



Changes to myIR

Keep this handy for when our new services go live on 16 April.

In this pack for employers we'll provide a quick overview of the myIR changes we're rolling out in April 2020.

Our phone lines and e-services will be unavailable from 3pm Thursday 9 April whilst we roll out this upgrade. Our services will re-open on Thursday morning, 16 April 2020. During this time, you won't be able to access myIR or contact us through our contact centres. We will continue to support the MSD with wage subsidy applications, and will continue to make all expected payments, including Working for Families payments. Our physical offices will remain closed due to the government's level 4 response.

Employment Information (EI) returns for payday filing that are due over the temporary closedown should, if possible, be filed on Friday 17 April. The days during the temporary shutdown will not count as working days for filing periods.

If you have a return in draft or any draft messages in myIR, these will be deleted. Be sure to complete these before 3pm on Thursday 9 April so you don't lose them.

Single employer account

Transactions from payday filing and payments made will show up a lot sooner.

All employer accounts will be combined into a single Employer Activities (Payroll) account to manage Employment Information transactions and obligations. This account combines all deductions for PAYE, student loans, child support, employee KiwiSaver, employer KiwiSaver, and employer superannuation contribution tax. There will be a new payment code, EMP, which will allow you to make one payment to cover all your employer associated deduction types. Alternatively, you can continue to make payments using the employer deductions payment code DED.

Small balance write-offs, late payment penalty thresholds and use of money interest thresholds will now apply to the overall employer account balance, not each sub-account individually.

The Payroll account page will include a summary screen showing the account balance, registration details and any recent activity.

Note: Outstanding balances are displayed in red. This does not mean the amount is overdue. You can check the due date by clicking into the Periods tab.

The screenshot shows the myIR Payroll interface for a user named 'Chartered Adventures'. The account balance is \$1,107.44, displayed in red. The page includes tabs for Summary, Periods, Employees, Submitted, Correspondence, Names and addresses, and Logons. The 'Recent activity' section lists several transactions, including a payment posted on 19-Jun-2020 and several processed transactions in April and March 2020.

Date	Status	Description
19-Jun-2020	Payment posted	Payment for \$2,432.88
28-Apr-2020	Processed	Opt-in Penny Garcia
28-Apr-2020	Processed	Add new/departing employees
14-Apr-2020	Ontime-processed	Employment information for payday 14-Apr-2020
15-Mar-2020	Ontime-processed	Employment information for payday 15-Mar-2020



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Monthly transactions grouped

There will no longer be two periods showing for twice monthly payers; instead, a single period will be created. All payday information will be stored in the monthly period with twice monthly payment details visible by clicking into each period.

Update employee details

The new simplified view of employee details will break information into smaller sections allowing you to update specific details as required.

The screenshot shows the myIR Payroll interface for a customer named CHARTERED ADVENTURES. The account is identified as Payroll with ID .EMP002 and a balance of \$0. A navigation menu includes Summary, Periods, Employees, Submitted, Correspondence, Names and addresses, and Logons. The 'Month of payment' section displays a table of payment periods from 2019 to 2020, all with a value of \$0.00.

Month of payment	Amount
30-Jun-2020	\$0.00
31-May-2020	\$0.00
30-Apr-2020	\$0.00
15-Apr-2020	\$0.00
31-Mar-2020	\$0.00
15-Mar-2020	\$0.00
29-Feb-2020	\$0.00
15-Feb-2020	\$0.00
31-Jan-2020	\$0.00
15-Jan-2020	\$0.00
31-Dec-2019	\$0.00
15-Dec-2019	\$0.00

The screenshot shows the myIR interface for an employee named Adam Taylor. It is divided into several sections: Personal information, Employee alerts, Employment information, Contact information, and Address information. A 'List of filed returns' table is also visible at the bottom.

Message	Status	Payday period	Employee name	Tax code	Processed	Received
View employee	Processed	15-Apr-2019	Adam Taylor	M	30-Oct-2019	02-May-2019



Changes to myIR

Enrolling a new employee

You will now only need to provide information for new employees once as the 'New Employee Details' (IR346) and the 'KiwiSaver Enrolment' (KS1) will be combined into one 'Employee Details' form.

