D-BIT PAYROLL

Guide To New Employment Equity Reports (EEA2 & EEA4)
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1 Employment Equity Amendments

1.1 Who Report to Employment Equity?

1. All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998.

Small Companies - between 50 and 150 employees or according to rates in Schedule 4 (displayed below).

2. Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October.

3. Small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

1.2 Where to Send

SEND TO: Employment Equity Registry The Department of Labour Private Bag X117 Pretoria 0001 Telephone: 012 3094000 Facsimile: 012 3094737 / 3094188 e-mail: ee@labour.gov.za

<table>
<thead>
<tr>
<th>Sector or subsectors in accordance with the Standard Industrial Classification</th>
<th>Total annual turnover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>R2,00 m</td>
</tr>
<tr>
<td>Mining and Quarrying</td>
<td>R7,50 m</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>R10,00 m</td>
</tr>
<tr>
<td>Electricity, Gas and Water</td>
<td>R10,00 m</td>
</tr>
<tr>
<td>Construction</td>
<td>R5,00 m</td>
</tr>
<tr>
<td>Retail and Motor Trade and Repair Services</td>
<td>R15,00 m</td>
</tr>
<tr>
<td>Wholesale Trade, Commercial Agents and Allied Services</td>
<td>R25,00 m</td>
</tr>
<tr>
<td>Catering, Accommodation and other Trade</td>
<td>R5,00 m</td>
</tr>
<tr>
<td>Transport, Storage and Communications</td>
<td>R10,00 m</td>
</tr>
<tr>
<td>Finance and Business Services</td>
<td>R10,00 m</td>
</tr>
<tr>
<td>Community, Special and Personal Services</td>
<td>R5,00 m</td>
</tr>
</tbody>
</table>
1.3 New Regulations Relating to EEA2 and EEA4 Employment Equity Forms

Gazette 28858 containing new regulations relating to the Employment Equity Act has been issued.

Equity EEA2 and EEA4 reports submitted in October 2006 must use the NEW layout specified by the regulations.

Perform a payroll web update which will upgrade your systems with the new report formats.

1.4 EEA2 - Employment Equity Report

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form.
Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them.

To Download latest EEA2 go to www.Labour.gov.za
Select Employment Equity->Select Form EEA2 - Employment Equity Report

1.5 EEA4 - Income Differential Statement

WHAT MUST BE TAKEN INTO CONSIDERATION WHEN COMPLETING THE EEA4 FORMS

1. Foreign nationals, i.e. all those individuals who are not citizens of South African, should be excluded when completing the EEA4 forms.

2. Non-permanent employees should be included in the EEA4 forms in terms of the relevant occupational category and occupational level.

3. The calculation of remuneration must include twelve months of a financial year that is in line with the period covered by the EEA2 reporting form. Where this is not possible, e.g. in the case of non-permanent employees, the total payment the person received for the period worked should be divided by the number of months worked, and then multiplied by twelve.

4. The payments below indicates what must be included and what must be exclude in an employee's remuneration for the purposes of calculating pay in order to complete the EEA4 forms.

INCLUDED:

- Salaries and fees paid to directors
- Salary payments made to directors, executives and managers
- Payments for all types of leave which relate to the reference period
- Commissions paid
- Employer's contribution to pension, provident, medical aid, sick pay and other funds (e.g. UIF and CC)
- Payments for piecework, incentive or profit sharing schemes
- Fringe benefits paid in cash such as housing, mortgage and rent subsidies and transport allowance (e.g. monthly petrol allowance)
Allowances and penalty payments relating to ordinary time hours
- Performance and other bonuses
- Value of any salary sacrificed
- Amounts paid

NB: The above is very grey and can be interpreted in many ways.

D-Bit System has Included the following Tax reporting Categories:

3601 - Income (PAYE)
3603 - Pension (PAYE)
3604 - Pension (Excl)
3605 - Annual Payment (PAYE)
3606 - Commission (PAYE)
3615 - Directors Remuneration (PAYE)
3617 - Labour Brokers (PAYE)
3701 - Travel Allowance (PAYE)
3706 - Entertainment (Should now be 3713)
3707 - Share Options (PAYE)
3708 - Public Office Allowance (PAYE)
3709 - Uniforms Allowance (Excl)
3710 - Tool Allowance (PAYE)
3711 - Computer Allowance (PAYE)
3712 - Telephone/Cell phone Allowance (PAYE)
3713 - Other Allowances (PAYE)
3714 - Other Allowance (Excl)
3801 - Acquisition of Asset (PAYE)
3802 - Use of Motor Vehicle (PAYE)
3803 - Use of Asset (PAYE)
3804 - Meals, etc (PAYE)
3805 - Accommodation (PAYE)
3806 - Services (PAYE)
3807 - Loans/Subsidy (PAYE)
3808 - Employee’s Debt (PAYE)
3809 - Bursaries/Scholarship (PAYE)
3810 - Medical Aid Contributions (PAYE)
3906 - Special Remuneration (PAYE)
3907 - Other Lump Sums (PAYE)
4472 - Employers Pension Fund Contributions
4473 - Employers Provident Fund Contributions
4474 - Employers Medical Aid Contributions

