

Adding an employee to your Payroll

If you have a new employee you will need to obtain the following information in order to set up your new employees correctly to your payroll. If you have a Payroll with Equal Lives you can use the form below to record the details required and then post it to us or call our payroll service on 01508 491221 to provide the information over the phone.

Employee details

Title: _____ First Name: _____ Last Name: _____

Date of Birth: _____ Telephone: _____

Address Line 1: _____

Address Line 2: _____

Town: _____ County: _____ Postcode: _____

Employment details (This should be listed in your Job Description or support plan)

Employer (your) name: _____

Job Title: _____

Start Date: _____ End Date: _____

Place of work: _____

Hours of work (per week / per four weeks?): _____

Trial Period: Yes /no How long: _____

Pay Rate(s): _____

Double pay on bank holidays? Yes/No

Can Equal Lives speak with your employee? Yes/No

Supported Account? (Does Equal Lives hold your money?) Yes/No

As soon as we have this information we will send out a welcome pack and relevant documents that your new employee will need to fill in, such as a P46, and a bank details form if applicable.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to:
Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