

Employment Equity Guide

RSA





Contents

I.	Legislation		2	
2.	PaySpace Application			
2	2.1.	Em	ployee Level Configuration	5
	2.1.	1.	Basic Profile	5
	2.1.	2.	Tax Profile	6
	2.1.3	3.	Position	6
	2.1.	4.	Training Records	7
2	2.2.	Cor	mpany Level Configuration	8
	2.2	.5.	EEA4 Remuneration Configuration	8
	2.2	.6.	Basic Company Information	8
	2.2	.7.	Training Courses	9
2	2.3.	EEA	Reports available on PaySpace	9
2	2.4.	EEA	2 Report and EEA2 Detail Report	9
	2.4	.8.	Fields returned in the EEA2 Reports	10
2	2.5.	EEA	4 Report and EEA4 Detail Report	12
	2.5	.9.	Remuneration	13
	2.5	.10.	Fields returned in the EEA4 Detail Report and EEA4 Report	15
	2.5	.11.	EEA4 Detail Reports Explained	17
2	2.6.	EEA	2 & EEA4 Detail Report Examples	18
2	2.7.	Add	ditional Considerations	19
	2.7.	.12.	Notes and Tips	20

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1. Legislation

Purpose:

The purpose of the Employment Equity Act (EEA) is to achieve equity in the workplace by promoting equal opportunity and fair treatment and implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups. The EEA applies to all employees and designated employers. Failure to comply with the provisions of the EEA may result in imposition of fines.

Who is an employee for employment equity purposes?

Any person other than an independent contractor who works for another person (or the State) and who receives or is entitled to receive any remuneration and, in any manner, assist in carrying on or conducting the business of the employer.

Who is an employer for employment equity purposes?

A designated employer is:

- an employer who employs 50 or more employees, or
- an employer who employs less than 50 employees but has a total annual turnover that is equal to or more than the annual turnover threshold.

Annual turnover thresholds:

TURNOVER THRESHOLD APPLICABLE TO DESIGNATED EMPLOYERS			
Sector or subsectors in accordance with the Standard Industrial Classification	Total annual turnover		
Agriculture	R6,00m		
Mining and Quarrying	R22,50m		
Manufacturing	R30,00m		
Electricity, Gas and Water	R30,00m		
Construction	R15,00m		
Retail and Motor Trade and Repair Services	R45,00m		
Wholesale Trade, Commercial Agents and Allied Services	R75,00m		
Catering, Accommodation and other Trade	R15,00m		
Transport, Storage and Communications	R30,00m		
Finance and Business Services	R30,00m		
Community, Special and Personal Services	R15,00m		

Excluded employers are the National Defence Force, National Intelligence Agency, the South African Secret Service, and the South African National Academy of Intelligence. Employers who are not designated employers may voluntarily register as a designated employer and comply with sections of the EEA.



What is equity remuneration?

Equity remuneration is any payment in money or in kind, or both in money and in kind, made or owing to any person working for any other person. It excludes –

- any allowance, cash payment or payment in kind provided to enable the employee for work (e.g., equipment, tool or similar allowance or the provision of transport or the payment of a transport allowance to enable the employee to travel to and from work),
- gratuities (e.g., tips received from customers) and gifts from the employer,
- non-employment related lump sums such as severance pay, and
- dividends not included as remuneration by the Fourth Schedule to the Income Tax Act.

Equity remuneration must be split between fixed/guaranteed remuneration, and variable remuneration.

Fixed/Guaranteed remuneration includes:

- salary/wage,
- housing or accommodation subsidy, or housing or accommodation received as a benefit in kind,
- travel allowance or provision of a car, except to the extent that the allowance or car is provided to enable the employee to work as provided by the Fourth and Seventh Schedules to the Income Tax Act,
- any cash payments in kind received by an employee, except those listed as exclusions,
- any other payment in kind, except those listed as exclusions,
- employer's contributions to income protection, funeral or death benefit schemes, and
- employer contributions to medical aid, pension, provident fund or similar benefit funds.

Variable remuneration includes:

- short-term incentives: annual or shorter incentives and (generally) cash performance-based payments, including deferrals (e.g. commission)
- long-term incentives: longer than one year, (usually) share-based awards and cash-based settlement that have a vesting period of more than one year must also be included (may be retention and/or performance based),
- lump sums in respect of ongoing employment (e.g. back-pay and leave paid out),



- discretionary payments not related to an employee's hours of work or performance (e.g. retention bonus),
- the taxable benefit portion of bursaries/scholarships provided to the employee and/or relative of the employee; and
- dividends included as remuneration by the Fourth Schedule of the Income Tax
 Act.

