

PAYE Modernisation

Overview of ROS Payroll Reporting for
Parallel Test

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0.1	12/09/2018	All	Document published.

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.

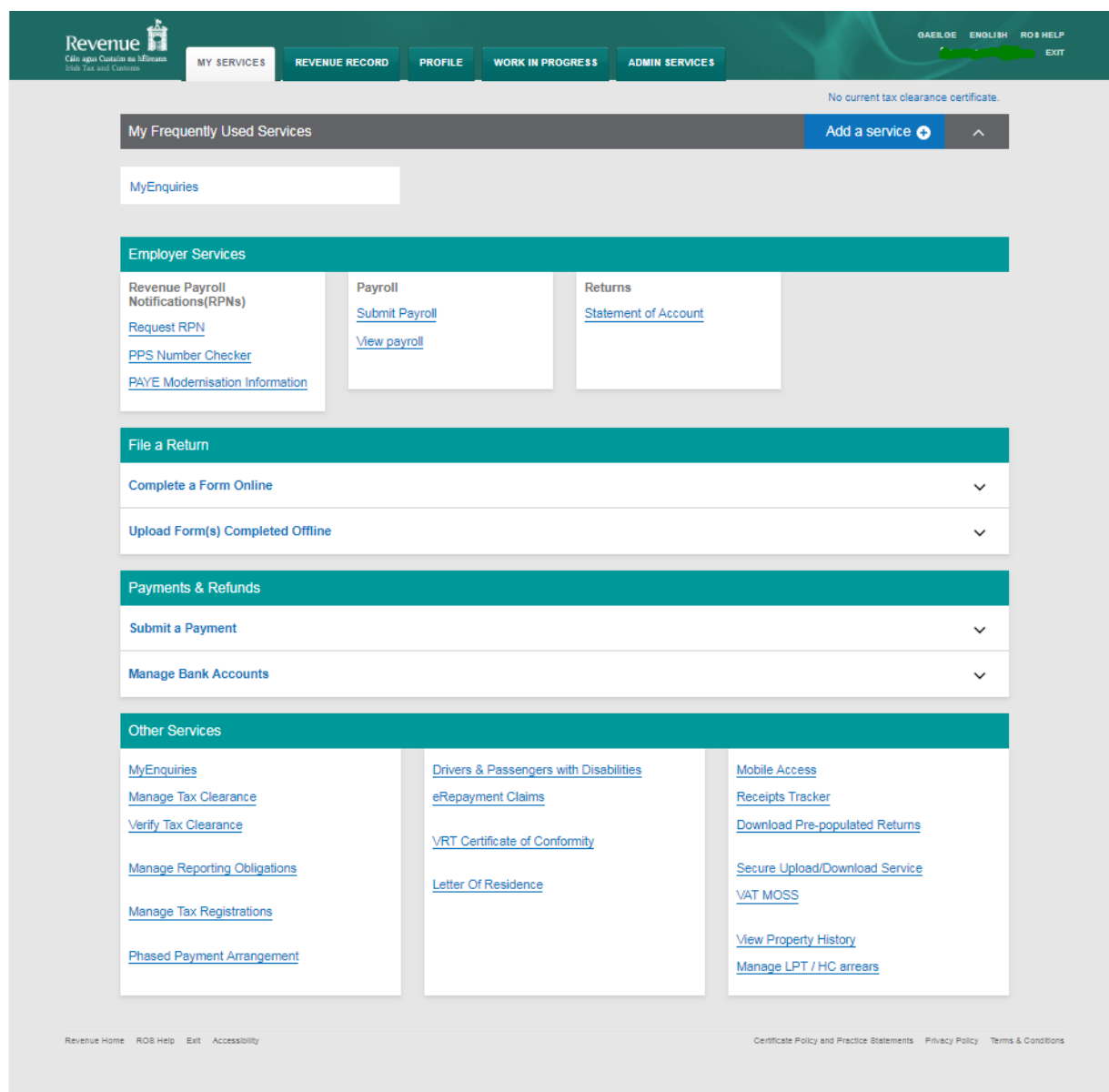


Figure 1 Employer Services dashboard

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

The screenshot shows the Revenue Online Service (ROS) interface. A modal window is displayed in the center, titled "You have multiple PREM registrations". The modal contains the instruction "Please select the PREM registration you would like to manage payroll for." and a table with three rows of registration data. Each row has a "Registration Name", a "Registration Number", and an "Action" column with a "Select" link. Below the table is a "Back" button. The background shows the ROS navigation menu with sections like "My Frequently Used", "MyEnquiries", "Employer Services", "File a Return", "Payments & Refunds", and "Other Services".

Registration Name	Registration Number	Action
SARA-ER-MURRAY GROUP	03499729VH	Select
SARA-ER-MURRAY GROUP	03503103RH	Select
SARA-ER-MURRAY GROUP	03503102PH	Select

[Back](#)

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.