Employee information **No name provided**

Record 1

Employee personal information	Employee contact information
Title <input type="text"/>	Daytime phone country <input type="text"/>
First name <input type="text"/> <small>*Required</small>	Daytime phone number <input type="text"/>
Middle name <input type="text"/>	Daytime phone extension <input type="text"/>
Last name <input type="text"/> <small>*Required</small>	Mobile phone country <input type="text"/>
Employee IRD <input type="text"/> <small>*Required</small>	Mobile phone number <input type="text"/>
Date of birth <input type="text"/>	Mobile extension <input type="text"/>
Different employee name/ID used on the EI? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Email address <input type="text"/>
Employee name/ID <input type="text"/>	
Employment information	Tax codes
Start date <input type="text"/> <small>*Required</small>	Use the non-notified rate if the tax code and IRD have not been provided.
End date <input type="text"/> <small>*Required</small>	<input type="checkbox"/> M <input type="checkbox"/> ME SL <input type="checkbox"/> S
Does the employee receive exempt income for KiwiSaver? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> M SL <input type="checkbox"/> SB <input type="checkbox"/> S SL
Income exemption <input type="text"/> <small>*Required</small>	<input type="checkbox"/> ME <input type="checkbox"/> SB SL <input type="checkbox"/> ST
	<input type="checkbox"/> WT <input type="checkbox"/> ND <input type="checkbox"/> STC
	<input type="checkbox"/> ST SL <input type="checkbox"/> SH <input type="checkbox"/> NSW
	<input type="checkbox"/> CAE <input type="checkbox"/> EDW <input type="checkbox"/> SH SL
	Select at least one tax code.
KiwiSaver information	
Should the employee be automatically enrolled into KiwiSaver? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
KiwiSaver opt out Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
KiwiSaver status <input type="text"/> <small>*Required</small>	
Employee address information	
Provide address <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Country <input type="text"/> NEW ZEALAND	
Attention <input type="text"/>	
Unit type <input type="text"/>	Unit # <input type="text"/>
Floor type <input type="text"/>	Floor # <input type="text"/>
Street address <input type="text"/> <small>*Required</small>	Building <input type="text"/>
Suburb/rural <input type="text"/>	City <input type="text"/> <small>*Required</small>
	Postcode <input type="text"/> <small>*Required</small>
<input type="button" value="Verify your address"/>	

Make a payment

There will be an option to file and pay at the same time. You will be able to pay by direct debit at the time of filing (from a bank account you have signing authority on) as long as an authority for that bank account is already set up. Otherwise you'll need to save the return draft, set up the direct debit bank account authority in myIR, and then go back into the return to complete the payment step.

Note: The due date for payment isn't changing, but you can choose to file and pay together - if that works better for you.

myIR Employment information Welcome, Bianca Jones Settings Log Off

Home > Payroll > Employment information

1 Employment information submission ✓ > 2 Review ✓ > 3 Payment

Jones, Bianca Hide details

IRD number: Filing period: 31-Jan-2020 Return due date: 20-Feb-2020

Payment

Do you want to make a direct debit payment?
 Yes No

Period details	Bank account details	Payment details
Jones, Bianca	<input type="button" value="Select"/> <input type="button" value="New"/>	Payment date <input type="text"/> 17-Jan-2020
Payroll EMP003	Saved bank accounts Shared - Westpac - 0000	Pay balance of \$621.22
31-Jan-2020	Direct debit - New Zealand bank Westpac	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Amount \$ 621.22

Direct debit payment information

Use this service to make a one-off direct debit payment from your bank account.

It may take up to 1-3 business days for your payment to show in your bank account.

If you pay in full by the due date, you will not be charged late payment penalties and interest.



