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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).

SCHEDULE 4

Turnover threshold applicable to designated employers

Sector or subsectors in accordance with the Standard Industrial Classification	Total annual turnover
Agriculture	R2,00 m
Mining and Quarrying	R7,50 m
Manufacturing	R10,00 m
Electricity, Gas and Water	R10,00 m
Construction	R5,00 m
Retail and Motor Trade and Repair Services	R15,00 m
Wholesale Trade, Commercial Agents and Allied Services	R25,00 m
Catering, Accommodation and other Trade	R5,00 m
Transport, Storage and Communications	R10,00 m
Finance and Business Services	R10,00 m
Community, Special and Personal Services	R5,00 m

Large Companies - more than 150 employees

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

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 - Gratuities (PAYE) (Retirement/retrenchment)
 3902 - Pension/RAF (PAYE)
 3903 - Pension/RAF (PAYE)
 3904 - Provideint/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 reporrt 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**'.

The International Payroll Corp							Date: 2006/08/28
Employee Equity - Occupation/Level/Categories Listing							Page:
EmplNumber	Name	Race	Sex	Nationality	AppointType	Occupation Level	OccupationCategory
Directors							
S AM0001	R.R Black	White	M	Citizen	Full Time	Top	Legislator/Senior/Official/Management
S AM0002	G.B Mdlala	African	M	Citizen	Full Time	Senior	Legislator/Senior/Official/Management
S AM0004	H.J Trott	Indian	M	Citizen	Full Time	Top	Legislator/Senior/Official/Management
S AM0012	R. Brown	White	F	Citizen	Full Time	Top	Legislator/Senior/Official/Management
S AM0017	Johnson P.A	White	M	Citizen	Full Time	Senior	Legislator/Senior/Official/Management
S AM0027	Van Der Walt J	White	M	Citizen	Full Time	Top	Legislator/Senior/Official/Management
Staff Office							
S AM0003	B. Potter	Indian	F	Citizen	Full Time	Top	Junior Management
S AM0005	R.A Scott	White	M	Non-Citizen	Full Time	Senior	Clerical & Administrators
S AM0008	J. Yogi	Indian	M	Citizen	Full Time	Skilled	Clerical & Administrators
S AM0013	J. Tony	Coloured	M	Citizen	Full Time	Professionals	Professionals
S AM0014	A. Kotze	White	F	Citizen	Full Time	Semi-Skilled	Clerical & Administrators
S AM0025	Anderson J	White	M	Citizen	Full Time	Top	Professionals
S AM0028	Labuschagne M	Coloured	F	Citizen	Full Time	Senior	Legislator/Senior/Official/Management
S AM0030	Smith J	White	F	Citizen	Full Time	Senior	Legislator/Senior/Official/Management
S AM0031	Brown F	White	F	Citizen	Full Time	Senior	Professionals
S AM0032	Smith A	White	M	Citizen	Full Time	Senior	Professionals
Casual Payroll							
S AM0020	Puleto F	African	M	Citizen	Full Time	Un-Skilled	Elementary Occupations
S AM0021	Sweeney J	Coloured	M	Citizen	Full Time	Un-Skilled	Elementary Occupations

2.2 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

Employee number	SAM0001		
Common name	R.R Black		
New Value		2006/08/28	
Appointment Type	Full Time	Direct	
Rate Of Pay	20,000.000	Per	Month
Paypoint	Pretoria		
Location	JHB		
Grade	A1		
Distribution Code	JHB -		
Occupation	Financial Director		
Level	Top		
Catetegory	Legislators,Senior Officials & Mar		
Current		2005/03/01	
Full Time		Direct	
20,000.0000		Per Month	
Pretoria			
JHB			
A1			
JHB			
Financial Director			
Top			
Legislators,Senior Officials _Manager:			
<input type="button" value="Cancel"/> <input type="button" value=" <Back"/> <input type="button" value="Next>"/> <input type="button" value="Finish"/>			

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 ccupation Category captured on Employee Movement will be displayed **ONLY** on this screen.

Personal	Pay Rule	Payslip	Taxation	Payment	Leave	Notes	Costing	Status	Supp
Common name	R.R Black				Employee status	Live			
Statistical and statutory reporting details for this employee									
Nationality	Citizen		Work permit no						
Appointment Type	Full Time		Date Issued	/ /					
Occupational Level	Top		Overall Health	Not Disabled					
Occupational Catetegory	Legislators,Senior Officials _Managers								
Notes associated with this employee									
Note	Description	Value 1	Date 1						
<div style="text-align: center;"> <input type="button" value=" <"/> <input type="button" value=" >"/> </div>									

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.

Personal		Pay Rule	Payslip	Taxation	Payment	Leave	Notes	Costing	Status	Supp
Common name	R.R Black									
Surname	Black	Date of birth	1963/06/25	43						
First name	Ronald	Date employed	1998/03/01	8						
Additional names	Reginald	Dependants	1		Address					
Title	Mr	Alternate No.								
Gender	Male	Language	English							
Marital status	Married	Class	Class D							
Identity number	630625 0000 00 0	Employee status	Live							
Passport number		Written warnings	0							
Grade	A1	Management								
Occupation	Financial Director	Financial Director								

2.5 Printing EEA2 Report

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

Department of Labour Reports

 **D-BIT Reports for the Department of Labour**
Generate the statutory EEA 2 reports.

Date From: 2005/09/01 Date To: 2006/09/01

Show Report Exit

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**'.

DEPARTMENT OF LABOUR

EEA 2

Employment Equity Report

SECTION B: Workforce Profile

1.1. Report on the total number of employees (including employees with disabilities) in each of the following Occupational Categories:

Occupational Categories	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
0. No Category Specified	-	-	-	-	-	-	-	-	-	-	-
1. Legislators, Senior Officials and Managers	1	2	1	-	1	-	2	3	-	-	10
2. Junior Management	-	-	-	-	-	1	-	-	1	-	2
3. Professionals	-	1	-	-	-	-	1	2	-	-	4
4. Technicians and Associate Professionals	-	-	-	1	-	-	-	-	-	-	1
5. Clerical and Administrative	-	-	1	-	-	-	1	-	1	-	3
6. Service and Sales Workers	-	1	-	-	-	-	2	-	-	-	3
7. Plant and Machine Operators and Assemblers	4	-	-	-	-	-	-	1	-	-	5
8. Craft and Related Trades	-	-	-	-	-	-	-	-	-	-	-
9. Elementary Occupations	1	1	-	-	-	-	-	1	-	-	3
TOTAL PERMANENT	6	5	2	1	1	1	6	7	2	-	31

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 fthat 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

SECTION B: INCOME DIFFERENTIALS STATEMENT

Indicate the total remuneration paid to all employees in each Occupational Category:

Occupational Categories	Total workers in category	Total Remuneration	Male								Female							
			African		Coloured		Indian		White		African		Coloured		Indian		White	
			No of workers	Total Remuneration														
0. No Category Specified																		
1. Legislators, Senior Officials and Managers	10	202790	1	31960	2	33714	1	140430	3	896173			1	106896			2	252
2. Junior Management	1	84454													1	84454		
3. Professionals	4	252851			1	73011			2	141205							1	38
4. Technicians and Associate Professionals	1										1							
5. Clerical and Administrative	2	104647					1	86860									1	17
6. Service and Sales Workers	3	415214			1	149185											2	267
7. Plant and Machine Operators and Assemblers	5	197413	4	143089					1	54324								
8. Craft and Related Trades																		
9. Elementary Occupations	3	122051	1	36315	1	33052			1	52685								

Example of Justification Report (Income Differential Statement in Detail)

