

Employer Submission Technical Workshop: Out of Year Corrections

2nd May 2017

Agenda

1	Action Log Updates
2	Submission Data Items – Update
3	Out of Year Corrections
4	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 10th April
- Data Items not finalised – only items relevant to this discussion included
- Not all technical considerations finalised at this stage

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.

1. Action Log Updates

Action Log Updates - Summary

- Definitions updated for following submission data items:
 - *Pay Date*
 - *Pay Frequency*
 - *PAYE Calculation Basis*
 - *Gross Pay*
 - *PRSI Classes*
 - *USC Cut-off Points*
 - *USC Status*
 - *Director marker*

Action Log Updates - Summary

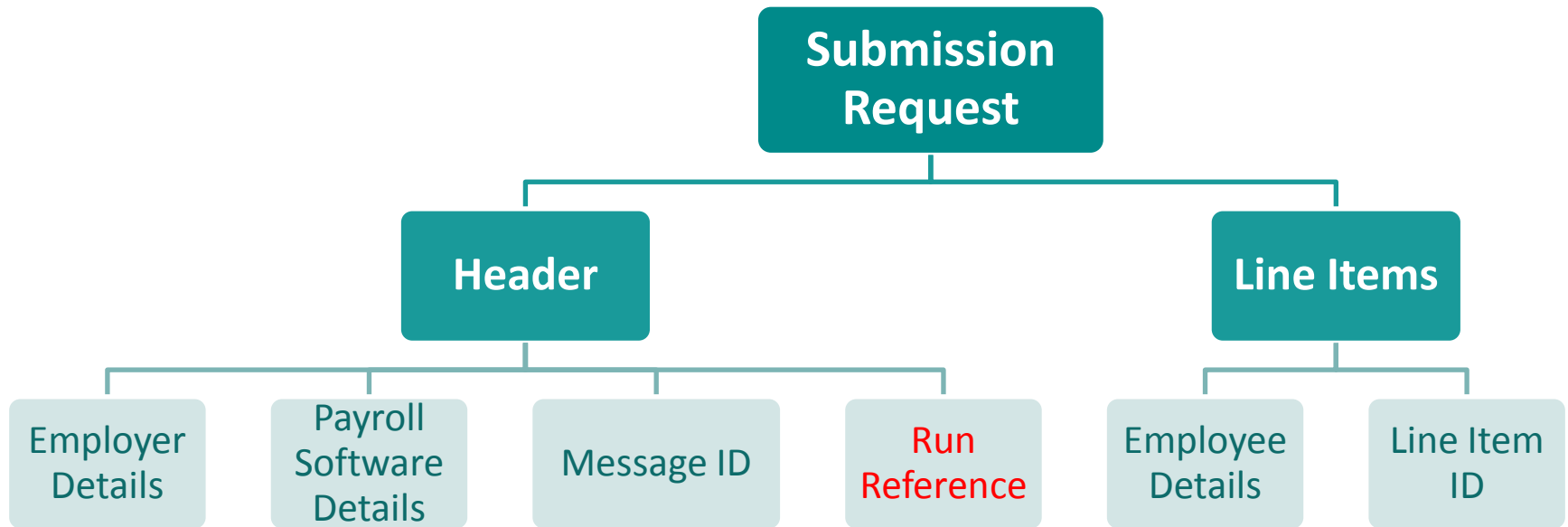
- Following data items removed:
 - *Number of Earning periods covered by Payment*
 - *Final Payroll Indicator*
- Items related to '*Employment Unique Identifier*'
 - Will be discussed in the Submission Data Items section of this workshop
- P2C Data Items
 - Proposed to be discussed at next workshop

Full details of actions in separate 'Action Log' deck

2. Submission Data Items - Update

- Outlining changes to submission data items
- The changes are primarily to allow for proposed updates to the unique identification of employments

Review: Submission Request



Key Technical Data Items (Header)

Data Item	Description and validation	Context
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	
Run Reference <i>(formerly Payroll Run Reference)</i>	Reference to a particular payroll run for an employer	Used to manage reporting of totals and errors per payroll run

Key Technical Data Items (Header)

Data Item	Description and validation	Context
Tax Year	Tax Year to which the submission relates	Used to identify the tax year to which the submission relates
Agent TAIN	Tax Advisor Identification Number. Mandatory if the Payroll is being run by an Agent on behalf of an Employer	
Software Used	Third party software product identifier	Helpdesk support
Software Version	Third party software product version	Helpdesk support

Key Technical Data Items (Line Items)

