CollSoft Payroll 2020

COVID-19 Employer Refund Scheme Update

Operational Phase

Release Notes

5th May 2020

Contents

Temporary COVID-19 Wage Subsidy Scheme

Operational Phase

The Temporary Wage Subsidy Scheme moves from the *"Temporary Phase"* to the *"Operational Phase"* on Monday 4th May 2020.

In the Operational Phase Revenue are providing each employer with a CSV file (via ROS) that details out which employees are eligible for a subsidy under the scheme, and how much of a subsidy is available on an individual basis.

When Revenue are refunding employers on their daily bank runs they will now only repay the actual amount of subsidy due to each employee on a line by line basis. Revenue will calculate the subsidy due based on the additional gross pay that has been paid by the employer and Revenue will apply tapering to the subsidy where applicable.

It is very important that Employers load the details of the TWSS CSV file into their CollSoft Payroll for any payrolls dated the 4th May onwards.
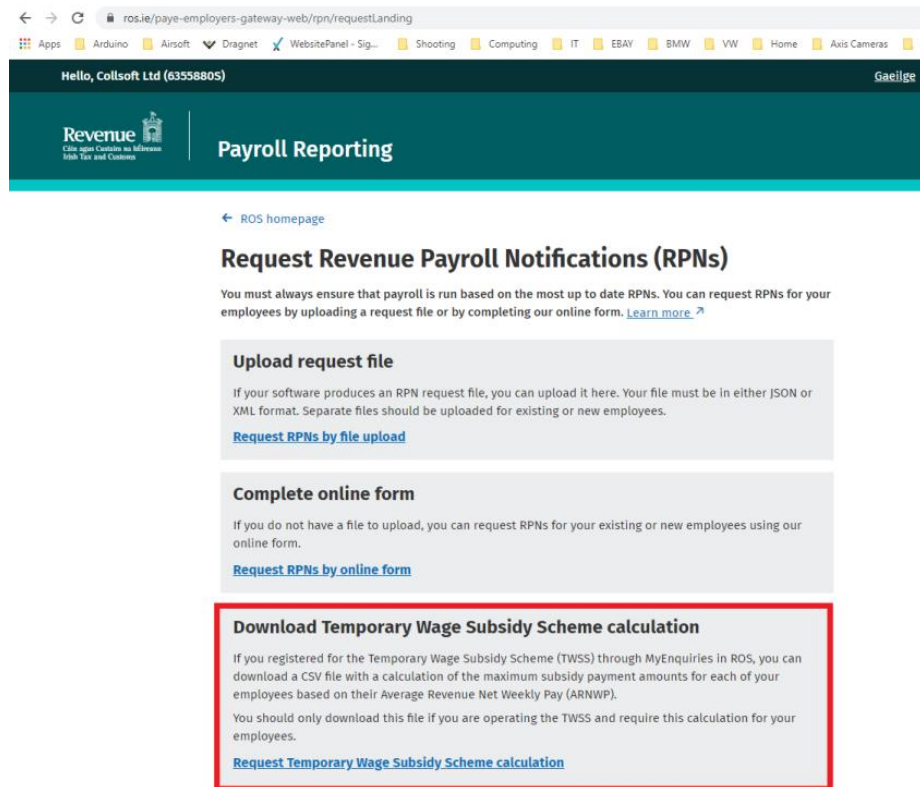
Importing CSV File

