

Filing employment information with file upload – using myIR



This guide will help you file your employment information through myIR, using the file upload entry method.

Please print or save a copy and have it handy for when you go through this process.

Filing your first payday:

1. Delegate access to those you want to see or file your payroll information.
2. File new employee details if you have any new employees.
3. File your Employment information schedule within 2 working days of your payday.
4. On the 20th of the month, file your final EMS (IR348) and Employer Deductions form (IR345) and pay for the previous month.

Filing every following payday:

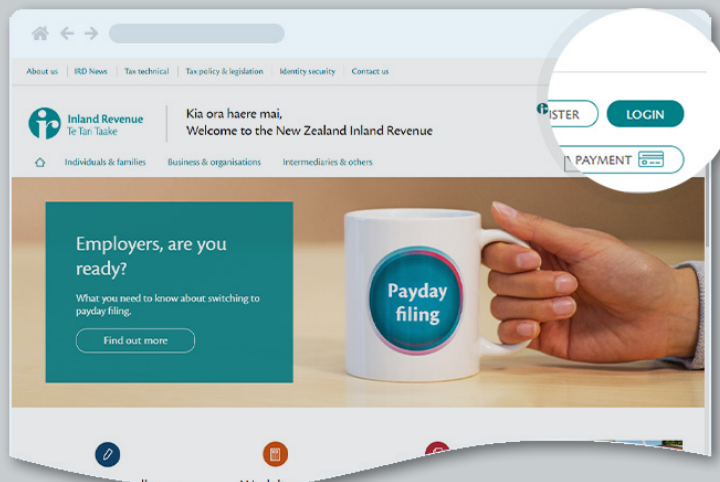
1. File employee details for any new employees, before their first payday.
2. File the details of any employees who are departing.
3. File your Employment information schedule within 2 working days of your payday.

You can file electronically through myIR through onscreen entry or file upload.

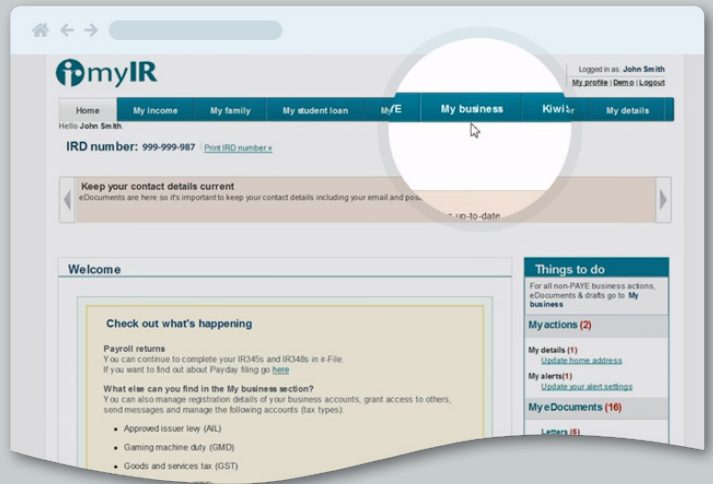
You may also be able to file directly through your payroll software.

Navigating to payroll

First, Log into **myIR**.

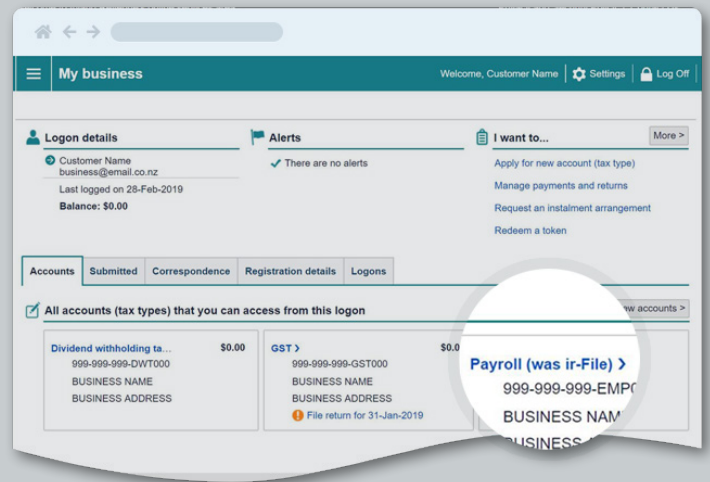


Select **'My business'** from the navigation bar.



Click on **'Payroll'** in the **'Accounts'** tab.

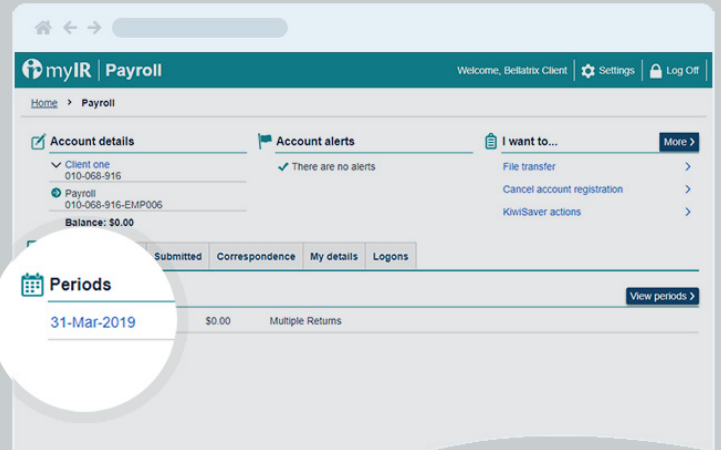
'Payroll' is the new name for ir-File. This is where you'll file your employment information and employee details.



Choosing to enter with file upload

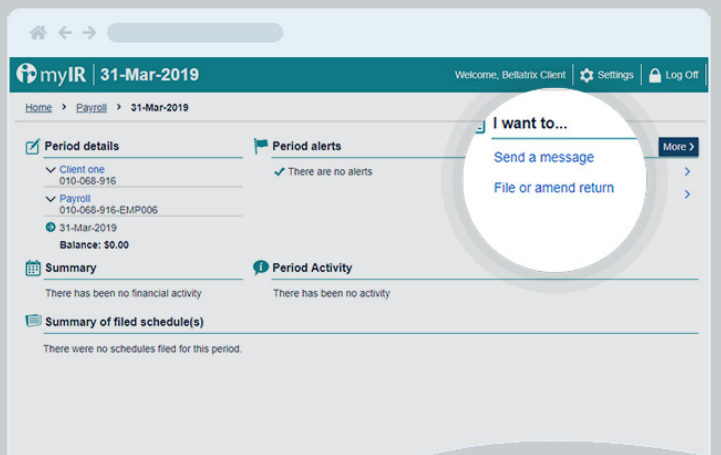
Select the period you want to file for under the **'Periods'** tab.

Note that a file return alert may appear after you've filed. This is because you might have more paydays to file for and doesn't mean your return wasn't received.

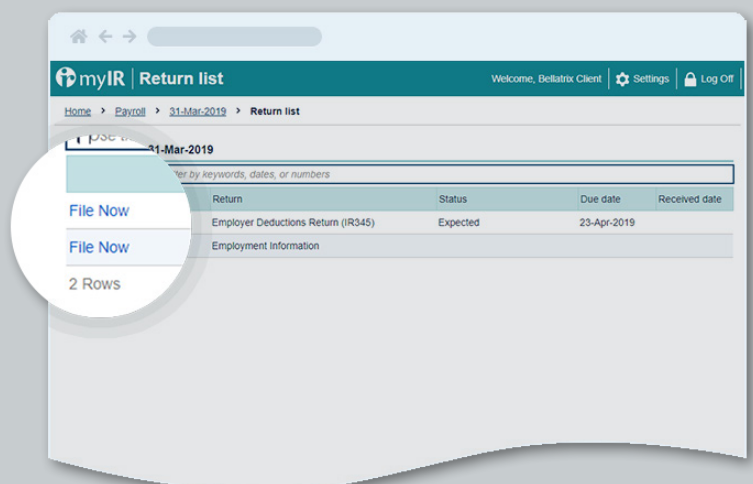


Click on **'File or amend return'** under the **'I want to'** tab.

