1. **I Got paid a different basic salary this month, can you please tell me why and how it is calculated?**

   In case any changes are done in:
   -Salary details
   -Work hours in the week,
   -Or any other changes which affect basic salary
   - Grade changes (Monthly Offshore)
   In above cases, the salary gets prorated.

   The proration is based on Net worked days in that period and Standard no. of hours/week i.e., FTE value.

   For Example:
   Monthly Onshore
   If the annual salary is £20,000 and the salary hiked to £21,000 from the 22nd of the month, Working hours per week = 22.5 hours/week, FTE - 22.5/37.5 = 0.6

   Then the calcuation will be as follow:,
   Monthly Salary = Annual Salary*0.6/12 = 20000*0.6/12 = 1000
   Daily Rate (in case of proration) = Annual Salary*FTE/260 (Standard Net worked days in a Year)
   Basic salary for that month = 20000*0.6/260=46.17 and 21000*0.6/260= 48.46 = (46.17*15)+(48.46*8)= 1080

   Monthly Offshore
   Basic Salary = Grade rate annual salary/12 = 20000/12 = 1666.67
   Daily Rate = Grade Annual Salary/365 = Daily rate*no of days worked on that grade, for employees belonging to WG UK Monthly Offshore payroll and hence working on Saturdays and Sundays as well.

2. **I Started work with wood on the 15th of this month, can you please tell me how much I will be paid?**

   The pay is calculated based on the date you started work and the number of working days in the month.

   For example, if the annual salary is £20,000, Work hours per week are 37.5, and the work Pattern is 7.5 Mon/Tue/Wed/Thu/Fri, then the full monthly salary before tax, etc. would be £1666.67. However, if started work on the 15th of this month then it would only be due thirteen days pay for the period 15th -31st of the month.

   Te first month's pay in this example would be calculated as 20000/260*13 = 1050

Or If an employee belongs to WG UK Monthly Offshore Payroll and Work hours per week = 52.5 and the pattern is 7.5 Mon/Tue/Wed/Thu/Fri/Sat/Sun then 17 days payment will be paid accordingly.

3. I got my grade changed last week but io am still getting paid as per previous grade

The payment is done on the basis of Grade updated to the system and if in case with late instruction is received then the backdate is done once New grade is updated by P&O admin to the system in the coming week using the rates of the New grade for the hours marked in timesheet.