Inland Revenue

Payday Filing File Upload Specification
1 April 2020 to 31 March 2021

*This document is for Payday filing through myIR and
supports the Payroll Calculations & Business Rules Specification 2021 and
includes payroll services filing for any amendments filed prior to 1st April 2019*

Date: 13/12/2019
Version: V1.0

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Contents

1 Introduction

The Taxation (Annual Rates 2017-18 Employment and Investment Income and Remedial Matters) Bill (April 2017 Bill) requires employers to file employee income and deduction information on a payday basis to Inland Revenue (IR).

IR offers file upload services that give employers, tax agents and payroll intermediaries secure and convenient methods of filing employment information online.

This document provides the detailed specifications for payday filing through the file upload process through MyIR. This process has been available from mid-April 2018.

As of 1st April 2019, payday filing is compulsory, and employer monthly schedule filing is no longer available.

Note: Employers will still be able to upload their final EMS and make amendments to EMSs for prior to 1st April 2019 on or after the 1st April 2019 so EMS record layouts have been included in the specification.

1.1 Caveats

Whilst every reasonable attempt has been made to ensure legislation has been correctly interpreted, this document is intended as a technical interface specification only. If you have an enquiry in relation to tax technical matters, please contact us either by:

- sending us a secure e-mail through myIR
- writing us a letter
- calling our employers line on 0800 377 772 between 8:00am and 8:00pm Monday to Friday or 9:00 to 1:00pm Saturday

If you need to contact Large Enterprises Services (LES), please phone 0800 443 773 between 8.00am – 4.30pm Monday to Friday only, or 04 916 7118 for overseas calls.

Any updates of this specification can be found at the following link:
https://www.ird.govt.nz/software-providers/explore-products-contents/payday-product-api/payday-myir-file-upload/

1.2 Intended audience

This document provides a mechanism for external parties to validate the record formats required by IR for payday filing.

1.3 Supporting information

This document is based upon information gathered from;

- Payroll Calculations & Business Rules Specification
- Payday filing business use cases
- IR335 Employers Guide
- Inland Revenue's online PAYE Calculator
- IR341 Four-weekly and monthly PAYE deduction tables
- IR340 Weekly and fortnightly PAYE deduction tables
- KS4 KiwiSaver Employer Guide

1.4 Change

A change log will be kept of all changes to this document (see Appendix 6.8)

1.5 Disclaimer

The example test files and myIR test screen examples shown were created specifically for this document, and are to illustrate what is expected and what will display to customers.

1.6 Summary of Major Document Updates for 2020/21 Year

The following changes have been made to the relevant sections throughout the document and noted in the Change Log. A summary is provided here for increased visibility of the updates.

Important Note applicable to the new file specifications:

The ability to process the **new ED, EI and EIA files** (header indicators HED2, HEI2 and EIA2) will only exist in the IR production system after the Business Transformation R4 release in April 2020 (exact date TBC). Any attempt to upload the new files ahead of the cutover will result in an error message. Please ensure all employers have access to the current file formats (header indicators HED, HEI and EIA) until that point.

1.6.1 New Employee Details (ED) file specification

A new Employee Details csv file is being introduced. This version includes new fields for KiwiSaver eligibility, employee exempt income, KiwiSaver opt-out information and new KiwiSaver statuses. The addition of the KiwiSaver fields means a separate KiwiSaver Employment Details (KED) form will no longer need to be filed whenever the new version of the ED is used.

The previous version of the ED csv file may still be used for reporting of employee details for now, however only the new version of the file will be accepted from 1 April 2021. If the previous version of the ED CSV file is still being used, then the current KED file may be used for providing KiwiSaver details, however the KED will not be accepted from 1 April 2021.

The new version of the Excel ED file must always be used from the R4 release in April 2020.

Refer to sections 3.3 and 3.4 for details of the new file versions.

1.6.2 New EI and EIA file specifications

New versions of the Employment Information (EI) and the Employment Information Amendments (EIA) file specifications are being introduced. These files include new fields such as hours paid and prior period adjustments, and new fields for SLCIR, SLBOR and ESS deductions so that it is no longer necessary to report those items on separate lines in the file.

The previous versions of the files may still be used for reporting of payday information for now, however only the new versions of the files will be accepted from 1 April 2021.

Note for Prior period adjustment fields: If you already have a functioning amendment process there is no compulsion to utilise the prior period adjustment fields. You may continue to amend the erroneous returns. The Adjustment fields may only be used for adjustments that do not impact Kiwisaver, Student Loan, Child support or other social policy payments. Adjustments that match this criteria may still be made by amending the erroneous return OR using the prior period adjustment fields.

Important Note: If a new EI (HEI2) was filed for a period, that period must be amended with a new EIA (EIA2). However, if the old EI was filed for a period, the period can only be amended with the old EIA file.

Refer to sections 3.5 and 3.6 for details of the new file versions.

1.6.3 Removal of Electronic Payment Schedule

As of the R4 release in April 2020 the Electronic Payment Schedule (EPS) file upload service will no longer be available. PAYE intermediaries should instead use the Multi-payment option account (MPO) in order to process electronic payment schedules on behalf of their clients. All PAYE intermediaries will be automatically registered with an MPO account from April 2020.

1.6.4 Removal of IR345

As of 1 April 2020 the Employer Deductions form (IR345) will no longer be available for filing. The information on the IR345 contained in this document is retained for those employers needing to file for periods **prior to** 1 April 2020 only.

1.6.5 Removal of PAYE Intermediaries Payroll Subsidy

The payroll subsidy that some PAYE intermediaries have been able to apply for will no longer be available from 1 April 2020. The information on the subsidy contained in this document is retained for those PAYE intermediaries wanting to make historic subsidy claims for income years **prior to** 1 April 2020 only.

1.6.6 Intermediaries must be linked to clients

As of 1 April 2020, all files submitted by intermediaries through the Tax Preparer tab will require a link to the client listed in the file for the file to be accepted and processed. This validation will require all intermediaries to manage their myIR workspace and link to the appropriate clients.

2   Electronic Filing Requirements

The myIR system enables employers, tax agents, payroll bureaus, payroll intermediaries and others to send electronic versions of the Employment Information (EI) return.

The information is sent across the internet to our server and then transferred into our tax system. The following are requirements for using myIR.

2.1   Network connectivity

Employers, agents and bureaus can connect to the internet through an ISP as per the current process.

It should be noted that employer returns filed through myIR will be able to viewed and amended as required after the initial filing, however deductions and contributions will not update fully into employer and employee accounts until after the standard return due date (e.g. 5th of the month, 20th of the month).

2.2   Operating systems

The myIR system is operating system independent. However, a supported browser is required.

2.3   Supported web browsers

At the date of publication of this document, the following web browsers are supported for use with myIR:
- Apple Safari
- Google Chrome
- Microsoft Edge
- Microsoft Internet Explorer 11 or Newer
- Mozilla Firefox

If a unsupported browser is detected accessing the site, a message will display advising that some website functionality may not be available, and that IR recommends switching to a supported browser.

2.4   Messages and validations in myIR

Transferred files are validated by myIR and the customer informed of any errors. This validation is designed to provide instant turnaround, ensuring customers are provided with an immediate response of any errors.

File validation rules include

- file format
- mandatory (required) data fields
- data fields formats e.g. numeric, alpha numeric
- data fields maximum lengths

Note this is not the definitive list of all validations – these are in noted in each file specification and in Appendix 6.1

Error messages will be displayed using the current myIR format. There are also warning messages that may display.

2.4.1 Error and Warning messages

There are a number of error messages that can be received when transferring files to us. The messages will display clear details of the error or issue that has been found.

Note: some of the most common issues encountered when uploading a file are the 'line too long' and 'incorrect number of fields' errors. These errors are usually caused by creating, editing and/or saving a csv file using Excel. Excel will add extra comma(s) to the end of each line when it is saved as a csv file, as it tries to make all lines the same length. This, in effect, adds another column, resulting in the errors.

This is not specific to IR files; it's a feature of Excel in general. To avoid this issue, IR does not recommend opening the file with Excel prior to uploading.

If a file needs to be viewed or changed, IR recommends using a programme like Notepad or Notepad++ when opening or changing the file prior to uploading.

There are two levels of messages in myIR:
1. Error messages that will stop the file upload – e.g. totals do not match the individual return lines
2. Warning messages that will not stop the file upload – e.g. invalid employee IRD number

Below is an example of both an error message and a warning message, the warning message is indicated by the "tick" box in the "warning" column and there is text in red that highlights whether the file can be accepted:

3   Payday Filing

Payday filing through myIR enables software providers to output compliant employment information files in payroll software and then file transfer on each pay cycle instead of monthly, and to file transfer new and departing employee details.

Employment information
Employment information includes employee's income for each pay cycle. If businesses are enrolled for payroll returns in myIR they must output the file through their software and upload and submit this to us in myIR within two working days of the payday.

Employee details
Employers will also need to submit through myIR the details for new and departing employees including Kiwisaver information. This information is expected to be supplied to IR no later than the next filing of Employment Information but can be supplied earlier as per the Taxation Act 2018 - Section 23 L

To support payroll services filing please refer to the payroll calculations & business rules in the **Payroll calculations and business rules specification (1 April 2020 to 31 March 2021)**

Note: As of 1 April 2020, all files submitted by intermediaries will require a link to the client listed in the file for the file to be accepted and processed. This validation will require all intermediaries to manage their myIR workspace and link to the appropriate clients.

3.1   Employee Details Filing

Providing new and departing employee details is required for payday filing. This information is expected to be supplied to IR no later than the next filing of employment information but can be supplied earlier as per the Taxation Act 2018 - Section 23 L.

Employee details

- includes information such as the employee's name, employment start and finish dates, tax codes, kiwisaver eligibility and status, Employee exempt income, KiwiSaver opt-out information and contact details (email, phone or mailing address).
- can be added using a bulk file transfer services design for larger numbers of new and departing employees as required for payday filing, and updates for existing employees, using a file output from payroll software in csv format. This format allows
  - third parties such as payroll intermediaries and bureaus to file on behalf of the employer and provides the employers IRD number,
  - allows for multiple tax codes for one employee
- can be added using a specifically formatted excel template available for download, and then populated for upload into myIR or
- can be input in myIR for each individual employee

3.2   Employee Details CSV File specifications

The employee details (ED) csv file has three sections in its data structure

- A single header record
- One or more employee detail records
- One or more tax code detail records per employee

The file can be uploaded in the csv format or multiple csv files (only of Employee Details csv) contained within a compressed zip file via Payroll Tax Preparer tab.

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3.2.1 HED2 – Employee Details Header Record

The new Employee Details return is specified in the table below. This new version must have the header record indicator of **HED2**.

This version includes new fields for KiwiSaver eligibility, employee exempt income and the KiwiSaver opt-out fields. The addition of these KiwiSaver fields will mean a separate KiwiSaver Employment Details (KED) form will no longer be required when the new version of the ED is used.

The header record – HED- holds the summary details and precedes the employee details line records. It will contain data about the employer and number of record in the following format and layout (please also refer to Appendix 6.1):

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Header record indicator	ALPHA	4	Required	This must have a value of **HED2** to indicate the employee details header record.
Employer IRD number	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000.
Payroll package and version no. identifier	ANAM	80	Required	This field will contain the payroll package and version no. identifier. e.g. Vendor_Package_v1.0. This value will be unique for each Payroll software developer/package/version combination. It will not contain any Employer information.
Total Employee Lines	NUM	14	Required	Total number of Employee DED Lines included in the file.

3.2.2 DED – Employee Details – Employee Lines Record

The employee lines record – DED- holds the employee details in the following format and layout (please also refer to Appendix 6.1):

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of **DED** to indicate employee details record.
Employee IRD #	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied, then enter 000000000.
Employee Name/ID on EI return	ANAM	Max 255	Required	This is the name provided on the Employee Information Return. Preference is 'firstname lastname' with a space between names included in the 255-character total. Must not include embedded commas.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Employee Title	RANGE	Max 50	Optional	Must be one of the defined values as confirmed by the employee Refer to section 6.6 for list of valid titles
Employee First Name	ANAM	Max 50	Required	
Employee Middle Name	ANAM	Max 50	Optional	
Employee Last Name	ANAM	Max 50	Required	
Date of birth	DATE	8	Optional	Must be in format CCYYMMDD e.g. 19800815
Employment Start date	DATE	8	Required	Must be in format CCYYMMDD
Employment End date	DATE	8	Optional	Must be in format CCYYMMDD Must be a date that is after the employee start date.

KiwiSaver eligibility	RANGE	2	Optional	Valid values are:
				
				• NE – New Employee
				This must be provided for all new employees.
				 If NE provided then the KiwiSaver status must also be provided.
				NE will create a KiwiSaver enrolment for the selected KiwiSaver status values:
				  o AE Auto-enrol KiwiSaver status = auto enrolment
				  o OK Opt-in KiwiSaver status = voluntary enrolment)
				• EE – Existing Employee opt-in (This creates a voluntary enrolment for KiwiSaver)
				• EA – Existing Employee Auto-enrol KiwiSaver
				
				This field can be blank.
				
				If existing employee is yet to be auto-enrolled in KiwiSaver, then EA must be selected.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
New employee KiwiSaver status	RANGE	2	Optional	This field is only required for New Employees (NE). Must be one of the defined KiwiSaver status code values as confirmed by the employee (E.g. AK for Existing KiwiSaver): Valid statuses are one of the following. Only the leading code value must be used in the file: • AE – Auto-enrol • AK - Existing KiwiSaver member • OK - Opting into KiwiSaver • NK - Not eligible for KiwiSaver • CT - Casual/temporary employee. This field can be blank.
Employee exempt income	RANGE	3	Optional	Valid exempt income options are one of the following. The leading code value must be used in the file. • BLH - provide board-lodging-use of a house or part house or equivalent allowance • TAO - taxable allowances for accommodation and living costs overseas. • VBS - Some payments under a Voluntary Bonding Scheme • RTA - Retiring allowance • ESS - Benefits provided under an employee share scheme • OES - Overpayment of an amount of an employer's superannuation cash contribution • HPT - Some Honoraria payments This field can be blank.
Email address	EMAIL	Max 510	Optional	Required if known by the employer. This field will contain the email address of the employee. Acceptable characters are A-Z, a-z, 0-9 and @ - _ . Syntax must contain '@domain' string, and not contain double periods
Mobile phone country	RANGE	3	Optional	Required if known by the employer. Must be a valid ISO 3166 alpha-3 standard country code e.g. NZL for New Zealand Refer to section 6.4 for list of valid countries.
Mobile phone number	NUMERIC	Max 30	Optional	If a mobile phone is to be provided this is required e.g. 021123456
Mobile extension	NUMERIC	Max 20	Optional	Provide only if confirmed by employee else leave blank.
Daytime phone country	RANGE	3	Optional	Required if known by the employer. Must be a valid ISO 3166 alpha-3 standard country code e.g. NZL for New Zealand. Refer to section 6.4 for list of valid countries

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
Daytime phone number	NUMERIC	Max 30	Optional	If a daytime phone is to be provided this is required. This includes the area code. e.g. 041234567
Daytime phone extension	NUMERIC	Max 20	Optional	Provide only if confirmed by employee else leave blank.
Country*	RANGE	3	Optional	Must be a valid ISO 3166 alpha-3 standard country code. e.g. NZL for New Zealand. Refer to section 6.4 for list of valid countries. Country code is required if any of the other address fields are provided. *Postal address must be supplied if *none of the following* are known by the employer: • Email address • Mobile phone number • Daytime phone number.
Unit type*	ANAM	Max 50	Optional	Must be a valid unit type if provided – Refer to section 6.5 for the unit types for NZL / CAN / USA
Unit number*	ANAM	Max 60	Optional	
Floor type*	ANAM	Max 60	Optional	
Floor number*	ANAM	Max 60	Optional	
Building*	ANAM	Max 60	Optional	
Street address*	ANAM	Max 60	Optional	
Suburb/rural*	ANAM	Max 60	Optional	
City*	ANAM	Max 200	Optional	
Post code*	ANAM	Max 60	Optional	
State*	ANAM	Max 12	Optional	Must be a valid ISO3A code for the provided country comprised of the [Country's ISO2a]-[State's ISO3A]. For example, Colorado's ISO code would be US-CO. If there is no state for this address this should be left blank.
Employee opted-out from KiwiSaver	ANAM	1	Optional	Valid options are: • Yes (Y) • No (N) This field can be blank. Indicates whether an employee who is subject to the automatic KiwiSaver enrolment rules wants to opt out of KiwiSaver. • Select Y if employee is choosing to opt out. • Must be N or blank if KiwiSaver eligibility code is EE • Must be N or blank if New employee KiwiSaver status is AK, NK, CT or OK.
Employee's bank account – bank	NUM	2	Optional	The bank account number for the employee if they are opting out of KiwiSaver. Required if 'Employee opted-out from KiwiSaver' field is Yes, otherwise blank.

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
08Employee's bank account – branch	NUM	4	Optional	The bank account number for the employee if they are opting out of KiwiSaver. Required if 'Employee opted-out from KiwiSaver' field is Yes, otherwise blank.
Employee's bank account – account	NUM	8	Optional	The bank account number for the employee if they are opting out of KiwiSaver. Required if 'Employee opted-out from KiwiSaver' field is Yes, otherwise blank.
Employee's bank account – suffix	NUM	4	Optional	The bank account number for the employee if they are opting out of KiwiSaver. Required if 'Employee opted-out from KiwiSaver' field is Yes, otherwise blank.
Employee's bank account – reference number	NUM	12	Optional	New Zealand credit union or building society reference number.
Name of account holder	ANAM	31	Optional	The name of the account holder for the bank account number given above. Required if 'Employee opted-out from KiwiSaver' field is Yes, otherwise blank.
Date opt-out notice signed by the employee	DATE	8	Optional	The date on which the opt-out notice given to the employer. Format: CCYYMMDD Required if 'Employee opted-out from KiwiSaver' field is Yes, otherwise blank.
Late opt-out reason	RANGE	10	Optional	Required if 'Employee opted-out from KiwiSaver' field is Yes and the date the opt-out notice was signed by the employee is over 56 days from the employment start date. Valid reasons are one the following (the leading code is what must be used in the file): • INFO- Employer did not provide a KiwiSaver information pack within seven days of starting employment. • IRIS- IR didn't send an investment statement upon allocation to a default scheme. • ERIS- Employer didn't provide an investment statement (for the employer chosen KiwiSaver scheme). • EVNT- Events outside of control meant the opt-out application was unable to be submitted within the eight-week time limit. • CRIT- Did not meet the criteria to join KiwiSaver (see Employee information pack (KS3) for criteria) • INER - Incorrectly enrolled under the age of 18. • OTHR - Other explanation This field can be blank.
Other late opt-out reason	ANAM	500	Optional	Free text field. Required if 'Late opt-out reason' is OTHR, otherwise leave blank. Must not include embedded commas.

