

Payroll Ireland (PY-IE)



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Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

Contents

Payroll Ireland (PY-IE)	6
Payroll in the SAP System.....	7
Personal Data (Infotype 0002): National Features Ireland	8
Advanced Holiday Pay (AHP).....	9
Making an Advanced Holiday Payment Using the Off-Cycle Workbench	10
Making an Advanced Holiday Payment Using the Process Model	11
Extended AHP Solution	12
Gross	14
OSP and OMP	15
Absences (Infotype 2001): National Features Great Britain/Ireland	17
Absence Scheme Override (Infotype 0572).....	19
Net.....	20
Tax	21
Tax Data Ireland (Infotype 0359)	22
Creating a Tax Data Record (Infotype 0359).....	24
Changing PAYE Details to Withhold a Tax Refund	26
Changing PAYE Details for a Leaver.....	27
PRSI	28
PRSI (Infotype 0360).....	29
Health Insurance	31
Health Insurance Ireland (Infotype 0386).....	32
Creating Multiple Health Insurance Policies for One Employee	34
Pensions.....	36
Annual Percentage Contributions (APC)	37
Contribution Per Period (CPP).....	39
Flat Rate Contribution (FRC)	40
Pensions Ireland (Infotype 0361).....	41
Create Employee Pension Schemes	42
Starter's Details	43
Starters Details Ireland (Infotype 0387)	44
Creating a Starters Details record for a New Hire.....	45
Deductions	46
Subsequent Activities	47
Wage and Salary Payments.....	48
Payment-Related Information in the Master Data.....	49
Payment-Related Information in the Payroll Results	50
Preliminary Program DME	52
Repeating a Payment Run.....	56
Wage and Salary Payments by Bank Transfer	57
Evaluating Payroll Results	58
Creating a DME File.....	59
Data Medium Administration.....	60
Reporting.....	62
Irish Reporting.....	63

Annual	64
End of Year Returns	65
Running the P60	66
Running the P35/P35L.....	68
Running the PRC1.....	70
Start of Year Processing	72
Creating Works Numbers Diskette	73
Uploading the Tax Free Allowance Diskette.....	75
VHI Information Exchange (Outgoing).....	77
Uploading VHI details	78
Period Related.....	80
Running the SIPTU Report	81
Running the P30	82
Period Unrelated	85
VHI Information Exchange (Incoming).....	86
Downloading VHI Details	87
P45 Issue	89
Issuing a P45 to a Leaver	90
Pension Scheme Contributions	93
Running the Pension Contributions report.....	94
Health Insurance Contributions	95
Running the Health Insurance Contributions report	96
Running the Health Insurance Arrears Report	97
Interface to Third-Party Payroll Systems	98

Payroll Ireland (PY-IE)

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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.

Advanced Holiday Pay (AHP)

Purpose

The *Advanced Holiday Pay* component enables you to pay people who are on weekly, fortnightly, or lunar payrolls in advance for holiday periods. The component allows you to pay an individual employee or a selection of employees in advance for one or more payroll periods on a payment date defined by the user.

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

The *Advanced Holiday Pay* component provides three options for paying your employees in advance for holiday periods:

1. Advanced payment on an individual basis using the Off-Cycle Workbench
2. Advanced payment on a collective basis using a process model
3. Options 1 and 2 combined into a largely automatic process using an enhanced process model

Option 3 provides two distinct advantages:

- Gap periods are handled by an adjustment run
- Less manual intervention is required due to a largely automatic AHP process (including automatic handling of absences in the *Absences* (2001) infotype)

Option 3 provides an overall solution which is better suited to customers' day-to-day requirements and is therefore the method SAP would recommend its customers to use.

Constraints

The process used in the *Payroll* component for calculating advanced holiday pay differs to normal payroll practice, where the first period in which the payment is made is normally considered the current period, with payments being brought back from the future holiday periods. Due to the restrictions of the payroll driver, which can only process payroll periods in strict order (i.e. earliest first), advanced holiday pay is calculated using one or more retrocalculation periods and one current period. The last period is therefore treated as the current period, even though the pay date is not in that period, and prior periods are treated as retro periods. Consequently, advanced payments cannot be brought back and recorded in the results of the period in which the payment is actually made.

Making an Advanced Holiday Payment Using the Off-Cycle Workbench

Making an Advanced Holiday Payment Using the Off-Cycle Workbench

Use

This function allows you to pay individual employees in advance for holiday periods.

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 Using the Process Model

Use

This function allows you to pay a selection of employees in advance for holiday periods.

Prerequisites

To be able to use the process model for advanced holiday pay, you need to have carried out the appropriate steps under Customizing for *Payroll: Ireland*. These include maintaining the process model and setting up variants.

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



It is important that the variant you specify for the payroll program in your process model contains the name of the schema IENT.

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*.

Extended AHP Solution

Extended AHP Solution

Purpose

The extended solution for advanced holiday pay (AHP) is based on a process model enabling a largely automatic AHP process. It provides the functionality you require to make advanced holiday payments and run a normal payroll at the same time from a single starting point. It allows you to pay:

- Employees who are due AHP
- Employees who are being paid normally with no AHP
- Employees who are being paid an adjustment run for any gap periods



Employees who are paid in arrears (for example, a week in hand) receive AHP together with the period's pay of the paydate before the holiday. This results in a "gap period", which is paid using an adjustment run on the employee's return from the absence.

Process Flow

Time Data Recording

You record an AHP absence in the *Absences* (2001) infotype using the subtype "AHP-relevant holiday absence". This is linked to a dynamic measure for recording AHP-relevant data.

A dialog box appears in which you are asked for further information such as the payroll periods to be paid in advance, gap periods, and payment dates.

Selection of Personnel Numbers for Advanced Holiday Pay

On the basis of the selections you make in the dialog box, data is stored in table T5BUKT recording which personnel numbers are to be paid AHP for which periods and on which pay dates. It also contains information as to when payment for the gap period will be made. This payment is made as an off-cycle adjustment run after the employees have returned to work.

Table T5BUKT does not hold any information about the payment amounts made for AHP. Once the AHP process, including payment of the gap period, has been completed, the entries are deleted from the table.

