USER MANUAL

Completing the Employee Information Import Template

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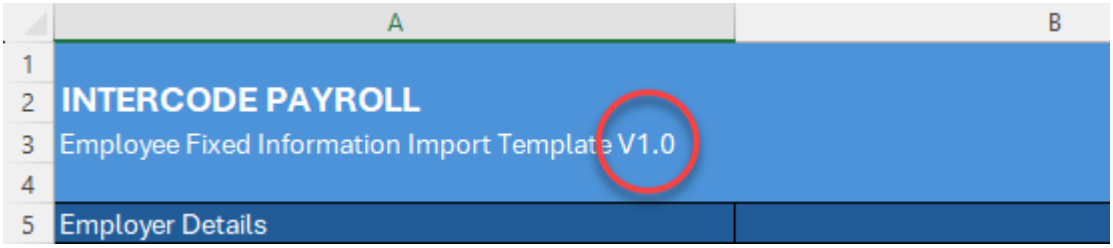
I Overview

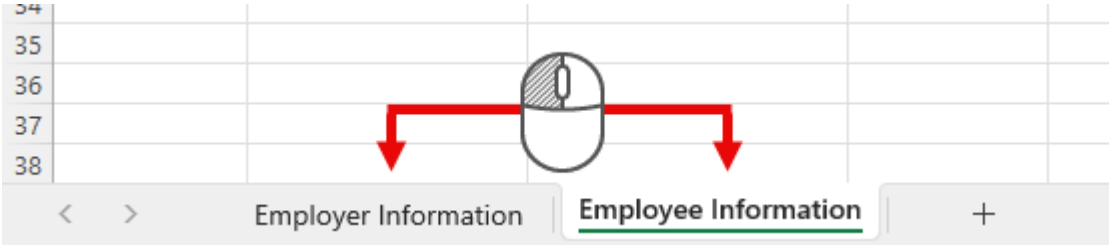
This document contains instructions for completing Intercode Payroll's predefined Employee Fixed Information Import Template V1.0.

Important:
Before you continue, make sure that the Employee Fixed Information Import Template you are using is the latest version of the template that is available for download from the Intercode Payroll web site. The version number of the template you are using will be visible at the top left of the template once it's been opened in Microsoft Excel.



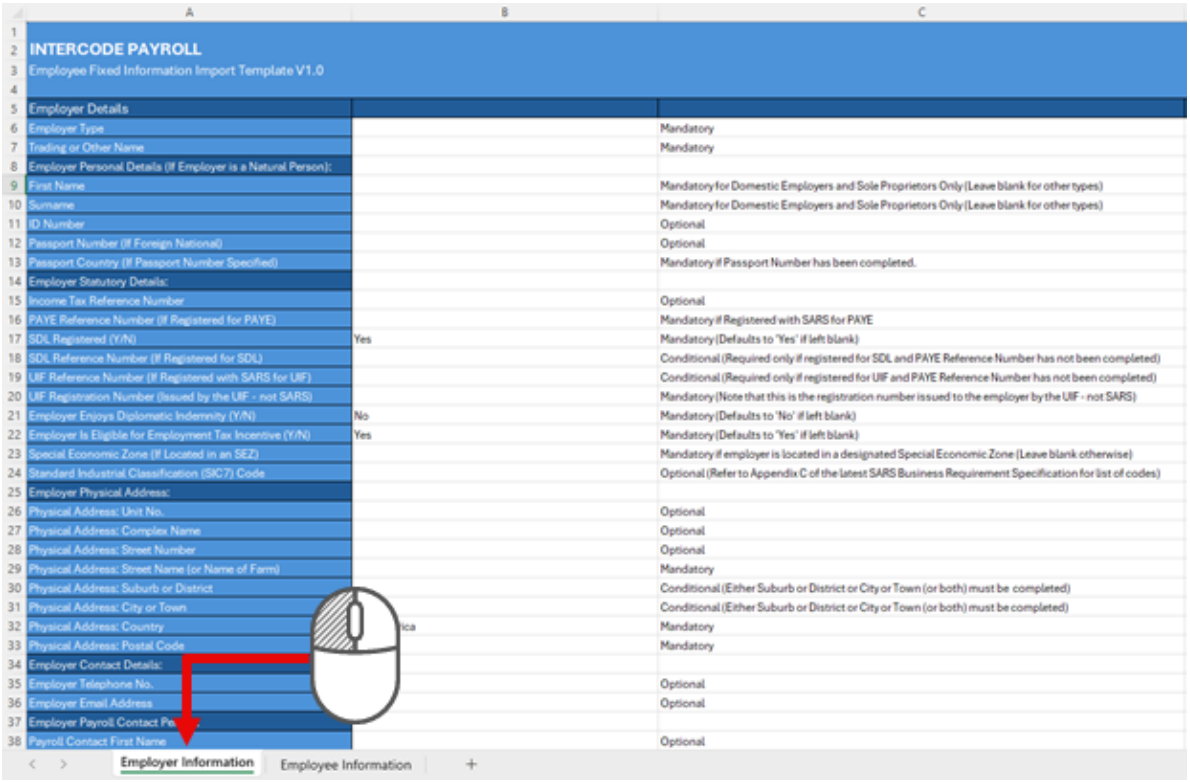
If the version number of the import template that is available for download on the Intercode Payroll web site is later than version number shown on the template you are using, then first download the latest template, and also download the latest version of this instruction document from the Intercode Payroll web site.

