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D-BIT PAYROLL

Guide To New Employment Equity Reports (EEA2 & EEA4)

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Table of Contents

Part I	Employment Equity Amendments	2
1	Who Report to Employment Equity?	2
2	Where to Send	2
3	New Regulations Relating to EEA2 and EEA4 Employment Equity Forms	3
4	EEA2 - Employment Equity Report	3
5	EEA4 - Income Differential Statement	3
Part II	Setting up of Statistical Details Required for Equity Reporting	5
1	Employee Equity Report	5
2	Employee Movement	6
3	Notes Tab - Employee Masterfile	7
4	Personal Tab - Employee Masterfile	8
5	Printing EEA2 Report	8
6	Printing EEA4 Report	9
Part III	Importing/Exporting Employee Equity Switches	11
1	Table Listings for Numeric Values Displayed in Excel After Export	11
2	Exporting Equity Information	13
3	Importing Equity Information	13
Part IV	View Employee Equity Switches using Dynamic SQL	14
1	Creating Data Link in Pervasive	14
2	Opening Employee Equity Switches in Dynamic SQL within the Payroll	14

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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	Total annual
Industrial Classification	turnover
Agriculture Mining and Quarrying Manufacturing Electricity, Gas and Water Construction Retail and Motor Trade and Repair Services Wholesale Trade, Commercial Agents and Allied Services Catering, Accommodation and other Trade Transport, Storage and Communications Finance and Business Services Community, Special and Personal Services	R2,00 m R7,50 m R10,00 m R10,00 m R5,00 m R15,00 m R25,00 m R5,00 m R10,00 m R10,00 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: <u>ee@labour.gov.za</u>

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

3

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 interpretated 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 (PAYÉ) 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 - Proveident/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'.

		The International Payroll Corp Date: 200								
		Employee	Equ	ity - Occ	upation/L	evel/Categ	ories Listing Page:			
EmpNumber	Name	Race	Sex	Nationality	AppointType	Occupation Level	0 ccup ationCategory			
	Directors									
S AM 0001	R.R.Black	White	М	Citizen	Full Time	Тор	Legislator/Senior/Official/Management			
SAM0002	G.B Mdlala	African	М	Citizen	Full Time	Senior	Legislator/Senior/Official/Management			
SAM0004	H J Trott	Indian	М	Citizen	Full Time	Top	Legislator/Senior/Official/Management			
SAM0012	R. Brown	White	F	Citizen	Full Time	Тор	Legislator/Senior/Official/Management			
SAM0017	Johnson P.A	White	м	Citizen	Full Time	Senior	Legislator/Senior/Official/Management			
SAM0027	Van Der Walt J	White	М	Citizen	Full Time	Top	Legislator/Senior/Official/Management			
	Staff Office									
SAM0003	B. Potter	Indian	F	Citizen	Full Time	Тор	Junior Management			
SAM0005	R.A Scott	White	М	Non-Citizen	Full Time	Senior	Clerical & Administrators			
SAM0008	J. Yogi	Indian	М	Citizen	Full Time	Skilled	Clerical & Administrators			
SAM0013	J. Tony	Coloured	м	Citizen	Full Time	Professionals	Professionals			
SAM0014	A. Kotze	White	F	Citizen	Full Time	Semi-Skilled	Clerical & Administrators			
SAM0025	Anderson J	White	Μ	Citizen	Full Time	Тор	Professionals			
SAM 0028	Labuschagne M	Coloured	F	Citizen	Full Time	Senior	Legislator/Senior/Official/Management			
S AM 0030	S mith J	White	F	Citizen	Full Time	Senior	Legislator/Senior/Official/Management			
S AM 0031	Brown F	White	F	Citizen	Full Time	Senior	Professionals			
SAM0032	S mith A	White	М	Citizen	Full Time	Senior	Professionals			
	Casual Payroll									
S AM 0020	Puletso F	African	м	Citizen	Full Time	Un-Skilled	Elementary Occupations			
SAM0021	Sweeney J	Coloured	М	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 Common name	SAMUUU1 R.R Black	
	New Value 2006/08/28	Current 2005/03/01
Appointment Type	Full Time 🔻 Direct 💌	Full Time Direct
Rate Of Pay	20,000.000 Per Month 🔻	20,000.0000 Per Month
Paypoint	Pretoria 🛐	Pretoria
Location	JHB 🛐	JHB
Grade	A1 🛐	A1
Distribution Code	JHB -	JHB
Occupation	Financial Director 🔹	Financial Director
Level	Тор 🔻	Тор
Catetegory	Legislators, Senior Officials & Mar 🔻	Legislators,Senior Officials_Manager:

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.

