



# Understanding your Work Schedule and Payslip **LEAD EMPLOYER...**



# Work Schedule Guidance

Host Organisations are responsible for ensuring that a work schedule is prepared for the post and sent to the trainee 8 weeks prior to them starting in placement, which takes into account:

- The expected service commitments.
- The parts of the relevant training curriculum that can be achieved in the post.
- Work Commitments/Working hours.
- Details of Supervisors/GoSW.
- Rolling rota.
- Pay attached to the rota.

In your first meeting with your supervisor, you will discuss the generic schedule and personalise it further for you, according to your needs.

Following your meeting with your supervisor if any changes are made to your work schedule this must be sent to the Lead Employer Team.

[www.leademployer.merseywestlancs.nhs.uk](http://www.leademployer.merseywestlancs.nhs.uk)



# Work Schedule

- Fulltime On-Call (NROC) Rota will receive an availability allowance of 8% regardless of frequency.
- Similar to weekend frequency, LTFT doctors receive a proportion of the above, depending on their contribution to the on-call rota -not necessarily their agreed training percentage (therefore the persons responsible for issuing your work schedule would need to know the FT & LTFT NROC frequencies to calculate this)
- If your actual work exceeds that which is set out in your work schedule you are advised to Exception Report (Pay/TOIL for additional hours at relevant
- If your actual work exceeds this regularly , this should trigger a work schedule review (i.e. if the work schedule does not represent what you actually do).



# 2016 TCS Pay Elements

## 2016 TCS Pay Elements Basic Pay Rate

- Hourly rate based on pay circular 40h/wk

## Additional Hours

- At basic hourly rate per additional hour

## Enhanced Rate

- Night rate, +37%

## Weekend Frequency

- % of basic full time pay
- LTFT receive proportion of FT allowance

## On-Call (NROC) Allowance

- Flat 8% of Basic Full time Salary
- LTFT receive proportion of FT allowance

## LTFT Allowance (+£1,000)

(Or 2016 Transitional LTFT Allowance)

## Transitional Section 1 Pay Protection:

- Cash floor pay protection (end 03.08.2022)

## Transitional Section 2 Pay Protection:

- 2002 pay scale & banding (r/v 06.08.2025)

## London Weighting

## Flexible Pay Premia

- Hard to fill, Academic, Exceptional etc.

## Pay Protection on changing speciality etc.



# Work Schedule Outputs

**Other:**

Any additional personalisation including providing a weekly timetable, days to attend clinics or to develop quality improvement projects should be added at the first clinical/educational supervisor meeting with the trainee.

Paediatric Grand Round - Weekly Thursday 12:30 pm

RMCH Paediatric teaching - Weekly Friday 8.30 am (Tertiary placement only)

RMCH Paediatric teaching – Weekly Thursday 8.30 am (Case Based Discussions); first Thursday of the month combined Radiology teaching session (General placement only)

Regional teaching programmes

**Average Weekly Hours of Work: 46:30**

**Annual pay for role\* ST4-5**

PAY	Result
Basic salary	£50,017.00
Total additional rostered hours	06:30 / £8,127.76
Weekend allowance	6%/(1:4.33) £3,001.02
Night premium (with allowance for leave)	14:00 / £6,477.20
<b>Total salary</b>	<b>£67,622.98</b>

**Average Weekly Hours of Work: 46:30**

**Annual pay for role\* ST6+**

PAY	Result
Basic salary	£53,077.00
Total additional rostered hours	06:30 / £8,625.01
Weekend allowance	6%/(1:4.33) £3,184.62
Night premium (with allowance for leave)	14:00 / £6,873.47
<b>Total salary</b>	<b>£71,760.10</b>

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30		
2	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 20:30	8:00 - 20:30	8:00 - 20:30
3			8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
4	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00
5	00:00 - 8:30		8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
6	8:00 - 20:30	8:00 - 20:30		8:00 - 16:30	8:00 - 16:30		
7	20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30		
8	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		8:00 - 20:30	8:00 - 20:30	8:00 - 20:30
9	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30			
10	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
11	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
12	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
13	8:00 - 16:30	8:00 - 16:30	8:00 - 20:30	8:00 - 20:30	8:00 - 16:30		
14	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		8:00 - 20:30	8:00 - 20:30	8:00 - 20:30
15		8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
16	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00
17	00:00 - 8:30			8:00 - 16:30	8:00 - 16:30		
18	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
19	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
20	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
21	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
22	20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30		
23	8:00 - 20:30	8:00 - 20:30		8:00 - 16:30	8:00 - 16:30		
24	8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00	00:00 - 8:30, 20:00 - 24:00
25	00:00 - 8:30		8:00 - 16:30	8:00 - 16:30	8:00 - 16:30		
26	8:00 - 16:30	8:00 - 16:30	8:00 - 20:30	8:00 - 20:30	8:00 - 16:30		



# Work Schedule Examples

## Slot 1 Summary

Specialty: Plastic surgery  
Grade: ST1 (2016)