3.2.3 TED - Employee Details – Tax code Lines Record

The tax code lines record – TED- holds the employee tax code details in the following format and layout (please also refer to Appendix 7.1):

All "TED" records will relate to the employee "DED" record which proceed it .There can be one or more tax code lines per employee line record

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Record indicator	ALPHA	3	Required	This must have a value of **TED** to indicate tax codes associated to an employee record.
Employee Tax code	RANGE	Max 10	Required	Refer to section 6.3 to see the valid tax codes. At least one active tax code record is required for an active employee record. If a new tax code is provided for existing employees it will have a start date on the day the file is uploaded Any tax code not provided for a given employee that already exists in the IR system for the employee account will be assumed to be no longer active and will be ceased as of the day which the file was uploaded If validation finds an error it will represent the first tax code issue found. The error will only display on one of the rows which is in error, not all tax codes that combine to create this error. **Note: SLCIR, SLBOR and ESS will no longer be accepted as a valid tax code.**

3.2.4 HED - Employee Details Header Record

Note: This version of the Employee Details return will only be accepted up until 1 April 2021.

The header record – HED- holds the summary details and precedes the employee details line records. It will contain data about the employer and number of record in the following format and layout (please also refer to Appendix 6.1):

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Header record indicator	ALPHA	3	Required	This must have a value of **HED** to indicate the employee details header record.
Employer IRD number	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Payroll package and version no. identifier	ANAM	80	Required	This field will contain the payroll package and version no. identifier. e.g. Vendor_Package_v1.0. This value will be unique for each Payroll software developer/package/version combination. It will not contain any Employer information.
Total Employee Lines	NUM	14	Required	Total number of Employee DED Lines included in the file.

3.2.5 DED - Employee Details - Employee Lines Record

The employee lines record – DED- holds the employee details in the following format and layout (please also refer to Appendix 6.1):

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of **DED** to indicate employee details record.
Employee IRD #	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied, then enter 000000000.
Employee Name on EI return	ANAM	Max 255	Required	This is the name provided on the Employee Information Return. Preference is 'surname first name' with a space between names included in the 255-character total. Must not include embedded commas.
Employee Title	RANGE	Max 50	Optional	Must be one of the defined values as confirmed by the employee Refer to section 6.6 for list of valid titles
Employee First Name	ANAM	Max 50	Optional	
Employee Middle Name	ANAM	Max 50	Optional	
Employee Family Name	ANAM	Max 50	Optional	
Date of birth	DATE	8	Optional	Must be in format CCYYMMDD e.g. 19800815
Employment Start date	DATE	8	Required	Must be in format CCYYMMDD
Employment Finish date	DATE	8	Optional	Must be in format CCYYMMDD Must be a date that is after the employee start date.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
KiwiSaver status	RANGE	Max 22	Required	Must be one of the defined KiwiSaver status code values as confirmed by the employee. E.g. AK for Active KS member. Refer to section 6.7 for list of valid KiwiSaver status codes
Email address	EMAIL	Max 510	Optional	Required if known by the employer. This field will contain the email address of the employee. Acceptable characters are A-Z, a-z, 0-9 and @ - _ . Syntax must contain '@domain' string, and not contain double periods
Mobile phone country	RANGE	3	Optional	Required if known by the employer. Must be a valid ISO 3166 alpha-3 standard country code e.g. NZL for New Zealand Refer to section 6.4 for list of valid countries.
Mobile phone area code	NUMERIC	Max 10	Optional	If a mobile phone is to be provided this is required e.g. 021 / 027
Mobile phone number	NUMERIC	Max 30	Optional	If a mobile phone is to be provided this is required
Mobile extension	NUMERIC	Max 20	Optional	Provide only if confirmed by employee else leave blank.
Daytime phone country	RANGE	3	Optional	Required if known by the employer. Must be a valid ISO 3166 alpha-3 standard country code e.g. NZL for New Zealand. Refer to section 6.4 for list of valid countries
Daytime phone area code	NUMERIC	Max 10	Optional	If a daytime phone is to be provided this is required e.g. 09 / 04
Daytime phone number	NUMERIC	Max 30	Optional	If a daytime phone is to be provided this is required
Daytime phone extension	NUMERIC	Max 20	Optional	Provide only if confirmed by employee else leave blank.
Country*	RANGE	3	Optional	Must be a valid ISO 3166 alpha-3 standard country code. e.g. NZL for New Zealand. Refer to section 6.4 for list of valid countries. *Postal address must be supplied if *none of the following* are known by the employer: • Email address • Mobile phone number • Daytime phone number.
Unit type*	ANAM	Max 50	Optional	Must be a valid unit type if provided – Refer to section 6.5 for the unit types for NZL / CAN / USA
Unit number*	ANAM	Max 60	Optional	
Street number*	ANAM	Max 60	Optional	
Street name*	ANAM	Max 510	Optional	
City*	ANAM	Max 200	Optional	
Post code*	ANAM	Max 60	Optional	

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
State*	ANAM	Max 12	Optional	Must be a valid ISO3A code for the provided country comprised of the [Country's ISO2a]-[State's ISO3A]. For example, Colorado's ISO code would be US-CO. If there is no state for this address this should be left blank.

3.2.6 TED - Employee Details – Tax code Lines Record

The tax code lines record – TED- holds the employee tax code details in the following format and layout (please also refer to Appendix 7.1):

All "TED" records will relate to the employee "DED" record which proceed it .There can be one or more tax code lines per employee line record

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Record indicator	ALPHA	3	Required	This must have a value of **TED** to indicate tax codes associated to an employee record.
Employee Tax code	RANGE	Max 10	Required	Refer to section 6.3 to see the valid tax codes. At least one active tax code record is required for an active employee record. If a new tax code is provided for existing employees it will have a start date on the day the file is uploaded Any tax code not provided for a given employee that already exists in the IR system for the employee account will be assumed to be no longer active and will be ceased as of the day which the file was uploaded If validation finds an error it will represent the first tax code issue found. The error will only display on one of the rows which is in error, not all tax codes that combine to create this error.

3.3   Employee Details Excel File specification

The employee details (ED) excel file can only be used for providing details of

- new employees where an employment start date is provided
- departing employees where an employment start and cease date is provided.
- It cannot be used for providing amendments to existing employee details as a duplicate employee warning will be provided. Instead users should either use the online forms in myIR or the ED csv file upload service.

The ED excel file has one section in its data structure

- One or more employee detail records

The ED excel file is designed to be used either as a file output from payroll software or by using the employee details template published by IR.

3.3.1   ED – Excel Employee Lines Record

The specification rules for the excel file are

- File formats accepted are .xls or xlsx format only
- the data sheet needs to be named "sheet1"
- In Sheet 1 the data is expected to start from row 5, any rows above will be ignored.

Note: This new version of the ED excel file will apply from the R4 release in April 2020. Only this version, as specified below, will be accepted from this time. Updates include new fields for information on employee exempt income, KiwiSaver eligibility and employees opting-out of KiwiSaver.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Employee IRD #	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied then enter 000000000. PAYE should also be made at the ND rate.
Employee Name/ID on EI return	ANAM	255	Required	This is the name provided on the Employee Information Return. Preference is 'first name last name' with a space between names included in the 255 character total. Must not include embedded commas.
Employee Title	RANGE	50	Optional	Must be one of the defined values as confirmed by the employee Refer to section 6.6 for list of valid titles.
Employee First Name	ANAM	50	Required	
Employee Middle Name	ANAM	50	Optional	
Employee Last Name	ANAM	50	Required	

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Date of birth	DATE	12	Optional	Must be a valid date and not in the future. Can accept all valid excel date formats eg yyyy-mm-dd, dd/mm/yyyy, dd/mm/yy, dd.mm.yy, dd MMM yyyy
Tax code	RANGE	10	Required	Refer to section 6.3 to see the valid tax codes. **Note: SLCIR, SLBOR and ESS will no longer be accepted as a valid tax code.**
Additional Tax code 1	RANGE	10	Optional	Refer to section 6.3 to see the valid tax codes.
Additional Tax code 2	RANGE	10	Optional	Refer to section 6.3 to see the valid tax codes.
Start date	DATE	12	Required	Must be a valid date and not in the future. Can accept all valid excel date formats eg yyyy-mm-dd, dd/mm/yyyy, dd/mm/yy, dd.mm.yy, dd MMM yyyy
End date	DATE	12	Optional	If this employee is active this field should be left blank. Must be a valid date and cannot be before the Start date. Can accept all valid excel date formats eg yyyy-mm-dd, dd/mm/yyyy, dd/mm/yy, dd.mm.yy, dd MMM yyyy
New employee automatically enrolled into KiwiSaver	ALPHA	1	Required	Must be Y or N. Y = The employee is eligible for KiwiSaver and is subject to automatic enrolment. N = The employee is not subject to automatic enrolment.
KiwiSaver status	RANGE	2	Required	Must be one of the defined KiwiSaver status list values as confirmed by the employee: • AE – Auto-enrol • AK – Existing KiwiSaver member • NK – Not eligible for KiwiSaver • CT – Casual / temporary employee • OK – Opting into KiwiSaver If answered Y to 'New employee automatically enrolled into KiwiSaver' then the KiwiSaver status must be Auto-enrol (AE)
Email address	EMAIL	510	Optional	Required if known by the employer. This field will contain the email address of the employee. Acceptable characters are A-Z, a-z, 0-9 and @ - _ . Syntax must contain '@domain' string, and not contain double periods
Mobile phone country	RANGE	30	Optional	Required if known by the employer. Refer to section 6.4 for list of valid countries.
Mobile phone number	NUMERIC	30	Optional	If a mobile phone is to be provided this is required

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
Mobile extension	NUMERIC	20	Optional	Provide only if confirmed by employee else leave blank.
Daytime phone country	NUMERIC	30	Optional	Required if known by the employer. Refer to section 6.4 for list of valid countries.
Daytime phone number	NUMERIC	30	Optional	If a daytime phone is to be provided this is required
Daytime phone extension	NUMERIC	20	Optional	Provide only if confirmed by employee else leave blank.
Country	RANGE	30	Optional	Refer to section 6.4 for list of valid countries. *Postal address must be supplied if none of the following are known by the employer: • Email address • Mobile phone number • Daytime phone number
Unit type	ANAM	10	Optional	Must be a valid unit type if provided – Refer to section 6.5 for the unit types for NZL / CAN / USA
Unit number	ANAM	60	Optional	
Floor type	ANAM	60	Optional	
Floor number	ANAM	60	Optional	
Building	ANAM	60	Optional	
Street address	ANAM	510	Optional	
Suburb/rural	ANAM	60	Optional	
City	ANAM	200	Optional	
Post code	ANAM	60	Optional	
State	ANAM	12	Optional	Must be a valid ISO3A code for the provided country comprised of the [Country's ISO2a]-[State's ISO3A]. For example, Colorado's ISO code would be US-CO. If there is no state for this address this should be left blank.
Employee's Exempt income reason	RANGE	3	Optional	If the employee receives exempt income, this must be one of the defined KiwiSaver exempt income values: • BLH - provide board-lodging-use of a house or part house or equivalent allowance • TAO - taxable allowances for accommodation and living costs overseas. • VBS - Some payments under a Voluntary Bonding Scheme • RTA - Retiring allowance • ESS - Benefits provided under an employee share scheme • OES - Overpayment of an amount of an employer's superannuation cash contribution • HPT - Some Honoraria payments

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
Employee opting out from KiwiSaver?	ALPHA	1	Optional	Required if 'New employee automatically enrolled into KiwiSaver' field is Y. If the employee who is subject to automatic enrolment wants to opt-out of KiwiSaver. Y = if employee wishes to opt out N = if employee is not opting out Must be N if 'New employee automatically enrolled into KiwiSaver' field is N.
Employee's bank account number – bank	NUM	2	Optional	The employee's bank account (bank) number. • Must be a valid bank account number. • Required if answered Y to 'Employee opting out from KiwiSaver?'.
Employee's bank account number – branch	NUM	4	Optional	The employee's bank account (branch) number. • Must be a valid bank account number. • Required if answered Y to to 'Employee opting out from KiwiSaver?'.
Employee's bank account number – account	NUM	8	Optional	The employee's bank account (account) number. • Must be a valid bank account number. • Required if answered Y to 'Employee opting out from KiwiSaver?'.
Employee's bank account number – suffix	NUM	4	Optional	The employee's bank account (suffix) number. • Must be a valid bank account number. • Required if answered Y to to 'Employee opting out from KiwiSaver?'.
Employee's bank account number – reference	NUM	12	Optional	New Zealand credit union or building society reference number. Required if answered Y to to 'Employee opting out from KiwiSaver?'.
Name of account holder	ANAM	31	Optional	Full name of the account holder if the bank account number is supplied. • Required if answered Y to 'Employee opting out from KiwiSaver?'.

Date opt-out notice signed by the employee	DATE	8	Optional	Required if 'Employee opting out from KiwiSaver?' field is Y.
				
				Date the opt-out notice was signed by the employee.
				• Must be a valid date and not in the future.
				• Can accept all valid excel date formats
				
				Example formats:
				   o yyyy-mm-dd
				   o dd/mm/yyyy
				   o dd/mm/yy
				   o dd.mm.yy
				   o dd MMM yyyy

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Employee's reason for late opt-out	RANGE	10	Optional	Required if 'Employee opting out from KiwiSaver?' field is Y and the date the opt-out notice was signed by the employee is over 56 days from the employment start date. Must be one of the defined KiwiSaver exempt late opt-out values (leading code value): • INFO- Employer did not provide a KiwiSaver information pack within seven days of starting employment. • IRIS- IR didn't send an investment statement upon allocation to a default scheme. • ERIS- Employer didn't provide an investment statement (for the employer chosen KiwiSaver scheme). • EVNT- Events outside of control meant the opt-out application was unable to be submitted within the eight-week time limit. • CRIT- Did not meet the criteria to join KiwiSaver (see Employee information pack (KS3) for criteria) • INER - Incorrectly enrolled under the age of 18. • OTHR - Other explanation Cannot be more than one late-opt out reason provided.
Other late opt-out reason	ANAM	500	Optional	Required if 'Employee's reason for late opt out' field is OTHR – Other explanation Free text field for other reason for late opt-out to be provided.

3.3.2 Business rules for specific Employee Details data fields (all input formats)

3.3.2.1 Tax codes

The Employee tax code are subject to the following rules:
- An employee cannot have duplicate tax codes.
- An employee can only have one primary tax code (one of M, MSL, ME or MESL).
- If the employee has SLCIR or SLBOR (or both) as a tax code they also need a student loan tax code (MSL, MESL, SBSL, SSL, STSL or SHSL) **– Note:** applicable to the original HED version of the Employee Details only. The updated HED2 file will no longer accept SLCIR or SLBOR as a tax code.
- If the employee is using tax code NSW, they cannot have any other tax codes.

3.3.2.2 Employee IRD

The Employee tax code should be provided as ND (no notification) until an IRD number is supplied for the employee. When an employee IRD number is provided the employer will need to
- File an employee details update with the employee name, unknown or incorrect employee IRD number (e.g 000000000) and an employee finish date.
- File an additional employee details update with the employee name, correct employee IRD number and the original employee start date.

3.3.2.3 KiwiSaver status

As per the KiwiSaver Act 2006 – section 22 – the KiwiSaver status of the employee is the **notice given by the employee to the employer** whether or not he or she is already a member of a KiwiSaver scheme. and, if that person is a member, must either—

- give to his or her employer a KiwiSaver deduction notice; or
- give or show to his or her employer a copy of a notice given by the Commissioner under section 105 that grants a contributions holiday that has not yet ended; or
- give his or her employer a non-deduction notice.

3.3.3 Example Employee Details file

The following is an example of the ED file in the CSV format (version HED2).

NB: the example is intended to show the layout of the file – employee details are fictitious

```
1  HED2,123250265,SoftwarePlatform,2
2  DED,123018635,Smith
   Mary,Mrs,Mary,,Smith,19850614,20191015,,NE,AK,,mary.smith@company.co.nz,NZL,021123456,,,,,NZL,,,,,,12
   Small Street,Springfield,6881,,N,,,,,,,,,,
3  TED,M
4  DED,000000000,Hall Brian,Mr,Brian,Jack,Hall,19550308,20191015,,NE,CT,,,,,,NZL,041234567,,NZL,,,,,,23 Tall
   Road,Huttville,6547,,Y,08,0456,0123456,0025,,Brian J Hall,20191031,,,
5  TED,M SL
```

3.4   Employer Information Filing

Employers can file their EI (employment information) through myIR file upload. The sections below detail the record structures for doing this.

Employee income and deduction information for payday filing is to be provided to IR on an *Employment Information (EI)* return. Amendments to the EI will also be done by payday.

Payday filing must start from the beginning of the month, and each payday in the month must be payday reported.

Payday filing involves terms such as "pay cycle", "pay period" and "paydate". Appendix 6.2 of this document provides an example of how these terms apply.

The Employment Information (EI) return:
- Replaces the employer monthly schedule (IR 348/EMS),
- Holds employment income information from employers and PAYE intermediaries filing on a payday basis. i.e. it must incorporate all payments made to employees (and/or contractors), and ESCT deducted per employee line
- Includes new information, such as dates of employers payday

Amendments can also be made to previously filed EI returns.

Note:
- ESCT (Employer's Superannuation Contribution tax) must be supplied per each employee line.
- **For header record indicator HEI only:** Student Loan lines for SLCIR, SLBOR and the employee's standard Student Loan deduction must be shown on separate lines. For SLCIR and SLBOR, only the employee IRD and name, tax code and SL deductions are required on the line as per the previous IR348/EMS process.

The EI return and EI amendment return detail are shown in section 3.5.1 and 3.6. This data is required when filing though the myIR employer return file upload process.

The filing due dates for the EI will either be 2 working days after the paydate for electronic filers or 10 working days after the paydate for paper filers.

If the due date falls on a weekend or public holiday (excluding a provincial anniversary day), then the due date becomes the next working day

3.4.1 Employment Information (EI) file specification

The employment information (EI) csv file has two sections in its data structure

- A single header record
- One or more employee detail records

The file can be uploaded in the csv format or multiple csv files (only of Employee Information csv) contained within a compressed zip file. via Payroll Tax Preparer tab. Refer to Appendix 6.1 for file compression rules.

3.4.1.1 HEI2 – EI Filing Header Record

The new Employment Information return is specified in the table below. This new version must have the header record indicator of **HEI2**.

The EI header holds the "paydate" details.

Multiple EIs can be filed for the same paydate. Multiple EIs for a single paydate can also be consolidated into a single paydate EI.

Various pay cycles may be reported on one EI as long as the cycle paydates are the same.

The Header allows for new reporting such as advising IR that this is a "final" return as the employer has ceased employing.

The 'Total Student Loans' field will be an aggregate total of all SL deductions for all employees.

The header record precedes the detail records. It will contain data about the employer including summary totals in the following format and layout (please also refer to Appendix 6.1):

Note for new Prior period adjustment fields:

If you already have a functioning amendment process there is no compulsion to utilise the prior period adjustment fields. You may continue to amend the erroneous returns. The Adjustment fields may only be used for adjustments that do not impact Kiwisaver, Student Loan, Child support or other social policy payments. Adjustments that match this criteria may still be made by amending the erroneous return OR using the prior period adjustment fields.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Header record indicator	ALPHA	4	Required	This must have a value of **HEI2** to indicate the employer header record.
Employer IRD number/Account ID	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000.
Paydate	DATE	8	Required	Paydate - the day on which an employer makes a PAYE income payment to an employee. Must be a valid date. Paydate must be within the same month as the filing period. Format CCYYMMDD e.g. 20130831
Final return for employer	ALPHA	1	Required	Indicate either Y or N if this is the final employer return. The employer has now ceased employing.
Nil return indicator	ALPHA	1	Required	Indicate either Y or N if this is a nil return. If Y, no other details are required on the EI.
PAYE Intermediary IRD number	IRD	9	Optional	This is a valid 9-digit IRD number for the PAYE Intermediary linked to the employer. It cannot be 000000000. Should be left blank if there is no PI linked to the employer.
Name of payroll contact person	ANAM	20	Required	The name of the payroll contact person for IRD purposes. Preference is 'first name surname' with a space between names included in the 20 character total. Must not include embedded commas.
Payroll contact work phone number	ANUM	12	Required	The daytime work contact phone number for the payroll contact person. 12 alphanumeric characters and must not include commas

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Email of payroll contact person	EMAIL	60	Required	This field will contain the email address of the payroll contact person. Acceptable characters are A-Z, a-z, 0-9 and @ - _ . Syntax must contain '@domain' string, and not contain double periods
Total Employee Lines	NUM	14	Required	Total number of Employee Lines included on the EI
Total gross earnings	PDEC	14	Required	The sum of the gross earnings for all employees for the paydate being reported as calculated from Employer pay records.
Total prior period gross adjustments	PDEC	14	Required	Total prior period gross adjustments. Adjustments should be for the related income tax year.
Total earnings not liable for ACC Earners' Levy	PDEC	14	Required	The sum of the earnings not liable for ACC Earners' Levy for all employees for the paydate being reported as calculated from Employer pay records. (This does not include earnings over the maximum liable earnings threshold set for the year) If tax for schedular payments is being deducted then earnings not liable for ACC Earners' Levy should be equal to Gross schedular payment. Earnings not liable for ACC Earners' Levy should not be greater than gross earnings.
Total PAYE / tax	PDEC	14	Required	The sum of the PAYE and tax on schedular payments deducted for all employees for the paydate being filed. Must be converted to a positive figure if amounts deducted are treated as a negative. Cannot be greater than total gross earnings. Refer to the tax calculations in the Payroll Calculations & Business Rules Specifications.
Total prior period PAYE adjustment	PDEC	14	Required	Total prior period PAYE adjustments. Adjustments should be for the related income tax year.
Total child support deductions	PDEC	14	Required	The sum of the child support deductions for all employees for the paydate being filed. Must be converted to a positive figure if amounts deducted are treated as a negative.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Total student loan deductions	PDEC	14	Required	The sum of all SL repayment deductions for all employees for the paydate being filed. Must be converted to a positive figure if amounts deducted are treated as a negative.
Total SLCIR deductions	PDEC	14	Required	Total SLCIR deductions.
Total SLBOR deductions	PDEC	14	Required	Total SLBOR deductions.
Total Kiwisaver deductions	PDEC	14	Required	The total amount of KiwiSaver deducted from all the employees for the paydate being reported.
Total net KiwiSaver employer contributions	PDEC	14	Required	The total net (excluding ESCT) amount of KiwiSaver employer contributions on behalf of all employees for the paydate being reported.
Total ESCT deducted	PDEC	14	Required	Total ESCT (Employer's Superannuation Contribution tax) deducted from employees.
Total amounts deducted	PDEC	14	Required	The total of all amounts to be deducted: • Total PAYE & tax on schedular payments deducted. NB: For payroll giving, this amount will be PAYE minus tax credits for payroll donations • Total Child Support deductions • Total Student Loan deductions • Total KiwiSaver deductions • Total KiwiSaver Employer Contributions • Total ESCT deducted • Total SLCIR deductions • Total SLBOR deductions
Total Tax credits for payroll donations	PDEC	14	Required	The total of all employees' tax credits for payroll donations.
Total family tax credits	PDEC	14	Required	The sum of the family tax credit payments for all employees for the paydate being reported. This will be 0, except when the data is from Work and Income.
Total Employee Share Scheme	PDEC	14	Required	The sum of the Employee Share Scheme payments for all employees for the paydate being reported.

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
Payroll package and version identifier	ANAM	80	Required	This field will contain the payroll package and version no. identifier. e.g. Vendor_Package_v1.0. This value will be unique for each Payroll software developer/package/version combination. It will not contain any Employer information.
IR form version number	NUM	4	Required	Must be 0001

3.4.1.2 DEI – EI Employee Lines Record

The employee lines on the EI return (DEI) are similar to the employee lines on the

IR348/EMS.

However, the DEI employee lines also hold the "employee pay cycle" and the "pay period" start and end dates for the specific employee.

ESCT is also reported per employee line as required.

Reporting can be done for various "pay cycles" (e.g. weekly and fortnightly), as long as the paydate, as supplied in the header record, is the same for each cycle.

Note: Extra lines are no longer required for SLCIR and SLBOR deductions as this file now has separate fields for SLCIR and SLBOR deductions.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of **DEI** to indicate employee details record.
Employee IRD number	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied then enter 000000000.
Employee name	ANAM	255	Required	Preference is 'firstname lastname' with a space between names included in the 255 character total. Must not include embedded commas.
Employee tax code	RANGE	5	Required	Refer to section 6.3 to see the valid tax codes.
Employment Start date	DATE	8	Optional	Employment start date if this is during the pay period reported (unless already previously reported via the New and Departing Employee Information), otherwise leave blank. Must be in format CCYYMMDD.
Employment Finish date	DATE	8	Optional	Employment finish date if this is during the pay period being reported (unless already previously reported via the New and Departing Employee Information), otherwise leave blank. Must be in format CCYYMMDD.
Employee Pay Period Start Date	DATE	8	Required	The first day of the pay period for which the Employee was paid. Must be a valid date in the format of CCYYMMDD.
Employee Pay Period End Date	DATE	8	Required	The last day of the pay period for which the Employee was paid Must be a valid date in format CCYYMMDD.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Employee Pay cycle	ANUM	2	Required	Indicate if employee is paid: - Weekly (WK), - Four-weekly (4W), - Fortnightly (FT), - Monthly (MT), - Daily (DA) or - Ad hoc/Irregularly (AH), - Half monthly (HM) (twice a month)
Hours paid	PDEC	8	Required	The number of hours the employee was paid for the paydate being reported. This should be entered to two decimal places. E.g. 37.5 hours would be 3750 Default 0 if not held.
Gross earnings and/or schedular payments	PDEC	14	Required	The taxable gross earnings for the employee for the paydate being reported. Non-taxable allowances not included.
Prior period gross adjustments	PDEC	14	Required	Adjustments to the Gross earnings and/or schedular payments field for prior periods. Adjustments should be for the related income tax year. Only include debit adjustments in this field. Do not include this amount in the Gross earnings and/or schedular payments field.
Earnings and / or schedular payments not liable for ACC Earners' Levy	PDEC	14	Required	The employee's earnings for the paydate being reported, which are not liable for ACC Earners' Levy. (This does not include earnings over the maximum liable earnings threshold set for the year). This cannot be greater than gross earnings. Earnings not liable should be equal to gross if schedular payment has been made.
Lump sum (extra pay) indicator	PDEC	1	Required	This indicates whether the employee has received a lump sum payment that has been taxed at the lowest rate during the paydate being reported. 1 for yes otherwise must be 0. Refer to the Payroll Calculations & Business Rules Specification for extra pay PAYE calculation details and extra pay student loans calculations.

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
PAYE / tax	PDEC	14	Required	PAYE or tax on schedular payments deducted from employee's earnings for paydate being reported. Does not include student loan or child support deductions. Cannot be greater than gross earnings.
Prior period PAYE adjustment	PDEC	14	Required	Adjustments to the PAYE / tax field for prior periods. ~~Adjustments should be for the related income tax year.~~ Only include debit adjustments in this field. Do not include this amount in the PAYE / tax field.
Child support deductions	PDEC	14	Required	The amount of child support deducted from the employee's earnings for the paydate being reported. 0, except when the employee is a liable parent. Cannot be greater than gross earnings.
Child support code	RANGE	1	Optional	Must be blank or one of : Priority C=ceased employment 1 A=advanced payment 2 P=protected earnings 3 S=short term absence 4 D=deducted previously 5 O=other 6 If more than one variation code is used the priority of the variation codes should be as above i.e. (1-6), the lowest number is the highest priority. If no variation codes or child support not deducted for employee then leave blank.
Student loan deductions	PDEC	14	Required	The amount of student loan repayments deducted from the employee's earnings for the paydate being reported. 0, except when the employee has a student loan tax code. Cannot be greater than gross earnings.
SLCIR deductions	PDEC	14	Required	The amount of student loan Commissioner deductions deducted from the employee's earnings for the paydate being reported.
SLBOR deductions	PDEC	14	Required	The amount of student loan voluntary extra deductions deducted from the employee's earnings for the paydate being reported.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
KiwiSaver deductions	PDEC	14	Required	The amount of KiwiSaver deducted from the employee's gross earnings for the paydate being reported. NOTE: Must be one of 0, 3%, 4%, 6%, 8% or 10% of the employee's taxable gross earnings for the paydate being reported.
Net KiwiSaver employer contributions	PDEC	14	Required	The amount of net KiwiSaver employer contributions paid on behalf of the employee for the paydate being reported. NOTE: this amount will be exclusive of any ESCT payable on the contribution.
ESCT deducted	PDEC	14	Required	ESCT (employer's superannuation contribution tax) deductions for the employee.
Tax credits for payroll donations	PDEC	14	Required	The amount of tax credits for payroll donations granted to the employee for the donation(s) made.
Family tax credits	PDEC	14	Required	The amount of family tax credits paid to the employee for the pay period. This must be '0' except when the employer is Work and Income.
Employee Share Scheme	PDEC	14	Required	The amount of ESS paid to the employee. This amount should also be included in the 'Earnings and/or scheduler payments not liable for ACC earners levy' field.

3.4.1.3 HEI – EI Filing Header Record

Note: This version of the Employment Information return will only be accepted up until 1 April 2021.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Header record indicator	ALPHA	3	Required	This must have a value of **HEI** to indicate the employer header record.
Employer IRD number/Account ID	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000.
Paydate	DATE	8	Required	Paydate - the day on which an employer makes a PAYE income payment to an employee Must be a valid date. Format CCYYMMDD e.g. 20130831

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Final return for employer	ALPHA	1	Required	Indicate either Y or N if this is the final employer return. The employer has now ceased employing.
Nil return indicator	ALPHA	1	Required	Indicate either Y or N if this is a nil return. If Y, no other details are required on the EI.
PAYE Intermediary IRD number	IRD	9	Optional	This is a valid 9-digit IRD number for the PAYE Intermediary linked to the employer. It cannot be 000000000. Should be left blank if there is no PI linked to the employer.
Name of payroll contact person	ANAM	20	Required	The name of the payroll contact person for IRD purposes. Preference is 'first name surname' with a space between names included in the 20 character total. Must not include embedded commas.
Payroll contact work phone number	ANUM	12	Required	The daytime work contact phone number for the payroll contact person. 12 alphanumeric characters and must not include commas
Email of payroll contact person	EMAIL	60	Required	This field will contain the email address of the payroll contact person. Acceptable characters are A-Z, a-z, 0-9 and @ - _ . Syntax must contain '@domain' string, and not contain double periods
Total Employee Lines	NUM	14	Required	Total number of Employee Lines included on the EI
Total PAYE / tax	PDEC	14	Required	The sum of the PAYE and tax on schedular payments deducted for all employees for the paydate being filed. Must be converted to a positive figure if amounts deducted are treated as a negative. Cannot be greater than total gross earnings. Refer to the tax calculations in the Payroll Calculations & Business Rules Specifications.
Total child support deductions	PDEC	14	Required	The sum of the child support deductions for all employees for the paydate being filed. Must be converted to a positive figure if amounts deducted are treated as a negative.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Total student loans deductions	PDEC	14	Required	The sum of all SL repayment deductions for all employees for the paydate being filed e.g. SB SL, M SL, SLBOR and SLCIR. Must be converted to a positive figure if amounts deducted are treated as a negative.
Total KiwiSaver deductions	PDEC	14	Required	The total amount of KiwiSaver deducted from all the employees for the paydate being reported.
Total net KiwiSaver employer contributions	PDEC	14	Required	The total net (excluding ESCT) amount of KiwiSaver employer contributions on behalf of all employees for the paydate being reported.
Total ESCT deducted	PDEC	14	Required	Total ESCT (Employer's Superannuation Contribution tax) deducted from employees.
Total amounts deducted	PDEC	14	Required	The total of all amounts to be deducted: • Total PAYE & tax on schedular payments deducted. NB: For payroll giving, this amount will be PAYE minus tax credits for payroll donations • Total Child Support deductions • Total Student Loan deductions • Total KiwiSaver deductions • Total KiwiSaver Employer Contributions • Total ESCT deducted
Total Tax credits for payroll donations	PDEC	14	Required	The total of all employees' tax credits for payroll donations.
Total family tax credits	PDEC	14	Required	The sum of the family tax credit payments for all employees for the paydate being reported. This will be 0, except when the data is from Work and Income.
Total gross earnings	PDEC	14	Required	The sum of the gross earnings for all employees for the paydate being reported as calculated from Employer pay records.
Total earnings not liable for ACC Earners' Levy	PDEC	14	Required	The sum of the earnings not liable for ACC Earners' Levy for all employees for the paydate being reported as calculated from Employer pay records. (This does not include earnings over the maximum liable earnings threshold set for the year) If tax for schedular payments is being deducted then earnings not liable for ACC Earners' Levy should be equal to Gross schedular payment. Earnings not liable for ACC Earners' Levy should not be greater than gross earnings.

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
Payroll package and version no. identifier	ANAM	80	Required	This field will contain the payroll package and version no. identifier. e.g. Vendor_Package_v1.0. This value will be unique for each Payroll software developer/package/version combination. It will not contain any Employer information.
IR form version number	NUM	4	Required	0001

3.4.1.4 DEI – EI Employee Lines Record

The employee lines on the EI return (DEI) are similar to the employee lines on the

IR348/EMS.

However, the DEI employee lines also hold the "employee pay cycle" and the "pay period" start and end dates for the specific employee.

ESCT is also reported per employee line as required.

Reporting can be done for various "pay cycles" (e.g. weekly and fortnightly), as long as the paydate, as supplied in the header record, is the same for each cycle.

Where an employee has SLCIR deductions, an additional DEI line for that employee with SLCIR as the tax code will be required on the EI. Similarly SLBOR deductions for an employee require their own DEI line with a tax code of SLBOR. These additional DEI records must follow the Employment Income DEI record for the employee.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of **DEI** to indicate employee details record.
Employee IRD number	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied then enter 000000000.
Employee name	ANAM	255	Required	Preference is 'surname first name' with a space between names included in the 255 character total. Must not include embedded commas.
Employee tax code	RANGE	5	Required	Refer to section 6.3 to see the valid tax codes.
Employment Start date	DATE	8	Optional	Employment start date if this is during the pay period reported (unless already previously reported via the New and Departing Employee Information), otherwise leave blank. Must be in format CCYYMMDD.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Employment Finish date	DATE	8	Optional	Employment finish date if this is during the pay period being reported (unless already previously reported via the New and Departing Employee Information), otherwise leave blank. Must be in format CCYYMMDD.
Employee Pay Period Start Date	DATE	8	Required	The first day of the pay period for which the Employee was paid. Must be a valid date in the format of CCYYMMDD.
Employee Pay Period End Date	DATE	8	Required	The last day of the pay period for which the Employee was paid Must be a valid date in format CCYYMMDD.
Employee Pay cycle	ANUM	2	Required	Indicate if employee is paid: - Weekly (WK), - Four-weekly (4W), - Fortnightly (FT), - Monthly (MT), - Daily (DA) or - Ad hoc/Irregularly (AH), - Half monthly (HM) (twice a month)
Gross earnings and/or schedular payments	PDEC	14	Required	The taxable gross earnings for the employee for the paydate being reported. Non-taxable allowances not included.
Earnings and / or schedular payments not liable for ACC Earners' Levy	PDEC	14	Required	The employee's earnings for the paydate being reported, which are not liable for ACC Earners' Levy. (This does not include earnings over the maximum liable earnings threshold set for the year). This cannot be greater than gross earnings. Earnings not liable should be equal to gross if schedular payment has been made.
Lump sum (extra pay) indicator	PDEC	1	Required	This indicates whether the employee has received a lump sum payment that has been taxed at the lowest rate during the paydate being reported. 1 for yes otherwise must be 0. Refer to the Payroll Calculations & Business Rules Specification for extra pay PAYE calculation details and extra pay student loans calculations.

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
PAYE / tax	PDEC	14	Required	PAYE or tax on schedular payments deducted from employee's earnings for paydate being reported. Does not include student loan or child support deductions. Cannot be greater than gross earnings.
Child support deductions	PDEC	14	Required	The amount of child support deducted from the employee's earnings for the paydate being reported. 0, except when the employee is a liable parent. Cannot be greater than gross earnings.
Child support code	RANGE	1	Optional	Must be blank or one of : Priority C=ceased employment 1 A=advanced payment 2 P=protected earnings 3 S=short term absence 4 D=deducted previously 5 O=other 6 If more than one variation code is used the priority of the variation codes should be as above i.e. (1-6), the lowest number is the highest priority. If no variation codes or child support not deducted for employee then leave blank.
Student loan deductions	PDEC	14	Required	The amount of student loan repayments deducted from the employee's earnings for the paydate being reported. 0, except when the employee has a student loan tax code. Cannot be greater than gross earnings. For deductions SLBOR, SLCIR – these should be on separate lines (DEI) for the employee.
KiwiSaver deductions	PDEC	14	Required	The amount of KiwiSaver deducted from the employee's gross earnings for the paydate being reported. NOTE: Must be one of 0, 3%, 4%, 6%, 8% or 10% of the employee's taxable gross earnings for the paydate being reported.
Net KiwiSaver employer contributions	PDEC	14	Required	The amount of net KiwiSaver employer contributions paid on behalf of the employee for the paydate being reported. NOTE: this amount will be exclusive of any ESCT payable on the contribution.

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
ESCT deducted	PDEC	14	Required	ESCT (employer's superannuation contribution tax) deductions for the employee.
Tax credits for payroll donations	PDEC	14	Required	The amount of tax credits for payroll donations granted to the employee for the donation(s) made.
Family tax credits	PDEC	14	Required	The amount of family tax credits paid to the employee for the pay period. This must be '0' except when the employer is Work and Income.

3.4.2 Business rules for specific EI data fields

3.4.2.1 Employee IRD Number

The Employee tax code should be provided as ND (no notification) and the PAYE should also be made at the ND rate until an IRD number is supplied for the employee.

3.4.2.2 Tax on Schedular Payments

The gross amount of schedular payment and tax deducted must be identified separately from normal gross pay and PAYE deducted. If you have an employee who received both salary or wages and schedular payments you will need to be able to identify the amount of schedular payment and the normal salary and PAYE when you create the EI.

For example, if an employee gets a normal salary under the M tax code as well as schedular payments, you will need to have two lines for the employee on the EI. One line would contain the salary and PAYE with the tax code showing as M and the second line would have the gross schedular payment, Earnings not liable for ACC Earners' Levy (which should be equal to gross schedular payment), and tax with a tax code of WT.

For more information on Schedular Payments, refer to the Payroll Calculations & Business Rules Specification.

3.4.2.3 Employee Share Scheme (ESS) payment code

Refer to the Payroll Calculations & Business Rules Specification for details.

If using the HEI version of the EI, any Employee Share Scheme (ESS) details should be recorded on a separate line for the employee.

If using the HEI2 version of the EI, any ESS amounts should be recorded in the Employee Share Scheme field.

3.4.2.4 Tax codes on payday returns

If an employee's tax code changes during the "month", each EI should be completed with the tax code that was used to calculate the employees payday deductions. The employee may have different tax codes during the filing month (e.g. change from M to M SL).

3.4.2.5 Final Employer returns

The EI will allow employers to advise if they are no longer employing, and that this is their final EI return.

The "final return for employer" indicator on the header details (HEI or HEI2) of the EI can either be Y or N.

If "Y" - this means that this is the final return for that employer that IR expects to receive. The employer is longer employing.

3.4.2.6 Nil EI returns

If a "nil" EI return needs to be filed, there is an indicator on the header details (HEI or HEI2) of the EI.

In the "nil return indicator" field, employers can indicate either Y (yes – nil return) or N (not a nil return).

If Y, no other detail lines are required on the EI

3.4.2.7 Hours Paid Data

Inland Revenue will be requesting Employee's Hours paid data as part of Employer's Payday Filing submission. The collection of this information will support IR in better understanding employee's time spent in paid employment which in turn will assist in determining access to certain benefits. Hours paid data will **not** be the only source of information used to make any such determination, it may be used in conjunction with other information as an indicator that further enquiries are required.

The provision of Hours paid information by employers is not compulsory, it is requested under the same terms as employee Date of birth, in that if the employer holds the information in their payroll system it is required to be sent to Inland Revenue. There is no compulsion for employers to begin to capture this data if they do not already hold it. However, it will be of benefit to Inland Revenue and potentially their own employees if they are able to capture and transmit the data.

For further clarity, in the event that some or all components of an employee's salary and wages are held in, or associated to, units other than hours (or have no time unit associated with them at all), there is no compulsion to translate the data held in to hours or to calculate or otherwise create an hour value in order to transmit data to Inland Revenue. In such a scenario Inland Revenue does not expect to receive Hours paid data pertaining to that employee, for that pay period.

3.4.3 Student Loans

For details regarding Student Loan rates and processes, please refer to the Payroll Calculations & Business Rules Specification.

The business rules below refer to SLCIR and SLBOR processes for EI reporting.

3.4.3.1 Required data for SLCIR and SLBOR deductions

The following instructions apply only if the HEI version of the EI is being used:

For each employee who has a repayment code of SLCIR or SLBOR, the employee line (DEI) will have values in five fields -
- Detail Record Indicator
- Employee IRD Number
- Employee Name
- Employee Repayment code (e.g. SLCIR and SLBOR)
- Student Loan Deductions

The remaining fields will be blank/empty where the employee line (DEI) field does not require/contain a value.
Where an employee has both additional SLCIR and SLBOR student loan deductions, a separate detail line must be created for each deduction.
Having these as separate lines will ensure the SL deduction repayment is applied correctly to the borrower's loan balance.

If the HEI2 version of the EI is being used:
SLCIR and SLBOR student loan deductions should be entered into the SLCIR deductions and SLBOR deductions fields respectively.

3.4.3.2 SLCIR and SLBOR deductions with -no standard deductions

If a borrower has no standard student loan deduction for the pay period because gross income is below the pay period threshold (when using a main tax code with "SL") or a special deduction rate of 0% applies for the pay period then:

- A SLBOR deduction is still able to be made. The thresholds and zero special deduction rates will not affect the calculation of SLBOR deductions.
- A SLCIR deduction is not required to be made.

3.4.4 Example Employment Information file

The following is an example of the EI file (version HEI2) from notepad.

NB: the example is intended to show the layout of the file – calculated figures may not be accurate

```
1  HEI2,123123123,20190532,N,N,,Bill Smith,04
   1234567,payroll@email.com,4,143257,5000,2000,47024,40,0,16671,0,5750,85500,83660,2560,147100,2500,2000,payroll_pac
   kage_v1.0,0001
2  DEI,111111111,Brown John,M,,,20190407,20190414,WK,3050,56875,0,0,0,34687,0,0,,0,0,0,4550,3565,756,0,0,0
3  DEI,074444444,Cork Chelsea,WT,,,20190407,20190414,WK,3750,65725,0,0,0,45695,0,0,,0,0,0,0,0,0,100,0,0
4  DEI,075555555,French Carol,M SL,,,20190407,20190414,WK,2500,45678,2567,0,0,32785,1456,0,,2687,0,0,0,0,0,0,0,0
5  DEI,123123123,Jones Mark,M,,,20190407,20190414,WK,3750,165879,0,22500,0,78562,0,0,,0,0,0,4587,2569,1545,0,0,22500
```

3.5   EI Amendments File Specifications

This section specifies the file format and layout for the EIA file – EI amendments file - that will be sent through the myIR system. The file layout should conform to the layout specified in Appendix 6.1.

All employers and PAYE intermediaries can use this amendment process.

There is no restriction to the number of EIA that can be sent for the same paydate.

A PAYE intermediary or employer will not be allowed to submit an EIA if there is no Employment Information (EI) previously filed for that paydate.

An EIA enables intermediaries and employers to:
- Add new detail lines to an EI previously filed
  - to add new lines, the intermediary or employer will provide nil 'DTI' lines and 'DAI' lines with new values.
- Delete detail lines from an EI previously filed
  - to delete lines, the intermediary or employer will provide 'DTI' lines with existing values and nil 'DAI' lines.
- Update detail lines to EI previously filed
  - to update lines, the 'DTI' lines will show the existing values and 'DAI' lines will contain modified values.

Format examples are shown below:

Add
DTI,,,,,,,,,0,0,0,0,0,,0,0,0,0,0,0
DAI,111111111,Cook Cameron,M,,,20170607,20170608,4W,10000,200,1,300,500,A,600,700,800,999,900,0

Delete
DTI,123123123,Steve Smith,M,,,20170607,20170608,4W,200000,200,1,300,500,A,600,700,800,999,900,0
DAI,,,,,,,,,0,0,0,0,0,,0,0,0,0,0,0

Update
DTI,111111111,Ella Vince,CAE,20170407,20170408,20170407,20170408,MT,1000000,20000,1,30000,50000,A,60000,70000,80000,0,90000,0
DAI,111111111,Ella Vince,SB,20170607,20170608,20170607,20170608,4W,10000,200,1,300,500,A,600,700,800,999,900,0

3.5.1 EIA2 – EI Amendments Header record

The new EI Amendments file is specified in the table below. This new version must have the header record indicator of **EIA2**.

Important Note: If an HEI2 was filed, it must be amended with an EIA2. However, if an HEI was filed, it can only be amended with an EIA.

The EIA is the header record for amended EI information and is similar to the HEI header file format.

The header record precedes the detail records.

The EIA2 Header record IR form version number will be 0001.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Header record indicator	ALPHA	4	Required	This must have a value of **EIA2** to indicate header record.
Employer IRD number/Account ID	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000
Paydate	DATE	8	Required	Paydate that is being amended - date of the original payment to the employee. Must be a valid date. Format CCYYMMDD e.g. 20130831
PAYE Intermediary IRD number	IRD	9	Optional	This is a valid 9-digit IRD number for the PAYE Intermediary linked to the employer. It cannot be 000000000. This can be left blank if no PI is linked to the employer.
Name of payroll contact person	ANAM	20	Required	The name of the payroll contact person for IRD purposes. The preference is 'first name surname' with a space between names included in the 20 character total. Must not include embedded commas.
Payroll contact work phone number	ANUM	12	Required	The daytime work contact phone number for the payroll contact person. 12 alphanumeric characters and must not include commas
IR form version number	NUM	4	Required	Must be 0001

3.5.2 Detail record overview – DTI and DAI

The detail records are shown as 'DTI' and 'DAI'. Both the detail records contain employee details.

DTI shows the original line item and will be used when existing details supplied previously are amended.

DAI shows amendments to the previous EI lines or brand new data that did not appear in previous EI.

3.5.2.1 EI Original Line Item Record

The detail record contains employee information in the following format and layout.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of **DTI** to indicate detail record
Employee IRD number	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied then enter 000000000 and ensure Employee tax code equals ND (no notification) until an IRD number is supplied by the employee. PAYE should also be made at the ND rate.
Employee name	ANAM	255	Required	Preference is 'firstname lastname' with a space between names included in the 255 character total. Must not include embedded commas.
Employee tax code	RANGE	5	Required	Refer to section 6.3 to see the valid tax codes.
Employment start date	DATE	8	Optional	Employment start date if this is during the pay period reported, otherwise leave blank. Must be in format CCYYMMDD.
Employment finish date	DATE	8	Optional	Employment finish date if this is during the pay period being reported, otherwise leave blank. Must be in format CCYYMMDD.
Employee Pay Period Start Date	DATE	8	Required	The start date for the paydate being reported. Must be a valid date in the format of CCYYMMDD.
Employee Pay Period End Date	DATE	8	Required	The end date for the paydate being reported. Must be a valid date in format CCYYMMDD.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Employee Pay cycle	ANUM	2	Required	Indicate if employee is paid: • Weekly (WK), • Four-weekly (4W), • Fortnightly (FT), • Monthly (MT), • Daily (DA) or • Ad hoc/Irregularly (AH), • Half monthly (HM) (twice a month)
Hours paid	PDEC	8	Required	The number of hours the employee was paid for the paydate being reported. This should be entered to two decimal places. E.g. 37.5 hours would be 3750 Default 0 if not held.
Gross earnings and / or schedular payments	PDEC	14	Required	The taxable gross earnings for the employee for the period. Non taxable allowances not included.
Earning and / or schedular payments not liable for ACC Earner's Levy	PDEC	14	Required	The employee's earnings for the period which are not liable for ACC Earners' Levy. This cannot be greater than gross earnings. Should be equal to gross if scheduler payment made.
Prior period gross adjustments	PDEC	14	Required	The prior period adjustment value. This should be an adjustment in the related income tax year.
Lump sum (extra pay) indicator	PDEC	1	Required	This indicates whether the employee has received a lump sum payment that has been taxed at the lowest rate during the period being reported. 1 for yes otherwise must be 0
PAYE / tax	PDEC	14	Required	PAYE or tax on schedular payments deducted from employee's earnings for period. Does not include student loan or child support deductions. Cannot be greater than gross earnings.
Prior period PAYE adjustments	PDEC	14	Required	The prior period adjustment value. This should be an adjustment in the related income tax year.
Child support deductions	PDEC	14	Required	The amount of child support deducted from the employee's earnings for the period. Should be 0 except when the employee is a liable parent. Cannot be greater than gross earnings.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Child support code	RANGE	1	Optional	Must be blank or one of : *Priority* • C=ceased employment *1* • A=advanced payment *2* • P=protected earnings *3* • S=short term absence *4* • D=deducted previously *5* • O=other *6* If more than one variation code is used the priority of the variation codes should be as above i.e. (1-6), the lowest number is the highest priority. If no variation codes or child support not deducted for employee then leave blank.
Student Loan deductions	PDEC	14	Required	The amount of student loan repayments deducted from the employee's earnings for the period. Should be 0 except if employee has a student loan tax code. Cannot be greater than gross earnings.
SLCIR deductions	PDEC	14	Required	The amount of student loan Commissioner deductions deducted from the employee's earnings for the paydate being reported.
SLBOR deductions	PDEC	14	Required	The amount of student loan voluntary extra deductions deducted from the employee's earnings for the paydate being reported.
KiwiSaver Deductions	PDEC	14	Required	The amount of KiwiSaver deducted from the employee's earnings for the period. Must be 0, 3, 4, 6, 7 or 10 percent of employee's taxable earnings for the paydate.
Net KiwiSaver Employer Contributions	PDEC	14	Required	The net amount of employer contributions being paid on behalf of the employee for the period. Exclusive of ESCT payable on contribution.
ESCT deducted	PDEC	14	Required	ESCT (employer's superannuation contribution tax) deductions for the employee.
Tax credits for payroll donations	PDEC	14	Required	The amount of tax credits for payroll donations granted to the employee for the donation(s) made.
Family tax credits	PDEC	14	Required	The amount of family tax credits paid to the employee for the period. This must be '0' except when the employer is Work and Income.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Employee Share Scheme	PDEC	14	Required	The amount of ESS paid to the employee.

This amount should also be included in the 'Earnings and/or scheduler payments not liable for ACC earners levy' field. |

3.5.2.2 DAI – EI amendments or New Data Record

The detail record contains amended information about employees and is similar to the DTI file format.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of **DAI** to indicate detail record
Employee IRD number	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied then enter 000000000 and ensure Employee tax code equals ND (no notification) until an IRD number is supplied by the employee. PAYE should also be made at the ND rate.
Employee name	ANAM	255	Required	Preference is 'firstname lastname' with a space between names included in the 255 character total. Must not include embedded commas.
Employee tax code	RANGE	5	Required	Refer to section 6.3 to see the valid tax codes.
Employment start date	DATE	8	Optional	Employment start date if this is during the pay period being reported, otherwise leave blank. Must be in format CCYYMMDD.
Employment finish date	DATE	8	Optional	Employment finish date if this is during the pay period being reported, otherwise leave blank. Must be in format CCYYMMDD.
Employee Pay Period Start Date	DATE	8	Required	The start date for the paydate being reported. Must be a valid date in the format of CCYYMMDD.
Employee Pay Period End Date	DATE	8	Required	The end date for the paydate being reported. Must be a valid date in format CCYYMMDD.
Employee Pay cycle	ANUM	2	Required	Indicate if employee is paid: - Weekly (WK), - Four-weekly (4W), - Fortnightly (FT), - Monthly (MT), - Daily (DA) or - Ad hoc/Irregularly (AH), - Half monthly (HM) (twice a month)

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Hours paid	PDEC	8	Required	The number of hours the employee was paid for the paydate being reported. This should be entered to two decimal places. E.g. 37.5 hours would be 3750 Default 0 if not held.
Gross earnings and / or schedular payments	PDEC	14	Required	The taxable gross earnings for the employee for the period. Non taxable allowances not included.
Earning and / or schedular payments not liable for ACC Earners' Levy	PDEC	14	Required	The employee's earnings for the period which are not liable for ACC Earners' Levy. Should be equal to gross if schedular payment made.
Prior period gross adjustments	PDEC	14	Required	The prior period adjustment value. This should be an adjustment in the related income tax year.
Lump sum (extra pay) indicator	PDEC	1	Required	This indicates whether the employee has received a lump sum payment that has been taxed at the lowest rate during the period. 1 for yes otherwise must be 0
PAYE / tax	PDEC	14	Required	PAYE or tax on schedular payments deducted from employee's earnings for period. Does not include student loan or child support deductions. Cannot be greater than gross earnings.
Prior period PAYE adjustment	PDEC	14	Required	The prior period adjustment value. This should be an adjustment in the related income tax year.
Child support deductions	PDEC	14	Required	The amount of child support deducted from the employee's earnings for the period. Should be 0 except when the employee is a liable parent. Cannot be greater than gross earnings.
Child support code	RANGE	1	Optional	Must be blank or one of : *Priority* • C=ceased employment *1* • A=advanced payment *2* • P=protected earnings *3* • S=short term absence *4* • D=deducted previously *5* • O=other *6* If more than one variation code is used the priority of the variation codes should be as above i.e. (1-6), the lowest number is the highest priority. If no variation codes or child support not deducted for employee then leave blank.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Student Loan deductions	PDEC	14	Required	The amount of student loan repayments deducted from the employee's earnings for the period. Should be 0 except if employee has a student loan tax code. Cannot be greater than gross earnings.
SLCIR deductions	PDEC	14	Required	The amount of student loan Commissioner deductions deducted from the employee's earnings for the paydate being reported.
SLBOR deductions	PDEC	14	Required	The amount of student loan voluntary extra deductions deducted from the employee's earnings for the paydate being reported.
KiwiSaver Deductions	PDEC	14	Required	The amount of KiwiSaver deducted from the employee's earnings for the period. Must be 0, 3, 4, 6, 7 or 10 percent of employee's taxable earnings for the paydate.
Net KiwiSaver Employer Contributions	PDEC	14	Required	The net amount of employer contributions being paid on behalf of the employee for the period. Exclusive of ESCT payable on contribution.
ESCT deducted	PDEC	14	Required	ESCT (employer's superannuation contribution tax) deductions for the employee
Tax credits for payroll donations	PDEC	14	Required	The amount of tax credits for payroll donations granted to the employee for the donation(s) made.
Family tax credits	PDEC	14	Required	The amount of family tax credits paid to the employee for the period. This must be '0' except when the employer is Work and Income.
Employee Share Scheme	PDEC	14	Required	The amount of ESS paid to the employee. This amount should also be included in the 'Earnings and/or scheduler payments not liable for ACC earners levy' field.

3.5.3 EIA – EI Amendments Header record

Important Note: If an HEI was filed, it must be amended with an EIA. However, if an HEI2 was filed, it can only be amended with an EIA2.