<u>P</u> ersonal P	ay <u>R</u> ule P <u>a</u>	yslip <u>T</u> axation	Pa⊻ment Le	ave <u>N</u> ote:	s <u>C</u> ost	ing <u>S</u> tatus	Supp
Common name R.R Black Employee status Live							
Statistical and statutory reporting details for this samplayee							
Nationality		Citizen 🔻] Work	permit no			
Appointment	Туре	Full Time	Date	Issued	11		
Occupational	Level	Тор	Overall Health Not Disabled				
Occupational	Catetegory	Legislators,Senior O	Ifficials_Managers				
		Notes associa	ated with this em	ployee			
Note		Description	ו	Va	lue 1	Date 1	
							1

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	P <u>a</u> yslip <u>T</u> axation	Payment Leave No	tes <u>C</u> osting <u>S</u>	tatus S <u>u</u> pp
Common name	R.R Black			D-BIT [®]
Surname First name	Black Ronald	Date of birth 196 Date employed 199	3/06/25 43 8/03/01 8	
Additional names	Reginald	Dependants		Address
Title	Mr 🔻	Alternate No.		AUUICSS
Gender Marital status	Male 🔻	Language Class	English Class D	•
Identity number	630625 0000 00 0	Employee status	Live	
Passport number		Written warnings		0
Grade	A1	🖄 Management		
Occupation	Financial Director	🕲 Financial Director		
1				

2.5 Printing EEA2 Report

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

Department of Labour Reports	
Generate the statutory EEA 2 report	nent of Labour ts.
Date From : 2005/09/01 🗨	Date To : 2006/09/01 💌
Show Report	E xit

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 fthat will be reported on the EEA4 for employee's.

Click on 'Show Report'.

DEPARTMENT OF LABOUR Employment Equity Report

EEA 2

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		Male			Fen	nale		Male	For Nati	eign onals	τοται
Categories	А	с	I	А	с	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'.

Department of Labour Reports 🛛 🛛 🗙						
D-BIT Reports for the Department of Labour Generate the statutory EEA 4 reports.						
Date From : 2005/09/01 🔹 Date To : 2006/09/01 💌						
Print Remuneration Justification						
Show Report Exit						

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

Qti	Total	T-4-1				Ма	ile							Fen	nale			
Occupational Categories	iotai workers in	Remun Remun eration	At	rican	Co	oured	In	dian	\n	/hite	A	frican	Co	loured	Ir	idian	տ	′hite
	category		No of workers	Tolal Remuneration	No of workers	Tolai Remunerali												
). No Calegory Spechled																		
1. Legislaiors, Senior D'Alclais ani Managers	10	2027790	1	313960	2	337714	1	140430	3	896173			1	105895			2	27.2
2. Junior Management	1	84454													1	8++5+		
3. Protessionals	•	252551			1	73011			2	1+1205							1	36
4. Technicians and Associale Professionals	1										1							
5. Clerical and Administrative	2	104647					1	85850									1	17
5. Sentice and Sales Notiers	3	+1521+			1	148155											2	267
7. Plant and Machine Operators and Assemblers	5	197 + 13	٠	143089					1	54324								
8. Craft and Relaied Trades																		
9. Elementary Decupations	3	122051	1	36315	1	33052			1	52585								
<																		
x1	1 1/20 • Ready																	

Example of Justification Report (Income Differential Statement in Detail)

Introduct Statement Introduction of the second state of the sec					been bill and bill an	04-4			
V:H SAMOOOI R.R. Black H:20060311 Company Vahicle 2700.00 H:20060301 RSC Levy H:20060301 RSC Levy 109.10 L:20060111 Company Vahicle 2700.00 H:20060301 RSC Levy H:20060301 RSC Levy 31.50 L:20060111 Company Vahicle 2700.00 H:20060301 RSC Levy H:20060301 RSC Levy 31.50 L:20060111 Company Vahicle 2700.00 H:20060301 RSC Levy H:20060201 RSC Levy 34.79 L:20010011 Company Vahicle 2700.00 H:20060301 RSC Levy H:20060201 RSC Levy 34.79 H:20060201 Company Vahicle 2700.00 H:20060301 RSC Levy H:20060201 RSC Levy 34.79 H:20060201 Company Vahicle 2700.00 H:20060301 RSC Levy H:20060301 RSC Levy 34.79 H:20060301 RSC Levy H:20060301 RSC Levy H:20060301 RSC Levy 34.79 H:20060301 RSC Levy H:20060301 RSC Levy					income Differentia	Istatement			
IP:10 SAMOOD R.R. Black H: 2006/0311 Company Whicle 2700.00 H: 2006/0311 R: 2006/0311									
E:0060301 BSC Levy 109.10 L: 20060311 Company Ukici S5.26 H: 20060301 BSC Levy H: 20060301 BSC Levy 03.10 L: 20050311 Company Ukici S3.26 H: 20060321 BSC Levy H: 20060301 BSC Levy 03.00 L: 20050301 BSC Levy H: 20060311 BSC Levy H: 200602201 BSC Levy 94.79 L: 200501011 Company Ukici S3.26 H: 20060301 BSC Levy H: 200602101 BSC Levy 94.79 L: 20050201 Company Ukici S3.26 H: 20050301 BSC Levy H: 20060301 BSC Levy 94.79 H: 20060301 Company Ukici S3.26 H: 20050301 BSC Levy H: 20060301 BSC Levy 94.79 H: 20060301 Loss S200.00 H: 20060301 Basic Salary H: 20060301 Basic Salary 2000.00 H: 20060301 Loss S200.00 H: 20060301 Basic Salary H: 20060301 Basic Salary 2000.00 H: 20060301 Loss S200.00 H: 20060201 Basic Salary	W:M] SAM	0001 R.R Black		M:200501311	Company Vehicle	2700.00	M:200505311	RSC Levy	
Display Display H: 2005/2011 Company Wahiel 2700.00 H: 2006/2011 RE: 2006/2011 RE: 2006/2012	M:200606301	RSC Levy	109.10	L:200501311	Company Vehicle	55.25	M:200504301	RSC Levy	
I: 2006/3001 REC Levy 13: 00 L: 2005/2011 Company Unicle SS. 26 H: 2006/2011 RSC Levy H: 2006/2011 RSC Levy 94.79 L: 2006/1001 Company Unicle SS. 26 H: 2006/2011 RSC Levy H: 2006/2011 RSC Levy 94.79 L: 2006/1001 Company Unicle SS. 26 H: 2005/2011 RSC Levy H: 2005/2011 RSC Levy 94.79 L: 2006/2011 Company Unicle SS. 26 H: 2005/2011 RSC Levy H: 2005/2011 RSC Levy 94.79 H: 2006/2011 Company Unicle SS. 26 H: 2006/2011 Namual Salary H: 2005/2011 RSC Levy 94.79 H: 2006/2011 Company Unicle SS. 26 H: 2006/2011 Namual Salary H: 2006/2011 RSC Levy 94.79 H: 2006/2011 Namual Salary SSO. 00 H: 2006/2011 Namual Salary H: 2006/2011 Dasic Salary 10000.00 H: 2006/2011 Namual Salary SSO. 00 H: 2006/2011 Ramic Salary H: 2006/2011 Dasic Salary 10000.00 H: 2006/2011 Namual Salary SSO. 00 H: 2006/2011 Ramic Sa	M:200605311	RSC Levy	109.10	M:200512311	Company Vehicle	2700.00	M:200503311	RSC Levy	
R: 20060311 RSC Levy 172.04 H: 20061301 Company Unicle 2700.00 H: 20061311 RSC Levy H: 20060301 RSC Levy 94.79 H: 20051001 Company Unicle 2700.00 H: 20051201 RSC Levy H: 2005111 RSC Levy 94.79 H: 20051001 Company Unicle 2700.00 H: 20051001 RSC Levy H: 200511101 RSC Levy 94.79 H: 20050001 Company Unicle 2700.00 H: 20050011 RSC Levy H: 20050301 RSC Levy 94.79 H: 20060301 Incentive Bonna 2500.00 H: 20060311 Barit Salary H: 20060301 Barit Salary 20000.00 H: 20060311 Incentive Bonna 2500.00 H: 20060311 Barit Salary H: 20060301 Barit Salary 20000.00 H: 20060311 Incentive Bonna 2500.00 H: 20060311 Barit Salary H: 20060301 Barit Salary 10000.00 H: 20060311 Incentive Bonna 2500.00 H: 20060311 Barit Salary H: 20060301 Barit Salary 1000.00 H: 20060311 Incentive Bonna 2500.00 H: 20060311 Barit Salar	M:200604301	BSC Levy	33.10	L:200512311	Company Vehicle	55.26	M:200502281	RSC Levy	
