EXTERNAL GUIDE

e@syFileTM
EMPLOYER GUIDE

REVISION HISTORY TABLE

Date	Version	Description
20-04-2020	5	Employment Taxes Calculation Validation (ETV) for IRP5/IT3(a) certificates
11-09-2020	6	Summary Report
12-11-2020	7	AA88 Updated
10-09-2021	8	2021/2022 PAYE BRS for Employer Reconciliation

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1   INTRODUCTION

- The South African Revenue Service (SARS) constantly strives to improve its service offering to taxpayers. Changes introduced to SARS' systems are a vital part of our vision to have a more accurate reconciliation process. More information at SARS' disposal means a less cumbersome tax process, as returns/declarations are increasingly pre-populated.

- Employers are required to submit an Employer Reconciliation Declaration (EMP501) to SARS twice a year. These are the:

    □   Interim reconciliation declaration for the six month period 1 March to 31 August that must be submitted by 31 October,
    □   Annual reconciliation declaration for the full year 1 March to 28/29 February that must be submitted by 31 May.

- The opening of the Employer Filing Season will be communicated before the start of each filing period. The Employer Filing Season dates will be made available on the SARS website.

- In these declarations employers must confirm or correct the amounts they declared for:

    □   Pay-As-You-Earn (PAYE), Skills Development Levy (SDL), the Unemployment Insurance Fund (UIF) and Employment Tax Incentive (ETI) in their Monthly Employer Declarations (EMP201s) submitted,
    □   Payments made,
    □   Tax values of the Employee Tax Certificates [IRP5/IT3(a)s].

- Using e@syFile™ Employer, you can now finalise and submit your EMP201 and make payments.

1.1   FINALISE AND SUBMIT YOUR INTERIM AND ANNUAL RECONCILIATION

Figure 1: Reconciliation Submission Process
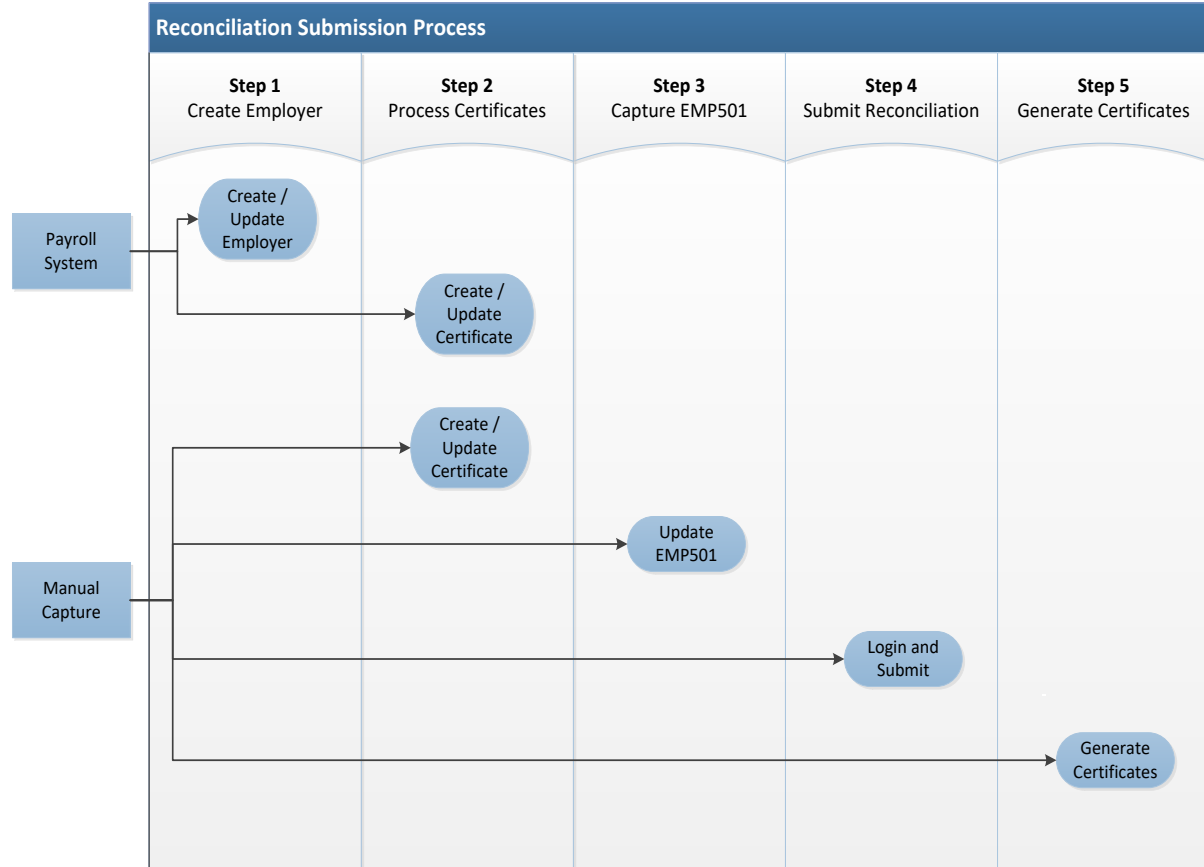
1.1.1 CREATE EMPLOYER

- The employer's payroll system generates electronic tax certificates in a CSV file which is imported into e@syFile™ Employer. This import will create the employer record or if the employer record already exits will update the employer record. Please note that minimal information is updated and additional information will need to be added manually. Where no CSV file import is done, the user is required to manually create the employer using the "Employer Admin" functionality which will be discussed later in this manual. The employer is uniquely identified by the PAYE reference number.

1.1.2 PROCESS CERTIFICATES

- The CSV file import will also create new or update existing employee details and create or update the relevant certificate information for the employee. An employee is uniquely identified by the ID number and / or employee number. Depending on the data contained on the e@syFile™ Employer database and the CSV file import, e@syFile™ Employer may create a new employee instead of updating an existing employee. This can be rectified by using the "Reassign Certificate" function which will be discussed later in this manual. The certificate is uniquely identified by the Certificate Number.

1.1.3 CAPTURE EMP501

- Where there is an online connection, the user can select to pre-populate the EMP501 PAYE, SDL, UIF and ETI values with the liability values (excluding penalty, interest and understatement penalty (USP)) as on the internal SARS systems. Where there is no connection, the liability values will be pre-populated from the EMP201 Declarations submitted via e@syFile™ Employer, alternatively the user will be required to manually capture the liability values.

- Please note: It is recommended that the pre-populated data from SARS internal system is accepted as various validations are performed in terms of liability amendments on the EMP501.

- Should there be a tax shortfall, payment can be made via e@syFile™ Employer.

1.1.4 SUBMIT RECONCILIATION

- Once the user is satisfied that the reconciliation balances, it can be submitted to SARS. All submissions must be made electronically which requires the user to enter the eFiling login name and password. The submission process will validate that the specific user-id has the necessary authorisation to make reconciliation declaration for the relevant employer.

- The submission will only include all new and amended tax certificates. Existing unchanged certificates will not be included in the submission.

1.1.5 GENERATE CERTIFICATES

- The employer is required to furnish employees' with certificates to enable the completion and submission of the Income Tax Return and therefore this step is only applicable to the annual reconciliation. This is done by using the Generate IRP5/IT3(a) PDFs function under the Utilities menu. The generated certificates will be made available in PDF format which can be issued to the employees.

- Where an employee's employment was terminated prior to the annual reconciliation period, the employee must be issued with a final certificate. In this instance the certificate number must reflect the full reconciliation period (02) and can be printed from the View/Edit Employees function.

- The above process (Figure 1: Reconciliation Submission Process) depicts the normal flow of events during the reconciliation period, however subsequent to file import and/or submission to SARS changes may be required in which case certificates can be added, amended and/or deleted. Normally, changes to certificates impact the financial values on the EMP501 and users must ensure that they update the EMP501 and also ensure that the revised information is submitted to SARS, if applicable.

1.2 REGISTER EMPLOYEES FOR INCOME TAX AND OBTAIN FEEDBACK

- SARS announced in September 2010 that all individuals in formal employment, irrespective of their income, have to register for Income Tax. To help employers, three registration options are made available to register employees namely:

    - Individual Income Tax Registration (ITREG), where an employer can register only one employee and get the tax number immediately.
    - Bulk ITREG, where SARS registers employees using the latest reconciliation submissions provided by employers. The bulk registrations are done as required. The registration should be accompanied by the EMP501 certificates.
    - Bundled ITREG process enables employers to register multiple employees (from one up to a thousand) at a time. With bundle registration, you can register employees anytime outside the reconciliation period and you do not require the EMP501 to register employees.

- Previously SARS provided feedback to employers on the outcome of the registration process for employees that were successfully registered. SARS will now also inform employers where an employee could not be registered. The table below details the possible statuses which can be received, the description and the required steps to be taken.

STATUS	DESCRIPTION	STEPS TO BE TAKEN
Registered	New Income Tax reference number provided.	None
Existing Taxpayer	Taxpayer was found to be already registered.	The employee must provide the Income Tax reference number.
Unable to Register-Employee must Contact SARS	A problem was identified with the employee's data submitted, e.g. multiple Income Tax registration numbers exist for the employee	The employee must contact SARS to resolve the identified issue.
Insufficient Information	The employee has not been registered. e.g., incomplete personal details, invalid postal address, incomplete address details, etc.	The employee must provide all the necessary registration details to the employer, for the registration request.
Not Verified	Invalid or incorrect information provided and SARS is unable to verify the registration status of the employee, e.g. address provided with an invalid postal code	The employer is required to verify that the employee's information has been captured correctly.
Non-Individual	E.g. the identity number (ID) supplied belongs to a TRUST.	The employee must provide all the necessary registration details to the employer, for the registration request.

- With the introduction of the e@syFile™ Employer Notification Centre, there has been a minor change to the synchronisation process to obtain your individual/ bundled ITREG results.

- For more information on the registration of employees, refer to section 5 of this guide. Always ensure the latest version of e@syFile™ Employer is being used, as any information submitted to SARS using previous versions of e@syFile™ Employer, will not be accepted.

- The latest version of the software can be accessed by visiting the SARS eFiling website www.sarsefiling.co.za and downloading the latest version.
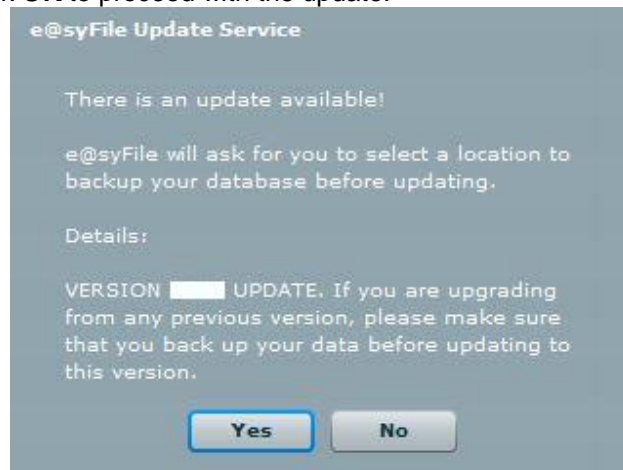
2 THE e@syFile^{TM} EMPLOYER PROCESS

2.1 INSTALLING OR UPDATING e@syFile™ EMPLOYER

- Existing Users Updating e@syFile™ Employer

  - ▫ Login to the current version of e@syFile™ Employer.
  - ▫ If you are online a pop-up message will appear, allowing you to update to the latest version. Should the pop-up message not appear, access it by clicking **Update** on the left menu.
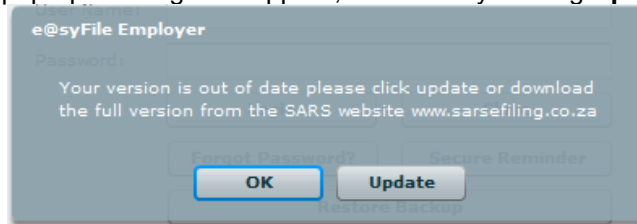
  - o Click **OK** to proceed with the update.

  - ▫ Follow the pop-up messages to complete installation process. You are required to make a backup of your current database. Do not interrupt this process. Once the update has completed, the e@syFile™ Employer application will reopen.

- New users installing e@syFile™ Employer

  - ▫ You need internet access to download the latest version of e@syFile™ Employer. Go to the SARS eFiling website www.sarsefiling.co.za and click on this icon

  - ▫ Click **Download for Windows** to start the download process.
  - ▫ Double-click the Setup-Employer file to unzip and double click the extracted file to initiate the installation process. Pop-up messages will guide you through the remainder of the installation process. Once the software is installed, this will automatically open and a registration box will appear.
  - ▫ The e@syFile^{TM} Employer icon will display on your desktop, allowing quick access.

- The default word ADMIN will appear by the username. Leave this as is.

- Enter a unique password by Admin Password, using at least eight (8) characters. Your password must include one (1) capital letter, 1 number and 1 special character [e.g. dollar sign ($) or an exclamation mark (!)].
- Repeat the password by Repeat Admin Password.
- Enter a hint to help you remember your password should you forget it, by Admin Password Hint.
- Select Allow CSV editing, where you wish to allow editing of imported certificates.
- **Please note**: Two (2) additional users must be added.
  - o Select 'I understand' to acknowledge SARS will not be able to retrieve or reset your password should you lose it.
- Click **Next** to continue.
- Create a user account for those persons who will be using e@syFile™ Employer.
- Enter the user's name, as well as a password, using the criteria as stated above. Repeat the password and enter a hint.
- Click **Next.** You will be required to enter the second user's details.
- Click **Login to Application**
- You will be required to enter your e@syFile™ Employer login details (username and password). This may be the ADMIN user, user 1 or user 2.
- Should you be unsure of your password, click Forgot Password? to see the hint which you entered.
  - o If you are a registered eFiler, click Secure Password and enter your eFiling login details (username and password).

2.2 ACCESSING THE e@syFile™ EMPLOYER SOFTWARE

- Once you have clicked login, you will be directed to the home page. If you are working offline, you will see a red block with the word DISCONNECTED at the bottom of the screen. If you are online, the block will be green and will read CONNECTED. The menu on the left of the screen contains the following main menu items:

- ### HOME
  Notification Centre - This replaced the Inbox in the Utilities menu. The Notification Centre will automatically sort retrieved letters by PAYE reference number and letter type, making it easier to manage correspondence and related processes and includes a count for each letter type, displayed per employer/PAYE reference number.
  Action Centre - This function allows you to respond to SARS communication requesting supporting documentation.

- ### REGISTRATION
  eFiling Registration – If you are not a registered eFiler, and you would like to submit your declarations and reconciliations to SARS electronically, you must first register for eFiling on www.sarsefiling.co.za. You will need access to the internet to use this function.

- ### IMPORT
  Import/Export Payroll File – Allows you to load payroll files into e@syFile™ Employer or export payroll files (for ITREG only) for your records.

- ### EMPLOYEE ADMIN
  View/Edit Employees – Allows you to view employee details and tax certificates, add new employee records and capture manual certificates.

- ### MONTHLY PROCESS
  PAYE – This function allows you to capture and submit your Monthly Employer Declaration (EMP201) if you are required to file your EMP201 on eFiling.
  Payments - Payments may be submitted for your EMP201 using this function.

- □ **RECONCILIATION**

  PAYE Dashboard – An overview of the user's PAYE account, including summaries of AA88s, EMP201s, payments and EMP501s.

  Declaration – This is where the reconciliation takes place, matching all the tax due with the tax paid and the total value of employee tax certificates issued.

  Cancel Certificate Range – e@syFile™ Employer allows you to cancel a range of certificates.

  Adjustments – Reconciliation Declarations submitted on the pre-printed stationary (up to transaction year 2008) can be adjusted here.

- □ **SUBMISSION**

  Submit to SARS – This is where you submit your declarations to SARS.

- □ **THIRD PARTY APPOINTMENTS**

  Third Party Appointments – This function was introduced to process Third Party Appointment Notices issued to employers. Please refer to the Third Party Appointment (AA88) e@syFile™ Employer user guide available on www.sars.gov.za.

- □ **EMPLOYER ADMIN**

  View/Edit/Change – Enter, edit and change the employer demographic details here.

- □ **UTILITIES**

  Utilities – Various functions are available on this menu to manage your database, submissions as well as submit full re-submissions. The following sub-menus are listed on the horizontal tab:

  o Database Utilities – Use this menu to create, restore or merge back-ups.
  o EMP501 Status Dashboard – Track your submission status
  o AA88 Payment Allocation Dashboard – Track your AA88 history.
  o Pre-Submission Validation Report – See the reason for your submission to SARS not being processed.
  o Import Payroll File Log – This is a log of all import attempts which has been enhanced to include a separate listing of failures and warnings relating to discrepancies in the information from your CSV file.
  o Delete Payroll File – You may delete imported payroll files using this option.
  o Reset Passwords – The Admin user is able to reset passwords for users 1 and 2 using this sub-menu.
  o Payroll File Editing – Activate or deactivate the ability to edit certificates imported with your CSV file.
  o Reassign Certificate – Here you are able to reassign certificates that have been imported and are not linked to the correct employee.
  o Merge Employee – Allows you to merge duplicate employee records.
  o Generate IRP5/IT3(a) PDFs – Allows you to generate PDFs.
  o Full Resubmission Request – Allows you to resubmit already submitted IRP5 Declarations and certificates to SARS.
  o Disc Submission – Allows the user to create a disk submission file for manual upload at a branch.

  Synchronise Application – Allows you to synchronise your local e@syFile™ Employer database with the employer details registered on the eFiling profile.

- □ **HELP**

  o *Application Help* – You can click Help in any particular section of the software to see all the available Help topics.
  o *Update* – Compares your software version with the latest version available for download, and enables you to update if necessary.
  o *Log off* – Click here once you are sure all work has been completed and saved, and you wish to close the software.
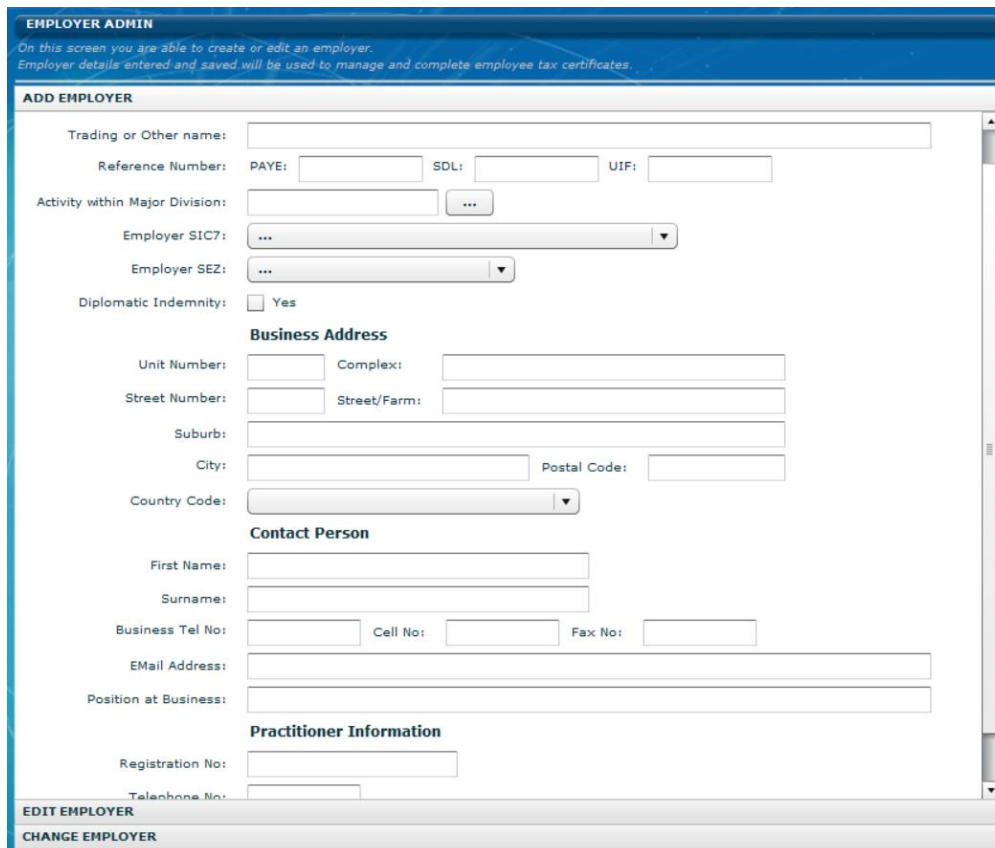
3   THE MENU AND FUNCTIONS FOR e@syFile™ EMPLOYER

3.1   ADD EMPLOYER

- Skip this step if you created an employer for previous submissions, or if you are going to import a payroll file as the software will automatically create an employer once your import is completed. You will however be required to add additional information which may not be contained in the CSV file import.

- If you do not use payroll software or do not have a CSV file with certificate details, or submitted for this employer before, you need to create an employer before adding employees or capturing manual certificates.

  ▫ Click **View/Edit/Change** below **EMPLOYER ADMIN** (make sure that you select the tab called ADD EMPLOYER).

  ▫ Complete the Employer Information page.
  ▫ Where the employer is not registered for PAYE, but is required to issue employees with certificates and/or have to declare SDL and UIF, the Employer's Income Tax Reference number must be entered in the PAYE Reference number field.

  ▫ Complete ALL the required fields including:
    o   Employer Information
    o   Business Address
    o   Contact Person
    o   Practitioner Information (if applicable)
  ▫ Click **Update Employer**
  ▫ **Please note**: The Reference numbers entered on this screen will determine which tax types must be completed on the EMP501 and IRP5/IT3(a) certificates.

3.2 EDIT EMPLOYER

- Use this option to change or update employer details. You may have to provide additional employer information before submitting your declaration to SARS.

- Click View/Edit/Change below EMPLOYER ADMIN in the menu pane on left of screen.

