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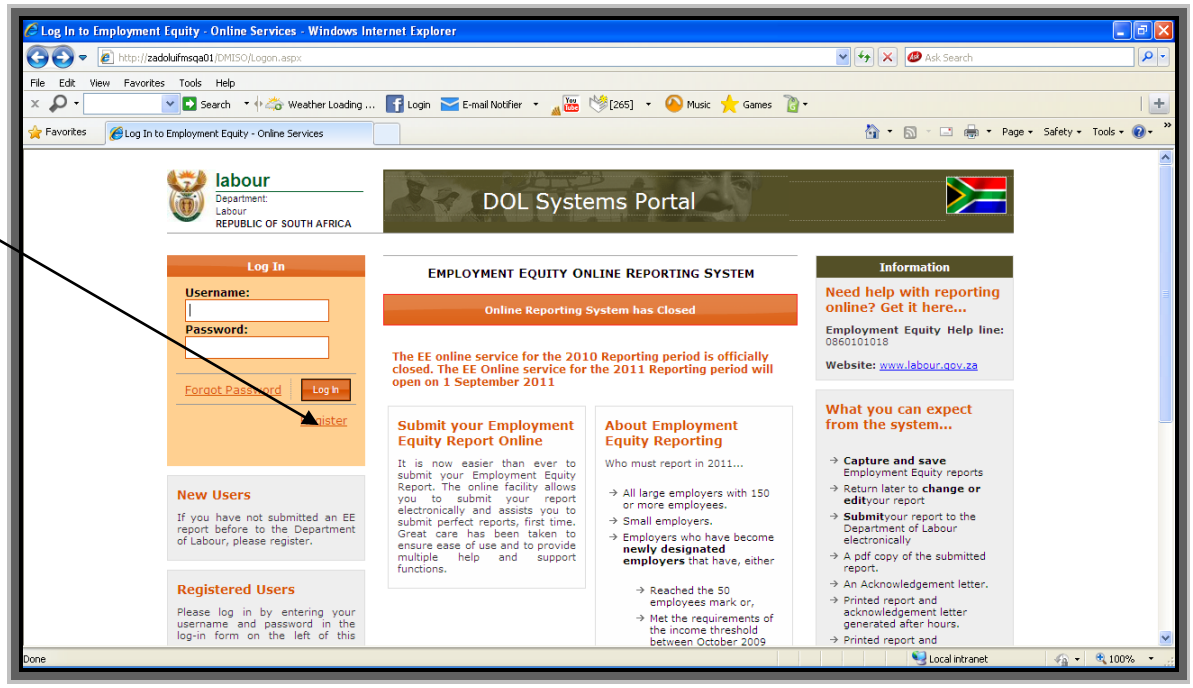
NEW REGISTRATION

It is now easier to submit your Employment Equity Report. The online facility allows you to submit your report electronically and assists you to submit perfect reports, first time.

To register your organization click on the link button Register.



