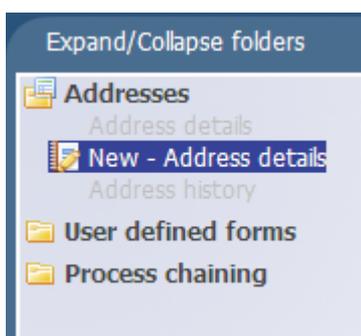


7 Payslips

7.1 Payslip Addresses

For the majority of staff their payslip will be sent to their UMS address via the internal mail system. Part 2 of the New Starter Details – CHRIS/22 asks the Faculty or Department to detail if payslips are to be sent somewhere other than the main departmental address and this should be entered as **step 9 of the new starter process chain** where applicable.

The persons home address will display by default when you access step 9 of the new starter process chain and the new address details form will be displayed

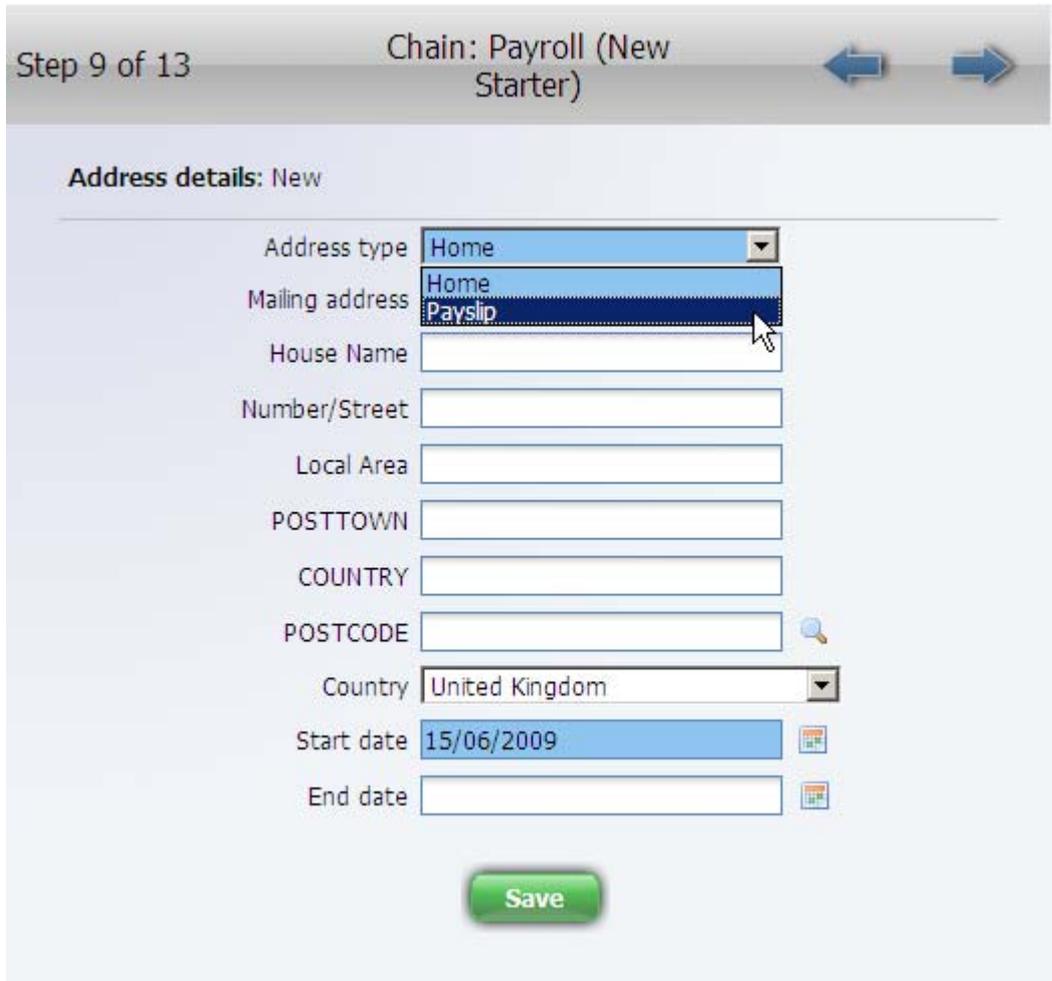


If no payslip address requires entering, or if the payslip address is to be the home address click the next step button.



Where a payslip address is required:

1. Click the drop down arrow to the right of the Address type field and select Payslip



Step 9 of 13 Chain: Payroll (New Starter)

Address details: New

Address type: Home (dropdown menu open, showing Home and Payslip options)

Mailing address: Home

House Name: [text input]

Number/Street: [text input]

Local Area: [text input]

POSTTOWN: [text input]

COUNTRY: [text input]

POSTCODE: [text input]

Country: United Kingdom (dropdown menu)

Start date: 15/06/2009 (calendar icon)

End date: [text input] (calendar icon)

Save

2. Enter the address as detailed on Part 2 of the CHRIS/22 form.

7.2 Contract Details

This is [step 10 of the new starter process chain](#).

Step 10 of 13 Chain: Payroll (New Starter)

Contract details: RS Monthly

Details

Name

Start date 01/06/2009

End date

Pay point

Payslip address override

Contract locked

End contract?

TPA details

GTC allowance paid date

Save

Where required set the payslip address override.

1. Where a payslip address has been entered select Payslip (person) from the payslip address override drop down box.

Payslip address override

Contract locked

End contract?

Details

GTC allowance paid date

- Home (Person)
- Payslip (Person)**
- UMS (Organisation)
- Location
- Pay point
- Department

Where the payslip is to be sent to the persons home address select Home (person)

Alternatively, this form can be reached directly by:

Navigate: **Organisation > People (select employee) > Employment > Contracts
> Contract details**