



Wagestream Frequently Asked Questions

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What is Wagestream?

Wagestream is a charity-backed organisation used by over two million workers worldwide, providing tools to help you achieve financial wellbeing.

Why has my Trust partnered with Wagestream?

Personal expenses and pay cycles don't always align, so having control over your pay fosters financial wellbeing and minimises stress.

Your Trust's exclusive partnership with Wagestream offers the ability to access your money on the day it is earned. No loans, no high interest, no guilt trips to tip more: just simple, secure and reliable access to your money!

How does Wagestream work?

At the touch of a button, the Wagestream app allows you to access a portion of your earned income – every hour of every day.

Log into the app to view your accrued wages, then instantly select the amount you wish to stream directly into your bank account. This balance will accumulate throughout each pay period and reset on payday.

Please note that the Wagestream Track feature is based upon average pay band information held in ESR or HealthRoster. Because of this, the information you see in the Track section will be an estimate and the exact amount you receive on payday could differ.

What is the cost to use Wagestream?

- The app is free to download.
- Each transfer incurs a fixed transaction fee.
- These transfer fees are the only cost to use Wagestream, unless you choose to purchase optional services such as vouchers or mobile insurance.

NOTE: Wagestream's mission is to provide fair financial services. Because of this, we may sometimes apply a discretionary refund to a portion of your transfer fees if the fees you are charged in a given pay cycle exceed our fair use policy. This activity will be available to view on your Wagestream statement.





Will I be charged a fee if I don't stream?

No. If you don't stream, you don't pay any fees. You can use many other features Wagestream has to offer for free, such as:

- Tracking your earned pay in real time
- Setting recurring payment reminders
- Utilising the financial well-being learning tool or savings programme and much more!

Does Wagestream affect my credit score?

No. As Wagestream is not a lending service, we do not share data with any credit reference agencies. You will only have access to the wages you have already earned.

Enrolling with Wagestream

Do I meet eligibility requirements to join the Wagestream service?

Eligibility varies from Trust to Trust. To confirm your eligibility, you may visit the Wagestream Help Centre or contact Wagestream Customer Support.

My salary is paid into a building society account. Can I still use Wagestream?

This depends on the type of account you have with your building society. Most standard UK bank accounts have an 8-digit account number and 6-digit sort code. If these accounts are compatible with the Faster Payments service, then they can use Wagestream. (You can check whether your bank or building society uses Faster Payments here.)

However, some types of shared building society accounts use an additional reference code that has letters and numbers. This is usually called a 'building society roll number' or just a 'roll number'. If your bank account uses this additional roll number, it is not compatible with the Wagestream platform. You would need to use another account to enrol in Wagestream.







I'd like to enrol in Wagestream. How do I get started?

NOTE: Before beginning the enrolment process, please ensure the email address you use to enrol is one you use regularly and can access easily on the mobile device where you will be using Wagestream.

Step 1: Download the Wagestream application for free from the Apple App Store or Google Play Store on your iOS or Android smartphone or tablet. Please note that desktop and other mobile operating systems are not supported at this time.

Step 2: Enrol through the Wagestream application.

- -Tap 'Get started'.
- -Input your email (one you have access to on your device, does not have to be work email)
- -Pop to your inbox to 'Verify' the email confirmation. This takes you back to the app to supply Surname, Assignment Number and DOB.
- -Accept T&Cs and select Enrol Me.

For step-by-step instructions, please visit 'How to Enrol'.

If you run into any trouble during this process, please contact the Wagestream Customer Support team for assistance.

NOTE: By enrolling in Wagestream your bank details in ESR will be updated to newly created and unique Wagestream payment account for each assignment currently held. This is done so transfers and salary payments can be sent to your bank account that's on file with your ESR and is a standard part of the enrolment process. Once this happens, you'll receive a notification via ESR to let you know your bank details have been updated.

Please note: Changing your bank details back after this stage will not opt you out of the process, it will just update again. If you wish to Opt out of the Service after this enrolment has completed, please contact the customer support via the App to request this.







How long will my enrolment take to complete?

Enrolling with Wagestream through the app takes less than a minute. However, once you have completed your part of the process, a few tasks behind the scenes will need to take place before your enrolment is finalised.