DEPARTMENT OF LABOUR

Income Differential Statement								
[W:M] SAM0001 R.R Black								
M:200606301	RSC Levy	109.10	M:200601311	Company Vehicle	2700.00	M:200605311	RSC Levy	
M:200605311	RSC Levy	109.10	L:200601311	Company Vehicle	55.26	M:200604301	RSC Levy	
M:200604301	RSC Levy	39.10	M:200512311	Company Vehicle	2700.00	M:200603311	RSC Levy	
M:200603311	RSC Levy	175.04	L:200512311	Company Vehicle	55.26	M:200602281	RSC Levy	
M:200602281	RSC Levy	94.79	M:200511301	Company Vehicle	2700.00	M:200601311	RSC Levy	
M:200601311	RSC Levy	94.79	L:200510311	Company Vehicle	55.26	M:200512311	RSC Levy	
M:200512311	RSC Levy	94.79	M:200510311	Company Vehicle	55.26	M:200511301	RSC Levy	
M:200511301	RSC Levy	94.79	L:200509301	Company Vehicle	2700.00	M:200510311	RSC Levy	
M:200509301	RSC Levy	94.79	M:200509301	Company Vehicle	55.26	M:200509301	RSC Levy	
M:200603311	Annual Bonus	19000.00	L:200509301	Company Vehicle	55.26	M:200603311	Annual Bonus	
M:200608311	Basic Salary	20000.00	M:200608311	Incentive Bonus	2500.00	M:200608311	Basic Salary	
M:200607311	Basic Salary	20000.00	M:200607311	Incentive Bonus	2500.00	M:200607311	Basic Salary	
M:200606301	Basic Salary	20000.00	M:200606301	Incentive Bonus	2500.00	M:200606301	Basic Salary	
M:200605311	Basic Salary	20000.00	M:200605311	Incentive Bonus	2500.00	M:200605311	Basic Salary	
M:200604301	Basic Salary	20000.00	M:200604301	Incentive Bonus	2500.00	M:200604301	Basic Salary	
M:200603311	Basic Salary	20000.00	M:200603311	Incentive Bonus	2500.00	M:200603311	Basic Salary	
M:200602281	Basic Salary	18000.00	M:200602281	Incentive Bonus	2500.00	M:200602281	Basic Salary	
M:200601311	Basic Salary	18000.00	M:200601311	Incentive Bonus	2500.00	M:200601311	Basic Salary	
M:200512311	Basic Salary	18000.00	M:200512311	Incentive Bonus	2500.00	M:200512311	Basic Salary	
M:200511301	Basic Salary	18000.00	M:200511301	Incentive Bonus	2500.00	M:200511301	Basic Salary	
M:200510311	Basic Salary	18000.00	M:200510311	Incentive Bonus	2500.00	M:200510311	Basic Salary	
M:200509301	Basic Salary	18000.00	L:200608311	VIF Calculation	116.62	M:200509301	Basic Salary	
M:200608311	Training Levy	279.10	L:200607311	VIF Calculation	116.62	M:200608311	Training Levy	
M:200607311	Training Levy	279.10	L:200606301	VIF Calculation	109.66	M:200607311	Training Levy	
M:200606301	Training Levy	279.10	L:200605311	VIF Calculation	109.66	M:200606301	Training Levy	
M:200605311	Training Levy	279.10	L:200604301	VIF Calculation	88.10	M:200605311	Training Levy	
M:200604301	Training Levy	88.10	L:200603311	VIF Calculation	109.66	M:200604301	Training Levy	
M:200603311	Training Levy	88.10	L:200602281	VIF Calculation	109.66	M:200603311	Training Levy	
M:200602281	Training Levy	489.16	L:200601311	VIF Calculation	109.66	M:200602281	Training Levy	
M:200601311	Training Levy	235.95	L:200512311	VIF Calculation	109.66	M:200601311	Training Levy	
M:200512311	Training Levy	235.95	L:200511301	VIF Calculation	109.66	M:200512311	Training Levy	
M:200511301	Training Levy	235.95	L:200510311	VIF Calculation	109.66	M:200511301	Training Levy	
M:200510311	Training Levy	235.95	L:200509301	VIF Calculation	109.66	M:200510311	Training Levy	
M:200509301	Training Levy	235.95	M:200608311	Travel Allowance	1000.00	M:200509301	Training Levy	
M:200608311	Company Vehicle	3750.00	M:200607311	Travel Allowance	1000.00	M:200608311	Company Vehicle	
L:200608311	Company Vehicle	55.26	M:200606301	Travel Allowance	1000.00	L:200608311	Company Vehicle	
M:200607311	Company Vehicle	3750.00	M:200605311	Travel Allowance	1000.00	M:200607311	Company Vehicle	
L:200607311	Company Vehicle	55.26	M:200604301	Travel Allowance	1000.00	L:200607311	Company Vehicle	
M:200606301	Company Vehicle	3750.00	M:200603311	Travel Allowance	1000.00	M:200606301	Company Vehicle	
L:200606301	Company Vehicle	55.26	M:200602281	Travel Allowance	1000.00	L:200606301	Company Vehicle	
M:200605311	Company Vehicle	3750.00	M:200601311	Travel Allowance	1000.00	M:200605311	Company Vehicle	
L:200605311	Company Vehicle	55.26	M:200512311	Travel Allowance	1000.00	L:200605311	Company Vehicle	
M:200604301	Company Vehicle	3750.00	M:200511301	Travel Allowance	1000.00	M:200604301	Company Vehicle	
L:200604301	Company Vehicle	3750.00	M:200510311	Travel Allowance	1000.00	L:200604301	Company Vehicle	
			M:200509301	Travel Allowance	1000.00	M:200603311	Company Vehicle	

