

# 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 <b>weekly paid</b> 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 <b>Change Code</b> 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 <b>monthly paid</b> a single total will appear.
7	This confirms the monthly cost of providing Accident and Life Cover. If the employee is under 16 or not receiving this cover, confirmation of this will appear.
8	If you change an amount in column 4, please enter the relevant CHANGE CODE and date in <b>column 8</b> . The change codes available are shown below.

## 2. Change Codes to be entered in column 8

Change Codes	Description
L	Leaver - please also enter the employee's leaving date
N	Not at work
C	A one-off change in the contribution amount
P	A permanent change in the contribution amount
*LS	Long term sickness
*T	Temporary lay off

\*For weeks that you enter LS or T, Accident and Life Cover will not be charged.

## 3. What the phrases mean in column 4

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

Phrase	Meaning
<b>An amount e.g. £5</b>	This shows the value of the EasyBuild contribution we anticipate receiving from you or from the employee via payroll deduction.
<b>Details Required</b>	This indicates that we have yet to receive <b>one or more</b> of the following set-up details: <ul style="list-style-type: none"> <li>• <b>Forename(s) and Surname*</b> (Name)</li> <li>• <b>National Insurance Number*</b> (NI)</li> <li>• <b>Date Of Birth*</b> (DoB)</li> <li>• <b>Address and Postcode*</b> (Address)</li> <li>• <b>Telephone number - optional</b></li> </ul> <p>We indicate which details <i>are</i> 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>
<b>Over 75</b>	We cannot accept EasyBuild contributions for someone aged over 75.
<b>Under 16</b>	It is not possible to contribute for employees under 16.
<b>Policy Cancelled by Employee</b>	The employee has chosen not to take up EasyBuild.

For further information please call us on **08457 414142** or **01293 586790**.

Building & Civil Engineering Holidays Scheme Management Limited, Manor Royal, Crawley, West Sussex, RH10 9QP  
Tel 08457 414142 or 01293 586790 Fax 01293 586801 www.bandce.co.uk