

ASE Automotive Solutions

Coronavirus Update

April 15th 2020

ASE Automotive Solutions- Driving profitability and mitigating risk for retail automotive brands in a changing global market.

On 15th April the Government published an update on the Coronavirus Job Retention Scheme.

The full details of the changes are set out below.

[Claim for your employees' wages through the Coronavirus Job Retention Scheme](#)

Summary of Changes

The changes include clarification of the following points:

1. Claims can only be made for employees who were on the payroll on or before 19th March 2020 and who were included and notified to HMRC on an RTI submission on or before this date.
2. Former employees can also qualify for the scheme if the employer re-employs them and puts them on furlough provided they were employed on 28th February 2020 and who were included and notified to HMRC on an RTI submission on or before 19th March 2020.
3. The scheme is not intended to cover short-term absence where SSP is considered appropriate. However, if an employer wishes to furlough an employee who is off sick, they can do so reclassifying the employee as being furloughed as opposed to be off sick. The decision to move employees onto SSP or to furlough is solely with the employer.
4. Public Sector contractors are now eligible to be furloughed as if they were employees of the public sector organisation with whom they were contracted to work.
5. Where employees have been transferred or TUPE'd after 19th March 2020, the employees can be furloughed.
6. Where a payroll is consolidated after 19th March 2020, the new scheme will entitle the employees to be eligible for furlough grants.
7. Employer automatic enrolment pensions at 3% of salary are also part of the furlough grant.
8. Where employees are paid salary and benefits in kind, the entire grant is intended to be made available as cash and cannot be netted off to pay for the provision of benefits or a salary sacrifice scheme.

9. Where benefits in kind are provided to employees, these should be paid in addition to the furlough grant.
10. Employees cannot normally freely switch out of salary sacrifice arrangements unless there is a life event. HMRC have agreed that Covid 19 is such an event if an employee wishes to modify their employment contract accordingly.
11. Employees returning from statutory leave (maternity, paternity etc) can be furloughed in line with all employees who are eligible, determining their pay to be their normal pay and not what they were entitled to whilst on statutory leave.
12. HMRC require the following information to process a claim:
 - *your employer PAYE 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)*
 - *your Self-Assessment Unique Taxpayer Reference or Corporation Tax Unique Taxpayer Reference or Company Registration Number*
 - *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*
13. If you have fewer than 100 furloughed staff you will be asked to enter details of each employee you are claiming for directly into the system - this will include their name, National Insurance number, claim period and claim amount, and payroll/employee number (optional).
14. If you have 100 or more furloughed staff, you will be asked to upload a file with the information rather than input it directly into the system. We will accept the following file types: .xls .xlsx .csv .ods
The file should include the following information for each furloughed employee: name, National Insurance number, claim period and claim amount, payroll/employee number (optional).
15. All of the monies received as furlough grants must be paid in the form of money (less PAYE, NIC and pension) to furloughed employees.



Please read more information on our: <https://www.linkedin.com/company/ase-plc>

If you have additional questions which have not been addressed above please contact Chris Cummings on **07896 117908** or by email chris.cummings@ase-global.com