PAYE Modernisation

Overview of ROS Payroll Reporting for Parallel Test

Contents

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Audience

This document is for any user/software provider who has chosen to take part in the Parallel test environment and will be using the ROS Payroll Reporting screens.

Document context

This document provides details for accessing and using the ROS Payroll Reporting screens in the Parallel test environment. These screens provide a user interface for the provision of some payroll activities.

1. Introduction

This is a brief user manual providing an introduction to the ROS Payroll reporting screens that exist in the test environment. These screens provide a user interface for the provision of some payroll activities. ROS Payroll reporting is a supporting application of the PAYE Modernisation project.

2. Employer Services

The Employer Services main page is the entry point for two main payroll functions:

- RPN Requests

- Payroll Submissions

Employer Services is accessed through ROS at the given address.
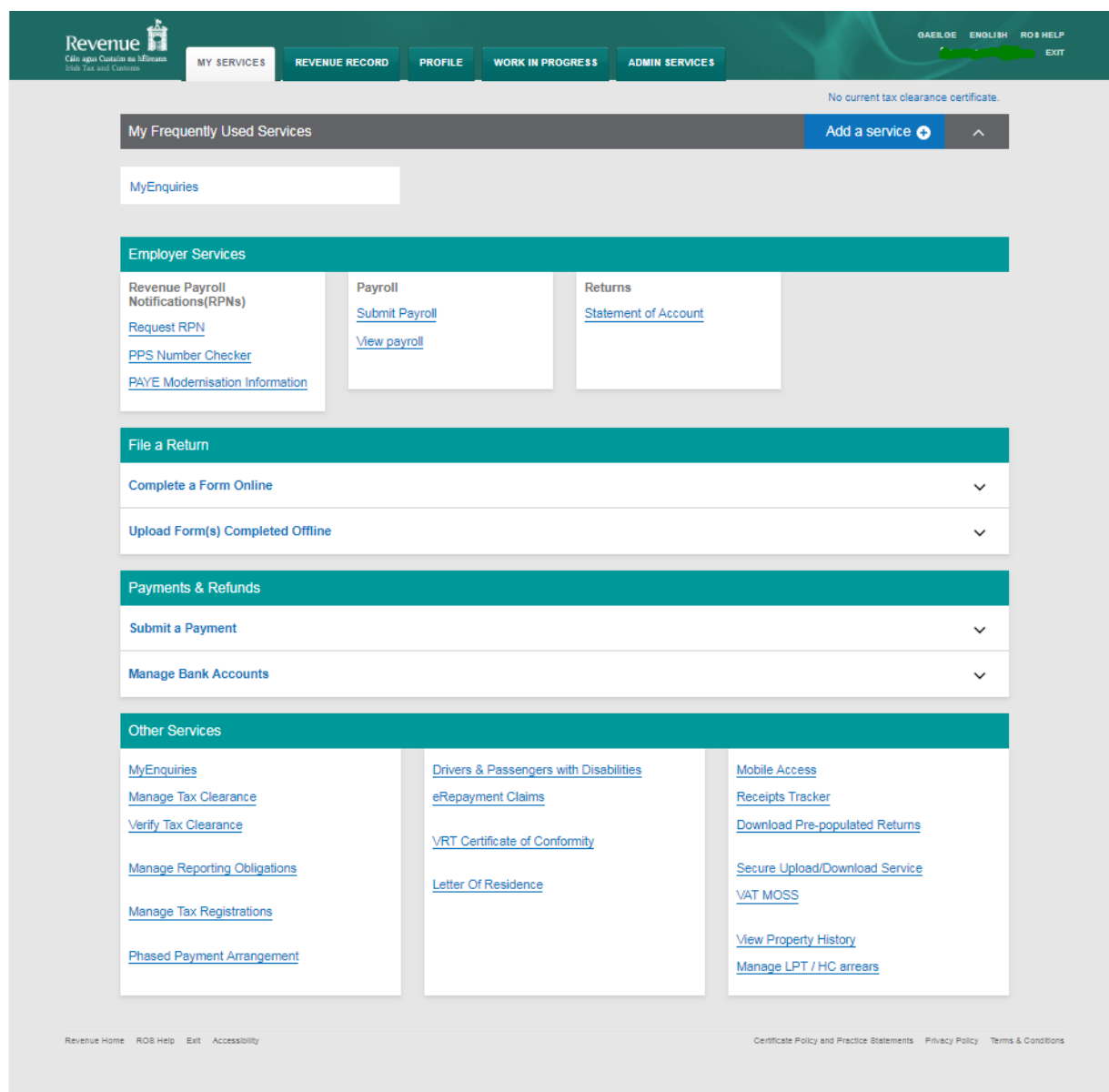
Figure 1 Employer Services dashboard

Employers that have multi PREM registrations will have an option on screen where they can select the PREM number they wish to proceed with.

Figure 2 Multi Registration selection.

