



An Roinn Coimirce Sóisialaí
Department of Social Protection

Redundancy and Covid-19 Related Lay-off Payment Schemes on Welfare Partners

Employer and Employer
Representative Guide

12.10.2023

Table of Contents

1. Redundancy and Covid-19 Related Lay-off Payment Schemes overview	3
2. Application process overview	5
3. Accessing Welfare Partners	7
4. Accessing the Redundancy and Covid-19 Related Lay-off Payment Schemes service	12
5. Creating an Employer Profile	15
5A: Create an Employer Profile (Employer)	16
Step 1: Employer details, Employer Contact Details	17
Step 2: Contact, Scheme details	18
Step 3: Transfer of Undertakings, Declaration and Register	19
5B: Create and Employer Profile (Employer Representative)	21
Step 1 of 3 - Employer Representative role and employer's PAYE number	21
Step 2 of 3 - Employer details	23
Step 3 of 3 - Employer Representative details	27
6. Submitting employer documents	31
Required documents	32
Other documents (optional)	34
7. Creating a Redundancy Payments Scheme application	35
Step 1: Employee PPS number	37
Step 2: Employee details	37
Step 3: Application details	41
Step 4: Employee documents - Employee Declaration	45
Step 4: Employee documents - Uploading employee documents	48
Application summary	50
8. Creating a Covid-19 Related Lay-off Payments Scheme application	52
Step 1: Employee PPS number	54
Step 2: Employee details	54
Step 3: Application details	59
Step 4: Employee documents - Employee Declaration	61
Step 4: Employee documents - Uploading employee documents	63
Application summary	65
9. Employee applications	67
10. Editing an Employer Profile	70
11. Employer list	73
Appendix A – Checklist of required information	76
Appendix B - Employee Declaration samples	78



Section 01

**Redundancy and Covid-19
Related Lay-off Payment
Schemes overview**



1. Redundancy and Covid-19 Related Lay-off Payment Schemes overview

Redundancy Payments Scheme

The purpose of the **Redundancy Payments Scheme** is to ensure that eligible employees, who have lost their employment by reason of redundancy, receive their statutory redundancy if their employer is unable to pay.

It is the responsibility of the employer to make statutory redundancy payments to employees. If the employer has paid or is able to pay their employees' statutory redundancy payments, they should **not** apply for the Redundancy Payments Scheme.

All payments made to employees through the Redundancy Payments Scheme become a debt against the employer, which the Department will seek to recover at a later stage.

Covid-19 Related Lay-off Payment Scheme

The **Covid-19 Related Lay-off Payment Scheme** is a once off, lump sum payment for employees who have been made redundant; or are made redundant and have lost the opportunity to build reckonable service due to temporary lay-offs caused by the COVID-19 restrictions.

The employer will not be liable for a debt for payments made under the Covid-19 Related Lay-off Payment Scheme.

Further details can be found on gov.ie at [Redundancy Payments Scheme](#) and [Covid-19 Related Lay-off Payment Scheme](#).

Contact information

If you encounter an unexpected error message at any stage, contact the section directly:

- Email: redundancypayments@welfare.ie
- Telephone: **0818 11 11 12 (option 4)**



Section 02

Application process overview



2. Application process overview

To submit an application for the Redundancy and Covid-19 Related Lay-off Payments Schemes the main steps are:

Employer information

- Log in to Welfare Partners using a valid sub cert, which is generated on ROS.ie.
- Enter employer information and register an 'Employer Profile' for a company you've been appointed to. A notification will issue when this information has been registered
- Upload and submit employer documents on the 'Employer Documents' dashboard. A **statement of affairs** will always be a required document for the Redundancy Payment Scheme. It is not required for the Covid-19 Related Lay-off Payment Scheme.
- Upload and submit documentation in relation to the company's liquidation and your appointment, such as forms E2, E8, G2 or a High Court Order.

Employee information

- Add a 'New application' on the 'Employee Applications' dashboard to create an application for an employee.
- Generate and download a PDF summary of the application and send it to the employee.
- Once the employee has confirmed details of the claim, upload the confirmation.
- Review the application.
- Press 'Submit' and the application will be sent to the DSP.



Section 03

Accessing Welfare Partners



3. Accessing Welfare Partners

3.1 Log In to Welfare Partners

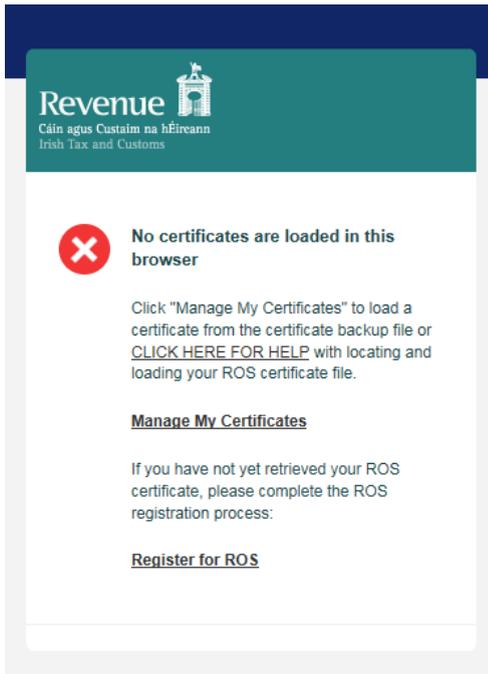
1. To access Welfare Partners, you must have a valid ROS DSP sub-cert. A guide on how to obtain a ROS DSP sub-cert is available on GOV.ie at [DSP Sub-Cert](#).
2. Go to www.welfarepartners.ie.
3. Click 'LOGIN NOW'



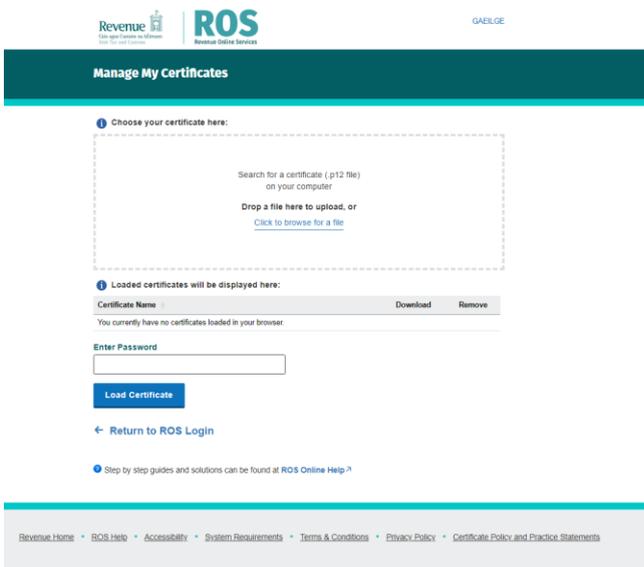
3.2 Installing a ROS DSP sub-certificate

1. If this is the first time you are attempting to log on to Welfare Partners, you may be presented with the following screen and error message.

(If you do have a certificate loaded into your browser, **proceed to step 3.3**)



2. If this happens, click on '[Manage My Certificates](#)' and the following screen will open:



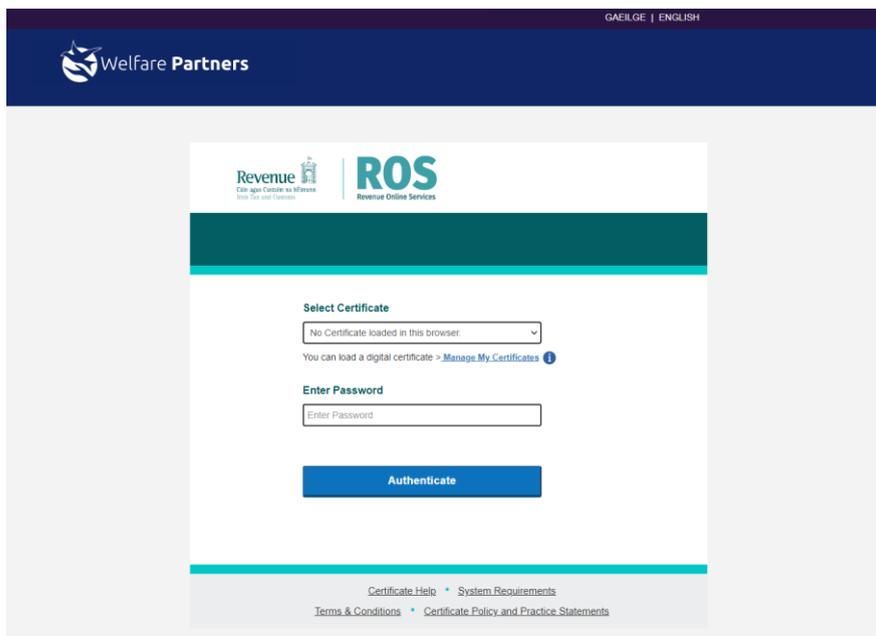
3. Find and select the ROS DSP sub-cert that you have saved to your PC by first clicking on the 'Browse' button in the 'Choose

Certificate' field.

4. When you have selected the ROS DSP sub-cert, you must enter the password for that cert.
5. When you have selected the correct cert and entered the password, click on '**Load Certificate**'. This loads the certificate to your browser for future use.
6. Select 'Return to Login', and you'll be brought to the next step.

3.3 Log In with a ROS DSP sub-certificate

1. You'll be presented with the following screen:



The screenshot shows a web interface for logging in with a ROS DSP sub-certificate. At the top, there is a dark blue header with the 'Welfare Partners' logo on the left and 'GAELIGE | ENGLISH' on the right. Below the header is a white content area with a teal accent bar. The Revenue logo and 'ROS Revenue Online Services' are displayed. The main form area contains a 'Select Certificate' dropdown menu with the text 'No Certificate loaded in this browser'. Below the dropdown is a link: 'You can load a digital certificate > [Manage My Certificates](#)'. Underneath is an 'Enter Password' field with the placeholder text 'Enter Password'. A blue 'Authenticate' button is positioned below the password field. At the bottom of the page, there are several links: 'Certificate Help', 'System Requirements', 'Terms & Conditions', and 'Certificate Policy and Practice Statements'.

2. Ensure the correct certificate is selected in the 'Select Certificate' dropdown.
3. Enter the certificate password, and click 'Authenticate'.
4. If this is the first time you are logging on to Welfare Partners with this ROS DSP Sub-cert, you will be presented with the following screen:

Approval Required for Dept. of Social Protection

DSP
 You will be redirected to the following page if you click Approve:
<https://fv3.welfarepartners-nonprod.ie/>

Access to:

- dsp
- email
- openid
- profile

Remember this decision:

- remember this decision until I revoke it
- remember this decision for one hour
- prompt me again next time

Do you authorise " Dept. of Social Protection "?

5. You should click on 'Authorise' without changing any options.
6. You should now have access to the Welfare Partners site, and be presented with the following screen:



Hello Jane

COMMUNITY EMPLOYMENT 	WAGE SUBSIDY 	TREATMENT BENEFIT 	JOB INITIATIVE 	REDUNDANCY & INSOLVENCY 
Programme Details	Wage Subsidy Details	Dental, Optical and Medical Appliance - Treatment Scheme	Programme Details	Redundancy and Insolvency Payment Schemes



Section 04

**Accessing the Redundancy
and Covid-19 Related Lay-
off Payment Schemes
service**



4. Accessing the Redundancy and Covid-19 Related Lay-off Payment Schemes service

1. Once you have logged on to Welfare Partners successfully, select Redundancy and Insolvency Payment Schemes Tile.
2. Select who you are applying as.

Redundancy, Insolvency and Covid-19 Related Lay-Off Payment Schemes

This service is for Employers and Employer representatives who wish to make an application under the Redundancy, Insolvency, or Covid-19 related lay-off payment schemes administered by the Department.

