

FREE PRINTABLE MONEY GUIDE | READ, PLAN, TAKE ONE STEP.

1 READ THE BASICS

Check key details



Pay period

Find dates covered.



Gross pay

Before deductions.



Net pay

Amount paid to you.



Hours

Check hours or salary.

2 CHECK DEDUCTIONS

Know each line



Income tax

Depends on local rules.



Social charges

May include NI or similar.



Pension

Check your contribution.



Other items

Ask about unfamiliar entries.

3 SPOT ERRORS

Compare carefully



Hours worked

Match rota or timesheet.



Overtime

Check rates and dates.



Leave

Check paid and unpaid time.



Bank payment

Match net pay received.

4 IF SOMETHING IS WRONG

Act promptly



Keep copies

Save payslips securely.



Ask payroll

Request a clear explanation.



Check guidance

Use official tax websites.



Escalate

Use workplace support if needed.

MY NEXT MONEY STEP:

One action I will take: _____ By date: _____

UNDERSTAND_YOUR_PAYSLIP — PRACTICAL NOTES

Keep this page with your visual quick-glance guide.

1

GROSS IS NOT TAKE-HOME PAY

Gross pay is earnings before deductions. Net pay is what remains after deductions. Check both when planning a budget.

2

TAX RULES CHANGE

Tax codes, national insurance, pension schemes and local terminology differ by country and may change annually.

3

OVERTIME MAY APPEAR LATER

Payroll cut-off dates can mean overtime or adjustments show in a later pay period. Ask payroll when unsure.

4

KEEP PAYSLIPS SAFE

Payslips contain personal financial information. Store them securely and redact details before sharing.

MAKE IT PRACTICAL

Choose one small action, write it on page 1, and review it after a week. Use trusted, free advice services when you need help.

REFERENCE POINTS (check your local rules):

gov.uk/understanding-your-pay

moneyhelper.org.uk/en/work/employment/understanding-your-payslip