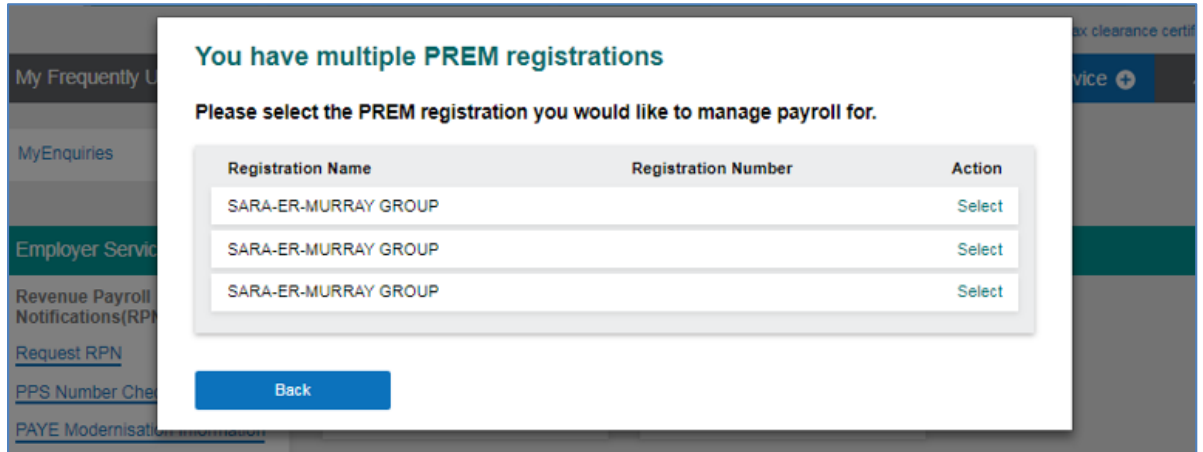


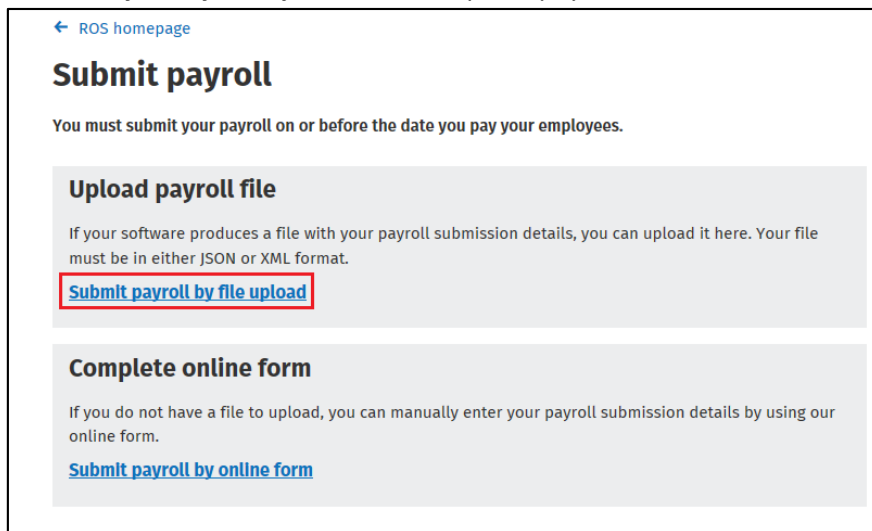
Submitting payroll by file upload

- Click on **'Submit Payroll'** 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.



- Click on **'Submit Payroll by file upload'** in the 'Upload payroll file' section.



- Click **'Browse files'**.
- Browse to the location where you saved the file from your payroll software.
- Click on the file name, then click **'Open'**.