Payment of Advanced Holiday Pay

Within the process model workbench you start one main process, which itself consists of four sub-processes:

1. The main process "pay people" is the only program actually visible to you. This is where you select the personnel number range and payroll area to be paid for a certain payroll period. This fills the container for the payroll process as a whole. The container is used to store the personnel numbers to be processed. They are stored in an internal table for the duration of the process.
2. The first sub-process which runs is "pay AHP". The program selects those personnel numbers that are in both the container and the bucket. The bucket stores the personnel numbers which are due AHP.

Extended AHP Solution

The personnel numbers selected will be those for which AHP is not already flagged and for which the earliest AHP period recorded in T5BUKT corresponds to the payroll period as selected by the user in the main process. Once the personnel numbers have been selected, the payroll driver is run with the AHP variant. After successful processing, the AHP paid flag is set in the bucket.

3. The sub-process "normal payroll run" starts the payroll driver normally, i.e. without an off-cycle payroll run, and attempts to pay every personnel number in the container for the selected period. However, two sets of personnel numbers will be excluded from the payroll run:

- Those personnel numbers that have just been paid AHP in the previous sub-process, as their payroll record now lies in the future
- Those personnel numbers that have already been paid AHP up to or beyond the period currently being processed. The personnel numbers paid AHP beyond the current period can be ignored for the purposes of this period. However, those that have been paid AHP up to the current period, and have now returned to work and are owed payments for the gap weeks do need to be paid. These personnel numbers will be selected and paid in the subsequent sub-process.

4. The sub-process "adjustment run" uses the same program as in "pay AHP", this time to select those personnel numbers which have already received AHP, but are flagged as not having already received the adjustment pay run, and the adjustment pay run lies within the from date and end date of the current payroll period.

Once the personnel numbers have been selected, the payroll driver is run with the ADJ variant. After successful processing, the adjustment run paid flag is set in the bucket.

5. A sub-process "empty bucket" has been implemented to go through table T5BUKT and check for entries where both the AHP paid flag and adjustment run paid flag are set, and delete them from the bucket.

Gross

Gross

OSP and OMP

Purpose

The *OSP/OMP* component allows you to perform OSP and OMP processing automatically. It allows you to maintain, apply, and monitor employee's absence schemes (coverage packages) using the standard customizing, absence entry, and payroll functionality provided by *Payroll Ireland*.

The *OSP/OMP* functionality reflects the standard business practices used for operating occupational absence payment schemes (*OSP/OMP*).

Implementation Considerations

To set up your system appropriately for using the *OSP/OMP* functionality, you must carry out the steps in *Customizing for Payroll: Ireland* under *Sickness Payments → Occupational Sick Pay and Occupational Maternity Pay*. This involves creating the absence schemes you wish to use in your company, attaching and refining them appropriately, and setting up the necessary absence scheme rules.

Features

Automatic *OSP/OMP* processing allows absences to be split automatically across payment bands. When an employee is absent from work, the *Absences (2001)* infotype subtype you enter refers only to the absence type and not the rate at which the absence should be paid. The system automatically calculates when the absence should move to a new payment band, for example to half or nil pay. When payroll is run, the absence is split into the correct payment bands according to the absence evaluation scheme rules that you have set up in *Customizing*. This means that an employee will automatically move to the subsequent payment band unless positive action is taken to prevent this.

When entering an absence for an employee in the *Absences (2001)* infotype, you can run the *Absence Breakdown* report, which uses the same calculation as in payroll, to find out whether the employee will move to a new payment band during the absence. This report will produce exactly the same splits that would occur during payroll. However, if you do not want an employee to automatically move to a lower payment band, you can enter an extension for a specific payment band in the *Absence Scheme Override (0572)* infotype. This will prevent their pay from decreasing below the current rate.



The *OSP/OMP* component also allows you to perform *OSP/OMP* processing manually. In this case, an absence is only paid at a single rate of payment directly related to the *Absences (2001)* infotype subtype. If the rate of payment should need to change because an employee has used all their entitlement to that rate of payment, then the old absence has to be delimited and a new *Absences (2001)* infotype subtype used to derive a new single rate of payment. As you specifically report who needs to be moved to a new payment band, manual processing allows you to maintain strict "manual" control over the whole process.

Process Flow

1. An employee reports that he or she will be absent from work for a period of time.

OSP and OMP

2. The clerk creates an *Absences* (infotype 2001) record for this period with the appropriate absence subtype.

The clerk can see immediately whether the employee is in an absence scheme (*Absence Scheme* text shown in the infotype). He or she can do on-the-spot checks using the following reports:

- Entitlements Left
- Absence Breakdown

3. The employee's absences are processed via payroll.

The clerk can check to see which employees do not have much entitlement left or are on long-term sickness as follows:

- By running the absence report, for example RPTABS50 (Absence Data: Calendar View) or RPTABS20 (Absence Data Overview) to find employees who are on long-term sickness.
- By running the Entitlements Left report periodically (long-term absence monitoring).



The absence history necessary to perform the processes above is generated automatically. The payroll results store sufficient history up to the end of the last payroll that has been run for the employee concerned. The amount of history generated for each absence record depends on the employee's personal calendar date, personal retroactive payroll calculation date, and the absence start date.

4. The clerk may need to give an employee extra entitlement (infotype 0572 *Absence Scheme Override*).

5. If the absence scheme changes at the end of the year, the Customizing settings which have been made will need to be reviewed.

Absences (Infotype 2001): National Features Great Britain/Ireland

Definition

A number of additional features are provided on the *Absences* (2001) infotype for Great Britain and Ireland for OSP/OMP processing. These are as follows:

- Entitlements left
Shows all entitlements left on the first day of the absence
- Absence breakdown
Shows how the absence will be paid in payroll
- Absence entry check
The system checks the consistency of the employee's master data and absence scheme customizing.

Use

When an absence is entered using the *Absences* (2001) infotype, the following information is available:

1. The absence scheme that the employee is in on the first day of the absence
2. The amount of entitlements left on the first day of the absence
3. How the absence will be broken down for payment

Structure

The absence scheme text is only displayed if the employee is in an absence scheme on the first day of the absence.

Entitlements Left

The *Entitlements Left* option runs a report for the person concerned to derive how much of the employee's full entitlement is left on the first day of the absence.

The report first derives the employee's absence scheme, and then derives according to the scheme rules how much entitlement is left in each entitlement band.

For more information, see the report documentation for report RPLABSG0_ENTITLEMENT_DETAILS.

Absence Breakdown

The *Absence Breakdown* option runs a report for the person concerned to derive how the absence will be broken down for payment according to the absence scheme that the employee is in. All day types, payment bands, and absence groupings are shown.

For more information, see the report documentation for report RPLABSG0_ABSENCE_HISTORY.

Absences (Infotype 2001): National Features Great Britain/Ireland**Absence Entry Check**

The absence entry check switch is set in Customizing for *Payroll: Great Britain* under *OSP and OMP → Automatic Processing → Go Live! → De-activate Absence Entry Checking*.

If absence entry checking is active, the consistency of the employee's master data and absence scheme customizing is checked when the record is saved. If any errors are found, the record cannot be saved. Warnings are reported, but the data can still be saved.



Any band changes between payment bands during the period of absence are reported as warning messages.

Absence Scheme Override (Infotype 0572)

Definition

The *Absence Scheme Override (0572)* infotype enables you to override at employee level the absence scheme rules you have set up in Customizing. It allows you to assign a completely new absence scheme to a single person, or extend or reduce the entitlements of the employee's current scheme.

Use

The *Absence Scheme Override (0572)* infotype allows you to override an employee's absence scheme definition at two levels:

- If the whole absence scheme is incorrect, you can attach a new absence scheme to the employee using this infotype (time dependent). However, you can also attach the new absence scheme to the employee using the feature COVER (time independent).
- If the entitlements of the absence scheme are incorrect, you can use this infotype to extend or reduce an employee's entitlements to a specific absence grouping and payment band for a specific time period.



This is often applied to employees who have been in service for a long period, but have fallen ill on a long-term basis. They will run out of entitlement to payment unless an extension is authorized by their line-management and the extension entered here.

Structure

The validity period you specify will define for how long the absence scheme override is active.

Under *Absence Scheme Override*, the *Scheme* field allows you to override the whole scheme derived via the feature COVER. The *Absence Grouping* and *Payment Band* fields define which entitlement band will be extended or reduced.

The number of days specified in the *Extension days* field increases the amount of entitlement received for a specific absence grouping (absence type) and payment band (evaluation class). Likewise, the number of days specified in the *Reduction days* field reduces the amount of entitlement received for a specific absence grouping (absence type) and payment band (evaluation class).

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 \[Page 89\]](#).



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 \[Page 90\]](#).

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 \[Page 45\]](#).

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:
 - a. Enter the new Tax Table, Cutoff Point, and Tax Basis.
 - b. Enter the TFA Yearly figure. The *TFA Monthly* and *TFA Weekly* figures are automatically calculated based on the yearly Tax- Free Allowance.
 - c. If the employees tax refund should be withheld, set the *Withhold Refund* indicator.
7. In the *Employer Details* group box, enter the Employer Registered Number (ERN) the employee is assigned to in the *Registered Number* field.



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*.

8. 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 \[Page 89\]](#).

9. Save your entries.

A message appears informing you that the previous record will be delimited.
10. 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* → *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 *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

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.



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

For more information, see [P45 Issue \[Page 89\]](#).

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

15. Choose *Enter*.

Result

The employee's PAYE details are changed.

PRSI**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)

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. However, an employee may not receive contribution credits or stamps retroactively.

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 IMG. To do so, see *Payroll Ireland → 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.

PRSI (Infotype 0360)

Health Insurance

Purpose

The Health Insurance component allows you to record all the subscription information needed to calculate a VHI / BUPA deduction during Payroll.

Integration

The *Health Insurance Ireland (Infotype 0386)* is updated annually from a diskette for VHI containing policy and subscription details for the relevant employees. For more information on VHI, see [Uploading VHI details \[Page 78\]](#).

Details of the amount of subscription paid by employees toward their policy are supplied to VHI by downloading the details to a diskette. For more information, see [Downloading VHI Details \[Page 87\]](#).

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

Health Insurance Ireland (Infotype 0386)

Health Insurance Ireland (Infotype 0386)

Definition

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

For more information, see [Creating multiple health insurance policies for one employee \[Page 34\]](#).

Use

All the subscription information needed to calculate a health insurance deduction is stored in the *Health Insurance Ireland (Infotype 0386)*. The Payroll component uses this data to make the correct VHI / BUPA deductions from wages and salaries.

 Backdated changes to the *Health Insurance Ireland (Infotype 0386)* record do not trigger retroactive accounting.

Structure

Membership details

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

Deduction

The *Balance* is calculated by subtracting the *Subsidy* from the *Amount*. This *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 health insurance amount that is deducted per period. To arrive at this amount (for VHI), 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 Health Insurance wage types. The system will continually keep a running total of the *Health Insurance 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* → *Health Insurance* → *Copy standard SAP Health Insurance 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 / BUPA. For VHI, the contents of this field are included in the download file that is supplied to 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

For VHI, the *Health Insurance Ireland (Infotype 0386)* is updated annually from a diskette from VHI, containing policy and subscription details for the relevant employees. For more information, see [Uploading VHI details \[Page 78\]](#).

Health Insurance Ireland (Infotype 0386)

Details of the amount of subscription paid by employees toward their policy are supplied to VHI by downloading the details to a diskette. For more information, see [Downloading VHI Details \[Page 87\]](#).

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

Creating Multiple Health Insurance Policies for One Employee

Creating Multiple Health Insurance Policies for One Employee

Use

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

Prerequisites

An employee may have any number of health insurance policies.



When creating multiple health insurance policies, a separate wage type should be used if you wish to report on contributions separately. For example, you may choose to report on additional policies per employee. In this case, a separate wage type **must** be used 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 *Health Insurance Ireland (Infotype 0386)* record by entering the infotype name or number in the *Infotype* field.
5. Choose Create.
The *Create Health Insurance Ireland (Infotype 0386)* screen appears.
6. In the *From* field, enter the date from which the health insurance 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.

The employee's name is defaulted into the *Policy Holder* field.



A default value can be specified for the ERN by making the relevant customizing entries. To do so, see in the IMG: *Payroll Accounting (Ireland) → Health Insurance → Default for Group number*.

8. In the *Deduction* group box, perform the following steps: In the *Annual Amount* field, enter the annual amount of the employee's policy. For VHI, you could also use the VHI diskette to upload this amount.
9. In the *Annual Subsidy* field, enter the employer's annual 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 contributions per pay period until the health insurance balance is zero.

Creating Multiple Health Insurance Policies for One Employee



Each wage type stores the period deduction for a particular policy.

10. Save your entries.

Result

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

Pensions

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 \(APC\) \[Page 37\]](#)
- [Per Period Contribution \(PPC\) \[Page 39\]](#)
- [Flat Rate Contribution \(FRC\) \[Page 40\]](#)

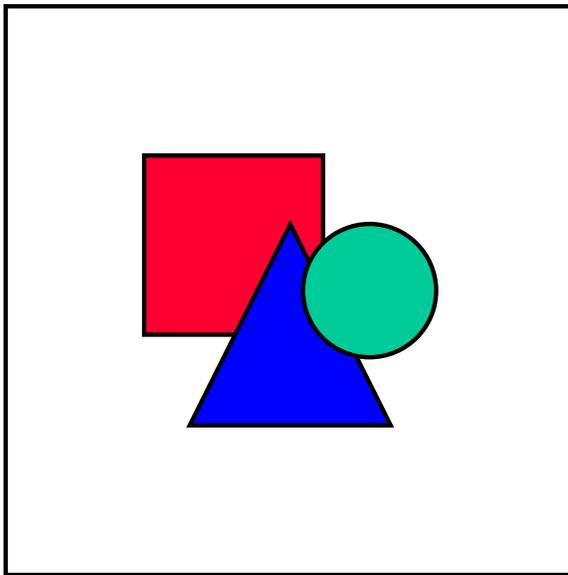
Annual Percentage Contributions (APC)

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.

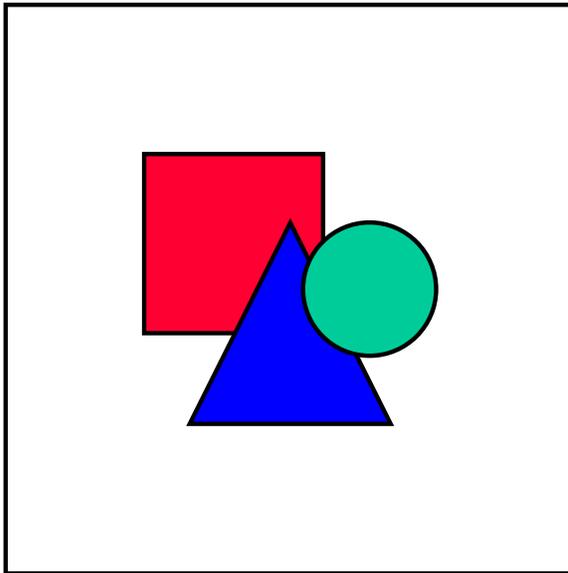


The fields indicated below are located in the *Irish pensions contributions* table (V_T7IEP).

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*.

Contribution Per Period (CPP)

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 CPP 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)

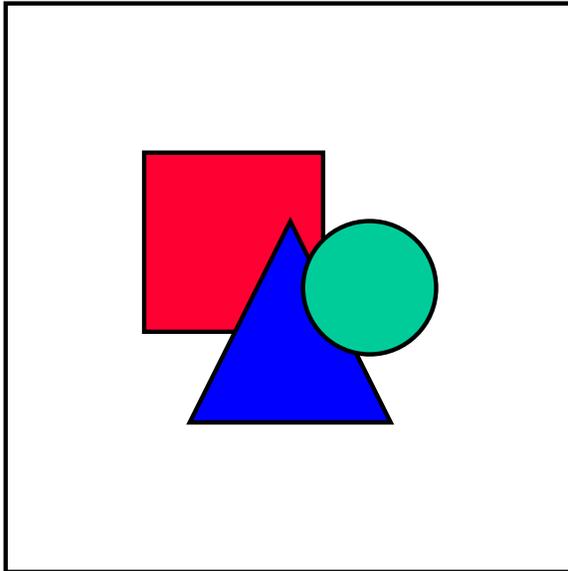
Definition

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 \(APC\) \[Page 37\]](#)
- [Per Period Contribution \(PPC\) \[Page 39\]](#)
- [Flat Rate Contribution \(FRC\) \[Page 40\]](#)

For additional information see [Create Employee Pension Schemes \[Page 42\]](#).

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.

Once the new tax year begins, the *Starters Details Record* is ignored unless a new record is created with a begin date in the new tax year.

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

For more information, see [Creating a Tax Data Record \(Infotype 0359\) \[Page 24\]](#).

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

Wage and Salary Payments

Wage and Salary Payments

Purpose

This component enables you to pay wages and salaries to employees, while taking into consideration country and bank-specific requirements and specifications. Moreover, you can make certain employee-specific payments to third parties (dependent on the country version), whereby the employee is not the payment recipient. The system offers different variants of *wage and salary payments*, which are used in various combinations by the individual country versions.

You can find technical information on *wage and salary payments* and notes on the necessary Customizing settings in the following sections:

- [Payment-Related Information in the Master Data \[Page 49\]](#)
- [Payment-Related Information in the Payroll Result \[Page 50\]](#)
- [Preliminary Program for Data Medium Exchange \[Page 52\]](#)

You can find information on the posting of payment transactions in the documentation for *Posting to Accounting*, under [Integration with the Posting of Payment Transactions \[Ext.\]](#).

Scope of Function

You can find information on *wage and salary payments* in the following sections.

Payment-Related Information in the Master Data

Certain information from the master data for your employees reappears in the *Payroll* results. The *Wage and Salary Payments* evaluates this [Information in the Payroll Results \[Page 50\]](#), but also accesses certain infotypes directly.

