



Frequently Asked Questions (FAQ V17) on:

Guidance on the Operational phase of the COVID-19: Temporary Wage Subsidy Scheme which commenced on 4 May 2020.

This document will continue to be updated as further guidance is available.

Revision history:

1	26 March 2020	
2	27 March 2020	Number of changes to the text to improve the clarity of the questions and answers. Significant changes are highlighted.
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Temporary Wage Subsidy Scheme - Quick Start.

In response to the COVID 19 pandemic the Government introduced the Temporary Wage Subsidy Scheme (TWSS) to provide financial support to workers whose employers are affected by the pandemic and unable to pay the employee. Originally approved for 12 weeks, on 5 June 2020 the scheme was extended until the end of August 2020.

This Quick Start section will assist an employer to understand the fundamentals of the scheme and the main steps required to use the scheme. It should be used in conjunction with the material in the remainder of the document which provides more detailed information as well as worked examples.

1. The scheme is available for eligible employees of eligible employers. Employers must meet the eligibility criteria (see section 2.4) and eligibility criteria (see section 3.1) for employees.
2. Employers apply to Revenue to operate the scheme by submitting a self-declaration (see Section 2.2). Employers must ensure they add their refund bank details, otherwise refund cannot be made.
3. An employee's subsidy is based on their January 2020 and February 2020 Average Revenue Net Weekly Pay (ARNWP) (see sections 4.3 – 4.5) the applicable subsidy rates (see Section 4.17) and any additional gross payment (top-up)(see section 1.6) an employer pays to the employee (see examples in section 4.4 and Appendix A3). **If excessive additional gross payments are made to an employee, then the subsidy refund to the employer be reduced (tapered) accordingly** (see section 4.17 and the chart in appendix A5). If a subsidy if not payable, including after tapering, PRSI J9 class must not be used
4. Revenue will calculate the ARNWP and provide it and other subsidy information in the Employer CSV file (see section 4.16). This must be downloaded from ROS and used to calculate the wage subsidy for an employee.

The CSV information can be imported into compatible payroll software, or used outside of the payroll software, along with the subsidy rates and any Additional Gross Payment (top-up) amount, to calculate the wage subsidy for each eligible employee.

Revenue has provided a [CSV subsidy calculator](#) to assist employers calculate the correct wage subsidy for each eligible employee (see section 4.19.2). Employers use this calculator together with the Employer CSV file to calculate employee's subsidy. Employers are reporting that this CSV subsidy calculator is very useful in assisting with subsidy calculation and reducing submission errors that can reduce the refund an employer receives.

5. Section 5.6 explains the reasons why refunds may not be made to the employer or why the refund amount is reduced. This section should be carefully reviewed before payroll is run and submitted to Revenue. Once a submission is made it cannot be amended (see section 4.10).
6. Using the steps in Section 4.18 enter the details into payroll ensuring that the subsidy is entered as a non-taxable amount and the PRSI class is set to J9 for eligible employees.
7. Employer submissions are usually refunded the following day and can be viewed online (see section 5.5).
8. The Statement of Account (SOA) on ROS provides a monthly summary of transactions for that month and any outstanding balance due (see Section 5.7)
9. When the employer's situation changes, or they no longer wish to operate the scheme then follow section 2.13 and prepare for a reconciliation (see section 6).

Sections changed in this version are highlighted in the table of contents (excluding minor edits).

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Introduction

On 24 March 2020 the Government announced new measures to provide financial support to workers affected by the Covid-19 crisis. As part of these measures, Revenue is operating a COVID-19 Temporary Wage Subsidy Scheme. The scheme, enables employees, whose employers are affected by the pandemic, to receive significant supports directly from their employer.

Purpose of document

This document provides employers, payroll operators and agents with information and guidance on the operational phase of the Temporary COVID-19 Wage Subsidy Scheme.

This document should be read in conjunction with the Revenue scheme information available at:

- www.revenue.ie/en/corporate/communications/covid19/index.aspx
- www.revenue.ie/en/corporate/communications/documents/guidance-on-employer-eligibility-and-supporting-proofs.pdf
- www.revenue.ie/en/corporate/press-office/letters/minister-of-finance-signed-letter-to-chairman-revenue-160420.pdf
- www.revenue.ie/en/corporate/communications/documents/twss-extended-deadline-feb2020-payroll-submissions.pdf

Frequently Asked Questions

1. COVID-19: Temporary Wage Subsidy Scheme

1.1. What is the COVID-19: Temporary Wage Subsidy Scheme?

The Temporary Wage Subsidy Scheme was introduced by the Emergency Measures in the Public Interest (Covid-19) Act 2020 (See <https://data.oireachtas.ie/ie/oireachtas/act/2020/2/eng/enacted/a0220.pdf>). This scheme provides the payment of income supports to employers in respect of eligible employees where the employer's business activities have experienced significant negative disruption due to the COVID-19 (Coronavirus) pandemic. The Subsidy Scheme starts from 26 March 2020 and supersedes the previous Employer Covid Refund scheme.

The Subsidy Scheme is operated by employers through their payroll system, thereby ensuring employees will be in receipt of the subsidy payment along with any other payments made by their employer.

The employer must include the subsidy as part of the employees' wages and show the amount of the subsidy paid to the employee on the employee's payslip. This should be labelled as "GovC19 WageSub" on the payslip.

Timeline

24 March 2020: The Government announced new measures to provide financial support to workers affected by the Covid-19 crisis. The Temporary Wage Subsidy Scheme is expected to run for 12 weeks.

26 March 2020: Revenue began operating a COVID-19 Temporary Wage Subsidy Scheme (TWSS) for payroll submissions made to Revenue on or after 26 March with a pay date on or after 26 March. In order to expediate refunds to eligible employers Revenue operated a transitional phase of the Temporary Wage Subsidy scheme until 4 May 2020.

28 March 2020: The first refunds under the TWSS are made to eligible employers in respect of eligible employees.

15 April 2020. The Minister for Finance announced a new set of measures and rates under the TWSS. The new rates and measures for the TWSS as announced by the Minister provide increased supports to eligible employees who have an average Revenue net weekly pay (ARNWP) of up to €960. This is effective for payroll submissions made to Revenue on or after 4 May 2020.

16 April 2020. Employees whose ARNWP exceeds €960 per week and where their current gross pay does not exceed €960 per week are included in the scheme. This is effective for payroll submissions made to Revenue on or after 16 April 2020, with a pay date on or after 16 April.

4 May 2020: TWSS moves to the Operational Phase. During the Operational Phase of the scheme Revenue will calculate the ARNWP and the maximum wage subsidy (MWWS) for each employee and provide these to employers, in the Employer CSV, for use in their payroll process. Revenue will refund the applicable wage subsidy having regard to the maximum wage subsidy and the level of gross pay reported by the employer for each eligible employee. At a later date, Revenue will reconcile the amount of the employer wage subsidy refunds from 26 March with the maximum wage subsidy applicable to each employee. This may involve recouping refunded amounts from employers.

29 May 2020: Following an announcement on 29th May by the Minister for Finance and Public Expenditure and Reform, Revenue will implement a change to the operation of the Temporary Wage Subsidy Scheme (TWSS) to accommodate employees returning to work following maternity or adoptive leave. Revenue will put in place the necessary processes to enable employers to receive appropriate subsidy payments in respect of affected employees. These are expected to be operational from 12 June 2020. Further guidance will be provided shortly.

5 June 2020: The Minister for Finance and Public Expenditure and Reform announced an extension of the scheme until the end of August 2020. On 23 June Revenue confirmed that the eligibility criteria, to continue participating within the scheme or to join the scheme, after quarter 2 remains unchanged. There is no change in the basis of calculation of the subsidy amount and the arrangements in place since the start of the Operational Phase on 4 May 2020 continue.

1.2. What are the two phases to the Temporary Wage Subsidy Scheme?

Transitional Phase

The Transitional Phase relates to all TWSS submissions received on or before 3 May 2020.

Phase 1 was a short, transitional phase that built on the previous emergency Employer COVID Refund Scheme that was operational from 15 March to 25 March 2020, under which the employer received a refund of €203 per week for each employee that it keeps on its books. The Temporary Wage Subsidy Scheme provides a maximum of €410 in

respect of eligible employees for employers who operate the Subsidy Scheme regardless of whether the employer makes an additional gross payment to the employee's earnings or not.

Operational Phase

The Operational Phase applies to any TWSS submissions received on or after 4 May 2020.

In Phase 2, the Operational Phase, from 4 May 2020, this phase of the scheme will ensure that the Subsidy paid to employers will be based on each individual employee's Average Revenue Net Weekly Pay and the gross pay as reported by the employer in the payroll submission, subject to the maximum weekly tax-free amounts. The Operational Phase will include:

1. **Employer CSV File download:** Revenue will calculate each employee's Maximum Weekly Wage Subsidy (MWWS) based on the employee's ARNWP and will provide this, along with other necessary information, to each employer (who is operating the scheme) in respect of each active employee. Where an individual has more than one employment Revenue will calculate the ARNWP at employment and employee level and provide information to each employer on the MWWS applicable for that employment. The information will be provided for download in a format called a CSV file. The employer can a) import this information into their payroll software and the payroll software will use this information, or b) use the information outside of payroll software along with the new rates and any Additional Gross Payment (top-up) amount, to calculate the wage subsidy for each eligible employee. (See Appendix 2 for information on downloading the Employer CSV file from ROS).
2. **Application of the new rates and measures from 4 May 2020.** The revised rates and measures for the TWSS, including those announced by the Minister for Finance on 15 April, will provide increased supports to eligible employees.
(See 4.17 What are the wage subsidy rates effective for the Operational Phase, from 4 May 2020?)
3. **Refund of the subsidy amount to the Employer.**
During the Operational Phase Revenue will refund the employer the subsidy amount that the employee is eligible to receive after any tapering required has been applied.
4. **Reconciliation of Employer Refunds:** At a future date, Revenue will perform a reconciliation of employer refunds made to the employer from 26 March up to 4 May. Where necessary Revenue will adjust the amount of future refunds that it will make to the Employer to take into account the difference between subsidy the employee was eligible for and the €410 that Revenue refunded to the employer during the Transitional phase.
5. **Refund of subsidy to the employee.** The changes to Revenue's systems required to implement TWSS have been delivered incrementally in a short period of time since the Scheme started on 26 March 2020. The latest 'Operational Phase' implements the revised subsidy rates determined by the Minister for Finance and is effective from 4 May 2020 for the vast majority of employees.

The TWSS is operated in real-time by employers through the normal payroll process and to ensure that subsidy amounts are paid to employees on a timely basis as part of a payroll run, it is necessary to calculate the amount of the subsidy due to an employee based on the employee's gross pay. This is necessary as an employee's net pay cannot be fully determined before the actual payroll is run. This means that for some employees, where the employer pays between €586 and €960 (net weekly), the full amount of the subsidy due to an employee may not be paid through the payroll run concerned. Revenue will implement a system development to calculate any subsidy amounts that remain due to such employees, following the submission of the actual payroll by the employer, and Revenue will then arrange to pay any outstanding subsidy amount directly to the employees concerned. The system development required will be implemented shortly and

will be applied retrospectively by Revenue to any impacted weekly, fortnightly or monthly paid employees who were paid on or after 4 May 2020.

Further guidance on this will be provided when available.

1.3. How does the Subsidy Scheme differ from the Employer Refund Scheme?

The Employer Refund scheme was operated by Revenue on behalf of the Department of Employment Affairs & Social Protection (DEASP) to refund employers a weekly special support payment of €203 to their existing employee(s) that had been temporarily laid off as a result of the COVID-19 pandemic. The Employer Refund Scheme was replaced by the Temporary Wage Subsidy scheme which commenced on 26 March 2020.

1.4. How long will payments under the Temporary Wage Subsidy Scheme last?

The scheme was expected to last a period of 12 weeks, starting from 26 March 2020. On 5 June 2020 the government announced an extension of the scheme until the end of August 2020.

1.5. Why are the names of the Employers operating the scheme published?

The employer can register at any time during the scheme's operation and before making a payroll submission to Revenue.

In line with legislative requirement and international practice, Revenue will publish a list of names and addresses of qualifying employers who make submissions for subsidy refunds. This is a fairly standard approach to any type of grant process. Effectively the register will be available on the Revenue website after the scheme has finished. While, for many, publication will give recognition to employers operating the scheme in support of their employees, publication also acts as a transparency device to inform employees that their employers had availed of the scheme and that, consequently, they should have seen the wage subsidies reflected in their pay and payslip.

Revenue's aim in this is to support employers and employees and Revenue will take a reasonable, fair and pragmatic approach on the operation of the scheme.

(See 2.13 How do employers stop operating the scheme?)

1.6. What is an additional gross payment under the Temporary Wage Subsidy Scheme?

Sometimes referred to as 'top-up payments', an employer can choose to make an additional gross payment to the employee to fully or partially make up the difference between the amount provided by the subsidy scheme and the employee's Average Revenue Net Weekly Pay. Such additional payments, which cannot be re-grossed, are regarded as gross pay and liable to Income Tax and USC.

If the employer makes excessive additional gross payments, then either the subsidy value applicable for the employee and refundable to the employer will be reduced, or the employee may not be eligible for the subsidy scheme.

Neither the employer nor the employee may benefit from the scheme where the sum of payments (subsidy plus any additional gross payment but excluding tax refunds) payable to the employee, in the week being processed, exceeds the lessor of the Average Net Weekly Pay (ARNWP) or €960 (with the exception of where the ARNWP does not exceed €412, the gross pay plus the temporary wage subsidy can exceed the ARNWP subject to a cap of €350 per week.)

(See 4.17 What are the wage subsidy rates effective for the Operational Phase, from 4 May 2020?)

(See 4.4.3 Example 3 – Impact additional gross payments can have on subsidy and PRSI class.), or

(See 3.1 What is an eligible employee?)

(See example: 4.4.2 Example 2 – Impact of Additional gross payment on subsidy

and 4.4.3 Example 3 – Impact additional gross payments can have on subsidy and PRSI class.)

In determining the amount of additional gross payment that an employer can make before the subsidy value is reduced it is important to be able to implement a suitable mechanism that would give a predictable result and would facilitate its implementation by all employers. Given the range of factors that impact on the calculation of an employee's gross pay to net pay (e.g. tax credits, taxable and non-taxable deductions and hours worked) it would not be possible to devise a universally applicable mechanism that would give a predictable and consistent result if re-grossing was applied. Therefore, the calculations are based on the employees Gross Pay as reported by the employer in their payroll submission.

1.7. Can an employer deduct a pension contribution from a Temporary Wage Subsidy payment to an employee?

No. Under section 28(5)(d) of the [Covid-19] Act, the employer must pay to the employee "an additional amount equivalent to the wage subsidy", which means the subsidy amount must be paid to the employee in full. The purpose of the subsidy is to ensure the employer/employee relationship is maintained and to ensure a minimum amount is paid to employees during a time of national and worldwide emergency.

1.8. Are payments made deductible against income tax or corporation tax?

In computing the employer's liability to income tax or corporation tax, as the case may be, the employer shall not be entitled to a deduction in respect of the temporary wage subsidy payment paid to an eligible employee under the scheme.

1.9. How are non-statutory deductions processed?

Non-statutory payroll deductions, for example credit union and union fees, are normally deducted from net pay after tax. As the intention of the scheme is to maintain the employees' net income as close as possible to normal net income, and to ensure that the employee receives the full subsidy payment value, employers should not apply such deductions unless the value of the additional gross payment exceeds the value of the deductions, or they are doing so with the agreement of the employee.

In the case of Local Property Tax (LPT), if necessary, employees can access their LPT records via Revenue's MyAccount to change their payment method from 'deduction at source' to other payment options such as monthly Direct Debit or Single Annual Debit. Alternatively, employees may submit LPT payment queries online via the LPT portal.

1.10. Will the subsidy payments be considered pensionable pay for the purpose of employee pension contributions?

The temporary wage subsidy is part of an employee's emoluments for tax purposes, although that amount is not subject to pension deductions under PAYE. As outlined in Q1.7, an employer is not permitted to deduct an employee pension contribution from the wage subsidy.

It is open to an employee to elect to make a "non-ordinary" or "special" contribution to her/his pension scheme before their return filing date for the 2020 tax year. When doing so, as the subsidy is part of an employee's "net relevant earnings" for pension purposes, the subsidy received will be counted towards the employee's age-related percentage limit and overall earnings limit for the purpose of calculating allowable tax relief on the contributions.

1.11. Will subsidy payments impact on the employer pension contributions?

Section 772(2) of the Taxes Consolidation Act 1997 provides that one of the conditions for tax approval of an occupational pension scheme is that an employer should contribute to the scheme. In the current circumstances, during the applicable period of the scheme, the tax approval will not be withdrawn from an occupational pension

scheme for the reason that an employer who is in receipt of the temporary wage subsidy is not currently making contributions to the scheme.

The pension tax approval provisions of the Taxes Consolidation Act do not provide that employer contributions must be linked to employee earnings. There may be a variety of contractual arrangements between employers and employees or between employers and pension scheme providers as regards the level of employer contributions. Revenue is not in a position to comment on these arrangements.

The Pensions Authority has published [a Covid-19 update on pension matters](#).

2. Employer

2.1. Will the employer be required to make an additional gross payment to the employee?

The scheme is predicated on the employer wanting to keep the employees on the payroll and to retain them until business picks up. The employer is expected to make best efforts to maintain the employee's net income as close as possible to normal net income for the duration of the Subsidy period. However, there is no minimum amount that the employer must pay as an additional gross payment in order to be eligible for the scheme, but the employer will need to enter at least €0.01 in Gross Pay when running its payroll.

Revenue will process all submissions (including gross pay values of €0.00) that have a J9 PRSI class as submissions for refund processing regardless of the Additional Gross Payment value, the €0.01 is required as some payroll software require a minimum of €0.01 in order to calculate the employee's tax refund.

(See 1.6 What is an additional gross payment under the Temporary Wage Subsidy Scheme?)

2.2. How do Employers register for the Subsidy Scheme?

Employers, or their agents, apply to Revenue to operate the scheme by carrying out the following steps:

- Log on to ROS myEnquiries, click Add A New Enquiry and select the category 'Covid-19: Temporary Wage Subsidy'.
- Read the "Covid-19: Temporary Wage Subsidy Self-Declaration" and press the 'Submit' button.
- Revenue will issue a confirmation via myEnquiries and the employer can immediately operate the scheme.

IMPORTANT: ROS allows an employer to specify to Revenue the bank account to use for tax payments and the bank account to use for tax refunds. Both of these can refer to the same bank account number.

Many employers will have an existing tax payment bank account set up in ROS, however, to receive refund payments from Revenue, including Temporary Wage Subsidy Scheme refunds, employers also need to add their refunds bank details.

This can be done through ROS in 'Manage bank accounts', 'Manage EFT', by entering the details of the refund bank account that the refund is to be made to. [ROS Help has Instructions on how to setup a refund bank account](#).

If an employer has multiple PAYE(Emp) tax registration numbers, one declaration will register the employer to operate the scheme for all their PAYE(Emp) tax registration numbers, however the employer must use ROS to provide refund bank details for each of the PAYE(Emp) tax registration numbers.

(See 2.13 How do employers stop operating the scheme?)

2.3. Can Employers who signed up to the Employer Refund Scheme apply for the Temporary Wages Subsidy Scheme?

Employers who had signed up to the Employer Covid-19 Refund scheme and who may have received refunds under that scheme are eligible for the Subsidy scheme. They will not be required to apply for the Subsidy Scheme. Instead, they can operate under this scheme and Revenue will confirm with the employer that they meet the conditions of the Subsidy Scheme.

2.4. Are there any conditions associated with the Temporary Wages Subsidy Scheme?

The Subsidy Scheme is open to employers who self-declare to Revenue that they have experienced significant negative economic disruption due to Covid-19. They should be able to show that they meet the criteria laid out in Revenue's published Guidance on Employer Eligibility and Supporting Proofs -

www.revenue.ie/en/corporate/communications/documents/guidance-on-employer-eligibility-and-supporting-proofs.pdf. Eligible employers must also retain its employees on its payroll.

