CollSoft Payroll 2020

TWSS Reporting

Build 148

Release Notes

5th October 2020

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Reporting TWSS Paid to Employees for Revenue Reconciliation

Introduction

The Temporary Wage Subsidy Scheme (TWSS) which operated from 26 March 2020 to 31 August 2020, enabled employees, whose employers were negatively affected by the Covid-19 pandemic, to receive significant supports directly from their employer through the payroll system.

The TWSS operated in two phases;

1) The transitional phase (26 March to 3 May)

and

2) The operational phase (4 May to 31 August).

During the transitional phase the employer was expected to calculate the Average Revenue Net Weekly Pay (ARNWP) and pay the correct subsidy to the employee via payroll. During this period, Revenue refunded employers the maximum subsidy amount of €410 per qualifying payslip, per qualifying employee, per week, or a multiple of this amount for other pay frequencies. From 4 May 2020 when the Scheme entered the operational phase, Revenue provided employers with the relevant employee information to ensure the correct subsidy amount was paid to each employee and refunded to the employer on that basis.

As the Scheme is now closed, to enable an accurate reconciliation between subsidy amounts refunded by Revenue to employers and the amounts of subsidy that employers paid to their employees, Revenue requires employers to report the actual subsidy paid to employees, on each pay date. This essential information will be used firstly to reconcile and determine the amount, if any, due back to Revenue from employers or any additional subsidy that may be due to employers, and secondly to update employees' records with the subsidy amount actually received in order to correctly charge income tax and Universal Social Charge (USC), as part of the End of Year review.

The TWSS reconciliation process

There are three distinct stages in the TWSS reconciliation process;

- *Stage 1* Employer reporting to Revenue the amount of TWSS paid to each employee.
- *Stage 2* Requesting a reconciliation calculation from Revenue.
- *Stage 3* Employer accepts the reconciliation.

We are currently at Stage 1 of this process – reporting the amount of TWSS paid to each employee and this stage runs until the end of October. Employers are required to report all TWSS payments made to employees before the 31st October.

The exact dates and deadlines for the other two stages have yet to be confirmed, and to some extent they will be determined by what data is reported in the first stage.

Stage 1 - Reporting to Revenue the Subsidy Paid to each employee.

CollSoft Payroll has already been reporting the subsidy paid to each employee since Build 114 which was released at the end of April.

If you were running TWSS using an older version of CollSoft Payroll then the amounts of TWSS paid to employees will not have been reported to Revenue and these payments must be reported to Revenue before the 31st October.

Users of CollSoft Payroll can now report these amount to Revenue directly through their payroll software via an easy to use reporting wizard.

There are two versions of this wizard available to users, one which is designed for small businesses with which a single company can be reported. The other is a batch reporting wizard which enables payroll bureaus to report multiple employers as part of a single batch process.

Revenue do also enable users to report using a CSV file and this method is being used by some other Payroll Software Providers – <u>CollSoft Payroll does not use this CSV file option</u>.

Reporting TWSS for a single employer (For Small Business Users)

Every time you open an employer file in CollSoft Payroll the software will scan the employer data to determine if there are any TWSS payments that need to be reported.

If there are any payments that require reporting then the software will ask the user if they wish to report to Revenue as shown below;



Clicking the "Yes" button will start the TWSS reporting Wizard;



Click "Next" to begin the process.

Payroll will now determine how many items that need to be reported to Revenue

| 💊 TWSS Reporting Wizard | |
|--|--------|
| Checking filing status of TWSS payments made to employees. | |
| | |
| Total number of TWSS payments made to employees: | 24 |
| Number of TWSS payments already reported to Revenue: | 9 |
| Number of TWSS payments that must be reported to Revenue: | 15 |
| | |
| | |
| | |
| | |
| To continue, click Next. | |
| < <u>B</u> ack | Cancel |

Click on the "Next" button so that Payroll can prepare the submissions for Revenue. In this process Payroll will examine each relevant wage and prepare an updated submission for each payslip. This process may take some time depending on the number of payslips involved. Payroll will advise you when this step is complete.

| 🔸 TWSS Reporting Wizard | × |
|--|---|
| Preparing Revenue Payroll Submissions | |
| | |
| | |
| | |
| | |
| Your Revenue Payroll Submissions Submissions are ready | |
| | |
| | |
| Press Next to upload the Payroll Submissions to Revenue. | |
| < <u>B</u> ack (<u>N</u> ext > Cancel | |

Then press "Next" to start filing the submissions with Revenue.

