



South African Revenue Service

SARS Tax Practitioner Readiness Programme

Module 7 of 8

Employer Tax Season Made Easy

Part 2

Learning Objectives

At the end of this module, you are expected to understand how to use eFiling to:

- Submit EMP501s (bi-annual and annual reconciliations)
- Using the correct Source Codes
- Utilizing ETI
- Setting up e@syfile

How to submit for EMP501 on eFiling

YouTube Link

Please visit the following link on the SARS TV channel on YouTube to access the video

<https://youtu.be/i95muVWhOQg>

In the event that the employer has more than 50 employees, employers need to make use of e@syfile software that can be downloaded from the SARS website.

Important things to remember:

- Make sure that your PC is compatible to download and operate e@syfile
- e@syfile is an offline system, in order to submit to SARS you will be need to insert your eFiling login details
- When registering, the main username will always be “Admin”
- Make sure that you back up your data base on e@syfile
- Always update your software when prompted to do so
- Always read pop up messages before clicking “OK”

QuickLinks ▾

eFILING BENEFITS

eFILING SERVICES

PAYMENT TO SARS

HELP / FAQ'S

FORMS & GUIDES
access or download our forms and guides

CALL CENTRE
0800 00 SARS (7277)

REPORT SUSPICIOUS ACTIVITY

NEW What's New

Corporate Income Tax deadline

Companies that are due to submit their Company Income Tax Return (ITR14) by 28 February 2019 are reminded to do so on time to avoid penalties being imposed, [read more](#).

Penalties for outstanding CIT returns

SARS is imposing administrative penalties for outstanding Corporate Income Tax (CIT) returns from 28 January 2019, [read more](#).

Mineral and Petroleum Resource Royalties

SARS rolled out MPRR changes which include registration and subscription of new and existing MPRR taxpayers on the new system, [read more](#).

Personal Income Tax Insolvency

From 25 January 2019, individual taxpayers that are voluntarily or mandatorily sequestrated must submit income tax returns, [read more](#).



BÜDGET

SPEECH 2019



Welcome to e@syFile™ Employer - Software designed by SARS

Proudly brought to you by
SARS
At Your Service



- ❗ We help you, the taxpayer to manage your engagement with SARS quickly, easily & conveniently on desktop.
- ❗ Download e@syFile™ Employer onto your desktop to import and validate declarations in offline mode.
- ❗ Only go online to submit returns, reconciliations and tax certificates, or manage agent appointments (AA88).
- ❗ Remember, for time-saving and hassle-free submissions, electronic filing is just a click away.

Windows Download

Important: Backup the PAYE information on your PC before installing this version as the installation may delete your current information.

 Download

Other Downloads

 Adobe Reader

 ZipUTILITY

User Docs

Get the User Manual:

 Download

Minimum System Requirements:

Java 7

Windows 7 (32 bit & 64 bit)

Adobe Reader 9

Adobe AIR 3.1

200MB hard drive space (for download and installation to C:/ drive; additional space will be required as employer data increases)

Additional Notes:

Java & AIR is included in e@syFile™ Employer setup. Later versions of Java may be used, but version 7 must be installed as well.

Troubleshooting and additional info:

 Java Info

e@syFile Employer setup

- First time users will have to complete a quick user registration after installing the application.
- Existing users do not need to repeat the registration setup after updating or installing/re-installing the application.
- Your e@syFile Employer database will not be removed during un-installation or re-installation.

TIP: Always ensure that you have a current backup as a precaution when you update or re-install the software

User registration/setup

Welcome to SARS e@syFile - Employer. As this is the first time that the application is being run, you are kindly asked to create a local login account to access this application. This login account (username and password) will be used to access this application only, and should not be the same username and password used to access SARS eFiling. When data is to be transmitted to SARS, you will be asked for your eFiling login details, and only when this authentication passes will information be submitted.

Admin User Name: ADMIN

Admin Password: *****

Repeat Admin Password: *****

Admin Password Hint: P@ssword1

Would you like to be able to edit information imported from a CSV file? Allow CSV editing

Please be aware that should you lose or forget your password, SARS eFiling will not be able to retrieve or reset it. I understand

Cancel Next

You can't change the ADMIN user name, simply provide a password and useful password hint.

Select logins for a second and third user, and provide passwords and password hints to finalise the setup.

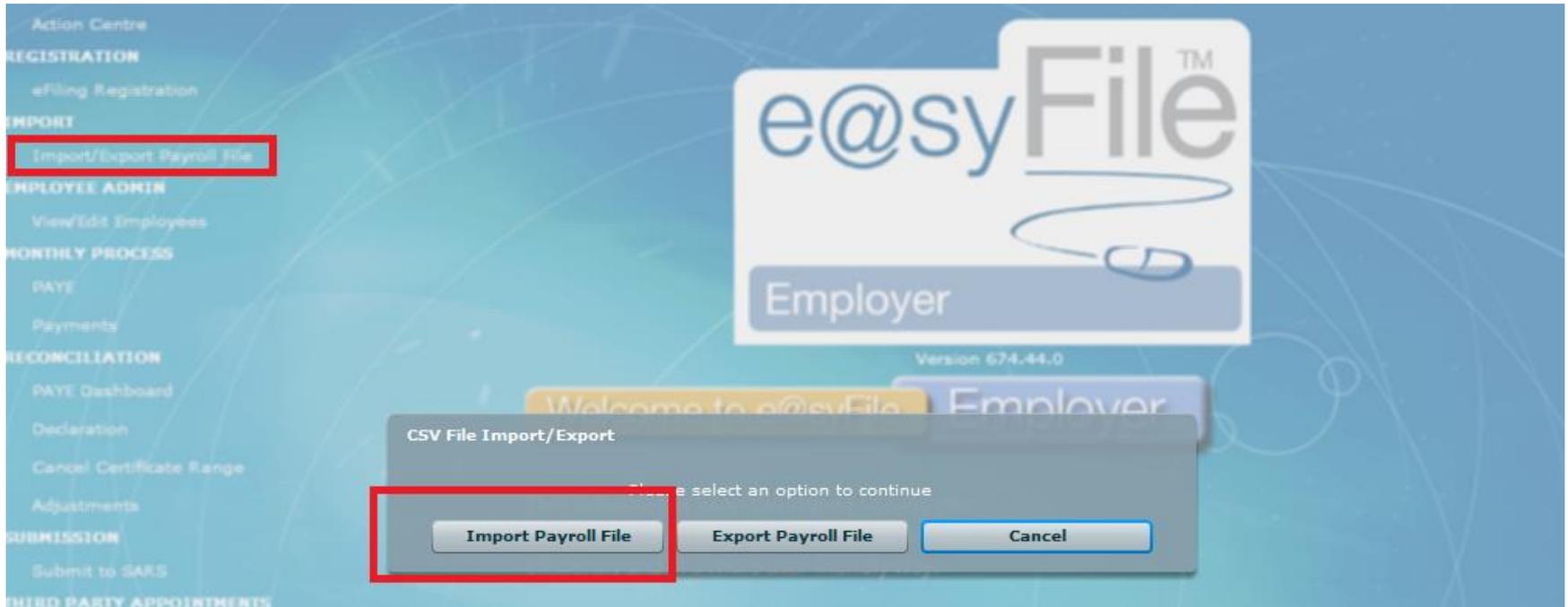
Password format: Use at least 8 characters, including 1 capital letter, 1 small letter, 1 number and 1 special character.