This guidance includes the following extracts:

- *An employer that has been hit by a significant decline in business but has strong cash reserves, that are not required to fund debt, will still qualify for the Scheme but the Government would expect the employer to continue to pay a significant proportion of the employees' wages.*
- *The declaration by the employer is not a declaration of insolvency. The declaration is simply a declaration which states that, based on reasonable projections, there will be, as a result of disruption to the business caused or to be caused by the Covid-19 pandemic, a decline of at least 25% in the future turnover of, or customer orders for, the business for the duration of the pandemic and that as a result the employer cannot pay normal wages and outgoings fully but nonetheless wants to retain its employees on the payroll."*

The eligibility criteria to continue participating within the scheme or to join the scheme after quarter 2 remains unchanged. The business must have suffered a significant negative economic impact as a result of the Covid-19 pandemic. The indicators of this are a minimum of a 25% reduction in turnover, customer orders or any other 'reasonable basis' for Quarter 2 2020.

As indicated in 2.1, the employer is expected to make best efforts to maintain the employee's net income as close as possible to normal net income for the duration of the Subsidy period.

(See 2.13 How do employers stop operating the scheme?)

2.5. Are there checks and balances in place to ensure that employers are operating the Temporary Wages Subsidy Scheme properly?

Revenue will be checking the eligibility of employer and employees for this scheme. Checks include:

- the employer has applied to operate the scheme,
- the employee is an eligible employee (see 3.1),
- the employer has paid the full subsidy amount to the employee.

Revenue is sharing data with DEASP who will use this to identify dual payments and will cease future DEASP COVID-19 Pandemic Unemployment Payments (PUP) payments for employees that are benefiting from the wage subsidy scheme.

2.6. Must all my employees be affected to avail of the Temporary Wages Subsidy Scheme?

Eligible employers can participate in the scheme in respect of any eligible employees on their payroll, including those on fulltime, reduced hours, rehired staff who were temporarily laid off or staff temporarily laid off but retained on the payroll. Other employees, that are not eligible employees, are processed as normal without PRSI class J9 being applied.

(See 3.1 What is an eligible employee?)

2.7. I've laid off employees this week can I rehire them and avail of this scheme?

Yes, if an eligible employer has laid off employees as a result of COVID-19, they can be taken back onto the payroll and will qualify for the subsidy if they are eligible employees (see 3.1).

2.8. How can I rehire an employee that was previously laid off and ceased on payroll?

As staff return to work, if an employee, as a result of the impact of the Covid crisis, was laid off and their employment ceased, and the employer now wishes to place this employee back on payroll to validly avail of the Wage Subsidy Scheme, the employer can do so. To ensure the smooth processing of the reemployment the following steps should be followed:

1. Determine if the employee being rehired already has active eligible* employment IDs

* An active employment ID is one where the employment has not been ceased on Revenue records. An eligible employment ID is an active employment ID that has qualifying payroll submissions (see 3.1) associated with it.

- a) Download the most recent Employer CSV (see A2.2 How can I download the CSV file?).
 - b) Review the contents of the file (it can be viewed in most spreadsheet packages by double clicking on the downloaded file, do not change or save the file).
 - c) Search the file for the PPSN of the employee being rehired, the PPSN can be in the file a number of times in different rows.
 - d) If the employee's PPSN is in the file (column A) **and** there is a Y in the corresponding "eligible Employee" column (column D) then the employee has an active eligible employment ID. It is possible for an employee to have multiple active eligible employment IDs and each one should be identified.
 - e) If the employee's PPSN is not in the file (column A), then the employee does not have an active eligible employment ID.
2. If the employee does not have any active eligible employment IDs, then, using the PPSN that was used to report the employee's January 2020 and February 2020 pay, create a new employment with a different Employment ID and use the return to work date as the commencement date for this new employment.
 3. If the employee has only one active eligible employment ID(s), then use this employment ID for future submissions for the rehired employee and do not create any further employment IDs for the employee.
 4. If the employee has more than one active eligible employment ID(s), then:
 - a) Examine the RPNs available for each of the employee's identified active eligible employment IDs (with a Y in Column D), and:
 - o If the employee's tax credits are associated with an active eligible employment ID then use this employment ID for future submissions for the rehired employee.

- If the employee's tax credits are not associated with any active eligible employment ID then select one of the active eligible employment ID for future submissions for the rehired employee. The employee should be instructed to use MyAccount to transfer their tax credits to this selected Employment ID. This must be done at least two working days before the employer requests the latest RPNs for use in the next payroll calculation.
- As you have identified an existing active eligible employment ID for the employee, do not create any further employment IDs for the employee.

5. Operate payroll and TWSS for the rehired employee.

- a) A Revenue Payroll Notification (RPN) must have been received for the rehired employee, for the new or selected Employment ID, at least one working day before running the first payroll for the rehired employee.
- b) Download the updated Employer CSV file from Revenue the next working day. The Employer CSV file should contain the values for the new or selected employment ID.
- c) Using the values in the updated Employers CSV file and the latest RPN, apply the scheme for this employee on the new or selected employment ID.
- d) Employers should ensure that they do not submit zero value payslips with a J9 PRSI class for the period between the employee leaving and being rehired.

(See 3.17 How do you report an Employee commencing or ceasing employment mid pay frequency?)

An employee being rehired after a period on the Pandemic Unemployment Payment (PUP) should cease their PUP payments immediately and repay DEASP any amount to which they were no longer entitled. [DEASP has published information on making PUP repayments.](#)

Between 2 May 2020 and 17 May 2020 employees that were rehired were temporarily not included in the Employer CSV file. Revenue has updated the Employer CSV files to include rehired employees notified to Revenue between 2 May 2020 and 17 May 2020. Any J9 refund submissions made during this period have now been reprocessed and where appropriate refunds have issued. This updated file is available for download by employers who have notified Revenue of such rehires.

From 25 May 2020 a daily refresh of the Employer CSV file will include the employee information for rehired employees notified to Revenue. Employers will receive a notification when an updated Employer CSV file is available for download, including when an employee's information has changed due to a rehire in another employment.

2.9. Can paper filers use the scheme?

The scheme is open to employers who file electronically through ROS.

2.10. Can I move employees from one registration number to another and still avail of the scheme?

To be eligible to be included in the scheme, employees must be on the same PAYE(Emp) tax registration number that was used to submit their January and February 2020 payroll.

Transfers of employees under the European Communities Transfer of Undertakings (Protection of Employment), commonly known as TUPE Regulations, can result in difficulties with eligibility of the employees concerned for the subsidy scheme, because they may not have been on the payroll of the new business owner at 29 February 2020 and that owner would not have been paying wages to the employees in January or February 2020. In addition, the

operation of the subsidy scheme in circumstances where an employer changes under the TUPE Regulations would be particularly difficult in practice, especially in the context of Revenue systems which automate the calculation of wage subsidies based on employee data for January and February as returned by the employer.

Where employees have transferred to a new employer as part of a company reconstruction underpinned by regulation 4 (1) of the European Communities (Transfer of Undertakings), the eligibility criteria will be applied as if the employer did not change. The 'new' employer should contact the relevant Revenue Division in advance of submitting any payroll that includes subsidy scheme J9 submissions, providing details of the reconstruction and the related legal TUPE agreement, as well as details of all affected employees.

2.11. Can employers in the Community and Voluntary sector in receipt of State or Exchequer funding qualify for the TWSS?

Eligibility is initially determined through self-assessment and declaration by the employer concerned. Employers availing of the TWSS must demonstrate significant economic disruption due to Covid-19, in accordance with Scheme criteria. See 2.4. for details in this regard.

For employers in the Community and Voluntary sector who generate all or the vast bulk of their income, directly or indirectly, through State or Exchequer funding, meeting the scheme criteria of a 25% reduction in turnover in Quarter 2 will be difficult to demonstrate. This is because State funding has not been reduced during the current Covid-19 crisis and this income stream cannot typically be disregarded in calculating an organisation's overall turnover levels.

In cases where a lesser proportion of the overall income of a Community or Voluntary body is generated from State or Exchequer funding, employees may qualify for TWSS if their employer is experiencing a significant loss in fundraising or other main income streams.

2.12. If an employer in the Community and Voluntary sector in receipt of State or Exchequer funding qualifies for the TWSS can they allocate this funding as a contribution towards Wage Subsidy payroll and top up payments for their employees?

The Department of Public Expenditure and Reform (DPER) has confirmed that to avoid double funding and any associated issues, employers in the Community and Voluntary sector in receipt of Exchequer or State funding must not use this funding towards Wage Subsidy Scheme payroll payment or any top up payments for its employees.

Any enquiries on this aspect of the TWSS should be directed to the Government Department, State agency or other public body responsible for the payment of the funding in question, for clearance with DPER.

2.13. How do employers stop operating the scheme?

In March/April 2020 when most businesses joined the scheme they had to make their best estimate about eligibility. For some it was clear cut in that they had to close their business due to public health restrictions, for others it may not have been as straightforward, for example, the construction sector shut down later and re-started trading, albeit in a different fashion, in Phase 1 of re-opening. By the end of Quarter 2, it will be clearer whether a business did in fact meet the eligibility criteria.

If a business did not meet the eligibility criteria, or no longer meets it, but had reasonable grounds for assuming it would, it should immediately cease claiming the subsidy for the extended scheme. Revenue will require evidence of

the assumptions supporting the original self-assessment of eligibility and, once the basis is reasonable, will not seek to claw-back the subsidy paid for the original period. If there was not a reasonable basis, the subsidy is repayable.

Employers who consider they do not now meet the eligibility criteria or who no longer wish to avail of the TWSS, should cease returning J9 PRSI Class payroll submissions to Revenue. The employer must also ensure that the PRSI class on all its employees is returned to the correct PRSI class and used for all future payroll submissions. The employer must retain records in relation to the operation of the scheme including all subsidy payments made to employees.

Those employers who have stopped participating in the TWSS will be included in the reconciliation phase of the scheme and will be included in the list of TWSS participants published at the end of the scheme.

During the scheme reconciliation, further guidance will be provided so that the employer can reconcile payments made and refunds received and address any outstanding subsidy refunds or repayments necessary.

(See 1.5 Why are the names of the Employers operating the scheme published?)

(See 6 Subsidy reconciliation and repayment to Revenue.)

3. Employee.

3.1. What is an eligible employee?

An eligible employee is someone who, because of the COVID-19 crisis their employer (see 2.4) cannot afford to fully pay, was on the employer's payroll on 29 February 2020, and the employee's pay and tax details were reported to Revenue in Qualifying Payroll Submissions and who is being kept on the employer's payroll.

- A. For submissions, regardless of the submission date, with pay dates before 24 April 2020, "Qualifying Payroll Submissions" are submissions that meet all of the following:
 - I. The employer must, for any pay-dates during the month of February 2020, have made payroll submissions for payments to the employee to Revenue before 15 March 2020.
 - II. The employee must be reported in a valid payroll submission with a pay date in the month of February 2020. The employer made a submission, with a pay date in February 2020, before 15 March 2020 and, on or after 15 March 2020 has not amended or deleted the submission. If amended or deleted on or after 15 March 2020, the original submission and any subsequent amendments are not valid submissions for the purposes of employee eligibility for the scheme.
- B. For all other submissions (excluding submissions that are covered by A above), "Qualifying Payroll Submissions" are submissions that meet all of the following:
 - I. The employer must, for any pay-dates during the month of February 2020, have made payroll submissions for payments to the employee to Revenue before 1 April 2020.
 - II. The employee must be reported in a valid payroll submission with a pay date in the month of February 2020. The employer made a submission, with a pay date in February 2020, before 1 April 2020 and, on or after 1 April 2020 has not amended or deleted the submission. If amended or deleted on or after the 1 April 2020, the original submission and any subsequent amendments are not valid submissions for the purposes of employee eligibility for the scheme.
 - III. Payroll submissions for all previous months must be submitted to Revenue before 15 March 2020.

- C. For other employees that have been included in the scheme (other than those covered by A or B above), “Qualifying Payroll Submissions” are considered to be in place where the employee and employer have met the specific requirements set out in the following:
- I. Section 3.15 Inclusion in TWSS of employees returning to employment after Maternity, Adoptive or Parental leave or employees who received certain DEASP benefit payments.
 - II. Section 3.16 Inclusion in TWSS of Apprentices Returning to Work.

There is no age restriction for employees to be eligible and it includes those employees on fulltime, part-time, temporary and short-time work arrangements.

An employee is not an eligible employee if:

1. They are not included in a Qualifying Payroll Submission, or
2. Their gross pay, as reported in their payroll submission, exceeds €960 per week, or
3. The sum of payments (subsidy plus any additional gross payment but excluding tax refunds) payable to the employee, in the week being processed, exceeds the lesser of the Average Net Weekly Pay (ARNWP) or €960 (with the exception of where the ARNWP does not exceed €412, the gross pay plus the temporary wage subsidy can exceed the ARNWP subject to a cap of €350 per week.)
(See 4.17 What are the wage subsidy rates effective for the Operational Phase, from 4 May 2020?)
(See 4.4.3 Example 3 – Impact additional gross payments can have on subsidy and PRSI class.), or
4. There is no subsidy payable, including where the subsidy figure is calculated as Zero.

Neither the employer nor the employee can benefit from the TWSS, including the reduced rates of PRSI applied to payments made to the employee, if that employee is not an eligible employee.

3.2. Is the scheme open to self-employed as well as employees?

Self-employed individuals will be paid directly by DEASP under the COVID-19 Pandemic Unemployment Payment scheme rather than through this Revenue operated subsidy scheme.

3.3. Is the scheme open to directors?

If directors are paid through the payroll system and are included in the qualifying payroll submissions for an eligible employer, then they are eligible to receive the wage subsidy.

3.4. What does an employee have to do to avail of the scheme?

An eligible employee does not have to do anything. It is a matter for the employer to register for the Subsidy scheme with Revenue.

3.5. What if an employer was refunded €203 in the Employer Refund Scheme, are they now due more?

The Temporary Wage Subsidy scheme is operational only from March 26, 2020 so they will not be due a further refund for submissions made up to that date. Revenue will transfer those employers who have registered for the Employer Covid-19 Refund scheme across to this new scheme and they are entitled to operate their payroll within the Subsidy Scheme from 26 March 2020.

3.6. What if an employee is in receipt of a DEASP Covid support?

Employers should not operate this scheme for any employee who is making a claim for duplicate Covid support (e.g. Pandemic Unemployment Payment) from the DEASP.

The employer does not have to cease the employment for an employee to be able to receive PUP however, if an employee is receiving both PUP and the wage subsidy scheme, DEASP will cease their PUP payments.

Revenue will share data with DEASP.

3.7. Can staff who are on sick leave and/or isolating qualify for the scheme?

If the eligible employer retains them on the payroll then they can continue to operate the wage subsidy scheme. (see question 3.6 - What if an employee is in receipt of a DEASP Covid support?).

(See 4.6 What is the treatment under the Temporary Wage Subsidy Scheme (TWSS) where an employee receives payments from the Department of Employment Affairs and Social Protection (DEASP)?).

3.8. If my employee has been laid off and claimed a jobseeker's payment from DEASP, can an employer claim a subsidy?

Employers should not claim a subsidy in respect of an employee who is receiving a jobseeker's payment from DEASP unless they rehire the employee and the employee notifies DEASP that they are "signing off" and re-joining their employer (see 2.8).

3.9. Does this impact employees' rights to redundancy payment?

Measures have been brought forward by DEASP to suspend the provisions of Section 12 of the Redundancy Payments Act 1967 where an employee has been temporarily laid off or put on short-term work arising from the Covid-19 emergency measures.

3.10. Will my employees get insurable weeks?

Although the employer's PRSI is reduced from 11.05% to 0.5% and no employee PRSI applies, it is intended that employees in respect of whom a temporary wage subsidy is being properly paid will be allocated social insurance contributions appropriate to their normal employment status for the duration of the temporary wage subsidy.

(See 4.2 If I pay an additional gross payment is the employer PRSI calculated at J9 0.5%?)

3.11. Is the wage subsidy taxable on the employee?

The payments are liable to income tax and USC; however, the subsidy is not taxable in real-time through the PAYE system during the period of the Subsidy scheme. Instead the employee will be liable for tax and USC on the subsidy amount paid to them by their employer by way of review at the end of the year.

With the continuation of the TWSS to the end of August 2020, and to mitigate the possible impact on the employee end of Year review placed all employees that received payments under either the TWSS or the DEASP Pandemic Unemployment Payment on a 'non-cumulative' Week 1 basis.

Updated RPNs, reflecting the Week 1 basis, were available in ROS from 21 June 2020. It is important that employers utilise the most up to date Revenue Payroll Notification (RPN) when running payroll so that employees are correctly switched to the Week 1 basis as quickly as possible. Where an employee is already on the Week 1 basis no further action is needed.

When an end of the year review takes place, it may be the case that an employee's unused tax credits will cover any further liability that may arise. Where this is not the case, and should an Income Tax liability arise, it is normal Revenue practice to collect any tax owing in manageable amounts by reducing an individual's tax credits for a future year(s) in order to minimise any hardship. Additionally, if an individual has any additional tax credits to claim, for example health expenses, this will also reduce any tax that may be owing.

3.12. What if my employee has multiple employments, including retirement benefit/occupational pension, will they get multiple payments?

During the Transitional Phase, up to 3 May 2020, if an employee has multiple employments, each employer individually operated the scheme based on 70% of each employee's ARNWP with that employer.

During the operational phase, earnings from all active employments, including an occupational pension, and retirement benefits such as Annuities, will be combined and each employer will be provided with an employer Maximum Weekly Wage Subsidy (MWWS) and the Maximum Weekly Employer Pay before Tapering (MWEPT) to apply to the employee's payroll. This personalised information will ensure that the employee's overall position is taken into consideration when calculating the employee's subsidy entitlements.

State pensions are taxed through tax credits and are not treated as employments taxed through the PAYE system (see 4.6.4 Treatment under the TWSS where an employee is in receipt of taxable DEASP pension payment such as the State Pension or Invalidity Pension.)

3.13. Is an employee who resides overseas, or in Northern Ireland, eligible?

Employers can claim the subsidy in respect employees where the employee is exercising an Irish contract of employment in the State, and where the employer satisfies the conditions of the scheme.

3.14. Is an employee whose employer has received a PAYE Exclusion Order from Revenue eligible for the scheme?

A PAYE Exclusion Order is issued by Revenue to an employer in respect of an employee and instructs the employer not to deduct Income Tax or Universal Social Charge (USC) from an employee's pay through the PAYE system. There are a number of scenarios where an Exclusion order may be issued (See [Revenue's Tax and Duty Manual 42-04-01](#)).

Where a PAYE Exclusion Order has issued to an employer, a liability to PRSI (both employee and employer) may still arise. Employers may deduct and remit any PRSI contributions due through the PAYE system.

Employees that have an Exclusion Order but who do not appear on the required payroll submissions do not meet the eligible criteria as set out in 3.1 and are not eligible for the scheme.

3.15. Inclusion in TWSS of employees returning to employment after Maternity, Adoptive or Parental leave or employees who received certain DEASP benefit payments.

3.15.1. How can I provide the temporary wage subsidy to an employee who was on maternity, adoptive, paternity or parental leave or related unpaid leave, or was in receipt of health and safety, parent's or illness benefit for February 2020 and has returned to employment?

An eligible employer can request Revenue to treat an employee as an eligible employee for the purposes of this scheme where that employee returns (or is due to return in the coming weeks) to employment following Maternity, Adoptive, Paternity or Parental leave, or directly related unpaid leave, or was in receipt of Health and Safety benefit, Parent's benefit, or Illness benefit paid by DEASP for the month of February 2020. Revenue has established a new system to process these cases.

An eligible employer wishing to include in the scheme any employee returning to work following a period of the above leave or having received any of the above benefits must make a request to include that employee in the scheme and provide details to Revenue through ROS MyEnquiries. The following procedure should be followed:

1. Log on to **ROS MyEnquiries**, click Add A New Enquiry and select the current category 'Covid-19: Temporary Wage Subsidy', Subcategory: **"TWSS -Maternity and other Benefits"**.
2. In MyEnquiries the employer can access a link to download a simple form (in excel format). The employer must complete the details for each relevant employee and "save" the form. They can then return to MyEnquiries and upload the completed form. As part of the process the employer will confirm that the employee had returned to employment and, for the month of February 2020, was on maternity, adoptive, paternity or parental leave, or directly related unpaid leave, or in receipt of Health and Safety benefit, Parent's benefit or Illness benefit. Once uploaded an acknowledgement will be sent automatically to an employer's ROS Inbox.
3. The downloadable form requires the following details for each employee concerned
 - PPSN
 - Name
 - Employment ID
 - Pay Frequency
 - Normal contractual gross pay (excluding notional pay) (e.g. annual salary, weekly / month wage, daily / hourly rate)
 - If hourly rate, provide normal contracted hours per week or normal expected hours per week.
 - Normal PRSI Class
 - Type of leave or benefit paid by DEASP
 - Date of return to employment from Maternity, Adoptive, Paternity or Parental leave, or directly related unpaid leave, or having received Health and Safety benefit, Parent's benefit or Illness benefit.

