

PAYE Modernisation

PSDA Meeting
14 February 2018

Agenda

- Online Payroll Administration Screens
- Demo of payroll submission
- “A rose my an other name would smell as sweet”
- Schema Updates
- Employment id rules
- Employee List / PPSN Checker
- PIT Opening
- AOB

Online Payroll Administration Screens

Demo of Payroll Submission

Dashboard

Employer Services

[← Back](#)

① Request Revenue Payroll Notification (RPNs)

Retrieve the necessary information to accurately prepare for payroll for existing and new employees.

[Request RPNs](#)

① Submit Payroll

Submit payroll information extracted from your payroll software. Alternatively avail of our online form to manually enter the data.

[Payroll submission](#)

View Payroll Submissions

Review recent payroll runs to ensure they accurately reflect your payroll and that any errors or omissions have been addressed.

[View payroll](#)

Employer statements

View and accept due statements and make relevant payments.

[Accept statements](#)

RPN request

[← Back](#)

Request Revenue Payroll Notifications (RPNs)

You should always ensure that payroll is run based on the most up to date RPNs. You can request RPNs for your employees by uploading a request file or by completing our online form.

Upload request file

Your payroll software may produce a request file in a supported format i.e. JSON or XML. Select this option to upload the relevant request file and to retrieve a response or download. Separate files should be uploaded for existing and new employees.

[Request RPNs by file upload](#)

Complete online form

If you do not have a supported request file from your payroll software, select this option to use our online form to retrieve up to date RPNs for your existing and new employees.

[Request RPNs by online form](#)

RPN request by file

[← Back](#)

Request RPNs by file upload

Upload your request file to automatically retrieve, in a downloadable file, RPNs for your existing or new employees. Your request file must be in either JSON or XML format. [Read more](#) ↗

 [Browse files](#)

No files selected

DRAFT

Digital Certificate

This request must be signed using your ROS Digital Certificate

Password

Request RPNs

RPN request online form

[← Back](#)

Request RPNs by online form

You can use our online form to request RPNs for any of your existing or new employees. Please select the relevant option.

☒ Existing employees

☐ New employees

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[↕ Which should I choose?](#)

Next →

RPN request existing employees

[← Back](#)

Request RPNs for existing employees

Tax year

2018 ▼

Updated since last payroll run (optional)



Select employees

☒ Select all employees

☐ Select specific employees

File format for RPNs to be received

☒ CSV

☐ JSON

☐ XML


DRAFT

Request RPNs

Tax year

2018

Updated since last payroll run (optional)



February 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

☒ CSV

☐ JSON

Select employees

☐ Select all employees

☒ Select specific employees

Enter PPSN and Employment ID and click 'Add'

PPSN

Employment ID

+ Add

Selected employees:

PPSN	Employment ID	Action
1234567T	1	Remove

[← Back](#)

Please confirm your password

Digital Certificate

This request must be signed using your ROS Digital Certificate

4274497d

Password

DRAFT

Confirm

RPN request new employees

Employer Services

[← Back](#)

Request RPNs for new employees

Tax year

2018

Add new employees

Enter new employees PPSN, Employment ID, First name and Family name, then click 'Add'

First name

Family name

PPSN

Employment ID [?](#)

Employment commencement date (optional)

[+ Add](#)

File format for RPNs to be received

☒ CSV

☐ JSON

☐ XML

[Request RPNs](#)

Employment ID 

Employment commencement date (optional)

+ Add

DRAFT

New employees:

[Remove all](#)

First name	Family name	PPSN	Employment ID	Commencement date	Action
John	Smith	1234567t	1	N/A	Remove
Mary	Smith	1234567T	2	N/A	Remove

File format for PDNs to be received

RPN response summary

RPN request results

Summary results of RPN Request

We have returned your RPN file. This may be in your downloads folder. This file contains full details of your RPN request.



