

Business Processes for Payroll

July 2025



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1.1	01/07/2025	Edits based on review.	Automatic Enrolment Programme Management Office

Section 1: Introduction

Background to MyFutureFund

MyFutureFund is a quality-assured, supplementary retirement savings scheme, which will apply to all employees who meet certain criteria on a quasi-mandatory basis. This major reform in the Irish pensions landscape will make it much easier for people to access quality, low-cost retirement savings options to help them meet their own income expectations when they retire.

A statutorily independent National Automatic Enrolment Retirement Savings Authority (NAERSA) will act as operator of the scheme. This body is necessary to ensure adherence to two key principles of the scheme: a ‘pot-follows-member’ approach to savings and minimal administrative burden on employers.

Other features of the scheme which NAERSA will manage include a phased increase of contribution rates over a period of 10 years. There will be provision for participants to ‘opt-out’ of the scheme and for those who are not auto-enrolled to ‘opt-in’ if they wish. There will be a limited number of Investment Managers contracted to provide investment services, and there will be a choice of investment strategies supplementary to a cornerstone ‘default strategy’ into which all participants will initially be enrolled. The State will provide a direct ‘top-up’ financial incentive into participants’ savings pots rather than the customary tax relief approach for pension contributions.

MyFutureFund has been designed to minimise the burden on employers as much as possible. Employers will not need to provide advice or information on pension options to their employees and will not need to engage with pensions experts to assist with that provision. Instead, employers will only be required to include all eligible employees from day one of employment, via a payroll instruction from NAERSA, and to pay a matching contribution. The payroll instruction and matching contribution will be handled electronically/digitally.

Glossary:

AEL	Annual Earnings Limit
AEPN	Automatic Enrolment Payroll Notification
CE Scheme	Community Employment Scheme
Contribution Submission Contribution File	The file generated in payroll that is submitted to NAERSA on or before 18:30 on the pay date of participants
Exempt Employment	An employment in which an employee and/or their employer actively contribute to a supplementary pension
INPA	Insufficient Nett Pay
MFF	MyFutureFund
NAERSA	National Automatic Enrolment Retirement Savings Authority
Pay Date	References to 'pay date' mean the date on which an employee's nett pay is available to them
PAADJ	Pay Adjustment
PRSI	Pay Related Social Insurance
SFT	Standard Fund Threshold (SFT) in Ireland is a limit on the total value of tax-relieved pension benefits an individual can draw

	<p>down from their pension arrangements. For 2024 and 2025, the SFT is set at €2 million. If your pension savings exceed this amount when you retire, any excess will be subject to a 40% tax, known as chargeable excess tax.</p>
TCS	Tata Consultancy Services

Section 2: New Starters (Employees)

Introduction

When an employee takes up a new employment, they should be set up on payroll as normal. NAERSA will identify the new employment via payslip data shared by Revenue and will make an Automatic Enrolment Payroll Notification (AEPN) available to payroll if the employee is eligible for MyFutureFund. NAERSA will act on payslip data on its receipt via data transfer from Revenue. Eligibility tests will be conducted on a rolling 13-week lookback basis. AEPNs must then be applied from the next payroll run.

Payroll operatives must always 'get latest' AEPN to ensure they're acting on the latest information for employees determined eligible and enrolled in MyFutureFund.

2.1 Business Process Queries

Addition to Payroll (On Time or Late)	NAERSA will act on payslip data on its receipt via data transfer from Revenue. Eligibility tests will be conducted on a rolling 13-week lookback basis. Once made available by NAERSA, AEPNs must be applied from the next payroll run. Payroll operatives must always 'get latest' AEPN in order to be compliant with the latest position regarding employees in MyFutureFund.
Same tax year	NAERSA will act on payslip data on its receipt via data transfer from Revenue. Eligibility tests will be conducted on a rolling 13-week lookback basis. Once made available by NAERSA, AEPNs must be applied from the next payroll run. Payroll operatives must always 'get latest' AEPN in order to be compliant with the latest position regarding employees in MyFutureFund. Please note that AEPNs will not be re-issued for a new tax year in the same manner that Revenue re-issue RPNs, except in the case outlined in Section 5.1 wherein the annual earnings limit (AEL) has been breached.
Previous tax year	If payroll reports a new starter to Revenue where the start date was in a previous tax year, NAERSA will conduct its normal rolling 13-week lookback and make its determination on eligibility accordingly. Please note above regarding AEL breach.

Later tax year	If payroll reports a new starter in advance of their commencement, payslip data will be shared with NAERSA and will be assessed for eligibility when the pay dates fall inside the 13-week lookback period in question. An existing employment relationship must exist for NAERSA to determine eligibility.
New starter to company; no previous employment history.	NAERSA will review payslip data over a pay reference period to determine an employee's eligibility based on age, salary and pension contribution criteria. As outlined above the pay reference period in use on commencement is a 13-week lookback.
New starter to company; was in company pension in previous employment (exempt employment) or enrolled and contributing to MyFutureFund in previous employment.	NAERSA will review payslip data in order to determine the employee's eligibility based upon this employment and previous eligibility for MyFutureFund.
New starter who sets up own record via Revenue portal.	NAERSA will only act on payslip data shared by Revenue.

2.2 Explainer:

Once a new employee is registered (with Revenue) by their employer and receives their first payslip, NAERSA will receive the data from Revenue and make a determination on eligibility for MyFutureFund. If, and when NAERSA determines the employee is eligible, NAERSA will create an AEPN with an established contribution rate. Therefore, payroll operatives must always 'get latest' AEPN, use the information therein to apply the contribution rate against an employee's **Gross Pay** to generate the employee and employer contribution amount for MyFutureFund. Following this, a contribution file should be generated and submitted to NAERSA before 18:30 on pay date. If no AEPN is issued, no contribution is expected.

Section 3: Alterations

Introduction

It is important for payroll operatives to note that alterations to records submitted to NAERSA will not follow the same corrections process as permitted by the Revenue Commissioners. NAERSA will accept alterations to contribution submissions only up to 18:30 on the pay date of participants. Attempts to alter records after this timeframe will not be accepted. NAERSA will commence the relevant collection processes after 18:30 on pay date. NAERSA will transfer monies to Investment Managers as soon as possible thereafter to ensure participants' savings pots are given the best opportunity to grow. Please refer to the API technical specification for technical details of this process.

3.1 Business Process Queries

Please note all times referenced in this document refer to Irish time.

Corrections of submitted contribution file.	Corrections are permitted up to 18:30 on pay date.
Sample scenarios for deletions and corrections	Please see section '3.2 Examples' for worked examples.
If payment date is in past can correction be done up to 18:30?	If a contribution file is submitted late (i.e., pay date is in the past) corrections can be made for that file up to 18:30 on the date submitted. Late submissions will be investigated by NAERSA for non-compliance. Please see section '3.2 Examples' for a worked example.
For corrections will full file be rejected after 18:30?	If there is a correction request received after 18:30 on pay date this line item will be rejected. But any other line item previously submitted (i.e., before 18:30) will be accepted.
What will NAERSA do with the value of correction received?	NAERSA will act on the submission made closest to (but not after) 18:30 on pay date.
Is 18:30 the deadline for submissions or corrections?	In order for a file to be processed on pay date it must be submitted or corrected by 18:30 on pay date. Corrections of the submitted file will not be permitted past 18:30 on the pay date. Where a submission is made late (i.e., after pay date), the

	submission will be accepted and can be corrected up to 18:30 on submission date but will be investigated by NAERSA for compliance reasons.
Late submissions	NAERSA will accept the submission but if it is in arrears, it will be looked at from a compliance point of view.
Can you send just the employee whose data needs to be corrected, or do you expect the whole submission again?	Only the corrected records should be submitted.
Will there be a process for corrections via NAERSA if outside of 18:30?	The decision to allow alterations up to 18:30 on pay date has been taken to allow payroll operatives an opportunity to correct errors in the payroll run and noticed prior to 18:30 on pay date (or submission date for late submissions). Where an error is noticed after 18:30 on pay date (or submission date for late submissions) which requires further alterations, this should be made in the subsequent payroll runs via amendment to gross pay. Attempting to make alterations via contact with NAERSA will be a manual and formal process and should be reserved for fundamental errors which cannot be corrected via payroll such as a personal data error or data breach (which may also be reportable to the Data Protection Commissioner).
Can new submissions (not corrections) be made for past pay dates? E.g., a January 2026 submission made in August 2026.	Yes. Late reporting would be a compliance matter; a delay of this duration may result in fines, penalties and interest as it is an offence to forego payment of a statutory contribution.
Will the late correction response show "already processed" or similar?	Appropriate error messages will be shown since correction is attempted beyond the permitted window.
How to correct contribution file?	<p>API submission</p> <ul style="list-style-type: none"> • New records with corrected data should be provided with the previouslineitemID against the participants whom the correction is expected. • Additionally, the payroll operative can also delete an existing lineitemID in the subsequent submission.

