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Coronavirus Job Retention Scheme (CJRS)

The Coronavirus Job Retention Scheme has been subject to numerous changes; here we will try and summarise the changes from April 2021.

Which employees can I claim for?

For periods ending on or before 30 April 2021, you can claim for employees who were employed on 30 October 2020, as long as you have made a PAYE Real Time Information (RTI) submission to HMRC between 20 March 2020 and 30 October 2020, notifying a payment of earnings for that employee. You do not need to have previously claimed for an employee before 30 October 2020 to claim for periods from 1 November 2020.

For periods starting on or after 1 May 2021, you can claim for employees who were employed on 2 March 2021, as long as you have made a PAYE Real Time Information (RTI) submission to HMRC between 20 March 2020 and 2 March 2021, notifying a payment of earnings for that employee. You do not need to have previously claimed for an employee before 2 March 2021 to claim for periods from starting on or after 1 May 2021.

If your employee has more than one job or other duties

If your employee has more than one job

If your employee has more than one employer, they can be furloughed for each job.

Employees can be furloughed in one job and receive a furloughed payment but continue working for another employer and receive their normal wages.

If your employee had multiple employers over the last year

If an employee has had multiple employers over the past year, has only worked for one of them at any one time, and is being furloughed by their current employer, their former employers should not re-employ them, put them on furlough and claim for their wages through the scheme.

How much can you claim?

For periods ending on or before 30 June 2021 you can claim 80% of an employee's usual salary for hours not worked, up to a maximum of £2,500 per month. You must pay your employee at least 80% of their usual wages for the hours they are furloughed and not working. The level of grant that can be claimed reduces from 1 July 2021.

Employers will not be required to contribute to, or top-up the employee's pay for the hours not worked. You will still need to pay employer National Insurance contributions and employer pension contributions, and you cannot claim for these.

You can choose to top up your employees' wages above the minimum 80% furlough pay amount but, you do not have to. Employees must not work or provide any services for the business during hours which they are recorded as being on furlough, even if they receive a top-up wage.

If your employee is flexibly furloughed, which means they are working reduced hours rather than stopping work completely, you must pay them their full current contracted rate for any hours they work. You cannot claim a grant towards the hours the employee works.

Changes to the level of grant from 1 July 2021

From 1 July 2021, the level of grant will be reduced, and you will be asked to contribute towards the cost of your furloughed employees' wages. To be eligible for the grant you must continue to pay your furloughed employees 80% of their wages, up to a cap of £2,500 per month for the time they spend on furlough.

The following table shows the level of government contribution available in the coming months, the required employer contribution and the amount that the employee receives per month where the employee is furloughed 100% of the time.

Wage caps are proportional to the hours not worked.

	Мау	June	July	August	Sept
Government contribution: wages for hours not worked	80% up to £2,500	80% up to £2,500	70% up to £2,187.50	60% up to £1,875	60% up to £1,875
Employer contribution: employer National Insurance contributions and pension contributions	Yes	Yes	Yes	Yes	Yes
Employer contribution wages for hours not worked	No	No	10% up to £312.50	20% up to £625	20% up to £625
For hours not worked employee receives	80% up to £2,500 per month				

You can continue to choose to top up your employees' wages above the 80% total and £2,500 cap for the hours not worked at your own expense.

What the Software will and will not do

Will do

You must continue to pay furloughed staff 80% of their pay, using the furlough payments identified in the **Company Options** section. A furloughed employee must be paid 80% of their wages in July, August and September, even though the employer cannot claim all the 80% payment back. The software will automatically claim the reduced figure the employer is permitted to claim.

The software allows you to identify the rates/hours element used, for flexibly furloughed employees being paid part-time hours. You must make the payments in hours because hours are part of the claim process and are required by HMRC for the output file.

Flexibly furloughed employees are still considered furloughed i.e. they should have a Furlough Start Date.

