

JANUARY

JAN 1 – 31, 2023

- Annual contribution changes i.e., Medical Aid; Retirement Funds

FEBRUARY

FEB 1 – 28, 2023

- Final payroll tax year end closure

MARCH

MAR 1 – 31, 2023

- Software, legislative upgrades and tax changes
- EMP501 recon preparation
- Year-end roll over procedures for IRP5 purposes

APRIL

APR 1 – 30, 2023

- Skills & Equity Reporting
- Preparation of payroll data for EMP501 Submissions to SARS
- Backup and update E@syfile

MAY

MAY 1 – 31, 2023

- Preparations of payroll data for COIDA/OID Returns
- Submit COIDA/OID Returns
- **SARS EMP501 Reconciliation deadline**

JUNE

JUN 1 – 30, 2023

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

JULY

JUL 1 – AUG 31, 2023

- Payroll Assessments in preparation for Bi-Annual submissions.
- Confirm accuracy of payroll processing for the year

AUGUST

JUL 1 – AUG 31, 2023

- Payroll Assessments in preparation for Bi-Annual submissions.
- Confirm accuracy of payroll processing for the year
- Reconciliation of EMP201's and EMP501 for the first 6 months

SEPTEMBER

SEP 1 – OCT 31, 2023

- SARS EMP501 Bi-Annual reconciliation season
- SEP 14 – 30, 2023
- Skills & Equity Submission

OCTOBER

SEP 1 – OCT 31, 2023

- Mid-Year EMP501 Submission assistance with Bi-Annual EMP501 submissions to SARS. **SARS EMP501 Bi-Annual reconciliation deadline**

NOVEMBER

NOV 1 – DEC 31, 2023

- Preparation for Leave and Bonus Runs, Special Run and Bargaining Councils Leave and Bonus Processing
- Employment Tax Validation Notices (ETV) – ETV Error corrections and re-submissions

DECEMBER

DEC 1 – 31, 2023

- Leave and bonus run setup and processing
- Special Run Setup if necessary
- Bargaining Councils Leave and Bonus Processing (MEIBC, MIBFA, MIBCO, NBCRFLI)

DATES TO REMEMBER - YEAR CALENDAR

BEYOND PAYROLL³⁶⁵
IT'S LESS CROWDED BEYOND LIMITS

FOR ASSISTANCE OR MORE INFO YOU CAN FIND US ON:
010 822 7799 • info@bp365.co.za • www.beyondpayroll365.co.za

