

Umbrella Employee Payslip Explanation

DATE	VERSION	AUTHOR	PAGES
09/04/2020	1.2	SOPHIE ALLEN	6

Please note that this is an explanation only for Umbrella Payslips and may not be accurate for other types of engagement.

Page 1 - The Payslip

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Umbrella Co LTD	PS-UMBCo-0000514
Tax Period: 1	Week Ending: 2020-04-12

1 Employee Ref.	Employee Name	PAYE Reference	Process Date	NI Number
HK609215		958/A958	06/04/2020	

Payments	Units (hrs.)	Rate	Amount	Deductions	Amount
2 Basic Pay	39.00	8.72	340.08	6 Tax	425.37
3 Holiday Pay		179.35	179.35	7 National Insurance (A)	107.54
4 Bonus/Commision	----	1145.81	1145.81	8 Pension Contributions	66.61
				9 Student Loan	0.00
				10 Post Graduate	0.00
				11 Attachment Order	
5 Other Compensations / Expenses				12 Other Deductions	

Address Details
aaelfbldmkaddbfce adeleamkbjlcaeejc abbbeccdcjacmmjmkj UK aecamkbfccddcamdc

13 This Period	
Gross Income	1665.24
Gross Pay for Tax	1665.24
National Insurance (A)	107.54
Student Loan	0.00
Post Graduate	0.00
Tax Rebate	0.00
Tax	425.37
Tax Code	1250L

14 Year To Date	
Gross Income TD	1665.24
Gross Pay for Tax TD	1665.24
National Insurance TD	107.54
Student Loan TD	0.00
Post Graduate TD	0.00
Tax Rebate TD	0.00
Tax TD	425.37
Net Pay 15	1065.72

- 1) **Employee Reference** - This is the unique code used to identify you on our systems
- 2) **Basic Pay** - This is the number of hours you've worked multiplied by the National Living Wage (or minimum wage if you're under 25).
- 3) **Holiday Pay** - This is the portion of your payment made up by your holiday entitlement.

You're entitled to 5.6 weeks of holiday each year.

The holiday allowance is calculated as follows:

$5.6 \text{ weeks} \div 46.4 \text{ weeks} = 12.068\%$ (note: 28 days = 5.6 weeks).

If this figure is zero, it means that you are having your holiday pay accrued and you can request this is paid out to you when you take leave.

- 4) **Bonus Pay** - Bonus pay is the portion of you pay left over when Basic Pay and Holiday Pay are accounted for, and this is the amount you may be able to claim expenses against.
- 5) **Other Compensation/Expenses** - Bonuses (not to be confused with Bonus pay) and expenses will be show here.
- 6) **Tax** - This is the PAYE Income Tax owed on your payment, and is the amount paid to the HMRC
- 7) **National Insurance** - This is how much has been taken in National Insurance
- 8) **Pension Contributions** - If you are enrolled in a pension scheme, it will show here
- 9) **Student Loan** - If you're repaying a student loan, the amount will show here.
- 10) **Postgraduate Loan** - If you're repaying loans for Postgraduate study, the amount will show here.
- 11) **Attachment Order** - If a court orders a deduction to be taken by your employer from your wages to repay a debt, the amount will be shown here.
- 12) **Other Deductions** - Any further deductions will be show here.
- 13) **This Period** - This is a breakdown of your payslip and shows the tax code used to calculate your income tax at the bottom.
- 14) **Year to Date** - This is a breakdown of your earnings, and the deductions on your earnings, for the Tax Year to Date for your current employment.
- 15) **Net Pay** - Net Pay is the amount that you take home after all deductions are accounted for.

Page 2 - The Reconciliation Statement

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Reconciliation Statement

Employee Ref.	Employee Name	Process Date	National Insurance
HK609215	Miguel Brock	13/04/2020	JS912312A

Company Receipts

1 Basic Pay	2 Description	3 Units	4 Rate	5 (£)
23/03/2020 - 30/03/2020	Timesheet Import	39.00	50.00	1950.00
Total				6 1950.00 (A)

Less Company Costs

7 Company Overhead	20.00
8 Employer's NIC	206.48
9 Pension Cost	49.96
10 Holiday Provision	179.35
11 Apprentice Levy	8.32
12 Total	464.11 (B)
13 Receipt Less Costs	1485.89
14 Add: Holiday Pay Taken This Period	179.35
15 Less: Holiday Pay Accrued This Period	0.00
16 Less: Employee Pension	66.61
17 Gross for Tax	1665.24

Holiday Pay Entitlement		(£)
18 Brought Forward		0.00
19 Accrued This Period		0.00
20 Taken This Period	179.35	
21 HP Employer Cost	(0.00)	
22 Carried Forward		0.00

Company Receipts

- 1) **Basic Pay** - These dates show the period(s) for worked that are covered in this payment
- 2) **Description** - This describes the agreed rate for which your Umbrella company provides your services. It could show Standard Rate, Overtime, On Call or rates.
- 3) **Units** - The number of units worked at that particular rate. This could be per hour, per day, per week or per assignment.
- 4) **Rate** - The monetary amount per unit. In this example, it's £24 per hour worked.
- 5) **£** - The Units multiplied by Rate.
- 6) **Total** - The Units x Rate + Holiday Pay.

Less Company Costs

- 7) **Company Overhead** - This is the commission paid to the Umbrella company. It covers vital services like providing insurance, processing payroll, support for any queries you may have and much more.
- 8) **Employer's NIC** - This is the Umbrella's National Insurance Contribution as your Employer.
- 9) **Pension Cost** - If you're enrolled in an Auto-Enrolment pension scheme, this is the Employer's Pension Contribution.
- 10) **Holiday Provision** - The amount of Holiday Pay that will be paid to you as part of your wages or accrued for you to claim at a convenient time.
- 11) **Apprenticeship Levy** - An amount all large Employer's pay to help to fund Apprenticeships across the UK.
- 12) **Total** - Company Overhead + Employer's NIC + Pension Cost + Holiday Provision + Apprenticeship Levy
- 13) **Receipt Less Costs** - Company Receipts Total Minus (-) Less Company Costs Total

- 14) **Add: Holiday Pay Taken This Period** - If you opted for Rolled-Up Holiday Pay, this is amount that will be paid to you as Holiday Pay. This is lower than the Holiday Pay Accrued because Company Costs have been calculated.
- 15) **Less: Holiday Pay Accrued This Period** - If you Opted for Accrued Holiday pay, this is the amount that will be kept aside when you claim. This is higher than the Holiday Pay Taken figure because Company Costs have not yet been calculated and will be taken when the Holiday Pay is paid to you.
- 16) **Less: Employee Pension** - If you're enrolled in a pension scheme, your contribution is shown here.
- 17) **Gross for Tax** - This is the amount on which your PAYE, NI and other statutory payments will be calculated on.

Holiday Pay Entitlement

- 18) Brought Forward** - The holiday entitlement earned so far this tax year in this employment.
- 19) Accrued This Period** - The holiday entitlement earned in this tax period if you chose Accrued Holiday Pay.
- 20) Taken This Period** - How much of your holiday entitlement was paid to you in this tax period if you opted for Rolled-Up Holiday Pay.
- 21) HP Employer Cost** - The employer's costs associated with the holiday entitlement if you chose Accrued Holiday Pay
- 22) Carried Forward** - The new running total for holiday allowance so far this tax year in this employment.