



HMRC Software Developers Support Team

Instructions for gaining PAYE Recognition
(filing over the internet)

2012-2013

Change Log

Section	Change	From version
3	Wording changed on HASH information.	1
3 and 6	Text added for Compressed RTI data	1
4	Information about DPS recognition added.	1
6	Addition of table to detail HASH calculation data.	1

1) Introduction

These instructions cover the submission of Recognition scenarios over the internet.

The actual Recognition scenarios and their set up data are not included in this document. They can be found at www.hmrc.gov.uk/softwaredevelopers/payee/internet/eoy.htm

We have introduced an enhanced version of Recognition called PAYE Recognition. It covers both RTI and EOY based products and adds a new strand of recognition testing to check key payroll calculations within the software.

The process used to gain PAYE Recognition is similar to that used in previous years.

You must successfully test the XML files against the Vendor Single Integrated Proving Service (VSIPS). VSIPS allows Software Developers to submit test cases through the Government Gateway test site to the HMRC TPVS site, mirroring the 'live' citizen Internet service. Submissions to VSIPS go to <https://secure.dev.gateway.gov.uk/submission>. For detailed instructions see www.hmrc.gov.uk/ebu/payee-user.pdf

Once you have tested successfully against VSIPS you then need to email the XML output for the test scenarios to the HMRC Software Developers Support Team (SDST)
If you have any queries with the information in this document or the scenarios themselves please contact us at SDSteam@hmrc.gsi.gov.uk

We also recommend using the Local Test Service (LTS) in order to test your product. This is an additional validation tool for validating XML output. This tool is downloaded so you can run tests within your own environment.
www.hmrc.gov.uk/softwaredevelopers/lts-techpack.htm

General

You need only send Recognition scenarios for the payroll functions supported by your software. If your software does not calculate Directors NI for example, do not create the results manually. Instead, omit the appropriate employee and let us know which scenarios have been omitted when you email the XML to the SDST team.

SDST will check the XML output and the payroll values and award PAYE Recognition if appropriate.

2) Information specifically for EOY based payroll software (rather than RTI based)

Recognition for Original Submissions: you must use the P14 and P35 data contained in the Recognition scenarios to create your final XML examples.

Recognition for Amended Submissions:

Please use Scenario 2 to ensure you can submit an amended return. The run schedule within the test scenario has details of an amendment.

Pension only software: if your product **only** caters for the submission of data for paying Pensions you should submit the pension payroll scenario. No other scenarios are necessary. If however, your product supports **both** normal PAYE and pension only schemes there is no need to submit the pension payroll scenario - you should submit the other PAYE Recognition scenarios supported by your product.

Compressed P14 data

Please note that submitting compressed P14 data is an optional functionality.

If your product caters for the submission of compressed P14 data you must provide XML output to demonstrate that successful submissions can be made.

- Based on Scenario 1 for the Original Complete submission, you will need to forward XML containing the P14s in compressed format.
- **PLUS**, you must also provide one example of XML output that contains approximately 120 - 150 P14s as compressed data. Before providing the XML for recognition you **must** ensure that the file is valid and successfully passes validation. The P14s can be based on a random set of employees as we will only be checking the compression routines.

Please note - You must ensure that development work and testing of compressed data is carried out through the VSIPS. We also recommend using LTS.

If you need help when developing and testing the compression functionality please contact the SDS Team.

General information

You also need to provide one sample of your XML for *each* of the following messages. These messages must be in accordance with the UK Online Document Submission Protocol

- **submit_poll** and
- **delete_request**
- **list_request** If you cater for this functionality will you also provide a sample of the XML for inspection
- **submission_response** Please provide one sample of a submission_response message from the Government Gateway showing successful validation of one of your XML files.

<TestMessage> “Test in Live”: If your product supports the **optional** “test in live” functionality you should also send to the SDS team:

- XML for a scenario which includes <TestMessage> correctly populated for a “test in live” submission.
- A copy of the **submit_response** message from VSIPS that indicates that the submission was a test.

Original Submission Types

- **'Original Complete'** submissions of the P14 and P35 i.e. the P35 and all associated P14s in a single submission.
- **'Original P14Part'** submission of P14s only.
- **'Original P35Part'** submission of the P35 only.

It is recommended that the product you develop caters for the **'original complete'** submission of the P14 and P35. However if you incorporate other options you should use the Recognition scenarios as follows:-

If your product caters for: -

- **Original Complete only:** You will need to test and provide XML for each scenario that is supported by your product. The XML for each scenario must contain the P35 and all the associated P14s in the same submission.
- **Original P14Part only:** You will need to test and provide XML for each scenario that is supported by your product. The XML for each scenario must contain only the P14s. See the 'P14Part submission tables' shown below.

- **Original P35Part only:** You will need to test and provide XML for each scenario that is supported by your product. The XML for each scenario must contain only the P35.

If your product caters for

- **Original Complete, Original P14Part AND/OR Original P35Part:**
 1. You should test and provide 'Original Complete' XML for each scenario that is supported by your product i.e. The XML for each scenario must contain the P35 and all the associated P14s in the same submission.
 2. **PLUS**, for Scenario 1 only, split the P14's you are providing into two parts.
 3. **PLUS** if supported the P35Part XML for Scenario 1.

Note: When you e-mail the XML Output to SDST you must let us know which scenarios were included in each part submission.

