

VIEWING/CHECKING A RETURN

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

Payroll 🔻	Documents - Ros	ters 👻 Ta:						
Payroll Wi	zard	×						
Pay Perio	ds							
Payslips								
Payments	, Allowances and Ded	uctions						
IRD Schedule								
Payment 9	Schedule							
Final Pay								
Payroll Su	immary							
IRD Payda	ny Filing							

This will take you to the Payday Filing Dashboard:

day F	iling								
yd	ay Filing	Dashboard							
tetu	irns								
	🔁 File a Return 📄 Filing Report				Owing				
#	Pay Date	Status	Response	Total Owing	Month	1st - 15th	16th - End	Full	
3	Mar 30 2019	Last filed on Mar 28 2019 11:05 am	Success	1998.64	April	-	-	-	
1	Mar 28 2019	Last filed on Mar 28 2019 9:29 am	Success	1166.69	March	-	3766.19	3766.19	

2. Click on *Filing Report*:

day Fi	iling							
yd	ay Filing	Dashboard						
Retu	irns							
		🖸 File a Return 📘 Filin		Owing				
#	Pay Date	Status	Response	Total Owing	Month	1st - 15th	16th - End	Full
3	Mar 30 2019	Last filed on Mar 28 2019 11:05 am	Success	1998.64	April	-	-	-
1	Mar 28 2019	Last filed on Mar 28 2019 9:29 am	Success	1166.69	March	-	3766.19	3766.19
2	Mar 24 2019	Last filed on Mar 28 2019 10:56 am	Success	600.86				

The following screen will appear:

IRD Payday Filing Report										
Date From Date To Pay Date Report Type Feb 28 2019 Mar 28 2019 Choose Pay Date * Employee Information * GO										
#	Pay Date	Status				Response	Total Owing			
3	Mar 30 2019	Last filed on Mar 28	2019 11:05 am		Success	1998.64				
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			

Here you can check the file Response and the amount payable. You can also click anywhere on the line to view the Return.