

## Frequently Asked Questions About Bank Pay

- Can I be paid weekly for shifts worked in my substantive post?

No, your substantive assignment is treated separately and will remain monthly pay.

- What will the weekly payday be?

You will be paid on a Friday each week, one week in arrears, e.g. work done during week ending 9<sup>th</sup> June 2018 will be paid on Friday 15<sup>th</sup> June 2018.

- If I opt to be paid weekly, when will the changes take effect?

The first weekly payment will be paid on Friday 20<sup>th</sup> April for any duties worked and finalised from 1st April to 14th April. For duties worked from 15<sup>th</sup> April onwards, April payment will be made weekly on the Friday of the week after the duty was worked (remember that a working week always starts on a Sunday). A calendar illustrating when payments will be made can be found on the intranet.

- If I opt to be paid weekly, when will my March bank hours be paid?

Any bank hours worked in March will be paid on Friday 20<sup>th</sup> April as shown in the calendar on the intranet.

- Will my National Insurance and Tax be affected?

If you also have a substantive contract with SaTH both assignments will be linked for Tax and NI. If you work in the weeks preceding the month end you may notice Tax and NI recalculated on your monthly pay as we have to ensure you only have 1 allocation of free pay allowances. Your Tax and NI will be correct, however you are strongly advised to attend one of the briefing sessions on PAYE and National Insurance implications.

- Can I have my weekly wages paid into a different bank account?

No, it has to be paid into the same account as your monthly salary.

- Can I opt into weekly pay after the deadline?

If you do not reply before the **14<sup>th</sup> February** and you decide that you would like to be paid weekly, you will need to write to or email the Temporary Staffing Department, giving at least one month's notice. How quickly the change will be made will depend on the date that pay is processed through the system.

- Can I change my mind once I have opted to be paid weekly?

If you decide to be paid weekly and change your mind at a later date, you will need to write to or email the Temporary Staffing Department, giving at least one month's notice. How quickly the change will be made will depend on the date that pay is processed through the system.

- What if I have more than one bank assignment?

Whichever pay arrangements you choose will apply to ALL of your Bank assignments.

- When should my hours be finalised for pay?

The manager in the department you worked must finalise your hours by 11 a.m. every Monday in order for you to be paid on a Friday. Please check on your Employee-On-Line account and speak to the manager concerned if this hasn't been done.

- What happens if my hours are not finalised for payment? Can I have an advance?

Unfortunately, because of the tight timescales to achieve weekly pay, we cannot make any advance payments. If a payment date is missed, the system will pick it up as soon as the shift is finalised and you will be paid the following Friday.