

PAYE Modernisation

PSDA Meeting
25 January 2018

Agenda

- PIT
- Online Payroll Administration
- Schema Updates
- Request for Pilot
- Calendar of Events
- AOB

PIT

Purpose of Public Interface Testing (PIT)

- Verifies that software **conforms** to published Revenue technical documentation
- Successful execution of **conformance tests** gives confidence to all parties involved that solution is correct and robust



Dedicated PIT Environment

- A dedicated PIT environment will be provided exclusively for PAYE Modernisation
- Will be performant to support testing of production sized volumes
- Will facilitate a more rapid turnaround of upgrades and fixes



Detailed Conformance Test Documentation

- Will detail test scenarios supported in PIT including recommended order
- Will detail corresponding test data requirements



Dedicated Online Helpdesk

- Revenue will provision an online Helpdesk to support Payroll Software Developers through the PIT process
 - Replaces current email driven PIT processes
- The Helpdesk will facilitate Payroll Software Developers
 - Registering for PIT
 - Raising and tracking ticketed queries



Dedicated Online Test Data Service

- Will provide PIT test data management services to:
 - Download Test Digital Certs
 - Download details of associated Test Employers/Employees
 - Reset Test Data



Testing

Conformance Test Scenarios

- Approximately 20 defined test scenarios covering all webservices
- Applicable to both SOAP and REST specifications
- Each scenario is defined following a common structure

Conformance Test Scenario Structure

Test Identifier	Test Scenario Reference
Test Purpose	Brief outline of test scenario purpose
Prerequisites	Prior conditions required before executing test scenario
Test Data Prerequisite	Required test data to execute test scenario
Test Steps	Details of the steps involved in executing the test scenario
Expected Result	The expected outcome of the test scenario

Conformance Test Scenario Example

Test Identifier	CON_LookUp_RPN
Test Purpose	Revenue responds with all RPN for specified valid Employer Registration Number
Prerequisites	<i>PIT sign up complete.</i> <i>Test Data Management Tool sign up complete.</i>
Employer Test Data Prerequisite	Valid Look up RPN Request Message based on test employer digi-certs and associated test employee data allocated by Revenue.
Test Steps	<ol style="list-style-type: none">1. The Employer prepares the Look up RPN Request message for a given valid Employer Registration Number2. The Employer submits the message to the Look up RPN webservice3. Revenue responds with RPN Response message containing valid RPNs for each employee associated with the Employer Registration Number
Expected Result	The Employer receives the expected set of RPNs for the given Employer Registration Number.

Four Categories of Conformance Test

1. Connectivity Tests
2. Basic Business Process Tests
3. Complex Business Process Tests
4. Volume Tests

1. Connectivity Tests

- Verify ability to call Revenue webservices and handle responses
- Examples:
 - Submit a Lookup RPN Request for a specified valid Employer Registration Number
 - Submit a New RPN Request for a specified valid Employer Registration Number with specified valid Employee PPSN
 - Submit a valid Payroll Submission Request with a single payslip

2. Basic Business Process Tests

- Repeatable without need for test data reset
- Examples
 - Submit a Look up RPN Request specifying a valid Employer Registration Number and a single Employee ID
 - Submit a valid Payroll Submission Request with multiple payslips
 - Submit a Look up RPN Request containing an invalid format PPSN

3. Complex Business Process Tests

- Lifecycle testing scenarios
- Requires reset of test data for repeatable runs
- Examples
 - Submit a Check Payroll Submission Request with a valid submissionID
 - Submit a Check Payroll Run Request with a valid Run Reference
 - Submit a Check Payroll Run Request with a valid Run Reference to verify a previously submitted correction

4. Volume Tests

- Requires live-size files and associated test data
- Test data available from Revenue on request
- Examples
 - Verifying batching via SOAP
 - Verifying handling of large submissions via REST

Revenue Support during Testing

- The PIT Service Desk can be used to raise any questions or highlight any difficulties encountered during testing
- Please include the Test Identifier of the scenario you have questions on


PIT Tools Test Data Application

Process Description

- Initial PIT Environment Registration
- Service Desk
- Pit Tools Application
- Request New Test Certificate

