

PSDA Workshop

6th June 2017

Agenda

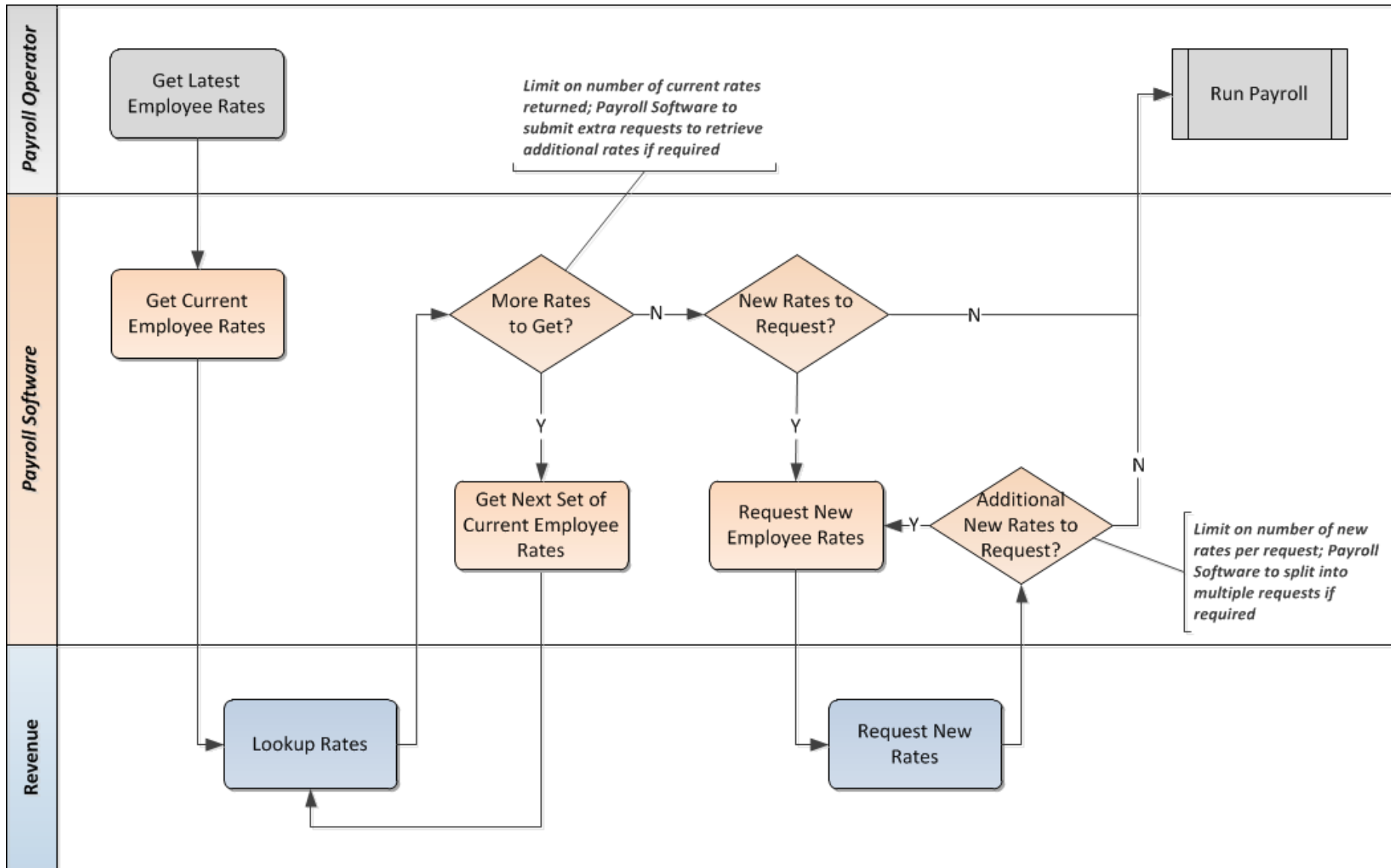
1	Employer Process Flows
2	Payroll Submission Correction Rules
3	Submission Data Items - updates
4	P2C Data Items - updates
5	Action Log - updates
6	AOB

