

(LEAVER / PERMANENT AMENDMENTS) FORM

*GROUP NUMBER *COMPANY NAME *TAX PERIOD

*EMPLOYEE NUMBER DEPARTMENT TITLE

SURNAME FORENAMES

ADDRESS and POSTCODE

DATE OF LEAVING

NI TABLE LETTER

NI NUMBER

DIRECTOR DATE

TAXCODE WK1/MTH1

PAY PER PERIOD

PAY THIS PERIOD only

HOURLY RATE

Std WEEKLY HOURS

ANNUAL SALARY

PAY METHOD eg BACS

ACCOUNT NAME

ACCOUNT NUMBER

BANK SORT CODE

B/S REF

	Taxable Gross	Tax Paid
P45		
Year to Date		

SSP PAID TD SMP PAID TD

PENSION	Employee	Employer
Percentage		
Amount		

NEW PAY ELEMENT SET-UP (see over for details)

DESCRIPTION	TAXABLE Y/N	AMOUNT	%	ADD / DED	BALANCE

NOTES:

LEAVER / PERMANENT AMENDMENTS

Use this form for leavers or permanent amendments to existing employee records and changes to permanent pay elements which are held on file and will be paid and/or deducted each period unless requested to stop.

***Employee number** Always 6 long, If no number is given Headcount will allocate the next available employee number.

- Department** Always four characters if no number given Headcount will default to four zero's.
- Surname & Forenames** These are required in full for end of year reporting.
- Address** Enter the employee's home address and postcode, this is usually printed on the employee payslip.
- Date of Leaving** Enter the date on which the employee left employment and will be paid to in the format DD/MM/YYYY.
- NI Number** Enter the employee's NI number. The format must be two characters, six numbers and a single character from A to D.
- NI table letter** Enter the table on which NI should be deducted. If left blank table A will be used.
- Director** By entering Y National Insurance will be calculated on a cumulative basis unlike other employee's whose National Insurance contributions are calculated each pay period.
- Tax code** When you receive a current tax year P45 for a starter already set-up with Headcount enter the tax code given indicating if the code is on Week 1/ Month 1 basis. Where the code is on accumulative basis please enter the P45 gross and tax figures.
- Pay per period** Salary entered will be paid automatically each pay period ie 1/12th Annual Salary.
- Pay this period** Payment entered here will override the **Pay per period** above, for current pay run only.
- Hourly rate** This rate will be used for calculating overtime enhancements.
- Std Weekly Hours** The number of hours an employee is contracted to work in a week.
- Annual Salary** Memo field only showing exact annual salary.
- Payment method** **A** autopay **B** bacs **C** cash **Q** cheque
- Bank details** Enter bank details and building society reference for employee's paid by BACS.
- SSP and SMP To Date** Enter total SSP and SMP paid To-date for this employment.
- Pension** Enter an employee and employer percentage and/or amount for Gross Untaxed Pension, enter to date figures if relevant.

New Pay Element Set-up Parameters

- Description** Where a new permanent element is being introduced please indicate below. Where the element is already existing and a change is applicable give the name of the pay adjustment.
- Add/Ded** Additions or deductions tick the appropriate box.
- Taxable Y/N** Please enter which applies.
- Amount** Enter the monthly amount of the new pay element.
- Percent** Where the element is working by percent give the percentage.
- Balance** Where the pay element is working to a balance the total should be given. Elements stated will be held on file and pay or deduct each pay period.

Description	Add/Ded	Taxable	Niable	Pensionable	Attachable	Declining Balance
Car Loan		no	no	no	no	✓

Please tick the appropriate boxes.