

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

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- Revenue will also provide out of date certs for 'negative testing'.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 PSDA, 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

25	January
14	February
7	March
28	March
18	April
9	May
30	May
20	June
11	July
1	August
22	August
12	September
3	October
24	October
14	November
5	December

AOB

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.

AOB

- 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