

Champion Contract Services

Payslip Details



- ▶ Payslip Layout Example
- ▶ Understanding your Payslip
- ▶ Accessing your Payslip



Champion Contract Services Income Statement for C Hampion

Company Income received		Assignment Rate(s)				
		Units	Rate	Total	Agency/Description	Description
1						
Company Income and Costs	1,156.85	39.50	28.00	1,108.00	Agency	Hours
Salary Deductions	200.00					
Apprenticeship Levy	3.00					
Employer's NI	80.00					
Company Margin	30.00	1.00	50.85	50.85	Agency	Expenses

PAYSLIP

Employee Name		Employee Number	NI Number	Tax Code	Pay Date	Periods
C Hampion		CCSU0000	XX123456A	1185L	04/03/2019	1
Payments				Deductions		
Description	Units	Rate(£)	Amount(£)	Description	Amount(£)	
2				3		
Basic Rate	39.50	7.83	309.29	PAYE(Income tax)	350.00	
Additional Taxable Wage	1.00	443.64	443.64	Employee's NIC	80.00	
Holiday Pay	1.00	90.87	90.87			
Expenses (non taxable)	1.00	184.75	184.75			
Total Payments			1,028.55	Total Deductions	430.00	
Champion Contract Services		This Period		Year to Date		
PAYE Reference	080/TA31008	Total Taxable Pay	800.00	Total Taxable Pay	20,000.00	
Tax Period	43	Earnings for NICs	800.00	Total Niable Pay	20,000.00	
Period Ending	22/02/2019	Expenses	184.75	PAYE Income Tax	4,000.00	
Pay Frequency	Weekly	Net Payment	503.72	National Insurance	2,000.00	
				Total Payment (€)	503.72	

Address:

Mr C Hampion
 1 Worsley Court
 High Street
 Worsley
 M28 3NJ

Message:

Note: These figures are for example purposes only.

Understanding Your Payslip

Within the top half of your payslip you will see your total hours and the rate of pay along with the total. Also within this section, your Agency and description of your payment (overtime and other rates for example) are also outlined here under the Assignment Rate(s) section.

Company Income Received 1

- ▲ **Company Income and Costs** - This is the total income due to Champion from your agency/client
- ▲ **Salary Deductions** - This is the total of your tax, NI and other deductions such as Employee Pensions and Student Loans were applicable. A breakdown of these are found in the 'deduction' section of your payslip.
- ▲ **Apprenticeship Levy** - This was a part of the previous 'employer costs' deduction that has been separated out into its own deduction. Though this is now separate, there is no additional cost.
- ▲ **Employers NI** - This was a part of the previous 'employer costs' deduction that has been separated out into its own deduction. Though this is now separate, there is no additional cost.
- ▲ **Employers Pension** - This is the Employer contribution element of the auto-enrolment pension scheme.
- ▲ **Company Margin** - This is the margin charged by Champion for the service provided.

If you choose to have your holiday pay retained by Champion, you will also see the amount retained from the payment in this section.

PAYSLIP

Your name, Employee No, NiNo, Tax Code, Pay Date and No of pay periods will be shown here.

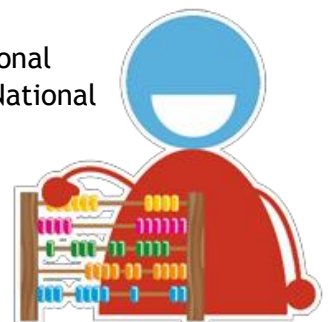
Payments 2

This will show a breakdown of your payment due. You will see a line which represents Basic Rate @ National Minimum Wage. This is there to ensure you are not paid under National Minimum Wage on your payroll.

- ▲ **Holiday Pay** - You will also see a line for 'holiday pay'. This is showing the element of your rate of pay that is being paid out to you as holiday pay*

*If you have chosen for Champion to retain your holiday pay on your behalf, this element will not show on your payslip.

- ▲ **Expenses** - If you claim your expenses which as processed as tax deductible, the total value of the relief applied to the payment will be shown here.
- ▲ **Taxable Wage** - The final element of the payments section is 'additional taxable wage'. This is the remaining amount of your payment after National Minimum Wage, Holiday Pay and Expenses (if applicable) have been calculated.



Deductions

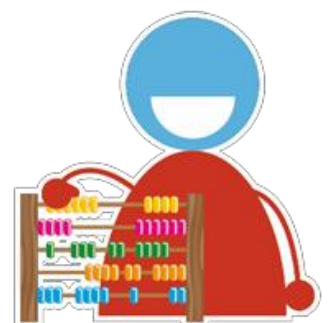
3

- ▲ **PAYE** - This is the total 'Pay As You Earn' tax due for the pay period.
- ▲ **Employee's NIC** - This is the total Employee's NIC due for the pay period.
- ▲ **Employee's Pension** - This is the Employee's (Your) contribution element of the auto-enrolment pension scheme.
- ▲ **Student Loan** - Any Student Loan deductions will be shown here.

Final Section of Payslip

The final section to the payslip is where you can see the payslip dates along with your total figures for the period and year to date.

We understand that your payslip and figures calculated can be sometimes confusing. If you have any questions regarding any details on your payslip, please do not hesitate to contact a member of our team on, 0161 703 2549.



Accessing Your Payslips

Please refer to the below guidance for instructions as to how to access your payslips via your personal portal.

- ▲ Login to your portal using your own login and password.
- ▲ On the dashboard, open the '**payroll**' by clicking on the word.

The screen that follows will show a summary of all your payslips submitted to your portal.

- ▲ Here you can search for your payslip via the different filters.
- ▲ Once you have the appropriate payslip, you may click the '**download payslip**' icon which will download the payslip to your system.

If you have any questions regarding your portal or the accessibility of your payslips, please do not hesitate to contact a member of our team on, **0161 703 2549** or email us at, payroll@championcontractors.co.uk

