

Questions and Answers - Payroll UK

Q1. [When is the payment date of my wages?](#)

For the monthly (salaried) payroll; the payment file is sent to the bank for payment on the 24th of the month. In case the 24th is a weekend day or Bank Holiday, we aim to send the payment files to the bank for payment on the Friday before.

For the Biweekly payroll, the payment date is every other Friday.

Q2. [What is the pay schedule for variable payments?](#)

Sales Commission	February, May, August, November
CS Incentive	January, April, July, September
Annual Salary Review	March
YE incentive	on March 15
YE CS/ Sales Commission	on March 15

Q3. [Where can I find an explanation of the different items on the UK pay slip?](#)

Please go to page 5 to find an explanation of the different items on the UK pay slip provided of the current payroll system.

Q4. [How can I download my pay slip?](#)

Please go to page 6 to find the instruction to download your pay slip from the current payroll system.

Q5. [Can I buy or sell holidays?](#)

There is no facility to buy or sell holidays.

Q6. [How are bank holiday's calculated in my pay?](#)

Bank holidays are paid at your regular rate. When a bank holiday falls on your part-time day, you are not entitled to a substitute day.

If you are scheduled for emergency service on a bank holiday, you are entitled to the weekend rate.

Q7. How is Maternity leave calculated in my pay?

According to UK legislation, you are entitled to Statutory Maternity Pay (SMP) for up to 39 weeks. Your salary is affected as stated below:

- For Biweekly paid employees, your salary is replaced by 100% of your average weekly earnings (before tax) for the first 6 weeks
- For monthly paid employees, your base salary remains unchanged for the first 6 weeks
- After 6 weeks, your salary is replaced by the Statutory Maternity Pay rate or 90% of your weekly earnings (whichever is lower) for the next 33 weeks

Details of the current SMP rates are available on this website:

<https://www.gov.uk/maternity-pay-leave/pay>

SMP is paid in the same way as your wages. Tax and National insurance will be deducted.

There is no difference in these rules for part-time and full-time employees.

a. Will my pension be impacted by the Maternity leave?

No, the pension contribution is not impacted.

b. Will my holidays be impacted by the Maternity leave?

No, the holidays are not impacted and accrued as normal.

c. What happens if I fall ill during my Maternity leave?

There will be no change to your Statutory maternity pay if you are ill whilst on maternity leave.

d. Will I receive emergency call out allowance during my Maternity leave?

No, you are not expected to be available for the emergency call out rota whilst you are on Maternity Leave.

Q8. How is Paternity Pay calculated in my pay?

According to UK legislation, you are entitled to Statutory Paternity Pay (SPP) for 1 week or a block of 2 weeks paid leave. Your salary is affected as stated below:

- your salary is replaced by the Statutory Maternity Pay rate or 90% of your weekly earnings (whichever is lower) for the period you selected as SPP.

Details of the current SPP rates are available on this website:
<https://www.gov.uk/employers-paternity-pay-leave>

SPP is paid in the same way as your wages. Tax and National insurance will be deducted.

There is no difference in these rules for part-time and full-time employees.

a. Will my pension be impacted by the Paternity leave?

No, the pension contribution is not impacted.

b. Will my holiday be impacted by the Paternity leave?

No, the holidays are not impacted and accrued as normal.

c. What happens if I fall ill during my Paternity leave?

There isn't any impact on your paternity leave if you are ill during this leave. If you are unable to return to work after your paternity leave you must follow the sickness notification procedure

d. Will I receive emergency call out allowance during my Paternity leave?

No, you are not expected to be available for the emergency call out rota whilst you are on Paternity Leave.

Q9. How is Sick Leave calculated in my pay?

If you are unable to perform your work due to sickness, accident or medical procedures, your salary payments will be affected. As per UK legislation, you are entitled to Statutory Sick Pay with a waiting period of 3 days.

Details of the current SSP rates are available on this website:
<https://www.gov.uk/statutory-sick-pay>

At Intralox, you receive a supplement on the statutory rate.

- For Biweekly paid employees, the statutory rate is increased to match the National Living Wage for 26 weeks in a rolling 12-month period. Once expired the pay reverts to the Statutory minimum
- For monthly paid employees, statutory rate is increased to match the monthly salary for the first 12 months. Once expired the pay reverts to the Statutory minimum.

Details of the current National Living Wage are available on this website:
<https://www.gov.uk/national-minimum-wage-rates>

Intralox Sick Pay is paid in the same way as your salary. Tax and National insurance will be deducted.

There is no difference in these rules for part-time and full-time employees.

a. Will my pension be impacted by the Sick leave?

No, the pension contribution is not impacted.

b. Will my vacation days be impacted by the Sick leave?

No, the vacation days are not impacted.

c. Will I receive emergency call out allowance during my Sick leave?

No, you are not expected to be available for the emergency call out rota whilst you are on sick Leave

Q10. What is paid in my final pay slip when I leave Intralox?

When you resign from Intralox or you leave Intralox because your current contract ended, you are entitled to your salary up to the last day of the notice period.

If you received a permanent travel advance at the start or during your employment, the amount will be deducted from your last salary payment.

Your untaken accrued vacation days entitlement and holiday allowances will be paid out in the first payroll after the last pay period you received salary payments. Here also the last earned production incentive is paid out.