For more information on these schemes, please visit [Redundancy Payments Scheme](#), [Insolvency Payments Scheme](#) or [Covid-19 related lay-off payment Scheme](#) on the Department of Social Protection page of [gov.ie](#)

Please select who you are applying as

I am an Employer
Includes employers or their staff members, payroll company, accountant, or solicitor acting on direct instruction from an employer

I am an Employer Representative
Official appointees only - Liquidator, Receiver, Examiner, Executor or Official Assignee

[CONTINUE](#)

‘As an Employer’

Select this option if you are the employer, a member of their staff, or you are contracted by the employer and making applications on their instruction - a payroll company, accountant, or solicitor firm hired by the employer.

‘As an Employer Representative’

Select this option if you are an official appointee who has been appointed to manage the affairs of the employer.

An Employer Representative must have been appointed by the court or another official entity to fulfil one of the following roles:

- Liquidator
- Receiver
- Examiner

- Foreign Liquidator/Insolvency practitioner (EU or UK)
 - Official Assignee (Bankruptcy)
 - Executor of Estate
 - Appointment by Minister
3. As an Employer or Employer Representative, Select the appropriate option followed by '**Continue**'.
 4. You will be presented with an overview of the Redundancy and Insolvency and Covid-19 Related Lay-off Payment Schemes and a selection of the information that you will need to provide as part of your application(s).
 5. Read the overview carefully. You can also see a list of all the information that will be required in [Appendix A](#).
 6. Once you have read and understood what will be required, select '**Ready to start**'.



Section 05

Creating an Employer Profile



5A. Creating an employer profile (Employer)

The employer profile holds employer information. The information entered here is common to all Redundancy Payment Scheme applications for the same employer, so it only needs to be entered once.

See [Appendix A](#) for a list of all the information required for the employer profile.

Employer details

Employer Profile
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Employer Details

Employer PAYE Number
95157930

Employer registered name
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Trading name
Enter if different to registered name
Enter trading name

Is this company registered with the Companies Registration Office (CRO)?
A CRO number is required for all limited companies.
 YES NO

1. On the Employer Profile screen, the **PAYE number** associated with your sub-cert and the **Employer Registered Name** from Revenue's records will be pre-populated.
2. If there is a **Trading Name** on record, it will appear here. If there isn't, you can enter a value for the Trading Name.
3. **Company Registration Office (CRO)**: You should answer 'Yes' or 'No' to a question asking if the employer is registered with the CRO. If the employer is a limited company, they will be registered with the CRO and you are required to enter details here.
 - If you selected 'Yes', you will be asked for the employer's **CRO number**. Enter the CRO number in the field, and press 'Search'.

- If the CRO number entered exists in the CRO's records, you will be presented with the name(s) on record for that number. Select the name that applies to this employer before proceeding to the next section.

Employer contact address

Employer contact address

Please enter an address where all future correspondence related to this employer will be directed.

Eircode

Enter your eircode

I don't have an Eircode

4. This is the address where any future correspondence from the Department will be sent.
5. If there is a correspondence address on record with the Department, you can either retain the existing address for correspondence and proceed to the next section, or opt to '**Change this address**'.
6. If you don't have a correspondence address on record, or you opt to change it, you will be presented with a field where you can enter an **Eircode** and an option to select 'I don't have an Eircode'.
 - **EIRCODE:** If you have an **Eircode**, enter it in the field and select 'Search'. You will be presented with the address on record for that Eircode and you can proceed to the next section.
7. If you select '**I don't have an Eircode**', you'll be presented with fields where you can enter the contact address manually.

Contact details

Contact details

Please provide a contact for this employer's applications. Phone numbers and email addresses entered will not be included on employee declarations.

First name	Last Name
<input type="text" value="First name"/>	<input type="text" value="Last name"/>

Landline number

Mobile number

Email address

8. Enter '**First name**', '**Last name**', and '**Email address**' fields.
9. Either a '**Landline number**' or '**Mobile number**' is required. The '**First name**' and '**Last name**' will be shared with the employee on the Employee Declaration. The **email address** and **contact number** is not shared with the employee. See the [Employee Declaration](#) section and a sample Employee Declaration in [Appendix B](#).

Scheme details

Scheme details

Reason for redundancy



10. '**Redundancy Reason**': You are required to select a reason from the dropdown.

Transfer of undertakings (TUPE)

Transfer of undertakings

Did any employees being made redundant have their employment transferred under a Transfer of Undertakings (TUPE)?

A Transfer of Undertakings (TUPE) occurs when a business, or part of a business, is taken over by another employer as a result of a merger, acquisition, or transfer of part or all of the business. Employees of a business being transferred retain their accrued years of service when they move to the new employer.

YES NO

Enter the employer name which applied before the transfer of undertakings.

Do you know the PAYE number which applied before the transfer of undertakings?

YES NO

Date of transfer of employment

[Remove TUPE](#)

[ADD ANOTHER TUPE](#)

11. You'll be asked if **Any transfer of undertakings (TUPE) apply to the employment of any of the employees** being made redundant.

A Transfer of Undertakings (TUPE) occurs when a business, or part of a business, is taken over by another employer as a result of a merger, acquisition, or transfer of part or all of the business. Employees of a business being transferred retain their accrued years of service when they move to the new employer.

This information is requested because when a transfer of undertakings occurs, Revenue creates a new employment in their records for each employee that is impacted. The start date for this new employment will be the date of the transfer of undertaking. The Department needs to know if a TUPE impacted an employee's employment to confirm why the employment start date on the employee's application is earlier than the date on record.

Ensure that all relevant TUPEs are entered at this point. On the Redundancy Payments Scheme application, you will only be

able to select TUPEs previously entered on the employer profile. If you need to add more TUPEs later, you should edit your employer profile.

Declaration and 'Register'

12. Next, you must tick a box to declare that all the information that you've entered as part of your employer profile is accurate.
13. Once you're ready to register your employer profile, select **'Register'**.
14. You will be brought to the 'Registering Employer Profile' screen. You cannot create Scheme applications or submit employer documents until registration is completed.

EMPLOYER PROFILE EMPLOYER DOCUMENTS EMPLOYEE APPLICATIONS



Registering Employer Profile

You will receive a notification once your employer profile has been processed to inform you that you're able to proceed with uploading documents and creating employee applications. The notification may issue on the next working day if submitted after 8.30pm or at weekends.

15. You will receive a notification on Welfare Partners when your employer profile has been successfully registered. An email will be sent to inform you that you've received a notification on Welfare Partners.

If the employer profile is registered after 8:30pm or on a weekend, it may be the next working day before registration is completed.

5B. Creating an Employer Profile (Employer Representative)

The **Employer Profile** holds employer information. Create an Employer Profile by:

- Selecting 'Ready to start' on the overview screen, if no Employer Profile has been created previously by your organisation.
- Selecting the 'New profile' button on the ['Employer list'](#) dashboard. (You can't create more than one Employer Profile for the same employer.)

Information for the Employer Profile is entered across three pages:

1. Employer Representative role and employer's PAYE number
2. Employer details
3. Employer Representative details

Step 1 of 3 - Employer Representative role and employer's PAYE number

Employer Representative role

Employer representative role

Your role

Specify the capacity in which you were appointed to represent the company.

Liquidator

Receiver

Examiner

Foreign Liquidator/Insolvency Practitioner (EU Or UK)

Official Assignee (Bankruptcy)

Executor Of Estate

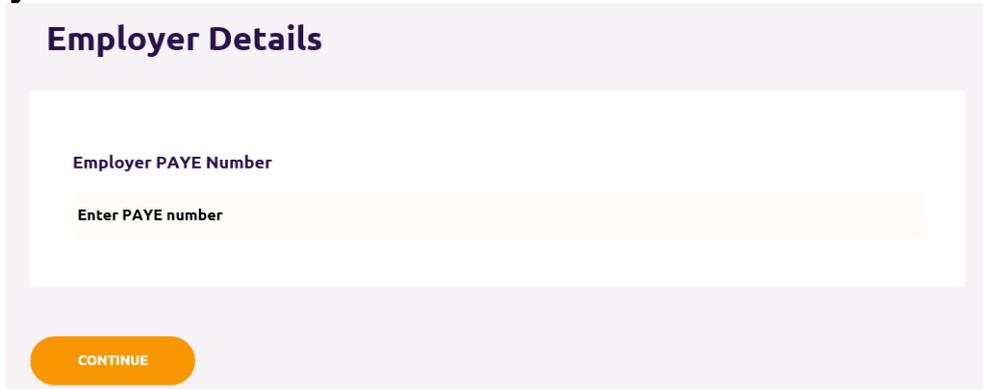
Appointment By Minister

1. Firstly, select the **Employer Representative role** you have been appointed to fulfil on behalf of the employer.

2. If you select 'Executor of Estate', a question will appear asking you if you're applying using the sub-cert of the employer you've been appointed on behalf of:

- **Company:** If your organisation has been appointed as the executor on behalf of an employer, you must login using the sub cert associated with your organisation.
- **Individual:** As an executor, you log in using the employer's sub cert if you've been appointed as an individual.

Employer details



Employer Details

Employer PAYE Number

Enter PAYE number

CONTINUE

3. In the 'Employer details' section, the PAYE number for the employer you are representing must be filled in.

The PAYE number is pre-populated if you are an:

- **Executor of Estate** who selected 'Yes' to applying with the employer's sub cert
- **Foreign Liquidator/Insolvency practitioner (EU or UK)**

4. Once the mandatory fields are all populated, press 'Continue'.

5. **PAYE number validation:** An error will display if:

- The PAYE number entered does not match any employers in Revenue's records.
- The PAYE number is the same as that on the sub cert that was used to log in. (This error will not appear if the role selected was 'Foreign Liquidator/Insolvency practitioner (EU or UK)' or 'Executor of Estate' and 'Yes' was selected to applying with the employer's sub cert.) This error will appear for one of two reasons:
 - You've entered your organisation's PAYE number instead of the employer's PAYE number.

- You've logged in using the employer's sub cert, when, based on the role you selected, your organisation should be able to generate a DSP sub cert associated with its own PAYE number. You should start the application process again after logging in with a sub cert associated with your organisation.
- The same PAYE number has been used by your organisation before to create an Employer Profile. Instead of creating a new Employer Profile, you should update the existing Employer Profile.

Step 2 of 3 - Employer details

Employer details

Employer Profile, Step 2 of 3
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Employer Details

Employer registered name
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Trading name
Enter if different to registered name
Enter trading name

Is this company registered with the Companies Registration Office (CRO)?
A CRO number is required for all limited companies.

YES NO

- 6. Employer registered name:** The registered name associated with the employer's PAYE number in the Department's records will be pre-populated.
- 7. Trading name:** If there is a Trading Name on record it will appear here. If there isn't, you can enter a value for the Trading Name. Note, you will not be able to edit the data in this field once the profile is registered.
- 8. CRO number.** You be asked to answer 'Yes' or 'No' to a question asking if the employer is registered with the Company Registration Office (CRO).
If the employer is a **limited company**, they will have been registered with the CRO, and you are required to answer 'Yes' to this question.

9. Enter the CRO number in the field, and press 'Search'.
10. If the CRO number entered exists in the CRO's records, you will be presented with the name(s) on record for that number. Select the one that applies to this employer before proceeding to the next section.

Employer contact address



Employer contact address

Please enter an address where all future correspondence related to this employer will be directed.

Eircode

Enter your eircode

I don't have an Eircode

11. This is the address where any future correspondence in relation to this employer from the DSP will be sent.
12. If there is a correspondence address on record with the Department, you can either retain the existing address for correspondence and proceed to the next section, or opt to '**Change this address**'.
13. If there is no correspondence address on record with the DSP, or you've opted to 'Change this address', you'll be presented with a field where you can enter an Eircode and an option to select 'I don't have an Eircode'.
 - If you have an **Eircode**, enter it in the field and select 'Search'. You will be presented with the address on record for that Eircode and you can proceed to the next section.
 - If you select '**I don't have an Eircode**', you'll be presented with fields where you can enter the contact address manually. Once you've entered the new contact address, you can proceed to the next section.

