

# IRIS Payroll

COVID-19, Furloughed Employee & Job  
Retention Scheme Payroll Processing  
Changes

May 1st, 2020

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## Furlough Payments

This document aims to give you guidance on processing Furlough payments in IRIS Payroll, making it easier to calculate what you can claim back from the government using the Coronavirus Job Retention Scheme. The information contained herein was correct at the time of publishing but is subject to change as HMRC define the furlough legislation.

Further information can be found [here](#).

### Summary of Changes

1. Identify the pay element(s) you have used to make furlough payments
2. Identify the pay element(s) you have used to make top-up payments
3. Enter furlough dates for your furloughed employees
4. Print the new furloughed employees report. The report shows all employees' furlough pay for a selected range of pay periods, including their employer's NI and employer's pension reclaim values. The report will calculate your companies claim values for entry into the HMRC Job Retentions Scheme Portal
5. Create an output file that is suitable for upload to the Job Retention Scheme Portal. Like the report, the output file will include all your furloughed employees with their associated claim value

#### Note:

It is important that you identify the pay element(s) you have used to make furlough payments and you enter your employees' furlough dates so that we can calculate your JRS claim accurately. If you made top-up payments, you must also identify the pay element(s) you used for this.

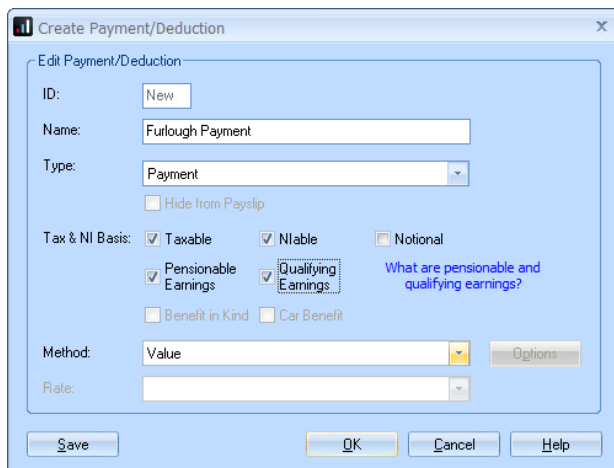
If you do not wish to identify separate pay elements for furlough pay, we can still help you create an output file. To do this you must enter your employees' furlough dates. We cannot guarantee the reclaim values produced on the report or in the output file where you have not identified the furlough payments separately.

## Salaried Employees

For salaried employees we recommend you create a new payment with a name that is easily identifiable e.g. Furlough Payment or Furlough Payment 80%.

To do this:

1. From the **Company** menu, select **Payments & Deductions | Configure Payments & Deductions**
2. Click **Add New**
3. In the **Name** field enter your identifiable description
4. Ensure **Type** is set to **Payment**



The screenshot shows a 'Create Payment/Deduction' dialog box with the following fields and options:

- ID: New
- Name: Furlough Payment
- Type: Payment (dropdown menu)
- Hide from Payslip:
- Tax & NI Basis:  Taxable,  Niable,  Notional
- Pensionable Earnings:  (with a tooltip 'What are pensionable and qualifying earnings?')
- Qualifying Earnings:  (with a tooltip 'What are pensionable and qualifying earnings?')
- Benefit in Kind:  Car Benefit:
- Method: Value (dropdown menu) with an 'Options' button
- Rate: (empty dropdown menu)
- Buttons: Save, OK, Cancel, Help

5. Ensure the following are selected:

- **Taxable**
- **Niable**
- **Pensionable Earnings**
- **Qualifying Earnings**

6. Click **Save** then **OK**

Once saved you can use the new payment to pay your employees 80% of their usual pay.

## Things to consider

- You will have to alter the normal payment (e.g. salary) each time you process payroll. Alternatively, you could temporarily set the salary to zero in the employee's record. If you want to continue paying your furloughed employee 100% of their pay, we advise that you follow the steps above to create a Furlough 20% payment and pay the 20% of salary against this payment/deduction.

