

Payday Filing – using FiveStar Payroll Pro.

The following pages demonstrate how to create the file required by IRD for payday filing.

If you have not started payday filing yet, please read this section first:

You need to have Payroll Pro version 2.50 or higher.
It really just involves clicking a few buttons - there is nothing complicated that you need to do.
Once you have done this once or twice it will become even easier.

Please have a look at this page at IRD:

<https://www.ird.govt.nz/payroll-employers/returns-payments/payday-filing/payday-filing.html>

Summary:

From Payroll Pro:

1. **Normal Pay Procedure:** Process your pay as usual - enter pays, complete payslips and update totals.
2. **Click a button:** You will go to the reports, and just click on the "payday filing" button.
3. **The date generally won't need to be changed:** The date will default to the current payment date, so you won't usually have to change that.
4. **Click a button:** You will just click a button that says, "Click here to Create your payday File...".
5. **Click a button:** Choose if you want to print a report - click Screen or Printer or No Report.
6. **Wait a second:** Payroll Pro will take you straight to the IRD website.

At the IRD website:

1. **Login** to your IRD account.
2. **Click a few buttons and links:** My Business then Payroll > then File Transfer then File transfer Payday schedules
3. **Click another button:** Choose File
4. **Press CTRL+V:** This is just a Windows shortcut for "Paste" and will insert the file name into the box without you having to locate the file.
5. **Click a button:** You will now click Open
6. **Click a button:** You will now click Next

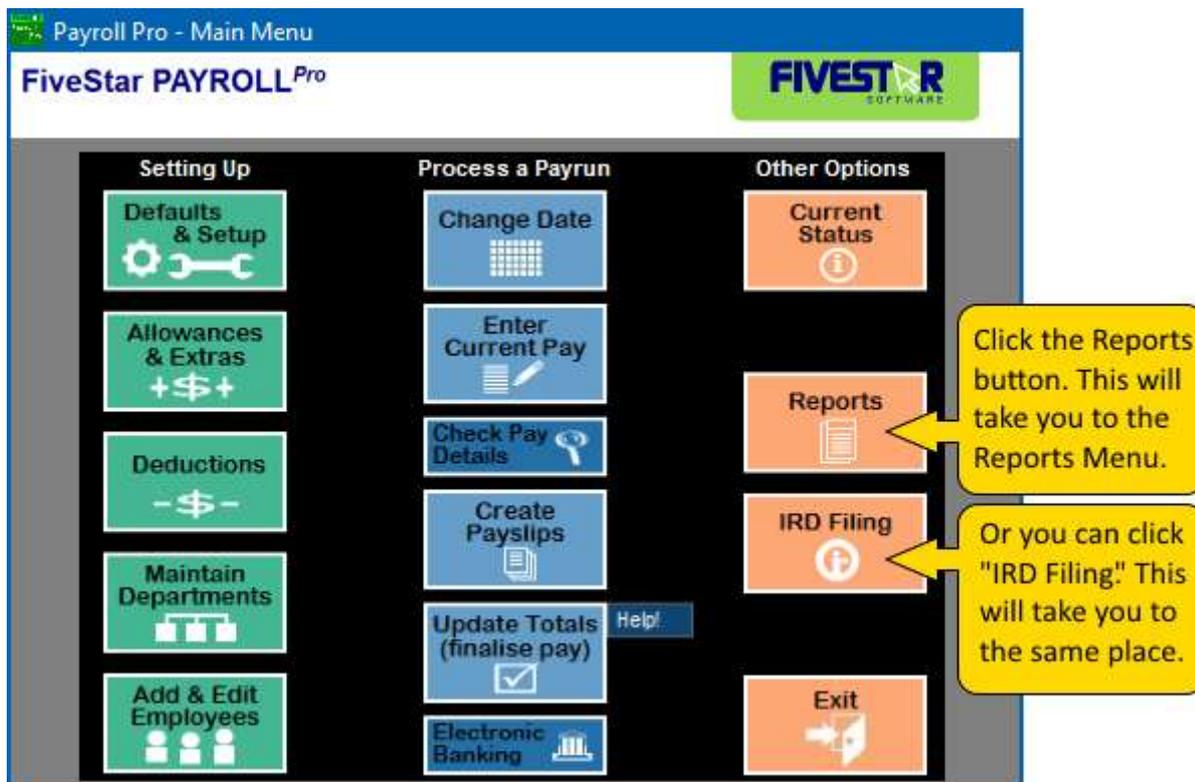
That's it! See below for more information.

Instructions with screen shots:

The first few pages explain how to create the file in Payroll Pro - which is very easy!

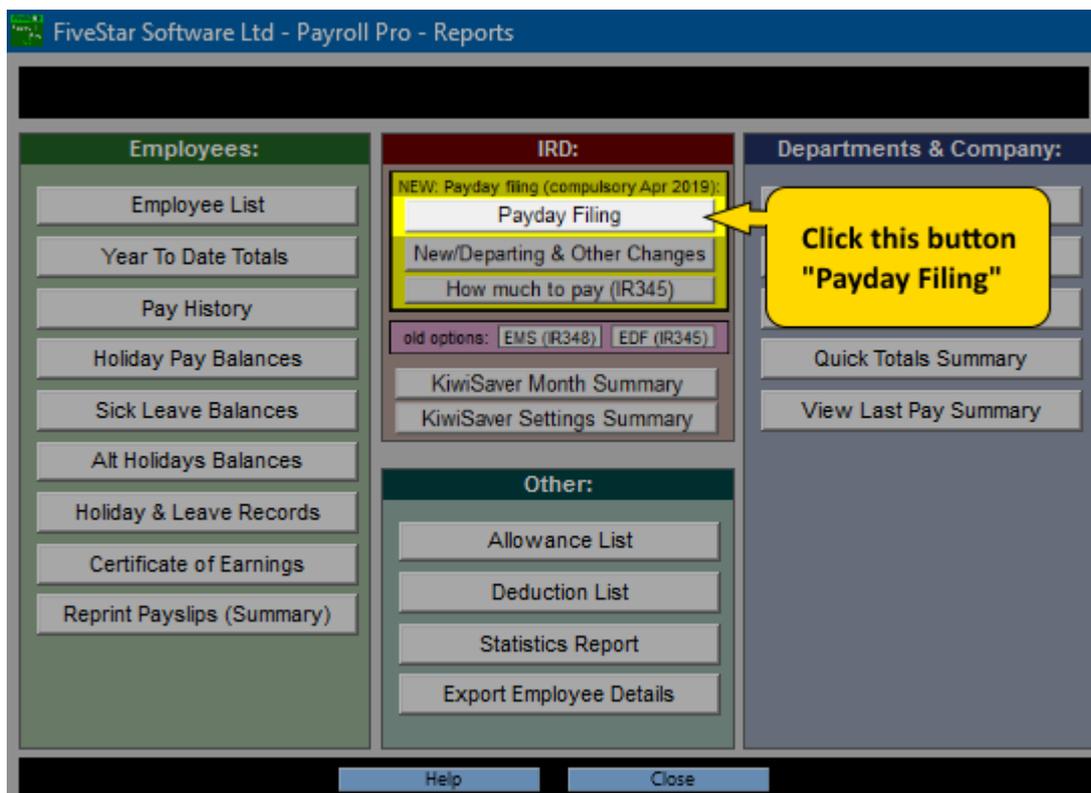
Step 1:

Click the Reports button, or the IRD Filing button



Step 2:

Click "Payday Filing."



Step 3:
Creating the payday file

Usually all you will need to do is click the button labelled **"Click here to Create your payday File..."** then print or view a report, and then you will be sent to the IRD home page.

The screenshot shows the 'Payday Filing' interface with several sections and callouts:

- Payment Date:** A text box containing '07/03/2019' and a button 'Select a different Payment Date...'. A callout explains that the date defaults to the current date but can be changed.
- Company & Contact Details:** Fields for Name of Payroll Contact Person (Mr Green), Phone Number (99-9999999), Email Address (mrgreen@mrgreenmail.com), and Company IRD Number (12-345-674). There are also checkboxes for 'Is this a Final Return?' and 'Is this a Nil Return?'.
- File Details:** A section for selecting a folder (C:\PayPro\ZSample) and a text box for the File Name (PD190307_12345674). A callout notes that the file name is automatically generated.
- Create a file to send through myIR:** A large blue button labeled 'Click here to Create your payday File... (payday file to upload to IRD)'. A callout points to this button, stating that everything above is either automatic or needs to be set up once.
- Other Options:** A checkbox for 'IRD Home page...' and a button for 'Employee Details File for New/Departing Employees & Other Changes'.
- Footer:** 'Close' and 'Website TUTORIAL' buttons.

Step 3 continued:

> **Ensure the Payment Date** is the date you require. This will default to the current payment date, so in most cases you should not need to change this. If the date in this box is the same as the current payment date, it will show below the box highlighted with yellow.

These next few in blue really just need to be set up once but can be changed.

> Enter the **file details** to choose where the file will be saved.

The **disk drive and folder** determine where the file will be saved to. Once you set this up, we recommend you do not change it, as it helps Payroll Pro determine whether or not you have already created a file for a particular date. If you do need to change this, that is fine, just make a note of the previous location in case you need to look back for any reason.

The **file name** will default to a format of **PDyymmdd_nnnnnnnnn.CSV**, which is "PD" for "PayDay", followed by the payment date you are filing, followed by your company IRD number. For example, employer IRD number 12345674 and payment date 7 March 2019, the file name is PS190307_12345674.CSV. We suggest that you leave this as the name created by Payroll Pro.

> **Go to IRD Home Page:** You can choose to have Payroll Pro send you directly to the IRD Home page where you can log in to your IRD account. You can tick or untick this anytime you like.

> **Click the button "Click here to Create your payday File...":** This will save the file in the location you selected. It will also copy the file location and name to your Windows clipboard, just as if you had used the "cut" command (of "cut and paste"). This means later you can use the paste command (CTRL+V) to paste it into another box.

> You will be given the **option to print the report** - this contains the information contained in the file and the location of the file.

> Then Payroll Pro will take you to the **IRD home page** if you have selected the option to do so.

Step 4:

Amending a previously filed payday file

If you have made any changes to a pay AFTER filing - for example, undo update totals, make a change, re-update totals - you can create another file for that same payment date. This will also work if you have added extra employees to the pay, or removed any employees from the pay.

Everything is the same as per previous instructions, except now you will receive another message in Payroll Pro:

> Click the button "**Click here to Create your payday File...**": AS LONG AS YOU ARE STILL USING THE SAME FILE LOCATION, Payroll Pro will recognise that you have already created a file for this date.

You will be given the options:

Send "As Amendment": Select this if you have already filed this payment date.

"Replace the File": Select this if you created the file previously but did not file it.

"Cancel": Click this to do nothing - original file will be left intact, and no new file created.

As before, this will save the file in the location you selected. It will also copy the file location and name to your Windows clipboard, just as if you had used the "cut" command (of "cut and paste"). This means later you can use the paste command (CTRL+V) to paste it into another box.

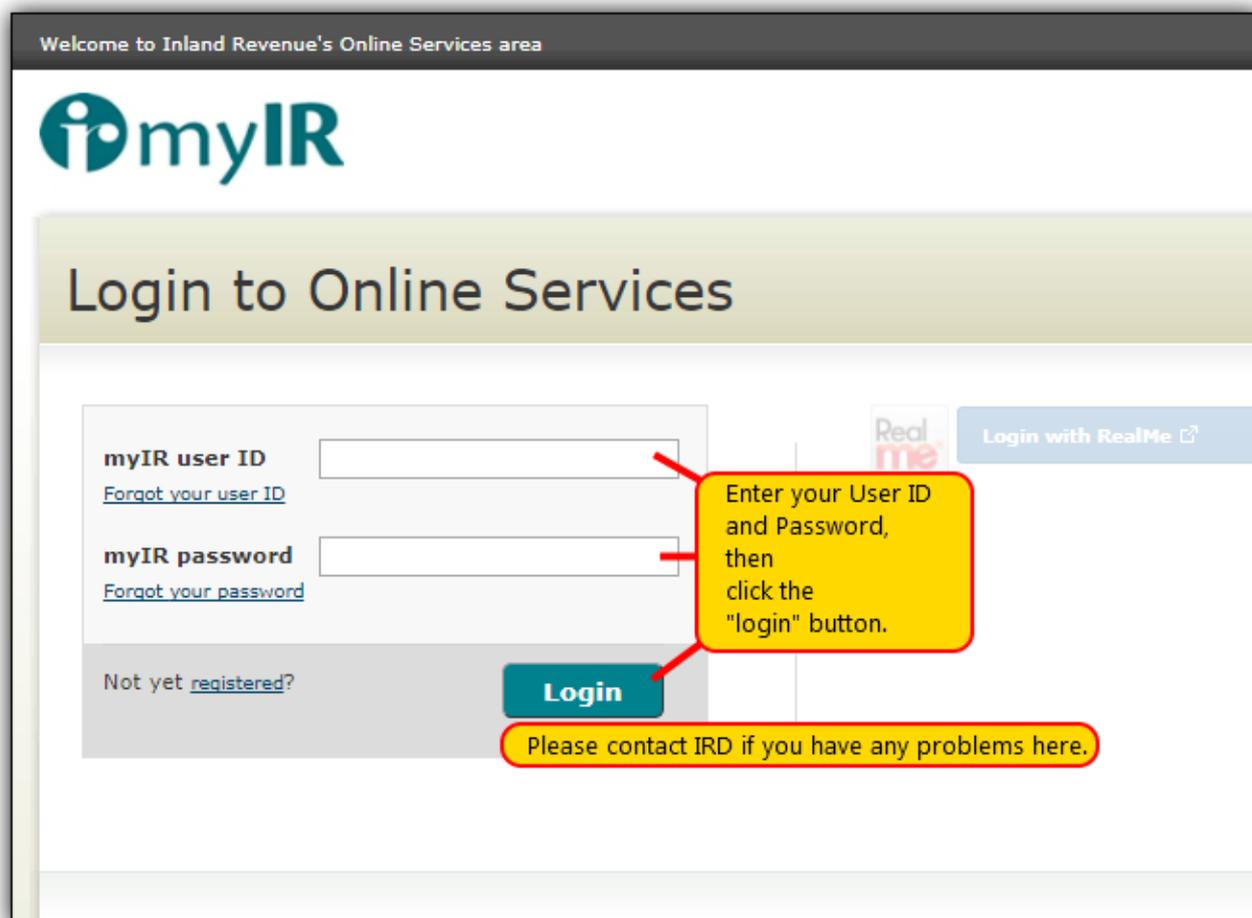
> You will be given the **option to print the report** - this contains the information contained in the file and the location of the file.

> Then Payroll Pro will take you to the **IRD home page** if you have selected the option to do so.

Step 5:

Log into myIR on the IRDs website www.ird.govt.nz

The following relates to the IRDs website and could become out of date if any changes are made by IRD. However, any differences should be very minor, so we hope the following will be of help. **If you have any queries or problems with the IRD's site, please contact IRD for assistance.** If they need to know the location of the file(s) to be uploaded, or any totals, please see the report printed from Payroll Pro.



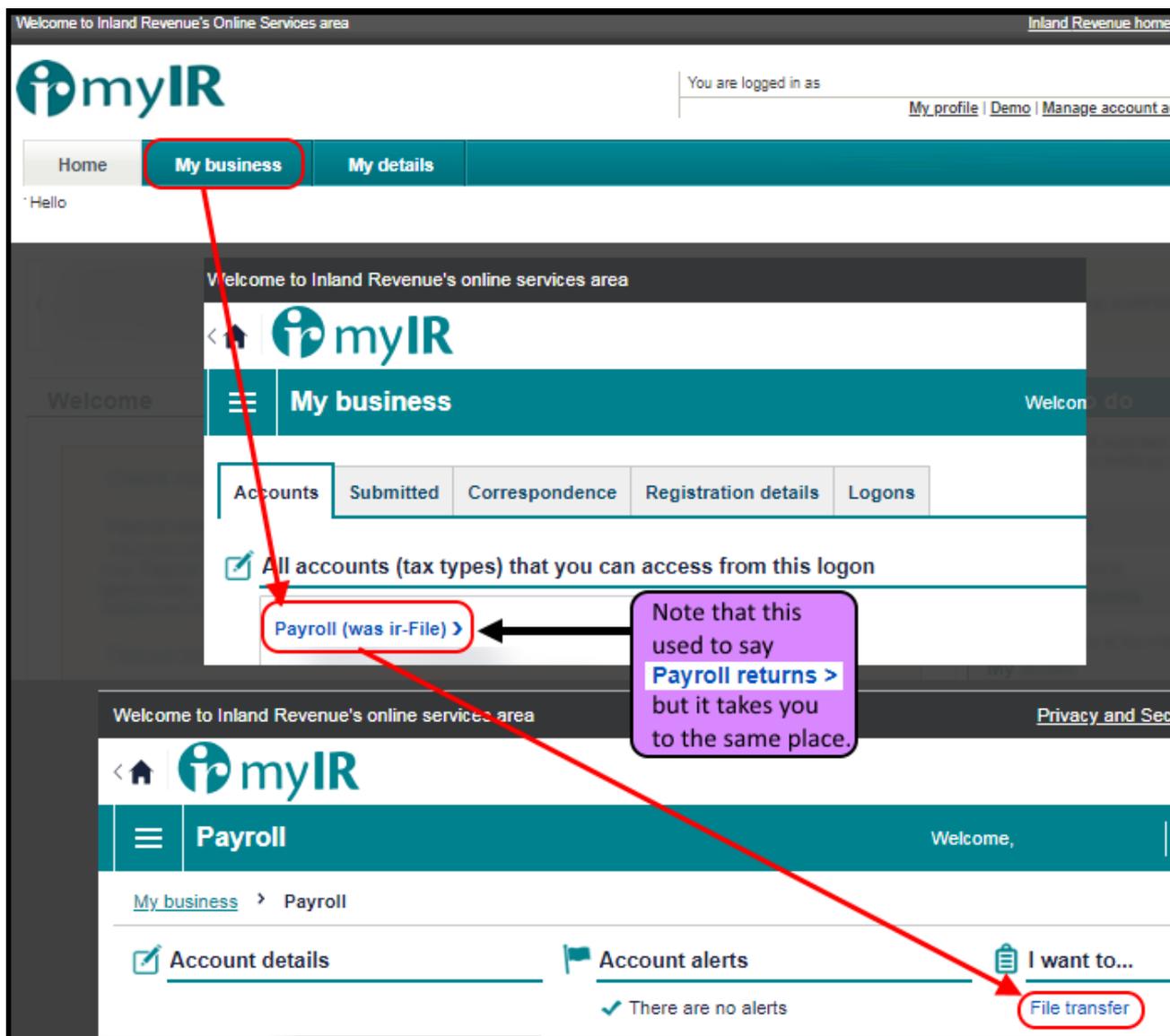
Step 6:

Navigate through to the area where you can upload your file.

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

At the IRD website, click the following:

1. My Business
2. Payroll >
3. File Transfer
4. Then, for normal processing, click: File transfer Payday schedules
or, for an amendment, click: File transfer Payday amendments



After clicking **File transfer**, you will see the following:

For normal processing, click: **File transfer Payday schedules**
or, for an amendment, click: **File transfer Payday amendments**

Note that the order of these options was changed in February 2019 then again in March 2019, so be aware that these could change again, and read the options carefully before clicking..

File transfer

[My business](#) > [Payroll](#) > File transfer

Payday files

- [File transfer Payday schedules](#) ← Upload Payday employment information schedules
- [File transfer Payday amendments](#) ← Upload amendments to Payday employment information schedules
- [File transfer employee details](#) Upload new and departing employee details

Step 7:

Choose the File and Upload it.

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

You will see a "Choose File" button - click this. Note that this might sometimes show as "Browse...".

After you have selected your file, click **Next >**.

Further below on this page is a hint about easily selecting your file...

Welcome to Inland Revenue's online services area

< myIR

☰ Employment information

My business > Payroll > File transfer > Employment information

1 Employment information submission >

Employment information submission

File specification for all accepted files can be found [here](#).

You must upload a file in order to proceed.
Upload employer information file **Choose File**

List of uploaded file(s)

Filter: Use this field to filter by keywords, dates, or numbers

File name	Status
There is no files uploaded in this submission	

Save Draft Cancel **Next >**

Step 7: (Continued) HOW TO SELECT YOUR FILE QUICKLY AND EASILY

After you click "Choose File" (or "Browse..."), you will see the Windows "Open" box.

If you have just created the file in Payroll Pro, then the name and location will be in your Windows Clipboard!

You can simply "Paste" this into the file box.

In Windows, "Copy and Paste" is a well-known term. You "Copy" something by highlighting it, then using Ctrl + C, or by right clicking the highlighted text with your mouse and choosing "Copy" from the pop-up menu. In this case (with the payday filing file), Payroll Pro has already done the "Copy" part for you.

So, in the "File Name" box, you can press **CTRL + V (paste)** from your keyboard to paste the location and name of the file into the "File Name" box.

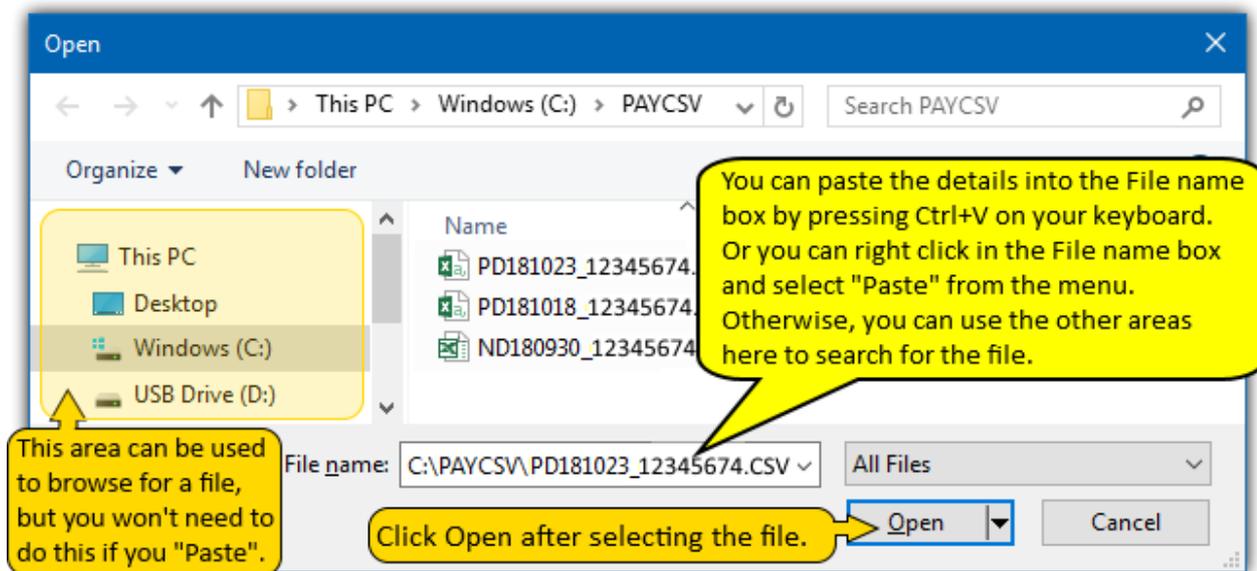
Alternatively, you can right click in the "File Name" box with your mouse and choose "Paste" from the menu which pops up. Otherwise you could type in the full location and file name (which is on the printed report from Payroll Pro).

If you cannot remember or find the details and the paste option does not work, you can create the file again. IF YOU CREATE THE FILE AGAIN be sure to "replace" the file instead of creating an amendment.

Note that the file name will be **PDyymmdd_nnnnnnnnn.CSV**, which is the date (yymmdd) followed by the employer's IRD number (nnnnnnnnn). Or if this is an amendment, **PDyymmdd_nnnnnnnnn_AMENDED.CSV**. The PD is just short for PayDay.

Then click "Open".

You can click anywhere on the image below to see the next step.



Step 8:
Review and Confirmation

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

A summary will appear, which will also tell you the due date, which is not really helpful since you are currently filing it anyway...

When done, click "Submit".

Welcome to Inland Revenue's online services area [Privacy and Security Policy](#) | [Contact Us](#)

myIR

Employment information

[My business](#) > [Payroll returns](#) > [File transfer](#) > **Employment information**

1 Employment information submission ✓ > **2 Review**

Review

IRD number: Filing period:

Summary

Total gross earnings and/or schedular payments	<input type="text"/>	Total PAYE / schedular tax	<input type="text"/>
Total earnings not liable for ACC earners' levy	<input type="text"/>	Total child support deductions	<input type="text"/>
		Total student loan deductions	<input type="text"/>
		Total KiwiSaver deductions	<input type="text"/>
		Total KiwiSaver contributions	<input type="text"/>
		Total payroll donations	<input type="text"/>
		Total employer superannuation contribution tax	<input type="text"/>
		Total deductions	<input type="text"/>

Declaration

By clicking this I declare that to the best of my knowledge, the information I have supplied is true and correct.

Save Draft Cancel < Previous **Submit**

That's it!

The next section explains new/departing employees.

New and Departing Employees

The following pages demonstrate how to create the file required by IRD for new employees, departing employees, and other changes.

IMPORTANT: If you were using version 2.49 previously, you will notice that this has changed.

Previously, IRD required an Excel file containing the start date and/or termination date for new and departing employees.

This has since been replaced with a new file format (a "CSV" file) which makes things easier for you as the user. A CSV file is a text file with information separated by commas - **Comma Separated Values**. This new format contains the start and finish dates, but also other employee details including tax codes, and KiwiSaver information. This means the new format can be uploaded for changes such as KiwiSaver opt-out or opt-in etc.

If you have updated to version 2.50 (or higher), you will be using the new format, so please continue with the instructions on this page.

If you are still using version 2.49, you have two options:

1. You can still upload the Excel version as per [the old tutorial](#) ([click here for the old tutorial](#))
or
2. You can update to version 2.50 from Payroll Pro now by selecting "Check for Updates online..."

