

Understanding your paper 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 stayed the same, but the way the information has been displayed might be a bit different.

This is where you'll see your basic pay as well as any overtime, allowances and absence payments. We call these pay elements

Gross pay is your pay before any deductions are made

Taxable pay is the amount you'll pay tax on

Holiday Ent - shows your holiday hours that you have built up from 1 April to the current pay period

Taken - shows holiday hours taken from 1 April to the current pay period

Left - shows your holiday entitlement minus hours taken

Period End Date 28-OCT-17	Tax Period 32	Employee Number 012345	Name A Smith			Pay Group COP	Cost Centre 070284
Organisation High Street RT			Payment Method BACS		Position Food Retail Customer Team Member		
Tax Code 1150L	NI Number JH123456A	NI Cat A	Pension Number	Contracted Hours 35	Hourly Rate 7.71	Annual Salary 14,032	
PAYMENTS			VALUE		DEDUCTIONS		
Basic Salary			1079.40		PAYE		
Holiday Deduction			-269.85		NI Employee		
Holiday Payment			269.85		7.00		
Sickness Deduction			-38.55		12.00		
Sickness Payment			38.55				
Pace 2 % NICE			-10.23				
			GROSS PAY		TOTAL DEDUCTIONS		
			1069.17		19.00		
Taxable Pay YTD			NET PAY		BALANCES		
1069.17			1050.17		VALUE		
Holiday Ent.			Taken		Taxable Pay YTD		
217			35		6416.40		
Left			182		Gross Pay YTD		
					6416.40		
Tax Office Address					Tax PAYE YTD		
HMRC, Pay As You Earn, PO Box 100, Newcastle upon Tyne, NE98 1WY					42.00		
Telephone Number: 0300 200 3300					Employee Pension YTD		
Employers Reference Number961/820072					61.38		
					NI Employee YTD		
					72.00		
					Total Pay YTD		
					6476.40		
					AVC Balance YTD		
					81.84		

This is where deductions are made. Here you'll see things like NI and tax contributions. If relevant you'll also see things like student loan etc

YTD (Year to Date) shows totals from 6 April to the current date

This shows your taxable earnings YTD. This may show as a lower figure than your gross pay, as some of your earnings may not have been subject to tax i.e pension contribution

This is the amount that'll be paid into your bank account

Remember in 2018 we'll be moving to online payslips so you'll be able to easily access your payslip using your personal device, anywhere at anytime. To do this you need to provide us with an email address at coop.co.uk/myemail

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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%	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

☎ 0330 606 1001

✉ HRServices@coop.co.uk

Legal & General

☎ 0345 026 8689

✉ coopensions@landg.com