

MYOB Exo Employer Services

Payday Filing

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Payday Filing

Payday filing is a new way of reporting employee pay details to the IRD. Instead of sending an Employer Monthly Schedule (IR348) every month, under payday filing you generate and send an *Employment Information (EI) return file* for every pay run. The EI return file contains the same information as the IR348, as well as ESCT amounts for each employee and dates for the pay run. Information about new and departing employees is also sent to the IRD in an *Employee Details file*.

See [“Payday filing” on the IRD’s website](#) for more information, including step-by-step guides on how to submit files for payday filing. Video demonstrations are available on the [“Payday filing videos” page](#).

Payday filing is compulsory from 1 April 2019—to add support for it in advance of this date, payday filing features were introduced in the Exo Employer Services 2018.10 EAP release, and finalised in the 2019.01 general release.

Setting up Payday Filing

Before you can start using payday filing, you must:

- Register for myIR, if you have not already
- Install Exo Employer Services and set up payday filing options in Exo Payroll

Registering for Payday Filing

Before you can upload EI return files, you need to be registered for filing using the IRD’s myIR website. If you currently file your IR348 returns electronically, you will be registered already—if not, you will need to go to the IRD website and register. The IRD’s website has [information on registering for myIR](#).

From 1 April 2019, the IRD will shift all businesses to payday filing automatically. If you want to begin using payday filing for months prior to April 2019, you will need to opt in to payday filing manually using the myIR website—the IRD’s website has [information on shifting to payday filing](#).

Note: You must opt in before the start of the month you want to start reporting in. Because it can take some time for the opt-in to be processed, you should do it at least a few days before the end of the previous month.

Setting up Exo Payroll

After installing Exo Employer Services 2018.10 or later, payday filing settings are available on the Setup Page 1 tab of the Payroll Setup window:

Employer Details

Name: Demonstration Company
Address: PO Box 1234
Suburb:
City: Auckland
Postcode: 3000
IRD Number: 011-112-226 Tax Legislation For: New Zealand

Intermediary IRD Number: 000-000-000 (Optional)
Payday file output location: C:\PAYROL~2\Payday Files\

Automatically create the Payday files after updating the pay

Cost Centre Structure

	Name	Length
Analysis Code 1:	Centre	1
Analysis Code 2:	Work Area	1
Analysis Code 3:		
Analysis Code 4:		

Mixed Proportional Costing
Default Cost Centres
Holiday Pay:
Sick Leave:
Long Service:

Employer ACC Setup
Leave Management Setup
KiwiSaver

Default Employee Order: Numeric Alpha

Save : F10 Exit : Esc

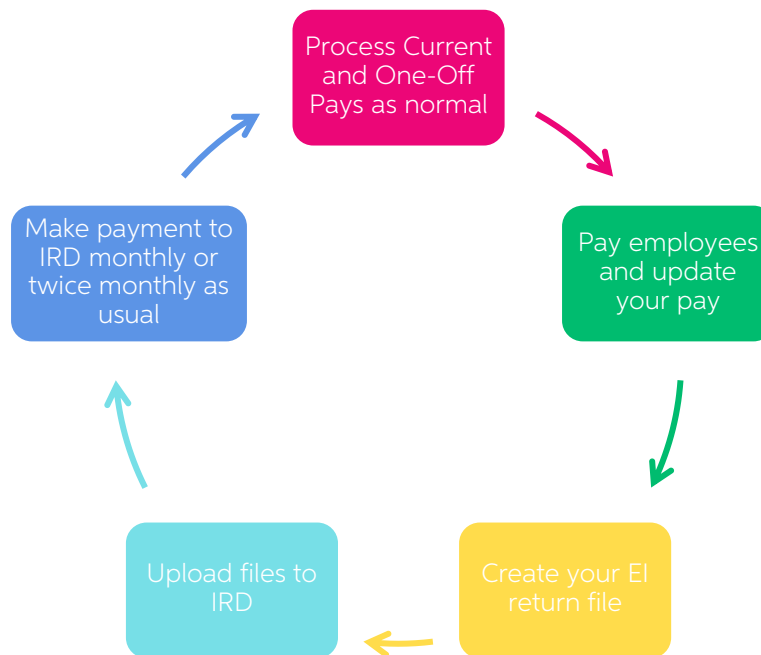
Before you start submitting EI return files, check the new settings:

