EXAMPLE

MANCHESTER 1824
The University of Manchester

**Edward Lasso**

Station
Road
Leeds
LS7 4QH

| | |
|---|---|
| **Period Type:** | Monthly Calendar |
| **Pay Reference Period:** | 1-Aug-26 to 31-Aug-26 |
| **Pay Period Number:** | 5 |

| | |
|---|---|
| **Employer Name:** | The University of Manchester |
| **Employer PAYE Reference:** | 080/AZ59379 |
| **Employer Address:** | The University of Manchester<br>Oxford Road<br>Manchester<br>M13 9PL |

Employee number for pay or tax queries, contact details for internal payroll queries and HMRC for tax queries.

**Person Number:** 10976676
**Spot ID:**10976676
**HMRC Office Phone** 0300 200 3300
**Contact Details (Pension & Rewards, Payroll):**
https://manchester.service-now.com/

**Tax Details**

| | |
|---|---|
| **Tax Code** | 1257L |
| **Tax Basis** | Cumulative |
| **Previous Taxable Pay** | |
| **Previous Tax Paid** | |
| **NI Number** | |
| **NI Category** | |

Tax details including tax code, tax paid, National Insurance number and the category.

**Payments**

| Element Description | Assignment Number | Factor | Rate | Hours | Amount |
|---|---|---|---|---|---|
| Basic Pay | E10976676 | | | | 2276.58 |
| Contracted Overtime | E10976676 | 1.62 | 13.13 | 7 | 739.89 |
| Security Shift Payment | E10976676 | | | | 464.47 |
| Pension Saver PC | | | | | -243.67 |

Breakdown of your earnings against each assignment number, such as overtime, contractual allowances, bonuses, pension where taken via salary sacrifice.

**Deductions**

| Element Description | Amount |
|---|---|
| NI Employee | 175.14 |

All deductions taken from this pay period, including statutory deductions such as PAYE and National Insurance amounts, student loans, employee pension contributions not by salary sacrifice.

**Taxable Benefit/Expense**

| Description | Amount | YTD |
|---|---|---|

Any items forming part of your taxable income.

**Summary**

| Total Pay | Total Deductions | Net Pay |
|---|---|---|
| 3237.27 | 175.14 | 3062.13 |

Details of gross pay before any deductions, total deduction amount and net pay (money being paid to you in this pay period).

**Balances**

Gross and taxable earnings details for this pay period and for the year to date.

| Description | Period | Tax Year to Date |
|---|---|---|
| Gross Earnings | 3,237.27 | 3,237.27 |
| NIable Pay | 3,237.27 | 3,237.27 |
| Taxable Pay | 3,237.27 | 3,237.27 |
| Pension Saver Employers Contribution | 574.36 | 574.36 |

**Pension**

Pension scheme name, percentage contributions, breakdown of pensionable earnings and contributions for this pay period and for the year to date.

| Pension Scheme | Employee Contribution % | Employer Contribution % |
|---|---|---|
| Pension Saver Distributor | 7 | 16.50 |

**Outstanding Balances**

Any outstanding loan amounts yet to be recovered.

| Description | Outstanding Amount |
|---|---|

**Net Pay Distribution**

Bank details your money will be paid into and the amount being paid.

| Payment Type | Bank Name | Sort Code | Account Number | Currency | Percentage | Payment Amount | Pay date |
|---|---|---|---|---|---|---|---|
| BACS | Bank of Scotland plc | 110771 | XXXXXXXX7436 | GBP | 100.00 | £3,062.13 | 30 Aug 2026 |

**Message**

Any messages for information only. For example, it may notify you of the pay date being brought forward in the case of December payroll.