

PAYE Modernisation Community and Comprehensive Schools

August 30th 2018

Background & Design Principles

Why modernise PAYE?

Changing nature of:

- Employments
- Payroll
- Information and communications technology
- Expectations

PAYE Modernisation



Seamless integration into payroll

Minimize employer cost to comply

Abolition of P30s, P45s, P46s, P60, End of Year Returns

Right tax paid on current due dates

Time savings



Simplified online services

Maximise use of entitlements

Automatic end of year review

Real time accurate data

Transparency



Statutory in-year employer return

Making compliance easier

Accurate up to date income details

Reduced customer contacts

Timely targeted interventions

Context

Employee/Employer Statistics May 2018

Employees

- 2.8m active employments (includes pensions)
- 256,000 employees >1 live employment
- Multiple employments with the same employer

Employers

- 219,000 employers
- 111,000 employers with ≤ 5 employees
- 98% File through ROS

PAYE: Current Employer Obligations

Paying Employees & Reporting

- 1. Apply the latest P2C
- 2. Calculate tax to be deducted (IT, USC, PRSI & LPT)
- Provide the employee with a payslip that shows the pay and deductions made
- 4. P45 / P46 for every employee starting or leaving employment with them
- 5. Each month / quarter submit a P30 and payment
- 6. By February of the following year complete a P35 with the associated listings for all employees

Legislative Framework – Finance Act 2017

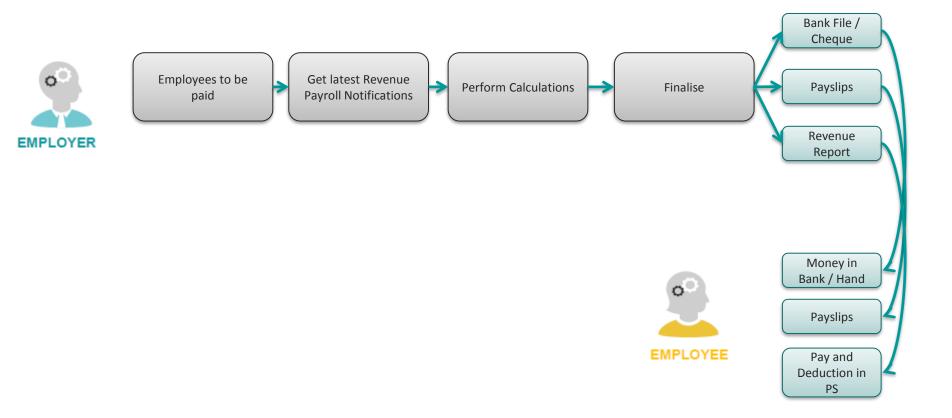
Legislation – Finance Act 2017

The legislative provisions have been passed into law governing the changes these include:

- Revenue Payroll Notification (RPN)
- Payroll submissions on or before each payroll run by employers
- Monthly statement issued by Revenue deemed a return by the 14th.
- Persistent Technology Failure
- Direct Debit/Variable Direct Debit

High Level Design and Process Flows

Seamless integration of reporting into the payroll process



Abolition of P30s, P45s, P46s, P60, End of Year Returns

- Statement issued to employer each month with total tax due based on submissions
- Statement deemed as return if no corrections made by return due date
- New employees (P45/P46) set up in payroll and Revenue Payroll
 Notification requested will commence the employment
- Payroll submissions by employers will include commencement and cessation dates
- End of Year Returns (P35) each month stands as a statutory return.
 No option to tidy up at year end
- For 2019 there will no longer be an obligation on employers to provide
 P60 to employees

Payroll Reporting Options

Direct Payroll Reporting

On starting the payroll for a given payroll run the software will:

- Request Revenue Payroll Notifications (RPN) for all employees that have been amended since last payroll run
- Request RPNs for any new employees who have not been paid before
- Revenue will allocate credits based on most up to date information available for that employee

Run Payroll

 Payroll software will use the details returned in the RPN to calculate statutory deductions for each employee

