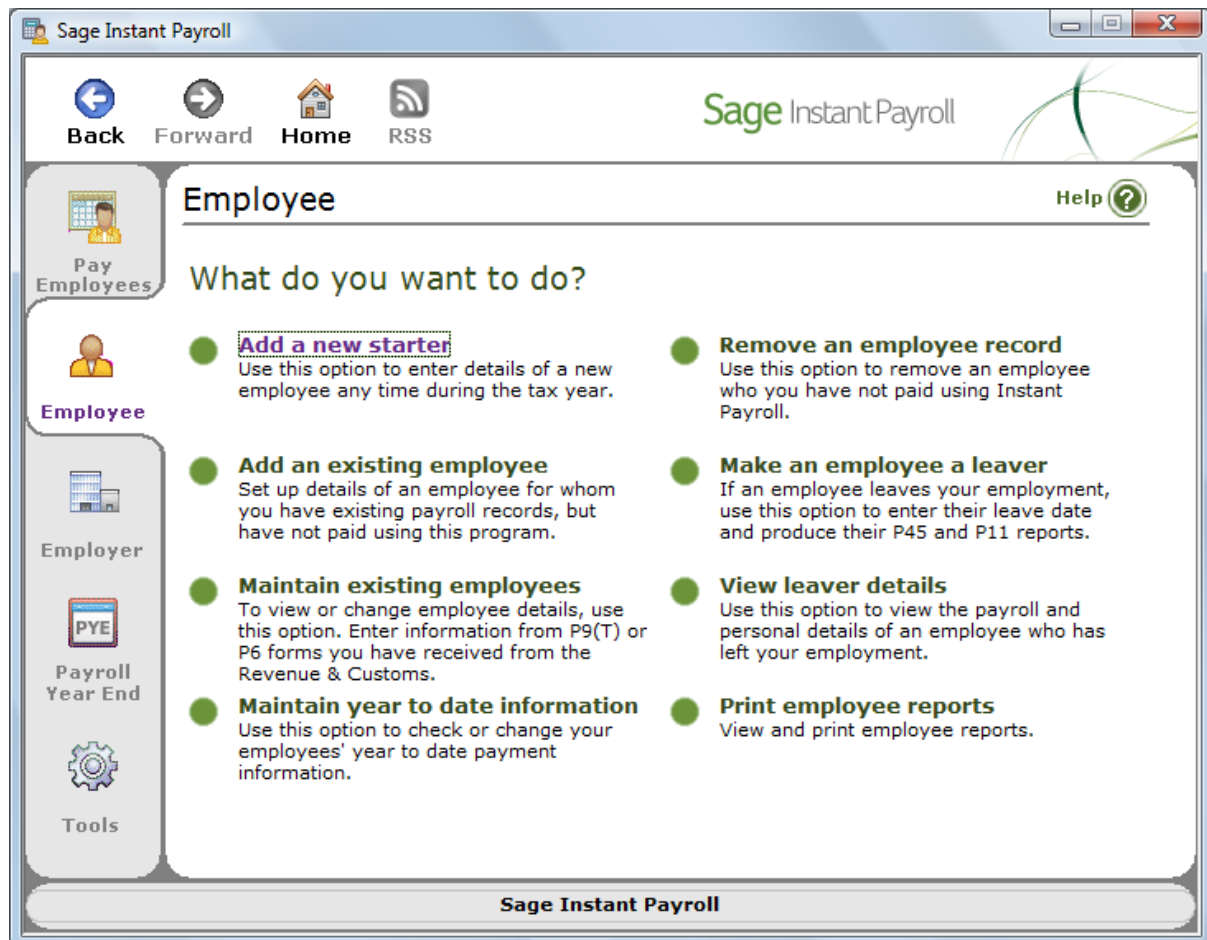


## Adding Employees

Select the Employee Tab



As our employees are already working for the company, they are not new starters so click on Add an existing employee – a blank input screen will appear.

