



# **Claim for your employees' wages through the Job Retention Scheme**

A step by step guide for employers

## If you can't maintain your current workforce because your operations have been affected by coronavirus (COVID-19), you can furlough employees and apply for a grant to cover the majority of their wages.

The extension of the Coronavirus Job Retention Scheme (CJRS) was announced on 5 November.

From 1 November, the UK Government will pay 80% of employees' usual wages for the hours not worked, up to a cap of £2,500 per month. The government will review the scheme in January 2021.

You must continue to pay the associated Employer National Insurance contributions and pension contributions (up to the level of the minimum automatic enrolment employer pension contribution) on subsidised furlough pay from your own funds.

### Rules for specific claim periods, and deadlines for claims

#### Claim periods before 1 November

You need to submit claims for periods up to and including 31 October on or before 30 November. Claims for periods up to 31 October will not be accepted after 30 November.

For claim periods before 1 November, you can only claim for employees you have previously successfully furloughed through the scheme on or before 30 June.

The scheme has been updated a number of times since it was first launched. Claims for past periods are subject to the rules in force at the time. For the hours an employee is on furlough:

- From **1 July**, the government will pay 80% of wages up to a cap of £2,500, as well as employer National Insurance Contributions (ER NICs) and pension contributions.
- From **1 August**, the government will pay 80% of wages up to a cap of £2,500. Employers will pay ER NICs and pension contributions.
- From **1 September**, the government will pay 70% of wages up to a cap of £2,187.50. Employers will pay ER NICs and pension contributions and top up employees' wages to ensure they receive 80% of their wages up to a cap of £2,500.
- From **1 October**, the government will pay 60% of wages up to a cap of £1,875. Employers will pay ER NICs and pension contributions and top up employees' wages to ensure they receive 80% of their wages up to a cap of £2,500.

#### Claim periods from 1 November onwards

The government will pay 80% of wages up to a cap of £2,500. Employers will pay ER NICs and pension contributions. Employers have to pay employees for the hours they work and can choose to top up their wages above the 80% total and £2,500 cap for the hours not worked at their own expense if they wish.

Neither you nor your employee needs to have benefited from CJRS before to claim for periods from 1 November onwards.

It's up to you to decide the length of the claim period. You can usually make your claim up to 14 days before your claim period end date and do not have to wait until the end of a claim period to make your next claim.

Claims from 1 November have monthly deadlines. They must be submitted within 14 calendar days after the month they relate to, unless this falls on a weekend and then it is the next working day.

These are the steps you'll need to take – please read the full guidance on GOV.UK on checking if you can claim for your employees' wages through the Coronavirus Job Retention Scheme.

#### Go to step 1

## Step 1: Check you can claim

Please **check the guidance to make sure you are eligible and which employees you can claim for.**

Remember that for claim periods before 1 November you can only claim for employees you have previously successfully furloughed through the scheme before 30 June 2020, subject to the exemptions in the guidance.

## Step 2: Decide who will claim

You can make your own claim, or ask your agent to act on your behalf.

You (or your agent) will need to be registered for PAYE online to make a claim.

## Step 3: Get ready to make your claim

To make your claim you'll need to give information about your business and employees, including:

- employer UK bank account number and sort code
- employer PAYE scheme reference number
- number of employees being furloughed
- National Insurance number for each employee
- start date and end date of the claim
- Corporation Tax unique taxpayer reference, Self Assessment unique taxpayer reference (**find your UTR** if you don't know it), or company registration number. If you don't have any of these, you can enter your Employer Name instead.

Decide the length of the claim period. Claim periods starting on or after 1 July must start and end within the same calendar month and must last at least seven days, unless you're claiming for the first few days or the last few days in a month.

You can't make more than one claim during a claim period. This means you should include all of the employees you want to furlough for that claim period. You won't be able to make another claim for the same period, or one that overlaps, and you can't make changes to your claim once it's submitted.

**Continue to step 4**

## Step 4: Calculate your claim

For the majority of employers with full-time or part-time employees on a set salary, you'll need to work out the total:

- amount being paid to furloughed employees
- employer NICs for claims for periods after 1 August
- employer pension contributions for claims for periods after 1 August.

Please read the **guidance on steps to take before calculating your claim** for furloughed and flexibly furloughed employees. This gives examples to show how to calculate a claim, and a calculator that can work out most fixed or variable pay calculations.

It's your responsibility to check that the amount you're claiming for is correct, even if you use the calculator.

## Step 5: Make your claim

Make sure you have your Government Gateway user ID and password that you received when you registered for PAYE online.

If you're claiming for 100 or more furloughed employees, please use our template to upload your employees' details to help you make sure your data is right. You need to make sure you use the right format when entering the details on the template, or it may be automatically rejected when you submit it – **read the guidance on using a template to claim for 100 or more employees**.

Please only provide the information requested. If you provide less or more information you may be asked to submit it again, or risk delaying your payment.

You can **save and return** at any point during your claim. So if you don't have all the information you need to complete a claim first time, or you want to take a break during a claim, you can save it and come back later. Also, you can delete a claim within 72 hours of starting it.

**Use our online service to make a claim**

**Continue to step 6**

## Step 6: After you've claimed

A claim reference number will be shown on screen once you've submitted your claim. **Please print or note down the reference number, as you won't get an email confirmation.**

If you're using an agent, ask them to note down the claim reference number and share the calculations that form the basis for your claim.

To make sure employees' wages are correctly reported to HMRC, please check if you need to report payments on the PAYE Real Time Information system. Read the **guidance on reporting employees wages to HMRC when you've claimed through the Coronavirus Job Retention Scheme.**

HMRC will verify your claim and may need to contact you for further information. You will receive the grant in six working days.

To help us to support as many businesses as possible, please don't contact HMRC about payment before six working days have passed, as we won't be able to check on payment before this time. If you need help after this time please visit **GOV.UK to get help with the Coronavirus Job Retention Scheme** in the first instance and only contact us if you can't find the help you need online.



## Step 7: Making additional claims

For your next claim period please return to Step 3, but remember you cannot make more than one claim during a claim period, and claim periods cannot overlap.

Please also check your calculations every time you make a new claim, in case any details have changed.

## Further information

Remember that grants from the Coronavirus Job Retention Scheme are only intended for the payment of employees' salaries (and related National Insurance and pension contributions up to 31 July).

HMRC intend to publish the details of employers who use the scheme for claim periods from December, and employees will be able to find out if their employer has claimed for them under the scheme.

When applying, please be aware that payments may be withheld or may need to be repaid in full to HMRC if the claim is based on dishonest or inaccurate information or found to be fraudulent.

If you've made an error in a CJRS claim that means you received too much money, you must pay this back to HMRC.

We've updated the application system so you can tell us if you have overclaimed in a previous claim – when you apply you'll be asked if you need to reduce it to take account of a previous error. Your new claim amount will be reduced to reflect this. You should then keep a record of this adjustment for six years.

If you claimed too much and do not plan to submit further claims, or if you don't need the grant and want to make a voluntary repayment, **find out how to pay all or some of your grant back.**

We also want to keep customers safe, and are aware of an increase in scam emails, calls and texts. If someone gets in touch claiming to be from HMRC, saying that financial help can be claimed or that a tax refund is owed and asks you to click on a link or to give information such as your name, credit card or bank details, **please do not respond.** You can forward suspicious emails claiming to be from HMRC to **phishing@hmrc.gov.uk** and **texts to 60599.**