Entering new candidate’s payroll details

Refers to:
Person form → Payroll tab

Click on the **Payroll** tab on the left hand side of the candidate screen.

The Payroll Number and Start Date are updated automatically by the first transferred timesheet. You need to complete the following fields:

- Bank details
- Pay method and frequency
- Tax method
- Self employed details, if appropriate
- CIS details (if enabled)
- National insurance number

Note Timesheets will not complete if this information is not entered.
Note The Payroll tab appears in both the Temp and the Accounts tab on the person form

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