Please Note

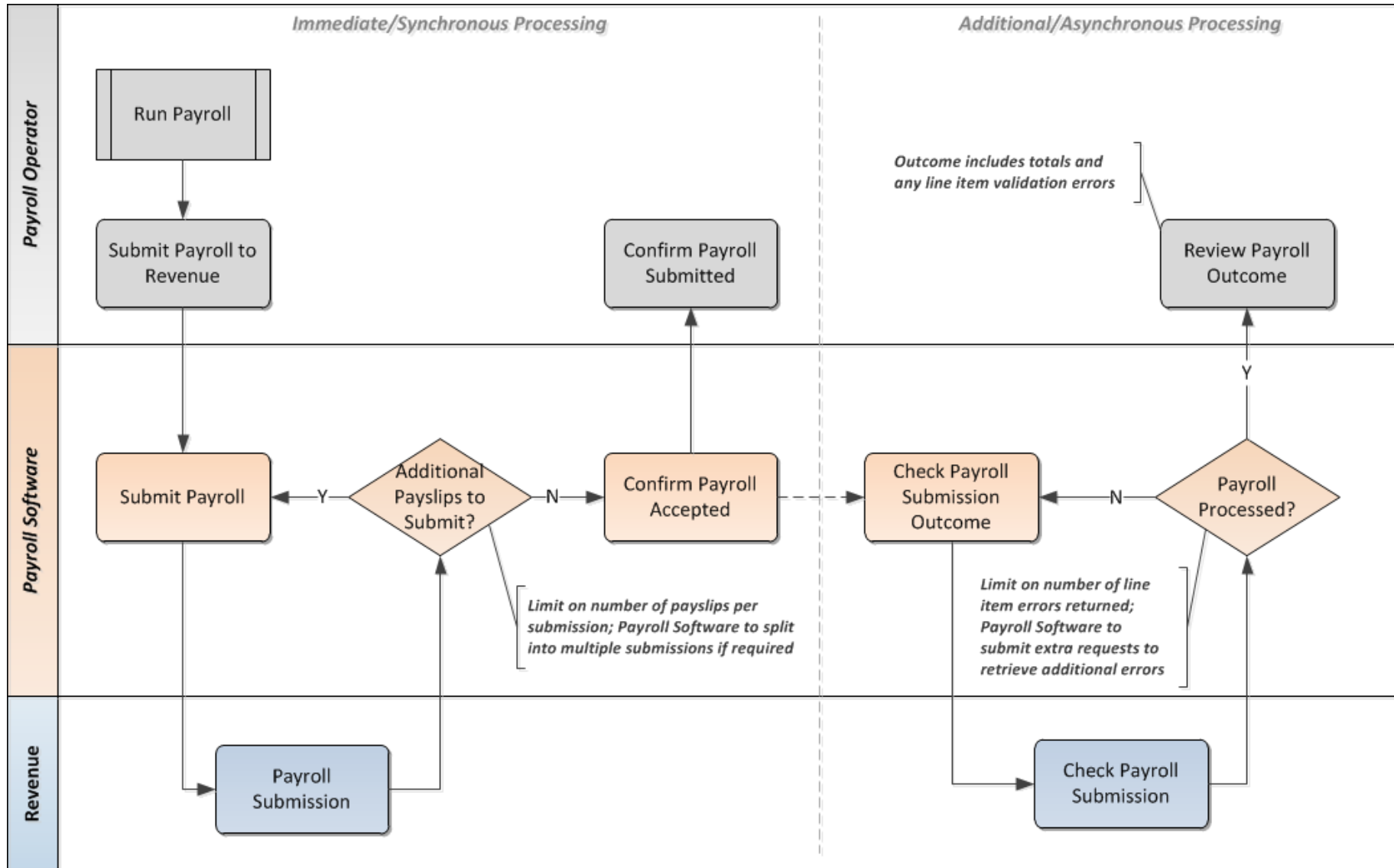
- Data Items not finalised – only items relevant to this discussion included
- Not all technical considerations finalised at this stage

