

PAYDAY FILING

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Connect your myIR account to AgriSmart

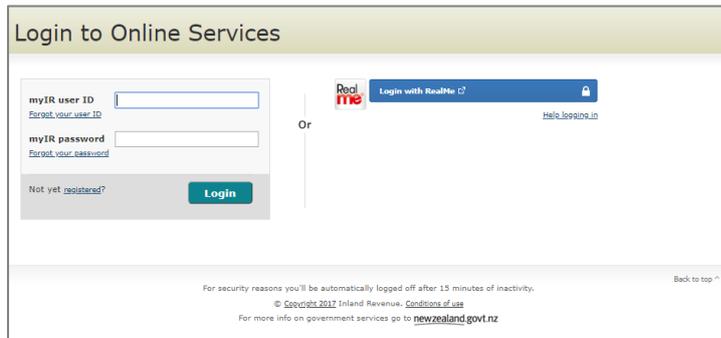
1. Hover on *Payroll* and click on *IRD Payday Filing*:



2. Click *Connect Payday Filing*:



3. Login into your myIR account:



Payday Filing via Payroll Wizard

1. Run your pay as normal. For help on this, please view the [Processing a Pay Run](#) help document
2. When you get to Step 5, download the *Bank File*, view the *Report*, *Print the Payslips*, and/or *Email the Payslips* if desired:



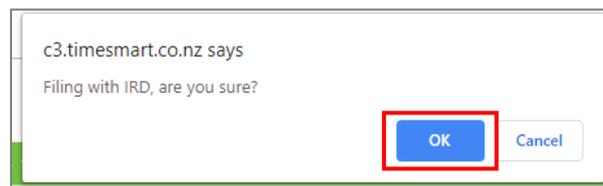
3. Click *Done*:



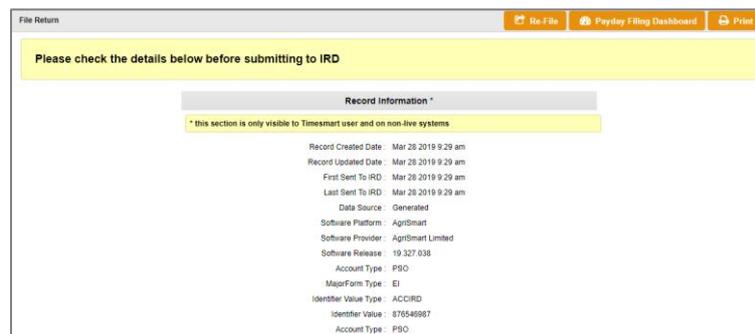
4. Click *File with IRD*:



5. Click *OK*:



6. Check over the File Return:

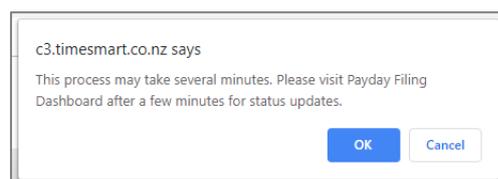


7. When you are happy with how everything looks, scroll down to the bottom and click *File*:



NB: The download button is there for your purposes only, this doesn't need to be clicked to complete your Payday Filing

8. Once you have clicked *File*, the following pop-up will appear notifying you that the filing process will take several minutes:



9. Click *OK*

The following screen will appear notifying you again that the filing process will take several minutes:

File Return Re-File Payday Filing Dashboard Print

This process may take several minutes. Please visit [Payday Filing Dashboard](#) after a few minutes for status updates.

10. Click on the *Payday Filing Dashboard* link to take you to the Dashboard:

File Return Re-File Payday Filing Dashboard Print

This process may take several minutes. Please visit [Payday Filing Dashboard](#) after a few minutes for status updates.

The following screen will appear:

Payday Filing

Payday Filing Dashboard

Returns File a Return Filing Report

| # | Pay Date | Status | Response | Total Owing |
|---|-------------|-----------------------------------|------------|-------------|
| 1 | Mar 28 2019 | Last filed on Mar 28 2019 9:29 am | Filing ... | 1166.69 |

Owing

| Month | 1st - 15th | 16th - End | Full |
|-------|------------|------------|---------|
| April | - | - | - |
| March | - | 1166.69 | 1166.69 |

Here you can track the status of your File:

Payday Filing

Payday Filing Dashboard

Returns File a Return Filing Report

| # | Pay Date | Status | Response | Total Owing |
|---|-------------|-----------------------------------|------------|-------------|
| 1 | Mar 28 2019 | Last filed on Mar 28 2019 9:29 am | Filing ... | 1166.69 |

Owing

| Month | 1st - 15th | 16th - End | Full |
|-------|------------|------------|---------|
| April | - | - | - |
| March | - | 1166.69 | 1166.69 |

After a few minutes, the Response would have changed from Filing to either Success or Failed:

Returns File a Return Filing Report

| # | Pay Date | Status | Response | Total Owing |
|----|-------------|-----------------------------------|----------|-------------|
| 18 | Apr 07 2019 | Last filed on Mar 26 2019 5:27 pm | Success | 0 |

