Agenda

- Online Payroll Administration Screens
- Demo of payroll submission
- “A rose by any other name would smell as sweet”
- Schema Updates
- Employment id rules
- Employee List / PPSN Checker
- PIT Opening
- AOB
Online Payroll Administration Screens
Demo of Payroll Submission
Dashboard
RPN request
Request Revenue Payroll Notifications (RPNs)

You should 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.

Upload request file

Your payroll software may produce a supported request file, e.g. JSON or XML. Select this option to upload the relevant request file to retrieve RPNs for existing and new employees. Separate files should be uploaded for existing and new employees.

[Request RPNs by file upload]

Complete online form

If you do not have a supported request file from your payroll software, select this option to use our online form to retrieve up to date RPNs for your existing and new employees.

[Request RPNs by online form]
RPN request by file
Request RPNs by file upload

Upload your request file to automatically retrieve, in a downloadable file, RPNs for your existing or new employees. Your request file must be in either JSON or XML format. Read more.

Browse files

No files selected

Digital Certificate

This request must be signed using your ROS Digital Certificate

Password

Request RPNs
RPN request online form
Request RPNs by online form

You can use our online form to request RPNs for any of your existing or new employees. Please select the relevant option.

- Existing employees
- New employees

Which should I choose?

Next →
RPN request existing employees
Request RPNs for existing employees

Tax year

2018

Updated since last payroll run (optional)

Select employees

- Select all employees
- Select specific employees

File format for RPNs to be received

- CSV
- JSON
- XML

Request RPNs
Please confirm your password

Digital Certificate
This request must be signed using your ROS Digital Certificate

4274497d

Password

Confirm
RPN request new employees
Request RPNs for new employees

Tax year

Add new employees
Enter new employees PPSN, Employment ID, First name and Family name, then click 'Add'

First name

Family name

PPSN

Employment ID

Employment commencement date (optional)

File format for RPNs to be received

CSV

JSON

XML

Request RPNs
**Employment ID**

**Employment commencement date (optional)**

**New employees:**

<table>
<thead>
<tr>
<th>First name</th>
<th>Family name</th>
<th>PPSN</th>
<th>Employment ID</th>
<th>Commencement date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Smith</td>
<td>1234567t</td>
<td>1</td>
<td>N/A</td>
<td>Remove</td>
</tr>
<tr>
<td>Mary</td>
<td>Smith</td>
<td>1234567T</td>
<td>2</td>
<td>N/A</td>
<td>Remove</td>
</tr>
</tbody>
</table>
RPN response summary
RPN request results

Summary results of RPN Request
We have returned your RPN file. This may be in your downloads folder. This file contains full details of your RPN request.

- RPNs returned: 5
- RPNs not returned: 1
- Validation errors: 1

What do these results mean?

Return to Employer Services
RPN response detail
RPN request results

We have returned your RPN file, this may be in your downloads folder. Please refer to this file for full details of your RPN request.

### RPNs returned

<table>
<thead>
<tr>
<th>RPN Number</th>
<th>RPN issue date</th>
<th>First name</th>
<th>Family name</th>
<th>Employee PPSN</th>
<th>Employment ID</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>12/01/2018</td>
<td>John</td>
<td>Smith</td>
<td>1234567T</td>
<td>1</td>
<td>View</td>
</tr>
<tr>
<td>456</td>
<td>11/01/2018</td>
<td>Mary</td>
<td>Smith</td>
<td>23456789</td>
<td>3</td>
<td>View</td>
</tr>
</tbody>
</table>

### RPNs not found

<table>
<thead>
<tr>
<th>PPSN</th>
<th>Employment ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567T</td>
<td>12</td>
</tr>
<tr>
<td>1234567T</td>
<td>12</td>
</tr>
</tbody>
</table>

### Validation errors

<table>
<thead>
<tr>
<th>Error description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalid format employee PPSN</td>
</tr>
</tbody>
</table>

💡 What do these results mean?
### Revenue Payroll Notification (RPN)

- **RPN number:** 1
- **Employee ID**
  - Employee PPSN: 123467T
  - Employment ID: 5
- **Name**
  - First name: John
  - Family name: Smith
- **Previous employee**
  - PPSN: n/a
  - Effective date: 01/01/2018
  - End date: 31/12/2017

