Excel Skills | Monthly Payroll Template

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About our unique templates

Our 100% unique Excel templates produce results that are more comparable to software solutions th
contain limited functionality but our templates produce complex automated reports based on limited
to use our templates - all our templates only require basic user input and include comprehensive ste

This is only a sample!

This document is only a sample of the full version of the template which has been created to enabl
The sample file does not contain the full template functionality and you will therefore not be able to u

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On this sheet:
This sheet includes detailed instructions on setting up and using this template.

Our aim with this template is to provide a simple monthly payroll solution which is suitable for businesses with less than 50 employees and which includes sufficient flexibility to be an appropriate solution in most of the more than 100 countries where we have customers. We have designed this template to be as easy to use as practically possible but mainly to include sufficient complexity in order to provide for calculations that are automated, accurate & practical. The template produces comprehensive automated reports that enable users to review the accuracy & completeness of their monthly payroll data and to summarise data in such a way that it makes it easy to allocate entries for accounting purposes and to determine the correct monthly payment totals.

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Before we get into the guidance on the template functionality, please note the following important points regarding the suitability of the template to user requirements:

■ *This template has been designed as a monthly payroll template and is only suitable for employees that are paid on a monthly basis. We can also not customize the template to incorporate employees that are paid based on any other payment interval.*

■ *The template has been designed for a 12-month period from the beginning to the end of the appropriate tax year. After the completion of the first tax year, a new version of the template needs to be saved for the next tax year and all rates & values that are subject to regulatory changes on an annual basis needs to be updated.*

■ *We have designed the template with as much flexibility as practically possible in order to be suitable for most of our customers in more than 100 countries. We do not however provide tax consulting services and cannot provide support for enquiries relating to the appropriate rates that need to be used for specific tax deductions, company contributions or fringe benefits. Please only contact us if you need technical guidance on how to include defined rates or values in the template.*

■ *The flexible design of the template ensures that you should be able to use the template for multiple tax years. If the taxation or other regulatory requirements in your country changes in a way which is not provided for in the template design, you may need to purchase a new version of the template once the template design has been adapted & the new version released.*

■ *The purchase price of the template is once-off and does not include any annual updates. Our aim with the design of the template is to include sufficient flexibility so that customers are able to use the template for multiple years without having to purchase a new version annually. If regulations change in a way that the template design cannot accommodate, you would need to purchase a new version of the template if one has been released which can accommodate the regulatory changes. We will not provide a free update under these circumstances.*

■ *Please review these instructions carefully and only change or customize the template in accordance with the guidance provided in this document. Do not change any of the formulas, delete rows or columns in a way which is not provided for in the template design and only enter values in the yellow input cells or columns with yellow column headings otherwise the template calculations may become inaccurate. If you make changes outside of the scope of what is provided for in the template design, you will need to revert back to the downloaded version of the template!*

■ ***Disclaimer:*** *It is the responsibility of the user to check the accuracy of all monthly payroll calculations and to ensure that all payroll related payments are accurate. We recommend that all payroll payments are reviewed & recalculated before payments are processed. This template has been designed in such a way that the rates & values that are defined by the user has a significant influence on the accuracy of payments. We therefore do not accept any responsibility for payroll calculation errors.*

The template consists of the following sheets:

Setup - all the business & payroll settings for the template needs to be included on this sheet. This includes the business details, tax year dates, income tax rates, medical tax credit rates, list of earnings, list of salary deductions, list of company contributions, list of fringe benefits and the list of departments. A column & row matrix which highlights incorrect column or row counts is also included at the bottom of the sheet.

Emp - add a unique employee code for each employee and enter data into all the employee information columns (columns B to K). Each employee needs to be linked to an income tax table and income tax rebate code which is used in the automated income tax calculations. The number of medical aid members is used in the automated medical tax credit calculations. The deduction rate columns on this sheet can be used to override the rates on the Setup sheet for a particular employee. The fringe benefit values are used in the automated fringe benefit calculations. There is no limit on the number of employees that can be added to the template but the template has been designed for businesses with 50 or less monthly paid employees and due to the complexity of the calculations, the calculation speed of the template could slow down considerably if more than 50 employees are added.

Payroll - add all the active employees to this sheet for each monthly pay period. Only the columns with yellow column headings require user input - all the columns with light or dark blue column headings contain formulas which are automatically copied when you add new rows to the table on this sheet. Only the payment run date, employee code and earnings values therefore need to be entered - all the other amounts are automatically calculated based on the data on the Setup, Emp and Override sheets.

Override - override any of the automatically calculated income tax, medical tax credits, salary deductions, company contributions or fringe benefit values for any employee by adding the appropriate values to this sheet. You can override values for a single month or you can set the override end date in order to override values for multiple months or until the end of the tax year.

PaySlip - this sheet contains an automated monthly pay slip. All the calculations on this sheet are automated and you only need to select the appropriate pay slip number in cell G3 in order to view the appropriate pay slip.

Summary - this sheet contains a summary of all the monthly payroll data that have been entered on the Payroll sheet. The sheet requires no user input and the data can even be filtered by department or individual employee by selecting the appropriate entries from the yellow cells at the top of the sheet.

MonthEmp - this sheet contains a monthly summary of payroll data by employee. All the calculations are based on the data that has been entered on the Payroll sheet and the sheet requires no user input. The appropriate measurement on which the calculations should be based can be selected from the yellow cell at the top of the sheet. Available measurements include gross pay, income tax, total deductions, net pay, total company contributions, total deductions & company contributions and total cost to company.

MonthDept - this sheet contains a monthly summary of payroll data by department. All the calculations are based on the data that has been entered on the Payroll sheet and the sheet requires no user input. The appropriate measurement on which the calculations should be based can be selected from the yellow cell at the top of the sheet. Available measurements include gross pay, income tax, total deductions, net pay, total company contributions, total deductions & company contributions and total cost to company.

Recon - This sheet contains a reconciliation between the monthly payroll calculations and monthly payments which need to be entered on the Payments sheet. The sheet has 3 sections which display net pay (only differences), salary deductions and company contributions separately. All the calculations on the sheet are automated and the user is only required to select the month and basis at the top of the sheet. The basis can be monthly or year-to-date.

Payment - all payroll related payments can be added to this sheet in order to reconcile payroll calculations and payments on a monthly basis. Net pay totals for each employee can be copied from the MonthEmp sheet (select the Net Pay measurement) and deduction & company contribution totals can be copied from either the Summary or Recon sheets.

Setup

The Setup sheet contains all the information & values which need to be set up on a business or company level. All input cells contain yellow cell backgrounds while the cells with light blue cell background contain formulas which should not be changed.

The input section at the top of the Setup sheet contains input cells for some general business information like the business name, address, registration number, contact telephone number and contact e-mail. Most of this information is only included on the PaySlip sheet but the business name is also used as a heading on all the other sheets.

The tax period end and the tax year needs to be selected from cells C10 and C12 respectively. The data in these two cells are combined in order to determine the current & prior tax year end dates and the current template start date.

Note: This template has been designed to incorporate a 12-month tax period. After the end of the period, you need to save a new version of the template, change the date settings on this sheet & update the income tax and other rates that may have changed for the appropriate new tax year.

The pay slip start number in cell C14 on the Setup sheet is used to populate the first payslip number in column A on the Payroll sheet.

Income Tax Rates & Rebates

The template uses sliding scale tax tables for income tax calculation purposes and there are two separate income tax tables (A & B) which can be used if necessary. Each tax table contains 7 income tax brackets. At the beginning of each tax year, the user needs to update the bracket values in column C and the income tax rates in column D for both income tax tables.

If you require more than 7 income tax brackets, you can insert the required number of additional rows anywhere in the middle of the table and then copy one of the existing rows before editing the tax bracket value & percentage for the new row. The bracket values in column A, equivalent values in column E and the effective rates in column F for all the tax brackets will be updated automatically.

If you require less than 7 tax brackets, simple delete one of the existing rows from the middle of the table and adjust the bracket values & income tax rates in columns C and D accordingly.

Each employee who is added to the Emp sheet needs to be linked to either income tax table A or B and it is this link which determines which income tax rates (which table) will be applied to the particular employee. You can also enter a percentage on the Emp sheet if you want the income tax for a specific employee to be calculated based on a fixed income tax percentage.

Note: If all your income tax calculations need to be based on a single income tax scale, you do not need to delete table B. Simply ensure that the income tax rates in column D are all set to nil values. You can also use any tax bracket value structure because no employees will be linked to table B and no income tax will be calculated if the income tax rates are set to nil.

The template also makes provision for the inclusion of a list of income tax rebates. The default rebates list contains 4 entries but you can add additional entries by selecting the "End of list" cell and inserting a new row. You then need to enter a new code in column A, a description in column B and a rebate value in column C.

Column D contains a formula which calculates the total rebate value for the appropriate rebate code. In our default template design, the first 3 rebate codes are cumulative in nature and we have therefore added them together in the total column. The 4th rebate code is however a zero-rebate code and we have therefore used a different formula for this rebate code.

Note: If you make changes to the income tax rebate codes, it is important that you include the correct rebate formula in column D because this is the value which will be included in the income tax calculations. The appropriate income tax rebate value is deducted from the income tax which is calculated based on the appropriate income tax table above. The rebate therefore represents an after-tax adjustment to the income tax calculation.

Note: Each employee that is added to the Emp sheet also needs to be linked to the appropriate income tax rebate code as per the Income Tax Rebate table on the Setup sheet. This link will determine which rebate value is deducted in the income tax calculation.

Medical Tax Credits

The template makes provision for the deduction of medical tax credits in the calculation of monthly income tax. The calculated amounts are not deducted from taxable income as a salary deduction but from the income tax that is calculated and is based on a rate which is determined based on the number of medical aid members and a variable medical tax credit amount per member.

The appropriate tax credit value per member needs to be entered in column B of the table and the cumulative monthly tax credit value is automatically calculated in column C. In the unlikely event that you need to include more than 10 medical aid members, you can insert the appropriate number of required rows above the "End of list" row, copy the formulas from the last row and enter the appropriate tax credit values in column B.

Note: If medical tax credits are not applicable in your country, we suggest entering zero values for all the medical tax credit values in column B. This will effectively result in no medical tax credits being taken into account in the income tax calculations. Do not delete the table - if you do so, some of the formulas on the other sheets in this template could result in errors!

The rates per dependent for calculation purposes is determined by the medical tax credit values that are entered on the Setup sheet but the number of dependents that are linked to each employee needs to be entered in column O on the Emp sheet (referred to as the number of medical aid members).

If the number of medical aid members changes during the year, you can use the Override features to include the updated number in the calculation - refer to the Override section of these instructions for guidance on how to update the number of medical aid members.

Note: The tables and lists on the Setup sheet need to be customized based on your requirements (if necessary) before you start including data on the Payroll sheet. Once the first pay period has been paid, you can still add new items to the lists but you should not change any of the rates that are included on the Setup sheet. If you do change any of the rates, it will also affect past pay periods which would then create differences between the payroll calculations and the amounts that have been paid for the elapsed months. If any of the rates on the Setup sheet need to be amended during the tax year, you need to use the Override feature to affect the required changes.

Earnings

An earnings code needs to be created for each type of earning which is paid to employees. These earnings codes need to be added to the Earnings list on the Setup sheet. The earnings list includes 5 user input fields - the following information is required in each of these fields for each type of earning:

Code - you need to enter a code for each type of earning. We highly recommend sticking to the default template convention of using a single letter to represent each type of earning. Once you have linked an earning to a specific letter and you have entered data on the Payroll sheet, you should not change the letter.

Description - enter a description for each earning. The earning description will be included on all employee pay slips.

Short Name - enter a short name for the earning. The short name should not be more than 15 characters in length and is used as a column heading above the earnings columns that are included on the other sheets in the template. Use a short name that will make it easy to identify the type of earning that it refers to.

Taxable % - if the earning type is not fully taxable, enter the percentage of the earning which is taxable. The default taxable % is 100% - if the earning is fully taxable, you do not need to enter anything.

Basis - select whether the earning is payable on a monthly, quarterly, bi-annual or annual basis. This selection is important especially for income tax calculation purposes. If no value is selected, the earning basis will be deemed to be monthly.

Note: If none of your earnings are taxable, you can simply specify 0% as the taxable percentage. A 0% taxable percentage will also be applicable to earnings items such as loans or advances or reimbursements which are usually not taxable. An example of an earning which is usually only partially taxable is a travel allowance where in some countries only 20% of the allowance is taxable.

The earnings list does not include any earnings values or calculation basis selections. This is because monthly earnings values need to be entered or copied into the Earnings columns on the Payroll sheet. Monthly earnings values per employee are therefore subject to user input and not automatically calculated.

The default earnings list includes 10 earnings codes. You can customize this list by replacing the default earnings data with your own. The sequence in which earning types are included in the list is important because the same sequence is used on the other sheets in this template. If user input values are entered in the earnings columns on one of the other sheets (as required on the Payroll sheet) and you change the sequence of earning types, the user input values will not align to the correct earning types and the earnings calculations will in all probability become inaccurate. We therefore do not recommend that you change the sequence of earnings after you have entered data on the Payroll sheet. New earning codes can however still be added to the end of the list.

Adding or removing list items

The default list includes 10 items which can be customized by replacing the default template data with your own. If you require less than 10 earnings codes, you can delete the rows that are not required. If you require more than 10 earnings codes, additional earnings codes can be added to the list by inserting the required number of new rows above the "End of list" entry and entering the required information into each user input field.

Note: If you add more entries to the list than the default number of entries, you also need to manually insert additional columns or rows on some of the other sheets in this template. Refer to the Column / Row Matrix section of these instructions for guidance on the steps that need to be completed - this is very important because if you add more than the default number of entries to the list and you do not complete these steps, the template calculations will not be accurate!

Salary Deductions

A salary deduction code needs to be created for each type of salary deduction which will be deducted from employee salaries. These salary deduction codes need to be added to the Salary Deductions list on the Setup sheet. The salary deductions list includes 10 user input fields - the following information is required in each of these fields for each type of salary deduction:

Code - enter a code for each salary deduction and use a unique code which will make it easy to identify the appropriate salary deduction and to distinguish between the different types of salary deductions. The salary deduction codes are included above the column headings of all the sections on other sheets in this template where salary deductions are included.

Description - enter a description for each salary deduction. The descriptions that are entered in this part of the salary deductions list are included on the monthly salary pay slips on the PaySlip sheet and on the Recon sheet.

Rate - enter the rate that needs to be used in the salary deduction calculation. The rate can be a value or percentage depending on the basis on which the deduction is calculated.

Basis - enter the basis on which the salary deduction needs to be calculated. There are three options - gross, fixed or linking the salary deduction to the earnings code of the appropriate single earning type on which the deduction needs to be based. If nothing is entered in this field, the salary deduction will be calculated based on gross income.

Fringe Inclusion - select the basis for including fringe benefits in the salary deduction calculation. There are 3 options - full value if the full value of all fringe benefits need to be included, taxable if the taxable value of all fringe benefits need to be included and none if no fringe benefits should be added in the salary deduction calculation. The default option is none which results in no fringe benefits being added in the salary deduction calculations.

Earnings Inclusion - select the basis for including earnings in the salary deduction calculation. There are 2 options - full value if the full value of all earnings need to be included and taxable if only the taxable value of earnings need to be included in the salary deduction calculation. The default option is full value which results in the full value of all the appropriate earning types being included in the salary deduction calculations.

Earn Exclusion - enter the earnings codes of all earnings types which need to be excluded from the salary deduction calculation. The appropriate letters of the earnings codes need to be included in this section without any spaces or special characters in between.

Earnings Max - if there is an annual ceiling (maximum) value which needs to be applied in the salary deduction calculation, this annual maximum earnings value needs to be entered in this field. All the values that are entered in this field therefore needs to be annual equivalents. The gross income which is used in the salary deduction calculation will then be limited to this amount.

Tax % - enter the % of the salary deduction amount which is deductible for income tax purposes. If no percentage is specified, the salary deduction is assumed not to be deductible for income tax purposes.

Annual Tax Limit - if the tax deductibility of the salary deduction is limited to a maximum annual limit (ceiling value), this maximum value needs to be entered in this field. If no value if entered, no limit is set for the tax deduction value. *For example, pension fund contributions may be limited to say 350,000 per annum and this value therefore needs to be included for the pension fund salary deduction.*

The default salary deductions list includes 10 codes. You can customize this list by replacing the default data with your own. The sequence in which salary deductions are included in the list is important because the same sequence is used on the other sheets in this template. If user input values are entered in the Salary Deduction columns on one of the other sheets (as required on the Emp sheet) and you change the sequence of salary deductions, the user input values will not align to the correct salary deduction and the salary deduction calculations will in all probability become inaccurate. We therefore do not recommend that you change the sequence of salary deductions after you have entered data on the Emp sheet. New salary deduction codes can however still be added to the end of the list.

Salary Deduction Rate, Basis & Earning Exclusions

The salary deduction rates that are specified on the Setup sheet relate to the business as a whole and are not employee specific. These rates can however be overridden by the deduction rates that are specified on the Emp sheet (in the section from column P onwards). We therefore suggest that the rates that you include for each deduction in the Rate input field of the Salary Deductions List are rates that are applicable to most of your employees. Where some employees are subject to a different rate of deduction, these rates can then be added for the specific employees on the Emp sheet and will replace the business rates that are specified on the Setup sheet.

Example: If your business has 20 employees and only 2 of them contribute 10% of their salaries to a pension fund, you should enter a rate of 0% in the Rate input field of the pension fund deduction in the Salary Deductions List (on the Setup sheet) and then add the 10% value only for the 2 employees in the appropriate pension fund salary deduction column on the Emp sheet.

The type of rate that you specify on either the Setup or Emp sheet is also largely dependent on the basis that you specify in the next user input field. If the basis is "Gross", the rate would typically be a percentage which needs to be entered as a decimal value in the Rate user input field (for example 0.02 for 2%). If the basis is "Fixed", the rate would typically be an amount - for example a rate of 50.00 would result in an amount of 50.00 being deducted in the appropriate salary deduction calculation.

If an earnings code has been entered as the basis for a salary deduction, the rate that needs to be specified is usually a percentage of the appropriate earning.

Example: If say 1% of only the basic salary earning needs to be deducted from all employees' salaries, the salary deduction can be set up by entering a rate of 0.01 and then entering the earnings code for basic salaries ("A" in our standard template) in the Basis user input field. The salary deduction calculation will then be based on 1% of only earnings code A.

The template has been designed with such flexibility that it is even possible to base a salary deduction on only say two or three earnings codes - simply select the "Gross" basis in order to base the salary deduction calculation on gross income (total of all earnings codes) and then exclude all but the required earnings codes in the Earn Exclusion input field (column I).

Example: If we want to base a salary deduction calculation only on the basic salary (earnings code A) and leave pay (earnings code C) of employees, we can exclude all other earnings codes in column I. The entry in the Earn Exclusion input field would therefore be "BDEFGHIJ" and would result in the salary deduction only being calculated on earnings codes A and C.

Example: The unemployment insurance fund (UIF) salary deduction calculation needs to exclude commissions. If the earnings code for commissions is "B", this letter needs to be included as the Earn Exclusion and the basis set to "Gross". The commission amounts that are included in gross income are then deducted when calculating the value of the salary deduction.

Taxable Values

Some salary deductions may not require the full values of earnings to be included in the calculation of the appropriate salary deduction. We have therefore added functionality to the template in order to include the taxable values of earnings instead of the full values for tax calculation purposes.

You can use taxable values of earnings instead of full values by selecting the "Taxable" option for the affected salary deductions in the Earn Inclusion input field (column H). Note that this setting will be applied to all earnings if the "Gross" basis is selected and to the individual earning if an earning code has been specified as the basis.

Even though the taxable value setting is applied to all earnings, it may not affect all earning codes. Where no taxable % or a taxable % of 100% has been specified for a particular earning, the full value and taxable value for the earning will be the same. Setting the Earn Inclusion field to "Taxable" therefore only affects earnings which are not fully taxable. If an earning is not taxable (taxable % of 0%), setting the Earn Inclusion to "Taxable" effectively excludes the particular earning for the salary deduction calculation.

Example: If the unemployment insurance fund (UIF) salary deduction calculation only needs to include a taxable % of 20% of the Travel Allowance earning type, you will need to set the UIF salary deduction to the taxable earnings setting (Earn Inclusion set to "Taxable"). Only 20% of travel allowances will then be included in the UIF calculation but the activation of the setting will also result in all earning types that are 0% taxable being excluded. This means that reimbursive travel allowances and loans / advances which are not taxable (taxable % of 0%) will also not be included in the UIF calculation.

The template also makes provision for the inclusion of fringe benefits in salary deduction calculations. You can either elect to include the full value or the taxable value of fringe benefits for calculation purposes by selecting the "Full Value" or "Taxable" option from the Fringe Inclusion input field (column G). If fringe benefits should not be included in the calculation, the "None" option can be selected (this is also the default option for fringe benefit inclusion).

Example: If some employees have company cars and only the taxable value of this fringe benefit should be included in the UIF salary deduction calculation, the "Taxable" option needs to be selected in the Fringe Inclusion field for the UIF salary deduction. This will result in only the taxable value (say 20%) of the fringe benefit value being included in the calculation. Note that selecting the "Taxable" setting results the setting being applied to all fringe benefits but if a fringe benefit is 100% taxable, there is no difference between the taxable and full value options.

The tax % and annual tax limit settings in column K and L does not affect the salary deduction calculations and only affect how the salary deductions are included in the calculation of the monthly income tax salary deduction. If a salary deduction should not be deducted in the income tax calculations, a tax % of 0% needs to be specified. The default tax percentage is also 0% which means that salary deductions are not deductible for income tax purposes if a tax % is not entered in column K. For salary deductions that are fully deductible for income tax purposes, a setting of 100% needs to be entered in column K.