  - Update the relevant information or fields and click on **Update Employer** when done.

3.3 ADD EMPLOYEES

- It is only necessary to create an employee when you need to capture the details for employees or companies not yet on e@syFile™ Employer.

- For certificates submitted using e@syFile™ Employer, don't create the Employee again, only update any missing or incomplete information.

  - Click **View/Edit Employees** under **Employee Admin.** To create a new record, click **Add Employee.**

o   Complete all the required fields on the Employee Information page, and click **Next.**

o   Complete all required fields on Employee Contact Details page, and click **Next.**

- Complete the Employee Bank Details page unless "Not Paid Electronically" or "Foreign Account" has been selected from Account Type drop-down. Click **Save.**

3.4 CAPTURE MANUAL CERTIFICATES

- Click **View/Edit Employees** under **EMPLOYEE ADMIN** in the left menu pane.

  - This should display the list of all available employees or companies.

- Select the relevant employee and click **View** next to the employee's name to open record.

- To capture a new manual certificate, click **Add Certificate** on the bottom right of the screen.

  - You will see the history of all certificates created, submitted, or cancelled for that particular employee / company displayed on the top right hand corner of the screen.

- Complete all the required fields on the Employee Information page to create the new certificate. Click **Next**

- Complete all required fields on the Certificate Details page to create the new certificate, including:

    □   Transaction Year
    □   Period of Reconciliation
    □   Certificate Number (this is generated automatically)
        o   Radio button (checkbox) to indicate Final Certificate Submission
    □   Certificate Type (i.e. IRP5/IT3(a))
    □   Year of Assessment
    □   Pay Periods Worked
    □   Pay Periods in Tax Year
    □   Employment Date
    □   Certificate Tax Period Start Date
    □   Certificate Tax Period End Date
    □   Voluntary Over Deduction (Radio button/checkbox)
    □   Fixed Rate Taxation (Radio button/checkbox)
    □   Directive Numbers (where applicable)
    □   Employment Tax Incentive
        o   ETI – Radio Button (checkbox) to select
        o   ETI – Employee SIC7 Code
    □   Source codes and values (see Step below)

CERTIFICATE DETAILS

On this screen you are able to view and edit Certificate Data.

JANSEN

		Income Received		
		Description	Code	Value

Transaction Year: ...

Period of Reconciliation: ...

Certificate Number: 0000000000000000

☐ Final Certificate Submission

Certificate Type: ...

Year of Assessment: ...

Pay Periods Worked:

Pay Periods in Tax Year:

Employment Date:

Cert. Tax Period Start:

Cert. Tax Period End:

Voluntary Over Deduction ☐

Fixed Rate Taxation ☐

Total Income Received

Description	Code	Value

Deductions/Contributions

Description	Code	Value

Directive Information:

Directive Number	Issue Date	Code	Value

+
-

Total Deductions/Contributions

Description	Code	Value

Employment Tax Incentive

ETI ☐

Employee SIC7 Code ...

Tax Credits and/or Employer / Employee Contributions

Description	Code	Value

Certificate Status: Certificate Source:

Date Created: Date Submitted:

Manage Source Codes

- □ **Please note**: Certificate Tax Period Start Date is the start date of the tax period in the relevant Year of Assessment declared on the certificate. Similarly, the Certificate Tax Period End Date must be the end date in the relevant Year of Assessment declared on the certificate.
- □ **Please note:** If the **Manage Source Code** button is inactive, simply click **Save Certificate** to the bottom right of the page to activate it.
- □ To capture Source Codes and Values, click **Manage Source Codes,** and select the required Source Code from the drop-down list, or capture the code. Enter the amount under Value, and click **Add/Update Source Code.** Use Filter SOURCE CODES to search for a specific code, or select the Source Code from the Source Code drop-down list.
- □ Once you are done, click **Save Certificate again.** A pop-up message will appear which will either indicate that the tax certificate was successfully saved, click OK.

CERTIFICATE SAVE

Certificate successfully saved.

OK

- □ Or list warnings about mandatory fields that must be entered before the certificate can be finalised, click OK and complete the specified fields.

FIELD VALIDATION

The following highlighted field(s) are incomplete or invalid
Source Code 3696, 3697 or 3698 is a mandatory field if an amount is specified under the income source codes.

Click OK to continue, or CANCEL, to correct.
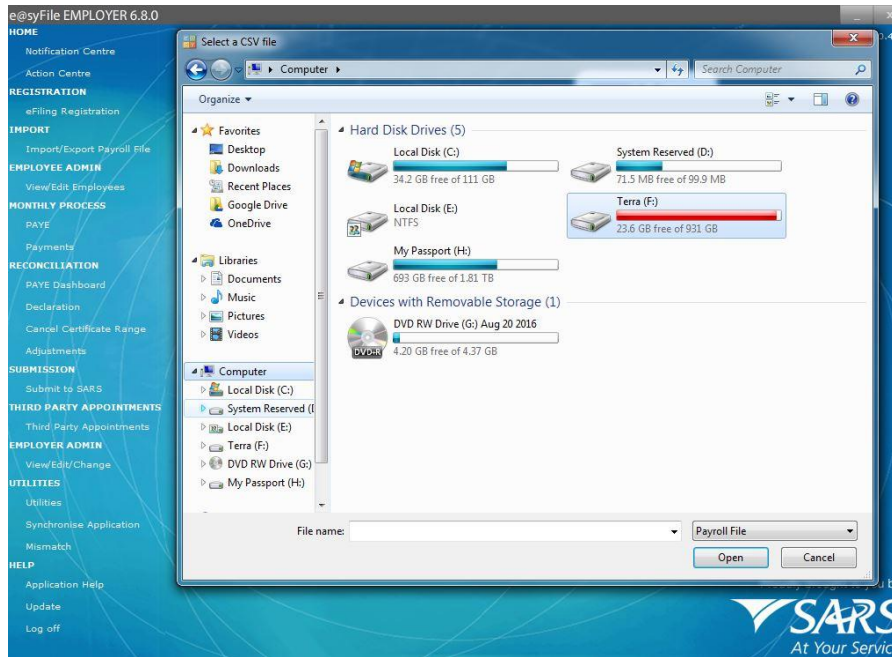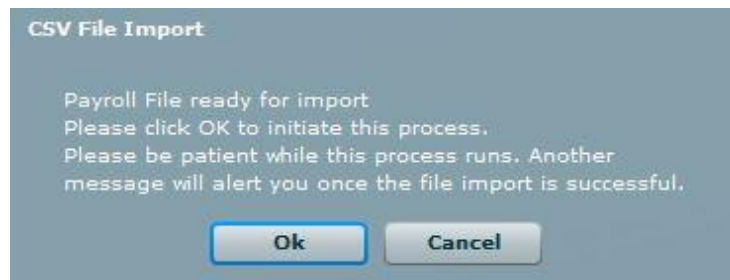
OK   Cancel

3.5 IMPORT PAYROLL FILE

- Click **Import Payroll File** on the left menu pane, and select the file you wish to import.


- Click **Open.**

- A pop-up message will appear prompting you to initiate the import process. Click **OK**.

- A message will be displayed indicating whether or not the payroll has passed the validation process (i.e. whether the file can be imported or not). If your CSV file has passed the validation process, click **OK** to begin importing your records. Follow the on-screen messages to complete the import process.
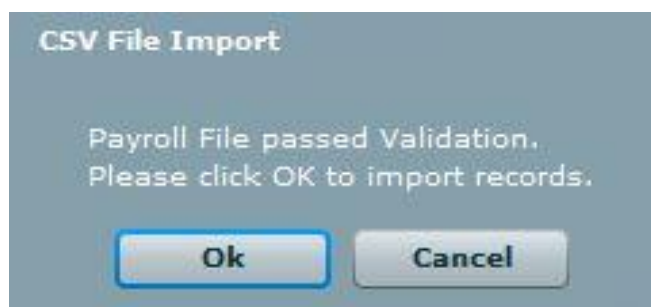
- If e@syFile™ Employer encounters any errors during the validation or import process, a message will appear directing you to the **Import Payroll File log**.
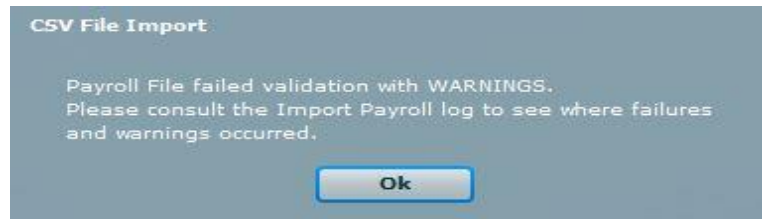
- To access the **Import Payroll File log,** click **Utilities** on the left menu pane, and then click **Import Payroll File Log.** To open a specific error report, simply double-click any entry listed in the **log**.
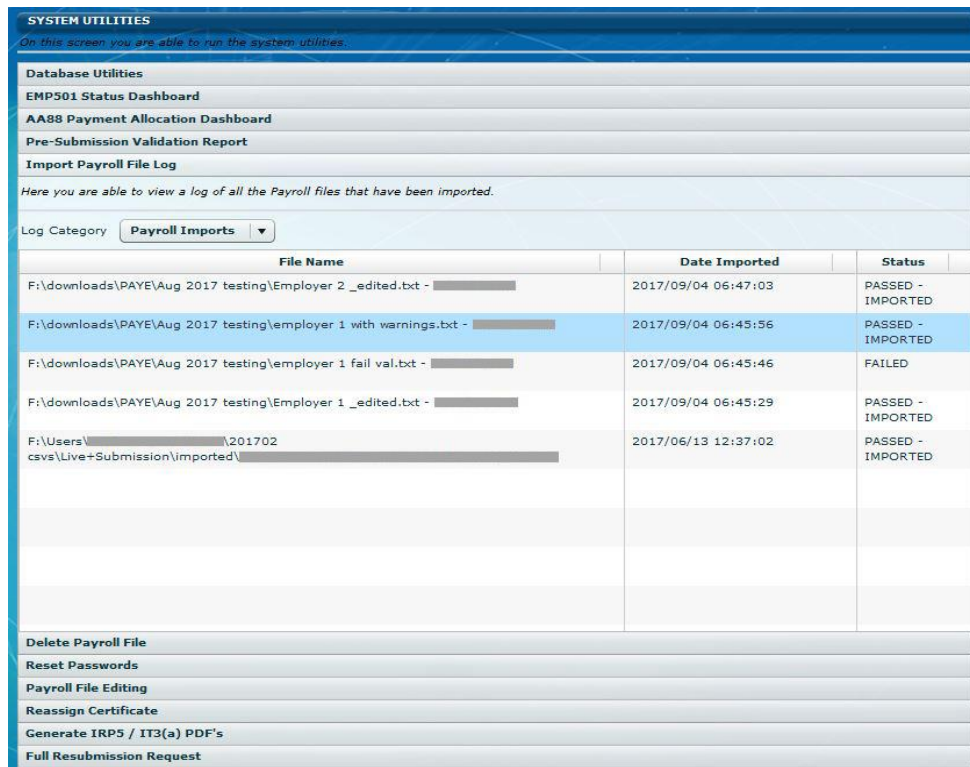

- The Import Payroll File log has been enhanced to split **Failed** and **Warnings**. Only entries listed under Failed will result in an import failure.
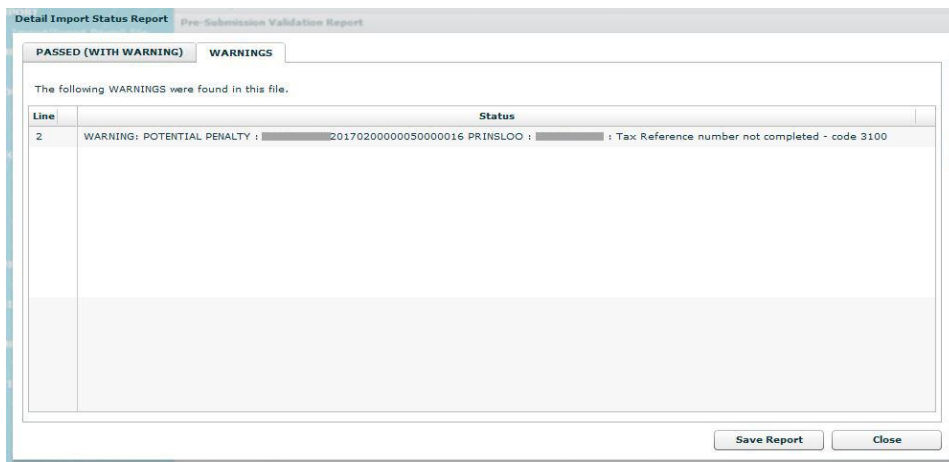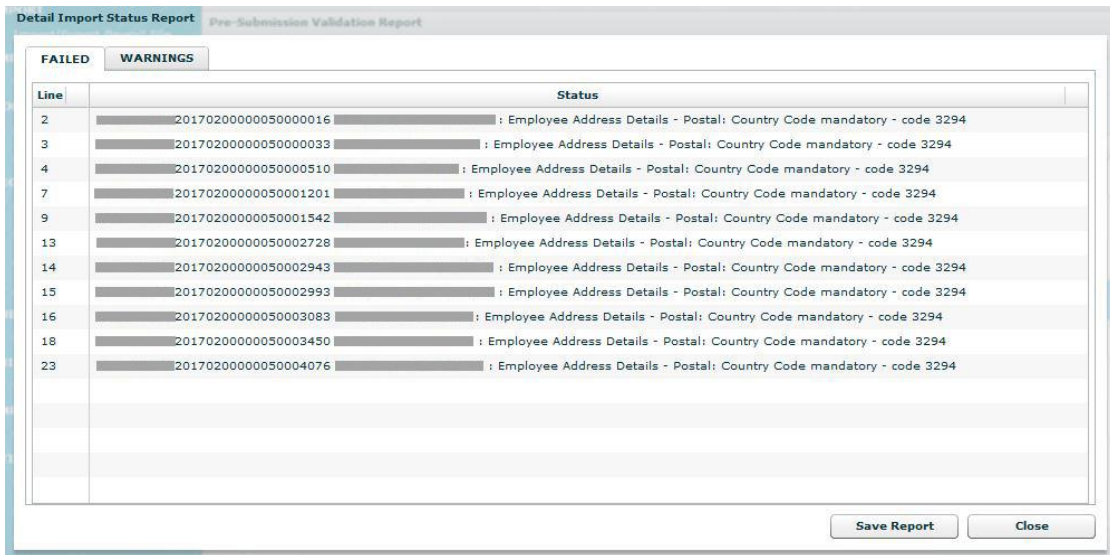
- You can still upload the file if there are items listed under 'Warnings' but you must pay attention to any warnings as they relate to the mandatory information required by SARS. If all mandatory fields are not completed, you may encounter the following error message regarding penalties when you try to import your CSV file.
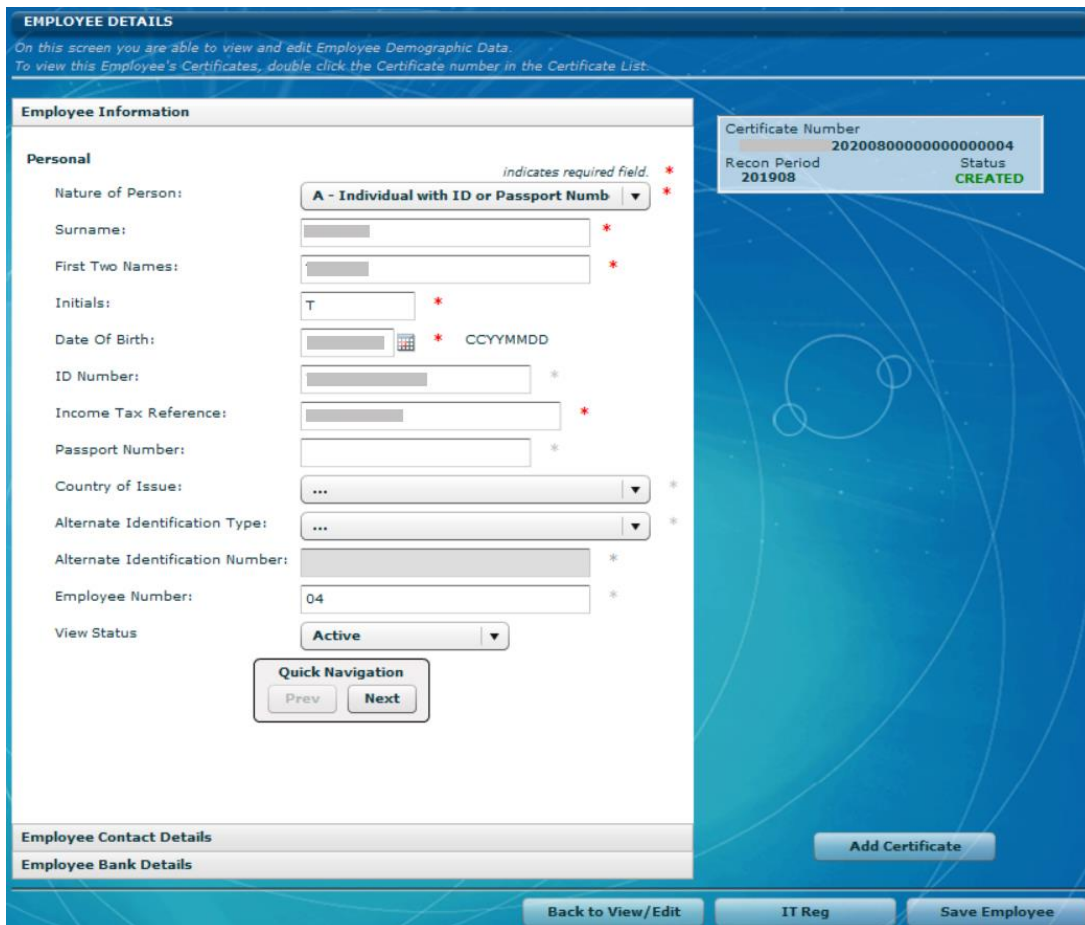

- You can continue to import and submit certificate(s) details without all mandatory fields completed. However, in order to avoid penalties the missing information should be obtained from the relevant employee(s) and completed. Details of specific certificates without mandatory information will be displayed on the Warnings tab in the **Import Payroll File log** under **Utilities**.
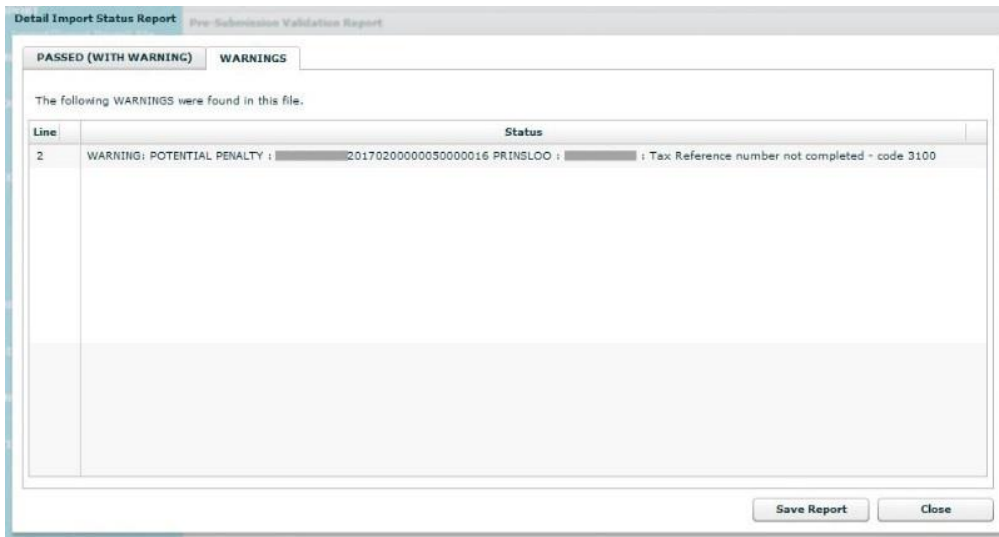
3.6 CHECKING PAYROLL AND EMPLOYEE DETAILS

- Click **View/Edit Employees** under **EMPLOYEE ADMIN** on the left menu pane.

  - Select the relevant tax year from the Tax Year drop-down list to see a list of all the employees.
  - Select a specific employee from the list, and click **View**.
  - You can use the various filter and search options to locate a specific employee.
  - To the right of the screen, click on the certificate you wish to view, or alternatively if you wish to register a single employee for Income Tax, select the ITReg button at the bottom of the screen.

- This will open the relevant IRP5/IT3(a).

- Click **View Certificate** at the bottom of the screen if you want to view or print the certificate in PDF format.

3.7 AMENDING CERTIFICATES WITHIN e@syFile™ EMPLOYER

- You will need to activate **Payroll File Editing** on the **System Utilities** menu to allow you to amend the imported certificates.

- To change certificate details on e@syFile™ Employer, follow the steps listed in **CHECKING PAYROLL AND EMPLOYEE DETAILS** in order to open a specific tax certificate.

- Once you have made all your amendments, click **Save Certificate.**

3.8 CANCELLING CERTIFICATES WITHIN e@syFile™ EMPLOYER

- e@syFile™ Employer allows you to cancel individual certificates or a range of certificates.

3.8.1 CANCELLING AN INDIVIDUAL CERTIFICATE

- You will need to activate **Payroll File Editing** in the **System Utilities** menu to allow you to cancel imported certificates.

- To cancel a certificate on e@syFile™ Employer, follow the steps listed in **CHECKING PAYROLL AND EMPLOYEE DETAILS** in order to open a specific tax certificate. Click **Cancel Certificate** at the bottom of the page.

- A pop-up message will appear to confirm cancellation. Click **Yes** to continue or **No** if you do not want to cancel the certificate.