If you have any other questions, which are not covered in the above overview, please contact Payroll.UK@Intralox.com



Address

<Name>
 <Address>
 <City>
 <county>
 <postal code>

Post to home address

PRIVATE & CONFIDENTIAL

Employee number

0000001

<Employee Name>

Pay Day 04/09/2020

Date when the net pay is in your bank account

All your earnings for this pay period

Earnings	Units	Rate	Amount
24H BONUS			125.00
ADDHEALTH T			3.09
HEALTH TAXED			31.96
Q/T @ 1.50	0.10	11.0700	1.11
PROD BONUS			500.00
REGULAR	72.00	7.3800	531.36
SALARY EX			-29.52
SSP			19.17

Deductions	Amount
Tax (Code xxxxxL)	150.20
Ni (Category A)	96.00
HEALTH NT	31.96
ADDHEALTH NT	17.17
ADDHEALTH T	3.09
HEALTH TAXED	31.96

All the deductions for this pay period

Group pension plan: Employee contribution

Total Earnings 1,182.17

Total Deductions 329.38

All your earnings year to date

Tax Year to Date		Accumulations	
Gross Pay	12,500.00	24H BONUS	125.00
Taxable Pay	12,500.00	ADDHEALTH T	33.99
Tax	1,600.00	HEALTH TAXED	351.56
		Q/T @ 1.50	250.00
Gross Pay	12,500.00	PROD BONUS	4,500.00
Taxable Pay	12,500.00	SSP	19.17
Tax	1,600.00	ADDHEALTH NT	188.87
Student Loan		ADDHEALTH T	33.99
Postgraduate Loan		GPP ERS	775.00
Employee's Ni	950.00	HEALTH NT	351.56
Employer's Ni	1,150.00	HEALTH TAXED	351.56
Previous Employment			
Taxable Pay			
Tax			

Amount Paid	
Earnings	1,182.17
Deductions	329.38
Net pay	852.79
B/forward	
Amount paid	852.79
C/forward	
Payment method	Bacs

Group pension plan: Employer + Employee

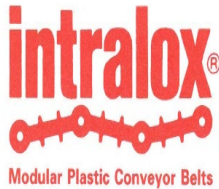
Employer's Contributions	
Ni (Category A)	110.00
GPP ERS	70.00

Your national insurance number

Ni Number AA 00 00 00 A

Amount transferred into your bank account

Amount Paid 852.79



INTRALOX AND ADP WORKING TOGETHER IN PAYROLL

Who are ADP

ADP – Automatic Data Processing Corp are a global provider of cloud based solutions dealing with Human Resources, Payroll, Tax and Benefits Administration.

For Intralox they administer our payroll for Europe and UK.

Intralox Payroll

In Amsterdam Linda Schuijt and Tamara Shubladze run and administer all payrolls for all of Europe including the UK.

To keep in line with progress and innovation ADP have updated their payroll platform. This means payslips will be available to view on a secure page using a personal log in and password. Neither HR in the UK or Payroll in Amsterdam will have access to your personal page.

ADP will send 2 emails, one with your link on and one with your password on, they will look like this

Email 1

Your access to iHCM - ID and URL

Hello

We are pleased to send you here below your ADP ID as well as the URL that will enable you to access application iHCM in total security.

Your ADP Id is: your email address

You can now connect to the application using the following URL:

<https://ihcm.adp.com/whrm/>. The password has been sent in another email.

Regards,

ADP® iHCM

Email 2

Please find below your password that will enable you to access iHCM in total security.

Your password is: xxxxxxxxxxxxxx

You can now connect to the application using the following URL:

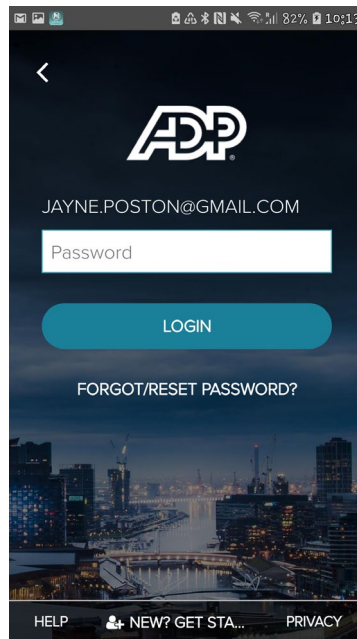
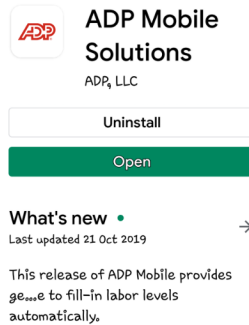
<https://ihcm.adp.com/whrm/>.

Regards,

ADP® iHCM

On first log in / use you will be prompted to change your password. Please make sure you copy the password sent by ADP exactly and the new password of your choice is entered correctly. If you enter an incorrect password more than 3 times your account will be disabled. Once you have changed your password you will be able to view your payslips on line.

ADP also have a free app in the app store. This can be downloaded to your phone. Using your User ID (email) and password (created by you) you can access your payroll data at the touch of a button 24 hours a day 7 days a week.



Trouble Shooting

No email received from ADP

Firstly please check your trash/spam folders, if still no mails, please let your Lead/Supervisor know to send an email to HR.

Your account has been disabled

Please let your Lead/Supervisor know to send an email to HR.

IF YOU ARE UNABLE TO GET ACCESS TO YOUR PAYSLIPS PLEASE LET HR KNOW ASAP