Duty to report on employment equity:

Designated employers must submit their annual equity reports (in the required format) to the Department of Employment and Labour –

- manually on the first working day of October, or
- by 15 January of the following year only in the case of electronic reporting.

Employers who become designated employers on/after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.

These annual reports include the:

- EEA2 (Employment Equity Report) and,
- EEA4 (Income Differential Statement).

To view the employment equity reports and the instructions on how to complete these reports, please <u>click here</u>.



2. PaySpace Application

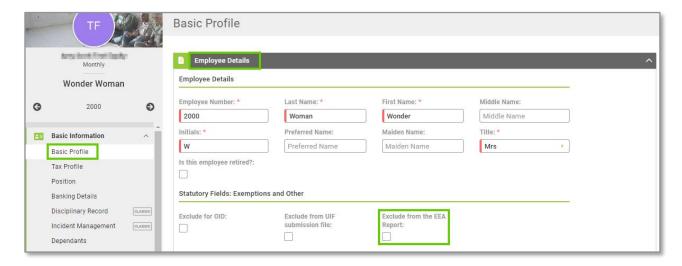
2.1. Employee Level Configuration

The various employee fields that will be reported on in the EEA Reports are listed below.

2.1.1. Basic Profile

- Exclude from the EEA Report
- Gender
- Race
- Disabled Type
- Foreign National

Navigation: Menu > Employee > Basic Information > Basic Profile > Employee Details



Navigation: Menu > Employee > Basic Information > Basic Profile > Personal

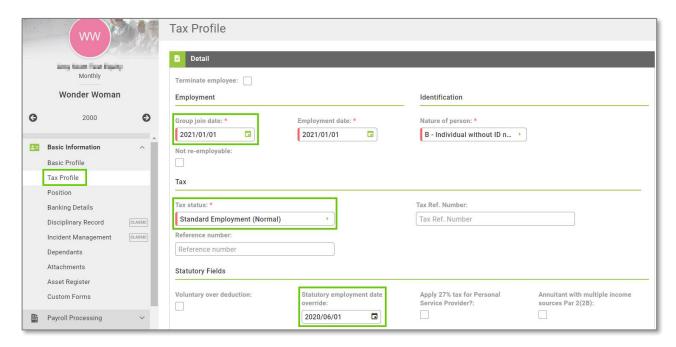


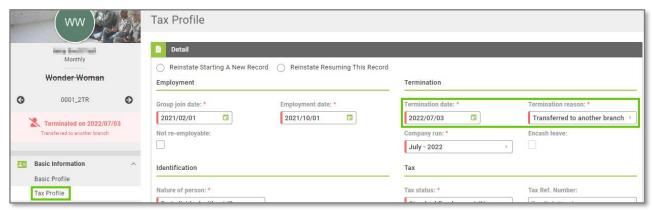


2.1.2. Tax Profile

- Group join date
- Tax status
- Statutory employment date override
- Termination date
- Termination reason

Navigation: Menu > Employee > Basic Information > Tax Profile



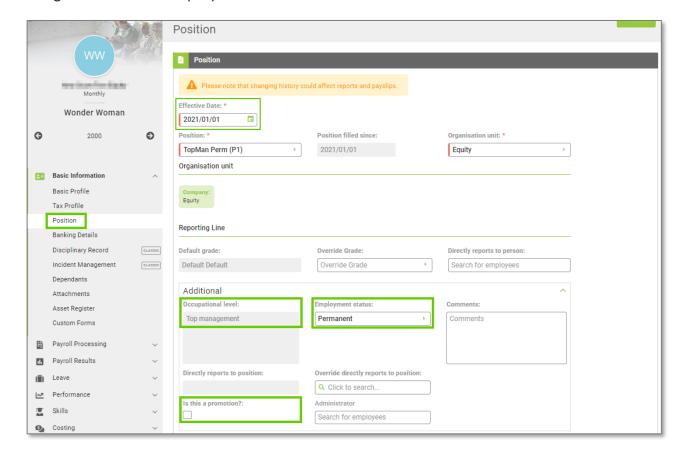


2.1.3. Position

- Effective Date
- Occupational level
- Employment status
- Is this a promotion?



