

# CSO

## Initial Setup:

We need to mark items in payroll for CSO.

1. **Configuration – File Maintenance – Payments.** Select a payment and go to the Extra References screen. You have a reference called “CSO Type”. Click on this line and click “Edit”.

Payroll [2013] x

10.0.0.5:8087

### Extra References: H // WAGE

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Record Count: 5 Filter

Reference	Value	Info
BIK	NO	<a href="#">Info</a>
BIK Medical Ins	NO	<a href="#">Info</a>
CSO Type	Regular	<a href="#">Info</a>
Illness Benefit	NO	<a href="#">Info</a>
Lump Sum	NO	<a href="#">Info</a>

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You get a list the CSO Types that are available. Click on the line that applies. And then click “Save”.

The screenshot shows a web browser window titled "Payroll [2013]" with the address bar displaying "10.0.0.5:8087". The page header is "Pay:H // WAGE" and includes "Save Changes" and "Cancel Changes" buttons. A table with the following structure is visible:

Reference	CSO Type
Field Value	13. Other Employee Related Payments
BIK Medical Ins	01. Exclude from CSO returns
CSO Type	02. Basic Wages & Salaries (including sick, maternity and holiday pay)
Illness Benefit	03. Regular Bonuses, Allowances & Commissions (excluding regular shift allowances)
Lump Sum	04. Regular Shift Allowances
	05. Irregular Bonuses, Allowances and Commissions (excluding irregular shift allowances)
	06. Irregular Shift Allowances
	07. Overtime
	08. BIK Company Vehicles
	09. BIK Health Insurance
	10. BIK Staff Housing
	11. BIK Other
	12. Redundancy Payments
	13. Other Employee Related Payments

The dropdown menu for "CSO Type" is open, showing a list of 13 options. The option "13. Other Employee Related Payments" is highlighted in blue. The page footer indicates "Page Size: 10" and "Page: 1 of 1".

2. You can set up standard hours that your permanent staff works. This can be done down to the day level or the working period level. Please look at the documentation for working hours / holidays setup. For each payroll period – you will be entering hours worked for standard hours, overtime and hours not worked but paid e.g. holidays.

- For each employee – you need to setup some CSO information. Go into “Manage Employees” – “Employees” and click on an employee. Then select “Menu Options” and then “Extra References”.

The screenshot shows a web application window titled "Payroll [2013]". The address bar displays "10.0.0.5:8087". The main header is "Payroll - Employee". Below the header, there are navigation buttons: "< Prev", "Next >", "Back to List", "Menu Options", "Nom Conf", and "N of Kin >". The title of the section is "Employee-Extra References 004 // PAT MC MAHON".

Record Count: 6. There are icons for a grid and settings. A filter input field is present.

Reference	Value	Info
CSO - Job Category	B=Clerical, Sales & Service Workers	<a href="#">Info</a>
CSO - Job Type	Full Time	<a href="#">Info</a>
CSO - Minimum Wage	NO	<a href="#">Info</a>
CSO - Pensioner	NO	<a href="#">Info</a>
CSO - Standard Hours	38	<a href="#">Info</a>
CSO - Standard Mins	0	<a href="#">Info</a>