Once you are sure that you are using the latest available version of the import template, continue to the next topic below.
The Employee Fixed Information Import Template consists of two separate worksheets, namely the Employer Information sheet and the Employee Information sheet. You can switch between the two sheets by clicking on the relevant sheet's tab at the bottom of the window in Microsoft Excel.



II Employer Information

Start by selecting the Employer Information sheet by clicking the relevant tab at the bottom left of the window.



	A	B	C
1			
2	**INTERCODE PAYROLL**		
3	Employee Fixed Information Import Template V1.0		
4			
5	Employer Details		
6	Employer Type		Mandatory
7	Trading or Other Name		Mandatory
8	Employer Personal Details (If Employer is a Natural Person):		
9	First Name		Mandatory for Domestic Employers and Sole Proprietors Only (Leave blank for other types)
10	Surname		Mandatory for Domestic Employers and Sole Proprietors Only (Leave blank for other types)
11	ID Number		Optional
12	Passport Number (If Foreign National)		Optional
13	Passport Country (If Passport Number Specified)		Mandatory if Passport Number has been completed.
14	Employer Statutory Details:		
15	Income Tax Reference Number		Optional
16	PAYE Reference Number (If Registered for PAYE)		Mandatory if Registered with SARS for PAYE
17	SDL Registered (Y/N)	Yes	Mandatory (Defaults to 'Yes' if left blank)
18	SDL Reference Number (If Registered for SDL)		Conditional (Required only if registered for SDL and PAYE Reference Number has not been completed)
19	UIF Reference Number (If Registered with SARS for UIF)		Conditional (Required only if registered for UIF and PAYE Reference Number has not been completed)
20	UIF Registration Number (Issued by the UIF - not SARS)		Mandatory (Note that this is the registration number issued to the employer by the UIF - not SARS)
21	Employer Enjoys Diplomatic Indemnity (Y/N)	No	Mandatory (Defaults to 'No' if left blank)
22	Employer Is Eligible for Employment Tax Incentive (Y/N)	Yes	Mandatory (Defaults to 'Yes' if left blank)
23	Special Economic Zone (If Located in an SEZ)		Mandatory if employer is located in a designated Special Economic Zone (Leave blank otherwise)
24	Standard Industrial Classification (SIC7) Code		Optional (Refer to Appendix C of the latest SARS Business Requirement Specification for list of codes)
25	Employer Physical Address:		
26	Physical Address: Unit No.		Optional
27	Physical Address: Complex Name		Optional
28	Physical Address: Street Number		Optional
29	Physical Address: Street Name (or Name of Farm)		Mandatory
30	Physical Address: Suburb or District		Conditional (Either Suburb or District or City or Town (or both) must be completed)
31	Physical Address: City or Town		Conditional (Either Suburb or District or City or Town (or both) must be completed)
32	Physical Address: Country		Mandatory
33	Physical Address: Postal Code		Mandatory
34	Employer Contact Details:		
35	Employer Telephone No.		Optional
36	Employer Email Address		Optional
37	Employer Payroll Contact Pe		
38	Payroll Contact First Name		Optional