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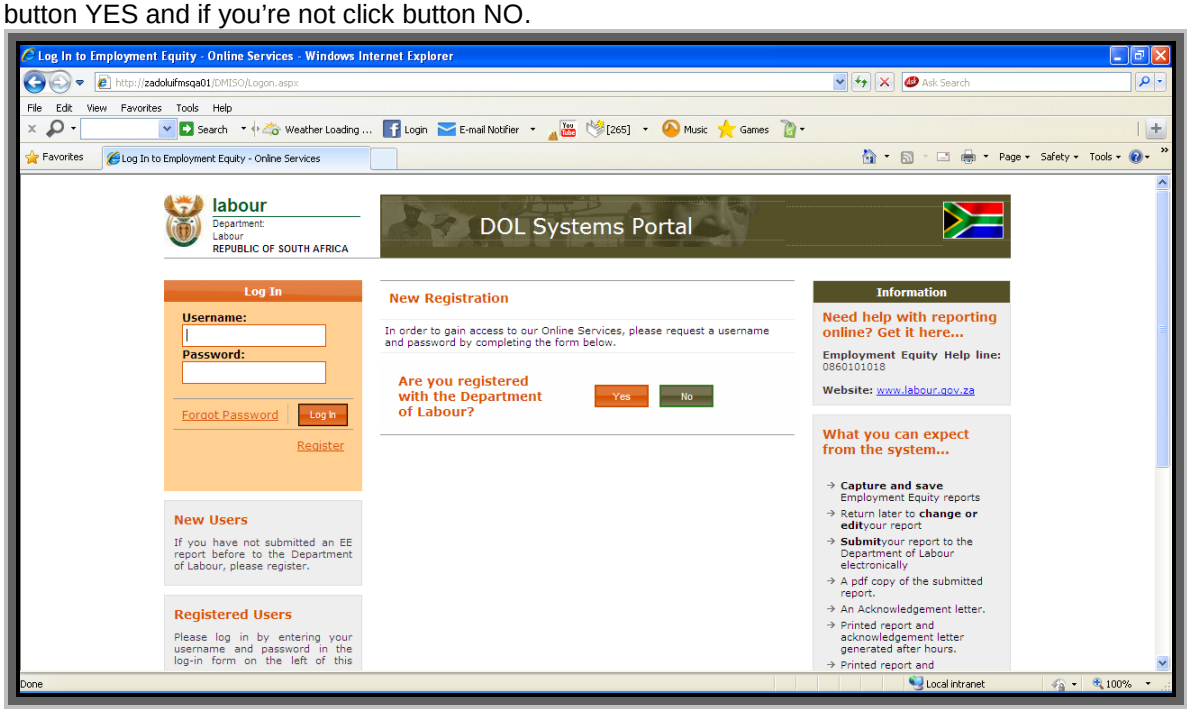
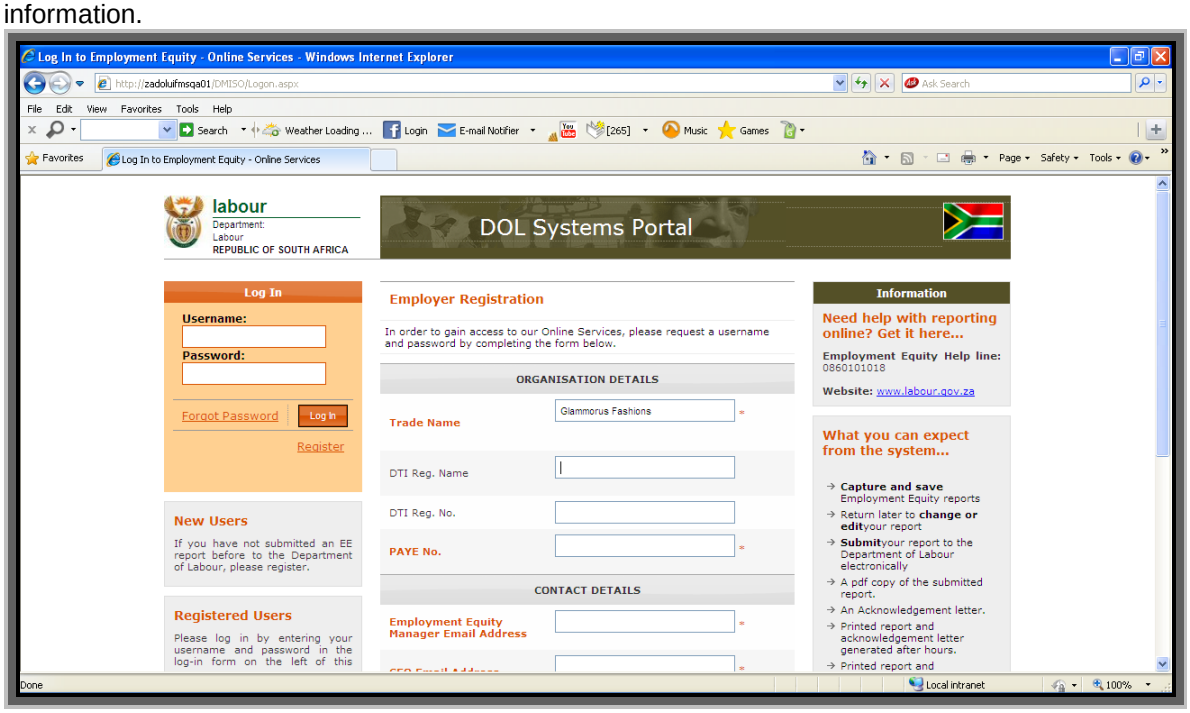
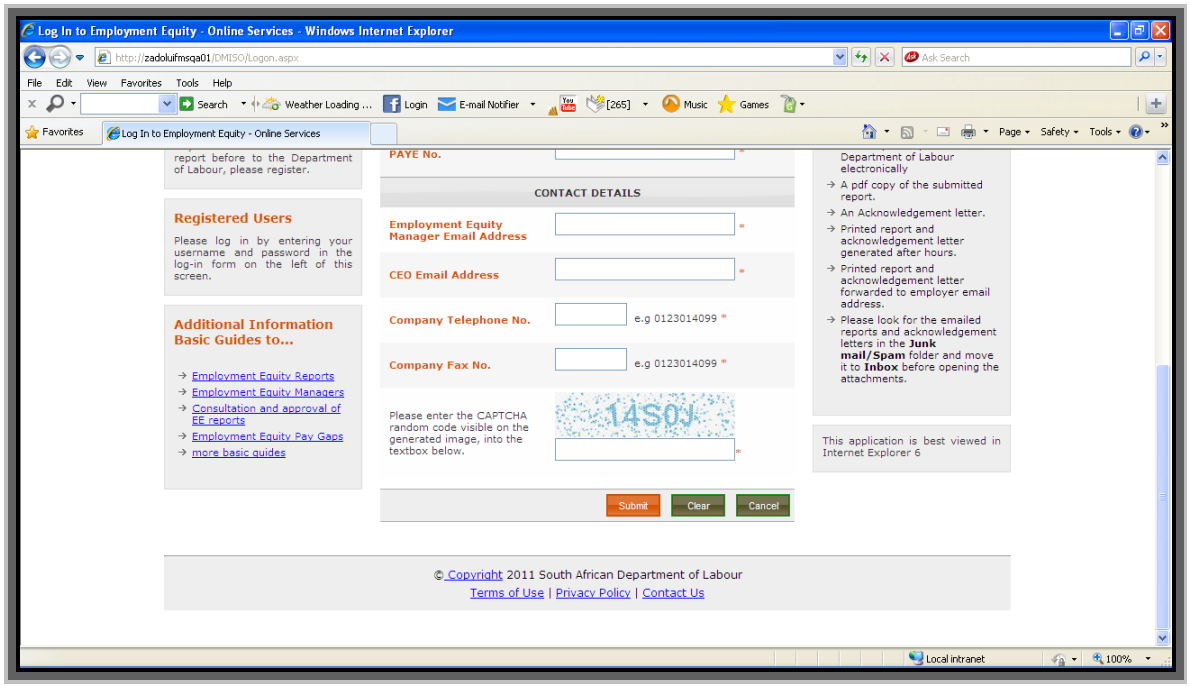
The following screen will be displayed. If you are registered with the department of Labour, click button YES and if you're not click button NO.



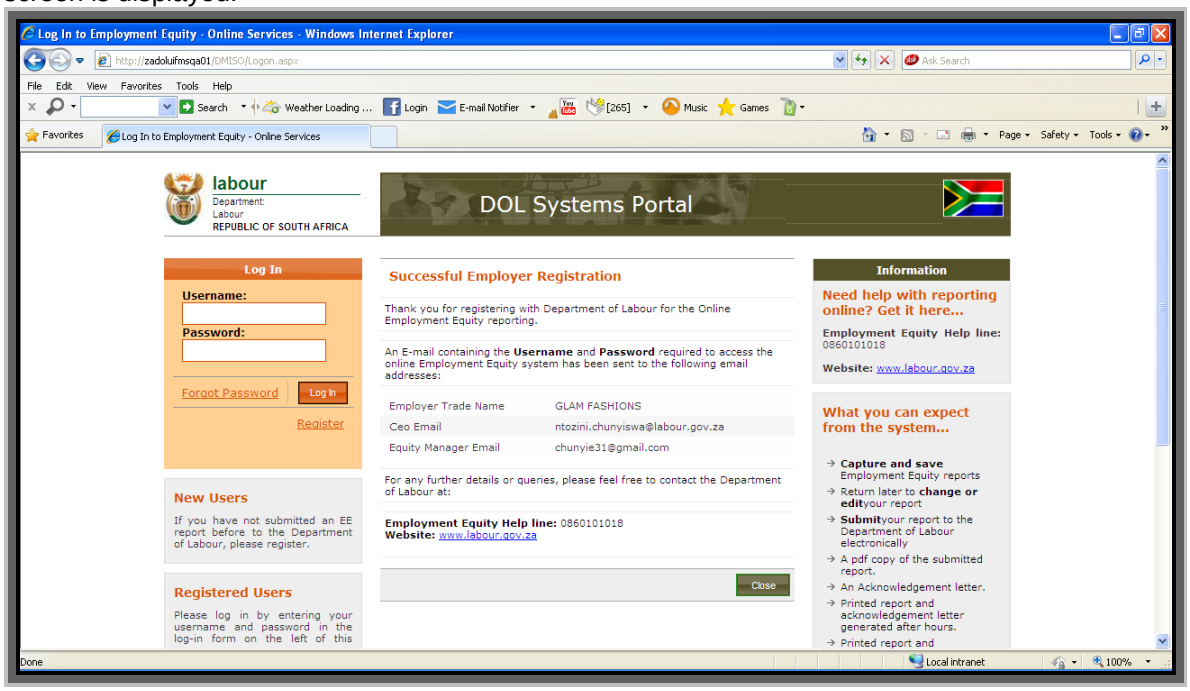
If you click button NO the following screen is displayed, you need to capture all the necessary information.





