

# How to download the Statistics SA report:

1. Kindly navigate to Reports Screen
2. Then select 'Reports' (left hand side)
3. Select 'Reports Classic'
4. Select the 'Payroll' sub heading
5. Scroll down to select 'Statistics SA'

As highlighted below -

The screenshot shows the Paymaster Reports interface. The left sidebar contains a 'Reports' menu with various options like 'Cloud Analytics', 'Power BI', and 'Salary Payment Files'. The main area displays a 'Reports' list under the 'Payroll' sub-heading. The 'Statistics SA' report is highlighted in yellow. A search bar is visible above the report list.

Report Name	Report Description
Company Car report	Provides a listing of Company Car figures per month or per run for an employee or any organisational unit/s or for all units in a particular level.
Component Once Off Adjustments Report	This report provides a list of once off component figures per month or per run for an employee or any organisational unit/s or for all units in a particular level.
Component Report	This report provides a list of component figures per month or per run for an employee or any organisational unit/s or for all units in a particular level.
Disability Report	Provides a listing of the employees Disability contributions for a chosen period.
Savings Report	Provides a listing of the employees Savings deductions for a chosen run.
<b>Statistics SA</b>	Provides a report in the format required by Statistics SA that is submitted quarterly.
Year to date tax code breakdown	Shows a breakdown of SARS codes per period versus actual YTD and difference

6. Select the specific parameters and 'Execute' to download the report.

### Statistics SA Report Parameters

**Please note** - In order for this report to produce correct and accurate figures please ensure that you have configured the parameters by visiting the [Statistics SA configuration](#) screen. This screen can also be accessed through the menu : Company > Configuration > Statistics SA Config.

\* return this report to me in the following format:

email this report to me in the above format?

run this report for the last 3 months inclusive of this month (select any day within the month):

organisation units:

- Paymaster demo
- caape town
- cape town branch
- cape town
- reelpay
  - asd
- Finance Division
- Budget Dept
- External Audit Section

## Attention:

In order for this report to produce you must configure the parameters first.

Navigate to Company > Config > Basic setting > Legislative configurations > Statistics SA config

- Select applicable report section and select components you wish to include
- Kindly select different options on the drop-down and tick only applicable components

The components selected will be components that was processed during the quarterly period for all employees.

Example: Select the drop down and if there was commission processed for any employee under the commission section, check the appropriate component.

**Statistics SA Configuration**

Details

applicable report section:  
include the following components for the selected section:

--select one--  
--select one--  
Commission  
Gross Earnings  
Overtime  
Regular Bonuses  
Termination Payments  
Total Bonuses

Approved Group Life Fringe Benefit  
 Arbitration Award (Loss of Income)  
 Arbitration Awards Non Taxable  
 Arbitration Awards Taxable  
 Attendance Incentive  
 Backpay - Periodic  
 Backpay - Regular Salary  
 Basic Pay  
 Basic Pay Retro  
 Broad Based Employee Share Plans  
 Cell Phone Allowance Taxable  
 Commission  
 Company Car - Use of motor vehicle acquired by employer NOT via Operating Lease

Save

Kindly note that the report gives explanations in the headings, of what to include.

**Example:**

**Gross earnings:** (excluding commission, bonuses, overtime payments, severance, termination and redundancy payments)

- Backpay – regular salary
- basic pay
- leave pay
- Medical aid allowances
- Other taxable
- Retirement annuity
- Shift allowance
- Short hours
- Tool allowance etc.

**Commission:** Commission only

**Overtime:** (gross overtime payments made, all weekly, fortnightly, monthly and penalty payments relating to overtime hours.)

- Overtime 1.5
- Overtime @ double
- Overtime @ normal

**Regular Bonuses:** (Reimbursements for expenses incurred whilst conducting employer's business and Provisional bonus)

- Weekly bonuses
- Fortnightly bonuses
- Monthly bonuses
- Annual bonuses
- Other regular or once off payments
- Production / incentive bonus
- Performance bonus
- Attendance bonus
- Gift/birthday bonus/ Thirteenth cheque
- Profit sharing
- Backpay
- Leave pay

## **Termination Pay:**

- Severance
- Termination
- Redundancy pay
- Basic pay
- Leave pay