Employer Process Flows

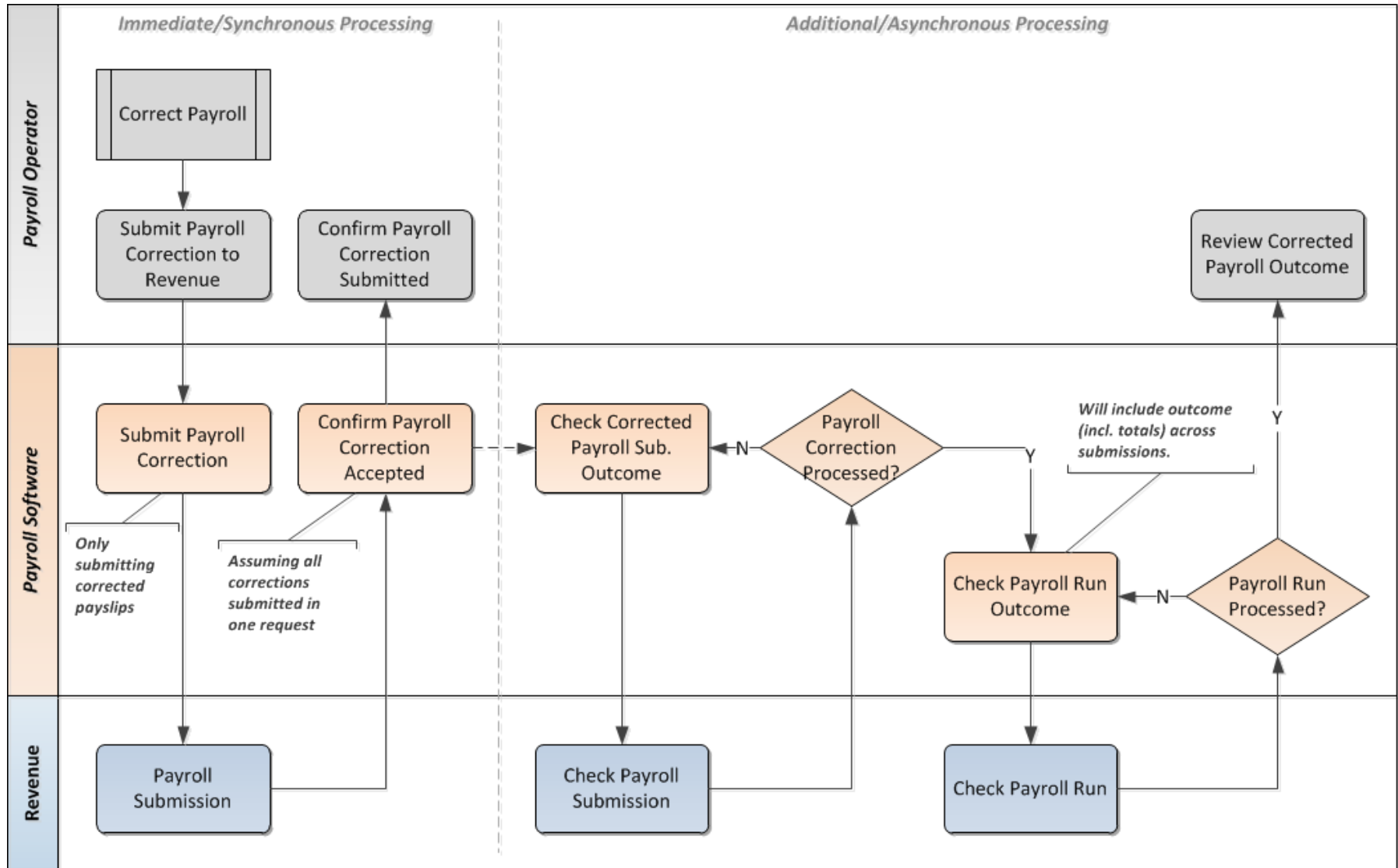
Employer Payroll Process – Part 1 (Get Rates)



