

# Employee User Quick Guide

Portal features V7 (U3-2019)

<https://www.myepaywindow.com>

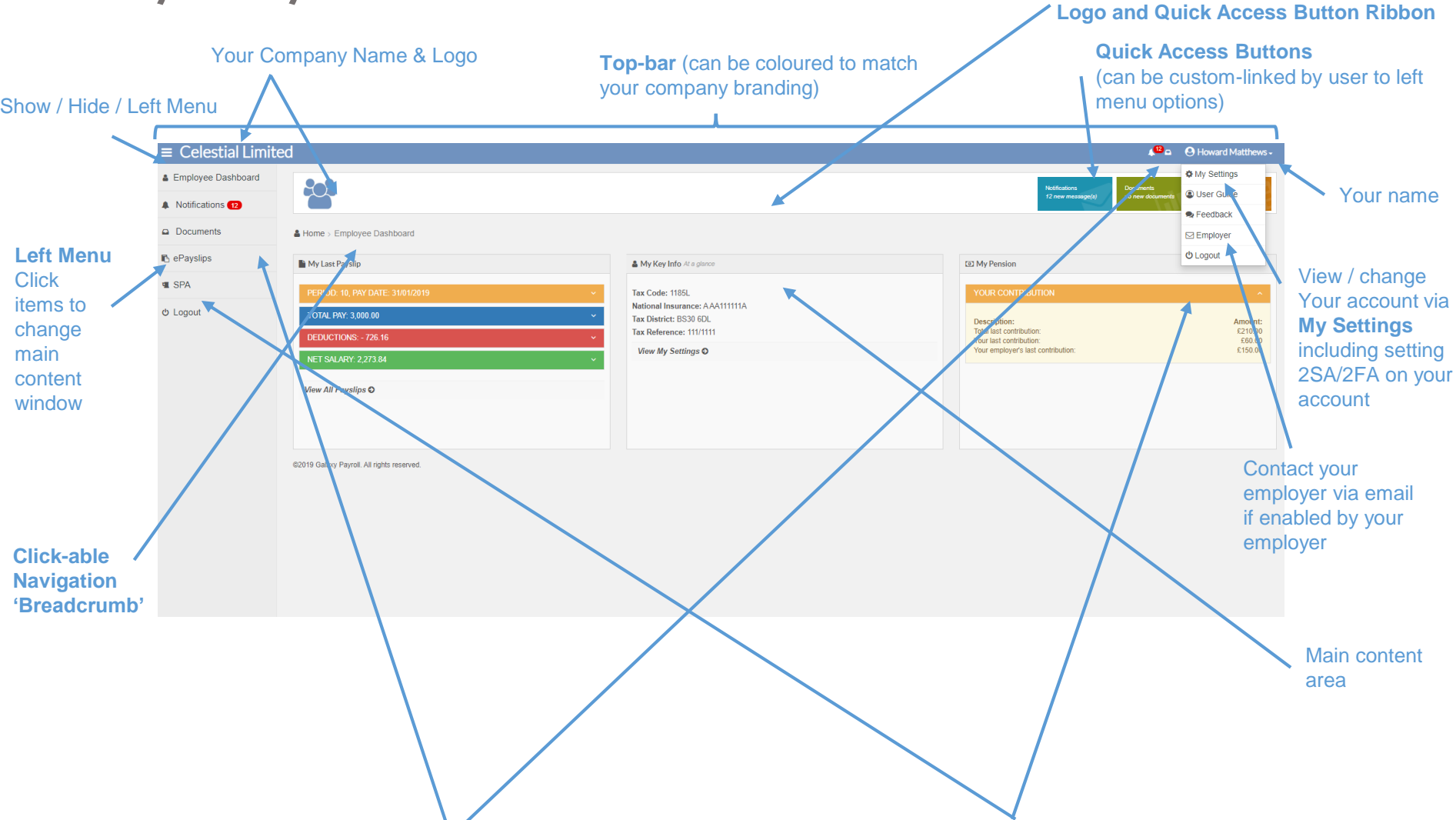


*my@PayWindow*

# Employee user guide

1. myePayWindow user interface
2. Employee Dashboard
3. My Settings
4. 2 Step Authentication & 2 Factor Authentication
5. Notifications
6. ePayslips
7. ePayslips-P60s,P11Ds & P45s

# myePayWindow user interface



**Left Menu**  
Click items to change main content window

**Click-able Navigation 'Breadcrumb'**

**Alert icon badges** – Showing the number of new items received

**Logout** (site will automatically log you out after 5 minutes of inactivity)



# Employee Dashboard-home page

Last pay run totals summary Widget

Your 'at-a-glance' details Widget (see more in 'My Settings')

Last pay run pension payments summary Widget

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Dashboard 'Widgets'

Additional Dashboard 'Widgets' will be developed in later Portal versions and you will be able to choose your favourites for display on your 'Dashboard' page

# My Settings — My Key Info tab

Your user information as held by your Payroll Department & last login to Portal

Email address account reset emails will be sent to

**Celestial Limited** | Howard Matthews

Employee Dashboard | Notifications (1) | Documents (1) | ePayslips | Logout

Home > My Setting

My settings various portal settings

My Key Info | My Account | My Settings | Privacy & Terms

Basic Information	
Title	Mr
First Name	Howard
Last Name	Matthews
Phone	none
Email	hm@celestial.com
Gender	Male
Date Of Birth	01/01/1970
Address	Flat 17, Astral House Firmament Drive BN1 1XX

Employment	
Employer Name	Celestial Limited
Tax District	BS30 6DL
Tax Reference	1111
NI Number	AA111111A
NI Letter	
Employee Ref	1

Portal	
Last Login	12/07/2018 16:52
Invited	22/12/2017 11:40
Role	Portal Employee

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# My Settings – My Account tab

**Change password** – On clicking this you will be logged out immediately and an email will be sent to your registered portal email address (the address held by your Payroll department and to which your Portal invitation was sent). The email will contain a link to reset your password. You will be required to verify your identity so have a previous payslip to hand.

Employee Dashboard

Notifications 12

Documents

ePayslips

SPA

Logout

Home > My Settings

My settings | various portal settings

My Key Info | My Account | My Settings | Privacy & Terms

Reset Account Security

When you reset either your password, your username or your memorable word you will be logged out of the website automatically and you will be sent an email with a link that will allow you to complete the reset process:

Change password

Change username

Use additional authentication as part of the logon process

2 forms of optional user security authentication can be used in addition to the standard username and password:

- 2 Step authentication 2SA – Requires a user to set-up a memorable word from which they will be required to enter 2 random characters from this word each time they log-in to gain access to their account.
- 2 Factor Authentication 2FA – Requires a smartphone 'Authenticator App' (Google/MSI/Authy/andOTP are some examples). Each time a user logs-in they will additionally need to enter a code generated by the authenticator app to gain access to their account.

If additional authentication is not enforced, then 2SA/2FA Authentication can be optionally enabled below. By default additional authentication is not enabled (None) unless enforced. Use the drop-down selector to choose to enable either 2SA or 2FA. Then click 'enable' to apply.

Enable 2SA

None

To Enable 2SA click on the button below:

Enable 2FA

- create a memorable word between 6 and 12 characters in length.
- Once your memorable word has been set-up, you will be asked to enter 2 random characters from this word each time you log in.
- If you forget your memorable word, you can reset it during the logon process.
- If you wish to Remove 2SA, click the Remove 2SA button to remove the memorable word from your login.

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**Change username** – On clicking this you will be asked to confirm your registered portal email address (the address held by your Payroll department and to which your Portal invitation was sent) You will then be logged out and an email will be sent to this registered portal email address The email will contain a link to reset your username. You will be required to verify your identity so have a previous payslip to hand.

**Note:** To change your registered Portal email address please contact your Payroll department. This address cannot be changed via the Portal at the moment.

**2SA/2FA** provides additional security for you when logging into myePayWindow. If this is not already enforced for compliance with company policies. You can enable or remove this here.

2SA will require you to create a memorable word between 6 & 12 characters in length.

2FA will require a smartphone “authenticator app”. Each time you log in you will be required to enter a code from the app.

# My Settings — My Account tab – Enable 2 Step Authentication

Enable 2SA

x

Are you sure you want to Enable 2 Step Authentication on your account? Click on confirm to be directed to the login page where you will be asked to create a memorable word.

Cancel

Confirm

Click on **Confirm** to confirm that you would like 2SA Enabled.

After confirming your username and password you will be prompted to create a memorable word between 6 and 12 characters in length. Note: You can only use letters and digits (special characters will not be allowed). Click submit to save your memorable word.

my@PayWindow First time memorable word

Please enter the new memorable word

The Memorable word can only contain letters and digits and be between 6 & 12 characters in length.

