



HMRC Software Developers Support Team

Instructions for gaining PAYE Recognition (Electronic Data Interchange)

2012/2013

Change Log

Section	Change	From version
4	Wording changed on HASH information.	1
5 (Q2)	Question re: Compressed P14 data removed.	1
5 (Q3)	Question re: Local Test Service removed	1
5 (Q6)	Addition of table to detail HASH calculation data.	1

1. INTRODUCTION

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.

Software developers and EDI trading partners developing their own software (known as "vendors" throughout the rest of this document) can apply to HM Revenue & Customs (HMRC) to have their software "recognised" by HMRC.

The testing included in this recognition process will give the HMRC confidence that the vendor's software is capable of formatting files into a valid EDIFACT or GFF format.

When recognition testing is completed to the HMRC standard, the vendors' software will be included in the list of PAYE recognised software on the HMRC website.

The actual PAYE Recognition test scenarios and their set up data are not included in this document.

2. TO GAIN EDI RECOGNITION

2.1 Credentials

In order to access the EDI test service, EDI vendors must obtain a vendor id from the SDST. Software developers will be given a pseudo PAYE reference they can use to submit tests.

2.2 Communications Link

The recognition test service is accessed via the vendor's EDI existing link e.g. VAN or AS2 link. If you do not have an existing communication link, contact SDST and we can arrange email access to the test service for you.

Software developers who do not have a PAYE reference will be given a pseudo reference to enable them to submit their test files.

2.3 Test scenarios

To gain PAYE Recognition, certain test scenarios must be submitted to HMRC. These scenarios can be found in the appropriate Internet technical pack

www.hmrc.gov.uk/softwaredevelopers/payee/internet/eoy.htm

Once you have generated the test files for the scenarios appropriate to your product, and they have been through the test service, you must send them by email to SDST (SDSteam@hmrc.gsi.gov.uk) along with confirmation that the files have been accepted.

You will need to provide the SDS Team with an explanation for any scenarios or data that you do not submit. See checklist below

The SDS Team will examine the files to ensure that the product is capable of sending the data via EDI to the HMRC.

2.4 Further testing

The data contained in the scenarios only demonstrates a small selection of data that can be submitted via EDI. It is strongly recommended that you carry out thorough product testing over and above the data provided in the scenario documents when developing your EDI enabled software product.

2.5 Use of the scenarios

The PAYE recognition data is to be used primarily to ensure that software packages can produce valid files in the correct format (GFF or EDIFACT) using the basic data provided. Successful submission of these recognition cases via EDI will result in EDI PAYE Recognition

for your EDI submission product but does not constitute any form of HMRC approval of the product itself.

When sending in your files for examination, you must advise the SDST of any additional data that you have included in your output, which was not provided or requested in the scenario documents.

Gaining EDI PAYE Recognition is optional. However if you do not intend to gain recognition, the scenario data provided can still be used to assist with development of your product.

3. INSTRUCTIONS FOR USING THE PAYE RECOGNITION DATA

The PAYE Recognition scenarios provided should be used to generate test results. Any problems experienced with the use of these scenarios should be reported to SDST on 01274 539666 or email SDSteam@hmrc.gsi.gov.uk

If your product enforces or restricts the submission of certain details such as gender or date of birth please inform the SDS Team.

Vendors who are also testing the matching up procedure (consolidation) for P14 parts and the P35 part through TPVS (Third Party Validation Service), need to be aware that the Test Area is cleared out every night and any unmatched test files will be removed.

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.

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

Please supply all the relevant Full Payment Summaries (FPS) and Employer Payment Summaries (EPS) 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.

5. 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**

Test in live submissions **Yes/No**

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

Q3) Do you use the Table or Exact Percentage method for NI calculations?

A)

Q4) Do your calculations of SMP, OSPP and ASPP use part week payments? If not, what method do you use to pay the full weeks of entitlement? For example do you only pay full weeks that end within the pay period?

A)

Q5) 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				