

PAYROLL

Q1. When do I get paid?

A1 You will always be paid on the last Wednesday of the month unless otherwise advised.

Q2. Where will my payslip be sent to?

A2 Your payslip will be sent to the medical Staffing Department at the Host Trust where you are working. However, you do have the option of paying a postage administration fee and having your payslip sent directly to your home address, link to form [here](#).

Q3. How do I advise you of a change to my personal details such as my address?

A3 It is important that our records are up to date. All employees are therefore requested to notify the Lead Employer Team in writing of changes. Please email [this form](#) to the Lead Employer Team at LeadEmployer@pat.nhs.uk.

Q4. How do I advise you of a change of bank details?

A4. To prevent problems with the payment of your salary you need to inform the Payroll Department as soon as possible of any changes using [this form](#).

Q5. Am I entitled to claim travel allowances?

A5. Due to the rotational nature of your employment, excess travel expenses to various hospitals may be reclaimable if you have to travel more than 11 miles from your home to place of work (or 22 miles return journey). If the journey is less than 11 miles then you can't claim travel expenses. The claim forms are available from the LEO Payroll department.

Eligibility for payment of excess mileage claims must be approved in advance by the Medical HR Department in the Trust where you are claiming excess mileage rates.

Prior to submitting to the Lead Employer Payroll Team, all completed travel claim forms must be authorised by your supervising consultant at the Host Trust where you are working/undertook travel.

Q6. How do I ensure my expenses or extra duty/locum claims are paid on time?

A6. To ensure prompt and accurate payment please have your relevant claims in the payroll department by the 10th day of the month. Claims received after this date may get paid, however in most cases will be carried forward to the next pay cycle.

Q7. How do I claim relocation expenses?

A7. Claims for relocation expenses should be submitted to Steve Langham (Payroll Accounts Manager at The Pennine Acute Hospitals NHS Trust) in conjunction with [this policy](#). The claim form is part of the policy.

All claims for relocation expenses **must** be submitted with appropriate documentation confirming proof of the claimed expenses. Any queries in relation to the policy should be sent by e-mail to: Steve.Langham@pat.nhs.uk

Q8. How is the payment of or the deduction of an annual leave day calculated?

A8. **Basic Pay + Pay Banding** = one day leave to be paid or deducted from salary.

365

SALARY SACRIFICE SCHEMES

Q9. Who do I need to contact regarding information on Child Care Vouchers?

A9. You need to contact Victoria Cooney (based at Pennine Acute Hospital NHS Trust, telephone number 0161 918 4032, e-mail Victoria.Cooney@pat.nhs.uk) regarding information on Child Care vouchers.

Q10. Does the trust operate a Cycle to Work scheme?

A10. The Trust does operate a Cycle to Work scheme. Please contact Barry Waterhouse (Travel and Access Manager, based at Pennine Acute Hospital NHS Trust, Barry.Waterhouse@pat.nhs.uk) for further information.

Q9. Who do I need to contact regarding information on the Car Leasing Scheme?

A9. To be eligible, the remainder of your contract must be a minimum of 3.5 years. Please email pennine.leasecars@pat.nhs.uk for more information and forms.