



CleanLink Software Ltd

Statutory Sick Pay (SSP)

New regulations for Statutory Sick Pay (SSP) come into effect in the 2026/27 tax year. These regulation changes mean that all employees are now entitled to sick pay on the first day of absence, and waiting days are no longer accounted for. Also, as all employees are now eligible to receive SSP (not just those above the LEL), employees will now be paid either 80% of their Average Weekly Earnings or the standard SSP rate of £123.25 per week, whichever is lower.

This document provides users with information on how to use the SSP functionality within Site Manager, including setting up the basics, entering and processing SSP absence for employees and accessing SSP reports.

Setting up SSP Qualifying Days

In order to ensure employees SSP is calculated correctly based upon their working days it is important to set the correct SSP Qualifying Days for each employee prior to entering SSP absence.

The system allows as many SSP Qualifying Day patterns to be set as required, this can be done by going to **Setups> R. PAYE, NI & Staff Setups> M. SSP Qualifying Days**.

1. Press 'Add' to enter a new line

No	SMTWTFS
1	NYYYYN
2	NYYNYN
3	NYYNYN
4	YNNNNNY
5	NYYNNNN
6	YNNNNNN
7	YYYYYY
8	YYNYNY

2. Use the days of the week at the top of this column (SMTWTFS) for reference, then enter 'Y' for working days, and 'N' for non-working days.
In this example the work pattern has been set with Thursday & Friday as non-working days.

3. Press 'OK & Exit' to save the changes.

Buttons: Add, Delete, Cancel, OK & Exit

Allocating SSP Qualifying Days to Employees

When the qualifying days patterns have been set up, the correct pattern must be allocated to the employee prior to entering SSP for calculation. This can be done by going to

Staff > A. Staff Maintain > Tax tab > SSP Qualifying Days field > Press 'F5' or double-click to select the correct pattern from those available in the list.

Director: Director? No, Pro-Rata Director Nil? No, Wks/Mths left in W (Director) 0

Miscellaneous: SSP Qualifying Days (F5) 1

Work Permit Expires: Permit Extended to: Student Visa? Type

In this setup, Option 1 is someone who is available to work Monday to Friday.
Option 4 is someone who is only available Saturday and Sunday.

No	SMTWTFS
1	NYYYYN
2	NNNNNN
3	NNNNNN
4	YNNNNNY
5	NNNNNNN
6	YNNNNNN
7	YYYYYY
8	YYNYNY

Buttons: Select, OK & Exit

Please Note: Where an employee works on multiple Sites, the Qualifying Days should be the combination of all the Sites they work on. For example, an employee who works Monday & Tuesday on Site A and Wednesday to Friday on Site B would have a Monday to Friday pattern chosen for SSP Qualifying Days.

Logging SSP Absence

Whilst the system has been updated to manage the required changes to the calculation of SSP from the 2026-27 tax year, the process of recording SSP absence manually within Site Manager remains the same, plus, we've introduced an SSP Import which will allow users to import SSP absence via the pay cycle each period if necessary.

It is therefore now possible for SSP to be entered in two ways, either manually via the staff SSP record like normal, or via the SSP Import method which will populate the Ee's SSP records with absence. Both processes have been detailed below for reference.

Please note: Manual amendments can be made to SSP records as and when required, meaning if absences are being imported in bulk to save time, it is still possible for the SSP record to be amended if the absence details change after import. This can be done manually via the SSP record, prior to calculating the pay cycle.

Manually entering SSP Absence

When an employee is absent from work due to illness and needs to be recorded for SSP purposes, check the 'SSP Qualifying Days' are set correctly for the employee in their Tax tab, then navigate to the SSP screen, either in the Staff record or via the Pay Cycle.

