



EHECS ZERO Q4 RETURNS

Payroll 2018

CollSoft Limited



BACKGROUND

As part of our preparations for the rollout of PAYE Modernisation it was necessary to re-index key tables in Payroll 2018 in order to facilitate a smooth transition of 2018 data into the 2019 software.

This re-indexing process neglected to update mappings used to transform payroll data into the correct pay headings required to generated EHECS – these mappings were essentially orphaned in the payroll database resulting in EHECS reports with zero values for all monetary fields.

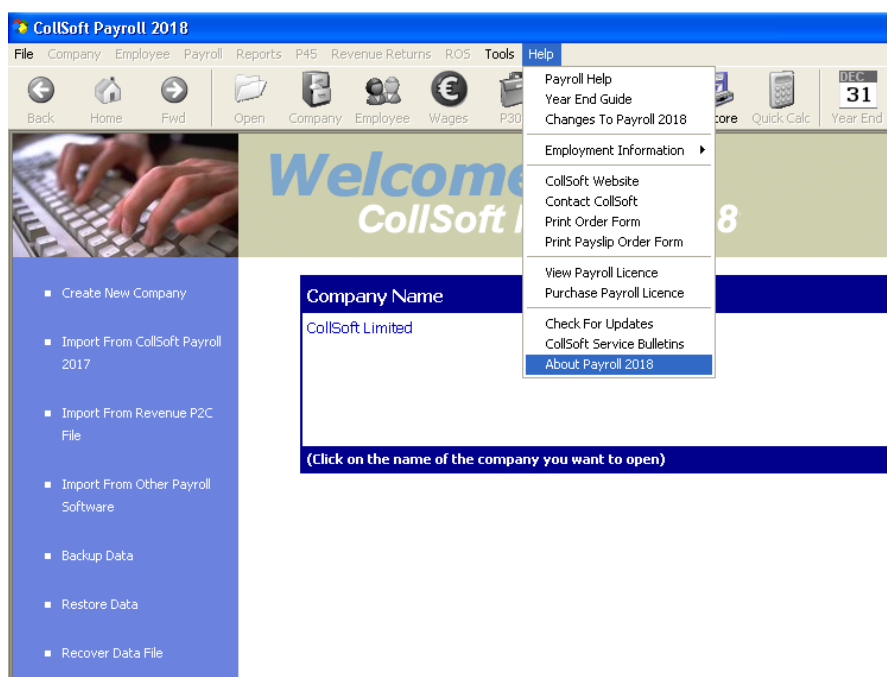
This problem should only be occurring for users preparing a Q4 return.

RESOLVING THE PROBLEM

The resolution of this issue requires the user to upgrade their 2018 Payroll Software to the latest version which is currently **Version 19.0 Build 118**

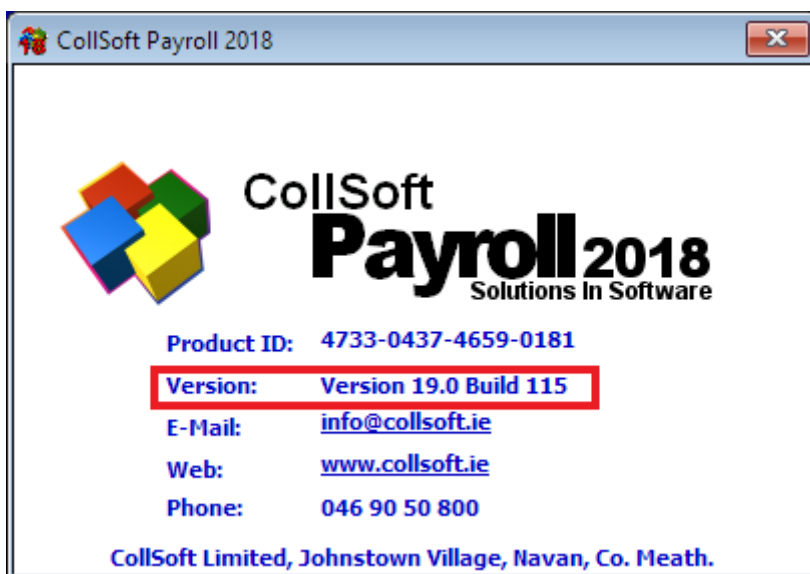
The important item to note here is the *Build Number* – this needs to be 118 or higher.