We will not be able to calculate your NI and pension reclaim amounts accurately unless you do so

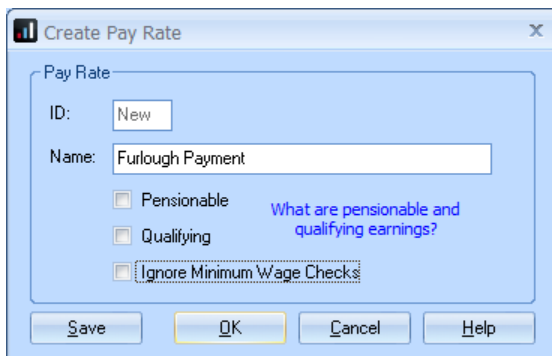
- If you do not set/adjust standard values in the employee details, you need to enter or import the furlough payment each pay period
- If you process costing in payroll, you will have to assign a nominal code to the new pay element. To do this go to **Company | Accounts Link | Configure Accounts Link | Payments/Deductions** tab and enter a nominal code for the furlough payment

## Hourly Paid employees

For hourly paid employees, we recommend you create a new pay rate with a name that is easily identifiable e.g. Furlough Payment or Furlough Payment 80%.

To do this:

1. From the **Company** menu, choose **Hourly Rates**
2. Click **Add New**
3. In the **Name** field enter your identifiable description



The screenshot shows a 'Create Pay Rate' dialog box. The 'ID' field is set to 'New' and the 'Name' field is set to 'Furlough Payment'. There are three checkboxes: 'Pensionable', 'Qualifying', and 'Ignore Minimum Wage Checks'. The 'Ignore Minimum Wage Checks' checkbox is checked. A blue link 'What are pensionable and qualifying earnings?' is located next to the checkboxes. At the bottom of the dialog are four buttons: 'Save', 'OK', 'Cancel', and 'Help'.

4. To indicate that the new hourly rate is part of Qualifying and Pensionable Earnings, tick the following:

- **Pensionable**
- **Qualifying**

5. Click **Save** then **OK**

Things to consider

- You will have to alter the normal hours paid each time you process payroll, or you could temporarily amend the hours/rate in the employee's record. If your employee's normal pay is 165 hours at £10 per hour, set the number of hours to zero in the hours/rates section and pay the employee 165 hours using the new furloughed rate, setting the employee's rate to £8 per hour
- If you want to continue paying your furloughed employee 100% of their pay, we advise that you follow the instructions above and create a new rate for Furlough 20%. In the Salary & Rates tab, you could enter the 40 hours (using the example above) @ £2 per hour

## Employee Details

Employee Details - Craig Mary (1)

Surname: Craig Code: 1  
Forename 1: Mary Department:

Personal Tax & NI Pay Elements Pay Method To-Dates Absence Notes

Salary & Rates Pay Deds AEO Pensions Pension Refs Loans

Salary

Period: 0.00 Annual: 0.00 To-Date: 0.00  
Notional: 0.00 Rounded: 0.00

ID	Hourly Rates	£ / Hour	Hours	Overtime Factors	To Pay	Hours To-date	To-date
1	Basic	10.0000	0.00	Basic	0.00	0.00	0.00
2	Furlough Pay	8.0000	165.00	Basic	1320.00	0.00	0.00
	<None>						

Print-Out Save Close Help

## Original Payslip View

EMPLOYEE		NUMBER	DEPARTMENT	N.I. No.	Rate	Period
Mary Craig		1		NH872147A	A	M 1

Hours	165.00
Rate	10.0000
Amount	1650.00

PAYMENTS		DEDUCTIONS	
Pay All Hours	1650.00	8 EE Pension	56.50
		9 ER Pension	33.90

Pay Year-to-date	
Gross (Taxable)	1650.00
Gross (NTable)	1650.00
Tax Deducted	121.40
Nat. Insurance	102.96
<b>NET PAY</b>	<b>1369.14</b>

Pay This Period	
Gross Pay	1650.00
Tax Deducted	121.40
Nat. Insurance	102.96
Other Payments	0.00
Deductions	56.50
<b>NET PAY</b>	<b>1369.14</b>

DATE	EMPLOYER	TaxCode
25-Apr-20	Manchester Toys	1250L

Earnings to LEL	520.00	Employees NI :	102.96
LEL to PT :	272.00	Employers NI :	126.68
PT to UEL :	858.00	LEL to ST :	212.00

No. of Periods : 1

Buttons: Help, Car Benefit, AE Detail, DK

## Furloughed Payslip

EMPLOYEE		NUMBER	DEPARTMENT	N.I. No.	Rate	Period
Mary Craig		1		NH872147A	A	M 1

Hours	165.00
Rate	8.0000
Amount	1320.00

PAYMENTS		DEDUCTIONS	
Pay All Hours	1320.00	8 EE Pension	40.00
		9 ER Pension	24.00