Summary - Adding new employee(s):

From Payroll Pro:

1. **After you add any new employees:** go to the Reports module in Payroll Pro.
2. **Click a button:** click "New/Departing & Other Changes".
3. **Choose the date:** The report will include any employees who started on or after this date (Payroll Pro will use the employee's Start Date).
4. **Click a button:** You will just click a button that says "Click here to Create your File..."
5. **Click a button:** Choose if you want to print a report - click Screen or Printer or No Report.
6. **Wait a second:** Payroll Pro will take you straight to the IRD website.

At the IRD website:

1. **Login** to your IRD account.
2. **Click a few buttons and links:** **My Business** then **Payroll >** then **File Transfer** then **File transfer employee details**
3. **Click another button:** **Choose File**
4. **Press CTRL+V:** This is just a Windows shortcut for "Paste", and will insert the file name into the box without you having to locate the file.
5. **Click a button:** You will now click **Open**
6. **Click a button:** You will now click **Next**

Summary - Employee(s) leaving: This is basically the same as above.

From Payroll Pro:

1. **As usual, complete the payrun which includes the final pay(s):** Process your pay as usual - enter pays, complete payslips and update totals.
2. **NOTE: If you have not done a final pay for any reason:** Maybe the employee is casual, or has no final amount to be paid - just go to "Add & Edit Employees" and manually enter their termination date there.
3. **Click a button:** go to the Reports module in Payroll Pro.
4. **Click a button:** click "New/Departing & Other Changes."
5. **Choose the date:** The report will include any employees who finished on or after this date (Payroll Pro will use the employee's Termination Date).
6. **Click a button:** You will just click a button that says "Click here to Create your File..."
7. **Click a button:** Choose if you want to print a report - click Screen or Printer or No Report.
8. **Wait a second:** Payroll Pro will take you straight to the IRD website.

At the IRD website:

1. Exactly the same as for adding new employees above.
2. That's it!

That's it! See below for more information.

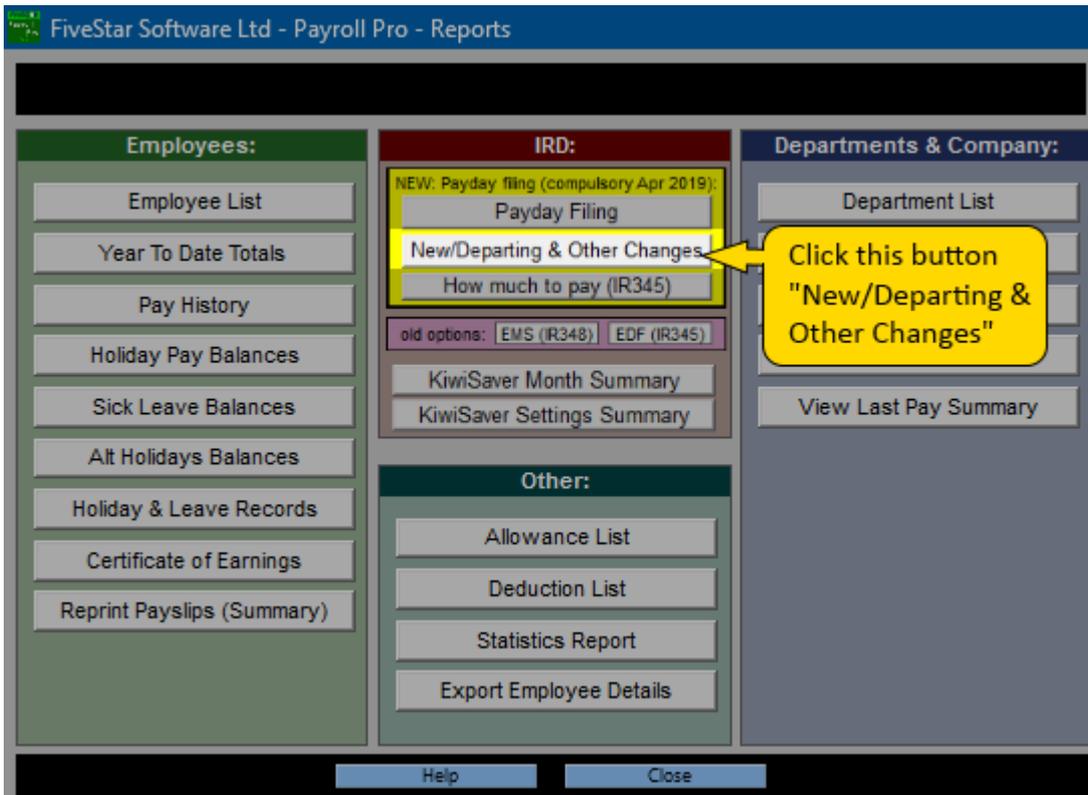
Step 1:

Click the Reports button, or the IRD Filing button

The screenshot shows the 'Payroll Pro - Main Menu' interface. The menu is organized into three columns: 'Setting Up', 'Process a Payrun', and 'Other Options'. The 'Setting Up' column includes buttons for 'Defaults & Setup', 'Allowances & Extras', 'Deductions', 'Maintain Departments', and 'Add & Edit Employees'. The 'Process a Payrun' column includes 'Change Date', 'Enter Current Pay', 'Check Pay Details', 'Create Payslips', 'Update Totals (finalise pay)', and 'Electronic Banking'. The 'Other Options' column includes 'Current Status', 'Reports', 'IRD Filing', and 'Exit'. Two yellow callout boxes are present: one pointing to the 'Reports' button with the text 'Click the Reports button. This will take you to the Reports Menu.', and another pointing to the 'IRD Filing' button with the text 'Or you can click "IRD Filing." This will take you to the same place.'

Step 2:

Click "New/Departing & Other Changes"



Step 3: Creating the Employee Details file

Usually all you will need to do is quickly check the date, choose one of the options, then click the button labelled **"Click here to Create your File..."**. Next you will print or view a report, and then you will be sent to the IRD home page

Employee Details - New/Departing & Other Changes

Started/Finished since: 07/03/2019 Select a different date...

Include employees who started or finished on this date.

ONLY (single day)
 and any day after this.
 OR choose employees from IRD

Or choose from the list of all employees.

Company IRD Number: 012-345-674

Details: Disk Drive & Folder C:\PayPro\ZSample
File Name ED190307_12345674
Full Details C:\PayPro\ZSample\ED190302_12345674

Payroll Pro will name the file based on the payment date and company IRD number for easy identification. You can change the name but you don't need to.

