

Frequently Asked Questions

Part of

Proagrica

Issue a P45 when an Employee Leaves

Use the **Issue P45** facility to mark an employee as a leaver.

To issue a P45:

1. From the **Employee** menu, select **P45 Routines**
2. Click **Issue P45**
3. Select the relevant employee
4. Click **OK**
5. Enter the **Leaving Date**
6. Click **Print** to print a P45 report *
7. If you have selected both the online report and the official pre-printed version of the report from the library you are able to choose which one to print
8. To view the P45 report before printing, click **Preview** and the details will be displayed on screen
9. Click **OK** after printing the P45 to complete the Issue P45 process

* If you have registered for myePayWindow, you can select **Publish**. Clicking **Publish** will make the employee a leaver.

NOTE: You should make an employee a leaver after you have done the payroll and ran BACS, but before submitting a **Full Payment Submission (FPS)**. That way they are marked as a leaver on the **FPS** along with their final payment. If you make an employee a leaver after sending the **FPS**, they will appear in the next pay period's **FPS**.