On receipt of each request, Revenue will check DEASP data to ensure the employee was in receipt of maternity, adoptive, paternity, Health and Safety, Parent's or Illness benefit payments or was off the payroll after receiving such benefits, whether the employee has returned to work and, also previous payroll submissions to ensure previous gross pay is comparable with that declared in the downloadable form by the employer.

Using the employer provided pay and related data, Revenue will determine a "Calculated Revenue Net Weekly Pay" (CRNWP) for each employee concerned. This is equivalent to the Average Revenue Net Weekly Pay (ARNWP) used in TWSS. Using the CRNWP Revenue will calculate the relevant employee's Maximum Weekly Wage Subsidy (MWWS) and will provide this, along with other necessary information, to the employer in respect of each requested employee. Where a returning employee has more than one employment Revenue will calculate the CRNWP at employment and employee level and provide information to each employer on the MWWS applicable for that employment. The information will be included in the 'Employer CSV file'.

Relevant Employers will be informed through a notification message in MyEnquiries that a revised 'Employer CSV file' is available for download.

The employer can a) import this information into their payroll software and the payroll software will use this information, or b) use the information outside of payroll software along with the new rates and any Additional Gross Payment (top-up) amount, to calculate the wage subsidy for each eligible employee. (See Appendix 2 for information on downloading the Employer CSV file from ROS).

3.15.2. Why is this process being put in place?

Where an employee returning to work after Maternity, Adoptive, Paternity or Parental leave, or directly related unpaid leave, or having received Health and Safety, Parent's or Illness benefit, it is understood that in some cases their income may have only consisted of the relevant benefit paid directly by DEASP, or may have been nil, where the employee, was on unpaid leave. As a result, the employee may not have been on the payroll on the 29 February, or been paid in January or February 2020 and, consequently, either does not qualify for the TWSS or qualifies for a reduced subsidy. This process is aimed at addressing these issues in respect of those employees by ensuring that a full subsidy is paid.

3.15.3. When will the subsidy due be paid from?

The subsidy will apply from 26 March 2020, the date of return to employment or the date the employer was registered for the scheme, whichever is the latest.

3.15.4. What if the employee was in receipt of the Pandemic Unemployment Payment (PUP) made by DEASP

In the case of individuals who had been in receipt of the PUP, no retrospection will apply for the periods the individuals had been in receipt of income support payments. However, a subsidy may be included in future wage payments during the period of the scheme when the employee is no longer in receipt of PUP and has returned to employment.

3.15.5. If my employee, who has returned from maternity, adoptive, paternity, parental leave or, having received Health and Safety, Parent's or Illness benefit, has been paid their full pay and benefit entitlements while absent, do I need to apply?

No, in these cases full payroll details for this employee for January and February 2020 are available, an ARNWP is already calculated and that employee should be on your Employer CSV file to enable you claim the full subsidy.

3.15.6. What is meant by Normal Contractual Gross Pay?

This is amount of gross pay that an employee would understand as their normal periodic gross pay e.g. annual salary, weekly / month wage, daily / hourly rate. It should exclude any amounts in respect of notional pay like benefit-in-kind. Overtime payments should also be excluded.

3.15.7. How long will it take for refunds to be made?

Revenue will make best efforts to process applications for employees under these arrangements within a matter of days, with a view to finalising any claims for the employer's next payroll run. Refunds in respect of previous pay dates will take longer to process and are expected to take a number of weeks.

3.16. Inclusion in TWSS of Apprentices Returning to Work.

Following an announcement by the Minister for Finance and Public Expenditure and Reform, Paschal Donohoe TD and recognising that the exclusion from the TWSS of apprentices on block release from their employers for training purposes was an unintended consequence, Revenue has implemented a change to the TWSS which will accommodate apprentices returning to work who, in February 2020, were on an apprenticeship education and training programme run by SOLAS and were not on their main employer's payroll in February 2020.

Employers wishing to access the TWSS subsidy on behalf of apprentices returning to work since 26 March 2020, should log on to **ROS MyEnquiries**, click **ADD "A New Enquiry"** and select the category **"Covid-19: Temporary Wage**

Subsidy", subcategory: **"TWSS - Apprentices"**. Revenue will then manually calculate a net weekly pay for each apprentice concerned and will create a revised 'CSV file' for the employer.

For each apprentice returned to the payroll by the employer, Revenue will apply the scheme retrospectively to the date of return to employment, or, the date the employer joined the scheme, or, 26 March 2020, whichever is the latest. For apprentices who were ceased from payroll and in receipt of the Pandemic Unemployment Payment, no retrospection to TWSS can apply. However, employers may rehire these apprentices and can operate TWSS to subsidise their pay.

3.17. How do you report an Employee commencing or ceasing employment mid pay frequency?

Where an employee, who had a pay frequency other than weekly, starts or leaves employment mid-pay frequency, employers should consider placing these rehired employees on a weekly pay frequency to simplify the alignment of pay weeks with the TWSS payments and to prevent PUP payment overlaps that may trigger a DEASP PUP overpayment/repayment situation for the employee.

Where this is not practical and the employee is rehired, for example, mid-month, the employer may submit a payroll submission using their normal payroll frequency. In this submission the employer must ensure that full subsidy payments for the weeks worked are paid to the employees and that these are reported to Revenue along with the correct number of insurable weeks worked.

For example, where a monthly paid employee is rehired at the start of week 2 of the pay month the employer can pay the employee for three weeks in their normal monthly payroll submission, report three insurable weeks and three weeks subsidy payments to the employee.

Revenue will refund the employer for the entire month pay period for this employee and the employer must retain the excess week's subsidy refund and this will be taken into consideration during the reconciliation process.

(See 2.8 How can I rehire an employee that was previously laid off and ceased on payroll?)

(See Section 6 Subsidy reconciliation and repayment to Revenue.)

4. Operating scheme.

4.1. How will Employers operate the Subsidy Scheme during the Transitional Phase?

This document provides guidance on the Operational Phase of the Scheme.

Refer to [Frequently Asked Questions \(FAQ V8.0\)](#) for guidance for the scheme in the Transitional phase of the COVID-19: Temporary Wage Subsidy Scheme.

4.2. If I pay an additional gross payment is the employer PRSI calculated at J9 0.5%?

Yes, the employers PRSI is reduced from 11.05% to 0.5% and no employee PRSI applies. Qualifying employees are coded as PRSI Class J9 for the purposes of reporting obligations. It is intended that employees in respect of whom a temporary wage subsidy is being properly paid will be allocated social insurance contributions appropriate to their normal employment status for the duration of the temporary wage subsidy.

(See 3.10 Will my employees get insurable weeks?)

(See 4.4.3 Example 3 – Impact additional gross payments can have on subsidy and PRSI class.)

4.3. What figure for employee Average Revenue Net Weekly Pay do I use to calculate an employee's subsidy amount?

For submissions made during the Operational Phase (from 4 May 2020, see 1.2), Revenue will calculate the Employee's Average Revenue Net Weekly Pay (ARNWP) and provide this to the Employer in the Employer CSV file. The employer must use the ARNWP value provided in the Employer CSV file when calculating the subsidy (see 4.19.2 Revenue has provided sample calculators to assist with calculating the correct wage subsidy due to each eligible employee.)

The following is provided for information purposes:

An employee's (ARNWP) is based on January and February 2020 payroll submissions made to Revenue for an eligible employee (see 3.1).

Bonuses, commissions and other payments will be taken into account in the calculation if these were included as part of gross pay in the January and February 2020 payroll submissions.

Retirement benefits/pensions paid during the period, where subjected to income tax through the PAYE system, will also be taken into account (see 3.12).

To calculate the "Average Revenue Net Weekly Pay", using the values in the payroll submission for each pay date in January and February 2020:

1. Take the employee's "Gross pay¹" and from it subtract the "Income Tax Paid", the "USC Paid" and the "Employee PRSI paid". (See Appendix 1 for sample screens in ROS showing these values).
2. Total this figure for each pay date in January and February 2020 and divide this by the total number of insurable weeks reported.
 - If the total number of insurable weeks reported exceeds 9 then use 9 as the divisor.
 - If, for example, due to an exclusion order or an employee being PRSI exempt, there were no, or a negative number of, insurable weeks reported then use 9 as the divisor, regardless of the number of weeks actually paid or reported.
 - The calculation will result in an Average Revenue Net Weekly Pay for the employee, however, there will be a small number of cases where calculation may not be fully representative of the employee's usual weekly wage, the calculated Average Revenue Net Weekly Pay must be used in all cases.
3. This is how Revenue calculates the employee's Average Revenue Net Weekly Pay ARNWP that is to be used for the employee subsidy amount and employer refund. Revenue will calculate this ARNWP for each employer that the employee has an employment with and allocate the total ARNWP between each employer (See 3.12).

¹ "gross pay" means total remuneration which includes emoluments and notional emoluments but without reference to any deduction for pension contributions payable by the employee or any salary sacrifice deduction.

4.4. Examples

(See Appendix 3 for further worked examples)

4.4.1. Example 1 - calculation of Average Revenue Net Weekly Pay (ARNWP).

Using information on submissions available in ROS, see Appendix 1. This example is based on the employee having only one employment (see 4.5 What if I use a different value than the Average Revenue Net Weekly Pay (ARNWP)?)

Calculate Employee's Average Revenue Net Weekly Pay						
Pay Date	Insurable weeks	Gross Pay	Income tax paid	USC paid	Employee PRSI paid	Net weekly pay as reported to Revenue
Fri 03-Jan-20	1	270.60	3.22	1.95	0.00	265.43
Fri 10-Jan-20	1	270.60	3.22	1.95	0.00	265.43
Fri 17-Jan-20	1	270.60	3.22	1.95	0.00	265.43
Fri 24-Jan-20	1	297.66	3.54	2.15	0.00	291.97
Fri 31-Jan-20	1	297.66	3.54	2.15	0.00	291.97
Fri 07-Feb-20	1	297.66	3.54	2.15	0.00	291.97
Fri 14-Feb-20	1	297.66	3.54	2.15	0.00	291.97
Fri 21-Feb-20	1	297.66	3.54	2.15	0.00	291.97
Fri 28-Feb-20	1	297.66	3.54	2.15	0.00	291.97
Totals	9	2,597.76	30.90	18.75	0.00	2,548.11
Employee's Average Revenue Net Weekly Pay (ARNWP) €2,548.11 / 9=						283.12

Payroll Details		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	283.12
Maximum Weekly Wage Subsidy for employee (MWWS)	B	240.65
Maximum Weekly Employer Payment Before Tapering (MWEPBT) to receive full subsidy	C	109.35
Taxable Pay - Employer additional gross payment (optional)	D	0.01
Excess of Gross pay over allowable pay - Tapering amount	D - C	0
Non-Taxable pay (Subsidy after any applicable tapering reduction)		
Total of additional gross payment before tax, plus subsidy	D + E	240.66
PRSI Class: J9/Employee's normal PRSI		J9
Subsidy: Full/Tapered/None		Full

4.4.2. Example 2 – Impact of Additional gross payment on subsidy

An employee, with a single employment, is paid weekly and has an Average Revenue Net Weekly Pay of €550 (A).

As the employee's Average Revenue Net Weekly Pay (ARNWP) is more than €500 but not more than €586, a subsidy of €385 (B), which is 70% of ARNWP to a maximum of €410 (See 4.17), is applicable.

The maximum additional gross payment an employer can make, to receive the full subsidy, is €165 (C), being the difference between the employee's Average Revenue Net Weekly Pay €550 (A) and their maximum weekly wage subsidy €385(B).

In this example, the employer can make an additional gross payment up to value of €165 (C) and receive the full subsidy (see i below) for this employee, however if the employer's additional gross payment exceeds this value then the subsidy must be reduced by the value of the excess (see ii below).

This tapering may not be applied automatically by all payroll software packages.

Where tapering is applicable, Revenue will apply subsidy tapering when calculating the subsidy refund that the employer will receive.

(See 4.13 Will employers be entitled to the full Subsidy amount under the transitional arrangements?)

i. Employer chooses to make an additional gross payment to receive the full subsidy.

If the employer makes an additional gross payment of €165, the employer reports €165 as Gross Pay (D) and Income Tax and USC will be deducted by reference to the most recent Revenue Payroll Notification (RPN).

The employer enters the subsidy of €385 (E) in the payroll as non-taxable pay.

- The employer will be eligible for the refund of €385 (E).
- During the transition phase, the employer receives a refund of €410 (F) and, at a later phase, the reconciliation will recoup the €25 (G) difference between €410 and €385.
- During the operational phase the employer will receive a refund of €385 (E).

Payroll details under i		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	550
Maximum Weekly Wage Subsidy for employee (MWWS) (see below)	B	385
Maximum Weekly Employer Payment Before Tapering (MWEPT) to receive full subsidy (see below)	C	165
Taxable Pay - Employer additional gross payment (optional)	D	165
Excess of Gross pay over allowable pay - Tapering amount	D - C	0
Non-Taxable pay (Subsidy after any applicable tapering reduction)	E	385
Total of additional gross payment before tax, plus subsidy	D + E	550
PRSI Class: J9/Employee's normal PRSI		J9
Subsidy: Full/Tapered/None		Full

ii. **Employer chooses to make an additional gross payment greater than the amount allowed to receive the full subsidy.**

If the employer makes an additional gross payment of €200, the employer reports €200 as Gross Pay (D) and Income Tax and USC will be deducted by reference to the most recent RPN.

As the €200 additional gross payment exceeds the maximum additional gross payment the employer can make to receive the full subsidy by €35 (€200 (D) – €165(C)), the subsidy is reduced by €35 to €350 (E) and the employer enters the reduced subsidy value of €350 (E) in the payroll as non-taxable pay.

- The employer will be eligible for the refund of €350 (E).
- During the transition phase employer receives a refund of €410 (F) and, at a later phase, the reconciliation will recoup the €60 (G) difference between €410 (F) and €350 (E).
- During the operational phase the employer will receive a refund of €350 (E).

Payroll details under ii		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	550
Maximum Weekly Wage Subsidy for employee (MWWS) (see below)	B	385
Maximum Weekly Employer Payment Before Tapering (MWEPT) to receive full subsidy (see below)	C	165
Taxable Pay - Employer additional gross payment (optional)	D	200
Excess of Gross pay over allowable pay - Tapering amount	D - C	35
Non-Taxable pay (Subsidy after any applicable tapering reduction)		
	E	350
Total of additional gross payment before tax, plus subsidy	D + E	550
PRSI Class: J9/Employee's normal PRSI		J9
Subsidy: Full/Tapered/None		Tapered

4.4.3. Example 3 – Impact additional gross payments can have on subsidy and PRSI class.

The following table illustrates tapering on subsidy (E), and change to PRSI class, as the employer's additional gross payments (D) increase.

Illustration of impact of additional gross payments on subsidy and tapering											
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	550	550	550	550	550	550	550	550	550	550
Maximum Weekly Wage Subsidy for employee (MWWS)	B	385	385	385	385	385	385	385	385	385	385
Maximum Weekly Employer Payment Before Tapering (MWEPT) to receive full subsidy	C	165	165	165	165	165	165	165	165	165	165
Taxable Pay - Employer additional gross payment (optional)	D	0	50	160	165	200	300	500	550	600	650
Excess of Gross pay over allowable pay - Tapering amount	D - C	0	0	0	0	35	135	335	385	435	485
Non-Taxable pay (Subsidy after any applicable tapering reduction)											
	E	385	385	385	385	350	250	50	0	0	0
Total of additional gross payment before tax, plus subsidy	D + E	385	435	545	550	550	550	550	550	600	650
PRSI Class: J9/Employee's normal PRSI											
		J9	J9	J9	J9	J9	J9	J9	Employee	Employee	Employee
Subsidy: Full/Tapered/None											
		Full	Full	Full	Full	Tapered	Tapered	Tapered	None	None	None

- As the value of the additional gross payments (D) increase to reach (green area) the value of the Maximum additional gross payment the employer can make to receive full subsidy (C) the total payments received by the employee (D + E) also increase.
- Once the value of the additional gross payments (D) increase beyond (yellow area) the value of the Maximum additional gross payment the employer can make to receive full subsidy (C) the total payments received by the employee (D + E) stays constant as any increase in additional gross payments (D) will have a matching decrease in subsidy (E). However, as these additional gross payments are subject to tax and USC, the employee's Net Pay will decrease as the taxable Additional gross payments increase.
- Once the value of the additional gross payments (D) increase beyond (blue area) the value of the Employee's Average Revenue Net Weekly Pay (A) the subsidy (E) will be eliminated and the employee will no longer be eligible for any subsidy and the employee's PRSI class will return to the normal PRSI class for that employee.

4.5. What if I use a different value than the Average Revenue Net Weekly Pay (ARNWP)?

When reconciling the refunds made to Employers, Revenue will use the Average Revenue Net Weekly Pay (ARNWP) (as calculated in 4.3 What figure for employee Average Revenue Net Weekly Pay do I use to calculate an employee's subsidy amount?) to determine the refund value amount for each employee. If an employer uses a value other than the Average Revenue Net Weekly Pay to determine the employee's subsidy payment, then the employer may find it difficult to reconcile the payments made to employees with the subsidy amount refunded as determined by Revenue and **the employer will only be refunded the subsidy value, based on the ARNWP, calculated by Revenue.**

The purpose of the Employer CSV file is to provide employers with sufficient information (including the ARNWP, MWWS and the MWEPT) to ensure each eligible employee will get the correct wage subsidy due. The Employer CSV file takes into consideration all the employee's active employments, including those that the employer may not be aware of.

If an employer chooses not to use the information in the Employer CSV file, then:

- As employees may have more than one employment, the employer risks applying incorrect values to the ARNWP and Subsidy calculations. Multiple employments include occupational retirement benefits/pensions.
- In the event that payments made to the employee result in the employee not being an eligible employee (see 3.1) then J9 cannot be applied and the employer and employee may have Income Tax, USC and PRSI liabilities.
- As a result of using incorrect values the employer will not be operating in accordance with the Published Revenue guidance on the operation of the scheme.
- The Employer may not correctly apply tapering or overall limits to the subsidy. Revenue will apply these to the calculation of the refund that the employer will receive, this will reduce the refund payable to the employer.
- If the subsidy value plus the additional gross payments exceed the Employee's ARNWP, as calculated by Revenue, then the employer may no longer be an eligible employee (see 3.1) and therefore not eligible for any subsidy.
- Additionally, **the employer will only receive a refund from Revenue of the actual wage subsidy due to each employee as calculated by Revenue after any required tapering has been applied.**

4.6. What is the treatment under the Temporary Wage Subsidy Scheme (TWSS) where an employee receives payments from the Department of Employment Affairs and Social Protection (DEASP)?

4.6.1. Treatment under the Temporary Wage Subsidy Scheme (TWSS) where an employee is on leave and claims certain in-work payments from the Department of Employment Affairs and Social Protection (DEASP) listed below:

DEASP Payments:

- Illness benefit,
- Injury benefit
- Partial Capacity Benefit*
- Maternity benefit,
- Health and safety benefit
- Adoptive Benefit
- Paternity benefit,
- Parent's benefit.

Social Welfare Regulations provide that employees may choose to nominate to have their benefit paid directly to the employer. This is generally the case where employees continue to receive full or partial pay from their employer while on leave but are obliged, either under the rules of certain occupational sick pay schemes or their employment contract to remit any social welfare benefits to the employer.

*Partial Capacity Benefit cannot be paid directly to an employer.

NOTE: Where an employee is receiving TWSS they are not entitled to received “Illness Benefit for COVID-19 absences.” in the same week.

4.6.2. Treatment under TWSS where an eligible employee was on leave and claimed one of the above benefits during January and/or February 2020

Note: Where an employee is not an eligible employee (see 3.1) as a result of being on certain leave e.g. maternity leave, an eligible employer may include in the scheme any employee returning to work having received any of the above benefits or following a period of related leave. In these cases, the employer must make a request to include that employee in the scheme and provide details to Revenue. Please see 3.15 *Inclusion in TWSS of employees returning to employment after Maternity, Adoptive or Parental leave or employees who received certain DEASP benefit payments.*

1. Where the employer pays full or partial wages to an eligible employee and the employee has nominated that the DEASP benefit is paid directly to their employer.

