

CollSoft Payroll 2020

COVID-19 Employment Wage Subsidy Scheme

Build 144

Release Notes

14th September 2020

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Build 144 Released 14th September 2020

New Features

Introduction EWSS Sweepback Process

Some employers who have registered for EWSS will be able to claim a sweepback subsidy and PRSI credit for certain employees wages in July and August 2020.

For employers who registered for TWSS they will be able to perform the sweepback in relation to any employees who were not eligible for TWSS.

For employers who did not register for TWSS they will be able to claim a sweepback in relation all EWSS eligible employees – again based on their July and August wages.

In order to claim this sweepback the employer must complete a CSV file containing a list of the relevant employees to Revenue via ROS. Revenue will then use this CSV listing to go back over the relevant wages and calculate both an EWSS subsidy and PRSI credit for July and August 2020

Revenue will begin accepting EWSS Sweepback CSV files from employers on 15th September 2020 and they have published a guidance document on their website at

<https://revenue.ie/en/corporate/communications/documents/ewss-sweepback-guidelines.pdf>

There is also a sample template of the CSV file available at

<https://revenue.ie/en/corporate/communications/documents/ewss-july-august-sweepback.csv>

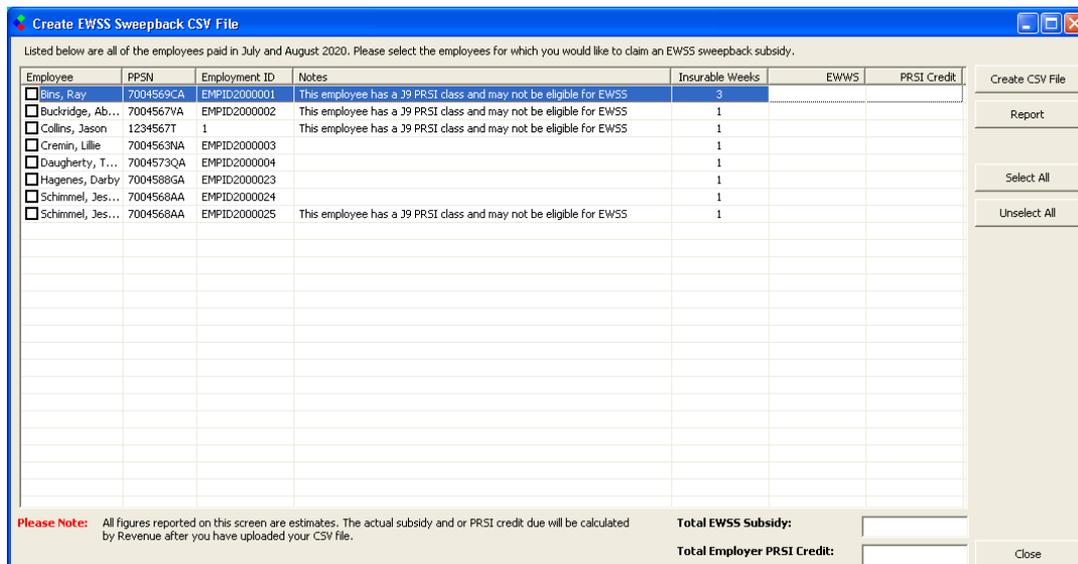
Creating the EWSS Sweepback CSV file in CollSoft Payroll

CollSoft Payroll has a new screen that enables users to create a sweepback CSV file in the format required by Revenue for processing.

To begin the process click on the “*Prepare EWSS Sweepback CSV File*” option in the “*Employee*” menu;



This will open the following screen which will list all employees who had wages processed in July or August 2020;



