

# STAFF RECRUITMENT INFORMATION

## Part 4: Payroll Information

to be completed after a job offer

NAME	
POSITION	

## PAYROLL INFORMATION

*If you are completing the details below by hand, you must write clearly, print letters and numbers in black pen. You must make sure that you complete all the information below fully and accurately. Failure to do so may result in delay in pay or your pay / salary being transferred in a wrong bank account which may cause loss of pay.*

*It may seem that some of the information required is repeated, however, it is only that this information is processed to our Payroll Department.*

*Please write a 'cross' or type capital 'X' (if you are completing a digital copy) in black pen where appropriate. If you make a mistake or something with the format goes wrong press and hold down the 'control' key (Ctrl) and then press the key for the letter 'Z' (undo). Please make sure you save frequently your work.*

## PERSONAL DETAILS

<b>Title</b>	<b>Mr</b>		<b>Mrs</b>		<b>Miss</b>		<b>Ms</b>		<b>Other</b>	
<b>Surname</b>						<b>Forenames</b>				
<b>Date of birth (dd/mm/yyyy)</b>						<b>Nationality</b>				
<b>National Insurance Number</b>										<b>Currently I do not have NI number</b>
<b>E-mail</b>										
<b>Current Address</b>									<b>Post Code</b>	
<b>Marital Status</b>	<b>Single</b>		<b>Married</b>		<b>Divorced</b>		<b>Widowed</b>			
<b>Do you have dependent children under 18 and in school?</b>					<b>YES</b>		<b>NO</b>		<b>If 'YES' how many children?</b>	

## PAY DETAILS

<b>Employment Start Date</b>					<b>Rate of pay</b>	<b>£</b>	<b>per hour</b>
<b>Finger Swipe Machine No</b>				<b>Position</b>			
<b>Do you have P45?</b>	<b>YES</b>		<b>NO</b>	<i>If 'YES' please hand your P45 to our admin staff</i>			
<b>If you do not have P45 do you have P60?</b>	<b>YES</b>		<b>NO</b>	<i>If 'YES' please hand your P60 to our admin staff</i>			

*If you do not have P45 and / or P60 then our Payroll Department will complete P46 on your behalf and submit it to HMRC on line who will allocate a Tax Code for you. Until then the Tax Code applied to your monthly pay on the PAYE (Pay as You Earn) government scheme, will be "BR". Any overpayment occurred whilst "BR" tax code is applied to your pay will automatically adjust once an appropriate tax code is allocated to you by HMRC, any overpayment will be automatically credited to your next monthly pay.*

## DEDUCTIONS

**Kindcare (UK) Ltd is offering a workplace pension scheme with NEST. The company will contribute, together with you, into your retirement. You will be able to access your pension on-line account. Please read carefully the consent form to Opt In / Out of pension scheme on the next pages which must be signed, whatever your decision may be.**

<b>Do you wish to 'Opt In' with NEST?</b>	<b>YES</b>		<b>NO</b>	<i>If 'No', please specify:</i>		
<b>Are you a Full Time Student?</b>	<b>YES</b>		<b>NO</b>	<i>If 'YES' our payroll department will complete P38 on your behalf and submit it to HMRC on line</i>		
<b>Do you have a Student Loan?</b>	<b>YES</b>		<b>NO</b>	<i>If 'YES' our payroll department will automatically make deductions as required by HMRC when you are eligible</i>		
<b>Do you pay Child Support that we must deduct from your pay?</b>	<b>YES</b>		<b>NO</b>		<i>If 'YES' how much</i>	<b>£</b>

