

Employee Payroll Details Template

“ New Starter ”

Personal Information

Full Name

Date of Birth

Start Date

Home Address

Contact Number

Email

Employment Details

Job Title

Department

Employment Type

Manager/Supervisor

Employee ID

Payroll Information

Bank Name

Account Number

Sort Code

National Insurance Number

Tax Code

Next of Kin / Emergency Contact

Full Name

Relationship

Contact Number

Employee Signature
Date:

HR/Admin Signature
Date: