Worksheet 1

salary / wages
employer
employee
tax
earn

freelancer

overtime

contract

National Insurance

National Insurance no.

Worksheet 2

Money you get every month or week for doing your job.	The person or organisation which you work for.
Someone who is paid to work for someone else.	Someone who works independently for different organisations and isn't employed by them.
Money you pay to the government that is used to pay for public services.	Money which workers pay which goes to people who are unemployed, old or ill.
The official agreement between a company and a person who starts to work for them.	To get money for the work that you do.
Time that you spend doing your job that's extra to your normal working hours.	A reference number which the government gives you and only you have.

Worksheet 3

Task 1

Do you think the following sentences are true or false? Discuss with a partner.

1. Employers must give their employees a payslip when they pay them.
2. If you are a freelancer, you should get a payslip.
3. Employers don't have to tell new employees how much money they will earn.
4. Your employer decides how often they will pay you, but they must tell you this when you start work.
5. Your payslip must show how much money has been taken off your wages, e.g. for tax.
6. Your payslip must show your National Insurance number.
7. Your payslip must show payments for overtime.
8. If you think there is a mistake with your pay you should check your payslip and contract, and talk to your employer.

Worksheet 4

Task 2

Work with a partner or small group.

Can you find and circle or highlight the words in the payslip with the following meanings:

1. Money taken off her pay, e.g. for tax.
2. How much money she gets paid for every hour.
3. Extra hours that she has worked.
4. Amount / how much.
5. All the money she has been paid, added together.
6. How much she has been paid before anything is taken off.
7. How much money she has been paid after things like tax have been taken off.
8. Money for when you are older and don't work.
9. A number the government uses to calculate how much tax you need to pay.
10. Her reference number for the department at work which deals with salary.

NAME	ANNA LEARNER	NAT INS. No.	JJ123456A	
PAYROLL No.	0035982	PAY DATE	30/11/14	
TAX CODE	1000L			

DESCRIPTION	HOURS	VALUE	DEDUCTIONS	VALUE
HOURLY RATE	140.00	910.00	TAX	30.00
OVERTIME	10.00	65.00	NAT. INS.	10.00
			PENSION	0.00
TOTAL PAYMENTS		975.00	TOTAL DEDUCTIONS	40.00
			NET PAY	935.00

THIS PERIOD		YEAR TO DATE	
GROSS PAY	975.00	TOTAL PAY	7045.00
INCOME TAX	30.00	TAXABLE PAY	7045.00
NAT. INS.	10.00	TAX PAID	240.00
DEDUCTIONS	40.00	PENSION	0.00
PENSION	0.00		

Worksheet 5

Task 3

Look at the payslip on **Worksheet 5** and answer the questions.

1. Who is this payslip for? _____

2. What is her National Insurance no.? _____

3. When did she get paid? _____

4. What is her tax code? _____

5. How much money did she get paid for doing her normal hours? _____

6. How many extra hours did she do? _____

7. How much is her pay before tax? _____

8. How much tax did she pay this month? _____

9. How much National Insurance did she pay this month? _____

10. How much is her pay after tax? _____

11. According to the payslip, is she saving any money for when she retires? _____

Worksheet 6

Payments	Value	Deductions			Net Pay	
SALARY	1837.13	TAX	319.00			
OVERTIME	612.38	NI	190.06			
		PENSION	178.81			
Gross Pay	2449.51	**Total Deductions**	687.87		**Net Pay**	1761.64

Pay Details			This Pay	Year to Date
Employee Number	54321	Gross Pay	2449.51	4899.02
NI Number	QQ654321B	Pension	178.81	357.62
Tax Code	810L	Taxable Pay	2270.70	4541.40
Pay Date	23/05/2014	Tax	319.00	637.80
		NI	190.06	380.12

Worksheet 7

Task 5

Here are some phrases Anna could use when she talks to her manager.

Can you put them into the correct column according to when she could use them?

Can you think of any other phrases she could use?

So, just to be clear…	*There's an error in my payslip.*
Have you got five minutes?	*I think there's been a mistake.*
Could I speak to you about my payslip?	*So, let me get this right…*
Do I need to do anything?	*When will this be sorted?*
Excuse me, could I have a word?	*Let me check I've understood correctly.*
So what are you going to do about this?	*I'm not sure how this happened, but…*

Starting	**Explaining the problem**
Requesting action	**Summing up**

Project co-financed by the European
fund for the integration of third
country nationals.