

5 Checking an individual's date of birth

It is important to ensure that Trent has recorded an individual's correct date of birth as without this the system is unable to calculate an expected retirement date and the payroll user is unable to check that the correct NI category has been selected.

Date of birth may be obtained by the contract team/institution when the individual's passport is checked as part of the recruitment process or alternatively payroll will receive this information on the New Starter Details form. In the case of the latter scenario Payroll will need to record the information within the 'Key dates' form in the people folder. This is **step 3 of the new starter process chain**.

Step 3 of 13 Chain: Payroll (New Starter)

Key dates: Miss Brenda M Parker

Personal

Date of birth

Age 27 year(s) 8 month(s)

Date verified

Expected retirement date

Rule

Age (years) 65

Age (months) 0

Date

Organisation

Start date

Length of service 0 year(s) 0 month(s)

Reckonable service date

Length of reckonable service 0 year(s) 0 month(s)

Where required, enter the date of birth and save form

Reckonable Service date is also detailed on the Key dates form. This date will be the same date as the start date unless the person joins under TUPE conditions or is someone who has previously been employed as a TES temp.

Alternatively you may navigate directly to the form as detailed below.

Navigate: **Organisation > People (Find person) > Personal Information > Key Dates Detail**

