HMRC Software Developers Support Team

Instructions for gaining PAYE Recognition
(Filing over the Internet)

2014-2015
1) Introduction
These instructions relate to the submission of Recognition scenarios via the Internet channel.

This document should be used in conjunction with the Recognition test scenarios which are available in a separate document. If you have any queries with either document please contact the Software Developers Support Team (SDST) at SDSteam@hmrc.gsi.gov.uk.

Please note that the level of checking to be carried out by SDST will be much less than in previous years, introducing a self-certification style approach to recognition. The onus is on you to perform sufficient e-filing testing via the test service(s) available and to make use of the payroll test data (see http://www.hmrc.gov.uk/ebu/testdata.htm) to help check the integrity of your payroll calculations. We strongly recommend that you use this facility when developing your software. You must run the Recognition test scenario through your software and check that the results match those shown in the scenario document. When you make your application it’s important to notify SDST should any discrepancies have arisen.

Additionally SDST will collaborate more closely than ever with recognised vendors to identify and address any aspects of the software as necessary and which may improve submission success rates, data quality and product usability. This collaboration is essential in order for vendors to maintain their Recognition status once successfully obtained. SDST will also distribute regular reports to vendors to enable them to assess performance and to identify areas that can be improved.

You must successfully test the Month 12 FPS XML file produced against the Vendors Single Integrated Proving Service (VSIPS). This allows vendors 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 more detailed instructions see http://www.hmrc.gov.uk/softwaredevelopers/rti/rti-howtouse.pdf

Once you have tested successfully against VSIPS you need to email the relevant Month 12 FPS XML output to SDST.

We also recommend using the Local Test Service (LTS) in order to test your product. This is an additional tool to validate your XML output(s). This tool is downloadable so that you can run your tests locally within your own environment.

2) General
You should only send in the Recognition scenario for the payroll functions supported by your software. If your software doesn’t calculate any specific aspect of the scenario then do not create the results manually. Instead, omit the affected employee record and let us know what you’ve omitted when you make your application to SDST.

SDST will perform some very limited checks upon the XML provided and award Recognition as appropriate. As a condition of our awarding Recognition, vendors are obligated to work collaboratively with HMRC in addressing any issues potentially arising with their software.

When you submit your application SDST will acknowledge receipt and forward you a checklist for completion and return. This will include the details needed to arrange your web entry on the HMRC website, together with a variety of additional information in relation to your software/application and to include a check on hash calculation. Recognition will not be granted until the limited XML checks are successfully completed AND the checklist has been completed and returned to SDST.

Test Scenario
This should enable you to gain Recognition for the FPS message. Those supporting Pension only payrolls can obtain an alternative scenario document upon request by contacting SDST.
Scenario 1 Employee 2 is an SMP test and the expected results are calculated based on only complete SMP weeks paid in the pay period. Other methods for determining how many weeks to pay in the period are acceptable but this means that your results may not match those provided. In such cases you should ensure that your calculation of the SMP entitlement is correct. The EPS tab in the spreadsheet provides a breakdown of the number of weeks of SMP entitlement. If you have any queries or would like SDST to check your SMP results please send us an email with a breakdown of your calculations.

You should provide your XML output based on Month 12 results only. Your FPS output should include the ‘final submission for the year’ indicator and ‘questions and declarations’ section if supported. We do not need to see any further FPS outputs. Note that some of the monthly results have been highlighted in yellow to draw your attention to any changes of significance that you’ll need to factor into the scenario.

Should you support the EPS message you can use the scenario to generate an EPS XML output and to check it yourself against the test service. SDST do not need to see the EPS in view of the self-certification style approach.

**HASH**

This will be a manual check of hash values generated by your software. Please complete the table included within the checklist sent back to you when you make your application and which relate to the Month 12 FPS produced. You must include the relevant random string and sort code values used for each employee included in your Month 12 FPS.

SDST will then use this information together with the payment amounts included within the XML to ensure the correct hash value has been provided. Any discrepancies will need to be investigated and resolved before Recognition can be awarded.

**Recognition for Compressed RTI Employee Data**

This is only relevant should your product support compression. If so then you should send your Month 12 FPS XML output to SDST in compressed format. It’s important that you ensure this successfully passes test service validation prior to forwarding to SDST.

**Gateway Protocols**

*NB - This is only relevant to those who didn’t obtain 13-14 Recognition. If you obtained recognition for 13-14 please ignore this section as you have clearly previously demonstrated your ability to communicate with the Gateway.*

Otherwise you should 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
- delete_request
- list_request (If supported)
- submission_response - Please provide one sample of a submission_response message from the Government Gateway showing successful validation of your month 12 XML file.

The data contained in the Recognition scenario 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 Scenario document. The additional test data provided by SDST can assist with your testing.
The Recognition scenario document contains 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.

3) Employer Data

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

<table>
<thead>
<tr>
<th>HMRC Office Number</th>
<th>Tax office number - issued by SDS Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYE Reference</td>
<td>Tax office reference - issued by SDS Team</td>
</tr>
<tr>
<td>Accounts Office Ref</td>
<td>Please use any suitably valid reference</td>
</tr>
</tbody>
</table>

If required, the following should be used.

| ECON          | E3567891A |

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

<table>
<thead>
<tr>
<th>Payroll contact</th>
<th>John O’Dare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll contact Tele no</td>
<td>01274 987654</td>
</tr>
</tbody>
</table>

<Agent> element

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

<table>
<thead>
<tr>
<th>Agent ID</th>
<th>AX321</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent Company name</td>
<td>Agents Are Us</td>
</tr>
<tr>
<td>Agent address</td>
<td>12 Daffodil Road East Benton Bradford BD12 1XX</td>
</tr>
<tr>
<td>Agent contact name</td>
<td>Mary-Jane Smith</td>
</tr>
</tbody>
</table>

<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.

4) Recognition Checklist

Upon submission of your application to SDST we’ll forward you a checklist for completion as detailed in Section 2. Recognition will be awarded once successful (minimal) checks have been carried out on your XML and the checklist has been returned fully completed. Your details will then be added to the Recognised software page on the HMRC website. Please be aware that this can take up to 10 working days to complete.

5) Changes Log

Version 1.0 to 1.1
Update to wording in section 2 only to reflect the fact that some developers do not support the use of the final submission indicator for the year and end of year questions and declarations in their FPS message.