

# PAYE Modernisation

## PIT Self Service Application Guide

**Version**

**1.0 Release Candidate 2**

**Date**

**19/07/2018**

Version History			
Version	Date	Section	Change Description
0.1	20/03/2018	All	Initial draft
		Appendices	7.3 Known Issues section added
<b>1.0 Release Candidate 2</b>	25/05/2018		Version updated to <b>1.0 Release Candidate 2</b>
	29/06/2018	Section 7	Added
	19/07/2018	Section 6.1	Added

## Audience

This document is aimed at payroll software developers and testers who are updating their software packages to be compatible with PAYE reporting obligations from 2019 onwards.

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# 1 INTRODUCTION

The purpose of this document is to serve as a guide to use the PIT Self Service Application. This application provides developers and testers access to exclusive Revenue generated test data that is supported in the PIT environment.

By using this application developers/testers can:

- Download digital certificates associated with test employers required for conformance testing
- Download JSON files containing data of the test employees associated with each test employer
- Request additional certificates for testing
- Delete test employer data
- Create a test unemployed customer
- Download test agent certificates with a test employer

The PIT Self Service Application can be accessed at the following URL: <https://softwaretest.ros.ie/pay-employers-self-service/intro>

## 1.1 Prerequisites

In order to access and use the PIT Self Service Application, you need to have completed the registration process for the PAYE Modernisation PIT [Help Desk](#) and indicated that you require access to PAYE Modernisation testing. On completion of the registration process, you will receive a digital certificate and password which will allow access to the PIT self service application.

## 2 LOGGING IN

The login screen requires users to sign in with their digital certificate and password provided during the registration process<sup>1</sup>.

In order to make the digital certificate that was issued as part of the PIT registration process available in the 'Select Certificate' drop down menu, it needs to be loaded into the web browser. The 'Manage My Certificates' link provides a screen that allows users to select the certificate and load it into the web browser.

The screenshot displays the login interface for the Revenue PIT Self Service Application. The page features a teal header with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. In the top right corner, there are links for 'GAEILGE' and 'ENGLISH'. The main content area is white and contains three numbered steps for logging in:

- 1. Select Certificate:** This step includes a dropdown menu showing 'asdf61191430' and a link to 'Manage My Certificates'.
- 2. Enter Password:** This step features a password input field with masked characters (dots).
- 3. Authenticate:** This step includes a blue 'Authenticate' button and a link to 'Certificate Help'.

At the bottom of the page, there are additional links: 'Certificate Help | System Requirements' and 'Certificate Policy Statement | Certification Practice Statement'.

**Figure 1 Login Screen Layout**

<sup>1</sup> Please note that this login screen is shared with the ROS Payroll reporting screens. User's will be directed to the PIT Self Service application from this login screen if they use the digital certificate/password provided as part of PIT registration. However if they use digital certificates provided by the PIT Self Service application they will be directed to the ROS Payroll Reporting screens.

From the Login screen, a user can use the *'Select Certificate'* drop down menu to choose the certificate to use. Once the appropriate certificate is selected and password is entered, clicking the *'Authenticate'* button completes the sign in. On successful sign in the application takes the user to the Introduction screen of the PIT Self Service application. This screen contains information about the PIT Self Service Application and the PIT testing process.

