

Info Sheet



Payday Filing – what you need to know and do to help us get you sorted

To allow us to manage payday filing on your behalf, please take time to read the information on this sheet and complete the payday filing checklist.

What's payday filing?

It's a new requirement for reporting payroll information to the Inland Revenue (IR) every payday, instead of monthly. From 1 April 2019 all employers, no matter their size, will be required to report to the IR on the day they pay staff instead of filing an Employer Monthly Schedule by the 20th of the following month.

We've got you covered

The MYOB payroll software we use to manage your payroll is compliant with payday filing. We've also reviewed, and where appropriate adjusted our processes to ensure we keep you compliant with the new filing requirements.

What's changing?

Current Process	New Process
Employer Monthly Schedule (IR348)	Employment Information (EI) schedule submitted within 48 hours of pay on date for electronic filers, or within 10 working days for paper filers
Employer Monthly Schedule amendments (IR348)	Correct employment information online
Set up of new employees (IR330)	Single online form that pulls data from software to be filed on, or before and new employee's first payday
KiwiSaver Employment Details Form (KS1) and KiwiSaver Opt-out form (KS10)	Employee Details (ED) file
PAYE payment due date	No change
Employer Deduction Form (IR345)	No longer required

Payday Filing FAQ's

Which businesses will be impacted by mandatory payday filing?

Businesses employing staff will be required to complete payday filing with the IR after it becomes mandatory on 1 April 2019.

Businesses with a total PAYE/ESCT of more than \$50,000 for the previous year ended 31 March 2018 must file electronically.

Businesses with a total PAYE/ESCT of less than \$50,000 can file one of two ways:

- + Electronically via payroll software or online through myIR. The EI is due within 48 hours of the pay on date

What information is reported to the IR through payday filing?

Employment information including what businesses send today with their monthly IR348 as well as:

- + ESCT for each employee
- + Pay period start and end dates
- + Pay cycle e.g. weekly, monthly, ad hoc
- + Payday date
- + Additional information about new and departing employees

Can someone manage payday filing on my behalf?

Do I need to register for payday filing?

Yes. Prior to 1 April 2019, all businesses who want to opt-in to payday filing early can do so in myIR. You can find out how on this guide from the IR [here](#). From 1 April, all businesses who employ staff will be automatically opted-in by the IR.

MYOB Product Fact Sheet

When should I opt-in for payday filing?

Now. Our payroll software is compliant, and we can now begin payday filing on your behalf. We expect the IR support team and their website to be very busy during April, so we'd like to begin payday filing on your behalf now. This will ensure we have time to address any issues that might arise with the compliance change before the IR get swamped with enquiries.

What do I need to do now?

We've put together a handy checklist to help you get ready see below.

Payday Filing Checklist – What you need to do now to get ready

Now's the time to get organised for payday filing. Please read through this checklist and start ticking off the 'to dos'. If you need some help or have any questions, just let us know.

Opt-in now for payday filing

- Opt-into payday filing through your myIR account – see the 'how-to' guide from the IR [here](#).
- If you aren't registered for myIR, begin the registration process now. You can find out how on the IR website [here](#). If you have any trouble, please let us know.

Remember – please let us know when you've opted in and updated your myIR delegations' settings.

Review payroll systems and processes

- Review your myIR delegations settings. Check everyone on your team that needs access has it, and that each person has the correct delegated authority. Remove anyone that no longer needs access such as former staff. You'll find information on how to update delegation settings [here](#).
- Make sure we have authority in your myIR delegations settings to complete payday filing on your behalf. You can find out how on the IR website [here](#).

Please note: prior to 1 April 2019, this delegation setting will only be available in myIR after you have voluntarily opted-in to payday filing.

Review your people processes and procedures

- Check you have a written and signed employment agreement for each employee.
 - Check all employee data in your payroll software reflects employment agreements and any letters of variation i.e.: pay rates, tax codes.
 - Ensure employee date of birth and address details are up to date.
 - Notify employees that payday filing means their date of birth and contact details will now be supplied to the IR.
 - If you don't already have it, you'll need to request date of birth and address details from employees, and if provided supply them to us to update the IR. Any changes or updates must also be provided to IR.
 - Update your employee onboarding process so that you capture the date of birth and address details of any new staff in future.
- Please remember:** Provide us with details for new and departing employees on or before any new employees' first payday.
- Make sure you have the latest version of your payroll software. MYOB Essentials Payroll will be updated automatically. If you use MYOB Ace Payroll, MYOB Payroll or IMS Payroll, you'll need to download and install the latest version.

Start payday filing

- The last EMS and employer deduction form will be due by the 5th (for large employers) and the 20th (for small employers) of the following month.
- The new payday filing Employer Information (EI) schedule will be due within 2 working days (for employers who file online) or 10 working days (for employers who do not file online or new employers).

Who can I contact to find out more?

If you have any questions about payday filing please contact us in the first instance. Or, you may find the answer on the IR's payday filing page on their website [here](#)