

# PAY SYSTEM

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**Annex A:** E-payslips Guidance

## RELATED POLICIES

[Pay on Promotion – Team to Executive bands](#)

[Current Pay Scales – Team Support to Executive bands](#)

[Change of Bank Details Form](#)

[E-Payslips \(iPayview\) Guidance](#)

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## ROLES AND RESPONSIBILITIES

### Employees are responsible for:

- Nominating a suitable bank or building society account for their salary to be paid into;
- Registering for an [iPayview account](#)
- Checking their pay advice slips and reporting any errors to the Shared Service Centre as soon as possible.

### The Shared Service Centre is responsible for:

- Ensuring that this policy is applied fairly and accurately.
- Processing payroll actions

## POLICY

### 1. Introduction

- 1.1 The pay arrangements set out below apply to Welsh Government (WG) employees who are not members of the Senior Civil Service (i.e. who are in Bands TS–EB1) including those on loan or secondment to the Wales Office. These arrangements are negotiated with the Trade Unions which the WG recognises (namely PCS, Prospect and FDA) under the Collective Bargaining Agreement. This policy sets out the general rules and procedures applying to the payment of salaries for Welsh Government (WG) employees. It should be read in conjunction with the pay related [policies and guidance on the Intranet](#).
- 1.2 These arrangements do not apply to the Senior Civil Service, whose pay arrangements are determined by Cabinet Office.
- 1.3 All our policies are fully inclusive of all staff regardless of age, marriage and civil partnership (both same sex and opposite sex), pregnancy and maternity, race, religion or belief, sex, sexual orientation, whether they have an impairment or health condition, are neurodivergent or use British Sign Language, their gender identity or gender expression. We acknowledge that the terms 'gender identity' and 'gender expression' are not protected characteristics as defined by the Equality Act 2010, however, we believe that Government policy which includes provision for those persons who identify within the 'trans' umbrella (rather than on the basis of binary gender) is a more inclusive approach and one which ensures the Welsh Ministers are in a position to comply with all their statutory duties related to equality and the promotion of well-being in Wales. If you have any feedback on the inclusivity of this policy, please email [EqualityintheWorkplaceTeam@gov.wales](mailto:EqualityintheWorkplaceTeam@gov.wales)
- 1.4 For further information see the related Policies and Procedures:

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- [Pay - Collective Bargaining Agreement \(Annex B\)](#)
- [Pay - Current Scales for Bands TS – EB1](#)
- [Pay - Starting Pay](#)
- [Pay - Overtime \(Bands TS – EB1\)](#)
- [Pay - Allowances](#)
- [Pay - Advance of Salary](#)
- [Pay - Senior Civil Service](#)
- [Pay – E-Payslips \(iPayview\) Guidance](#)

[Available from the Pay and Benefits intranet page](#)

## 2. E-Payslips

- 2.1 The Welsh Government provides e-payslips as the default position for all staff, except for those with a valid entitlement to continue to receive Paper payslips. Guidance on how to use the iPayView website is available on the [Pay intranet page](#)
- 2.2 If you believe you qualify to receive paper payslips, the entitlement criteria can be found in the E-Payslips guidance at Annex A and on the [Pay intranet page](#)

## 3. Annual Review of Pay Arrangements

- 3.1 The pay of staff on Bands TS – EB1 will be reviewed annually (unless a longer settlement period is agreed) in accordance with the provisions of the Collective Bargaining Agreement. The review will cover the size and formula for any pay award, the fixed points of pay scales, the maximum hourly plain time rates for overtime purposes and the following allowances:
  - Temporary Promotion Assignment or In-Grade Working
  - Recruitment and Retention Allowances
  - Private Secretary Allowances
  - Foreign Language Allowances
  - Trainee Allowances for trainee accountants.

## 4. Pay Settlement Date

- 4.1 The pay settlement date is 1 April. Staff leaving the WG before the effective date of 1 April will receive no award unless the award is made retrospectively to a date prior to the last day of service in which case a payment after leaving may be made and the pension's administrators notified.

### 4.2 Aims of the Pay System

The aims of the pay system are to:

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- eradicate over time any equal pay issues
- allow staff to progress within a reasonable time to a target rate of pay for their grade
- be simpler and clearer, and allow staff to predict more accurately how their pay could change over time

### 4.3 Main Features of the System

The main features of the new pay system are:

- A target rate of pay for each band, which is the top scale point
- Each band has a pay scale of between 3 and 5 pay points. People who perform satisfactorily will move one point up their scale each year until they reach the target rate
- Effective performers will reach the target rate in 4 years or less

## 5 Fairness

- 5.1 The WG will take all reasonable steps to ensure that pay arrangements operate fairly, regardless of sex, ethnic origin, impairment or health condition, regional location, working pattern, gender or sexual orientation.

