

PY-IE Payroll Accounting Ireland



HELP.PYIE

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PY-IE Payroll Accounting Ireland

Payroll in the SAP System

Purpose

You can use this component to calculate the remuneration for work done for each employee.

However, *Payroll* does not just involve the calculation of remuneration, but consists of a variety of processes that are becoming increasingly important due to the employer's increased obligation to supply benefits and medical welfare. These benefits are products of:

- Labor law
- Tax law
- Contribution law
- Benefits law
- Civil law
- Reporting law
- Information law
- Statistics law

Integration

Payroll can be integrated in *Personnel Administration*, *Time Management*, *Incentive Wages and Accounting*:

- Standardized data retention enables you to use master data and other payroll relevant data from *Personnel Administration*.
- Time data, entered via *Time Management*, is automatically included in the *Payroll* and is valuated during the payroll run.
- Data from the *Incentive Wages* component is used to calculate piecework wages and premium wages directly in *Payroll*.
- Information on expenses and payables from *Payroll* is posted for accounting directly in *Financial Accounting*, and you assign the costs to the appropriate cost center. You can also control the financial system of third-party providers.

Features

The System calculates the gross and net pay, which comprises the individual payments and deductions that are calculated during a payroll period, and are received by an employee. These payments and deductions are included in the calculation of the remuneration using different [wage types \[Ext.\]](#).

After the remuneration payroll you can carry out various subsequent activities, for example, you can see to remuneration payment or the creation of various lists, and make evaluations.

Personal Data (Infotype 0002): National Features Ireland

Personal Data (Infotype 0002): National Features Ireland

Definition

In addition to the standard entry fields available on the *Personal Data (Infotype 0002)* screen, you can also maintain the Revenue and Social Insurance number (RSI) on this screen.

Use

The RSI number is used by the Revenue Commissioners and Social Welfare to uniquely identify employees.

The RSI number is necessary in Payroll Accounting to facilitate legislative reporting.

Structure

The Revenue and Social Insurance number is the field *RSI number* in the *Additional Data* group box of the *Personal Data (Infotype 0002)*.

There is also a *Gender* field available on the Irish specific screen.

Gross

Net

Net

This component enables you to determine an employee's net remuneration. Net pay is the amount paid after the deduction of tax and social insurance contributions from gross remuneration.

Tax

Purpose

When you operate a PAYE scheme with the Revenue Commissioners, you are required to:

- Deduct the correct amount of tax from your employees' pay (each time they are paid).
- Correctly calculate employer and employee PRSI contributions.
- Keep an accurate record of the pay and deductions made.
- Pay the Collector-General the correct amounts due each month (or quarter).

All the information needed by the Irish Payroll Accounting component to calculate PAYE for an employee is stored in the infotype *Tax Data (0359)*. The Payroll Accounting component uses this data to make the correct tax deductions from wages and salaries.

When a new employee joins your company, you must create a Tax Data record for them. Even if you do not receive the tax details for a particular employee immediately, you can still create a Tax Data record for the employee by putting them on an emergency tax basis.

One of your required start-of-year activities is to create a new Tax Data record for each employee. Employee tax situations may also change during the course of employment. If this is the case, you will need to create new records to reflect each of these changes.

Tax Data Ireland (Infotype 0359)

Tax Data Ireland (Infotype 0359)


Definition

This infotype stores an employee's PAYE details.

Use

An employee's tax table may change or you may receive new Tax-Free Allowance figures. This information can come from the Revenue Commissioners at any point during a person's employment.

All the information needed to calculate PAYE for an employee is stored in this record. The Payroll Accounting component uses this data to make the correct tax deductions from wages and salaries.

 Backdated changes to the infotype *Tax Data (0359)* record does not trigger Retroactive Payroll Accounting, as the tax is adjusted by cumulative calculations.


Structure

Current details

The Payroll Accounting component uses the employee's *Tax Basis* and *Tax Table* to calculate tax deductions or refunds.

You must create a Tax Data (Infotype 0359) record for a new employee before running payroll. If employee tax details are not available then the employee must be placed on an Emergency tax basis.


The *Withhold Refund* indicator is used to withhold tax refunds to employees under suitable conditions.

 It is advisable that you create a new Tax Data record for an employee whose tax details change. The validity begin date of this record must be the date from which the new details are valid.

Retroactive accounting is not triggered if you create a Tax Data record after you include the employee data for payroll accounting.

Employer Details

Every employee that is processed through Payroll Accounting must be assigned to an Employer Registered Number (ERN). This ERN is used to group employees during year-end- reporting.

 A default value can be specified for the ERN by making the relevant customizing entries in the IMG by following the path *Payroll: Ireland* → *Employer registered information* → *Default employer registered information*.

Leaver's Details

After issuing a P45 to an employee who leaves the company, you must maintain the following information in the infotype *Tax Data Ireland (0359)*:

1. Set the *P45 issued* indicator, and

2. Enter the date on which the form was issued.

This ensures the employee is only issued with one P45 form.

The *P45 issued* indicator can also be automatically be set by running the P45 form report (HIECP450).

For more information, see [P45 Issue \[Page 68\]](#).



Setting the *P45 issued* indicator does not exclude the employee from Payroll Accounting. To be excluded from Payroll accounting a Leave Event must be executed for the employee.

Integration

The *Leaver's Details* group box can be automatically updated when the P45 form report is processed. For more information, see [Issuing a P45 to a Leaver \[Page 69\]](#).

Creating a Tax Data Record (Infotype 0359)

Creating a Tax Data Record (Infotype 0359)

Prerequisites

If you are creating a *Tax Data (Infotype 0359)* record for a Starter then you should also create a *Starters Details (Infotype 0387)* record.

For more information, see [Creating a Starters Details record for a New Hire \[Page 35\]](#).

Procedure

1. In the **SAP Easy Access** screen, choose in the SAP standard menu: *Human Resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number. Use the matchcode function to find a number you do not know.
3. Access the Infotype *Tax Data (0359)* record by entering the infotype name or number in the *Infotype* field.
4. Choose *Create*.

The *Create Tax Data Ireland (Infotype 0359)* screen appears.

5. In the *From* field, enter the date from which the new tax details are valid.
6. In the *Current Details* group box, enter the new *Tax Table*, *Tax Basis*, and the *TFA Yearly* figure.
7. The *TFA Monthly* and *TFA Weekly* figures are automatically calculated based on the yearly *Tax- Free Allowance*. If the employees tax refund should be withheld, set the *Withhold Refund* indicator.
8. In the *Employer Details* group box, enter the Employer Registered Number (ERN) the employee is assigned to in the *Registered Number* field.
9. Save your entries



A default value can be specified for the ERN by making the relevant customizing entries in the *Payroll: Ireland* section of the *IMG – Employer registered information* → *Default employer registered information*.

1. In the *Leaver's Details* group box, if the employee has ceased employment and a P45 has been issued, set the *P45 Issued* indicator. Also enter the date the P45 was issued in the *Issued on* field.

The *P45 issued* indicator can also be automatically be set by running the P45 form report (HIECP450).

For more information, see [P45 Issue \[Page 68\]](#).

2. Save your entries.

A message appears informing you that the previous record will be delimited.

3. Choose Enter.

Result

The employee's new PAYE details are recorded and the previous record is delimited.

Changing PAYE Details to withhold a tax refund

Changing PAYE Details to withhold a tax refund

If it is necessary to withhold an employees tax refund, for example, if the employee is on strike, you must change the PAYE details for that employee.

Procedure

1. In the **SAP Easy Access** Menu, choose: *Human Resources* → *Personnel management* → *Administration* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.

3. Access the *Tax Data (Infotype 0359)* record by entering the infotype name or number in the *Infotype* field.

4. Choose *Copy*.

The *Copy Tax Data Ireland (Infotype 0359)* screen appears.

5. In the *From* field, enter the date from which the new tax details are valid.

6. In the *Current Details* group box, set the *Withhold Refund* indicator.

7. Save your entries.

A message appears informing you that the previous record will be delimited.

8. Choose *Enter*.

Result

Any tax refund due to the employee is withheld until you create a new record when the employee resumes work.

Changing PAYE Details for a Leaver

d record that a P45 has been issued to this employee and the date on which this occurred.

Procedure

9. In the **SAP Easy Access** menu, choose *Human Resources* → *Personnel management* → *Administration* → *HR Master Data* → *Maintain*.

The Maintain HR Master Data screen appears.

10. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.


11. Access the *Tax Data (Infotype 0359)* record by entering the infotype name or number in the *Infotype* field.

12. Choose *Copy*.

The *Copy Tax Data Ireland (Infotype 0359)* screen appears.

13. In the *From* field, enter the date from which the new tax details are valid.

14. In the *Leaver's Details* group box, set the *P45 Issued* indicator. Also enter the date the P45 was issued in the *Issued on* field.

Error!  cally be set by running the P45 form report (HIECP450).

For more information, see rs informing you that the previous record will be delimited.

15. Choose *Enter*.

Result

The employee's PAYE details are changed.

Changing PAYE Details for a Leaver

PRSI

Purpose

The Pay Related Social Insurance contributions component allows you to perform the tasks necessary to record, calculate, and pay PRSI. All the necessary information for PRSI calculation is stored in the *PRSI Ireland (Infotype 0360)* records.

It is important that strict records are kept of the amount of PRSI contributions paid by employees during the year.

The amount of PRSI contributions paid by an employee will determine whether the employee can claim state benefits during his or her working life and State Pension on retirement.

Information about the amount of PRSI contributions paid has to be submitted to the Revenue Commissioners at year-end. The amount of contributions paid together with the amount of the earnings on which the employee's PRSI was calculated is sent to the Revenue on a P35 diskette and on a P35 declaration.

The Revenue Commissioners uses unique numbers (instead of names) to track employees' contributions. This unique number is the Revenue and Social Insurance number (RSI), which is issued to every Irish resident.

PRSI (Infotype 0360)

PRSI (Infotype 0360)

Definition

This infotype stores an employee's Pay Related Social Insurance (PRSI) details. The Revenue and Social Insurance number (RSI) itself is transferred from the employee's *Personal Data* (Infotype 0002) record, and cannot be altered here.

Use

During their employment, employees' PRSI situations may change. You need to create new records to reflect each of these changes

All the necessary information for PRSI contribution calculation is stored in this record. The Payroll Accounting component uses this data to make the correct PRSI deductions from wages and salaries.

When new employees join your company, you need to create a PRSI record for each of them. If you do not receive the PRSI details immediately, you must create a PRSI record using a standard PRSI class.

➔ Backdated changes to the PRSI Contributions (Infotype 0360) record do trigger Retroactive Payroll Accounting.

For more information, see Retroactive Accounting

➔ If an employee's PRSI status changes, you must create a new PRSI record valid from the exact date of the change of status. This is to ensure that the payroll calculates the new contributions from the correct period within the tax year.

Structure

The *Current PRSI Class* field enables the Payroll Accounting component to calculate the PRSI contributions for the employee and the employer.

➔ A default value can be specified for the *Current PRSI Class* by making the relevant customizing entries in the *Payroll: Ireland* section of the IMG – PRSI → *Default value for PRSI class*.

The *PRSI Contributions Weeks* field is the number of PRSI insurable weeks (stamps) to be allocated to the employee per payroll period.

➔ This field is only used for unusual cases, for example, a job sharer who may only be entitled to one stamp every fortnight.

Under normal circumstances this field is not used because employees' stamps are calculated as they are processed through Payroll Accounting.

The *Director* checkbox is used to indicate whether an employee is a director. If this checkbox is set, then during year end processing the P60 form shows the employee is a director.

VHI

Purpose

The VHI component allows you to record all the subscription information needed to calculate a VHI deduction during Payroll Accounting.

Integration

The *VHI Contribution (Infotype 0386)* is updated annually from a diskette from the VHI containing policy and subscription details for the relevant employees. For more information, see [Uploading VHI details \[Page 58\]](#).

Details of the amount of subscription paid by employees toward their policy are supplied to the VHI by downloading the details to a diskette. For more information, see [Downloading VHI Details \[Page 66\]](#).

The intervals at which this download is supplied to the VHI is customizable and can be found in the *Payroll: Ireland* section of the IMG under *VHI → Create VHI Plans*.

VHI Contribution (Infotype 0386)

VHI Contribution (Infotype 0386)

Definition

This infotype stores details of an employee's VHI membership details and also employee's subscription details.

For more information, see [Creating multiple VHI policies for one employee \[Page 24\]](#).

Use

All the subscription information needed to calculate a VHI deduction is stored in the *VHI Contribution (Infotype 0386)*. The Payroll Accounting component uses this data to make the correct VHI deductions from wages and salaries.



Backdated changes to the *VHI Contribution (Infotype 0386)* will trigger retroactive accounting.

Structure

Membership details

All of the fields in the *Membership Details* section are supplied by the VHI and uniquely identify the policy holder to the VHI.

Deduction

The *VHI Balance* is calculated by subtracting the *VHI Subsidy* from the *VHI Amount*. This *VHI Balance* is used as the deduction amount and is processed during payroll using the wage types specified in the *Wage Type* field.

The amount in the *Periodic Amount* field indicates the VHI amount that is deducted per period. To arrive at this amount, you can use the amount from the VHI diskette or manually enter an amount directly into the field. In addition, you can also use *Balances and Totals* by copying standard VHI wage types. The system will continually keep a running total of the *VHI Balance* and deduct the amount specified in the *Periodic Amount* (per pay period) until the employee's VHI balance is zero.



See in the IMG: *Payroll Ireland* → *VHI* → *Copy standard SAP VHI wage types*.

In those instances where a normal deduction amount is not being made, the *Comment* field is used to indicate this to the VHI. The contents of this field are included in the download file that is supplied to the VHI.



Circumstances where a normal deduction amount is not being made could be if the employee was on maternity leave or a career break.

Integration

The *VHI Contribution (Infotype 0386)* is updated annually from a diskette from the VHI containing policy and subscription details for the relevant employees. For more information, see [Uploading VHI details \[Page 58\]](#).

VHI Contribution (Infotype 0386)

Details of the amount of subscription paid by employees toward their policy are supplied to the VHI by downloading the details to a diskette. For more information, see [Downloading VHI Details \[Page 66\]](#).

The intervals at which this download is supplied to the VHI is customizable and can be found in the *Payroll: Ireland* section of the IMG under *VHI → Create VHI Plans*.


Creating multiple VHI policies for one employee

Creating multiple VHI policies for one employee

Use

Some employees may have a number of VHI policies. To facilitate this, a new record needs to be created in the *VHI Contributions (Infotype 0386)* for **each** policy.

Procedure

1. In the *SAP Easy Access* screen, choose *Favorites* → *Insert Transaction* → and enter PA30.
Maintain HR Master Data appears in your favorites list.
2. Select *Maintain HR Master Data*.
3. In the *Personnel number* field, enter the employee's personnel number.
Use the matchcode function to find a number you do not know.
4. Access the *VHI Contributions (Infotype 0386)* record by entering the infotype name or number in the *Infotype* field.
5. Choose Create.
The *Create VHI Contributions (Infotype 0386)* screen appears.
6. In the *From* field, enter the date from which the VHI policy is valid.
7. In the *Membership Details* group box, enter the details of the policy holder or use the VHI diskette to upload the information.
8. In the *Deduction* group box perform the following steps: In the *Annual Amount* field, enter the annual amount of the employee's policy. You could also use the VHI diskette to upload this amount.
9. In the *Annual Subsidy* field, enter the employer's annual VHI contribution toward the employee's policy. Based on the amount in the *Periodic Amount* field and the wage types selected, the system uses Balances and Totals to deduct VHI contributions per pay period until the VHI balance is zero.
 Each wage type stores the period deduction for a particular policy.
10. Save your entries.

Result

All of the employee's VHI policies have been created (one policy per infotype record).

Pensions

Purpose

The pensions component allows you to record all information required by the system to calculate contributions toward employee pension schemes.

Features

Tax relief

Pension contributions made through the *Pensions Ireland (Infotype 0361)* are not liable for tax or PRSI. This is in accordance with the Irish tax law which states that a certain percentage of an employee's salary can be paid into an approved pension fund, thus reducing taxable and PRSible pay.

