

Employer Submission Technical Workshop: Corrections

10th April 2017

Consultation Report

Executive Summary – Key Challenges

- The proposed move of PAYE reporting from the current yearly basis to a real time basis is a fundamental change, in both philosophy and practical application, for Revenue and employers and brings significant challenges for both parties.

Executive Summary – Employer Key Challenges

- For employers the introduction of real time reporting will necessitate changes in their current salary payment practices which are based on an end of year reporting obligation.
- Employers will need to focus on the **quality** and **accuracy** of the data they will provide to Revenue on each pay day.
- Employees will have full visibility of all data employers report to Revenue in real time on their behalf which if not accurate will lead to increased customer contacts for both employers in the first instance and possibly also for Revenue.

Executive Summary – Revenue Key Challenges

- Revenue will need to respond in real time to employer reporting and underlying PAYE compliance issues.
- Revenue will also need to extend its ICT infrastructure to handle the scale and volume on a continuous basis.

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.
- Employees must be easily able to reconcile their payslips with the data submitted to Revenue on their behalf.
- All data received, including corrections and the timing of submissions, will feed into Revenue's risk analysis systems.

Agenda

1	Submission Items - Update
2	Technical Message Flows - Recap
3	Corrections to Line Items
4	Corrections to a Full Submission
5	Corrections to all data items
6	AOB

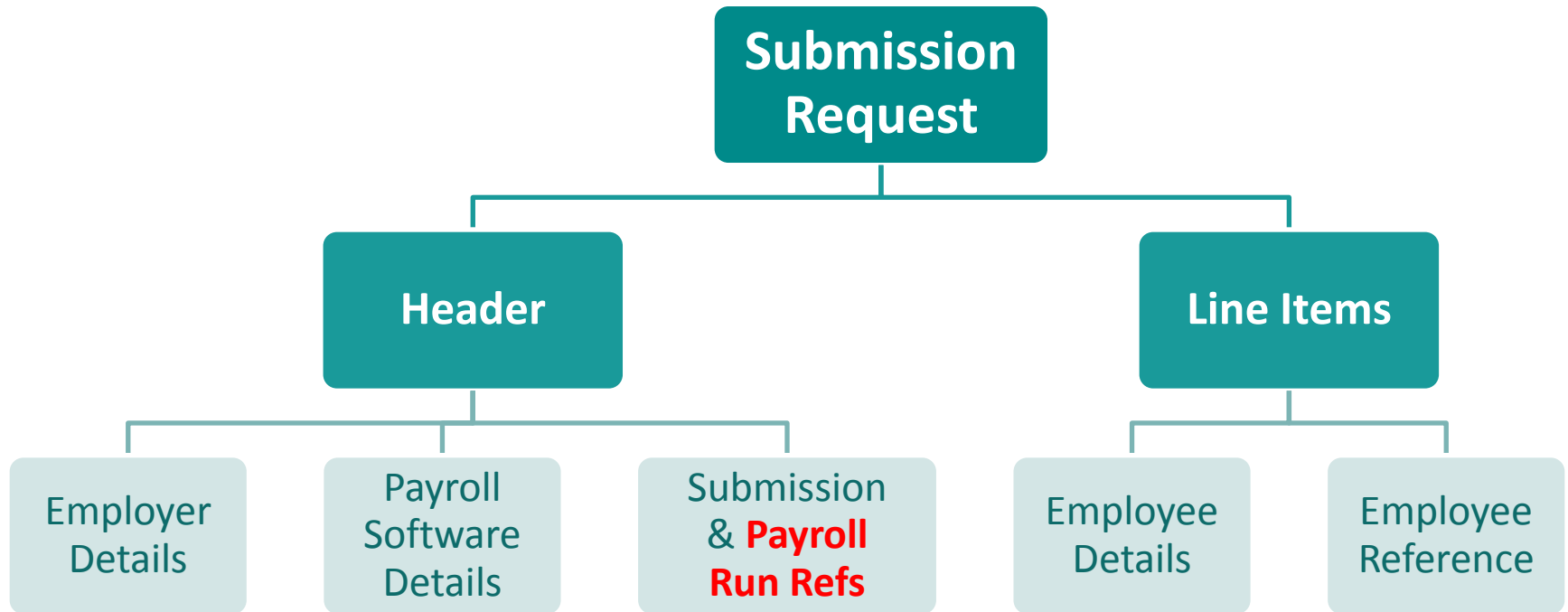
Please Note

- Based on further analysis and feedback from PSDA, changes have been made to the approaches proposed in the last technical workshop on 20th March
- Data Items not finalised – only items relevant to this discussion included
- Not all technical considerations finalised at this stage

1. Submission Items - Update

- Outlining changes to submission items
- The changes are to allow for proposed updates to:
 - Submission flows
 - Corrections

Review: Submission Request



Submission: Key Technical Data Items (Header)

Level	Data Item	Description and validation	Context
Header	Employer Number	Employer's (PAYE/PRSI) Tax Registration	Jointly used to uniquely identify employer's individual submission
	Message ID	Unique technical message identifier for submission	
	Submission Type	Possible Values: <ul style="list-style-type: none">• Original• Deletion• Correction	
	Payroll Run Reference	Reference to a particular payroll run for an employer	Used to manage reporting of totals and errors per payroll run

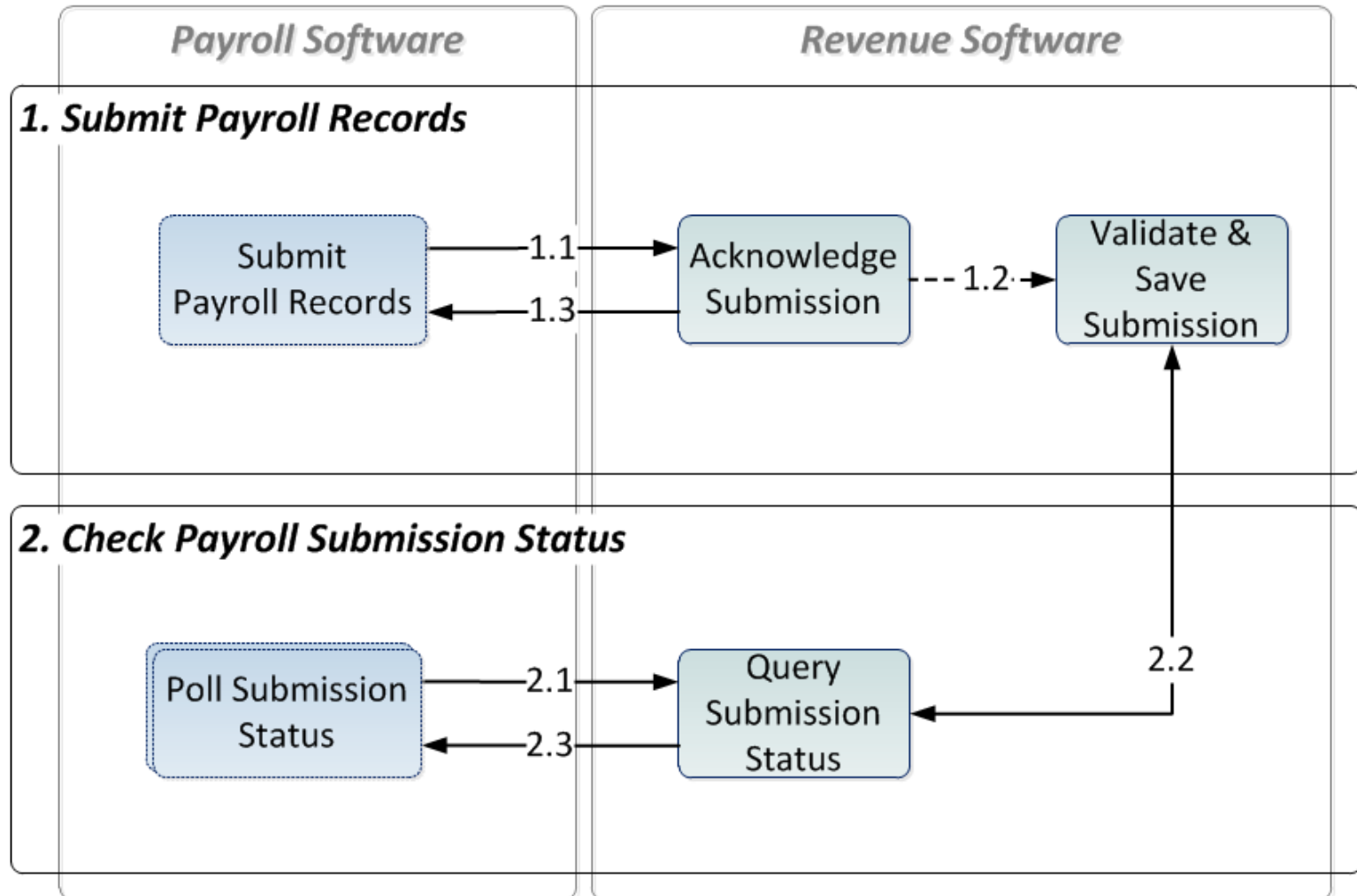
Submission: Key Technical Data Items (Line Items)

Level	Data Item	Description and validation	Context
Line Item	Line Item ID	Unique reference to line item across submissions for a given payroll run	Used to identify line items to delete from previous submission for corrections
	Employment Unique Identifier	Unique identifier for a given employment for an employee	Used to uniquely identify employment across submissions for the same payroll run

2. Technical Message Flows - Recap

- Recap of technical flows discussed on 20th March
- Including details and examples of:
 - Payroll Submission technical flow
 - Batch Payroll Submission technical flow

Payroll Submission Technical Flow



Example Submission Request Data

1. Submit Payroll Records (Original) / Pay Event 2

Header

Field	Employer Number	Message ID	Payroll Run Ref	Submission Type
Example	1234567T	0101	SITE1-WEEK2	Original

