**New Employee Set - Up Form**

**School Name**

**School Roll Number**

|  |  |
| --- | --- |
| **Personal Details** | |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Mobile phone number** |  |
| **PPSN Number** |  |
| **Date of Birth** |  |

|  |  |
| --- | --- |
| **Emergency Contact Details** | |
| **Name** |  |
| **Address** |  |
| **Mobile phone number** |  |
| **Relationship to employee** |  |

|  |  |
| --- | --- |
| **Bank Details** | |
| **IBAN** |  |
| **BIC** |  |
| **Name on account** |  |

|  |  |
| --- | --- |
| **Payment Details** | |
| **Start date** |  |
| **Pay scale type (if appropriate)** |  |
| **Hourly/Weekly/**  **Monthly Pay rate** |  |
| **Hours of work** |  |
| **Holiday Entitlements** |  |

|  |  |
| --- | --- |
| **Office Use** | |
| **Nominal Expense Code** |  |
| **Grant Payment out of (if appropriate for example State exams, non teacher pay grant, SSSF)** |  |
| **Pension applicant declaration form received**  **(C&C Department Sanctioned Staff only)** |  |

**Note for new employee**

Please contact Revenue or Login to My Account to register the employment. You will need the school’s employer number which is,

[enter school’s employer number]

Please register your new details for working and to assign Tax Credits