

Reinstating a Leaver

If an employee who previously with the company but has not been on the payroll this tax year then 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**.

The screenshot shows the 'Employee Details' window with the following data:

Field	Value					
Emp No.	1					
Forename	Joe					
Surname	Bloggs					
Cost Code	SALE					
Details 1	Details 2	Payments	Deductions	Tax Deduction Card	Notes	CSO Details
Gross / Tax Ex P45		Gross Pay		Tax Paid		
Gross / Tax this Employ	1000.00					
Gross / Tax To Date	1000.00					
Taxable Disability Benefit YTD						
Bank Sort Code	93-41-78					
Bank Account No.	29903354					
Bank Account Name	Joe Bloggs					
Mothers Maiden Name						
Date of Birth	/ /					
USC						
Gross Income	1000.00					
USC	20.00					
Start Date	01/10/2003					
Start Period	10					
Deceased	<input type="checkbox"/>					
Finish Date	24/03/2011					
Finish Period	3					
Paid to Period	2					
Rounding B / F	<input type="checkbox"/>					
Rounding C / F	<input type="checkbox"/>					
Director	<input type="checkbox"/>					
Holidays		Due		Taken		
Cert. Sick						
Uncert. Sick						
Other Days						

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.

Employee Details [Close]

Emp No. 1 Forename Joe Surname Bloggs Cost Code SALE [Set Up New Employees]

[Details 1](#)
[Details 2](#)
[Payments](#)
[Deductions](#)
[Tax Deduction Card](#)
[Notes](#)
[CSO Details](#)

	Gross Pay	Tax Paid
Gross / Tax Ex P45		
Gross / Tax this Employ	1000.00	
Gross / Tax To Date	1000.00	
Taxable Disability Benefit YTD		

Bank Sort Code: 93-41-78
 Bank Account No.: 29903354
 Bank Account Name: Joe Bloggs

Mothers Maiden Name: _____
 Date of Birth: ____/____/____

USC
 Gross Income: 1000.00
 USC: 20.00 [Show Details]

Start Date: 01/10/2003
 Start Period: 10
 Deceased:
 Finish Date: 24/03/2011
 Finish Period: 3

Paid to Period: 2
 Rounding B / F:
 Rounding C / F:

	Due	Taken
Holidays		
Cert. Sick		
Uncert. Sick		
Other Days		

Director:

[Tell me more about Employment details](#)

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

- A) shows the Gross Pay and Tax Deducted total since January 1
- B) 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**.