You may be asked to enter your ROS password in order to continue.

| 💰 TWS | S Reporting Wiz | ard | × |
|-----------|------------------|----------------------------|-------|
| Filing Pa | ayroll Submissic | ons With Revenue | |
| | ROS Web Serv | ice Log In | |
| Submitti | Please confir | m Certificate and Password | |
| Compar | Certificate: | 999963365 <u>O</u> k | JE |
| | Password: | | |
| | | Show Password | |
| | | | |
| | | | |
| 1 | | | |
| | | | |
| | | < <u>B</u> ack Finish Ca | incel |

CollSoft Payroll will then file each payroll period that has been updated and depending on the number of updates required this process may take some time, but the software will keep you updated along the way.

Payroll will tell you when the process has been completed.

| 🔹 TWSS Reporting Wizard 🛛 🛛 🔀 |
|---|
| Filing Payroll Submissions With Revenue |
| Process complete. |
| |
| Company Run Reference Payslips Invalid P Cronin, Cronin a Week_15 5 0 Cronin, Cronip a Week_16 5 0 Process completed successfully X X |
| Filing Process Complete. 10 line items submitted successfully to Revenue. Would you like to view a report of your TWSS filing status? |
| Yes No Close |

At this stage the reporting process is completed and you will be asked if you would like to view a report of what has been filed.

By choosing "Yes" you will be shown the following report

| Cronin, Cronin and Cronin | | venue nin | REG N 0: 900179 | | | | | | |
|---|--------------|---------------|-------------------|------------------|----------------------|-------------|-------------------------|--|--|
| The following Wage entries have been fully reported to Revenue and no further action is required. | | | | | | | | | |
| Pmt Date Employee | Gross Pay | TW SS Paid | TW SS Reported | Date Reported | J9 First Reported | Payroll Run | Line Item ID | | |
| 27/03/2020 Ebert, Kevon | 84.27 | 303.99 | 303.99 | 02/10/2020 | 02/10/2020 | Week 13 | 2020WK13-EEQL9UWJ0002 | | |
| 27/03/2020 King, Kaci | 120.02 | 329.01 | 329.01 | 02/10/2020 | 02/10/2020 | Week 13 | 2020WK13-EECA9UWK0002 | | |
| 27/03/2020 Rodriguez, Edgar | 151.73 | 354.04 | 354.04 | 02/10/2020 | 02/10/2020 | Week_13 | 2020WK13-EEPR9UWL0002 | | |
| 27/D3/2D2D Stehr, Marie | 171.91 | 401.13 | 401.13 | 02/10/2020 | 02/10/2020 | Week_13 | 2020WK13-EEYE9UWM0002 | | |
| 27/03/2020 Wisoky, Marjory | 261.67 | 350.00 | 350.00 | 02/10/2020 | 02/10/2020 | Week_13 | 2020WK13-EEKU9UWN0002 | | |
| 03/04/2020 Ebert, Keyon | 84.27 | 303.99 | 303.99 | 02/10/2020 | 02/10/2020 | Week 14 | 2020WK14-EEQ L9UW J0002 | | |
| 03/04/2020 King, Kaci | 120.02 | 329.01 | 329.01 | 02/10/2020 | 02/10/2020 | Week_14 | 2020WK14-EECA9UWK0002 | | |
| 03/04/2020 Rodriguez, Edgar | 151.73 | 354.04 | 354.04 | 02/10/2020 | 02/10/2020 | Week_14 | 2020WK14-EEPR9UWL0002 | | |
| 03/04/2020 Stehr, Marie | 171.91 | 401.13 | 401.13 | 02/10/2020 | 02/10/2020 | Week_14 | 2020WK14-EEYE9UWM0002 | | |
| 03/04/2020 Wisoky, Marjory | 261.67 | 350.00 | 350.00 | 02/10/2020 | 02/10/2020 | Week_14 | 2020WK14-EEKU9UWN0002 | | |
| 10/04/2020 Ebert, Keyon | 84.27 | 303.99 | 303.99 | 02/10/2020 | 02/10/2020 | Week_15 | 2020WK15-EEQL9UWJ0002 | | |
| 10/04/2020 King, Kaci | 120.02 | 329.01 | 329.01 | 02/10/2020 | 02/10/2020 | Week_15 | 2020WK15-EECA9UWK0002 | | |
| 10/04/2020 Rodriguez, Edgar | 151.73 | 354.04 | 354.04 | 02/10/2020 | 02/10/2020 | Week_15 | 2020WK15-EEPR9UWL0002 | | |
| 10/04/2020 Stehr, Marie | 171.91 | 401.13 | 401.13 | 02/10/2020 | 02/10/2020 | Week_15 | 2020WK15-EEYE9UWM0002 | | |
| 10/04/2020 Wisoky, Marjory | 261.67 | 350.00 | 350.00 | 02/10/2020 | 02/10/2020 | Week_15 | 2020WK15-EEKU9UWN0002 | | |
| 17/04/2020 Ebert, Keyon | 84.27 | 303.99 | 303.99 | 02/10/2020 | 02/10/2020 | Week_16 | 2020WK16-EEQL9UWJ0002 | | |
| 17/04/2020 King, Kaci | 120.02 | 329.01 | 329.01 | 02/10/2020 | 02/10/2020 | Week_16 | 2020WK16-EECA9UWK0002 | | |
| 17/04/2020 Rodriguez, Edgar | 151.73 | 354.04 | 354.04 | 02/10/2020 | 02/10/2020 | Week_16 | 2020WK16-EEPR9UWL0002 | | |
| 17/04/2020 Stehr, Marie | 171.91 | 401.13 | 401.13 | 02/10/2020 | 02/10/2020 | Week_16 | 2020WK16-EEYE9UWM0002 | | |
| 17/04/2020 Wisoky, Marjory | 261.67 | 350.00 | 350.00 | 02/10/2020 | 02/10/2020 | Week_16 | 2020WK16-EEKU9UWN0002 | | |
| | | | | | | | | | |