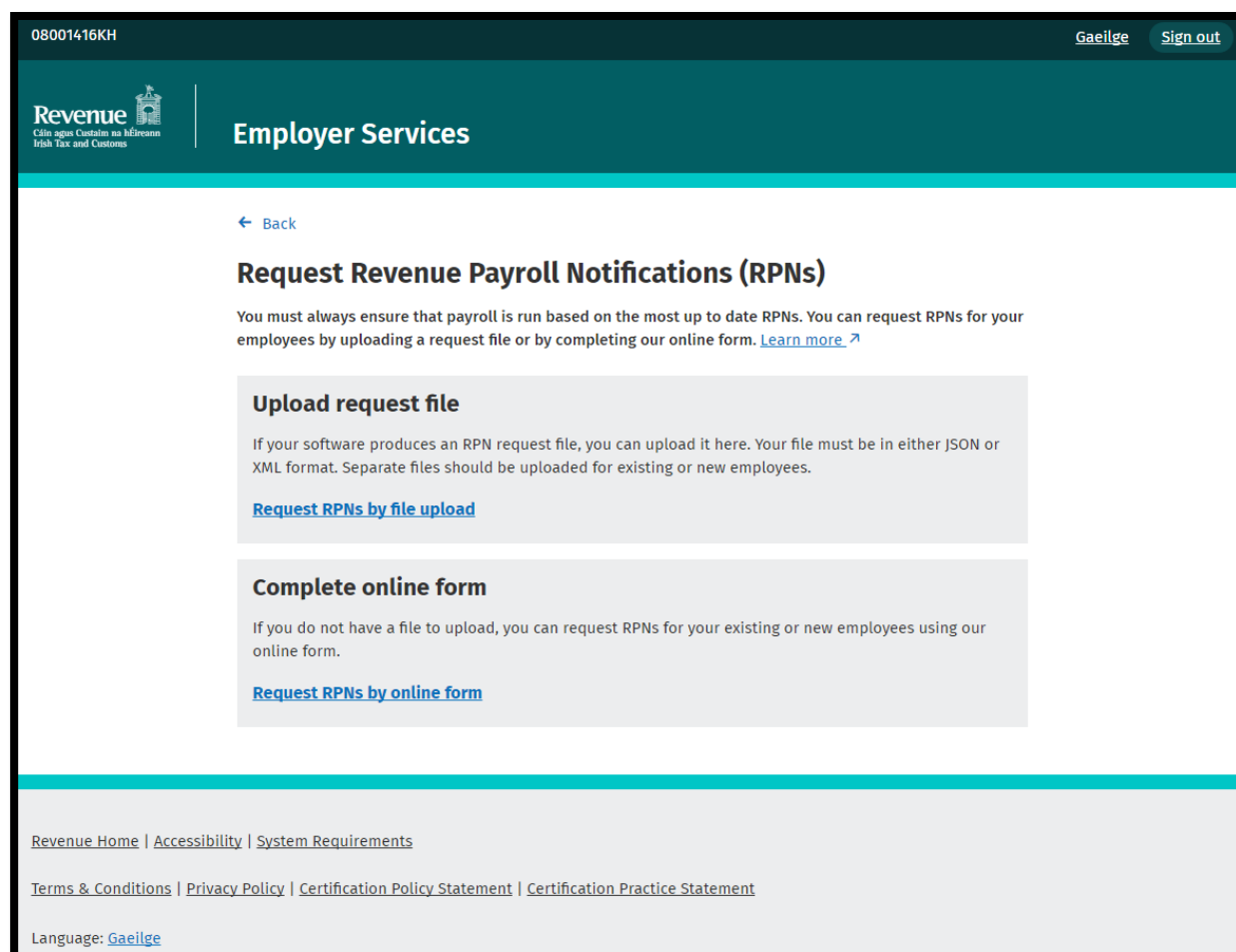


Figure 3 RPN Landing screen

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.

08001416KH Gaeilge Sign out

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Employer Services

[← Back](#)

Request RPNs by file upload

Upload your request file to automatically retrieve, in a downloadable file, RPNs for your existing or new employees. Your request file must be in either JSON or XML format. [Learn more](#)

[Browse files](#)

Selected files:

1.1_Lookup_RPI_Request_Example.xml [Remove](#)

Digital Certificate

This request must be signed using your ROS Digital Certificate

paye-employers-999225257

Password

.....

[Sign & Submit](#)

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.

Hello, Ktyyil Ljhnll Ltd (0058475B) [Gaeilge](#) [Sign out](#)

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Payroll Reporting

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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

▼ [Which should I choose?](#)

[Next →](#)

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Language: [Gaeilge](#)

Figure 5 Request RPNs – Existing Employees screen

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

The screenshot shows the 'Request RPNs for existing employees' form within the Revenue Employer Services portal. The form includes a 'Back' link, a title, a 'Tax year' dropdown menu set to '2018', a 'Date of last payroll run' field with a calendar icon and a help icon, a 'Select employees' section with a 'Select all employees' button, and a 'File format for RPNs to be received' section with radio buttons for 'CSV' (selected), 'JSON', and 'XML'. A 'Sign & Submit' button is located at the bottom right. The footer contains links for 'Revenue Home', 'Accessibility', 'System Requirements', 'Terms & Conditions', 'Privacy Policy', 'Certification Policy Statement', and 'Certification Practice Statement', along with a language selector set to 'Gaeilge'.

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Employer Services

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Request RPNs for existing employees

Tax year

2018 ▼

Date of last payroll run ⓘ

dd/mm/yyyy

ⓘ

Select employees

☒ Select all employees

File format for RPNs to be received ⓘ

☒ CSV

☐ JSON

☐ XML

Sign & Submit

[Revenue Home](#) | [Accessibility](#) | [System Requirements](#)

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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.

08001416KH [Gaeilge](#) [Sign out](#)

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Please confirm your password

Digital Certificate

This request must be signed using your ROS Digital Certificate

paye-employers-999225257

Password

[Sign & Submit](#)

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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:

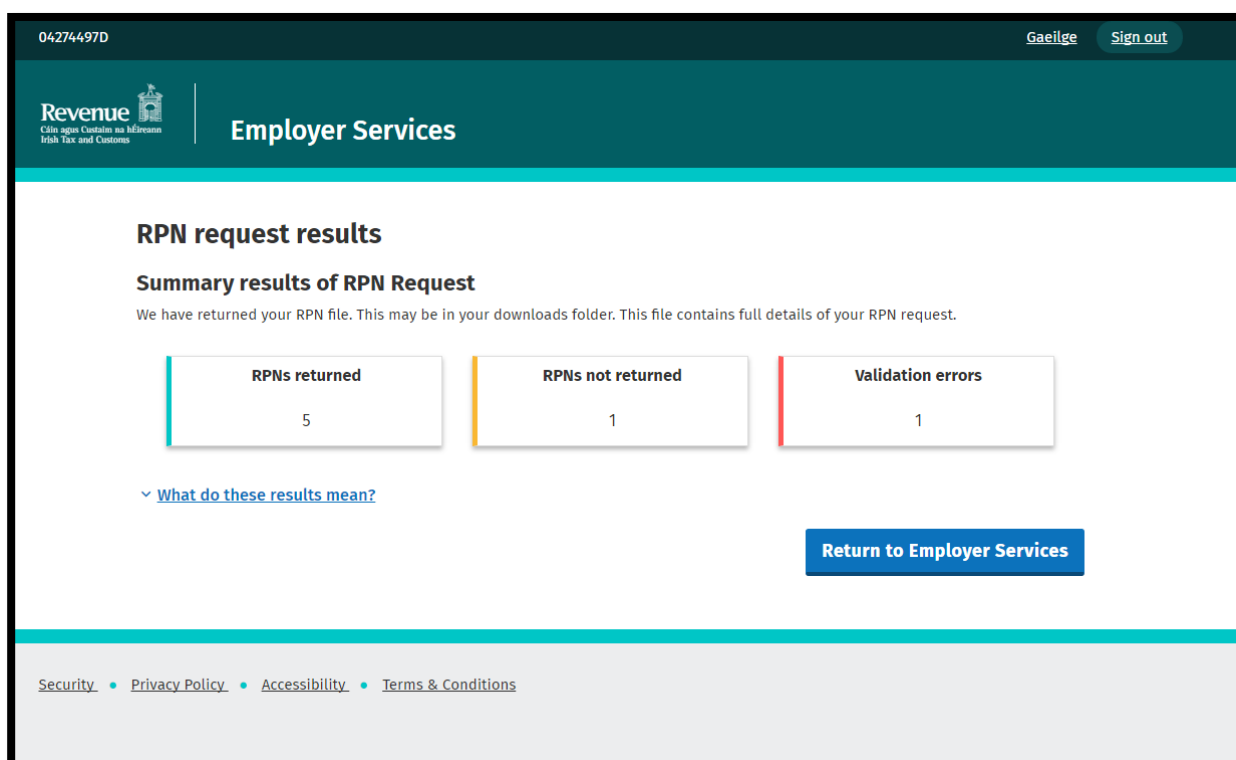


Figure 8 Request RPNs Summary screen (Overview)

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:

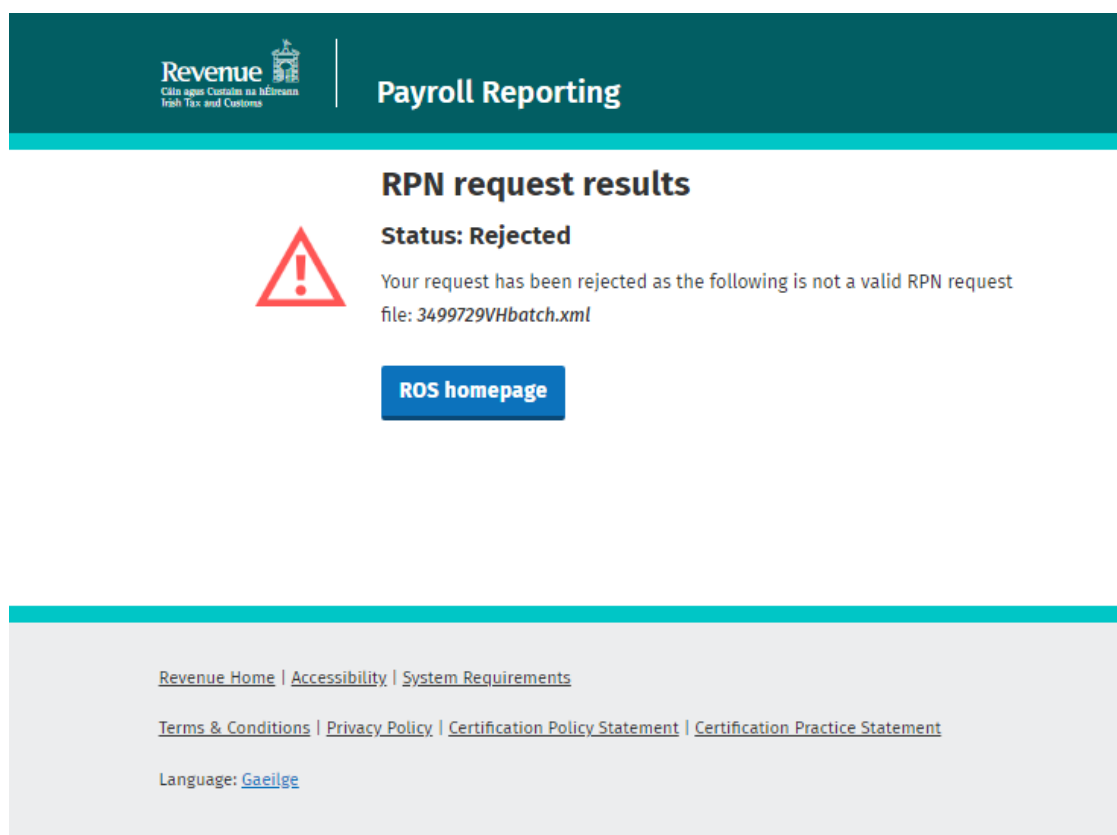


Figure 9 Request RPNs Rejected (Incorrect) screen

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:

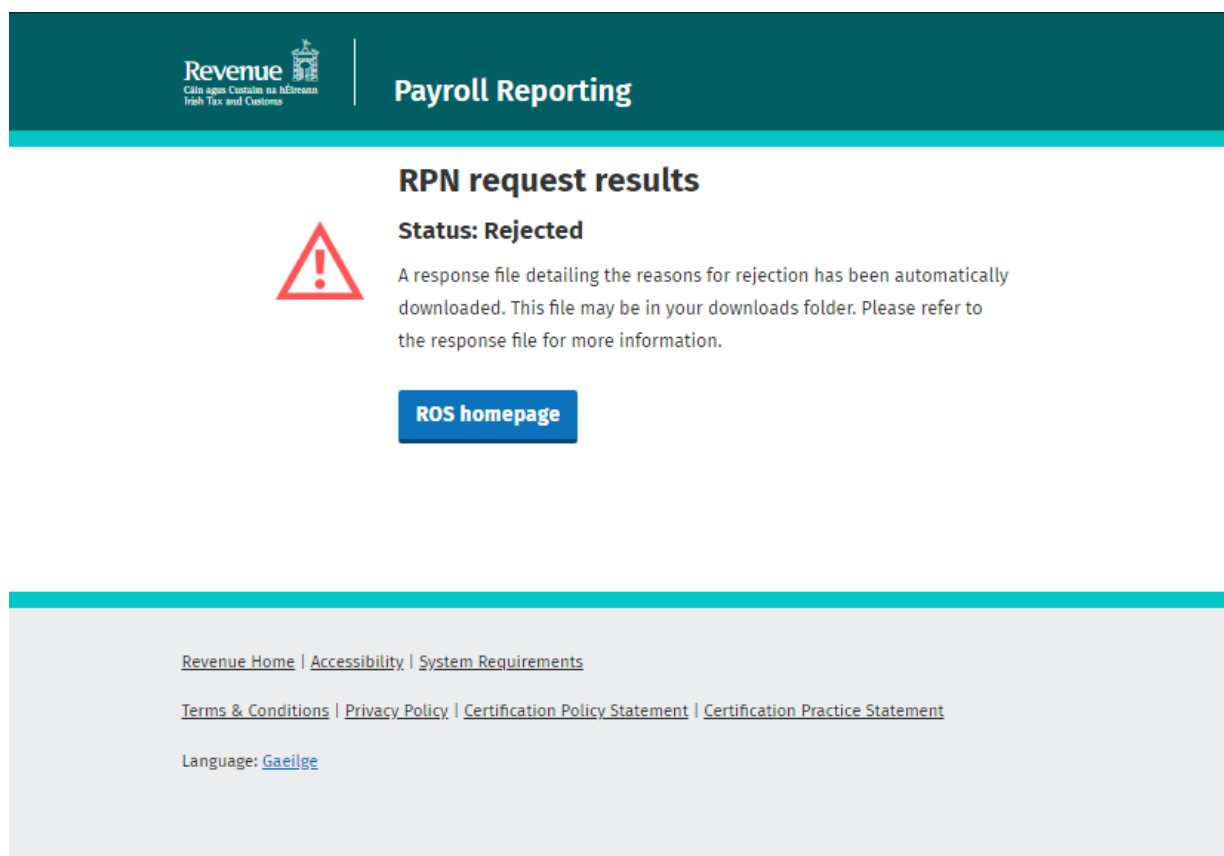


Figure 10 Request RPNs Rejected (Invalid) screen

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.