H: 0000221 REC Levy 94, 79 L: 200512011 Company Ushiele 55.26 H: 200512011 REC Levy H: 000512011 REC Levy 94, 79 L: 200510011 Company Ushiele 570.00 H: 200510011 REC Levy H: 000510011 REC Levy 94, 79 L: 200510011 Company Ushiele 35.26 H: 20050901 REC Levy H: 200502011 REC Levy 94, 79 L: 20050901 Company Ushiele 35.26 H: 20050901 Rec North Viele H: 200502011 REC Levy 94, 79 L: 20050901 Company Ushiele 35.26 H: 20050901 Rec North Viele H: 200502011 Rec North Viele S500.00 H: 20050901 Rec North Viele 3500.00 H: 20050901 <	M:200503311	RSC Levy	175.04	M:200511301	Company Vehicle	2700.00	M:200501311	RSC Levy	
BI: 2006/111 REC Levy 94, 79 H: 2005/101 Company Ushiele 2700.00 H: 2005/101 REC Levy BI: 2005/1010 REC Levy 94, 79 H: 2005/00101 Company Ushiele 2700.00 H: 2005/0010 REC Levy BI: 2005/0011 REC Levy 94, 79 H: 2005/00701 Company Ushiele 2700.00 H: 2006/0011 Basic Salary BI: 2005/0011 REC Levy 94, 79 H: 2005/00701 Encentive Bonus 2500.00 H: 2006/0011 Basic Salary BI: 2005/0011 Basic Salary 20000.00 H: 2006/0011 Encentive Bonus 2500.00 H: 2006/0011 Basic Salary BI: 2006/0011 Basic Salary 20000.00 H: 2006/0011 Encentive Bonus 2500.00 H: 2006/0011 Basic Salary H: 2006/0011 Basic Salary 1000.00 H: 2006/0111 Encentive Bonus 2500.00 H: 2006/0111 Basic Salary H: 2005/111 Basic Salary 1000.00 H: 2006/0211 Encentive Bonus 2500.00 H: 2006/1211 Basic Salary H: 2005/1211 Basic Salary 14000.00 H: 2005/12011 Encentive Bonus 2500.00<	M:200502281	RSC Levy	94.79	L:200511301	Company Vehicle	55.26	M:200512311	RSC Levy	
H: 200612011 RC: Lavy 94.99 H: 200512011 Company Vehicle 55.26 H: 200512011 RC: Lavy H: 200512011 RC: Lavy 94.99 H: 20050201 Company Vehicle 55.26 H: 20050201 Annual Bonus Bact Solary H: 20050201 RC: Lavy 94.99 H: 20050201 Company Vehicle 55.26 H: 20050201 Annual Bonus Bact Solary H: 20050201 Bact Solary 20000.00 H: 200602011 Incentive Bonus 2500.00 H: 200603011 Bact Solary H: 20050201 Bact Solary 20000.00 H: 200602011 Incentive Bonus 2500.00 H: 200603011 Bact Solary H: 20060201 Bact Solary 20000.00 H: 200602011 Incentive Bonus 2500.00 H: 200603011 Bact Solary H: 200602011 Bact Solary 19000.00 H: 200602011 Incentive Bonus 2500.00 H: 200603011 Bact Solary H: 200602211 Bact Solary 18000.00 H: 20060201 Incentive Bonus 2500.00 H: 20060301 Bact Solary H: 20060201 Bact Solary 18000.00 H: 20060201 Incentive B	M:200501311	RSC Levy	94.79	M:200510311	Company Vehicle	2700.00	M:200511301	RSC Levy	
H: 2005/101 RSC Levy 94.79 H: 2005/001 Company Whicle 2700.00 H: 2006/001 RSC Levy 94.79 H: 2005/001 RSC Levy 94.79 H: 2005/001 Company Whicle 55.26 H: 2006/001 Baric Salary H: 2005/001 Baric Salary 20000.00 H: 2005/001 Incentive Bonus 2500.00 H: 2006/001 Baric Salary H: 2005/001 Basic Salary 20000.00 H: 2005/001 Incentive Bonus 2500.00 H: 2006/001 Basic Salary H: 2005/001 Basic Salary 20000.00 H: 2005/001 Incentive Bonus 2500.00 H: 2006/001 Basic Salary H: 2005/001 Basic Salary 19000.00 H: 2005/001 Incentive Bonus 2500.00 H: 2006/021 Basic Salary H: 2005/021 Basic Salary 19000.00 H: 2005/021 Incentive Bonus 2500.00 H: 2005/021 Basic Salary H: 2005/021 Basic Salary 18000.00 H: 2005/021 Incentive Bonus 2500.00 H: 2005/021 Basic Salary H: 2005/021 Basic Salary 18000.00 H: 2005/021 Incentive Bonus 2500.00	M:200512311	RSC Levy	94.79	L:200510311	Company Vehicle	55.26	M:200510311	RSC Levy	