If your product caters for

- **Original P14Part AND Original P35Part only:**
 1. You will need to test and provide P14Part XML for each scenario that is supported by your product. The XML for each scenario must only contain the P14s.
 2. **PLUS**, test and provide P35Part XML for each scenario that is supported by your product. The XML for each scenario must only contain the P35.

Note: When you e-mail the XML Output to SDST you must let us know which scenarios were included in each part submission.

3) Information specifically for REAL TIME INFORMATION (RTI) based products

Please supply all the relevant Full Payment Summaries (FPS) and Employer Payment Summaries (EPS) in XML output for all the scenarios your software supports.

NINO Verification Request (NVR)

Send **two** NVR files to SDST with your results. Please use employees 1 (NINO recorded) and 2 (NINO blank) in Scenario 1 for this purpose.

HASH

This will be a manual check of a HASH value produced by the software. Please complete the table in 6 below with details of the random numbers and Sort Codes used for Months 1 and 2.

SDST will use this information and the amount from the xml file to generate the 64 character string using the SHA-256 algorithm and check this against the 64 character string produced by the software.

Recognition for Compressed RTI Employee data

Please note that submitting compressed RTI Employee data is an optional functionality. If your product caters for the submission of compressed RTI Employee data you must provide XML output to demonstrate that successful submissions can be made.

- Based on Scenario 1, you will need to forward XML containing the RTI Employee data in compressed format.
- **PLUS**, you must also provide one example of XML output that contains approximately 120 - 150 RTI Employees as compressed data. Before providing the XML for recognition you must ensure that the file is valid and successfully passes validation. The RTI Employee data can be based on a random set of employees as we will only be checking the compression routines.

You will also need to provide *one* sample of your XML for *each* of the following messages. These messages must be in accordance with the UK Online Document Submission Protocol

- **submit_poll** and
- **delete_request**
- **list_request** If you cater for this functionality will you also provide a sample of the XML for inspection
- **submission_response** Please provide one sample of a submission_response message from the Government Gateway showing successful validation of one of your xml files.

Test in Live: If your product supports the optional test in live functionality you should also send XML to the SDS team for a scenario which includes the appropriate test in live message class for the type of submission e.g. <Class>**HMRC-PAYE-RTI-FPS-TIL**</Class>
Also send a copy of the submit response message from VSIPS that indicates the submission was a test.

4) General information for EOY and RTI based products

The data contained in the Recognition scenarios document and the resulting XML generated only demonstrate a small selection of data that can be sent over the Internet. Therefore, when developing your Internet enabled software product, it is **strongly recommended** that you carry out thorough product testing over and above the data that is provided in the Scenarios document.

The PAYE Recognition scenarios contain various personal details for setting up each test. If your software enforces certain rules that prevent you from entering this data, please let us know.

If you do not intend to gain recognition, you can still use the Recognition scenario data provided to assist with development of your product.

Recognition is also available for our outgoing Data Provisioning Service (DPS) which supports Coding Notices (P6, P9), Student Loan stop/start notices, Nino Verification Responses in RTI and more. For the technical specifications for DPS, and the recognition instructions, please see the technical pack at <http://www.hmrc.gov.uk/softwaredevelopers/payee/internet/dps.htm>."

5 Employer Data

The following base data should be used when generating the XML.

HMRC Office Number	Tax office number - issued by SDS Team
PAYE Reference	Tax office reference - issued by SDS Team
Accounts Office Ref	Please use any suitable valid number

If required, the following should be used.

ECON	E3567891A
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Ideally your product should also enable the following data to be submitted

Payroll contact	John O'Dare
Payroll contact Tele no	01274 987654

<Agent> element

If your product enables the submission of Agent details please use the following data in the recognition scenario XML.

Agent ID	AX321
Agent Company name	Agents Are Us
Agent address	12 Daffodil Road

	East Benton Bradford BD12 1XX
Agent contact name	Mary-Jane Smith

<Sender> element

If your product allows a number of different entries in the <Sender> element, please ensure that you test all the possible <Sender> entries supported by your product. For PAYE submissions, the most appropriate entries are Agent, Bureau or Employer.

6. PAYE Recognition Checklist

Please answer the following questions and forward your responses to SDST with your results for the PAYE Recognition Scenarios.

4 digit Vendor ID	
Software House Name	
Product Name	
Telephone number for customers	
Website Address	

Q1) Which Recognition scenarios or set up data in the scenarios are not supported by your product?

A)

Q2) Do you cater for the following :

Complete submissions (EOY products only) **Yes/No**

P14Part submissions (EOY products only) **Yes/No**

P35Part submissions (EOY products only) **Yes/No**

Amended submissions (EOY products only) **Yes/No**

Compressed P14 data (EOY products only) **Yes/No**

Compressed RTI employee data (RTI products only) **Yes/No**

Test in live submissions **Yes/No**

If yes, do you allow customers to use the test in live function?

Q3) Was the 'Local Test Service' (LTS) used during your testing and development work?

A)

Q4) Do you use the Table or Exact Percentage method for NI calculations?

A)

Q5) Do your calculations of SMP, OSPP and ASPP use part week payments? If not, what method is used to pay the full weeks of entitlement? For example do you only pay full weeks that end within the pay period?

A)

Q6) In RTI submissions, please complete the table below:

Employee	Rand String Month 1	Rand String Month 2	Originator Sort Code	Recipient Sort Code
TAX1				

NI2				
SSP3				
PW-004				
PW-005				
DIR1				
PW-008				
DEF_432-2A1				