

# Understanding your payslip

Parasol payslips are similar to those you might have received in the past, but in addition we also provide a handy summary of additional information (purple and green sections).

You can get a copy of your payslip and additional information in the format displayed in this guide by going to MyParasol. From the 'When will I get paid?' menu select 'View your payslip' and then select the payroll date you want and then click 'Email me this payslip'.

The portal shows the same information on screen for the selected payroll date but is not your official payslip.

	Previous amount reimbursed this period	Amount reimbursed this payment	Total
Business Costs	£0.00	£49.00	£49.00
Business Expenses	£0.00	£30.00	£30.00
<b>Total</b>	<b>£0.00</b>	<b>£79.00</b>	<b>£79.00</b>

**Total payment**

Business costs and expenses

Payment method

## Payments: in detail

**Invoices:** These are the invoices that Parasol has raised for the work you have completed in this period

Invoice no.	Invoice type	Timesheet Id	Period	No. hours	Paid
SB12345678	Time	101123, 101124, 101125, 101126	1 Mar 2021 - 26 Mar 2021	160.00	
				<b>160.00</b>	

**Summary:** This shows how we split the amount we receive for your work. The total amount available to you after these deductions matches the total amount received.

Summary
Total invoice value
<b>Less:</b>
Parasol Margin
Employment costs (see your payslip explanation for more detail)
Business costs
Mileage
Employer pension contribution (Non Auto Enrolment)
Employer pension contribution (Auto Enrolment)
<b>Total</b>

**Business Costs & Mileage:** These are the amounts we have processed for you in this period.

Claimed period	Checked claims available	Claims previously approved & paid	Claims approved & reimbursed
Mar-2021	£79.00	£0.00	

## Summary section

Summary	Period	Year to date
Basic pay (number hours x NLW)	£1,425.60	£1,425.60
Holiday pay on basic pay	£172.07	£172.07
Commission	£1,479.22	£1,479.22
Holiday pay on commission	£178.54	£178.54
<b>Total</b>	<b>£3,255.43</b>	

All the above elements are subject to PAYE tax and employee national insurance

### Basic pay

Your basic pay is calculated as the total hours you have worked multiplied by the National Living Wage hourly rate.

### Holiday pay

Instead of paying you whilst you're on holiday, Parasol pays you in advance in every payroll. This holiday pay is calculated as a percentage of your gross pay, including your basic pay and commission.

### Commission

The amount paid as commission is calculated based on the income Parasol receives from the invoices for your work after deducting Parasol's margin, employers national insurance, apprenticeship levy, pension contributions (where applicable), holiday pay and your basic pay. This is detailed in your Contract of Employment.

## Deductions

### Employee National Insurance (NI)

This is standard National Insurance, which everyone who is employed in the UK and earns above the threshold pays.

### PAYE income tax

This is the 'Pay As You Earn' tax, which we deduct from your pay on behalf of the taxman.

### Net adjustments

These are for any adjustments to your net pay that you have agreed to, for example, a pay advance recovery if you have already been paid some of your net pay in advance.

### Attachments

This is an amount we have been instructed to deduct from an attachment of earnings. For example a payment to the Child Support Agency (CSA).

### Employee pension contribution (Auto Enrolment)

If you are a member of the Auto Enrolment pension scheme and have a valid National Insurance number, or are a foreign national awaiting your National Insurance number, you'll

Deductions	Period	Year to date
Employee national insurance	£294.97	£294.97
PAYE income tax	£441.44	£441.44
Student loan	£143.78	£143.78
Employee pension deduction (AE)	£63.91	
<b>Total</b>	<b>£944.10</b>	

**Net total**

**£2,311.33**

contribute 4% of your net basic pay into your pension. On top of that, HMRC will top this up by 20%, meaning your total pension contribution will be 5%. NEST (our Auto Enrolment pension scheme provider) organise this on your behalf

If you are a member of the Auto Enrolment pension scheme but don't have a valid National Insurance number you'll contribute 5% of your basic pay and HMRC don't contribute anything.