Scheme details

Scheme Details

Which scheme are you applying for?

Please note if you are submitting an application for the Covid-19 related lay-off payment Scheme, then you will need to select the 'Redundancy and Insolvency' the 'Redundancy only' option first

Redundancy And Insolvency

Redundancy Only

Insolvency Only

Date of Insolvency

Type of Insolvency

Please select one of the following options

Bankruptcy

Employer Deceased

Liquidation

Receivership

14. You'll be required to select what schemes you'll be applying for.
- **Redundancy and Insolvency:** Employer Representatives select this if applications will be submitted under any of the three schemes, even if they will be submitted weeks apart. (Redundancy, Insolvency and Covid-19 related lay-off Payments Schemes)
 - **Redundancy only:** Employers or Employer Representatives select this if only Redundancy or Covid-19 related lay-off payment applications will be submitted for any employees.
 - **Insolvency only.** Employer Representatives select this if **no** Redundancy or Covid-19 related lay-off payment applications will be submitted for any employees.
15. If you select 'Redundancy and Insolvency' or 'Insolvency only', you'll be asked to enter the '**Date of insolvency**' and select the correct '**Insolvency type**'.
16. If you select 'Redundancy only, you'll be asked to select a reason from the '**Redundancy reason**' dropdown field.

Transfer of undertaking

Transfer of undertakings

Did any employees being made redundant have their employment transferred under a Transfer of Undertakings (TUPE)?

A Transfer of Undertakings (TUPE) occurs when a business, or part of a business, is taken over by another employer as a result of a merger, acquisition, or transfer of part or all of the business. Employees of a business being transferred retain their accrued years of service when they move to the new employer.

YES NO

Enter the employer name which applied before the transfer of undertakings.

Do you know the PAYE number which applied before the transfer of undertakings?

YES NO

Date of transfer of employment

[Remove TUPE](#)

[ADD ANOTHER TUPE](#)

17. You'll be asked if **any transfer of undertakings apply to the employment of any of the employees.**

A Transfer of Undertakings (TUPE) occurs when a business, or part of a business, is taken over by another employer as a result of a merger, acquisition, or transfer of part or all of the business. Employees of a business being transferred retain their accrued years of service when they move to the new employer.

This information is requested as when a transfer of undertakings occurs, the employees records are stored under a different PAYE number; Revenue creates a new employment in their records for each employee that is impacted. The start date for this new employment will be the date of the transfer of undertaking. The Department needs to know if a TUPE impacted an employee's employment so they know why the employment start date on the employee's application is earlier than the date on record.

Ensure that you enter all relevant TUPEs at this point. On the application, you will only be able to select TUPEs previously entered on the Employer Profile. If you need to add more TUPEs later, you should edit your Employer Profile.

18. Once the mandatory fields are all populated, press 'Continue'.

Step 3 of 3 - Employer Representative details

Employer Representative details

Employer representative details

Employer Representative PAYE Number

95157930

Employer Representative Name

Name of appointed relevant officer, e.g. administrator, liquidator, receiver, examiner, relevant officer, executor.

First name	Last name
First name	Last name

19. The **Employer Representative PAYE** will be pre-populated from the PAYE number on your sub cert (provided you're using your organisation's sub cert and not the employer's sub cert).
20. If the role you selected was 'Foreign Liquidator/Insolvency practitioner (EU or UK)' or 'Executor of Estate' and 'Yes' was selected to applying with the employer's sub cert, you'll be asked to confirm that you don't have a PAYE number before you're allowed to proceed.
21. If your role is 'Foreign Liquidator/Insolvency practitioner (EU or UK)', you will be asked to enter your organisation's **company name**.
22. **Employer Representative name:** You should enter the name of the appointed relevant officer, e.g. administrator, liquidator, receiver, examiner, or executor.

Contact details

Contact details

Please provide a contact for this employer's applications. Phone numbers and email addresses entered will not be included on employee declarations.

First name	Last Name
<input type="text"/>	<input type="text"/>

Landline number

Mobile number

Email address

23. Enter the name of the appointed relevant officer, e.g. administrator, liquidator, receiver, examiner, or executor, into the 'First name' and 'Last name' fields here again. Do not enter the name of the point of contact in this field.
24. Enter the 'Email address' of the point of contact for any applications.
25. Either a 'Landline number' or 'Mobile number' for the point of contact for any applications is required.
The 'First name' and 'Last name' will be shared with the employee on the Employee Declaration. The email address and contact number is not shared with the employee.
See the [Employee Declaration](#) section and a sample Employee Declaration in [Appendix B](#).

Payment details

Payment Details

Please enter employer representative payment details

IBAN (International Bank Account Information)

Enter IBAN

Account holder name

Enter name

26. If you selected that you're applying for 'Redundancy and Insolvency' or 'Insolvency only', employer representative payment details are required. Enter the IBAN and account holder name for the account where Insolvency Payments Scheme payments associated with this employer should be directed. All other payments are made directly to the employee payment details as submitted.

Declaration and 'Register'

27. Confirm that all the information that you've entered as part of the Employer Profile is accurate by checking the box.

I declare that all the information provided here is accurate

REGISTER

[← Back](#)

28. Once you're ready to register the Employer Profile, select 'Register'.

29. The Employer Profile information is then issued to the DSP to be registered on the DSP's system.

30. You will be brought to the 'Registering Employer Profile' screen. You cannot create employee applications or submit employer documents where applicable, until registration is completed and notification issues.



Registering Employer Profile

You will receive a notification once your employer profile has been processed to inform you that you're able to proceed with uploading documents and creating employee applications. The notification may issue on the next working day if submitted after 8.30pm or at weekends.

31. Notification: You will receive a notification on Welfare Partners when your Employer Profile has been successfully registered. An email will be sent to inform you that you've received a notification on Welfare Partner.

Registering Employer Profile out of hours: If the Employer Profile is registered after 8:30pm or on a weekend, it may be the next working day before registration is completed.



Section 06

Submitting employer documents



6. Submitting employer documents

Once you've received a notification that your profile is registered, you'll be able to proceed to uploading employer documents, if applicable; and create employee applications.

While you can create applications without submitting all required employer documents, the DSP will not be able to process applications until all required employer documents, if applicable are received.

'Employer documents' dashboard

1. You can access the 'Employer documents' dashboard by:
 - Selecting the 'Upload Documents' button in the notification you received.
 - Selecting 'View' on the employer on your 'Employer list' dashboard, if all required employer documents haven't been submitted.
 - Selecting the 'Employer documents' tab when on the 'Employer profile' or 'Employee applications' dashboards for the relevant employer.

Required documents

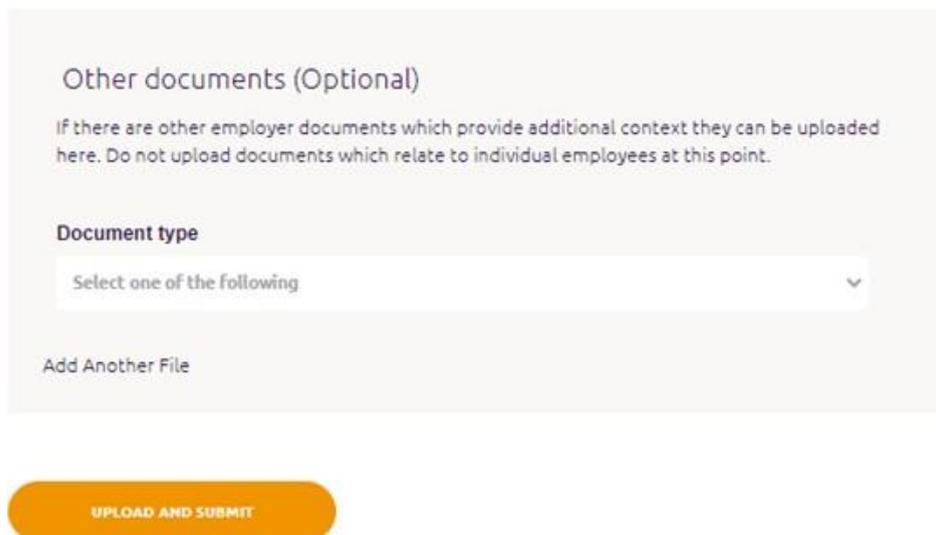
The screenshot shows a navigation bar with three tabs: 'EMPLOYER PROFILE', 'EMPLOYER DOCUMENTS' (which is active and underlined), and 'EMPLOYEE APPLICATIONS'. Below the navigation bar, the main heading is 'Document upload'. Underneath, there is a paragraph stating: 'Any required documents that relate to the employer can be uploaded here. Employee applications can be submitted without uploading any employer documents. However, the Department will not be able to process the applications until the required documentation has been uploaded.' Below this text, there is a section titled 'Required' with a sub-heading 'Statement of Affairs'. Underneath this, it says 'Statement of Affairs last submitted 16/06/2021' in orange text. A paragraph follows: 'Financial documentation detailing assets and liabilities is required as proof of inability to make the redundancy payment.' Below this, there is a box with the heading 'Drag and drop file or' and a button labeled 'CHOOSE FILE'. At the bottom of this box, it says 'The following file types are accepted: .pdf .png .jpeg .bmp .tif .tiff'.

2. On the 'Employer documents' dashboard, you will be shown a list of 'Required' documents that you must submit to enable any employee applications to be successfully processed.

As part of this, you will be required to upload certain documents. The documents that are 'required' are dependent on the information entered as part of the Employer Profile. You can see a list of the document types and the circumstances under which they're required below.

Document Type	When required
Statement of Affairs	Always for Redundancy Not for CRLP
Notice/Court Order Appointing Employer Representative	Always
TUPE Documentation	If any TUPEs added
CRO E2	If 'Liquidator' or 'Foreign Liquidator/Insolvency practitioner (EU or UK)' role
CRO G1/G2	If 'Liquidator' or 'Foreign Liquidator/Insolvency practitioner (EU or UK)' role
CRO E8	If 'Receiver' role
CRO E24	If 'Examiner' role
Scheme of Arrangement	If 'Examiner' role
Statement from executor of estate (Inability to pay and accepting liability to SIF)	If 'Executor' role
Death Certificate	If 'Executor' role
Bankruptcy Documents	If 'Official Assignee (Bankruptcy)' role

Other documents (optional)



Other documents (Optional)

If there are other employer documents which provide additional context they can be uploaded here. Do not upload documents which relate to individual employees at this point.

Document type

Select one of the following

Add Another File

UPLOAD AND SUBMIT

3. You can upload 'Other' documents relevant to the employer.
An 'Other' document should be uploaded if it supports the employer's eligibility for the scheme.
Only upload documents specific to the employer at this point.
Employee related documents are uploaded separately at a different stage.

Submitting employer documents

4. Once you've uploaded the documentation that you're ready to issue to the DSP at this time, select 'Upload and submit'.
You don't need to submit all documentation in one sitting. You can return to this screen later and upload and submit any outstanding documentation.
5. Your documents will be sent to the DSP and you'll be brought to the submission screen for employer documents.

To start creating employee applications, select 'Continue to employee applications'.



Section 07

Creating a Redundancy Payments Scheme Application



7. Creating a Redundancy Payments Scheme application

Once you receive a notification that your profile is registered, you can proceed to uploading employer documents and creating Redundancy Payments Scheme applications.

See [Appendix A](#) for a list of all the information required for the application.

You can create and submit applications without uploading all required employer documents. However, the Department will not be able to process the applications until all required employer documents are received.