Stages 2 and 3?

The reporting of all TWSS payments made to employees is the first step of the Revenue TWSS reconciliation process, and employers have until the 31st of October to complete their reporting.

In November Revenue will issue each employer with a reconciliation file where they will show you the difference between what you paid to your employees under TWSS and what Revenue paid to you during the scheme.

If you were operating TWSS between 26th March and 3rd May then Revenue will have paid you a flat amount of €410 per employee per week, and you will be liable to repay the difference between this amount paid to you by Revenue, and the amount which you paid to the employee.

We will be releasing further updates with some additional reports to help with this phase of the reconciliation.

The most important thing for now is to ensure that you complete the reporting step before 31st October.

The exact dates and deadlines will be announced by Revenue shortly.

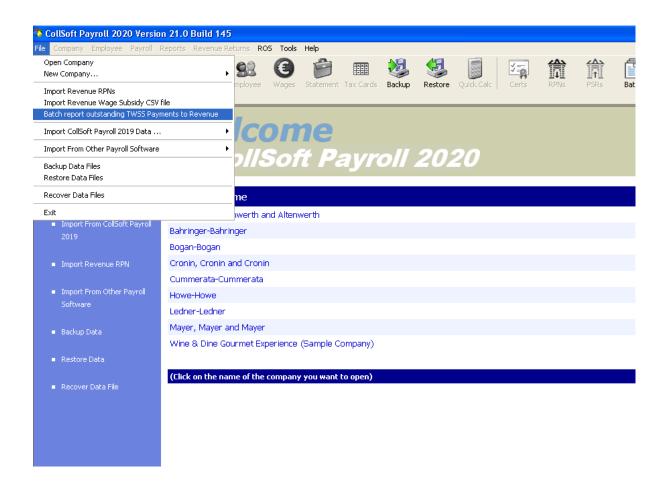
Batch reporting of multiple employers (Bureau Users)

We realise that for Payroll Bureaus it would be very time consuming if they had to report each employer on an individual basis and so we have developed a batch reporting tool that enables such users to report multiple employers using a single wizard process.