## 6. Pay Scales

- 6.1 Each band has a pay scale. Welsh Government pay scales, Scales for staff permanently located in London are available through the [Corporate Shared Service Centre](#). Certain individuals have reserved rights to the pay scales they were entitled to before 1 April 1998.

- 6.2 For further information see the [HR Policies on the Intranet](#)

- [Pay - Current Scales for Bands TS – EB1](#)

## 7. Pay Progression

- 7.1 Pay progression is based on annual incremental advance to the next point on the scale (awarded subject to satisfactory performance) until the employee reaches the target rate.

- 7.2 As a result of the 2007-2010 pay agreement progression is as follows:

### Grades TS to EB1

- If a person starts between 1 July and 31 December the increment would be awarded on 1 July the following year and then annually
- If a person starts between 1 January and 30 June the increment would be awarded on 1 January the following year and then annually.

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- 7.3 Staff who TUPE transfer into the Welsh Government, regardless of whether they change to WG T&Cs, will retain their current increment date until such time as they reach the top of their current pay band or are promoted to a higher graded post and the WG increment rules will apply.

### **8. Pay on Promotion**

- 8.1 As a result of the 2015 pay agreement starting pay on promotion will take you to the minimum of the new scale irrespective of what point you were on within your old grade. The starting pay on promotion chart is available [here](#).

### **9. Unsatisfactory Performance**

- 9.1 Individuals whose performance is marked as 'Underperforming' will not be eligible for incremental progression but will receive any normal increases to their current scale point.
- 9.2 Any exceptional, mitigating personal circumstances that may have had a temporary effect on an individual's performance will be taken into account, by discounting that temporary effect, when deciding whether to withhold incremental progression.

### **10. Progression During Unpaid Maternity Leave or Career Breaks**

- 10.1 Salaries of staff who take unpaid maternity leave or career breaks will be increased notionally on an incremental basis so that on their return to work they will be placed on the point they would have reached had they not taken maternity leave or had a career break.

### **11. Progression During Long-term Sick Absence**

- 11.1 Salaries of staff on long-term sick absence will be increased notionally on an incremental basis so that on their return to work they will be placed on the point they would have reached had they not been absent.

### **12. Mark Time Pay Progression**

- 12.1 An employee on mark time pay will have their substantive pay notionally increased by the appropriate incremental progression each year.

### **13. Uprating of Allowances**

- 13.1 Allowances which are based on a percentage of basic salary will automatically increase when basic salary increases. Non percentage based allowances will be static unless an increase is agreed, normally as part of a pay settlement.

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### 14. Period of Pay

- 14.1 Pay is paid in twelve equal instalments on the last working day of the month by credit transfer to a bank or building society account as nominated by the employee who has earned the pay. Saturdays, Sundays, and public and privilege holidays are not regarded as working days for this purpose. (see [Overtime and Travel Time policy](#))

### 15. Nominated bank or building society

- 15.1 A bank or building society may only be nominated if:
- i. the Welsh Government's payroll provider judges that it has systems compatible with its own, and that stops on payments can be actioned within an acceptable timescale; and
  - iii. the officer accepts that delay in accessing payments after they are properly made is a matter between the officer and the bank or building society.

### 16. Part-time Employees

- 16.1 Part time officers, including temporary employees working less than full time, are paid a proportion of the full time rate for the grade appropriate to their contracted hours. For example an employee working 22 hours a week will be paid 22/37ths of the full time rate

### 17. Payment for part of the pay period

- 17.1 Where pay has to be calculated for a period of time other than a complete month, for example a resignation with effect from 15<sup>th</sup> of the month, pay will be for 15 calendar days of that month.
- 17.2 For example if an employee leaves on 15 September or 15 October they would be entitled to 15/30<sup>ths</sup> or 15/31<sup>sts</sup> of their normal monthly pay. i.e. 15 calendar days whether part-time or full time as pay is spread over calendar days in a month.

### 18. Remuneration of College-Based Students

- 18.1 The WG will pay college based sandwich course students; students employed during their vacation and undergraduate statistician students the current minimum point of the appropriate pay scale.

### 19. Underpayments and Overpayments

- 19.1 On being notified of amount of their monthly salary, staff must check their pay to ensure that it has been paid correctly. This includes checking that any pay awards of which they have been notified, or any changes to their working hours or allowances,

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have been correctly applied. Any suspected under or over payment should be notified immediately to the [Corporate Shared Service Centre](#), who will investigate.