Please note: a full stop or a comma are not considered special characters

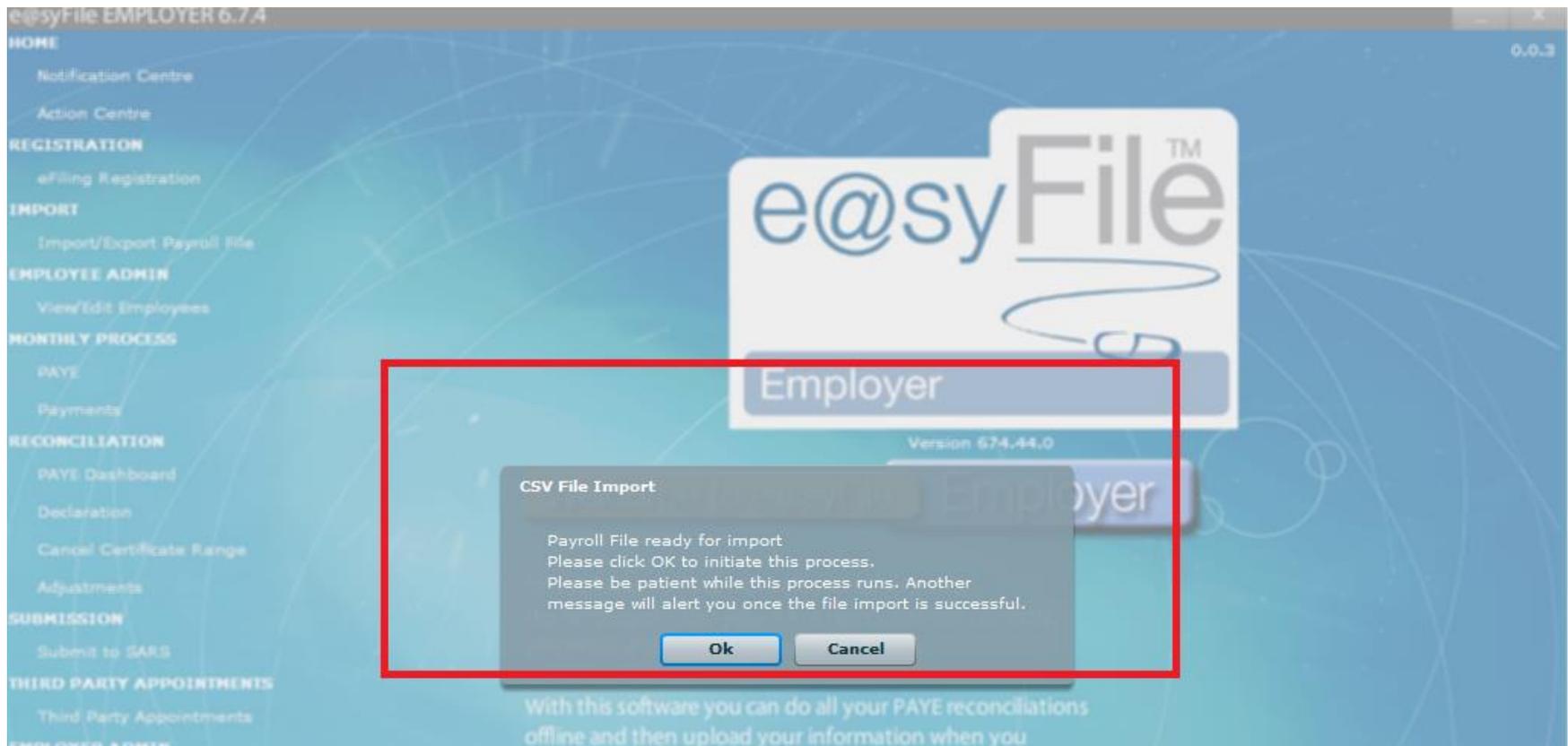
Employer with Payroll system

- First step is to import the payroll file (CSV) into the e@syFile Software. This will ensure that all IRP5s/IT3s on payroll reflect on the software
- e@syFile Employer will validate the data included in an import file against the SARS PAYE BRS
- If a file fails validation, user can view and save details of errors and/or warnings from the Import Payroll File Log on the Utilities menu

Import Payroll File



Make sure that payroll file passes all validation



Thank you



www.sars.gov.za



SARS Contact Centre 0800 00 SARS (7277)



Visit your nearest SARS branch (to locate a branch visit www.sars.gov.za)



**Open: Monday, Tuesday, Thursday & Friday 08:00 to 16:00;
Wednesday 09:00 to 16:00**



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