The process is very similar to that described in the previous section, but there are some slight differences in the process.

We would like to caution users that this process could potentially take a long time to run depending on the number of employers that you select to file in a single batch, so please allow enough time to run the wizard.

To start the Batch Reporting Wizard select the "Batch report outstanding TWSS Payments to Revenue" option in the "File" menu as shown below;



This will start the batch reporting wizard

The first step requires the user to select which employers they wish to report, simply tick the relevant employers and press "Next" to continue.

Payroll will then cycle through each selected employer, prepare and file the relevant submissions.

If you are running these employers using a Tax Agent ROS certificate then you will only be asked for your ROS password once at the beginning of the filing process.

If you use multiple certificates then you will be asked for the password each time the certificate is used.

Please remember that this process could take some time to complete, and there is a "Pause" and "Resume" facility to let you stop the process when it is running.

| 🕻 TWSS Batch Reporting Wizard 🛛 👔 | × |
|--|---|
| Preparing payroll submissions and sending to Revenue | |
| Bahringer-Bahringer - Scanning J9 Payroll Entries | |
| Submitting Week_18 to Revenue | |
| Processing Bahringer-Bahringer Employer Reg No 8002556IH Checking submissions for Week_18 Submissions 48 to Boussue | |
| Submitting Week_18 to Revenue | |
| | |
| Resume Pause | |
| < <u>B</u> ack <u>N</u> ext > Cancel |] |

Payroll will keep logs for each employer during the process and these will be saved into the following location;

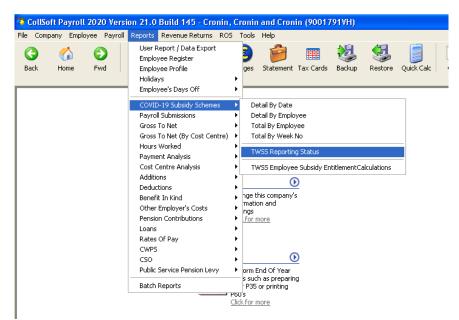
My Documents > CollSoft > TWSS Reporting

You can access these at the end of the process.

Other Related Items

Checking your TWSS reporting status in CollSoft

The user can view a report of their current TWSS reporting status at any time by selecting the following report from the *Reports* menu;



This will open a report similar to the one shown below which will detail any TWSS payments which have not yet been filed with Revenue.

