
Written 19 June 2020

CORONAVIRUS JOB RETENTION SCHEME - DOWNLOAD A TEMPLATE IF YOU ARE CLAIMING FOR 100 OR MORE EMPLOYEES

Complete a template with the details of the employees you are claiming for and upload this when you claim (for claims on or after 1 July 2020).



[Template \(XLS\)](#)
MS Excel Spreadsheet, 35KB



[Template \(CSV\)](#)
[View online](#) [Download CSV](#) 150Bytes



[Template \(ODS\)](#)
ODS, 3.74KB
This file is in an [OpenDocument](#) format



[Template \(XLSX\)](#)
MS Excel Spreadsheet, 11.2KB

If you are claiming on or after 1 July 2020 for 100 or more employees, you will need to upload a file containing each of the employee's:

- full name
- National Insurance number (or payroll reference number if you do not have this)
- payroll reference number (sometimes called a pay identify or staff number)
- furlough start and end date (using the format DD/MM/YYYY)
- full amount claimed (pounds and pence)
- normal hours (using decimals, for example 7.5)
- actual hours worked (using decimals)
- furloughed hours (using decimals)

You will need to ensure that you:

- provide only the employee information requested here - you might be asked again
- submit one line per employee for the whole period
- do not break up the calculation into multiple periods within the claim
- do not split data by contract type (for example, those paid weekly and monthly should be claimed for together)
- upload your file as an .xls, .xlsx, .csv or .ods using the templates on this page when you claim

See: https://www.gov.uk/government/publications/download-a-template-if-youre-claiming-for-100-or-more-employees-through-the-coronavirus-job-retention-scheme?utm_source=39bc9a5c-5198-492e-a21a-816ef4922b17&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate