



Changing the pay date

Frequently Asked Questions

28 August 2024

As you are aware, a decision has been taken to change our pay date from on or around the 16th to on or around the 26th of the month. The pay date will move gradually each month from November 2024 to February 2025 to help ease the transition. Information has been shared previously, including the significant benefits to the authority, giving us a more modern way of working and simplified payroll arrangements in addition to an annual financial benefit of up to £600k.

We have listened carefully to your views through the survey and drop-in sessions along with feedback from Trade Union colleagues, these frequently asked questions have been put together to answer people's queries. Some important changes have been made to the initial proposals taking into account feedback.

If you have a question that is not answered in the below information, please contact the HR Advisory Hub on 0113 37 89450 or email changeof.paydate@leeds.gov.uk

Please see a link to the [recent notification message sent to all staff](#).

These documents provide more detailed information, they are linked to throughout this document within the relevant FAQs.

1.0 About the changes

1.1 Why are we changing?

The changes are to simplify and modernise our payroll practice, which will mean running fewer payrolls every month (reducing from 131 to 69 payrolls). Aligning to one pay date will also reduce complexities when transferring to the new system. It will bring efficiencies within the Business Support Centre. There will be a financial benefits of up to £600,000 each year this is a combination of efficiencies and cash flow benefits of paying employees on the 26th of the month rather than the 16th of the month, this element will be variable depending on interest rates.

It will enable the new HR and Payroll system to be implemented effectively within the planned timescales and costs and enable us to deliver on our commitments to Executive Board as part of the Core Business Transformation Programme.

Implementing good practice and more efficient ways of working will enable sustainable financial benefits that will contribute towards closing the estimated budget gap and support the council to deliver essential services to the people of Leeds.

Not making this change will result in increased costs, delay the implementation of the new HR and Payroll system and create complexity for the organisation when processing payroll. The change also aligns with how most other organisations including many other local authorities pay employees. Our current practice is inefficient.

1.2 What does it mean for me?

You will continue to receive the same amount of pay each month and continue to be paid for the same period i.e. from the first day to the last day of each month. The only change will be the date you get paid. This is currently on or around the 16th of the month. The change to the pay date will mean that you are paid slightly later in the month, on or around the 26th of the month. This means that we will need to change the terms and conditions of your employment contract to reflect the new pay date.

Once the change has been made, any variation to your pay during the month such as changes to shift arrangements, weekend working, or overtime are also more likely to be paid in the month the change has taken place because there will be more time to process any pay changes on the payroll system. Currently any changes are normally made in the following month at the earliest.

Depending on your current circumstances you may need to consider changing your financial arrangements if you have aligned them to the current pay date. Some may have their direct debits aligned to the end of the month already, in which case it is unlikely any action will need to be taken. More information is provided in the [financial wellbeing booklet](#) about different ways of managing the transitions to the new pay date.

1.3 Will this change the amount of salary I get paid each month?

No, you will continue to receive the same amount of pay each month and you will continue to be paid for the same period i.e. from the first day to the last day of each month. The only change is the date on which you receive your pay.

1.4 How will the gradual move of the pay date work?

Rather than make the change in pay date over a one-month period we will use a process called 'nudging'. This means that your pay date will gradually move a few days each month to make the change more manageable. Below sets out the 'nudging' timeline -

16 October 2024

18 November 2024, 33 days from October pay date

20 December 2024, 32 days from the November pay date

22 January 2025, 33 days from the December pay date

26 February 2025, 35 days from the January pay date

1.5 Why is there not one set date that we change to 26th, so I don't have to amend my direct debits more than once?

We recommend that you only change your direct debit once, to be paid on or after the 26th of the month. This may mean that the money is in your account for a little longer before it is taken due to the transition but would make it easier than trying to make multiple changes to payment dates.

1.6 I'd prefer the change of pay date to happen over one month rather than being gradual. Is that possible?

We need to move everyone on to the new pay date on the same basis to be able to manage the transition as effectively as possible, either nudging or one jump. The nudging process will give many people the additional support needed to minimise the number of days gap between pay dates.

