

If wages are not paid

Checking your wages

By law (Employment Rights Act 1996), employers must pay wages on an agreed pay day.

If an employer does not pay on time, it can:

- affect a worker's financial security and wellbeing
- damage the working relationship
- lead to legal action

Checking how much you are owed

If you have not been paid, or were paid the wrong amount, work out how much you think you're owed.

It can help to take into account:

- how much you think you should have been paid after tax and other deductions – [find out what your employer can deduct from your wages](#)
- when you should have been paid
- how much you received, if you have been paid the wrong amount

Find information about your pay

You can find information about your pay in your:

- [payslip](#) – this shows what's included and deducted each time you're paid
- employment contract – your [written statement](#) must say how much you'll be paid, and when you'll be paid

It can also help to check:

- how your employer pays you – for example, by bank transfer or cash
- the period of time your pay covers, and how many hours you worked during that time
- if you need to follow any processes to get paid – for example if you need to get your timesheets or overtime approved
- if your employer has a deadline for submitting timesheets or overtime, and what happens if you miss the deadline
- your hourly rate if you're paid by the hour, and if the rate varies – for example, if you get a different rate for overtime or night work
- if the contract says your employer can withhold pay, and the situations this applies to
- if anyone else you work with has had a similar issue with their pay, and the steps they've taken

If it's your final pay

Your final pay when you leave a job will often be different from your usual pay.

[Find out more about final pay](#)

Help checking your pay

If you have not received your payslip or written statement, or need help getting information, you can:

- talk to your employer, payroll team or manager
- talk to your trade union representative, if you're a member
- [contact the Acas helpline](#) for more advice