

Deel Local Payroll
powered by **payspace.**

DIY

Tax Filing Guide

Bi-Annual Submission



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Bi-Annual Submission Checklist

Step	Procedure	Completed
1	Finalise your August 2025 pay run and close all pay runs for your tax period.	
2	Verify company information.	
3	Verify employee information.	
4	Reconcile the EMP501 and EMP201 Monthly Reports: <ul style="list-style-type: none"> Determine the liability for PAYE, UIF, SDL, & ETI, including manual certificates according to the information on the payroll. Access SARS eFiling to determine the EMP201 payments and download the Statement of Account. Use an MS Excel spreadsheet to balance and establish if there are any variances. No variances: Proceed to generate the Test CSV file in Step 7. Variance in values: Note the month the difference occurred and proceed to Step 5. 	
5	Determine the employee records where the variances occurred.	
6	Process Corrections.	
7	Generate the Test CSV Tax file.	
8	Validate the Test CSV file on e@syFile™ Employer.	
9	Generate and validate the Live CSV tax file on e@syFile™ Employer.	
10	Ensure you are on the latest version of e@syFile™ Employer. The latest version of e@syFile™ Employer can be downloaded from SARS eFiling .	
11	Verify Employer Information. Refer to SARS e@syfile™TC Employer Guide .	
12	Capture manual tax certificates. Refer to SARS e@syfile™TC Employer Guide .	
13	Import the payroll file.	
14	Correct validation errors if any.	
15	Complete the EMP501 Reconciliation.	
16	Submit the electronic information to SARS via e@syFile™ Employer. Refer to SARS e@syfile™TC Employer Guide .	

Take Note

This checklist is a guideline to complete your Bi-Annual Submission process from Deel Local Payroll powered by payspace to e@syFile™ Employer. The Bi-Annual Employer Reconciliation Declaration period is from 22 September 2025 to 31 October 2025.

It is recommended that the submission be processed after the first two weeks of the submission period, to allow time for SARS to identify and fix potential bugs on e@syFile™ Employer. SARS will release updated versions of e@syFile™ Employer should this be necessary.

How to Generate a Tax File

- 1. If you have multiple frequencies, ensure that each frequency has a unique tax certificate number prefix.

Navigate > *Config > Payroll > Payroll Config > Pay Frequencies*

Company Pay Frequencies

Add Frequency

Frequency name ↑ 2	Frequency	Tax certificate number pr...	Working hours per day	Working days per period	Payday	Inactive date ↑ 1
Monthly	Monthly	01	8.00	21.67	25th	

Edit the applicable frequency and update the prefix under the General section.

General

Tax certificate number prefix *

01

Important:
Make sure that all runs applicable to your submission period are in a 'Closed' status for all your frequencies. If your runs are in an 'Open' status, navigate to the Payslip Pay Dates screen, edit the run, and change the status from 'Open' to 'Closed' and 'Save'.

Navigate > *Payroll Cycle > Run Management > Open Runs*

Open runs

August - 2025 Corr Run	2025/08/01	2025/08/31	August 2025	Main Run - 2	2025/08/29	Open	+ ✎ 🗑
August - 2025	2025/08/01	2025/08/31	August 2025	Main Run - 1	2025/08/28	Open	+ ✎ 🗑

Main run: August - 2025

Run details

Status *

Closed

Closed

Open

Future

2025/08/01

→

2025/08/31

Processing month *

August 2025

- 2. A Tax File can be exported per frequency. Alternatively, the system allows companies with multiple frequencies to generate a consolidated Tax File to import into e@syFile™ Employer, rather than extracting individual CSV files per frequency.

Once the below statutory setting is enabled, the generated Tax File will be a consolidated file located on the frequency in which it was created.


Navigate > *Config > Basic Settings > Company Settings > General Settings > Statutory Settings*

Statutory Settings

☒ Include all frequencies in the consolidated year-end tax file

An information message will display when the Test or Live CSV file is generated, informing the user that the file will be stored on the currently selected frequency.

Tax Year End Process


Warning:
Company setting has been activated for consolidated year end tax file, please note that the file will be stored on the frequency that the report was executed on.


3. If your SIC Codes and Trade Classifications are not updated on the below table, you cannot export any of the CSV tax files.

Navigate > *Reports > Tax Certificate Run > change trade classification & SIC codes.*

Tax Year End Process

change trade classification and SIC codes

Tax Year End File Details


Warning:
Please complete fields below to continue

standard industry code group:			
standard industry code:			
trade classification:			
trade sub classification:			

Save

Important:
Confirm that the SIC code group and code are correct on company and employee levels.
Once the SIC information is completed and saved, you will be directed back to the 'Tax Year End Process'.

How to Generate a Test File

The 'Test' CSV file can be generated on the Tax Certificate Run screen.



Navigate > Reports > Tax Certificate Run

Tax Year End Process

Warning:
Company setting has been activated for consolidated year end tax file, please note that the file will be stored on the frequency that the report was executed on.

[Click here to view audit trail](#)


Tax certificates will be available for Self Service users once the year end live file has been downloaded. If a custom ESS security role is used, access to certificates will have to be granted.
[change trade classification and SIC codes](#) [view file creation progress](#)

what would you like to do:	retrieve files and reports for August	
email this report to me in the above format?	<input type="checkbox"/>	
which year would you like to view for this frequency:	01 March 2025 --> 31 August 2025	

Year End Tax File

which tax year end file would you like to create, the live file can only be created once:

TEST



Save and Retrieve File

Complete the dropdown fields.

- **What would you like to do:**
Select '*Retrieve files and reports for August*'.
- **Email this report to me in the above format. (Optional)**
- **Which year would you like to view for this frequency:**
Select '*01 March 2025 --> 31 August 2025*'.
- **Which tax year end file would you like to create, the live file can only be created once:**
Select '*TEST*'.

Click on Save and Retrieve File.

The 'Test' CSV file can be located and downloaded from the File History grid at the bottom of the screen.

File History			
Period	File Version	Creation Date	
202508	TEST	13 Aug 2025 02:03:21 PM	Download

Important:


If the 'Test' CSV file upload into e@syFile™ Employer returns 'Warnings'. All 'Warnings' must be resolved before uploading a 'Live' CSV file.

How to Generate a Live File

The 'Live' CSV file can be generated on the Tax Certificate Run screen.

Navigate > Reports > Tax Certificate Run



Tax Year End Process


Warning:
 Company setting has been activated for consolidated year end tax file, please note that the file will be stored on the frequency that the report was executed on.


[Click here to view audit trail](#)

Tax certificates will be available for Self Service users once the year end live file has been downloaded. If a custom ESS security role is used, access to certificates will have to be granted.

[change trade classification and SIC codes](#)
[view file creation progress](#)

what would you like to do:	<input type="text" value="retrieve files and reports for August"/> 
email this report to me in the above format?	<input type="checkbox"/>
which year would you like to view for this frequency:	<input type="text" value="01 March 2025 --> 31 August 2025"/> 

Year End Tax File

which tax year end file would you like to create, the live file can only be created once:	<input type="text" value="LIVE"/> 
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Complete the dropdown fields.

- **What would you like to do:**
Select *'Retrieve files and reports for August'*.
- **Email this report to me in the above format. (Optional)**
- **Which year would you like to view for this frequency:**
Select *'01 March 2025 --> 31 August 2025'*.
- **Which tax year end file would you like to create, the live file can only be created once:**
Select *'LIVE'*.

Click on Save and Retrieve File.

The 'Live' CSV file can be located and downloaded from the File History grid at the bottom of the screen.

File History				
Period	File Version	Creation Date		
202508	LIVE	13 Aug 2025 02:09:07 PM	Download	Delete

Important:

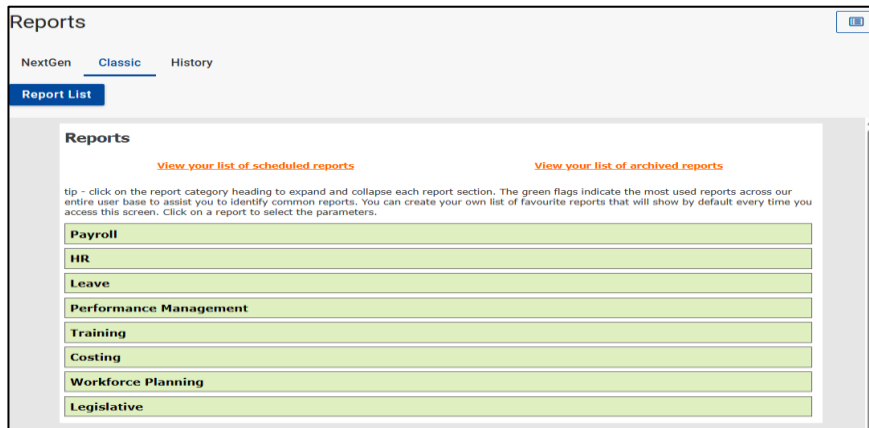
When the 'Live' CSV file is exported, it will replace the 'Test' CSV file previously exported.