Memorable Word

Confirm Memorable Word

Submit

If you forget your memorable word you can request a reset link to be sent to your portal email address here.

my@PayWindow

Enter the following characters from your memorable word:

1st: A 6th: A

Login

Forgot Memorable word?

iIRIS

PETCRAFT  
www.petcraft.com  
Security Audited 2019-04-28  
Click to Verify

The next time you login, after entering your username and password you will be additionally prompted to enter two random characters from your memorable word. Note: You will get 3 attempts, which if unsuccessful will result in your account being locked for 1 hour



my@PayWindow

# My Settings — My Account tab – Enable 2 Step Authentication

Employee Dashboard

Notifications 12

Documents

ePayslips

Logout

Home > My Settings

My settings various portal settings

My Key Info My Account My Settings Privacy & Terms

**Reset Account Security**

When you reset either your password, your username or your memorable word you will be logged out of the website automatically and you will be sent an email with a link that will allow you to complete the reset process.

Change password

Change username

Change memorable word

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**Use 2 Step Authentication as part of the login process**

2 Step Authentication provides additional security for you when logging into myePayWindow. If this is not already enforced for compliance with company policies you can enable this for your own personal use via the settings below. If 2 Step Authentication is enforced as a company mandatory requirement you will be unable to alter the below 2SA Settings.

To Enable or Remove 2 Step Authentication click on the button below:

- You will be asked to create a memorable word between 6 and 12 characters in length.
- Once your memorable word has been set-up, you will be asked to enter 2 random characters from this word each time you log in.
- If you forget your memorable word, you can reset it during the login process.
- If you wish to Remove 2 Step Authentication, click the Remove 2SA button to remove the memorable word from your login.

Remove 2SA

When 2SA is enabled this button will show. Click here to change/reset your memorable word.

**Note** You can also reset your memorable word at login via the memorable word entry screen.

You can remove 2SA by clicking here. You will be taken to the login screen and asked to enter your Username, Password and 2 characters from your memorable word to confirm the remove 2SA action.

**Note:** If 2 Step Authentication has been enforced via your Employer as a company mandatory policy you will be unable to alter the 2SA Settings and this button will be inactive



# My Settings – My Account tab – Enabling 2 Factor Authentication

## First time Authentication

When 2FA is enabled you will return to the login page and asked to enter your username and password. Ensure you have your “authenticator app” installed on your smartphone.

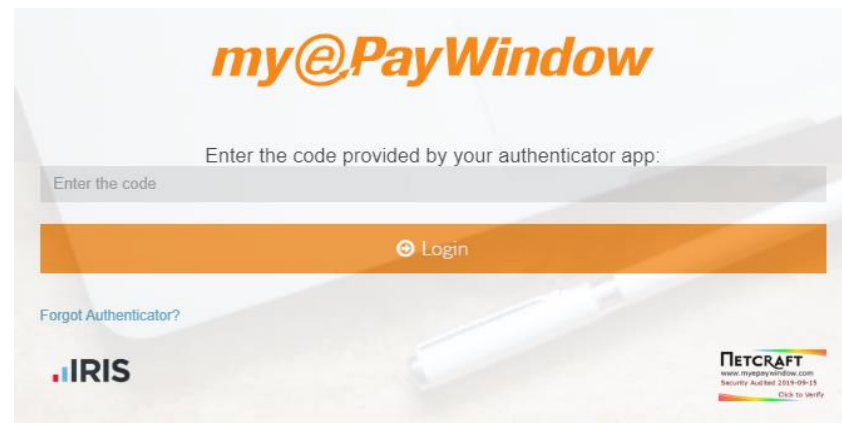
If you are using your smartphone for first time authentication, either copy and paste the long code or hold your finger down on the QR code. You will be asked if you wish to open in “Authenticator”.

Your chosen authenticator app will open, and you will be asked to add the token. The app will provide you with a code which you will need to enter to access your account.

## Subsequent logins

Once you have entered your username and password you will be asked to enter the code from your “authenticator app”

If you are unable to access the code or your smartphone you can click on [Forgot Authenticator?](#). You will be asked to enter your username and will be sent an email link to reset your account.



# My Settings — My Account tab – Enable 2 Factor Authentication

Employee Dashboard

Notifications **12**

Documents

ePayslips

SPA

Logout

Celestial Limited

Howard Matthews

Notifications 12 new message(s)

Documents no new documents

ePayslips Payslips, P60s, P116s

Home > My Settings

My settings various portal settings

My Key Info My Account My Settings Privacy & Terms

Reset Account Security

When you reset either your password, your username or your memorable word you will be logged out of the website automatically and you will be sent an email with a link that will allow you to complete the reset process:

- Change password
- Change username
- Change 2FA

Use additional authentication as part of the logon process

2 forms of optional user security authentication can be used in addition to the standard username and password:

- 2 Step authentication 2SA – Requires a user to set-up a memorable word from which they will be required to enter 2 random characters from this word each time they log-in to gain access to their account.
- 2 Factor Authentication 2FA – Requires a smartphone 'Authenticator App' (Google/MSP/Authy/andOTP are some examples). Each time a user logs-in they will additionally need to enter a code generated by the authenticator app to gain access to their account.

Remove 2FA

To Enable or Remove 2FA click on the button below:

- You will need to download a smartphone authenticator app and when you next log in, scan or copy/paste the QR code to link your account to the app.
- On Subsequent login you will be required to enter a code generated by the app.
- If you are unable to access your smartphone you can reset 2FA during the logon process. Click on Forgot Authenticator and enter your username to receive an email link to verify your identity and reset 2FA.
- If you wish to Remove 2 Factor Authentication, click the Remove 2FA button to remove the process from your login

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When 2FA is enabled this button will show. Click here to change 2FA **Note You can also reset 2FA at login by clicking on Forgot Authenticator?**

You can remove 2FA by clicking here. You will be taken to the login screen and asked to enter your Username, Password and code from your "authenticator app" to confirm the remove 2FA action.

**Note: If 2 Factor Authentication has been enforced via your Employer as a company mandatory policy you will be unable to alter the 2FA Settings and this button will be inactive**

# My Settings — My Settings tab

Employee Dashboard

Notifications 4

Documents 1

ePayslips

Logout

Home > My Setting

My settings *various portal settings*

My Key Info My Account **My Settings** Privacy & Terms

Quick Access Buttons

You can customise myePayWindow for your convenience here. Use the drop-down lists below to assign one of the site's 'left-menu' items to each Quick Access Button. This can be helpful when using a mobile device or smaller screens.

Quick Access 1 Notifications

Quick Access 2 Documents

Quick Access 3 ePayslips

Save My settings

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Notifications 4 new message(s)

Documents 1 new document(s)

ePayslips Payslips, P160s, P110s

Email notifications

If you want to receive an email summary for new Portal notifications sent to your myePayWindow account in the last 24 hours. Tick the box below and click the 'Save My settings' button. Note: if you have no new notifications no email will be sent.

Send email notification summaries

Use these options to change / assign one of the 'left-menu' items to a 'Quick Access Button'. This can be useful for convenience when accessing the Portal on a mobile device. (Quick access button 3 will be closest to your thumb on a smartphone!)

Set the tick box and Click 'Save My settings to' switch on daily reminders by email for 'new-unread' notifications

Click to save and immediately apply your preferences to the Quick Access Buttons

Note: More options will appear on this tab in later releases to personalise your Dashboard-home page

# My Settings — Privacy & terms tab

Scroll window to end of document to see 'Consent' withdrawal button  
Note: if you withdraw consent you will be logged out immediately and your account will be disabled and your employer notified

Employee Dashboard My settings various portal settings

Employee Dashboard Notifications **12** Documents ePayslips Logout

My Key Info My Account My Settings **Privacy & Terms**

Last Updated: 23rd November 2017

Please see below the myePayWindow Privacy statement and terms and conditions of use for which you provided your consent when you first registered to use this service. You can review and download them again here. You can also withdraw your consent at any time below. If you withdraw consent you will be logged out of the site immediately, your account will be locked and we will await instructions from your employer.