Payday Filing when Pay Run is not done via the Payroll Wizard

1. Create payslip(s) as normal
2. Ensure the payslip(s) status has been changed to either the *Sent* or *Paid*
3. Hover on *Payroll* and click on *IRD Payday Filing*:



This will take you to the *Payday Filing Dashboard*:

A screenshot of the 'Payday Filing Dashboard'. It features a 'Returns' section with a table and a 'Filing Report' button. The 'Returns' table has columns for '#', 'Pay Date', 'Status', 'Response', and 'Total Owing'. There is one entry for 'Mar 28 2019' with a status of 'Last filed on Mar 28 2019 9:29 am' and a 'Total Owing' of '1166.69'. To the right, an 'Owing' table shows amounts for 'April' and 'March' across different periods.

| # | Pay Date | Status | Response | Total Owing |
|---|-------------|-----------------------------------|------------|-------------|
| 1 | Mar 28 2019 | Last filed on Mar 28 2019 9:29 am | Filing ... | 1166.69 |

| Month | 1st - 15th | 16th - End | Full |
|-------|------------|------------|---------|
| April | - | - | - |
| March | - | 1166.69 | 1166.69 |

4. Click on *File a Return*:



This will bring up the following screen:

A screenshot of the 'File Return - Select Pay Date or Pay Run' screen. It has a yellow header bar with the text 'Select a Pay Date or Pay Run from one of the drop downs below'. Below this are two dropdown menus: 'Pay Date' and 'Pay Run', separated by '- OR -'. A 'GO >' button is at the bottom.

5. Select the payslip pay date from the *Pay Date* drop down box, then click *GO*:

A screenshot of the 'File Return - Select Pay Date or Pay Run' screen. The 'Pay Date' dropdown menu is open and shows 'Mar 24 2019' selected, highlighted with a red box. The 'GO >' button is also highlighted with a red box.

The following screen will appear:

A screenshot of the 'File Return for Mar 24 2019' screen. It shows a table with columns for 'ID', 'Status', 'Team Member', 'IRD Number', 'Tax Code', 'Total Taxable Payments', 'Total Non-Taxable Allowances', 'PAYE', 'Kiwi Saver (Employee)', 'Kiwi Saver (Employer)', 'ESCT', 'Kiwi Saver (Employer NET)', 'Student Loan (Total)', 'Child Support', 'Other Deductions', 'Taxable Extra Pay', 'Tax on Extra Pay', 'Net Remuneration', and 'Last Sent Date'. There is one entry for '278' with a status of 'Paid' and a team member of 'George Hamilton'. A 'Save & Continue' button is at the bottom.

| ID | Status | Team Member | IRD Number | Tax Code | Total Taxable Payments | Total Non-Taxable Allowances | PAYE | Kiwi Saver (Employee) | Kiwi Saver (Employer) | ESCT | Kiwi Saver (Employer NET) | Student Loan (Total) | Child Support | Other Deductions | Taxable Extra Pay | Tax on Extra Pay | Net Remuneration | Last Sent Date |
|-----|--------|-----------------|------------|----------|------------------------|------------------------------|--------|-----------------------|-----------------------|-------|---------------------------|----------------------|---------------|------------------|-------------------|------------------|------------------|----------------|
| 278 | Paid | George Hamilton | 123456789 | M | 2209.82 | 22.75 | 425.18 | 100.39 | 75.29 | 14.23 | 61.06 | 0.00 | 0.00 | 200.00 | 500.00 | 156.95 | 1850.05 | (jsgn) |

6. Click *Save & Continue*:

| ID | Status | Team Member | IRD Number | Tax Code | Total Taxable Payments | Total Non-Taxable Allowances | PAYE | Kiwi Saver (Employee) | Kiwi Saver (Employer) | ESCT | Kiwi Saver (Employer NET) | Student Loan (Total) | Child Support | Other Deductions | Taxable Extra Pay | Tax on Extra Pay | Net Remuneration | Last Sent Date |
|-----|--------|-----------------|------------|----------|------------------------|------------------------------|--------|-----------------------|-----------------------|-------|---------------------------|----------------------|---------------|------------------|-------------------|------------------|------------------|----------------|
| 272 | Paid | George Hamilton | 123456789 | M | 2209.82 | 22.75 | 425.18 | 100.39 | 75.29 | 14.23 | 61.06 | 0.00 | 0.00 | 200.00 | 500.00 | 156.95 | 1850.05 | (0.00) |

[Save & Continue](#)

7. Check over the File Return:

Please check the details below before submitting to IRD

Record information *

* this section is only visible to Timesmart user and on non-live systems

Record Created Date: Mar 28 2019 9:29 am
 Record Updated Date: Mar 28 2019 9:29 am
 First Sent To IRD: Mar 28 2019 9:29 am
 Last Sent To IRD: Mar 28 2019 9:29 am
 Data Source: Generated
 Software Platform: AgriSmart
 Software Provider: AgriSmart Limited
 Software Release: 19.327.038
 Account Type: PSO
 Major Form Type: EI
 Identifier Value Type: ACCIRD
 Identifier Value: 875540587
 Account Type: PSO

8. When you are happy with how everything looks, scroll down to the bottom and click *File*:

[File](#) [Download](#)

NB: The download button is there for your purposes only, this doesn't need to be clicked to complete your Payday Filing

Once you have clicked *File*, the following pop-up will appear notifying you that the filing process will take several minutes:

c3.timesmart.co.nz says

This process may take several minutes. Please visit [Payday Filing Dashboard](#) after a few minutes for status updates.

