

CORONAVIRUS JOB RETENTION SCHEME (CJRS) FACTSHEET

Every employer with a PAYE scheme set up on 19th March 2020 will be able to claim a grant to help with employees wages.

Under the scheme if you are having trouble paying staff you can furlough employees and claim a grant to cover a percentage of your employees wages.

Key Points of scheme

- PAYE scheme must have been set up by 19th March 2020
- All employees included on payroll return up to the 19th March 2020 can be included
- Employees include full time, part time, agency contracts, flexible and zero hours
- The usual tax, NI and pension deductions apply
- Employer can top up to 100% - this is at employers discretion
- Employees need to be furloughed a minimum of 3 weeks, and can be furloughed multiple times
- Whilst on furlough leave employees cannot do any work for their employer
- Employees can work for other businesses whilst furloughed
- Employees who were made redundant since 28th February 2020 can be rehired and put on furlough leave
- Employees who are shielding or caring for children can be furloughed
- Pay will be based on February's payroll for salaried employees

- Zero hour and varied paid employees will be paid the higher of either the same month's earnings last year (ie March 2019 for March 2020) or an average of monthly earnings for 19/20 tax year
- Claims can be made from 20th April 2020 via a separate HMRC portal
- For the 5 months of March - July 2020 you can claim 80% of your employees gross wages, plus employer NI and statutory employer pension contributions
- For August 2020 you can claim 80% of your employees gross furloughed wages only
- For September 2020 you can claim 70% of your employees gross furloughed wages only
- For October 2020 you can claim 60% of your employees gross furloughed wages only
- From 1st July 2020 employees can come back to work part time, be paid 100% for the hours worked by the employer and claim the grant for the furloughed part of their wages
- The latest you can put an employee on furlough is 10th June 2020, so they complete the full 3 weeks prior to being eligible for flexible furlough
- The scheme will close on 31st October 2020

Directors & Furlough Leave

Where there are multiple directors you can have one director working and furlough the others.

Sole directors can furlough themselves but can only complete statutory duties.

Details correct as of 31st May 2020
Full HMRC guidance can be read [here](#).

