PSDA Summary Findings

25th January 2018
Agenda

- PIT
- Online Payroll Administration
- Schema Updates
- Request for Pilot
- Calendar of Events
- AOB
Agenda

• Ruth prefaced the presentation with updates since the previous meeting.
• Some updates to legislation relating to implementing PAYE Modernisation including the receipts basis of taxation for employees.
• Signed into Finance Act on December 25th 2017.
PIT
The PSDA prefaced the PIT presentation by stating there were a number of issues to be clarified by Revenue.

Request for details of the XML applied to the scenarios discussed at the meeting on Dec 7th?

Revenue are working on it. There will be examples of both XML and JSON published.
PIT

- The intention is to make PIT available to all at the end of March, to facilitate rapid turnaround on any issues.
- The detailed conformance test documentation will cover technical requirements in addition to test scenarios and test data requirements.
Testing
Testing

• There are approximately 20 test scenarios.
• These are viewed as ‘building block’ scenarios which should cover any scenario that may arise for clients.
Testing

• If an agent is operating with a TAIN for multiple employers instead of the one on one scenario, will this still be possible?
  • Yes. There will be an ‘agent cert’ to cover multiple employers provided for testing.
  • Revenue will also provide out of date certs for ‘negative testing’.
Testing

• To complete Complex Business Process Tests, the client will need to have submitted a payroll in the first place. Each test will be independent, with steps to follow in order.
• Will there be a means of testing correction or deletion?
• Correction and deletion scenarios will be developed.
• Volume test data will be available on request – it will not be provided up front.
PIT Tools Test Data Application
PIT Tools Test Data Application

- Access will be a two-step process.
- Can there be a generic registration for multiple users within one company?
- There will be scope for ‘umbrella groups’ for multiple teams within one company. Credentials may be shared.
- There was a request for the email addresses of PSDA members – does this have some bearing on the testing process.
- There will be a level of verification of applicants before the testing link is released to users, this will aid the process.
- It was acknowledged that there may be more users outside of the scope of the PSDA that may require access.
PIT Tools Test Data Application

• Registration is a standard registration process (Google Authenticator).
• A one time password used every time you log in.
• Service Desk Dashboard will provide the user with a digital cert for the purpose of testing
• There may be an FAQ provided.
PIT Tools Test Data Application

- If you open a ticket on the Service Desk, this will be sent to the registered email address for your account. No need to monitor the Service Desk for replies or updates.
- Is there a priority level for tickets?
- The user can set their own priority level for their request, which Revenue can then amend.
- The Service Desk will operate standard business hours, will not be 24/7.
- It is a cloud product and is strictly for test data requests only.
- If there are clients that do not wish to divulge their own personal smartphone info for registration, how will Revenue accommodate this?
- It can be shared on a company registered smartphone.
PIT Tools Test Data Application

• There will be an Announcements section advising user of any scheduled down time or current issues etc. This is envisaged to be more appropriate for the Service Desk.

• Employee Data for the Conformance Testing will be in JSON format.

• Revenue will allow two options for requesting a new cert: creating a cert with our data or allowing the user to upload their own data i.e. PPSN, Registration number.

• This will generate a new cert. The process is manual so there will be no instant download.
Online Payroll Administration
Online Payroll Administration

- Once the cert is registered for PIT, the user is able to access ROS.
- This is a suite of services for the employer or agent.
- The four options tie in with the tenets of the life cycle of payroll submission: Request, Submit, Check and Accept.
Online Payroll Administration

• There are two ways to request RPNs.
• Requests may be done through the upload of a relevant request file through payroll software.
• It can also be done through in an online form in the case of clients who do not use payroll software.
• There is a bit of analysis still to be done regarding the use of XML and Json.
• What can payroll software produce that can provide the necessary Json parameters?
• Solution for this will be presented at next session.
Online Payroll Administration

- Should the payroll software generate or incorporate the URL data in the case of the use of Json?
- Do the PSDA have a preference?
- It was noted that it would be more user-friendly to generate it.
- Is CSV the spec’d format for RPN?
- Yes – a specification for this format will be provided.
- Is there an option to download all three formats at once?
- No, but each request is on its own merits – you can make multiple requests under separate formats. It would be too time consuming to do so.
- It was acknowledged that there may be a possibility that some users may have issues using XML/Json.
- CSV Format will be kept for ‘legacy users’ – non-software users.
Online Payroll Administration

