



CleanLink Software Ltd

CleanLink Coronavirus Job Retention Scheme Guidance Document

Processes outlined in this document can be carried out in Version 7.11.2 and above

The contents of this document are also available in our online help manual accessed via the 'How do I...' button located on the Home screen or by pressing the 'F1' key within Site Manager. Alternatively follow the steps in this document.



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Furloughed Employees

This release provides users with an optional tool to assist with calculating and paying furloughed pay to employees who have been placed on furlough under the Coronavirus Job Retention Scheme. This builds on the basis of the system that was made available in version 7.11 and now includes additional functionality regarding flexible return to work, calculating furlough payments based on regular pay and reducing the furlough pay percentage as and when this becomes necessary. We have also updated the format of the Furlough Reclaim Report to reflect changes to HMRC requirements effective from 1st July.

Please note: This is an optional tool for those who wish to use it, as with all aspects of CleanLink, it is your responsibility to ensure data being used and submitted is accurate. This Guidance Document has been produced to assist users with the process, we strongly recommend following the document.

This document aims to explain what changes have been made and provide step by step instructions of how to use this new options. You can access the previous Furlough help document either via the online help pages or through the Furlough_CJRSGuidance.pdf in your Cleanlink\Cribsheets folder.

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Overview of Furlough Process

1. Set up Furlough Parameters if not already done – choose Furlough Pay Item, Furlough Site and Status Code
2. Select which employees are on Furlough with start and end dates and which remain as normal working staff. Set employees to “Use Regular Pay” or “Flexible Furlough” as necessary. Amend the Furlough Calculation percentage if necessary.
3. Check Average Pay Figures and amend if necessary using “Override Pay Amount” and “Override Pay Hours” fields.
4. Open Pay Cycle as normal.
5. Make amendments/import data for NON Furlough and Flexible Furlough employees only.
6. Calculate Pay Cycle for 1st time – Furlough employees not marked as Flexible Furlough will have Regular Pay removed and replaced with Furlough Pay only. NON Furlough employees will calculate as normal. Flexible Furlough employees’ hours will not be removed and a Furlough amount will be calculated for these employees according to the hours they have not worked.
7. Reset Calculation and enter any additional pay for Furloughed employees (E.g. hours worked on Sites before/after furlough period, amend Furlough Pay amount if required, enter any top up pay).
8. Calculate Pay Cycle again – All employees will calculate as normal. Calculation can be reset if necessary to make further amendments,
9. Check reports thoroughly, produce Bacs, send payslips, submit FPS as normal. New ‘Furlough Reclaim’ report available either in pay cycle or as a consolidated version covering multiple cycles from the Reports tab – check details thoroughly before use.

In subsequent pay periods repeat steps 2 to 9 as necessary.

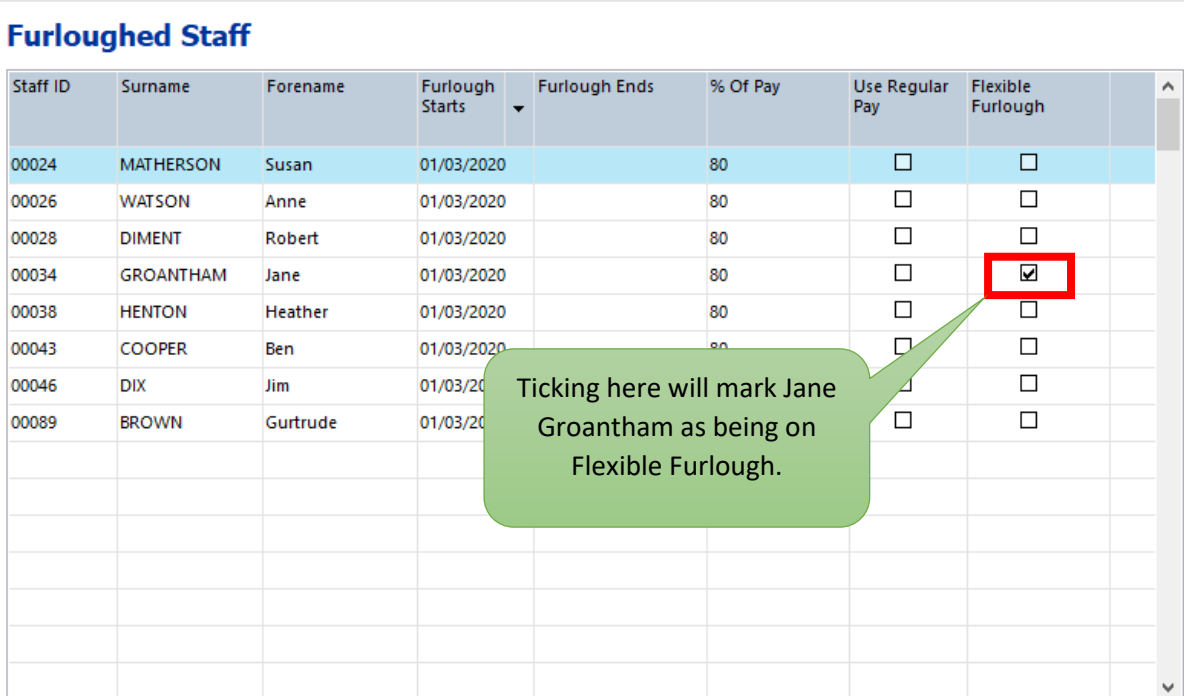
Please continue reading to follow full details of how to process furloughed employees using this option to ensure the process is as smooth as possible.