Adding or removing list items

The default list includes 10 items which can be customized by replacing the default template data with your own. If you require less than 10 salary deduction codes, you can delete the rows that are not required. If you require more than 10 salary deduction codes, additional codes can be added to the list by inserting the required number of new rows above the "End of list" entry and entering the required information into each user input field.

Note: If you add more entries to the list than the default number of entries, you also need to manually insert additional columns or rows on some of the other sheets in this template. Refer to the Column / Row Matrix section of these instructions for guidance on the steps that need to be completed - this is very important because if you add more than the default number of entries to the list and you do not complete these steps, the template calculations will not be accurate!

Company Contributions

A company contribution code needs to be created for each type of company contribution which the employer contributes on behalf of employees. These company contribution codes need to be added to the Company Contributions List on the Setup sheet. The company contribution List includes 8 user input fields - the following information is required in each of these fields for each type of company contribution:

Code - enter a code for each company contribution and use a unique code which will make it easy to identify the appropriate company contribution and to distinguish between the different types of company contributions. The company contribution codes are included above the column headings of all the sections on other sheets in this template where company contributions are included.

Description - enter a description for each company contribution. The descriptions that are entered in this part of the company contributions list are included on the Recon sheet.

Rate - enter the rate that needs to be used in the company contribution calculation. The rate can be a value or percentage depending on the basis on which the contribution is calculated.

Basis - enter the basis on which the company contribution needs to be calculated. There are three options - gross, fixed or linking the company contribution to the salary deduction code of the appropriate single salary deduction on which the company contribution calculation needs to be based. If nothing is entered in this field, the company contribution will be calculated based on gross income.

Fringe Inclusion - select the basis for including fringe benefits in the company contribution calculation. There are 3 options - full value if the full value of all fringe benefits needs to be included, taxable if the taxable value of all fringe benefits needs to be included and none if no fringe benefits should be added in the company contribution calculation. The default option is none which results in no fringe benefits being added in the company contribution calculations.

Earnings Inclusion - select the basis for including earnings in the company contribution calculation. There are 2 options - full value if the full value of all earnings need to be included and taxable if only the taxable value of earnings need to be included in the company contribution calculation. The default option is full value which results in the full value of all the appropriate earning types being included in the company contribution calculations.

Earn Exclusion - enter the earnings codes of all earnings types which need to be excluded from the company contribution calculations. The appropriate letters of the earnings codes need to be included in this section without any spaces or special characters in between.

Earnings Max - if there is an annual ceiling (maximum) value which needs to be applied in the company contribution calculation, this annual maximum earnings value needs to be entered in this field. All the values that are entered in this field therefore needs to be annual equivalents. The gross income which is used in the company contribution calculation will then be limited to this amount.

The default company contribution list includes 5 company contribution codes. You can customize this list by replacing the default data in the template with your own data.

Company Contribution Rate, Basis & Earning Exclusions

The company contribution rates that are specified on the Setup sheet relate to the business as a whole and are not employee specific. Where the contribution rates only need to be applied to specific employees, you will need to link the company contribution basis to the appropriate salary deduction code in order to use the salary deduction rates which have been specified on an employee level on the Emp sheet. The company contribution rate which is entered for the particular contribution can be used to adjust the salary deduction rates on the Emp sheet.

If the contribution rates and salary deduction rates are not a consistent percentage, the Override feature needs to be used in order to apply the correct company contribution values for the affected employees. Refer to the Override section of the instructions for more guidance on this feature.

The type of rate that you specify on the Setup sheet is largely dependent on the basis that you specify in the next user input field. If the basis is "Gross", the rate would typically be a percentage which needs to be entered as a decimal value in the Rate user input field (for example 0.02 for 2%). If the basis is "Fixed", the rate would typically be an amount - for example a rate of 50.00 would result in an amount of 50.00 being contributed in the appropriate company contribution calculation.

If a salary deduction code has been entered as the basis for a company contribution, the rate that needs to be specified is usually a percentage of the appropriate salary deduction.

Example: If a company contribution is related to a salary deduction and the contribution and deduction values are based on the same percentage of gross income with the same calculation parameters (which means that the salary deduction and company contribution will always be equal), the company contribution can be set up by entering a rate of 1 (or 100%) and then entering the salary deduction code of the salary deduction in the Basis user input field. The company contribution calculation will then be based on 100% of only the linked salary deduction.

The template has been designed with such flexibility that it is even possible to base a company contribution on only say one, two or three earnings codes - simply select the "Gross" basis in order to base the company contribution calculation on gross income (total of all earnings codes) and then exclude all but the required earnings codes in the Earn Exclusion input field (column I).

Example: If we want to base a company contribution calculation only on the basic salary (earnings code A) of employees, we can exclude all other earnings codes in column I. The entry in the Earn Exclusion input field would therefore be "BCDEFGHIJ" and would result in the company contribution only being calculated on earnings code A which in our default template data is for basic salary only.

Example: The unemployment insurance fund (UIF) company contribution calculation needs to exclude commissions. If the earnings code for commissions is "B", this letter needs to be included as the Earn Exclusion and the basis set to "Gross". The commission amounts that are included in gross income are then deducted when calculating the value of the company contribution. Alternatively, you can link the UIF company contribution to the UIF salary deduction and enter a rate of 100% if the salary deduction and company contribution values need to be equal.

Taxable Values

Some company contributions may not require the full values of earnings to be included in the calculation of the appropriate company contribution. We have therefore added functionality to the template in order to include the taxable values of earnings instead of the full values for tax calculation purposes.

You can use taxable values of earnings instead of full values by selecting the "Taxable" option for the affected company contributions in the Earn Inclusion input field (column H). Note that this setting will be applied to all earnings if the "Gross" basis is selected (excluded earnings will however be deducted).

Even though the taxable value setting is applied to all earnings, it may not affect all earnings codes. Where no taxable % or a taxable % of 100% has been specified for a particular earning, the full value and taxable value for the earning will be the same. Setting the Earn Inclusion field to "Taxable" therefore only affects earnings which are not fully taxable. If an earning is not taxable (taxable % of 0%), setting the Earn Inclusion to "Taxable" effectively excludes the particular earning from the company contribution calculation.

Example: If the unemployment insurance fund (UIF) company contribution calculation only needs to include a taxable % of 20% of the Travel Allowance earning type, you will need to set the UIF company contribution to the taxable earnings setting (Earn Inclusion set to "Taxable"). Only 20% of travel allowances will then be included in the UIF calculation but the activation of the setting will also result in all earning types that are 0% taxable being excluded. This means that reimbursive travel allowances and loans / advances which are not taxable (taxable % of 0%) will also not be included in the UIF calculation.

The template also makes provision for the inclusion of fringe benefits in company contribution calculations. You can either elect to include the full value or the taxable value of fringe benefits for company contribution calculation purposes by selecting the "Full Value" or "Taxable" option from the Fringe Inclusion input field (column G). If fringe benefits should not be included in the calculation, the "None" option can be selected (this is also the default option for fringe benefit inclusion).

Example: If some employees have company cars and only the taxable value of this fringe benefit should be included in the UIF company contribution calculation, the "Taxable" option needs to be selected in the Fringe Inclusion field for the UIF company contribution. This will result in only the taxable value (say 20%) of the fringe benefit value being included in the calculation. Note that selecting the "Taxable" setting results the setting being applied to all fringe benefits but if a fringe benefit is 100% taxable, there is no difference between the taxable and full value options.

Example: If a company contribution has been linked to a salary deduction, it is not necessary to specify values for any of the other user input settings aside from the rate and basis. If we link our company contribution for UIF to the salary deduction for UIF, we do not need to enter anything in the fringe inclusion, earn inclusion, earn exclusion and earnings max input fields.

Adding or removing list items

The default list includes 5 items which can be customized by replacing the default template data with your own. If you require less than 5 company contribution codes, you can delete the rows that are not required. If you require more than 5 company contribution codes, additional codes can be added to the list by inserting the required number of new rows above the "End of list" entry and entering the required information into each user input field.

Note: If you add more entries to the list than the default number of entries, you also need to manually insert additional columns or rows on some of the other sheets in this template. Refer to the Column / Row Matrix section of these instructions for guidance on the steps that need to be completed - this is very important because if you add more than the default number of entries to the list and you do not complete these steps, the template calculations will not be accurate!

Fringe Benefits

A fringe benefit code needs to be created for each type of fringe benefit that the company offers. These fringe benefit codes need to be added to the Fringe Benefits List on the Setup sheet. The Fringe Benefit List includes 5 user input fields - the following information is required in each of these fields:

Code - enter a code for each fringe benefit and use a unique code which will make it easy to identify the appropriate fringe benefit and to distinguish between the different types of fringe benefits. The fringe benefit codes are included above the column headings of all the sections on other sheets where fringe benefits are included.

Description - enter a description for each fringe benefit. The descriptions that are entered in this part of the fringe benefits list are included on the monthly salary pay slips on the PaySlip sheet.

Rate - enter the rate that needs to be used in the fringe benefit calculation. The fringe benefit calculation consists of the rate (which is usually a percentage) that is entered in this field and a value which needs to be entered on the Emp sheet for all the participating employees. If the appropriate fringe benefit only consists of a fixed value, a percentage of 100% should be used as the rate in this field.

Basis - enter the basis on which the fringe benefit needs to be calculated. There are two options - value or linking the fringe benefit to the company contribution code of the appropriate single company contribution on which the fringe benefit calculation needs to be based. If nothing is entered in this field, the fringe benefit will be calculated based on the value option.

Tax % - enter the % of the fringe benefit amount which is taxable for income tax purposes.

The default fringe benefit list includes 5 codes. You can customize this list by replacing the default data with your own. The sequence in which fringe benefits are included in the list is important because the same sequence is used on the other sheets in this template. If user input values are entered in the Fringe Benefit columns on one of the other sheets (as required on the Emp sheet) and you change the sequence of fringe benefits, the user input values will not align to the correct fringe benefit and the fringe benefit calculations will in all probability become inaccurate. We therefore do not recommend that you change the sequence of fringe benefits after you have entered data on the Emp sheet. New fringe benefit codes can however still be added to the end of the list.

Fringe Benefit Rate & Basis

The fringe benefit rates that are specified on the Setup sheet relate to the business as a whole and are not employee specific but the fringe benefit calculation consists of a rate and value portion which means that if no value is specified for a particular employee on the Emp sheet, no fringe benefit is calculated. This is different from how salary deductions are calculated - salary deduction values on the Emp sheet effectively override the rates on the Setup sheet. With fringe benefits, there is no override because both the rate on the Setup sheet and the value on the Emp sheet is used in the calculations.

As we pointed out in the Basis input field, you have the option of calculating fringe benefits based on a value per employee multiplied by the rate on the Setup sheet or by linking the fringe benefit calculation to a company contribution calculation by entering the company contribution code in the Basis input field. If no basis is entered, the value option will be used.

Example: If the monthly company car contribution fringe benefit needs to be calculated based on a monthly rate of say 3.5% multiplied by the value of the car, the 3.5% should be specified as the rate on the Setup sheet and the value of the car should be entered for each employee who uses a company car on the Emp sheet in the company car fringe benefit column.

Example: If the company contributes to employees' medical aid payments (which is a fringe benefit), the fringe benefit code can be linked to the company contribution by entering the company contribution code for medical aid in the Basis column. The rate can then be specified as 1 (or 100%) in order to include the full medical aid contribution value as a fringe benefit.

Taxable Values

Some fringe benefits may not be fully taxable and the tax % of each fringe benefit therefore needs to be specified in the Tax % input field. If no tax % is specified, the default value is 100% which means that it is assumed that the fringe benefit will be fully taxable.

Example: Only 20% of company car fringe benefits may be taxable and a tax % of 20% therefore needs to be specified for this particular fringe benefit. The tax % which is specified is therefore an inclusion percentage and not an actual taxation %.

The salary deductions and company contributions lists contain a user input field for fringe benefit inclusion. If fringe benefit values need to be included in the calculation of a particular salary deduction or company contribution, the "Full Value" or "Taxable" options need to be selected in these user input fields. These values will only differ if a tax % has been specified for the appropriate fringe benefit in the Fringe Benefits list (input field in column G).

Adding or removing list items

The default list includes 5 items which can be customized by replacing the default template data with your own. If you require less than 5 fringe benefit codes, you can delete the rows that are not required. If you require more than 5 fringe benefit codes, additional codes can be added to the list by inserting the required number of new rows above the "End of list" entry and entering the required information into each user input field.

Note: If you add more entries to the list than the default number of entries, you also need to manually insert additional columns or rows on some of the other sheets in this template. Refer to the Column / Row Matrix section of these instructions for guidance on the steps that need to be completed - this is very important because if you add more than the default number of entries to the list and you do not complete these steps, the template calculations will not be accurate!

Departments

Employees can be linked to departments in order to calculate departmental payroll costs which can be used to allocate payroll entries for accounting purposes. The department code is linked to individual employees in column C on the Emp sheet and only the department codes which have been included in the Departments list on the Setup sheet will be available for selection. The following information is required in the department list:

Code - enter a unique code for each department which will make it easy to identify the appropriate department and to distinguish between different departments.
Description - enter a description for each department.
Cost Centre - enter the general ledger code which should be used for allocation of costs to departments.

Note: The default template only includes 3 departments but you can add additional departments by inserting the required number of rows above the "End of list" row and adding a department code, description and cost centre for each of the new departments.

Note: A summary of payroll costs by department is included on the MonthDept sheet. All the calculations that are included on this sheet are automated and the only user input which is required on this sheet is selecting the appropriate payroll cost measurement at the top of the sheet.

Column & Row Matrix

The Column & Row Matrix at the bottom of the Setup sheet indicates whether the rows or columns on the other sheets in this template are consistent with the number of items which have been added to the lists on the Setup sheet. If rows or columns need to be added on any of the other sheets, the Status column in the matrix will be highlighted in red. If all the cells in the Status column are highlighted in green, it means that there are no inconsistencies and no additional rows or columns need to be added to the other sheets in the template.

Note: If you do not add additional items to the lists on the Setup sheet, all the cells in the Status column will automatically contain green highlighting and you do not need to pay any further attention to the matrix. The matrix therefore only needs to be used if you add additional list items.

Adding list items

None of the lists on the Setup sheet are limited to the default number of entries which means that you can add as many additional items as required. When you add items to a list, you need to insert the required number of rows (one per additional list item) above the "End of list" entry and complete the user input in all the columns that form part of the list for all the new items.

If the total number of list items are more than the number of default items that are provided for, the matrix at the bottom of the Setup sheet will indicate where on the other sheets in this template new rows or columns need to be inserted. The inconsistency between list items and columns is indicated by red highlighting in the Status column of the Column & Row Matrix.

The Sheet & Section text in column A of the matrix indicates which sheet and which section of the sheet requires additional rows or columns to be inserted. The starting row or column indicates in which row or column the section starts and the difference between the sheet count and the list count indicates how many new rows or columns need to be inserted.

You then need to go to the appropriate sheet and section and insert the required number of rows or columns in order to resolve the inconsistency. **Note that if there are row or column inconsistencies, the template calculations may be inaccurate and it is therefore imperative that all of these errors are resolved!**

Inserting new rows or columns

If any of the status cells in the matrix is highlighted in red, the start row or column text will indicate whether rows or columns need to be inserted in order to resolve the error. If the text contains letters, columns need to be inserted and if the text contains numbers, rows need to be inserted. The column or row number also indicates where on the appropriate sheet the section starts.

If you need to insert columns, you need to go to the starting column of the appropriate section and select the first dark blue cell in the column heading at the end of the section. The section starts at the indicated column which will have a dark blue cell as the column heading followed by a number of light blue column headings which are then followed by a dark blue column heading. You therefore need to select the first column heading cell with a dark blue column heading at the end of the appropriate section and then insert the required number of columns.

After you have inserted the required number of columns, you may need to change the column heading numbering so that the column heading names are consistent with the other columns in the section. This is not critical but may make it easier to determine which columns are part of the same section.

You then need to copy & paste all the cells above the column headings of the new columns from one of the existing columns. Always copy from the left - the section ends where you inserted the new columns and you therefore need to copy the formulas from the left in order to ensure that the same formulas are applied to the new columns that you just inserted.

Once you have done so, the last step is to copy the formulas from the section below the column headings in order to add calculations to the new columns. You should again copy from the left and you only need to copy & paste the formulas into the first cell below the column headings. The formulas will automatically be extended for all the other rows that form part of the new columns.

Note: If you need to add columns to a sheet and the column headings are yellow instead of light blue, you do not need to copy the formulas below the column headings because the section of the sheet requires user input and there are therefore no formulas in these columns. The user input columns that may need adjustment are the Deduction section on the Emp sheet, the Fringe Benefit section on the Emp sheet and the Earnings section on the Payroll sheet. All the other column sections contain formulas that need to be copied.

If you need to insert rows instead of columns, you only need to insert the new rows at the end of the appropriate section and copy the formulas from the last row that forms part of that section (which will be above the new rows). You may then also need to change some of the border formatting but there are no dark blue row headings that need to be taken into account.

After making your row or column adjustments, you need to check whether the red highlighting in the Status column of the matrix on the Setup sheet has been replaced by green highlighting. If so, you have applied the changes correctly. If the Status cell is still highlighted in red, the error has not been resolved and you need to revisit the steps that you needed to take. If you fail to resolve the error, contact us for assistance.

Deleting rows or columns

If you do not use some of the list items that are included in each of the lists on the Setup sheet, you can delete the appropriate rows from the list in order to reduce the number of earnings, salary deductions, company contributions or fringe benefits.

The number of columns which have been included on the Emp, Payroll and Summary sheets have been determined based on the default number of list items that we have included on the Setup sheet. If you therefore remove some of the list items, some of these columns can also be deleted.

Note: We recommend rather retaining unused columns instead of deleting them. If you delete the wrong columns it could result in errors. Only therefore delete columns if you are absolutely sure that the columns are not being used in any calculations.

Only columns that have light blue column headings and which have the text "Not Used" in the row directly above the column heading can be deleted. No other columns should ever be deleted otherwise the template calculations may result in errors! Unused columns can also only be deleted from the Emp, Payroll and Summary sheets - you should not delete columns from any other sheet!

Employees

All employees need to be added to the Emp sheet by adding a unique employee number in column A and entering employee data into all the user input columns on this sheet. The following columns require user input data:

Employee Number - enter a unique employee number for each individual employee. We recommend using employee numbers which consist of a combination of letters and numbers.

Employee Name - enter the name of the employee. You can use full names or surname & initials. The name as entered in this field will be included on the other sheets in the template including on the pay slip.

Dept - select the appropriate department. Only departments which have been added to the department list on the Setup sheet will be available for selection.

Date Employed - enter the date on which the employee commenced employment.

1st Payment Date - enter the date of the first payroll run which the employee should be included in. If the employee is added to a payroll run in any month which falls before the first day of the month in which this date falls, all payroll amounts will be set to nil values. The number of pay periods is also determined based on this date and an incorrect date can therefore lead to calculation inaccuracies. It is therefore imperative that the first payment dates of all employees are recorded accurately.

Date Terminated - if the employee has left the employment of the company, enter the date of termination in this column. The employee will only be able to receive payment on a payroll run date up to the end of the month in which this date falls. If the employee is added to a pay run dated after the end of the appropriate month, all payment amounts will be set to nil values.

Pay Period Override - select the "Yes" option if the employee pay periods need to be replaced by the business pay periods. This setting only has an effect if an employee has joined the company during the current tax year. See below for an example.

Job Title - enter the employee job title (included on pay slip).

ID Number - enter the employee identification or ID number (included on pay slip).

Income Tax Number - enter the employee income tax number (included on pay slip).

Residential Address - enter the residential address of the employee (included on pay slip).

Current Leave Days - enter the outstanding leave days of the employee for the current pay period.

IT Rebate Code - enter the appropriate income tax rebate code for the employee. Refer to the income tax rebate list on the Setup sheet for the available rebate codes. It is important that the correct rebate codes are entered for each employee otherwise their income tax calculations may not be accurate.

Income Tax Rate - select the appropriate income tax table code for the employee. There are two income tax tables on the Setup sheet - select A for the first table and B for the second table. You can also enter a percentage in this field if the income tax calculations for the employee need to be based on a fixed income tax percentage.

Medical Aid Members - enter the number of medical aid members. The medical tax credits are based on the number of medical aid members and the rates that are specified in the Medical Tax Credits table on the Setup sheet.

Deduction Rates - this section includes 10 columns, one for each of the 10 default items that are included in the Salary Deductions List on the Setup sheet. The rate field on the Setup sheet which is set up on a business level can be overridden by entering a rate for a particular employee in the appropriate salary deduction column in this section of the Emp sheet. The salary deduction code of each column is included above the column heading.

Fringe Benefit Values - this section includes 5 columns, one for each of the 5 default items that are included in the Fringe Benefits List on the Setup sheet. The value of a fringe benefit is calculated by multiplying the rate on the Setup sheet by the value which is entered in the appropriate fringe benefit column on the Emp sheet. The fringe benefit code of each column is included above the column heading.

Recon Status - this is the only column on the sheet which contains a formula and is used in the display of net pay differences on the Recon sheet. The formula will be copied automatically when you add new employee codes to the sheet and the table which contains all employee data on this sheet is extended.

Note: All the columns on the Emp sheet have been included in an Excel table. This feature is extremely useful when entering data in a table format because the table extends automatically when you enter data in the first blank row below the table. New employees should therefore be added to the sheet by entering an employee code in the first blank cell in column A.

Note: The rates & values in the Deduction and Fringe Benefit sections of the Emp sheet need to be customized before you start including data on the Payroll sheet. Once the first pay period has been paid, you should not change any of the existing rates that are included in these sections. If you do change any of the rates or values, it will also affect past pay periods which would then create differences between the payroll calculations and the amounts that have been paid for the elapsed months. If any of these rates or values need to be amended during the tax year, you need to use the Override feature to affect the required changes.

Pay Periods

When an employee joins the company during the tax year and is therefore only employed for part of the year, the employee's pay periods are determined based on the date that the employee joined in order for the income tax calculations to be accurate based on the assumption that the employee had been employed elsewhere before joining the company.

You can override this default calculation by selecting the "Yes" option in the Pay Period Override column on this sheet. The company pay periods are then used instead of the employee pay periods. This setting has no effect on employees who are employed for the full tax year.

Example: If an employee joins the company in month 7 of the tax year, the employee pay period in month 7 will be 1 because it is the employee's first month of employment. This means that if the employee has a gross pay of 10,000 per month, the salary deductions (including income tax) will be calculated based on an annual gross remuneration of 120,000 (10,000 / 1 x 12).

The effect of this default calculation is that for example income tax will be calculated & deducted from the employee's salary based on annual earnings of 120,000 therefore assuming that the employee was employed elsewhere at a similar remuneration level for the part of the tax year before joining the company. If this was indeed the case, the employee's annual income tax deductions should be similar to what will be included on the employee's tax return at the end of the tax year.

If the employee was not employed during the part of the tax year that elapsed before joining the company, the above calculation method would result in an over deduction of income tax because the calculation is based on a full 12-month employment period. If you want to override this default calculation in order to calculate salary deductions like income tax based on only the part of the tax year that the employee was employed by the company, you simply need to select the "Yes" option for the particular employee in the Pay Period Override column.

The income tax calculation will then be based on the company pay periods which in the above example will result in the deductions being based on an annual gross remuneration of 60,000 by the end of the tax year. Under the default rule, the employee would have had to pay a lot more income tax on a monthly basis and only have been able to claim the tax back at the end of the tax year. With the override activated, the income tax deduction would be a lot less and would be accurate by the end of the tax year with no need to claim any tax back.

Leave Balances

The leave balances that need to be recorded on the Emp sheet are for the current pay period only and the only purpose for including the balances on this sheet is to include the balances on the employee pay slips. You therefore need to update the balances on a monthly basis before pay slips are printed / sent to employees.

If you do not want to include leave balances on pay slips, you do not have to enter any leave balances on the Emp sheet. The leave field on the pay slips will then not be displayed.

Note: If you use our Annual Leave template, you will be able to simply copy the appropriate leave balances from this template and paste them into the column on the Emp sheet. It will therefore be very easy to include leave balances on your pay slips so that employees are always aware of how many leave days they have available.

Deduction & Fringe Benefit Sections

The rates that are specified in the 10 columns which are included in the Deduction section effectively override the rates that are specified in the Salary Deductions List on the Setup sheet. The salary deduction rate which is used on the Payroll sheet for the specific employee is therefore included from the Emp sheet and if no rate has been included for the particular salary deduction for the particular employee, the rate on the Setup sheet will be included instead. You therefore only need to include a rate on the Emp sheet if you want to override the company rate on the Setup sheet for some of the employees.

The values that are specified in the 5 columns that are included in the Fringe Benefit section do not function in the same way as the deduction rates. These values do not override any values on the Setup sheet but rather form part of the fringe benefit calculations. Fringe benefits are typically not applicable to all employees and it is therefore only required to enter values in the appropriate fringe benefit column if the fringe benefit applies to the specific employee. If no value is entered for an employee, no fringe benefit will be calculated.

The Deduction section includes 10 columns which is the default number of list items in the Salary Deductions List on the Setup sheet and the Fringe Benefit section includes 5 columns which is the default number of list items in the Fringe Benefits List on the Setup sheet. If you add items to these lists on the Setup sheet, you also need to add columns at the end of these sections on the Emp sheet.

The columns should be added by selecting the dark blue column heading (after the end of the section) and inserting the required number of columns. You then also need to copy the formula above the column heading from one of the other cells in the section in order to display the deduction or fringe benefit code above the column headings of the new columns. You may also need to rename the column headings if the default names in the new column headings are not consistent with the other column names in the section.

Note: As we stated earlier on in these instructions, the sequence of the items in the lists on the Setup sheet should not be changed once you have added data to the Payroll sheet. If the sequence of the items in the Salary Deduction List or the Fringe Benefit List is changed, the rates or values that have been added to the Emp sheet also needs to be changed to ensure that the correct rates or values are included in the correct columns.

Payroll

All monthly payroll entries need to be added to the Payroll sheet. The sheet requires limited user input in the columns with yellow column headings and contain automated calculations in the columns with light & dark blue column headings. You therefore need to take care not to enter or copy values in the columns which contain formulas (with the light & dark blue column headings).

Note: The area above the column headings also contain formulas which should not be edited, replaced or deleted otherwise the template calculations will not be accurate.

Note: All the data on the Payroll sheet have been included in an Excel table. This feature is extremely useful when entering data in a table format because the table extends automatically when you enter data in the first blank row below the table. Payroll entries can therefore be added to the sheet by simply entering or copying data into the first blank row below the table. The formulas in the calculated columns are then also extended automatically.

The most efficient technique of adding entries to the Payroll sheet is by copying the data from the user input columns for the previous payroll period and pasting the data into the first blank row below the table. You can then simply change the earnings values for the new period and add or delete rows for new or terminated employees.

The Payroll sheet contains the following user input columns which have yellow column headings:

Payment Run Date - enter the date of the payroll run.

Employee Number - select the appropriate employee number from the list box. All employee codes that have been added to the Emp sheet will be available for selection.

Earnings Section - the earnings section includes the 10 default earning types which have been added to the Earnings List on the Setup sheet. Enter the monthly earnings amount for each employee in the appropriate earnings columns. You can also copy these amounts from the previous payroll period and simply edit the amounts by changing them to the amounts that are applicable to the new pay period.

Note: The sequence of the items in the Earnings list on the Setup sheet should not be changed once you have added data to the Payroll sheet. If the sequence of the items in the Earnings List is changed, the columns in which the earnings values have been added on the Payroll sheet also needs to be changed to ensure that the correct earnings values are included in the correct columns.

Note: If have added earnings items to the Earnings List on the Setup sheet, you also need to insert new columns for these new earnings list items on the Payroll sheet. Select the column heading of the Gross Pay column and insert the required number of columns. You may also need to edit the column heading text so that it is consistent with the other column headings. You also need to copy the formulas above the column headings from one of the existing earnings columns.

These are the only user input columns on the Payroll sheet. All the other columns contain light or dark blue column headings and these columns all contain formulas which automate all the payroll calculations. It is therefore imperative that you do not replace these formulas with values or make any changes to the formulas.

The columns with formulas contain the following data or calculations:

Pay Slip Number - the first payslip number which has been specified on the Setup sheet is included in the first cell in this column. All subsequent pay slip numbers will increase in increments of 1. The data on the Payroll sheet should therefore never be sorted - if you change the sequence of entries on the sheet, the pay slip numbers will also change. If you do want to sort data, you should change this column to a user input column by replacing all the formulas in the column with values and then entering new pay slip numbers when you add new entries to the sheet.

Employee Name - the employee name is determined by the employee code which is selected in the previous column based on the employee information on the Emp sheet.

Dept - the department is determined based on the department code which has been linked to the employee on the Emp sheet.

Status - the status of all employees which have not been terminated on or before then end of the appropriate pay month (based on the payroll run date) will be "Active". If an employee has been terminated and included on the Payroll sheet for a payment date after the month of termination, the status will be displayed as "Terminated" and all the calculated values for the employee will be nil values.

Gross Pay - this is the total of all the values that have been entered in the earnings section.

Income Tax (PAYE) - this is the monthly income tax amount which is deducted from the appropriate employee's pay. Income tax is calculated based on the employee's annual taxable income and the income tax rates that have been specified on the Setup sheet. Each employee is linked to an income tax table and an income tax rebate code on the Emp sheet.

Deduction Section 1 - this section includes all the salary deduction values of the salary deductions which have been added to the Salary Deduction List on the Setup sheet. All of these amounts are calculated based on the rates that have been defined on the Setup sheet or overridden on an individual employee level on the Emp sheet. Refer to the Setup section of the instructions for guidance on how the salary deduction calculations are defined.

Total Deductions - this is the sum of all the salary deductions in Deduction Section 1.

Net Pay - this is the difference between the gross pay and the total salary deductions (including income tax).

Co-Contribution Section 1 - this section includes the monthly company contribution values for all the list items that have been included in the Company Contributions List on the Setup sheet. All of these amounts are calculated based on the rates that have been defined on the Setup sheet - refer to the Setup section of the instructions for guidance on how the rates are defined.

Total Co Contributions - this is the sum of all the company contributions in Company Contribution Section 1.

Total Cost To Company - this is the sum of the gross pay and total company contribution amounts.

Deductions & Co-Contrib - this is the sum of the total salary deductions and total company contribution amounts.

Employee Pay Period - this is the employee pay period. The employee pay period will only differ from the business pay period if the employee commenced employment during the current tax year. The employee pay period is used in most of the payroll calculations on this sheet.

Business Pay Period - this is the business pay period which is based on the number of months which have elapsed since the start of the tax year. The business pay period is only used in the quarterly & bi-annual earnings calculations and if the pay period override of an employee has been activated on the Emp sheet.

Unique Pay Date - the unique dates in this column have been calculated by combining the payroll run date and the row number of the entries in order to ensure that no two dates can be exactly the same (this only really has a purpose if more than one payment for the same employee is added on the same date which is very unlikely).

1st Pay Period - this is the first pay period of the employee which is defined on the Emp sheet.

Last Payment Date - the is the last date on which a payment has been made to the employee.

Pay Period Override - this column will reflect a "Yes" if the pay period override for the employee has been selected on the Emp sheet.

PaySlip Status - this column will contain a value of 1 if the pay slip number in column A is currently selected on the PaySlip sheet.

Medical Aid Members - this is the number of medical aid members which have been linked to the employee on the Emp sheet.

MedTaxCredit Monthly - the monthly value of the medical tax credit which is deducted in the income tax calculation. This medical tax credit is calculated by multiplying the medical aid members by the appropriate rate which is defined on the Setup sheet.

MedTaxCredit Annual - the annual value of the medical tax credit which is deducted in the income tax calculation.

IT Rebate Code - this is the income tax rebate code which has been linked to the employee on the Emp sheet. The default rebate code is "A".

IT Rebate Value - this is the income tax rebate value for the employee which is calculated based on the income tax rebate code and the rates which are included on the Setup sheet.

IT Rate - this is the income tax rate table which has been linked to the employee on the Emp sheet. The default income tax table is table A.

Fringe Benefit Monthly Section - the columns in this section (5 default columns) contain the fringe benefit calculations which are based on the rates specified on the Setup sheet and the values on the Emp sheet. All of these calculations represent monthly values before taxation. If you add more than 5 entries to the fringe benefit list, you need to insert the appropriate number of new columns at the end of this section.

Fringe Benefit Month Total - this column contains the total of the monthly fringe benefit section.

Annual Gross Tax Income - this column contains a calculation of the annual gross taxable income before salary deductions and fringe benefits are taken into account. This is the first column in a series of columns which are used to calculate the monthly income tax deduction values and is based on the amounts in the Earnings section.

Fringe Benefit Annual Section - all the income tax calculations are based on annual equivalents and this section includes the annual equivalents of the fringe benefits monthly section after taxation. These values are added to the annual gross taxable income in the previous column. If you add more than 5 entries to the fringe benefit list, you need to insert the appropriate number of new columns at the end of this section.

Annual Tax Deduct Section - this section contains columns (default of 10) for each salary deduction. The annual taxable salary deduction amounts are calculated in these columns which is then deducted from the annual gross taxable income & fringe benefit totals. If you add more than 10 entries to the Salary Deductions List on the Setup sheet, you need to insert the appropriate number of columns at the end of this section.

Annual Taxable Income - this column contains a calculation of the annual taxable income which is used in the calculation of the monthly income tax deductions. The annual taxable income is calculated by deducting the annual equivalents of the salary deductions from the sum of the annual fringe benefits and the annual gross taxable income (which is based on the amounts in the Earnings section).

Tax & Fringe Monthly EQV - this column represents the start of the calculation of income tax which is only applicable to earnings which are paid on a monthly basis. The amounts in this column reflect the total of gross annual taxable income plus annual fringe benefit equivalents. The reference to "monthly" in the column headings is because the calculations are only based on earnings which are paid on a monthly basis (no quarterly, bi-annual or annual) but the amounts calculated in fact represent annual equivalents.

Monthly EQV Deduct Section - this section contains columns (default of 10) for each salary deduction. Only earnings that are paid on a monthly basis are included in the calculation of these salary deductions which is the difference between the salary deduction calculations in this section and the previous salary deduction section which included all earnings in the calculation. If you added more than 10 salary deduction items to the Salary Deductions List on the Setup sheet, you need to also add the required number of columns at the end of this section.

Taxable Income Monthly EQV - this column contains the calculation of annual taxable income which is based on income which is only based on earnings which are paid on a monthly basis. The calculation includes the tax & fringe benefit equivalent and then deducts the amounts in the salary deduction section.

Taxable Income Non-Monthly - the total annual taxable income less the annual taxable income which is based only on earnings that are paid on a monthly basis is calculated in this column. This column therefore reflects the annual taxable income which is based on earnings that are not paid on a monthly basis (earnings paid on a quarterly, bi-annual or annual basis).

Total Annual Taxation - this column reflects the total annual taxation based on all earnings and after taking rebates and medical tax credits into account.

Tax On Monthly Income - this column reflects the total annual taxation based only on earnings which are paid on a monthly basis

Tax On Non-Monthly Inc - this column reflects the total annual taxation based only on earnings which are not paid on a monthly basis (quarterly, bi-annual or annual).

Earnings % Month - this column reflects the percentage of earnings which is paid on a monthly basis.

Earnings % Quarter - this column reflects the percentage of earnings which is paid on a quarterly basis.

Earnings % Bi-Annual - this column reflects the percentage of earnings which is paid on a bi-annual basis.

Earnings % Annual - this column reflects the percentage of earnings which is paid on an annual basis.

Earnings Total Amount - this column reflects the annual equivalent of all earnings.

Fringe Annual Tax Total - the total of all the fringe benefit columns in the Fringe Benefit Annual Section is included in this column.

Note: All of the columns with dark blue column headings on the Payroll sheet are essential for the template calculations and should therefore not be deleted. If you do delete any of these columns, some of the template calculations may result in errors and you would need to revert back to the downloaded version of the template.

Adding or deleting columns

When you add more than the default number of entries to the lists on the Setup sheet, it is essential that you also add the required number of columns to the other sheets in this template. The Payroll sheet contains multiple sections for earnings, salary deductions, company contributions and fringe benefits.

Note: We strongly suggest that you use the Column & Row Matrix which has been included at the bottom of the Setup sheet when you have added more than the default list items to any of the lists on the Setup sheet. The matrix will indicate into which sections of the Payroll sheet additional columns need to be inserted by highlighting the appropriate Status cells in red and also contains the starting column or row numbers of each section.

Note: You may also need to insert new columns into multiple sections on the Payroll sheet. There is only one section relating to Earnings and Company Contributions on the Payroll sheet but Fringe Benefits relate to two sections and Salary Deductions relate to 3 sections (which means that new columns need to be inserted into 3 different column sections when adding more than the default number of list items to the Setup sheet).

When you add new columns to the Payroll sheet, it is imperative that you also copy the formulas above & below the column headings from one of the existing columns in the appropriate section otherwise the template calculations may not be accurate.

Override

The Override sheet can be used to override any of the monthly calculated values for an employee. You can choose to override a single value, values for a range of multiple months or all monthly calculations until the end of the tax year. The override feature is available for income tax deductions, other salary deductions, company contributions, fringe benefits and medical tax credits (medical aid member count).

Note: If you override only one monthly value, most of the formulas which are used in this template (on the Payroll sheet) will automatically correct the override value in the subsequent month thereby reversing the effect of the override value. This is because most calculations on the Payroll sheet are based on annual equivalents.

Note: All the data on the Override sheet have been included in an Excel table. This feature is extremely useful when entering data in a table format because the table extends automatically when you enter data in the first blank row below the table. Override entries can therefore be added to the sheet by simply entering or copying data into the first blank row below the table. The formulas in the calculated columns are then also extended automatically.

If you enter multiple override values which affect the same monthly period, the entries will be added together. You can extend the override entry for multiple periods by simply specifying an override end date. If the override value should be applied to the remaining periods in the tax year, use an override end date of the last day of the tax year.

The following columns on the Override sheet require user input:

Override Date - enter the start date of the override entry. The override entry will replace the default calculation for the specified item and employee on the Payroll sheet from the first calendar month into which this date falls. If you do not enter an override end date in column I, the override will only be applied to a single monthly period.

Employee Number - select the employee number of the employee for which the override needs to be applied. If you do not select a valid employee number, the override entry will have no effect. Only employee codes which have been added to the Emp sheet will be available for selection.

Income Tax Code - select "TAX" from the list box if the override entry should be applied to the income tax salary deduction. If this item is selected, the calculated salary deduction value for income tax will be replaced by the override value in column H.

Medical Tax Credit Code - select "MED" from the list box if the override entry should be applied to the medical aid members which have been recorded on the Emp sheet. The calculation of medical tax credits (which are taken into account when calculating the monthly income tax deductions) consists of the employee's medical aid members which is multiplied by the medical tax credit rates on the Setup sheet. The medical override is therefore usually recorded when the number of medical aid members changes during the tax year.

Deduction Code - select the appropriate salary deduction to override. All the salary deductions which have been added to the Salary Deductions List on the Setup sheet will be available for selection. The calculated salary deduction value for the selected employee on the Payroll sheet will be replaced by the override value in column H.

Co-Contrib Code - select the appropriate company contribution to override. All the contributions which have been added to the Company Contributions List on the Setup sheet will be available for selection. The company contribution value for the selected employee on the Payroll sheet will be replaced by the override value in column H.

Fringe Benefit Code - select the appropriate fringe benefit to override. All the fringe benefits which have been added to the Fringe Benefits List on the Setup sheet will be available for selection. The fringe benefit value for the selected employee on the Payroll sheet will be replaced by the override value in column H.

Override Value - enter the override value. This value will replace the appropriate calculated value for the selected employee in the month which the override date relates to.

Override End Date - if you want the override to be applied to multiple periods, you need to specify an override end date. If this column is left blank, the override will only be effected for the month in which the override date in column A falls into. If you want to affect the override value in multiple months, enter the month end date of the last month that you want the override to be applied to in this column. If you want the override to be applied until the end of the tax year, enter the tax year end date in this column.

Note: If you select more than one code in columns C to G, the override value will be applied to all of the codes that you have selected in these columns.

Pay Slips

The employee pay slip that is included on the PaySlip sheet is automatically populated based on the user input & calculations on the Emp and Payroll sheets. The only user input that is required on the PaySlip sheet is to select the pay slip number in cell G3. The pay slip numbers are assigned in column A on the Payroll sheet and all pay slip numbers that are included on this sheet will be available for selection.

The business details at the top of the sheet are populated based on the user input on the Setup sheet and the information in the Employee Details section is populated based on the user input on the Emp sheet. The earnings & salary deductions values are populated based on the calculations on the Payroll sheet and displayed on a monthly and year-to-date basis.

Note: Only earnings & deductions codes which have year-to-date totals for the selected employee will be included on the pay slip. If an earning or deduction is therefore not applicable to the particular employee, such an earning or deduction will not be included on the pay slip.

The net pay is calculated as the difference between the total earnings and total salary deductions. The month-to-date (MTD) and year-to-date (YTD) company contribution and fringe benefits totals are included based on the calculations on the Payroll sheet. Company contributions are reflected as a total for all company contributions but fringe benefits are included individually. The value of the fringe benefits are the values before taxation.

If medical tax credits are applicable to the particular employee, the total medical tax credits which have been included in the income tax deduction calculations will be displayed. If no medical tax credits have been applied, the item will not be included on the pay slip.

Similarly, if leave balances have been recorded on the Emp sheet, the leave balances will be included on the pay slip but if no leave balances have been recorded, the item will not be included on the pay slip.

Note: The PaySlip sheet includes only one individual pay slip. You therefore need to select individual pay slip numbers at the top of the sheet in order to view or print a pay slip.

Monthly Payroll Summary

A monthly summary of payroll calculation totals is included on the Summary sheet. All the calculations on this sheet are automated and based on the detailed calculations on the Payroll sheet. No user input is therefore required on the Summary sheet.

Note: The reporting periods on the Summary sheet are based on the tax period and tax year settings which are specified on the Setup sheet. When you roll the template forward for a new tax year, you therefore need to change the tax year setting on the Setup sheet in order to view the calculations for the new tax year.

The sheet can also be filtered based on an employee number in order to reflect totals for a specific employee or by department in order to reflect totals per department. These filters can be applied by selecting the appropriate employee code or department code from cells D2 or E2. The content of the filter selection cell can then simply be cleared (select and press the Delete key on the keyboard) in order to reflect the total for all employees.

The Summary sheet contains an earnings section, a salary deductions section and a company contributions section which each comprise multiple columns. The earnings & salary deductions sections contain 10 columns and the company contributions section 5 columns. The number of columns are equal to the number of default list items which are included in the lists on the Setup sheet.

Note: If you therefore add more list items to the appropriate list than what has been provided for in the default template design, you need to manually insert the required number of additional columns after the end of the appropriate section, copy the formulas above the column headings from one of the existing columns in the section and copy the formulas in the first row below the column heading from one of the existing columns in the section.

The fringe benefit totals before & after taxation are also included on the Summary sheet. These columns contain totals of all individual fringe benefits and you therefore do not need to make any changes to the Summary sheet as a result of changes to the Fringe Benefits List on the Setup sheet.

The purpose of the last three columns on the Summary sheet is to sum salary deductions & company contributions which need to be paid to the same supplier. In order to calculate these totals, the appropriate salary deduction and company contribution needs to be created with the same code which is then entered in the cell with the yellow cell background above the column heading. The formulas in these columns will then add the salary deduction and company contribution with the specified code together in order to calculate the consolidated monthly total.

Monthly Employee Data

A monthly analysis of payroll data per employee has been included on the MonthEmp sheet. Aside from selecting the appropriate measurement on which the calculations on this sheet need to be based, the sheet requires no user input. The sheet provides for 50 employees but can be extended to an unlimited number of employees by simply copying the formulas from the last row into the required number of additional rows.

Note: The sequence of the employee codes on the MonthEmp sheet is based on the sequence of the employee codes that have been added to the Emp sheet and the monthly periods that are included on the sheet are determined based on the tax period and tax year settings on the Setup sheet.

The following measurements are available for selection:
Gross Pay - the total of all the columns in the earnings section.
Income Tax - the total income tax deduction.
Total Deductions - the total of all salary deductions including income tax.
Net Pay - gross pay less total deductions.
Total Co-Contributions - the total of all the columns in the company contributions section.
Deductions & Co-Contrib - total deductions plus total company contributions.
Cost To Company - gross pay plus total company contributions.

Note: If no measurement is selected, the "Net Pay" measurement is used.

Monthly Payroll Data By Department

A monthly analysis of payroll data by department has been included on the MonthDept sheet. Aside from selecting the appropriate measurement on which the calculations on this sheet need to be based, the sheet requires no user input. The sheet provides for 15 departments but can be extended to an unlimited number of departments by simply copying the formulas from the last row into the required number of additional rows.

Note: The sequence of the department codes on the MonthDept sheet is based on the sequence of the department codes that have been added to the Setup sheet in the Departments section and the monthly periods that are included on the sheet are determined based on the tax period and tax year settings on the Setup sheet.

The following measurements are available for selection:
Gross Pay - the total of all the columns in the earnings section.
Income Tax - the total income tax deduction.
Total Deductions - the total of all salary deductions including income tax.
Net Pay - gross pay less total deductions.
Total Co-Contributions - the total of all the columns in the company contributions section.
Deductions & Co-Contrib - total deductions plus total company contributions.
Cost To Company - gross pay plus total company contributions.

Note: If no measurement is selected, the "Cost to Company" measurement is used.

Payroll Reconciliation

The Recon sheet includes a reconciliation between the monthly payroll amounts and the total of all payments or general ledger journals which need to be added to the Payment sheet. All of the calculations on the Recon sheet are automated and you only need to select the basis and month at the top of the sheet to update the calculations.

The calculations in the Payroll section are based on the detailed calculations on the Payroll sheet and the calculations in the Payment section are based on the data that is captured on the Payment sheet. If the totals at the top of the sheet differ substantially, it means that the payments that have been made differ from the payroll calculations. This could point to an error with the payments for the period or to a rate or value which has been amended since the payments for the affected period have been made.

Note: Payment amounts will usually include only two decimals while some of the payroll calculations may include more than two decimals. Rounding differences of a few cents can therefore be expected in the reconciliations and can safely be ignored.

The totals at the top of the sheet consist of two line items - the amounts paid to employees and the amounts paid as a result of salary deductions and company contributions. When employees are paid, it is the net pay after all salary deductions which is paid to the employee. The net pay of each employee for each monthly period can be displayed on the MonthEmp sheet by selecting the Net Pay Measurement.

If there are differences between the net pay calculation on the MonthEmp sheet and the net pay which has been paid to individual employees for the selected monthly period, the first 15 net pay differences will be listed in the section of the recon below the totals.

The next section of the Recon sheet contains a complete list of salary deductions and displays the salary deduction code, description, total payroll amount for the month, total payment amount for the month and the difference. The amounts that are calculated in this section should agree to the amounts that have been paid and included on the Payment sheet. All differences should therefore be investigated and resolved.

If a salary deduction and company contribution are paid to the same supplier, the list items should be given the same code in the lists on the Setup sheet. The calculations in the salary deduction section on the Recon sheet will then add the company contribution to the salary deduction total and include the combined total in the salary deduction section so that it can more easily be matched to the total which has been paid to the supplier. The description of the company contribution in the next section will also then indicate that the company contribution has been included in the salary deduction section.

The fact that related salary deductions & company contributions are added together on the Recon sheet makes the totals that are calculated on this sheet suitable to be used as a calculation of payments to the appropriate suppliers which needs to be recorded on the Payment sheet. You can therefore use the amounts in the Payroll calculations columns as a list of payments that need to be made to suppliers as a result of salary deductions & company contributions. You can also use the totals on the Summary sheet for this purpose (use the last three columns on the sheet to add salary deductions & company contributions together).

Note: Some payroll calculations totals may not require a payment to be made but require a general ledger entry instead. These totals also need to be recorded on the Payment sheet and simply indicated as journal entries instead of payments otherwise the journal entries will be reflected as reconciliation differences on the Recon sheet.

Note: If you add more salary deductions or company contributions to the lists on the Setup sheet than what is provided for on the Recon sheet (14 items for salary deductions and 5 items for company contributions), you need to add the appropriate number of items as new rows to the appropriate section of the Recon sheet. Simply insert the required number of new rows at the bottom of the appropriate section and copy the formulas from one of the existing rows in the section.

The calculations on the Recon sheet can be displayed on a monthly or year-to-date basis by simply selecting the appropriate basis from the list box in cell C2 at the top of the sheet. The periods which are available for selection from the Month list box in cell D2 are based on the tax period and tax year that are specified on the Setup sheet.

As we've pointed out in this section of the instructions, the total monthly payroll payment values can be distinguished into two broad categories - the net pay that needs to be paid to each employee (as per the MonthEmp sheet) and the salary deductions & company contributions which need to be paid to third parties (or allocated as journal entries in some cases) and are calculated on the Recon or Summary sheets.

We've also previously mentioned that if you inadvertently change rates on the Setup or Emp sheets, it may affect past periods and therefore result in differences between the Payroll calculations and the Payment calculations on the Recon sheet. We therefore strongly recommend using the functionality which is provided for in the template to reconcile payroll calculations and payments otherwise it may be difficult to find the reasons for differences between the template calculations and actual payroll payments.

We also strongly recommend printing & filing at least the Summary, MonthEmp, MonthDept and Recon sheets after calculating your monthly payroll payment amounts. This will ensure that you have hard copies of the payroll calculations to refer back to if any subsequent reconciliation differences occur.

Payroll Payments

All monthly payroll payments can be recorded on the Payment sheet in order to make it easy to reconcile the paid amounts to the payroll calculations in this template. The Payment sheet contains the following user input columns:

Payroll Run Date - enter the date of the payroll run. This date should be the same as the dates that are entered in column B on the Payroll sheet in order to ensure that the payroll calculation and payment dates are the same. Some salary deductions and/or company contributions may only need to be paid after the appropriate month end and if the actual payment dates are therefore used, the dates for the purpose of the Recon sheet may not match.

Reference - enter a reference for the payment. For payments to employees, the employee code should be used. For payments of salary deductions or company contributions, the appropriate salary deduction or company contribution code needs to be used. If incorrect references are entered, the payroll calculations and actual payments (on the Recon sheet) will not reconcile.

Paid To - enter the name of the employee or the name of the third-party supplier who has been paid.

Description - enter a description of the payment.

Payment Amount - enter the payment amount.

Payment Type - this column contains a formula which displays "EMP" if the payment can be matched to an employee or alternatively "DC" which in effect means that the payment cannot be matched to an employee and probably relates to a third-party payment.

Note: All the data on the Payment sheet has been included in an Excel table. This feature is extremely useful when entering data in a table format because the table extends automatically when you enter data in the first blank row below the table. Payment entries can therefore be added to the sheet by simply entering or copying data into the first blank row below the table.

Payment totals for the monthly payments which need to be made to individual employees can be also be copied & pasted from the MonthEmp sheet after selecting the Net Pay measurement at the top of the sheet. Payment amounts for third parties based on salary deductions or company contributions can be copied & pasted from either the Summary or Recon sheets.

Roll Forward for Subsequent Tax Periods

This template has been designed to incorporate a single tax year. Once you reach the end of the tax year, you can roll the template forward for the next tax year by saving a new copy of the template, changing the tax year entry on the Setup sheet and removing the user input data relating to the previous year which has been included on the Payroll, Override & Payment sheets.

Note: You also probably need to update some if not all of the tables & lists on the Setup sheet and the data on the Emp sheet. If any of these rates or values are not correctly updated, the template calculations may not be accurate!

Help & Customization

If you experience any difficulty while using this template and you are not able to find the appropriate guidance in these instructions, please e-mail us at support@excel-skills.com for assistance. This template has been designed with flexibility in mind to ensure that it can be used in most business environments. If however you need an Excel based template that is customized specifically for your business requirements, please e-mail our Support function and provide a brief explanation of your requirements.

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Example (Pty) Limited

Setup

Business Name	Example (Pty) Limited
Business Address	Building Name, Street Address, Suburb, City, Code
Business Reg Number	2017 000000 00
Contact Tel Number	+27 21 999 9999
Contact E-mail	hr@example.com

		Current	Prior	Temp Start
Tax Period End	February			
Tax Year	2020	02/29/2020	02/28/2019	03/01/2019
Pay Slip Start Number	2020001			

On this sheet:
All the business & payroll settings for the template needs to be included on this sheet. Enter your business details, select your year-end month, select the appropriate year and enter the first pay slip number that needs to be used. Only the cells with yellow cell backgrounds are input cells.

Income Tax Rates - Table A

Income Tax Brackets	Tax Bracket Value	Tax Rate	Equivalent Value	Effective Rate
From 0 to 195,850	195,850	18%	35,253	18.0%
From 195,851 to 305,850	305,850	26%	63,853	20.9%
From 305,851 to 423,300	423,300	31%	100,263	23.7%
From 423,301 to 555,600	555,600	36%	147,891	26.6%
From 555,601 to 708,310	708,310	39%	207,447	29.3%
From 708,311 to 1,500,000	1,500,000	41%	532,040	35.5%
From 1,500,001 and above		45%		

Income tax amounts are automatically calculated based on the two income tax tables and the income tax rebates which are included in the list below the tables. If you only need to use one table, the tax rates in the second table can be set to nil. Each employee on the Emp sheet is linked to the appropriate income tax table and rebate code. Income tax rates usually change on an annual basis and need to be updated after saving a new copy of the template for the next tax year.

Income Tax Rates - Table B

Income Tax Brackets	Tax Bracket Value	Tax Rate	Equivalent Value	Effective Rate
From 0 to 200,000	200,000	0%	0	0.0%
From 200,001 to 300,000	300,000	0%	0	0.0%
From 300,001 to 400,000	400,000	0%	0	0.0%
From 400,001 to 550,000	550,000	0%	0	0.0%
From 550,001 to 700,000	700,000	0%	0	0.0%
From 700,001 to 1,000,000	1,000,000	0%	0	0.0%
From 1,000,001 and above		0%		

Income Tax Rebates

Code	*Description*	*Value*	*Total*
A	Primary Rebate	14,220.00	14,220.00
B	Secondary	7,794.00	22,014.00
C	Tertiary	2,601.00	24,615.00
D	None	-	-
End of list			

Medical Tax Credits

No	*Per Member*	*Monthly Value*
0	0	0
1	310	310
2	310	620
3	209	829
4	209	1,038
5	209	1,247
6	209	1,456
7	209	1,665
8	209	1,874
9	209	2,083
10	209	2,292
End of list		

Medical tax credit rates need to be entered in this table. If medical tax credits are not applicable in your country, simply enter nil values in column B.

Earnings List

Code	*Description*	*Short Name*	*Taxable %*	*Basis*
A	Basic Salary	Basic		Monthly
B	Commission	Comm		Monthly
C	Annual Leave	Leave		Annual
D	Travel Allowance - Fixed	Trav - Fixed	20.0%	Monthly
E	Travel Allowance - Reimbursive	Trav - Re	0.0%	Monthly
F	Bonus - Annual	Bonus - Annual		Annual
G	Bonus - Quarterly	Bonus - QTR		Quarterly
H	Loan / Advance	Loan	0.0%	Monthly
I	Not Used	E09		Monthly
J	Not Used	E10		Monthly
End of list				

Each type of earning that is applicable to your business needs to be added to this list. Enter an earnings code, description, short name, the taxable % and specify whether the earning type is applied on a monthly, quarterly, bi-annual or annual basis. The default list includes 10 earning types but you can add, edit or remove items based on your requirements. Monthly earning values for each employee needs to be entered on the Payroll sheet.

Salary Deductions List

Code	*Description*	*Rate*	*Basis*	*Fringe Inclusion*	*Earn Inclusion*	*Earn Exclusion*	*Earnings Max*	*Tax %*	*Annual Tax Limit*
UIF	Unemployment Insurance	0.01	Gross	Taxable	Taxable	B	178,464	0.0%	
PENS	Pension Fund	0.00	Gross	None	Taxable	EH		100.0%	350,000
M-AID	Medical Aid	0.00	Fixed	None	Full Value			0.0%	
LAPTOP	Laptop	0.00	Fixed	None	Full Value			0.0%	
Loan	Loan / Advance	0.00	Fixed	None	Full Value			0.0%	
D06	Not Used	0.00	Gross						
D07	Not Used	0.00							
D08	Not Used	0.00							
D09	Not Used	0.00							
D10	Not Used	0.00							
End of list									

Each type of salary deduction which is applicable to your business needs to be added to this list. Enter the code, description, rate, basis, fringe benefit inclusion basis, earnings inclusion basis, earning exclusion codes, earning maximum value, taxable % and an annual tax limit. The default list includes 10 deductions but you can add, edit or remov items based on your requirements. Deductions can be based on gross income (with earning codes in column I excluded) a fixed value or linked to an earnings code. The rates that are specified in this table are applied to all employees but can be replaced by the employee specific rates which are specified on the Emp sheet. All monthly deduction amounts on the Payroll sheet are automatically calculated.

Example (Pty) Limited

Setup

Company Contributions List

Code	*Description*	*Rate*	*Basis*	*Fringe Inclusion*	*Earn Inclusion*	*Earn Exclusion*	*Earnings Max*
UIF	Unemployment Insurance	1.00	UIF	Taxable	Taxable		
SDL	Skills Development	0.01	Gross	Taxable	Taxable		
M-AID	Medical Aid	0.50	M-AID	None	None		
C04	Not Used	0.00	Gross	None	None		
C05	Not Used	0.00	Gross	None	None		
End of list							

Each type of company contribution which is app
Enter a code, description, rate, basis, fringe b
earnings maximum value. Company contribution
linked to a particular salary deduction code. The c
add, edit or remove items based on your requir
Payroll sheet are

Fringe Benefits List

Code	*Description*	*Rate*	*Basis*	*Tax %*
C-CAR	Company Car	0.035	Value	20.0%
M-AID	Medical Aid	1.000	M-AID	
F03	Not Used	0.000	Value	
F04	Not Used	0.000	Value	
F05	Not Used	0.000	Value	
End of list				

Each type of fringe benefit which is applicable to your business needs to be added to
description, rate, basis and a tax %. Fringe benefits can be based on a company co
specific value which needs to be specified on the Emp sheet for each employee. The
fringe benefits but you can add, edit or remove items based on your requirements. A
benefit values on the Payroll sheet are automatically calculated

Departments

Code	*Description*	*Cost Centre*
M	Management	IS-330
S	Sales	IS-340
A	Admin	IS-350
End of list		

Add all your department codes to this list. The list makes provision for a code, description and cost centre. The default list includes 3 items but you can add, edit or remove items based on your requirements. All the departments which are included here are automatically included on the MonthDept sheet.

Column & Row Matrix

Sheet & Section	*Start Row / Col*	*Sheet Count*	*List Count*	*Status*
Emp Sheet - Deductions Section	P	10	10	
Emp Sheet - Fringe Benefits Section	Z	6	5	
Payroll Sheet - Earnings Section	G	10	10	
Payroll Sheet - Deduct Section	S	10	10	
Payroll Sheet - Annual Tax Deduct Section	BL	10	10	
Payroll Sheet - Monthly EQV Deduct Section	BX	10	10	
Payroll Sheet - Co-Contrib Section	AE	5	5	
Payroll Sheet - Fringe Benefit Monthly Section	[illegible]	[illegible]	[illegible]	
Payroll Sheet - Fringe Benefit Annual Section	[illegible]	[illegible]	[illegible]	
Payslip - Earnings Section	[illegible]	[illegible]	[illegible]	
Payslip - Deductions Section	[illegible]	[illegible]	[illegible]	
Payslip - Fringe Benefits Section	[illegible]	[illegible]	[illegible]	
Summary - Earnings Section	B	[illegible]	[illegible]	
Summary - Deduct Section	N	10	10	
Summary - Co-Contrib Section	Z	5	5	
MonthEmp - Employees	6	50	15	
MonthDept - Departments	6	15	3	
Recon - Deductions	27	15	10	
Recon - Company Contributions	44	5	5	

This column & row matrix manages the addition of earnings, deductions, company contributions, fringe benefits, employees and departments. For example, if you add more than 10 salary deductions to the list on this sheet, you will manually need to include additional columns on some of the other sheets in this template. If you do not complete this step, some of the template calculations may become inaccurate. This matrix has therefore been designed to show users if there are any rows or columns that they need to add to the template. If there are, the appropriate status cell will be highlighted in red. It is therefore important that users ensure that all of the status cells are always green. Note that you only need to refer to this matrix if you increase the number of entries in any of the lists on this sheet or if you have deleted some of the default columns on the other sheets.

plicable to your business needs to be added to this list.
enefit inclusion basis, earning exclusion basis and an
s can be based on gross salaries, fixed values or can be
default list includes 5 company contributions but you can
ements. All the monthly company contributions on the
automatically calculated.

this list. Enter a code,
ntribution code or a
default list includes 5
All the monthly fringe
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Example (Pty) Limited

Employee Setup

Employee Number	Employee Name	Dept	Date Employed	1st Payment Date	Date Terminated	Pay Period Override	Job Title	ID Number	Income Tax Number	Residential Address	Current Leave Days	IT Rebate Code	Income Tax Rate
EXS001	Taylor AE	M	03/01/2010	03/25/2010			CEO	111111 1111 001	000 000 001	Building Name, Street Address, Suburb, City, Code	9.00	A	A
EXS002	Smith F	M	03/01/2010	03/25/2010			CFO	111111 1111 002	000 000 002	Building Name, Street Address, Suburb, City, Code	6.00	A	A
EXS003	Wilson PG	S	03/01/2010	03/25/2010			Sales Representative	111111 1111 003	000 000 003	Building Name, Street Address, Suburb, City, Code	1.00	A	A
EXS004	Osborne S	S	03/01/2011	03/25/2011			Sales Representative	111111 1111 004	000 000 004	Building Name, Street Address, Suburb, City, Code	7.00	A	A
EXS005	Miller R	S	08/01/2011	08/25/2011	12/31/2019		Sales Representative	111111 1111 005	000 000 005	Building Name, Street Address, Suburb, City, Code	0.00	A	A
EXS006	Andrews MS	S	08/01/2011	08/25/2011			Sales Representative	111111 1111 006	000 000 006	Building Name, Street Address, Suburb, City, Code	5.00	A	A
EXS007	Phillips KE	A	03/01/2012	03/25/2012	05/31/2019		Accountant	111111 1111 007	000 000 007	Building Name, Street Address, Suburb, City, Code	0.00	A	A
EXS008	Matthews B	A	03/01/2012	03/25/2012			Admin Assistant	111111 1111 008	000 000 008	Building Name, Street Address, Suburb, City, Code	4.00	A	A
EXS009	Brown JT	A	04/01/2013	04/25/2013			Admin Assistant	111111 1111 009	000 000 009	Building Name, Street Address, Suburb, City, Code	5.00	A	A
EXS010	Lewis I	A	09/01/2014	09/25/2014			Admin Assistant	111111 1111 010	000 000 010	Building Name, Street Address, Suburb, City, Code	8.00	A	A
EXS011	Newport GD	A	03/01/2015	03/25/2015			Admin Assistant	111111 1111 011	000 000 011	Building Name, Street Address, Suburb, City, Code	4.00	A	A
EXS012	Williams VS	A	01/01/2016	01/25/2016			Admin Assistant	111111 1111 012	000 000 012	Building Name, Street Address, Suburb, City, Code	6.00	A	A
EXS013	East WD	A	09/15/2016	09/25/2016			Admin Assistant	111111 1111 013	000 000 013	Building Name, Street Address, Suburb, City, Code	7.00	A	A
EXS014	Ross Q	A	06/01/2019	06/25/2019			Accountant	111111 1111 014	000 000 014	Building Name, Street Address, Suburb, City, Code	5.25	A	A
EXS015	Graham L	S	01/01/2020	01/25/2020			Sales Representative	111111 1111 015	000 000 015	Building Name, Street Address, Suburb, City, Code	2.50	A	A

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Example (Pty) Limited

Employee Setup

			UIF	*PENS*	*M-AID*	*LAPTOP*	*Loan*	*D06*	*D07*	*D08*	*D09*	*D10*
Employee Number	**Employee Name**	**Medical Aid Members**	**Deduction 1 Rate**	**Deduction 2 Rate**	**Deduction 3 Rate**	**Deduction 4 Rate**	**Deduction 5 Rate**	**Deduction 6 Rate**	**Deduction 7 Rate**	**Deduction 8 Rate**	**Deduction 9 Rate**	**Deduction 10 Rate**
EXS001	Taylor AE	5.00		18.00%	2,020.00							
EXS002	Smith F	2.00		20.00%	1,290.00							
EXS003	Wilson PG	1.00		27.50%	665.00	300.00						
EXS004	Osborne S	1.00			665.00	300.00						
EXS005	Miller R	1.00			665.00	300.00						
EXS006	Andrews MS	1.00			665.00	300.00						
EXS007	Phillips KE	0.00										
EXS008	Matthews B	0.00										
EXS009	Brown JT	0.00										
EXS010	Lewis I											
EXS011	Newport GD											
EXS012	Williams VS											
EXS013	East WD											
EXS014	Ross Q											
EXS015	Graham L											

On this sheet:

que employee code for each employee and enter data into all the employee information columns (columns B to K).
ee needs to be linked to an income tax table and income tax rebate code which is used in the automated income tax
s. The number of medical aid members is used in the automated medical tax credit calculations. The deduction rate
this sheet can be used to override the rates on the Setup sheet for a particular employee. The fringe benefit values
n the automated fringe benefit calculations. There is no limit on the number of employees that can be added to the
t the template has been designed for businesses with 50 or less monthly paid employees and due to the complexity
lations, the calculation speed of the template could slow down considerably if more than 50 employees are added.

