



St Helens and Knowsley  
Teaching Hospitals  
NHS Trust

# How to read your Payslip



# 2016 TCS Pay Slip Breakdown

|  |  |   |       |                 |                  |                  |                 |
|--|--|---|-------|-----------------|------------------|------------------|-----------------|
| [1] ASSIGNMENT NUMBER<br>#####               | [1] EMPLOYEE NAME<br>DR. STEPHEN STRANGE | [1] LOCATION<br>St Elsewhere General Hospital |       |                 |                  |                  |                 |
| [1] DEPARTMENT                               | [2] JOB TITLE                            | [2] PAYSCALE DESCRIPTION                      |       |                 |                  |                  |                 |
|  | [3] SAL/WAGE<br>28808                    | INC. DATE<br>## ### ####                      |       |                 |                  |                  |                 |
|  | TAX OFFICE NAME<br>St Elsewhere Office   | TAX OFFICE REF<br>##/#####                    |       |                 |                  |                  |                 |
|  | [4] STANDARD HOURS<br>27.5               | [5] PT SAL/WAGE<br>19805.5                    |       |                 |                  |                  |                 |
|  | [6] TAX CODE<br>#### #####               | [1] NI NUMBER<br>#####                        |       |                 |                  |                  |                 |
| PAY AND ALLOWANCES (- = MINUS AMMOUNT)       |  | DEDUCTIONS (R INDICATES REFUND)               |       |                 |                  |                  |                 |
| DESCRIPTION                                  | WKD/EARNED                               | PAID/DUE                                      |       |                 |                  |                  |                 |
|  |  | [7] RATE                                      |       |                 |                  |                  |                 |
|  |  | AMMOUNT                                       |       |                 |                  |                  |                 |
| Basic Pay                                    | ###.##                                   | ###.##  | £     | £               | DESCRIPTION      | AMMOUNT          | [8] BALANCE C/F |
| Night Duty 37%                               | ##.##                                    | ##.##   | £     | £               | PAYE             | £                |                 |
| Weekend Frequency                            |  |   | £     | £               | NI A             | £                |                 |
| On Call Allowance                            |  |   | £     | £               | NHS Pension 9.3% | £                |                 |
| LTFT Allowance                               |  |   | £     | £               | Student Loan     | £                |                 |
| London Weighting                             |  |   |       |                 | Mess Fund        | £                |                 |
| Pay Premia                                   |  |   |       |                 | Parking          | £                |                 |
| Pay Protection                               |  |   |       |                 |                  |                  |                 |
| Mileage                                      |  |   |       |                 |                  |                  |                 |
| Year To Date Balances (This Employment Only) |  |   |       | Period Summary  |                  |                  |                 |
| GROSS PAY                                    | £  | TAXABLE PAY                                   | £     | PENSIONABLE PAY | £                | TAXABLE PAY      | £               |
| NI LETTER                                    | A  | TAX PAID                                      | £     | TAX PERIOD      | ##               | NON TAXABLE PAY  | £               |
| NI PAY                                       | £  | OTHER NI PAY                                  | £     | FREQUENCY       | MONTHLY          | TOTAL PAYMENTS   | £               |
| NI CONTS                                     | £  | OTHER NI CONTS                                | £     | PERIOD END DATE | ##/##/####       | TOTAL DEDUCTIONS | £               |
| PENSIONABLE PAY                              | £  | PENSION CONTS                                 | £     | PAY DATE        | ##/##/####       | NET PAY          | £               |
| SD REF NUMBER                                | #####                                    | EMPLOYEE NO.                                  | ##### | PAY METHOD      | BACS             |                  |                 |