Initial PIT Environment Registration

- User registers for access to the Revenue Public Interface Testing Service Desk



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New User Registration

Revenue Public Interface Test Environment

PLEASE ENTER YOUR DETAILS

First name*

Jane

Last name*

Smyth

E-mail*

jasmyth@companyx.com

Company*

Company X

Contact Phone Number*

0987654321

☒ Select if you require access to PAYE Modernisation testing

✓ I'm not a robot


reCAPTCHA
Privacy - Terms

After submitting check your e-mail for confirmation

SUBMIT

PIT Environment Registration Result

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Irish Tax and Customs

PLEASE ENTER YOUR DETAILS

Contact PI

Registration Result

Thank you, registration was successful. Please check your e-mail for further instruction.
You may now close this browser tab.

Close

☒ Select if you require access to PAYE Modernisation testing

☒ I'm not a robot

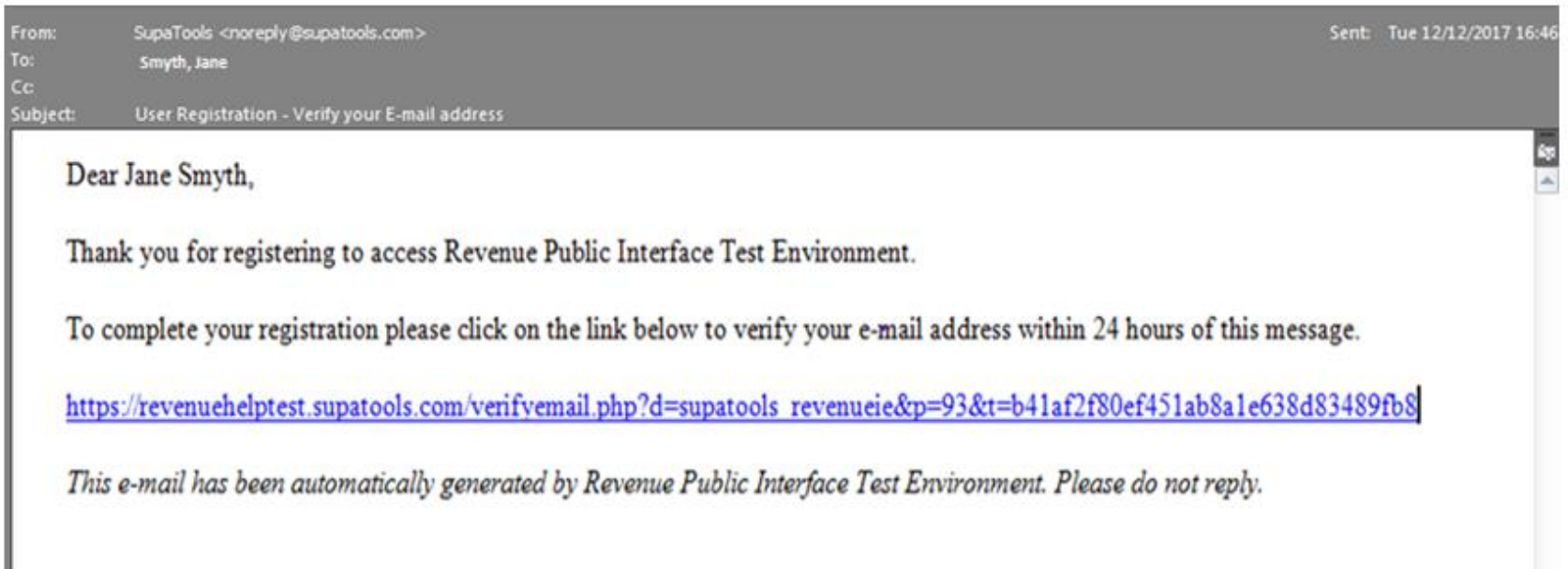
reCAPTCHA
Privacy - Terms

After submitting check your e-mail for confirmation

SUBMIT

Registration Response & Email Verification

- The User will receive a confirmation email & a link to verify their email address.

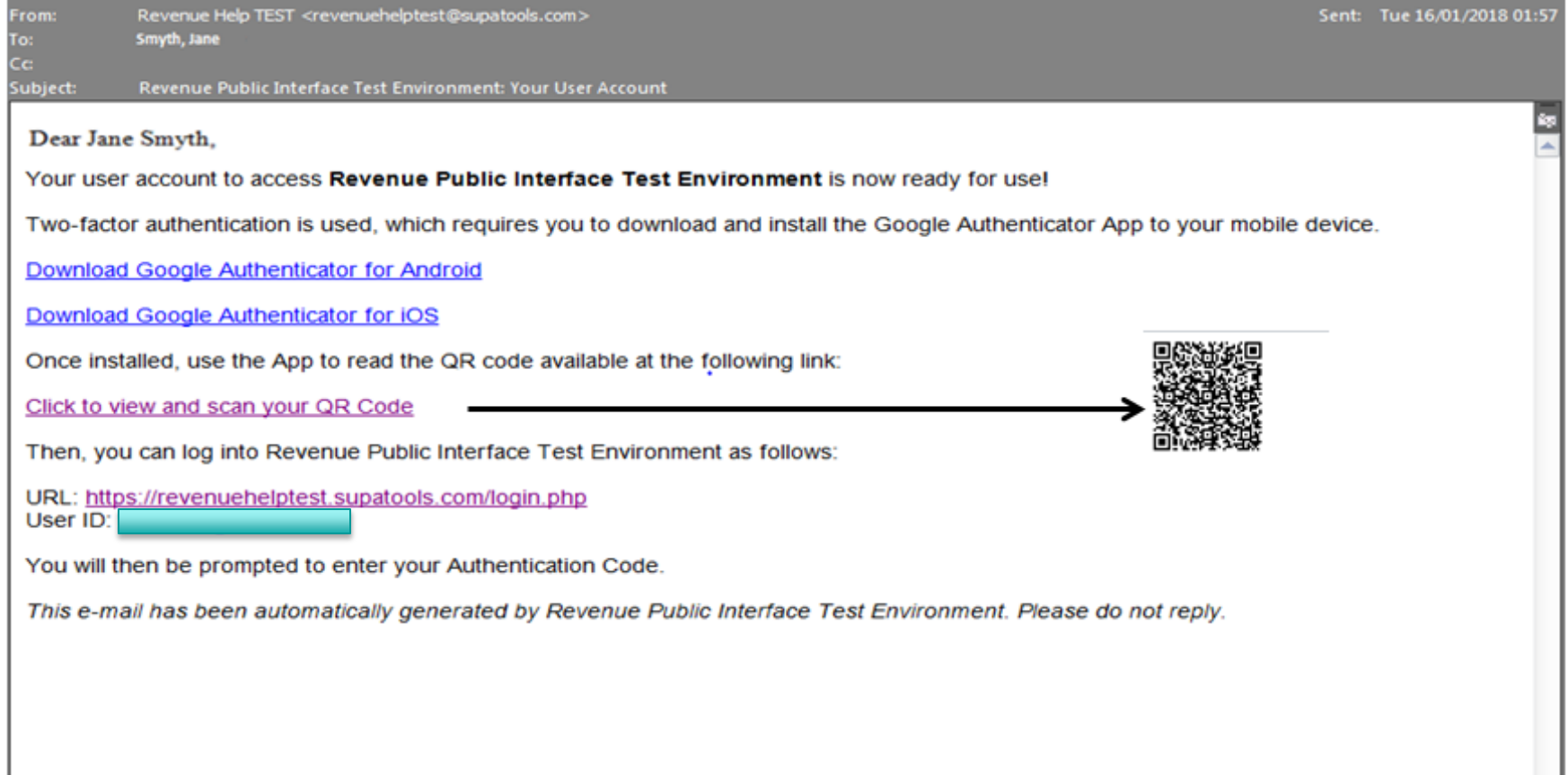


Thank you, verification of your e-mail address is now complete.

Your account will now be reviewed by an administrator and an e-mail sent providing login details.

User Verification & Response Email

- After Revenue verifies the user, they will be issued an email with a link to download the Google Authenticator App on their device, and a link to a QR code.
- The installed Google Authenticator application will scan the QR code.
- The user will then be able to log into the provided URL for the PIT Environment Service Desk, using the supplied user ID and the Authentication code.