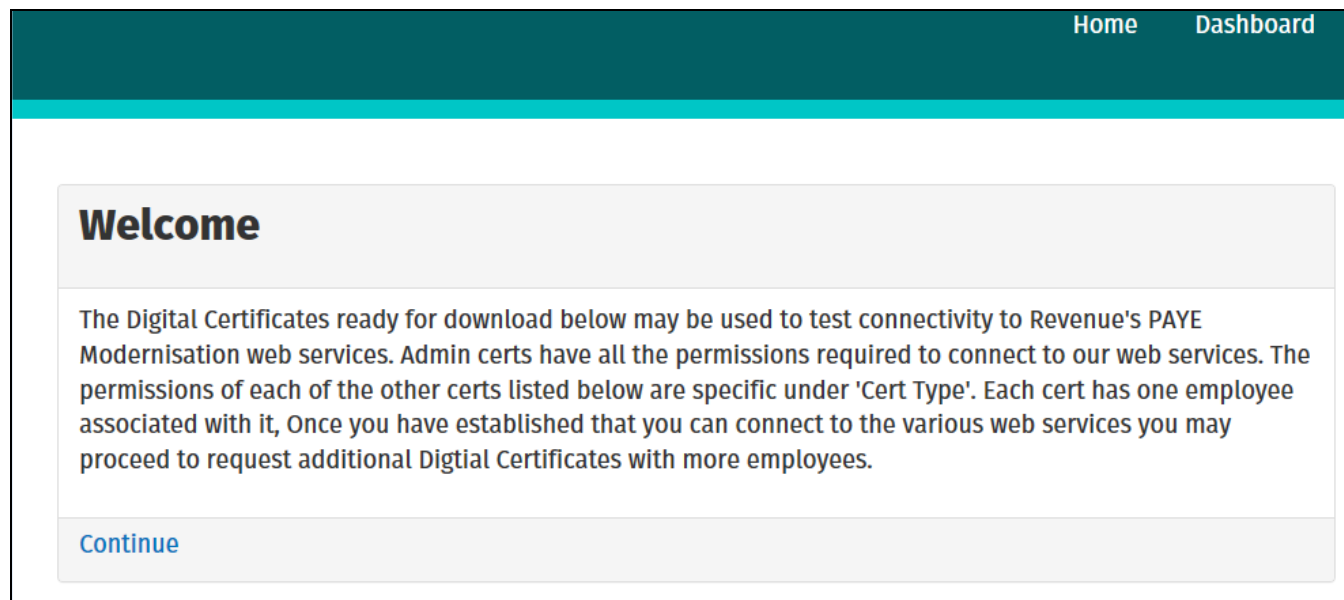


Figure 2 Screen Layout of the Introduction Screen

### 3 VIEWING AND DOWNLOADING AVAILABLE TEST DATA

The Dashboard page displays a table of digital certificates and each row contains:

- The Employer Number associated with the digital certificate
- The number of employees linked to the employer
- A link to download the digital certificate
- The password for the digital certificate
- The digital certificate type and status
- A link to a JSON file which contains Employee details
  - First name, Surname and PPSN of all the employees linked to the employer

The screen also allows users to:

- Request New Certificates
- Delete an employer
- Create an unemployed customer - a PPSN not linked to a digital certificate and so can be used as part of testing the Request New RPN process.

Please note that on first login, the dashboard will contain a single digital certificate however additional certificates can be added by using the 'Request New Certificates' button.

The Digital Certificates ready for download below may be used to test connectivity to Revenue's PAYE Modernisation web services. Admin certs have all the permissions required to connect to our web services. The permissions of each of the other certs listed below are specific under 'Cert Type'. Each cert has one employee associated with it, Once you have established that you can connect to the various web services you may proceed to request additional Digital Certificates with more employees.

#	Employer	Number of Employees	Cert	Password	Cert Type	Cert Status	Employee Details
1	Fake Company (8001115TH)	1	<a href="#">999224951</a>		Admin Active	Active	<a href="#">8001115TH_details.json</a>

[<<](#)
[<](#)
[1](#)
[>](#)
[>>](#)

[Request New Certificate →](#)
[Delete Employer →](#)
[Create Unemployed Customer →](#)

Figure 3 Screen Layout of the Dashboard

## 4 REQUESTING ADDITIONAL TEST DATA

Users can request a new certificate by clicking the 'Request New Certificates' button available on the Dashboard. They can specify the certificate type and the number of employees required. The new certificate will be created for a new Employer. This certificate and the employee data will be available on the Dashboard.

### Request a new certificate

#### Randomly generate test data

Enter the number of employees you wish to have associated with your Admin Cert. you will have a maximum of 100 employees to test with in total across all certs requests.

Select certificate type

Admin Active ▼

Number of employees

Request Certificate →

Figure 4 Screen Layout of the Create Custom Certificate



## 5 DELETING TEST DATA

The user can delete test data by clicking on the 'Delete Employer' button available on the Dashboard. The user is brought to a new screen where they can select an Employer Tax Registration Number from the drop down list and delete all data related to that Employer. The list of Employer Tax Registration Numbers corresponds to the available Employer Tax Registration Numbers on the Dashboard.

### Delete an employer

**Delete an employer by the employers PPSN number**  
This will permanently delete the employer and all it's test data  

8001115TH ▼

**Delete** →

Figure 5 Screen Layout of the Delete Employer Screen

## 6 CREATING UNEMPLOYED CUSTOMER TEST DATA

Users can create test employees who have yet to be associated with any test employment by clicking on the 'Create Unemployed Customer' button available on the Dashboard. The user is brought to a new screen where they can view the result<sup>2</sup> of their request to create a new employee not linked to an employment. Unemployed customers can be used as part of testing the New RPN process.

### Create Unemployed Customer

#### Unemployed Customer

Make sure to record the details of this employee down for use

- Name: Rhona Tillman\_TEST  
PPSN: 7037279DA

Return ←

Figure 6 Screen Layout of the Create Unemployed Customer Screen

### 6.1 Create New RPN for Unemployed Customer

Once you have created an unemployed customer and recorded their details. Create New RPN request should be sent with the details of the unemployed customer to have them added as an employee under an employer. A Create New RPN request should be submitted before trying to Lookup RPN for that customer. The endpoint to send the request to can be found below in the appendix section.

<sup>2</sup> It is recommended that the returned test employee details are noted by the user as clicking the 'Create Unemployed Customer' button again will result in a new test employee being displayed here.