Users can check their current *Build Number* by selecting the “About Payroll 2018” option in the “Help” menu as follows;



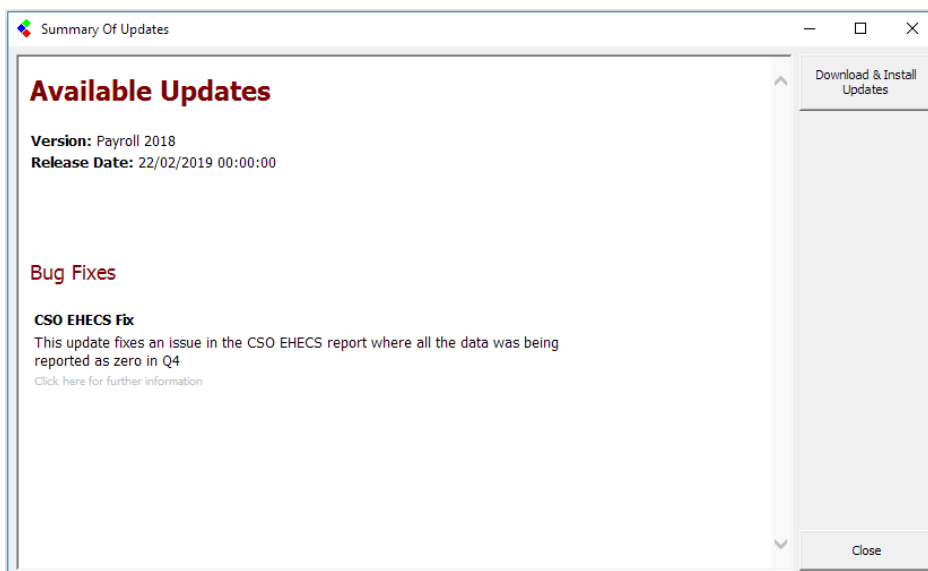


The user will then be shown the *Build Number* of their 2018 Payroll system – in this case it is Build 115;



To Install the update the user should select the “*Check For Updates*” option in the “*Help*” menu.

They will be advised that there is an update available and they can choose to “*Download and Install*”.



After that they should just follow the instructions on screen to complete the update.



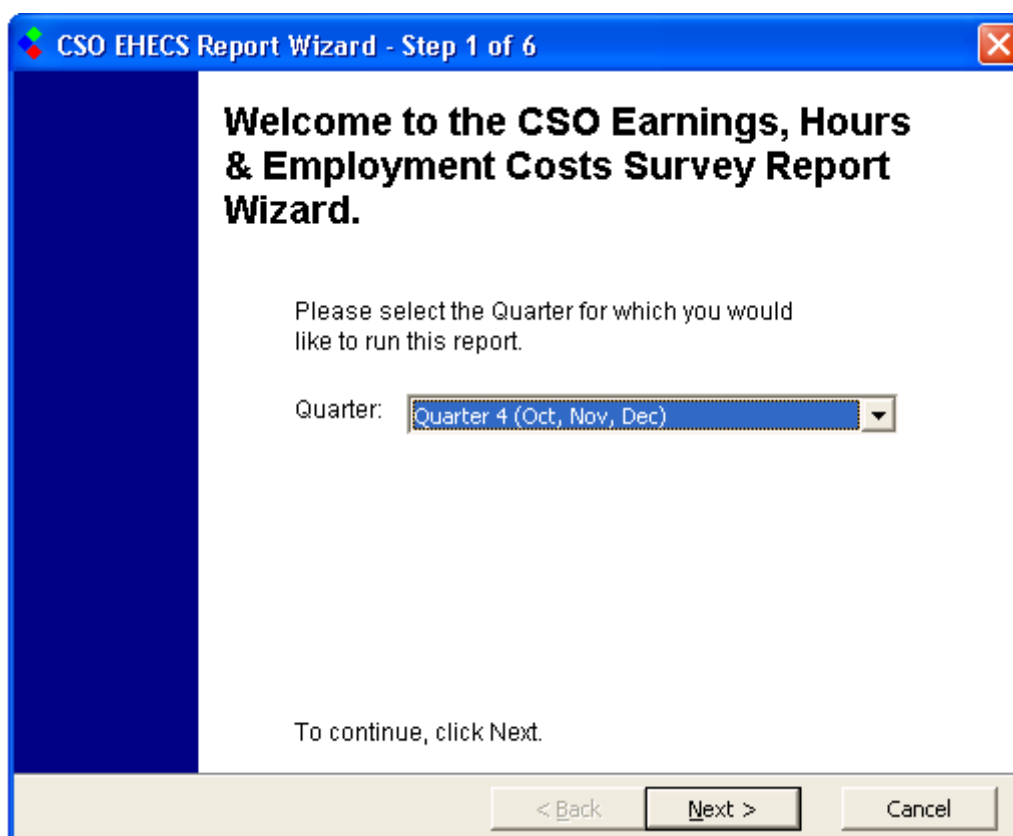
When the update is completed the user should verify that they are now running Build 118 (or higher) by selecting the *About Payroll 2018* option in the *Help* menu again.



