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 upload 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 in the pay is also sent to the IRD in an *Employee Details file*.

This page has information on setting up and using the payday filing features in Ace Payroll - you can also watch a video on this topic:

Payday filing is compulsory from 1 April 2019, but you can start using it before then. Once you start using payday filing, you no longer need to submit the IR348. See "Payday filing" on the IRD's website for more information.

Set up Ace Payroll for payday filing

Before you can upload EI return files, your system needs to be set up for filing using the IRD's myIR website. You'll also need to set up payday filing options in Ace Payroll.

> The IRD has information on registering for and using myIR on their website.

How to set payday filing options

Create EI return files

Once your system is set up, you can start creating EI return files after each pay is processed.

How to create an EI return file

If you need to create EI return files for historical pays, re-generate EI return files for a pay, or if you chose not to create payday files after a pay is filed, you can create EI return files manually using the **Employment Information (EI) Return** window.

How to create EI return files manually

Learn the ins and outs of payday filing through hands-on online training

MYOB Academy

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