Service Desk Login

- User will log into Service Desk using their User ID and Authentication code



Please log in

User ID:

Please enter your Authentication Code to complete login:

Service Desk Dashboard

- User is presented with their dashboard when they can view, open and manage tickets

The screenshot displays the Service Desk Dashboard for Revenue Commissioners TEST (HQ). The top header includes the Revenue logo, the organization name, a 'Logout' button, and a search bar. The user is logged in as Jane Smyth (USER/revenueie). The dashboard features a sidebar with navigation links: 'My Dashboard', 'New Ticket' (highlighted with a red box), 'My Open Tickets', 'My Closed Tickets', and 'Logout'. The main content area, titled 'DASHBOARD', shows two ticket lists. The first list, 'Tickets - All open', and the second list, 'Tickets - Resolved in last 30 days', both indicate 'No records found'. Each list has a '+', a 'Refresh' button, and an 'Export' button. The dashboard also includes an 'Auto refresh rate' dropdown set to 0 minutes and a 'Drag Enabled' checkbox.

Revenue Commissioners TEST (HQ)

You are logged in as: **Jane Smyth**
USER/revenueie

Search: Go

DASHBOARD

Auto refresh rate: 0 minutes [Refresh Now] ☐ Drag Enabled [Reset]

[Hide | Refresh | Export]

+ Tickets - All open
No records found

[Hide | Refresh | Export]

+ Tickets - Resolved in last 30 days
No records found

My Dashboard

New Ticket


My Open Tickets

My Closed Tickets

Logout

Request for PIT Tools Certificate

- User logs a request for an Authentication Cert for the PIT Environment




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Revenue Commissioners TEST (HQ)


You are logged in as: **Jane Smyth**
USER/revenueie

Logout


Search: Go




My Dashboard




New Ticket



My Open Tickets



My Closed Tickets



Logout

Create Question for Revenue Commissioners TEST (HQ)

[Go to end](#)

Ticket No:

Title:


Full Description:

File name:

[Back to top](#)

Ticket Logged

- Ticket is logged to the Service desk and can be managed from the Dashboard




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Revenue Commissioners TEST (HQ)


You are logged in as: **Jane Smyth**
USER/revenueie

Logout


Search: Go




My Dashboard




New Ticket



My Open Tickets



My Closed Tickets




Logout

DASHBOARD

Auto refresh rate: minutes [[Refresh Now](#)] ☐ Drag Enabled [\[Reset \]](#)

[[Hide](#) | [Refresh](#) | [Export](#)]




Tickets - All open

Records 1 to 1 of 1

Ticket No	Title	Description	Created By	Created Date	Modified Date	Modified By	Type	Status	Action
Q0001164	New ROS Cert	Hi, Can we please request a new ROS cert for use in the Revenue Public Interface Testing environment?	Jane Smyth	Thu, 18 Jan 2018 14:41	Thu, 18 Jan 2018 14:41	Jane Smyth	Question	New	Edit

[[Hide](#) | [Refresh](#) | [Export](#)]




Tickets - Resolved in last 30 days

No records found

Cert Generated & Download Available

- Cert for PIT Environment is generated and attached to the ticket for download

Attachments


[Q0001164_PIT3_2244002RA.p12](#)

