

Payroll Co-payment scheme Phase 1 – advice for customers and staff.

The Phase 1 scheme covers the period of 20 March 2020 to 31 March 2020 (inclusive).

There will be a Phase 2 scheme that has already been announced covering 1 April 2020 – 30 June 2020. That will be covered by separate guidance to be published in due course.

There is a limitation to the number of business sectors that are included in phase 1.

Phase 1 qualifying industries are:

- Hotels
- Restaurants
- Bars
- Wholesale and Retail (excluding retail food, wholesale or retail pharmacies, wholesale or retail fuel, wholesale or retail construction supplies/DIY supplies, retail sale of household electrical equipment and information and communication equipment, wholesale or retail medical supplies)
- Fisheries
- Hairdressing and other beauty treatment

In order for a business to make a claim under the scheme, it will be required to confirm by declaration that it has suffered significant detriment during the relevant period as a result of the circumstances brought about by COVID-19. All claims will be made retrospectively.

The definition of “**Significant Detriment**” will be interpreted as follows:

A business is considered to have suffered significant detriment if during the relevant period it would be able to evidence a drop in turnover of at least 50%.

Businesses are required to retain documentation for audit or other purposes to provide, on request, evidence of significant detriment suffered. GST filings or financial statements/bank statements, correspondence with shareholders/banks about continued finance for the business, will be considered as evidence of significant detriment, when compared with previous comparable trading months. For industries with significant seasonal demand annual comparisons may be appropriate.

Payroll Co-payment scheme – advice for customers and staff.

The scheme has been designed to be easy to apply for.
The form has 4 tabs, and consists of the header page which outlines the scheme...

Before you start

Business details

Your details

Declaration

Privacy statement

Information will be processed in accordance with the Data Protection (Jersey) Law 2018.

About the scheme

The scheme is available to support all staff paid by businesses within the qualifying industries listed below, where the business has experienced significant detriment and would be able to evidence a drop in turnover of at least 50% due to restrictions put in place to manage the spread of COVID-19.

A business will be able to receive a co-funding payment for staff that have been retained in employment from 20 March to 31 March. The scheme covers employees who are listed on the Social Security contribution schedule for February 2020.

The scheme is available to both full-time and part-time workers and includes those employed on a fixed-term contract, and zero-hour workers who were paid during the relevant period

Agency workers are excluded from the scheme.

The scheme includes self-employed people that are in the qualifying industries that pay Class 2 social security contributions. This includes sole traders and partnerships. Income will be assessed against payment of Class 2 contributions for the last quarter of 2019.

The scheme is not available to anyone earning more than £10,000 a month.

The scheme is only available to the following qualifying industries:

- Hotels
- Restaurants
- Bars
- Wholesale (excluding Pharmacies; Fuel; Construction/DIY Supplies; Sale of Household Electrical Equipment, Information and Communication Equipment; and Medical Supplies)
- Retail (excluding Food; Pharmacies; Fuel; Construction/DIY Supplies; Sale of Household Electrical equipment, Information and Communication Equipment; and Medical Supplies)
- Fisheries
- Hairdressing and other beauty treatment

For the period 20 March to 31 March, a qualifying business can apply for support of £200 per week for a worker who has worked during the relevant period and has been paid either:

- at least £320 per week or
- at least £1,390 per calendar month

For workers earning lower weekly or monthly amounts a payment of 60% of 39% of the usual monthly wage will be made.

To complete this form you will need:

- Your social security employer code if you are an employer for Social Security purposes
- A nominated bank name, sort code and account number
- Your contact email address
- Your contact telephone number

For each employee you will need the following details:

- First name, last name
- Social Security Number
- Gross wage for the month of March

✕ Cancel

Next >

The second tab is where employers need to add their business details i.e. Business Name

NESSIE employer code

Business sector (drop down) – only a limited number of sectors are included in Phase 1.

Payroll co funding scheme application

Before you start **Business details** **Your details** **Declaration**

Business name *

Social Security employer code

Sector *
Select

Number of employees *

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Home Services Your information

Payroll co funding scheme application

Before you start **Business details** **Your details** **Declaration**

Business name *

Social Security employer code

Sector *
Select
Bars
Fisheries
Hairdressing and other beauty treatment
Hotels
Restaurants
Retail (excluding food)
Wholesale

Business address
Enter the postcode and press Search for your address

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The claimant will need to fill in the number of employees

And then search up, or manually enter the business address.

