Sage HR & Payroll
PAYE Bi-annual Submissions Guide

Sage Pastel Payroll & HR
August 2016

We understand your day-to-day challenges; this is why we want to try and make your business life easier. We've prepared this guide to help you work more smartly and efficiently, giving you more time to do what you do best - grow your business.

Should you require further assistance?

Should you require an on-site Consultant, contact your Sage Pastel Payroll & HR Certified Installer or our Consulting Team on +27 11 304 4340. Alternatively, e-mail us at support.pastelpayroll@sage.com

Are you prepared for the 2016 Bi-annual PAYE Submission season?

This guide provides you with comprehensive, easy-to-follow instructions to assist you in completing your mid-year EMP501 Reconciliation in good time.

The Bi-annual Submission procedures for Sage Pastel Payroll & HR outline the process you need to follow to:

- Correct all possible validation errors that might exist for the period 01 March 2016 to 31 August 2016.

- Backup your mid-year payroll data.

- Generate the mid-year tax certificates in CSV format to upload in SARS e@syFile.

- Print the EMP501 PAYE, UIF and SDL Reconciliation for the period 01 March 2016 to 31 August 2016.

- Import the mid-year tax certificates into SARS e@syFile.

Telephonic and Email Support:

Should you require further assistance, you can contact our Support Team on (011) 304 4300 or e-mail us at support.pastelpayroll@sage.com

Please execute each step thoroughly:

Select Help...About.

- Ensure that you process the August 2016 Payroll Run on Sage Pastel Payroll & HR 2017 Update 3 or later. Should you require an upgrade, go to http://www.sage.com/za/latestversion and download the latest update.
- Ensure that you run a legislative release from the File…Legislative Release menu after updating your software to the latest version.

Go to Utility…System Status.

- Ensure that you are in the August 2016 processing period.
- Ensure that the number of processed employees are zero.

Reinstating an employee that is on maternity leave:

- If you have any employees who will be on maternity leave during the Bi-annual Submission period, they must be reinstated in the August processing period before performing the pay period update into September.

NB: Kindly ensure that if you reinstate the employee that the payslip has zero values for the August period.

- After the Pay period update process is completed, you must remember to terminate them again. The termination must be processed in the September period.

Go to Process...Payroll Run

- Print your payslips in the last processing period by processing a Payroll Run.
- Correct all the problems listed on the Payroll Run Exceptions report, if any. These exceptions might cause SARS e@syFile to reject your mid-year tax certificates. We suggest you correct these errors before finalising the August 2016 payslips.

Select View...Payroll Reports/Statutory Reports.

- Print the monthly reports for the month ending August 2016, i.e. EMP201, UIF Electronic Declaration, Periodic Variance, etc.
- It is recommended that you print a detailed Monthly Analysis report for the first 6 months of the tax year (March 2016 – August 2016).
- Select View...Payroll Reports...Monthly Analysis and print a detailed report for the last 6 months. Include all employees and all transactions. This report will provide you with details of all processing done for the past 6 months.
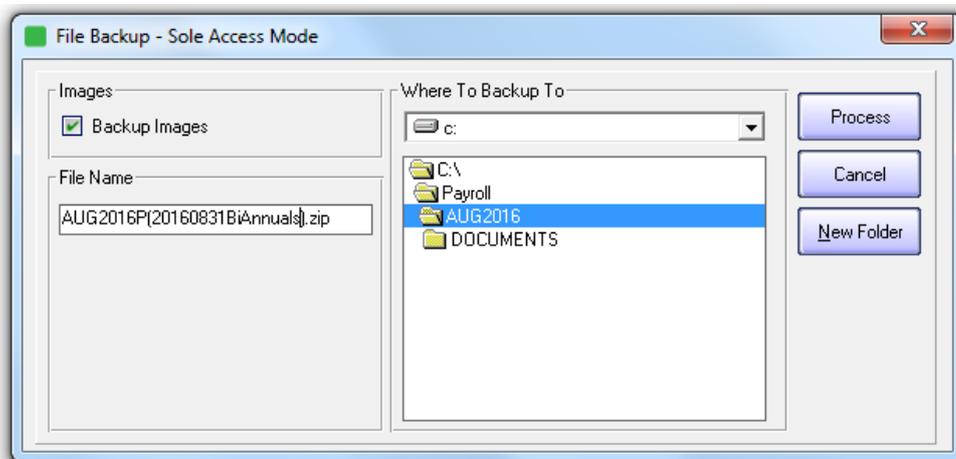
Select Process...Pay Period Update.

- Process a Pay Period Update.
- Sage Pastel Payroll & HR will prompt you to print an IRP5/IT3(a) Exception Report before processing the Pay Period Update. It is recommended that this report is printed and all exceptions corrected before closing the August 2016 processing period for the tax year.

Note: Sage Pastel Payroll & HR will not allow you to continue with the final August 2016 Pay Period Update into September 2016 unless you make a BACKUP of your company at this point.

Please store your backup in a safe place. It is recommended that you make at least two backups, storing at least one on an external storage device (like a flash drive or CD) or a server.