3. Request Revenue Payroll Notifications (RPNs)

Upon selecting "Request RPNs" link, the user will be presented with the RPN landing screen. Here, the user can select whether they wish to request RPNs by file upload or by completion of an online form.
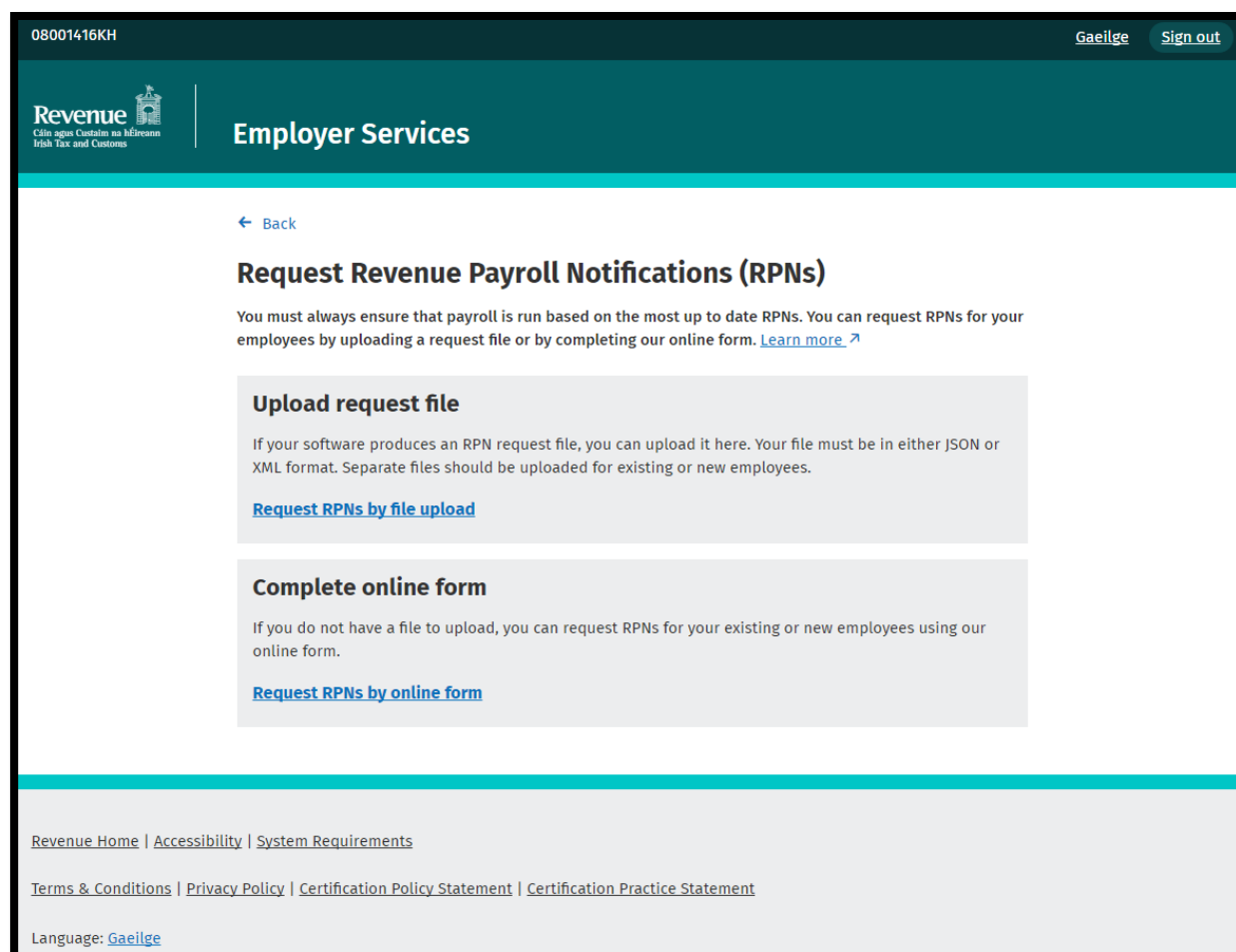

Figure 3 RPN Landing screen

The text states that users must always ensure that the payroll is run based on the most up to date RPNs.

The user is informed of the two ways to request an RPN for an employee. If "Upload request file" option is utilised, the software and format of the request file is outlined. Please note, if the user wishes to upload a request file, they must upload separate files for existing employees or new employees.

When retrieving RPNS for existing employees, RPNs will be automatically issued as there is a Revenue record of the live employment.

3.1 Request RPNs – Upload request file

Upon selecting the "Request RPNs by file upload" link, the user is prompted to upload the request file in the advised format (JSON or XML) to retrieve RPNs for existing or new employees. Separate files must be uploaded for existing or new employees. A Learn More link on this page gives more information to the user with regard to the acceptable software formats.

Figure 4 Request RPNs by File Upload screen

The user selects the "Browse files" link to upload their RPN request file from their local drive or a drive of their choice. Once a file is uploaded, the file name will display under "Selected files". A "Remove" link will display beside the file where the user can remove that file if they so wish. Please note, a user is currently only allowed to submit one RPN request file at a time. There is also a 10MB size limit on files.

The digital certificate field is pre populated with the name of the digital certificate the user logged in with and the user will need to input their password. Upon clicking "Sign & Submit" button, the system verifies that the password is correct and the file is processed. The user is returned the results of their RPN request.

