

# **Employer Submission Technical Workshop: P2C Technical Message Flows [DRAFT]**

22<sup>nd</sup> May 2017

# Agenda

1	Action Log Updates
2	P2C Technical Message Flows
3	P2C Data Items – Review
4	Employment Creation & Cessation – Update
5	Out of Year Corrections – Update
6	Employer Submission Data Items – Update
7	Overview of In-year Reconciliations
8	AOB

## Please Note

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

# 1. Action Log Updates

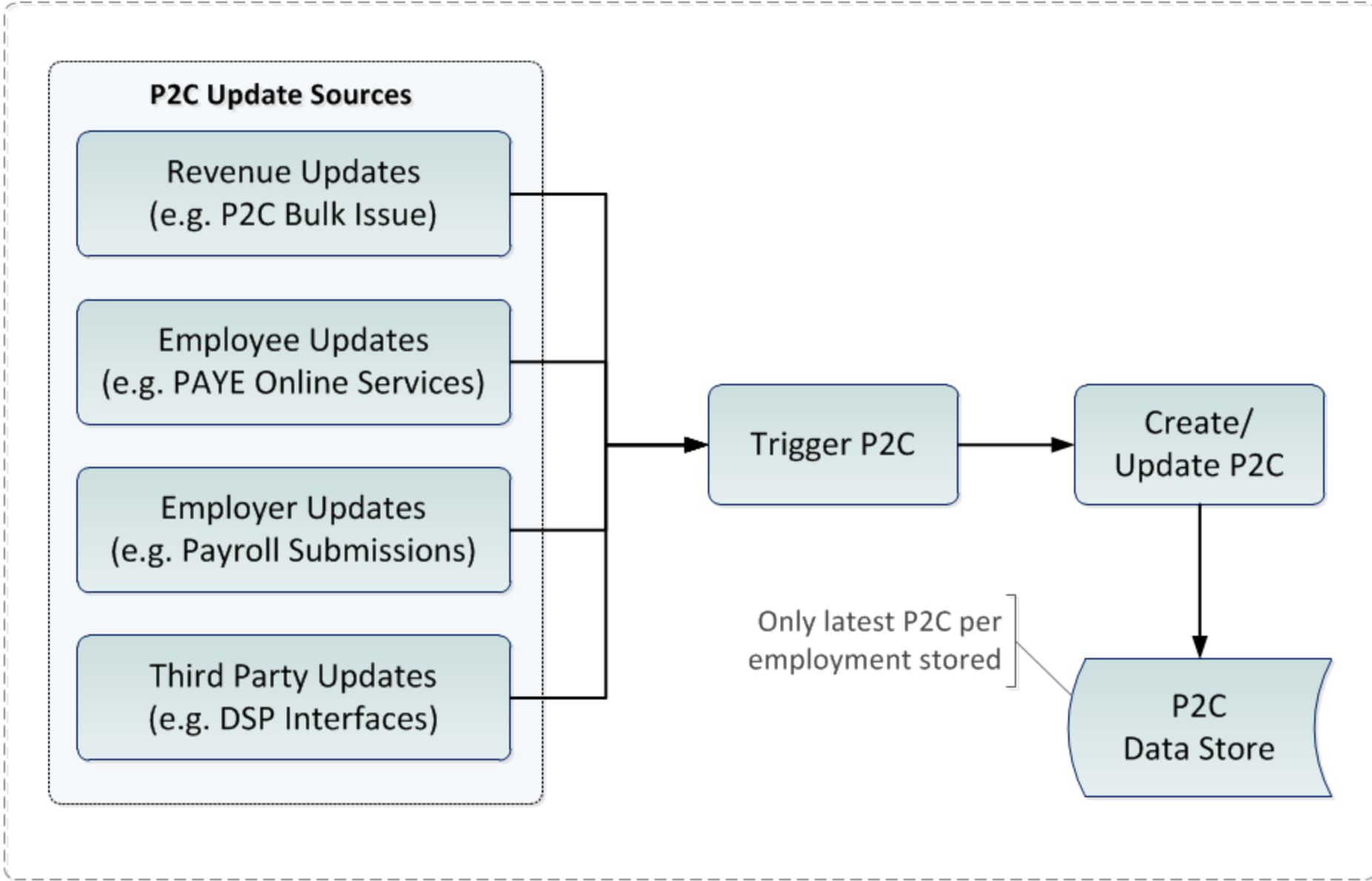
# Action Log Updates - Summary

- Actions from 2<sup>nd</sup> May Stakeholder Meeting
- Submission data items updated
- P2C data items updated
- Start date concerns when commencing employment addressed

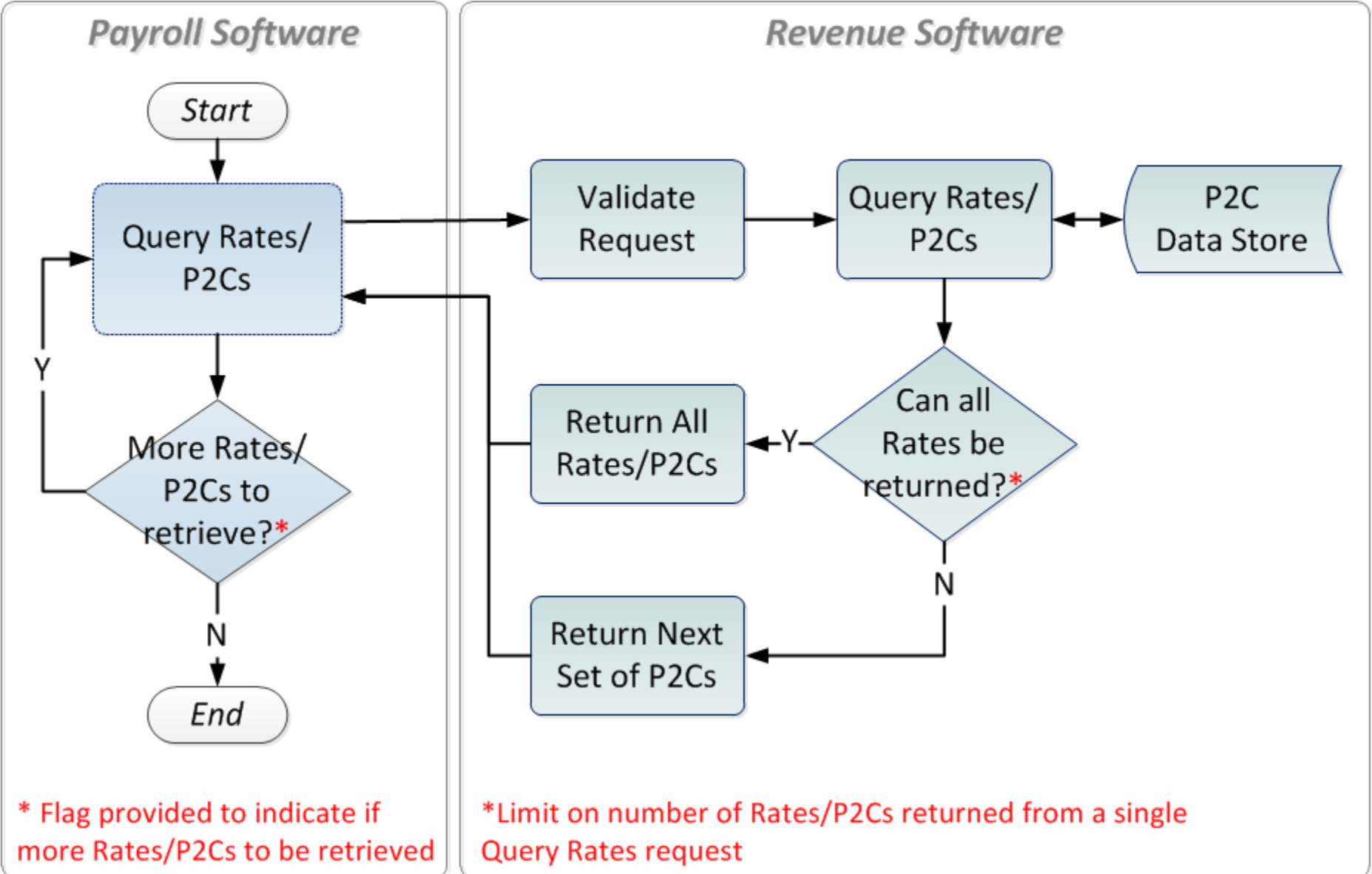
**Full details of actions in separate 'Action Log' deck**

## **2. P2C Technical Message Flows**

# Create/Update Rates/P2Cs



# Query Rates/P2Cs





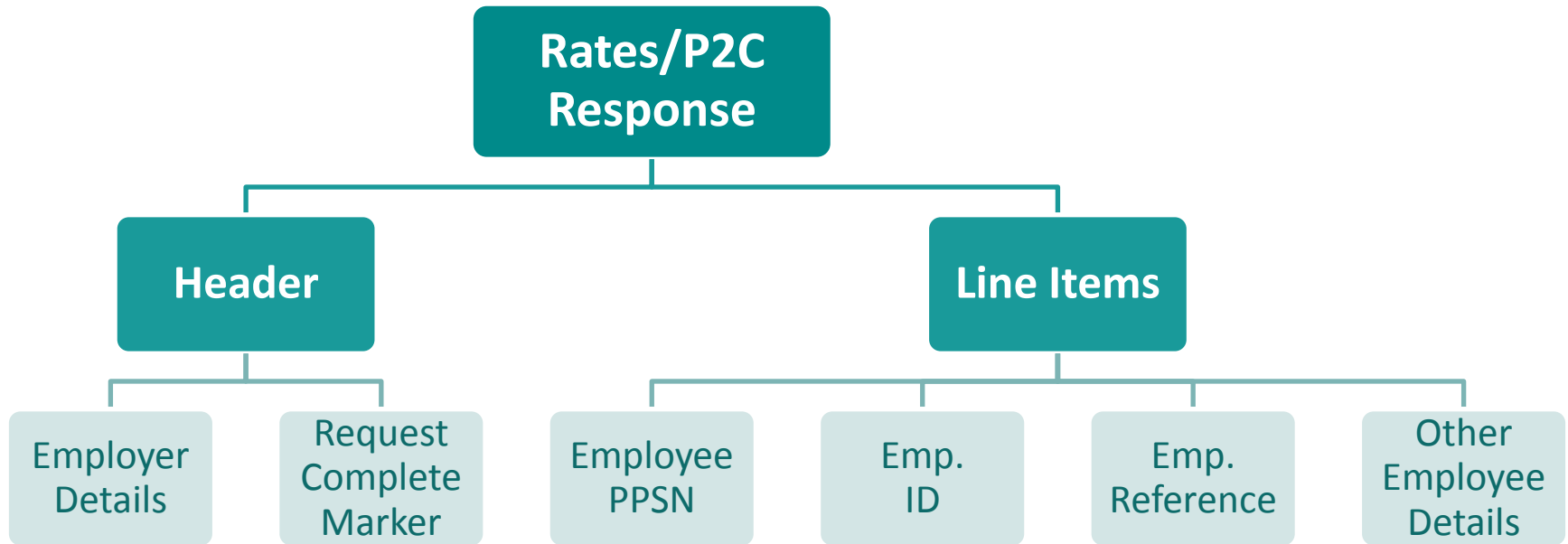
# P2C Query Rates/P2C Request Options

Request Type	Results
Query by <b>Employer Number</b> and <b>Date Last Updated</b>	Will return all P2Cs for that employer number that have been updated since the date specified in the request
Query by <b>Employer Number</b> , list of <b>Employee PPSNs</b> and <b>Date Last Updated</b>	Will return P2Cs for the employee PPSNs specified that are set up under the employer number & that have been updated since the date specified in the request
Query by <b>Employer Number</b> and list of <b>Employee PPSNs</b>	Will return P2Cs for the employee PPSNs specified that are set up under the employer number
Query by <b>Employer Number</b> only	Will return a P2C for any employment that was live in the current tax year for that employer number

**Note:** Legislation will be updated to cater for the exceptional scenario where a P2C may not be available

# 3. P2C Data Items – Review

# Get Rates/P2Cs Response Structure



# P2C Data Items: Response Header

Data Item	Description and validation	Context
Tax Year	4 digit year format.  Min year 2019.	Used to identify the tax year to which the P2C relates.
Employer Name	The Official Name of the employer.	
Employer Registered Number	The registration number of the employer. Format is 7 digits (including leading zeros) followed by either 1 or 2 letters.	Used to identify employer to which the P2C relates.
Request Complete Marker	The value will be set to “true” if all requested P2Cs have been sent.  The value will be set to “false” if all requested P2Cs have not yet been sent.	Used to indicate if all P2Cs requested have been sent. If all have not been sent, the third party software will know to continue polling until all requested P2C are received.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
P2C Number	TBC	Used to uniquely identify the rates issued.
Date of Certificate	Date format dd/mm/yyyy	The date the P2C issued.
Employee Forename	Forename of the employee. Max length 20	
Employee Surname	Surname of the employee. Max length 35	
PPSN	Format is 7 digits (including leading zeros) followed by either 1 or 2 letters.	Used to identify employee to which the P2C relates.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Previous PPSN	Must be valid PPS number (up to 9 chars). Format is 7 digits (including leading zeros) followed by either 1 or 2 letters.	<p>Used to identify employees previous PPS number if applicable e.g. W PPS number.</p> <p>This will appear if available.</p> <p>Should this PPSN always be displayed if there is a previous PPSN on record or should there be rules around displaying this only if the PPSN has recently changed?</p>

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Employment ID	<p>The value of this field will be the Employment ID provided to Revenue by the employer when setting up then employment.</p> <p>If the P2C is being triggered as a result of the employee setting up the employment via Jobs and Pension or contacting Revenue, the value of this field will be set to null.</p> <p>Min value 1</p> <p>Max value 999999</p>	Used to uniquely identify each employment for the employee.
Employer Reference	<p>Employee internal staff identifier.</p> <p>Max length 20</p>	Used to uniquely identify the unique employment for the employer and employee.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Payroll Identifier	To identify employers payroll. Max length 20	In case employer changes software / site.  This will appear if available.
PAYE Calculation Basis	Cumulative Week 1 Exclusion Order	Used to indicate the correct tax basis to be applied.
Date Certificate Begins	1 <sup>st</sup> January if cumulative basis applies. Date the cert issued if Week 1 basis applies. The date can be in the future.  Date format dd/mm/yyyy Min date 01/01/2019	The cert can be used from this date until updated again.



# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Date Certificate Ends	<p>The date the P2C ends.</p> <p>Date format dd/mm/yyyy</p> <p>Min date 01/01/2019</p>	<p>Applicable to Tax Basis Week 1. For Cumulative certs the date will be the 31/12/XXXX.</p> <p>This will appear if applicable.</p>
Total Pay for Income Tax to Date	<p>This will include total income liable to Income Tax to date – including previous employment income, DSP.</p> <p>This number will contain two decimal places.</p> <p>Positive number only</p> <p>Min value 0</p>	<p>When multiple employments exist, P2C must include correct previous employment income. This will include only the previous Pay and Tax that should be applied.</p>

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
DSP Illness Benefit	<p>Amount of employee's taxable DSP Illness Benefit.</p> <p>This number will contain two decimal places.</p> <p>Positive number only</p> <p>Min value 0</p> <p><i>Reviewing operation of IB with DSP – design decision outstanding.</i></p>	<p>Amount of taxable DSP Illness Benefit included in “Total Pay for PAYE to Date”.</p> <p>This will appear if available.</p>

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Total Income Tax Deducted to Date	<p>Total amount of employee's Income Tax deducted to date.</p> <p>This number will contain two decimal places.</p> <p>Positive number only</p> <p>Min value 0</p>	Total Income Tax paid to date. Taking into account any PAYE refunded through any unemployment repayment claim(s).
Yearly Tax Credit	<p>Amount of tax credits available to the employee for the year the P2C relates to.</p> <p>This number will contain two decimal places.</p> <p>Positive number only</p> <p>Min value 0</p>	Net Tax Credits. Breakdown is displayed to employee through PAYE Services.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Tax Rate 1	<p>The lower rate of tax for the year the P2C relates to.</p> <p>This will always be 0% if an employee is exempt.</p> <p>Positive number only</p> <p>Min value 0</p>	Rate to be applied for any income below Rate Band 1.
Yearly Rate Cut Off Point Band 1	<p>Total rate band for the year the P2C relates.</p> <p>Positive number only</p> <p>Min value 0</p>	Total allocated Rate Band 1. Breakdown is displayed to employee through PAYE Services.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Tax Rate 2	The higher rate of tax for the year the P2C relates to. Positive number only Min value 0	Rate to be applied for any income between Rate Band 1 and Rate Band 2.
Yearly Rate Cut Off Point Band 2	Positive number only Min value 0	In case introduced in a future budget.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Tax Rate 3	Positive number only Min value 0	In case introduced in a future budget.
Yearly Rate Cut Off Point Band 3	Positive number only Min value 0	In case introduced in a future budget.
Tax Rate 4	Positive number only Min value 0	In case introduced in a future budget.
Yearly Rate Cut Off Point Band 4	Positive number only Min value 0	In case introduced in a future budget.
Tax Rate 5	Positive number only Min value 0	In case introduced in a future budget.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
PRSI Exemption	<p>Set to “true” if employee is exempt from paying PRSI.</p> <p>This field is not included if employee is not exempt from paying PRSI.</p>	<p>True if an individual is exempt from paying PRSI due to residence or under 16 / over 66 / deceased. This must not to be confused with PRSI exempt income.</p> <p><i>Possible Data Protection issue?</i></p>
PRSI Review Marker	<p>Set to “true” if employer should review the PRSI class or subclass an employee should is on.</p> <p>This field is not included if an employer does not need to review the PRSI class and subclass an employee is on.</p>	<p>This field will indicate if Revenue has reason to believe an employee’s PRSI class or subclass may need to change.</p>

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
USC Status	Ordinary Exempt	Used to deduct correct amount of USC.
USC Band 1 Rate	USC band 1 rate applicable to USC Status Ordinary in the year the P2C relates to. This number will contain two decimal places. Positive number only. Min value 0	Current rate 0.5%.



# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Yearly USC Band 1	Total USC band 1 applicable to USC Status Ordinary in the year the P2C relates to. This number will contain two decimal places.  Positive number only.  Min value 0	
USC Band 2 Rate	USC band 2 rate applicable to USC Status Ordinary in the year the P2C relates to. This number will contain two decimal places.  Positive number only.  Min value 0	Current rate 2.5%.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Yearly USC Band 2	Total USC band 2 applicable to USC Status Ordinary in the year the P2C relates to. This number will contain two decimal places.  Positive number only.  Min value 0	
USC Band 3 Rate	USC band 3 rate applicable to USC Status Ordinary in the year the P2C relates to. This number will contain two decimal places.  Positive number only.  Min value 0	Current rate 5%.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Yearly USC Band 3	Total USC band 3 applicable to USC Status Ordinary in the year the P2C relates to. This number will contain two decimal places.  Positive number only.  Min value 0	
USC Band 4 Rate	USC band 4 rate applicable to USC Status Ordinary in the year the P2C relates to. This number will contain two decimal places.  Positive number only.  Min value 0	Current rate 8%.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Yearly USC Band 4	Total USC band 4 applicable to USC Status Ordinary in the year the P2C relates to. This number will contain two decimal places.  Positive number only.  Min value 0	
USC Band 5 Rate	This number will contain two decimal places. This number will contain two decimal places.  Positive number only.  Min value 0	In case introduced in a future budget.

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Yearly USC Band 5	<p>This number will contain two decimal places.</p> <p>This number will contain two decimal places.</p> <p>Positive number only.</p> <p>Min value 0</p>	<p>In case introduced in a future budget.</p>
Previous Pay for USC to Date	<p>Net pay subject to USC.</p> <p>This number will contain two decimal places.</p> <p>Positive number only</p> <p>Min value 0</p>	<p>This will include total income liable to USC to date – including previous employment income and any additional declared income liable to USC e.g. Rental Income.</p> <p>This will appear if available.</p>

# P2C Data Items: Response Line Item

Data Item	Description and validation	Context
Previous USC Paid to Date	<p>Total amount of employee's USC deducted to date.</p> <p>This number will contain two decimal places.</p> <p>Positive number only</p> <p>Min value 0</p>	<p>Total USC paid to date. Taking into account any USC refunded through any unemployment repayment claim(s).</p> <p>This will appear if available.</p>
LPT to be Deducted	<p>Local Property Tax amount due.</p> <p>Positive number only</p> <p>Min value 0</p>	<p>Amount of LPT to be deducted through payroll.</p>

## **4. Employment Creation & Cessation – Update**

# Employment Creation & Cessation – Update

- P2C trigger
- Start and end dates on submission
- Employer online screens
- Jobs and Pensions



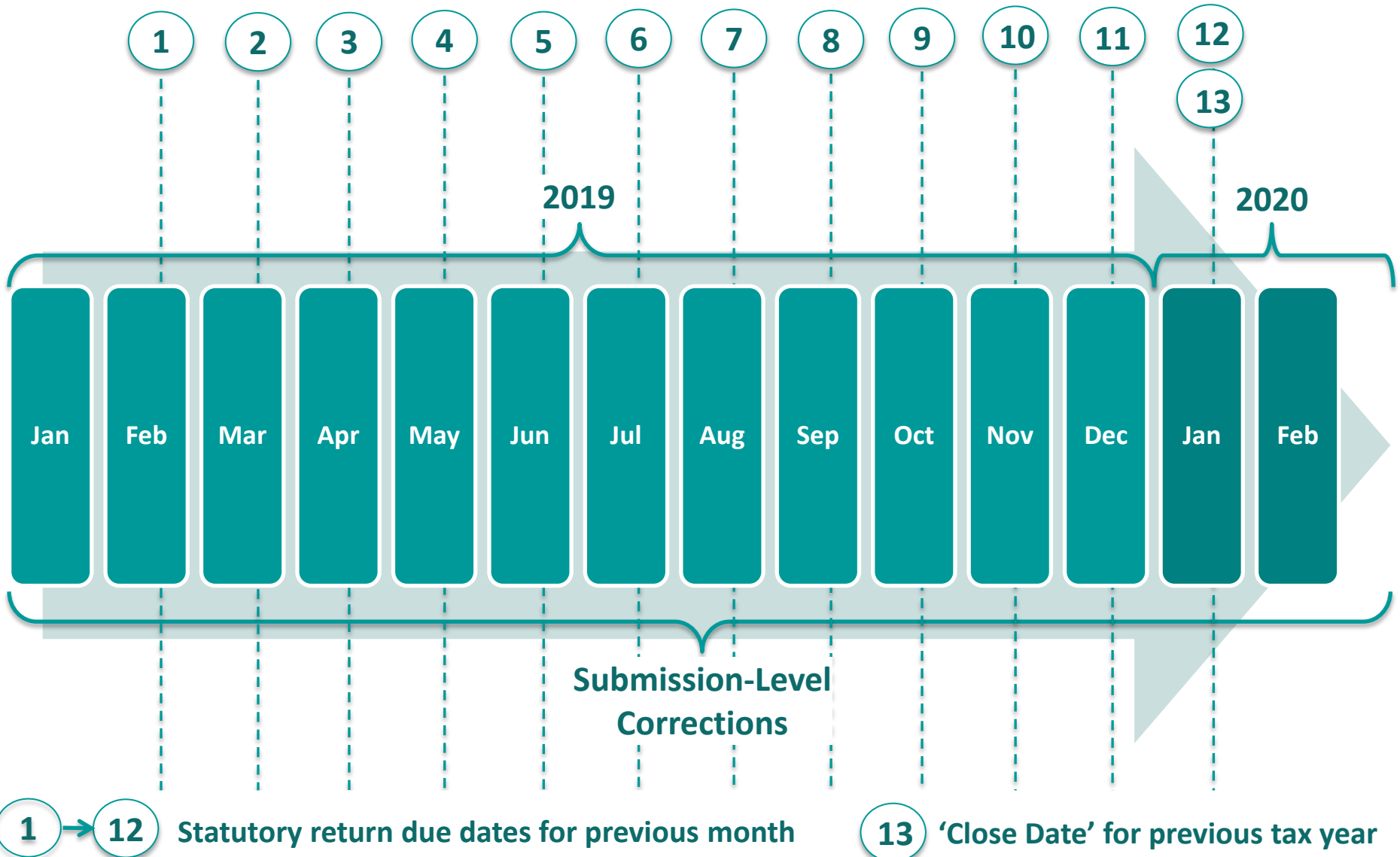
## 5. Out of Year Corrections - Update

- Corrections required to payroll after a tax year has passed

## Out of Year Corrections: Review

- Need to have a mechanism to allow employers notify Revenue of corrections to payroll after the end of the tax year
- This will now use the same correction mechanism as current-year corrections
  - Corrections will be required to submissions at line item level

# Corrections Timeline & Milestones



## **6. Employer Submission Data Items - Update**

# Updated Submission Data Items

Element	Change Description
PPSN verified marker	Removed from submission line item data
Address	Added to submission line item data
Date of Birth	Added to submission line item data
Pay Frequency	Added 'Annual' pay frequency type
Software version	Changed from Mandatory to Optional
Employment ID	Changed from Mandatory to Conditional
Hours Paid	Removed from submission line item data
P2C number	Added to submission line item data
Employee is exempt from PRSI in Ireland	Changed from Mandatory to Conditional

# Updated Submission Data Items

Element	Change Description
USC Status	Removed number references
USC Paid	Changed from Mandatory to Conditional
Medical Insurance paid by Employer (subject to TRS)	Re-named 'Medical Insurance paid by Employer'. Updated Context.  Changed status from 'Amber' to 'Green'.
Gross Pay	Updated Description and Validation.
Pay for Income Tax	Updated Description and Validation.
Share Base Remuneration, Taxable Lump sum, Non-Taxable Lump sum	Updated Description and Validation.  Changed status from 'Amber' to 'Green'.
Shadow Payroll Indicator	Changed from Mandatory to Conditional

# Updated Submission Data Items

Element	Change Description
Director	Changed from Mandatory to Conditional. Removed the following possible values – Spouse/Civil Partner of Proprietary Director and Child of Proprietary Director. Changed status from ‘Amber’ to ‘Green’.
Deceased Indicator	Removed from submission line item data

**Full details in separate ‘Submission Data Items’ document**

# 7. Overview of in-year reconciliations



# Overview of in-year reconciliations

- Similar to an end of year review - all Schedule E income streams of the individual/joint assessed couple will be reviewed
- Rules will be developed, building on PAYE Services allocation engine, to determine if credits/rate bands are allocated to best effect
- **Output to employee:** message suggesting, where relevant, a reallocation of credits/rate bands
- Customer can either
  - accept the reallocation; or
  - reject the reallocation and allocation remains as is; or
  - reject the allocation and provide details of an alternative allocation.
- **Output to employer/software:** where the result is an under/overpayment or reallocation of credits/rate bands, a new P2C will issue

## 8. AOB

- Next Workshop:
  - Correction types
  - Full technical message flow (start to finish)
  - Walkthrough of ROS web service integration?