sage HR & Payroll

Sage Pastel Payroll & HR
PAYE Submissions Guide

Sage Pastel Payroll & HR
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PAYE Submissions Guide

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 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 consulting@pastelpayroll.co.za

Are you prepared for the 2016 PAYE Submission season?

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

The Year-end 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 2015 to 29 February 2016.

- Backup your year-end payroll data.

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

- Print the EMP501 PAYE, UIF and SDL Reconciliation for the period 01 March 2015 to 29 February 2016.

- Import the year-end tax certificates into the latest version of SARS e@syFile.

- Complete the Reconciliation Declaration for the year's submission on SARS e@syFile.

Completing EMP501 Submission

Please open your Payroll Year end or 'Copy' Company created when the year-end procedure was completed
Status.

- Ensure all your pay frequencies are in **Year End**.

- Navigate to Utility System Status to view the status
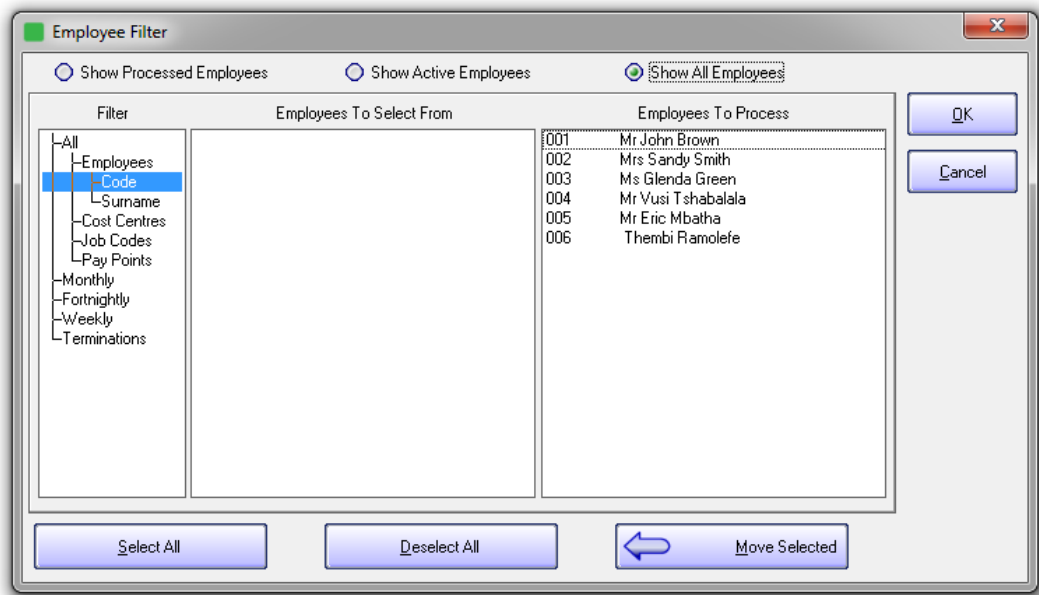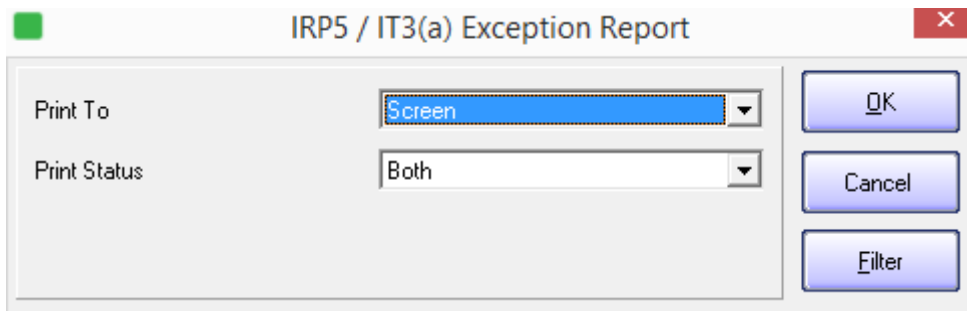

- Select View Statutory Reports IRP5/IT3A Exception Report.

- Select all employees and click "OK

- Select "Screen" for the Print To option and "Both" for the Print Status

This Exception Report will detect any information that needs to be corrected before creating your IRP5 Electronic Certificates. Please ensure that this report is clear.

Note: Sage Pastel Payroll will allow the Electronic Certificates to be created without Employee Tax Numbers. Please note that SARS does require these tax numbers before a submission is complete. Penalties could be incurred if this information is not submitted correctly.