This typically takes from 2 to 3 days to complete but may take as long as one week depending on when during a month you choose to enrol. You will receive an email confirmation upon completion.

Using Wagestream

How is my available balance(s) in the Wagestream app calculated?

Bank assignments or substantive enhancements*:

A percentage of gross earned wages from worked shifts will be available to access once they have updated in the Wagestream application.

Earnings for Substantive Enhancements and Bank Shifts are set in Healthroster at a Trust agreed GRADE rate. This is due to the system only being able to be set at grade level.

This calculation gives you a good proportion and visibility of the earnings and you will still be paid accurately by your Trust on pay day for the particular shift at your own individual rate.

Bank shifts Earnings include any enhancements they may earn within the total shown.

Enhancement Earnings are based on the enhancement value only and do not include basic hourly rate as this is calculated within your Substantive Basic rate Tracker.





The updating process can vary on how your individual Trust works with Wagestream: your shifts may either need to be finalised by your manager or Rostering Lead, or they may appear in the app as you complete them. To confirm how your Trust processes shifts, visit the <u>Wagestream Help Centre</u>.

Substantive Basic Pay:

Salaried colleagues will see a percentage of your gross pay accrue on the app once per day. Your balance(s) will accumulate throughout each pay period and reset on payday. (*Please note that depending on how your Trust is partnered with Wagestream, not all types of assignments will be eligible to access.)

Example based on a £25,000 annual salary:

Track for Substantive contract:

Gross Annual Salary / 12 = monthly salary

Number of hours in the month changes (based on an 8hr day)

31 days = 248 hrs

30 days = 240 hrs

Hourly rate for a 31 day month is £25,000 / 12 / 248 = £8.40ph x 8Hrs Day Rate would show on Track as £8.40 x 8 = £67.20 per daily salary accrual

Limits:

Limits are set by default on all streaming activity:

- Some Trusts set a fixed limit on streaming, which means you can only access a certain amount each pay period.
- A set percentage of your gross earned wages are available to access as they are earned and submitted to Wagestream (typically between 30-50%, but this can vary based on your Trust or the type of assignment).
- Your available balance shown in the Wagestream app must be above £10 before you can make a transfer.







To view your specific limits:

- 1. Open the Wagestream app.
- 2. In the lower right corner, tap Profile.
- 3. Tap Stream settings.

The maximum amounts of your pay that you can access, as set by your employer, will be displayed as the default. If you wish to set self-limits to reduce the amount you can stream, click or tap here for further instructions.

How do I transfer my wages?

This feature can be accessed via the Stream tab. For detailed instructions, please visit <u>How to Stream Your Wages</u>.

Why haven't my shifts updated?

The most common reasons why shifts are not appearing in the app are because shifts may not have yet been entered into HealthRoster, or they have been entered but not fully finalised. If your shifts have been entered into HealthRoster and finalised but are still not appearing in the app after 24 hours, contact Wagestream Customer Support.

How can I start saving with Wagestream?

Build pots are a micro-savings project brought to you by Wagestream, which allows you to automatically set aside a small amount from your salary in order to build up a rainy-day fund.

- Set a savings goal and easily save up to a total of £1000.
- Save as little as 50p per pay period, up to a maximum of £100.
- Withdraw instantly from your savings pot for free at any time.

For detailed information on the project and how to join, please visit our <u>Help</u> <u>Centre</u>.







How can I learn about financial wellbeing through Wagestream?

Wagestream have teamed up with The Money Charity and the Government's Money Advice Service to offer easy to follow help on making the most of your money.

- Bite-sized in-app tips and tricks to help improve your financial skills
- Articles on a range of topics, including budgeting, how to manage and avoid debt, and saving
- All content provided by impartial, expert sources

For access, tap Coach after logging into the Wagestream app.

How do I update my banking or personal details?

All personal information associated with your Wagestream account must be updated through the ESR self-service portal or via your Payroll department as per standard Trust practice. Being enrolled in Wagestream does not change this process.

Please note updating personal bank details must be carried out at least 7 days prior to pay day for these to be affected for the upcoming pay.

Any details updated less than this will mean this update will only occur for the following pay day and current details will remain for transacting the upcoming pay.

