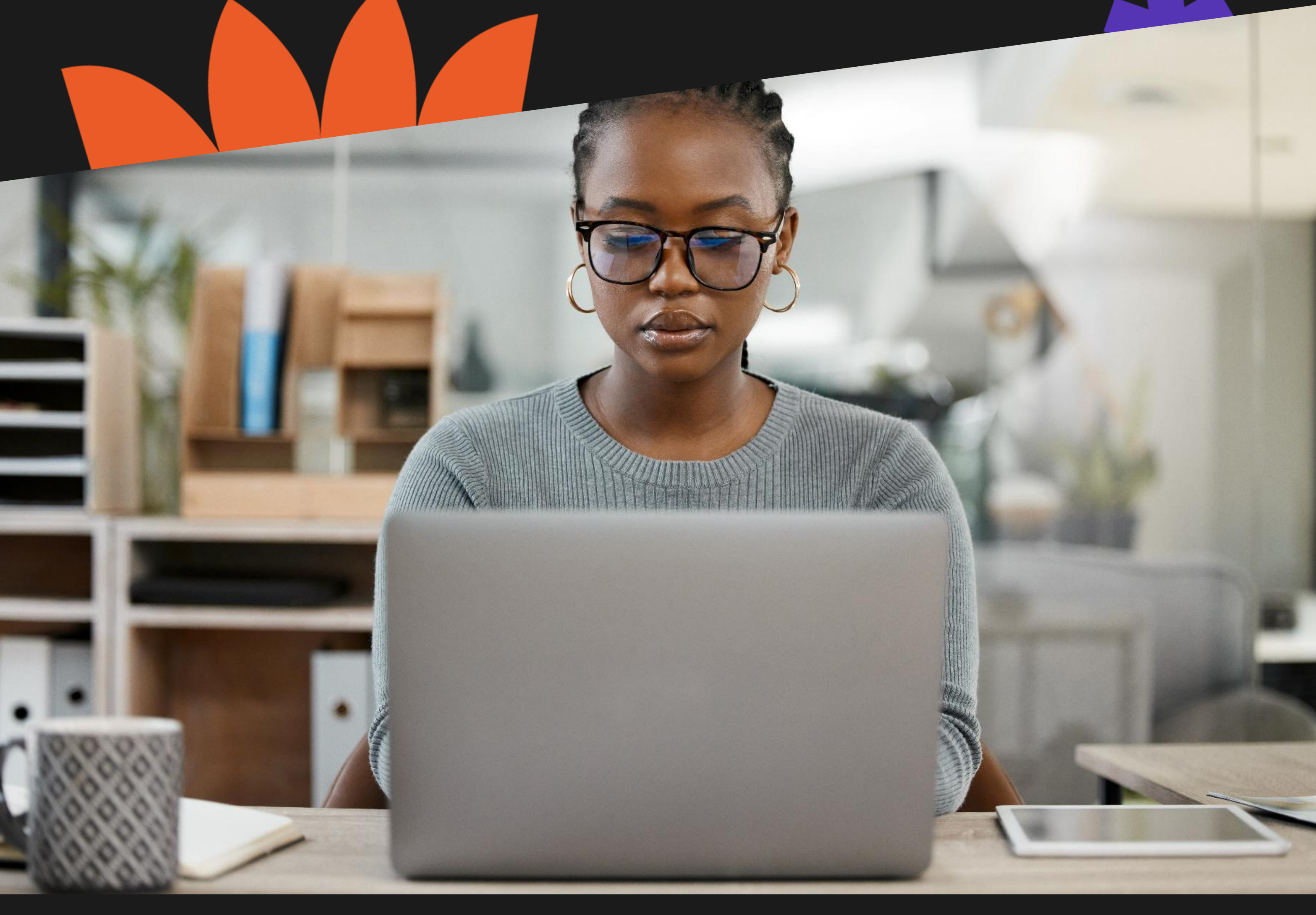
Deel Local Payroll
powered by payspace.

