



## An introduction to **how you will be paid in June**

This fact sheet has been designed to support people who are transferring into the National Probation Service (NPS) in June 2021. You will receive other similar fact sheets covering different topics in the run up to your transfer.

### Key information:

**The way that you will be paid in June and July will be slightly different to what you are used to and this fact sheet has been designed to explain what will be different and why.**

As you know, your first day as part of the new probation service will be the 26<sup>th</sup> June 2021. This means that your current employer will be responsible for paying you until and including the 25<sup>th</sup> June and the NPS will be responsible for paying you between the 26<sup>th</sup> and 30<sup>th</sup> June.

Your current employer will continue to pay you up to and including the 25<sup>th</sup> June. We are unable to share any further information about how you are paid by your current employer as things like pay date and pay frequency vary between organisations - if you are unsure you can talk to your current employer. In addition to your pay from your current employer, the NPS will be paying you an 'advance' to cover the 5 days between the 26<sup>th</sup> and 30<sup>th</sup> June. This will appear in your bank on the last working day of June.

This means that you will receive payments from your current employer and from the NPS in **June**. You can find out more information about this in the rest of this fact sheet.

### What you need to know

**1** You will receive payments from your current employer and the NPS in June

In June, you will receive payment from your current employer covering up to and including the 25<sup>th</sup> June and you will also receive a payment from the NPS covering the 26<sup>th</sup> – 30<sup>th</sup> June.

**You will not receive a payslip from the NPS in June.** This is because the payment is done as an 'advance' not through payroll.

**2** The advance from the NPS will be calculated using 65% of your gross pay

Your 'advance' will be paid by calculating 65% of your gross pay. Your gross pay is the pay you receive before any deductions are taken, such as tax or national insurance.

We do this because we are aiming to estimate your net pay (the amount you receive after deductions) and this is typically around 65% of your gross pay.

For example:

- At a salary of £20,000, Your monthly gross salary is  $£20,000 / 12 = \mathbf{£1,666.67}$
- The NPS will pay you 5 days of your salary in June to cover the 26<sup>th</sup> - 30<sup>th</sup> (5 days) =  $£1,666.67 / 30 * 5 = £277.78$  (this is the gross salary before deductions)
- We then take 65% of the gross salary for these 5 days =  $£277.78 * 0.65 = \mathbf{£180.56}$ .
- **This means that this individual would be paid £180.56 in their advance payment from the NPS at the end of June.**

**3** Your advance will be deducted from July pay

In July, you will receive two payments and payslips. One will cover 26<sup>th</sup> to 30<sup>th</sup> June 2021 and the other will cover July 2021.

To ensure that you are not double paid for the period between 26<sup>th</sup> June and 30<sup>th</sup> June, we will then deduct the amount of your 'advance' (which you receive from NPS on 30<sup>th</sup> June 2021) from the payslip you receive in July which covers 26<sup>th</sup> to 30<sup>th</sup> June 2021. Any balance left to be paid to you will be paid on 30<sup>th</sup> July. You will receive another payment on 30<sup>th</sup> July covering your normal pay for July 2021.

From August onwards, you will be paid as normal, through the NPS payroll at the end of each month.

**4** This helps with paying the correct tax

We are paying you in this way to try to avoid you being over-taxed in June.

Sometimes when there is a mid-month change in employer, HMRC may recognise this as you having more than one employer, which can lead to you paying more tax than you should.

## What you need to do

**This fact sheet is for your information and there is nothing you need to do.**

If you have questions that haven't been covered or if you have worries about your personal circumstances, please read the FAQs and talk to your manager in the first instance.

## The key questions answered

### **My pay date is mid – month, how will the advance work for me?**

If you are paid mid-month or on a weekly basis by your current employer then the process will still apply to you. The NPS will be responsible for paying you for the 5 days between 26<sup>th</sup> and 30<sup>th</sup> June and this will be paid as an 'advance'. Your current employer will be responsible for paying you up to the 26<sup>th</sup> June.

### **Why are you paying me with an advance?**

If you change employer at any point throughout the month, HMRC will potentially think you have two employers and change your tax code. Paying you by advance for the first 5 days should stop this from happening.

### **When will I receive my first payslip?**

You will receive your first payslip in the week commencing the 26th July 2021. You will receive two payslips, one payslip will cover 26<sup>th</sup> to 30<sup>th</sup> June 2021 and the other payslip will cover July 2021.

### **What will my pay be on transfer?**

If you are directly employed by a CRC then your pay will be assimilated onto NPS pay scales. Before transition, you will receive a transfer letter that will show your assimilated pay information. If you are in a parent organisation or supply chain organisation then your pay will remain the same as it is now when you transfer and you won't be mapped to the NPS pay scales ahead of your transition.

### **When is pay day in the NPS?**

Pay day in the NPS is the last working day of each month.

### **How will the pay advance impact my student loan, pension contributions or other similar deductions?**

As student loan, tax, pension contributions, etc. must be deducted through payroll you will receive deductions for the period 26th June to 31st July. These will be shown in your two payslips you will receive in July covering 26<sup>th</sup> – 30<sup>th</sup> June, and July, as we will be paying on payroll for this period in July. Unfortunately, this may mean you are deducted a higher amount than usual for this period as you are receiving pay for a month (July), plus 5 days (26th – 30th June).