Pay Advice Guide

RACS PAYE has devised an 'Easy to Follow' Pay Advice. Simply, track your payslip from top to bottom. It shows how the product works in detail, from Gross Amount to Take-Home Pay.

Personal Details:
Ref No
Tax Code
National Insurance No
Frequency of Payment
Week Ending Date

Personal Details:
Name
Address

Personal Tax Details:
Tax Paid to Date
Gross Pay to Date

Payroll Breakdown:
Sum Invoiced
No Expenses
Holiday Pay Accrued
Holiday Pay Paid Out
Statutory Pay
Gross Amount *to be taxed*
Tax
National Insurance
Student Loans
Net Pay

Assignment Details:
Number of Days
Or
Number of Hours

Expenses Breakdown:
PAYE Products do NOT Have the ability to Off-Set Expenses

Additions:
No Additions

Deductions:
Administration Cost
Legal Deductions
Variable Adjustment
(Depending on Agency)

Bank Details:
Bank Name
Account Number
Sort Code

How we work it out:
Calculation to determine the total take-home

Take-Home Pay:
The amount in your Bank

PAYE

Pay Advice

PERSONAL DETAILS

Ms A Person
3 The Street
ANYTOWN
Countyshire
AA1 9ZZ

RACS PAYE Ref	**P COL000005**
Tax Code	543L
National Insurance Number	AA112233B
Payment Frequency	Weekly
Week Ending Date	27 JUN 2008
Tax Paid to Date	£396.80
Gross Pay to Date	£3344.89

PAYE PAYMENT BREAKDOWN

	Days	Hours
Assign 1	1.00	
Assign 2	0.50	
Assign 3		
Assign 4		
Assign 5		
Assign 6		
Assign 7		
Assign 8		
Assign 9		

Total Sum Invoiced (net of VAT)	£181.50
Allowable Expenses	£19.80
Accrued Holiday Pay this period (@ 10.17 %) This is not rolled-up but a retained Holiday fund	£16.44
Holiday Paid Out:	£0.00
Statutory Pay:	£0.00
PAYE Gross (Minus Expenses)	**£145.26**
PAYE Tax	£8.00
National Insurance	£4.43
Student Loan Repayment	£0.00
Net PAYE (A)	**£132.83**

Claimed Expenses *

* Total expenses wholly and exclusively incurred in the course of your contracted work, supported by receipts and/or HMRC dispensations

** Allowable Expenses = Claimed Expenses + Administration Cost of £3.50 per day worked and £5.00 per Holiday Payment

EXPENSES ADDED BACK

** Allowable Expenses (B)	

DEDUCTIONS

Administration Cost	
Legal Deductions	£0.00
Variable Adjustment (based on Agency uplift)	
Total Deductions (C)	

AMOUNT PAID INTO YOUR BANK ACCOUNT

Calculation is: [(A) + (B) - (C)] = (D)

TOTAL PAY (D) **£145.63**

Where your money has been paid

Bank/ B Soc Name: NatWest
Account Number: *****590
Sort Code: 60-10-10

Please ensure that these details are correct. Notify us immediately if they are incorrect
Call us ASAP on 0845 604 0572

Part of the RACS Group of Companies

If you are unsure or concerned about any aspect of your Pay Advice please contact us for a personal run-down on how it works or any corrections needed. You can contact us on:

0845 604 0571 or **info@racscollective.com**