Flexible Furlough

A major change in the Government's CJRS Scheme is that, from 1st July, furloughed employees will be able to return to work for part of their normal hours whilst still being eligible for furlough payments regarding the hours they have not worked. To enable this within CleanLink Site Manager, we have introduced a "Flexible Furlough" setting within the Furloughed Staff screen which, if set, will adjust the Furlough payment for the selected employee based on how many hours they have worked compared to the hours they would otherwise be expected to work. This setting can either be applied to an individual or to a batch of employees using the new "Batch Updates" function. It can be used either with the furlough pay based on the historic "Eligible Pay" or the new "Use Regular Pay" option which is covered in the next section.

If you use imported data for your cycle we strongly recommend that these employees are marked as being on Flexible Furlough, if not then any hours imported before the first calculation will be removed. Please note that this setting is not limited by the date. It is up to you to ensure that no hours are entered for employees for days before 1st July 2020.

To mark an individual employee as being flexibly furloughed, go to **Staff > J. Furloughed Staff** and tick the box as shown below.



Furloughed Staff

Staff ID	Surname	Forename	Furlough Starts	Furlough Ends	% Of Pay	Use Regular Pay	Flexible Furlough
00024	MATHERSON	Susan	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00026	WATSON	Anne	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00028	DIMENT	Robert	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00034	GROANTHAM	Jane	01/03/2020		80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00038	HENTON	Heather	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00043	COOPER	Ben	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00046	DIX	Jim	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00089	BROWN	Gurtrude	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>

Remove 00024 Eligible Pay Remove All

Batch Updates Eligible Pay (All) Report Parameters OK & Exit

You can also mark the setting for multiple employees at one time using the “Batch Updates” button as shown below.

Furloughed Staff

Staff ID	Surname	Forename	Furlough Starts	Furlough Ends	% Of Pay	Use Regular Pay	Flexible Furlough	
00024	MATHERSON	Susan	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>	
00026	WATSON	Anne	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>	
00028	DIMENT	Robert	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>	
00034	GROANTHAM	Jane	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>	
00038	HENTON	Heather	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>	
00043	COOPER	Ben	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>	
00046	DIX	Jim	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>	
00089	BROWN	Gurtrude	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>	

Buttons: Remove 00024, Eligible Pay, Remove All, **Batch Updates**, Eligible Pay (All), Report, Parameters, OK & Exit

1. Select **Batch Updates**.

Furlough Batch Updates

What do you want to update? **Flexible Furlough**

Staff Filters
Pay Cycle: **Staff Monthly**
Staff Id from: [] to: []

Update Settings
Select Staff with a Flexible Furlough setting of **No**
and then update it to **Yes**

Buttons: Go!, OK & Exit

2. Select **Flexible Furlough**.

3. Select a specific pay cycle or “All Pay Cycles” for all staff.
You can also limit the change to a range of Staff ID’s if required

4. Set the required Update Settings.

5. Click **Go!** to make the change. Click **Ok & Exit** once the update finishes.

Furloughed Staff

Staff ID	Surname	Forename	Furlough Starts	Furlough Ends	% Of Pay	Use Regular Pay	Flexible Furlough
00024	MATHERSON	Susan	01/03/2020		80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00026	WATSON	Anne	01/03/2020		80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00028	DIMENT	Robert	01/03/2020		80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00034	GROANTHAM	Jane	01/03/2020		80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00038	HENTON	Heather	01/03/2020		80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00043	COOPER	Ben	01/03/2020		80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00046	DIX	Jim	01/03/2020		80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00089	BROWN	Gurtrude	01/03/2020		80	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Flexible Furlough is now set for all relevant employees.

When you come to run a payroll cycle the hours worked by Flexible Furlough employees can be entered before the first calculation as the system will not remove these as it would for non-flexible employees. If the worked hours are amended and the cycle re-calculated, the furlough amount will be adjusted to reflect the changes.

Payroll Example:

Employee's Eligible Pay is £976.99 for 119 hours at £8.21 per hour based on the relevant period from 2019/20. This gives a furlough payment of £781.59 for a full period at 80%.

Employee on Flexible Furlough works 28 hours at £8.72 earning £244.16. Their furlough payment is based on the remaining 91 hours at the previous year's average rate $(91 \times 8.21 \times 0.8) = £597.69$.

