DRAE & DRE
COLLECTIVE CIC

EMPOWERING PEOPLE.

BUILDING SKILLS.

CREATING OPPORTUNITY.

UNDERSTANDING YOUR PAYSLIP

KNOW WHAT YOU'RE PAID.
KNOW WHAT YOU'RE ENTITLED TO.
KNOW YOUR RIGHTS.

Your payslip shows a breakdown of your pay and deductions. Understanding it helps you check you're being paid correctly and ensures you know what you're entitled to.

KNOW YOUR PAY. CHECK THE DETAILS. PROTECT YOUR FUTURE.

WHY IT MATTERS

Checking your payslip helps you spot mistakes, understand your deductions and make sure you're getting what you're entitled to by law.

KEY THINGS ON YOUR PAYSLIP EXPLAINED

GROSS PAY (EARNINGS)

- This is your total pay before any deductions.
- Includes basic pay, overtime, bonuses and allowances.
- Should match your hours worked and rate of pay.

This is what you earn before deductions.

INCOME TAX (PAYE)

- Tax is taken from your pay through the PAYE system.
- The amount depends on your tax code.
- You may pay more or less tax depending on the code.

Make sure your tax code is correct.

NATIONAL INSURANCE

- A percentage of your pay goes towards National Insurance.
- It contributes to your State Pension and benefits.
- Check the amount and rate are correct.

You're building your entitlement to benefits.

PENSION CONTRIBUTIONS

- You and your employer may both contribute.
- This goes towards your retirement savings.
- Check the percentage matches your scheme.

You're saving for your future.

OTHER DEDUCTIONS

- Could include student loan, uniform, parking or charity donations.
- Make sure you recognise all deductions.
- Check any changes you didn't authorise.

Only deductions you agree to should be taken.

NET PAY (TAKE-HOME PAY)

- This is the amount you take home after all deductions.
- Should match what lands in your bank account.

Always check this amount.

PAY DATE AND PAY PERIOD

- Pay date is when you receive your money.
- Pay period shows the dates you're being paid for.
- Useful for budgeting and record keeping.

Keep track of your pay dates.

YEAR TO DATE (YTD) TOTALS

- Shows your total earnings and deductions so far this tax year.
- Helps you track tax, pension and NI contributions.

Useful for budgeting and tax planning.

QUICK CHECKS

Check your payslip every time you're paid.
If something doesn't look right:

- Check your hours worked.
- Check your rate of pay.
- Check your tax code.

DON'T IGNORE IT. SORT IT.

REMEMBER

You have the right to receive a payslip every time you're paid.
Keep your payslips safe – they are important for taxes, benefits, loans and future reference.

KNOW YOUR PAY.
KNOW YOUR RIGHTS.
CONFIDENCE STARTS WITH UNDERSTANDING.

NEED HELP OR WANT TO LEARN MORE?

We can help you understand your employment rights and build your confidence with our resources, guidance and training.
Get in touch with Drae & Dre Collective CIC for support.

VISIT OUR WEBSITE
www.draeanddre.com

BETTER KNOWLEDGE
BETTER CONFIDENCE
BETTER OPPORTUNITIES

This guide is based on current UK employment law for most adult workers (18+) in Great Britain.
Some occupations and workers under 18 may have different legal entitlements.