



CCMS Provider: Means Assessment Wage Slip Information

This guide shows you how to input wage slip information for your client within the means assessment.

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Benefit in Kind

Are any benefits received for this employment which isn't money? (e.g. Company Car, Health Insurance etc.) *

Yes No

Details of Employment Income

What source of evidence is being entered? *

- Wage Slips
- L17
- Contract of Employment

[▶ What if there are multiple employers?](#)

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If you indicate that your client is employed you will be asked to provide evidence of the client's employment income.

Within the means assessment you can select which form of evidence will be supplied.

Wage Slips are being chosen for this quick guide.

2

Confirm how the client receives their wage payments.

Details of Employment Income

What source of evidence is being entered? *

Wage Slips

Please confirm the method of payment *

- Cash
- Cheque
- BACS or other electronic automated transfer

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Details of Employment Income

What source of evidence is being entered? *

Wage Slips

Please confirm the method of payment *

BACS or other electronic autom

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If the client has multiple employers click **Add Employment** to add the additional details.

If there is no more information to input click **Next**.



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As you have indicated that wage slips will be provided, CCMS will then ask you to input information about those wage slips.

Firstly, you need to specify the frequency of the client's wage payments.

Depending on the answer CCMS will indicate how many wage slips will need to be provided as evidence.

Means Assessment

- Initial Details
- Capital
- Business Means
- Additional Information
- Income & Deductions
- Income Assessment
- Client Non HM Forces Employment:
 - Details of Client Employment Income (Wage Slips) for Supermarket
- Result
- Evidence
- Declaration
- Submission

Details of Client Employment Income (Wage Slips) for Supermarket

Frequency of pay? *

- Weekly
- Fortnightly
- 4-Weekly
- Monthly

To be included in the assessment? *

Yes No [Remove](#)

Pay period (Date of pay) *

dd/mm/yyyy or use calendar

Gross pay *

PAYE *

National Insurance *

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Means Assessment

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Details of Client Employment Income (Wage Slips) for Supermarket

Frequency of pay? *

Monthly

How many wage slips can I enter?

Please note you will be unable to enter more than 3 wage slips. Please start with the most recent.

To be included in the assessment? *

Yes No [Remove](#)

Pay period (Date of pay) *

dd/mm/yyyy or use calendar

You also need to specify whether the wage slip should be included in the means assessment.

Answering 'Yes' will include the income information, answering 'No' will discount the wage slip from being included.

You may need to answer No if the client has received any bonus payments etc. on recent wage slips which would not be included in the means assessment.



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Input the information from the client's wage slips.

The information the LAA require relates to the pay period, gross pay, PAYE and National Insurance.

You must add all wage slips that CCMS has indicated you should provide.

Click **Add Wage Slip** to provide the additional information.

To be included in the assessment? ^{*} [Remove](#)

Yes No

Pay period (Date of pay) ^{*}

Gross pay ^{*}

PAYE ^{*}

National Insurance ^{*}

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Gross pay ^{*}

PAYE ^{*}

National Insurance ^{*}

[▶ How do I answer for clients resident outside the UK?](#)

[▶ How do I enter more wage slips?](#)

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Once all wage slip information has been provided click Next to continue with the means assessment.

You will be asked to upload the wage slips as evidence upon completion of the application.