

## Recording an employee on PART-TIME Furlough to claim from CJRS

Where a school is wishing to record a period of part-time furlough the school should start a new "Covid-19 Furlough" absence period from the start date of part-time furlough. (Not forgetting to end the previous furlough absence first.) The school should then use the Different Payment box to capture the total hours worked for the period.

The screenshot shows a software interface for recording an employee on part-time furlough. The interface includes a menu bar with options like 'Back', 'Exit', 'Cancel', 'Help', 'Previous record', 'Next record', 'Infotype overview', 'Personal work schedule', and 'Different payment' (highlighted with a red circle). Below the menu bar, there are fields for employee details: PArea (0100), Hampshire County Council, Job (MANAGER), Deputy Head Teacher, 40022919, 50000062, PSubarea (0118), School Teachers EEG 1, Permanent Mon..., ESG 15, Teachers, Status Active, Start (03.06.2020), To (30.06.2020), Chg. (03.06.2020), 4117PC. The absence type is 1047 Covid-19 Furlough. The 'Work Incapacity' section shows Time (-), Absence hours (130.00), Absence days (20.00), and Calendar days (28.00). The 'Payroll' section shows 'Different payment Absences (Infotype 2001)' with a Valuation basis of 65.00 GBP. There are also buttons for 'Rem. entitlements' and 'Absence breakdown'.

The example above shows an employee recorded on furlough between 03.06.2020 to 30.06.2020, the school is reporting 65.00 hours worked in that period.

## Recording a Casual on PART-TIME Furlough to claim from CJRS

Where a school is wishing to record a period of part-time furlough for a casual worker the school should start a new "Covid-19 Furlough" absence period from the start date of part-time furlough. (Not forgetting to end the previous absence first). The school should then use the Different Payment box to capture the total hours worked for the period.

The schools should continue to enter time claims based on the average hours having been used to pay the casuals since first placed on furlough.

Any queries should be raised with Education Personnel Services in the first instance [eps.consultants@hants.gov.uk](mailto:eps.consultants@hants.gov.uk)