### Income Tax - Pay As You Earn (PAYE)

- **Income tax calculation basis:** €1,000
- **Exclusion order:** false
- **Yearly tax credits:** €3,300

#### Tax rates
- **Tax rate percent:** 20%
- **Yearly rate cut off:** €1,000
- **Pay for income tax to date:** €1,000
- **Income tax deducted to date:** €1,000

### Universal Social Charge (USC)

- **USC status:** Ordinary
- **USC rates**
  - USC Rate 1: 1
  - USC Rate 2: 2
  - USC Rate 3: 3
  - USC Rate 4: 4

#### Yearly USC rate cut off
- USC Rate 1 Cut Off: 1
- USC Rate 2 Cut Off: 2
- USC Rate 3 Cut Off: 3
- USC Rate 4 Cut Off: 4
- **Pay for USC to date:** €1,000
- **USC deducted to date:** €1,000

### Local Property Tax (LPT)

- **LPT to deduct:** €1,000

### Pay Related Social Insurance (PRSI)

- **PRSI exempt:** False
- **PRSI class:** String
Submit payroll
Submit payroll

Payroll submission by file upload
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Submit payroll by file upload

Payroll submission
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Submit payroll
Submit payroll by file upload

You can upload your payroll submission file here. The file must be in either JSON or XML format. Read more.

🔍 Browse files

No files selected

Digital Certificate

This request must be signed using your ROS Digital Certificate

Certificate

4274497d

Password

Submit payroll
Submit payroll by file upload

You can upload your payroll file in the following formats: .csv, .txt, or .pdf format. Read more.

Browse file

No files selected

Digital Certificate

This request must be signed using your ROS Digital Certificate.

Certificate

4274497d

Password

Submit payroll
Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

**Acknowledgement ID:** fBsd-1235-aabc-4444

[Download acknowledgment](#)

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

**Request summary**

The results from your payroll submission will be shown here once available and a response file will be automatically downloaded. This file may be in your downloads folder. You can also access these details at any time through the 'View Payroll Submissions' card on the Employer Services dashboard.

**Submission ID:** 1234

**Status:** processing

[Return to Employer Services](#)
Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

**Acknowledgement ID:** FBsd-1235-aabc-4444

Download acknowledgment ▼

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

Request summary

The results from your payroll submission will be shown here once available and a response file will be automatically downloaded. This file may be in your downloads folder. You can also access these details at any time through the 'View Payroll Submissions' card on the Employer Services dashboard.

**Submission ID:** 1234
**Status:** completed ✔

The response file for your payroll software has been automatically downloaded.

**Submission details**

Payroll run: JAN_RUN_ALL

**Deductions**

PAYE: €55,234
USC: €1,234
PRSI: €4,631
LPT: €999

**Payslips**

Active: 50
Deleted: 0
Invalid: 0
Warning: 0

View payroll run

Return to Employer Services
Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

**Acknowledgement ID:** fBsd-1235-aabc-4444

[Download acknowledgment](#)

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

**Request summary**

The results from your payroll submission will be shown once only, available in a response file which will be automatically downloaded. This file may be in your downloads folder. You can also access more details at any time through the 'View Payroll Submissions' card on the Employer Services dashboard.

**Submission ID:** 1234

**Status:** timed out

Retrieving a summary of your results took longer than expected. You can try again later through 'View Payroll Submissions' and search using your Submission ID.
Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

Acknowledgement ID: fBsd-1235-aabc-4444

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

Request summary

The results from your payroll submission will be shown here once available and a response file will be automatically downloaded. This file may be in your downloads folder. You can also access these details at any time through the ‘View Payroll Submissions’ card on the Employer Services dashboard.

Submission ID: 1234
Status: completed with warnings

Your response contained payslips with warnings. Please refer to your download file or click ‘View payslips’ for full details.

The response file for your payroll software has been automatically downloaded.

<table>
<thead>
<tr>
<th>Submission details</th>
<th>Deductions</th>
<th>Payslips</th>
</tr>
</thead>
</table>
| Payroll run: JAN_RUN_ALL | PAYE: €55,234  
USC: €1,234  
PRSI: €4,631  
LPT: €999 | Active: 50  
Deleted: 0  
Invalid: 0  
Warning: 1 |

View payroll run

Return to Employer Services
Payroll submission results

Your payroll submission has been received. Your acknowledgement ID is provided below.

**Acknowledgement ID:** fBsd-1235-aabc-4444

[Download acknowledgement]

This is a unique ID which is linked to your payroll submission. You can quote your Acknowledgement ID if you encounter any issues with your submission.

**Request summary**

The results from your payroll submission will be shown here once available and a response file will be automatically downloaded. This file may be in your downloads folder. You can also access these details at any time through the 'View Payroll Submissions' card on the Employer Services dashboard.

Submission ID: 1234

**Status:** completed with errors

Your response contained invalid payslips. Please refer to your download file or click 'View payslips' for full details.

The response file for your payroll software has been automatically downloaded.

**Submission details**

Payroll run: JAN_RUN_ALL

**Deductions**

- PAYE: €55,234
- USC: €1,234
- PRSI: €4,631
- LPT: €999

**Payslips**

- Active: 50
- Deleted: 0
- Invalid: 3
- Warning: 1

[View payroll run]

[Return to Employer Services]
View payroll
View payroll

Search by:

Recently updated

Search

Recently updated

The following runs were recently submitted/updated.

Payroll reference: JAN_RUN_ALL

Run details
Reference: JAN_RUN_ALL
Status: Completed
Period: 01/01/2019 - 31/01/2019

Total: Tax €55,234, PRSI €4,631, USC €1,234, LPT €4999

Submissions and payslips
Payroll submissions: 3
Active payslips: 500

View run details

Submissions

<table>
<thead>
<tr>
<th>Date submitted</th>
<th>Submission ID</th>
<th>Active payslips</th>
<th>Deleted payslips</th>
<th>Invalid payslips</th>
<th>Tax</th>
<th>PRSI</th>
<th>USC</th>
<th>LPT</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2018</td>
<td>121</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>€5,000</td>
<td>€1,000</td>
<td>€1,000</td>
<td>€500</td>
<td>Completed</td>
<td>View</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>122</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>€3,000</td>
<td>€500</td>
<td>€200</td>
<td>€200</td>
<td>Completed</td>
<td>View</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>123</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>€7,000</td>
<td>€3,000</td>
<td>€1,000</td>
<td>€1,000</td>
<td>Completed</td>
<td>View</td>
</tr>
</tbody>
</table>

View more
View payroll

Search by:
Recently updated

Search

Recently updated
The following runs were recently submitted/updated.

Payroll reference: JAN_RUN_ALL
Download
Run details
Reference: JAN_RUN_ALL
Status: completed
Period: 01/01/2019 - 21/01/2019
Total deductions
Tax: €35,234
ST: €3,039
C: €3,239

Submissions and payslips
Payroll submissions: 3
Active payslips: 500

View run details

Payroll reference: DEC_RUN_ALL
Download
Run details
Reference: DEC_RUN_ALL
Status: Complete
Period: 01/01/2019 - 31/01/2019
Total deductions
Tax: €45,234
PRSI: €4,031
USC: €1,234
LPT: €999

Submissions and payslips
Payroll submissions: 1
Active payslips: 500

View payroll details

Draft

Return to dashboard
## Payroll Run Reference - Week 1

### Payroll Overall Totals
- Tax on Income: €572.11
- PRSI: €180.83
- USC: €137.43
- LPT: €30.00
- Total: €920.37

### Payroll Details
- **Period:** 01/01/2019 - 07/01/2019
- **Status:** Processed
- **Number of Payroll Submissions:** 3

### Payroll Items

The following payslips were received for this payroll run.