Methods of pension calculation

There are three ways pension contributions can be calculated:

- [Annual Percentage Contributions \(APC\) \[Page 26\]](#)
- [Per Period Contribution \(PPC\) \[Page 28\]](#)
- [Flat Rate Contribution \(FRC\) \[Page 30\]](#)

Annual Percentage Contributions (APC)

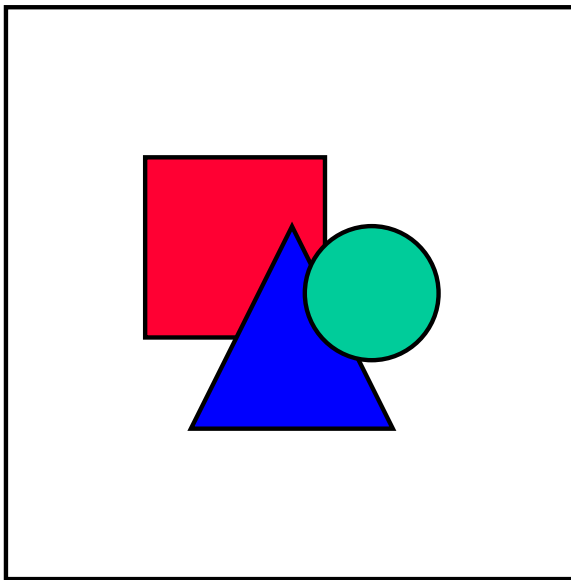
Annual Percentage Contributions (APC)

Purpose

This pension scheme calculates (if applicable) **employee**, **employer**, and **employee additional voluntary** pension contributions based on system calculations from a formula and entries in the *Irish pension contributions* table (V_T7IEP).

Process Flow

Contributions are calculated once a year at the start of the pension year. Based on the amount calculated by the contribution formula, the same pension contribution amount will be deducted per pay period from an employee with the APC scheme.



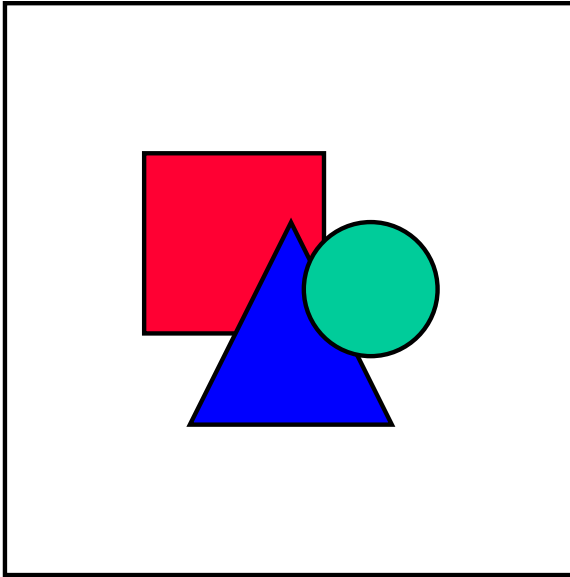
The fields indicated below are located in the *Irish pensions contributions* table (V_T7IEP).

Standard Contribution

The contribution amount is calculated as follows:

1. The system determines an employee's **adjusted base pay for pension** based on the employee's annual salary from *Infotype Basic Pay* (0008), and the entries from the *Increased Salary By* section from *Infotype Pensions Ireland* (0361).
2. The system calculates the pensionable pay **exemption amount** by multiplying the factor figure (in the *Standard Factor* field) by the State pension constant amount *STPEN* from the *Payroll Accounting Constants* table (V_T511P).
3. The system then subtracts the a **exemption amount** from the **adjusted base pay for pension** to determine the employee's **adjusted base pay for pension**.
4. The system determines the employee's contribution amount by multiplying the standard employee percentage contribution (as indicated in the *Contributions* section) by the **adjusted base pay for pension**. This annual contribution amount is then cumulatively over the pension year.

Annual Percentage Contributions (APC)



If an employee starts working for a company at a date after the start of the pension year, set the indicator in the *Alternative Salary Indicator* field. This indicates that the system will look up the employee's start date as indicated in *Infotype Basic Pay* (0008).



For additional information and to maintain company wide pension scheme details for annual percentage contributions, see the IMG: *Payroll Ireland* → *Pensions Schemes* → *Create pensions schemes*.

Per Period Contribution (PPC)

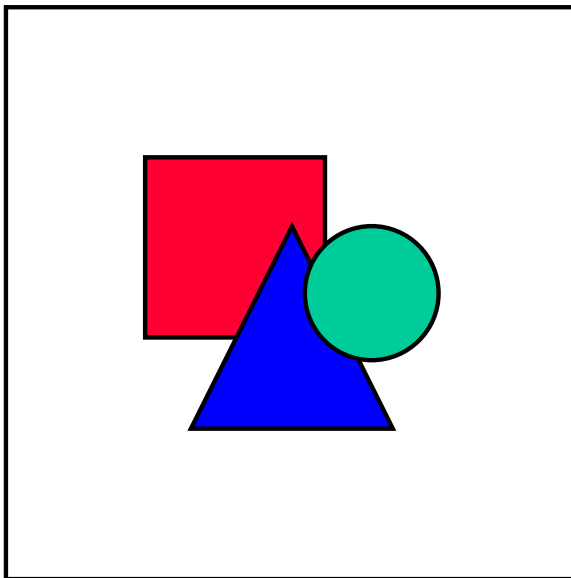
Per Period Contribution (PPC)

Purpose

This pension scheme calculates (if applicable) **employee**, **employer**, and **additional voluntary** pension contributions based on system calculations from a formula and entries in the *Irish pension contributions* table (V_T7IEP).

Process Flow

Contributions are based on a per pay period basis, based on the amount calculated by the pension contribution formula. The fields indicated below are located in the *Irish pensions contributions* table (V_T7IEP).



Calculating pension contributions with the PPC scheme allow the system to take an employee's salary increase into account, thereby adjusting contribution amounts accordingly.

Standard Contribution

The contribution amount is calculated as follows:

5. The system determines an employee's **adjusted base pay for pension** based on the employee's cumulative wages for the pay period (as indicated in /111) and the entries from the *Increased Salary By* section from *Infotype Pensions Ireland* (0361).
6. The system calculates the pensionable pay **exemption amount** by multiplying the factor figure (in the *Standard Factor* field) by the State pension constant amount *STPEN* from the *Payroll Accounting Constants* table (V_T511P).
7. The system then subtracts the a **exemption amount** from the **adjusted base pay for pension** to determine the employee's **adjusted base pay for pension**.
8. The system determines the employee's contribution amount by multiplying the standard employee percentage contribution (as indicated in the *Contributions* section) by the **adjusted base pay for pension**.



For additional information and to maintain company wide (CPP) pension scheme, see the IMG: *Payroll Ireland* → *Pensions Schemes* → *Create pensions schemes*.

Flat Rate Contribution (FRC)

Flat Rate Contribution (FRC)

Purpose

This pension scheme contribution amount is based on a constant amount for **employee**, **employer**, and **additional voluntary** pension contributions based on the amount entered in the *Periodic Amount* field in the *Infotype Pensions Ireland (0361)*. This contribution amount is valid on a per period basis.

Process Flow

For those employee's with a **FRC** scheme, enter the contribution amount in the *Periodic Amount* field in the *Infotype Pensions Ireland (0361)*.



For additional information and to maintain company wide pension scheme details for annual fixed amount contributions, see the IMG: *Payroll Ireland* → *Pension Schemes* → *Create pensions schemes*.

Pensions Ireland (Infotype 0361)

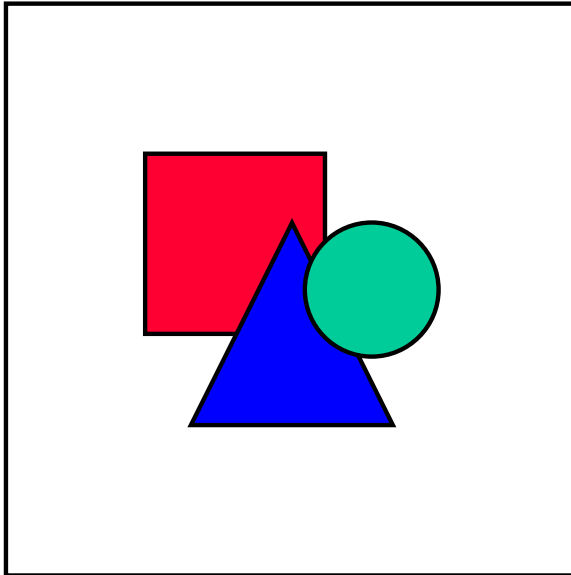
Definition

This infotype allows you to store an employee's pension details. This based on entries in this infotype and your organizations pension scheme parameters (as set up in the *Pensions Schemes Ireland* table (V_T7IEP)), the system calculations (where applicable) **employee**, **employer**, and **additional voluntary** pension contributions.