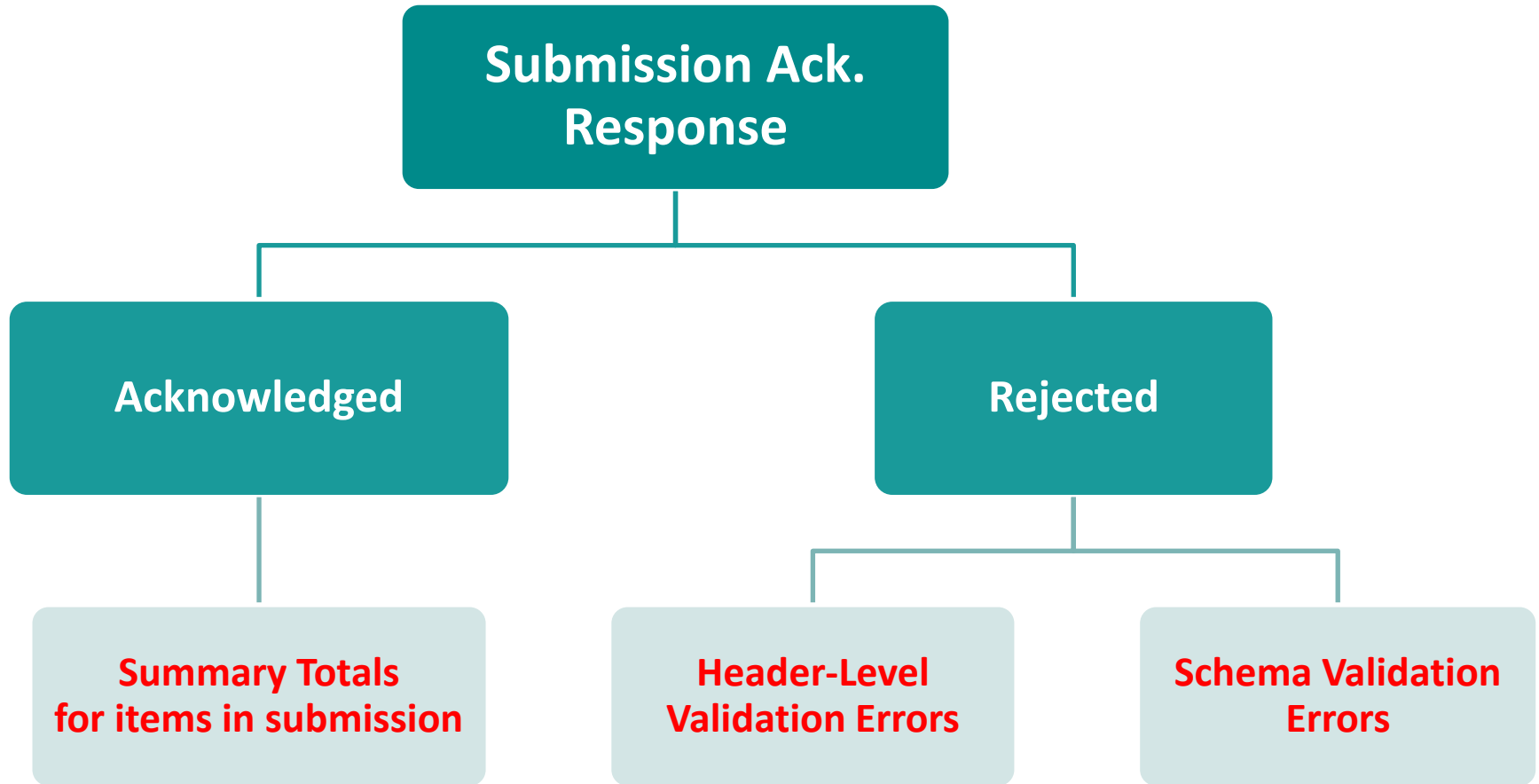
Line Items to Add

Field	Line Item ID	Employee PPSN	Employment Unique ID	Pay
Examples	E1-v1	1111111D	E1	€300
	E2-v1	2222222A	E2	€300

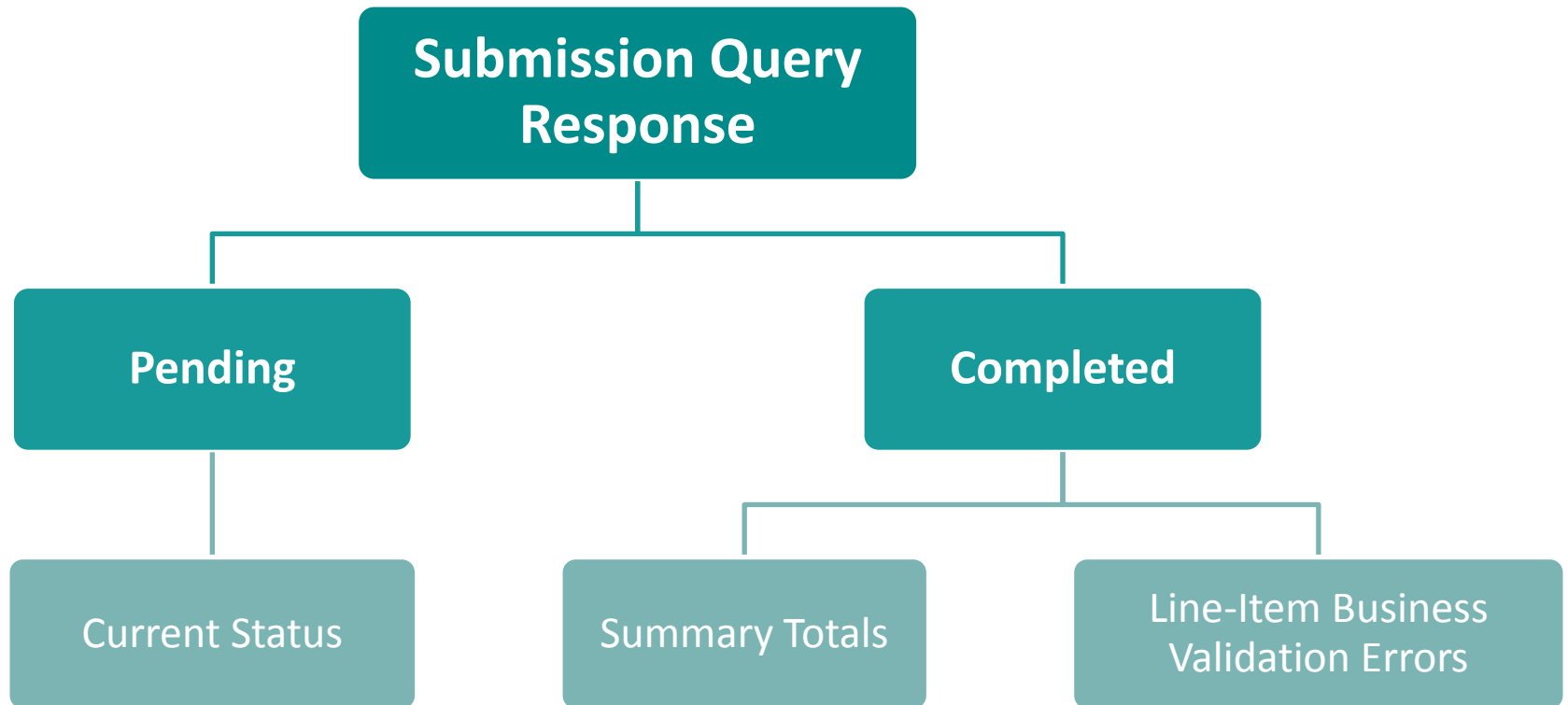
Response Details

- Acknowledgment response (1.3)
 - This will indicate if request acknowledged or rejected
 - Will also contain either validation errors or summary totals
- Polling response (2.3)
 - Will indicate if submission is pending or has completed processing.
 - If completed, will contain totals for valid line items and business errors for invalid line items.

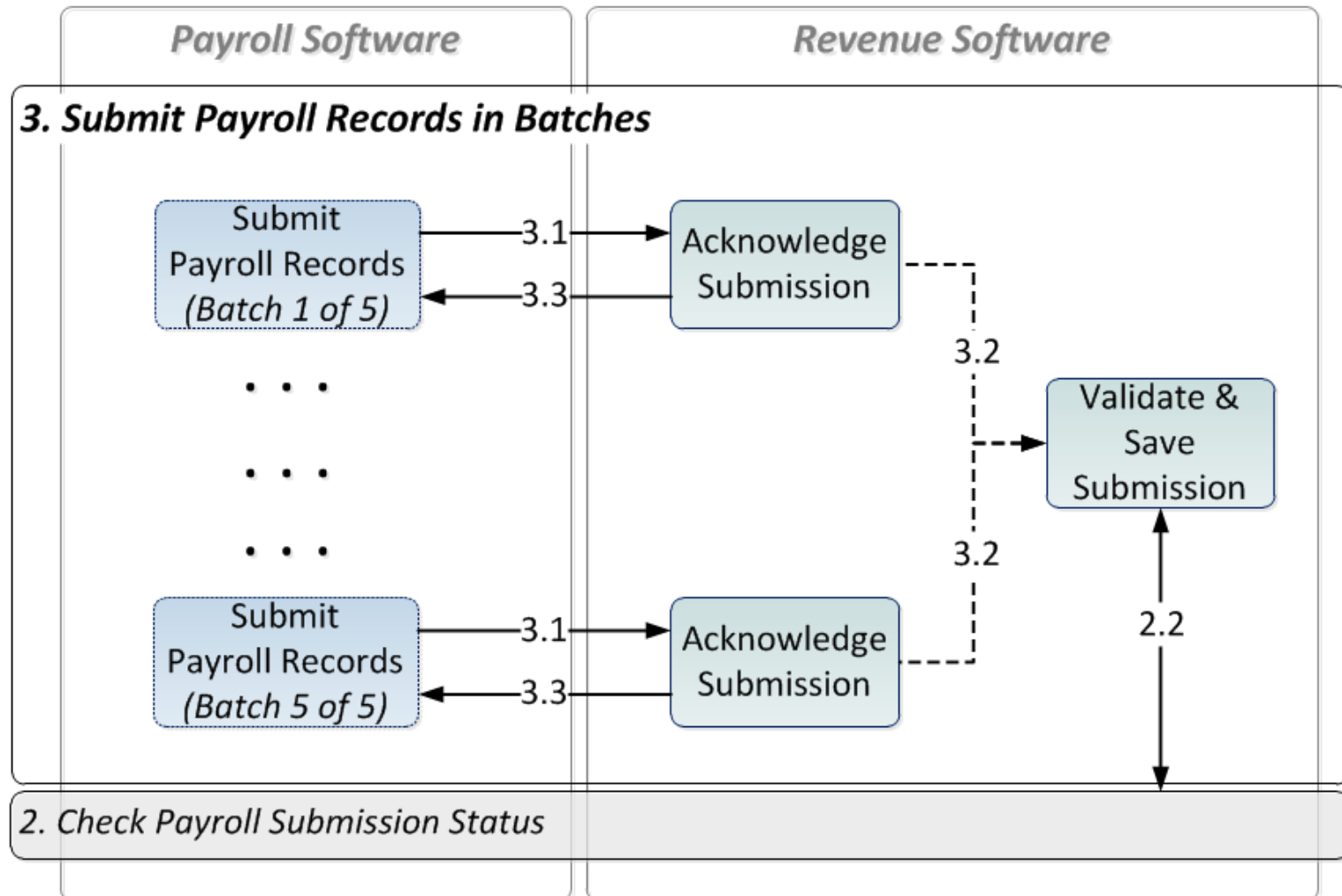
Submission Acknowledgment Response Structure



Submission Query Response Structure



Batch Payroll Submission Technical Flow



Example Batch Request Data (1 of 2)

1. Submit Payroll Records (Original) / Pay Event 2

Header

Field	Employer Number	Message ID	Batch Sequence No.	Total in Batch	Payroll Run Ref	Submission Type
Example	1234567T	0101	1	5	SITE1-WEEK2	Original

Line Items to Add

Field	Line Item ID	Employee PPSN	Employment Unique ID	Pay
Examples	E1-v1	1111111D	E1	€300
	E2-v1	2222222A	E2	€300

Example Batch Request Data (2 of 2)

1. Submit Payroll Records (Original) / Pay Event 2... continued

Header

Field	Employer Number	Message ID	Batch Sequence No.	Total in Batch	Payroll Run Ref	Submission Type
Example	1234567T	0101	5	5	SITE1-WEEK2	Original