	<p>Manual submission via portal</p> <ul style="list-style-type: none"> Employers/Agents can access the payroll run reference and edit the details against an employee after submission up to a deadline of 18:30 on pay date.
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3.2 Examples

1. Accepted alteration (before 18:30 on pay date).

- **API**
 - Payroll operative submits a new contribution file on Monday.
 - Payroll operative notices error in Gross Pay of employee X on Thursday (pay date).
 - Payroll operative submits a new contribution file at 16:30 with altered data and previouslineitemID against employee X.
 - NAERSA processes contribution file after 18:30 and includes altered information about employee X.
- **Manual submission via portal**
 - User logs into MyFutureFund employer portal and uploads a contribution file on Monday.
 - User notices error in Gross Pay of employee X on Thursday (pay date).
 - User logs into portal and selects relevant contribution file then navigates to employee X's record. Clicking 'edit record', the user amends the details for employee X and re-uploads the payroll contribution file at 16:30.
 - NAERSA processes contribution file after 18:30 and includes altered information about employee X.

2. Rejected alteration (after 18:30 on pay date).

- **API**
 - Payroll operative submits contribution file on Monday.
 - Payroll operative notices error in Gross Pay of employee X on Thursday (pay date).

- Payroll operative submits new contribution file at 20:30 with altered data and previouslineitemID against employee X.
- NAERSA has already processed contribution file in system at 18:30 and thus rejects the attempted alteration of file by payroll operative with appropriate error message displayed.
- **Manual submission via portal**
 - User logs into MyFutureFund employer portal and uploads a contribution file on Monday.
 - User notices error in Gross Pay of employee X on Thursday (pay date).
 - User logs into portal at 20:30 and selects relevant contribution file then navigates to employee X's record. As the deadline of 18:30 on pay date has already passed, the 'edit record' feature is disabled, and the user cannot amend the record.
 - NAERSA has already processed contribution file after 18:30.

3. Accepted alteration for late submission (file first submitted after pay date, alteration made before 18:30 on submission date).

- **API**
 - Payroll operative submits contribution file on Monday 12th for pay date in past, e.g., Friday 9th.
 - Payroll operative notices error in Gross Pay of employee X on Monday 12th (submission date).
 - Payroll operative submits new contribution file at 14:00 on Monday 12th with altered data and previouslineitemID against employee X.
 - NAERSA processes contribution file after 18:30 on Monday 12th (submission date) and includes altered information provided for employee X.
- **Manual process via portal**
 - User logs into MyFutureFund employer portal and uploads a contribution file on Monday 12th for pay date in past, e.g., Friday 9th.
 - User notices error in Gross Pay of employee X on Monday 12th (submission

date).

- User logs into portal and selects relevant contribution file then navigates to employee X's record. Clicking 'edit record', the user amends the details for employee X and re-uploads the contribution file at 16:30 on Monday 12th.
- NAERSA processes contribution file after 18:30 on Monday 12th (submission date) and includes altered information about employee X.

Section 4: Leavers (Employees)

Introduction

Payroll operatives should report exit/cessation dates for leavers within the contribution file submission to inform NAERSA of the conclusion of an employment. NAERSA will “lock” the AEPN for a period of 12 months from the exit date reported via contribution files in order to allow MyFutureFund contributions to be calculated and paid upon any post-cessation payments to the employee. Thereafter the record will be removed from the AEPN for that employment.

4.1 Business Process Queries

Re-hire to company after 12 months.	NAERSA will act on payslip data received from Revenue in determining the employee's eligibility for this employment. When running payroll, 'get latest' AEPN to ensure compliance with most up-to-date instructions.
Re-hire to company within 12 months.	NAERSA will identify the resumption of employment and will send an updated AEPN if the employee is eligible for that employment. In certain cases, there may be a delay of enrolment as NAERSA makes the abovementioned determinations. Always 'get latest' AEPN to ensure compliance with the most up-to-date instructions.
Leavers (post-cessation payments)	When NAERSA receives information (via a contribution submission) of an employee leaving employment (cessation date), NAERSA will lock the AEPN at the prevailing rate for a period of 12 months in order to allow contributions to be deducted at the correct rate for any post-cessation payments to the employee.

Late leaver (same tax year; earlier tax year)	Without notification through the contribution submission that the employee has left employment, NAERSA will not take any action so the AEPN will remain for the employee.
Late leaver (no overpayment)	Without notification through the contribution submission that the employee has left employment, NAERSA will not take any action so the AEPN will remain for the employee.
Payment After Leaving - how do we know when to stop deducting? If we aren't receiving new AEPN 12 months afterwards, it means the old AEPN is still in place.	NAERSA will determine start and end of that 12 months. On the anniversary of reported cessation date, the record for that participant will no longer appear in the AEPN - always 'get latest' AEPN.

4.2 Example

Employee X is leaving employment at Company A in August 2030. The payroll operative at Company A declares this exit date in a contribution submission. NAERSA receives this information and actions the AEPN for employee X so that it's locked at the prevailing rate for a period of 12 months hence. In October 2030 the payroll operative reports a payment to employee X for overtime arrears. The AEPN is available to be applied at the August rate and the contribution is due. In October 2031 the payroll operative notices another payment that is due to employee X. When processing this payment, there will be no AEPN available for employee X.

Section 5: Income Queries

Introduction

Conditions for enrolment, including earnings criteria, are outlined in Sections 50 and 58 of the AE Act (2024). Sections 56 and 65 of the same Act provide powers to the Minister of Social Protection to amend these limits in future.

5.1 Business process queries

What should MyFutureFund contributions be calculated on?	MyFutureFund contributions are calculated as a percentage of gross pay (as defined by Revenue). This includes special or one-off payments (e.g., bonus or lump sum), paid leave, advance holiday pay, supplementary pay. Please see Revenue guidance documents for a full definition and list of Gross Pay elements.
Unpaid leave.	MyFutureFund contributions are calculated as a percentage of gross pay (as defined by Revenue). Zero gross pay will result in zero contributions.
Negative gross pay.	MyFutureFund contributions are calculated as a percentage of positive gross pay (as defined by Revenue). A negative gross pay amount should result in zero contribution due.
Employees paid through shadow payroll.	Shadow payroll is recorded as an internal marker in Revenue and will not be shared with NAERSA. Accordingly, NAERSA will be unaware it is a shadow payroll run and will assess the payroll as normal.
Breach of Annual Earnings Limit (AEL)	The annual earnings limit for contributions refers to gross pay earned in all employments that are not exempt employments as per the AE Act 2024. Once an employee has breached this threshold in a given year, they will cease to make contributions on earnings after the pay period in which the threshold is breached. This means that there may be scenarios where contributions (both employer and employee) are paid on gross pay above the threshold.