3.2 Request RPNs – Complete online form

Requesting RPNs by online form is an option for users who wish to request RPNs for a specific subset of employees or for users who do not use payroll software and choose to use a manual method of pulling down their employees RPNs.

Upon selection of the "Request RPNs by online form" link, the user is presented with a new screen. The user chooses to request RPNs for existing employees.

Figure 5 Request RPNs – Existing Employees screen

On this screen, users will be able to request RPNs for all employees.

Figure 6 Request RPNs for Existing Employees

Once the user has selected the file format in which they wish to receive the returned RPNs in i.e. CSV, JSON or XML, then the user clicks the "Sign & Submit" button and is brought to the Sign & Submit screen.

The digital certificate field is pre populated with the name of the digital certificate the user logged in with and the user will need to input their password.

Upon clicking the "Sign & Submit" button, the system verifies that the password is correct and the file is processed. The user is returned the results of their RPN request.

Figure 7 Request RPNs - Sign and Submit

3.3 Request RPNs – Summary Screen

After signing and submitting, the user is presented with a summary screen detailing the results of their RPN request. Depending on their method of submitting their RPN request, the user will get one of two summary screens.

The user will get the following summary screen if they request RPNs by file upload or if they select all employees through the online form for existing employees:
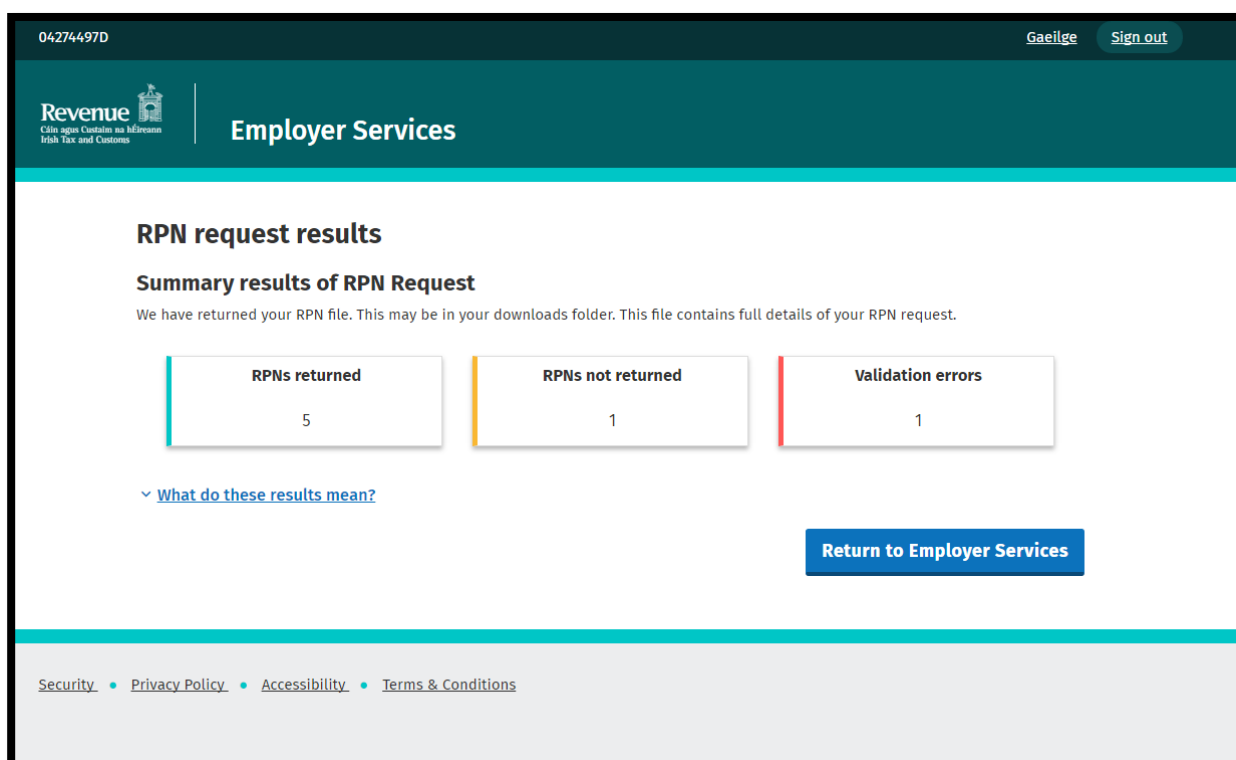
Figure 8 Request RPNs Summary screen (Overview)

This screen makes the user aware of how many RPNs on their request were successful. The three possible outcomes are:

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

- RPNs not returned - This is the number of employee RPNs that were not returned

- Validation errors – This is the number of validation errors in the request

An RPN response file is automatically downloaded for the user in their selected file format which details the outcome of the RPN request. The user can then input this file to their payroll software in order to complete the next stage of their payroll process.

