

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.

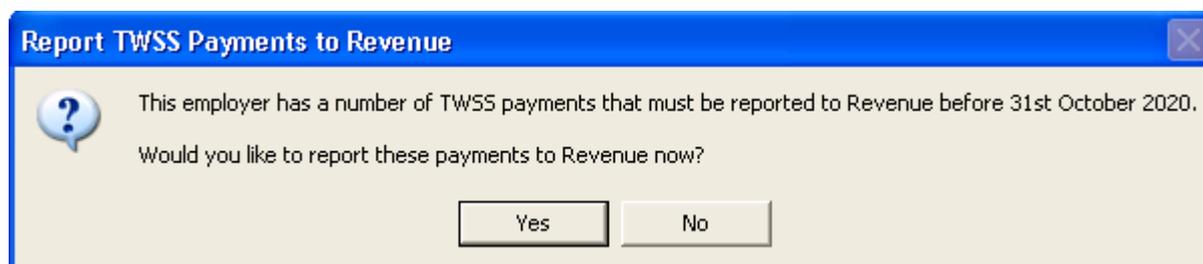
There are two versions of this wizard available to users, one which is designed for small businesses with which a single company can be reported. The other is a batch reporting wizard which enables payroll bureaus to report multiple employers as part of a single batch process.

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

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;

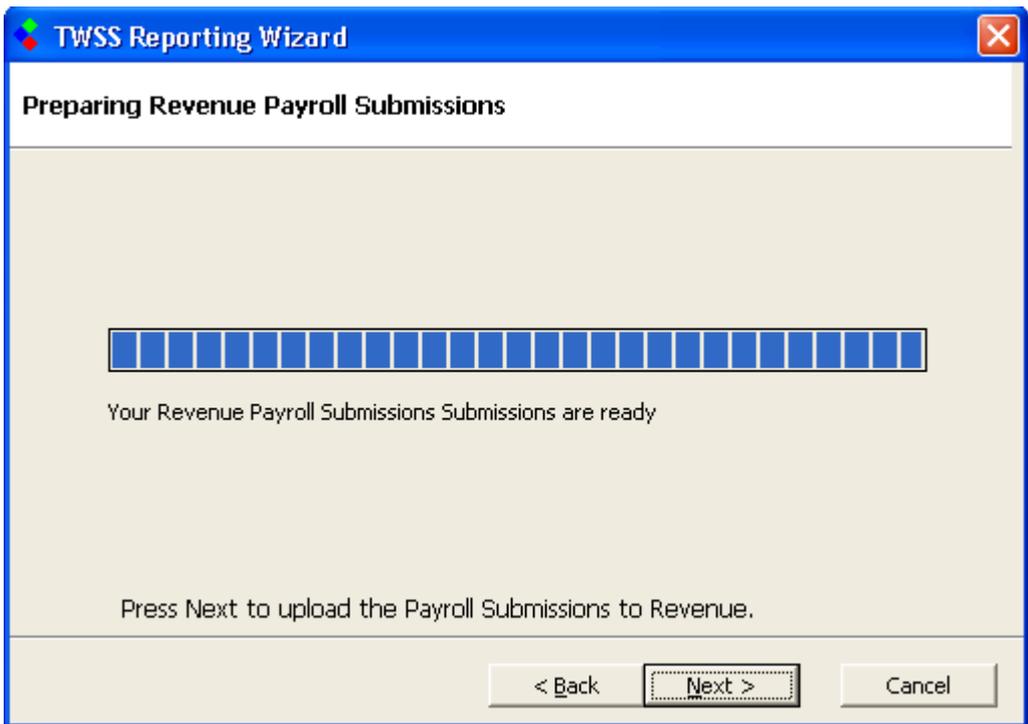


Click "Next" to begin the process.

