

Corrections Workshop

6th March 2017

Context

- Corrections are common in payroll and in a real time reporting arrangement they need to be processed seamlessly with the rest of payroll.
- Payroll data submitted to Revenue will be visible to the employee so corrections must not try and re-write what actually happened but correct it in a way the employee recognises in terms of their pay.
- Design principle – follow the money.

Key Data Items for Corrections

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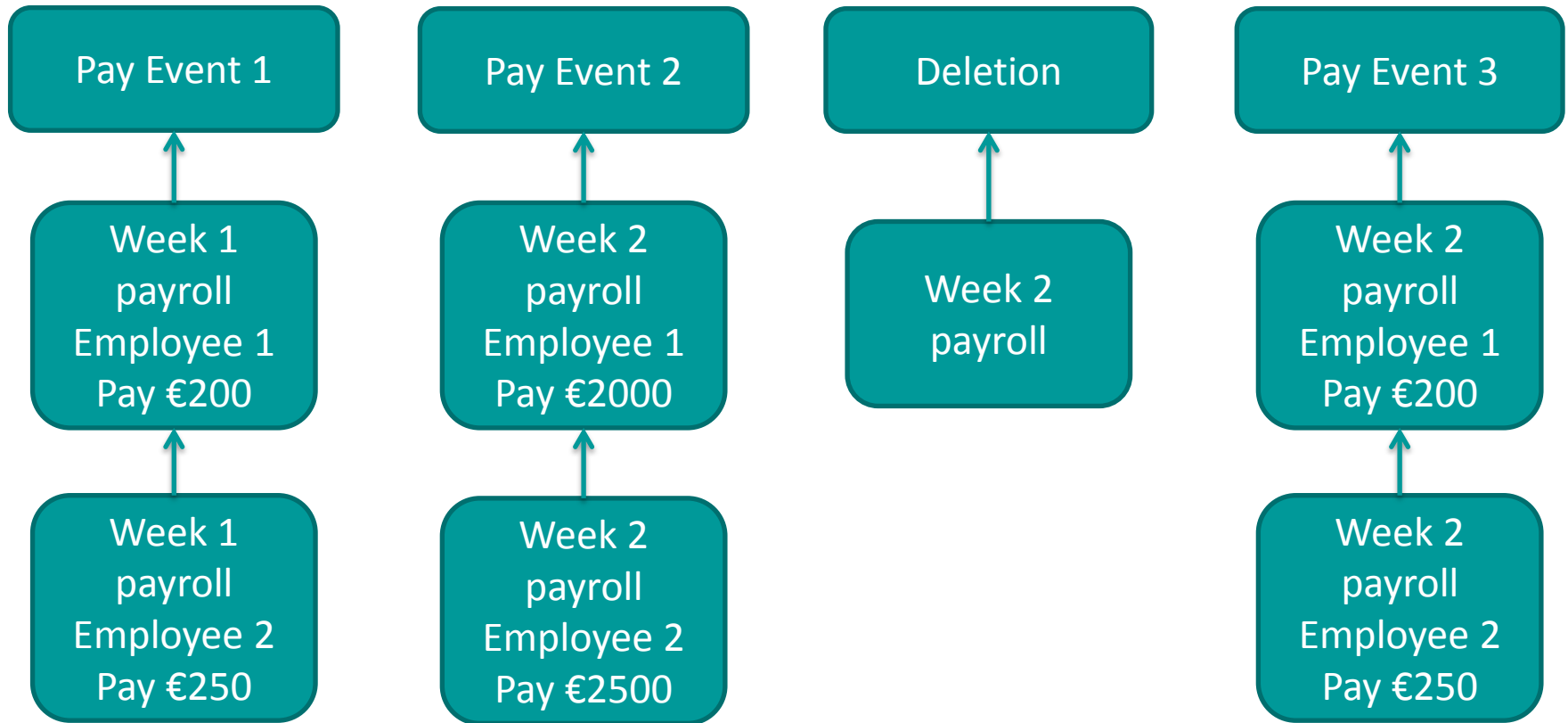
Data Item	Type	Condition	Description and validation	Context
Message Reference Number	Numeric	Mandatory	Unique message identifier	Used to uniquely identify individual messages for correction purposes
Submission Type	Numeric	Mandatory	1 = Submission 2 = Deletion <i>Submission for reporting all payments.</i> <i>Deletion to remove a previous erroneous submission</i> <i>Design decision required on processing of in year and out of year corrections.</i>	Used to indicate if a new submission or a previous submission that needs to be deleted.

Key Data Items for Corrections

Data Item	Type	Condition	Description and validation	Context
Correction Marker	Y/N	Mandatory	Set to Y where a correction from a prior period is included in this pay event.	
First Payment date correction relates to	Date	Mandatory if correction indicator is Y	The earliest payment date the correction relates to.	
Last payment date correction relates to	Date	Mandatory if correction indicator is Y	The last payment date the correction relates to.	
Corrections reason	Numeric	Mandatory if correction indicator is Y	The reason for the corrections 01 – Clerical Error 02 – Underpayment of wages 03 - Overpayment of wages	

Full Submission/Batch errors

Employer deletes a full submission/Batch



Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2 that contains errors.

Deletion Employer sends Deletion for payroll event 2.

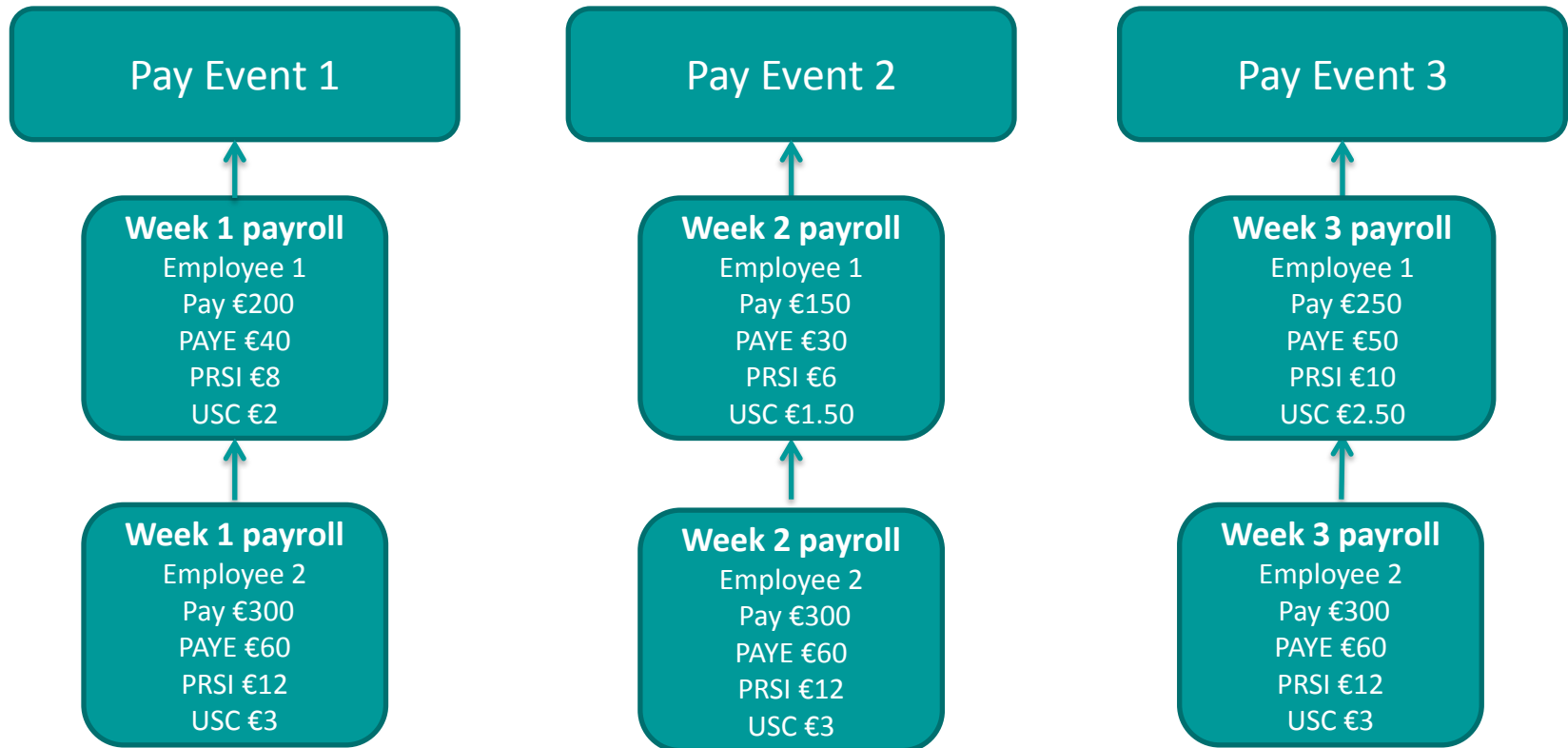
Revenue deletes payroll event 2 and rolls back to payroll event 1.