Your payroll software will:

- 1. Continue to stop you claiming across calendar month ends e.g. You cannot claim from 16th July to 15th August. You can claim for 16th to 30th July then make a separate claim in August
- 2. If you **are not** flexibly furloughing any employees, the software will be able to calculate the reclaim values accurately for May to September
- 3. If you **are** flexibly furloughing employees and the period the employee is paid for does not cross a calendar month, the software will be able to calculate the reclaim values accurately for May to September
 - a. Paying monthly employees for work done 1st to 31st July will calculate correctly
 - b. Paying weekly employees for work done 13th to 19th July will calculate correctly

Will not do

If you **are** flexibly furloughing employees and the period the employee is paid for crosses a calendar month, the software will not be able to calculate the reclaim values accurately for May to September. Examples of this are:

- a. Paying monthly employees for work done 6th July to 5th August will **not** calculate correctly. Use the spreadsheet we have provided with the update
- b. Paying weekly employees for work done 27th July to 2nd August will **not** calculate correctly. Use the spreadsheet we have provided with the update

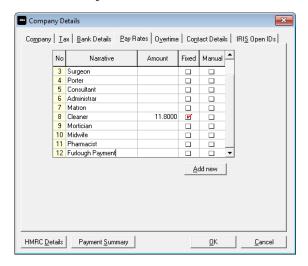
What to do in Earnie

Step 1 - Preparation - Create New Hourly Rate

You only need to do this if you are flexibly furloughing employees. Even if you normally pay salary, for the calculation to work correctly, you <u>must</u> pay your employees using hourly rates for part-time hours and furlough hours.

To do this:

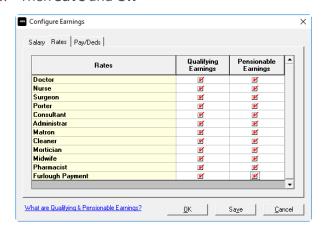
- 1. From the Company menu, choose Alter Company Details
- 2. Select the Pay Rates tab and click Add New



You must indicate that the new hourly rate is part of Qualifying and Pensionable Earnings.

To do this:

- 1. From the **Pension** menu, select **Configure Earnings**
- 2. Next to the relevant Pay Rate, tick Qualifying Earnings and Pensionable Earnings
- 3. Then **Save** and **OK**

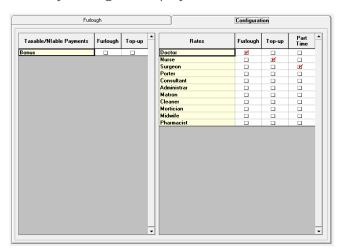


Step 2 - Identify New Hourly Rate(s) as Part-Time/Furlough

You only need to do this if you are flexibly furloughing employees. Identify the pay element(s) you have used to make furlough payments and part-time payments.

To do this:

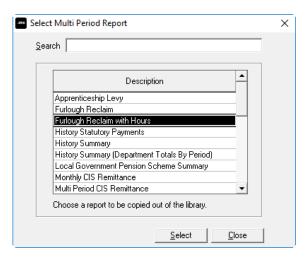
- 1. From the **Company** menu, select **Company Options**
- 2. Click the **Furlough** button and then select the **Configuration** tab
- 3. Tick the **Furlough** column for any rate used specifically to make furlough payments
- 4. Tick the **Part Time** column for any rate used specifically to make part-time payments for flexibly furloughed employees



Step 3 - Print Employee Furlough Report

To do this you will have to select the new report from the Report Library:

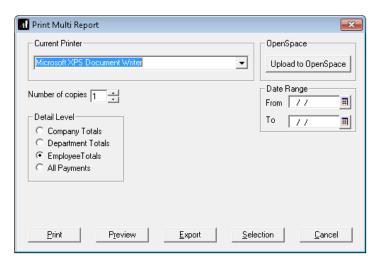
- 1. From the Reports menu choose Library Selection | Multi Period Reports
- 2. Highlight **Furlough Reclaim with Hours** and click **Select**, or simply double click **Furlough Reclaim with Hours**



To print the report, from **Reports | Multi Period Reports** select **Furlough Reclaim with Hours**

- 1. Enter the date range for which you want to calculate your Job Retention Scheme Claim.

 The software will automatically find the pay periods based on the Payroll Calendar settings
- 2. The report displays furlough payment, employer's NI claim, employer's pension claim and total claim value



Step 4 - Create Output File for JRS Portal

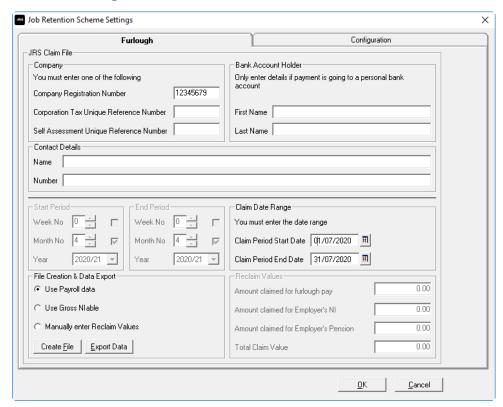
The output file format has changed. For employees being flexibly furloughed, hours must be included in the file. All headings and bank details have been removed. Any hours identified as Part Time for furlough are included in the **Actual Hours** column of the output file.



Create the Job Scheme Retention Claim file

To do this:

- 1. From the Company menu, select Company Options
- 2. Click the **Furlough** button



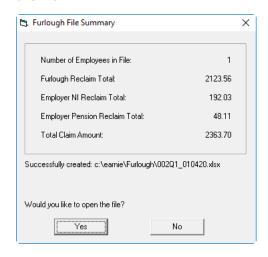
3. On the **Furlough** tab, select your **Claim Date Range**. If you have weekly and monthly paid employees, they must all be included in a single claim

Take care when entering the **Claim Date Range**. You can only make a single claim for the same claim period. You cannot claim across calendar month end e.g. 27^{th} July to 02^{nd} August

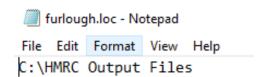
- 4. If you identified your furlough payments, leave the **File Creation & Data Export** option set to **Use Payroll data**
- 5. If you did not identify your furlough payments but have entered your employee's furlough dates, you can choose the **File Creation & Data Export** option **Use Gross Niable**. This option assumes that all the employee's pay in the pay period is furlough pay and there is no top-up payment
- 6. If you did not identify your furlough payments but have entered your employee's furlough dates, you can choose the File Creation & Data Export option Manually enter Reclaim Values. This option allows you to enter your Reclaim Values. You will also have to manually calculate your reclaim values for each employee and enter them into the file after you have created it

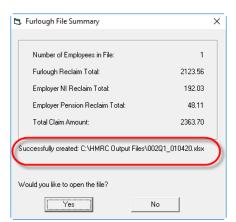
7. Select Create File

- a. If you have already created a file for this claim period, you will be prompted to overwrite the existing file
- b. A confirmation message is displayed when the file is created, click **Yes** to open the file



8. If you would like to change the location where the output file is created, you can create a file in the payroll program installation folder called **furlough.loc**. Simply type the file location into the file e.g. C:\HMRC Furlough Claims. In our example we created **furlough.loc** using Notepad



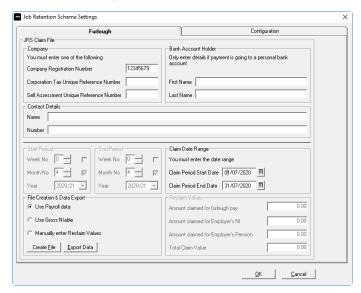


Calculation Spreadsheet

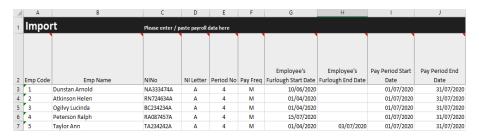
If you flexibly furlough employees in a pay period where the period you are paying for crosses a calendar month end, we have provided a spreadsheet to help your furlough reclaim calculation. You can export your payroll information to populate the spreadsheet with most of the necessary data.

To do this:

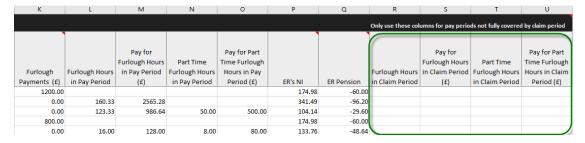
- 1. From the Company menu, select Company Options
- 2. Click the **Furlough** button



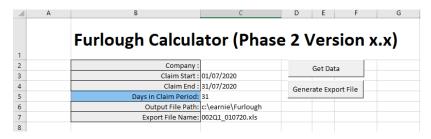
- 3. On the **Furlough** tab. select your **Claim Date Range**. If you have weekly and monthly paid employees, they must all be included in a single claim
 - Take care when entering the **Claim Date Range**. You can only make a single claim for the same claim period. You cannot claim across calendar month end e.g. 27^{th} July to 02^{nd} August
- 4. If you identified your furlough payments, leave the **File Creation & Data Export** option set to **Use Payroll data**
- 5. If you did not identify your furlough payments but you have entered your employee's furlough dates, you can choose the File Creation & Data Export option Use Gross Niable. This option assumes that all the employee's pay in the pay period is furlough pay and there is no top-up payment
- 6. Select Export Data
 - a. If you have already created a file for this claim period, you will be prompted to overwrite the existing file
 - b. The spreadsheet will open on the Import tab



