



UK Payroll for Interprise – Entering employee data in Interprise

This Guide covers entering employee data in Interprise. Although you may enter employee data in this way for any employees we recommend that you only use this method for those employees who are not included in the payroll, e.g. Contractors. Use the Add New Employee function in the payroll system for those employees who are paid through the payroll.

Click the New Employee link to open the New Employee form:-



Employee - [To be generated]

General Payroll Setup Earnings

Employee Information

Employee Code(Payroll Ref) [To be generated]

Title

ForeName 1

ForeName 2

ForeName 3

Last Name

Address

Postcode

Phone

Department

Job Title

Email

Additional Details Contacts Job History Training Disciplinary Notes

Additional Personal Details

Maden Name Previous Name CRB Check CRB Certificate CRB Expires Badge Number Locker Number Mobile Phone Car Owner Car Registration Insured For Business

Enter the requested information to complete the form then select the Payroll Setup tab.



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Employee - [To be generated]

File Tools Help

Num Key 0 [Save and New] [Save and Close] [Undo] [Refresh]

General Payroll Setup Earnings

Payroll Information

Payroll: Employee not linked to any Payroll

Gender: Employee not linked to any Payroll

Date Of Birth: [] NI Number: []

Employment Start: [] Employment End: []

Note the drop down box for Payroll

If the employee being entered is NOT included in the payroll then leave the “Employee not linked to any Payroll selected. Otherwise select the required payroll in the list.

Employee - [To be generated]

File Tools Help

Num Key 0 [Save and New] [Save and Close] [Undo] [Refresh]

General Payroll Setup Earnings

Payroll Information

Payroll: Employee not linked to any Payroll

Gender: [] Marital Status: []

Date Of Birth: [] NI Number: []

Employment Start: [] Employment End: []

Now enter the remaining data required as shown above.

NI Number and Employment End are not mandatory in this form, but if you link the employee to a payroll then NI Number will be needed.



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If you choose link an employee to a payroll in the previous screen then the next time you view the employee list they will be highlighted in red as shown below. Note: The payroll cannot be run whilst there are employees highlighted in red.

EMPL-0002	Entry, Mr Interprise	-
EMPL-0001	Tester, Miss Two	<input type="checkbox"/>
OT0001	Tester, Mr One	<input checked="" type="checkbox"/>

Click the red area to select the employee then click the **Edit Details** button to launch the New Employee wizard which will enable you to enter the remaining details needed by the payroll system.

Complete the details as required by the Wizard.