The EIA is the header record for amended EI information and is similar to the HEI header file format.

The header record precedes the detail records.

The EIA Header record IR form version number will be 0001.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Header record indicator	ALPHA	3	Required	This must have a value of **EIA** to indicate header record.
Employer IRD number/Account ID	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000
Paydate	DATE	8	Required	Paydate that is being amended - date of the original payment to the employee. Must be a valid date. Format CCYYMMDD e.g. 20130831
PAYE Intermediary IRD number	IRD	9	Optional	This is a valid 9-digit IRD number for the PAYE Intermediary linked to the employer. It cannot be 000000000. This can be left blank if no PI is linked to the employer.
Name of payroll contact person	ANAM	20	Required	The name of the payroll contact person for IRD purposes. The preference is 'first name surname' with a space between names included in the 20 character total. Must not include embedded commas.
Payroll contact work phone number	ANUM	12	Required	The daytime work contact phone number for the payroll contact person. 12 alphanumeric characters and must not include commas
IR form version number	NUM	4	Required	0001

3.5.4 Detail record overview – DTI and DAI

The detail records are shown as 'DTI' and 'DAI'. Both the detail records contain employee details.

DTI shows the original line item and will be used when existing details supplied previously are amended.

DAI shows amendments to the previous EI lines or brand new data that did not appear in previous EI.

3.5.4.1 EI Original Line Item Record

The detail record contains employee information in the following format and layout.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of **DTI** to indicate detail record
Employee IRD number	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied then enter 000000000 and ensure Employee tax code equals ND (no notification) until an IRD number is supplied by the employee. PAYE should also be made at the ND rate.

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Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Employee name	ANAM	255	Required	Preference is 'surname first name' with a space between names included in the 255 character total. Must not include embedded commas.
Employee tax code	RANGE	5	Required	Refer to section 6.3 to see the valid tax codes.
Employment start date	DATE	8	Optional	Employment start date if this is during the pay period reported, otherwise leave blank. Must be in format CCYYMMDD.
Employment finish date	DATE	8	Optional	Employment finish date if this is during the pay period being reported, otherwise leave blank. Must be in format CCYYMMDD.
Employee Pay Period Start Date	DATE	8	Required	The start date for the paydate being reported. Must be a valid date in the format of CCYYMMDD.
Employee Pay Period End Date	DATE	8	Required	The end date for the paydate being reported. Must be a valid date in format CCYYMMDD.
Employee Pay cycle	ANUM	2	Required	Indicate if employee is paid: • Weekly (WK), • Four-weekly (4W), • Fortnightly (FT), • Monthly (MT), • Daily (DA) or • Ad hoc/Irregularly (AH), • Half monthly (HM) (twice a month)
Gross earnings and / or schedular payments	PDEC	14	Required	The taxable gross earnings for the employee for the period.
Earning and / or schedular payments not liable for ACC Earner's Levy	PDEC	14	Required	The employee's earnings for the period which are not liable for ACC Earners' Levy.
Lump sum (extra pay) indicator	NUM	1	Required	This indicates whether the employee has received a lump sum payment that has been taxed at the lowest rate during the period being reported. 1 for yes otherwise must be 0
PAYE / tax	PDEC	14	Required	PAYE or tax on schedular payments deducted from employee's earnings for period.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Child support deductions	PDEC	14	Required	The amount of child support deducted from the employee's earnings for the period.
Child support code	RANGE	1	Optional	Must be blank or one of : *Priority* • C=ceased employment *1* • A=advanced payment *2* • P=protected earnings *3* • S=short term absence *4* • D=deducted previously *5* • O=other *6* If more than one variation code is used the priority of the variation codes should be as above i.e. (1-6), the lowest number is the highest priority. If no variation codes or child support not deducted for employee then leave blank.
Student Loan deductions	PDEC	14	Required	The amount of student loan repayments deducted from the employee's earnings for the period.
KiwiSaver Deductions	PDEC	14	Required	The amount of KiwiSaver deducted from the employee's earnings for the period.
Net KiwiSaver Employer Contributions	PDEC	14	Required	The net amount of employer contributions being paid on behalf of the employee for the period. This field is the total of voluntary contributions and the compulsory contribution.
ESCT deducted	PDEC	14	Required	ESCT (employer's superannuation contribution tax) deductions for the employee.
Tax credits for payroll donations	PDEC	14	Required	The amount of tax credits for payroll donations granted to the employee for the donation(s) made.
Family tax credits	PDEC	14	Required	The amount of family tax credits paid to the employee for the period. This must be '0' except when the employer is Work and Income.

3.5.4.2 DAI – EI amendments or New Data Record

The detail record contains amended information about employees and is similar to the DTI file format.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of **DAI** to indicate detail record
Employee IRD number	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied then enter 000000000 and ensure Employee tax code equals ND (no notification) until an IRD number is supplied by the employee. PAYE should also be made at the ND rate.
Employee name	ANAM	255	Required	Preference is 'surname first name' with a space between names included in the 255 character total. Must not include embedded commas.
Employee tax code	RANGE	5	Required	Refer to section 6.3 to see the valid tax codes.
Employment start date	DATE	8	Optional	Employment start date if this is during the pay period being reported, otherwise leave blank. Must be in format CCYYMMDD.
Employment finish date	DATE	8	Optional	Employment finish date if this is during the pay period being reported, otherwise leave blank. Must be in format CCYYMMDD.
Employee Pay Period Start Date	DATE	8	Required	The start date for the paydate being reported. Must be a valid date in the format of CCYYMMDD.
Employee Pay Period End Date	DATE	8	Required	The end date for the paydate being reported. Must be a valid date in format CCYYMMDD.
Employee Pay cycle	ANUM	2	Required	Indicate if employee is paid: • Weekly (WK), • Four-weekly (4W), • Fortnightly (FT), • Monthly (MT), • Daily (DA) or • Ad hoc/Irregularly (AH), • Half monthly (HM) (twice a month)
Gross earnings and / or schedular payments	PDEC	14	Required	The taxable gross earnings for the employee for the period.

Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Earning and / or schedular payments not liable for ACC Earners' Levy	PDEC	14	Required	The employee's earnings for the period which are not liable for ACC Earners' Levy.
Lump sum (extra pay) indicator	NUM	1	Required	This indicates whether the employee has received a lump sum payment that has been taxed at the lowest rate during the period. 1 for yes otherwise must be 0
PAYE / tax	PDEC	14	Required	PAYE or tax on schedular payments deducted from employee's earnings for period.
Child support deductions	PDEC	14	Required	The amount of child support deducted from the employee's earnings for the period.
Child support code	RANGE	1	Optional	Must be blank or one of : *Priority* • C=ceased employment *1* • A=advanced payment *2* • P=protected earnings *3* • S=short term absence *4* • D=deducted previously *5* • O=other *6* If more than one variation code is used the priority of the variation codes should be as above i.e. (1-6), the lowest number is the highest priority. If no variation codes or child support not deducted for employee then leave blank.
Student Loan deductions	PDEC	14	Required	The amount of student loan repayments deducted from the employee's earnings for the period.
KiwiSaver Deductions	PDEC	14	Required	The amount of KiwiSaver deducted from the employee's earnings for the period. Add a tolerance rule allowing the KSE employee deductions field to accept an amount greater than 10% if the excess is less than $1.
Net KiwiSaver Employer Contributions	PDEC	14	Required	The net amount of employer contributions being paid on behalf of the employee for the period. This field will be the total of voluntary contributions and the compulsory contribution.
ESCT deducted	PDEC	14	Required	ESCT (employer's superannuation contribution tax) deductions for the employee
Tax credits for payroll donations	PDEC	14	Required	The amount of tax credits for payroll donations granted to the employee for the donation(s) made.

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Item Description	Attribute	Field size	Required/ Optional	Default values/notes
Family tax credits	PDEC	14	Required	The amount of family tax credits paid to the employee for the period. This must be '0' except when the employer is Work and Income.

Example EI amendment

The following is an example of the EI Amendment file (version EIA2) from notepad.

NB: the example is intended to show the layout of the file – calculated figures may not be accurate

```
1   EIA2,123123123,20190508,,Penelope Peach,091234567,0001
2   DTI,111111111,Ella Vince,CAE,,,20190501,20190528,4W,2500,56478,0,0,0,11365,0,0,,0,0,0,3565,1526,756,0,0,0
3   DAI,111111111,Ella Vince,CAE,,,20190501,20190528,4W,2800,58746,0,0,0,12569,0,0,,0,0,0,3784,1647,787,0,0,0
4   DTI,,,,,,,,,0,0,0,0,0,0,0,,0,0,0,0,0,0,0,0,0
5   DAI,111111111,Cook Cameron,M,,,20190501,20190528,4W,3000,67855,0,0,0,13565,0,0,,0,0,0,0,0,0,0,0,0
6   DTI,123123123,Steve Smith,M,,,20190501,20190258,4W,3500,65846,0,0,0,14563,0,0,,,0,0,03265,1465,745,0,0,0
7   DAI,,,,,,,,,0,0,0,0,0,0,0,,0,0,0,0,0,0,0,0,0
```

4   Payroll services filing

Note: As of **1 April 2019**, payday filing is compulsory, and employer monthly schedule filing is no longer available. However, as employers will still be able to upload their final EMS and make amendments to EMSs for prior to 1st April 2019 on or after the 1st April 2019, EMS record layouts have been included in this section.

Payroll services enables:

- PAYE intermediaries to file ~~the electronic payment schedule (EPS) and~~ the electronic subsidy claim form (SCF)
- Employers to send to their employer monthly schedule (EMS) and the employer deduction schedule (EDS)

To support payroll services filing please refer to the **Payroll Calculations & Business Rules Specification.**

4.1   PAYE intermediaries Electronic Filing

Note: The payroll subsidy that some PAYE intermediaries have been able to receive from IR will no longer be available from **1 April 2020**. The information on the subsidy contained in this section, and in section 4.6, is retained for those PAYE intermediaries wanting to make historic subsidy claims for income years **prior to** 1 April 2020.

The PAYE intermediaries' scheme that began in 2004 has been extended to enable accredited PAYE intermediaries to apply to become "listed PAYE intermediaries".

A "listed PAYE intermediary" who contracts with small employers to manage their payroll obligations may apply to receive a subsidy from Inland Revenue for these services.

A small employer is one whose total PAYE, tax on schedular payments and ESCT amounts are less than $500,000 in the previous tax year. If the employer was not in business in the previous tax year, their total PAYE, tax on schedular payments and ESCT amounts deducted need to be less than $500,000.

This initiative is intended to reduce compliance costs for small employers by promoting the use of listed PAYE intermediaries.

The subsidy will be paid monthly at a flat rate, calculated at $2 per employee per pay date for up to five employees per month for each small employer. The subsidy is GST-inclusive and subject to income tax.

The scheme became effective from 1 October 2006.

The primary interface between Inland Revenue and PAYE intermediaries is the myIR platform. As a consequence, the myIR platform incorporates the following functions for Payroll Intermediaries:

- ~~The Electronic Payment Schedule (EPS) provides a PAYE intermediary with the ability to submit an electronic payment schedule detailing all their respective clients' payment information. This information will also be used to allocate the electronic payment which will be made by the intermediary~~
- ~~The Electronic Amendment Schedule (EAS) provides the PAYE intermediary with the ability to submit multiple amended Employment Information returns electronically for their respective clients.~~
- The Electronic Subsidy Claim Form (SCF) will let listed PAYE intermediaries submit an electronic subsidy claim form by myIR (for income years prior to 1 April 2020).

4.2 Electronic Payment Schedule (EPS) file specifications

As part of IR's Business Transformation changes in April 2020, the Electronic Payment Schedule (EPS) file upload service will no longer be available. PAYE intermediaries should instead use a **Multi-payment option account** (MPO) with the tax type 'Employer Activities' (EMP) in order to process electronic payment schedules on behalf of their clients. All PAYE intermediaries will be automatically registered with an MPO account from April 2020.

This section specifies the file format and layout for the EPS that will be sent through the myIR system.

The file layout should conform to the layout specified in Appendix 6.1.

A PAYE intermediary can send only one EPS per day per period.

An intermediary can send an EPS without an Employment Information return (there is no dependency).

An EPS (Electronic Payment Schedule) must have a header line.

A PAR (Employee Deductions Detail Record) is no longer to be used for the payment of 'authorised employee arrears amounts to be deducted'.

A DEP record cannot follow a DCP record.

4.2.1 EPS Header record

The header record precedes the detail records. It will contain data about the PAYE intermediary including summary totals in the following format and layout:

Item Description	Attribute	Field Size	Required/ Optional	Default Values/Notes
Header record indicator	ALPHA	3	Required	This must have a value of EPS to indicate header record.
PAYE intermediary IRD number	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000.
Period end date	DATE	8	Required	This must be populated with a valid Period end date
Total PAYE and tax on schedular payments	NUM	14	Required	The total of the PAYE and tax on schedular payments for all clients. NB: For payroll giving, this field will be PAYE minus tax credits for payroll donations
Total child support deductions	NUM	14	Required	The total of the child support deductions of all clients.
Total student loan deductions	NUM	14	Required	The total of all student loan repayment deductions of all clients.
Total KiwiSaver Deductions	NUM	14	Required	The amount of KiwiSaver contributions deducted from the employee's earnings for the period.
Total net KiwiSaver Employer Contributions	NUM	14	Required	The net amount of employer contributions being paid on behalf of the employee for the period

Item Description	Attribute	Field Size	Required/ Optional	Default Values/Notes
Total ESCT deducted	NUM	14	Required	The total of the ESCT deducted for all clients.
Grand total of amounts to be deducted	PDEC	14	Required	The total of all amounts to be deducted: • total PAYE and tax on schedular payments deducted. NB: For payroll giving, this amount will be PAYE minus tax credits for payroll donations • total child support deductions • total student loan deductions • total KiwiSaver deductions • total KiwiSaver employer contributions • total ESCT deducted (D138: The grand total of the amounts deducted field in the EPS header line is incorrect.)
IR form version number	NUM	4	Required	0004

4.2.2 Detail records (DEP and DCP)

The detail records are shown as "DEP" and "DCP".

The DEP and DCP record contains client (employer) details. DEP details represent earlier PAYE periods and DCP details represent current and future PAYE periods.

4.2.3 DEP – Earlier PAYE Period Detail Record

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of DEP to indicate detail record.
Employer IRD number	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000.
Period ended	DATE	8	Required	The 15th or end of the period for which the schedule is being filed. The period relates to an earlier PAYE period. Valid format is CCYYMMDD.
PAYE and Tax on schedular payments	PDEC	14	Required	The sum of the PAYE and tax on schedular payments for all the employees for the period filed. NB: For payroll giving, this field will be PAYE minus tax credits for payroll donations

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Child Support Deductions	PDEC	14	Required	The sum of the child support deductions for all employees for the period being filed.
Student loan deductions	PDEC	14	Required	The sum of all the student loan repayment deductions for all employees for the period being filed.
KiwiSaver Deductions	PDEC	14	Required	The amount of KiwiSaver contributions deducted from the employees' earnings for the period.
KiwiSaver net Employer Contributions	PDEC	14	Required	The net amount of employer contributions being paid on behalf of the employees for the period.
ESCT (Employer's Superannuation Contribution tax)	PDEC	14	Required	The sum of the ESCT deducted for all employees for the period being filed.
Total amounts deducted	PDEC	14	Required	The total of all amounts deducted: • PAYE and tax on schedular payments deductions. NB: for payroll giving, this amount will be PAYE minus tax credits for payroll donations • Child Support deductions • Student loan deductions • KiwiSaver deductions • KiwiSaver net Employer contributions • ESCT deducted

4.2.4 DCP — Current and Future PAYE period

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of **DCP** to indicate detail record.
Employer IRD number	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000.
Period Ended	DATE	8	Required	The 15th or end of the period for which the schedule is being filed. The period relates to either a current or future PAYE period. Valid format is CCYYMMDD.
PAYE and tax on schedular payments deducted	PDEC	14	Required	The sum of the PAYE and tax on schedular payments deducted for all the employees for the period filed. Nil values should be represented by zero, i.e. 0. NB: For payroll giving, this field will be PAYE minus tax credits for payroll donations

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Child Support Deductions	PDEC	14	Required	The sum of the child support deductions for all employees for the period being filed.
Student loan deductions	PDEC	14	Required	The sum of all the student loan repayment deductions for all employees for the period being filed.
KiwiSaver Deductions	PDEC	14	Required	The amount of KiwiSaver contributions deducted from the employees' earnings for the period.
KiwiSaver net Employer Contributions	PDEC	14	Required	The net amount of employer contributions being paid on behalf of the employees for the period.
ESCT (employer's superannuation contribution tax)	PDEC	14	Required	The sum of the ESCT deducted for all employees for the period being filed.
Total amounts deducted	PDEC	14	Required	The total of all amounts deducted: • PAYE and tax on schedular payments deducted. NB: For payroll giving, this amount will be PAYE minus tax credits for payroll donations • Child Support deductions • Student loan deductions • KiwiSaver deductions • KiwiSaver net employer contributions • ESCT deducted

Example EPS

NB: the example is intended to show the layout of the file – calculated figures may not be accurate

```
EPS,010006970,20120505,600000,100000,200000,8000,0,0,100000,0004
DEP,010007003,20120430,100000,0,0,0,0,0,100000
DEP,010006839,20120430,200000,5000,10000,4000,0,0,219000
DCP,010007003,20120531,100000,0,0,0,0,0,100000
DCP,010006839,20120531,200000,5000,10000,4000,0,0,219000
```

Note: a PAR record is no longer a valid field. Refer to section 4.2)

4.3 Employer Monthly Schedule (IR348)

The IR 348 is the Employer Monthly Schedule (EMS), and must incorporate all payments made to employees (and/or contractors) from the first day of the month to the last day of the month. As the name suggests, this schedule is filed monthly.

The due dates for the EMS vary depending on the employer. For large employers, this is the 5th of the month following the month the PAYE was deducted or the 15th of January, if December is the month the PAYE was deducted. For small employers, the due date is the 20th of the month following the month the PAYE was deducted.

If the due date falls on a weekend or public holiday (excluding a provincial anniversary day), then the due date becomes the next working day.

4.3.1 HDR – EMS Header Record

There will be no change to the file structure of the electronic EMS HDR with the introduction of the new SL tax codes. The form version number remains as 0004.

The 'Total Student Loans' field will be an aggregate total of all SL deductions for all employees.

In general the relationship of SL deductions for an employee is 1 employee = 1 SL repayment deduction. There can be scenarios where a main source of income "M SL" becomes a secondary source of income "S SL". This can generate two EMS lines with SL deductions i.e. 1 employee = 2 SL repayments.   From 1 April 2012 this will change to a potential relationship of 1 employee = 3 SL repayment deductions. All SL deductions will be included in the Total Student Loan deductions field.