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 = Namibai
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)

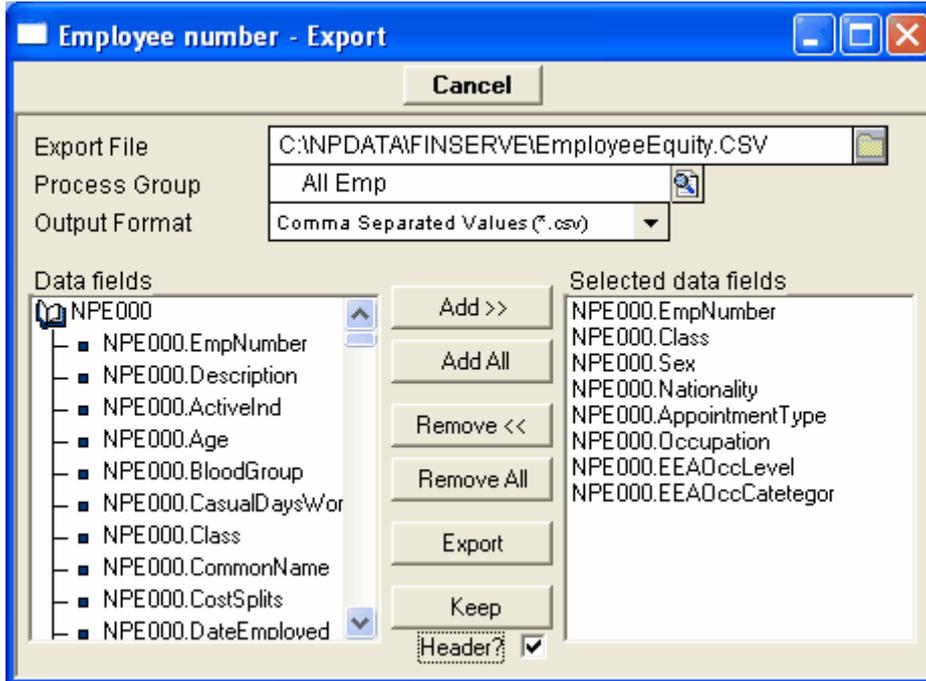
0 = NOT DISABLED
1 = DISABLED

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

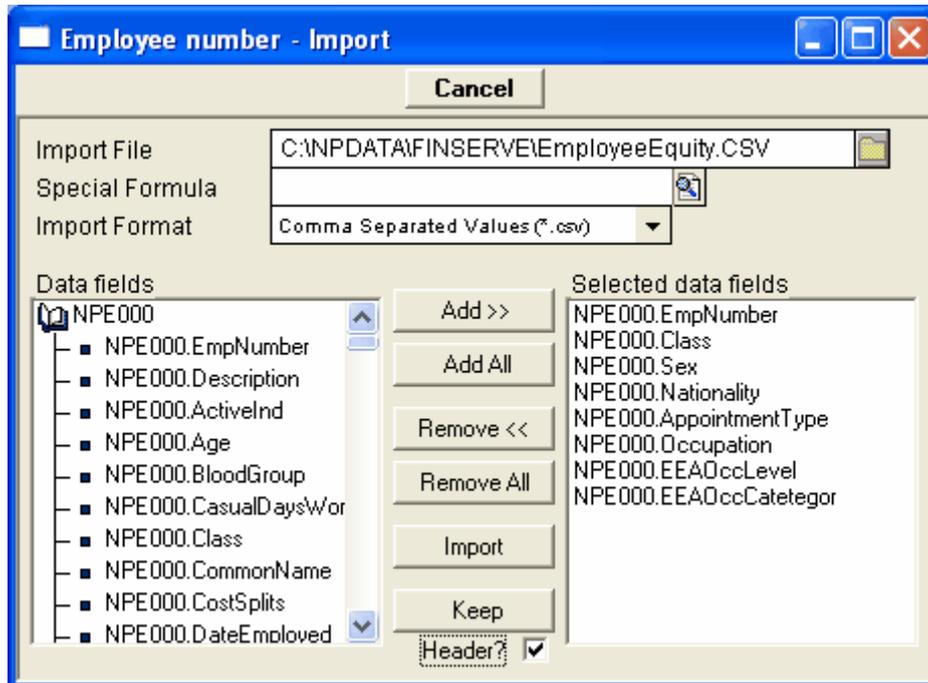
Exported information will be displayed in Excel.

