

Tax Screen – RSA Company

Which fields impact the PAYE calculation?



The Tax Screen consolidates all the information used to calculate the employee's tax (PAYE) for the pay period.

To access the Tax Screen:

Click on Payroll

Click on Payslip Screen

Enter the relevant employee code

Type TAX in the routing block

[M,Pr5.0b,R,SM00N,44]

- M** Indicates the Payment Cycle used for the company.
M = Monthly System, W = Weekly, B = Bi-weekly, O = Other Periods.
- Pr5.0b** Indicates the current VIP Release Number.
- R** Indicates the tax country R = RSA
- S** Indicates the marital status of the employee
M = Married, S = Single, D = Divorced, W = Widowed, P = Permanently Separated
- M** Indicates the gender of the employee: M = Male, F = Female
- 00** The number of tax dependents of the employee (*no longer used*)
- N** Indicates the tax status of the employee:
- N = Normal (Statutory Tables)
 - D = Directive
 - T = Temporary/Part time,
 - P = PAYE only
 - I = Independent Contractor,
 - V = No tax – Director
 - W = PAYE –Director,
 - X = No Tax,
 - H = Personal Service Company or
 - K = Personal Service Trust,
 - i = Labour Broker with IRP30,
 - l = Labour Broker – no IRP30

44 Age of the employee as at the end of the tax year. Used to determine rebates applicable

[Normal - From 01/03/2018 to 31/07/2018]

Normal Indicates the employment status of the employee. The options are New, Normal, Terminated or "New and Terminated".

From: 01/03/2018 Indicates the start date of the tax period for the employee.

To: 31/07/2018 Indicates the end date of the tax period i.e. the date up to which tax is calculated.

[153 (Actual days), 152.0830/365 (Tax Factor)]

Actual Days

This is an indication of the actual days in service of the employee. It represents the number of calendar days from Start Date for IRP5 to Period End Date or termination date in case of a termination

Tax Factor

This field represents the period over which the employee's income has been earned. The tax factor is used in the calculation that annualises the employee's income for the tax calculation. The tax factor displayed will differ depending on whether the employee is a new or terminated employee, and on whether his tax is calculated using the Average Tax or Normal Tax calculation. For an explanation of the difference between the Average and Normal Tax calculation, [click here](#).

If a person, upon termination, is in service for 150 days, the tax factor will be 150 / 365. (150 / 366 in a leap year)

The person's income will be annualised as follows:

Income / 150 x 365

In a monthly company, for an employee with a "Normal" employment status, the system uses an average of 30.4166 days (30.5 days in a leap year) multiplied by the number of months as the tax factor. This is to ensure that the tax is spread evenly throughout the tax year when there are longer and shorter months.

For an explanation of the Earnings, Deductions, Company Contributions and Fringe Benefits in the PAYE calculation, [click here](#)