[OK](#) [Cancel](#)

9. Click *OK*

The following screen will appear notifying you again that the filing process will take several minutes:

[Re-File](#) [Payday Filing Dashboard](#) [Print](#)

This process may take several minutes. Please visit [Payday Filing Dashboard](#) after a few minutes for status updates.

10. Click on the *Payday Filing Dashboard* link to take you to the Dashboard:

[Re-File](#) [Payday Filing Dashboard](#) [Print](#)

This process may take several minutes. Please visit [Payday Filing Dashboard](#) after a few minutes for status updates.

The following screen will appear:

Payday Filing Dashboard

Returns

[File a Return](#) [Filing Report](#)

| # | Pay Date | Status | Response | Total Owing |
|---|-------------|------------------------------------|------------|-------------|
| 1 | Mar 28 2019 | Last filed on Mar 28 2019 9:29 am | Success | 1166.69 |
| 2 | Mar 24 2019 | Last filed on Mar 28 2019 10:56 am | Filing ... | 600.86 |

Owing

| Month | 1st - 15th | 16th - End | Fall |
|-------|------------|------------|---------|
| April | - | - | - |
| March | - | 1767.55 | 1767.55 |

Here you can track the status of your File:

Payday Filing

Payday Filing Dashboard

Returns

[File a Return](#) [Filing Report](#)

| # | Pay Date | Status | Response | Total Owing |
|---|-------------|------------------------------------|------------|-------------|
| 1 | Mar 28 2019 | Last filed on Mar 28 2019 9:29 am | Success | 1166.69 |
| 2 | Mar 24 2019 | Last filed on Mar 28 2019 10:56 am | Filing ... | 600.86 |

Owing

| Month | 1st - 15th | 16th - End | Full |
|-------|------------|------------|---------|
| April | - | - | - |
| March | - | 1767.55 | 1767.55 |



After a few minutes, the Response would have changed from Filing to either Success or Failed:

Payday Filing

Payday Filing Dashboard

Returns

[File a Return](#) [Filing Report](#)

| # | Pay Date | Status | Response | Total Owing |
|---|-------------|------------------------------------|----------|-------------|
| 1 | Mar 28 2019 | Last filed on Mar 28 2019 9:29 am | Success | 1166.69 |
| 2 | Mar 24 2019 | Last filed on Mar 28 2019 10:56 am | Success | 600.86 |

Owing

| Month | 1st - 15th | 16th - End | Full |
|-------|------------|------------|---------|
| April | - | - | - |
| March | - | 1767.55 | 1767.55 |

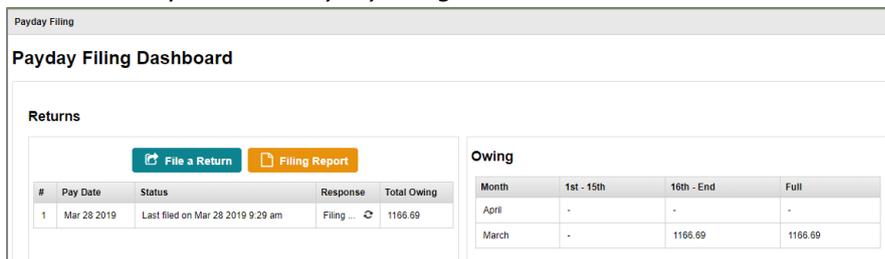


Payday Filing when Pay Run is done via the Payroll Wizard, but Filing isn't

1. Hover on *Payroll* and click on *IRD Payday Filing*:



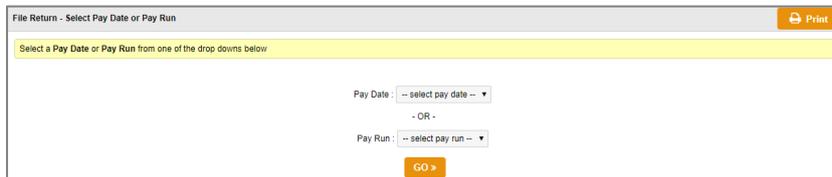
This will take you to the *Payday Filing Dashboard*:



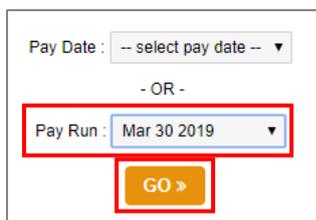
2. Click on *File a Return*:



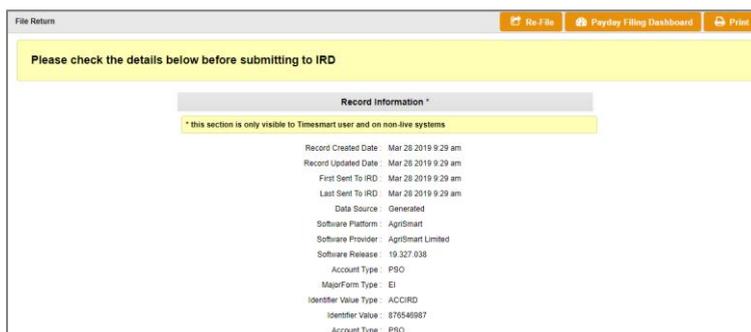
This will bring up the following screen:



3. Select the pay run pay date from the *Pay Run* drop down box, then click *GO*:



4. Check over the File Return:

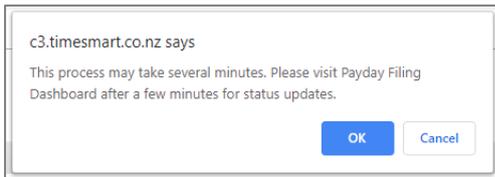


5. When you are happy with how everything looks, scroll down to the bottom and click *File*:



NB: The download button is there for your purposes only, this doesn't need to be clicked to complete your Payday Filing

Once you have clicked *File*, the following pop-up will appear notifying you that the filing process will take several minutes:



6. Click *OK*

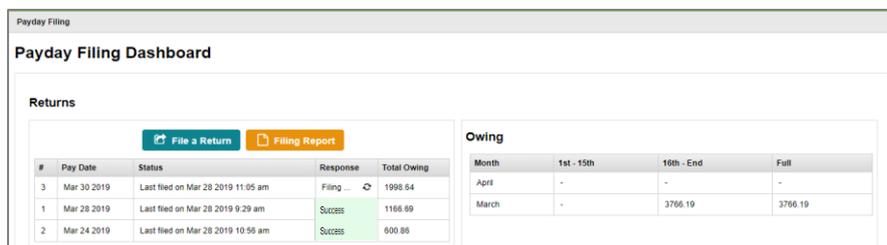
The following screen will appear notifying you again that the filing process will take several minutes:



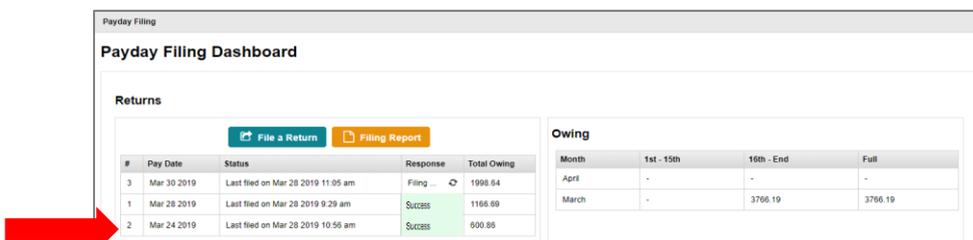
7. Click on the *Payday Filing Dashboard* link to take you to the Dashboard:



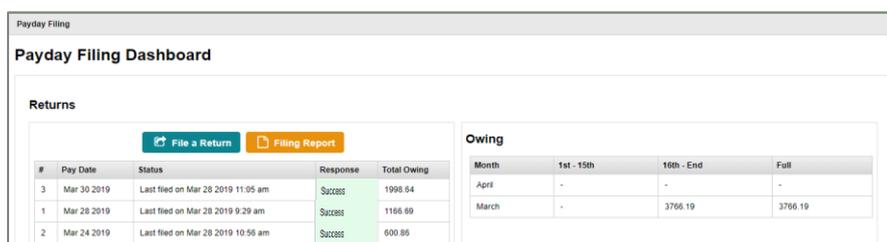
The following screen will appear:



Here you can track the status of your File:

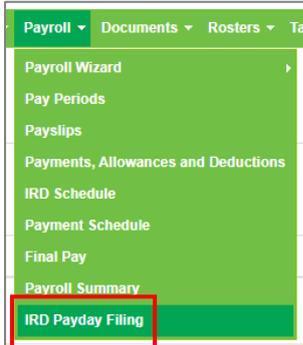


After a few minutes, the Response would have changed from Filing to either Success or Failed:



Viewing/Checking a Return

1. Hover on *Payroll* and click on *IRD Payday Filing*:



This will take you to the *Payday Filing Dashboard*:

A screenshot of the 'Payday Filing Dashboard'. It features two main sections: 'Returns' and 'Owing'. The 'Returns' section has a table with columns for '#', 'Pay Date', 'Status', 'Response', and 'Total Owing'. The 'Owing' section has a table with columns for 'Month', '1st - 15th', '16th - End', and 'Full'.

| # | Pay Date | Status | Response | Total Owing |
|---|-------------|------------------------------------|----------|-------------|
| 3 | Mar 30 2019 | Last filed on Mar 28 2019 11:05 am | Success | 1998.64 |
| 1 | Mar 28 2019 | Last filed on Mar 28 2019 9:29 am | Success | 1166.69 |
| 2 | Mar 24 2019 | Last filed on Mar 28 2019 10:56 am | Success | 600.86 |

| Month | 1st - 15th | 16th - End | Full |
|-------|------------|------------|---------|
| April | - | - | - |
| March | - | 3766.19 | 3766.19 |

2. Click on *Filing Report*:

A screenshot of the 'Payday Filing Dashboard' similar to the previous one, but with the 'Filing Report' button in the 'Returns' section highlighted with a red rectangular box.

