

RSA: ETI Validation Export Guidelines

Classic and Premier – R5.5a

October 2020

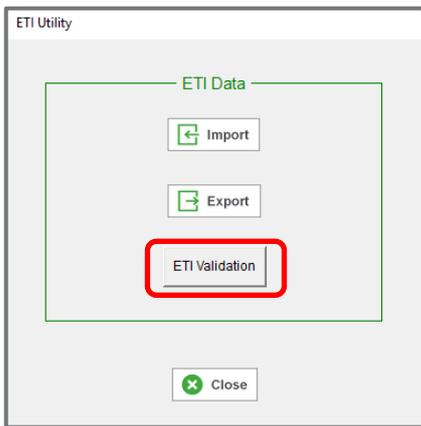
1.1 Purpose of the ETI Validation Export

The purpose of the ETI Validation Export Report is to provide a list of employees who have been identified as employees with discrepancies on ETI Sets and Periods and/or ETI values.

1.2 How to Run the Extract

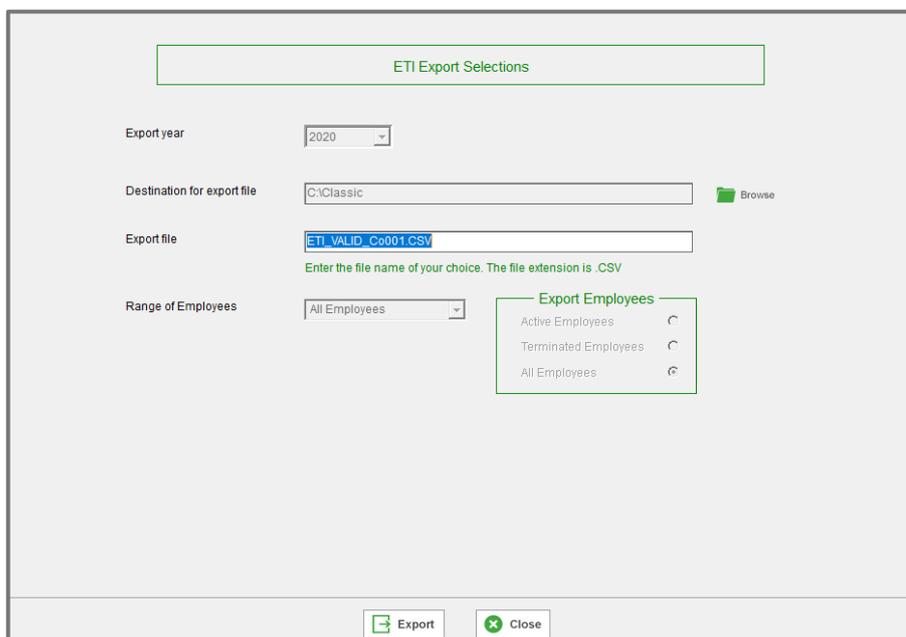
Main Menu > Interfaces > Import Data > Utility Imports > ETI Take-on

Select <ETI Validation>.



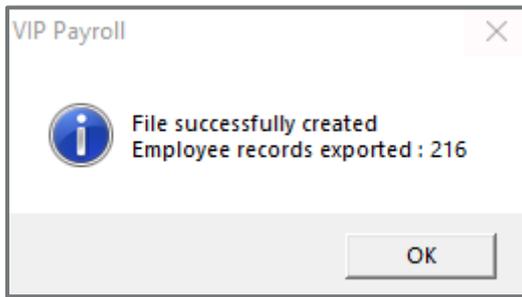
The destination path and file name can be changed.

No changes can be made to any other field.



When you select <Export>, the .CSV file will be created in the specified location.

You will get a message indicating that the file created successfully and how many records exported.



Once you click on <OK>, a message will display reminding you to save the data as a CSV file in order to import it. Click on <Yes>.



Excel will open, browse to the specified location, and select the relevant .CSV file. The data may now be amended if necessary.