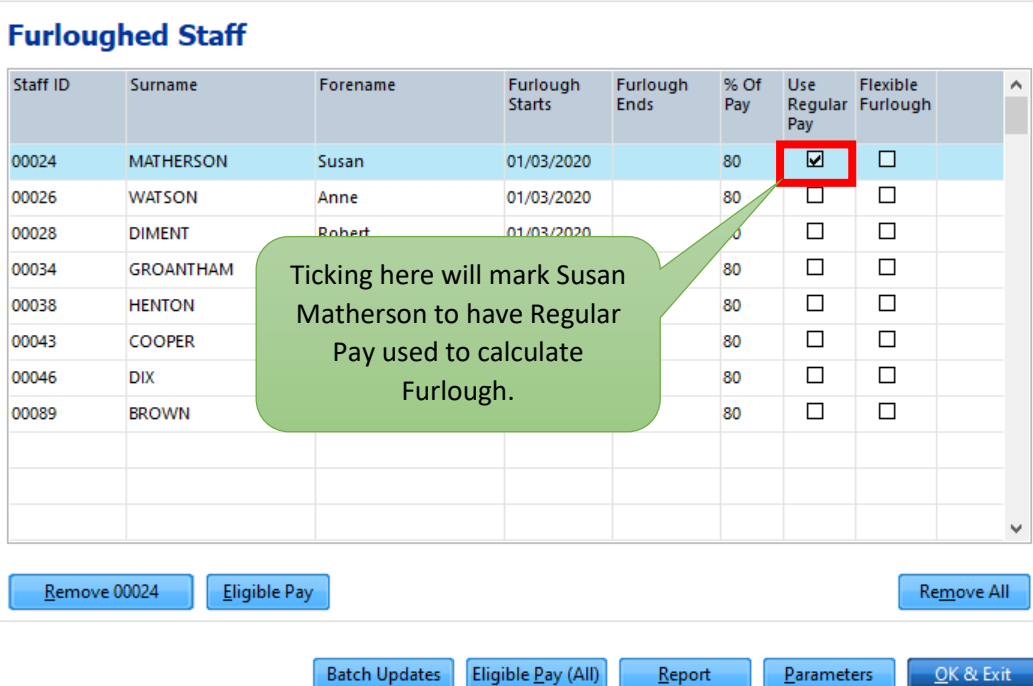
Total Pay for period is $244.16 + 597.69 = £383.68$

The "Flexible Furlough" option is also compatible with the "Use Regular Pay", if this is selected the comparison would be with the employee's current regular pay rather than the historic eligible pay.

Using Regular Pay to Calculate Furlough

If required, it is now possible to calculate the furlough amount to be paid to an employee using the details in the regular pay rather than the historic eligible pay for that person. As ever, it is your responsibility to ensure that these figures are a genuine representation of what the employee would expect to earn in a given period.

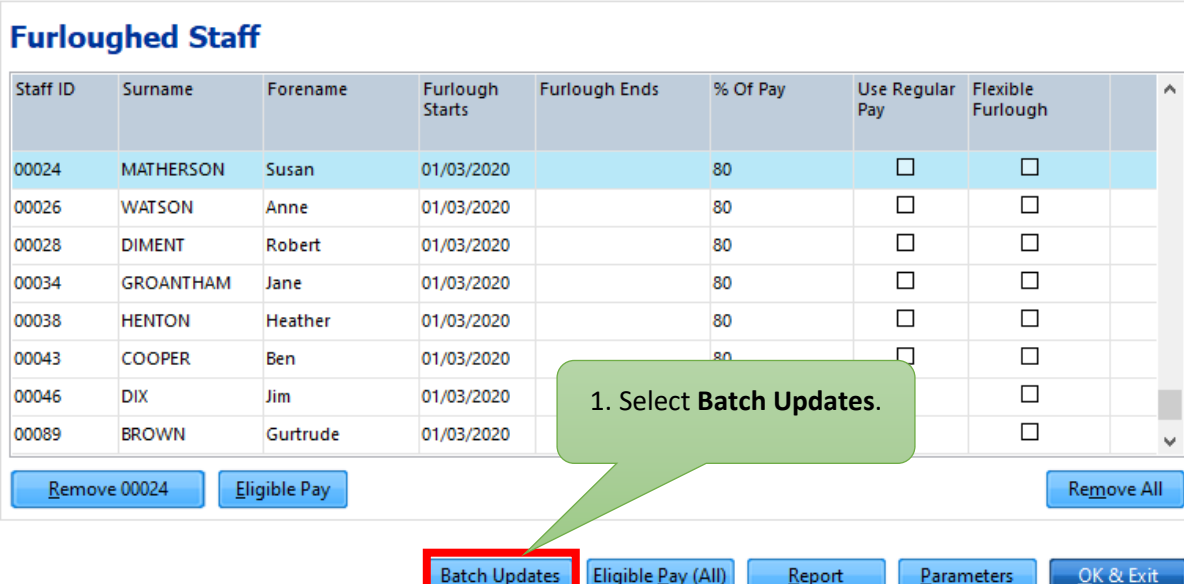
To mark an individual employee to use Regular Pay, go to **Staff > J. Furloughed Staff** and tick the box as shown below.