5.2 Examples

1. Breach of AEL (example 1)

- Employee X's annual gross pay reaches €78,500 in their monthly pay for July.
- In August they receive a gross monthly pay of €4,000 bringing them to an annual gross pay of €82,500.
- If the AEL in this example is €80,000, contributions for both the employee and employer should be paid (State contribution will also be added).
- The AEL has been breached in this pay period and thus, following this submission NAERSA will make a new AEPN available which will have a 0% rate for the remainder of the tax year.

2. Breach of AEL (example 2)

- Employee Y's annual gross pay reaches €35,000 in their monthly pay for August.
- They receive share-based remuneration of €50,000 as an ad hoc payment in September, in advance of their regular monthly pay.
- Payroll operative runs payroll and applies the AEPN as notified. Contributions for both the employee and employer should be paid (State contribution will also be added).
- The AEL has been breached with this ad hoc payment and thus, following this submission NAERSA will make a new AEPN available which will have a 0% rate for the remainder of the tax year.
- When the payroll operative "gets latest" AEPN for the September payroll run, the AEPN will have a 0% rate and no contributions are expected.

3. Gross Pay

- Employee Z receives €100 per day for waiting tables at Restaurant B as well as tips. The payroll operative processes pay for a week where Employee Z worked 5 days and received €170 in tips. The Gross Pay reportable to Revenue is €670. Gross Pay upon which MyFutureFund contributions are calculable has the same definition as Gross Pay for Revenue and therefore contributions for Employee Z should be calculated as a percentage of €670.

Section 6: Employee Eligibility Scenarios

Introduction

An 'employee' is defined in the AE Act 2024 as being 'any person in receipt of emoluments'.

6.1 Business process queries

PRSI in scope	Employees paying any combination of PRSI classes A, B, C, D, H & J (and relevant sub-classes) will be assessed for eligibility by NAERSA.
Apprentices	As with all employees NAERSA will conduct eligibility tests and determine eligibility.
Persons paid through payroll but not employees of company (e.g. contractors, CE workers, certain pension payments.)	Contractors, temporary, part-time and casual employees will be assessed for eligibility in the same manner as other employees. Community Employment (CE) participants will <u>not</u> be assessed for eligibility. Income from pensions (typically associated with PRSI class M) will not be assessed for eligibility.
Seasonal workers.	Employees who work seasonally will be assessed for eligibility.
Employee's pay is reduced or leaves one of their multiple employments and falls below the minimum gross earnings threshold.	Once an employee has been determined eligible by NAERSA and been enrolled in MyFutureFund, fluctuations in income are not considered. The participant remains active.
Public sector employees.	Public and Civil Service sector employments with pension contributions paid through payroll will be determined exempt for that employment. Public and Civil Service sector employees with additional employments may be enrolled for non-exempt employments.
SOLAS training allowance liable for MFF?	Yes.

6.2 Examples

- **An employee with multiple employments**

NAERSA will issue one AEPN for each non-exempt employment of a participant. If the participant has dual non-exempt employments under the same employer, then two AEPNs will be returned, one for each employment. When NAERSA determines that the participant has reached the upper gross earnings threshold, the AEPN rate in the next pay period for all employments will be updated to 0%.

- **An employee in retail also in receipt of pension income**

NAERSA will determine eligibility based on payslip data shared by Revenue. Pension income will not be assessed. Income from the retail employment will be assessed. If NAERSA determines the employee ineligible they will not appear in the AEPN for that employer.

- **An employee who works weekends only**

NAERSA will determine eligibility based on payslip data shared by Revenue. NAERSA will look back at the most recent 13 weeks of earnings to determine whether the employee is eligible. If NAERSA determines the employee eligible AEPNs for each employment will be available.

Section 7: Supplementary Pension scenarios

Introduction

Exempt employments are employments with active contributions to a supplementary pension reported through payroll. Employments that are determined exempt from the calculation and application of MyFutureFund deductions due to the presence of a pension offering through payroll are outlined in Sections 51 and 52 of the AE Act 2024.

7.1 Business process queries

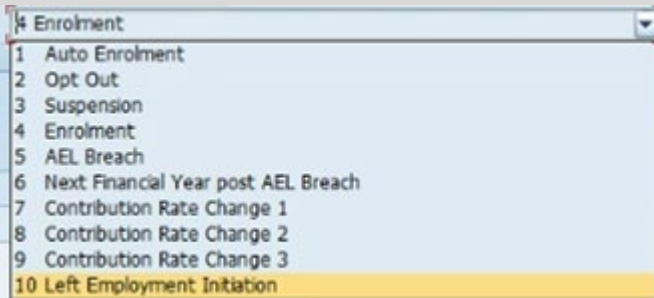
Employees with pension not reported through payroll.	NAERSA determines eligibility based upon payroll information reported to Revenue. Pension contributions that are not paid through payroll will not be visible to NAERSA and therefore such employments cannot be determined exempt as per section 51 of the AE Act 2024.
Employee moves from company scheme to MyFutureFund.	If an employee wishes to stop contributing to their company scheme and join MyFutureFund instead, if the terms and conditions of their employment contract allow so, they can instruct their employer to cease the deduction of contributions via payroll to the company scheme and the employee can then opt into MyFutureFund through the participant portal or by contacting customer service.
Employee moves from MyFutureFund to company scheme.	When a participant of MyFutureFund joins their company pension scheme NAERSA will subsequently see the pension contribution through the data shared by Revenue. NAERSA will determine the employment to be exempt and will update the particular AEPN to 0% for that employment.
SFT reached.	Employees who reach the standard fund threshold and stop making contributions to their pension will be treated in the same manner as other employees who do not make contributions to a pension via payroll. As with other participants, these employees can opt out after 6 months of participation.
Temporary assignee contributing to pension in another country.	NAERSA will not have sight of pension contributions being made in other countries or outside of payroll.

Section 8: Payroll operative queries

8.1 Business process queries

Deduction order of priority.	<p>MyFutureFund contributions will be treated in a similar manner to other pension contributions. That is, MyFutureFund contributions will be deducted from a person's earnings before Local Property Tax is deducted in such cases where a participant elects to pay their LPT through payroll. See order of deductions:</p> <ol style="list-style-type: none">1. PAYE2. PRSI3. USC4. MFF5. LPT6. Court orders7. Voluntary deductions <p>Arrangements will be made through the regulations provided under Section 66 of the AE Act and Revenue will amend the Revenue PAYE guidelines so that the priority of LPT deductions is after MFF contributions are made.</p>
Payment date falls on bank holiday	<p>Payment date is the pay date of the employee. If the employer pays employees on a different date due to a bank holiday (or other reason) then the revised pay date should be used.</p>
Is there a naming suggestion for the actual MFF deduction on the employee's payslip that is being proposed/recommended? For example, across all software providers, while possibly not exactly the same, statutory deductions are very consistent e.g. "PAYE", "PRSI" and "USC" etc.	<p>The naming convention for the deduction should be MyFutureFund. If payroll software can facilitate additional characters, they can be displayed on payslips as MyFutureFundEE and MyFutureFundER.</p>

We have the following enrolment reasons and would like to ask about when some of them will be used.



1. What is the difference between auto enrolment and enrolment?

*3-part question, please note above image when reading questions immediately below for context.

1. Auto Enrolment is the status on enrolment as determined by NAERSA. That is, the occasion on which the employee has been assessed by NAERSA, determined eligible and included in the AEPN for that employment

Enrolment is the status displayed when an employee voluntarily opts in, or recommences savings after opt-out or suspension.

2. Why are there contribution rate changes?

We realise that some rate changes are already known, but in the future, if you have more, you will need to extend the number of changes. Might it have been easier to simply have a single entry of Contribution Rate Change?

2. The rate of contributions changes to allow participants and employers to absorb the effects and adjust to the scheme over time. The rates and the period for changes are set out in the Automatic Enrolment Retirement Savings System Act 2024.

