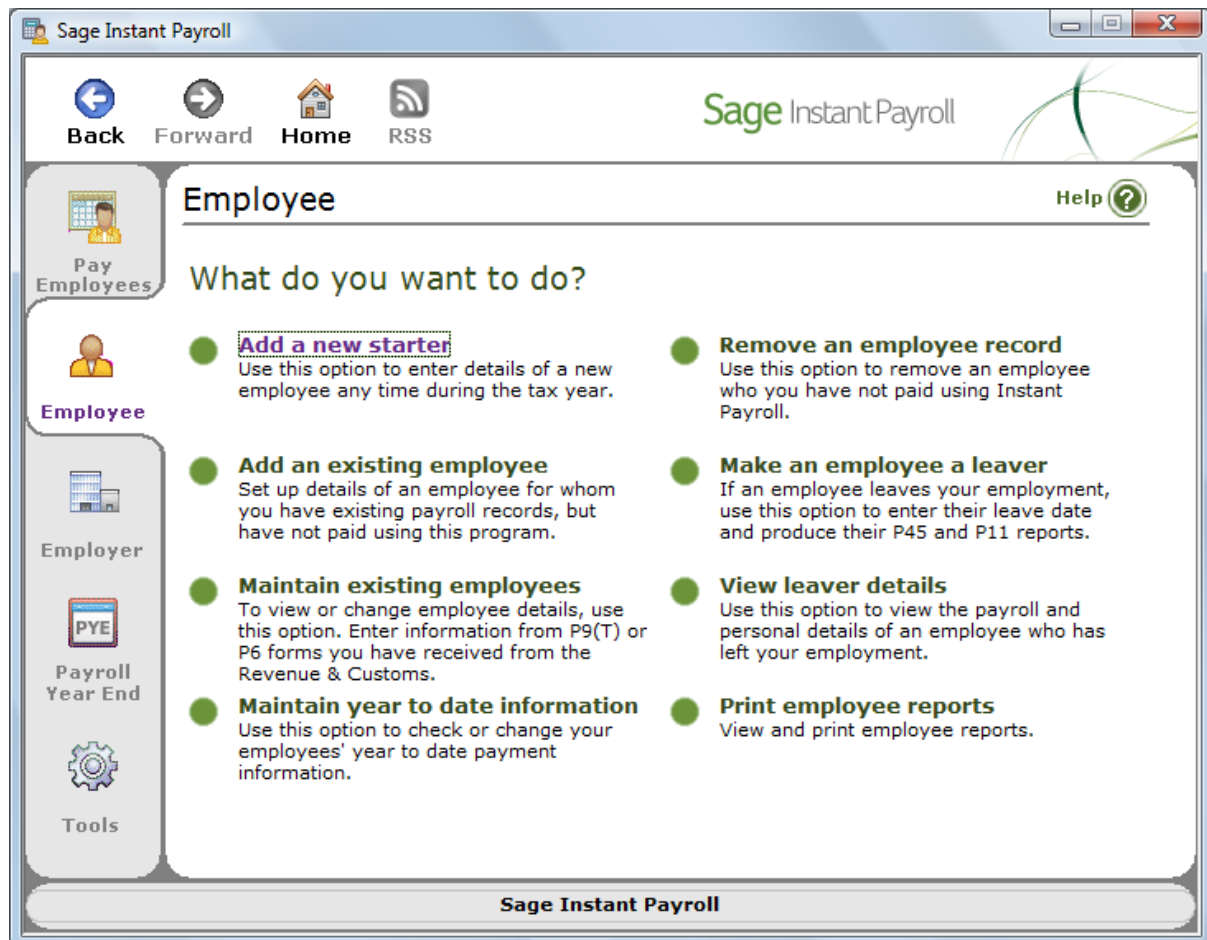## Adding Employees

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.

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.

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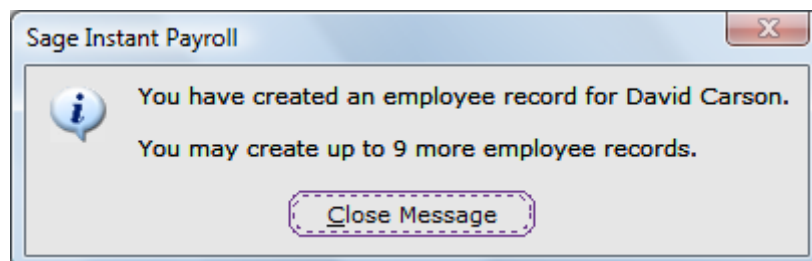
Now enter details of the second employee in the same way – note that Elizabeth is not a director and no regular pay has been entered – make sure to enter her gender correctly otherwise she will be unable to get maternity pay at a later date!

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