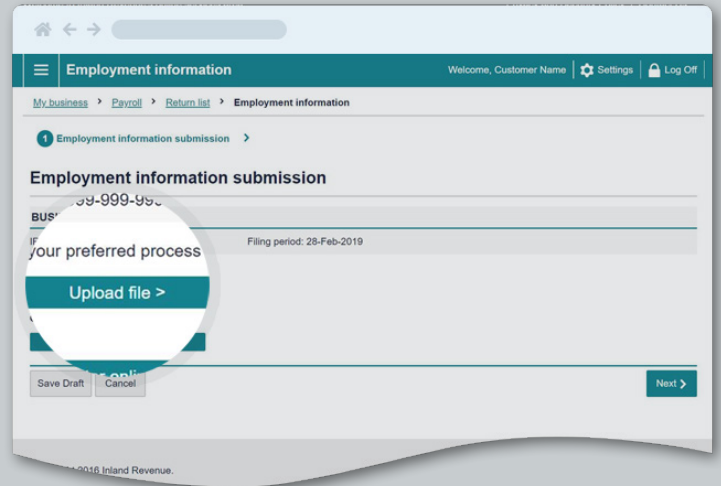
You need to file your payday return within two working days of your payday.



Click on **'File Now'** beside the Employment Information return.

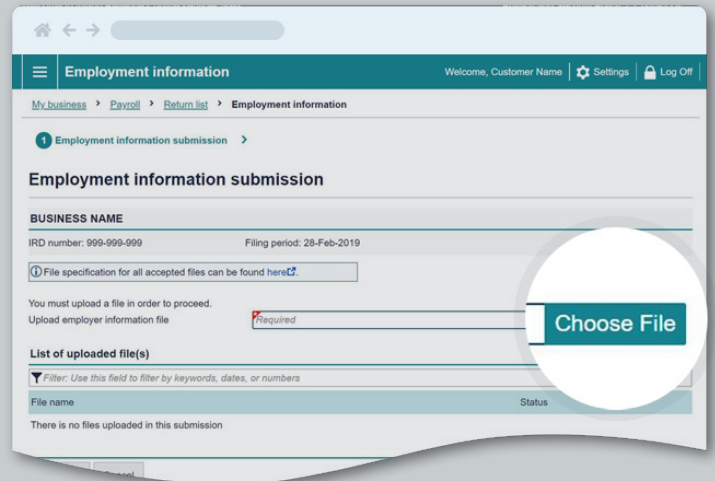


Choose **'Upload file'**.



Select **'Choose File'** and navigate to your payroll information in the window that appears.

Click on the document and select **'Open'** to upload it.



Uploading employment information

Check that you've uploaded the correct file and click **'Next'**.

Employment information submission

BUSINESS NAME

IRD number: 999-999-999 Filing period: 28-Feb-2019

File specification for all accepted files can be found [here](#).

You must upload a file in order to proceed.

Upload employer information file

List of uploaded file(s)

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

File name	Status
Feb 2019 File Upload.csv	Review

Click the check box under **'Declaration'** to declare the information you have supplied is true and correct.

Summary of employer monthly schedule

Total gross earnings and/or schedular payments	601.00	Total PAYE / schedular tax	117.47
Total earnings not liable for ACC earners' levy	0.00	Total child support deductions	0.00
		Total student loan deductions	0.00
		Total KiwiSaver deductions	18.03
		Total KiwiSaver contributions	18.03
		Total payroll donations	0.00
		Total employer superannuation contribution tax	100.00
		Total deductions	253.83

Declaration

By clicking this I declare to the best of my knowledge, the information I have supplied is true and correct.

You must declare to proceed.

Select **'Submit'** to file the employment information for the selected period.

Summary of employer monthly schedule

Total gross earnings and/or schedular payments	601.00	Total PAYE / schedular tax	117.47
Total earnings not liable for ACC earners' levy	0.00	Total child support deductions	0.00
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		Total payroll donations	0.00
		Total employer superannuation contribution tax	100.00
		Total deductions	253.83

Declaration

By clicking this I declare to the best of my knowledge, the information I have supplied is true and correct.

You must declare to proceed.

Don't forget to print and save a copy of this document.

For more information, check out ird.govt.nz/payday