PayBiz – NZ Payday Filing

31/03/2021

Contents

Payday Filing 2
Paybiz Setup 3
Employee Setup 4
IRD File 5
  Multiple files per day 7
Manage Filings 8
Connect to IRD and File Online 9
Making payments 9
Replacing a File after an Error/Correction 10
Employee Not on IRD File 10
IRD Filing Flowchart 11

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Payday Filing

Payday filing is an online option for submitting your employment information to Inland Revenue Department (IRD).

For information from IRD about Payday Filing, visit www.ird.govt.nz
Or:
https://www.ird.govt.nz/employing-staff/payday-filing

You must file an employment information form every time you pay your employees. This is based on the date you pay employees (pay day) and may be weekly, fortnightly, monthly or more often if you have multiple paydays. You do not need to file if you do not pay employees during your regular pay cycle.

If you file electronically
You need to file Employment Information within 2 working days of each payday.

When you are not paying wages for a month or more
You need to let IRD know if you:

- are not paying wages for a month or more
- employ staff irregularly during the year
- are going to stop employing staff for a month or more.

Paybiz uses a CSV File Upload for Payday Filing.
Two files are created as part of the IRD Payday Filing process.

1. ED – Employee Details
   Includes details for new and departing employees including KiwiSaver information.

2. EI – Employment Information
   Includes employee's income for each pay cycle.
   Must be filed within 2 working days of the payday

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Paybiz Setup

Payday filing is activated from the payslip setup.

Paybiz main menu > Payroll > Payslip Setup

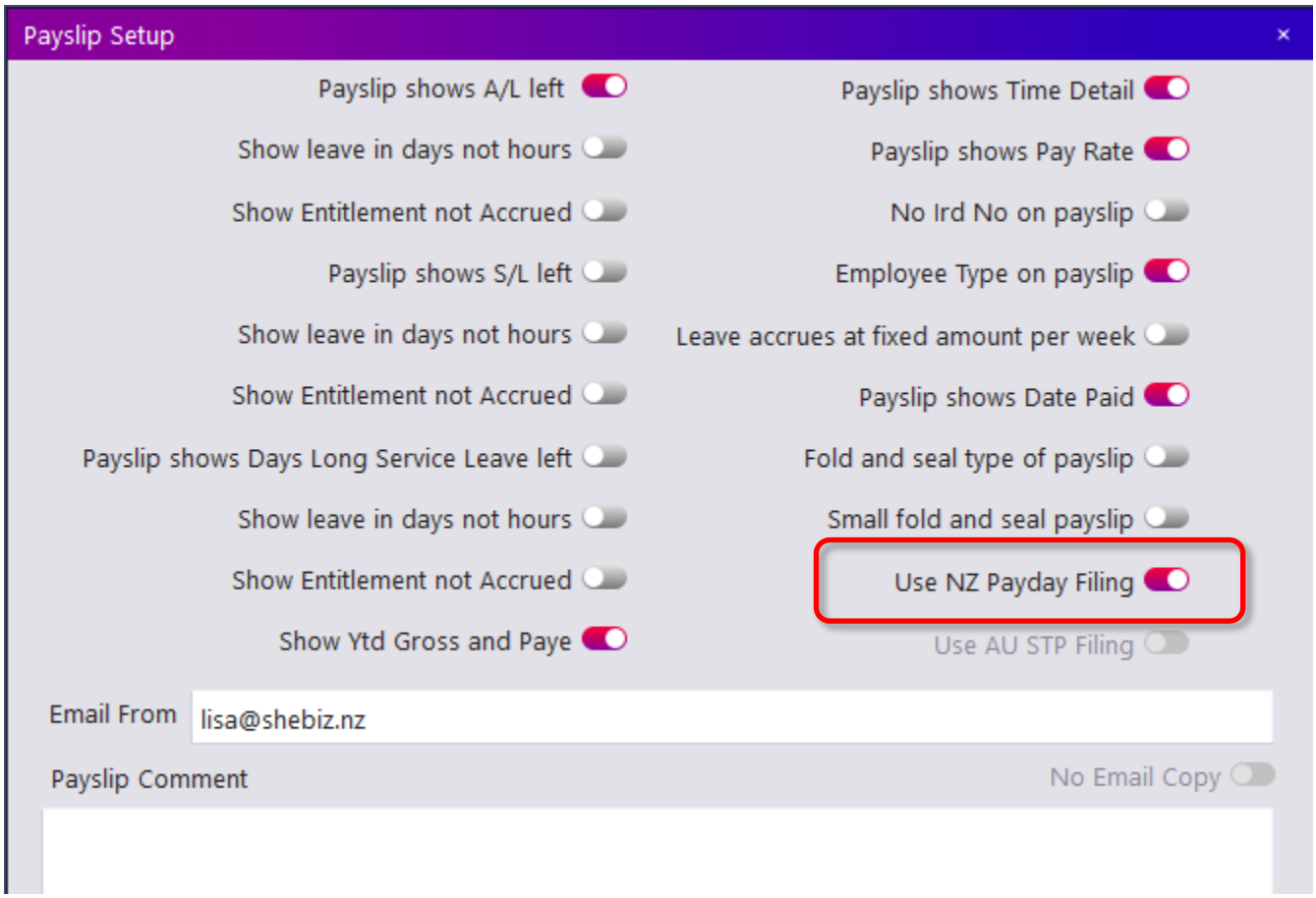

Figure 1: NZ Payday Filing activation

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Employee Setup

Paybiz main menu > Payroll > Employee

Mandatory Employee Information:

- IRD No (set to 000000000 if not known)
- Name
- Tax Code (must be ND if IRD No has not been supplied)
- Start Date (Commenced)
- One of the following must be supplied:
  - Email address
  - Mobile phone number
  - Daytime phone number
- Kiwisaver Status (must NOT be Not Applicable) and opt out information if applicable
- Date Of Birth, if provided by the employee

On the Kiwisaver tab, select the appropriate KiwiSaver status.

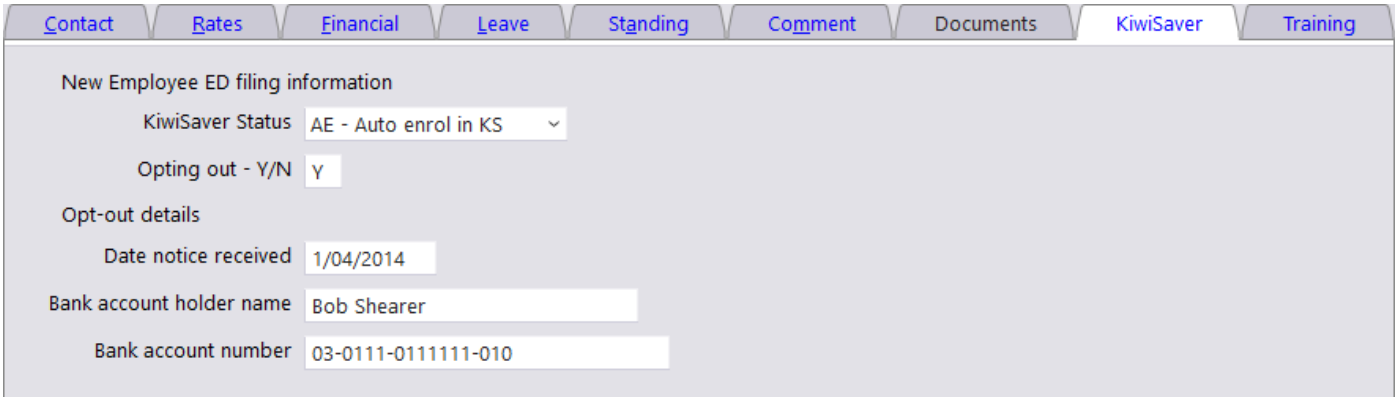

Figure 2: Kiwisaver Status

Option	Description
Kiwisaver Status	Must be one of the following: • AK - Active KS member - Employee is enrolled in KiwiSaver • OK – Opting In to KS - Employee voluntarily opting in to KiwiSaver. Eg employee is over 65 or under 18 but wishes to enrol in Kiwisaver • AE – Auto enrol in KS - Employee is eligible to be auto enrolled in Kiwisaver. Select this even if an opt-out request has been received. If the employee opts out, set **Opting out** to **Y** and complete the **Opt out details.** • CT – Casual/Temporary Employee - Employee is not eligible for Kiwisaver due to the casual or temporary nature of the employment. • NK - Not eligible for KS - Employee is not eligible to join KiwiSaver. Eg non-resident or under 18 or over 65. Not Applicable can only be used if not using electronic Payday Filing.

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Option	Description
Opting out - Y/N	Select Y if employee is choosing to opt out. Must be N or blank if KiwiSaver Status is AK, NK, CT or OK
Opt-out details Date notice received	The date on which the opt-out notice given to the employer. Enter the date or F8 for a calendar to pick from.
Bank account name Bank account number	) Required if the employee Opted out.) Enter the bank account details for the refund.NA - Not Applicable Payroll is outside of NZ (default setting).

IRD File

Paybiz main menu > Payroll > IRD File
Paybiz main menu > Payroll > Pay/Check Wages > IRD File

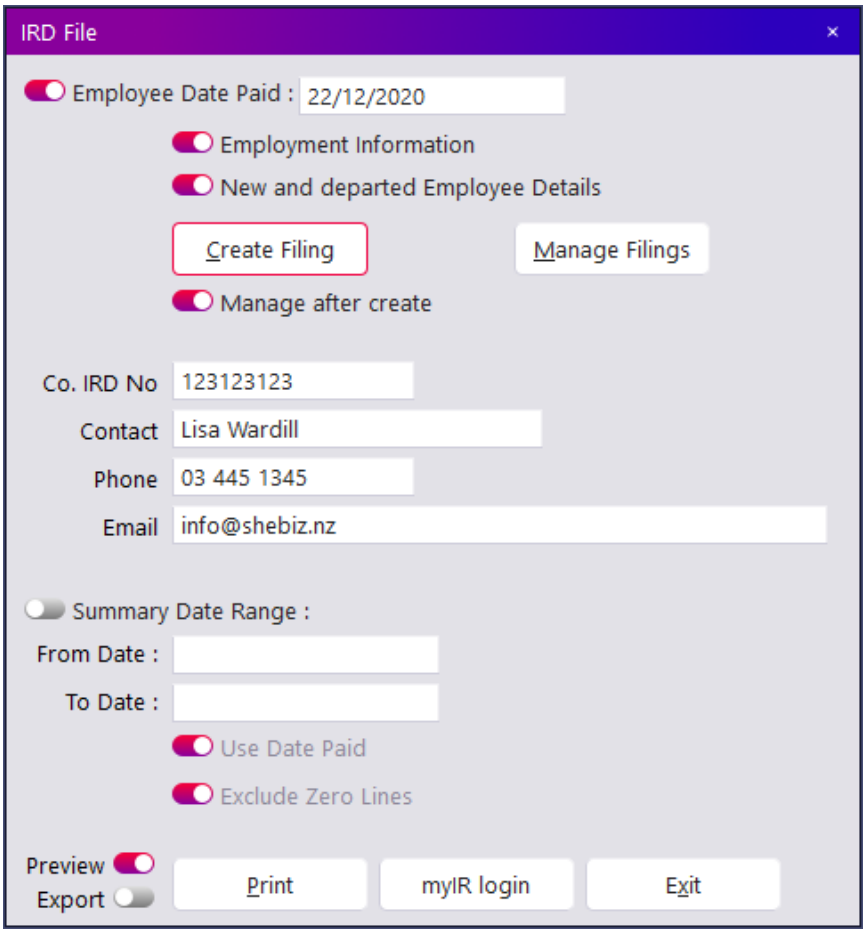

Figure 3: IRD File screen

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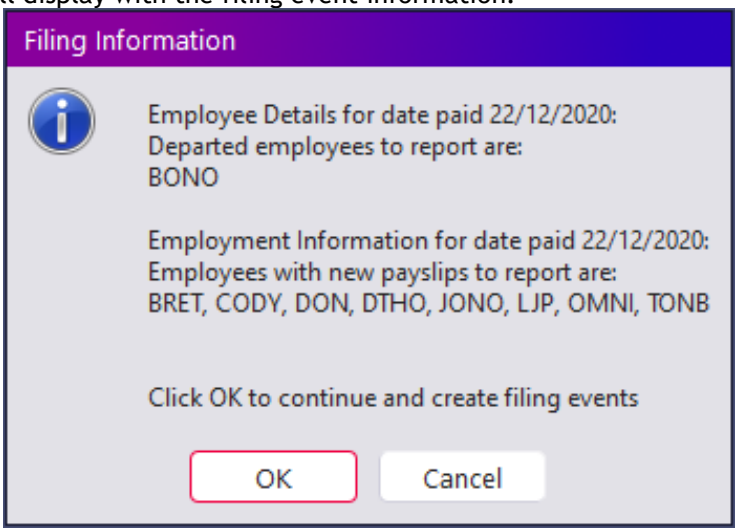
Field	Description
Employee Date Paid	Set to enable the top section to generate the files. Defaults to set. Enter the Date Paid. Double click or F8 for a lookup. Defaults to the paid date if opened from Pay/Check Wages.
Employment info…	Set to create the pay cycle information filing.
New and Departed…	Set to create the Employee Details for: • Employees who have had their first payslip since the last filing period. • Employees who have a Finished date that has not yet been reported to IRD. Un-set if not required.
Create Filing	Create the data list for the employment information file for the selected paid date. A message will display with the filing event information:  Click **OK** to create the filing events.
Manage Filings	Open the IRD Event listing to create the extracts. See later in this document for details
Manage after create	Set to automatically open the IRD Event listing after clicking **Create Filing**
Contact Details	• The IRD No will be pre-filled from Company Details • Contact, phone and email will retain the info entered and are included in the Employment Information file.

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Field	Description
Summary Date Range	Set to print the Summary Report for PAID payslips within the specified date range rather than the current payday report.
From Date To Date	Enter the date range for the report. Useful to get the month totals when it comes time to pay.
Use Date Paid	Set to use the PAY DATE rather than PAYSLIP DATE of the PAID payslips.
Exclude Zero Lines	Only include employees with payslips within the date range on the printed report.
Preview Export	Print Preview to see the report output. Open the Export window to save the report as a file, email or fax.
Print	If Summary Date Range is set, the Pay Summary for the specified date range will print. Otherwise, the Pay Summary for the payslips with the specified Date Paid will print.
myIR login	Click to open the My IR login page to log in and import the files.
Exit	Close the window

Multiple files per day

You can now create multiple files for any given pay date.
After the first file has been extracted, subsequent files will only contain details for paid payslips that are not already included in the earlier file/s for that date.