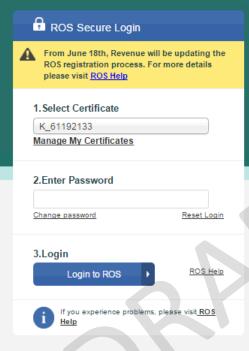
 If new employees are added at this stage the software will request a new RPN for that employee

Complete / Finalise Payroll

- Payroll software will send Revenue details of each employee with their pay and statutory deductions.
- Start and end date for an employee are sent as part of the payroll submission
- Revenue sends an instantaneous acknowledgement that submission is received
- Revenue send payroll software a response containing any errors and the total liability for that payroll submission

ROS Payroll Reporting





Revenue Online Service

Revenue Online Service (ROS) enables you to view your own, or your client's, current position with Revenue for various taxes and levies, file tax returns and forms, and make payments for these taxes online in a variety of ways.

Useful Links

View Latest Revenue News

EU VAT Customers

ROS Offline Application

ROS Developer Support

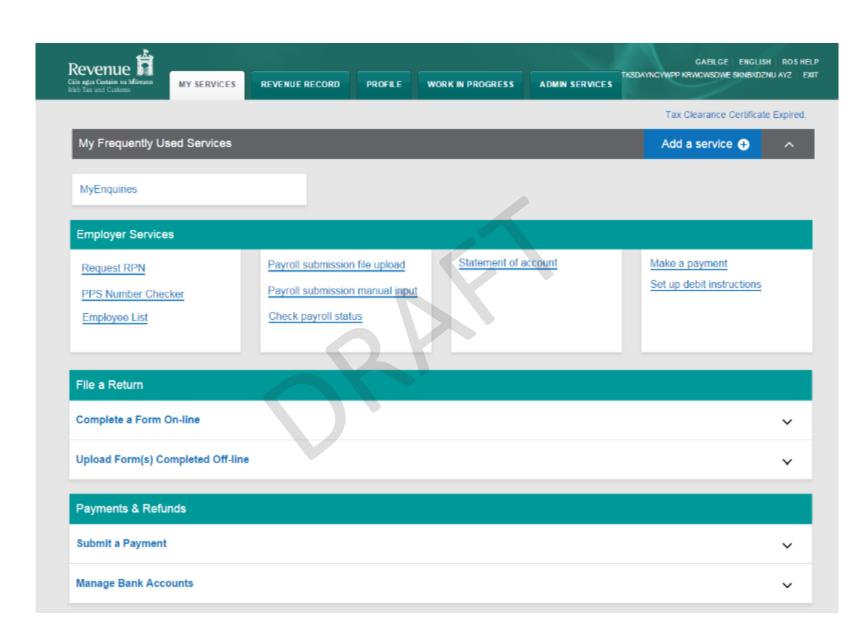
ROS Compatible Third Party Software

Digital Certificate for Emails

ROS Registration changes - upcoming developments

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RPN request

Request RPN



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Request Revenue Payroll Notifications (RPNs)

You must always ensure that payroll is run based on the most up to date RPNs. You can request RPNs for your employees by uploading a request file or by completing our online form. Learn more

Upload request file

If your software produces an RPN request file, you can upload it here. Your file must be in either JSON or XML format. Separate files should be uploaded for existing or new employees.

Request RPNs by file upload

Complete online form

If you do not have a file to upload, you can request RPNs for your existing or new employees using our online form.