3.4 Request RPN – Rejection Screens

3.4.1 Incorrect File Uploaded (RPN)

If a user attempts to upload a payroll submission file through the RPN request file upload screens, they will be presented with an error screen and blocked from proceeding:
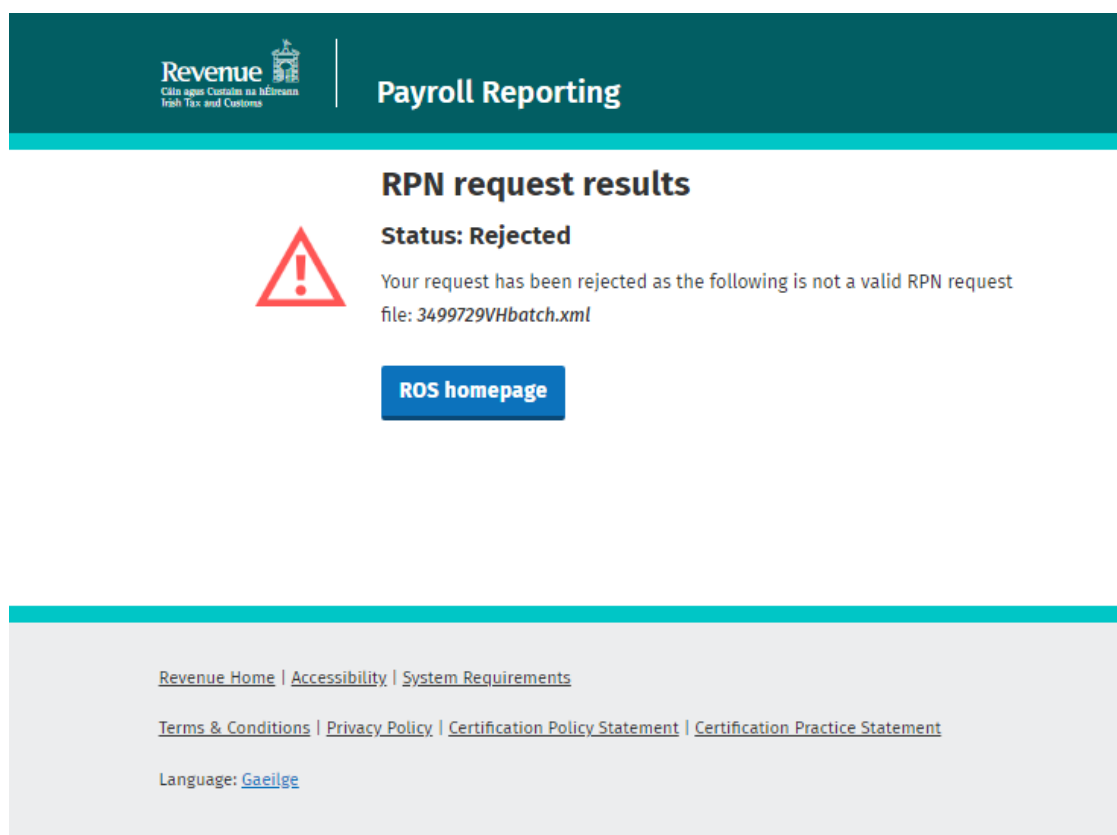
Figure 9 Request RPNs Rejected (Incorrect) screen

3.4.2 Invalid File Uploaded (RPN)

If a user attempts to upload a file that is not as per the PMOD Schema requirements, they will be presented with an error screen and blocked from proceeding:
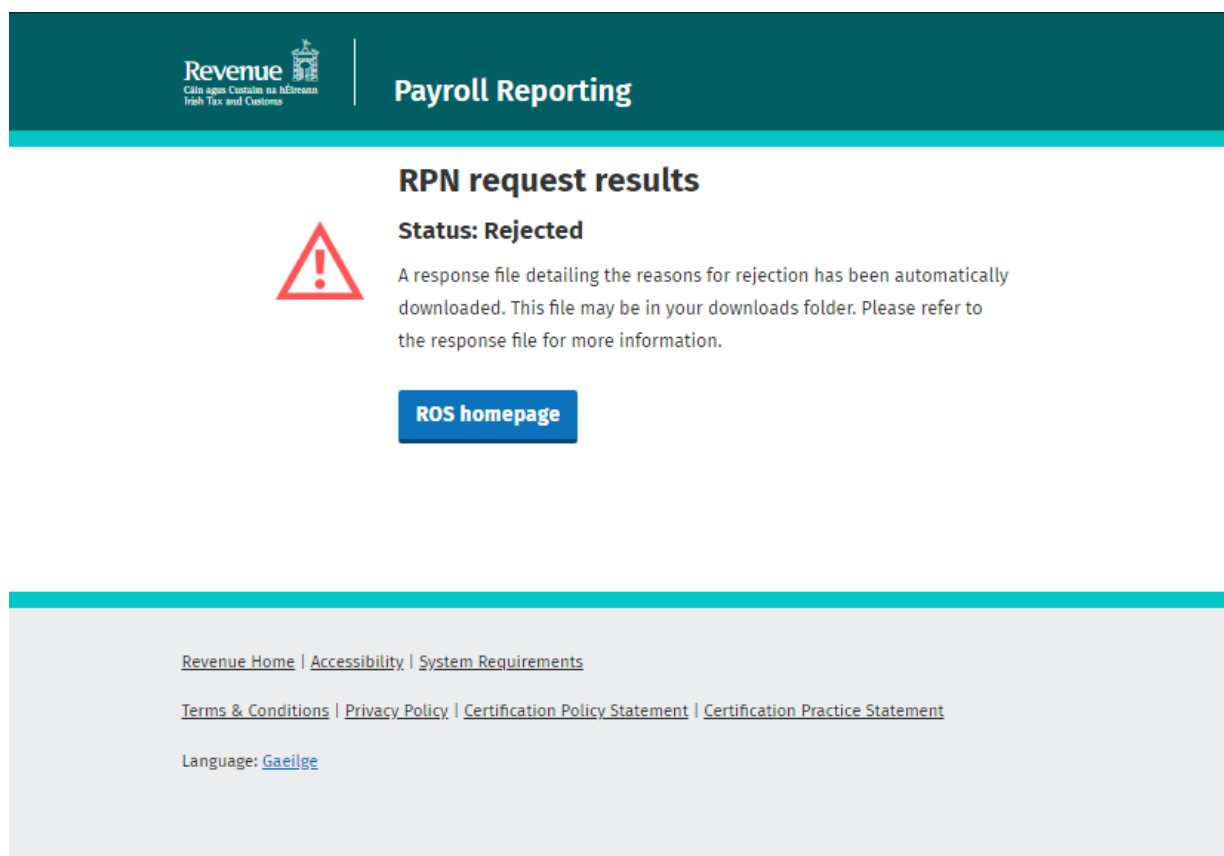
Figure 10 Request RPNs Rejected (Invalid) screen

