

Seasonal Staff Payroll

Understanding your payroll

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[We have payments broken down by residential work, non residential work, wave and non wave payment](#)

[For every wave you work you will have two lines of payment unless you are only working residential or non-residential \(e.g Pastoral Care Leads, Creative Workshops Facilitators and Public Speaking Trainers\). It will always be in the format of unit \(number of hours\), rate \(hourly rate\) and total \(hours multiplied by rate\).](#)

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This guide has been created to help you better understand your payroll and outline processes around your pay. For information about payroll new starter processes please see this [guide](#).

If in doubt you can always email your local staffing team for further clarity on your pay if this guide does not fully answer your query.

1. Payment Dates

What is our policy?

We process our summer payroll from July to September, after each wave ends. Our aim is to pay Seasonal Staff within 37 days of their role's start date.

Where this is not possible, we have arranged for our staff to receive a portion of their approved pay in advance of the monthly pay date (referred to as 'advance payment date'). All payment and advance dates are fixed* and can be found below.

What are the dates?

Wave number	Advance Payment Date	Payment Date
1		29/07/2019
2		29/07/2019
3	01/08/2019	30/08/2019
4	06/08/2019	30/08/2019
5	13/08/2019	30/08/2019
6	19/08/2019	30/08/2019
7	22/08/2019	30/08/2019
8		30/08/2019
9		30/08/2019
10		30/08/2019
11		11/09/2019
12		11/09/2019



*Whilst payment dates are fixed they are not the same date each month and have been calculated to pay all staff in a timely manner.

2. Payment Breakdown

Why do we have varying rates?

If you are working a partly residential role (e.g. Youth Programme Leader, Team Mentor, Support Worker) you will find that your daily pay varies depending on if you are working a residential or non-residential week. This aims to reflect the more varied hours seasonal staff might be asked to work during the residential phases of the programme.

We have a higher residential rate this year to facilitate continuity in role; consistency in staff in our Programme for young people makes for a better experience.

How have you worked out my daily rates?

We have worked out your day rates in line with the National Living Wage meaning salaries vary by the employee's age (over 25s). All of our salaries also meet the National Minimum Wage requirements. For more information please see [here](#).

Minimum wage rates are proposed by the Low Pay Commission, who seek to set minimum wages as high as possible without harming employment prospects. It is per their recommendation, as adopted by government, that a minimum wage pay differential in under and over-25s exists.

We have taken the hours you work and the holiday you accrue, and then calculated your day rate based on this. Payment for your role includes travel to and from venues during working hours (note, this does not include travel to and from a place of work). Your hourly rates of pay and hours worked will be broken down on your payslip(s).



3. Payslips

When do I get my payslip?

We send all seasonal staff their payslips on the day of payment (see the table on page 2). As we are working with so many staff this year, release is usually staggered throughout the day - this means you might receive money in your account before you receive your payslip.

If you haven't received your payslip please email seasonalstaff.bnt@the-challenge.org and they can resend it to you.



What will my payslip look like?

Ref.	Employee Name	Process Date	N.I. Number
PAYE ID	YOUR NAME	28/07/2019	YOUR NI NUMBER

Payments	Units	Rate	Amount	Deductions	Amount
2019 Wave 2 Res A	HOURS	HOURLY	TOTAL	PAYE Tax	TAX AND NI
2019 Wave 2 Non Res		RATE		National Insurance	DEDUCTED
				ANY ADDITIONAL DEDUCTIONS ARE NOT TAX BUT ARE RELATED TO ADVANCES OR OVERPAYMENTS	

YOUR ADDRESS WHERE YOUR P45 WILL BE SENT	This Period		Year To date	
	Total Gross Pay		Total Gross Pay TD	
	Gross for Tax		Gross for Tax TD	
	Earnings for NI		Tax paid TD	
	Payment Period	Monthly	Earnings For NI TD	
	Employer NI		National Insurance TD	
			Employer NI TD	

The Challenge Network Seasonal Payroll				Net Pay PAY AFTER TAX AND DEDUCTIONS
Tax Code: 1250L	Dept:	Tax Period: 4	Payment Method: BACS	

What payment breakdown will I see?

Your payslip will have your pay broken down into what we define as 'pay elements'. These are defined as the type of payment you will receive and the rate in which you are being paid.

