

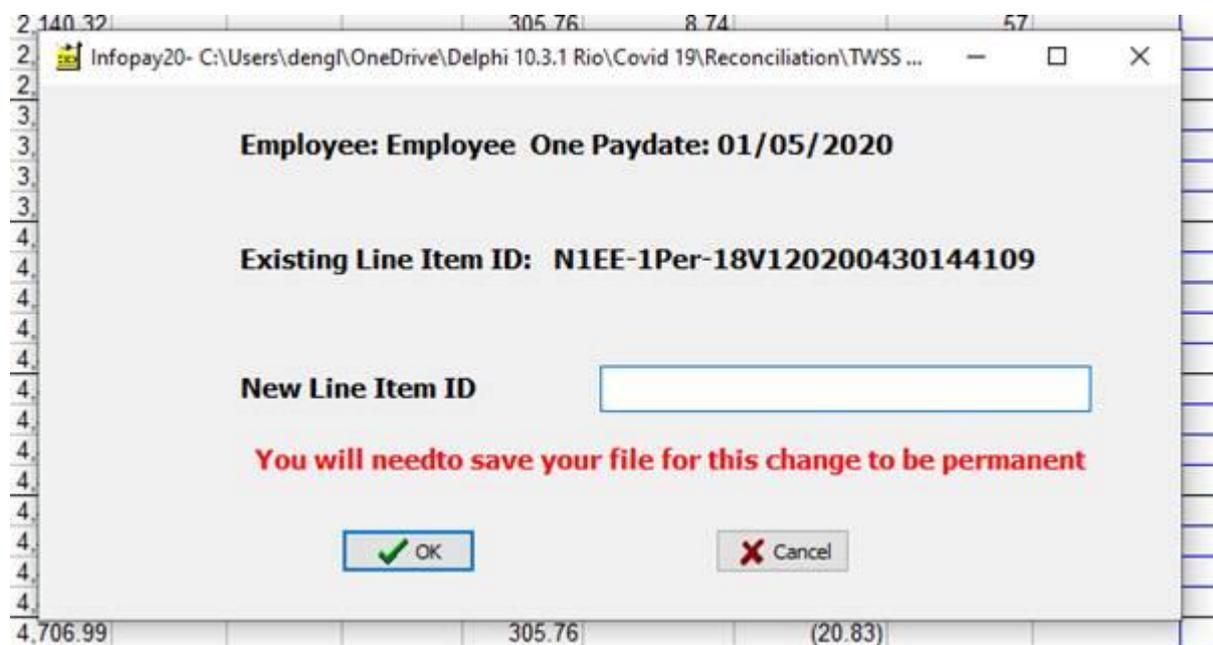
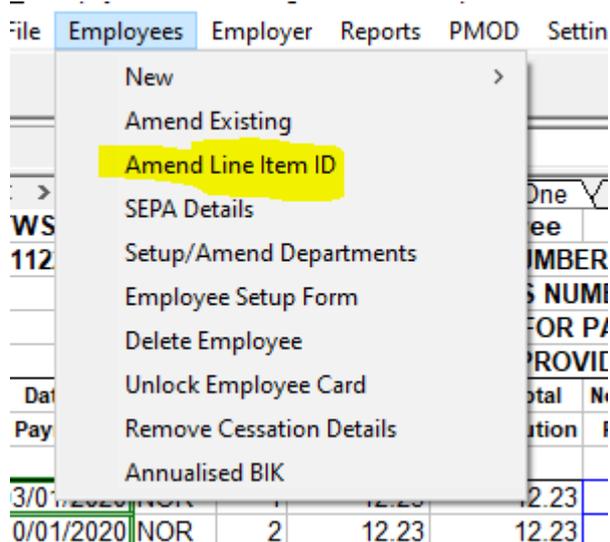
Create CSV File													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
TWSS and Company 1112223R													
SUBSIDY PAID ENTERED IN COVID-19 BOX AT J9 PRSI CLASS AS AT 19/10/2020													
Payroll Run Reference	Line Item ID	Employee Name	Employee PPSN	Employment ID	Pay Date	Subsidy Paid							
2020-Period-20200403	N1EE-1Per-14V1	Employee One	1234567T	1	03/04/2020	198.95							
2020-Period-20200410	N1EE-1Per-15V1	Employee One	1234567T	1	10/04/2020	198.95							
2020-Period-20200417	N1EE-1Per-16V1	Employee One	1234567T	1	17/04/2020	198.95							
2020-Period-20200424	N1EE-1Per-17V1	Employee One	1234567T	1	24/04/2020	198.95							
2020-Period-20200501	N1EE-1Per-18V120200430144109	Employee One	1234567T	1	01/05/2020	198.95							
Employee Total						994.75							
2020-Period-20200403	N1EE-2Per-14V1	Employee Two	1234567T	1	03/04/2020	350.00							
2020-Period-20200410	N1EE-2Per-15V1	Employee Two	1234567T	1	10/04/2020	350.00							
2020-Period-20200417	N1EE-2Per-16V1	Employee Two	1234567T	1	17/04/2020	350.00							
2020-Period-20200424	N1EE-2Per-17V1	Employee Two	1234567T	1	24/04/2020	350.00							
2020-Period-20200501	N1EE-2Per-18V120200430144109	Employee Two	1234567T	1	01/05/2020	350.00							
Employee Total						1,750.00							
2020-Period-20200403	N1EE-5Per-14V1	Employee Three	1234567T	1	03/04/2020	265.50							
2020-Period-20200410	N1EE-5Per-15V1	Employee Three	1234567T	1	10/04/2020	265.50							
2020-Period-20200417	N1EE-5Per-16V1	Employee Three	1234567T	1	17/04/2020	265.50							
2020-Period-20200424	N1EE-5Per-17V1	Employee Three	1234567T	1	24/04/2020	265.50							
2020-Period-20200501	N1EE-5Per-18V120200430144109	Employee Three	1234567T	1	01/05/2020	265.50							
2020-Period-20200508	N1EE-5Per-19V120200507161721	Employee Three	1234567T	1	08/05/2020	322.40							
Employee Total						1,649.90							
Total Subsidy Paid						4,394.65							