Drop files here to upload

Notes

Add Note >>>

Entered Thu, 18 Jan 2018 14:54 by
Hi Jane,

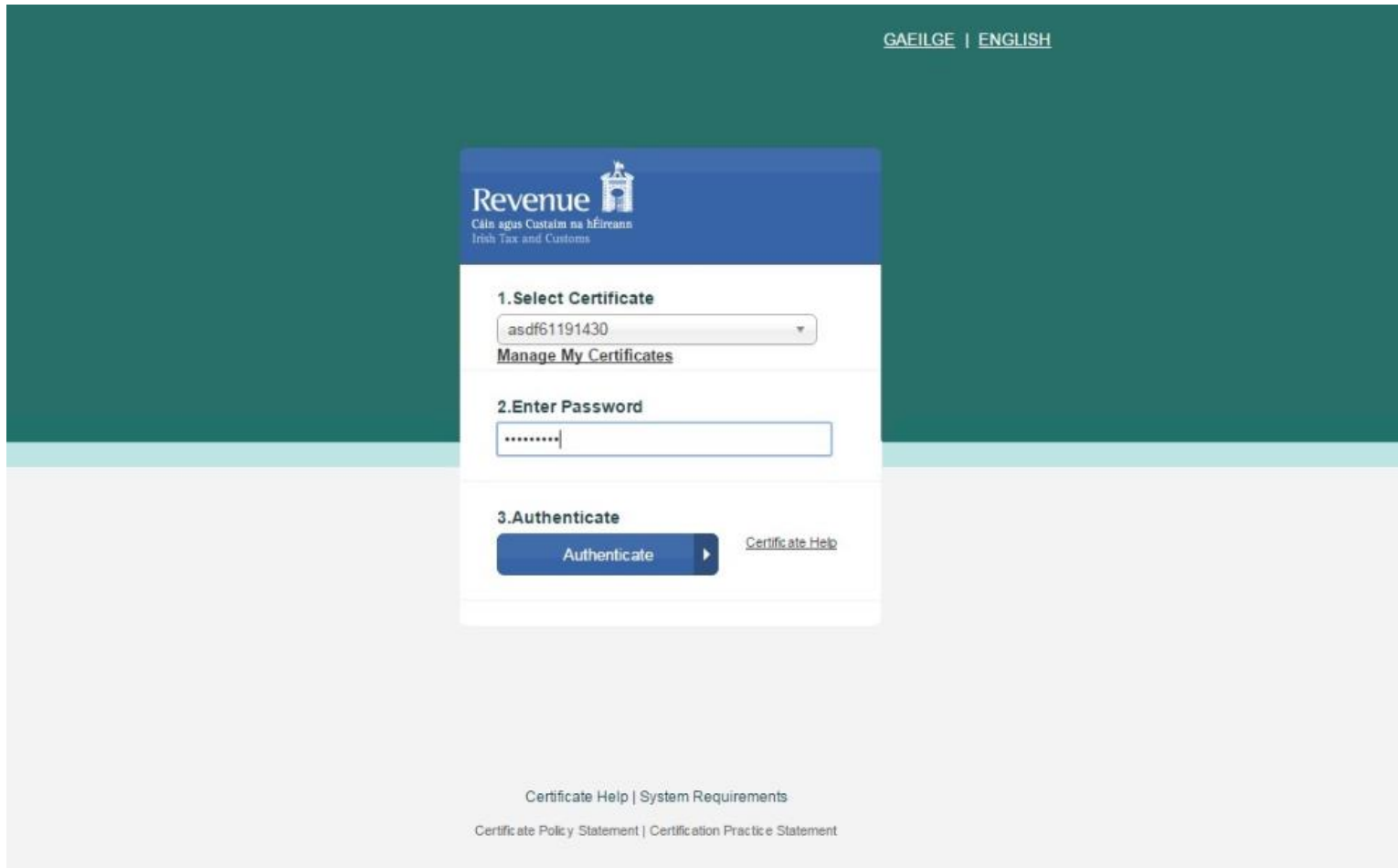
ROS cert is now attached. Please download and install.

Regards,
Revenue Agent

Thu, 18 Jan 2018 14:54 - E-mail sent to: Jane Smyth

PIT Tools Application Login

- The User will login to the PIT Tools Test Data Application using their provided cert



The screenshot displays the login interface for the Revenue Ireland PIT Tools Application. The background is a dark teal color. In the top right corner, there are links for [GAELIGE](#) and [ENGLISH](#). The central login form is white and contains the following elements:

- Revenue** logo and text: **Revenue**, *Cáin agus Custaim na hÉireann*, Irish Tax and Customs.
- 1. Select Certificate**: A dropdown menu showing the selected certificate ID `asdf61191430`. Below it is a link [Manage My Certificates](#).
- 2. Enter Password**: A password input field with masked characters (dots).
- 3. Authenticate**: A blue button labeled **Authenticate** with a right-pointing arrow, and a link [Certificate Help](#) to its right.

At the bottom of the page, there are links for [Certificate Help](#) | [System Requirements](#) and [Certificate Policy Statement](#) | [Certification Practice Statement](#).