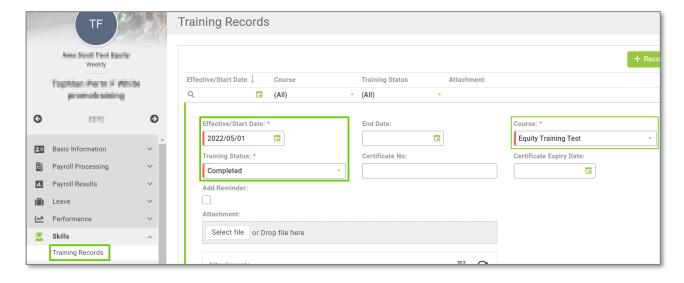
Navigation: Menu > Employee > Basic Information > Position



2.1.4. Training Records

- Effective/Start Date
- Training Status
- Course

Navigation: Menu > Employee > Skills > Training Records





2.2. Company Level Configuration

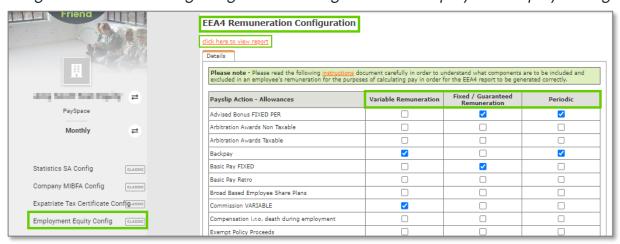
2.2.5. EEA4 Remuneration Configuration

In order for the EEA4 Statutory Report to generate the remuneration accurately, the components that need to be included should be indicated on the Employment Equity Config Screen. This needs to be set-up per frequency.

There are four Remuneration Types considered when generating the EEA4 reports:

- Fixed / Guaranteed
- Fixed / Guaranteed Periodic
- Variable
- Variable Periodic

Navigation: Menu > Config > Legislative Configurations > Employment Equity Config



2.2.6. Basic Company Information

Some of the company information will be extracted from the payroll to complete Page 1 on the EEA2 and EEA4 report. The below fields are maintained on the Basic Company Information screens and are returned in the reports:

- Company Trading Name
- PAYE Reference Number
- Employment Equity Reference Number
- Physical Address
- Postal Address
- Telephone Number
- UIF Reference Number
- SETA

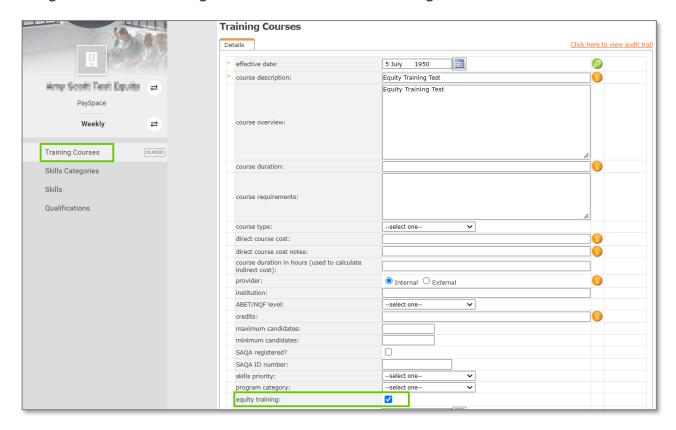
The Standard Industry Code stored on the Tax Certificate Run Screen is also returned.



2.2.7. Training Courses

The Equity Training checkbox must be selected on the Training Course to be included for EEA2 Table 5 Skills Development.

Navigation: Menu > Config > Human Resources > Training Courses



2.3. EEA Reports available on PaySpace

- EEA2 Report (Employment Equity Report)
- EEA2 Detail Report
- EEA4 Report (Income Differential Statement)
- EEA4 Detail Report

The EEA2 and EEA4 Detail Reports provide the information per employee that will be applied in the EEA2 and EEA4 Statutory Reports.

2.4. EEA2 Report and EEA2 Detail Report

The EEA2 Report and EEA2 Detail Report can be extracted from PaySpace. The EEA2 Report enables employers to comply with Section 21 of the Employment Equity Act. It incorporates the requirements to report on the workforce profile. Pages 1, 3, 4 and 5 will generate based on the information stored on the payroll. The Manual sections of the EEA2 Report link on the report parameters screen should be used to obtain the outstanding pages to be completed manually.



