EuroPayX

Central Statistics Office

Earnings, Hours & Employment Costs Survey (EHECS) and National Employment Survey (NES)

The Central Statistics Office (CSO) has implemented a new XML file upload facility to ease the burden of paperwork that the quarterly Earnings, Hours & Employment Costs Survey (EHECS) and the annual National Employment Survey (NES) naturally engender. EuroPay Xtra now incorporates a new CSO module to aid employers to produce the necessary data and to extract it in an XML file that can be sent directly to the CSO. For detailed implementation instructions see below.

After the 2007 year end cleardown has been run and you open the 2008 data for the first time it will be necessary to set certain parameters in order for the software to successfully run this new module. Please note that if the required set up is not completed, the necessary data will not be collated and the required XML files will be incomplete. The Data will only start collating from the first payroll run after the setup has been completed.

Parameters need to be setup for two items:

      Pay Elements
      Employees

Pay Elements

To setup pay element details use [Options] [Additions Deductions] off the main menu bar. The amended Pay Element Screen requires the following options to be set, checked or amended.

At the bottom of this screen a new section titled CSO Data Pay Element Categories has been added. For the CSO data to be collated correctly it is imperative that EHECS and NES options be set. This is done by choosing the relevant description from the combo box accessed by clicking on the down arrow

For EHECS the following options are available. (Please note that these options are as defined by the CSO and are the only ones allowable)
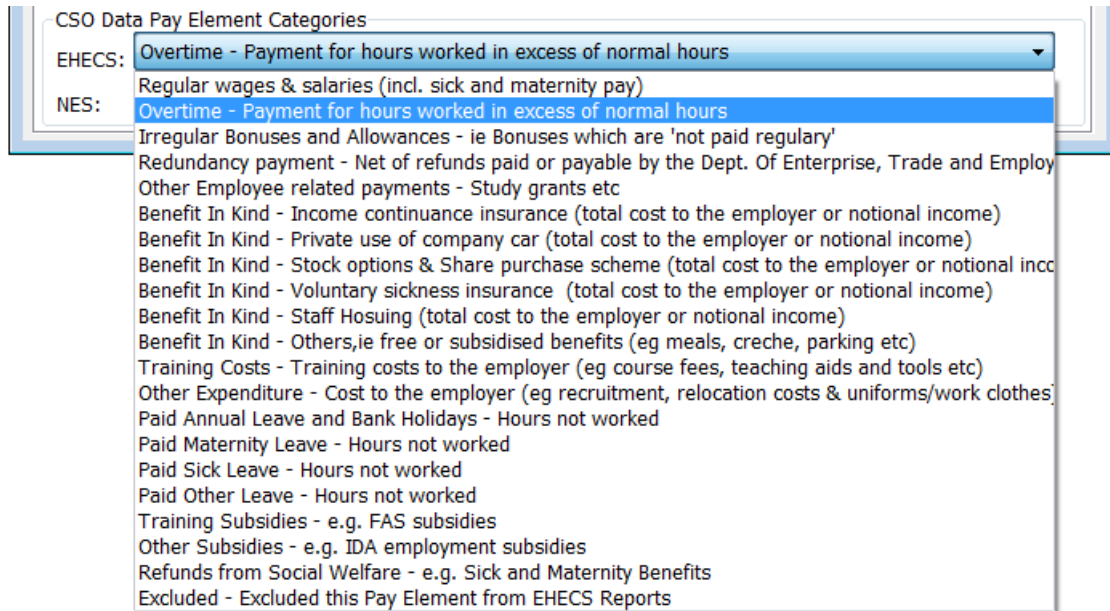
For NES the following options apply.
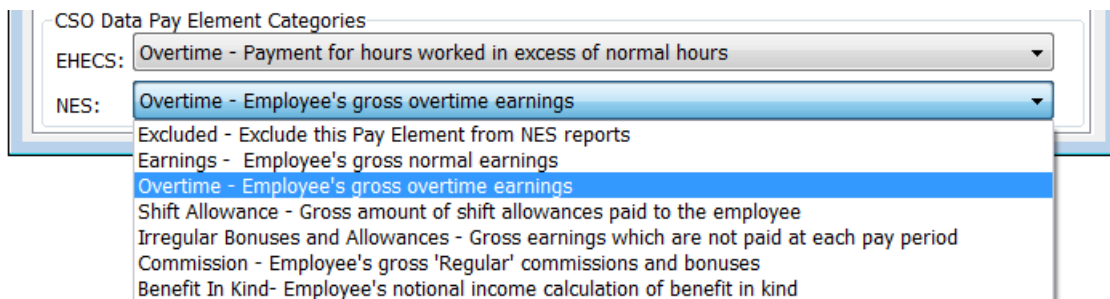
Please ensure that all existing pay elements have these options set and remember to set the options on any new pay elements that are set up in the future – incomplete setup will result in incomplete data being collated and incorrect XML files being produced.

