Process Id# ::   **2125**

Process Name ::   **Keeping tax and pay300 books weekly for TAX, PPRSI, USC and LPT and listing amendments**

Date Last Updated ::   **26/06/2019**

Description :: Recording weekly tax and pay300 books for TAX, PRSI, USC and LPT and listing amendments

Article 30 Process as carried out by the NSSO as a processor on the instruction of the PSB ::

As required under Article 30 (2) of the GDPR ::

Data Stage			Process:	Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture/ Transfer	1		Payroll complete their payrolls and load payroll reports to relevant folder on H drive	PSS EO	H Drive / OGCIO	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage	2		Control view Pay300det report 141 & 143 reports from payroll folders on H drive	PSS EO/CO	H Drive / OGCIO	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage & Storage	3a		Control record the tax details for weekly and fortnightly payrolls in hard copy tax book (PAYE, ER PRSI, EE PRSI, USC & LPT)	PSS EO	Hard Cover book stored in filing cabinet	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage & Storage	3b		Control record the tax details for weekly and fortnightly payrolls in a Spreadsheet (PAYE, ER PRSI, EE PRSI, USC & LPT)	PSS EO/CO	H Drive / OGCIO	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage	4a		Control view 141 report - if no amendments no further action taken to record details.	PSS EO	Reports are in folder on H Drive	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group

Data Usage	4b	Control view BI report & 300 det. If balanced no further action is needed. If not balanced PAY330 consulted along with payroll if necessary	PSS EO/CO	BI Discoverer/H Drive / OGCIO	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage & Storage	5a	If amendments recorded in 141 report - Control record the total amount of amendments (re Tax) in Pay300 accompanying Tax Book	PSS EO	Hard Cover book stored in filing cabinet	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage & Storage	5b	If amendments recorded in 141 report - Control record the total amount of amendments (re Tax) in Pay300 accompanying spreadsheet	PSS EO	H Drive / OGCIO	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage & Storage	6	143 Reports details the employees amended tax details - Control record these employee details in the accompanying Pay300 Tax Book	PSS EO	Hard Cover book stored in filing cabinet	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage & Storage	7	Each employee on the 143 report is looked up in Corepay for the reason for the amendment - this detail is recorded ie leaver, move department etc	PSS EO	Hard Cover book stored in filing cabinet	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage	8	The amounts for the employees (143 report) is then reconciled to the amounts on 141 - if amounts reconcile no further action is taken	PSS EO	Reports are in folder on H Drive	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group

Data Usage	9	If discrepancy between totals on 141 & 143 report - this means that an employee may have moved department and is not showing on the 143 - Control contact Payroll for information on employee moves etc	PSS EO	Reports are in folder on H Drive	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Usage & Storage	10	Once the discrepancies have been reconciled the employee details are recorded in the Pay300 accompanying tax book	PSS EO	Hard Cover book stored in filing cabinet	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group
Data Transfer	11	At the end of the month the tax detail totals are transmitted electronically to ROS for P30 return	PSS EO	H Drive / ROS - All control Areas	Personal Data	Employee Name, Employee number, Tax amendments and Pay Group