

Micropay Professional

Leavers & P45's

When an employee has worked in the current tax year and is leaving employment you are obliged by Revenue to provide them with an up-to-date P45.

There are 2 ways of generating a P45 in Micropay Professional.

- Micropay Professional prints the P45 details as a plain report and you are required to transfer the information manually to the P45 stationery.
- Customers, who are registered with Revenue Online Services (ROS), can upload to the Revenue Online Service (ROS) website and print onto Revenue stationery from there.

Marking an employee as a leaver can be recorded within the payroll in one of two ways:

- Through Timesheet Entry. This option is used when a leaver is getting paid in the period.
- Employee Details. This option is used if the employee is not getting paid in the period.

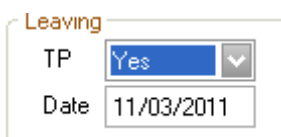
This document will show you how to:

- Mark an employee as leaving through Timesheet Entry.
- Mark an employee as leaving through the Employee Details.
- Create P45 Report.
- To generate a P45 through Revenue Online Services (ROS).

Mark an employee as leaving through Timesheet Entry

This option must be used if the Employee is getting paid in the period they are leaving.

1. Select **Processing / Timesheet Entry**.
2. Select the Employees Timesheet.
3. Enter the final pay details.
4. Select **Yes** in the **Leaving TP** drop-down box.



Leaving	
TP	Yes
Date	11/03/2011

Micropay Professional will automatically generate a **Leaving Date**, which can be amended if necessary.

5. Select **Save**.

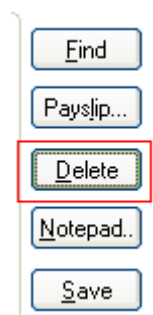
You have now marked the employee as a leaver.

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Mark an employee as leaving through the Employee Details

This option must be used if the Employee is not getting paid in the current period.

- If you need to generate a P45 for an employee who has left in a previous period you cannot do it through Timesheet Entry as since saving a timesheet allocates tax credits and insurance weeks.
- If the employee appears on the **Gross to Nett** report then the timesheet will have to be deleted.
- If you have run **End of Period** already then you will need to **Rewind**.
- If a Timesheet is saved for Employee in error go to **Processing / Timesheet Entry**, Select the employee and click the **Delete button** on the bottom of the timesheet. Once deleted do not save it again.



To Mark the Employee as a leaver:

1. Select **Processing / Employee Details**.
2. Select the correct Employees details.
3. Select the **Tax/PRSI** tab.
4. Enter a **Finish Period**.
5. Enter a **Finish Date**.
6. Select **Save**.

Deceased	<input type="checkbox"/>
Finish Date	11/03/2011 <input type="button" value="..."/>
Finish Period	10

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Create P45 Report

The **P45** report will only be available after the Employee is marked as leaving and the payroll is at **End of Period**.

To print the P45:

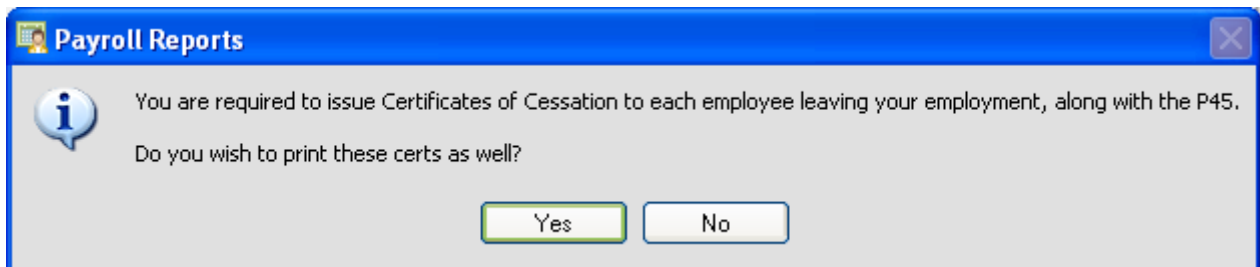
1. Select **Reports / Payroll Reports**.
2. Select the **Employee** tab.
3. Select **P45 Details** by putting a mark to the left of it.
4. Select **Preview** or **Print**.
 - You have the option of restricting the printout to employees who left in this period only. Only do this if Employee was paid in this period.
 - To restrict the printout to just one employee - enter the employee number in both of the **From** and **To** fields.

Selection

Sequence	Employee Code <input type="button" value="v"/>
From	<input type="text"/>
To	<input type="text"/>

5. Click on **Print**.
6. Another screen pops up in relation to printing off a **Cessation Certificate - USC** for the employee.

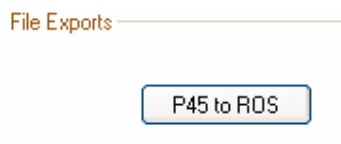
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The system will generate a P45 and you should transfer these details onto the official Revenue P45 stationary also the USC Cessation Certificate is an official document.

To generate a P45 through Revenue Online Services (ROS)

1. Select **Reports / Payroll Reports**.
2. Select the **Employee** tab.
3. Select **P45 Details** by putting a mark to the left of it.
4. Select **P45 to ROS**.



5. Next select either the **Current Period** or **All Periods** and select **Proceed**.
6. Save the p45 report to specified location. By default this will be a folder called Ros contained in My Documents- Micropay Reports – Company I.D. folder.
7. To change this location, choose the arrow **beside Save In** and select the appropriate folder.
8. Click **Save**.

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A confirmation screen will pop up to say the file has been created and a summary of the file will be given.

You now need to go to the location where the file was saved and upload this file through the Revenue Online Services.

Things to check if a P45 will not print

- Preview the P45 first. If it previews for you check the printer setup.
- Make sure the employee is properly marked as a leaver – check Employee Details for both Finish Date and Finish Period on the Tax / PRSI section.
- Make sure that the TP Only option is not marked – it may be that the employee has a Finish Period that is different to the current period.
- If entering an employee number in the range fields check that it is the correct number. Try clearing both fields and then previewing the P45 to see if the employee appears then. Click the **Next** button on the preview to move onto the next employee.

