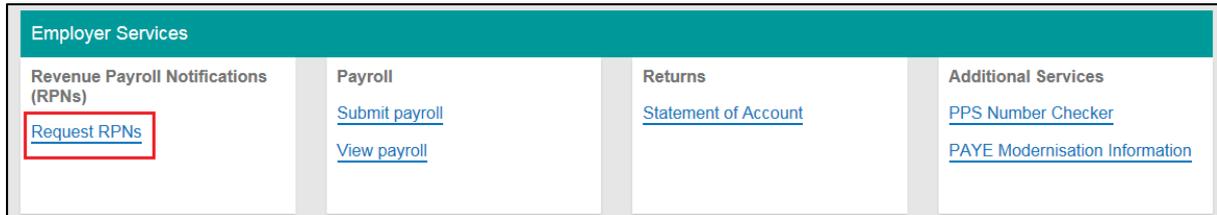


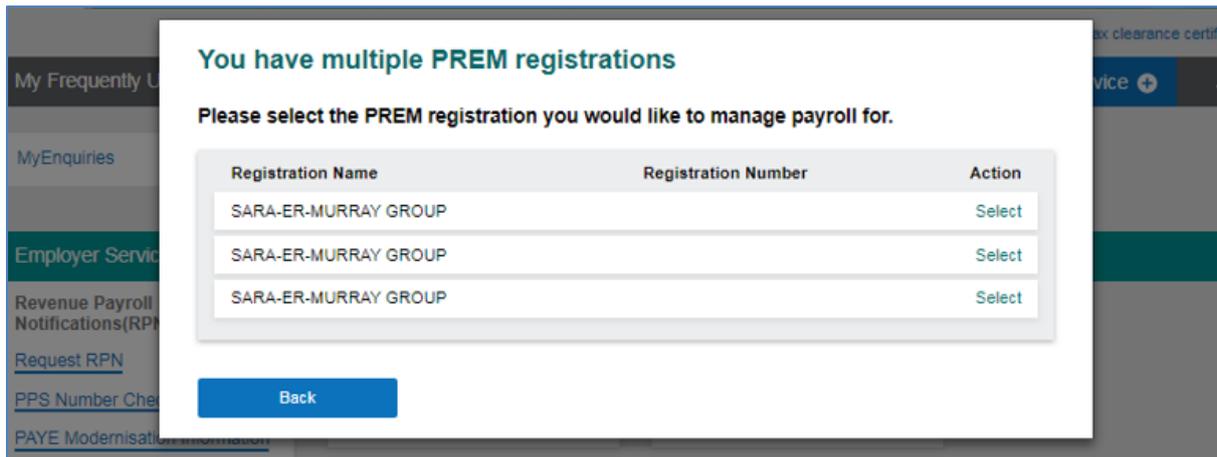
Requesting RPNs online for specific employees

To request Revenue Payroll Notifications (RPNs) for a specific set of employees:

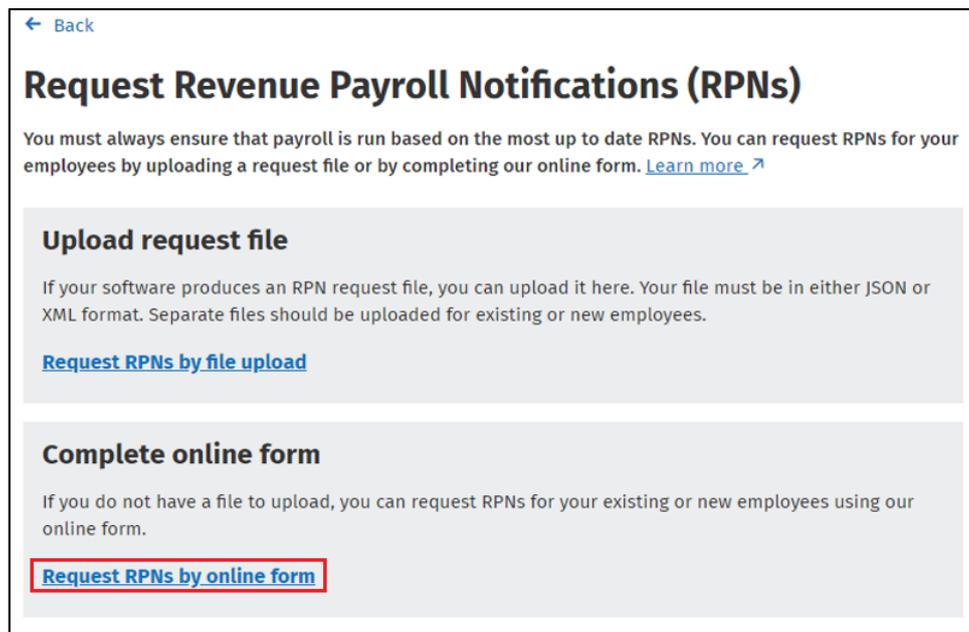
- Click on '**Request RPN**' on the 'Employer Services' panel on the 'MyServices' page when you are logged into ROS.