▼ [What do these results mean?](#)

[Return to Employer Services](#)

RPN response detail



Employer Services

[← Back](#)

RPN request results

We have returned your RPN file, this may be in your downloads folder. Please refer to this file for full details of your RPN request.

RPNs returned

RPN Number	RPN issue date	First name	Family name	Employee PPSN	Employment ID	Action
123	12//01/2018	John	Smith	1234567T	1	View
456	11/01/2018	Mary	Smith	12345678D	3	View

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RPNs not found

PPSN	Employment ID
1234567T	12
1234567T	12

Validation errors

Error description
Invalid format employee PPSN

[▼ What do these results mean?](#)

Return to Employers Services

RPN results

Revenue Payroll Notification (RPN)

RPN number: 1

Employee ID

Employee PPSN: 123467T

Employment ID: 5

Name

First name: John

Family name: Smith

Previous employee

PPSN: n/a

Effective date: 01/01/2018

End date: 31/12/2017

Universal Social Charge (USC)

USC status: Ordinary

USC rates

USC Rate 1: 1

USC Rate 2: 2

USC Rate 3: 3

USC Rate 4: 4

Yearly USC rate cut off

USC Rate 1 Cut Off: 1

USC Rate 2 Cut Off: 2

USC Rate 3 Cut Off: 3

USC Rate 4 Cut Off: 4

Pay for USC to date: €1,000

USC deducted to date: €1,000

Income Tax - Pay As You Earn (PAYE)

Income tax calculation

basis: €1,000

Exclusion order: false

Yearly tax credits: €3,300

Tax rates

Tax rate percent: 20%

Yearly rate cut off: €1,000

Pay for income tax to

date: €1,000

Income tax deducted to

date: €1,000

Local Property Tax (LPT)

LPT to deduct: €1,000

Pay Related Social Insurance (PRSI)

PRSI exempt: False

PRSI class: String

DRAFT

Submit payroll

[← Back](#)

Submit payroll

Payroll submission by file upload

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

[Submit payroll by file upload](#)

Payroll submission

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

[Submit payroll](#)

DRAFT

Employer Services

[← Back](#)

Submit payroll by file upload

You can upload your payroll submission file here. The file must be in either JSON or XML format. [Read more](#) ↗

[🔍 Browse files](#)

No files selected

DRAFT

Digital Certificate

This request must be signed using your ROS Digital Certificate

Certificate

Password

Submit payroll

Employer Services

← Back

Submit payroll by file upload

You can upload

format. [Read more](#) ↗

[Browse file](#)

No files selected

Processing your submission

Digital Certificate

This request must be signed using your ROS Digital Certificate

Certificate

4274497d

Password

• • • • •

DRAFT

Submit payroll

Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

Acknowledgement ID: fBsd-1235-aabc-4444

[Download acknowledgment](#) ↓

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

Request summary

The results from your payroll submission will be shown here once available and a response file will be automatically downloaded. This file may be in your downloads folder. You can also access these details at any time through the 'View Payroll Submissions' card on the Employer Services dashboard.

Submission ID: 1234

Status: processing 🔄

[Return to Employer Services](#)

Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

Acknowledgement ID: fBsd-1235-aabc-4444

[Download acknowledgment](#) ↓

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

Request summary

The results from your payroll submission will be shown here once available and a response file will be automatically downloaded. This file may be in your downloads folder. You can also access these details at any time through the 'View Payroll Submissions' card on the Employer Services dashboard.

Submission ID: 1234

Status: completed ✓

DRAFT

The response file for your payroll software has been automatically downloaded.

Submission details

Payroll run: JAN_RUN_ALL

Deductions

PAYE: €55,234

USC: €1,234

PRSI: €4,631

LPT: €999

Payslips

Active : 50

Deleted : 0

Invalid : 0

Warning : 0

[View payroll run](#)

[Return to Employer Services](#)

Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

Acknowledgement ID: fBsd-1235-aabc-4444

[Download acknowledgment](#) ↓

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

Request summary

The results from your payroll submission will be shown here once available and a response file will be automatically downloaded. This file may be in your downloads folder. You can also access file details at any time through the 'View Payroll Submissions' card on the Employer Services dashboard.

