

Standard Industrial Classifications

How to add SIC Codes



Standard Industrial Classification (SIC)

If an employee is employed within an industry designated by a notice signed by the Minister of Finance, the age restrictions do not apply to the employee.

The list of Standard Industrial Classification (SIC) codes on Version 7 can be found on the Codes and Classifications page of the Stats SA website:

http://beta2.statssa.gov.za/?page_id=377

Standard Industrial Classification Group (SIC Group Type)

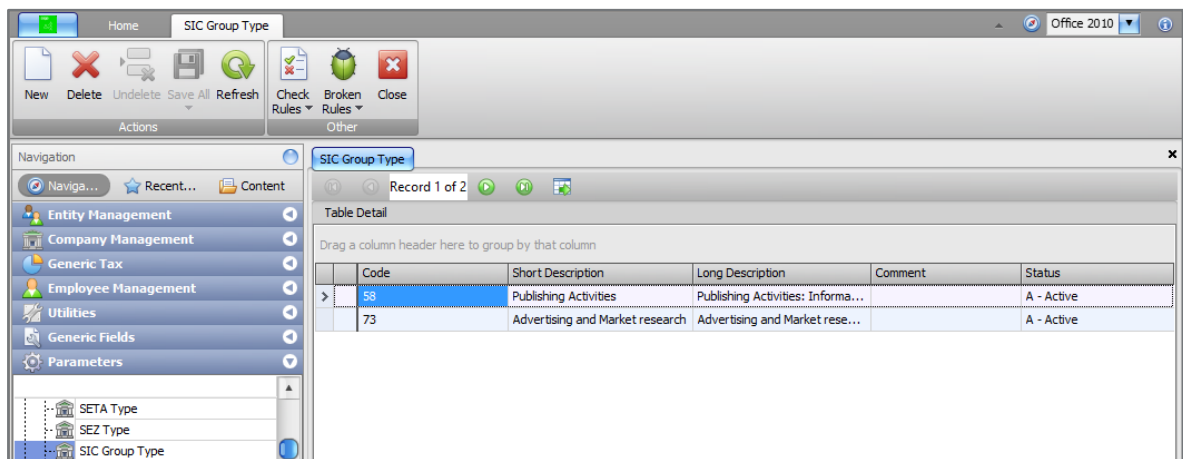
On the Navigation pane:

Expand Parameters

Expand Company

Double-click on SIC Group Type

The user must define Standard Industrial Classification Groups which is the company's main activities performed. Groups allow you to group the types for viewing and reporting purposes. The SIC Group Types may be imported using the Grid Import function.



Code

A user-defined unique identifier for the SIC group.

Short Description

A user-defined short description with a maximum of 35 characters for the SIC group.

Long Description

A user-defined long description with a maximum of 100 characters for the SIC group.

Comments

A user-defined comment about the SIC group.

Status

A drop-down list allows you to select whether the SIC group will be available for use. The options are:

- **Active:** SIC codes may be defined for the SIC Group Type.
- **Inactive:** You will not be able to use the SIC Group Type and to link SIC codes.

Standard Industrial Classification Code (SIC Type)

On the Navigation pane:

Expand Parameters

Expand Company

Double-click on SIC Type

The user must define Standard Industrial Classification Types which is the descriptions of the main activities performed. The SIC Types (SIC codes) must be linked to a SIC Group Type.

The SIC codes may be imported using the Grid Import function.

Code	SIC Group Type	SIC Level	ETI Age Exe...	Short Descrip...	Long Descrip...	Comment	Status
58110	58 - Publishing Activities	5	<input type="checkbox"/>	Production	Production o...		A - Active
73200	73 - Advertising and Market research	5	<input type="checkbox"/>	Sales	Sales promot...		A - Active

Note: SIC codes must be set up for all employees even when the employer is not eligible for the ETI as this will give validation errors when the CSV file is created for Tax Year End purposes as this field is mandatory for IRP5 purposes.

Code

A user-defined unique identifier for the SIC code.

SIC Group Type

A drop-down list that allows you to select the SIC Group Type to which the selected SIC code belongs.

SIC Level

A level, as defined by Stats SA, to which the SIC code belongs.

ETI Age Exempt

A flag indicating that the selected SIC code has been designated not to apply the age restrictions when determining if an employee is a qualifying employee for the ETI:

- **Checked** – The age restrictions will not be applied to employees linked to the selected SIC code when determining if the employee is a qualifying employee for the ETI. This means that the employee may be any age to be a qualifying employee for the ETI.
- **Unchecked** – The age restrictions are applied to employees linked to the selected SIC code when determining if the employee is a qualifying employee for the ETI.

Short and Long Description

Define a short and long description for the SIC code.

Status

A drop-down list that allows you to select whether the SIC code will be available for use:

- **Active:** SIC code may be selected for a Company Rule or an employee.
- **Inactive:** SIC code will not be available for a Company Rule or an employee.