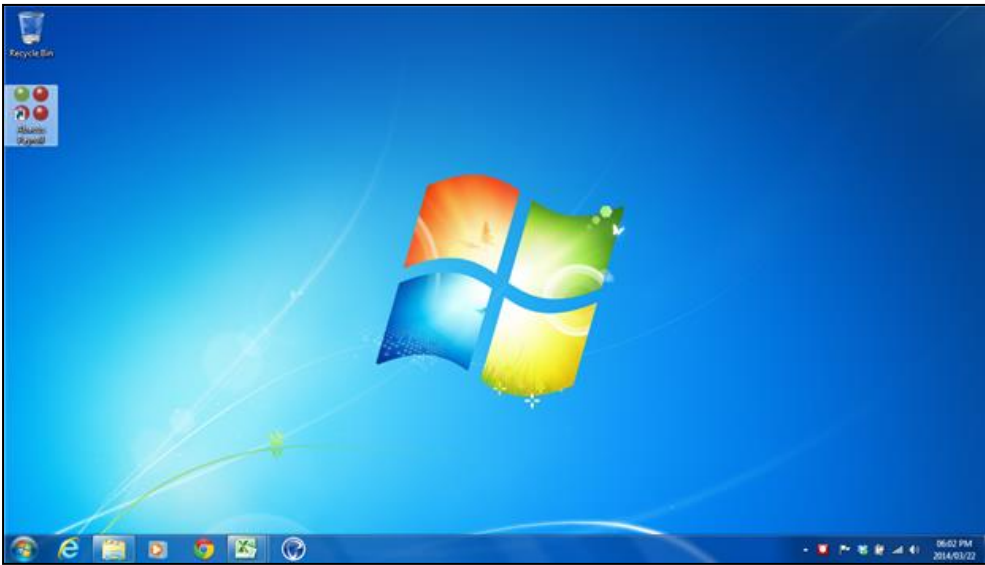
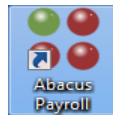


E12. How to process ETI (Employment TAX Incentive) report:

Start the process as follows:



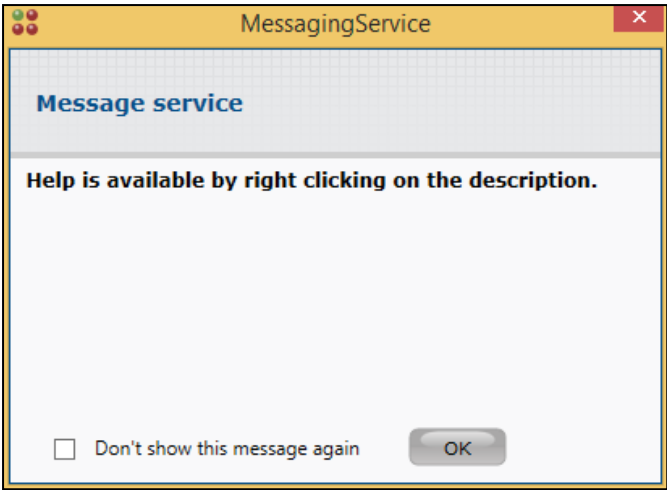
1. Double-click on the Abacus Logo



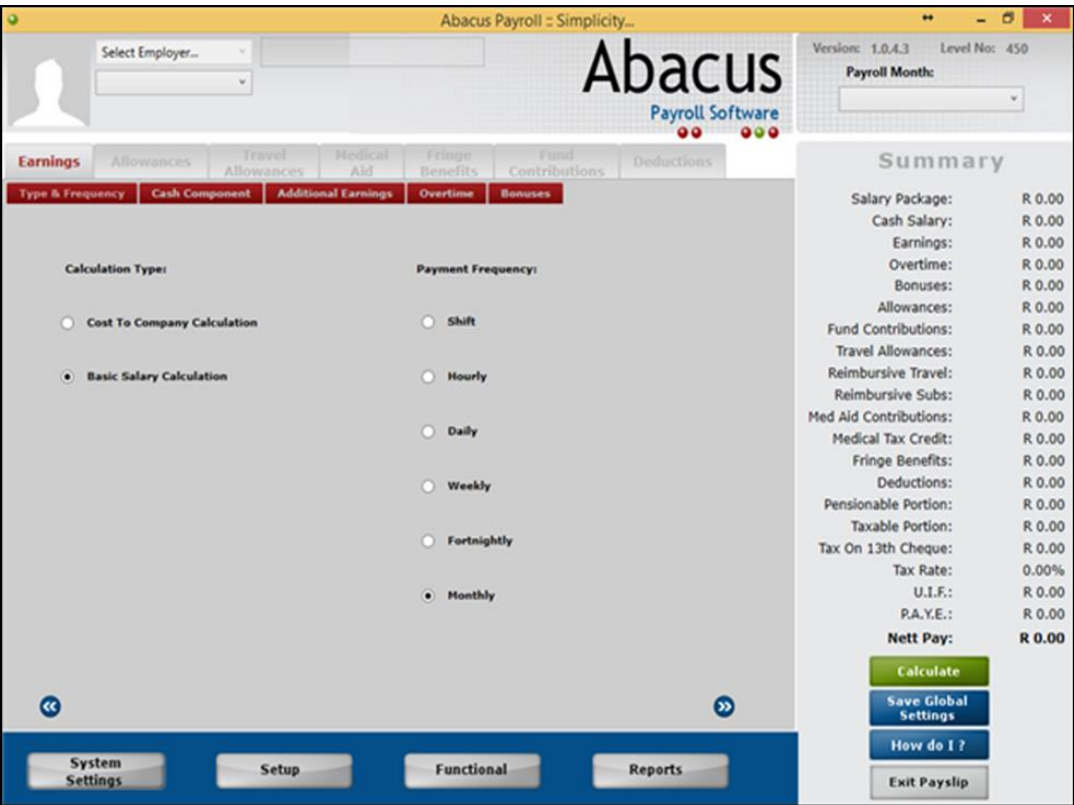
1. As required, complete the following fields:

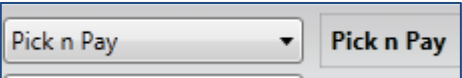
Field	Description
User Name	training
Password:	training

