# Auto Leavers

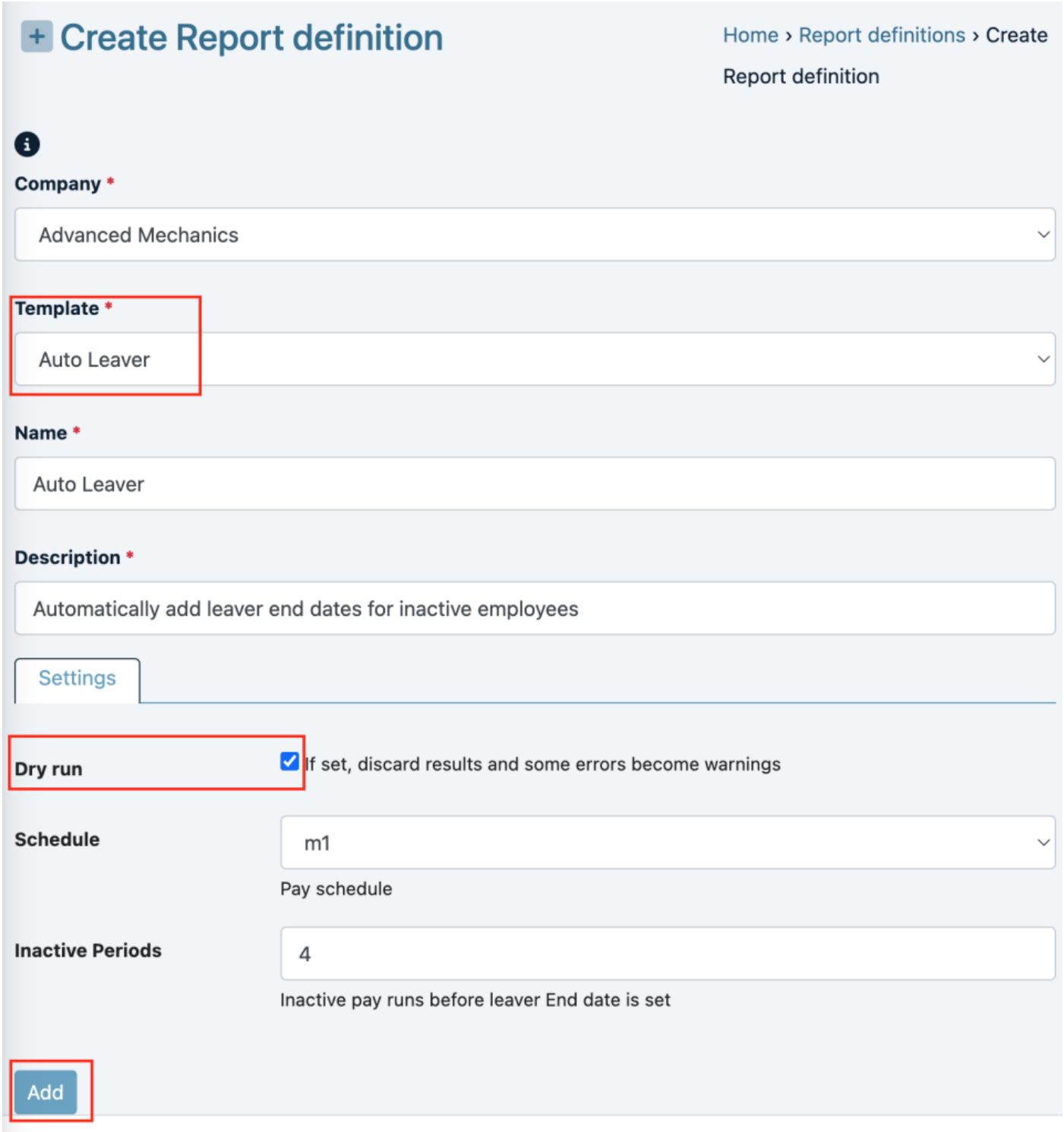
Employees · https://paiyroll.com/kb/auto-leavers/

Follow this guide to *automatically* set workers as leavers after a certain period of inactivity.