Employees

On the Employee Master File there is a new CSO tab. Click on the tab to access the screen.

The following options need to be set.

>   Occupation – see below
>   Hours paid per week – enter normal working hours per week (eg 40.00, 37.50, 35.00 etc)
>   Days worked per week – enter normal number of days worked per week (eg 5.00, 2.50 etc)
>   Employment type – choose as appropriate
>   Contract type – choose as appropriate (defaults to Indefinite Duration Contract)

Occupation

This can be set in two ways

> 1 By using the combo box on right of Post cell a popup (screen shot on next page) will display and the user chooses a Post that best matches the employee position. Highlight the required line and Click OK and the Post, NES Status and EHECS Employee Category are automatically set.

> 2 Enter the following manually (with assistance from the CSO if required – please look in the appendix to this document for contact details.

>>   i.   Post
>>   ii. NES Status
>>   iii. EHECS Employee Category
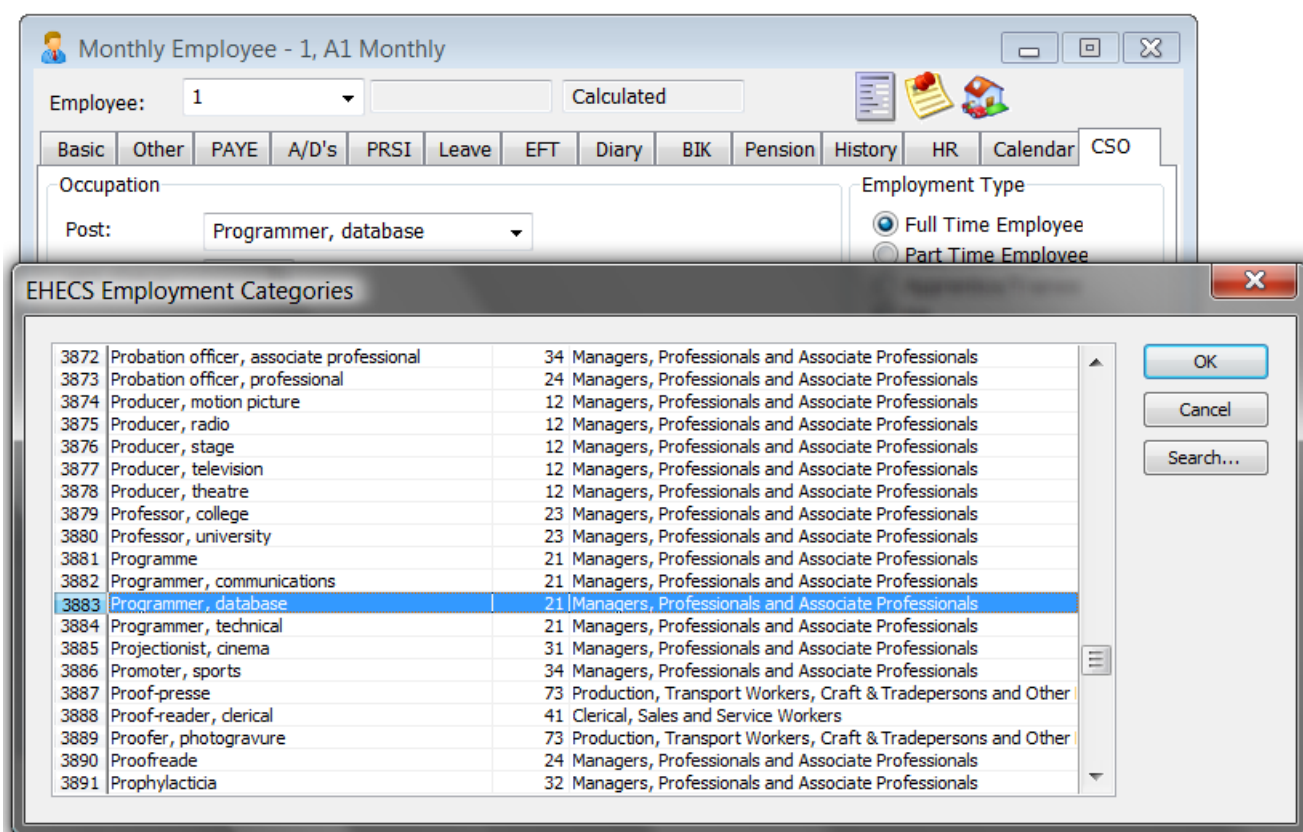
(To choose the appropriate Employment Category, scroll up and down using the vertical scroll bar on right, highlight and click OK. Alternatively, use the search button on top right to help find the required category, then highlight and click OK)

