

Voluntary Action Orkney

Payroll Services – Frequently Asked Questions

Holiday Pay

- Statutory annual leave entitlement from 1 April 2009 is 5.6 weeks – many employees already get contractual leave which is more than 28 days
- The following website provides useful information and a calculator to assist you in establishing an employees holiday entitlement;-
www.direct.gov.uk/en/Employment/Employees/Timeoffandholidays

Minimum Wage

- Up to date information on the minimum wage can be found at:-
www.direct.gov.uk/en/Employment/Employees/TheNationalMinimumWage
- Changes tend to take effect in October every year

HM Revenue & Customs

- Access to information and forms can be found at;-www.hmrc.gov.uk/PAYE/
- In particular, if a new employee commences employment without a P45, a P46 can be downloaded from the site

Pension Provision

- If your organisation employs more than 5 employees, pension provision must be offered
- www.direct.gov.uk/en/Pensionsandretirementplanning/
- Please seek advice from a Pension Advisor

Salary Scales

- The Scottish Council for Voluntary Organisations (SCVO) has agreed salary scales which may assist your organisation in deciding on salary levels
- www.scvo.org.uk/scvo/Information and click on the Frequently Asked Questions, and then 'What are the current SJC scales?' this takes you to the 'Pay' page

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