

PAYROLL UPDATE

Following our earlier update to clients who have undertaken our payroll service we now have more information in regards to processing reclaims for the Coronavirus Job Retention Scheme.

Reclaiming furloughed staff wages and employer costs

It has been two weeks since the Coronavirus Job Retention Scheme (CJRS) reclaim portal went live and as we have now processed claims for March and April we would like to update you on this process and detail further information we need to be updated with in the coming months.

Calculating furlough pay and reclaiming it is a separate process to the normal payroll submissions, it is this reason that it has taken so much additional time and resource for us to handle claims on behalf of clients and we thank you for your patience throughout this process.

In addition to the normal payroll process and submissions, we have been producing calculations, providing an increased amount of support and advice, sending CJRS claim agreement letters and submitting the claims separately once we have had the approval back.

Due to this extended process please could we ask that you provide us with all the standard payroll and furlough information as early as possible and note that repayments from HMRC take 6 working days from the date of submission to be paid into your account. Therefore if you require the funds to be able to pay wages you need to ensure we have all information at least 10 working days prior to your pay date.

If there are any changes to employee status we ask you to let us know immediately, this includes the ending of furlough status and new employees being placed on furlough.

If you haven't received notice from us that your claim has been processed and you have returned your claim agreement form please contact us to check your claim status.

We ask you to please bear with us during this exceptionally busy time, we are still having a large amount of emails and calls every day so our response times may be longer than usual.



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