DIY

Tax Filing Guide

Annual Submission



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Annual Submission Checklist

Step	Procedure	Completed
1	Finalise your February 2025 pay run and close all pay runs for your tax period.	
2	Verify company information.	
3	Verify employee information.	
4	Reconcile the EMP501 and EMP201 Monthly Reports: • Determine the liability for PAYE, UIF, SDL, & ETI, including manual certificates according to the information on the payroll. • Access SARS eFiling to determine the EMP201 payments and download the Statement of Account. • Use an MS Excel spreadsheet to balance and establish if there are any variances. **No variances**: Proceed to generate the Test CSV file in Step 7. **Variance in values**: Note the month the difference occurred and proceed to Step 5.	
5	Determine the employee records where the variances occurred.	
6	Process Corrections.	
7	Generate the Test CSV Tax file.	
8	Validate the Test CSV file on e@syFile™ Employer.	
9	Generate and validate the Live CSV tax file on e@syFile™ Employer.	
10	Ensure you are on the latest version of e@syFile™ Employer. The latest version of e@syFile™ Employer can be downloaded from SARS eFiling.	
11	Verify Employer Information. Refer to SARS e@syfile™TC Employer Guide.	
12	Capture manual tax certificates. Refer to SARS e@syfile™TC Employer Guide.	
13	Import the payroll file.	
14	Correct validation errors if any.	
15	Complete the EMP501 Reconciliation.	
16	Submit the electronic information to SARS via e@syFile™ Employer. Refer to SARS e@syfile™TC Employer Guide.	

Take Note

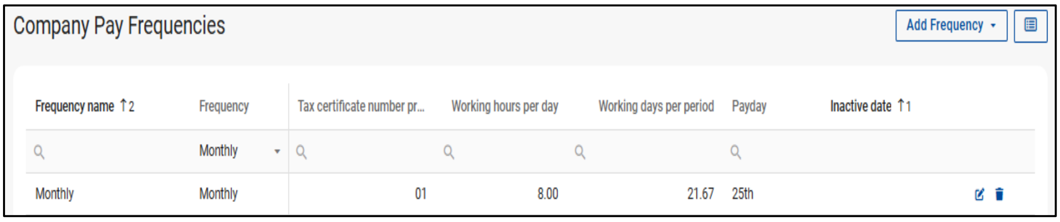
This checklist is a guideline to complete your Annual Submission process from Deel Local Payroll powered by payspace to e@syFile™ Employer. The Annual Employer Reconciliation Declaration period is from 1 April 2025 to 31 May 2025.

It is recommended that the submission be processed after the first two weeks of the submission period, to allow time for SARS to identify and fix potential bugs on e@syFile™ Employer. SARS will release updated versions of e@syFile™ Employer should this be necessary.

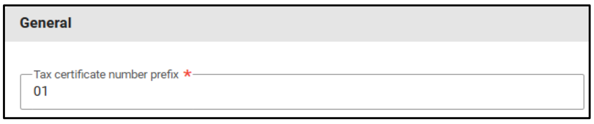
How to Generate a Tax File

1. If you have multiple frequencies, ensure that each frequency has a unique tax certificate number prefix.

   Navigate > *Config > Payroll > Payroll Config > Pay Frequencies*

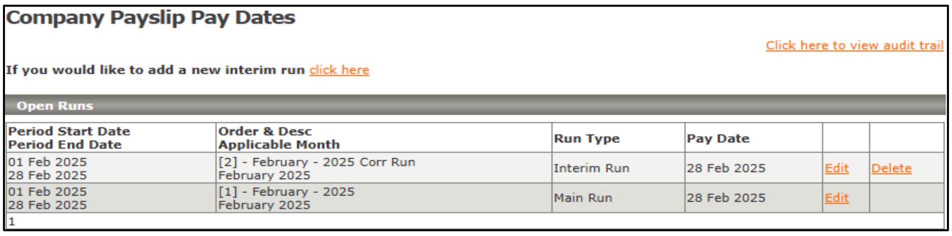


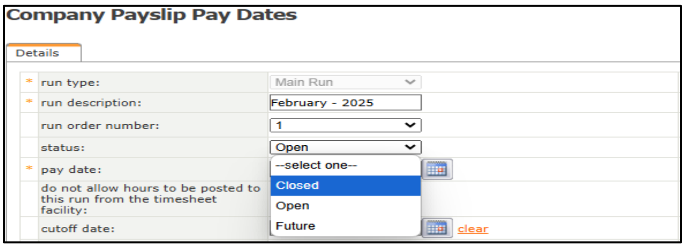
   Edit the applicable frequency and update the prefix under the General section.



Important:
Make sure that all runs applicable to your submission period are in a 'Closed' status for all your frequencies. If your runs are in an 'Open' status, navigate to the Payslip Pay Dates screen, edit the run, and change the status from 'Open' to 'Closed' and 'Save'.

   Navigate > *Payroll Cycle > Payslip Pay Dates > Open Runs*

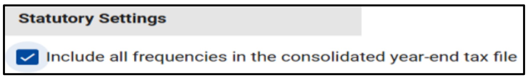




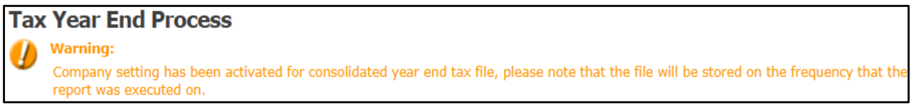
2. A Tax File can be exported per frequency. Alternatively, the system allows companies with multiple frequencies to generate a consolidated Tax File to import into e@syFile™ Employer, rather than extracting individual CSV files per frequency.

   Once the below statutory setting is enabled, the generated Tax File will be a consolidated file located on the frequency in which it was created.

   Navigate > *Config > Basic Settings > Company Settings > General Settings > Statutory Settings*

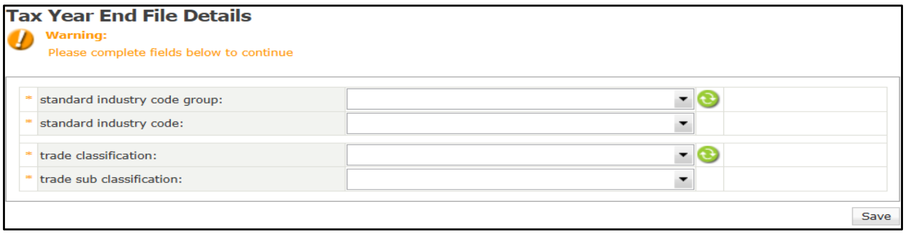


An information message will display when the Test or Live CSV file is generated, informing the user that the file will be stored on the currently selected frequency.



3. If your SIC Codes and Trade Classifications are not updated on the below table, you cannot export any of the CSV tax files.

   Navigate > *Reports > Tax Certificate Run > change trade classification & SIC codes.*

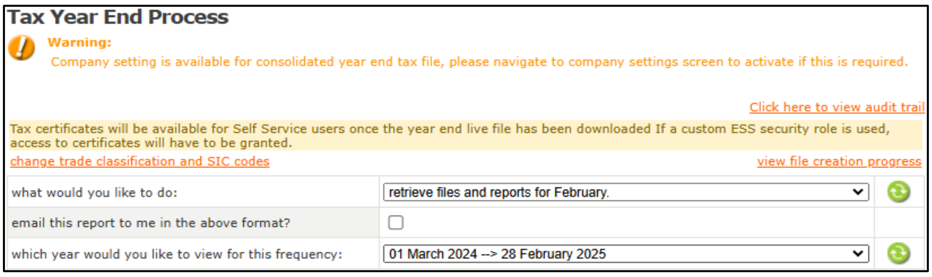


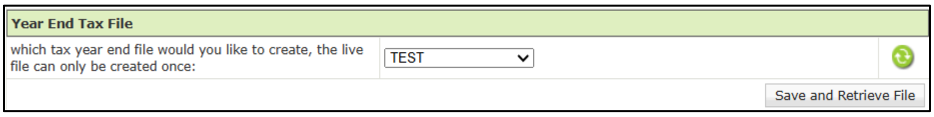
Important:
Confirm that the SIC code group and code are correct on company and employee levels.
Once the SIC information is completed and saved, you will be directed back to the 'Tax Year End Process'.

How to Generate a Test File

The ‘Test’ CSV file can be generated on the Tax Certificate Run screen.