ACTION CONFIRMATION

Are you sure you want to CANCEL this certificate? Click 'YES' if you wish to continue, or click 'NO' to stop this action.

Yes   No

- If you clicked **Yes**, you will see a pop-up message confirming that the certificate was successfully cancelled.

CERTIFICATE CANCELLED

Employee Tax Certificate successfully cancelled.

OK

- If you go back to the **View Employee** page, the status of the certificate will now reflect as cancelled.
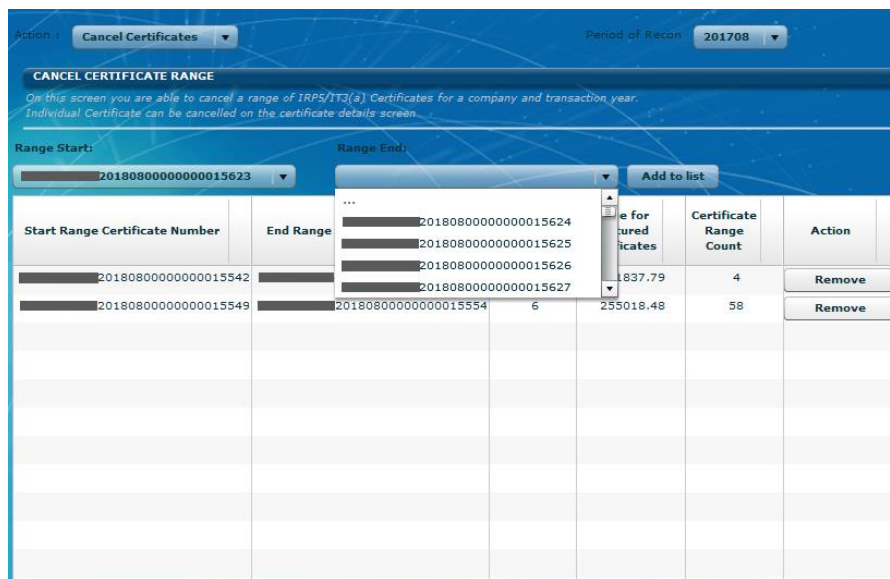

Certificate Number
20170200000050000610
Recon Period   Status
201702   CREATED

Certificate Number
20170200000050000510
Recon Period   Status
201702   CANCELLED

3.8.2 CANCELLING A RANGE OF CERTIFICATES

- Click Cancel Certificate Range under **RECONCILIATION** on the left menu pane.

- Select Cancel Certificate from the drop-down list.

- Select the Period of Recon.
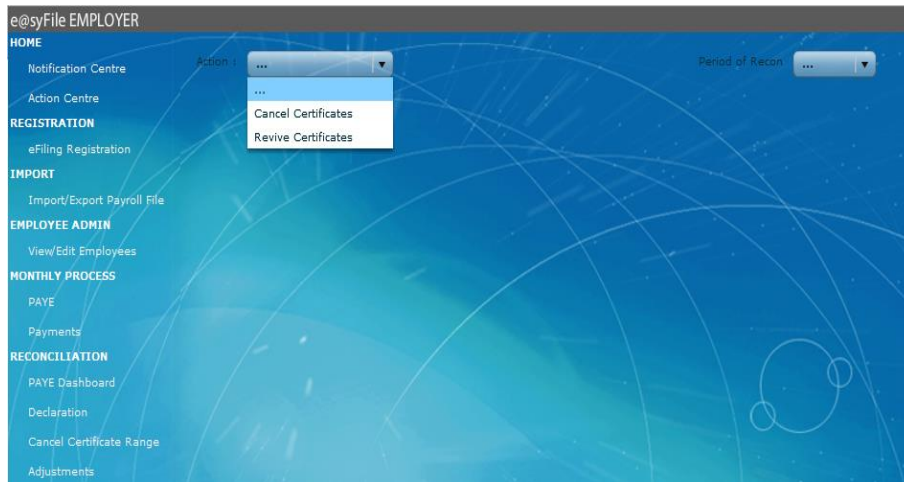
- Indicate the starting and ending numbers for the range of certificates you wish to cancel, and click on Add to list. More than one range of certificates can be selected and added.

  - Range Start - A list of all certificates found on the database will display
  - Range End - Only certificates which falls within the range selected will display
  - **Please note**: A range is any certificate number that follows consecutively from the previous number. Alpha characters will sort between numeric characters.

- Click **Cancel Certificates.**

- □ Count for Captured Certificates - The number of certificates falling within the selected range which exists on the database will be displayed.
- □ Value for Captured Certificates - The tax value of all certificates which exists on the database will be displayed.
- □ Certificate Range Count - The number of certificate numbers which exist between the Start and End Range numbers is displayed.
- □ Please note: Any certificates added to the database which falls within this range will show on the e@syFile application as active, but will however be cancelled once submitted to SARS due to the inclusion of the numbers on the EMP601 which will be generated based on these certificate numbers.

- A pop up message will appear to confirm cancellation of all the certificates. Click Yes to continue or No if you do not want to cancel the certificates.

- □ The message indicates the number of certificates and value for certificates found on the database.

- If you clicked **Yes**, you will see a pop-up message confirming that the certificate range was successfully cancelled, click **OK**.

3.8.3 REVIVING A CANCELLED RANGE OF CERTIFICATES

- Click Cancel Certificate Range under **RECONCILIATION** on the left menu pane.

 □ Select Revive Certificates from the drop-down list and then the **Period of Recon**.

  □ Select the range of certificates that you want to revive.

  □ Count for Captured Certificates - The number displayed here is the number of certificates which exists on the database which can be revived.

- Click on **Revive Certificate Range**.

- A pop-up message with a summary of the selected certificates will appear. Click **Yes** to continue.

- Any certificate which is revived will be revalidated before submission and therefore must comply with the current validation rules. Where information is complete or missing, the certificates will fail during the pre-submission validation process.

- If you clicked **Yes**, you will see a pop-up message confirming that the Revive process is completed. The revived certificates are now set as '**CREATED**'.
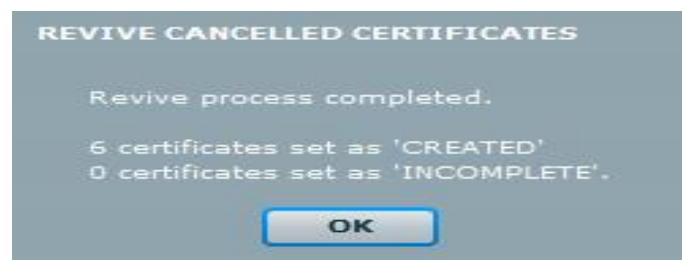
3.9 COMPLETING THE EMP501 AND RECONCILING ANNUAL EMPLOYEES' TAX

- The Reconciliation function includes:

  □ When requesting a reconciliation, the user will have the option to accept pre-populated data from SARS. Various validations rules will be performed during the completion of the reconciliation.
    □ For example, an employer may not decrease a SARS revised liability or increase an ETI already declared. If the SARS pre-populated data is not accepted the EMP501 will not be pre-populated with EMP201 values captured on e@syFile.
  □ It is important to note that upon submission of the reconciliation, SARS pre-populated data will be obtained and all validations will be applied which may result in the user having to amend the already completed EMP501.
  □ Once a reconciliation has been submitted, SARS feedback on the Status Dashboard under the Utilities menu must be updated before any further submission can be made.
  □ Blocking of duplicate submissions.

- This is the process of matching employer financial declarations with employee financial information and the actual amounts paid to SARS.

- Click **Declaration** under **RECONCILIATION.**

- If all new required fields on the **EMPLOYER ADMIN** page were not captured, you will receive a warning message directing you to the EMPLOYER ADMIN page to complete the missing information before you can submit your declaration.
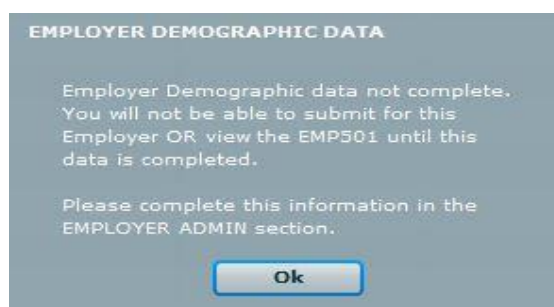

  □ **Please note**: The PAYE, SDL and UIF reference numbers will only be populated if the employer is active for PAYE, SDL and UIF on the Employer Admin page within e@syFile™ Employer. To update these particulars edit the employer account by entering the reference number on the Employer Admin page.

- Select the transaction year from the **Transaction Year** drop-down list.

- If you are opening the declaration for a new Reconciliation period for the first time, click on **Request**.
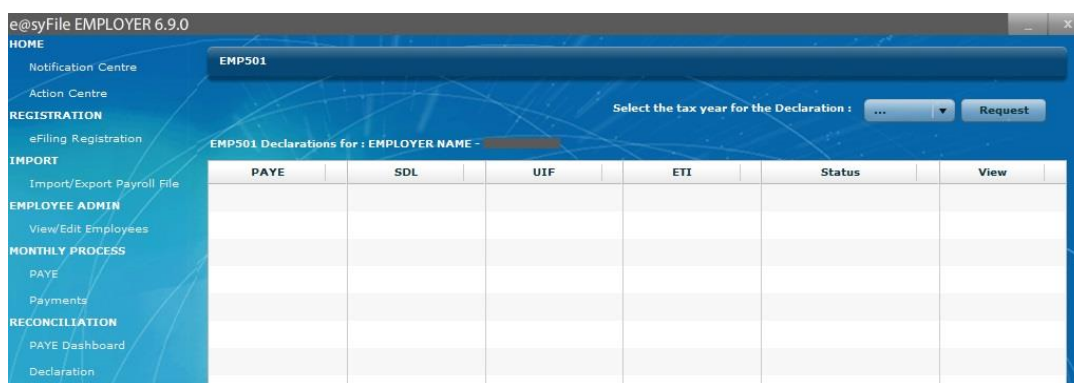
- Deregistration with future-dated EMP501's

  □ Functionality changed for future-dated EMP501 submissions – a deregistration request will be included in the submission that will start the deregistration of the PAYE reference number.
  □ Request future dated request
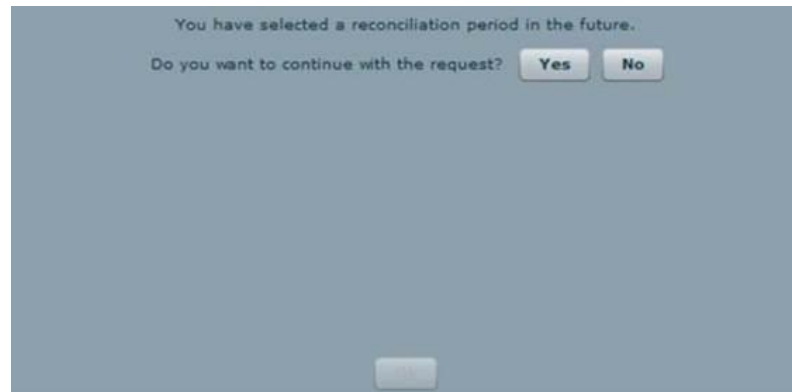
  □ If you click on yes, a message will display with a drop-down list of reasons for deregistration options, and a deregistration date that must be selected
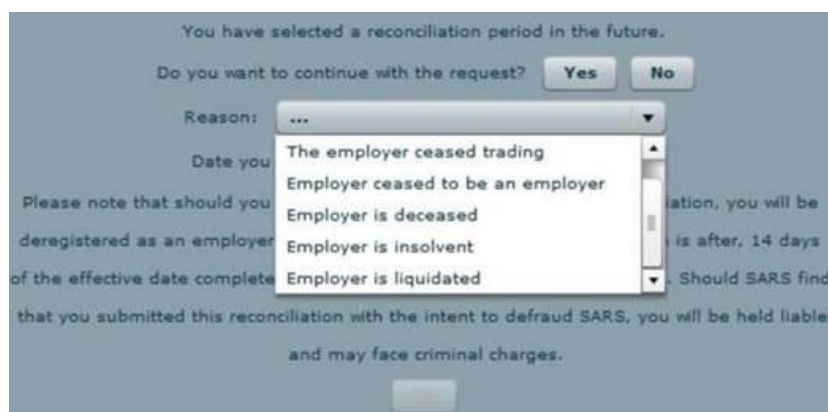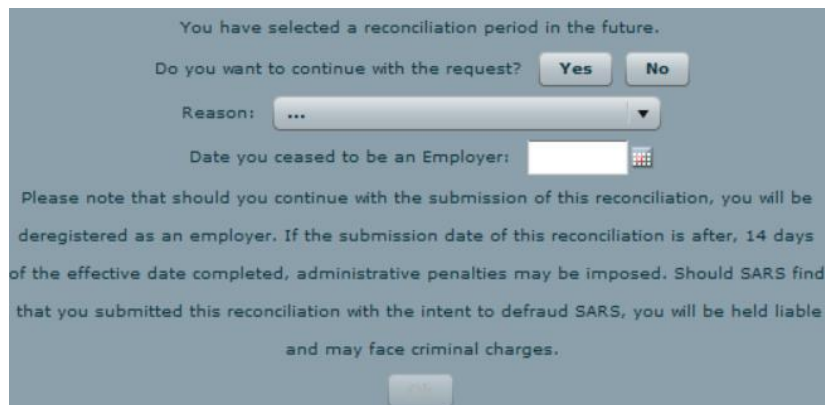
- If you have previously requested and/or submitted the EMP501 for a specific period, you can open a saved or submitted version of the relevant EMP501, or again request a new form if a resubmission must be processed by clicking on **Revise**.

- • If you click on Request or Revise, a pop-up message will display with an option to use SARS pre-populated values, or to use own values on the declaration. Employers are encouraged to use the SARS pre-populated values as this will also ensure that monthly liabilities on record are correct and match user data.

- • ETI Re-instatement Request

  - □ If an employer submitted an incorrect EMP501 (eg. future dated or without claiming ETI), they will now be able to request a Reinstatement of ETI without requiring manual intervention. A new option was added on the Declaration page when you click on Request on the Declaration page: "Re-instate ETI"

  - □ This will be a real-time request that will return pre-populated values as per the original EMP201's submitted where ETI was stated correctly.
  - □ Standard checks will be performed (compliance, assessments raised etc) and Request may be declined. A pop-up message will provide reason if Re-instate request was unsuccessful.

- • **Please note:** If you have not recently synchronised your e@syFile™ application, a pop-up message will display where you need to complete your eFiling credentials for authentication before the SARS pre-populated data can be retrieved.

- If you click on **Accept Data** and completed the synchronisation process when needed, the EMP501 Declaration will open and should be populated with the relevant monthly liability amounts. Please capture the monthly payment amounts for each period.

□ The Total Value of Electronic Tax Certificates is the sum total of the tax value for all imported certificates. e@syFile™ Employer will automatically populate this field.

□ The Total Value of Manual Tax Certificates is the sum total of the tax value for these certificates. e@syFile™ Employer will automatically populate this field.

□ The Total Value of Tax Certificates for PAYE is the sum total of the Total Value of Electronic Tax Certificates and the Total Value of Manual Tax Certificates. e@syFile™ Employer will automatically populate this field.

□ The Total Value of Tax Certificates for SDL is the sum total of the SDL contribution on each tax certificate (where applicable). Although this field will be automatically populated, you will be allowed to edit it if it is incorrect.

□ The Total Value of Tax Certificates for UIF is the sum total of the UIF contribution on each tax certificate (where applicable). Although this field will be automatically populated, you will be allowed to edit it if it is incorrect.

- Click on '**Save**' if you have edited or viewed the EMP501 and you are not ready to submit yet, or click on **File** if you want to proceed to submission.

- Click **OK** and then navigate to the Submit to SARS screen where you can submit your declaration.
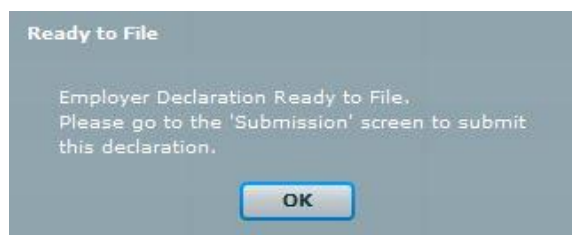
- You will see the status of the submission you prepared change to "**Ready to File**" if you clicked on **File**.

- To submit your EMP501 to SARS, follow the process described in **ELECTRONIC SUBMISSION OF RECONCILIATION DECLARATIONS TO SARS** below.

- If you decide to use your own values on the EMP501 declaration, a second message will display to give you the option to go back to using SARS pre-populated values. Click on "**Use my own values**" again to proceed.

- e@syFile™ Employer will attempt to retrieve EMP201 data from your database to insert on the EMP501, or leave the EMP501 blank for completion if no history is available. Click **OK** to proceed to the EMP501 where you will be able to capture the monthly liability and payment amounts.

- Complete the outstanding liability and payment amounts on the EMP501 declaration, and click on **File** when you are ready to proceed to the submission process.

- On the Declaration and Submission screens, the status of your EMP501 will show as "Online Validation Required" (ONLY if own values are used).


- You can now proceed to the Submit to the SARS page to finalise your EMP501 submission.

3.10 ELECTRONIC SUBMISSION OF RECONCILIATION DECLARATIONS TO SARS

- The Submission function includes:

  - A revalidation of data being submitted. Due to changes in the validations and required information, it is necessary to revalidate the information
  - An entry in the Utilities menu to create finalised certificates in PDF format upon selection (only for Full Tax Year Reconciliations)

- Once you have prepared your Declaration or Adjustment, click **Submit to SARS** under **SUBMISSION** in the left menu pane. A screen will appear listing all declarations or adjustments which are ready for submission.

- If you wish to view the document before sending it, click **View.** If you would like to revise the document, click **Remove** to delete it from the SUBMISSION list.

- Select the declaration you want to submit in the Submit column (check box), and click **Submit.**

- Once pre-submission validation passed successfully, you must select the destination on the local hard drive where you wish to store the electronic file, and click **Select Folder.**

  - **Please note:** You cannot use a network drive to save the data but the local drive (usually C:/). Rather copy or move the data to a network folder once you receive the confirmation message.
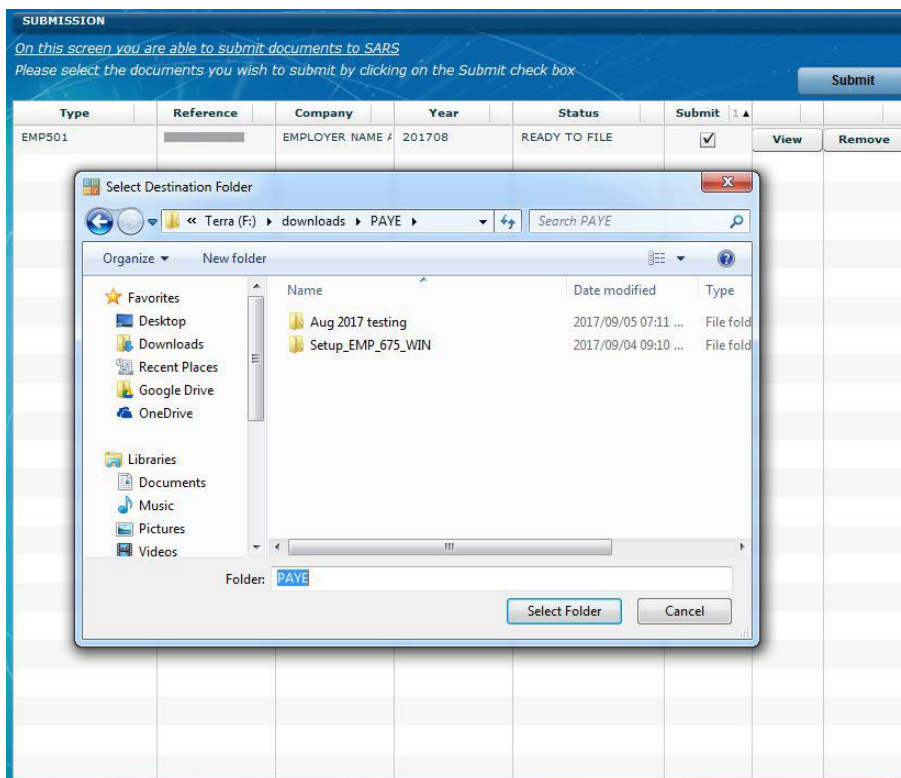
- If you used your own values, e@syFile™ Employer will attempt to validate the EMP201 amounts you captured as part of the submission. This might result in a warning message that will list possible errors or discrepancies on your EMP501. It is important to review these possible errors in the right hand column before proceeding with the EMP501 submission.

- Should you choose to proceed, a final message will display before the submission process starts. Click **OK** to continue with offline submission, or **Cance**l to attempt online validation and submission.
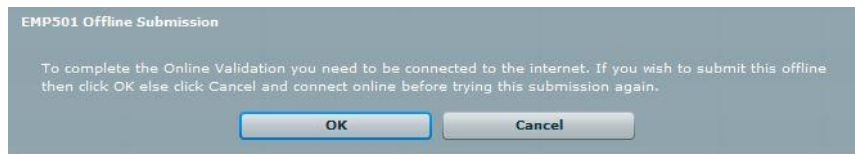
- e@syFile™ Employer will generate the following folders and files in the destination folder specified:

  - Subfolder with employer name
  - EMP501 in PDF format
  - EMP601 & EMP701 in PDF format (where applicable)
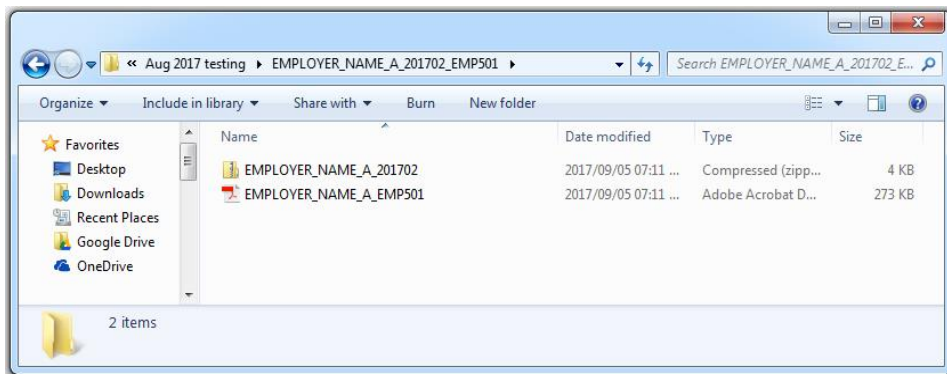
- You will be asked to provide your eFiling login name and password before your information can be submitted to SARS. A message will appear confirming that your declaration has been successfully submitted to SARS.

- You can monitor the status of your submission using the EMP501 Status Dashboard

- **Please note**: You need to retrieve SARS feedback (accepted/rejected) for your previous submission before you will be allowed to resubmit an EMP501 for a specific period.


3.11 RESUBMISSION OF EMP501

- If you need to resubmit your EMP501, please follow the steps listed in **ELECTRONIC SUBMISSION OF RECONCILIATION DECLARATION TO SARS** after making the necessary changes to the certificates or the EMP501 declaration.

- Make the necessary changes to certificates if applicable.

- Click on **Declaration**, and select the relevant Reconciliation period from the drop-down list.

- Click on **Revise** to open a new EMP501 Declaration, and follow the steps as explained in **COMPLETING THE EMP501 AND RECONCILING ANNUAL EMPLOYEES' TAX** and **3.10 ELECTRONIC SUBMISSION OF RECONCILIATION DECLARATION TO SARS** to access the Declaration form.

  - If you select the same destination folder as that of your first submission, your data will be replaced with the amended data.


- Change the monthly values entered for PAYE, SDL, UIF and Payments if necessary.

- Click **Save** to continue later **, or File** if you are ready to proceed.

  - **Please note:** Only certificates in a created status will be included in your resubmission.

3.12 COMPLETING A RECONCILIATION DECLARATION ADJUSTMENT (EMP701)

- Complete an EMP701 if you need to make adjustments to the reconciliation declarations and payments in respect of prior years. This option should only be used where the amended submission relates to the submission made using pre-printed certificates (up to the year 2008).

- Create new certificates for the certificates which need to be added or amended. Cancellations will have to be done manually.

  - Click **View Employees.**
  - Select the Company Name and Transaction Year for the certificate that you wish to change.
  - Select the employee for whom you want to add or adjust a certificate, and then click on the relevant certificate to the top right of the screen. Where an EMP701 has been submitted previously, the submitted certificates can be cancelled during this step.
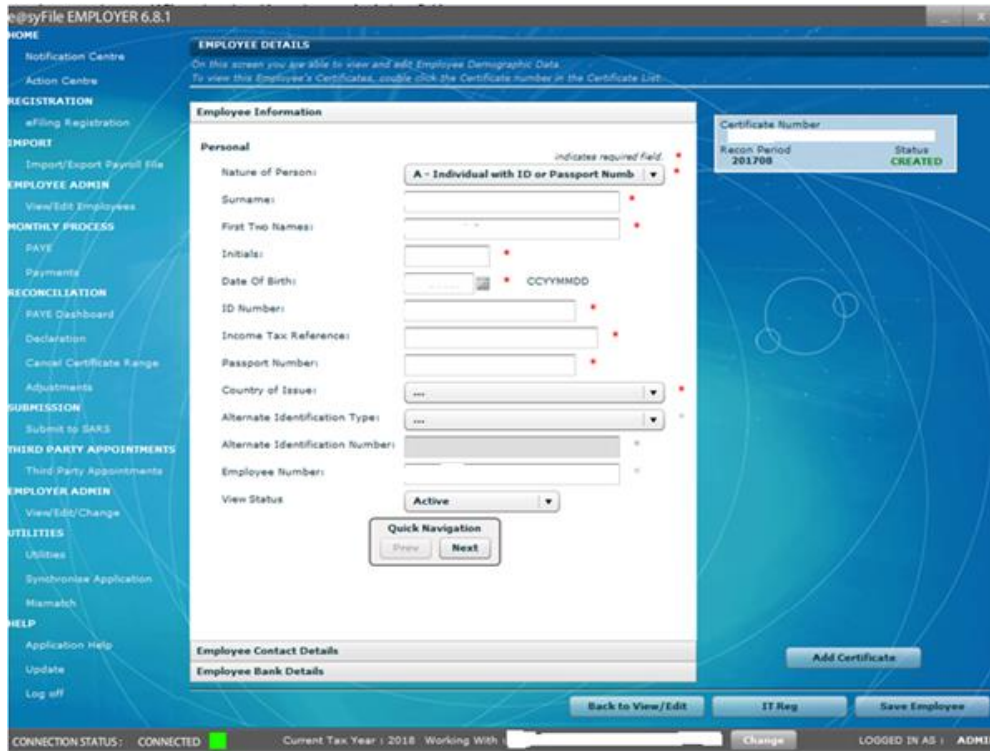
▫ Click **Cancel Certificate** to cancel the certificate you have selected.
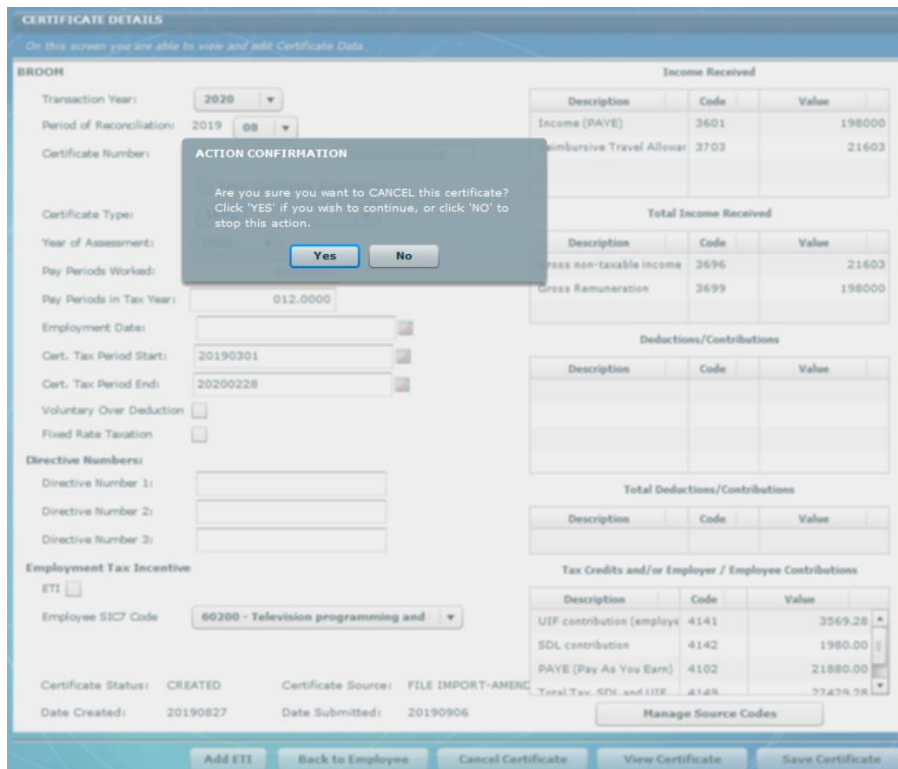
○ To adjust the certificate you have selected, follow the steps listed in **AMENDING CERTIFICATES WITHIN e@SYFILE™ EMPLOYER.**
○ To create a new certificate, follow the steps listed in **CAPTURE MANUAL CERTIFICATES** and **IMPORT PAYROLL FILE.**

▫ Click **Adjustments** under **RECONCILIATION** on the left menu pane for this screen to appear.

- Select the relevant Employer and Period from the drop-down lists. Capture or verify the liability fields and the Previous Declaration payment fields.
- If you made any subsequent payments to SARS since your last EMP701 submission, you need to now add this amount to the previous declaration Payment amount, and enter this new total in the Adjustment Declaration payment field.

- o **Please note:** Do **NOT** use cents in any of the fields as this will affect the calculation. Please ensure that you round off all cents to the nearest Rand.
- e@syFile™ Employer will automatically calculate the Difference, Sum of Adjustments and Total Due by/to you fields.
- Click **Save.** A message will appear informing you that the Adjusted Declaration for that tax year has been successfully saved.
- Click **OK.**
- Click **Ready to File** and follow the process described in **ELECTRONIC SUBMISSION OF A RECONCILIATION DECLARATION TO SARS** to submit your EMP701 to SARS.

3.13 SUMMARY REPORT

- A new function was added to allow employers to extract previously submitted certificate data for from their database in PSV (Pipe Delimited/Separated Value) format. The layout of this report will be determined by the combination of source codes included in the certificates for a selected employer and Reconciliation Period.

  - **Please note**: Data can only be exported if it is available on your database, it is not a request to obtain certificate data from the SARS systems if older backups or database files were lost or destroyed.

- Click on Summary Report on the left-hand side

- Select the Period of Recon from the drop-down menu in the right-hand corner and click on Export.
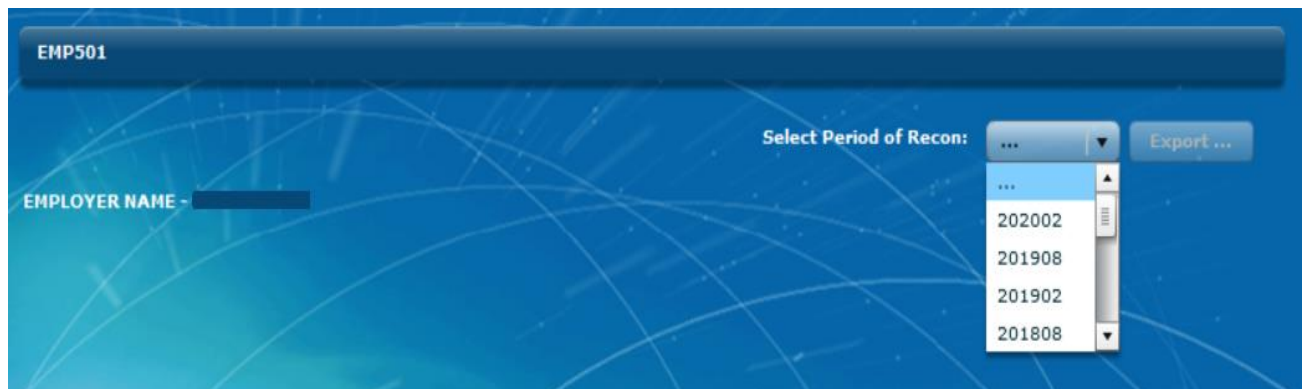
- Enter a filename and click on Save
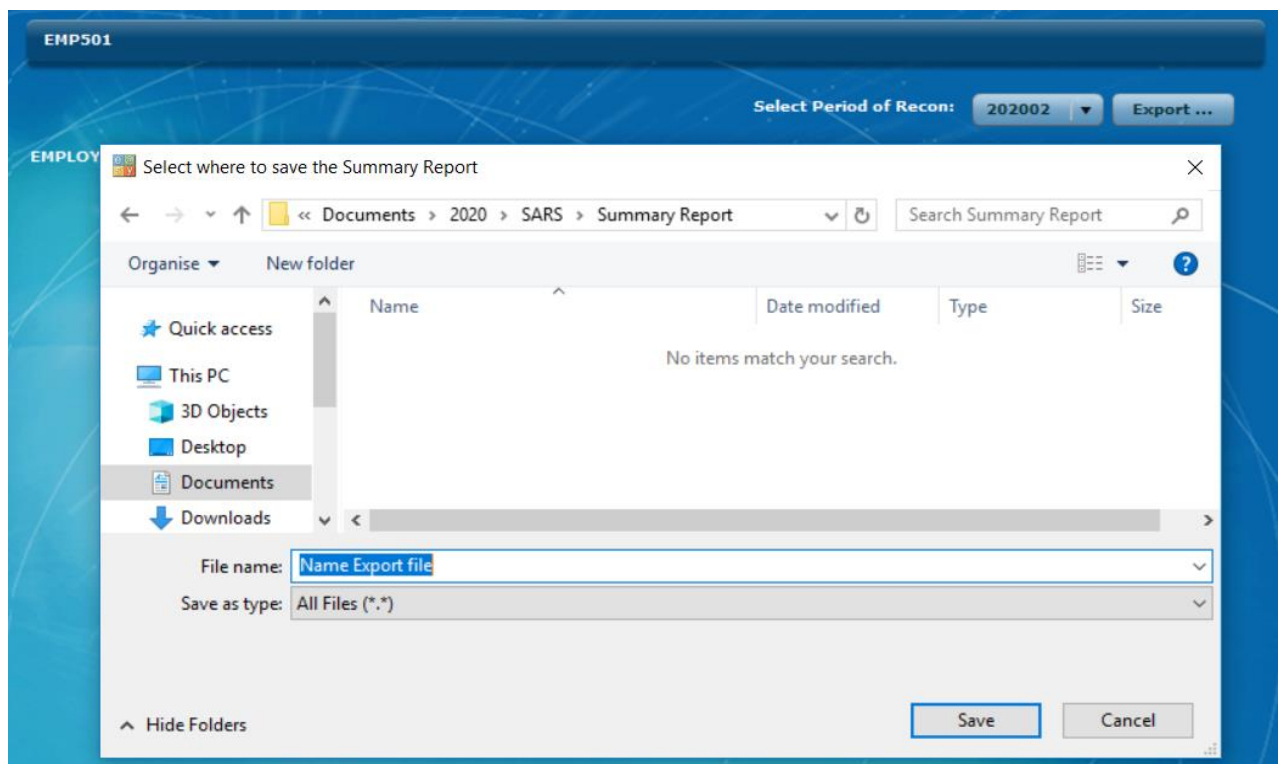
3.14 PRINTING CERTIFICATES

- You can also print certificates in bulk from the IRP5/IT3(a) subfolder (see steps in **GENERATE IRP5/IT3(a) PDFs**). Alternatively, you can print certificates one by one following the steps listed below.

  - Click **View/Edit Employees** under **EMPLOYEE ADMIN** on the left menu pane.
  - Select the Company Name and Transaction Year for the certificate that you wish to print.
  - Select the employee from the list.
  - Open the certificate.
  - Click **View Certificate.**
  - Click on the Print icon on the top left corner of the screen.

3.15 CREATING A BACKUP OF YOUR DATABASE

- It is important to make frequent backups of your reconciliation information. The backup process on e@syFile™ Employer is quick and simple.

    - ▫ Click Utilities.
    - ▫ Click Database Utilities.
    - ▫ Click Backup DB Directory.
    - ▫ Select a destination folder and click OK.
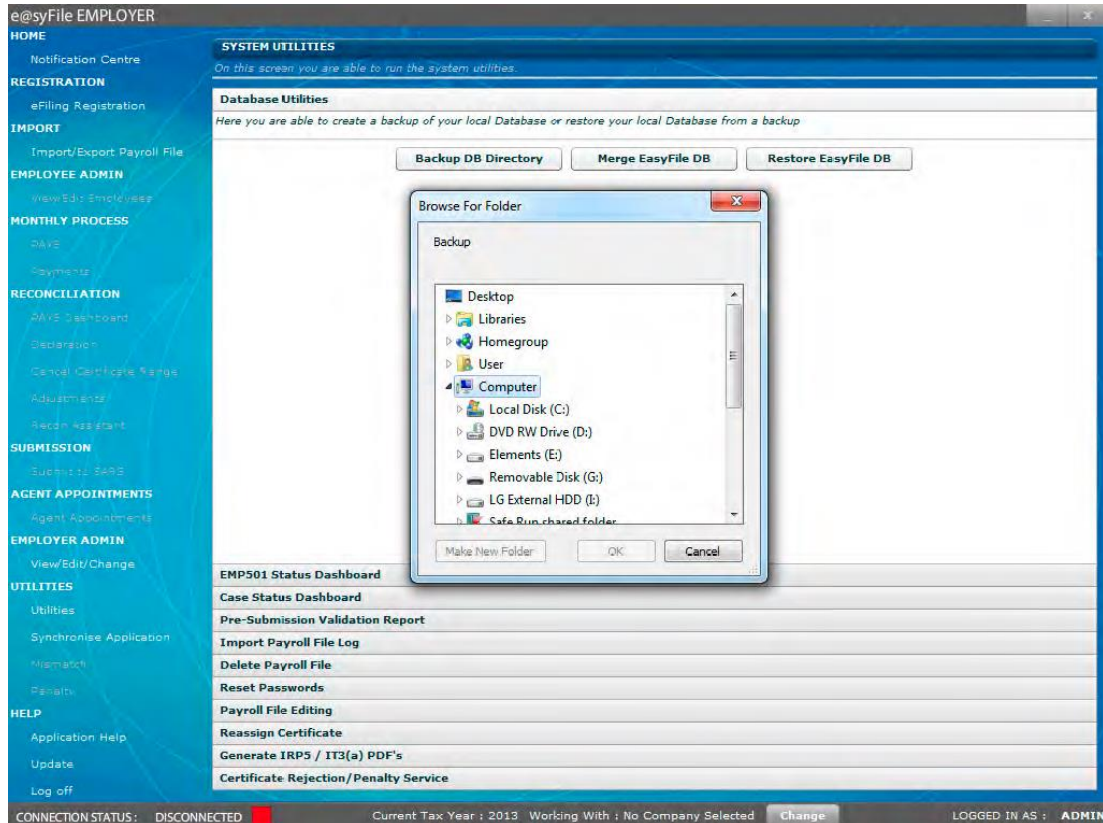
- ▫ A message will be displayed indicating that the database back-up was successful, click **OK.**

- ▫ **Please note:** Back-up files are all named in the following manner to make it easy to locate the most recent back-up file: [EasyFile]+[date]+[time of backup]+[Backup]. New back-up files will be zipped (compressed) and will include data for all the PAYE reference numbers included in the e@syFile™ Employer database.

- Ensure the e@syFile™ Employer login details, which created the back-up, are saved with the back-up files.

- The e@syFile™ Employer login details, which created the back-up file, will be needed when restoring the back-up. The encrypted data contained in the back-up will not be accessible unless the e@syFile™ Employer login details which created the back-up are used, due to the new added precaution – New database encryption and decryption, to secure sensitive information – refer to **step 2** below for more information.

3.16 MERGE MULTIPLE DATABASES

- This process should be used where:

  - Multiple branches or different payroll/HR staff members complete manual certificates and payroll files, and these should be merged for the reconciliation.
  - Data for different financial periods should be merged onto one single database.

- With the introduction of split database files for each PAYE number within the e@syFile™ Employer directory, the merge process has been amended to combine one employer database file at a time.

  - When merging another user's data with your existing e@syFile™ Employer database, one employer database will be selected, to merge with your data.

- This will enable tax practitioners, payroll consultants and users with multiple PAYE reference numbers to create e@syFile™ Employer database or back-up files for a single PAYE reference number.

- To ensure that no certificates are lost during the merge process, different certificate numbers or ranges should be assigned to the different staff members preparing manual certificates.

  - Back-up all data to be merged, and transfer these files to a selected folder on the PC where the various databases will be merged.

- A new backup file (version 6.0.0 and later) will need to be 'unzipped' before data can be merged with the existing e@syFile™ Employer data.

  - Access the folder where the back-up has been saved that you wish to restore.
  - Extract or 'unzip' the file before proceeding with the merge process.

- Only certificate data will be merged. No EMP501 and/or other data will be moved.