Items that must be entered are highlighted in Blue – this is due to new HMRC regulations that mean that all employees must now be identified by gender and date of birth as well as their NI number.

**Sage Instant Payroll**

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**Add an Existing Employee >> Personal Details** Help ?

**Personal Details**

Forenames  ? Tax Code  ?

Last Name  ? Week 1/Month 1 ☐ ?

Gender  ? NI Number  ?

Date of Birth  ? NI Category  ?

Start Date  ? Continue Student Loan Deductions  ?

Director Status  ?

**Payroll Details**

I want to pay this employee  per  ? Gross Net ?

I want to pay this employee every  ?

I want to pay this employee using  ?

**Sage Instant Payroll**

Enter the details of the first employee shown below – note that he is a director, and will be paying his NI each month under the alternative scheme – choose the Director (Table Method) option. Also note that a regular monthly salary has been entered – if the salary varies (as you will see with further employees) leave this blank.

When entering details of payments, choose the cheque method rather than the BACS method – this is purely for ease of use – if you choose BACS you will have to set up bank details or each time you enter David's screen you will get warning messages that no bank details have been entered.

**Sage Instant Payroll**

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**Add an Existing Employee >> Personal Details** Help ?

**Personal Details**

Forenames: David  
 Last Name: Carson  
 Gender: Male  
 Date of Birth: 14/04/1976  
 Start Date: 01/04/2003  
 Director Status: Director (Table Method)

Tax Code: 647L  
 Week 1/Month 1: ☐  
 NI Number: AB 234567 C  
 NI Category: A  
 Continue Student Loan Deductions: No

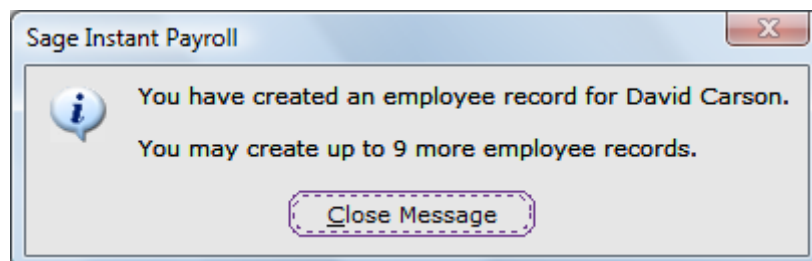
**Payroll Details**

I want to pay this employee: 1200.00 per: Month  
 I want to pay this employee every: Month  
 I want to pay this employee using: BACS

Close Add an Existing Employee screen Save details and create employee

**Sage Instant Payroll**

Click on Save details and create employee – you will get a confirmation message along with the note as to the remaining number of employees that you can enter. Note that this version of Sage Instant payroll only allows ten employees at any one time – you can only enter additional employees if some leave.



Now enter details of the second employee in the same way – note that Elizabeth is not a director and no regular pay has been entered – make sure to enter her gender correctly otherwise she will be unable to get maternity pay at a later date!

Sage Instant Payroll

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Sage Instant Payroll

**Add an Existing Employee >> Personal Details** Help ?

Personal Details P11 Figures

**Personal Details**

Forenames Elizabeth ?  
 Last Name Stripes ?  
 Gender Female ?  
 Date of Birth 21/09/1980 ?  
 Start Date 01/04/2003 ?  
 Director Status Non-Director ?

Tax Code 647L ?  
 Week 1/Month 1 ?  
 NI Number CB 192837 C ?  
 NI Category A ?  
 Continue Student Loan Deductions No ?

**Payroll Details**

I want to pay this employee 0.00 per Month ?  
 I want to pay this employee every Month ?  
 I want to pay this employee using BACS ?

☒ Gross ☐ Net ?

☒ Close Add an Existing Employee screen ☒ Save details and create employee

Sage Instant Payroll

Enter and Save Elizabeth's details and then move onto the third and final employee.