‘Employee applications’ dashboard

Start creating Redundancy Payments Scheme applications from the ‘Employee applications’ dashboard. You can access this dashboard by either:

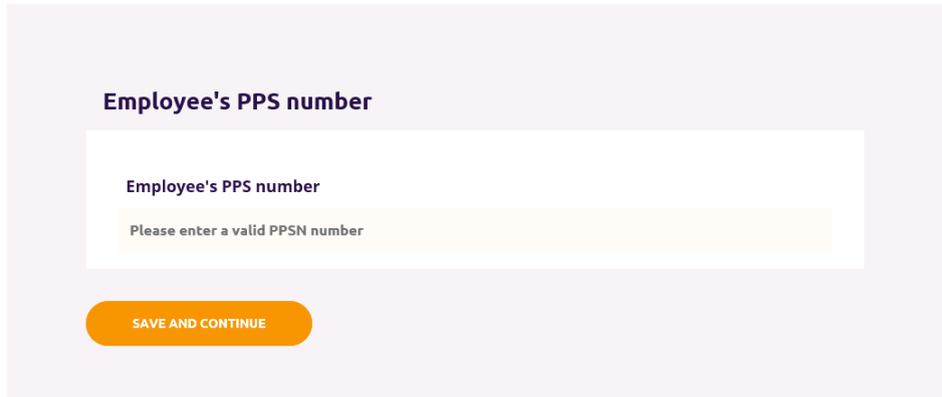
- Selecting the ‘Go to applications’ button in the notification you received when the Employer Profile was registered.
- Selecting the Redundancy and Insolvency Payments Schemes tile on the Welfare Partners homepage or header. If all required employer documents have been submitted, you are always brought to the ‘Employee applications’ dashboard first after selecting ‘Ready to start’ on the Redundancy, Insolvency and Covid-19 related lay-off Payments Scheme overview page.
- Selecting the ‘Employee applications’ tab when on the ‘Employer profile’ or ‘Employer documents’ dashboards.

On the dashboard, select ‘New application’ to create a new Redundancy Payments Scheme application.

Step 1: Employee PPS number

Employee PPS Number, Step 1 of 4

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX



Employee's PPS number

Employee's PPS number

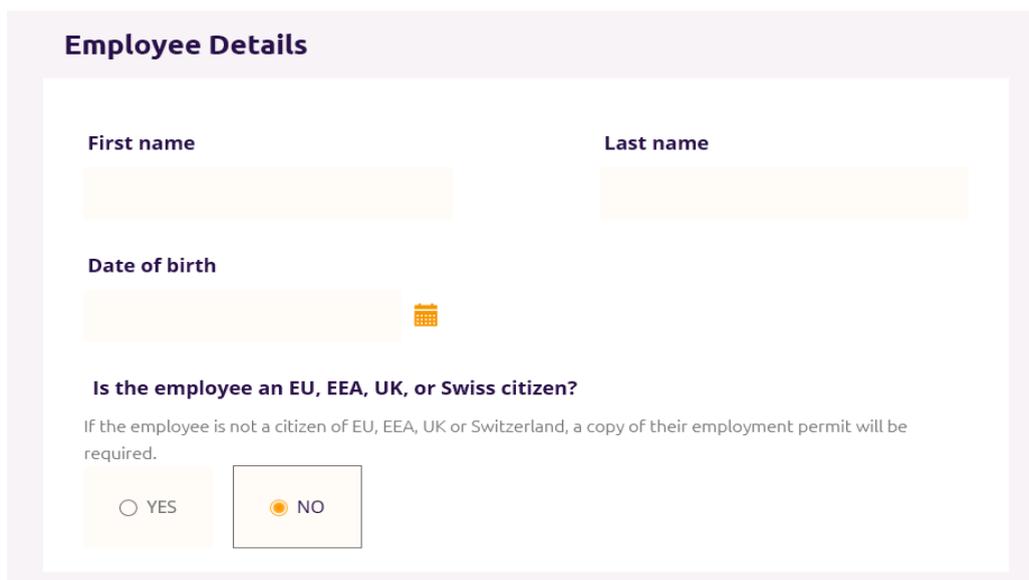
Please enter a valid PPSN number

SAVE AND CONTINUE

1. Enter the **employee's PPS number** in the PPSN field.
2. Select 'Save and continue'.
3. You will receive an error if:
 - The PPSN does not exist
 - The PPSN does not refer to an employee associated with this employer in the Department's records.
 - An application for the Redundancy Payments Scheme has already been started for this employee and it is in progress.

Step 2: Employee details

Employee details



Employee Details

First name

Last name

Date of birth

Is the employee an EU, EEA, UK, or Swiss citizen?

If the employee is not a citizen of EU, EEA, UK or Switzerland, a copy of their employment permit will be required.

YES NO

4. If the employer has submitted an application before for this employee the information on this screen will be pre-populated with the information that was entered previously.
5. The following is required:
 - **Employee's name**
 - **Employee's date of birth.**
 - Select if they're an **EU, EEA, UK, or Swiss citizen.**
If it's stated that the employee is not an EU, EEA, UK, or Swiss citizen, an Irish residency permit or employment permit will be required on the ['Employee Documents'](#) page later in the application.

Employee address details



Employee address details

Please enter the correspondence address of the employee.

Eircode

Enter your eircode SEARCH

I don't have an Eircode

6. Any correspondence the Department issues for the employee will be sent to this address.
You'll be presented with a field where you can enter an Eircode and an option to select 'I don't have an Eircode'.
 - If you have an **Eircode**, enter it in the field and select 'Search'
You will be presented with the address on record for that Eircode and you will be able to proceed to the next section. If the address on record is incorrect you can edit it.
 - If you select 'I don't have an Eircode', you'll be presented with fields where you can enter the address. Once you've entered the address, you can proceed to the next section.

Employee contact details

Employee contact details

Landline number
Please enter landline number

Mobile number
Please enter mobile number

Email address
Please enter an email address

7. You are required to enter either a **mobile number** or **landline number** for the employee.
8. You also have the option to enter an **email address** for the employee.

Employment Details

Employment details

Did any of these transfers of undertakings (TUPE) apply to this employee's employment?

A Transfer of Undertakings (TUPE) occurs when a business, or part of a business, is taken over by another employer as a result of a merger, acquisition, or transfer of part or all of the business. Employees of a business being transferred retain their accrued years of service when they move to the new employer.

Test Company , 0
Date of transfer 01/01/2020

Sample Company , 0
Date of transfer 01/06/2020

None of these apply

Employment Start Date
Must be today or earlier
01/01/2010

Employment End Date
Should include any notice period due.
01/05/2021

Date of notice of termination
Must be on or after the employment start date.
01/01/2021

9. The following information is required:
 - **Transfer of Undertakings (TUPE):** A transfer of employment can occur where the ownership of a company was transferred but the employee continued in the same employment without any changes. In such cases, the service, terms, and conditions of employment transfer over to the new employer. These transfers are usually formal agreements and the employee would receive a written notice of the transfer. If the employee was affected by TUPE, select **the transfer of undertakings (TUPEs) which apply to this employee's employment**. If none of the TUPEs apply to this employee, you'll be required to select 'None of these apply'.

- **Start date of employment** for this employee.
- **End date of employment** for this employee.
- **Date of notice of termination:** A warning will display if the date of notice of termination entered indicates that the employee wasn't given their statutory minimum notice entitlement.

Gross weekly wage

Gross weekly wage

Weekly hours
Average hours worked per week.

Enter weekly hours

Gross weekly wage
The wage entered should be based on the work pattern of the employee. See gov.ie for more information on how to calculate.

How was the gross weekly wage calculated?
Indicate which of the following methods were used to calculate the gross weekly wage.

Average of last 52 weeks worked
Used when employee did not have regular hours or wages.

Normal wage at end of employment

10. **Weekly hours:** Enter the number of hours normally worked per week.

11. **Gross weekly wage.** Enter the employee's gross weekly wage. The gross weekly wage will depend on the normal work pattern of the employee. For more information on the calculation of the gross weekly wage, go to the '[Redundancy Payments Scheme Gross Weekly Wage](#)' page on gov.ie

12. **Calculation used for gross weekly wage:** The calculation can vary depending on the type of employment as follows:

- **Average of last 52 weeks worked.**
Used when employee did not have regular hours or wages. Hours and wages varied from week to week. Weeks where the employee did not work are included in the average.
- **Normal wage at end of employment.**
Used when hours worked or wages did not vary from week to week. May include average bonus or commission.
- **Includes overtime averaged over the 26 week period which ended 13 weeks before date of termination.**
Where the employee worked overtime, the average overtime worked over a 26 week period is added to the basic weekly wage. The 26 week period excludes the last 13 weeks before the employment was terminated.
- **Piece worker whose pay depends on the amount of work carried out.**
Calculation is based on the average wage for hours worked in the 26 week period which ended 13 weeks before date of termination.

13. **Gross weekly wage additional information:** Enter any additional information that will help to explain how the gross weekly wage was calculated.

This section is optional, but very important where the wage entered varies; does not match the regular wage or where an absence has to be considered, such as a period on short-time, parental leave, or carer's leave. Go to the '[Redundancy Payments Scheme Gross Weekly Wage](#)' page on gov.ie for more information on the calculation.

14. Select 'Save and continue'.

Step 3: Application details

15. The next step of the application, 'Application details', opens.

Application details

Application details

Please select which type of Application you are applying for?

Statutory Redundancy Only

Statutory Redundancy plus Covid-19 related lay-off payment

Covid-19 related lay-off payment Only

Were there any breaks in service in the last three years of employment?

List any break in service in the three years before the employment ended, e.g. lay-off; strike; illness longer than 6 months. See gov.uk for more information.

YES NO

Date from Date to

Must be today or earlier Must be on or before the employment end date.

Reason for break in service

Select one of the following ▼

[Remove break in service](#)

[ADD ANOTHER BREAK IN SERVICE](#)

16. Select if this employee had any **breaks in service** in the last three years.

17. If so, the **from date** and **to date** will be required.

18. **Breaks in service reason:** Some absences from employment are excluded from the calculation of the redundancy payment. Any absences (called breaks in service) in the last three years of employment should be entered here. The break in service reason for the CRLP scheme is a 'temporary lay-off due to Covid-19 restrictions' and this option will only appear if the relevant scheme has been selected at the start of the process.

Non-reckonable breaks in service reasons:

- Layoff
- Strike
- Occupational illness (first 52 weeks are reckonable)
- Ordinary illness (first 26 weeks are reckonable)

Reckonable break in service reasons:

- Adoptive leave
- Career break
- Carer's leave
- Force majeure leave
- Maternity leave - the employee cannot receive notice of termination of employment while they are on maternity leave.
- Occupational illness (first 52 weeks are reckonable)
- Ordinary illness (first 26 weeks are reckonable)
- Parental leave
- Paternity leave
- Parents leave (7 weeks increasing to 9 weeks from August 2024)
- Reserve Defence Forces
- Temporary lay-off due to Covid-19 restrictions

19. **Add another break in service:** Select this button if there are further breaks in service. Up to twelve breaks in service can be added.

20. **Has employer has made any redundancy payments to this employee:** Sometimes an employer has been able to pay a portion of the redundancy payment.

- Select 'Yes' if some of the redundancy payment has been made and enter the amount already paid. This amount will be deducted from the total due.
- Select 'No' if none of the redundancy payment has been made.

21. Click '**Calculate payment claimed**'.

Has the employer paid any redundancy to the employee for this redundancy?

YES NO

CALCULATE PAYMENT CLAIMED

Number of years' service
Based on information entered.
11.34

Number of weeks due (including bonus week)
Based on information entered.
23.68

Statutory entitlement
Based on information entered.
€ 11840

Outstanding entitlement
Statutory entitlement minus the redundancy already paid to the employee.
€ 11840

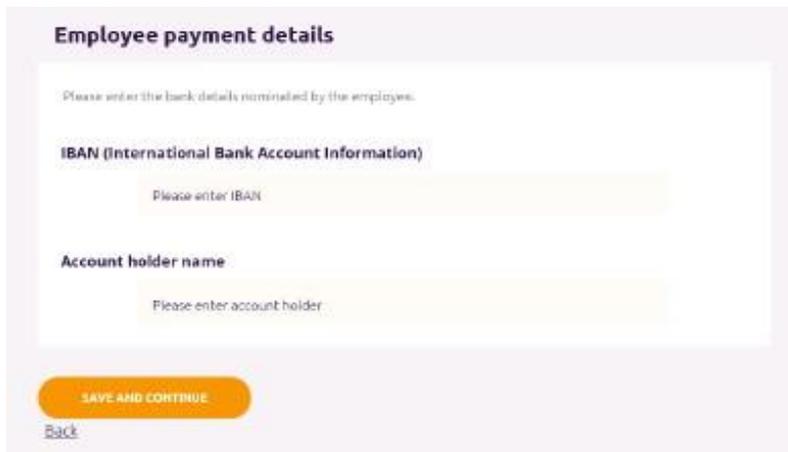
22. Once 'Calculate payment claimed' has been selected, a calculation is done based on the information entered. This will estimate the:

- Employee's number of years' service
- Number of weeks of statutory redundancy owed to the employee
- Total statutory entitlement owed to the employee
- Remaining statutory entitlement owed to the employee. (This is the redundancy payment being claimed on the employee's behalf.)