<b>YOUR BANK / BUILDING SOCIETY ACCOUNT DETAILS</b>																			
<i>The bank account where you would like us to pay your monthly wages must be your own account (in your name), not somebody else's bank account</i>																			
<b>Do you have a Bank and / or Building Society Account?</b>												<b>YES</b>				<b>NO</b>			
<i>If you do not have a Bank and / or Building Society Account</i>				a)		<i>Ask our admin staff to provide you with a letter which will enable you to open a Bank Account to facilitate transfer of your monthly pay / wages</i>													
				b)		<i>For your first monthly pay we will issue you with a cashier's cheque until and only until, you open a bank account</i>													
<i>If you have a Bank and / or Building Account in your name, please complete accurately the details below for the account in which you would like us to pay your monthly wages / salary via on line transfer</i>																			
<b>Name of Account Holder</b>																			
<b>Name of Bank / Building Society</b>																			
<b>Address of Bank / Building Society</b>																			
																<b>Post Code</b>			
<b>Account Number</b>												<b>Sort Code</b>							
<b>COMPANY PROPERTY THAT THE EMPLOYEE HAS BEEN ISSUED WITH</b>																			
<b>ID Badge</b>		<b>YES</b>				<b>NO</b>				<i>If lost or damaged and requires replacement and/ or not returned on termination of employment</i>				<b>£10.00</b>		<i>Will be deducted either at the time of loss and / or from your last pay</i>			
<b>Locker key</b>		<b>YES</b>				<b>NO</b>								<b>£10.00</b>					
<b>Has the Employee paid £75.00 for DBS?</b>		<b>YES</b>				<b>NO</b>								<i>Refer to Employment Contract, point 7 for deductions for DBS check</i>					
<b>DECLARATION</b>																			
<i>I confirm that the information provided above is complete and accurate and I understand that should that not be the case there may be a delay or loss of my pay. I agree to the terms of if any and all deductions as specified above.</i>																			
<b>Signature of Employee</b>												<b>Date</b>							
<i>Please read carefully all the information provided overleaf in the Consent form related to pension scheme. Our Admin Assistant will provide you with a hard copy to sign, whatever your decision may be.</i>																			

# **CONSENT**

## **for Opt IN or NOT Opt IN pension scheme with NEST** *(National Employment Savings Trust)*





**Name of Employer:** Kindcare (UK) Ltd Trading as Bendigo Nursing Home


**Address:** Bendigo Nursing Home, 22 Arundel Road, Eastbourne, East Sussex, BN21 2EL


Kindcare (UK) Ltd is offering to all eligible employees NEST (*National Employment Savings Trust*), as workplace pension scheme to help you put money aside for your retirement.


If you would like to become a member you will need to let us know by signing this consent form. If you decide to become a member of NEST you will be entitled to receive contributions from us into your retirement pot

 **Finding out more about the pension scheme we offer:** NEST is a straightforward pension scheme that gives you one retirement pot for life. You will receive contributions into your retirement pot from us and extra money from the government through tax relief, as long as you're making contributions too.







 **Contributing to your NEST retirement pot:** If you decide to join, we will make employer contributions into your retirement pot and you will pay member contributions.

 You will also receive extra money from the government **through tax relief**. NEST uses the relief at source method of claiming tax relief. This means that you make contributions from your pay after the deduction of tax (if you pay tax).

 If you are eligible for tax relief, NEST will claim this for you from HMRC and add it to your pot. At the moment basic rate tax relief is 20 per cent and hence, you will only need to pay 80p in every pound and NEST will claim another 20p from the government. If we do not have your National Insurance Number NEST will not usually be able to claim basic rate tax relief on your behalf, so please make sure you have given it to us so you do not miss out on any extra money.

 If you pay tax at a higher rate, you may be able to get more tax relief on your contributions. You will need to claim this yourself by completing a Self-Assessment tax return from [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### **PAYMENTS:**

-  We calculate contributions based on your total pay. This means your annual earnings that fall between £5,824 and £43,000. It includes gross pay (including of training and any other benefits).
-  We will pay: As per below per cent of your total pay per month.
-  You will pay: As per below per cent of your total pay per month.
-  Your contributions will be deducted from your total pay
-  The new pension's law sets out minimum contributions for all employers to pay.
-  Your contributions will rise over time, in line with the law.