If there are discrepancies on the exported 'Live' CSV file, the file may be deleted. A new 'Live' CSV file cannot be generated without deleting the existing 'Live' CSV file.

How to Reconcile the EMP501 Report

1. Generate the EMP501 report from the Legislative section on the Classic Reports tab.

[Navigate > Reports > Reports > Classic > Legislative](#)



EMP501 Report	Provides EMP501 for the selected tax year. Report can either be run for a bi-annual period or the full tax year.
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2. Generate the EMP201 reports from the Legislative section on the Classic Reports tab.

[Navigate > Reports > Reports > Classic > Legislative](#)

EMP201	Provides the monthly EMP201 report for the company.
EMP201 Breakdown	Provides a listing of employee figures that make up the EMP201 report figures.

3. Once exported you can reconcile the EMP501 report against your monthly EMP201 reports. The EMP201 reports are used to make your monthly payments over to SARS.

For any discrepancies identified between the EMP501 and monthly EMP201 reports, generate the reports listed under 'Important Reports to Print for the Bi-Annual Submission' to assist with your EMP501 reconciliation process.

Discrepancies could be caused by:

- Making payment on your monthly EMP201, using a copy with a "DRAFT" watermark. This occurs when the related run is not closed before generating the EMP201 for payment to SARS.
- If you have an interim payroll run with financials, but no payments included in your EMP201 submission to SARS for that month.
- Your Take-on run financials are not included in your EMP501.
- It will be advisable to generate the affected months' Payroll Reconciliation and/or Component Variance Reports and balance your monthly financials and declaration to SARS for your PAYE, SDL, UIF and ETI.
- If you are unable to balance your EMP501 to your monthly EMP201 Reports, contact support@payspace.com. Include the frequency and month, and your financial reports exported for the month that cannot be reconciled.

Important Reports to Print for the Bi-Annual Submission

Financial Reconciliation Reports

[Navigate > Reports > Tax Certificate Run](#)

- **EMP201 Report**
Monthly PAYE, SDL, UIF and ETI values for payment to SARS.
- **EMP201 Breakdown Report**
Detailed listing of employee Tax, SDL, UIF and ETI values that make up the EMP201 Report.
- **EMP501 Report**
Consolidated display of PAYE, SDL, UIF and ETI values for payment to SARS.
- **EMP501 ETI Breakdown Report**
Provides a breakdown of ETI for all employees contained in the EMP501 file.
- **Tax File Breakdown Report**
Provides a listing of all employees with financial details according to the tax file. All tax codes (source code) with or without financial values will be returned in separate columns. The report can be used to reconcile the tax file.

If there are discrepancies identified between your EMP201 and your consolidated EMP501. Below are reports to assist with identifying imbalances in Financial Totals.

ETI Imbalances

[Navigate > Reports > Reports > Classic > Legislative](#)

- **EMP501 ETI Breakdown Report**
Provides a breakdown of ETI for all employees contained in the EMP501 file.
- **ETI Take On**
Report of all employees with an ETI Take on or ETI adjustment.

TAX, UIF & SDL Imbalances

[Navigate > Reports > Reports > NextGen / Classic > Payroll](#)

- **Component Variance Report**
Provides a comparative, month to month or run to run listing of all component figures for a selected period per employee and includes a difference column.
- **Payroll Reconciliation Report**
Provides current figures or MTD figures of all employee's components on the payslips.

Employee Biographical Information

[Navigate > Reports > Reports > NextGen / Classic > Human Resources](#)

- **Dynamic Employee Details**
Provides a list of various pre-defined employee fields for selection, i.e. Biographical Information.
- **New Engagements and Terminations**
Provides a listing of new engagements and terminated employees for a chosen period.

How to Import the Test/Live Tax Files into e@syFile™ Employer

For more information on how to import your 'Test' and 'Live' files into e@syFile™ Employer, use the [e@syfile™TC Employer Guide](#)

The Employer Guide includes information on how to change or update employer details on e@syFile™ Employer.