  - Click **Utilities**
  - Click **Database Utilities**
  - Click **Merge**
    1. **Back-ups created on version 5.0.9 or prior:**
       a. Select the relevant back-up file from the destination folder where it was saved.
       b. Click **Open** to begin the merge process.
    2. **Backups created on version 6.0.0 and later:**
       a. Select the PAYE number file within the backup directory from the destination folder where it was saved. (You will need to "unzip" the back-up folder first)
       b. Click **Open** to begin the merge process.
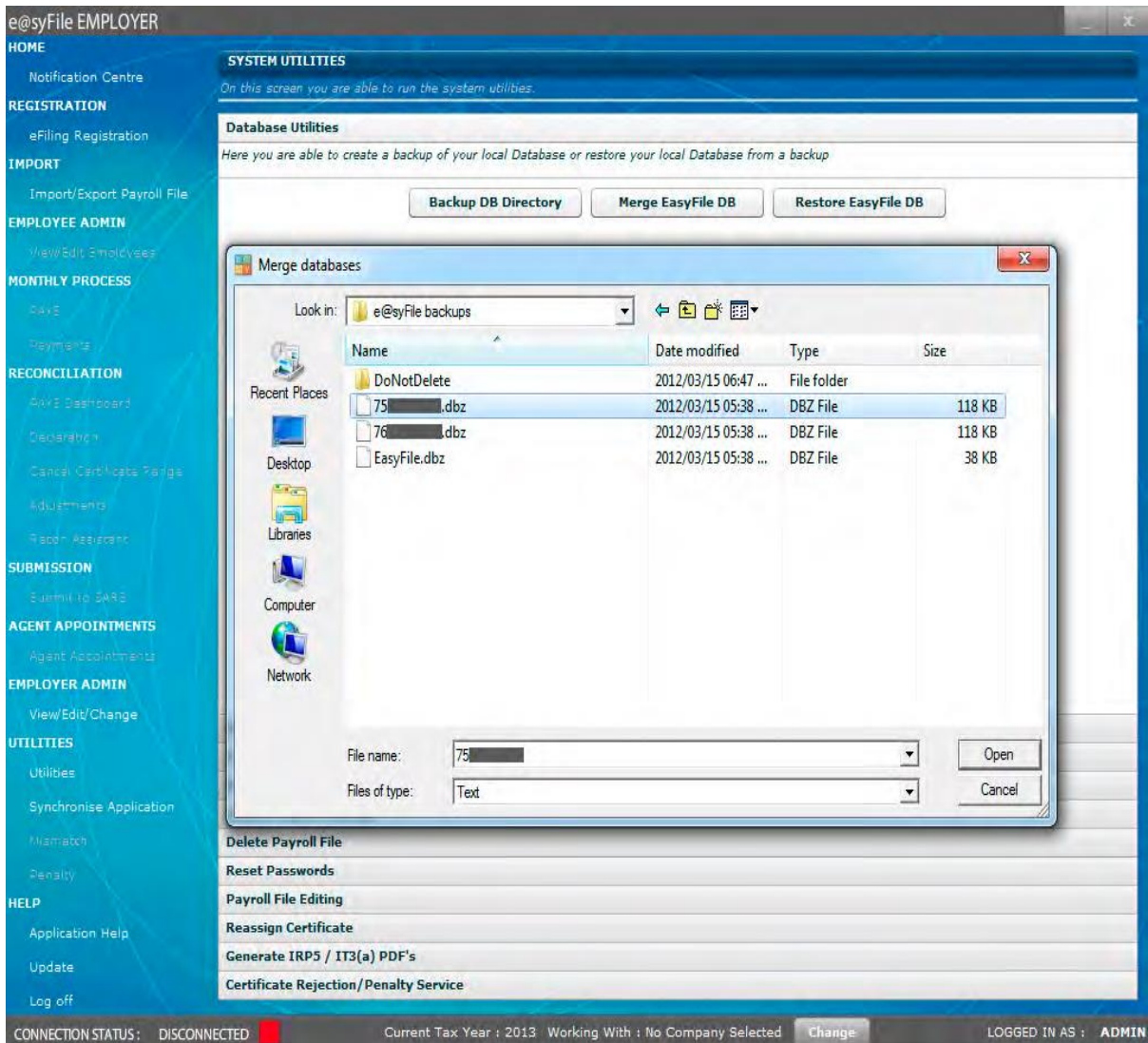
- Read the pop-up message carefully before proceeding with the merge process.
- If you do not have a back-up, click **Cancel** and first make a backup. If you already made a backup of your data, click **Yes** to continue.

Database Merge

This action will merge the selected database with the default database for e@syFile - employer.

Please note that if the database you are trying to merge is encrypted you will need to know the password for that database

Please be patient as this operation could take some time.

Company and certificate data will be merged, but EMP501 data for this year will not, and will have to be re-entered

Please note the e@syFile - employer application will close after the database merge operation is succesfully completed. You will need to start this application as you normally do to continue working.

Do you want to continue this operation?

Yes   Cancel

- Merging a new, encrypted back-up file will require the e@syFile™ Employer login details to be completed.
- Click **Validate** to proceed.
- **Back-up file created on version 5.0.9 or prior:** Additional messages will reflect the status of the merging process, and prompt a restart of the software once the merge has been successfully completed.
- **Back-up file created on version 6.0.0 and later:** A pop-up message will appear once the process has been completed. To access the database file merged, use the Change Employer menu option to select the relevant database file.


## 3.17 RESTORE DATABASE FROM A BACK-UP

- Click **Utilities**

- Click **Database Utilities**

- Click **Restore**

- Select location from which to restore the database, and select the back-up file you wish to restore.

3.18 EMP501 STATUS DASHBOARD

- The table on this page will list all successful submissions. You can also check the status of your submission using the Status Dashboard. The Status Dashboard includes two additional columns which reflect the date and time of your submission, as well as the method used for submission. This also serves as your proof of submission for both submission methods.

- **Please note**: It is important to retrieve your submission status (Accepted/Rejected) to ensure your EMP501 submission was processed successfully. Details regarding possible errors will be displayed here if submission was rejected. If you encounter an unknown error code, contact nearest branch or SARS Contact Centre for assistance. Correct errors and do a full resubmission.

- Click **Utilities** on the menu pane**.**

- Click **EMP501 Status Dashboard.**

  - Your submissions will be displayed on the screen.
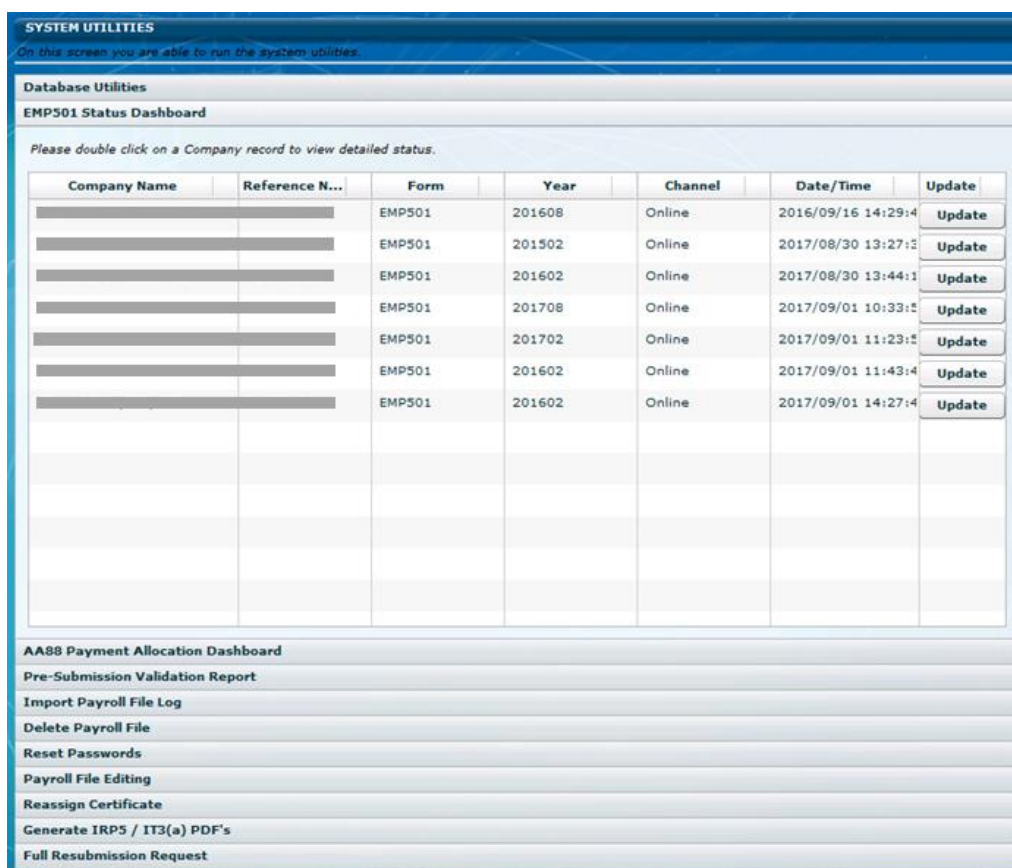
- If you submitted electronically using eFiling, double-click update (you must be online to receive an update of your submission status).
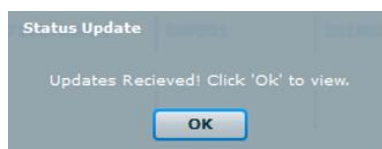
- Click **OK** to view the returned status. Below are examples of an 'Accepted' status as well as a 'Rejected status'.

□ **Please note**: You will need to resubmit a corrected EMP501 if the original submission was rejected. The resubmission process is covered in section **3.29 FULL RESUBMISSION REQUEST**.


□ **Please note**: Until your status update reflects as Accepted or Rejected, you will not be able to resubmit your EMP501 (or an EMP701 where applicable).


3.19 EMPLOYMENT TAXES VALIDATION

- Employment Taxes Validation (ETV) for IRP5/IT3(a) certificates were introduced after the 2019/08 Reconciliation period.

- The income tax filing threshold determines that individuals who qualify are not required to submit an Income Tax Return for Individuals (ITR12) although Pay-As-You-Earn (PAYE) was deducted monthly by their employers. Previously, employers had to follow a laborious process to correct any errors that were made on the deduction of PAYE, Skills Development Levy (SDL) and Unemployment Insurance Fund (UIF). To ease the burden on employers, SARS is introducing a process to validate the PAYE, SDL and UIF deductions captured on the IRP5/IT3(a) certificates submitted with the EMP501 return. In addition, SARS is also checking if certificates have already been assessed by the Income Tax System, as well as the duplication of Income Tax Reference Numbers for multiple employees.

- A set of criteria will be applied to include a limited number of certificates in the validation process. An algorithm will use the financial information captured on the certificate, re-calculate the PAYE, SDL and UIF and compare it with the values captured on the certificate. Any discrepancies will be communicated to the employer through a letter to the channel which was used for the submission. The detail of the certificates that failed the validation check will be communicated via a .TXT file which can be downloaded from the submission channel. Employers must rectify any errors and re-submit the corrected certificates.

- To retrieve your ETV Report, follow the steps below.

  □ Ensure that you retrieved the submissions status update under Utilities, on the EMP501 Status Dashboard in e@syFile Employer.

- Click on Update, next to the relevant submission to retrieve an Accepted or Rejected status.
    o Please note: ETV feedback will not be available for rejected EMP501 submissions.
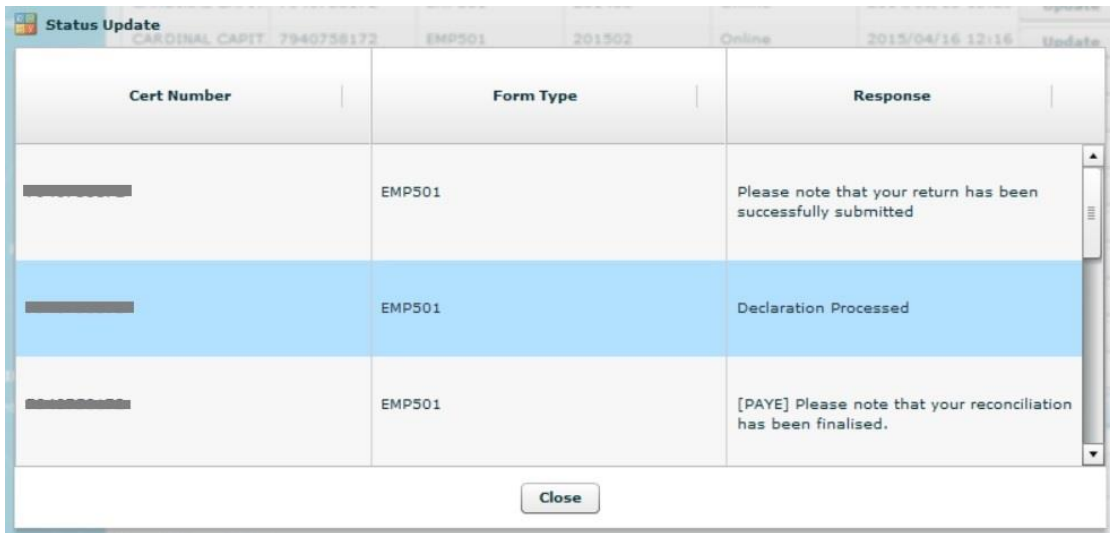
- Click on Download Employment Taxes Validation to retrieve ETV feedback.
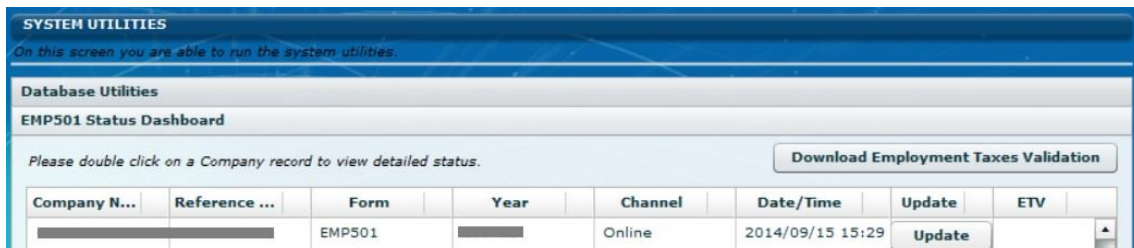
- Complete your eFiling credentials for authentication and click on login.

- Click on the View button in the right hand column to view the ETV Report for an EMP501 Submission.

- □ The details of certificates with errors will be displayed. You can also save the report to a text file format by clicking on the Save button.

3.20 MANAGING PAYROLL FILE IMPORTS IN e@syFile™ EMPLOYER

- e@syFile™ Employer keeps a log of all import attempts, including failures, warnings and successful imports.

- Click **Utilities.**

- Click **Import Payroll File Log.**

- To open a specific error report, simply double-click the entry listed in the log.

3.21 MANAGE PAYROLL FILE EDITING IN e@syFile™ EMPLOYER

- This option must be enabled by the ADMIN user before you can edit certificates imported from a CSV file.

  ▫ Click **Utilities.**
  ▫ Click **Payroll File Editing.**
  ▫ Tick to select Enable Editing of Imported Payroll File Data.
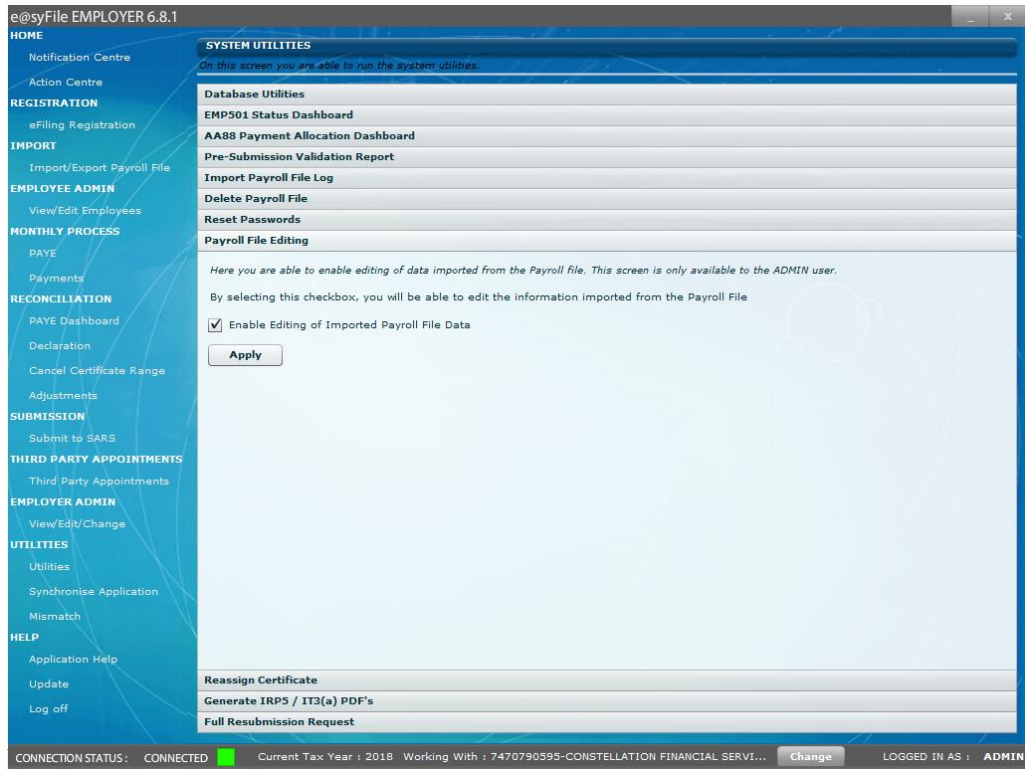
  ▫ Click **Apply.**

3.22 DELETING PAYROLL FILES

- Follow these steps to delete imported payroll files.

  ▫ Click **Utilities.**
  ▫ Click **Delete Payroll File.**
  ▫ Double-click the payroll file to be deleted, or click **View.**
  ▫ Tick the box next on the relevant payroll files to be deleted.
  ▫ Click **Delete.**
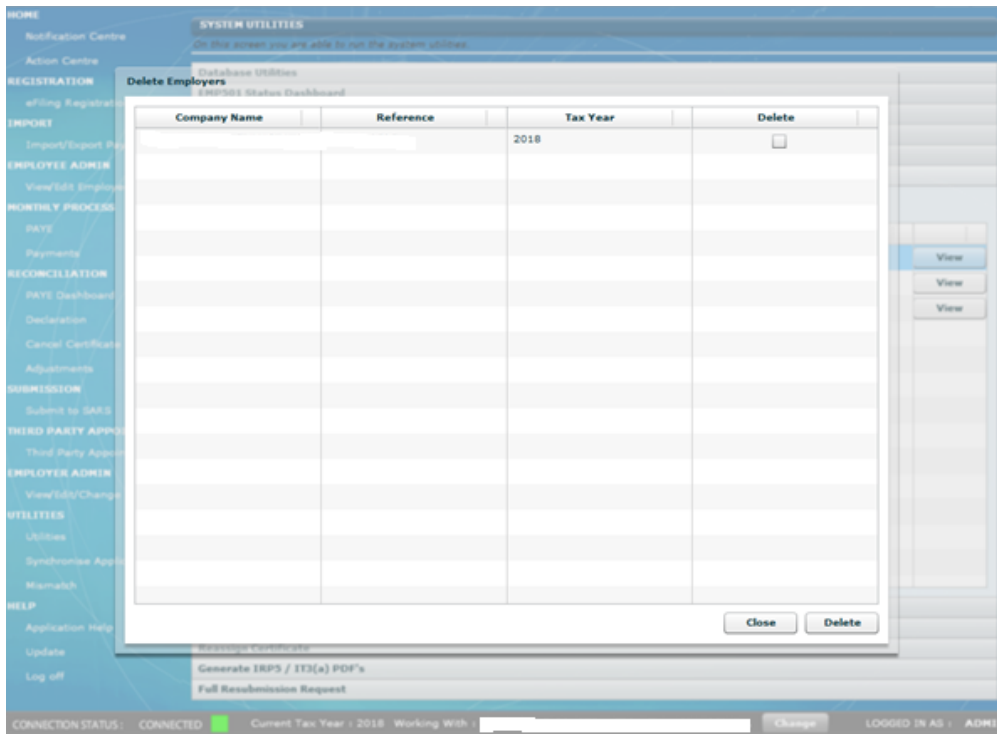
□ A message will appear indicating that employee data associated with the relevant employer (as per the file to be deleted) will be deleted.
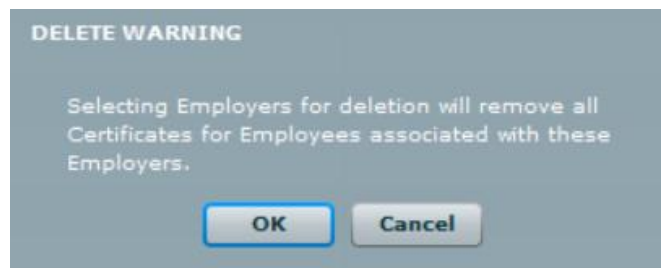
□ Click **OK.** The payroll file is now deleted.

3.23 RESET PASSWORD

- Do this to reset users' passwords.

- **Please Note**: Only the ADMIN user can access this function.

  □ Click **Utilities.**
  □ Select the Reset Passwords tab.
  □ Select the Local Login User Name from the drop-down list.
  □ Enter a new Local Logon Password.
  □ Repeat the captured Local Login Password.
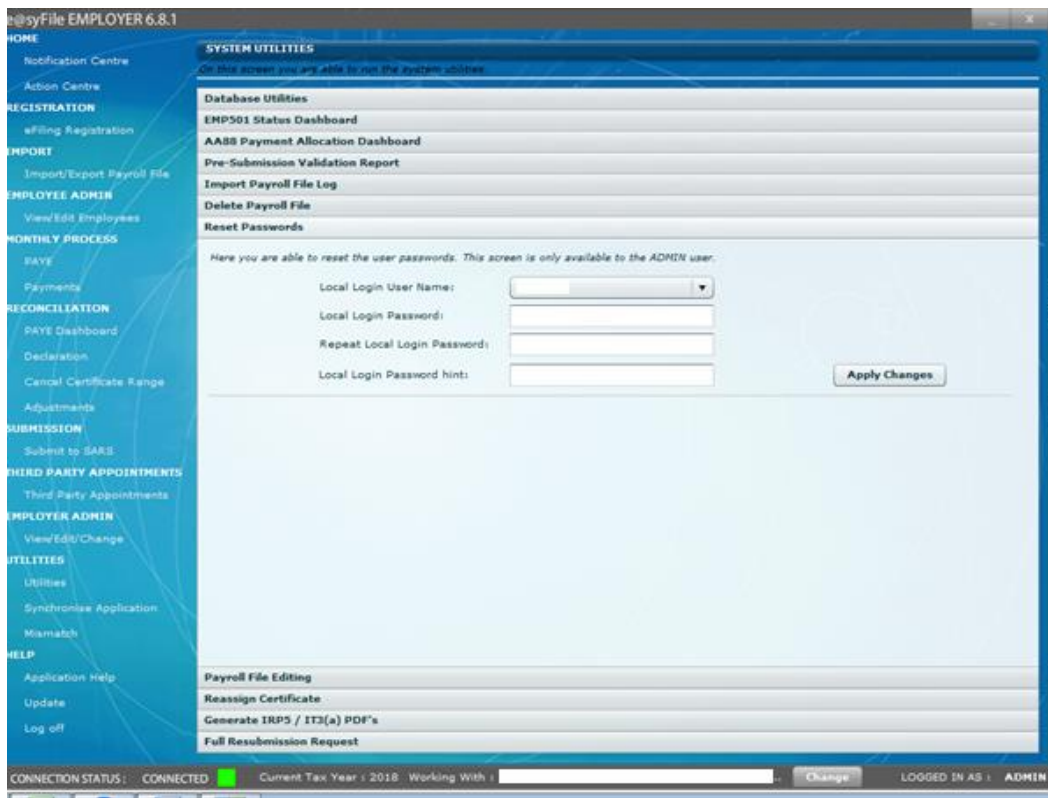
- □ Enter Local Login Password hint.
- □ Click **Apply Changes.** The user password has now been reset.

