

Wurkplace LIVE: HR Advice for Employees & Employers

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AREAS COVERED IN THIS SESSION:

- Furlough update/ Clarifications
- Keeping teams engaged through these turbulent times
- Frequently ask questions by Wurkplace clients
- Marks 'top tips' on working from home

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Furlough update

- Employees will receive 80% of their usual salary for hours not worked paid, by the government up to £2500 per month, with Employers paying NICs and pension contributions.
- Employers can claim even if they, or the employees, had not previously used CJRS.
- Employees can either be furloughed on a part time or full-time basis for a minimum of seven days.
- You must notify employees in advance what hours you want them to work the following week.

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Furlough update

- You should pay employees 100% of their contractual salary for any hours worked.
- You can choose to top up their salary on the dates that they are on furlough leave but this is not obligatory.
- Employees can be furloughed where they are unable to work because they:
 - are shielding in line with public health guidance (or need to stay at home with someone who is shielding)
 - have caring responsibilities resulting from coronavirus, including employees that need to look after children

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Furlough update

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- Next year HMRC will publish employer names of companies who have made claims under the scheme
- Claims may not be made for any day that an employee is serving notice between 1 December 2020 and 31 January 2021 (and the latest guidance says this means both statutory and contractual notice periods).
- The 4th update of the HMRC Direction withdraws the Coronavirus Job Retention Bonus.



Keeping teams engaged through these turbulent times

- The key to any successful business is successful employees.
- Engagement in a nutshell is when a business values the employee, and the employee values the business.
- Research shows a clear correlation between engagement and performance. Improved engagement leads to improved performance.

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Keeping teams engaged through these turbulent times

Engage your teams by making sure that they:-

- Feel valued
- Are fairly treated
- Have trust in you as an employer
- Have a sense of personal growth and development
- Have a sense of involvement
- Good solid communication

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Keeping teams engaged through these turbulent times

The way your business has supported and communicated with your teams will have a positive or negative effect on how your employees are feeling and how they feel about you and the company coming out of this.

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Keeping teams engaged through these turbulent times

Maintain and improve employee engagement so your business will survive and thrive – your employees will be adding value and your business retains its integrity and positive employer brand.

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Frequently Asked Questions by Wurkplace Clients

If someone is on furlough and are sick, self-isolating or have to shield should I move them onto SSP?

The answer is no, you don't have to. It's at the Company discretion and the only caveat is that an employee cannot be classed as both sick and furloughed at the same time.

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Frequently Asked Questions by Workplace Clients

If someone works part time hours and is furloughed part time does the furlough payment still reach the £2500 cap?

No, the £2500 cap is proportionate to the hours worked.

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Frequently Asked Questions by Wurkplace Clients

Do I have to send a new letter every time a working pattern changes for someone on part time furlough?

The guidance indicates that you must be able to correlate the none working hours submitted to a written agreement. We have been advising our clients to agree the initial working pattern / furlough leave in the temporary change to T's an C's agreement and to have a line in there which states this may change and will be communicated to you by email for agreement going forward. Company's should then have an audit trail.

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Frequently Asked Questions by Wurkplace Clients

When do I have to submit my claim?

There are now monthly deadlines for claims – they must be submitted within **14 calendar days** after the month they relate to unless this falls on a weekend in which case the deadline is the next weekday.

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Frequently Asked Questions by Wurkplace Customers

Can I reemploy someone and then furlough them?

Yes, if the employee was on the payroll on 23rd September 2020 and were made redundant or stopped working for you after this date they can qualify for the scheme if you re-employ them and then place them on furlough.

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Mark's Top Tips On Working From Home

Getting ready for your working day

GET . SET . GO!

- ✓ Freshen up
- ✓ Get dressed
- ✓ Do your hair



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Mark's Top Tips On Working From Home

Create a proper work space with the right Technology

TAKING FOREVER TO CONNECT?

We know why!

✘ Poor Wifi

✘ Outdated Software

✘ Damaged Hardware

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Mark's Top Tips On Working From Home

Keep to regular working hours

- It's the simplest rule, yet the toughest to follow.
- Set your alarm for the time one hour prior to your office hour
- Freshen up and do the needful before settling in your work space
- Before going ahead with work, set the timer for the end of your work time
- Perform your tasks with full dedication
- Shut your laptop down, as soon as the timer kicks in
- Move away from your workplace and call it a day
- Wrap it up at the correct hour!

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