Navigate > *Reports > Tax Certificate Run*





Complete the dropdown fields.

- **What would you like to do:**
  Select ‘*Retrieve files and reports for February*’.

- **Email this report to me in the above format. (Optional)**

- **Which year would you like to view for this frequency:**
  Select *‘01 March 2024 --> 28 February 2025’.*

- **Which tax year end file would you like to create, the live file can only be created once:**
  Select *‘TEST’.*

Click on Save and Retrieve File

The ‘Test’ CSV file can be located and downloaded from the File History grid at the bottom of the screen.

File History

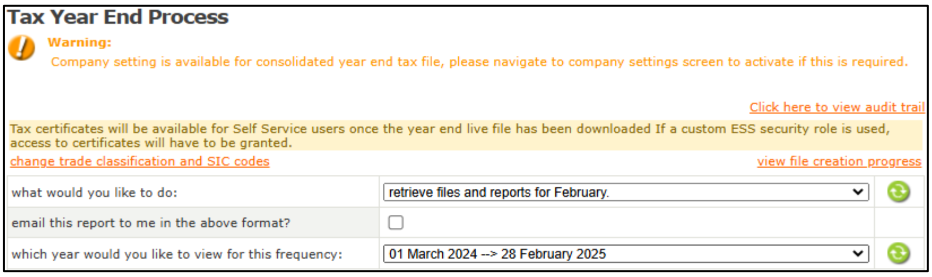
Period	File Version	Creation Date		
202502	TEST	10 Mar 2025 02:43:45 PM	Download	

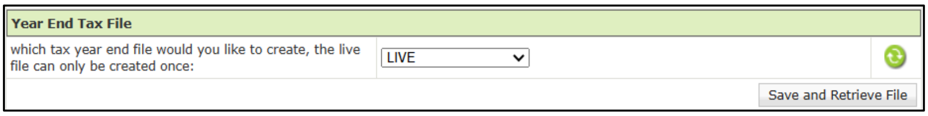
Important:
If the ‘Test’ CSV file upload into e@syFile™ Employer returns ‘Warnings’. All 'Warnings' must be resolved before uploading a 'Live' CSV file.

How to Generate a Live File

The ‘Live’ CSV file can be generated on the Tax Certificate Run screen.

Navigate > *Reports > Tax Certificate Run*





Complete the dropdown fields.

- **What would you like to do:**
  Select *‘Retrieve files and reports for February’.*

- **Email this report to me in the above format. (Optional)**

- **Which year would you like to view for this frequency:**
  Select *‘01 March 2024 --> 28 February 2025’.*

- **Which tax year end file would you like to create, the live file can only be created once:**
  Select *‘LIVE’.*

Click on Save and Retrieve File

The ‘Live’ CSV file can be located and downloaded from the File History grid at the bottom of the screen.

File History

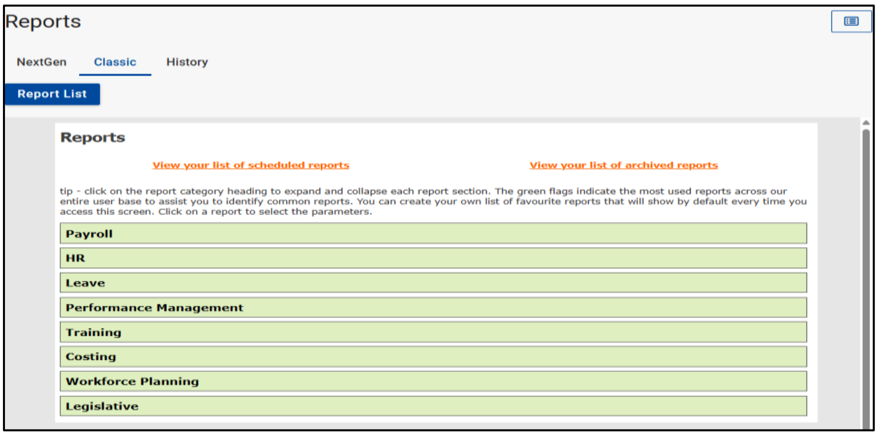
Period	File Version	Creation Date		
202502	LIVE	10 Mar 2025 02:57:29 PM	Download	Delete

Important:
When the 'Live' CSV file is exported, it will replace the 'Test' CSV file previously exported.
If there are discrepancies on the exported ‘Live’ CSV file, the file may be deleted. A new ‘Live’ CSV file cannot be generated without deleting the existing ‘Live’ CSV file.

