

# A word or two about your payslip

When you get your first payslip from Exchequer Solutions it may not look like other payslips you have had in the past. The information sheet helps explain.

Exchequer Solutions charges its clients (often an agency) a fee for your services. The fee we charge is described on your payslip as "Exchequer Solutions Income". We tell you how much we receive from the agency for your information only – it is important to remember that this is not the amount of your wages.

The amount we pay you is slightly less than we receive, to account for our costs and employer's National Insurance that we are required to pay. From this figure we:

- Work out the National Minimum Wage for the hours you have worked
- Add on holiday pay (currently 12.07%)
- Pay you any tax free expenses you have legitimately incurred
- If necessary, add on further salary and holiday pay

So you receive wages (at least National Minimum Wage, potentially higher), holiday pay and your tax free expenses.

If you have a reasonable level of legitimate expenses including mileage to and from site you should always be better off week on week by working for Exchequer Solutions.

Your remittance advice slip also shows the amount of employer's national insurance we have to pay and the amount we deduct to cover our costs – again this is only for your information. Even after these deductions you should still be better off.

Please help us to help you. We can only pay you genuine and legitimate allowable expenses and we rely on you sending us receipts for everything except mileage allowances, which is detailed as a log on your expenses form.

You must tell us if you move house or change your place of work. If you do not you may be missing out or over-claiming expenses. You do not want to have the tax man on your back. Help us to help you.

Please complete your registration paperwork. We cannot pay you unless you have signed and return your contract of employment and completed the other forms sent to you. We hope you found this information helpful.

Please contact Exchequer Solutions with any queries on **0844 846 5007**