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

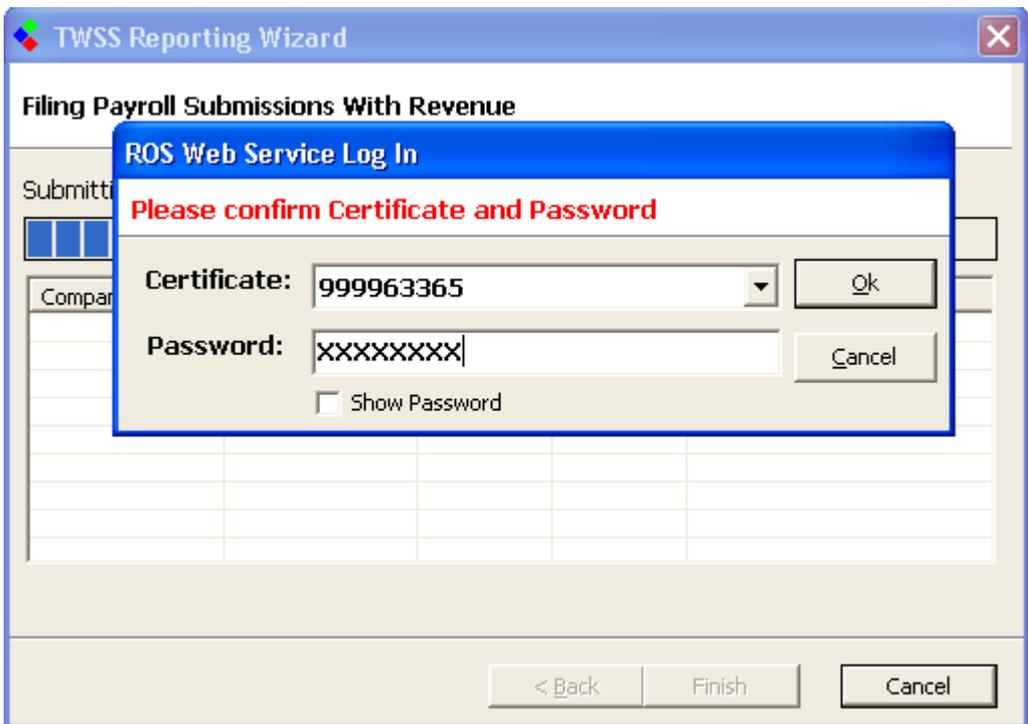


Click on the "Next" button so that Payroll can prepare the submissions for Revenue. In this process Payroll will examine each relevant wage and prepare an updated submission for each payslip. This process may take some time depending on the number of payslips involved. Payroll will advise you when this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



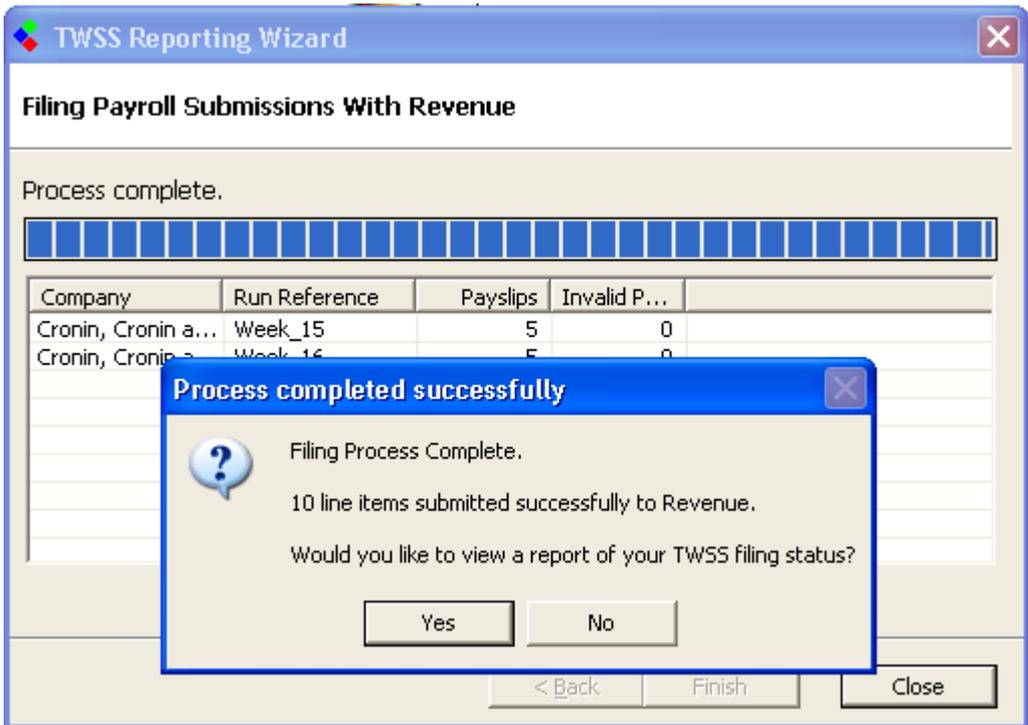
Then press “Next” to start filing the submissions with Revenue.