Create a file to send through myIR: [Readme! \(Click for important shortcuts\)](#)

Click here to Create your File... (employee details file to upload to IRD)

After clicking the "Create" button, IRD Home page... go directly to:

Close

Callout boxes:

- Include employees who started or finished on this date, or after this date.
- Whichever of these 3 options you select, a list of employees will appear for you to choose from (when you go to create the file). The two date related options will just preselect some employees for you.
- Click here, and you will see a list of employees. Some will be preselected if you clicked on of the date options above. In any case you can add or remove employees.

When you click the button, the list of employees will appear. You can tick or untick employees. Click OK when done:

In the list below, tick the employees you want to include. Click OK when done.

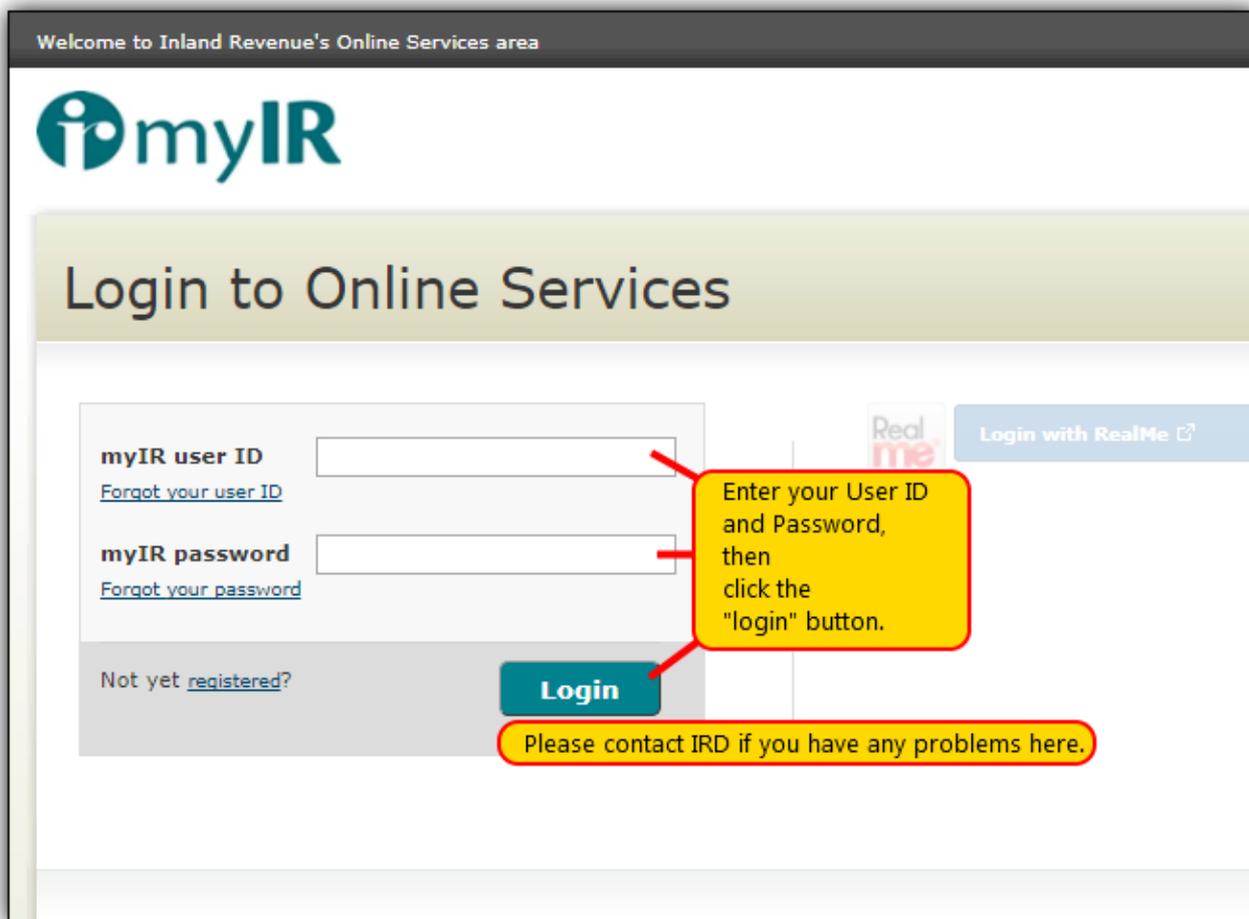
#	Name	Start	Finish	Tax Code	KiwiSaver
<input checked="" type="checkbox"/>	001 Blue A B	12/07/14		M	Active KS member
<input type="checkbox"/>	002 Green C D	03/03/17		ME	Active KS member
<input checked="" type="checkbox"/>	003 Orange E F	04/03/17		M SL	Active KS member
<input type="checkbox"/>	004 Red I J	08/03/17		M	Active KS member

OK Cancel

Step 4:

Log into myIR on the IRDs website www.ird.govt.nz

The following relates to the IRDs website and could become out of date if any changes are made by IRD. However, any differences should be very minor, so we hope the following will be of help. **If you have any queries or problems with the IRD's site, please contact IRD for assistance.** If they need to know the location of the file(s) to be uploaded, or any totals, please see the report printed from Payroll Pro.