The Average Revenue Net Weekly Pay (“ARNWP”) is calculated as outlined in 4.3., during the Operational Phase Revenue will calculate the ARNWP and make this available to the employer on the Employer CSV (See 4.16 What is the Employer CSV File?). The calculation of ARNWP uses “Gross Pay” as reported to Revenue on the payroll submission for January and February 2020.

As the benefit amount is not reported in “Gross Pay” the benefit is therefore not included in Gross Pay in the calculation. As the employer top-up of full or partial wages while the employee was on leave during January and February 2020 was included in “Gross Pay” this will be included in the ARNWP calculation.

Revenue collect income tax due on all taxable DEASP payments by reducing the employee’s tax credits and rate band by the amount of the payment received. The employer applies the most up to date Revenue Payroll Notification (RPN) when running their payroll which reflects the reduction of tax credits and rate band. Therefore, when calculating the ARNWP the tax paid amount will be reflective of DEASP payments.

DEASP payments are not liable to USC.

Where the employee is an eligible employee the employer can apply the temporary wage subsidy scheme as well as an optional additional gross payment to the employee subject to tapering. (see 4.17 What are the wage subsidy rates effective for the Operational Phase, from 4 May 2020?)

Where the employee has nominated that the employer should receive the benefit payment, DEASP will make the payment directly to the employer. The benefit amount should continue to be treated as a non-taxable payment as outlined in the [Employer's Guide to PAYE with effect from 1 January 2019](#)

2. Where an employer pays full/partial wages to an employee who is on leave and the employee retains the DEASP benefit?

The Average Revenue Net Weekly Pay (“ARNWP”) is calculated as outlined in the guidelines (see 4.3.) During the Operational Phase which commences from 4 May 2020, (See 1.2 What are the two phases to the Temporary Wage Subsidy Scheme?) Revenue will calculate the ARNWP and make this available to the employer on the Employer CSV (See 4.16 What is the Employer CSV?). The calculation of ARNWP uses “Gross Pay” as reported to Revenue on the payroll submission for January and February 2020. As the benefit amount is paid directly to the employee it is therefore not reported in “gross pay”, the benefit is therefore not included in gross pay when

calculating ARNWP. As the employer top-up of full or partial of wages while the employee was on leave during January February was included in “Gross Pay” this will be included in the ARNWP calculation.

Revenue collect income tax due on all taxable DEASP payments by reducing the employee’s tax credits and rate band by the amount of the payment received. The employer applies the most up to date Revenue Payroll Notification (RPN) when running their payroll which reflects the reduction of tax credits and rate band. Therefore, when calculating the ARNWP the tax paid amount will be reflective of DEASP payments.

DEASP payments are not liable to USC.

Where the employee is an eligible employee (see 3.1) the employer can apply the temporary wage subsidy scheme as well as an optional additional gross payment to the employee subject to tapering. (see 4.17 What are the wage subsidy rates effective for the Operational Phase, from 4 May 2020?).

3. Where an employer does not pay wages to employees while on leave and the employee retains the DEASP benefit.

An eligible employee is someone who, because of the COVID-19 crisis their employer (see 2.4) cannot afford to fully pay, was on the employer’s payroll on 29 February 2020, and the employee’s pay and tax details were reported to Revenue in Qualifying Payroll Submissions and who is being kept on the employer’s payroll (see 3.1 What is an eligible employee?). Where an employee was on leave during February and does not meet this criterion, they are not eligible employees and the scheme cannot be operated in respect of these employees. However an eligible employer wishing to include in the scheme any employee returning to work having received any of the above benefits or following a period of the related leave must make a request to include that employee in the scheme and provide details to Revenue through ROS MyEnquiries.

4.6.3. What is the correct treatment under the Temporary Wage Subsidy Scheme where an employee was not on leave during January and/or, February but subsequently goes on leave and is claiming DEASP benefit?

1. Where the employer pays full or partial wages to an eligible employee who is on leave during the operation of the TWSS and the employer has directed that the DEASP benefit is paid directly to their employer.

The Average Revenue Net Weekly Pay (“ARNWP”) is calculated as outlined in the guidelines (see 4.3.) During the Operational Phase which commences from 4 May 2020, (See 1.2 What are the two phases to the Temporary Wage Subsidy Scheme?) Revenue will calculate the ARNWP and make this available to the employer on the Employer CSV file (See 4.16 What is the Employer CSV?). The calculation of ARNWP uses “Gross Pay” as reported to Revenue on the payroll submission for January and February 2020.

Where the employee is an eligible employee (see 3.1 What is an eligible employee?) the employer can apply the temporary wage subsidy scheme as well as an optional additional gross payment to the employee subject to tapering. (see 4.17 What are the wage subsidy rates effective for the Operational Phase, from 4 May 2020?).

Where an employee’s ARNWP is greater than €586 tiering of the subsidy will apply depending on the employer additional gross payment paid to the employee (See 1.6). Revenue will use “current gross pay as reported” when calculating each tier. (see 4.17 paragraphs 2 and 3, in relation to tiers). The benefit payment is not included in “gross pay” and will not be included in the calculation of tiering.

Where the employee has nominated that the employer should receive the benefit Payment, DEASP will make the payment directly to the employer. The benefit amount should continue to be treated as a non-taxable payment as outlined in the [Employer's Guide to PAYE with effect from 1 January 2019](#)

2. Where the employer pays full/partial wages to the employee while on leave and the employee retains the DEASP benefit.

The Average Revenue Net Weekly Pay (“ARNWP”) is calculated as outlined in the guidelines (see 4.3.) During the Operational Phase which commences from 4 May 2020, (See 1.2 What are the two phases to the Temporary Wage Subsidy Scheme?) Revenue will calculate the ARNWP and make this available to the employer on the Employer CSV file (See 4.16 What is the Employer CSV?). The calculation of ARNWP uses “Gross Pay” as reported to Revenue on the payroll submission for January and February 2020.

Where an employee’s ARNWP is greater than €586 tiering of the subsidy will apply depending on the employer additional gross payment paid to the employee (See 1.6). Revenue will use “current gross pay as reported” when calculating each tier. (see 4.17 paragraphs 2 and 3, in relation to tiers). The benefit payment is not included in “gross pay” and will not be included in the calculation of tiering.

Where the employee is an eligible employee (see 3.1 What is an eligible employee?) the employer can apply the temporary wage subsidy scheme as well as an optional additional gross payment to the employee subject to tapering. (see 4.17 What are the wage subsidy rates effective for the Operational Phase, from 4 May 2020?).

The employee retains the benefit payment.

3. The employer does not pay wages to employees while on leave and the employee retains the DEASP benefit.

Only employers who normally pay full or partial wages to employees during leave should operate the scheme while the employee is on leave. If under normal circumstances it is the employer’s policy not to pay wages for employees while on leave, then the subsidy scheme should not be operated in respect of its employees.

An eligible employee is someone who, because of the COVID-19 crisis their employer (see 2.4) cannot afford to fully pay, was on the employer’s payroll on 29 February 2020, and the employee’s pay and tax details were reported to Revenue in Qualifying Payroll Submissions and who is being kept on the employer’s payroll (see 3.1 What is an eligible employee?). Where the employer normally pays full or partial wages during leave the employee can receive the wage subsidy as well as the benefit from the DEASP.

4.6.4. Treatment under the TWSS where an employee is in receipt of taxable DEASP pension payment such as the State Pension or Invalidity Pension.

Income tax due on all taxable DEASP payments is collected by reducing the employee’s tax credits and rate band by the amount of the payment received. The employer applies the most up to date Revenue Payroll Notification (RPN) when running their payroll which reflects the reduction of tax credits and rate band. Therefore, when calculating the ARNWP the tax paid amount will be reflective of DEASP payments.

DEASP payments are not liable to USC.

Therefore, an eligible employee (see 3.1) can receive payments under the TWSS as well as pension payments from DEASP.

4.7. If I want to operate payroll how much subsidy do, I include in non-taxable pay field in the payroll?

(See 4.18 What details should employers enter when running their payroll?)

4.7.1. Operating payroll for employees with ARNWP greater than €960 after 16 April 2020

(See 4.18 What details should employers enter when running their payroll?)

4.8. What are the applicable payroll frequency multipliers?

For payrolls submitted with a Pay Date on or after 26 March 2020:

1. Fortnightly = (weekly x 2)
2. March monthly = (203 x 4)
3. April monthly = ((weekly x 52) /12)
4. Twice Monthly = (weekly x 52)/24
5. March Week Based Monthly = (203 x 52)/13
6. April Week Based Monthly = (weekly x 52)/13
7. March Four Weekly = (203 x 4)
8. April Four Weekly = (weekly x 4)
9. Quarterly – Not applicable for the scheme
10. Bi-Annual – Not applicable for the scheme
11. Annual – Not applicable for the scheme
12. Other – Not applicable for the scheme

4.9. When is the scheme starting from/Can I revise previous payments/Can I back-date?

The scheme applies from 26 March 2020, for payroll submissions relating to pay dates on or after 26 March. The expectation is that this would cover payroll for the week commencing Monday 23 March.

Submissions made before the introduction of the Temporary Wages Subsidy Scheme, on 26 March 2020, cannot be processed under the Temporary Wages Subsidy Scheme and are covered under the previous Employer Refund Scheme.

Submissions made on or after the introduction of the Temporary Wages Subsidy Scheme, on 26 March 2020, with a pay date prior to 26 March 2020 will be processed under the previous Employer Refund Scheme.

Submissions made on or after the introduction of the Temporary Wages Subsidy Scheme, on 26 March 2020 with a pay date of 26 March 2020 or later will be processed under the Temporary Wages Subsidy Scheme.

In general, employers can only operate the scheme for future pay dates and cannot backdate.

4.10. Can I correct submissions already made for COVID refund scheme?

Once a submission is made to Revenue with a J9 PRSI class, it is extremely important to ensure that the payroll submission is not subsequently deleted or amended. As Revenue's systems were developed quickly to cater for the Subsidy scheme, attempts to delete or amend previous Covid refund submissions may cause further difficulties for the employer and disrupt the refund process. In any such cases, a detailed message should be submitted to Revenue through myEnquiries seeking further instructions.

The Temporary Wage Subsidy cannot be applied retrospectively. An employer must not amend a payroll submission already reported to Revenue in order to qualify for the scheme. The original payroll has already been processed and employees paid. Retrospective deletions and resubmission of amended submissions may be subject to verification, rejection of the submissions from the scheme and possible penalties.

4.11. Can I make submissions for multiple weeks in advance?

Employers must file a payroll submission with Revenue on or before the day they pay their employees. Based on this submission, Revenue will promptly make a Subsidy payment for valid submissions.

Submissions made more than 4 days in advance of the pay-date will not be processed for refund until 4 days before the pay-date. Such advance submissions may not be based on the latest RPNs or may include payments to employees whose personal situation changes putting them outside eligibility for the refund. To avoid a situation where an employer is not refunded, employers are reminded to ensure that they use the most current RPN and make submissions in line with payroll frequency, i.e. weekly / fortnightly or monthly.

4.12. What if my employee is due a refund of tax in the payroll?

Where an employee is due a refund of Income Tax or USC based on the payroll being processed, this should be paid by the employer and Revenue will refund this to the employer along with the associated wage subsidy.

This refund of Income tax and USC is made to the employee, in addition to the subsidy payment and any additional gross payment and should not be included in the employer's calculation of the allowable additional gross payment.

4.13. Will employers be entitled to the full Subsidy amount under the transitional arrangements?

During the transitional phase, employers will receive €410 subsidy per week ($€410 * 2$ for fortnightly and $€410 * 4$ for monthly paid employees) for each employee that they have made a PRSI Class J9 submission for, regardless of the amount of the subsidy actually paid to the employee. In many cases this amount will exceed the subsidy that the employee is entitled to receive for that week and in these cases, the employer is obliged to hold the excess of the subsidy payment received over the amount of subsidy actually paid to each employee.

During the Operational Phase Revenue will refund the employer the subsidy amount that the employee is eligible to receive after any required tapering has been applied (see 4.5). In the Operational phase the refund amount to the employer will be based on the payroll frequencies in 4.8.

Additionally, at a later stage of the scheme, any excess or deficit refund amounts from the transitional phase will be taken into account by Revenue when paying future subsidy payments to the employer or should be repaid directly to Revenue by the employer.

(See 4.4.1 Example 1 - calculation of Average Revenue Net Weekly Pay (ARNWP).)

(See 6 Subsidy reconciliation and repayment to Revenue.)

4.14. How will the DCYA Wage Subsidy Childcare Scheme operate from 20 April 2020 to 3 May 2020?

4.14.1. WSCS scheme introduction and eligibility

The Department of Children and Youth Affairs (DCYA) announced a new scheme (DCYA COVID-19 Temporary Wage Subsidy Childcare Scheme (WSCS)) as a supplement to the broader temporary wage subsidy scheme, to address the particular needs of the Early Learning and Care (ELC) and School Age Childcare (SAC) sectors. The DCYA WSCS is designed to enhance the supports available to ELC and SAC providers and their employees. It provides ELC and SAC providers with a contribution to overhead costs that are still being incurred during COVID-19 closures and, for ELC and SAC providers with employees, it enables these providers to retain their employees through the provision of additional funding to be used to top-up employees under the TWSS.

The Department of Children and Youth Affairs has opened applications for the WSCS to registered providers within the meaning of the Child Care Act 1991 (Section 58C, as amended by the Child and Family Agency Act 2013) which were contracted with the Department of Children and Youth Affairs to provide ELC and SAC Programmes on 12 March 2020. ELC and SAC providers that apply for and are approved for the WSCS will receive a contribution from the Department of Children and Youth Affairs to overhead costs that are still being incurred during COVID-19 closures. ELC and SAC providers with employees will receive additional funding from the Department of Children and Youth Affairs to be used to top-up employees under the TWSS.

An “employee”, in relation to the WSCS, means a person who has entered into or works under a contract of employment with the ELC and SAC provider participating in TWSS/WSCS. It includes staff, including ancillary staff, employed by the participating ELC and SAC provider for the purpose of ELC and SAC provision.

The TWSS cannot be applied retrospectively. A participating ELC and SAC provider must not amend a payroll submission already reported to Revenue. The original payroll has already been processed and employees paid.

However, where ELC and SAC providers have provided additional gross payments to employees under the TWSS on payrolls submitted since 6 April, the Department of Children and Youth Affairs will reimburse the providers for these additional gross payments.

To benefit from the new DCYA scheme, participating ELC and SAC providers must register for the Temporary Wage Subsidy Scheme and operate the Temporary Wage Subsidy Scheme in accordance with the Revenue TWSS guidance.

(For more information see www.gov.ie/en/organisation/department-of-children-and-youth-affairs/).

4.14.2. Operating the WSCS scheme.

For submissions made on or after 20 April 2020, for pay dates from 20 April 2020 to 03 May 2020, Please refer to [Frequently Asked Questions \(FAQ V8.0\)](#) for Guidance for the scheme in the Transitional phase of the COVID-19: Temporary Wage Subsidy Scheme including information on how the DCYA Wage Subsidy Childcare Scheme operates from 20 April 2020 to 3 May 2020

During the Operational phase, from 4 May 2020 “registered providers” will operate the revised standard TWSS scheme in line with general scheme guidance see Section 4.15.

The proposed top up payment to employers for overhead costs of a minimum amount of €300 per week or 15% of staff costs would be a taxable stream of income in the hands of the childcare providers, similar to DCYA subsidy payments such as ECCE, CSSP, TEC, and NCS.

4.15. How will employers operate the Subsidy Scheme during the Operational Phase?

The Operational Phase will commence from 4 May 2020. The eligibility criteria for employers and employees under the TWSS will not change.

4.16. What is the Employer CSV File?

Revenue will provide information to employers in the Employer CSV file to ensure the correct wage subsidy due to each eligible employee is made.

The Employer CSV file can be downloaded in ROS by employers who are registered for Employer PAYE(Emp), and their agents.

(see Appendix 2 for information on downloading the Employer CSV file from ROS)

During the Operational phase, Revenue will calculate the Employee's ARNWP (see 4.3) and provide this to employer in the Employer CSV file. Revenue will provide ARNWP, along with other necessary information, to each employer in respect of each employee's active employments. The information will be provided for download in the Employer CSV² file.

The employer can a) import this information into their payroll software and the payroll software will use this information, or b) use the information outside of payroll software along with the new rates and any Additional Gross Payment (top-up) amount, to calculate the wage subsidy for each eligible employee. (See Appendix 2 for information on downloading the Employer CSV file from ROS).

The information provided by Revenue on the CSV file is calculated based, on the January and February 2020 payroll information previously submitted to Revenue by employers, as of 2 May 2020.

Revenue will calculate the following information for each active employment that an employee has with and provide these values, for this employer only, in the Employer CSV file. The employee specific information included in the Employer CSV file will include:

- Average Revenue Net Weekly Pay (ARNWP) for each eligible employee. This is calculated using payroll information as reported to Revenue by the employer for pay dates in January and February 2020 (see 4.3).
- Where an employee's ARNWP is greater than €586 a tiering of the subsidy will apply depending on the Employer Additional gross payment paid to the employee (See 1.6). For each of the applicable tiers for the employee, the Employer CSV will include calculated figures for the maximum weekly wage subsidy (MWWS) applicable and maximum weekly employer pay before tapering (MWEPT).
- Maximum weekly wage subsidy (MWWS) applicable for each eligible employee. This is the maximum wage subsidy that an employee is eligible to for each tier.
- The maximum weekly employer pay before tapering (MWEPT). This is the maximum amount of additional pay an employer can pay to an employee for each tier before the wage subsidy is tapered.

² A CSV file is a Comma Separated Values (CSV) file that contains a list of data. These files are commonly used for exchanging data between different applications.

4.17. What are the wage subsidy rates effective for the Operational Phase, from 4 May 2020?

For eligible employees the wage subsidy rates are:

1. For Average Revenue Net Weekly Pay (ARNWP) (see 4.3) not more than €586
 - Where the ARNWP does not exceed €412, a subsidy of 85% of ARNWP, to a maximum of €350, is applicable.
Tapering Exception. Where the ARNWP does not exceed €412, the employer may pay an additional gross payment (gross pay) such that the gross pay plus the temporary wage subsidy does not exceed €350 per week. The effect of this is that an employee earning less than €412 per week will not have their wage subsidy tapered where the combined wage subsidy plus their gross pay does not exceed €350.
 - Where the ARNWP is more than €412 but not more than €500; a subsidy of €350 is applicable.
 - Where the ARNWP is more than €500 but not more than €586, a subsidy of 70% of ARNWP is applicable to a maximum of €410.

2. For ARNWP more than €586 per week but not more than €960 per week

Where the eligible employee's ARNWP is greater than €586 per week but not more than €960 per week and the employee's current gross pay, as reported in the payroll submission, is:

- not more than 60% of the ARNWP, a subsidy of €350 is applicable (this is Tier 1).
- more than 60% and not more than 80% of the ARNWP, a subsidy of €205 is applicable (this is Tier 2).
- more than 80% of the ARNWP, no subsidy is payable and J9 PRSI class should not be applied (this is Tier 3).

3. For ARNWP more than €960, and current gross pay is below €960 per week

The wage subsidy is available to support employees whose ARNWP is more than €960, and their current gross pay is below €960 per week.

Where the employee's current gross pay, as reported in the payroll submission, represents:

- not more than 60% of the ARNWP, a subsidy of up to €350 is applicable (this is Tier 1).
- more than 60% and not more than 80% of the ARNWP, a subsidy of €205 is applicable (this is Tier 2).
- more than 80% of the ARNWP, no subsidy is payable and J9 PRSI class should not be applied (this is Tier 3).

For such employees, the maximum additional gross payment an employer can make, to receive the full subsidy, is the difference between €960 and their maximum weekly wage subsidy.

(See worked examples in Appendix 3)

Subsidy Tapering

- In addition to receiving the wage subsidy, where an employee receives additional gross payments that bring the gross pay above the ARNWP then the subsidy payable is reduced to prevent the ARNWP being exceeded.
- Tapering (or restriction) of the subsidy shall apply to all cases (see exception where the ARNWP does not exceed €412) where the gross pay paid by the employer, and reported on their payroll submission, plus the wage subsidy amount exceeds the lower of the ARNWP or €960.

Where the subsidy is tapered to €0, as the subsidy is not payable, J9 PRSI class should not be applied and the normal PRSI class applicable to the employee should be applied.

(See 3.1 and 4.4.3)

(See A5 for an Illustration of Tapering and Tiering of the Temporary Wage Subsidy for employees with an ARNWP of more than €586)

The changes to Revenue's systems required to implement TWSS have been delivered incrementally in a short period of time since the Scheme started on 26 March 2020. The latest 'Operational Phase' implements the revised subsidy rates determined by the Minister for Finance and is effective from 4 May 2020 for the vast majority of employees.

The TWSS is operated in real-time by employers through the normal payroll process and to ensure that subsidy amounts are paid to employees on a timely basis as part of a payroll run, it is necessary to calculate the amount of the subsidy due to an employee based on the employee's gross pay. This is necessary as an employee's net pay cannot be fully determined before the actual payroll is run. This means that for some employees, where the employer pays between €586 and €960 (net weekly), the full amount of the subsidy due to an employee may not be paid through the payroll run concerned. Revenue will implement a system development to calculate any subsidy amounts that remain due to such employees, following the submission of the actual payroll by the employer, and Revenue will then arrange to pay any outstanding subsidy amount directly to the employees concerned. The system development required will be implemented shortly and will be applied retrospectively by Revenue to any impacted weekly, fortnightly or monthly paid employees who were paid on or after 4 May 2020.

Further guidance on this will be provided when available.

4.18. What details should employers enter when running their payroll?

Employers should enter the following details for eligible employees when running their payroll:

- Set PRSI Class to J9.
- If an employer is making an additional gross payment to the employee, they should include this amount in the Gross Pay. The value of the Gross Pay in conjunction with the MWWS determines the amount of subsidy that is payable.
- If an employer is not making any additional gross payment to the employee, they should include a pay amount of €0.01 in Gross Pay (see 2.1 Will the employer be required to make an additional gross payment to the employee?).
- Enter the wage subsidy amount payable (as determined from 4.17 What are the wage subsidy rates effective for the Operational Phase, from 4 May 2020?) in "non-taxable amount".
- **It is important that employers do not include the Temporary Wage Subsidy payment in Gross Pay. If the subsidy figure is included in the gross pay, then it will be treated as an Additional Gross Payment and Revenue will apply tapering and the employer refund amount will be reduced accordingly.**
- The payroll submission must include a supported pay frequency (see 4.8 What are the applicable payroll frequency multipliers?).
- If an employer wants to pay an employee, that is on TWSS, for multiple pay periods (e.g. two weeks' holiday pay), individual payroll periods must be reported and paid with different pay dates. Otherwise, if the employer runs multiple pay periods for the same pay date, it may be tapered. The pay dates can be close to each other but must be different.

Income tax, USC, LPT, if applicable, and PRSI are not deducted from the Temporary Wage Subsidy. However, the employee will be liable to Income Tax and USC on the Subsidy by way of review at the end of the year.

(See 1.6 What is an additional gross payment under the Temporary Wage Subsidy Scheme?)

(See 1.9 How are non-statutory deductions processed?)

In many cases the payment of the Temporary Wage Subsidy and any additional income paid by the employer will result in the refund of Income Tax or USC already paid by the employee. Any Income Tax and USC refunds that arise as a result of the application of tax credits and rate bands can be repaid by the employer and Revenue will also refund this amount to the employer.

Based on the information provided in payroll submissions and adherence to the maximum limits, described above, Revenue will credit employers with the Temporary Wage Subsidy as calculated by Revenue after any necessary tapering or restrictions are applied.

Penalties will apply to any abuse of the Subsidy scheme by an employer self-declaring incorrectly, not providing funds to employees or non-adherence to Revenue Guidance, and any other relevant guidance issued.

4.18.1. Entering subsidy information through ROS screens

Employers who do not operate payroll software or who are entering payroll information manually should enter the subsidy value in the “Other Payments” section as a non-taxable payment.

In the “Pay and Deductions” panel, under “Other payments” select ‘GovCov19 WageSub’ from the Payment type dropdown list and enter the wage subsidy amount payable.



The screenshot shows a web form titled "Other payments". Below the title is a descriptive sentence: "Please enter any payment you are making to your employee relating to the COVID-19: Temporary Wage Subsidy Scheme." There is a "Learn more" link. The "Payment type" dropdown menu is open, showing "Please select" and "GovCov19 WageSub" (which is highlighted). Below the dropdown is an "Amount" input field.

If making an additional gross payment, enter the taxable payment amount in the Gross Pay field. If you are not making an additional gross payment enter 0.01 in the Gross Pay field.

Ensure that you do not include the subsidy amount in the figures for Gross Pay, Pay for Income Tax, Pay for USC or Pay for PRSI.

4.19. What additional information and assistance is available to employers.

4.19.1. Payroll software

Revenue has worked closely with the Payroll Software Developers Association to provide details of the Transitional and Operational phases of the scheme. Many payroll software packages will be able to import the data from the Employer CSV file into the Employer’s payroll software to calculate the correct subsidy for the employee.

4.19.2. Revenue has provided sample calculators to assist with calculating the correct wage subsidy due to each eligible employee.

Sample Calculators to demonstrate the calculation of the wage subsidy are available for download from the [Covid section of the Revenue Website](#).

1. “CSV Sample Subsidy Calculator”. This includes instructions allowing an employer to better understand the operation of the Employer CSV file and associated Subsidy calculations. By loading the Employer CSV file into the

calculator and entering the Additional Gross Payment Amount the employer may wish to pay the Employee the calculator will display a subsidy figure.

2. “Sample Subsidy Calculator”. This sample calculator includes instructions allowing an employer to better understand the Subsidy calculations. By entering the Employee ARNWP and the Additional Amount the employer may wish to pay the Employee the calculator will display a subsidy figure. **Important:** this calculator does not take into account multiple employments or the information in the Employer CSV file and should not be used to calculate actual subsidy payments during the Operational Phase.

The sample calculators are provided as a guide only and is not to be used or taken as professional advice, including legal advice. It should not be assumed that the calculator is comprehensive or that it provides a definitive answer in every case. In the event of any discrepancy in calculated figures the official calculation as provided for in the Operational Phase is the authoritative one.

4.19.3. Worked examples

A range of worked examples are available in 4.4 Examples and in Appendix A3 Appendix 3– Worked Examples.

These worked examples show how the subsidy can be correctly calculated.

4.19.4. Illustration of the effect of tapering.

A chart is included in Appendix A5 that gives an Illustration of Tapering and Tiering of the Temporary Wage Subsidy for employees with an ARNWP of more than €586. This visual chart is useful to understand the impact additional gross payments may have on the employee’s subsidy.

5. Subsidy Refunds.

5.1. If an employer operated the Scheme will the subsidy refund to the Employer be offset against tax liabilities?

Subsidies under the scheme are paid to the employee via the employer, the employer is not entitled to the money in their own right and it cannot be used for any other purpose other than in accordance with the conditions of the scheme, including, for example, meeting any debts of the employer.

5.2. How quickly will Employers get their refund under the Subsidy Scheme and how is it paid?

The amounts paid to employees and notified to Revenue will be transferred into the employer's refund bank account by Revenue. This reimbursement will, in general, be made within two banking days after receipt of the payroll submission.

5.3. How long will it take for my payroll package to be updated for the scheme?

Revenue has been working with payroll software providers to implement payroll solutions in response to the Covid pandemic crisis. Revenue acknowledges that the payroll software providers have been extremely co-operative and are fully engaged in delivering software enhancements to their payroll software to support the schemes in a very short time.

5.4. How should BIK for eligible employees be treated for the duration of the scheme?

In most cases, where an eligible employee is benefiting from the asset giving rise to BIK, the employer will also be making additional gross payments to the employee. For these cases, the continued operation of BIK can potentially work alongside TWSS and the additional gross payment may be sufficient funds to discharge the statutory deductions on the BIK, so there may not be a requirement to suspend the operation of PAYE in respect of the employee's BIK. The subsidy payment cannot be used to discharge the statutory deductions on the BIK.

Where required, eligible employers can suspend the operation of PAYE on BIK for eligible employees for the period the employee is receiving subsidy payments. In such instances, for employees receiving subsidy payments, BIK or notional pay does not need to be included in Gross Pay. However, the notional pay for this period will remain liable for tax, PRSI and USC.

When the employee is no longer receiving subsidy payments, resume reporting BIK and where possible the suspended BIK should be spread over the remaining payrolls for 2020. Where this is not achievable the suspended BIK should be reported by employers before the year end. Further details on how this should be reported will be provided in due course. Employees will be liable to tax on the BIK by way of review at the end of the year. When an end of the year review takes place, it is normal Revenue practice to collect any tax owing in manageable amounts by reducing an individual's tax credits for a future year or years, or the employee can make a direct payment to Revenue. PRSI would not normally be collected by way of reducing tax credits and will have to be collected by direct payment by the employee.

Where an employment ceases before 31st December 2020, the balance of the untaxed BIK should be included in the final payroll in respect of the employment.

5.5. How can I see the subsidy refunds received?

A facility is now available on ROS to allow the employer to view their Temporary Wage Subsidy Scheme (TWSS) Payroll submissions and refunds. This facility can be accessed through the View Payroll Link on the ROS home page. Use the search facility and select Temporary Wage Subsidy Scheme (TWSS) and select the search button. This facility will allow employers to examine all payroll submissions made under this scheme, with a J9 PRSI class, the refunds paid and where the refund has not been paid, the reason why the refund has not been paid is shown. This facility allows employers reconcile the J9 submissions made and the refund amounts received. See Appendix 4 for information on this facility including sample screen captures.

5.6. Reasons why TWSS refunds were not processed for refund, or refund was lower than expected.

The majority of Employer J9 submissions are processed for refund the day after they are received by Revenue (see 5.2). However, there are a number of J9 submissions that cannot be processed for refund as the submissions have not met the eligibility criteria for the scheme.

The reason why TWSS refund payment has not been made by Revenue is shown through the Temporary Wage Subsidy Scheme (TWSS) search facility in ROS. Each reason message displayed can occur as a result of one or more scenarios. Where a J9 payslip has not been refunded, the employer can examine the payroll submission that they have made along with the following information to identify the relevant scenario and to establish why a particular payslip was not processed. Additionally, there are scenarios where a reason message is not displayed and the refund is not issued, these are also listed below.

Neither the employer nor the employee can benefit from the TWSS, including the reduced rates of PRSI applied to payments made to the employee, if that employee is not an eligible employee. This document will be updated in the future to provide further guidance.

5.6.1. No Reason Message shown, and a refund was not received.

In addition to the specific reason messages listed above there are other scenarios where an employer would not receive a refund for a J9 submission made.

A. Scenario: The Employer has not updated their bank details on ROS

The refund has been processed for refund but cannot be paid to the employer as there is no bank details available to make the refund to.

The employer must follow the steps in 2.2 to provide Revenue with refund bank details.

Once bank details are updated on ROS any pending refunds will issue the following day.

B. Scenario: PRSI Class of J9 was not used in the payroll submission claiming TWSS refund.

The J9 PRSI class must be used in submissions that are notifying Revenue of the payment of the wage subsidy to an active eligible employee. If any other PRSI class is applied, then the submission will not be considered for refund processing.

J9 PRSI Class should be used for any further submissions and future refunds will be processed.

C. An unsupported payroll frequency was used on a J9 submission

The employer used payroll frequency that is not applicable to the scheme, for example Quarterly, Bi Annual, Annual or Other (See 4.8)

Supported payroll frequencies are outlined in FAQ 4.8. If a submission was made for an unsupported payroll frequency it is appropriate that the refund will not be processed for refund to the employer.

D. Scenario: A previous line item correction was used to try update a submission to a J9 submission

The original payroll submission was made without the use of J9 PRSI class and the employer is attempting to change this to a J9 submission.

Changing a previous non J9 to a J9 submission is not currently supported and will not be processed for refund.

5.6.2. Reason Message “Previous Payslip not in time window”.

To be eligible the employee must have been included in a qualifying payroll submission. Details of the qualifying payroll submissions criteria are in 3.1. Where the employee does not have a qualifying payroll submission then the reason message “Previous Payslip not in time window” will be displayed.

There are a number of scenarios that will result in the reason message “Previous Payslip not in time window”, these are:

A. Scenario: No valid February payslip submitted

The employer did not submit the employee’s February payroll by the required dates. See 3.1 for details of the Qualifying Payroll Submissions criteria and dates.

For J9 submissions with a pay date before 24 April the employee must have a Qualifying Payroll Submissions made to Revenue prior to 15 March 2020. For J9 submissions with a pay date on or after 24 April the employee must have a Qualifying Payroll Submission made to Revenue prior to 1 April 2020.

As there are no valid qualifying payroll submissions for the employee for the pay date on the J9, the employee is not eligible for the scheme for the J9 pay date submitted and it is appropriate that a refund is not payable to the employer.

B. Scenario: February payslips were amended

The employer amended the employee’s February payroll submissions after the required due dates and the employee does not have any remaining qualifying payroll submissions. See 3.1 for details of the Qualifying Payroll Submissions criteria and dates.

For J9 submissions with a pay date before 24 April the employee must have a Qualifying Payroll Submissions made to Revenue prior to 15 March 2020. For J9 submissions with a pay date on or after 24 April the employee must have a Qualifying Payroll Submissions made to Revenue prior to 1 April 2020.

As there are no valid qualifying payroll submissions for the employee, the employee is not eligible for the scheme and it is appropriate that a refund is not payable to the employer.

C. Scenario: Employer registration number does not match February’s payroll submission registration number

To be eligible to be included in the scheme, employees must be on the same PAYE(Emp) tax registration number that was used to submit their January and February 2020 payroll.

(See 2.10 for further information and information on Transfer of Undertakings cases.)

As there are no valid qualifying payroll submissions for the employee, the employee is not eligible for the scheme and it is appropriate that a refund is not payable to the employer.

D. Scenario: Employee was rehired prior to 13 April 2020

Prior to week commencing 13 April 2020 J9 submissions to Revenue for employees who were rehired before 13 April 2020 were not included in Revenue refund processing at that time.

(See 2.8. How can I rehire an employee that was previously laid off and ceased on payroll)

During the week commencing 13 April 2020, Revenue reprocessed all the J9 submissions it had received for employees that had been rehired previously. Where appropriate the J9 submission for these rehired employees was processed for refund.

No further action is required.

E. Scenario: Employee was rehired after 1 May 2020

From 4 May 2020 the TWSS scheme moved to the Operational Phase and this requires the provision of a CSV file to employers containing the information required by the employer to correctly calculate the employee's subsidy. (see 4.16)

Employees rehired after 1 May 2020 will not be included in the Employer CSV file generated on 4 May 2020. As a result, if an employee is rehired between 1 May 2020 and the future date when the system is enhanced to deal with these rehires the J9 submission will not be processed for refund at the time of submission and reason message of "Previous Payslip not in time window" will be shown in ROS.

Revenue are investigating options to facilitate the inclusion of such rehires at a future date. Until then, J9 submissions for employees rehired after 1 May 2020 will be processed but not refunded. It is Revenue's expectation, that at a future date, Revenue will reprocess all the submissions received from the employee's rehire date and refund these where appropriate. This document will be updated to provide further guidance when it is available.

F. Scenario 5: February payroll submitted without a PPSN

Where an employer makes a payment to an employee without providing Revenue with the Employee's PPSN the employer should promptly obtain the employee's PPSN and provide that in a future submission. Revenue will then link all previous payslips to that PPSN. If the payslip is not linked to the PPSN then the employee will not benefit from their tax credits and the employee will remain on emergency tax.

If the February payroll submissions were made without an employee's PPSN, and the payslips have not since been linked to the employee's PPSN, then it is not possible to identify the employee's Qualifying Payroll Submissions and it is appropriate that the refund will be not be processed.

In order for the payroll submission to be processed for refund, the employer must link the employee's February payslips at least 24 hours before the J9 submission. Employee payroll payslips that remain unlinked will not be eligible for inclusion in refund processing in the operational phase.

To link an employee to their previous payslips for that employment, enter the employee's PPSN and the Employer Reference for the employee in the next payroll submission. See the Revenue website at www.revenue.ie/en/employing-people/hiring-an-employee/index.aspx for guidance on commencing a new employee.

J9 submissions made after the employee is linked will be processed for refund.

As there are no valid qualifying payroll submissions for the employee at the time the unlinked J9 was received, the employee is not eligible for the scheme for these J9 submissions and it is appropriate that a refund is not payable to the employer for these J9 submissions.

Neither the employer nor the employee can benefit from the TWSS, including the reduced rates of PRSI applied to payments made to the employee, if that employee is not an eligible employee. This document will be updated to provide guidance on how the employer can correct the employer's and employee's record.

G. Scenario: Additional employment (dual employment) was created

In a number of cases, employers created additional employments and then made the J9 submissions under these new employment IDs.

As this new Employment ID did not have the qualifying payroll submissions, it is not valid for refund processing.

Note: This is different to the rehire process in 2.8.

As there are no valid qualifying payroll submissions for the employee, the employee is not eligible for the scheme for these J9 submissions and it is appropriate that a refund is not payable to the employer for these J9 submissions.

The employer should cease the additional employment ID (do not use J9 when ceasing the employment See 5.6.3 Reason Message "J9 Payslip leave date has a value") and not make future submissions under the additional employment ID.

Future J9 payroll Submissions should be made under the original Employment ID (that was used to make the February payroll submissions) and these will be processed for refund where appropriate.

5.6.3. Reason Message "J9 Payslip leave date has a value"

A. Scenario: A date of leaving was included on a payroll submission with PRSI class set to J9

A J9 submission has been made to Revenue and that J9 submission also had a cessation date for the employee for that employment ID.

Prior to 13 July 2020, Revenue's systems did not process these records for refunds and the reason message "J9 Payslip leave date has a value" was displayed.

Revenue's system now process J9 submissions that include a cease date and, where appropriate, will be refunded.

The reconciliation process will re-examine all the J9 submissions that were not refunded due to the reason message "J9 Payslip leave date has a value" and employers will receive the corresponding refund value.

If the employee is rehired, then use the process in 2.8 to rehire the employee.

Revenue notes that some employers are frequently making J9 submissions for employees that are already ceased. J9 PRSI class should only be used in submissions that are notifying Revenue of the payment of the wage subsidy to an active eligible employee. The employer should examine all such submissions and action should be taken to prevent further unnecessary submissions.

B. Scenario: The Employer made a post cessation payment, such as holiday pay, with the PRSI Class of J9

Employees that are ceased, and have not been rehired, are not eligible for refund under the scheme. Payments made to these employees after they are ceased must be made under the employee's correct PRSI class and not the J9 PRSI class.

All post cessation payments, such as holiday pay, should be processed using the Employee's regular PRSI Class.

J9 PRSI class should only be used in submissions that are notifying Revenue of the payment of the wage subsidy to an active eligible employee.

The incorrect use of J9 PRSI class for post cessation payments may be considered by DEASP as an indicator of employment and may adversely affect the employee's application for the Pandemic Unemployment Payment.

Neither the employer nor the employee can benefit from the TWSS, including the reduced rates of PRSI applied to payments made to the employee, if that employee is not an eligible employee. This document will be updated to provide guidance on how the employer can correct the employer's and employee's record.

C. Scenario: The employer made a J9 payroll submission without rehiring the employee correctly

The employer rehired an employee but did not apply the procedure to rehire an employee set out in 2.8.

Employees that are ceased, and have not been rehired, are not eligible for refund under the scheme. Payments made to these employees after they are ceased must be made under the employee's correct PRSI class and not the J9 PRSI class.

As the employee was ceased the employee is not eligible for the scheme for these J9 submissions and it is appropriate that a refund is not payable to the employer for these J9 submissions.

If the employee has been rehired, the employer should apply the procedure to rehire an employee set out in 2.8.

Once correctly rehired, future submissions will be processed for refund where appropriate.

5.6.4. Reason Message "J9 is before any scheme start date" or "J9 pay date does not match any scheme"

A. Scenario: Incorrect use of the J9 PRSI class

The employer may have been incorrectly using the J9 PRSI class. The J9 PRSI class is reserved for use by "Solas allowance" and should only be used for this purpose or for refund requests for the TWSS.

As the pay date on the J9 payroll submission is dated before the scheme commenced the employee is not eligible for the scheme for these dates and it is appropriate that a refund is not payable to the employer for these J9 submissions.

J9 PRSI class should only be used in submissions that are notifying Revenue of the payment of the wage subsidy to an active eligible employee after the scheme commenced on 26 March 2020.

The employer should stop any further inappropriate use of the J9 PRSI class.