## Data-Feed

Add the automated data feed in **Setup** > **Report Definitions** > **Add**

Select the **Company** and choose the **Auto Leaver** Template




We recommend enabling **Dry Run** to test the data feed (Dry Run will go through the steps but not set any leavers). Therefore, you can check everything is in order before removing the Dry run so the report will run for real.

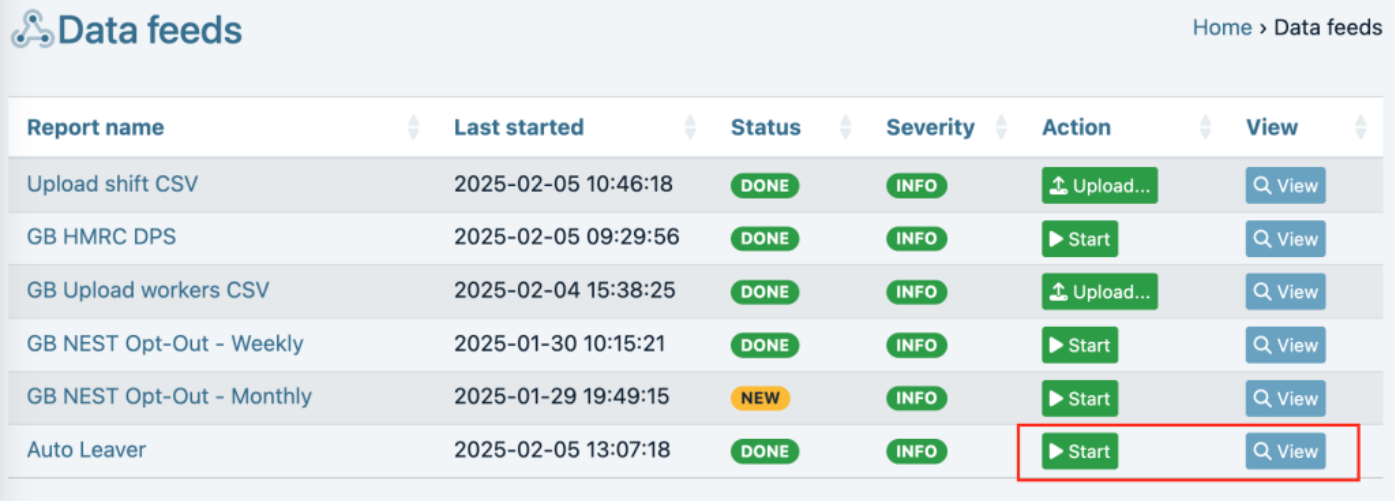
Select the applicable pay **Schedule**.

Set the **Inactive Periods** as required. This will be the number of weeks on a weekly schedule, months on a monthly schedule, etc. 4 will select workers with no gross pay in the previous 4 pay runs before the current one and set their End date. The current pay run is also analysed.

Click **Add**

## Verification

Go to Datafeeds and click **Start** on the Auto Leavers row:




After a short period, the data feed will run, and you will see a success list of all the workers it has changed. The end date is set to the last day of the current pay period and is shown.