H: 200603101 FSC Levy 94,79 H: 200609301 Company Whiche 55.25 H: 200603011 Annual Bonus H: 200603011 Annual Bonus 13000.00 H: 200607311 Encentive Bonus 2500.00 H: 200603011 Baric Salary H: 200607311 Baric Salary 20000.00 H: 2006083011 Incentive Bonus 2500.00 H: 200603011 Baric Salary H: 200607311 Baric Salary 20000.00 H: 2006083011 Incentive Bonus 2500.00 H: 200603011 Baric Salary H: 200603211 Baric Salary 20000.00 H: 200603201 Incentive Bonus 2500.00 H: 200603011 Baric Salary H: 200602261 Baric Salary 19000.00 H: 200602201 Incentive Bonus 2500.00 H: 20060311 Baric Salary H: 200602261 Baric Salary 18000.00 H: 200602211 Incentive Bonus 2500.00 H: 20060311 Baric Salary H: 200602261 Baric Salary 18000.00 H: 200602211 Incentive Bonus 2500.00 H: 20060311 Baric Salary H: 200602211 Baric Salary 18000.00 H: 200602111 Incentive Bonus	M:200511301	RSC Levy	94.79	M:200509301	Company Vehicle	2700.00	M:200509301	RSC Levy	
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H: 200600311 Pariel Salary 1900.00 H: 200607311 Incentive Bonus 2500.00 H: 20060301 Basic Salary H: 200607311 Basic Salary 2000.00 H: 200605311 Incentive Bonus 2500.00 H: 200605311 Basic Salary H: 200607311 Basic Salary 2000.00 H: 200605311 Incentive Bonus 2500.00 H: 200604011 Basic Salary H: 200607311 Basic Salary 2000.00 H: 200607311 Incentive Bonus 2500.00 H: 200604011 Basic Salary H: 200607311 Basic Salary 1900.00 H: 200607311 Incentive Bonus 2500.00 H: 20060221 Basic Salary H: 200607211 Basic Salary 18000.00 H: 200601311 Incentive Bonus 2500.00 H: 200502311 Basic Salary H: 200512011 Basic Salary 18000.00 H: 200509301 Incentive Bonus 2500.00 H: 200503101 Basic Salary H: 200512011 Basic Salary 18000.00 H: 200609301 Incentive Bonus 2500.00 H: 200503101 Basic Salary H: 200512011 Basic Salary 18000.00 H: 200609301 Incentive Bonus </td <td>M:200509301</td> <td>RSC Levy</td> <td>94.79</td> <td>M:200508311</td> <td>Incentive Bonus</td> <td>2500.00</td> <td>M:200508311</td> <td>Basic Salary</td> <td></td>	M:200509301	RSC Levy	94.79	M:200508311	Incentive Bonus	2500.00	M:200508311	Basic Salary	
H: 200600311 Basic Salary 2000.00 H: 20060501 Incentive Bonus 2500.00 H: 200605311 Basic Salary H: 200605301 Basic Salary 2000.00 H: 200604001 Incentive Bonus 2500.00 H: 200605311 Basic Salary H: 200605301 Basic Salary 2000.00 H: 200602211 Incentive Bonus 2500.00 H: 200602311 Basic Salary H: 200602011 Basic Salary 18000.00 H: 200602211 Incentive Bonus 2500.00 H: 200602311 Basic Salary H: 200602011 Basic Salary 18000.00 H: 2005021211 Incentive Bonus 2500.00 H: 200502110 Basic Salary H: 200501211 Basic Salary 18000.00 H: 200510211 Incentive Bonus 2500.00 H: 200510211 Basic Salary H: 200510211 Basic Salary 18000.00 H: 200500311 Incentive Bonus 2500.00 H: 200503011 Basic Salary H: 2005001211 Basic Salary 18000.00 H: 200607311 Incentive Bonus 2500.00 H: 200503011 Training Levy H: 200606311 Training Levy 273.10 L: 200607311 UIF Calculati	M:200503311	Annual Bonus	19000.00	M:200507311	Incentive Bonus	2500.00	M:200507311	Basic Salary	