If you do require to update your personal bank details for the current pay day you will need to liaise directly with your Payroll and Wagestream Portal Administrator to look to update these directly.







How Will My Expected Payday Be Impacted?

Shortanswer: it shouldn't affect much!

Wagestream will always align with your scheduled payday set by your employer, regardless of whether you transfer any wages in a pay period or not.

Salaries are processed overnight and will typically arrive in your account shortly thereafter. The latest your pay may arrive would be by 10AM GMT on your scheduled payday, but this is uncommon.

How will my pay be affected if I stream my wages?

- Depending on your banking provider, your salary payment has the
 potential to post slightly earlier than the scheduled payday. However,
 Wagestream cannot guarantee this will always be the case and will
 continue to communicate the expected date aligning with your employer.
- The time your pay arrives should not affect any monthly direct debits you have set.

On payday, you will receive your net pay as normal, minus any transfers you've made through Wagestream, any contributions to your build pot (if applicable) and any transaction fees.

As Wagestream is not a loan:

- Once you have accessed your wages, they are considered as received. This
 means you will not receive those wages a second time on payday.
- This information will not be shown on your payslip.

You will also receive a <u>Wagestream activity statement</u> detailing any transactions you have made through Wagestream, which you can compare to your payslip for more details.





Why is the information on my Wagestream account different than my payslip?

Your payslip and your Wagestream account show different information as they track different aspects of your finances.

Look to your payslip to see the following:

- Your total wages including any variable pay such as sick pay
- Any deductions for taxes, NI contributions, etc. O NOTE: Your Wagestream activity will not be reflected in your payslip.

Look to your Wagestream account monthly statement to see the following:

- Your net wages for worked shifts or salaried pay
- Any transfers you've made through Wagestream
- Any transaction fees for streaming
- Any savings contributions you've set aside in your savings pot

Look to the Track section of your Wagestream app to see the following:

- Your gross estimated wages for worked shifts or salaried pay
- Any transfers you've made through Wagestream
- Any transaction fees for streaming

Why have my transfers been streamed from different pay periods?

What does 'paid in arrears' mean traditionally?

When your employer pays a salary after a pay period has ended (cut off), this is known as an Arrears payroll. Bank assignments are typically paid in arrears.

What does 'paid in arrears' mean when using Wagestream?

When using Wagestream, since you are able to access your wages as you earn them, there will always be a date range in which you will have access to wages from two pay periods: the previous pay period and the current pay period. This is referred to as the Arrears Zone.







This means that if you stream any of your earned wages during the Arrears Zone, that stream may come from your previous pay period, not the current pay period.

For further information and examples, please see Arrears Zone Breakdown.

I'm currently working my notice. Can I still use Wagestream?

No. If you have resigned and are working your notice period, you will no longer have access to Wagestream. On your last payday, you will be paid the remaining total of your wages not already accessed as normal in addition to any funds from your savings pot, minus any transfer fees.

NOTE: Wagestream cannot reactivate your account once you have given your notice.

Can I opt out of the Wagestream service?

Yes. You will simply need to reach out to Wagestream Customer Support and confirm your employee ID or assignment number. Wagestream can then action this on your behalf once you've confirmed your employee ID.

If you choose to leave Wagestream your account will automatically be disabled and you will no longer be able to stream any pay. You will receive your last statement from Wagestream on your next scheduled payday where you will be paid the remaining total of your wages, minus any transfer fees.

NOTE: Your banking details in ESR will automatically revert back from your Wagestream details to your personal banking details after payday as your opt-out is finalised.

If you want to re-join Wagestream at a later date, the process will take a minimum of 7 business days but could be longer. An alternative solution is to pause your account. This means you will not be able to stream your wages; however, if you were to face a financial emergency in the future, you can request to have your account unpaused for you which happens immediately.







Contact

Who should I contact if I have questions about Wagestream?

The FAQs in this document will help you navigate the basic uses of the Wagestream service. Still can't find the answer you're looking for?

- Visit the <u>Wagestream Help Centre</u> for answers to most common questions
- The Wagestream Customer Support team are a friendly bunch and is happy to help!

Contact them via one of the following methods:

- Through the in-app chat
- Via direct email
- Via the website <u>wagestream.com</u>