Structure

Scheme ID

Scheme ID determines the pension scheme to which an employee belongs. It also determines how employee and employer pension contributions are calculated in the system.



Valid pension schemes are set up in the *Irish Pensions Contributions* table (V_T7IEP). Each *Scheme ID* is also assigned a unique code. See also in the IMG: *Payroll Accounting Ireland* → *Pensions Schemes* → *Create pensions schemes*.

There are three types of scheme available:

- [Annual Percentage Contributions \(APC\) \[Page 26\]](#)
- [Per Period Contribution \(PPC\) \[Page 28\]](#)
- [Flat Rate Contribution \(FRC\) \[Page 30\]](#)

For additional information see [Create Employee Pension Schemes \[Page 32\]](#).

Create Employee Pension Schemes

Create Employee Pension Schemes

Prerequisites

Before maintaining an employee's pension scheme details in the infotype *Pensions Ireland (0361)*, you must have already set up pension scheme parameters in table V_T7IEP.

Procedure

11. In the *SAP Easy Access* screen, choose *Favorites* → *Insert Transaction* → and enter PA30.
Maintain HR Master Data appears in your favorites list.
12. Select *Maintain HR Master Data*.
13. In the *Personnel number* field, enter the employee's personnel number.
14. In the *Infotype* field, access the Infotype *Pensions Ireland (0361)* by entering the infotype name or number.
15. Choose *Create*.
16. The *Create Pensions Ireland (Infotype 0361)* screen appears.
17. In the *Scheme ID* field, select the relevant scheme for the employee. There are three different contribution types available (which you will copy to your own company scheme name). The types are:
 - Annual Percentage Contribution (**APC**)
 - Per Period Contribution (**PPC**)
 - Flat Rate Contribution (**FRC**)
8. In the *From* field, enter the date from which the new pension plan is valid.
9. In the *To* field, delimit the record by entering the last date of the pension contributions period.
10. For **APC** and **PPC** contributions, enter the *Contribution %*. This indicates what percentage of the **employee's adjusted base pay for after exemptions** is used to calculate the employee's pension contribution.
11. For **APC** and **PPC** contributions, enter (if applicable) the relevant information in the *Increase Salary By* section.
12. If you select the *Scheme ID FRC*, you must enter in *Periodic Amount* field, the employee's contribution amount.

Result

An employee's pension details for the scheme selected have been maintained.

Starter's Details

Purpose

The Starters Details component allows you to record the Pay, Tax and PRSI details of the new starter from their previous employment(s).

This is achieved by entering the Starter's P45 details into the *Starters Details (Infotype 0387)*.



Starters Details (Infotype 0387) record must only be created for a Starter with a valid P45. This means that the P45 values and dates must refer to the current tax year, as the amounts on the *Starters Details (Infotype 0387)* are used during Payroll Accounting.

It is necessary to record Starters Details for tax calculation during Payroll Accounting and also for end of year reporting, where reports refer to several employments in a tax year, for example P35L, PRC1.

Starters Details Ireland (Infotype 0387)

Starters Details Ireland (Infotype 0387)

Definition

This infotype stores a new hires (Starters) details pertaining to Pay, Tax and PRSI brought forward from the starters previous employment.

Use

This infotype is only created for a starter, if the starter has a **valid** P45 for the current tax year. Payroll Accounting uses this data to make the correct tax deductions from wages and salaries.

→ All details on the *Starters Details (Infotype 0387)* are taken directly from the P45 the Starter received from their previous employment.

→ Backdated changes to an employee's *Starters Details (Infotype 0387)* record do trigger Retroactive Payroll Accounting.

For more information, see Retroactive Accounting.

Structure

Monthly Paid / Weekly Paid

Depending on whether the Starter was Monthly or Weekly paid (from their P45), the *Tax Month / Tax Week* field indicates that an employee has received a Tax Free Allowance for this month/week number.

Totals from 6th April last to date of leaving

The *P45 Pay* field is the Starters gross pay from their previous employment(s) from the Starter's P45.

Similarly the *Tax Deducted* field is the Starters total tax paid in their previous employment(s) from the Starter's P45.

As at date of leaving

The *Total PRSI* (Employee plus Employer PRSI) and *EE PRSI* are the amounts paid by the Starter from their previous employment(s) provided by the Starter's P45.

Class Change

The *Class* field and *Weeks* field is the other class (if any), and stamps paid at that class, by the Starter from their previous employment(s) by the Starter's P45.

Previous Employment

The fields in this group refer to further changes in the Starters PRSI class in their previous employment(s) and is provided from the Starter's P45.

Creating a Starters Details record for a New Hire

Prerequisites

You must have a **valid** P45 from the starters previous employment.

Procedure

16. In the **SAP Easy Access** screen, choose *Human Resources* → *Personnel management* → *Administration* → *HR Master Data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

17. In the *Personnel number* field, enter the employee's personnel number.

Use the matchcode function to find a number you do not know.

18. Access the *Starters Details (Infotype 0387)* record by entering the infotype name or number in the Infotype field.

19. Choose *Create*.

The *Create Starters Details (Infotype 0387)* screen appears.

20. In the *From* field, enter the date from which the new tax details are valid.

6. In the *To* field, delimit the record by entering the last date of the tax year, for example 05.04.1999

7. Complete all the fields in the *Starters Details (Infotype 0387)* by copying the details from the Starters valid P45 form.

8. Save your entries.

Result

The employee's *Starters Details (Infotype 0387)* details are recorded and the previous record (if any) is delimited.

You must also create a *Tax Data (Infotype 0359)* record for the Starter.

For more information, see [Creating a Tax Data Record \(Infotype 0359\) \[Page 14\]](#)

Advanced Holiday Pay

Advanced Holiday Pay

Use

There may be times when it is necessary to pay people who are on weekly, fortnightly, or monthly payrolls in advance for holiday periods. Employers may wish to do this on an individual or collective basis, such as when an entire factory shuts down for the summer period.

The *Payroll Accounting* component now provides the initial stage of a full solution for calculating advanced holiday pay (AHP). It allows an employee or selection of employees to be paid in advance for one or more payroll periods on one payment date defined by the user.

Integration

Advanced holiday pay can be calculated on an individual or collective basis. In both cases, processing is performed by the schema GNT0, although advanced holiday pay on a collective basis is handled by a process model. It is therefore important that the variant you specify for the payroll program in your process model contains the name of this schema.

For further information on process models, see [Process Model \[Ext.\]](#).

In schema GNT0, the function GAHPS is used to fill the structure AHPS on the RG cluster. Payroll periods that are paid together as one advanced payment are recorded as belonging together by means of the structure AHPS. Within the payroll driver itself, a period is only considered an AHP period if the structure AHPS has been filled.

Two parameters are used in the schema to determine whether the period concerned is the advanced holiday pay period or a non-payment period:

- AHPP (Advanced Holiday Pay Payment Period)

This is decided by values in the AHPS structure. It is the current period that holds the payment calculations, not the period holding the actual pay date of the AHP.

- AHPN (Advanced Holiday Pay Non-Payment Period)

This is also decided by values held in the AHPS. These are the retro periods, where the wage types are being brought forward.

As no calculation of payments is made in the retro periods, the personnel calculation rule GHP1 (Advanced Holiday Payment Differences) takes any /1nn wage types in the IT in the retro periods and adds them into both the DT and IT as the corresponding /Hnn wage types. In the current period, the personnel calculation rule GHP2 (Generate /J adjustments from /H differences for advanced payments) takes the /Hnn wage types from the DT and creates corresponding /Jnn wage types and adds the values to the corresponding /1nn wage types. This enables calculation of tax, National Insurance, court orders, and pensions according to AHP requirements.

