

Pay Procedure

Payment Method and Frequency

Pay Awards

Overpayments and Underpayments

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Introduction

This procedure ensures staff will be paid as outlined in their terms and conditions including the payment method and frequency.

1. Payment method and frequency

The University will pay all staff monthly. Salary, including London Weighting, and any other contractual regular payments are paid in twelve equal monthly payments each year.

Staff are paid on the 26th day of the month (except at Christmas when the payment dates may be brought forward and communicated on StaffSpace).

All members of staff must provide their bank account details. If their account details change, staff should update the details via Payroll.

Employees will receive monthly pay slips stored on Unified.

2. Pay Award

The Universities and Colleges Employers' Association (UCEA) acts as a bargaining agency on behalf of universities at national level.

Recommendations on annual pay awards are made by the Vice-Chancellor, in line with national negotiations and following discussions with trade unions and approval of the Board of Governors.

Incremental progression forms part of the annual salary review and applies to all staff Grade 4 -10. There are two annual review dates for all staff Grade 4-10. Progression that forms part of the National Framework Agreement is awarded in August and any individual recognition is awarded in December (with payment backdated to August).

3. Overpayments and Underpayments

The University reserves the right to seek to deduct any overpayment of salary from a member of staffs pay.

Prior to any such deduction, HR will notify the member of staff in writing of the amount to be deducted and the proposed date(s) the deduction(s) will be made. Any such deductions will be made within a reasonable timeframe and agreed with the member of staff in advance. The individual will be given a reasonable period of notice prior to any deduction being made and will have the opportunity to propose reasonable alternative approaches.

If a member of staff leaves the University while overpayments are outstanding, the University will deduct the full amount from the last payment.

In the event of an underpayment of salary HR will take reasonable steps to reimburse the member of staff as soon as possible via either; a bank credit or correction with the next monthly salary payment.

If this error causes the member of staff to incur bank, or other related charges, reimbursement will be arranged following receipt of written evidence of the charges incurred.