



CWPS Online Payment System (OPS) – User Guide

Step 1 - Log On

- Logon to www.cwps.ie and select the [Employer Online Services](#) tab.



- Enter your username and password that you had received from CWPS.

- You will be taken to the home page where you will see your firm's pension schedules due for payment to CWPS. The pension schedules are listed in monthly order with the oldest period on top. **You must select the oldest period first.**

Note: If you pay pension contributions to CWPS for more than one firm you will need to do a separate online transaction for each firm.

Step 2 - Select and Pay monthly Schedules

- Click on the **“Payment Schedules”** tab and select the oldest schedule for payment.



You will be taken to a screen which will list all your employees who are registered in CWPS. Your employees are listed alphabetically by surname.



- Each employee will display a line with the number of weeks due to be paid for that particular month. Each week for each employee for the selected month will initially show as “DUE”. The pension contribution rate is pre-set for each employee and this rate will be the contribution rate selected when the employee started contributing to CWPS with your firm.

Surname	Forename	PPS No	Rate	Monthly	Week 14	Week 15	Week 16	Week 17	Week 18	AVCs (€)	Total (€)
			SPB	[Dropdown]	[Due]	[Due]	[Due]	[Due]	[Due]	0.00	0.00

- To pay pension contributions for your employee for the selected month choose “Pay” from the drop down menu for each week you to want to pay. If you wish to pay all the weeks in the selected period for that employee, select “Pay” from the “Monthly” drop down tab. If you want to change the status of any individual week you can select the chosen status from the drop down menu for that week – see list below.

- ✓ **Pay:** Change status to “PAY” for each week you want to pay pension contributions for this employee
- ✓ **Sick:** If the employee was out sick for any week in the selected period select “SICK” *(no pension contributions will be due to CWPS)*
- ✓ **FAS:** If the employee was on a SOLAS training for any week in the selected period select “FAS” *(no pension contributions will be due to CWPS)*
- ✓ **No Pay:** If for some reason you do not wish to pay a pension contribution for a particular employee for any week e.g. if your employee has left your employment or if your employee is on temporary layoff select “NO PAY” *(no pension contributions will be due to CWPS)*

Note: All weeks shown on the screen must be changed from “DUE” to another status before you submit the period to CWPS.

- When you update each week, the total due will be updated in the top right hand corner of the screen, maintaining a running total of contributions for a given period.

There are additional tabs above your list of employees:



- **“Pay All”:** If you wish to pay the pension contributions for all of your registered employees for all weeks as listed
- **“Save Work”:** If you wish to save the changes you have made but you do not want to submit the period to CWPS for payment yet
- **“Submit to CWPS”:** When you have made all the changes and selected the correct weeks and you wish to submit your return to CWPS for payment
- **“Cancel”:** If you wish to cancel out of the period



Step 3 – Paying Additional Voluntary Contributions (AVCs)

- On the same screen where your employees are listed with their lines of weeks, there is a box on the right hand side of each employee to enter an AVC amount for each employee.

Surname	Forename	PPS No	Rate	Monthly	Week 14	Week 15	Week 16	Week 17	Week 18	AVCs (€)	Total (€)
			SPB		Due	Due	Due	Due	Due	0.00	0.00

- If your employee has an AVC agreement set up with CWPS, this box will be enabled. If your employee does not have an AVC agreement with CWPS this box will not be accessible and will be greyed out. If an employee wishes to pay AVCs they must set-up an AVC agreement with CWPS. Forms can be downloaded from our website www.cwps.ie/formsbooklets
- You must enter the AVC amount for each employee in the space provided if they are paying AVCs. When you update each employee, the total due will be updated in the top right hand corner of the screen, maintaining a running total of contributions for a given period.

Step 4 – Adding and removing employees

- If there are employees who have recently joined CWPS and are not listed on the screen these can be added through the “**My Employees**” tab. If there are employees on the list who have left your firm these can be removed through the “My Employees” tab.

Online Payment System

Home My Employees Pension Schedules Preferences CWPS Calendar Contact Us Help Log Out

- Click on “My Employees” tab and a list of your employees who are currently members of CWPS will be displayed. In this screen you can **ADD / REMOVE** and also **EDIT** the details of your employees.

Add Employee

- To add an employee, click on the “**Add**” button. You will be asked for the PPS No. and the Date of birth of the employee you wish to add.

Online Payment System

Home My Employees Pension Schedules Preferences CWPS Calendar Contact Us Help Log Out

View Employees Add

- If your employee is already registered in CWPS, the system will return their details and you will only need to check that their details are correct and enter a start date. If the employee is not registered in CWPS you will need to enter all their details in order to register them in CWPS.



- It is **very important** that you enter the correct “start date” for your employee as this will be the date that your employee will be entered in CWPS and contributions will be “**DUE**” from that date. This information will be carried through to schedule periods that you have saved or not yet opened.
- When selecting a “rate” for your employee this will usually correspond with the rates that you have selected for other employees in your firm. Refer to the current Scheme rates on our website www.cwps.ie/employers/CWPSEmployer/ContributionratesandCalendar

Edit Employee Details / Remove Employee

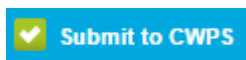
- On your list of employees under “**My Employees**” tab, click the green play button with an arrow and you will be taken to the screen that holds the personal data of your employee.



- In this screen you can update your employee address details or enter a **leave date** for your employee if they are no longer in your employment.
- Any changes you make to your employee details or dates will be carried through to schedule periods that you have saved or not yet opened.

Step 4 – Submit monthly Schedule to CWPS

- When you have finished updating your schedule and you are sure that all your entries are correct, click on “**Submit to CWPS**”



- You will be asked to confirm that you want to proceed – click “**Ok**” to proceed or “**Cancel**” if you are not sure or if you want to edit something on your submission.
- The system will check if all “**DUE**” contribution lines have been assigned a different status as outlined in Step 2.
- If all is correct you will be presented with an upload receipt and a list of employees who you have submitted and the total pension contributions and AVC amounts paid in for the period of your submission.
- CWPS will collect the total amount from your bank account and update the individual Pension Accounts with the amounts paid.



Additional Functions

Preferences

In the preferences you can change your password. Your password must be a minimum of 8 characters (capital and lower case) numbers and a symbol.

CWPS Calendar

You can view a copy of current Scheme year calendar with the week numbers and dates corresponding to them.

Contact us

You can send us a message from here. You can do this by entering your details and details of your query. This will be received in a dedicated mailbox and we will get back to you as soon as possible but maximum time will be 24 hours.

Help

- FAQs – here you can access a list of Frequently Asked Questions
- Online Payment System User Guide is available here for your convenience

If you have a query and cannot find an answer on our website or in the User Guide, please get in touch with us.