Employee	PPSN	Employment ID	Notes	Insurable Weeks	EWSS	PRSI Credit
<input type="checkbox"/> Bins, Ray	7004569CA	EMPID2000001	This employee has a J9 PRSI class and may not be eligible for EWSS	3		
<input type="checkbox"/> Buckridge, Ab...	7004567VA	EMPID2000002	This employee has a J9 PRSI class and may not be eligible for EWSS	1		
<input type="checkbox"/> Collins, Jason	1234567T	1	This employee has a J9 PRSI class and may not be eligible for EWSS	1		
<input type="checkbox"/> Cremin, Lillie	7004563NA	EMPID2000003		1		
<input type="checkbox"/> Daugherty, T...	7004573QA	EMPID2000004		1		
<input type="checkbox"/> Hagenes, Darby	7004588GA	EMPID2000023		1		
<input type="checkbox"/> Schimmel, Jes...	7004568AA	EMPID2000024		1		
<input type="checkbox"/> Schimmel, Jes...	7004568AA	EMPID2000025	This employee has a J9 PRSI class and may not be eligible for EWSS	1		

Please Note: All figures reported on this screen are estimates. The actual subsidy and or PRSI credit due will be calculated by Revenue after you have uploaded your CSV file.

Total EWSS Subsidy:
Total Employer PRSI Credit:

Initially none of the employees will be selected, and the user must select each employee for which they wish to make a sweepback claim.

As the user selects employees the software will calculate the total subsidy and PRSI credit that may be due for that particular employee and will display an overall total for all the employees selected as shown below;

Create EWSS Sweepback CSV File

Listed below are all of the employees paid in July and August 2020. Please select the employees for which you would like to claim an EWSS sweepback subsidy.

Employee	PPSN	Employment ID	Notes	Insurable Weeks	EWSS	PRSI Credit
<input checked="" type="checkbox"/> Bins, Ray	7004569CA	EMPID2000001	This employee has a J9 PRSI class and may not be eligible for EWSS	3	454.50	0.00
<input checked="" type="checkbox"/> Buckridge, Ab...	7004567VA	EMPID2000002	This employee has a J9 PRSI class and may not be eligible for EWSS	1	151.50	0.00
<input checked="" type="checkbox"/> Collins, Jason	1234567T	1	This employee has a J9 PRSI class and may not be eligible for EWSS	1	203.00	0.00
<input checked="" type="checkbox"/> Cremin, Lillie	7004563NA	EMPID2000003		1	203.00	73.58
<input checked="" type="checkbox"/> Daugherty, T...	7004573QA	EMPID2000004		1	203.00	59.35
<input checked="" type="checkbox"/> Hagenes, Darby	7004588GA	EMPID2000023		1	203.00	73.85
<input type="checkbox"/> Schimmel, Jes...	7004568AA	EMPID2000024		1		
<input type="checkbox"/> Schimmel, Jes...	7004568AA	EMPID2000025	This employee has a J9 PRSI class and may not be eligible for EWSS	1		

Please Note: All figures reported on this screen are estimates. The actual subsidy and or PRSI credit due will be calculated by Revenue after you have uploaded your CSV file.

Total EWSS Subsidy: 1,418.00

Total Employer PRSI Credit: 206.78

Buttons: Create CSV File, Report, Select All, Unselect All, Close

Please Note: The value of the subsidy and PRSI credit are a best estimate and may be different from the actual amounts calculated by Revenue.

The user can also view a more detailed report of the calculations by pressing the “Report” button. This will generate a report listing each individual wage entry for each employee in July/August, and the amount of subsidy and PRSI credit calculated in relation to each wage as shown below;

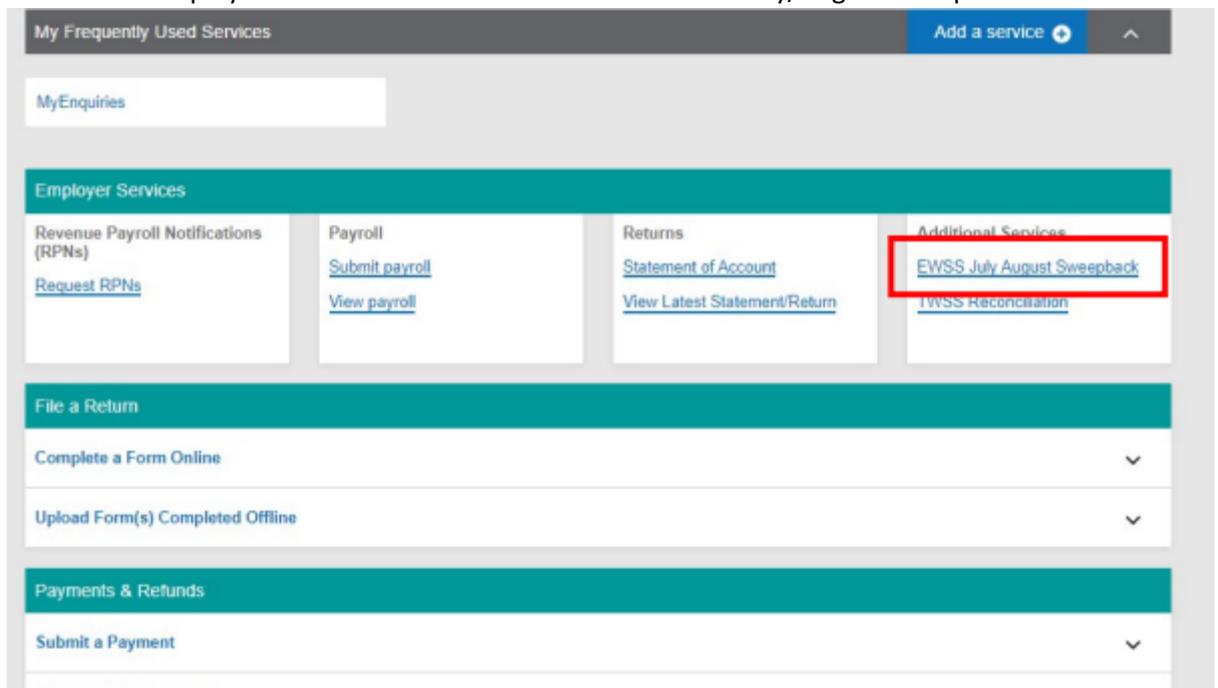
Wine & Dine Gourmet Experience (S)				EWSS Sweepback Estimates			REG NO: 8000511WH		
SUB TITLE									
Employee: Bins, Ray				PPSN: 7004569CA			Employment ID: EMPID2000001		
Payment Date				Gross Pay	PRSI ER	Weeks	EWSS	PRSI Credit	Line Total
31/08/20	Bins, Ray	7004569CA	EMPID2000001	163.34	0.82	1	151.50	0.00	151.50
28/08/20	Bins, Ray	7004569CA	EMPID2000001	163.34	0.82	1	151.50	0.00	151.50
03/07/20	Bins, Ray	7004569CA	EMPID2000001	163.34	0.82	1	151.50	0.00	151.50
Total (€)							454.50	0.00	454.50
Employee: Buckridge, Abbey				PPSN: 7004567VA			Employment ID: EMPID2000002		
Payment Date				Gross Pay	PRSI ER	Weeks	EWSS	PRSI Credit	Line Total
31/08/20	Buckridge, Abbey	7004567VA	EMPID2000002	175.00	0.88	1	151.50	0.00	151.50
Total (€)							151.50	0.00	151.50
Employee: Collins, Jason				PPSN: 1234567T			Employment ID: 1		
Payment Date				Gross Pay	PRSI ER	Weeks	EWSS	PRSI Credit	Line Total
31/08/20	Collins, Jason	1234567T	1	250.00	1.25	1	203.00	0.25	203.25
Total (€)							203.00	0.25	203.25
Employee: Cremin, Lillie				PPSN: 7004563NA			Employment ID: EMPID2000003		
Payment Date				Gross Pay	PRSI ER	Weeks	EWSS	PRSI Credit	Line Total
31/08/20	Cremin, Lillie	7004563NA	EMPID2000003	697.50	77.07	1	203.00	74.07	277.07
Total (€)							203.00	74.07	277.07
Employee: Daugherty, Tara				PPSN: 7004573QA			Employment ID: EMPID2000004		
Payment Date				Gross Pay	PRSI ER	Weeks	EWSS	PRSI Credit	Line Total
31/08/20	Daugherty, Tara	7004573QA	EMPID2000004	562.50	62.16	1	203.00	59.16	262.16
Total (€)							203.00	59.16	262.16
Employee: Hagenes, Darby				PPSN: 7004588GA			Employment ID: EMPID2000023		
Payment Date				Gross Pay	PRSI ER	Weeks	EWSS	PRSI Credit	Line Total
31/08/20	Hagenes, Darby	7004588GA	EMPID2000023	700.00	77.35	1	203.00	73.35	276.35
Total (€)							203.00	73.35	276.35
Report Total (€)							1,418.00	206.83	1,624.83

Finally, when the user is satisfied that the correct employees have been selected they can proceed to produce the CSV file by pressing the “Create CSV File” button. The user will be asked where to save the CSV file.

Uploading the CSV File to Revenue

Once the file has been created the user can then upload it to Revenue for processing as follows;

- 1) Log into ROS
- 2) At the main Employer Services Dashboard click on the “EWSS July/August Sweepback” link



- 3) Then select the employer registration number



4) Press the "+Add" button

← ROS Homepage **EWSS July/August Sweepback**

This is a facility for employers who wish to backdate a claim for EWSS to 1st July in respect of eligible employees. Please ensure eligibility criteria have been met for each employee ahead of file upload.

Please select the Employer Registration number for the file you are uploading.

Upload list of eligible employees

Attachments
(A maximum of 3 files in CSV format can be uploaded simultaneously.)

Add ➕

5) Browse to the location where you saved your CSV file and add it to attachments

← ROS Homepage **EWSS July/August Sweepback**

This is a facility for employers who wish to backdate a claim for EWSS to 1st July in respect of eligible employees. Please ensure eligibility criteria have been met for each employee ahead of file upload.

Please select the Employer Registration number for the file you are uploading.

Upload list of eligible employees

Attachments
(A maximum of 3 files in CSV format can be uploaded simultaneously.)

sweepback.csv

Add ➕

By Clicking "Submit":

- I declare that I have read the eligibility criteria for the Employment Wage Subsidy Scheme, the business qualifies for the scheme, and the employees included in the July/August 2020 claim are eligible for inclusion in the claim.
- I undertake that the business will retain all records relating to the scheme, including the basis of eligibility for the employer and employees, for review by Revenue.

Submit →

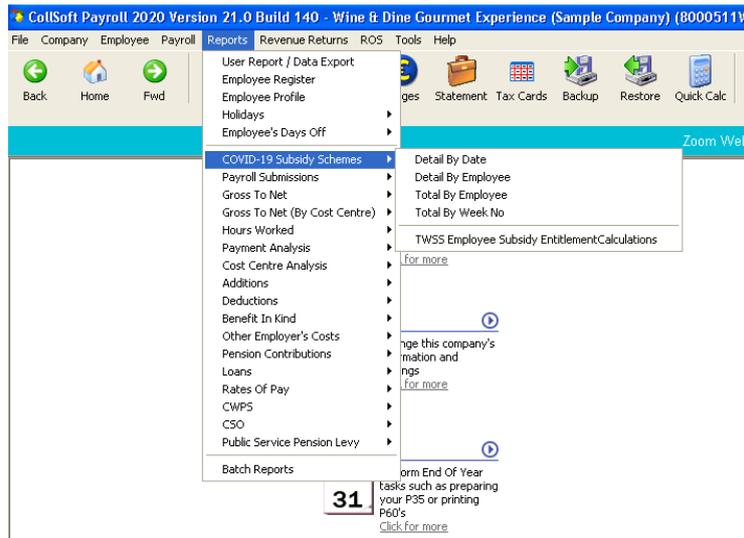
You can add up to 3 separate CSV files to each request, and you can upload additional files later if you discover that some eligible employees were missed.

Build 140 Released 2nd September 2020

New features

Additional subsidy reports added

A set of new reports has been added to report on all TWSS and EWSS subsidies processed via Payroll. These reports are available in the “Reports > COVID-19 Subsidy Schemes” menu;



Bug Fixes

Monthly Statement Summary

Monthly Statement Summary template updated to show subsidy data as part of monthly summary. Please note that the detail version of this report will be updated at a later date.

Month	Amounts Due									Subsidies			Total For Month (Payroll)	Amount Paid	Balance Due	Date Paid	Cheque Number	Receipt Number	Date Of Receipt
	PAYE		PRSI		USC		LPT		PRSI Credit	TWSS	EWSS								
	Payroll	Revenue	Payroll	Revenue	Payroll	Revenue	Payroll	Revenue											
BF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Jan 2020	12,740.63	-	11,648.65	-	2,478.71	-	-	-	-	-	-	26,867.99	-	26,867.99	-	-	-	-	
Feb 2020	11,053.80	-	10,430.37	-	2,227.27	-	-	-	-	812.00	-	23,711.44	-	56,578.43	-	-	-	-	
Mar 2020	9,817.34	-	8,158.48	-	1,928.35	-	-	-	-	1,827.00	-	19,204.17	-	76,463.60	-	-	-	-	
Quarter 1	33,611.77	-	30,237.50	-	6,634.33	-	-	-	-	2,639.00	-	70,453.60	-	76,493.60	-	-	-	-	
Apr 2020	834.66	-	223.82	-	31.26	-	-	-	-	4,430.10	-	579.48	-	69,904.12	-	-	-	-	
May 2020	631.93	-	211.70	-	11.13	-	-	-	-	344.48	-	409.10	-	69,495.02	-	-	-	-	
Jun 2020	-	-	-	-	-	-	-	-	-	-	-	-	-	69,495.02	-	-	-	-	
Quarter 2	1,466.59	-	435.52	-	42.49	-	-	-	-	4,774.58	-	988.58	-	69,495.02	-	-	-	-	
Jul 2020	479.57	-	0.82	-	58.67	-	-	-	-	381.14	-	537.42	-	68,957.60	-	-	-	-	
Aug 2020	34.20	-	404.10	-	42.29	-	58.82	-	-	1,893.16	-	539.41	-	68,418.01	-	-	-	-	
Sep 2020	-	-	289.71	-	28.10	-	-	-	-	137.14	-	180.67	-	68,677.68	-	-	-	-	
Quarter 3	445.37	-	694.63	-	11.72	-	58.82	-	-	137.14	2,474.30	406.00	182.66	68,677.68	-	-	-	-	
Oct 2020	-	-	-	-	-	-	-	-	-	-	-	-	-	68,677.68	-	-	-	-	
Nov 2020	-	-	-	-	-	-	-	-	-	-	-	-	-	68,677.68	-	-	-	-	
Dec 2020	-	-	-	-	-	-	-	-	-	-	-	-	-	68,677.68	-	-	-	-	
Quarter 4	-	-	-	-	-	-	-	-	-	-	-	-	-	68,677.68	-	-	-	-	
Totals	€ 31,699.81	€ -	€ 31,367.85	€ -	€ 6,668.54	€ -	€ 58.82	€ -	€ 137.14	€ 9,467.88	€ 406.00	€ 69,677.68	€ -	€ 69,677.68	€ -	-	-	-	

Wage/Timesheet Import

Fixes a bug where wages that were processed by importing from a timesheet were not marking the wages as eligible for EWSS regardless of the employee settings.

Employment Wage Subsidy Scheme Update (Build 138)

Introduction

The Employment wage subsidy scheme (EWSS) takes over from the Temporary Wage Subsidy scheme (TWSS) from 1st September.

Revenue will not accept any TWSS J9 submissions with a payment date after 31st August.

Details on the new scheme are available on the Revenue website at

<https://revenue.ie/en/corporate/communications/documents/ewss-guidelines.pdf>

Proprietary Directors

Revenue have issued clarification on the eligibility of proprietary directors for the new Employment Wage Subsidy Scheme.

Specifically, if a proprietary director is on the payroll and had wages reported at any time between 1st July 2019 and 30 June 2020 then they are eligible for the new scheme.

In cases where a person is a proprietary director of two or more eligible companies, a claim for EWSS can only be made in respect of a single company.

Further details are available here

<https://www.revenue.ie/en/corporate/press-office/press-releases/2020/pr-310820-proprietary-directors-ewss-1-September.aspx>

EWSS and business which are still closed (Wet Pubs etc)

There is no condition within the Employment Wage Subsidy Scheme (EWSS) that an employee must be 'working' in order for the employer to claim a subsidy in respect of that employee.

The EWSS resumes normal operation of payroll for employers under the PAYE system. It re-establishes the requirement to operate PAYE on all payments to employees which includes the regular deduction and remittance of income tax, USC and PRSI at the normal rates. Where an eligible employer makes a payment of emoluments to a qualifying employee, the employer can claim an employment wage subsidy in respect of that employee. The level of subsidy will be

determined by the amount of gross pay paid to the qualifying employee in accordance with subsection (8) of the EWSS legislation.

A qualifying employee is an individual who was eligible under the Temporary Wage Subsidy Scheme in relation to the employer, and, an individual who is on the payroll of the employer and receives a payment of emoluments during the qualifying period (01/07/2020 to 31/03/2021) but excludes connected parties not on the payroll of the employer at any time during the period 01/07/2019 to 30/06/2020 and proprietary directors eligibility conditions yet to be confirmed.

Thus, where a business such as a pub remains closed from 1st Sept and the employer continues to pay employees, the payment of emoluments to the employees must be taxed accordingly under the PAYE system. Where employer and employee EWSS eligibility criteria are met, the employer can make a claim for an employment wage subsidy in respect of those payments of emoluments to employees and the of level of subsidy amount will be determined by the amount of gross pay paid to the employee.

Setting up EWSS in Payroll

In order to claim an EWSS subsidy payment for an employee the user must identify the employee as being eligible for the scheme in Payroll.

This can be done by setting the appropriate flag on the employee details screen, or via the wage entry screen as shown below.

Via the Employee Details screen

Employee Details for Bins, Ray

Personal | Revenue | Pay | Y.T.D. | P.R.S.I. | Adds/Deds | Holidays | Time Off | Notes | Employer Costs | Pension | BIK | Loan A/C | A.S.C. | COVID-19

COVID-19 Temporary Wage Subsidy Scheme

Summary of earnings in Jan/Feb 2020

Submission Totals	CollSoft	Revenue
Total Gross Pay	€ 3,250.00	0.00
Total PAYE	€ 332.69	0.00
Total USC	€ 64.93	0.00
Total PRSI (EE)	€ 130.00	0.00
Total Net Pay	€ 2,722.38	0.00
Total Insurable Weeks	5	0
Average Weekly Net Pay	€ 544.48	0.00
Maximum Subsidy Available (Per Week)	€ 381.14	0.00
Maximum Employer Top-Up Before Tapering (Per Week)	€ 163.34	0.00

EWSS - Employment Wage Subsidy Scheme From 1st September 2020

Apply for Employment Wage Subsidy Scheme (EWSS)

TWSS - Temporary Wage Subsidy Scheme Until 31st August 2020

Default Values For Wages and Auto-Processing

Average Revenue Net Weekly Pay (ARNWP) 544.48 Edit ARNWP

Calculated by USER

Default Subsidy Payment: 381.14 Default Subsidy

Default Employer Top-Up Payment: 163.34 Max Top-Up

Options:

Suspend Payroll Deductions (such as pensions etc)

Suspend BIK while receiving subsidy

Automatically Taper Subsidy Payment

DCYA Wage Subsidy Childcare Scheme (TWSCS)

Buttons: Save, Cancel, Register With Revenue, Tax Card, USC Card, Payslips, Close

Via the Wage Entry Screen;

Bins, Ray **Net Pay: € 537.96**

Pay | Hols | Adds/Deds | Dept. Anal. | Note | Emp. Costs | Pension | BIK | Loan | RPN | Cessation | PSR | COVID-19

COVID-19 Employment Wage Subsidy Scheme (EWSS)

Apply for Employment Wage Subsidy Scheme (EWSS)

