

Assessors FAQs about moving to monthly pay

Q Why are we moving to monthly pay?

A Monthly pay is the standard for most large organisations and allows employees to manage their money more easily, as many people pay mortgages, rent or bills monthly.

Q What date in the month will I be paid?

A You will be paid the 27th of each month. Where the 27th falls on a Saturday or a Sunday you will be paid on the Friday before.

Q If I leave or start mid month how will my pay be calculated?

A When you finish you will be paid a 365th of your annual salary for each day from the first of the month to the date of leaving. When you leave on a Friday, it is automatically taken to the Sunday, so there is no a break in service.

When you start you will be paid a 365th of your annual salary from the date in the month you start until the last day of the month. For example, if you on start on 10 June, you will be paid for 21 days: 10 June to 30 June.

Q How will the move to monthly affect me?

A [Pay dates and Pay Periods](#)

Note	Pay date	Pay Period	Calculation
1.	31.03.11	21.03 - 17.04.11	Last 4 weekly pay
2.	27.04.11	18.04 - 17.05.11	1/12th Annual Salary
3.	27.05.11	18.05 - 17.06.11	1/12th Annual Salary

Q How will the recovery of the 17 days be administered to bring the salaries in line with monthly in arrears?

A This is currently been put on hold by Management and information when available will be given to staff as to when this will happen and the recovery periods available.

Q How long will I need to wait for overtime/standby payments?

A All additional amounts to basic salary, such as mileage, overtime, additional hours, etc, will be paid the month after they are claimed. For example, claims for the calendar month of April will be paid in your salary on 27 May. This will be consistent with other Local Authorities.

Q What will the new deadlines be for getting claims into Payroll

A The deadline for all monthly paid employees will be the 7th of the month. There will be exceptions for example when the 7th falls on Saturday or Sunday and at Christmas, please refer to attached Payroll deadlines.

Q Will my tax & NI contributions increase due to going monthly?

A As you will receive more basic salary each pay you will pay a little more each month but, because there will be only 12 pays instead of 13, it will equate to the same over the year. The amount of tax, national insurance and pension you pay is exactly the same over the year, whether you are paid monthly, four weekly or fortnightly.

Q Will my voluntary deductions increase?

A You will pay a little more each month but, because there will be only 12 pays instead of 13, it will equate to the same over the year.

Q Will my Essential Car User allowance change?

A Not at the moment. You will continue to be paid 17 days in advance until it is decided to move you across to calendar monthly in arrears i.e., when we start to make the recovery of the basic salary.

Q What do I need to do regarding my own finances and banking arrangements etc..?

A. You need to liaise with your building society or/and bank to ensure that all your Standing Orders/Direct Debit Mandates are in order. You may have to change the payment dates in order not to incur bank charges. Most banks/building societies will/can do this as a fairly straight forward process. You should do this at the earliest opportunity and don't leave it to the last moment.