1.7 Could I be paid for 6 weeks up front on the 16th and move to the 26th in one change?

Unfortunately not, as we will still be paid from the first day to the last day of that month (the same pay period), whether paid on the 16th or the 26th of the month, the amount of money we receive will not change when paid on the 26th. This is why we are staggering the change to the 26th as mentioned above.

If we were to pay 6 weeks' worth of wages in one month (we would be paying part of the following months wage in advance), this would impact on the amount of tax and national insurance that would be paid that month, as it would look like the earnings had increased. It would also impact on universal credit payments. Also, if 6 weeks were to be paid in one month, it would mean that the following pay date would only be for 2 weeks wages.

1.8 Wouldn't it be easier to move those currently paid on or around the 26th of the month to on or around the 16th of the month instead?

This option has been considered but doing that will cost the Council up to £200,000 per year more as we would be paying these staff earlier, which is not affordable given the current financial position. It would also create more inefficiencies in relation to over and underpayments.

2.0 Consultation on the changes.

2.1 Have the Trade Unions been consulted?

Yes. We started to engage with the trade unions on this issue from the end of last year and have since had a series of formal consultation meetings discussing the proposals, considering alternative timescales and the support package based on the feedback that has been received. The responses from the trade unions helped us develop initial proposals.

We met with Trade Union colleagues on 8th August 2024 to outline our final proposal. Unfortunately, despite best efforts on both sides, including giving serious consideration to counter proposals and responding to feedback from the extensive consultation and engagement process, we have not been able to reach a collective agreement.

In the absence of an agreement the Council has considered whether to proceed with this change or not. As advised in the recent all staff update we intend to implement this change for all staff following a period of formal notice. Trade Unions were advised of this position at a meeting on the 8 August.

We have committed to having ongoing discussions with our Trade Union colleagues to try and find a way forward through the transition to the new pay date to ensure we are providing you with as much support as we are able to.

2.2 I have heard that the trade unions are opposed to the change and have lodged a dispute in relation to the change. What does this mean and what might happen?

The trade unions remain opposed to the change and have lodged a dispute in relation to the final proposal. We remain committed to engaging with the trade unions regarding this matter. We will work to try and resolve the dispute through the conciliation process supported by the Regional Joint Secretaries. As no changes will take place until November 2024 (when the first 'nudge' of the pay date occurs) we will have opportunity to update you as to the content and outcome of that process.

2.3 Can I have a say about this change?

Alongside the consultation process with trade unions, the organisation ran a survey for staff to feedback their views on the proposal. Face to face briefing and drop-in sessions were also held around the city to give staff the opportunity to engage with the proposal. Nearly 4,700 of you shared your views through our survey, over 450 attended the online and face to face sessions and individuals provided feedback through your Trade Union over a three-week period. These views have been considered and have shaped the support measures and decision making. Although some colleagues are very concerned about the proposals, we have added additional support following the consultation process to support colleagues through the transition particularly in relation to administration cost that could be incurred through changing direct debits or increased costs in relation to additional interest charged on mortgages or loans, details of the criteria are set out below.

Taking into account all the feedback various alternative options have been considered. Other options are simply too costly and are extremely high risk in relation to the impact on the payroll function. The most effective option given the financial challenge the Council faces is to implement this change. As always, we strive to work in line with our values, particularly in this case 'Treating People Fairly' and for this reason have put in place extensive support measures.

2.4 What were the results of the Consultation?

Thank you to the thousands of colleagues who took part in the consultation, via the survey, feedback to your trade unions or at our drop-in events and online sessions. Your views and concerns were listened to and have helped the council understand the various issues caused by the change and how to help staff manage them. Hearing people's personal stories and circumstances has helped the council focus its support and guidance and to provide reassurance and solutions where people are uncertain about how the change might affect them.

Almost 4,700 responses, representing 22.7% of all staff

97% of respondents said that the information they were provided with was clear or mostly clear.