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H: 200603211 Basic Salary 19000.00 H: 200602211 Incensive Borus 2500.00 H: 200602311 Basic Salary H: 200602211 Basic Salary 18000.00 H: 200602211 Incensive Borus 2500.00 H: 20060111 Basic Salary H: 200602211 Basic Salary 18000.00 H: 200511201 Contensive Borus 2500.00 H: 20050111 Basic Salary H: 200512011 Basic Salary 18000.00 H: 200512011 Contensive Borus 2500.00 H: 200511001 Basic Salary H: 200512011 Basic Salary 18000.00 H: 200509201 Incensive Borus 2500.00 H: 200509201 Basic Salary H: 200509201 Basic Salary 18000.00 H: 200509201 Incensive Borus 2500.00 H: 200509201 Basic Salary H: 200509201 Basic Salary 18000.00 H: 200509201 Incensive Borus 2500.00 H: 200509201 Basic Salary H: 200509201 Basic Salary 18000.00 H: 200509201 Incensive Borus 2500.00 H: 200509201 Basic Salary H: 200509201 Training Levy 273.10 L: 200509201 Training Lev	M:200505301	Basic Salary	20000.00	M:200504301	Incentive Bonus	2500.00	M:200504301	Basic Salary	
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H: 200602281 Baric Salary 18000.00 H: 200501211 Incentive Borus 2500.00 H: 20051211 Baric Salary 18000.00 H: 200512311 Baric Salary 18000.00 H: 200512011 Incentive Borus 2500.00 H: 200512311 Baric Salary H: 200512311 Baric Salary 18000.00 H: 200512011 Incentive Borus 2500.00 H: 200503011 Baric Salary H: 200503011 Baric Salary 18000.00 H: 200509301 H: 20050301 Baric Salary 18000.00 H: 200509301 Baric Salary 18000.00 H: 200509301 H: 200509301 Baric Salary 18000.00 H: 200509301 Training Levy 273.10 L: 200609311 UIF Calculation 116.62 H: 200509301 Training Levy H: 200509301 Training Levy 273.10 L: 200609301 UIF Calculation 109.66 H: 200509301 Training Levy H: 200509301 Training Levy 85.10 L: 200609301 Training Levy 1200609301 UIF Calculation 109.66 H: 200509301 Training Levy H: 200501211 Training Levy 235.95 L: 2005012011 <t< td=""><td>M:200503311</td><td>Basic Salary</td><td>19000.00</td><td>M:200502281</td><td>Incentive Bonus</td><td>2500.00</td><td>M:200502281</td><td>Basic Salary</td><td></td></t<>	M:200503311	Basic Salary	19000.00	M:200502281	Incentive Bonus	2500.00	M:200502281	Basic Salary	
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H: 200603311 Training Levy 273.10 L: 20060311 Training Levy 273.10 L: 20060301 Training Levy H: 20060311 Training Levy 273.10 L: 20060301 Training Levy H: 20060301 Training Levy 273.10 L: 20060301 Training Levy H: 20060301 Training Levy 273.10 L: 20060301 Training Levy H: 200602311 Training Le	M:200509301	Basic Salary	18000.00	L:200508311	UIF Calculation	116.62	M:200508311	Training Levy	
H: 200607311 Training Levy 273.10 L: 200606301 Training Levy 273.10 L: 200605311 UIF Calculation 109.66 H: 200606301 Training Levy H: 20060401 Training Levy 273.10 L: 200603011 UIF Calculation 109.66 H: 20060301 Training Levy H: 20060401 Training Levy 273.10 L: 200602311 UIF Calculation 109.66 H: 20060301 Training Levy H: 20060401 Training Levy 48.10 L: 200602211 Training Levy 48.10 H: 200602211 Training Levy H: 200602211 Training Levy 433.16 L: 200602211 UIF Calculation 109.66 H: 200602211 Training Levy H: 20051211 Training Levy 235.95 L: 200512011 UIF Calculation 109.66 H: 20051011 Training Levy H: 200512011 Training Levy 235.95 L: 200501011 UIF Calculation 109.66 H: 20051011 Training Levy H: 200512011 Training Levy 235.95 L: 200509101 UIF Calculation 109.66 H: 200510211 Training Levy H: 200512011 Training Levy 235	M:200508311	Training Levy	273.10	L:200507311	UIF Calculation	115.52	M:200507311	Training Levy	
H: 200606301 Training Levy 273.10 L: 200604301 Training Levy H: 200602281 Training Levy H: 200602281 Training Levy H: 200602281 Training Levy H: 200602281 Training Levy H: 20060281 Training Levy H: 20060281 Training Levy H: 20060281 Training Levy H: 200601211 Training Levy H: 200601211 Training Levy H: 200501211 Training Levy H	M:200507311	Training Levy	273.10	L:200505301	UIF Calculation	109.55	M:200505301	Training Levy	