- 19.2 The WG may in cases of underpayment of pay due to WG error make an ex-gratia payment of an amount equal to the sum the net amount underpaid would have earned had it been invested in a building society ordinary account at the relevant time. Such ex-gratia payments will only be made if the amount underpaid represents at least one week's basic pay (excluding any reimbursement allowances) and has been outstanding for more than a year.
- 19.3 When an overpayment of salary is discovered, the officer concerned will be notified of the amount of the overpayment, the reason for it and the proposals for recovery employee's salary and be designed to avoid any undue financial hardship. In most cases, a repayment schedule will be agreed with the employee concerned, before any monies are recovered.

### 20. Regrading

- 20.1 Regrading means a transfer to a new substantive grade other than by promotion or downgrading.
- 20.2 The WG will determine starting pay on regrading with the aim of ensuring that in terms of basic pay staff are no worse off than in the previous grade. In cases where existing pay exceeds the new substantive pay point, the Welsh Government may allow retention of the previous rate of pay on a mark-time basis, although some allowances are excluded (see section on relevant allowance for details). Employees transferred temporarily between grades at roughly the same level may continue to receive the pay of their substantive grade. When a move becomes permanent, officers will be regraded in accordance with the rules on regrading.

### 21. Downgrading

- 21.1 Downgrading means transfer to a lower substantive pay band for disciplinary, inefficiency or personal reasons.
- 21.2 When an officer is downgraded, the WG will aim to ensure that the officer will be no worse off than if they had started in the lower grade. Mark time arrangements may be allowed if the officer accepts downgrading as an alternative to redundancy. The pension's implications of downgrading will be considered by the WG before an officer is downgraded.

### 22. Voluntary Deductions from Pay

- 22.1. It is the Welsh Government's policy to make available to employees facilities for the deduction from pay, at the employee's request, of periodic payments to organisations with which the WG has arrangements for the collection and remittance of such payments.

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- 22.2 In making any such arrangements the WG will ensure there is no liability to the WG, agency or pension-paying authority in the event of default by the employee or the recipient organisation. To make use of this facility contact the [Corporate Shared Service Centre](#) (Pay Team).
- 22.3. Employees should inform the WG of any intention to cease or vary payments otherwise than in accordance with changes in standard rates or amounts promulgated by the recipient organisation. To cease voluntary deductions (excluding Gym membership) employees will need to complete the [cease Voluntary Deductions eform](#).
- 22.4. To **start** and **cease** Gym membership, employees should complete the [Gym eform](#)
- 22.5. The WG will provide timely notification to staff of any intention to withdraw the facility.
- 22.6. In making use of this facility, employees will be required to provide the WG with any relevant information that it might reasonably require, in such form as it specifies. The provision of any such facility in no way implies that the WG is offering any assurance of the soundness or reputability of the recipient organisation.
- 22.7. The WG, when recruiting employees on transfer from other departments or agencies need not continue the arrangements made by them with their former department or agency. The employees concerned will be notified accordingly.

### 23. Pay during periods of industrial action

- 23.1 For full-time employees, a whole day credit of 7.4 hours (7 hours 24 minutes) should be recorded for each day of industrial action (adjusted according to normal working pattern for employees who work part-time or compressed hours). A deduction from pay will also be taken for the time employees are contracted (or agreed hours on a rota where this is applicable) to work on the day of industrial action.



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Annex A

## E-PAYSLIPS GUIDANCE

### 1. Entitlement to receive a paper payslip

- 1.1 The Welsh Government provides e-payslips as the default position for all staff, except for those with a valid entitlement to continue to receive paper payslips. The vast majority of staff will therefore receive their last paper payslip at the end of April 2015.
- 1.2 E-Payslips provide staff with flexible access to current and historical payslips and P60 information at any time from any device with internet access. Guidance on how to use the iPayView website is available on the intranet on [Pay intranet page](#).
- 1.3 While we have sought to make E-Payslips accessible to as many staff as possible, there will be some people for whom these new arrangements will not be suitable. This exemption policy sets out strict criteria about exemptions as the Welsh Government is keen to maximise the cost and carbon benefits which E-Payslips provide.

### 2. E-Payslip exemption policy

- 2.1 The following reasons only will qualify as a valid entitlement to receive a paper payslip:
  1. The individual has an impairment which prevents them from using the iPayview website, or
  2. The individual is unable to access the iPayview website both at the workplace and at home.
- 2.2 Where paper payslips are provided they will be sent directly to the individual's home address. It is the responsibility of anyone who is entitled to receive a paper payslip to ensure the home address details they have supplied to the Welsh Government are up to date and correct. You can amend your home address details via HR Self Service.
- 2.3 Please contact the Corporate Shared Service Centre helpdesk if you believe you qualify to receive paper payslips.