Sub-user and Agent Permissions for Employer Services

Employer

PAYE-Emp Permissions	View Permissions	Prepare Permissions	File Permissions
Employer Services Dashboard	X	✔	✔
Lookup RPN	X	✔	✔
Request New RPN	X	✔	✔
Payroll Submission	X	X	✔
Check Payroll Submission (view payroll)	X	X	✔
Check Payroll Run (view payroll run)	X	X	✔
Returns Reconciliation	X	X	✔
Statement of Account	X	X	✔
View Returns	X	X	✔
Accept Returns	X	X	✔
Submit a payment for period after 01/01/19	X	X	✔
PPSN Checker	X	✔	✔

To access ERR, the sub-user must also have at least View permission for PAYE-Emp

Enhanced Reporting Requirements	Administrative Permission	Settings Required
No Access	View only ERR expenses/benefits	No
	Submit & view ERR expenses/benefits	No
View Only	View only ERR expenses/benefits	**Yes**
	Submit & view ERR expenses/benefits	No
Submit and View	View only ERR expenses/benefits	No
	Submit & view ERR expenses/benefits	**Yes**

To access eSARP, the sub-user must also have at least View permission for PAYE-Emp

eSARP Portal	Administrative Permission	Settings Required
No Access	Access SARP	No
Access	Access SARP	**Yes**

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Financial & Payroll & ERR & Global Mobility Agent

PAYE-Emp Permissions	View Permissions	Prepare Permissions	File Permissions
Employer Services Dashboard	X	✔	✔
Lookup RPN	X	✔	✔
Request New RPN	X	✔	✔
Payroll Submission	X	X	✔
Check Payroll Submission (view payroll)	X	X	✔
Check Payroll Run (view payroll run)	X	X	✔
Returns Reconciliation	X	X	✔
Statement of Account	X	X	✔
View Returns	X	X	✔
Accept Returns	X	X	✔
Submit a payment for period after 01/01/19	X	X	✔
PPSN Checker	X	✔	✔

To access ERR, the sub-user must also have at least View permission for PAYE-Emp

Enhanced Reporting Requirements	Administrative Permission	Settings Required
No Access	View only ERR expenses/benefits	No
	Submit & view ERR expenses/benefits	No
View Only	View only ERR expenses/benefits	Yes
	Submit & view ERR expenses/benefits	No
Submit and View	View only ERR expenses/benefits	No
	Submit & view ERR expenses/benefits	Yes

To access eSARP, the sub-user must also have at least View permission for PAYE-Emp

eSARP Portal	Administrative Permission	Settings Required
No Access	Access SARP	No
Access	Access SARP	Yes

Payroll Only Agent

PAYE-Emp Permissions	View Permissions	Prepare Permissions	File Permissions
Employer Services Dashboard	X	✔	✔
Lookup RPN	X	✔	✔
Request New RPN	X	✔	✔
Payroll Submission	X	X	✔
Check Payroll Submission (view payroll)	X	X	✔
Check Payroll Run (view payroll run)	X	X	✔
Returns Reconciliation	X	X	✔
Statement of Account	X	X	X
View Returns	X	X	X
Accept Returns	X	X	X
Submit a payment for period after 01/01/19	X	X	✔
PPSN Checker	X	✔	✔

Payroll Only & ERR Agent

PAYE-Emp Permissions	View Permissions	Prepare Permissions	File Permissions
Employer Services Dashboard	X	✔	✔
Lookup RPN	X	✔	✔
Request New RPN	X	✔	✔
Payroll Submission	X	X	✔
Check Payroll Submission (view payroll)	X	X	✔
Check Payroll Run (view payroll run)	X	X	✔
Returns Reconciliation	X	X	✔
Statement of Account	X	X	X
View Returns	X	X	X
Accept Returns	X	X	X
Submit a payment for period after 01/01/19	X	X	✔
PPSN Checker	X	✔	✔

To access ERR, the sub-user must also have at least View permission for PAYE-Emp

Enhanced Reporting Requirements	Administrative Permission	Settings Required
No Access	View only ERR expenses/benefits	No
	Submit & view ERR expenses/benefits	No
View Only	View only ERR expenses/benefits	**Yes**
	Submit & view ERR expenses/benefits	No
Submit and View	View only ERR expenses/benefits	No
	Submit & view ERR expenses/benefits	**Yes**

Payroll Only & Global Mobility Agent

PAYE-Emp Permissions	View Permissions	Prepare Permissions	File Permissions
Employer Services Dashboard	X	✔	✔
Lookup RPN	X	✔	✔
Request New RPN	X	✔	✔
Payroll Submission	X	X	✔
Check Payroll Submission (view payroll)	X	X	✔
Check Payroll Run (view payroll run)	X	X	✔
Returns Reconciliation	X	X	✔
Statement of Account	X	X	X
View Returns	X	X	X
Accept Returns	X	X	X
Submit a payment for period after 01/01/19	X	X	✔
PPSN Checker	X	✔	✔

To access eSARP, the sub-user must also have View permission for PAYE-Emp

eSARP Portal	Administrative Permission	Settings Required
No Access	Access SARP	No
Access	Access SARP	**Yes**