

If you are classed as a paid employee and are not <u>volunteering</u> then you should be paid for the hours you work. Your pay will be agreed before you start work, so make sure you check what this is before you sign your contract. Pay generally does not decrease during employment but it can, most commonly it can increase over time or through promotions. You can ask your line manager or HR what progression with payment is in your role.

Each year, the UK government updates its minimum wage <u>Link</u>. These change each April. The current minimum wage is as follows;

Year	23 +	21 - 22	18 - 20	Under 18	Apprentice
April 2022	£9.50	£9.18	£6.83	£4.81	£4.81

You must check before you start working that you wage is not below the national minimum wage for you age.





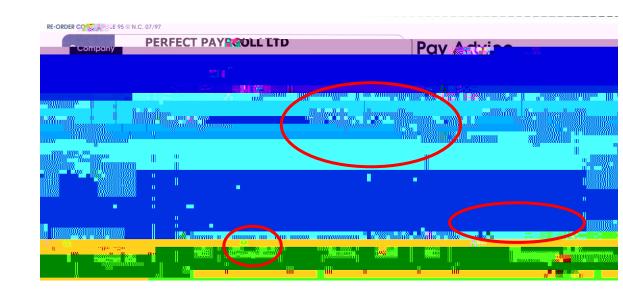
Income Tax and National Insurance

Income Tax and National Insurance are deductions that we all have to pay and cannot avoid. Income Tax is an amount of money that is taken from our wages to support the UK government in some of the following things: Welfare, health, state pensions, education. defence, transport etc.

Tax codes and amounts paid can get confusing so always ask for help if you don't understand, you can sked you line manager or HR. In the payslip example you can see a tax code, NI number and deduction amounts. This <u>website</u> can help further.

National Insurance

National Insurance, also known as NI, is a tax system paid by workers and employers for funding state benefits. National Insurance contributions pay for the NHS, state pension, welfare and disability allowance. Anyone above the age of 16 is mandated to pay National Insurance as long as you earn more than 183 a week. If you're self-employed, you need to pay National Insurance if you make more than 9,516 a year. You will receive a National Insurance Number in the post when you become 16 years old. The National Insurance is deducted from your payslip in the form of tax. Click here for more information on NI.





Pensions

In a simple way a pension is a savings account like a piggy bank.