

Employees *transferring* between *Payrolls*

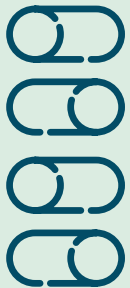


HR Team to *notify Payroll of leave date on old payroll* - please do not enter a Leaving Date on HR

Payroll Team to *enter the leaver date directly into Payroll* - be sure not to bring in any further base data files from HR onto the old PAYE once the leave date has been manually entered



HR Team to then:



- *Amend employment start date in HR record* (ensure that original start date is retained in the Continuous Service Date field)
- *Add a new Job and Pay record* to reflect new employment and potential change to pay basis (eg annual to hourly)
- *Change the Paylink* that the employee is attached to in HR (Employment Details screen).

When the *Paylink is run* (by Payroll Team), they will come across as a *new employee on the payroll* they are moving to, with the same employee number



Payroll Team to treat as a new employee, *entering P45 figures* supplied from the *old payroll*

Please be aware that the employee will no longer be able to view the payslips from their previous PAYE once they are moved to the new Paylink.

There are 2 options:

- HR Team downloads all previous payslips BEFORE the Paylink is changed, and uploads to Documents area, OR
- Employee downloads all payslips BEFORE the Paylink is changed

