

Cost of Living Payment FAQ'S

What is the Cost-of-Living (COL) Payment?

As announced on 17 October 2022, we are making a cost-of-living (COL) payment of £1000 to all colleagues paid within grades 1-8 (or to a total salary limit of £71,644 including market supplements for employees on equivalent pay structures) who have been in post as of 1 October 2022. The payment will be split in two parts, £500 paid with the November payroll, and a second payment of £500 in the January 2023 payroll. These will be pro-rated based on hours worked (with a minimum payment of £250 in total across the two payments).

Grade 9+ colleagues (with the exception of the Senior Leadership Team) will also be entitled to receive a COL payment of £500 which will be paid in November 2022.

What am I entitled to?

All colleagues who have been employed by the University since 1st October 2022, are entitled to the COL Payment which will be paid in two instalments. The first instalment will be paid in November 2022 and the second instalment will be paid in January 2023.

The COL Payment can be broken down as follows:

Grades 1 – 5 (or equivalent in receipt of total earnings up to £36,386)

For any employee within Grades 1 – 5, employed since 1st October 2022, will be entitled to receive £1000 (pro-rated - with a minimum payment of £250 in total). The first instalment of £500 (pro-rated) will be paid in November 2022 and the second instalment of £500 (pro-rated) will be paid in January 2023.

For any employee within Grades 1- 5 in receipt of Universal Credits which may be impacted by receiving this payment, there will be an option to receive a general shopping voucher. If you want to opt for the general shopping voucher, you will be able to select this option through your **MyView** and follow the instructions to claim. You will need to make this selection by 4th November if you are paid mid-month and by 10th November if you are paid at the end of the month. The vouchers will be made available to you by end November 2022 and end January 2023.

Grades 6 – 8 (or equivalent in receipt of total earnings up to £71,644 - inclusive of market supplements)

For any employee within Grades 6 – 8 employed since 1st October 2022, will be entitled to receive £1000 (pro-rated) which will be paid over two instalments. The first instalment of £500 will be paid in November 2022 and the second instalment of £500 will be paid in January 2023.

Grades 9+ (or equivalent maximum earnings above £71,644 inclusive of market supplements)

For any employee that is Grade 9+ employed since 1st October 2022, will be entitled to receive £500 (pro-rated), which will be paid in one instalment in November 2022.

Why have you included equivalent maximum/total earnings?

Within the University, some colleagues are on different pay structures which are not classified as “Grades” and therefore we wanted to provide clarity on colleague’s entitlement by providing the equivalent salary limit.

Who is entitled to receive the COL Payment?

All colleagues that are employed by the University will receive the COL payment. This does include colleagues within Marie Curie and CRUK.

Casuals, Agency Workers, Consultants and Honorary colleagues are excluded from receiving this COL payment. A different approach to support is available for Graduate Teaching Assistants (GTA’s).

Will the COL payment be pro rata for part time employees?

The payment will be pro rata’d based on full time equivalent calculation, but all part time employees will receive a **minimum £250.00** payment in total.

For example:

- If the FTE is 35 hours per week and you work 20 hours, you will receive £286.00 in November 2022 and January 2023.
- If the FTE is 35 hours per week and you work 15 hours, you will receive the minimum payment of £125.00 in November 2022 and January 2023.

How will the payment be calculated if you work full time hours over a condensed working week?

If you work full time hours over less than 5 days, you will still be entitled to the full-time equivalent payment of £1000 over two instalments or £500 if you are Grade 9+

How will the payment be made?

The first payment will be made within the November 2022 payroll and the second payment will be made within the January 2023 payroll.

Is the COL payment subject to tax, national insurance, and pension deductions?

The payment will be treated as a non-consolidated payment; therefore, it will be subject to tax and national insurance in the normal way. However, this payment will not be pensionable and therefore no pension deductions will be made from it, unless you are a member of the GMPF scheme in which case pension deductions will be made.

How do I donate my COL Payment?

Colleagues within Grades 6 – 9, are invited to donate their COL payment to the Student Hardship Fund. You can log on to your **MyView** account and follow the instructions to donate. This must be completed by 4th November if you are paid mid-month and by 10th November 2022 if you are paid at the end of the month. In this event, your total COL

payment will be made to the Hardship Fund, and you will not receive any element of the payment.

If you wish to donate a smaller element of your COL payment, you can arrange this through Payroll Giving in Action (<https://www.staffnet.manchester.ac.uk/people-and-od/benefits/giving-back/payroll-giving/>) or directly. In these cases, the payment will be through your payroll, or after receipt.

What if I am on Maternity/Adoption or Shared Parental Leave?

You will still be entitled to receive the FTE equivalent payment as outlined based on your Grade/equivalent salary

What if I leave between payments?

The COL payment will be made in two instalments through the payroll in November 2022 and January 2023. Therefore, if you leave after November 2022, you will only receive the first payment and not the second payment in January 2023. However, any colleague leaving the University prior to January 2023 by reason of redundancy will receive the full payment.

What if I am leaving in January 2023?

Colleagues will still be entitled to receive the second payment in January 2023. If you are leaving between 1st and 31st January 2023, you will still receive your payment in the January payroll.

What if I resign from the University between payments but I will be leaving after January 2023.

Colleagues will still receive the second instalment of £500 in January 2023 if they are employed at the end of January 2023.

What if I commenced employment after 1 October 2022?

Colleagues within grades 1 – 8 or equivalent that are employed by the University and are in post by 3rd January 2023, will be entitled to receive the second instalment of £500 only which will be paid in January payroll.