

Amending a TWSCS Application Form + Viewing TWSCS Payments Guide

Date: 22/06/2020

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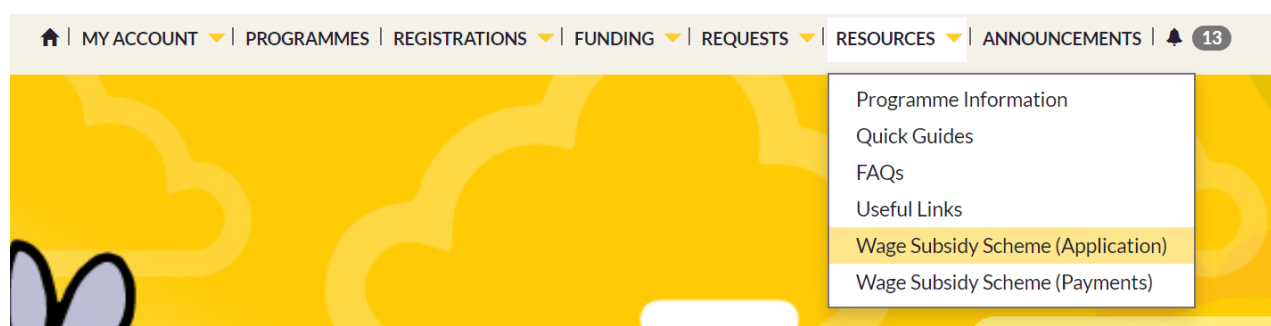
Making changes to a calculated TWSCS Application Form

TWSCS Application Forms that have been calculated will be editable from 22 – 30 June. This is to allow services providers review the information they submitted and make any changes that may be needed e.g. staff resigning, incorrect average gross weekly payroll for January and February, general incorrect data submitted.

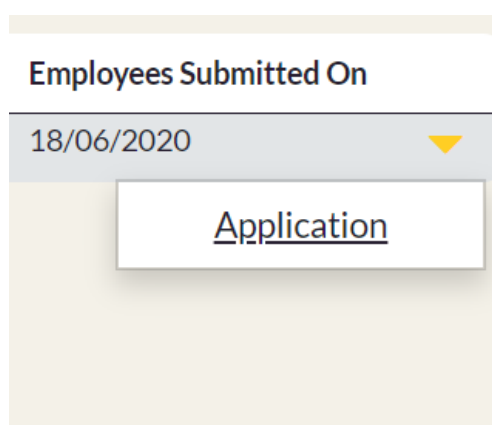
What can be done?

- Viewing employees' information
- Editing employees' information
- Removing employees' information
- Adding new employees
- Updating services' average gross weekly payroll figure

To make a change to an application, navigate to the Wage Subsidy Scheme (Applications) page on the Resources dropdown on the Early Years Hive.



Click on the yellow arrow located on the right side of the list entry. This will display an 'Application' button. Click this button. See image below.



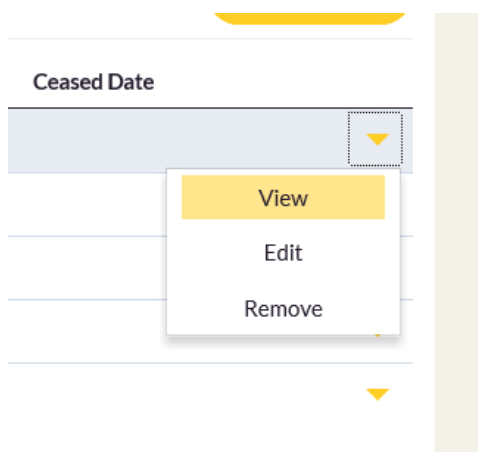
Any application that is amended and resubmitted will have its status reverted back to 'Submitted' and will be recalculated on the next run to include the changes made. Please note that any changes made to an application may impact funding received from TWSCS.

If there is no issue with an application, it is not necessary to make any changes and resubmit.

Window for amending applications: 22 – 30 June, 2020

1. Viewing an employee's information

To view an employee's information, navigate to the Wage Subsidy Scheme (Applications) page on the Resources dropdown on the Early Years Hive and open the application of the service in which the employee's information is added. Click on the 'View' option that appears after clicking the yellow arrow on the right side of the chosen employee's entry in the employee list.