Payroll event 3 Employer sends payroll event 3 that contains corrected information.

Revenue has no action.

Underpayments to Employee still on Payroll

Underpayment recouped through next Pay Event



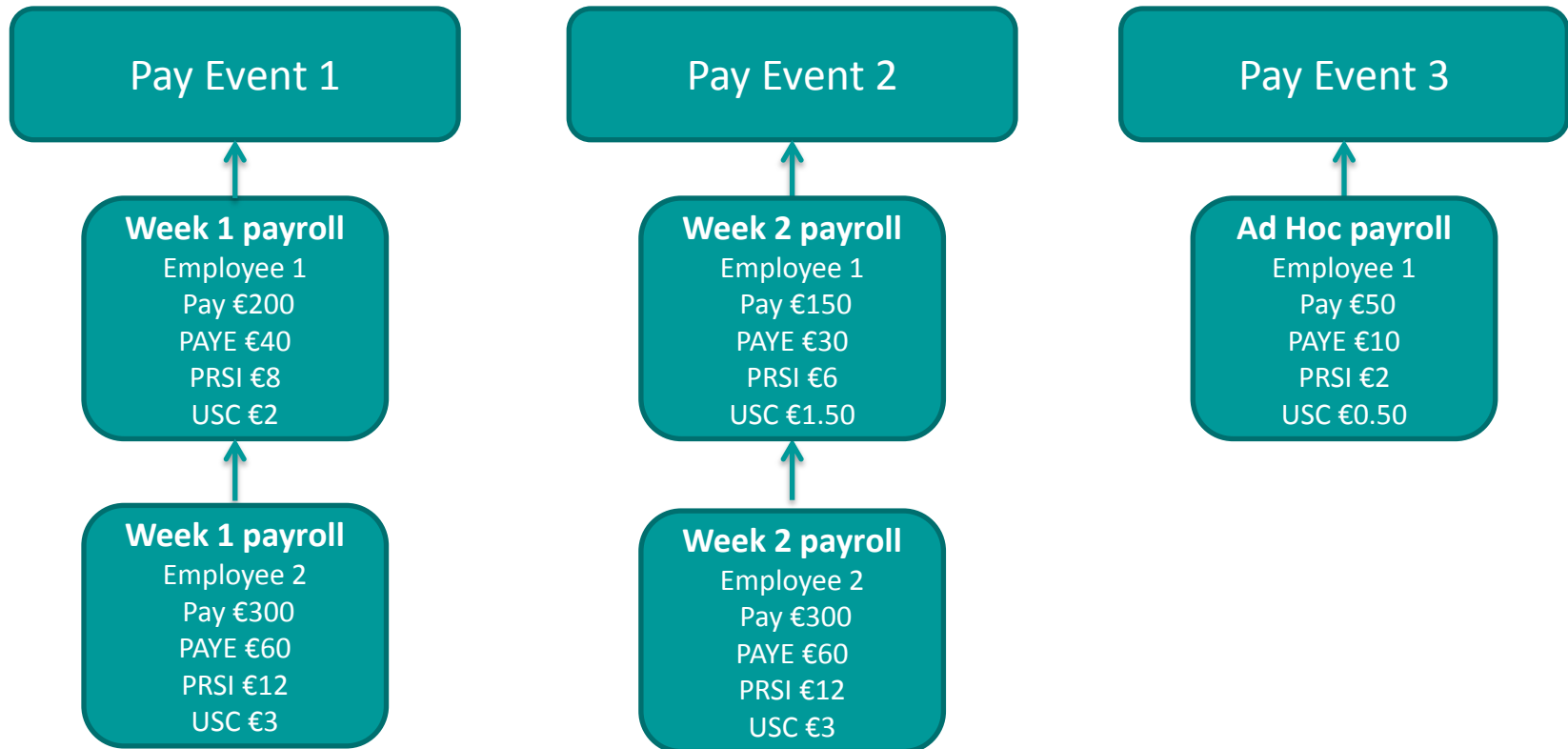
Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2 but employee 1 was underpaid by €50.

Payroll event 3 Employer sends payroll event 3 but increases employee 1's pay by €50.

Revenue has no action

Underpayment paid to the Employee Outside of Payroll



Payroll event 1 Employer sends payroll event 1.

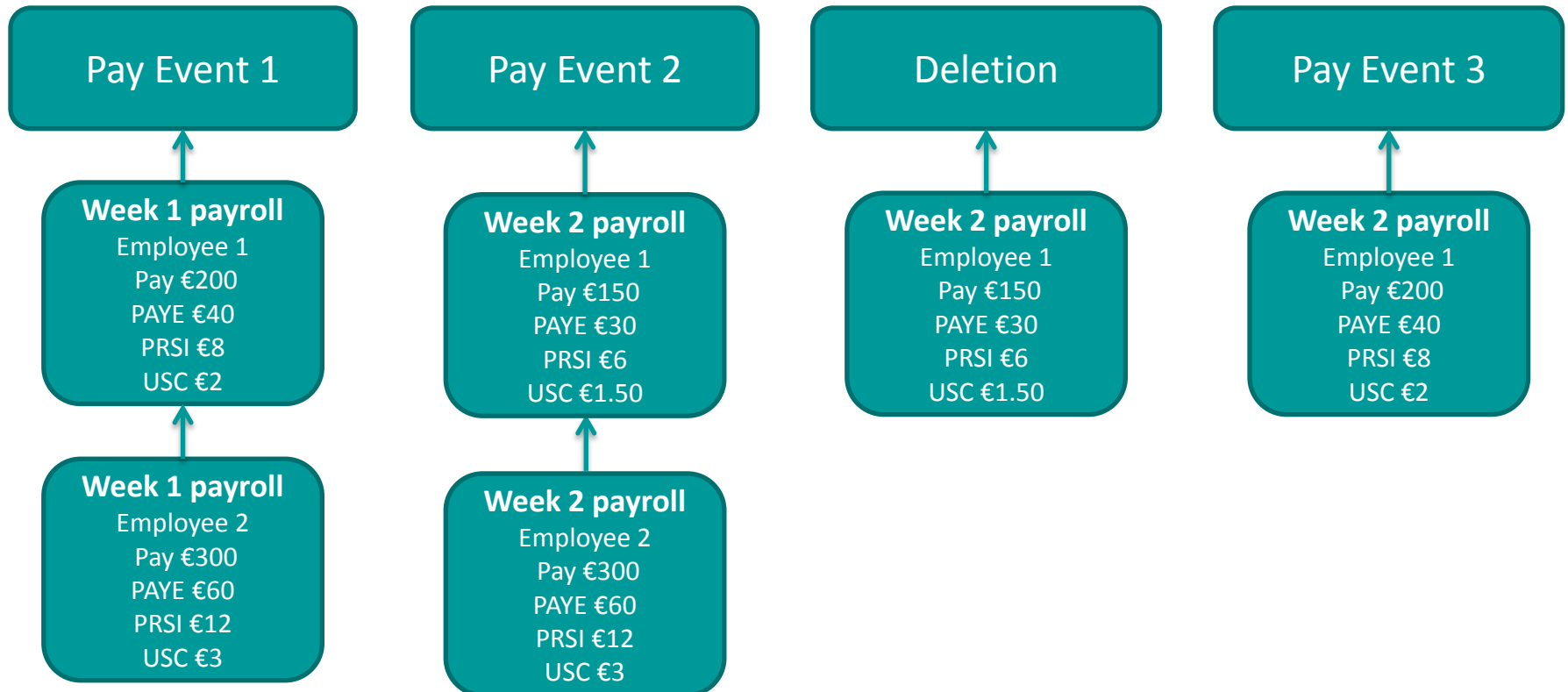
Payroll event 2 Employer sends payroll event 2 but employee 1 was underpaid by €50.

