

New Employee Details

Organisation Name:

Personal Details

Title:

Gender:

Forename(s):

Surname:

Address:

City:

Post Code:

Date of Birth:

National Insurance No:

Marital Status:

Email Address

Work & Pay:

Starting Date:

Works No (if any):

Job Title:

Department:

Apprentice:

Welfare to Work:

If the employee is over state retirement age, please confirm proof of age has been seen. This can be a birth certificate, passport or driver's licence:

Workplace Pension postponement date:

You can postpone an employees auto enrolment (pension) start date for a maximum of 3 months

Occasional Worker:

If no, tick normal working days (this is required for SSP)

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Continued...

Salary / wage details - Please complete all that apply

Total Weekly Hours

Hourly rate

FTE salary

Scale point

Actual annual salary

Normal monthly salary

Term time only workers please provide fraction:

eg. 40/52 would be 40 weeks worked in the year.

Other information (please provide if necessary):

Employee Declaration:

If you have a P45 from a previous employment in the current tax year you should attach parts 2 & 3 to this form.

Please select just one of the following statements A, B or C.

A) This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

B) This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

C) As well as my new job, I have another job or receive a State or Occupational Pension

Tick A, B or C

A

B

C

Student Loan:

1) I have a Student Loan which is not fully repaid

Y / N

If you answer No to statement 1, please go to Postgraduate Loan section

2) I am repaying my Student Loan direct to the Student Loan Company by agreed monthly payments and my employer shouldn't deduct loan repayments from my pay.

Y / N

If you answered yes to statement 2, you do not need to answer statements 3 or 4

3) I have a Plan 1 Student Loan

Y / N

You will have a plan 1 student loan if:

*You lived in Scotland or Northern Ireland when you started your course, or
You lived in England or Wales and started your course before 1 Sept 2012*

4) I have a Plan 2 Student Loan

Y / N

You will have a Plan 2 Student Loan if:

You lived in England or Wales and started your course on or after 1 Sept 2012

5) I finished my studies before the last 6 April

Y / N

Postgraduate Loan:

1) I have a Postgraduate Loan which is not fully repaid

Y / N

If you answer No to statement 1, please go to declaration

2) I finished my postgraduate studies before the last 6 April

Y / N

If you answer No to statement 2, please go to declaration

3) I am repaying my Postgraduate Loan direct to the Student Loan Company by agreed monthly payments and my employer shouldn't deduct loan repayments from my pay.

Y / N

Signature (declaration)

Date

/ /