

Infopay20/Infopay20Lite V 6.00 Update. Date 06/05/2020

Please install this update, for compatibility purposes, even if you are NOT availing of the Wage Subsidy Scheme

This update includes the changes for Phase 2 of the scheme which came into effect on 04/05/2020.

Temporary COVID-19 Wage Subsidy Scheme.

Infopay has been updated as follows:

1. These release notes should be read in conjunction with the FAQs Number 9 which are available at

<https://www.revenue.ie/en/news/articles/guidance-on-the-temporary-covid-19-wage-subsidy-scheme.aspx>

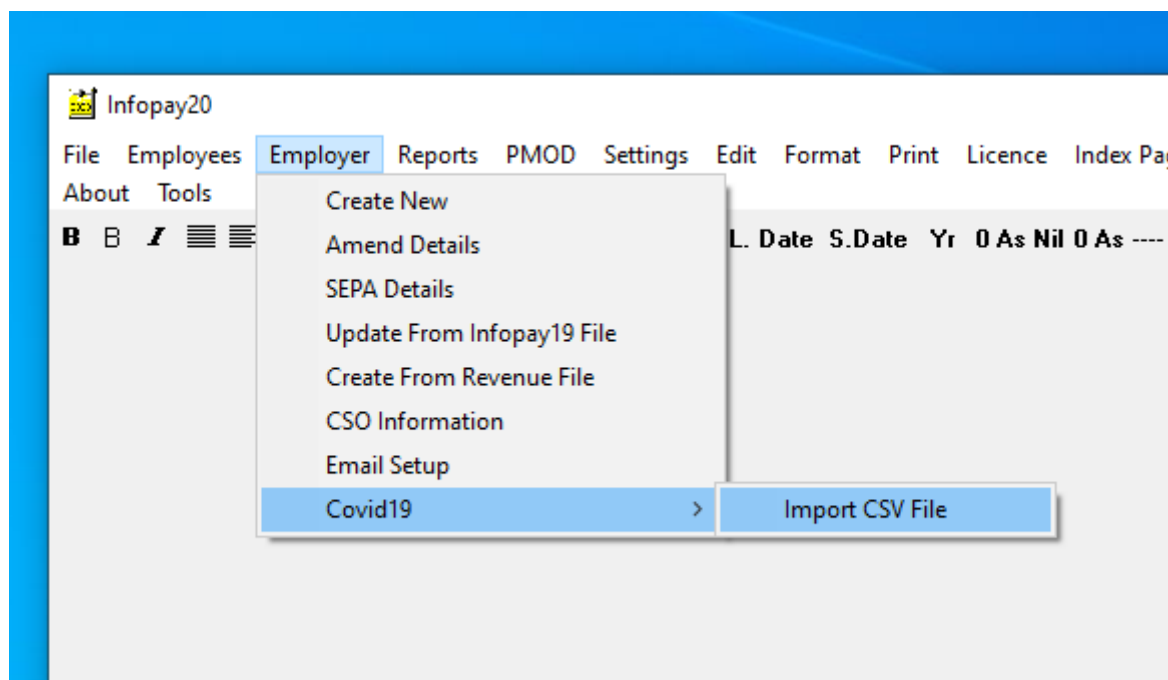
Press CTRL+Click to open the link or copy and paste in into your browser

2. The main difference between the Transitional Phase and the Operational Phase which now takes effect from 4th May, 2020 is that previously the ARNWP was calculated by reference to the payments made in Infopay for January and February. Now this figure, together with the subsidy claimable and the maximum top up allowed to avoid tapering of the subsidy, are supplied by Revenue in a CSV file.

3. Details on how to download the Revenue CSV file are on pages 37 to 38 of the FAQs.

4. The CSV file will more than likely be downloaded to your Downloads Folder, unless you specify otherwise. This will depend on the Browser you use.

5. You can import the CSV file into Infopay from a new menu item on the Employer drop down Menu. This should only need to be done once.



Please save your Infopay file after importing the CSV file.

6. To view the imported details, click on the Revenue CSV Details button in the Amend Wage Details section for each employee

The screenshot displays the 'Amend Wage Details' interface. It features several input fields for different pay types, each with a value of 0.00 and an 'Exclude' dropdown menu. A 'View/Edit' button is present next to the 'Notional Pay' field. Below this is a 'Non Taxable Pay' section with three rows, each having an 'Amount €' field and an 'Exclude' dropdown. To the right, a 'Payslip note' field is visible above a table titled 'HOURS Off This Period (FOR CSO)'. This table has two columns: 'Paid' and 'Unpaid', with rows for 'Holidays', 'Bank Holidays', 'Maternity', 'Sick Days', and 'Other'. At the bottom of the interface, there are buttons for 'Calculate Average', 'Revenue CSV Details' (circled in red), and 'Delete All Pay Record For Period'. There are also 'OK' and 'Cancel' buttons at the very bottom.

7. To interpret the information imported from the CSV file, please refer to FAQS Section 4.15 onwards and the detailed examples in Appendix 3.

8. Saving File after Payroll Submission.

You will now be asked to save your file after doing a Payroll Submission. This is ESSENTIAL to retain data generated during the submission.

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 : childisplay

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 : childisplay