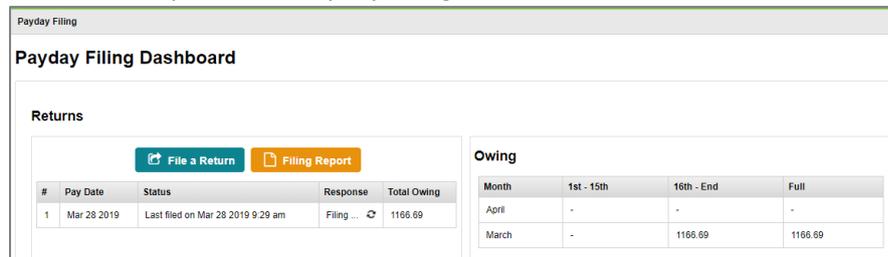


Payday Filing when Pay Run is not done via the Payroll Wizard

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*:



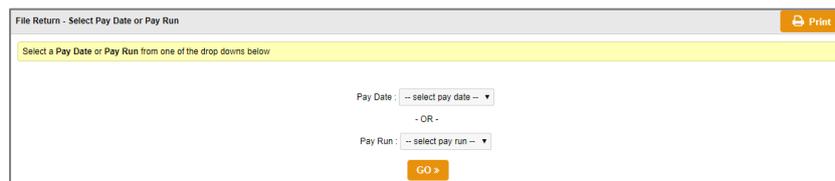
This will take you to the *Payday Filing Dashboard*:



4. Click on *File a Return*:

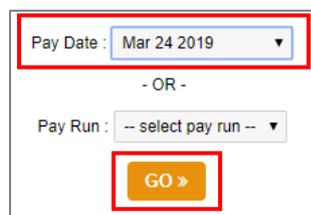


This will bring up the following screen:



The form has two dropdown menus: 'Pay Date' and 'Pay Run'. A 'GO >' button is at the bottom.

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



The 'Pay Date' dropdown is set to 'Mar 24 2019'. The 'GO >' button is highlighted with a red box.

The following screen will appear:



The screen shows a table with employee details and tax information. 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