Below is a list of the international infotypes that contain payment-related information.

- [Organizational Assignment \(Infotype 0001\) \[Ext.\]](#)
- [Personal Data \(Infotype 0002\) \[Ext.\]](#)
- [Addresses \(Infotype 0006\) \[Ext.\]](#)
- [Bank Details \(Infotype 0009\) \[Ext.\]](#)
- [External Bank Transfers \(Infotype 0011\) \[Ext.\]](#)



In addition to the infotypes mentioned above, there are other international wage types (e.g. for capital formation) that contain payment-related information. These infotypes will not be discussed here. For more information on international infotypes, see the SAP Library under *Human Resources* → *Payroll* → <Country>.

For more information on how the system evaluates the payment-related information in the master data and the payroll results, see [Preliminary Program DME \[Page 52\]](#).

Payment-Related Information in the Payroll Results

Payment-Related Information in the Payroll Results

The following tables in the payroll results contain payment-related information that the system evaluates during the wage and salary payments process.

- *Payment Information* (BT)
- *Work Center/Basic Pay* (WPBP)

Payment Information table (BT)

Every entry in the *Payment Information* table (BT) in an employee's payroll results corresponds to a payment that was created in a payroll period for this employee. However, the employee is not necessarily the **payment recipient** of all payments. A difference must be made, for entries in the *Payment Information* table (BT), between payments to the employee and employee-specific payments to third parties.

The origin and treatment of employee-specific payments to third parties is country-specific. If, for example, salary elements for an employee are garnished or are retained for capital formation, an entry is created in the *Payment Information* table (BT) in the employee's payroll results, for payment of the retained amount to a third party (e.g. the creditor or the capital formation institute). The origin of this entry depends on the country version used, and the settings in Customizing. However, employee-specific payments to third parties do not necessarily create an entry in the *Payment Information* table (BT) for the employee. The reason for this is that in certain country versions these payments are made independent of the *Wage and Salary Payments* component.

Entries in the Payment Information Table (BT) for Payments to the Employee

- The *Payment Method* field is always filled.
- The *Bank Number* and *Bank Account* fields are filled, if the payment method requires bank details.
- The *Recipient*, *Postal Code* and *Location* fields are filled, if you have manually overwritten the corresponding fields in the [Bank Details infotype \(0009\) \[Ext.\]](#). If you have not manually overwritten these fields in the *Bank Details* infotype (0009), the values from the [Personal Data \(0002\) \[Ext.\]](#) and [Addresses \(0006\) \[Ext.\]](#) infotypes are displayed there. In this case, the *Recipient*, *Postal Code* and *Location* fields are not filled in the *Payment Information* table (BT).

Entries in the Payment Information Table (BT) for Employee-Specific Payments to Third Parties

- The entry in the *Payment Information* table (BT) for an employee-specific payment to a third party either contains detailed information from the infotype that forms the basis of the payment (Payment Method, Bank Details, Name and Addresses), or a recipient key in the *Recipient* field. This recipient key refers to Customizing for *Personnel Management*, where you must store the detailed information mentioned.

Payment-Related Information in the Payroll Results

- The *Purpose* field in the *Payment Information* table (BT) is filled, if a purpose was entered in the infotype that forms the basis of the payment.



Note that not all the fields in the *Payment Information* table (BT) are discussed here. For more information on how the system determines the information on the payment recipient, see [Preliminary Program DME \[Page 52\]](#), in the "Scope of Function" section.

Work Center/Basic Pay Table (WPBP)

Certain organizational elements from the *Organizational Assignment* infotype (0001) are stored in the *Work Center/Basic Pay* table (WPBP) during payroll. These organizational elements are used in the wage and salary payments process (dependent on Customizing) to determine the house bank and the house bank account.

Furthermore, the system uses the *Work Center/Basic Pay* table (WPBP) to determine the paying company code. Specification of the paying company code is optional in Customizing. If you have not specified a paying company code in Customizing, the system uses the company code that is stored in the *Work Center/Basic Pay* table (WPBP) in the employee's payroll results. If the *Work Center/Basic Pay* (WPBP) table for the employee contains several partial periods as the result of a [WPBP Split \[Ext.\]](#), in the payroll period to be processed, the system uses the company code in the last partial period, in which the employee was active, to determine the paying company code.

Preliminary Program DME

Use

To start the preliminary program DME, choose *Human Resources* → *Payroll* → *Payroll* → *Bank Transfer* → *Pre. Program DME* from the *SAP Easy Access* menu.

You use the preliminary program DME to evaluate the payroll results to create payment data. The creation of payment data is the first step in the wage and salary payments process.

You can also use the preliminary program DME if you want to make several partial payments on different dates within a payroll period ([Qualified Advance Payment \[Ext.\]](#)).

The preliminary program DME can evaluate payments using different [payment methods \[Ext.\]](#) in a payment run. The payment medium programs, which further process the data created by the preliminary program DME, select the relevant data records using the payment method.

The preliminary program DME processes both [information from the master data \[Page 49\]](#) and [information from the payroll results \[Page 50\]](#) for an employee.

Integration

The payment data created by the preliminary program DME is processed by the country-specific payment medium programs in *Accounting* to create payment mediums (for example, DME files for the bank, checks). You must start these subsequent programs after the preliminary program DME has evaluated the payroll results for the employee and has created the payment data.

Prerequisites

You have exited payroll for the payroll periods for which you want to make wage and salary payments. (Exception: You make a [Qualified Advance Payment \[Ext.\]](#) before exiting payroll.)

You have checked or made the following settings in agreement with *Accounting*.

- **Setting up the payment methods** (in Customizing for *Personnel Management* under *Personnel Administration* → *Personal Data* → *Bank Details* → [Define Payment Method \[Ext.\]](#))
- **Setting up the house banks and house bank accounts** (in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Set Up House Banks \[Ext.\]](#))
- **Defining the Sending Banks** (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Define Sending Banks \[Ext.\]](#))

Preliminary Program DME

- **Defining the paying company code** if you do not want to use the company code stored in the *Organizational Assignment* (0001) infotype (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Define Sending Banks \[Ext.\]](#)).
- **Assigning the text key for the payment transaction to transfer wage types** (in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Check Text Keys for Payment Transactions \[Ext.\]](#))

This assignment is not necessary in all country versions.

