

Guidance on calculating gross wages for RSA grants

Important Note

This guidance should be read alongside your grant Offer and with the claim forms for an RSA offer which is based on spend on the gross wages (Aid for Job Creation). It should not be used for any other type of grant.

The information below is for guidance only and in no way replaces the terms and conditions in a specific Offer letter.

Keeping track of the project jobs and wages

It is a good idea to put in place processes as early as possible in your project to ensure that you'll be able to keep track of the project jobs and Gross Wages. This is particularly important when there are a number of posts with similar job titles or it is likely that there will be a lot of regular staff turnover during the project.

The basic information we need to know for **each job** is:

- the job title (as it appears in your Offer letter)
- the actual annual gross wage
- the date it was first filled
- any dates during which the job was vacant, and
- the total eligible gross wage spent on that job to date.

Please keep in mind the following:

- It is the job which should be tracked, not the employee.
- If someone leaves their role (either due to changing job within the company or leaving the company) and that role is then refilled, this is a continuation of the project job. Any wages spent on that job so far can be carried forward (up to the 24-month maximum – see below).
- **Each job should be tracked separately.** It is vital that you number any jobs with similar job titles (for example: admin 1, admin 2, operator 1, operator 2) so that you can keep track of each job individually. See the sample table below for a suggested layout for this.
- You can **claim up to a maximum of 24 months wages** for each job (from the date it was first filled).

- We acknowledge that there is a chance that the employee will leave a post during the 24-months and it may take a few months to refill the job. In these situations, SE may be able to allow you to still claim a total of 24-months of paid gross wages but over 30-month period. This is, however, subject to market and specific circumstances and you should discuss with your Grant Manager if this is likely to occur.
- If a job becomes vacant and is not refilled, then **you cannot include any wages** from that role towards the project spend unless that role has been in place for at least the total length of time required by the Offer (see below).
- Please **don't include any personal information** about the employees, such as their name, employee number or any other personal identifier as we cannot hold this information due to GDPR.

Sample table

Please see the following sample table (based on a grant claim covering from 1 January to 30 September 2021):

Job Title (see note 1)	Annual Gross Wage (£) (see note 2)	Date job created (see note 3)	Wages claimed up to (see note 4)	Gross wage paid to date (£) (see note 4)
Admin 1	25,000	01/01/2021	30/09/2021	18,750
Admin 2	25,000	01/04/2021	30/09/2021	12,500
Operator 1	30,000	01/01/2021	30/04/2021	7,500
		01/05/2021	30/09/2021	12,500
Operator 2	30,000	01/01/2021	14/03/2021	3,750
		15/03/2021	31/05/2021	3,750
		01/06/2021	30/09/2021	10,000
Total paid to date:				68,750

Points to note:

- *Both Admin roles had only been filled by one employee since they were created, but Admin 2 wasn't created until April 2021.*
 - *Both Operator roles were first filled on the same day (1 January), but each has seen a change in employee; Operator 2 has been filled by 3 different employees.*
- Note 1: The job title should match the titles used in the Offer Letter. If there is more than one job with that title, please number them (e.g. operator 1, operator 2, admin 1, admin 2 etc) so that the wages for each individual role can be distinguished.
 - Note 2: The annual gross wage is the gross wage payable to the employee plus the employers' National Insurance contributions. If the annual gross wage has changed since the Offer was made, please give the actual amount rather than the amount given in the Offer Letter.
 - Note 3: This should be the contractual start date of the individual filling the post. If more than one employee has held the post since the start of the project, please also give the dates when each employee left and when the replacement employee started.
 - Note 4: Spend at the date of claim is the actual expenditure (calculated on the same basis as the annual gross wage) from the date the first employee for that job started (see note 3) , up to a date no more than 3 months before the date that the claim is submitted, and up to a maximum of 2 years for each job.

Accountant's report

You will need to submit a report from an independent accountant with some of your claims (see your Offer letter for details of this). It's a good idea to talk with this accountant at the start of your project to ensure that you've got adequate measures in place to allow them to complete their report. Further guidance for accountants can be found [here](#).

Other important rules to remember

Throughout the project it's worth keeping the following points in mind:

- **Each** project job must be retained for the period outlined in the Offer letter, taken from the contractual start date that a permanent employee first filled that **specific** post (i.e. not from the date on which the first project job was created or from the Project Start Date).
- As the aim of the grant scheme is to increase the number of jobs at the project location, any loss in the overall number of jobs at the project location is likely to result in a reduction in the number of new jobs that can be considered eligible for grant support. Please contact your Grant Manager immediately if you are expecting to lose any jobs at the project location.
- To be considered as eligible, each project job needs to be created within 3 years of the date on which the final project asset is purchased.
- You must incur expenditure on the Gross Wages of at least the total amount specified in the Project section of the Offer. Failure to achieve the Gross Wage target set out in the Offer may result in some or all of the grant paid being recovered. In most cases grant will be paid out in advance of the total Gross Wage spend being achieved. If you do not expect to achieve the total gross wage spend then you should **notify your grant manager immediately**.

Failure to comply with any of these conditions may result in SE withholding grant, reducing the amount offered, or requiring some or all the grant to be repaid.