7. If your pay period crosses the end of a calendar month, you must enter data into the four columns to the right for your flexibly furloughed employees



- a. The four columns to the left of **ER's NI** display the Furlough Hours with Pay value and the Part Time hours with Pay value that have been processed through payroll in the pay period
- b. In the four columns to the right of **ER Pension**, you must enter the Furlough Hours with Pay value and the Part Time Hours with Pay value that are associated with the claim period only
- 8. Once you have entered the data, select the **Detail** tab and click the **Get Data** button. The **Detail** tab will be populated with data from the **Import** tab and your furlough reclaim values will be calculated
- 9. If you want to amend any values, you must do this on the **Import** tab then click the **Get Data** button on the **Details** tab
- 10. To create the output file for uploading to the HMRC Portal, on the **Details** tab, click the **Generate Export File** button



11. Your file data will be displayed on the **Export** tab

Δ	A	В	С	D	E	F	G	Н	I
1	Export		c:\earnie\Furlough\0	02Q1_010720.xl	s				
							Normal Hours (furlough added	Actual Hours (PartTime	Furlough Hours
2	Employee Name	NINO	Payroll Reference Number	Furlough Start Date	Furlough End Date	Employee Claim Amount	together)	Worked)	(Non Worked)
3	Dunstan Arnold	NA333474A	1	10/06/2020		1204.58	0.00	0.00	0.00
4	Atkinson Helen	RN724634A	2	01/04/2020		2647.78	160.00	0.00	160.00
5	Ogilvy Lucinda	BC234234A	3	01/04/2020		1021.32	173.00	50.00	123.00
6	Peterson Ralph	RA087457A	4	15/07/2020		433.71	0.00	0.00	0.00
7	Taylor Ann	TA234242A	5	01/04/2020		79.36	24.00	8.00	16.00

Furlough Payment Reclaim

Up to the end of June, the employer can recover all their furlough payment, i.e. 80% of employees' pay.

From July 1st, you should still enter 80% of employee wages as furlough payment, because that is what is due to the employee. The reclaim calculation will adjust the entered 80% to 70% (i.e. Furlough Pay / 80% * 70%) e.g. if an employee normally gets £1000 per month and you are paying them £800 furlough pay, the reclaim value in July will be £700.

From August 1st (and the same in September) you should still enter 80% of employee wages as furlough payment because that is what is due to the employee. The reclaim calculation will adjust the entered 80% to 60% (i.e. Furlough Pay / 80% * 60%) e.g. if an employee normally gets £1000 per month and you are paying them £800 furlough pay, the reclaim value in August (and if required in September) will be £600.

Examples

Full Month is a single pay period

Monthly Paid from 1 to end of month - June

Employee is normally paid £1250 per month so 80% furlough pay = 1000.00

- 1. User enters a claim period e.g. 1 June to 30 June
- 2. Employee furloughed for whole month
- 3. Furlough pay = 1000.00. Furlough reclaim = 1000.00

Monthly Paid from 1 to end of month - July

- 1. User enters a claim period e.g. 1 July to 31 July
- 2. Employee furloughed for whole month
- 3. Furlough pay = 1000.00.
- 4. Furlough reclaim = 1000 /80% * 70% = £875.00

Monthly Paid from 1 to end of month - August

- 1. User enters a claim period e.g. 1 August to 31 August
- 2. Employee furloughed for whole month
- 3. Furlough pay = 1000.00. Furlough reclaim = 1000 /80% * 60% = £750.00

Monthly Paid from 1 to end of month - September

- 1. User enters a claim period e.g. 1 September to 30 September
- 2. Employee furloughed for whole month
- 3. Furlough pay = 1000.00. Furlough reclaim = 1000 /80% * 60% = £750.00

Full Month is a single pay period (part-time hours)

These examples are the same as the previous example unlike last year when Employer Pension and Employer NI could be reclaimed. The reclaim is simply based on the amount of furlough payment.

