

Payment Schedule **GUIDE**

1. The function of each column on the Payment Schedule

Column No.	Function
1	This shows the employee's forename and surname.
2	The employee's N.I. number and your own reference number (e.g. Works No.) if you wish it to appear.
3	This shows whether the contribution is from yourselves or from the employee via payroll deduction.
4	This shows the EasyBuild contributions we anticipate receiving from you for your weekly paid employees and the pay-days they relate to. If you need to change an amount, cross it out, write the new amount to the left and enter the relevant Change Code in column 8 (see 8 below). If text appears in column 4, contributions cannot be made and a reason is given (see section 3 below).
5 & 6	These show the EasyBuild contribution totals. If an employee is monthly paid a single total will appear.
7	This confirms the monthly cost of providing Employee Accident Cover and Employee Life Cover. The level of cover being provided will be indicated by the letter shown next to the amount. Please refer to your Payment Schedule Summary page for the available levels. If the employee is under 16 or not receiving this cover 0.00 will be shown
8	If you change an amount in column 4, please enter the relevant CHANGE CODE (see below) in column 8. You only need to supply a Leave date if they have left your employment.

2. Change Codes to be entered in column 8 for EasyBuild Pension Contribution changes

Change Codes	Description
C	A one-off change in the contribution amount
P	A permanent change in the contribution amount

3. What the phrases mean in column 4

Column 4 shows the EasyBuild contributions we anticipate receiving from you.

Phrase	Meaning
An amount e.g. £5	This shows the value of the EasyBuild contribution we anticipate receiving from you or from the employee via payroll deduction.
Details Required	<p>This indicates that we have yet to receive one or more of the following set-up details:</p> <ul style="list-style-type: none"> • Forename(s) and Surname* (Name) • National Insurance Number* (NI) • Date of Birth* (DOB) • Address and Postcode* (Address) • Telephone number - optional <p>We indicate which details are missing by showing the above abbreviation(s) in column 4. Please contact us if these details become available.</p> <p>We are required by The Pension Regulators to obtain ALL* of these details before we can accept EasyBuild contributions for the employee.</p>
Under 16	It is not possible to contribute for employees under 16 years of age.
Policy Cancelled by Employee	The employee has chosen not to take up EasyBuild.
Not eligible	The employee is not eligible to receive or make EasyBuild contributions OR we require their current address

For further information please call us on **01293 586666**.