You cannot proceed to the next screen without selecting 'Calculate payment claimed'.

If you change any information in the 'Application details' section after selecting 'Calculate payment claimed', you cannot proceed to the next step without selecting 'Calculate payment claimed' again.

Employee payment details



Employee payment details

Please enter the bank details nominated by the employee.

IBAN (International Bank Account Information)

Please enter IBAN

Account holder name

Please enter account holder

SAVE AND CONTINUE

[Back](#)

23. Redundancy payments are sent directly to the employee using the payment details supplied.

24. **IBAN:** Enter an IBAN for the employee's bank account. The field is non mandatory so if an employee does not have an IBAN a separate page can be uploaded with the claim.

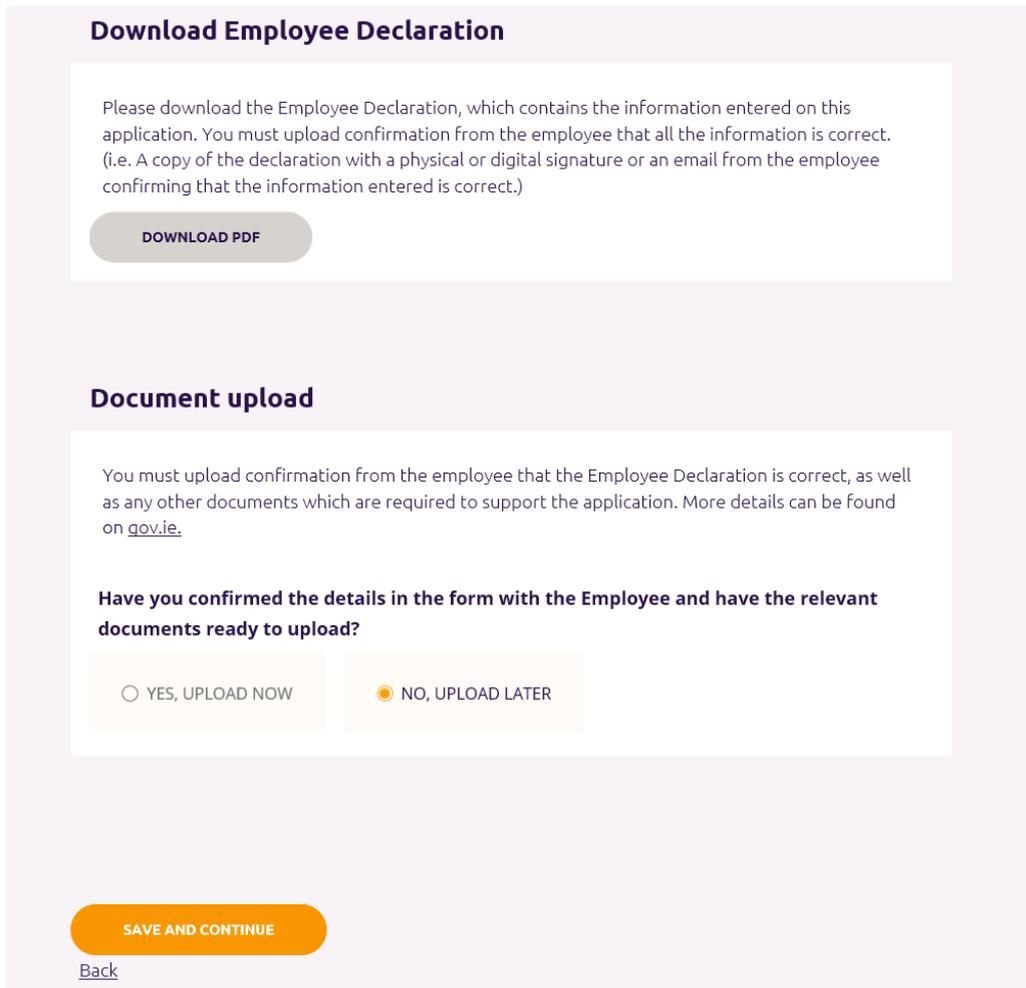
25. **Account holder name:** Enter the name on the employee's bank account.

26. Select '**Save and continue**'.

Step 4: Employee documents - Employee Declaration

27. The next step of the application, 'Employee documents', opens.

Download Employee Declaration



The screenshot shows a web interface for downloading an Employee Declaration. It features a title 'Download Employee Declaration', a text box explaining the need to download and upload confirmation, a 'DOWNLOAD PDF' button, a 'Document upload' section with instructions and a question about confirmation, two radio button options ('YES, UPLOAD NOW' and 'NO, UPLOAD LATER'), a 'SAVE AND CONTINUE' button, and a 'Back' link.

Download Employee Declaration

Please download the Employee Declaration, which contains the information entered on this application. You must upload confirmation from the employee that all the information is correct. (i.e. A copy of the declaration with a physical or digital signature or an email from the employee confirming that the information entered is correct.)

DOWNLOAD PDF

Document upload

You must upload confirmation from the employee that the Employee Declaration is correct, as well as any other documents which are required to support the application. More details can be found on gov.ie.

Have you confirmed the details in the form with the Employee and have the relevant documents ready to upload?

YES, UPLOAD NOW NO, UPLOAD LATER

SAVE AND CONTINUE

[Back](#)

28. Select '**Download PDF**' to download a copy of the Employee Declaration, which contains the information entered as part of this application. (A sample is included in [Appendix B](#).)
29. Once you've downloaded the Employee Declaration, select 'No, upload later' under the 'Document upload' section (as the employee has not confirmed the information yet)
30. Select '**Save and continue**' and you'll be brought to a screen which lists the required employee documents.

You cannot proceed until you are ready to upload confirmation from the employee

To complete the application, you must upload the following:

- Confirmation from the employee that the information contained in the Employee Declaration is correct
- An employment permit or Irish residency permit. (The application can be submitted without it, but payment will not issue until it is received.)

You can return and add these documents to the application by clicking 'Continue' on this application in the table of employee applications.

[BACK TO EMPLOYEE APPLICATIONS](#)

31. Select 'Back to employee applications' to be returned to the 'Employee Applications' dashboard.
32. The Employee Declaration must be sent to the employee, either online or by post.
33. You are then required to upload confirmation from the employee that all the information on the declaration is correct. This confirmation can take the form of a:
 - scanned copy of the signed Employee Declaration
 - Email from the employee containing the following information: **'The attached form for the Redundancy Payment Scheme dated (insert date) is accurate. Based on that information, I am claiming a redundancy payment to the amount of (insert amount), (name), and (PPSN).'**
34. Applications that are not submitted will expire if they have not been opened for 364 days. The 'Last updated' column in the employee applications table indicates when an application was last opened.

Generating a new Employee Declaration

35. A new copy of the Employee Declaration can be generated by selecting 'Continue' on the 'Employee applications' dashboard. The 'Employee documents' step will open, and you can select 'Download PDF' again.
36. If the employee wants information on the application to be updated, select 'Continue' on the 'Employee applications' dashboard.
37. The 'Employee documents' step will open.

38. Select the 'Back' button at the bottom of the screen, and all subsequent screens (Application details, then Employee details, then Employee PPS number) until you reach the first screen where employee information can be updated.
39. Update the information on that screen and press 'Save and continue'.
40. Repeat until you reach the 'Employee documents' step again.
41. There, select 'Download PDF' to download an Employee Declaration with the updated information included.

Step 4: Employee documents - Uploading employee documents

42. Once the Employee Declaration has been received, return to the Employee Dashboard. This can be done by:

- Select the 'Go to applications' button in the notification you received.
- Select the Redundancy and Insolvency Payments Schemes card on the Welfare Partners homepage or header. If all required employer documents have been submitted, you are always brought to the 'Employee applications' dashboard first after selecting 'Ready to start' on the Redundancy, Insolvency and Covid-19 Related Lay-off Payments Scheme overview page.
- Select the 'Employee applications' tab when on the 'Employer profile' or 'Employer documents' dashboards.

43. Select 'Continue' on the application you wish to proceed with under the 'Employee applications' table.

44. You'll be returned to the 'Employee documents' step.

45. Select 'Yes, upload now'.

Have you confirmed the details in the form with the Employee and have the relevant documents ready to upload?

YES, UPLOAD NOW NO, UPLOAD LATER

Employee confirmation that the content in employee declaration is correct

Please upload either a signed copy of the Employee Declaration or other proof that the employee has confirmed that the information in the declaration is correct. You will not be able to submit the application without uploading this document.

Drag and drop file or

[CHOOSE FILE](#)

The following file types are accepted: .pdf .png .jpeg .bmp .tif .tiff

Employment Permit

Employees from outside the EU, European Economic Area, UK and Switzerland require an employment permit or proof of permission to work in Ireland. The application can be submitted without it, but payment will not issue until it is received.

Drag and drop file or

[CHOOSE FILE](#)

The following file types are accepted: .pdf .png .jpeg .bmp .tif .tiff

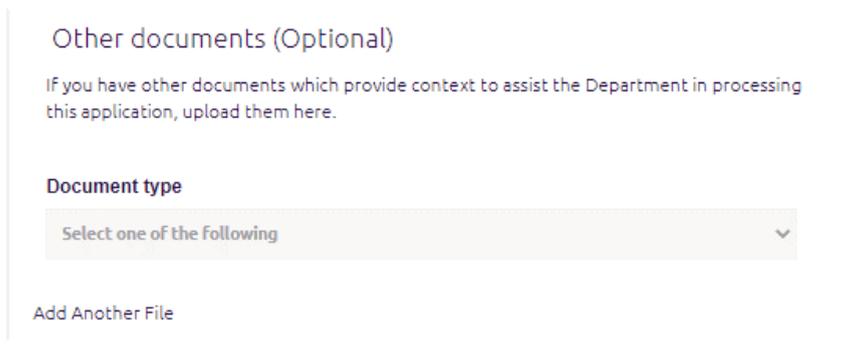
46. You'll be presented with a slot for each 'Required' document type and a slot where you can upload 'Other' documents (optional).

47. For the 'Required' documents:

- **Confirmation from the employee that all information on the Employee Declaration is correct** must be uploaded before you submit your application.
- If the employee is not a citizen of the EU, UK, Iceland, Norway or Liechtenstein or Switzerland, **an employment permit or Irish residency permit** is required. The application can be submitted without it, but payment will not issue until it is received.

48. You can also upload 'Other' documents (optional).

You should only upload an 'other' document if you believe it will add additional context that the Department of Social Protection does not have, but will help to establish the employee's eligibility for the scheme or the amount of the statutory redundancy payment.