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To set up a direct debit:

1. Under Logon settings, go to Direct Debit authorities
2. Complete details under Set up Direct Debit authority
3. Complete confirmation and declaration

myIR | Logon settings

Home > Logon settings

Profile Access **Direct debit authorities** Activity

Existing direct debit authorities to pay IR Set up a direct debit authority

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

COMMUNITY POINT HOLDINGS

No default payment channel	Dividend withholding tax
	GST
	Income tax
	Non-resident withholding tax
	Payroll
	RWT on interest

myIR | Set up a direct debit authority

Welcome, Community Point Holdings | Settings | Log Off

Home > Logon settings > Set up a direct debit authority

1 Set up a direct debit authority > 2 Review

Logon details

Community Point Holdings
communitypoint@holdings.com

Direct debit authority details

This direct debit authority will be available for you to use for all individuals and businesses.

Country/region
Direct debit - New Zealand bank

Other Information

Full name of the account holder
Required

Bank account

We do not accept direct debit payments from credit union accounts.

Some banks may not allow direct debit payments from savings or investment accounts. Check with your bank or only use a transactional bank account.

Bank branch account suffix
[] [] [] []

Add bank account number

Bank name
[]

Use default personalised name?
Yes No

Personalised name (myIR use only)
[]

Cancel < Previous Next >



Changes to myIR

Onscreen filing

The Employment Information return will be simplified, and the information required is grouped under headings.

From 1 May, new fields will be added for hours paid, employee share scheme income (ESS), prior period adjustments, extra compulsory deductions for student loans (SLCIR) and extra voluntary deductions for student loans (SLBOR). You will no longer need to add a separate line for employees you make SLCIR or SLBOR deductions for, just add the amounts into the right field alongside their salary / wages and other deductions. If you have an employee share scheme put the value of shares in this field.

For information and help on how to file in myIR visit ird.govt.nz/fileonscreen

The screenshot shows the 'myIR Employment information' submission page for 'CHARTERED ADVENTURES'. It includes a breadcrumb trail: Home > Payroll > 30-Jun-2020 > Employment information. The page title is '1 Employment information submission'. Below the company name, there's a 'Pay day' section with an 'Add pay day' field set to '01-Jun-2020'. A list of employees is shown, with 'Penny Garcia' selected. The form is divided into several sections: 'Employee Information' (IRD number, Employee name: Penny Garcia, Tax code: M SL, Payday: 01-Jun-2020, Pay frequency: Fortnightly, Hours paid: 0.00, Employment start/finish dates, and Pay period start/end dates), 'Earnings Information' (Gross earnings, PAYE, Earnings not liable for ACC earners' levy, Tax credit payroll donations, Employee share scheme earnings, and Prior period adjustments), 'KiwiSaver' (KiwiSaver deductions, Net KiwiSaver employer contributions, ESCT deductions), 'Student Loan' (Student loan deductions, SLCIR deductions, SLBOR deductions), and 'Child Support' (Child support code, Child support deductions). At the bottom, there are 'Add employee' and 'Delete' buttons.

Work out penalty and interest

You will be able to forecast any interest and penalty on unpaid balances up to 30 days in the future.

The screenshot shows the 'myIR Work out penalty and interest' page. It includes a breadcrumb trail: Home > Payroll > 30-Apr-2020 > Work out penalty and interest. The page title is 'Work out penalty and interest'. There are three main sections: 'Summary of current balance' (Assessment: \$1,735.56, Interest: \$40.75, Penalty: \$395.74, Balance: \$2,172.05), 'Work out penalty and interest' (Enter a date to estimate penalty and interest, with a 'Required' field and a 'Forecast' button), and 'Summary of estimated balance'.



Changes to myIR

Consolidated employer notifications

The number of notifications you receive from us will be reduced as we will consolidate notifications. Where possible we will provide you with a single list of actions rather than separate notices.

We will take a coordinated approach to correspondence by combining into one letter, notification, report or contact, information about:

- > multiple employees requiring the same changes, or
- > a single employee with multiple changes

Based on feedback received, the letters will have one employee per page and display all updates for that employee. This will make it easier for you to align any correspondence received for the employee to their personal file.