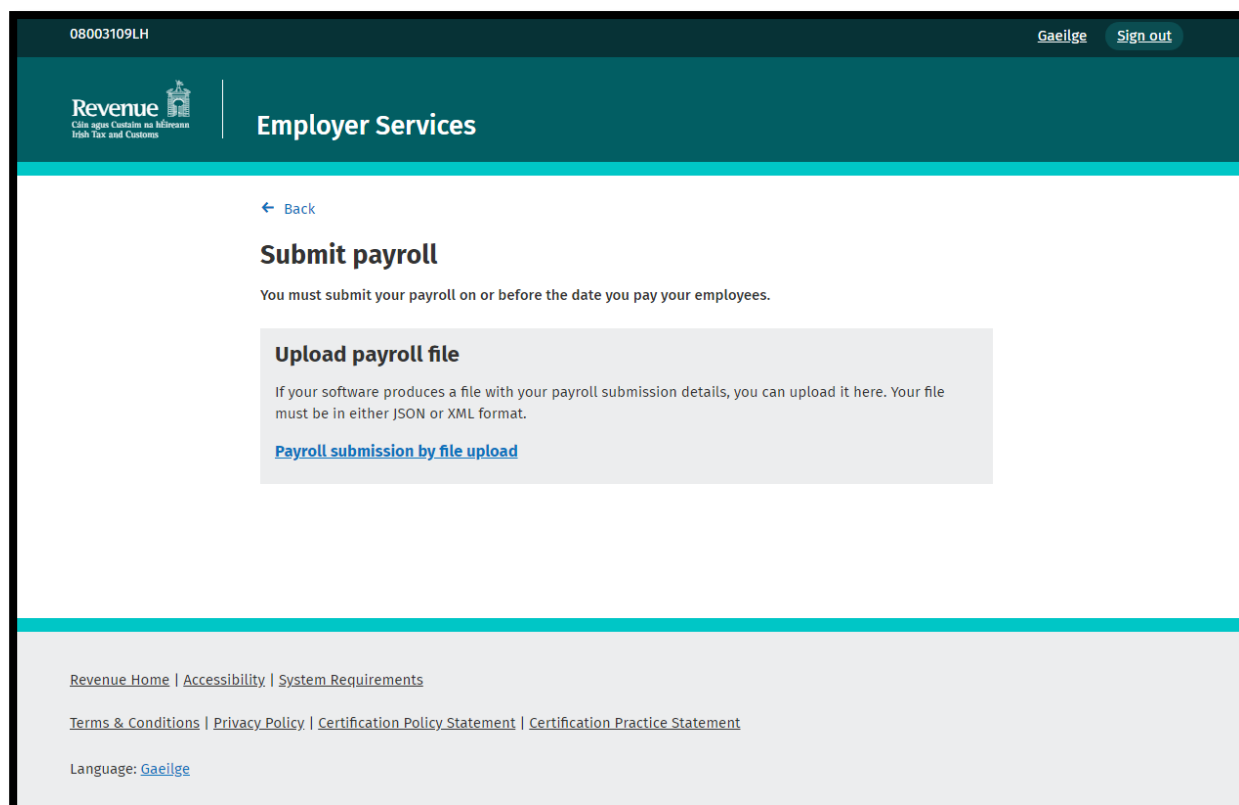


Figure 11 Submit Payroll Landing Screen

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).

08003109LH Gaeilge Sign out

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Employer Services

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Payroll submission by file upload

You can upload your payroll submission file here. The file must be in either JSON or XML format.
[Learn more](#)

[Browse files](#)

No files selected

Digital Certificate

This request must be signed using your ROS Digital Certificate

OPA Employer 08003109LH

Password

[Sign & Submit](#)

[Revenue Home](#) | [Accessibility](#) | [System Requirements](#)

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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.

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Employer Services

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Payroll submission by file upload

You can upload your payroll submission file here. The file must be in either JSON or XML format.
[Learn more ↗](#)

Your Payroll Submission is being processed

Digital Certificate
This request must be signed using your ROS Digital Certificate

paye-employers-999963479

Password

Sign & Submit

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Language: [Gaeilge](#)

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”.

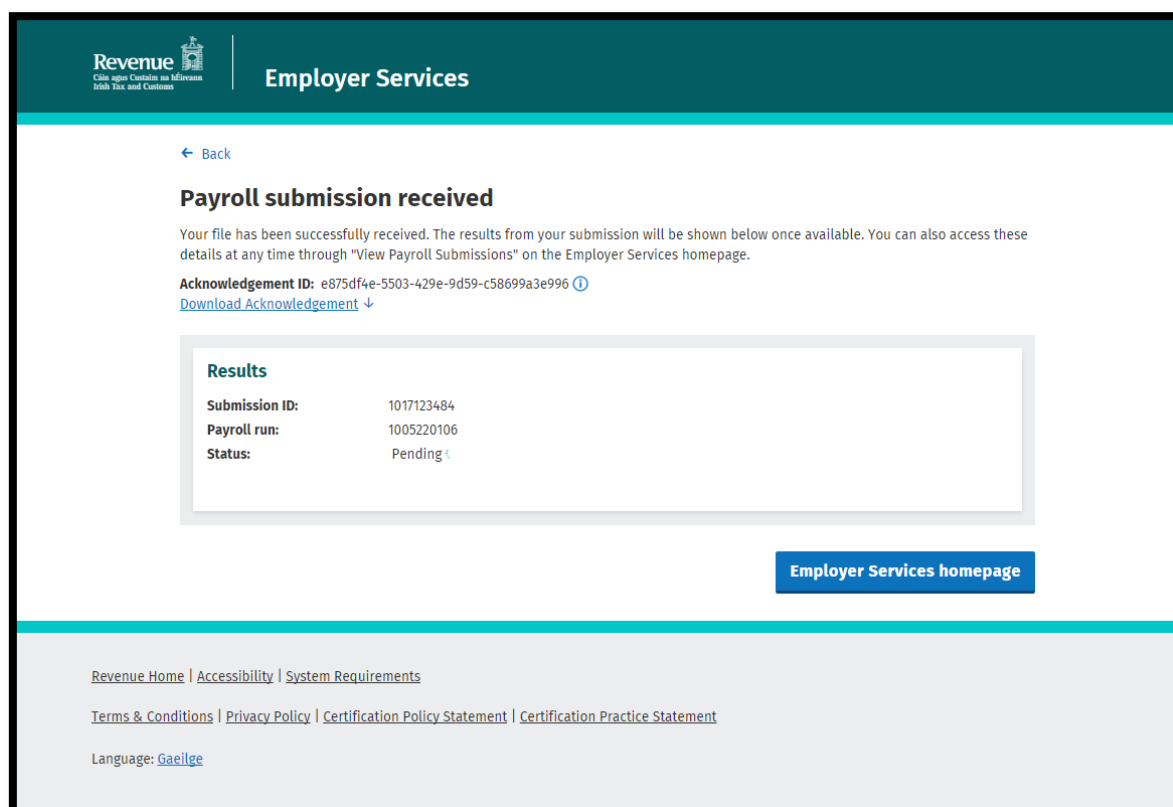


Figure 14 Payroll Submission Received screen

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.

The screenshot displays the 'Payroll Reporting' section of the ROS system. At the top, a user greeting 'Hello, Sara-Er-Murray Group (3499729VH)' is visible next to a 'Sign out' button. The main heading is 'Payroll Reporting'. Below this, a link 'Make a new submission' is present. The central message is 'Payroll submission received', followed by a confirmation text: 'Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through "View Payroll" in the Employer Services section on ROS.' An 'Acknowledgement ID' is provided: 'db10e6bd-42f0-4367-a59a-06119a8355b1'. A 'Download acknowledgement' link is also available. The 'Results' section shows: Submission ID: sub_25, Payroll reference: August1066, and Status: Completed with a green checkmark. A note states: 'The response file for your payroll software has been automatically downloaded. This may be in your downloads folder.' Below this, two tables are shown: 'PAYE deductions' and 'Submission items'. The 'PAYE deductions' table lists: Income Tax: €800.00, PRSI: €440.00, USC: €60.00, and LPT: €130.00. The 'Submission items' table lists: Active: 2, Warnings: 0, Deleted: 1, and Invalid: 0. A 'View payroll run' link is at the bottom right of the results section. A 'ROS homepage' button is located below the results. The footer contains links for 'Revenue Home', 'Accessibility', 'System Requirements', 'Terms & Conditions', 'Privacy Policy', 'Certification Policy Statement', and 'Certification Practice Statement'. The language is set to 'Gaeilge'.

