



CleanLink Software Ltd

## SSP Transitional Protection

From 6<sup>th</sup> April the Lower Earnings Limit is no longer part of the criteria for assessing entitlement to Statutory Sick Pay. Instead SSP will be paid at 80% of the employee's Average Weekly Earnings (AWE) or the current flat rate, whichever is lower. However, this may lead to a reduction in the payment to some employees who were entitled to the flat rate in 2025/26 so employees in this situation should receive the new flat rate until they return to work.

**Who is affected** – Employees with Average Weekly Earnings of £125-£154.06 already being paid SSP on 5<sup>th</sup> April with a sickness absence that continues into 6<sup>th</sup> April and beyond.

**What the system will do** – Days from the 6<sup>th</sup> April onwards will be paid SSP at 80% of the Average Weekly Earnings (AWE) from the relevant 8 week period. This is calculated based on the number of working days (n) in their work pattern so each day is paid  $80\% \times AWE/n$ .

**What needs to be done** – Affected Employees with a single continuing absence will need to have the “Pay maximum even if below LEL” option ticked in their SSP calendar. If an employee returns to work after 6<sup>th</sup> April and then goes off on SSP again in the same period you will need to manually override the SSP paid. Please see below for some worked examples of scenarios.

CLL SSP for 00003 Mrs A MONTHLY

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 Nov	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
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2026 Apr	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
2026 May	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	
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Qualifying Day (SMTWTFS) NYYYYY

Relevant period for Average Weekly Earnings is from 04-Jan-2026 to 28-Feb-2026.  
Average Weekly Earnings = £129.00

Calculate Days SSP 10 / 0  
Accr. Weeks 2.000  
Help SSP Pay (F5) £43.80

Pay maximum even if below LEL

Note for 1st May 2026

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

**Who is not affected** – Employees who return to work and then go on SSP again in a linked period beginning on or after 6<sup>th</sup> April. Employees with Average Weekly Earnings above £154.06 will already be paid £123.25 p/w on SSP after 6<sup>th</sup> April so will not need overriding.

**How to make a manual amendment** – Calculate the pay cycle to create the system calculated values. Once this value is present you can override the value either by resetting the calc or by using the Partial Calculation option for individual employees.

Pay Sites for Employee 00003 Mrs A MONTHLY

Client	Site	Site Name	Pay Type	On Site Super.	Last Time	Total Pay £	Rate 1	Rate 2	Rate 3	Extras	Deduct	SSP/SMP Holidays
ZZHEAD	0001	HEAD OFFICE	Fixed	<input type="checkbox"/>	<input type="checkbox"/>	275.00	275.00	0.00	0.00	0.00	0.00	0.00
~SSP	0001		Fixed	<input type="checkbox"/>	<input type="checkbox"/>	133.17	0.00	0.00	0.00	0.00	0.00	133.17

Amend Statutory Parameters

WARNING - Making changes to these parameters must be made with extreme caution

Any Changes made will override those calculated by the system

Current Value: 133.17

New Value: 154.27

Update Cancel & Exit

Staff Totals: 408.17, 275.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 133.17

Buttons: Add, Delete, Regular Pay, Payroll Items, Amend Stat Pay, Holidays, Leavers Hols, AP Comparison, Cancel, OK & Exit

**Useful report** – Pay > G. Payroll Reports > H. Staff Absence Report – run for 04/26-04/26 only as you just need to see who is on a continuing period of absence straddling the two tax years.

Staff Report (General Staff Reports)

Hourly Rates Report

Staff Loans Report

Duplicate NI numbers's R

Multiple Jobs (Reports Sta

Over 60-65's Report

T.U.P.E. Report

**Staff Absence Report**

Staff SMP Report

Starters and Leavers Repo

Regular Pay Anomalies R

Staff Daily Rates

Staff Pension Report

Staff Holidays Taken Rep

Staff Accruals Report

Staff List (Creates Text File of Names & Addresses)

of Regular Paid Staff)

ange of periods

t (csv file)

nt (csv file)

AD Hours Paid Period Totals

Staff Sickness Report

Cycle (F5): 1

Period Range: From (MM/YY) 04/26 To (MM/YY) 04/26

Staff Range: From (F5) 00001 To (F5) 00212

Report Format: Days Summary, **SSP Calendar**, SSP Days Export, SSP/SMP Payments Export

Division (F5): 00 Area (F5): 00

Note - Staff will appear in the area of their first site

Client (F5):

Note - Staff will be selected by their first client

Include Staff with no Absence Include Left Staff

CSV Output Preview PDF Output

Print OK & Exit

## Example Scenarios

- Employee with Average weekly earnings between £125 and £154.06 on a continuing period of sickness absence.  
Absence started on 18<sup>th</sup> March 2026 and the employee was paid 7 days of SSP in the March pay period. The absence continues up to 14<sup>th</sup> April.  
Without the “Pay maximum” box being ticked the employee will receive £215.73 in SSP. This is made up of 3 days at the 2025/26 rate and 7 days at 80% of the Average Weekly Earnings.