Scope of Function

For every current original result for employees processed in a payment run, the preliminary program DME reads the *Payment Information* table (BT) in the payroll results.

In the process, the system performs the following steps for every entry in this table:

- The system determines the information on the payment recipient
 - from the entry in the *Payment Information* table (BT)
 - from the *Payee Keys* table (T521B), if the entry in the *Payment Information* table (BT) contains a recipient key
 - from the *Personal Data* (0002) and *Addresses* (0006) infotypes, if the entry in the *Payment Information* table (BT) does not contain a recipient key and does not contain any recipient data
- The system evaluates the *Sender Account Number for Data Medium Exchange* feature (DTAKT) to determine the following information:
 - The paying company code
 - The house bank
 - The house bank account
- The system reads the *Purpose* field in the *Payment Information* table (BT):
 - If the *Purpose* field is filled, the contents of the field are transferred to the payment data.
 - If the *Purpose* field is not filled, the following text is used: "Wage/Salary", <Personnel Number>, <Payroll Period> or "Pension", <Personnel Number>, <Payroll Period>.
- The system determines the payment currency:
 - If the *Currency* field in the *Payment Information* table (BT) contains a currency, this currency is used for the payment.
 - If the *Currency* field in the *Payment Information* table (BT) does not contain a currency, the currency from the *Currency* field in the *Payroll Status Information* table (VERSC) is used for the payment.
- The system reads the bank codes of the house banks and the recipient bank from the *Bank Master Record* table (BNKA).

Preliminary Program DME

- The system checks the payment data for consistency. If a payment with inconsistent data exists for an employee, the system does not make any payment for this employee.
- For every entry in the *Payment Information* table (BT) the system creates an entry in the payment data.

Selection

The selection screen for the preliminary program DME is country-specific. The following describes only the most important international parameters.

Set Flag for Transfers

We recommend that you mark this indicator. It causes the system to mark every processed entry in the *Payment Information* table (BT) with date and time, to show payment runs carried out later that it is "processed". This prevents entries in the *Payment Information* table (BT) being accidentally processed more than once. If the payroll run is repeated after you have executed the preliminary program DME, the system does not overwrite the entries marked with date and time but performs a difference calculation. That is why you must mark the *Set Flag for Transfers* indicator if you want to perform a qualified advance payment.

Wage Type

You can use these input fields to restrict a payment run to certain wage types, for example, to pay the wage types created for *External bank Transfers* (Infotype 0011) separately from the employee's salary.

Test

If you mark this indicator, the system only displays the payments to be made as the result for a payment run. It does not create any payment data and does not change any data in the payroll results.

Output

The preliminary program DME creates a payment run, which contains payment data. You can clearly identify every payment run using the *Program Run Date* and *Identification Feature* combination. The *Identification Feature* originates from the six-digit system time, at which you started the preliminary program DME. The system replaces the last digit of the six-digit system time in the *Identification Feature* with a P.



You started the preliminary program DME at 09.25 on 04.14.2000. You can clearly identify the payment run created using the *Program Run Date* (04.14.2000) and *Identification Feature* (09251P) combination.

The payment data contained in a payment run is saved in the following tables:

- *Control Records for the Payment Program* (REGUV)
- *Settlement Data from Payment Program* (REGUH)

- *Processed Items from Payment Program* (REGUP)

The data in these tables is further processed by the payment medium programs in *Accounting*. For more information, see [Payments \(FI-BL\) \[Ext.\]](#).

See also:

[Repeating a Payment Run \[Page 56\]](#)

Repeating a Payment Run

Repeating a Payment Run

Use

If a payment run was not carried out correctly (for example, because of a program termination), you have to repeat this payment run.

Prerequisites

When you created the payment run that you now want to repeat, you marked the *Set Flag for Transfers* indicator.

Procedure

1. Make the same settings on the [Preliminary Program DME \[Page 52\]](#) selection screen that you made when you created the original payment run.
2. In the *Repeat Run: Date* and *Time* fields, enter the date and time for the payment run to be repeated.

The system uses this entry to evaluate the entries in the *Payment Information* table (BT) which the preliminary program DME marked with data and time, but for which the date and time correspond to your entries in the *Repeat Run: Date* and *Time* fields.

3. If you only want to evaluate entries in the *Payment Information* table (BT) which have already been marked, select the *Flagged Records Only* indicator.

If you do **not** set this indicator, the system also evaluates the entries in the *Payment Information* table (BT) which are still not marked with date and time.

4. Choose .



If you do not know the date and time for the payment run to be repeated, proceed as follows:

1. Use the [Display Payroll Results \[Ext.\]](#) program (Report H99_DISPLAY_PAYRESULT) to display a payroll result (for any employee) that was evaluated during the original payment run.
2. Display the *Payment Information* table (BT).
3. Select an entry from the *Payment Information* table (BT) which the preliminary program DME marked with date and time when creating the original payment run.
4. Make a note of the values in the *Date* and *Time* fields so that you can enter them in the *Repeat Run: Date* and *Time* fields on the Preliminary Program DME selection screen.

