

**About this form**

This form is for employers to use to record details of their employee's Statutory Sick Pay (SSP). You must keep these details.

Keeping an accurate record of each absence will help make sure you pay the correct amount of Statutory Sick Pay (SSP) for the correct period.

You do not have to use this form, but you may find it helpful.

You must keep SSP records for at least three years after the end of the tax year to which they relate.

You are required by law to keep:

- records of dates of sickness lasting at least four days in a row, that is Periods of Incapacity for Work (PIW), reported by your employees, and
- records of all payments of SSP you make during PIW.

**More information**

For more information see the E14 *Employer Helpbook for Statutory Sick Pay* which is available on the HMRC Basic PAYE Tools.

If you need help with this form or with the SSP scheme, you can phone the Employer Helpline on **08457 143 143**.

**How to use this SSP record sheet**

Please:

- read these guidance notes, and
- complete the *Employee details* below.

**Boxes A to D - Information brought forward**

For existing employee's take the information you hold from the previous year's record.

**Box 1** Tick the qualifying days, and write in the date of any change.

**Box 2** Write in the maximum liability. Remember that you have to pay 28 weeks in a PIW. But if linked PIWs with you run longer than three years, your liability stops.

**Employee's details**

Surname or family name

First name(s)

National Insurance number

      
**Information brought forward**

<b>A</b> First day of PIW	/	/	<b>D</b> Waiting days in PIW with you <input type="checkbox"/>
<b>B</b> Date SSP1 form issued	/	/	
<b>C</b> Last day of PIW	/	/	

<b>1</b> Tick the qualifying days							Date
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	/ /

<b>2</b> Maximum SSP liability	Days							
	Money	£	£	£	£	£	£	£

## How to use this SSP record sheet *continued*

**Week 1** Week 1 will be the first calendar week or part-week of the new tax year. This will start from 6 April to the Saturday of that week.

**Box 3** Use the following code letters to note the days of sickness:

**W** Waiting days.

**N** Non-qualifying days.

**C** Ceased SSP entitlement. Give the reasons in box 6. Remember to issue form SSP1 *Statutory Sick Pay and an employee's claim to benefit*.

**X** Sickness in doubt, or late notification. Give the reasons in box 6.

**P** SSP is due. Only use 'P' where the qualifying days vary. If they do not vary, write in the numbers. Always note four days or more of sickness, whether or not SSP is due.

**Box 4** SSP due in week/month.

**Box 5** Running total of SSP.

**Box 6** Remarks.

**If the qualifying days are the same each week:**

- use the 'Days' parts of box 2
- note the days of SSP due in numbers. Write 1, 2, 3, 4, 5 in box 3
- if the qualifying days change, write the new details in boxes 1 and 2.

**If the qualifying days are not the same each week:**

- use the 'Money' parts of box 2
- write 'P' in box 3 for each day SSP is due
- keep a running total of SSP in box 5.

At the beginning of a new tax year, start a new record sheet. Write in any new details for box 2.

If SSP is due after a gap of more than eight weeks since the end of the last PIW, work out new details for box 2.

## Employee's details *continued*

Week ending Saturday	Week	3 Record of sickness and SSP							4 SSP due in week/month	5 Running total of SSP	6 Remarks
		Sun	Mon	Tue	Wed	Thu	Fri	Sat			
/ /	1								£	£	
/ /	2								£	£	
/ /	3								£	£	
/ /	4								£	£	
/ /	5								£	£	
/ /	6								£	£	
/ /	7								£	£	
/ /	8								£	£	
/ /	9								£	£	
/ /	10								£	£	
/ /	11								£	£	
/ /	12								£	£	
/ /	13								£	£	
/ /	14								£	£	
/ /	15								£	£	
/ /	16								£	£	
/ /	17								£	£	
/ /	18								£	£	
/ /	19								£	£	
/ /	20								£	£	
/ /	21								£	£	
Carried forward									£		

## Employee's details *continued*

Week ending Saturday	Week	3 Record of sickness and SSP							4 SSP due in week/month	5 Running total of SSP	6 Remarks
		Sun	Mon	Tue	Wed	Thu	Fri	Sat			
/ /	22							£	£		
/ /	23							£	£		
/ /	24							£	£		
/ /	25							£	£		
/ /	26							£	£		
/ /	27							£	£		
/ /	28							£	£		
/ /	29							£	£		
/ /	30							£	£		
/ /	31							£	£		
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/ /	46							£	£		
/ /	47							£	£		
/ /	48							£	£		
/ /	49							£	£		
/ /	50							£	£		
/ /	51							£	£		
/ /	52							£	£		
/ /	*							£	£		

\*Use the last line if sickness at the end of the tax year includes part of week 53