Prerequisites

To use the advanced holiday pay functionality, you must set up your system appropriately by carrying out the steps under Advanced Holiday Pay in Customizing for Payroll: Ireland.

Features

Calculating advanced holiday pay involves one or more retrocalculation periods and one current period. The process used here therefore differs to normal payroll practice, where the first period

Advanced Holiday Pay

in which the payment is made is normally considered the current period, with payments being brought back from the future holiday periods. However, as the SAP payroll driver can only process payroll periods in strict order (i.e. earliest first), the last period is treated as the current period, even though the pay date is not in that period, and prior periods are treated as retro periods, from which wage types are brought forward.

Constraints

This initial stage of AHP functionality has the following limitations:

1. Due to the functionality of the SAP payroll driver, advanced payments cannot be brought back and recorded in the results of the period in which the payment is actually made.
2. The dialog box displaying the payment periods to be paid in advance currently only shows periods in the current tax year. However, AHP payments made across tax year-end (often the case at Easter) cannot currently be handled by transaction PUOC (Off-Cycle Workbench).
3. It is not uncommon for a person to receive AHP well in advance of when the holiday is actually due.



In week 10, the employee receives his normal pay for week 10 plus AHP for weeks 13 and 14.

In week 11, he is paid normally for week 11, likewise in week 12. The SAP payroll driver, however, cannot handle payroll periods out of sequence.

4. A person may be paid AHP but then actually work those periods, in effect being paid twice (if holiday entitlement is bought back, for example). As these periods have already been paid, the payroll driver will not allow a second actual period to be created, with the second payment. 5. It may be the case that certain payments, such as overtime, are not to be included in the AHP but paid on the usual pay date.

Making an Advanced Holiday Payment on an Individual Basis

Making an Advanced Holiday Payment on an Individual Basis

Procedure

1. In the **SAP Easy Access** screen, choose *Human resources* → *Payroll* → *Europe* → *Ireland* → *Payroll* → *Advanced holiday pay* → *Individual AHP*.

The Off-Cycle Workbench screen appears.

2. Enter a personnel number and choose *Enter*.

The system displays the employee's data in the *Payroll status* and *Personnel structure* group boxes.

3. Enter AHP as the off-cycle reason and a pay date for the AHP.



The pay date must be on or after the pay date of the previous regular payroll run.

4. Choose *Payroll*.

The *Select payroll* periods dialog box appears.

5. Select the period(s) to be paid in advance.

6. Choose *Start payroll*.

A dialog box appears in which you can enter bank details, if required. If you continue without entering any details, a warning message is displayed.

After this, the dialog box *Actions after a successful payroll run* appears, offering you the following options:

- Save

This saves the payroll results to the payroll cluster.

- Log

This displays the payroll log.

- Form

This displays the remuneration statement.

- Cancel

Result

If you find that the advanced holiday pay results are incorrect and you have already saved these results, you should use transaction PU01 to delete this set of payroll results. Make the necessary master data corrections before running the program again.



This procedure can only be used if a payment has not yet been made.

Making an Advanced Holiday Payment on a Collective Basis

Prerequisites

You need to have carried out the step *Create process model* under *Advanced Holiday Pay* in Customizing for *Payroll: Ireland*.

Procedure

1. In the **SAP Easy Access** menu, choose *Human resources* → *Payroll* → *Europe* → *Ireland* → *Payroll* → *Advanced Holiday Pay* → *Process Model Workbench*.

The *HR process workbench* screen appears.

2. Choose *Create*.

The *Create* process dialog box appears.

3. Enter a process text and the relevant model identifier, and then choose *Continue*.
4. Choose *Start*.

The *Start* process dialog box appears asking you how you would like to start the process.

5. Choose the relevant option.
6. On the subsequent screen, enter the necessary data. Specify the advanced holiday pay periods, the payment date, and the country modifier. Then choose *Execute*.



The status display allows you to check the processing status. You can display the status at the level of the process, the process step, the individual runs, or the set of personnel numbers by positioning the cursor appropriately and choosing *Goto Additional information*.

Result

The job log indicates whether processing has been successful. By selecting the personnel number set and choosing *Goto* → *Job log for set*, you can see whether the program terminated. If this was the case, double-click on the *Job canceled* message to find out what caused this.

You can also display the results of the individual process steps. To do this, select the personnel number set and choose *Goto* → *Spool list for set*.

Deductions

Deductions

Purpose

This component calculates all payments to third-parties with the exception of taxes and garnishments, which are deducted directly from the employee's pay. Maximum thresholds for deductions and outstanding payments are taken into account.

Within payroll, deductions can refer to gross remuneration or to net remuneration. The following types of deductions are differentiated between:

- **Statutory deductions**
Statutory deductions include taxes or social insurance payments, for example.
- **Voluntary deductions**
Voluntary deductions include payments to a savings plan or a voluntary insurance policy that the employer takes out for the employees.

Moreover, you differentiate between:

- [One-off Deductions \[Ext.\]](#)
for example a donation
- [Recurring Deductions \[Ext.\]](#)
for example, in the case of imputed income or a savings plan.

Subsequent Activities

Reporting

Reporting

Irish Reporting

Annual

Annual

End of Year Returns

Purpose

At the end of each tax year, employers are obliged to make an annual tax return to the Revenue Commissioners.

Process Flow

A full return consists of returns to the Revenue Commissioners and also a certificate of tax, pay and pay related social insurance given to each employee who is still employed on the 5th of April.

The Revenue must be supplied with the following:

- A P35 diskette with a record on the diskette for every person employed at any time during the tax year even if no tax was deducted.
- A P35 declaration which is a total of Tax and PRSI paid.
- A PRC1 form which lists every employee who has changed PRSI class more than twice in the tax year.

For employees who are still employed on 5th April, a P60 form must be issued for their own reference purposes whether or not tax has been deducted.

Running the P60

Running the P60

Use

The P60 report (HIECP600) produces a P60 form for every person who is employed on the 5th of April whether or not they have paid tax.

Prerequisites

P60 forms will not be produced for an employee if:

- They no longer have a status of active (*Events Infotype 0000*).
- They have left employment during the tax year, that is, before April 5th.
- They have been issued a P45. For more information, see [Tax Data \(Infotype 0359\)](#) [Page 12].

Procedure

To start running the P60 report.

1. In the **SAP Easy Access** menu, choose *Human Resources → Payroll → Europe → Ireland → Payroll -> Subsequent Activities -> Annual → End-of-Year → P60 Forms*.
The *P60 Legislative Reporting Ireland* selection screen appears.
2. In the *Selection* group box enter the necessary selection criteria.
3. In the *Additional Data* group box:
 - a) Select the desired layout for the P60 from the *Form Name* field.
 - b) In the *Tax year ending 5th April* field, enter the year the current tax year ends in.



If the income tax year is 9899, then enter 1999.

4. Execute the report.

Result

A list of all processed employees is listed on the screen in table format.

From this list the P60 Forms can be displayed and printed in the chosen format

For control purposes, rejected employee lists and other statistical information is also available.

Further Actions

The following actions can be carried out from the P60 report listing.

View/Print P60 forms

1. Select the employee's you want to display P60 forms for.
2. Click the blue information icon, located at the top of the list.
3. Choose *P60 Forms*.

4. Press Enter
The P60 forms are displayed.
5. Print the P60 forms.

View Rejected Employees list

1. Click the blue information icon, located at the top of the list.
2. Choose *Rejected Employees*.
A list of rejected employees is displayed

View Statistics/Totals

1. Click the blue information icon, located at the top of the list.
2. Choose *Information*.
3. Press Enter
A Popup appears displaying the Statistics, Selections and Totals.

Display Employee Master Data

1. Select the employee to show master data for, by Clicking Personnel Number of the relevant employee..
A popup appears, prompting for an infotype number to be entered.
2. Enter the required infotype number.
3. Press Enter
The relevant infotype is displayed.

Running the P35/P35L

Running the P35/P35L

Use

The P35/P35L report (HIECP35L) produces a P35 diskette, which replaces the older P35L printed form. It also creates the P35 declaration.

Prerequisites

When running this report it must be carried out for a whole employer. This means that if a company/organization consists of 3 Employer Registered Numbers (ERN), then this report must be run 3 times, one time for every ERN.