For example: a Team Mentor who is working Wave 1 will see two lines of payment on their payslip; one outlining your residential pay rate and one outlining your non residential rate.

For every wave you work you will have two lines of payment, unless your role is fully residential (Pastoral Care Lead) or non-residential (Creative Workshops Facilitators and Public Speaking Trainers). It will always be in the format of unit (number of hours), rate (hourly rate) and total (hours multiplied by rate).

What other types of payment will be on my payslips?

Sometimes payslips will outline other types of payments. For example, our Inclusion staff attend pre/post meetings with our young people. In cases where staff have been authorised to work overtime we will also be paying staff for this.

Why does my payslip show a large deduction?

We have a process whereby we provide an advance to staff to ensure that staff receive some form of payment within 37 days of their role starting. We give you 70% of your pay at an earlier date and then on the later payment date we deduct this amount so you do not get paid twice. This advance is listed under the deductions section where your tax is. We know this is slightly confusing, but the deduction will have the wave name listed next to it so you can be sure you it's not related to tax.

The other reason you may have a large deduction is if your were overpaid in your role. Within the terms and conditions of your contract, any overpayments will be automatically deducted from your current or next payslip. .

3. Tax and Student Loans

How do we work out your tax code?

We ask all our seasonal staff to complete tax declarations or send a P45 in on Staffing Portal. The tax section is available from February and then locked down at end of June for processing. We then pass this information onto HMRC who advise us of the correct tax codes to use. We are also informed of any tax updates or changes by HMRC. For full information on tax codes, please refer to the [HMRC website](#)

Staff who don't submit a tax declaration, and other new starter declarations, will not be processed on our payroll. This is a strict policy we have implemented in 2019.

Who do I need to contact about tax?

The NCS Staffing team cannot assist with tax queries. Instead you will need to go to HMRC directly, who will be able to resolve and action any changes to your tax situation. Their website can be found [here](#).

When contacting HMRC you should have the following information at hand:

Your reference: top left hand side of payslip next to your name

PAYE Reference: 120/MB59383.

Full name of employer: The Challenge

Full address of employer: The Challenge, Elizabeth House, 39 York Road, London, SE1 7NQ

HMRC have informed me that I am not an employee of The Challenge?

There are two main reasons why this might have occurred:

1. HMRC systems can take up to 24 hours to update. This means whilst we have sent your information to HMRC about your payments it is not always visible to HMRC agents until one day after payroll date.
2. We have two payrolls within The Challenge. The payment reference above is specifically for all our seasonal staff. If an HMRC agent cannot find you it may be that they are searching under the wrong branch of The Challenge.

If HMRC still cannot find you, please contact your local Staffing Associate and they can look into this.

Are students exempt from tax?

Unfortunately, students are no longer exempt from tax (and haven't been for more than 4 years now).. However, based on you earnings for the entire year (April to April), you may be eligible for a tax rebate. Please see this [Gov.UK page for more information](#).

Can you claim a refund on tax?

You may be able to claim a tax refund if your current situation has recently changed. You have a few options:

1. Refund back into a later payroll (either August or September).
You will remain on our payroll until September even if you have no payments pending. If you contact HMRC and outline your current situation they may be able to get a refund. This must happen at least 12 calendar days before the payment dates. However, if you are only being paid in September you will need to follow step 2 below. It takes up to 3-4 working days for HMRC to send us revised tax codes and refunds which allows us enough time process before our payroll is finalised.

2. Adjusted in a new role

If you're starting a new role you can advise HMRC that you were overtaxed in the last month and see if they can amend your tax for your new role.

How do we work out student loans deductions?

We take the information you have submitted to us and our payroll software reviews this information to calculate a deduction. If you do not meet the requirements (e.g minimum threshold) or you do not need to pay student loans you will not have any deductions made.

4. P45 Forms

When do we send out P45 Forms?

A P45 Form outlines the end of your employment with The Challenge. We no longer post P45 forms and everything will be sent to you electronically, password protected. It will be stored against your record and any member of the Staffing Team can resend this. We generate P45 on the September payment



date. The process of sending P45 take us in total 3 weeks so all staff will receive this by no later than the end of September.

What is on my P45?

Your P45 will outline how much tax you paid and how much you earned (in total). You should retain this for your records, as this document can be used with your next employment, if within the same tax year. Your P45 also marks when we reset your staff record, so if you work with us in autumn you can then resubmit your tax and student loans information again.