

Pay, Payslip and Progression Audit

Reconcile gross pay, arrears, deductions and progression period by period

- ✓ Six structured review stages
- ✓ Private writing space
- ✓ Contract, confidentiality and advice safeguards

Prepared for SAS, locally employed and other UK doctors

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Before you write

Use a trusted device or paper copy. Keep personal financial material secure. Do not copy patient-identifiable or unauthorised employer information. Nothing is sent to SAS Doctors Review.

1. Contractual baseline

Use factual language. Identify the document, date, owner and action needed.

Grade and contract

WTE and units

Point and salary

Effective date

2. Gross components

Use factual language. Identify the document, date, owner and action needed.

Basic pay

Allowances

On-call or additional units

Extra work

3. Deductions

Use factual language. Identify the document, date, owner and action needed.

Tax code and PAYE
National Insurance
Pension contribution
Other authorised deductions

4. Arrears

Use factual language. Identify the document, date, owner and action needed.

Award effective date

Implementation date

Point or WTE changes

Pension and tax effect

5. Progression

Use factual language. Identify the document, date, owner and action needed.

Next gateway date
Criteria and evidence
Decision
Deferral or appeal action

6. Query

Use factual language. Identify the document, date, owner and action needed.

Expected amount
Actual line
Source document
Correction and record update

Action summary

What must happen next?

Who owns each action and by when?

Which official national or scheme source must be rechecked?

Sources and disclaimer

Use the current contract, national terms, pay circular, pension scheme rules and tax-year guidance. Obtain individual BMA, union, legal, tax or regulated financial advice where needed.

Independent general education

This workbook cannot determine contractual entitlement, calculate pay, tax or pension benefits, stop a legal deadline or recommend an irreversible financial decision.