- Trainee & Placement Details**
- Role & Pay scale (Nodal point)**
- Full time salary/wage**
- Standard hours**
  - FT = 40 basic hours
  - LTFT all rostered hours
- Part salary/wage**
  - (Standard Hours / 40) x Sal/Wage
- Tax code**
- Pay & allowances**
  - Basic hours
  - Additional hours (Non for LTFT)
  - Night (+37% Enhanced hours)
  - Weekend Frequency Allowance
  - On Call Allowance (NROC)
  - Protection/Premiums/Allowances
- Deductions**
  - Pay As You Earn – Income Tax
  - National Insurance
  - Pension
  - Student Loan
  - Mess Fees/Parking Fees/Other
- Pay period**
  - Taxable pay/Non-taxable pay
  - Total Pay/Gross Total/Deduction
  - Net Pay (Take Home Pay)



| PAY AND ALLOWANCES (- = MINUS AMMOUNT) [7] |            |          |      |         |
|--|------------|----------|------|---------|
| DESCRIPTION                                | WKD/EARNED | PAID/DUE | RATE | AMMOUNT |
| Basic Pay                                  | ###.##     | ###.##   | £    | £       |
| Night Duty 37%                             | ##.##      | ##.##    | £    | £       |
| Weekend Frequency                          |            |          | £    | £       |
| On Call Allowance                          |            |          | £    | £       |
| LTFT Allowance                             |            |          | £    | £       |
| London Weighting                           |            |          |      |         |
| Pay Premia                                 |            |          |      |         |
| Pay Protection                             |            |          |      |         |
| Mileage                                    |            |          |      |         |

### WKD/EARNED

This is the number of hours for Basic & Night Pay, and will equate to your average weekly hours on your work schedule x 4.345 (to give 1/12<sup>th</sup> of annual hours extrapolated from average weekly hours).

### PAID/DUE

For basic pay this should be the same as **WKD/EARNED**.

For night this will be **WKD/EARNED** x 0.37.

| Hours/wk | Hours/month [PAID/DUE] |
|----------|------------------------|
| 20       | 86.9                   |
| 24       | 104.3                  |
| 28       | 121.7                  |
| 32       | 139                    |
| 36       | 156.4                  |
| 40       | 173.8                  |

**RATE** is the hourly rate based on Nodal Point basic pay.

| Nodal Point | Grade     | Annual Basic Pay    | Hourly Rate (≈)   |
|-------------|-----------|---------------------|-------------------|
| 1           | FY1       | £28,808             | £13.81            |
| 2           | FY2       | £33,345             | £15.99            |
| 3           | CT/ST 1-2 | £39,467             | £18.92            |
| 4           | CT3/ST2-5 | £50,017             | £23.98            |
| 5           | ST6+      | £53,077<br>*£56,077 | £25.45<br>*£26.89 |

*From Pay and Conditions Circular (M&D) 3/2021  
\*As of October 2021, further increase April 2022*

**AMMOUNT** is the number of hours from **PAID/Due** multiplied by the hourly **RATE**.

The value in **PAID/DUE** will be;

### Basic Pay

(Average weekly hours less than 40) x ((365/7)/12).

### Additional hours

(Average weekly hours greater than 40) x ((365/7)/12).

### Night duty rate will be

(Average weekly Night hours x.37) x ((365/7)/12).

Not applicable for elements not calculated using hours such as weekend frequency and available (NROC) allowances, LTFT allowance, pay premia etc.



## LTFT payslip guide

| ASSIGNMENT NUMBER  | EMPLOYEE NAME   |                | LOCATION             |  |
|--|---|----------------|----------------------|--|
| DEPARTMENT   | JOB TITLE   |                | PAYSCALE DESCRIPTION |  |
|  | SAL/WAGE<br>xx,xxx.xx   | INC.DATE       | STANDARD HRS<br>xx   | PT SAL/WAGE<br>xx,xxx.xx   |
|  | TAX OFFICE NAME   | TAX OFFICE REF | TAX CODE             | NI NUMBER  |
| PAY AND ALLOWANCES   |   |                |                      |  |
| DESCRIPTION  | WKD/EARNED  | PAID/DUE       | RATE                 | AMOUNT   |
| <b>Basic pay</b><br><b>Night duty</b><br><b>Weekend allowance</b><br><b>Non-resident on-call</b><br><b>Flexible pay premia</b><br><b>LTFT allowance/Transitional pay premium</b><br><b>Cash floor protection</b> | Relevant information on hours worked, rates of pay, and what is being paid this month will be contained in these sections. NOTE not all doctors will receive all pay elements*. | *Same applies  | *Same applies        | xx,xxx.xx<br>xxx.xx<br>xxx.xx<br>xxx.xx<br>xxx.xx<br>xxx.xx<br>xx.xx |