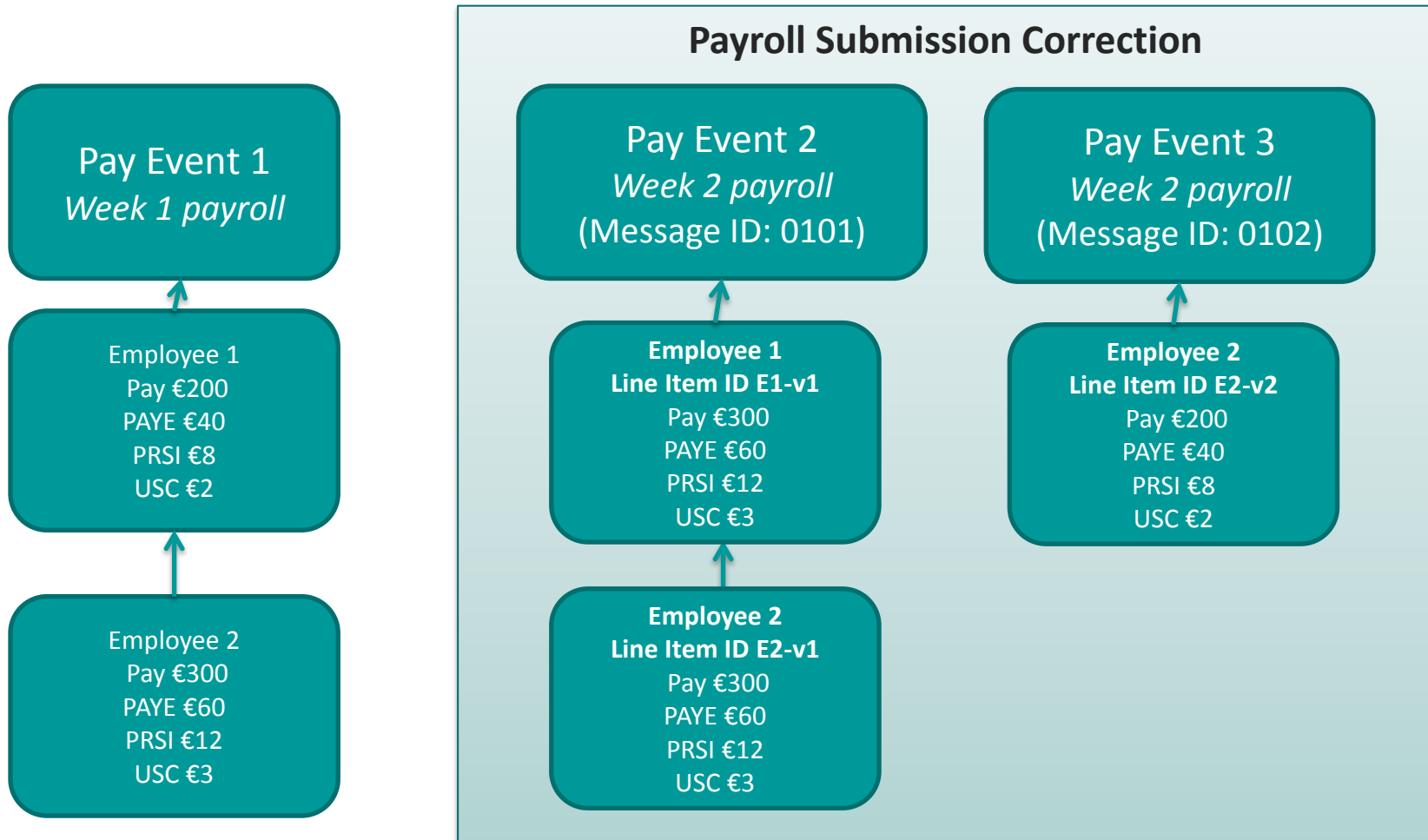
Line Items to Add

Field	Line Item ID	Employee PPSN	Employment Unique ID	Pay
Examples	E10000-v1	4444444K	E10000	€300
	E10001-v1	8888888Y	E10001	€300

3. Corrections to Line Items

- Detailing proposed approach to cater for line-item corrections
- Also detailing example where multiple corrections required to same employee payroll record in a payroll run
- Finally, introducing querying based on Payroll Run

Employee paid correctly - error in Submission



Payroll event 1 Payroll Software sends payroll event 1.

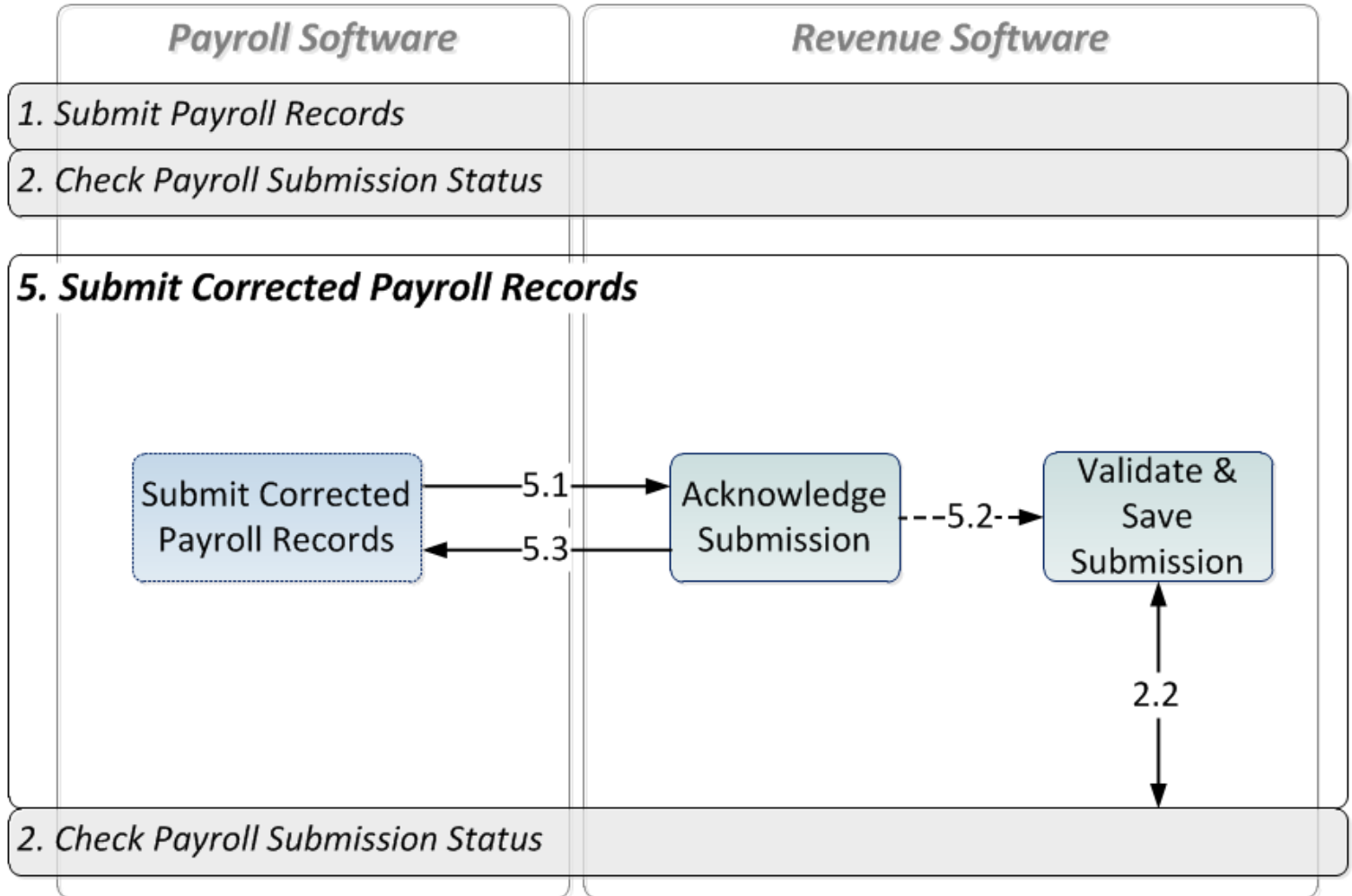
Payroll event 2 Payroll Software sends payroll event 2. Employee 2 was paid €200 but it was reported as €300

