



Payslips Guide

EPM Connect Guide



Document Control

Document Overview: This document provides a guide to payslips in EPM Connect.

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Document Approval

The Director of Operational Excellence shall review this guide annually and shall determine whether any further changes need to be made prior to approval.

This document was approved by Keren Prior, Director of Operational Excellence on 8th May 2026 and is issued on a version-controlled basis under her signature.

Document History

Date of Change	N/A
Summary of Change	N/A
New Version Number	N/A
Changes to be notified to	N/A

Example 1: Teacher's Payslip

Employee

Miss Hilary Morris
213 Samuel locks
-
Port Andrew
FK9B 2GB

Payment period

Payroll Code: This is unique to each employee. It is useful to quote the employee number when sending a ticket relating to a specific employee's pay.

Tax Basis: Calculates the tax code based on pay from the start of the tax year (Cumulative) or pay from this month (Week 1, Month 1).

PAYSリップ

Elaineport School

Month 1 1st Apr '26 to 30th Apr '26

Payroll Code: E319204
Tax Code: 1276L
Tax Basis: Cumulative
NI Table: A
NI Number: AA188253D

NI Table: Displays the National Insurance Contribution Rate.

PAYMENTS	This Period	YTD
Basic Pay - U3	4,499.50	
TLR2 c	689.92	
Teachers Pensions Scheme (10.5% of £5,189.42)	- 544.89	-544.89
Gross:	4,644.53	4,644.53
DEDUCTIONS		
National Insurance Contribution on 5189.42	271.29	271.29
PAYE Tax	803.66	803.66
Total Deductions:	1,074.95	1,074.95
Net Pay:	3,569.58	3,569.58
ADJUSTMENTS		
Council Tax AEO - 1238569852	- 125.00	
Total Adjustments:	-125.00	-125.00
Take Home Pay:	3,444.58	3,444.58

Payment on 30/04/2026: £3,444.58

Employer Contributions

National Insurance: 715.86
Teachers Pensions (28.6800%) Scheme: 1,488.33

Take Home Pay: The amount the employee will receive in their bank account.

Basic Pay: The number after the dash relates to the scale point -

Additions will be displayed here.

Time Claims and Childcare vouchers will also be displayed here within payments

PAYE Tax: Employee Income Tax contribution. Any tax rebate will be included in this figure.

Attachment of Earnings Orders: i.e. court-ordered payments for eg unpaid Council Tax, CCJs, will appear here.

Pay date and Net/Take Home Pay

National Insurance and Pensions contributions made by the employer.

Example 2: Support Staff Payslip

Miss Kayleigh Dawson
6 Stewart points
-
Craighaven
Greater London
BT3N 9LN

PAYSLIP

Elaineport School
Month 1 1st Apr '26 to 30th Apr '26



Payroll Code: E319819
Tax Code: 1257L
Tax Basis: Cumulative
NI Table: A
NI Number: AA771541B

PAYMENTS	This Period	YTD
Basic Pay - 16	1,192.72	
Local Government Scheme (5.5% of £1,192.72)	- 65.60	-65.60
Gross:	1,127.12	1,127.12
DEDUCTIONS		
National Insurance Contribution on 1192.72	11.58	11.58
PAYE Tax	15.60	15.60
Total Deductions:	27.18	27.18
Net Pay:	1,099.94	1,099.94

Payment on 30/04/2026: £1,099.94

Employer Contributions
National Insurance: 116.36
Local Government Scheme: (21.20%) 252.86

Absence due to Sickness

Sick pay for employees on full pay

The basic annual salary will be reduced by the number of days sick. SSP and Occsick Pay will be displayed within the payslip for the days off sick. Statutory Sick Pay (SSP) will be applied and the Employer will top-up pay (up to full Basic Pay amount).

For example, if an employee's standard **Basic Pay** is £3,000 per month and the employee takes two days unpaid absence, the payslip will display:

Basic Pay: £2,800.

SSP: £49.30

Occ sick: £150.70

This is only relevant for employees who have not hit nil or half pay.

Deduction of absence for employees who have hit half pay

The absence deduction will be taken from the Basic Pay and SSP and Occsick Pay displayed within the payslip. Statutory Sick Pay (SSP) will be applied and the Employer will top-up half the amount of pay deducted due to absence. (up to full Basic Pay amount).

For example, if an employee's standard **Basic Pay** is £3,000 per month and the employee takes two days unpaid absence, the payslip will display:

Basic Pay: £2,800.

SSP: £49.30

Occ Pay: £100

Deduction of unpaid absence for employees who have hit nil pay

The unpaid absence deduction will be taken from the **Basic Pay** and **SSP** displayed within the payslip. Statutory Sick Pay (**SSP**) will be applied with no top-up from the Employer.

For example, if an employee's standard **Basic Pay** is £3,000 per month and the employee takes two days unpaid absence, the payslip will display:

Basic Pay: £2,800.

SSP: £49.30

Support staff with absence of 14 days or less

Unpaid absence deductions will be shown separately for employees enrolled in LGPS with an absence of 14 days or less.