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



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.



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		TWSS Reported To Revenue				REG NO: 9001791VH		
Cronin, Cronin and Cronin								
The following Wage entries have been fully reported to Revenue and no further action is required.								
Pmt Date	Employee	Gross Pay	TWSS Paid	TWSS Reported	Date Reported	J9 First Reported	Payroll Run	Line Item ID
27/03/2020	Ebert, Keyon	84.27	303.99	303.99	02/10/2020	02/10/2020	Week_13	2020WK13-EEQ L9 UWJ0002
27/03/2020	King, Kaci	120.02	329.01	329.01	02/10/2020	02/10/2020	Week_13	2020WK13-EEC A9 UWK0002
27/03/2020	Rodriguez, Edgar	151.73	354.04	354.04	02/10/2020	02/10/2020	Week_13	2020WK13-EEP R9 UWL0002
27/03/2020	Stehr, Marie	171.91	401.13	401.13	02/10/2020	02/10/2020	Week_13	2020WK13-EEYE9 UWM0002
27/03/2020	Wisoky, Marjory	261.87	350.00	350.00	02/10/2020	02/10/2020	Week_13	2020WK13-EEK U9 UWN0002
03/04/2020	Ebert, Keyon	84.27	303.99	303.99	02/10/2020	02/10/2020	Week_14	2020WK14-EEQ L9 UWJ0002
03/04/2020	King, Kaci	120.02	329.01	329.01	02/10/2020	02/10/2020	Week_14	2020WK14-EEC A9 UWK0002
03/04/2020	Rodriguez, Edgar	151.73	354.04	354.04	02/10/2020	02/10/2020	Week_14	2020WK14-EEP R9 UWL0002
03/04/2020	Stehr, Marie	171.91	401.13	401.13	02/10/2020	02/10/2020	Week_14	2020WK14-EEYE9 UWM0002
03/04/2020	Wisoky, Marjory	261.87	350.00	350.00	02/10/2020	02/10/2020	Week_14	2020WK14-EEK U9 UWN0002
10/04/2020	Ebert, Keyon	84.27	303.99	303.99	02/10/2020	02/10/2020	Week_15	2020WK15-EEQ L9 UWJ0002
10/04/2020	King, Kaci	120.02	329.01	329.01	02/10/2020	02/10/2020	Week_15	2020WK15-EEC A9 UWK0002
10/04/2020	Rodriguez, Edgar	151.73	354.04	354.04	02/10/2020	02/10/2020	Week_15	2020WK15-EEP R9 UWL0002
10/04/2020	Stehr, Marie	171.91	401.13	401.13	02/10/2020	02/10/2020	Week_15	2020WK15-EEYE9 UWM0002
10/04/2020	Wisoky, Marjory	261.87	350.00	350.00	02/10/2020	02/10/2020	Week_15	2020WK15-EEK U9 UWN0002
17/04/2020	Ebert, Keyon	84.27	303.99	303.99	02/10/2020	02/10/2020	Week_16	2020WK16-EEQ L9 UWJ0002
17/04/2020	King, Kaci	120.02	329.01	329.01	02/10/2020	02/10/2020	Week_16	2020WK16-EEC A9 UWK0002
17/04/2020	Rodriguez, Edgar	151.73	354.04	354.04	02/10/2020	02/10/2020	Week_16	2020WK16-EEP R9 UWL0002
17/04/2020	Stehr, Marie	171.91	401.13	401.13	02/10/2020	02/10/2020	Week_16	2020WK16-EEYE9 UWM0002
17/04/2020	Wisoky, Marjory	261.87	350.00	350.00	02/10/2020	02/10/2020	Week_16	2020WK16-EEK U9 UWN0002
Totals (20 Items)			6,952.68	6,952.68				

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.