Submission ID: 1234

Status: timed out ⚠

Retrieving a summary of your results took longer than expected. You can try again later through 'View Payroll Submissions' and search using your Submission ID.

[Return to Employer Services](#)

Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

Acknowledgement ID: fBsd-1235-aabc-4444

[Download acknowledgment](#) ↓

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

Request summary

The results from your payroll submission will be shown here once available and a response file will be automatically downloaded. This file may be in your downloads folder. You can also access these details at any time through the 'View Payroll Submissions' card on the Employer Services dashboard.

Submission ID: 1234

Status: completed with warnings

DRAFT

Your response contained payslips with warnings. Please refer to your download file or click 'View payslips' for full details.

The response file for your payroll software has been automatically downloaded.

Submission details

Payroll run: JAN_RUN_ALL

Deductions

PAYE: €55,234

USC: €1,234

PRSI: €4,631

LPT: €999

Payslips

Active : 50

Deleted : 0

Invalid : 0

Warning : 1

[View payroll run](#)

[Return to Employer Services](#)

Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

Acknowledgement ID: fBsd-1235-aabc-4444

[Download acknowledgment](#) ↓

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

Request summary

The results from your payroll submission will be shown here once available and a response file will be automatically downloaded. This file may be in your downloads folder. You can also access these details at any time through the 'View Payroll Submissions' card on the Employer Services dashboard.

Submission ID: 1234

Status: completed with errors 

Your response contained invalid payslips. Please refer to your download file or click 'View payslips' for full details.

DRAFT

The response file for your payroll software has been automatically downloaded.

Submission details

Payroll run: JAN_RUN_ALL

Deductions

PAYE: €55,234

USC: €1,234

PRSI: €4,631

LPT: €999

Payslips

Active : 50

Deleted : 0

Invalid : 3

Warning : 1

[View payroll run](#)

[Return to Employer Services](#)

View payroll

[← Back](#)

View payroll

Search by:

Recently updated ▾

Search

Recently updated

The following runs were recently submitted/ updated.

Payroll reference: JAN_RUN_ALL

[Download](#) ↓

Run details

Reference: JAN_RUN_ALL

Status: Completed

Period: 01/01/2019 - 31/01/2019

[View run details](#)

Total deductions

Tax: €55,234

PRSI: €4,631

USC: €1,234

LPT: €999

Submissions and payslips

Payroll submissions: 3

Active payslips: 500

Submissions

✓ [Recent payroll submissions](#)

Date submitted	Submission ID	Active payslips	Deleted payslips	Invalid payslips	Tax	PRSI	USC	LPT	Status	Action
07/01/2018	121	3	0	0	€5,000	€1,000	€1,000	€300	Completed	View
07/01/2018	122	2	1	0	€3,000	€500	€200	€200	Completed	View
07/01/2018	123	2	0	1	€7,000	€3,000	€1,000	€1,000	Completed	View

[View more](#)

[← Back](#)

View payroll

Search by:

Recently updated ▾

Search

Recently updated

The following runs were recently submitted/ updated.

Payroll reference: JAN_RUN_ALL

[Download](#) ↓

Run details

Reference: JAN_RUN_ALL

Status: Completed

Period: 01/01/2019 - 31/01/2019

[View run details](#)

Total deductions

Tax: €55,234

SI: €4,631

C: €1,234

T: €999

Submissions and payslips

Payroll submissions: 3

Active payslips: 500

▼ [Recent payroll submissions](#)

Payroll reference: DEC_RUN_ALL

[Download](#) ↓

Run details

Reference: DEC_RUN_ALL

Status: Complete

Period: 01/01/2019 - 31/01/2019

[View payroll details](#)