50% of colleagues feel positive or neutral about the change.

Below outlines the most frequent concerns raised.

Many of you are worried about the impact on your Finances.

We recognise the difficulty some will experience and that every individual's circumstances are different. This is why we have put in place a range of supportive measures. Additional support has been specifically developed to help with, and promote, financial wellbeing – this includes webinars and workshops.

A lot of you asked if it would be easier to move everyone to the 16th of the month?

This option has been considered but doing that will cost the Council up to £200,000 per year more as we would be paying these staff earlier, which is not affordable given the current financial position. It would also create more inefficiencies in relation to over and underpayments.

Some people are worried about changing their direct debits and other payments.

We recommend that you only change your direct debit once, to be paid after the 26th of the month, rather than multiple times as we transition to the new pay date. This may mean that the money is in your account for a little longer before it is taken due to the transition, but this would make it easier than trying to make multiple changes to payment dates.

[Help is available here with managing this.](#)

Colleagues are worried about incurring additional charges/interest because of moving their direct debits and other payment dates.

We have listened to those of you who have told us that this is a worry, and this is why we have added in support measures to help. If you incur an administration charge or fee for changing a direct debit payment or incur additional interest charges the council will reimburse the costs as per the criteria set out. Please see information below for more detail on exactly what this offer covers.

Some have asked us to reconsider the timing of the change due to additional financial pressures that come with Winter.

We have listened to this feedback and have seriously considered other options. Making this change at other times of year results in increased complexity which means that they are more costly, pose greater or significant risk of payroll errors or failure and some options further delay the roll out of the new system. The new system will bring significant benefits for much of the workforce, particularly those that currently don't have digital access at work, including being able to book/check holidays, make expenses claims/overtime payments and accessing much more information including your payslip.

Some colleagues receiving Universal Credit are worried about the impact of the changes on Universal credit, in addition to the problems caused by payment of the pay award which often happens around this time.

For advice and guidance on Universal Credit and other benefit payments please see below.

2.5 Why not delay implementing the new payroll system to allow more time?

If we delay the implementation of the new payroll system this will come at an additional cost to the council and will also increase the workload pressures on colleagues within the Business Support Centre.

2.6 What if I don't agree to the change? Can I choose to continue to receive my monthly pay on or around the 16th?

No, to realise the benefits outlined we need everyone to move to one payroll date.

2.7 What will happen if I don't agree with the change and/or I don't respond to the consent?

The change is being implemented with notice, therefore even if you do not respond to the change, the variation to contract will be implemented in line with the communications that have been sent to all staff. However, if you do have any concerns, worries or queries you may find the answers or support you need in the information that has been provided. If you don't please contact the HR Advisory hub on 0113 3789450 or via changeof.paydate@leeds.gov.uk for assistance.

2.8 Who has made this decision?

Following consultation with the relevant Executive Board member, the Director of Strategy and Resources has taken the delegated decision. This has been done in line with the Council's constitution and governance procedures.

2.9 Has an equality impact assessment been carried out?

Yes, this change has an equality impact assessment to support the decision-making process.

2.10 All the benefits seem to favour the organisation rather than employees, why is this the case?

In the current financial climate, all opportunities are being considered to deliver efficiencies and reduce the budget pressures. With savings of over £150m required over the next three years we do have some difficult decisions to make. Making this change now helps contribute to reducing the budget gap, so will help to safeguard jobs and our essential services. Recognising that the change may impact on some individuals, we have tried to mitigate the effects by offering an extensive support package to help people through the transition. If we didn't make the change as set out, savings would need to be generated elsewhere.

3. How and when will the change happen?

3.1 Can we time the change to coincide with our back dated pay rise to make it easier for colleagues and reduce reliance on bridging payments?

No, as we cannot control when the National pay awards will be agreed, the negotiation process for the pay awards is a separate process.

3.2 Managing money through Christmas and New Year is challenging; have you considered making this change at a different time of year?