The user is now ready to recreate the EHECS report in CollSoft Payroll by selecting “*Reports*” > “*CSO*” > “*Earnings, Hours and Employment Costs Survey*”.

This will start the EHECS report Wizard.

Select the Q4 return;





Select to prepare an "Original" return

CSO EHECS Report Wizard - Step 2 of 6

Please select the data to be used for this report

Please choose the data that should be used to produce the report.

Type Of Return:

Option 1 Run the report based on the data contained in your wage files.

Option 2 Run the report based on the data that was in your wage files the last time you ran the report, and include any manual changes you made to the EHECS report.

< Back Next > Cancel

Confirm the enterprise details

CSO EHECS Report Wizard - Step 3 of 6

Please Confirm your Company/Enterprise Information

Enterprise Number:

Company Name:

Address:

Signed Off By:

Position:

Sign Off Date:

Telephone:

Email:

< Back Next > Cancel



Confirm Step 4 details

CSO EHECS Report Wizard - Step 4 of 6

Please complete the following details (if relevant)

	Managerial	Clerical	Manual
Job Vacancies (At end of quarter):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer's Liability Insurance: (Paid during quarter)	<input type="text"/>	(All grades)	
Training subsidies received: (FAS, etc.)	<input type="text"/>	(All grades)	
Other subsidies received: (IDA employment subsidies, etc.)	<input type="text"/>	(All grades)	
Refunds from Social Welfare (eg sick & maternity benefit)	<input type="text"/>	(All grades)	
Training Costs: (excluding apprentices' wages)	<input type="text"/>	(All grades)	
Other Costs: (recruitment costs, etc.)	<input type="text"/>	(All grades)	

< Back Next > Cancel

Add any relevant comments

CSO EHECS Report Wizard - Step 5 of 6

Comments

Please make any comments that help the CSO to interpret the data provided and avoid further queries. In particular, explanations of significant changes from the previous quarter in the number of persons employed, total wages & salaries, total hours paid etc.

< Back Next > Cancel



On the last Step the user should verify that the report values are now correct by pressing the “View/Edit Data” button.

CSO EHECS Report Wizard - Step 6 of 6
✕

You are now ready to complete the CSO EHECS return.

If you would like to view/edit the underlying data used to compile this report please select this option before you run the report or create the electronic return below.

Print a paper copy of the CSO EHECS report (contains detailed breakdown of data)

Create an electronic copy of the report for filing directly with the CSO via the Secure Deposit Box

Close this wizard and log into the CSO Secure Deposit Box to upload your XML EHECS return.

