

### Flexible Furlough

1. Ensure that any employee who may be furloughed until the end of the current scheme has been setup as furloughed via the employment tab

Any employee setup as furloughed on S4labour prior to July 1<sup>st</sup> will have their furlough extended automatically

The screenshot shows the 'Employment' tab in the S4labour system. The 'Employment' tab is highlighted with a red circle. Below the tabs, the 'Employment' section is visible, including 'Start Date' (11/11/2019), 'Leaving Information' (with a button to add an end date and begin the leavers process), and 'Contracted Hours / Week' (0), 'Contracted Days / Week' (0), and 'Holiday Days Per Year' (28). A 'Review & Update' button is present. The 'Furlough' section is checked, and 'Government Minimum' is also checked. Below these, 'Furlough Start Date' is 15/03/2020 and 'Furlough End Date' is 31/10/2020. A red warning message at the bottom states: 'You can only claim for furloughed employees that were on your PAYE payroll on or before 19 March 2020 and which were notified to HMRC on an RTI submission on or before 19 March 2020. This means an RTI submission notifying payment in respect of that employee to HMRC must have been made on or before 19 March 2020.'

Once furloughed, employees will have a 'FURLOUGH' stamp over their employee tile

The screenshot shows the 'Employees At Site' page. It features a search bar and radio buttons for 'Active Employees' (selected) and 'Deleted Employees'. Below, there is a grid of 10 employee tiles. Each tile contains the employee's name, role, hourly rate, contact number, a star rating, and start/end dates. A large red 'FURLOUGH' stamp is overlaid on each tile. The employees listed are: Ioan Amariei (Sous Chef, £10.25 per hour), Diana-Violeta Arcanu (Chef, £8.88 per hour), James Bayliffe (FOH Supervisor, £8.50 per hour), Oliver Bennett (FOH Team Member, £6.45 per hour), Will Bennett (FOH Team Member, £6.45 per hour), Roman Bignell (Kitchen Porter, £5.00 per hour), Lewis Bradley (FOH Team Member, £6.45 per hour), Jack Burke (FOH Team Member, £5.00 per hour), Tim Butler (FOH Team Member, £6.15 per hour), and Emma Grace Anne Cameron (FOH Team Member, £6.45 per hour).

- For working hours, write your rota as normal – you only need to enter the working hours on the rota page, all other days will remain blank

The cost on the rota page will only be the cost to you, as a business, for the hours that employees work

The S4labour Accounts Export will separate and display any flexible furlough pay that can be submitted as part of the CJRS

All | Restaurant | BOH | Cleaning | Training | Furlough Training

Mon | Tue | Wed | Thu | Fri | Sat | Sun

Employee / Role	Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hrs	SP	CC	Cost
Paul Stephenson Manager	£0.00						09:00-16:00 16:30-21:00	09:00-16:00 16:30-21:00	23.00 (48)	0	0	£229.54
Simon Assistant Manager	£0.00						12:00-16:30 17:00-00:00	16:00-00:00	19.50 (48)	0	0	£196.46
Matthew Noble Assistant Manager	£0.00						09:00-16:00 16:30-21:00	09:00-16:30 17:00-21:00	23.00 (48)	0	0	£225.37
Sam Newby FOH Supervisor	£8.75						11:30-16:30 17:00-23:00	16:00-00:00	19.00 (48)	0	0	£186.32

### Why is this important?

The correct imputing of hours gives you the correct outputs. These include the amounts you need to pay the employee, the amounts you can claim and also ensuring the holiday position of that employee remains accurate. Without recording these hours all this information would need to be manually calculated for each employee causing errors and costly administration.