

# Understanding Your Payslip

1. →

Salary: 12.6000

2. ←

Pay Date: 24/06/2025

3. →

Employee Name  
[REDACTED]

4. ←

Employee No.  
[REDACTED]

5. →

Payments			
Description	Units	Rate	Cash
Trainee (Roots)			
Basic Pay Variable		12.6000	1,260.00

6. →

Deductions	
Description	Cash
Tax	42.42
NI - M	23.44
[REDACTED]	69.30

7. ←

This period	
Description	Cash
Taxable Pay PTD	1,190.70
Niable Pay PTD	1,260.00

8. ←

Year-to-date	
Taxable Pay YTD	3,810.24
Tax Paid YTD	174.87
NI Paid YTD - M	70.32
[REDACTED]	

9. →






Payments		Deductions		NET PAY	
	1,260.00		135.16		1,124.84

10. ←




Paid by	BACS
Sort Code	
Account No.	

Produced by North Lanarkshire Council

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1.	Salary 	Your hourly rate is shown here
2.	Pay Date 	This is the date payment will be made. Please note payment is made on a Tuesday but the pay period ends on a Saturday. In the example above, pay date is 24/06/25. The basic pay has been paid from 01/06/25 to 28/06/25.
3.	Employee Details 	Your name and employee number are shown here. If you have any interactions with Payroll, please always quote your employee number.
4.	HMRC Info 	<p>This shows the tax week, your tax code, NI Number and NI Category.</p> <p>NI Category for anyone under the age of 21 is M. Please check your NI Number is correct and report any error straight away so the correct details are being reported to HMRC for you. Information to HMRC every time we process a payroll.</p> <p>Tax codes are operated based on what you select on your HMRC declaration (also known as a starter checklist). Based on a standard 1257L/S1257L tax code, earnings above £967 per 4 weeks are taxable but whether you pay tax depends on what statement you selected on your HMRC declaration form. If you have another job, you will likely be due to pay tax on your earnings with NLC.</p>
5.	Payments 	<p>Payments are shown here by position. Your hourly rate is also shown here, along with the amount of basic pay for the period. You can take your weekly hours x hourly rate x 4 to reach the gross amount due. Any unpaid leave or sickness should show on a separate line with a minus (-) in front of it.</p> <p>At the end of your employment, any payment in lieu of holidays due will also show separately on your payslip, either as a payment or deduction depending on how much leave you have used.</p> <p>The figure at the bottom titled Payments shows the total gross payment for the period.</p> <p>(Please note if you already have a job with NLC both positions should show on your payslip)</p>

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6.	Deductions 	<p>Any Tax or NI due to be deducted from your salary is shown here. If you had any other deductions (e.g pension), these would also be shown here.</p> <p>The figure at the bottom titled Deductions shows the total amount deducted for the period.</p>
7.	This Period	This box shows taxable and NI-able earnings for the pay period
8.	Year to date	<p>This shows how much taxable pay you have earned and how much tax and NI you have paid since your placement commenced.</p> <p>(Please note if you already have a job with NLC this will be the total from the start of the tax year or the start of your employment if you started after 1<sup>st</sup> April)</p>
9.	Payslip Message 	Any important information to employees is displayed here. Everyone in the payrun will have the same message so it may not apply to you.
10.	Net Pay	This is the amount that will be paid into your bank account on pay day. This should be the total gross pay less the total deductions.
11.	Other information 	<p>Your mySelf account shows a summary of your payslip with the option to download it. The above example is based on the downloaded version, the summary may appear slightly differently. The downloaded version displays slightly more information, while the summary is a condensed version.</p> <p><b>It is important that you check your payslip every pay period and let us know straight away if you think something is wrong. This is a good habit to pick up as you prepare for your work journey in the future.</b></p>