View/Edit Data

View/Print Report

Create XML File

Log into Secure Deposit Box

< Back
Finish
Cancel

They will now be able to verify that the data is not zero

Employee	PPS	Gr...	E...	M...	E...	H...	Paid Co...	Paid Ove...	Holiday H...	Matern...	Sick Leav...	Other Le...	Regula...	Overtime...	Irregular...	Redunda...	Matern...	Sick Pay	PRSI ER	Pension ER	Employee...	Employee...	Employee...	Employee...	Employee...	Training	Other Co...	Continu...
AE	09...	M...	Fu...	✓	✓	✓	462	0	20.75	0	0	0	4640.25	0	0	0	0	0	458.31	0	0	0	0	0	0	0	0	
AF	07...	M...	Fu...	✓	✓	✓	252.5	0	31.5	0	0	0	3187	0	0	0	0	0	362.69	0	0	0	0	0	0	0	0	
AG	12...	M...	Fu...	✓	✓	✓	104.25	0	14.25	0	0	0	1134.94	0	0	0	0	0	106.76	0	0	0	0	0	0	0	0	
AH	15...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
AI	11...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
AJ	19...	M...	Fu...	✓	✓	✓	132.75	0	11.2	0	0	0	2337.36	0	0	0	0	0	224.78	0	0	0	0	0	0	0	0	
AK	26...	M...	Fu...	✓	✓	✓	410.75	0	96.5	0	0	0	4913.36	0	0	0	0	0	508.06	0	0	0	0	0	0	0	0	
AL	20...	M...	Fu...	✓	✓	✓	344.75	0	99.25	0	0	0	4384.11	0	0	0	0	0	453.98	0	0	0	0	0	0	0	0	
AM	10...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
AN	23...	M...	Fu...	✓	✓	✓	472	18.5	92.5	0	0	0	7305.93	360.75	0	0	0	0	812.27	0	0	0	0	0	0	0	0	
AO	07...	M...	Fu...	✓	✓	✓	350.75	0	106.75	0	0	0	4449.51	0	0	0	0	0	432.88	0	0	0	0	0	0	0	0	
AP	07...	M...	Fu...	✓	✓	✓	357.25	0	83.25	0	0	0	4408.25	0	0	0	0	0	431.52	0	0	0	0	0	0	0	0	
AQ	10...	M...	Fu...	✓	✓	✓	505.5	0	26.5	0	0	0	5691.02	0	0	0	0	0	634.53	0	0	0	0	0	0	0	0	
AR	07...	M...	Fu...	✓	✓	✓	80	0	98	0	0	0	1078	0	0	0	0	0	116.96	0	0	0	0	0	0	0	0	
AS	15...	M...	Fu...	✓	✓	✓	472	0	150	0	0	0	6099.6	0	0	0	0	0	670.11	0	0	0	0	0	0	0	0	
AT	09...	M...	Fu...	✓	✓	✓	500.25	0	68.5	0	0	0	6316.75	0	0	0	0	0	731.81	0	0	0	0	0	0	0	0	
AU	12...	M...	Fu...	✓	✓	✓	24	0	0	0	0	0	329.2	0	0	0	0	0	19.71	0	0	0	0	0	0	0	0	
AV	90...	M...	Fu...	✓	✓	✓	113.25	0	0	0	0	0	1081.54	0	0	0	0	0	98.91	0	0	0	0	0	0	0	0	
AW	79...	M...	Fu...	✓	✓	✓	40	0	30.5	0	0	0	710	0	0	0	0	0	77.04	0	0	0	0	0	0	0	0	
AX	94...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
AY	77...	Cl...	Fu...	✓	✓	✓	472	20.25	40	0	0	0	10181.76	600.12	0	0	0	0	1186.52	0	0	0	0	0	0	0	0	
AZ	85...	M...	Fu...	✓	✓	✓	389.25	0	96.5	0	0	0	5136.99	0	0	0	0	0	549.83	0	0	0	0	0	0	0	0	
BA	75...	M...	Fu...	✓	✓	✓	453	0	46	0	0	0	12053.04	0	0	0	0	0	1169.12	0	0	0	0	0	0	0	0	
BB	75...	M...	Fu...	✓	✓	✓	496	0	53.5	0	0	0	12078.31	0	0	0	0	0	1262.2	0	0	0	0	0	0	0	0	
BC	88...	Cl...	Fu...	✓	✓	✓	463.5	0	72.75	0	0	0	5188.63	0	0	0	0	0	560.73	0	0	0	0	0	0	0	0	
BD	75...	Cl...	Fu...	✓	✓	✓	450	10.75	32	0	0	0	7380.04	232.52	0	0	0	0	838.81	0	0	0	0	0	0	0	0	
BE	88...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BF	14...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BG	10...	M...	Fu...	✓	✓	✓	417.5	79	76	0	0	0	4935	1185	0	0	0	0	672.7	0	0	0	0	0	0	0	0	