CL SSP for 00005 Miss Sally May THOMAS

Pay Period from 01-Apr-2026 to 30-Apr-2026

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2025 Oct
2025 Nov	
2025 Dec	
2026 Jan	
2026 Feb	
2026 Mar	
2026 Apr	
2026 May	
2026 Oct	
2026 Nov	

Average Weekly Earnings

Relevant period for Average Weekly Earnings is from 09-Feb-2026 to 05-Apr-2026.
 Paid £2,688.36 on 05-Apr-2026 for tax month 2025/12
 Paid £2,436.60 on 05-Mar-2026 for tax month 2025/11
 Total Earnings £5,124.96 for 2 Mths
 £5,124.96 divided by 8.6667 = £591.34

OK & Exit

Qualifying Day (SMTWTFS) NYYYYN

Pay maximum even if below LEL

Relevant period for Average Weekly Earnings is from 09-Feb-2026 to 05-Apr-2026.
Average Weekly Earnings = £591.34

Calculate Days SSP 0 / 0
Accr. Weeks 0.000
Help SSP Pay 0.00

Comment P/W's OK & Exit

View the Qualifying Days pattern in use for this employee

If the Ee falls below the LEL to receive the standard SSP rate, but needs to receive the standard rate, tick this field.
For Example: TUPE Ee who doesn't have enough pay history in CL to receive standard rate

Double click in here to see the AWE calculation.

CL SSP for 00005 Miss Sally May THOMAS

Pay Period from 01-Apr-2026 to 30-Apr-2026

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2025 Oct	
2025 Nov	
2025 Dec	
2026 Jan	
2026 Feb	
2026 Mar	
2026 Apr	A	A	A	.	.	.	A	A	A	A	
2026 May	
2026 Jun	
2026 Jul	

1. Enter an 'A' for every day the employee is absent, including days they do not work.
In this example, the Ee was absent on 7th & 8th, then absent again on 14th, then absent from 17th to 20th inclusive.

2. Now press the 'Calculate' button to convert the A's accordingly.

Calculate Days SSP 0 / 0
Accr. Weeks 0.000
Help SSP Pay 0.00

Note for 21st April 2026

Colours Amendments Edit & Comment P/W's Qualifying Days Extend Diary OK & Exit

Example 1: Employee above LEL with 5 days absence to be paid.

In the below example, the employee's average earnings are above the LEL, meaning they are entitled to receive the standard SSP amount. Which is calculated as:

$$£123.50 \times 5 \text{ sick days} / 5 \text{ qualifying days} = £123.50.$$

The screenshot shows the SSP software interface for Miss Sally May THOMAS. The main window displays a diary grid for the pay period from 01-Apr-2026 to 30-Apr-2026. A callout points to the 1st day of any month, stating: "Double Click the 1st day of any month to view the Key". Another callout points to the 18th and 19th days, stating: "The system will convert the 'A's to the relevant letter. In this example, a capital 'P' for each day to be paid and dashes for non-working days (18th & 19th)". A third callout points to the 'SSP Pay' field in the 'Calculate' section, stating: "Double Click the 'SSP Pay' field to see the calculation of pay." The 'Calculate' section shows 'Days SSP' as 5, 'Accr. Weeks' as 1.000, and 'SSP Pay (gross)' as £123.25. An 'SSP Calculation' window is open, showing the calculation: "£123.25 x 5 sick days / 5 qual days". Below the main window, a 'Diary Codes' window is open, showing a list of codes and descriptions:

Code	Description
	Normal day
A	Unpaid Day's Absence
N	Non Paid Sick Day
O	Paid day off
P	SSP to be paid
W	SSP Payment Withheld
p	SSP Paid on this day

Example 2: Employee below LEL with 5 days absence to be paid.

