

Payroll Terms and Conditions

The vast majority of good payroll software packages will have a basic terms and conditions section. [Payroll Manager](#) allows an employer to produce a standard contract for each employee, and allows the employer to customise certain fields.

The general requirements of a set of terms and conditions (T&Cs) are

- Name and address of Employer
- Name and address of Employee
- Start date of employment
- Probationary details
- Job Description
- Place of Work
- Working hours
- Overtime and bonus details where applicable
- Medical Fitness
- Qualifications
- Pay frequency and dates of payment
- Overtime payment policy
- Holiday entitlement, notice, first year, termination
- Confidentiality
- Other employment
- Intellectual Property
- Sickness, reporting, entitlement
- Pension schemes
- Retirement
- Notice of termination
- Redundancy
- Rules of conduct
- Misconduct
- Disciplinary procedures
- Grievances
- References

The T&Cs must be signed by the Employee and the Employer (or representative)

This list is not exhaustive, and other Terms and Conditions maybe required for specific jobs.

It is important to issue T&Cs when employing people, as it lays out the details of employment and clarifies any issues at the start of employment.