| Altenwerth, Altenwerth and Altenwert | | TWSS | S Report | REG NO: 9001790TH | | | | | | |
|---|--|---|---|--|--|--|--|--|--|--|
| | Altenwe | erth, Alten | | | | | | | | |
| The following Wage entries have not been reported to Revenue, or they amount of TWSS paid in Payroll is different from what was reported to Revenue. These must be reported before 31st October 2020 | | | | | | | | | | |
| °mt Date Employee | Gross Pay | TW SS Paid | TW SS Reported | Date Reported | J9 First Reported | Payroll Run | Line Item ID | | | |
| 24/04/2020 Cartwright, Luigi | 151.73 | 354.05 | 0.00 | 02/10/2020 | 02/10/2020 | Week_17 | 2020WK17-EENZ9UW A0001 | | | |
| 24/04/2020 Herman, Domenico | 162.46 | 379.06 | 0.00 | 02/10/2020 | 02/10/2020 | Week_17 | 2020WK17-EEQ H9UWB0001 | | | |
| 24/04/2020 Muller, Jesse | 171.91 | 401.13 | | 02/10/2020 | 02/10/2020 | | 2020WK17-EEFP9UWC0001 | | | |
| 24/04/2020 Pacocha, Emely | 248.79 | 350.00 | 0.00 | 02/10/2020 | 02/10/2020 | Week_17 | 2020WK17-EEWF9UWD0001 | | | |
| 24/04/2020 Stracke, Alex | 274.54 | 350.00 | | 02/10/2020 | 02/10/2020 | Week_17 | 2020WK17-EEW 89UWE0001 | | | |
| 01/05/2020 Cartwright, Luigi | 151.73 | 354.05 | 0.00 | 02/10/2020 | 02/10/2020 | Week_18 | 2020WK18-EENZ9UW A0001 | | | |
| 01/05/2020 Herman, Domenico | 162.46 | 379.06 | 0.00 | 02/10/2020 | 02/10/2020 | | 2020WK18-EEQ H9UWB0001 | | | |
| 01/05/2020 Muller, Jesse 01/05/2020 Pacocha, Emelv | 171.91 248.79 | 401.13 350.00 | | 02/10/2020 02/10/2020 | 02/10/2020 02/10/2020 | Week_18 Week 18 | 2020WK18-EEF P9UWC0001 2020WK18-EEW F9UWD0001 | | | |
| 31/05/2020 Stracke, Alex | 274.54 | 350.00 | | 02/10/2020 | 02/10/2020 | Week 18 | 2020 WK18-EEW B9 UW E0001 | | | |
| 08/05/2020 Cartwright, Luigi | 151.73 | 354.05 | | 02/10/2020 | 02/10/2020 | Week 19 | 2020WK19-EENZ9UW A0001 | | | |
| 08/05/2020 Herman, Domenico | 162.46 | 379.06 | | 02/10/2020 | 02/10/2020 | Week 19 | 2020WK19-EEQ H9UWB0001 | | | |
| 08/05/2020 Muller, Jesse | 171.91 | 401.13 | | 02/10/2020 | 02/10/2020 | Week 19 | 2020WK19-EEFP9UWC0001 | | | |
| 08/05/2020 Pacocha, Emely | 248.79 | 350.00 | 0.00 | 02/10/2020 | 02/10/2020 | Week_19 | 2020WK19-EEWF9UWD0001 | | | |
| | | | | | | | | | | |
| | 274.54 | 350.00 | 0.00 | 02/10/2020 | 02/10/2020 | Week 19 | 2020WK19-EEW 89UWE0001 | | | |
| 8/05/2020 Stracke, Alex | | | 0.00 | | | | 2020WK19-EEW89UWE0001 | | | |
| 18/05/2020 Stracke, Alex Totals (15 Items) | 274.54 | 350.00 5,502.72 | 0.00 | 02/10/2020 | 02/10/2020 | Week_19 | | | | |
| 09005/2020 Stracke, Alex Totals (15 items) The following Wage entries Pmt Date Employee | 274.54 have been Gross Pay | 350.00 5,502.72 fully rep TW SS Paid | 0.00 orted to F TWSS Reported | D2/10/2020 evenue an Date Reported | 02/10/2020 d no furthe J9 First Reported | Week_19 r action is re Payroll Run | equired. Line tem ID | | | |
| 09005/2020 Stracke, Alex Totals (15 items) The following Wage entries Pmt Date Employee 27/03/2020 Cameridgh, Luigi | 274.54 have been Gross Pay 161.73 | 350.00 5,502.72 fully rep TW SS Paid 354.05 | 0.00 orted to F TWSS Reported 354.05 | evenue an Date Reported 02/10/2020 | 02/10/2020 d no furthe J9 First Reported 02/10/2020 | Week_19 r action is re Payroll Run Week_13 | quired. Line tem ID 2020WK13-EEN29UWA0002 | | | |
