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| **STUDENT UNION CASUAL NEW STARTER PAYROLL FORM** |
| This form should be passed to a member of the Human Resources section on your first day of service along with:   * Passport/original birth certificate * P45 / New Starter Checklist * Copy of valid work permit/visa (if applicable) |



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| PERSONAL DETAILS | | | | | | | | | | | | | |
| Surname | | | |  | | | | First Name(s) | | |  | | |
| Title | | | |  | | | | Date of Birth (DD/MM/YYYY) | | |  | | |
| Preferred Name in Full | | | |  | | | | | | | | | |
| Correspondence  Address | | | |  | | | | Permanent  Address (If different) | | |  | | |
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|  | | | | | | | |  | | | | | |
| Post Code | | | |  | | | | Post Code | | |  | | |
| Home Tel No | | | |  | | | | Mobile Tel No | | |  | | |
| NI Number | | | |  | | | | Are you a student worker? | | | Yes / No | | |
| \*\* Please note if you are a student worker, you **cannot** work more than 20 hours per week \*\* | | | | | | | | | | | | | |
| E-Mail Address | | | | \*\* This is important as we will use this address to send you your electronic payslips \*\* | | | | | | | | | |
| EMERGENCY CONTACT DETAILS - Please complete with 2 emergency contacts | | | | | | | | | | | | | |
| Name | | |  | | | | | Name | |  | | | |
| Relationship | | |  | | | | | Relationship | |  | | | |
| Address | | |  | | | | | Address | |  | | | |
|  | | | | | | | |  | | | | | |
|  | | | | | | | |  | | | | | |
| Tel No | | |  | | | | | Tel No | |  | | | |
| BANK DETAILS **– For future changes to your bank details, please email payrollteam@rvc.ac.uk** | | | | | | | | | | | | | |
| Name of Bank / Building Society | | | | | |  | | | | | | | |
| Address | | | | |  | | | | | | | | |
| Sort Code (6 digits) | | | | | / / | | Bank Account Number (7/8 digits) | | | |  | | |
| NEW POST DETAILS | | | | | | | | | | | | | |
| Job Title | |  | | | | | | | Start Date |  | | | |
| Campus | |  | | | | | | | Department |  | | | |
| DECLARATION | | | | | | | | | | | | | |
| I declare that to the best of my knowledge the information given above is correct. By providing this information, you are consenting to this data being held in accordance with the Data Protection Act 2018 for the purposes of paying your salary or reimbursing any expenses legitimately incurred by you as an employee of the College. In addition, the processing of the data is necessary for the meeting of our legal obligations to you and for the performance of the contract between the college and its employees, including statutory and regulatory reporting. You should ensure that your emergency contacts/ (next of kin) are made aware of the information you are providing to us and how their information will be used. If you have any questions regarding your personal data, please contact the College’s Data Protection Officer at [data@rvc.ac.uk](mailto:data@rvc.ac.uk) | | | | | | | | | | | | | |
| Signature |  | | | | | | | | | | | Date |  |

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| FOR HR OFFICE USE ONLY | | | | | | | | | |
| Cost Code |  | | | Employee No | |  | ITrent Position No | |  |
| Payroll Input |  | Date |  | | Payroll Data Input Checked by | |  | Date |  |

Other Notes: