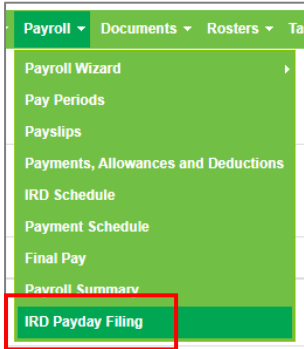
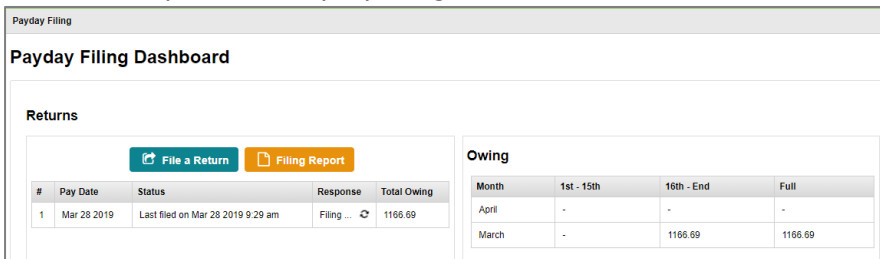


Payday Filing when Pay Run is done via the Payroll Wizard, but Filing isn't

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



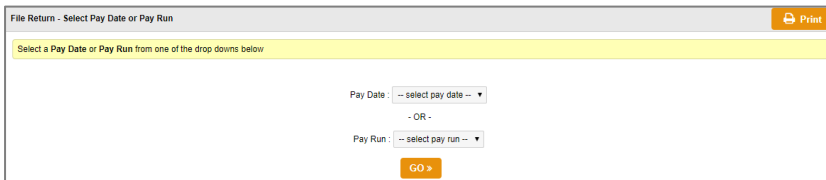
This will take you to the *Payday Filing Dashboard*:



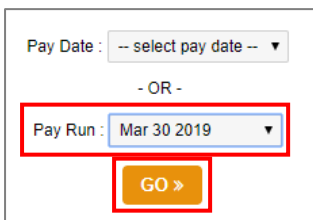
2. Click on *File a Return*:



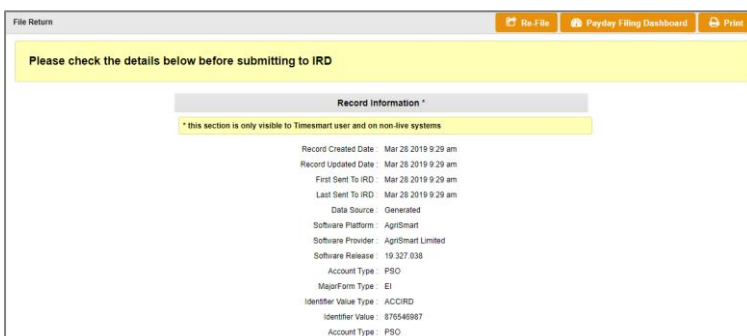
This will bring up the following screen:



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



4. Check over the File Return:

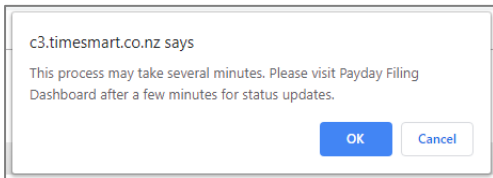


5. When you are happy with how everything looks, scroll down to the bottom and click *File*:



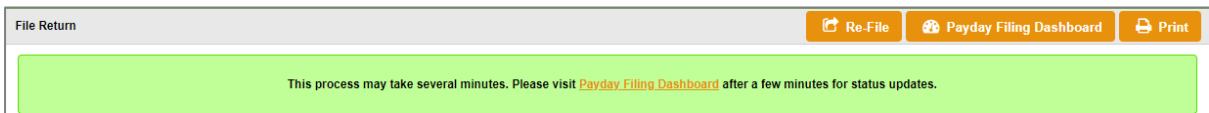
NB: The download button is there for your purposes only, this doesn't need to be clicked to complete your Payday Filing

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

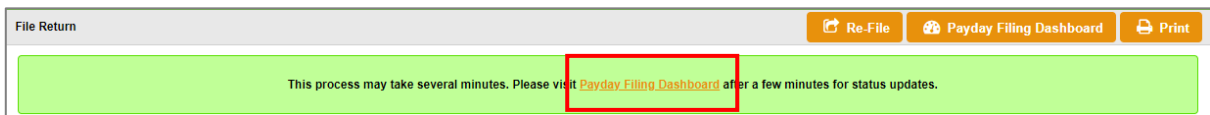


6. Click *OK*

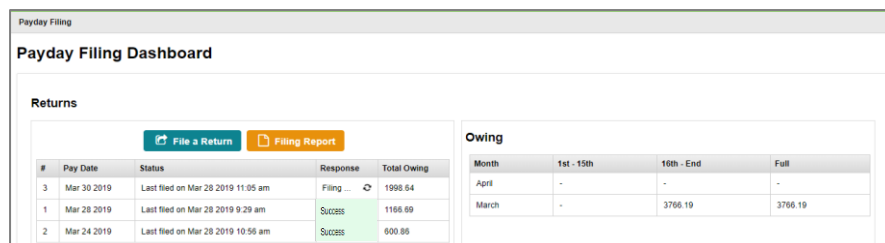
The following screen will appear notifying you again that the filing process will take several minutes:



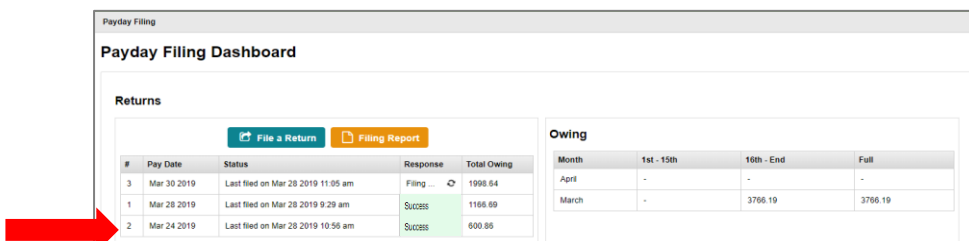
7. Click on the *Payday Filing Dashboard* link to take you to the Dashboard:



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:

