

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*:

Payroll 👻	Documents 👻	Rosters -	Ta
Payroll W	izard		Þ
Pay Perio	ds		
Payslips			
Payments	, Allowances an	d Deductions	5
IRD Sche	dule		
Payment	Schedule		
Final Pay			
Payroll Si	immary		
IRD Payda	ay Filing		

This will take you to the Payday Filing Dashboard:

/0	lav Filind	Dashboard						
	ay i mig	Daomboard						
et	urns							
		🖸 File a Return 📘 📔 Fil	ing Report		Owing			
#	Pay Date	File a Return	Report	Total Owing	Owing	1st - 15th	16th - End	Full
#	Pay Date Mar 28 2019	File a Return Fil Status Last filed on Mar 28 2019 9:29 am	Response Filing C	Total Owing 1166.69	Owing Month April	1st - 15th -	16th - End -	Full

4. Click on *File a Return*:

🖸 File a Return

This will bring up the following screen:

File Return - Select Pay Date or Pay Run		🔒 Print
Select a Pay Date or Pay Run from one of the drop downs below		
	Pay Date : select pay date *	
	- OR -	
	Pay Run : select pay run - 🔻	
	GO »	

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

Pay Date :	Mar 24 2019	•
	- OR -	
Pay Run :	select pay run	•
	GO »	

The following screen will appear:

File	Return f	or Mar 24	2019																	Print
Fi	e Re	eturn	for M	ar 24 20	019														Mar 24	2019 🔻
	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	
	<u>279</u>	Paid	George Hamilton	123456789	м	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		{json}
										Save & Co	ntinue									

6. Click Save & Continue:

File F	teturn fo	or Mar 24	2019																Ð	Print
File	e Re	turn	for M	ar 24 20	019														Mar 24 3	2019 🔻
	ID	Status	Team Member	IRD Number	Tax Code	Total Taxable Payments	Total Non- Taxable Allowances	PAYE	Kiwi Saver (Employee)	Kiwi Saver (Employer)	ESCT	KiwiSaver (Employer NET)	Student Loan (Total)	Child Support	Other Deductions	Taxable Extra Pay	Tax on Extra Pay	Net Remuneration	Last Sent Date	
	<u>279</u>	Paid	George Hamilton	123456789	м	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		{json}
									E	Save & Co	ntinue									

7. Check over the File Return:

File Return		🕈 Re-File	🍘 Payday Filing Dashboard	🔒 Print
Please check the details below before submitting to IRD				
Record In	formation *			
* 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	EI			
Identifier Value Type	ACCIRD			
Identifier Value	876546987			
Account Type	PSO			

8. 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:

c3.timesmart.co.nz says		
This process may take several minutes. Plea Dashboard after a few minutes for status up	ase visit Payday Fi pdates.	ling
	ОК	Cancel

9. Click OK

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

File Return	C Re-File	🍘 Payday Filing Dashboard	🔒 Print
This process may take several minutes. Please visit <u>Payday Filing Dashboard</u> after a few min	nutes for status up	dates.	

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 visi <mark>t Payday Filing Dashboard</mark> af er a few min	nutes for status up	dates.	

The following screen will appear:

day Fi	iling								
iyd	ay Filing	Dashboard							
Retu	irns								
		🕑 File a Return 📔 Filir	ig Report		Owing				
	Pay Date	Status	Response	Total Owing	Month	1st - 15th	16th - End	Full	
1	Mar 28 2019	Last filed on Mar 28 2019 9:29 am	Success	1166.69	April	-	-		
2	Mar 24 2019	Last filed on Mar 28 2019 10:56 am	Filing th	600.86	March	-	1767.55	1767.55	

Here you can track the status of your File:

Filing Report		Owing			
Response	Total Owing	Month	1st - 15th	16th - End	Full
Success	1166.69	April			-
Filing	th 600.86	March	-	1767.55	1767.55
	Filing	Filing 13 600.86	Filing C 600.86 March	Filing 10 600.86 March -	Filing 1 600.86 March - 1767.55

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

y Filing	Dashboard						
15							
15							
	🖸 File a Return 🗋 Filin	g Report		Owing			
ay Date	Status	Response	Total Owing	Month	1st - 15th	16th - End	Full
Mar 28 2019	Last filed on Mar 28 2019 9:29 am	Success	1166.69	April	*	·	-
Mar 24 2019	Last filed on Mar 28 2019 10:56 am	Success	600.86	March	-	1767.55	1767.55
	r Filing s ny Date tar 28 2019 tar 24 2019	r Filing Dashboard	y Filing Dashboard	Filing Dashboard s C File a Return Filing Report Yota Status Status	r Filing Dashboard s v Date Status Return	Filing Dashboard s C* File a Return Filing Report Owing vDate Status Response Total Owing atr 28 2019 Last filed on Mar 28 2019 9.29 am Suzzes 1166.69 far 24 2019 Last filed on Mar 28 2019 10.59 am Suzzes 600.86	Filing Dashboard s vDate Status Response Total Owing 4r 28 2019 Last fied on Mar 28 2019 9.29 am Soccess 166 69 4ar 24 2019 Last fied on Mar 28 2019 10.59 am Soccess 600 86