Entering a P45 date

Refers to:
Person form → Payroll tab

The **P45/Leave** button is located on the **payroll** screen. You use this when a candidate leaves in order to end their period of entitlement to Holiday Pay.

Click on the **P45/Leave** button. From the resulting dialog box, enter a date and click **OK**. IQX calculates the final holiday pay to this date.

Note: **This action does NOT tell the payroll to issue a P45**. This must be done separately.
Note: The **Payroll** tab appears in both the **Temp** and **Accounts** sections

See also
6.22 When a temp leaves.
4.5 How to complete/end a Temp placement
2.17 Remove the candidate from all temp desks

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