

Your 10 Step Guide to Payroll 2019

Once Off Tasks

1

Install Payroll 2019

Download and install ColSoft Payroll 2019 from our website at www.colsoft.co.uk

2

Import your data from Payroll 2018

Your Company and Employee data can be imported directly from your 2018 data file or from a 2018 backup.

It is important to note that Revenue do not allow you to carry forward your employee's P2C data - all employees will be initially set up on an Emergency basis until you download your 2019 RPNs (see Step 4).

3

Install your ROS Digital Certificate

One of the advantages of PAYE Modernisation is that it is now possible to link your Payroll Software to ROS enabling you to retrieve Employee tax information and file your Payroll Submissions directly from Payroll 2019.

This direct link requires that you import your ROS Digital Certificate into Payroll 2019.

4

Download your 2019 RPNs

All employees are initially set up to be taxed on an Emergency Basis in Payroll 2019.

You can download your Employee's RPNs directly from Revenue and apply the correct tax information to each employee's file ensuring that your first Payroll run will be calculated correctly.

5

Check for Payroll 2019 Updates

There are a number of Payroll 2019 updates planned for January 2019, it is important that you check for these updates on a regular basis.

To check if there are any updates available simply select the "Check For Updates" option in the "Help" menu.

6

Create your Payroll Period

Your Payroll data is organised into Payroll Periods according to the pay frequency. For example weekly payrolls are organised into Payroll Periods from Week 1 to Week 52 (and sometime Week 53), monthly payrolls into Month 1 to Month 12 etc.

Your Payroll Submissions are grouped according to the Payroll Period that you are currently processing.

7

Check for updated RPNs

Before running any wages it is important to check if any of your employees have updated RPNs available from Revenue.

You should perform this step every time you intend to process payroll to ensure that you are using the most up to date tax information for your employees.

8

Run your Payroll as Normal

You are now ready to run your Payroll as you normally would.

Please note that your employee's net pay is likely to be different from what it was in 2018 as there are updated tax credits, thresholds, USC rates and thresholds.

9

File your Payroll Submission (PSR) with Revenue

Under the new PAYE Modernisation regulations you are now required to file your Payroll Submission with Revenue "On or Before" the date on which your employees are paid.

The Payroll Submission contains a detailed list of each employees Gross Pay, PAYE, PRSI, USC and LPT, along with information about the RPN details used to calculate their wages, and details of any Benefit In Kind and pension contributions.

10

Verify your Payroll Submission

After filing your Payroll Submission you can perform a read-back of the submission from Revenue using Payroll 2019, or you can log into your ROS dashboard to view your submissions.

Regular Tasks



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STEP 1 – INSTALLING PAYROLL 2019

You can download CollSoft Payroll 2019 from our website <https://www.collsoft.ie> by clicking into the “**Downloads**” section and selecting the 2019 download.

Depending on your internet browser you may be asked where you would like to save the Payroll 2019 installer, or it may just be downloaded directly to your “**Downloads**” folder.

Once the installer has been downloaded simply browse to the location where it is saved and double click on it to start the installation process.

Note: Depending on your PCs setup, you may need to contact your network administrator to install Payroll 2019.

The process of installing the 2019 software is straightforward, simply follow the instructions on the Installation Wizard.

At the end of the installation process it is advisable to restart your PC in order to ensure that all components are installed correctly. This is particularly important as Payroll 2019 includes some new components required to enable PAYE Modernisation integration.

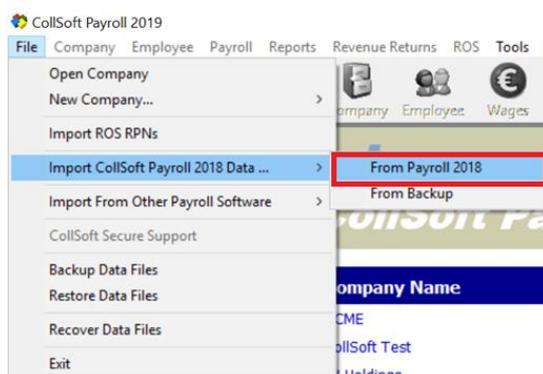


STEP 2 - IMPORT YOUR DATA FROM PAYROLL 2018

If you used CollSoft Payroll in 2018, you can import your company listing and the employee records directly from 2018 into 2019 to start the 2019 tax year. You can also import your data using a backup created from your 2018 system.

Importing your data directly from Payroll 2018

Open Payroll 2019 and from the **“File”** menu select the **“Import CollSoft Payroll 2018 Data...”** then **“From Payroll 2018”** option.

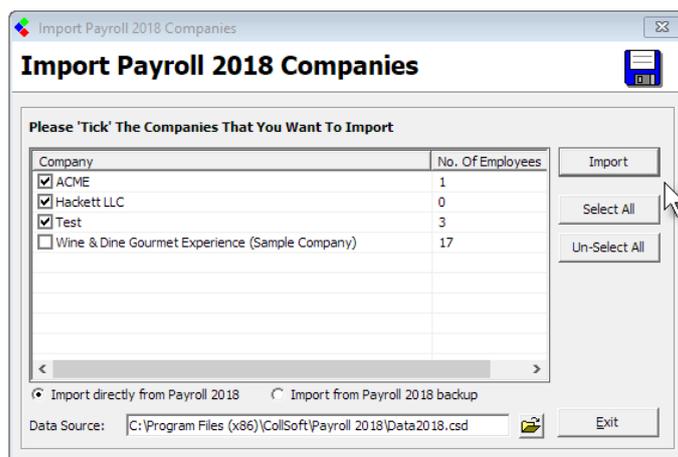


Alternatively, you can select the **“Import From CollSoft Payroll 2018”** option in the sidebar menu on the main Company List screen.





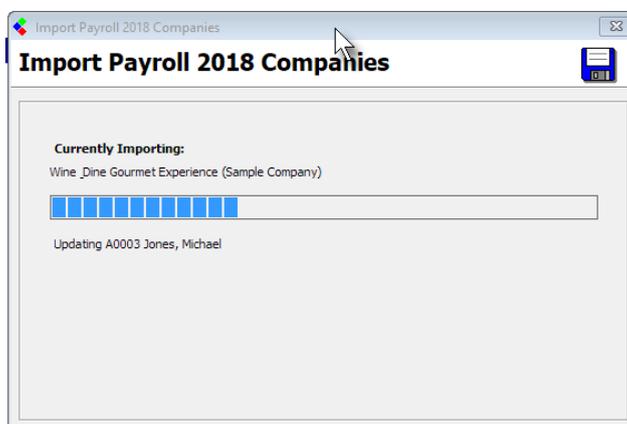
Next, select the companies that you would like to import;



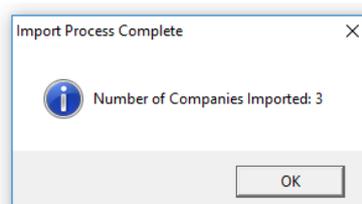
Note: If you were running Payroll 2018 using the **“Run As Administrator”** option but you are not doing so with Payroll 2019 then you may not see your list of companies as expected. This is because Windows stores data for different users in different folders, so you must ensure that you are running Payroll 2019 in the same user context that you used to run Payroll 2018.

You can import companies individually or in batches, and you can always leave certain companies to be imported later. Simply select the companies that you wish to import now and press the **“Import”** button.

Payroll 2019 will then begin the process of transferring the selected data from 2018 into 2019.



On completion the total number of companies imported will confirm on screen.





Tasks to perform after Importing 2018 Data

With PAYE Modernisation you are no longer able to carry forward employees P2C tax information, so each employee will initially be set up on an Emergency tax basis in 2019. You will be able to update their tax information by downloading their 2019 RPNs from Revenue as described in Step 4 later.

Additionally there are two new items of employee data that you may need to update on your employee records;

1. Director Status
2. PRSI Exemption Reason

Payroll 2019 will automatically classify all Class S employees as being “**Proprietary**” directors, however you should ensure that this is correct, and that all other classes of Directors are correctly identified.

This setting can be found on the “**Personal**” tab of the “**Employee Details**” screen.

The screenshot shows the 'Employee Details' window for James Anderson. The 'Personal' tab is selected. The 'Director' dropdown menu is open, showing three options: 'No', 'Proprietary', and 'Non Proprietary'. The 'Proprietary' option is currently selected. The dropdown menu is highlighted with a red box.

It is important that you identify your directors correctly as failure to do so may result in the loss of the “**Earned Income Tax Credit**” or “**Employee Tax Credit**” in a subsequent RPN.

Likewise, if any of your employees are categorised as being PRSI Exempt then you must also specify the reason why they are exempted by setting the “**Exemption Reason**” in the “**PRSI**” section of their “**Employee Details**” screen;

The screenshot shows the 'Employee Details' window for James Anderson. The 'Basis Of P.R.S.I. Calculations' section is visible. The 'Exemption Reason' dropdown menu is open, showing several options: 'Not Applicable / Not Specified', 'A1 portable document from EU Member State', 'Certificate of coverage under social security bilateral agreement', 'Notification of exemption for posted workers, other than above', 'Employment of certain family members', and 'Under 16 years of age'. The dropdown menu is highlighted with a red box.

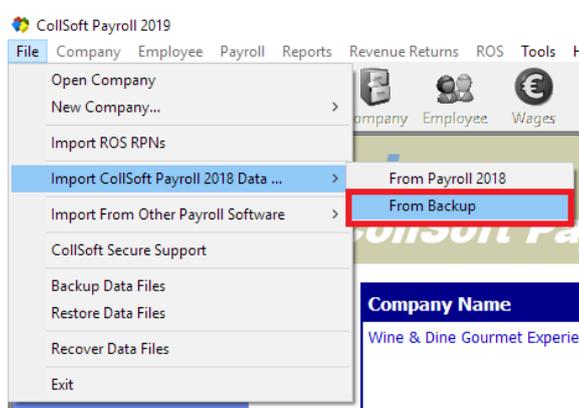


Again, it is important that these settings are correctly set as they are included in your Payroll Submissions to Revenue.

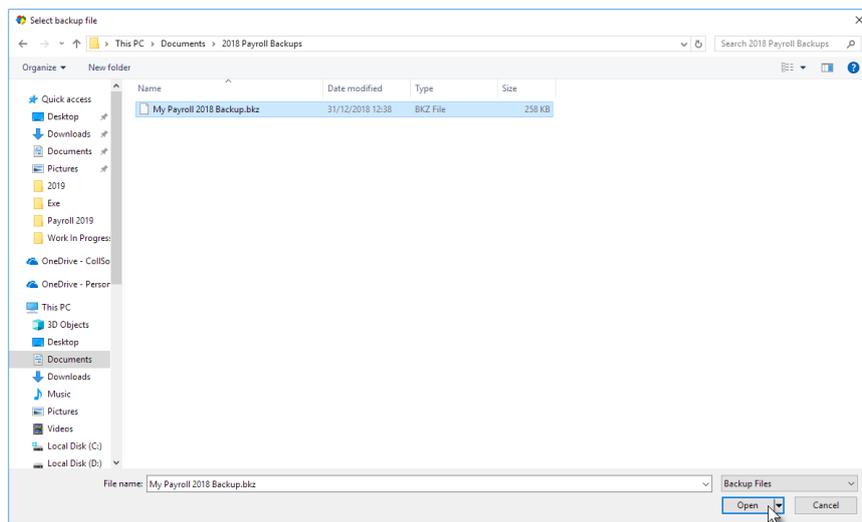
Importing your Data from a 2018 backup

Payroll 2019 can also import your data from a backup that was created in the 2018 software. The process is very similar to the one for importing your data directly from 2018 and can be performed as follows;

Open Payroll 2019 and from the **“File”** menu select the **“Import CollSoft Payroll 2018 Data...”** then **“From Backup”** option.



Using the **“Select Backup File”** dialog screen, browse to and select the 2018 backup that you would like to import from.



From here the process is exactly the same as the direct import process described earlier.

Again, please ensure that you correctly identify any directors and provide an **“Exemption Reason”** for all employees who are marked as exempt from PRSI.



STEP 3 - INSTALL YOUR ROS DIGITAL CERTIFICATE

Payroll 2019 has the capability to interface directly with the ROS PAYE Modernisation web services enabling you to download your employee's RPNs directly into the software, and to file your Payroll Submissions with Revenue directly from your payroll software.

This direct reporting functionality is achieved using your existing ROS Digital Certificate which must be imported into Payroll 2019.

The process of importing and validating your ROS Digital Certificate is straight forward and only needs to be performed once.

The first thing that you need to do is to create a backup copy of your existing ROS Digital Certificate as follows;

- Go to the ROS Login screen and click 'Manage My Certificates'.

Revenue
Clár agus Cúistais na hÉireann
Irish Tax and Customs

GAEILGE | ENGLISH
[Return to Revenue.ie](#)

ROS Secure Login

Warning: From 1 January 2019, the way you report your employees pay and payroll statutory deductions to Revenue will change. [Click here](#) for more information on how to prepare for the changes.

1. Select Certificate
COLLSOFT
Manage My Certificates

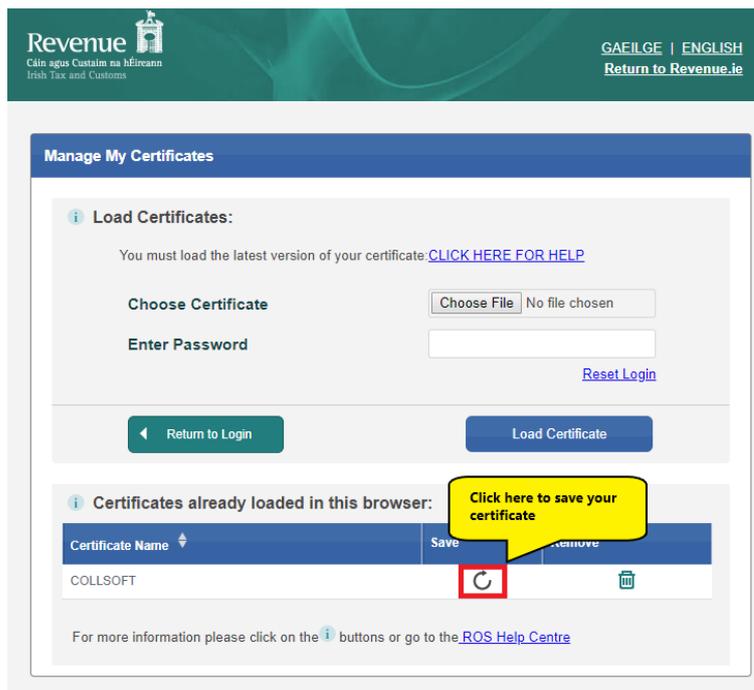
2. Enter Password

[Change password](#) [Reset Login](#)

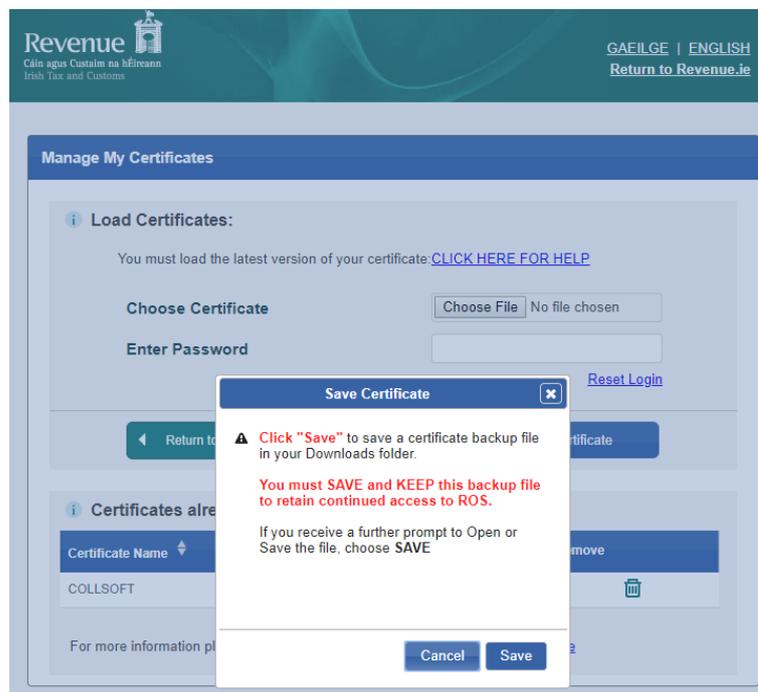
3. Login
[Login to ROS](#) [ROS Help](#)

Useful Links
[View Latest Revenue News](#)
[EU VAT Customers](#)
[ROS Online Application](#)
[ROS Developer Support](#)
[ROS Compatible Third Party Software](#)
[Digital Certificate for Emails](#)
[Register for ROS](#)

- You will now be shown the Certificate Management screen where you will see a list of **“Certificates already loaded in this browser”**. Locate the certificate that you wish to use in Payroll 2019 and press the **“Save”** icon as shown below;



The **“Save Certificate”** dialog screen will now appear. Press the **“Save”** button to save a copy of your ROS Certificate on your PC.

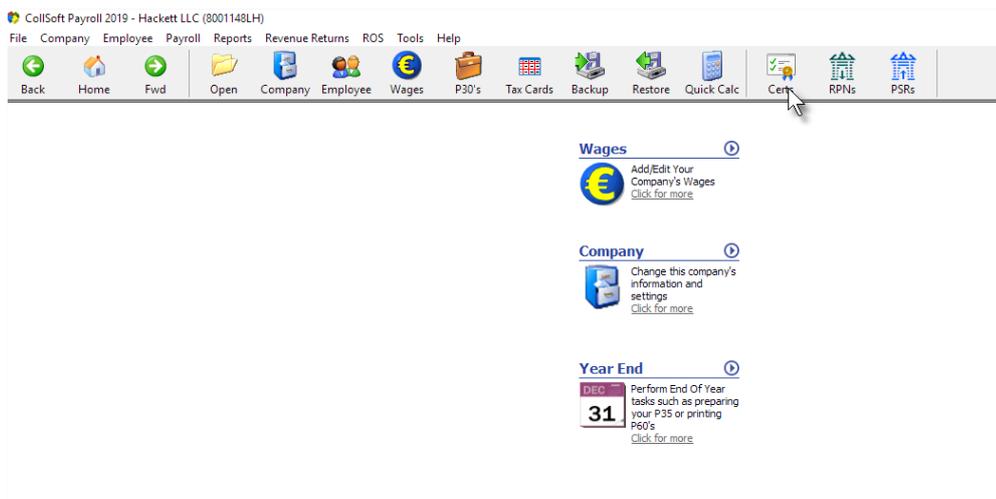


Depending on your browser you may be asked where you would like to save your certificate, or it may just be saved in your **“Downloads”** folder.

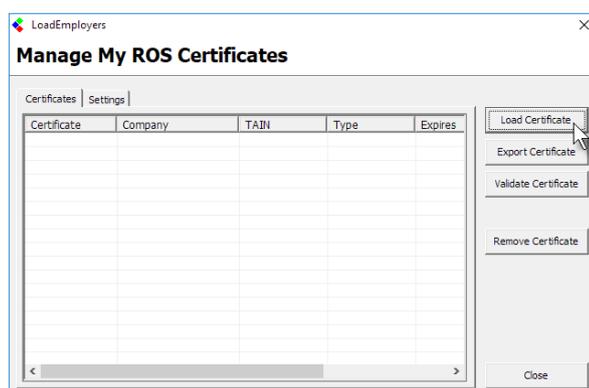
The next step is to import this ROS Digital Certificate into your Payroll 2019 software. Open Payroll 2019 and log into one of your companies.



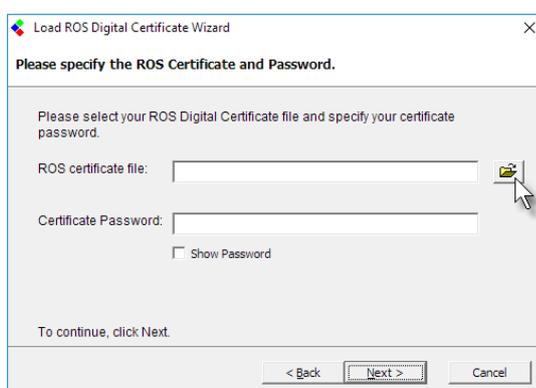
On the toolbar at the top of your screen press the **“Certs”** button



This will open the Certificate Management Screen.

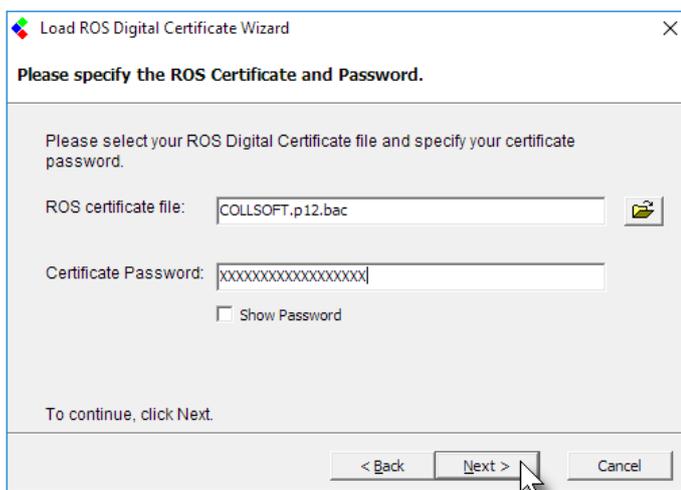


Press the **“Load Certificate”** button to start the ROS Digital Certificate Import Wizard and press **“Next”**



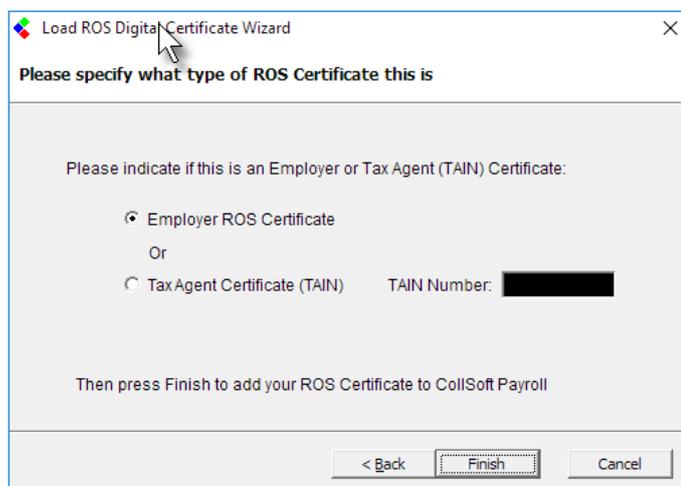


Now, press on the “**Open**” button to browse to and select the Digital Certificate file that you saved from ROS previously, enter your ROS password and press “**Next**”



You will now be asked to specify what type of certificate you are importing – A regular Employer certificate or a Tax Agent certificate.

Most users will have regular Employer certificates. If you are using a Tax Agent Certificate then you will need to enter your TAIN also.



