

Paysimple: Downloading IR Payday Filing Info

Automatically email payday filing reports to yourself each pay:

Head to Company | Settings | General

Under Send Reports, toggle on IR Employment information and put in your email address.

You'll now be sent the report for payday filing every time you run a pay. This should be uploaded through myIR as per Inland Revenue's payday filing requirements.

🗭 PaySau	ce						•	🔷 teshi@paysau	
PaySauce Limite	rd / 1 Sample Business								
\$ Run a Pay	to do in workflow	<	(1) C ₹	1 Sample Business PaySauce Limited			Phone Contact	0808080808 sample business	Save
History	1 Sample Business 2903 - 105/20 Data Entry Submit Pay for Payment	\$0.00 total for pay 0 0 todo done	00h	Integration Branding Security Billing	Cap sick leave balance Cap sick leave balance Capped days *	ignore Yes O No 20	•		
Employees	1 Sample Business 15/03 - 28/03/20 Data Entry Submit Pay for Payment	\$0.00 total for pay 0 0 todio dome	00 h		Send Reports * Reports	Yes No disbursements paysummary payments unpayments			
Reports	1 Sample Business 19/02 - 03/03/20 Data Entry Submit Pay for Payment	\$227.78 total for pay D 0 todio done			Send to Email Payslips *	IR employment information sample@pay.co.nz (contact) Yes O No	ment information ayconz (contact) •		
	Salary, Jamie 15(da - zalds/do Data Entry Calculate	\$2461.54 period pay nours leave	×		Emplayees*	Add Employees Mark Richards Clint Variedhis Jami Monique McKeven Janny Donald	e Salary Frank Contracto	r Do Kiwifruit	

Manually download the payday filing report when running a pay:

When finalising a pay, you can also download this report by clicking **Download IR Employment** Information.

🗭 PaySau	ICE How To: Pays	Sauce has some exciting new impro	ovements, check them out here			💿 🗴 teshi@paysauce.com •
PaySauce Limit	ed / 1 Sample Business / 1	9/02 - 03/03/20				
\$ Run a Pay	Processing Final	Email 1000 70				 ▼ 19/02 - 03/03/20 / Ø Ø X Ø Submit Pay for Payment.
	Send Payslips to Download IR Er	n Employees	Costing Billing			
	DISBURSEMENTS				B -	DISBURSEMENT BREAKDOWN
History	Name	Account Name	Account Number	F	Payment	0
	Donald Jenny	Jenny Donald	06-0942-0333802-00		212.78	
	Richards Mark	Mark Richards	13-1313-1313131-313		584.61	
	Salary Jamie	Jamie Salary	06-3939-3939393-939		1,602.64	
_ X _	IRD	PaySauce IRD Trust Account	12-3192-0026507-02		1,296.70	
Employees	NOTE: The following Richards Mark Rent Richards Mark Sent Richards Mark Social	deductions of BBS vere withheld. \$400,000 \$400,0000 \$400,0000 Club \$5,0000		Banking Total	3,696.73	

Manually email the payday filing report when running a pay:

In addition to downloading the report when finalising a pay, you can send it to an email address.

Click on Settings | Reports and click Yes to Send Reports for this payrun. Make sure that **IR employment information** is checked and input your email address.



Download the payday filing report from a closed or past pay:

You can download the IR report from closed pays by heading to History. Select the relevant pay period and click **Download IR Employment Information.**

PaySau	ıce					teshi@paysauce.com +
PaySauce Limite	ed / 1 Sample Business / Dec	2018 / 12/11 - 25/11/18				
\$	Dec 2018 Oc	ct 2018 ²⁹ Sep 2018 ²⁹ Jul 2018	⁹ May 2018 ⁹ Mar 2018 ⁹			≡ .
History	7,3 Send Reports to Er Send Payslipe to Er Download IR Empl	Closed				
	DISBURSEMENTS				DISBURSEMENT BREAKDOWN	
	Name	Account Name	Account Number	Payment		
	Casual Mark	Mark Casual	13-1313-13131-313	930.87		
Employees	Contractor Frank	Frank Contractor	34-3563-4343434-343	1,500.00		
Linkioyees	Salary Jamie	Jamie Salary	06-3939-3939393-939	1,538.26		
	Variedhrs Clint	Clint Variedhrs	13-4323-2323232-323	1,504.14		
	IRD	PaySauce IRD Trust Account	12-3192-0026507-02	1,924.08		
Reports	NOTE: The following dee Salary Jamie Accommo Salary Jamie Wet weath	ductions of \$857.86 were withheld. Iation \$800.0000 er gear \$57.8600	banking (Mar	1,301,30		