Agenda
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• Standard payroll run
• Payment before starting
• Payroll amendment
• Replacement of P45 process
• Payment after leaving
• Medical insurance paid by employer
• RPN/Weekly tax credits
• DEASP income
• Emergency tax
• In year reconciliation
• End of year statement
Standard Payroll Run
Standard payroll run

- Request RPN for all employees at the start of the year
- The valid RPN is the last one
- New employee-new RPN
- There will be three different ways to request RPN’s –
  - All employees’ RPN’s
  - Employees where changes have taken place since last payroll run
  - New employees
- Legislation to be drafted:
  - By asking for an RPN for a new employee, the employer is confirming that the employee is commencing employment with them.
  - An employer must ‘poll’ for an RPN before running the payroll.
Standard Payroll Run

• The RPN will give annual credits/rate band – these should be divided by 52 or 26
• Previous pay and tax will be included in the RPN
• Still awaiting decision on Week 53
• An acknowledgement will issue by Revenue confirming that we have received the submission – if no acknowledgement, we have not received it and it must be re-submitted
Standard Payroll Run

• It was confirmed that in case of specific technical issues an RPN cannot be downloaded, the employer can operate from the most recent RPN previously downloaded
• In cases of ‘hello’ money, an RPN should be requested with a start date per date of payment
• For employers with 5 or less employees, there will be facility available for inputting data
• There will also be a paper process for non e-enabled employers
PAYE Services
PAYE Services

• Employees will have the facility to cease their own employment and prevent their new employer seeing their previous pay

• PAYE Modernisation Team will need to keep online services aware of any changes
Cessations/P45
Cessations/P45

• It was asked if P45 notes have been updated to remove illness benefit
• It was highlighted that cessation dates provided by employees and employers can differ – this will be further investigated
• For payments after leaving i.e. arrears/holiday pay, employers should poll for an RPN – it was noted that it was important to use the same employer ID in this instance
• There was a query regarding a situation where an employee ceases the employment on My Account, but doesn’t inform the employer and he continues to pay the individual. It was asked what will Revenue’s action be
• Revenue will have to message online services and it was agreed that rules will have to be expanded here
Death
Death

- Revenue confirmed that it is notified of deaths by the General Register Office
- When we received the date of death, we will cease the employment
- It was asked what will happen in pension/ARF cases (when payments can continue after death) To be considered.
Medical Insurance
Medical Insurance

- Employee can claim medical insurance through My Account – the amount claimed will be cross-checked against the total reported by the employer
- It was clarified that BIK = Gross Medical Insurance
- Details of BIK will be submitted directly to Revenue and included in the RPN
Emergency Rules
Emergency Rules

• There should be fewer scenarios of customers being taxed on emergency basis
• Revenue clarified the situations in which emergency tax should be applied
• Where there are technical issues and an RPN does not issue, emergency tax should be operated
DEASP Income

• There will be real time interface with the Dept. of Employment and Social Protection
• Where DEASP payment has been mandated to employer, remove payment from ‘pay for Income Tax, PRSI and USC’ and calculate the deductions based on the RPN
End of Year Statement
End of Year Statement

- Automatic end of year reviews will issue (these will replace P60s)
- Statement will issue after 14th January (i.e. after employer has agreed return)
- PSDA felt that they would be under pressure at the end of the year, as they will still be asked to provide the equivalent of a P60 (statement of earnings)
- Increasingly, banks do not accept P60’s and look for a statement of earnings instead
- Revenue will be talking to relevant stakeholders to educate re the End of Year Statement replacing the P60
In-Year and Returns Reconciliation
Reconciliation

• In year reconciliation is an alert message and not automatic
• Undecided on how often these will issue
• Returns reconciliation examples to be provided to Sean Murray in PSDA, in particular where a payroll run will cross over two months
Data Alignment
Data Alignment

• Further letters in relation to Christmas Day employments will issue in October
• Letters will also be sent regarding missing PPSN’s
Employee List

• Observations:
• Exclusion Order – agree to make date optional
• Start Date – review description and can’t provide a mandatory?
• Director marker – review description (as it is causing confusion)
Schema
Schema

- Schema documents were discussed
- Issues raised:
  - Three different names used for ‘Income tax’ - Revenue will review and correct this
  - Revenue wants to hear about issues with the documents provided recently and stated that it wanted to improve the recent examples, not move away from them
  - It was requested that another example of ‘corrections’ be provided
  - Revenue asked if there was any need for the *message type field*? PSDA to consider and come back with their thoughts
  - XML sample in notes (P35 2014)
  - Issues around benefit details
  - A guide for the documents/schemas published already should be issued shortly
Technical Failures
Technical Failures

• Typical causes for technical failures:
  – Malformed request
  – Digital certificate issue
  – Systems issue on Revenue side
• One attendee talked about files disappearing and how this scenario would be dealt with in the future? Revenue confirmed that if a response was provided, it would have an audit trail and stored a copy
• Discussion centred around payroll and pay-date – Revenue clarified that the pay-date is the date that the money is actually with the employee (not when it goes to the bank or when a cheque is sent)
Technical Failures

• Web service to be provided in the first two weeks of October
• It was also queried if there will be a limit to line items in batches –
  – For REST, there will be compression
  – For SOAP/XML, there will be a small upper limit (500)
  – Months with five pay-dates was mentioned as being a potential problem – Revenue will write out a proposal and send to Sean Murray for circulation to members
• Submission header to include month – to ensure all payslips belong to the same month
Next Steps

• Summary of discussions to be circulated
• Further feedback via payemodernisation@revenue.ie or PSDA Chairman
• Design workshops scheduled with other stakeholders
• **Next PSDA meeting scheduled for October 13th at 2pm**