Restarters

Employees · https://paiyroll.com/kb/restarters/

Re-employing a leaver

A restarter is a leaver who you employ again, also called a rehire or a returning employee. To make an employee a restarter, you change their start and end dates, and make sure that they have the correct tax code.

When you set a new start date, paiyroll® starts a new employment. The pay and tax to date of the new employment start at zero. On pay run approval, paiyroll® sends the new employment start date to HMRC.

The pay and tax from the earlier employment are not included automatically. If the employee comes back in the same tax year, you must enter them from a P45. paiyroll® includes the P45 pay and tax in the tax calculation, but does not show them in the to-date figures on the payslip.

Instead, you can create a new employee, with a new username, for a returning employee in the same tax year. Search for "PayId" to find the related articles, to prevent additional tax.

Before you start

If the employee comes back in the same tax year, get their P45:

- The P45 that you gave the employee when they left.
- If they worked for a different employer after that, the P45 from that employer.

To find the P45 that you gave the employee, see Find an employee's last pay run and P45.

If there is no P45 to use, get a new employee statement (A, B or C) from the employee.

Make an employee a restarter

Change the dates

1. Click **Employees**, then select **Leavers** (or **All**).

2. Find the employee, and click **Update**. The **Details** tab and **Main** are selected.
3. Clear the **End date**.
4. Set a new **Start date**.
5. Clear the **Original start date**, unless TUPE applies.
6. Make sure that **Existing employee** is clear.

Set the tax details

1. Click **Tax**.
2. Clear the **Employee statement**.
3. Click **P45**, and clear any old P45 entries.
4. If you have a P45, enter its **P45 tax code**, **P45 leaving date**, **P45 total pay to date** and **P45 total tax to date**.
5. If the P45 is Week 1/Month 1, select **P45 week1 month1**, and leave **P45 total pay to date** and **P45 total tax to date** empty.
6. If you do not have a P45, select the new **Employee statement**.

Let the employee log in, and clear the PAYE values

1. Click **Login**, and select **Active**.
2. Click the **Pay Item Editor** tab, and select **Show statutory Pay Items**.
3. In the **PAYE** Pay Item, clear any values in **Previous pay**, **Previous tax**, **Tax code** and **Effective date**.
4. Click **Update** to save all the changes.

The employee is in the next pay run, with a new employment.

Troubleshooting

Cannot revise previous start date for existing employee

You click **Update**, and under **Start date** you see the error "**Cannot revise previous start date XXXX-XX-XX (leaving date XXXX-XX-XX) for existing employee**".

Cause: The **Existing employee** check box is selected.

Remedy: Clear **Existing employee**, and click **Update** again.