The employer should examine all J9 submission made and where a J9 submissions has been made unintentionally for an employee that resulted in a subsidy refund that is not due to the employer then the employer must repay that refund (see 6.1).

Neither the employer nor the employee can benefit from the TWSS, including the reduced rates of PRSI applied to payments made to the employee, if that employee is not an eligible employee. This document will be updated to provide guidance on how the employer can correct the employer's and employee's record.

B. Scenario: The pay date is outside the date range for the schemes

The pay date on the J9 payroll submission is dated before the scheme commenced.

As the pay date on the J9 payroll submission is dated before the scheme commenced the employee is not eligible for the scheme for these dates and it is appropriate that a refund is not payable to the employer for these J9 submissions.

5.6.5. Reason Message “Refund already processed for this employment and pay date”

A. Scenario: A refund for the same employment ID on the same pay date has already been processed for refund.

The employer has made subsequent J9 submissions for pay dates that have already been processed for refunds and a refund has issued.

This may occur as the employer attempted to change a previous submission.

An employer is only entitled to be refunded once for each subsidy payment to the employee and it is appropriate that a refund is not payable to the employer for these duplicate J9 submissions.

J9 PRSI class should only be used in submissions that are notifying Revenue of the payment of the wage subsidy to an active eligible employee.

5.6.6. Reason Message “Subsidy not payable as tapered to 0” , or

5.6.7. Reason Message “Subsidy not payable as gross pay greater than 80% of ARNWP”, or

5.6.8. Reason Message “Subsidy not payable as gross pay exceeded the €960 threshold”, or

5.6.9. No Reason Message displayed, and subsidy refund values is tapered and lower than expected.

A. Scenario: Employer has made an Additional Gross payment that exceeds 80% of the ARNWP or results in the subsidy being tapered to 0.

For an employee whose ARNWP is more than €586, the employer has made an Additional Gross payment that exceeds 80% of the employees ARNWP, **or**

the employer has made an Additional Gross payment that exceeds the employees Maximum Weekly Employer Payment Before Tapering (MWEPT).

As a result of this no subsidy is now payable. (see 4.17 for the rates applicable and information on tapering. Also worked examples of tapering in 4.4 and Appendix 3)

Employees that have no subsidy payable are not eligible for subsidy in that week (See 3.1).

As the employee is not an eligible employee for the scheme, it is appropriate that a refund is not payable to the employer.

The employer should ensure that for future J9 submissions for this employee that the sum of payments (subsidy plus any additional gross payment but excluding tax refunds) payable to the employee, in the week being processed, do not result in the employee being an ineligible (see 3.1)

B. Scenario: Employer is entering the subsidy figure in Gross Pay.

The employer included the subsidy figure in Gross Pay rather than in non-taxable pay.

It is important that employers do not include the Temporary Wage Subsidy payment in Gross Pay. If the subsidy figure is included in the gross pay, then it will be treated as an Additional Gross Payment and Revenue will apply tapering and the employer refund amount will be reduced, possibly to 0, accordingly.

The employer should ensure that for future J9 submissions for this employee that the subsidy is not entered in Gross Pay.

C. Scenario: Excessive additional gross payments calculated

Employers may be modelling subsidy calculation and additional gross payments outside of their payroll package giving excessive additional gross payments which are subject to subsidy tapering by Revenue. (See Subsidy Tapering in 4.17).

This can occur when the employer bases the subsidy calculation on the taxable pay rather than the gross pay and does not factor in AVC/RBS contributions or other taxable pay that are included in gross pay when reported to Revenue. As a result, the calculated additional gross payments exceed the MWEPT and tapering occurs.

Additionally, an employer may be attempting to reach a target pay figure for the employee and calculated an additional gross payment that exceed the MWEPT and tapering occurs.

A number of payroll packages warn the employer when the values entered exceed the MWEPT so that tapering will occur.

To assist employers calculate the maximum additional gross payment without tapering and to demonstrate the impact additional gross payments can have on the employee's subsidy refund, Revenue has published a sample CSV calculator which is available for download from the [Covid section of the Revenue Website](#). (see section 4.19.2)

D. Scenario: Employer has made multiple payments on the same pay date, which resulted in the subsidy being tapered.

The employer included more than one payment for the same pay date (e.g. two weeks holiday pay) for an employee on TWSS.

If an employer wants to pay an employee, that is on TWSS, for multiple pay periods (e.g. two weeks' holiday pay), individual payroll periods must be reported and paid with different pay dates. Otherwise, if the employer runs multiple pay periods for the same pay date, it may be tapered. The pay dates can be close to each other but must be different.

5.6.10. Reason Message "No TWSS Calculation"

A. Scenario: A J9 payroll submission was made for an employee that does not have an eligible record in the Employer CSV file.

To receive a subsidy refund, the employee must have a record in the Employer CSV file.

(See 4.16 What is the Employer CSV File?)

(See 4.3 What figure for employee Average Revenue Net Weekly Pay do I use to calculate an employee's subsidy amount?)

(See 4.5 What if I use a different value than the Average Revenue Net Weekly Pay (ARNWP)?)

5.6.11. Reason Message "Period closed for auto refund"

A. Scenario: The employer made a J9 payroll submission for a pay date in a pay period that is now closed for automatic refund processing.

From 1 January 2019, employers must report payroll details each time an employee is paid. You must report these details on or before the pay date. This includes payroll reporting for TWSS subsidy refunds.

From 01 July 2020 Revenue will not automatically make TWSS refunds for payroll submissions after the 14th of the month following the employee's pay date. Any such late payroll submissions will be marked with the reason message "Period closed for auto refund".

For example:

- from 01 Jul 2020, any payslip that has a pay date on or before 04 May 2020,
- from 15 Jul 2020, any payslip that has a pay date on or before 30 Jun 2020,
- from 15 Aug 2020, any payslip that has a pay date on or before 31 Jul 2020,
- and so on for each month for the remainder of the scheme

will not be automatically refunded and will be marked with the reason message "Period closed for auto refund".

Employers who make such submissions and are seeking a subsidy refund will have to contact Revenue and explain why the payslip was not submitted on time and why they believe that the submission is eligible for refund.

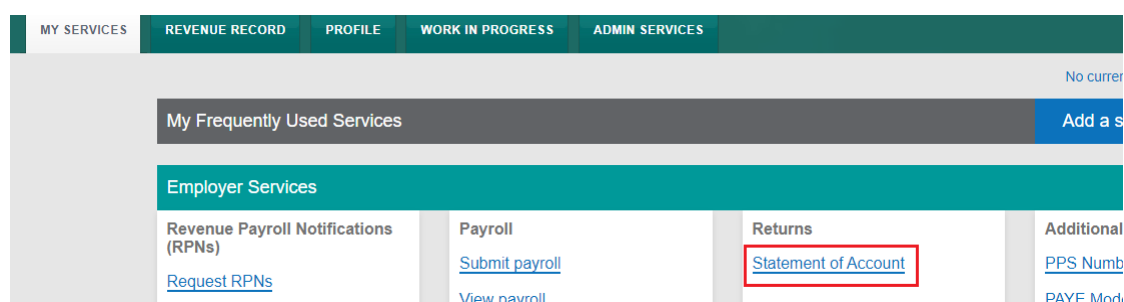
5.7. Using ROS to view online employer Statement of Account.

A Statement of Account is available in ROS. The Statement of Account provides employers with their overall financial position including the declared liabilities, payments made and the balance due for payment.



This section focuses on the usage of Statement of Account as it relates to PAYE-Emp and the TWSS.

5.7.1. Accessing Statement of Account

Statement of Account can be accessed by logging into ROS and selecting "Statement of Account" from ROS Employer Services.



5.7.2. Overview of the Statement of Account

The Statement of Account screen (see below) shows a Statement of Account monthly summary for that month, and below the monthly summary line, transactions for that month. By clicking the  or  symbols on the left the employer can expand or collapse the summary to view the transactions.

Prior to the monthly Return being made, or deemed, the “Transactions to Date” summary line (see below) shows all transactions to date for the relevant month. As the liability will not be known until the Return is filed, the summary liability on the “Transactions to Date” line is shown as 0.00. Additionally, until the Return is made, payments made to Revenue will not be reflected in the balance.

	Start Date	End Date	Payment Due Date	Liability €	Collections €	Balance €	Status	Action
^ 2020								
Transactions								
To Date	01/05/2020	31/05/2020		0.00	(32.64) ²	32.64		
^ Monthly								
Return	01/04/2020	30/04/2020	14/05/2020	(900.41)	(1,050.45)	150.04	Deemed	View Return
Transaction Type		Updated		Liability Effect €	Collections Effect €			
Wages Subsidy Payment		22/04/2020		410.00 ⁴	0.00			
Wages Subsidy Tax Refund		22/04/2020		0.00	(173.19)			
Wages Subsidy Payment		29/04/2020		4,510.00 ⁴	0.00			
Wages Subsidy Tax Refund		29/04/2020		0.00	(877.26)			
Statement		01/05/2020		(900.41) ¹	0.00			
Deemed Return		15/05/2020		(900.41)	0.00			View Return

¹ Liability is only established when a statement has been accepted or deemed a return

² Payments will not be reflected in the period balance until the Monthly Statement is Accepted or Deemed

³ There is an Assessment in the period which will not be displaced by a return

⁴ Wage subsidy payments do not affect the overall liability

When the Monthly Statement is accepted as the Return by the employer, or has been deemed the Return on the 15th of the following month, the “Transactions To Date” line becomes a “Monthly return” line and the current liability (liability arising for the month), monthly collections (payments to Revenue for the month) and balance (amount due to be paid to Revenue for the month) are shown.

- The “Wages Subsidy Payment” lines detail the **subsidy refund payments made by Revenue** to the employer based on employer’s payroll submissions to Revenue with a J9 PRSI class. As subsidy refund payments are not normally repayable to Revenue, the “Wages Subsidy Payment” transactions are shown for information only **and are not included in the Liability, Collections or Balance calculation.**
- The “Wages Subsidy Tax Refund” lines detail the payments made by Revenue to the employer for the **cumulative in-year Tax and USC refunds** that the employer made to the employee and reported in payroll submissions. The tax refund figure to the employer is shown as a negative collection because the monies were already paid back to the employer.

- The “Statement” line is the sum of the statutory deductions on the payroll submissions made by the employer for pay dates the month. If further payroll submissions are made for the month, then additional updated Statement lines are shown.
- The “Return” or “Deemed Return” line is a summary of the monthly statutory Return declaring the liability for the month. If further payroll submissions are made for the month, a new Return is deemed and an additional “Amended Return” line is shown, and the liability and balance values are updated. Employers can click on “View Return” to see the Return details.
- The “Payment” line (not shown in above example) shows the payments made by the employer for the month. Revenue website has [Information on making payments](#).

5.7.3. Example of TWSS transactions on the Statement of Account

	Start Date	End Date	Payment Due Date	Liability €	Collections €	Balance €	Status	Action
^ Monthly								
Return	01/04/2020	30/04/2020	14/05/2020	(900.41) F	(1,050.45)G	150.04 H	Deemed	View Return
Transaction Type			Updated	Liability Effect €	Collections Effect €			
Wages Subsidy Payment			22/04/2020	410.00 ⁴ A	0.00			
Wages Subsidy Tax Refund			22/04/2020	0.00	(173.19) B			
Wages Subsidy Payment			29/04/2020	4,510.00 ⁴ C	0.00			
Wages Subsidy Tax Refund			29/04/2020	0.00	(877.26) D			
Statement			01/05/2020	(900.41) ¹ E	0.00			
Deemed Return			15/05/2020	(900.41) F	0.00			View Return

1. For example, the employer made a submission to Revenue and by using J9 PRSI class claimed a refund of a Wage Subsidy Payment for one employee. The employer notified Revenue of a Tax/USC Refund of €173.19 for that employee as the employee’s subsidy payment was not subjected to PAYE and the employee had sufficient cumulative tax credits, the refunds are normally shown as negative Income Tax and USC on the employee’s payslip.

As this was during the transitional phase, Revenue processed this J9 payslip and refunded the employer €410 (A) for the employee.

Additionally, Revenue repaid Tax and USC of €173.19 (B) to the employer, this is shown as a negative collection as it was a Tax and USC repayment to the employer rather than a Tax and USC payment from the employer. This repayment included the Employee Income Tax and Employee USC repayment. The Employer PRSI is not repayable.

Rather than waiting for the end of month process and offsetting the repayment against liabilities in the normal fashion, Revenue paid Tax and USC repayments directly to employers during the month to assist employers who were experiencing cashflow issues.

A payment to the employer of €583.19 (€410 (A) + €173.19 (B)) was processed on 22 April 2020.

- The following week, the employer made second submission to Revenue and claimed a refund of a Wage Subsidy Payment for 11 employees as well as a Tax/USC Refund of €877.26.

Similar to the first submission, Revenue processed these J9 payslips and refunded the employer €4,510.00 (C) (€410 per employee).

A payment to the employer of € 5,387.26 (€4,510.00 (C) + €877.26 (D)) was processed on 29 April 2020.

- On 1 May 2020, based on the statutory PAYE deductions in the submissions received for all employees in the month, including those not availing of the subsidy, Revenue generated the April Statement. This totalled the Income Tax, USC, Employee PRSI, Employer PRSI and LPT as relevant. The total of these was €-900.41 (E).

On 15 May 2020, the Statement was deemed the Statutory Return and the Return value became the Liability (F) value of €-900.41 (F).

NB: Neither the Statement (E) nor Return figure (F) incorporate the values A, B, C or D. The Monthly Statement and Monthly Return figures are the sum of the PAYE Income Tax, USC, Employee PRSI, Employer PRSI and LPT on all the employer’s employees’ payslips, submitted by the employer, which will usually differ to the A, B, C and D figures if there are employees not availing of the scheme.

- The Tax and USC refunds to the employees are included in the Statement and Return figures and reduced the employer’s Liability figure to become negative.

Revenue had already paid the employees’ tax refunds to the employer (€173.19 (B) on 22 April 2020 and €877.26 on 29 April).

The employer cannot benefit twice for this tax refund (a reduction in the Liability figure and the in-month advance payment of tax refund). To avoid this, the Tax Refund advance that was paid to the Employer for J9 submissions is shown as a negative value in the collections column.

On the Monthly Return line, the Balance (H) due is calculated by subtracting the collection figure (G) from the Liability (F). In this example this is

Liability	-900.41	(F)
Less Collections	<u>-1,050.45</u>	(G)
Balance due	<u><u>150.04</u></u>	(H)

Note the subtraction of negative numbers i.e. $(-900.41) - (-1,050.45) = €150.04$

In other months, with less tax refunds, the Liability figure and the Collections figures would not be negative.

- When the Employer makes the payment of the Balance of €150.05 (H) this will be shown as a “Payment” transaction line on the Statement of Account under the Collections column. The Collections (G) will be increased by the Payment value of €150.00 to become €-900.41 $(-1,050.45 + 150.04 = -901.41)$ and the Balance due will become €0.00

6. Subsidy reconciliation and repayment to Revenue.

Details of both the reconciliation process and the process for employers to follow when returning excess Wage Subsidy Scheme funds to Revenue will be published in due course.

In the interim, to assist in their future reconciliation, employers should continue to retain records of subsidy payments made to employees, records of subsidy refunds and tax refunds received from Revenue and hold any excess of the subsidy payments received for offset against future subsidy payments or for future repayment to Revenue.

(See 4.13 Will employers be entitled to the full Subsidy amount under the transitional arrangements?)

(See 2.13 How do employers stop operating the scheme?)

6.1. What if I receive too much money from Revenue, how do I return it?

In some cases, an employer may decide, or Revenue may instruct the employer, to repay to Revenue some or all the subsidy refund payment received from Revenue.

There is now a facility in ROS to make such repayments of Temporary Wages Subsidy Scheme (TWSS) to Revenue. This facility will ensure that the TWSS repayment amount is correctly allocated to the employer. Customers should no longer use the Revenue bank account details previously provided for repayments of TWSS.

If making a TWSS repayment, please ensure that the following instructions are followed carefully:

- In ROS, under Payments & Refunds, select Submit a Payment, then TWSS (Employer).
- The payment year and period, “2020” and “26 March – 31 August”, will be displayed.
- Enter the amount of TWSS refund you wish to repay. When making a TWSS repayment, ensure that only the TWSS refund amount is repaid to Revenue. (See ROS screen on page 75)
- Currently you may pay using your bank account details, payment using your debit/credit card will be added at a later date.
- A payment acknowledgement will be sent to your ROS Inbox.

Note: This repayment will not be visible on the ROS PAYE-Emp Statement of Account, but it will be allocated to the Employers’ TWSS balance.

Revenue have received a number of TWSS bank transfer repayments, without an accompanying Employer reference, which therefore cannot be matched to the appropriate Employer. If you have previously made a repayment of TWSS to Revenue using a bank transfer and have not yet advised Revenue of the bank transfer payment, then:

- Send confirmation to the **Collector General’s Office** via the myEnquiries system, providing details of the payment including the relevant Payroll Run Reference.
- Make sure to select ‘**Other Than Above**’ and then ‘**Covid Duplicate Refund**’ when submitting the query through myEnquiries in ROS.

7. Scheme compliance.

7.1. In what circumstances will Revenue compel an employer to refund the amounts received under the Temporary Wage Subsidy Scheme?

Where an employer receives amounts under the Temporary Wage Subsidy Scheme and the employer has not paid the subsidy amount to the specified employee or where the employer was not entitled to receive the subsidy as it did not meet the qualifying criteria, or the employee does not meet the eligible employee criteria (See 3.1) the employer will be compelled to refund these amounts to Revenue.

The amount of subsidy to be refunded (known as 'relevant tax') to Revenue shall be treated as Income Tax and is due and payable by the employer from the date the subsidy was first received by the employer from Revenue.

7.2. What are the consequences of abuse of the scheme?

A person shall be guilty of an offence if the person -

- knowingly or wilfully delivers any incorrect return or statement, or knowingly or wilfully provides any incorrect information, in connection with the temporary wage subsidy scheme, or
- knowingly aids, abets, assists, incites or induces another person to make or deliver knowingly or wilfully any incorrect return or statement, or knowingly or wilfully provide any incorrect information, in connection with the temporary wage subsidy scheme.

The provision of subsections (3) to (10) of section 1078, and section 1079 of the Taxes Consolidation Act 1997 shall apply for the purposes of these offences.

7.3. What information is available for employees where the employer is operating the scheme?

In relation to an employee covered by the subsidy, the employer is obliged to show the amount of the subsidy paid to the employee on the employee's payslip. This should be labelled as "GovC19 WageSub" on the payslip.

Where an employer fails to give the employee a payslip which separately identifies details of the amount of the temporary wage subsidy payment, the employer shall be liable to a penalty as if that failure were a failure to comply with the Income Tax (Employments) Regulations.

In addition, details of the wage subsidy reported by the employer to Revenue are now viewable in each employee's Revenue record, which can be accessed via myAccount. Through this facility, employees can see whether their employer is participating in the TWSS on their behalf. Employees can view this information by accessing the **'Manage your Tax 2020'** link on the **'PAYE Services'** card in myAccount and select the **'View'** link beside the relevant employment. The employee should click on the **'View'** link next to any payroll submission they wish to see.

Where employees identify discrepancies between the TWSS amounts shown in myAccount and those provided by the employer, Revenue advises employees to firstly contact the employer to address the matter. If it is not subsequently addressed to the employee's satisfaction, they should contact Revenue directly via MyEnquiries under the category **'PAYE (Pay As You Earn) employee/pensioner - Other'** and the subcategory **'Employee Payroll Reporting - Compliance'**.

Revenue has published [guidance for PAYE Employees whose Employers have been affected by the COVID-19 Pandemic and are availing of the Temporary Wage Subsidy Scheme \(TWSS\)](#).

7.4. How will Revenue undertake scheme compliance ?

To ensure the TWSS is operating correctly, from mid-June Revenue will conduct a programme of compliance checks on all employers availing of the scheme and will be contacting all employers to confirm that:

- They meet the eligibility criteria;
- Employees are receiving the correct amount of subsidy; and

- The subsidy amount is being correctly recorded in employee payslips.

In addition, the compliance check programme will address any identified issues in respect of the operation of Real Time PAYE (PMOD) by employers over 2019 and 2020 and will provide an opportunity for employers to address any other outstanding tax issues. This will be of importance to employers who may intend to avail of the “debt warehousing” scheme for Employer PAYE and VAT liabilities incurred during the pandemic period as up-to-date compliance will be a pre-requisite in order to avail of that scheme.

Letters will issue to employers and their agents, where relevant, mainly through myEnquiries.