2.4.8. Fields returned in the EEA2 Reports

	EEA2 REPORTS INFORMA	ATION RETURNED
COLUMN / FIELD	EEA2 DETAIL REPORT	EEA2 STATUTORY REPORT
Frequency	The Frequency Name will return.	N/A
Employee Number	The employee's Employee Number will return.	N/A
First Name	The employee's First Name will return.	N/A
Last Name	The employee's Last Name will return.	N/A
Occupational Level	The selected Occupational level will be returned for all employees within the reporting period. If no occupational level was linked, then the field will be blank.	Employees are categorised according to the occupational level. Permanent employees with no occupational level defined will be excluded .
Employment Status	The selected employment status will be returned for all employees within the reporting period. If no Employment status was linked, then the field will be blank.	 Employees linked to the options, Permanent and Temporary – deemed to be permanent, will be considered as permanent employees. Employees linked to the option, Temporary, will be considered as
		 temporary employees. Employees linked to the option, Contract, will be excluded.
		 Employees who are not linked to an employment status, will be excluded.
Gender	The selected gender will be returned for all employees within the reporting period.	Differentiates between Male and Female employees. Employees linked to the Unclassified gender will be excluded.
Race	The selected race will be returned for all employees within the reporting period.	Differentiates between African, Coloured, Indian, and White employees. Employees linked to the Other race, will be excluded .
Disability Type	The selected disability type will be returned. If the Disabled Type field was not populated , then ' None' will be returned.	 An employee linked to any option other than No Disability, will be categorised as an employee with a disability. Therefore, only these employees will be included in Table 1.2 Workforce Profile.
Foreign National	Where the checkbox field, Foreign National, has been selected, 'Yes' will be returned.	The employees that returned 'Yes' will be reported on separately. Foreign Nationals are excluded from Table 5 Skills Development
Group Join Date	The Group Join Date will be returned for all employees.	If the Group Join Date is within the reporting cycle, then the employee will be counted in Table 2 Recruitment.



Chartutom	If the field Ctatutery France	If the Ctatutory Employment Date Overvide is
Statutory	If the field, Statutory Employment	If the Statutory Employment Date Override is
Employment Date	Date Override has been populated, it will be returned.	within the reporting cycle, then the employee will be counted in Table 2
Date	it will be returned.	Recruitment.
Termination	If processed on or before the last	Terminated employees will be included in
Date	day of the reporting period, the	Table 4 Termination.
Date	selected Termination Date will be	Tuble 4 Terrimation.
	returned.	
	The Termination Date will return for transferred employees.	
Transferred	A 'Yes' will be returned if an	When an employee is transferred between
Transierrea		frequencies then both employee records will
	employee is transferred. A 'No' will be returned if the	be consolidated.
		be consolidated.
	employee was transferred but the	
	'terminate for Statutory reporting'	
	was selected during the transfer.	
Promotion	Where the field, Is this a promotion? ,	Table 3 Promotion
	has been selected and the Effective	• The records that returned 'Yes' in the
	Date of the record is within the	EEA2 Detail Report, will be included.
	reporting period, it will be indicated	Therefore, the employees included in Table
	as 'Yes'.	1.1. who were promoted during the reporting
	If an employee is terminated on or	cycle, will be returned.
	before the last day of the reporting	
	period, it will be indicated as 'No'.	
Equity Training	If there is one or more training	Table 5 Skills Development
	records, 'Yes' will be returned.	The records that returned 'Yes' in the
	The training record needs to adhere	EEA2 Detail Report, will be included.
	to the following:	Foreign nationals are excluded from
	Equity Training must be	this table.
	selected on the Training Course .	Note: the number of employees are
	The Effective/Start Date of the	recorded, not the number of training
	training record must be within	courses.
	the reporting period.	Courses.
	The Training Status must be	
	Completed, Passed, or Attended.	
Include in	If the employee is active on the last	Table 1.1. Workforce Profile
Workforce	day of the reporting period, 'Yes' will	The records that returned 'Yes' in the EEA2
Profile	be returned. If not, 'No' will be	Detail Report, including the new recruits will
	returned.	be included.
Include as	If the employee's Group Join Date OR	Table 2 Recruitment
Recruited	Statutory Employment Date Override	The records that returned ' Yes' in the EEA2
	is within the reporting period, a ' Yes'	Detail Report, will be included.
	will be returned. If not, a ' No' will be	Detail Report, Will be included.
	returned. Kindly refer to 2.6	
	Additional Considerations for a	
	clarification on how transferred and	
	reinstated employees will be	
	reported on.	
Include as	If the employee's Termination Date	Table 4 Termination
Terminated	is on or before the last day of the	
	reporting period, 'Yes' will be	The records that returned ' Yes' in the EEA2
	Toporting portog, 100 Will bo	Detail Report, will be included.



