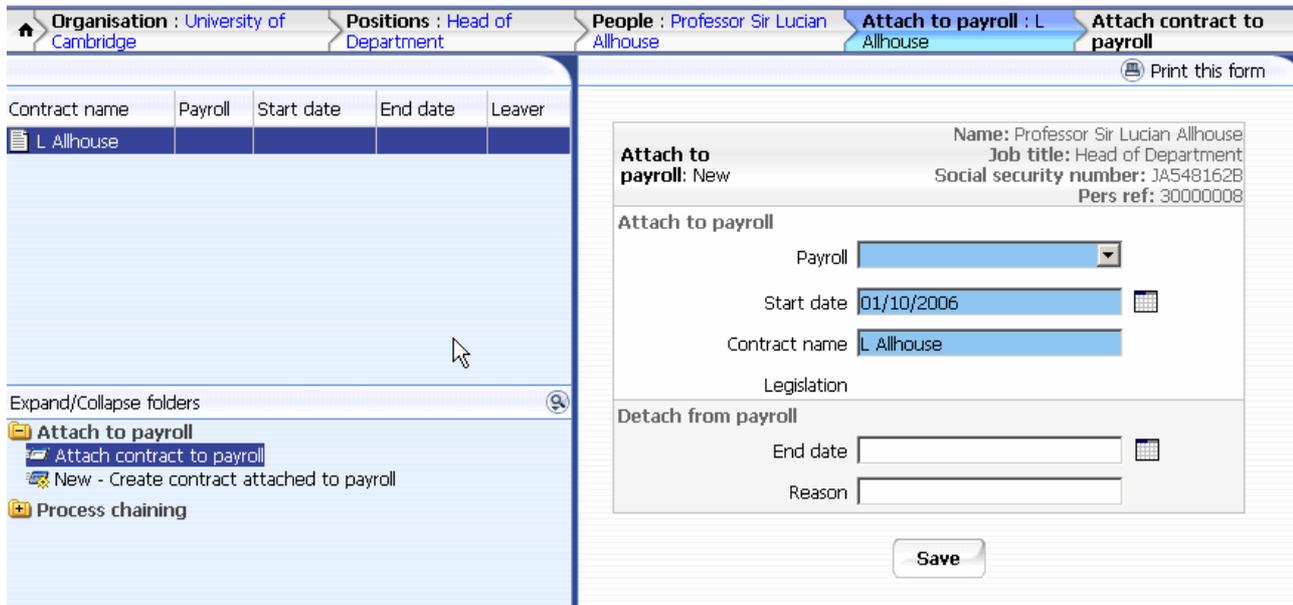UNIVERSITY OF
CAMBRIDGE
The CHRIS Project

10 Attaching a person to Payroll

Once the relevant employee details have been added and attached to the organisation, via the position, you will need to attach the employee to payroll. This is achieved through the Attach to Payroll option found under the Payroll folder within the People area of Trent.

Navigate: Organisation > People > Payroll > Attach to Payroll

1. With the University of Cambridge selected, click on the People menu in the Action Pane.
2. Search for the person using surname or person number if known and click on the magnifying glass icon (or press return)
3. Select the Payroll menu and then attach to payroll option
4. Choose attach contract to Payroll

5. Click the drop down arrow to the right of Payroll and select the appropriate payroll
There are 7 payrolls in use: Assistants, Research and Stipends, Students and Weekly are used internally and there are 3 used for external units – External monthly (Asst), External Monthly (Officers) and External weekly.

6. Enter the date when this contract is to be attached to payroll

7. Click on the **Save** button

8. Once you have saved the record, the payroll number is automatically generated by Trent. This will be the same number as the personal reference number.