1.3 Expected Scenarios

1.3.1 Employees older than 29 with incorrect Period Set

If the employee is older than 29 in the month numbers 4, 5, 6 or 7 and there is an ETI value calculated for the employee, the ETI Set must be a 3 and the ETI value cannot be greater than R750.

Example:

Month	Age	Valid ID	Wage Code	Min Wage	Actual Wage	Period Set	Period Count	ETI Remuneration	Tax Incentive
3	31	Yes	021	20.76	24	1	2	5859.38	0
4	31	Yes	021	20.76	24	3	1	4529.29	739.02
5	31	Yes	021	20.76	24	3	2	6494.74	1.97
6	31	Yes	021	20.76	24	1	3	5830.68	250.99
7	31	Yes	021	20.76	24	1	1	4804.47	635.82
8	31	Yes	021	20.76	24	1	1	5093.91	0

- For Month 6: ETI Period Set should be 3. The period count is correct.
- For Month 7: ETI Period Set should be 3. The period count should be 4.
- See corrections below:

Month	Age	Valid ID	Wage Code	Min Wage	Actual Wage	Period Set	Period Count	ETI Remuneration	Tax Incentive
3	31	Yes	021	20.76	24	1	2	5859.38	0
4	31	Yes	021	20.76	24	3	1	4529.29	739.02
5	31	Yes	021	20.76	24	3	2	6494.74	1.97
6	31	Yes	021	20.76	24	3	3	5830.68	250.99
7	31	Yes	021	20.76	24	3	4	4804.47	635.82
8	31	Yes	021	20.76	24	1	2	5093.91	0

1.3.2 Employee aged 29 and younger who already completed 24 ETI Periods

If the employee is 29 or younger, and the employee reached Set 2 Period 12 prior to or in month numbers 3, 4, 5 or 6, then the ETI Set should be 3 in month 4, 5, 6 and 7 if there is ETI.

No ETI should calculate in August or September 2020.

Example:

Employee	Month	Age	Valid ID	Wage Code	Min Wage	Actual Wage	Period Set	Period Count	ETI Remuneration	Tax Incentive
002	3	23	Yes	022	22.40	28	2	12	5460.58	0
002	4	23	Yes	022	22.40	28	3	1	6188.71	116.73
002	5	23	Yes	022	22.40	28	3	1	6500.99	0
002	6	23	Yes	022	22.40	28	3	2	6092.28	152.89
002	7	23	Yes	022	22.40	28	1	2	5406.41	410.09
002	8	23	Yes	022	22.40	28	1	2	4200	1000

Employee reached Set 2 Period 12 prior to month 4. Therefore:

- in month numbers 4 – 7, the ETI Set should be 3.
- For month 8 there should not be any ETI Tax Incentive calculated.
- Month 7 should be Period 3
- Month 8 should reflect as Set 2 Period 12 if it is not reflecting as Set 3.
- See corrections below

Employee	Month	Age	Valid ID	Wage Code	Min Wage	Actual Wage	Period Set	Period Count	ETI Remuneration	Tax Incentive
002	3	23	Yes	022	22.40	28	2	12	5460.58	0.00
002	4	23	Yes	022	22.40	28	3	1	6188.71	116.73
002	5	23	Yes	022	22.40	28	3	1	6500.99	0.00
002	6	23	Yes	022	22.40	28	3	2	6092.28	152.89
002	7	23	Yes	022	22.40	28	3	3	5406.41	410.09
002	8	23	Yes	022	22.40	28	2	12	4200.00	0.00

Take note: If an ETI amount calculated during month 4, 5, 6, or 7 for an employee which is greater than R750, the ETI amount was based on the Set 1 calculation and will need to be corrected. This will result on a possible over-claim of ETI on you EMP201/EMP501.