2. Click login label 

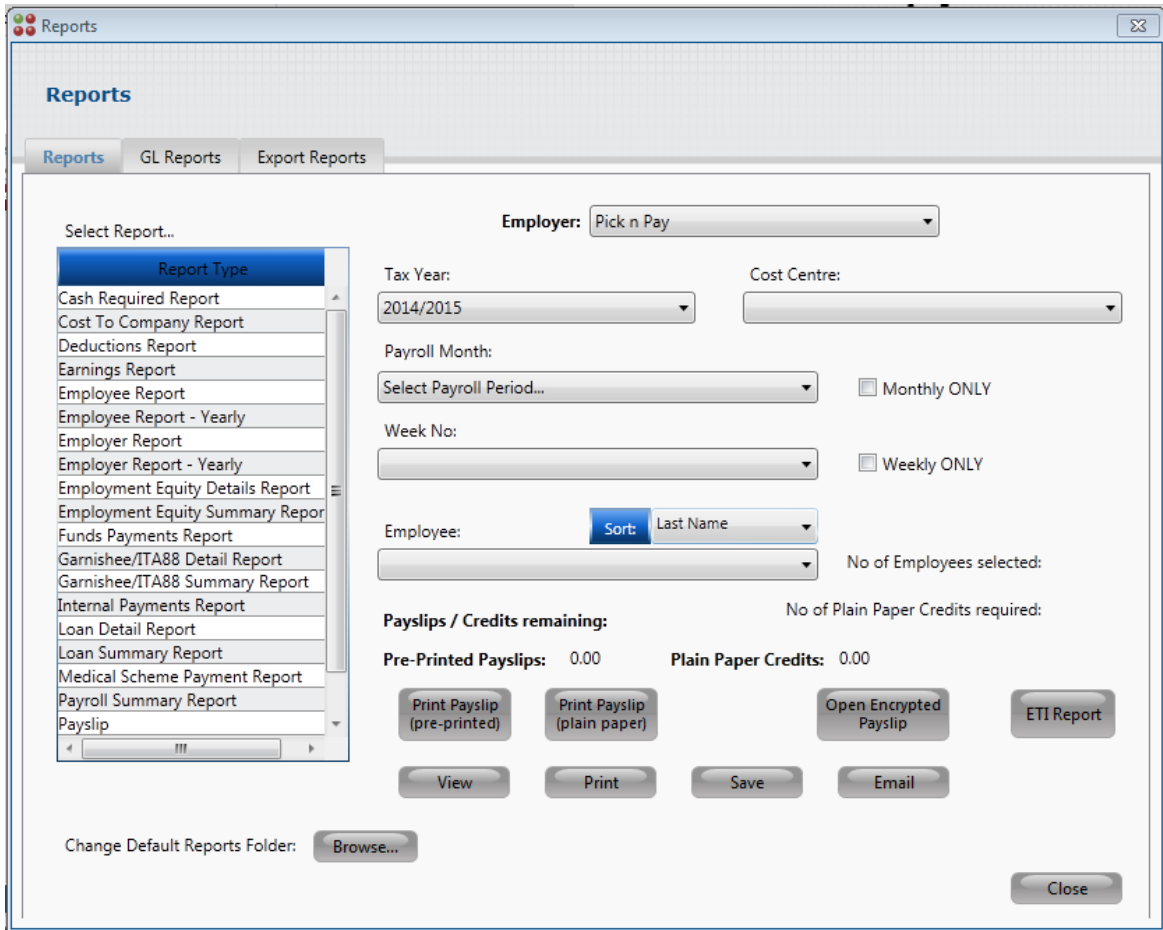



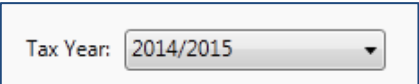

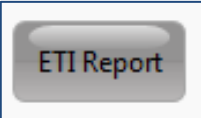
3. Click OK button .



Field	Description
Select Employer from Drop-down menu:	

4. Click on button .



Field	Description
Select the Employer from the drop-down menu:	
Select Tax Year from drop-down menu:	
Select the Month from drop-down menu:	 <p>Ensure that a month end was done for the month. The ETI Report has to be done on finalised figures.</p>
Click on button:	



The ETI Terms has to be accepted. Read carefully through all the terms before accepting the terms.

Employer is eligible to claim the ETI if the following criteria is met:

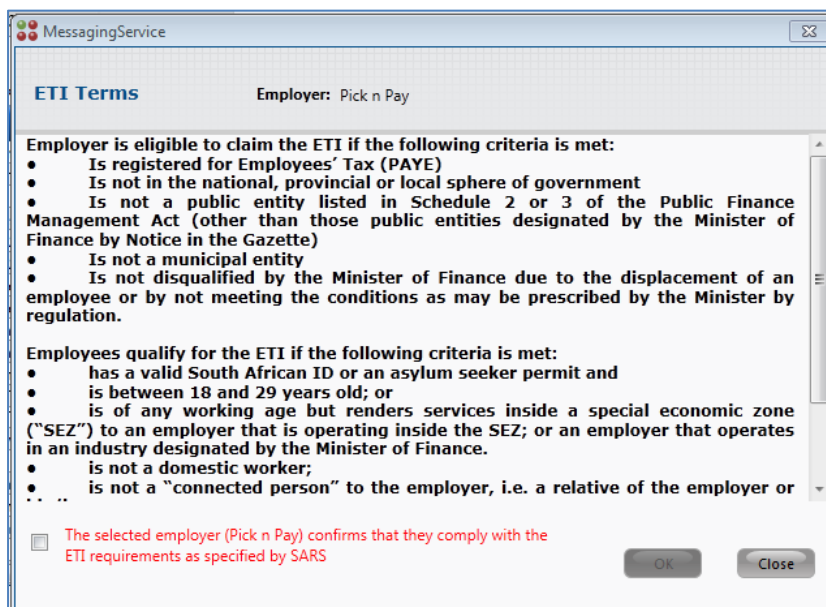
- Is registered for Employees' Tax (PAYE)
- Is not in the national, provincial or local sphere of government
- Is not a public entity listed in Schedule 2 or 3 of the Public Finance Management Act (other than those public entities designated by the Minister of Finance by Notice in the Gazette)
- Is not a municipal entity
- Is not disqualified by the Minister of Finance due to the displacement of an employee or by not meeting the conditions as may be prescribed by the Minister by regulation.

