

**NHS Highland Bank Workers Weekly Pay Pilot:**

**Frequently Asked Questions**

**1. What is weekly pay?**

The decision to offer weekly pay to bank workers is taking place in response to feedback received from bank workers who have stated that they would work more bank shifts if weekly pay was available. A pilot has successfully taken place to test uptake of bank shifts and processes required. Weekly pay is an option available to those who are registered with the Integrated Staff Bank, monthly pays will still be available.

**2. What will I be paid and when?**

Table 1 below illustrates that shifts will be worked in week one and processed in week two, any outstanding timesheets and hours will be paid the following week. You will be paid on Thursdays and payslips will be available electronically on Tuesdays. If you want to change to electronic pay slips please email the Pay Unit [payroll.nhsh@nhs.scot](mailto:payroll.nhsh@nhs.scot)

**Table 1: Weekly pay timetable**

|               | Mon                 | Tue             | Wed        | Thu  | Fri | Sat | Sun |
|---------------|---------------------|-----------------|------------|------|-----|-----|-----|
| <b>Week 1</b> | Shift Worked        |                 |            |      |     |     |     |
| <b>Week 2</b> | Timesheet finalised | Sent to Payroll | Processing |      |     |     |     |
| <b>Week 3</b> | Processing          |                 |            | Paid |     |     |     |

**3. When should my hours be finalised for pay?**

Timesheets need to be finalised by 12:00 each Monday to allow processing the following week for you to be paid on a Thursday. Please check on Employee Online (EOL) and discuss with your manager if this hasn't been done.

**4. What happens if I haven't been paid? Can I get an advance payment?**

Unfortunately, because of the tight timescales to achieve weekly pay, we cannot make any advance payments. If a payment date is missed, the system will pick it up as soon as the shift is finalised and you will be paid the following Thursday.

**5. When will my March hours be paid?**

Universal Credits may be affected from a change in payment frequency and extra payments within the initial assessment period(s) of the switch to weekly. If you are concerned please discuss with your work coach.

## Our proposal for April Transition:

Salary payments will be as follows:

- Final Monthly 27<sup>th</sup> March (hours worked 1<sup>st</sup> February to 28<sup>th</sup> February)
- First Weekly Payday 10<sup>th</sup> April (hours worked 1<sup>st</sup> March to 16<sup>th</sup> March)
- Second Weekly Payday 17<sup>th</sup> April (hours worked 17<sup>th</sup> March to 30<sup>th</sup> March)
- Third Weekly Payday 24<sup>th</sup> April (hours worked 31<sup>st</sup> March to 13<sup>th</sup> April)
- Fourth Weekly Payday 2<sup>nd</sup> May (shifts worked 14<sup>th</sup> April to 20<sup>th</sup> April)

Any one changing after the initial uptake will immediately move to weekly pay to the schedule in Table 1, with any outstanding payments being made in the first weekly pay.

### 6. I'm currently paid weekly, will there be any change for me?

Those currently on weekly will have pause on 24<sup>th</sup> March for a week and will be paid a week in arrears as per Table 1 and will be paid in line in step with the new weekly pay schedule thereafter.

### 7. Can I be paid weekly for shifts worked in my substantive post?

No, your substantive assignment is treated separately and will remain monthly pay.

### 8. I have two bank posts, will I be paid weekly for both?

If you decide to opt for weekly pay, you will be paid weekly for all bank posts.

### 9. When will I be paid?

Pay day for weekly pays is **Thursday** each week. Payslips will be available on the intranet on **Tuesday** each week.

### 10. Will I receive weekly pay slips?

Electronic payslips will be updated and available weekly on a Tuesday and paper payslips will be posted on a Wednesday.

### 11. What is the deadline for applying to opt in?

All applications for weekly pay must be complete by 5pm on Friday 21st of March 2025. Thereafter, applications for weekly pay will be accepted from May 5<sup>th</sup> 2025. Please note that notifications for opting out of weekly pay will be accepted in March of each year for monthly pays to commence from April in the new financial year.

### 12. Can I choose not to change to weekly pays?

Yes, you can opt to have your bank hours paid on a monthly basis, you do not complete the application to move.

### 13. What if my weekly pay is incorrect?

In line with current procedures, any discrepancy will be addressed in the first available weekly pay once hours are processed. No out of course payments will be offered.

### 14. Am I able to withdraw from weekly pay once it is started?

Owing to the resources required from Payroll and People Services, a change back to monthly pay is only possible once a year, therefore please be confident in committing to weekly pay as opting out will only be available in March of each year.

