

Request to set up new Pay Code

HR/Peoplepoint Reference Number:	
Department/Office	
Date Effective	

Pay Code Set Up Details

Description of code	
Taxable	
PRSIable	
USCable	
ASCable	
Pensionable EE	
Is code an allowance or deduction	
Value rate	
Does Pro rata apply? Y/N	
Is this a percentage code? Y/N	
Is allowance included in Overtime Calculation? Y/N	
Pay in full if on reduced pay due to sick leave Y/N	
CSO Payment Type	
General Ledger Code (if applicable)	
Relevant Pay Group	

LHR/Finance/Peoplepoint Authorisation

Prepared By:	
Authorised By:	
Date:	

Payroll Support Authorisation

Analysis Code	
Is Shadow Code required?	
Include on Exclusion List? E.G Notional Pension	
Does this Pay Code need to be considered for BI Reports ?	
Is Classification code required?	
Does this Pay Code need to be set up for SWY ?	
Is a Core Portal Code required?	
Check if code is Balance Sheet or PL on the GL Matrix	
List Databases Amended	

Input by:	Date:
Checked by:	Date: