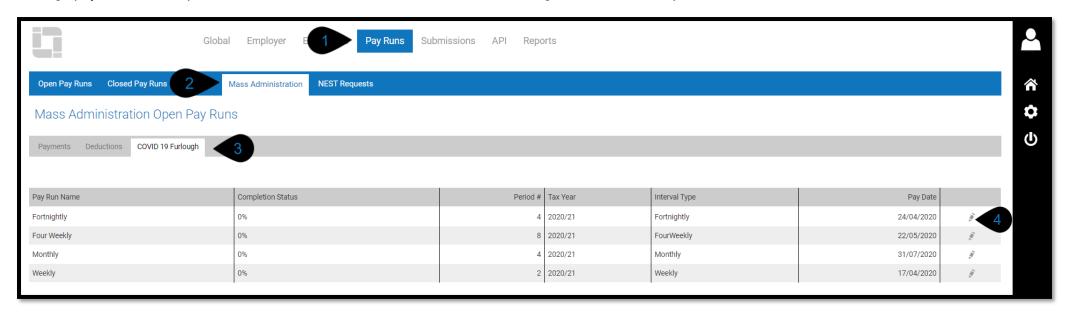
Applying Furlough Payments to PAYE Employees

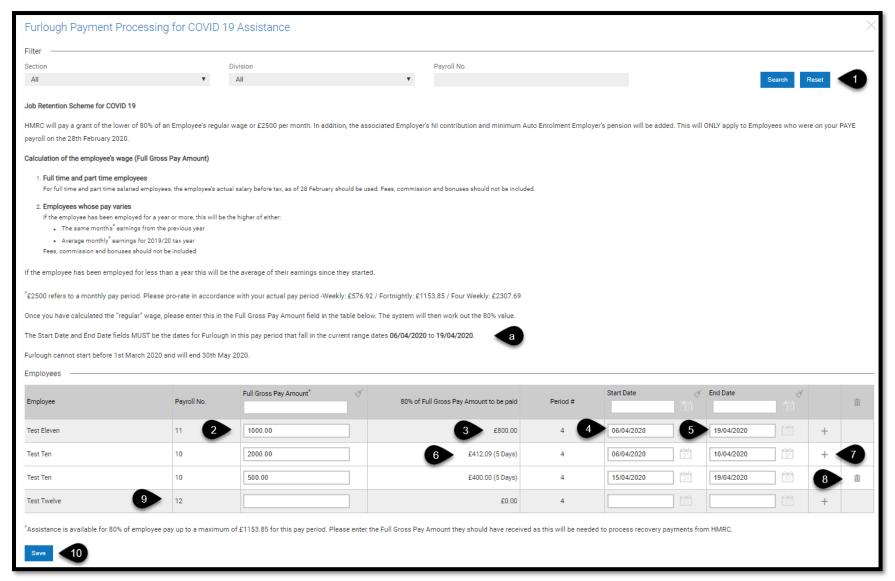
Furlough payments will be processed via the Mass Administration scheme to navigate to it follow the path below:



- 1. Pay runs
- 2. Mass Administration
- 3. COVID 19 Furlough Tab
- 4. Select the Edit pencil of the pay run to be edited



Adding the Payment Details



The screen display holds all the details vou need to record the Furlough payment. Please note that you must have consulted your employees about them being placed on Furlough due to the business having no work. We would highly advice you contact an **Employment** lawyer to aid you take all the necessary steps to place employees on Furlough.

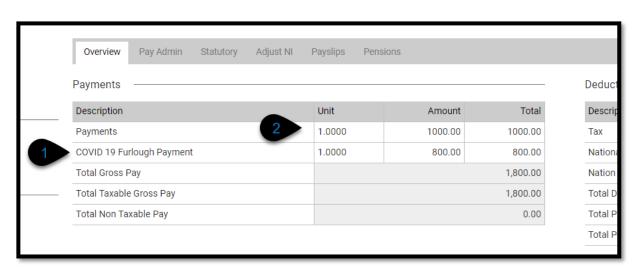
Once an employee is correctly placed on Furlough you will need to calculate the total gross pay, they should have received if business was

functioning as usual. Once you have the full earnings amount employees would have been paid take the following steps.

- 1. If you need to search of an employee use the filters
- 2. Enter the Full Pay Amount the employees would have been paid
- 3. The system will calculate the 80% due under the scheme -
- 4. Enter the Date you are paying Furlough from in the current pay period
 - a. The system will display your current date range the start date must be within this period
- 5. Enter the Date you are paying Furlough to in the current pay period
 - a. The system will display your current date range the end date must be within this period
- 6. The government has placed a limit of how much will be paid dependent on your pay period frequency the scheme pays 80% or the limit which every is less limits are below for reference (please note if you are paying a part period payment the system will prorate the allowance)
 - a. Annually: £30000
 - b. Monthly: £2500
 - c. Weekly: £576.92
 - d. Fortnightly: £1153.85
 - e. Four Weekly: £2307.69
- 7. To add another furlough Period select the add please note that the periods must not over lap and the minimum furlough period is 3 weeks so please take into account previous periods of furlough
- 8. Delete a payment
- 9. If an employee on your pay run is carrying work out for you and will not be placed on furlough leave the row against their name blank
- 10. Save the change

The system will then add a payment to the to the employee's payroll record.

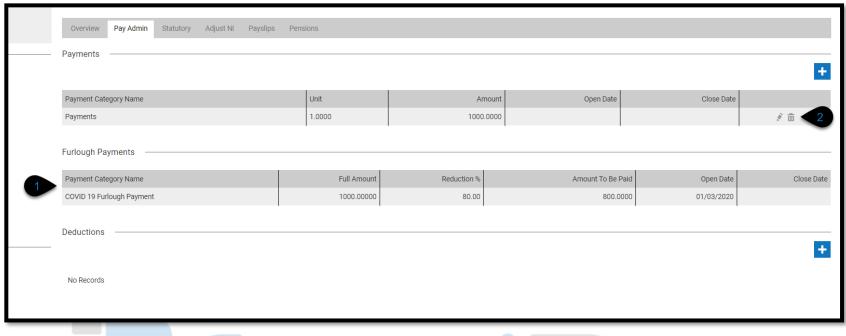
- 1. The payment will display the 80% being paid rather than the full amount
- 2. As an employer you can choose to pay additional payments, if no addition payments are being payed please either enter an end date or delete the payment



a better way to work

Pay Admin Summary:

- 1. The system will display a summary in the employees Pay Admin Summary showing the full pay amount and the 80% calculated
- 2. If you wish to remove any additional payments either:
 - a. Select the Edit pencil and enter an end date prior to the current pay runs pay range start date please note not all payment type setups include an end date option
 - b. Select the Bin to delete any additional payments