If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.



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



You have the option to request RPNs for new or existing employees - select 'Existing employees' and click 'Next'.

Learn more'. A blue 'Next' button with a right-pointing arrow is at the bottom right."/>

← Back

Request RPNs by online form

You can use our online form to request RPNs for any of your existing or new employees. Please select the relevant option.

Existing employees

New employees

Which should I choose?
Existing employees refer to individuals who have not ceased in your employment. New employees refer to individuals who have commenced or re-commenced in your employment. [Learn more](#)

Next →

- To request RPNs for specific employees:
 - Click 'Select Specific employees'.
 - Input the PPSN and Employment ID of the employee.
 - Click 'Add'.

Select employees

Select all employees

Select specific employees

Enter PPS number and Employment ID and click 'Add'

PPS number

Employment ID ⓘ

+ Add

Selected employees:

PPS number	Employment ID	Action
	1	Remove

The employees you input will then be listed under the 'Selected employees' section.

Once you have added all the employees you wish to request RPNs for:

- Select the file format in which you want to receive the returned RPNs 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.

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

If you request RPN's for specific employees, this is the summary screen:

The screenshot shows the 'Payroll Reporting' interface. At the top left is the 'enue' logo with the text 'Custaim na hÉireann and Customs'. The main header is 'Payroll Reporting'. Below this is a 'Back' link. The main heading is 'RPN request results' followed by 'Summary results of RPN request'. A message states: '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	2018-11-07	TEST	TEST		employee_one	View details

RPNs not returned

PPS number	Employment ID
	employee_two

What do these results mean?

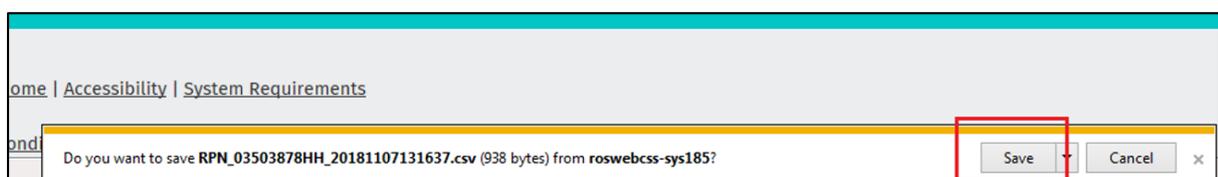
RPNs returned
This is the number of employee RPNs that were successfully returned.

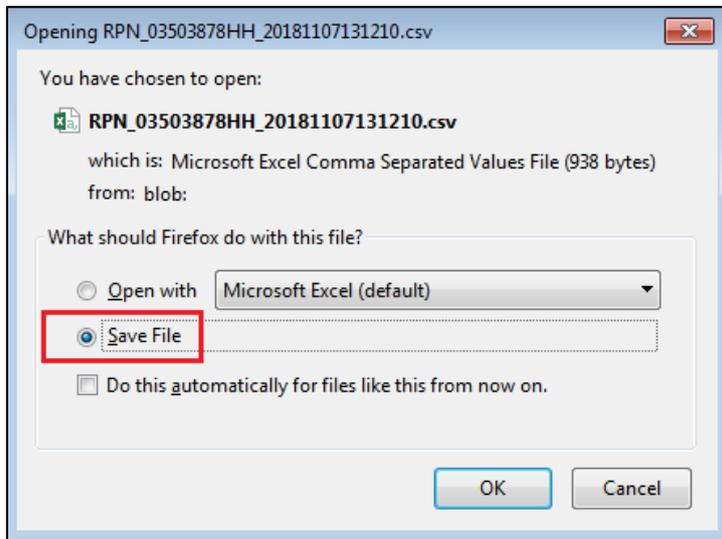
RPNs not returned
There were no RPNs returned for certain employees. [Learn more](#)

Please note that searching for RPNs using PPSN will display them in a readable format on the screen.

To view the results, click 'View details'.

A file will also be generated. 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.





This saved file can be imported into your payroll package.