[Download PDF version](#)

**my@PayWindow**  
DATA PROTECTION

This myePayWindow.com service is provided for under an Agreement between Galaxy Payroll and "our Customer" (who will either be your Employer or your Employer's Payroll Service Provider).  
Under this Agreement Galaxy Payroll may be processing information about Data Subjects on our Customer's behalf and thus act as a "Data Processor" for the purposes of the prevailing EU\_GDPR Data Protection regulations.  
In these circumstances, Galaxy Payroll will (i) only process personal data in accordance with our Customer's lawful and reasonable instructions, ensuring its own compliance with the prevailing Data Protection regulations; and (ii) comply with all Integrity and confidentiality obligations equivalent to those imposed on our Customer, as Data Controller under the prevailing Data Protection regulations.  
If you wish to access this service then you should read and accept the Terms and Conditions set out below:-

Terms and Conditions for use of myePayWindow.com Website

In these Terms and Conditions we, or us refers to Galaxy Payroll as proprietors of the myePayWindow.com ("the Website")

1. Acceptance of Terms
2. Modifications
3. Copyright
4. Permitted Use
5. Disclaimer and Limitation of Liability
6. Third Parties
7. Invalidity
8. Privacy
9. Governing Law

Privacy Policy for use of myePayWindow.com Website

Click to download a copy

Click to expand / collapse details



# Notifications

Alert badges showing Number of new Notifications received

Notification actions (will vary by notification 'type')

Search for notifications

Click to sort grid view in ascending/descending order

Choose 'Current' or 'Archive' Notifications view

Select All

**Notification actions:**  
**Mark As read / Unread** – will un-bold / bold the notification and decrement / increment the Alert badge  
**Archive / Un Archive** – will move notification from 'current' view to 'archive' view & vice versa  
**Payslip** – will take you directly to the Payslip  
**Download** – will download the document

Note: The notification actions available will vary by notification

Actions on Selected: If you select more than one notification you can apply an action, e.g. Archive to all

Click '+ / -' or anywhere on notification to expand / collapse view to see 'item actions'

Title	Received	Type	State	Due (days)	
You have a new Auto Enrolment document waiting	Mon 05/02/2018	Information	High	Mon 05/02/2018	+
Your 2017 P60 is now available	Fri 26/01/2018	Information	High	Fri 26/01/2018	+
Your Monthly 01/2018 payslip is now available	Fri 26/01/2018	Information	High	Fri 26/01/2018	+
You have a new Auto Enrolment document waiting	Wed 17/01/2018	Information	High	Wed 17/01/2018	+
Your Monthly 01/2018 payslip is now available	Wed 17/01/2018	Information	High	Wed 17/01/2018	-



# Documents

Alert badges showing Number of new Documents received

Document actions

Search for documents

Click to sort grid view in ascending/descending order

Choose 'Current' or 'deleted' Documents view

Select All

List of Documents as sent to you by your Payroll Department

Actions on Selected: If you select more than one document you can apply an action, e.g. Delete to all

Click '+ / -' or anywhere on document to expand / collapse view to see 'item actions'

Status will show as 'Downloaded' once you have downloaded!

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Name	Received	Size	Type	Status	
STELLAR_TEAM_1_M_Joiners_17012018091824_1.pdf	Wed 17/01/2018	83 KB	aeletter	Downloaded	+

Notes: Documents will only be retained for a limited time period so it is recommended you download documents locally for your records. When you delete a document it is permanently deleted. The 'deleted view is a 'reminder' view of your deleted documents. If you accidentally delete a document ask your Payroll department to upload it again.



# ePayslips — Payslips

Click icons to view P60s, P11Ds or P45s by Period (as available & when uploaded by your Payroll Department)

Search for Payslips

Pay date, Tax Year/Period and Net Pay (click column heading to sort ascending / descending)

Payslips available for you to view

Employee Dashboard

Notifications 12

Documents

ePayslips

Logout

Home > ePayslips > Payslips Listing

Payslips You have 7 Payslip(s)

Back P60s P11Ds P45s

Search: [ ] Go Reset

	Pay Date	Tax Year/Period	Net Pay	
<input type="checkbox"/>	Thursday 31st January 2019	2018/10	2273.84	+
<input type="checkbox"/>	Monday 31st December 2018	2018/09	2273.84	+
<input type="checkbox"/>	Friday 30th November 2018	2018/08	2273.84	+
<input type="checkbox"/>	Wednesday 31st October 2018	2018/07	2273.84	+
<input type="checkbox"/>	Friday 20th September 2018	2018/06	2273.84	+
<input type="checkbox"/>	Friday 3rd August 2018	2018/05	2273.84	+
<input type="checkbox"/>	Tuesday 31st July 2018	2018/04	2274.04	+

Showing record: 1 to 7 from 7 item(s)

Actions on selected: Download

Actions on Selected: If you select more than one payslip you can download all payslips in one go.