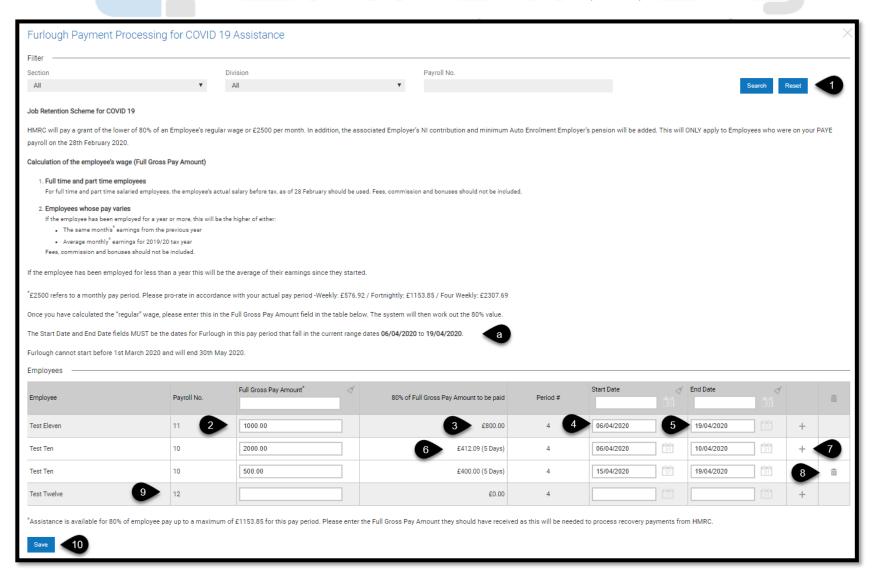




Continuing Furlough Payments

The furlough payment/s will need to be added each new period with the dates that the employee has been furloughed in the period. Please navigate to the furlough section of the system and enter the details as you did on page 2

• Pay runs > Mass Administration > Select the COVID 19 Furlough Tab > Select the Edit Pencil of your pay Run



- 1. you need to search of an employee use the filters
- 2. Enter the Full Pay Amount the employees would have been paid
- 3. The system will calculate the 80% due under the scheme -
- 4. Enter the Date you are paying Furlough from in the current pay period
 - a. The system will display your current date range the start date must be within this period
- 5. Enter the Date you are paying Furlough to in the current pay period
 - a. The system will display your current date range the end date must be within this period
- 6. The government has placed a limit of how much will be paid dependant on your pay period frequency the scheme pays 80% or the limit which every is less limits are below for reference (please note if you are paying a part period payment the system will prorate the allowance)
 - a. Annually: £30000
 - b. Monthly: £2500
 - c. Weekly: £576.92
 - d. Fortnightly: £1153.85
 - e. Four Weekly: £2307.69
- 7. To add another furlough Period select the add please note that the periods must not over lap and the minimum furlough period is 3 weeks so please take into account previous periods of furlough
- 8. Delete a payment
- 9. If an employee on your pay run is carrying work out for you and will not be placed on furlough leave the row against their name blank
- 10. Save the change

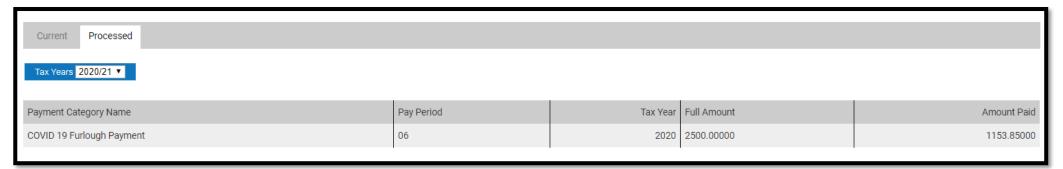
Payment Summary

A payment summary can be found in the employee's record (Employees > Select Employee > Additional Pay Info > Furlough)

1. The current Tab is the payment in the current pay run

Current Processed					
Payment Category Name	Full Amount	Reduction %	Amount To Be Paid	Open Date	Close Date
COVID 19 Furlough Payment	2500.00000	80.00	1153.8500	01/03/2020	

2. The Processed Tab shows the payments that the employees have received



Further Details

The functionality added will be subject to change as further details are released by the government. The system is only being updated now to accommodate payment under the guidance currently set out in HMRC's website and to start the gathering of information needed for you to provide HMRC with the details for claiming payment.

The details you enter the Furlough payment screens is not the responsibility of Enrolpay Ltd as an employer it you are responsible for the accuracy of the following details:

- Employees you are going to place on Furlough
- · Consultant with the employees being placed on Furlough
- Formally notifying these employees they have been placed on Furlough and what that means to regarding their pay and work responsibilities
- Identifying the earnings employees would have had
- Entering the correct earnings into the Enrolpay COVID 19 Furlough Function
- Check that the system is correctly calculating the 80%
- Remove any payments or deduction no longer applicable (please note all statutory payments will continue)
- Add any additional payments due
- Under HMRC rules we will not be able to make your claim for you as we are file-only agents (RTI Submissions)

