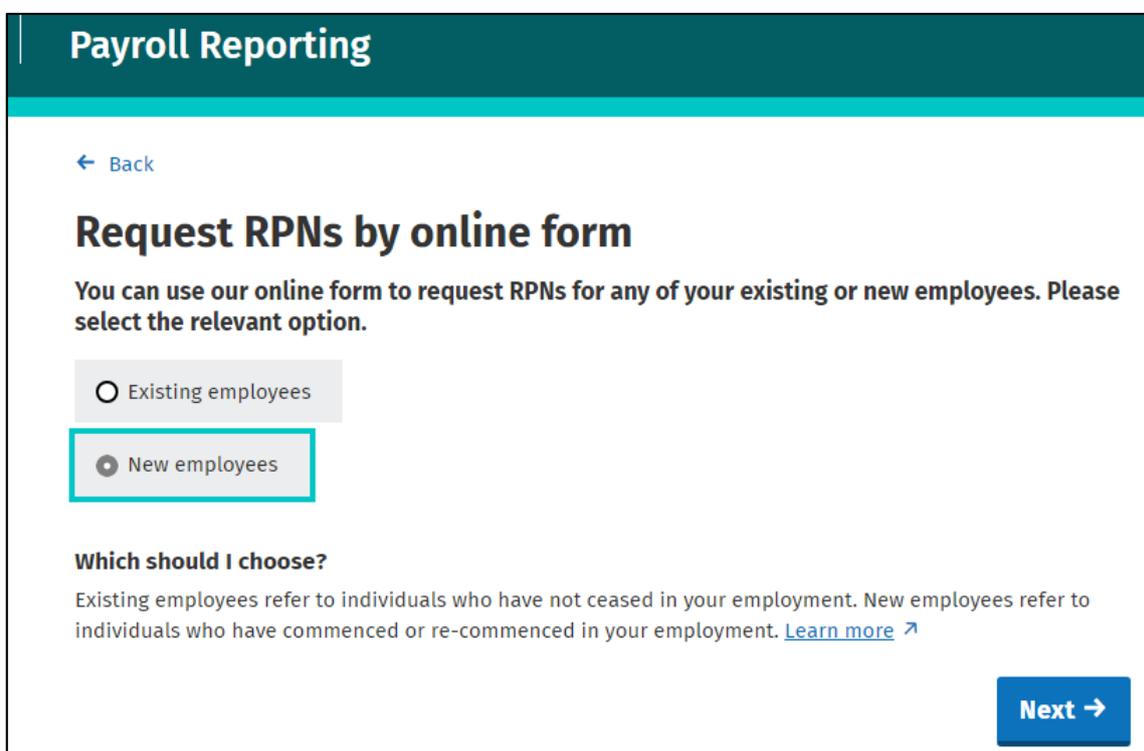


## Requesting RPNs by online form for new employees

This option allows you to request RPNs for new employees or employees who are re-commencing employment with you. You must know the employees PPS number to use this function.

The current tax year will be the default year. In the month of December, the next tax year will be available to select. This will provide the facility to download RPNs for the coming year.

- Select '**Request RPNs by online form**'.
- Select '**New employees**'.



The screenshot shows a web interface for 'Payroll Reporting'. At the top, there is a teal header with the text 'Payroll Reporting'. Below the header, there is a blue arrow pointing left with the text 'Back'. The main heading is 'Request RPNs by online form'. Below this, there is a paragraph: 'You can use our online form to request RPNs for any of your existing or new employees. Please select the relevant option.' There are two radio button options: 'Existing employees' and 'New employees'. The 'New employees' option is selected and highlighted with a red border. Below the options, there is a section titled 'Which should I choose?' with a paragraph explaining the difference between existing and new employees, and a link to 'Learn more'. At the bottom right, there is a blue button with the text 'Next →'.

- Enter the employee's first name, family name, PPSN, employment ID and employment commencement date.
- Then click the '**Add**' button.
- The employees will then be listed under the 'New employees' section on the bottom of the screen.

[← Back](#)

## Request RPNs for new employees

**Tax year**

2019 ▼

**Add new employees**

Enter the new employee's first name, family name, PPS number, employment ID and commencement date. To request an RPN for another new employee, click 'Add'.

**First name**

**Family name**

**PPS number**

**Employment ID** ⓘ

**Employment commencement date**  
DD/MM/YYYY

**+ Add**

When you have added all the employees you want to request RPNs for:

- Select the format in which you want to receive the RPN request in i.e. CSV, JSON or XML.

