

How to complete the Furlough claim form for January 2021

7 January 2021

Dear Colleagues,

The furlough claim form for January is the same as used in previous months and you will see this reflected in the attachment. Please note that we are asking schools to complete columns A, B, C, D, E, F (if known), G, H, I, K and L :-

- **Column A** – full name – ***school to complete***
- **Column B** - National Insurance number – ***school to complete***
- **Column C** - payroll reference number/employee number – ***school to complete***
- **Column D** - furlough start (using the format DD/MM/YYYY) – ***school to complete***
- **Column E** – furlough end date (using the format DD/MM/YYYY) – ***school to complete***
- **Column F** – Employee claim amount (pounds & pence) – ***school to complete if known*** – only complete if confident of the amount to be claimed, otherwise Ealing Council's Payroll team will complete.
- **Column G** - normal hours for the furlough period (using decimals), e.g. an employee who works 35 hours per week; their normal hours for January would be 35 hours multiplied by 4 (weeks), as there are 20 working days in January - $35 \times 4 = 140$ normal hours – ***school to complete***
- **Column H** – actual hours worked during furlough period (using decimals) – ***school to complete*** – this should be completed if the employee was flexibly furloughed and did actually work some of their hours during January. If this occurred, the amount of hours actually worked should be entered into column H. If they did not work during January this column should have an entry of 0.
- **Column I** - furloughed hours (using decimals) i.e. column G minus column H – ***school to complete***
- **Column K** – name of school – ***school to complete***
- **Column L** – Role(s) being claimed for – ***school to complete***

Please note that the **deadline for submitting your January claim is Monday 1st February 2021.**

Kind regards

Mark Nelson

Head of Schools HR Consultancy