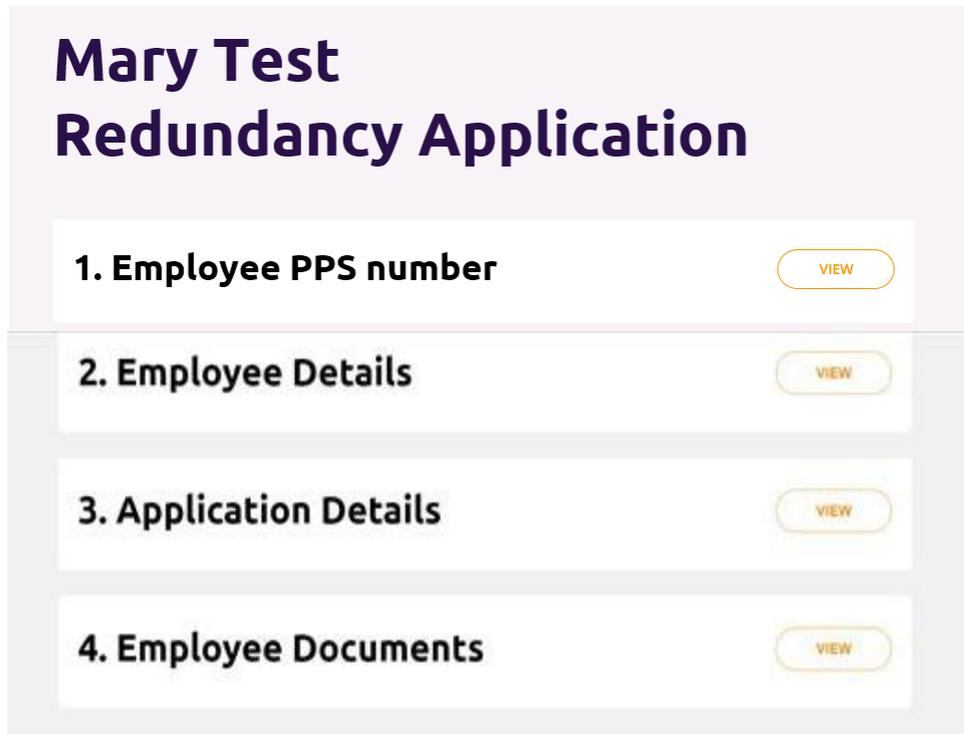


The screenshot shows a web form section titled "Other documents (Optional)". Below the title is a descriptive sentence: "If you have other documents which provide context to assist the Department in processing this application, upload them here." There is a "Document type" label above a dropdown menu. The dropdown menu currently displays "Select one of the following" with a downward arrow on the right. Below the dropdown menu is a link that says "Add Another File".

49. Once the required employee documents have been uploaded, select 'Save and continue'.

Application summary

50. The 'Application summary' step will open.



51. You will see a tile for each step:

- Employee PPS number
- Employee details
- Application details
- Employee documents

52. **View:** Select 'View' to preview the information entered on each step.

Edit: If any information is incorrect, select 'Edit' within the card to return to that step. You can edit information on that screen and press 'Save and continue'.

If information is changed you must generate an updated Employee Declaration and issue it to the employee again to get their confirmation.

53. Review the declaration. If you agree with all the information in the declaration, check the box.

I confirm that

- All information provided on this application is accurate.
- This application is made either by or with the consent of the employer or their appointed representative.
- The position has been made redundant and the employee concerned will not be replaced.
- The employer is unable to make the statutory payment to the employee.
- It is the employer's responsibility to make statutory redundancy payments to eligible employees.
- The employer will be liable to the Department for any Redundancy and Insolvency Scheme payments issued on foot of this application.
- The employer will not be liable to the Department for any Covid-19 related lay-off payment Scheme amounts issued on foot of this application.

I declare that all the information provided here is accurate

[SUBMIT APPLICATION](#)

[Back to Applications](#)

54. Press 'Submit application'.

55. The application will be submitted to the Department and the 'Submitted' screen for the application will open.

If further information is required to process the application, an officer from the Department will be in contact using the contact information entered on the employer profile.

56. Select 'Back to employee applications' to return to the 'Employee applications' dashboard.

57. The status of this application will now read 'Submitted'.

The details of an application cannot be changed or viewed once it's been submitted. The Employee Declaration can be used as a record of the information that was submitted.



Section 08

**Creating a Covid-19 Related
Lay-off Payment Scheme
Application**



8. Creating a Covid-19 Related Lay-off Payment Scheme application

Once you receive a notification that your profile is registered, you can proceed to creating a Covid-19 Related Lay-off Payment Scheme application.

See [Appendix A](#) for a list of all the information required for the application.

You can create and submit applications without uploading all required employee documents. However, the Department will not be able to process the applications until all required employee documents are received.

‘Employee applications’ dashboard

You can start creating Covid-19 Related Lay-off Payment Scheme applications from the ‘Employee applications’ dashboard. You can access this dashboard by either:

- Selecting the ‘Go to applications’ button in the notification you received when the Employer Profile was registered.
- Selecting the Redundancy and Insolvency Payments Schemes tile on the Welfare Partners homepage or header. If all required employee documents have been submitted, you are always brought to the ‘Employee applications’ dashboard first after selecting ‘Ready to start’ on the Redundancy, Insolvency and Covid-19 Related Lay-off Payments Scheme overview page.
- Selecting the ‘Employee applications’ tab when on the ‘Employer profile’ dashboard.

On the dashboard, select ‘New application’ Redundancy Payments Scheme tile to create a new Covid-19 Related Lay-off Payment Scheme application.

New applications

An application should only be created by the person who will submit the application.
To apply for the Covid-19 related lay-off payment Scheme you will need to select a Redundancy Payment Scheme application.

Redundancy Payments Scheme NEW APPLICATION	Insolvency Payments Scheme NEW APPLICATION
--	--

Employee applications

FIND AN EMPLOYEE BY NAME OR BY PPS NUMBER [SEARCH](#)

4. If the employer has submitted an application before for this employee, the information on this screen will be pre-populated with the information that was entered previously.

5. The following is required:

a. **Employee's name**

b. **Employee's date of birth.**

c. Selecting if they're an **EU, EEA, UK, or Swiss citizen.**

If it's stated that the employee is not an EU, EEA, UK, or Swiss citizen, an Irish residency permit or employment permit will be required on the ['Employee Documents'](#) page later in the application.

Employee address details



Employee address details

Please enter the correspondence address of the employee.

Eircode

Enter your eircode

I don't have an Eircode

6. Any correspondence the Department issues for the employee will be sent to this address.

You'll be presented with a field where you can enter an Eircode and an option to select 'I don't have an Eircode'.

- If you have an **Eircode**, enter it in the field and select 'Search'
You will be presented with the address on record for that Eircode and you will be able to proceed to the next section. If the address on record is incorrect you can edit it.
- If you select 'I don't have an Eircode', you'll be presented with fields where you can enter the address. Once you've entered the address, you can proceed to the next section.

Employee contact details

Employee contact details

Landline number
Please enter landline number

Mobile number
Please enter mobile number

Email address
Please enter an email address

7. You're required to enter either a **mobile number** or **landline number** for the employee.
8. You also have the option to enter an **email address** for the employee.

Employment Details

Employment details

Did any of these transfers of undertakings (TUPE) apply to this employee's employment?

A Transfer of Undertakings (TUPE) occurs when a business, or part of a business, is taken over by another employer as a result of a merger, acquisition, or transfer of part or all of the business. Employees of a business being transferred retain their accrued years of service when they move to the new employer.

Test Company, 0
Date of transfer: 01/01/2020

Sample Company, 0
Date of transfer: 01/01/2020

None of these apply

Employment Start Date
Must be today or earlier
01/01/2020

Employment End Date
Should include any notice period date
01/01/2021

Date of notice of termination
Must be on or after the employment start date
01/01/2021

9. The following information is required:
 - a. Transfer of Undertakings (TUPE): A transfer of employment can occur where the ownership of a company was transferred but the employee continued in the same employment without any changes. In such cases, the service, terms, and conditions of employment transfer over to the new employer. These transfers are usually formal agreements and the employee would receive a written notice of the transfer.

If the employee was affected by TUPE, select the transfer of undertakings (TUPEs) which apply to this employee's employment. If none of the TUPEs apply to this employee, you'll be required to select 'None of these apply'.

- b. **Start date of employment for this employee.**
- c. **End date of employment for this employee.**
- d. **Date of notice of termination: A warning will display if the date of notice of termination entered indicates that the employee wasn't given their statutory minimum notice entitlement.**

Gross weekly wage

Gross weekly wage

Weekly hours
Average hours worked per week.

Enter weekly hours

Gross weekly wage
The wage entered should be based on the work pattern of the employee. See gov.uk for more information on how to calculate.

How was the gross weekly wage calculated?
Indicate which of the following methods were used to calculate the gross weekly wage.

Average of last 52 weeks worked
Used when employee did not have regular hours or wages.

Normal wage at end of employment

10. **Weekly hours:** Enter the number of hours normally worked per week.

11. **Gross weekly wage.** Enter the employee's gross weekly wage. The gross weekly wage will depend on the normal work pattern of the employee. For more information on the calculation of the gross weekly wage, go to the '[Redundancy Payments Scheme Gross Weekly Wage](#)' page on gov.ie

12. **Calculation used for gross weekly wage:** The calculation can vary depending on the type of employment as follows:

- **Average of last 52 weeks worked.**

Used when employee did not have regular hours or wages. Hours and wages varied from week to week. Weeks where the employee did not work are not used to calculate the average.

- **Normal wage at end of employment.**

Used when hours worked or wages did not vary from week to week. May include average bonus or commission.

- Includes overtime averaged over the 26 week period
- Which ended 13 weeks before date of termination.

Where the employee worked overtime, the average overtime worked over a 26 week period is added to the basic weekly wage. The 26 week period excludes the last 13 weeks before the employment was terminated.

- **Piece worker whose pay depends on the amount of work carried out.**

Calculation is based on the average wage for hours worked in the 26 week period which ended 13 weeks before date of termination.

13. **Gross weekly wage additional information:** Enter any additional information that will help to explain how the gross weekly wage was calculated.

This section is optional, but very important where the wage entered varies; does not match the regular wage or where an absence has to be considered, such as a period on short-time, parental leave, or carer's leave. Go to the '[Redundancy Payments Scheme Gross Weekly Wage](#)' page on gov.ie for more information on the calculation.

14. Select 'Save and continue'.

Step 3: Application details

Please select which type of Application you are applying for?

Statutory Redundancy Only

Statutory Redundancy plus Covid-19 related lay-off payment

Covid-19 related lay-off payment Only

Please provide the date range of the employee's temporary layoff due to covid-19 restrictions. The from and to dates used; can only range between the 13/03/2020 to 31/01/2022.

Date from Must be today or earlier 13/03/2020 

Date to Must be on or before the employment end date. 31/01/2022 

[Remove break in service](#)

ADD ANOTHER BREAK IN SERVICE

CALCULATE PAYMENT CLAIMED

1. The next step of the application, 'Application details', opens. Select the relevant option you would like to submit an application for
 - Covid-19 Related Lay-off Payment Only (**Redundancy Payment already made to an employee who was made redundant and eligible for a redundancy payment between the 13th March 2020 and the 31st January 2025.**)
2. Insert the relevant date ranges of the employee's temporary lay-off due to Covid-19 restrictions; add another break in service if applicable (**maximum of 12**)
3. **Break in service reason:** make sure '**Temporary lay-off due to Covid -19**' is selected for the Covid-19 related lay-off payment scheme; as the other 'layoff' reason does not qualify for reckonable service.
4. **Select 'Calculate Payment Claimed'.**

You cannot proceed to the next screen without selecting 'Calculate Payment Claimed'. If you edit any information in the section after selecting 'Calculate Payment Claimed', you cannot proceed to the next screen without selecting 'Calculate Payment Claimed' again.

Covid-19 related lay-off Periods

Number of years service
Based on information entered.
1.89

Number of weeks due
Based on information entered.
3.78

Payment due
Based on information entered.
€ 2268

6. The payment due field will populate, and will display an estimated amount of what the employee is due, calculated based on the information that you've entered.

The DSP will pay the lowest of:

- Amount claimed
- Estimated amount due

Employee payment details

1. Covid-19 related lay-off payments are sent directly to the employee using the payment details supplied.
2. Account holder name: Enter the name on the employee's bank account.
3. IBAN: Enter an IBAN for the employee's bank account. The field is non mandatory so if an employee does not have an IBAN a separate page can be uploaded with the claim.
4. Select 'Save and continue'.