View or download individual Payslip

Click '+ / -' or anywhere on Payslip entry to expand / collapse to view or download

# ePayslips – Online Payslip view

Click on 'Breadcrumb' to go back to Payslips listing (or Home etc.)

Click to view Previous / Next payslip

**Celestial Limited** | Notifications: 3 new message(s) | Documents: 1 new document(s) | ePayslips: Payslips, P60s, P11ds | Howard Matthews -

Employee Dashboard | Notifications 3 | Documents 1 | ePayslips | Logout

Home > ePayslips > Payslips Listing > Payslip

Payslip Monthly 10 Publish Date: 26/01/2018 < Previous

1 H. Howard Matthews | NI Letter & No: A AA111111A | Tax Code: 1150L | Pay By: Bacs | Date: 31/01/2018 | Celestial Limited | Period: 10

DESCRIPTION	RATE	UNITS DUE	AMOUNT (£)	THIS YEAR (£)
Salary			3000.00	6000.00
Ers NIC TP: 320.16	Ers Pension TP: 150.00			
Ers NIC YTD: 640.32	Ers Pension YTD: 300.00	TOTAL >	3,000.00	
Tax			396.00	792.00
National Insurance			278.40	556.80
Pension Contribs.			60.00	120.00
			734.40	
Total taxable pay to date: 5,880.00				
Tax District: BS30 6DL	Tax Reference: 111/1111	NET PAY >	2265.60	

Payslip Note: Happy Friday!

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Any Payslip notes from your Payroll Department are shown here

Note: This is an example only and your actual Payslip view and the detail shown will vary according to the settings chosen by your Payroll department



# ePayslips — P60s, P45s and P11Ds

From Payslips screen click icons to view your P60s, P11Ds or P45s by Period (as available & when uploaded by your Payroll Service Bureau)

Note: This guide does not include screenshots for P11Ds at this time. P11Ds once uploaded will be displayed in the same way as P60s and accessed via the P11D icon shown here

<input type="checkbox"/>	Pay Date	Tax Year/Period	Net Pay	
<input type="checkbox"/>	Thursday 31st January 2019	2018/10	2273.84	+
<input type="checkbox"/>	Monday 31st December 2018	2018/09	2273.84	+
<input type="checkbox"/>	Friday 30th November 2018	2018/08	2274.04	+
<input type="checkbox"/>	Wednesday 31st October 2018	2018/07	2273.84	+
<input type="checkbox"/>	Friday 28th September 2018	2018/06	2273.84	+
<input type="checkbox"/>	Friday 31st August 2018	2018/05	2273.84	+
<input type="checkbox"/>	Tuesday 31st July 2018	2018/04	2274.04	+

# ePayslips – P60s

Click icons to switch view to Payslips, P11Ds, P45s by Period (as available & when uploaded by your Payroll Department)

Search for P60s

Tax Year, Pay and Tax deducted (click column heading to sort ascending / descending)

P60s available for you to view

Home > ePayslips > P60s Listing

P60s *You have 1 P60(s)*

Back ePayslips P11Ds P45s

Search:

<input type="checkbox"/>	Tax Year ▲	Pay	Tax Deducted	
<input type="checkbox"/>	2017/18	9555	1188	-

Showing record: 1 to 1 from 1 item(s)

Actions on selected:

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Actions on Selected: If you select more than one P60 you can download all P60s in one go.

View or download individual P60

Click '+ / -' or anywhere on P60 entry to expand / collapse view to view or download

# ePayslips — online P60 view

Click on 'Breadcrumb' to go back to P60 listing (or Home etc.)

☰ Celestial Limited
🔔 3 📄 1 👤 Howard Matthews

- 👤 Employee Dashboard
- 🔔 Notifications 3
- 📄 Documents 1
- 📄 ePayslips
- 🚪 Logout

Home > ePayslips > P60 Listing > P60

This is a printed copy of an eP60

**P60 End of Year Certificate**

Tax year to 5 April **2018**

**To the employee:**

Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits or to review your claim.

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.