With the same absence days entered, in the below example the employee's earnings are below the current LEL, meaning when the 'Calculate' button is pressed and the 'A' converted, the Ee is only entitled to be paid 80% of their Average Weekly Earnings, which is calculated as:

$$80\% \text{ of } £123.19 \times 5 \text{ sick days} / 5 \text{ qualifying days} = £98.55$$

SSP for 00027 Mr Stuart JOHNSON

Pay Period from 01-Apr-2026 to 30-Apr-2026

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2025 Dec
2026 Jan	
2026 Feb	
2026 Mar	
2026 Apr	P	P	P	.	.	P	.	.	P	
2026 May	
2026 Jun	
2026 Jul	
2026 Aug	
2026 Sep	
2026 Oct	
2026 Nov	
2026 Dec	
2027 Jan	

Qualifying Day (SMTWTFS) NYYYYN

Pay maximum even if below LEL

Relevant period for Average Weekly Earning
09-Feb-2026 to 05-Apr-2026.
Average Weekly Earnings = £123.19

SSP Calculation

80.00% x £123.19AWE x 5 sick days / 5 qual days

Calculate Days Sick 5/7 0
Accr. Weeks 1.000
SSP Pay [F5] 98.55

Note for 1st May 2026

Colours Amendments Edit & Comment PIW's Qualifying Days Extend Diary OK & Exit

Example 3: Employee above LEL with 3 days absence to be paid.

In the below example, the employee's average earnings are above the LEL, meaning they are entitled to receive the standard SSP amount, which is calculated.

$$£123.50 \times 3 \text{ sick days} / 5 \text{ qualifying days} = £73.95$$

SSP for 00005 Miss Sally May THOMAS

Pay Period from 01-Apr-2026 to 30-Apr-2026

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2026 Mar
2026 Apr	P	P	P	
2026 May	
2026 Jun	
2026 Jul	
2026 Aug	
2026 Sep	
2026 Oct	
2026 Nov	
2026 Dec	
2027 Jan	
2027 Feb	
2027 Mar	
2027 Apr	

SSP Calculation

£123.25 x 3 sick days / 5 qual days

OK & Exit

Relevant period for Average Weekly Earnings is from 09-Feb-2026 to 05-Apr-2026.
Average Weekly Earnings = £591.34

Qualifying Day (SMTWTFS) Calculate Day SSP 3 / 0
Accr. Week 0.600
Help SSP Pay [F5] 73.95

Pay maximum even if below LEL

Note for 1st May 2026

Colours Amendments Edit & Comment PIW's Qualifying Days Extend Diary OK & Exit

Example 4: Employee below LEL with 3 days absence to be paid.

With the same absence days entered, in the below example the employee's earnings are below the current LEL, meaning when the 'Calculate' button is pressed and the 'A' converted, the Ee is only entitled to be paid 80% of their Average Weekly Earnings, which is calculated as:

80% of £123.19 x 3 sick days / 5 qualifying days = £59.13

CL SSP for 00027 Mr Stuart JOHNSON

Pay Period from 01-Apr-2026 to 30-Apr-2026

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2026 Mar
2026 Apr	P	P	P	
2026 May	
2026 Jun	
2026 Jul	
2026 Aug	
2026 Sep	
2026 Oct	
2026 Nov	
2026 Dec	
2027 Jan	
2027 Feb	
2027 Mar	
2027 Apr	

SSP Calculation

80.00% x £123.19AWE x 3 sick days / 5 qual days

OK & Exit

Relevant period for Average Weekly Earnings is from 09-Feb-2026 to 05-Apr-2026.
Average Weekly Earnings = £123.19

[Refresh](#)

Qualifying Day (SMTWTFSS)

Pay maximum even if below LEL

[Calculate](#)

[Help](#)

Days SSP /

Accr. Weeks

SSP Pay [F5]

Note for 1st May 2026

[Colours](#)
[Amendments](#)
[Edit & Comment](#)
[PIW's](#)
[Qualifying Days](#)
[Extend Diary](#)
[OK & Exit](#)

SSP Import into Pay Cycle

CleanLink Site Manager now offers users the ability to import SSP absence into employee's SSP record via the Pay Cycle. This import will allow users to gather details of employee sickness absence into a CSV file which can then be checked by the system for errors and then imported directly into an 'In Progress' pay cycle, prior to calculation.

Employees can be entered onto the template multiple times within the period, to account for multiple periods of absence. Users can also import multiple files into the pay cycle if required, perhaps if wishing to import the first half of the period's absences mid-way through the month and the second half of absences later in the month.