Employee payment details

Please enter the bank details nominated by the employee.

Is the employee's bank account Irish?
Revolut and N26 bank accounts will also be accepted.

YES NO

Account holder name
Please enter account holder

IBAN (International Bank Account Information)
Please enter IBAN

[Save and continue](#)
[Back to Applications](#)

Step 4: Employee documents - Employee Declaration

1. The next step of the application, 'Employee documents', opens.

Download Employee Declaration

Download Employee Declaration

Please download the Employee Declaration, which contains the information entered on this application. You must upload confirmation from the employee that all the information is correct. (i.e. A copy of the declaration with a physical or digital signature or an email from the employee confirming that the information entered is correct.)

DOWNLOAD PDF

Document upload

You must upload confirmation from the employee that the Employee Declaration is correct, as well as any other documents which are required to support the application. More details can be found on gov.ie.

Have you confirmed the details in the form with the Employee and have the relevant documents ready to upload?

YES, UPLOAD NOW NO, UPLOAD LATER

SAVE AND CONTINUE

[Back](#)

2. Select '**Download PDF**' to download a copy of the Employee Declaration, which contains the information entered as part of this application. (A sample is included in [Appendix B](#).)
3. Once you've downloaded the Employee Declaration, select 'No, upload later' under the 'Document upload' section (as the employee has not confirmed the information yet)
4. Select '**Save and continue**' and you'll be brought to a screen which lists the required employee documents.

You cannot proceed until you are ready to upload confirmation from the employee

To complete the application, you must upload the following:

- Confirmation from the employee that the information contained in the Employee Declaration is correct

You can return and add these documents to the application by clicking 'Continue' on this application in the table of employee applications.

[BACK TO EMPLOYEE APPLICATIONS](#)

5. Select 'Back to employee applications' to be returned to the 'Employee Applications' dashboard.
6. Applications that are not submitted will expire if they have not been opened for 364 days. The 'Last updated' column in the employee applications table indicates when an application was last opened
7. The Employee Declaration must be sent to the employee, either online or by post.
8. You are then required to upload confirmation from the employee that all the information on the declaration is correct. This confirmation can take the form of a:
 - Signed Employee Declaration
 - Email from the employee containing the following information:
'The attached form for the Covid-19 Related Lay-off Payment Scheme dated (insert date) is accurate. Based on that information, I am claiming a Covid-19 Related Lay-off payment to the amount of (insert amount), (name) & (PPSN).'

Generating a new Employee Declaration

9. You can create a new copy of the Employee Declaration by selecting 'Continue' on the 'Employee applications' dashboard. The 'Employee documents' step will open, and you can select 'Download PDF' again.
10. If the employee wants information on the application to be updated, select 'Continue' on the 'Employee applications' dashboard.

11. The 'Employee documents' step will open.
12. Select the 'Back' button at the bottom of the screen, and all subsequent screens (Application details, then Employee details, then Employee PPS number) until you reach the first screen where employee information can be updated.
13. Update the information on that screen and press 'Save and continue'.
14. Repeat until you reach the 'Employee documents' step again.
15. There, select 'Download PDF' to download an Employee Declaration with the updated information included.

Step 4: Employee documents - Uploading employee documents

19. Once the Employee Declaration has been received, return to the Employee Dashboard. This can be done by:
 - Select the 'Go to applications' button in the notification you received.
 - Select the Redundancy and Insolvency Payments Schemes tile on the Welfare Partners homepage or header. If all required employer documents have been submitted, you are always brought to the 'Employee applications' dashboard first after selecting 'Ready to start' on the Redundancy, Insolvency and Covid-19 Related Lay-off Payments Schemes overview page.
 - Select the 'Employee applications' tab when on the 'Employer profile' or 'Employer documents' dashboards.
20. Select 'Continue' on the application you wish to proceed with under the 'Employee applications' table.
21. You'll be returned to the 'Employee documents' step.
22. Select 'Yes, upload now'.

Document Upload

To complete the application you must upload confirmation from the employee that the Employee Declaration is correct, as well as any other documents which are required to support the application. [More details can be found on gov.ie.](#)

Have you confirmed the details in the form with the Employee and have the relevant documents ready to upload?

YES, UPLOAD NOW NO, UPLOAD LATER

Required documents

Employee confirmation that the content in employee declaration is correct

Please upload either a signed copy of the Employee Declaration or other proof that the employee has confirmed that that the information in the declaration is correct. You will not be able to submit the application without uploading this document.

Drag and drop file or

The following file types are accepted: .pdf .png .jpeg .bmp .tif .tiff

23. You'll be presented with a slot for each 'Required' document type and a slot where you can upload 'Other' documents.

24. For the 'Required' documents:

- **Confirmation from the employee that all information on the Employee Declaration is correct** must be uploaded before you submit your application.
- If the employee is not a citizen of the EU, UK, Iceland, Norway or Liechtenstein or Switzerland, **an employment permit or Irish residency permit** is required. The application can be submitted without it, but payment will not issue until it is received.

25. You can also upload 'Other' documents (optional).

You should only upload an 'Other' document if you believe it will add additional context that the Department of Social Protection does not have, but will help to establish the employee's eligibility for the scheme.

26. Once the required employee documents have been uploaded, select 'Save and continue'.

Application summary

27. The 'Application summary' step will open.

28. You will see a tile for each step:

- a. Employee PPS number
- b. Employee details
- c. Application details
- d. Employee documents

29. **View:** Select 'View' to preview the information entered on each step.

Edit: If any information is incorrect, select 'Edit' within the tile to return to that step. You can edit information on that screen and press 'Save and continue'.

If information is changed you must generate an updated Employee Declaration and issue it to the employee again to get their confirmation.

30. Review the declaration. If you agree with all the information in the declaration, check the box.

I confirm that

- All information provided on this application is accurate.
- This application is made either by or with the consent of the employer or their appointed representative.
- The position has been made redundant and the employee concerned will not be replaced.
- The employer is unable to make the statutory payment to the employee.
- It is the employer's responsibility to make statutory redundancy payments to eligible employees.
- The employer will be liable to the Department for any Redundancy and Insolvency Scheme payments issued on foot of this application.
- The employer will not be liable to the Department for any Covid-19 related lay-off payment Scheme amounts issued on foot of this application.

I declare that all the information provided here is accurate

SUBMIT APPLICATION

[Back to Applications](#)

31. Press 'Submit application'.

32. The application will be submitted to the Department and the 'Submitted' screen for the application will open.

If further information is required to process the application, an officer from the Department will be in contact using the contact information entered on the employer profile.

33. Select 'Back to employee applications' to return to the 'Employee applications' dashboard.

34. The status of this application will now read 'Submitted'.

35. The application will be submitted to the Department and the 'Submitted' screen for the application will open.

The details of an application cannot be changed or viewed once it's been submitted. The Employee Declaration can be used as a record of the information that was submitted.



Section 9

Employee Applications

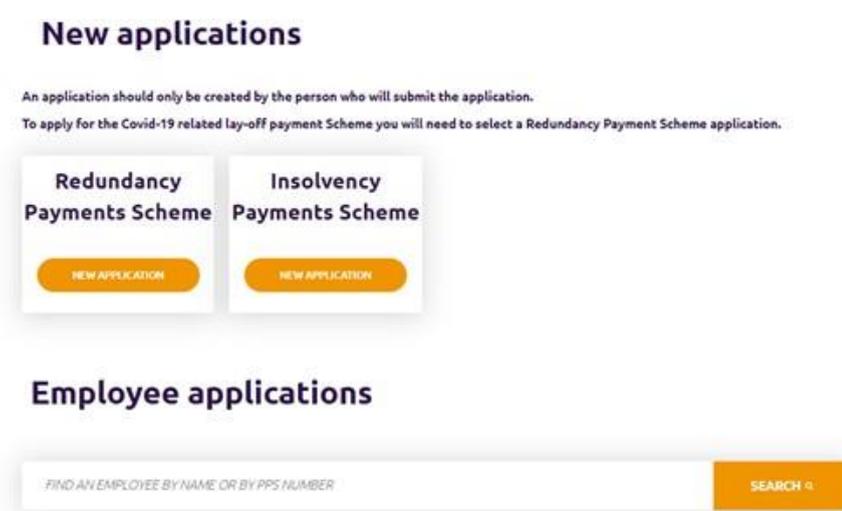


9. Employee applications

Accessing the dashboard

You can access the 'Employee applications' dashboard by:

- Selecting 'View' on the employer on your 'Employer list' dashboard, if all required employer documents have been submitted.
- Selecting the 'Employee applications' tab when on the 'Employer profile' or 'Employer documents' dashboards for the relevant employer.



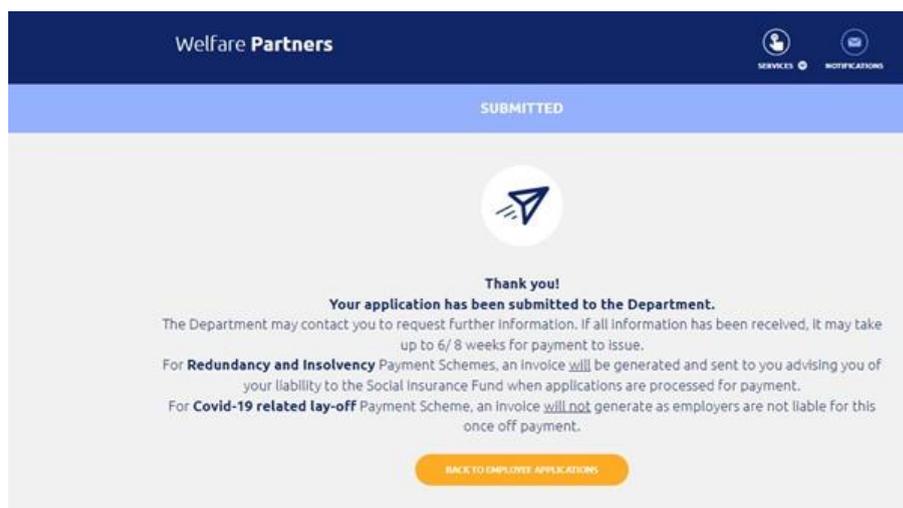
Employee applications table

- The 'Employee applications' table has five columns.
 - a. Employee name
 - b. PPS number
 - c. Last updated (the date the application was last updated)
 - d. Application status (can be 'New', 'In progress', 'Submitted', or 'Completed')
- Applications that are not submitted will expire if they have not been opened for 364 days. The 'Last updated' column in the employee applications table indicates when an application was last opened

- In the search bar, you can search for applications by PPSN. You must search using the full PPSN you're looking for. Entering part of a PPSN will not return a result.
- A maximum of five applications can be displayed per page. To see more applications, select the right arrow to see the next five applications.

Application status

- You can select 'Continue' on applications with a status of 'New' or 'In progress' and you'll be returned to the last step you were on within the application.
- **An application can only be progressed and submitted by the user that creates/starts them.** If there is an expected change in staff it would be beneficial to have staff members who are leaving or going on extended leave to review all started applications and have them updated and submitted. Otherwise any 'started' or 'In Progress' applications will need to be deleted and started again.
- **You cannot edit or view the information entered on a submitted application.**
- An application moves to a status of 'Submitted' once you press 'Submit' on the summary page of an application.
- An application moves to a status of 'Completed' once the application successfully reaches the Department's system and it is available for an officer to review. Once an application has been started it can be saved and at a later point you can continue with or update that application as appropriate. Once all information is accurate and correct you can submit the application.