Payroll event 3 Payroll Software sends payroll event 3 with correct pay for Employee 2

Technical Flow

Pay Event 2

Pay Event 3



Example Request Data #1

1. Submit Payroll Records (Original) / Pay Event 2

Header

Field	Employer Number	Message ID	Payroll Run Ref	Submission Type
Example	1234567T	0101	SITE1-WEEK2	Original

Line Items to Add

Field	Line Item ID	Employee PPSN	Employment Unique ID	Pay
Examples	E1-v1	1111111D	E1	€300
	E2-v1	2222222A	E2	€300

Example Request Data #2

5. Submit Corrected Payroll Records / Pay Event 3

Header

Field	Employer Number	Message ID	Payroll Run Ref	Submission Type
Example	1234567T	0102	SITE1-WEEK2	Correction

Line Items to Delete

Field	Line Item ID
Example	E2-v1

Line Items to Add

Field	Line Item ID	Employee PPSN	Employment Unique ID	Pay
Examples	E2-v2	2222222A	E2	€200

Multiple Corrections

- Follow-on from previous example
- Add scenario where an additional correction required to the pay amount for Employee 2
- Also outlining sequence in which submissions could be received by Revenue

Example Request Data #3

5. Submit Corrected Payroll Records / Pay Event 4 (**Extra Event**)

Header

Field	Employer Number	Message ID	Payroll Run Ref	Submission Type
Example	1234567T	0103	SITE1-WEEK2	Correction

Line Items to Delete

Field	Line Item ID
Example	E2-v2

Line Items to Add

Field	Line Item ID	Employee PPSN	Employment Unique ID	Pay
Examples	E2-v3	2222222A	E2	€100

Submission Sequencing

Pay Event 2 / Message ID 0101 (Original Submission)

Action	Line Item ID	Employment Unique ID	Pay
Add Line Item	E2-v1	E2	€300

Pay Event 3 / Message ID 0102 (Correction Submission #1)

Action	Line Item ID	Employment Unique ID	Pay
Delete Line Item	E2-v1		
Add Line Item	E2-v2	E2	€200

Pay Event 4 / Message ID 0103 (Correction Submission #2)

Action	Line Item ID	Employment Unique ID	Pay
Delete Line Item	E2-v2		
Add Line Item	E2-v3	E2	€100

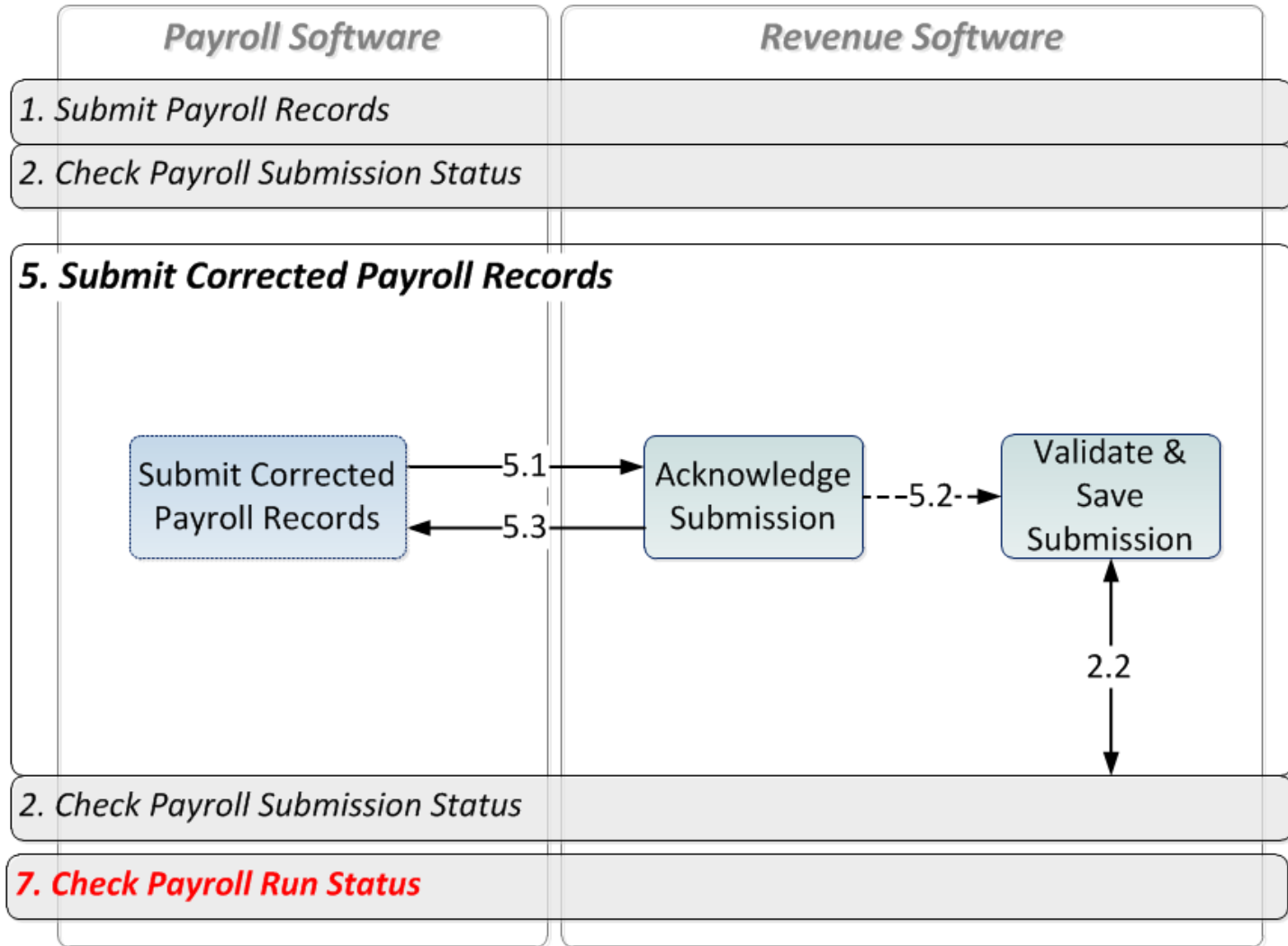
Note: As each line item has a unique reference for a given payroll run, Revenue will be able to manage submissions received out of sequence (i.e. Pay Event 4 processed before Pay Event 3).