Once selected, you will see the information previously submitted for this employee. See image below.

A screenshot of a 'VIEW DETAILS' form for an employee. The form is titled 'VIEW DETAILS' and has a close button (X) in the top right corner. It contains the following fields:

- Employee ID ***: 20DY0008_001
- Average Revenue Net Weekly Pay**: 412.00
- Did this employment relationship terminate due to COVID19?**: No
- Was this employee paid on a date between April 6th and May 3rd?**: Yes
- Payment Date 1 ***: 10/04/2020
- Payment Date 2**: (empty)
- Payment Date 3**: (empty)
- Payment Date 4**: (empty)
- Payment Value 1 ***: 400.00
- Payment Value 2**: (empty)
- Payment Value 3**: (empty)
- Payment Value 4**: (empty)
- Date when the employee ceased their employment with the Service Provider? Leave blank if the employee still active.**: (empty)

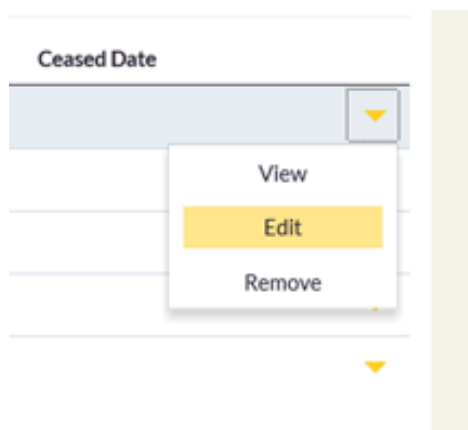
This option is for reviewing employee information only and the fields are not editable. To edit an employee's information, see Section 2.

Scenario 1 – I am unsure whether the information I added for an employee was correct and would like to review

1. Open the application of the service in which the employee's information is added
2. Using their employee ID, locate the employee in the list of employees and select View
3. Review the information that was entered for the employee when the application was submitted

2. Editing an employee's information

To edit the information previously submitted for an employee, navigate to the Wage Subsidy Scheme (Applications) page on the Resources dropdown on the Early Years Hive and open the application of the service in which the employee's information is added. Select the 'Edit' option that appears after clicking the yellow arrow on the right side of the chosen employee's entry in the employee list.



Once selected, you will see the information previously entered for this employee. The employee information fields are all editable in this view, except for the employee ID. See image below.

A screenshot of the 'EDIT' form for an employee. The form is titled 'EDIT' and has a close button (X) in the top right corner. It contains several fields for editing employee information. The 'Employee ID' field is pre-filled with '20DY0008_001' and is marked with a red asterisk. The 'Average Revenue Net Weekly Pay' field is pre-filled with '412.00'. There are two dropdown menus: 'Did this employment relationship terminate due to COVID19?' with 'No' selected, and 'Was this employee paid on a date between April 6th and May 3rd?' with 'Yes' selected. Below these are four payment date fields: 'Payment Date 1' (pre-filled with '10/04/2020'), 'Payment Date 2', 'Payment Date 3', and 'Payment Date 4'. Each date field has a calendar icon. Below the dates are four payment value fields: 'Payment Value 1' (pre-filled with '400.00'), 'Payment Value 2', 'Payment Value 3', and 'Payment Value 4'. At the bottom, there is a text field for 'Date when the employee ceased their employment with the Service Provider? Leave blank if the employee still active.' with a calendar icon. A yellow 'Submit' button is located at the bottom left of the form.

Once you have made the required changes, select Submit.

Important: Use the Edit option as outlined above when editing the information of an employee already submitted. This includes instances where an employee has ceased/will cease employment in your service, so the record is not deleted.

If an employee has ceased employment in your service, do not remove by using the Remove function. See '3. Removing an employee' for when to remove an employee.

Please note that any changes made to an employee's information may impact funding received from TWSCS.

