



Your Payslip Explained

Retained Holiday Pay



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Your Payslip Explained



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1 Your Details

Your name and home address will show under this section.

2 Payment breakdown

- Salary Paid – This is your total number of hours worked at National Minimum Wage (NMW)
- Additional Taxable Pay – This is the remainder of your hours that aren't paid at NMW.

3 Deductions

The deductions reflected in this section are statutory PAYE Income Tax and Employee National Insurance contributions. If you have chosen to remain in the workplace pension scheme, the employee contribution will be shown here.

4 Payments this period

This section totals up all payment information and statutory deductions taken in the payment period (week or month). You can also find details of your tax code and tax basis here.

5 Year to Date

This section totals all year to date payment information and statutory deductions.

6 Net Pay

This confirms your payment after all relevant employment costs, income tax and national insurance contributions have been deducted. This figure will be paid into your bank account by Faster Payment method on your agreed payment day.

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Pay Advice - Reconciliation Statement

Employee No.	Employee Name	Process Date	NI Number	Tax Period	Periods Covered
		25/04/2024		Week 3	1

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Company Receipts (A)	Week End Date	Units	Rate	Amount
Standard Day Rate	19/04/2024	5	£600.00	£3,000.00
Total:				£3,000.00

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Company Costs (B)	Amount
Margin	£24.00
Holiday Pay	£279.51
Employer NI	£296.42
Employer Pension Contribution	£25.40
Apprenticeship Levy	£11.58
Holiday Employment cost	£48.35
Total:	£684.28

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Breakdown	Amount
Gross	£2,315.74
Holidays taken this period	£0.00
Total Gross Pay	£2,315.74

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Holiday Pay Entitlement	Amount
Brought forward	£448.30
Accrued this period	£279.51
Taken this period	£0.00
Carried forward	£725.78
Employment Balance	£125.56

Expenses Breakdown

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Expenses Incurred	Units	Rate	Amount
Total:			£0.00

Expenses	Amount
Brought forward	£0.00
Claimed this period	£0.00
Taken this period	£0.00
Carried Forward	£0.00

Comments

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7 Company Receipts

This section includes a breakdown of your hours/days worked and your rate of pay.

8 Company Costs

- Margin – This is the Champion margin taken from company receipts.
- Salary Sacrifice – **IF** you have chosen to make salary sacrifice pension contributions into your own pension scheme your contribution(s) will be shown here.
- Holiday Pay – This is the amount of holiday pay applicable to your earnings for this period.
- Employer's National Insurance - All umbrella companies, as employers, have a legal obligation to pay Employer's National Insurance contributions to HMRC. These contributions are made from the funds received from your recruitment agency/end client. As a contract worker, your agency/end client increase your rate of pay to include Employer's NI (13.8%) so that we can process and pay this contribution over to HMRC.
- Employer's pension contribution – If you have chosen to remain in the workplace pension scheme, the employers contribution will be shown here.
- Apprenticeship Levy - These contributions are made from funds received from your recruitment agency/end client. As a contract worker your agency/end client increase your rate of pay to include the Apprenticeship Levy (0.5% of the gross for tax) so that we can process and pay this contribution over to HMRC.
- Holiday Employment Cost – This is the amount of statutory deductions (Employer's NI, Apprenticeship Levy and, where relevant, workplace pension contribution) made in respect of your retained/accrued holiday pay.

9 Breakdown

- Gross – Your gross pay is calculated by deducting company costs (8), from the total payment received from your agency (7). In this example, this is £3,000.00 – £684.26 = £2,315.74.
- Holidays taken this period – This is the amount of holiday pay paid to you.
- Total Gross Pay – This figure is comprised of the gross plus paid holiday pay.

10 Holiday Pay Entitlement

This section details the amount of holiday pay you have accrued.

- Carried Forward – This is the total amount of gross holiday pay you have accrued and currently available to you.

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- ***Employment Balance*** – This is the total amount of statutory employment costs saved aside by Champion. These costs will be paid over by Champion to relevant organisations (i.e. HMRC) at the same time you request and receive your accrued holiday pay.

11 Expenses

If you are eligible to claim tax relief on your incurred expenses, you will find a breakdown of your expense claim within this section.

Further information regarding claiming expenses or eligibility to claim expenses can be found on the Champion website by clicking [HERE](#).