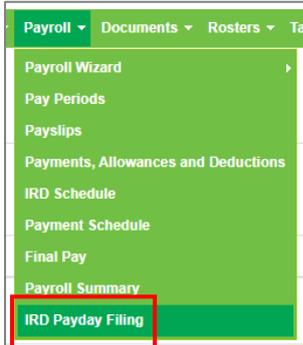


## VIEWING/CHECKING A RETURN

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



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

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<b>Returns</b>																								
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2. Click on *Filing Report*:

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The following screen will appear:

IRD Payday Filing Report <span style="float: right;">Print</span>					
Date From		Date To	Pay Date	Report Type	
Feb 28 2019		Mar 28 2019	Choose Pay Date	Employee Information	GO
viewing records : 1 to 3 of 3					
#	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.