

## **Payroll Update – May 2020**

- P60s and payslips are now available in Workday
- Furlough:
  - If employees have not used Workday to update their holidays while on furlough, then it won't reflect in their payroll.
  - There are two elements that were missed in this month's standard pay run:
    - Annual Leave:
      - If people on furlough took annual leave, it won't show in their pay or their payslip for May. We missed the deadline to get that info into the pay run.
      - You should have already received a communication from the payroll team if you have been affected. You will receive a second payment in the next couple of days for those annual leave days top up.
      - The top up payment will show in your June payslip.
    - Bank holidays:
      - Anyone on furlough would have been paid the furlough amount for their Apr and May bank holidays in pay run but not the bank holiday top up.
      - The top up will be paid in the June pay run.
- Secondment – employees that have been through the Furlough and return to work process may have been affected as actions were taken after the payroll cut off. The main two areas we are seeing is:
  - An individual has only been paid their furlough pay but have started their secondment on 100% basic pay – This is likely that you were “returned from furlough” after the payroll cut-off. Therefore, any owed payments will be made up in June's payroll.
  - An individual has been overpaid as they started their secondment but have withdrawn from the contract (with consent from the business) – The overpayment will be recovered by payroll when an individual has returned from furlough pay (for example, if an employee returns to work in June, the recovery will be made in July's payroll).

You do not need to take any further action and payroll admin will complete all relevant corrections as outlined in the statements above. If your query differs to one of those mentioned above; please email the Peoplehub at [peoplehub@capita.com](mailto:peoplehub@capita.com) directly. Please remember to include your Pnumber on any correspondence to the People Hub team to speed the process up.