However, for test purposes it is advisable to initially run this report for individual employees, specific areas/groupings, or any other selection criteria.

Procedure

To start running the P35 Returns report.

1. In the **SAP Easy Access** menu, choose *Human Resources → Payroll → Europe → Ireland → Payroll -> Subsequent Activities -> Annual → End-of-Year → P35 Returns*.

The *P35 Legislative Reporting Ireland* selection screen appears.

2. In the Selection group box enter the necessary selection criteria.



Ensure the selection criteria used to select employees includes all the employees associated with the ERN entered in step 3 a).

3. In the *P35 Information* group box:
 - a) Enter the ERN you are making the P35 return for, in the *Employer registered number* field.



All employees that are assigned to this ERN using *Tax Data (Infotype 0359)* will be included on this P35 return. It is important to note that the selection criteria entered in step 2. MUST encompass the employees associated with this ERN. This ensures that all employees associated with the ERN are included on the P35 return.



ERN 123456A has 100 employees. 55 of these employees are part of payroll area I0 and the other 45 are part of payroll area I1.

In the Selection group box, enter payroll areas I0 and I1 to ensure that payroll results will be selected for all 100 employees who will then be included in the P35 return for ERN 123456A.

- b) In the *Tax year ending 5th April* field, enter the year the current tax year ends in.



If the income tax year is 9899, then enter 1999.

- c) If there are 53 pay days in the tax year, set the *53 weeks in tax year* checkbox.

Running the P35/P35L

- d) Enter the name and telephone number of the person responsible for the download file. This person's name will be included in the download file and they may be contacted if there are any problems with the file.
- e) Set the *Download P35 Details* checkbox and give the P35 download file a name.



The download file should have the format '999999X.P35' where 999999X is the ERN.

4. Execute the report.

Result

A download file containing all employees for the selected ERN is created.

The contents of the file are displayed on the screen in table format.

For control purposes, rejected employee lists and other statistical information is also available.

Further Actions

The following actions can be carried out from the P35 report listing.

View Rejected Employees list

3. Click the red caution icon, located at the top of the list.
A list of rejected employees is displayed

View Statistics/P35 Declaration

4. Click the blue information icon, located at the top of the list.
5. Press Enter
A Popup appears displaying the Statistics, Selections and Totals.

Display Employee Master Data

4. Select the employee to show master data for, by Clicking Personnel Number of the relevant employee..
A popup appears, prompting for an infotype number to be entered.
5. Enter the required infotype number.
6. Press Enter
The relevant infotype is displayed.

Running the PRC1

Running the PRC1

Use

The PRC1 report (HIECPRC1) produces a listing of all persons employed at any time (including multiple times) who changed PRSI class more than twice in the last tax year. The changes in PRSI class and weeks at that class are also shown.

Prerequisites

When running this report it must be carried out for a whole employer. This means that if a company/organization consists of 3 Employer Registered Numbers (ERN), then this report must be run 3 times, one time for every ERN.

However, for test purposes it is advisable to initially run this report for individual employees, specific areas/groupings, or any other selection criteria.

Procedure

To start running the PRC1 report.

1. In the **SAP Easy Access** menu, choose *Human Resources → Payroll → Europe → Ireland → Payroll -> Subsequent Activities -> Annual → End-of-Year → PRC1 Forms*.

The *PRC1 Legislative Reporting Ireland* selection screen appears.

2. In the Selection group box enter the necessary selection criteria.



Ensure the selection criteria used to select employees includes all the employees associated with the ERN entered in step 3 b).

3. In the *Additional Data* group box:

- a) In the *Tax year ending 5th April* field, enter the year the current tax year ends in.



If the income tax year is 9899, then enter 1999.

- b) Enter the ERN you are making the PRC1 return for, in the Employer registered number field.



All employees that are assigned to this ERN using *Tax Data (Infotype 0359)* will be included on this PRC1 return. It is important to note that the selection criteria entered in step 2. MUST encompass the employees associated with this ERN. This ensures that all employees associated with the ERN are included on the PRC1 return.



ERN 123456A has 100 employees. 55 of these employees are part of payroll area I0 and the other 45 are part of payroll area I1.

In the Selection group box, enter payroll areas I0 and I1 to ensure that payroll results will be selected for all 100 employees who will then be included in the PRC1 return for ERN 123456A.

4. Execute the report

Result

A form is created, listing all the employees assigned to the ERN entered, and that meet the PRC1 criteria.

For control purposes, rejected employee lists and other statistical information is also available.

Start of Year Processing

Start of Year Processing

Purpose

At the start of each new income tax year an employer should be able to make correct PAYE deductions on and from the first pay day which falls in that year.

For this to happen each employee must have the correct Tax Free Allowance (TFA) allocated to them. This information is provided by the Revenue Commissioners on a diskette.

Process Flow

In order to receive a TFA diskette from the Revenue the employer must first furnish the Revenue with a list of all the employees with their RSI numbers and personnel numbers. This is achieved by listing all employees on a Works diskette.

When the Revenue receive the Works Diskette, they can then supply the employer with a TFA diskette, showing the tax free allowances for every personnel number that was on the Works diskette.

This TFA diskette is then uploaded into the R/3 system as part of Start of Year Processing, ready for Payroll Accounting.

Result

All employees on the TFA upload diskette have their *Tax Data (Infotype 0359)* details updated.

Creating Works Numbers Diskette

Use

The Works Numbers report (HIECEWN0) allows the employer identify their employees by Works (Personnel) Number on the TFA diskette issued by the Revenue.

Prerequisites

When running this report it must be carried out for a whole employer. This means that if a company/organization consists of 3 Employer Registered Numbers (ERN), then this report must be run 3 times, one time for every ERN.

However, for test purposes it is advisable to initially run this report for individual employees, specific areas/groupings, or any other selection criteria.

Procedure

To start running the Works Numbers report.

1. In the **SAP Easy Access** menu, choose Human Resources → Payroll → Europe → Ireland → Payroll → Subsequent Activities → Annual → Start-of-Year → Download Works Numbers.

The *HR Ireland: Works Numbers Return* selection screen appears.

2. In the Selection group box enter the necessary selection criteria.



Ensure the selection criteria used to select employees includes all the employees associated with the ERN entered in step 3 a).

3. In the *Additional Data* group box:
 - a) Enter the ERN whose employee Works Numbers your downloading, in the *Employer registered number* field.



All employees that are assigned to this ERN using *Tax Data (Infotype 0359)* will be downloaded to the Works diskette. It is important to note that the selection criteria entered in step 2. MUST encompass the employees associated with this ERN. This ensures that all employee Works numbers associated with the ERN are downloaded.



ERN 123456A has 100 employees. 55 of these employees are part of payroll area I0 and the other 45 are part of payroll area I1.

In the Selection group box, enter payroll areas I0 and I1 to ensure that payroll results will be selected for all 100 employees who will then be included on the Works diskette for ERN 123456A.

- b) In the *Tax year starting 6th April* field, enter the year the tax year starts in



If the income tax year is 9899, then enter 1998.

- c) Enter the path and name of the Works Numbers download file in the *Output File Name* field.

Creating Works Numbers Diskette



The download file should have the format '999999X.WKS' where 999999X is the ERN.

- Execute the report.

Result

A download file containing all employees for the selected ERN is created.

The contents of the file are displayed on the screen.

For control purposes, rejected employee lists and other statistical information is also available.

Further Actions

The following actions can be carried out from the Works diskette report listing.

View Rejected Employees list

- Click the red caution icon, located at the top of the list.
A list of rejected employees is displayed

View Statistics/Selections

- Click the blue information icon, located at the top of the list.
- Press Enter
A Popup appears displaying the Statistics and Selections.

Display Employee Tax Details

- Select the employee to show master data for, by Clicking Personnel Number of the relevant employee..
The *Tax Data (Infotype 0359)* is displayed.

Uploading the Tax Free Allowance Diskette

Use

The Tax Free Allowance (TFA) upload report (HIECTFA0) allows the employer to efficiently upload employee TFA details from a diskette provided by the Revenue Commissioners.

Prerequisites


When running this report it must be carried out for a whole employer. This means that if a company/organization consists of 3 Employer Registered Numbers (ERN), then the Revenue will supply the organization with 3 TFA upload diskettes, one for every ERN.

Procedure

To start running the TFA Upload report.