The template and import function can be found by going to:

Pay > A. Pay Cycles > select 'In Progress' cycle > E. SSP Import button.

Staff Id	Start Date	End Date	Action	Comment
00005	07/04/2026	08/04/2026		Sickness bug
00027	09/04/2026	09/04/2026		
00017	09/04/2026	13/04/2026		Flu
00028	10/04/2026	10/04/2026		
00005	14/04/2026	14/04/2026		Migraine
00019	22/04/2026	22/04/2026	R	
00059	15/04/2026	16/04/2026		
00055	04/04/2026	30/04/2026		Broken Wrist

Row 2: Employee 00005 absent for 2 days on 7th & 8th April

Row 3: Employee 00027 absent for a single day on 9th April

Row 4: Employee 00017 absent for 5 days from 9th through to 13th April

Row 5: Employee 00028 absent for a single day on 10th April

Row 6: Employee 00005 is absent again, this time for a single day on 14th April

Row 7: Employee 00019 who had previously had absence entered into the Ee's SSP record was not absent on this day in the end, therefore entering 'R' in the Action field will result in the 'A' on 22nd April being removed from their SSP record when imported.

Row 8: Employee 00059 was absent for 2 days on 15th & 16th April

Row 9: Employee 00055 is on long term sick and has a sick note from 4th April to 30th April

Checking the Import File Prior to Import

When ready to check the file prior to importing, save the file to a location of your choosing, then return to **Pay> A. Pay Cycles> select 'In Progress' cycle> E. SSP Import** button.

Amendments

- A Site Summary
- B Pay by Staff
- C Pay by Site
- D Timesheet Import
- E SSP Import**
- F Amendment Log

Calculate/Reports

- G Calculate
- H Browse Calculated
- I Re
- J RT
- L Pay to History

Selection Criteria

'Site Summary' may be limited to a certain Branch, Division, Area etc.

Change

Import SSP

Importing SSP into pay cycle 1 Month

Import Filename: C:\Users\LucyP\Downloads\SSPImportTemplateApril.csv

Check or Import: Check

Skip First Line: Yes

Date Format: DD/MM/YYYY (e.g. 24/04/2026)

Buttons: Check, Template, Cancel & Exit

1. Double-click to select the file to import
2. Select 'Check' to check the file for errors.
3. If column headers remain in the file, set to 'Yes'. If headers were removed from file, set to 'No'
4. Select the correct Date Format to match that used in the file
5. Press 'Check'.

Any errors in the file will be presented on screen and will need to be corrected before the file can be imported. Errors may include the file being formatted incorrectly, or advising of employees whose SSP Qualifying Days have not been set in their staff record, as shown below. The SSP Qualifying Days will need to be set prior to importing the file.

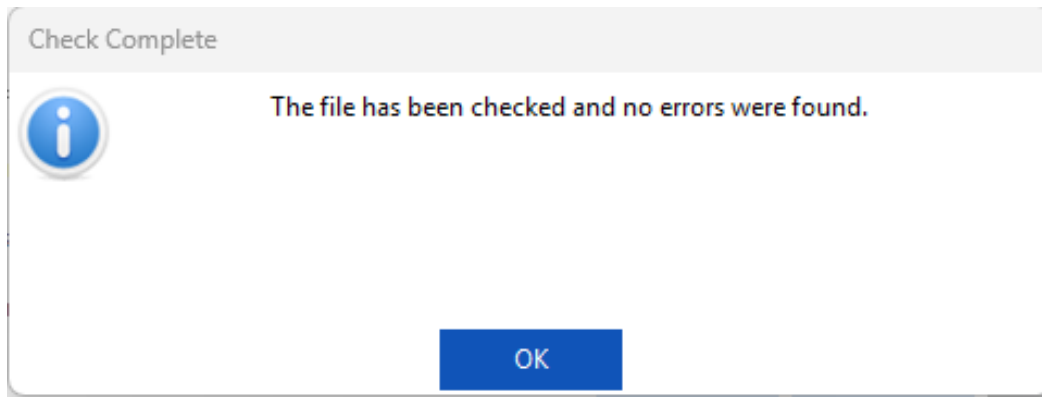
Error Found

Staff Id 00028 has no SSP Qualifying Days template at line 5

Continue checking?