4. Submit Payroll

Upon selecting the "Submit payroll" link on the Submit payroll card (on the employer services dashboard), the user will be presented with the submit payroll landing screen. Here, the user selects to submit payroll by file upload.
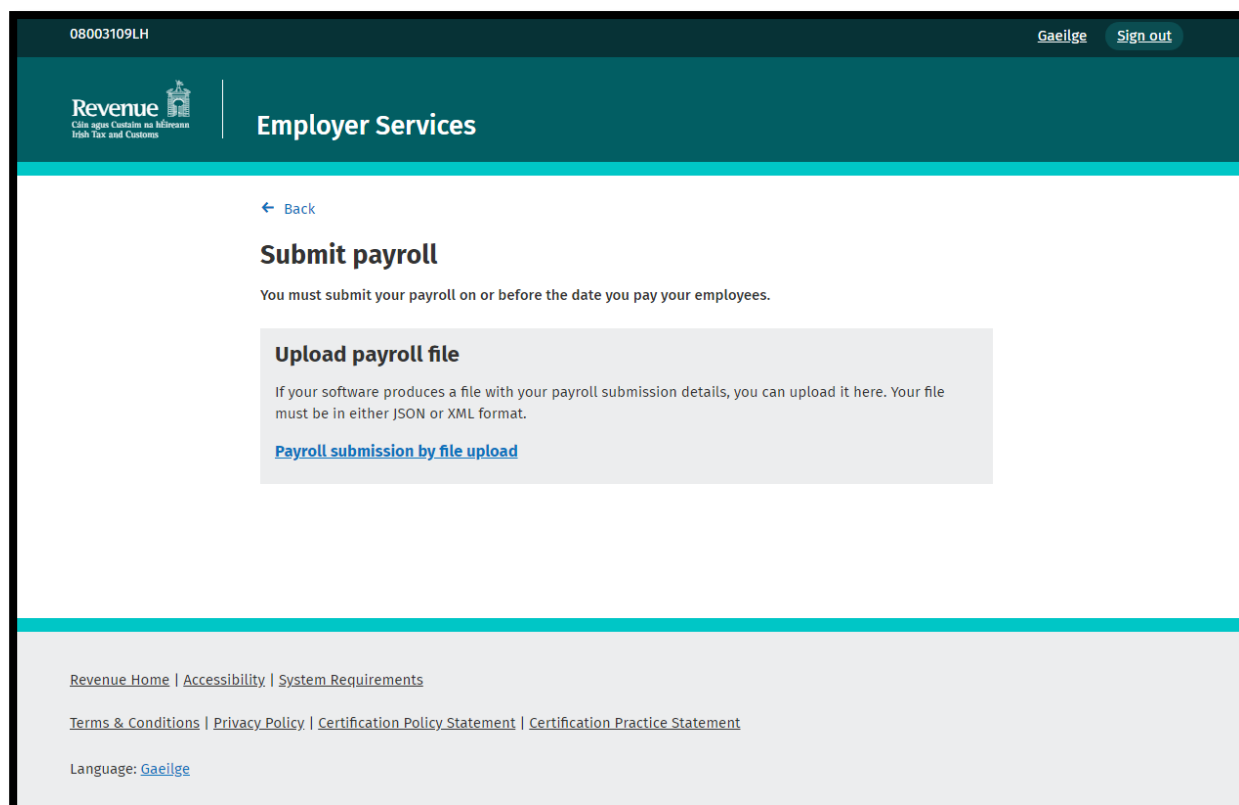
Figure 11 Submit Payroll Landing Screen

4.1 Submit Payroll – Upload Payroll File

Upon selecting to submit payroll by file upload, the user is prompted to upload the payroll submission file in the advised format (JSON or XML).

Figure 12 Submit Payroll by File Upload screen

The user selects the "Browse files" link to upload their payroll submission file from their local drive or a drive of their choice. Once a file is uploaded, the file name will display under "Selected files". A "Remove" link will display beside the file where the user can remove that file if they so wish. Please note, a user is currently only allowed to submit one payroll submission at a time. There is also a 10MB size limit on files.

The digital certificate field is pre populated with the name of the digital certificate the user logged in with and the user will need to input their password. Upon clicking the "Sign & Submit" button, the system verifies that the password is correct and a pop up informing the user that the file is being processed appears.

Figure 13 Submit Payroll - File Processing Pop Up

4.2 Payroll Submission – Acknowledgement Screen

After the payroll submission file has been accepted and while the file is being processed, the user is made aware that their file has been accepted and the results are being generated. Until the results of the submission are processed, the status displays as "Pending".
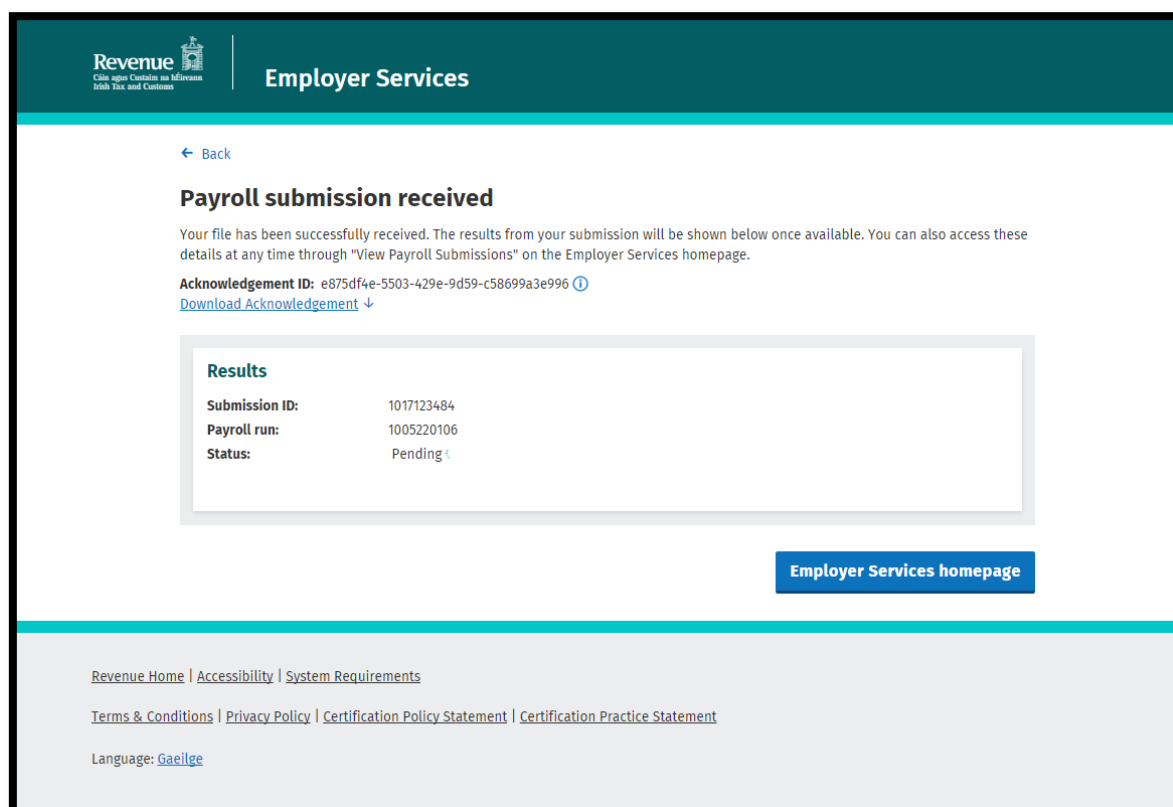
Figure 14 Payroll Submission Received screen

The status of the payroll submission result will display as pending until the payroll submission results are returned. Once the results are returned, a payroll submission response file will be automatically downloaded. This file contains full details of their payroll submission.

4.2.1 Payroll Submission – Acknowledgement Screen – Status: Complete

When the results of the payroll submission are generated, the status of the results will change from Pending to Completed.

Figure 15 Payroll Submission Received screen – Status: Completed

The user can clearly see that their payroll submission is complete and that there are no errors or warnings associated with their submission.

4.2.2 Payroll Submission – Acknowledgement Screen – Status: Complete with Warnings and/or Errors

When the results of the payroll submission are generated and if there are warnings or errors associated with the submission, the status of the results will change from Pending to "Complete with warnings" or "Complete with errors".

