

IRIS Payroll Professional

Covid-19: A Practical Guide

V19_22/12/2020

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Introduction

This document is designed to give you practical guidance on recording and processing the new Covid-19 legislation in IRIS Payroll Professional (IPP), based on our interpretation of the current guidance as published by the Government.

The temporary Covid-19 measures will affect you and your clients. This document is intended to provide you with a practical guide on how to record information related to these measures in IPP.

We will continue to update this guidance as and when the Government and HMRC provide us with more information, so please note the version of this document you are using.

Covid-19: SSP

SSP

The Government are bringing in legislation to allow small and medium-sized businesses to reclaim Statutory Sick Pay (SSP) paid for staff sickness absence due to coronavirus. This refund will cover up to 2 weeks' SSP per eligible employee who has been off work because of coronavirus.

For example, If the employee was off for five days Monday to Friday, three are classed as waiting days and two are qualifying days. If the employee earns more than the LEL (£120 per week 2020/2021) they would be paid: $2 * (95.85/5) = £38.34$.

For those employees that self-isolate the SSP paid would be: $5 * (95.85/5) = £95.85$

Based on 2020/21 rates.

Eligibility

If you're a UK Based Business and your business is classed as Small or Medium sized and employs fewer than 250 employees as of 28 Feb 2020

How do I claim

A rebate scheme is still being developed. Existing mechanisms are not designed to facilitate this.

Recording in Payroll Professional

Proposal

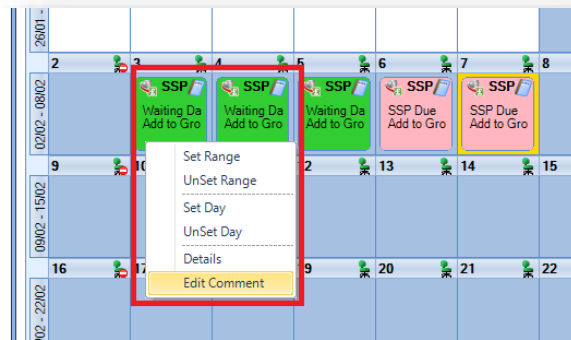
The SSP paid for the first 3 waiting days will need to be paid via a component (We recommend creating a component called '**SSP Covid19**' or similar) as this change to SSP has only been passed on an Emergency basis. You can record a comment against the sick days to help your reporting in the future.

IRIS Payroll Professional has designed a query that will report on any comments added within the absence calendar. We propose that you enter the word *Virus* or *Covid* for recording those who are sick with the illness. You can then run this query to return the days recorded which has this comment assigned.

Recording the absence

1. First enter the absence calendar via the Individual Calculation > Open Run
2. Enter the SSP range by double clicking on the calendar as required

- Left click to select the day, then right click on each day and select Edit Comment – Can also be done from Edit Comment on a highlighted range.

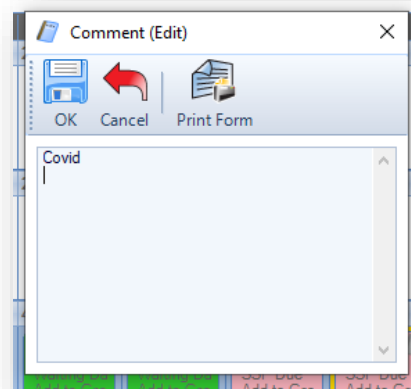


- Enter the comment as Covid or Virus
- Click OK to save the comment. Repeat as required
- OK out of calendar and calculate
- Pay SSP via component if required
- You can then run the query to report on Covid or Virus day

Query name: Covid19

Drag a column header here to group by that column.

EmployerName	EelID	Forename	Surname	Frequency	StartDate	LeaveDate	Note	CalendarDay	IsWorkDay	Paid_Amount_SSP_TD	Paid_Amount_SSP_TP	Rate_AltE_SSP
IDPM Test	9	Xavier	Clayton	12	16/03/1997		covid	05/02/2020	<input checked="" type="checkbox"/>	0.0000	0.0000	674.0065
IDPM Test	9	Xavier	Clayton	12	16/03/1997		covid	04/02/2020	<input checked="" type="checkbox"/>	0.0000	0.0000	674.0065



The Query

Copy and paste the below into Query Manager and run on any Access or SQL database.

```
SELECT [employer details].name as EmployerName, EeDetails.EeID, EeDetails.Forename,  
EeDetails.Surname, EeDetails.Frequency, EeDetails.StartDate, EeDetails.LeaveDate,  
EeAbsence_Day_Absence.Note, EeAbsence_Day.CalendarDay, EeAbsence_Day.IsWorkDay,  
EeAbsence_Day.Paid_Amount_SSP_TD, EeAbsence_Day.Paid_Amount_SSP_TP,  
EeAbsence_Day.Rate_AWE_SSP  
FROM [Employer details], EeAbsence_Pattern INNER JOIN ((EeAbsence_Day_Absence INNER JOIN  
EeAbsence_Day ON EeAbsence_Day_Absence.AbsenceDayID = EeAbsence_Day.AbsenceDayID) INNER  
JOIN EeDetails ON EeAbsence_Day.EeID = EeDetails.EeID) ON EeAbsence_Pattern.EeID = EeDetails.EeID  
WHERE (((EeAbsence_Day_Absence.Note) like '%Covid%' or (EeAbsence_Day_Absence.Note) like  
'%Virus%'));
```

Coronavirus- Job Retention Scheme (Furlough) – Phase 1

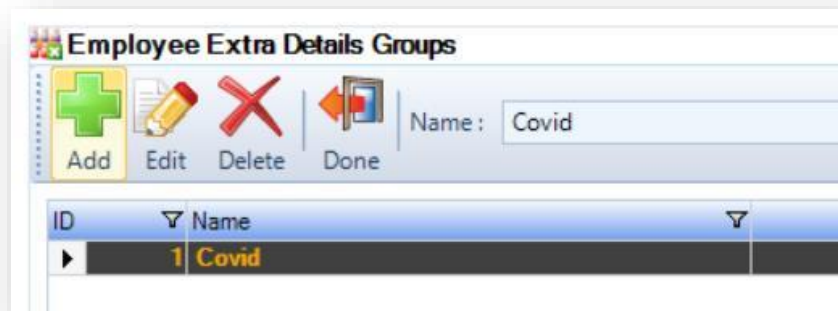
What is Furlough?

To understand in more detail, please see the appendix.