Scenario 1 – I entered incorrect payment information for an employee

1. Open the application of the service in which the employee's information is added
2. Using their employee ID, locate the employee in the list of employees and select Edit
3. Update the required information in the corresponding field
4. Review your changes and Submit the employees information
5. Then, submit the application at the bottom of the page

Scenario 2 – An employee was on TWSCS but has now ceased employment with my service and left TWSCS

1. Open the application of the service in which the employee's information is added
2. Using their employee ID, locate the employee in the list of employees and select Edit
3. Enter the date they ceased/will cease employment in the service in the field illustrated below

Date when the employee ceased their employment with the Service Provider? Leave blank if the employee still active.



4. Review your change and Submit the employees information
5. Then, submit the application at the bottom of the page
6. No payments will be issued for that employee after the cease date

Important: Do not 'Remove' the employee if they have ceased employment in your service.

Scenario 3 – I rehired an employee during the COVID-19 lockdown and they were on TWSCS for a period but they have now ceased employment with my service and left TWSCS

1. Open the application of the service in which the employee's information is added
2. Using their employee ID, locate the employee in the list of employees and select Edit
3. Ensure that the question 'Did this employment relationship terminate due to COVID-19?' is answered YES and that the corresponding rehire date is correct

Did this employment relationship terminate due to COVID19?

Yes



When did the employee return to this services payroll? *

24/04/2020



4. Enter the date they ceased/will cease employment in the service in the field illustrated below

Date when the employee ceased their employment with the Service Provider? Leave blank if the employee still active.

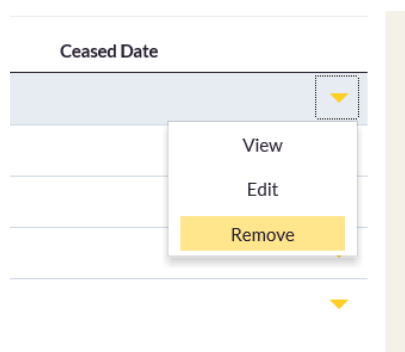


5. Review your change and Submit the employees information
6. Then, submit the application at the bottom of the page
7. No payments will be issued for that employee after the cease date

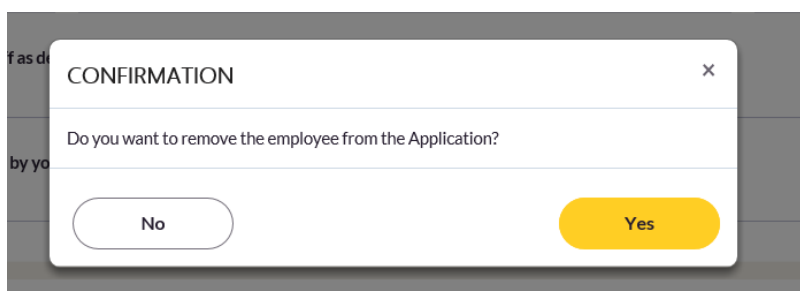
Important: Do not use the cease employment date field to indicate when the employee's employment first terminated due to COVID-19, it is only for employees who have indefinitely left the service. As such, the rehire date must be an earlier date than the cease date.

3. Removing an employee

To completely remove all information submitted for an employee, navigate to the Wage Subsidy Scheme (Applications) page on the Resources dropdown on the Early Years Hive and open the application of the service in which the employee's information is added. Select the 'Remove' option that appears after clicking the yellow arrow on the right side of the chosen employee's entry in the employee list.



The following box will appear when you click on the Remove option and you will be asked to confirm the removal of this employee.



Please note that that the removal of employees will affect funding received from TWSCS.

Scenario 1 – I added the same employee to my service's application twice and need to remove the incorrect entry

1. Open the application of the service in which the employee's information is added
2. Using their employee ID, locate the employee in the list of employees and select Remove

3. Confirm that you want to remove the employee from the application
4. Then, submit the application at the bottom of the page

Scenario 2 – I am the PAU of a multi-service organisation and I incorrectly added an employee to the wrong service


1. Open the application of the service in which the employee's information is incorrectly added
2. Using their employee ID, locate the employee in the list of employees and select Remove
3. Confirm that you want to remove the employee from the application
4. Then, submit the application at the bottom of the page

4. Adding a new employee

The process for adding a new employee to a service during is the same as it is when first submitting the application form. Please see the 'Employee details' section on page 6 of the [Application Guidance Document](#) available on PIP for guidance on how to add an employee to a service's TWSCS application.