Click on button SUBMIT to submit the captured information
Click on button CLEAR to clear the information
Click on button CANCEL to cancel the registration process

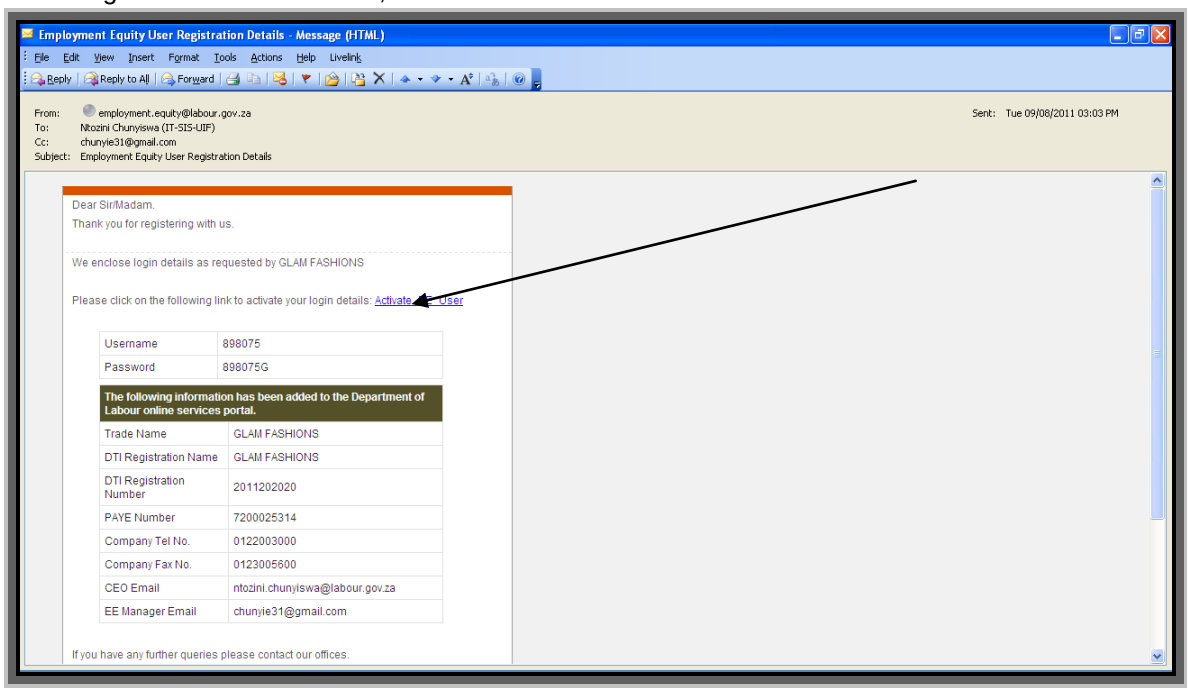
Once you finish capturing the organization details and click on button SUBMIT, the following screen is displayed.



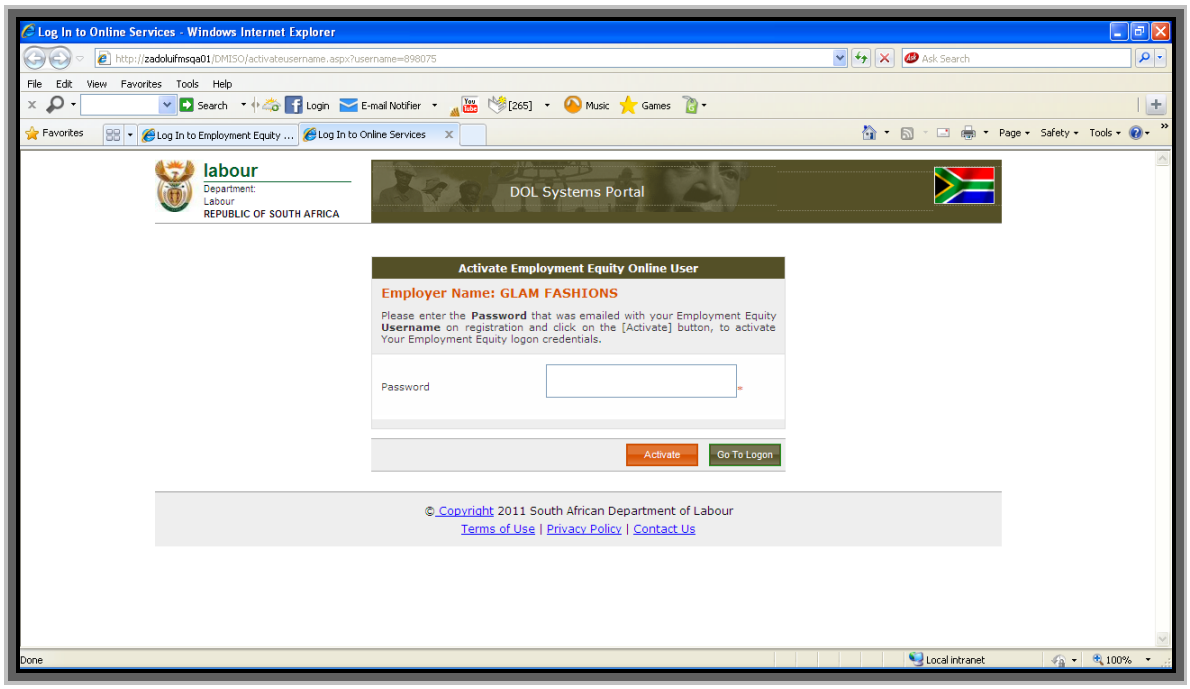
Please note that at this stage an E-mail containing the **Username** and **Password** required to access the online Employment Equity system has been sent to the email addresses that you have provided.

ACTIVATE USER

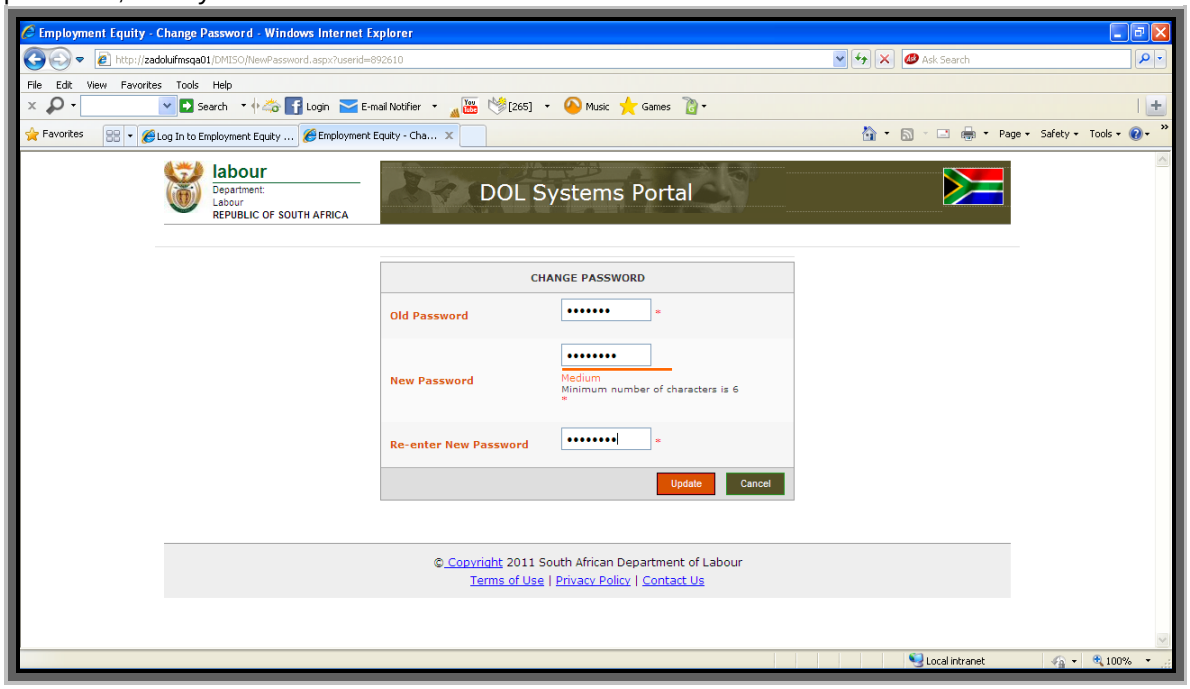
You will get an email of this sort, click on the link Activate EE User to activate.



The following screen will be displayed. Type in the password that was sent via the email and click on button ACTIVATE.



Once you click on button ACTIVATE the following screen will be displayed for you to change your password, once you're finished click on button UPDATE.



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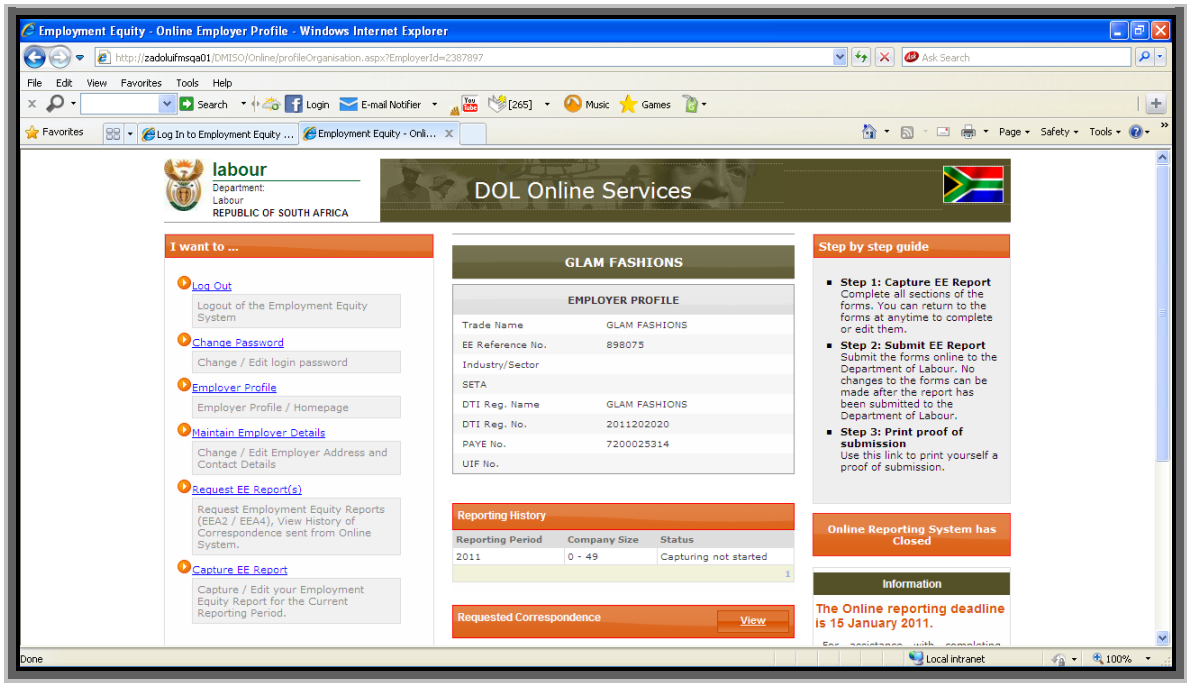
The following screen is displayed with the Employer Profile. On your left, under the “I want to…” menu you have options to:

- Logout
- Change Password
- Employer profile
- Maintain Employer Details
- Request EE Report(s)
- Capture EE Report



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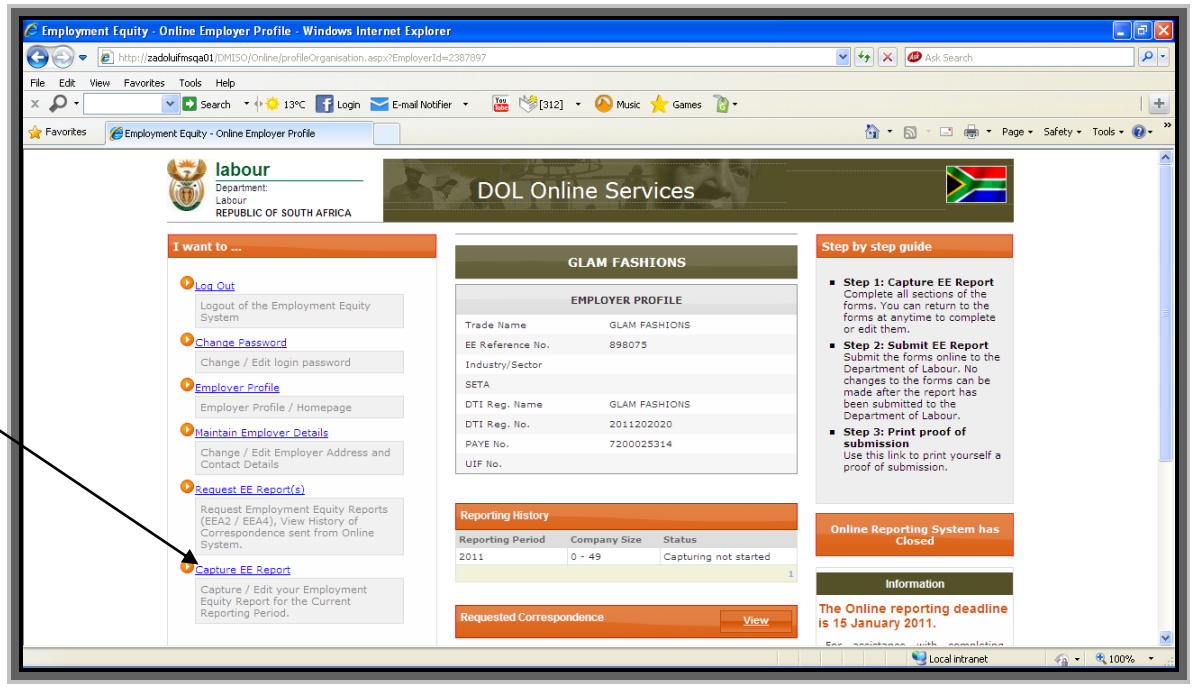
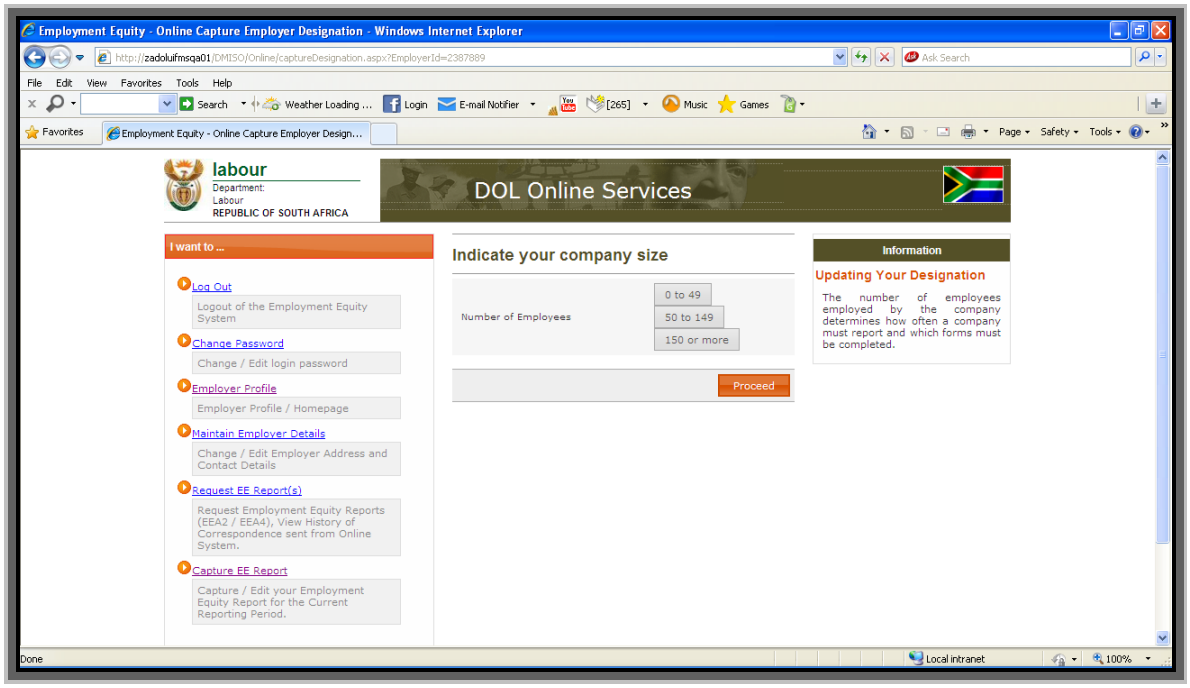
CAPTURE EE REPORT

To begin capturing your Employment Equity Report for the Current Reporting Period click on the link “CAPTURE EE REPORT”.



The following screen will be displayed. Indicate your company size by clicking on one of the buttons stating the number of the employees. Click on button PROCEED to continue capturing.