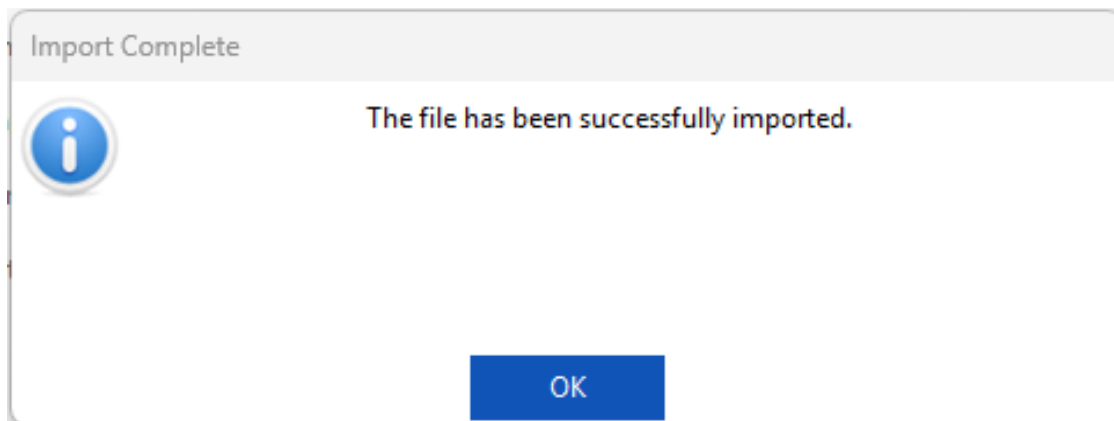
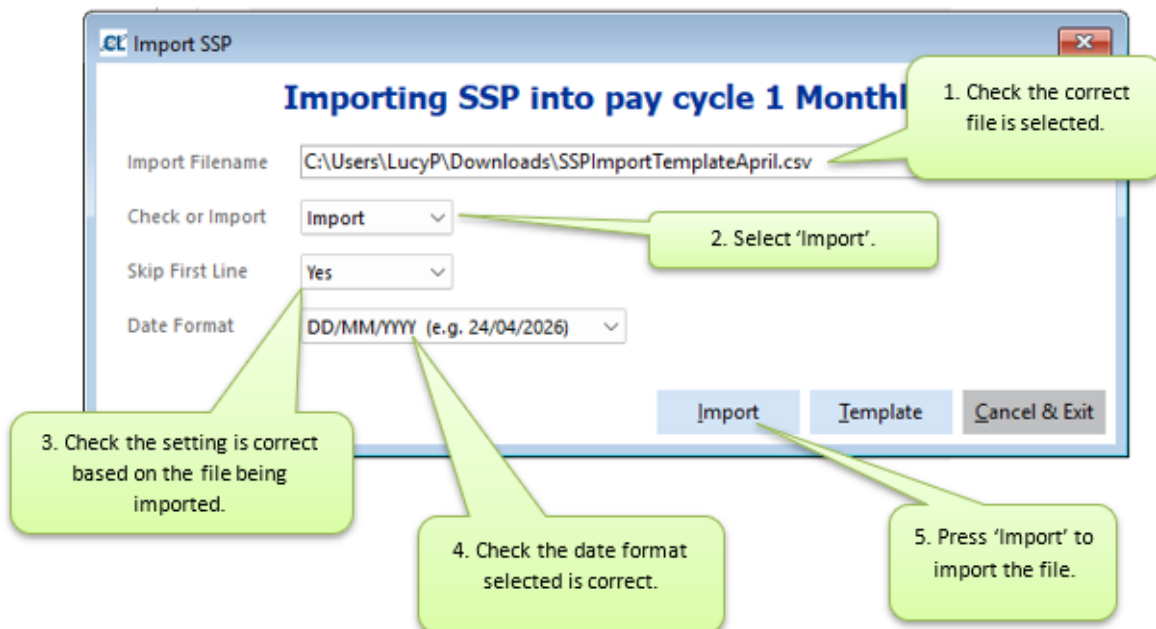
Buttons: Yes, No, Cancel [F2]

Once all errors are corrected and the check process has been run successfully, the system will confirm there are no errors in the file.



