

10 April 2017

Valued client

Good day

SALARY REGISTER - 2018, VERSION 0015

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 0015 of your Salary Register for the 2018 tax year is now available at www.Dropbox.com.

This upgrade includes:

- Bug fixes.
- Further improved remuneration journals, rolling out the monthly journals for the rest of the tax year.
- The "Employee Files"-sheet, allowing users to electronically file all required documents within the Salary Register, again allowing for fully integrated paperless personnel files, and insuring that most legal requirements are met.
- Additional navigation to, improved instructions and help files for, and improved error reporting for the above-mentioned "Employee Files"-sheet.

How to proceed:

- Refer to the revised Homepage and Help Page for details on the upgrades listed above.
- Update the revised remuneration journals (1.2) for March 2017.
- Proceed to file all electronic documents under the "Employee Files"-sheet.
- 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 now replace your existing personnel files with electronic employee files, filing all required documents electronically within the Salary Register, again allowing for fully integrated paperless personnel files, and insuring that most legal requirements are met. Simply convert (scan) all such official documents into image files (in either the .jpg, .bmp, .gif, etc file format) and drag these image files into the dedicated filing area on the "Employee Files"-sheet. Each of these images can be moved and re-sized to best suite your electronic filing system.

Coming soon:

- 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 "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):

- *To be announced.*

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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