Find an employee’s last pay run and P45

Employees · https://paiyroll.com/kb/find-an-employees-last-pay-run-and-p45/

The last pay run and the P45

When an employee leaves, paiyroll® generates their P45 in their last pay run. The P45 is the document **GB P45**, with the payslip of that pay run. You need the P45 when the employee comes back, or when they ask for a copy.

A leaver is not in the list of current employees. To find them, select **Leavers** (or **All**).

Find the P45 in the employee's documents

1. Click **Employees**, then select **Leavers** (or **All**).
2. Find the employee, and click **Update**.
3. Click **Login**. If **Active** is clear, select it, and click **Update**. You cannot see the documents of an employee who is not active.
4. The **Employees** list opens. Find the employee again, and click **Update**.
5. Click the **As Employee** tab, then click **Documents**.
6. In **Tax year**, select the tax year in which the employee left.
7. Find the latest pay run at the top of the list. It shows the **Payslip** and the **GB P45**.
8. Under **GB P45**, click **Download**.

If you selected **Active** in step 3, paiyroll® clears it again within a day. You can also clear it yourself: on the **Login** tab, clear **Active**, and click **Update**.

Find the date of the last pay run

If the P45 is not in the documents, you can find the date of the employee's last pay run. 1. Click **Employees**, then select **Leavers** (or **All**). 2. Find the employee, and click **Update**. 3. Click **System**, then click **View State**. 4. Find the line **"actual_t"**. Its date is the date of the employee's last pay run, for example **"actual_t": "2019-07-28"**. 5. Click **Documents**, and in **Search pay**

runs, enter the date. The list shows the pay run of that date.

Next steps

- Restarters