Recording a Furloughed Worker in Payroll Professional

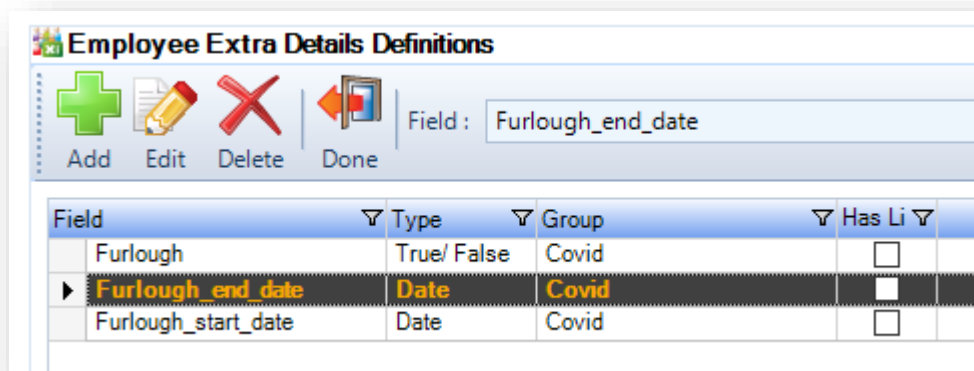
Proposed method







1. Create an extra Detail Group Called
 - Covid



2. Create an Employee Extra Detail and record the following Extra Details as shown below.
Add these to the 'Covid' Group
 - Furlough
 - Furlough_End_Date
 - Furlough_Start_Date

You can then record if your employee was furloughed, and the dates in question from the **Data > Employee > Extra Details** screen



Employee	Extra Details
 Address  Payments  Analysis  NI	<div>Covid</div> <div> Furlough : <input type="checkbox"/> </div> <div> Furlough End Date : <input type="text"/> ...  </div> <div> Furlough Start Date : <input type="text"/> ...  </div>

Note: If they are Furloughed tick the Furlough Box and enter the appropriate dates. Do not remove this data as you need to keep it for 6 years plus the current year for audit purposes.

We will be creating two reports to help the reporting process during these difficult times. The reports will show a basic analysis of any employee marked as Furlough (ticked) and between two dates as specified.












Multiple Furloughs

- For multiple furloughs create an Employee Extra Detail and record the following Extra Details as shown below.

Add these to the 'Covid' Group

- Furlough_End_Date_2
- Furlough_Start_Date_2

Repeat in the same manner for other Furlough Periods

Employee	Extra Details
 Address  Payments  Analysis  NI  PAYE and Student L.	<div>Covid</div> <div> Furlough : <input checked="" type="checkbox"/> </div> <div> Furlough End Date : <input type="text" value="19 Apr 2020"/> ...  </div> <div> Furlough End Date 2 : <input type="text"/> ...  </div> <div> Furlough End Date 3 : <input type="text"/> ...  </div> <div> Furlough Start Date : <input type="text" value="23 Mar 2020"/> ...  </div> <div> Furlough Start Date 2 : <input type="text" value="27 Apr 2020"/> ...  </div> <div> Furlough Start Date 3 : <input type="text"/> ...  </div>

Extracting this data

4. You can extract this data where populated as advised above by running the following query in IPP's query manager, found under the Utilities section

This query will give you the detail if you only have one Furlough.

```
Select Distinct EeDetails.EeID, EeDetails.Surname, EeDetails.Forename,  
  
EeExtraDetails.Furlough,  
  
EeExtraDetails.Furlough_Start_Date,EeExtraDetails.Furlough_End_Date  
  
FROM EeXDetDefn INNER JOIN EeXDetGroup ON EeXDetDefn.EeXDetGroupID =  
  
EeXDetGroup.EeXDetGroupID, EeDetails INNER JOIN EeExtraDetails ON EeDetails.EeID  
  
= EeExtraDetails.EeID;
```

This query will give you the details if you only have 2 Furlough Extra Details Set up.

```
Select Distinct EeDetails.EeID, EeDetails.Surname, EeDetails.Forename,  
  
EeExtraDetails.Furlough, EeExtraDetails.Furlough_Start_Date,EeExtraDetails.Furlough_End_Date,  
  
EeExtraDetails.Furlough_Start_Date_2,EeExtraDetails.Furlough_End_Date_2  
  
FROM EeXDetDefn INNER JOIN EeXDetGroup ON EeXDetDefn.EeXDetGroupID =  
  
EeXDetGroup.EeXDetGroupID, EeDetails INNER JOIN EeExtraDetails ON EeDetails.EeID  
  
= EeExtraDetails.EeID;
```

This query will give you the details if you only have 3 Furlough Extra Details Set up

```
Select Distinct EeDetails.EeID, EeDetails.Surname, EeDetails.Forename,  
  
EeExtraDetails.Furlough,EeXDetDefn.EeXDetGroupID,  
EeExtraDetails.Furlough_Start_Date,EeExtraDetails.Furlough_End_Date,  
  
EeExtraDetails.Furlough_Start_Date_2,EeExtraDetails.Furlough_End_Date_2,  
  
EeExtraDetails.Furlough_Start_Date_3,EeExtraDetails.Furlough_End_Date_3  
  
FROM EeXDetDefn INNER JOIN EeXDetGroup ON EeXDetDefn.EeXDetGroupID =  
  
EeXDetGroup.EeXDetGroupID, EeDetails INNER JOIN EeExtraDetails ON EeDetails.EeID  
  
= EeExtraDetails.EeID;
```

Covid-19 Average Payroll Reports

- If you need to work out the average pay for employees to calculate their Furlough payments, you can use these reports:
 - [Covid-19 Average Pay Reports](#)

Processing Furloughed Worker in Payroll Professional

Proposed Method Do Not Use (April 2020 – June 2020)

The advised method for handling Furloughed Workers in Payroll Professional, is via the creation of specific pay components and recording the Furlough payments against them.

- Next, create a new Pay Component (see below e.g. **Furlough Salary 80**) and assign the relevant Tax, NIC and Pension settings and ensure when added to the employees it is populated with the appropriate wage to reflect 80% of wages.
- You might decide to call this component **Furlough Salary 80**, or similar. If you need to pay the full wage, then create another called **Furlough Salary 20**.

The screenshot shows the 'Pay Component (Add)' window. At the top, there are icons for OK, Cancel, Quick Report, and Print Form. Below this is a 'Details' section with a 'Description' field containing 'Furlough Salary 80'. There are three tabs: 'Basic Details', 'Misc Details', and 'Bank Details'. The 'Basic Details' tab is active, showing a 'Description' field with 'Furlough Salary 80' and a 'Component Type' dropdown set to 'General Component'. Below this is the 'Calculation Settings' section with the following options:

- ' +/- ' : ☒ Addition, ☐ Deduction
- 'Reducing balance' : ☐
- 'Taxable' : ☒
- 'Nliable' : ☒
- 'Gross up from net' : ☐
- 'Class 1A NICs' : ☐

Please Note: Recording Furloughed payments in the above way, will help you with reporting as required during the reclaim process.

Manual Calculating Furlough for Reclaim

Guidance has now been received from HMRC about the methods that should be used to calculate the reclaim amount for their upcoming portal, launching at the end of April 2020. This guidance on how the calcs work can be found here: [IRIS Covid19 Knowledge Base](#). Please see the IRIS Payroll Professional (Formerly Star) section.

There will be two methods of upload

- 1) Manual upload - by employee
- 2) File upload – large numbers of employees

Each upload will require the employer to provide info like:

- Company name, PAYE Ref Number etc.
- Claim period & number of EEs furloughed etc.
- Total Gross Pay Claimed
- Total ER NICs Claimed
- Total ER AE Costs Claimed

Covid-19 Reclaim Reports – Phase 1- Do Not Use (April 2020 – June 2020)

In April 2020, The HMRC launched their Furlough Reclaim Portal. Though they did not require changes to be made by software providers, they did suggest that providing a *JRS claim output file* would be helpful for Employers.

Upon investigation of the *JRS claim output file* IRIS Payroll Professional discovered that it required the Employer to do three things before uploading the report.