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:



Rename export file eg: to EmployeeEquity.CSV
Click on Header, Keep and then Import.

Now check that the import data is correct on the employees.

4 View Employee Equity Switches using Dynamic SQL

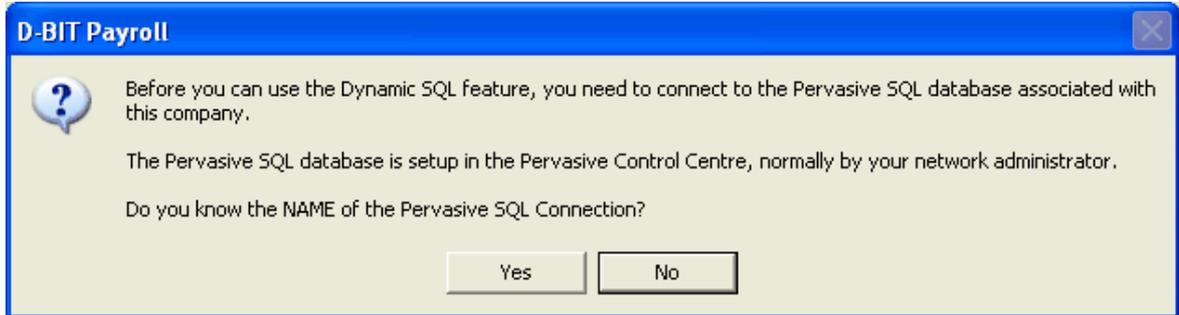
4.1 Creating Data Link in Pervasive

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.

