

Processing your Year End EMP501 submission on Palladium Payroll

With the Payroll financial Year-End upon us, we have created this document to assist you to submit your company's EMP501 reconciliations and import the IRP5/IT3 electronic certificates.

To ensure a seamless process please follow the steps below:

Step 1 Ensure all payroll cycles have been processed to the end of February

Step 2 Run a Validation Report to ensure there are no errors

Step 3 Generate the IRP5/IT3a electronic certificate file

Step 4 Reconcile the EMP201's to the EMP501

Step 5 Import the file to E@syfile

Step 6 Submit

Below is a detailed, easy to follow guide on how to process your Year End submission in Palladium Payroll.

Step 1 Ensure all payroll cycles have been processed for all periods up to February.

To do this go to **Company Menu | Payroll Setup Tab**

The screenshot shows the 'Company - XYZ Business Solutions' interface. The 'Payroll Setup' section is expanded, showing a 'Tax Year' dropdown set to '2022' and a 'Payroll Cycle Setup' section with a table of existing cycles.

Cycle Name	Cycle Type	Cycle End Date	Actions
Monthly	Monthly	2021-02-28	✎ ✕

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Click on the **Pay Cycle** to confirm that the pay periods including February have been processed. There will be a tick on the **Processed** column to indicate this.

No.	Cycle Name	Cycle Type	Period Start Date	Period End Date	Processed
1	Monthly	Monthly	01 Feb 2021	28 Feb 2021	✓

If the pay cycle has not been updated, then go to **Payroll Processing | Pay Period Update** to process a pay period update.

Payroll Cycle: Monthly EX Processing Period: 01/01/2020 To 31/01/2020

Payroll Cycle: Monthly EX Processing Period: 01/01/2020 To 31/01/2020

Processed: No

Send Email Print Payslip

Employees List

Search: Show 10 entries

Employee Code	Employee Name	Email	Processed	Preview Payslips	Email All	Print All
TT00020	Mr John Doe		✓		<input type="checkbox"/>	<input type="checkbox"/>

Previous 1 Next

Period Update

Step 2 Run a **Validation Report** to ensure there are no errors.

To do this go to **Statutory Reports** in the Menu and select **the IRP5 / IT3 Electronic Certificate Submission** report from the drop-down list.

Home > Menu > My Workspace > Statutory Reports

Statutory Reports - XYZ Business Solutions My Workspace

Report: IRP5/ IT3 Electronic Certificate Submission

IRP5/ IT3 Electronic Certificate Submission

Contact Person Name: Mr John Contact Person Phone Number: 0733300973

Contact Person Surname: Doe Type Of Run: ---Select---

Contact Person Email Address: john.doe@palladium.co.za Submission Period: ---Select---

Tax Year:

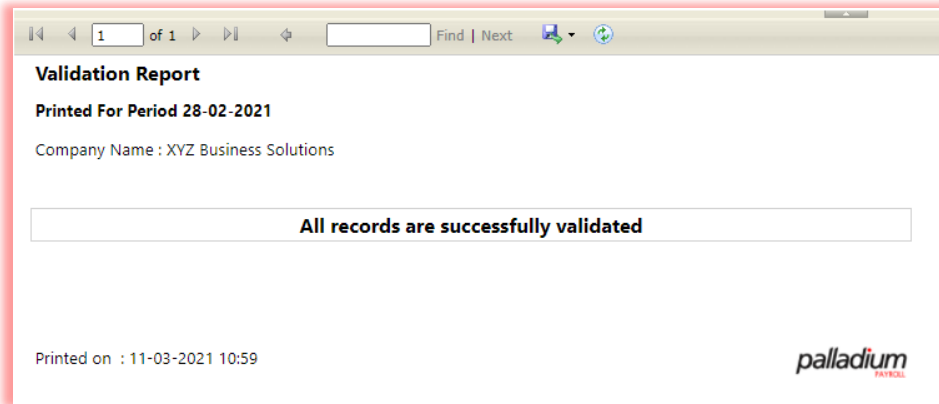
IRP5/IT3 Validation Report Generate

- ☞ The contact person details will default from the **Company Representative** tab
- ☞ Select the **Tax Year**
- ☞ Select **TEST** if you would like to **TEST** the submission or **LIVE** when ready to submit.
- ☞ Select **TAX YEAR END** as your submission period.