Once these options are set, they will take effect from the next calculation run and the data will be collated accordingly. The relevant data is only updated permanently when you run the normal Period Update option.

Creating EHECS XML File

Take the [CSO] [EHECS] option, and review the various screens. Some screens require data to be filled in manually as the data is neither maintained nor available from within the payroll system.

This screen auto fills – the data may be amended manually if necessary.

You may move from one tab to tab by clicking on the appropriate tab number or you may scroll from one tab to the next by using the slider bar on the bottom of the screen.

Please ensure that all relevant fields are entered, as failure to do so, may result in your file being rejected by the Central Statistics Office.

On the following pages each of the screens are shown with comments where necessary.

CSO Earnings, Hours & Employment Costs Survey (EHECS)

	Part 4 -Total Number of Paid Hours Not Worked	Part 5 - Employer's Pension Contributions	Part 6 - Employer's Liability Insurance
Part 9 - Total Other Labour Costs for ALL Employees	Part 10 - Total Subsidies and Refunds Received for ALL Employees (incl apprentices)		COMMENTS
Part 7 - Total Employer's Social Contributions		Part 8 - Total Cost to the Employer of Benefits provided to Employees	
Declaration	Part 1 - Number of Persons Employed	Part 2 - Total Wages & Salaries	Part 3 - Total Hours Paid

PERSONS EMPLOYED		Managers, Administrators, Professional & Associate Professionals	Clerical, Sales & Service Workers	Production, Transport Workers, Craft & Tradesperson, Other Manual Workers
NUMBER OF FULL-TIME EMPLOYEES	- as at the first day of quarter	2	0	0
	- as at the last day of quarter	2	1	0
	- hired during the quarter	2	1	0
NUMBER OF PART-TIME EMPLOYEES	- as at the first day of quarter	1	0	0
	- as at the last day of quarter	1	0	0
	- hired during the quarter	1	0	0
AVERAGE NUMBER OF APPRENTICES		1	0	0
AVERAGE NO OF OTHER PERSONS ENGAGED		0	0	0
JOB VACANCIES		0	0	0
NATIONAL MINIMUM WAGE		0	0	0

Create XML File   OK   Cancel

This screen auto fills – the data may be amended manually if necessary.

CSO Earnings, Hours & Employment Costs Survey (EHECS)

Part 4 -Total Number of Paid Hours Not Worked	Part 5 - Employer's Pension Contributions	Part 6 - Employer's Liability Insurance
Part 7 - Total Employer's Social Contributions	Part 8 - Total Cost to the Employer of Benefits provided to Employees	
Part 9 - Total Other Labour Costs for ALL Employees	Part 10 - Total Subsidies and Refunds Received for ALL Employees (incl apprentices)	COMMENTS
Declaration	Part 1 - Number of Persons Employed	Part 2 - Total Wages & Salaries	Part 3 - Total Hours Paid

WAGES AND SALARIES		Managers, Administrators, Professional & Associate Professionals	Clerical, Sales & Service Workers	Production, Transport Workers, Craft & Tradesperson, Other Manual Workers
FULL-TIME EMPLOYEES	Regular wages/salaries	5030.00	1050.00	.00
	Overtime	.00	.00	.00
	Irregular bonuses and allowances	25.00	.00	.00
PART-TIME EMPLOYEES	Regular wages/salaries	2400.00	.00	.00
	Overtime	750.00	.00	.00
	Irregular bonuses and allowances	220.00	.00	.00
APPRENTICES		720.00	.00	.00

Create XML File   OK   Cancel

This screen auto fills – the data may be amended manually if necessary.

CSO Earnings, Hours & Employment Costs Survey (EHECS)

Part 4 -Total Number of Paid Hours Not Worked	Part 5 - Employer's Pension Contributions	Part 6 - Employer's Liability Insurance
Part 7 - Total Employer's Social Contributions	Part 8 - Total Cost to the Employer of Benefits provided to Employees	
Part 9 - Total Other Labour Costs for ALL Employees	Part 10 - Total Subsidies and Refunds Received for ALL Employees (incl apprentices)	COMMENTS
Declaration	Part 1 - Number of Persons Employed	Part 2 - Total Wages & Salaries	Part 3 - Total Hours Paid

HOURS PAID IN THE QUARTER		Managers, Administrators, Professional & Associate Professionals	Clerical, Sales & Service Workers	Production, Transport Workers, Craft & Tradesperson, Other Manual Workers
PAID CONTRACTED HOURS	Full-time Employees	225.00	70.00	.00
	Part-Time Employees	120.00	.00	.00
	Apprentices	60.00	.00	.00
PAID OVERTIME HOURS	Full-time Employees	.00	.00	.00
	Part-Time Employees	22.00	.00	.00
	Apprentices	8.00	.00	.00

Create XML File   OK   Cancel

This screen auto fills – the data may be amended manually if necessary.

CSO Earnings, Hours & Employment Costs Survey (EHECS)

Part 7 - Total Employer's Social Contributions		Part 8 - Total Cost to the Employer of Benefits provided to Employees	
Part 9 - Total Other Labour Costs for ALL Employees		Part 10 - Total Subsidies and Refunds Received for ALL Employees (incl apprentices)	COMMENTS
Declaration	Part 1 - Number of Persons Employed	Part 2 - Total Wages & Salaries	Part 3 - Total Hours Paid
Part 4 -Total Number of Paid Hours Not Worked		Part 5 - Employer's Pension Contributions	Part 6 - Employer's Liability Insurance

PAID HOURS NOT WORKED IN THE QUARTER		Managers, Administrators, Professional & Associate Professionals	Clerical, Sales & Service Workers	Production, Transport Workers, Craft & Tradesperson, Other Manual Workers
FULL-TIME EMPLOYEES	Annual Leave and Bank Holidays	20.00	.00	.00
	Maternity Leave	.00	.00	.00
	Sick Leave	.00	.00	.00
	Other Leave	.00	.00	.00
PART-TIME EMPLOYEES	Annual Leave and Bank Holidays	.00	.00	.00
	Maternity Leave	.00	.00	.00
	Sick Leave	.00	.00	.00
	Other Leave	.00	.00	.00
APPRENTICES	All paid Leave	.00	.00	.00

Create XML File   OK   Cancel

This screen auto fills – the data may be amended manually if necessary. Maternity and Sick Leave if not being maintained within the payroll will need to be entered here.

CSO Earnings, Hours & Employment Costs Survey (EHECS)		

Part 7 - Total Employer's Social Contributions		Part 8 - Total Cost to the Employer of Benefits provided to Employees	
Part 9 - Total Other Labour Costs for ALL Employees		Part 10 - Total Subsidies and Refunds Received for ALL Employees (incl apprentices)	COMMENTS
Declaration	Part 1 - Number of Persons Employed	Part 2 - Total Wages & Salaries	Part 3 - Total Hours Paid
Part 4 -Total Number of Paid Hours Not Worked		Part 5 - Employer's Pension Contributions	Part 6 - Employer's Liability Insurance

EMPLOYER'S CONTRIBUTIONS TO PENSION FUNDS	Managers, Administrators, Professional & Associate Professionals	Clerical, Sales & Service Workers	Production, Transport Workers, Craft & Tradesperson, Other Manual Workers
All Employees (including apprentices)	.00	200.00	.00

Create XML File   OK   Cancel

This screen auto fills if employer pension data is being maintained within the payroll, if not the data may be amended manually if necessary.

This screen does not auto fill, as the necessary data is not maintained within the payroll and the required data will need to be manually entered.

CSO Earnings, Hours & Employment Costs Survey (EHECS)

Tab row	
Part 9 - Total Other Labour Costs for ALL Employees	Part 10 - Total Subsidies and Refunds Received for ALL Employees (incl apprentices)	COMMENTS

Part 9 - Total Other Labour Costs for ALL Employees | Part 10 - Total Subsidies and Refunds Received for ALL Employees (incl apprentices) | COMMENTS

Declaration | Part 1 - Number of Persons Employed | Part 2 - Total Wages & Salaries | Part 3 - Total Hours Paid

Part 4 -Total Number of Paid Hours Not Worked | Part 5 - Employer's Pension Contributions | Part 6 - Employer's Liability Insurance

Part 7 - Total Employer's Social Contributions | Part 8 - Total Cost to the Employer of Benefits provided to Employees

SOCIAL SECURITY CONTRIBUTIONS		Managers, Administrators, Professional & Associate Professionals	Clerical, Sales & Service Workers	Production, Transport Workers, Craft & Tradesperson, Other Manual Workers
FULL-TIME and PART-TIME EMPLOYEES APPRENTICES	Employer's Statutory PRSI	905.69	102.12	.00
	Income continuance insurance	.00	.00	.00
	Redundancy payments	.00	.00	.00
	Other employee related payments	.00	.00	.00
	Total Social contributions	.00	.00	.00

Create XML File | OK | Cancel

This screen auto fills – the data may be amended manually if necessary.

CSO Earnings, Hours & Employment Costs Survey (EHECS)

Part 9 - Total Other Labour Costs for ALL Employees	Part 10 - Total Subsidies and Refunds Received for ALL Employees (incl apprentices)		COMMENTS
Declaration	Part 1 - Number of Persons Employed	Part 2 - Total Wages & Salaries	Part 3 - Total Hours Paid
Part 4 -Total Number of Paid Hours Not Worked	Part 5 - Employer's Pension Contributions	Part 6 - Employer's Liability Insurance	
Part 7 - Total Employer's Social Contributions	Part 8 - Total Cost to the Employer of Benefits provided to Employees		

OTHER BENEFITS TO EMPLOYEES	Managers, Administrators, Professional & Associate Professionals	Clerical, Sales & Service Workers	Production, Transport Workers, Craft & Tradesperson, Other Manual Workers
Private use of company cars	.00	.00	.00
Stock options & Share purchase schemes	.00	.00	.00
Voluntary sickness insurance (VHI,BUPA,etc)	.00	.00	.00
Staff Housing	.00	.00	.00
Other free or subsidised benefits	.00	.00	.00

Create XML File   OK   Cancel

This screen auto fills if detailed BIK data is being maintained within the payroll, if not the data may be amended manually if necessary.

This screen does not auto fill, as the necessary data is not maintained within the payroll and the required data will need to be manually entered.

CSO Earnings, Hours & Employment Costs Survey (EHECS)

| Declaration | Part 1 - Number of Persons Employed | Part 2 - Total Wages & Salaries | Part 3 - Total Hours Paid |

| Part 4 -Total Number of Paid Hours Not Worked | Part 5 - Employer's Pension Contributions | Part 6 - Employer's Liability Insurance |

| Part 7 - Total Employer's Social Contributions | Part 8 - Total Cost to the Employer of Benefits provided to Employees |

| Part 9 - Total Other Labour Costs for ALL Employees | Part 10 - Total Subsidies and Refunds Received for ALL Employees (incl apprentices) | COMMENTS |

Training subsidies (FAS, etc):   .00

Other subsidies (e.g. IDA employment subsidies)   .00

Refunds from social Welfare (i.e. sick & maternity benefits)   .00

Create XML File   OK   Cancel

This screen does not auto fill, as the necessary data is not maintained within the payroll and the required data will need to be manually entered.

This screen allows the user to enter comments that may help the CSO to interpret the data provided.