The following screen will appear:

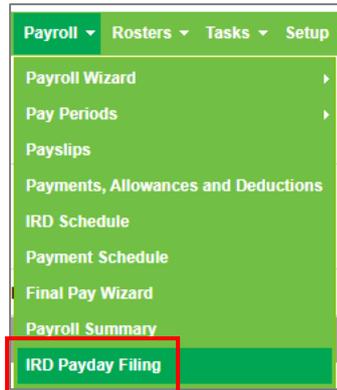
A screenshot of the 'IRD Payday Filing Report' screen. It includes search filters for 'Date From', 'Date To', 'Pay Date', and 'Report Type', along with a 'GO' button and a 'Print' button. Below the filters is a table showing filing records.

| # | Pay Date | Status | Response | Total Owing |
|---|-------------|------------------------------------|----------|-------------|
| 3 | Mar 30 2019 | Last filed on Mar 28 2019 11:05 am | Success | 1998.64 |
| 1 | Mar 28 2019 | Last filed on Mar 28 2019 9:29 am | Success | 1166.69 |
| 2 | Mar 24 2019 | Last filed on Mar 28 2019 10:56 am | Success | 600.86 |

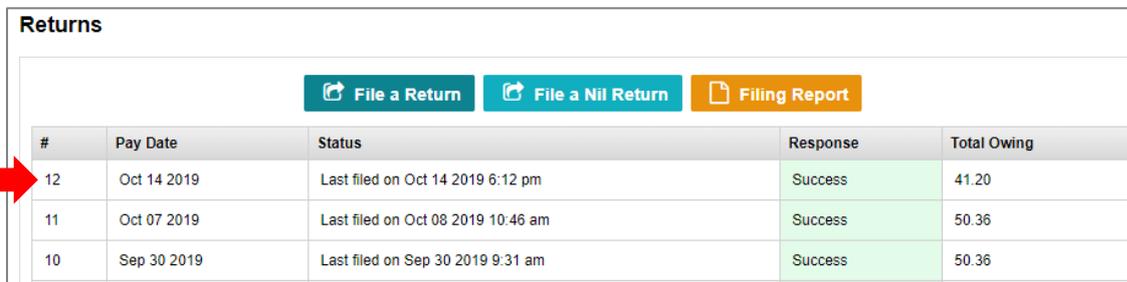
Here you can check the file Response and the amount payable. You can also click anywhere on the line to view the Return.

Refiling a Return to the IRD

1. Hover on *Payroll* and click on *IRD Payday Filing*:



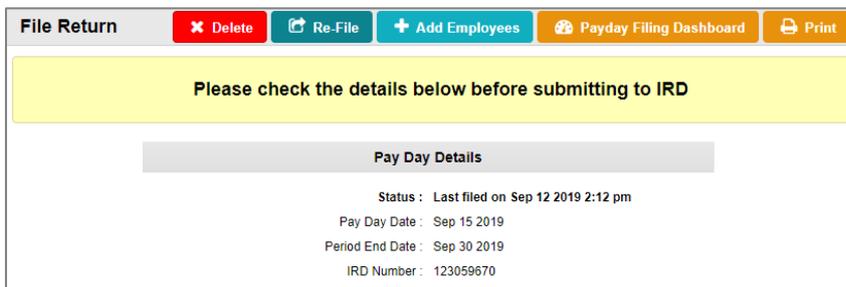
2. Click on the file that you want to refile:



A screenshot of a 'Returns' table. At the top, there are three buttons: 'File a Return', 'File a Nil Return', and 'Filing Report'. The table has five columns: '#', 'Pay Date', 'Status', 'Response', and 'Total Owing'. A red arrow points to the first row of the table.

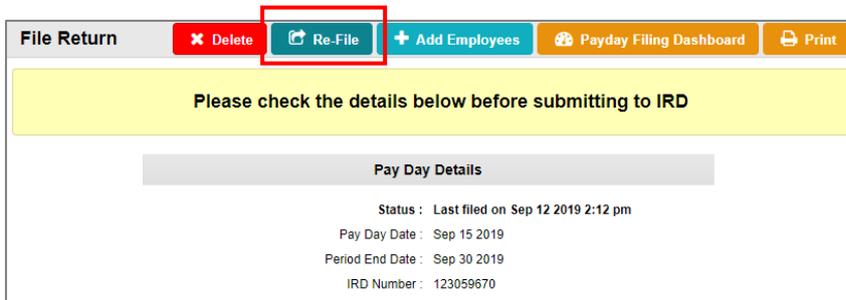
| # | Pay Date | Status | Response | Total Owing |
|----|-------------|------------------------------------|----------|-------------|
| 12 | Oct 14 2019 | Last filed on Oct 14 2019 6:12 pm | Success | 41.20 |
| 11 | Oct 07 2019 | Last filed on Oct 08 2019 10:46 am | Success | 50.36 |
| 10 | Sep 30 2019 | Last filed on Sep 30 2019 9:31 am | Success | 50.36 |

