

Your Payslip Explained

Key Changes To Your Payslip

Pers. No. This is your new Personnel number. This is also your User ID for logging on to My HSE Self Service

Scale Point The point on the standard pay scale on which you are being paid this period

Basic Salary This is your annual salary. Please note if you are contracted to work reduced hours your annual salary will be reduced in line with your contracted hours (Pro Rata Salary.)

Next Increment The date when your next increment is due, if applicable

Weekly Hours The weekly hours of work specified in your contract of employment

Pay From/Pay To Indicates the Period Begin and Period End dates of the current payroll period

Payments Describes the payments received in this period. If the description of the payment is preceded with "A", the payment is being made in respect of arrears from a previous period. 'T' indicates if payments are taxable.

Deductions Describes the deductions made in this period. If the description is preceded with the letter "A", the deduction is being made in respect of arrears from a previous period. If there are more than 20 items, the excess will be grouped as 'Other Deductions'. "G" indicates if deduction is made before tax (gross) and "N" indicates deduction is made after tax (net)

Payments / Iocaitochtáin		Unit	T/N	Value	Deductions / Ashbhaintí		Value	G/N	R/I	Balance
A-Basic Pay		T		18,093.00	A-Pension 170		875.00	G	I	
Basic Pay		T		4,523.25	Tax paid		8,609.00	N	I	8,609.00
Miles/Kilts Ft rate		N		135.86	Ee PRSI ctrb.		904.65	N	I	904.65
Per diem for subs		N		36.97	Pension 170		218.75	G	I	1,093.75
Tolls		N		5.00						
TOTAL PAYMENTS				22,794.08	TOTAL DEDUCTIONS		10,607.40	NET PAY		12,186.68
				Current Period / An Tréimhse Seo			Year to Date / An Bhliain go Dáta			
Gross Pay				22,794.08			22,794.08			Prior Empl. Pay
Pension Cont. Non Taxable				1,093.75			1,093.75			Prior Empl. Tax
Non Taxable Payments				177.83			177.83			Tax Basis E PRSI Class A1
Taxable Pay				21,522.50			21,522.50			Payment Details
PRSIable Pay				22,616.25			22,616.25			SEPA
Pensionable Pay				4,523.25			22,616.25			12186.68
Tax Cut off				0.00						
Tax Credits										
PRSI Weeks				23.00			23.00			Total Paid
										12,186.68
Messages:										

SEPA This represents payment made to your bank account(s). For staff in HSE South East your Credit Union deductions will also appear under this heading.

Glossary of Terms

Basic Salary	Your basic annual salary, exclusive of allowances
Deduction G/N	Indicates if deduction is being made before tax (gross) or after tax (net).
Deduction R / I	Indicates if deduction balance is a) increasing or b)reducing (e.g VHI)
Deduction Value	The actual amount being deducted this period.
Deductions	Describes the deductions made in this period. If the description is preceded with the letter "A", the deduction is being made in respect of arrears from a previous period. If there are more than 20 items, the excess will be grouped as 'Other Deductions'
Employer	HSE and your area
Gross Pay	The sum total of all payment values (i.e. 'Total Payments').
Hourly Rate	The basic hourly rate at which you are currently paid
Messages	This box may be used for general communication and notifications to employees.
Name	Your name, as it appears on your personal record.
Net Pay	The amount of money to be paid this period.
Next increment	The date when your next increments is due, if applicable.
Non-taxable Payments	The sum total of all non taxable payments.
Pay from Pay to	Indicates the Period Begin and Period End dates of the current payroll period.
Pay Period	The pay period for which this payslip applies (The first pay period of the tax year is 01; Pay periods thereafter are sequentially numbered i.e 02, 03, etc for monthly pay or 02, 04, 06 etc for fortnightly pay)
Paydate	The date on which this payment will be credited to your bank account
Payment Details	SEPA represents payment made to your bank account.
Payments	Describes the payments received in this period. If the description of the payment is preceded with "A", the payment is being made in respect of arrears from a previous period.

Glossary of Terms

Payroll Area	The specific payroll area you are assigned to.
Pensionable Pay	The total of all pensionable payment item values.
Pers. No	Your unique identification number
Position	A description of the position to which you are assigned.
PPS. No.	Personal Public Service Number
PRSI Class	The PRSI Class at which you were levied for this pay period.
PRSI Weeks (Current)	The number of insurable weeks applicable to the current pay period.
PRSI Weeks(YTD)	The number of insurable weeks since pay period 01 up to and including the current period (i.e. year to date).
PRSIable Pay	The total of all payments deemed to be subject to PRSI.
Scale point	The point on the standard pay scale on which you are being paid this period.
T/N	Indicates if payments are taxable (T) or non-taxable (N)
Tax Basis	Determines the way in which your tax is calculated E= Emergency, N=Normal, W=Week1, X=Exclusion Order.
Tax Credits	Your tax credits as determined by Revenue.
Tax Cut-Off	The annual cut-off amount determined by the Revenue Commissioners, up to which tax is deducted at the standard rate. Any pay exceeding the cut-off point is taxed at the higher rate.
Taxable Pay	The sum total of all payment values deemed to be taxable.
Total Paid	The amount of money to be paid via electronic funds transfer or cheque for this pay period. (this is the same as 'Net Pay' above.)
TP Period	These are the amounts for this pay period.
Unit	The number of units/hours relating to the payment.
Weekly Hrs.	The weekly hours of work specified in your contract of employment
YTD	These are the cumulative amounts for this calendar year.