

UK Payroll Payslip Overview

wood.

Sections of Payslip

1. Employee Details:-
 •Name
 •Oracle Id
 •Address

8. Tax and NI Category

9. Earning Details:-
 •Basic salary
 •Flex Deduction
 •Benefits like Car Allowance
 •Pensions Deduction (Salary Sacrifice)
 •Overtime

11. Total Gross PTD

13. Bank Details

15. Payroll Support

2. NI Number

3. Employee's Work Location

4. Employee's Active Assignment Number

5. Payroll Name

6. Employer Name & Address

7. Pay Period Start, End Date and Pay Date

10. Deduction:-
 •Tax and NI
 •Voluntary Deductions - ESP, Students Loan etc.

12. Payment to Bank

14. Period to Date and Year to Date figures

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| | | | | |
|-------------------------|--------------------------|---|--|--|
| Employee | Location | 101 Aberdeen - Sir Ian Wood House | | |
| Employee Number | Assignment Number | | | |
| NI Number | Payroll | WG UK Monthly Onshore | | |
| Employee Address | Employer Address | Wood Group UK Ltd 15 Justice Mill Lane Aberdeen AB11 6EQ | | |

| Pay Processing Information | | | | |
|----------------------------|--------------------------|-----------------------|---------------------|---------------------|
| Period Type | Tax Period Number | Pay Begin Date | Pay End Date | Payment Date |
| Calendar Month | 5 | 01-Aug-2020 | 31-Aug-2020 | 28-Aug-2020 |

| Tax Details | | |
|-----------------|------------------|--------------------|
| Tax Code | Tax Basis | NI Category |
| S1250L | Cumulative | A |

| Payments | | | | Deductions | |
|------------------------------|-----|------|-------|---------------------|-------|
| Description | Qty | Rate | Value | Description | Value |
| Basic Salary | | | | PAYE | |
| Car Allowance | | | | NI A | |
| Flex Dental Insurance | | | | Pennies for Promise | |
| Flex Holidays | | | | ESP | |
| Flex Medical Insurance | | | | | |
| Temp Salary Adjustment | | | | | |
| Wood Pension Salary Exchange | | | | | |

| Summary of Payments | | |
|------------------------|-------------------------|--------------------------|
| Total Gross Pay | Total Deductions | Total Amount Paid |
| | | |

| Net Pay Distribution | | | |
|-----------------------|-----------------------|----------------------------|---------------|
| Payment Method | Bank Sort Code | Bank Account Number | Amount |
| WG UK Ltd BACS | | | |

| Additional Calculation Details | | | | | Balances | |
|--------------------------------|-----|-------------|-----------|---------|--|--------|
| Description | Qty | Date Worked | Date From | Date To | | Amount |
| | | | | | Balance | |
| | | | | | Earnings to Date | |
| | | | | | Taxable Pay to Date (incl. any BIK) | |
| | | | | | Tax to Date | |
| | | | | | NI Contributions to Date | |
| | | | | | ER Pension for Period | |
| | | | | | ER Pension to Date | |
| | | | | | Dental Insurance BIK to Date | |
| | | | | | Medical Insurance BIK to Date | |
| | | | | | Dental Insurance BIK for Period | |
| | | | | | Medical Insurance BIK for Period | |
| | | | | | Taxable Pay for Period (incl. any BIK) | |

| Tax Office Information | | |
|------------------------|------------------------------------|-----------------------------------|
| Tax Office Name | Tax Office Telephone Number | Employers Reference Number |
| Centre 1 | 0300 200 3300 | 961/YZ84044 |

Message to Employee
 Please contact everythingpeople@woodplc.com quoting PAYROLL - MON for all pay related queries