SSP for 00003 Mrs A MONTHLY

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

Qualifying Day (SMTWTFS) NYYYYN

Relevant period for Average Weekly Earnings is from 04-Jan-2026 to 28-Feb-2026. Average Weekly Earnings = £129.00

Calculate Days SSP 10 / 0  
Accr. Weeks 2,000  
SSP Pay (F5) £215.73

Note for 1st May 2026

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

Double click here for a breakdown of the calculation

SSP Calculation

£118.75 x 3 sick days / 5 qual days + 80.00% x £129.00 AWE x 7 sick days / 5 qual days

OK & Exit

As this is a continuing period of absence, tick the “Pay maximum” box so that the employee receives the full new rate for the period after 6<sup>th</sup> April 2026. This increases the SSP in the April period to £243.80. Once the employee returns to work the “Pay maximum” box should be unticked so they are not overpaid for any future absence.

SSP for 00003 Mrs A MONTHLY

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

Qualifying Day (SMTWTFS) NYYYYN

Pay maximum even if below LEL

Relevant period for Average Weekly Earnings is from 04-Jan-2026 to 28-Feb-2026. Average Weekly Earnings = £129.00

Calculate Days SSP 10 / 0  
Accr. Weeks 2,000  
SSP Pay (F5) £243.80

Note for 1st April 2026

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

SSP Calculation

£118.75 x 3 sick days / 5 qual days + £123.25 x 7 sick days / 5 qual days

OK & Exit

- Employee has a continuing period of absence, returns to work after 6<sup>th</sup> April and then goes off again. In this scenario the transitional protection only applies to the period they are off from 6<sup>th</sup> April to their return to work. Subsequent linked periods should be paid at 80% of the AWE. To do this you will need to make a manual correction.

The system has calculated SSP of £195.09, this is 3 days at the 2025/26 rate and 6 days at 80% of the employee’s AWE. However, the four days from 6<sup>th</sup> to 9<sup>th</sup> April are part of a continuing absence from the previous tax year so should be paid at the new flat rate of £123.25. As the employee works 5 days a week this would be £98.60 for those four days. The two days 15<sup>th</sup> and 16<sup>th</sup> April are not covered by transitional protection so should be paid at 80% of the AWE, in this case this would be 80% of £129 so £103.20 per week which equates to 20.64 per day. Therefore, the amount to pay is:

$$118.75 \times 3/5 = £71.25 \text{ for } 1^{\text{st}} \text{ to } 3^{\text{rd}} \text{ April}$$

$$123.25 \times 4/5 = £98.60 \text{ for } 6^{\text{th}} \text{ to } 9^{\text{th}} \text{ April}$$

$$129 \times 80\% \times 2/5 = £41.28 \text{ for } 15^{\text{th}} \text{ to } 16^{\text{th}} \text{ April}$$

Total = £211.13

Once the pay cycle has been calculated to create the ~SSP line in the employee’s pay, either reset the calculation or run a Partial Calculation for the employee. Highlight the ~SSP line and select **Amend Stat Pay**. You can then update the “New Value” field and click **Update**. You will then be prompted to confirm your change.

CL Pay Sites for Employee 00003 Mrs A MONTHLY

Client	Site Site Name	Pay Type	On Site Super.	Last Time	Total Pay £	Rate 1	Rate 2	Rate 3	Extras	Deduct	SSP/SMP Holidays
ZZHEAD	0001 HEAD OFFICE	Fixed	<input type="checkbox"/>	<input type="checkbox"/>	275.00	275.00	0.00	0.00	0.00	0.00	0.00
~SSP	0001	Fixed	<input type="checkbox"/>	<input type="checkbox"/>	195.09	0.00	0.00	0.00	0.00	0.00	195.09

CL Amend Statutory Parameters

WARNING - Making changes to these parameters must be made with extreme caution

Any Changes made will override those calculated by the system

Current Value

New Value

Daily Rate 0.00      Staff Totals      470.09      275.00      0.00      0.00      0.00      0.00      0.00      0.00      195.09

Confirmation

Are you sure you want to amend this value?

Once confirmed, the SSP value will be updated.

CL Pay Sites for Employee 00003 Mrs A MONTHLY

Client	Site Site Name	Pay Type	On Site Super.	Last Time	Total Pay £	Rate 1	Rate 2	Rate 3	Extras	Deduct	SSP/SMP Holidays
ZZHEAD	0001 HEAD OFFICE	Fixed	<input type="checkbox"/>	<input type="checkbox"/>	275.00	275.00	0.00	0.00	0.00	0.00	0.00
~SSP	0001	Fixed	<input type="checkbox"/>	<input type="checkbox"/>	211.13	0.00	0.00	0.00	0.00	0.00	211.13

Daily Rate 0.00      Staff Totals      470.09      275.00      0.00      0.00      0.00      0.00      0.00      0.00      195.09

- Employee returns to work on 6<sup>th</sup> April before going off again. In this situation the transitional protections do not apply and the employee should receive 80% of their AWE for the period of absence that begins after 6<sup>th</sup> April. No action is required.

SSP for 00003 Mrs A MONTHLY

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 Nov	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
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Qualifying Day (SMTWTFS) NYYYYN  
 Relevant period for Average Weekly Earnings is from 04-Jan-2026 to 28-Feb-2026.  
 Average Weekly Earnings = £129.00

Calculate Days SSP 6 / 0  
 Accr. Weeks 1.200  
 SSP Pay [F5] 133.17

Note for 1st April 2026

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

SSP Calculation

£118.75 x 3 sick days / 5 qual days + 80.00% x £129.00 AWE x 3 sick days / 5 qual days

OK & Exit