Making use of the backup functionality, create a directory called "Bi-annual Submission 2016" and select to make the backup in the new directory. Specify a unique name for the backup between the brackets, for e.g. AUG2016P(20160831BiAnnual).zip.

Complete the Pay Period Update into September 2016.

Select Utility...System Status.

- All your pay frequencies will now be in September 2016.

View...Statutory Reports...IRP/IT3(a) Electronic Certificates.

- You will now be able to generate the CSV (IRP5.17) file which can be imported into SARS e@syFile.
- To generate the CSV file, select View...Statutory Reports...IRP5/IT3(a) Electronic Certificates.
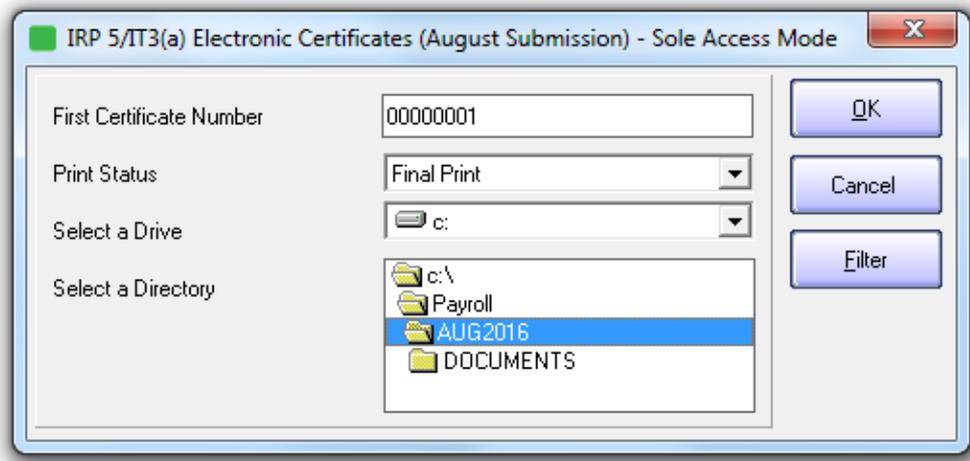- Select all employees and click "OK".

- Insert the "First Certificate Number" and select the directory where the CSV file will be created.

Note: If you are submitting gor multiple companies with the same PAYE number, please select different certificate number range in the 'First Certificate Number' field for each company to ensure no duplicate certificate numbers are imported into E@syfile. Alternatively, if you are registered for Advantage, you can make use of the consolidated Report to create one combined export file.

- Select "OK".

    The following screen is displayed:
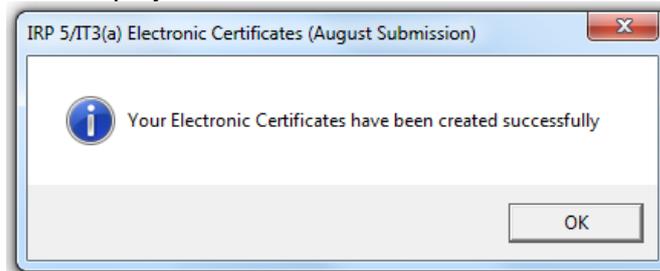
- Select "OK".

Note: Remember to browse to the same directory to find the IRP5.17 file when importing the electronic tax certificates into the SARS e@syFile application.

Print EMP501 Reconciliation Report.

Select View...Statutory Reports...EMP501 Reconciliation.

- Print the EMP501 Reconciliation Report detailing the total PAYE, UIF and SDL contributions for March 2016 to August 2016.
- Use this report when completing the SARS Reconciliation Declaration to reconcile the total PAYE, UIF and SDL contributions according to the IRP5/IT3(a) tax certificates, to the monthly EMP201 payments submitted to SARS.

After completion of the Bi-annual Submission process, **you do not need** to print out certificates as this is only done during year end.

Book a Consultant:

To book one of the Sage Pastel Payroll & HR Professional Services Consultants, contact us on +27 11 304 4340. Alternatively, contact your Sage Pastel Payroll & HR Certified Installer directly.

Step 1 – Visit website

Visit www.sage.com/za for practical year-end problem solving tips, frequently asked questions, etc.

Step 2 - E-mail us

Due to the high call volumes we experience during the Bi-annual Submission period, you can e-mail us at support.pastelpayroll@sage.com. We will return your e-mail enquiry within 24 hours. Please include your company name, name and surname as well as contact details on all e-mails to ensure a prompt response.

Step 3 – Contact us

Contact your Sage Pastel Payroll & HR certified installer, alternatively contact us on
+27 11 304 4300 during the following extended operating hours from the 19th of September 2016 till the close of the Bi-annual submission period:

- Mondays to Thursdays: 07h00 to 18h00
- Fridays: 07h00 to 17h00
- Saturdays: 09h00 to 13h00

Note: Book an on-site consultant online

Call us. Email us. Chat to us today.
Sage Pastel Payroll & HR
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Web: www.sage.com/za