The three rate changes as presented are for internal use by NAERSA.

<p>3. When will Left Employment Initiation be used? Is this for a leaver after their leaving date has been submitted and rates etc. are frozen from twelve months? Is this event the one that will trigger automatic stopping of the AEPN being issued after 12 months?</p>	<p>3. That status appears when the cessation of the employment has been reported to NAERSA. The AEPN will be locked at the prevailing rate for 12 months hence and any post-cessation payments within this 12-month window will attract MFF contributions.</p>
<p>(testing): The agentTAIN is an available field on the spreadsheet. We would like to be able to test this functionality as 50% of our client base falls into that bracket. Is there a particular agentTAIN value we should use for our testing.</p>	<p>Please use the agent Certificate and the associated agentTAIN as obtained from the Revenue environment.</p>

Section 9: Employer Queries

9.1 Business Process queries

Onboarding process.	A secure employer (and agent) portal will be released in Q4 2025 so that companies can complete their registration and inform NAERSA of their preferred payment method. Active ROS certs are required to login. A major communications campaign will be undertaken in advance
Employer responsibility for informing employees.	Sub-sections 50 (7) and 50 (8) of the AE Act 2024 outline an employer's responsibility of informing their employees of their enrolment in MyFutureFund. NAERSA will provide a template which may be used by employers to fulfil this responsibility.
Exceptions for employers experiencing financial difficulty.	No such exceptions will be made. However, it's advisable to contact NAERSA in such circumstances as failure to make contributions is an offence under the AE Act.
Which events should trigger an employer sending notification to an employee?	The AE Act 2024 stipulates that an employer must notify their employee on the event of their automatic enrolment into MyFutureFund based on determination of eligibility tests (see Section 50 (6), (7) & (8) for details) and on the event of the employee's enrolment following an opt in request (see Section 53 (7), (8), (9) for more details). An employer does not have this obligation for events like re-enrolment into the scheme, for example after a period of suspension or opt out, but may do so if they wish.

Section 10: Technical queries

Introduction

The majority of technical queries should be resolvable upon reading of the API technical specification document which can be found at the [Help Centre](#).

10.1 Business process queries

The removal of JSON header parameters will cause issue for manual uploads, and the AEPN download response does not include identifying parameters. Is that option being totally removed?	Required header attributes are generated automatically by the system based on the employer details of the logged in user.
Manual upload file naming conventions are not specified. Is there a specific file naming convention?	<ul style="list-style-type: none">- Payroll-{processingYear}-yyyy-MM-dd'T'HH-mm-ss.SSS.json- Payroll-{processingYear}-yyyy-MM-dd'T'HH-mm-ss.SSS.xml
Manual process	Guidelines for use of the portal will be provided shortly by TCS.
previousLineItemID is shown as mandatory in the JSON schema but optional in the PDF – is the rule expectation that will be null?	It will be optional. JSON schema will be corrected.
Is it allowed to reuse the same lineItemID when correcting a line, or must a new ID be generated?	A new lineitemID must be generated. lineitemID is unique for tax year and payroll run ref combination. Otherwise, it can be reused. This is available in the API spec.
Period start and end date in the reconciliation	The maximum difference between pay period start and pay period end date will be 3 months. Period end date cannot exceed the current business date.
Schemas allow negative values for rates, Gross Pay and contributions	Only gross pay can be negative, and when it is negative, no contributions are expected.
There are separate schemas for deleting line items. Does this mean we need to send a separate submission if we want to delete line items?	We can accept a deleted line item in a new submission separately or in a submission with other line items.
Where an agent is operating on behalf of an employer, they must use the employer's registration number in this API. Should this be	There are 2 separate fields available in the API, one for Agent TAIN and the other for employer registration number.

Agent TAIN, not employer's registration number?	
For payReason PAADJ, are they expecting the previous shortfall to be added to the current contribution, or can a separate line item with payReason PAADJ be used to just report the shortfall amount?	If PAADJ is provided there needs to be an existing INPA whose shortfall the PAADJ is adjusting. Refer to the API spec for further information.
List of error/warning codes	Available at the Help Centre
If AEPN rate is the same will a warning still be sent?	Yes.
What is the processing requirement for a supplementary run? Is it expected that each pay run is treated as a separate entity?	Based on the combination of payroll reference number, employer registration number and tax year, the pay run will be clubbed.
With removal of all headers from the JSON you cannot upload manually anymore unless headers go back in. Revenue was using a wrapper envelope. We need to understand how the manual upload will work.	Required header attributes are generated automatically by the system based on the logged in employer details.
Can a Submission contain both new LineItems and Deletions at the same time? The examples only show deletions as a separate submission.	Submission of new lineitemID and deletion of old lineitemID can be done at same time.
Are processing times going to be similar to PMOD or not?	Yes, processing times will be similar to PMOD.
AEPN Fetch are we saying the only option is at Employer Reg number level? Are we retaining the option to call an individual level?	AEPN fetch is at Employer level.
Is there only one option to call all AEPNs?	Yes.
When the pay day initial submission happened at 16:30 then if there is some changes required it's going to be corrections before 18:30. Will the JSON format for both be same?	Format will be the same. However, a few additional attributes will be required, like, previous lineitem ID/deleted lineitem ID. Refer to API spec.
Will a refund be shown in the reconciliation API?	Only contributions paid will be displayed in the reconciliation file.
Template for Test Data	Shared with PSDA and available at Help Centre.

Only two users or more can be added to the ticketing system, does this mean only two people can test?	No, this is just the number of users that can log tickets. If more needed, reach out to TCS.
No Pay Reason not 100% clear on when to report on no pay reasons.	Only when there's insufficient nett to cover contribution of participant (i.e. INPA) and when the shortfall is being made up subsequently (i.e. PAADJ).
Response times for Contribution Submission	Response will be fast on whether accepted or rejected. Polling might take a bit of time. Response will be within minute. Load testing will provide benchmark.
Guidelines for overlap in payments and refund of cons	Refund of overlapping supplementary pension contributions and MFF contributions will be actioned by NAERSA once contacted.
There is a misunderstanding around Gross Pay in the marketplace	The Gross Pay on which employer's should calculate MyFutureFund contributions has the same meaning as the gross pay for calculations of Revenue deductions.
In the portal there is upload and download file. This is the non-API payroll reporting route.	Download and upload has the same rules set as API
Concept of retrieving AEPNs, using a list of PPSN's will not be permitted?	No, retrieving a subset of AEPNs will not be permitted. Get AEPN = get the latest records for participants associated with this employer
What should happen with workers who have zero pay but the AEPN has been pulled down?	Zero or negative gross pay will result in 0 MyFutureFund contribution value.
if data is restricted based on Certificates, can the same concept be used to restrict data sets for those payroll processors who are only allowed to work on a smaller subset of employees, extending the agent concept to just normal employers?	PREM (EmployerRegId) number attached will return all employees under that PREM number.
Batch # 's is a batch count or total count?	batch count batch 1 = a batch of 12,000 records
For access to the ticketing system is it 2 emails per company or per product?	We can add per product.
Are DSP aligned with Revenue on values and validation rules?	Yes.