| DR005/2020 Stracke, Alex Totals (16 Rems) The following Wage entries Pmt Date Employee 27/03/2020 Carteright, Luigi 27/03/2020 Carteright, Luigi | 274.54 have been Gross Pay 161.73 102.46 | 350.00 5,502.72 fully rep TW SS Paid 354.05 379.06 | 0.00 orted to F TWSS Reported 354.05 379.06 | 02/10/2020 evenue an Date Reported 02/10/2020 02/10/2020 | 02/10/2020 d no furthe J9 Fir st Reported 02/10/2020 02/10/2020 | Week_19 r action is re Payroll Run Week_13 Week_13 | Equired. Line & em ID 2020 WK13-EEN 29 UW A0002 2020 WK13-EEN 29 UW A0002 | | | |
| 70405/2020 strucke, Alex Totals (16 flems) The following Wage entries Pmt Date Employee 2700/2020 Carteright, Luigi 2700/2020 Heman, Domenico 2700/2020 Heman, Domenico | 274.54 have been Gross Pay 161.73 162.46 171.91 | 350.00 5,502.72 fully rep TW SS Paid 354.05 379.06 401.13 | 0.00 orted to F TW SS Reported 364.05 379.06 401.13 | Date Reported 02/10/2020 02/02/0200 02/10/2020 02/10/2020 | 02/10/2020 d no furthe J9 First Reported 02/10/2020 02/10/2020 | Week_19 r action is re Payroll Run Week_13 Week_13 Week_13 | quired. Line tem (D 2020WK13-EEN2SUW A0002 2020WK13-EED H9UW 6002 2020WK13-EED H9UW 6002 | | | |
| Totals (15 Items) The following Wage entries The following wage entries The following mage entries T7002020 Carteright, Luigi T7002020 Carteright, Luigi T7002020 Mana, Domenico Trowy Mana, Domenico T7002020 Mana, Domenico T700200 Mana, Domenico T70 | 274.54 have been Gross Pay 161.73 162.46 171.01 248.79 | 350.00 5,502.72 fully rep TW SS Paid 354.05 379.06 401.13 350.00 | 0.00 orted to F TWSS Reported 364.05 379.06 401.13 350.00 | Date Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | 02/10/2020 d no furthe J9 First Reported 02/10/2020 02/10/2020 02/10/2020 | Week_19 r action is re Payroll Run Week_13 Week_13 Week_13 Week_13 | Eline Rem 1D 2020WK13-EEN20UWA0002 2020WK13-EEN4UW80002 2020WK13-EEPF0UW0002 2020WK13-EEPF0UW0002 | | | |
| Interface Stracke, Aex Totals (16 Reme) The following Wage entries Prot Date Employee 2703/2020 Carteraght, Luigi 2703/2020 Carteraght, Luigi 2703/2020 Pacoba, Emaiy 2703/2020 Pacoba, Emaiy | 274.54 have been Gross Pay 161.73 162.46 171.91 248.79 300.00 | 350.00 5,502.72 fully rep TW SS Paid 354.05 379.06 401.13 350.00 350.00 | 0.00 orted to F TWSS Reported 364.05 379.06 401.13 350.00 350.00 | Date Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | 02/10/2020 d no furthe J9 First Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | Week_19 r action is re Payroll Run Week_13 W | Line tem ID 2020WK13-EEN2DUWA0002 2020WK13-EEN2DUWA0002 2020WK13-EEN2F0UW20002 2020WK13-EEWF0UW20002 2020WK13-EEWF0UW20002 | | | |
| Totals (15 fams) The following Wage entries The following Wage entries The following mage entries T002020 Carteright, Luigi T002020 Carteright, Luigi T002020 Muller, Jasse T002020 Muller, Jasse T002020 Stracke, Alex S004020 Carteright, Luigi | 274.54 have been Gross Pay 161.73 162.46 171.91 248.78 300.00 500.00 | 350.00 5,502.72 fully rep TW SS Paid 356.00 379.06 401.13 350.00 350.00 356.00 | 0.00 orted to F TWSS Reported 364.05 379.06 401.13 350.00 350.00 354.05 | 02/10/2020 according to 20/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | 02/10/2020 d no furthe J9 First Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | Veek_19 r action is re Payroll Run Week_13 Week_13 Week_13 Week_13 Week_13 Week_14 | Line & am 10 2020 WK13 - EEN20 UW A0002 2020 WK13 - EEO AO UW 80002 2020 WK13 - EEO AO UW 80002 2020 WK13 - EEW F0 UW 80004 2020 WK14 - EEW F0 UW 80004 2020 WK14 - EEW F0 UW 80004 | | | |