We have looked at making the change at different times of year and assessed these options based on factors such as impact on colleagues, cost and risks. The options were discussed with Trade Unions as part of our collective consultation.

Significant complexities and risks are created if we don't align the go live of the new system to the beginning of the financial year. To support the implementation of the new HR and Payroll system in April 2025, it is not possible to make the change any later than the current nudging dates to ensure we align to one pay date by the time the system becomes live.

We know this is a difficult time of year and we are looking to support people through the transition as best we can. Please do not struggle, [click here for details of wellbeing support available](#).

3.3 In 2024 you have December pay as 20th - however in future year will December pay be on the 24th, this feels late in the day for Christmas?

Below are the future Christmas pay dates—

2024, Friday 20 December

2025, Wednesday 24 December

2026, Thursday 24 December

2027, Friday 24 December

2028, Friday 22 December

3.4 Does this also mean that expense claims will be moved to the 26th too?

Yes, they are paid through payroll and payment would move to the 26th. However, as payroll deadlines will be later in the month once the new system is embedded you may be able to submit more claims in the month the expense is incurred.

3.5 What happens if the payday lands on a weekend or bank holiday, would we be paid the working day before that day?

Yes – the change is from being paid ‘on or around’ the 16th to ‘on or around’ the 26th. Meaning that when the pay date lands on a weekend or bank holiday we will be paid on the nearest working day before that, as is the case now.

3.6 I have a new starter starting in September, when completing the New Starter Form do I tick the box for getting paid on 16th or 26th?

All new starters to the Council issued with an employment contract on or after 1st September 2024 will be contracted to a monthly pay date of the 26th of the month.

4.0 Details regarding support available

4.1 I'm worried that I will struggle with the change, can I get help?

Yes. We are keen to make sure that we offer a range of different support options that people can access to help them manage the transition. Feedback from individual consultation and discussions with Trade Unions have helped to shape this support package.

The supportive measures include:

Reasonable time off to make alternative arrangements. Managing the change to many payments can be carried out on-line with minimal effort, which is encouraged by many providers. However, in recognition that sometimes there will be a need to make contact with services within normal working hours, we will support staff to make alternative arrangements by giving people paid time off if it is not possible to make arrangements at another time.

A ‘Bridging payment’ (repayable) to help manage the transition of big payments, the application process will go live towards the end of August. See below for more information about the terms of the bridging payment.

Where people can evidence they have incurred more interest payments on mortgages or administrative fees for changing direct debits for example, we will reimburse these additional costs subject to specific criteria being met.

Webinars / workshops for those that would like some support about how to approach the changes including practical advice and a chance to consider wider financial planning.

Access to coaches and a free financial plan via our partners at Lifetime and access to a free educational hub on their app. See the [financial wellbeing booklet](#) for more information. Within this document there is also a link to a lot of [information about mortgages also that can also be found here](#).

A dedicated email address for queries at changeof.paydate@leeds.gov.uk

Additionally, you can access the support below at any time:

Employee Assistance Programme (EAP) Access to 24/7 telephone support 0330 380 0658, face to face counselling, self-help workbooks, podcasts, and debt advice

Mental Health First Aiders, details on [InSite - Mental health first aiders \(leeds.gov.uk\)](https://www.leeds.gov.uk/in-site/mental-health-first-aiders)

Money Information Centre (MIC) Access free, free, confidential, and impartial help and advice on a range of money related matters such as debt, money, energy and utilities. One-to-one tailored support available via digital, telephone and face-to-face appointments. See their website for more details [Welcome to the Money Information Centre \(leeds.gov.uk\)](https://www.leeds.gov.uk/welcome-to-the-money-information-centre)

The HR Advisory Hub telephone: [0113 37 89450](tel:01133789450) or email : changeof.paydate@leeds.gov.uk

Trade Unions via email

wakefield.office@gmb.org.uk;

branch@leedsunison.org.uk;

John.Sykes@leeds.gov.uk (Unite)

4.2 Will staff be able to access this support during their normal working hours?

The support that will be made available to staff such as webinars and drop-in sessions can be accessed during normal working hours and arrangements to attend should be made with your line manager. Managers should support people to access any help they need, recognising that some colleagues will need more support than others.

