
2 New Payroll Starters

2.1 Overview of the new appointment process

All new starters within the University, who are contracted staff or temporary appointments, will be entered on to the CHRIS system and attached to a position by staff within Central Human Resources based upon the details provided on the CHRIS/10 or CHRIS/11 New Appointment Form. The Contract teams will also attach the individual to the appropriate payroll at this stage and add any contractual elements associated with their position.

New Starter Details (CHRIS/22)

A New Starter Details (CHRIS/22) form will also be completed. This form will be sent by the institution to the employee at the same time as the job offer is made.

The new employee completes parts 1 and the institution will then complete Part 2 and confirm the employee's start date and forward to the Payroll along with the P45 or other NI number evidence. At this point Payroll will attach the employee to the appropriate payroll and add the employee's bank details, payment method, tax and NI details enabling them to be paid.

Exceptions

The above will not apply to Externals and TES temps.

Other Payroll Information

As well as attaching an employee to the payroll there are many areas of information that need to be added and maintained in order for the correct pay to be calculated and paid by the correct method. These are dealt with in the next sections but include items such as:

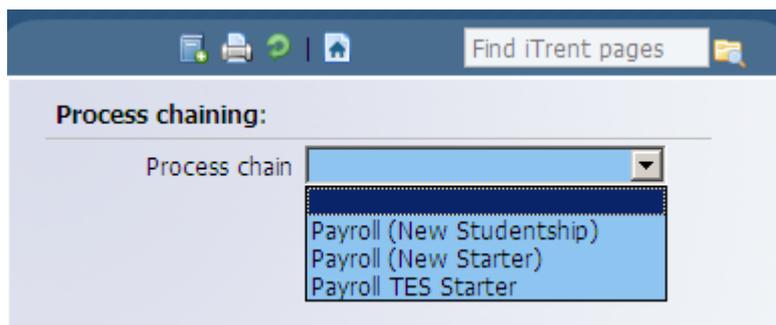
- bank account details
- payment methods
- tax codes
- NI details
- Allowances – 'elements'
- Deductions – 'elements'
- Non-recurrent payments and deductions – 'temporary elements'

2.2 Start the New Starter Process Chain

1. Find the person identified on the New Starter Details form (CHRIS 22) using a simple search.
2. Go to the UK legislation folder for that individual and select Tax Codes
3. Select the Process Chain folder and select Process chaining



4. In the display pane select click the drop down arrow to the right of Process chain.



5. Select 'Payroll (New Starter)' from the drop down list.



6. Click on the Start button

This will then take you to step 1 of the process chain – Tax Codes (section 3.1)