Leavers FAQ

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

How to mark a leaver?

To set a worker as a leaver:

- Go to **Employee setup > Choose the worker > Update**
- Set their **End date** and click **Update**.

Then, the next Pay run will process the worker as a leaver:

- Salary will be automatically prorated.
- Holiday will pay out if the **When leaving** setting is selected (in the Scheme Pay Definition).
- (GB) A P45 will created, and HMRC will be notified.

You can also use the **Toolshed > Employee bulk editor** to set the end dates of multiple people at the same time.

Note: You do not need to add **Pay after end** - that is only needed to pay someone after they have left.

Which pay run included the leaving date and P45?

See Find an employee's last pay run and P45.

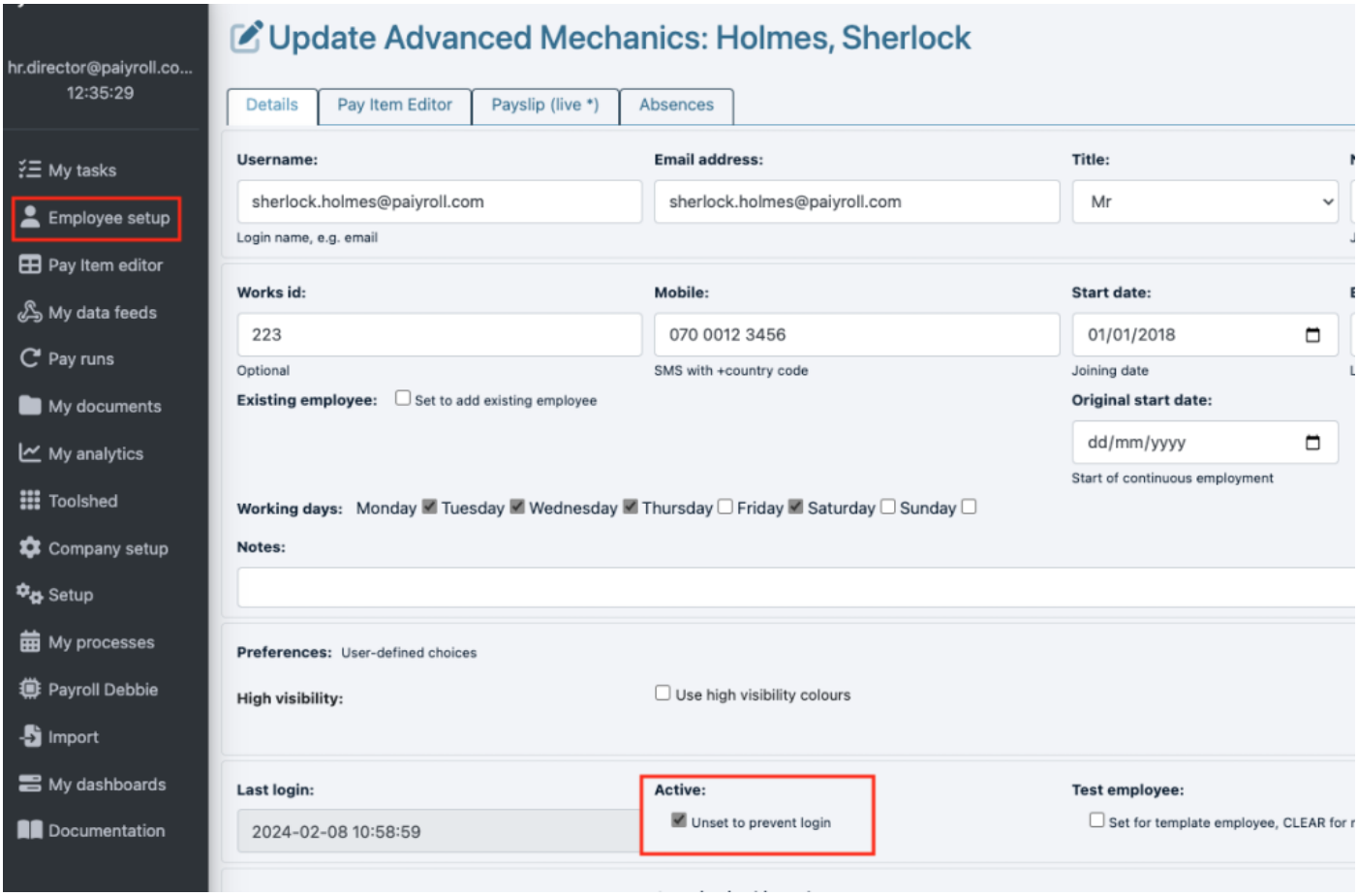
How to check a leaver?

1. Pay Item Editor: check zero pay (in case one of the pay items is still paying out)
2. Pay runs **Redo**
3. Pay runs > View > Reports tab > View FPS FPS > see the HMRC receipt
4. Scroll down to **Successes** to see the leaving date in the submission
5. My Documents > P45

How can a leaver see their documents?

Workers have access to paiyroll® after the leaving date for about 31 days.

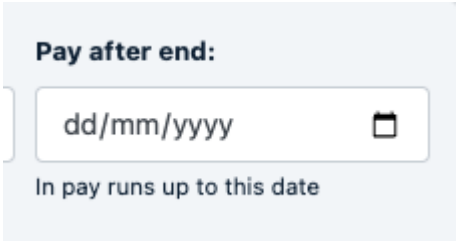
- If you need to allow access after that, please consult the documentation under "Leavers".
- If you need to temporarily re-enable access, set the worker's **Active** setting.
  - There is no need to set a reminder to clear the setting as Payroll Debbie will run within a day and clear it.
- Pay-after-leave (see below) will automatically restore access temporarily.



Pay After Leaving

How to pay a leaver?

To include a worker in a Pay run after leaving, first add a date in the worker's **Pay after end** setting:



Now, all Pay runs up to that date will include the worker. Second, use the Pay Item Editor to make the necessary adjustments. **Tip:** remember to clear any pay and pay after end date after.

paiyroll® does not generate an additional P45 as per HMRC: "You must not give the employee another P45".