



# PAYE Modernisation

## PIT Self Service Application Guide

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Date

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09/08/2019

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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
	20/07/2018	Section 6.1	Added
	31/07/2018	Appendix	Added Returns Reconciliations endpoints
	29/04/2019	Section 6	Added customer with fada description
	09/08/2019	Section 3	Added detail about new employee overview screen and the new request specific certificate button
		Section 4.0	Added section on employee overview
		Section 4.1	Added section on edit employee
		Section 5.2	Added section on Request Specific Employee button

### 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/paye-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 shows the login interface for the Revenue PIT Self Service Application. At the top right, there are links for [GAELIGE](#) and [ENGLISH](#). The main content area is a white box with a blue header containing the Revenue logo and the text 'Cáin agus Custaim na hÉireann' and 'Irish Tax and Customs'. The login process is divided into three steps:

- 1. Select Certificate**: A dropdown menu shows 'asdf61191430'. Below it is a link for [Manage My Certificates](#).
- 2. Enter Password**: A password input field with a masked password '.....'.
- 3. Authenticate**: A blue 'Authenticate' button with a right-pointing arrow, and a link for [Certificate Help](#).

At the bottom of the white box, there are links for [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.

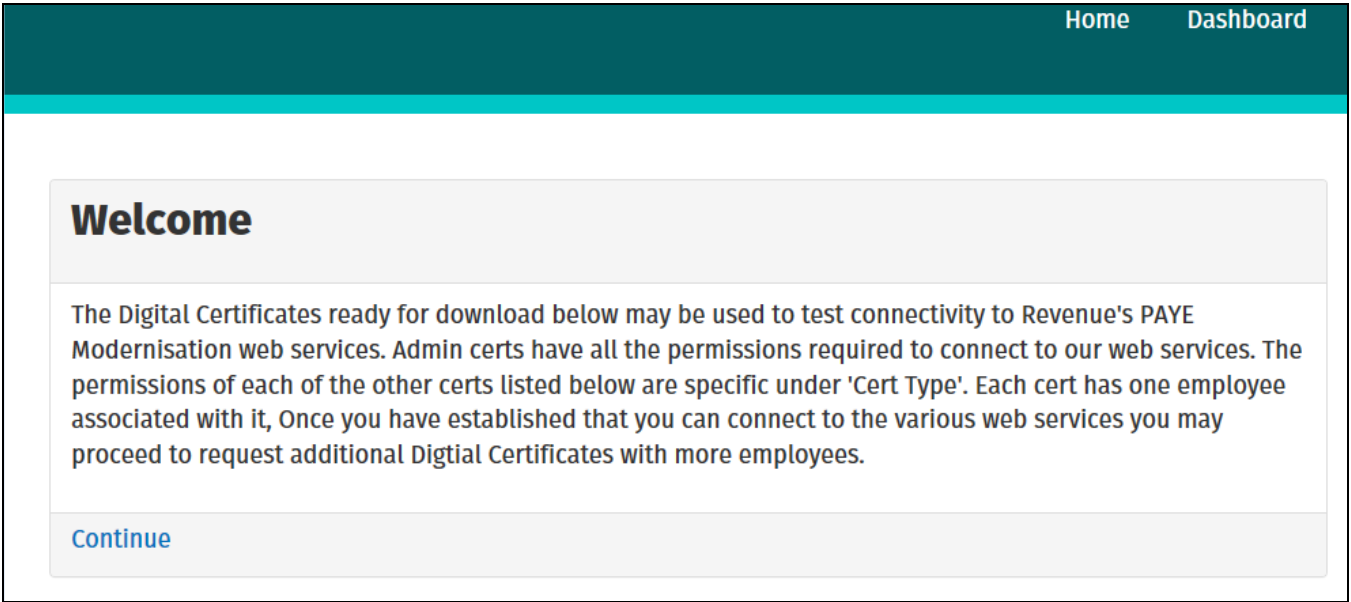


Figure 2 Screen Layout of the Introduction Screen

### 3 VIEWING AND DOWNLOADING AVAILABLE TEST DATA

The Dashboard page as seen in Figure 3, 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
- A link to an Employee Overview which provides simple overview of employee status and a link to modify employee details
  - Name, PPSN, Tac Calculation Basis, USC Status, RPN Type and a link to modify

The screen also allows users to:

- Request New Certificates with random RPNs assigned to each employee.
- Request Specific Certificates with specified RPNs assigned to each employee.
- 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.
- Create an unemployed customer with a fada guaranteed to be in their name.
- 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' or 'Request Specific Certificates buttons'.

