

NEW STARTER FORM

GROUP NUMBER COMPANY NAME TAX PERIOD

EMPLOYEE NUMBER DEPARTMENT TITLE

SURNAME FORENAMES

ADDRESS and POSTCODE

DATE JOINED

DATE OF BIRTH

NI NUMBER NI TABLE

Director Appointment Date

PAY PER PERIOD

P46 SIGNED P38 TAXCODE WK1/MTH1

PAY THIS PERIOD only

HOURLY RATE

	Taxable Gross	Tax Paid
P45		
Year to Date		

Std WEEKLY HOURS

ANNUAL SALARY

PAY METHOD eg BACS

SSP PAID TD

SMP PAID TD

ACCOUNT NAME

PENSION	Employee	Employer
Percentage		
Amount		
Paid To Date		

ACCOUNT NUMBER

BANK SORT CODE

B/S REF

NATIONAL INSURANCE TO-DATE FIGURES

NI	<= LEL (1a)	EET – LEL (1b)	ERT – EET (1c)	UEL – ERT (1d)	EE NI PAID (1f)	ER NI PAID

If Contracted Out EE's Rebate (1g) ER's Rebate (1h)

NOTES:

NOTES FOR NEW STARTER FORM

This form contains the basic requirements for payroll processing, there may be additional information relevant to your company payroll that you may wish to inform us of separately on the Company Set-up form.

Employee number	Always 6 long, If no number is given Headcount will allocate the next available employee number.
Department	Always four characters if no number given Headcount will default to four zero's.
Title	Mr, Mrs, Miss, Ms
Surname & Forenames	These are required in full for end of year reporting.
Address	Enter the employee's home address and postcode, this is usually printed on the employee payslip.
Date joined	Enter the date on which the employee commenced employment and will be paid from in the format DD/MM/YYYY.
Date of birth	Enter the employee's date of birth in the format DD/MM/YYYY.
NI Number	Enter the employee's NI number. The format must be two characters, six numbers and a single character from A to D. Where no NI number is given a temporary number should be used as per the instructions below until the correct number is received. Temporary Number TN Date of Birth 230541 TN230541 Male or female M or F TN230541M
NI table letter	Enter the table on which NI should be deducted. If left blank table A will be used.
Director	By entering Y National Insurance will be calculated on a cumulative basis unlike other employee's whose National Insurance contributions are calculated each pay period.
Appointment Date	Enter date of appointment if appointed after 6 April
Pay per period	Salary entered will be paid automatically each pay period ie 1/12 th Annual Salary.
Hourly rate	This rate will be used for calculating overtime enhancements.
Tax code	When you receive a current tax year P45 for an employee enter the tax code given indicating if the code is on Week 1/ Month 1 basis. Where the code is on accumulative basis please enter the P45 gross and tax figures. If no P45 has been received make sure the new employee has signed a P46. Indicate whether box A or box B has been signed. If the employee is a student and only working during term breaks or weekend's a P38 should be signed. If no tax code entered Headcount will default to BR code deducting tax at basic rate.
Annual Salary	Memo field only showing exact annual salary.
Pay this period	Payment entered here will override the Pay per period above, for current pay run only.
Std Weekly Hours	The number of hours an employee is contracted to work in a week.
Payment method	A autopay B bacs C cash Q cheque Where B has been entered please complete bank account details
Bank details	Enter bank details and building society reference for employee's paid by BACS.
SSP and SMP To Date	Enter total SSP and SMP paid To-date for this employment.
Pension	Enter an employee and employer percentage and/or amount for Gross Untaxed Pension, enter to date figures if relevant.
National Insurance to date	Enter the relevant National Insurance values to date showing the NI Table letter and the earnings in each category. Lower Earnings Limit LEL, Employee's Earnings Threshold EET, Employer's Earnings Threshold ERT, Upper Earnings Limit UEL. Above fields are only used for company's starting mid tax year with Headcount
Notes	May be used for any additional information which you feel may be of use.