- The Covid 19 Payments Report lists all the payslips with a value in the Covid 19 box irrespective of the PRSI Class used. If a PRSI Class other J9 was used and it should have been J9, then amend the payslip, putting in the J9, AMEND THE PAYSリップ ON Revenue, save the file and re-run the J9 report.

SUBSIDY PAID ENTERED IN COVID-19 BOX AT ALL PRSI CLASSES AS AT 19/10/2020							
Payroll Run Reference	Line Item ID	Employee Name	Employee PPSN	Employment ID	Pay Date	Subsidy Paid	PRSI Class
2020-Period-20200403	N1EE-1Per-14V1	Employee One	1234567T	1	03/04/2020	198.95	J9
2020-Period-20200410	N1EE-1Per-15V1	Employee One	1234567T	1	10/04/2020	198.95	J9
2020-Period-20200417	N1EE-1Per-16V1	Employee One	1234567T	1	17/04/2020	198.95	J9
2020-Period-20200424	N1EE-1Per-17V1	Employee One	1234567T	1	24/04/2020	198.95	J9

4. Line Item ID's

If there are no Line Item ID's or Revenue rejects some of them when the CSV file is submitted, you will have to retrieve the correct line item for that payslip from ROS and amend the Infopay file. This can be amended as follows.



5. CSV File.

When you are satisfied with the integrity of the data in the J9 report please create and save the CSV file using the Create CSV File button. Upload the file through ROS in accordance with revenue instructions, which can be found at

<https://www.revenue.ie/en/employing-people/documents/twss/instructions-on-uploading-subsidy-paid-data-via-csv.pdf>

IF YOU ARE AN INFOPAY USER

Please download the latest version from <http://www.infopay.ie/2020/infopay20install.exe> or from the user support section of our website. Password : childspay

IF YOU ARE AN INFOPAYLITE USER

Please download the latest version from <http://www.infopay.ie/2020/infopay20liteinstall.exe> or from the user support section of our website. Password : childspay