Staff ID	Surname	Forename	Furlough Starts	Furlough Ends	% Of Pay	Use Regular Pay	Flexible Furlough
00024	MATHERSON	Susan	01/03/2020		80	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00026	WATSON	Anne	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00028	DIMENT	Robert	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00034	GROANTHAM				80	<input type="checkbox"/>	<input type="checkbox"/>
00038	HENTON				80	<input type="checkbox"/>	<input type="checkbox"/>
00043	COOPER				80	<input type="checkbox"/>	<input type="checkbox"/>
00046	DIX				80	<input type="checkbox"/>	<input type="checkbox"/>
00089	BROWN				80	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Remove 00024, Eligible Pay, Remove All, Batch Updates, Eligible Pay (All), Report, Parameters, OK & Exit

You can also mark the setting for multiple employees at one time using the “Batch Updates” button as shown below.



Staff ID	Surname	Forename	Furlough Starts	Furlough Ends	% Of Pay	Use Regular Pay	Flexible Furlough
00024	MATHERSON	Susan	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00026	WATSON	Anne	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00028	DIMENT	Robert	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00034	GROANTHAM	Jane	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00038	HENTON	Heather	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00043	COOPER	Ben	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00046	DIX	Jim	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00089	BROWN	Gurtrude	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Remove 00024, Eligible Pay, Remove All, Batch Updates, Eligible Pay (All), Report, Parameters, OK & Exit

Furlough Batch Updates

What do you want to update? **Use Regular Pay**

Staff Filters
 Pay Cycle: **Staff Monthly**
 Staff Id from: [] to: []

Update Settings
 Select Staff with a Use Regular Pay setting of **No**
 and then update it to **Yes**

Go! **OK & Exit**

2. Select Use Regular Pay.

3. Select a specific pay cycle or "All Pay Cycles" for all staff.
 You can also limit the change to a range of Staff ID's if required

4. Set the required Update Settings.

5. Click Go! to make the change. Click Ok & Exit once the update finishes.

Furloughed Staff

Staff ID	Surname	Forename	Furlough Starts	Furlough Ends	% Of Pay	Use Regular Pay	Flexible Furlough
00024	MATHERSON	Susan	01/03/2020		80	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00026	WATSON	Anne	01/03/2020		80	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00028	DIMENT	Robert	01/03/2020		80	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00034	GROANTHAM	Jane	01/03/2020		80	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00038	HENTON	Heather	01/03/2020		80	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00043	COOPER	Ben	01/03/2020		80	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00046	DIX	Jim	01/03/2020		80	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00089	BROWN	Gurtrude	01/03/2020		80	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Use Regular Pay is now set for all relevant employees.

Remove 00024 **Eligible Pay** **Remove All**

Batch Updates **Eligible Pay (All)** **Report** **Parameters** **OK & Exit**

When the pay cycle is calculated, employees with the "Use Regular Pay" flag ticked will be paid the selected percentage of the amount they would have been paid in the selected cycle. This amount is subject to any Furlough End Date entered and the Flexible Furlough setting.

Overriding the Calculated Amount

In some cases, such as where employees have been TUPE'd over and no pay history exists within CleanLink Site Manager, you may need to enter an override amount rather than using Eligible Pay or Regular Pay. As with version 7.11, this can be done either through the Eligible Pay screen or directly in the relevant pay cycle. However, due to the new requirement to report "normal hours" on the Furlough Reclaim report, you will also need to enter a number of hours that the override figure represents. If you have entered override amounts in previous versions you will need to enter the number of hours before calculating any cycles in 7.11.2.

Important note: Any override amount and hours entered will be treated as the values for a full period of furlough. If the employee has a Furlough End Date or is marked as Flexible Furlough then the amount paid will be reduced accordingly.

To enter an override through Eligible Pay go to **Staff > J. Furloughed Staff**.