ALL Employer Contributions will be included ie: Sick Funds, IC Levies etc

EXCLUDED:
- Payments to independent contractors
- Imputed value of fringe benefits
- Fringe benefits tax
- Reimbursement for expenses e.g. travel, entertainment, meals and other expenses
- Amounts paid from abroad to employees based in SA e.g. embassy employees
- Severance, terminations and redundancy payments
- Overtime pay
- Payments which do NOT relate to the reference period

D-Bit System has Excluded the following Tax reporting Categories

3602 - Income (Excl) (Payments of a Capital Nature)
3607 - Overtime (PAYE)
3608 - Arbitration Award (PAYE)
3609 - Arbitration Award (Excl)
3610 - Annuity from R/A Annuity Fund (PAYE) (monthly R/A paid by R/A)
3611 - Purchased Annuity (PAYE) (Taxable Interest on Annuity)
3612 - Purchased Annuity (Excl) (Non-Taxable Interest on Annuity)
3613 - Restraint of Trade (PAYE)
3614 - Other Lump Sum Payment (PAYE) (Lump sum paid by a fund)
3616 - Independant Contractors (PAYE)
3702 - Reimbursive Travel (IT)
3703 - Reimbursive Travel (Excl)
3704 - Subsistence Allowance (IT)
3705 - Subsistence Allowance (Excl)
3901 - Gratuties (PAYE) (Retirement/retrenchment)
3902 - Pension/RAF (PAYE)
3903 - Pension/RAF (PAYE)
3904 - Provident/RAF (PAYE)
3905 - Provident/RAF (PAYE)

HOW THE FINANCIALS WILL BE CALCULATED

D-Bit Systems will use the NPHEA0, DAT (Employee history Action File) picking up actions that are included in the above tax reporting categories to derive at the financials for each employee determined by the From and To Date select when printing the EEA4 Report.

NB: Therefore it is imperative that history files ALWAYS contain one tax year prior to the current tax year to enable one to report back 12 months.

NB2: For any NEW clients this history will not be available UNLESS YTD Take-on values were captured per action ie:

On yellow payslip 'Basic Salary' temporary entry advised with FULL YTD value advised, whereby the history file will store this value on the date of the period run to import these values. Temporary entries would have to be entered with YTD values for ALL other actions pertaining to that employee.

To Download latest EEA4 go to www.Labour.gov.za

Select Employment Equity->Select Form EEA4 - Income Differential Statement

2 Setting up of Statistical Details Required for Equity Reporting

2.1 Employee Equity Report

Print this report to check for missing equity information on employee's masterfiles.

Select 'Reports' -> 'Employment Equity Reports' -> 'Occupation Levels and Category'.
Setting up of Statistical Details Required for Equity Reporting

Employee Movement

The employee movement screen is where you change any current information held under the 'Notes' Tab on the employee masterfile.

Select 'Transactions' ->'Employee Movement' ->Select employee

Statistical information required for the correct reporting on the Equity reports on this screen are:

1. Appointment Type ie: Full Time/Part Time Worker
2. Direct /Indirect (Core/Support)
3. Occupation
4. Occupation Level
5. Occupation Category
2.3 Notes Tab - Employee Masterfile

The 'Notes' Tab on the employee masterfile is where you change the 'Nationality' of the employee. The other details such as Appointment Type, Occupation Level and Occupation Category captured on Employee Movement will be displayed ONLY on this screen.
2.4 Personal Tab - Employee Masterfile

The 'Personal' Tab on the employee masterfile is where you change the 'Gender/Sex' and 'Class/Race' and Occupation of the employee.

<table>
<thead>
<tr>
<th>Personal</th>
<th>Pay Rule</th>
<th>Payslip</th>
<th>Taxation</th>
<th>Payment</th>
<th>Leave</th>
<th>Notes</th>
<th>Costing</th>
<th>Status</th>
<th>Syno</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common name</td>
<td>R.R Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td>Ronald</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional names</td>
<td>Reginald</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Mr.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Marital status</td>
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</tr>
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</tr>
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<td>Grade</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td>Financial Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.5 Printing EEA2 Report

Select 'Reports' -> 'Employment Equity Reports' -> 'EEA2 Report'.