5. In the **SAP Easy Access** menu, choose Human Resources → Payroll → Europe → Ireland → Payroll -> Subsequent Activities -> Annual → Start-of-Year → Upload of Tax-Free Allowance Diskette.

The *HR Ireland: Update of tax-free allowances* screen appears.

6. In the *Selection* group box enter the necessary selection criteria.
7. In the *Additional Information* group box:
 - a) In the *Tax Year Starters 6th April* field, enter the year the tax year starts in
 -  If the income tax year is 9899, then enter 1998.
 - b) Enter the path and name of the TFA Upload diskette provided by the Revenue in the *TFA Upload Filename* field.
 - c) Set the *Batch input session* checkbox and enter a name for the batch session.



This batch-input session updates the *Tax Data (Infotype 0359)*.

8. Execute the report.

Result

A batch input session is created that will update employees TFA details.

The contents of the file are displayed on the screen in table format.

For control purposes, rejected employee lists and other statistical information is also available.

Further Actions

The following actions can be carried out from the TFA Upload listing.

View Rejected Employees list

5. Click the blue information icon, located at the top of the list.
6. Choose *Rejected Employees*.

Uploading the Tax Free Allowance Diskette

A list of rejected employees is displayed

View Special Case Employees list

1. Click the blue information icon, located at the top of the list.
2. Choose *Special Employees*.

A list of special case employees is displayed

Start Batch Input Session to upload Tax Details

1. Click the blue information icon, located at the top of the list.
2. Choose *Batch input session*

A list of open batch input sessions is displayed.

View Statistics/Selections

8. Click the blue information icon, located at the top of the list.
9. Choose *Information*.
10. Press Enter

A Popup appears displaying the Statistics and Selections.

Display Employee Master Data

8. Select the employee to show master data for, by Clicking Personnel Number of the relevant employee..

A popup appears, prompting for an infotype number to be entered.

9. Enter the required infotype number.
10. Press Enter

The relevant infotype is displayed.

VHI Information Exchange (Outgoing)

Definition

The VHI Information Exchange (Outgoing) System operated by the VHI enables an employer to upload employee VHI details that are provided by the VHI annually on a diskette.

Use

For control purposes the VHI will not issue an upload diskette, until the diskette previously issued to the employer for a group scheme is returned.

Integration

The *VHI Information Exchange (Outgoing)* System is used in conjunction with Incoming system, which the employer uses to provide the VHI with employee subscription details at pre arranged intervals.

For more information, see [VHI Information Exchange \(Incoming\) \[Page 65\]](#).

Uploading VHI details

Uploading VHI details

Use

The VHI Upload report (HIECVHI0) allows the employer to upload VHI member and subscription details.

Procedure

To start running the VHI Upload report.

1. In the **SAP Easy Access** menu, choose Human Resources → Payroll → Europe → Ireland → Payroll -> Subsequent Activities -> Annual → VHI → Upload VHI details.

The HR Ireland: Upload of VHI details screen appears.

2. In the *Selection* group box enter the necessary selection criteria.



Ensure that the selection parameters used to select employees, include all the employees on the upload file.

3. In the *VHI Selection* group box:
 - a) Enter the date the VHI Group is effective in the *VHI Renewal Date* field..
 - b) Enter the wage type to use for VHI deductions in the *VHI deduction wage type* field.
 - c) Enter the name of the VHI file to upload.
 - d) Set the *Create Batch Session* indicator and enter a batch input session name.



This batch-input session updates the *VHI Contributions (Infotype 0386)*.

4. Execute the report.

Result

A batch input session is created that will update employees VHI details.

The contents of the file are displayed on the screen in table format.

The batch-input session can be accessed from this list screen.

For control purposes, rejected employee lists and other statistical information is also available.

Further Actions

The following actions can be carried out from the VHI Upload listing.

View Rejected Employees list

7. Click the blue information icon, located at the top of the list.
8. Choose *Rejected Employees*.

A list of rejected employees is displayed

Start Batch Input Session to upload VHI Details

3. Click the blue information icon, located at the top of the list.

Uploading VHI details

4. Choose *Batch input session*
A list of open batch input sessions is displayed.

View Statistics/Selections

11. Click the blue information icon, located at the top of the list.
12. Choose *Information*.
13. Press Enter
A Popup appears displaying the Statistics and Selections.

Display Employee Master Data

11. Select the employee to show master data for, by Clicking Personnel Number of the relevant employee.
A popup appears, prompting for an infotype number to be entered.
12. Enter the required infotype number.
13. Press Enter
The relevant infotype is displayed.

Period Related

Period Related

Running the P30

Use

The P30 – Monthly remittance paid to the collector general, is the total tax deducted from the pay of all employees less any tax refunded to them, plus, the total PRSI contributions (Employee and Employer).

The P30 report (HIECP300) calculates these figures.

Prerequisites

The P30 should be remitted to the Collector General within 9 days from the end of the income tax month.

When running this report it must be carried out for a whole employer. This means that if a company/organization consists of 3 Employer Registered Numbers (ERN), then this report must be run 3 times, one time for every ERN.

However, for test purposes it is advisable to initially run this report for individual employees, specific areas/groupings, or any other selection criteria.

Procedure

To start running the P30 Remittance report.

1. In the **SAP Easy Access** menu, choose Human Resources → Payroll → Europe → Ireland → Payroll -> Subsequent Activities -> Per payroll Period → Reporting → P30 Remittance.

The *P30 Legislative Reporting Ireland* selection screen appears.

2. In the Selection group box enter the necessary selection criteria.



Ensure the selection criteria used to select employees includes all the employees associated with the ERN entered in step 3 a).



Selection dates are provided for test purposes. For actual returns the date fields in the *P30 - Monthly Returns* group box are used.

3. In the P30 - Monthly Returns group box:
 - a) Enter the ERN you are making the P30 Remittance for, in the *Employer registered number* field.

Running the P30



All employees that are assigned to this ERN using *Tax Data (Infotype 0359)* will be included on this P30 Remittance. It is important to note that the selection criteria entered in step 2. MUST encompass the employees associated with this ERN. This ensures that all employees associated with the ERN are included on the P30 Remittance.



ERN 123456A has 100 employees. 55 of these employees are part of payroll area I0 and the other 45 are part of payroll area I1.

In the Selection group box, enter payroll areas I0 and I1 to ensure that payroll results will be selected for all 100 employees who will then be included in the P30 Remittance for ERN 123456A.

- b) Now choose what dates you want to make the return for. You can use *Standard P30 dates* or *General P30 dates* by pressing the appropriate button.
4. In the *Output options* group box, you can determine what output fields you want to display by checking the appropriate checkboxes.
5. Execute the report.

Result

A tabular list of all employees associated with the selected ERN are displayed.

For control purposes, rejected employee lists and other statistical information is also available.

Further Actions

The following actions can be carried out from the P30 report listing.

View Statistics/P30 Remittance

14. Click the blue information icon, located at the top of the list.
15. Choose *Information*.
16. Press Enter
A Popup appears displaying the Statistics, Selections and Totals.

Display Employee Tax Data

This is only possible from the Rejected employee listing.,

14. Select the employee to show master data for, by Clicking Personnel Number of the relevant employee..
The *Tax Data (Infotype 0359)* is displayed.

Display Individual Employee Totals

This is only possible from the Accepted employee listing.,

1. Select the employee to show individual totals for, by Clicking Personnel Number of the relevant employee..
A popup appears showing PRSI and Tax Totals.

Display Cluster results for an employee

This is only possible from the Accepted employee listing.,

15. Select the employee to show cluster results for , by Clicking the Pay Date field for the relevant employee..

The cluster results are shown for the relevant employee.

Period Unrelated

Period Unrelated

VHI Information Exchange (Incoming)

Definition

The VHI Information Exchange (Incoming) System operated by the VHI enables an employer to supply the VHI with employee subscription details on diskette.

Integration

The VHI Information Exchange (Incoming) System is used in conjunction with Outgoing system, which enables an employer to upload employee VHI details that are provided by the VHI annually on a diskette.

For more information, see [VHI Information Exchange \(Outgoing\) \[Page 57\]](#).

Downloading VHI Details

Downloading VHI Details

Use

The VHI Download report (HIECVHI1) allows the employer to download employee VHI details for a particular VHI Group Number.

