



1) Purpose

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

The written payslip does not 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 all 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:

- **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.
- **Recordkeeping** – it is 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.
- **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

From November 2024, when you log into [UniCore](#) you can view and download your payslips. If you wish to view your historical payslips (dated up to October 2024) then these can be accessed via [MyView](#).

At the top of your payslip, you will see the University of Nottingham logo on the left-hand side and your name and address on the right-hand side, as follows:



Employee Name

Address

Your payslip is split into sections consisting of your personal details and pay information.

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Responsible Team	Payroll

Section 1

Payroll Name: UoN Monthly Payroll	Pay Date: 28-11-2024
Employee No:	Tax Reference: Period: 507/231696 8 2024 Calendar Month
Name:	Tax Code: 1257L
	NI Category: A
	NI Number:
	Pay Method: BACS

This section will detail the following information:

- Payroll name – the name of your employer
- Pay date – the date your pay should be credited to your bank account
- Employee No – your individual payroll/ employee number
- Name – your full name
- Tax reference and period – the employer's reference number which identifies their tax records with HMRC and the calendar month representing the tax period, for example 01 is April and 12 is March
- Tax code – this is sent to you by HM Revenue & Customs (HMRC) and is a combination of numbers and letters. This code tells us how much tax-free pay you should get before deducting tax from the rest. It is important to check this as if the code is wrong you could be paying too much or too little tax. If you believe that your tax code is incorrect then you will need to speak to HMRC
- National Insurance category – this is usually a letter, which tells the employer and employee how much national insurance they both need to contribute
- National Insurance number (NI)/code – you must have an NI number or be in the process of applying for one, to work in the UK. This is your unique number, throughout your life, that is 9 digits long, starting with two letters, followed by six numbers and one letter, for example AB123456C. It is used to make sure all your contributions are recorded properly and helps to build up your entitlement to state benefits such as a pension
- Pay method – how you will be paid, typically this is via bank transfer (BACS)

Section 2

Payments				Deductions	
Position/ Assignment No	Units	Rate	Total Amount £	Deduction Type	Total Amount £
Swimming Instructor E0000000-2 Base Salary Overtime x 1				Employee Pension PAYE NI Employee	
Centre Assistant E0000000 Basic Salary Call Out Overtime x 1.5					
Total Payments £				Total Deductions £	
				Net Pay £	

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Note if you have more than one position, all your positions with the University will show on the same payslip.

This section has the following information:

- Payments – this is usually on the left-hand side of the payslip and will show how much you have earned in wages before any deductions are made (also referred to as gross payment). This is itemised and would typically include:
 - Your role (position) and assignment number
 - Your base or basic salary for the period
 - Extra payments such as acting up, call out, bonus, commission, additional hours, and overtime. Note some of these will be broken down by hourly rate and number of hours (units) worked
 - Expense payments owed to you
 - Any benefits that are part of the salary exchange, for example pension, cycle to work scheme, annual leave purchase scheme, medical insurance
 - Any occupational pay entitlements, such as sick, maternity, paternity, shared parental, and adoption
 - 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)

Each entry will show a total amount in the final column, and the total of all payments can be seen 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 (PAYE) and National Insurance (NI) deductions made. This could also 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
 - Other payments specific to your circumstances, for example fees, utilities

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

This section also 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 pay box.

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Section 3

Useful Numbers		Year-To-Date
<ul style="list-style-type: none"> o HMRC – 0300 200 3300 o Payroll – 0115 951 5648 o CPAS Pension – 0118 918 5187 o CRPS Pension – 0345 070 8686 o USS Pension – 0333 300 1043 		Gross Earnings Nlable Pay PAYE Taxable Pay NI Employee NI Employer Net Pay EE Pension (%) ER Pension (%)
Message Welcome to your new look UniCore payslip.		

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

- Gross Earnings – this is the total gross payment made to date
- Nlable Pay – this is the total amount of National Insurance you have paid to date
- PAYE – this is the amount of tax paid to date
- Taxable pay – this is the amount of your earnings that have been taxed
- NI Employees – the amount of NI contributions you have made to date
- NI Employer – the amount of NI contributions the employer has made to date
- Net Pay – this is the total net payment you have received to date
- Employees' (EE) pension – the percentage of the contribution and the amount you have made to date. Note that the percentage, for example USS 6.1%, may also appear in section 2 of your payslip
- Employers (ER) pension – the percentage of the contribution and the amount your employer has made to date

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 along with useful contact details for any queries you may have.

3) Associated documents, appendices and resources

- If you have a query about your payslip, please contact 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

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