Adding a CIS worker

How do I see my list of CIS workers?

1. From the menu bar, click **Profiles > Workers**.
2. The list of workers are displayed on the workers screen.
3. Click on the **Search Options** to expand the search criteria, select the CIS from the **Payroll** field and click search.

How do I add a new CIS worker?

1. From the menu bar, click **Profiles > Workers**.
2. Click **Create** in the top right of the screen.
3. The Edit Worker screen opens.
    a. You will be presented with a blank form with 7 page tabs....
        i. **Main**
            1. **GENERAL**
                a. Worker Type. Select CIS as the worker type.
                b. Payment Method. Bacs will be the default entry, please contact your RSM pay and bill executive should you require a different pay method or do not have the worker's bank information.
                c. Payroll. Select the CIS payroll type.
                d. Engagement Type. This is not applicable for CIS workers.
                e. Default currency. By default only one currency will be set (GBP), if you require additional currencies added to Intime please consult the RSM Technical support team.
                f. Payments on hold. This should be left unticked, if payments are required to be held please contact your pay and bill executive prior to submitting your payroll.
            2. **PERSONAL DETAILS**
                a. Enter the relevant information.
                    i. Title
                    ii. First name *Note this must be the full name, please do not use shortened or nick names.
                    iii. Last name *Note this must be the full name, please do not use shortened or nick names.
                    iv. Email. This will be used as part of the payslip portal registration process (please see the Self Service Payslip Portal for further information).
                    v. Gender
                    vi. Date of birth
                    vii. Date of joining. This is the date the worker started employment with you.
            3. **REFERENCE CODE**
                a. External reference. This is optional.
            4. **ADDRESS**
                a. Enter the full address for the worker.
        ii. **Employment Details**
            1. **TAX & N.I. DETAILS**
                a. National insurance number. This will be used as part of the payslip portal registration process (please see the Self Service Payslip Portal for further information).
                b. NI Table letter. This should be set to 'X'.
                c. Unique Tax Reference. Enter the worker's UTR number.
                d. Payroll tax code. This will default to 0T and should not be amended. RSM will update this in accordance with the starter paperwork / HMRC notifications received.
                e. PAYE VAT Code. Select the relevant VAT code for your CIS worker:-
                    i. Standard (T1) - Vat at the current rate will be applied to any payments made to the worker.
                    ii. None (T0) - No VAT will be applied to the worker payments.
            2. **HOLIDAY**
                a. This is not applicable for CIS workers.
            3. **PAYSLIPS**
                a. Email payslips. RSM do not email out CIS statements (please see the Self Service Payslip Portal for further information). You should still ensure that you tick this option so that your workers will receive a notification when a new statement is available.
        iii. **Limited Company**
            1. Not required for CIS workers.
        iv. **Bank Account**
            1. Enter the relevant bank details.
        v. **CIS**
            1. **CIS DETAILS**
                a. CIS Deduction. Enter the relevant deduction for the worker. Note that this field will remain locked at the higher rate until a valid UTR number has been entered.
                b. CIS Company type. Select the relevant company type.
                c. Trading name. Enter the company name where applicable.
                d. CIS Company registration number. Enter the company registration number where applicable.
                e. Partnership Name. Enter the partnership name where required.
                f. Partnership UTR. Enter the partnership UTR where required.
        vi. **Advanced**
            1. You can enter a worker's "also known as" name here, note that this will not be reflected anywhere else in Intime and is for your information only.
        vii. History
            1. The history tab provides an audit trail of any changes made to the worker including the user, date, time and description of the change.