Employer pays the money underpaid to the Employee outside of Payroll.

Payroll event 3 Employer sends payroll event 3 with a payment of €50 for employee 1.

Revenue has no action

Employee paid correctly - error in Submission



Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2. Employee was paid €200 but it was reported as €150

Deletion Employer sends a Deletion for payroll event 2 for Employee 1

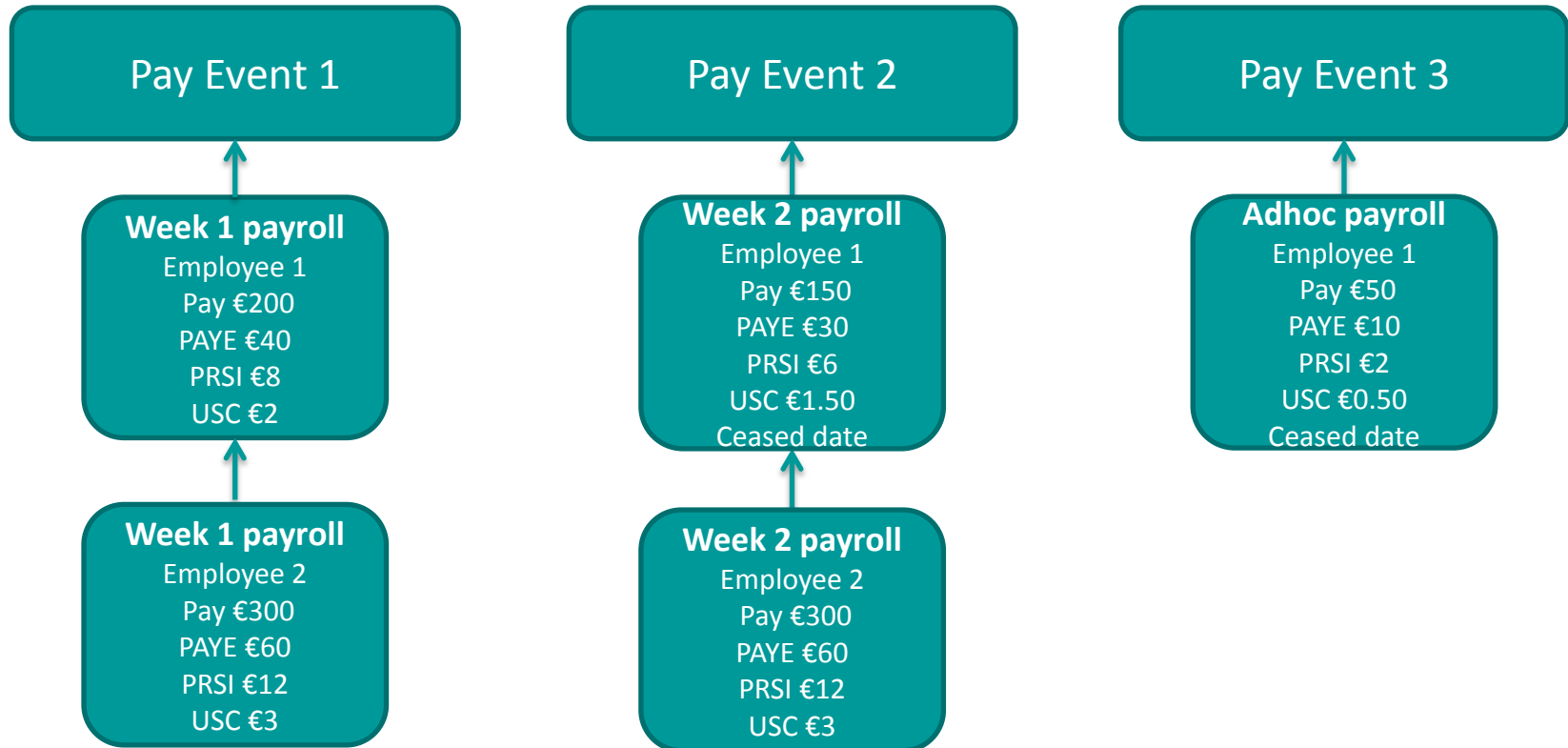
Revenue deletes payroll event 2 for Employee 1.

Payroll event 3 Employer sends payroll event 3 with correct pay for Employee 2.

Revenue has no action

**Underpayments to Employee
no longer on Payroll**

Underpayment paid to former Employee



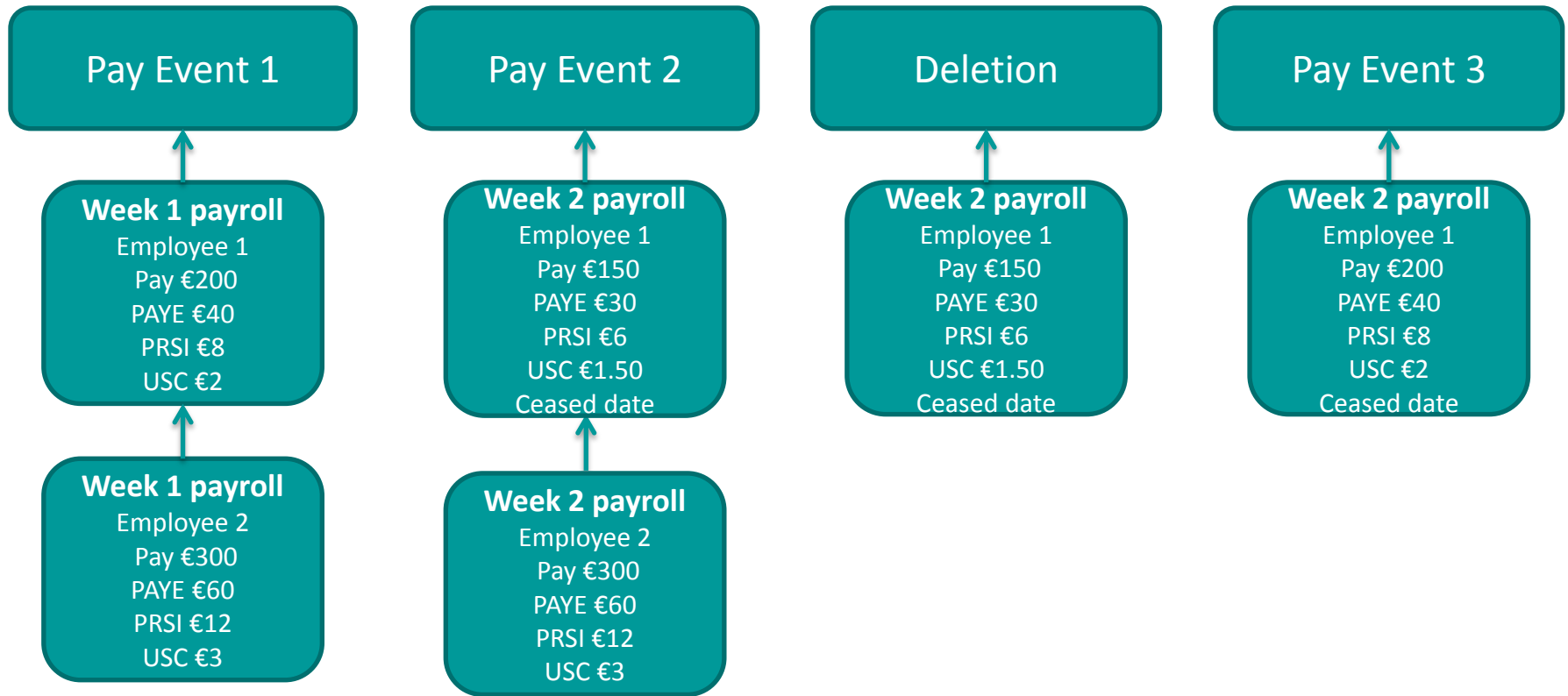
Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2 but employee 1 was underpaid by €50. This was the final payroll for this employee as the ceased date was populated.

Payroll event 3 Employer sends payroll event 3 with a payment of €50 for employee 1.

Revenue checks if the Employee has a new employment and issues a new P2C with new Previous Pay and Tax.

Employee paid correctly - error in Submission



Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2. Employee was paid €200 but it was reported as €150. This was the final payroll for this employee as the ceased date was populated.

Deletion Employer sends a Deletion for payroll event 2 for Employee 1

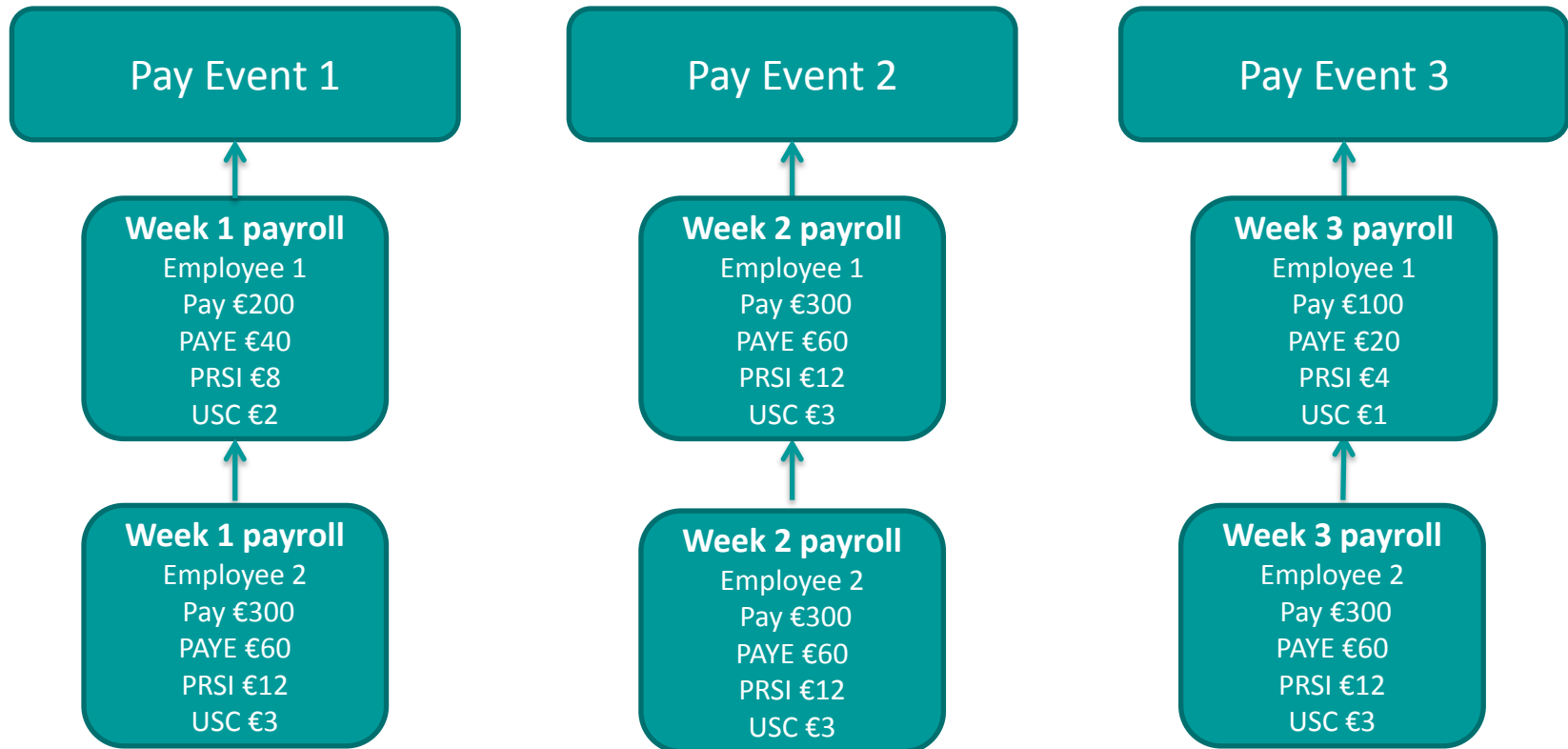
Revenue deletes payroll event 2 for Employee 1.

Payroll event 3 Employer sends payroll event 3 with correct pay for Employee 2.

Revenue checks if the Employee has a new employment and issues a new P2C with new Previous Pay and Tax.

Overpayments to Employee still on Payroll

Overpayment recouped through next Pay Event



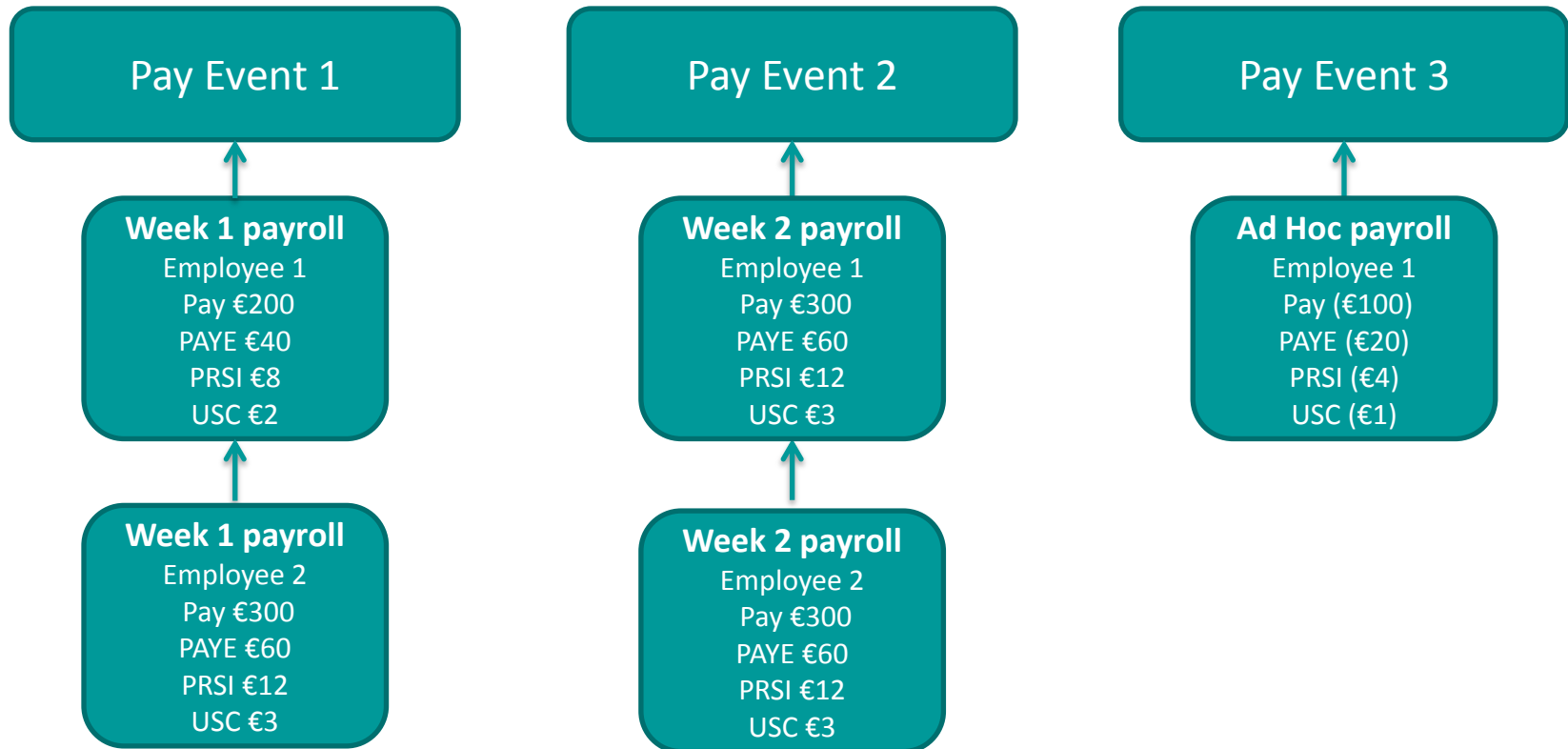
Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2 but employee 1 was overpaid by €100.

Payroll event 3 Employer sends payroll event 3 but reduces employee 1's pay by €100.

Revenue has no action

Overpayment repaid by the Employee Outside of Payroll



Payroll event 1 Employer sends payroll event 1.

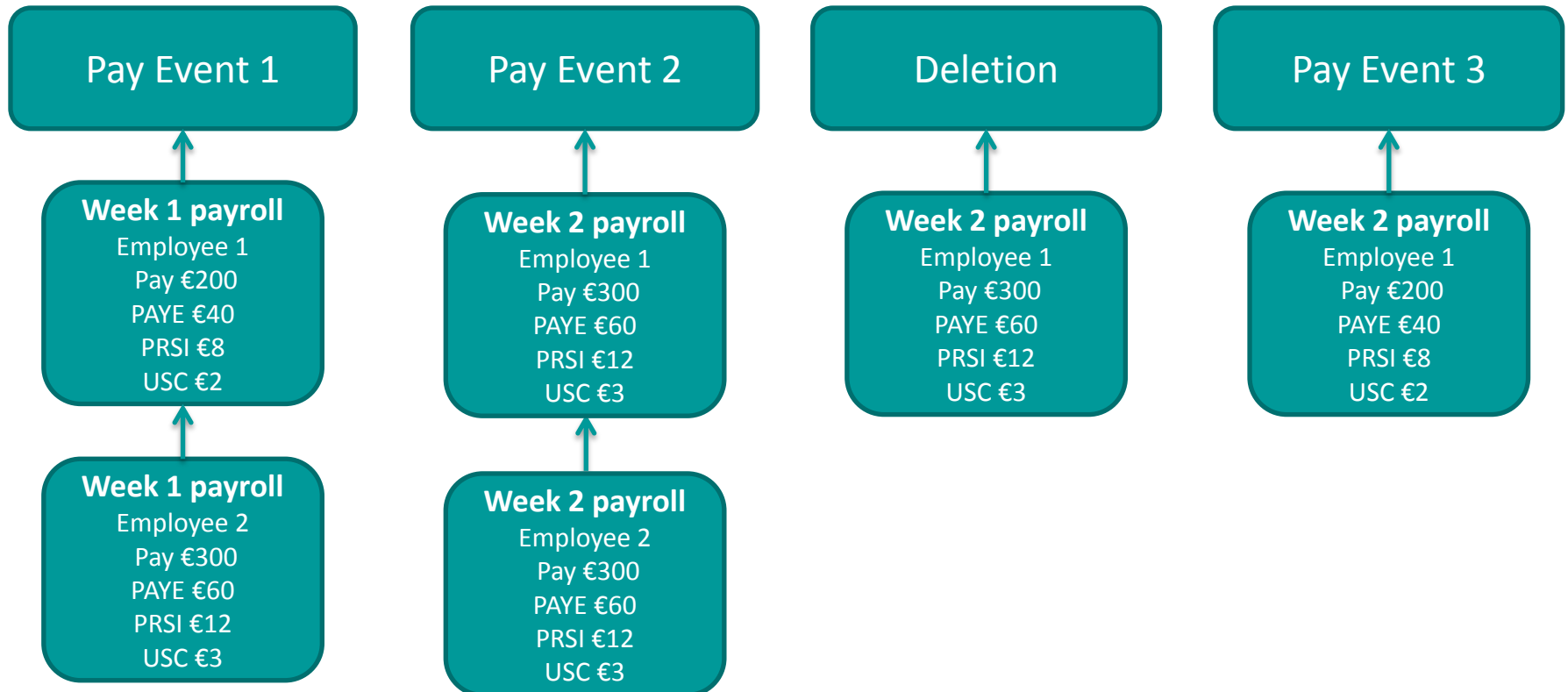
Payroll event 2 Employer sends payroll event 2 but employee 1 was overpaid by €100.

Employee repays the money overpaid outside of Payroll.

Payroll event 3 Employer sends payroll event 3 with a negative payment of €100 for employee 1

Revenue has no action

Employee paid correctly - error in Submission



Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2. Employee was paid €200 but it was reported as €300