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Click on the **IRP5/IT3 Validation Report** button to clear all exceptions.

The report will be generated as shown below.

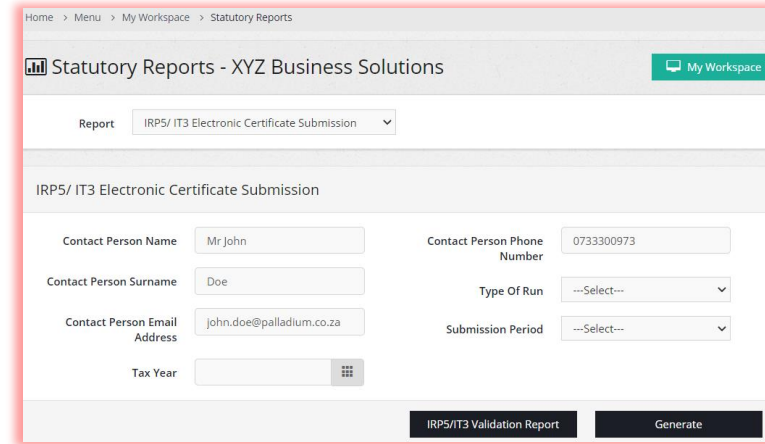


If there are any errors, the report will indicate exactly where and what the errors are. These errors need to be cleared prior to generating the IRP5/IT3a certificate file.



NOTE: Please contact support for assistance if your report contains errors that you do not know how to fix.

Step 3 Click on the **Generate** button to produce the **IRP5/IT3a electronic certificate file** which will automatically save to your Downloads folder.



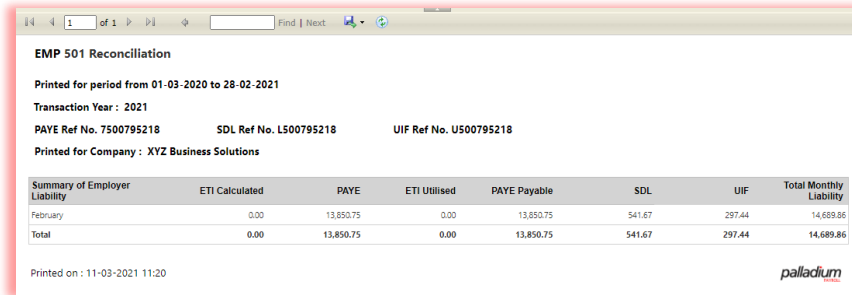
Step 4 Reconcile the **EMP201** reports to the **EMP501** report.

To do this print the EMP501 and the EMP201's. The Monthly EMP201 figures should reconcile to your annual EMP501.

NOTE: These reports can be printed from the Statutory reports Menu.


Step 5 Import the downloaded text file to **E@syfile**

A sample EMP501 Reconciliation Report



EMP 501 Reconciliation
 Printed for period from 01-03-2020 to 28-02-2021
 Transaction Year : 2021
 PAYE Ref No. 7500795218 SDL Ref No. L500795218 UIF Ref No. U500795218
 Printed for Company : XYZ Business Solutions

Summary of Employer Liability	ETI Calculated	PAYE	ETI Utilised	PAYE Payable	SDL	UIF	Total Monthly Liability
February	0.00	13,850.75	0.00	13,850.75	541.67	297.44	14,689.86
Total	0.00	13,850.75	0.00	13,850.75	541.67	297.44	14,689.86

Printed on : 11-03-2021 11:20 

Step 6 Submit.

For assistance with your Year End submission,
 please contact us on:



payrollsupport@palladium.co.za



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