

21 March 2018

Valued client

Good day

## **SALARY REGISTER - 2019, VERSION 0018**

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 0018 of your Salary Register for the 2019 tax year is now available at [www.Dropbox.com](http://www.Dropbox.com).

Version 4.1.5 of OpenOffice.org Calc is now also available.

### Introduction to Version 0018 of your Salary Register for 2019:

A friendly reminder that your Salary Register is being developed to facilitate the continuous demands of our clients / employers for additional functionality and capacity, and to meet the growing legal requirements of government organizations. Your free Salary Register for 2019 includes some major capacity and functionality improvements.

### This upgrade includes:

- An increased capacity for:
  - up to 100 employees, including:
    - up to 10 members of close corporations or directors of companies or co-operatives
    - weekly paid employees
    - weekly paid employees
  - 1 external payroll link
  - up to 10 groups of employees
  - between 4 and 10 normal daily working hours
  - between 1 and 7 normal weekly working days
- Improved new functionality for:
  - a master payroll summary
  - a dash board with quick payroll status summary
  - the Employment Tax Incentive (ETI) scheme
  - weekly remuneration calculated from piece work
  - the calculation of certain fringe benefits
  - remuneration adjustments
- Existing functionality including:
  - Improved navigation.
  - Improved and updated tax tables.
  - Improved and updated support centre.
  - Improved and updated error reporting.
  - Improved and updated control system.
  - Bug fixes.

### How to proceed:

- Open OpenOffice.org Calc and upgrade to the latest version 4.1.5 (*Help, Check for Updates... and follow the instructions*).
- Obtain your Salary Register for the 2019 tax year from [www.Dropbox.com](http://www.Dropbox.com).
- Refer to the revised "Homepage and Menu" and "Instructions and Help Page" for complete details on the upgrades listed above.
- Proceed to update your Salary Register for the 2019 tax year in accordance with the "Getting Started with a New Salary Register, Employer and Tax Year"-section under "Instructions and Help Page", effectively incorporating the latest features.
- Inspect the revised "Error Report" for any problems, errors and omissions.
- Report all possible bugs on the current Salary Register for 2019 (to Mrs Michelle de Kock).
- Make suggestions to improve the current Salary Register for 2019 (to myself).

### Did you know?:

- You should only open the current Salary Register for 2019 by means of OpenOffice.org Calc version 4.1.5.
- Your Salary Register for the 2019 tax year includes a comprehensive Support Centre under "Instructions and Help Page".

### Coming soon:

- Preferred e-mail communication with employees.
- An Employment Equity (EE) Plan under "Employment Equity".
- A Broad Base Black Economic Empowerment (BBBEE) Plan under "Employment Equity".
- Manual unofficial IRP5 / IT3(a) certificates to be issued to employees.
- 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.
- 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 UIF9 submissions..
- Improved and updated EMP501 functionality for the upcoming employees tax reconciliation.
- Further improved error reporting, avoiding even a wider range of problems, errors and omissions.
- Further improved EMP501 import functionality, allowing a more automated process of exporting the data to SARS EasyFile for Employers.
- Further improved monthly and weekly payslips, allowing for batch printing, and e-mailing to employees.
- Further improved navigation, further improving the user experience.
- Further improved instructions and help files, further improving the user experience.

### Available on request (otherwise available 1 March 2019):

- Please request any future developments in advanced (from myself).

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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