

# Revenue



Cáin agus Custaim na hÉireann  
Irish Tax and Customs

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## **Information for employers about how employees can view their payroll submission details reported to Revenue.**

The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

## 1. Overview

MyAccount allows employees to view their pay and statutory deduction information reported by their employer to Revenue.

Where an employee has a query about their pay or statutory deduction information shown in myAccount payroll details, or on their payslip, they should first contact their employer.

Where Revenue does not have a submission on record the employee will be advised that there are no pay and tax details on record.

Any inaccuracies or omissions in the pay or submissions should be corrected by employers and an amended submission made to Revenue as soon as possible. Employers should review their payroll practices to avoid reoccurrence.

## 2. Payroll details in myAccount

Payroll details are available under the heading “Manage your tax (year)” within myAccount for all employees registered for myAccount. Under “Your jobs and Pensions” you will be able to view the payroll from any employment or pension.

If employees wish to view payroll details for employments/pensions for years following 2019 they should select ‘Review Your Tax(year)’, select the relevant tax year, ‘Employment Details Summary’, ‘View’, ‘View job/pension details’.

### **Included in myAccount payroll details:**

- Pay and deductions submitted by employers in relation to payments made after 1 Jan 2019.
- All employments for the employee and their jointly assessed spouse including employments from other employers or pension providers, multiple employments and ceased employments.
- Gross pay, income tax, USC, employee PRSI, LPT & pre-tax deductions.
- An end of year statement that employees can print.

### **Not Included in myAccount payroll details:**

- Employments that are not yet registered with, or reported to, Revenue
- Payroll information where no submissions have been made by an employer.
- Employee information where the PPSN was not included in the payroll submission. This information will become available to the employee once the employer makes a submission that includes the employee’s PPSN and the Employer Reference used for previous submissions.
- Personal deductions not reported to Revenue, for example Credit Union, membership fees etc.
- Employer information such as employer tax liability or payments.

### **3. Additional information**

Where an employee has a query about the pay or statutory deduction information shown in myAccount payroll details, or on their payslip, they should first contact their employer. Revenue has information on [MyAccount](#).

To assist employers, the Revenue website has information on [employer obligations when employing people](#). Additionally, the [Employers Guide to PAYE](#) details the PAYE process.

If you are having financial difficulties paying your liability, you should [contact Revenue](#) immediately.

If employers experience difficulties complying with their obligations or have any questions regarding payroll submissions to Revenue they can use the secure online ROS 'MyEnquiries' service to provide full details of your enquiry. To ensure that your employer enquiry is sent to the correct team for response, select 'Employers' PAYE' for 'My Enquiry relates to' and then the closest match from 'More specifically'.

# Appendix – Example screens from myAccount payroll details

The following example screens are provided to assist employers understand MmyAccount payroll details. They show how the information from payroll submissions will be presented to employees and may assist employers resolve differences.

## 1. Example of an employee with one employer/pension provider.

The screenshot shows the 'PAYE Services' section of the myAccount portal. At the top, there is a header with the Revenue logo, 'PAYE Services', and 'My Documents'. Below the header, there is a navigation bar with 'Back to myAccount' and a list of menu items: Overview (selected), Claim tax credits, Declare income, and Review & submit. The main content area is titled 'Overview' and includes a sub-header 'Your jobs and pensions' with an 'Add job/pension' button. Below this, there is a table with one entry: 'Abc Ltd.' with status 'Active' and a 'View' link. Another sub-header 'Your current tax credits' is followed by an 'Add new credits' button and a table with two entries: 'Employee tax credit' and 'Personal tax credit', both with a value of €1,650.00 and an 'Edit' link.