Request RPNs by online form

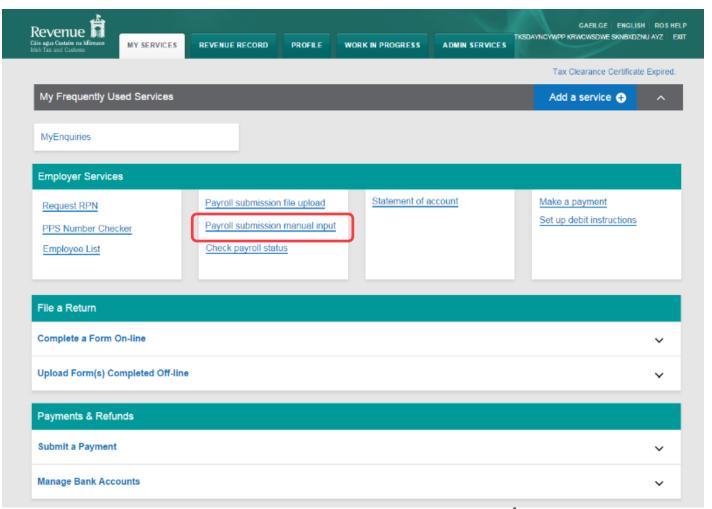
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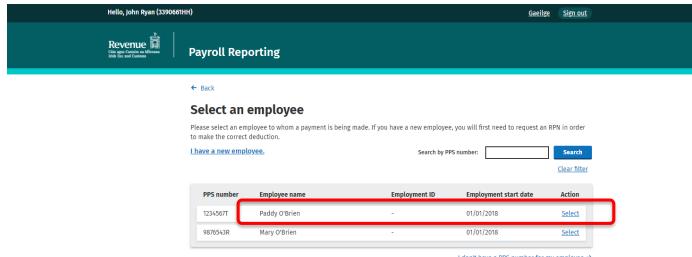
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Submit payroll by online form



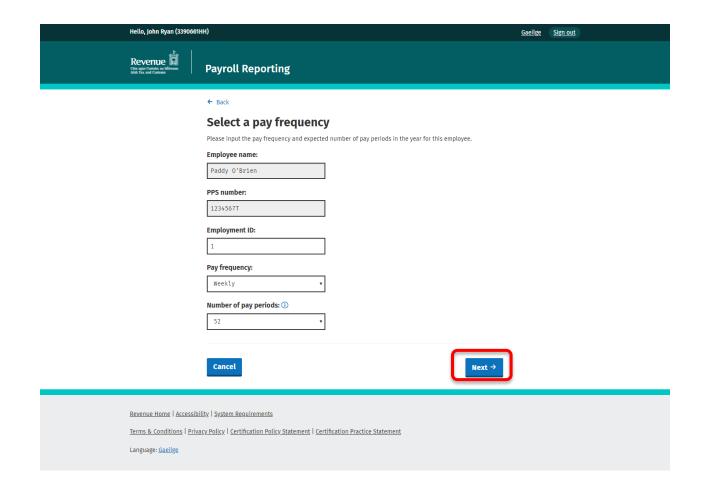


I don't have a PPS number for my employee \rightarrow

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Hello, John Ryan (3390661HH) Gaeilge Sign out



Payroll Reporting



Submission item

Tax credits & rate bands

These are the most up to date tax credits and rate band information for this employment, which must be used when calculating pay & tax. Learn more

 RPN Number
 1
 RPN issue date
 0.5/04/2018

 Income tax calculation basis
 Cumulative
 Yearly Tax Credits
 €4,950.00

 Tax Rate 1
 20%
 Yearly standard rate cut off point
 €43,550.00

 Tax Rate 2
 40%
 40%
 40%

To help you complete your submission item, we have included certain information from your Revenue record. Please complete and confirm all fields below, updating as necessary.



Pay & deductions			Update
Pay date		Gross Pay	
Pay for Income tax		Income Tax paid	-
Pay for USC	-	USC Paid	
Pay for Employee PRSI	-	Employee PRSI paid	-
Pay for Employer PRSI	-	Employer PRSI paid	-
		LPT Deducted	-
			confirm these details are correct

Other details			3	Update
Gross medical insurance paid by employer	-	Share based remuneration	-	
Taxable benefits	-			
Taxable lump sum	-	Non-taxable lump sum	-	
Pension tracing number 1	-			
Employer contribution to RBS scheme	-	Employee contribution to RBS scheme	-	
Employer contribution to PRSA scheme	-	Employee contribution to PRSA scheme	-	
Employee contribution to RAC scheme	-	Employee contribution to AVC scheme	-	
Employee contribution to ASC scheme	-			