- 1) Manually upload claims one-by-one for up to 99 employees before being allowed to use the *JRS claim output file*
- 2) Calculate three version of the figures for each employee to place into this file or use in manual claim
 - Furlough Reclaim Amount
 - ERNI Reclaim Amount
 - ERPEN Amount

It was clear that calculating these three amounts was going to be extremely difficult without further help and therefore IPP has created the *Furlough Reclaim Calculation Report*. This report will allow you to do two things.

- 1) Input the figures manually into the HMRC JRS Portal for up to 99 employees
- 2) Populate a second IPP JRS output file report for upload to the HMRC JRS Portal for 100+ employees
 - This report *HMRC JRS output file* is based on guidance provided by HMRC

Covid-19 Furlough Reclaim Calculation Report

Click the link to download the [Covid-19 Furlough Reclaim Calculation Report and Guidance](#)

- Latest Version 22/05/2020: This report has been improved by client input. Simply download from the same link and replace in your Reports Folders.
- Now includes **Covid-19 Furlough Reclaim Calculation Report 2** to run with
 - Furlough_End_Date_2
 - Furlough_Start_Date_2

Covid-19 Abbreviated Calculation Report

Click the link to download the [Covid-19 Abbreviated Calculation Report and Guidance](#)

- Latest Version 22/05/2020: This report is a cut down version of the *Furlough Reclaim Calculation Report* and is only meant for clients who are positive that they want all reclaim calculations based on the Furlough Components used
- Now includes **Covid-19 Abbreviated Calculation Report 2** to run with
 - Furlough_End_Date_2
 - Furlough_Start_Date_2

Covid-19 HMRC JRS Output File

1. Click here to download the [Covid-19 HMRC JRS Output File and Guidance](#)

Covid-19 Phase 2: Reclaim Reports for 100% Furloughed Employees July+

1. See full details in the [Coronavirus- Job Retention Scheme \(Furlough\) – Phase 2](#) below

Covid-19 Phase 2: Flexible Furlough Reclaim Reports

1. See full details in the [Coronavirus- Job Retention Scheme \(Furlough\) – Phase 2](#) below

Coronavirus- Job Retention Scheme (Furlough) – Phase 2

The Coronavirus Job Retention Scheme has changed

1) CJRS Changes for employees furloughed 100% of the time

- July – Changes to claim Period rules and calculation basis
- August – Above, and Employers can no longer reclaim for ERNI & ER Pensions
- September – Above, and Employer reclaim reduces from 80% to 70%
- October – Above, and Employer reclaim reduces from 70% to 60%

2) Introducing Flexible Furloughing

- Employers can bring back to work employees that have previously been furloughed for any amount of time and any shift pattern, while still being able to claim the Coronavirus Job Retention Scheme grant for their **normal hours not worked**
- When claiming the grant for **furloughed hours**, employers will need to report and claim for a **minimum period of a week**
- The scheme will close to new entrants from **30 June**
 - a. Employers will only be able to furlough employees that they have furloughed for a full 3 week period prior to 30 June
 - b. the final date by which an employer needs to agree with their employee and ensure they place them on furlough is **10 June**
 - **NB.** Parents on statutory maternity and paternity leave who return to work in the coming months will be eligible for furlough scheme even after 10 June cut-off date
- Employers will have until **31st July** to make any claims in respect of the period to 30 June

What you need to set up now to support the reclaim of both 100% furloughed employees and flexibly furloughed employees:

Standard Hours

- The HMRC have changed the basis of calculation for furlough reclaim from daily to hourly. Therefore, **Standard Hours must be set up for employees**. You can do this for the whole Employer and override individual employees if necessary
 - This can be done at Employer level for the entire payroll, and overridden at Employee Level (See the *Setting up Standard Hours* set up section below)

Pay components for 100% furloughed employees and flexibly furloughed employees:

- To facilitate the change in calculation basis, all furlough related payments will need to be set up using **Unit based components** that represent the number of hours worked/furloughed
- Please set up the following components before running any reports **up to October 2020**

Component Name (Copy and Paste)	Component Setup
Furlough_July	Unit
Furlough_Worked_July	Unit
Furlough_Topup_July	Unit
Furlough_August	Unit
Furlough_Worked_August	Unit
Furlough_Topup_August	Unit
Furlough_September	Unit
Furlough_Worked_September	Unit
Furlough_Topup_September	Unit
Furlough_September_10	Unit
Furlough_October	Unit
Furlough_Worked_October	Unit
Furlough_Topup_October	Unit
Furlough_October_20	Unit

New Components required:

Furlough_October

- Pay for periods of Furlough (60%)

Furlough_Worked_October

- Pay for periods worked

Furlough_Topup_October

- Discretionary employer top-up

Furlough_October_20

- Pay for periods of Furlough (20%) – by employer

NOTE: Only the Furlough_October pay is reclaimable.

Important note on component use:

Reclaims will now be calculated inside a Calendar month only. Therefore, if your pay period is not calendar month, or contained within the calendar you must divide the furlough pay and make payments for that specific calendar month only.

Example:

Pay period = 8th July 2020 to 7th August 2020

Total Furlough Pay Period Pay = £1000.00

In this instance you will use two components to pay the furlough pay.

Furlough_July = £774.20 (1000/31*24)

Furlough_August = £225.80 (1000/31*7)

Reclaim Reports for Flexibly Furloughed Employees

Due to the added complication of part time working hours, we have devised an alternative two-step method for calculating reclaim amounts for Flexibly Furloughed employees.

Step One

In IRIS Payroll Professional, run the Covid-19 Flexible Furlough Export Report to create the data required for Step Two.

Step Two

Once you populate the IRIS Flexible Furlough Calculator Spreadsheet with the data from Step One, you can generate the Furlough Reclaim amounts and the CJRS Output File with a couple of clicks of your mouse.

What's Changed?

Changes to Furlough from August 2020:

- From August ER Pensions & ERNI are no longer reclaimable
- The IRIS Flexible Furlough Calculator Spreadsheet will omit both automatically
- We have created August versions of the Covid-19 Flexible Furlough Export Report
- We have also updated the 100% Furloughed report for August

Changes to Furlough from September 2020:

- The CJRS contribution has been reduced to 70%
- To receive the above, employers must pay a mandatory 10%
- We have created September versions of the Covid-19 Flexible Furlough Export Report
- We have also updated the 100% Furloughed report for September
- The IRIS Flexible Furlough Calculator Spreadsheet will work as before

Changes to Furlough from October 2020:

- The CJRS contribution has been reduced to 60%
- To receive the above, employers must pay a mandatory 20%
- We have created October versions of the Covid-19 Flexible Furlough Export Report
- We have also updated the 100% Furloughed report for October
- The IRIS Flexible Furlough Calculator Spreadsheet will work as before

How do I download the latest reports?

[Click here](#) to download the following:

- Covid-19 Flexible Furlough Reclaim Calculation Guidance (Updated for October)
- Covid-19 Flexible Furlough Export Report (July, Aug, Sept & October)
- IRIS Flexible Furlough Calculator Spreadsheet

[Click here](#) to download the following:

- Covid-19 100% Furlough Reclaim Calculation Guidance (Updated for October)
- Covid-19 100% Furlough calculation reports

Job Support Schemes Open & Closed

To support individuals and businesses to deal with the challenges created by coronavirus (COVID-19) during this winter (2020 to 2021), the government is providing additional support to help employers retain their employees through the Job Support Scheme (JSS) .

