PAYE Modernisation Guide

Bulk RPN Retrieval and RPN Information

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➲ Overview

Under PAYE Modernisation, the P2C is replaced by Revenue Payroll Notifications (RPNs). RPNs will contain all the information necessary to calculate the various statutory components, such as PAYE, USC and LPT. It is therefore essential to request an RPN before finalising an employee's payslip so that the most up to date information from Revenue is used in the calculation.

In order to retrieve an RPN for an employee, they must first be registered for PAYE and have a PPSN. If an RPN has not been retrieved for an employee for the current tax year and employment, the employee will be taxed on an emergency basis.

This guide outlines how RPNs can be requested and updated in bulk and how the RPN information for employees can be viewed.

➲ Requesting RPNs in Bulk

Note: SimplePay will automatically retrieve RPNs once for the 2019 tax year for all employees that have a PPSN but no RPN. The manual option outlined below can be used throughout the year if you wish to update RPN information. This functionality will later be expanded so that the system automatically requests RPN information updates on a daily basis.

To request RPNs in bulk, you must first have an authorisation certificate uploaded and successfully linked to the company. More information about this was communicated in [Release 1](#).

The steps for requesting RPNs in bulk are outlined in the following pages.

To request RPNs in bulk, go to **Employees > Bulk Actions > Update Tax Details**

Use the checkboxes next to the employees' names to select which employees you wish to request an RPN for.

Click **Create / Update** at the top of the screen.

SimplePay will retrieve the latest active RPN from Revenue for each employee selected. Where there is no existing active RPN for an employee, Revenue will create one. All tax information for the RPNs retrieved will be populated / updated for the employee.

Note: Employees without a valid PPSN will be shown in the table, but cannot be selected to have RPNs retrieved.

⟳ Viewing RPN Information

To view the RPN information that is used to calculate an employee's tax and USC calculations, go to the employee's profile and then click on **Edit Info > RPN Information**.

No information

This is the default option for any employee for whom an RPN has not yet been retrieved. You will see a warning box alerting you to this fact when you open the **RPN Information** screen.

Employees without RPN information will have PAYE and USC calculated on the emergency basis. To avoid an employee being taxed on an emergency basis, click on **Create / Retrieve RPN**. Alternatively, this can be done in bulk, as outlined above.

PAYE and USC Rates and Cut-off Points

If an RPN has been successfully retrieved for an employee, the RPN Information screen will display the following information for the employee:
- USC rates and cut-off points
- Tax credits
- Tax rates and cut-off points
- LPT (Local Property Tax)
- USC and PAYE income
- Year-to-date USC and PAYE

An extract of the information shown on the screen is displayed on the next page.

If you feel that the RPN information is outdated, click on **Update Now** to retrieve the latest RPN Information from Revenue.

Tax Information History

Any changes to the tax information provided (for example, when a new RPN is retrieved) can be viewed at the bottom of the *RPN Information* page under *Tax Information History*.

Clicking on **View** next to a particular record in the table provides the tax information for that employee as at its effective date.