

Job Support Scheme FAQs: Employees

WHEN DOES THE SCHEME OPEN AND HOW LONG WILL IT LAST?

- The Scheme opens from 1 November 2020 until the end of April 2021 with a review point in January. This follows the end of the Job Retention Scheme on 31 October 2020.

IS MY EMPLOYER ELIGIBLE?

- The Scheme is available to all employers with a UK bank account and UK PAYE schemes and to those whose turnover is lower now than before experiencing difficulties from Covid-19. There is no financial assessment test for SMEs but large businesses will have to meet a financial assessment test (details of which have not yet been announced).
- The Scheme is also available to businesses which are required to close as a result of coronavirus restrictions. Please see our guidance below if your place of work has been required to close.

AM I ELIGIBLE TO BE PLACED ON THE SCHEME?

- To be eligible for the Scheme, you must be on your employer's PAYE payroll on or before 23 September 2020. This means that your employer must have had a Real Time Information (RTI) submission to HMRC before this date.

DO I HAVE TO HAVE BEEN FURLOUGHED PREVIOUSLY TO BE ABLE TO BE PUT ON THE SCHEME?

- No. You do not have to have been placed on furlough to be eligible.

DO I NEED TO BE WORKING NORMAL HOURS TO FALL UNDER THE SCHEME?

- No, you do not need to be working your full hours. You do however need to be working a third of your usual hours (i.e. 33%) for the first 3 months of the Scheme. The Government will consider whether to increase this minimum hours threshold.

CAN I BE PLACED ON AND OFF THE SCHEME?

- Yes. Employees can be cycled on and off the Scheme.

DO I HAVE TO WORK THE SAME WORKING PATTERN EACH WEEK/MONTH?

- No. You do not have to be working the same pattern each month however, you must be working a minimum period of 7 days per month.

DOES MY EMPLOYER NEED MY CONSENT TO BE PART OF THE SCHEME?

- Yes. Your employer must seek your agreement to the new 'short-time working arrangements' and to make any changes to your employment contract. You must be notified in writing of this change.

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HOW DOES THE SCHEME WORK?

- For every hour not worked by you, both the Government and the employer will pay a third each of your usual hourly wage. For the time worked by you, your employer must pay you your normal contracted wage. You should earn a minimum of 77% of your normal wages, where the Government's contribution has not been capped.

IS THE GOVERNMENT'S GRANT CAPPED?

- Yes. The Government's contribution is capped at £697.92 a month per employee. You may not receive a minimum of 77% of your usual wages if you are subject to the Government's cap.

HOW ARE MY USUAL WAGES CALCULATED?

- Guidance on this has not yet been provided however, we understand that usual wages calculations will follow the same methodology as for the Coronavirus Job Retention Scheme (furlough scheme).

IF I AM CURRENTLY ON FURLOUGH OR HAVE PREVIOUSLY BEEN ON FURLOUGH, WILL MY FURLOUGH PAY BE USED TO CALCULATE MY USUAL WAGES?

- No. Your usual pay and/or hours (pre furlough) should be used to calculate your usual wages and not the amount you received whilst on furlough.

WHO WILL PAY MY NATIONAL INSURANCE AND PENSION CONTRIBUTIONS?

- Your employer will remain responsible for paying both National Insurance Contributions and pension contributions.

CAN MY EMPLOYER TOP UP MY PAY TO MY NORMAL PAY?

- The guidance on this point is currently unclear. We suspect not as the fact sheet states at point 3 that "our expectation is that employers cannot top up their employees' wages above the two-thirds contribution to hours not worked at their own expense".

HOW WILL I BE PAID?

- You will receive your pay as normal through the payroll by your employer. Your employer will then claim the grant for 1/3 of the hours which you have not worked. It can only make a claim in respect of a given pay period after payment to you has been made and after that payment has been reported to HMRC via an RTI return.

WHO WILL NOTIFY ME OF THE FULL DETAILS OF THE CLAIM UNDER THE SCHEME?

- You will be informed by HMRC directly of full details of the claim.

CAN I BE MADE REDUNDANT WHILST UNDER THE SCHEME?

- No. The Scheme states that employees cannot be made redundant or put on notice of redundancy during the period within which your employer is claiming for the grant.

WHERE CAN I FIND THE GOVERNMENT'S GUIDANCE?

- Please see the following link to the Government's fact sheet on the Scheme: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921389/Job_Support_Scheme_Factsheet.pdf
- We expect to receive full guidance on the Scheme shortly.

ARE THERE ANY EXAMPLES OF HOW THE SCHEME WORKS?

- Yes. The fact sheet gives the example of the employee 'Beth' who normally works 5 days a week and earns £350 per week. Her employer is suffering reduced sales due to Covid-19 and rather than making Beth redundant, the company puts her on the Scheme. Under the Scheme, she is working 2 days a week (40% of her usual hours).
- Beth's pay is as follows under the Scheme:

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- Her employer pays her £140 for the days she works (2 days).
 - For the time she is not working (3 days or 60%), her employer will pay her £140.
 - The government will give a grant worth £70 (1/3 of hours not worked, equivalent to 20% of her normal wages) to Beth's employer.
 - This brings her total earnings to £280, being 80% of her normal wage.

JOB SUPPORT SCHEME EXPANSION FOR CLOSED BUSINESS PREMISES

- The below FAQs are in relation to business closures as a result of coronavirus restrictions.

WHAT IF MY EMPLOYER IS REQUIRED TO CLOSE AS PART OF LOCAL OR NATIONAL RESTRICTIONS?

- The Scheme will be expanded to protect jobs and support businesses required to close due to coronavirus restrictions. Under the expansion, firms whose premises are legally required to close for some period over winter as part of local or national restrictions will receive grants to pay the wages of staff who cannot work.
- The government will support each eligible business by paying two thirds of each employees' salary (or 67%) up to a maximum of £2,100 a month.

IS MY EMPLOYER REQUIRED TO CONTRIBUTE TO MY WAGES?

- Your employer will not be required to contribute towards your wages and only asked to cover NICS and pension contributions of overall employment costs.

CAN MY EMPLOYER TOP UP MY PAY?

- Yes. The guidance states that your employer can top up your pay if it wishes to do so. This is not a requirement.

WHAT ARE THE REQUIRMENTS TO CLAIM THE GRANT IF MY EMPLOYER IS REQUIRED TO CLOSE?

- Your employer will only be eligible to claim the grant whilst it is subject to restrictions and you must be off work for a minimum of 7 consecutive days.

WHAT IF MY EMPLOYER WAS REQUIRED TO CLOSE BEFORE 1 NOVEMBER 2020?

- If your employer was required to close before 1 November 2020, you are eligible for the Coronavirus Job Retention Scheme (furlough scheme).

IS THERE A SEPARATE FACT SHEET FOR BUSINESSES WHICH ARE REQUIRED TO CLOSE?

- Yes. Please see the following link to the fact sheet: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925672/20201009_JSSC_Factsheet_FINAL_EG_1516_002_.pdf

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