

# myHR payslip guide

This guide will help you understand the different sections of your payslip.



Your payslip is a record of your earnings and employment history. It's also a record of how much tax you pay and can be used as evidence of your earnings, for example payslips are often used as proof of earnings for mortgage and loan applications.

Not all examples will be present on every payslip, for example, overtime payments will only show if you have worked and claimed overtime, and had it approved before the payroll deadline.

## Pay Advice section

Image 1: This is an image of the section on your payslip that shows your pay advice.

<b>Pay Advice</b>			
<b>NI Number</b>	NI123456A	<b>Period End Date</b>	30-11-2024
<b>Payroll</b>	LGE1	<b>Tax Period</b>	8
<b>Employer Information</b>			
<b>Employer Information</b>			
City of Edinburgh Council FI 4 East Market Street, Waverley Court Edinburgh EH8 8BG United Kingdom			
<b>Tax &amp; NI Details</b>			
<b>Tax &amp; NI Details</b>			
<b>Tax Code</b>	S1273L Cumulative	<b>HMRC General Enquiries</b>	
<b>HMRC Payroll ID</b>	100000012345678	<b>Tax Reference</b>	961/1234567
<b>NI Category</b>	A		
<b>Assignment Details</b>			
<b>Assignment Details</b>			
<b>Job</b>	Waste Supervisor	<b>Assignment Number</b>	E1234567
		<b>Normal Hours</b>	36

1. **NI Number:** Your unique HMRC number that identifies you for Tax and benefit purposes.
2. **Period End Date:** The final date within the pay period where earnings are included.
3. **Payroll:** This is the payroll run that you are part of; it helps Payroll keep track of your salary payments.
4. **Tax Period:** The tax month within the financial year which runs from April to March. This example shows month 8 which is November.

5. **Tax Code:** This is used to calculate how much income tax is deducted from your pay.
6. **HMRC Payroll ID:** Your unique number used by The City of Edinburgh Council to send payroll information to HMRC.
7. **Tax Reference:** This reference ensures that correct Tax and National Insurance contributions are being paid to HMRC.

## Earnings section

**Image 2: This is an image of the section on your payslip that shows your earnings.**

Earnings	
Description	This Payslip (£)
Basic Pay	1,988.17

**Basic Pay:** This is your monthly basic pay before any other earnings or deductions.

**Image 3: This is an image of the section on your payslip that shows your sickness pay.**

Occupational Sickness Pay	237.32
Salary Offset	-237.32

**Occupational Sickness Pay:** After the salary offset has been deducted, sickness pay is then added back onto your salary which can be 'occupational' or 'statutory' sick pay depending on the terms and conditions of your employment.

**Salary Offset:** This is a deduction that reflects any adjustments made for unpaid leave or reduced hours due to illness. For example, if you take leave without pay, your gross salary will be reduced.

**Image 4: This is an image of the section on your payslip that shows your holiday pay.**

Holiday Pay NPEN	18.05
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**Holiday pay NPEN:** This is holiday pay paid on any overtime hours claimed. This amount is not pensionable which means it will not be included in your pension contributions.

## Other Earnings section

**Image 5: This is an image of the section on your payslip that shows overtime payments.**

Other Earnings		
Description	Hours	This Payslip (£)
OTx1 5	7.50	217.48

**Overtime:** Any additional hours worked over and above your normal contractual hours will show here. This example is overtime paid at the rate of 1.5 times your salary for every hour claimed. Claims made and approved before the payroll cut-off date will display here.

**Image 6: This is an image of the section on your payslip that shows mileage.**

Mileage_nontaxable	0.00	84.15
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**Mileage:** Claims approved before the payroll cut-off date will display here. This total can be divided by the rate of your mileage. This example is paid at 0.45p which is £84.15/0.45 = 187 miles.

## Deductions section

**Image 6: This is an image of the section on your payslip that shows an employee's pension contribution.**

Deductions	
Description	This Payslip (£)
LPF Pension Employees Contribution	132.68

**Pension Employee's Contribution:** The monthly payment that an employee contributes to their Lothian Pension Fund (LPF) pension. The employer's contribution is not shown on the payslip but can be seen on your [LPF account online](#).

**Image 7: This is an image of the section on your payslip that shows a deduction for electronics.**

Home - Electronics - Contract 1	-22.21
VAT Home - Electronics 1	-4.44

**Home electronics:** Any home electronics purchased through Vivup which are deducted through your payslip over 12 months repayment scheme. Tax is paid on the value of the benefit.

**Image 8: This is an image of the section on your payslip that shows a deduction for overpayments.**

Overpayment_T N S	-117.39
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**Overpayment:** This shows the amount being deducted from your pay due to a previous over-payment. You'll always be contacted and given advance notice before any overpayment is deducted.

**Image 9: This is an image of the section on your payslip that shows all other deductions.**

Other Deductions	
Description	This Payslip (£)
Prepayment	211.85

**Prepayment:** This shows if you had a manual payment in the previous month. The prepayment is the approximate Net amount. The deduction shown in this example will match the manual payment amount.

## Statutory deductions and balances section

**Image 10:** This is an image of the section on your payslip that shows all statutory deductions.

Balances		
Description	This Payslip (£)	YTD (£)
Niable Pay	2,412.35	12,634.04
Taxable Pay	2,279.67	11,939.17
PAYE	456.00	2,387.80
Net Pay	1,714.52	9,211.38

- 1. Niable Pay:** Your basic pay and other earnings totals **before** National Insurance. Totals show for this (month's) payslip and year to date (YTD).
- 2. Taxable Pay:** Your basic pay and other earnings' total **before** Tax deductions. Totals show for this (month's) payslip and year to date.
- 3. PAYE:** Your total Pay as You Earn (PAYE) tax. Totals show for this (month's) payslip and year to date.
- 4. Net pay:** The amount you receive after all deductions. Totals show for this (month's) payslip and year to date.

## Other Information section

**Image 11:** This is an image of the section on your payslip that shows the employee pension contribution percentage.

Other Information
LPF Pension Employee Contribution Percentage is 5.5%

**LPF Pension Employee Contribution Percentage:** The percentage rate of your salary that you pay to Lothian Pension Fund.