BH	79...	M...	Fu...	✓	✓	✓	452.5	0	45	0	0	0	7709.55	0	0	0	0	0	859.55	0	0	0	0	0	0	0	0	
BI	72...	M...	Fu...	✓	✓	✓	480	44.25	24	0	0	0	5880	763.31	0	0	0	0	731.66	0	0	0	0	0	0	0	0	
BJ	11...	M...	Fu...	✓	✓	✓	466	0	36.75	0	0	0	5310.9	0	0	0	0	0	594.82	0	0	0	0	0	0	0	0	
BK	20...	M...	Fu...	✓	✓	✓	199.75	0	32.5	0	0	0	2205.11	0	0	0	0	0	256.54	0	0	0	0	0	0	0	0	
BL	20...	M...	Fu...	✓	✓	✓	198.25	0	36.25	0	0	0	2292.94	0	0	0	0	0	259.83	0	0	0	0	0	0	0	0	
BM	31...	M...	Fu...	✓	✓	✓	476	67.75	37	0	0	0	7208.95	1422.75	0	0	0	0	948.66	0	0	0	0	0	0	0	0	
BN	68...	M...	Fu...	✓	✓	✓	416	0	245.75	0	0	0	10387.75	0	0	0	0	0	1231.95	0	0	0	0	0	0	0	0	
BO	77...	Cl...	Fu...	✓	✓	✓	500	88.75	12	0	0	0	12429.28	2445.94	0	0	0	0	1688.78	0	0	0	0	0	0	0	0	
BP	72...	Cl...	Fu...	✓	✓	✓	486.5	74.75	16	0	0	0	18966.85	2830.04	0	0	0	0	2380.99	0	0	0	0	0	0	0	0	
BQ	44...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BR	93...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BS	76...	M...	Fu...	✓	✓	✓	456	0	69.25	0	0	0	6420.5	0	0	0	0	0	698.9	0	0	0	0	0	0	0	0	
BT	80...	M...	Fu...	✓	✓	✓	490.5	50.25	12	0	0	0	9421.88	1413.03	0	0	0	0	1191.86	0	0	0	0	0	0	0	0	
BV	07...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BW	13...	M...	Fu...	✓	✓	✓	472	0	46.75	0	0	0	8822.66	0	0	0	0	0	508.09	0	0	0	0	0	0	0	0	
BX	11...	M...	Fu...	✓	✓	✓	501	0	63.5	0	0	0	5483.05	0	0	0	0	0	594.75	0	0	0	0	0	0	0	0	
BY	18...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BZ	18...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CA	51...	M...	Fu...	✓	✓	✓	464	0	165	0	0	0	6524	0	0	0	0	0	716.52	0	0	0	0	0	0	0	0	
CB	81...	M...	Fu...	✓	✓	✓	205	0	17.5	0	0	0	9425.05	0	0	0	0	0	384.97	0	0	0	0	0	0	0	0	
CC	80...	M...	Fu...	✓	✓	✓	472	0	109	0	0	0	9452.4	472	0	0	0	0	1029.22	0	0	0	0	0	0	0	0	
CD	70...	M...	Fu...	✓	✓	✓	476.75	22.75	43.5	0	0	0	9426.2	567.84	0	0	0	0	1098.69	0	0	0	0	0	0	0	0	
CE	69...	Cl...	Fu...	✓	✓	✓	137.5	0	40.5	0	0	0	1699.91	0	0	0	0	0	148.48	0	0	0	0	0	0	0	0	
CF	83...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CG	16...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CH	94...	M...	Fu...	✓	✓	✓	402	0	61.25	0	0	0	4443.25	0	0	0	0	0	460.68	0	0	0	0	0	0	0	0	
CI	80...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CJ	84...	M...	Fu...	✓	✓	✓	156	0	11.5	0	0	0	1891.38	0	0	0	0	0	183.95	0	0	0	0	0	0	0	0	
CK	11...	M...	Fu...	✓	✓	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CL	81...	M...	Fu...	✓	✓	✓	40	0	4	0	0	0	86.52	0	0	0	0	0	7.44	0	0	0	0	0	0	0	0	
CM	88...	M...	Fu...	✓	✓	✓	486.75	0	15.75	0	0	0	5056.5	0	0	0	0	0	534.61	0	0	0	0	0	0	0	0	
CN	84...	Cl...	Fu...	✓	✓	✓	520	0	0	0	0	0	8497.1	0	0	0	0	0	866.01	0	0	0	0	0				



The user can now submit the XML report to the CSO in the normal manner.