### Student Loan

This is an amount we have been instructed to deduct from you for a student loan.

### Net total

This is the amount that will be paid to you.

## Reimbursed business costs and mileage

	Previous amount reimbursed this period	Amount reimbursed this payment	Total
Business Costs	£0.00	£49.00	£49.00
Business Expenses	£0.00	£30.00	£30.00
<b>Total</b>	<b>£0.00</b>	<b>£79.00</b>	<b>£79.00</b>

### Client billable expenses / Business costs and mileage

These are the amounts that we have reimbursed to you during the period.

### Total payment now due from Parasol

This is the Net total amount plus any business costs and mileage we have reimbursed to you during the period. This is the total amount that will be paid into your bank account.

#### Total payment now due from Parasol

Net Total	£2,311.33
Business costs and mileage total	£79.00
<b>Total</b>	<b>£2,390.33</b>

Payment method: To be sent by same day payment transfer

## Payments: in detail

This is the summary of extra information to show you how we have calculated your payments.

### Payments: in detail

**Invoices:** These are the invoices that Parasol has raised for the work you have completed in this period

Invoice no.	Invoice type	Timesheet Id	Period	No. hours	Parasol billed invoice amount (exc VAT)	Received
SB12345678	Time	101123, 101124, 101125, 101126	1 Mar 2021 - 26 Mar 2021	160.00	£4,000.00	£4,000.00
				<b>160.00</b>		<b>£4,000.00</b>

### Invoices

This section shows the invoices that we have raised and sent to the agency or client for the work that you have done.



## Payments: in detail *continued*

**Summary:** This shows how we split the amount we receive for your work. The total amount available to you after these deductions matches the amount in the payslip section above

Summary	
Total invoice value	£4,000.00
<b>Less:</b>	
Parasol Margin	£123.50
Employment costs (see your payslip explanation for more detail)	£378.16
Business costs	£49.00
Mileage	£30.00
Employer pension contribution (Non Auto Enrolment)	£100.00
Employer pension contribution (Auto Enrolment)	£63.91
<b>Total</b>	<b>£3,255.43</b>

### Summary

This section shows how we get from the invoices to the value that is eventually split between what is paid to you, what is paid to HMRC, what is paid into your pension(s) and what is retained by us.

#### Within the summary section:

- Total invoice value is the received amount taken from the Invoices sections above
- Parasol margin is the margin that we retain from the invoices we raise for your work. This is a fixed amount per week or month
- Employment costs refer to Employer's National Insurance contributions calculated at 13.8% of gross pay after allowances and apprenticeship levy, which is calculated at 0.5% of gross pay.
- Employer pension contribution (Non Auto Enrolment) – if you have asked Parasol to make employers contributions into your private pension scheme, Parasol will retain the total Contributions This Period amount shown in the Non Auto Enrolment pension section and pay this into your Non Auto Enrolment pension
- Employer pension contribution (Auto Enrolment) – if you are a member of the Auto Enrolment pension scheme, Parasol will retain an amount calculated as 4% of your basic pay to contribute to your pension
- Total – the total figure is the one shown in the Summary section of your official payslip

## Payments: in detail *continued*

### Non Auto Enrolment Pension

If you are a member of the Non Auto Enrolment Pension scheme, this section shows the employer pension contributions that have been made in the payslip period.

#### Non Auto Enrolment pension: This shows the pension contributions made in this period

Pension period	Agreed contribution	Previous contribution	Contribution this period	Contribution to be carried forward
07 Apr 2021	£100.00	£0.00	£100.00	-
			£100.00	

### Business costs and mileage

In this section you can see what business costs and mileage you have claimed, those previously approved and paid, those approved and paid in this payroll and if there are any checked claims available for future payrolls.

#### Business Costs & Mileage: These are the amounts we have processed for you in this period.

Claimed period	Checked claims available	Claims previously approved & paid	Claims approved & reimbursed in this	Checked claims available for future payrolls
Mar-2021	£79.00	£0.00	£79.00	-
			£79.00	