The header record precedes the detail records. It will contain data about the employer including summary totals in the following format and layout:

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Header record indicator	ALPHA	3	Required	This must have a value of HDR to indicate the employer header record.
Employer IRD number	IRD	9	Required	A valid IRD number. Validation rules are outlined in the **Payroll Calculations & Business Rules Specification**.
Return period	DATE	8	Required	The last day of the month for which the schedule is being filed. Format CCYYMMDD e.g. 20130831

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Name of payroll contact person	ANAM	20	Required	The name of the payroll contact person for IRD purposes. This is a compulsory field and the preference is 'first name surname' with a space between names included in the 20 character total. Must not include embedded commas.
Payroll contact work phone number	ANUM	12	Required	The daytime work contact phone number for the payroll contact person. 12 alphanumeric characters and must not include commas
Total PAYE / tax	PDEC	14	Required	The sum of the PAYE and tax on schedular payments deducted for all employees for the month being filed. Must be converted to a positive figure if amounts deducted are treated as a negative. Cannot be greater than total gross earnings. Calculated using the tax calculations detailed in the **Payroll Calculations & Business Rules Specification**.
Total child support	PDEC	14	Required	The sum of the child support deductions for all employees for the month being filed. Calculated from CS 503. Must be converted to a positive figure if amounts deducted are treated as a negative.
Total student loans	PDEC	14	Required	The sum of all SL repayment deductions for all employees for the month being filed. Must be converted to a positive figure if amounts deducted are treated as a negative.
Total KiwiSaver deductions	PDEC	14	Required	The total amount of KiwiSaver contributions deducted from all the employees for the period.
Total net KiwiSaver employer contributions	PDEC	14	Required	The total net (excluding ESCT) amount of KiwiSaver employer contributions on behalf of all employees for the period.
Total Tax credits for payroll donations	PDEC	14	Required	The total of all employees' tax credits for payroll donations
Total family tax credits	PDEC	14	Required	The sum of the family tax credit payments for all employees for the month being filed. This will be 0, except when the data is from Work and Income.
Total gross earnings	PDEC	14	Required	The sum of the gross earnings for all employees for the month being filed as calculated from Employer pay records.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Total earnings not liable for ACC Earners' Levy	PDEC	14	Required	The sum of the earnings not liable for ACC Earners' Levy for all employees for the month being filed as calculated from Employer pay records. (This does not include earnings over the maximum liable earnings threshold set for the year) If tax for schedular payments is being deducted then earnings not liable for ACC Earners' Levy should be equal to Gross schedular payment. Earnings not liable for ACC Earners' Levy should not be greater than gross earnings and is a whole dollar figure.
Payroll package and version no. identifier	ANAM	80	Required	This field will contain the payroll package and version no. identifier. e.g. Vendor_Package_v1.0. This value will be unique for each Payroll software developer/package/version combination. It will not contain any Employer information. **Note:** If it doesn't meet one of the other field formats it can error if length of field is greater than 20. Eg. contact phone number is greater than 12
Email of payroll contact person	EMAIL	60	Required	This field will contain the email address of the payroll contact person. Acceptable characters are A-Z, a-z, 0-9 and @ - _ . Syntax must contain '@domain' string, and not contain double periods
IR form version number	NUM	4	Required	0004

4.3.2 DTL – EMS Detail Record

Where an employee has SLCIR and/or SLBOR, an additional DTL, for each additional repayment deduction, will be required on the EMS. These additional DTL records must follow the Employment Income DTL record for the employee.

For the employee details required for SL repayment codes SLCIR and SLBOR in the additional DTL lines on the EMS, refer to section 3.2.1.

As there is no increase in the number of fields in the HDR there is no change to the HDR version number of 0004.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of DTL to indicate employee details record.
Employee IRD number	IRD	9	Required	IRD number of employee, as per Employer pay records. Validation rules are outlined in **Payroll Calculations & Business Rules Specification**. If invalid then enter 000000000 and ensure Employee tax code equals ND (no notification) until a valid tax code is supplied by the employee. PAYE should also be made at the ND rate.
Employee name	ANAM	20	Required	Preference is 'surname first name' with a space between names included in the 20 character total. Must not include embedded commas.
Employee tax code	RANGE	5	Required	Refer to section 6.3 to see the valid tax codes.
Start date	DATE	8	Optional	Only enter if employee started during the month, otherwise leave blank. Enter once only – Do not keep entering start date on subsequent returns filed. Must be in format CCYYMMDD.
Finish date	DATE	8	Optional	Only enter if employee finished during the month, otherwise leave blank. Must be in format CCYYMMDD.
Gross earnings and/or schedular payments	PDEC	14	Required	The taxable gross earnings for the employee for the period. Non-taxable allowances not included. Calculated by totalling gross pays for each employee for the period from the first of the month to the end of the month. Truncate total to whole dollars, e.g. $3,483.97 becomes $3,483.00.
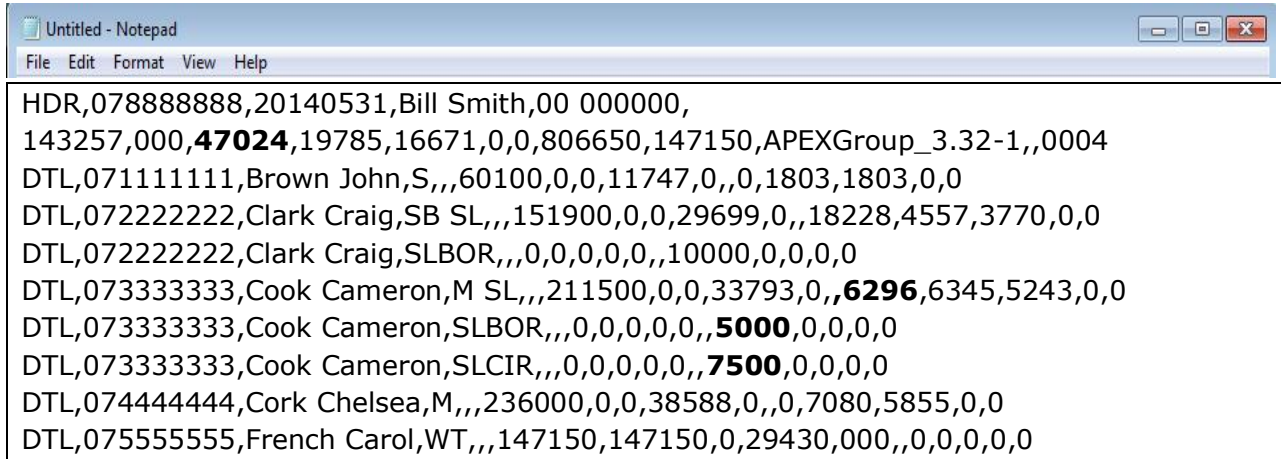
Item description	Attribute	Field size	Required/ Optional	Default values/notes
Earnings and / or schedular payments not liable for ACC Earners' Levy	PDEC	14	Required	The employee's earnings for the period, which are not liable for ACC Earners' Levy. (This does not include earnings over the maximum liable earnings threshold set for the year). This cannot be greater than gross earnings. Calculated by totalling gross pays for each employee for the period from the first of the month to the end of the month. Truncate total to whole dollars, e.g. $865.54 becomes $865.00. Earnings not liable should be equal to gross if schedular payment has been made.
Lump sum (extra pay) indicator	PDEC	1	Required	This indicates whether the employee has received a lump sum payment that has been taxed at the lowest rate during the monthly period. 1 for yes otherwise must be 0. See **Payroll Calculations & Business Rules Specification** for extra pay PAYE calculation details and extra pay student loans calculations.
PAYE / tax	PDEC	14	Required	PAYE or tax on schedular payments deducted from employee's earnings for period. Does not include student loan or child support deductions. Cannot be greater than gross earnings.
Child support deductions	PDEC	14	Required	The amount of child support deducted from the employee's earnings for the period. Calculated by totalling the child support deductions on the employee's pays for the period. 0, except when the employee is a liable parent. Cannot be greater than gross earnings.

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Item description	Attribute	Field size	Required/ Optional	Default values/notes
Child support code	RANGE		Optional	Must be blank or one of : *Priority* • C=ceased employment *1* • A=advanced payment *2* • P=protected earnings *3* • S=short term absence *4* • D=deducted previously *5* • O=other *6* If more than one variation code is used the priority of the variation codes should be as above i.e. (1-6), the lowest number is the highest priority. If no variation codes or child support not deducted for employee then leave blank.
Student loan deductions	PDEC	14	Required	The amount of student loan repayments deducted from the employee's earnings for the period. 0, except when the employee has a student loan tax code (see **Payroll Calculations & Business Rules Specification**). Cannot be greater than gross earnings. For deductions SLBOR, SLCIR, see Example EMS below.
KiwiSaver deductions	PDEC	14	Required	The amount of KiwiSaver contributions deducted from the employee's gross earnings for the period. NOTE: Must be one of 0, 3%, 4% or 8% of the employee's taxable gross earnings for the period.
Net KiwiSaver employer contributions	PDEC	14	Required	The amount of net KiwiSaver employer contributions paid on behalf of the employee for the period. NOTE: this amount will be exclusive of any ESCT payable on the contribution.
Tax credits for payroll donations	PDEC	14	Required	The amount of tax credits for payroll donations granted to the employee for the donation(s) made.
Family tax credits	PDEC	14	Required	The amount of family tax credits paid to the employee for the period. This must be '0' except when the employer is Work and Income.

Example EMS

The following is an example of the notepad EMS file.

NB: the example is intended to show the layout of the file – calculated figures may not be accurate

```
Untitled - Notepad
File  Edit  Format  View  Help
HDR,078888888,20140531,Bill Smith,00 000000,
143257,000,47024,19785,16671,0,0,806650,147150,APEXGroup_3.32-1,,0004
DTL,071111111,Brown John,S,,,60100,0,0,11747,0,,0,1803,1803,0,0
DTL,072222222,Clark Craig,SB SL,,,151900,0,0,29699,0,,18228,4557,3770,0,0
DTL,072222222,Clark Craig,SLBOR,,,0,0,0,0,0,,10000,0,0,0,0
DTL,073333333,Cook Cameron,M SL,,,211500,0,0,33793,0,,6296,6345,5243,0,0
DTL,073333333,Cook Cameron,SLBOR,,,0,0,0,0,0,,5000,0,0,0,0
DTL,073333333,Cook Cameron,SLCIR,,,0,0,0,0,0,,7500,0,0,0,0
DTL,074444444,Cork Chelsea,M,,,236000,0,0,38588,0,,0,7080,5855,0,0
DTL,075555555,French Carol,WT,,,147150,147150,0,29430,000,,0,0,0,0,0
```

The Student loan amounts and Kiwisaver deductions are highlighted. The total student loan deduction on the HDR line is the sum of the combined SL repayment deductions i.e. SB SL, M SL, SLBOR and SLCIR.

Note: Employee John Brown has ESCT paid on top of the contribution (this is the "excluded" option).

4.4   Employer Deductions (IR345)

Note: From 1 April 2020 the Employer Deductions form (IR345) will no longer be available for filing. The information contained in this section is retained here for employers needing to file an IR345 for periods prior to 1 April 2020 only.

The IR345 form is used to record and pay the deductions made from employees pay.

This form should correspond to a payment made to Inland Revenue (either directly or electronically).

Although payroll information is submitted more frequently to IR via payday filing, there is no change to the due date for submitting the IR345 and accompanying payment.

This section specifies the file format and layout for the EDF that will be sent through the myIR system.

For payroll giving, the 'PAYE and/or tax on Schedular payments' field will be a PAYE payable field. This means, that the figure in this field will be PAYE minus tax credits for payroll donations. There will be help text inserted on the above page to explain this. If an EI or late-filed EMS is completed in the same online session, the totals will still pre-populate, however, the 'PAYE and/or tax on schedular payments' field will automatically deduct the tax credits for payroll donations, and pre-populate the field with the PAYE minus tax credits for payroll donations figure.

The EDF will be available in the Users Workspace for six (6) months after filing. The EDF then follows current EMS automatic trash rules.

4.4.1   SL repayments codes and the EDF

The sum of all student loan deductions will be the amount in the Total Student Loan Deduction field.

The 'Total Student Loans Deductions' value on the HEI (EI header record) for the Return Period End will equal the 'Total Student Loan Deductions' on the EDF.

4.4.2   EDF/IR345: header payment details

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail Record Indicator	ALPHA	3	Required	EDF
Employer IRD number	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000.
Payment Date	DATE	8	Required	The 15th or end of the period for which the schedule is being filed for DCP
Total PAYE and Tax on schedular payments	PDEC	13	Required	Total PAYE deducted for all clients NB: For payroll giving, this field will be PAYE minus tax credits for payroll donations
Total Child Support Deductions	PDEC	13	Required	Total child support deductions of all clients
Total Student Loan Deductions	PDEC	13	Required	Total of all student loan repayment deductions of all clients

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Total KiwiSaver Deductions	PDEC	13	Required	The total amount of KiwiSaver deductions from the employee's earnings for the period.
Total net KiwiSaver Employer Contributions	PDEC	13	Required	The net amount of employer contributions being paid on behalf of the employee for the period.
Total ESCT Deducted	PDEC	13	Required	Total ESCT deducted of all clients
Total Amounts Payable	PDEC	13	Required	The total of all amounts to be deducted: • Total PAYE & tax on schedular payments deducted. NB: For payroll giving, this amount will be PAYE minus tax credits for payroll donations • Total Child Support deductions • Total Student Loan deductions • Total KiwiSaver deductions • Total KiwiSaver Employer Contributions • Total ESCT deducted Nil values should be represented by zero, i.e. 0. (D139 - The total amounts payable field in the EDF is incorrect. The total amount payable must equal the total of all amounts deducted. This error must be corrected before the schedule can be sent).
IR Form Version Number	NUM	4	Required	0003

Example EDF

EDF,078888888,20140531,143257,0,**47024**,19785,16670,3114,229850,0003

The 'Total Student Loan Deductions' is the sum of the combined SL repayment deductions from the HEI header records for the paydates in the payment month.

4.5   Electronic Subsidy Claim Form (SCF) file specifications

Note: From 1 April 2020 the Electronic Subsidy Claim Form is no longer available.   The information contained in this section is retained here for those PAYE intermediaries wanting to make historic subsidy claims for income years **prior to 1 April 2020 only.**

This section specifies the file format and layout for the SCF that can be sent through the myIR system.

The file layout should confirm to the layout specified in Appendix 6.1.

The myIR system will reject a subsidy claim form for the following reasons:
- invalid or zero IRD numbers for the PAYE intermediary or employer
- invalid IRD numbers for employees (zero numbers are acceptable)
- EI not filed for the period of the subsidy claim form
- employers not linked to PAYE intermediary
- PAYE intermediary not listed
- incorrect file format
- more than five employees listed per employer
- same employer occurring on subsidy claim form more than once
- more than one subsidy claim form received for the same period.

Note: There will be a maximum of five entries per employer on each month's subsidy claim form i.e. one entry per subsidised employee (a maximum of five employees).

4.5.1 SCF Header record

The header record precedes the detail records. It will contain data about the "listed PAYE intermediary" and subsidy.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Header record indicator	ALPHA	3	Required	This must have a value of **SCF** to indicate header record.
PAYE intermediary IRD number	IRD	9	Required	A valid IRD number. This is a 9-digit number. It **cannot** be 000000000.
Period to which SCF relates	DATE	8	Required	The last day of the month the employer monthly schedule which the subsidy claim form relates. Format CCYYMMDD.
Total Amount of Subsidy claimed	PDEC	14	Required	Total amount of the subsidy claimed by the listed PAYE intermediary in the period which the form relates to. It cannot be zero.

4.5.2 Detail records

The detail records are shown as "EMR" and "EME". The EMR record contains the employer details and the EME record contains the employee details.
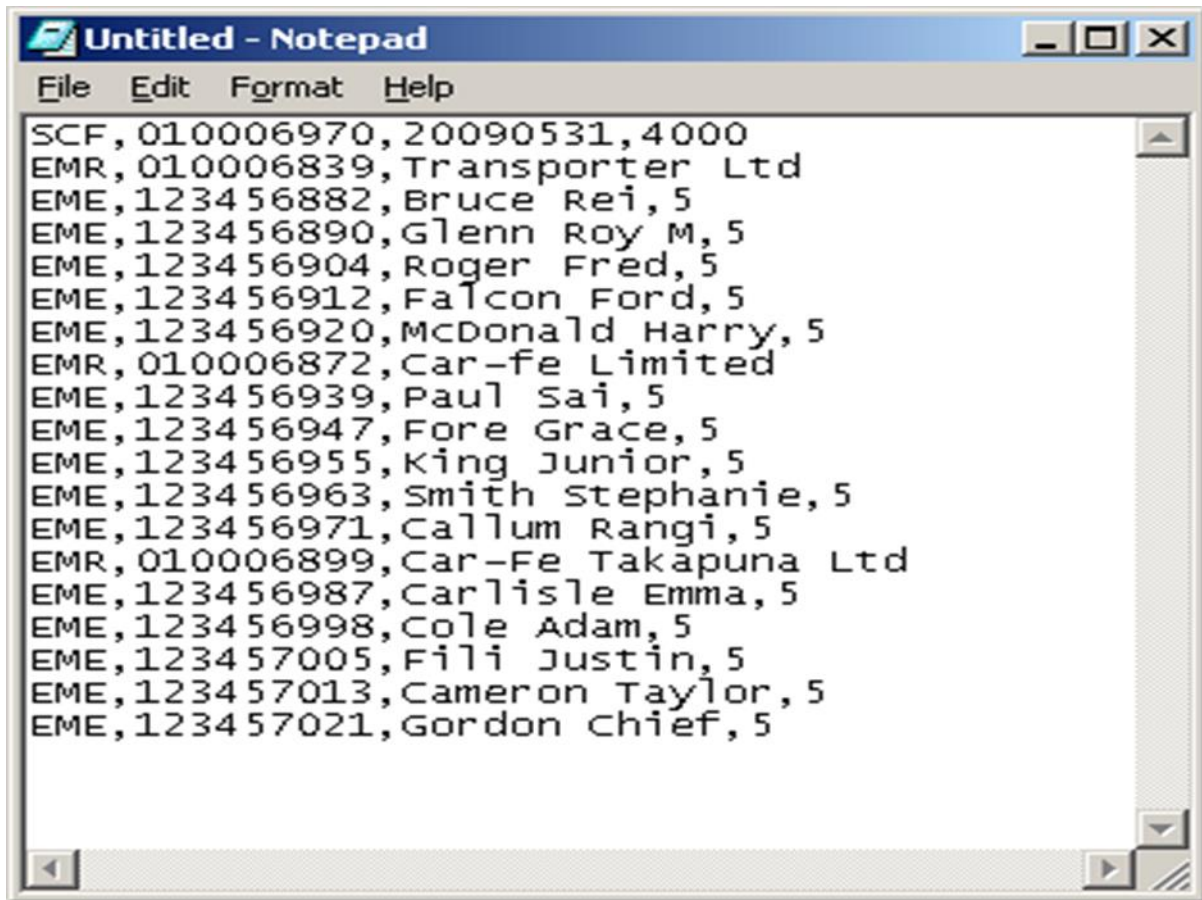
4.5.2.1 EMR –Employer detail records

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have an **EMR** to indicate detail record.
Employer IRD number	IRD	9	Required	A valid IRD number. This is a 9-digit number. It **cannot** be 000000000.
Employer name	ANAM	20	Required	The name of the employer. The field must not contain embedded commas.

