

Recovering Sick Pay

Find out if you can use the Coronavirus Statutory Sick Pay Rebate Scheme to claim back employees' coronavirus-related Statutory Sick Pay (SSP).

Who can use the Scheme?

- You must have a PAYE payroll scheme that was created and started on or before 30th November 2021
- You're claiming for an employee who's eligible for sick pay **due to coronavirus**
- You've already paid the SSP

Which employees are eligible?

- You can only claim for employees who were off work on or after 21 December 2021.
- Your employee was sick, self isolating or shielding on medical advice for 4 or more days in a row (including non-working days)
- They've been notified by the NHS or a public health authority that they've been in contact with someone with coronavirus
- Someone in their 'support bubble' (or 'extended household' if they live in Scotland or Wales has symptoms or has tested positive for coronavirus

What period can I claim for?

- You can make more than one claim per employee but for no more than a maximum 2 weeks per employee

How much money can I claim?

- SSP is paid at £96.35 per week (expected to increase in April 2022)

How do I claim?

- The first thing you need is a government gateway account. Most employers will already have set this up, if not, it is easy to do (see next page)
- Once you have your gateway, if not already done so, register for online PAYE services
- **You can start your claim online here**
- If needed, Roslyns may be able to make a claim for our clients as an additional service at £25+VAT per employee, per claim.

FREE H.R. Service

Remember, Roslyns Payroll clients receive an unlimited 24/7 H.R. advisory service to assist with questions on a range of employment matters.

For more information, please go to your Roslyns Client Portal or get in touch with your Roslyns B.D.M.



Roslyns clients:

As COVID sickness is treated differently from regular sickness, please give us a bit of extra detail on the comments section when submitting your payroll. This is info you'll need for your claim anyway. Please provide the date isolation/sickness started/ended and the working pattern for that week.

E.G. John Smith, COVID SSP from 04/01/22. Worked Monday, had Tuesday, Friday & Saturday off.
And on return - John smith COVID SSP ended 11/01/22. Had Monday off, worked, Tuesday, Friday & Saturday.



Setting up your government gateway

It is a simple process to set up a government gateway online.

- Go to HMRC's login page [HERE](#)
- If **not** already registered, click "SIGN IN" and then on the next page, "CREATE SIGN IN DETAILS" under the green sign in button
- Enter your email address where asked.
- You will now be emailed a confirmation code to confirm your email address. This will only be active for 30 minutes so check your spam folder if it is not in your inbox.
- Then give your full name, create a password, and a memorable word for future reset purposes.
- You will now be issued with a User ID for your government gateway account.
- Then select: CONTINUE to proceed to setting up additional security options etc.

Then just enroll for online services

- Go to HMRC's page to enroll for online PAYE services page [HERE](#) and follow instructions from there.
- If you already registered with HMRC as an employer yourself, you may already be enrolled.
- You'll need your PAYE reference and Accounts Office reference - these are included in the letter from HMRC confirming your registration. You can also find these in your Roslyn's client portal, go to the top right and choose 'My Details'.

If you have any issues registering or signing in please go [HERE](#)