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Employee ID</th>
<th>Employer Reference</th>
<th>Tax on Income</th>
<th>PRSI</th>
<th>USC</th>
<th>LPT</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/2019</td>
<td>1175228T - 1</td>
<td>Jane</td>
<td>226</td>
<td>103.33</td>
<td>70.04</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>05/01/2019</td>
<td>3334657T - 1</td>
<td></td>
<td>100</td>
<td>60.00</td>
<td>30.00</td>
<td>10.00</td>
<td>Deleted</td>
</tr>
<tr>
<td>06/01/2019</td>
<td>44444444T - 1</td>
<td>0004</td>
<td>150</td>
<td>50.00</td>
<td>30.00</td>
<td>20.00</td>
<td>Active</td>
</tr>
<tr>
<td>06/01/2019</td>
<td>1175228T - 2</td>
<td></td>
<td>24</td>
<td>2.50</td>
<td>3.00</td>
<td></td>
<td>Active   *</td>
</tr>
<tr>
<td>06/01/2019</td>
<td>0001</td>
<td></td>
<td>96.94</td>
<td>0.00</td>
<td>19.39</td>
<td>10.00</td>
<td>Active</td>
</tr>
<tr>
<td>06/01/2019</td>
<td>6666667T - 1</td>
<td>Cathal</td>
<td>75</td>
<td>25.00</td>
<td>15.00</td>
<td>10.00</td>
<td>Active</td>
</tr>
</tbody>
</table>

Showing 1 to 6 of 6 entries

### Payroll Submissions

The following submissions were received for this payroll run.

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Tax on Income</th>
<th>PRSI</th>
<th>USC</th>
<th>LPT</th>
<th>Total</th>
<th>Status</th>
<th>Payslip Count</th>
<th>Payslips Corrected Count</th>
<th>Invalid Payslips Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/2019</td>
<td>€744.01</td>
<td>€211.33</td>
<td>€160.04</td>
<td>€10.00</td>
<td>€1125.38</td>
<td>Completed</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
“A rose by any other name would smell as sweet”
Payroll Reporting Options

• For employers using payroll software:
  – Direct Payroll Reporting
  – ROS Payroll File Transfers
• For employers not using payroll software:
  – ROS Online Payroll Forms
Schema Updates
# Schema Updates

<table>
<thead>
<tr>
<th>Document</th>
<th>Version</th>
<th>Section/Field</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overview</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYE Web Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specifications (SOAP/AML)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Schema</td>
<td>1.0 Milestone 2</td>
<td>FRSIEexemptionReason</td>
<td>New option <code>Other</code> added</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Document</td>
<td>Date formatting standardised to <code>dd-mm-yyyy</code> format</td>
</tr>
<tr>
<td>Pay-types Schema</td>
<td>1.0 Milestone 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date formatting standardised to <code>dd-mm-yyyy</code> format</td>
<td></td>
</tr>
<tr>
<td>FPN Schema</td>
<td>1.0 Milestone 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date formatting standardised to <code>dd-mm-yyyy</code> and <code>dd-mm-yyyy-time</code> format</td>
<td>Add <code>employment start date</code> as an optional request field.</td>
</tr>
<tr>
<td>SOAP XML Service Integration Guides examples</td>
<td>1.0 Milestone 2</td>
<td>All Document</td>
<td>Date Formatting reflecting the changes in the schemas</td>
</tr>
<tr>
<td>SOAP Schema Reference</td>
<td>1.0 Milestone 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perfect changes in Schema</td>
<td></td>
</tr>
<tr>
<td><strong>PAYE Web Service Specifications REST/JSON</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REST Open API Specification</td>
<td>1.0 Milestone 2</td>
<td>New FPN Request</td>
<td>add <code>employment start date</code> as an optional request field.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payroll Submission Request</td>
<td>New FRSI exemption option <code>other</code> added</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Document</td>
<td>Date Formatting and pattern changes reflecting the changes in the schemas</td>
</tr>
<tr>
<td>REST API Reference</td>
<td>1.0 Milestone 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perfect changes in Open API Specification</td>
<td></td>
</tr>
<tr>
<td><strong>Supporting Documentation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Submission Request: Data Items</td>
<td>1.0 Milestone 2</td>
<td>Submission Request Line Item</td>
<td>New option: <code>Other</code> added to <code>FRSI Exemption Reason</code></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Document</td>
<td>Date Formatting reflecting the changes in the schemas</td>
</tr>
<tr>
<td>FPN Response Data Items</td>
<td>1.0 Milestone 2</td>
<td>Line Item</td>
<td>Add <code>employment start date</code> as an optional request field.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Document</td>
<td>Date Formatting reflecting the changes in the schemas</td>
</tr>
<tr>
<td>Validation Rules: Employer Submission And FPN</td>
<td>1.0 Milestone 2</td>
<td></td>
<td>Validation rule for <code>employment start date</code> added</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DateTime formats changed</td>
</tr>
</tbody>
</table>
## Schema Updates