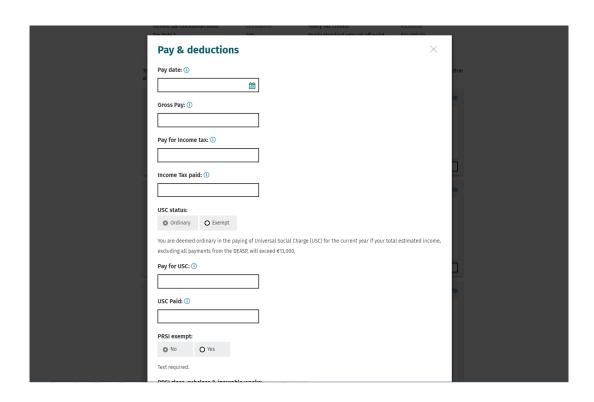


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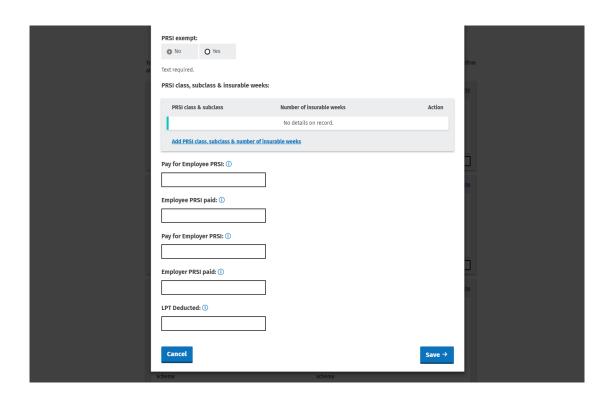
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Online Manual Submission



Online Manual Submission



Hello, John Ryan (3390661HH) Revenue

Payroll Reporting



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Submission item

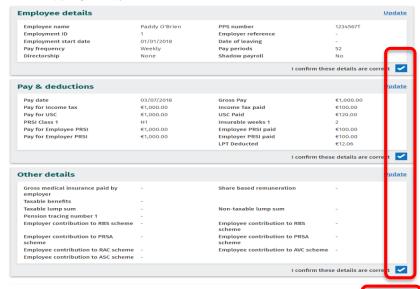
Tax credits & rate bands

These are the most up to date tax credits and rate band information for this employment, which must be used when calculating pay & tax. Learn more

Gaeilge Sign out

RPN Number RPN issue date **Yearly Tax Credits** €4.950.00 Income tax calculation basis Cumulative Tax Rate 1 20% Yearly standard rate cut off point €43,550.00 Tax Rate 2 40%

To help you complete your submission item, we have included certain information from your Revenue record. Please complete and confirm all fields below, updating as necessary.



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Payroll submission form

Please confirm all details below before proceeding with your submission.

Submission items

The following submission items are ready for submission.

Search by PPS number:

Clear filter

PI	PS number	Employee name	Employment ID	Gross Pay	Income Tax	USC	PRSI	LPT	Total	Actions	
1:	234567T	Paddy O'Brien	1	€1,000.00	€100.00	€120.00	€200.00	€12.06	€432.06	<u>Edit</u> <u>Remove</u>	

Add additional submission items →

Submit →

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Hello, John Ryan (3390661HH)

Revenue

Gaeilge Sign out

Payroll Reporting

Payroll Reporting



Thank you

Your payroll run reference is: PR-20180629-1559199

Your submission ID is: 1

You can view details of your payroll run and submission using the "View payroll" screens.

Return to ROS

View payroll run

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View Payroll Run



Employer Services



View payroll Make a new submission



Recent payroll runs

The following payroll runs were recently submitted / updated.

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PREM reg no.: 08001695RH <u>Gaeilge</u> <u>Sign out</u>



Employer Services

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View payroll Make a new submission



Recent payroll runs

The following payroll runs were recently submitted / updated.

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Payroll run

These are your payroll run details. Please download the payroll run summary for further information.