H: 200603311 Training Levy 273.10 L: 200604301 WIF Calculation 88.10 H: 200604301 Training Levy H: 200603311 Training Levy 88.10 L: 200603211 WIF Calculation 109.66 H: 200603211 Training Levy H: 200602311 Training Levy 433.15 L: 200602281 Training Levy 433.16 L: 200602281 Training Levy 109.66 H: 200601211 Training Levy H: 200601211 Training Levy 233.95 L: 200601211 UIF Calculation 109.66 H: 200601211 Training Levy H: 200512311 Training Levy 235.95 L: 200512311 UIF Calculation 109.66 H: 200512311 Training Levy H: 200512311 Training Levy 235.95 L: 200503011 UIF Calculation 109.66 H: 200503011 Training Levy H: 200510311 Training Levy 235.95 L: 200503011 UIF Calculation 109.66 H: 200503011 Training Levy H: 200503011 Training Levy 235.95 L: 20050311 Training Levy H: 200503011 Training Levy H: 200503011 Training Levy 235.95 <t< td=""><td>M:200505301</td><td>Training Levy</td><td>273.10</td><td>L:200505311</td><td>UIF Calculation</td><td>109.55</td><td>M:200505311</td><td>Training Levy</td><td></td></t<>	M:200505301	Training Levy	273.10	L:200505311	UIF Calculation	109.55	M:200505311	Training Levy	
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H: 200602311 Training Levy 453.16 L: 200602281 Training Levy 235.95 H: 200602311 Training Levy 235.95 L: 200601311 UT Calculation 109.66 H: 200612311 Training Levy H: 2006012311 Training Levy 235.95 L: 2005112011 UT Calculation 109.66 H: 200512311 Training Levy H: 20051131 Training Levy 235.95 L: 2005112011 UT Calculation 109.66 H: 200512311 Training Levy H: 200511301 Training Levy 235.95 L: 200509201 UT Calculation 109.66 H: 200510311 Training Levy H: 200510301 Training Levy 235.95 L: 200509201 UT Calculation 109.66 H: 200509201 Training Levy H: 20050101 Training Levy 235.95 H: 200509201 Training Levy H: 200509201 Training Levy H: 2005011 Training Levy 235.95 H: 200509201 Training Levy H: 200509201 Training Levy H: 200501 Training Levy 235.95 H: 200509201 Training Levy H: 2005010211 Training Levy H: 200501 Train	M:200504301	Training Levy	88.10	L:200503311	UIF Calculation	109.55	M:200503311	Training Levy	
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H: 200601311 Training Levy 235.95 L: 200511301 UIF Calculation 109.66 H: 200512311 Training Levy H: 200511301 Training Levy 235.95 L: 200510301 UIF Calculation 109.66 H: 200510311 Training Levy H: 200511301 Training Levy 235.95 L: 20050901 UIF Calculation 109.66 H: 200510311 Training Levy H: 20050901 Training Levy 235.95 L: 20050901 UIF Calculation 109.66 H: 20050901 Training Levy H: 20050901 Training Levy 235.95 H: 20050901 UIF Calculation 109.66 H: 20050901 Training Levy H: 20050901 Training Levy 235.95 H: 20050901 Travel Allowance 1000.00 H: 200608311 Company Uehicle H: 200507311 Company Uehicle 57.56 H: 200604001 Travel Allowance 1000.00 H: 20060801 Company Uehicle H: 2005060301 Company Uehicle 57.56 H: 200504001 Travel Allowance 1000.00 H: 20060801 Company Uehicle H: 2005060301 Company Uehicle 57.56 H: 200500311 Travel Allowan	M:200502281	Training Levy	235.95	L:200501311	VIF Calculation	109.55	M:200501311	Training Levy	
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H:200604301 Company Vehicle 3750.00 H:20051201 Travel Allowance 1000.00 L:200604301 Company Vehicle M:200510211 Travel Allowance 1000.00 W:200602211 Company Vehicle	L:200505311	Company Vehicle	55.26	M:200512311	Travel Allowance	1000.00	M:200504301	Company Vehicle	
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x1 3/20 4 Beadu	x1	3/20 1		▶ Beadu					