It is essential that employers respond promptly as failure to do so may lead to suspension of future payments.

The programme is expected to last for several months and may be expanded.

A1 Appendix 1 – Sample ROS screens

Sample ROS screens showing how to locate an employee’s payroll submission information. The equivalent information may be available in the payroll package.

Payroll

[Submit payroll](#)

[View payroll](#)

View payroll

Search by	Payroll runs by tax year	
Tax year	2020	Search

Payroll runs tax year 2020

All payroll runs which were submitted or last updated in the tax year selected are displayed below. Any payroll run which was amended will display in the month it was last updated.

January

Date last updated	Payroll run reference	Status	Action
31/12/2019 03:30 PM	330de658-74e0-40a6-9526	PROCESSED	View
08/01/2020 10:09 PM	18aed15a-fa37-4b05-96e5	PROCESSED	View
15/01/2020 09:56 PM	841efb1f-12b5-479d-a3f4	PROCESSED	View
22/01/2020 10:31 PM	acaefabb-3831-48ba-b3f3	PROCESSED	View
29/01/2020 10:13 PM	d2cd3a08-f100-4780-87c2	PROCESSED	View

February

Date last updated	Payroll run reference	Status	Action
05/02/2020 10:13 PM	711e7ebd-b648-4b27-8de9	PROCESSED	View
12/02/2020 09:59 PM	b7365f5f-e8a1-4e57-b6c8	PROCESSED	View
12/02/2020 10:01 PM	3eccc807-af17-4c99-ac62	PROCESSED	View
26/02/2020 10:15 PM	ca43aac3-0107-4945-af64	PROCESSED	View

Identifying values to use in calculating the Average Revenue Net Weekly Pay.

Pay date	07/02/2020
Pay period	6
RPN number	6
Gross pay	€270.60
Pay for Income Tax	€270.60
Income Tax paid	€3.22
Income Tax calculation basis	Week 1
Tax credits	€263.40
Tax rates	
Tax rate	1
Standard rate cut off point this period	€2,995.62
USC status	Ordinary
Pay for USC	€270.60
USC paid	€1.95
PRSI exempt	No
PRSI classes	
PRSI class	A0
Insurable weeks	1
Pay for employee PRSI	€270.60
Employee PRSI paid	€0.00
Pay for employer PRSI	€270.60
Employer PRSI paid	€23.81
LPT deducted	€0.00

A2 Appendix 2 – Employer CSV File

Payroll software packages, that can process the Employer CSV file, will need to import/load additional employee information provided by Revenue to allow the software package to calculate correctly the wage subsidy due to each eligible employee.

Revenue will provide this information as an Employer CSV data file that can be downloaded from ROS. This file will only contain information about the employee's employments with the employer that is downloading the file. **Where an employee is marked as eligible in the file this indicates that the employee has the necessary qualifying payroll submissions for the employee's information to be included in the Employer CSV file (see 3.1) it does not indicate that the employee is an eligible employee.**

The employer can a) import this information into their payroll software and the payroll software will use this information, or b) use the information outside of payroll software along with the new rates and any Additional Gross Payment (top-up) amount, to calculate the wage subsidy for each eligible employee. (See Appendix 2 for information on downloading the Employer CSV file from ROS).

The file will be available in ROS Employer Services under "Request RPN's". A new option is available to Download Temporary Wage Subsidy Scheme calculation.

The CSV file can be downloaded in ROS by employers who are registered for Employer PAYE(Emp), and their agents.

You should ensure that your payroll software package is up to date and can accept the Revenue CSV file.

(See A2.2 for information on this download process.)

A2.1 What is a CSV File?

A CSV file is a Comma Separated Values (CSV) file that contains rows of information. These files can be used to exchange information between different systems. Though CSV files can be viewed in most spreadsheet packages, the spreadsheet packages can alter the information resulting in problems using the file data.

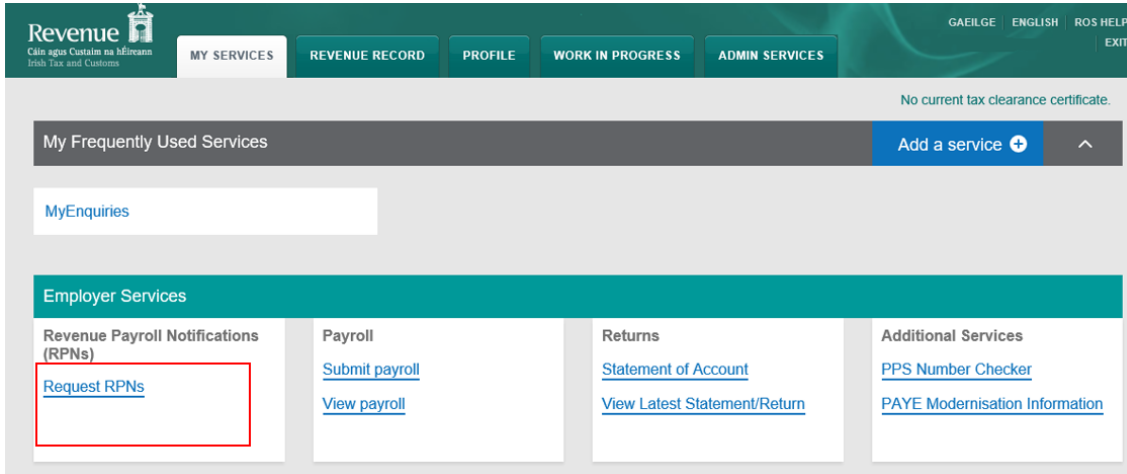
A technical document describing the structure and the data contents of the CSV file was [published on the Revenue website](#) so that payroll software providers could update their payroll software packages to process the file.

The CSV description document and a Sample Employer CSV file are available for download from [the Revenue Website](#).

A2.2 [How can I download the CSV file?](#)

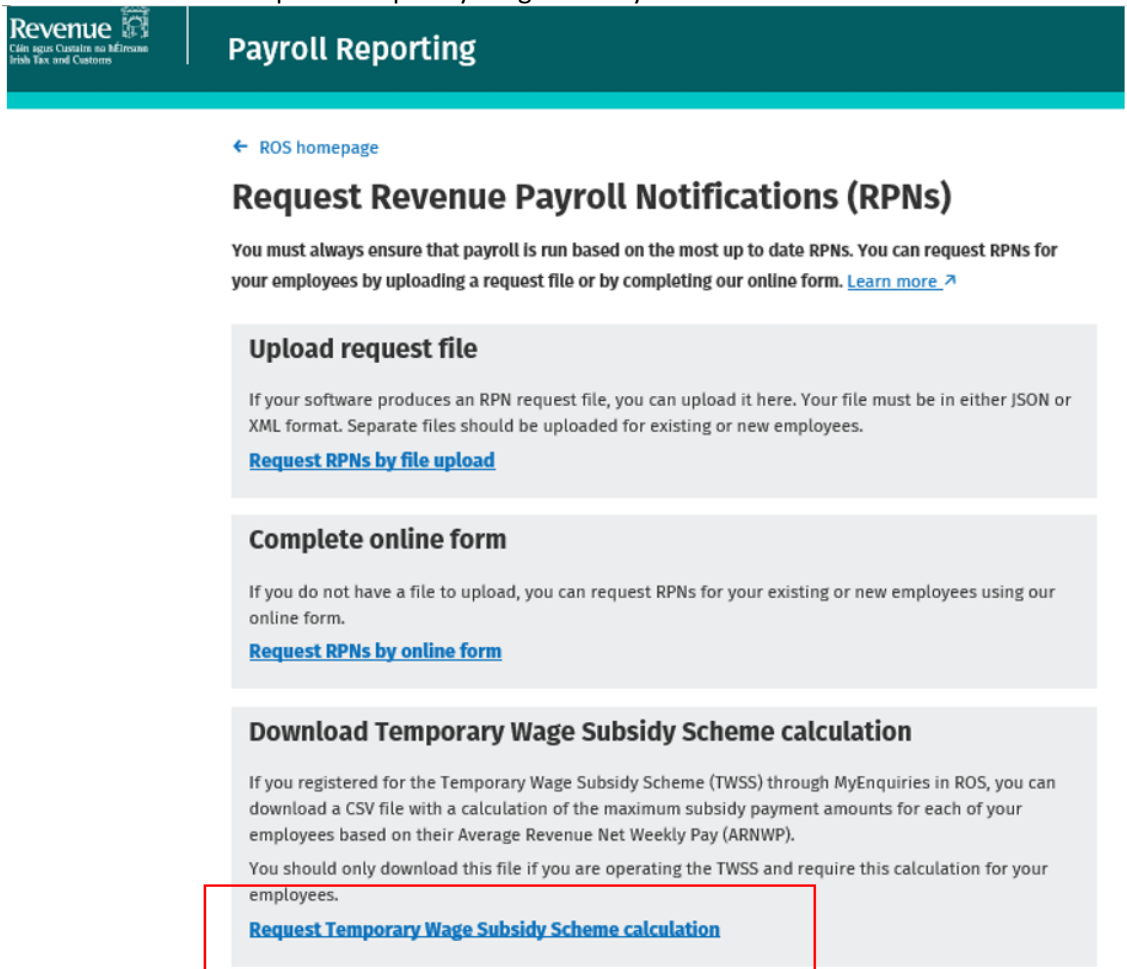
Employers or payroll agents, who are registered for Employer PAYE(Emp), can log into ROS and download the Revenue CSV file as follows:

1. Log into ROS and in the ROS My Services tab select “Request RPNs”



The screenshot shows the Revenue ROS My Services interface. At the top, there are navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. Below these, there's a section for 'My Frequently Used Services' with an 'Add a service' button. Underneath is a search bar labeled 'MyEnquiries'. The main content area is titled 'Employer Services' and contains four columns of links: 'Revenue Payroll Notifications (RPNs)' with a red box around the 'Request RPNs' link; 'Payroll' with 'Submit payroll' and 'View payroll' links; 'Returns' with 'Statement of Account' and 'View Latest Statement/Return' links; and 'Additional Services' with 'PPS Number Checker' and 'PAYE Modernisation Information' links.

2. Select “Request Temporary Wage Subsidy Scheme calculation”



The screenshot shows the 'Request Revenue Payroll Notifications (RPNs)' page in the ROS system. It features a breadcrumb trail '← ROS homepage' and a title 'Request Revenue Payroll Notifications (RPNs)'. Below the title, there's a paragraph explaining that payroll must be based on the most up-to-date RPNs and that users can request RPNs by uploading a file or completing an online form. There are three main sections: 'Upload request file' with a link to 'Request RPNs by file upload'; 'Complete online form' with a link to 'Request RPNs by online form'; and 'Download Temporary Wage Subsidy Scheme calculation' with a red box around the link 'Request Temporary Wage Subsidy Scheme calculation'.

3. Select “Request Calculation.”

Revenue
Cais agus Cúntas na hÉireann
Irish Tax and Customs

Payroll Reporting

[← Back](#)

Request Temporary Wage Subsidy Scheme calculation

The Temporary Wage Subsidy Scheme (TWSS) provides the payment of income supports to employers in respect of eligible employees where the employer's business activities have experienced significant negative disruption due to the COVID-19 (Coronavirus) pandemic. [Learn more](#) ↗

If you are registered for the TWSS, you can request a calculation of the Maximum Weekly Wage Subsidy (MWSS) and Maximum Weekly Employer Pay Before Tapering (MWEPT) amounts for each of your employees below. This calculation is based on the employee's Average Revenue Net Weekly Pay (ARNWP).

You should only download this file if you are operating the TWSS and require this calculation for your employees. The file will download in CSV format.

[Request calculation](#)

4. Enter your password in the “Sign and Submit” screen

Revenue
Cais agus Cúntas na hÉireann
Irish Tax and Customs

Payroll Reporting

Sign & Submit

Certificate [Help](#)

Enter Password

0%

Revenue
Cais agus Cúntas na hÉireann
Irish Tax and Customs

Payroll Reporting

Calculation downloaded

The CSV file with the calculation details for each of your employees has been successfully downloaded. This file may be in your downloads folder.

[ROS homepage](#)

5. The CSV file with the calculation for each employee has been successfully downloaded and should be available in your browser downloads folder. To ensure the file is saved, check for a message at the very bottom of your computer screen. If you see any message asking whether you want to open or save the file, select “Save”.
6. For payroll software that can process the Employer CSV file, follow your payroll package instructions to import the downloaded CSV file for your payroll.

The file will be called **TWSS_EmployerNo_DateTimeStamp.csv** with EmployerNo and DateTimeStamp replaced the corresponding information. If you have more than one employer registration number, you should download a file for each registration number.

A2.3 What support is available?

1. If you experience difficulties logging into ROS then:
 - Review the “Something is not working” information on <https://www.revenue.ie/en/online-services/support/ros-help/something-is-not-working/issues-logging-into-ros/index.aspx> or,
 - Contact the ROS Technical Helpdesk, using the contact details at <https://www.revenue.ie/en/contact-us/helpdesk/ros-technical-helpdesk.aspx>
2. For instructions and queries relating to importing the CSV file into you see the website/instruction manual for your payroll software.

3. For general issues relating to the scheme, employers should contact Revenue's National Employer Helpdesk via the myEnquiries system, providing details of the query and a direct dial contact number. Employers should make sure to select '**Employer's PAYE**' and then '**Employer's PAYE General Enquiry**' when submitting the query through **myEnquiries** in ROS.

A3 Appendix 3– Worked Examples

A3.1 Example 1: ARNWP of less than €412.

In this example the specified employee has an ARNWP of €283.12 **(A)**.

Where the ARNWP does not exceed €412, a subsidy of 85% of ARNWP, to a maximum of €350, is applicable (4.17(1))

Maximum Weekly Wage Subsidy (MWWS) (B): As this employee has an ARNWP of less than €412, they can receive a subsidy of 85% of their ARNWP: $283.12 (A) \times 85\% = 240.65 (B)$

Maximum Weekly Employer Payment Before Tapering (MWEPBT) (C):
 $350 (\text{maximum subsidy}) - 240.65 (B) = 109.35 (C)$

Tapering Exception: Where the ARNWP does not exceed €412, the employer may pay an additional gross payment (gross pay) such that the gross pay plus the temporary wage subsidy does not exceed €350 per week. The effect of this is that an employee earning less than €412 per week will **not** have their wage subsidy tapered where the combined wage subsidy plus their gross pay does not exceed €350

As 240.65 (B) is below €350, the employer can make an additional gross payment of €109.35 without the subsidy tapering. ($350 - 240.65 = 109.35$)

Non-Taxable pay (Subsidy after any applicable tapering reduction) **(E)** As no tapering applies (4.17(1))

Payroll Details		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	283.12
Maximum Weekly Wage Subsidy for employee (MWWS)	B	240.65
Maximum Weekly Employer Payment Before Tapering (MWEPBT) to receive full subsidy	C	109.35
Taxable Pay - Employer additional gross payment (optional)	D	109.35
Excess of Gross pay over allowable pay - Tapering amount	D - C	0
Non-Taxable pay (Subsidy after any applicable tapering reduction)		
	E	240.65
Total of additional gross payment before tax, plus subsidy	D + E	350
PRSI Class: J9/Employee's normal PRSI		J9
Subsidy: Full/Tapered/None		Full

See example CSV

Tier 1	Tier 2
Tier 1 MWWS 240.65	Tier 2 MWWS
Tier 1 MWEPBT 109.35	Tier 2 MWEPBT

A3.2 Example 2: ARNWP of less than €412 with tapering.

In this example the specified employee has an ARNWP of €390 **(A)**.

Where the ARNWP does not exceed €412, a subsidy of 85% of ARNWP, to a maximum of €350, is applicable (4.17(1))

Maximum Weekly Wage Subsidy (B): As the ARNWP is below €412, the employee is eligible for a subsidy of 85%;

$$390(A) \times 85\% = 331.50 (B)$$

Maximum Weekly Employer Payment Before Tapering (MWEPBT) (C)

The maximum the employer pay before tapering is in this example €58.50 (C) (390 – 331.50)

The employer opts to provide an additional gross payment of €60 **(D)**.

$$331.50 (B) + 60 (D) = 391.50.$$

This breaks the rule of Subsidy + Employer Additional gross payment ≤ ARNWP. Therefore, the subsidy must be tapered by the excess of the employer's additional gross payment.

The maximum employer pay before tapering is in this example €58.50 (C) i.e. (390 (A) – 331.50(B))

Tapering: 60 (D) – 58.50 (C) = 1.50. The MMWS € 331.5(B) must be tapered by €1.50

$$(B) €331.50 – €1.50 = €330$$

Non-Taxable pay (Subsidy after any applicable tapering reduction) is €330.**(E)**

Payroll Details		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	390
Maximum Weekly Wage Subsidy for employee (MWWS)	B	331.50
Maximum Weekly Employer Payment Before Tapering (MWEPBT) to receive full subsidy	C	58.50
Taxable Pay - Employer additional gross payment (optional)	D	60
Excess of Gross pay over allowable pay - Tapering amount	D - C	1.50
Non-Taxable pay (Subsidy after any applicable tapering reduction)	E	330
Total of additional gross payment before tax, plus subsidy	D + E	390
PRSI Class: J9/Employee's normal PRSI		J9
Subsidy: Full/Tapered/None		Tapered

See example CSV

Tier 1	Tier 2
Tier 1 MWWS 331.50	Tier 2 MWWS
Tier 1 MWEPBT 58.50	Tier 2 MWEPBT

A3.3 Example 3: ARNWP more than €412 and not more than €500

In this example the specified employee has an ARNWP of €480 **(A)**.

Where the ARNWP is more than €412 but not more than €500; a subsidy of €350 is applicable (4.17(1))

Maximum Weekly Wage Subsidy for employee (MWWS) (B): is €350

Maximum Weekly Employer Payment Before Tapering (MWEPT) (C):

ARNWP of €480 (A) – Wage Subsidy of €350 (B) = MWEPT of €130 (C) before tapering.

Taxable Pay – Employer additional gross payment (optional) **(D)** €130

Tapering: No tapering occurs as the (D) – (C) is €0 i.e. the total of additional gross pay before tax, plus subsidy (D + E) = € 480 and does not exceed The ARNWP (A)

Payroll Details		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	480
Maximum Weekly Wage Subsidy for employee (MWWS)	B	350
Maximum Weekly Employer Payment Before Tapering (MWEPT) to receive full subsidy	C	130
Taxable Pay - Employer additional gross payment (optional)	D	130
Excess of Gross pay over allowable pay - Tapering amount	D - C	0
Non-Taxable pay (Subsidy after any applicable tapering reduction)		
	E	350
Total of additional gross payment before tax, plus subsidy	D + E	480
PRSI Class: J9/Employee's normal PRSI		
		J9
Subsidy: Full/Tapered/None		Full

See example CSV

Tier 1		Tier 2	
Tier 1 MWWS	350.00	Tier 2 MWWS	
Tier 1 MWEPT	130.00	Tier 2 MWEPT	

A3.4 Example 4: ARNWP more than €500 and not more than €586

In this example the specified employee has an ARNWP of €555 **(A)**.

Where the ARNWP is more than €500 but not more than €586, a subsidy of 70% of ARNWP is applicable to a maximum of €410. (4.17(1))

Maximum Weekly Wage Subsidy (B): As the ARNWP is more than €500 and not more than €586 the employee is eligible for a subsidy of 70% of ARNWP capped at a maximum of €410

$$555 \times 70\% = 388.50$$

Maximum Weekly Employer Payment Before Tapering (MWEPBT) (C):

ARNWP of €555 – Wage Subsidy of €388.50 = Maximum Employer Pay of €166.50 before tapering.

Taxable Pay – Employer additional gross payment (optional) **(D)** €166.50

Tapering: No tapering occurs as the (D) – (C) is €0 i.e. the total of additional gross pay before tax, plus subsidy (D + E) = €555 and does not exceed The ARNWP (A)

Payroll Details		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	555
Maximum Weekly Wage Subsidy for employee (MWWS)	B	388.50
Maximum Weekly Employer Payment Before Tapering (MWEPBT) to receive full subsidy	C	166.50
Taxable Pay - Employer additional gross payment (optional)	D	166.50
Excess of Gross pay over allowable pay - Tapering amount	D - C	0
Non-Taxable pay (Subsidy after any applicable tapering reduction)		
	E	388.50
Total of additional gross payment before tax, plus subsidy	D + E	555
PRSI Class: J9/Employee's normal PRSI		
		J9
Subsidy: Full/Tapered/None		Full

See example CSV

Tier 1		Tier 2	
Tier 1 MWWS	388.50	Tier 2 MWWS	
Tier 1 MWEPBT	166.50	Tier 2 MWEPBT	

A3.5 Example 5: ARWNP is more than €586

In this example the specified employee has an ARWNP of €650 **(A)**.