Scenario 1 – An employee joined the TWSCS after I had already submit my TWSCS application form so was not included but I want to add them now

1. Open the application of the service the employee is to be added to
2. Select the Add button illustrated below



The screenshot shows a table with columns: Employment ID, Average Revenue Net Weekly Pay, Floor Rate Rejected?, Date Rehired (if applicable), Paid Pre May 4th, and Ceased Date. An 'Add' button is located at the top right of the table, highlighted with a red arrow.

3. Enter the required employee information (see application guidance document for information)
4. Submit the employees information
5. Then, submit the application at the bottom of the page

5. Updating a service's average gross weekly payroll costs for January and February

You can review and amend the figure provided as a service's average gross weekly payroll costs for January and February. This is the second last question on the application form. See image below.

Please enter your average gross weekly payroll costs for January and February for all employees who were employed for the purposes of childcare provision.

40,000.00

Does the average gross weekly payroll costs exclude earnings for anyone associated with childcare provision (e.g. an owner/manager not paid through P.A.Y.E)?

No

To update this figure, navigate to the Wage Subsidy Scheme (Applications) page on the Resources dropdown on the Early Years Hive and open the application of the service in which the figure you want to update is. Delete what is there and enter the correct figure. Then, resubmit the application.

Scenario 1 – I have been contacted by Pobal and asked to review the figure I entered for a service's average gross weekly payroll

1. Open the application of the service whose gross pay figure needs to be reviewed
2. Review the figure entered in in average gross weekly payroll costs field
3. To calculate this figure take the total gross pay value for all childcare staff for January and February and divide by 9
4. Update the figure accordingly.
5. If this figure needs to be updated, delete what is there and enter the correct figure
6. Then, submit the application at the bottom of the page

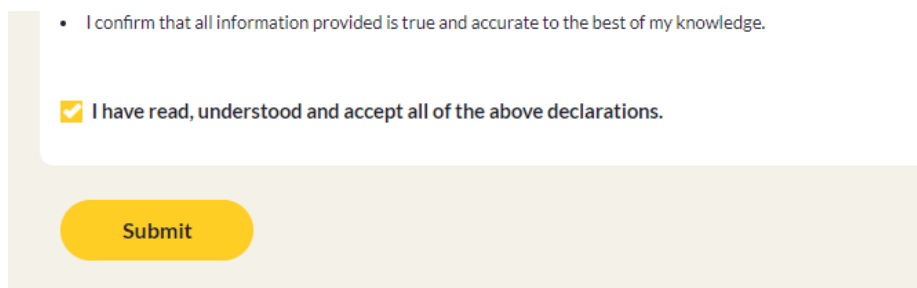
Scenario 2 – I am the PAU of a multi-service organisation and I entered the combined gross weekly payroll for all services in each individual service's application

Organisations with multiple services can either select a single service and enter the total payroll costs for the organisation, or input the payroll costs for each service individually. To update your service's accordingly:

1. Open the application of the first service whose gross pay figure needs to be reviewed
2. Review the figure entered in in average gross weekly payroll costs field
3. Update the figure accordingly.
4. Then, submit the application at the bottom of the page
5. Repeat steps 1-4 for each service whose gross pay figure needs to be reviewed

6. Resubmitting changes made to an TWSCS Application Form

If any changes have been made to a service's application, you must resubmit the form by clicking the Submit button at the bottom of the application.



The screenshot shows the bottom section of a form. It contains a bulleted list with one item: "I confirm that all information provided is true and accurate to the best of my knowledge." Below this is a checkbox that is checked, followed by the text "I have read, understood and accept all of the above declarations." At the bottom of this section is a yellow rounded rectangular button with the word "Submit" in black text.

If you do not resubmit the form at this point, the changes made will not be saved and the service's application will not be recalculated.

