

MYOB Exo Employer Services

Payday Filing FAQs



Payday Filing

Payday Filing is the biggest change from the Inland Revenue Department since the change to online filing approximately 20 years ago. So, it's no surprise that many employers are confused by the process and unsure exactly what is required. In this document we hope to simplify the process and provide some assistance on the most common issues we're coming across.

Payday Filing is a 3-step process:



Watch a video on how to complete this process in Exo Payroll here: [Exo Payroll 2019.01 Release Video](#)

Watch videos on how to upload files to the myIR website here: [IRD Payday Filing Videos](#)


Common Payday Filing Upload Issues & Questions

1. What are EI & ED files?

- **Employer Information Files (EI):** Created for each pay period and uploaded to the IRD.
- **Employee Details Files (ED):** Created when there is a new or departing employee since the last pay period.

2. Where do my EI and ED files get created?

On install of 2019.01 we have automatically created a folder called Payday Files in your payroll directory. You can find out where this is by either:

- Go to **Utilities > Setup Exo Payroll**. Look for the **Payday file output location** field—this is where the files are created to.
- Click to the new  button on your toolbar. This will show you the File Name and path of where it has been created.

3. How do I consolidate files from my different payroll companies?

There is no requirement now to consolidate any files. If you have multiple companies/databases on Exo Payroll under the same IRD number, you simply upload a payday file (EI File) for each pay run in each company. It is totally fine to have multiple submissions in the same month.

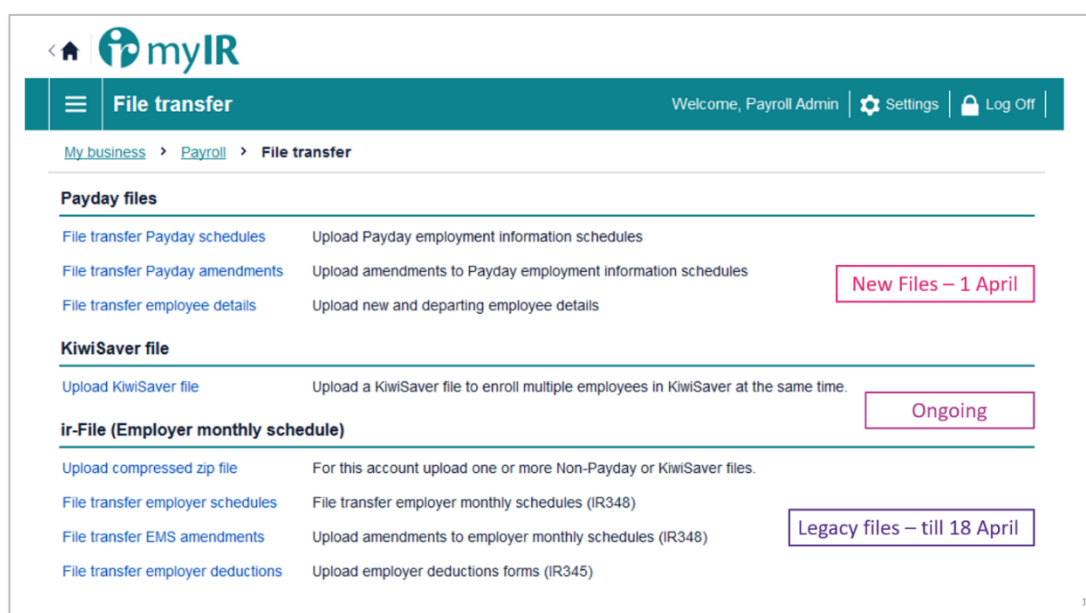
4. Uploading “April” dated Employment Information files to the “15-Apr-2019” period at IRD website causes Format error message.

The period ‘15th of the month’ is no longer required. Regardless of the date of upload always select the ‘end of the month’ i.e. “30-Apr-2019”

5. Uploading “Employee Details” file via the “Employees tab” tab at IRD website and getting Format error message.

The Employees tab only works for the older xls format – current ED files are in CSV format. To upload, use “I want to” menu and select **File transfer**.

Note: You can use the **I want to > File transfer** option to upload all your files. The Employees tab can still be used to view and manually edit employee details.



6. Filing IR345 / IR 348 (for March period) is providing errors.

In most cases this is due to loading in the incorrect location – we have found it best to use the **I want to > File transfer** menu.

7. For contractors on “Withholding Tax”, commonly used settings exclude them from the upload file.

For employees on a WT Tax code, if you are using a “WT” type allowance this will not work. You will need to change the allowance’s Type to “Normal” and remove the rate.

Note: The IR team have identified an issue with some WT values being uploaded— check any submissions with WT and ensure that your Total Deductions matches your payroll reports. If they do not, please contact IR.

8. Where do I file my IR348 and IR345?

As per point 4 above, use the **I want to > File transfer** option to file your final 348 and 345 reports.

Note: You will need to do this by 3PM 18th April due to an IRD shutdown over the Easter break.