Payroll Run Query

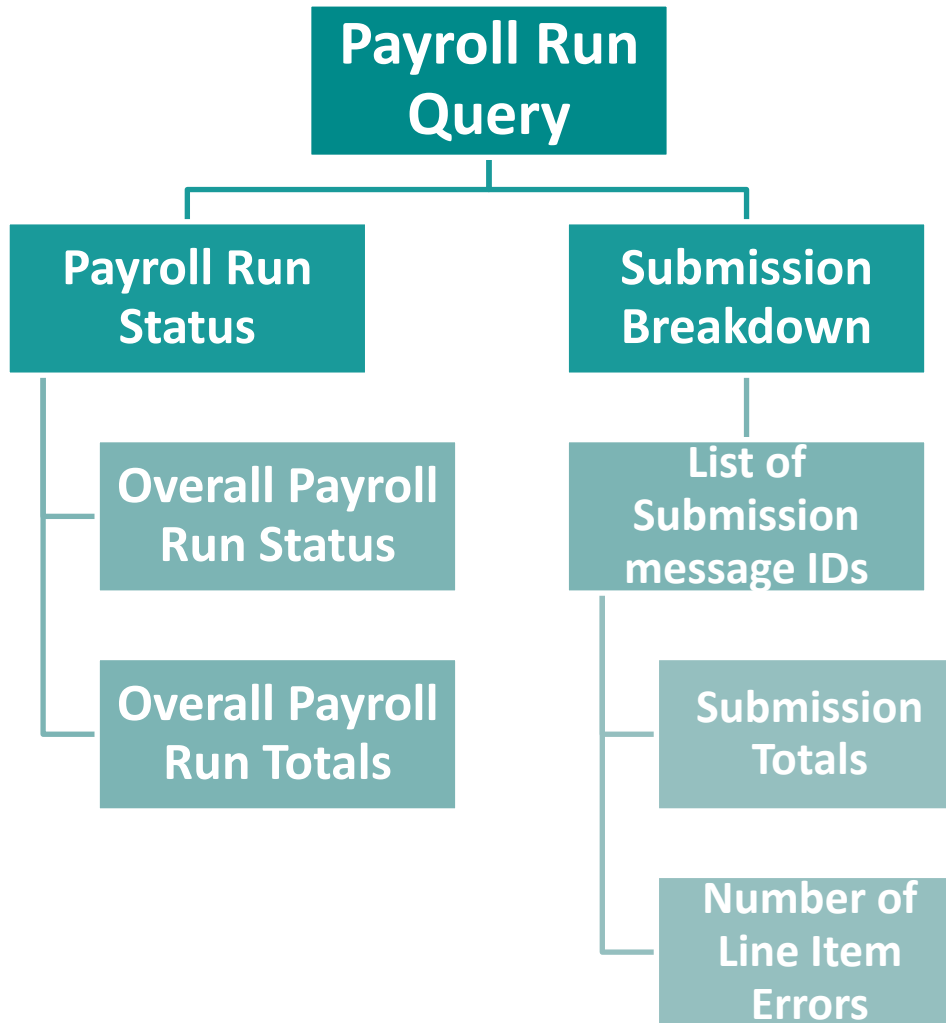
In addition to polling the status of a submission, there will be an option to query the status of a **payroll run**.

- The *payroll run reference* will be used to query a payroll run for an employer
- This approach will allow for totals to be returned across multiple submissions for the same payroll run (i.e. across original & corrections)

Technical Flow (with Payroll Run Query)