Introduction Page

- The Introduction Page displays any announcements from Revenue

Welcome

The Digital Certificates ready for download below may be used to test connectivity to Revenue's PAYE Modernisation web services. Admin certs have all the permissions required to connect to our web services. The permissions of each of the other certs listed below are specific under 'Cert Type'. Each cert has one employee associated with it, Once you have established that you can connect to the various web services you may proceed to request additional Digital Certificates with more employees.

[Continue](#)

Announcement

Service will be down for maintenance. Log incident: [click](#)

Dashboard

- The Dashboard displays information about Certs that are available for testing
- Allows the User to request a new Cert

EnglishGaeilgeLogout

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HomeDashboard

The Digital Certificates ready for download below may be used to test connectivity to Revenue's PAYE Modernisation web services. Admin certs have all the permissions required to connect to our web services. The permissions of each of the other certs listed below are specific under 'Cert Type'. Each cert has one employee associated with it, Once you have established that you can connect to the various web services you may proceed to request additional Digital Certificates with more employees.

#	Employers Name	Number of Employees	Cert	Cert Type	Active	Employees	Reset
1	asdf (1234567TA)	20	Admin	true	true	1234	reset

[Request New Certificate →](#)

Request New Certificate

- If the User requires additional Admin Certs, they can request them here
- User can generate random test data for the Cert by inputting number of employees



Request a new certificate

☒ Generate test data

☐ Upload test data

Randomly generate test data

Enter the number of employees you wish to have associated with your Admin Cert. you will have a maximum of 50,000 employees to test with in total across all certs requests.

Select certificate type

Admin

Number of employees

☐ Link to Agent Certificate [What is this?](#)

Request Certificate →

Upload Test Data

- User can also upload their own file containing PPSNs and Names of the Employer and employees that they wish their test data to be generated with for the new Cert.

The screenshot shows the Revenue.ie website interface for requesting a new certificate. The page has a teal header with the Revenue logo and navigation links for English, Gaelige, and Logout. Below the header, there are links for Home and Dashboard. The main content area is titled 'Request a new certificate' and contains two radio buttons: 'Generate test data' and 'Upload test data'. The 'Upload test data' option is selected. Below this, there is a section for 'Upload test data file' with a 'Choose file' button and a 'No file chosen' status. There is also a checkbox for 'Link to Agent Certificate' with a link to 'What is this?'. At the bottom, there is a blue button labeled 'Request Certificate' with a right arrow. Overlaid on the right side of the page is a Windows file explorer window titled 'Open'. The address bar shows the path 'Computer > Local Disk (C:) > certs'. The left pane shows the 'certs' folder selected under 'Local Disk (C:)'. The right pane displays a list of files in the 'certs' folder, including '8000007RA', '8000008TA', '8000009VA', '8000009VA.p12.bac', '8000010GA', '1762948444', 'MOT_61191430', 'MOT_61191430', 'MOT_61600528', 'MOT_61600528', 'MOT_61600532', and 'MOT_61600532'. The 'File name' field is empty, and the 'File type' is set to 'All Files'. The 'Open' and 'Cancel' buttons are at the bottom right of the dialog.

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English Gaelige Logout

Home Dashboard

Request a new certificate

☐ Generate test data

☒ Upload test data

Upload test data file

No file chosen

☐ Link to Agent Certificate [What is this?](#)

→

Open

Computer > Local Disk (C:) > certs

Search certs

Organize New folder

Name	Date modified
8000007RA	20/02/2011
8000008TA	20/02/2011
8000009VA	21/02/2011
8000009VA.p12.bac	21/02/2011
8000010GA	21/02/2011
1762948444	23/11/2010
MOT_61191430	02/11/2010
MOT_61191430	02/11/2010
MOT_61600528	11/04/2011
MOT_61600528	11/04/2011
MOT_61600532	22/05/2011
MOT_61600532	22/05/2011

File name:

All Files

Open Cancel

Online Payroll Administration

Employer Services

[← Back to ROS](#)

Revenue Payroll Notification (RPNs)

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

[Request RPNs](#)

Payroll submission

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

[Submit payroll](#)

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](#)

[← Back](#)

Revenue payroll notifications

Revenue Payroll Notifications provide the necessary information to....including.... Lorem ipsum dolor sit amet, enim scaevola facilisis duo an, possit vituperata accommodare pro te.

