

Understanding your December 2024 back-pay

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Introduction

Your December 2024 payslip will reflect an uplift in your salary and other payments for December, and it'll also include back-pay for the eight months between April and November 2024.

As we implemented the new HR and Payroll system in October 2024, your back-pay has been calculated in the old myHR system (for payments made between April and September 2024) and in the new myHR system (for payments made in October and November 2024).

The following guidance explains how this will look on your December 2024 payslip.

Back-pay due – October and November 2024

Back-pay calculated for basic pay and other pay elements for the period between October and November is shown as '**Retroactive**' entries on your payslip.

Back-pay due - April to September 2024

All back-pay calculated for basic pay and other pay elements for the period between April and September 2024, including adjustments, is recorded on your payslip under a single entry '**Misc Adjust 299**'.

See some example payslips on the following pages to understand this further.

Example payslip 1 – colleague with basic pay and term-time holiday pay

Assignment Details		
Job	Pupil Support Assistant (S)	Assignmer
Earnings		
Description	This Payslip (£)	
Basic Pay	1,184.15	
Basic Pay Retroactive	118.78	
Occupational Sickness Pay Retroactive	44.66	
Salary Offset Retroactive	-44.66	
Term Time Holiday Pay	200.39	
Term Time Holiday Pay Retroactive	20.10	
Total Earnings	1,523.42	
Pay Details		

- 1. Increased monthly pay for December (basic)
- 2. Back-pay due for October and November (basic)
- 1. Increased monthly pay for December (TTHP)
- 2. Back-pay due for October and November (TTHP)

Other Earnings		
Description	Hours	This Payslip (£)
MISC ADJUST 299	0.00	414.16
Total Earnings		414.16

3. Back-pay due for April to September

Example payslip 2 – colleague with basic pay and working time payments

Assignment Details		
Job	Social Care Assistant	Assignmer
Earnings		
Description	This Payslip (£)	
Basic Pay	1,009.08	
Basic Pay Retroactive	102.00	
Shift Arrangements	73.44	
Shift Arrangements Retroactive	5.10	
Weekend Hours	132.23	
Weekend Hours Retroactive	9.20	
Total Earnings	1,331.05	
Pay Details		

- 1. Increased monthly pay for December (basic)
- 2. Back-pay due for October and November (basic)
- 1. Increased monthly pay for December (Shifts)
- 2. Back-pay due for October and November (Shifts)
- 1. Increased monthly pay for December (Weekend hrs)
- 2. Back-pay due for October and November (Weekend hrs)

Other Earnings		
Description	Hours	This Payslip (£)
MISC ADJUST 299	0.00	414.16
Total Earnings		414.16

- 3. Back-pay due for April to September

Questions

More information about the 2024/25 pay award is available on the [Local Government Employee pay award pages](#) on our website. We've also added a detailed information guide for employees which should be able to answer any questions that you have.

HR have carried out a significant number of checks for the pay award, and back-payments being paid to colleagues in December 2024.

If you believe there's a genuine error in your December pay, we ask that you please check online guidance before contacting askHR. If you need to contact askHR we ask that you please clearly identify where you believe there's an error so this can be investigated by the team.