Hello, Sara-Er-Murray Group (3499729VH) [Sign out](#)

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Irish Tax and Customs

Payroll Reporting

[← Make a new submission](#)

Payroll submission received

Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through "View Payroll" in the Employer Services section on ROS.

Acknowledgement ID: db10e6bd-42f0-4367-a59a-06119a8355b1 [🔗](#)

[Download acknowledgement](#) ↓

Results

Submission ID: sub_25

Payroll reference: August1066

Status: Completed ✓

The response file for your payroll software has been automatically downloaded. This may be in your downloads folder.

PAYE deductions

Income Tax:	€800.00
PRSI:	€440.00
USC:	€60.00
LPT:	€130.00

Submission items

Active:	2
Warnings:	0
Deleted:	1
Invalid:	0

[View payroll run](#)

[ROS homepage](#)

[Revenue Home](#) | [Accessibility](#) | [System Requirements](#)

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Language: [Gaeilge](#)

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:

The screenshot displays the ROS Payroll Reporting interface. At the top, a header bar shows the user's name 'Hello, Sara-Er-Murray Group (3499729VH)' and a 'Sign out' button. Below this, a teal banner contains the Revenue logo, the text 'Payroll Reporting', and a button that says 'Press F11 to exit full screen'. A link 'Make a new submission' is visible on the left.

The main content area is titled 'Payroll submission received'. It includes a message: 'Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through "View Payroll" in the Employer Services section on ROS.' Below this message is the 'Acknowledgement ID: bb15191a-0025-4b64-940b-f6d465f92acf' with a download icon, and a 'Download acknowledgement' link.

The 'Results' section contains the following information:

Submission ID:	sub_18
Payroll reference:	August1006
Status:	Completed with warnings

Below the results table, a message states: 'Your submission has been completed with warnings. The response file for your payroll software has been automatically downloaded. This may be in your downloads folder.'

There are two side-by-side tables: 'PAYE deductions' and 'Submission items'.

Income Tax:	€400.00
PRSI:	€220.00
USC:	€30.00
LPT:	€65.00

Active:	1
Warnings:	1
Deleted:	0
Invalid:	0

A 'View payroll run' link is located below the submission items table. At the bottom right of the main content area is a 'ROS homepage' button.

The footer contains links: 'Revenue Home | Accessibility | System Requirements', 'Terms & Conditions | Privacy Policy | Certification Policy Statement | Certification Practice Statement', and 'Language: English'.

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

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

The screenshot shows the ROS Payroll Reporting interface. At the top, a dark teal header contains the Revenue logo and the text 'Hello, Sara-Er-Murray Group (3499729VH)' on the left, and a 'Sign out' button on the right. Below this is a teal bar with the 'Payroll Reporting' title. The main content area has a light blue background. A link '← Make a new submission' is at the top left. The main heading is 'Payroll submission received'. Below it, a message states: 'Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through "View Payroll" in the Employer Services section on ROS.' This is followed by the 'Acknowledgement ID: ae5e4519-de51-45ba-b7d2-2182befbdd07' and a 'Download acknowledgement' link. A 'Results' section contains a table with submission details and a message about errors. Below this are two side-by-side tables: 'PAYE deductions' and 'Submission items'. At the bottom right of the results section is a 'View payroll run' link. A blue 'ROS homepage' button is at the bottom right. The footer contains links for 'Revenue Home', 'Accessibility', and 'System Requirements'. A taskbar at the very bottom shows a file named '3499729VHPSERR...json' and a 'Show all' button.

Results

Submission ID:	sub_11
Payroll reference:	August1002
Status:	Completed with errors

Your submission has been completed with errors. 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.

PAYE deductions	
Income Tax:	€0.00
PRSI:	€0.00
USC:	€0.00
LPT:	€0.00

Submission items	
Active:	0
Warnings:	0
Deleted:	1
Invalid:	12

[View payroll run](#)

[ROS homepage](#)

Revenue Home | Accessibility | System Requirements

3499729VHPSERR...json Show all

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

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

The screenshot shows the ROS Payroll Reporting interface. At the top, there is a header with the Revenue logo and the text "Payroll Reporting". Below the header, a message states "Hello, Sara-Er-Murray Group (3499729VH)" with a "Sign out" button. The main content area is titled "Payroll submission received" and includes a message: "Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through 'View Payroll' in the Employer Services section on ROS." Below this, the "Acknowledgement ID" is displayed as "487cd7e9-4176-4529-87b0-9f47aa141553" with a download link. The "Results" section shows the submission ID as "sub_22", the payroll reference as "August1006", and the status as "Completed with errors and warnings". A message states: "Your submission has been completed with errors. 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." Below the results, there are two tables: "PAYE deductions" and "Submission items".

PAYE deductions	
Income Tax:	€0.00
PRSI:	€0.00
USC:	€0.00
LPT:	€0.00

Submission items	
Active:	1
Warnings:	1
Deleted:	1
Invalid:	1

At the bottom of the main content area, there is a "View payroll run" link and a "ROS homepage" button. The footer contains links for "Revenue Home", "Accessibility", "System Requirements", "Terms & Conditions", "Privacy Policy", "Certification Policy Statement", and "Certification Practice Statement".

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.

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[← Make a new submission](#)

Payroll submission received

Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through “View Payroll” in the Employer Services section on ROS.

Acknowledgement ID: 41c31254-c9b5-466e-80cb-562e82128262 ⓘ

[Download acknowledgement](#) ↓

Results

Submission ID:	5000
Payroll reference:	57GraftonStreet1
Status:	Pending
Files received:	1 of 200

We've received 1 of an expected 200 files in your submission. Once all files have been received, your submission will be processed and a summary will be available. If the remaining files are not uploaded within 60 minutes, your submission will be discarded and you will need to resubmit each file.

[Submit next file](#)

[ROS homepage](#)

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Language: [Gaeilge](#)

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:

Hello, Sara-Er-Murray Group (3499729VH)
Sign out

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Irish Tax and Customs
Payroll Reporting

[← Make a new submission](#)

Payroll submission received

Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through "View Payroll" in the Employer Services section on ROS.

Acknowledgement ID: ffb0d79-db10-47d1-b106-b655251069cc ⓘ

[Download acknowledgement](#) ↓

Results

Submission ID:	5000
Payroll reference:	57GraftonSTD2
Status:	Completed ✓
Files received:	2 of 2

The response file for your payroll software has been automatically downloaded. This may be in your downloads folder.

PAYE deductions

Income Tax:	€4.00
PRSI:	€600.00
USC:	€2,000.00
LPT:	€50.00

Submission items

Active:	2
Warnings:	0
Deleted:	0
Invalid:	0

[View payroll run](#)


[ROS homepage](#)

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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.


Payroll Reporting

[Back](#)
[Make a new submission](#)

View payroll

Search by [Search](#)

Payroll run
These are your payroll run details. Please download the payroll run summary for further information.

