

Payroll FAQs

1. How often and when do I get paid?

You are paid weekly each Friday, one week in arrears into your bank account.

2. What are the 'AE Pensions' deduction on my payslip?

This is your pension contribution. For all pension enquiries please contact <http://www.nowpensions.com/> we are legally unable to advise on any pension matters.

3. Do students pay tax?

Yes. For information on rebates please contact the Inland Revenue with your NI number and our Tax Ref No. – ASA International 961/0085365 as we cannot advise on tax issues.

4. How do I get my payslip?

Your payslips are emailed weekly; please make sure your email address is up to date.

5. When do timesheets have to be in by?

To be paid on time, timesheets must be in by Monday at 9am.

6. How do I submit a timesheet?

Drop it off at our offices, send a fax or email a scanned copy – please note we do not accept photos of timesheets. It is your responsibility to make sure your timesheet is submitted.

7. Why have I received my P45?

We have to issue P45s after 8 weeks without a timesheet.

8. How is Holiday pay calculated?

For more information on holiday pay please see <https://www.gov.uk/holiday-entitlement-rights> and <https://www.gov.uk/calculate-your-holiday-entitlement>

