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 agent or sub-user must have View permission for PAYE-Emp (at a minimum) *

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 agent or sub-user must have View permission for PAYE-Emp (at a minimum) *

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

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Financial and Payroll and ERR and 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 agent or sub-user must have View permission for PAYE-Emp (at a minimum)*

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 agent or sub-user must have View permission for PAYE-Emp (at a minimum) *

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 and 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 agent or sub-user must have View permission for PAYE-Emp (at a minimum)*

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 and 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 agent or sub-user must have View permission for PAYE-Emp (at a minimum) *

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

* To access ERR or eSARP, an agent or sub-user needs to have 'View' permissions on the PAYE-Emp taxhead.

Permissions on Tax/Procedures Services

- View: lookup information, Prepare: enter details on a form, File: sign and submit form to Revenue
- *View for CAT and Stamp Duty: lookup information and view inbox documents*

Taxes/Procedures	No Permissions	View	Prepare	File
PAYE-Emp	☐	☑	☐	☐

ROS users need to have 'Prepare' or 'File' permissions to access payroll services, as 'View' does not enable that level of access.

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