A message like the following will display where there are multiple files on the same date:

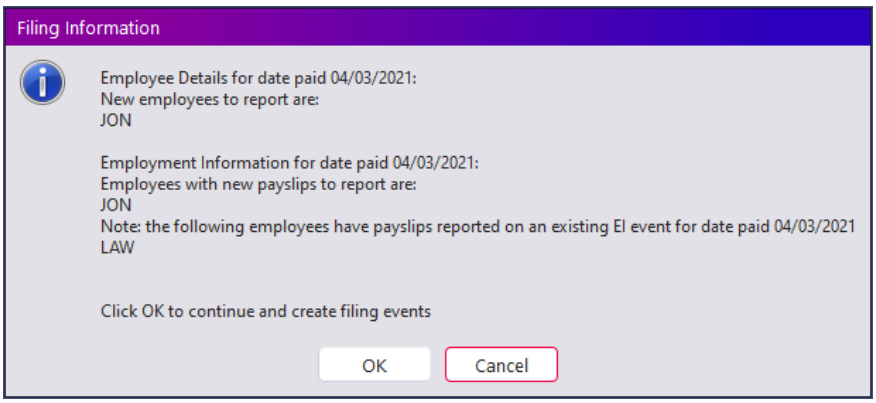

Figure 4: Sample message when there are multiple files on the same date

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Manage Filings

After the IRD events have been created via IRD File > Create Filing, use Manage Filings to view the list of all IRD events that have been created.

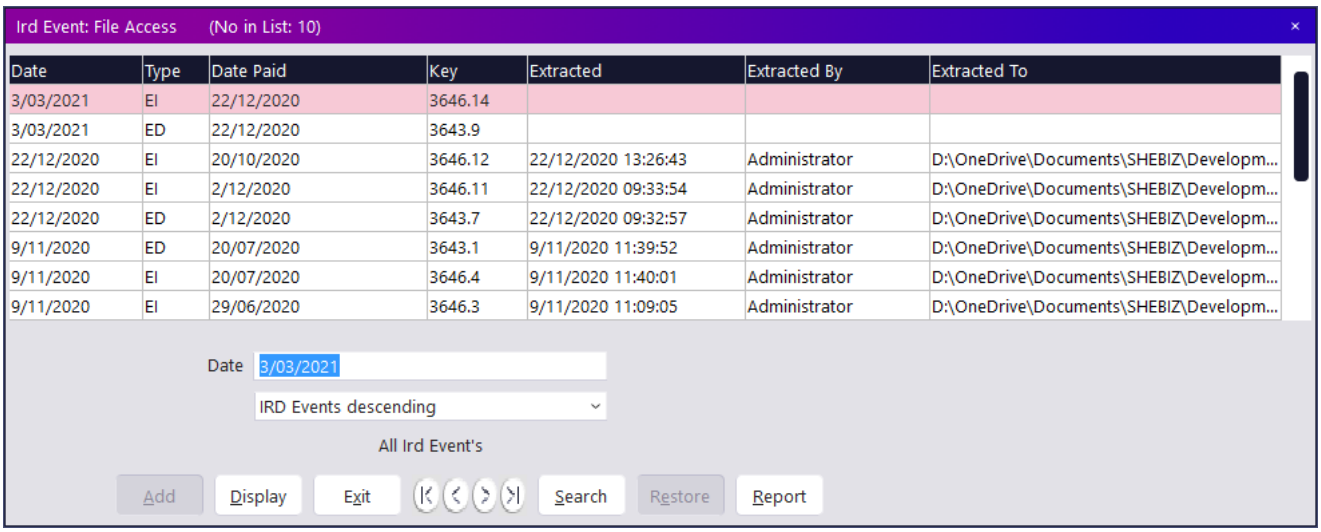

Figure 5: Manage Filings listing

Details of the events that have already been extracted will show making it easy to see the files that are yet to be extracted and uploaded to the IRD.

