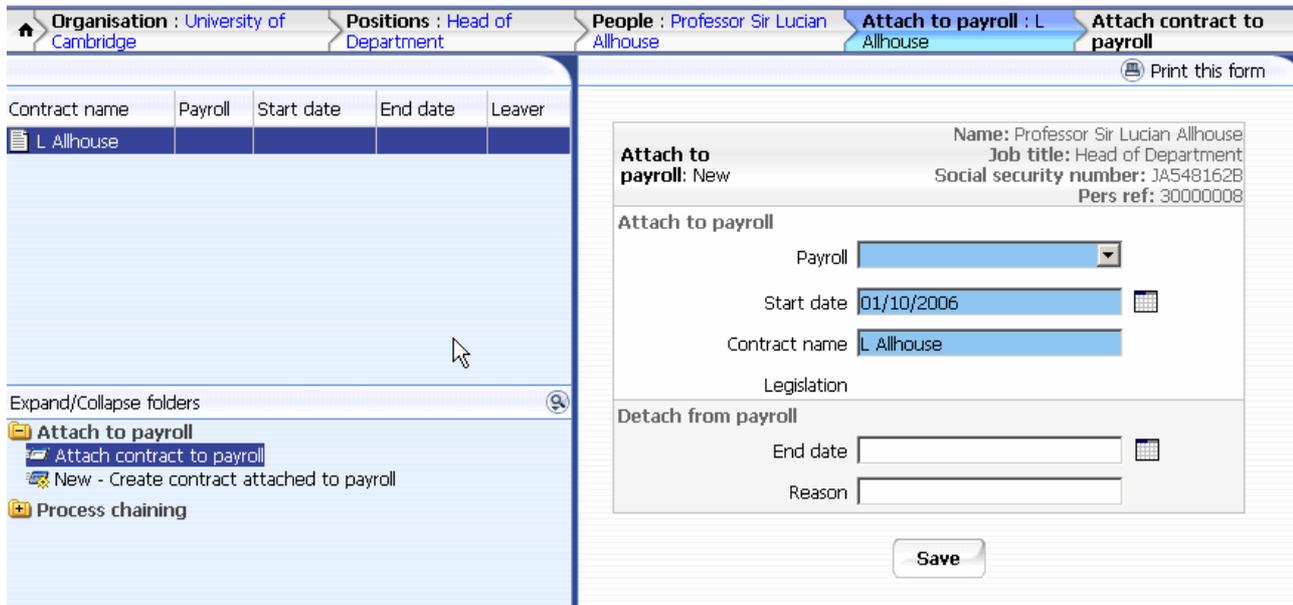


10 Attaching a person to Payroll

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



Organisation : University of Cambridge > Positions : Head of Department > People : Professor Sir Lucian Allhouse > Attach to payroll : L Allhouse > Attach contract to payroll

Contract name	Payroll	Start date	End date	Leaver
L Allhouse				

Expand/Collapse folders

- Attach to payroll
 - Attach contract to payroll
 - New - Create contract attached to payroll
- Process chaining

Attach to payroll: New

Name: Professor Sir Lucian Allhouse
Job title: Head of Department
Social security number: JA548162B
Pers ref: 30000008

Attach to payroll

Payroll: [dropdown]

Start date: 01/10/2006

Contract name: L Allhouse

Legislation:

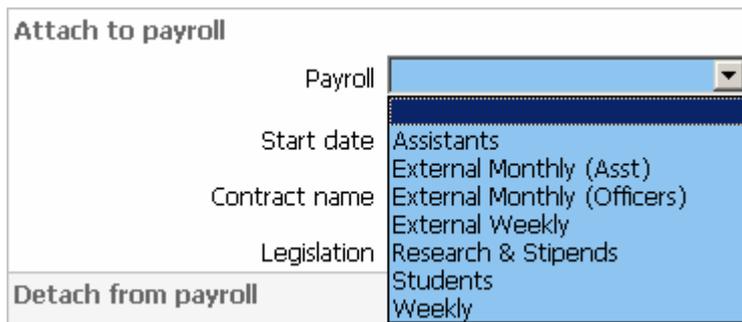
Detach from payroll

End date: [text box]

Reason: [text box]

Save

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.



Attach to payroll

Payroll: [dropdown menu open]

Start date

Contract name

Legislation

Detach from payroll

Assistants
External Monthly (Asst)
External Monthly (Officers)
External Weekly
Research & Stipends
Students
Weekly

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