3.24 MERGE EMPLOYEE

- If duplicate records have been created for an employee under **EMPLOYEE ADMIN**, you can merge the duplicate records and consolidate certificates to one employee record.

    - □ Click **Utilities** and then select the Merge Employee tab.
    - □ Select the first employee record from the From Employee drop-down list.
    - □ Select the second employee record from the To Employee drop-down list.
    - □ Click **Merge** to consolidate employee records and to delete the duplicate employee.

3.25 REASSIGN CERTIFICATE

- You can now reassign certificates from one employee to another if certificates are not linked to the correct employee.

  - ▫ Click **Utilities** and then select the Reassign Certificate tab.
  - ▫ Select the first employee record from the From Employee drop-down list.
  - ▫ Select the second employee record from the To Employee drop-down list.
  - ▫ Click on Reassign to display a list of available certificates to transfer between employees

  - ▫ Select the relevant certificate(s) from the list displayed and click on Reassign to transfer the certificate to the selected employee

3.26 GENERATE IRP5/IT3(A) PDFS
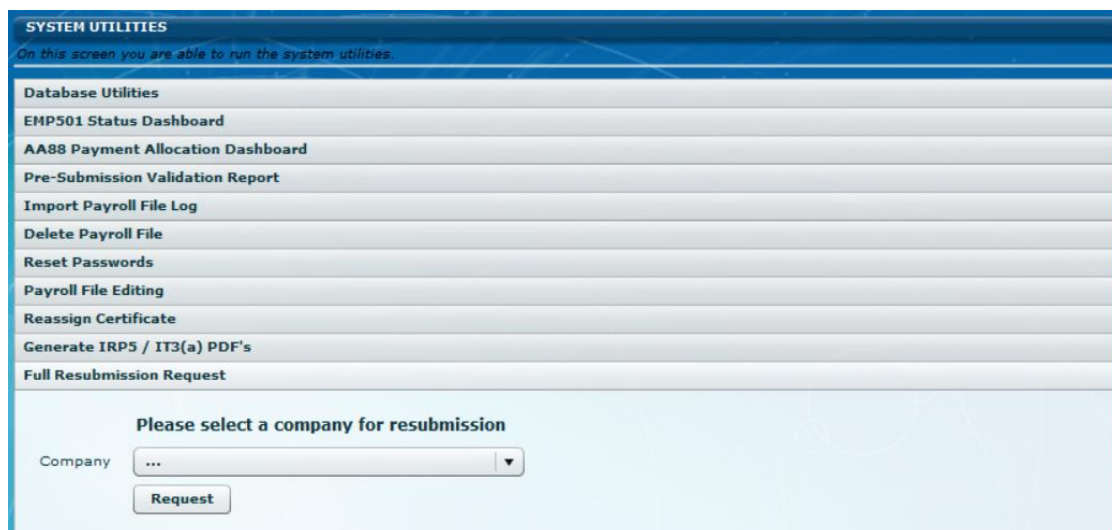
- Once your file has been submitted to SARS the employer can create IRP5/IT3(a) PDFs as follows.

  □ Click **Utilities** and then select the **Generate IRP5/IT3(a) PDFs** tab.
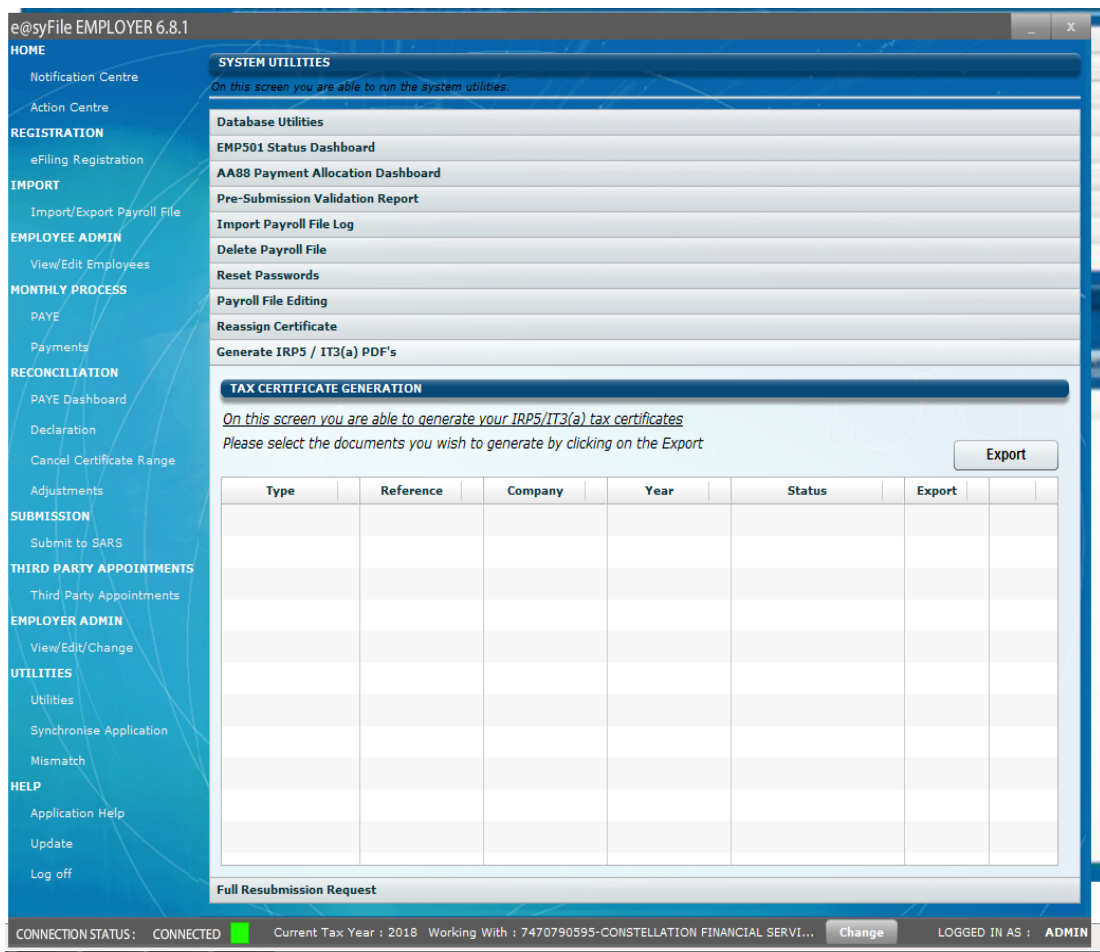
  □ A list showing all completed submissions for which PDF certificates can be generated will be displayed.
  □ Mark the checkbox for the submission for which you would like to generate PDF certificates.
  □ Click **Generate.**
    o You will be asked which certificates you would like to generate (All, Amended, Cancelled etc), and where you would like these certificates saved on your PC.
  □ **Please note**: For the interim reconciliation employers must not issue IRP5/IT3(a) certificates to employees.
    o Therefore no PDF certificates will be generated for this period.
    o A final certificate for an employee can be viewed and printed by selecting "View Certificate" within the View/Edit Employees function.

3.27 FULL RESUBMISSION REQUEST

- This function allows an employer to replace all prior EMP501 or incorrect data submitted to SARS with a new submission. Use this function only when you need to completely replace all previously submitted EMP501 data with a new submission.

- Before you start this process, ensure that you have retrieved the SARS status for the previous submission(s) for this period – refer to EMP501 STATUS DASHBOARD.

  □ Select **Utilities** on the left hand menu pane, and click on **Full Resubmission Request** on the Utilities tabs.

  □ Select a Company (relevant employer and submission) from the drop-down list and click on **Request**. This will redirect you to the Declaration page where you can complete the resubmission.

  □ Click on **Yes** to proceed. This will open the Declaration page. Select the relevant Reconciliation Period from the drop-down list. Repeat the steps explained in **COMPLETING THE EMP501 AND RECONCILING ANNUAL EMPLOYEES' TAX** and **ELECTRONIC SUBMISSION OF RECONCILIATION DECLARATIONS TO SARS** to finalise the process.

3.28 DISK SUBMISSION

- In cases where employers were unable to finalise and submit their EMP501 online due to eFiling profile or access related issues, a manual or disk submission can be processed to deliver to SARS. Please remember that the electronic file and signed copy of the EMP501 and EMP601 (if applicable), must be submitted at a SARS Branch before or on the filing season deadline.

  □ Complete the steps to prepare your EMP501 submission. Once your EMP501 is in a "Ready to file" status, you can proceed.
  □ Click on **Utilities** on the left hand menu pane and click on **Disk Submission**. This will display a list of EMP501s that are available to submit to SARS (Ready to File).
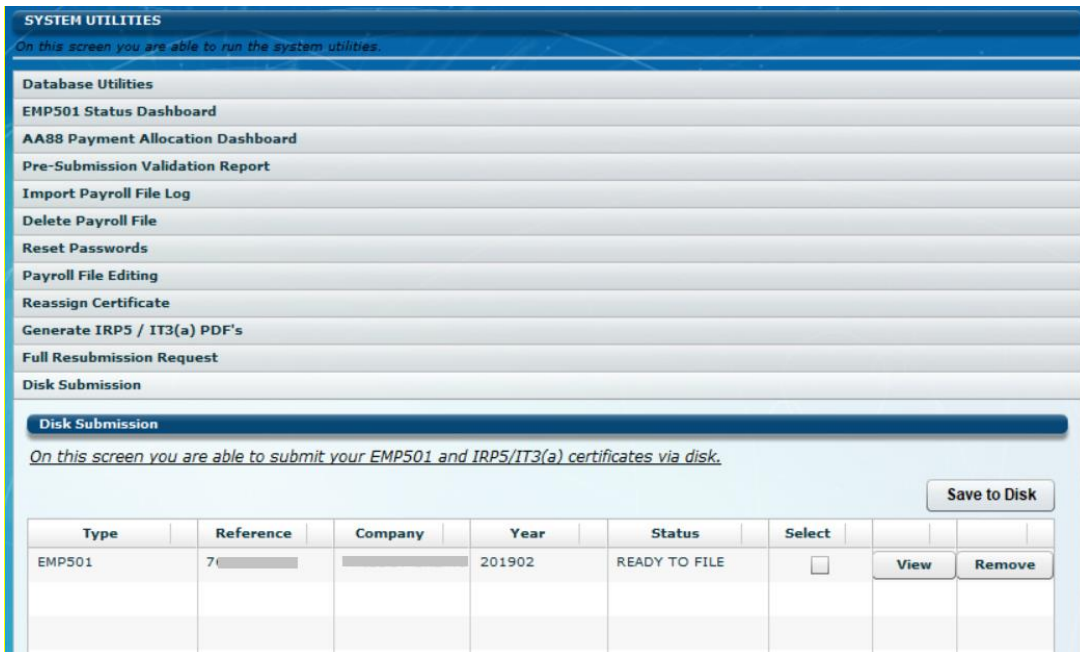
- □ If you did not use pre-populated values from SARS, you will have to edit or confirm the amounts captured on the EMP501. Click on **Save to Disk** when all amounts have been verified.

- □ Select the relevant transaction from the list as illustrated in step 2 above and click on **Save to Disk**.
- □ Indicate a destination folder on your computer and click on **Select Folder** to continue.
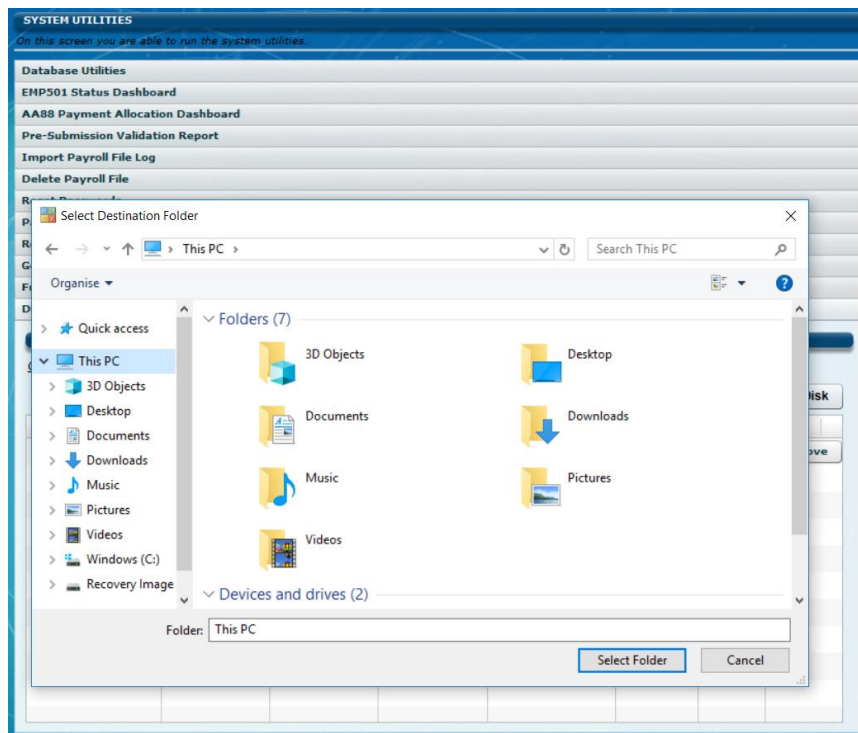
◻ A pop-up message will display once the process completed successfully.
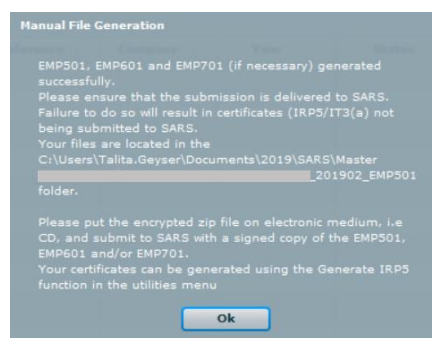
- Remember to copy the submission file to electronic media, and deliver the disk or drive to SARS with signed copies of the EMP501 and EMP601s (if applicable). Failure to do so will result in certificates (IRP5/IT3(a) not being submitted to SARS.

3.29 NOTIFICATION CENTRE

- The Notification Centre will automatically sort retrieved letters by PAYE reference number and letter type, making it easier to manage correspondence and related processes.

- The Notification Centre will include a count for all correspondence requiring attention. This includes unread items, as well as new items that can be retrieved by synchronising. The count for each letter type is displayed per employer/PAYE reference number:

    ◻ The Tax Year column will now display the issue date of correspondence retrieved.
    ◻ Third Party Appointment correspondence will be added to individual employer database files once the notification has been opened from the menu. Details can be accessed and managed from the **Third Party Appointments** menu option, once the letter has been opened.
    ◻ Similarly, bulk ITREG results will be available for export after the ITREG notification letter has been opened.

- To access the new Notification Centre, users will have to synchronise in order to retrieve correspondence.

- □ Click **Synchronise Application** to initiate the process.
- □ Click **Notification Centre** on the left menu pane, to display all available correspondence, listed by employer/PAYE reference number.
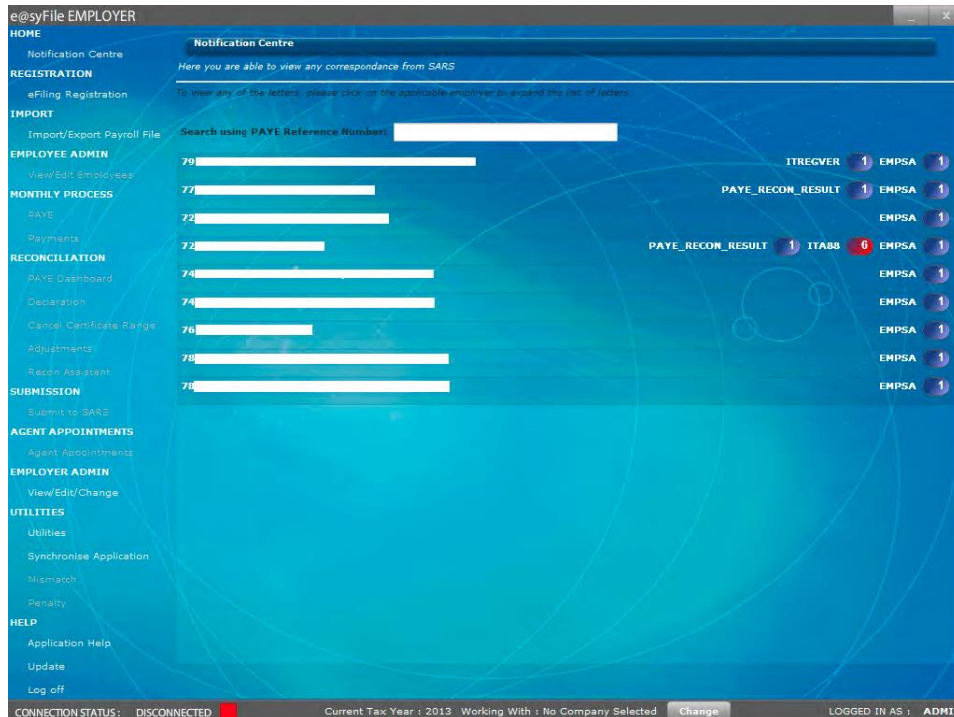
- o Correspondence count numbers/indicators marked in red indicates important new correspondence that was retrieved during synchronisation requiring immediate attention.
- o If the mouse/cursor is moved over the correspondence counts displayed on the right, a pop-up message shows a description of further options available.

- □ To view available correspondence, click the line entry for the relevant employer listed in the notification centre. e@syFile™ Employer will automatically open the correct employer database to access correspondence details for that PAYE reference number.
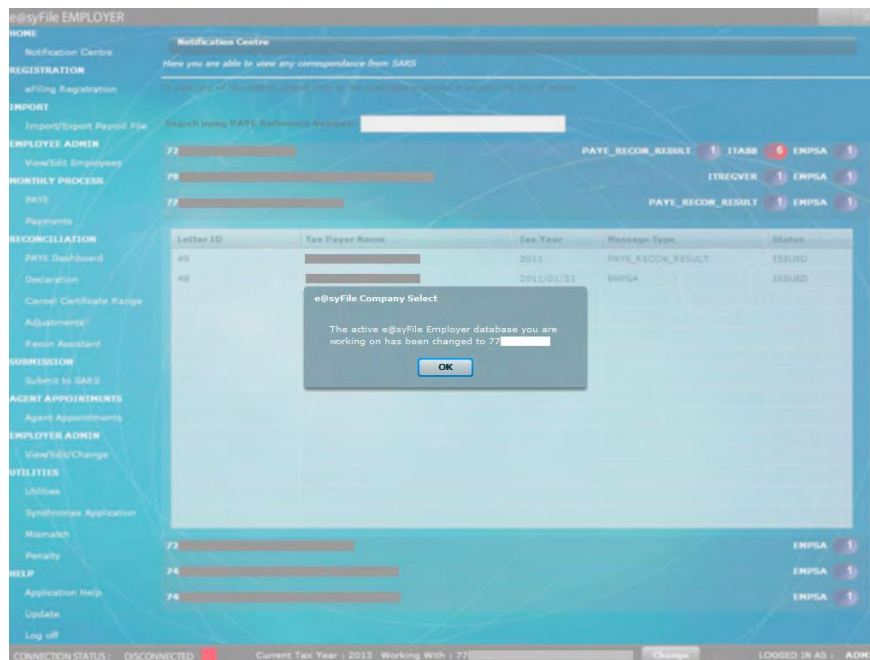
□   Click **OK** to view the available correspondence.
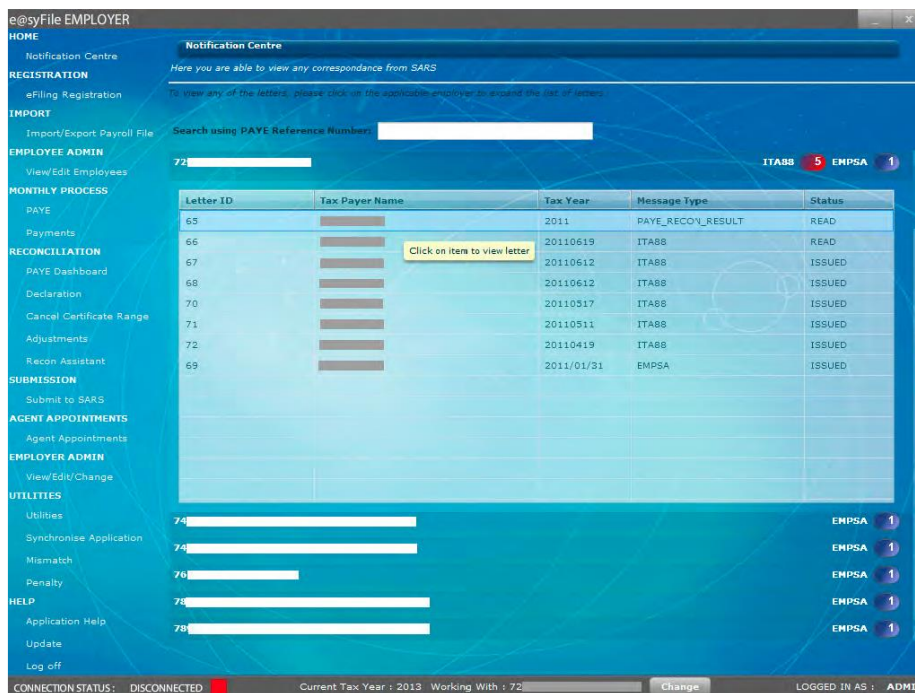
   o   The details displayed include letter type and status for all available correspondence.
   o   **Please note:** Third Party Appointment notifications must be opened to add the details to the Third Party Appointment menu for processing.