4.3 What if I feel it is inappropriate to have to reveal confidential financial information to my line manager to access support?

All support will be available to colleagues directly, there will be no need to discuss with their line manager except to arrange time off as outlined above. Individuals can ask for support and information via email - changeof.paydate@leeds.gov.uk

4.4 I have fixed payments that I can't move, what support is there to help me manage this?

With fixed payments that can't be moved, as with many other payments, it may not be necessary to change the date that they are paid. Review the support package, as this may help provide alternative solutions that will help you manage the transition.

4.5 What is the bridging payment?

The bridging payment is an option available to staff where they can apply for up to 50% of their NET pay from May, June and July 2024 to be paid in to their October pay, to help with cashflow over the nudging period.

More details about the bridging payment can be found below, including the link for how to apply. The application process will close on 22 September 2024.

The terms of the bridging payment are as follows:

Individuals will be able to apply for up to 50% of their net monthly salary (the amount paid into your bank account. (Note the figure will be based on the average that has been paid over May, June and July 2024 to allow for fluctuations in pay. In the form there is a simple calculator to help). The amount will be capped at £1750.

Please note, your net pay is the amount you are paid after tax, national insurance and any other deductions are taken from your payslip (the payment you receive in your bank account).

Payments will be made through payroll in October 2024, which is the month before the nudging process starts, to help provide the cashflow.

Payments will be recovered through payroll after the nudging process, we would start recovering payment in February 2025 and the payment will be collected over a period of eight months, with the last payment being taken in September 2025.

The deadline date for applications will be 22nd September 2024.

Applications will be made through the application form directly so will not need to go through managers, people will need to give consent to the recovery of the payment through their wages by completing the declaration on the application form. This will clearly set out the amount of the repayment that will be taken each month.

If you leave the council before the bridging payment has been recovered the final balance will be deducted from your final wage, if the amount outstanding is more, we will follow the normal recovery process for any money owed following the termination of employment

Once the application is received checks will be carried out to ensure that the amount requested is no more than 50% of the average earnings between May and July 2024.

Once the checks have been completed the payment will be processed, in line with the criteria.

[4.6 How much will I have to pay back each month?](#)

The repayments are made over 8 months starting February 2025 and the final payment is in September 2025. The monthly amount will be dependent on how much you borrow but will be in 8 equal instalments.

[4.7 How can I work out the monthly payments?](#)

A calculator has been developed for you to estimate and test out different bridging payment amounts and the impact it will have on take home pay. This is to aid you in your decision but does not constitute financial advice and should not be considered as such.

[4.8 My partner and I both work for the council can we both take out a bridging payment?](#)

Yes, the bridging payment is available to all staff and will be based on individual earnings.

[4.9 I am taking a career break soon can I still apply for a bridging payment?](#)

Unfortunately, we are unable to offer the payment if your career break covers all or some of the repayment period i.e. February to September 2025.

[4.10 I'm on long term sick can I apply for a bridging payment?](#)

If you are in receipt of zero pay due to being on long term sickness during the application window and repayment period, then we cannot offer a bridging payment. Other situations will be reviewed on a case-by-case basis.

4.11 I will be taking family leave during the repayment period, can I apply for a bridging payment?

Yes, you can apply for a bridging payment if you are taking family leave (e.g maternity / adoption leave) during the repayment period. If your pay will move to statutory payments and zero pay during the repayment period, please contact changeof.paydate@leeds.gov.uk before applying to ensure affordability.

4.12 I'm on a Fixed Term Contract can I apply for a bridging payment?

Yes, you can however if you leave the employment of the council before September 2025 the outstanding amount will be recovered from your final salary. If your final salary does not cover the outstanding amount this will be considered debt, and the council will take steps to recover this from you.

