



## 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

[When a temp leaves.](#)

[How to complete/end a Temp placement](#)

[Remove the candidate from all temp desks](#)

Back to [Online User Guides](#)

back to [How to .....](#)

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