Procedure

To start running the VHI Download report.

1. In the **SAP Easy Access** menu choose *Human Resources* → *Payroll* → *Europe* → *Ireland* → *Payroll* → *Subsequent Activities* → *Period-independent* → *VHI* → *Download VHI Details*.

The *HR Ireland: Download of VHI details* screen appears.

2. In the *Selection* group box enter the necessary selection criteria.



Ensure that the selection parameters used to select employees, include all the employees that have VHI policies in the Group number entered in step 3a).

3. In the *VHI Selection* group box:
 - a) Enter the VHI Group Number you want to create the download file for, in the *Group Number* field
 - b) Enter the selection period you want to use to calculate subscriptions, in the *VHI Period No/Year* fields.
 - c) Set the *Download VHI Details* checkbox and enter the name of the file to be created.
4. Execute the report.

Result

A download file of the employee subscription details is created.

The contents of the file are displayed on the screen in table format.

For control purposes, rejected employee lists and other statistical information is also available.

Further Actions

The following actions can be carried out from the VHI download listing.

View Rejected Employees list

9. Click the red caution icon, located at the top of the list.
A list of rejected employees is displayed

View Statistics/Selections

17. Click the blue information icon, located at the top of the list.
A Popup appears displaying the Statistics and Selections.

Display Employee VHI Details Details

16. Select the employee to show master data for, by Clicking Personnel Number of the relevant employee..

The *VHI Contributions (Infotype 0386)* is displayed.

P45 Issue

P45 Issue

Use

When an employee leaves your company, you must issue a P45 once the final net pay has been calculated. This is necessary for the following reasons:

- This provides the Revenue Commissioners with information about the amount of taxable pay an employee has received and the amount of tax he or she has actually paid so far during the tax year.
- The new employer is also provided with this information and can ensure that the employee is taxed correctly.
- It also provides the employee with information on earnings in this employment and on the year so far.

The P45 report (HIECP450) prepares the relevant data in P45 format for employees who are leaving. In addition, the batch input of this report can be used to update the employees' Tax Details, *Data (Infotype 0359)* records.

Prerequisites

Before you can process a P45 for a leaver, you need to ensure that the following have taken place:

- The employee needs to have been recorded as already having left. This means the Leave event must have taken place before running the P45.



If the Leave event is **not** processed for an employee, a P45 **is** produced, but there is **no** cessation date printed. The employee is listed as a 'Special Case' at the end of processing. However the P45 is not complete and is therefore not a valid P45.

- There must be a set of payroll results for the payroll period during which the person leaves.

Issuing a P45 to a Leaver

Use

A P45 is produced for an employee after they have left employment

Procedure

1. In the **SAP Easy Access** menu, choose *Human Resources* → *Payroll* → *Europe* → *Ireland* → *Period-independent* → *Payroll-related area* → *P45 forms*.
The *P45 Legislative Reporting Ireland* selection screen appears.
2. In the *Period* group box, specify the payroll period during which the employee's final pay was processed.
3. In the *Selection* group box, enter the employee's personnel number or other selection criteria.
Use the matchcode function to find a number you do not know.
4. In the *Additional Data* group box,
 - a) Enter the name of the form to print the P45 on.
 - b) If the employee is deceased, set the *Employee deceased indicator* on. (This will place a 'D' in the deceased field of the P45)



If the deceased indicator is on, and the P45 report is running for multiple employees, then the P45 deceased field has a 'D' for all of the selected employees.

5. In the *Batch Input for P45 details (Infotype 0359)* group box,
 - a) Set the *Batch input session* indicator on and enter the name of the batch input.



This batch input session updates the *P45 Issued* indicator and the *Issued on* field of the *Tax Data (Infotype 0359)*.

- b) In the *Issue date of P45 form* field enter the date from which the P45 is effective.
 - c) If you set the *Create a new tax record* indicator on, when the batch input session is executed it will 'Copy' the most recent *Tax Data (Infotype 0359)*, thus creating a new infotype record. If the *Create a new tax record* indicator is not on, the most recent *Tax Data (Infotype 0359)* record will be changed.
6. Execute the report.

Result

The P45 details are displayed for selected employee(s) in a tabular format.

A batch input session is created to update *Tax Data (Infotype 0359)* to show that a P45 has now been issued for the selected employee(s).

For control purposes, rejected employee lists and other statistical information is also available.

Issuing a P45 to a Leaver

Further Actions

The following actions can be carried out from the P45 report listing.

View/Print P45 forms

6. Select the employee's you want to display P45 forms for.
7. Click the blue information icon, located at the top of the list.
8. Choose *P45 Forms*.
9. Press Enter
The P45 forms are displayed.
10. Print the P45 forms.

View Rejected Employees list

10. Click the blue information icon, located at the top of the list.
11. Choose *Rejected Employees*.
A list of rejected employees is displayed

View Special Case Employees list

1. Click the blue information icon, located at the top of the list.
2. Choose *Special Employees*.
A list of special case employees is displayed

Start Batch Input Session

5. Click the blue information icon, located at the top of the list.
6. Choose *Batch input session*
A list of open batch input sessions is displayed.

View Statistics/Selections

18. Click the blue information icon, located at the top of the list.
19. Choose *Information*.
20. Press Enter
A Popup appears displaying the Statistics and Selections.

Display Employee Master Data

17. Select the employee to show master data for, by Clicking Personnel Number of the relevant employee..
A popup appears, prompting for an infotype number to be entered.
18. Enter the required infotype number.
19. Press Enter
The relevant infotype is displayed.

Pension Scheme Contributions

Running the Pension Contributions report

Running the Pension Contributions report

Use

To provide a listing of contributions paid by a selection of employees for a pension scheme over a certain period.

This report can also be run at the end of a pension year to compare the employees planned pension contributions against the employees actual pension contributions.

Procedure

To start running the Pension Contributions report.

9. In the **SAP Easy Access** menu, choose *Human Resources* → *Payroll* → *Europe* → *Ireland* → *Subsequent activities* → *Period-independent* → *Payroll-related area* → *Pension Contributions*.

The *HR Ireland: Pension Contributions report* screen appears.

10. In the *Period* group box specify the payroll period(s) during which the employee's Pension contribution was processed.
11. In the *Selection* group box, enter the employee's personnel number or other selection criteria.

Use the matchcode function to find a number you do not know.



Ensure that the employees selected belong to the Pension scheme entered in step 3.

12. In the *Pension Schemes* group box, enter the scheme you want to view, or leave blank, to view all schemes.
13. In the *Grouped By* group box, you can show totals grouped by any of the following:
 - Payroll Area
 - Personnel Number
 - Pension Plan
 - Employee Subgroup
14. Execute the report.

Result

The Selected employee pension contributions details are displayed in tabular format

Further Actions

The following actions can be carried out from the Pension report listing.

Compare Actual and Planned Payments

21. Click the blue information icon, located at the top of the list.

Running the Pension Contributions report

The pension contribution paid so far and the annual amount are displayed for the selected employees.

Display Employee Pension Master Data

20. Select the employee to show master data for, by Clicking Personnel Number of the relevant employee..

The *Pension Ireland (Infotype 0361)* is displayed.

Display Cluster results for an employee

1. Select the employee to show cluster results for , by Clicking the Pay Date field for the relevant employee.

The cluster results are shown for the relevant employee.

VHI Contributions

VHI Contributions

Running the VHI Contributions report

Use

To provide a listing of VHI contributions paid by a selection of employees over a certain period.

This report can also be run at the end of a VHI year to compare the employee's planned VHI contributions against the employees actual VHI contributions.

Procedure

To start running the *VHI report*:

15. In the **SAP Easy Access** menu, choose *Human Resources* → *Payroll* → *Europe* → *Ireland* → *Subsequent activities* → *Period-independent* → *Payroll-related area* → *VHI report*.

The *VHI report* screen appears.

16. In the *Period* group box specify the payroll period(s) during which the employee's VHI contribution was processed.
17. In the *Selection* group box, enter the employee's personnel number or other selection criteria.
Use the matchcode function to find a number you do not know.
18. In the *VHI* group box, select the relevant information.
19. Execute the report.

Result

The selected employee VHI contributions details are displayed.

Interface to Third-Party Payroll Systems