You should always ensure that Payroll is being run based on the most up to date payroll notifications

Request file

Your payroll software may produce a Revenue Payroll Notification request file in a [supported format](#). Select this option to upload the relevant request file and retrieve the corresponding response for download.

[Request RPN by file](#)

Online form

If you do not have a supported request file from compatible payroll software you may use our online form to retrieve up to date Revenue Payroll Notifications for any existing and new employees.

[Request RPN form](#)

[← Back](#)

Request RPNs by file upload

Request file upload

Upload a file in a [supported format](#) to automatically retrieve Revenue Payroll Notifications in a downloadable file.



[Browse files](#)

[I need help with this](#)

Digital Certificate

This request must be signed using your ROS digital certificate

1234567d.p12

Password

Request RPNs

[← Back](#)

RPN request form

Retrieve Payroll Notifications for:

▼ [Which should I choose?](#)

☒ Existing employees

☐ New employees

Next →

[← Back](#)

Existing employees RPNs form

Tax year

Date updated since (optional)

Select Employees

☒ All☐ Select specific employees

File format for RPNs to be received

☒ CSV☐ JSON☐ XML[Request RPNs](#)

Select specific employees

Enter PPSN and Employment ID(s) and click 'Add'

PPSN

Employment ID

[+ Add](#)

Employees:

[Remove all](#)

PPSN	Employment ID	Action
1234567T	12	Remove
1234567T	12	Remove
1234567T	12	Remove
1234567T	12	Remove

[← Back](#)

Request RPNs for new employees

Tax year

2018

Employee details

Enter employee details and click 'Add'

First name

Last name

PPSN

Employment ID

Commencement date (optional)

[+ Add](#)

File format for RPNs to be received

☒ CSV

☐ JSON

☐ XML

[Request RPNs](#)



Commencement date (optional)

[+ Add](#)

New employees:

[Remove all](#)

First name	Last name	PPSN	Employment ID	Commencement date	Action
John	Smith	1234567T	12	12//01/2018	Remove
John	Smith	1234567T	12	12//01/2018	Remove
John	Smith	1234567T	12	12//01/2018	Remove

File format for RPNs to be received

 CSV

[← Back](#)

Sign and submit

Digi Cert

Password

Sign and submit

[← Back](#)

RPN request summary

Summary results of RPN request

Your request for payroll notifications has completed and a summary of the results are displayed below.

Full details of your request are available in the file automatically downloaded by your browser.

**Payroll notifications
returned**

1,200

**Payroll Notifications
Not Found**

6

[Make another RPN request](#)[← Return to dashboard](#)

Number of unsuccessful / no rpn requests: 0

Successful request details

First name	Last name	PPSN	Employment ID	Commencement date	label
John	Smith	1234567T	12	12//01/2018	12//01/2018
John	Smith	1234567T	12	12//01/2018	12//01/2018
John	Smith	1234567T	12	12//01/2018	12//01/2018

Unsuccessful / no rpn request details

First name	Last name	PPSN	Employment ID	failed reason
John	Smith	1234567T	12	no rpn?
John	Smith	1234567T	12	no rpn?

[← Return to dashboard](#)

Schema Updates

Recap: Previously agreed changes

PAYE Web Service Specifications (SOAP/XML)			
Payroll Schema	1.0 Milestone 2	PRSIExemptionReason	'New option : 'Other' added
		All Document	Date formatting standardised
Paye-types Schema	1.0 Milestone 2		Date formatting standardised
RPN Schema	1.0 Milestone 2		Date formatting standardised
			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

Recap: Previously agreed changes

Overview			
FAQ	1.0 Milestone 2	N/A	New Document
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
PAYE Web Service Examples			
All (TBC)	1.0 Milestone 2		Changes as per Payroll Schema updates Changes as per RPN Schema updates

File Size limits

- 10 MB limit to be imposed
 - Limit will be applied to be OPA uploads and Webservice submissions
 - Limit to be applied to uploads and downloads (requests/response)
- We will also implement a logic size limit that is approx. consistent with physical size limit
 - Expected logical limits (to be validated)
 - XML – 6,000 payslips in a single payroll submission message
 - XML – 5,000 RPNs in a single RPN response
 - JSON – 60,000 payslips in a single payroll submission message
 - JSON – 50,000 RPNS in a single RPN response