Furloughed Staff

Staff ID	Surname	Forename	Furlough Starts	Furlough Ends	% Of Pay	Use Regular Pay	Flexible Furlough
00024	MATHERSON	Susan	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00026	WATSON	Anne	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00028	DIMENT	Robert	01/03/2020		80	<input type="checkbox"/>	<input type="checkbox"/>
00034	GROANTHAM					<input type="checkbox"/>	<input type="checkbox"/>
00038	HENTON					<input type="checkbox"/>	<input type="checkbox"/>
00043	COOPER					<input type="checkbox"/>	<input type="checkbox"/>
00046	DIX					<input type="checkbox"/>	<input type="checkbox"/>
00089	BROWN					<input type="checkbox"/>	<input type="checkbox"/>

1. Select **Eligible Pay** to view the details for the current employee or **Eligible Pay (All)** to view everyone.

Buttons: Remove 00026, Eligible Pay, Remove All, Batch Updates, Eligible Pay (All), Report, Parameters, OK & Exit

Home Clients **Staff** Stock Invoicing Pay WorkSheet Quality Ctrl Mobile Contacts Query Reports Setups Warnings

Furlough Eligible Pay

Staff ID	Surname	Forename	Staff Payroll	Description	Full 12 Months	Pay Pds Worked	Notional Weeks	Total Eligible Pay This Year	Avg Eligible Pay Over Year	Avg Eligible Pay Part Year	Pro Rata For Feb Starters	Override Pay Amount	Override Pay Hours	Holiday Days Accrual Rate
00026	WATSON	Anne	1	Staff Monthly	No	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.0000

Diary Week	Tax Period	Furloughable Pay	Hours
	00	0.00	0.00


Pay Item	Description	Payment	Furloughable
		0.00	<input type="checkbox"/>

2. In this example the employee has no pay history in the system. Click **Modify** to enable overrides.

Buttons: Pay Item Map, Recalculate, Types Of Pay, View Audit, Filter, Modify, OK & Exit

You will see the following warning. Click **OK** to proceed.

Information

 Any Override Pay Amounts are used instead of pay calculated from these averages. Such amounts are still subject to the pay cap and any Furlough End Dates applied to the employee but not the 80% furlough reduction. You can also amend the holiday pay accrual rate that is applied to furlough pay.

OK

Home Clients **Staff** Stock Invoicing Pay WorkSheet Quality Ctrl Mobile Contacts Query Reports Setups Warnings

Furlough Eligible Pay

Staff ID	Surname	Forename	Staff Payroll	Description	Full 12 Months	Pay Pds Worked	Notional Weeks	Total Eligible Pay This Year	Avg Eligible Pay Over Year	Avg Eligible Pay Part Year	Pro Rata For Feb Starters	Override Pay Amount	Override Pay Hours	Holiday Days Accrual Rate
00026	WATSON	Anne	1	Staff Monthly	No	0	0	0.00	0.00	0.00	0.00	1,200.00	150.00	2.3333

Diary Week	Tax Period	Furloughable Pay	Hours	ent	Furloughable
	00	0.00	0.00	0.00	<input type="checkbox"/>

3. Enter the Override Pay Amount, the number of hours this represents and the Holiday Accrual Rate.

Remember, this is the amount that will actually be paid to the employee. The number of hours will be reported on the Furlough Reclaim Report csv as the normal hours.

Pay Item Map Recalculate Types Of Pay View Audit Filter Query OK & Exit

To enter an override figure from within the pay cycle go to either **Site Summary > select Furlough Site > Select Employee or Pay By Staff > Select Employee > Select Furlough Site.**

Important note: Any override amount and hours entered will be treated as the values for a full period of furlough. If the employee has a Furlough End Date or is marked as Flexible Furlough then the amount paid will be reduced accordingly.

Pay Sites for Employee 00026 Mrs Anne WATSON

Site	On Site Super.	Last Time	Total Pay £	M -F	Weekend	Overtime	Fixed	Deduct	Payments	Expenses	SSP/SMP Holidays
ZZZHEAD 0002 FURLOUGH	Fixed	<input type="checkbox"/>	1200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1200.00

Pay Item	Description	Pay Amount	Notes
ABS	Absence	0.00	
APP	Additional Paternity Pay	0.00	
BHOL	Bank Holiday	0.00	
CJRS	Furlough Pay	1500.00	
FTC	Tax Credit	0.00	
HOL	Holiday Pay	0.00	
LHOP	Leavers Holiday Pay	0.00	
LHOR	Leavers Holiday Reclaim	0.00	

1. Double click in the column of your furlough pay item.

2. Amend the item amount as required the click **OK & Exit**.

Notes Cancel OK & Exit

Daily Rate 0.00 Start Totals 1200.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 1200.00

Furl: Manual override

Add Delete Regular Pay Payroll Items Amend Stat Pay Holidays Leavers Hols Cancel OK & Exit

Furlough From Pay Cycle

This Employee is already on Furlough!

The payment amount entered will be used as an override in future, subject to any Furlough End Date that may be entered for the employee.

