Leavers and Restarters – Driver Recruitment Software (DRS)

Integrations · https://paiyroll.com/kb/leavers-and-restarters-driver-recruitment-software-drs/

Follow this guide only if you are using Driver Recruitment Software DRS. Otherwise, follow the general restarters guide.

Leaver

Home > Employee setup > **Update** the relevant employee.

Enter the **End date** for the employment in paiyroll® (there is no corresponding field currently in DRS). The employee will be submitted to HMRC as a leaver and a P45 will be generated.

No entry is required in DRS

Restarter

Home > Employee setup > **Update** the relevant employee.

Clear the **End date** and enter the new employment **Start Date** in paiyroll® (which must be after the previous employment end). This will generate a new employment with HMRC.

Set the **Active** tick box to enable the worker to be able to log in

Enter the same start date as the **registration date** in DRS.

Click **Update**