



Person payroll validation checks on Pay Freq/Method & Tax Method

(2.16.4+)

New candidates without Tax Method, Payment Method or Pay Frequency will default to PAYE/BACS and Weekly on completion of their first timesheet.

A screenshot of a web form titled 'Applicant'. It contains several input fields: 'Payroll No.' (empty), 'Pay Method' (dropdown menu showing 'BACS'), 'Tax Method' (dropdown menu showing 'PAYE'), 'Pay Freq.' (dropdown menu showing 'Weekly'), 'Date of Birth' (dropdown menu showing '03/06/1986'), and 'NI Number' (empty). The 'Pay Method', 'Tax Method', and 'Pay Freq.' fields are highlighted in yellow.

Once a candidate has been issued with a payroll number validation checks will be carried out on the Person record to ensure that they have these fields completed and the Person record cannot be saved without these fields completed.

A screenshot of a web form titled 'Person'. It shows a list of fields on the left: 'E-mail', 'Payroll Ema', 'Social Media', 'Address', 'Source', 'Consultant', 'Registered', 'Last Update', 'Holiday Pay', 'P45/Leave', 'Composite Co Template Maintenance', 'Payroll Number', 'Start Date', 'Bank Details', 'Email Payslips', 'Pay Method', 'Text Payment Advice', 'Pay Frequency', 'Tax Method', and 'HMRC Engagement Detail'. The 'Payroll Number' field is filled with '010101'. An error message box is displayed over the form, stating 'Tax Method not Entered, required when Payroll Number exists'. The error box has a red 'X' icon and an 'OK' button. The 'Pay Method', 'Text Payment Advice', 'Pay Frequency', and 'Tax Method' fields are highlighted in yellow.

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