File Size limits (continued)

- Limits will need to be imposed on Error responses
 - Proposal
 - Services will return a maximum of 1,000 error messages for a single message
 - This limit will ensure we can guarantee we control the size of response messages

Returns Reconciliation Service

- Service to return list of payroll run references for a specified return period
- Service will not be included in initial Public Interface Test release in March
- Supporting Documentation to be published in April
- Service to be delivered to Public Interface Test in June

Change Control

Change Control

- Change Control process is considered a favourable mechanism for raising, considering, and approving, or not, scope change emerging from all partners engaged in this programme.
- Ensure that changes are recorded and evaluated, and that authorised changes are prioritised, planned, tested, implemented, documented and reviewed in a controlled manner.

Change Control

- Revenue or PSDA create and record the Request for Change (RFC).
- Review the RFC.
- Assess and evaluate the change.
- Approve the change (Change Advisory Board (CAB) for Normal Change, eCAB for Emergency / Legislative Change).
- Scheduling.
- Coordinate change implementation.
- Review and close change.

Change Advisory Board

- Change Advisory Board proposed structure
 - Ruth Kennedy
 - Kevin Cashell
 - Conor McDonough
 - Michelle Carroll
 - Sean Murray
 - 3 PSDA elected reps

Request for Pilot

Consultation Report

- *“Consideration has been given to the use of a pilot phase and phased implementation of PAYE Modernisation. However, because one of Revenue’s key principles is to maximise the use of entitlements by employees, in a PAYE system where many employees have multiple employments and joint assessment is prevalent, a phased introduction or pilot programme would not be suitable. Additionally, it is felt that resources required by employers, payroll software developers and Revenue in running and maintaining parallel systems would outweigh any potential benefits for all parties.”*

HMRC RTI

- It is important however to understand the difference between what Revenue is proposing under the PAYE Modernisation project and what was implemented by HMRC under RTI.
- HMRC's focus was initially solely on employer reporting of PAYE in real time and this information was not, in turn, used to maximise employees' entitlements during the year. Employee processing is still an annual activity in HMRC.

PAYE Modernisation

- Revenue wants to benefit both the employer and the employee under PAYE Modernisation to 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.
- We believe that a single go-live date for PAYE Modernisation of 1 January 2019 for all employers will achieve those twin objectives.

Process to date

- A Public Consultation phase to seek the views of employers, employees, payroll service providers, payroll software providers, practitioners and other interested parties on this PAYE modernisation proposal;
- A report on the public consultation which provided an initial response to the issues raised in the public consultation submission;
- Revenue adopting a co-design approach with key stakeholders to ensure that reporting can be seamlessly integrated into the payroll process;
- Early publication of detailed technical documentation for payroll software developers to allow them make the necessary technology changes;
- An ongoing and extensive change management programme with employers, payroll service providers, payroll software providers and practitioners to ensure all stakeholders are aware of the changes required and have the necessary time to prepare for these changes.

Public Interface Test

- Revenue will provide a Public Interface Test (PIT) environment for software providers and employers from March 2018.
- This PIT environment is dedicated to PAYE Modernisation and sized to support production sized volumes.
- This allows software providers to verify that software conforms to published Revenue technical documentation and successful execution of conformance tests gives confidence to all parties involved that the solution is correct and robust. Revenue will also provide a dedicated online helpdesk and a test data strategy which will allow payroll software developers manage their own test data.

Parallel Testing – Under Consideration

- Revenue understands that the life cycle testing of payroll is important to ensure that operational payroll issues are tested in advance of 1st of January 2019.
- Revenue is actively considering providing for a phase of parallel testing from October 2018 for employers who wish to partake.
- This would mean the first phase of PIT testing which gives the payroll software developers autonomy over their test data to facilitate comprehensive product testing would cease at the end of September to allow the Public Interface Test environment to be prepared for the parallel running.

Next Steps

- Revenue will work with employers and the PSDA in the coming months on the technical and operational feasibility of the proposed parallel testing phase.
- If all parties can find a method of achieving this, Revenue believes that it can provide the additional level of de-risking sought by all.

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 14th February