

JANUARY

DEADLINES:

07 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:

06 FEB: EMP201 Submission

FOCUS FOR THE MONTH

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

MARCH

DEADLINES:

06 MAR: EMP201 Submission

FOCUS FOR THE MONTH

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

APRIL

DEADLINES:

07 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:

05 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:

07 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:

07 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
08 OCT: EMP201 Submission
31 OCT: Bi-Annual reconciliation

FOCUS FOR THE MONTH

- Bi-Annual EMP501 submission to SARS

NOVEMBER

DEADLINES:

06 NOV: EMP201 Submission

FOCUS FOR THE MONTH

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

DECEMBER

DEADLINES:

07 DEC: EMP201 Submission

FOCUS FOR THE MONTH

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

DATES TO REMEMBER - YEAR CALENDAR

BEYOND PAYROLL365

IT'S LESS CROWDED BEYOND LIMITS

FOR ASSISTANCE OR MORE INFO YOU CAN FIND US ON:

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