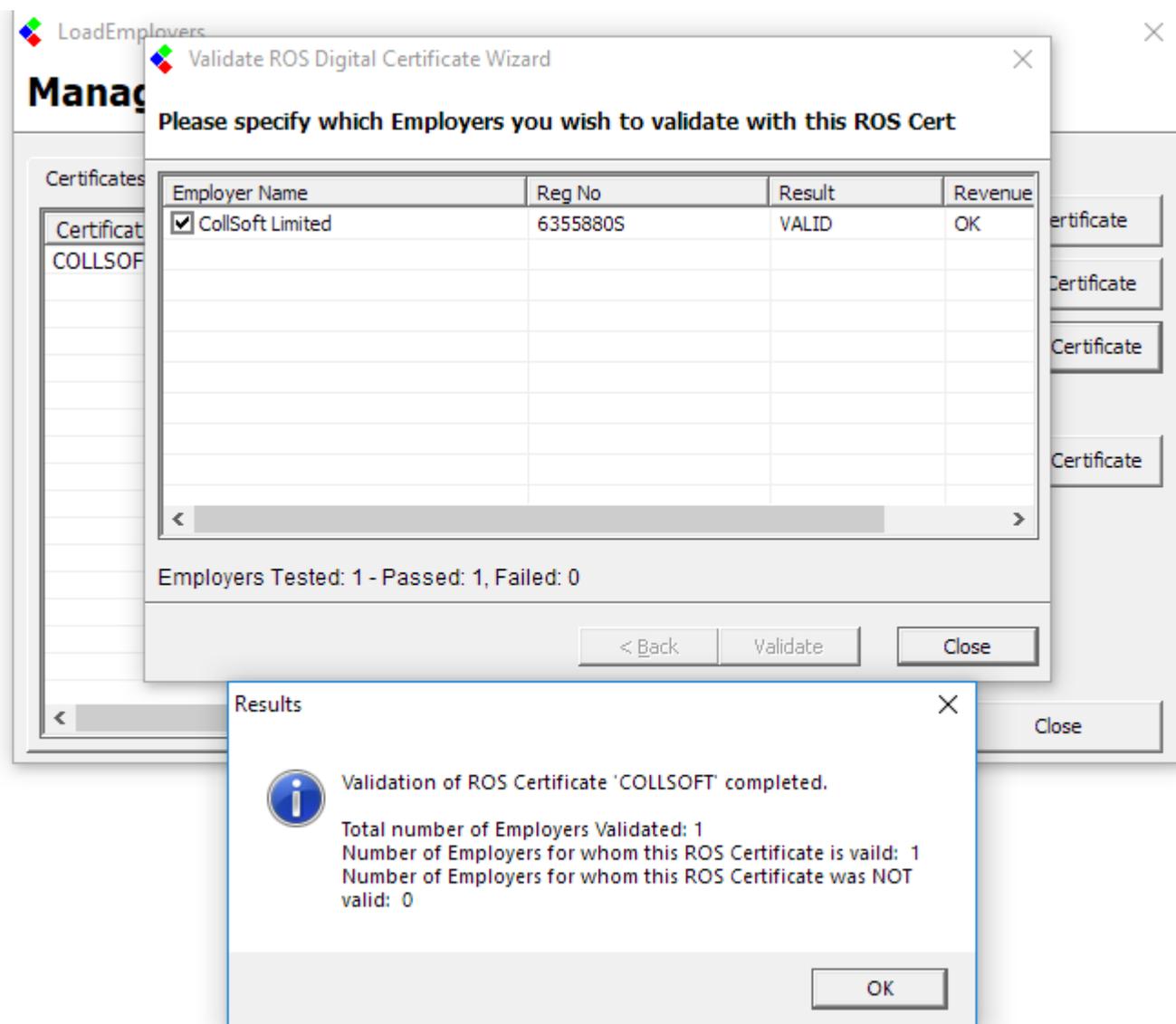
Press the “**Finish**” button to import your certificate.



After your certificate has been imported into Payroll 2019 you will be prompted to validate your certificate.

This process will check that your ROS digital certificate is valid for use with the Employer by calling the ROS web services to validate the certificate against all of the employers set up in your Payroll Software.

We recommend that you carry out this validation process to ensure that your ROS certificate is valid for use with your employers.





STEP 4 – DOWNLOAD YOUR 2019 RPNS

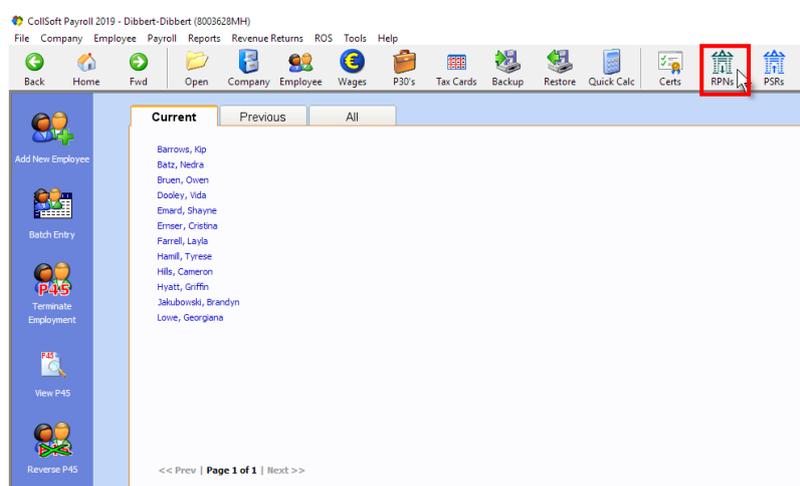
Under the new PAYE Modernisation regulations, employers are no longer allowed to carry forward their employee's tax information from a previous tax year.

The result of this is that when you import your employees into Payroll 2019 they will all be set to be taxed on an **Emergency** basis.

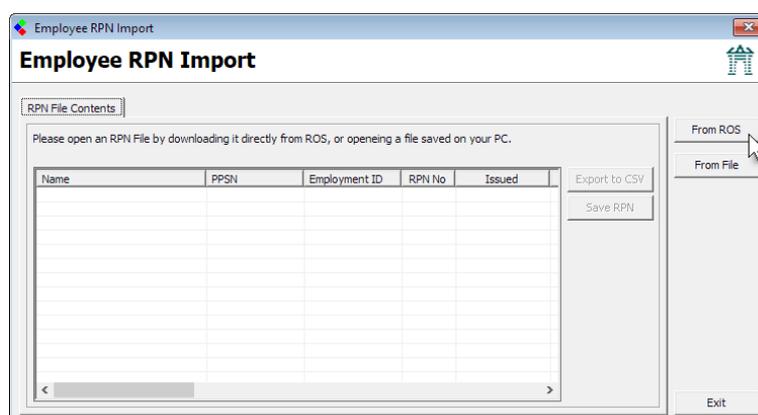
Therefore, it is important that you download your employee's 2019 RPNs (previously known as P2C) before you run any wages to ensure that all calculations are carried out on the correct basis.

Payroll 2019 is able to interface directly with Revenue in order to download your employee's RPNs, assuming that you have installed your ROS Digital Certificate as described in Step 3.

To begin the process click on the new **"RPNs"** button on the main toolbar as shown below;



This will open the new **"Employee RPN Import"** screen;



You now have the option to import you employee's RPNs directly **"From ROS"** or from an RPN file that you downloaded from the ROS website (described later).



Press the **“From ROS”** button, select your ROS Certificate and enter your ROS password and press the **“OK”** button

Note: this is the same password that you use to log into ROS through the ROS website.

ROS Web Service Log In

Please confirm Certificate and Password

Certificate: paye-employers-999963

Password: XXXXXXXX

Show Password

Ok

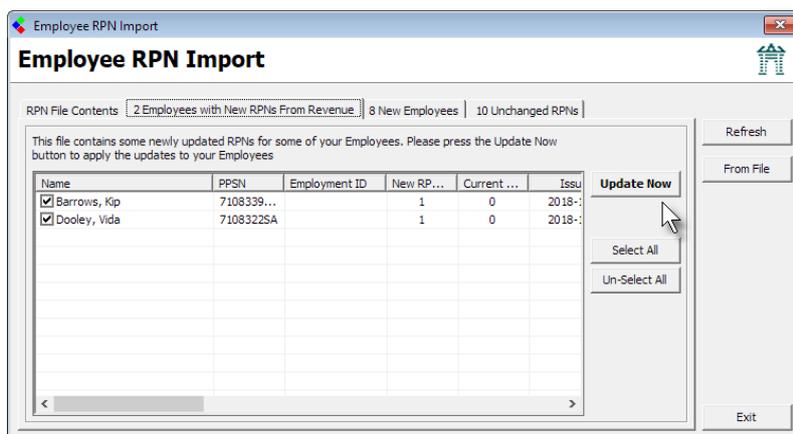
Cancel

Payroll will now download all the RPNs available for that employer from Revenue, match them to your employee records based on their PPSN, and categorise them as follows;

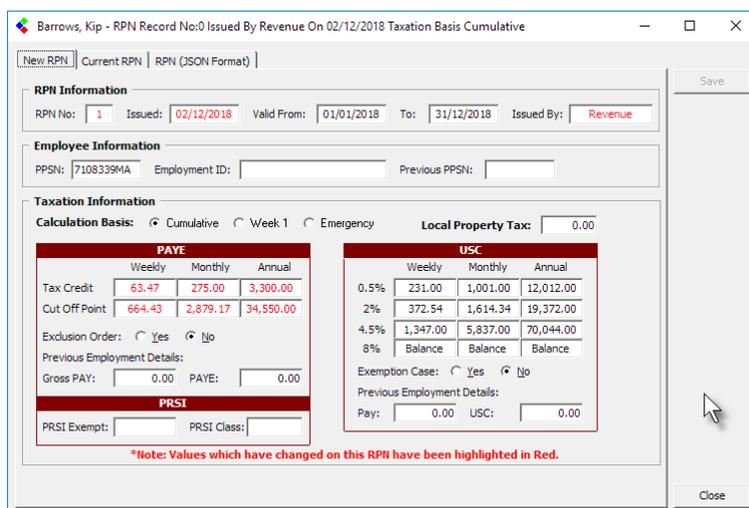
- Employees with new/updated RPNs from Revenue
- New Employees
- Unchanged RPNs



Employees With New RPNs From Revenue



For Employees with new RPNs you can *double click* on them to view the RPN in more detail, and see how it compares with the RPN currently on file for that Employee.