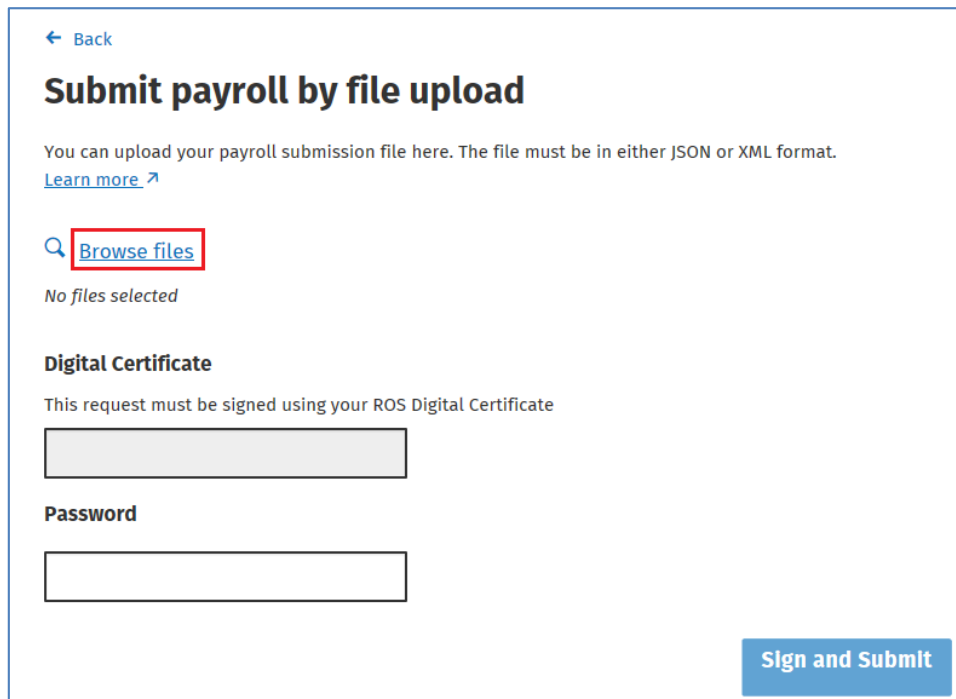
The file name will then be displayed under 'Selected files'.

A 'Remove' link will display beside the file where you can remove that file if you have selected an incorrect file.

Please note, you can only submit one payroll submission at a time. There is also a 10MB size limit on files. If your file is greater than 10MB please consult your payroll provider.

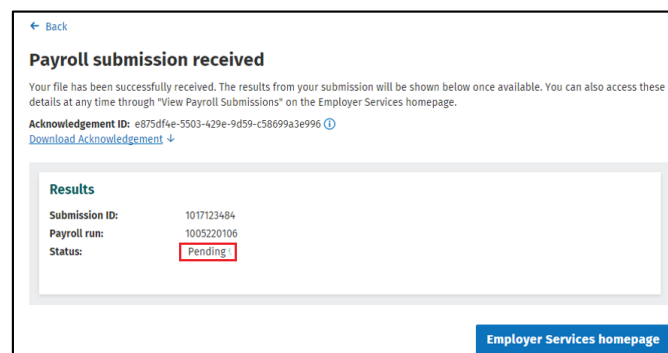
Payroll submissions in xml format may be broken into batches of more than one file (by your payroll). All batches must be uploaded within 60 minutes for processing to start.

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



The screenshot shows a web form titled "Submit payroll by file upload". At the top left is a "Back" link. Below the title, there is a text box explaining that the file must be in JSON or XML format, with a "Learn more" link. A "Browse files" button is highlighted with a red box. Below it, it says "No files selected". There are two input fields: "Digital Certificate" and "Password". At the bottom right is a blue "Sign and Submit" button.

After the payroll submission file has been accepted and while the file is being processed the status displays as 'Pending'.



The screenshot shows a confirmation page titled "Payroll submission received". It states that the file has been successfully received and that results will be shown once available. It provides an "Acknowledgement ID" and a "Download Acknowledgement" link. Below this is a "Results" section with a table:

Results	
Submission ID:	1017123484
Payroll run:	1005220106
Status:	Pending

At the bottom right is a blue "Employer Services homepage" button.

Once the payroll submission results are returned, a payroll submission response file will be automatically downloaded. The downloaded file will have the same name as the file you uploaded but with _response at the end of the file name.

For example: payrolljan2019_response

The response file contains full details of your payroll submission.

When the results of the payroll submission are generated, the status of the results will change from 'Pending' to 'Completed'.

[← Make a new submission](#)

Payroll submission received

Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through "View Payroll" in the Employer Services section on ROS.

Acknowledgement ID: db10e6bd-42f0-4367-a59a-06119a8355b1 ⓘ

[Download acknowledgement](#) ↓

Results

Submission ID: sub_25
Payroll reference: August1066
Status: Completed ✓

The response file for your payroll software has been automatically downloaded. This may be in your downloads folder.

PAYE deductions

Income Tax:	€800.00
PRS:	€440.00
USC:	€60.00
LPT:	€130.00

Submission items

Active:	2
Warnings:	0
Deleted:	1
Invalid:	0

[View payroll run](#)

[ROS homepage](#)