Payroll reference: run12345

 $\underline{\text{Download payroll run summary}} \ \pmb{\downarrow}$

Payroll run details

Status: Processed

Last updated: 24/05/2018

Tax year: 2018

Total PAYE deductions

Income Tax: €13,500.00

PRSI: €18,000.00 USC: €3,560.00 LPT: €2,500.00

Submission summary

Active items: 50

Payroll submissions: 1

^ Recent submissions

Date submitted	Submission ID	Active items	Warnings	Deleted items	Invalid items	Income Tax	PRSI	USC	LPT	Status	Action	
24/05/2018	submission12345	50	0	0	7	€13,500.00	€18,000.00	€3,560.00	€2,500.00	Completed	<u>View</u>	

Payroll submission

These are the results from your payroll submission. Please download the response file for further information.

Submission ID: submission12345

<u>Download payroll submission response</u> ↓

Submission results

Status: Completed

Payroll reference: run12345

Date submitted: 24/05/2018

Tax year: 2018

Total PAYE deductions

Income Tax: €13,500.00

PRSI: €18,000.00

USC: €3,560.00

LPT: €2,500.00

Submission items

Active: 50 Warnings: 0 Deleted: 0 Invalid: 7

^ Invalid items

These submission items were not processed and need to be corrected.

Submission ID	Line item ID	PPS number	Employment ID	Employer reference	Income Tax	PRSI	USC	LPT
submission12345	LineItem1_bret qsndwu_44923	07005176LA	325	kxtjeifkdp6223 6	€270.00	€360.00	€71.20	€50.00
submission12345	LineItem1_bihe cpadnu_63384	07005176LA	325	ruqslqkpdu119 96	€270.00	€360.00	€71.20	€50.00



Statement





Welcome to your Online Statement of Account

This information is accurate as of 30/04/18 11:39 for PAYE-Emp only, as applicable. Please note returns/payments may take 3-5 working days to appear on this Statement.

Tax Type Details

PAYE-EMP

Registration Details

Period Details

The period details breakdown/search will show information from the previous seven complete tax years and the current tax year and is applicable to PAYE-EMP only.

Q Search

	Start Date	End Date	Payment Due Date	Liability €	Collections €	Balance € Statu	s Action
↓ 2019 ①	Action Requi	red					
→ Monthly Statement	01/04/2019	30/04/2019		414.00 *	0.00	0.00 Due	View/Accept
→ Monthly Return	01/03/2019	31/03/2019	23/04/2019	570.00	0.00	570.00 Accepted	View Return or Make Payment
→ Monthly Return	01/02/2019	28/02/2019	23/03/2019	0.00	0.00	0.00 Accepted	View Return
→ Monthly Return	01/01/2019	31/01/2019	23/02/2019	100.00	0.00	100.00 Deemed	View Return or Make Payment

^{*} Liability is only established when a statement has been accepted or deemed a return





Monthly Employer PAYE Return Submission (3390236PH)

This information is accurate as of 30/04/2018 10:43:14.

€	250.00
€	89.00
€	55.00
€	20.00
€	414.00
	€ €

Period Details	
Period:	01/04/2019 - 30/04/2019
Status:	DUE
Due Date:	14/05/2019

Q Payroll Details

Only payroll figures with pay dates in the selected month are included in this period's totals. To download the Return Summary for the period in XML format click here.

To download the Return Summary for the period in JSON format click here.

Declaration

I agree with the summary above.

The acceptance of this return certifies and declares that all the payroll data you submitted is complete and true and is an accurate reflection of the emoluments made to your employees in this period.

Submit 🗚



PPSN Checker

PPSN Checker

- Agents, employers and pension providers requested PPSN checker facility as part of the co-design with Revenue.
- Live in ROS from 12th April
- A maximum of 10 PPSNs can be checked at one time.
- Captcha used to protect from phishing and internal reports will be produced on usage
- Results is either that PPSN can be used for that employee or that you need to contact employee and confirm PPSN



PPS Number Checker

PPS Number Checker

← ROS Homepage

Enter the details required below to check that the PPS Number supplied is the correct PPS Number for your employee/pension recipient.

Click the Submit button to send the information to be checked against Revenue records.

To check additional PPS Numbers, click the Add Employee button.

A maximum of 10 PPS Numbers can be checked at any one time.