Deletion Employer sends a Deletion for payroll event 2 for Employee 1

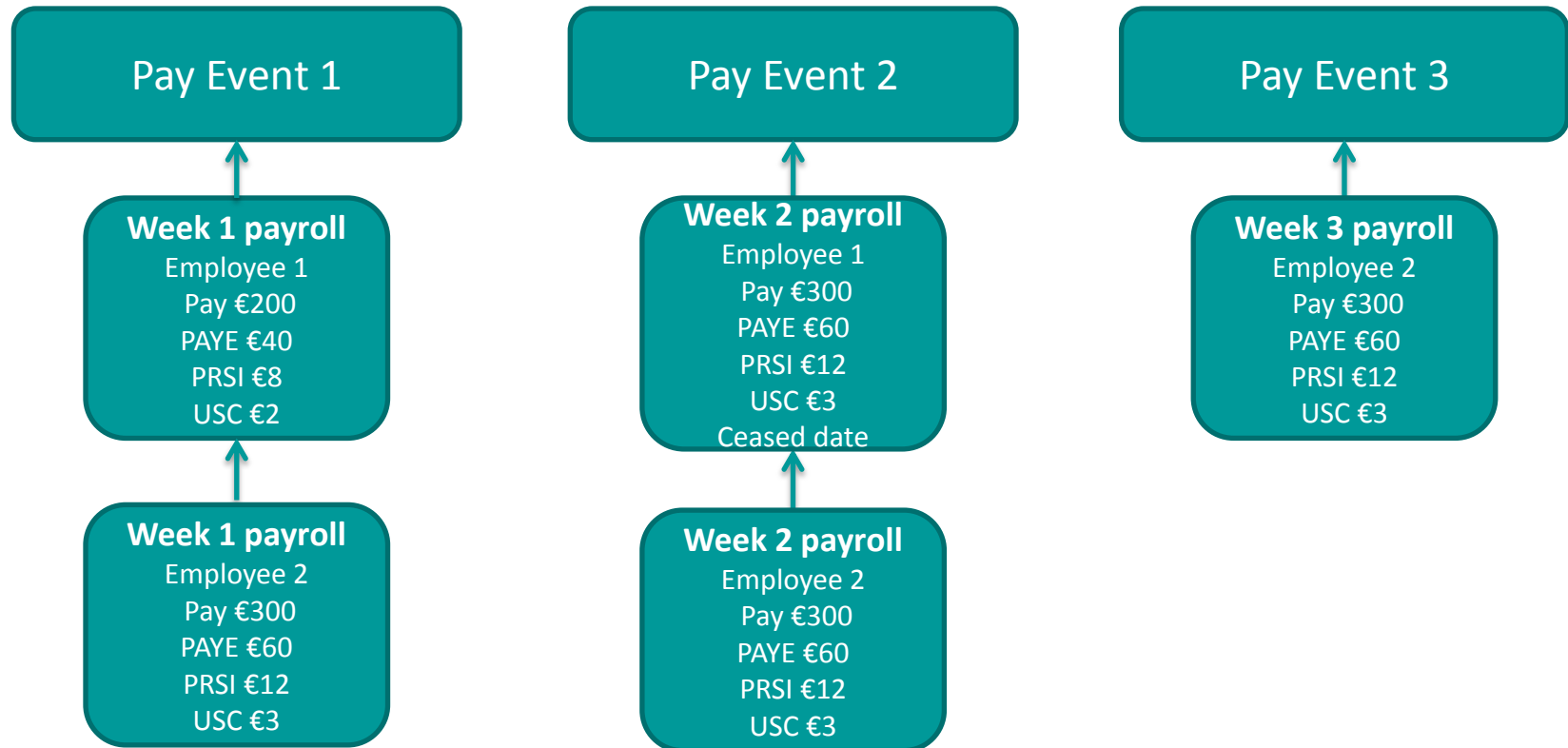
Revenue deletes payroll event 2 for Employee 1.

Payroll event 3 Employer sends payroll event 3 with correct pay for Employee 2.

Revenue has no action

Overpayments to Employee no longer on Payroll

Overpayment not recouped



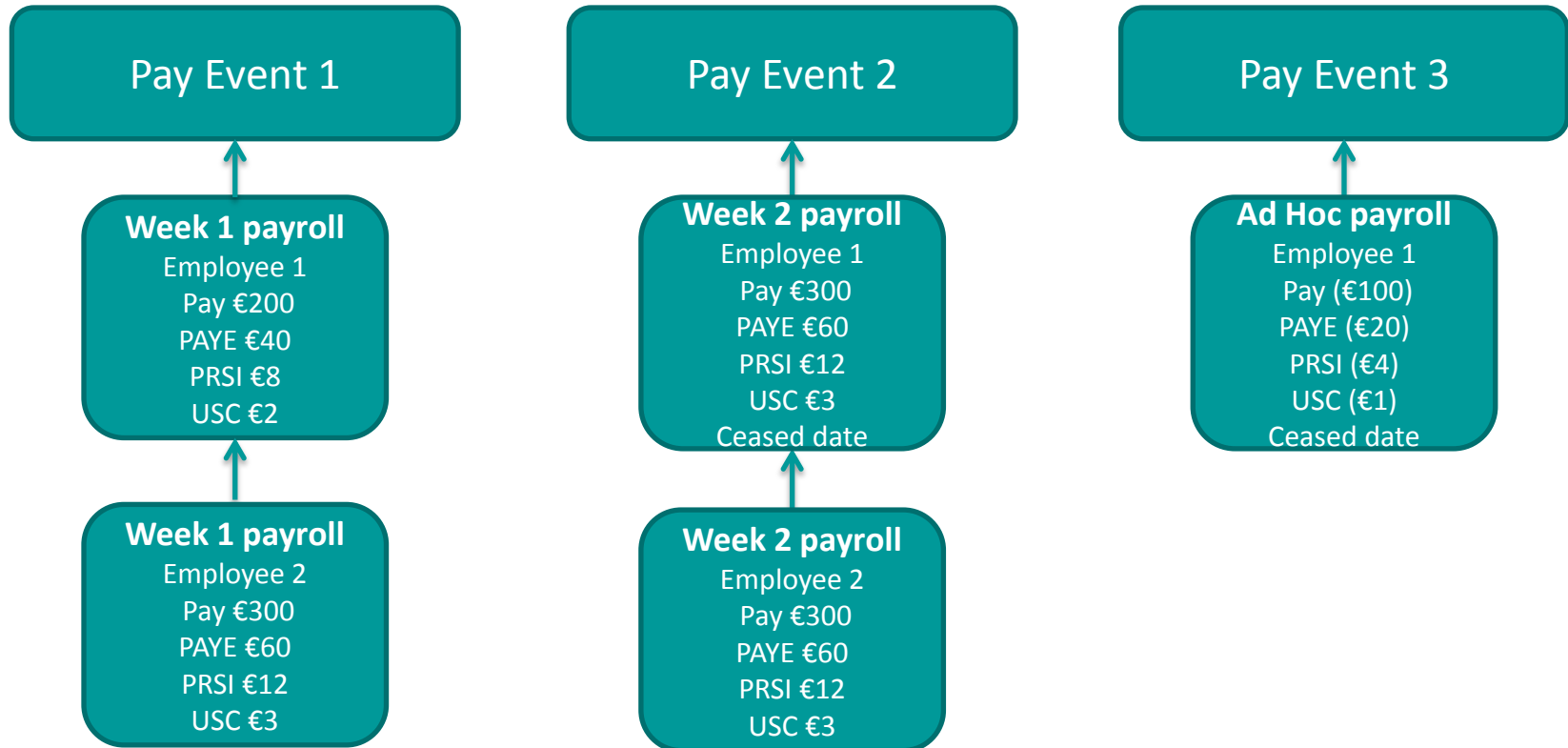
Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2 but employee 1 was overpaid by €100. This was the final payroll for this employee as the ceased date was populated.

Payroll event 3 Employer sends payroll event 3 with only Employee 2's pay i.e. no negative submission for Employee 1.

Revenue has no action

Overpayment repaid by the Employee



Payroll event 1 Employer sends payroll event 1.