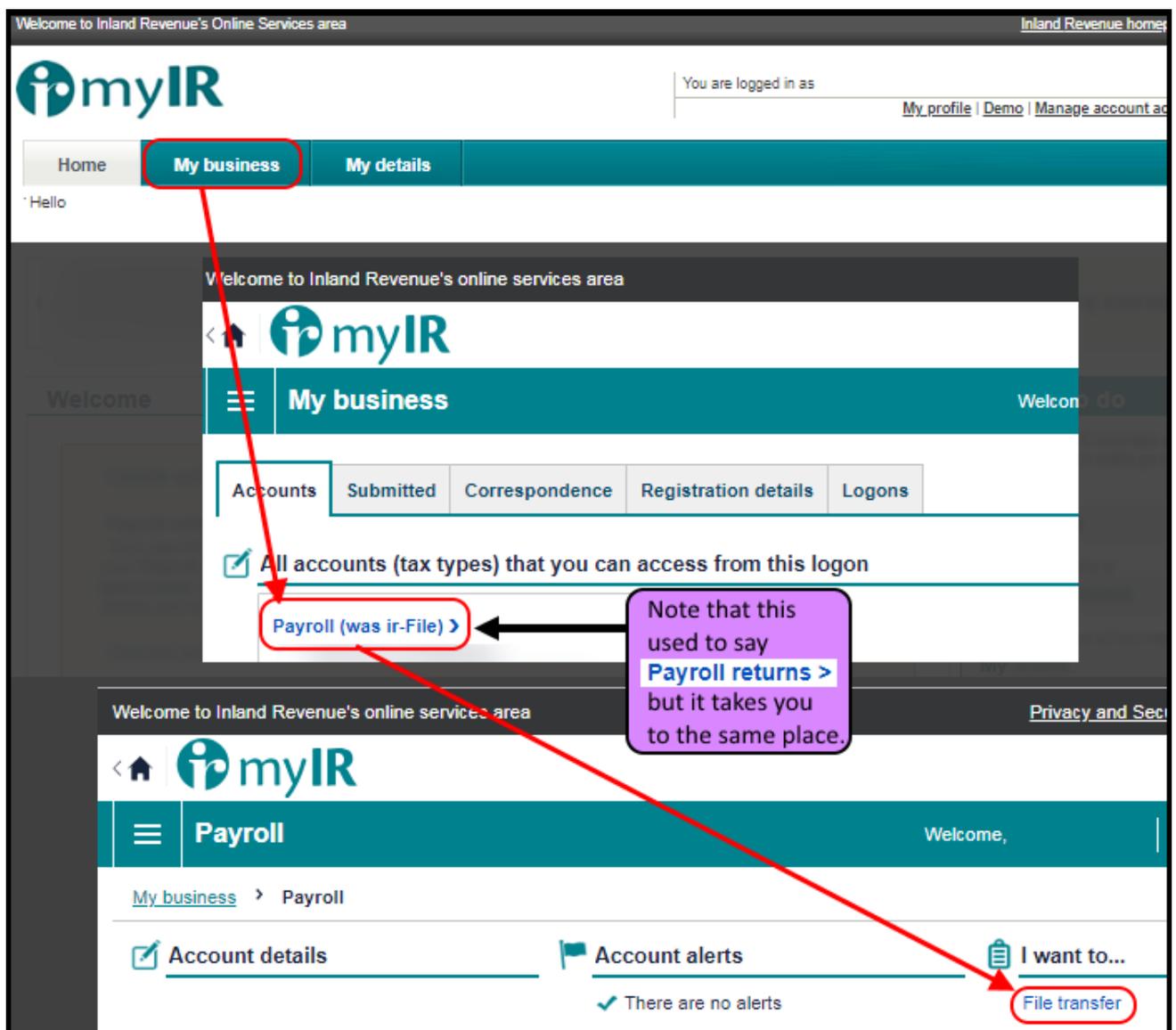
Step 5:

Navigate through to the area where you can upload your file.

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

At the IRD website, click the following:

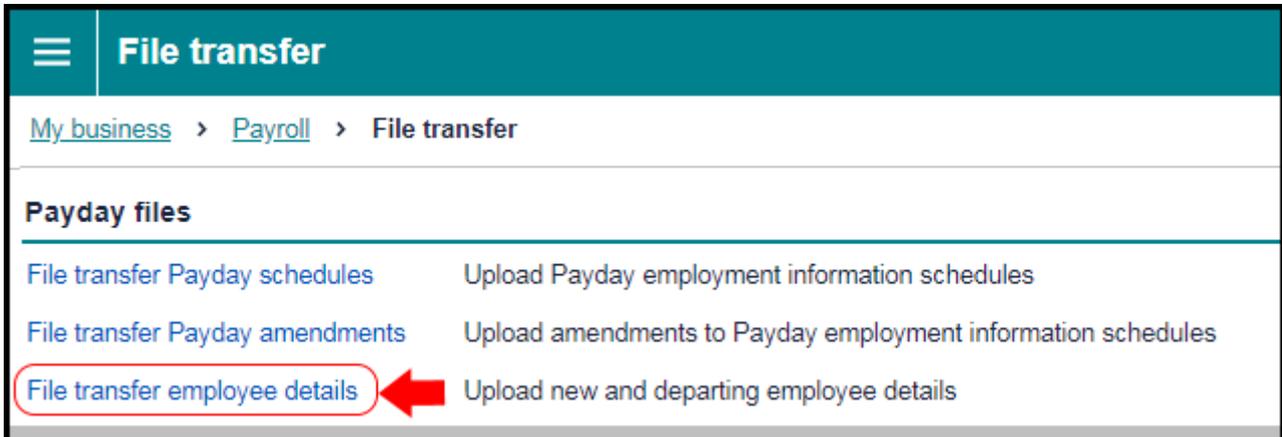
1. My Business
2. Payroll >
3. File Transfer
4. Then, click: File transfer employee details



After clicking [File transfer](#), you will see the following.
Click: [File transfer employee details](#):

Note that the order of these options was changed in February 2019.

You can click anywhere on the image below to see the next step.



Step 6:

Choose the File and Upload it.

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

You will see a "Choose File" button - click this. Note that this might sometimes show as "Browse...".

After you have selected your file, click **Submit**.

Further below on this page is a hint about easily selecting your file...

Welcome to Inland Revenue's online services area

< myIR

Employee details

My business > Payroll > File transfer > Employee details

1 File Upload

File Upload

Upload your file

i Please refer to the employee details file specification [here](#).

You must upload a file in order to proceed.

Upload employee details file **Choose File**

Save Draft **Cancel** **Submit**

Step 6 (Continued) HOW TO SELECT YOUR FILE QUICKLY AND EASILY

After you click "Choose File" (or "Browse..."), you will see the Windows "Open" box.

If you have just created the file in Payroll Pro, then the name and location will be in your Windows Clipboard!

You can simply "Paste" this into the file box.

In Windows, "Copy and Paste" is a well-known term. You "Copy" something by highlighting it, then using Ctrl + C, or by right clicking the highlighted text with your mouse and choosing "Copy" from the pop-up menu. In this case (with the payday filing file), Payroll Pro has already done the "Copy" part for you.

So, in the "File Name" box, you can press **CTRL + V (paste)** from your keyboard to paste the location and name of the file into the "File Name" box.