Download from Revenue

The first step to getting the CSV data into CollSoft Payroll is to download the CSV file from your ROS dashboard as follows;
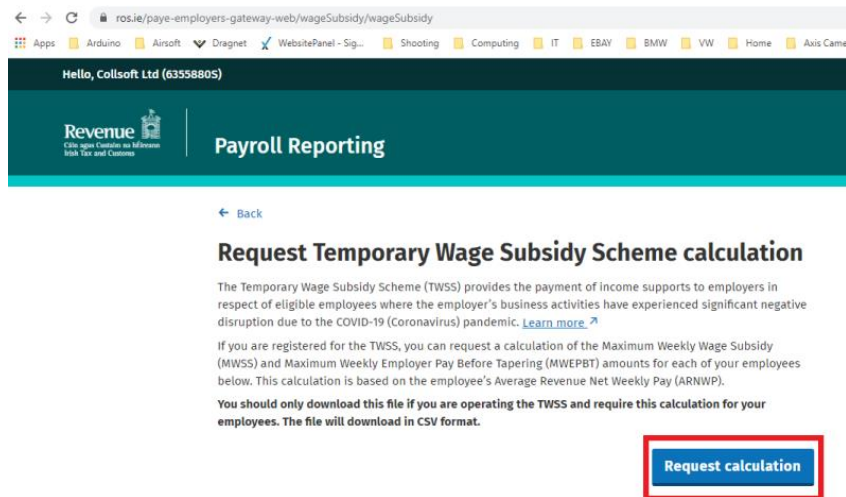
1) Log into ROS as normal and on the main page click on the *"Request RPNs"* link.
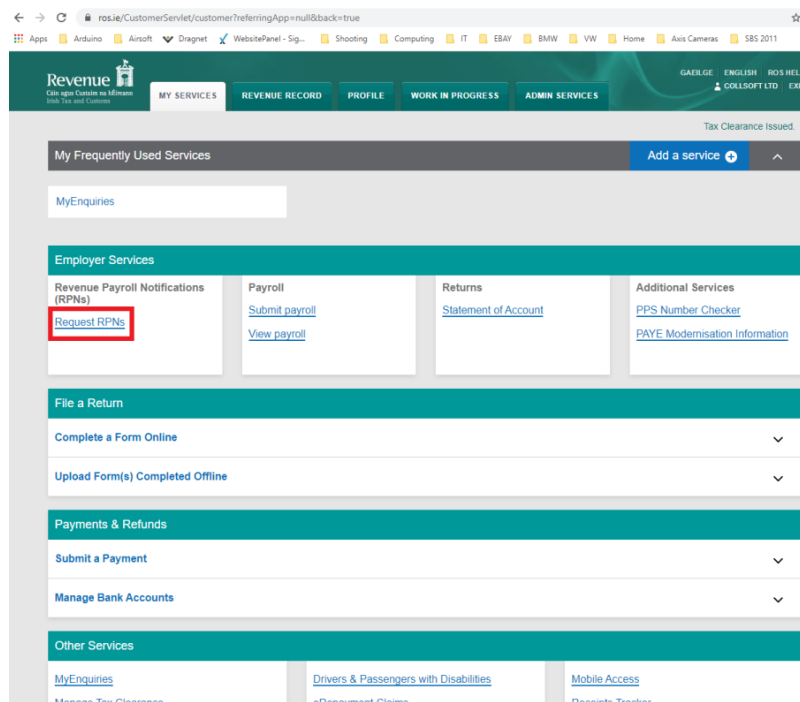
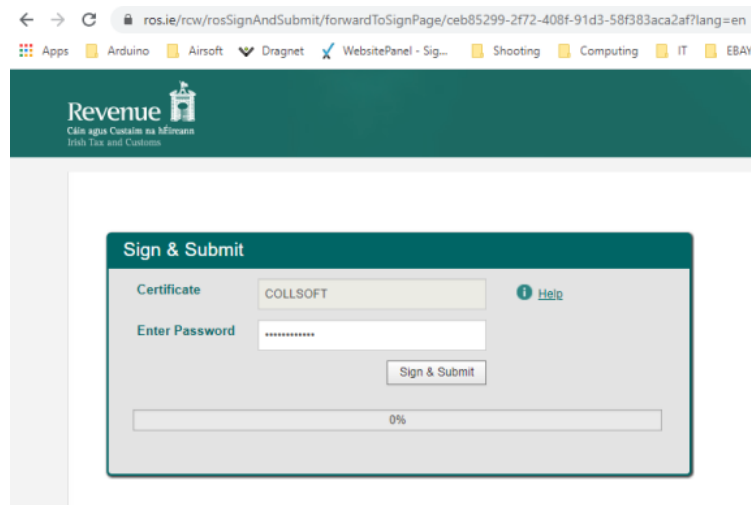2) In the section *"Download Temporary Wage Subsidy Scheme calculation"* click on the *"Request Temporary Wage Subsidy Scheme calculation"* link at the bottom.
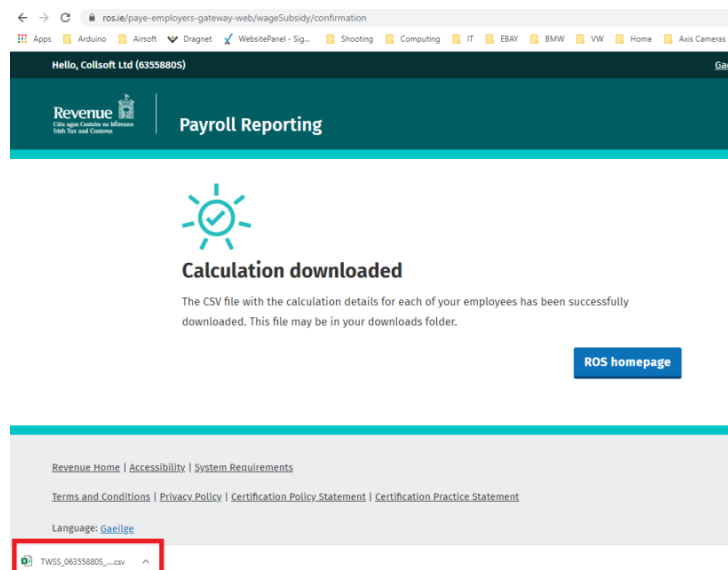