The Job Support Schemes Open & Closed have been suspended as of 01/11/2020

CJRS Extension – From 1st November 2020

The government is extending the CJRS to support individuals and businesses who are impacted by disruption caused by coronavirus (COVID-19) this winter. This is an extension of the CJRS and the scheme rules will remain the same except where we say otherwise.

The CJRS (also known as the furlough scheme) will remain open until April 2021. For claim periods running to April 2021, employees will receive 80% of their usual salary for hours not worked, up to a maximum of £2,500 per month. The £2,500 cap is proportional to the hours not worked.

Please read the government advice [here](#):

Important Note:

The Furlough extension rules closely mirror those in operation for August 2020.

- 80% Government Contribution
- NICs & ER Pension not reclaimable

How do I process this scheme in IRIS Payroll Professional?

Please set up the below components and process Furlough in the same manner as you did in August 2020.

Component Name (Copy and Paste)

Component Setup

Furlough_November	Unit
Furlough_Worked_November	Unit
Furlough_Topup_November	Unit
Furlough_December	Unit
Furlough_Worked_December	Unit
Furlough_Topup_December	Unit

Important Note: Coming into effect on 01/11/2020 the current rules will continue until April 2021, please add the grouping of 3 components for each month until the current scheme ends. E.G. Furlough_January, Furlough_February, Furlough_March, Furlough_April etc.

How do I reclaim the CJRS Extension?

Download the latest Reclaim Reports, Spreadsheet & Guidance [here](#)

These reports will allow you to do 2 things:

1. Generate 100% Furlough reclaim figures
2. Export the necessary information from Payroll to input into the IRIS Flexible Furlough Spreadsheet
 - Calculate the Flexible Furlough Reclaim Figures
 - Generate the CJRS Output file

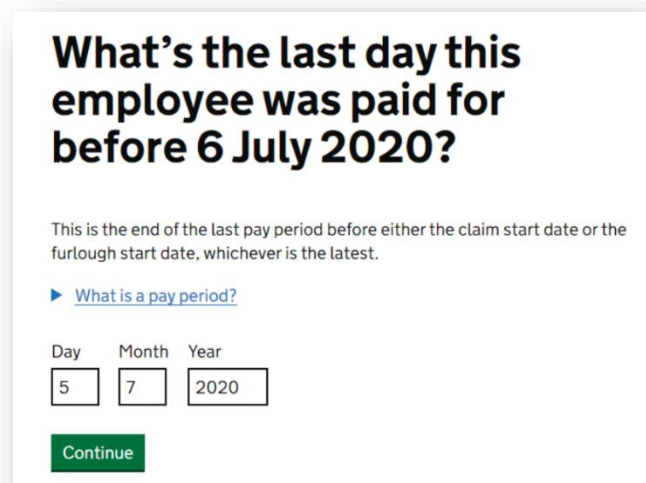
Checking figures using the HMRC Calculator

Many of you will wish to check the reclaim calculations against the HMRC Reclaim Calculator.

Link Here: <https://www.tax.service.gov.uk/job-retention-scheme-calculator/claim-period-start>

Here are a couple of things to remember when using the calculator.

- 1) **When asked what the last day this employee was paid for, you must enter the last date of the pay period, not the last working day.**



What's the last day this employee was paid for before 6 July 2020?

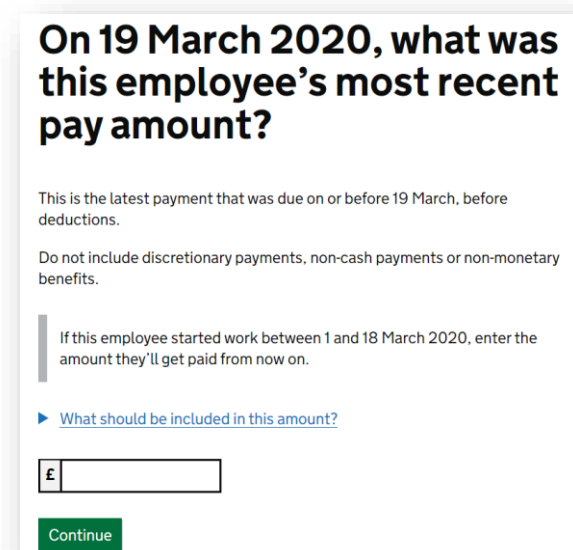
This is the end of the last pay period before either the claim start date or the furlough start date, whichever is the latest.

[▶ What is a pay period?](#)

Day Month Year

[Continue](#)

- 2) **Remember to enter the 100% value into the calculator, not the component value, which should be the CJRS contribution limit**



On 19 March 2020, what was this employee's most recent pay amount?

This is the latest payment that was due on or before 19 March, before deductions.

Do not include discretionary payments, non-cash payments or non-monetary benefits.

If this employee started work between 1 and 18 March 2020, enter the amount they'll get paid from now on.

[▶ What should be included in this amount?](#)

£

[Continue](#)