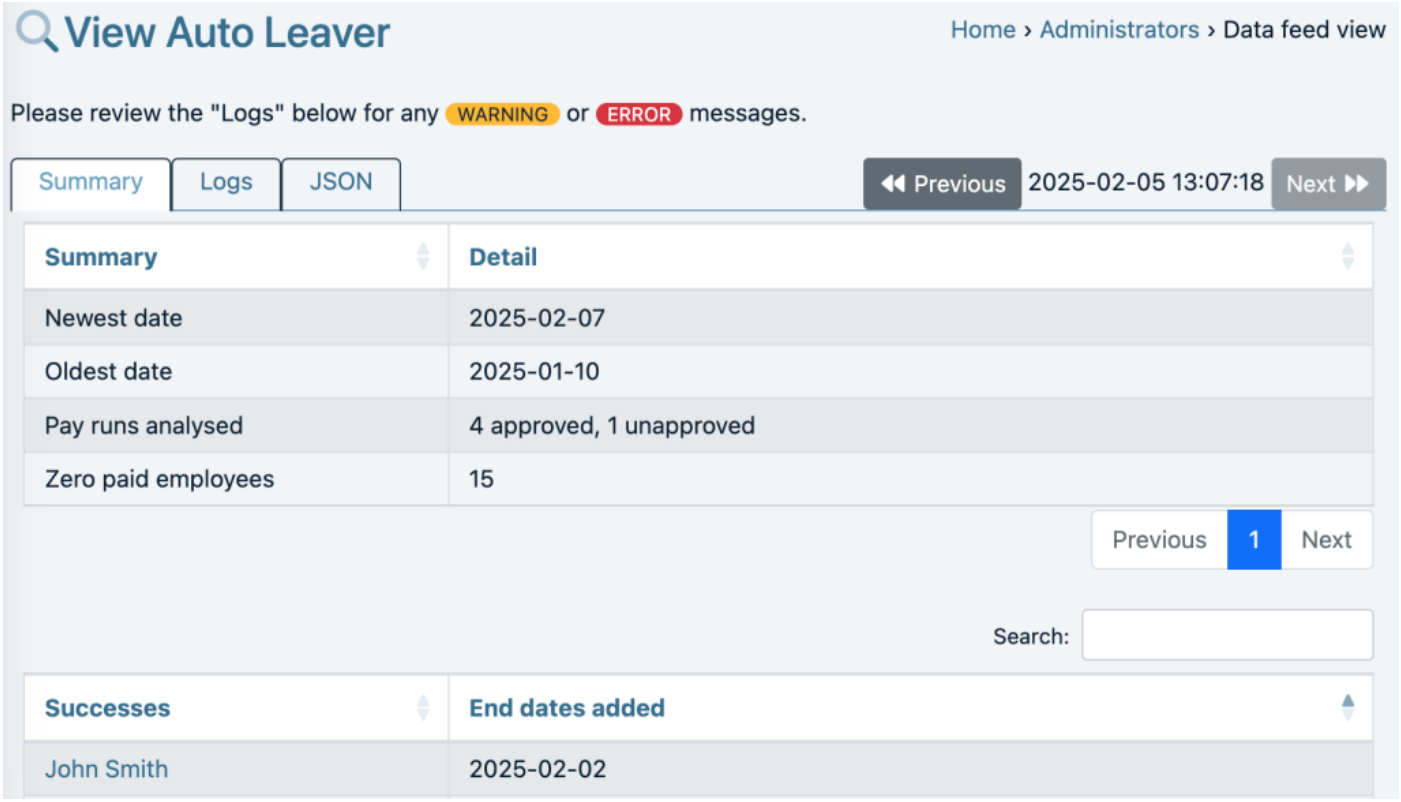
Once you are happy it has worked as expected, you may wish to update the report definition and clear the Dry Run flag.

## Operation

The Auto Leaver Data feed will be run automatically by *Payroll Debbie* at the appropriate time in the cycle. You can also run it at any time by clicking **Start**. The only effect of this data feed will be adding **End dates** for the selected employees. If you want to undo a leaver, clear the end date, which is possible before the payroll has been approved.

Click **View** at any time to see the Last Auto Leaver run. The newest and older states of the pay runs are shown together with the pay runs analysed to know the basis upon which the leavers were set.

Use **Previous** and **Next** to scroll through the history of auto leavers that have been processed in prior runs of the data feed:


View Auto Leaver
Home › Administrators › Data feed view
Please review the "Logs" below for any WARNING or ERROR messages.
Summary
Logs
JSON
Previous
2025-02-05 13:07:18
Next
Summary
Detail
Newest date
2025-02-07
Oldest date
2025-01-10
Pay runs analysed
4 approved, 1 unapproved
Zero paid employees
15
Previous
1
Next
Search:
Successes
End dates added
John Smith
2025-02-02