
April Payroll - Urgent Information Required

Following the recent government announcements regarding the Coronavirus Job Retention Scheme if you are intending to furlough any of your staff please could you let us have your payroll information well in advance of your normal RTI submission date.

In addition to your usual payroll information please can you provide us with the following details:

- ***Which members of staff are being furloughed***
- ***How long each member of staff is being furloughed for (the minimum length of furlough is 3 weeks)***
- ***What date each member of staff furloughed***
- ***Whether you are paying them 80% of their regular salary or if you are topping up their salary to their normal wage***
- ***Copies of the relevant letters from the employees agreeing to be furloughed***
- ***If you are paying staff more than the 80%, if you could separately show this on the monthly template***

For more information on the Coronavirus Job Retention Scheme please see attached our bulletin '***Coronavirus Job Retention Scheme – Further Guidance***'.

If you have any queries please do not hesitate to contact us or visit our website for further information.

**Leofric House, Binley Road, Coventry, CV3 1JN
Euston House, 12 Euston Place, Leamington Spa, CV32 4BN**

**Coventry +44 (0)24 7625 1333 Leamington Spa +44 (0)1926 88 88 65
Email: accts@leigh-christou.co.uk Web: www.leigh-christou.co.uk**

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