

Humanities Student Ambassadors

Pay-Related FAQs

How much will I be paid?

The rate of pay for casuals from 1 June 2026 onwards is £13.87 per hour (plus holiday pay). If the rate of pay increases further, we will let you know by email.

When will I be paid?

Due to payroll deadlines, typically any work undertaken before the 10th of the month will be paid at the end of the same month, and any work completed after the 10th of the month will be paid at the end of the following month. Payday is the penultimate working day of the month. This may differ in December due to Christmas, however we will confirm this at the time.

How do I find my payslips?

You can check your payslips on MyView using the following link:

<https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/employee-self-service/>

On the first screen, you will see a pay documents section. Your payslip will show you how many hours have been submitted and how much you have been paid.

What if I haven't been paid or my pay looks incorrect?

Always check your payslips to see how many hours you have been paid and if you have paid any tax. If something looks incorrect, please email the ambassador team and we will look into it.

What if I have been taxed in error?

Everyone has a personal allowance they can earn tax free each year (this currently stands at £12,570 for 2026/27). It is unlikely that a student will have earned enough through part-time work to be taxed on their income. However, you may find that you have been taxed if you indicated on your starter checklist that you have another job elsewhere, or that you had another job in the current tax year. If you have more than one part time job, things can get a bit complicated.

One of the forms the university needs you to fill in with your paperwork is the starters checklist. Everything is very straightforward for people who can tick [A] "This is my first job since last 6 April..." – your earnings will fall into your personal allowance. If HR sees that you have ticked anything other than [A], tax will be taken off your ambassador earnings. This is not the university being awkward, this is unfortunately how the PAYE tax system works in the UK.

What to do if...

You tick [B] "This is now my only job but since last 6 April I have had another job..."

If you had another job in the current tax year which you have now left, it is much better to present a P45 with your paperwork (rather than the starter checklist). If you do not have one, you can request this from your previous employer, they are legally obliged to give you one.

You tick [C] "As well as my new job, I have another job..."

If your other job is also at the university, you should tick [A]. If you currently have another job elsewhere, please have a look at [this guidance](#). You may be able to split your personal allowance between your jobs by contacting HMRC. It's easier to do if you wait until the university has paid you for the first time.

Contact HMRC: <https://www.gov.uk/find-hmrc-contacts/income-tax-enquiries>

Further information on students and tax is here:

- <https://www.gov.uk/student-jobs-paying-tax>
- <https://www.moneyhelper.org.uk/en/work/employment/pay-and-tax-when-working-in-more-than-one-job?source=mas#income-tax-on-second-jobs>
- <https://www.litrg.org.uk/tax-nic/how-tax-collected/pay-you-earn-payee>
- <https://www.litrg.org.uk/working/employment/multiple-jobs>

For more pay-related questions:

<https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/pay-conditions/payroll-faqs/>