

# PAYDAY FILING VIA PAYROLL WIZARD

- 1. Run your pay as normal. For help on this, please view the <u>Processing a Pay Run</u> 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:

Bank File 🗴	Report 🔳	Print Payslips 🖨 🛛 I	Email Payslips 🔀	Done	<b>~</b>
3. Click Do	one:				
Bank File 🗴	Report 🔳	Print Payslips 🔒 🛛 I	Email Payslips 🖂	Done	<b>~</b>
4. Click Fil	e with IRD	:			
Bank File 🗴	Report 🔳	Print Payslips 🖨	Email Pays	slips 🖂	File With IRD @
5. Click OK c3.timesmar	t.co.nz says				
	, ,				

# 6. Check over the File Return:

ile Return		🖹 Re-File	🍘 Payday Filing Dashboard	🔒 Print
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			
	MajorForm Type : El			
	Identifier Value Type : ACCIRD			
	Identifier Value : 876546987			
	Account Type : PSO			

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

J

C File		📩 Download	

# 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 <u>Payday Filing Dashboard</u> after a few minutes	es for status upo	lates.	

# 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 v sit <u>Payday Filing Dashboard</u> af er a few minut	ites for status up	dates.	

# The following screen will appear:

tay F	Filing							
yd	lay Filing	Dashboard						
Ret	urns	C File a Return	a Report		Owing			
					-			
#	Pay Date	Status	Response	Total Owing	Month	1st - 15th	16th - End	Full
#	Pay Date Mar 28 2019	Status Last filed on Mar 28 2019 9:29 am	Response	Total Owing 1166.69	Month April	1st - 15th -	16th - End -	Full

### Here you can track the status of your File:

Pay	/day F	iling							
Pa	ayd	lay Filing	J Dashboard						
	Pot	irns							
	Reu	unis							
			🖸 File a Return 📘 🗋 Filir	ig Report	_	Owing			
	#	Pay Date	Status	Response	T tal Owing	Month	1st - 15th	16th - End	Full
	1	Mar 28 2019	Last filed on Mar 28 2019 9:29 am	Filing C	166.69	April			-
			1			March		1166.60	4466.60

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

