

Bank Pay Frequency Guidance Sheet

Weekly Bank Pay

Shifts are paid roughly two weeks in arrears after being worked e.g:

Shifts Worked	Locked down by ward for Payment	Extracted for Payroll	Paid to Bank Worker
Week com 7 th Jan 2019	Week com 14 th Jan 2019	Monday 21 st Jan 2019	Friday 25 th Jan 2019

Monthly Bank Pay

Monthly bank pay is paid one month in arrears on 28th of the month (or closest available date in advance if the 28th falls on a weekend / bank holiday) e.g:

Shifts Worked	Locked down by ward for Payment	Extracted for Payroll	Paid to Bank Worker
1 st April – 30 th April 2019	Shifts locked down weekly as per the current process	Monday 6 th May 2019	Tuesday 28 th May 2019

Useful Questions

What difference will monthly bank pay make for me as a substantive post holder?

Both monthly and weekly bank pay mean individuals pay the correct amount of tax and National Insurance (NI) each month so there will be no tax bill/rebate at the end of the financial year. The difference with weekly bank pay is that the free pay allowance is used on bank payments first, as opposed to the substantive pay, which means substantive wages can appear smaller at the end of the month with higher tax and NI deductions.

With monthly bank pay it will mean that the Trust processes the substantive contract first, allowing the free pay allowance for taxable pay / NI to be used on the main contract first, so that the bank contract has tax and NI fully deducted.

An example:

If you are on a 1185L tax code and earn £2000.00 taxable earnings in your substantive contract the free pay allowance for the month is £988.26. If you are a 20% earner, the tax payable on would be £202.34 (£2000 earnings – £988.26 free pay allowance x 20%). If earnings for bank contract are £400.00 in the month you would then be fully taxed on your earnings at 20% and pay £80.00 tax on your bank earnings (£400 x 20%).

In terms of NI the £702.00 allowance would be used on main contract again, meaning the difference of £1298.00 (£2000 earnings minus the £702.00 free allowance) would have 12 % deducted, meaning the NI payable on the main contract would be £155.76. This would leave the bank contract to have NI fully deducted so £400.00 bank earnings x 12% would mean NI deductions of £48.00 on the bank earnings.

Summary of monthly substantive and bank pay example:

Substantive Contract

- £2000.00 taxable earnings
- £202.34 tax deducted
- £155.76 NI deducted

Bank Contract

- £400.00 taxable earnings
- £80.00 tax deducted
- £48.00 NI deducted

I have a substantive post, can I receive weekly bank pay?

All bank workers are able to choose their bank pay frequency. If you would prefer to receive weekly bank pay as well as your monthly substantive pay you can choose to do so.

I do not have a substantive post, do I have to be paid weekly?

No, all bank workers are free to choose their pay frequency.

If I choose monthly bank pay and then change my mind can I opt to go to weekly bank pay?

No, once you have made a decision about your bank pay frequency you will remain on this until the next opportunity to change your bank pay frequency opens. Bank workers will be given the opportunity to change their bank pay frequency once a year, in line with the new financial year commencing in April.

I want to choose monthly bank pay but I am worried about waiting a month in arrears for my first payment, would I be able to get a partial advance of my bank pay at the end of the first month?

No, unfortunately we will not be in a position to arrange advances for bank payments. Should you choose monthly bank pay you will need to make allowances for the delay in receiving your first payment.

When will I be able to change my pay frequency in the future?

Bank workers will have the opportunity to change their bank pay once a year in conjunction with the new financial year beginning in April. To allow time to process the changes we will open applications to change bank pay frequency in the February. Generic communications will be shared in advance of applications opening (via our distribution lists and Facebook).

If I leave my bank post and then return, can I choose my frequency of bank pay again?

This will depend on when you have left your bank post previously. If you are returning within the same financial year your bank pay will revert to the original pay frequency and you will be given the option to change this in the next financial year if you want this to be different. If you are returning in a new financial year you will be able to decide your bank pay frequency as any new starter to the bank can do.

If I leave my substantive post can I opt to change my bank pay frequency?

No, your bank pay will continue to be paid on its existing frequency but you will have the option to change this for the next financial year.

If I start a substantive post in the future can I change my bank pay frequency?

Yes, but only when applications are opened to change your bank pay frequency, ahead of the next financial year.