This will bring up the following screen:



A screenshot of the 'File Return' screen. At the top, there are buttons for 'Delete', 'Re-File', 'Add Employees', 'Payday Filing Dashboard', and 'Print'. Below the buttons is a yellow box with the text 'Please check the details below before submitting to IRD'. Underneath is a section titled 'Pay Day Details' with the following information: Status: Last filed on Sep 12 2019 2:12 pm, Pay Day Date: Sep 15 2019, Period End Date: Sep 30 2019, and IRD Number: 123059670.

3. Click *Re-File*:



A screenshot of the 'File Return' screen, identical to the previous one, but with the 'Re-File' button highlighted by a red rectangular box.

4. Scroll down to the *Amendments* section and select the reason for refile:

Amendments

Amendment Reason : OTHER

Amendment Details : KEY (incorrect amount)
MATH (calculation error)
TRANSPO (transposition error)
OTHER

File

5. Enter the *Amendment Details* (optional):

Amendments

Amendment Reason : KEY (incorrect amount)

Amendment Details :

6. Scroll down to the bottom of your screen and click *File*:

Total Amount Payable : 14438.44

File Download

7. Click *OK*:

c3.timesmart.co.nz says

This process may take several minutes. Please visit Payday Filing Dashboard after a few minutes for status updates.

OK Cancel

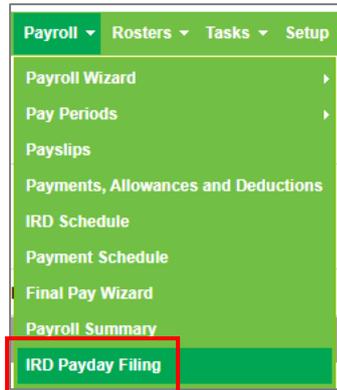
8. You can track the status of this file by visiting your Payday Filing Dashboard:

File Return Re-File Payday Filing Dashboard Print

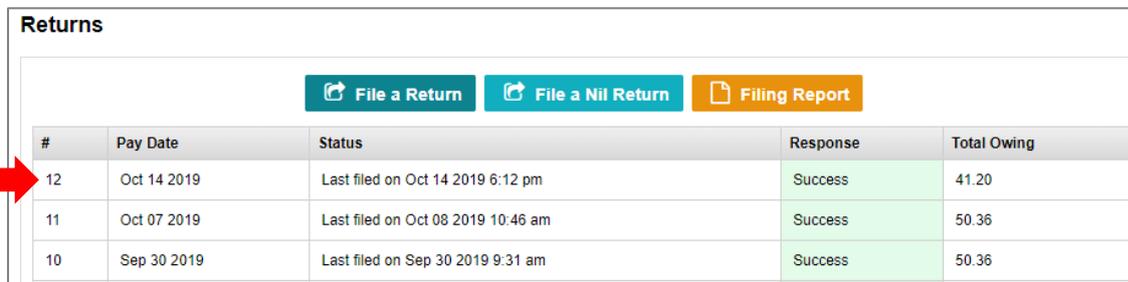
This process may take several minutes. Please visit Payday Filing Dashboard after a few minutes for status updates.

Deleting a Return from the IRD

1. Hover on *Payroll* and click on *IRD Payday Filing*:



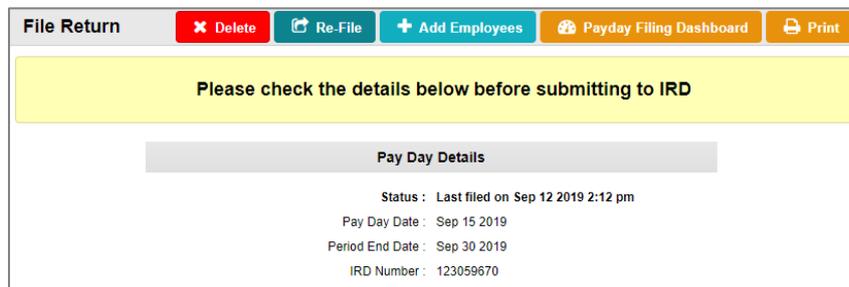
2. Click on the file that you want to delete:



A screenshot of a 'Returns' table. At the top, there are three buttons: 'File a Return', 'File a Nil Return', and 'Filing Report'. The table has five columns: '#', 'Pay Date', 'Status', 'Response', and 'Total Owing'. A red arrow points to the first row of the table.

