

## Minimum Wage Salary Adjustment Summary

This document summarizes the necessary salary adjustments to comply with the UK minimum wage increase.

Minimum wage rate: £12.21 per hour

### 1. Workers working 39 hours per week (full year)

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- Total annual hours: 39 hours/week × 52 weeks = 2,028 hours
- Required minimum salary: 2,028 × £12.21 = £24,752.88
- Monthly salary equivalent: £24,752.88 ÷ 12 = £2,062.75

Current salary: £23,500

Required adjustment: Increase to at least £24,753

### 2. Worker working 37.5 hours per week (full year)

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- Total annual hours: 37.5 hours/week × 52 weeks = 1,950 hours
- Required minimum salary: 1,950 × £12.21 = £23,809.50
- Monthly salary equivalent: £23,809.50 ÷ 12 = £1,984.13

Current salary: £23,000

Required adjustment: Increase to at least £23,810

Recommendations:

- Adjust salaries before issuing first pay to comply with legal requirements.
- Update employment contracts or issue addendums with the new salary figures.

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- Ensure payroll systems are updated accordingly.

No backpay is required as this is the first payment period under the new rates.