Once the data screens are complete click on the [Create XML File] button, a standard save file dialog screen appears, allowing the user to nominate the path where the EHECS XML file will be saved. Remember where this path is, as you will need to know the filename and path when you upload the file to the CSO by secure deposit box. (See Appendix 2)

Creating NES XML file

Take the [CSO] [NES] option. In order to produce NES file a full 2008 payroll year will need to have been completed, therefore the creation of the NES XML file will only be available from 2009. Instructions will be supplied in the 2009 Budget Update. Please note however, for the XML file to be created in 2009, the data will have to be collated in 2008. Therefore it is imperative that the setup be done now. If you follow the setup instructions above in respect of Pay Elements and Employees, the data will be collected and will be available in 2009 for output.

Appendix 1

The following pages contain detailed instructions for EHECS as supplied by the CSO.

INSTRUCTIONS for EHECS

This form will be scanned electronically. In order to get the best possible results,
it would be greatly appreciated if you would follow the instructions below.

- Please write clearly in black or blue ink, and enter 1 number in each box.

- **If a box should be blank, please *do not* fill it with zeros or dashes.**

- **Do not** put any comma, decimal point, or text in the box.

DO	DO NOT
Do fill the boxes like this:	**Please do not** fill the boxes like this:
1 8 4 7	1 8 4 7 . 2 5
If you have nothing to enter, just leave it blank:	N / A
	0 0 0 0 0 . 0 0

Category of Employees required in all parts of form

Managers, Professionals & Associate Professionals	Legislators and senior officials, corporate managers, managers of small enterprises, professionals & associate professionals.
Clerical, Sales & Service Workers	Clerks, office workers, service & sales workers.
Production, Transport Workers, Craft & Tradespersons & Other Manual Workers	Plant & machine operators & assemblers, other manual workers, skilled craft & trade workers.

Part 1 - Number of Persons Employed

Full-time Employees	All persons (excluding apprentices/trainees) who have a direct employment contract with the enterprise, regardless of whether the contract is formal or informal, who receive a wage or salary and whose regular working hours are the same as the collectively agreed or customary hours worked in the enterprise, irrespective of the duration of the employment contract.
Part-time Employees	All persons (excluding apprentices/trainees) who have a direct employment contract with the enterprise, regardless of whether the contract is formal or informal, who receive a wage or salary and whose regular working hours are less than the collectively agreed or customary hours worked in the enterprise, whether daily, weekly or monthly and irrespective of the duration of the contract. The definition of part-time working may vary from enterprise to enterprise but as a general guideline, if an employee works 80% or less of the regular or normal hours worked in your enterprise or industry, then these employees should be categorised as part-time employees.
Apprentices/ Trainees	All persons employed, both full-time or part-time, whose wages/salaries are governed by the fact that they work either under an apprenticeship contract or as part of a training programme.

Other Persons Engaged	Other persons engaged consists of those who are not paid a definite wage or salary (e.g. proprietors, unpaid family members, unpaid voluntary workers, etc.).
Job Vacancies	You are asked to indicate the number of job vacancies in your organisation as at end of the quarter. A **job vacancy** is defined as a post (newly created, unoccupied or about to become vacant) which the employer intends to fill either immediately or in the near future. For the purpose of this survey, job vacancies that are **only open** to candidates from within the enterprise should be excluded.
National Minimum Wage	The National Minimum Wage Act 2000 became law on 1st April 2000. You are asked to indicate the number of employees in receipt of €8.65 per hour or less at the end of the quarter. **Note:** The National Minimum Wage Rate does not apply to: • Close relatives of the employer, such as a spouse, father, mother, son, daughter, brother or sister; • Apprentices, other than apprentice hairdressers; • Trainees.

Part 2 - Total Wages & Salaries

Include: The gross amount (i.e. before deduction of income tax, employee contributions to social security, employee contributions to pension schemes etc.) of all wages, salaries, allowances, commissions, bonuses, holiday pay etc. paid by the enterprise to all of its employees.

Exclude: Non-wage payments such as non-taxable travelling and subsistence payments and any payments made to persons not on the payroll e.g. proprietors and agency workers.