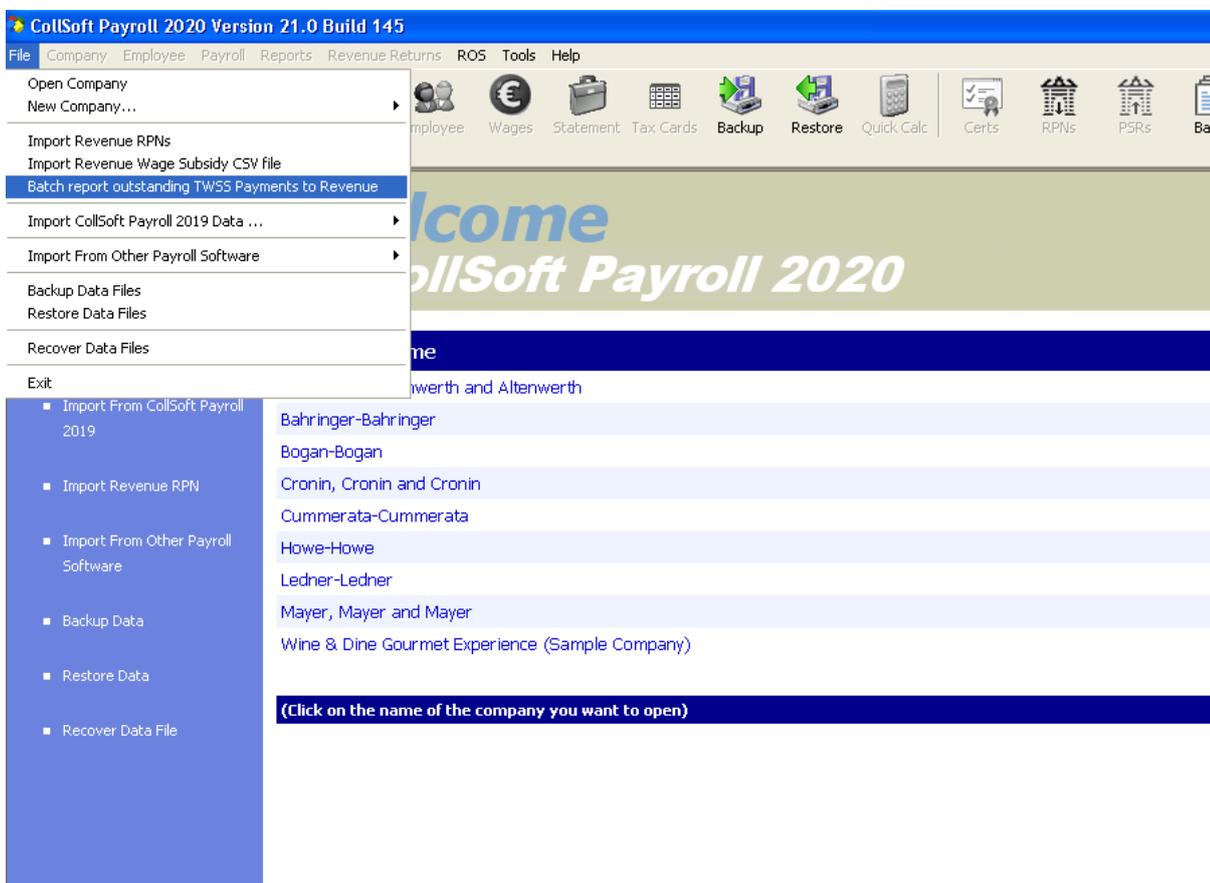
Batch reporting of multiple employers (Bureau Users)

