

## 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:



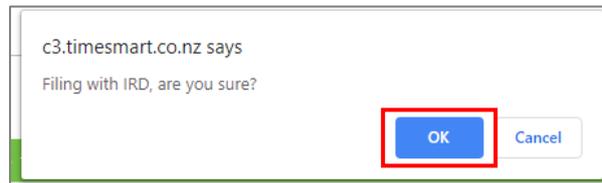
3. Click *Done*:



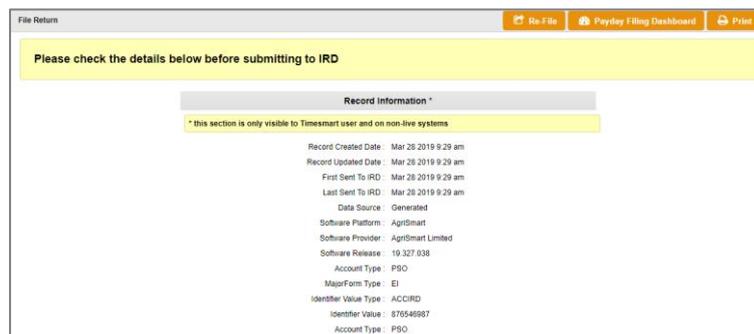
4. Click *File with IRD*:



5. Click *OK*:



6. Check over the File Return:

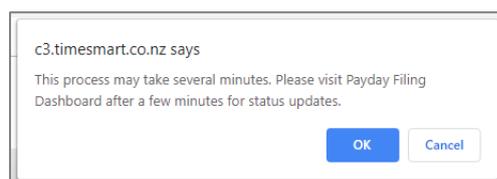


7. When you are happy with how everything looks, scroll down to the bottom and click *File*:



**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