

Voluntary Action Orkney

employer details

Full Name of Organisation	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Tax Office Reference	<input type="text"/>
Contact Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Telephone Number email	<input type="text"/>
	<input type="text"/>

PLEASE KEEP US INFORMED OF ANY CHANGES



01856 872897

donna.flett@vaorkney.org.uk

Anchor Buildings, 6 Bridge St, Kirkwall, Orkney KW15 1HR

www.orkneycommunities.co.uk/VAO

Voluntary Action Orkney (VAO) is a charitable company limited by guarantee. Registered in Scotland No 143208.
Registered Office: Anchor Buildings, 6 Bridge Street, Kirkwall, KW15 1HR. Registered Scottish Charity No SCO10691

Voluntary Action Orkney

new employee

Full Name.....

Address.....

Job Title.....

Department (if applicable).....

Date of Birth..... Date started employment.....

National Insurance Number..... Tax Code.....

P45 copy enclosed to follow

P46 copy enclosed to follow

PAYMENT DETAILS

Please say whether or not your employee's salary will be calculated on an hourly basis, or will be a monthly set amount. Please also enter the rate(s) for additional payments, if any. *(Note: all part time staff are entitled to the equivalent of 5.6 weeks paid holidays from 1 April 2009)*

Type	Hourly Rate 1	Hourly Rate 2	Monthly Rate 1	Monthly Rate 2
Salary				
Islands Allowance				
Car Allowance				
Pension				
Holiday pay				
Training				

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employee leaving

Could you please let us have the following details when one of your employees leaves:

Name of Organisation

Employee Payroll Number

Employee Name

Date left

Salary to be paid
this period

yes

no



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