



Your pay questions answered - Students

Can I change the bank account to which my wages are paid?

Yes, simply email payrollservices@lincoln.ac.uk and a member of the team will send you the form. Once completed and returned a member of the payroll team will call to confirm some details.

I am a student, do I pay tax?

Being a student does not mean that you are automatically exempt from paying tax. Tax will not be deducted if your earnings are not likely to be higher than your annual personal allowance.

You should submit a P45 if you have one from your last employer. If you do not have a P45 you can complete a New Starter Declaration and send to the Payroll Department for processing. If after these procedures you still believe your tax code is wrong, please call HMRC on 0300 200 3300.

I am a student who works during term time, do I pay tax?

If you are a student employed during term time you are treated the same as other employees.

You should submit a P45. If you do not have a P45 you can complete a New Starter Declaration. You should forward your completed declaration to the Payroll Department.

My tax code is BR or 0T, what does this mean?

BR means that you are being taxed at basic rate (20%) and are not receiving any tax-free allowances.

You should submit a P45. If you do not have a P45 you can obtain a new starter declaration from the Payroll Department. Should your tax code need changing please call HMRC on 0300 200 3300.

What is my 'PAYE' number?

This number will be on your Payslip in the employer name box, it will be a series of numbers and letters.

How can I contact HMRC?

The telephone number is 0300 200 3300. You should have your NI Number to hand when you contact them and the above PAYE reference number. This information is noted on your payslip each pay period. You can also register for my personal tax account online via the government gateway.

What is the National Minimum Wage?

The minimum wage is updated annually by the Government and is the minimum hourly rate an individual can be remunerated for duties.

Why do I receive holiday pay?

For each hour worked, you accrue a % of the full time equivalent annual leave entitlement. This is shown as a separate element on your payslip.

How do I log into MyView?

You can log into MyView using the exact same details you do when logging into the university desktop.

The system can be found on your university desktop or after having your registration email from payroll, you can use the following link.
<https://hr.blogs.lincoln.ac.uk/hrselfservice/>

What can I do on MyView?

You can access your P60 along with other things such as payslips and amending your home address.

Furthermore you will also need Myview for logging you claims. The deadline for approved claims is 5PM on a Monday for payment on the Friday of the same week.

If you are going to be leaving the university please remember to update your home address and print off all necessary payslips.

Where do I find my payslips?

You can find your payslips on the MyView system under the 'My Pay' section along with your P60s.

What is a P60?

A P60 is a statement of your earnings and statutory deductions for the tax year ending 5th April. We are required to issue this form to you by 31st May each year. You will only be issued with a P60 if you are in our employment on the last day of the tax year (5th April).

You may need to use it as proof of earnings for tax credits, benefits etc. or to help you complete a self-assessment tax return.

You can find your P60 on MyView. The law requires you to keep a record of your taxable income for at least 22 months after the end of the current tax year, so make sure you keep it in a safe place.

What is a P45?

A P45 is to show how much tax the employee has paid on their salary so far in the tax year. It has four parts: part 1 is sent to HMRC, part 1A is for your records and parts 2 and 3 are for the employee to give to a future employer.

By law, we as the employer will provide you with a P45, this will not be on MyView and will be posted to your home address. Please ensure you update your home address on MyView before you leave.