4.13 I'm a Casual Worker can I apply for a bridging payment?

We do not envisage casual workers will need a bridging payment due to the nature of the contract not providing a regular income. If you are a casual worker and you are worried this change is going to cause you financial difficulty, please contact changeof.paydate@leeds.gov.uk.

4.14 I'm an Agency Worker can I apply for a bridging payment?

No, you are not paid by Leeds City Council payroll and so are not affected by the change to pay date.

4.15 Can I pay back in 3 monthly instalments?

No, the terms of the bridging payment amounts mean that the repayment will be made in equal instalments over the 8-month repayment period.

4.16 Can I have a payment holiday for a month?

No, the outstanding amount must be paid in the 8-month period specified.

4.17 I've applied for a bridging payment and no longer want it

If you have applied for a bridging payment and changed your mind, you can withdraw your application by providing your full name, date of birth and payroll number by email to changeof.paydate@leeds.gov.uk or call 0113 376350 by 22nd September 2024 to notify them that you have changed your mind.

4.18 I don't have access to a computer or digital device how do I apply for a bridging payment?

In the first instance speak to your line manager and ask if they can give you access to a computer to complete your application. If you are not comfortable approaching your manager to discuss this, you can access computers at Community Hubs and Libraries. Alternatively call the **HR Advisory Hub: 0113 37 89450** | or email changeof.paydate@leeds.gov.uk

4.19 If I incur any additional costs such as an administration charge for changing a direct debit or an additional cost in interest because of changing my payment date will the council cover these costs?

As part of the support package, there is an option for staff to be able to claim for unavoidable costs and charges. Please refer to the section on fees and charges, which explains the support available for staff and any evidence required.

[Bridging payment application form](#)

Fees and charges

If you incur an administration charge or fee for changing a direct debit payment, the council will reimburse the costs. This does not include the cost of the service i.e. if the realignment of a payment date means that you pay for a longer period in one payment, this is just the cost of the normal service that you would have paid for, these costs will not be reimbursed as it is just the timing/period of the payment that has changed.

Direct Debits

Administration charges or fees that are incurred due to moving direct debits will be refunded if the charge is deemed to be unavoidable.

An **unavoidable charge** is defined as:

A fee that has been incurred where the direct debit has been moved to a date between the 26 and 28 of the month, from a date on or after the 16th of the same month.

For example: Direct debit was due 17 November, moved to the 28 November. A fee charged for this would be reimbursed.

OR

A fee charged where the payment date had to be moved to the next month as it could not be moved between the 16th and the 28th of the same month.

Proof of being unable to move the payment date to a date between 26 to 28 of the month in which the payment was due will be required. If the request to move the direct debit is too late to be processed within the month, then this becomes an avoidable charge and will not be reimbursed.

An **avoidable charge** will not be reimbursed and is defined as:

A fee where charges are incurred for moving direct debits outside of the payment period (the month it was due in), will not be refunded.

For example: Direct debit was due 17 November, you have chosen to move it to the 1 December instead of the 28 November.

Or

A fee where you choose to move direct debits that are currently set up between the 1 and 15 of the month.

Or

A fee where charges are incurred for late instruction to a provider to move the direct debit date.

Or

A charge incurred due to appropriate arrangements not been made

Only one charge per household for each direct debit (meeting the above criteria) will be refunded.

Interest charges

Additional interest charges incurred on loans and or mortgages because of changing the pay date must meet the following criteria to be refunded:

A loan or mortgage payment being moved to the 28 of the month from a date on or after the 16 of the same month.

The charge must apply to changes made to direct debits between 8 August 2024 and the end of January 2025 which is the end of the nudging process.

Refunds for additional interest on loans and mortgages will only be payable for extra interest charges in the month the payment is moved up to a maximum of 12 days.

No refunds will be made for additional interest charged from the 29 of the month onwards.

Only one additional interest claim per loan or mortgage account meeting the above criteria will be refunded.

