

Understanding your online payslip



Having a new HR system, MyHR means you might see some changes to your payslip, but don't worry, we'll explain everything here. The look and feel of your payslip has changed but the general information remains the same.

HMRC Payroll ID Employee Name Employee Address		Person Number Payroll Relationship Number NI Number	
Employer Information			
Employer Name	The Co operative Group	HMRC Office Name	
Employer PAYE Reference	961/8200772	HMRC Office Phone	0300 200 3300
Employer Address	1 Angel Square Manchester M60 0AF United Kingdom	HMRC Address	United Kingdom
Tax Details			
Tax Code	1150L	Tax Basis	Cumulative
Previous Taxable Pay	0.00	Previous Tax Paid	0.00
PAYE Pay Frequency	Lunar Month	NI Priority Period Type	Lunar Month
Pay Period			
Period Type	Period Start Date	Period End Date	Period Number
Monthly Lunar	16-Apr-17	13-May-17	8
Earnings			
Description	Amount	YTD	
Annual Salary	879.02	879.02	
Pace2 Percent Salary Sacrifice	-8.79	-8.79	
Direct Payments			
Description	Amount	YTD	
PAYE and NI			
Description	Category	Amount	YTD

Here you will see your employee number, name, address and NI number.

Tax Details is where you will find your Tax Code.

Here you will see your salary basis, either Annual Salary or Hourly Salary (this does not show your total salary for the year)

PAYE & NI shows your tax and NI contributions for this pay day and YTD.

Earnings show your basic pay plus any overtime, holiday pay, allowances and pension contributions. You will also see Company Sick Pay here, you will find your Statutory sick pay (SSP) under 'Absences' on the next page. To get your total sick pay amount you will need to add these figure together.

YTD means Year to Date

Your online payslip continued...

Other Deductions

will show things like trade union fees and student loan payments.

Pre-Statutory Deductions		
Description	Amount	YTD
Other Deductions		
Description	Amount	YTD
USDAW Union R	5.88	0.00
Credit Union Manchester R	100.00	0.00
Summary		
Total Pay	Total Deductions	Net Pay
870.23	105.88	764.35

Total Deductions includes things like NI, tax and student loan payments. These are taken away from your Total Pay to calculate your Net Pay.

Total Pay is the total of the Earnings section. Note your Pension contribution has already been taken away from this figure.

Net Pay Distribution					
Payment Type	Bank Name	Sort Code	Account Number	Currency	Payment Amount

Net Pay Distribution these are the bank details your wages will be paid in to.

Net Pay is the amount paid into your bank.

Hours is where you will see hours worked. Including overtime.

Absences		
Description	Current	Year to Date
Statutory Sick Pay SSP Entitlement Payment	89.35	89.35

Absences is where you will see any Statutory Sick Pay (SSP) amounts.

Hours		
Description	Current	Year to Date
Annual Salary Hours Worked	88.00	0.00

Balances is where you will see balances for Nlable, taxable and gross pay.

Absence Accruals		
Description	Unit of Measure	Inception to Date
Holiday Accrual Hours	Hours	122.11

Inception Date shows the number of holiday hours remaining (only taken holidays have been deducted).

Balances				
Description	Run	Period To Date	YTD	
Nlable Pay	870.23	870.23	1,740.46	
Taxable Pay	870.23	870.23	1,740.46	
Gross Earnings	870.23	870.23	870.23	

Key changes and support

Pay element changes

You may have noticed that the names of some lines (pay elements) on your payslip have changed. Below are examples of the more common pay elements and their new names.

Old name of pay element	New name of pay element
Pace 1% NICE	Pace 2 % NICE
Hol Salary Offset	Holiday Deduction
NI A	NI Employee

Colleagues on the arrears pay-cycle

In August we wrote to you telling you that we have two different pay-cycles, the 'Current pay-cycle' and the 'Arrears pay-cycle'. From October we plan to move all colleagues on to the 'Current pay-cycle'. We've let you know what pay-cycle you are on. You'll find this information on your June, July or August paper payslip.

If you are on the 'Arrears pay-cycle' you'll receive two weeks 'catch up' pay and this will appear on your October payslip.

The two weeks 'catch up' pay will appear in the 'payment' section of your payslip and will be easily recognisable, as '2Wk Arrears'.

PAYMENTS	VALUE
Basic Salary	500
Basic Salary 2Wk Arrears	250

Some colleagues may also see 2Wk Arrears after additional payments they're entitled to such as Shift Allowance and Secondment Allowance.

If you're not currently a member of our pension scheme (Pace DC) and you receive more pay than usual because of the 'catch up' payment, you may be

automatically enrolled into Pace DC, as this is a legal requirement.

If you get any letters from Legal & General saying that you'll be enrolled into Pace DC, don't worry. When your pay goes back down to normal after the October payment (and is once again below the Government limit) you don't need to do anything - you won't be automatically enrolled into Pace DC and you won't have any pension contributions taken from your pay. If you have any queries about Pace DC, contact Legal & General on the details below.

Changes to pension contribution

The Government is raising the minimum pension contribution that both employees and employers have to pay. If you were automatically enrolled in Pace DC and are currently paying 1% contribution, this will automatically increase to 2% from October 2017. You should have had a pack in the post giving you more information or you can contact Legal & General on the details below.

Holiday balances

For Food Stores and Depot colleagues your holidays will be captured using Kronos/TARA. This means that your holidays will show as 2 weeks behind on your payslip (this hasn't changed).

For all other colleagues who enter holidays directly into MyHR your holiday balance will be up to date on your payslip providing your holidays are approved before payroll cut off (2 weeks before each pay day).



More help and support

If you need any more help understanding your October payslip speak to your manager in the first instance or contact HR Shared Services. For more help about your pension contribution contact Legal & General.

HR Shared Services

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 HRServices@coop.co.uk

Legal & General

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 coopensions@landg.com