Submit Expenses/Benefits – Online Form

• Click on 'Submit Expenses/Benefits' on the 'Employer Services' panel on the 'My Services' page when you are logged into ROS.

If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.

Employer Services Revenue Payroll Notific:	You have multiple PR	EM registrations	
Request RPNs	Please select the PREM regis Expenses/Benefits for.	tration you would like to	manage
	Registration Name	Registration Number	Action
	SARA-ER-LABADIE-LABADIE		Select
mployer Reporting otifications (ERNs)	SARA-ER-LABADIE-LABADIE		Select
quest ERNs by file upk	Back		

• Click on 'Submit Expenses/Benefit by online form' in the 'Complete online form' section.

Submit Expenses/Benefits
Upload Expense(s)/Benefit(s) file If your software produces a file with your expense/benefit details, you can upload it here. Your file must be either in JSON or XML format.
Submit Expense/Benefit by file upload
Complete online form
If you do not have a file to upload, you can manually enter your expense/benefit details by using our online form.
Submit Expense/Benefit by online form

A list of your existing employees will be displayed. Select each employee individually to input their expense/benefit details.

• Click 'Edit' or 'Select' on the employee line.



Create a new Expense or Benefit.

Please select an employee for whom an expense/benefit is being reported.

Previously submitted employee details.

			Se	arch:	
PPS Number	Employment ID	Φ.	Employee Name	0	Action \$
	FCT1		TAlysson MAYERT		Edit_Select
	1		Test11 Test12		Edit_Select
	FCT1		Sandie Shadie		Edit_Select
	ID_TEST		MONAHAN LOUVENIA		Edit_Select
	FCT1		Sandie Shadie		Edit_Select
	FCT		Cesar Schroeder		Edit_Select
Showing 1 to	6 of 6 entries				Previous 1 Next
				_ C	My employee is not on the list \rightarrow

You will be brought to the 'Expense/Benefit details' screen. The 'Employee Name', 'PPSN' and 'Employment ID' fields will be prepopulated. If 'Expenses/Benefits' have not previously been submitted this screen will be blank. Click 'My employee is not on the list' to start a submission for the employee.

You need to input the relevant information under the relevant categories:

- Travel and Subsistence
- Remote Working Daily Allowance
- Small Benefit Exemption

Enter the 'Amount or Value' of the expense/benefit and the 'Date of Payment/Benefit'. When all boxes have been completed, click 'Save' on the bottom left of the screen.

Submission Items

The section displays the information submitted. You can search by '**PPSN**' or '**Employee name**'. You can click the '**Amend or Delete**' option to make changes to the submitted details for this employee.

Submission items

The following items an	e ready for submissi	on. Add another exp	ense/benefit by cli	cking the 'Add new I	Expense/Benefi	it' link.		
						PPS Number 🗸		Search
								<u>Clear filter</u>
DDC Number	Employee	Employmont	Employor	Date of	Amount (Valu	a Catadoni	Sub Catagony	Actions
PPS Number	Name	ID	Reference	Payment/Benefit	Amount/vatu	e Category	Sub-category	ACTIONS
	TAlysson MAYERT	FCT1	-	03/05/2024	€185.60	Remote Working Daily Allowance	-	Amend Delete
L						,		

Add new Expense/Benefit →

Only ten submission items are displayed on the screen. If there are more than ten items, click on 'Next page' to see the other submission items. If you click on the 'Add new Expenses/Benefits' link it will return you to the 'create a new expense/benefit' screen where you can add expense benefits details for another employee.

Once you have reviewed the submission item(s) and require no further amendments or additions, and confirm the details are correct click '**Submit Expenses/Benefits**' on the bottom right of the page.

Submission	n items							
The following items are	e ready for submissi	on. Add another ex	pense/benefit by cli	icking the 'Add new I	Expense/Benefit' lin	ık.		
					PPS	S Number 🗸		Search <u>Clear filter</u>
PPS Number	Employee Name	Employment ID	Employer Reference	Date of Payment/Benefit	Amount/Value	Category	Sub-Category	Actions
9. 	TAlysson MAYERT	FCT1	-	03/05/2024	€185.60	Remote Working Daily Allowance		<u>Amend</u> Delete
							Add new Expen	<u>se/Benefit</u> →
						I confi	rm these details are co	orrect
						S	ubmit Expenses/I	Benefits

- Input your password.
- Click on 'Sign & Submit'.

Once you have signed and submitted your submission you will be automatically assigned an expenses/benefit Run Reference and Submission ID. You should keep these for you records.

There are two buttons on this screen:

- 'Return to ROS' this is a quick link back to the ROS homepage.
- 'Print screen' this will present the acknowledgement screen in a print friendly format, should you wish to print this for your records.

There is also a '**View expenses/benefits**' link which will bring you to the View expenses/benefits screens where you can view the details on this submission.

Thank you Your expenses/benefits run reference is: ERR_RUN_20240503-0941096_cad2605f44de Your expenses/benefits submission reference is: ERR_SUB_20240503-0941096_8915584ebdab You can view your expenses/benefits on the "View Expenses/Benefits" screens. From this screen you can all edit your expenses/benefits if necessary. You may wish to print this screen to keep a record of your expenses/benefits submission reference for future correspondence.	-	
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