Importing the File

Once the checks have been successful, the file is now ready to be imported. To do this return to: **Pay > A. Pay Cycles > select 'In Progress' cycle > E. SSP Import button.**



The system will have processed the file and populated Ee's SSP record with the letter 'A' for each day of absence. Where an 'R' was present in the file, the system will have removed any previously entered 'A's from the Ee's SSP record.

Manual adjustments can still be made to Ee's SSP record where required prior to calculating the pay cycle. When the pay cycle is calculated the SSP absence will be processed and SSP paid to relevant employees against the ~SSP Site and using 'SSP' Pay Item, this will be visible on the employee's payslip.

Please Note: Populating the SSP record for an employee either manually or via the import will NOT remove any worked hours in the cycle from Sites the employee normally works on. If the employee was absent from work due to sickness, the absence will need to be recorded in the usual way to remove the hours. If the hours are not removed, it could result in the employee being paid both SSP and for hours 'worked'.

SSP Reporting

In order to keep track of how much is being paid in SSP Absence Site Manager offers some useful reports. Here are a couple of key reports which might be of interest.

Pay Item Code Report

This report allows users to report on the use of specific pay items over one or more ranges of pay periods, it can be run by going to:

Reports tab> Payroll tab> 'Pay Codes'> press 'Run Report'

1. Select 'This Period Only' or 'Range of Periods'

2. Select Year/ Week From & To

3. Select Sort Order

4. Double-click to select a specific pay item. SSP will report all paid SSP absence

5. Choose output options as required

6. Press 'Print'

Example of Report Produced:

Inspired Line		Pay Items Report		Date: 24/04/2026		
Selecting Pay Code		SSP				
Monthly for weeks 2026/09 to 2026/14						
Staff	Client/Site	Pay Code	Tax Mth	Amount		
Division 00 - Area 00						
00005	THOMAS, Sally May	~SSP	0001	SSP	2026/01	73.95
00007	TAYLOR, Herman	~SSP	0001	SSP	2025/12	522.50
00012	MAPLE, David	~SSP	0001	SSP	2026/01	98.60
00017	WAREING, James	~SSP	0001	SSP	2026/01	73.95
00022	TAYLOR, Harry	~SSP	0001	SSP	2026/01	123.25
00027	JOHNSON, Stuart	~SSP	0001	SSP	2026/01	78.84
00028	FORD, Jenna	~SSP	0001	SSP	2026/01	20.89
00055	JAMIESON, Laurance	~SSP	0001	SSP	2026/01	298.72
00059	GREEN, Jasmine	~SSP	0001	SSP	2026/01	49.30
Subtotal		~SSP	0001			1340.00
					Total	1340.00

Report Completed

Staff Absence Report

Another report which may be of interest is the Staff Absence report, this provides multiple options when being run and will provide both the number of days absent within the period range and the value of this absence, amongst other things. This report can be run by going to:

Reports tab> Payroll tab> Staff Absence> press 'Run Report'

The screenshot shows the 'Staff Sickness Report' form with the following fields and callouts:

- 1. Select Pay Cycle:** Points to the 'Cycle [F5]' dropdown menu, which is set to '1'.
- 2. Enter Month and Year 'From' & 'To':** Points to the 'Period Range' section, where 'From (MM/YY)' is '01/25' and 'To (MM/YY)' is '04/26'.
- 3. Select 'Report Format', 'Days Summary' will include number of days absent as well as the value of the absence.** Points to the 'Report Format' section, where 'Days Summary' is selected with a radio button.
- 4. Choose output options as required:** Points to the bottom section of the form, which includes checkboxes for 'Include Staff with no Absence', 'Include Left Staff', 'CSV Output', 'Preview' (checked), and 'PDF Output'.
- 5. Press 'Print':** Points to the 'Print' button at the bottom right of the form.