Payroll reference: 60XXGraftonStreet1
[Download payroll run summary](#)

Payroll run details Status: Pending ⓘ Last updated: 28/08/2018 Tax year: 2018	Total PAYE deductions Income Tax: €0.00 PRSI: €0.00 USC: €0.00 LPT: €0.00	Submission summary Active items: 0 Payroll submissions: 1
---	--	--

Recent submissions

Date submitted	Submission ID	Active items	Warnings	Deleted items	Invalid items	Income Tax	PRSI	USC	LPT	Status ⓘ	Action
28/08/2018	100	-	-	-	-	-	-	-	-	Expired	

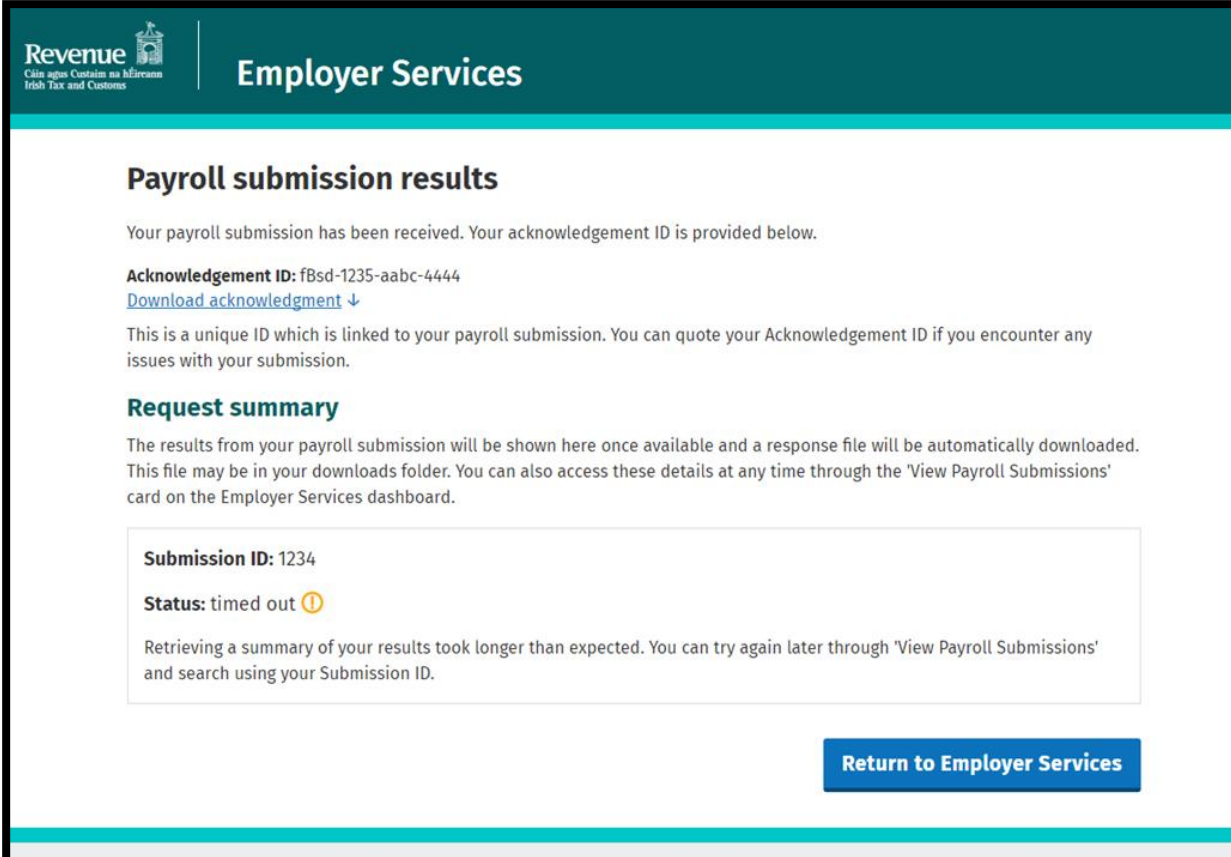
[ROS homepage](#)

[Revenue Home](#) | [Accessibility](#) | [System Requirements](#)
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Language: [Gaeilge](#)

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 display 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.



The screenshot shows the Revenue Employer Services interface. At the top, the Revenue logo and 'Employer Services' header are visible. The main content area is titled 'Payroll submission results'. It states: 'Your payroll submission has been received. Your acknowledgement ID is provided below.' Below this, the 'Acknowledgement ID' is listed as 'fBsd-1235-aabc-4444', with a link to 'Download acknowledgment'. A note explains that this is a unique ID linked to the submission. Under the 'Request summary' section, it says the results will be shown once available and a response file will be downloaded. A box highlights the 'Submission ID: 1234' and 'Status: timed out' with a warning icon. A message below the box states: 'Retrieving a summary of your results took longer than expected. You can try again later through 'View Payroll Submissions' and search using your Submission ID.' A blue button at the bottom right says 'Return to Employer Services'.

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:

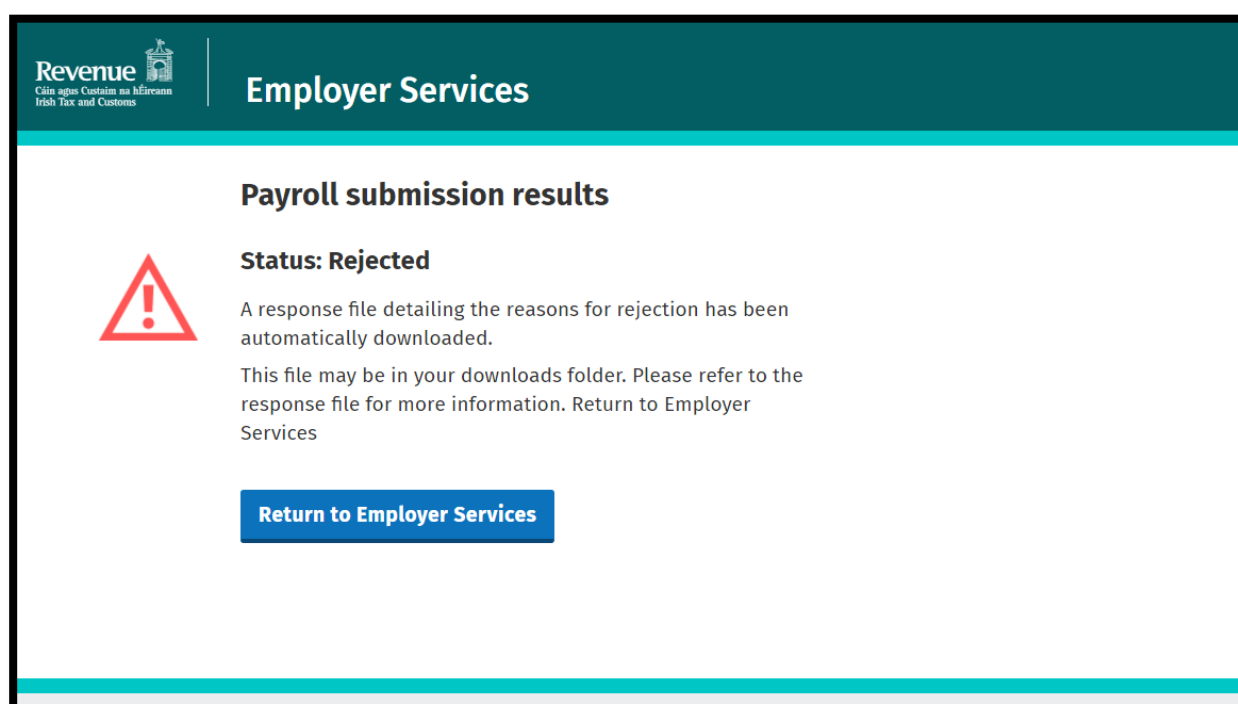


Figure 23 Payroll Submission Received – Rejected screen

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:

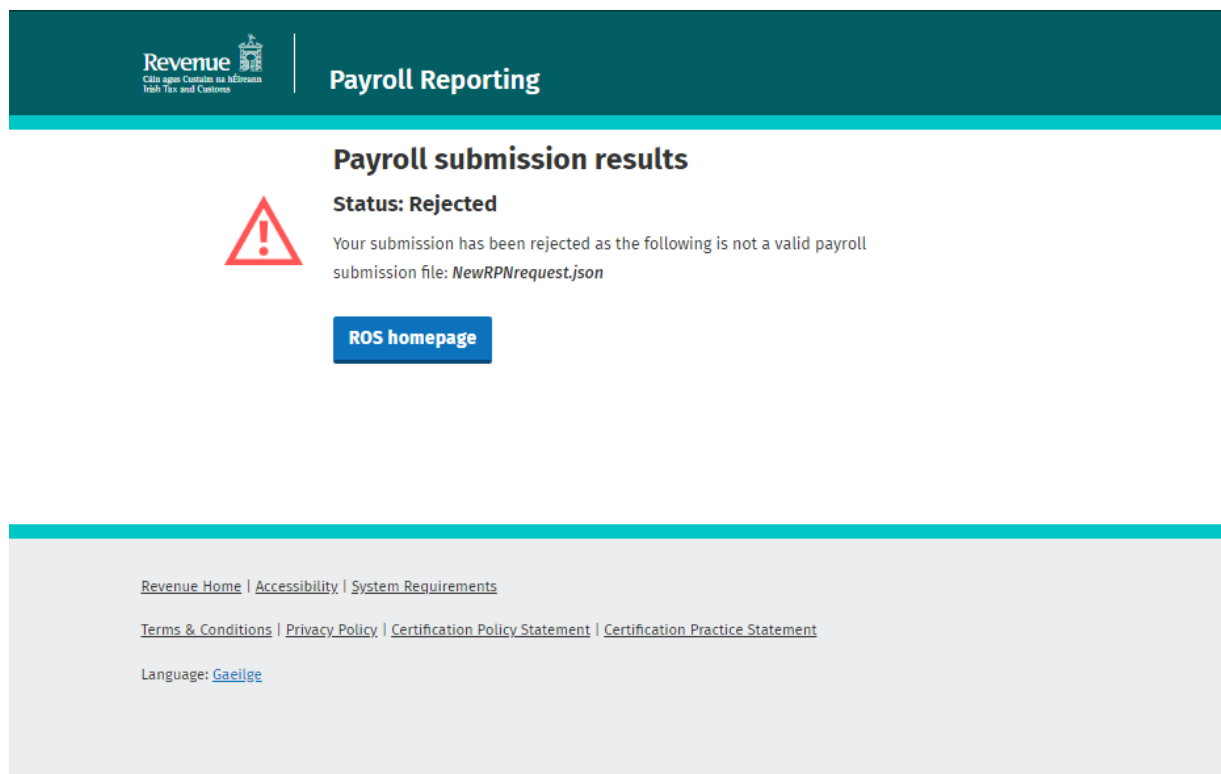


Figure 24 Request Payroll Rejected screen

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.

The screenshot shows the 'View payroll' landing screen. At the top, there's a header with the user's name 'Hello, Sara-Er-Murray Group (3499729VH)' and a 'Sign out' button. Below the header, the 'Payroll Reporting' section is visible. A search bar allows users to search by 'Recently updated' with a 'Search' button. A link 'Make a new submission' is also present.

The main section is titled 'Recent payroll runs' with a note: 'The following payroll runs were recently submitted / updated.' Below this, there are two payroll run summaries.

Payroll reference: Augus1066

Payroll run details	Total PAYE deductions	Submission summary
Status: Processed ⓘ Last updated: 04/09/2018 Tax year: 2018	Income Tax: €2,000.00 PRSI: €1,100.00 USC: €150.00 LPT: €325.00	Active items: 5 No. of warnings: 2 Payroll submissions: 4

[View active items](#)

Recent submissions

Date submitted	Submission ID	Additions	Corrections	Deletions	Invalid Items	Income Tax	PRSI	USC	LPT	Status ⓘ	Action
04/09/2018	sub_25	2	0	0	0	€800.00	€440.00	€60.00	€130.00	Completed	View
04/09/2018	sub_24	2	0	0	0	€800.00	€440.00	€60.00	€130.00	Completed	View
04/09/2018	sub_23	0	0	0	1	€0.00	€0.00	€0.00	€0.00	Completed	View
04/09/2018	sub_22	1	0	0	0	€400.00	€220.00	€30.00	€65.00	Completed	View

Payroll reference: PR-20180904-1459308

Payroll run details	Total PAYE deductions	Submission summary
Status: Processed ⓘ Last updated: 04/09/2018 Tax year: 2018	Income Tax: €1,222.00 PRSI: €0.00 USC: €20.00 LPT: €222.00	Active items: 1 No. of warnings: 0 Payroll submissions: 2

[View active items](#)

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

Hello, Sara-Er-Protacco (3502846MH)
Gaeilge
Sign out

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs
Payroll Reporting

Back
Amend
Delete

Submission item details

These are the payroll details for this submission item.

Status: Active

Reference details

Run reference	AugDisplay
Submission ID	100341
Line item ID	w604

Employee details

Name	sdkjhfidskjfsd reygtrwhytrhewtr
------	---------------------------------

Employee ID

PPS number	6327302Q
Employment ID	45J

Address

Address line 1	1001 The Close Dublin Ireland
County	Dublin
Eircode	A65F4E2
Country code	IRL
Date of birth	01/01/1970
Employer reference	123000
Employment start date	01/01/2013
Pay frequency	Monthly
Pay periods	12
Shadow payroll	No

Pay and deductions

Pay date	21/11/2018
RPN number	20

Warning - Out-of-date RPN used.

Gross pay	€0.00
Pay for income tax	€226.17
Income tax paid	€2,222.33
Tax credits	€275.00

Tax rates

Tax rate	1
Standard rate cut off point this period	€2,505.84

USC status	Ordinary
Pay for USC	€2,583.34
USC paid	€2,222.00
PRSI exempt	No

PRSI classes

PRSI class 1	A1
Insurable weeks	8

Pay for employee PRSI	€2,583.34
Employee PRSI paid	€0.00
Pay for employer PRSI	€2,583.34
Employer PRSI paid	€0.00

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.

Payroll submission

These are the results from your payroll submission. Please download the response file for further information.

Submission ID: 100341

[Download payroll submission response](#) ↓

Submission results

Status: Completed ⓘ
Payroll reference: [AugDisplay](#)
Date submitted: 01/09/2018
Tax year: 2018

Total PAYE deductions

Income Tax: €333.33
PRSI: €0.00
USC: €333.00
LPT: €0.00

Submission items

Additions: 1
Corrections: 1
Deletions: 0
Invalid: 0

^ Additions

These items were added to the payroll run and are included in the total PAYE deductions for this submission.