	roturned Vine	dly refer to 2.6	
		•	
	Additional Considerations for a		
	clarification on how transferred and		
	reinstated employees will be		
Occations Field	reported on.	and an Calab Faralisation	The second secon
Custom Field	Where the checkbox field, Exclude		These employees will be excluded from the
to Exclude from	from the EEA Report, has been		EEA Statutory Reports.
the EEA Report	selected, 'Yes' will be returned.		
Exceptions Not	Employees who will not be included		The employees flagged as 'Yes' in the detail
Reported On		eport will be returned as	report will be excluded from the EEA
		olumn. All other	Statutory Reports.
	. ,	ill return as 'No'.	
	' Yes' will be returned based on the		
	following con	ditions:	
	SCREEN	FIELD	PROCESSING
	Position	Occupational Level	Where the employee's employment status is
	Screen		Permanent or Temporary – deemed to be
			permanent, and no occupational level has
			been defined on the position the employee is
			linked to.
		Employment Status	If the employee is linked to the option,
			Contract or if the employee is not linked to
			an employment status.
	Basic Profile	Gender	Employees linked to the option, Unclassified.
		Race	Employees linked to the option, Other.
		Exclude for EEA Report	When the Checkbox was selected .
	Tax Profile	Tax Status	Employees linked to the 'Personal Service
	Screen		Company' or 'Personal Service Trust' tax
			status.
			Note: since the tax status is not included in
			the EEA Detail Reports, it is the only condition
			that will not be clarified based on the
			information that displays in the previous
			columns.
	Tip:	<u> </u>	1
	-	g the reconciliation proce	ess, apply a filter to this column on employees
		•	flagged as 'Yes' to determine if there may
			need to be rectified on the payroll.
	ave been at	., p. coconing chors that	nood to be rectined on the payroll.

2.5. EEA4 Report and EEA4 Detail Report

The EEA4 Report and EEA4 Detail Report can be extracted from PaySpace. The purpose of the EEA4 Report is to collect information for the assessment of the remuneration gap between the highest paid and lowest paid employees, by comparing race and gender across the various occupational levels.

The EEA4 Report includes details regarding the total annual remuneration. The information that is extracted from the payroll is applied in Section C, D and E. Pages 1, 4, 5, and 6 will generate based on the information stored on the payroll. The <u>Manual</u>



<u>sections of the EEA4 Report</u> link on the report parameters screen should be used to obtain the outstanding pages to be completed manually.

The income differentials in the EEA4 Statutory Report must display the information of the same employees included in the **EEA2 Statutory Report**, **Table 1.1 Workforce Profile.** Employees who are active on the last day of the reporting cycle, are therefore included and terminations are excluded.

2.5.9. Remuneration

The remuneration returned on the EEA4 Report must include a period of twelve months and reflect the same reporting period covered by the EEA2 Report. The total annual remuneration will be included in the EEA4 Report Sections C, D and E.

Where an employee had not worked for a full twelve-month period, an amount equivalent to the annual remuneration should be calculated and returned. The periods of employment are determined by counting the pay periods within the reporting cycle where there is a payslip with a net value greater than zero.

2.5.9.1. Annualisation

Regular monthly payments must be annualised, and remuneration received periodically must not be annualised. On the payroll, the periodic remuneration will be derived from the components that were marked as periodic on the Employment Equity Config Screen.

See the below examples for the various types of remuneration taken into consideration.