| Totals (15 litens) The following Wage entries Pmt Date Employee 7703/2020 Carteright, Luigi 7703/2020 Harman, Domenico 7703/2020 Martin, Jesse 7703/2020 Martin, Jesse 7703/2020 Martin, Jesse 7703/2020 Carteright, Luigi 3704/2020 Martin, Jonenico 3704/2020 Martin 3704 3704/2020 Martin 3704 3704 3704 3704 3704 3704 3704 3704 | 274.54 have been Gross Pay 161.73 162.46 171.91 248.79 300.00 500.00 102.46 | 350.00 5,502.72 fully rep TW SS Paid 354.06 379.06 401.13 350.00 350.00 354.05 379.06 | 0.00 orted to F TWSS Reported 364.05 379.06 401.13 360.00 360.00 364.05 379.06 | 02/10/2020 Evenue an Date Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | 02/10/2020 d no further .J9 First Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | Week_19 r action is re Payroll Run Week_13 Week_13 Week_13 Week_13 Week_13 Week_14 Week_14 | Quired. Line tem 10 2020WK13-EEN2DUWA0003 2020WK13-EEN2DUWA0003 2020WK13-EEN2WK10 2020WK13-EEWF91WB0002 2020WK13-EEWF91WB0002 2020WK14-EEN2DUWA004 2020WK14-EEN2DUWA004 | | | |
| Totals (16 teme) The following Wage entries The following Wage entries The following Wage entries T002020 Carsinght, Luigi T002020 Heman, Ornenio T002020 Pacoba, Enely T002020 Pacoba, Field 3004020 Million, Jese | 274.54 have been Gross Pay 161.73 162.46 171.91 248.79 300.00 500.00 162.46 200.00 | 350.00 5,502.72 fully rep TW SS Paid 354.05 379.06 401.13 350.00 354.05 379.06 401.13 | 0.00 orted to F TWSS Reported 354.05 379.06 401.13 350.00 360.00 364.05 379.06 401.13 | 02/10/2020 Eevenue an Date Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | 02/10/2020 d no furthe J9 First Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | Week_19 r action is re Payroll Run Week_13 Week_13 Week_13 Week_13 Week_13 Week_14 Week_14 | Line Rem ID 2020WK13-EEN23UW A0002 2020WK13-EEN23UW A0002 2020WK13-EEN 40002 2020WK13-EEN 40002 2020WK14-EEN 40002 2020WK14-EEN 2000 2020WK14-EEN 400002 2020WK14-EEN 400002 | | | |
| DROSCO20 Stracke, Akx Totals (15 liems) The following Wage entries Prot Date Employee Prot Date Employee Pro | 274.54 have been Gross Pay 161.73 162.46 171.91 248.79 300.00 500.00 102.46 | 350.00 5,502.72 fully rep TW SS Paid 354.06 379.06 401.13 350.00 350.00 354.05 379.06 | 0.00 orted to F TWSS Reported 364.05 379.06 401.13 360.00 354.05 379.06 401.13 350.00 | 02/10/2020 Evenue an Date Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | 02/10/2020 d no further .J9 First Reported 02/10/2020 02/10/2020 02/10/2020 02/10/2020 02/10/2020 | Week_19 r action is re Payroll Run Week_13 Week_13 Week_13 Week_13 Week_13 Week_14 Week_14 Week_14 Week_14 | Quired. Line tem 10 2020WK13-EEN2DUWA0003 2020WK13-EEN2DUWA0003 2020WK13-EEN2WK10 2020WK13-EEWF91WB0002 2020WK13-EEWF91WB0002 2020WK14-EEN2DUWA004 2020WK14-EEN2DUWA004 | | | |
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How to verify all TWSS payments in CollSoft Payroll