Employer Information | Employee Information

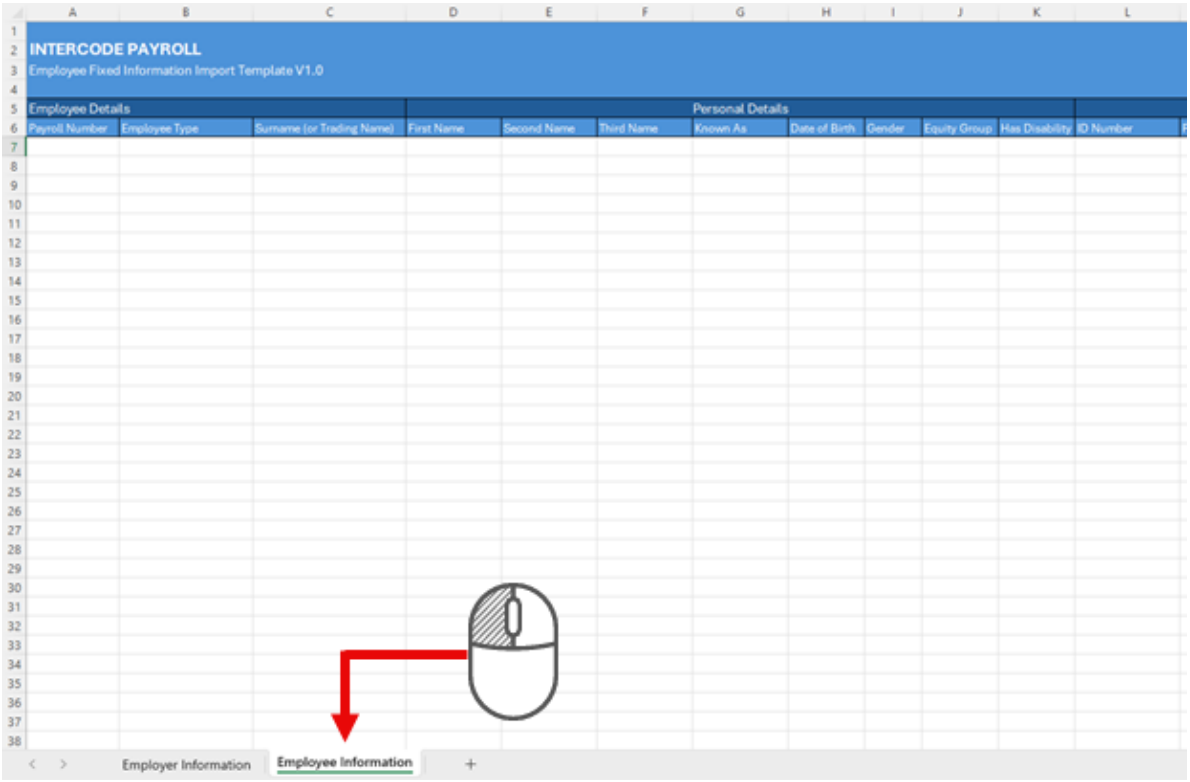
The Employer Information sheet contains the employer's fixed information. Some of the fields are mandatory (i.e.: must be completed) and some are optional (i.e.: may be completed), as is indicated in column C of the sheet.

Column A contains a description of each of the available fields. The information required in each individual field is self-explanatory and will not be discussed in detail. Additional validation rules for certain fields can be found in column C, where applicable.

Complete as many of the fields in column B (including any optional fields) as possible, before moving on the the Employee Information sheet.

III Employee Information

Once you've completed the relevant fields on the Employer Information sheet, select the Employee Information sheet by clicking on the relevant tab at the bottom left of the window.



The Employee Information sheet contains the fixed information of each employee on the employer's payroll. Some of the fields are mandatory (i.e.: must be completed) and some are optional (i.e.: may be completed). Starting on the first available row, complete as much of each employee's fixed information, including any optional information, as possible.

IMPORTANT!
When completing date fields, the format in which the dates are entered must match the default Short Date Format defined in the Windows Control Panel on your computer. For example, if your Region has been set to "English (South Africa)" then the default Short Date Format would be "yyyy/MM/dd". If your Region is set to another region however, or if you have specified a custom Short Date Format, then that date format should be used. Whatever the default date format on your computer may be, that same format must be used in all date columns, and for all employees. Do not mix and match date formats between columns or between employees. Also take care when pasting dates into the template, as copying and pasting information in Excel overwrites the formatting of the cells being pasted into with the formatting of the cells being copied from.