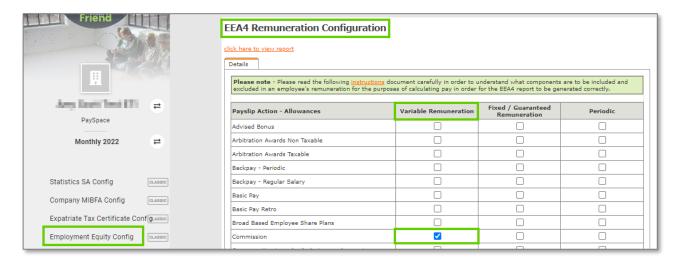




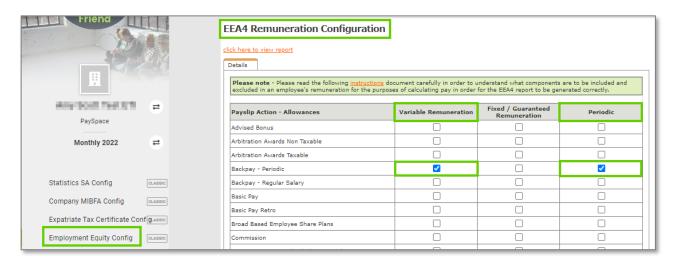
Example of Remuneration Type: Fixed / Guaranteed Periodic



Example of Remuneration Type: Variable



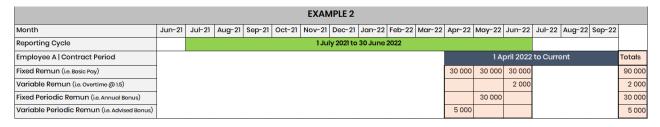
Example of Remuneration Type: Variable Periodic





2.5.9.2. Annualised Remuneration Example

This employee has been working at the company since the 1st of April 2022 as a permanent employee. The employee's remuneration is clarified as follows:



The total annual remuneration will be calculated as follows:

- = ((Fixed + Variable) / Periods Worked in EE Year) X Periods in the EE Year) + (Fixed Periodic + Variable Periodic)
- $=(((90\ 000\ +\ 2\ 000)/3)\ *\ 12)\ +\ (30\ 000\ +\ 5\ 000)$
- $= (368\,000) + (35\,000)$
- = 403 000

2.5.10. Fields returned in the EEA4 Detail Report and EEA4 Report

EEA4 REPORTS INFORMATION RETURNED			
COLUMN / FIELD	EEA4 DETAIL REPORT Tab 1	EEA4 STATUTORY REPORT	
Frequency	The Frequency Name will return.	N/A	
Employee Number	The employee's Employee Number will return.	N/A	
First Name	The employee's First Name will return.	N/A	
Last Name	The employee's Last Name will return.	N/A	
Occupational Level	The selected Occupational level will return. If no occupational level was linked, then the field will be blank.	Employees are categorised according to their occupational level. Permanent employees with no occupational level defined will be excluded .	
Employment Status	The selected employment status will return for all employees within the reporting period. If no Employment status was linked, then the field will be blank.	 Employees linked to the options, Permanent and Temporary – deemed to be permanent, will be considered as permanent employees. Employees linked to the option, Temporary, will be considered as temporary employees. Employees linked to the option, Contract, will be excluded. Employees who are not linked to an employment status, will be excluded. 	



		Section D, only reports on
		permanent employees.
Gender	The selected gender will be returned	Differentiates between Male and Female
	for all employees within the reporting	employees. Employees linked to the
	period.	Unclassified gender will be excluded.
Race	The selected race will be returned for	Differentiates between African, Coloured,
	all employees within the reporting	Indian, and White employees. Employees
	period.	linked to the Other race, will be excluded .
Foreign	Where the checkbox field, Foreign	These employees will be reported on
National	National, has been selected, 'Yes'	separately.
	will be returned.	
Group Join	The selected Group Join Date will be	N/A
Date	returned for all employees within the	
0111	reporting period.	21/2
Statutory	If the field, Statutory Employment	N/A
Employment	Date Override has been populated, it will be returned.	
Date Termination	The Termination Date for only	
Date	•	Employees who are terminated are not
Date	transferred employees will return. Employees who are terminated are	reported on in the EEA4.
	not reported on in the EEA4.	
Transferred	A 'Yes' will be returned if an	When an employee is transferred between
Transierrea	employee is transferred.	frequencies then both employee records will
	If the employee was transferred but	be consolidated.
	the 'terminate for Statutory	be consolidated.
	reporting' was selected during the	
	transfer, then the employee will not	
	return in the EEA4 reports.	
Fixed /	Returns the total of the amounts in	N/A
Guaranteed	the Annualised Amount column in	
Remuneration	Tab 2 for the 'Fixed / Guaranteed'	
	and 'Fixed / Guaranteed Periodic'	
	Remuneration Types.	
Variable	Returns the total of the amounts in	N/A
Remuneration	the Annualised Amount column in	
	Tab 2 for the 'Variable' and	
	'Variable Periodic' Remuneration	
	Types.	
Total	The sum of the Fixed / Guaranteed	Returned in the EEA4 Report.
Remuneration	Remuneration and the Variable	
Custom Field	Remuneration columns.	Those ampleyees will be evaluded from the
to Exclude from	Where the checkbox field, Exclude from the EEA Report, has been	These employees will be excluded from the
the EEA Report	selected, 'Yes' will be returned.	EEA Statutory Reports.
Exceptions Not	Refer to the detailed explanation of	The employees flagged as 'Yes' in the detail
Reported On	this field on page 12. The same rules	report will be excluded from the EEA
portou on	apply to the EEA2 and EEA4 Detail	Statutory Reports.
	Reports.	
	1 -1	