### Basic pay

Basic salary will be pro rata to the relevant nodal pay point for your grade, based on the proportion of full-time work which you will work. Your basic pay will be 1/40th of the relevant nodal point, multiplied by your average weekly hours, as per your work schedule.

### Night duty

Any hours receiving an enhanced rate of 37% of your hourly basic pay. There are: any hours between 21.00 and 07.00; any hours worked until 10.00 in shifts of 8 hours or longer which start between 20.00 and 23.59; the entirety of any shift which ends between 00.00 and 04.00 (inclusive). This works in exactly the same way as for full timers.

### Weekend allowance

An allowance paid pro rata to the value of the full-time allowance, based on your work schedule's proportion of full-time commitment to the weekend rota – not your percentage of full time. Work out what your weekend frequency (e.g. 1 in 4) is as a percentage of the full timers' frequency. Then your weekend payment will be this percentage of the cash value of the full-time weekend frequency payment for your nodal point. To find the full-time allowance, see schedule 2 of the 2016 TCS, or the NHSE pay circular.

### Non-resident on-call

An allowance paid pro rata to the value of the full-time allowance, based on your work schedule's proportion of full-time commitment to the rota, using the same principle as the weekend frequency allowance – the cash value of the 8% allowance is paid pro rata to your proportional commitment to the full time on-call rota.

### Flexible pay premia

Any flexible pay premia that apply to you, pro rata to your agreed proportion of full-time work. These are currently for: General Practice, Psychiatry, Emergency Medicine, Histopathology, academia, Oral and Maxillo-Facial Surgery, and exceptional flexible pay premia. These are detailed in the NHSE pay circular.

### LTFT allowance

Doctors training LTFT and paid under the 2016 pay system (which excludes those in receipt of section 2 pay protection), will be paid an annual allowance of £1,000.

### Transitional pay premium

An annual payment of £1,500 for all LTFT trainees who were training LTFT on 3 August 2016, or who were on maternity leave 2 August 2016 and returned to training LTFT. This applies until your pay protection expires.

**NOTE: you can only be in receipt of one or the other of these provisions.**

### Cash floor protection

If you receive Section 1 transitional pay protection, this will show your protected cash floor amount. It's calculated as your basic salary the day before you transitioned onto the 2016 TCS, plus a banding supplement for the rota you were working on the day before transition – see schedule 14 of the TCS for full detail.



# Further Information on Work Schedules and Pay Elements

For a more detailed breakdown of the elements which form your Work schedule, please follow the link to 'How to read your Work Schedule' which is found on our Website

<https://leademployer.sthk.nhs.uk/work-schedules>



## Further Information

For more information on T&Cs please visit:

<https://www.nhsemployers.org/publications/doctors-and-dentists-training-terms-and-conditions-england-2016>

For more information on Pay and conditions circulars for medical & dental staff please visit:

<https://www.nhsemployers.org/articles/pay-and-conditions-circulars-medical-and-dental-staff>

For more information on Work scheduling and templates for the 2016 junior doctor contract please visit:

<https://www.nhsemployers.org/articles/work-scheduling-templates-2016-junior-doctors-contract>

For any further queries please contact the Lead Employer team via email

[lead.employer@sthk.nhs.uk](mailto:lead.employer@sthk.nhs.uk) or via telephone **0151 478 7777**