From left to right, the Employee Information sheet contains the following sections and fields:

3.1 Employee Details

This section contains the information used to identify the employee on the employer's payroll.

Payroll Number
Specify the payroll or employee number used to identify this employee on the employer's payroll.

Field Type: Alpha-Numeric (25)
Requirement: **Mandatory** for all employees.

Employee Type
Select the type of employee from the list of predefined options.

The available options are:

Normal	Indicates a normal employee. This is the default option. Select this option if none of the other options apply.
Normal (Non-Standard)	Indicates a normal employee who is in non-standard employment (i.e.: employed for less than 22 hours in a week) and is therefore taxed at a fixed rate of 25%.
Director	Indicates that the employee is a director of the company (or a member of the CC).
Contractor	Indicates that the employee is an independent contractor who is not subject to the deduction of PAYE.
Contractor (PAYE)	Indicates that the employee is an independent contractor who is still subject to the deduction of PAYE.
Labour Broker	Indicates that the employee is a labour broker without an exemption certificate (i.e.: is subject to the deduction of PAYE).
Labour Broker (IRP30)	Indicates that the employee is a labour broker with an exemption certificate (IRP30) and is therefore not subject to the deduction of PAYE.
Personal Service Company	Indicates that the employee is deemed to be a personal service company and is therefore subject to the deduction of employees tax at the rate prescribed for companies.
Personal Service Trust	Indicates that the employee is deemed to be a personal service trust and is therefore subject to the deduction of employees tax at the rate prescribed for trusts.

Field Type: Predefined List
Requirement: Optional (defaults to "Normal" if not specified).

Surname (or Trading Name)
Specify the employee's surname, or the employee's trading name if the employee is not a natural person.

Field Type: Alpha-Numeric (120)
Requirement: **Mandatory** for all employees.

3.2 Personal Details

This section contains the personal details of employees who are natural persons. For employees who are not natural persons (i.e.: personal service companies and personal service trusts) the fields in this section must not be completed.

First Name
Specify the employee's first name.

Field Type: Alpha-Numeric (30)
Requirement: **Mandatory** if the employee is a natural person. If the employee is not a natural person this field must not be completed.

Second Name
Specify the employee's second name, if any.

Field Type: Alpha-Numeric (30)
Requirement: Optional if the employee is a natural person. If the employee is not a natural person this field must not be completed.

Third Name
Specify the employee's third name, if any.

Field Type: Alpha-Numeric (30)
Requirement: Optional if the employee is a natural person. If the employee is not a natural person this field must not be completed.

Known As
Specify the name by which the employee is generally known. For example, if an employee's name is "Margaret" she might generally be known as "Marge". If this field is left blank, the employee's "Known As" name will default to the employee's first name.

Field Type: Alpha-Numeric (30)

Requirement: Optional if the employee is a natural person. If the employee is not a natural person this field must not be completed.

Date of Birth
Specify the employee's date of birth.

Field Type: Date
Requirement: **Mandatory** if the employee is a natural person. If the employee is not a natural person this field must not be completed.

Gender
Select the employee's gender from the list of predefined options (i.e.: Male and Female). This information is required when compiling an employer's annual employment equity reports, which separates employees by gender.

Field Type: Predefined List
Requirement: Optional if the employee is a natural person. If the employee is not a natural person this field must not be completed.

Equity Group
Select the employee's equity group from the list of predefined options (i.e.: African, Coloured, Indian or Asian, and White). This information is required when compiling an employer's annual employment equity reports, which separates employees by ethnic group.

Field Type: Predefined List
Requirement: Optional if the employee is a natural person. If the employee is not a natural person this field must not be completed.

Has Disability
Indicate whether or not the employee is classified as a person with a disability in terms of the Employment Equity Act. The Employment Equity Act defines people with disabilities as "people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment".

Field Type: Logical (Yes/No)
Requirement: Optional if the employee is a natural person (defaults to "No" if not specified). If the employee is not a natural person this field must not be completed.

3.3 Identification Details

This section contains the information used to uniquely identify employees, not only on the payroll but also in the general population.

ID Number
If the employee is a South African citizen or a refugee who is in possession of a refugee ID document, then a valid 13-digit South African ID number must be specified.

