

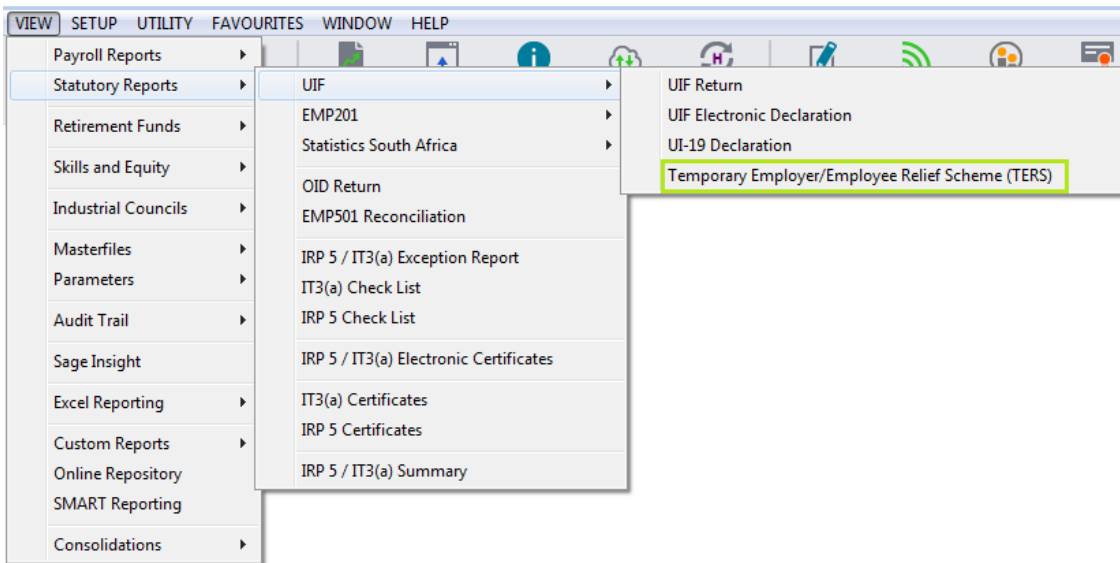
Temporary Employer/Employee Relief Scheme (TERS)

Report Access:

There is a new Temporary Employer/Employee Relief Scheme (TERS) Report in Payroll that helps the client create the TERS csv file.

The Report can be found under View...Statutory Reports...UIF... Temporary Employer/Employee Relief Scheme (TERS).

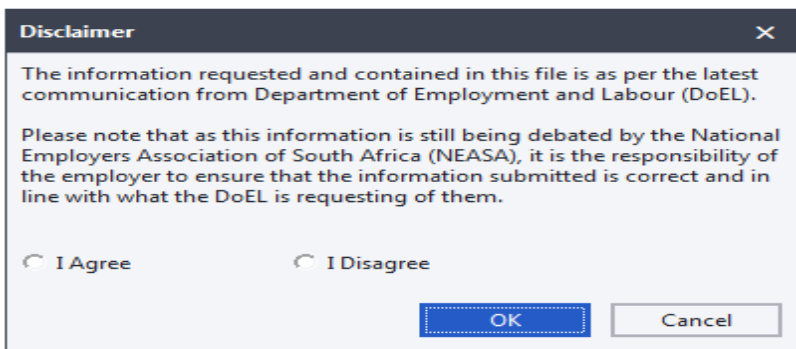
Its only available for Supervisor Users.



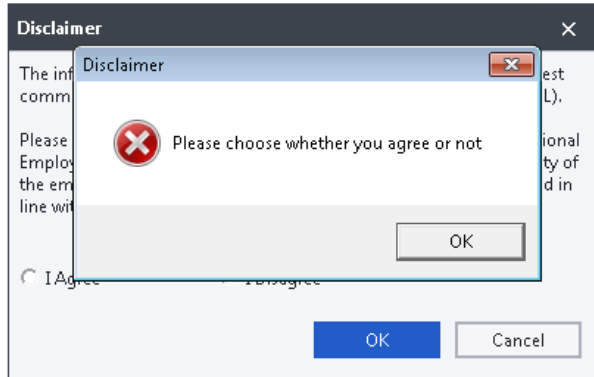
This menu item is currently available for all South African companies in the 2020-2021 Tax Year and onwards.

Disclaimer and Employee Filter:

Every time you click the menu item, a disclaimer appears. You will not be able to continue until you have ticked “I Agree” and clicked OK.



Temporary Employer/Employee Relief Scheme (TERS)



You can only continue if you have ticked "I Agree".

After you have ticked "I Agree" and clicked OK, the Employee Filter will appear, select the employees you want to include and click OK.