Data Item	Description and validation	Context
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
Employer Reference <i>(formerly Works Number)</i>	<p>Employer reference for a given employment for an employee. Depending on the employer this could be a works number or payroll number.</p> <p>Mandatory if no PPSN available for employee; must not change while PPSN unavailable.</p> <p>Optional otherwise.</p>	<p>Used to uniquely identify the employment of an employee with an employer where a PPSN is not available.</p> <ul style="list-style-type: none"> - Will be displayed on P2C - Will be displayed on PAYE Online Services to employee - Can be provided by employee when setting up new job/pension (if they have received it from employer beforehand)

Key Technical Data Items (Line Items)

Data Item	Description and validation	Context
Employment ID <i>(formerly Employment Unique Identifier)</i>	<p>Mandatory <i>numeric</i> unique identifier for a given employment for an employee.</p> <p>Unique for each employee PPSN – not required to be unique across employer PREM number.</p> <p>Must be different in cases where an employee leaves and is re-employed at a later date in the tax year.</p> <p>Can be re-used across tax years.</p>	<p>Used to uniquely identify each employment for the employee.</p> <p>Will be used in conjunction with the Employer number and the PPSN to verify if employment record exists.</p> <p>- Will be displayed on P2C</p>

Employment ID – Example #1:

Commencing an Employment where the PPSN is not available

- John and Mary start working for Employer 1234567T on 1st April
- John doesn't have a **PPSN** yet so **Employer Reference** required
- Mary's PPSN is known so **Employment ID** is required. Employer Reference is not required.

Employer Number	Run Reference	Employee Name	Employee PPSN	Employer Reference	Employment ID	Employment Start Date
1234567T	Week 1	John		1111		1/4/YY
1234567T	Week 1	Mary	0000002D		1	1/4/YY

- After submission, Revenue will issue a P2C for Mary only

Employer Number	Employee PPSN	Employer Reference	Employment ID	Yearly Tax Credit	Yearly Standard Rate Band
1234567T	0000002D		1	3300	33800

Employment ID – Example #1 (continued)

Commencing an Employment where the PPSN is not available

- John receives his **PPSN** in time for the Week 4 Payroll
- The **Employer Reference** should be included in this submission as it will be used to connect this item with previously submitted items. The **Employment ID** is now also required for John.
- Once the PPSN is available, Revenue creates the employment for John with an **Employment Start Date** of 1/4/YY (i.e. start date from 1st submission for Employer Reference 1111).

Employer Number	Run Reference	Employee Name	Employee PPSN	Employer Reference	Employment ID	Employment Start Date
1234567T	Week 4	John	000001B	1111	1	

- After submission, Revenue will issue a P2C for John:

Employer Number	Employee PPSN	Employer Reference	Employment ID	Yearly Tax Credit	Yearly Standard Rate Band
1234567T	000001B	1111	1	3300	33800

Employment ID – Example #2:

Commencing a second Employment with the same Employer

- Mary is starting a second employment with Employer 1234567T on 1/6/YY (i.e. in the same tax year)
- A new **Employment ID** is required for Mary for this second employment

Employer Number	Run Reference	Employee Name	Employee PPSN	Employer Reference	Employment ID	Employment Start Date
1234567T	Week 9	Mary	0000002D		1	
1234567T	Week 9	Mary	0000002D		2	1/6/YY

- After submission, Revenue will issue a new P2C for Mary's second employment:

Employer Number	Employee PPSN	Employer Reference	Employment ID	Yearly Tax Credit	Yearly Standard Rate Band
1234567T	0000002D		2	0	0

Employment ID – Example #3:

Recommencing an employment with the same employer

- John finished up working for Employer 1234567T on 1/7/YY. The *Date of Leaving* was included in the final submission for John

Table 4 – Ceasing an employment

Employer Number	Run Reference	Employee Name	Employee PPSN	Employer Reference	Employment ID	<i>Date of Leaving</i>
1234567T	Week 13	John	0000001B		1	1/7/YY

Employment ID – Example #3 (continued)

Recommencing an employment with the same employer

- John returns to work with Employer 1234567T on 1/9/YY (i.e. in the same tax year). A new **Employment Id** of '2' will be allocated to John as this is considered a new employment in the tax year

Employer Number	Run Reference	Employee Name	Employee PPSN	Employer Reference	Employment ID	Employment Start Date
1234567T	Week 15	John	0000001B		2	1/9/YY

- Revenue will then issue a P2C for John's new employment:

Employer Number	Employee PPSN	Employer Reference	Employment ID	Yearly Tax Credit	Yearly Standard Rate Band
1234567T	0000001B		2	3300	33800