Field Type: Numeric Only (13)
Requirement: Conditional - Either the ID Number, Passport Number or Asylum Seeker Permit No. fields must be completed.

Passport Number
If the employee is a foreign national who is in possession of a foreign passport, then the passport number must be specified.

Field Type: Alpha-Numeric (16)
Requirement: Conditional - Either the ID Number, Passport Number or Asylum Seeker Permit No. fields must be completed.

Passport Country
If the employee is a foreign national who is in possession of a foreign passport, then the country of issue of the passport must be specified.

Field Type: Predefined List
Requirement: Conditional - Mandatory if the Passport Number field has been completed.

Refugee Status
Indicates that the employee is either an Asylum Seeker or a Refugee in terms of the Refugees Act. Select the relevant option if the employee is either an asylum seeker or a refugee. If the employee is not an asylum seeker or a refugee, select "None".

Field Type: Predefined List
Requirement: Optional (defaults to "None" if not specified).

Asylum Seeker Permit No.
If the employee is an asylum seeker, specify the number of the asylum seeker permit issued to the employee in terms of section 22 of the Refugees Act.

Field Type: Alpha-Numeric (20)
Requirement: Conditional - If the Refugee Status is "Asylum Seeker" then this field is mandatory. If the employee is not an asylum seeker then this field must not be completed.

Work Permit or Other No.
Specify a work permit or other number by which the employee can be identified if no ID Number, Passport Number or Asylum Seeker Permit No. has been specified.

Field Type: Alpha-Numeric (16)
Requirement: Conditional - If no ID Number, Passport Number or Asylum Seeker Permit No. has been specified then this field is mandatory, otherwise this field is optional.

3.4 Contact Details

Home Telephone No.
Specify the employee's home telephone number.

Field Type: Numeric (12)
Requirement: Optional

Work Telephone No.
Specify the employee's work telephone number.

Field Type: Numeric (15)
Requirement: Optional

Cell Phone No.
Specify the employee cell phone number.

Field Type: Numeric (15)
Requirement: Optional

Home Email Address
Specify the employee's home or personal email address.

Field Type: Alpha-Numeric (50)
Requirement: Optional

Work Email Address
Specify the employee's work email address.

Field Type: Alpha-Numeric (50)
Requirement: Optional

3.5 Employment Details

Appointment Date
Specify the employee's appointment date. This should be the date on which the employee started his/her most recent period of uninterrupted employment with this employer.

Field Type: Date
Requirement: **Mandatory** for all employees.

Appointment Type
Select the employee's appointment type from the lit of predefined options.

The available options are:

Permanent	Select this option if the employee is in permanent employment.
Fixed Term	Select this option if the employee has been appointed on a fixed term contract.
Part Time / Casual	Select this option if the employee typically works for the employer for less than 24 hours in a month.

Field Type: Predefined List
Requirement: Optional (defaults to "Permanent" if not specified).

Contract Start Date
Specify the fixed term contact start date if appointed on a fixed term contract.

Field Type: Date
Requirement: Conditional - Mandatory if Appointment Type is "Fixed Term", otherwise this field must not be completed.

Contract End Date
Specify the fixed term contract end date if appointed on a fixed term contract.

Field Type: Date
Requirement: Conditional - Mandatory if Appointment Type is "Fixed Term", otherwise this field must not be completed.

Termination Date
Specify the date on which the employee's service was terminated, or a future date on which the employee's service will be terminated (if known). Keep in mind that if you plan to back-capture information from the start of the current tax year on the payroll, employees who were still in the employer's employ at the beginning of the tax year but have since been terminated must still be imported into the payroll, but must already have their termination dates specified.

Field Type: Date
Requirement: Conditional - Mandatory if the employee's service was terminated within the current tax year.

Termination Reason
Select the reason why the employee's service was terminated from the list of available options.

Field Type: Predefined List
Requirement: Conditional - Mandatory if Termination Date has been specified, otherwise this field must not be completed.

3.6 Payment Details

Payment Frequency
Select the frequency at which the employee is paid (Weekly, Fortnightly or Monthly) from the list of available options. This information will be used to auto-assign the employee to one of the user-defined pay groups within Intercode Payroll during the import process (if possible).

