Quickpay

Reinstating a Leaver

If an employee who previously with the company but has not been on the payroll this tax yearthen you will have to treat them as a new starter and set them up under a new employee number.

If an employee was with the company this tax year and they left, the employee should have been marked as a leaver. If the employee returns to work in the same tax year you may activate them once more under their original number/ Upon their return, delete the **Finish Date** and **Finish Period** from **Details 2** of **Employee Details**.

nployee Details							
Emp No. 1 🔽 Foren	ame Joe	Surn	ame Bloggs	Cost	Code SALE	🤱 Set Up N	ew Employees
Details 1 Details 2	Payments	Deductions	Tax Deduc	tion Card	Notes C:	SO Details	PPSI Data
Gross / Tax Ex P45 Gross / Tax this Employ	Gross Pay	Tax Paid	Gross Income				
Gross / Tax To Date	1000.00		Start Date	01/10/2003	÷۲	aid to Period 2	Save Ignore
Bank Sort Code	93-41-78		Deceased Finish Date	24/03/2011	त्र स्रा	ounding B / F	Cancel
Bank Account No. Bank Account Name	29903354 Joe Bloggs		Finish Period	3			
Mothers Maiden Name			Holidays Cert. Sick		Taken	Director	
Date of Birth		÷	Uncert, Sick Other Days				REP
ell me more about Employn	nent details						

To remove the **Finish Date** you need to click on the day part so that the first two digits are highlighted and then press the **Delete** key.

If the employee has worked for another company in the meantime then you will have to enter the P45 Gross Pay and Tax Paid details into Details 2 of Employee Details. Bear in mind that you will have to reduce these amounts by the Gross Pay and Tax Paid whilst the employee was originally on your payroll.



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ployee Details			
mp No. 1 💽 Fore	name Joe	Surname Bloggs Cost Code SALE As Set Up New Employees	
etails 1 Details 2	2 Payments Deduc	tions Tax Deduction Card Notes CSO Details USC PRSI Details	
Gross / Tax Ex P45		Gross Income 1000.00	
Gross / Tax this Employ	1000.00	USC 20.00 Show Details	
Gross / Tax To Date	1000.00	Save	
	VTD	Start Date 01/10/2003	
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Taxable Disability Benefi		Start Period 10 Rounding B / F Cancel	
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Taxable Disability Benefi Bank Sort Code Bank Account No. Bank Account Name	93-41-78 29903354 Joe Bloggs	Start Period 10 France Field 2 Deceased Rounding B / F Cancel Finish Date 24/03/2011 • Rounding C / F	
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Taxable Disability Benefi Bank Sort Code Bank Account No. Bank Account Name Mothers Maiden Name	93-41-78 V 29903354 Joe Bloggs	Start Period 10 Deceased Rounding B / F Finish Date 24/03/2011 ÷ Finish Period 3 Due Taken Holidays Director Cert. Sick Director	
Taxable Disability Benefi Bank Sort Code Bank Account No. Bank Account Name Mothers Maiden Name Date of Birth	93-41-78 29903354 Joe Bloggs	Start Period 10 Deceased Rounding B / F Finish Date 24/03/2011 • Einish Period 3 Due Taken Holidays Director Cert. Sick Director	

On the P45 form itself section 5 splits into two parts A & B

- A) shows the Gross Pay and Tax Deducted total since January 1B) shows the Gross Pay and Tax Deducted totals this employment only

You need to subtract This Employment figures that are already in the Employee Details from those in part A of the P45 to give amounts that should be entered on the Prev. (P45) line.

If employee was marked as a leaver due to the fact they were absent from work for a number of weeks and were not employed elsewhere, you will need to remove the indicator that shows the employee Left in the Tax Deduction Card within Employee Details.



Quickpay

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ip No. 1	Forer	name Joe	Su	rname Blogg	IS	Cost (Code SALE	🤱 Set	Up Ne	w Employees
🥖 A tir	mesheet has b	een entered for t	his employee thi	s period. Som	e details are r	iot edita	ble. <u>Tell me n</u>	hore		
tails 1	Details 2	Payments	Deduction	s Tax De	duction C	ard	Notes C	SO Details	_	
										PRSI Details
Ins.	PRSI	Multiple	Cer	t Uncert	Other		BIK	BIK		
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The main reason for this scenario would be if the employee was on maternity and you chose to mark them as a leaver rather than ignore their timesheets each payroll run. When this happens the employee is still considered to be under your employment.

