

Course Title: How payslips and income tax work

Course Length: Half Day workshop

Available as: Open Course / In Company

Course aim:

To explain with practical examples how an employee's payslip is put together so that the employee will feel confident that the information contained in their own payslip is correct.

Objectives:

- To understand how their tax code is constructed
- To understand how their national insurance is calculated and shown
- To understand all of the entries on their payslip
- To know how to check if they have paid the right amount of tax in the year

Designed for:

- Anyone who gets a payslip and tax code advice and wants to know how it all fits together

Key points:

- How their tax code is constructed
- National insurance calculations and what they mean
- Understand all of the entries on their payslip
- Checking if the right amount of tax has been paid in the year

The workshop will be flexible. There will be plenty of practical examples to work through and take away. Delegates will be advised to bring their own tax code advices and payslips to the session to make it totally relevant to them.