

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																	
NOV	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	Mon																
2	Tue																
3	Wed																
4	Thu																
5	Fri																
6	Sat																0
7	Sun																0
8	Mon																
9	Tue																
10	Wed																
11	Thu																
12	Fri																
13	Sat																0
14	Sun																0
15	Mon																
16	Tue																
17	Wed																
18	Thu																
19	Fri																
20	Sat																0
21	Sun																0
22	Mon																
23	Tue																
24	Wed																
25	Thu																
26	Fri																
27	Sat																0
28	Sun																0
29	Mon																
30	Tue																
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																	