2.5.11. EEA4 Detail Reports Explained

The below comparison explains the connections between the two tabs on the EEA4 Detail Report.

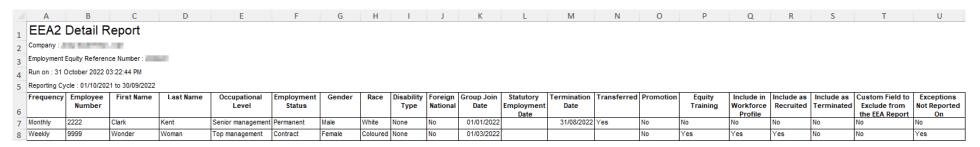
	EEA4 DE	TAIL REPORTS
COLUMN / FIELD	Tab 2	Tab 1
Frequency	The name of the Frequency will	N/A
. ,	return.	
Employee	The employee's Employee Number	N/A
Number	will return.	
First Name	The employee's First Name will	N/A
	return.	
Last Name	The employee's Last Name will	N/A
	return.	
Component	The specific component name will	N/A
Name	return	
Remuneration	The description for the Remuneration	Used to determine if the values will be
Туре	Type will return. The four types are	considered as Fixed / Guaranteed or
	discussed above on page 8.	Variable in Tab 1 and on the main report.
YTD Value	The total payslip values for the	N/A
	reporting cycle will return per	
	component. Payslip values on	
	interim runs are considered.	
	These values are to assist with	
	reconciling with other payroll reports.	
Periods	The number of pay periods within	N/A
Worked For EEA	the reporting cycle where there is a	
Purposes	payslip with a net pay greater than	
	zero. Weekly companies will return	
	the number of weeks, and fortnightly	
	companies will return the number of	
	fortnights. Interim pay runs and	
	take-on runs are not counted.	
Periods In The	The report should be generated for a	N/A
EEA Year	12-month period. Monthly	
	frequencies will return 12, weekly	
	frequencies will return 52 or 53, and	
	fortnightly frequencies will return 26 or 27.	
Annualised	The YTD Value will return if the	The total of the 'Fixed / Guaranteed' and
Amount	employees Periods Worked equals	'Fixed / Guaranteed Periodic' Remuneration
,	the Periods in the EEA year.	Types will return in the Fixed / Guaranteed
	If not, the below calculation will take	Remuneration column on Tab 1.
	place:	The total of the 'Variable' and 'Variable
	Annualised Amount = (YTD Value /	Periodic' Remuneration Types will return in
	Periods Worked for EEA Purposes) *	the Variable Remuneration column on Tab 1.
	Periods in the EEA Year	and variable remaineration column on rab i.



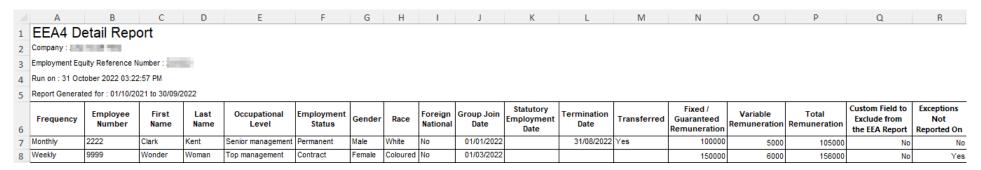
2.6. EEA2 & EEA4 Detail Report Examples

The EEA2 and EEA4 Detail Reports provide the information per employee that will be applied in the EEA2 and EEA4 Reports.