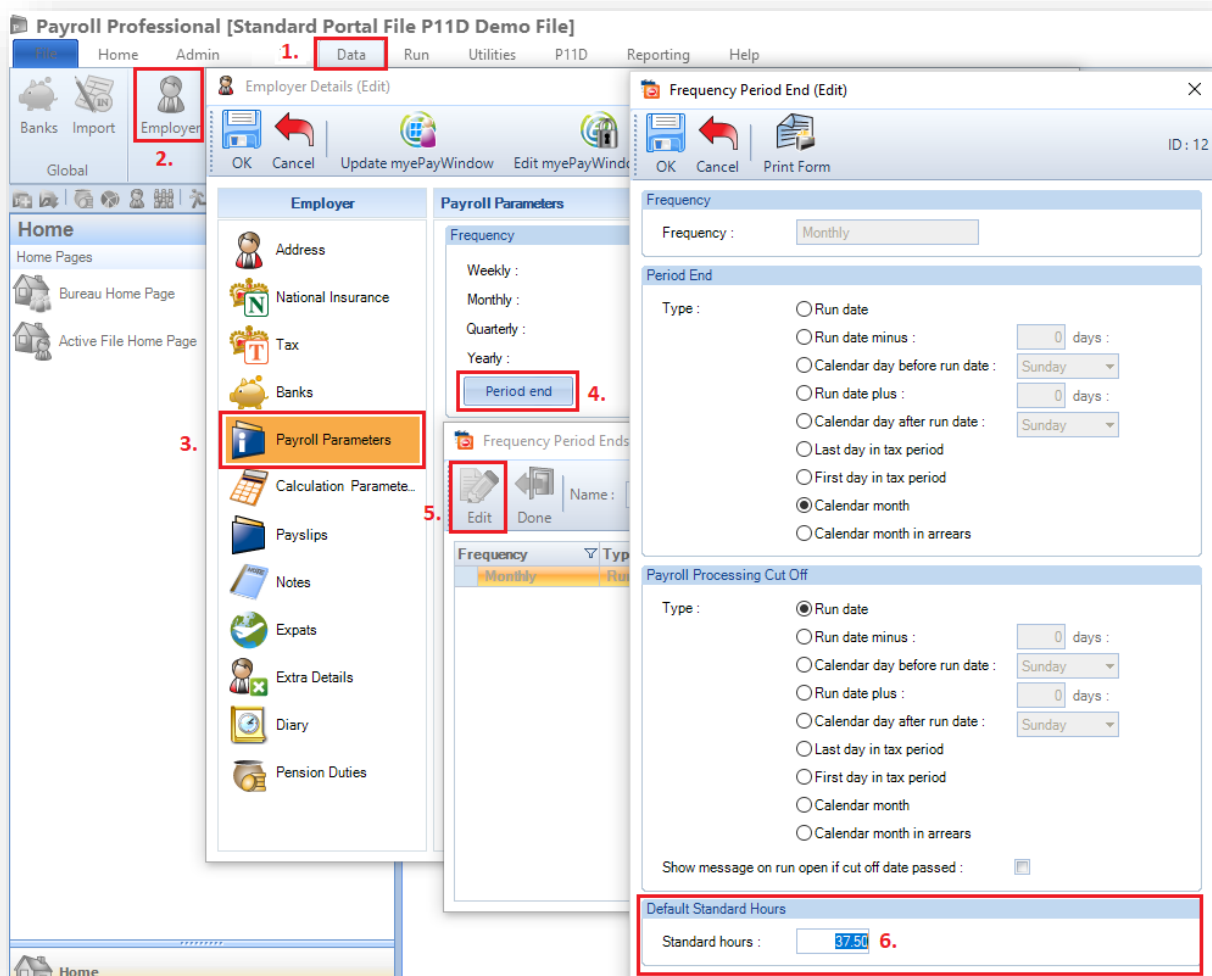
Setting up Standard Hours

If you have not set up Standard Hours for the Employer, you can do so either at Employer Level or Employee Level. It is common to do both; set up Standard Hours for the whole company and override at Employee Level for one or two non-standard Employees.

1) Setting up Standard hours at Employer Level for the entire payroll

Ensure that you your **Pay Runs are closed** and then follow the diagram below.

Go to: Data: Employer: Payroll Parameters: Period End: Choose the frequency: Click Edit: Set the Standard Hours at the bottom for that frequency.



1) Setting up Standard hours at Employee Level

If you have employees that do not share the Standard Hours of the rest of the payroll, you can override them at employee level.

Go to: Data: Employee: Choose and Employee: click on Pay Components: Enter the Standard Hours

The screenshot displays the 'Payroll Professional' software interface. The title bar indicates the file is 'Standard Portal File P11D Demo File'. The menu bar includes File, Home, Admin, Tables, Data (highlighted with a red box and labeled '1.'), Run, Utilities, P11D, Reporting, and Help. The top toolbar contains icons for New, Open, Close, Tax, National Insurance, Banks, Pensions, Pay, Employer, Employees (highlighted with a red box and labeled '2.'), Pay, Run General, Print, Report, BMS, and Exit. The left sidebar shows 'Home' with 'Bureau Home Page' and 'Active File Home Page'. The main window is titled 'Employee (Edit)' and contains fields for Ref (209), Forename (Laura), Surname (Booth), NI Number (JG525253C), and NI Letter (A). Below these fields are two sections: 'Employee' and 'Pay Components'. The 'Employee' section has icons for Address, Payments, Analysis, NI, PAYE and Student L., and Pay Components (highlighted with a red box and labeled '3.'). The 'Pay Components' section has a 'Global Settings' area with a 'Pay Grade' field and a 'Standard hours' field (highlighted with a red box and labeled '4.') showing '0.00 Monthly'. Below this are 'Add', 'Edit', and 'Delete' buttons.

Suspending Direct Earnings Attachments (DEAs)

What does this mean?

The DWP have advised that all debt management collection in relation to overpayments of benefits, tax credits and social funds have been suspended for a temporary period.

Payrollers will need to suspend DEAs issued by the DWP in Payroll and then restart them later.

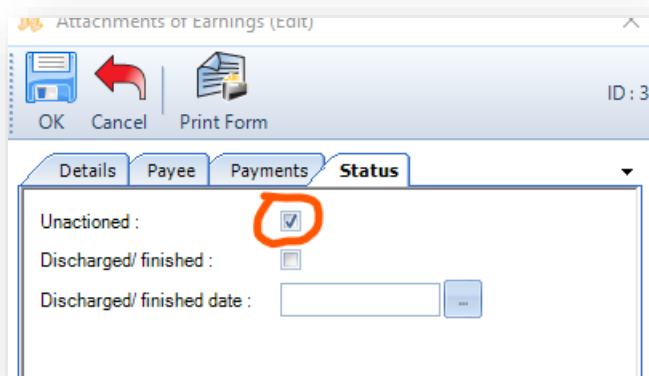
Important Note: A new order will not be issued, so it will be down to the Employer and therefore the payroll team to restart the attachments.

Handy Links

- 1) Gov.uk [click here](#)
- 2) CIPP [click here](#)

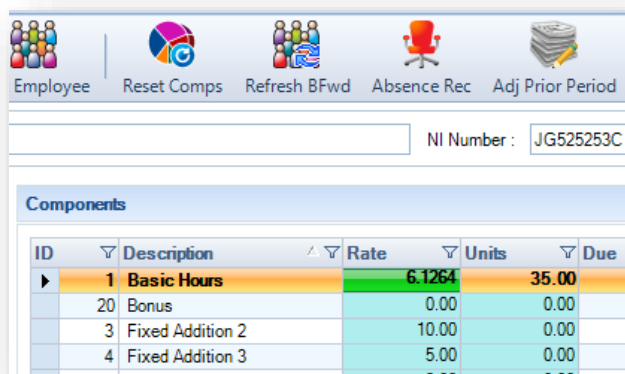
How to suspend a DEA

The DEA will have been set up in employee details under the AEO section. To suspend temporarily you need to go to the AEO edit screen in Employee details, select the STATUS tab then click on the UNACTIONED box.



The screenshot shows a software window titled "Attachments or Earnings (Edit)". At the top, there are icons for saving, canceling, and printing, along with the text "ID : 3". Below these are four tabs: "Details", "Payee", "Payments", and "Status". The "Status" tab is currently selected. Under the "Status" tab, there are three rows of options, each with a checkbox and a label: "Unactioned : [checked]", "Discharged/ finished : [unchecked]", and "Discharged/ finished date : [text box]". The "Unactioned" checkbox is circled in orange.

If you have already started the current period calculation you will need to REFRESH BROUGHT FORWARD on this person and re-calculate them. This will stop the DEA deduction from being taken.



The screenshot shows the 'Employee Components' window. At the top, there are icons for Employee, Reset Comps, Refresh BFwd, Absence Rec, and Adj Prior Period. Below these is a text field for 'NI Number' with the value 'JG525253C'. The main part of the window is a table titled 'Components'.