File names needed for the manual portal upload.	<ul style="list-style-type: none"> - Payroll-{processingYear}-yyyy-MM-dd'T'HH-mm-ss.SSS.json - Payroll-{processingYear}-yyyy-MM-dd'T'HH-mm-ss.SSS.xml
When do we get the regulations?	Regulations associated with the AE Act 2024 will be available via statutebook.ie when enacted.
If one user makes call on a Monday and another user calls again a second time it may knock out the second call.	Timestamps against each line item. Same AEPN with a different timestamp. Only want to match the AEPN #.
When a user deletes a payslip we trigger a delete on Revenue's system. The same needs to happen with NAERSA.	This action can be facilitated ahead of 18:30 on pay date.
If reconciliation is not done via API, we will not be able to reconcile changes. If correction happens outside the system this will make it difficult to balance	Reconciliation API will return submissions made via API and via manual submission.
Example of two people whose PPSN's have been used for each other incorrectly updated in both Revenue system and in NAERSA this would result in one persons money being taken and invested in error.	<p>This would be a data breach that would require reporting to DPC.</p> <p>It would be necessary to contact NAERSA directly.</p>
For GDPR we need to report on all corrections. User error is very common.	Unsure why a correction to payroll is a GDPR issue ?NAERSA cannot create a system to cater for all user practices. Some issues may need to be corrected via the portal.
Grossed up payments	<p>This is a matter for payroll operation and not a matter for NAERSA.</p> <p>Each payroll provider will need to review their own system in this regard.</p>
Can higher % be paid by EE and/or ER?	No. Fixed percentage deduction as set out in legislation
Ceased employees will not be carried forward into next tax year in most payrolls, so payroll will have no record of most recent instruction.	Noted. NAERSA locks the AEPN at the prevailing rate on receipt of exit date via contribution submission for a period of 12 months so that post-cessation payments attract MFF contributions.

Opt-In and the Re-enrolment on the API Download Event options will not be on the AEPN Response file?	<p>Opt in: person has opted in via participant portal. NAERSA will not create an AEPN until payslip details or employment details have been confirmed and the person has been determined eligible by NAERSA.</p> <p>Re-enrolment: NAERSA will determine eligibility at at point of re-enrolment and update AEPNs accordingly.</p> <p>Payroll operatives must 'get latest' AEPN to ensure they remain compliant,</p>
Do we have to enforce this and does the Employer have to enforce it? (payment after cessation)	Payment of emoluments relating to an eligible employment for an eligible employee is subject to calculation and payment of contributions for MyFutureFund. Where a payment of emoluments for employment is made following an employee leaving that employment, the AEPN must be applied where it is present and calculation and payment of contributions are still required.
People will only appear in the AEPN, if they need to be set-up for AE or there is a change? If this is the case, the employer will need to upload every single AEPN to avoid missing a change?	Payroll will receive an updated AEPN for certain events when an employee is enrolled in MyFutureFund. At every pay run "Get latest AEPN" is to be used, this the only way to ensure that the most up-to-date and accurate AEPN information is applied to employee payroll.
Will we request the locked AEPN for a post cessation worker within the payroll period that we are paying the worker?	Payroll operatives should get latest AEPN on each payroll run to ensure they are acting upon the most up to date information. NAERSA will "lock" AEPN once it is notified that employee has left.
How often is the eligibility check on the Revenue data?	Weekly.
If there is an issue with one of the batches in a multiple batch download, do we have to backout all the batches for that download and reprocess it all?	Download the single batch again.
Act of downloading AEPN is going to send the date and timestamp. If I download now and then in 15 mins, I will get the date and time now and then in the future. Does the future timestamp invalidate the AEPN?	The timestamp will be the latest used. We will validate against the latest only.
Will the AEPN number always be greater than the previous one? Will it reset in a new tax year?	It will increment on every event. It does not reset or increase on new tax year, except where an AEL breach occurred in the last tax year.

For the submissions and transfer, when sending multiple batches, will we use the same submission ID for all the batches? If not, then it will be difficult to tie batches to each submission. If we have to look back, we will see the batch numbers with different submission IDs, so we'll have to track back what the batch numbers relate to.	Every batch must have a different submission ID. If you are making a payment for January submission No. 1 and February you can resubmit submission No. 1. If you want to run for January again the second submission would be submission No. 2.
If a contribution submission file has invalid records... Let's say batch No. 3. Then when submission happens in the next payroll, the batch number will be different for those invalid records. Is that okay?	In this case the invalid records would have to be corrected.
Pay adjustment comes in a following submission line. In original 1000-euro gross pay but 1.5 % was not deducted. What do we report as gross pay in following submission? Do we report it as zero on next line?	Where no contribution or a reduced contribution is made due to insufficient nett pay of the employee, the INPA reason code should be used and an appropriate warning/error message will display. In the subsequent pay period, the payroll operative should return gross pay as normal with the additional contribution amount reported and paid using the pay adjustment code (PAADJ). Where no reason code is used for a reduced or missing contribution, or where the underpayment is not rectified then the compliance function of NAERSA will investigate.
Some workers will not have a PPSN, will the AEPN only provide instructions for employees that have a PPSN?	NAERSA will not assess payslip data without a PPSN.
Monthly payroll runs some of customers will be on 15 th and 28 th for same payroll. Do we download each time payroll is run?	You must 'get latest' AEPN on each payroll run.
How was the addressing of next year and early payments?	Solution currently business as usual and latest AEPN. If question is regarding early processing of payroll over year end (e.g. first Jan payroll processed before Xmas), timestamp on AEPN to allow NAERSA to confirm correct AEPN pulled at time of processing.

Rate change	NAERSA would accept the rate used when the AEPN was called. When the GET was done would be accepted.
No interaction around submission date. File generated but not submitted.	Where an AEPN is pulled at time of payroll run but no contribution file submitted to NAERSA this will be investigated as a compliance matter.
On the Contribution submission the Contribution Amounts for Employees and Employers: Should decimals be used? Like 150.5	2 decimal places – monetary value (e.g. 5.57)
aepnEnrolmentDate (New field) - How would you know what is the enrolment date? Is this different from the aepnIssueDate? Is this the date we should use in the AE Letters sent to EEs?	Latest pay date in pay reference period being assessed would be used for determination, date will be in the AEPN as above. aepnEnrolmentDate date is the correct field.
When it is said that the full amount in cases of underpayment will be invested, does this mean the actual amount deducted or the expected amount? I.e. will the employer be out of pocket for the underpayment?	NAERSA will deduct and invest the amount for EE set out in contributon file . An expectation is created for the full at the appropriate percentage of the reported gross earnings but only the money collected can be invested. Compliance procedures commence for the outstanding balance.
Rounding rules	<p>Rounding Rule: The rounding rule for Auto Enrolment calculations follow these principles:</p> <ul style="list-style-type: none"> ▪ If the decimal is less than 0.5, round down. ▪ If the decimal is greater than or equal to 0.5, round up. ▪ Example: <ul style="list-style-type: none"> • 123.454 → 123.45 (rounded down) • 123.455 → 123.46 (rounded up)
Overpayments and underpayments	INPA and PAADJ reason codes only acceptable reason for over and under payments. Where no reason code used (and rectified in subsequent payroll run) then compliance matter between employer/NAERSA.
Employee has insufficient net pay. Do we process the employer's contribution and not the	Reason codes should be used to report insufficient nett pay. Employer contribution remains due andpayment of employee contribution can be rectified in subsequent pay run using reason code

employee's? Or do we process neither?	(or via agreement between employee and employer).
If there are a number of underpayments, followed by an overpayment, would the overpayment be invested against the first underpayment?	Reason codes to be used to notify NAERSA of reason e.g. Insufficient nett pay, followed by Pay Adjustment (explains the underpayment then the overpayment). If an overpayment is made using the PAADJ code this must be linked to the pay run where INPA code was reported. This overpayment of the previous balance due will be invested. Overpayments without corresponding line items/ payroll references (using the INPA/PAADJ Codes) cannot be accepted.
Employee ceases employment with an AE underpayment	If AE underpayment exists for a particular employment this is a compliance matter and the necessary compliance processes will apply.
Incoming court orders	AE Act: Section 66 (1) (b) provides for regulations to be made in respect of the priority to be given to the deductions of contributions. MFF contributions will be provided with the same standing as pension contributions and will therefore be deducted prior to a deduction arising from a court order.
Change of PPSN.	Revenue will inform NAERSA of changes to PPSN for participants.
Change to Employer Reg Number	Revenue will inform NAERSA of changes to ER Reg Number.
Provide a list of circumstances of what is expected in the submission file i.e. When is a submission expected vs where it is not	A contribution submission is expected on every occasion payroll is processed and the particular employer has employees who are participants. Get latest AEPN when processing payroll ensures continuous compliance is enabled.
Original enrolment dates retention	Participants' original enrolment dates are retained by NAERSA. Whether payroll retains same is a matter for payroll.
Once the employee has been enrolled, we understand they will get aepnEnrolmentDate but if they then are Opted Out what happens to things like their EnrolmentDate? We have had a look at the spec and cannot see any examples of how opted out will be received apart from the contribution changes to 0%.	enrolmentdate remains their original enrolment date within NAERSA, AEPN will show status "opted out" as per API spec.