Example (Pty) Limited

Employee Setup

		C-CAR	*M-AID*	*F03*	*F04*	*F05*	
Employee Number	**Employee Name**	**FringeBenefit 1 Value**	**FringeBenefit 2 Value**	**FringeBenefit 3 Value**	**FringeBenefit 4 Value**	**FringeBenefit 5 Value**	**Recon Status**
EXS001	Taylor AE						0
EXS002	Smith F						0
EXS003	Wilson PG	350,000.00					0
EXS004	Osborne S	340,000.00					0
EXS005	Miller R	355,000.00					0
EXS006	Andrews MS						0
EXS007	Phillips KE						0
EXS008	Matthews B						0
EXS009	Brown JT						0
EXS010	Lewis I						0
EXS011	Newport GD						0
EXS012	Williams VS						0
EXS013	East WD						0
EXS014	Ross Q						0
EXS015	Graham L						0

Example (Pty) Limited

Payroll Payments

On this sheet:

Add the earnings for all active employees to this sheet on a monthly basis. Only the columns with yellow column headings require user input - all the columns with light or dark blue column headings contain formulas which are automatically copied when you add new rows to the table on this sheet. Only the payment date, employee code and earnings values therefore needs to be entered - all the other amounts are automatically calculated based on the data on the Setup, Emp and Override sheets.

						A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*	*J*	
						100.0%	*100.0%*	*100.0%*	*20.0%*	*0.0%*	*100.0%*	*100.0%*	*0.0%*	*100.0%*	*100.0%*	
						Monthly	*Monthly*	*Annual*	*Monthly*	*Monthly*	*Annual*	*Quarterly*	*Monthly*	*Monthly*	*Monthly*	
						Basic	*Comm*	*Leave*	*Trav - Fixed*	*Trav - Re*	*Bonus - Annual*	*Bonus - QTR*	*Loan*	*E09*	*E10*	*Total*
Pay Slip Number	**Payment Run Date**	**Employee Number**	**Employee Name**	**Dept**	**Status**	**Earnings1**	**Earnings2**	**Earnings3**	**Earnings4**	**Earnings5**	**Earnings6**	**Earnings7**	**Earnings8**	**Earnings9**	**Earnings10**	**Gross Pay**
2020001	03/25/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020002	03/25/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020003	03/25/2019	EXS003	Wilson PG	S	Active	15,000.00	35,000.00									50,000.00
2020004	03/25/2019	EXS004	Osborne S	S	Active	15,000.00	29,500.00									44,500.00
2020005	03/25/2019	EXS005	Miller R	S	Active	10,000.00	31,320.00									41,320.00
2020006	03/25/2019	EXS006	Andrews MS	S	Active	10,000.00	22,400.00			15,200.00						47,600.00
2020007	03/25/2019	EXS007	Phillips KE	A	Active	25,000.00										25,000.00
2020008	03/25/2019	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020009	03/25/2019	EXS009	Brown JT	A	Active	9,000.00										9,000.00
2020010	03/25/2019	EXS010	Lewis I	A	Active	9,000.00										9,000.00
2020011	03/25/2019	EXS011	Newport GD	A	Active	5,000.00										5,000.00
2020012	03/25/2019	EXS012	Williams VS	A	Active	5,000.00										5,000.00
2020013	03/25/2019	EXS013	East WD	A	Active	5,000.00										5,000.00
2020014	04/25/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020015	04/25/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020016	04/25/2019	EXS003	Wilson PG	S	Active	15,000.00	32,300.00									47,300.00
2020017	04/25/2019	EXS004	Osborne S	S	Active	15,000.00	31,640.00									46,640.00
2020018	04/25/2019	EXS005	Miller R	S	Active	10,000.00	29,200.00									39,200.00
2020019	04/25/2019	EXS006	Andrews MS	S	Active	10,000.00	18,850.00			12,100.00						40,950.00
2020020	04/25/2019	EXS007	Phillips KE	A	Active	25,000.00										25,000.00
2020021	04/25/2019	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020022	04/25/2019	EXS009	Brown JT	A	Active	9,000.00										9,000.00
2020023	04/25/2019	EXS010	Lewis I	A	Active	9,000.00										9,000.00
2020024	04/25/2019	EXS011	Newport GD	A	Active	5,000.00										5,000.00
2020025	04/25/2019	EXS012	Williams VS	A	Active	5,000.00										5,000.00
2020026	04/25/2019	EXS013	East WD	A	Active	5,000.00										5,000.00
2020027	05/25/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020028	05/25/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020029	05/25/2019	EXS003	Wilson PG	S	Active	15,000.00	33,600.00					30,000.00				78,600.00
2020030	05/25/2019	EXS004	Osborne S	S	Active	15,000.00	34,820.00					25,000.00				74,820.00
2020031	05/25/2019	EXS005	Miller R	S	Active	10,000.00	27,500.00									37,500.00
2020032	05/25/2019	EXS006	Andrews MS	S	Active	10,000.00	24,660.00			16,250.00						50,910.00
2020033	05/25/2019	EXS007	Phillips KE	A	Active	25,000.00		4,400.00								29,400.00
2020034	05/25/2019	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020035	05/25/2019	EXS009	Brown JT	A	Active	9,000.00										9,000.00
2020036	05/25/2019	EXS010	Lewis I	A	Active	9,000.00										9,000.00
2020037	05/25/2019	EXS011	Newport GD	A	Active	5,000.00										5,000.00
2020038	05/25/2019	EXS012	Williams VS	A	Active	5,000.00										5,000.00
2020039	05/25/2019	EXS013	East WD	A	Active	5,000.00										5,000.00
2020040	06/25/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020041	06/25/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020042	06/25/2019	EXS003	Wilson PG	S	Active	15,000.00	29,600.00									44,600.00
2020043	06/25/2019	EXS004	Osborne S	S	Active	15,000.00	31,460.00									46,460.00
2020044	06/25/2019	EXS005	Miller R	S	Active	10,000.00	33,650.00									43,650.00
2020045	06/25/2019	EXS006	Andrews MS	S	Active	10,000.00	21,200.00			15,300.00						46,500.00
2020046	06/25/2019	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020047	06/25/2019	EXS009	Brown JT	A	Active	9,000.00										9,000.00
2020048	06/25/2019	EXS010	Lewis I	A	Active	9,000.00										9,000.00
2020049	06/25/2019	EXS011	Newport GD	A	Active	5,000.00										5,000.00
2020050	06/25/2019	EXS012	Williams VS	A	Active	5,000.00										5,000.00
2020051	06/25/2019	EXS013	East WD	A	Active	5,000.00										5,000.00
2020052	06/25/2019	EXS014	Ross Q	A	Active	26,500.00										26,500.00
2020053	07/25/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020054	07/25/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020055	07/25/2019	EXS003	Wilson PG	S	Active	15,000.00	37,600.00									52,600.00
2020056	07/25/2019	EXS004	Osborne S	S	Active	15,000.00	35,750.00									50,750.00
2020057	07/25/2019	EXS005	Miller R	S	Active	10,000.00	28,540.00									38,540.00
2020058	07/25/2019	EXS006	Andrews MS	S	Active	10,000.00	19,300.00			13,200.00						42,500.00
2020059	07/25/2019	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020060	07/25/2019	EXS009	Brown JT	A	Active	9,000.00										9,000.00
2020061	07/25/2019	EXS010	Lewis I	A	Active	9,000.00										9,000.00
2020062	07/25/2019	EXS011	Newport GD	A	Active	5,000.00										5,000.00
2020063	07/25/2019	EXS012	Williams VS	A	Active	5,000.00										5,000.00
2020064	07/25/2019	EXS013	East WD	A	Active	5,000.00										5,000.00
2020065	07/25/2019	EXS014	Ross Q	A	Active	26,500.00										26,500.00
2020066	08/24/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020067	08/24/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020068	08/24/2019	EXS003	Wilson PG	S	Active	15,000.00	36,650.00					35,000.00				86,650.00
2020069	08/24/2019	EXS004	Osborne S	S	Active	15,000.00	35,400.00					29,500.00				79,900.00
2020070	08/24/2019	EXS005	Miller R	S	Active	10,000.00	26,870.00									36,870.00
2020071	08/24/2019	EXS006	Andrews MS	S	Active	10,000.00	19,450.00			13,020.00						42,470.00
2020072	08/24/2019	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020073	08/24/2019	EXS009	Brown JT	A	Active	9,000.00										9,000.00
2020074	08/24/2019	EXS010	Lewis I	A	Active	9,000.00										9,000.00
2020075	08/24/2019	EXS011	Newport GD	A	Active	5,000.00							5,000.00			10,000.00
2020076	08/24/2019	EXS012	Williams VS	A	Active	5,000.00										5,000.00
2020077	08/24/2019	EXS013	East WD	A	Active	5,000.00										5,000.00

Payroll Payments

						A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*	*J*	
						100.0%	*100.0%*	*100.0%*	*20.0%*	*0.0%*	*100.0%*	*100.0%*	*0.0%*	*100.0%*	*100.0%*	
						Monthly	*Monthly*	*Annual*	*Monthly*	*Monthly*	*Annual*	*Quarterly*	*Monthly*	*Monthly*	*Monthly*	
						Basic	*Comm*	*Leave*	*Trav - Fixed*	*Trav - Re*	*Bonus - Annual*	*Bonus - QTR*	*Loan*	*E09*	*E10*	*Total*
Pay Slip Number	**Payment Run Date**	**Employee Number**	**Employee Name**	**Dept**	**Status**	**Earnings1**	**Earnings2**	**Earnings3**	**Earnings4**	**Earnings5**	**Earnings6**	**Earnings7**	**Earnings8**	**Earnings9**	**Earnings10**	**Gross Pay**
2020078	08/24/2019	EXS014	Ross Q	A	Active	26,500.00										26,500.00
2020079	09/25/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020080	09/25/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020081	09/25/2019	EXS003	Wilson PG	S	Active	15,000.00	36,300.00									51,300.00
2020082	09/25/2019	EXS004	Osborne S	S	Active	15,000.00	30,020.00									45,020.00
2020083	09/25/2019	EXS005	Miller R	S	Active	10,000.00	32,970.00									42,970.00
2020084	09/25/2019	EXS006	Andrews MS	S	Active	10,000.00	21,500.00			15,350.00						46,850.00
2020085	09/25/2019	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020086	09/25/2019	EXS009	Brown JT	A	Active	9,000.00										9,000.00
2020087	09/25/2019	EXS010	Lewis I	A	Active	9,000.00										9,000.00
2020088	09/25/2019	EXS011	Newport GD	A	Active	5,000.00										5,000.00
2020089	09/25/2019	EXS012	Williams VS	A	Active	5,000.00										5,000.00
2020090	09/25/2019	EXS013	East WD	A	Active	5,000.00										5,000.00
2020091	09/25/2019	EXS014	Ross Q	A	Active	26,500.00										26,500.00
2020092	10/25/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020093	10/25/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020094	10/25/2019	EXS003	Wilson PG	S	Active	15,000.00	34,100.00									49,100.00
2020095	10/25/2019	EXS004	Osborne S	S	Active	15,000.00	28,330.00									43,330.00
2020096	10/25/2019	EXS005	Miller R	S	Active	10,000.00	26,350.00									36,350.00
2020097	10/25/2019	EXS006	Andrews MS	S	Active	10,000.00	18,400.00			12,100.00						40,500.00
2020098	10/25/2019	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020099	10/25/2019	EXS009	Brown JT	A	Active	9,000.00										9,000.00
2020100	10/25/2019	EXS010	Lewis I	A	Active	9,000.00										9,000.00
2020101	10/25/2019	EXS011	Newport GD	A	Active	5,000.00										5,000.00
2020102	10/25/2019	EXS012	Williams VS	A	Active	5,000.00										5,000.00
2020103	10/25/2019	EXS013	East WD	A	Active	5,000.00										5,000.00
2020104	10/25/2019	EXS014	Ross Q	A	Active	26,500.00										26,500.00
2020105	11/23/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020106	11/23/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020107	11/23/2019	EXS003	Wilson PG	S	Active	15,000.00	38,550.00					37,500.00				91,050.00
2020108	11/23/2019	EXS004	Osborne S	S	Active	15,000.00	33,640.00					32,300.00				80,940.00
2020109	11/23/2019	EXS005	Miller R	S	Active	10,000.00	32,500.00									42,500.00
2020110	11/23/2019	EXS006	Andrews MS	S	Active	10,000.00	23,600.00			15,300.00						48,900.00
2020111	11/23/2019	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020112	11/23/2019	EXS009	Brown JT	A	Active	9,000.00										9,000.00
2020113	11/23/2019	EXS010	Lewis I	A	Active	9,000.00										9,000.00
2020114	11/23/2019	EXS011	Newport GD	A	Active	5,000.00										5,000.00
2020115	11/23/2019	EXS012	Williams VS	A	Active	5,000.00										5,000.00
2020116	11/23/2019	EXS013	East WD	A	Active	5,000.00										5,000.00
2020117	11/23/2019	EXS014	Ross Q	A	Active	26,500.00										26,500.00
2020118	12/21/2019	EXS001	Taylor AE	M	Active	150,000.00			15,000.00		250,000.00					415,000.00
2020119	12/21/2019	EXS002	Smith F	M	Active	120,000.00			12,000.00		185,000.00					317,000.00
2020120	12/21/2019	EXS003	Wilson PG	S	Active	15,000.00	39,150.00									54,150.00
2020121	12/21/2019	EXS004	Osborne S	S	Active	15,000.00	33,600.00									48,600.00
2020122	12/21/2019	EXS005	Miller R	S	Active	10,000.00	29,800.00	8,200.00			48,000.00					96,000.00
2020123	12/21/2019	EXS006	Andrews MS	S	Active	10,000.00	22,300.00			14,800.00	20,000.00					67,100.00
2020124	12/21/2019	EXS008	Matthews B	A	Active	9,000.00					9,000.00					18,000.00
2020125	12/21/2019	EXS009	Brown JT	A	Active	9,000.00					9,000.00					18,000.00
2020126	12/21/2019	EXS010	Lewis I	A	Active	9,000.00					9,000.00					18,000.00
2020127	12/21/2019	EXS011	Newport GD	A	Active	5,000.00					5,000.00					10,000.00
2020128	12/21/2019	EXS012	Williams VS	A	Active	5,000.00					5,000.00					10,000.00
2020129	12/21/2019	EXS013	East WD	A	Active	5,000.00					5,000.00					10,000.00
2020130	12/21/2019	EXS014	Ross Q	A	Active	26,500.00					26,500.00					53,000.00
2020131	01/25/2020	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020132	01/25/2020	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020133	01/25/2020	EXS003	Wilson PG	S	Active	15,000.00	36,660.00									51,660.00
2020134	01/25/2020	EXS004	Osborne S	S	Active	15,000.00	35,420.00									50,420.00
2020135	01/25/2020	EXS006	Andrews MS	S	Active	10,000.00	28,300.00			18,600.00						56,900.00
2020136	01/25/2020	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020137	01/25/2020	EXS009	Brown JT	A	Active	9,900.00										9,900.00
2020138	01/25/2020	EXS010	Lewis I	A	Active	9,900.00										9,900.00
2020139	01/25/2020	EXS011	Newport GD	A	Active	5,500.00										5,500.00
2020140	01/25/2020	EXS012	Williams VS	A	Active	5,500.00										5,500.00
2020141	01/25/2020	EXS013	East WD	A	Active	5,500.00										5,500.00
2020142	01/25/2020	EXS014	Ross Q	A	Active	29,150.00										29,150.00
2020143	01/25/2020	EXS015	Graham L	S	Active	10,000.00	17,200.00									27,200.00
2020144	02/25/2020	EXS001	Taylor AE	M	Active	150,000.00			15,000.00							165,000.00
2020145	02/25/2020	EXS002	Smith F	M	Active	120,000.00			12,000.00							132,000.00
2020146	02/25/2020	EXS003	Wilson PG	S	Active	15,000.00	36,520.00					42,600.00				94,120.00
2020147	02/25/2020	EXS004	Osborne S	S	Active	15,000.00	36,400.00					36,750.00				88,150.00
2020148	02/25/2020	EXS006	Andrews MS	S	Active	10,000.00	28,990.00			19,010.00						58,000.00
2020149	02/25/2020	EXS008	Matthews B	A	Active	9,000.00										9,000.00
2020150	02/25/2020	EXS009	Brown JT	A	Active	9,900.00										9,900.00
2020151	02/25/2020	EXS010	Lewis I	A	Active	9,900.00										9,900.00
2020152	02/25/2020	EXS011	Newport GD	A	Active	5,500.00										5,500.00
2020153	02/25/2020	EXS012	Williams VS	A	Active	5,500.00										5,500.00
2020154	02/25/2020	EXS013	East WD	A	Active	5,500.00										5,500.00
2020155	02/25/2020	EXS014	Ross Q	A	Active	29,150.00										29,150.00

Payroll Payments

						A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*	*J*	
						100.0%	*100.0%*	*100.0%*	*20.0%*	*0.0%*	*100.0%*	*100.0%*	*0.0%*	*100.0%*	*100.0%*	
						Monthly	*Monthly*	*Annual*	*Monthly*	*Monthly*	*Annual*	*Quarterly*	*Monthly*	*Monthly*	*Monthly*	
						Basic	*Comm*	*Leave*	*Trav - Fixed*	*Trav - Re*	*Bonus - Annual*	*Bonus - QTR*	*Loan*	*E09*	*E10*	*Total*
Pay Slip Number	**Payment Run Date**	**Employee Number**	**Employee Name**	**Dept**	**Status**	**Earnings1**	**Earnings2**	**Earnings3**	**Earnings4**	**Earnings5**	**Earnings6**	**Earnings7**	**Earnings8**	**Earnings9**	**Earnings10**	**Gross Pay**
2020156	02/25/2020	EXS015	Graham L	S	Active	10,000.00	21,820.00									31,820.00