If you have a payroll package, your payroll provider can advise you which format to select. If you are not using a payroll package, use CSV file format, which you can open in Excel.

**New employees:**

First name	Family name	PPS number	Employment ID	Commencement date	Action
Mary	Smith		1	01/03/2018	<a href="#">Remove</a>

**File format for RPNs to be received** ⓘ

CSV  
 JSON  
 XML

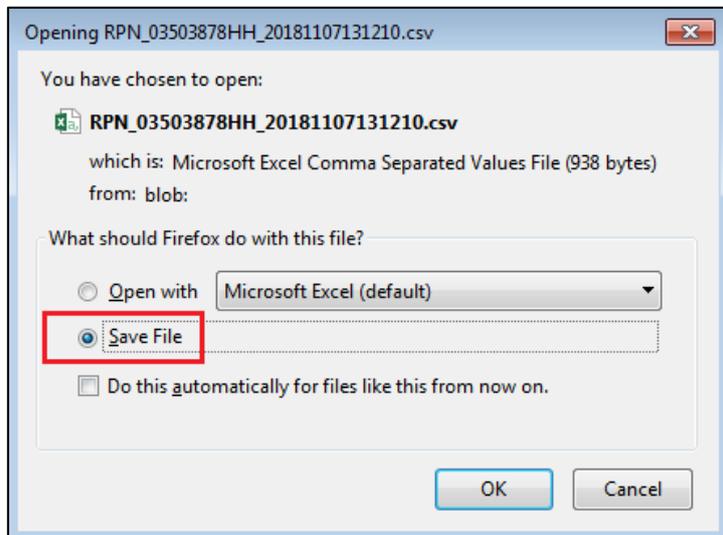
- Click the 'Request RPNs' button.
- Input your password.
- Click on 'Sign & Submit'.

The results of your RPN request will be returned.

The response file will be named as follows: **RPN\_[Employer Number]\_[Date/Time Stamp]**

For example: if RPNs were requested for employer number 1234567T on the 1<sup>st</sup> of January 2019 at 12:30:30, the file will be returned as **RPN\_1234567T\_20190101123030**.

The results of your RPN request will be returned. Depending on your web browser, you may be asked to 'Open' or 'Save' the file. Always chose 'Save' to create the RPN file in your Downloads folder.



## Request RPNs – Summary Screen

Once you have signed and submitted, you should get a summary screen detailing the results of your RPN request.

You will see how many of the requested RPNs were successful/unsuccessful.

### RPN request results

#### Summary results of RPN request

Your RPN request has been successfully received and the results will be shown below once processed. The response file for your payroll software has been automatically downloaded. This may be in your downloads folder. Please refer to this file for more information.

#### RPNs returned

RPN Number	RPN issue date	First name	Family name	PPS number	Employment ID	Action
3	2018-12-03	TEST	TEST		three	<a href="#">View details</a>

#### RPNs not returned

PPS number	Employment ID
	one

This file includes details of the RPNs requested. You can then upload this file into your payroll software to complete the next stage of the payroll process. If you do not have payroll software you can open the file in Excel to view the results.

On the screen, you can click on a line of an RPN to get a pop up - displaying a more detailed view of the RPN which has been retrieved:

## RPN

Employer: Sara-Er-Lubowitz LLC

RPN Number: 1  
Effective date: 2019-01-01  
End date: 2019-12-31

### Employee details

#### Name

First name T-AMINA  
Family name CRUICKSHANK

#### Employee ID

PPS number  
Employment ID 1

### Universal Social Charge (USC)

USC status ORDINARY

#### USC rates

USC rate 1 0.5%  
USC rate 1 cut off €0.00  
USC rate 2 2%  
USC rate 2 cut off €0.00  
USC rate 3 4.75%  
USC rate 3 cut off €0.00  
USC rate 4 8%

Pay for USC to date €0.00

USC deducted to date €0.00

### Income Tax - Pay As You Earn (PAYE)

Income Tax calculation Cumulative Basis

Yearly tax credits €3,300.00

#### Tax rates

Tax rate 1 20%  
Yearly rate cut off €34,550.00  
Tax rate 2 40%

Pay for Income Tax to date €0.00

Income Tax deducted to date €0.00

### Pay Related Social Insurance (PRSI)

PRSI exempt No  
PRSI class -

### Local Property Tax (LPT)

LPT to deduct €0.00

Close