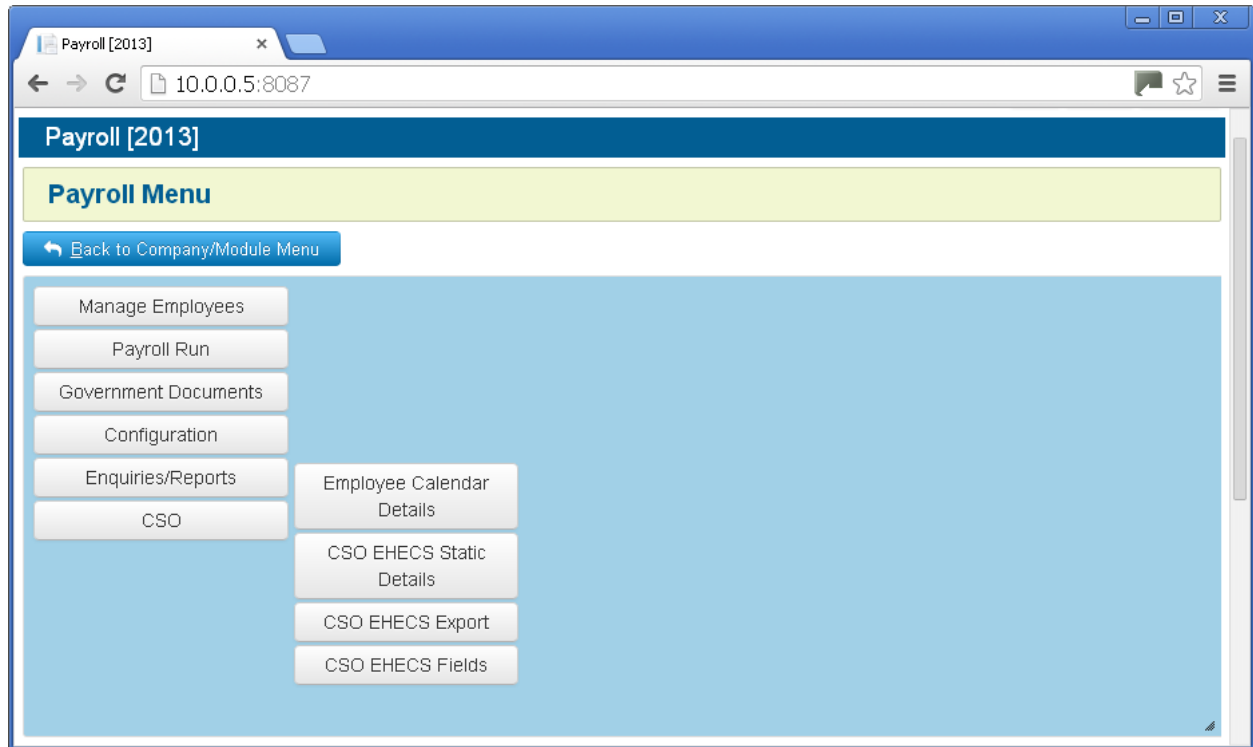
Page Size: 10. Navigation buttons: < < > >. Page: 1 of 1.

The first four on this list need to be filled in. Click on a line, click “Edit” – then select the option that applies and click “Save”.

The Standard Hours / Minutes can be entered here if you are not going to be using the payroll to record hours worked and entitled holidays.

## CSO Options

On the payroll menu – you have a number of options for CSO.



1. Employee Calendar Details – this option allows you to select a range of employees and range of dates. You can then get an enquiry or an excel export showing the hours for each employee.

- CSO EHECS Static Details – this option gives you a list of your employees and the static CSO information you setup for them.



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**Payroll - Employee**

**CSO - Employee Static Details**

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Record Count: 130   Filter

Emp Code	Surname	Firstname	Status	Pensioner	Job Type	Job Category	Minimum Wage
004	MC MAHON	PAT	A	NO	Full Time	B=Clerical, Sales & Service Workers	NO
005	DUNLEAVY	PADDY	A	NO	Full Time	B=Clerical, Sales & Service Workers	NO
006	O SHAUGHNESSY	MICHAEL	A	NO	Full Time	B=Clerical, Sales & Service Workers	NO
008	MONAGHAN	ANNETTE	A	NO	Full Time	C=Production, Transport Workers, Craft & Tradespersons, Other Manual Workers	NO
009	BYRNE	STEPHEN	A	NO	Full Time	B=Clerical, Sales & Service Workers	NO
010	MAHON	BRIAN	A	NO	Full Time	B=Clerical, Sales & Service Workers	NO
011	MANNION	KEITH	I	NO	Full Time	B=Clerical, Sales & Service Workers	NO
012	CAMPBELL	NIALL	A	NO	Full Time	B=Clerical, Sales & Service Workers	NO

3. CSO EHECS Export. This option creates the file that you need to upload to the CSO. The “Trading Name”, “Address”, “Tel No”, “Email” and “Enterprise Number” fields can all be set up in your parameters – so that you do not have to type this information every time you go into this screen. Enter the year and quarter you are running the report for.