DEPARTMENT OF LABOUR

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 dispayed->Select following fields as shown below to export:

🔲 Employee numbe	r - Export		
		Cancel	
Export File Process Group Output Format	C:\NPDAT/ All Emp Comma Sep	A\FINSERVE\E Darated Values ([*] .	mployeeEquity.CSV
NPE000 NPE000.EmpNur NPE000.Descript NPE000.ActiveIn NPE000.Age NPE000.BloodGr NPE000.CasualD NPE000.Casual NPE000.CostSpli	nber ion d oup aysWor Name ts	Add >> Add All Remove << Remove All Export Keep	NPE000.EmpNumber NPE000.Class NPE000.Sex NPE000.Nationality NPE000.AppointmentType NPE000.Occupation NPE000.EEAOccLevel NPE000.EEAOccCatetegor
I H INPEUUU.DateEm	Dioved 🔛	Header?	·]

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 dispayed->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'.

Sele	ect Data Source		? 2	K					
File Data Source Machine Data Source									
	Data Source Name DEMODATA Excel Files FIDATDATA FISAMDATA MS Access Database NPSAMDATA SUBSET	Type System User System System User System System	Description DEMODATA DSN FIDATDATA Pervasive ODBC Engine Interface NPSAMDATA Pervasive ODBC Engine Interface						
	TAX	System	Pervasive ODBC Engine Interface						
A Machine Data Source is specific to this machine, and cannot be shared. "User" data sources are specific to a user on this machine. "System" data sources can be used by all users on this machine, or by a system-wide service.									
			OK Cancel Help						

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.

Dynamic SQL		
🖩 🏉 🖃 🗟 🕵 🐝		
Curent	Click on a defined query in the left pane to execute	~
🕌 Employee Nett Pay		
🕌 Employee Nett Pay2		
📲 Employee Actions		
📲 Employee Equity Switches		
Month To Date		
User Defined		~
Updates		5

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

Row	Employe	Common n	Class	Gender	Nationality	Appointm	Occupation	Occupational Level	Occupal	tic 木
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	Serntrot 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	~
<									3	

To Export into excel click on 🖹 the following screen will be displayed.

16



Select where you wish to save the excel spreadsheet in. Click 'Save'.

The excel spreadsheet will now be displayed.

NB: You can make chages 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