While it seems unlikely that this scenario will occur, since enrolment is based on the ROS submission which includes employment IDs, we do have some concerns about AEPNs with blank employment IDs. Can we confirm if NAERSA will send records with blank employment IDs?	NAERSA will not send records with blank employment IDs. In case of a duplicate RPN, the payslip data will have been supplied with a temporary Employment ID before it is received by NAERSA. As long as this temporary Employment ID matches the one in the AEPN, the contribution will be accepted.
There is some uncertainty regarding the employment IDs included in the download. Will we need to use AEPNs with any (non-blank) employment ID, or only those that match both PPSN and employment ID?	You only need to make contributions for the employments for which you receive an AEPN. This AEPN will have the same data as the payslip, so it must contain Employment ID and PPSN.
When resubmitting the lines that have been returned due to errors, are you expecting to receive the full file again or just the lines that were returned?	Only the correction lineitem/s need to be submitted with a new submissionID for the same payrollrunreference. The full file is not expected.
Will all errors for a line be returned at once please? i.e. if one line has multiple errors, will you tell us about all of them or just the first one that causes the line to error?	All the errors will be returned for a lineitem. If the error is due to missing field or format error, only the format / missing field validation error will be thrown for a lineitem. If the initial format / missing field validation in passed, then only other business validations will be given at one go.

Section 11: Scenarios

1. New Starter

Payroll operative should set new employee up on system and process payroll as normal. NAERSA will receive information of this new employment via data shared by Revenue. Based on the new employee's previous employment history and data received from the current payslip, NAERSA will make a determination of eligibility. The payroll operative should 'get latest' AEPN each time they run payroll and, if an AEPN comes in for the new employee, they should calculate and deduct the relevant

contribution amount.

2. Employee Leaves Employment

Payroll operative should report exit date of employee via contribution submission. Upon receipt of this information, NAERSA will flag this employment record as 'ceased' and will lock the AEPN at the prevailing rate for a period of 12 months. This will allow payroll operatives to calculate and deduct MyFutureFund contributions on any post-cessation payments to the employee. Payroll operatives should continue to 'get latest' AEPN and act upon instructions while received for ceased employees.

3. Employee Re-enrolment

When an employee is re-enrolled in MyFutureFund (either automatically or at a date chosen by the participant) NAERSA will update the AEPN (increase the AEPN number by 1) for that participant. When the payroll operative 'gets latest' AEPN the re-enrolled employee will be included and the payroll operative should act on its instructions to calculate and deduct MyFutureFund contributions.

4. Employee Opt Out

When an employee opts out of MyFutureFund NAERSA will update the AEPN (increase the AEPN number by 1 and reduce the contribution rate to 0%) for that participant. When the payroll operative 'gets latest' AEPN the opted-out employee will have a 0% rate and status of opted out. The payroll operative should act upon these instructions accordingly.

5. Contribution Rate Increase

NAERSA, as part of an overnight batch job, will increase the contribution rate for all applicable AEPNs following the scheduled increases. Participants who have a 0% rate for reasons such as suspension, opting out, exempt employment will not have their AEPN rate increased. Payroll operatives and employers do not need to take any

action and the increased rate will be present when they 'get latest' AEPN.

6. Employee Leaves Company Pension Scheme After AE Go-Live

NAERSA will conduct eligibility tests weekly and determine who is auto-enrolled and when. AEPNs will contain records of eligible employees only. When processing payroll always 'get latest' AEPN to ensure continued compliance. An employee may opt into MyFutureFund in which case NAERSA will make an AEPN available following confirmation of the employee's employment situation. If the employee does not opt into MyFutureFund, NAERSA may automatically enrol them in the future based upon payslip data received.

8. Payment After Leaving (Highlighting the difference in treatment for < 12 Months vs > 12 months)

When the cessation is reported, AEPN will be locked at the prevailing contribution rate for 12 months from "Exit Date" field. Contributions will continue to be collected in event of post-cessation payments. After 12 months, the employee's record will not be included in the AEPN list for that employer.

If a post-cessation payment is made for that employee within 12 months, the AEPN will be available for the employer to apply and calculate contribution due.

If a post-cessation payment is made for that employee more than 12 months after they leave the employment, then no AEPN will be available for that employee and no contribution is expected.

9. An employee with multiple employments

Scenario 1: An Employee with multiple employments (all eligible)

Once the employee passes the eligibility tests, NAERSA will create an AEPN for each employment. If the participant has dual employment under the same employer, then two AEPNs will be returned and must be paid for separately.

Scenario 2: An Employee with multiple employments (one eligible employment and one exempt employment)

Once the employee passes the eligibility tests, NAERSA will issue one AEPN for the eligible employment. No AEPN will be issued for the exempt employment, and therefore no contributions are expected for that employment. If an employee has dual employment under the same employer and one of these employments is exempt, an AEPN will be issued only for the eligible employment and will be calculated based on the earnings of that one eligible employment. Once the earnings of this employment reach AEL, AEPN will be reduced to 0%.

10. AEL breach

Breach of AEL (example 1)

- Employee X's annual gross pay reaches €78,500 in their monthly pay for July.
- In August they receive a gross monthly pay of €4,000 bringing them to an annual gross pay of €82,500.
- If the AEL in this example is €80,000, contributions for both the employee and employer should be paid (State contribution will also be added).
- The AEL has been breached in this pay period and thus, following this submission NAERSA will make a new AEPN available which will have a 0% rate for the remainder of the tax year.

Breach of AEL (example 2)

- Employee Y's annual gross pay reaches €35,000 in their monthly pay for August.
- They receive share-based remuneration of €50,000 as an ad hoc payment in September, in advance of their regular monthly pay.
- If the AEL in this example is €80,000, contributions for both the employee and employer should be paid on the gross pay amount (State contribution will also be

added).

- The AEL has been breached with this ad hoc payment and thus, following this submission NAERSA will make a new AEPN available which will have a 0% rate for the remainder of the tax year.

When the payroll operative “gets latest” AEPN for the September payroll run, the AEPN will have a 0% rate and no contributions are expected.

11. Multiple shortfalls across multiple pay runs

In a weekly run payroll, one employee had insufficient nett pay to cover MFF contributions in week 36. The shortfall amount is €10. In week 37, the same employee had insufficient nett pay to cover MFF contributions. The shortfall amount is again €10. The INPA reason code must be used when processing each contribution which will incur in an underpayment. The amount will be accepted, and a warning will be issued, saying that an additional amount is expected in a later payroll run. If the reason code is not used, the amount will be accepted and a warning will be issued, saying that payReason was not provided and a debt will be raised for any shortfalls. In week 38, the two employees who underpaid their contributions in weeks 36 and 37 must make up for the shortfall. Their contributions on week 38 must be the regular expected contribution plus what was due the last two weeks. The reason code PAADJ must be used to link these overpayments to each respective underpayment. When the PAADJ code is used, the following fields become mandatory:

- Previous Payroll Run Reference - The Payroll Run Reference of the earlier lineitemID where Insufficient Net Pay (INPA) was mentioned, which is going to be adjusted in current submission.
- Reference Tax Year - The Tax Year of the earlier lineitemID where Insufficient Net Pay (INPA) was mentioned, which is going to be adjusted in current submission.
- Reference lineitemID - The lineitemID of the earlier lineitemID where Insufficient Net Pay (INPA) was mentioned, which is going to be adjusted

in current submission.

