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.

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**.

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.

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