



Payday Filing

Everything you need to know to get ready for payday filing

Payday filing becomes mandatory in 1 April 2019. The end of the financial year is always a busy time so we recommend you get ready now.

What's payday filing?

Payday filing is a new, mandatory requirement for reporting payroll information every payday, instead of monthly to the Inland Revenue (IR). It's a new digital service from the IR that enables this information to be sent electronically and directly from your payroll software as part of your payroll process.

What's changing?

Current Process	New Process
Employer Monthly Schedule (IR348)	Employment Information (EI) return completed with the payroll
Employer Monthly Schedule Amendments (IR344)	Correct employment information online
Set up of new employees (IR330 and KS2) <i>* IR330 serves as good record-keeping but does not need to be submitted to IR.</i>	Single online form that pulls data from software to be filed on, or before, any new employee's first payday.
PAYE reports sent to IR monthly	Payday information sent to the IR within: + 2 working days for electronic filers + 10 working days for paper filers
PAYE payment due date	No change
Employer Deduction Form (IR345)	No longer required

FAQ's

1. Who does Payday Filing affect?

Payday filing is mandatory for **all** employers from 1 April 2019.

2. How will employers need to file payday information?

If the total PAYE/ESCT is less than \$50,000 for the previous year ended 31 March 2018 you can either file:

- + electronically via payroll software or online through myIR.
 - due date is within 2 working days of each payday .
- + paper returns (but only from April 2019).
 - due date is within 10 working days of each payday

If the total PAYE/ESCT is more than \$50,000, you **must** file electronically.

3. What information is reported through payday filing?

Employment information includes what you send today with your 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.

4. Is payday filing available in MYOB payroll software?

YES. All MYOB payroll software is now payday filing compliant and ready for you to voluntarily opt-in. Please get in touch if haven't received your software upgrade.

In [MYOB Essentials](#) payday filing is automatically generated and sent directly to IR when you complete the pay run.

5. Do I have to upgrade my payroll software?

If you use [MYOB Essentials](#), there is no action to take as this feature has been deployed automatically and will appear in the payroll menu. If you use a desktop payroll solution, you will need to upgrade your software to the latest version.

6. What do I need to do to register for payday filing?

If you're using [MYOB Essentials](#), the software will walk you through the one-time setup for payday filing. After this, all you need to do is file your first Employment Information (EI) schedule as part of your payrun and this will let IR know you have opted in to payday filing. Simple. If you're using desktop payroll software, you'll need to opt-in to payday filing through your myIR account before the end of the month to start filing from the beginning of the next month.

Employer Checklist

Before your start

It's a good idea to discuss the upcoming changes with your team, this includes your payroll administrator and also your employees as they need to agree with more personal information being shared with IR. It's also the perfect time to review your people and payroll systems, processes and software and consider whether moving online is right for you.

- Confirm your business myIR account details or register for one if you haven't already. It can take 48 hours for the IR to process new registrations.
- Plan to opt-in to payday filing before the last day of the month to start filing with the first payrun of the new month to avoid reporting complications with the IR.
- Up until 1 April, once opted-in, only the default myIR account holder will have access to the payroll returns account. You'll need to manually provide access for other users to file payroll returns to the business tax account/s. After 1 April, any existing user permissions you have setup for IR344, IR345, IR348 and KED, will be a copied across to your payday filing account.

Action

Review your payroll system early:

- Use [these 5 signs](#) to assess if it's time to move online or at least make sure you have a current support subscription to receive the compliance release
- If you have a HR or payroll administrator, discuss the payday filing changes and put a plan in place to comply with the change and make any software upgrades you need.
- Check your myIR login is authorised to file for the employer IR number or determine if you need to delegate access to your payroll returns account. [Find out how.](#)

Review your people process:

- Check you have a written and signed Employment Agreement (EA) for each employee
- Check all employee data in the payroll software reflects the EA and any letters of variation e.g. pay rates, tax codes Ensure employee date of birth and address details are up to date
- Notify employees about what payday filing means for them and the new requirement that their date of birth and contact details will now be supplied to IR

Your first month of payday filing

- Provide employee details for new and departing employees on or before any new employees' first payday.
-  When filing the Employment Information (EI) schedules within 2 working days of the payday, from the first payroll of the month after you're opted in to payday filing.
- Submit the previous month EMS (IR1348) and employer deduction form (IR345) by the 20th of the month following. This will be the last time you do this.
- Make the PAYE payment for that IR345 as per normal due dates. No change here.

Prepare for tax time with the MYOB Tax Planner

Visit the [MYOB planner](#) for everything you need to stay IR compliant this end of financial year.