

Help with P45's

What to do when an Employee is leaving:

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One of our most common questions on the support team is about people leaving and what to do, all this lovely information below should help!

How to set an employee as a leaver

- **Right click** the employees name down the left hand side of QTAC
- Select **'Employee Maintenance'**
- Go to the **'Personal'** tab along the top
- Set the **'Payroll Status'** on this screen to **'Left'**
- Enter the **'Date Left'**
- Click **'Save'** and **'Close'**
- Employee's names would appear in: **yellow on the main screen, like this**
- "What should I do next?" See below.

Submitting P45's to HMRC

Don't worry, you don't need to do anything, any leavers or starters will automatically be submitted to HMRC the next time you submit an RTI submission in QTAC. We do it for you. Job done!

Printing a P45 Plain Paper

Like P60's, you can now print P45's onto plain paper! This saves the need for ordering stationery from HMRC and annoyingly having to align them to your printer. QTAC can produce this P45 for you, onto plain paper; strangely enough it's called the 'P45 Plain Paper'.....

If you want to print a P45 Plain Paper: Once you have set that employee to be 'Left' (See the 'How to set an employee as a leaver' section above), **you can right click the employees name down the left hand side and go into: 'Employee Print' > 'P45 Plain Paper'**.

This is perfectly legal document and you do NOT have to print P45's on official HMRC stationery. HMRC also allow for this report to be exported to a .PDF format and emailed to the employee as an attachment so the employee can print it themselves.

I can't see any leavers on my employee list...HELP!?

Ah-ha, this old chestnut! After setting an employee to be a leaver, they might not show up on your list of employees, don't worry, they haven't been deleted!

You just need to tick a box. If you go into **'Company' > 'Display Preferences'** – tick the box for **'Include Leavers'** and then **'Save'** and **'Close'** – this will show any leavers and their **names in yellow, like this.**

What is a P45 and the parts to a P45?

P45's should be given to employees when you stop working for the company. The P45 shows how much the employee has paid in tax on their salary so far in the tax year (6th April to 5th April).

A P45 has 4 parts (Part 1, Part 1A, Part 2 and Part 3):

1. Employers would send Part 1 to HMRC electronically (See the 'Submitting P45s to HMRC' section above for more info) and give the other parts to the employee
2. Employees would give Part 2 and 3 to the new employer (or to Jobcentre Plus if not working)
3. Employees should keep Part 1A for themselves

By law your employers must give employees a P45.