

Personnel Details Form



CLIENT NAME



PERSONNEL RECORD

EMPLOYEE NAME
TITLE (MR, MRS, MISS, DR, MS ETC)
NATIONAL INSURANCE NO
ADDRESS
TELEPHONE NO
DATE OF BIRTH
START DATE
JOB TITLE
TEMPORARY/PERMANENT
P45/P46/P38S GIVEN



PAY RATES

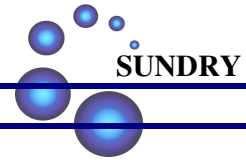
RATE OF PAY £
PAY FREQUENCY (WEEKLY/MONTHLY ETC)
RATE INDICATOR (HOURLY/ANNUAL)
STD HOURS



STD HOURS

SET WORKING DAYS (TICK)	MON	TUES	WEDS	THRS	FRI	SAT	SUN
STD HOURS PER DAY	MON	TUES	WEDS	THRS	FRI	SAT	SUN

Tel/Fax 01789 470769 Website www.payrollservices-uk.com
 E-Mail info@payrollservices-uk.com
 Company Number 4693325



ANNUAL LEAVE ENTITLEMENT
STATUTORY LEAVE ENTITLEMENT (IE BANK HOLIDAYS)
COMPANY SICK PAY/SSP/SMP
PENSIONS SCHEME AND DETAILS



BANK/BUILDING SOCIETY
SORT CODE
ACCOUNT NO
REF NO/ROLL NO (B/SOC ONLY)
ACCOUNT NAME

THIS INFORMATION WILL BE HELD ON A COMPUTER DATABASE
AND PROTECTED UNDER THE DATA PROTECTION ACT 1998.

Please return to:
Dugdale Payroll Services Ltd.
PO Box 3187
Warwick
CV35 9XS

Tel/Fax 01789 470769 Website www.payrollservices-uk.com
E-Mail info@payrollservices-uk.com
Company Number 4693325