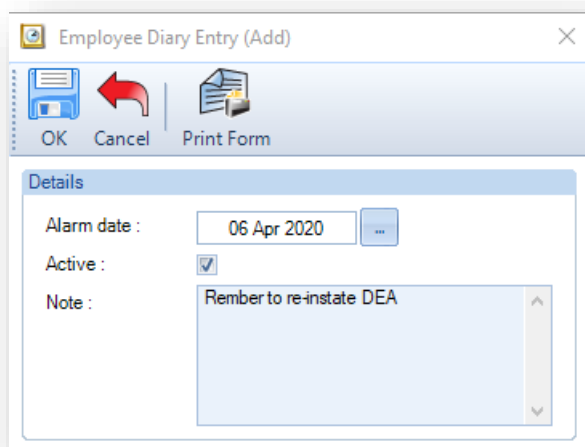
ID	Description	Rate	Units	Due
1	Basic Hours	6.1264	35.00	
20	Bonus	0.00	0.00	
3	Fixed Addition 2	10.00	0.00	
4	Fixed Addition 3	5.00	0.00	
6	Fixed Addition 2	2.00	0.00	

We would strongly recommend that you set a diary on this employee record to remind you when to re-instate the DEA. You will re-instate by removing the unactioned tick.

Set an Employee Diary

The DWP will not be re-issuing the orders, so the payroll team will need to remember to do so. The best way to do this is using Diary Alarms.

In Employee details, select the DIARY tab and click on ADD to create a new diary message.



The screenshot shows the 'Employee Diary Entry (Add)' dialog box. It has a title bar with a close button. Below the title bar are icons for OK, Cancel, and Print Form. The main area is titled 'Details' and contains the following fields:

- Alarm date : 06 Apr 2020 (with a calendar icon)
- Active : ☒
- Note : Rember to re-instate DEA (in a text area)

Choose the date when you need to be reminded, tick the active box and insert some test for your reminder.

N.B. the reminder will appear when you go to calculations in a period that includes the reminder date. If you leave it set with today's date you will see the message in every period from now.

You can now use myePayWindow to Broadcast messages & display Useful Links

During the Covid-19 pandemic, you will need to send lot of information to Employers and in turn they will need to send messages to employees. myePayWindow now includes two helpful options.

- 1) You can set a Broadcast message, either from Bureau to Employer or Employer to Employee
- 2) You can set up some Helpful Links icons on the homepage for either Employers or Employees

How to set up for Bureau-to-Employer (Bureau Users)

Navigate to **Administration/Employer Dashboard**. Use the date picker to pick the date from when you would like the message to display and enter the message text (a maximum of 500 characters). Click save. This broadcast message will show on all your clients 'Employer' dashboards. Only one message can be displayed at a time. A message remains on display until it is replaced or removed. If you wish to remove the message you will need to click on clear and then 'save' and the message will be removed from the Employer dashboard.

The screenshot shows the 'Star Bureau Limited' interface. On the left is a sidebar with navigation links: Bureau Dashboard, Notifications, Approvals, Clients, Statistics, Administration, Privileges, SPA, and Logout. The main area is titled 'Administration' and contains two sections: 'Broadcast message' and 'Useful link'. The 'Broadcast message' section has a date picker set to '07 Apr 2020' and a text area containing 'COVID 19 - Please see Useful links for updated information'. Below the text area are 'Save' and 'Clear' buttons. The 'Useful link' section has a description and an 'Add new link' button. A link is already added: 'COVID 19 - Support for Business %' with the URL 'https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-busi...'. At the bottom, it says '©2020 Galaxy Payroll. All rights reserved.'

The broadcast message will display as follows on the Employers Dashboard:-

The screenshot shows the 'Celestial Limited' interface. The left sidebar has links: Employer Dashboard, Notifications, Documents, Approvals, ePayslips, Employees, Statistics, Administration, Privileges, SPA, and Logout. The main area is titled 'Home - Employer Dashboard'. A red oval highlights the 'INFORMATION FROM YOUR BUREAU' section, which displays the message 'COVID 19 - Please see Useful links for updated information'. Below this is a summary of company information: 'Period: 6', 'Pay date: 30/09/2019', 'NET PAY: 19,596.28', 'GROSS PAY: 25,083.34', 'DEDUCTIONS: 5,487.06', and 'TOTAL PENSION: 1,755.82'. There is also a 'MY COMPANY INFO' section with details for 'Star Bureau Limited' and a 'USEFUL LINKS' section with a link to 'COVID 19 - Support for Business'. At the bottom, it says '©2020 Galaxy Payroll. All rights reserved.'

How to set up Bureau-to-Employer Useful Links (Bureau User)

Navigate to **Administration/Employer Dashboard**. Click on the add new link button

Useful link

Title

Url link

Type ☒ Website ☐ Document

Display ☒ Link ☐ Tile

[Save new link](#)

1. Enter the Title of the useful link e.g. Covid-19 Support for Business
2. Enter the URL of the website or Document
3. Choose whether you would like the website shown as a link or a tile on the dashboard

The useful link has been created on the Employer dashboard. You can create as many useful links as you like, however we recommend that create 5-8 Useful links and two tiles on the dashboard.

The screenshot shows the 'Employer Dashboard' for 'Celestial Limited'. The dashboard includes a sidebar with navigation options like Notifications, Documents, Approvals, ePayslips, Employees, Statistics, Administration, Privileges, SPA, and Logout. The main content area displays 'INFORMATION FROM YOUR BUREAU' with a COVID-19 notice. Below this are four summary cards: NET PAY (£19,596.28), GROSS PAY (£25,083.34), DEDUCTIONS (£5,487.06), and TOTAL PENSION (£1,755.82). The 'MY COMPANY INFO' section shows details for 'Star Bureau Limited'. The 'USEFUL LINKS' section, highlighted with a red circle, lists 'COVID 19 - Support for Business' as a link.

Below shows an example of a useful link as a tile.

This screenshot is similar to the previous one, but the 'USEFUL LINKS' section is highlighted with a red circle, showing the 'COVID 19 - Support for Business' link as a tile. The dashboard layout and other sections remain the same.

Useful link

Create useful links to popular websites i.e. HMRC or your Bureau website to display on all Employer dashboards. Click on the Add new link button to enter the URL of the chosen website. From the Employer dashboard the user will be able to view and access the link directly.

Add new link

COVID 19 - Support for Business %	https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-busi...
HMRC %	https://www.gov.uk/government/organisations/hm-revenue-customs

To delete a useful link, navigate to **Administration/Employee Dashboard** and click on the bin icon. This will remove the link from the Employer dashboard.

How to set up for Employer-to-Employee (Employer User)

Navigate to **Administration/Employee Dashboard**. Use the date picker to pick a date that you would like the message to show from and enter the message. Click save. This broadcast message will show on all employee dashboards. One message is available at a time. If you wish to remove the message you will need to click on clear and the message will no longer appear on the Employee dashboard.

Celestial Limited

Employer Dashboard

Home - Employer Settings

Administration

Users Details Branding Employee Dashboard Payslip & CIS Settings

Broadcast message

Set up a broadcast message to your Employees here. Use the date picker to choose a date from when the broadcast message will display on all Employee dashboards. To remove the broadcast message click on the clear button.
Note: Only one message is available at a time.

Time: 07 Apr 2020

Message: New COVID19 info check the links

Save Clear

Useful link

Create useful links to popular websites i.e. HMRC or your pension provider to display on all Employee dashboards. Click on the Add new link button to enter the URL of the chosen website. From the Employee dashboard the user will be able to view and access the link directly.