Payslip Guide

- 1. Employee Details** – This is the Left Uppermost section of Payslip with Employee Name, Unique identification number in Payroll record or Employee no. and employee registered address.
- 2. NI Number** - Your National Insurance number confirms that you're eligible for work in the UK, this thus makes sure that your National Insurance contributions and tax are recorded against your name only.
- 3. Employer Location** – This is the work location of employee.
- 4. Employee's Active Assignment number** – This relates to the current assignment to which employee is working. This is made up of Employee no. with count of assignments changed.
- 5. Payroll Name** – This is location, department and pay-frequency specific name under which employee is put for payroll processing.
- 6. Employer Name and Address** – This has company name and its headquarters office address details in it.
- 7. Pay Period Details** – This section tells the Period no. for which pay is released within the Tax year, Start & End date of period also the date on which pay will be credited in employee's account.
- 8. Tax and NI Category** – The Section tells the current Tax code at which rate you are taxed, the Tax Basic over which tax id calculated and the NI category under which employee falls (as per age).
- 9. Earning Details** – This section gives the description under which element you are being paid with Quantity of Hours/days processed and at what rate, then gives final pay value. This includes earnings as well as fixed flex or benefits deductions.
- 10. Deductions** – This section includes all Non-Tax deductions like PAYE, NI No., voluntary deductions like Employee Share Plan, Student Loan, Court order etc.
- 11. Total Gross PTD** – This gives the Total figure of Earnings section.
- 12. Payment to Bank (Net Pay)** – This is the amount credited in employee's bank account after total deduction from total earnings.
- 13. Bank details** – This is employee's Bank account details in which pay is processed and via which method.
- 14. Period to Date (PTD) and Year to Date (YTD) figures** – This is the Balances section which reflects the total amount earned or deducted in same period of Payslip and cumulative periods to date.
- 15. Payroll Support** – This includes message to employee to drop their payroll queries to everythingpeople@woodplc.com or call at +44 1224 851500 option 3.

Payslip FAQ's

1. When will my Payslip be released every month?

Payslips will be released a day before pay date of every month (monthly paid) or week (weekly paid) and will accordingly be available on Employee self service portal.

2. May I please know the password for my Payslip as I am unable to open the one sent from payroll?

The General Password for Payslip is NI Number of employee with all uppercase letters.

3. I am unable to understand what is 'Wood Salary Exchange Auto Enroll' deduction in my payslip?

This is Pensions deduction for Auto Enrolment scheme, applies automatically if employee doesn't opt for any pension scheme within 3 months of Joining. The standard contribution under AE scheme for Employee is 5% and Employer is 3%.

4. Where can I see Employer total contribution till date for pensions in my payslip?

The 'Balances section' (bottom-most right corner) of Payslip contains Period to date (PTD) and Year to Date (YTD) figures for all earnings and deductions processed.

5 – Can you please confirm what BIK and Flex in my Payslip are? As I can see twice deduction for medical insurance one is of Flex and other is BIK.

BIK is Benefit In Kind, which is a Taxable and Niable element thus just adds on to Taxable earnings, instead Flex is a non-taxable deduction which is deducted from Gross but doesn't contribute to taxable or niable earning. Therefore only one deduction is there and other is to charge Tax over it.

6 – I can see extra deduction in my Payslip, can you please explain what is ESP?

ESP is Employee Share Plan deduction with agreed percentage of basic salary to in share plan of employer in order to avail certain benefits. Employee must have opted for it via is Employee self service portal. For more information one can reach out to share plan team at shareplan@woodplc.com .

Useful links and Addresses

- Pensions – pensions@woodplc.com
- ESP - shareplan@woodplc.com
- Flexes and benefits related - EUAf.combenefits@woodplc.com
- TimeWriting Change – Everythingpeople@woodplc.com
- Payroll and HR – Everythingpeople@woodplc.com
- PAYE Calculator - <http://payecalculator.hmrc.gov.uk/PAYE0.aspx>
- HMRC Connect - <https://www.gov.uk/government/organisations/hm-revenue-customs>

Payroll Support Desk : +44 1224 851500 Option '3'