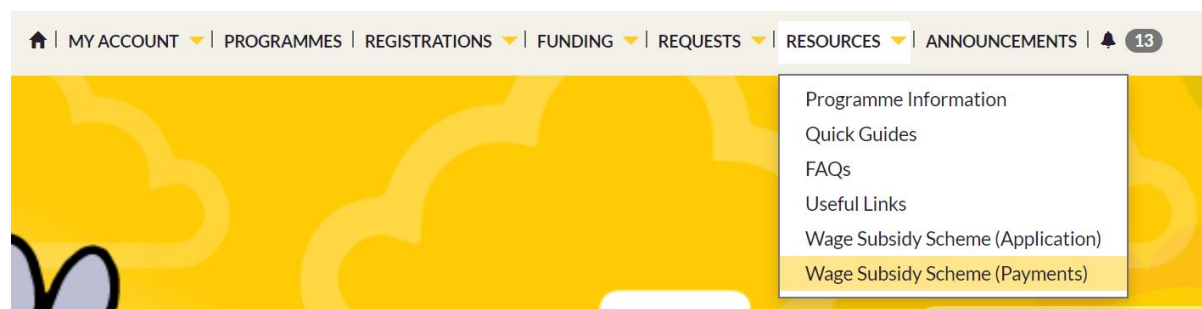
If you are making multiple changes to an application, you only need to resubmit the application once.

Please note that any changes made to an application may impact funding received from TWSCS.

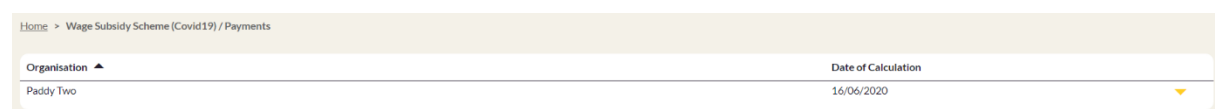
7. Viewing TWSCS payments

To view a breakdown of a service's TWSCS payment, navigate to the Resources tab and then go to Wage Subsidy Scheme (Payments) on the dropdown. See image below.

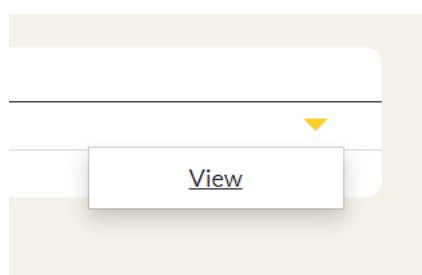
A preliminary payment was made for providers whose submitted application information was queried, and their payment calculations will be available on this page at a later date. They can see their payment values on PIP in the interim.



On this page, you will see a list of your services on this page.



To view the breakdown of a service's payments, expand the yellow arrow and click on View.



Overhead payment information is located on the below section of the page. This information is correct as of date of calculation. Any changes made to an application after the date of calculation will be reflected on this page after the next calculation.

PAYMENT DETAILS					
Information presented in this table is live and reflects any amendments made to the application forms by Service Provider.					
Service Provider	DCYA Ref	Accept / Decline	Application Status	Avg Gross Weekly Pay Jan/Feb	Has Other Employees
There are no records to display.					
Information presented here is accurate as of date of calculation. Any amendments made to the applications forms will be reflected at next calculation run.					
Organisation		Date of Calculation			
Paddy Two		16/06/2020			
Overhead	Non PayRoll Employees		Total Services		
Total Gross Payroll	0		1		
5,656.00					
Total Payroll 15%	Total Non Payroll Staff		Overhead Payment		
848.40	0.00		848.40		

Employee payment information is located on the below section of the page.

Payment Details

Export

Name	Date ▲	Total Overhead Payment	Total Employees DCYA	
Week - 1	06/04/2020	848.40	1,395.00	▼
Week - 2	13/04/2020	848.40	570.00	▼
Week - 3	20/04/2020	848.40	292.50	▼
Week - 4	27/04/2020	848.40	292.50	▼
04/05/2020	04/05/2020	848.40	1,007.50	▼
11/05/2020	11/05/2020	848.40	1,007.50	▼
18/05/2020	18/05/2020	848.40	1,007.50	▼
25/05/2020	25/05/2020	848.40	1,007.50	▼
01/06/2020	01/06/2020	848.40	1,007.50	▼
08/06/2020	08/06/2020	848.40	1,007.50	▼
15/06/2020	15/06/2020	848.40	1,007.50	▼

You can export the employee payment information into an Excel file by clicking on the Export button.