**Date From:** Advise 1st date to be included for calculation of financials that will be reported on the EEA4 for employee's.

**Date To:** last date to be included for calculation of financials that will be reported on the EEA4 for employee's.

Click on 'Show Report'.
2.6 Printing EEA4 Report

Select 'Reports' -> 'Employment Equity Reports' -> 'EEA4 Report'.

**Date From:** Advise 1st date to be included for financials that will be reported on the EEA4 for employee's.

**Date To:** last date to be included for financials that will be reported on the EEA4 for employee's.
Print Remuneration Justification: Tick if you would like this report to be printed after the EEA4. This report gives a complete breakdown of actions per employee that make up the financials reported in EEA4.

**NB:** This report can be quite excessive if running large payrolls as each action per period stipulated per employee is printed out. It therefore is recommended only to be printed if Inspectors/Auditors want to see how the financials were derived at.

**Example** New EEA4

**Department of Labour**

**Income Differential Statement**

<table>
<thead>
<tr>
<th>Occupational Category</th>
<th>Total Remuneration</th>
<th>African</th>
<th>Coloured</th>
<th>Indian</th>
<th>White</th>
<th>African</th>
<th>Coloured</th>
<th>Indian</th>
<th>White</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Management</td>
<td>3</td>
<td>277710</td>
<td>1</td>
<td>30990</td>
<td>2</td>
<td>277710</td>
<td>1</td>
<td>30990</td>
<td>2</td>
<td>56029</td>
</tr>
<tr>
<td>General</td>
<td>4</td>
<td>25270</td>
<td>1</td>
<td>7320</td>
<td>2</td>
<td>25270</td>
<td>1</td>
<td>7320</td>
<td>2</td>
<td>53080</td>
</tr>
<tr>
<td>Administrative and Support</td>
<td>2</td>
<td>14647</td>
<td>1</td>
<td>9380</td>
<td>1</td>
<td>14647</td>
<td>1</td>
<td>9380</td>
<td>1</td>
<td>39300</td>
</tr>
<tr>
<td>Technical and Sales</td>
<td>3</td>
<td>12213</td>
<td>1</td>
<td>14800</td>
<td>2</td>
<td>24426</td>
<td>1</td>
<td>14800</td>
<td>2</td>
<td>39300</td>
</tr>
<tr>
<td>Professional Services and Consultants</td>
<td>1</td>
<td>22542</td>
<td>1</td>
<td>22542</td>
<td>1</td>
<td>22542</td>
<td>1</td>
<td>22542</td>
<td>1</td>
<td>67626</td>
</tr>
<tr>
<td>Other</td>
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<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>11</td>
<td>423868</td>
<td>1</td>
<td>112967</td>
<td>2</td>
<td>423868</td>
<td>1</td>
<td>112967</td>
<td>2</td>
<td>86773</td>
</tr>
</tbody>
</table>

**Example** of Justification Report (Income Differential Statement in Detail)
Note: To the left of the employee name is printed the Race/Class and Gender/Sex of the employee.

The 'M' or 'L' to the left of the date = 'Main Action' or 'Link Action'.

3 Importing/Exporting Employee Equity Switches

3.1 Table Listings for Numeric Values Displayed in Excel After Export

Below is a detailed list of what the numeric values out of the import file actually are.

CLASS:
0 = Asian
1 = Black
2 = Coloured
3 = White

SEX:

0 = Male
1 = Female
2 = None

NATIONALITY:

0 = Citizen
1 = Non-Citizen
2 = Lesotho
3 = Mozambique
4 = Namibia
5 = South Africa

APPOINTMENT TYPE:

0 = Full Time
1 = Temporary
2 = Casual
3 = Probation
4 = Retired

OCCUPATION LEVEL:

0 = None
1 = Top
2 = Senior
3 = Professional
4 = Skilled
5 = Semi-Skilled
6 = Un-Skilled

OCCUPATION CATEGORIES:

0 = None
1 = Legislators, Senior Officials & Managers
2 = Junior Management
3 = Professionals
4 = Technicians & Associate Professionals
5 = Clerical & Administrative
6 = Service & Sales Workers
7 = Plant & Machine Operators & Maintenance
8 = Craft and Related Trades
9 = Elementary Occupations

OVERALL HEALTH TYPE (DISABLED/NOT DISABLED)

0 = NOT DISABLED
1 = DISABLED

G/L COST TYPE (DIRECT/INDIRECT - CORE/SUPPORT)

0 = DIRECT
1 = INDIRECT
3.2 Exporting Equity Information

In Payroll select Employee Maintenance->Personal Tab->Click on File->Select Export->Employee Number Export screen will be displayed->Select following fields as shown below to export:

- Rename export file eg: to EmployeeEquity.CSV
- Select Process Group
- Click on Header, Keep and then Export

Exported information will be displayed in Excel.

