



Guide to Second Linked Period of Sickness

IRIS Payroll

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Second (Linked) Period of SSP

Note: the legislation governing Statutory Sick Pay can be complex. We have provided a simplified explanation here, but it is your responsibility to ensure that you comply with the official regulations.

For more information, click on the **HMRC** tab, click **SSP & Leave** and select **SSP Guidance for Employers**.

Linked Periods of Sickness

If an employee is off sick twice within a certain period of time, the second absence might be 'linked' to the first one - this is known as a Linked Period of Incapacity for Work. In a Linked Period of Incapacity for Work, there are usually no Waiting Days so the employee receives SSP for all the working days (Qualifying Days) he was off sick. In simple terms, sickness periods are linked if:

- they are both four days or longer
- the gap between them is eight weeks or less

For more information see Statutory Sick Pay - The Basics.

Process Overview

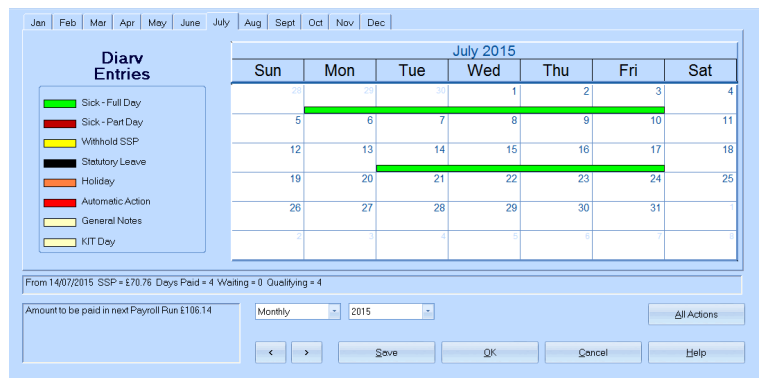
- In the **Employee | Diary Entry**, enter the second period of sickness
- Use the **Enter Variations** screen to amend the number of hours worked

Enter the Second Period of Sickness

Enter the second sickness period in **Employee | Diary Entry**

Position the mouse pointer over the new green bar so you can see the details of the SSP that IRIS Payroll has calculated.

In the example shown, the employee is due all four days' SSP because this is a Linked Period of Incapacity for Work and all of the Waiting Days were served in the first sickness period, so there are no waiting days left to be served.



Amend the Number of Hours Worked

In the **Enter Variations** screen, the SSP calculated by IRIS Payroll is shown in the Statutory Payments section.

The employee only worked one day this week, so in the Hourly Rates section, amend the number of hours in the **Hours** column to 8.

If you would like to see how much the employee will be paid, click the **Preview** button. The **Pay Preview** window opens. The amount of SSP is shown in the **Payment** column.

Additional Software and Services Available

IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider* and generate the necessary employee communications.

IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

Useful numbers

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

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0844 815 5700	Tel: 0844 815 5677
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0844 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0844 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0844 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0844 815 5681	support@gppayroll.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	support@earnie.co.uk