

Employee Leavers Process

This advice sheet explains how to make sure your employee's last payment is correct when they are finishing working with you. There are a number of things you need to provide Equal Lives on their final 'leavers timesheet' so we can work out what pay they are owed. The information required is explained below, and if you are running your own payroll you may find this factsheet useful to understand what extra payments may be required when someone stops working for you. If you need any assistance with this please contact our Information, Advice and Support Service on 01508 491210.

Leaving date: We need this so we can process their final pay and make sure the information we send to HMRC about when their job ended is correct.

Pay outstanding holiday: We need to know if your employees' holiday is calculated based on contracted hours or hours worked, so we can calculate this correctly. We also need to know how much holiday is owed (if you know this).

Issue P45: A P45 should be issued as it is a document for your employee to show their earnings for this employment and HMRC that they have finished working for you. They will need a P45 if they are moving to another job to ensure tax is worked out correctly.

Pay Redundancy Pay: Redundancy pay is for when you have had to end your employment with someone: for example, due to them not being needed anymore or if there is not enough money to keep them on. Your employee is only entitled to redundancy pay if they have worked for you for over two years.

Lieu of Notice pay required: This should only be paid if you have spoken to and agreed for your employee not to work their notice e.g. for if they have been made redundant or have handed their notice in to resign. If selecting this you need to let us know how many weeks you are paying in lieu of notice. The legal minimum period of notice is one week for each complete year (up to a maximum of 12) if your employee has been continuously employed for two or more years. E.g. If your employee has worked for you for six and a half years they will be entitled to six weeks notice.

Closing Payroll: If you no longer require a payroll and have no other employees then you can authorise Equal Lives to close your payroll by selecting this option.

Other: If you need to add in any holiday, bank holidays or sickness for your employee on their last timesheet you can use the 'other' column to record this.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ

Employer _____
(Your Name)

Employee _____
(PA/Carer Name)

Enter total hours / nights **actually worked** each week (not including holidays)

		Hours ↓	Nights ↓	Other ↓	Leaver's Details - If you require assistance please contact our Information, Advice and Support Service before filling this in.	
Monday date ↓		£	£	£	Leaving Date (The date your employee/PA last worked)/...../.....
Week 1					Holiday pay to be paid? (please delete as appropriate)	Holiday to be paid by: contractual hours / average hours worked
Week 2					Issue P45? (A document for your employee to show their earnings for this employment)	YES / NO
Week 3					Pay redundancy pay (Issued if your PA has worked over 2 years)	YES / NO
Week 4					Lieu of notice pay required? (Only payable in some cases.) Weeks
Four-week totals →					Close payroll scheme? (Authorise Equal Lives to close payroll scheme)	YES / NO

I confirm I have worked for my employer as shown

I confirm my employee has worked these hours

(Signed Employee) _____ (Signed Employer) _____

This is a true record of my employee's work for me during these four weeks. If Equal Lives hold my direct payment money, I authorise them to pay my employee on my behalf.