Select a row and click **Display** or double click on a row to open the filing event.
You will need to open BOTH the Ird Info and Ird Details events and Extract To File

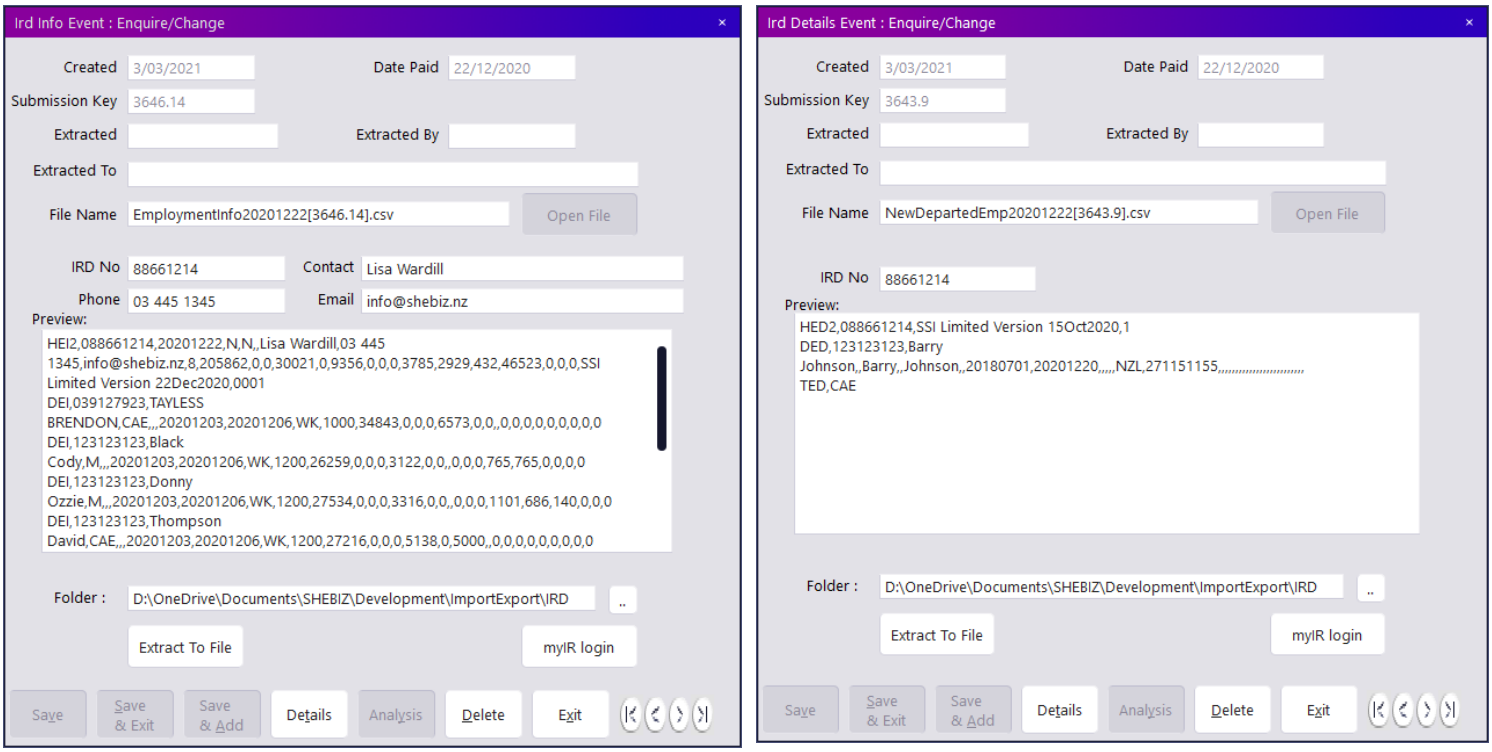

Figure 6: Sample Ird Info and Details Events

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Button/Field	Description
Folder	Click the … button to select a folder for the extracted files
Extract to File	Click to generate the CSV file in the stated directory
myIR login	Click to open the myIR login page. Log in using your business's credentials and upload the file. PLEASE NOTE there may be 2 files to upload. 1. EmploymentInfo 2. NewDepartedEmp
Details	Click to view the lists of employees and/or payslips included in the filing event

Connect to IRD and File Online

Log in to myIR within 2 days of your payrun and submit the payrun details:

- Choose **Payroll** in the Accounts section of the IRD myIR home page
- Choose **Express File Transfer** in the "I want to…" section at the top right of the myIR payroll page
- Click **Choose File** and browse to the folder used for the Ird Event extracts
- Select the NewDepartedEmp csv file with the correct date/time stamp
- Click **Next**
- Repeat the **Choose File** process for the EmploymentInfo file

Making payments

There are no changes to current payment due dates or the way you pay - pay monthly or twice-monthly like you do now.