Add new link

HMRC Tax Code explanations %	https://www.gov.uk/tax-codes
Celestial HR site %	https://www.cascadecloud.co.uk/portal/
Pension Advice %	https://www.pensionsadvisoryservice.org.uk/taxi-ss/pension-wise
Benefits Portal %	https://www.perkatwork.com/marketplace

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The broadcast message will display as below on the Employee Dashboard:

Celestial Limited

Employee Dashboard

Home - Employee Dashboard

INFORMATION FROM YOUR EMPLOYER

New COVID19 info check the links

Period: Pay date: 30/09/2019

NET PAY: £ 1,331.18

GRAND PAY: 1,875.00

DEDUCTIONS: 543.82

TOTAL PENSION: 131.25

MY PAYROLL DETAILS

Summary of your employee payroll information

111/1111	Support	BR
TAX REFERENCE	DEPARTMENT	TAX CODE
AA123457A	BS30 6DL	
NI NUMBER	TAX DISTRICT	

View My Settings

USEFUL LINKS

Useful links set up for you by Celestial Limited

HMRC Tax Code explanations	LINK
Celestial HR site	LINK
Pension Advice	LINK
Benefits Portal	LINK

myePayWindow

Your Payslip

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How to set up Employer-to-Employee Useful Links (Employer User)

Navigate to **Administration/Employee Dashboard**. Click on the add new link button

Useful link

Title

Uri link

Type ☒ Website ☐ Document

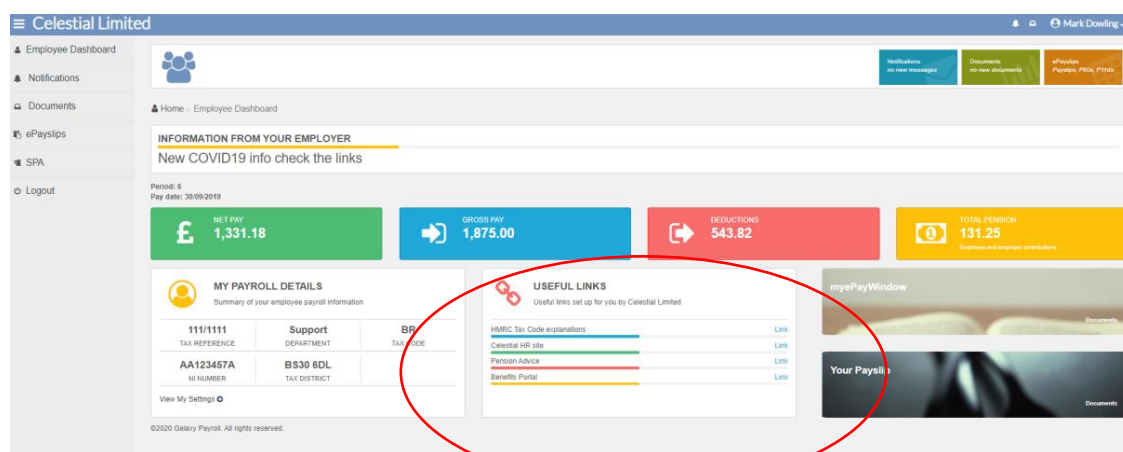
Display ☒ Link ☐ Tile

[Save new link](#)

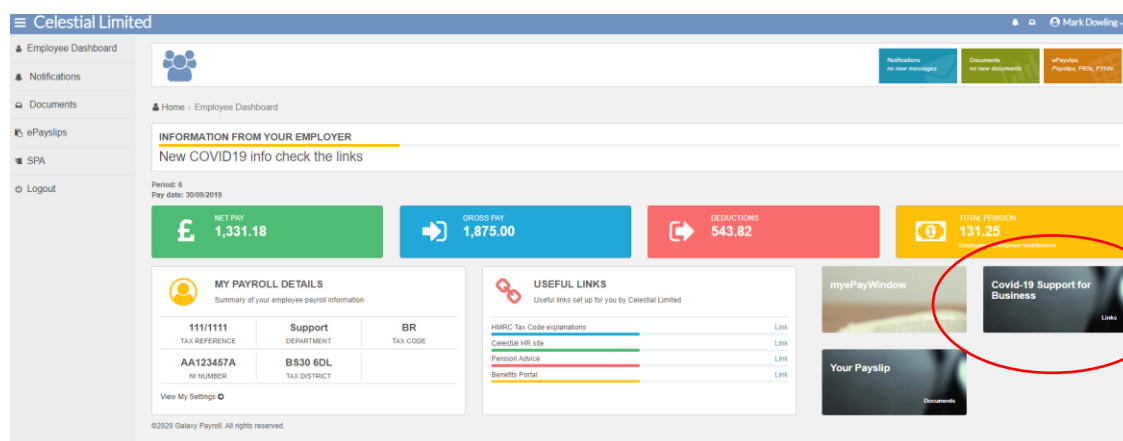
1. Enter the Title of the useful link e.g. HMRC
2. Enter the URL of the website or Document
3. Choose whether you would like the website shown as a link or a tile on the dashboard

Click on Save new link

The useful link has been created on the Employee dashboard. You can create as many useful links as you like, however we recommend that create 5-8 Useful links and two tiles on the dashboard.



Below shows an example of a useful link as a tile.



Useful link

Create useful links to popular websites i.e. HMRC or your pension provider to display on all Employee dashboards. Click on the Add new link button to enter the URL of the chosen website. From the Employee dashboard the user will be able to view and access the link directly.

Add new link

HMRC Tax Code explanations %	https://www.gov.uk/tax-codes
Celestial HR site %	https://www.cascadecloud.co.uk/portal/
Pension Advice %	https://www.pensionsadvisoryservice.org.uk/tack-uc/pension-vice
Benefits Portal %	https://www.perksatwork.com/marketplace
Covid-19 Support for Business %	https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-busi...

To delete a useful link, navigate to **Administration/Employee Dashboard** and click on the bin icon. This will remove the link from the Employee dashboard.

How to switch the Useful links view from Employer to Employee

The screenshot shows the 'Employer Dashboard' for 'Celestial Limited'. The 'USEFUL LINKS' section is highlighted with a red circle. It contains a dropdown menu currently set to 'Employee', with options for 'Employer', 'Employee', and 'Employee'. Below the dropdown is a link for 'COVID 19 - Support for Business'.

From the **Employer dashboard** you can switch the view from your Employer Useful links (set up by the Bureau) and the view from the Employee useful links (set up by the employer). Use the dropdown box to choose the view.

Appendix

Importing Extra Details

Setting up the Extra Details Spreadsheet

Once Employee details have been created you will need to key-in or import values against each employee. To import values, you will need to do the following:

- Create a simple spreadsheet
- The first column **MUST** be the employee ID or Reference
- The second column should be the employee surname
- The next column will be for the first extra detail to be imported
- The column header **MUST** match the extra detail name **EXACTLY**
- Repeat as necessary for further extra details that will have values imported
- Do not create a column where there are no values to be imported
- Remember only to include CURRENT employees
- If your file contains leavers the import will fail
- Save the spreadsheet as a CSV file

Example:

You have created these fields:

Furlough

Furlough_End_Date

Furlough_Start_Date

Your spreadsheet headers will be:

Column A EEID or EeRef

Column B Surname

Column C Furlough

Column D Furlough_Start_Date

N.B. Do not create a column for the end date unless you have a date to import.

Importing

When the CSV is complete with data.