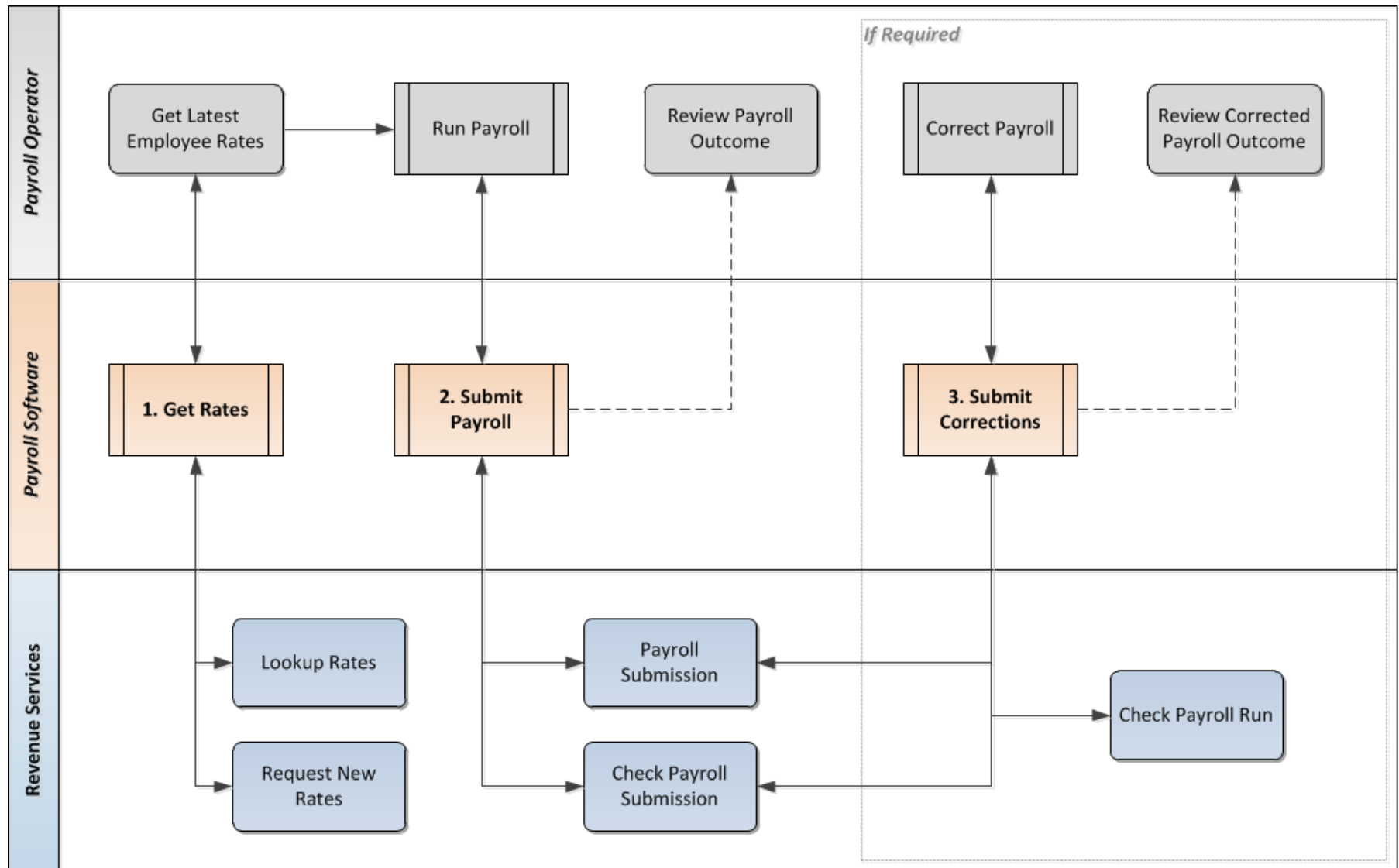
Employer Payroll Process – Part 2 (Submission)