* indicates a mandatory field

Employee 1 × >	Employee 1	
	First name *	
	Surname *	
	PPS Number *	
	Address Line 1	
	Address Line 2	

County	/ Postcode		
		\neg	
Date of	Birth		
	$\neg \neg$		

Add Employee +

For security and data protection purposes, the information you supply is being monitored by Revenue. Your continued use of this service is subject to use for legitimate purposes i.e. to ensure you are supplying the correct PPS Number for each of your employees. Activity which suggests otherwise will result in the service being withdrawn.







PPS Number Checker

PPS Number Results



Employee	PPS Number		
Employee 1	6300066G	~	Valid Details
Employee 2	1234567T	×	Invalid Details

PPS Number Results

Employee

PPS Number

Valid details

Based on information held by Revenue, the PPS Number and details you have entered are valid.

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PPS Number Results

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Emplovee

PPS Number

Invalid details

Revenue is unable to validate the details you have supplied against our records.

Please verify details with your employee by checking against, for example Revenue correspondence quoting his/her PPS Number or Public Service Card.

X

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Stakeholder Engagement – Business Process

Net pay arrangement

- Net pay arrangements should not be agreed, they can leave the employer exposed to an additional liability due to reallocation of credits by the employee.
- If incorrect tax credits and rates are already allocated you as the employer could be liable for any shortfall with the possibility of the amount being re-grossed
- Always deduct tax based on the Revenue Payroll Notification
- Ensure that correct tax deductions are applied
- The RPN is available in real time –credit and rates available for that employee at payment time.

Operation of Payroll

 It is clear from the consultation to date that for some employers the focus on the end of year reporting may have contributed to in year payroll processing practices that are not fully in line with PAYE regulations.

 The real time reporting regime will make these visible and such processes will need to change.

Corrections

- While it is recognised that errors in payroll will occur, every effort should be made to ensure that submissions to Revenue are accurate and timely.
- If the information contained in the statement issued by Revenue is incorrect, there is a legal obligation on the employer to fix the relevant payroll submissions to ensure that the return reflects the correct liability for the month.
- This may require fixing incorrect submissions or submitting any outstanding payroll submissions.
- All data received, including corrections and the timing of submissions, will feed into Revenue's risk analysis systems.
- Employees must be easily able to reconcile their payslips with the data submitted to Revenue on their behalf.

List of Employees

- Revenue has commenced requesting that all employers submit an employee list via ROS. This will contain details of all employees currently working for the employer.
- The objective of the exercise is to ensure RPN's for 2019 are correct from the start of the year.
- This will then be followed up with a Revenue matching exercise.

List of Employees

- 3 tranches scheduled:
 - First tranche (Legal, accounting, management, architecture, engineering, technical testing and analysis)
 - Second tranche commenced August
 - Final tranche in September
- Employers/agents will be notified via banner in ROS
- E-Brief No. 137/18 issued on June 28th via Revenue.ie
- Employer Helpdesk will handle all issues and queries
 - Contact number: 1890 254 565

Stakeholder Engagement August – October 2018

External Stakeholder Engagement August – October 2018

	August
1st	PSDA
2nd	Paycheck Presentation- Drogheda
13th	External Stakeholders
14th	CAI-Mayo
15th	Mazars / Institute of Directors
17th	Declan O'Callaghan Accountants Ennis
23rd	Mazars Event
23rd	CIF Event
28th	BDO Seminar Limerick
29th	CIF Event
30th	INTO Dublin
30th	Hardiman Wallace Accountants Network
30th	C&C Schools
31st	Paul McGonigle Event Donegal

	September
3rd	CIMA-Limerick
3rd	CIMA-Cork
3rd	CIMA-Waterford
3rd	PSDA- Dublin
4th	PMod Thesaurus Webinar
4th	Pimbrook/ Waterford Chamber of Commerce- Waterford
5th	PMod Thesaurus Webinar
5th	IPPN Briefing- CityWest
5th	CoreHR Conference- Dublin
5th	FOOD- Dublin
5th	PKF Payroll
6th	PMod Thesaurus Webinar
6th	CIMA-Galway