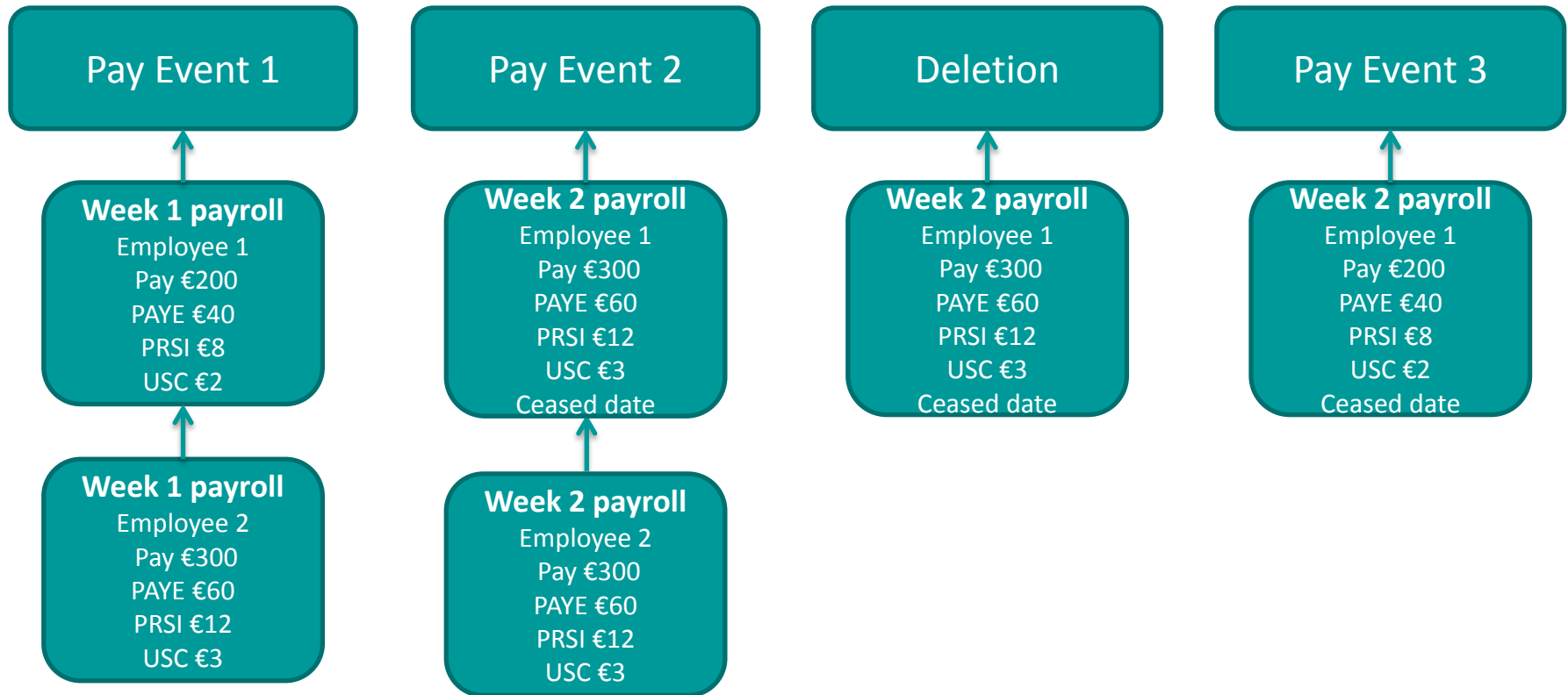
Payroll event 2 Employer sends payroll event 2 but employee 1 was overpaid by €100. This was the final payroll for this employee as the ceased date was populated.

Employee repays the money overpaid.

Payroll event 3 Employer sends payroll event 3 with a negative payment of €100 for employee 1

Revenue checks if the Employee has a new employment and issues a new P2C with new Previous Pay and Tax.

Employee paid correctly - error in Submission



Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2. Employee was paid €200 but it was reported as €300. This was the final payroll for this employee as the ceased date was populated.

Deletion Employer sends a Deletion for payroll event 2 for Employee 1

Revenue deletes payroll event 2 for Employee 1.

Payroll event 3 Employer sends payroll event 3 with correct pay for Employee 2.

Revenue checks if the Employee has a new employment and issues a new P2C with new Previous Pay and Tax.

Incorrect Person paid (PPSN incorrect)

Employee didn't get paid



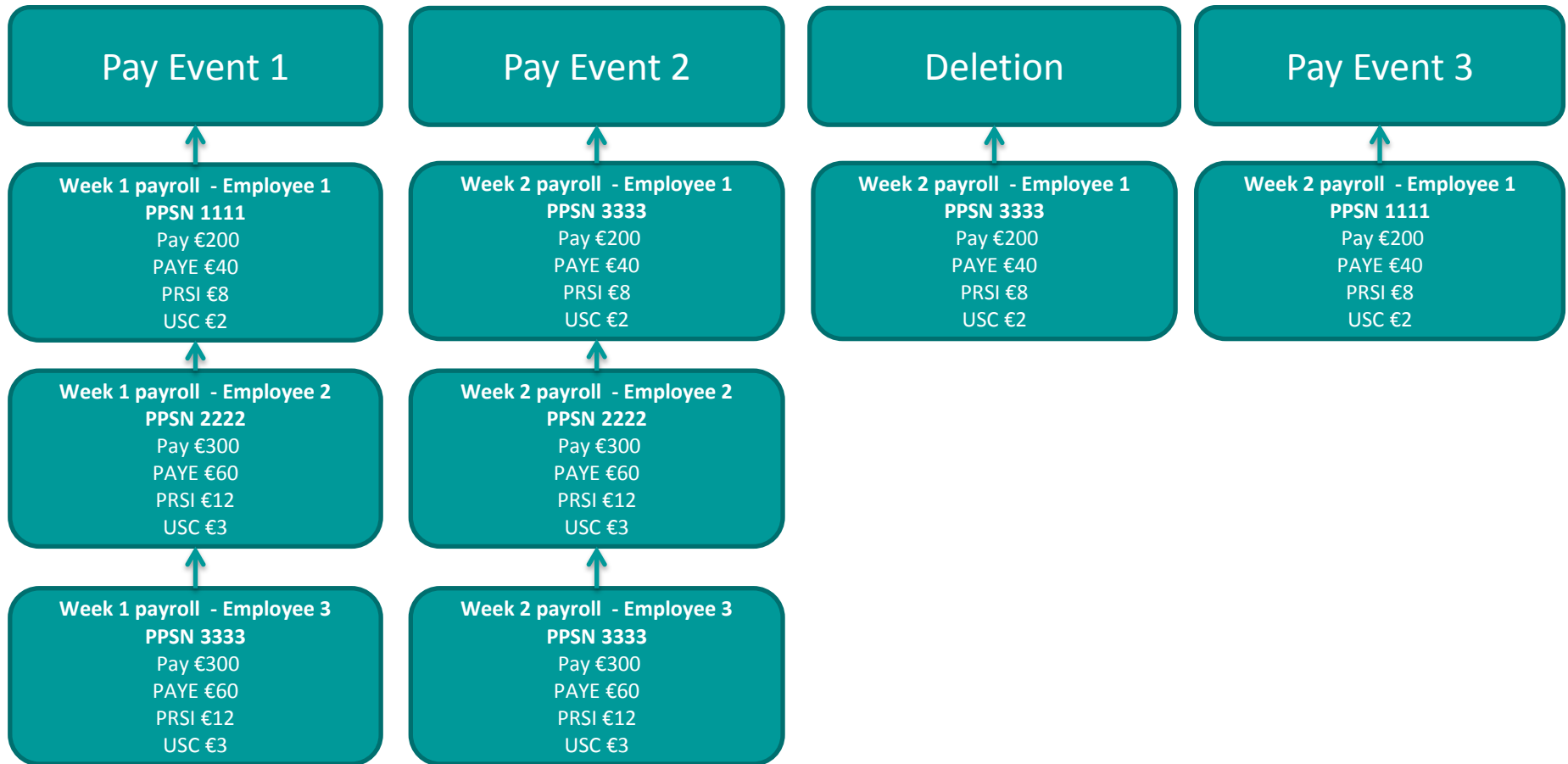
Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2 the wrong PPSN (Employee 3's) was used for Employee 1.

Payroll event 3 Employer sends payroll event 3 but increases employee 1's pay by €200 and decreases employee 3's pay by €200

Revenue has no action

Employee got paid – error in Submission



Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2 the wrong PPSN (Employee 3's) was used for Employee 1.

