

**PLEASE NOTE: This is a SAMPLE PAY SLIP used only for explaining how the pay slip and reconciliation statement are calculated. It does NOT contain any information about your own pay slip.**

**Company** This is the name of the company you are employed by. **PAYSLIP**  
**i4 Pay Partners Limited**  
 71 - 75 Shelton Street, Covent Garden, London, WC2H 9JQ

Name [REDACTED] This is the name and address we have on file you. Please advise us immediately if it is incorrect or has changed.

Date: 22/04/2016

Payment ref: 123456

Tax period: 3

Pay periods: 1

Employee No: 12345

NI number: MA123456D

NI code: A

Tax code: 1100L

Payment method: BACS

This is important information relating to your payment.

Pay periods shows how many tax periods your payment covers.

Ensure that your NI number is correct.

Your tax code determines how much you can earn before paying tax.

Earnings	Amount	Deductions	Amount
Basic pay	266.40	NI Contribution	28.61
Holiday pay advanced	32.15	PAYE	36.20
Expense claims reimbursed	207.90	Pension contribution	2.25
Profit sharing bonus (DPSB)	94.84		
<p><b>Basic pay:</b> This is the number of hours worked multiplied by the National Minimum Wage. By law at least this amount has to be paid to you.</p> <p><b>Holiday pay advanced:</b> This is the holiday pay advanced to you each week (if you have elected to take it that way).</p> <p><b>Holiday pay redeemed:</b> This is the holiday pay you have asked to be paid out and comes out of your holiday pay entitlement.</p> <p><b>Expenses:</b> Any expenses that you are entitled to and that have been approved by us. These are reimbursed free of tax.</p> <p><b>Profit sharing bonus (DPSB):</b> This is the balance of your earnings after deducting basic pay, holiday pay advanced, expenses and other company overheads (such as employers NI, company pension contributions, admin overheads etc).</p>		<p>These are the statutory deductions for NI, PAYE and pension contributions. Other deductions may apply.</p>	
			<p>This is the amount you will be paid.</p>
<b>Net pay</b>			<b>534.23</b>

Message

This section shows a summary of the main Earnings and Deductions for both the current tax period and year to date.

This section shows your holiday pay entitlement. The holiday pay year is from 1st Oct to 30th Sep each year. The carried forward balance is the amount you are entitled to request when you take your holidays.

Earnings & Deductions	This Period	Year To date	Holiday Pay	This Period	Total
Total gross pay	393.39	1,159.12	Brought forward		.00
Taxable gross pay	393.39	1,159.12	Accrued	32.15	1,816.29
PAYE	36.20	104.60	Redeemed	32.15	1,816.29
Employers NIC	32.76	95.38	Transferred		
Employees NIC	28.61	83.29	Carried forward		.00
Company pension contr.	2.81	8.23			
Employee pension contr.	2.25	6.58			
The holiday pay year runs from 1 <sup>st</sup> October – 30 <sup>th</sup> September					

- Please retain your pay slips – you may need the information for your tax return
- Please inform us immediately if any of your personal information has changed or is incorrect

This page shows you a complete reconciliation of how your payment was calculated starting from the invoices the company raised through to your net payment.

## HOW YOUR PAYMENT WAS CALCULATED

This section provides details of the amounts invoiced to the Client in respect of work performed by you. It is for information only and does not affect your contractual entitlement to pay.

Payment date: 22/04/2016	Payment ref: 123456
Name: [REDACTED]	Company: i4 Pay Partners Limited

Inv No	From	To	Inv Unit	Rate	Amount	Receipt	Description
399146	11.04.16	17.04.16	37.00	12.08	446.96	654.86	per hour
399146	11.04.16	17.04.16	462.00	0.45	207.90		per mile

This section shows the invoices that were raised by the company for the time worked and how much was received from your agency. The total of the amounts received is carried down into the Company Calculations below.

**YOUR PAY SLIP CALCULATIONS** shows how your Net Pay was calculated:  
 Your Earnings are broken down into Basic pay, holiday pay advanced, DPSB, PBA (Pay Between Assignments) advanced and any other earnings.  
 Your Deductions are broken down into Employees NIC, PAYE tax, pension contributions and any other deductions.  
 Any Expenses now being reimbursed will be shown.  
 Your Net Pay is: The Total Income less Total Deductions plus Expenses

COMPANY CALCULATIONS		YOUR PAY SLIP CALCULATIONS	
Total receipts for invoices paid (Ex VAT)	654.86	Basic pay (hours worked @ NMW)	266.40
(-) Administrative overhead	18.00	(+) Holiday pay advanced	32.15
(-) Expense claims	207.90	(+) Discretionary profit sharing bonus DPSB	94.84
(-) AWR funding	.00	(+) PBA advanced	.00
(-) Fixed expense pot provision	.00	(+) Other earnings	.00
(-) Gross salaries	266.40	<b>TOTAL INCOME</b>	<b>393.39 (a)</b>
(-) Holiday pay provision	32.15	Employees NIC	28.61
(-) Employers NIC	32.76	(+) PAYE	36.20
(-) Employers pension contribution	2.81	(+) Employee pension contribution	2.25
<b>NET COMPANY PROFIT</b>	<b>94.84</b>	(+) Other deductions	.00
(-) Discretionary profit sharing bonus	94.84	<b>TOTAL DEDUCTIONS</b>	<b>67.06 (b)</b>
<b>REMAINING COMPANY FUNDS</b>	<b>0.00</b>	Expense claims approved	207.90 (c)
Holiday pay accrued	32.15	<b>NET PAY (a - b + c)</b>	<b>534.23</b>
Holiday pay redeemed	32.15		

The COMPANY CALCULATIONS shows how the total amount received from your agency is broken down into various costs:  
 Administrative overhead is the amount charged for our service including any Employee Benefit Scheme fee;  
 Expense claims are the total expenses now being reimbursed;  
 AWR funding is the amount required to fund your Inter-Assignment Pay (if you are on a Swedish Derogation contract);  
 Fixed expense pot provision is the amount required to fund your expenses if you subscribe to that service;  
 Gross salaries is the gross basic pay (hours worked at the NMW);  
 Holiday pay provision is the amount of holiday pay accrued in the period;  
 Employers NIC is the amount of Class 1A NICs paid by the company;  
 Employers pension contribution is the amount contributed by the company to your workplace pension scheme;  
 The Net Company Profit is the amount which (if positive) will be paid to you as the Discretionary Profit Sharing Bonus.