

Payslip explainer

1

Customer Number

This is your unique customer number related to your Stafftax account. We require this when you contact us by email or phone so that we can access your information and records.

2

The name of the Employer

3

Payslip Date

The end date of the pay period that the payslips represents.

4

Scheme Reference Number

This shows your unique reference number with HMRC. Your employee will need this if they have to contact HMRC for reasons regarding their tax code or a loan or mortgage application.

5

Payments

The total of all pay items. Gross pay/salary (also known as Basic Pay), overtime, bonuses etc. Statutory Maternity Pay (SMP) and Statutory Sick Pay (SSP) will also be shown in this box.

6

Deductions

The total of all deductions. Tax, National Insurance, employee's Workplace Pension contribution, student loans etc.

7

Notes

We will use this box to make you and your employee aware of any information concerning their PAYE such as a tax code change.

8

This Period

Total Gross Pay

Also known as Basic Pay. This is what your employee has earned prior to Tax and NI being deducted. It also includes non-taxable pay an e.g mileage reimbursements.

Gross Pay for Tax

This is the gross pay minus any items not subjected to tax e.g mileage reimbursements.

Earning for NI

The salary on which NI contributions must be paid.

Employer's NI

This is what you must pay to HMRC in Employer's National Insurance for this pay period.

Employer's Pension

This is the employer's Workplace Pension contribution for your employee which must be paid to the pension scheme along with the employee's contribution (for Employee's pension see number 6).

Total Cost

This is how much it has cost you to employ this person for this pay period i.e., Gross Pay plus Employer's NI. More information on total cost of employment on page 24.

9

Year to Date

This is the same as number 8 but in Year to Date amounts. It is the total amount for each figure for the current tax year (Tax year is April to March).

10

Employee Information

Employee's name and internal payroll number (for office use).

Employee's tax code

Employee's NI number and code

Pay frequency

This shows how often your employee is being paid. Most common is weekly or monthly.

Tax period

The month or week of the current tax year for this particular pay period.

11

Net Pay

This is what your employee 'takes home' after Tax and NI (and other necessary deductions e.g pension/student loan repayments) have been made. **This is the amount you must pay your employee.**

Payroll Reference No:	Employer:	Payslip Date:	Scheme Reference No:				
eNTA12345	Mr John Smith	30/04/2020	120/AB12345				
Payments:	Units:	Rate:	Amount:				
Salary			1368.06				
TOTAL PAYMENTS			1368.06				
Deductions:			Amount:				
PAYE TAX			65.00				
National Insurance			69.13				
NEST			33.93				
TOTAL DEDUCTIONS			168.06				
Notes:	This Period:	Amount:	Year to Date:				
<div style="position: relative; width: 100px; height: 100px; margin-left: auto;"> 8 </div>	Total Gross Pay	1368.06	Total Gross Pay	1368.06			
	Gross Pay for Tax	1368.06	Gross Pay for Tax	1368.06			
	Gross Pay for NI	1368.06	Tax Paid	65.00			
	Employer's NI	87.78					
	Employer's Pension	25.45					
	Total Cost	1481.29					
Employee Name & Number:		Tax Code:	NI Number & Code:	Pay Frequency:	Tax Period:	NET PAY:	
SMITH, Jane		M1	1250L AB123456A	A	Monthly	1	1200.00