Employer Payroll Process – Part 3 (Submission Correction)



Employer Payroll Process – End to End



Payroll Submission Correction Rules

Correction Rule Types:

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

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
2	Employer Number	3	The original submission would have to be deleted and a new corrected version submitted.
3	Agent Tain	3	The original submission would have to be deleted and a new corrected version submitted.
5	Run Reference	3	The original submission would have to be deleted and a new corrected version submitted.
6	Tax Year	3	The original submission would have to be deleted and a new corrected version submitted.
7	Software Used	4	
8	Software Version	4	
10	PPSN	3	The original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
11	First Name	4	
12	Family Name	4	
13	Address	4	
14	Date of Birth	4	
15	Employer Reference	3	The original submission would have to be deleted and a new corrected version submitted.
16	Employment ID	3	The original submission would have to be deleted and a new corrected version submitted.
17	Employment Start Date	4	If the corrected Start Date > Pay Date of previous Payroll Events, the Start Date will not be updated.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
18	Date of Leaving	4	
19	Pay Date	3	As the Pay Date is the driver for inclusion in the Tax bill, the date must be correct for each submission. The original submission would have to be deleted and a new corrected version submitted.
20	Hours Paid	3	The original submission would have to be deleted and a new corrected version submitted.
21	Pay Frequency	4	
22	P2C Number	3	The original submission would have to be deleted and a new corrected version submitted.
23	Standard Rate this period	3	The original submission would have to be deleted and a new corrected version submitted.
24	Tax Credits this period	3	The original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
25	PAYE Calculation Basis	3	The original submission would have to be deleted and a new corrected version submitted.
26	Exclusion order	3	The original submission would have to be deleted and a new corrected version submitted.
27	Gross Pay	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
28	Pay for Income Tax	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
29	Income Tax Paid	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
30	Pay for Employee PRSI	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
31	Pay for Employer PRSI	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
32	Employee is exempt from PRSI in Ireland	3	The original submission would have to be deleted and a new corrected version submitted.
33	PRSI Class and Subclass	4	In year corrections only.
34	Insurable weeks	4	In year corrections only.
35	Employee PRSI Paid	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
36	Employer PRSI Paid	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
37	Pay for USC	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
38	USC Status	4	
39	USC Paid	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
40	Gross Medical Insurance paid by Employer	4	
41	Pension Tracing Number	3	If there is an error in the Pension Tracing Number, the original submission would have to be deleted and a new corrected version submitted. Otherwise the Pensions Board would think that the Employee paid into the incorrect Pension.
42	Amount contributed by Employer to retirement benefit scheme	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
43	Amount contributed by Employee to retirement benefit scheme	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
44	Amount contributed by Employer to PRSA scheme	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
45	Amount contributed by Employee to PRSA scheme	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
46	Amount contributed by Employee to RAC scheme	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
47	Amount contributed by Employee to AVC scheme	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
48	Share Based Remuneration	3	The original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
49	Taxable Benefits	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
50	Taxable Lump sum	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.
51	Non-Taxable Lump sum	1, 2 or 3	If the error meant that the Employee was overpaid (Correction Type 1) or underpaid (Correction Type 2), it should be fixed in the next Payroll Event/s. If it was a Reporting error (Correction Type 3), the original submission would have to be deleted and a new corrected version submitted.

Correction rules for each Data item in the Submission

Item line number	Data Item	Correction Type	Context
52	LPT Deducted	3	The original submission would have to be deleted and a new corrected version submitted.
53	Director	3	The original submission would have to be deleted and a new corrected version submitted.
54	Shadow Payroll Indicator	3	The original submission would have to be deleted and a new corrected version submitted.