- 1) Go to Data/Import/Import Extra details, choose Fixed Layout. Click Next
- 2) Select the Employee Identifier at the bottom of the screen as ID or Reference to match your input. Click Next

- 3) Both sections on this screen should be ticked. Click Next and choose your CSV to import.
- 4) Complete the import as normal.

Job Retention Scheme (Furlough) What is it?

It's a scheme open to all UK PAYE Employers that need access to support to continue paying part of their employees' salary for those that would otherwise have been laid off during this crisis. This applies to employees who have been asked to stop working, but who are being kept on the pay roll, otherwise described as a 'furloughed worker'.

On 20 March 2020, the Chancellor announced that the Government will reimburse up to 80% of workers' wages, a maximum of £2,500 per month. This is to safeguard workers from being made redundant. The Coronavirus Job Retention Scheme will cover the cost of wages backdated to March 1st and is initially open for 3 months

Eligibility

Any UK organisation with employees can apply, including:

- Businesses
- charities
- recruitment agencies (agency workers paid through PAYE)
- public authorities

You must have created and started a PAYE payroll scheme on or before 28 February 2020 and have a UK bank account.

Where a company is being taken under the management of an administrator, the administrator will be able to access the Job Retention Scheme.

Employees

Designate affected employees as 'furloughed workers,' and notify your employees of this change – changing the status of employees remains subject to existing employment law and, depending on the employment contract, may be subject to negotiation

What you'll need to make a claim

Employers should discuss with their staff and make any changes to the employment contract by agreement. Employers may need to seek legal advice on the process. If enough numbers of staff are involved, it may be necessary to engage in a collective consultation process to secure agreement to any changes to terms of employment. Unions may be involved in this process.

To claim, you will need:

- your ePAYE reference number
- the number of employees being furloughed
- the claim period (start and end date)

- amount claimed (per the minimum length of furloughing of 3 weeks)
- your bank account number and sort code
- your contact name
- your phone number

You will need to calculate the amount you are claiming. HMRC will retain the right to retrospectively audit all aspects of your claim.

HMRC will be setting up an online portal on which employers will submit information about the employees that have been furloughed, together with their earnings and other details which are still to be confirmed. HMRC hopes to be able to make the first grants under the Coronavirus Job Retention Scheme within weeks and they are aiming to have the portal up and running before the end of April.

Job Retention Scheme FAQ's

Do companies have to pay 20% of workers' wages?

No, but they can if they want to, however, they cannot claim more than 80% of £3125, equivalent to a gross salary of £2500. However, employees have a contractual right to be paid in full so employers would need employee consent to reduce pay to 80%

Can I top up their salary?

At a minimum, employers must pay their employee the lower of 80% of their regular wage or £2,500 per month. An employer can also choose to top up an employee's salary in addition to the grant. Employer NICs and automatic enrolment contribution on any additional top-up salary will not be funded through this scheme. Nor will any voluntary automatic enrolment contributions above the minimum mandatory employer contribution of 3% of income above the lower limit of qualifying earnings.

My employee is on unpaid leave

Employees on unpaid leave cannot be furloughed, unless they were placed on unpaid leave after 28 February.

What is a week's pay?

In employment law there are complicated rules on determining what constitutes 'a week's pay'. It is often calculated using a 12-week reference period and in some cases can exclude payments like bonuses and overtime.

What type of employee can I claim the 80% for?

Furloughed employees must have been on your PAYE payroll on 28 February 2020, and can be on any type of contract, including:

- full-time employees
- part-time employees

- employees on agency contracts
- employees on flexible or zero-hour contracts

The scheme also covers employees who were made redundant since 28 February 2020, if they are rehired by their employer.

We've variable payments

If the employee has been employed (or engaged by an employment business) for a full twelve months prior to the claim, you can claim for the higher of either:

- the same month's earning from the previous year
- average monthly earnings from the 2019-20 tax year

If the employee has been employed for less than a year, you can claim for an average of their monthly earnings since they started work.

If the employee only started in February 2020, use a pro-rata for their earnings so far to claim.

Once you've worked out how much of an employee's salary you can claim for, you must then work out the amount of Employer National Insurance Contributions and minimum automatic enrolment employer pension contributions you are entitled to claim.

Minimum and Living wage rules

Individuals are only entitled to the National Living Wage (NLW)/National Minimum Wage (NMW) for the hours they are working.

Therefore, furloughed workers, who are not working, must be paid the lower of 80% of their salary, or £2,500 even if, based on their usual working hours, this would be below NLW/NMW

However, if workers are required to for example, complete online training courses whilst they are furloughed, then they must be paid at least the NLW/NMW for the time spent training, even if this is more than the 80% of their wage that will be subsidised

My employee is on SSP

Employees on sick leave or self-isolating should get Statutory Sick Pay but can be furloughed after this.

If your employee is on Maternity Leave, contractual adoption pay, paternity pay or shared parental pay

Their statutory rights remain the same in regard to leave and pay, however, If you offer enhanced (earnings related) contractual pay to women on Maternity Leave, this is included as wage costs that you can claim through the scheme.

The same principles apply where your employee qualifies for contractual adoption, paternity or shared parental pay.

Employees who are shielding in line with public health guidance can be placed on furlough.

My employee has more than one job

If your employee has more than one employer, they can be furloughed for each job. Each job is separate, and the cap applies to each employer individually.

Full and part time employee

For full time and part time salaried employees, the employee's actual salary before tax, as of 28 February should be used to calculate the 80%. Fees, commission and bonuses should not be included

Employer National Insurance and Pension Contributions

All employers remain liable for associated Employer National Insurance contributions and minimum automatic enrolment employer pension contributions on behalf of their furloughed employees.

You can claim a grant from HMRC to cover wages for a furloughed employee, equal to the lower of 80% of an employee's regular salary or £2,500 per month, plus the associated Employer National Insurance contributions and minimum automatic enrolment employer pension contributions on paying those wages.

You can choose to provide top-up salary in addition to the grant. Employer National Insurance Contributions and automatic enrolment contribution on any additional top-up salary will not be funded through this scheme. Nor will any voluntary automatic enrolment contributions above the minimum mandatory employer contribution of 3% of income above the lower limit of qualifying earnings

Income tax and Employee National Insurance

Wages of furloughed employees are subject Income Tax and National Insurance as normal. Employees should also pay AE contributions on qualifying earnings, unless they have opted out or terminated their membership of an AE scheme.

Employers will be liable to pay Employer NICs on wages paid, as well as AE contributions on qualifying earnings as above.

Tax Treatment of the Coronavirus Job Retention Grant

HMRC state that 'payments received by a business under the scheme are made to offset these deductible revenue costs. They must therefore be included as income in the business's calculation of its taxable profits for Income Tax and Corporation Tax purposes, in accordance with normal principles'.

'Businesses can deduct employment costs as normal when calculating taxable profits for Income Tax and Corporation Tax purposes'.

How will HMRC prevent fraud?

They will be cross checking applications for grants against PAYE records for each company.

Sources:

<https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

<https://www.ft.com/content/bd63d562-6d1b-11ea-89df-41bea055720b>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>

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 Email: sales@iris.co.uk	Tel: 0344 815 5676 Email: earniesales@iris.co.uk	Tel: 0345 057 3708 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

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