

Your Payslip and Payments during Covid-19 Job Retention Scheme (JRS): Furlough

Dear colleague,

We are pleased to confirm that you will be receiving your April payment on Friday 24 April. We appreciate that you may have some question on this and we have tried to anticipate some of these below.

These are difficult and anxious times and the payroll team want to help and support you with your queries and concerns. At this time they are all working from home and limited resources are available, so some of their work is taking longer than it normally would. The payroll team would really appreciate your patience at this time and hope that you understand they may not be able to answer all of your questions until they are able to return to the business.

Useful link: <https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme>

1. What does it mean to be furloughed?

A furlough is a mandatory temporary leave of absence. All colleagues on Furlough will receive 80% of their salary per HMRC guidelines. Marshall have also agreed a further 10% Marshall top-up, as well as removing the £2,500 cap for April. This means colleagues will receive 90% of their salary this month.

2. Can I carry out work for Marshall whilst on Furlough?

During any period of furlough, colleagues are not permitted to carry out any work for Marshall.

3. What is the minimum period of time I will be furloughed for?

3 weeks is the minimum period you will be furloughed at any one time, up to 3 months per HMRC Guidelines.

4. The tax code on my payslip has changed.

If your tax code has changed, this may be because of the budget changes effective in April, or we will have received a tax code change for you from HMRC. As this is your personal tax code, we will not be able to help you with this query, you will need to contact the HMRC. Your tax reference is 126/M2 and you will need your National Insurance number, which can be found on your payslip.

5. Will my pension contributions continue to be deducted whilst I'm on furlough?

Yes, where applicable pension contributions will be processed through payroll.

6. How will I gain access to my payslip whilst on Furlough?

Colleagues who have notified hr@marshall.co.uk for payslips to be emailed, as explained in the Frequently Asked Questions – Edition 2, will receive these by email, as well as published on SelectHR.

If you have not emailed HR or have not previously updated your email on your self-service payroll tab, then you will not receive your payslip by email. You will need to request this by

emailing payroll@marshall.co.uk, however please be aware that due to payroll deadlines, they will start to action these during the first week in May.

If you want to receive your payslip by email for May and onwards, then please email hr@marshall.co.uk

7. Have the new National Living Wage and National Minimum Wage, effective 1st April been applied?

No, under the JRS there is no expectation to pay this, as this applies to hours worked, so therefore Marshall cannot claim this under JRS. However for April, where contracted pay is under the previous rates, Marshall have uplifted any hours to the previous NLW and NMW rates at our own cost and you will receive 90% of this.

8. What does the 'Furlough Adjustment' on my payslip mean & how is calculated?

This is illustrated for HMRC purposes on your pay slip where we need to demonstrate we have applied the scheme of the JRS properly.

As per the JRS, colleagues are entitled to 80% of their salary up to £2500 during furlough. **The Furlough adjustment relates to the % of pay that the business cannot reclaim under the scheme.**

9. What does the 'MMG Furlough Adj' on my payslip mean and how is it calculated?

The 'MMG Furlough Adj' relates to the 10% salary top up that Marshall are paying on top of the 80%. As Marshall have also agreed **not** to apply the £2,500 cap in April, any amount above the cap and up to 90% of salary will also be included in MMG Furlough Adj. This is funded by Marshall and not claimed through the JRS.

Example 1:

- Colleague A: 80% of salary takes you below £2,500 (JRS Cap)
- Salary 1,500
- Minus 'Furlough Adjustment' (20%) **-300.00**
- Plus 'MMG Furlough Adjustment' (10%) 150.00
- Total 90% of Salary: 1,500 – 300 + 150 = **1,350.00**

Example 2:

- Colleague B: 80% of salary is above £2500 (JRS Cap)
- Saary 4,000
- Minus 'Furlough Adjustment' (4,000 – 2,500) **-1,500**
- Plus 'MMG Furlough Adjustment' 1,100
- Total 90% of Salary: 4,000 – 1,500 + 1,100 = **3,600.00**

10. How have the Bonuses been calculated for March and Q1?

There have been adjustments to the profits of the businesses for Audi and Volvo brands, where the OEM has accelerated bonus payments which ordinarily would have been recognised in line with budget later in the year, these profits have been reduced before calculating any bonus due.

Other than the above all MPSP schemes have been calculated as normal i.e. Business/department financial performance versus YTD Budget

11. I have a query on the amount I have been paid – who should I contact?

Please email payroll@marshall.co.uk. You will receive an automated response stating that your query is being looked at. The payroll team will review your query and investigate where possible. Any adjustments that need to be made will be notified to you in the first week of May, and paid to you in the May payroll.

Where the investigation means talking to a manager who has been furloughed, then this query will need to wait until the manager returns from furlough. The payroll team will notify you during the first week of May if this is the case and will pick up with the manager on their return.

Due to the unprecedented circumstances we find ourselves in and the limited resource the payroll team will prioritise queries relating to your April pay and deal with all other queries as soon as possible.

On Behalf of Marshall Motor Group
Stay Safe, Stay Positive, Stay Marshall