Number of employees *

Business address

Enter the postcode and press Search for your address

Or

House name or number

Street

Search for your address

And then add in either the employer bank account details or for self-employed their account details.

Business bank account details

Name of bank *

Sort code (don't include the hyphens) *

Account number *

Name of account holder *

The next thing to do is to upload the employee information, this can be done manually, employee by employee.

Or by uploading an electronic file of the employees, making it easier for multiple entries.

Employee details (including employers and sole traders)

How would you like you provide your employee details? *

Manually enter details

Upload spreadsheet

< Previous

✕ Cancel

Next >

Once selected, the manual process requires the following field to be clicked on.

How would you like you provide your employee details? *

Manually enter details

Upload spreadsheet

Employee details *

Add employee details

Once selected, the following opens up and needs to be completed. Gross earnings = Total paid for March

For additional employees, click on this box.

First name *

Surname *

Social Security number *

Pay frequency *

Weekly

Monthly

Gross earnings paid for whole month of March *

£

✕ Cancel

✓ Add employee details

If the upload spreadsheet option is chosen, they will then get this screen with the fields they need to include.

How would you like you provide your employee details? *


Manually enter details

Upload spreadsheet

You can upload your employee details they must include:

- First Name
- Surname
- Social Security Number
- Pay Frequency
- Gross pay for the month of March 2020

Upload your employee details *

Drop files here to upload -  upload

Accepted file types: .csv, .xls, .xlt, .xlsx

Uploaded: 0/1

The next tab is just about the filling in the personal details of the person filling in the form.

Before you start

Business details

Your details

Declaration

First name *

Surname *

Email *

Contact number *

Position within business *

< Previous

✕ Cancel

Next >

It's important to read and understand the declaration page before ticking the box and submitting the claim.

Payroll co funding scheme application

Before you start

Business details

Your details

Declaration

Declaration

I am applying for Payroll Co-payment Funding Scheme because the named business is considered to have suffered significant detriment during the relevant period and would be able to evidence a drop in turnover of at least 50%.

I understand that the business is required to retain documentation for audit or other purposes to provide, on request, evidence of significant detriment suffered. GST filings or financial statements/bank statements, correspondence with shareholders/banks about continued finance for the business, will be considered as evidence of significant detriment, when compared with previous comparable trading months. For industries with significant seasonal demand annual comparisons may be appropriate.

I hereby consent to and understand that:

COVID-19 presents a unique challenge to our community, and public health restrictions mean that the market for accommodation is not functioning as it would under normal economic conditions. The Government expects all businesses benefiting from financial assistance under the scheme to act compassionately where a business provides staff accommodation. Any worker in employer-provided accommodation on 19 March 2020, must continue to be given the opportunity to remain in that accommodation for the duration of the scheme, whether or not they remain in employment. Employers who fail to meet this requirement may be excluded from this scheme and subsequent schemes.

This provision will not apply where there is a clear case of misconduct and appropriate procedures have been followed to dismiss an employee. Where an ex-employee begins working for another business, the provider of accommodation will be permitted to recover any reasonable incidental costs of maintaining the employee in staff accommodation up until the date of the change of employment.

I hereby consent to and understand that:

- CLS will check the information I have provided against their records.
- If I receive any monies under this scheme to which I am not entitled, those monies must be repaid forthwith
- The Government will take action against me to recover any monies that I have received to which I am not entitled
- If I have provided CLS with any false information in relation to my application to this scheme, the Government can and will take action against me to recover any monies that I have received to which we are not entitled, including, but not limited to criminal prosecution

I declare that:

- All of the details provided in this application are true, accurate and complete
- I have read and understood the rules of this scheme
- I have read and understood this declaration and will adhere to the commitments I have made in it
- If I receive any monies under the scheme to which I am not entitled, I will repay them forthwith
- I am aware that the Government of Jersey will periodically publish appropriate information on businesses and self-employed individuals that have claimed under the scheme. For businesses, this may include the name of the business, number of employees claimed for and the total amount claimed. It may include aggregated information for the self-employed

I understand that if I supply information that I know to be false or withhold information for the purpose of obtaining a payment for myself or anyone else I am committing a criminal offence for which I could be prosecuted, and which may result in a fine and/ or imprisonment.

By ticking this box you agree to the above for payroll co-payment scheme.

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✕ Cancel

✔ Submit