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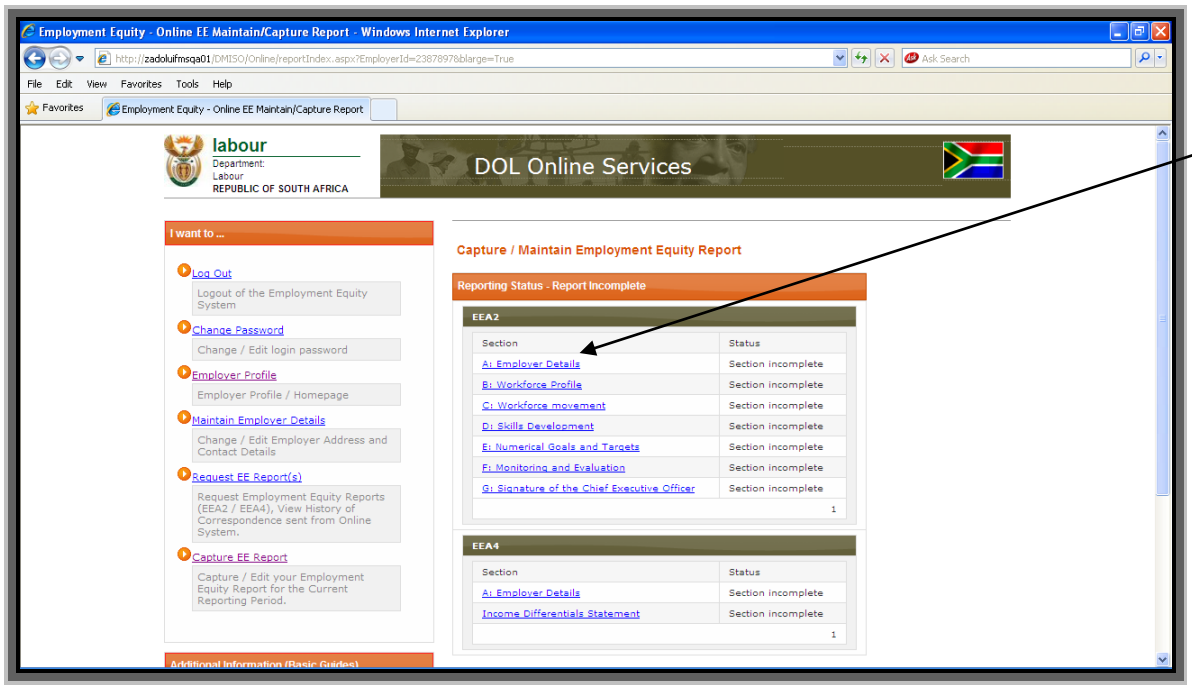
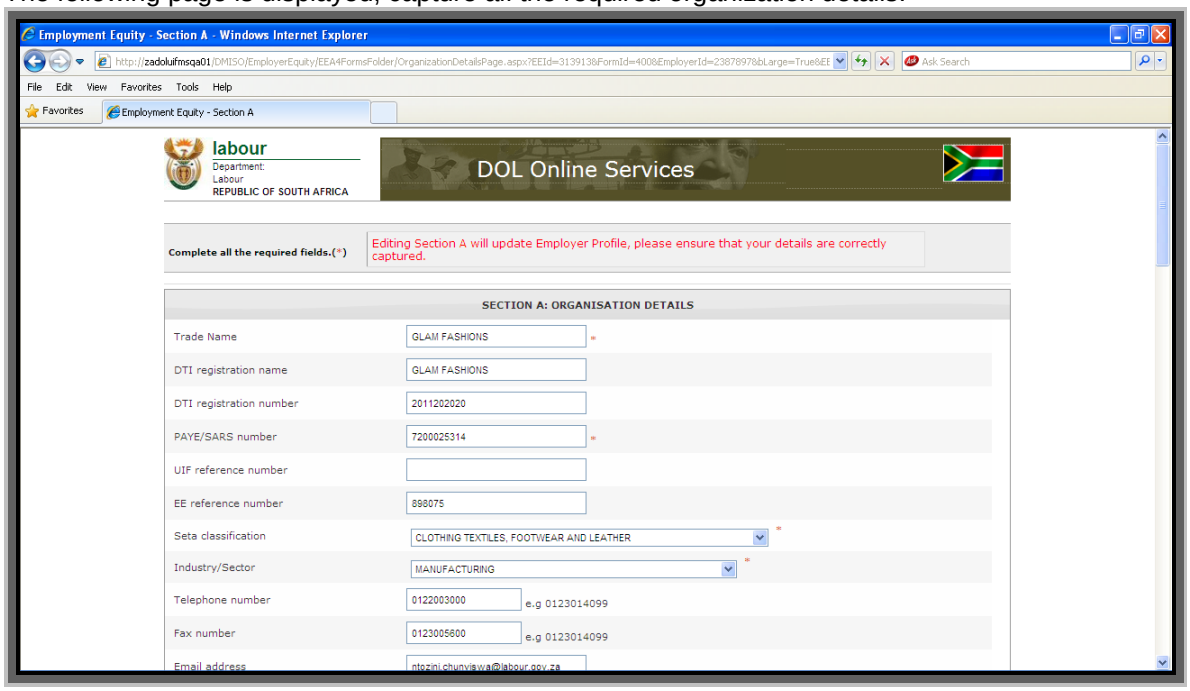
SECTION A: EMPLOYER DETAILS

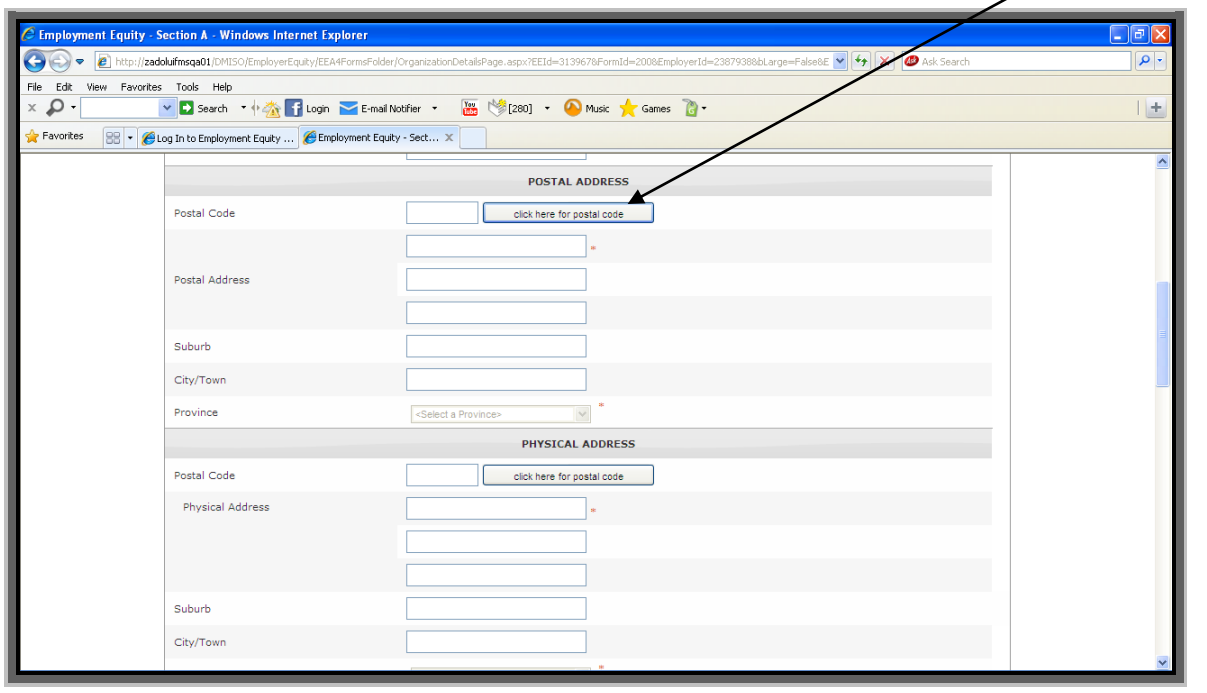
The following screen is displayed with the EEA2 and EEA4 section. Note the Reporting Status is Report Incomplete as you have not yet started capturing. To begin capturing under EEA2 click on section **A: Employer details**.



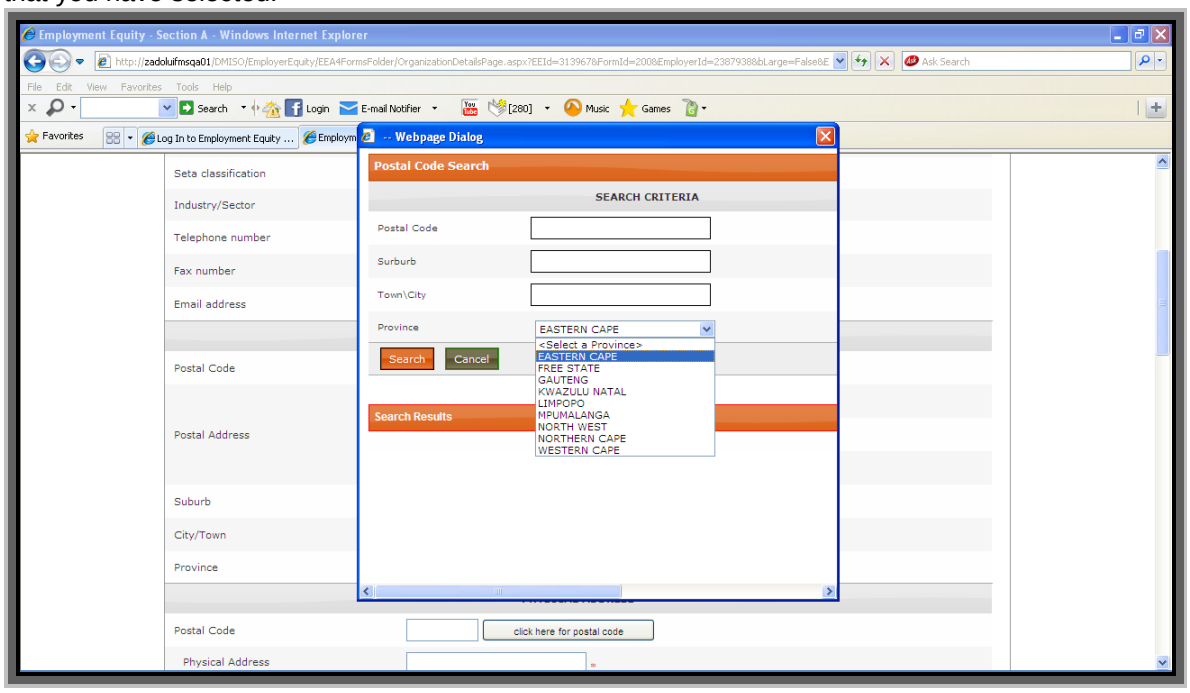
The following page is displayed; capture all the required organization details.



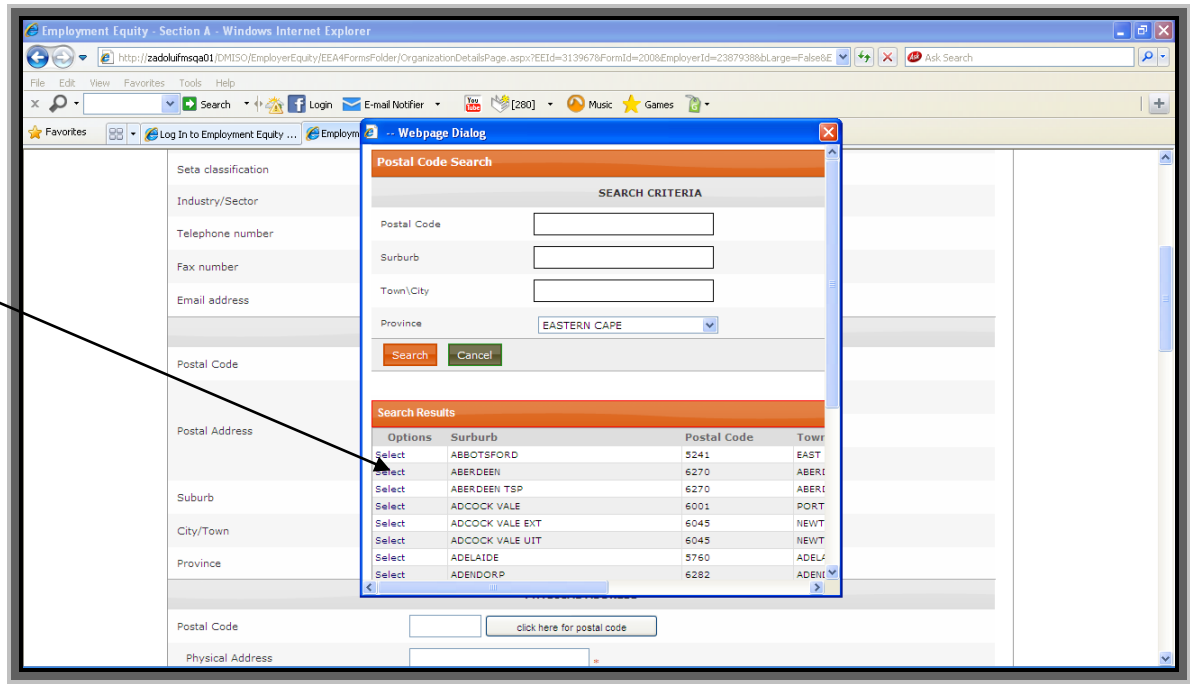
On the postal address section, click on button “Click here for the postal code” to search for the postal code.



