


Important COVID-19 Payroll Updates & Return to Work Safety Policies




Welcome to today's webinar







Presenters




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Questions




Recording



Email



Handouts



Resources



Part 1: Important COVID-19 Payroll Updates



Coronavirus Job Retention Scheme & Furlough Leave

A temporary scheme that is designed to support employers whose operations have been severely affected by COVID-19.



Job Retention Scheme & Furlough Leave

Employers can claim for:

- 80% of usual monthly wage costs (capped at £2,500)
- Associated Employer National Insurance contributions
- Minimum auto enrolment employer pension contributions

Optional for employers to top up an employees salary beyond this




Job Retention Scheme & Furlough Leave

Must have been included in an RTI submission to HMRC on or before 19 March 2020

The minimum furlough period is three consecutive weeks


Employees can be furloughed multiple times



Job Retention Scheme & Furlough Leave

Scheme extended until 31st October

- Employers required to pay employer NI and AE contributions from August
- September – subsidy of 70% (up to £2,187.50) & employers are required to pay **10% of wages to make up 80% total**
- October – subsidy of 60% (up to £1,875) & employers required to pay **20% of wages to make up 80% total**




Job Retention Scheme & Furlough Leave

Furloughed employees cannot undertake work for or on behalf of the organisation

If an employee is working reduced hours, they will not be eligible

From 1 July – flexibility to allow employees to return to work part-time & still receive the grant




Job Retention Scheme & Furlough Leave

From 1 July to 31 August - the government will continue to pay 80% of wages for hours not worked

Employers required to pay employees for the hours they do work

When working 2 days – employee must be paid as normal for 2 days & subsidy will cover the other 3 days




Job Retention Scheme & Furlough Leave

Employers will decide their employee's hours & shift patterns

Any changes to the working hour arrangements must be confirmed with the employee in writing

If employee not returning to work part time, they can continue to claim the grant for their full hours

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Job Retention Scheme & Furlough Leave

Flexibility will help with businesses reopening and help boost economy

The scheme will close to new entrants from 30 June

10 June - final date to be able to furlough an employee

31 July - deadline to make any claims for the period to 30 June


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Job Retention Scheme & Furlough Leave

From 1 July – the max no. of employees you can claim for cannot be higher than the max no. claimed for in a single previous claim period

Full guidance on changes will be published on GOV.UK on 12 June

BrightPay are in consultation with HMRC re. software changes required

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Job Retention Scheme & Furlough Leave

Employers need to claim for wage costs through GOV.UK online portal

You can make a claim:

- 14 days in advance
- At the point you run payroll
- After you have run your payroll

Consider your payroll frequency when deciding on your claim period

 Additional Resource


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Job Retention Scheme & Furlough Leave


You cannot make more than one claim during a claim period

Must claim for all furloughed employees at one time

Where returning to work part-time, data on the employees usual hours and actual hours work will need to be submitted



Job Retention Scheme & Furlough Leave



Additional Resource

You should receive the payment from HMRC within 6 working days

New functionality added to enable employers to amend over-claims


You can adjust any overpayments as part of your next claim

Need to check if you need to report payments via RTI




How BrightPay's CJRS Claim Report works

BrightPay's CJRS Claim Report can be used to ascertain the amounts needed for input into HMRC's online service.




COVID-19: How to handle SSP

COVID-19 related sick pay differs from normal Statutory Sick Pay.



COVID-19 Related SSP & SSP Claims



Additional Resource

Employees are entitled to Statutory Sick Pay from day one

BrightPay 20/21 - new option for COVID-19 Related Sick Leave

Employers can claim for up to 2 weeks sick leave if diagnosed with COVID-19, self-isolating or shielding

Claim portal now live on GOV.UK

COVID-19 Related SSP & SSP Claims



Furloughed employees retain their statutory rights – must be paid at least SSP if they become ill

CJRS & SSP – can be claimed for the same employee, but not for the same period of time

Employers will need to decide whether to move employees onto SSP or to keep them on furlough

Managing Annual Leave during COVID-19



The rules in relation to carrying over annual leave have been temporarily relaxed to deal with the coronavirus disruption.

COVID-19 & Managing Annual Leave



Employees may carry over up to 4 weeks paid holidays into the next two leave years

Furloughed employees continue to accrue leave

Employees can take holiday whilst on furlough -pay their usual holiday pay

Flexibility to restrict when leave can be taken if there is a business need

Part 2: Return to Work Safety Policies





Staff Returning To Work

Concerns facing employers from an employment law and HR perspective as people start returning to work.



Health & Safety in the Workplace

Health and Safety at Work Act

Employers have a duty to ensure the health, safety & welfare at work of all its employees

What is it that is reasonably practicable for an employer to do to provide a safe place to work?



Guidance Documents

Guidance Documents - appropriate steps workplaces should be taking

1. Construction & other outdoor work
2. Factories, plants and warehouses
3. Labs and research facilities
4. Offices and contact centres
5. Other people's homes
6. Restaurants offering takeaway or delivery
7. Shops and branches
8. Vehicles




5 Steps to Working Safely

Practical actions for businesses to take based on 5 key principles

- COVID-19 Risk Assessment
- Allow employees work from home
- Cleaning, handwashing and hygiene procedures
- Social distancing of 2 metres
- Where social distancing can't be achieved – e.g. Perspex guards, face coverings, staggered times



Additional Resource



Internal Communications

Important to communicate any preventative measures with your employees / representatives

Key concern – How to prepare staff for the return to work?