4.5.2.2 EME - Employee detail records

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have an **EME** to indicate detail record.
Employee IRD number	IRD	9	Required	IRD number of employee, as per Employer pay records. This is a 9-digit number, modulus 11 checked. If not supplied then enter 000000000 and ensure Employee tax code equals ND (no notification) until an IRD number is supplied by the employee. PAYE should also be made at the ND rate.
Employee name	ANAM	20	Required	The first and last name of the employee. The field preference is for the format "surname first name". Must not contain embedded commas.
Number of times paid	NUM	2	Required	The number of times the employee was paid during the return period which the subsidy claim form relates to.

Example SCF

```
SCF,010006970,20090531,4000
EMR,010006839,Transporter Ltd
EME,123456882,Bruce Rei,5
EME,123456890,Glenn Roy M,5
EME,123456904,Roger Fred,5
EME,123456912,Falcon Ford,5
EME,123456920,McDonald Harry,5
EMR,010006872,Car-fe Limited
EME,123456939,Paul Sai,5
EME,123456947,Fore Grace,5
EME,123456955,King Junior,5
EME,123456963,Smith Stephanie,5
EME,123456971,Callum Rangi,5
EMR,010006899,Car-Fe Takapuna Ltd
EME,123456987,Carlisle Emma,5
EME,123456998,Cole Adam,5
EME,123457005,Fili Justin,5
EME,123457013,Cameron Taylor,5
EME,123457021,Gordon Chief,5
```

5 Kiwisaver Online Forms

5.1 KiwiSaver Employment Details Form (KS1)

The KiwiSaver Employment Details Form (KS1 form) allows employers who are registered for myIR, to submit the details of a new employee who is both eligible to join KiwiSaver and who is subject to the automatic enrolment rules, or provide details for an employee who chooses to opt in through them.

An employee is eligible to join through automatic enrolment if:
- employee is aged 18 or over but has not reached the age of eligibility for New Zealand Superannuation (currently 65); and
- the employee is a New Zealand citizen or is entitled, in terms of the Immigration Act 1987, to be in New Zealand indefinitely; and
- the employee is, or normally is, living in New Zealand, or is an employee of the State services (within the meaning of the State Sector Act 1988) who is serving outside New Zealand (further conditions apply).
- The KS1 form will also incorporate the option for employers to indicate to Inland Revenue those employees who have been automatically enrolled but have opted out of KiwiSaver.

Employers can file their KiwiSaver employment details through myIR file upload. The sections below detail the record structures for doing this.

5.2 KiwiSaver employment details (KED) form

Note: If the previous ED csv file (header indicator HED) is still being used, then the KED file may continue to be used for providing KiwiSaver details, however the KED will not be accepted from 1 April 2021.

The KiwiSaver employment details form allows employers to electronically notify Inland Revenue of:
- new employees, who meet KiwiSaver automatic enrolment eligibility criteria
- existing employees, who are not subject to the automatic enrolment rules but decide to join KiwiSaver without actively choosing a KiwiSaver provider (also treated as a 'default enrolment')
- employees who have been automatically enrolled, but have opted out of KiwiSaver.

The KiwiSaver employment details form allows the employer to electronically provide the information from both the KS1 KiwiSaver employment details form and KS10 New employee opt-out notice, which are both available in a paper format. It will be possible for an employer to submit both the enrolment details for a new employee, as well as giving notice to Inland Revenue that the same employee has opted out of KiwiSaver.

If an employee is an existing KiwiSaver member, or is not eligible to be a KiwiSaver member, the employer is not required to submit enrolment details for this individual.

The KiwiSaver employment details form is structured into three parts:

Section A: Employer Details
- Employer's IRD number
- Employer's business name
- Employer's contact name
- Employer's contact numbers

Section B: Employee Details
- Employee's eligibility: is the employee a new employee or existing employee?
- Employee's title
- Employee's first name
- Employee's surname
- Employee's postal address
- Employee's contact numbers
- Employee's email address
- Employee's IRD number
- Employee's name

Section C: Opt-out
- Has the employee opted-out?
- Employee's employment start date
- Employee's bank account number
- Name of account holder
- Date opt-out notice signed by the employee

5.3   KiwiSaver KSH employer header record

The employer header record precedes the employee details record, and contains data about the employer.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Header record indicator	ALPHA	3	Required	This must have a value of KSH to indicate the employer header record.
Employer IRD number	IRD	9	Required	A valid IRD number. This is a 9-digit number. It cannot be 000000000.
Employer's contact name	ANUM	20	Required	The name that IR will use to contact in event of any issues with the KiwiSaver onscreen form. Should be the person entering the KiwiSaver information on behalf of the employer. Must not contain embedded commas
Employer day phone number	ANUM	12	Required	The phone number where the employer can be contacted during business hours.
Employer mobile number	ANUM	15	Required	The mobile phone number of the employer.
IR form version number	NUM	4	Required	0001

5.4 KiwiSaver KSD employment details record
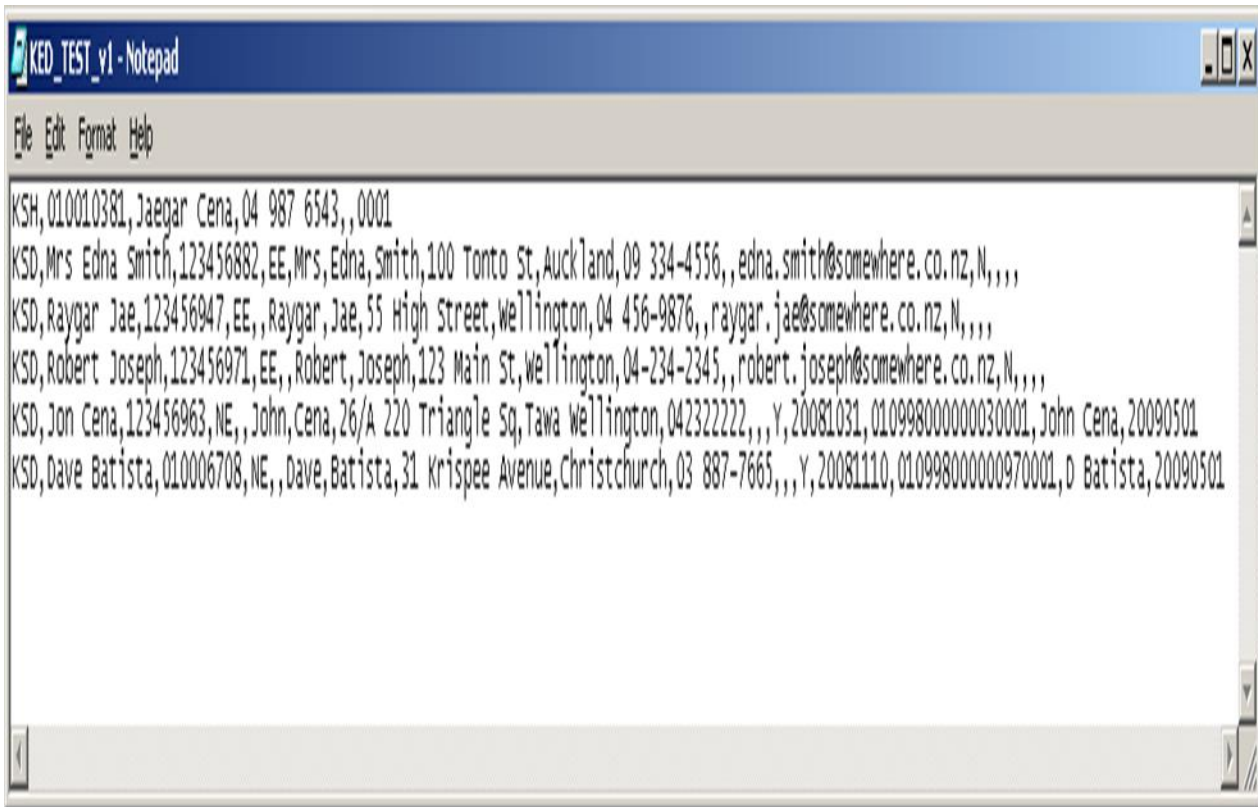
This section contains the details of the employees who are being automatically enrolled, existing employees who are opting in, employees who are automatically enrolled and opting out, or employees who are simply opting out of KiwiSaver

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Detail record indicator	ALPHA	3	Required	This must have a value of KSD to indicate the employee details record.
Employee as identified on EI	ANAM	20	Required	The employee's name as it appears on the EI.
Employee's IRD number	IRD	9	Required	A valid IRD number.
Employee's eligibility	ALPHA	2	Optional	Indicates whether a new employee (who is subject to automatic enrolment) or an existing employee (who is choosing to opt in). Default value is 'blank' and indicates an opt-out advice only. Show 'NE' for a new employee, 'EE' for an existing employee.
Employee's title	ALPHA	6	Optional	Mr, Mrs, Miss Ms or other.
Employee's first names	ANAM	37	Required	First name/s of employee. Must not contain embedded commas. * Compulsory field.
Employee's surname	ANAM	31	Required	Surname of employee. Must not contain embedded commas. * Compulsory field.
Employee's address	ANUM	30	Required	- Line one. Either street number or name can be entered or PO Box Number. The address must be the mailing address for the Employee where all KiwiSaver documents will be mailed. - Must not contain punctuation characters such as commas, full stops, speech marks, dashes etc. * Compulsory field.
Employee's address	ANUM	30	Required	- Line two. Any RD number, the suburb and town/city are entered. The address must be the mailing address for the employee where all KiwiSaver documents will be mailed. - Must not contain punctuation characters such as commas, full stops, speech marks, dashes etc. * Compulsory field.
Employee's day phone number	ANUM	12	Optional	The phone number where the employee can be contacted during business hours.

Item description	Attribute	Field size	Required/ Optional	Default values/notes
Employee's mobile number	ANUM	15	Optional	The mobile phone number of the employee.
Employee's email address	EMAIL	60	Required	The email address of the employee. Syntax must contain '@domain' string, and not contain double periods.
Has the employee opted out?	ALPHA	1	Required	Indicates whether an employee who is subject to the automatic enrolment rules wishes to opt out of KiwiSaver. Show Y = 'Yes', if employee wishes to opt out. Show N = 'No', if employee is not opting out. Must be N if the employee's eligibility value is 'EE'.
Employment start date	DATE	8	Required	The start date of the employee. Must be in format CCYYMMDD. Must be blank if the opt-out indicator is not ticked.
Employee's bank account number	NUM	18	Required	The bank account number for the employee if they are opting out of KiwiSaver (opt-out indicator ticked) and they have previously had KiwiSaver deductions that need refunding. Validated against bank/branch and check-digit algorithm (Refer Payroll Calculations & Business Rules Specification). Must be blank if the opt-out indicator is not ticked.
Name of account holder	ANAM	31	Required	The name of the account holder for the bank account number given above. Must be blank if the opt-out indicator is not ticked. Must not be blank if the bank account number is not blank.
Date opt-out notice signed by the employee	DATE	8	Required	The date on which the opt-out notice given to the employer (opt-out notice must be signed by the employee). Must be in format CCYYMMDD Must be blank if the opt-out indicator is not ticked.

* Compulsory fields – these fields are compulsory and the information supplied to Inland Revenue if the employee has provided the information to the employer – Section 23(1) KSA

Example KSH

```
KSH,010010381,Jaegar Cena,04 987 6543,,0001
KSD,Mrs Edna Smith,123456882,EE,Mrs,Edna,Smith,100 Tonto St,Auckland,09 334-4556,,edna.smith@somewhere.co.nz,N,,,,
KSD,Raygar Jae,123456947,EE,,Raygar,Jae,55 High Street,Wellington,04 456-9876,,raygar.jae@somewhere.co.nz,N,,,,
KSD,Robert Joseph,123456971,EE,,Robert,Joseph,123 Main St,Wellington,04-234-2345,,robert.joseph@somewhere.co.nz,N,,,,
KSD,Jon Cena,123456963,NE,,John,Cena,26/A 220 Triangle Sq,Tawa Wellington,042322222,,,Y,20081031,010998000000030001,John Cena,20090501
KSD,Dave Batista,010006708,NE,,Dave,Batista,31 Krispee Avenue,Christchurch,03 887-7665,,,Y,20081110,010998000000970001,D Batista,20090501
```

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6   Appendix

6.1   myIR format and layout

This section specifies the file format and layout that will be sent through the myIR system.

6.1.1 File format

The file format for all myIR file transfer services must be in ASCII comma delimited format with the exception of the Employee Details excel file upload service which must be in the excel file format.

6.1.2 Location

The output file must be placed in a directory that is easily accessible from the desktop. Depending on the file size, it can either be placed in a local or a LAN drive.

6.1.3 File naming suggestions

There is no standard file naming required. However, for easier identification we suggest the following:

- A unique, period-based name.
- Inclusion of the type of return to differentiate it from other returns, which may be required to be filed electronically in the future.
- A CSV extension for Employment Information
- An CSV extension for Employee Details or alternatively an xls or xlsx extension for Employee Details that accepts new and departing employee details.

6.1.4 Compression

File compression using the zip compression algorithm is acceptable, provided that the following rules are adhered to:

Filing as an intermediary through the Tax preparer tab:

- Must be a PAYE Intermediary, Payroll bureau, tax agent, Bookkeeper or Other representative who has Tax preparer tab
- The content of any zip file must consist only of uncompressed files, i.e. a compressed file cannot be included within any other zip file. A 'nested' zip file cannot be processed and will cause the whole file to be rejected.
- Only zip files of the same type. All files within that zip must represent the same file service type. E.g. Zip file cannot contain both Employee details csv file and Employment information csv file.
- A zip file must be a single file only. In other words, a multi-part zip file (usually created to span removable media) will be rejected, as the decompression application will fail when trying to process a part file as a whole file.

Filing through the employer's Payroll account > File transfer service (I want to)

- A zip file can contain different file types as long as the files are for that same Payroll account. E.g. A zip file can contain both an Employee details csv file and an Employment information csv file where the employer is the same as the Payroll account the file is submitted from.
- All zipped files must be complete files. I.e. a zip file must not contain any files where the contents are split across two separate files.
- A zip file must be a single file only. In other words, a multi-part zip file (usually created to span removable media) will be rejected, as the decompression application will fail when trying to process a part file as a whole file.

6.1.5 End of record indicator

Each header and detail record must end with a carriage return and line feed, which is ASCII character 13, followed by ASCII character 10.

6.1.6 Trailer record

There is no trailer record required.

6.1.7 Data attributes

The following is a list of valid attributes accepted by the myIR system:

Data type	Description
ANUM	Alphabetic and numeric characters only. **Alphabetic**: Any letter or space ("a" to "z", "A" to "Z" and space). **Numeric**: Any numeric character (0 to 9 and "-"). Leading and trailing spaces must be trimmed; field values must not be enclosed in quotes; nil must be represented by a zero, i.e. 0; blank values must have a format of comma comma, i.e. ,,
ALPHA	Alphabetic characters only. **Alphabetic**: Any letter or space ("a" to "z", "A" to "Z" and space). Leading and trailing spaces must be trimmed; field values must not be enclosed in quotes; blank values must have a format of comma comma i.e.,,
NUM	A positive integer of a given length. No '+' sign.
ANAM	Alphabetic and numeric characters from a standard 101/102 keyboard except commas, square brackets, backslashes and quotation marks ("). Leading and trailing spaces must be trimmed; embedded spaces left as is; all spaces are invalid.
PDEC	Money in cents. The number should be a non-negative decimal integer. For example, if the amount is $547.98, the output format should be '54798'. No padding is required. Nil values should be represented by zero, i.e. 0.
DATE	Any valid date in the format CCYYMMDD.
IRD	A valid 9 digit IRD number. It must be modulus 11 checked (see **Payroll Calculations & Business Rules Specification**– IRD number validation). Note that IRD numbers can contain eight or nine digits. From June 2008, IR introduced an extended number range for IRD numbers to include a new 9 digit range.
RANGE	This field may only contain the values within the given range. Blank values must have a format of comma comma, i.e. ,,
EMAIL	This field will contain the email address. Acceptable characters are A-Z, a-z, 0-9 and @ - _. Syntax must contain '@domain' string, and not contain double periods

6.2 Pay Cycle, Paydate, Pay Period

The following example demonstrates what is meant by Pay Cycle, Paydate and Pay Period.

An employer has a Pay Cycle of weekly, with each Paydate being the Friday of each week. The employer has two employees:

- Employee A is paid weekly for a Pay Period that spans each Friday to the Thursday of the following week.
- Employee B is paid fortnightly for a Pay Period that spans a Friday to the second subsequent Thursday.

The start and end of each Pay Period for each employee is noted in the calendar below. Also shown is the Paydate of each Friday.

April/May 2019						
Sun	**Mon**	**Tues**	**Weds**	**Thurs**	**Fri**	**Sat**
	1	**2**	**3**	**4**	**5**	**6**
			Employee A: Pay Period End Date	Employee A: Pay Period Start Date (1)	Employer Paydate	
			Employee B: Pay Period End Date	Employee B: Pay Period Start Date (1)		
7	**8**	**9**	**10**	**11**	**12**	**13**
			Employee A: Pay Period End Date (1)	Employee A: Pay Period Start Date (2)	Employer Paydate	
14	**15**	**16**	**17**	**18**	**19**	**20**
			Employee A: Pay Period End Date (2)	Employee A: Pay Period Start Date (3)	Employer Paydate	
			Employee B: Pay Period End Date (1)	Employee B: Pay Period Start Date (2)		
21	**22**	**23**	**24**	**25**	**26**	**27**
			Employee A: Pay Period End Date (3)	Employee A: Pay Period Start Date (4)	Employer Paydate	
28	**29**	**30**	**1**	**2**	**3**	**4**
			Employee A: Pay Period End Date (4)	Employee A: Pay Period Start Date	Employer Paydate	
			Employee B: Pay Period End Date (2)	Employee B: Pay Period Start Date		

Paydates shaded blue include both employees in the pay run for that Paydate. For example, Employment Information for the Paydate:

- 20th April, will include earnings and deduction information for:
    - Employee A; for the Pay Period 12th April to 18th April;
    - Employee B; for the Pay Period 5th April to 18th April.
- 4th May, will include earnings and deduction information for:
    - Employee A; for the Pay Period 26th April to 2nd May;
    - Employee B; for the Pay Period 19th April to 2nd May.