- Once the Exception report is clear, you will now be able to generate the CSV (IRP5.16) 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".
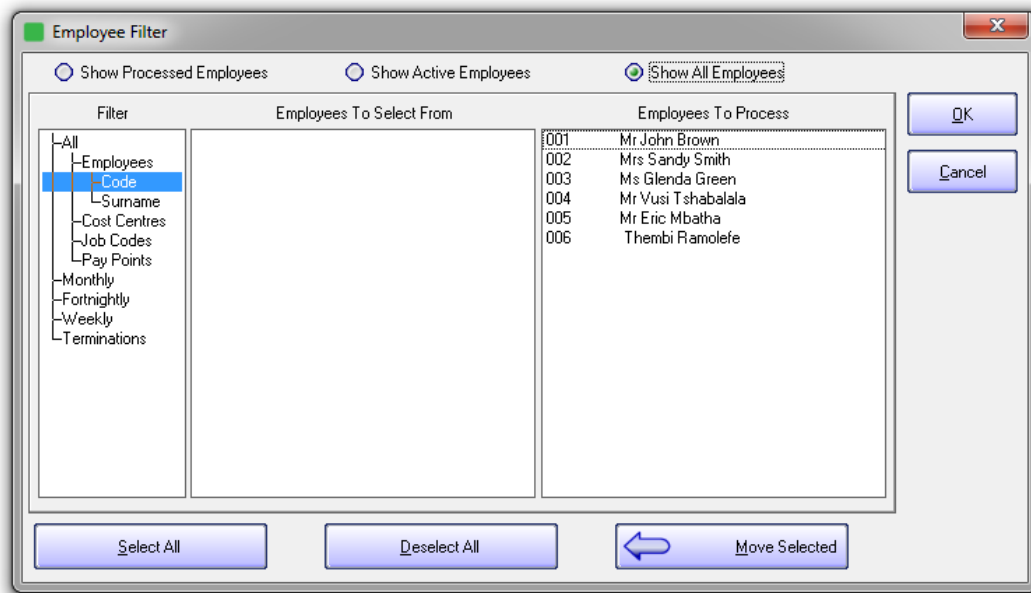
- Insert the "First Certificate Number" and select the directory where the CSV file will be created.
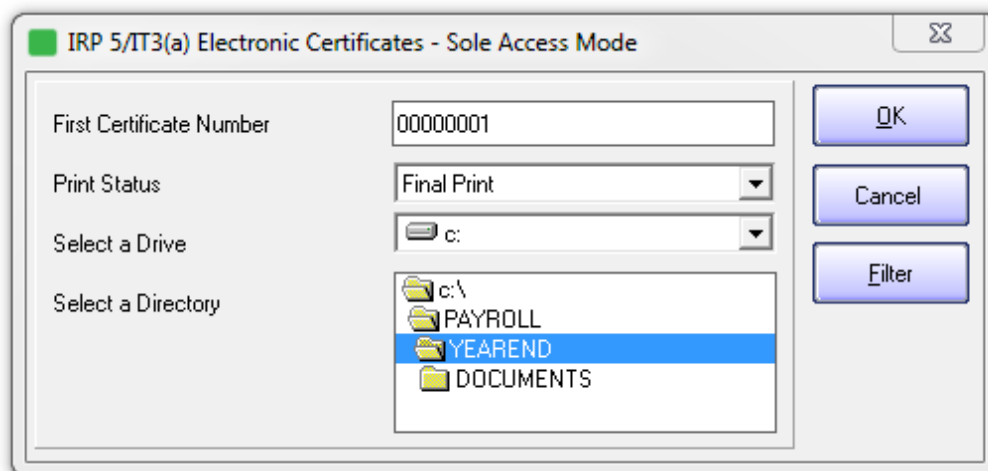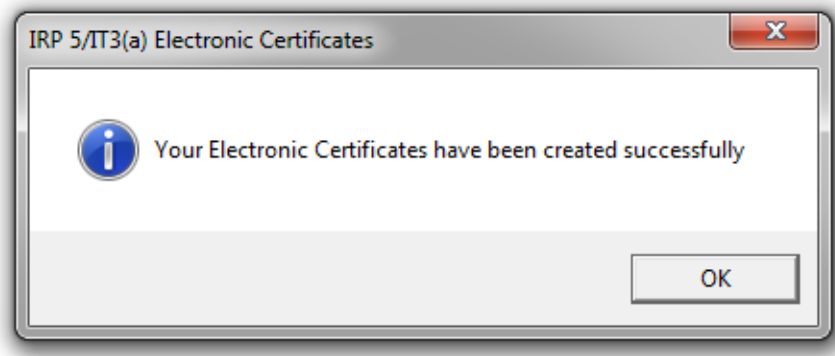

Note:

When selecting the 'First Certificate Number' please consider any final tax numbers that have been issued in the tax year for employees that have been terminated.

If you are submitting for multiple companies with the same PAYE number please select a different certificate number range in the 'First Certificate Number' field for each company to ensure no duplicate certificate numbers are imported into e@syFile.

Eg 100000001 / 20000001 / 300000001 to ensure no duplications

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

- Select "OK".

> **Note:** Please take note of the location where the IRP.16 file has been saved. This will default to the company folder. Remember to browse to the same directory to find the IRP5.16 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, SDL and ETI contributions for March 2015 to February 2016.
- Use this report when completing the SARS Reconciliation Declaration to reconcile the total PAYE, UIF, SDL and ETI contributions according to the IRP5/IT3(a) tax certificates, to the monthly EMP201 payments submitted to SARS.

> **Note:** Always ensure that you have downloaded the latest version of e@syFile from www.sarsefiling.co.za. For further information, please use the SARS e@syFile User Guide: http://www.sars.gov.za/ClientSegments/Businesses/My-Bus-and-Tax/Pages/E@sy-file-the-guide.aspx
>
> SARS e@syFile Employer User Guide: http://www.sars.gov.za/AllDocs/OpsDocs/Guides/PAYE-easyFile-G001%20-%20easyFileEmployer%20User%20Guide%20-%20External%20Guide.pdf

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.pastelpayroll.co.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 year-end submission period, you can e-mail us at support@pastelpayroll.co.za. We will return your e-mail enquiry within 12 working 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:

- 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.

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Tel: +27 11 304 4300
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