## 7 REQUESTING AGENT CERTIFICATES

Users can request a new Agent certificate by clicking the 'Request New Certificates' button available on the Dashboard. They can specify the Agent certificate type and the number of employees required. The new Agent certificate will be created along with a new Employer. This certificate and the employee data will be available on the Dashboard.

### Request a new certificate

#### Randomly generate test data

Enter the number of employees you wish to have associated with your Admin Cert. you will have a maximum of 100 employees to test with in total across all certs requests.

Select certificate type

Agent Write ▼

Admin Active  
Sub Cert None  
Sub Cert Read  
Sub Cert Write  
Agent None  
Agent Read  
Agent Write

and 100

Request Certificate →

Figure 7 Screen Layout of the Create Custom Agent Certificate

## 8 APPENDIX

This appendix provides the set of REST and SOAP web service endpoints for the Payroll and RPN services available for testing in the Public Interface Testing environment.

### 8.1 REST API Endpoints

#### 8.1.1 RPN Services

##### 8.1.1.1 POST – Create New RPN

<https://softwaretest.ros.ie/payee-employers/v1/rest/rpn/{employerRegistrationNumber}/{taxYear}>

**Example:** <https://softwaretest.ros.ie/payee-employers/v1/rest/rpn/00001013N/2018?softwareUsed=abc&softwareVersion=1.0>

##### 8.1.1.2 GET – Look Up RPN

<https://softwaretest.ros.ie/payee-employers/v1/rest/rpn/{employerRegistrationNumber}/{taxYear}?softwareUsed=1&softwareVersion=1.0>

**Example:** <https://softwaretest.ros.ie/payee-employers/v1/rest/rpn/03390656OH/2018?softwareUsed=1&softwareVersion=1.0>

##### 8.1.1.3 GET – Look Up RPN by employee

<https://softwaretest.ros.ie/payee-employers/v1/rest/rpn/{employerRegistrationNumber}/{taxYear}/{employeeId}?softwareUsed={SoftwareName}&softwareVersion={softwareVersion}>

**Example:** <https://softwaretest.ros.ie/payee-employers/v1/rest/rpn/03390656OH/2018/01092485G-2?softwareUsed=1&softwareVersion=1.0>

##### 8.1.1.4 GET – Look Up RPN by employer using optional filters date last updated and/or employee Ids

<https://softwaretest.ros.ie/payee-employers/v1/rest/rpn/{employerRegistrationNumber}/{taxYear}?softwareUsed=1&softwareVersion=1&employeeIds={employeeId1},{employeeId2}&dateLastUpdated={date}>

**Example:** <https://softwaretest.ros.ie/payee-employers/v1/rest/rpn/03390656OH/2018?softwareUsed=1&softwareVersion=1&employeeIds=00202020PA-1,7002439CA-2&dateLastUpdated=2018-02-01>

#### 8.1.2 Payroll Services

##### 8.1.2.1 POST - Payroll Submission

<https://softwaretest.ros.ie/payee-employers/v1/rest/payroll/{employerRegistrationNumber}/{taxYear}/{payrollRunReference}/{SubmissionID}?softwareUsed={softwareName}&softwareVersion={softwareVersion}>

**Example:** <https://softwaretest.ros.ie/payemployers/v1/rest/payroll/00087900D/2018/PayrollRun1/Submission01?softwareUsed=abc&softwareVersion=1.0>

### 8.1.2.2 GET – Check Payroll Submission

<https://softwaretest.ros.ie/payemployers/v1/rest/payroll/{employerRegistrationNumber}/{taxYear}/{PayrollRunReference}/{SubmissionID}?softwareUsed={softwareName}&softwareVersion={softwareVersion}>

**Example:** <https://softwaretest.ros.ie/payemployers/v1/rest/payroll/00087900D/2018/PayrollRun1/Submission01?softwareUsed=abc&softwareVersion=1.0>

### 8.1.2.3 GET – Check Payroll Run

<https://softwaretest.ros.ie/payemployers/v1/rest/payroll/{employerRegistration}/{taxYear}/{PayrollRunReference}?softwareUsed={softwareName}&softwareVersion={softwareVersion}>

**Example:** <https://softwaretest.ros.ie/payemployers/v1/rest/payroll/00087900D/2018/PayrollRun1?softwareUsed=abc&softwareVersion=1.0>

## 8.2 SOAP API Endpoints

### 8.2.1 RPN Services

<https://softwaretest.ros.ie/payemployers/v1/soap/rpn>

### 8.2.2 Payroll Service

<https://softwaretest.ros.ie/payemployers/v1/soap/payroll>

## 8.3 Known Issues

### 8.3.1 Self Service Application Login

On clicking the 'register for ROS' link on the Self Service Application login page in PIT3 a '503 service unavailable' page is displayed to the user.

