

SSP Claim Record for Coronavirus

Name:	Click here to enter text.
Payroll No:	Click here to enter text.
National Insurance No:	Click here to enter text.
Date absence commenced:	Click here to enter a date.
Date absence concluded:	Click here to enter a date.
Qualifying SSP days:	Click here to enter text.

Reason for absence:

- Self-isolating due to being contacted by NHS Test and Trace for 10 days.
- Tested positive for COVID-19.
- Shielding because of COVID-19.
- Self isolating due to positive/suspected case in household.
- Self isolating before surgery.

Tick to confirm the following:

- Does the employee earn over lower earnings limit?
£120 p/w (since April 2020) Yes No
- They are eligible to receive SSP? Yes No

TOTAL SSP paid to employee
£

Signed: _____

Name:

Date:

Your payroll scheme has to have been registered before 28/2/20 for the claim to be valid.

You'll have to keep these records for at least 3 years following your claim.