

# UNDERSTANDING YOUR HAYS PAYSLIP (PAYE WORKERS)

**HAYS** Recruiting experts  
worldwide

## PAY ADVICE

Temporary worker name  
and address

Period Starts 06/07/2013  
Period Ends 12/07/2013

Payment Date 19/07/2013  
Tax Period 15  
Tax Code 944L  
Tax Basis Cumulative  
NI Category A

<b>B</b>	Worker ID NI No.	Bank Sort Code Account Number	<b>C</b>	Gross £ 283.32 Net £ 240.34	<b>D</b>
<b>E</b>	Holiday Balances (hours)	Accrued 8.50	Taken 0.00	Balance 8.50	

<b>F</b>	Description	Week End Date	Units	Rate	Adjustment	Total
	Premium 1 H	12/07/2013	36.00	7.87	0.00	283.32
	Stat Hol Ded		0.00	0.00	0.00	-30.52
<b>H</b>	Description			Adjustment		Total
	EE NI Cont			0.00		12.46

<b>I</b>	Description	Adjustment	Current	Adjustment YTD	Year to Date
	Gross Pay	0.00	252.80	0.00	526.63
	Taxable Pay	0.00	252.80	0.00	526.63
	Niable Pay	0.00	252.80	0.00	526.63
	Tax	0.00	0.00	0.00	0.00
	Holiday Earned	0.00	4.34	0.00	8.50
	Holiday Paid	0.00	0.00	0.00	0.00
	Holiday Balance	0.00	0.00	0.00	8.50
	P45 Taxable Pay	0.00	0.00	0.00	526.63
	P45 Tax Paid	0.00	0.00	0.00	0.00
	Pension	0.00	0.00	0.00	0.00

**A**

Your Tax Code: used to ensure the correct amount of tax is deducted from your pay

**B**

Your unique worker ID, National Insurance number and bank account details used to process your payment

**C**

Gross Pay: Hourly premium pay rate multiplied by the hours (units) worked (any approved overtime or expenses will also be included in this amount)

**D**

Net Pay: Total payment less deductions. This is the amount that will be paid into your bank account

**E**

Holiday Balance (in hours):

**Accrued:** hours accrued against hours worked (1 day = 8 hours)

**Taken:** Hours taken as holiday

**Balance:** Hours available to take as holiday

**F**

Premium pay rate: your pay rate including holiday pay (this is a percentage of your hourly rate). *This is not the rate you will actually receive*

**G**

Statutory holiday deduction: percentage deducted from your premium pay rate to be used to pay your holiday pay. This is in line with the Working Time Regulations

**H**

EE NI Contribution: your statutory national insurance payment, deducted from your gross pay

**I**

Balances: overview of payments and deductions for the year to date