Pay Year-to-date	
Gross (Taxable)	1320.00
Gross (NTable)	1320.00
Tax Deducted	55.40
Nat. Insurance	63.36
<b>NET PAY</b>	<b>1161.24</b>

Pay This Period	
Gross Pay	1320.00
Tax Deducted	55.40
Nat. Insurance	63.36
Other Payments	0.00
Deductions	40.00
<b>NET PAY</b>	<b>1161.24</b>

DATE	EMPLOYER	TaxCode
25-Apr-20	Manchester Toys	1250L

Earnings to LEL	520.00	Employees NI :	63.36
LEL to PT :	272.00	Employers NI :	81.14
PT to UEL :	528.00	LEL to ST :	212.00

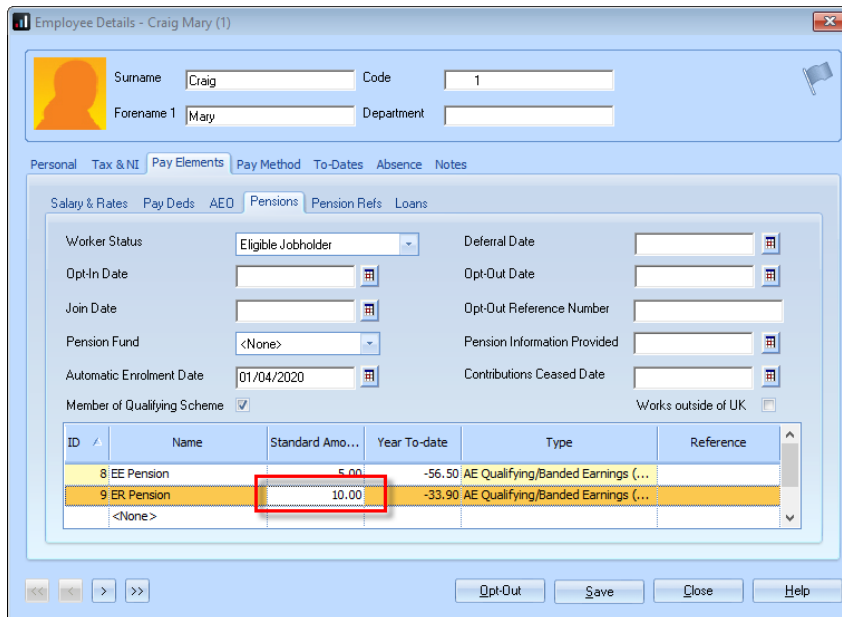
No. of Periods : 1

Buttons: Help, Car Benefit, AE Detail, DK

## Employer Pension Contributions

HMRC state that you cannot claim any automatic enrolment contributions above the minimum mandatory employer contribution of 3% of income (above the lower limit of qualifying earnings which is £512 per month until 5th April and £520 per month from 6th April 2020 onwards).

If you provide more than 3% in employer's pension contributions and do not want to be out of pocket for furloughed employees, you must reduce the employer contribution. Check that your pension scheme rules allow you to reduce your employer's contributions first.



Employee Details - Craig Mary (1)

Surname: Craig Code: 1  
Forename 1: Mary Department:

Personal Tax & NI Pay Elements Pay Method To-Dates Absence Notes

Salary & Rates Pay Deds AEO Pensions Pension Refs Loans

Worker Status: Eligible Jobholder Deferral Date:   
Opt-In Date:  Opt-Out Date:   
Join Date:  Opt-Out Reference Number:   
Pension Fund: <None> Pension Information Provided:   
Automatic Enrolment Date: 01/04/2020 Contributions Ceased Date:   
Member of Qualifying Scheme:  Works outside of UK:

ID	Name	Standard Amo...	Year To-date	Type	Reference
8	EE Pension	5.00	-56.50	AE Qualifying/Banded Earnings (...)	
9	ER Pension	10.00	-33.90	AE Qualifying/Banded Earnings (...)	
	<None>				

Opt-Out Save Close Help



## How much money do I claim?

You will receive a grant from HMRC to cover the lower of 80% of an employee's regular wage or £2,500 per month, plus the associated Employer National Insurance contributions and minimum automatic enrolment employer pension contributions on that subsidised wage.

## How to report on what I can reclaim

### Furlough Payment paid separately

If you have paid the furlough payments separately to your employees, the following steps can be followed to create a file to send to HMRC:

1. In **Employee | Alter Current Employee**, on the **Tax & NI** tab for the individual, click **Enter Furlough Dates**. Enter **Start Date** and **End Date** (repeat this process for the relevant employees). **End Date** can be left blank if Furlough is ongoing. If no dates are entered and the employee has a furlough payment, then the file will assume that the employee is furloughed for the full period

The screenshot shows the 'Tax & NI' tab for an employee named Akhtar, Hirshita. The 'Furlough Dates' dialog box is open, displaying a table with columns for 'Start Date' and 'End Date'. The first row has '28/04/2020' entered in the 'Start Date' column. The dialog box has 'Add', 'Delete', 'Save', and 'Close' buttons at the bottom.

Start Date	End Date
28/04/2020	

2. Click **OK**

- Go to **Company Details** and select the **Furlough** button

The screenshot shows the 'Company Details' window with the following fields and values:

- Company Name:** Demonstration Company
- Address:** Diamond Court, Preston Farm Business Park, Stockton-on-Tees, Cleveland, TS18 3TP
- Postcode:** TS18 3TP
- Tax Reference:** Corporation Tax Reference and Self Assessment (SAUTR) are empty.
- Annual Scheme:** Annual Scheme checkbox is unchecked.
- Apprenticeship Levy:** Apprenticeship Levy checkbox is checked, and Apprenticeship Levy Allowance is 15000.00.

The 'Furlough' button is located at the bottom left of the window.

- Select the **Furlough** tab

The screenshot shows the 'Job Retention Scheme Settings' window with the 'Furlough' tab selected. The 'Manual Submission' sub-tab is active.

**Furlough Pay Elements**

Select the pay element(s) you have used to make furlough payments:

**Payment/Deductions**

Select	ID	Name	Top Up
<input type="checkbox"/>	8	Salary Correction	<input type="checkbox"/>
<input type="checkbox"/>	21	Medical Insurance Plan	<input type="checkbox"/>
<input checked="" type="checkbox"/>	22	Furlough 80%	<input type="checkbox"/>
<input checked="" type="checkbox"/>	23	Furlough 20%	<input checked="" type="checkbox"/>

**Rates**

Select	ID	Name	Top Up
<input type="checkbox"/>	1	Basic	<input type="checkbox"/>
<input type="checkbox"/>	2	Manager	<input type="checkbox"/>
<input type="checkbox"/>	3	Sales Assistant	<input type="checkbox"/>
<input type="checkbox"/>	4	Cashier	<input type="checkbox"/>
<input type="checkbox"/>	5	Security	<input type="checkbox"/>

**JRS Claim File**

**Start Period:** Week No. 9, Month No. 1, Year 2020/2021

**End Period:** Week No. 9, Month No. 1, Year 2020/2021

**Claim Date Range:** You must enter the date range. Claim Period Start Date: 01/04/2020, Claim Period End Date: 30/04/2020

**Contact Details:** Name: James, Contact Number: Foulds

**Bank Account Holder:** Only enter details if payment is going to a personal bank account. Use Company Bank: . First Name: James, Last Name: Foulds, Account Number: 76887776, Sort Code: 55-66-44, Address: 123 Market Place, Richmond, Postcode: DD1 5EB

**Company:** You must enter one of the following. Company Registration Number: 12345, Corporation Tax UTR: [empty], Self Assessment UTR: [empty]

- From the **Payments/Deductions** section and **Rates** section, select any payments/rates used to pay Furlough payments to employees
- If you have topped up employees pay (e.g. paid a top up payment to make pay 100%), select any top up payments/rates

7. Select the **Start Period** and **End Period** for the calculation

In the **Claim Data Range** section, enter the **Claim Period Start Date** and **Claim Period End Date**. If the Reclaim payment is to be made to the company bank account, in the **Bank Account Holder** section, tick **Use Company Bank**. If the Reclaim payment is to be paid into a personal bank account, ensure **Use Company Bank** is not ticked and fill in your bank details

8. In the **Company** section, one of the following must be selected:

- **Company Registration Number**
- **Corporation Tax UTR**
- **Self-Assessment UTR**

**Company Registration Number** or **Corporation Tax UTR** will be populated automatically from **Company Details**

9. Select **Create File**. The file will be created in <payroll install folder>/Furlough/<Company Number

## Furlough Payment not paid separately

If you have not paid furlough payments separately to employees, the following steps can be followed to create a file to send to HMRC:

1. Manually calculate Furlough Reclaim, Employer's NI Reclaim and Employer's Pension reclaim values (See HMRC Furlough Calculation Guidance video [here](#))
2. Select the relevant employee and choose the **Tax & NI** tab
3. Click **Enter Furlough dates**

