WEEKLY/MONTHLY (ESR PAYROLL SERVICE)

PERSONAL RECORD AND SERVICE DETAIL

S.P.1.

ASSIGNMENT No.		TITLE	517
SURNAME	02		
FORENAMES & INITIALS	03		
MAIDEN NAME	500		
HOME ADDRESS	501		
POSTCODE	520		
ADDRESS FOR PAY ADVICE	502		

		FIELD	CHANGE TO	DATE
HOME ADDRESS	503 P			

SALARY SCALE AND POINT	16	SCALE	POINT	
DATE OF INCREMENT	805	DAY	MONTH	YEAR
PART TIME INDICATOR	08			
PAYMENT START DATE	18	DAY	MONTH	YEAR
DISTRIBUTION CODE	47	P		
BANK SORT CODE	509			
BANK A/c No.	510			
BUILDING SOCIETY A/c No.	512			
NAME OF BANK				
BANK ADDRESS				

DATE OF BIRTH	05	DAY	MONTH	YEAR	
COM. DATE AUTHORITY	05	DAY	MONTH	YEAR	
COM. DATE UNIT	05	DAY	MONTH	YEAR	
COM. DATE GRADE	05	DAY	MONTH	YEAR	

PROJECTED EARNINGS/COURTS/AEO's

STANDARD HOURS		HOURS	10	DATE	STANDARD HOURS		HOURS	10	DATE
STANDARD HOURS		HOURS	10		STANDARD HOURS		HOURS	10	
STANDARD HOURS		HOURS	10		STANDARD HOURS		HOURS	10	
STANDARD HOURS		HOURS	10		STANDARD HOURS		HOURS	10	

PRESENT APPOINTMENT, PROMOTIONS, CHANGES OF GRADE	DATE	INCREMENTAL DATE	PAY SCALE & POINT	FINAL POINT	SALARY/WAGE

TAXABLE PAY IN PREVIOUS EMPLOY	11	POUNDS	PENCE
TAX IN PREVIOUS EMPLOY	12	POUNDS	PENCE
TAX TYPE & CODE	06	TYPE	CODE

SEX/MARITAL STATUS	504				
NATIONAL INSURANCE No.	506				
NATIONAL INSURANCE LETTER	507				
S.D. NUMBER	516				
PENSION SCHEME NEW OR OLD	809				
PENSION DATE PAYABLE	806	DAY	MONTH	YEAR	C
PENSION CAPACITY CODE	508				
QUERY DATE & CODE	513	DAY	MONTH	YEAR	CODE
QUERY DATE & CODE	513	DAY	MONTH	YEAR	CODE
QUERY DATE & CODE	513	DAY	MONTH	YEAR	CODE
QUERY DATE & CODE	513	DAY	MONTH	YEAR	CODE
QUERY DATE & CODE	513	DAY	MONTH	YEAR	CODE

	TYPE	CODE	PERIOD
TAX CODE CHANGE			
TAX CODE CHANGE			
TAX CODE CHANGE			
TAX CODE CHANGE			
TAX CODE CHANGE			
TAX CODE CHANGE			
TAX CODE CHANGE			
TAX CODE CHANGE			
TAX CODE CHANGE			

DESCRIPTION	ALLOWANCES & DEDUCTIONS	DATE OF COMMENCING	DATE OF AMENDMENT OR CANCELLATION

DATE OF LEAVING	20	DAY	MONTH	YEAR	REASON

NHRO 924

NAME _____ NUMBER _____

SERVICE RECORD

Hospital	Period From	Period To	Grade	W/T or P/T	Remarks

LAST DAY OF CONTRACT		
LAST DAY OF SERVICE		
ANNUAL LEAVE PAID AT D.O.L.		
BANK HOLIDAY PAID AT D.O.L.		
P.45 DATE ISSUED		
REDUCED N.I. CARD RETURNED		
S.P.1.L. DATE ISSUED		

PREPARED BY .....

DATE .....

CHECKED BY .....

SICKNESS RECORD

OCCUPATIONAL SICK PAY / LOCUM PAY

FROM	TO	NUMBER OF DAYS: TOTAL DAYS	FULL PAY	F.P. CUMUL.	HALF PAY	H.P. CUMUL	NO PAY

NOTES

MATERNITY LEAVE FROM	TO	WEEKS		DATES
			SMP (1) ISSUED	
			SSP (1) ISSUED	

SP1 (R)

OTHER LEAVE

FROM	TO	DAYS	REASON ①