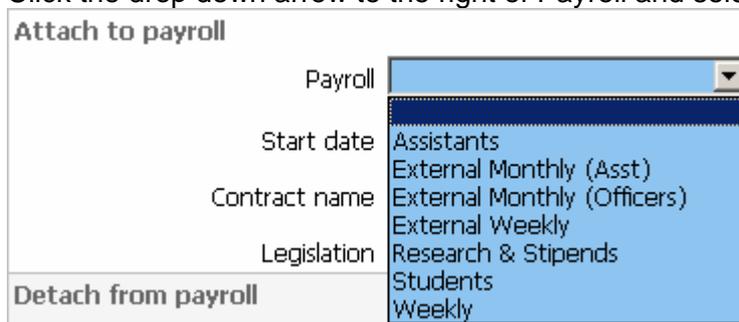


6 Attaching a student to the student payroll

Once the relevant student details have been added and attached to the organisation, via the Research Student position, the student will need to be attached to payroll. This is achieved through the Attach to the Payroll option.

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.
2. Select the Payroll menu, and then attach to payroll option
3. Choose attach contract to Payroll
1. Click the drop down arrow to the right of Payroll and select the Student payroll.



2. Enter the start date when this contract is to be attached to payroll.
3. Click the  button.
4. 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