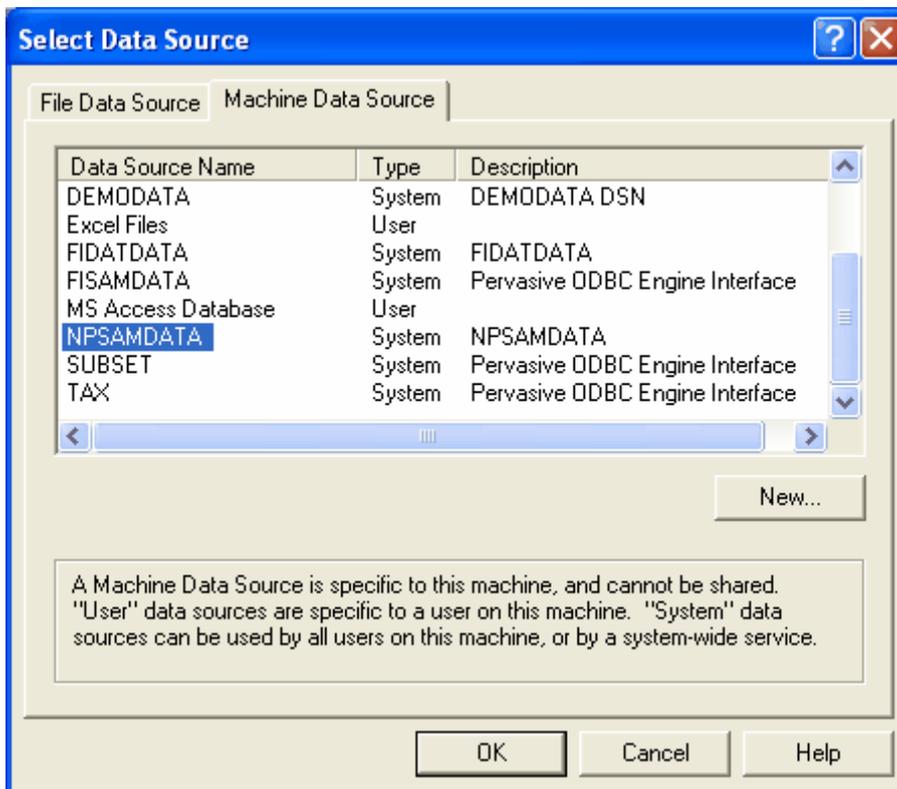
Go to ->Start->Programs->Pervasive->Pervasive.Control Centre->Engine->Highlight Database->Right Click->Select New Database->Enter Database Name->Browse for Location of data->Click Finish->Database connection will now have been added be added->Open database and check that under tables that you can see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

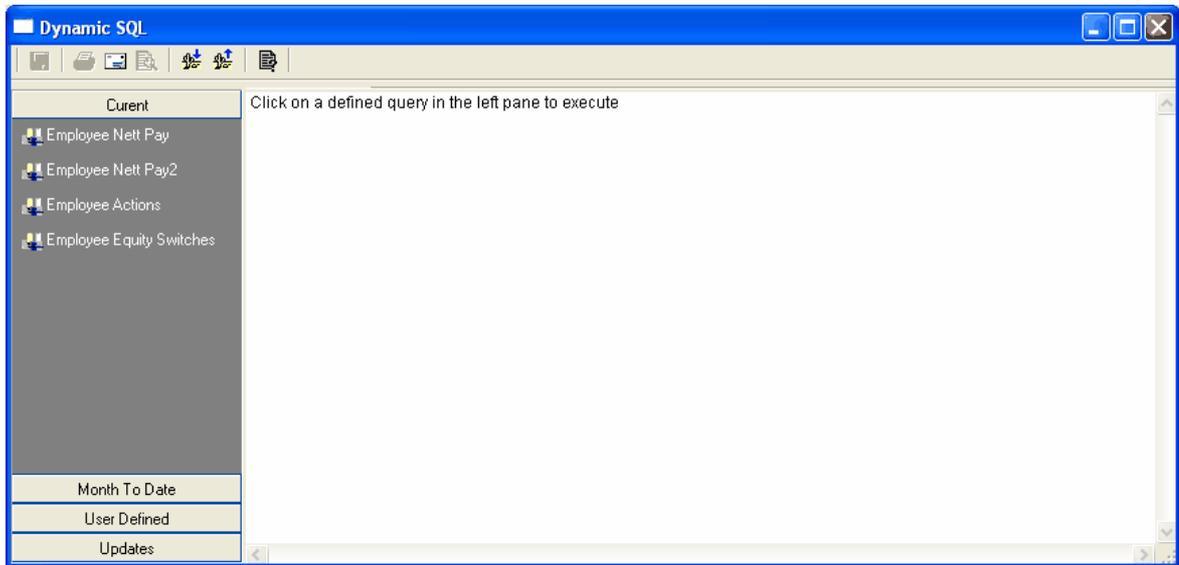


Click 'Yes'.



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

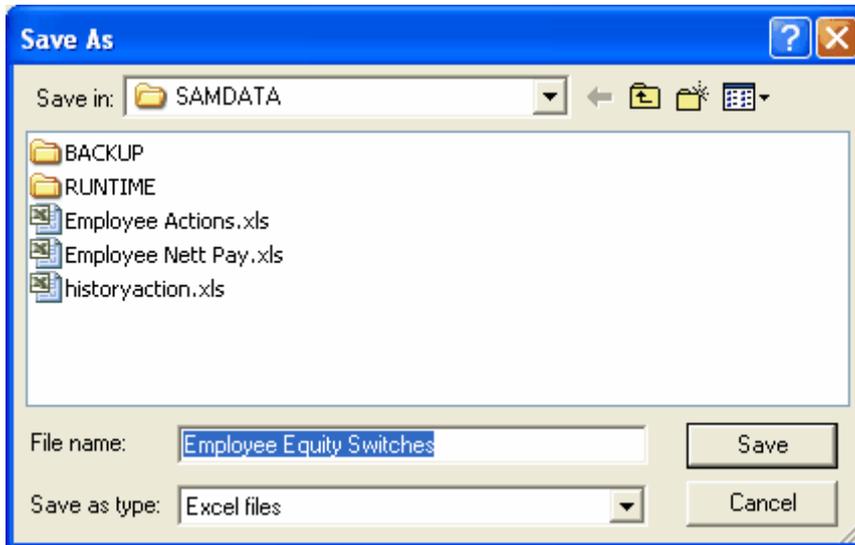
A Logon Screen will appear where you enter your User Name and Password and Enter.



Click on '**Employee Equity Switches**'. A spreadsheet will be displayed to screen.

Row	Employee...	Common n...	Class	Gender	Nationality	Appointm...	Occupation	Occupational Level	Occupatic
0	SAM0001	R.R Black	3	0	0	0	Financial Director	1	1
1	SAM0002	G.B Mdlala	1	0	0	0	Storeman	2	1
2	SAM0003	B. Potter	0	1	0	0	Factory Supervisor	1	2
3	SAM0004	H.J Trott	0	0	0	0	Marketing Director	1	1
4	SAM0005	R.A Scott	3	0	1	0	Accountant	2	5
5	SAM0006	S.B Dlamini	1	0	0	0	Warehouse Worker	5	7
6	SAM0007	M.S Zwane	1	0	0	0	Warehouse Worker	5	7
7	SAM0008	J. Yogi	0	0	0	0	Debtors Clerk	4	5
8	SAM0009	C. Mohamad	0	0	1	0	Manager	2	2
9	SAM0010	B. Mashsowe	1	1	0	0	Storeman	4	4
10	SAM0011	S. Scot	2	1	0	0	Storeman	4	5
11	SAM0012	R. Brown	3	1	0	0	Managing Director	1	1
12	SAM0013	J. Tony	2	0	0	0	Programmer	3	3
13	SAM0014	A. Kotze	3	1	0	0	Filing Clerk	5	5
14	SAM0015	James P	2	0	0	0	Managing Director	1	1
15	SAM0016	Serntro S	2	0	0	0	Managing Director	1	1
16	SAM0017	Johnson P.A	3	0	0	0	Director	2	1
17	SAM0018	Thomas H.p	2	0	0	0	Salesperson	4	6
18	SAM0019	Welch I.J	3	1	0	0	Salesperson	4	6
19	SAM0020	Puletso F	1	0	0	0	Warehouse Worker	6	9
20	SAM0021	Sweeney J	2	0	0	0	Warehouse Worker	6	9
21	SAM0022	Harrison F	3	0	0	0	Warehouse Worker	5	7
22	SAM0023	Mlongo P	1	0	0	0	Warehouse Worker	5	7

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