Details which have changed will be highlighted in red. You should spend some time checking the updated RPNs and when you are ready to apply them press the **“Update Now”** button.

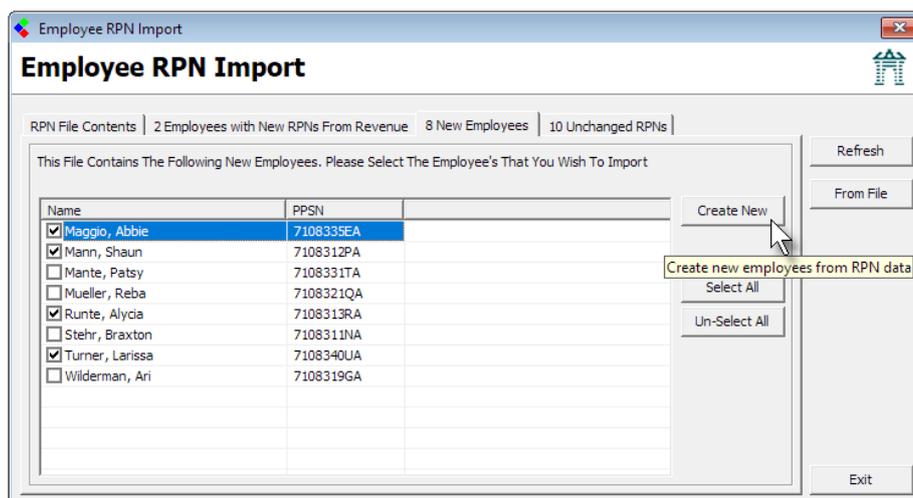
Note: if you do not press the **“Update Now”** button then even though you have downloaded the RPNs from Revenue, the new details will not be applied to your employees files.



New Employees

Payroll may have identified that there are new employees listed in the RPNs received from Revenue. These may be genuinely new employees whom have not as yet been set up in Payroll 2019, but they also could be employees who were employed by you previously and still registered as being employed by you with Revenue.

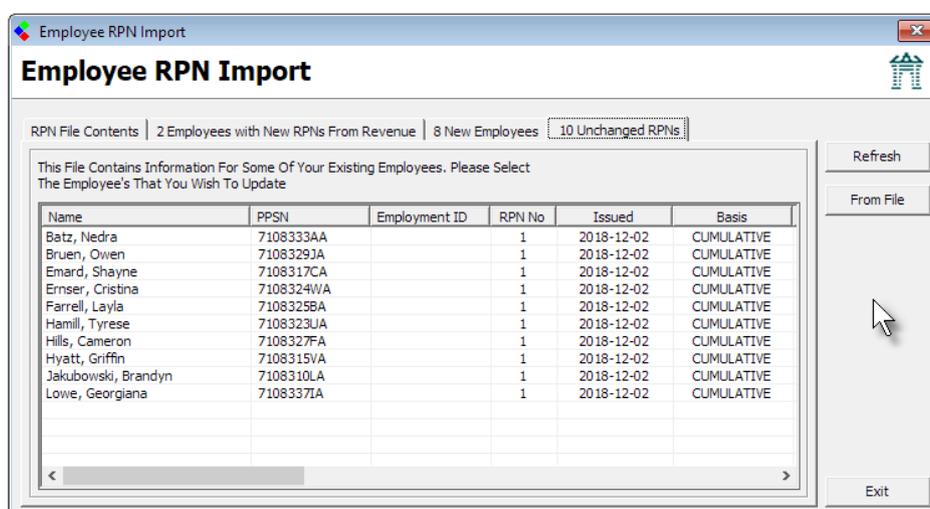
Review the list and select the entries which you would like to create new employee records for, and then press the **“Create New”** button.



This will create new employee records for the selected employees in Payroll 2019, but it will only update their basic tax details. You will need to complete their employee records to include items like rates of pay, holiday entitlements etc.

Unchanged RPNs

Finally any employees for whom there are no changes to their RPNs will be listed in the **“Unchanged RPNs”** section

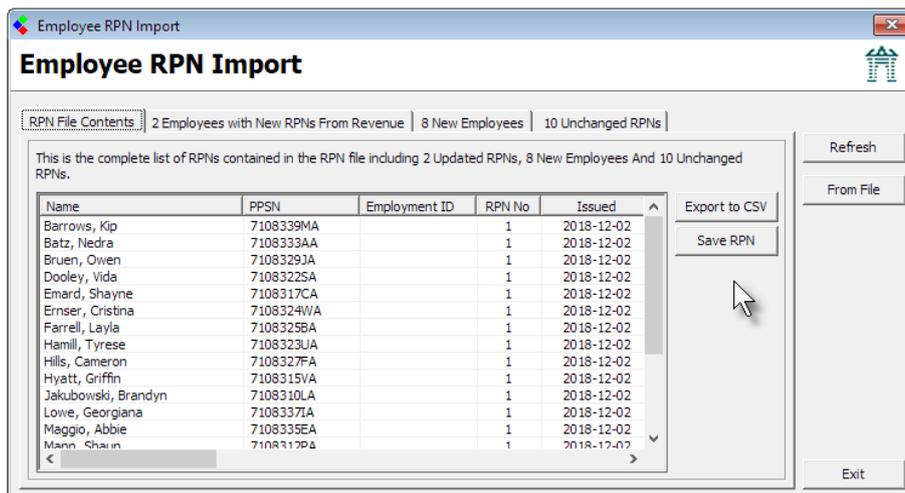




RPN File Contents

The “**RPN File Contents**” section contains the full list of all the RPNs received from Revenue for this employer irrespective of whether or not they are updated, unchanged or new employees.

From here you can export the RPNs to a CSV file, or save them as a Revenue RPN file that can be transferred to another PC that does not have an internet connection.





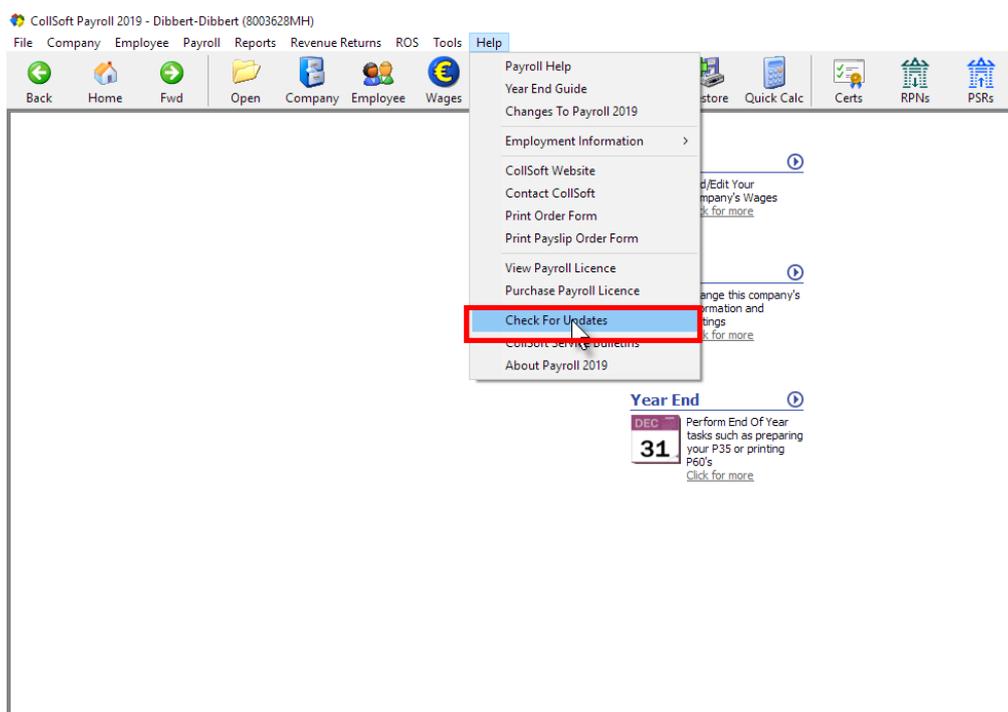
STEP 5 – CHECK FOR PAYROLL 2019 UPDATES

The previous 4 steps can be regarded as “**Once off**” tasks that you need to perform in order to get you Payroll initially set up.