Paydates shaded green only include Employee A in the pay run for that Paydate. For example, Employment Information for the Paydate:

13th April, will include earnings and deduction information for Employee A for the Pay Period 5th April to 11th April.

4th May, will include earnings and deduction information for Employee A for the Pay Period 19th April to 25th April.

6.3 Table of Tax Codes as at 1 April 2020

Tax code	Description
M	Main income
ME	Main income – Independent Earner Tax Credit (IETC)
NSW	Non-resident seasonal workers income. Flat tax. There are no thresholds
SB	Secondary income * ≤ $14,000
S	Secondary income * $14,001 to $48,000
SH	Secondary income * $48,001 to $70,000
ST	Secondary income * > $70,000
CAE	Casual agricultural employees
EDW	Election day workers
M SL	Main income with Student Loan
ME SL	Main Income with Student Loan & IETC
SB SL	Secondary income * ≤ $14,000 with Student Loan
S SL	Secondary income * $14,001 to $48,000 with a Student Loan
SH SL	Secondary income * $48,001 to $70,000 with Student Loan
ST SL	Secondary income * >$70,000 with Student Loan
SLCIR	Commissioner of IR required deduction **Note:** This is a proxy tax code that can only be used in the original versions of the Employee Details and Employment Information csv files (header record indicators HED and HEI).
SLBOR	Borrower additional deduction **Note:** This is a proxy tax code that can only be used in the original versions of the Employee Details and Employment Information csv files (header record indicators HED and HEI).
ND	No notification rate
STC	~~Special~~ Tailored tax code from IR 23
WT	Schedular Payments
ESS	Employee Share Scheme **Note:** This is a proxy tax code that can only be used in the original versions of the Employee Details and Employment Information csv files (header record indicators HED and HEI).

6.4 Table of Countries as at 1 April 2020

Country List	ISO 3166 alpha-3 country code
NEW ZEALAND	NZL
AUSTRALIA	AUS
AFGHANISTAN	AFG
ÅLAND ISLANDS	ALA
ALBANIA	ALB
ALGERIA	DZA
AMERICAN SAMOA	ASM
ANDORRA	AND
ANGOLA	AGO
ANGUILLA	AIA
ANTARCTICA	ATA
ANTIGUA-BARBUDA	ATG
ARGENTINA	ARG
ARMENIA	ARM
ARUBA	ABW
AUSTRIA	AUT
AZERBAIJAN	AZE
BAHAMAS	BHS
BAHRAIN	BHR
BANGLADESH	BGD
BARBADOS	BRB
BELARUS	BLR
BELGIUM	BEL
BELIZE	BLZ
BENIN	BEN
BERMUDA	BMU
BHUTAN	BTN
BOLIVIA	BOL
BONAIRE, SINT EUSTATIUS & SABA	BES
BOSNIA AND HERZEGOVINA	BIH
BOTSWANA	BWA
BOUVET ISLAND	BVT
BRAZIL	BRA
BRITISH INDIAN OCEAN TERRITORY	IOT
BRUNEI DARUSSALAM	BRN
BULGARIA	BGR
BURKINA FASO	BFA
BURUNDI	BDI
CAMBODIA	KHM
CAMEROON	CMR
CANADA	CAN
CAPE VERDE	CPV
CAYMAN ISLANDS	CYM
CENTRAL AFRICAN REPUBLIC	CAF
CHAD	TCD
CHILE	CHL
CHINA	CHN
CHRISTMAS ISLAND	CXR

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COCOS (KEELING) ISLANDS	CCK
COLOMBIA	COL
COMOROS	COM
CONGO	COG
CONGO,THE DEMOCRATIC REPUBLIC	COD
COOK ISLANDS	COK
COSTA RICA	CRI
CÔTE D'IVOIRE	CIV
CROATIA	HRV
CUBA	CUB
CURAÇAO	CUW
CYPRUS	CYP
CZECH REPUBLIC	CZE
DENMARK	DNK
DJIBOUTI	DJI
DOMINICA	DMA
DOMINICAN REPUBLIC	DOM
ECUADOR	ECU
EGYPT	EGY
EL SALVADOR	SLV
ENGLAND	GBR
EQUATORIAL GUINEA	GNQ
ERITREA	ERI
ESTONIA	EST
ETHIOPIA	ETH
FALKLAND ISLANDS (MALVINAS)	FLK
FAROE ISLANDS	FRO
FEDERATED STATES OF MICRONESIA	FSM
FIJI	FJI
FINLAND	FIN
FRANCE	FRA
FRENCH GUIANA	GUF
FRENCH POLYNESIA	PYF
FRENCH SOUTHERN TERRITORIES	ATF
GABON	GAB
GAMBIA	GMB
GEORGIA	GEO
GERMANY	DEU
GHANA	GHA
GIBRALTAR	GIB
GREECE	GRC
GREENLAND	GRL
GRENADA	GRD
GUADELOUPE	GLP
GUAM	GUM
GUATEMALA	GTM
GUERNSEY	GGY
GUINEA	GIN
GUINEA-BISSAU	GNB
GUYANA	GUY
HAITI	HTI

HEARD ISLAND-MCDONALD ISLANDS	HMD
HOLY SEE (VATICAN CITY STATE)	VAT
HONDURAS	HND
HONG KONG	HKG
HUNGARY	HUN
ICELAND	ISL
INDIA	IND
INDONESIA	IDN
IRAN	IRN
IRAQ	IRQ
IRELAND	IRL
ISLE OF MAN	IMN
ISRAEL	ISR
ITALY	ITA
JAMAICA	JAM
JAPAN	JPN
JERSEY	JEY
JORDAN	JOR
KAZAKHSTAN	KAZ
KENYA	KEN
KIRIBATI	KIR
KOSOVO	XKX
KUWAIT	KWT
KYRGYZSTAN	KGZ
LAOS	LAO
LATVIA	LVA
LEBANON	LBN
LESOTHO	LSO
LIBERIA	LBR
LIBYA	LBY
LIECHTENSTEIN	LIE
LITHUANIA	LTU
LUXEMBOURG	LUX
MACAU	MAC
MACEDONIA	MKD
MADAGASCAR	MDG
MALAWI	MWI
MALAYSIA	MYS
MALDIVES	MDV
MALI	MLI
MALTA	MLT
MARSHALL ISLANDS	MHL
MARTINIQUE	MTQ
MAURITANIA	MRT
MAURITIUS	MUS
MAYOTTE ISLAND	MYT
MEXICO	MEX
MONACO	MCO
MONGOLIA	MNG
MONTENEGRO	MNE
MONTSERRAT	MSR

MOROCCO	MAR
MOZAMBIQUE	MOZ
MYANMAR	MMR
NAMIBIA	NAM
NAURU	NRU
NEPAL	NPL
NETHERLANDS	NLD
NEW CALEDONIA	NCL
NICARAGUA	NIC
NIGER	NER
NIGERIA	NGA
NIUE	NIU
NORFOLK ISLAND	NFK
NORTH KOREA	PRK
NORTHERN IRELAND	GBR
NORTHERN MARIANA ISLANDS	MNP
NORWAY	NOR
OCCUPIED PALESTINIAN TERRITORY	PSE
OMAN	OMN
OVERSEAS	
PAKISTAN	PAK
PALAU	PLW
PANAMA	PAN
PAPUA NEW GUINEA	PNG
PARAGUAY	PRY
PERU	PER
PHILIPPINES	PHL
PITCAIRN	PCN
POLAND	POL
PORTUGAL	PRT
PUERTO RICO	PRI
QATAR	QAT
REPUBLIC OF MOLDOVA	MDA
RÉUNION ISLAND	REU
ROMANIA	ROU
RUSSIA	RUS
RWANDA	RWA
SAMOA	WSM
SAN MARINO	SMR
SAO TOME AND PRINCIPE	STP
SAUDI ARABIA	SAU
SCOTLAND	GBR
SENEGAL	SEN
SERBIA	SRB
SEYCHELLES	SYC
SIERRA LEONE	SLE
SINGAPORE	SGP
SINT MAARTEN	SXM
SLOVAKIA	SVK
SLOVENIA	SVN
SOLOMON ISLANDS	SLB

SOMALIA	SOM
SOUTH AFRICA	ZAF
SOUTH GEORGIA-SANDWICH ISLANDS	SGS
SOUTH KOREA	KOR
SOUTH SUDAN	SSD
SPAIN	ESP
SRI LANKA	LKA
ST. BARTHELEMY	BLM
ST. HELENA	SHN
ST. KITTS NEVIS	KNA
ST. LUCIA	LCA
ST. MARTIN	MAF
ST. PIERRE AND MIQUELON	SPM
ST. VINCENT AND THE GRENADINES	VCT
State of Palestine	PSE
SUDAN	SDN
SURINAME	SUR
SVALBARD AND JAN MAYEN	SJM
SWAZILAND	SWZ
SWEDEN	SWE
SWITZERLAND	CHE
SYRIAN ARAB REPUBLIC	SYR
TAIWAN	TWN
TAJIKISTAN	TJK
TANZANIA	TZA
THAILAND	THA
TIMOR-LESTE	TLS
TOGO	TGO
TOKELAU	TKL
TONGA	TON
TRINIDAD AND TOBAGO	TTO
TUNISIA	TUN
TURKEY	TUR
TURKMENISTAN	TKM
TURKS AND CAICOS ISLANDS	TCA
TUVALU	TUV
UGANDA	UGA
UKRAINE	UKR
UNITED ARAB EMIRATES	ARE
UNITED KINGDOM	GBR
URUGUAY	URY
US MINOR OUTLYING ISLANDS	UMI
USA	USA
UZBEKISTAN	UZB
VANUATU	VUT
VENEZUELA	VEN
VIET NAM	VNM
VIRGIN ISLANDS, BRITISH	VGB
VIRGIN ISLANDS, U.S.	VIR
WALES	GBR
WALLIS-FUTUNA	WLF

WESTERN SAHARA	ESH
YEMEN	YEM
ZAMBIA	ZMB
ZIMBABWE	ZWE

6.5   Table of Unit Types

Country List	ISO alpha-3 country code	Unit Type
NEW ZEALAND	NZL	APARTMENT
NEW ZEALAND	NZL	FLAT
NEW ZEALAND	NZL	KIOSK
NEW ZEALAND	NZL	NUMBER
NEW ZEALAND	NZL	ROOM
NEW ZEALAND	NZL	SHOP
NEW ZEALAND	NZL	SUITE
NEW ZEALAND	NZL	UNIT
NEW ZEALAND	NZL	VILLA
CANADA	CAN	#
CANADA	CAN	APARTMENT
CANADA	CAN	BUILDING
CANADA	CAN	BASEMENT
CANADA	CAN	DEPARTMENT
CANADA	CAN	FLOOR
CANADA	CAN	FRONT
CANADA	CAN	HANGAR
CANADA	CAN	LOBBY
CANADA	CAN	LOT
CANADA	CAN	LOWER
CANADA	CAN	NUMBER
CANADA	CAN	OFFICE
CANADA	CAN	PENTHOUSE
CANADA	CAN	PIER
CANADA	CAN	REAR
CANADA	CAN	ROOM
CANADA	CAN	SIDE
CANADA	CAN	SLIP
CANADA	CAN	SPACE
CANADA	CAN	SUITE
CANADA	CAN	STOP
CANADA	CAN	TRAILER
CANADA	CAN	UNIT
CANADA	CAN	UPPER
USA	USA	#
USA	USA	APARTMENT
USA	USA	BUILDING
USA	USA	BASEMENT
USA	USA	DEPARTMENT
USA	USA	FLOOR
USA	USA	FRONT
USA	USA	HANGAR
USA	USA	LOBBY
USA	USA	LOT
USA	USA	LOWER
USA	USA	NUMBER
USA	USA	OFFICE
USA	USA	PENTHOUSE

USA	USA	PIER
USA	USA	REAR
USA	USA	ROOM
USA	USA	SIDE
USA	USA	SLIP
USA	USA	SPACE
USA	USA	SUITE
USA	USA	STOP
USA	USA	TRAILER
USA	USA	UNIT
USA	USA	UPPER

6.6   Table of Employee Titles

Title List
Brigadier
Captain
Colonel
Dame
Doctor
Honourable
Honourable Doctor
Judge
Lady
Lord
Major
Master
Miss
Mr
Mrs
Ms
Mx
Professor
Reverend
Reverend Father
Reverend Mother
Right Honourable
Right Reverend
Sir
Sister
Wing Commander

6.7 Table of KiwiSaver Status

Note: This list is only applicable if filing using the original ED file (header record indicator HED). If filing a new ED file (header record indicator HED2), the statuses contained within the table at section 3.3.2 must be used.

The values listed are defined as the current KiwiSaver status of the employee as informed by them to the employer at the time the Employee details are submitted to IR.

KiwiSaver Status shortcodes	KiwiSaver Status List	Description
AK	Active KS Member	Employee is an active KiwiSaver member
CH	Contributions Holiday	Employee is on a contributions holiday for KiwiSaver
NK	Not eligible for KS	Employee is not eligible for KiwiSaver
NM	Non-member	Employee is a non-member of KiwiSaver
OT	Opted out	Employee has opted out of KiwiSaver

6.8 Change Log

Number	Sections changed	Change description	Date
1	6.3	Added 6% and 10% to the list of valid Kiwisaver deduction values due to legislation change.	12/09/2018
2	6.4.2.2	Changed the Kiwisaver amount tolerance limit from 8% to 10% due to legislation change.	12/09/2018
3	3.1	Added Payday filing business cases overview	27/11/2018
4	3.3	Added Employee Details CSV filing specifications	27/11/2018
5	3.4	Added updates to Employee Details Excel filing specifications	27/11/2018
6	3.4.2	Added business rules for specific Employee Details data fields (all input formats)	27/11/2018
7	6.1.1	File formats clarified for file transfer services and excel file upload	27/11/2018
8	6.4	Added ISO Alpha 3 Country codes to country list	27/11/2018
9	6.5	Added Unit Types list for countries (NZL/ CAN / USA)	27/11/2018
10	1.4	Updated section number for Change log link	07/12/2018
11	3.3.1	Updates to CSV format Total Employee Lines - default values definition.	07/12/2018
12	3.3.2	Updates to CSV format - Employee Line record field definitions for Employee Title, Employment Finish date, KiwiSaver status, Mobile phone country, area code and extension, Daytime phone country, area code and extension and Address country	07/12/2018

Number	Sections changed	Change description	Date
13	3.4.1	Updates to Excel format - Employee Line record field definitions for Employee Title, Cease date, KiwiSaver status, Mobile phone area code and extension, Daytime phone area code and extension.	07/12/2018
14	4	Added note about Payroll services file upload usage after 1st April 2019	10/12/2018
15	4.4	Removed section EAS – Electronic Amendment Schedule	10/12/2018
16	6.6	Added Table of Employee Titles	07/12/2018
17	6.7	Added Table of KiwiSaver status with definitions	07/12/2018
18	3.6	Changed EMS to EI. Also created v1.0	12/02/2019
19	3.3, 3.51, 6.1.4	Clarification on who can file upload using ZIP file and allowed contents of zip file	22/02/2019
20	3.5.1.1 3.5.1.2	Updated Paydate description Updated Employee Pay Period Start Date and Employee Pay Period End Date descriptions	22/02/2019
21	1, 3	Added note: As of April 2020, all files submitted by payroll intermediaries will require a link to the client listed in the file for the file to be accepted and processed.	11/10/2019
22	3.2.5, 3.4.1.4, 3.5.4.1 3.5.4.2	Updated the Employee Name field size to allow for up to 255 characters.	11/10/2019
23	4	Noted that as of 1 April 2019, payday filing is compulsory, and employer monthly schedule filing is no longer available.	11/10/2019
24	4.1, 4.5	Noted that the payroll subsidy that some PAYE intermediaries have been able to receive from IR will no longer be available from 1 April 2020. Information on the scheme is retained for those wanting to make historical claims.	11/10/2019
25	4.2	Removed the Electronic Payment Schedule (EPS) file specification. From April 2020, Payroll intermediaries should instead use the Multi-payment option account (MPO).	11/10/2019
26	4.4	Removed the Employer Deductions Form (IR345). This form will no longer be available for filing after 1 April 2020.	11/10/2019
27	3.2, 3.3	Added new version of the Employee Details file specification (for both csv and Excel formats).	15/10/2019
28	3.4.1, 3.5.1	Added new versions of the Employment Information and Employment Information Amendments file specifications.	15/10/2019

Number	Sections changed	Change description	Date
29	6.7	Noted that the set of KiwiSaver statuses contained in this table only apply when the original version of the ED is used. If the updated ED is used (header indicator HED2), the KiwiSaver statuses contained in that file specification must be used.	22/10/2019
30	6.1.4	Updated rules around zipping files.	24/10/2019
31	2.4.1	Removed information on warning messages. This functionality was removed in 2018 due to customer feedback. Added note on common file upload errors.	29/10/2019
32	3	Removed business use case summary. Going forward, this information will only be maintained on the website.	31/10/2019
33	1.6.2 3.4.1.1	Added note that the new prior period adjustment fields in the EI are not compulsory. Existing file amendment processes may still be used to amend erroneous returns.	07/11/2019
34	3.4.2.7	Business rules associated with new 'Hours paid' EI data field added.	29/11/2019
35	3.4.1.2 3.5.2.1 3.5.2.2	Noted that for the Hours paid field, the field should default to 0 if the data is not held.	29/11/2019
36	3.2.2	Updated 'KiwiSaver status' field name in the ED to 'New employee KiwiSaver status'. This field is only required for New Employees (NE).	29/11/2019
37	3.2.2	Updated the notes for the 'Employee opted-out from KiwiSaver' field.	04/12/2019
38	6.3	Updated the description of STC from Special tax code to Tailored tax code.	04/12/2019
39	3.2.2 3.3.1	Removed the 'ESS' code (benefits provided under an employee share scheme) from the 'Employee's Exempt income reason' field.	12/12/2019
40	3.4.1 3.5.2.1 3.5.2.2	Removed note that 'adjustments should be for the related income tax year' from the description of the prior period gross adjustment and prior period PAYE adjustment fields.	13/12/2019

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