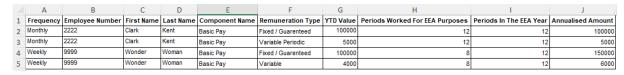
An Extract of the EEA2 Detail Report



An Extract of the EEA4 Detail Report | Tab 1



An Extract of the EEA4 Detail Report | Tab 2





2.7. Additional Considerations

REINSTATEMENTS & TRANSFERS			
ACTION	EEA2 DETAIL REPORT	EEA4 DETAIL REPORT	
Reinstate Resuming This Record	One record will be returned in the report.	If the record is active, it will be returned to calculate the total annual remuneration.	
Reinstate Starting a New Record 1 Employee Record 2 or more Tax Records	Since there is one employee record, the tax record. One record will therefore display in the report. The following information will be derived from the Occupational level Employment status Gender Race	ords within the reporting period will be consolidated . ne most recent record: Foreign national Disability type Exclude from the EEA Report	
	Both records will be considered to indicate a promotion and equity training .	The values on the most recent tax record will be annualised to calculate the total remuneration.	
Transfer To a New Frequency The employee was active for the full reporting year. 2 Employee Records 2 or more Tax Records	Both Employee records will return on the report. The original employee record will indicate a 'Yes' in the Transferred column. Both records will be considered for promotions and equity training, however, the employee is only counted once and is indicated on the new record.	If the consolidated Periods Worked do equal the Periods in The EEA Year then the tax records will not be annualised. The new and original employee records will return on the Detail report, however, the records will be consolidated on the main EEA4 Report.	
Transfer To a New Frequency The employee was not active for the full reporting year. 2 Employee Records 2 or more Tax Records		If the consolidated Periods Worked do not equal the Periods in The EEA Year then the most tax recent record will be annualised to calculate the Total Remuneration. This Total Remuneration will return on the EEA4 Report. The original employee record will remain on the Detail report, however, it will not be considered in the main report.	



2.7.12. Notes and Tips

- Only permanent (the 'permanent' and 'temporary deemed to be permanent' employment statuses) employees need to report on occupational levels.
- A company setting can be activated to generate a run error if no Position record was generated for the employee on the Position Screen.
- Before starting the reconciliation process, apply a filter to the 'Exceptions Not Reported
 On' column on the detail reports, to exclude the employees flagged as 'Yes'.
- There is no validation between the fields, **Group join date** on the Tax Profile Screen and the **Employee status** on the Position Screen, to establish if the employee has worked less than three months (temporary employees).
- There is no validation between the fields, Citizenship and Foreign National. The checkbox field, Foreign National, is the only indicator that marks an employee as a Foreign National for Equity.
- If the 'Is this a promotion?' field was selected multiple times on an employee's record, it will only be counted **once** in **Table 3 Promotion**.
- If the employee was employed and resigned during the reporting cycle, the employee will be included in both **Table 2 Recruitment** and **Table 4 Termination**.
- Regardless of whether the employee is excluded from the EEA4 Report or not, you will be able to filter on all employees when accessing Tab 2 on the EEA4 Detail Report. The purpose of **Tab 2** on the EEA4 Detail report is therefore only to clarify an individual employee's remuneration. To balance to the EEA4 Report, apply the filters on **Tab 1**.
- If the employee was employed and terminated multiple times (more than two
 employment records on the Tax Profile) within the reporting cycle, the employee will be
 excluded from Table 2 Recruitment.
- If an employee joined the company in a previous equity year and is terminated and reinstated starting a new record in the current equity year, the employee should be reported on in Table 2 Recruitment based on the start date of the most recent period of employment, provided the employee is not terminated on or before the last day of the reporting cycle. In this scenario, it is therefore important to process the new start date in the Statutory Employment Date Override to ensure the employee is included as a recruit.
- If an employee is terminated on the Tax Profile Screen and the 'Transferred to another branch' termination reason is selected, it will be considered as terminated, not transferred. For an employee to be recorded as transferred, there needs to be a Transferred Record on the Transfer History Screen.