The remaining tasks are ones that you will be performing on a regular basis as you run your wages in 2019.

The first of these tasks is to check if there are any updates available for Payroll 2019 as CollSoft has planned a number of update releases during January and February of 2019 as we roll out additional functionality and reports.

The process of checking for updates is straightforward and can be done by selecting the “**Check For Updates**” option in the “**Help**” menu.

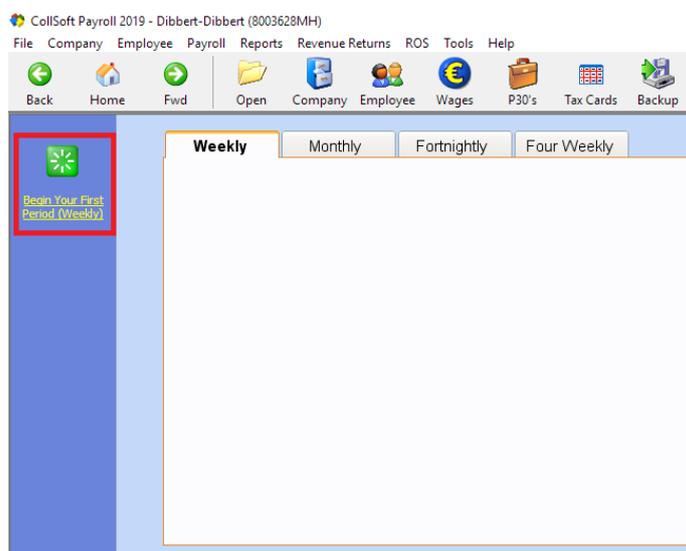


If there are updates available you will be notified and you can then press the “**Download and Install**” button to update your copy of Payroll 2019 to the latest version.



STEP 6 – CREATE YOUR PAYROLL PERIOD

In order to start processing your wages you must first create your **“Payroll Period”** by clicking on the **“Wages”** button on the main toolbar and selecting the **“Begin your First Period”** option on the left side of the screen.



This will start the **“First Pay Period Wizard”** which will help you to determine what your first payroll and payment dates are.

First Pay Period Wizard

Please Specify Payroll and Payment Dates.

What day of the week do you usually pay your wages on? Friday

Please enter the period number that you want to start with. 1

What is the first Payroll Date? 04/01/2019 (This determines what tax credits and SRCOP will be used for your first payroll)

What is the first Payment Date? 04/01/2019 (This is the date that will appear on your payslips)

< Back Next > Cancel

There is a subtle but important difference between your **“Payroll Date”** and your **“Payment Date”**.

Your **Payroll Date** is used to determine what tax credits and cut off points are to be used for cumulative calculations by specifying the week number (or month number) up to which credits are calculated.

The **Payment Date** is the date on which the employee is due to receive their wages.



Note: Your *Payroll Date* and your *Payment Date* do not have to be the same date, and under PAYE Modernisation the *Payment Date* now has special significance because all employers are now required to file their *Payroll Submission* “***On or Before***” the payment date. Failure to do so is in breach of the new regulations and may incur penalties.

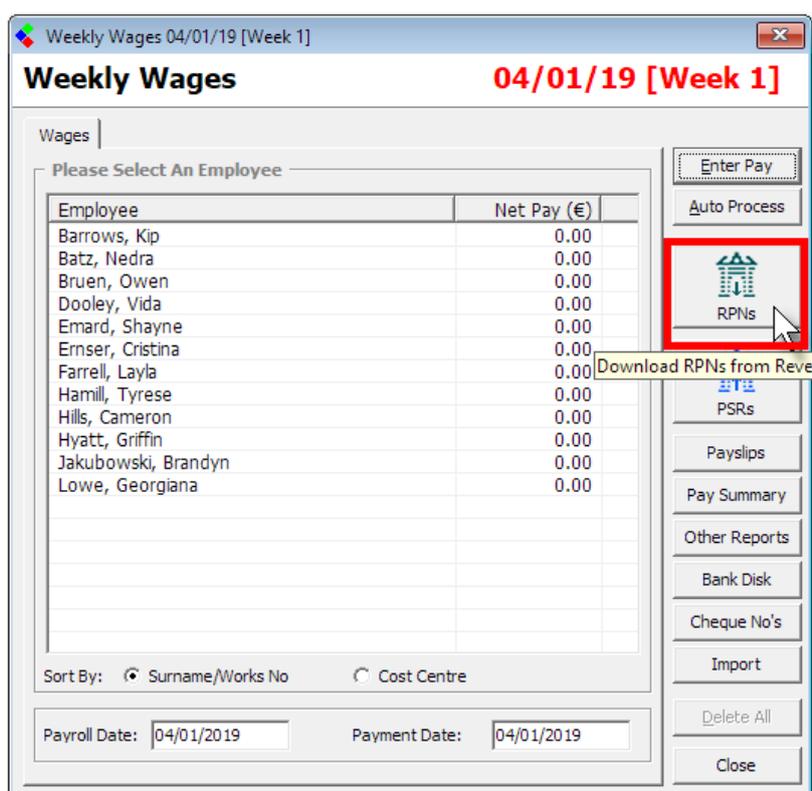


STEP 7 – CHECK FOR UPDATED RPNs

With PAYE Modernisation Revenue expect employers to check for any updated RPNs when beginning a payroll run, and indeed *Payroll Submissions* contain details about the RPNs that have been used in calculating each employees wages.

It is therefore important that you check for updated RPNs at the beginning of each pay cycle.

The process is very similar to that which you did in Step 4, except that you access it by pressing the “**RPNs**” button on the Wage Listing screen;



The “**Employee RPN Import**” screen will now be shown and you can choose to download the RPNs directly from ROS or from an RPN file as shown before in Step 4.

The main difference with this RPN Import procedure is that it only requests RPNs for the employees who are listed in the current pay period. For example if you have both weekly and monthly paid employees in your company, then only your weekly paid employees would be retrieved when running a weekly payroll and vice versa.

If there are any employees with updated RPNs then review the changes and press the “**Update Now**” button to apply the updated RPNs to the selected employees.

Again, it is worth stressing how important it is that you check for updated RPNs as you progress through the tax year. RPN data is included in your Payroll Submissions so Revenue will be aware of what RPNs you are using to run your Payroll and failure to use the correct RPNs may attract a Revenue intervention.



STEP 8 – RUN YOUR PAYROLL AS NORMAL

Now that you have checked for and applied any RPN updates you can proceed to run your wages as normal.

While running your first period you should spend some extra time checking the calculated wages as there are changes to USC rates and bands, as well as changes to some tax credits, so you can expect most employee’s net pay to be different from 2018.

The “**Wage Entry**” screen and the “**View Workings**” screen now contain an “**RPN**” tab which shows the details of the RPN used to calculate the payroll for that wage entry;

With CollSoft Payroll 2019 it is possible to file multiple “**Payroll Submissions**” for the same payroll period so if you process your payrolls in different batches, you can file your separate Payroll Submissions accordingly – You just have to ensure that you file the submission “**On or Before**” the date that your employees receive payment.



STEP 9 – FILE YOUR PAYROLL SUBMISSION (PSR) WITH REVENUE

From 1 January 2019, you will report payroll information to Revenue at the time you pay your employees by filing a return known as a “**Payroll Submission Request**” or “**PSR**” for short.

A **PSR** contains detailed information for the payments that you have made to each employee including items like payment date, pay before allowable deductions, pay after allowable deductions, PAYE, PRSI, USC, and LPT. It also contains information about the RPN or tax credits and cut off points used in the various tax calculations as well as information on benefits in kind and pension deductions. You could view this as being like filing a P35 every time you pay your employees.

Your PSR must be reported by you to Revenue on or before the date the employees are paid.

‘Date paid’ in the context of PAYE modernisation is defined as the date on which the funds are made available. These dates can be different dependant on how you pay the employee. If you pay the employee by:

- Cash - it is the date the cash is given to the employee
- Cheque - it will be the date on the cheque
- Bank Transfer - it is the date which the funds are scheduled to be made available in the individual’s bank account.

How can I File my PSR?