- If you use an intermediary, e.g. a tax agency who files on your behalf, enter their IRD number into the **Intermediary IRD Number** field.
- Check the **Payday file output location field**, which specifies where the files for payday filing will be created.
- Tick or clear the **Automatically create the Payday files after updating the pay** option, depending on whether you want files for payday filing to be created automatically, or created manually from the new Employment Information Return window (see page 5).

Processing Payday Filing

After installing Exo Employer Services 2018.10 or 2019.01, payday filing and the IR348 are both still available—you don't have to start using payday filing immediately after installation, even if you have configured the payday filing settings.

Once you have chosen to begin payday filing, you must create and upload EI return files within two days of payment to your employees. MYOB recommends you enable the **Automatically create the Payday files after updating the pay** option, to ensure that files are always created in time.



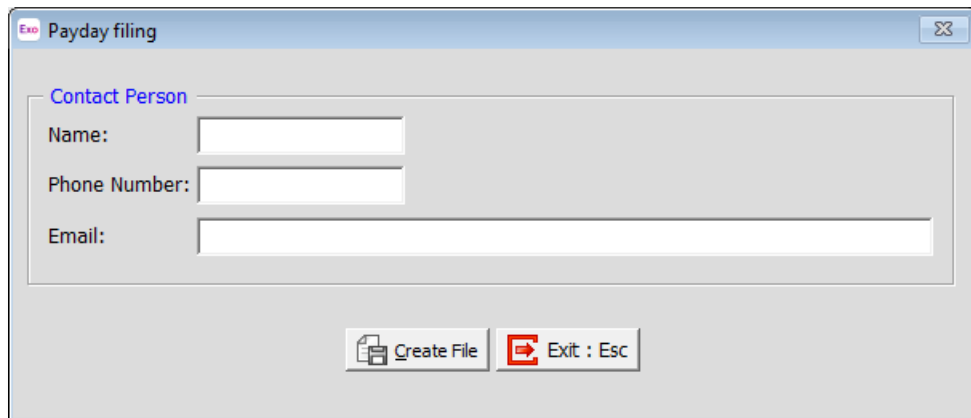
Note: If you usually keep your Current Pay open until the next pay run, you will need to amend your processes to update as soon as payment is made.

EI return files need to be uploaded for all pays, Current and One-Off. There is no limit to the number of files you can upload, so there is no problem if you have multiple pays in a week. You can also batch multiple pays into one file to upload if you have more than one pay with the same physical payment date (see “Manually Creating EI Return Files” on page 5).

The following sections detail how to create and manage files for payday filing in MYOB Exo Payroll.

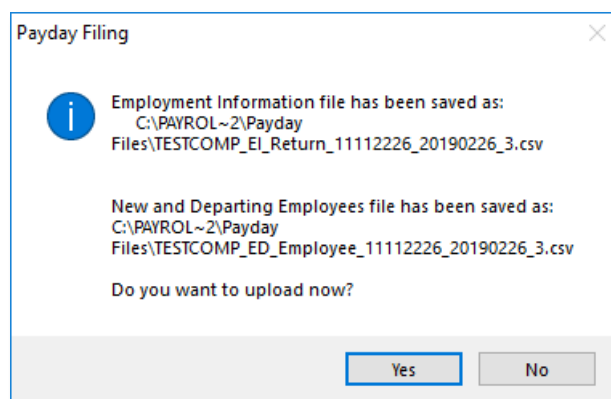
Creating EI Return Files for Payday Filing

When the **Automatically create the Payday files after updating the pay** option is selected, you will be prompted to generate an EI return file for a pay as soon as it is updated. After the update operation is complete, a window opens where you must enter contact details for the person responsible for submitting the files (this information is included in the file):



The screenshot shows a window titled "Payday filing" with a close button in the top right corner. Inside the window, there is a section labeled "Contact Person" with three input fields: "Name:", "Phone Number:", and "Email:". Below these fields are two buttons: "Create File" and "Exit : Esc".

Enter the details and click **Create File**. A confirmation message will appear giving the name and location of the EI return file. If the pay includes any employees whose start or end date falls within the pay period, an Employee Details file containing their details is created as well. A confirmation message appears, giving the name and location of the file(s):



Clicking **No** closes the window—to upload the file, you will need to browse to the myIR website at a later time, or open it from the Employment Information Return window (see page 5).

Clicking **Yes** on this window opens a browser window to the [myIR website](#), where you can log in and upload the file. The IRD website has information on this process:


- The guide “file upload through myIR”, available under **Helpful information and guides** on the [main payday filing page](#).
- The video “How to payday file through myIR Secure Online Services using the file upload method”, available on the [payday filing videos page](#).

Afterwards, you are asked to confirm whether or not the file was successfully uploaded. Clicking **Yes** changes the EI return file’s status to “Uploaded” on the Employment Information Return window (see page 5).

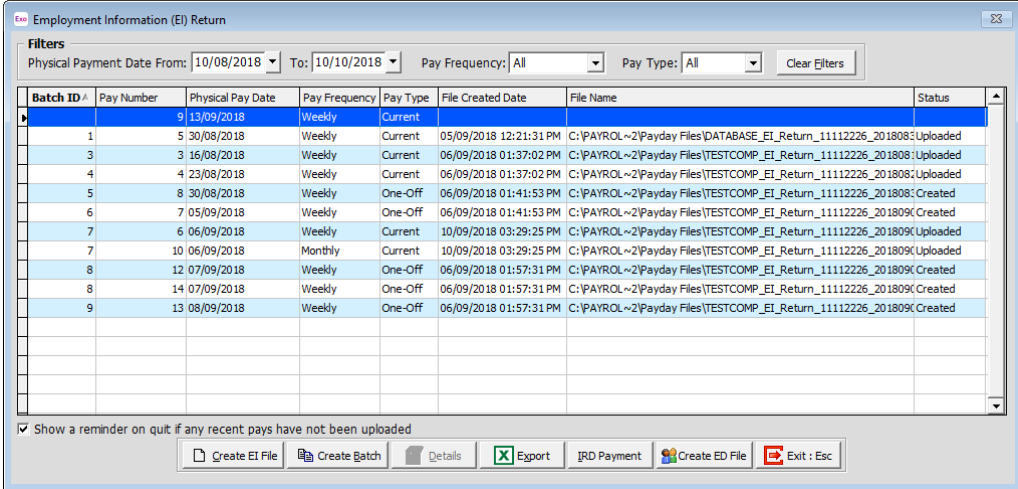
Managing EI Return Files

The Employment Information Return window lets you create and upload EI return files, view the details of existing files and perform other actions related to payday filing.

Open the Employment Information Return window in one of the following ways:

- Select **Payday Filing** from the Pay menu.
- Click the  toolbar button.
- Select Step 6 on the Pay Cycle.

The Employment Information Return window displays all updated pays in the selected date range, with details of the EI return files generated for them:



