

Please note it will not be possible to process payments without this form and a recent P45 or a HMRC Starter Checklist available at:
<https://www.gov.uk/government/publications/pay-starter-checklist>

Title		Surname		First name(s)	
Home Address				Postcode	
Contact number		Personal email address			
National Insurance (NI) number		Date of Birth	(DD/MM/YYYY)		

Qualified teachers Dfe/TP Ref No	If applicable	HESA Number	If applicable
----------------------------------	---------------	-------------	---------------

YOUR EMERGENCY CONTACT DETAILS — this will only be used in case of an emergency

Contact Name		Relationship to you	
Telephone number		Mobile number	

YOUR PAYMENT DETAILS—All payments are made by BACS into UK bank accounts only

Sort Code			-			-			Name of bank	
Account No									Address of bank	

DECLARATION

I confirm that the personal information given on this form is correct. I consent to the University processing such information as may be necessary for the proper administration on the employment relationship, both during and after employment, provided that proper regard is had to such data protection principles as may be in force. I understand that the University of Worcester accepts no liability for salaries paid into accounts not held by the employee.

Signed: _____ Date: _____

INTERNAL USE ONLY

Budget Code		Start date	End date		
Job Title		Department			
Post Number		Total hours during contract/FTE			
Salary band	Salary point	Starting salary	Per annum/per hour		
P45/Starter Checklist		Weeks per year			
Pension Scheme	TP/USS/LGPS/SERPS	Timesheets	Yes/No	Holiday pay	Yes/No
HESA tables completed?		Holiday Pay AL entitlement days	21	23	25 31 36
Entered onto QL by		Date entered onto QL			