Override Payment 1500.00

You must enter the number of hours represented by the payment above

Override Hours 50.00

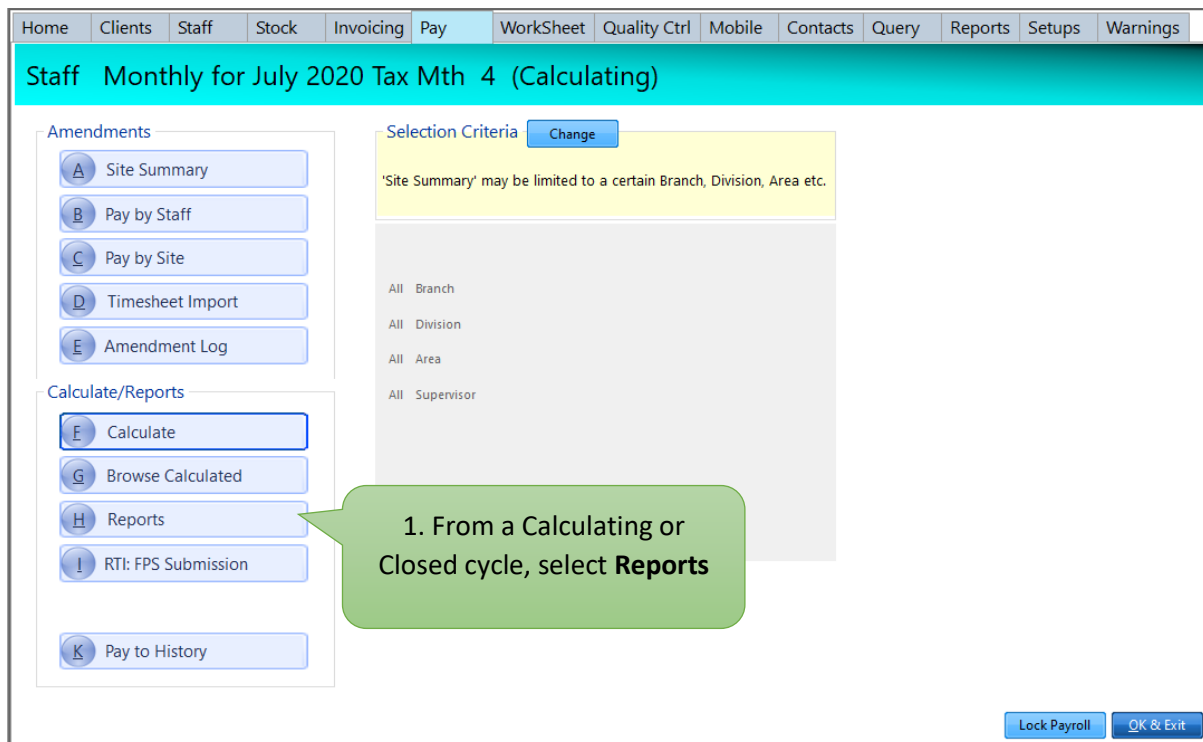
OK & Exit

3. You will be prompted to enter a number of hours. Remember that this will be taken as the normal hours for this period for the purposes of the Furlough Reclaim Report. Click **OK & Exit** to continue.