Take the excel spreadsheet and change information accordingly, when complete Import the file.

3.3 Importing Equity Information

BACKUP DATA PRIOR TO IMPORTING!!!!!!!!!!!!

In Payroll select Employee Maintenance->Personal Tab->Click on File->Select Export->Employee Number Export screen will be displayed->Select following fields should already be selected to Import:
4 View Employee Equity Switches using Dynamic SQL

4.1 Creating Data Link in Pervasive

Before any of the Dynamic SQL listings can be run within the payroll, an ODBC link has to be made in Pervasive. If you run on a Network then the System Administrator would have to make this link for you.

Go to ->Start->Programs->Pervasive->Pervasive.Control Centre->Engine->Highlight Database->Right Click->Select New Database->Enter Database Name->Browse for Location of data->Click Finish->Database connection will now have been added be added->Open database and check that under tables that you can see all the NP* files.

4.2 Opening Employee Equity Switches in Dynamic SQL within the Payroll

Select Enquiry->Dynamic SQL->Following screen will appear ONLY 1st time after setting the ODBC link
Click 'Yes'.

Click on 'Machine Data Source'.
Double click on 'Data Source Name'

A Logon Screen will appear where you enter your User Name and Password and Enter.
Click on ‘Employee Equity Switches’. A spreadsheet will be displayed to screen.

<table>
<thead>
<tr>
<th>Row</th>
<th>Employee No</th>
<th>Common no.</th>
<th>Class</th>
<th>Gender</th>
<th>Nationality</th>
<th>Age</th>
<th>Position</th>
<th>Occupation</th>
<th>Occupational Level</th>
<th>Occupy</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>SAM0001</td>
<td>R. Block</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Financial Director</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>SAM0002</td>
<td>G. B. Mulia</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Storeman</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SAM0003</td>
<td>B. Potter</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Factory Supervisor</td>
<td>1</td>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
<td>SAM0004</td>
<td>H. J. Scott</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Marketing Director</td>
<td>1</td>
<td>1</td>
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<tr>
<td>4</td>
<td>SAM0005</td>
<td>R. A. Scott</td>
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<td>0</td>
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<td>0</td>
<td>Accountant</td>
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<td>5</td>
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<td>5</td>
<td>SAM0006</td>
<td>S. B. Dlamini</td>
<td>1</td>
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<td>0</td>
<td>Warehouse Worker</td>
<td>5</td>
<td>7</td>
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<tr>
<td>6</td>
<td>SAM0007</td>
<td>M. S. Zwanie</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Warehouse Worker</td>
<td>5</td>
<td>7</td>
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<tr>
<td>7</td>
<td>SAM0008</td>
<td>J. Yard</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Debtors Clerk</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>SAM0009</td>
<td>C. Monroed</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>Manager</td>
<td>2</td>
<td>2</td>
<td></td>
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<tr>
<td>9</td>
<td>SAM0010</td>
<td>P. Mshonwe</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Storeman</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>SAM0011</td>
<td>S. Scott</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Storeman</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>SAM0012</td>
<td>R. Brown</td>
<td>3</td>
<td>1</td>
<td>0</td>
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<td>12</td>
<td>SAM0013</td>
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<td></td>
</tr>
<tr>
<td>13</td>
<td>SAM0014</td>
<td>A. Kudzve</td>
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<td>0</td>
<td>0</td>
<td>Filing Clerk</td>
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</tr>
<tr>
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<td>SAM0015</td>
<td>James P.</td>
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<td>0</td>
<td>Managing Director</td>
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<tr>
<td>15</td>
<td>SAM0016</td>
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</table>

To Export into excel click on the following screen will be displayed.
Select where you wish to save the excel spreadsheet in.
Click 'Save'.

The excel spreadsheet will now be displayed.

**NB:** You can make changes in excel to re-import back into the payroll BUT follow procedure below:

1. Copy information onto a NEW excel spreadsheet
2. Make relevant changes
3. **SAVE** file as a .CSV file