

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 Pane:

- Expand **Utilities**
- Expand **Bulk Employee Update**
- Click-on **Release Tax Certificate to ESS**

1. Select the Company Rule or any other Filters.

2. Click on Refresh & Search.

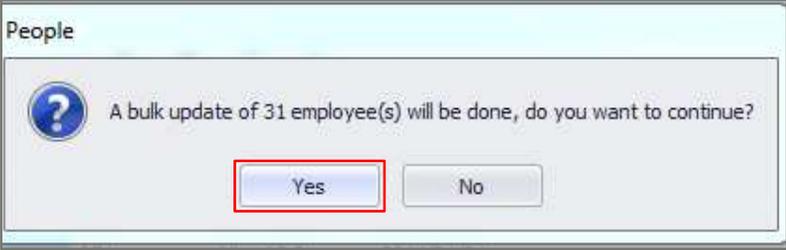
Employee Code	Entity Code	Display Name	Date Engaged	Primary Position	Employee Status	Company Rule	Termination Date	Termination Reason
0200	871	Miss AS Stone	2014/01/01		N - New	1 - MONTHLY - ...	<none>	
1001	2	Mrs L Ehmke	2012/03/01		A - Active	1 - MONTHLY - ...	<none>	
1004	3	Miss C Swane...	2012/02/01		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
1006	5	Mrs M Jacoboz	2012/03/01		T - Terminated	1 - MONTHLY - ...	2013/06/30	TF - Transferred
1008	6	Mrs N Kritzinger	2012/03/01	PAYROLLMNGR001 - Payroll M...	A - Active	1 - MONTHLY - ...	<none>	
1010	7	Miss N Swane...	2012/03/01		T - Terminated	1 - MONTHLY - ...	2013/11/30	TF - Transferred
1012	8	Miss L Loots	2012/03/01	PAYROLLMNGR003 - Payroll M...	A - Active	1 - MONTHLY - ...	<none>	
1014	9	Miss PP Bester	2012/03/01	ADM002 - Admin	A - Active	1 - MONTHLY - ...	<none>	
1017	10	Mrs J Carr	2012/03/01	DEV001 - Developer	A - Active	1 - MONTHLY - ...	<none>	
1018	11	Mrs Ilze Brun...	2012/03/01	PAYROLLASSIST1 - Payroll As...	A - Active	1 - MONTHLY - ...	<none>	
1020	12	Miss S Bullock	2012/03/01	PAYROLLASSIST1 - Payroll As...	A - Active	1 - MONTHLY - ...	<none>	
1021	13	Miss E Watson	2012/03/01	JNRDEV3 - Junior Developer	A - Active	1 - MONTHLY - ...	<none>	

2. Click on Update.

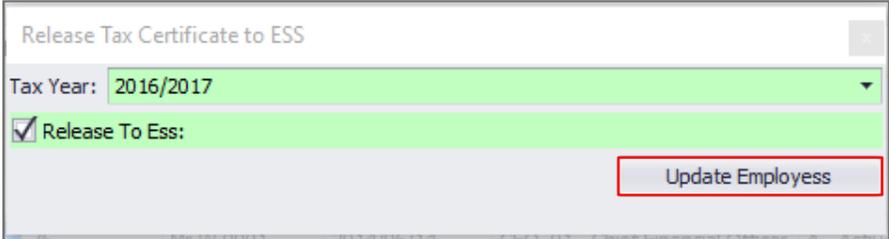
1. To select all employees, click-on the Invert Selection Icon.

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The below message will appear and select Yes.



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



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.