If there are warnings associated with the submission, the screen will display as follows:

Figure 16 Payroll Submission Received screen – Status: Complete with Warnings

If there are errors associated with the submission, the screen will display as follows:

Figure 17 Payroll Submission Received screen – Status: Complete with Errors

21

If there are errors and warnings on the payroll submission, the screen will display as follows:

Figure 18 Payroll Submission Received screen – Status: Complete with Errors and Warnings

Full details of these errors and/or warnings will be viewable in the payroll submission response file which is automatically downloaded.

4.2.3 Payroll Submission– Batching – Acknowledgement Screen – Status: Pending

Batching of payroll submission files is provided for with XML format. The upload process proceeds on a file by file basis. After the first file upload the status of the submission will be displayed as "Awaiting next file". This status will remain in place until all of the expected files have been uploaded, or 60 minutes have passed. Whichever event occurs first. A count of received files will display on the submission summary page under the status.

Figure 19 Payroll Submission Received screen – Status: Pending

In order to submit the next file, the user must click "submit next file", upload the new file via the "Browse" button, enter the password and click "Submit". Until the final file has been submitted, the status will display as "Awaiting next file". The "View" link will also not be displayed until all of the batch files are received. Once the user has successfully submitted the expected number of files, the response files are downloaded and the following screen is displayed:

Figure 20 Payroll Submission Received screen – Status: Complete (Finished)

If the user submits the first file and exits ROS instead of clicking "select next file", they can re-enter ROS and continue the upload process from the Submit payroll by file upload screen with the next expected file.

The user will be notified during the submission via text that they have one hour to upload all files. Unless all are submitted within 60 minutes, the submission will be invalid.

Figure 21 Payroll Submission Received screen – Status: Pending (Expired)

4.2.4 Payroll Submission – Acknowledgement Screen – Status: Time Out

If the session times out while the payroll submission results are being generated for the user the status of the submission will displays as "Timed out". There is a 30 second time out limit. In this scenario, the results of the submission have not been pulled down but the submission has been accepted by Revenue.

Figure 22 Payroll Submission Received screen – Status: Timed Out

4.3 Payroll Submission – Rejection Screens

4.3.1 Invalid File Uploaded

If the user attempts to upload a payroll submission containing content outside of the requirements of the schema, the file will be rejected and an error screen will be displayed to the user:
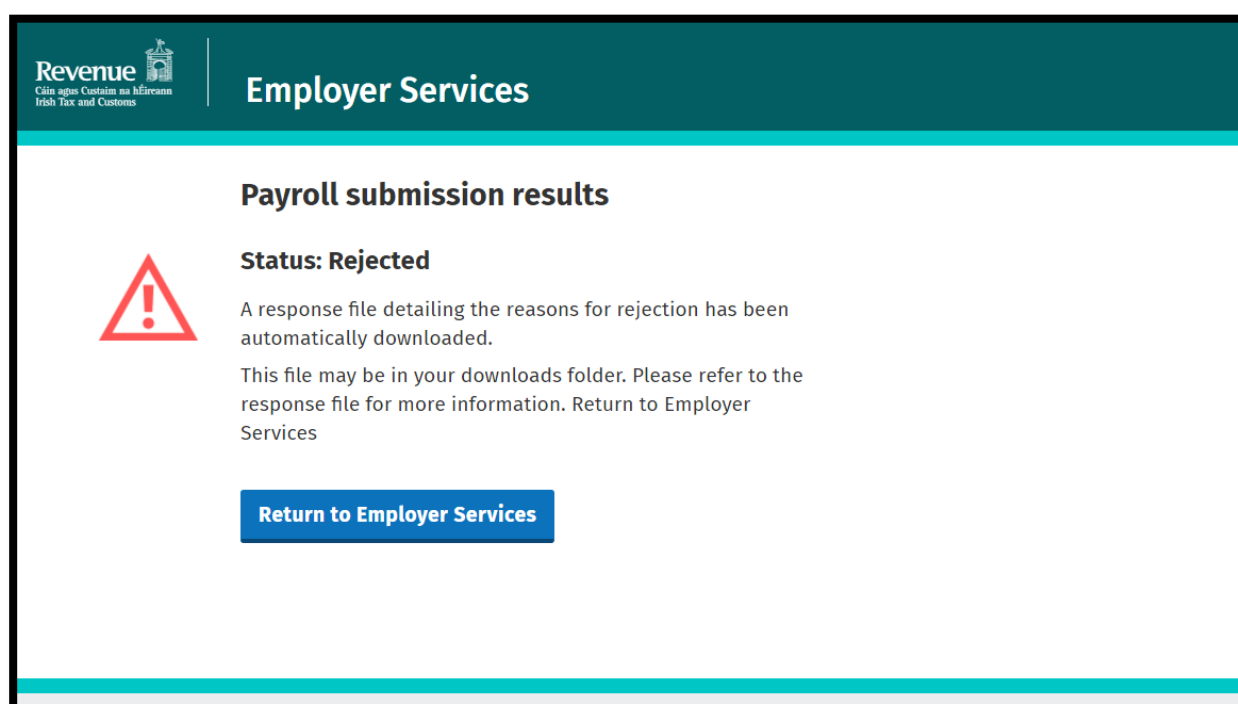
Figure 23 Payroll Submission Received – Rejected screen