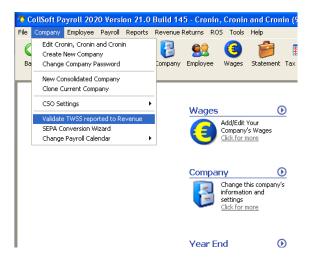
After you install Build 145 your Payroll software will automatically verify all TWSS payments processed the first time that you open each employer file. This verification process involves looking at each Payroll entry with a J9 PRSI class and verifying the amount of TWSS paid to the employee in Payroll versus the amount reported to Revenue. If there are any differences the Payroll will generate a new Revenue submission for the relevant payslips.

CollSoft Payroll has been reporting all TWWS payments to Revenue since the end of April directly through your normal Payroll Submissions. This was only possible because Revenue amended the format to allow the TWSS payment to be reported.

However, this change was only available from 22nd April, and so any TWSS that was processed before that date was not reported.

This verification process will identify these payslips and update them for reporting.

While the system automatically runs the verification process the first time you open a dataset after installing the update, the user can at any time force the system to verify the filing status of each TWSS payment in CollSoft by selecting the following menu item;



When this process is run CollSoft Payroll will scan each wage entry that had a TWSS payment and verify that the amount reported to Revenue match the amount for that wage entry.

<u>Please Note</u>: If the user has made any manual changes to the wage on ROS then these will not be visible to CollSoft Payroll. Any changes made outside of CollSoft Payroll will have to be corrected manually on ROS.

Users who moved to CollSoft from other Payroll software

If you processed any TWSS payments in some other software package then you will need to use that software to submit your TWSS payments to Revenue.

Unfortunately because the wages were not originally run in CollSoft we are unable to complete the reporting of these payments to Revenue.

This includes any users who filed any payments manually on ROS, or who made manual adjustments to wages on ROS after they were submitted from CollSoft.

CollSoft Payroll can only report on wages that were actually processed and submitted using CollSoft, and only if they have not since been manually adjusted on ROS

Locking TWWS payrolls to prevent accidental changes

It is important that users don't go back into previous payroll periods and accidentally change/edit any of the TWSS payrolls that were previously run.

In order to try and prevent any accidental changes being made your Payroll software will automatically lock any such wages so that when you open them you cannot initially edit them.

If the Payroll entry is locked you will see a small padlock icon on the wage entry screen as shown below;



If you want to make any changes to this wage you must click on the padlock icon to unlock the wage for editing.

CWPS Rates Updated from 1st October

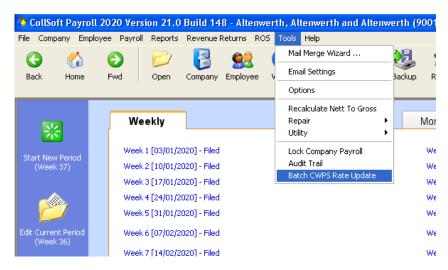
An increase in the rates will take effect on 1st October 2020 as agreed in the Sectoral Employment Order. The employer contribution total increases by 2.7% from €29.79 to €30.60 and the employee's contribution total increases by 2.7% from €20.03 to €20.57.

The new rates from 1st October are as follows;

| Item | Rate (1 st October 2020) |
|--------------------------------------|-------------------------------------|
| Pension Contribution Employer | €28.09 |
| Pension Contribution Employee | €18.73 |
| Life Assurance Contribution Employer | €1.17 |
| Life Assurance Contribution Employee | €1.17 |
| Sick Pay Contribution Employer | €1.34 |
| Sick Pay Contribution Employee | €0.67 |
| Benevolent Funds Employer | €0.19 |
| Benevolent Funds Employee | €0.50 |
| Workers Health Trust | €1.00 |

The Batch CWPS Update Tool

CollSoft Payroll has a batch update tool that enables you to update the CWPS rates for multiple employees in a single process. This tool can be started by selecting the *"Batch CWPS Rate Update"* option from the *"Tools"* menu.



This will open the batch update tool where you can select which employees are to be updated and which rates to apply to each employee.

| Update CWPS Rates Select Employees to update Name CWPS Rate Total Co Image: Cartwright, Luigi SPI 52.86 Image: Cartwright, Luigi SPI 52.86 Image: Cartwright, Domenico SPI 52.86 Image: Muller, Jesse SPI 52.86 Image: Cartoria Control of Carto | Select All | C SPB - Standard Cor C SPI - Standard Plus | Ily Employee CWP5 Rate Code Itribution Rate (Oct 2020) Voluntary Rate (Oct 2020) • Contribution (Oct 2020) Employer Employee 28.09 18.73 | | Update Selected Employees | |
|--|------------|---|--|--|--|-------|
| | | | Death In Service Sick Pay Workers Health Trust Benevolent Funds CIMA Total | 1.17 1.34 0.00 0.19 0.00 30.79 | 1.17 0.67 1.00 0.50 0.00 22.07 | |
| | | | | | | Close |

Simply select the employees that you wish to update, the rates to apply, and then press the "Update Selected Employees" button to update their employee files with the new rates.