The screenshot shows a software interface for entering employee tax and NI details. At the top, there are fields for Surname (Akhtar), Code (8), Forename 1 (Hirshita), and Department (Cashier). Below this is a navigation bar with tabs: Personal, Tax & NI (selected), Pay Elements, Pay Method, To-Dates, Absence, and Notes. The main area is divided into several sections: 'Pay Period Information' with a dropdown for 'Weekly' and a text field for '10'; 'NI Information' with 'NI Number' (HA981373A), 'NI Rate' (A - Normal), and an 'Enter Furlough Dates' button; 'Tax Information' with 'Tax Code' (1250L) and a 'Week / Month 1?' checkbox; and 'Director' information with checkboxes for 'Director' and 'Normal NI'. At the bottom, there are navigation buttons: <<, <, >, >>, Print-Out, Save, Close, and Help.

4. Enter the **Start Date** and **End Date**

5. Then click **Save** and **Close**
6. Go to **Company | Company Details** and select the **Furlough** button
7. Select the **Manual Submission** tab

8. Enter the **Start Period** and **End Period** for the calculation
9. In the **Claim Date Range** section, enter the **Claim Period Start Date** and **Claim Period End Date**

If the Reclaim payment is to be made to the company bank account, in the **Bank Account Holder** section, select **Use Company Bank**. If the reclaim payment is to be paid into a personal bank account, ensure **Use Company Bank** is not ticked and fill in your bank details

10. In the **Company** section, one of the following must be selected:
  - **Company Registration Number**
  - **Corporation Tax UTR**
  - **Self-Assessment UTR**

**Company Registration Number** or **Corporation Tax UTR** will be populated automatically from **Company Details**

11. Under the **Reclaim Values** section, enter the following that have been manually calculated:
  - **Amount claimed for furlough pay**
  - **Amount claimed for Employer's NI**
  - **Amount claimed for Employer's Pension**

The **Total Claim Value** field will be populated automatically

12. Select **Create File**. The file will be created in <payroll install folder>/Furlough/<Company Number>

## Pensions

HMRC state that you cannot claim any automatic enrolment contributions above the minimum mandatory employer contribution of 3% of income (above the lower limit of qualifying earnings which is £512 per month until 5th April and is £520 per month from 6th April 2020 onwards).

## Employee is furloughed for part of a pay period

If an employee is furloughed part way through a pay period, only a portion of the employer's NI and employer's pension will apply to the furlough payment.

Assuming a monthly paid employee with annual salary of £24,000 is being paid in April 2020/2021. The employee is paid from April 1st to April 30th, works Monday to Friday and is furloughed from Monday 13th. The employee has 12 working days and 18 furloughed days in April. The employee in this example is on NI Letter A and has contributed 3% to an Automatic Enrolment scheme on earnings above £520.

<b>Normal pay</b>	$£2,000 / 30 * 12$	£800.00
<b>Furlough pay</b>	$(£2,000 / 30 * 18) * 80%$	£960.00
<b>Total Pay for month 1</b>		£1,760.00
<b>Employer's NI on Gross of £1,760</b>		£141.86
<b>Employer's Pension on Gross of £1,760</b>		£37.20

## Proportion to claim back

You can claim back the proportion of the NI and pension associated with the furlough payment.

### Employer's NI

$$(\text{£}800 + \text{£}960 - \text{£}732) * 13.8\% = \text{£}141.86$$

$$\text{£}141.86 / 30 * 18 = \text{£}85.11$$

### Employer's Pension

Furlough Pay is £960

$$\text{£}960 - (\text{£}520 / 30 * 18) = \text{£}648$$

$$\text{£}648 * 3\% = \text{£}19.44$$

## Paying Employees 100% of Pay

If you are paying employees 100% of pay while furloughed, you will have to work out how much employer's NI and employer's pension you can claim back.

You could run the payroll with an 80% payment or maximum of £2,500 per month, print the payroll summary and pension report and then run the payroll with 100% payment. The reports printed originally will show how much you can reclaim.

You could run the payroll with 100% payment and later check what the NI would have been on a payment of 80%/£2,500 maximum payment using the **Quick Calculator**.

A manual calculation will be necessary to determine how much employer's pension you can claim.

### Example

I pay an employee £3,500 (which is 100% pay). NI Letter A. Pension is 3% above £520. £2,500 is identified in the payroll as a separate payment element.