2016 Contract	Result	Target
Average hours (with allowance for leave)	38:15	48:00
Average hours	36:30	48:00
Max consecutive shifts	PASS	7
Max consecutive long shifts	PASS	4
Max consecutive night shifts	PASS	4
Max consecutive late shifts	PASS	4
Max consecutive on-call shifts in midweek	PASS	1
Min period off (after long shifts)	PASS	48:00
Min period off (after 1 night)	PASS	46:00
Min period off (after 2 consecutive nights)	PASS	46:00
Min period off (after 3 consecutive nights)	PASS	46:00
Min period off (after 4 consecutive nights)	PASS	46:00
Min period off (after consecutive days)	PASS	48:00
Max weekend frequency	PASS	3
Max on-call frequency	PASS	3 in 7 days
Max shift length after on-call	PASS	10:00
Max shift length	PASS	13:00
Max on-call length	PASS	25:00
Min period off (after 4 consecutive lates)	PASS	48:00
Max weekly hours	PASS	72:00

EWTD	Result	Target
AWWT	37:17	48:00
Weekly rest	PASS	24:00
Daily rest	PASS	11:00

PAY	Result
Basic salary	£42,001.37
Total additional rostered hours	00:00 / £0.00
Weekend allowance	7.5%/(1.4.00) £3,294.23
Night premium	00:00 / £0.00
Total salary	£45,295.59

**Average Weekly Hours of Work: 37.25**

Your contract is a less than full time contract for **80% LTFT** hours

The distribution of these will be as follows:

Average weekly hours at basic hourly rate: **31.75**

Average weekly hours attracting a 37 per cent enhancement: **5.50**

**Note:** these figures are the *average weekly hours*, based on the length of your rota cycle, as required by Schedule 2 of the Terms and Conditions of Service. These may not represent your actual hours of work in any given week.

## Annual pay for role

PAY	Result
Basic salary	£40,903.29
Total additional rostered hours	00:00 / £0.00
Weekend allowance	7.5%/(1:3.75) £3,219.23
Night premium (with allowance for leave)	05:30 / £2,234.58
Total salary	£46,357.10

Flexible Pay Premia: <<Insert FPP>>



# How your Work Schedule Elements should look in your payslip

## Annual pay for role\*

Basic Pay (Nodal Point): £51,017  
Pay for additional hours above 40: Nil  
Enhanced pay at 37% rate: £ 235.95  
Weekend allowance: Nil  
On-call availability supplement : Nil  
London weighting: n/a  
Flexible Pay Premia [Type]: £9144.00  
Transitional pay protection: n/a

Total pensionable pay: £51,017.00  
Total non-pensionable pay: £9379.95

To work out if the work schedule elements are correct on your payslip, divide each element by 12. i.e  $£51,017 / 12 = 4251.41667$ - which is rounded to £4251.42 in the payslip. →

PAY AND ALLOWANCES (- = MINUS AMOUNT)				
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT
Basic Pay	173.81	173.81	24.4602	4251.42
Flex Pay GP 2016				762.00
Night Duty 37%	2.17	0.80	24.4602	19.66



# Payslip Example

ASSIGNMENT NUMBER #####	EMPLOYEE NAME DR. STEPHEN STRANGE		LOCATION St Elsewhere General Hospital				
DEPARTMENT Foundation Doctor	JOB TITLE Foundation Doctor Year 1		PAYSCALE DESCRIPTION Foundation Doctor Year 1				
	SAL/WAGE 28808	INC. DATE ## ### ####	STANDARD HOURS 27.5		PT SAL/WAGE 19805.5		
	TAX OFFICE NAME St Elsewhere Office	TAX OFFICE REF ##/#####	TAX CODE #### #####		NI NUMBER #####		
PAY AND ALLOWANCES (- = MINUS AMMOUNT)				DEDUCTIONS (R INDICATES REFUND)			
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMMOUNT	DESCRIPTION	AMMOUNT	BALANCE C/F
Basic Pay	###.##	###.##	£	£	PAYE	£	
Night Duty 37%	##.##	##.##	£	£	NI A	£	
Weekend Frequency			£	£	NHS Pension 9.3%	£	
On Call Allowance			£	£	Student Loan	£	
LTFT Allowance			£	£	Mess Fund	£	
London Weighting					Parking	£	
Pay Premia							
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 £	PREVIOUS TAXABLE PAY £		FREQUENCY MONTHLY		TOTAL PAYMENTS £	
NI CONTS £	OTHER NI CONTS £	PREVIOUS TAX PAID £		PERIOD END DATE ##/##/####		TOTAL DEDUCTIONS £	
PENSIONABLE PAY £		PENSION CONTS £		PAY DATE ##/##/####		<b>NET PAY</b> £	
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)



# Further Information and guidance about your Payslip

For further guidance on how to read your payslip, please follow the link below which will take you to the relevant page on our Website

[Lead Employer - MWL | Payslip and Payroll FAQs](#)



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