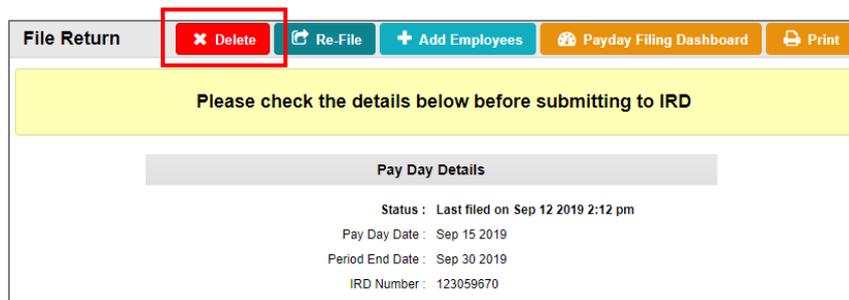
| # | Pay Date | Status | Response | Total Owing |
|----|-------------|------------------------------------|----------|-------------|
| 12 | Oct 14 2019 | Last filed on Oct 14 2019 6:12 pm | Success | 41.20 |
| 11 | Oct 07 2019 | Last filed on Oct 08 2019 10:46 am | Success | 50.36 |
| 10 | Sep 30 2019 | Last filed on Sep 30 2019 9:31 am | Success | 50.36 |

This will bring up the following screen:



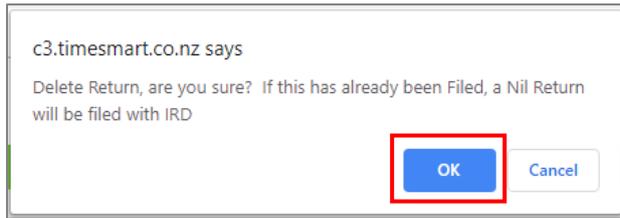
A screenshot of the 'File Return' screen. At the top, there are five buttons: 'Delete', 'Re-File', 'Add Employees', 'Payday Filing Dashboard', and 'Print'. Below the buttons is a yellow box with the text 'Please check the details below before submitting to IRD'. Underneath is a 'Pay Day Details' section with the following information: Status: Last filed on Sep 12 2019 2:12 pm, Pay Day Date: Sep 15 2019, Period End Date: Sep 30 2019, and IRD Number: 123059670.

3. Click *Delete*:



A screenshot of the 'File Return' screen, identical to the previous one, but with the 'Delete' button highlighted by a red rectangular box.

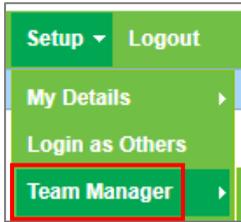
4. Click *OK*:



Sending New Team Member details to the IRD

Sending an individual's Employee Details to the IRD

1. Hover on *Setup* and click on *Team Manager*:



The following screen will appear:

| Team Member | Job Title | Access Level | Team | Email / Username | Daily Contracted Hours | Remuneration Type | Pay Frequency | Gross Annual Remuneration | Employee Type | Location(s) | | |
|-----------------|----------------|----------------|------|------------------------------------|------------------------|-------------------|---------------|---------------------------|---------------|-----------------------|-------------------------------------|--------------------------|
| Elizabeth Green | Administrator | Administrator | | Liz | - | salary | fortnightly | - | Admin only | no location | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| George Hamilton | Farm Manager | Farm Manager | | george@gmail.com / George | 10.00 | salary | fortnightly | 55000.00 | Full-time | Waihou Farm | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Harry Brown | Relief Milker | Relief Milker | | hannah.naza@agrimart.co.nz / Harry | - | wages | fortnightly | - | Casual | Kareika Farm | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Jane Smith | Farm Assistant | Farm Manager | | hannah.naza@agrimart.co.nz / Jane | 9.00 | wages | fortnightly | 47007.00 | Full-time | Farm 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Lisa Glass | Farm Assistant | Farm Assistant | | hannah.naza@agrimart.co.nz / Lisa | 10.00 | salary | fortnightly | 62969.00 | Full-time | Farm 1 Waihou Farm | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

2. Click on the team member's name whose details it is you need to send to the IRD. This will bring up the following screen:

General Employment Details Payroll Leave Payroll Audit Notes Reminders User Files Skills Preferences

Username: * George
Password: * minimum 8 characters (minimum 2 numbers, case sensitive)
First Name: * George
Last Name: * Hamilton
Employee Type: * Full-time
Remuneration Type: * salary
Email Address: george@gmail.com
Job Title: Farm Assistant
Team: no team
Primary Location: no location
Other Locations: all
Access Level: Farm Assistant
Health and Safety Responsibility Level: worker
Roster display colour: test
Hide rostered days off:
Exclude from Rosters and Tasks:
Pay Week Ending Day: Sunday
Exclude from dashboard:
Access Timesheet Viewer Report: * this overrides access level
Timesheet Supervisor:
Save >>

3. Click on the *Employment Details* tab:

General **Employment Details** Payroll Leave Payroll Audit Notes Reminders User Files Skills Preferences