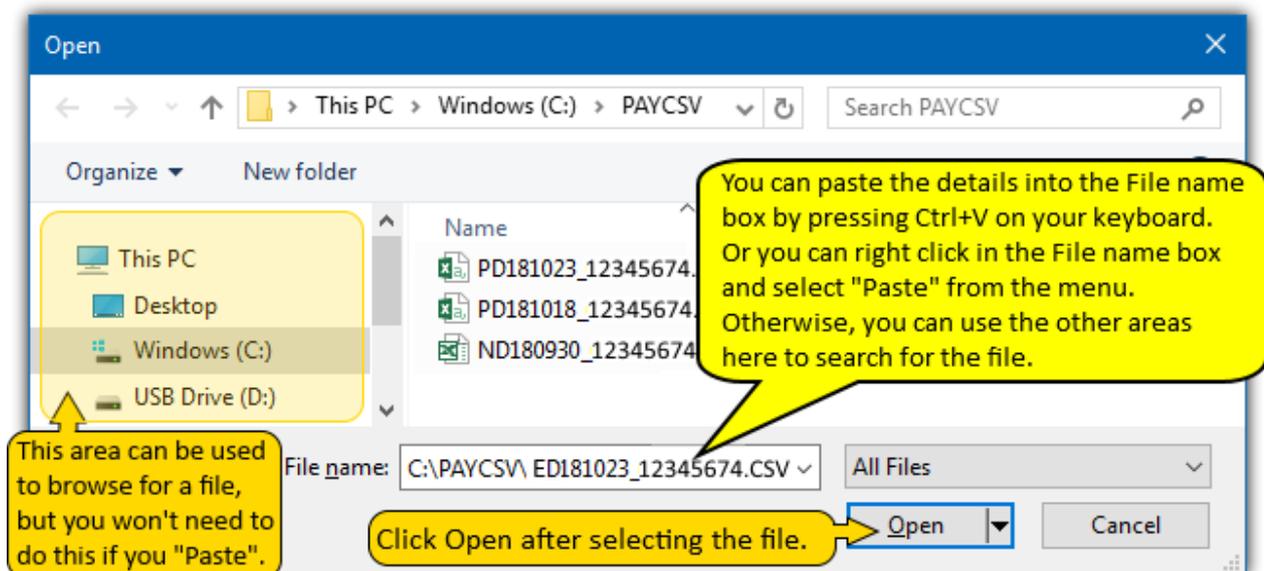
Alternatively, you can right click in the "File Name" box with your mouse and choose "Paste" from the menu which pops up. Otherwise you could type in the full location and file name (which is on the printed report from Payroll Pro).

If you cannot remember or find the details and the paste option does not work, you can create the file again.

Note that the file name will be **EDyymmdd_nnnnnnnn.CSV**, which is the date (yymmdd) followed by the employer's IRD number (nnnnnnnn). The ED is just short for Employee Details.

Then click "Open".

You can click anywhere on the image below to see the next step.



Step 7:

Error Messages

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

If you see any error messages, please follow IRD instructions.

In most cases you will be able to make corrections on the IRD page.

Step 8:

Review and Confirmation

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

A summary will appear.

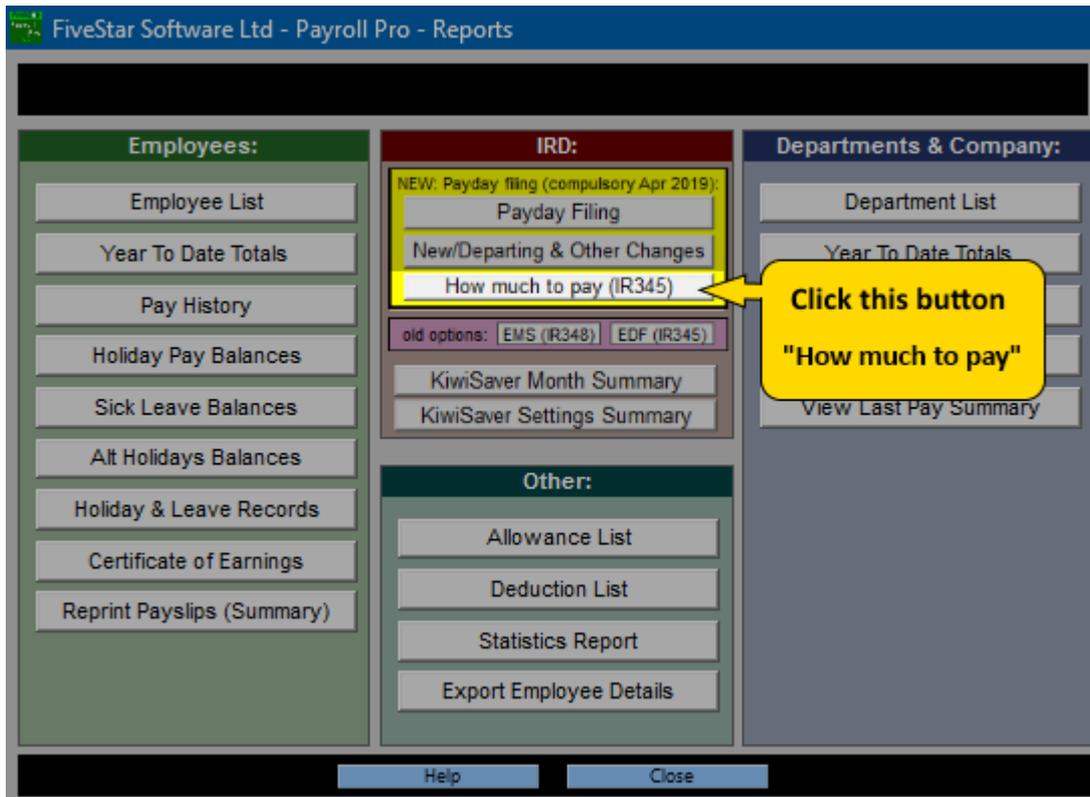
When done, click **"Submit"**.

That's it!

The next section explains paying the IRD.

This section page demonstrates how to find the amount to pay IRD.

Step 1: Click "How much to pay (IR345)".



Step 2: Ensure the employer size is correct, and the period ending is correct.

Employer Deductions - IR 345

Tax Period and Employer Type:

Small Employer Large Employer

Period Ending < 31/05/2012 > 31 May 2012
 For a small employer, the end of a month only.

Options for the printed report:

Print Department Totals
 Show Each Pay Run

An IR345 file is not required if you have started payday filing.

SUMMARY:

IRD Number	1>	012-345-674
Period Ended	2>	31/05/2012
PAYE & Withholding Tax	3>	182.76
Child Support deductions	4>	0
Student Loan deductions	5>	0
KiwiSaver dedns (Employee)	6>	20.00
KiwiSaver EmployER contr.	7>	14.00
ESCT on EmployER cont	8>	6.00
other ESCT deductions	8>	(enter other ESCT deductions manually if any)
TOTAL Amount To Pay	9>	222.76

Website TUTORIAL
 Help
 Close

Print Report Only

Callout 1: Ensure the correct employer size is selected.

Callout 2: Ensure the correct period end is selected.

Callout 3: Print the report, or copy the ESCT and total from the figures on the right.

Step 3: Print the report or note the "TOTAL Amount To Pay".

Step 4: Pay IRD.

You do not need to upload this file (IR345) anymore. The IRD's system will calculate the same figures.

You can pay IRD as you always have, at the same time as previously.