Proof required

In all cases for requests for reimbursement of charges or interest, proof of the charge must be evidenced. You will need to provide a letter or email from your bank or service provider to confirm the corresponding charges and evidenced by a bank statement or proof of payment. The letter alone will not suffice, but individuals may redact any other personal information they wish prior to submission.

Proof provided must show all the following:

The charge or additional interest amount.

The date the direct debit has been changed from and to.

When the change was requested.

The individuals name and address.

That the charge or additional interest has been added to an account or paid.

Where proof is provided for unavoidable fees incurred by moving direct debits or additional interest added to accounts, they will be refunded to the individual directly. The Council cannot pay the company levying the charge.

What is the process for applying for costs and fees to be reimbursed?

The evidence required is set out above, and this should be sent along with their payroll number, to changeof.paydate@Leeds.gov.uk before 31st January 2025 if employees wish to claim for any fees to be reimbursed. Any claims submitted after this time will not be accepted.

How will I receive the money back, will I have to pay tax?

It is envisaged that all charges will be reimbursed through the payroll and will not be treated as pay so will not be subject to tax and national insurance. Once the complete paperwork is received by HR, the payment will be made in the first available pay date taking into account the cut off period for processing changes.

5.0 Specific payments

5.1 What happens if I have a Savings Account with Leeds Credit Union and payments are made through payroll deductions? (includes Membership Account, Christmas Club, Regular Saver, Young Saver, and Loyalty account).

If you pay through **Payroll deduction** – Deposits will be paid into Members' accounts on or after the 26 of the Month from February 2025. *

*Please note the December 2024 deposit will be made on or just after the 20 December

5.2 What happens if I have a Bill Paying account with Leeds Credit Union?

Please make sure there are sufficient funds in your membership account to cover all the bill payments. If adequate funds are not available bills may not be paid and an interest charge may be applied. Please contact LCU if you have any questions.

5.3 What happens if I have a loan with Leeds Credit Union and payment are made through payroll deductions?

If you pay through **Payroll deduction** – Leeds Credit Union will change the repayment date of the loan to the 26th of the month from December 2024. *

Leeds Credit Union will cover the additional interest payments so there will be no additional cost to members. A notification will be sent out regarding this, but **no action** is required by members of the payroll scheme to facilitate this.

*The loan repayment may be taken on the 20th of December 2024 to match the pay date.

Members will be given an opt-out option if they **do not** want the repayment date changed from the 16th to the 26th of the month. If members do opt out of payroll deduction for their repayments, they will have to arrange an alternative method to pay the loan, may incur additional interest charges, and a higher APR may be applied to the loan.

Require further information:

Call – 0113 242 3343

Email – services@leedscreditunion.co.uk

5.4 What will happen to my childcare voucher?

There is an impact on when your childcare vouchers are available in your Eden Red childcare account as these are transferred on your pay date. If you pay your childcare provider between the 16th and 26th of the month then there may be an impact, and you will need to contact your childcare provider to discuss payment arrangements. Also consider reviewing whether childcare vouchers provide the most benefits at [Homepage | Childcare Choices](#).

5.5 What is the impact on my pension?

There is no impact on your pension as pension contributions are transferred to the pension funds after the end of the month. However, if you make any Additional Voluntary Contribution (AVC) this will be paid later in the month aligned to the new pay date.

5.6 I have flexibly retired so I already receive part of my pension which is paid on the 16th will that change?

No, this is paid directly to you from the West Yorkshire Pension Fund, this is not paid by Leeds City Council so this will not change, it will still be paid on the 16th.

5.7 What is the impact on my attachment of earnings order?

Attachment of Earnings orders take several different forms as it depends on who is making the order for the earnings deduction. Typically, the order will state when payment should be made following any deduction, e.g. Child Maintenance order payments should be paid no later than the 19th of the following month of the deduction, which is in line with most other similar deductions. Therefore, there shouldn't be an impact as the timeframe for making the payment, it will be the same as we do currently, however please consider your own personal circumstances and details of the order.