There are three methods by which you can file your PSR with Revenue;

1. Direct Payroll Reporting – allows payroll software to communicate seamlessly with Revenue Online System (ROS) and exchange the required information.
2. ROS Payroll Reporting - allows you to use files created by payroll software and upload these through ROS.
3. Manual ROS Entry – allows you to enter your PSR manually via a form on ROS

CollSoft Payroll 2019 supports both *Direct Payroll Reporting* and *ROS Payroll Reporting*. We would recommend that customers use the *Direct Payroll Reporting* option where at all possible as it enables the Payroll Software easily reconcile your payroll submissions with the data held in the Payroll Software

Important Note: Users should decide which method of reporting that they are going to use and stick to that method for the whole tax year. Making submissions using a variety of methods may lead to a situation where the Payroll Software will not be able to reconcile any submissions that were made outside of the Payroll Software. **CollSoft recommend that users file their submissions using the *Direct Payroll Reporting* option.**

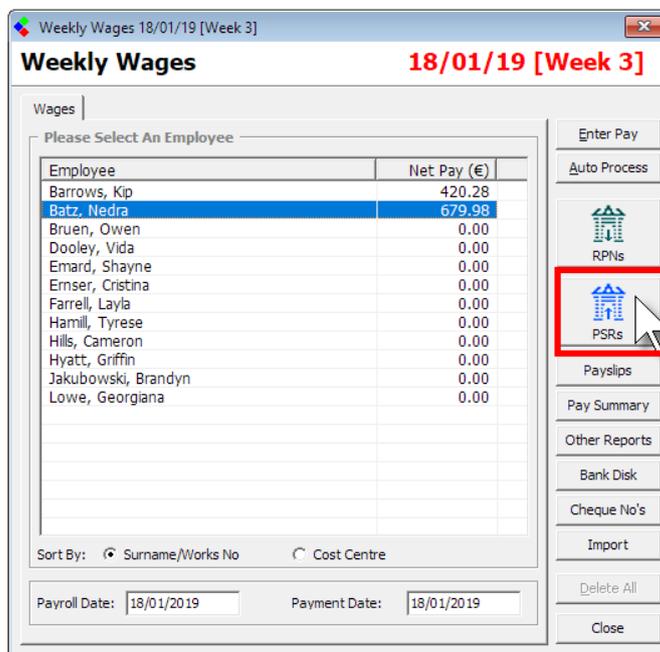
Depending on how you administer process your payroll you may only need to make a single *Payroll Submission* for each payroll period, or you may need to make more than one submission for a pay period.

CollSoft Payroll 2019 allows you to file multiple *Payroll Submissions* for any particular payroll period, so if you process your payroll in batches, you will be able to file your submissions accordingly.

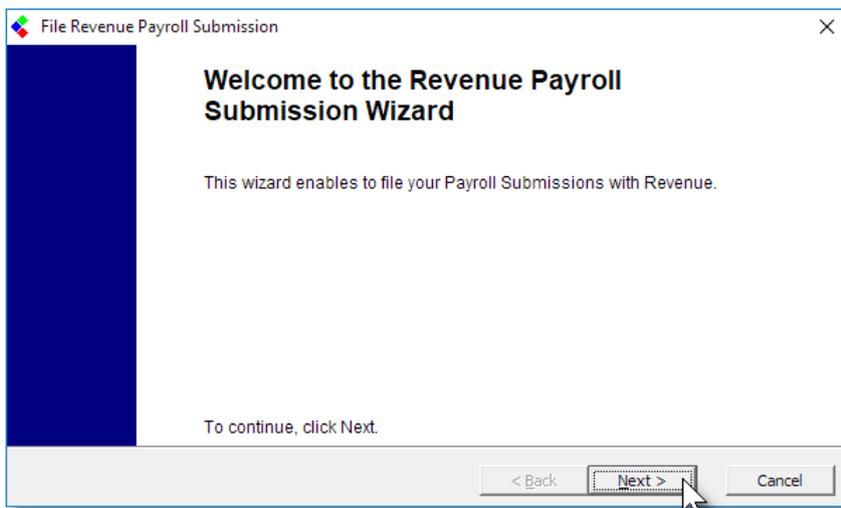


In this example we are going to be processing two wages initially and then filing a PSR. Then we will process the remaining wages and then file a second PSR for the payroll period

So the first two wages have been processed as normal and are ready to be filed. To begin filing press the “PSRs” button on the wages listing screen;



This will start the “*Revenue Payroll Submission Wizard*” – press “*Next*” to continue.





The first step of the wizard confirms the Payroll Period and the Submission Number that you are going to file.

Step 1 - Review Payroll Submission Details

Payroll Run Reference: ...

Submission Number:

Please review submission details and click Next.

< Back Next > Cancel

Each Payroll Period can have multiple submissions, and Payroll 2019 will automatically increment the submission number as you make more submissions for that payroll period.

Press **Next** to continue to select the payroll that are to be included in the submission. You can opt to exclude an employee from a submission, in which case they will be picked up on the next submission that you make.

This screen will also identify if the submission line items are “Original” or “Amended” submissions. Original submissions are the first submissions that you make for an employee in that pay period. Any modifications that you make after you have submitted an original submission are classified as amendments.

Step 2 - Select Pending Submissions To File With Revenue

Please select the payslips to include in the submission.

Payment Date	Employee	Submission Type	Total Pay	Taxable Pay		
<input checked="" type="checkbox"/>	18/01/2019	Barrows, Kip	Original	500.00	500.00	Select All Unselect All
<input checked="" type="checkbox"/>	18/01/2019	Batz, Nedra	Original	800.00	800.00	

To continue, click Next.

< Back Next > Cancel

Press **Next** to continue to the submission screen where you can view the totals of PAYE, PRSI, USC and LPT that are about to be submitted.



You should verify that these totals are correct and if so press the **Submit** button to begin filing the submission with Revenue.

Step 3 - Make Submission To Revenue

You are now ready to file the following submission with Revenue.

PAYE:	114.80
PRSI:	194.35
USC:	32.94
LPT:	0.00
Total Liability:	342.09

Press Submit to complete the process.

< Back **Submit** Cancel

Payroll will then transmit your Payroll Submission to Revenue and wait for revenue to process your submission.

Once Revenue has processed your submission Payroll 2019 will receive an acknowledgement message with a unique "**Acknowledgement ID**" and confirmation of the count of payslips received along with the totals of PAYE, PRSI, USC and LPT.

Submission Results

	Sent From Payroll	Acknowledged By REVENUE
PAYE:	114.80	114.80
PRSI:	194.35	194.35
USC:	32.94	32.94
LPT:	0.00	0.00
Total:	342.09	342.09
Payslip Count:	2	2
Number of Invalid Payslips:		0

Submission Processing Status: ACKNOWLEDGED

Revenue Acknowledgement ID: 22600e4a-ac96-4d12-8a41-aeb904a5aec0

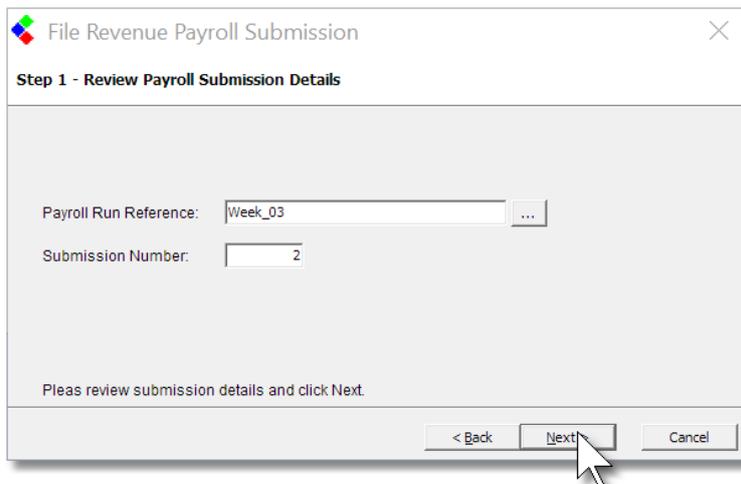
< Back Submit Close

The relevant employee payslips are then updated and marked as filed and the **Payroll Submission** process is complete.