Submission Data Items updates

Submission Data Items updates

Version	Change Date	Element	Change Description
0.007	22/05/2017	Hours Paid	Added back into submission line item data. Status Amber.
		Medical Insurance paid by Employer	Re-named –‘Gross Medical Insurance paid by Employer’
		Standard Rate this period and Tax Credits this period	Updated Description and validation.
		Insurable weeks	Updated to include that this can be a negative value
		Exclusion order	Moved from PAYE Calculation Basis to a separate field
		N/A	Added line numbers to each header and data item
		Payroll Identifier	Removed from submission header data
		Software Version	Changed from Optional to Mandatory
		P2C number, Standard Rate this period, Tax Credits this period, PAYE Calculation Basis, Employee is exempt from PRSI in Ireland	Changed from Mandatory to Conditional
		Gross Pay	Updated Description and validation.

P2C Data Items updates

P2C Data Items Updates

Version	Change Date	Element	Change Description
0.008	23/05/2017	Employer Name	Status changed from 'Amber' to 'Green'
	23/05/2017	Request Complete Marker	Status changed from 'Amber' to 'Green'
	23/05/2017	Previous PPSN	Context updated
	23/05/2017	PAYE Calculation Basis	Description updated
	23/05/2017	Exclusion Order	Added
	23/05/2017	Tax Rate 1	Updated description
	23/05/2017	Tax Rate 2	Updated description
	23/05/2017	Tax Rate 3	Status changed from 'Amber' to 'Green' Updated description
	23/05/2017	Tax Rate 4	Status changed from 'Amber' to 'Green' Updated description
	23/05/2017	Tax Rate 5	Status changed from 'Amber' to 'Green' Updated description
	23/05/2017	PRSI Review Marker	Removed
	23/05/2017	PRSI Class and Subclass	Added
	23/05/2017	Total Pay for Income Tax to Date	Updated description

P2C Data Items Updates

Version	Change Date	Element	Change Description
	23/05/2017	Total Income Tax Deducted to Date	Updated description
	23/05/2017	Yearly Tax Credit	Updated description
	01/06/17	N/A	Added 'Data Item Line Number' column
	01/06/17	Yearly Rate Cut Off Point Band 1	Updated label to "Yearly Rate 1 Cut Off" Updated description and context Status changed from 'Amber' to 'Green'
	01/06/17	Yearly Rate Cut Off Point Band 2	Updated label to "Yearly Rate 2 Cut Off" Status changed from 'Amber' to 'Green'
	01/06/17	Yearly Rate Cut Off Point Band 3	Updated label to "Yearly Rate 3 Cut Off" Status changed from 'Amber' to 'Green'
	01/06/17	Yearly Rate Cut Off Point Band 4	Updated label to "Yearly Rate 4 Cut Off" Status changed from 'Amber' to 'Green'
	01/06/17	Yearly Rate Cut Off Point Band 5	Updated label to "Yearly Rate 5 Cut Off" Status changed from 'Amber' to 'Green'
	01/06/17	USC Band 1 Rate	Updated label to "USC Rate 1" Updated description
	01/06/17	USC Band 2 Rate	Updated label to "USC Rate 2" Updated description

P2C Data Items Updates

Version	Change Date	Element	Change Description
	01/06/17	USC Band 3 Rate	Updated label to "USC Rate 3" Updated description
	01/06/17	USC Band 4 Rate	Updated label to "USC Rate 4"
	01/06/17	USC Band 5 Rate	Updated label to "USC Rate 5"
	01/06/17	Yearly USC Band 1	Updated label to "Yearly USC Rate 1 Cut Off" Updated description
	01/06/17	Yearly USC Band 2	Updated label to "Yearly USC Rate 2 Cut Off" Updated description
	01/06/17	Yearly USC Band 3	Updated label to "Yearly USC Rate 3 Cut Off" Updated description
	01/06/17	Yearly USC Band 4	Updated label to "Yearly USC Rate 4 Cut Off" Updated description
	01/06/17	Yearly USC Band 5	Updated label to "Yearly USC Rate 5 Cut Off" Updated description

Action Log updates

Action Log Updates - Summary

- Action updates since workshop on 22nd May
- Submission data updates
- Technical consideration updates
- Data alignment updates

Full details of actions in separate 'Action Log' deck

8. AOB

- Next Workshop:
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