4.3.2 Incorrect File Uploaded (RPN request into Payroll)

If a user attempts to upload a RPN submission file through the payroll submission file upload screen, they will be presented with an error screen and blocked from proceeding:
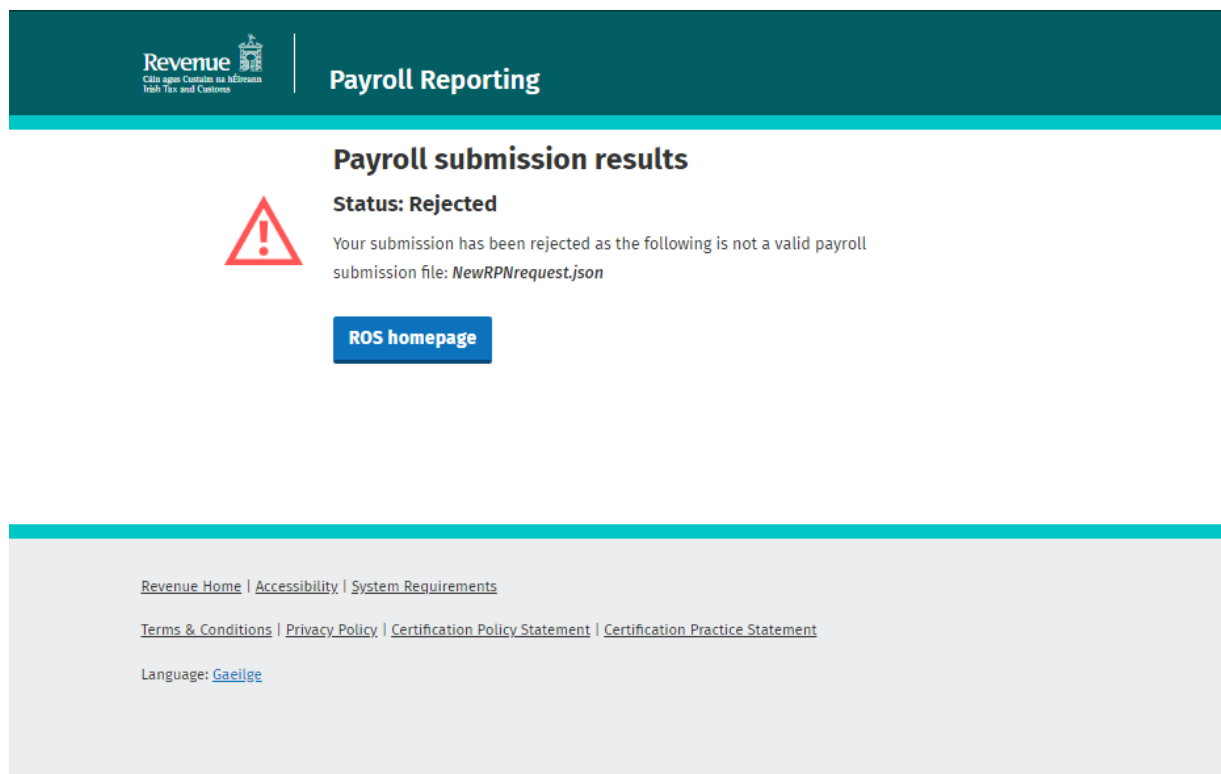
Figure 24 Request Payroll Rejected screen

5 View Payroll Screens

Upon selecting the "View payroll" link on the Submit payroll card (on the employer dashboard), or the view payroll run link after submission, the user will be presented with the view payroll landing screen. Here, the user selects to search for a payroll or to view the most recent submissions.

Figure 25 View payroll landing screen.

5.1 View Payroll Search bar

The search facility is located at the top of the screen. Here the user can search by Recently updated ;
Payroll run reference and Submission ID.

Selecting recently updated will display the most recent submissions. This is the default selection.

Select search by Payroll run reference will ask for the tax year and run reference of the submission.

Select search by Submission ID will ask for the tax year, run reference and Submission ID.

The default screen for View payroll displays all the submissions connected with the most recent
payroll run. The run can contain any number of submissions.

5.2 View Payroll Active item

This is an Active item , with a warning, as accessed through the View payroll screens

Figure 26 View payroll Active item with warning

5.3 View Payroll Corrections

This is a payroll submission containing a correction. The screen is divided into the Summary box, the Additions, and the Corrections box.

Within the corrections box, the line item that is active is displayed with the previous item below.

Figure 27 View payroll Corrections summary screen

Clicking the link to View the previous line item will show you the previous submission, with a status of Inactive. To see the Active submission , the user can click the right arrow link in the top right of the screen, or alternatively click back to the summary screen and select the view link from the active line item in the corrections box.

Figure 28 View payroll Inactive item

The Active submission that has replaced a previous submission.

The previous line item ID is available in the Reference details panel on the left.

Figure 29 View payroll Active item as part of correction.

5.4 View Payroll Deletions

This is the payroll submission summary screen containing a deletion

Within the deletions box, the line item that has been deleted is displayed with a link to view the submission.

Figure 30 View payroll run summary screen with Deletion.

Figure 31 View payroll Deleted Item.