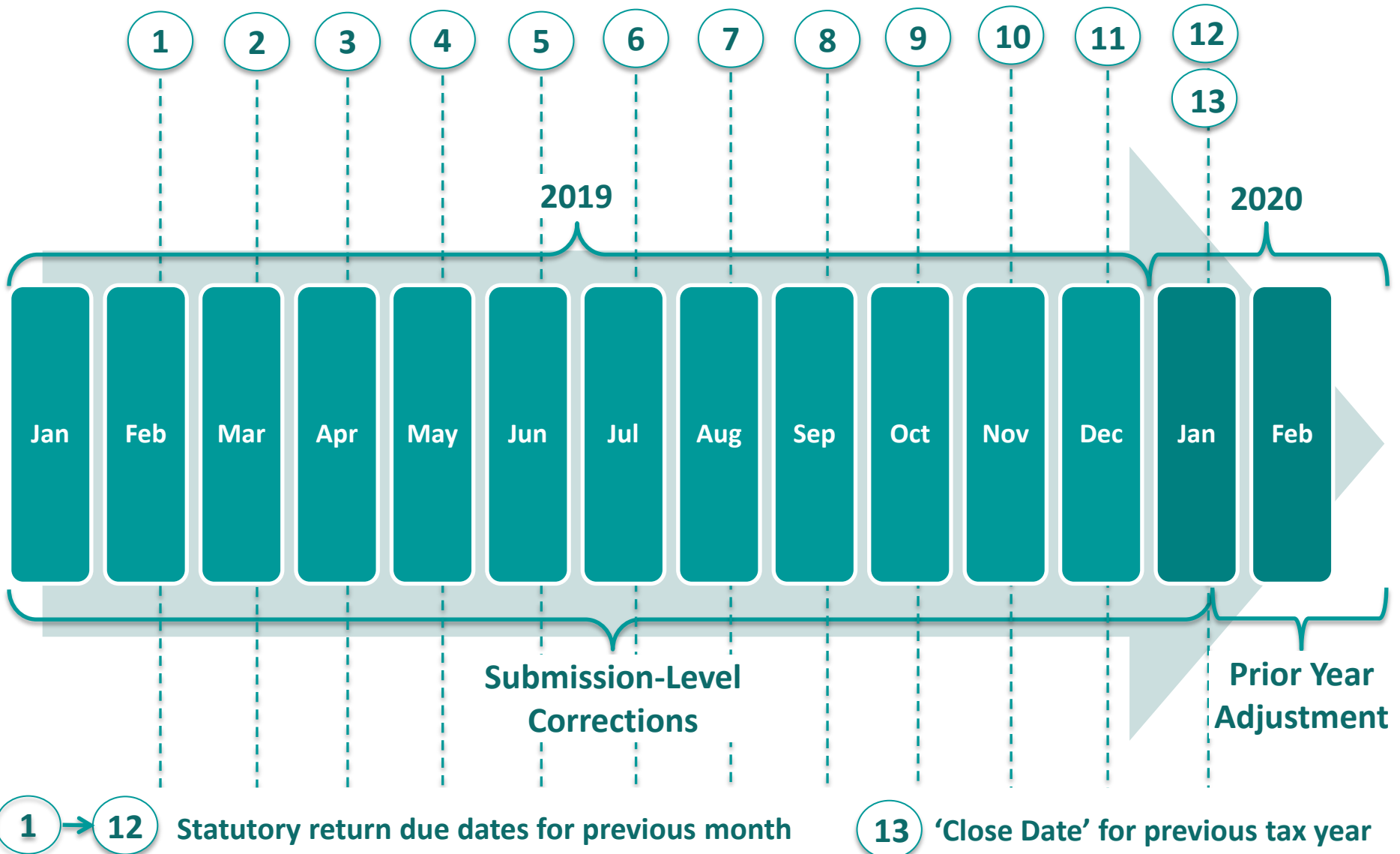
2. Out of Year Corrections

- Corrections required to payroll after a tax year has passed

Out of Year Corrections: Introduction

- Need to have a mechanism to allow employers notify Revenue of corrections to payroll after the end of the tax year

Corrections Timeline & Milestones



Prior Year Adjustment

- For items that need to be corrected in previous year, a new type of submission will be required
- A Prior Year Adjustment will be required. This will include only relevant data items that can be amended
- Adjustments will need to be specified by employee and by return period
- Adjustments will not be required for individual submissions from prior year

Prior Year Adjustment Structure

Header

- Employer Details
- Payroll Software Details
- Message ID

Line Items

- Employee PPSN
- Employment ID
- **Pay Period (i.e. Month / Quarter)**
- Pay & Deduction adjustment amounts (+ or -)

3. AOB

- Next Workshop
 - Topics:
 - P2C Technical Message Flows
 - Employment Creation & Cessation Update
 - Prior Year Adjustment: Draft Schema
 - Proposed Date **23rd May**