Additional form details include:

- Staff Range:** 'From [F5]' is '256435' and 'To [F5]' is 'TAYLOR'.
- Division [F5]:** '00' with a note: 'Leave field blank, select all Divisions or Areas'.
- Area [F5]:** '00'.
- Client [F5]:** (Empty field)
- Notes:** 'Note - Staff will appear in the area of their first site' and 'Note - Staff will be selected by their first client'.
- Buttons:** 'Print' and 'OK & Exit'.

Example of Report Produced:

Staff Absence Report

Division/Area 00/00

For Period 01/2025 to 04/2026

		Waiting Days	Paid Sick Days	Unpaid Sick Days	Holidays	Bank Hols	Other Days	Sick Pay £
00003	Sheila STAPLETON	0	0	0	6	4	0	0.00
00004	Trevor HOWELL	0	0	0	0	4	0	0.00
00005	Sally May THOMAS	0	3	0	0	4	5	0.00
00006	Lesley JEFFERSON	0	0	0	10	4	0	0.00
00007	Herman TAYLOR	3	22	0	0	4	0	522.50
00008	Katie GRANGER	0	0	0	18	4	0	0.00
00009	Christopher JOHNSON	0	0	0	0	4	0	0.00
00012	David MAPLE	0	4	0	0	4	0	0.00
00013	Janice HUCKLEBERRY	0	0	0	0	4	0	0.00
00014	Tanya HOLMES	0	0	0	0	4	0	0.00
00015	Sandra CODLING	6	25	0	0	4	31	593.75
00017	James WAREING	0	3	0	5	4	0	0.00
00019	Freida DUNHAM	0	0	0	10	4	0	0.00
00020	Stanley FINCH	0	0	0	0	4	5	0.00
00022	Harry TAYLOR	0	5	0	0	0	0	0.00
00023	Frank HIGGINS	0	0	0	0	4	0	0.00
00024	Francesca HOWES	0	0	0	0	3	0	0.00
00026	Stella RICHARDSON	0	0	0	5	4	5	0.00
00027	Stuart JOHNSON	0	4	0	0	4	0	0.00
00028	Jenna FORD	0	1	0	0	1	0	0.00
00055	Laurance JAMIESON	0	19	0	5	4	0	0.00
00059	Jasmine GREEN	0	2	0	0	4	0	0.00
00062	Hetty JACKSON	0	0	0	0	4	0	0.00
00063	Harry HALL	0	0	0	0	4	0	0.00
00070	Tina YELLOW	3	19	0	0	3	22	451.25
00071	Jenny PURPLE	0	0	0	0	3	0	0.00
00072	Hilary BLUE	0	0	0	0	3	0	0.00
00073	Ann Pay EXCEL	0	0	0	0	4	4	0.00
00074	Ann Pay MANUAL	0	0	0	0	4	10	0.00
00075	Ann Pay CSV	0	0	0	0	4	3	0.00
00077	Ann Pay PORTAL	0	0	0	0	4	5	0.00
00078	Andy Pay AP-EXCEL	0	0	0	0	3	5	0.00
00079	Andy Pay AP-MANUAL	0	0	0	0	4	0	0.00
00080	Andy Pay AP-CSV	0	0	0	0	4	4	0.00
00081	Andy Pay AP-MOBILE	0	0	0	0	4	3	0.00
00082	Andy Pay AP-PORTAL	0	0	0	0	4	0	0.00
00083	Andy ANP-MANUAL	0	0	0	0	4	0	0.00
00084	Andy ANP-FXCFI	0	0	0	0	4	0	0.00