Total deductions

Tax: €55,234

PRSI: €4,631

USC: €1,234

LPT: €999

Submissions and payslips

Payroll submissions: 1

Active payslips: 500

▼ [Recent payroll submissions](#)

Return to dashboard

Payroll Run Reference - Week 1

Payroll Overall Totals

Tax on Income	€572.11
PRSI	€180.83
USC	€137.43
LPT	€30.00

Total	€920.37
--------------	----------------

Payroll Details

Period:	01/01/2019 - 07/01/2019
---------	-------------------------

Status:	Processed
---------	-----------

Number of Payroll Submissions:	3
--------------------------------	---

Payroll Items

The following payslips were received for this payroll run.

Show entries

Search:

Date Submitted	Employee ID	Employer Reference	Tax on Income	PRSI	USC	LPT	Status
05/01/2019	1175228T - 1		€226.00	€103.33	€70.04		Active
05/01/2019	3334567T - 1	Jane	€60.00	€60.00	€30.00	€10.00	Deleted
06/01/2019	4444444T - 1	0004	€150.00	€50.00	€30.00	€20.00	Active
06/01/2019	1175228T - 2		€24.00	€2.50	€3.00		Active *
06/01/2019		0001	€96.94	€0.00	€19.39		Active
06/01/2019	6666667T - 1	Cathal	€75.00	€25.00	€15.00	€10.00	Active
Date Submitted	Employee ID	Employer Reference	Tax on Income	PRSI	USC	LPT	Status

Showing 1 to 6 of 6 entries

Previous Next

Payroll Submissions

The following submissions were received for this payroll run.

Date Submitted	Tax on Income	PRSI	USC	LPT	Total	Status	Payslip Count	Payslips Corrected Count	Invalid Payslips Count
05/01/2019	€744.01	€211.33	€160.04	€10.00	€1125.38	Completed	3	0	1

“ A rose by any other name would smell as sweet”

Payroll Reporting Options

- For employers using payroll software:
 - Direct Payroll Reporting
 - ROS Payroll File Transfers
- For employers not using payroll software:
 - ROS Online Payroll Forms

Schema Updates

Schema Updates

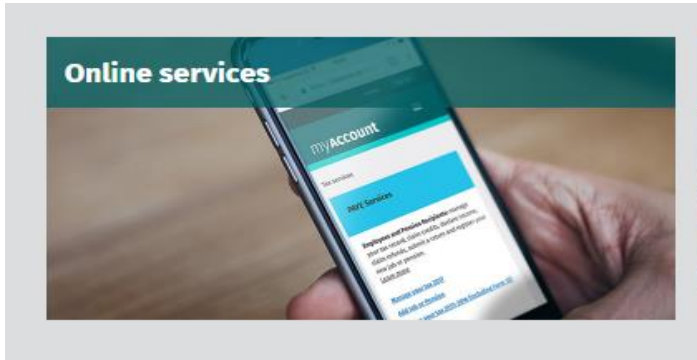
Document	Version	Section/Field	Change Description
Overview			
PAYE Web Service Specifications (SOAP/XML)			
Payroll Schema	1.0 Milestone 2	PRSIExemptionReason	'New option : Other ' added
		All Document	Date formatting standardised to xs:date format
Page-types Schema	1.0 Milestone 2		Date formatting standardised
RPN Schema	1.0 Milestone 2		Date formatting standardised to xs:date and xs:dateTime format
			Add 'employment start date' as an optional request field.
SOAP Web Service Integration Guide examples	1.0 Milestone 2	All Document	Date Formatting reflecting the changes in the schemas
SOAP Schema Reference	1.0 Milestone 2		Reflect changes in Schemas
PAYE Web Service Specifications (REST/JSON)			
REST Open API Specification	1.0 Milestone 2	New RPN Request	add 'employment start date' as an optional request field.
		Payroll Submission Request	New PRSI exemption option 'other' added
		All Document	Date Formatting and pattern changes reflecting the changes in the schemas
REST API Reference	1.0 Milestone 2		Reflect changes in Open API Specification
Supporting Documentation			
Payroll Submission Request: Data Items	1.0 Milestone 2	Submission Request Line Items	New option : Other added to 'PRSI Exemption Reason'
		All Document	Date Formatting reflecting the changes in the schemas
RPN Response: Data Items	1.0 Milestone 2	Line Item	Add 'employment start date' as an optional request field.
		All Document	Date Formatting reflecting the changes in the schemas
Validation Rules: Employer Submission And RPN	1.0 Milestone 2		Validation rule for 'employment start date' added
			Date/Time formats changed