Deletion Employer sends a Deletion for payroll event 2 for Employee 1

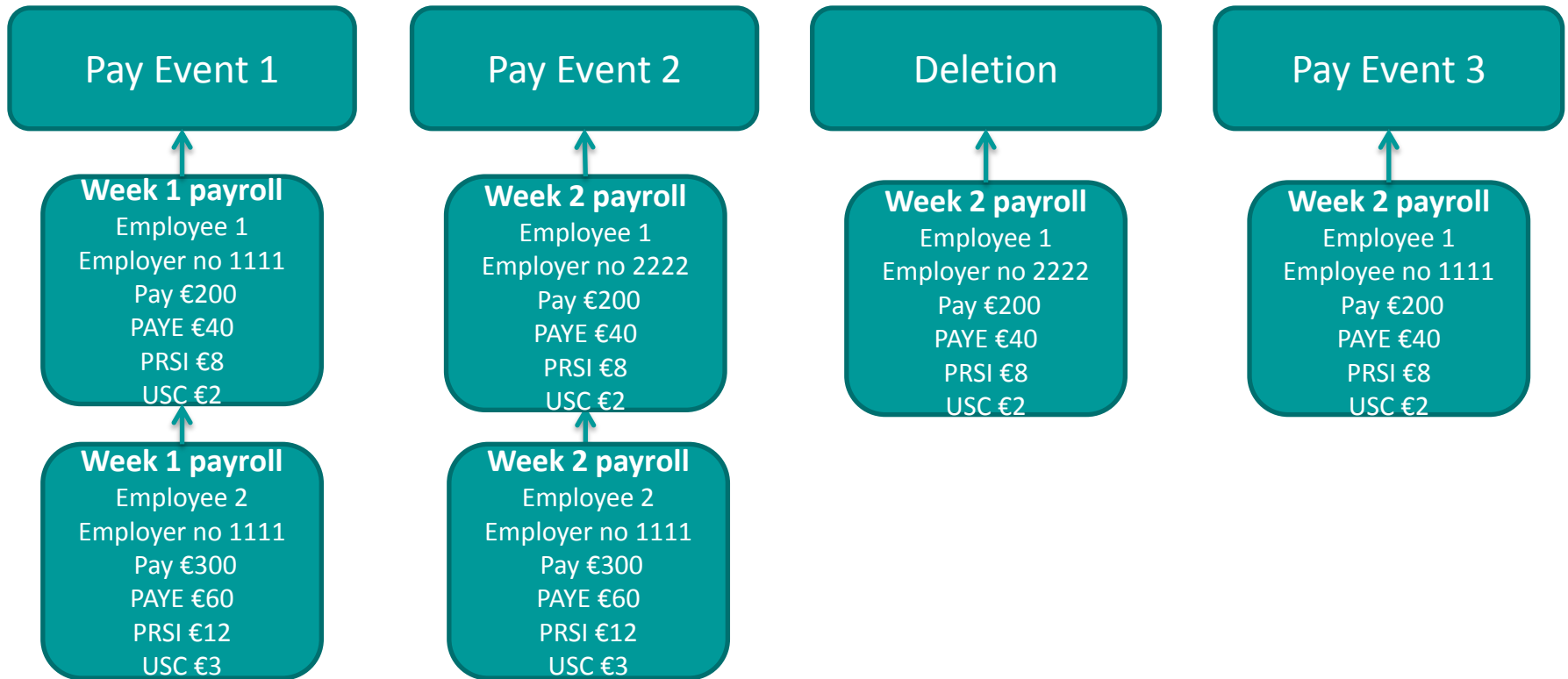
Revenue deletes payroll event 2 for Employee 1.

Payroll event 3 Employer sends payroll event 3 with correct PPSN for Employee 1.

Revenue has no action

Incorrect Employer Number

Incorrect Employer Number



Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2 the wrong Employer no was used for Employee 1.

Revenue creates a new employment for Employee 1.

Deletion Employer sends a Deletion for payroll event 2 for Employee 1

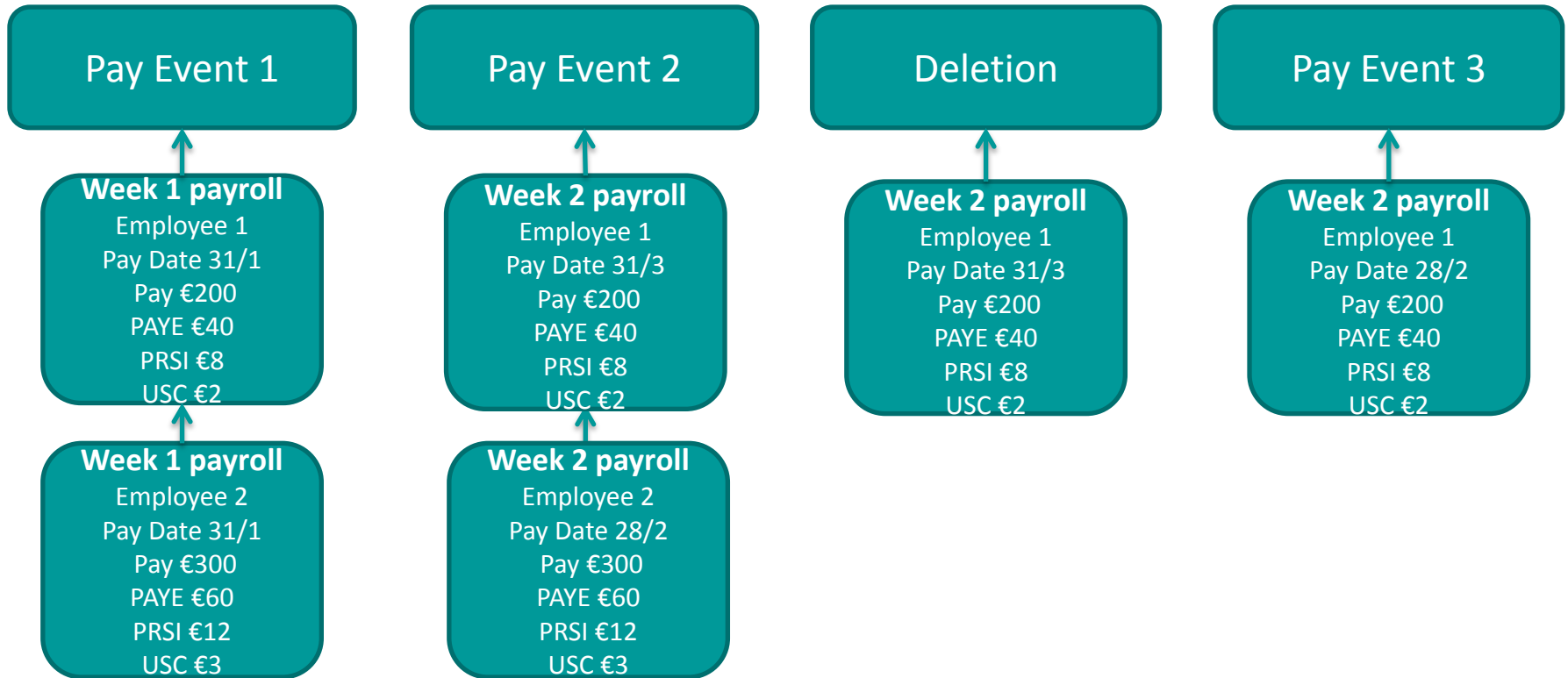
Revenue deletes payroll event 2 for Employee 1 including deleting the new employment created.

Payroll event 3 Employer sends payroll event 3 with correct Employer no for Employee 1.

Revenue has no action

Incorrect Pay Date

Incorrect Pay Date



Payroll event 1 Employer sends payroll event 1.

Payroll event 2 Employer sends payroll event 2 the wrong Pay date was used for Employee 1.

Revenue creates the monthly return for February, excluding Employee 1

Deletion Employer sends a Deletion for payroll event 2 for Employee 1

Revenue deletes payroll event 2 for Employee 1.

Payroll event 3 Employer sends payroll event 3 with correct Pay Date for Employee 1.

Revenue issues an amended monthly return for February to the Employer.