### 15. What happens with Annual Leave?

Your annual leave will also be paid weekly. Requests should still be submitted at least 2 weeks in advance

**16. Is there any change to the way I book shifts?**

No, the process remains the same.

**17. Do new starts to the bank have the option to be paid weekly once it starts?**

Yes, all new starts to the bank will be offered the option of weekly or monthly pay.

**18. What are standard deductions?**

If you have a standard monthly deduction on a bank post such as a union membership, these will be switched to weekly.

**19. What will be the position in regard to statutory deductions?**

- Income Tax will remain unaffected
- Pension Contributions will also remain unaffected
- However, National Insurance (NI) may be impacted depending on
  - Frequency of shifts worked
  - When shifts are worked
  - If you have a substantive post
- Some examples have been provided below
- Importantly, National Insurance is calculated based on when paid, not worked

**20. How is National Insurance deducted?**

National Insurance (NI) is calculated depending on a number of factors. NI is based on when the payment is being made, and not when the hours were worked. Where a bank worker has 2 or more posts on the same pay frequency (either weekly, or both monthly) earnings are added together and NI is deducted as per current rates.

Where a bank worker has 2 or more posts across frequencies (some weekly and some monthly) this changes. Where a monthly post is held and weekly payments are being made in the same week that the monthly pay date falls, these 2 payments are combined, and calculated at the Weekly contribution rate. All other weeks are calculated individually. [National Insurance rates and categories: Contribution rates - GOV.UK \(www.gov.uk\)](#)

To assist with deciding to opt for weekly pay some examples have been provided on pages 4 & 5.

### Example 1

Band 3 Bank only works 34.5 hours all in one week

| Pay Frequency   | Hours | Rate     | Gross Amount | NI Deduction |
|-----------------|-------|----------|--------------|--------------|
| Monthly         | 34.5  | £15.0304 | £518.55      | £0           |
| If Bank Weekly: |       |          |              |              |
| Week 1          | Nil   | Nil      | Nil          | Nil          |
| Week 2          | 34.5  | £15.0304 | £518.55      | £22.12       |
| Week 3          | Nil   | Nil      | Nil          | Nil          |
| Week 4          | Nil   | Nil      | Nil          | Nil          |

In this example if paid month there is no deduction for NI as the minimum monthly threshold has not been reached. If paid weekly the earnings do exceed the minimum limit.

### Example 2

Band 5 Bank only works 34.5 hours all in one week.

| Pay Frequency   | Hours | Rate     | Gross Amount | NI Deduction |
|-----------------|-------|----------|--------------|--------------|
| Monthly         | 34.5  | £20.5957 | £710.55      | £0           |
| If Bank Weekly: |       |          |              |              |
| Week 1          | Nil   | Nil      | Nil          | Nil          |
| Week 2          | 34.5  | £20.5957 | £710.55      | £37.48       |
| Week 3          | Nil   | Nil      | Nil          | Nil          |
| Week 4          | Nil   | Nil      | Nil          | Nil          |

In this example if paid month there is no deduction for NI as the minimum monthly threshold has not been reached. If paid weekly the earnings do exceed the minimum limit.

### Example 3

Band 3 works 11.5 hours each week.

| Pay Frequency   | Hours | Rate     | Gross Amount | NI Deduction |
|-----------------|-------|----------|--------------|--------------|
| Monthly         | 46    | £15.0304 | £691.40      | £0           |
| If Weekly Bank: |       |          |              |              |
| Week 1          | 11.5  | £15.0304 | £172.85      | £0           |
| Week 2          | 11.5  | £15.0304 | £172.85      | £0           |
| Week 3          | 11.5  | £15.0304 | £172.85      | £0           |
| Week 4          | 11.5  | £15.0304 | £172.85      | £0           |

In this example the deductions are nil for both monthly and weekly as the minimum thresholds are not exceeded.

### Example 4

Band 5 works 12.5 hours each week

| Pay Frequency   | Hours | Rate     | Gross Amount | NI Deduction |
|-----------------|-------|----------|--------------|--------------|
| Monthly         | 50    | £20.5957 | £1029.79     | £0           |
| If Weekly Bank: |       |          |              |              |
| Week 1          | 12.5  | £20.5957 | £257.45      | £1.24        |
| Week 2          | 11.5  | £20.5957 | £172.85      | £1.24        |
| Week 3          | 11.5  | £20.5957 | £172.85      | £1.24        |
| Week 4          | 11.5  | £20.5957 | £172.85      | £1.24        |

In this example the monthly pay does not exceed the minimum threshold but when paid weekly does exceed the weekly threshold.