Schema Updates

[illegible]

Employment ID rules

Employment ID rules



Online services support

Technical requirements

Software developers

Service availability

Data and security

Help guides

Troubleshooting

Mobile and offline applications

Software developers

Technical specifications for customs and excise systems

Technical specifications for eCustoms

Excise Movement Control System (EMCS)

FAVE Modernisation Technical Overview

Third party returns

DRAFT

PAYE Modernisation Technical Overview

The objective of PAYE Modernisation is that Revenue, employers and employees will have the most accurate, up to date information relating to pay and tax deductions. This will ensure that the right tax deduction is made at the right time from the right employees, and that employers pay over the correct tax deduction and contribution for every employee. It will improve the accuracy, ease of understanding and transparency of the PAYE system for all stakeholders.

The reporting process by employers to Revenue will be fully integrated into the employer's payroll run, thereby contributing to a significant streamlining of business processes and reducing administrative cost for employers.

All technical documentation, specifications and examples for the following web services are accessible through the [PAYE web services/Developers links](#).

These links provide specifications and support for future live functionality. It will enable payroll software developers to update their software packages to be compatible with PAYE reporting obligations from 2019 onwards.

Lookup Revenue Payroll Notification (RPN) web service

Employers can use the Lookup RPN web service to retrieve RPN, previously known as the P2C. This service will allow employers to request RPN for existing employees and get a response based on the query submitted through the web service.

New RPN web service

Related topics

[PAYE Modernisation](#)

PAYE Web Service Examples

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Document Description	Type	Version	Date Last Updated
PAYE Modernisation Description Of Web Service Examples	PDF	1.0 Milestone 2	09/02/2018
Example 1: Full PAYE Modernisation Life Cycle	ZIP File	1.0 Milestone 2	09/02/2018
Example 2: Overpayment To Employee	ZIP File	1.0 Milestone 2	09/02/2018
Example 3: Underpayment To Employee	ZIP File	1.0 Milestone 2	09/02/2018
Example 4: Amendment Of Invalid Payroll Submission	ZIP File	1.0 Milestone 2	09/02/2018

Appendix A – page 52

Appendix A – Business Rules

DRAFT

Employment ID Business Rules

The '*Employment ID*' field has a unique value for each separate employment that an employee has with each employer. It will be set by the employer. Revenue will use it, along with the *Employer Number*, the *PPSN*, when creating an employment for an employee. If the *PPSN* is available, the *Employment ID* field is mandatory.

The *Employment ID* will be particularly useful where:

- An employee has multiple employments with the same employer, as it can uniquely identify each employment.
- An employee ceases and re-commences employments with the same employer.

Employee List and PPSN Checker

Employee List

The screenshot shows the Revenue.ie website interface. The top navigation bar includes the Revenue logo, a language selector (GAEILGE, ENGLISH, ROS HELP), and a user profile (HARRY BOSCH, EXIT). The main navigation menu has tabs for MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. The left sidebar lists various services under 'Revenue Record:' and 'Services:'. The main content area is titled 'Returns and Payments' and includes sections for 'File a Return', 'Upload Form(s) Completed Off-line', 'Payments & Refunds', and 'Other Services'. A large 'DRAFT' watermark is overlaid on the 'Payments & Refunds' section. The 'Upload Employee Submission' button in the 'Other Services' section is circled in red.

