How to Read Your Pay Documents

Your three pay documents

You get three documents about your pay. Together they show your hours, your pay rates, your extra pay and everything taken off.

Document	When you get it	What it shows	What to do
Weekly hours confirmation	Every week	The hours you worked that week, at each site	Check your hours are right. Tell us straight away if not.
Pay statement	Every 4 weeks	Your hours, your pay rates and your gross pay (pay before anything is taken off) for each site and week	Check it matches your weekly confirmations.
Payslip (from Sage)	Every 4 weeks	Your gross pay, what has been taken off (tax, National Insurance, pension) and your net pay (what goes into your bank)	Check the gross pay matches your pay statement.

Reading your 4-weekly pay statement

Your pay statement has one section for each week. Each section shows the sites you worked at and your hours on each day.

What you see	What it means
Pay Period	The 4 weeks this statement covers.
Pay Grade	Your pay band (for example R100).
Rate (before premiums)	Your basic hourly rate.
Wkd Rate	Your weekend hourly rate (Saturday and Sunday). This is higher than your basic rate.
Rate (weekday column)	Your hourly rate for Monday to Friday.
Site name (green column)	Each place you worked that week.
Hours in a day box, e.g. (3h0m)	The hours you worked that day. 3h0m means 3 hours, 0 minutes.
***Relief site**	You covered a shift at a site that is not your usual one.
Total Weekend Hours / Total Weekday Hours	Your total hours at that site for the weekend and for the week days.
Total Pay for this site	Your pay for that site that week.
Sub-Total Gross Pay	Your total pay for that week, before anything is taken off.

What you see	What it means
Total Gross Hours and Pay for Period	Your total hours and pay for all 4 weeks, before anything is taken off. This should match the gross pay on your Sage payslip.

If a week is missing, it means you did not work any hours that week.

Reading your Sage payslip

Your Sage payslip starts with your gross pay, shows what is taken off, and ends with your net pay.

What you see	What it means
Gross pay	Your total pay before anything is taken off. It should match the total on your pay statement.
Income Tax (PAYE)	Tax paid to the government. The amount depends on your tax code and how much you earn.
National Insurance (NI)	Paid to the government. It builds your right to the State Pension and some benefits.
Pension	Your contribution to your workplace pension. Clean Slate also pays into your pension.
Tax code	Tells us how much you can earn before paying tax. HMRC sets it.
Net pay	What is paid into your bank account: gross pay minus everything taken off.
Year to date	Your totals since 6 April this year.

If something looks wrong

Call the admin team on 01332 573555 or email admin@clean-slate.co.uk. They are all trained to help with pay questions. If anything can't be sorted straight away, they will pass it to Clair Lynn, Business Services Director, who is responsible for payroll. Under our Fair Pay Charter, we put right any underpayment within 1 working day of knowing about it.

You can find our Fair Pay Charter and Staff Handbook on the staff noticeboard, or ask the admin team for a copy. They explain your pay rates, extra pay, benefits and how pay is reviewed each April.