Utilities – Bulk Employee Update



How to release Tax Certificates to WebSS in Bulk

After a Tax Submission has been done, a Bulk release of Tax Certificates can be done to WebSS.

Please note that once released this will appear on Employee's Web SS immediately; so, it is advisable to release only once submitted on E@syfile and all is in order.

On the Navigation Pa	ne:
Expand	Utilities
Expand	Bulk Employee Update
Click-on	Release Tax Certificate to ESS

Home Release Tax Certificate to ESS											Ø Office 2013 •
Jpdate Close											
Actions Other	1	Rele	ase Tay Certificate tr	FSS				4 0 1		~	
navigation -		0.00	COSC TOX COLUMNENCE IN					1. Sele	ect the	Compa	ny Rule
Navigation Recently Used Content		Das	ic riter	1 MONTHLY	MONTH & V		1 - Du Duci	~ ~ ~ ~ ~ ~ ~	ath ar I	-:	
Ro Entity Management		Comp	any kule	1-MONTHLY	MONTHLT		Pay Rut	or any	other	-mers.	
enory management		Remu	neration Structure				 Job Grad 				
Company Management	Y	Job Ti	itles				 Hierarchy 				
9 Employee Management	~	Statu	s				- Entitu Code		7		
Utilities	^	Quick	Employee Code Add	2.0	lick or	n Refre	esh & Search	า.			🔎 Refresh & Search
		Emp	oloyees								
De Activate Leave Paul		0	Record 1 of	31 🔘 🔘	🛛 🙀						
Return Early From Leave Pay											1/1
& Freeze Paysips	0										
🙈 Early Pay			Employee Code	Entity Code	Display Name	Date Engaged	Primary Position	Employee Status	Company Rule	Termination Date	Termination Reason
A Release Tax Certificate to ESS	0	٩									
Ap Import Employee Photos			0200	871	Miss AS Stone	2014/01/01		N - New	1 - MONTHLY	<none></none>	
灥 Employee To Position Sync	*		1001	2	Mrs L Ehmke	2012/03/01		A - Active	1 - MONTHLY	<none></none>	
(d) Generic Fields	~		1004	3	Miss C Swane	2012/02/01		T - Terminated	1 - MONTHLY	2013/11/30	TF - Transferred
			1005	4	Mrs C Hartze	2013/01/01		T - Terminated	1 - MONTHLY	2013/05/30	TF - Transferred
Parameters	*		1006	5	Mrs M Jacobsz	2012/03/01		T - Terminated	1 - MONTHLY	2013/06/30	TF - Transferred
Reports	v		1008	6	Mrs N Kritzinger	2012/03/01	PAYROLLMNGR001 - Payroli M	A - Active	1 - MONTHLY	<none></none>	
A - F			1010	7	Miss N Swane	2012/03/01		T - Terminated	1 - MONTHLY	2013/11/30	TF - Transferred
a self service	~		1012	8	Miss L Loots	2012/03/01	PAYROLLMNGR003 - Payroll M	A - Active	1 - MONTHLY	<none></none>	
2 Exports	×		1014	9	Miss PP Bester	2012/03/01	ADM002 - Admin	A - Active	1 - MONTHLY	<none></none>	
(h) Costing	0		1017	10	Mrs J Carr	2012/03/01	DEV001 - Developer	A - Active	1 - MONTHLY	<none></none>	
- see consig	1		1018	11	Mrs Ilze Brun	2012/03/01	PAYROLLASSIST2 - Payroll As	A - Active	1 - MONTHLY	<none></none>	
Equity Management	Ŷ		1020	12	Miss S Bullock	2012/03/01	PAYROLLASSIST1 - Payroll As	A - Active	1 - MONTHLY	<none></none>	
Q his Duffe Management			1021	13	Miss E Watson	2012/03/01	JNRDEV3 - Junior Developer	A - Active	1 - MONTHLY	<none></none>	

Undate Close 2. Click of Actions Other	on U	lpd	ate.							ő		
Navigation	4	Rele	ase Tax Certificate t	ESS						х		
⊘ Navigation 😭 Recently Used 🔂 Content		Bas	ic Filter							^		
		Comp	any Rule	1 - MONTHLY - MONTHLY			▼ Pay Run Di	efinition				
		Remu	neration Structure				▼ Job Grades	3				
Company Management	~	Job T	itles				Hierarchy					
Employee Management	~	Statu	s				* Entity Code					
🖉 Utilities	~	Quick	Employee Code Add		1. To select all employees.					🔍 Refresh & Search 🛛		
& De-Activate Leave Pay & Return Early From Leave Pay			Employees Compared Record 1 of 31 Compared R				click-on the Invert Selection					
Ap Freeze Paysips			Employee Cod	e Entity Code Display Name Date Engaged			TCOTT. Term					
Release Tax Certificate to ESS	0	۴	-							- î		
Employee To Position Sunc	_	P	0200	871	Miss AS Stone	2014/01/01		N - New	1 - MONTHLY <none></none>			
and an analysis to reason sync	1.57		1001		Mrs L Enmke	2012/03/01		A Active	1 - MONTHLY <none></none>			
Generic Fields	~				Missic Swarte	2012/02/01		T Torminated	1 - MONTHEY 2013/11/30	TE Transferred		
Parameters	~				Mrs M Jacobsz	2012/03/01		T - Terminated	1 - MONTHLY - 2013/06/30	TE - Transferred		
L Reports	~		1008		Mrs N Kritzinger	2012/03/01	PAYROLLMNGR001 - Payroll M	A - Active	1 - MONTHLY <none></none>			
					Miss N Swane			T - Terminated		TF - Transferred		
Self Service	Y											
📩 Exports	~				Miss PP Bester		ADM002 - Admin					
i Job Costing	~		1017	10	Mrs J Carr	2012/03/01	DEV001 - Developer	A - Active	1 - MONTHLY <none></none>			
C Equity Management	*											
P Job Profile Management	Y		1021	13	Miss E Watson	2012/03/01	JNRDEV3 - Junior Developer	A - Active	1-MONTHLY <none></none>	*		

The below message will appear and select Yes.

te of 31 employee(s	s) will be done	1	
a er er er en pie / ee e	sy min be doney	do you want to con	unue?
Yes	No		
	Yes	Yes No	Yes No

Select the Tax Year and Click-on Update Employees. The IRP5 Certificates will then be released to WebSS.

Release	ax Certificate to ESS
Tax Year:	2016/2017 🔹
🗹 Release	To Ess:
	Update Employess

Note: To remove the Tax Certificates in ESS, you would follow the same steps as above, however you would need to Untick the Release to ESS field.

Release 1	Fax Certificate to ESS ×
Tax Year:	2016/2017 🔹
Release	e To Ess:
	Update Employess