Regular wages and salaries (including sick & maternity pay)	Payments made **regularly at each pay period** during the year. They consist of: • Basic wages and salaries - including holiday pay, sick pay and maternity pay; • Wages calculated on the basis of time worked, output or piecework; • Payments for shift work, Sunday or public holiday work, etc.; • Bonuses and allowances paid at each pay period, such as those for extra responsibilities, qualifications, length of service, etc.; • Exclude any pay in advance or arrears. Please note in relation to sick and maternity pay, particular care must be taken if the employer receives refunds from the Department of Social and Family Affairs. If the amount entered under regular wages and salaries includes sums which are subsequently refunded by the Department of Social and Family Affairs, then these refunds must be included in Part 10, under "Refunds from Dept. of Social & Family Affairs/Dept. of Enterprise, Trade & Employment".
Overtime	Payment for hours worked in excess of normal hours. The amount entered should relate to the overtime hours entered in Part 3.
Irregular bonuses and allowances	Bonuses which are **not paid regularly at each pay period**. For example: • End of quarter productivity bonuses; • Golden handshake i.e. exceptional payments to employees leaving the enterprise; • Backdated pay awards i.e. payments which represent increases in wages and salaries that are applied retrospectively.
Apprentices'/Trainees' Wages & Salaries	A combined total of regular wages & salaries, overtime and irregular bonuses and allowances is required for apprentices/trainees.

Part 3 - Total Hours Paid (both worked and unworked paid hours)

Paid contracted hours	These are the normal working hours of the employees, usually specified in the contract of employment and should include paid leave e.g. paid sick leave/annual leave. Meal breaks and any unpaid absences such as unpaid sick leave, should be excluded. To ensure consistency between total wages and salaries and total hours paid, particular care should be taken in converting weekly contracted hours into quarterly contracted hours for the following employees: • Monthly Paid Employees: To convert weekly contracted hours to quarterly contracted hours for employees paid once each calendar month, weekly contracted hours must be multiplied by 13. • Fortnightly Paid Employees: The number of payments made to fortnightly paid employees will vary between 6 and 7 depending on the quarter. If there are 6 payments made to these employees, the weekly contracted hours should be multiplied by 12 to convert their weekly contracted hours to quarterly contracted hours. If 7 payments are made during the quarter, then the weekly contracted hours should be multiplied by 14. • Weekly Paid Employees: The weekly contracted hours should be multiplied by the number of payments made during the quarter. This is normally 13.
Paid overtime hours	Overtime hours consist of hours worked in excess of contracted hours. These hours, irrespective of the hourly pay rate applied, should be entered as hours. For example, 2 hours worked at double time should still be regarded as 2 hours. Please exclude overtime hours where leave in lieu is taken instead of pay.

Part 4 - Total Number of Paid Hours Not Worked

Paid hours not worked in the quarter	This includes **paid** absences during the quarter for full-time employees, part-time employees and apprentices/trainees.

Part 5 - Employer's Pension Contributions (cost to Employer only and not included in Part 2)

This refers to the employer's contribution only for all employees, including apprentices/trainees.
Do not include the employee contribution.

Part 6 - Employer's Liability Insurance

Please note that if you have a combined insurance policy you must only include the portion of the premium that relates to employer's liability. If the employer's liability insurance is paid by an annual premium, then this amount should be entered only in the quarter in which it is paid. If this insurance is paid in more than one instalment, then the amount to be entered is the actual amount paid during the quarter.

Part 7 - Total Employer's Social Security Contributions (cost to Employer only and not included in Part 2)

If possible, the figures for redundancy payments should be net of any rebates paid or payable by the Department of Enterprise, Trade and Employment. However, if only the gross amount of redundancy payments can be provided in Part 7, then the rebates from the Department of Enterprise, Trade and Employment must be included under Part 10 "Refunds from Dept. of Social & Family Affairs/ Dept. of Enterprise, Trade & Employment".

A breakdown of figures is not required for apprentices/trainees, only total employer's social security contributions.

Part 8 - Total Cost to the Employer of Benefits provided to Employees (excluding apprentices/trainees)

This refers to the total net cost of all goods and services made available to employees (excluding apprentices/trainees) by the employer.
General rule - the amount to be entered is the cost to the employer of providing the benefit, less any amount contributed by the employee. If the benefit is taxable (i.e. a benefit in kind), then the amount of 'notional pay' calculated for the purpose of making returns to the Revenue Commissioners may be entered as the cost to the employer.

These costs mainly consist of:
- Private use of company cars (not the value or cost of the car)
- Stock options and Share purchase schemes: The cost of Stock options should be calculated as the difference between the market price of the shares on the vesting date and the price charged to employees;
- Voluntary sickness insurance (VHI, Quinn Healthcare, etc.);
- Staff housing;
- Other free or subsidised benefits (e.g. parking, meals, mobile phone, canteen, creche, free or discounted company products, preferential loans, sports & recreational facilities, professional subscriptions, etc.).