1.3.3 Incorrect Validation rules applied for April

- Remuneration > R6500 with ETI value calculated (positive or negative value)

If the remuneration is R6500 or greater, then no ETI should be calculated for the employee. ETI must be removed and Periods & Sets should be revisited.

- Valid ID = No, and Refugee/ Asylum Seeker = No and ETI > 0.00

In the above scenario, the ETI value must be changed to 0.00. If the value is changed to 0.00, double check the ETI periods and Sets.

- Minimum Wage value for the employee is 0.00 and ETI calculated for the employee.

In the above scenario, the ETI value must be changed to 0.00 since the employee must have a minimum wage and actual ETI wage. If the value is changed to 0.00, double check the ETI periods and Sets.

1.4 How to make corrections

The extract file can be amended, e.g. ETI Sets and Periods can be corrected or ETI values can be removed or recalculated.

Please Note: If you change any ETI Sets the ETI calculated value should be checked to ensure that the value is correctly calculated. Ensure the ETI period as from August reflect the correctly

If you need to amend any values, find the ETI table applicable for the period 1 April 2020 – 31 July 2020 below:

Monthly remuneration	First 12 months	Next 12 months	Months exceeding 24 months / employed before 1 October 2013 / 30 - 65 year of age
Apply to:	<ul style="list-style-type: none"> - Qualifying employees aged 18 to 29 years old employed on/after 1 October 2013, or - qualifying employees who qualify according to the SEZ criteria, irrespective of date engaged 	<ul style="list-style-type: none"> - Qualifying employees aged 18 to 29 years old employed on/after 1 October 2013, or - qualifying employees who qualify according to the SEZ criteria, irrespective of date engaged 	<ul style="list-style-type: none"> - Qualifying employee aged 18 to 29 years old who was employed on/after 1 October 2013 and has qualified 24 months, or - or an employee who qualifies according to the SEZ criteria, irrespective of date engaged, who have already qualified for 24 months, or - Qualifying employee aged 18 to 29 years old who was employed before 1 October 2013, or - qualifying employees aged 30 to 65 years old, irrespective of date engaged. <p>This column is only valid from 1 April 2020 to 31 July 2020</p>
R0.00 - R1 999.99	87.5% of monthly remuneration	62.5% of monthly remuneration	37.5% of monthly remuneration
R2 000 - R4 499.99	R1 750	R1 250	R750
R4 600 - R6 499.99	Formula: R1 750 - (87.5% x (monthly remuneration – R4 500))	Formula: R1 250 - (62.5% x (monthly remuneration – R4 500))	Formula: R750 - (37.5% x (monthly remuneration – R4 500))

Take note: If the Wage Code is #001, the import will result in an import validation error below. You can remove the Wage Code #001 from the import file to avoid the error.

Wage Regulating Measure requires Minimum Wage Code other than #001

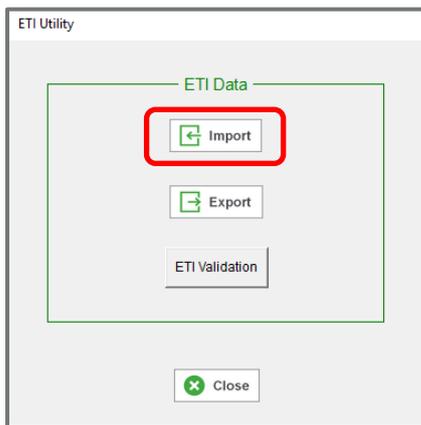
Once all amendments have been made, delete column **AE** (New/Term Days) to **AL** (Comment).

Save the file as a Type .CSV file.

File name: Save as type: CSV (Comma delimited)

To import the file:

- Select Main Menu > Interfaces > Import Data > Utility Imports > ETI Take-on
- Select <Import> and complete the necessary fields.



- Should you receive any import validation errors, refer to the specific employee ETI History screen to verify if the changes have been imported. Only investigate the import errors if the values did not import and update.

Quick reference guide

- [Covid-19 Relief Measures affecting the payroll](#)