3) Press the "Request Calculation" Button

4) Sign and Submit the request

5) Your TWSS CSV file will now be downloaded by your browser, usually into the "Downloads" folder on your PC.

Importing Into CollSoft Payroll

1) Now that you downloaded your CSV file from Revenue you can now import it into CollSoft Payroll. Open Payroll and open the company that you wish to import the CSV file into. From the *File* menu select the *Import Revenue Wage Subsidy CSV File*
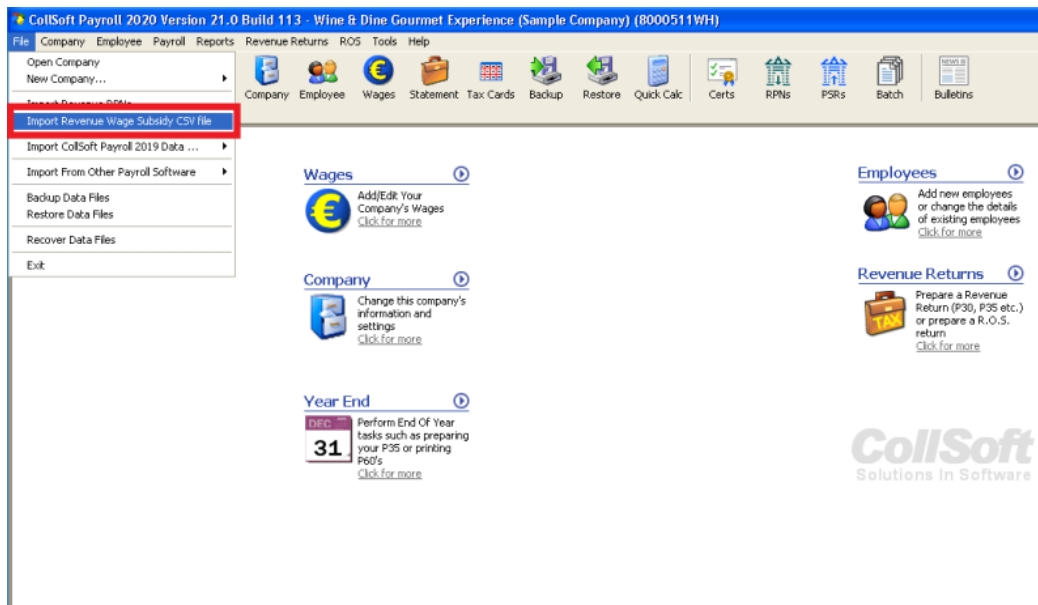