Employment Wage Subsidy:

Employers PRSI Credit Due:

View This Period YTD

Pay	650.00
+ BIK	+ 25.00
+ Taxable Adds	NIL
- Allowable Deds	- 55.00
+ Taxable Ill. Ben.	0.00
Taxable Gross	620.00
- (Tax Ill Ben + BIK)	- 25.00
- PAYE	NIL
- PRSI	- 27.00
- USC & Parking Levy	- 10.04
- LPT	NIL
Net Pay	557.96
+ Non Tax Adds	NIL
- Non Allow Deds	- 20.00
+ Illness Benefit	NIL
THIS PAYMENT	537.96
PRSI EM	74.59
PRSI Class	1 Weeks @ A1
Insurable Weeks	<input type="text" value="1"/>

Buttons: Save, Delete, Net -> Gross, View Workings, Close

You can also update a batch of employees for EWSS in a single process using the batch update option by selecting the “Batch Edit EWSS Eligibility” option in the “Employee” menu.

CollSoft Payroll 2020 Version 21.0 Build 138 - Wine & Dine Gourmet Experience (Sample Company) (800051)

File Company **Employee** Payroll Reports Revenue Returns ROS Tools Help

Back Home **Add/Edit Employees** Rehire Employees Batch Edit Employee Register **Batch Edit EWSS Eligibility**

Zoom V

Current Previous All

- Bins, Ray
- Buckridge, Abbey
- Collins, Jason
- Collins, Jason
- Cremin, Lillie
- Daugherty, Tara
- Hagenes, Darby
- Hessel, Alec
- Koepp, Jasper
- Ledner, Clementina
- McLaughlin, Remington
- Medhurst, Uriel
- Oberbrunner, Colby
- Okuneva, Winnifred
- Rodriguez, Daniella
- Rogahn, Hayley
- Schamberger, Maiya
- Schimmel, Jessica
- Schimmel, Jessica
- Swaniawski, Hilda
- Ullrich, Addison
- Veum, Kraig
- Wehner, Lonny

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You can then select all the employees that are eligible for EWSS in a single process.

Running a TWSS Payroll on 31st August

The final date for claiming a TWSS subsidy payment is 31st August and some employers may wish to bring their Week 36 payment forward to the 31st August in order to avail of a final TWSS subsidy.

In order to do this you must be running the latest version of Payroll (Build 138 or higher) and you will need to change your payment date to 31st August.

You can do this by changing the payment date of the “Weekly Wages” screen as shown below;

Employee	Net Pay (€)
Bins, Ray	544.67
Buckridge, Abbey	349.12
Collins, Jason	0.00
Collins, Jason	480.00
Cremlin, Lillie	1,295.40
Daugherty, Tara	547.13
Hagenees, Darby	336.00
Schimmel, Jessica	336.00
Schimmel, Jessica	405.89

Or you can change the date on an individual Wage Entry screen

Pay Element	Hours	Units	Rate	Value
STD. Hours	0.00	Hrs	0.00	0.00
Time and Half	0.00	Hrs	0.00	0.00
Double Time	0.00	Hrs	0.00	0.00
Sundays	0.00	Hrs	0.00	0.00
Overtime 4	0.00	Hrs	0.00	0.00
Overtime 5	0.00	Hrs	0.00	0.00
Overtime 6	0.00	Hrs	0.00	0.00
Overtime 7	0.00	Hrs	0.00	0.00
Overtime 8	0.00	Hrs	0.00	0.00
Overtime 9	0.00	Hrs	0.00	0.00
Overtime 10	0.00	Hrs	0.00	0.00
Overtime 11	0.00	Hrs	0.00	0.00

Please Note: You should not change the payment date to the 31st of August for any employees that are not participating in TWSS. The 31st August belongs to Week 35 and any employees taxed on a cumulative will only receive tax credits up to Week 35 if using a payment date of 31st August.

Employees in TWSS are taxed on a week 1 basis so this is not an issue

If you have already run your payroll before installing this update you may need to delete the wages and enter them again.