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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	Employee Overview
1	Medhurst-Medhurst (8001802PH)	10	999966646	c7d011a6	Admin Active	Active	<a href="#">8001802PH_details.json</a>	<a href="#">Overview</a>

<< < 1 > >>

Request New Certificate →

Request Specific Certificate →

Delete Employer →

Create Unemployed Customer →

Create Unemployed Customer With Fada →

Figure 3 Screen Layout of the Dashboard



### 4 EMPLOYEE OVERVIEW

The Employee overview page is accessed by clicking either the employer’s name link or the ‘overview’ link on the dashboard. This page shows users an overview of all employees associated with this employer, as seen in Figure 4. By clicking ‘Edit’ in the Modify column of this page, the user can modify the RPN of this specific employee. Any field that is populated with ‘undefined’ has not had that value set yet, which is the case for any employer created using the ‘Request Certificate’ button.

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### Employee Overview

This is the list of employees associated to this employer. Fields that are undefined have not been set, which is the case for employees that were not created using the Request Specific Certificate request.

NOTE: Editing an employee will force them to have a single relationship status and a single employment.

#	Name	PPSN	Tax Calculation Basis	USC Status	RPN Type	Modify
1	Elouise Reichert	7399979GA	Cumulative	Ordinary	Standard USC Rates	<a href="#">Edit</a>
2	Arch Smith	7399981QA	Cumulative	Ordinary	Standard USC Rates	<a href="#">Edit</a>
3	Wyman Blick	7399986DA	Cumulative	Ordinary	Standard USC Rates	<a href="#">Edit</a>
4	Lenna Gulgowski	7399982SA	Cumulative	Ordinary	Standard USC Rates	<a href="#">Edit</a>
5	Nestor Collier	7399984WA	Cumulative	Ordinary	Standard USC Rates	<a href="#">Edit</a>

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

Figure 4

### 4.1 Edit Employee

This page will display the name, PPSN, Tax Calculation Basis, USC Status and RPN Type for the selected employee. From here, users can also change the RPN Profile of the selected employee by selecting tax calculation basis, USC Status and the desired RPN type from the drop down to simulate transitions in the employee's circumstances. This will increment the RPN number of this employment. It will also automatically make the employee to have a single relationship status and a single employment status as these RPN types only count for such employees.

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## Edit Employee

Name	PPSN	Tax Calculation Basis	USC Status	RPN Type
Elouise Reichert	7399979GA	Cumulative	Ordinary	Standard USC Rates

### Change the RPN type of the Employee

Use the below options to change the RPN type of this employee. This will increment the RPN number of this employment. Fields that are undefined have not been set, which is the case for employees that were not created using the Request Specific Certificate request.

NOTE: Editing an employee will force them to have a single relationship status and a single employment.

Tax Calculation Basis

☒ Cumulative
 ☐ Week 1

USC Status

☒ Ordinary
 ☐ Exempt

Select RPN type

Standard USC Rates

Update Employee →

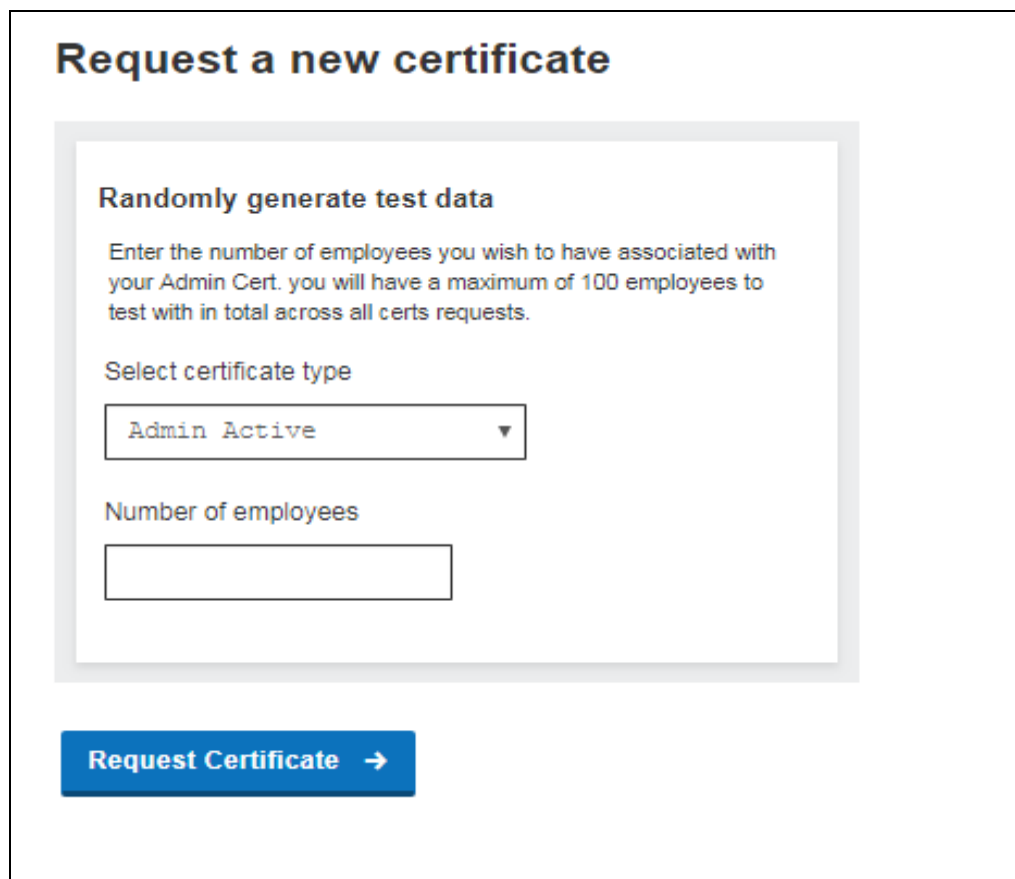
Figure 4 .1 Screen Layout of the Edit Employee

