

Understanding Your Payslip

The following diagram explains key parts of your payslip. Please note that the diagram shows an entirely made-up payslip and does not reflect the circumstances of a real person. However, the layout and terminology will be similar to your own.

If you have any questions about your pay or payslip, please go to our Colleague Information page for further information: [Pay Information](#)

If the above page does not answer your questions, please speak to your line manager for further assistance.

Your current tax code, e.g 1060L which determines the amount of tax you pay. For example in this case the employee would be entitled to earn £10,609 before paying tax

This is your SAP number: An 8 digit number unique to each employee. This number should always be quoted when contacting HR or CBS. If you have more than one job there will be a separate unique 8 digit number for each job.

This number is also known as PAYE reference and should be quoted when corresponding with HMRC

Date Payment is credited to your bank account

Core pay is your basic contractual pay and excludes non-core pay, overtime, etc

NSWP stands for Non-Standard Working Pattern/Hours, also known as Non core pay, and takes into account weekend working, shifts, standby etc.

WCD is the Working Context and Demand payment, a non-core payment for working in difficult or distressing situations.

Additional hours that have been worked in this period

Holiday pay for additional hours that have been worked in this period

The number of additional hours that have been paid.

The rate paid for the hour

13.08.2015 14:50:29		Glasgow City Council - Interim Payslip				Glasgow Shared Service Centre 20 India Street Glasgow G2 4PF	
Name		Ms A Person				Pay Date	04.08.2015
Tax Code	Tax Period	Tax Reference	Tax District	Tax Office Phone Number	NI Number	Personnel Area	
1060L 0	05	961/SZ59728	CENTRE 1		AB123456C	Social work /	
01	00000000	Residential worker (Night)					
ALLOWANCES				DEDUCTIONS			
Description	Units	Rate	Amount	Description	Amount	Balance	
Core Pay			1978.86	Tax Paid	449.00		
NSWPH Non Core			516.40	Employee NIC	278.44		
WCD Non Core			35.18	Scot West CU Ded	550.00		
Hol Pay OT Pen			20.90	Unison	19.68		
Hol Pay OT			117.02	LGPS SUP EE 6.5%	182.20		
*Overtime	21.00	16.7837	352.47				
TOTAL ALLOWANCES			3247.42	TOTAL DEDUCTIONS		1479.32	
This Period		Gross Pay	3247.42	Taxable Pay		Tax	Pension
To Date		13369.18	13369.18	12518.94		1683.60	850.24
Main Bank	000000	BANK OF SCOTLAND PLC				Net Pay	
Other Bank						1,768.10	

This is your pension contribution for this period. Pension is amount deducted before tax. Percentage is determined on Annual Salary as at 31st March.

This is your gross pay (pay before tax)

Net pay is your total allowances minus total deductions.