Field Type: Predefined List
Requirement: Optional, but recommended. If a Payment Frequency is not specified, the employee will have to be assigned to one of the user-defined pay groups within Intercode Payroll manually after the import process has been completed.

Payment Method
Select the method used to pay the employee from the list of pre-defined options.

The available Options are:

Cash	Select this option for employees who are paid in cash.
Cheque	Select this option for employees who are paid by cheque.
EFT : Manual	Select this option for employees who are paid by EFT processed manually via the employer's online banking software.
EFT : Export	Select this option for employees who are paid by uploading a batch payment file either to the employer's online banking software or a third party payment processing service.

Field Type: Predefined List
Requirement: Optional (Will be set to the default payment method defined for the pay group to which the employee is eventually assigned, if left blank).

Salary or Wage Rate

Specify the basic salary or wage rate that the employee earns per hour, day, week, fortnight or month. This information will be used to automatically create a Basic Salary or Basic Wage income item for the employee during the import process.

Field Type: Currency (15.2)
Requirement: Optional, but recommended.

Salary or Wage Interval
Select the wage interval (e.g.: per Hour, per Day, per Week, per Fortnight or per Month) at which the employee earns the basic salary or wage rate specified in the Salary or Wage Rate field (if applicable).

Field Type: Predefined List
Requirement: Conditional - Mandatory if a Salary or Wage Rate has been specified.

Hours per Day
Specify the number of paid normal hours the employee usually works per day. This information, along with the Hours per Week will be used to auto-assign the employee to one of the user-defined work schedules within Intercode Payroll during the import process (if possible).

Field Type: Decimal (15.2)
Requirement: Optional, but recommended. If the Hours per Day and Hours per Week are not specified, the employee will have to be assigned to one of the user-defined work schedules within Intercode Payroll manually after the import process has been completed.

Hours per Week
Specify the number of paid normal hours the employee usually works per week. This information, along with the Hours per Day will be used to auto-assign the employee to one of the user-defined work schedules within Intercode Payroll during the import process (if possible).

Field Type: Decimal (15.2)
Requirement: Optional, but recommended. If the Hours per Day and Hours per Week are not specified, the employee will have to be assigned to one of the user-defined work schedules within Intercode Payroll manually after the import process has been completed.

Tax Reference Number
Specify the employee's income tax reference number (if any).

Field Type: Numeric (10)
Requirement: Mandatory if the employee is registered as a taxpayer with SARS.

3.7 Banking Details

The fields marked as "Mandatory" below are only mandatory for employees who have bank accounts. If an employee does not have a bank account, none of the fields in this section should be completed.

Bank Name
Specify the name of the banking institution where the employee has a bank account.

Field Type: AN (50)
Requirement: Mandatory

Bank Branch Name
Specify the branch name of the branch where the employee's bank account is held (if known).

Field Type: AN (30)
Requirement: Optional

Bank Branch Code
Specify the branch code of the branch where the employee's bank account is held.

Field Type: N (6)
Requirement: Mandatory

Bank Account Number
Specify the employee's bank account number.

Field Type: AN (N16)
Requirement: Mandatory

Bank Account Type
Select the employee's bank account type from the list of available options.

Field Type: Predefined List
Requirement: Mandatory

Bank Account Holder Type
Select the relationship that the employee has with the account holder of the bank account from the list of available options.

Field Type: Predefined List
Requirement: Optional (defaults to "Own Account" of not specified).

Bank Account Holder Name
If the Account Holder Type is either Joint Account or Third Party Account, specify the name of the person with whom the employee holds the joint account, or the name of the third party to whom the account belongs.

Field Type: AN (30)
Requirement: Mandatory if Account Holder Type is "Joint Account" or "Third Party Account", otherwise this field must not be completed.

3.8 Residential Address

Residential Address Unit No.
Specify the unit number of the employee's residential address, if applicable. If the employee's residence is not in a complex or estate (or similar), this field should be left blank.

Field Type: AN (5)
Requirement: Optional

Residential Address Complex Name
Specify the complex name of the employee's residential address, if applicable. If the employee's residence is not in a complex or estate (or similar), this field should be left blank.

Field Type: AN (25)
Requirement: Optional

Residential Address Street No.
Specify the street number of the employee's residential address, if applicable.

Field Type: AN (5)
Requirement: Optional

Residential Address Street or Farm Name.
Specify the street name of the employee's residential address. If the employee's residence is on a farm, specify the farm name instead.

