

## Your income statement explained

This guide should help you understand how your pay is calculated from the income we receive from your agency, and how it is displayed on your pay documents. The Income Statement is split into two sections, above and below the dotted line.

Above the dotted line relates to the assignment income we receive from your agency, and any costs we incur in employing you.

Below the dotted line is your payslip, which is a standard format payslip showing the usual information you would expect to see. This bottom section shows your gross to net pay calculation and your personal deductions.

### Section A – Assignment Rate(s)



This section shows you the number of hours or days that you have worked, the assignment rate and the total umbrella income we have received from your agency for the week or month you have worked. The figure shown in the total is the total assignment income.

Payshield Umbrella Services Ltd Income Statement for					
B Company Income and Costs		A Assignment Rate(s)			
		Units	Rate	Total	Agency/Description Weekend Date
Company Income Received	674.10				
Employer's NI	73.45	42.00	16.05	674.10	Recruitment Ltd 25/04/2025
Company Margin	15.00				

### Section B – Company Income and Costs

The total is also shown at the top of section B, called “Company Income Received” This is the umbrella income Payshield have received from your agency and is not your gross pay at this stage, but the charge from umbrella to agency for the services we are providing them in employing you.

PAYSPLIT					
Employee Name	Employee Number	NI Number	NI Category	Tax Code	Pay Date
	UMB0001		A	1257L X	02/05/2025
D Payments			E Deductions		
Description	Units	Rate(£)	Description	Amount(£)	
Basic Rate	42.00	12.21	PAYE(Income tax)	68.60	
Holiday Pay	1.00	63.08	Employee's NIC	27.49	
Additional Taxable Wage	1.00	9.76			
Total Payments			Total Deductions		
585.66			96.09		
F Payshield Umbrella Services Ltd		This Period		Year to Date	
PAYE Reference	1201	Total Taxable Pay	585.66	Total Taxable Pay	585.66
Tax Period	4	Earnings for NICs	585.66	Total Nable Pay	585.66
Period Ending	25/04/2025	Expenses	0.00	PAYE Income Tax	68.60
Pay Frequency	Weekly	Net Payment	489.57	National Insurance	27.49
		Total Payment (£)		489.57	

<b>Address:</b> Mr 53  London	<b>Message:</b>
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Payshield incurs certain costs for employing you, that we calculate and retain from the assignment income when determining your gross pay, including Employer's National Insurance, Employer's Pension contribution, Apprenticeship Levy and if you have chosen to have it accrued, Holiday Pay.

Employer's National Insurance is paid to HMRC by employers for each of their employees, calculated at 15% of your gross pay above the threshold of £96 pw.

Employer's Pension Contribution is our contribution to your pension fund, calculated at 3% of your gross pay between £120 pw and £967 pw.

Apprenticeship Levy is paid by Employers who have a total wage bill of over £3m, calculated at 0.5% of your gross pay.

Holiday Pay is calculated as 12.07% of your gross pay.

This section shows the total of the assignment income we have received, and those employment costs retained alongside the margin we make for the service we provide to your agency.

The balance after subtracting the employment costs and margin from the “Company Income Received” then becomes your gross pay for the period (see section D)

## Section C – Payslip



The top section of your payslip shows your personal information including your National Insurance number and tax code, alongside details of the payment date and the number of periods you are being paid for.

## Section D – Payments

If you subtract the employment costs and margin from the company income received (see section B) you will arrive at your gross pay for the period, displayed as “Total Payments” in this section.

This is your gross pay.

Your gross pay is broken down into the following:

**Basic Rate** – the number of hours you have worked multiplied by the National Minimum/Living Wage.

**Additional Taxable Wage** – the remaining amount above National Minimum/Living Wage.

**Holiday Pay** – If you have opted to have your holiday pay advanced to you each week.

These elements are all subject to Tax and National Insurance but displayed separately for clarity.

## Section E – Deductions

Shows the personal deductions you suffer from your gross pay – PAYE (Income Tax) Employee’s National Insurance. If you are enrolled in the pension scheme, your pension contribution will also show here.

Subtracting the “Total Deductions” in section E from the “Total Payments” shown in section D will equate to your net pay for the period (see section F)

## Section F – Summary

Your net pay figure is shown on the right-hand side of the final section, as “Total Payment (£)” This will be the amount that is transferred to your bank account once payroll is complete, and your income statement has been sent to you.

There is also some summary information in this section that shows your total taxable pay for the period and for the tax year to date.

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Company Income Received	674.10	Units	Rate	Total	Agency/Description	Weekend Date
Employer's NI	73.45	42.00	16.05	674.10	Recruitment Ltd	25/04/2025
Company Margin	15.00					

C PAYSLIP						
Employee Name	Employee Number	NI Number	NI Category	Tax Code	Pay Date	Periods
	UMB0001		A	1257L X	02/05/2025	1

D Payments				E Deductions	
Description	Units	Rate(£)	Amount(£)	Description	Amount(£)
Basic Rate	42.00	12.21	512.82	PAYE(Income tax)	68.60
Holiday Pay	1.00	63.08	63.08	Employee's NIC	27.49
Additional Taxable Wage	1.00	9.76	9.76		
Total Payments				Total Deductions	96.09

F Payshield Umbrella Services Ltd		This Period		Year to Date	
PAYE Reference	120/	Total Taxable Pay	585.66	Total Taxable Pay	585.66
Tax Period	4	Earnings for NICs	585.66	Total Niable Pay	585.66
Period Ending	25/04/2025	Expenses	0.00	PAYE Income Tax	68.60
Pay Frequency	Weekly	Net Payment	489.57	National Insurance	27.49
			Total Payment (£)	489.57	

Address:

Mr

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London

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