5.8 What is the impact on my Trade Union membership subscription and any health insurance policies I have?

If these payments are deducted directly from your salary via payroll, there is no impact on these as the contributions are transferred to these organisations after the end of the month. If these are paid by direct debit from your personal bank account, you may need to change the date of the direct debit.

6.0 Impact on Universal Credit and other benefits.

6.1 I currently get Universal Credit. How will this affect my payments?

Universal Credit (UC) is based upon your earnings received within your UC Assessment Period (the assessment period is based on the first date you claim i.e. the 27th of the month up to the day before this the following month i.e. the 26 of the month).

If your Assessment Period starts on any date **on or after 27 of the month, or on or before 16 of the month**, the change in pay date will **not** normally affect your Universal Credit as all the pay dates will fall within your existing one-month Assessment Periods.

If your Assessment Period starts on any date from and including 17 of the month up to and including 26th of the month then this change will affect your Universal Credit cycle. In one of your assessment months you will receive no wages and so may receive extra UC.

In some cases, you may be subject to the benefit cap on your UC payment for the month you have no wages included - but this should not apply if you have been receiving earnings of at least 16 hours a week at the minimum wage for the previous 12 months

More advice on how the change in pay can affect your benefits can be obtained from the welfare rights team – 0113 3760452 or welfare.rights@leeds.gov.uk

6.2 I receive Housing Benefit and/or Tax Credits. Will this be affected by this change?

These benefits should not be affected by this change. Wages for Housing Benefit relate to the period worked and not when it is paid. Tax Credits are based on annual income and so not affected by monthly pay dates either

6.3 When the gap between pay dates is longer than the assessment period. Can I claim any benefits to help during this change?

Universal Credit (UC) is a benefit that can be claimed by persons in or out of work. It is based on numerous factors such as whether you have a partner, children, rent costs and childcare costs. If you are working and on a low income you can make a claim.

UC is based upon a monthly Assessment Period which starts on the day your claim is made (see details of assessment period above). Your Assessment Period then starts on the same day of the month for at least the next 6 months. If you will have a period where your earnings do not fall within your assessment period you may be eligible for Universal Credit.

The UC payment is made about 5 weeks after your claim. You need to time your claim carefully so that it includes a period of where a payment date does not fall within the assessment period. Based upon the current proposed pay dates this means a new claim would need to be made on one of the following dates, 17 or 18 October, 19 or 20 November, 21 to 24 December, 25 or 26 January. Because the Assessment Period date is fixed once a claim is made, you will only be eligible for one payment of UC based on no wages during the assessment period as this is made change.

UC is affected by other income and savings, so this may not apply to everyone, particularly if you (or your partner) have other forms of income paid on different dates.

You can check if you may be eligible using benefit calculators – [Turn2Us](#) or [Entitled To](#).

Alternatively, you can contact the welfare rights team – 0113 3760452 or welfare.rights@leeds.gov.uk to find out if you may be eligible. A claim can be made online via [Universal Credit](#)

6.4 What happens when my wages are paid earlier due to a weekend or bank holiday?

UC is impacted if someone receives two wages in one assessment month. For example, if an assessment period starts on 16th month - their assessment month runs from 16th May to 15 June. As we were paid on 16 May and then will be paid early in June on 14 June, there will be two wages included in this month's UC claim.

The DWP can reassign these payments and so move the June wage to the following months assessment period but can only reassign in this way when it is because the pay has been received early due to weekend/bank holiday but should have been paid at a later date.

6.5 If I get a bridging payment will this affect my Universal Credit?

This payment should be treated as a payment of capital rather than savings so should not affect the income used for Universal Credit. However, if when added to your existing savings/capital it takes your capital above £6,000 it can reduce your UC payment and if it takes your capital above £16,000 your UC will stop.

HMRC will provide income details to UC, and the calculation is based on gross pay, less tax, NI and pension contributions so any loan payments received or repaid will not affect the UC income calculation.

Universal Credit is a very specific issue that applies in different ways to different people. Please speak to your Universal Credit Work Coach via their online account or call the Universal Credit Helpline on 0800 328 5644.