Full Month is a single pay period (part-month furlough)

Monthly Paid from 1 to end of month - July

- 1. User enters a claim period e.g. 1 July to 31 July
- 2. Employee furloughed up to 23 July
- 3. Furlough pay = 1000.00. Furlough reclaim = 1000 /80% * 70% = £875.00

Full Month is a single pay period (part-month furlough, part-time hours)

Monthly Paid from 1 to end of month - July

- 1. User enters a claim period e.g. 1 July to 31 July
- 2. Employee furloughed up to 23 July
- 3. Part-time pay = 30 Hours at £10 = £300.00
- 4. Furlough Pay = 66.45 Hours at £8 = £531.10 Furlough Reclaim = 531.10//80% * 70% = 464.71

Examples - Monthly Pay periods in two calendar months

Monthly paid on 16th of previous month to 15th of current month Claim 1 to 31 July

Month 4 payment 1 to 15 July

- 1. Employee furloughed for whole period. 16 June to 15 July (30 days)
- 2. Furlough pay = 1000.00 in pay period. Furlough reclaim = 1000.00/30*15 = 500/80%*70% = 437.50

Month 5 payment 16 to 31 July

- 1. Employee furloughed for whole period. 16 July to 15 August (31 days)
- 2. Furlough pay = 1000.00 in pay period. Furlough reclaim = 1000.00/31*16 = 516.13/80%*70% = 451.61

Total for July

Furlough Reclaim = 437.50 + 451.61 = 889.11

Claim 1 to 31 August

Month 5 payment 1 to 15 August

- 1. Employee furloughed for whole period. 16 July to 15 August (31 days)
- 2. Furlough pay = 1000.00 in pay period. Furlough reclaim = 1000.00/31*15 = 483.87/80%*60% = 362.90

Month 6 payment 16 to 31 August

- 1. Employee furloughed for whole period. 16 August to 15 September (31 days)
- 2. Furlough pay = 1000.00 in pay period. Furlough reclaim = 1000.00/31*16 = 516.13/80%*60% = 387.10

Total for August

Furlough Reclaim = 362.90 + 387.10 = 750.00

Claim 1 to 30 September

Month 6 payment 1 to 15 September

- 1. Employee furloughed for whole period. 16 August to 15 September (31 days)
- 2. Furlough pay = 1000.00 in pay period. Furlough reclaim = 1000.00/31*15/80%*60% = 362.90

Month 7 payment 16 to 30 September

- 1. Employee furloughed to end of September. 15 September to 30 September (15 days)
- 2. Furlough pay = 500 in pay period. Furlough reclaim = 500/15*15//80%*60% = 375.00

Note: Furlough ends on 30 September so all furlough payment of 500 is for September

Total for September

Furlough Reclaim = 362.90 + 375.00 = 737.90

What information do I need to make a claim?

To claim for furloughed individuals, you will need the following:

To claim, you will need:

- Your employer PAYE scheme reference number
- The number of employees being furloughed
- National Insurance Numbers for the furloughed employees
- Names of the furloughed employees
- Payroll/employee number for the furloughed employees (optional)
- Dates each employee was furloughed
- The claim value per employee
- Your Self-Assessment Unique Taxpayer Reference, Corporation Tax Unique Taxpayer
 Reference, Company Registration Number or Employer Name (as appropriate)
- The claim period (start and end date)
- Amount claimed (per the minimum length of furloughing of 3 consecutive weeks)
- Your bank account number and sort code
- Your contact name
- Your phone number
- For flexibly furloughed employees only
 - o The number of part time hours paid
 - o The number of furlough hours paid
 - o the normal number of hours the employee is expected to work

As advised in this document, you need to calculate the amount you are claiming. HMRC will retain the right to retrospectively audit all aspects of your claim.

If you use an agent who is authorised to act for you for PAYE purposes, they will be able to make a claim on your behalf. If you use a file only agent (who files your RTI return but doesn't act for you on any other matters) they won't be authorised to make a claim for you and you will need to make the claim yourself. Your file only agent can assist you in obtaining the information you need to claim (which is listed above).

Useful numbers

HMRC online service helpdesk	HMRC employer helpline		
Tel: 0300 200 3600 Fax: 0844 366 7828 Email: helpdesk@ir-efile.gov.uk	Tel: 0300 200 3200 Tel: 0300 200 3211 (new business)		

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls	For IRIS Payroll Professional
Tel: 0344 815 5656	Tel: 0344 815 5676	Tel: 0345 057 3708
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk	Email: payrollsales@iris.co.uk

Contact Support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5661	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5671	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	01273 715300	payroll-support@iris.co.uk