



Coronavirus

COVID-19

# Coronavirus Job Retention Scheme – information for employers

**Has your business been closed or seriously affected by coronavirus? Are you considering staff redundancies?**

**The Government's Coronavirus Job Retention Scheme could help.**

It will pay up to 80% of any employees wages that would otherwise have been laid off as a result of the virus, capped at £2,500 per month, until the end of June 2020.

Employer National Insurance (NI) contributions and some employer pension contributions are also eligible for the grant. You can claim for employees that were on your PAYE payroll on or before 19 March 2020.

All UK employers, including charities and recruitment agencies who pay agency workers through PAYE, are eligible for the scheme, which is managed by HMRC. Employees can be on any type of employment contract, including full-time, part-time, agency, flexible or zero-hour contracts.

You will need to designate affected employees as 'furloughed workers' and place them on leave of absence. Once furloughed, employees will be unable to carry out any further work for

your business but can undertake training or voluntary activities. They may also be able to work elsewhere subject to their contract of employment.

Employers must act in accord with employment law in seeking to change the status of their workforce, including consultation with the employees affected.

Some employers may choose to top up the difference in wages between the grant payment and their employees' salary.

HMRC's online portal is now open for applications. You should start discussions with your workforce as soon as possible and take advice from your accountant or solicitor if required.

You will need to provide HMRC with details of the employees affected and their earnings, your ePAYE reference, bank details and company registration number.

For further information on the Coronavirus Job Retention Scheme go to

[www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme](https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme)

To claim for wages through the Coronavirus Job Retention Scheme visit:

[www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme](https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme)

For all other business enquiries go to [www.kirklees.gov.uk/coronavirusbusiness](https://www.kirklees.gov.uk/coronavirusbusiness)

or contact the Council's Business Team at [business.enquiries@kirklees.gov.uk](mailto:business.enquiries@kirklees.gov.uk)