

Data Quality for Payroll – Site Level

The data you enter into S4labour impacts peoples pay, so careful consideration should be made when setting people up or editing details.

Site check list:

- **Name;** Does this match the name on their ID, ensures match with HMRC
- **National Insurance number:** Ensure you have seen proof of NI and it is entered correctly. If an employee doesn't have an NI number yet you must enter AA111111A this ensures our payroll team are able to identify this quickly. Once the employee receives their NI number this should be updated immediately.
- **Address;** The full address must be entered, house number/name & street, town/city & postcode as well as country of residence. Please note the country is where they are living not where they are from, this can effect the entitlement to pensions if imputed incorrectly.
- **Date of Birth;** Ensure the Date of birth has been entered correctly this effect their National insurance if inputted incorrectly, as well as their minimum wage entitlement, you must check ID to see proof of this.
- **Email address;** Invitations for the online epaywindow (where they will view their payslips) is sent via email address as well as access to S4labour for GDPR this email address should be provided by the employee and unique to them to ensure your protecting their personal details.
- **Bank Details;** Ensure you have entered the sort code and account number correctly as well as the name of the bank. If the employee does not have a bank account set up yet please enter all of these as 0's and the bank name as X which will allow us to raise a cash request. Please note not having valid bank details against the employee will delay when they get paid.
- **P45/ Starter checklist;** Having the incorrect tax code can impact employees on average by £50 a week. You only have a very small window of a few days to get this information after they start with you, so ask for this as part of your onboarding process. When setting up an employee you will have the ability to load P45 or complete an online Starter checklist. If the P45 is not current you should complete the starter checklist without delay this sends the correct information to HMRC and triggers the correct tax code for the employee.

Complete Starter Checklist

For Lisa Crunkhorn

If the employee has been provided with a P45 by a previous employer, please upload that document. Alternatively, fill out the starter checklist. These documents will be stored for future reference.

Do you want to:

[Upload P45](#)

or

[Complete Checklist](#)

or

[Do this later](#)

