



Important changes coming in 2022

What's included?

- Right to Work checks
- Additional bank holiday
- National Living Wage
- Statutory Sick Pay Rebate Scheme

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Are you aware of the changes to the Right to Work checks?

The Home Office has announced that from 6 April 2022, the right to work of those who hold a biometric residence card (BRC), biometric residence permit (BRP) or frontier worker permit (FWP) can only be done online.

Employer right to work checks guide

If you need some further guidance on the completing a right to work check, take a look at the Government Guidance

[Find out more](#)

What will employers need to do from 6 April 2022?

From the 6th of April 2022 employers must carry out a check for individuals holding a BRC, BRP or FWP using the Home Office's online right to work check service. An employer will no longer be able to complete a manual right to work check using a physical BRC, BRP or FWP

To find the online right to work check service, [click here](#)

As an employer you will need the individual's date of birth and a valid right to work share code.

Individuals can generate their code by accessing the Government's online system, [take a look](#)

Remember – share codes are only valid for 30 days

It will not be necessary for employers to carry out a retrospective check for employees where a manual check was completed on or before 5 April 2022.

As always, employers must be careful to ensure they carry out the initial right to work check before the date the employment is due to commence, and the follow-up right to work check in line with the timings set out in the Employer right to work checks supporting guidance.

[Find out more](#)

Why has the Home Office announced this change?

The announcement has been made now to give employers early notice that they will need to change their right to work check processes.

Before 6 April 2022, there are good reasons why employers may consider inviting, but not requiring, a BRC, BRP or FWP holder to allow the employer to carry out an online check rather than a manual one.

Checking BRCs

Currently, a BRC can only be accepted for a manual right to work check where the employer is satisfied the holder has status under the EU Settlement Scheme. The simplest way to verify this is to carry out an online right to work check.

Checking BRPs

BRPs are issued to expire on 31 December 2024, even where an individual's immigration permission is due to expire after this date. This is because the current encryption technology used in BRPs may need to be upgraded beyond this date. Carrying out an online right to work check avoids the necessity to schedule a follow-up check before the expiry date on the BRP where the person has limited immigration permission. A follow-up check is not required where an individual's BRP states they have indefinite leave or settled status.

The Home Office was due to make an announcement during 2024 regarding what employers will need to do to verify right to work rights at the follow-up check, but it seems likely this will simply be to do an online check. In any event, employers may prefer to carry out online right to work checks for BRP holders wherever possible to minimise the number of follow-up checks they may need to do at the end of 2024.

Checking FWPs

In most cases, FWPs are issued electronically, so the option to complete a manual check on a physical permit will be rare.

We're here to support your business

How can we help you manage the right to work checks?

HR Consultant Support

Our consultants can guide you through the process and help you understand when a right to work check is needed or guide you through the process. Your dedicated consultant is with you every step of the way.

[Find Out More](#)

Award Winning Software

With our Evalu-8 software you can store all your important employee documents in one secure place, along with a whole host of features that will help you manage your employees and business.

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ADDITIONAL BANK HOLIDAYS

What are the current bank holiday entitlements in the UK?

- England and Wales 8 days
- Scotland 9 days
- Northern Island 10 days

What are the Bank Holiday changed in 2022?

- 3rd of June 2022 an additional bank holiday to celebrate the Platinum Jubilee
- Spring Bank Holiday will move to Thursday the 2nd of June 2022

What are your legal obligations?

There is no legal obligation to recognise the additional bank holiday, to close the business or pay a premium rate if you choose to make your employees work that day. **However**, if you are considering not recognising the additional bank holiday, consider how this may affect employee moral, you may also need to check your terms and conditions of employment.

Your Employee Handbook

Please read your employee handbook carefully as there may be a clause in the 'Holiday Entitlement' section that relates to additional bank holiday.

For examples of the employee's entitlement based on their contracted terms, see details below.

Wording within contracts of employment	Entitlement to the additional bank holiday
20 days per annum plus bank holidays	If the number of bank holidays are not stated, then the employee would be entitled to paid time off for the additional bank holiday
20 days per annum plus 8 recognised bank holidays	The employee is entitled to 8 (or the listed) bank holidays, so the additional day would be granted and paid at your discretion.*
28 days per annum	The employee is entitled to 28 days holiday, so the additional bank holiday day would be granted and paid at your discretion.*
28 days per annum inclusive of the 8 recognised bank holidays	The employee is entitled to 8 (or the listed) bank holidays, so the additional day would be granted and paid at your discretion.*

*The employee is still entitled to the Spring Bank Holiday which has been moved to 2nd June 2022 as this is not an additional day, just a change of date.

Communication is key

While you may expect your employees are aware of the bank holiday changes, you should communicate with them about what they are entitled to, in line with their terms and conditions of employment.

Manage with ease

With our fantastic HR software – Evalu-8, you can manage your employees holiday entitlements and send out company notifications all in one place.

- ✓ Assign employee holiday entitlement
- ✓ Accept and request leave requests
- ✓ Notify employees with company changes
- ✓ Assign employees to read and sign company policies electronically

We're here to support your business

How can we help you manage these changes?

HR Consultant Support

If you're unsure how to manage the additional bank holiday with your employees, our consultants can guide you through process and provide practical solutions each step of the way.

[Find Out More](#)

Award Winning Software

With our Evalu-8 software you can manage your employees' holidays in one place. All your employees will receive their own personal logins to Evalu-8 so they can view their holiday entitlement and request upcoming holidays in only a few clicks.

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National Minimum Wage & National Living Wage Changes

What is the National Living Wage?

The compulsory national living wage is the lowest amount that can legally be paid to employees aged 23 or over. It is adjusted every April.

When was the National Living Wage Announced?

The changes to the national living and minimum wage were revealed by the Treasury on 25 October 2021 and were officially announced by the Chancellor Rishi Sunak during his autumn budget statement on 27 October 2021.

Here's how national living and minimum wage rates will change from 1 April 2022:

Category	Rate from 1 April 2022	Current rate (April 2021 to March 2022)	Increase
National Living Wage	£9.50	£8.91	6.60%
21-22 Year Old Rate	£9.18	£8.36	9.80%
18-20 Year Old Rate	£6.83	£6.56	4.10%
16-17 Year Old Rate	£4.81	£4.62	4.10%
Apprentice Rate	£4.81	£4.30	11.90%
Accommodation Offset	£8.70	£8.36	4.10%

Don't forget

With our HR software - Evalu-8, you can use the payroll report feature to see how these changes may affect your business.

Increase in National Insurance Contributions

Following the rise in NMW and NLW, there is also going to be a rise of 1.25% in National Insurance Contributions in April 2022. The rise will apply to all working adults and will be matched by employers.

National Insurance Contribution Thresholds

Contribution Thresholds	Current – effective 6 April 2021	Future – effective April 2022
Weekly Lower Earnings Limit (LEL)	£120	£123
Weekly Primary Threshold (PT)	£184	£190
Weekly Secondary Threshold (ST)	£170	£175
Upper Earnings Limit (UEL)	£967	£967
Upper Profits Limit (UPL)	£50,270 (per year)	£50,270 (per year)
Upper Secondary Thresholds for under 21s	£967	£967
Small Profits Threshold (SPT) (Small Earnings Exception)	£6,515	£6,725
Lower Profits Limit (LPL)	£9,568 (per year)	£9,880 (per year)
Employment Allowance	£4,000 (per year, per employer)	£4,000 (per year, per employer)
Apprentice Upper Secondary Threshold (AUST) for under 25s	£967	£967

Class 1 Contribution Rates

Employee

Earnings per week	Current	Future
Between PT and UEL	12%	13.25%
Above UEL	2%	3.25%

Employer

Earnings per week	Current	Future
Above UST	13.8%	15.05%

We're here to support your business

How can we help you manage these changes?

HR Consultant Support

If you would like some advice on how to manage these changes with your employees our HR consultants are here to help.

[Find Out More](#)

Award Winning Software

To manage the NLW increase, Evalu-8 has a simple pay roll system, so you can see an employee's current wage and understand the cost of each employee during specific time periods.

[Take a Look](#)

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Statutory Sick Pay Rebate Scheme to be reintroduced

Given the recent surge in COVID-19 cases due to the Omicron variant and in order to support businesses during this very challenging time, from mid-January the Government will be reintroducing [the Statutory Sick Pay Rebate Scheme](#). The previous scheme ended on 30 September 2021.

What does this mean for you?

What this means is that employers can seek reimbursement for statutory sick pay (SSP) for up to two weeks where staff have been off sick due to a COVID-19 related absence. Currently, employers pay £96.35 per week in SSP.

It is understood scheme will only apply to small and medium sized business with fewer than 250 employees.

It is hoped that the reintroduction of the scheme will help alleviate some of the pressure felt by businesses during high levels of sick absence caused by the Omicron variant.

You will note from the Government website further guidance is to be published in the middle of January 2022.

We're here to support your business

How can we help you manage the right to work checks?

HR Consultant Support

Are you having issues with employee attendance? Do you need advice on how to manage employee absence? Our HR consultants are experienced with dealing with a wide range of employee absences and can provide practical advice every step of the way. This advice can help you create a positive work environment and keep your business safe and legal.

[Find Out More](#)

Award Winning Software

With our Evalu-8 software you can manage your employee absences. By logging absences in Evalu-8 the software will tell you if there are any trends and issues that may need to be addressed.

[Take a Look](#)

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