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| **HOW TO SUCCESSFULLY SUBMIT AN EE REPORT** |

Postal Address: Private Bag X117, PRETORIA, 0001 • Street Address: Laboria Building, Francis Baard Street, PRETORIA

Tel: 0860101018 Fax: (012) 309 4737 or (012) 309 4188

**Purpose**

* The purpose of this document is to provide simple and easy to follow guidelines to assist employers to successfully complete and submit their employment equity reports. The Employment Equity Amended Regulations published in the Government Gazette No. 37873 dated 1 August 2014 are applicable for the 1 October 2018 reporting deadline.

**Step I – Items to consider before completing an EE report**

* Ensure that an Employment Equity Plan exists and it informs the content of the EE

Report. The latter is a progress report on the EE Plan.

* The tables in the EEA2 forms on numerical goals and targets, as well as the section on affirmative action measures, are informed by the EE Plan.
* If the company is part of a group of companies, an employer should consider whether to submit a consolidated or a workplace report.
* The reporting method used should be consistent for the duration of the current Employment Equity plan.
* Consult the instructions on page 2 of the EEA2 and page 2 of the EEA4 forms**.**
* Ensure that consultation has taken place with all relevant stakeholders before the forms are forwarded to the CEO for signature.

**Step II – Employment Equity Reporting due dates**

***Employment Equity Manual Submissions***

* All designated employers are required to submit their Employment Equity Reports annually.
* The Employment Equity reporting period opens from the 1st of September each year; and
* The manual Employment Equity report submissions opens on the first of September and close on the 1st working day of October; which will be (Monday the 1st) 2018.
* No late reports will be received after this manual submission due date. Employers who missed this due date must submit their reports online.
* The prescribed reporting forms EEA2 and EEA4 published on 1 August 2014 in the above-mentioned Amended Employment Equity Regulations must be completed.
* Employers must ensure that the EEA2 and EEA4 forms are submitted together, failing which the individual form submitted will be rejected.
* The forms may be downloaded in MS Word format from the Department of Labor’s website, [www.labour.gov.za](http://www.labour.gov.za/).
* Note that: non-prescribed forms, fax copies and e-mailed copies are not acceptable. (This includes payroll printout).

***Employment Equity Online Submissions***

* You can access the EE Online Reporting System from the Department of Labor’s website, [www.labour.gov.za](http://www.labour.gov.za/), and scroll down to “Online Services” and select “EE Online Reporting”.
* The online reporting opens from the 1st of September 2018, and will close on the 15th of January 2019.
* A reminder letter to the CEO and the assigned EE manager is forwarded annually containing instructions and the activation link.
* Employers may also request their activation link online by clicking “forgot password”.
* Employers must not “register” online if they have previously submitted an EE report either, online or manually.
* Employers may verify their username from the EE Public Register for the previous reporting period.
* Employers retain responsibility for the confidentiality of their username and password.
* Employers are requested not to refer their consultants and service providers to the Department to request their activation link.
* Online users must make sure that they press the submit button, and that their reporting status is “Reported”.
* Note that no changes to the content of the EE Report are possible after it has been submitted.
* The employer should retain the signed original copy of the report, as well as the System generated print out.
* Reports completed online but not submitted will lead to that employer not to appear on the 2018 Employment Equity Public Register that will be published by the Minister.
* You can view “How to login” pamphlet and the slides providing the step by step guidance to login from the Department’s website.

**Step III – Duty to keep records**

* Employers are required to file a signed copy of the submitted Employment Equity Report for a prescribed period of three years.
* It is advisable to retain records of Employment Equity Reports and plans longer than the minimum prescribed period of three years for future reference and benchmarking purposes.

**Step IV – How to complete the prescribed forms**

* An employer should be consistent regarding the cut-off date for the workforce profile
* ***Table 1.1 (workforce profile) require the total number of employees who are currently employed.***
* ***Table 1.2 requires the total number of employees with disability who are currently employed.***
* An employer should be consistent regarding the twelve-month period to be covered for workforce movements i.e. recruitment, promotions and terminations
* Numerical goals and targets that reflect only the projected workforce changes are not acceptable. Numerical goals and targets are required to reflect the entire workforce profile at the projected date i.e. the end of the current Employment Equity Plan.

**Step V – Where to obtain Employment Equity Assistance**

* Assistance may be obtained from the following:
* Website www.labour.gov.za
* EE Helpline 0860 101018
* The Department of Labour Provincial offices and Labour Centers
* The Department of Labour, Directorate Employment Equity front desk service at Laboria House, 215 Francis Baard Street, Pretoria 0001

**General Information**

* Be reminded to check the instructions contained in the EEA2 and EEA4 forms respectively.
* All mandatory fields in section A must be completed.
* All information must be fully and accurately completed. Failure to do so may result in the employer being deemed not to have reported.
* This will result in the employer not being listed in the EE Public Register published by the Minister of Labour in terms of section 41 of the Employment Equity Act.
* Online users who have previously submitted EE reports will have the benefit of having section information prepopulated.
* Online users should check if the information displayed is correct, and if required, update with new information e.g. telephone, email.

**Trade name**

* When completing the trade name note that special characters cannot be used.
* Be consistent in the use of the trade name and when completing future EE Reports (Be cautious when using abbreviations).
* Trade name changes require the employer to notify the Department of Labour in writing, in order to avoid incurring a duplicate entry on the EE System. This also applies to online users.
* Requests for company name changes should be in writing on the company’s letter head. The letter should be signed by the CEO/Accounting officer and be accompanied by a proof of name change certificate.

**DTI Registration number**

* When completing the DTI registration number omit using slashes **e.g. 2001/09400/00 must be 20010940000**.
* National, Provincial and Local Government does not have DTI registration number.
* Check with your Company Secretary, Bookkeepers or Legal Division, alternatively, contact the Department of Trade and Industry telephonically at 0861 843 384 or email to:contactus@thedti.gov.za

**PAYE/SARS number**

* Complete the 10 digits PAYE/SARS number.
* Check with your Finance Division, Bookkeepers or payroll office, alternatively, contact the South African Revenue Service telephonically at 0800 00 7277 or by e mail [paye.cc@sars.gov.za](mailto:paye.cc@sars.gov.za)

**EE reference number**

* The EE Reference number is the same as the DoL reference number and the username.
* Note that employers reporting for the first time will not have an EE reference number, and this will be generated by the EE System upon registration.
* All EE System generated correspondence will display the EE reference number on the top right hand side.
* Employers who have previously reported may check previous correspondence received from the EE Registry of the Department of Labour to obtain their EE reference number.
* Employers who previously reported may also consult the EE Public Registers published, which can be accessed at [**www.labour.gov.za**](http://www.labour.gov.za) to obtain their EE Ref number.

**Seta classification and Industry Sector**

* SETA and Industry Sector information may be viewed by online users via the drop down lists on the EE online reporting system and the relevant SETA and Industry Sector must be selected.
* Employers completing reports manually may consult the SETA and industry/sector list on the DOL website [**www.labour.gov.za**](http://www.labour.gov.za) or [**www.dhet.gov.za**](http://www.dhet.gov.za).
* To retain the Industry Sector, Employers may consult schedule 4 at the back of the Employment Equity Amendment Act, Act 47 of 2013.

**Telephone number**

* Complete the telephone number of the employer.
* Online users may update the telephone number of the employer if this has changed.

**Postal address**

* Complete the postal address of the employer.
* Online users may update the postal address if this has changed.

**Physical address**

* Complete the physical address of the employer.
* Online users may update the physical address if this has changed.

**Details of CEO/Accounting officer and EE Manager at the time of submitting this report.**

* Complete the details of the CEO/Accounting officer and EE Manager.
* Ensure that the CEO’s signature on page 9 of the EEA2 and on page 5 of the EEA4 forms corresponds with the name of the CEO in Section A of both the EEA2 and the EEA4 forms respectively.
* If signed by an acting CEO, an authorization letter signed by the CEO must be enclosed with the Employment Equity report.
* Online users may update the information if this has changed.
* EE System generated correspondence is forwarded to the CEO/Accounting officer and the EE assigned manager.
* Change request for CEO/Accounting officer or EE Manager’s details should be in writing on the company’s letter head. Guidelines to change organisational details can be found on the EE login page under the information tabs.

**Year of submitting this report**

* In case of manual submission the year the organisation is reporting for should be reflected e.g. 2016.
* EE Reports for previous reporting years will not be accepted.
* For online users the reporting year will be automated when the form is successfully submitted.

**Duration that the EE report covers (EEA2 only)**

* All organisations should have an EE report that covers a period of 12 months. The “from” date stated in the EEA2 should follow where the previous report ended.
* Employers who become designated before the first working day of April must submit their first report on the first working day of October in the current year.
* Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.

**Duration of current EE Plan (EEA2 only)**

* The EE Plan should not be less than one year or more than 5 years.
* The “from” date in the EEA2 should reflect the start date of the EE plan and should remain constant for the duration of the EE Plan.
* The “end” date should reflect the date when the EE Plan ends.
* The date on EE Report must be informed by the EE Plan.
* The above dates may change if the employer has introduced a new EE Plan, either because the duration of the EE Plan has lapsed or because business imperatives require a full review of its EE plan.