Line item ID	PPS number	Employment ID	Employer reference	Pay date	Income Tax	PRSI	USC	LPT	Action
w604	6327302Q	45J	123000	21/11/2018	€2,222.33	€0.00	€2,222.00	€0.00	View
• Warning - Out-of-date RPN used.									

^ Corrections

These items were corrected in the payroll run and are included in the total PAYE deductions for this submission.

Line item ID	PPS number	Employment ID	Employer reference	Pay date	Income Tax	PRSI	USC	LPT	Action
w36812	0000892Q	2	123000	21/11/2018	€333.33	€0.00	€333.00	€0.00	View
Previous item:									
w36811	0000892Q	2	123000	21/11/2018	€2,222.33	€0.00	€2,222.00	€0.00	View

[ROS homepage](#)

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.

Hello, Sara-Er-Prosacco (3502846MH)
Gaeilge
Sign out

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs
Payroll Reporting

Back

Correction: 1 of 2

Submission item details

These are the payroll details for this submission item.

Status: Inactive

Reference details

Run reference	AugDisplay
Submission ID	100340
Line item ID	w36811

Employee details

Name	PAYEOS-MOSE PAYEOS-NADER
Employee ID	
PPS number	0000892Q
Employment ID	2
Address	
Address line 1	1001 The Close Dublin Ireland
County	Dublin
Eircode	A65F4E2
Country code	IRL
Date of birth	05/04/1992
Employer reference	123000
Employment start date	01/01/2013
Pay frequency	Monthly
Pay periods	12
Shadow payroll	No
Directorship	Proprietary

Pay and deductions

Pay date	21/11/2018
RPN number	20
Gross pay	€0.00
Pay for income tax	€226.17
Income tax paid	€2,222.33
Tax credits	€0.00
Tax rates	
Tax rate	1
Standard rate cut off point this period	€0.00
USC status	Ordinary
Pay for USC	€2,583.34
USC paid	€2,222.00
PRSI exempt	No
PRSI classes	
PRSI class 1	A1
Insurable weeks	8
Pay for employee PRSI	€2,583.34
Employee PRSI paid	€0.00
Pay for employer PRSI	€2,583.34
Employer PRSI paid	€0.00
LPT deducted	€0.00

Other pay and deductions

Gross medical insurance paid by employer	€0.00
Share based remuneration	€0.00
Taxable benefits	€0.00

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.

Hello, Sara-Er-Prosarzo (3502846M4)

Payroll Reporting

← Back Delete

← Correction: 2 of 2 →

Submission item details

These are the payroll details for this submission item. Status: Active

Reference details

Run reference	AugDisplay
Submission ID	100341
Line item ID	w26812
Previous line item ID	w26811

Employee details

Name	PAYEOS-MOSE PAYEOS-NADER
Employee ID	
PPS number	0000892Q
Employment ID	2
Address	
Address line 1	1001 The Close Dublin Ireland
County	Dublin
Eircode	A6SF4E2
Country code	IRL
Date of birth	05/04/1992
Employer reference	123000
Employment start date	01/01/2013
Pay frequency	Monthly
Pay periods	12
Shadow payroll	No
Directorship	Proprietary

Pay and deductions

Pay date	21/11/2018
RPN number	20
Gross pay	€0.00
Pay for income tax	€333.33
Income tax paid	€333.33
Tax credits	€0.00
Tax rates	
Tax rate	1
Standard rate cut off point this period	€0.00
USC status	Ordinary
Pay for USC	€333.34
USC paid	€333.00
PRSI exempt	No
PRSI classes	
PRSI class 1	A1
Insurable weeks	8
Pay for employee PRSI	€333.34
Employee PRSI paid	€0.00
Pay for employer PRSI	€333.34
Employer PRSI paid	€0.00
LPT deducted	€0.00

Other pay and deductions

Gross medical insurance paid by employer	€300.00
Share based remuneration	€0.00

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.

Payroll submission

These are the results from your payroll submission. Please download the response file for further information.

Submission ID: 100342

[Download payroll submission response](#)

<p>Submission results</p> <p>Status: Completed</p> <p>Payroll reference: AugDisplay</p> <p>Date submitted: 01/09/2018</p> <p>Tax year: 2018</p>	<p>Total PAYE deductions</p> <p>Income Tax: €0.00</p> <p>PRSI: €0.00</p> <p>USC: €0.00</p> <p>LPT: €0.00</p>	<p>Submission items</p> <p>Additions: 1</p> <p>Corrections: 0</p> <p>Deletions: 1</p> <p>Invalid: 1</p>
--	---	--

Invalid items

These submission items were **not processed** and need to be corrected.

Line item ID	PPS number	Employment ID	Employer reference	Pay date	Error	Action
w604	6327302Q	45J	123000	21/11/2018	• Duplicate line item ID in payroll submission	View

Additions

These items were added to the payroll run and are included in the total PAYE deductions for this submission.

Line item ID	PPS number	Employment ID	Employer reference	Pay date	Income Tax	PRSI	USC	LPT	Action
w36813	0000892Q	2	123000	21/11/2018	€333.33	€0.00	€333.00	€0.00	View

Deletions

These items were deleted from the payroll run and are included in the total PAYE deductions for this submission.

Line item ID	PPS number	Employment ID	Employer reference	Pay date	Income Tax	PRSI	USC	LPT	Action
w36812	0000892Q	2	123000	21/11/2018	€333.33	€0.00	€333.00	€0.00	View

[ROS homepage](#)

Figure 30 View payroll run summary screen with Deletion.

Hello, Sara-Er-Protacco (3502846MH)
Gaeilge
Sign out

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs
Payroll Reporting
Press **F11** to exit full screen

Back

Correction: 2 of 2

Submission item details

These are the payroll details for this submission item.

Status: Deleted

Reference details

Run reference	AugDisplay
Submission ID	100341
Line item ID	w36812
Previous line item ID	w36811

Employee details

Name	PAYEOS-MOSE PAYEOS-NADER
Employee ID	
PPS number	0000892Q
Employment ID	2
Address	
Address line 1	1001 The Close Dublin Ireland
County	Dublin
Eircode	A65F4E2
Country code	IRL
Date of birth	05/04/1992
Employer reference	123000
Employment start date	01/01/2013
Pay frequency	Monthly
Pay periods	12
Shadow payroll	No
Directorship	Proprietary

Pay and deductions

Pay date	21/11/2018
RPN number	20
Gross pay	€0.00
Pay for income tax	€333.17
Income tax paid	€333.33
Tax credits	€0.00
Tax rates	
Tax rate	1
Standard rate cut off point this period	€0.00
USC status	Ordinary
Pay for USC	€333.34
USC paid	€333.00
PRSI exempt	No
PRSI classes	
PRSI class 1	A1
Insurable weeks	8
Pay for employee PRSI	€333.34
Employee PRSI paid	€0.00
Pay for employer PRSI	€333.34
Employer PRSI paid	€0.00
LPT deducted	€0.00

Other pay and deductions

Gross medical insurance paid by employer	€300.00
Share based remuneration	€0.00
Taxable benefits	€0.00

Figure 31 View payroll Deleted Item.