

Employee Age	National Minimum Wage	Weekly Hours No-Ins-Tax -To Pay*	Monthly Hours No-Ins-Tax -To Pay*	Monthly Pay No-Ins-Tax -To Pay*	Employees pay 12.00% Insurance on earnings above*	Employee start to Pay 20% Tax on earnings above*	Work Place Pension	Auto Enrolment Threshold Employee: 5%, Employer 3%	Qualified Earnings	Sick Pay	£96.35 Per week						
23+	£8.91	20	89	£792.99	Weekly	£184	Weekly	£242	Weekly	£192	£120	Holiday Pay 5.6 weeks/28 Days/year pro rata E.g. Working 3 days/week, then (3 x 5.6=16.8days)					
21-22	£8.36	22	95	£794.20	Monthly	£797	Monthly	£1,048	Monthly	£833	£520						
18-20	£6.56	28	121	£793.76	Yearly	£9,568	Yearly	£12,570	Yearly	£10,000	£6,240						
Under18	£4.62	39	172	£794.64	The National Minimum Wage Regulations 2015, Regulation 59; Records to be kept by an employer 59.—(1) The employer of a worker who qualifies for the national minimum wage must keep in respect of that worker records sufficient to establish that the employer is remunerating the worker at a rate at least equal to the national minimum wage. You must register as Employer if you pay more than £120/wk or £520/mo to any employee, or have another job.												
Source: https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2021-to-2022																	
DEC	2021	Employee No 1			Employee No 2			Employee No 3			Employee No 4			Employee No 5			Total Hours
Business Name		Age	Rate	Hr/Wk	Age	Rate	Hr/Wk	Age	Rate	Hr/Wk	Age	Rate	Hr/Wk	Age	Rate	Hr/Wk	
Date	Day	Hours			Hours			Hours			Hours			Hours			
1	Wed																
2	Thu																
3	Fri																
4	Sat																0
5	Sun																0
6	Mon																
7	Tue																
8	Wed																
9	Thu																
10	Fri																
11	Sat																0
12	Sun																0
13	Mon																
14	Tue																
15	Wed																
16	Thu																
17	Fri																
18	Sat																0
19	Sun																0
20	Mon																
21	Tue																
22	Wed																
23	Thu																
24	Fri																
25	Sat																0
26	Sun																0
27	Mon																
28	Tue																
29	Wed																
30	Thu																
31	Fri																
Total Monthly Hrs		0						0						0			
Rate/Hr		£0.00						£0.00						£0.00			
Monthly Wages		£0.00						£0.00						£0.00			
Signature/Remarks																	
Please don't forget to TOTAL monthly hours. Information provided are simplified for employers information and guidance only. No liability accepted. Google for updated info on gov.uk																	

