

Your Stores and Head Office Payslip Explained

Employee name and address

P0
MRS A N OTHER
12 SAMPLE STREET
SAMPLE CITY
ADDRESS 4
POSTCODE

8 digit unique reference number. To be quoted in all information given to Personnel or Payroll

Employee number 12345678
Department

Payments: Basic Pay, Overtime, Location Pay, Shift Premiums etc

Payments (Taxable)	
Basic Pay	1225.52
Smart Final Salary Pen	72.24 CR
TOTAL	1153.28

This is your pension contribution. This may show as Final Salary or Smart PB

Payments (Non-Taxable)	
NI Employee Rebate	0.84

Payments (Non-Taxable): Expenses, Redundancy Payment etc

Rebate of National Insurance contributions

The amount of staff discount received to date this year.

Benefits	
Discount	138.59



Quote in the event of a payroll query:

Branch 1234
Pay Group 123

Employee branch and pay group number which identifies your location

Employee personal details

The code assigned to your job role

Actual pay date

Personal Details

Tax Code 123A
National Insurance No. AB123456D
National Insurance Cat D
Hours 36.5
Hourly Rate 24.45
Job Code W03C
Tax Reference 846/T1
Date 8/6/2010
Tax Period 18

Employee's personal tax code - determines how much tax the employee will pay.

National Insurance Category: A/B denotes NOT in Company Pension - D/E denotes IN company Pension - C denotes over state pension age

Unique company Tax reference number. To be quoted when contacting Tax Office

Your payslip in detail

Your payslip in detail		Deductions		Totals To Date	
Basic Pay	1225.52	Tax	102.00	Earnings to Date	5091.16
Smart Final Salary Pen	72.24 CR	NI Employee Contribution	67.04	Taxable Pay	5091.16
TOTAL	1153.28	Union 1 - USDAW	8.56	Tax	438.80
		TOTAL	177.60	Pension (FT)	
				NI Employee contribution	292.44
				NI Employer contribution	283.12
				EESP	5091.16
				Totals For This Period	
				NI employer contribution	64.92
				EESP	1153.28
				NI-able pay	765.28
				Additional Pay Information	
				Taxable Pay	1153.28
				Non-Taxable pay	0.84
				Total Deductions	177.60
				NET PAY	976.52

Statutory, contractual and voluntary deductions from pay

National Insurance contribution paid by Tesco

Total taxable and nontaxable earnings in current tax year after the smart pension adjustment.

Earnings this tax year (capped at upper earnings level) on which you have paid National Insurance.

Total pay for which National Insurance can be deducted

Total taxable pay for this period.

Total take home pay

Holiday and Bank Holiday details

Personal Day details which will show as the date taken

Activation Code: 2182
4 digit code that is unique to the employee. Code is used to activate and access your online payslip.
Payslip message box - used to communicate corporate message each pay day.

Holiday Information				
Entitlement	Earned	Taken	Remaining	
28.0	0.0	5.0	23.0	

Bank Holiday Information				
Entitlement	Earned	Taken	Remaining	
8	3	2	6	

Personal Day

To View Your Payslip On-Line, Please Visit www.payslipview.com

Useful Payslip Information:

- To activate your online payslip and P60 www.payslipview.com
- The activation process is
 - Input your 8 digit employee number (Located under your address)
 - Input the activation code and your date of birth
 - Create a new password and confirm the new password
 - Must be at least eight characters in length
 - Must contain at least one lower case letter
 - Must contain at least one upper case letter
 - Must contain at least one number or special character
 - Select and answer 4 memorable questions.
 - You are now viewing your Payslip Inbox
 - Secure and confidential
 - 24 hour and 365 day access
 - Available Thursday before pay day
 - P60 available on-line
 - Quick to view and print
 - Environmentally friendly
 - Payslip storage for one year
 - Clearer pay element description
- If you forget your password/ memorable answers you need a reactivation letter. This contains a new activation code. Speak to your line manager.
- If you have a wage query speak to your line manager in the first instance

Other key information:

- Tax Office phone number: 0845 300 0627 (Reference Number 846/T1)
- The PAYE office dealing with Tesco employees:
Pay As You Earn, PO Box 1000, Newcastle Upon Tyne NE98 1WY