JANUARY

DEADLINES:

05 JAN: EMP201 Submission
15 JAN: Skills and Equity Online

FOCUS FOR THE MONTH

• Annual contribution increases such as Medical Aid, Pension fund etc.

FEBRUARY

DEADLINES:

07 FEB: EMP201 Submission

FOCUS FOR THE MONTH

• Final payroll tax year end closure.
• Annual Budget Speech.

MARCH

DEADLINES:

07 MAR: EMP201 Submission

FOCUS FOR THE MONTH

• Software, legislative and tax updates
• Year-end roll over procedure & preparation for EMP501 recon

APRIL

DEADLINES:

05 APR: EMP201 Submission

FOCUS FOR THE MONTH

• Preparation of payroll data for EMP501 Submissions to SARS.
• Backup and update E@syfile.

MAY

DEADLINES:

07 MAY: EMP201 Submission
31 MAY: EMP 501 Year End

FOCUS FOR THE MONTH

• Submit COIDA/OID Returns
• SARS EMP501 Reconciliation deadline.

JUNE

DEADLINES:

07 JUN: EMP201 Submission

FOCUS FOR THE MONTH

• Employment Tax Validation Notices (ETV) – Assistance with Payroll corrections and reporting ETV Error corrections and re-submissions.

JULY

DEADLINES:

05 JUL: EMP201 Submission

FOCUS FOR THE MONTH

• Confirm accuracy of payroll processing for the year.

AUGUST

DEADLINES:

07 AUG: EMP201 Submission

FOCUS FOR THE MONTH

• Payroll Assessments in preparation for Bi-Annual submissions.
• Reconciliation of EMP201's and EMP501 for the first 6 months.

SEPTEMBER

DEADLINES:

06 SEPT: EMP201 Submission

FOCUS FOR THE MONTH

• SARS EMP501 Bi-Annual Reconciliation season
• Manual Skills & Equity submission preparation

OCTOBER

DEADLINES:

01 OCT: Skills and Equity manual
07 OCT: EMP201 Submission
31 OCT: Bi-Annual reconciliation

FOCUS FOR THE MONTH

• Bi-Annual EMP501 submission to SARS

NOVEMBER

DEADLINES:

07 NOV: EMP201 Submission

FOCUS FOR THE MONTH

• Leave reconciliation in preparation for shutdowns
• ETV Error corrections and resubmissions

DECEMBER

DEADLINES:

06 DEC: EMP201 Submission

FOCUS FOR THE MONTH

• Leave and Bonus run setup & processing, including bargaining council processing

DATES TO REMEMBER - YEAR CALENDAR

2024

BEYOND PAYROLL365
IT'S LESS CROWDED BEYOND LIMITS

BP365