Part 9 - Total Other Labour Costs for All Employees

Training costs	These include expenditure on training services and facilities, expenditure on participation in courses, the fees of instructors from outside the enterprise, expenditure on teaching aids and tools used for training, sums paid by the enterprise to training organisations, etc. Do not include apprentices'/trainees' wages.
Other expenditure	This includes: • Recruitment costs (these are the sums paid to recruitment agencies, expenditure on job advertisements in the media, travel expenses paid to candidates called for interview, installation allowances paid to newly recruited staff, etc. It does not include administration running costs (office expenses, staff wages, etc.); • Relocation costs (sums paid to employees to cover relocation expenses, etc.); • Working clothes provided by the employer.

Part 10 - Total Subsidies and Refunds Received

Subsidies received are all amounts received intended to refund part or all of the cost of wages and salaries and training costs (e.g. FAS, etc.).

Refunds from Department of Social & Family Affairs: This is the amount received/receivable by the employer from the Department of Social & Family Affairs to refund part or all of the cost of the wages and salaries of employees on paid sick leave or maternity leave etc. These refunds should only be entered in Part 10 if the amount received/receivable from the Department is included under Regular Wages & Salaries in Part 2.

Refunds from Department of Enterprise, Trade & Employment: This is the rebate received/receivable from the Department of Enterprise, Trade & Employment in respect of statutory redundancy payments. These refunds should only be entered in Part 10 if the amount received/receivable from the Department is included under Redundancy Payments in Part 7.

Appendix 2

The following is a document from the CSO outlining the use of the CSO's Secure Deposit Box

INSTRUCTIONS ON THE USE OF CSO'S SECURE DEPOSIT BOX.

Note – This is for information purposes only. If you wish to use this facility, please contact this Office (Central Statistics Office contact details are at end of this document) in order to be set up with a username and password.

The Central Statistics Office (CSO) Secure Deposit Box is a mechanism for you to lodge statistical files or text to the appropriate CSO survey area via a secure link to the CSO website.

Example only:

Username

Below is the username that you should use for sending information to the CSO. Your password will be sent separately within the next day or two.

Username: BLOGGS JOE

Survey name

Below is the name(s) of the CSO survey(s) that you are providing information for:

Survey = Earnings, Hours and Employment Costs Survey

Accessing the secure link to the CSO website

To send information securely to the CSO via the Internet, you will need to go to the Internet address (URL) https://lodgedata.cso.ie

Logging In

You will need to enter your username and password in the relevant spaces and click on the 'Login' button. Note: The password is case sensitive. If you do not enter the username and password correctly you will receive a message advising you that you were unsuccessful in accessing the website. You have a limited number of attempts to login.
If you are unsuccessful in accessing the website, please contact the CSO staff member who arranged the electronic lodgement for you.

Welcome Page

After logging in, you will reach the welcome page. This page has some background information on the Secure Deposit Box and allows you to navigate to the data lodgement page.
Note: Clicking on the 'Cancel and go to CSO Home Page' will take you to the CSO Home Page (www.cso.ie)

Data Lodgement Page

The data lodgement page provides the functionality for you to lodge data files and textual information to the CSO. There are three steps to take when submitting data:

1   Select the name of the survey you are providing data for by clicking on the drop down arrow next to 'CSO Survey Name'.

2   Attach your survey data either as a file using the 'Browse' button to locate the file (only one file can be attached per lodgement) or as text in the box 'Enter Textual Data'. You can also use the text box to add any comments you wish to send with the attached file or to give feedback on the Secure Deposit Box.

3   Press the 'Lodge Data' button to complete the data lodgement.

Thank You Page

After lodging your data and/or text you will get a message to confirm that the data has been lodged.
Note: Clicking on the 'Click here to lodge another data file' will allow you to lodge another data file.

Exiting

To exit the system, close down the thank you page.

Further information

If you have a question about the CSO Secure Deposit Box you can:

1   Send an e-mail to ehecs@cso.ie; or

2   Phone Locall 1890 313 414 (ROI) Ext. 5584.