

P60

At the end of each tax year (5th April) your employer will give you a form your P60 which shows your total gross pay for the year and how much tax you've paid. Keep it somewhere safe.

Rights at work

It's good to know that there's a lot of legislation aimed at protecting workers (including protection against discrimination because of your age). Some rights apply to all employees as soon as they start work, and some depend on other factors (such as how long you have worked for your employer).

Lots of useful information can be found at:

www.acas.org.uk
www.dti.gov.uk
www.worksmart.org.uk

Health & Safety

Employers have a duty to take care of the health and safety of all their employees. When you start work you should receive a health and safety induction. It will cover a number of areas, such as how to report hazards/incidents and what to do if there is a fire. If you don't receive this induction, ask for it.

Time keeping

You must get to work on time. We all have the odd day when the bus is late or the car won't start, but if you are often late it could cost you your job. If you are finding it difficult to get to work on time, talk to your employer, they may be able to offer a slight change in the time you start work.

Time off for study or training

If you take a job without training, and later realise that having a few more skills would

help, you might be able to get more training. If you are 16 or 17 years old you may have a right to take reasonable time off from work for study or training. Some conditions apply though, so if you're interested, speak to a Youth and Connexions adviser to find out more.

Other Stuff**Working hours**

Your working hours will probably be longer than the hours you had to spend at school or college. A lot of jobs are 9am to 5pm, but hours can vary.

If you are over school leaving age and under 18, the law says that you must not work more than eight hours a day, or more than 40 hours a week (although there are some exceptions).

Holiday

- ▶ you are entitled to a minimum of 4.8 weeks and will increase to 5.6 weeks from 1 April 2009
- ▶ those working part-time are entitled to the same level of holiday on a pro rata basis
- ▶ you start building up holiday as soon as you start work
- ▶ your employer can control when you take your holiday
- ▶ you get paid your normal pay for your holiday
- ▶ when you finish a job, you get paid for any holiday you've not taken.

Sickness

If you are ill and cannot work, you (or someone else) should phone your employer before you are due to start work to let them know what is wrong with you. You **may** be entitled to Statutory Sick Pay (your contract of employment may entitle you to more sick pay than this).

Other leaflets

We have a range of other leaflets available in youth clubs, schools, colleges, drop in centres or by phone and email.

Plus, you can **text** the word **SOURCE**, followed by your name, address, postcode and the information you want to **60006** – it's that easy!

You will be charged the cost of a standard text message and your text will be used for this purpose only.

You can always visit our drop-in centres, call us on Freephone **0800 085 4448**, email youthandconnexions@suffolk.gov.uk or visit www.thesource.me.uk

It's all about services for young people!

Youth and Connexions is part of the Youth Offer for young people in Suffolk. Find out more at www.thesource.me.uk/suffolkyouthoffer

إذا كنت شاباً تعيش في مقاطعة سافولك و تريد ترجمة لبعض أو كل المطبوعات فالرجاء الإتصال بالرقم 01473 260180

আপনি যদি তরুণ বয়সের একজন ব্যক্তি সাফোকে থাকেন ও এই লিফলেটের সবগুলি বা কিছু অনুবাদের আকারে পেতে চান তাহলে অনুগ্রহ করে 01473 260180 নম্বরে ফোন করুন।

如果你是居于修福郡的年青人而又希望得到全部或部份这些印刷品的翻译本, 请致电 01473 260180

Se você é um(a) jovem que vive em Suffolk e gostaria de obter este impresso traduzido (ou parte dele), por favour ligue para 01473 260180.

If you would like a copy of this leaflet in an alternative format, please call 01473 260180.

connexions

Starting work

A guide for new employees



Know your rights at work

Congratulations on your new job! Now that you are about to start work you'll have to become familiar with some new words and terms. But don't worry if it seems confusing, this leaflet will help you make sense of it all.

If you want to look at any of the websites listed in this leaflet, don't forget that Internet access is free in Suffolk libraries – and they are open on Sundays too!

A lot of the information in this leaflet only applies to employees. If you have any queries because you are self-employed or an agency worker (or you aren't sure if you're an employee), you should speak to a Youth and Connexions adviser or the Citizens Advice Bureau.

Conditions of employment

Many of your conditions of work will have been decided by the Government (such as how much income tax and National Insurance you will have to pay). Your employer will decide on other terms, such as how much you will be paid and how much holiday you will have.

Within the first two months of starting work you should receive a written statement from your employer describing the main features of your contract of employment (such as job title, details of pay, disciplinary and grievance procedures, working hours and holiday entitlement).

Pay

There are lots of great things about starting work, but the thing that you are probably looking forward to most is getting paid. Some

people are paid weekly, and others are paid monthly. You'll normally be paid at the end of the first week or month. But some employers require people to work 'a week in hand'. If so, you'll get your pay at the end of the second week's work.

National Minimum Wage (NMW)

Although you'll agree your rate of pay with your employer, you may be interested to hear that there is a right to a national minimum wage, which covers almost all workers in the UK. The rates from 1st October 2009 are:

- ▶ £5.80 per hour for workers aged 22 years and older.
- ▶ A development rate of £4.83 per hour for workers aged 18-21.
- ▶ £3.57 per hour if you are under 18 and no longer of compulsory school age.

Apprentices under the age of 19 do not qualify for the national minimum wage, and neither do apprentices who are over 19 and in their first 12 months of employment.

The rates are updated from time-to-time. For further information, or if you think you are being underpaid, contact the **DTI National Minimum Wage Helpline 0845 600 0678**.

Bank accounts

If you don't have a bank account already, you will probably need to open one for your wages to be paid into. To open an account you will need to provide two forms of identification (ID):

- ▶ **one to prove your name.**
Banks/building societies will accept passports, a medical card or birth certificate to prove your name.

▶ one to prove your address.

A different document with your address on will be required (they do not accept mobile phone bills).

The easiest and cheapest form of ID is a medical card, issued for free from Suffolk Health. Call Patient Services on **01473 329000** to arrange for one.

Understanding your pay slip

Some employees are paid in cash in a pay packet, and others have their salary paid directly into their bank or building society account. Either way, you should receive a payslip. And it's important to know what the different items on your payslip are.

Gross pay is the amount you have earned before income tax and other deductions are taken from your pay.

Net pay is the amount that you are left with once all the deductions have been made (it's also called take home pay).

Income tax Compulsory

This is paid to the Government. How much you pay depends on how much you earn. You'll see a '**tax code**' on your payslip. Your employer uses your tax code to work out how much income tax to take off your wages through the Pay As You Earn (**PAYE**) system.

National Insurance (NI) Compulsory

You pay National Insurance contributions to build up your entitlement to certain social security benefits, including the state pension.

Every person over the age of 16 is given a National Insurance number (it is usually sent on a card to your home address). Keep it safe, you will need to know this number throughout your working life!

If you don't receive a National Insurance number, or you lose it, contact the National Insurance Enquiry Line on **0845 302 1479**.

Pension Optional

A pension is a source of regular money to live on in your retirement.

If your employer has a company pension scheme, and you decide to join it, your contributions (and any employer contributions) will be shown on your payslip.

For more information speak to your employer or visit www.thepensionservice.gov.uk

Keep your payslips for at least a year, in case you need to refer back to them. And make sure you check that the details are correct. If you don't understand something, ask. It's your money!

P45, P46 and P60 forms

P45

You get a P45 from your employer when you stop working for them. It's a record of your pay and the tax that you've paid so far in the tax year.

P46

If you go straight into a job when you leave full-time education, your employer may give you a P46 which you can sign to say that this is your first job since leaving school.