## 5 REQUESTING ADDITIONAL TEST DATA

Users can request a new certificate by clicking the 'Request New Certificates' or 'Request Specific Certificates' buttons available on the Dashboard.

### 5.1 Request a new certificate

The user can create a new certificate by clicking on the 'Request a new certificate' button available on the Dashboard. The user is brought to a new screen where they can select 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 5 .1 Screen Layout of the Create Custom Certificate

## **5.2 Request a specific certificate**

The user can create an employer with employees that have a specific RPN type by clicking on the 'Request Specific Certificate' button available on the Dashboard. The user is brought to a new screen where they can select the number of employees required, the tax calculation basis, USC status, RPN type and previous employment tax details if they need. If previous pay and tax details are not entered, the values will default to 0. Upon clicking the 'Request Certificate' button, the new certificate will be created for a new Employer. This certificate and the employee data will be available on the Dashboard.

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## Request a new certificate

### Generate Specific 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.

#### Certificate Type Admin

Number of employees

Tax Year

☒ 2019

Tax Calculation Basis

☒ Cumulative

☐ Week 1

USC Status

☒ Ordinary

☐ Exempt

Select RPN type

Standard USC Rates ▼

Previous Employment

Pay for Income Tax

Pay for USC



Income Tax Paid

USC Paid



[Request Certificate →](#)

Figure 5.2 Screen Layout of Request Specific Certificate

## 6 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 6 Screen Layout of the Delete Employer Screen

## 7 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 7 Screen Layout of the Create Unemployed Customer Screen

Customers who will have a fada in their name can also be created using the self-service application. The process for adding an employment for this new customer is described in the next section.

### 7.1 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.

## 8 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 8 Screen Layout of the Create Custom Agent Certificate



## 9 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.

### 9.1 REST API Endpoints

#### 9.1.1 RPN Services

##### 9.1.1.1 *POST – Create New RPN*

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

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

##### 9.1.1.2 *GET – Look Up RPN*

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

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

##### 9.1.1.3 *GET – Look Up RPN by employee*

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

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

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

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

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

### 9.1.2 Payroll Services

#### 9.1.2.1 POST - 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>

#### 9.1.2.2 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>

#### 9.1.2.3 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>

### 9.1.3 Returns Reconciliations

[https://softwaretest.ros.ie/payemployers/v1/rest/returns\\_reconciliation/{employerRegistration}?softwareUsed={softwareName}&periodStartDate={periodStartDate}&periodEndDate={periodEndDate}&softwareVersion={softwareVersion}](https://softwaretest.ros.ie/payemployers/v1/rest/returns_reconciliation/{employerRegistration}?softwareUsed={softwareName}&periodStartDate={periodStartDate}&periodEndDate={periodEndDate}&softwareVersion={softwareVersion})

**Example:** [https://softwaretest.ros.ie/payemployers/v1/rest/returns\\_reconciliation/03497992DH?softwareUsed=abc&periodStartDate=2019-04-01&periodEndDate=2019-04-30&softwareVersion=1](https://softwaretest.ros.ie/payemployers/v1/rest/returns_reconciliation/03497992DH?softwareUsed=abc&periodStartDate=2019-04-01&periodEndDate=2019-04-30&softwareVersion=1)

### 9.2 SOAP API Endpoints

#### 9.2.1 RPN Services

<https://softwaretest.ros.ie/payee-employers/v1/soap/rpn>

#### 9.2.2 Payroll Service

<https://softwaretest.ros.ie/payee-employers/v1/soap/payroll>

#### 9.2.3 Returns Reconciliations

[https://softwaretest.ros.ie/payee-employers/v1/soap/returns\\_reconciliation](https://softwaretest.ros.ie/payee-employers/v1/soap/returns_reconciliation)

### 9.3 Known Issues

#### 9.3.1 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.