- It was raised that some users might not want to generate files in payroll software as opposed to current system of just logging onto ROS.
- Can default file type be set at user level?
- Will CSV format be kept in step with XML/JSON?
- The priority is with XML/JSON.
- Customers may want a CSV file to open for ease of use.
- Can the default file type be held?
- Revenue will look at this.
Online Payroll Administration

- Will information provided by web services be available on the OPA screens?
  - Yes
- Errors in payroll will be shown on screen – it is envisaged that this will prompt the user to correct errors as they go along.
- Will the error messages be the same on web services?
  - Yes.
- File upload functionality is being designed at the moment.
- It is planned that full upload and download to be available for PIT.
- How will this affect companies with second or ‘shadow’ payrolls?
  - They may require a 2nd PREM reg number and an additional digicert.
Schema Updates
Schema Updates

- No new changes since last meeting.
- It was requested that Revenue update published materials in a more timely fashion.
- Revenue noted this request.
- Date format – ISO Standard
- A list of FAQs is to be published.
- The RPN Data Items document will be updated to reflect changes.
- Because of an additional validation rule regarding the date/time format, all examples need to be updated.
- The schema update will be circulated via email next week and published soon after.
Schema Updates

• A physical size limit of 10mb is to be imposed.
• Logical limits are only estimates – still to be tested and verified.
• Variable output based on payslip messages.
• It was noted that users tend to prefer uncompressed file formats for uploads/downloads.
• What file format will be used for compression?
• This has already been published.
• What’s the likely response time?
• For initial responses, immediately. The hope is to have it within seconds for triggered responses from Revenue.
• Maximum of 1000 error messages returned, even if there are more than 1000 errors in the file.
Schema Updates

- Will there be a scenario where a payslip will pass the initial process but will fail on backend processing by Revenue?
- This will mainly be due to compliance/rule issues. The payslip will not return to payroll at this point.
Change Control
Change Control

- There was a proposal to establish a Change Advisory Board.
- When is this likely to kick off?
- On publication of documents today.
- Will outside requests be covered?
- It could be considered.
- PSDA to confirm who is on the board representing them.
- Is there an indicative date for RPN issue?
- 24th November or 1st December – to allow for budget changes, 1st December the more likely of the two.
Change Control

- Was there any plan for what Revenue will do based on the experience of the change in Customs systems?
- Maintain engagement with PDSA, IPASS etc.
- PSDA are looking for a decent ‘stabilisation period’ after go-live date.
- Will guide for employers be provided for corrections?
- There will be a more generalised guide provided for the PAYE system – these are not ‘technical’ corrections.
Request for Pilot
Request for Pilot

• It was advised that two systems running in tandem would be too complicated.
• There is scope to provide a phase of Parallel Testing.
• There is legislation in place to cover Revenue under data protection to provide RPNs in advance and to provide/submit live payroll data once it is destroyed on completion.
• Employers need to check if they can submit data. This will only be for testing and will be destroyed once the system goes live.
Request for Pilot

- Revenue to start at looking at what would be involved to implement this testing.
- Revenue need the PSDA to determine if and how it would work.
- Due to data protection issues, it must be the employer or agent testing the data.
- It was noted that there some concern over losing PIT and that the proposal was a bit late in the day.
- There was also concern expressed that the testing window envisaged would be too short.
- Where would fixes be tested?
- Is the suggestion of a pilot off the table completely?
- Yes, there is no option for pilot.
Request for Pilot

• In order for this to be implemented, development would need to be finished for September.
• Is there a way to provide PSDA with a unit test environment?
• An extra month of parallel testing would make a huge difference.
• Parameters for potential Parallel Testing to be decided.
Calendar of Events
## Upcoming PSDA Meetings 2018

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AOB

• Was there any feedback on the campaign undertaken regarding ‘Christmas Day’ employments on P35s?
• There was good take-up in terms of submissions of P46s and calls to the Employer Helpline. Revenue need more feet on the ground in terms of compliance issues.
• Is there any current thinking in relation to possible late filing due to the changeover to PAYE Modernisation?
• Revenue are looking at it and will advise employers to look at their business processes for 01/01/19 ahead of time.
What are Revenue’s plans for educating smaller employers about the changeover?

Revenue are to implement a Change Management Plan. This will include tailored mailshots in April and September, free seminars, ROS banners, social media campaigns, advertisements on customer service waiting lines.

Would Revenue consider rolling demos of the use of the new service or instructional videos?

Revenue are looking at the idea.
Next meeting – 14th February 2018