

Final pay when someone leaves a job

Why final pay is different

When someone leaves a job, their final pay will often be different from their usual weekly or monthly pay.

Someone's final pay might change because of things like:

- how much [holiday they've taken](#)
- money deducted for training courses
- redundancy pay included in final pay
- [not needing to work their notice](#)

Employers should make sure the person leaving understands how their final pay was calculated. For example, it should be clear in the payslip what each payment or deduction is for.

When to expect your final pay

An employee should get their final pay on the date they are normally paid.

For example, if they leave in the middle of the month but are normally paid at the end of the month, they'll probably get their final pay at the end of the month. They should check with their employer if they're not sure.

If you do not get your final payslip

If an employee does not get a [payslip](#) for their final pay, they should speak to their employer.

If you have any questions about getting final pay, you can [contact the Acas helpline](#).

Getting a P45 when you leave

When an employee leaves their job, their employer must give them a P45.

This is different to a P60 form. Employers send P60s to their employees at the end of the tax year in April.

[Find out more about P45 and P60 forms on GOV.UK](#)

Acas is not able to give advice about P45s and P60s. If you have questions about these forms, contact [HM Revenue and Customs \(HMRC\)](#).