Revenue
Cinn agus Cúistiam na hÍreann
Irish Tax and Customs

MY SERVICES

REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

GAEILGE ENGLISH ROS HELP
HARRY BOSCH EXIT

Revenue Record:

Open Revenue Record

You have no new documents in your Revenue Record.

Services:

Manage Tax Registrations

Manage Reporting Obligations

Download Pre-populated Returns

Manage Financial Statements

Secure Upload/Download Service

Mobile Access

Manage LPT / HC arrears

View Property History

Manage Tax Clearance

Verify Tax Clearance

PPSN & W No. Checker

Returns and Payments

Tax Clearance Issued.

File a Return

Complete a Form On-line

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

Select a tax type...

Upload Form(s) Completed Off-line

Select the type of return from the drop-down list to upload a return completed off-line.

Select a return type...

Payments & Refunds

Submit a Payment

You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.

Select a payment type...

Payment Details

You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards. Certain repayments or refunds can be made by means of Electronic Funds Transfer.

Manage Bank Accounts

Other Services

Jobs and Pensions

VAT MOSS

MyEnquiries

Drivers & Passengers with Disabilities

VRT Certificate of Conformity

Receipts Tracker

eRepayment Claims

Help to Buy Applicant

Upload Employee Submission

Information:

Upload Employee List

×

Select the PREM Number for which Employee List you are uploading :

Select one PREM Number only:

Select PREM Number..

▼

Submit

DRAFT

Upload Employee List

×

Select the PREM Number for which Employee List you are uploading :

Select one PREM Number only:

Select PREM Number..

▼

Select PREM Number..

3390449JH

2258996N

3390443UH

3390431NH

ROS Upload

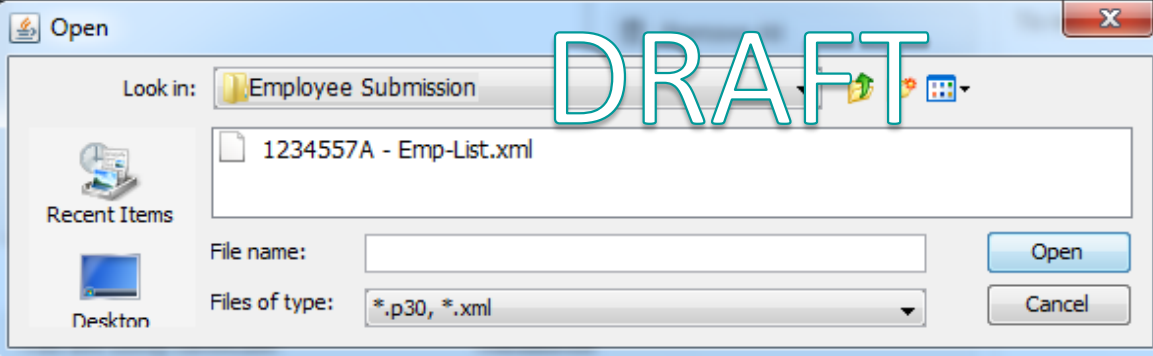
Add File(s)

Remove File

To upload your Emp file(s), click

To remove a file that you no longer

files from the list



Enter your password: *

Cancel

Upload File(s) →

0%

PIT Opening

PIT Opening

- Service Desk Tool Available early March
- PIT3 Open “Maundy” Thursday (30/03/2018)
- To plan our support we would like to get an indication of when each provider will start testing with Revenue in PIT.

Calendar of Events

Upcoming PSDA Meetings 2018

25	January
14	February
7	March
28	March
18	April
9	May
30	May
20	June
11	July
1	August
22	August
12	September
3	October
24	October
14	November
5	December

AOB

- Next workshop scheduled for 7th March