HM Revenue and Customs

**Employee's details**

Surname:

Forenames or initials:

National Insurance number:  Works payroll number:

**Pay and Income Tax details**

	Pay	Tax deducted	
	£	p	£
In previous employment(s)	0.00		0.00
In this employment	5880.00		782.00
<b>Total for year</b>	<b>5880.00</b>		<b>782.00</b>

Final tax code:

The figures marked \* should be used for your Tax Return, if you get one

**National Insurance contributions in this employment**

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£
A	980	380	4040	556.80

**Statutory payments included in the pay in this employment/figure above**

Statutory Payment	£	p	Statutory Payment	£	p
Statutory Maternity Pay	0.00		Statutory Paternity Pay	0.00	
Statutory Adoption Pay	0.00		Shared Parental Pay	0.00	

**Other Details**

Student Loan Deductions in this employment (whole £s only):

Your employer's full name and address (including Postcode):  
 Celestial Limited  
 Building 3, Hatters Lane  
 Crowley Park, Watton  
 Hertfordshire  
 WD18 8YG

Employer PAYE Reference:

**Notifications**  
3 new message(s)

**Documents**  
1 new document(s)

**ePayslips**  
Payslips, P60s, P11ds

**To Employee:** Mr Matthews Howard

**Certificate by Employer/Paying Office:**  
This form shows your total pay for Income Tax purposes

# ePayslips – P45s

Click icons to switch view to Payslips, P11Ds or P60s by Period (as available & when uploaded by your Payroll Department)

Search for P45s

Tax Year and Leave Date (click column heading to sort ascending / descending)

The screenshot shows the 'ePayslips' section for 'P45s Listing' in the 'Celestial Limited' system. The interface includes a navigation menu on the left with options like 'Employee Dashboard', 'Notifications', 'Documents', 'ePayslips', and 'Logout'. The main content area features a search bar, a table of P45s, and action buttons. Annotations with blue arrows point to various elements: the search bar, the 'ePayslips', 'P11Ds', and 'P60s' icons, the 'Tax Year' and 'Leave Date' column headers, the 'Download' button, and the expand/collapse icons on the table row.

P45s available for you to view

View or download individual P45

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Click '+ / -' or anywhere on P45 entry to expand / collapse view to view or download

# ePayslips — online P45 view

Click on 'Breadcrumb' to go back to P60 listing (or Home etc.)

Celestial Limited

Howard Matthews

Employee Dashboard

Notifications 3

Documents 1

ePayslips

Logout



Home > ePayslips > P45 Listing > P45

Notifications  
3 new message(s)

Documents  
1 new document(s)

ePayslips  
Payslips, P60s, P11ds

P45 Tax Year 2018



## P45 Part 1A Details of employee leaving work Copy for employee

1	Employer PAYE Reference Office number Reference Number 948 / 117	5	Student Loan deductions <input checked="" type="checkbox"/> Student Loan deductions to continue
2	Employee's National Insurance number JR450612A	6	Tax code at leaving date 1185L If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1 <input type="checkbox"/>
3	Title - enter MR, MRS, MISS, MS or other title MR Surname or family name ONE First name(s) LEAVER	7	Last entries on Payroll record/Deductions Working Sheet. Complete only if tax code is cumulative. If there is an 'X' at box 6 there will be no entries here. Week number <input type="checkbox"/> Month number 5 Total pay to date 13083.35 Total tax to date 1578.40
4	Leaving date DD MM YYYY 01 09 2018	8	This employment pay and tax. If no entry here, the amounts are those shown at box 7. Total pay in this employment 13083.35 Total tax in this employment 1578.40
9	Works number/Payrol number and Department or branch (if any) LEAVER1	12	Employee's private address A A A UK Postcode BN1 6BT
10	Gender: Enter 'X' in the appropriate box Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	13	I certify that the details entered in items 1 to 11 on this form are correct. Employer name and address MY SMOKE 1 NEW TOWN UK Postcode BN1 6BT Date DD MM YYYY 23 01 2019
11	Date of Birth DD MM YYYY 23 02 1978		

**To the employee**  
The P45 is in 3 parts. Please keep this part (Part 1A) safe. Copies are not available. You might need the information in Part 1A to fill in a tax return if you are sent one. Please read the notes in Part 2 that accompany Part 1A. The notes give some important information about what you should do next and what you should do with Parts 2 and 3 of this form.

**Tax credits and Universal Credit**  
Tax credits and Universal Credit are flexible. They adapt to changes in your life, such as leaving a job. If you need to let us know about a change in your income, phone 0246 500 3900

**To the new employer**  
If your new employer gives you this Part 1A, please return it to them. Check the information on Parts 2 and 3 of this form is correct and transfer the information onto the payroll record/Deductions Working Sheet

P45(Online) Part 1A

HMRC 03/15

# Bookmark the Portal!

<https://www.myPayWindow.com>



*my@PayWindow*