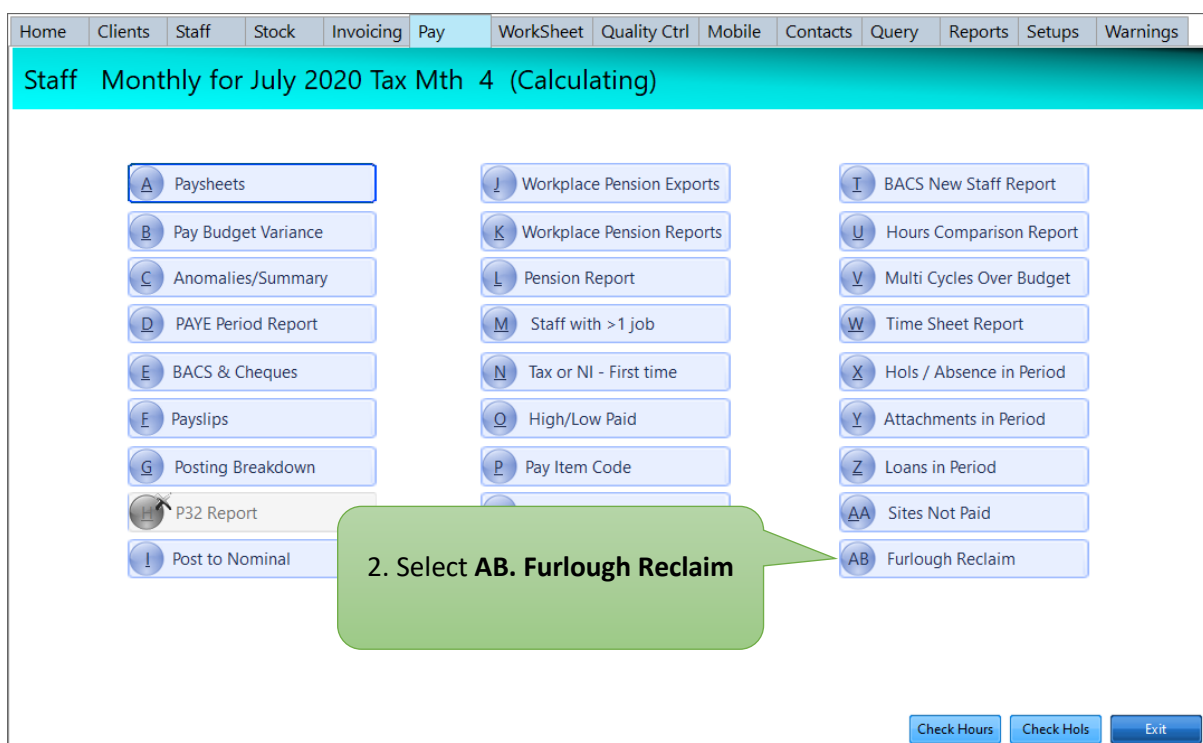
Furlough Reclaim Report

From 1st July the required format of the Furlough Reclaim submission is changing to include the Normal Hours, Actual Hours and Furlough Hours in order to support employees being moved to Flexible Furlough. This file can be produced from CleanLink Site Manager, either via the pay cycle where I will only include staff from that specific pay period, or from **Reports Tab > Payroll > Consolidated Furlough Reclaim** where you can select to include multiple pay cycles and pay periods.

Report from the Pay Cycle



The screenshot shows the 'Pay' tab selected in the top navigation bar. The main header reads 'Staff Monthly for July 2020 Tax Mth 4 (Calculating)'. On the left, there are two menu sections: 'Amendments' and 'Calculate/Reports'. The 'Calculate/Reports' section has the 'Reports' button highlighted. A green callout bubble points to this button with the text: '1. From a Calculating or Closed cycle, select Reports'. Below the 'Reports' button, there is a 'Selection Criteria' section with a 'Change' button and a list of criteria: 'All Branch', 'All Division', 'All Area', and 'All Supervisor'. At the bottom right, there are 'Lock Payroll' and 'OK & Exit' buttons.



The screenshot shows the same 'Pay' tab and header as the previous image. The 'Reports' menu is expanded, displaying a grid of report options. The 'AB Furlough Reclaim' option is highlighted. A green callout bubble points to this option with the text: '2. Select AB. Furlough Reclaim'. At the bottom right, there are 'Check Hours', 'Check Hols', and 'Exit' buttons.

Furlough Reclaim

For pay cycle 1 Tax Mth 4 ONLY

Staff Selection

Staff [F5] * = all Staff

Sort Order Staff Id

Output

CSV Output Print Preview

Include CSV Headers

CSV Filename c:\cleanlink\Reports\FurloughReclaim_Year2020_Week27_20200626

Print Cancel & Exit

2. Select CSV Output to create a submission file, it is optional to include the column headers.

3. The filename can be amended if required. Ensure that the amended name is a valid file path and ends in .CSV

4. Click **Print** to proceed

The printed report contains a breakdown of the different elements that make up the reclaim amount for each employee, these are not required on the submission file.

Printed:

Example Company		Furlough Reclaim								Date
		For pay cycle 1 Tax Mth 4 ONLY								Time
		Staff Monthly for July 2020								Page
		Before Final Posting								1
Staff Id	Name	NII No	Furlough Pay	Furlough Top-Up Pay	Other Pay	Total ER NICs	Reclaimable ER NICs	Total ER Pension	Reclaimable ER Pension	Reclaim Value
00024	MATHERSON, Susan	AB-38-28-17-D	512.74	0.00	305.20	11.86	7.43	0.00	0.00	520.17
00026	WATSON, Anne	NM-73-88-54-A	1500.00	0.00	0.00	105.98	105.98	29.40	29.40	1635.38
00028	DIMENT, Robert	AB-14-45-55-D	146.50	0.00	174.40	0.00	0.00	0.00	0.00	146.50
00034	GROANTHAM, Jane	NE-41-94-72-A	369.60	0.00	0.00	0.00	0.00	0.00	0.00	369.60
00043	COOPER, Ben	TS-44-51-28-D	910.00	0.00	78.48	35.39	32.58	0.00	0.00	942.58
00046	DIX, Jim	AB-76-39-90-A	1200.00	0.00	0.00	64.58	64.58	20.40	20.40	1284.98
00089	BROWN, Gurtrude	NH-12-34-56-A	489.99	0.00	0.00	0.00	0.00	0.00	0.00	489.99
Totals			5128.83	0.00	558.08	217.81	210.57	49.80	49.80	5389.20

Report Completed

CSV:

	A	B	C	D	E	F	G	H	I
1	Employee Name	NII No	Payroll Re	Furlough Start	Furlough End Date	Employee Claim Amount	Normal Hours	Actual Hours	Furlough Hours
2	Susan MATHERSON	AB-38-28-17-D	24	01/03/2020	31/10/2020	520.17	84	35	49
3	Anne WATSON	NM-73-88-54-A	26	01/03/2020	31/10/2020	1635.38	150	0	150
4	Robert DIMENT	AB-14-45-55-D	28	01/03/2020	31/10/2020	146.5	24	20	4
5	Jane GROANTHAM	NE-41-94-72-A	34	01/03/2020	31/10/2020	369.6	44	0	44
6	Ben COOPER	TS-44-51-28-D	43	01/03/2020	31/10/2020	942.58	100	9	91
7	Jim DIX	AB-76-39-90-A	46	01/03/2020	31/10/2020	1284.98	120	0	120
8	Gurtrude BROWN	NH-12-34-56-A	89	01/03/2020	31/10/2020	489.99	83.75	0	83.75

Consolidated Reclaim Report

Navigate to **Reports > Payroll** and select **Consolidated Furlough Reclaim**.

The screenshot shows the 'Reports' section of a software interface. The 'Payroll' tab is active, and the 'Consolidated Furlough Reclaim' report is highlighted in blue. A green callout bubble points to the 'Favourite?' checkbox for this report, which is checked. Another green callout bubble points to the 'Run Report' button at the bottom of the interface. The interface includes a navigation bar with 'Home', 'Clients', 'Staff', 'Stock', 'Invoicing', 'Pay', 'WorkSheet', 'Quality Ctrl', 'Mobile', 'Contacts', 'Query', 'Reports', 'Setups', and 'Warnings'. Below the navigation bar is a search bar for reports and a 'Preferences' button. The main area contains a list of reports with columns for 'Report Title' and 'Favourite?'. To the right of the list are 'Output' and 'Default Options' sections. The 'Output' section has dropdowns for 'CSV', 'PDF', 'Preview', and 'Portal'. The 'Default Options' section has dropdowns for 'Division', 'Area', 'Client', and 'Site'. At the bottom of the interface are buttons for 'Help', 'Modify', 'Run Report', 'Remove Favourite', and 'OK & Exit'.

1. Click **Run Report**

Tick here to add this report to your **My Favourites** list

The screenshot shows the configuration dialog box for the 'Consolidated Furlough Reclaim' report. The dialog box has several sections: 'Staff Selection', 'Included Pay Cycles', and 'Output'. The 'Staff Selection' section has a 'Sort Order' dropdown set to 'Staff Id'. The 'Included Pay Cycles' section has checkboxes for 'Staff Monthly', '2 W T Sheet', 'Directors', and 'not used'. The 'Output' section has checkboxes for 'CSV Output', 'Print Preview', and 'Include CSV Headers'. A 'CSV Filename' field is also present. At the bottom are 'Print' and 'Cancel & Exit' buttons. Green callout bubbles provide instructions for each section: '2. Sort order can be either Staff ID or Name' points to the 'Sort Order' dropdown; '3. Cycles will be available for inclusion from the selected date range.' points to the 'Claim Date From' and 'To' fields; '4. Select which cycles to include.' points to the 'Included Pay Cycles' checkboxes; and 'Select output options and click Print' points to the 'Print' button.

2. Sort order can be either Staff ID or Name

3. Cycles will be available for inclusion from the selected date range.

4. Select which cycles to include.

Select output options and click **Print**

Batch Updates of Furloughed Dates

As well as the options described above, the Batch Updates function can also be used to amend the Furlough Start and End dates for multiple employees. This is particularly relevant for the End Date as if this is left blank the system will use the Scheme End Date as set in the Furlough Parameters (default of 31/10/2020).

To update the dates for a batch of employees go to **Staff > J. Furloughed Staff > Batch Updates**.

1. Select Furlough Start Date or Furlough End Date as required.

2. Select required pay cycle or staff number range.

3. Select a date range for existing end dates to update and set the new end date.

4. Select Yes to update staff with a blank end date or No to leave these as they are.

5. Click Go! to process the change.

Furloughed Staff

Staff ID	Surname	Forename	Furlough Starts	Furlough Ends	% Of Pay	Use Regular Pay	Fle Fur
00024	MATHERSON	Susan	01/03/2020	30/09/2020	70	<input checked="" type="checkbox"/>	[
00026	WATSON	Anne	01/03/2020	30/09/2020	70	<input type="checkbox"/>	[
00028	DIMENT	Robert	01/03/2020	30/09/2020	70	<input checked="" type="checkbox"/>	[
00034	GROANTHAM	Jane	01/03/2020	30/09/2020	70	<input type="checkbox"/>	[
00038	HENTON	Heather	01/03/2020	30/09/2020	70	<input type="checkbox"/>	[
00043	COOPER	Ben	01/03/2020	30/09/2020	70	<input checked="" type="checkbox"/>	[
00046	DIX	Jim	01/03/2020	30/09/2020	70	<input type="checkbox"/>	[
00089	BROWN	Gurtrude	01/03/2020	30/09/2020	70	<input type="checkbox"/>	[

6. The dates will be updated as selected.

Remove All

Report

Parameters

OK & Exit