

Payslips

Payslips are available on the Search Hub every Thursday: <https://searchhub.uk/>.

When you log in to the Hub:

- Your username is your worker number (e.g. TR123456).
- Use the reset option on the login screen if you forget your username or password.
- If you cannot reset your details, contact Payroll on 0141 227 7888 or askhub@searchrecruitmentgroup.com.

If you do not provide an email address, your payslip will be posted to you.

See page 2 for a sample payslip.

Payment methods

Payment is made by bank transfer.

- Submit your bank details on the Hub by the end of your first week.
- Payments are made on Fridays, one week in arrears.
- In weeks with public holidays, the payment day may change.

Sample

1. Your worker number (this is also your username for the Search Hub).
2. Your National Insurance Number. If this is blank or incorrect, please update it via the 'Change Details' section of the Hub.
3. Hours worked and pay rates.
4. Total pay before deductions.
5. Total deductions.
6. Holiday anniversary date and current holiday hours accrued.
7. The bank details used to make your payment. Your payslip will only show the last 4 digits for security.
8. Total taxable earnings to date (may include earnings from previous employment).
9. Total tax paid to date (may include tax from previous employment).
10. Total National Insurance paid to date in Search employment.
11. Total net pay (the amount paid into your bank account).

Comments			
Friendly Reminder: If you are accruing holiday hours, don't forget to take them within your holiday year.			
Employee No.	Employee Name	Payment Date	NI Number
xxxxxxxx/xx	xxxxxxxx xxxxxxxxxxxx	xx/xx/xxxx	xxxxxxxx
Payments	Units	Rate	Amount
Week Ending Standard Hours	xx/xx/xxxx 37.00	12.71	470.27
Deductions		Amount	
Tax		45.60	
NI		18.26	
AE Pensions		14.00	
Holiday Details			
Start Date:		xx/xx/xxxx	
Hours Remaining:		4.47	
Bank Details			
Account Name		xxxxxxxx xxxxxxxx	
Sort Code		xxxxxx	
Account No. :		xxxxxxxx	
Ref:			
Tax Details			
Tax Office :		Centre One	
Tax Reference :		961/8383720	
		This Period	Year to Date
Total Gross Pay		470.27	Total Gross Pay TD 470.27
Gross For Tax		470.27	Gross For Tax TD 470.27
Earning for NI		470.27	Tax Paid TD 45.60
Total Deductions		77.86	Earning for NI TD 470.27
Tax Code		1257L	Ees NI TD 18.26
Payment Method		Bacs	
			Net Pay 392.41