

Introduction to your ESR Payslip

The move to the ESR system will mean changes to how your payslip will look. The example to the right (Mr. Other, who works in Head Office) has been produced to help explain the different areas of the payslip. In addition, there is a small table of abbreviations below which will help your understanding of some of the items which will appear on your actual payslip.

List of Common Abbreviations used on The ESR Payslip

Abbreviation	Description
ARRS	Arrears Payment
EN	Enhancement Payment (e.g. Unsocial)
OT	Overtime Payment (e.g. Saturday)
NNI	Payment Not Subject to NI Contributions
NP	Non-Pensionable
NT	Payment Not Subject to NI Contributions
OMP	Occupational Maternity Pay
OSP	Occupational Sick Pay
R	Refund
SMP	Statutory Maternity Pay
SSP	Statutory Sick Pack
PAYE	Pay as you earn
SD Ref number	Employee reference number in NHS pension scheme

Assignment Number

Uses the first 8 digits of your Employee number. If you have more than one post these will be indicated by the addition of -2 -3 etc.

Salary/Wage


This box shows the full salary paid.

Incremental Date

Shows the date of your next increment or when you reached the maximum point.

Contract Hours

The number of hours you are contracted to work.

ASSIGNMENT NUMBER 12345678-2		EMPLOYEE NAME MR A N OTHER		LOCATION HEAD OFFICE			
DEPARTMENT HEAD OFFICE		JOB TITLE Team Manager		PAYSCALE DESCRIPTION Non Review Body Band 5			
	SAL/WAGE 23208.00	INC.DATE 01 OCT 2007	STANDARD HRS 19	PT SAL/WAGE 11758.72			
	TAX OFFICE NAME HM Collector		TAX OFFICE REF	TAX CODE 496L CUMUL	NI NUMBER AB123456T		
PAY AND ALLOWANCE (- = MINUS AMOUNT)			DEDUCTIONS (R INDICATES REFUND)				
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE
Basic Pay	86.06	86.06	11.8689	1021.43	PAYE	201.52	
Basic Pay Arrs				232.48	NI D	103.40	
AFC bonus payments				262.88	Pension	91.01	
					Hospital fund	5.34	
Year to date balance (This employment only)				This Payslip Summary			
GROSS PAY 7638.84		TAXABLE PAY 7180.50		PENSIONABLE PAY 1516.79		TAXABLE PAY 1425.78	
NI LETTER D		TAX PAID 907.50		TAX PERIOD 6		NON-TAXABLE PAY 0.00	
NI PAY 7638.84		PREVIOUS TAXABLE PAY		FREQUENCY Monthly		TOTAL PAYMENTS 1516.79	
OTHER NI PAY		PREVIOUS TAX PAID		PERIOD END DATE 30 SEP 2007		TOTAL DEDUCTIONS 400.62	
NI CONTS 482.96		OTHER NI CONTS		PAY DATE 23 SEP 2007		NET PAY 1116.17	
PENSIONABLE PAY 7638.94		PENSION CONTS 458.34		PAY METHOD BACS			
SD REF NUMBER		EMPLOYEE NUMBER 12345678					

Payscale Description

The payscale that you are currently paid on.

Salary/Wage

This box shows the actual salary paid. The amount will be pro-rate for part-time staff.

Tax & NI Information

Useful information that you may need if you have to contact your tax office for any reason.

Deductions

Your total earnings will be assessed each period and any resulting statutory and/or voluntary recoveries will be shown here.

Net Pay

The amount of pay that will be transferred to your Bank Account.

Pay & Allowances

Monies that you are entitled to receive will be shown here. Payments in addition to BasicPay will usually relate to the period that you have just worked.

Employee Number

This is an important identifier and should be quoted in all pay related queries and correspondence.

Year to Date Balances

This area shows totals for income tax, national insurance and pension from the beginning of the tax-year (April - Week1 or Month1), up to and including the current pay period.

This Period Summary

This section provides details relating to your current payment. Total payments and deductions are shown together with details about the pay period itself and when you can expect your Net Pay to be paid.