



## PAYROLL FAQs FOR ALL STAFF GROUPS EXCLUDING TEACHERS

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## PAYROLL

### **Q1 How do I contact the Payroll & Reward Team?**

You can contact the Payroll & Reward Team by



at [payrollandreward@pkc.gov.uk](mailto:payrollandreward@pkc.gov.uk) ,or



on 01738 475555, extension 3, followed by option 2.

Further general information regarding pay can be found on [the Pay and Salary Scales section](#) on our website.

### **Q2 I have access to [MyView](#) but I do not get time to look at or print my payslip. Would it be possible to have my payslip sent to my home address?**

The work place (at a mutually convenient time) should give you access to a computer to look at or print your payslip. Discuss this with your Line Manager. If there is an ongoing issue with access, your Manager would need to contact the MyView Team on extension 75555 to arrange for your payslip to go to your home address if necessary.

### **Q3 When will I be paid each month?**

All staff groups, excluding teachers, are paid on the last working day of each month. If this day is a bank holiday, then you will be paid on the working day before. Usually there are special arrangements at Christmas so you may be paid before Christmas Day. If you submit timesheets, please refer to the [Scheduled Pay Periods](#).

### **Q4 Why haven't I been paid for all the supply hours I worked last month?**

Some of the hours may have been worked outside of the scheduled pay period for the month in question. Please refer to the [Scheduled Pay Periods](#).

**Q5 What is the PKC Tax Reference Number?**

961/7873169 for all employees excluding teachers,  
961/7400168 for all teachers and associated professionals  
961/7865169 for all Councillors, and  
961/1751167 for all election payments.

These are allocated by HMRC (Her Majesty's Revenue & Customs) and you will see this number on your tax forms, e.g. P60.

**Q6 Who should I contact to query my Tax Code?**

You must contact HMRC to discuss your Tax Code. Payroll cannot change a Tax Code without notification from HMRC. You can contact HMRC on 0300 200 3300.

**Q7 Why does my P60 taxable pay figure not match my annual salary?**

Your P60 figure reflects the earnings that you have paid tax on, this will not always be your annual salary. There are certain deductions which are taken from gross pay before tax is calculated e.g. occupational pension contributions and salary sacrifice deductions.

**Q8 I left/retired from the Council on 31<sup>st</sup> March, but I've not received my P60, why is this?**

P60s are an annual statement of earnings and tax paid for the year ended 5th April. If you were not employed on 5<sup>th</sup> April then a P60 cannot be issued. This rule is set by HMRC.

## PENSIONS AND OTHER BENEFITS

### **Q9 Why have you taken a pension deduction from my salary?**

The law requires that all staff under 75 years of age, with a contract of more than 3 months, are automatically brought into the Local Government Pension Scheme (LGPS). This also applies to staff who have previously retired and are receiving pension benefits. Pension legislation directs all employers to Automatically Enrol their employees to an approved pension scheme. In your case, this is the LGPS.

### **Q10 I no longer wish to be a member of the Local Government Pension Scheme – how do I opt out?**

If you wish to opt out of the Local Government Pension Scheme (LGPS), you must complete and sign the Opt Out form which you can obtain from the Tayside Pension Fund [website](#). You then need to post or scan and email the completed form to the Payroll & Reward Team at Pullar House.

### **Q11 I have queries regarding my pension, who do I contact?**

The Tayside Pension Fund in Dundee City Council is the administrator of our Local Government Pension Scheme (LGPS). They can be contacted on 01382 307900 or by email at [pensions@dundeecity.gov.uk](mailto:pensions@dundeecity.gov.uk).

### **Q12 I have applied for the Cycle to Work Scheme but have not heard anything about my application yet?**

All applications are reviewed and validated twice per month. You will receive an email from Cyclescheme to confirm if your application has been approved or declined based on your eligibility.

Please see details on the Cycle to Work Scheme on [our website](#).

## PAYSLIPS

### Q13 What's on my payslip?

Please see an image of a typical payslip shown below.

GENERAL		Period End Date 30/06/2018		Pay Date 29/06/2018			
Personal Information		Statutory Details		This Period	To Date		
Employee No	123456	Taxable Pay		3,000.00	9,000.00		
Name		Tax Paid		600.00	1,800.00		
Address		NI'able Pay		3,500.00	10,500.00		
		Employees NI		300.00	900.00		
		Employers NI		400.00	1,000.00		
		Other Information		This Period	To Date		
Tax Code	1185L	Pens'able Pay		3,500.00	10,500.00		
NI Category	A	Ees Pension		200.00	700.00		
National Insurance No	AA111111A	Ers Pension		600.00	1800.00		
Tax Period	03						
Department	GENERAL CE SINGLE STATUS						
Bank Details	GENERAL						
Per Item	Units	Rate	This Period	To Date	Deduction Item	This Period	To Date
Basic Pay			3,500.00	10,500.00	Tax Paid	600.00	1,800.00
					NI Contracted I	300.00	900.00
					LGPS2015 6.9%	200.00	700.00
			<b>PAYMENT TOTAL</b>	3,500.00	<b>DEDUCTION TOTAL</b>	1,100.00	3,400.00
<b>Message</b>						<b>Pay Method</b>	<b>NET PAY</b>
						BACS	<b>2,400.00</b>

A full description and explanation of the contents of a payslip can be found [here](#).

### Q14 What do these letters on my payslip mean?

A glossary of the payment and deduction terms on your payslip is [here](#).

### Q15 How do I print or save my MyView payslip?

Detailed guidance on this can be found here: [How to Print and Save Pay Documents Guidance](#).