

New Starter Procedure

New employees should be communicated to the payroll department using our amendment form attached with your starter pack. This form caters for all employee movement in your company.

PAYEpeople need to know the following information as a minimum to satisfy HMRC requirements and to be able to set up the employee's details on the payroll system;

- Employees full name
- Current address
- National Insurance number
- Date of birth

Some employees may not have a National Insurance number, e.g. if they are under 16 years of age. However, the majority of employees you employ will do and you should seek to obtain it before they commence work with you.

Employees from abroad, who are eligible to work in the UK but have not yet been allocated a National Insurance number, need to apply for one immediately. They can do this by telephoning Jobcentre plus on **0845 600 0643**. They will then be asked to attend an interview to verify their identity.

All new employees should also present form P45 from their last employment. If they do not have a P45 then you should ask them to complete form P46. Form P46 can be found in the 'useful forms' section of the website. When completed, the P46 should be forwarded to the payroll department.

Employees without either of these forms will be placed on tax code 'BR' until a valid form has been received.

All documentation relating to new employees should contain your company name and reference and be sent for the attention of your account manager to;

PAYEpeople Limited
No. 1 Pavilion Square
Cricketers Way
Westhoughton
Bolton
BL5 3AJ

You may also fax the information directly to the payroll department on 01942 812294.

You can be directed to our Employee Amendment Form by clicking [*here*](#)



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