Example (Pty) Limited

Payroll Payments

				Taxable	*None*	*None*	*None*	*None*	*None*	*None*	*None*	*None*	*None*	
				Gross	*Gross*	*Fixed*	*Fixed*	*Fixed*	*Gross*	*Gross*	*Gross*	*Gross*	*Gross*	
				178,464	*-*	*-*	*-*	*-*	*-*	*-*	*-*	*-*	*-*	
				B	*EH*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	
			TAX	*UIF*	*PENS*	*M-AID*	*LAPTOP*	*Loan*	*D06*	*D07*	*D08*	*D09*	*D10*	*Total*
Pay Slip Number	**Payment Run Date**	**Employee Number**	**Income Tax (PAYE)**	**Deduct1**	**Deduct2**	**Deduct3**	**Deduct4**	**Deduct5**	**Deduct6**	**Deduct7**	**Deduct8**	**Deduct9**	**Deduct10**	**Total Deductions**
2020001	03/25/2019	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020002	03/25/2019	EXS002	30,906.14	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,824.86
2020003	03/25/2019	EXS003	8,212.91	148.72	13,750.00	665.00	300.00	-	-	-	-	-	-	23,076.63
2020004	03/25/2019	EXS004	11,185.08	148.72	-	665.00	300.00	-	-	-	-	-	-	12,298.80
2020005	03/25/2019	EXS005	10,050.71	128.18	-	665.00	300.00	-	-	-	-	-	-	11,143.88
2020006	03/25/2019	EXS006	6,072.03	103.33	-	665.00	300.00	-	-	-	-	-	-	7,140.36
2020007	03/25/2019	EXS007	4,009.33	148.72	-	-	-	-	-	-	-	-	-	4,158.05
2020008	03/25/2019	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020009	03/25/2019	EXS009	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020010	03/25/2019	EXS010	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020011	03/25/2019	EXS011	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020012	03/25/2019	EXS012	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020013	03/25/2019	EXS013	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020014	04/25/2019	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020015	04/25/2019	EXS002	30,906.14	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,824.86
2020016	04/25/2019	EXS003	7,508.21	148.72	13,007.50	665.00	300.00	-	-	-	-	-	-	21,629.43
2020017	04/25/2019	EXS004	12,019.68	148.72	-	665.00	300.00	-	-	-	-	-	-	13,133.40
2020018	04/25/2019	EXS005	9,287.51	128.18	-	665.00	300.00	-	-	-	-	-	-	10,380.68
2020019	04/25/2019	EXS006	4,971.53	103.33	-	665.00	300.00	-	-	-	-	-	-	6,039.86
2020020	04/25/2019	EXS007	4,009.33	148.72	-	-	-	-	-	-	-	-	-	4,158.05
2020021	04/25/2019	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020022	04/25/2019	EXS009	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020023	04/25/2019	EXS010	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020024	04/25/2019	EXS011	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020025	04/25/2019	EXS012	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020026	04/25/2019	EXS013	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020027	05/25/2019	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020028	05/25/2019	EXS002	30,906.14	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,824.86
2020029	05/25/2019	EXS003	15,677.51	148.72	21,615.00	665.00	300.00	-	-	-	-	-	-	38,406.23
2020030	05/25/2019	EXS004	23,009.88	148.72	-	665.00	300.00	-	-	-	-	-	-	24,123.60
2020031	05/25/2019	EXS005	8,675.51	128.18	-	665.00	300.00	-	-	-	-	-	-	9,768.68
2020032	05/25/2019	EXS006	6,772.63	103.33	-	665.00	300.00	-	-	-	-	-	-	7,840.96
2020033	05/25/2019	EXS007	5,153.33	148.72	-	-	-	-	-	-	-	-	-	5,302.05
2020034	05/25/2019	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020035	05/25/2019	EXS009	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020036	05/25/2019	EXS010	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020037	05/25/2019	EXS011	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020038	05/25/2019	EXS012	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020039	05/25/2019	EXS013	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020040	06/25/2019	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020041	06/25/2019	EXS002	30,906.14	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,824.86
2020042	06/25/2019	EXS003	6,803.51	148.72	12,265.00	665.00	300.00	-	-	-	-	-	-	20,182.23
2020043	06/25/2019	EXS004	11,949.48	148.72	-	665.00	300.00	-	-	-	-	-	-	13,063.20
2020044	06/25/2019	EXS005	10,889.51	128.18	-	665.00	300.00	-	-	-	-	-	-	11,982.68
2020045	06/25/2019	EXS006	5,700.03	103.33	-	665.00	300.00	-	-	-	-	-	-	6,768.36
2020046	06/25/2019	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020047	06/25/2019	EXS009	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020048	06/25/2019	EXS010	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020049	06/25/2019	EXS011	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020050	06/25/2019	EXS012	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020051	06/25/2019	EXS013	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020052	06/25/2019	EXS014	4,449.96	148.72	-	-	-	-	-	-	-	-	-	4,598.68
2020053	07/25/2019	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020054	07/25/2019	EXS002	30,209.48	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,128.20
2020055	07/25/2019	EXS003	8,891.51	148.72	14,465.00	665.00	300.00	-	-	-	-	-	-	24,470.23
2020056	07/25/2019	EXS004	13,622.58	148.72	-	665.00	300.00	-	-	-	-	-	-	14,736.30
2020057	07/25/2019	EXS005	9,049.91	128.18	-	665.00	300.00	-	-	-	-	-	-	10,143.08
2020058	07/25/2019	EXS006	5,111.03	103.33	-	665.00	300.00	-	-	-	-	-	-	6,179.36
2020059	07/25/2019	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020060	07/25/2019	EXS009	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020061	07/25/2019	EXS010	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020062	07/25/2019	EXS011	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020063	07/25/2019	EXS012	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020064	07/25/2019	EXS013	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020065	07/25/2019	EXS014	4,449.96	148.72	-	-	-	-	-	-	-	-	-	4,598.68
2020066	08/24/2019	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020067	08/24/2019	EXS002	30,766.81	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,685.53
2020068	08/24/2019	EXS003	17,778.56	148.72	23,828.75	665.00	300.00	-	-	-	-	-	-	42,721.03
2020069	08/24/2019	EXS004	25,094.88	148.72	-	665.00	300.00	-	-	-	-	-	-	26,208.60
2020070	08/24/2019	EXS005	8,448.71	128.18	-	665.00	300.00	-	-	-	-	-	-	9,541.88
2020071	08/24/2019	EXS006	5,157.53	103.33	-	665.00	300.00	-	-	-	-	-	-	6,225.86
2020072	08/24/2019	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020073	08/24/2019	EXS009	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020074	08/24/2019	EXS010	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020075	08/24/2019	EXS011	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020076	08/24/2019	EXS012	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020077	08/24/2019	EXS013	-	50.00	-	-	-	-	-	-	-	-	-	50.00

Payroll Payments				*Gross*	*Gross*	*Fixed*	*Fixed*	*Fixed*	*Gross*	*Gross*	*Gross*	*Gross*	*Gross*	
				178,464	*-*	*-*	*-*	*-*	*-*	*-*	*-*	*-*	*-*	
				B	*EH*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	
			TAX	*UIF*	*PENS*	*M-AID*	*LAPTOP*	*Loan*	*D06*	*D07*	*D08*	*D09*	*D10*	*Total*
Pay Slip Number	**Payment Run Date**	**Employee Number**	**Income Tax (PAYE)**	**Deduct1**	**Deduct2**	**Deduct3**	**Deduct4**	**Deduct5**	**Deduct6**	**Deduct7**	**Deduct8**	**Deduct9**	**Deduct10**	**Total Deductions**
2020078	08/24/2019	EXS014	4,449.96	148.72	-	-	-	-	-	-	-	-	-	4,598.68
2020079	09/25/2019	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020080	09/25/2019	EXS002	30,766.81	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,685.53
2020081	09/25/2019	EXS003	8,584.17	148.72	14,107.50	665.00	300.00	-	-	-	-	-	-	23,805.39
2020082	09/25/2019	EXS004	11,335.17	148.72	-	665.00	300.00	-	-	-	-	-	-	12,448.89
2020083	09/25/2019	EXS005	10,644.71	128.18	-	665.00	300.00	-	-	-	-	-	-	11,737.88
2020084	09/25/2019	EXS006	5,793.03	103.33	-	665.00	300.00	-	-	-	-	-	-	6,861.36
2020085	09/25/2019	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020086	09/25/2019	EXS009	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020087	09/25/2019	EXS010	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020088	09/25/2019	EXS011	-	50.00	-	-	-	500.00	-	-	-	-	-	550.00
2020089	09/25/2019	EXS012	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020090	09/25/2019	EXS013	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020091	09/25/2019	EXS014	4,449.96	148.72	-	-	-	-	-	-	-	-	-	4,598.68
2020092	10/25/2019	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020093	10/25/2019	EXS002	30,766.81	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,685.53
2020094	10/25/2019	EXS003	7,972.53	148.72	13,502.50	665.00	300.00	-	-	-	-	-	-	22,588.75
2020095	10/25/2019	EXS004	10,677.70	148.72	-	665.00	300.00	-	-	-	-	-	-	11,791.42
2020096	10/25/2019	EXS005	8,261.51	128.18	-	665.00	300.00	-	-	-	-	-	-	9,354.68
2020097	10/25/2019	EXS006	4,832.03	103.33	-	665.00	300.00	-	-	-	-	-	-	5,900.36
2020098	10/25/2019	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020099	10/25/2019	EXS009	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020100	10/25/2019	EXS010	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020101	10/25/2019	EXS011	-	50.00	-	-	-	500.00	-	-	-	-	-	550.00
2020102	10/25/2019	EXS012	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020103	10/25/2019	EXS013	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020104	10/25/2019	EXS014	4,449.96	148.72	-	-	-	-	-	-	-	-	-	4,598.68
2020105	11/23/2019	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020106	11/23/2019	EXS002	30,766.81	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,685.53
2020107	11/23/2019	EXS003	19,139.35	148.72	25,038.75	665.00	300.00	-	-	-	-	-	-	45,291.82
2020108	11/23/2019	EXS004	25,507.48	148.72	-	665.00	300.00	-	-	-	-	-	-	26,621.20
2020109	11/23/2019	EXS005	10,475.51	128.18	-	665.00	300.00	-	-	-	-	-	-	11,568.68
2020110	11/23/2019	EXS006	6,444.03	103.33	-	665.00	300.00	-	-	-	-	-	-	7,512.36
2020111	11/23/2019	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020112	11/23/2019	EXS009	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020113	11/23/2019	EXS010	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020114	11/23/2019	EXS011	-	50.00	-	-	-	500.00	-	-	-	-	-	550.00
2020115	11/23/2019	EXS012	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020116	11/23/2019	EXS013	-	50.00	-	-	-	-	-	-	-	-	-	50.00
2020117	11/23/2019	EXS014	4,449.96	148.72	-	-	-	-	-	-	-	-	-	4,598.68
2020118	12/21/2019	EXS001	154,265.26	148.72	72,540.00	2,020.00	-	-	-	-	-	-	-	228,973.98
2020119	12/21/2019	EXS002	93,004.81	148.72	61,480.00	1,290.00	-	-	-	-	-	-	-	155,923.53
2020120	12/21/2019	EXS003	9,380.12	148.72	14,891.25	665.00	300.00	-	-	-	-	-	-	25,385.09
2020121	12/21/2019	EXS004	12,807.76	148.72	-	665.00	300.00	-	-	-	-	-	-	13,921.48
2020122	12/21/2019	EXS005	30,121.01	333.63	-	665.00	300.00	-	-	-	-	-	-	31,419.63
2020123	12/21/2019	EXS006	12,241.03	303.33	-	665.00	300.00	-	-	-	-	-	-	13,509.36
2020124	12/21/2019	EXS008	2,055.00	180.00	-	-	-	-	-	-	-	-	-	2,235.00
2020125	12/21/2019	EXS009	2,055.00	180.00	-	-	-	-	-	-	-	-	-	2,235.00
2020126	12/21/2019	EXS010	2,055.00	180.00	-	-	-	-	-	-	-	-	-	2,235.00
2020127	12/21/2019	EXS011	-	100.00	-	-	-	500.00	-	-	-	-	-	600.00
2020128	12/21/2019	EXS012	-	100.00	-	-	-	-	-	-	-	-	-	100.00
2020129	12/21/2019	EXS013	-	100.00	-	-	-	-	-	-	-	-	-	100.00
2020130	12/21/2019	EXS014	12,664.96	148.72	-	-	-	-	-	-	-	-	-	12,813.68
2020131	01/25/2020	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020132	01/25/2020	EXS002	30,766.81	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,685.53
2020133	01/25/2020	EXS003	8,670.64	148.72	14,206.50	665.00	300.00	-	-	-	-	-	-	23,990.86
2020134	01/25/2020	EXS004	13,543.04	148.72	-	665.00	300.00	-	-	-	-	-	-	14,656.76
2020135	01/25/2020	EXS006	7,901.03	103.33	-	665.00	300.00	-	-	-	-	-	-	8,969.36
2020136	01/25/2020	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020137	01/25/2020	EXS009	597.00	99.00	-	-	-	-	-	-	-	-	-	696.00
2020138	01/25/2020	EXS010	597.00	99.00	-	-	-	-	-	-	-	-	-	696.00
2020139	01/25/2020	EXS011	-	55.00	-	-	-	500.00	-	-	-	-	-	555.00
2020140	01/25/2020	EXS012	-	55.00	-	-	-	-	-	-	-	-	-	55.00
2020141	01/25/2020	EXS013	-	55.00	-	-	-	-	-	-	-	-	-	55.00
2020142	01/25/2020	EXS014	5,271.46	148.72	-	-	-	-	-	-	-	-	-	5,420.18
2020143	01/25/2020	EXS015	4,465.46	103.50	-	700.00	250.00	-	-	-	-	-	-	5,518.96
2020144	02/25/2020	EXS001	41,840.46	148.72	27,540.00	2,020.00	-	-	-	-	-	-	-	71,549.18
2020145	02/25/2020	EXS002	30,766.81	148.72	24,480.00	1,290.00	-	-	-	-	-	-	-	56,685.53
2020146	02/25/2020	EXS003	20,051.60	148.72	25,883.00	665.00	300.00	-	-	-	-	-	-	47,048.32
2020147	02/25/2020	EXS004	28,500.35	148.72	-	665.00	300.00	-	-	-	-	-	-	29,614.07
2020148	02/25/2020	EXS006	8,114.93	103.33	-	665.00	300.00	-	-	-	-	-	-	9,183.26
2020149	02/25/2020	EXS008	435.00	90.00	-	-	-	-	-	-	-	-	-	525.00
2020150	02/25/2020	EXS009	597.00	99.00	-	-	-	-	-	-	-	-	-	696.00
2020151	02/25/2020	EXS010	597.00	99.00	-	-	-	-	-	-	-	-	-	696.00
2020152	02/25/2020	EXS011	-	55.00	-	-	-	500.00	-	-	-	-	-	555.00
2020153	02/25/2020	EXS012	-	55.00	-	-	-	-	-	-	-	-	-	55.00
2020154	02/25/2020	EXS013	-	55.00	-	-	-	-	-	-	-	-	-	55.00
2020155	02/25/2020	EXS014	5,271.46	148.72	-	-	-	-	-	-	-	-	-	5,420.18

Payroll Payments				*Gross*	*Gross*	*Fixed*	*Fixed*	*Fixed*	*Gross*	*Gross*	*Gross*	*Gross*	*Gross*	
				178,464	*-*	*-*	*-*	*-*	*-*	*-*	*-*	*-*	*-*	
				B	*EH*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	
			TAX	*UIF*	*PENS*	*M-AID*	*LAPTOP*	*Loan*	*D06*	*D07*	*D08*	*D09*	*D10*	*Total*
Pay Slip Number	**Payment Run Date**	**Employee Number**	**Income Tax (PAYE)**	**Deduct1**	**Deduct2**	**Deduct3**	**Deduct4**	**Deduct5**	**Deduct6**	**Deduct7**	**Deduct8**	**Deduct9**	**Deduct10**	**Total Deductions**
2020156	02/25/2020	EXS015	5,897.66	103.50	-	700.00	250.00	-	-	-	-	-	-	6,951.16

Example (Pty) Limited

Payroll Payments

				Taxable	*Taxable*	*None*	*None*	*None*			
				UIF	*Gross*	*M-AID*	*Gross*	*Gross*			
				-	*-*	*-*	*-*	*-*			
				0	*0*	*0*	*0*	*0*			
			Net	*UIF*	*SDL*	*M-AID*	*C04*	*C05*	*Total*	*Total*	*Total*
Pay Slip Number	**Payment Run Date**	**Employee Number**	**Net Pay**	**Co-Contrib1**	**Co-Contrib2**	**Co-Contrib3**	**Co-Contrib4**	**Co-Contrib5**	**Total Co Contributions**	**Total Cost To Company**	**Deductions & Co-Contrib**
2020001	03/25/2019	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020002	03/25/2019	EXS002	75,175.14	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,849.03
2020003	03/25/2019	EXS003	26,923.37	148.72	527.83	332.50	-	-	1,009.05	51,009.05	24,085.67
2020004	03/25/2019	EXS004	32,201.20	148.72	472.13	332.50	-	-	953.35	45,453.35	13,252.15
2020005	03/25/2019	EXS005	30,176.12	128.18	441.38	332.50	-	-	902.05	42,222.05	12,045.93
2020006	03/25/2019	EXS006	40,459.64	103.33	327.33	332.50	-	-	763.15	48,363.15	7,903.51
2020007	03/25/2019	EXS007	20,841.95	148.72	250.00	-	-	-	398.72	25,398.72	4,556.77
2020008	03/25/2019	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020009	03/25/2019	EXS009	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020010	03/25/2019	EXS010	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020011	03/25/2019	EXS011	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020012	03/25/2019	EXS012	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020013	03/25/2019	EXS013	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020014	04/25/2019	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020015	04/25/2019	EXS002	75,175.14	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,849.03
2020016	04/25/2019	EXS003	25,670.57	148.72	500.83	332.50	-	-	982.05	48,282.05	22,611.47
2020017	04/25/2019	EXS004	33,506.60	148.72	493.53	332.50	-	-	974.75	47,614.75	14,108.15
2020018	04/25/2019	EXS005	28,819.32	128.18	420.18	332.50	-	-	880.85	40,080.85	11,261.53
2020019	04/25/2019	EXS006	34,910.14	103.33	291.83	332.50	-	-	727.65	41,677.65	6,767.51
2020020	04/25/2019	EXS007	20,841.95	148.72	250.00	-	-	-	398.72	25,398.72	4,556.77
2020021	04/25/2019	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020022	04/25/2019	EXS009	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020023	04/25/2019	EXS010	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020024	04/25/2019	EXS011	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020025	04/25/2019	EXS012	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020026	04/25/2019	EXS013	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020027	05/25/2019	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020028	05/25/2019	EXS002	75,175.14	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,849.03
2020029	05/25/2019	EXS003	40,193.77	148.72	813.83	332.50	-	-	1,295.05	79,895.05	39,701.27
2020030	05/25/2019	EXS004	50,696.40	148.72	775.33	332.50	-	-	1,256.55	76,076.55	25,380.15
2020031	05/25/2019	EXS005	27,731.32	128.18	403.18	332.50	-	-	863.85	38,363.85	10,632.53
2020032	05/25/2019	EXS006	43,069.04	103.33	349.93	332.50	-	-	785.75	51,695.75	8,626.71
2020033	05/25/2019	EXS007	24,097.95	148.72	294.00	-	-	-	442.72	29,842.72	5,744.77
2020034	05/25/2019	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020035	05/25/2019	EXS009	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020036	05/25/2019	EXS010	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020037	05/25/2019	EXS011	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020038	05/25/2019	EXS012	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020039	05/25/2019	EXS013	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020040	06/25/2019	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020041	06/25/2019	EXS002	75,175.14	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,849.03
2020042	06/25/2019	EXS003	24,417.77	148.72	473.83	332.50	-	-	955.05	45,555.05	21,137.27
2020043	06/25/2019	EXS004	33,396.80	148.72	491.73	332.50	-	-	972.95	47,432.95	14,036.15
2020044	06/25/2019	EXS005	31,667.32	128.18	464.68	332.50	-	-	925.35	44,575.35	12,908.03
2020045	06/25/2019	EXS006	39,731.64	103.33	315.33	332.50	-	-	751.15	47,251.15	7,519.51
2020046	06/25/2019	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020047	06/25/2019	EXS009	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020048	06/25/2019	EXS010	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020049	06/25/2019	EXS011	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020050	06/25/2019	EXS012	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020051	06/25/2019	EXS013	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020052	06/25/2019	EXS014	21,901.32	148.72	265.00	-	-	-	413.72	26,913.72	5,012.40
2020053	07/25/2019	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020054	07/25/2019	EXS002	75,871.81	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,152.37
2020055	07/25/2019	EXS003	28,129.77	148.72	553.83	332.50	-	-	1,035.05	53,635.05	25,505.27
2020056	07/25/2019	EXS004	36,013.70	148.72	534.63	332.50	-	-	1,015.85	51,765.85	15,752.15
2020057	07/25/2019	EXS005	28,396.92	128.18	413.58	332.50	-	-	874.25	39,414.25	11,017.33
2020058	07/25/2019	EXS006	36,320.64	103.33	296.33	332.50	-	-	732.15	43,232.15	6,911.51
2020059	07/25/2019	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020060	07/25/2019	EXS009	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020061	07/25/2019	EXS010	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020062	07/25/2019	EXS011	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020063	07/25/2019	EXS012	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020064	07/25/2019	EXS013	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020065	07/25/2019	EXS014	21,901.32	148.72	265.00	-	-	-	413.72	26,913.72	5,012.40
2020066	08/24/2019	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020067	08/24/2019	EXS002	75,314.47	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,709.70
2020068	08/24/2019	EXS003	43,928.97	148.72	894.33	332.50	-	-	1,375.55	88,025.55	44,096.57
2020069	08/24/2019	EXS004	53,691.40	148.72	826.13	332.50	-	-	1,307.35	81,207.35	27,515.95
2020070	08/24/2019	EXS005	27,328.12	128.18	396.88	332.50	-	-	857.55	37,727.55	10,399.43
2020071	08/24/2019	EXS006	36,244.14	103.33	297.83	332.50	-	-	733.65	43,203.65	6,959.51
2020072	08/24/2019	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020073	08/24/2019	EXS009	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020074	08/24/2019	EXS010	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020075	08/24/2019	EXS011	9,950.00	50.00	50.00	-	-	-	100.00	10,100.00	150.00
2020076	08/24/2019	EXS012	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020077	08/24/2019	EXS013	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00