You can print either the Summary Report by Date Range on the IRD File screen or the IR345 report to reconcile with the IRD with how much to pay.

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Replacing a File after an Error/Correction

If a mistake has been identified BEFORE the wages have been physically paid and the payday files submitted to the IRD, it is possible to delete an IRD Event so the same payslips can be re-filed.

1. Go to **Payroll > IRD File** and click on **Manage Filings**
2. Open the IRD Event you want to replace
3. Check this is the one you want to delete. Click **Details** to see the employees and/or payslips included on this event.
4. Click **Delete** and confirm.
   The payslips will now be able to be included on a new IRD filing event.

Note:

- *Does NOT delete the file that has been extracted.*
  You can do this manually via your computers file browser if required.
  Deleting an event only marks those payslips as not yet on an IRD Event so they can be included on a new one.

Employee Not on IRD File

An Employee will NOT appear in the IRD Files if:

- The employee is marked as a **Contractor** on their Rates tab on the Employee record
- The employee does NOT have a payslip within the specified date range
- You have asked for **Use Date Paid** but the payslip for the employee is NOT paid or is paid on a date NOT within the specified date range

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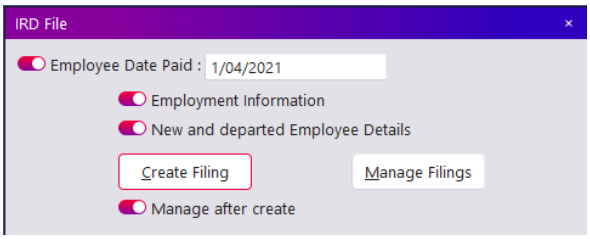
IRD Filing Flowchart

IRD File - Enter date PAID

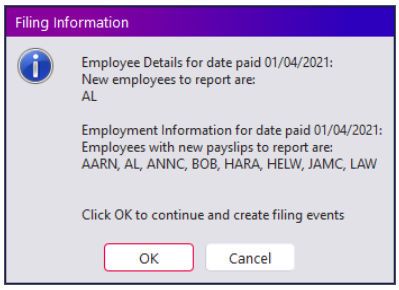
(defaults to Payment Date when opened from Pay/Check Wages)



Create Filing

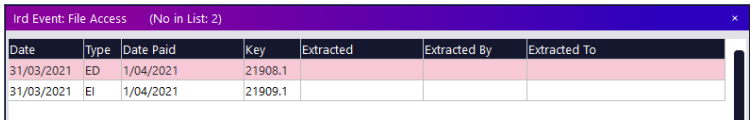
Generates the pay event details

Click OK



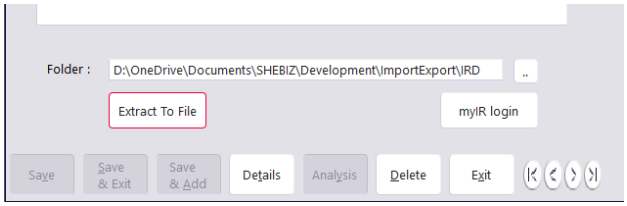
Manage Filings

(Opens automatically if **Manage after create** is set)



Double click on an unextracted row to open it

Extract to File



Repeat the **Extract to File** for both **ED** and **EI** files if they exist.
(If there are no new/departed employees there will be no ED filing)

myIR login

Click the **MyIR** Login button
Log into My IR > Payroll > Express File Transfer and upload the extracted file/s.