7th	Institute of Legal Accountants
11th	IFA Cork West
11th	ITFUEL Sage Monaghan
11th	SkillNet Carlow & Kilkenny
12th	PSDA- Dublin
13th	Accountants Conference
17th	External Stakeholders-Dubli
17th	IFA Cork Central
18th	Ploughing championships- Offaly
19th	СРА
19th	Ploughing championships- Offaly
20th	Ploughing championships- Offaly

September

October				
3rd	PSDA Dublin			
15th	External Stakeholders- Dublin			
18th	SAP SIG User Group - Dublin			
17th	Pimbrook & Fingal Chamber			
18th	SAP User Group- Dublin			
24th	PSDA Dublin			

External Change Management

- Letters have issued to all employers advising of the PAYE Modernisation changes.
- Revenue presentations at outreach events focussing on employers and agents
- National Compliance Imperatives focus on PREM.
- All interventions with employers used as opportunity to make them aware of PAYE Modernisation

External Change Management

- Review of 2017 P35L data and employers and employees are receiving new P2C and TCC where they were not registered
- Employer customer service visits by District staff
 commenced in May and will continue to end of 2018
- Media and advertising campaign (Sept to Dec)
- Revenue Regional Seminars (Sept/Oct)

Preparing for PAYE Modernisation

Getting Ready

- Have you the right Personal Public Service (PPS) number for all your employees?
- Have you registered your employees with Revenue?
- Have you an up-to-date tax credit certificate for all your employees?
- Have you completed the P45 process for any employees who have stopped working for you?
- Have you adequate controls in place to ensure that benefits/notional pay are being accurately calculated during the year?
- Are you aware of your duties as an employer at the end of the year?

Revenue Regional Seminars

Revenue Regional Seminars

- Regional seminars taking place throughout Sept/Oct
 2018
- Free to attend
- Demonstration screens
- Employers should request to attend on Revenue.ie

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Popular topics

Tax credits, reliefs and exemptions

Health expenses

Emergency tax

LPT - What to do in 2018

PAYE modernisation - Employer Seminar

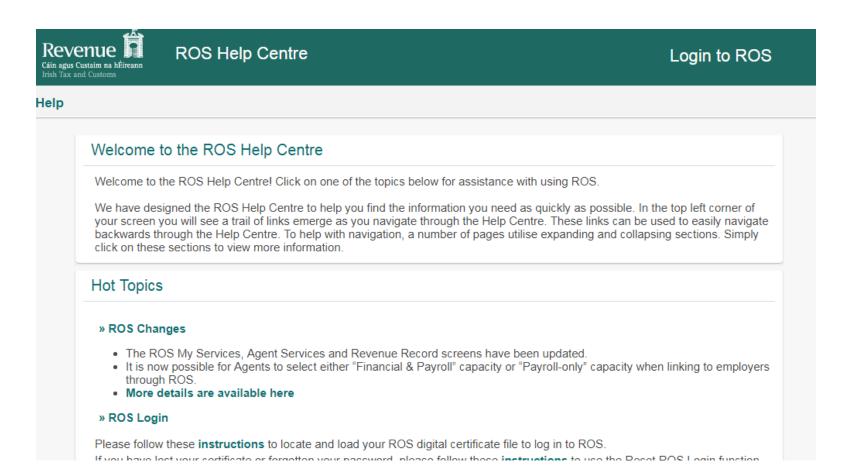
Employers register your interest now.

Read more... →

Information

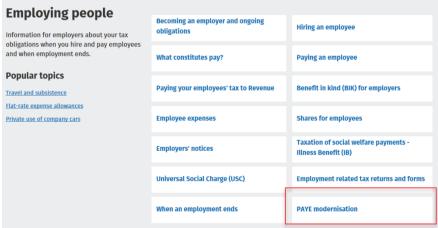
Information

ROS Help Centre: https://www.ros.ie/helpcentre/help.html?lang=en



Information

Regular updates on revenue.ie



- Monthly external stakeholder update meetings
- Questions\feedback to

payemodernisation@revenue.ie