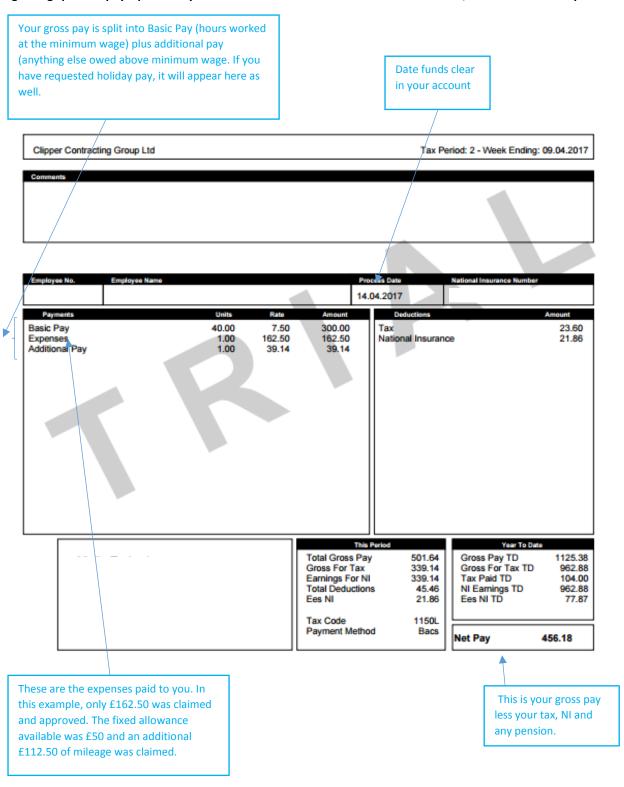


Your new Payslip – workers with expenses, not under Supervision, Direction and Control (SDC)

We appreciate that receiving your payslip for the first time may be confusing so we have produced this annotated guide to help you get to grips. This payslip will only be for those workers found not to be under SDC, who can submit expenses.





These are your total expenses against which a claim must be made. Expenses are deducted as a cost here, then added in the 'Payments' on page 1 so not subjected to tax and NI.

It is very important to note that mileage claims are outside the fixed expense allowance regime.

These are the funds received by Clipper Contracting from your agency. In this case £410

Reconciliation Statement **Employee No Employee Name Process Date National Insurance Number** Company Receipts: Units Rate (£) Basic Pay 40.00 15.00 600.00 Total 600.00 (A) Clipper's weekly margin Less: Company Costs: (£) Employer's NIC that Clipper has 24.95 Retained Margin to pay as your employer 112.50 Expenses Fixed Expenses Deduction 50.00 Your holiday fund accrual 25.13 Employer's NIC Holiday provision 40.93 The Apprenticeship Levy we collect Apprentice Levy 1.70 on behalf of the government WTR NI Accrual 5.65 Total 260.86 (B) The Employer's NIC on your holiday pay accrual Receipts less Costs: 339.14 (A) - (B) **Gross For Tax** 339.14 If you do not submit expenses totalling the These are the expenses pre-determined fixed amount, the additional submitted outside the This is the amount of expenses that amount left unclaimed will be highlighted fixed element (mileage) are fixed for the week (subsistence, here. For example, if only £20 of the £50 public transport etc) against which were claimed, £30 would show here as 'an you must make a claim. utilised element'