Payroll Payments				*UIF*	*Gross*	*M-AID*	*Gross*	*Gross*			
				-	*-*	*-*	*-*	*-*			
				0	*0*	*0*	*0*	*0*			
			Net	*UIF*	*SDL*	*M-AID*	*C04*	*C05*	*Total*	*Total*	*Total*
Pay Slip Number	**Payment Run Date**	**Employee Number**	**Net Pay**	**Co-Contrib1**	**Co-Contrib2**	**Co-Contrib3**	**Co-Contrib4**	**Co-Contrib5**	**Total Co Contributions**	**Total Cost To Company**	**Deductions & Co-Contrib**
2020078	08/24/2019	EXS014	21,901.32	148.72	265.00	-	-	-	413.72	26,913.72	5,012.40
2020079	09/25/2019	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020080	09/25/2019	EXS002	75,314.47	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,709.70
2020081	09/25/2019	EXS003	27,494.61	148.72	540.83	332.50	-	-	1,022.05	52,322.05	24,827.43
2020082	09/25/2019	EXS004	32,571.11	148.72	477.33	332.50	-	-	958.55	45,978.55	13,407.43
2020083	09/25/2019	EXS005	31,232.12	128.18	457.88	332.50	-	-	918.55	43,888.55	12,656.43
2020084	09/25/2019	EXS006	39,988.64	103.33	318.33	332.50	-	-	754.15	47,604.15	7,615.51
2020085	09/25/2019	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020086	09/25/2019	EXS009	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020087	09/25/2019	EXS010	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020088	09/25/2019	EXS011	4,450.00	50.00	50.00	-	-	-	100.00	5,100.00	650.00
2020089	09/25/2019	EXS012	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020090	09/25/2019	EXS013	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020091	09/25/2019	EXS014	21,901.32	148.72	265.00	-	-	-	413.72	26,913.72	5,012.40
2020092	10/25/2019	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020093	10/25/2019	EXS002	75,314.47	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,709.70
2020094	10/25/2019	EXS003	26,511.25	148.72	518.83	332.50	-	-	1,000.05	50,100.05	23,588.80
2020095	10/25/2019	EXS004	31,538.58	148.72	460.43	332.50	-	-	941.65	44,271.65	12,733.06
2020096	10/25/2019	EXS005	26,995.32	128.18	391.68	332.50	-	-	852.35	37,202.35	10,207.03
2020097	10/25/2019	EXS006	34,599.64	103.33	287.33	332.50	-	-	723.15	41,223.15	6,623.51
2020098	10/25/2019	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020099	10/25/2019	EXS009	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020100	10/25/2019	EXS010	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020101	10/25/2019	EXS011	4,450.00	50.00	50.00	-	-	-	100.00	5,100.00	650.00
2020102	10/25/2019	EXS012	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020103	10/25/2019	EXS013	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020104	10/25/2019	EXS014	21,901.32	148.72	265.00	-	-	-	413.72	26,913.72	5,012.40
2020105	11/23/2019	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020106	11/23/2019	EXS002	75,314.47	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,709.70
2020107	11/23/2019	EXS003	45,758.18	148.72	938.33	332.50	-	-	1,419.55	92,469.55	46,711.36
2020108	11/23/2019	EXS004	54,318.80	148.72	836.53	332.50	-	-	1,317.75	82,257.75	27,938.95
2020109	11/23/2019	EXS005	30,931.32	128.18	453.18	332.50	-	-	913.85	43,413.85	12,482.53
2020110	11/23/2019	EXS006	41,387.64	103.33	339.33	332.50	-	-	775.15	49,675.15	8,287.51
2020111	11/23/2019	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020112	11/23/2019	EXS009	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020113	11/23/2019	EXS010	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020114	11/23/2019	EXS011	4,450.00	50.00	50.00	-	-	-	100.00	5,100.00	650.00
2020115	11/23/2019	EXS012	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020116	11/23/2019	EXS013	4,950.00	50.00	50.00	-	-	-	100.00	5,100.00	150.00
2020117	11/23/2019	EXS014	21,901.32	148.72	265.00	-	-	-	413.72	26,913.72	5,012.40
2020118	12/21/2019	EXS001	186,026.02	148.72	4,040.10	1,010.00	-	-	5,198.82	420,198.82	234,172.80
2020119	12/21/2019	EXS002	161,076.47	148.72	3,080.45	645.00	-	-	3,874.17	320,874.17	159,797.70
2020120	12/21/2019	EXS003	28,764.91	148.72	569.33	332.50	-	-	1,050.55	55,200.55	26,435.64
2020121	12/21/2019	EXS004	34,678.52	148.72	513.13	332.50	-	-	994.35	49,594.35	14,915.83
2020122	12/21/2019	EXS005	64,580.37	333.63	988.18	332.50	-	-	1,654.30	97,654.30	33,073.93
2020123	12/21/2019	EXS006	53,590.64	303.33	526.33	332.50	-	-	1,162.15	68,262.15	14,671.51
2020124	12/21/2019	EXS008	15,765.00	180.00	180.00	-	-	-	360.00	18,360.00	2,595.00
2020125	12/21/2019	EXS009	15,765.00	180.00	180.00	-	-	-	360.00	18,360.00	2,595.00
2020126	12/21/2019	EXS010	15,765.00	180.00	180.00	-	-	-	360.00	18,360.00	2,595.00
2020127	12/21/2019	EXS011	9,400.00	100.00	100.00	-	-	-	200.00	10,200.00	800.00
2020128	12/21/2019	EXS012	9,900.00	100.00	100.00	-	-	-	200.00	10,200.00	300.00
2020129	12/21/2019	EXS013	9,900.00	100.00	100.00	-	-	-	200.00	10,200.00	300.00
2020130	12/21/2019	EXS014	40,186.32	148.72	530.00	-	-	-	678.72	53,678.72	13,492.40
2020131	01/25/2020	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020132	01/25/2020	EXS002	75,314.47	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,709.70
2020133	01/25/2020	EXS003	27,669.14	148.72	544.43	332.50	-	-	1,025.65	52,685.65	25,016.50
2020134	01/25/2020	EXS004	35,763.24	148.72	531.33	332.50	-	-	1,012.55	51,432.55	15,669.30
2020135	01/25/2020	EXS006	47,930.64	103.33	386.33	332.50	-	-	822.15	57,722.15	9,791.51
2020136	01/25/2020	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020137	01/25/2020	EXS009	9,204.00	99.00	99.00	-	-	-	198.00	10,098.00	894.00
2020138	01/25/2020	EXS010	9,204.00	99.00	99.00	-	-	-	198.00	10,098.00	894.00
2020139	01/25/2020	EXS011	4,945.00	55.00	55.00	-	-	-	110.00	5,610.00	665.00
2020140	01/25/2020	EXS012	5,445.00	55.00	55.00	-	-	-	110.00	5,610.00	165.00
2020141	01/25/2020	EXS013	5,445.00	55.00	55.00	-	-	-	110.00	5,610.00	165.00
2020142	01/25/2020	EXS014	23,729.82	148.72	291.50	-	-	-	440.22	29,590.22	5,860.40
2020143	01/25/2020	EXS015	21,681.04	103.50	275.50	350.00	-	-	729.00	27,929.00	6,247.96
2020144	02/25/2020	EXS001	93,450.82	148.72	1,540.10	1,010.00	-	-	2,698.82	167,698.82	74,248.00
2020145	02/25/2020	EXS002	75,314.47	148.72	1,230.45	645.00	-	-	2,024.17	134,024.17	58,709.70
2020146	02/25/2020	EXS003	47,071.68	148.72	969.03	332.50	-	-	1,450.25	95,570.25	48,498.56
2020147	02/25/2020	EXS004	58,535.93	148.72	908.63	332.50	-	-	1,389.85	89,539.85	31,003.91
2020148	02/25/2020	EXS006	48,816.74	103.33	393.23	332.50	-	-	829.05	58,829.05	10,012.31
2020149	02/25/2020	EXS008	8,475.00	90.00	90.00	-	-	-	180.00	9,180.00	705.00
2020150	02/25/2020	EXS009	9,204.00	99.00	99.00	-	-	-	198.00	10,098.00	894.00
2020151	02/25/2020	EXS010	9,204.00	99.00	99.00	-	-	-	198.00	10,098.00	894.00
2020152	02/25/2020	EXS011	4,945.00	55.00	55.00	-	-	-	110.00	5,610.00	665.00
2020153	02/25/2020	EXS012	5,445.00	55.00	55.00	-	-	-	110.00	5,610.00	165.00
2020154	02/25/2020	EXS013	5,445.00	55.00	55.00	-	-	-	110.00	5,610.00	165.00
2020155	02/25/2020	EXS014	23,729.82	148.72	291.50	-	-	-	440.22	29,590.22	5,860.40

Payroll Payments

				UIF	*Gross*	*M-AID*	*Gross*	*Gross*			
				-	*-*	*-*	*-*	*-*			
				0	*0*	*0*	*0*	*0*			
			Net	*UIF*	*SDL*	*M-AID*	*C04*	*C05*	*Total*	*Total*	*Total*
Pay Slip Number	**Payment Run Date**	**Employee Number**	**Net Pay**	**Co-Contrib1**	**Co-Contrib2**	**Co-Contrib3**	**Co-Contrib4**	**Co-Contrib5**	**Total Co Contributions**	**Total Cost To Company**	**Deductions & Co-Contrib**
2020156	02/25/2020	EXS015	24,868.84	103.50	321.70	350.00	-	-	775.20	32,595.20	7,726.36

Example (Pty) Limited

Deduction Override

Override Date	Employee Number	Income Tax Code	Medical Tax Credit Code	Deduction Code	Co-Contrib Code	Fringe Benefit Code	Override Value	Override End Date	Employee Name	End Date
07/01/2019	EXS002		MED				3.00	02/28/2020	Smith F	02/29/2020
09/25/2019	EXS011			Loan			500.00	02/28/2020	Newport GD	02/29/2020

On this sheet:

Override any of the automatically calculated income tax, medical tax credits, salary deductions, company contributions or fringe benefit values for any employee by adding the appropriate values to this sheet. You can override values for a single month or you can set the override end date in order to override values for multiple periods or until the end of the tax year.

Example (Pty) Limited

Building Name, Street Address, Suburb, City, Code
Registration No: 2017 000000 00
Telephone No: +27 21 999 9999
E-mail: hr@example.com

Monthly Salary Payslip

Payslip Number	2020144
Payment Date	02/25/2020
Pay Period Number	12
Gross Annual Salary	2,230,000

Employee Details			
Employee Name	Taylor AE		
Residential Address	Building Name, Street Address, Suburb, City, Code		
Employee Number	EXS001	**ID Number**	111111 1111 001
Date of Employment	03/01/2009	**Tax Number**	000 000 001
Job Title	CEO	**Department**	Management

Monthly Pay for February 2019		Year-To-Date Totals	
Earnings		**Earnings**	
Basic Salary	150,000.00	Basic Salary	1,800,000.00
Travel Allowance - Fixed	15,000.00	Travel Allowance - Fixed	180,000.00
Bonus - Annual	-	Bonus - Annual	250,000.00
Total	**165,000.00**	**Total**	**2,230,000.00**
Deductions		**Deductions**	
Income Tax	41,840.46	Income Tax	614,510.30
Unemployment Insurance	148.72	Unemployment Insurance	1,784.64
Pension Fund	27,540.00	Pension Fund	375,480.00
Medical Aid	2,020.00	Medical Aid	24,240.00
Total	**71,549.18**	**Total**	**1,016,014.94**

On this sheet:
This sheet contains an automated monthly pay slip. All the calculations on this sheet are automated and you only need to select the appropriate pay slip number in cell G3 in order to view the appropriate pay slip.

Net Pay For February 2020	**93,450.82**	**Year-To-Date Net Pay**	**1,213,985.06**
MTD Company Contributions	2,698.82	Medical Tax Credit	14,964.00
YTD Company Contributions	34,885.84	Leave Days	9.00

Fringe Benefits For February 2020		Year-To-Date Fringe Benefits	
Medical Aid	1,010.00	Medical Aid	12,120.00

Payroll Summary					*All Employees*						
	4,669,400.00	*1,428,680.00*	*12,600.00*	*324,000.00*	*180,230.00*	*571,500.00*	*268,650.00*	*5,000.00*	*-*	*-*	*7,460,060.00*
	Basic	*Comm*	*Leave*	*Trav - Fixed*	*Trav - Re*	*Bonus - Annual*	*Bonus - QTR*	*Loan*	*E09*	*E10*	*Total*
Month	**Earnings1**	**Earnings2**	**Earnings3**	**Earnings4**	**Earnings5**	**Earnings6**	**Earnings7**	**Earnings8**	**Earnings9**	**Earnings10**	**Gross Pay**
Mar-2019	387,000.00	118,220.00	-	27,000.00	15,200.00	-	-	-	-	-	547,420.00
Apr-2019	387,000.00	111,990.00	-	27,000.00	12,100.00	-	-	-	-	-	538,090.00
May-2019	387,000.00	120,580.00	4,400.00	27,000.00	16,250.00	-	55,000.00	-	-	-	610,230.00
Jun-2019	388,500.00	115,910.00	-	27,000.00	15,300.00	-	-	-	-	-	546,710.00
Jul-2019	388,500.00	121,190.00	-	27,000.00	13,200.00	-	-	-	-	-	549,890.00
Aug-2019	388,500.00	118,370.00	-	27,000.00	13,020.00	-	64,500.00	5,000.00	-	-	616,390.00
Sep-2019	388,500.00	120,790.00	-	27,000.00	15,350.00	-	-	-	-	-	551,640.00
Oct-2019	388,500.00	107,180.00	-	27,000.00	12,100.00	-	-	-	-	-	534,780.00
Nov-2019	388,500.00	128,290.00	-	27,000.00	15,300.00	-	69,800.00	-	-	-	628,890.00
Dec-2019	388,500.00	124,850.00	8,200.00	27,000.00	14,800.00	571,500.00	-	-	-	-	1,134,850.00
Jan-2020	394,450.00	117,580.00	-	27,000.00	18,600.00	-	-	-	-	-	557,630.00
Feb-2020	394,450.00	123,730.00	-	27,000.00	19,010.00	-	79,350.00	-	-	-	643,540.00

Payroll Summary

	1,673,499.93	*17,583.30*	*912,800.75*	*71,710.00*	*14,300.00*	*3,000.00*	*-*	*-*	*-*	*-*	*-*	*2,692,893.98*	*4,767,166.02*
	TAX	*UIF*	*PENS*	*M-AID*	*LAPTOP*	*Loan*	*D06*	*D07*	*D08*	*D09*	*D10*	*Total*	*Net*
Month	**Income Tax (PAYE)**	**Deduct1**	**Deduct2**	**Deduct3**	**Deduct4**	**Deduct5**	**Deduct6**	**Deduct7**	**Deduct8**	**Deduct9**	**Deduct10**	**Total Deductions**	**Net Pay**
Mar-2019	113,581.67	1,395.10	65,770.00	5,970.00	1,200.00	-	-	-	-	-	-	187,916.77	359,503.23
Apr-2019	111,847.87	1,395.10	65,027.50	5,970.00	1,200.00	-	-	-	-	-	-	185,440.47	352,649.53
May-2019	133,340.47	1,395.10	73,635.00	5,970.00	1,200.00	-	-	-	-	-	-	215,540.57	394,689.43
Jun-2019	113,844.09	1,395.10	64,285.00	5,970.00	1,200.00	-	-	-	-	-	-	186,694.19	360,015.81
Jul-2019	114,479.93	1,395.10	66,485.00	5,970.00	1,200.00	-	-	-	-	-	-	189,530.03	360,359.98
Aug-2019	134,841.91	1,395.10	75,848.75	5,970.00	1,200.00	-	-	-	-	-	-	219,255.76	397,134.24
Sep-2019	114,719.30	1,395.10	66,127.50	5,970.00	1,200.00	500.00	-	-	-	-	-	189,911.90	361,728.10
Oct-2019	110,106.00	1,395.10	65,522.50	5,970.00	1,200.00	500.00	-	-	-	-	-	184,693.60	350,086.40
Nov-2019	139,928.60	1,395.10	77,058.75	5,970.00	1,200.00	500.00	-	-	-	-	-	226,052.45	402,837.55
Dec-2019	330,649.95	2,220.55	148,911.25	5,970.00	1,200.00	500.00	-	-	-	-	-	489,451.75	645,398.25
Jan-2020	114,087.89	1,403.43	66,226.50	6,005.00	1,150.00	500.00	-	-	-	-	-	189,372.82	368,257.18
Feb-2020	142,072.26	1,403.43	77,903.00	6,005.00	1,150.00	500.00	-	-	-	-	-	229,033.69	414,506.31

Payroll Summary

	17,583.30	*71,342.95*	*35,855.00*	*-*	*-*	*124,781.25*	*2,817,675.23*	*7,584,841.25*	*449,905.00*	*118,665.00*			
	UIF	*SDL*	*M-AID*	*C04*	*C05*	*Total*	*Total*	*Total*	*Total*	*Total*	*UIF*	*M-AID*	
Month	**Co-Contrib1**	**Co-Contrib2**	**Co-Contrib3**	**Co-Contrib4**	**Co-Contrib5**	**Total Co Contributions**	**Deductions & Co-Contrib**	**Total Cost To Company**	**Fringe Benefit (Before Tax)**	**Fringe Benefit (After Tax)**	**User Defined1**	**User Defined2**	**User Defined3**
Mar-2019	1,395.10	5,209.20	2,985.00	-	-	9,589.30	197,506.07	557,009.30	39,560.00	10,300.00	2,790.20	8,955.00	-
Apr-2019	1,395.10	5,146.90	2,985.00	-	-	9,527.00	194,967.47	547,617.00	39,560.00	10,300.00	2,790.20	8,955.00	-
May-2019	1,395.10	5,826.80	2,985.00	-	-	10,206.90	225,747.47	620,436.90	39,560.00	10,300.00	2,790.20	8,955.00	-
Jun-2019	1,395.10	5,201.10	2,985.00	-	-	9,581.20	196,275.39	556,291.20	39,560.00	10,300.00	2,790.20	8,955.00	-
Jul-2019	1,395.10	5,253.90	2,985.00	-	-	9,634.00	199,164.03	559,524.00	39,560.00	10,300.00	2,790.20	8,955.00	-
Aug-2019	1,395.10	5,870.70	2,985.00	-	-	10,250.80	229,506.56	626,640.80	39,560.00	10,300.00	2,790.20	8,955.00	-
Sep-2019	1,395.10	5,249.90	2,985.00	-	-	9,630.00	199,541.90	561,270.00	39,560.00	10,300.00	2,790.20	8,955.00	-
Oct-2019	1,395.10	5,113.80	2,985.00	-	-	9,493.90	194,187.50	544,273.90	39,560.00	10,300.00	2,790.20	8,955.00	-
Nov-2019	1,395.10	6,022.90	2,985.00	-	-	10,403.00	236,455.45	639,293.00	39,560.00	10,300.00	2,790.20	8,955.00	-
Dec-2019	2,220.55	11,087.50	2,985.00	-	-	16,293.05	505,744.80	1,151,143.05	39,560.00	10,300.00	4,441.10	8,955.00	-
Jan-2020	1,403.43	5,252.63	3,002.50	-	-	9,658.55	199,031.37	567,288.55	27,152.50	7,832.50	2,806.85	9,007.50	-
Feb-2020	1,403.43	6,107.63	3,002.50	-	-	10,513.55	239,547.24	654,053.55	27,152.50	7,832.50	2,806.85	9,007.50	-

Example (Pty) Limited

Monthly Analysis by Employee

Measurement
Net Pay

		359,503.24	*352,649.54*	*394,689.44*	*360,015.81*	*360,359.98*	*397,134.24*	*361,728.09*	*350,086.40*	*402,837.55*	*645,398.25*	*368,257.17*	*414,506.30*
		Mar-2019	*Apr-2019*	*May-2019*	*Jun-2019*	*Jul-2019*	*Aug-2019*	*Sep-2019*	*Oct-2019*	*Nov-2019*	*Dec-2019*	*Jan-2020*	*Feb-2020*
Employee Number	**Employee Name**	**Month1**	**Month2**	**Month3**	**Month4**	**Month5**	**Month6**	**Month7**	**Month8**	**Month9**	**Month10**	**Month11**	**Month12**
EXS001	Taylor AE	93,450.82	93,450.82	93,450.82	93,450.82	93,450.82	93,450.82	93,450.82	93,450.82	93,450.82	186,026.02	93,450.82	93,450.82
EXS002	Smith F	75,175.14	75,175.14	75,175.14	75,175.14	75,871.81	75,314.47	75,314.47	75,314.47	75,314.47	161,076.47	75,314.47	75,314.47
EXS003	Wilson PG	26,923.37	25,670.57	40,193.77	24,417.77	28,129.77	43,928.97	27,494.61	26,511.25	45,758.18	28,764.91	27,669.14	47,071.68
EXS004	Osborne S	32,201.20	33,506.60	50,696.40	33,396.80	36,013.70	53,691.40	32,571.11	31,538.58	54,318.80	34,678.52	35,763.24	58,535.93
EXS005	Miller R	30,176.12	28,819.32	27,731.32	31,667.32	28,396.92	27,328.12	31,232.12	26,995.32	30,931.32	64,580.37	-	-
EXS006	Andrews MS	40,459.64	34,910.14	43,069.04	39,731.64	36,320.64	36,244.14	39,988.64	34,599.64	41,387.64	53,590.64	47,930.64	48,816.74
EXS007	Phillips KE	20,841.95	20,841.95	24,097.95	-	-	-	-	-	-	-	-	-
EXS008	Matthews B	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	15,765.00	8,475.00	8,475.00
EXS009	Brown JT	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	15,765.00	9,204.00	9,204.00
EXS010	Lewis I	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	8,475.00	15,765.00	9,204.00	9,204.00
EXS011	Newport GD	4,950.00	4,950.00	4,950.00	4,950.00	4,950.00	9,950.00	4,450.00	4,450.00	4,450.00	9,400.00	4,945.00	4,945.00
EXS012	Williams VS	4,950.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	9,900.00	5,445.00	5,445.00
EXS013	East WD	4,950.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	9,900.00	5,445.00	5,445.00
EXS014	Ross Q	-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	40,186.32	23,729.82	23,729.82
EXS015	Graham L	-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	21,681.04	24,868.84
-	-	-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	-	-
-	-	-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	-	-
-	-	-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	-	-
-	-	-	-	-	-	-	-	-	-	-

Example (Pty) Limited

Monthly Analysis by Department

Measurement
Cost to Company

Department Code	Department Name	Cost Centre	Month1	Month2	Month3	Month4	Month5	Month6	Month7	Month8	Month9	Month10	Month11	Month12
			557,009.30	*547,617.00*	*620,436.90*	*556,291.20*	*559,524.00*	*626,640.80*	*561,270.00*	*544,273.90*	*639,293.00*	*1,151,143.05*	*567,288.55*	*654,053.55*
			Mar-2019	*Apr-2019*	*May-2019*	*Jun-2019*	*Jul-2019*	*Aug-2019*	*Sep-2019*	*Oct-2019*	*Nov-2019*	*Dec-2019*	*Jan-2020*	*Feb-2020*
M	Management	IS-330	301,722.99	301,722.99	301,722.99	301,722.99	301,722.99	301,722.99	301,722.99	301,722.99	301,722.99	741,072.99	301,722.99	301,722.99
S	Sales	IS-340	187,047.59	177,655.29	246,031.19	184,814.49	188,047.29	250,164.09	189,793.29	172,797.19	267,816.29	270,711.34	189,769.34	276,534.34
A	Admin	IS-350	68,238.72	68,238.72	72,682.72	69,753.72	69,753.72	74,753.72	69,753.72	69,753.72	69,753.72	139,358.72	75,796.22	75,796.22
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

On this sheet:

This sheet contains a monthly summary of payroll data by department. All the calculations are based on the data that has been entered on the Payroll sheet and the sheet requires no user input. The appropriate measurement on which the calculations should be based can be selected from the yellow cell at the top of the sheet. Available measurements include gross pay, income tax, total deductions, net pay, total company contributions, total deductions & company contributions and total cost to company. If you do not use departments, you can safely delete the sheet.

