Changes to myIR

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

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

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.

Changes to myIR

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.

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.

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.

Changes to myIR

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

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**

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.

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.