

Keeping Payroll Records

Under the law all employers including schools must keep records relating to all employees for whom PAYE/PRSI contributions are paid. The following details (where applicable) must be recorded at or before the time wages are paid:

- The amount of each payment of earnings made to each employee during the year
- The PAYE paid by the employee for each such payment
- The PRSI contribution paid by the employee for each such payment and the total (employer's and employee's) contribution which you must pay over to the Collector-General,
- Start and end dates of employment within any income tax year,
- The contribution class that applies to each employee at the start of each contribution year (or when the employment began),
- The number of weeks of insurable employment for each employee in any income tax year, and
- Where a change of contribution class occurs during the year, the new contribution class or subclass and the number of weeks of insurable employment at each of the different rates. You must keep these records for a period of **six years after the end of the income tax year** to which they refer and you must, on request, make them available for inspection by authorised officers of the Revenue Commissioners or of the Department of Social and Family Affairs. The records can be kept either on a manual or computer system. The Revenue authorities are in the process of phasing out the current Tax Deduction cards.