime

Weekday overtime

EASY payslip - payment details section

▾ Payment Details

Pay and Allowances

Description	Wkd/Earned	Paid/Due	Rate	Amount
Bank Holiday OT	0.08	0.16	10.0519	1.61
Sunday OT	12.50	18.75	10.0519	188.47
Saturday OT	5.75	8.63	10.0519	86.70
Weekday OT	1.50	2.25	10.0519	22.62

Sunday, Saturday and Weekday overtime hours are paid at time and a half
(hours worked x 1.5).
So for Sunday = 12.50 hours x 1.5 = 18.75
For Saturday = 5.75 x 1.5 = 8.63
For weekday = 1.5 x 1.5 = 2.25

Bank Holiday enhanced rates are double time
(hours worked x 2)
So for bank holiday = 0.08 hours x 2 = 0.16

To work out the amount due
Hours paid/due x rate = £amount due

Any differences between the employee calculation and the payslip payments section will be because of adjustments which relate to a previous month.

Map of hours from Nextra employee calculation to EASY payslip payment details section

ADDITIONAL BASIC HOURS & MOBILE SUBSISTENCE ALLOWANCE

Nextra - employee calculation totals section

EASY payslip - payment details section

	Enhancements				Part-time excess hours	Overtime				Mobile Subsistence	
	Sat	Sun	Uns	P Hol		Weekday	Sat	Sun	P Hol	Early	Late
Sub Total 1 - First Fortnight		9.330		3.000	2.500		5.750		0.080	4	4
Sub Total 2 - Second Fortnight	9.750		1.500		7.250	1.500		12.500		4	2
Totals for payment	9.750	9.330	1.500	3.000	9.750	1.500	5.750	12.500	0.080	8	6

Mobile subsistence allowance Late

Mobile subsistence allowance Early

Part-time excess hours

Payment Details

Pay and Allowances

Description	Wkd/Earned	Paid/Due	Rate	Amount
Basic Pay	142.59	142.59	10.1526	1447.65
918 MSA Late	6.00	6.00	12.5000	75.00
918 MSA Early	8.00	8.00	6.2500	50.00
Add Basic Pay	9.75	9.75	10.1526	98.99

Basic pay hours are your monthly contracted hours which are worked out:
Weekly contract x 52.153 /12 = hours paid per month

Additional excess hours are paid at basic rate
So 9.75 hours = 9.75 paid /due

Mobile subsistence allowances rules are:
Session planned to finish before 7pm - Early rate is paid
Session planned to finish on or after 7pm - Late rate paid

To work out the amount due
Paid/Due x rate = £amount due

Any differences between the employee calculation and the payslip payments section will be because of adjustments which relate to a previous month.

Nextra employee calculation explanation

Team	AssignNo	EmpNam	Job Title
ASHFORD	23185800	Kelly	Donor Carer II

Attendance Information

Session information | **Work Done** | **Total Hours** | **Payments Due**

Contracted hours	Day's date	Week number	Venue	Actual ABS	Actual Hrs from	Actual Hrs to	Actual Hrs Break	Actual Total Hrs - decimal	Actual Total Hrs & minutes	Saturday	Sunday	Unsocial	Public holiday	Part-time excess hours	Weekday	Saturday	Sunday	Public holiday	Early	Late
28.13	26/10/2016	1	Herne Bay	ND	00:00	00:00	00:00	0.367	09:22											
28.13	28/10/2016	1	Ashford		10:15	21:55	01:30	0.167	10:10			1.920								Late
28.13	30/10/2016	1	Ashford		07:05	15:30	00:20	8.083	08:05		8.080								Early	
28.13	31/10/2016	2	Sandwich		09:45	22:20	01:15	1.333	11:20			2.330								Late
28.13	01/11/2016	2	Hythe		10:20	21:50	01:30	0.000	10:00			1.830								Late
28.13	04/11/2016	2	Ramsgate		09:25	22:30	01:30	1.583	11:35			2.500		4.282						Late
Sub Total 1 - First Fortnight											8.080	8.580		4.282					1	4

The hours/MSA due are totalled each fortnight

28.13	18/11/2016	2	Ashford																	
Sub Total 2 - Second Fortnight												12.340		6.407						6

The hours/MSA due are totalled each fortnight

Enhancements | **Overtime** | **Mobile**

				Sat	Sun	Uns	P Hol	Part-time excess hours	Weekday	Sat	Sun	P Hol	Early	Late
Sub Total 1 - First Fortnight				8.080	8.580			4.282					1	4
Sub Total 2 - Second					12.340			6.407						6
Totals for payment				8.080	20.920			10.689					1	10

Sub Total 1 - First Fortnight
Sub Total 2 - Second Fortnight
Totals for payment