Field Type: AN (25)
Requirement: Mandatory

Residential Address Suburb or District
Specify the suburb or district of the employee's residential address.

Field Type: AN (35)

Requirement: Conditional - Either the Suburb or District or the City or Town fields (or both) must be completed.

Residential Address City or Town
Specify the city or town of the employee's residential address.

Field Type: AN (35)
Requirement: Conditional - Either the Suburb or District or the City or Town fields (or both) must be completed.

Residential Address Country
Select the country of the employee's residential address from the list of available options.

Field Type: Predefined List
Requirement: Mandatory

Residential Address Postal Code
Specify the postal code of the employee's residential address.

Field Type: N (10)
Requirement: Mandatory

3.9 Postal Address (Street Address)

This section should only be completed if the employee's postal address is a street address. If the employee's postal address is a post office address, none of the fields in this section must be completed.

Postal Address Same as Residential
Indicates whether the employee's postal address is the same as the employee's residential address. If this field is "Yes" then none of the other fields in this section need to be completed.

Field Type: Logical (Yes/No)
Requirement: Optional (Defaults to "No" if left blank).

Postal Address Unit No.
Specify the unit number of the employee's postal address, if applicable. If the employee's postal address is not in a complex or estate (or similar), this field should be left blank.

Field Type: AN (5)
Requirement: Optional

Postal Address Complex Name
Specify the complex name of the employee's postal address, if applicable. If the employee's postal address is not in a complex or estate (or similar), this field should be left blank.

Field Type: AN (25)
Requirement: Optional

Postal Address Street No.
Specify the street number of the employee's postal address, if applicable.

Field Type: AN (5)
Requirement: Optional

Postal Address Street or Farm Name.
Specify the street name of the employee's postal address. If the employee's postal address is on a farm, specify the farm name instead.

Field Type: AN (25)
Requirement: Mandatory

Postal Address Suburb or District
Specify the suburb or district of the employee's postal address.

Field Type: AN (33)
Requirement: Conditional - Either the Suburb or District or the City or Town fields (or both) must be completed.

Postal Address City or Town
Specify the city or town of the employee's postal address.

Field Type: AN (21)
Requirement: Conditional - Either the Suburb or District or the City or Town fields (or both) must be completed.

Postal Address Country
Select the country of the employee's postal address from the list of available options.

Field Type: Predefined List
Requirement: Mandatory

Postal Address Postal Code
Specify the postal code of the employee's residential address.

Field Type: N (10)
Requirement: Mandatory

3.10 Postal Address (Post Office Address)

This section should only be completed if the employee's postal address is a post office address. If the employee's postal address is a street address, none of the fields in this section must be completed.

Postal Address PO Box No.
Specify the post office box number of the employee's postal address, if applicable. If the employee's postal address is not a PO box, this field must not be completed.

Field Type: AN (8)
Requirement: Conditional - Either PO Box No., Private Bag No. or Other PO Special Service must be completed.

Postal Address Private Bag Box No.
Specify the private bag number of the employee's postal address, if applicable. If the employee's postal address is not a private bag, this field must not be completed.

Field Type: AN (8)
Requirement: Conditional - Either PO Box No., Private Bag No. or Other PO Special Service must be completed.

Postal Address PostNet Suite No.
Specify the PostNet suite number of the employee's postal address, if applicable. If the employee's postal address is not a PostNet suite, this field must not be completed.

Field Type: AN (7)
Requirement: Optional

Postal Address Other PO Special Service
Specify the post office special service (a military field address for example) of the employee's postal address, if applicable. If the employee's postal address is not post office special service address, this field must not be completed.

Field Type: AN (20)
Requirement: Conditional - Either PO Box No., Private Bag No. or Other PO Special Service must be completed.

Postal Address Post Office Branch

Specify the post office (or PostNet) branch name of the employee's postal address. This is usually the suburb where the branch is located.

Field Type: AN (22)
Requirement: Mandatory

Postal Address City or Town
Specify the city or town of the employee's postal address.

Field Type: AN (21)
Requirement: Optional

Postal Address Country
Select the country of the employee's postal address from the list of available options.

Field Type: Predefined List
Requirement: Mandatory

Postal Address Postal Code
Specify the postal code of the employee's residential address.

Field Type: N (10)
Requirement: Mandatory