## 2. Example of an employee with multiple employer/pension providers.

The screenshot shows the 'PAYE Services' section of the myAccount portal for an employee with multiple employers. The header includes 'Hello I-LEVI', 'Gaeilge', and 'Sign out'. The navigation bar includes 'Back to myAccount' and menu items: Overview (selected), Claim tax credits, Declare income, Divide tax credits, and Review & submit. The main content area is titled 'Overview' and includes a sub-header 'Your jobs and pensions' with an 'Add job/pension' button. Below this, there is a table with four entries: 'ABC CLG' (Active, View), 'Employer 3' (Active, View), 'Employer 2' (Active, View), and 'Sara-er-osinski' (Ceased, View).

### 3. Example of an employee's year to date information

Revenue **PAYE Services** Gaeilge Sign out My Documents

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**Your job/pension**  
 These payroll details reflect any submissions made by your employer/pension provider up until the last return date. [Learn more](#)

**Sara-er-osinski**

**Job or pension details**

Employer/pension provider's number: [redacted]

Employment ID: 2

Start date: 01/01/2019

Ceased date: 02/01/2019

Status: Ceased

Directorship: [redacted]

[Add](#)

**Pay and tax details Year To Date (YTD)**

Gross pay	€3,500.00
Pay for Income Tax	€2,000.00
Income Tax paid	€187.00
Pay for USC	€2,000.00
USC paid	€866.00
Employee PRSI paid	€887.00
LPT deducted	€97.00

**Payroll details**  
 These are your payroll details for this job or pension for the current tax year. If you have any queries with the figures reported below, please contact your employer/pension provider.

Pay date	Gross pay	Pay for Income Tax	Income Tax paid	Pay for USC	USC paid	Employee PRSI paid	LPT deducted	Action
16/01/2019	€2,500.00	€1,000.00	€87.00	€1,000.00	€856.00	€877.00	€87.00	<a href="#">View</a>
01/01/2019	€1,000.00	€1,000.00	€100.00	€1,000.00	€10.00	€10.00	€10.00	<a href="#">View</a>

### 4. Example of employee payroll submission information

Revenue **PAYE Services** Gaeilge Sign out My Documents

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**Payroll submission**  
 These are the details as submitted to Revenue.

**Job or pension details**

Employer/pension provider's name: Sara-er-osinski

Employer/pension provider's number: [redacted]

Employment ID: 2

Pay frequency: Monthly

**Pay and deductions**

Pay date: 16/01/2019

Gross pay: €2,500.00

Pay for Income Tax: €1,000.00

Income Tax paid: €87.00

Income Tax calculation basis: Week 1

USC status: Ordinary

Pay for USC: €1,000.00

USC paid: €856.00

PRSI exempt: No

**PRSI classes**

PRSI class: A1

Number of insurable weeks: 0

Pay for employee PRSI: €1,000.00

Employee PRSI paid: €877.00

Pay for employer PRSI: €1,000.00

Employer PRSI paid: €877.00

LPT deducted: €87.00

**Reference details**

Payroll run reference: PR-20190211-1134592

Submission ID: 1

Line item ID: 1

**Other pay and deductions**

No other pay and deductions

Revenue PAYE Services

Payroll submission

These are the details as submitted to Revenue.

**Reference details**

These are the details which your employer/pension provider would have included in the payroll submission. If you have any queries with the figures reported, you can quote these details to your employer/pension provider.

Close

**Other pay and deductions**

No other pay and deductions

PRSI class	AI
Number of insurable weeks	0
Pay for employee PRSI	€1,000.00
Employee PRSI paid	€877.00
Pay for employer PRSI	€1,000.00
Employer PRSI paid	€877.00
LPT deducted	€87.00

6. Example of an employee's employment where no payroll submissions have been made.

Revenue PAYE Services

Your job/pension

These payroll details reflect any submissions made by your employer/pension provider up until the last return date. [Learn more](#)

**Job or pension details**

Name of employer/pension provider: Sara-er-sipes

Employer/pension provider's number: -

Employment ID: -

Start date: 01/01/2014

Status: Active

Directorship: -

[Add](#)

**Pay and tax details Year To Date (YTD)**

There are no pay and tax details on record