Notifying a new Employee

If you are submitting payroll online and the employee that you wish to make the submission for is not listed, click the '**My employee is not on the list'** link on the bottom right of the screen.

You will be brought to the 'Create new employment and RPN' screen.

- If you know the PPS number and enter it, ROS will attempt to create an employment and retrieve an RPN for that employee. This may not be successful in all cases.
- If no RPN is available the emergency tax basis will apply.
- If you do not know the PPS number, ROS cannot create an employment or retrieve an RPN for that employee. You should omit PPS number and Employment ID from this screen. When you proceed to the next screen, you will be required to complete the mandatory details: Employer Reference, DOB and Address.

- Input your password.
- Click on '**Sign & Submit**'.

- In the 'Employee Details' section click on '**Update**' on the top right of the panel.

A pop-up will open where you can input the required information related to that employee. You must complete all mandatory fields.

Once the 'Employee details' have been completed, you can continue with the submission as normal by filling in the relevant details in the remaining sections.
If the submission had no PPS number or RPN available, the Emergency tax basis will apply.

- Click 'Save'.
- Click 'Submit Payroll'.
- Input your password.
- Click on '**Sign & Submit**'.

You will be returned with a reference number.