

Your pay questions answered

Can I change the bank account to which my wages are paid?

Yes, simply log into [MyView](#) where you can also update your home address. Changes must be made by the **10th** of the month for the change is to take effect.

What does my tax code mean?

Your tax code is normally expressed as a number and a letter (e.g. 1250L) and this determines your tax-free allowances.

If your tax code is 1250L you are entitled to £12,500 tax-free allowances during the course of the tax year. This will be in either 12 or 52 equal amounts depending on your pay frequency.

Unfortunately it does not mean that you do not pay tax until you have earned £12,500.

My tax code is BR, what does this mean?

BR means that you are being taxed at basic rate (20%) and are not receiving any tax-free allowances.

You should submit a P45. If you do not have a P45 you can print a P46 here. You should forward your completed P46 to the Payroll Department. If you have completed a P46 and your tax code is still incorrect please call HMRC on 0300 200 3300.

What is my 'PAYE' number?

This number will be on your Payslip in the

employer name box, it will be a series of numbers and letters.

I am National Insurance Table D but one of my colleagues is on Table A, what is the difference?

Your National Insurance table will depend on whether you are a member of one of the University's pension schemes. If you are a member of a university pension scheme, the benefits you accrue are generally better than state provision. This means you will "contract-out" of the top up pension benefit available from the government, commonly known as SERPS or the State Second Pension. If this is the case, you will pay less National Insurance Contributions, identified by the table letters D and E.

If you are not a member of a university pension scheme, you must pay into, or "contract-in" to the state's top up benefits. This means a higher rate of National Insurance Contribution than is due under D or E and is identified by table letters A and B.

How do I work out my hourly rate?

Divide your salary by 52.143 (weeks in the year). Then divide this value by 37 hours to get your hourly rate.

e.g. Salary of £15,000
 $\text{£}15,000 / 52.143 = \text{£}287.67$
 $\text{£}287.67 / 37 = \text{£}7.77$ per hour

What should I do about my pension if I leave the University?

The University will inform the administrators of the scheme that you have left the University who will send details of the options available to you. Thereafter you will need to maintain regular contact with the pension provider and inform them of any changes to your circumstances.

I am a student, do I pay tax?

Being a student does not mean that you are automatically exempt from paying tax. Tax will not be deducted if your earnings are not likely to be higher than your annual personal allowance.

You should submit a P45. If you do not have a P45 you can complete a New Starter Declaration. You should forward your completed declaration to the Payroll Department. If after these procedures you still believe your tax code is wrong, please call HMRC on 0300 200 3300.

I am a student who works during term time, do I pay tax?

If you are a student employed during term time you are treated the same as other employees. You should submit a P45. If you do not have a P45 you can complete a New Starter Declaration. You should forward your completed declaration to the Payroll Department.

When will I be paid if I leave the University's employment part way through a month?

You will be paid for the period worked on the University's normal payday. Your payslip and P45 will be sent to your home address. If your



home address should change following your date of leave please inform Payroll via email at payrollservices@lincoln.ac.uk.

How can I contact HMRC?

The telephone number is 0300 200 3300. You should have your NI Number to hand when you contact them and the above PAYE reference number. This information is noted on your payslip each pay period.

What is the National Minimum Wage?

The minimum wage is updated annually by the Government and is the minimum hourly rate an individual can be remunerated for duties. For current values visit the [website](#).

What is a P60?

A P60 is a statement of your earnings and statutory deductions for a given tax year. We are required to issue this form to employees by 31st May each year. You will only be issued with a P60 if you are in our employment on the last day of the tax year (5th April).

You may need to use it as proof of earnings for tax credits, benefits etc. or to help you complete a self-assessment tax return. You can find your P60 on MyView.

The law requires you to keep a record of your taxable income for at least 22 months after the end of the current tax year, so make sure you keep it in a safe place.

I'm on an S tax code, what does that mean?

This means that your income is being taxed at the Scottish tax rates, please click [here](#) to view the tax rates. You should only be on a S code if your main residence is in Scotland.

I'm on a C tax code, what does that mean?

This means that your income is being taxed at the Welsh tax rates, please click [here](#) to view the tax rates. You should only be on a C code if your main residence is in Wales.