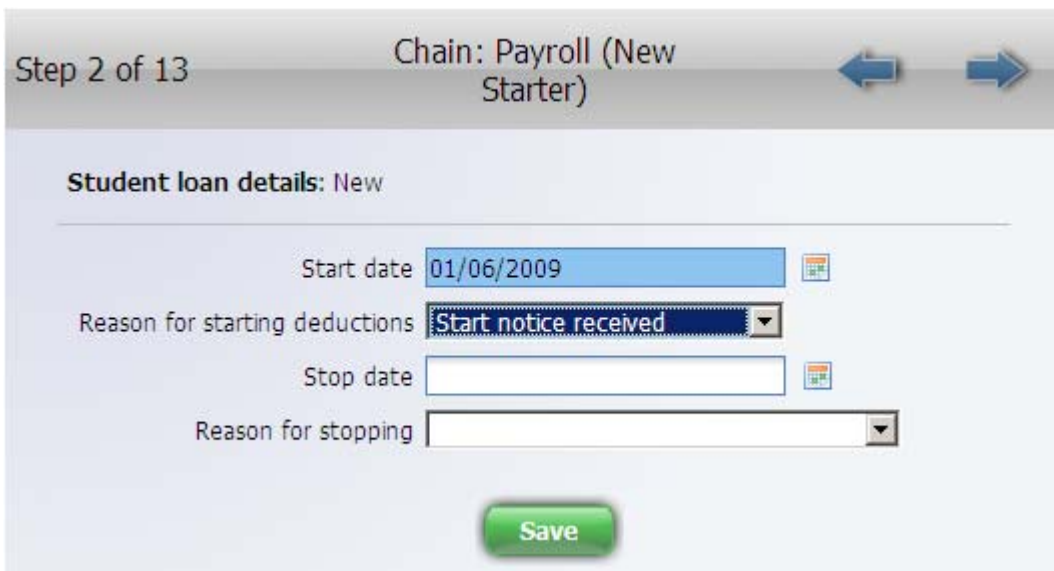# 4 Student Loans

4.1 To input a new loan

Following notification to Payroll by HMRC on a SL1 form (start notice) or an indication is given on a P45 or P46; attach details of student loans that are to be repaid by an individual. For a new starter this will be **step 2 of the new starter process chain**, use the next arrow to navigate to step 2.

alternatively you can navigate directly to the relevant form.

Navigate: **Organisation > People** (find employee**) > UK Legislation > Student Loans >** 'New – Student Loan Details '

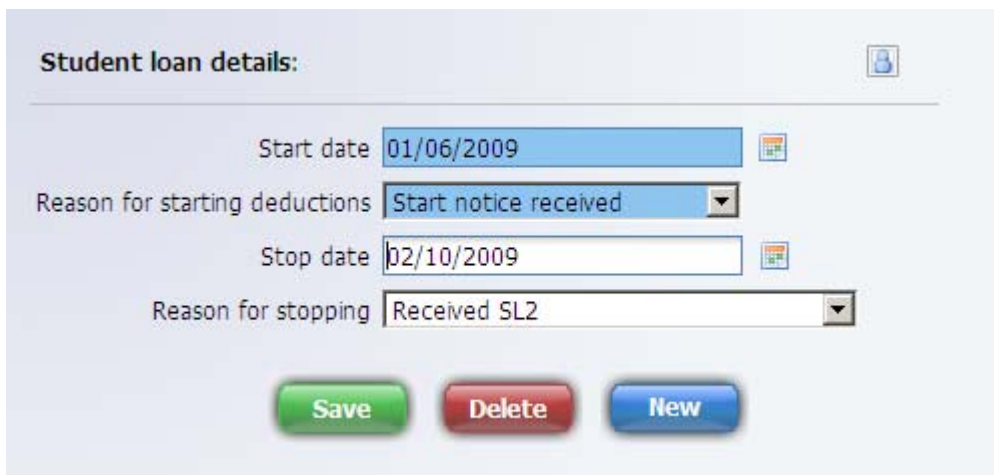1. Complete the start date and reason for starting fields.
2. Save.

4.2   To end an existing loan

Employers must continue to make deductions until they receive notification from HMRC instructing them to stop via a SL2 form

Navigate: **Organisation Structure > People** (find employee**) >UK Legislation > Student Loans >'Student Loan Details'**

1.   Enter the end date

2.   Select a stop reason from the drop down list

3.   Save