Batch ID	Pay Number	Physical Pay Date	Pay Frequency	Pay Type	File Created Date	File Name	Status
9	13	09/2018	Weekly	Current			
1	5	30/08/2018	Weekly	Current	05/09/2018 12:21:31 PM	C:\PAYROL~2\Payday Files\DATABASE_EI_Return_11112226_201808	Uploaded
3	3	16/08/2018	Weekly	Current	06/09/2018 01:37:02 PM	C:\PAYROL~2\Payday Files\TESTCOMP_EI_Return_11112226_201808	Uploaded
4	4	23/08/2018	Weekly	Current	06/09/2018 01:37:02 PM	C:\PAYROL~2\Payday Files\TESTCOMP_EI_Return_11112226_201808	Uploaded
5	8	30/08/2018	Weekly	One-Off	06/09/2018 01:41:53 PM	C:\PAYROL~2\Payday Files\TESTCOMP_EI_Return_11112226_201808	Created
6	7	05/09/2018	Weekly	One-Off	06/09/2018 01:41:53 PM	C:\PAYROL~2\Payday Files\TESTCOMP_EI_Return_11112226_201809	Created
7	6	06/09/2018	Weekly	Current	10/09/2018 03:29:25 PM	C:\PAYROL~2\Payday Files\TESTCOMP_EI_Return_11112226_201809	Uploaded
7	10	06/09/2018	Monthly	Current	10/09/2018 03:29:25 PM	C:\PAYROL~2\Payday Files\TESTCOMP_EI_Return_11112226_201809	Uploaded
8	12	07/09/2018	Weekly	One-Off	06/09/2018 01:57:31 PM	C:\PAYROL~2\Payday Files\TESTCOMP_EI_Return_11112226_201809	Created
8	14	07/09/2018	Weekly	One-Off	06/09/2018 01:57:31 PM	C:\PAYROL~2\Payday Files\TESTCOMP_EI_Return_11112226_201809	Created
9	13	08/09/2018	Weekly	One-Off	06/09/2018 01:57:31 PM	C:\PAYROL~2\Payday Files\TESTCOMP_EI_Return_11112226_201809	Created

From this window, you can:

- Manually create EI return files for any pays that do not yet have one, individually or in a batch operation.
- Open the myIR website to upload or re-upload EI return files.
- View the details of the selected EI return file.
- Export the contents of the main table to an Excel file.
- Generate the IRD Payment report.
- Create an Employee Details file.
- Manually set the status of an EI return by right-clicking on it.

Note: When the **Show a reminder on quit if any recent pays have not been uploaded** option is ticked, a message will appear when quitting Exo Employer Services or changing to another company, if there are any return files in the "Created" status that are between two days and eight weeks old.

Manually Creating EI Return Files

To create an EI return file for a pay that does not yet have one, select the pay and click **Create EI File**. This creates the EI return file via the same process as when creating files after updating a pay (see page 4), and then prompts you to upload it to the IRD.

For existing files that have not been uploaded, the **Create EI File** button changes to **Upload EI File**. Clicking this button gives you the option of re-generating the EI return file, then opens a browser window to the myIR website, where you can log in and upload the file.

For files that have been uploaded, the **Upload EI File** button changes to **Upload Again**. Clicking this button gives you the option of re-generating the EI return file, then opens a browser window to the myIR website.

It is also possible to create a batch of EI return files from multiple pays in one operation. Clicking the **Create Batch** button opens a window displaying all updated pays in the selected date range that do not yet have an EI return file:

Employment Information (EI) Return - Select Pays

Filters
Physical Payment Date From: 11/08/2018 To: 18/09/2018

Options
 Create one file for all the pays processed on this day
 Create individual files for every Pay processed on this day

Select All

Select	Pay Number	Physical Pay Date	Start Date	End Date	Pay Frequency	Pay Type	Staff Count
<input checked="" type="checkbox"/>	5	04/09/2018	29/08/2018	04/09/2018	Weekly	One-Off	2
<input type="checkbox"/>	4	04/09/2018	29/08/2018	04/09/2018	Weekly	Current	12
<input type="checkbox"/>	3	28/08/2018	22/08/2018	28/08/2018	Weekly	Current	12
<input type="checkbox"/>	2	21/08/2018	15/08/2018	21/08/2018	Weekly	Current	12
<input type="checkbox"/>	1	14/08/2018	08/08/2018	14/08/2018	Weekly	Current	12

Select Exit : Esc

Select the pays to create EI return files for, then click **Select** to create an EI return file for each selected pay. You are asked for contact details as usual—these details will be included in all files created in this batch.

Two options are available for cases when there are multiple pays with the same Physical Pay Date:

- **Create one file for all the pays processed on this day** – values for all pays will be consolidated into a single EI return file. When viewing the file's details (see page 7), each pay included in the file is listed in the Pays table.
- **Create individual files for every pay process on this day** – a separate EI return file will be created for each pay, in the same way that separate files are created for pays on different days.

Viewing EI Return File Details

To view details of all the information included in an EI return file, select the file and click the **Details** button.

IRD Number	Staff Name	Tax Code	Start Date	Finish Date	Pay Period Sta	Pay Period End	Pay Frequenc	Gross	Gross not liab	Lump sum indi	Paye	Child Support	Child Support
11111114	Smith Sandra M	M	30/06/2016	//	31/08/2018	06/09/2018	WK	720.00	0.00	0	117.16	0.00	
11112226	Houghton Jani M	M	30/06/2016	//	31/08/2018	06/09/2018	WK	480.00	0.00	0	71.82	0.00	
22222228	Keating Karl A M	M	13/06/2016	//	31/08/2018	06/09/2018	WK	440.00	0.00	0	64.26	0.00	
33333346	George Thoms M	M	13/06/2016	//	31/08/2018	06/09/2018	WK	560.00	0.00	0	86.93	25.00	
44444445	Karuso Robint M	M	04/07/2016	//	31/08/2018	06/09/2018	WK	480.00	0.00	0	71.82	0.00	
46784510	Giles Harrison M	M	30/06/2016	//	07/08/2018	06/09/2018	MT	800.00	0.00	0	95.11	0.00	
46784510	Giles Harrison M	M	30/06/2016	//	31/08/2018	06/09/2018	WK	800.00	0.00	0	132.27	0.00	
55555559	Hillary Matthev M	M	04/07/2016	//	31/08/2018	06/09/2018	WK	600.30	0.00	0	94.54	0.00	
64871544	Watson Judy I M	M	08/08/2016	//	07/08/2018	06/09/2018	MT	680.00	0.00	0	80.81	0.00	
64871544	Watson Judy I M	M	08/08/2016	//	31/08/2018	06/09/2018	WK	680.00	0.00	0	109.60	0.00	
66666662	Jackson Willia M	M	11/07/2016	06/09/2018	07/08/2018	06/09/2018	MT	600.00	0.00	0	71.32	0.00	
66666662	Jackson Willia M	M	11/07/2016	06/09/2018	31/08/2018	06/09/2018	WK	600.00	0.00	0	94.49	0.00	
68461383	Tate Bernard I M	M	17/04/2016	//	07/08/2018	06/09/2018	MT	720.00	0.00	0	85.58	0.00	
68461383	Tate Bernard I M	M	17/04/2016	//	31/08/2018	06/09/2018	WK	720.00	0.00	0	117.16	0.00	
97798796	Wallace Edwa M	M	17/04/2016	//	31/08/2018	06/09/2018	WK	600.00	0.00	0	94.49	0.00	

The details window has four main areas:

- The **Employer** area displays information about the employer, including the contact details entered when creating the file.
- The **PAYE** area displays total amounts across all employees in the file.
- The **Pays** table lists all pays included in the file—when creating EI return file batches, it is possible to consolidate multiple pays with the same Physical Pay Date into one file (see page 6).
- The table in the lower half of the window displays the pay details for each employee included in the file. There may be multiple lines for one or more employees, if their pays included additions like extra Student Loan repayments or employee share scheme benefits.