Employer's NI is £381.98

Employer's Pension is £89.40

Furlough Reclaim is:

Employer's NI:  $£2,500/3,500 * 381.98 = £272.84$

Employer's Pension:  $£2,500 - £520 * 3% = £59.40$

Employee Payment: £2,500.00

Therefore, I can only reclaim:  $£2,500.00 + £272.84 + £59.40 = \mathbf{£2,832.24}$

## Employment Allowance

**Note:** If you are claiming Employment Allowance, you must not claim Employer's NIC until you have met your threshold. For instance, if you are claiming £4,000 Employment Allowance and the Employer's NIC due is less than £4,000, your Employer's NIC claim will be nil.

## What information do I need to make a claim?

To claim for furloughed individuals, you will need the following:

To claim, you will need:

- Your employer PAYE scheme reference number
- The number of employees being furloughed
- National Insurance Numbers for the furloughed employees
- Names of the furloughed employees
- Payroll/employee number for the furloughed employees (optional)
- Dates each employee was furloughed
- The claim value per employee
- Your Self-Assessment Unique Taxpayer Reference, Corporation Tax Unique Taxpayer Reference, Company Registration Number or Employer Name (as appropriate)
- The claim period (start and end date)
- Amount claimed (per the minimum length of furloughing of 3 consecutive weeks)
- Your bank account number and sort code
- Your contact name
- Your phone number

As advised in this document, you need to calculate the amount you are claiming. HMRC will retain the right to retrospectively audit all aspects of your claim.

If you use an agent who is authorised to act for you for PAYE purposes, they will be able to make a claim on your behalf. If you use a file only agent (who files your RTI return but doesn't act for you on any other matters) they won't be authorised to make a claim for you and you will need to make the claim yourself. Your file only agent can assist you in obtaining the information you need to claim (which is listed above).

### Useful Links

HMRC are endeavouring to make the claim process as straightforward as possible, for further information see:

- [Guidance to claim for wage costs through the CJRS](#)
- [Guidance to work out 80% of your wages to claim through CJRS](#)
- [CJRS calculator](#)

## Temporarily Stop Direct Earnings Attachments (DEA)

The Department of Work and Pensions (DWP) is writing to employers asking them to temporarily stop benefit debt repayments. You should not take any DEA deductions from your employees' pay in April, May or June 2020. You will be told if this will be extended.

### To do this in IRIS Payroll

1. Select the employee from the sidebar
2. From the Employee Details, go to the Pay Elements tab
3. Select the **AEO** tab
4. Highlight the DEA and click **Edit**

Employee Details - Craig Mary (1)

Surname: Craig Code: 1  
Forename 1: May Department:

Personal Tax & NI Pay Elements Pay Method To-Dates Absence Notes

Salary & Rates Pay Deds AEO Pensions Pension Refs Loans

ID	Name	Year To-date	Type	Issue Date
14	DEA Standard Rate	-132.14	Direct Earnings Attachment - Percentage	01/01/2020
<None>				

Edit

5. Take note of the **Outstanding Balance**. You will need to re-enter the value when advised to start taking the deductions again, currently planned for July 2020
6. Set the **Outstanding Balance** to zero
7. Click **OK** and save your changes

Edit DEA Standard Rate

Options

Issue Date: 01/01/2020  
Stop Date:   
Original Amount: 1500.00  
Outstanding Balance: 1367.86  
Year To-date: -132.14

Use Deduction Tables: Lower Rate (Normal) Higher Rate  
Agency/Beneficiary: <None>  
BACS Reference:   
Admin Fee:

Protected Earnings Options

Normal: 60% of deductible earnings  
Brought Forward: 0.00  
Deduction Value Brought Forward: 0.00

Save OK Cancel Help

For more information see: <https://www.gov.uk/government/publications/direct-earnings-attachments-an-employers-guide>



## 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: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	

### Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0344 815 5656	Tel: 0344 815 5676
Email: <a href="mailto:sales@iris.co.uk">sales@iris.co.uk</a>	Email: <a href="mailto:earniesales@iris.co.uk">earniesales@iris.co.uk</a>

### Contact Support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	<a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a>
IRIS Payroll Business	0344 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS Bureau Payroll	0344 815 5661	<a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>
IRIS GP Payroll	0344 815 5681	<a href="mailto:gpsupport@iris.co.uk">gpsupport@iris.co.uk</a>
IRIS GP Accounts	0344 815 5681	<a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a>
Earnie or Earnie IQ	0344 815 5671	<a href="mailto:earniesupport@iris.co.uk">earniesupport@iris.co.uk</a>

IRIS HR is a trademark.

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