Terms/Criteria the Employees have to meet:

Employees qualify for the ETI if the following criteria is met:

- has a valid South African ID or an asylum seeker permit and
- is between 18 and 29 years old; or
- is of any working age but renders services inside a special economic zone ("SEZ") to an employer that is operating inside the SEZ; or an employer that operates in an industry designated by the Minister of Finance.
- is not a domestic worker;
- is not a "connected person" to the employer, i.e. a relative of the employer or his/her spouse;
- was employed by the employer or an associated person to the employer on or after 1 October 2013; and
- is paid at least the minimum wage applicable to the industry, or at least R 2 000 per month if there is no minimum wage.
- earns no more than R 6 000 per month

The selected employer (Pick n Pay) confirms that they comply with the ETI requirements as specified by SARS



Field	Description
Click in tick box to acknowledge acceptance of terms:	<input checked="" type="checkbox"/> The selected employer (Pick n Pay) confirms that they comply with the ETI requirements as specified by SARS
Click on button:	<input type="button" value="OK"/>

Employment Tax Incentive

Employer: Pick n Pay

	Employee Name	Employee Number	Remuneration	ETI Amount (Current)	ETI Amount Rolled Over (prev months)	ETI Amount Claimed	ETI Amount Rolled Over (next month)	ETI Months Claimed
<input type="checkbox"/>	Erasmus, Crystal	PnP9	4320	840.0	0.00	0.00	0.00	1
<input type="checkbox"/>	Johanse, Pieter	PnP13	5440	280.0	0.00	0.00	0.00	1
<input type="checkbox"/>	Kurewa, Danai	PnP10	5550	225.0	0.00	0.00	0.00	1
<input type="checkbox"/>	Moremi, Josef	PnP11	5760	120.0	0.00	0.00	0.00	1
<input type="checkbox"/>	Motselani, Cilla	PnP5	4000	1000	0.00	0.00	0.00	1
<input type="checkbox"/>	Ndhlovu, Carol	PnP2	5250	375.0	0.00	0.00	0.00	1
<input type="checkbox"/>	Oliver, Michelle	PnP8	4200	900.0	0.00	0.00	0.00	1
<input type="checkbox"/>	Prins, John	PnP7	5250	375.0	0.00	0.00	0.00	1

Change default folder: C:\Users\Naomi\Documents\Abacus\ETIReports\Pick n Pay

Total ETI Available to claim: 2 077.50

The selected employer (Pick n Pay) confirms that the selected employees qualify for ETI as specified by SARS

The total ETI Available amount to claim is reflected on the sheet. This total is the total PAYE amount for the month. The ETI amount can't be more than this amount. Even if the user selects all Employees the amount more than this (R2077.50) will roll over to the next month's ETI claim.

- Select the Employee's that you wish to claim for by clicking in the tick box before their names.

Employment Tax Incentive

Employer: Pick n Pay

	Employee Name	Employee Number	Remuneration	ETI Amount (Current)	ETI Amount Rolled Over (prev months)	ETI Amount Claimed	ETI Amount Rolled Over (next month)	ETI Months Claimed
<input checked="" type="checkbox"/>	Erasmus, Crystal	PnP9	4320	840.0	0.00	840.00	0.00	1
<input checked="" type="checkbox"/>	Johanse, Pieter	PnP13	5440	280.0	0.00	280.00	0.00	1
<input checked="" type="checkbox"/>	Kurewa, Danai	PnP10	5550	225.0	0.00	225.00	0.00	1
<input checked="" type="checkbox"/>	Moremi, Josef	PnP11	5760	120.0	0.00	120.00	0.00	1
<input checked="" type="checkbox"/>	Motselani, Cilla	PnP5	4000	1000	0.00	612.50	387.5000	1
<input checked="" type="checkbox"/>	Ndhlovu, Carol	PnP2	5250	375.0	0.00	0.00	0.00	1
<input checked="" type="checkbox"/>	Oliver, Michelle	PnP8	4200	900.0	0.00	0.00	0.00	1
<input checked="" type="checkbox"/>	Prins, John	PnP7	5250	375.0	0.00	0.00	0.00	1

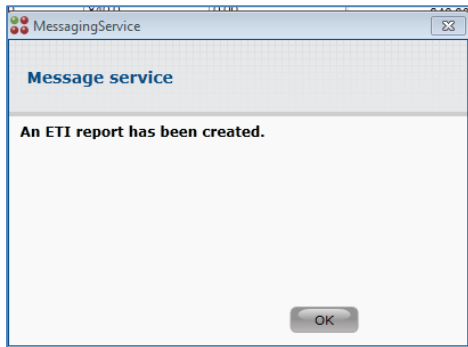
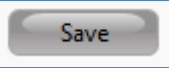
6. Note that the amount of R387.50 will roll over to the next month. The amount of R2077.50 will be claimed (PAYE).