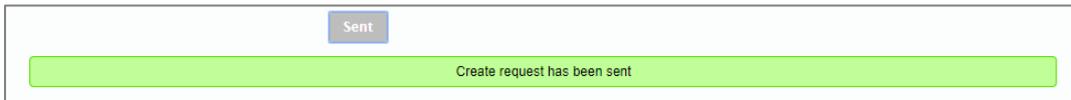
IRD Number: 089-236-550
Employee Code:
Tax Code: M SL
* Start Date: Jun 01 2018 ✕
Date Entitled To Sick Leave: Dec 01 2018 ✕ (casual employees not entitled to sick leave)
Termination Date: ✕
Employee KiwiSaver Contribution: 4 %
Employer KiwiSaver Contribution: 4 %
KiwiSaver Status: Active KS Member
KiwiSaver Opted Out Date: ✕
Send to IRD

4. Click *Send to IRD*:

The screenshot shows the 'Employment Details' tab with various fields for employee information. The 'Send to IRD' button is highlighted with a red box.

| | |
|---------------------------------|---|
| IRD Number | : 089-236-550 |
| Employee Code | : |
| Tax Code | : M SL |
| * Start Date | : Jun 01 2018 |
| Date Entitled To Sick Leave | : Dec 01 2018 (casual employees not entitled to sick leave) |
| Termination Date | : |
| Employee KiwiSaver Contribution | : 4 % |
| Employer KiwiSaver Contribution | : 4 % |
| Kiwisaver Status | : Active KS Member |
| Kiwisaver Opted Out Date | : |

You will be notified as per below screenshot:



Sending bulk Employee Details to the IRD

1. Hover on *Payroll* and click on *IRD Payday Filing*:



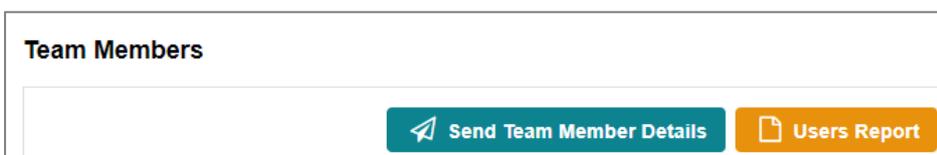
This will take you to the *Payday Filing Dashboard*:

The screenshot shows the 'Payday Filing Dashboard' with two main sections: 'Returns' and 'Owing'.

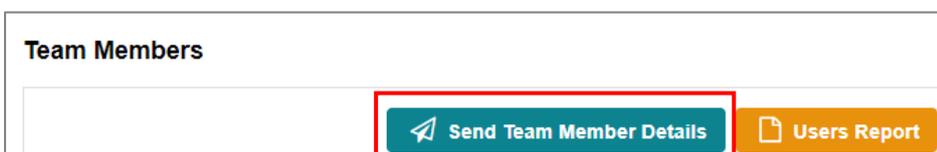
| # | Pay Date | Status | Response | Total Owing |
|---|-------------|------------------------------------|----------|-------------|
| 3 | Mar 30 2019 | Last filed on Mar 29 2019 11:05 am | Success | 1998.64 |
| 1 | Mar 28 2019 | Last filed on Mar 28 2019 9:29 am | Success | 1166.69 |
| 2 | Mar 24 2019 | Last filed on Mar 28 2019 10:56 am | Success | 600.86 |

| Month | 1st - 15th | 16th - End | Full |
|-------|------------|------------|---------|
| April | - | - | - |
| March | - | 3766.19 | 3766.19 |

2. Scroll down to the *Team Members* section:



3. Click *Send Team Member Details*:



The following screen will appear:

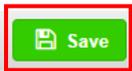
Payday Filing > Employee Service > Select Employees

Please select employees to send to IRD

| <input type="checkbox"/> | Employee | Last Sent | Enabled? | Terminated? | Changed? |
|-------------------------------------|-----------------|----------------------|----------|-------------|----------|
| <input type="checkbox"/> | George Hamilton | Mar 28 2019 11:16 am | Yes | No | No |
| <input checked="" type="checkbox"/> | Jane Smith | | Yes | No | No |
| <input type="checkbox"/> | Frank Underwood | | No | Yes | No |
| <input checked="" type="checkbox"/> | Lisa Glass | | Yes | No | No |
| <input checked="" type="checkbox"/> | Harry Brown | | Yes | No | No |
| <input type="checkbox"/> | Example Unpaid | | No | Yes | No |



4. Here you will see that the employees whose details have not been sent to the IRD, have been automatically selected. You can also see that the employees who are no longer employed by you are highlighted in red, meaning that their details won't be sent to the IRD. When you are happy with the bulk selection, scroll down to the bottom and click *Save*:



The following screen will appear:

Payday Filing > Employee Service > Submission Detail

Submitted by Timesmart Limited on Mar 28 2019 11:20 am

| | Employee | Operation | Operation Status | Processed Time | Errors | Response Code | Response Message |
|---|-------------|-----------|------------------|----------------|--------|---------------|------------------|
| 1 | Jane Smith | Create | Not Processed | | | | |
| 2 | Lisa Glass | Create | Not Processed | | | | |
| 3 | Harry Brown | Create | Not Processed | | | | |