Example (Pty) Limited
Payroll Recon

Basis	Month
Year	Feb-2019

	Payroll	Paid	Difference
Total of Employees Net Pay	*4,767,166.01*	*4,767,166.01*	*-*
Total Deductions & Co-Contributions	*2,817,675.23*	*2,817,675.25*	*-0.02*
Total Cost to Company	*7,584,841.24*	*7,584,841.26*	*-0.02*

List of first 15 employee net pay differences:

Emp Code	Employee Name	Net Pay per Payroll	Payment to Employee	Difference
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

List of deduction related payments (including company contributions where applicable):

Deduction Code	Description	Amount Per Payroll	Amount Paid	Difference
TAX	Income Tax	1,673,499.93	1,673,499.94	-0.01
UIF	Unemployment Insurance	35,166.60	35,166.60	-
PENS	Pension Fund	912,800.75	912,800.75	-
M-AID	Medical Aid	107,565.00	107,565.00	-
LAPTOP	Laptop	14,300.00	14,300.00	-
Loan	Loan / Advance	3,000.00	3,000.00	-
D06	Not Used	-	-	-
D07	Not Used	-	-	-
D08	Not Used	-	-	-
D09	Not Used	-	-	-
D10	Not Used	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

List of company contribution related payments:

Co-Contrib Code	Description	Amount Per Payroll	Amount Paid	Difference
UIF	Already included in deduction section	-	-	-
SDL	Skills Development	71,342.95	71,342.96	-0.01
M-AID	Already included in deduction section	-	-	-
C04	Not Used	-	-	-
C05	Not Used	-	-	-

On this sheet:
This sheet contains a reconciliation between monthly payroll data and monthly payments which need to be entered on the Payments sheet. The sheet has 3 sections which display net pay differences, salary deductions and company contributions separately. All the calculations on the sheet are automated and the user is only required to select the month and basis at the top of the sheet. The basis can be monthly or year-to-date.

Example (Pty) Limited

Payroll Payments

Payroll Run Date	Reference	Paid To	Description	Payment Amount	Payment Type
03/23/2019	EXS001	Taylor AE	Net Salary	93,450.82	EMP
03/23/2019	EXS002	Smith F	Net Salary	75,175.14	EMP
03/23/2019	EXS003	Wilson PG	Net Salary	26,923.37	EMP
03/23/2019	EXS004	Osborne S	Net Salary	32,201.20	EMP
03/23/2019	EXS005	Miller R	Net Salary	30,176.12	EMP
03/23/2019	EXS006	Andrews MS	Net Salary	40,459.64	EMP
03/23/2019	EXS007	Phillips KL	Net Salary	20,841.95	EMP
03/23/2019	EXS008	[illegible]	[illegible]	8,475.00	EMP
03/23/2019	EXS009	[illegible]	[illegible]	8,475.00	EMP
03/23/2019	EXS010	[illegible]	[illegible]	8,475.00	EMP
03/23/2019	EXS011	Newport GD	Net Salary	4,950.00	EMP
03/23/2019	EXS012	Williams VS	Net Salary	4,950.00	EMP
03/23/2019	EXS013	East WD	Net Salary	4,950.00	EMP
03/23/2019	TAX	SARS	PAYE	113,581.67	DC
03/23/2019	UIF	SARS	UIF	2,790.20	DC
03/23/2019	PENS	Sanlam Glacier	Pension Fund	65,770.00	DC
03/23/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
03/23/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
03/23/2019	SDL	SARS	SDL	5,209.20	DC
04/25/2019	EXS001	Taylor AE	Net Salary	93,450.82	EMP
04/25/2019	EXS002	Smith F	Net Salary	75,175.14	EMP
04/25/2019	EXS003	Wilson PG	Net Salary	25,670.57	EMP
04/25/2019	EXS004	Osborne S	Net Salary	33,506.60	EMP
04/25/2019	EXS005	Miller R	Net Salary	28,819.32	EMP
04/25/2019	EXS006	Andrews MS	Net Salary	34,910.14	EMP
04/25/2019	EXS007	Phillips KE	Net Salary	20,841.95	EMP
04/25/2019	EXS008	Matthews B	Net Salary	8,475.00	EMP
04/25/2019	EXS009	Brown JT	Net Salary	8,475.00	EMP
04/25/2019	EXS010	Lewis I	Net Salary	8,475.00	EMP

On this sheet:

All payroll related payments can be added to this sheet in order to reconcile payroll calculations and payments on a monthly basis. Net pay totals for each employee can be copied from the MonthEmp sheet (select the Net Pay measurement) and deduction & company contribution totals can be copied from either the Summary or Recon sheets.

Example (Pty) Limited

Payroll Payments

Payroll Run Date	Reference	Paid To	Description	Payment Amount	Payment Type
04/25/2019	EXS011	Newport GD	Net Salary	4,950.00	EMP
04/25/2019	EXS012	Williams VS	Net Salary	4,950.00	EMP
04/25/2019	EXS013	East WD	Net Salary	4,950.00	EMP
04/25/2019	TAX	SARS	PAYE	111,847.87	DC
04/25/2019	UIF	SARS	UIF	2,790.20	DC
04/25/2019	PENS	Sanlam Glacier	Pension Fund	65,027.50	DC
04/25/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
04/25/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
04/25/2019	SDL	SARS	SDL	5,146.90	DC
05/25/2019	EXS001	Taylor AE	Net Salary	93,450.82	EMP
05/25/2019	EXS002	Smith F	Net Salary	75,175.14	EMP
05/25/2019	EXS003	Wilson PG	Net Salary	40,193.77	EMP
05/25/2019	EXS004	Osborne S	Net Salary	50,696.40	EMP
05/25/2019	EXS005	Miller R	Net Salary	27,731.32	EMP
05/25/2019	EXS006	Andrews MS	Net Salary	43,069.04	EMP
05/25/2019	EXS007	Phillips KE	Net Salary	24,097.95	EMP
05/25/2019	EXS008	Matthews B	Net Salary	8,475.00	EMP
05/25/2019	EXS009	Brown JT	Net Salary	8,475.00	EMP
05/25/2019	EXS010	Lewis I	Net Salary	8,475.00	EMP
05/25/2019	EXS011	Newport GD	Net Salary	4,950.00	EMP
05/25/2019	EXS012	Williams VS	Net Salary	4,950.00	EMP
05/25/2019	EXS013	East WD	Net Salary	4,950.00	EMP
05/25/2019	TAX	SARS	PAYE	133,340.47	DC
05/25/2019	UIF	SARS	UIF	2,790.20	DC
05/25/2019	PENS	Sanlam Glacier	Pension Fund	73,635.00	DC
05/25/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
05/25/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
05/25/2019	SDL	SARS	SDL	5,826.80	DC
06/25/2019	EXS001	Taylor AE	Net Salary	93,450.82	EMP

Example (Pty) Limited

Payroll Payments

Payroll Run Date	Reference	Paid To	Description	Payment Amount	Payment Type
06/25/2019	EXS002	Smith F	Net Salary	75,175.14	EMP
06/25/2019	EXS003	Wilson PG	Net Salary	24,417.77	EMP
06/25/2019	EXS004	Osborne S	Net Salary	33,396.80	EMP
06/25/2019	EXS005	Miller R	Net Salary	31,667.32	EMP
06/25/2019	EXS006	Andrews MS	Net Salary	39,731.64	EMP
06/25/2019	EXS008	Matthews B	Net Salary	8,475.00	EMP
06/25/2019	EXS009	Brown JT	Net Salary	8,475.00	EMP
06/25/2019	EXS010	Lewis I	Net Salary	8,475.00	EMP
06/25/2019	EXS011	Newport GD	Net Salary	4,950.00	EMP
06/25/2019	EXS012	Williams VS	Net Salary	4,950.00	EMP
06/25/2019	EXS013	East WD	Net Salary	4,950.00	EMP
06/25/2019	EXS014	Ross Q	Net Salary	21,901.32	EMP
06/25/2019	TAX	SARS	PAYE	113,844.09	DC
06/25/2019	UIF	SARS	UIF	2,790.20	DC
06/25/2019	PENS	Sanlam Glacier	Pension Fund	64,285.00	DC
06/25/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
06/25/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
06/25/2019	SDL	SARS	SDL	5,201.10	DC
07/25/2019	EXS001	Taylor AE	Net Salary	93,450.82	EMP
07/25/2019	EXS002	Smith F	Net Salary	75,871.81	EMP
07/25/2019	EXS003	Wilson PG	Net Salary	28,129.77	EMP
07/25/2019	EXS004	Osborne S	Net Salary	36,013.70	EMP
07/25/2019	EXS005	Miller R	Net Salary	28,396.92	EMP
07/25/2019	EXS006	Andrews MS	Net Salary	36,320.64	EMP
07/25/2019	EXS008	Matthews B	Net Salary	8,475.00	EMP
07/25/2019	EXS009	Brown JT	Net Salary	8,475.00	EMP
07/25/2019	EXS010	Lewis I	Net Salary	8,475.00	EMP
07/25/2019	EXS011	Newport GD	Net Salary	4,950.00	EMP
07/25/2019	EXS012	Williams VS	Net Salary	4,950.00	EMP

Example (Pty) Limited

Payroll Payments

Payroll Run Date	Reference	Paid To	Description	Payment Amount	Payment Type
07/25/2019	EXS013	East WD	Net Salary	4,950.00	EMP
07/25/2019	EXS014	Ross Q	Net Salary	21,901.32	EMP
07/25/2019	TAX	SARS	PAYE	114,479.93	DC
07/25/2019	UIF	SARS	UIF	2,790.20	DC
07/25/2019	PENS	Sanlam Glacier	Pension Fund	66,485.00	DC
07/25/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
07/25/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
07/25/2019	SDL	SARS	SDL	5,253.90	DC
08/24/2019	EXS001	Taylor AE	Net Salary	93,450.82	EMP
08/24/2019	EXS002	Smith F	Net Salary	75,314.47	EMP
08/24/2019	EXS003	Wilson PG	Net Salary	43,928.97	EMP
08/24/2019	EXS004	Osborne S	Net Salary	53,691.40	EMP
08/24/2019	EXS005	Miller R	Net Salary	27,328.12	EMP
08/24/2019	EXS006	Andrews MS	Net Salary	36,244.14	EMP
08/24/2019	EXS008	Matthews B	Net Salary	8,475.00	EMP
08/24/2019	EXS009	Brown JT	Net Salary	8,475.00	EMP
08/24/2019	EXS010	Lewis I	Net Salary	8,475.00	EMP
08/24/2019	EXS011	Newport GD	Net Salary	9,950.00	EMP
08/24/2019	EXS012	Williams VS	Net Salary	4,950.00	EMP
08/24/2019	EXS013	East WD	Net Salary	4,950.00	EMP
08/24/2019	EXS014	Ross Q	Net Salary	21,901.32	EMP
08/24/2019	TAX	SARS	PAYE	134,841.91	DC
08/24/2019	UIF	SARS	UIF	2,790.20	DC
08/24/2019	PENS	Sanlam Glacier	Pension Fund	75,848.75	DC
08/24/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
08/24/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
08/24/2019	SDL	SARS	SDL	5,870.70	DC
09/25/2019	EXS001	Taylor AE	Net Salary	93,450.82	EMP
09/25/2019	EXS002	Smith F	Net Salary	75,314.47	EMP

Example (Pty) Limited

Payroll Payments

Payroll Run Date	Reference	Paid To	Description	Payment Amount	Payment Type
09/25/2019	EXS003	Wilson PG	Net Salary	27,494.61	EMP
09/25/2019	EXS004	Osborne S	Net Salary	32,571.11	EMP
09/25/2019	EXS005	Miller R	Net Salary	31,232.12	EMP
09/25/2019	EXS006	Andrews MS	Net Salary	39,988.64	EMP
09/25/2019	EXS008	Matthews B	Net Salary	8,475.00	EMP
09/25/2019	EXS009	Brown JT	Net Salary	8,475.00	EMP
09/25/2019	EXS010	Lewis I	Net Salary	8,475.00	EMP
09/25/2019	EXS011	Newport GD	Net Salary	4,450.00	EMP
09/25/2019	EXS012	Williams VS	Net Salary	4,950.00	EMP
09/25/2019	EXS013	East WD	Net Salary	4,950.00	EMP
09/25/2019	EXS014	Ross Q	Net Salary	21,901.32	EMP
09/25/2019	TAX	SARS	PAYE	114,719.30	DC
09/25/2019	UIF	SARS	UIF	2,790.20	DC
09/25/2019	PENS	Sanlam Glacier	Pension Fund	66,127.50	DC
09/25/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
09/25/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
09/25/2019	Loan	Journal	Loan Repayment	500.00	DC
09/25/2019	SDL	SARS	SDL	5,249.90	DC
10/25/2019	EXS001	Taylor AE	Net Salary	93,450.82	EMP
10/25/2019	EXS002	Smith F	Net Salary	75,314.47	EMP
10/25/2019	EXS003	Wilson PG	Net Salary	26,511.25	EMP
10/25/2019	EXS004	Osborne S	Net Salary	31,538.58	EMP
10/25/2019	EXS005	Miller R	Net Salary	26,995.32	EMP
10/25/2019	EXS006	Andrews MS	Net Salary	34,599.64	EMP
10/25/2019	EXS008	Matthews B	Net Salary	8,475.00	EMP
10/25/2019	EXS009	Brown JT	Net Salary	8,475.00	EMP
10/25/2019	EXS010	Lewis I	Net Salary	8,475.00	EMP
10/25/2019	EXS011	Newport GD	Net Salary	4,450.00	EMP
10/25/2019	EXS012	Williams VS	Net Salary	4,950.00	EMP

Example (Pty) Limited

Payroll Payments

Payroll Run Date	Reference	Paid To	Description	Payment Amount	Payment Type
10/25/2019	EXS013	East WD	Net Salary	4,950.00	EMP
10/25/2019	EXS014	Ross Q	Net Salary	21,901.32	EMP
10/25/2019	TAX	SARS	PAYE	110,106.00	DC
10/25/2019	UIF	SARS	UIF	2,790.20	DC
10/25/2019	PENS	Sanlam Glacier	Pension Fund	65,522.50	DC
10/25/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
10/25/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
10/25/2019	Loan	Journal	Loan Repayment	500.00	DC
10/25/2019	SDL	SARS	SDL	5,113.80	DC
11/23/2019	EXS001	Taylor AE	Net Salary	93,450.82	EMP
11/23/2019	EXS002	Smith F	Net Salary	75,314.47	EMP
11/23/2019	EXS003	Wilson PG	Net Salary	45,758.18	EMP
11/23/2019	EXS004	Osborne S	Net Salary	54,318.80	EMP
11/23/2019	EXS005	Miller R	Net Salary	30,931.32	EMP
11/23/2019	EXS006	Andrews MS	Net Salary	41,387.64	EMP
11/23/2019	EXS008	Matthews B	Net Salary	8,475.00	EMP
11/23/2019	EXS009	Brown JT	Net Salary	8,475.00	EMP
11/23/2019	EXS010	Lewis I	Net Salary	8,475.00	EMP
11/23/2019	EXS011	Newport GD	Net Salary	4,450.00	EMP
11/23/2019	EXS012	Williams VS	Net Salary	4,950.00	EMP
11/23/2019	EXS013	East WD	Net Salary	4,950.00	EMP
11/23/2019	EXS014	Ross Q	Net Salary	21,901.32	EMP
11/23/2019	TAX	SARS	PAYE	139,928.60	DC
11/23/2019	UIF	SARS	UIF	2,790.20	DC
11/23/2019	PENS	Sanlam Glacier	Pension Fund	77,058.75	DC
11/23/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
11/23/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
11/23/2019	Loan	Journal	Loan Repayment	500.00	DC
11/23/2019	SDL	SARS	SDL	6,022.90	DC

Example (Pty) Limited

Payroll Payments

Payroll Run Date	Reference	Paid To	Description	Payment Amount	Payment Type
12/21/2019	EXS001	Taylor AE	Net Salary	186,026.02	EMP
12/21/2019	EXS002	Smith F	Net Salary	161,076.47	EMP
12/21/2019	EXS003	Wilson PG	Net Salary	28,764.91	EMP
12/21/2019	EXS004	Osborne S	Net Salary	34,678.52	EMP
12/21/2019	EXS005	Miller R	Net Salary	64,580.37	EMP
12/21/2019	EXS006	Andrews MS	Net Salary	53,590.64	EMP
12/21/2019	EXS008	Matthews B	Net Salary	15,765.00	EMP
12/21/2019	EXS009	Brown JT	Net Salary	15,765.00	EMP
12/21/2019	EXS010	Lewis I	Net Salary	15,765.00	EMP
12/21/2019	EXS011	Newport GD	Net Salary	9,400.00	EMP
12/21/2019	EXS012	Williams VS	Net Salary	9,900.00	EMP
12/21/2019	EXS013	East WD	Net Salary	9,900.00	EMP
12/21/2019	EXS014	Ross Q	Net Salary	40,186.32	EMP
12/21/2019	TAX	SARS	PAYE	330,649.95	DC
12/21/2019	UIF	SARS	UIF	4,441.10	DC
12/21/2019	PENS	Sanlam Glacier	Pension Fund	148,911.25	DC
12/21/2019	M-AID	Discovery	Medical Aid	8,955.00	DC
12/21/2019	LAPTOP	Journal	Laptop Repayment	1,200.00	DC
12/21/2019	Loan	Journal	Loan Repayment	500.00	DC
12/21/2019	SDL	SARS	SDL	11,087.50	DC
01/25/2020	EXS001	Taylor AE	Net Salary	93,450.82	EMP
01/25/2020	EXS002	Smith F	Net Salary	75,314.47	EMP
01/25/2020	EXS003	Wilson PG	Net Salary	27,669.14	EMP
01/25/2020	EXS004	Osborne S	Net Salary	35,763.24	EMP
01/25/2020	EXS006	Andrews MS	Net Salary	47,930.64	EMP
01/25/2020	EXS008	Matthews B	Net Salary	8,475.00	EMP
01/25/2020	EXS009	Brown JT	Net Salary	9,204.00	EMP
01/25/2020	EXS010	Lewis I	Net Salary	9,204.00	EMP
01/25/2020	EXS011	Newport GD	Net Salary	4,945.00	EMP

Example (Pty) Limited

Payroll Payments

Payroll Run Date	Reference	Paid To	Description	Payment Amount	Payment Type
01/25/2020	EXS012	Williams VS	Net Salary	5,445.00	EMP
01/25/2020	EXS013	East WD	Net Salary	5,445.00	EMP
01/25/2020	EXS014	Ross Q	Net Salary	23,729.82	EMP
01/25/2020	EXS015	Graham L	Net Salary	21,681.04	EMP
01/25/2020	TAX	SARS	PAYE	114,087.89	DC
01/25/2020	UIF	SARS	UIF	2,806.85	DC
01/25/2020	PENS	Sanlam Glacier	Pension Fund	66,226.50	DC
01/25/2020	M-AID	Discovery	Medical Aid	9,007.50	DC
01/25/2020	LAPTOP	Journal	Laptop Repayment	1,150.00	DC
01/25/2020	Loan	Journal	Loan Repayment	500.00	DC
01/25/2020	SDL	SARS	SDL	5,252.63	DC
02/25/2020	EXS001	Taylor AE	Net Salary	93,450.82	EMP
02/25/2020	EXS002	Smith F	Net Salary	75,314.47	EMP
02/25/2020	EXS003	Wilson PG	Net Salary	47,071.68	EMP
02/25/2020	EXS004	Osborne S	Net Salary	58,535.93	EMP
02/25/2020	EXS006	Andrews MS	Net Salary	48,816.74	EMP
02/25/2020	EXS008	Matthews B	Net Salary	8,475.00	EMP
02/25/2020	EXS009	Brown JT	Net Salary	9,204.00	EMP
02/25/2020	EXS010	Lewis I	Net Salary	9,204.00	EMP
02/25/2020	EXS011	Newport GD	Net Salary	4,945.00	EMP
02/25/2020	EXS012	Williams VS	Net Salary	5,445.00	EMP
02/25/2020	EXS013	East WD	Net Salary	5,445.00	EMP
02/25/2020	EXS014	Ross Q	Net Salary	23,729.82	EMP
02/25/2020	EXS015	Graham L	Net Salary	24,868.84	EMP
02/25/2020	TAX	SARS	PAYE	142,072.26	DC
02/25/2020	UIF	SARS	UIF	2,806.85	DC
02/25/2020	PENS	Sanlam Glacier	Pension Fund	77,903.00	DC
02/25/2020	M-AID	Discovery	Medical Aid	9,007.50	DC
02/25/2020	LAPTOP	Journal	Laptop Repayment	1,150.00	DC

Example (Pty) Limited

Payroll Payments

Payroll Run Date	Reference	Paid To	Description	Payment Amount	Payment Type
02/25/2020	Loan	Journal	Loan Repayment	500.00	DC
02/25/2020	SDL	SARS	SDL	6,107.63	DC