<table>
<thead>
<tr>
<th>PAYE Web Service Examples</th>
<th>1.1 Milestone 2</th>
<th>Changes as per Payroll Schema updates</th>
<th>Changes as per FPN Schema updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>All /TEC/</td>
<td></td>
<td>New HFN Examples</td>
<td>'employment start date' added</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Document</td>
<td>Date Formatting reflecting the changes in the schemas</td>
</tr>
</tbody>
</table>
Employment ID rules
Employment ID rules

Online services support

<table>
<thead>
<tr>
<th>Online services support</th>
<th>Technical requirements</th>
<th>Software developers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service availability</td>
<td>Data and security</td>
<td></td>
</tr>
<tr>
<td>Help guides</td>
<td>Troubleshooting</td>
<td></td>
</tr>
<tr>
<td>Mobile and offline applications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Software developers

<table>
<thead>
<tr>
<th>Software developers</th>
<th>Technical specifications for customs and excise systems</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Technical specifications for eCustoms</td>
</tr>
<tr>
<td></td>
<td>Excise Movement Control System (EMCS)</td>
</tr>
<tr>
<td></td>
<td>FARE Modernisation Technical Overview</td>
</tr>
<tr>
<td></td>
<td>Third party returns</td>
</tr>
</tbody>
</table>

DRAFT
PAYE Modernisation Technical Overview

The objective of PAYE Modernisation is that Revenue, employers and employees will have the most accurate, up to date information relating to pay and tax deductions. This will ensure that the right tax deduction is made at the right time from the right employees, and that employees pay over the correct tax deduction and contribution for every employee. It will improve the accuracy, ease of understanding and transparency of the PAYE system for all stakeholders.

The reporting process by employers to Revenue will be fully integrated into the employer’s payroll run, thereby contributing to a significant streamlining of business processes and reducing administrative cost for employers.

All technical documentation, specifications and reference data for the PAYE web services are accessible through the PAYE web services/Developers link.

These links provide specifications and support for future live functionality. It will enable payroll software developers to update their software packages to be compatible with PAYE reporting obligations from 2019 onwards.

Lookup Revenue Payroll Notification (RPN) web service

Employers can use the Lookup RPN web service to retrieve RPN, previously known as the P2C. This service will allow employers to request RPN for existing employees and get a response based on the query submitted through the web service.

New RPN web service

<table>
<thead>
<tr>
<th>PAYE Web Service Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Description</strong></td>
</tr>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Version</strong></td>
</tr>
<tr>
<td><strong>Date Last Updated</strong></td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
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<td>PAYE Modernisation Description Of Web Service Examples</td>
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<td>Example 1: Full PAYE Modernisation Life Cycle</td>
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<td>Example 2: Overpayment To Employee</td>
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<td>Example 3: Underpayment To Employee</td>
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<td>Example 4: Amendment Of Invalid Payroll Submission</td>
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Appendix A – Business Rules

*Employment ID Business Rules*

The ‘Employment ID’ field has a unique value for each separate employment that an employee has with each employer. It will be set by the employer. Revenue will use it, along with the *Employer Number*, the PPSN, when creating an employment for an employee. If the PPSN is available, the *Employment ID* field is mandatory.

The *Employment ID* will be particularly useful where:

- An employee has multiple employments with the same employer, as it can uniquely identify each employment.
- An employee ceases and re-commences employments with the same employer.
Employee List and PPSN Checker
Upload Employee List

Select the PREM Number for which Employee List you are uploading:

Select one PREM Number only:

Select PREM Number...  

3390449JH
2258939N
3390443UH
3390431NH

Submit
PIT Opening
PIT Opening

• Service Desk Tool Available early March
• PIT3 Open “Maundy” Thursday (30/03/2018)
• To plan our support we would like to get an indication of when each provider will start testing with Revenue in PIT.
# Upcoming PSDA Meetings 2018

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AOB

• Next workshop scheduled for 7th March