When doing the pay adjustment and paying off the shortfalls from the past weeks, the employer can do either of these 3 things:

1. Pay the shortfall of 10 euro by selecting the paydate for week 1.
2. Pay the shortfall of 10 euro by selecting the paydate for week 2.
3. Pay both shortfalls by selecting week 1 and week 2.
4. Pay the contribution payable as of the pay date for week 3, along with shortfall of 10 euro by selecting the paydate for week 1 and/or week 2.

Ticket Document Appendix 1

Request ID 11

Title: Negative Gross Pay

Description:

If an employee has a negative gross pay, due to deductions and not a refund or recalculation of pay, is it expected that the pension deduction is set zero and should not be a negative value? My assumption is yes but wanted to validate this. If this is the case, could I confirm that the reporting line on the submission would be expected to be the negative pensionable pay, and zero for the contributions?

Response:

*When **gross** pay is negative MyFutureFund contributions will be zero as the contribution is a percentage of gross pay deducted from nett.*

MFF deductions are not on 'pensionable pay' they are calculated on gross pay.

Request ID 12

Title: AEPN Process for Leaver

Description:

If an employee is a leaver mid-period, is receiving pay at the end of that period but has a AEPN issued between their leave date and their final pay date what should happen? For example, a monthly paid employee, paid on the 25th of the month, leaves the organisation on the 15th, but we are issued an AEPN to start deductions on the 20th, should that AEPN be applied as the AEPN is not issued during the period of employment?

Response:

Where an AEPN has been made available for the first time for an employee it must be applied against that employee's Gross Pay for the period.

When NAERSA receives exit date data through contribution file submissions it will react accordingly - AEPNs will be locked at the prevailing rate and contributions will be due on any post-cessation payments for a period of 12 months from the date upon which NAERSA receives notice of exit date.

Request ID 18

Title: Opted Out Status

Description:

Once the employee has been enrolled we understand they will get aepnEnrolmentDate but if they then are Opted Out what happens to things like their EnrolmentDate? We have had a look at the spec and cannot see any examples of how opted out will be received apart from the contribution changes to 0%

Response:

NAERSA retains details of their original enrolment date. Subsequent events will trigger an update to the AEPN number, the status of the participant and the relevant rate which you'll see in the AEPN.

Please refer to the API spec. to see the relevant table.

Request ID 21

Title: Deduction Order

Description:

In one of the workshops, it was discussed about the order the deductions are now taken on the pay run. We can confirm 1-4 using the legislation. Could you please confirm this order is correct

1. PAYE
2. PRSI
3. USC
4. AE
5. LPT
6. Court orders
7. Voluntary deductions

Response:

Yes, we confirm the order of deductions is as outlined.

Request ID 30

Title: Agent Tain - Testing Phase

Description:

The agentTain is an available field on the spreadsheet. We would like to be able to test this functionality as 50% of our client base falls into that bracket. Is there a particular agentTain value we should use for our testing.

Response:

Please use the agent Certificate and the associated agentTAIN as obtained from the Revenue environment.

Request ID 35

Title: AE Deduction Naming

Description:

Hi, is there a naming suggestion for the actual auto enrolment deduction on the employee's payslip that is being proposed/recommended? For example, across all software providers, while possibly not exactly the same, statutory deductions are very consistent e.g. "PAYE", "PRSI" and "USC" etc. Could we get a similar steer for the deduction name for consistency and to avoid confusion for the employees who are being auto enrolled? Thanks, Alan

Response:

Naming convention is MyFutureFund (all one word). If additional characters can be catered for by payroll software then the difference in deduction types can be specified as follows:

MyFutureFund EE, MyFutureFund ER.

EE being employee

ER being employer

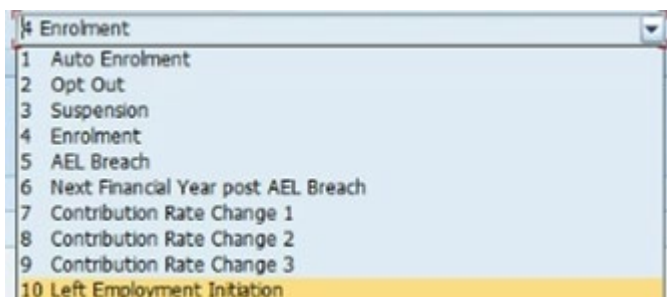
Request ID 41

Title: AEPN data

Description:

Please could you clarify some details about the AEPN for us?

We have the following enrolment reasons and would like to ask about when some of them will be used.



Firstly what is the difference between auto enrolment and enrolment?

1. Will auto enrolment only be used the first time someone is enrolled based on a NAERSA decision?
2. When will enrolment be used e.g. an employee opts in, an employee is re-enrolled after suspension etc.

Secondly for contribution rate changes. Why are there contribution rate changes? We realise that some rate changes are already known but in the future if you have more, you will need to extend the number of changes. Might it have been easier to simply have a single entry of Contribution Rate Change?

Thirdly, when will Left Employment Initiation be used? Is this for a leaver after their leaving date has been submitted and arrears etc. are frozen for twelve months? Is this event the one that will trigger automatic stopping of the AEPN being issued after 12 months?

Also can I just check that the issue date on the AEPN will only change if there is a change to the AEPN number?

Response:

Auto Enrolment is when an employee is enrolled by NAERSA based on the ongoing eligibility tests. Enrolment is for all other instances, such as re-enrolment after opt out, suspension, voluntary opt-in.

The three contributions rate increases over 10 years are to enable participants and employers absorb the effects and adjust to the scheme, forecast budgets etc. The rates and the period for changes were set out in the Automatic Enrolment Retirement Savings System

Act 2024.

From a payroll perspective they are stepped out to ensure users know that it's the first of three, second of three, last increase.

Your understanding of the Left Employment Initiation reason code is also correct. This will be used when an exit date has been reported and enables NAERSA lock the AEPN at the prevailing rate for 12 months and any post-cessation payments continue to attract MFF contributions.

Correct, AEPN issue date will update when there is a change in the AEPN. However, it's necessary when running payroll to always "get latest AEPN" to ensure compliance is maintained.

Request ID 42

Title: AEPN employee notification

Description:

Please can you confirm which events should trigger an employer sending notification to an employee.

Obviously we would issue notification when the employee is first enrolled whether that be auto enrolment or enrolment. Are there any subsequent events when an employer should send a notification to an employee e.g. re-enrolment after suspension etc.

Can NAERSA provide a template for the notification that an employer should issue to an employee?

Response:

The AE Act 2024 stipulates that an employer must notify their employee on the event of their automatic enrolment into MyFutureFund based on determination of eligibility tests (see Section 50 (6), (7) & (8) for details) and on the event of the employee's enrolment following an opt in request (see Section 53 (7), (8), (9) for more details). An employer does not have this obligation for events of re-enrolment into the scheme, for example after a period of suspension or opt out, but may do so if they wish.

Template letters will be provided by NAERSA for employers to use but their use is not

mandatory and employers may use another appropriate format if desired.

Request ID 43

Title: Record Rejection - Resubmission

Description:

If a file is submitted, and lines are returned as errors:

1. Will all errors for a line be returned at once please? i.e. if one line has multiple errors, will you tell us about all of them or just the first one that causes the line to error?
2. When resubmitting the lines that have been returned due to errors, are you expecting to receive the full file again or just the lines that were returned?