EI Return File Statuses

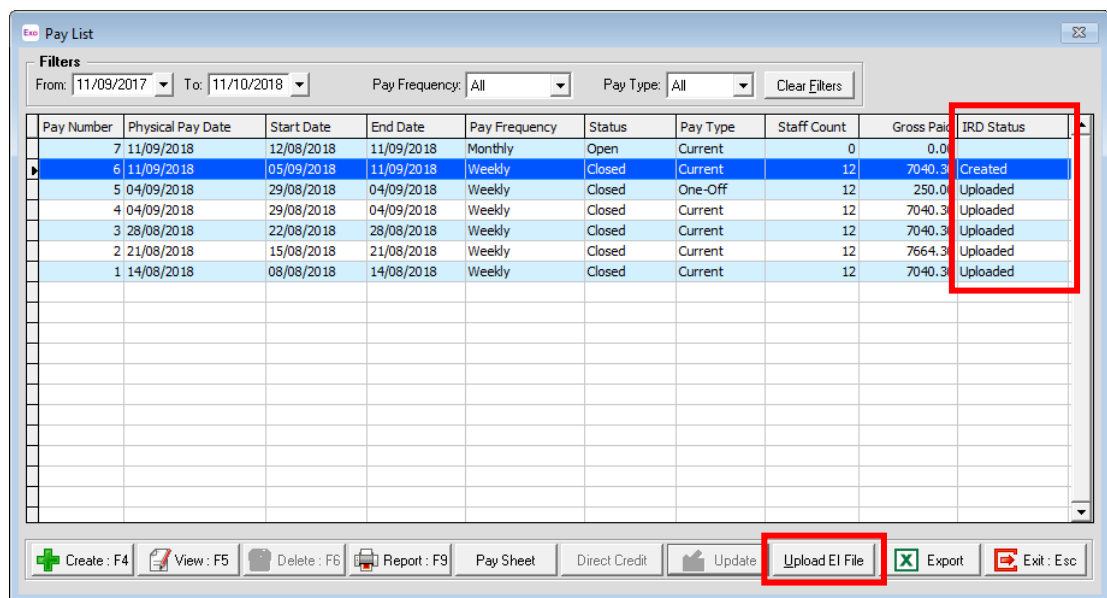
The **Status** column on the Employment Information Return window will contain one of the following statuses:

- No status – no EI return file has been created for the pay.
- Created – a return file has been created but not uploaded yet.
- Uploaded – a return file has been created and marked as uploaded to the myIR website.
- Not Required – there is no need to generate a return file for the pay (usually for pays from before payday filing became compulsory).

Right-clicking on a row gives the option to manually set the return file status. Clearing the status or setting it to “Not Required” deletes the existing EI return file—a new one will need to be created manually.

Payday Filing on the Pay List

An **IRD Status** column is available on the Pay List window, showing the status of the EI return file associated with each pay.



The screenshot shows the 'Pay List' window with a table of pay records. The 'IRD Status' column is highlighted with a red box, showing values like 'Created', 'Uploaded', and 'Uploaded'. The 'Upload EI File' button in the toolbar is also highlighted with a red box.

Pay Number	Physical Pay Date	Start Date	End Date	Pay Frequency	Status	Pay Type	Staff Count	Gross Paid	IRD Status
7	11/09/2018	12/08/2018	11/09/2018	Monthly	Open	Current	0	0.0	
6	11/09/2018	05/09/2018	11/09/2018	Weekly	Closed	Current	12	7040.3	Created
5	04/09/2018	29/08/2018	04/09/2018	Weekly	Closed	One-Off	12	250.0	Uploaded
4	04/09/2018	29/08/2018	04/09/2018	Weekly	Closed	Current	12	7040.3	Uploaded
3	28/08/2018	22/08/2018	28/08/2018	Weekly	Closed	Current	12	7040.3	Uploaded
2	21/08/2018	15/08/2018	21/08/2018	Weekly	Closed	Current	12	7664.3	Uploaded
1	14/08/2018	08/08/2018	14/08/2018	Weekly	Closed	Current	12	7040.3	Uploaded

A button for payday filing functions is available on the Pay List window. This button changes, depending on the status of the filing:

- If no EI return file has been created, the button reads **Create EI File** – click this button to create an EI return file.
- If the EI return file has been created but not uploaded, the button reads **Upload EI File**—click this button to open a web browser to the myIR site where you can upload the file. (You are given the option of regenerating the file before uploading it.)
- If the EI return file has been uploaded, the button reads **Upload Again** – click this button to regenerate the EI return file so you can upload it again.

Backing up EI Return Files

EI and ED return files can be regenerated at any time, so keeping backups of them is not strictly necessary; however, if you do want to include return files in Exo Payroll backups, they must be stored in the default folder, i.e. the **Payday Files** folder under the main application folder. This is the recommended method of storing return files.