The screenshot shows a web browser window with the title "Payroll [2013]" and the address bar displaying "10.0.0.5:8087". The page has a blue header bar with the text "Payroll [2013]". Below the header is a yellow banner with the text "CSO - EHECS XML Export". Under the banner are three buttons: "Back", "Create File - XML", and "Create File - Excel". The main content area contains several input fields, each with a yellow warning icon to its right:

- Trading Name: A text input field.
- Address: A larger text input field.
- Tel No: A text input field.
- Email: A text input field.
- Enterprise Number: A text input field.
- Year: A text input field with the value "0".
- Quarter: A text input field with the value "0".

Select the type of return from the drop down list. You then have a number of fields with information that is not available within the payroll. You need to fill these in if any of them are applicable.

The screenshot shows the 'Payroll [2013]' web application. The browser address bar displays '10.0.0.5:8087'. The form has a blue header bar with the title 'Payroll [2013]'. Below the header, the 'EHECS Return Type' is set to 'Original' in a dropdown menu. The form contains several input fields, each followed by a yellow warning icon (!):

- Contact Name
- Contact's Position
- Return Date (03/02/2014)
- Company Address has changed (checkbox)
- Number of Vacancies for managers, professionals and associate professionals as at last working day of quarter (0)
- Number of Vacancies for clerical, sales and service workers as at last working day of quarter (0)
- Number of Vacancies for production, transport workers, craft and tradespersons and other manual workers as at last working day of quarter (0)
- Employers liability insurance premiums paid in the quarter (0)
- Full time and part time employees - Stock options and share purchase schemes - managers, professionals and associate professionals (0)
- Full time and part time employees - Stock options and share purchase schemes - clerical, sales and service workers (0)

The screenshot shows the bottom section of the 'Payroll [2013]' web application. It continues with input fields, each followed by a yellow warning icon (!):

- Full time and part time employees - Stock options and share purchase schemes - production, transport workers, craft and tradespersons and other manual workers (0)
- Training Costs (excluding apprentice/trainee wages) (0)
- Other Labour Related Expenditure (0)
- Training Subsidies received / receivable for the quarter (0)
- Other Subsidies received / receivable for the quarter (0)
- Refunds to the employer from Dept. of Social and Family Affairs or Dept. of Enterprise, Trade and Employment (0)
- Comment to help interpret data

Once you have the information entered – you have two options

- a. Create File – XML: this creates the file that you upload to CSO.
  - b. Create File – Excel: this creates an EXCEL file. Sheet 1 has the information that is in the XML file that you upload to CSO. Sheet 2 has a list of all employees so you can see who makes up the figures on the XML file. When you create the XML file, it goes through a number of validation checks. E.g. it will check that if you have standard hours in for full time managers and that you have wages in for them as well. If one of them is zero – it will give you an error. You can use “Sheet 2” on the excel file – to see who you have hours and/or wages in for.
4. CSO EHECS Fields List. This option gives you a list of the fields and the explanations for them that are in your XML file that you upload to CSO.

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Payroll [2013]

CSO EHECS Fields List

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Record Count: 136 Filter

Field	Brief Description	Long Description
ALFtCI	Full time employees – Annual leave and Bank Holidays clerical, sales and service workers	Enter the total number of hours in the quarter that were paid but not worked due to annual leave and bank holidays taken by all full time clerical, sales and service workers. N.B This total should exclude any unpaid leave
ALFtMg	Full time employees – Annual leave and Bank Holidays managers, professionals and associate professionals	Enter the total number of hours in the quarter that were paid but not worked due to annual leave and bank holidays taken by full time managers, professional and associate professional employees. N.B This total should exclude any unpaid leave
ALFtOt	Full time employees – Annual leave and Bank Holidays production, transport workers, craft & tradespersons and other manual workers.	Enter the total number of hours in the quarter that were paid but not worked due to annual leave and bank holidays taken by all full time production, transport, craft, trade and other manual workers. N.B This total should exclude any unpaid leave
ALPtCI	Part time employees – Annual leave and Bank Holidays clerical, sales and service workers	Enter the total number of hours in the quarter that were paid but not worked due to annual leave and bank holidays taken by all part time clerical, sales and service workers. N.B This total should exclude any unpaid leave