□   To view any specific correspondence listed in the Notification Centre, double-click on the relevant line item. Once opened, the status will be updated from ISSUED to READ.

4 MONTHLY EMPLOYER DECLARATION (EMP201)

- This section will help you understand how to access the features for the monthly process in order for you to be able to submit and pay your EMP201 using e@syFile™ Employer.

- You will need the following in order to use e@syFile™ Employer to submit your EMP201 and make payment:

  - Internet access
  - An existing profile on eFiling (you must be registered and activated for the EMP201).

4.1 OVERVIEW

- In order to make use of this function on e@syFile™ Employer, you need to ensure that your EMP201 is registered and activated on your eFiling profile. You also need to ensure that user rights are set up correctly so that you can submit and pay your monthly return using e@syFile™ Employer.

- You will be able to synchronise your local software database with your SARS eFiling profile data. Each time you synchronise with the eFiling website, you will be required to enter your eFiling login name and password. When you synchronise your e@syFile™ Employer database with your eFiling profile for the first time, you will retrieve data for all the EMP201 reference numbers activated on your eFiling profile. You will also be able to access the monthly process on e@syFile™ Employer when your application is synchronised with your SARS eFiling profile.

- In order to use the EMP201 function, you must synchronise your e@syFile™ Employer information with your SARS eFiling profile. Once your SARS eFiling profile is setup, and the relevant EMP201 reference number activated, click Synchronise Application (for detailed instructions refer to section 6 – eFiling synchronisation).

4.2 SUBMITTING YOUR EMP201

- To perform this functionality:

  - Click **PAYE** in the left menu pane to open the selected employer's EMP201 profile.

□   If this menu function is not active you will have to Synchronise your application with eFiling to authenticate and retrieve updated employer demographics**.**

□   View all the particulars for the Declarant to ensure that they are completed and correct. You can edit some details on this page and click **Save Details.**
□   To access a specific declaration, select the relevant tax year and period at the top of the page. You will see a list of EMP201 Declarations to the right of the screen with the status indicated for that period.

□   Click **View** to open a new declaration, which will open in a PDF format.
   o   The EMP201 has been enhanced to include additional fields for penalties and interest. If the amounts for penalties and interest are not populated when you open the declaration, you will be able to edit these fields.

□   Complete the amounts for PAYE, SDL and UIF (where applicable) in the Payment Details section. You can also complete or edit the penalty and interest amounts if necessary. The Payment Period and Total fields will be automatically populated, and the Payment Reference Number (PRN) will be generated by SARS on submission of your declaration.

▫ Once you have completed the amounts, click **Save Online** where you need to save your information. Click **File** if you are ready to file your EMP201. This will update the status of your declaration in the EMP201 Declaration listing, and list the declaration on the Submissions page.

▫ Click **Submit to SARS** in the left menu pane to submit your declaration. The status will read Ready to File.
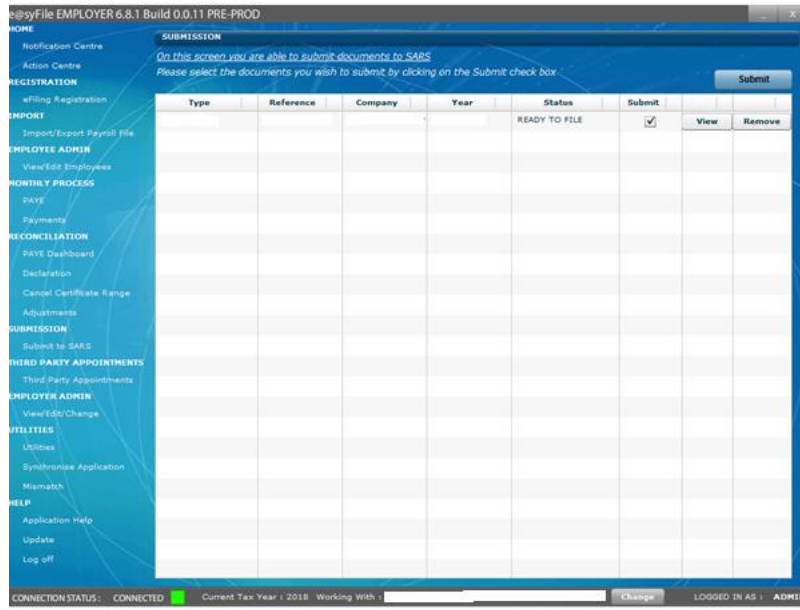
▫ Select the declaration and click Submit on the top right hand corner of the page.
▫ Click to accept the declaration, and enter your SARS eFiling login name and password to submit.

▫ A pop-up message will confirm successful submission to SARS.
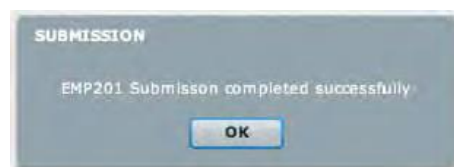
4.3 REVISING AN EMP201 DECLARATION

4.3.1 ADJUSTING A PREVIOUS EMP201

- Follow steps **1-4** of **SUBMITTING YOUR EMP201** to select the relevant Employer and period. The declaration should be displayed to the right of the screen in the EMP201 Declaration status listing. Click **Revise.**

- The revised EMP201 will automatically be listed on the Submissions page. Follow steps **8-11 of SUBMITTING YOUR EMP201** to submit the increased EMP201 to SARS.

- An additional payment will have to be processed. Follow the steps listed below in **PAYING YOUR MONTHLY EMP201** to make the additional payment.

4.4 PAYING YOUR MONTHLY EMP201

- Once you have submitted your EMP201, your declaration status on eFiling will be updated to Submitted via e@syFile**TM** Employer, and a payment will be generated for the relevant EMP201.

- Please ensure that your banking details are correctly set up on eFiling before you make payment, and that the necessary access rights are allocated to your login name.

  ▫ Click **Payments** below **Monthly Process** on the left menu pane.
  ▫ Enter your eFiling login name and password.
  ▫ Remaining steps of payment process are similar to the process on SARS eFiling website:
     o Select the declaration for which you want to make payment, and click **Make electronic payment.**
     o Select the account from which you are making the payment, and follow the easy steps to make your payment.

4.5 DECLARATION HISTORY

- All declarations submitted electronically are available to view under the PAYE tab, including any corrections made to submitted declarations. To access a specific EMP201:

  □ Click PAYE in the left menu pane to open a page listing all employers registered for EMP201 on your profile.
  □ Select the relevant employer or use the search function to locate a specific employer, and click View.
  □ Click Returns History and select the year of assessment from the drop-down list.

  □ To open a specific declaration, simply double-click on the declaration to view it as a PDF.
  □ Click **Back to Tax Payer Details** to the top right of the screen to return to the Employer menu.

4.6   STATUS DASHBOARD

- Declarations submitted using e@syFile™ Employer are listed on the Status Dashboard.

  □   Click PAYE on the left menu pane to open a page listing all employers registered for EMP201 on your profile.
  □   Select the relevant employer or use the search function to locate a specific employer, and click View.
  □   Click Status dashboard to view a list of all declarations submitted using e@syFile™ Employer.

- To verify the status of a specific declaration:

  □   Double-click the Update button next to the relevant entry on the list.
  □   The status for that declaration will be retrieved from the SARS database and displayed in a message block.
  □   If the declaration was submitted successfully, the status displayed should read Accepted. Click **Close** to exit.

4.7 MAKING PAYMENT

- This menu option will divert you to the same payment link as the option in the left menu pane.

    □ Click Make Payment to view all outstanding payments for EMP201 on your profile.
    □ See **PAYING YOUR MONTHLY EMP201** for more information on sending a payment instruction to SARS.
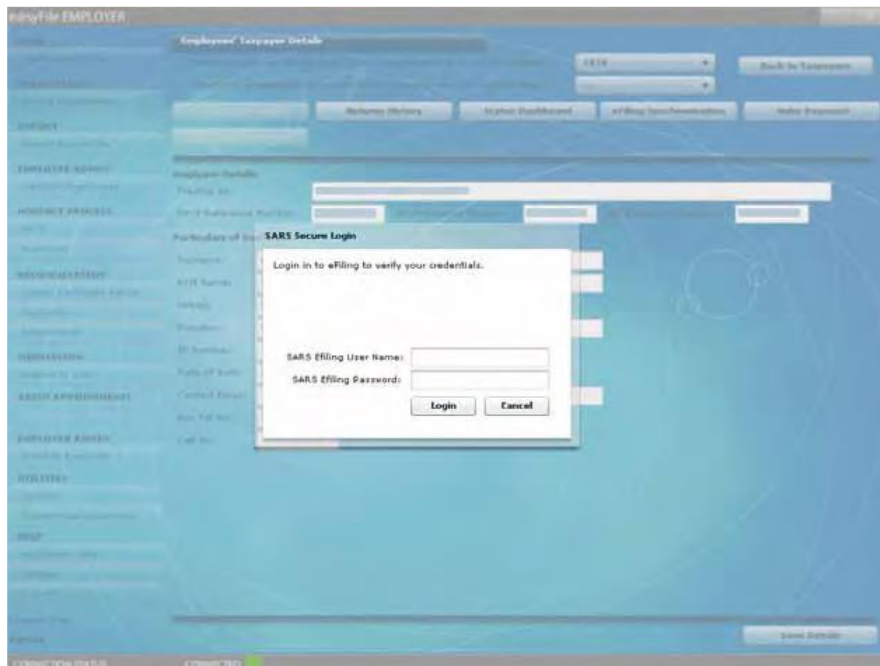
4.8 STATEMENT OF ACCOUNT

- In order to use the Statement of Account request function, you must synchronise your e@syFile™ Employer information with your SARS eFiling profile. For detailed instructions refer to **eFILING SYNCHRONISATION**

    □ Click **PAYE** on the left menu pane.
    □ Click **Statement of Account.**

□ Indicate the tax period for which you wish to request an EMPSA. You can either select an Employer Reconciliation Declaration (EMP501), transaction year (March to February), or a shorter period within a specific transaction year.
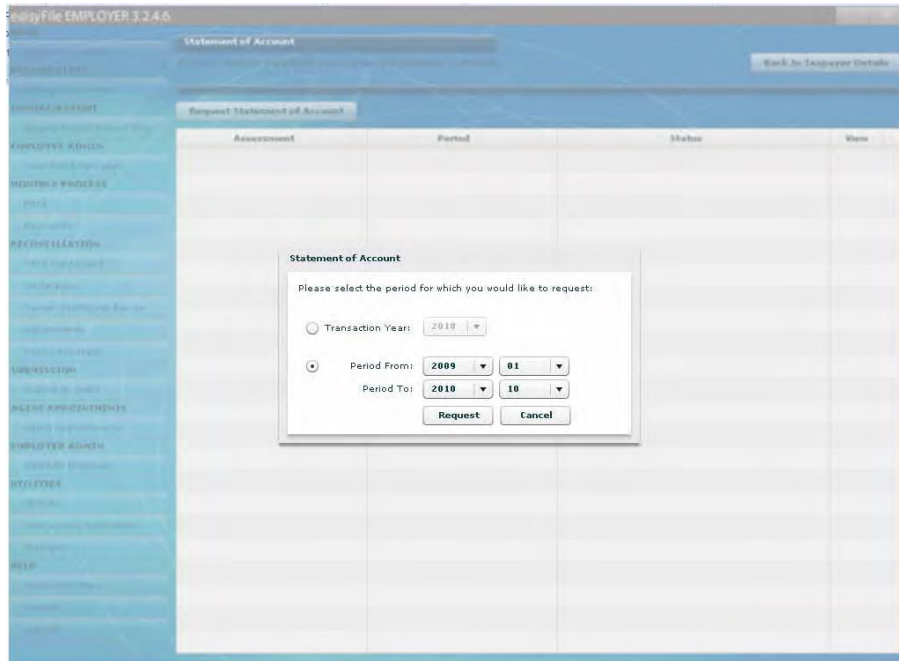
□ Enter your SARS eFiling login name and password to finalise your request. The requested EMPSA will be available within 48 hours of your request. To retrieve your EMPSA, synchronise your application again by clicking **Synchronise Application** in the left menu pane, refer to **eFILING SYNCHRONISATION.**

5 INCOME TAX REGISTRATION OF EMPLOYEES

- Income Tax reference numbers are mandatory for registered employees when completing the Employer PAYE Reconciliation (interim and annual). If an employee is not registered and hence does not have an Income Tax reference number, this field must be left blank. SARS will automatically register the employee when processing the reconciliation submission.

- The Income Tax Registration (ITREG) function has been added to e@syFile™ Employer to assist employers to obtain Income Tax reference numbers for individuals employed (please refer to section 1 –Register employees for Income Tax and obtain feedback)

- The ITREG functions enable you to register employees for Income Tax.

- **Please note:** You must be connected to the internet to use any of these options.

5.1 INDIVIDUAL INCOME TAX REGISTRATION

- This function enables an employer to apply to register employees individually.

  □ You have to create an employee on e@syFile™ Employer before you will be able to use the Income Tax registration function.
  □ Follow steps **1-4** of **ADD EMPLOYEE** to create an employee.
  □ Click **IT Reg** to the bottom right of the EMPLOYEE DETAILS screen.

▫ You will receive electronic feedback from SARS verifying the status of the Income Tax registration application.

   o Registered (new Income Tax reference number provided): If the Income Tax registration is successful, you will receive a pop-up message indicating the employee's Income Tax reference number. The Income Tax Reference field on your Employee Details screen should also be populated.

   o Existing Taxpayer (employer to obtain Income Tax reference number from the individual): If an Income Tax reference number exists for the relevant employee, you will receive a similar notification in a pop-up message. However the Income Tax reference number will not be provided must be obtained from the employee.

   o Unable to Register – Employee must contact SARS (i.e. multiple registrations found): If the Income Tax registration request is unsuccessful, the relevant employee will be requested to contact SARS for further assistance.

- Insufficient Information (i.e. invalid postal address, incomplete address details)/ Non-individual: Where the employee details provided could not be verified, the request will not be processed.

- During peak times, expected results may be delayed. A pop-up message will appear for confirmation of a successful submission. These results may be retrieved by selecting Synchronise Application within 24 hours after submission. The synchronisation process is explained in **EFILING SYNCHRONISATION**.

5.2 BULK INCOME TAX REGISTRATION

- Bulk ITREG will now be performed automatically, once a year after the annual PAYE reconciliation period. Where an employer submits the EMP501 a bulk registration process for employees, who are not registered for Income Tax, will be performed. This means employers will now be able to obtain Income Tax reference numbers for those employees that SARS could successfully register using the recent PAYE reconciliation submissions. To obtain the feedback received from SARS, concerning the registration of employees, refer to **EFILING SYNCHRONISATION**.

5.3 BUNDLED INCOME TAX REGISTRATION

- This function enables employers to register a maximum of 1 000 new employees in one application that were not part of the employer's previous PAYE Reconciliation submission. A maximum of 1 000 request may be submitted to SARS within a month.

- The details of the employees to be registered can be captured directly on e@syFile™ Employer or the employee records can be imported from the payroll application using a CSV file.

- Any employee, for whom certificates were included, in the previously submitted reconciliation may not be included in Bundled ITREG application again. Income Tax reference numbers for these individuals will automatically be generated as part of the Bulk ITREG done by SARS using the reconciliation submission data, and can be retrieved through the synchronisation process when available. The synchronisation process is explained in **EFILING SYNCHRONISATION**.

- Click on **VIEW/EDIT EMPLOYEES.**

- ○ You have to create an employee account on e@syFile™ for new employees, employed from 1 March - 31 August.
- ○ Follow steps **1-4** of **ADD EMPLOYEE** to create an employee.

- ○ Alternatively, import these records with a csv file from your payroll to automatically create the new employee records.
- ○ **Please note:** An ITREG import file can also be generated in your payroll software, containing only employee demographics without certificate details. Business Requirement Specifications (BRS) for these files are available in the latest SARS BRS PAYE Employer Reconciliation file structure document available on the SARS website www.sars.gov.za, or contact your payroll software provider for further assistance.
- ○ The abovementioned option will be useful for larger companies, as up to 1 000 new employee records can be imported on a monthly basis for Bundled ITREG applications to prepare for future reconciliation submissions.

- ▫ Once the new employee records have been created or imported, click on **"Bundled ITREG"** to display the Income Tax reference number status for each employee.
  - ○ Select the employee records you wish to include in your Bundled ITREG application and click **"Register"**. The application will be sent to SARS.
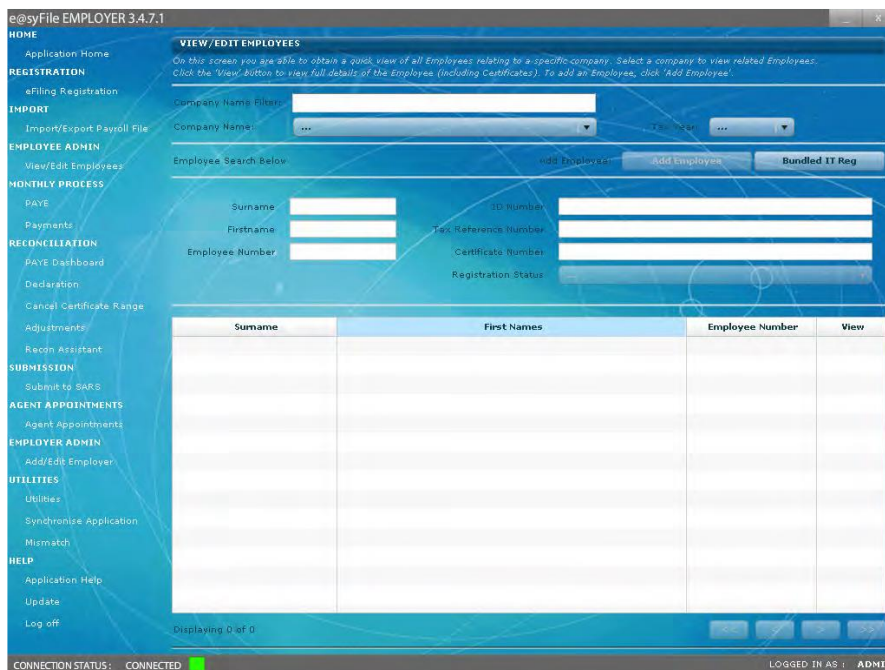
- ○ **Remember:** Only new employees can be selected and included in Bundled ITREG application.
- ○ Enter your eFiling login name, password and select **"Login".**

- ○ Results from Bundled ITREG application should be available via the synchronisation process in e@syFile™ Employer within 24 hours, refer to **eFILING SYNCHRONISATION.**

o **Please note:** When you have exceeded the allowed limit of 1 000 Bundled ITREG applications, the following message will appear:

o Should the following error message occur,
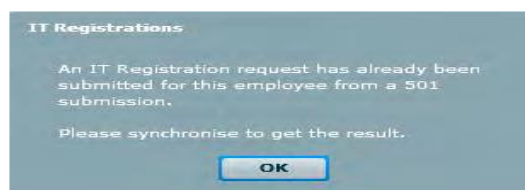
o You are required to complete the eFiling synchronisation (refer to e**FILING SYNCHRONISATION**) to retrieve the Bulk ITREG results, prior to submitting the Bundled ITREG application.

▫ Additional options are available to filter or sort employee records according to Income Tax reference number status. Select from the drop-down list the "Registration Status" to view all the applicable employee records.
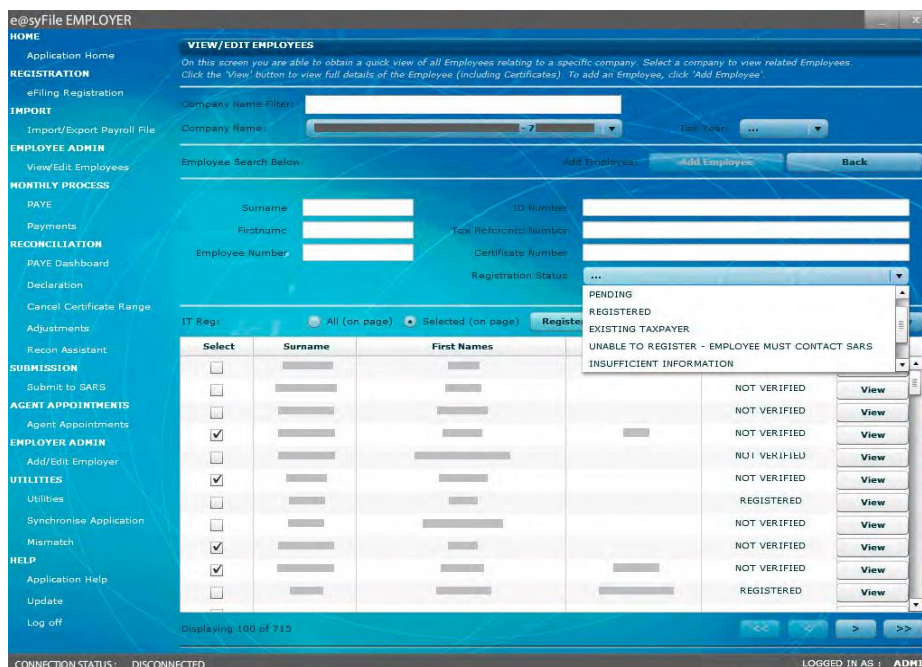
▫ Clicking on **"View Summary"** will provide sub-totals for all applicable Income Tax reference number statuses, for employees who do not have an Income Tax reference number.

