

**PAY AWARD 2018/19 - FOR THE ATTENTION OF ALL STAFF ON AGENDA FOR CHANGE TERMS AND CONDITIONS**

**IMPORTANT INFORMATION ABOUT YOUR FEBRUARY PAY – PLEASE READ**

Further to recent communications regarding the implementation of the 2018/19 Pay Award.

Hopefully you will have had an opportunity to review the Frequently Asked Questions document which has been circulated to all staff this week. This document aims to assist staff to understand how the Pay Award will be implemented and the requirement for the Payroll Service Centre (PSC) to undertake a review of your pension contributions for the 2018/19 year to ensure you have paid the correct rate of pension contributions.

On implementation of the Pay Award and the Pension Band Review there are three possible scenarios for staff

1. Staff member paid pay award uplift  
Staff member has no additional pension contributions to pay  
Therefore **ALL ARREARS** are due to be paid

2. Staff member paid pay award uplift  
Staff member has additional pension contributions to pay  
Therefore **REDUCED OR NIL ARREARS** \* are due to be paid

\* it is important to note that the amount of arrears paid to each member of staff will vary by individual depending on how much they have to pay in additional pension contributions. In some instances the amount of arrears owed to staff could be low or zero.

3. Staff member paid pay award uplift  
Staff member has additional pension contributions to pay which exceeds the level of pay award arrears due  
Therefore **NEGATIVE ARREARS\*\*** are due to be paid i.e. **staff member will owe monies for underpaid pension contributions** in these circumstances

\*\* It is anticipated that the number of staff impacted in this way will be small.

As employers, we are keen to identify and support those staff who will be negatively impacted (category (3) above). However due to payroll processing, the Payroll Service Centre (PSC) are not able to determine the impact to salaries until 2 days prior to payslips being available online. They will tell us immediately when they know that individual staff members have been negatively impacted. We will endeavour to make contact with negatively impacted staff at this stage and hopefully in advance of salaries being received.

To support any staff who find themselves in this situation, the Department of Health have instructed the PSC to automatically pay the value of your underpayment of pension contributions and then arrange to collect this from you via a repayment plan in line with the table below. You do not have to request for this to be done. **If you are affected we will contact you directly.**

The table sets out how the repayment plan will be implemented.

Amount of Underpaid Pension Contributions	Monthly paid	Fortnightly paid	Weekly paid	Duration of Advance
Up to £300	£25.00 per month	£12.50 per fortnight	£6.25 per week	Until fully repaid
£300+	Full value paid over 12 months	Full value paid over 26 fortnights	Full value paid 52 weeks	Repaid in 1 year

If the negative net impact is less than £25 (monthly paid), £12.50 (fortnightly paid) or £6.25 (weekly paid), no repayment plan will be set up as the balance will be cleared on the first pay

The Payroll Services Centre (PSC) are extremely busy at present implementing the pay award. Therefore they have asked that staff do not contact them about the pay award and the pension band review until they have received their pay. Staff who are negatively affected will be provided with contact details in the Payroll Services Centre if they require further information or assistance.

**We anticipate a high number of staff will try to access HRPTS to view their payslip before each pay period. This high volume may mean slower access for staff and we therefore ask you to remain patient in these circumstances.**

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