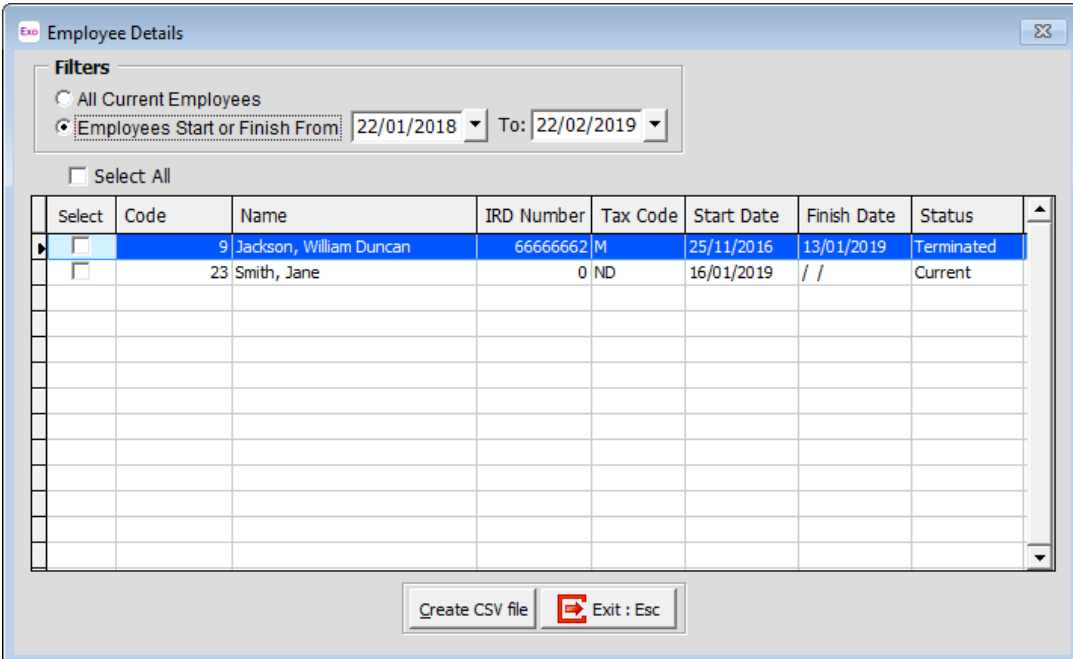
If you choose to save return files in one or more different folders, these folders will not be included in backups initiated from Exo Payroll, so you will need to arrange backups for them yourself.

Reporting New and Departing Employees

Under payday filing, you must provide the IRD with the information of new and departing employees in your organisation. This information is included in a separate *Employee Details file*, which must be uploaded to the myIR website along with the EI return files.

When a pay is updated, if there are any employees whose start or end date falls within the pay period, an Employee Details file will be created automatically, provided the **Automatically create the Payday files after updating the pay** option is selected—see page 2. If this option is not selected, or if you want to create an Employee Details file for a different date range, you will need to create the file manually.

To create an Employee Details file manually, click the **Create ED File** button on the Employment Information Return window. This opens a window showing either all employees or all employees whose start/finish date falls within the selected date range:



The screenshot shows a window titled "Employee Details" with a "Filters" section. The "Filters" section has two radio buttons: "All Current Employees" (unselected) and "Employees Start or Finish From" (selected). Below the radio buttons are two date pickers: "From: 22/01/2018" and "To: 22/02/2019". There is a "Select All" checkbox which is currently unchecked. Below the filters is a table with the following columns: Select, Code, Name, IRD Number, Tax Code, Start Date, Finish Date, and Status. The table contains two rows of data:

Select	Code	Name	IRD Number	Tax Code	Start Date	Finish Date	Status
<input type="checkbox"/>	9	Jackson, William Duncan	66666662	M	25/11/2016	13/01/2019	Terminated
<input type="checkbox"/>	23	Smith, Jane		0 ND	16/01/2019	/ /	Current

At the bottom of the window, there are two buttons: "Create CSV file" and "Exit : Esc".

Tick the boxes for the employees you want to include, then click **Create CSV File** to create an Employee Details file containing details of all selected employees. You are then prompted to upload the file to the myIR website as usual.

Note: Employee Details files are created in CSV format, as per version 1.2 of the IRD's Payday Filing Specification.