

## 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.

← Back

### Select an employee

Please select an employee to whom a payment is being made. If you have a new employee, you will first need to request an RPN in order to make the correct deduction.

Search by PPS number:  [Search](#) [Clear filter](#)

PPS number	Employee name	Employment ID	Employment start date	Action
0015916M	QLHFNX NIZRJM	Red-Lion	14/09/2018	<a href="#">Select</a>

[My employee is not on the list →](#)

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.

### Create new employment and RPN

Please enter your employees details below and confirm your password to create a new employment and Revenue Payroll Notification (RPN) for this person.

**First name**

**Family name**

**PPS number**

**Employment ID** ⓘ

**Employment commencement date**

- 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.

### Submission item

#### Revenue Payroll Notification (RPN)

There is no RPN available. You should use the emergency basis or 'emergency tax' to calculate your employee's pay and deductions below. [Learn more](#) ↗

Please complete/update all relevant sections below.

#### Employee details [Update](#)

Employee name	Seán O'Shea	PPS number	-
Employment ID	-	Employer reference	-
Employment start date	11/10/2018	Date of leaving	-
Pay frequency	Monthly	Shadow payroll	No
Directorship	None	Date of birth	-
Address	-		

I confirm these details are correct

#### Pay & deductions [Update](#)

Pay date	28/02/2019	Gross pay	-
Pay for Income Tax	-	Income Tax paid	-
Income Tax calculation basis	Emergency	Tax credits this period	-

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.



## Thank you

Your payroll run reference is: **PR-20181203-1141243**

Your submission ID is: **1**

You can view details of your payroll run and submission using the "View payroll" screens.

You may wish to print this screen to keep a record of your payroll run reference and submission ID for future correspondence.

ROS homepage

Print screen

[View payroll run](#)