

Capital Gold Payroll (4.08.03)

**Furlough Spreadsheet
Guidance Notes**



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Furlough Spreadsheet Guidance Notes.pdf

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Furlough Spreadsheet Guidance Notes

What is the furlough spreadsheet for?

The spreadsheet can be used to help you make claims for furlough periods from 1st July 2020, following the updated rules from HMRC in three steps. It allows you to:

- enter the data you have available from your payroll software
- Enter any additional required information manually and
- View and generate the output file

You can use the output file as reference to manually enter the information in the HMRC portal or directly upload it, depending on the number of employees you have.

What do I need to bear in mind?

- Claims from 1st July 2020 can only be made for dates within a single month. If your pay period spans 2 months, you will need to split it into two claims
- If employees are flexibly furloughed, their furloughed dates are still from the first date of that furlough period to the end date, even if they worked some days in that furlough period
- Furlough periods must be a minimum of three weeks in length
- New furlough periods cannot begin after 10th June; you can extend existing periods. The exception is for employees who have returned from maternity, shared parental, adoption, paternity, or parental bereavement leave (“Statutory Parental Leave”) after 10 June. These employees can be furloughed after 10 June provided that:
 - You have submitted a CJRS claim for another employee in the organisation between 1 March and 30 June 2020
 - The employee is being furloughed for the first time
 - The employee started their Shared Parental Leave before 10 June and returned from that leave after 10 June 2020, and
 - The employee was on the employer’s PAYE payroll on or before 19 March 2020
- At present furlough claims cannot be made for dates after 31st October 2020
- The spreadsheet will automatically reduce content in claims from 1st August as per the new legislation; please ensure to continue to pay furlough at 80% on payslips to ensure the adjustments are made correctly for you
 - from 1st August there is no reclaim of Employers’ NI or Pension contributions
 - from 1st September your furlough claim reduces from 80% to 70% of normal pay
 - from 1st October this lowers again to 60%

How do I import data into the spreadsheet?

Follow the steps below to import your data into the spreadsheet:

1. Ensure you have a copy of the spreadsheet available
2. Use the relevant export function in the Payroll software's furlough capability to create the furlough export file
3. Browse to the location where you have saved the export file
4. Open the exported file
5. Highlight and copy the contents displayed in the file
6. Browse to the location of the spreadsheet
7. Open the spreadsheet and paste the information into the Import tab. To ensure that that information is pasted into the correct fields, click into the first field listed below the headings - when the spreadsheet is empty this will be field A3, then paste the data. You will now see the data that you have exported from the software

What data may I need to enter manually?

It is important to note that not all the required information is available to be exported. You may need to enter some required details manually.

NOTE:

IF AN EMPLOYEE IS IN MORE THAN ONE PAY PERIOD IN THE CLAIM PERIOD, EACH PAY PERIOD'S DATA MUST BE ENTERED IN A DIFFERENT ROW

Ensure all rows have the following columns completed:

- Employee Code (Payroll ID), National Insurance Number, or both
- Employee Name
- Employee Furlough Start and Furlough End dates
- Either Furlough Payments (most employees) or Pay for Furlough Hours in Pay Period (some hourly paid employees)
- Furlough Hours in Pay Period

The following fields may require manual input, where applicable:

- **Pay Period Start Date** (column I) – this is the start date of the work period
- **Pay Period End Date** (column J) – this is the end date of the work period
- **Part Time Furlough Hours in Pay Period (Hrs)** (column N) – this is the number of hours worked by any flexibly furloughed employee in the pay period
- **Pay for Part Time Furlough Hours in Pay Period (£)** (column O) – this is the value of the hours worked to any flexibly furloughed employee in the pay period

- **Furlough Hours in Claim Period** (column R) – this is the number of furlough hours paid to any furloughed employee for each period included in the claim period
- **Pay for Furlough Hours in Claim Period** (£) (column S) – this is the value of the furlough hours paid to any furloughed employee for each period included in the claim period
- **Part Time Furlough Hours in Claim Period** (column T) – this is the number of furlough hours paid to any flexibly furloughed employee for each period included in the claim period
- **Pay for Part Time Furlough Hours in Claim Period** (£) (column U) – this is the value of the furlough hours paid to any flexibly furloughed employee for each period included in the claim period

NOTE:

THERE MAY BE OTHER FIELDS WHERE YOU NEED TO ENTER THE INFORMATION MANUALLY OR MAKE AMENDMENTS TO THE EXPORTED INFORMATION. IT IS IMPORTANT, AND IS YOUR RESPONSIBILITY, THAT YOU CHECK THE INFORMATION INCLUDED IN THE SPREADSHEET THOROUGHLY TO ENSURE THAT THE FURLOUGH RECLAIM CALCULATION IS CORRECT.

How do I generate the data?

When you are happy with the information included for your furloughed employees on the Import tab:

1. Click on the Detail tab
2. Complete the following fields at the top of the sheet:
 - a) Company
 - b) Claim Start: First date of calendar days in claim
 - c) Claim End: Last date of calendar days in claim: note this must be in the same calendar month as the Claim start date
 - d) Output File Path: the location to save the file to
 - e) Export File Name: the name of the file you can generate
3. Click the Get Data button. The information is imported into the Furlough Calculator and the Furlough Reclaim calculation will be performed for you, where possible

If the results need amending, you can return to the Import tab to make manual adjustments in the relevant fields and follow the data generation process again.

How do I use the result to make a claim?

Click on the Generate Export File button to export the data into the Export tab of the spreadsheet.

This tab is in the same format as the CSV output file. You can then:

- Use this information as reference when entering the data into the HMRC portal manually
- Save this as a separate file and upload to the HMRC portal