

20 March 2017

Valued client

Good day

SALARY REGISTER - 2018, VERSION 0014

All employers, please read further:

*If you are not an employer, you do not need to read further.
This is compulsory reading for all employers.
Only relevant to South African circumstances.
No Afrikaans version of this e-mail available.*

Version 0014 of your Salary Register for the 2018 tax year is now available at www.Dropbox.com.

This upgrade includes:

- Additional navigation to new features (listed below) and further features (coming soon).
- Improved instructions and help files, including pop-up help boxes, a FAQ (frequently asked questions) section and a "Did You Know?" section.
- Improved error reporting, re-acting on continuous electronic validations, avoiding a wider range of problems, errors and omissions.
- Employees can now be divided and grouped in up to five distinct groups, each group allowing for specific criteria related to that department, branch or group of employees within the business.
- Employee tax table amendments for 2018, allowing for fully automated tax calculations.
- Improved monthly and weekly pay slips, now also indicating the estimated year-to-date totals.
- Improved EMP501 functionality, further automating this bi-annual reconciliation process.
- Bug fixes.

How to proceed:

- Refer to the revised Homepage and Help Page for details on the upgrades listed above.
- Update the employer and employee details for 2018 using your previous year Salary Register for 2017.
- Carry over to 2018 the accumulated leave, overtime and staff loans from your previous year Salary Register for 2017.
- Update the revised remuneration journals (1.2) for March 2017.
- Inspect the revised "Error Report" for any problems, errors and omissions.
- Report all possible bugs on the current Salary Register for 2018 (to myself).
- Make suggestions to improve the current Salary Register for 2018 (to myself).

Did you know?:

- You can substantially reduce your employees' employees tax liabilities by taking into consideration their pension fund, retirement annuity fund, provident fund and medical aid contributions and Sec18A donations, even when such are paid over by third parties and not by the employer itself. Simply periodically request the required official certificates (certifying the contributions or donations made or to be made over the past or coming months) from the employees or their third parties, put these certificates on the employees' files, and update the Salary Register (mostly under "Third Party Payments" on the "Monthly Summary"-sheet) with the amounts indicated.
- Pension fund, retirement annuity fund and provident fund contributions are tax deductible to the lesser of 27,5% of taxable remuneration or R350000 per annum.
- Employer contributions to the pension funds, retirement annuity funds, provident funds and medical aids of employees are taxed as a fringe benefit in the hands of the employees. The same contributions are added to the contributions paid by the employees to form either a tax deduction or tax credit for such employees.

Coming soon:

- Further improved remuneration journals, rolling out the monthly journals for the rest of the tax year.
- Recently publicized unemployment insurance fund table amendments for 2018.
- Recently publicized workmen's compensation fund table amendments for 2017.
- Further improved error reporting, avoiding even a wider range of problems, errors and omissions.
- The introduction of the "Employee Files"-sheet, allowing for fully integrated paperless personnel files, and insuring that most legal requirements are met.
- The introduction of the "Employment Equity"-sheet, defining the employment equity status of the business.
- The introduction of the "Attendance Register"-sheet, allowing for an integrated electronic attendance register.
- The introduction of the "Weekly Payroll"-sheet, for weekly pay sheets in stead of weekly pay slips.
- The introduction of the "Remuneration Adjustments"-sheet, being a helpful working paper to assist with upcoming salary and wage increases and future budgets.
- The introduction of the "IRP5 / IT3(a) Certificates"-sheet, allowing employers to generate unofficial IRP5 / IT3(a) certificates prior to having such filed with SARS.
- The introduction of the "UIF Import File"-sheet, allowing for an automated process of exporting the data to UIF uFiling, again allowing for more regular UI19 submissions.
- The introduction of the "Salary Register Import File"-sheet, allowing for a more automated process of transferring data from an earlier Salary Register to the Salary Register of the following tax year.
- Further improved EMP501 import functionality, allowing a more automated process of exporting the data to SARS EasyFile for Employers.
- Further improved monthly and weekly pay slips, allowing for batch printing, and e-mailing to employees.
- Further improved instructions and help files, further improving the user experience.

Available on request (otherwise available 1 March 2018):

- Further improved remuneration journals, rolling out the monthly journals for the rest of the tax year.

We trust that you will find this in order.

Please contact us, should you require any further advice or assistance.

Regards

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