Wage and Salary Payments by Bank Transfer

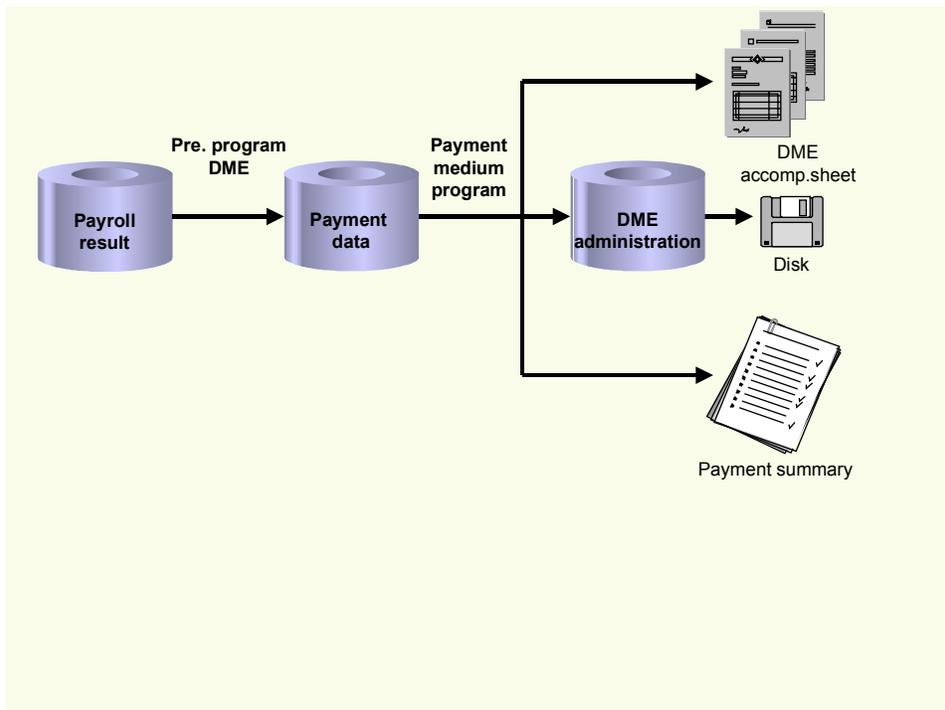
Purpose

The system uses this process to provide all the information your house bank needs to transfer the wage and salary payments to your employees. The system creates a DME file and the DME accompanying sheet. Furthermore, you can print a payment summary which lists the individual payments. You can use the payment summary to, amongst other things, post the wage and salary payments manually to *Financial Accounting*.

Process Flow

1. The [preliminary program DME \[Page 52\]](#) evaluates the entries in the *Payment Information* table (BT) in the payroll results for the employees, and creates a payment run which contains the payment data.
2. The [payment medium program \[Ext.\]](#) for the bank transfer evaluates the payment data and creates a DME file, the DME accompanying sheet and the payment summary. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.
3. You provide your house bank with the DME file created, so that the bank transfer can be made.

The following graphic shows the process flow of wage and salary payments by bank transfer.



Evaluating Payroll Results

Procedure

1. Start the [preliminary program DME \[Page 52\]](#).
2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.
3. Select the *Set flag for transfers* indicator (see [Preliminary Program DME \[Page 52\]](#)), and select .

The system produces statistics on the personnel numbers evaluated and the entries in the *Payment Information* table (BT).

4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for [creating the DME file \[Page 59\]](#).

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.

Creating a DME File

Procedure

1. Start the payment medium program used for creating DME files.
2. Enter the *program run date* and the *identification feature* of the payment run to be processed.
3. In the *Print control* section, select the *Data medium exchange* and *Print payment summary* indicators.
4. Enter the additional necessary data, and choose .

Result

The system evaluates the payment data for the payment run you entered, and creates a DME file. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.

Furthermore, the system creates the DME accompanying sheet and the payment summary for this DME file. You can continue to process the DME file created, using [data medium administration \[Page 60\]](#).

Data Medium Administration

Use

Data medium administration (DME administration) helps you to manage the data media that you create in Financial Accounting and in Human Resources.

In the Accounts Receivable or Accounts Payable menu, choose *Periodic processing* → *Payments*. The system displays the Automatic Payment Transactions: Status screen. From here, choose *Environment* → *Payment medium* → *DME administration* to reach the DME administration screen.

In the Payroll country menus, choose *Payroll* → *Bank transfer* → *DME management*.

In the DME administration overview, the system displays all the data media created with the selection criteria you have specified. You can call up further information for each data medium. Select the required data medium.

Features

DME administration includes the following functions:

- **Displaying data medium attributes**

Choose *Extras* → *DME attributes*

The system displays the following information for the selected data medium:

- Payment run ID
- House bank or clearing house
- Date and time of data medium creation
- Responsible person
- Amount paid in currency specified
- Further technical data

- **Deleting an individual or several data media**

The accompanying administrative data is deleted from the system at the same time.

Select the required data medium and then choose *Edit* → *Delete data medium*. A confirmation prompt appears. The selected data media are deleted when you confirm this prompt.

If you wish to delete data media from several company codes, then you should use the reorganization function within the payment program.

See also:

[Deleting DME Administrative Data Across Company Codes \[Ext.\]](#)

- **Downloading one or more files from the SAP system or from the file system to hard drive or disk**

See also:

[Downloading a DME File onto Disk \[Ext.\]](#)

- **Displaying the contents of a data medium on the screen or printing the contents**

Choose *Edit* → *Display DME* contents from the DME administration overview screen.



The following functions are **not** available for payments from *Human Resources* (HR).

- **Displaying Documents**

Choose *Extras* → *DME attributes* and then *Environment* → *Display documents*. By selecting *Choose*, you branch into the selected payment document.

- **Displaying the transferred data after receiving and entering the account statement**

To do this, choose *Extras* → *Bk transact.attribs* from the DME administration overview screen. If your electronic account statements are processed automatically, then the system fills in the fields within the *Account statement* group.

- **Printing the payment summary for the selected data medium**

To do this, choose *Extras* → *Payment summary* from the DME administration overview screen.

- **Creating a payment advice note**

If you do not use the automatic transfer of electronic account statements but instead enter the account statement data manually, you can simplify this work by means of payment advice notes within DME administration.

You can create a payment advice note for a specified data medium using *Environment* → *Generate doc.pmt adv*. You can enter this payment advice number at a later stage when clearing the bank clearing account. During clearing, the system then only proposes those open items which belong to the payments specified in the payment advice.

You can find more information on the use of this function in Great Britain, (for the creation of a Telepay file, for example) in the documentation of report RFFODTA1.

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 \(Infotype 0359\) \[Page 22\]](#).

Procedure

To start running the P60 report.

1. In the **SAP Easy Access** menu, choose *Human Resources → Payroll → Europe → Ireland → 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 → 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* → *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.

The works number diskette must be returned to the Revenue Commissioners in the November before the tax year.