As the ARWNP is more than €586 the level of subsidy available will depend upon the amount of employer additional gross pay.

Where the eligible employee's ARWNP is greater than €586 per week but not more than €960 per week and the employee's current gross pay, as reported in the payroll submission, represents: (4.17(2))

- not more than 60% of the ARWNP, a subsidy of €350 is applicable. *
- more than 60% and not more than 80% of the ARWNP, a subsidy of €205 is applicable.
- more than 80% of the ARWNP, no subsidy is payable and J9 PRSI class should not be applied.

Taxable Pay (D) In this example the employer opts to provide additional gross pay of €300.

Maximum Weekly Wage Subsidy (B): As $\frac{300}{650} \times 100 = 46.15\%$ a subsidy of **€350** is payable.

Maximum Weekly Employer Payment Before Tapering (MWEPT) I:

ARWNP of €650 – Wage Subsidy of €350 = Maximum Employer Pay of €300 before tapering.

Tapering: No tapering occurs as the (D) – I is €0 i.e. the total of additional gross pay before tax, plus subsidy (D + E) = €650 and does not exceed The ARWNP (A)

Payroll Details		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	650
Maximum Weekly Wage Subsidy for employee (MWWS)	*B Tier 1	350
Maximum Weekly Employer Payment Before Tapering (MWEPT) to receive full subsidy	C	300
Taxable Pay – Employer additional gross payment (optional)	D	300
Excess of Gross pay over allowable pay – Tapering amount	D – C	0
Non-Taxable pay (Subsidy after any applicable tapering reduction)		
Total of additional gross payment before tax, plus subsidy	D + E	650
PRSI Class: J9/Employee's normal PRSI		J9
Subsidy: Full/Tapered/None		Full

See example CSV

Tier 1	390.00	Tier 2	520.00
Tier 1 MWWS	350.00	Tier 2 MWWS	205.00
Tier 1 MWEPT	300.00	Tier 2 MWEPT	445.00

A3.6 Example 6: ARNWP is more than €586

In this example the specified employee has an ARNWP of €800 **(A)**.

As the ARNWP is more than €586 the level of subsidy available will depend upon the amount of employer additional gross pay.

Where the eligible employee's ARNWP is greater than €586 per week but not more than €960 per week and the employee's current gross pay, as reported in the payroll submission, represents: (4.17(2))

- not more than 60% of the ARNWP, a subsidy of €350 is applicable.
- more than 60% and not more than 80% of the ARNWP, a subsidy of €205 is applicable. *
- more than 80% of the ARNWP, no subsidy is payable and J9 PRSI class should not be applied.

Taxable Pay (D) In this example the employer opts to provide additional gross pay of €595.

Maximum Weekly Wage Subsidy (B): As $\frac{595}{800} \times 100 = 74.38\%$ a subsidy of **€205** is payable.

Maximum Weekly Employer Payment Before Tapering (MWEPBT) I:

ARNWP of €800 – Wage Subsidy of €205 = Maximum Employer Pay of €595 before tapering.

Tapering: No tapering occurs as the (D) – I is €0 i.e. the total of additional gross pay before tax, plus subsidy (D + E) = €800 and does not exceed The ARNWP (A)

Payroll Details		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	800
Maximum Weekly Wage Subsidy for employee (MWWS)	*B Tier 2	205
Maximum Weekly Employer Payment Before Tapering (MWEPBT) to receive full subsidy	C	595
Taxable Pay – Employer additional gross payment (optional)	D	595
Excess of Gross pay over allowable pay – Tapering amount	D – C	0
Non-Taxable pay (Subsidy after any applicable tapering reduction)		
	E	205
Total of additional gross payment before tax, plus subsidy	D + E	800
PRSI Class: J9/Employee's normal PRSI		
		J9
Subsidy: Full/Tapered/None		Full

See example CSV

Tier 1	480.00	Tier 2	640.00
Tier 1 MWWS	350.00	Tier 2 MWWS	205.00
Tier 1 MWEPBT	450.00	Tier 2 MWEPBT	595.00

A3.7 Example 7: ARNWP of €800 (A).

In this example the specified employee has an ARNWP of €800 (A).

As the ARNWP is more than €586 the level of subsidy available will depend upon the amount of employer additional gross pay.

Where the eligible employee's ARNWP is greater than €586 per week but not more than €960 per week and the employee's current gross pay, as reported in the payroll submission, represents: (4.17(2))

- not more than 60% of the ARNWP, a subsidy of €350 is applicable.
- more than 60% and not more than 80% of the ARNWP, a subsidy of €205 is applicable.
- more than 80% of the ARNWP, no subsidy is payable and J9 PRSI class should not be applied. *

Taxable Pay (D) In this example the employer opts to provide additional gross pay of €650.

As $\frac{650}{800} \times 100 = 81.25\%$ no subsidy is payable and this employee should not be reported with a PRSI class of J9.

Payroll Details		
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	800
Maximum Weekly Wage Subsidy for employee (MWWS)	*B Tier 3	-
Maximum Weekly Employer Payment Before Tapering (MWEPT) to receive full subsidy	C	-
Taxable Pay – Employer additional gross payment (optional)	D	650
Excess of Gross pay over allowable pay – Tapering amount	D – C	650
Non-Taxable pay (Subsidy after any applicable tapering reduction)		
Total of additional gross payment before tax, plus subsidy	D + E	650
PRSI Class: J9/Employee's normal PRSI		Normal
Subsidy: Full/Tapered/None		None

See example CSV

Tier 1	480.00	Tier 2	640.00
Tier 1 MWWS	350.00	Tier 2 MWWS	205.00
Tier 1 MWEPT	450.00	Tier 2 MWEPT	595.00

A3.8 Example 8: ARNWP more than 960 and reduction in salary of more than 40%. Monthly pay.

In this example the specified employee has an ARNWP of €1090 (A).

The wage subsidy is available to support employees whose ARNWP is greater than €960, and their current gross pay is below €960 per week.

Where the employee's current gross pay, as reported in the payroll submission, represents:

- not more than 60% of the ARNWP, a subsidy of up to €350 is applicable. *
- more than 60% and not more than 80% of the ARNWP, a subsidy of €205 is applicable.
- more than 80% of the ARNWP, no subsidy is payable and J9 PRSI class should not be applied.

For such employees, the maximum additional gross payment an employer can make, to receive the full subsidy, is the difference between €960 and their maximum weekly wage subsidy.

The calculation of the monthly pay is below:

Taxable Pay (D) In this example the employer opts to provide additional gross monthly pay of €2,361.67

This is converted to a weekly gross pay:

$$2,361.67 \times 12 \div 52 = 545$$

Maximum Weekly Wage Subsidy (B): As $\frac{545}{1,090} = 50\%$ This shows the employee has suffered a wage reduction of more than 40% thus making them eligible for a max wage subsidy of €350.

Maximum Weekly Employer Payment Before Tapering (MWEPT) (C):

Capped at €960 – Wage Subsidy of €350 = Maximum Employer Pay of €610 before tapering.

Tapering: No tapering occurs as the (D) – (C) is €0 i.e. the total of additional gross pay before tax, plus subsidy (D + E) = €895 and does not exceed The ARNWP (A) or upper limit of €960

$$350 \times 52 \div 12 = 1,516.67 \text{ of a monthly subsidy}$$

$$\text{Total Monthly Pay: } 1,516.67 + 2,361.67 = \mathbf{€3,878.34}$$

Payroll Details				Monthly
Employee's Average Revenue Net Weekly Pay (ARNWP)		A	1,090	
Maximum Weekly Wage Subsidy for employee (MWWS)		*B Tier 1	350	
Maximum Weekly Employer Payment Before Tapering (MWEPT) to receive full subsidy		C	610	
Taxable Pay – Employer additional gross payment (optional)		D	545	2,361.67
Excess of Gross pay over allowable pay – Tapering amount		D – C	0	
Non-Taxable pay (Subsidy after any applicable tapering reduction)		E	350	1,516.67
Total of additional gross payment before tax, plus subsidy		D + E	895	3,878.34
PRSI Class: J9/Employee's normal PRSI			J9	J9
Subsidy: Full/Tapered/None			Full	Full
Tier 1	654.00	Tier 2	872.00	
Tier 1 MWWS	350.00	Tier 2 MWWS	205.00	
Tier 1 MWEPT	610.00	Tier 2 MWEPT	755.00	

A3.9 Example 9: ARNWP more than 960 and reduction in salary of more than 20% but less than 40%. Monthly pay with tapering.

In this example the specified employee has an ARNWP of €1090 **(A)**.

The wage subsidy is available to support employees whose ARNWP is greater than €960, and their current gross pay is below €960 per week.

Where the employee's current gross pay, as reported in the payroll submission, represents:

- not more than 60% of the ARNWP, a subsidy of up to €350 is applicable.
- more than 60% and not more than 80% of the ARNWP, a subsidy of €205 is applicable. *
- more than 80% of the ARNWP, no subsidy is payable and J9 PRSI class should not be applied.

For such employees, the maximum additional gross payment an employer can make, to receive the full subsidy, is the difference between €960 and their maximum weekly wage subsidy.

The calculation of the monthly pay is below:

Taxable Pay (D) In this example the employer opts to provide additional gross monthly pay of **€3,306.33**

This is converted to a weekly gross pay:

$$3,306.33 \times 12 \div 52 = 763$$

Maximum Weekly Wage Subsidy (B): As $\frac{763}{1,090} = 70\%$ This shows the employee has suffered a wage reduction of more than 20% but less than 40% thus making them eligible for a max wage subsidy of **€205**.

Maximum Weekly Employer Payment Before Tapering (MWEPT) (C):

Capped at €960 – Wage Subsidy of €205 = Maximum Employer Pay of €755.

As 763+205 = 968 Tapering will occur on the subsidy as the total pay must be capped at 960.

Tapering: 763 (D) – 755 (C) = 8 The MWWS (B) must be tapered by 8: 205 – 8 =197

Non-Taxable pay (Subsidy after any applicable tapering reduction) is **€197 (E)**

197 x 52 ÷ 12 = **853.67** of a monthly subsidy

Total Monthly Pay: 853.67 + 3,306.33 = **€4,160**

Payroll Details			Monthly
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	1,090	
Maximum Weekly Wage Subsidy for employee (MWWS)	*B Tier 2	205	
Maximum Weekly Employer Payment Before Tapering (MWEPT) to receive full subsidy	C	755	
Taxable Pay - Employer additional gross payment (optional)	D	763	3,306.33
Excess of Gross pay over allowable pay - Tapering amount	D - C	8	
Non-Taxable pay (Subsidy after any applicable tapering reduction)	E	197	853.67
Total of additional gross payment before tax, plus subsidy	D + E	960	4,160
PRSI Class: J9/Employee's normal PRSI		J9	J9
Subsidy: Full/Tapered/None		Tapered	Tapered
Tier 1	654.00	Tier 2	872.00
Tier 1 MWWS	350.00	Tier 2 MWWS	205.00
Tier 1 MWEPT	610.00	Tier 2 MWEPT	755.00

A3.10 Example 10: ARNWP more than 960 and reduction in salary of less than 20%. Monthly pay with no subsidy payable.

In this example the specified employee has an ARNWP of €1090 **(A)**.

The wage subsidy is available to support employees whose ARNWP is greater than €960, and their current gross pay is below €960 per week.

Where the employee's current gross pay, as reported in the payroll submission, represents:

- not more than 60% of the ARNWP, a subsidy of up to €350 is applicable.
- more than 60% and not more than 80% of the ARNWP, a subsidy of €205 is applicable.
- more than 80% of the ARNWP, no subsidy is payable and J9 PRSI class should not be applied. *

For such employees, the maximum additional gross payment an employer can make, to receive the full subsidy, is the difference between €960 and their maximum weekly wage subsidy.

The calculation of the monthly pay is below:

Taxable Pay (D) In this example the employer opts to provide additional gross monthly pay of **€4,014.83**

This is converted to a weekly gross pay:

$$4,014.83 \times 12 \div 52 = 926.50$$

As $\frac{926.50}{1,090} = 85\%$ no subsidy is payable and this employee should not be reported with a PRSI class of J9.

Total Monthly Pay: **€4,014.83**

Payroll Details			Monthly
Employee's Average Revenue Net Weekly Pay (ARNWP)	A	1,090	
Maximum Weekly Wage Subsidy for employee (MWWS)	*B Tier 3	-	
Maximum Weekly Employer Payment Before Tapering (MWEPT) to receive full subsidy	C	-	
Taxable Pay - Employer additional gross payment (optional)	D	926.50	4,014.83
Excess of Gross pay over allowable pay - Tapering amount	D - C	926.50	
Non-Taxable pay (Subsidy after any applicable tapering reduction)			
	E	-	-
Total of additional gross payment before tax, plus subsidy	D + E	926.50	4,014.83
PRSI Class: J9/Employee's normal PRSI		Normal	Normal
Subsidy: Full/Tapered/None		None	None

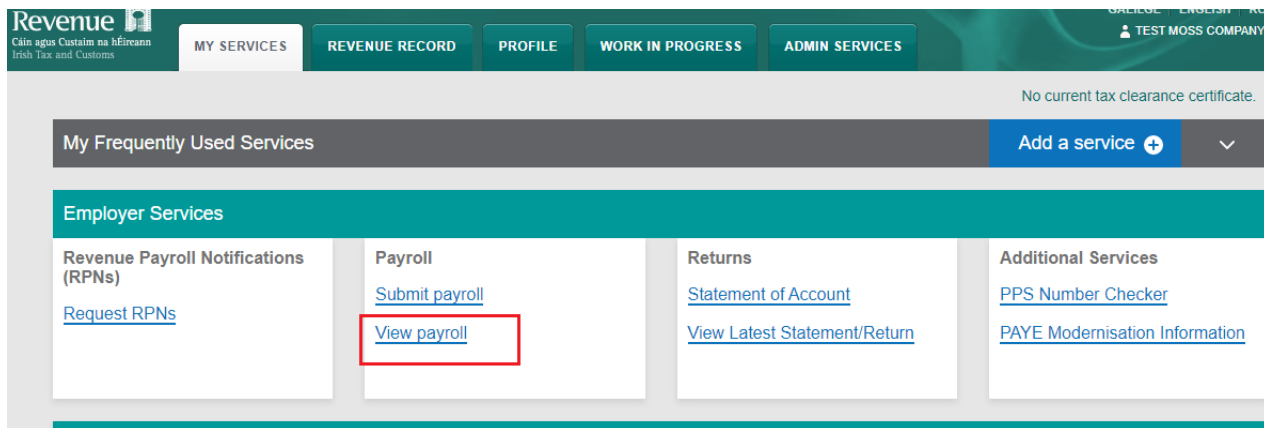
Tier 1	654.00	Tier 2	872.00
Tier 1 MWWS	350.00	Tier 2 MWWS	205.00
Tier 1 MWEPT	610.00	Tier 2 MWEPT	755.00

A4 Viewing processing and refunds of J9 submissions in ROS

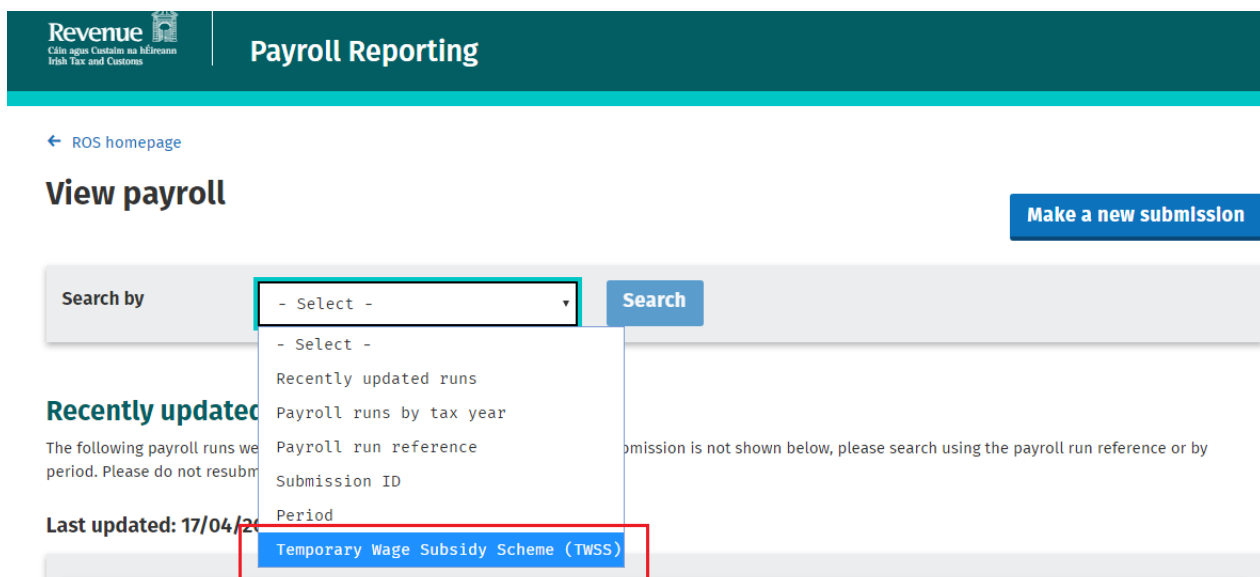
A facility is now available on ROS to allow the employer to view their Temporary Wage Subsidy Scheme (TWSS) Payroll submissions and refunds. This facility can be accessed through the View Payroll Link on the ROS home page. Using the search facility, select Temporary Wage Subsidy Scheme (TWSS) and select the search button. This facility will allow employers to examine all payroll submissions made under this scheme, with a J9 PRSI class, the refunds paid and where the refund has not been paid, the reason why the refund has not been paid is shown. This facility allows employers reconcile the J9 submissions made and the refund amounts received

Each reason message displayed can occur as a result of one or more scenarios. Where a J9 submission has not been refunded, the employer can examine the payroll submission that they have made along with the information in 5.5 to identify the relevant scenario and to establish why a particular submission was not processed. Additionally, there are scenarios where a reason message is not displayed and the refund is not issued, these are also listed in 5.5.

1. Log on to ROS and click into “View payroll”



2. From the “Search by” dropdown box, select “Temporary Wage Subsidy Scheme (TWSS)”



3. Click "Search"

Revenue
Cúin agus Custaim na hÉireann
Irish Tax and Customs

Payroll Reporting

[← ROS homepage](#)

View payroll

[Make a new submission](#)

Search by

Tax year

[Search](#)

4. A list of payroll submissions will be displayed. To view the refund details for a submission, click "View"

Revenue
Cúin agus Custaim na hÉireann
Irish Tax and Customs

Payroll Reporting

[← Back](#)

View payroll

[Make a new submission](#)

Search by

[Search](#)

Temporary Wage Subsidy Scheme (TWSS)

Below are the details of the payroll run that have been processed. It is important to ensure that you have the correct bank account for PREM refunds set up. The payroll run will only include employees with a PRSI class of J9. There may be a delay before any submitted items are displayed.

Payroll runs with processed TWSS claims	Date last processed ⓘ	Submission items processed	Total refund	Action
PR-20200415-1045203	15/04/2020 5:15 PM	1	€0.00	View

5. Details of wage subsidy and any tax or USC refund is displayed.

Run details Payroll reference: MultiplePayslips Tax year: 2020 Date last processed: 30/04/2020 3:44 PM	Run summary Submission items processed: 15 Total refund: €0.00
---	---

Submission items

Please be advised that a comprehensive guide to the rejection reasons giving the appropriate action to be taken by employers is available here in the [Operation of the TWSS FAQ](#).

PPS number

Only show items with no refunds: [Clear filter](#)

Date processed	Employee name	PPS number	Employment ID	Employer reference	Pay date	Refund allowed	TWSS refund	Revenue refund	Total refund
30/04/2020 3:44 PM	Korbin Goodwin	7003434K	2		14/04/2020	No	€0.00	€0.00	€0.00

Refund not allowed reason: Previous payslip not in time window

- “TWSS refund” is the subsidy refund that was refunded to the employer.
- “Revenue refund” is the employee’s tax refund amount that was refunded to the employer.

If a claim not been processed for refund a reason message will be displayed. Details of reasons why submissions are not refunded are listed in 5.5

