

# Payslip explanation (example assuming PAYE employment)



Your name, the national insurance number you supplied and the period of the contract works

<b>Employer:</b> Ship Shape Bureau Services Limited	<b>Pay Date:</b> 10 Jun 2009
<b>Employee:</b> Smith,John	<b>Operative ID:</b> OP012345
<b>NI:</b> AB123456C	<b>Tax Code:</b> 647L
<b>Period:</b> One Week to 05/06/2009	<b>Tax Weeks:</b> 10

The payment date and your unique reference ID, which appears on your Contract Services Payment Card

Tax code calculated by the HMRC and the tax week your payment has been allocated to

Our contract fee for work delivered by you plus any subsidy given to you by the client; discounted to allow for contract administration services and £2.99 per week for insurance (only in weeks that you work)

SSCS Invoice to End Contractor	
Construction Works	477.01
Client Subsidy	0.00
Administration	20.00
Insurance	2.99
<b>Sub-Contractor Costs</b>	<b>500.00</b>

Example

The value of the contract works

Holiday pay is included in your hourly rate; a break down is included for you to see

The statutory National Insurance amount that we must withhold on your behalf

The expenses you submitted that were allowable and could be allocated with this pay

Cumulative expenses in the tax year (from 6<sup>th</sup> April to 5<sup>th</sup> April)

Statement of Income & Expenditure for Ship Shape Bureau Services Limited	
REVENUE	477.01
<b>Costs</b>	
LESS: Gross Pay	348.93
LESS: Holiday Pay on account of	42.11
LESS: Employers NI	35.97
LESS: Expenses	50.00
Net P&L Before Tax	0.00
Corporation Tax	0.00
<b>Net P&amp;L After Tax</b>	<b>0.00</b>
YTD Expenses:	500.00

Employee Payslip Smith,John	
GROSS PAY	348.93
ADD: Holiday Pay on account of	42.11
LESS: PAYE Tax	53.21
LESS: Employee NI	30.91
<b>Net Pay</b>	<b>306.92</b>
ADD: Expenses	50.00
<b>Total Pay</b>	<b>394.42</b>
YTD Gross Pay:	3,489.26
YTD Holiday Pay on account of:	421.12
YTD PAYE Tax Paid:	532.07
YTD NI Paid:	309.14

The holiday pay is reinstated

Statutory tax deductions based on your gross pay

Cumulative tax paid for the tax year (which runs 6<sup>th</sup> April to 5<sup>th</sup> April).

Money paid into your account

Payment to your bank account as follows:	
Net Pay	306.92
Expenses	50.00
Additions / Deductions	37.50 (CSCS Test Refund)
<b>Total Payment Made</b>	<b>394.42</b>

The reason for you receiving any Additions or Deductions with this pay

**Tax Tip: post in your expense claim sheet and original receipts weekly to ensure you maximise your income**