All Employees need to be processed and the filter will exclude:

1. Employees terminated before the shutdown.
2. Appointed after the shutdown.
3. Employees excluded from UIF legislation.



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Selection Box:

After clicking OK on the Employee Filter, the Selection Box will appear. The Top part is the same, but the bottom part might have more information if the user selection in “Preferred Payment Method” is “Pay to Employer” or “Pay to Bargaining Council”.

Top Part:

Same for “Pay to Employee”, “Pay to Employer” and “Pay to Bargaining Council”.

The screenshot shows a dialog box titled "Temporary Employer/Employee Relief Scheme (TERS)". It contains the following fields and controls:

- Shutdown From Date: 27/03/2020
- Shutdown To Date: 16/04/2020
- Sector Minimum Wage Per Month: 5000
- Remuneration: UIF Remuneration
- Preferred Payment Medium: Pay To Bargaining Council
- Export Excel Template:
- Export CSV File:

Buttons: OK, Cancel, Filter.

Bottom Part Extra – Pay to Employer:

For “Pay to Employer” an extra field called “Company Account Type” will appear.

The screenshot shows a single field: Company Account Type with a dropdown menu set to Current.

Bottom Part Extra – Pay to Bargaining Council:

For “Pay to Bargaining Council”, fields for the Bargaining Council Banking Details will appear.

The screenshot shows a form titled "Bargaining Council Banking Details" with the following fields:

- Bank Name: ABC
- Branch Code: 444555
- Account Type: Transmission
- Account Number: 34343434



Temporary Employer/Employee Relief Scheme (TERS)

Selections Explained:

Shutdown from Date	The date from when the company is shut down
Shutdown to Date	The date until when the company is shut down
Sector Minimum Wage Per Month	The user's sector's minimum wage per month can be entered here
Remuneration	Selecting Basic Salary will use the Monthly Wage from the Employee Masterfile. Selecting UIF Remuneration will use Calculation Total 17 less leave paid out during March. These figures can be edited on the following screen.
Preferred Payment Medium	Changing this option changes which banking details that are used in the template and csv. (See below for more info)
Export Excel Template	This option will create a xlsx file
Export CSV File	This option will create a pipe delimited csv file
Company Account Type	Bank Account Type for the Company. If "Pay to Employer" is selected under "Preferred Payment Medium", the banking details in the excel template and csv will be populated with the banking details on the Company Parameters together with this Account Type.
Bank Name	Bank Account Details for the Bargaining Council. If "Pay to Bargaining Council" is selected under "Preferred Payment Medium", the banking details in the excel template and csv will be populated with these banking details.
Branch Code	
Account Type	
Account Number	

Before you click OK, the following checks are done, and you will not be able to continue if they do not pass:

- UIF Reference Number is filled in on Company Parameters.
- Shutdown To Date cannot be before Shutdown from Date.
- One or both tick boxes "Export Excel Template" and "Export CSV File" are selected.
- There are employees to process on the filter.



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Edit Screen:

Once you click OK, the edit screen will appear where you can make changes to each employee's Remuneration and Shutdown Income.

Employee Code	Employee	Remuneration	Shutdown Income
F1	Amanda Black	8045.44	4022.72
M1	Bruce Wayne	20798.66	10399.33
M2	Clark Kent	28795.12	10397.56
M3	Dick Grayson	0.00	7839.10

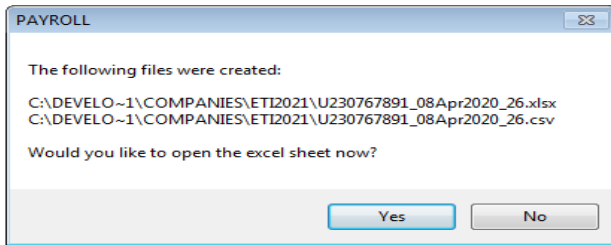
The "Remuneration" column will be automatically populated with the employees calculated pay for March only, while the "Shutdown Income" column the user will have to manually insert the values.

***NB: While Sage Pastel Payroll makes provision for leave transactions processed, transactions that do not have dates associated with them (e.g. Council leave income transactions) will not be included and will need to be amended manually.**

Once the user clicks Export, the file(s) are created and the user will be presented with the file names and an option to open the spreadsheet, should one have been created.





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The files are saved in the company directory and can be opened manually.

Each time the report is created, the unique sequence number in the file name will be incremented so that the previous files created are not overridden.

 1913568_14Apr2020_15.csv	2020-04-14 2:27 PM	Microsoft Excel Comma Separated Values File	1 KB
 1913568_14Apr2020_15.xlsx	2020-04-14 2:27 PM	Microsoft Excel Worksheet	12 KB