



## An introduction to **your July pay and payslips**

This fact sheet has been designed to support people who transferred into the Probation Service in June 2021.



### Key information:

If you transferred into the Probation Service from a CRC, Parent or Supply Chain organisation on 26<sup>th</sup> June, how you will be paid in July will be slightly different to what you are used to.

In July, you will receive **two payments\*** and **two payslips**:

- On July 30<sup>th</sup>, you will be paid for the period between 26<sup>th</sup> June to 31<sup>st</sup> July. As this covers two different payroll months you will receive two payments and two payslips (June and July). The advance payment paid to you on 30<sup>th</sup> June will not show on your payslip, but the deduction from your pay to recover this advance will be taken from one of your two payments this month. This deduction will show on either your June or July payslip.
- From the end of August onwards, you will be paid as normal at the end of each month.

If you have any queries regarding the pay you receive in July, please contact SSCL's HR contact centre. SSCL have set up a dedicated phone line for staff who have transferred for pay related queries. **The number is 0345 241 5351 and you should select option 1 followed by option 7.** You can find more information on how to contact SSCL [here](#).

*\* any advance payments (e.g. hardship advance) will be in addition to these payments.*

# What you need to know

## 1 Why was I paid an advance in June?

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

## 2 How many payslips will I receive and why?

You will receive two payments and two payslips in July. Your June pay was by an 'advance' and was 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 did this because we aimed to estimate your net pay (the amount you receive after deductions) and this is typically around 65% of your gross pay.

In total, you will be paid for the period between 26<sup>th</sup> June to 31<sup>st</sup> July, but as this covers two different payroll months you will receive two payments and two payslips. The advance payment paid to you on 30<sup>th</sup> June will be deducted from one of your two payments this month. This will be shown on either your June or July payslip.

## 3 What about my August pay?

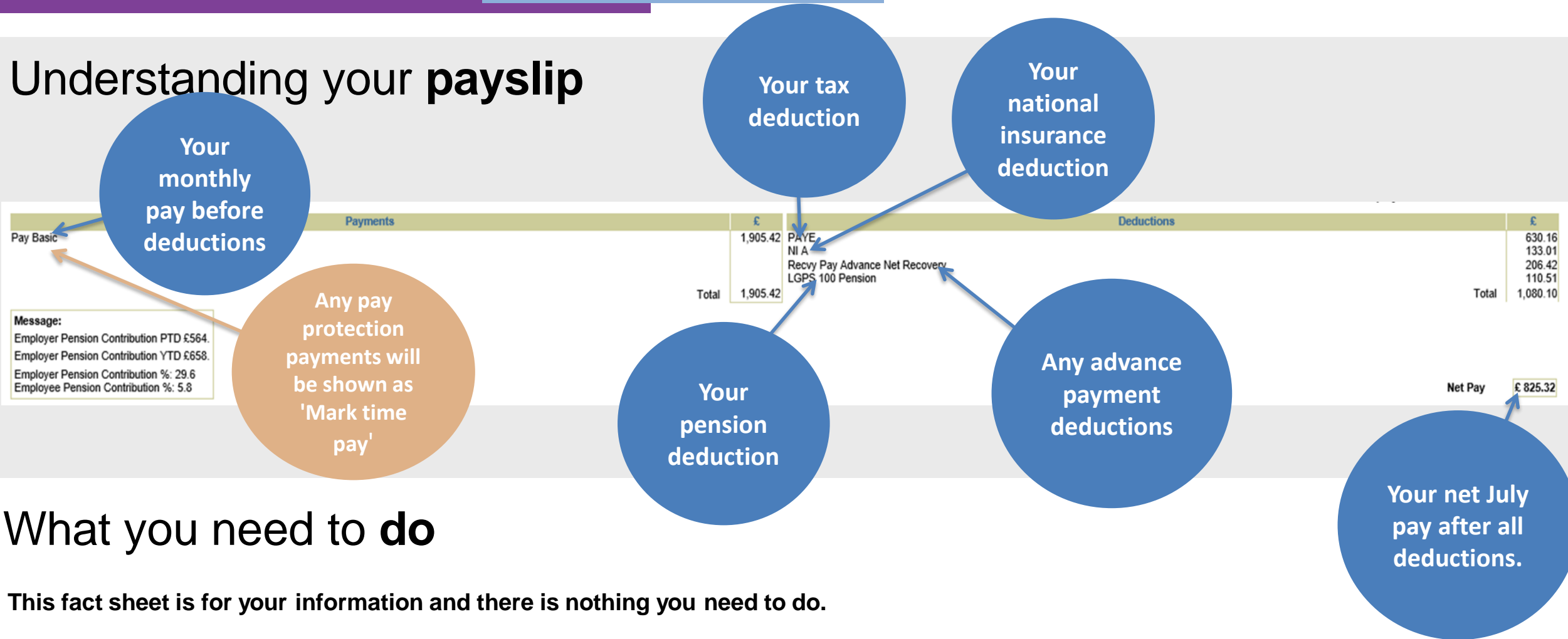
From August onwards, you will be paid as normal, through the NPS payroll at the end of each month.

Unless you have applied for a hardship advance or change of payment date advance, where payment is due to be taken.

## 4 Where do I go if I need support?

If you have any queries regarding the pay you receive in July, please contact SSCL's HR contact centre. SSCL have set up a dedicated phone line for staff who have transferred for pay related queries. **The number is 0345 241 5351 and you should select option 1 followed by option 7.**

### Understanding your payslip



### 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.