- Return to Workplace Induction
- Staff Surveys - Prior to Returning
- COVID-19 Safe Working Policy

Optional Sections

☒ Introduction [Preview](#) [Info](#)

☒ Covid-19 Safe Working Policy [Preview](#) [Info](#)

☒ Terms and Conditions [Preview](#) [Info](#)

☐ Performance Appraisal [Preview](#) [Info](#)

☐ Car Parking [Preview](#) [Info](#)

☐ Vehicles [Preview](#) [Info](#)

☐ Driving for Work [Preview](#) [Info](#)

☐ Close Circuit Monitoring [Preview](#) [Info](#)

☐ Inclement Weather/Emergency Closing [Preview](#) [Info](#)

☐ Disclosure [Preview](#) [Info](#)

☐ Recording of Telephone Calls [Preview](#) [Info](#)

[OK](#) [Cancel](#)

Select the sections that you wish to add to the handbook. This list includes any predefined sections you may have deleted.

As each employment is different, careful consideration should be given to each and every clause included in the handbook. Responsibility for ensuring that each clause is appropriate to each employment rests with the user. Separate professional employee relations or legal advice should be sought where any doubt exists.

The content of these additional sections can be viewed and amended in the main handbook section which follows.

Covid-19 Safe Working Policy

Introduction

As the COVID-19 lockdown is eased, we recognise that *The Company* needs to return to normal operations where possible and adapt to new ways of working where required. This policy explains the changes to our working environment and new ways of working.

These adaptations have been informed by our COVID-19 risk assessment, the results of which can be found on our website.


We encourage you to let us know if you have any concerns, have identified any potential risks, or have any suggestions for further adaptations we can make - you can do this by raising concerns or making suggestions to your line manager.

In advance of your return

We have identified the minimum number of workers needed to operate safely and effectively, while maintaining social distancing, in our work locations.

We are asking workers to attend work only where their role requires their physical presence. Workers who can work from home, such as support/administrative staff, should continue to do so.

Workers with serious underlying health conditions who have been advised to shield against coronavirus should continue to do so for the duration of their shielding period. Workers in other vulnerable groups, such as pregnant workers and those aged 70 or over, are being consulted individually about potential adaptations to their role.




Contractual Issues

Complying with the relevant guidance is crucial

If not meeting the guidelines, you cannot reasonably ask employees to come into work

If complying with the guidelines, employee may still be unwilling to return to work – Why?




Employee Unwilling to Return to Work

Not happy / satisfied with level of preventative measures taken

Talk with the employee and try to understand their concerns

In circumstances of danger - leave the place of work, refuse to return or take steps to protect themselves

Dismissal could be considered unlawful detriment / dismissal




Employee Unwilling to Return to Work

Concerns around travelling to work

Where possible, employees should walk, cycle or drive to work

Journey to work is generally the employees' responsibility

Be as sympathetic as possible to an employees' problems in travelling to work




Employee Unwilling to Return to Work

Childcare issues

What are the options?

- Put them on unpaid leave?
- Request they take annual leave?
- Continue paying them in full?
- Do you discipline them?
- Put them on furlough leave



Employee Unwilling to Return to Work

Underlying disability

Employees may have different risks from other employees

Make reasonable adjustments specific to that individual

Vulnerable employees / employees who are shielding – furlough may be the best option



Health & Safety in the Workplace

Assess the workplace and work processes

Put precautionary measures in place to make the workplace safe

Demonstrate compliance with government guidance

Engage with employees as much as possible

Additional Resources

BrightPay's COVID-19 Resources Hub:

<https://www.brightpay.co.uk/pages/covid-19-resources>

GOV.UK Coronavirus Business Support:

<https://www.gov.uk/coronavirus/business-support>

Claim for wages through the Coronavirus Job Retention Scheme:

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

Reporting CJRS Payments through RTI:

<https://www.gov.uk/guidance/reporting-payments-in-pay-real-time-information-from-the-coronavirus-job-retention-scheme>

BrightPay's CJRS Claim Report Guidance:

<https://www.brightpay.co.uk/docs/20-21/coronavirus-covid-19-guidance-for-brightpay-users/coronavirus-job-retention-scheme-claim-report-in-brightpay/>

BrightPay's SSP Rebate Scheme Claim Report Guidance:

<https://www.brightpay.co.uk/docs/20-21/coronavirus-covid-19-guidance-for-brightpay-users/coronavirus-ssp-rebate-scheme-claim-report-in-brightpay/>

Additional Resources

GOV.UK Guidance - Working Safely During COVID-19:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Template Furlough Letter:

https://www.brightpay.co.uk/guides/Letter_Regarding_Furlough_Leave.docx

Template Letter – Furlough Leave Extension:

<https://www.brightpay.co.uk/guides/Furlough%20Leave%20Extension.docx>

Template Letter – Rejecting Furlough Request:

https://www.brightpay.co.uk/guides/Letter_Rejecting_Furlough_Request.docx

Template Letter – Rejecting Furlough Request:

<https://www.brightpay.co.uk/guides/Return%20to%20Work.pdf>

HSE – Working Safely During the Coronavirus Outbreak - A Short Guide:

<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

Bright Contracts (including COVID-19 Safe Working Policy) – Book a demo:

<https://forms.gle/8VPakA4sxerR3X2T7>



Questions & Answers



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