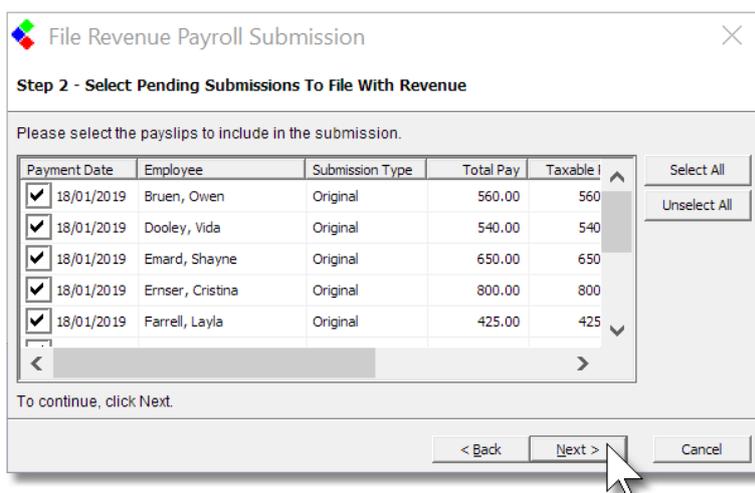
We will now continue to process the remaining wages and submit our second Payroll Submission for this payroll period.



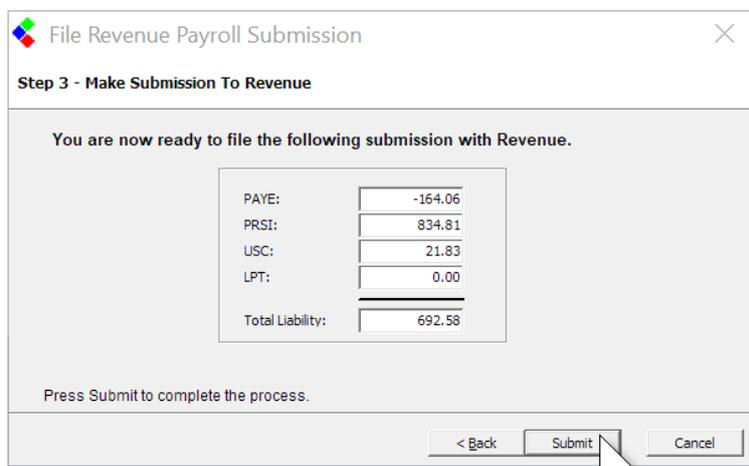
The *Payroll Submission* wizard will now identify this submission as the second submission for this payroll period;



Pressing *Next* you will see that the submission does not include the employees who were submitted on the first payroll submission.



In this submission you will see that there is an overall PAYE refund





Finally you will see the acknowledgement from Revenue for the submission including the PAYE refund.

The screenshot shows a window titled "File Revenue Payroll Submission" with a close button (X) in the top right corner. Below the title bar is the section "Submission Results".

	Sent From Payroll	Acknowledged By REVENUE	Submission Processing Status:
PAYE:	-164.06	-164.06	ACKNOWLEDGED
PRSI:	834.81	834.81	Revenue Acknowledgement ID:
USC:	21.83	21.83	86a16bdd-650f-4e45-9e43-46f43e857d66
LPT:	0.00	0.00	
Total:	692.58	692.58	
Payslip Count:	10	10	
Number of Invalid Payslips:		0	

At the bottom of the window, there are three buttons: "< Back", "Submit", and "Close". A mouse cursor is pointing at the "Close" button.

The process of filing your Payroll Submission is quite straightforward and nothing to worry about.

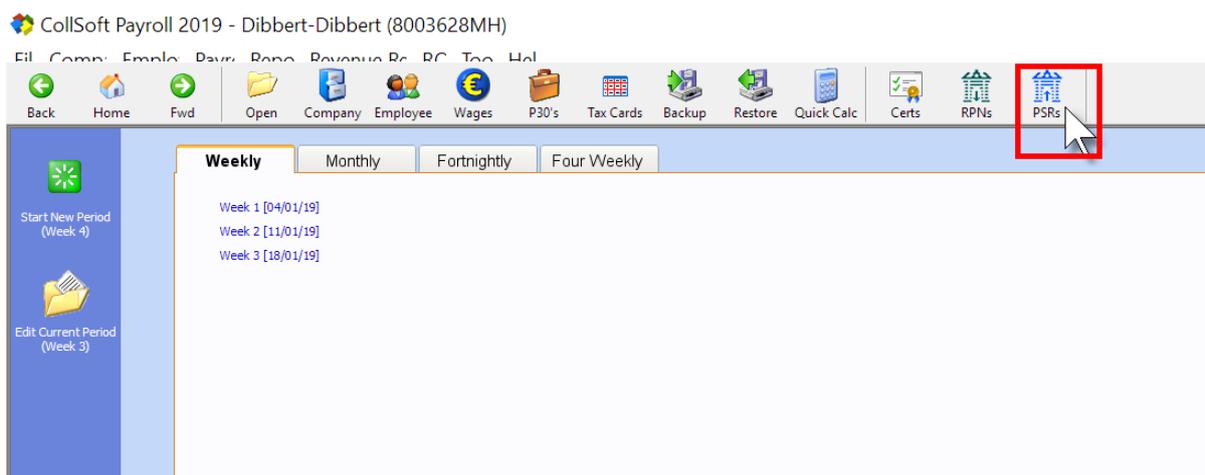
The most important point to remember is that you must file your submission on or before your employees receive their wages – **not after!**



STEP 10 – VERIFY YOUR PAYROLL SUBMISSION

Now that you have filed your Payroll Submission you should verify that your Payroll records match your Revenue record.

Payroll 2019 can request the totals of your Payroll Submissions by clicking on the “**PSRs**” button on the toolbar at the top of the main program screen as shown below;



Payroll will then retrieve the relevant data from Revenue as display it in a spreadsheet format

	A	B	C	D	E	F	G	H
1	List Of Payroll Submissions Filed With Revenue							
2								
3	Month No	Payroll Run Date	PAYE	PRSI	USC	LPT		
4	1	Week_01 2018-12-31	114.81	194.35	32.96	0		
5	1	Week_02 2019-01-01	154.81	209.3	37.42	0		
6	1	Week_03 2019-01-01	-49.26	1029.16	54.77	0		
7								
8								
9								
10								
11								
12								
13								
14								



You can now compare the figures from Revenue against the totals on your *Payroll Summary Report* and verify that they match.

Dibbert-Dibbert		PAYROLL SUMMARY REPORT										REG NO: 8003628MH	
												Week Nr 3	
Date	Name	Gross Pay	Taxable Benefits*	Taxable Adds	Allow. Deds.	Tax Deducte	USC + P. Levy	PRSI (EE)	Non Tax. LPT	Non Allow Adds.	Non Allow Deds.	Net Pay	PRSI (ER)
18/01/19	Barrows, Kip	500.00	0.00	0.00	0.00	50.00	9.72	20.00	0.00	0.00	0.00	420.28	54.75
18/01/19	Batz, Nedra	800.00	0.00	0.00	0.00	64.80	23.22	32.00	0.00	0.00	0.00	679.98	87.60
18/01/19	Bruen, Owen	560.00	0.00	0.00	0.00	-4.81	1.07	22.40	0.00	0.00	0.00	541.34	61.32
18/01/19	Dooley, Vida	540.00	0.00	0.00	0.00	-12.00	-1.27	21.60	0.00	0.00	0.00	531.67	59.13
18/01/19	Emard, Shayne	650.00	0.00	0.00	0.00	-33.81	3.68	26.00	0.00	0.00	0.00	654.13	71.18
18/01/19	Ernser, Cristina	800.00	0.00	0.00	0.00	25.97	10.43	32.00	0.00	0.00	0.00	731.60	87.60
18/01/19	Farrell, Layla	425.00	0.00	0.00	0.00	-40.81	-6.13	17.00	0.00	0.00	0.00	454.94	46.54
18/01/19	Hamill, Tyrese	323.00	0.00	0.00	0.00	-64.83	-8.09	0.00	0.00	0.00	0.00	395.92	28.10
18/01/19	Hills, Cameron	750.00	0.00	0.00	0.00	9.17	8.18	30.00	0.00	0.00	0.00	702.65	82.12
18/01/19	Hyatt, Griffin	900.00	0.00	0.00	0.00	-10.39	14.93	36.00	0.00	0.00	0.00	859.46	98.55
18/01/19	Jakubowski, Brandyn	330.00	0.00	0.00	0.00	-27.94	-2.45	0.00	0.00	0.00	0.00	360.39	28.71
18/01/19	Lowe, Georgiana	579.00	0.00	0.00	0.00	-4.61	1.48	23.16	0.00	0.00	0.00	558.97	63.40
Grand Total (€)		7,157.00	0.00	0.00	0.00	-49.26	54.77	260.16	0.00	0.00	0.00	6,891.33	769.00