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

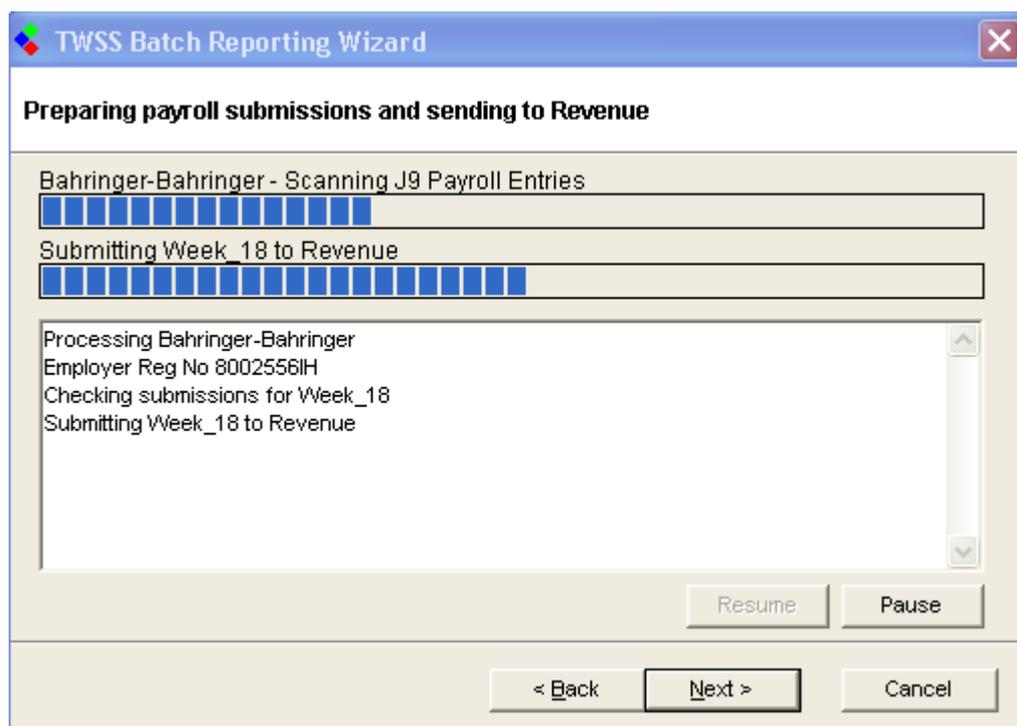
The first step requires the user to select which employers they wish to report, simply tick the relevant employers and press “Next” to continue.

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.



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

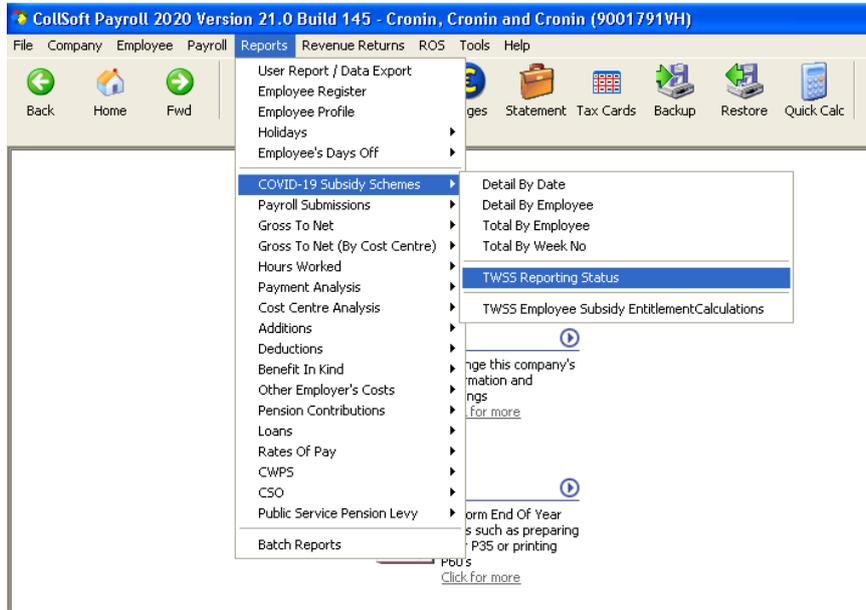
- My Documents > CollSoft > TWSS Reporting

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.

Alterwerth, Altenwerth and Altenwerth		TWSS Reported To Revenue				REG NO: 90017907H		
Alterwerth, Altenwerth and Altenwerth								
<p>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</p>								
Pmt Date	Employee	Gross Pay	TWSS Paid	TWSS Reported	Date Reported	J9 First Reported	Payroll Run	Line Item ID
24/04/2020	Catwright, Luigi	151.73	354.05	0.00	02/10/2020	02/10/2020	Week_17	2020WK17-EENZUWAD001
24/04/2020	Herman, Domenico	162.46	379.06	0.00	02/10/2020	02/10/2020	Week_17	2020WK17-EEQHUWB0001
24/04/2020	Muller, Jesse	171.91	401.13	0.00	02/10/2020	02/10/2020	Week_17	2020WK17-EEFPUWC0001
24/04/2020	Paocha, Emely	248.79	350.00	0.00	02/10/2020	02/10/2020	Week_17	2020WK17-EEWFSUW00001
24/04/2020	Stracke, Alex	274.54	350.00	0.00	02/10/2020	02/10/2020	Week_17	2020WK17-EEWBSUW0001
01/05/2020	Catwright, Luigi	151.73	354.05	0.00	02/10/2020	02/10/2020	Week_18	2020WK18-EENZUWAD001
01/05/2020	Herman, Domenico	162.46	379.06	0.00	02/10/2020	02/10/2020	Week_18	2020WK18-EEQHUWB0001
01/05/2020	Muller, Jesse	171.91	401.13	0.00	02/10/2020	02/10/2020	Week_18	2020WK18-EEFPUWC0001
01/05/2020	Paocha, Emely	248.79	350.00	0.00	02/10/2020	02/10/2020	Week_18	2020WK18-EEWFSUW00001
01/05/2020	Stracke, Alex	274.54	350.00	0.00	02/10/2020	02/10/2020	Week_18	2020WK18-EEWBSUW0001
08/05/2020	Catwright, Luigi	151.73	354.05	0.00	02/10/2020	02/10/2020	Week_19	2020WK19-EENZUWAD001
08/05/2020	Herman, Domenico	162.46	379.06	0.00	02/10/2020	02/10/2020	Week_19	2020WK19-EEQHUWB0001
08/05/2020	Muller, Jesse	171.91	401.13	0.00	02/10/2020	02/10/2020	Week_19	2020WK19-EEFPUWC0001
08/05/2020	Paocha, Emely	248.79	350.00	0.00	02/10/2020	02/10/2020	Week_19	2020WK19-EEWFSUW00001
08/05/2020	Stracke, Alex	274.54	350.00	0.00	02/10/2020	02/10/2020	Week_19	2020WK19-EEWBSUW0001
Totals (15 Items)			5,502.72	0.00				
<p>The following Wage entries have been fully reported to Revenue and no further action is required.</p>								
Pmt Date	Employee	Gross Pay	TWSS Paid	TWSS Reported	Date Reported	J9 First Reported	Payroll Run	Line Item ID
27/03/2020	Catwright, Luigi	151.73	354.05	354.05	02/10/2020	02/10/2020	Week_13	2020WK13-EENZUWAD002
27/03/2020	Herman, Domenico	162.46	379.06	379.06	02/10/2020	02/10/2020	Week_13	2020WK13-EEQHUWB0002
27/03/2020	Muller, Jesse	171.91	401.13	401.13	02/10/2020	02/10/2020	Week_13	2020WK13-EEFPUWC0002
27/03/2020	Paocha, Emely	248.79	350.00	350.00	02/10/2020	02/10/2020	Week_13	2020WK13-EEWFSUW00002
27/03/2020	Stracke, Alex	300.00	350.00	350.00	02/10/2020	02/10/2020	Week_13	2020WK13-EEWBSUW00004
03/04/2020	Catwright, Luigi	500.00	354.05	354.05	02/10/2020	02/10/2020	Week_14	2020WK14-EENZUWAD004
03/04/2020	Herman, Domenico	162.46	379.06	379.06	02/10/2020	02/10/2020	Week_14	2020WK14-EEQHUWB0002
03/04/2020	Muller, Jesse	200.00	401.13	401.13	02/10/2020	02/10/2020	Week_14	2020WK14-EEFPUWC0004
03/04/2020	Paocha, Emely	248.79	350.00	350.00	02/10/2020	02/10/2020	Week_14	2020WK14-EEWFSUW00002
03/04/2020	Stracke, Alex	274.54	350.00	350.00	02/10/2020	02/10/2020	Week_14	2020WK14-EEWBSUW00002
10/04/2020	Catwright, Luigi	151.73	354.05	354.05	02/10/2020	02/10/2020	Week_15	2020WK15-EENZUWAD003
10/04/2020	Herman, Domenico	162.46	379.06	379.06	02/10/2020	02/10/2020	Week_15	2020WK15-EEQHUWB0003
10/04/2020	Muller, Jesse	171.91	401.13	401.13	02/10/2020	02/10/2020	Week_15	2020WK15-EEFPUWC0003
10/04/2020	Paocha, Emely	248.79	350.00	350.00	02/10/2020	02/10/2020	Week_15	2020WK15-EEWFSUW00003
10/04/2020	Stracke, Alex	274.54	350.00	350.00	02/10/2020	02/10/2020	Week_15	2020WK15-EEWBSUW00003
17/04/2020	Catwright, Luigi	151.73	354.05	354.05	02/10/2020	02/10/2020	Week_16	2020WK16-EENZUWAD002
17/04/2020	Herman, Domenico	162.46	379.06	379.06	02/10/2020	02/10/2020	Week_16	2020WK16-EEQHUWB0002
Totals (17 Items)			6,235.83	6,235.83				