6   eFILING SYNCHRONISATION

- The latest enhancements to the eFiling synchronisation function include the ability to synchronise the following:

    - eFiling profile and Employer information: This will synchronise all employer information linked to the SARS eFiling profile. This information includes employer demographic information, EMP201 declaration details and which Employer PAYE reference numbers can be accessed on the Status dashboard and Reconciliation Assistant. The EMP201 must be registered and active on eFiling. Employers must have the necessary access rights to the relevant EMP201 numbers on the eFiling profile.
    - Letters and Correspondence (including AA88 notices): AA88 correspondence, EMPSA and other letters.
    - Taxpayer Income Tax Registrations: All results from the ITREG options: Individual, Bundle and Bulk. Bulk and Bundle ITREG results are retrieved through synchronisation. Individual ITREG results are usually available immediately; however during peak times results may be delayed and can then be retrieved through the synchronisation process within 24 hours.
    - All: Where all information is required to be synchronised, e.g. employer information, letters and correspondence and result from ITREG.

- **Please note**: You can only use the "All" option when using the eFiling login name for the first time, or when switching between eFiling login names.

- The eFiling login name must be used to synchronise with e@syFile™ Employer data.

- Before attempting to retrieve the electronic correspondence or start the synchronisation process it is important to take the following into account:

- The eFiling login name used to synchronise must be enabled for the SARS Registration functionality on eFiling (Admin roles assigned to the login names):

    - Where multiple PAYE reference numbers are registered on one eFiling profile, it is important to ensure that all the final reconciliations for these PAYE reference numbers were submitted using the same e@syFile™ Employer database used for synchronisation. This will ensure that the contents of the Income Tax letters can be distributed correctly to the relevant employees, using the most recently submitted certificate number(s) linked to the employee record.
    - If the Bundled ITREG applications were submitted, these employee records must also be included on the e@syFile™ Employer database when synchronising.

### 6.1   PROFILE, EMPLOYER INFORMATION, LETTER, CORRESPONDENCE AND ALL

- Click **SYNCHRONISE APPLICATION** on the left hand menu pane under **UTILITIES.** Select which items must be synchronised:

    - eFiling profile and Employer information
    - Letter and Correspondence (including AA88 notices)
    - Taxpayer Income Tax Registrations
    - All
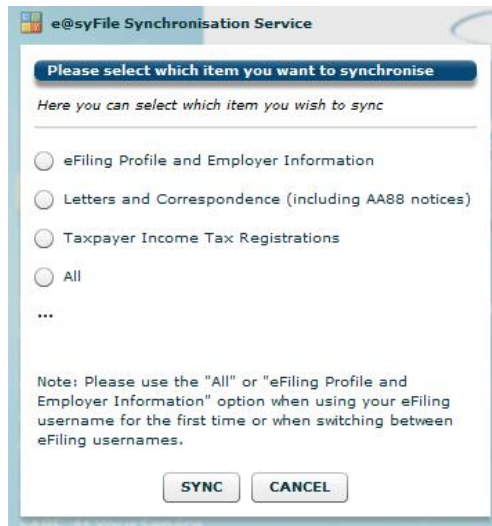
- Click **SYNC** for the synchronisation process to start.

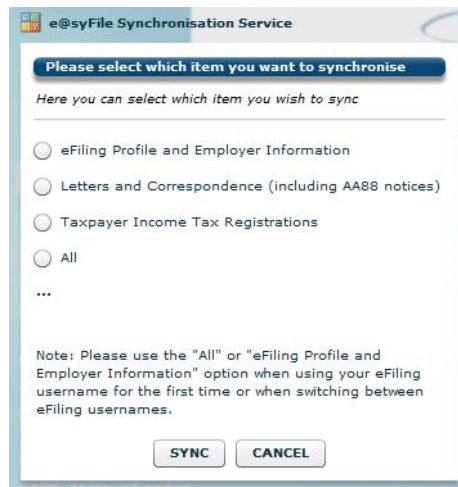- Enter your eFiling login name and password, and click LOGIN.

- ▫ A pop-up message will be displayed confirming the synchronisation has been completed.

- Click **OK**.

- **Please note**: Letters and Correspondence (including AA88 notices) will be listed in the Notification Centre. Simply double-click on the entry to open.

- ▫ You may encounter error messages or the synchronisation might not be successful if your eFiling access, setup and authorisations have not been completed. See example below.
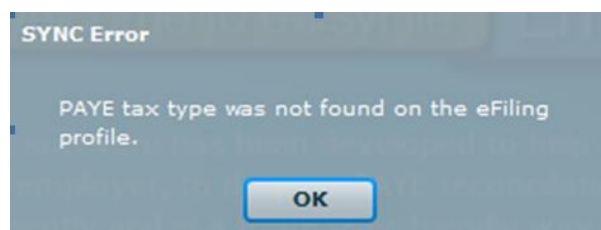
- Follow the instructions on the pop-up message to assign access or add tax types to your profile when / if needed.

- Please refer to the eFiling User guide for detailed instructions

6.2   TAXPAYER INCOME TAX REGISTRATIONS

- Click **SYNCHRONISE APPLICATION** on the left hand menu under **UTILITIES.**

    ▫ Select Taxpayer Income Tax Registrations:

- Click **SYNC** for the synchronisation process to start.

   ▫ Enter your eFiling login name and password, and click **LOGIN.**

    ▫ A summary of synchronisation results will be displayed once the process has been completed.

- Synchronisation attempts to retrieve Bulk ITREG results without the certificate data will fail, resulting in an error message. The database used for the reconciliation submission must be restored or import the certificate data prior to attempting to synchronise again.


- Synchronisation results will update the Income Tax reference number status displayed in the Status column on the **VIEW/EDIT EMPLOYEES** page, when Bundle ITREG is selected.

- One of the following statuses will be displayed for each employee record:

    ▫ Registered (new number provided)
    ▫ Existing Taxpayer (employer to obtain number from individual)
    ▫ Unable to Register – Employee must contact SARS (i.e. multiple registration found)

- Insufficient Information (e.g. invalid postal address, incomplete address details)
- Non-Individual (e.g. ID number supplied belongs to a TRUST)
- Not verified - The employer is required to verify that the employee's information has been captured correctly [i.e. Invalid or incorrect information provided and SARS is unable to verify the registration status of the employee. (e.g. address provided with an invalid postal code)].
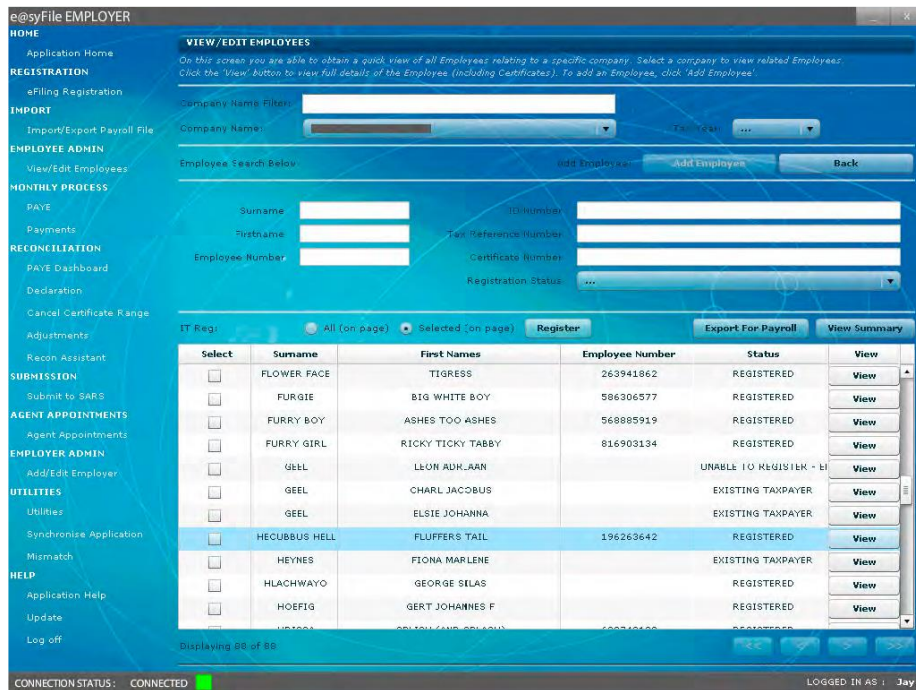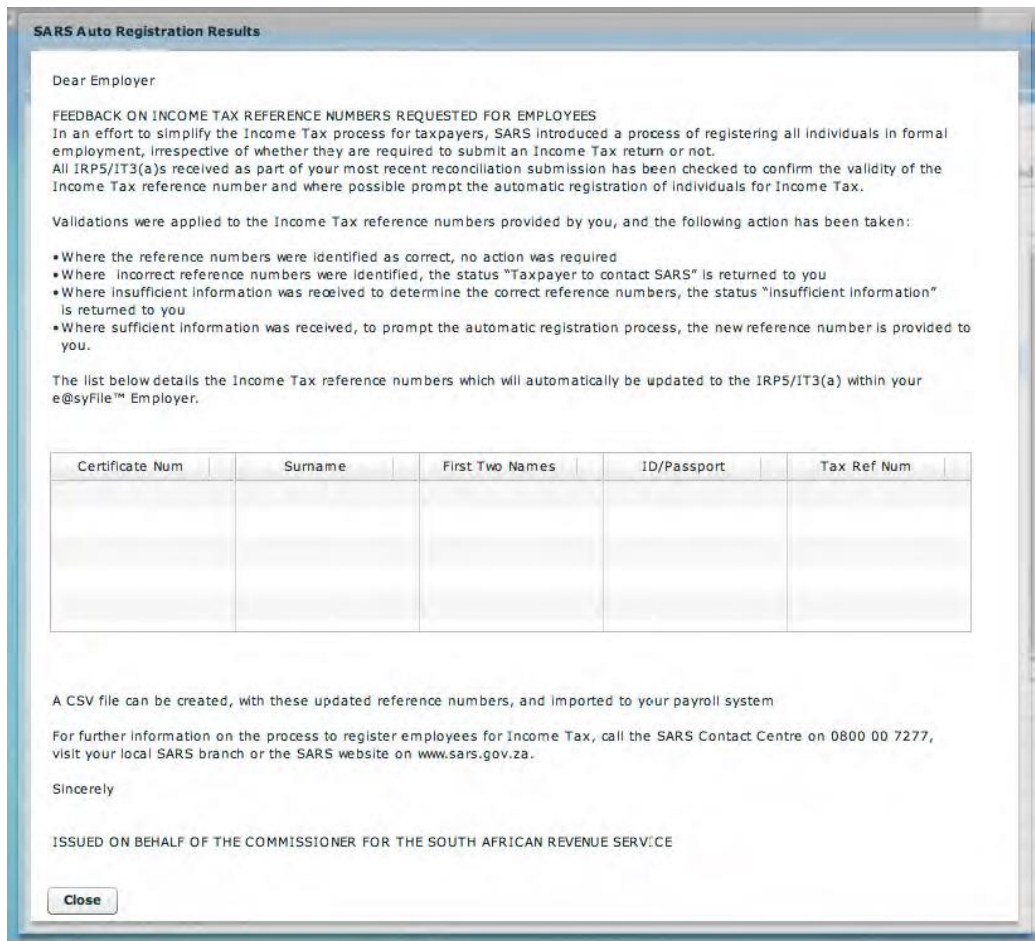

- Income Tax reference numbers retrieved will automatically be populated in the INCOME TAX REFERENCE field on the relevant employee record.

- To view the letter contents or ITREG results retrieved during synchronisation, click **UTILITIES** on the left hand menu pane.

- Click Notification Centre to view a list of available correspondence. The Income Tax reference number letters will be listed.
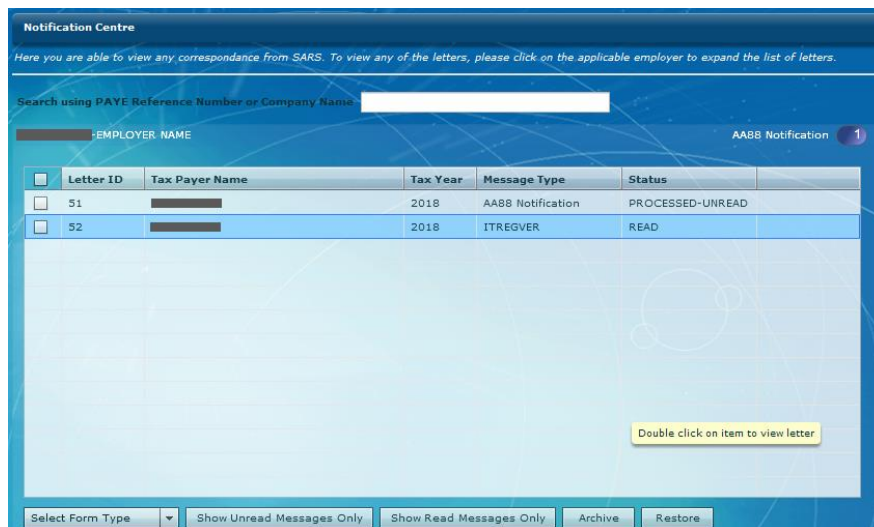

- To view the content for a specific PAYE number or Individual, simply double-click on the line item to open the relevant letter.

- Income Tax reference number details contained in the letter will be displayed in table format, reflecting the following information per employee:

  - Certificate Number

- Surname
- First two names
- ID/ Passport number
- Tax reference number

- **Please note:** The letter will display the first 50 results and additional results can be viewed using "View/edit employees" and/or export function, please refer below.

- Note: This table is for illustration purposes only.

- The new Income Tax reference numbers can be exported to a CSV file, which can then be imported to your payroll software. This imported file will update your employee records with new Income Tax reference numbers.

    - **Please note:** The function within e@syFile™ Employer has been enhanced to include Individual and Bundle ITREG results in the export file and not only the Bulk ITREG results retrieved with the synchronisation process.

- You can export the CSV payroll file from:

    - **IMPORT/EXPORT PAYROLL FILE** page (which will include only the Bulk ITREG results)
    - **VIEW/EDIT EMPLOYEES** page (which will include all the ITREG results)

- To generate CSV payroll file containing only the Bulk ITREG results:

    - Click **IMPORT/EXPORT PAYROLL FILE** on the left hand menu pane.
   - Click **EXPORT PAYROLL FILE.**
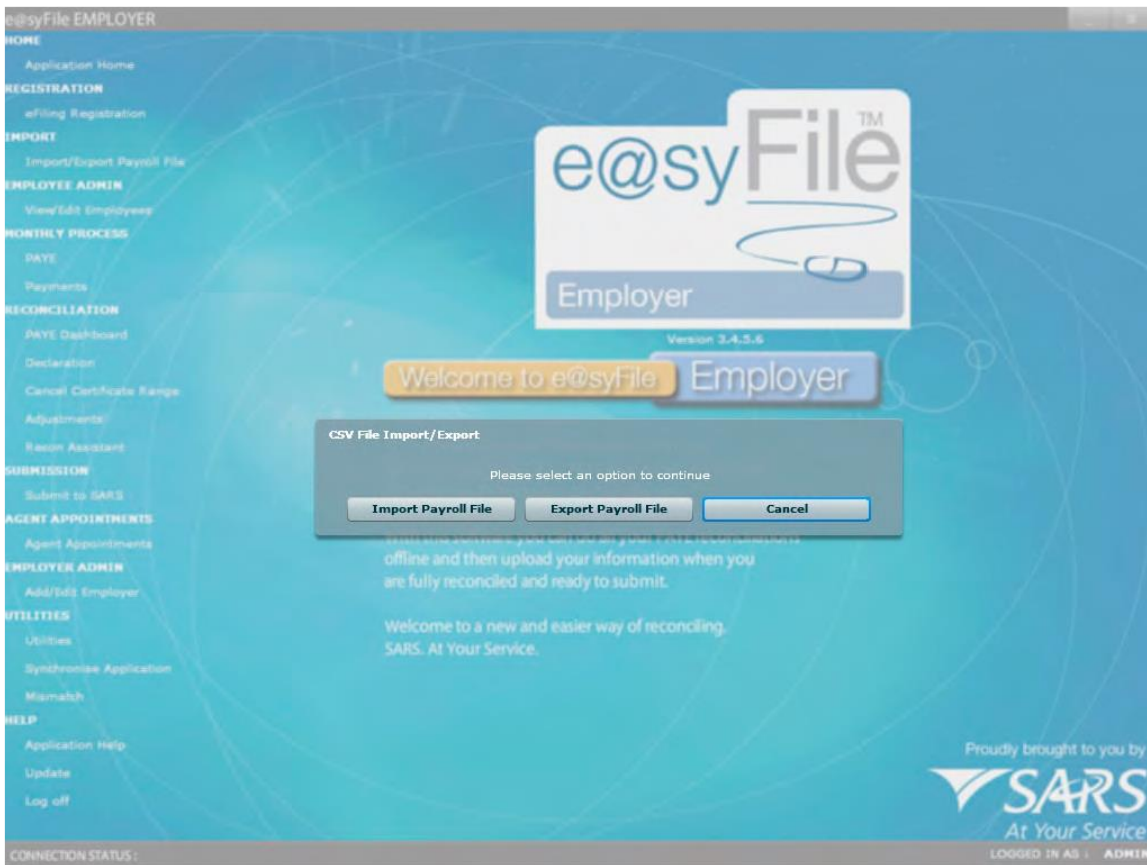
- To generate CSV payroll file including all ITREG results:

  - Click **VIEW/EDIT EMPLOYEES**
  - Select COMPANY NAME and TAX YEAR from the drop-down lists
  - Click **EXPORT FOR PAYROLL**.

  - From the drop-down list select the company or PAYE number.
  - Click **EXPORT**

▫ Select the folder where the CSV export file will be generated and saved, click **OK.**
▫ **Note:** Ensure a local drive (e.g. C:/) is selected and not a network folder.
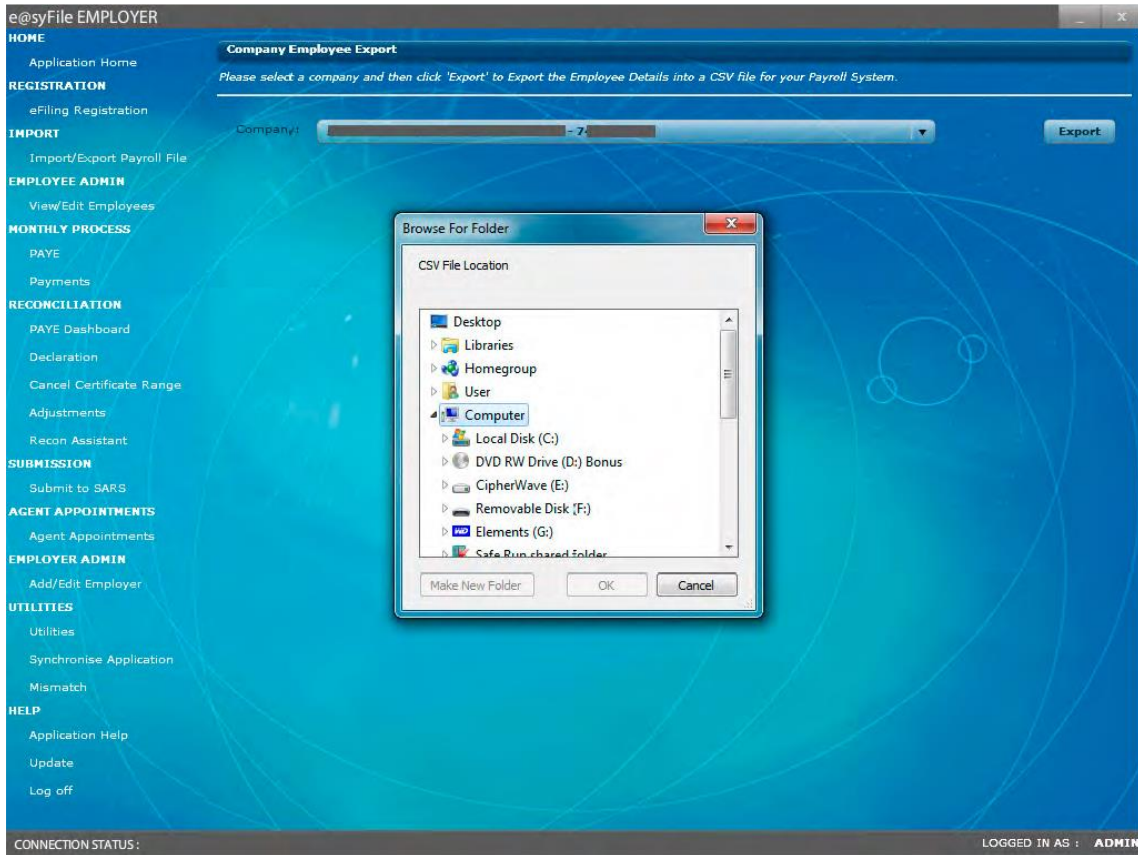
▫ A pop-up message will be displayed, once the export file has been created successfully. This file can be imported into your payroll software to update the Income Tax reference number for employees.

7 DEFINITIONS AND ACRONYMS

Term	Description
Annual period	The tax year transaction period 1 March to 28/29 February
Commissioner	The Commissioner of the South African Revenue Service
CSV file	Electronic data of your employee tax certificates [IRP5/IT3(a)s] which is generated using your payroll system
EMP201	Monthly Employer Declaration
EMP301	Underpayment on Account letter
EMP501	Employer Reconciliation Declaration
EMP601	Tax Certificate Cancellation Declaration
EMP701	Reconciliation Declaration Adjustment
EMPSA	Employer Statement of Account
ETI	Employment Tax Incentive
ETV	Employment Taxes Validation
FAQs	Frequently Asked Questions
ID	Identity number
Interim period	The six month transaction period 1 March to 31 August
IRP5/IT3(a)	Employee Tax Certificate
ITREG	Income Tax Registration
ITREG certificate	Income Tax Registration certificate
PAYE	Pay-As-You-Earn
PRN	Payment Reference Number
SARS	South African Revenue Service
SDL	Skills-Development-Levy
Tax liability	Amount of tax withheld from the employees, which is owed to SARS
UIF	Unemployment Insurance Fund