



Understanding your Payslip

Your payslip is made up of 2 pages, a payment advice and a reconciliation statement.

In order to fully understand the your payslip, we will explain the reconciliation statement first as this shows the hours and monies received from your agency, this also explains how we get to the amounts on your payslip. We then explain your payslip and the payments and deductions processed.

NumberMill®



Reconciliation Statement

Employee No	Employee Name	Process Date	National Insurance Number
DUMMYKEY	Joseph Bloggs		AB123456C

Company Receipts:			
	Units	Rate	(£)
Unknown Service	40.00	12.00	480.00
Total			480.00 (A)

Less Company Costs:	
	(£)
Management Margin	28.00
Expenses	100.00
Employer's NIC	20.45
Holiday provision	30.40
Total	178.85 (B)

Receipts less Costs:	301.15 (A) - (B)
Add Holiday pay taken this period:	0.00
Gross For Tax:	301.15

Employee No.	Employee Name	Process Date	National Insurance Number
DUMMYKEY	Joseph Bloggs		AB123456C

Payments	Units	Rate	Amount	Deductions	Amount
Basic Pay	1.00	252.40	252.40	Tax	21.60
Expenses	1.00	100.00	100.00	National Insurance	17.78
Additional Pay	1.00	48.75	48.75		

Joseph Bloggs		Total Gross Pay	401.15	Gross Pay TD	480.00
Address 1		Gross For Tax	301.15	Gross For Tax TD	480.00
Address 2		Earnings For NI	301.15	Tax Paid TD	21.60
Address 3		Total Deductions	39.38	NI Earnings TD	480.00
Address 4		Ees NI	17.78	Ees NI TD	17.78
Post Code		Tax Code	100L		
		Payment Method	Bacs		
		Net Pay	361.77		

*For compliance reasons, we have to pay you at a rate not less than the National Minimum Wage

Company Receipts

This section details the timesheets and hours we have received from your Agency.

If the hours shown here are incorrect, please contact your agency to ensure they have all of your hours.

Gross Taxable Pay

This section details the amount of pay which is taxable. This amount will not be less than your hours multiplied by National Minimum Wage*.

If you have requested holiday or to have your holiday paid weekly, it will be shown here and added to your gross for tax.

Payments

This section details the payments which are being made.

Basic Pay

This amount will always be your hours multiplied by National Minimum Wage* and is subject to Tax and National Insurance.

Expenses

This is the amount of expenses we deducted under company costs. These expense are now being paid tax free.

Additional Pay

This is the difference between your Gross Taxable Pay and Basic Pay and reflects how much more you could have utilised as expenses and is subject to Tax and National Insurance.

Company Costs

This section details the deductions that NumberMill make before we can calculate your pay.

Management Margin

This is the margin that NumberMill charge to process your expenses and payment each period.

Expenses

This is the amount of allowable expenses that you have submitted, if it is less then it will be the amount we are allowed to use without taking your payment below the National Minimum Wage*.

Employers NIC

This is a payment which is deducted and has to be paid to the HMRC. Your rate from the agency would have been uplifted to cover this cost.

Holiday Provision

This is the amount Numbermill have retained in a pot for when you take your holiday.

Deductions

This section details any Tax and National Insurance which has been deducted from your Gross Taxable Pay that NumberMill will pay to the HMRC on your behalf.

Net Pay

This is the amount which has been credited to your account.

(Payments less the deductions)