Thank you,

Rachel

Response:

All the errors will be returned for a lineitem. If the error is due to missing field or format error , only the format / missing field validation error will be thrown for a lineitem. If the initial format / missing field validation in passed, then only other business validations will be given at one go.

Only the correction lineitem/s need to be submitted with a new submissionID for the same payrollrunreference. The full file is not expected.

In such case, NAERSA will consider and process the revised contribution from the employer. If the employer has submitted the payroll for the specific employee in error, there will be provision for the employer to request to delete the line item within the payroll record. If the line item(s) are deleted, NAERSA will consider zero contribution for the employee in that payroll.

Request ID 51

Title: Employment ID matching with AEPNs

Description:

I have a couple of related queries around matching payroll system employee records to

AEPNs which match the employee's PPSN:

- While it seems unlikely that this scenario will occur, since enrolment is based on the ROS submission which includes employment IDs, we do have some concerns about AEPNs with blank employment IDs. Can we confirm if NAERSA will send records with blank employment IDs?
- Additionally, there is some uncertainty regarding the employment IDs included in the download. Will we need to use AEPNs with any (non blank) employment ID, or only those that match both PPSN and employment ID?

Response:

NAERSA will not send records with blank employment IDs. In case of a duplicate RPN, the payslip data will have been supplied with a temporary Employment ID before it is received by NAERSA. As long as this temporary Employment ID matches the one in the AEPN, the contribution will be accepted. You only need to make contributions for the employments for which you receive an AEPN. This AEPN will contain Employment ID and PPSN.

Request ID 71

Title: Agent Cert Permission

Description:

If we have agents processing payroll on behalf of a company, will anything need to be done to the cert to give them permission/access to retrieve the AEPNS and do the submissions? Agents had to enable Enhance Reporting functionality manually on their ROS certs, but employers had this enabled on their main cert automatically.

Response:

No, agent certs will have the required permissions to allow them access the employer's portal and to retrieve AEPNs via payroll provided they are correctly linked in Revenue systems.

Request ID 83

Title: Confirmation for the definition of Gross Pay for AE

Just so we are 100% clear regarding what should make up the Gross pay to be reported in the AE contributions submission file.

Can you confirm whether we are correct in assuming that the value reported to Revenue under Data item Line 24 (below), is the value we should report and calculate AE contributions on?

Data item Line number	Data Item	Condition	Description and validation	Context
24	Gross Pay	Mandatory	Employee Gross Pay. Gross pay is the employee's pay of any kind, including notional pay and share based remuneration and before any pension contributions or salary sacrifice deductions are made. Chapter 3 of the Employers' Guide to PAYE (link below) details the different types of pay that would be included. Chapter 3 of Employer's guide to PAYE	Used for the generation of the employee end of year statement.

Response:

Yes we can confirm that this is the definition of Gross Pay.

Request ID 92

Title: Expected sequence of events for employee changing employments

Description:

I was looking to confirm the expected sequence of events for an employee who changes employments prior to being automatically enrolled into the pension scheme. This query also relates to the annual threshold being pro-rated to the 13 week equivalent of €5k, as was flagged in earlier workshops.

Can you please advise if the sequences below are correct for the relevant scenarios, or can you outline the expected sequence if the ones below are not accurate?

Scenario 1:

- Employee starts their first ever job with employer A in week 2 of 2026, earning €1,000 per week.
- Employee also works in weeks 3, 4 and 5 earning €1,000 per week.
- Employee leaves position with employer A at the end of week 5 and starts with employer B at the start of week 6, earning €1,000 per week.

- The employee's earnings reach the €5k threshold at the end of week 6 (i.e. combined earnings from both employments).
- An AEPN instruction is sent to employer B at the start of week 7 to indicate that they have been automatically enrolled into the pension scheme.

Scenario 2:

- Employee starts their first ever job with employer A in week 2 of 2026, earning €1,000 per week.
- Employee works in weeks 3, 4, and 5 earning €1,000 per week.
- Employee also works in week 6, but leaves position with employer A at the end of week 6.
- The employee reaches the earnings threshold of €5k at the end of week 6.
- An AEPN is issued to employee A at the start of week 7, to reflect that they have been enrolled based on their earnings for the year to date, but also with a status of "Left employment". This AEPN is to be used for any payments after leaving for the employee.
- The employee starts with employer B at the start of week 7, earning €1,000 per week.
- An AEPN instruction is sent to employer B at the start of week 8 for their current employment to indicate that they have been automatically enrolled into the pension scheme.

Can you please advise if the sequences for these scenarios are correct, or if you need any additional information?

Response:

Scenario 1 is correct and the system will behave as outlined above.

In scenario 2, NAERSA will make an AEPN available for employee A following receipt of week 6 payslip data. Unless and until it is reported via a contribution file, NAERSA will not know of an exit date. Therefore in this scenario, employer A should return the employee in the contribution file with an exit date (last day of week 6 for example) which NAERSA will act upon in order to 'freeze' the AEPN for a period of 12 months. Your understanding as per the scenario for employer B is correct. NAERSA will identify the new employment from week 7 payslip data and will make an AEPN available for processing in week 8 payroll.

Request ID 91

Title: Expected behaviour for "bonus run" payments

Description:

I was looking to highlight the current behaviour for "bonus run" payments, that can be processed using our desktop payroll system, to confirm if the current behaviour will cause issues for the auto enrolment contribution submissions for these pay runs.

Our desktop system will allow users to set a "bonus pay run" following the completion of a regular pay run, to facilitate the payment of bonuses, commissions and other additional payments. These pay runs will use the tax allowances and calculation thresholds for the main pay period to calculate additional PAYE, PRSI and USC liabilities for the additional payment(s) and these additional payments and deductions are all reflected on a separate payslip for the bonus period.

Currently, these bonus pay run payments will be sent to ROS on a separate PSR for the bonus period and the employer / employee will see separate lines on their pay histories on ROS / MyAccount for the main pay run and the bonus pay run. Currently the date of a bonus period can be prior to or after the pay date for the main pay period, but we have validation to confirm that the date is within the same tax period.

Do you expect the same behaviour for contribution submissions for bonus pay periods as is reflected above, i.e.:

- Contributions for bonus periods to be reflected on separate submissions (i.e. one submission for the main pay run and a separate submission for the bonus pay run).
 - Also, the 6:30pm deadline on correcting an original submission will not have an impact on processing the bonus pay run for the same pay period.
- Separate submission history lines to be reflected on AE employer portal for main pay run and bonus pay run.
- Bonus run pay date can be earlier than main pay run date, as long as they are in the

same tax reference period.

Response:

When payroll is being run it's a statutory obligation for employers or their agents to "get latest" AEPN, apply the AEPN, calculate and report the contributions due to NAERSA.

NAERSA will then collect the contributions and transfer them to investment managers.

If separate payroll runs are being submitted for two distinct types of payroll run the obligation remains as above. Where two different pay dates are at play, two submissions to NAERSA would be expected.

Request ID 93

Title: Handling of records in AEPN

Description:

As I understand it, after the initial AEPN is provided once AE goes live, in subsequent AEPN's all employees contained in the initial AEPN will still be included in the subsequent AEPN's, even if there is no change to their record, is this correct?

Therefore, unless there is a change to an employee record e.g. an Opt-Out, can employees with no subsequent change be ignored from our subsequent AEPN upload into payroll?

So, in practice while such employees will obviously be included in all AE contribution returns thereafter, is it ok to report the initial AEPN batch number, date & time stamp etc on the subsequent AE contribution returns for such employees as no change has been made to their record?

Response

*Payroll operatives must always 'get latest' AEPN on **every** payroll run, because a new AEPN may be available for participants. It is only through the AEPN that payroll operatives will know the status of employees at any given time. Only NAERSA has authority to make a determination on eligibility. AEPN timestamps will be used for compliance reasons and therefore the latest AEPN should always be used by payroll operatives, even if they believe*

the employee's status has not changed.
