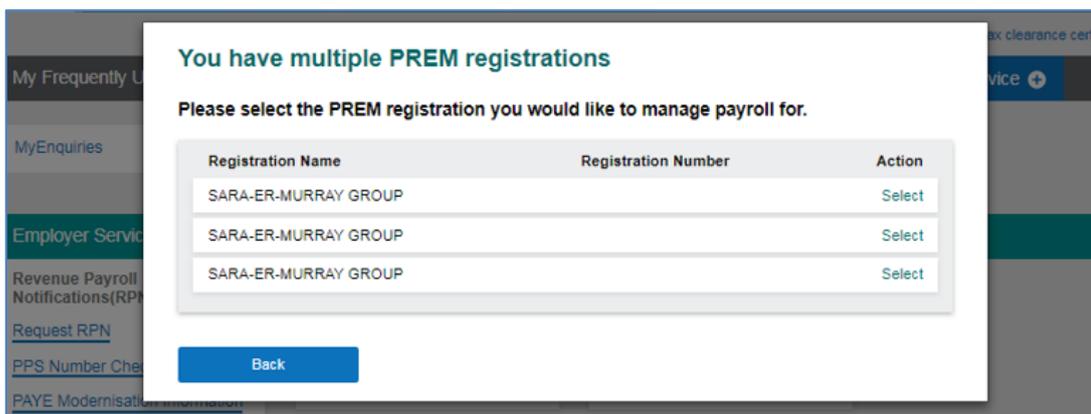


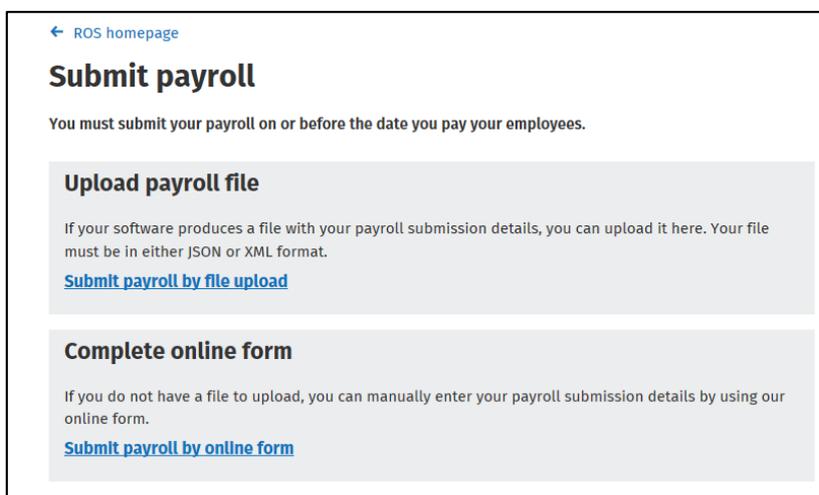
Submit Payroll – Online Form

- Click on **'Submit Payroll'** on the 'Employer Services' panel on the 'My Services' 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.



- Click on **'Submit Payroll by online form'** in the 'Complete online form' section.



A list of your existing employees will be displayed. Select each employee individually to input their payroll details.

- Click **'Select'** on the employee line.

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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
	QLHFNX NIZRJM	Red-Lion	14/09/2018	Select

[My employee is not on the list →](#)

You may be brought to a 'Select a pay frequency' screen. If so, select the '**Pay frequency**' and '**Number of pay periods**' and click '**Next**'.

The 'Submission item' screen is organised into four sections:

- Revenue Payroll Notification (RPN)
- Employee details
- Pay and deductions
- Other pay and deductions

You need to update each section with the relevant information, then tick the 'I confirm these details are correct' boxes next to each section.

When all check boxes have been ticked, click '**Save**' on the bottom right of the screen.

Revenue Payroll Notification (RPN)

The first section displays the current RPN information available.

You can also click the '**View RPN**' on the top right of the panel to view the full RPN information for this employee.

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Submission item

Revenue Payroll Notification (RPN)

[View RPN](#)

RPN Number	1	RPN issue date	22/11/2018
Income Tax calculation basis	Cumulative	Yearly tax credits	€0.00
Tax rate 1	20%	Yearly standard rate cut off point	€34,550.00
Tax rate 2	40%		

Employee details

- In the 'Employee Details' section, click '**Update**' on the top right of the panel.

A pop-up will open where you can input the required information related to that employee. Some of the information is pre-populated from the RPN and is not available to edit.

- Enter all relevant employee details then click '**Save**' on the bottom of the screen.

Please complete/update all relevant sections below.

Employee details

[Update](#)

Employee name	TEST TEST	PPS number	
Employment ID	employee_two	Employer reference	-
Employment start date	01/09/2018	Date of leaving	-
Pay frequency	Fortnightly	Pay periods	26
Directorship	None	Shadow payroll	No

I confirm these details are correct

Pay and deductions

- In the 'Pay and deductions' section, click '**Update**' on the top right of the panel. A pop-up will open where you can input the required pay information for that employee. Some of the fields are mandatory, such as pay date. If they are not completed an error message will display below the field and you will be unable to continue with the submission until the required information is entered.

- Enter all relevant employee details then click '**Save**' on the bottom of the screen.

Pay and deductions

[Update](#)

Pay date	-	RPN number	1
Gross pay	-	Income Tax paid	-
Pay for Income Tax	-	USC paid	-
USC status	Ordinary	Employee PRSI paid	-
Pay for USC	-	Employer PRSI paid	-
PRSI exempt	No	LPT deducted	-
Pay for employee PRSI	-		
Pay for employer PRSI	-		

I confirm these details are correct

Other pay and deductions

- In the 'Other pay and deductions' section, click '**Update**' on the top right of the panel. A pop-up will open where you can input the required information related to the contributions and benefits of this employee.

- Enter all relevant employee details then click '**Save**' on the bottom of the screen.

Other pay and deductions

[Update](#)

Gross medical insurance paid by employer	-	Share based remuneration	-
Taxable lump sum	-	Non-taxable lump sum	-
Taxable benefits	-	Pension tracing number	-
Employer contribution to RBS scheme	-	Employee contribution to RBS scheme	-
Employer contribution to PRSA scheme	-	Employee contribution to PRSA scheme	-
Employee contribution to RAC scheme	-	Employee contribution to AVC scheme	-
Employee contribution to ASC scheme	-		

I confirm these details are correct

- Once you have all the panels completed, click '**Save**' on the 'Submission Item' screen. You will be taken to the 'Submission Review' screen, where you make changes if necessary.

Only ten submission items are displayed on the screen. If there are more than ten items, click on 'Next page' to see the other submission items. If you click on the 'Add additional submission items' link it will return you to the 'Select an employee' screen where you can add payroll details for another employee.

- Once you have reviewed the submission item(s) and require no further amendments or additions, click '**Submit Payroll**' on the bottom right of the page.

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Submission items

The following submission items are ready for submission.

PPS number [Clear filter](#)

PPS number	Employee name	Employment ID	Pay date	Gross pay	Income Tax	PRSI	USC	LPT	Total deductions	Action
	TEST TEST	employee_two	01/01/2019	€200.00	€20.00	Exempt	€200.00	€0.00	€220.00	Amend Delete

[Add additional submission items →](#)

- Input your password.
- Click on '**Sign & Submit**'.

Once you have signed and submitted your submission you will be automatically assigned a Payroll Run Reference and Submission ID. You should keep these for your records.

There are two buttons on this screen:

- 'Return to ROS' – this is a quick link back to the ROS homepage.
- 'Print screen' – this will present the acknowledgement screen in a print friendly format, should you wish to print this for your records.

There is also a 'View payroll run' link which will bring you to the View payroll screens where you can view the details on this submission.

Thank you

Your payroll run reference is: **PR-20180914-1536573**

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.

[View payroll run](#)