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.

Employee's details
Surname or family name

First name(s)

National Insurance number

<table>
<thead>
<tr>
<th>Information brought forward</th>
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<tbody>
<tr>
<td>A  First day of PIW</td>
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<tr>
<td>B  Date SSP1 form issued</td>
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<tr>
<td>C  Last day of PIW</td>
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<td>D  Waiting days in PIW with you</td>
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Tick the qualifying days

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<th>Sun</th>
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Maximum SSP liability

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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.

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### Employee’s details  continued

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<th>Week</th>
<th>3 Record of sickness and SSP</th>
<th>4 SSP due in week/month</th>
<th>5 Running total of SSP</th>
<th>6 Remarks</th>
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**Carried forward** £
**Employee's details continued**

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