Prerequisites

When running this report it must be carried out for an entire employer. This means that if a company/organization consists of three Employer Registered Numbers (ERN), this report must be run three times (once 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 → 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

Creating Works Numbers Diskette



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.



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

6. Click the blue information icon, located at the top of the list.
7. 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 → 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

4. Click the blue information icon, located at the top of the list.
5. 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

7. 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.

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

The relevant infotype is displayed.

VHI Information Exchange (Outgoing)

Definition

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

Use

For control purposes 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 VHI with employee subscription details at prearranged intervals.

For more information, see [VHI Information Exchange \(Incoming\) \[Page 86\]](#).

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* → *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 format of the VHI file. If the employer subsidizes the employee's VHI premiums, select *Subsidy Format*.
 - c) Select if the contributions are for the current VHI year. Note: This usually only occurs in large organizations where instead of sending numerous amendment notices for new or altered programs, these notices are issued on diskette.
 - d) Enter the wage type to use for VHI deductions in the *VHI deduction wage type* field.
 - e) Enter the name of the VHI file to upload.
 - f) Set the *Create Batch Session* indicator and enter a batch input session name.



This batch-input session updates the *Health Insurance Ireland (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

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

7. 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.
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

10. 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.
11. Enter the required infotype number.
12. Press Enter
The relevant infotype is displayed.

Period Related

Period Related

Running the SIPTU Report

Use

This program creates a download diskette of the SIPTU Trade Union dues paid by members in the selected period. The program also provides a total contribution amount for the selected branch.

Procedure

To start running the SIPTU report:

1. Choose in the *SAP Easy Access* menu: *Human Resources* → *Payroll* → *Europe* → *Ireland* → *Subsequent Activities* → *Per Payroll Period* → *Reporting* → *SIPTU*.

The *Irish Payroll SIPTU Report* screen appears.

2. In the *Period* section, specify the payroll period(s) for which contributions to SIPTU should be processed.
3. In the *Selection* group box, enter the appropriate search criteria.
Use the matchcode function to find a number you do not know.
4. In the *SIPTU* section:
 - a. Enter the Employee's SIPTU number.
 - b. Enter the group *Employer SIPTU number* as recorded in *SIPTU* table (T7IE9).
 - c. To download the material, set the indicator in the field *Download to file* and in the field *Filename*, choose the file to be downloaded.



If you are using the infotype *Member Ship Fees (0057)* to record employee membership of SIPTU, set the indicator in the *Using Infotype 57?* field. Alternatively, enter the wage type used in infotype *Recurring Payments and Deductions (0014)*.

5. Execute the report.

Result

The selected employee SIPTU contributions details are displayed in tabular format.



The downloaded file must then be sent to SIPTU headquarters in Liberty Hall.

Running the P30

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 figures reported should reflect the Tax and PRSI collected from employees in the period between the 6th of the month and the 5th of the following month.

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 → 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. *Standard P30 dates* should be used under normal circumstances. Select the year and month. Alternatively, you could select the *General P30 dates* button and enter calendar dates in the normal manner.
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.,

13. 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..

Running the P30

A popup appears showing PRSI and Tax Totals.

Display Cluster results for an employee

This is only possible from the Accepted employee listing.,

14. 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

VHI Information Exchange (Incoming)**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 \(Outgoing\) \[Page 77\]](#).

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* → *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

- 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.
A Popup appears displaying the Statistics and Selections.

Downloading VHI Details

Display Employee VHI Details Details

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

The Health Insurance Ireland (Infotype 0386) is displayed.

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

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 *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.

3. 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.

4. 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.
5. 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.

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.



Due to the physical nature of P45 forms, they cannot be printed by dot matrix or laser printers.

View Rejected Employees list

8. Click the blue information icon, located at the top of the list.
9. 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

17. Click the blue information icon, located at the top of the list.
18. Choose *Information*.
19. Press Enter

A Popup appears displaying the Statistics and Selections.

Display Employee Master Data

15. 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.

16. Enter the required infotype number.
17. Press Enter

The relevant infotype is displayed.

Issuing a P45 to a Leaver

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* → *Irish Pensions Contributions Report*.

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. Choose the amount and type of information you require from the *Display Options* field.
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

- Click the blue information icon, located at the top of the list.
The pension contribution paid so far and the annual amount are displayed for the selected employees.

Health Insurance Contributions

Running the Health Insurance Contributions report

Running the Health Insurance Contributions report

Use

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

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

Procedure

To start running the *VHI report*:

15. In the **SAP Easy Access** menu, choose *Human Resources* → *Payroll* → *Europe* → *Ireland* → *Subsequent activities* → *Per payroll period* → *Reporting* → *Health Insurance Contribution Report*.

The *Health Insurance Contribution Report* screen appears.

16. In the *Period* group box specify the payroll period(s) during which the employee's VHI / BUPA 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 *Contributions* group box, select the relevant information.
19. Execute the report.

Result

The selected employee health insurance contributions details are displayed.

Running the Health Insurance Arrears Report

Use

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

This report can also be run at the end of a VHI /BUPA year to compare the employee's planned health insurance contributions against the employees actual contributions.. Sometimes employees, especially weekly paid employees may fall into arrears due to unpaid absences.

Procedure

To start running the Health Insurance Arrears report choose in the *SAP Easy Access* menu:

1. Choose: *Human resources* → *Payroll* → *Europe* → *Ireland* → *Subsequent Activities* → *Per payroll period* → *Reporting* → *Health Insurance Contribution*.

The *Health Insurance Contribution Report* appears.

2. In the *Period* group box specify the payroll period(s) during which the employee's contribution were processed.
3. In the *Selection* group box, enter the employee's personnel number or other selection criteria.
4. Use the matchcode function to find a number you do not know.
5. In the *Contribution* section: *All fields* - displays all output fields (including: plan, dates, wagetypes, payments, and arrears). *Arrears* - based on expected payments, this option displays planned payments which were not made by the employee. It is also possible to view amounts which an employee has paid over the planned contribution amount. *Payments* - displays actual contributions made (including an employee's remaining balance to be paid).
6. Execute the report.

Result

The selected employee health insurance contribution details are displayed in tabular format.

Interface to Third-Party Payroll Systems