How to Reconcile the EMP501 Report

1. Generate the EMP501 report from the Legislative section on the Classic Reports tab.

   Navigate > *Reports > Reports > Classic > Legislative*



EMP501 Report	Provides EMP501 for the selected tax year. Report can either be run for a bi-annual period or the full tax year.

2. Generate the EMP201 reports from the Legislative section on the Standard reports screen.

   Navigate > *Reports > Reports > Classic > Legislative*

EMP201	Provides the monthly EMP201 report for the company.
EMP201 Breakdown	Provides a listing of employee figures that make up the EMP201 report figures.

3. Once exported you can reconcile the EMP501 report against your monthly EMP201 reports. The EMP201 reports are used to make your monthly payments over to SARS.

   For any discrepancies identified between the EMP501 and monthly EMP201 reports, generate the reports listed under 'Important Reports to Print for the Annual Submission' to assist with your EMP501 reconciliation process.

   Discrepancies could be caused by:
   - Making payment on your monthly EMP201, using a copy with a "DRAFT" watermark. This occurs when the related run is not closed before generating the EMP201 for payment to SARS.
   - If you have an interim payroll run with financials, but no payments included in your EMP201 submission to SARS for that month.
   - Your Take on run financials is not included in your EMP501.
   - It will be advisable to generate the affected months' Payroll Reconciliation and/or Component Variance Reports and balance your monthly financials and declaration to SARS for your PAYE, SDL, UIF and ETI.
   - If you are unable to balance your EMP501 to your monthly EMP201 Reports, contact support@payspace.com. Include the frequency and month, and your financial reports exported for the month that cannot be reconciled.

Important Reports to Print for the Annual Submission

Financial Reconciliation Reports

Navigate > *Reports > Tax Certificate Run*

- **EMP201 Report**
  Monthly PAYE, SDL, UIF and ETI values for payment to SARS.

- **EMP201 Breakdown Report**
  Detailed listing of employee Tax, SDL, UIF and ETI values that make up the EMP201 Report.

- **EMP501 Report**
  Consolidated display of PAYE, SDL, UIF and ETI values for payment to SARS.

- **Emp501 ETI Breakdown Report**
  Provides a breakdown of ETI for all employees contained in the EMP501 file.

- **Tax File Breakdown Report**
  Provides a listing of all employees with financial details according to the tax file. All tax codes (source code) with or without financial values will be returned in separate columns. The report can be used to reconcile the tax file.

If there are discrepancies identified between your EMP201 and your consolidated EMP501. Below are reports to assist with identifying imbalances in Financial Totals.

ETI Imbalances

Navigate > *Reports > Reports > Classic > Legislative*

- **EMP501 ETI Breakdown Report**
  Provides a breakdown of ETI for all employees contained in the EMP501 file.

- **ETI Take On**
  Report of all employees with an ETI Take-on or ETI adjustment.

TAX, UIF & SDL Imbalances

Navigate > *Reports > Reports > NextGen / Classic > Payroll*

- **Component Variance Report**
  Provides a comparative, month to month or run to run listing of all component figures for a selected period per employee and includes a difference column.

- **Payroll Reconciliation Report**
  Provides current figures or MTD figures of all employee’s components on the payslips.

Employee Biographical Information

Navigate > *Reports > Reports > NextGen / Classic > Human Resources*

- **Dynamic Employee Details**
  Provides a list of various pre-defined employee fields for selection, i.e. Biographical Information.

- **New Engagements and Terminations**
  Provides a listing of new engagements and terminated employees for a chosen period.

How to Import the Test/Live Tax Files into e@syFile ™ Employer

For more information on how to import your 'Test' and 'Live' files into e@syFile™ Employer, use the e@syfile™TC Employer Guide

The Employer Guide includes information on how to change or update employer details on e@syFile ™ Employer.