Payroll Run Query: High Level Structure

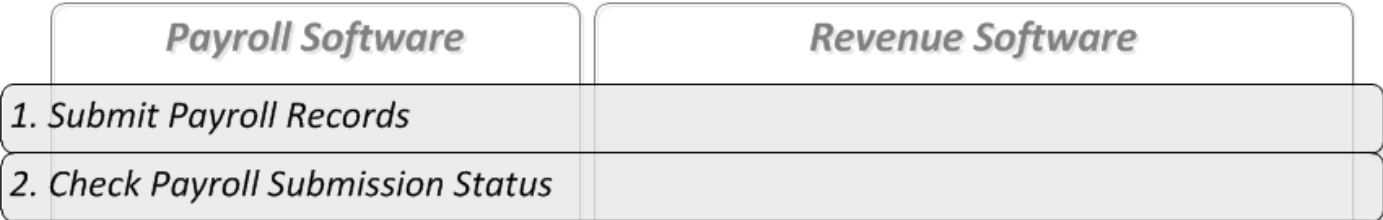


4. Corrections to a Full Submission

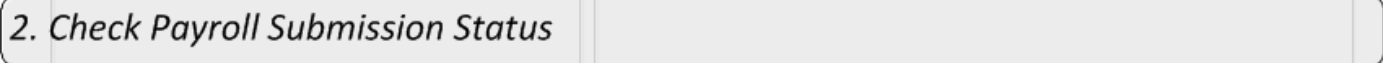
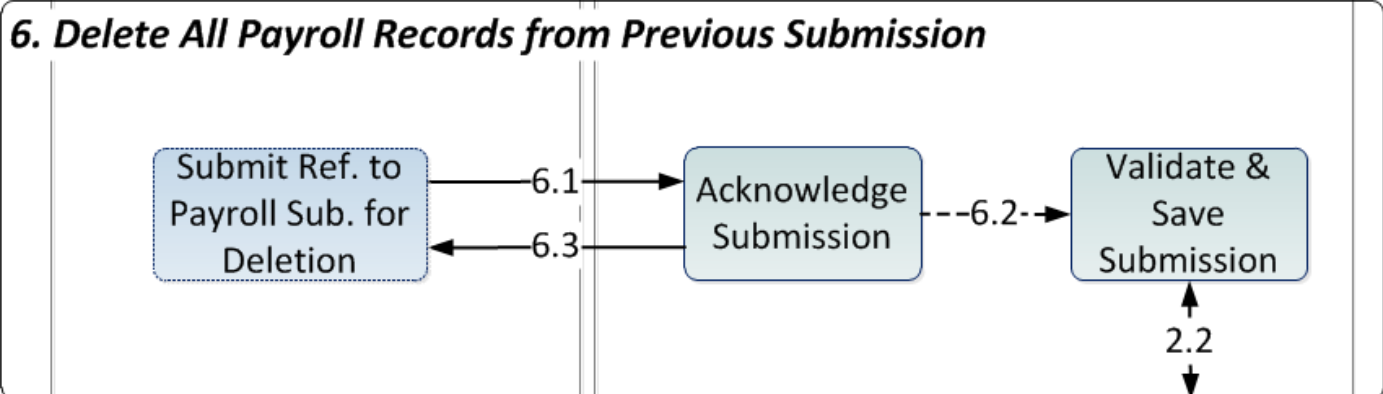
- Detailing scenario where full submission requires correction
- In this case original submission deleted
- New version can be submitted subsequently if required
- Reference to previous submission required

Deletion: Technical Flow

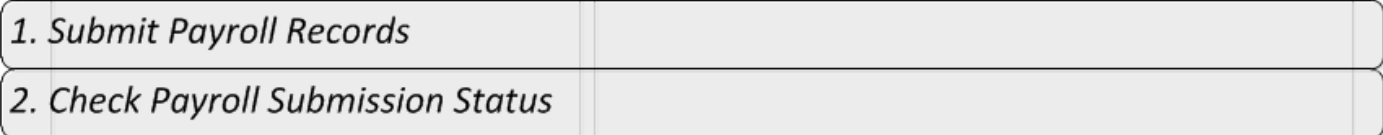
Pay Event 2



Deletion



Pay Event 3



Example Request Data #1

1. Submit Payroll Records (Original) / Pay Event 2

Header

Field	Employer Number	Message ID	Payroll Run Ref	Submission Type
Example	1234567T	0101	SITE1-WEEK2	Original

Line Items to Add

Field	Line Item ID	Employee PPSN	Employment Unique ID	Pay
Examples	E1-v1	1111111D	E1	€3000
	E2-v1	2222222A	E2	€3000

Example Request Data #2

6. Delete All Payroll Records (Delete Previous Submission)

Header

Field	Employer Number	Message ID	Previous Message ID	Payroll Run Ref	Submission Type
Example	1234567T	0102	0101	SITE1-WEEK2	Deletion

No Line Items required

Example Request Data #3

1. Submit Payroll Records (Original) / Pay Event 3

Header

Field	Employer Number	Message ID	Payroll Run Ref	Submission Type
Example	1234567T	0103	SITE1-WEEK2	Original

Line Items to Add

Field	Line Item ID	Employee PPSN	Employment Unique ID	Pay
Examples	E1-v1	1111111D	E1	€300
	E2-v1	2222222A	E2	€300

5. Corrections to all data items

Corrections to all data items

Correction Type	Correction Description
1	Overpayment to the Employee
2	Underpayment to the Employee
3	Clerical Error that cannot be fixed in the next Payroll Event
4	Clerical Error that can be fixed in the next Payroll Event

Corrections to all data items

Data Item	Correction Type	Context
Tax Year	3	The original submission would have to be deleted and a new corrected version submitted.
Payroll Run Reference	3	The original submission would have to be deleted and a new corrected version submitted.
Software Used	4	Is used for support only.
Employer Number	3	The original submission would have to be deleted and a new corrected version submitted.
PPSN	3	The original submission would have to be deleted and a new corrected version submitted. GDPR.

Corrections to all data items

Data Item	Correction Type	Context
First Name	4	Is used for support only.
Family Name	4	Is used for support only.
Works Number	4	Is used for support only.
Payroll Identifier	4	Is used for support only.
Employment unique identifier	3	This field must be correct for each submission. Otherwise Revenue could create a new employment for the Employee. The original submission would have to be deleted and a new corrected version submitted.

Corrections to all data items

Data Item	Correction Type	Context
Employment Start Date	4	If the corrected Start Date > Pay Date of previous Payroll Events, the Start Date will not be updated.
Date of Leaving	4	If no subsequent payroll event correct previous or using cessation message.
Pay Date	3	The original submission would have to be deleted and a new corrected version submitted.
Hours Paid	3	The Hours Paid would have to be correct for each submission. The original submission would have to be deleted and a new corrected version submitted.
Pay Frequency	4	Next submission can be correct but won't go and correct previous ones.

Corrections to all data items

Data Item	Correction Type	Context
Standard Rate this period	3	The original submission would have to be deleted and a new corrected version submitted.
Tax Credits this period	3	The original submission would have to be deleted and a new corrected version submitted.
PAYE Calculation Basis	3	The original submission would have to be deleted and a new corrected version submitted.
PRSI Exemption	3	The original submission would have to be deleted and a new corrected version submitted.
PRSI Class and Subclass	3	The original submission would have to be deleted and a new corrected version submitted.

Corrections to all data items

Data Item	Correction Type	Context
Insurable weeks	3	The original submission would have to be deleted and a new corrected version submitted.
Pension Tracing Number	3	The original submission would have to be deleted and a new corrected version submitted.
Amount contributed by Employer to retirement benefit scheme	3	The original submission would have to be deleted and a new corrected version submitted.
Amount contributed by Employee to retirement benefit scheme	3	The original submission would have to be deleted and a new corrected version submitted.

Corrections to all data items

Data Item	Correction Type	Context
Share Based Remuneration	3	The original submission would have to be deleted and a new corrected version submitted.
Director	3	The original submission would have to be deleted and a new corrected version submitted. Only required when start date supplied or if changes.
Shadow Payroll Indicator	3	The original submission would have to be deleted and a new corrected version submitted.

- **6. AOB**

- **Action log to issue**

- **Next meeting – date and topic**