How to verify all TWSS payments in CollSoft Payroll

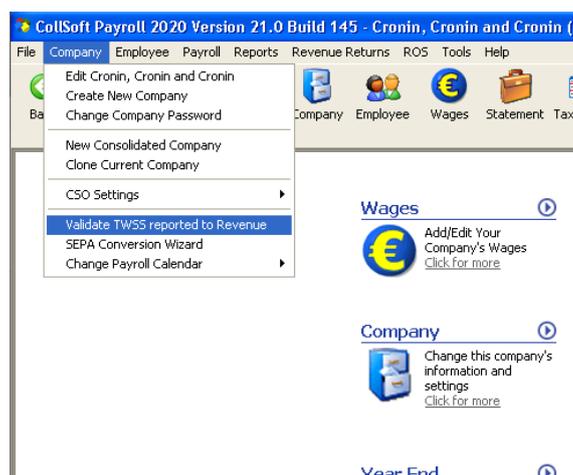
After you install Build 145 your Payroll software will automatically verify all TWSS payments processed the first time that you open each employer file. This verification process involves looking at each Payroll entry with a J9 PRSI class and verifying the amount of TWSS paid to the employee in Payroll 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 TWSS 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.

Please Note: 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.

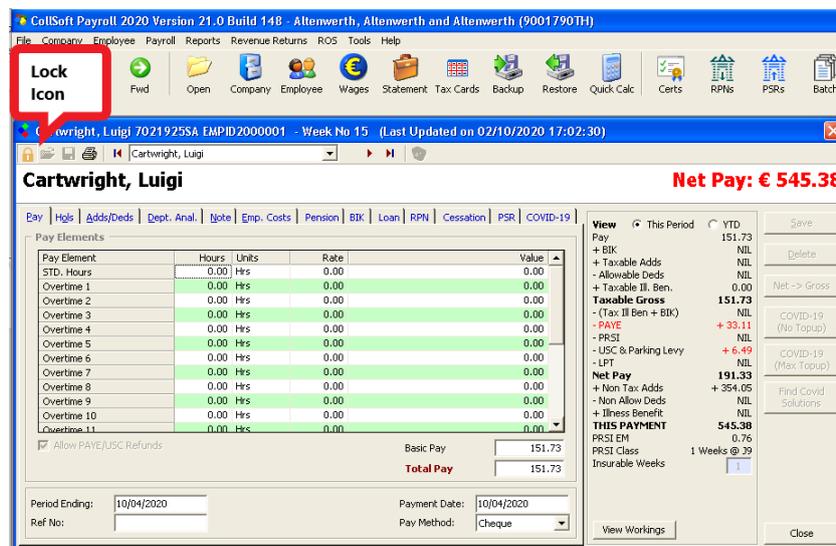
CollSoft Payroll can only report on wages that were actually processed and submitted using CollSoft, and only if they have not since been manually adjusted on ROS

Locking TWSS 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.