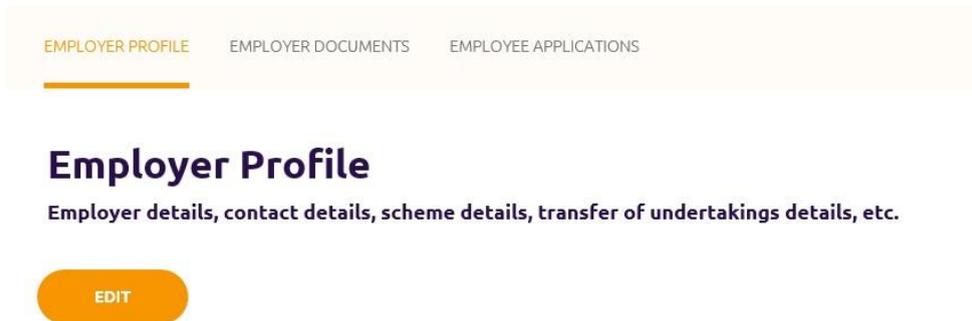
Section 10

Editing an Employer Profile



10. Editing an Employer Profile

1. Edit an Employer Profile by going to the 'Employer profile' dashboard for an employer
2. Access the dashboard by selecting the 'Employer Profile' tab when on the 'Employer documents' or 'Employee applications' dashboards.
3. Select the 'Edit' button.



4. You'll be brought to the 'Employer Profile – Step 1 of 3' screen. The fields will be pre-populated with the information you entered previously.
5. Update any information that you want to change and select 'Continue'.
6. You'll be brought to the 'Employer Profile – Step 2 of 3' screen. The fields will be pre-populated with the information you entered previously.

The exception to this is if you changed information on the previous screen that invalidated previously entered information or made additional questions mandatory. You will be required to fill in these questions before you can proceed.

7. Update any information that you want to change and select 'Continue'.
8. You'll be brought to the 'Employer Profile – Step 3 of 3' screen. The fields will be pre-populated with the information you entered previously.

The exception to this is if you changed information on a previous screen that invalidated previously entered information or made additional questions mandatory. You will be required to fill in these questions before you can proceed.

9. Update any information that you want to change.

10. Next, tick the box to declare that all the information that you've entered as part of the Employer Profile is accurate.
11. Once you're ready to register the updated Employer Profile, select 'Save and register'.
12. The updated Employer Profile information will then be issued to the DSP to be registered on the DSP's system.
13. You will be brought to the 'Registering Employer Profile' screen. You cannot create employee applications or submit employer documents until the update is completed.

You will receive a notification on Welfare Partners when the Employer Profile has been successfully updated. An email will be sent to inform you that you've received a notification on Welfare Partners.

If you update the Employer Profile after 8:30pm or on a weekend, it may be the next working day before registration is completed.



Section 11

Employer List



11. Employer list

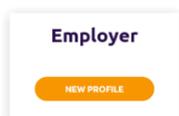
Accessing the dashboard

You can access the 'Employer list' dashboard by:

- Selecting 'Ready to start' on the Redundancy, Insolvency and Covid-19 Related Lay-off Payments Schemes overview screen.
- Selecting 'Employers' button in the header of the 'Employer profile', 'Employer documents', and 'Employee applications' dashboards.

New employers

Set up and register a new employer profile



Employers



Employers table

- The 'Employers' table has four columns.
 - a. Employer name
 - b. PAYE number
 - c. Profile last updated (the date the Employer Profile was last registered)
 - d. Application status (always shows a status of 'New')
- In the search bar, you can search for employers by PAYE number. You must search using the full PAYE number you're looking for. Entering part of a PAYE number will not return a result.
- A maximum of five employers can be displayed per page. To see more employers, select the right arrow to see the next five employers.
- Select 'View' on an employer to be brought to the 'Employer documents' or 'Employee applications' dashboard for that employer (depending on whether all required employer documents have been uploaded).

Application status

Select the 'New profile' button to create a new Employer Profile, so you can create employee applications for that employer.



Appendices

A – Checklist of required information

B – Sample Employee Declaration

Appendix A – Checklist of required information

Information required for Employer or Employer Representative Profiles

Employer Representative role; if applicable

Employer's PAYE number

Trading name (if none on record with Revenue)

Companies Registration Office (CRO) number (if registered with CRO)

Contact address for employer

Reason for redundancy (if applying for Redundancy Payments Scheme)

Type and date of insolvency (if applying for Insolvency Payments Scheme)

Details of any transfers of undertaking (TUPE) which impacted the employment of any employees being made redundant:

- Previous PAYE number (if available) and previous employer name
- Date of transfer of employment

Employer Representative name

Point of contact for applications for this employer:

- Contact name
- Contact number
- Email address

Employee information required for Redundancy and Covid-19 related lay-off payment Schemes

Employee's PPS number

Employee Name

Employee's date of birth

Whether employee is an EU, EEA, UK, or Swiss citizen (Yes/No)

Employee contact address

Contact number

Employee's email address

Transfers of undertaking (TUPE) that applied to the employee's employment; if applicable

Employment start date

Employment end date

Date of notice of termination of employment

Average weekly hours

Gross weekly wage

How the gross weekly wage was calculated

Option to provide further detail to explain the calculation of the gross weekly wage

Employee payment details

- Employee's IBAN (International Bank Account Information)
- Account holder name for employee's account

Breaks in Service - Redundancy Payments Scheme

Details of any breaks in service in the last three years of employment:

- From and to date
- Reason for break in service

Breaks in Service - Covid-19 Related Lay-off Payments Scheme

Details of any temporary lay-off due to Covid-19 restrictions breaks in service in the last three years of employment:

- From and to date
- Reason for break in service

How much, if any, redundancy was paid to the employee in relation to this redundancy

Appendix B: Employee Declaration

Sample - Statutory Redundancy Payment Scheme

<Login Profile>:
 This notice is used to confirm details of an application for the Redundancy Payment Scheme. It should be sent to the employee named below to confirm that the following information is accurate.

Employee:
 Your employer or their representative intends to submit an application under the Redundancy Payment Scheme. This form is used to confirm details of that application.

- Check the content of the form to ensure that the information is correct
- If any content is incorrect, inform your employer or their representative so that errors can be rectified or email redundancypayments@welfare.ie
- If all content is correct, confirm that to your employer or their representative.
- Your employer or their representative will submit that confirmation to the Department of Social Protection in support of the application for the Redundancy Payments Scheme.
- On receipt of this application, the Department may contact either the employer or their representative to verify the provided information and request additional documentation.

PAYE number:	<PAYE Number>		
Employer:	<Registered Name>	Trading as:	<Trading Name>

Employee:	<Firstname> <Surname>		
PPSN:	<PPSN>	Date of birth:	<Date of birth>
Address:	<Address line1>	<Address line2>	
	<Address line3>	County:	<County>
Postcode:	<Postcode>	Country:	<Country>
Contact number:	<Contact Number>	Email address:	<Email Address>
Citizen of European Economic Area/Switzerland/UK:	<Yes or No>		

Employment details			
Weekly hours worked:	<Weekly Hours>	Gross weekly wage:	<Gross weekly wage>
Date of notice of termination:	<Date of notice of termination>		
Employment start date:	<Employment Start Date>	Employment end date:	<Employment end date>
Does any service with a previous employer apply to this employee's employment?			<Yes or No>
Previous Employer name/Employer number:	<Previous Employer Name> <PAYE Number.>	Date of transfer of employment:	<Date of transfer of employment>
ADD more +			

Breaks in service			
Were there any breaks in service in the three years before the employment end date?			<Yes or No>
From	To	Reason	

<Date>	<Date>	<BIS Reason1>
ADD more +		

Payment details			
Employee IBAN:	<Employee IBAN>	Name of account holder:	< Name of Account Holder>

Redundancy Payment Scheme claim summary (Based on details provided and subject to review by Department of Social Protection)			
Number of years' service:	<Number of years' service>	Number of weeks due (including bonus week):	<Number of weeks due: (Including Bonus Week)>
Estimated statutory entitlement:	<Estimated Statutory entitlement>	Amount paid by employer:	<Amount Paid by Employer>
Payment claimed:	<Payment Claimed>		

Employee Declaration:			
I confirm that: <ul style="list-style-type: none"> All information provided on this form is accurate. I have been made redundant by my employer. I will be liable for any overpayment that issues. The balance of <Payment Claimed> is now due to me (subject to review by the Department). 			
This form was generated on the <system date> on behalf of <Applicant Company Name>.			
Employee Signature:		Date:	

Please return to:	
If returning by post, sign and return to <Applicant Contact Name> at <Applicant Company Name>.	
If returning by email, include the following text in your email reply: The attached form for the Redundancy Payment Scheme dated <system date> is accurate. Based on that information I am claiming a redundancy payment to the amount of (insert amount), (name) & (PPSN).	

Data Protection Statement	
The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. The Department of Social Protection's Privacy Statement is available at DSP Data Protection on www.gov.ie . or in hard copy.	

Employee Declaration Sample - COVID-19 RELATED LAY-OFF PAYMENT SCHEME

<Login Profile>:

This notice is used to confirm details of an application for the Covid-19 related lay-off payment Scheme. It should be sent to the employee named below to confirm that the following information is accurate.

Employee:

Your employer or employer representative intends to submit an application under the Covid-19 related lay-off payment Scheme. This form is used to confirm details of that application.

- Check the content of the form to ensure that the information is correct
- If any content is incorrect, inform your employer or employer representative so that errors can be rectified or email redundancypayments@welfare.ie
- If all content is correct, confirm that to your employer or employer representative.
- Your employer or employer representative will submit that confirmation to the Department of Social Protection in support of the application for the Covid-19 related lay-off payment Scheme.

On receipt of this application, the Department may contact either the employer or employer representative to verify the provided information and request additional documentation.

PAYE number: <PAYE Number>			
Employer: <Registered Name>		Trading as: <Trading Name>	
Employee: <Firstname>		<Surname>	
PPSN: <PPSN>		Date of birth: <Date of birth>	
Address: <Address line1>		<Address line2> <Address line3>	
County: <County>		Postcode: <Postcode> Country: <Country>	
Contact number: <Contact Number>		Email address: <Email Address>	
Citizen of EU/European Economic Area/Switzerland/UK: <Yes or No>			
Employment details			
Weekly hours worked:	<Weekly Hours>	Gross weekly wage:	<Gross weekly wage>
Date of notice of termination:	<Date of notice of termination>		
Employment start date:	<Employment Start Date>	Employment end date:	<Employment end date>
Does any service with a previous employer apply to this employee's employment?		<Yes or No>	
Previous Employer name/Employer number:		<Previous Employer Name> <PAYE Number.>	
Date of transfer of employment:		<Date of transfer of employment>	

Breaks in service			
From	To	Reason	
<Date>	<Date>	<BIS Reason1>	
Covid-19 related lay-off payment Scheme claim summary			
(Based on details provided and subject to review by the Department of Social Protection)			
Number of years' service: <Number of years' service>		Number of weeks due <Number of weeks due>	
Payment Due: <Payment Due>			
Payment details			
Employee IBAN:	<Employee IBAN>	Name of account holder:	< Name of Account Holder>

COVID-19 RELATED LAY-OFF PAYMENT SCHEME - Employee Declaration

Employee Declaration:
<p>I confirm that:</p> <ul style="list-style-type: none"> • All information provided on this form is accurate. • I have been made redundant by my employer. • I will be liable for any overpayment that issue <p>. The Covid-19 related lay-off payment total balance of <Payment due> is now due to me (subject to review by the Department).</p>
This form was generated on the <system date> on behalf of <Applicant Company Name>.
Employee Signature: _____ Date: _____
Please return to:
<p>If returning by post, sign and return to <Applicant Contact Name> at <Applicant Company Name>.</p> <p>If returning by email, include the following text in your email reply:</p> <p>The attached form for the Covid-19 related lay-off payment Scheme dated <system date> is accurate. Based on that information I am claiming a Covid-19 related lay-off payment to the amount of (<insert amount>), (name) & (PPSN).</p>
<p style="text-align: center;">Data Protection Statement</p> <p>The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. The Department of Social Protection's Privacy Statement is available at DSP Data Protection on www.gov.ie/dsp. or in hard copy.</p>