	Our employer contribution	Your contribution	Tax relief
From October 2020	3%	4%	7%
From October 2021	4%	5%	9%

*\*The dates for the increases to 7 per cent and 9 per cent are due to change to April 2020 and April 2021, subject to parliamentary approval.*

*If you have any questions about contributions or your enrolment, please contact the manager.*

### **OPTING OUT**

If you decide that you do not want to put money aside for your retirement just yet, you have the right to opt out. You must do this within the opt-out period, which is normally one month from the date your enrolment begins. NEST will write to you shortly to tell you about your one month opt-out period.

You cannot opt out until you have been enrolled and have received your NEST ID. You will find this in the letter NEST sends to you. Once you have received your NEST ID there are several ways to opt out. You can:

- ! opt out online at [nestpensions.org.uk/optingout](https://www.nestpensions.org.uk/optingout)
- ! call NEST's automated telephone line
- ! Request a paper opt-out form from NEST and then fill it in and send it back to us.

You will find more detail about opting out in your welcome pack. Do not contact NEST to opt out before you've been automatically enrolled and received your welcome pack. They will not have set up your account yet and you will not be able to opt out.

If you have not received your welcome pack within a month and think you will want to opt out, check with our payroll department to make sure you have been enrolled and your welcome pack has been sent to the right address. You can find out more on NEST's website at [www.nestpensions.org.uk/savers](https://www.nestpensions.org.uk/savers)


**! What happens if you opt out?** Opting out means you will be treated as though we never enrolled you into the scheme. Once a valid opt-out notice has been received, we will refund to you any member contributions you have made through your salary. If you change your mind after opting out, you can opt back in again if you want to. We will have a duty to make that happen once in any 12 months period if you ask us to. If you choose to opt out you will normally be automatically re-enrolled back into the pension scheme at a later date. This is usually around every three years after the date these new duties first apply to us. This will also happen if you stay in NEST but stop making contributions.


This happens because the reasons you had for opting out or stopping contributions originally may have changed and you might be ready to start building a retirement income. Again, you can still choose at that point whether you want to stay in or opt out of the scheme.

**! Stopping contributions:** Once you are a member of NEST and the opt-out period has ended you might want to stop making contributions or take a break from contributing later on. NEST lets you do this. There is no need to opt out in the first month just because you think you might want to take a contribution break later. If you do take a break and decide to start contributing again, you just need to let NEST or us know. If you choose to stop contributing, the contributions you have made so far will stay in your retirement pot.

Remember that while you are not contributing you will not receive employer contributions from us either. If you decide to begin contributing again and you also want us to make employer contributions, and you are eligible to receive them, you will need to let us know.


#### Getting more information:


 If you would like to know more about NEST you can visit their website at [www.nestpensions.org.uk](https://www.nestpensions.org.uk) or search online for NEST pensions.

 NEST's contact details:  
NEST  
Nene Hall  
Lynch Wood Business Park  
Peterborough  
PE2 6FY

 Online live help: [nestpensions.org.uk/live help](https://www.nestpensions.org.uk/live_help)

 Member enquiries: **0300 020 0090**

 You can find out more about pensions and being a member of NEST by visiting their website at [www.nestpensions.org.uk](https://www.nestpensions.org.uk) or search online for NEST pensions.

 You can also get general information on pensions and saving for later life from [gov.uk/workplace-pensions](https://www.gov.uk/workplace-pensions)

<b>A</b>	<b>To be signed by the <u>Staff Member</u> to give or withhold consent, OPT - IN / <i>NOT</i> OPT - IN regarding NEST pension scheme.</b>		
Name of Staff Member			
<b>I wish to OPT - IN NEST pension scheme.</b>			
Signed		Date	
<b>I <i>DO NOT</i> wish to OPT - In NEST pension scheme.</b>			
Signed		Date	