2) Browse to the downloads folders on your PC and select the CSV file that you downloaded from ROS in the previous steps and press *Open*
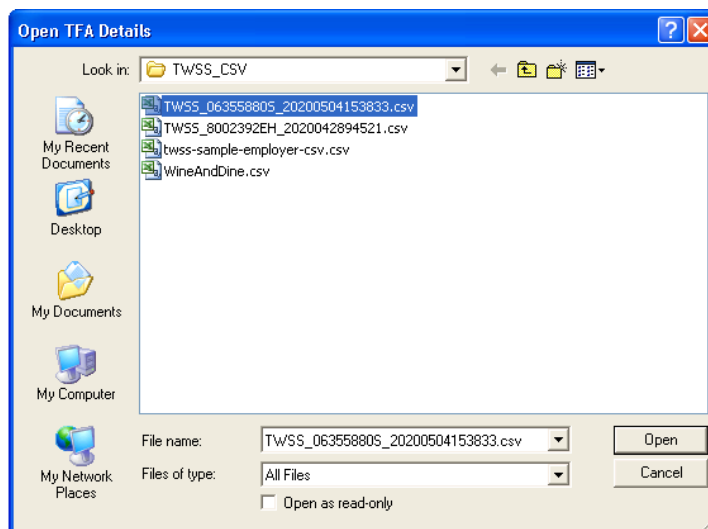
3) Review the contents of the file. Payroll will show a list of all employees who are eligible to receive the subsidy in the first list presented. Employees who are not eligible for a subsidy or those who have since ceased employment will be shown separately.
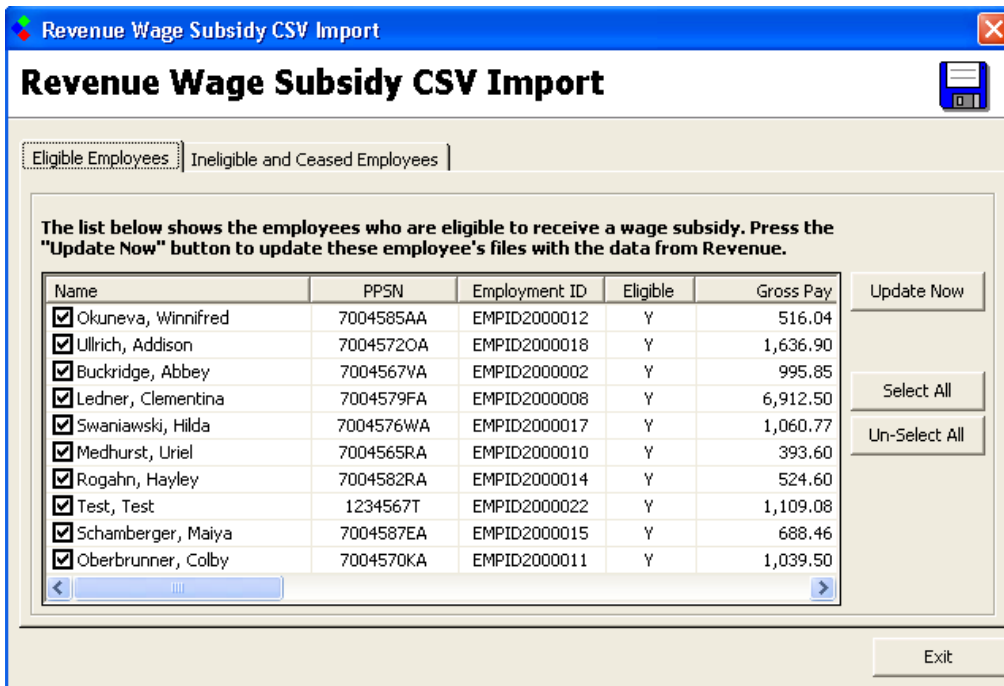
4) To apply the figures from Revenue simply select the employees you want to update and press the **Update Now** button.

5) Review your employees by opening the **Employee Details screen** for the relevant employees and browse to the **COVID-19** tab on each file. Here you will be shown the figures imported from Revenue alongside the figures used by CollSoft previously.
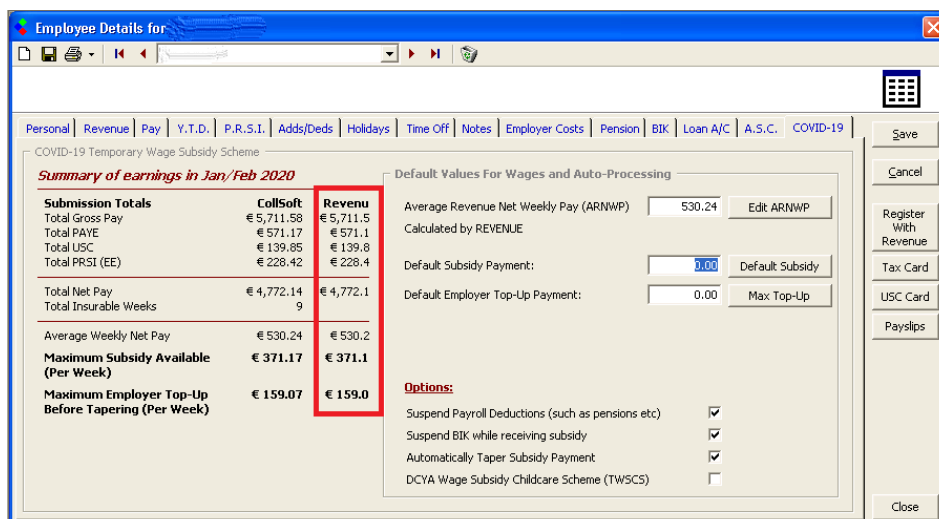
6) You are now ready to commence processing Payroll using the Revenue subsidy data.