ETI Amount Claimed	ETI Amount Rolled Over (next month)
840.00	0.00
280.00	0.00
225.00	0.00
120.00	0.00
612.50	387.5000
0.00	0.00
0.00	0.00
0.00	0.00

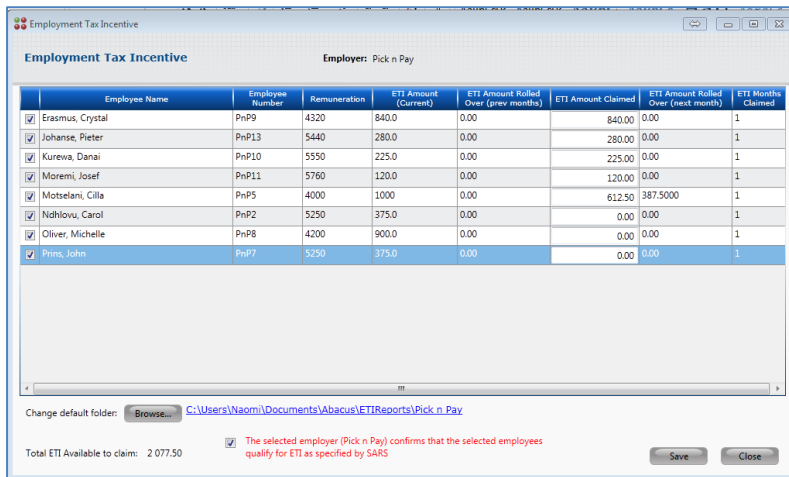
7. Click in the tick box to confirm

The selected employer (Pick n Pay) confirms that the selected employees qualify for ETI as specified by SARS


8. Click on button



9. Click on button



10. Close the page.

 ETI_Payments_June2014.pdf

11. Move to My Documents/Abacus/ETIReports/

12. Double click on the report to open it.

Example of Report:

Employment Tax Incentive Export Report					June/2014			
Employer:		Pick n Pay						
Last Name	First Name	Employee No	Remuneration	ETI Amount Calculated (Current)	ETI Amount Rolled Over (Previous Months)	ETI Amount Claimed	ETI Amount Rolled Over (Next Month)	ETI No of Months Claimed
Erasmus	Crystal	PnP9	4 320.00	840.00	0.00	840.00	0.00	1
Johanse	Pieter	PnP13	5 440.00	280.00	0.00	280.00	0.00	1
Kurewa	Danai	PnP10	5 550.00	225.00	0.00	225.00	0.00	1
Moremi	Josef	PnP11	5 760.00	120.00	0.00	120.00	0.00	1
Motselani	Cilla	PnP5	4 000.00	1 000.00	0.00	612.50	387.50	1
Ndhlovu	Carol	PnP2	5 250.00	375.00	0.00	0.00	0.00	1
Oliver	Michelle	PnP8	4 200.00	900.00	0.00	0.00	0.00	1
Prins	John	PnP7	5 250.00	375.00	0.00	0.00	0.00	1
				Total:	0.00	2077.5000	387.5000	

13. The user may view the Employer Report to view the EMP201 (current month/June) totals and the EMP501 (year to date) totals:

Example of Employer Report:

Employer Report			
Employer Name	Pick n Pay	Tax Year	2015
Registration No	2012/20021	Tax Year Start	2014/03/01
		Tax Year End	2015/02/28
	Month	Tax Year Total	
	June	2015	
Salary Expenses			
Total Salaries		83 770.00	353 103.00
Total Taxable Income		83 770.00	353 103.00
EMP201 Report			
<i>PAYE</i>		<i>2 077.50</i>	<i>10 263.24</i>
<i>Less ETI Claimed</i>		<i>2 077.50</i>	<i>2 077.50</i>
Total PAYE		0.00	8 185.74
Total SDL		0.00	0.00
Total UIF		1 675.40	7 062.06
<i>(including Employer Contribution of)</i>		<i>837.70</i>	<i>3531.03</i>
Total PAYE/UIF/SDL		1 675.40	15 247.80
Allowances			
Total Reimbursive Expenses		0.00	0.00
Total Reimbursive Travel		0.00	0.00
Total Subsistence		0.00	0.00
Fringe Benefits			
Funds			