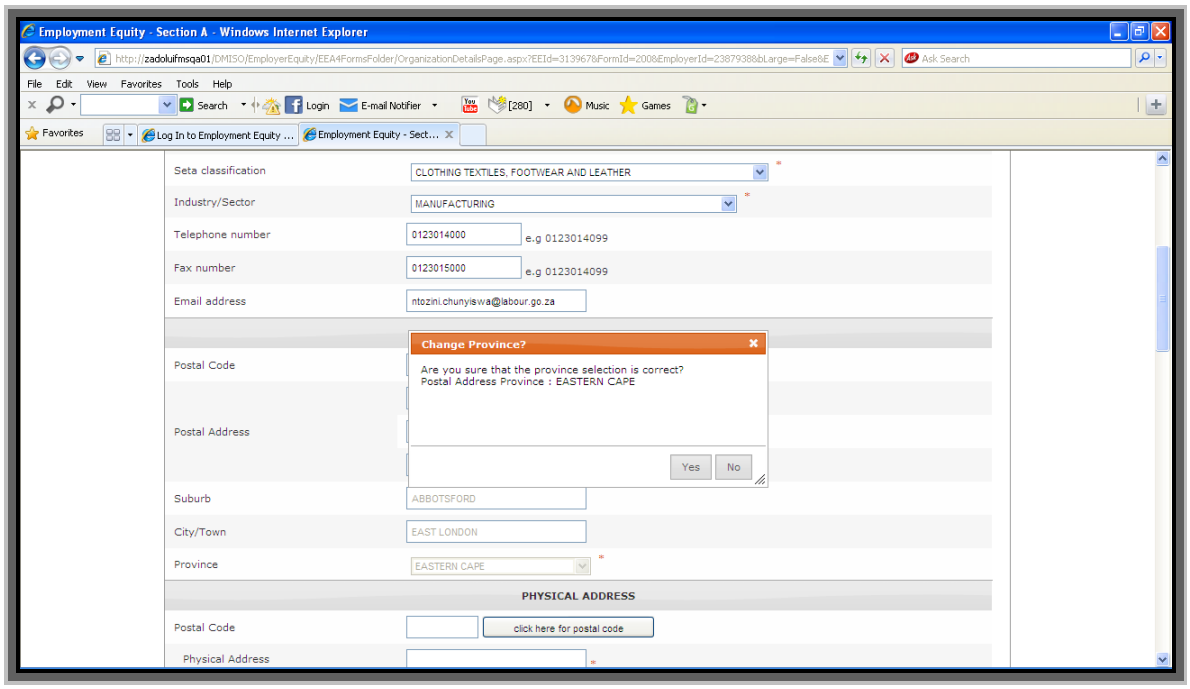
The following screen is displayed, select the province that you are looking for and click on button SEARCH, the search results will be displayed at the bottom with all the codes for the province that you have selected.



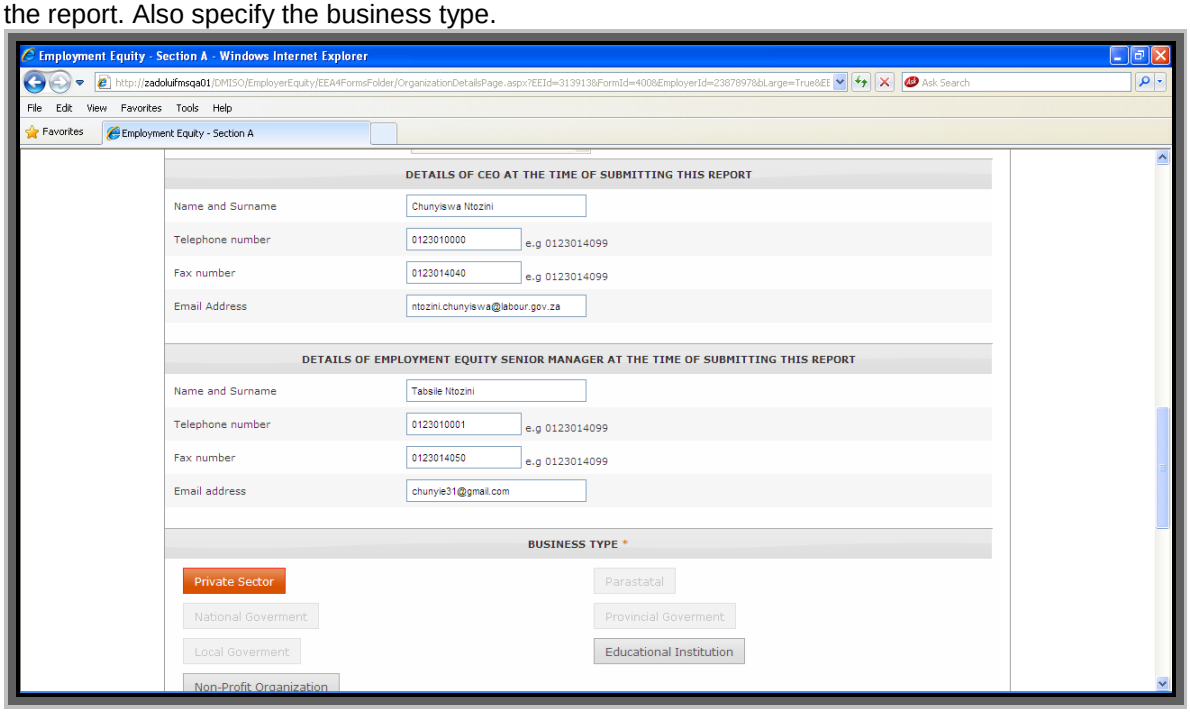
Click on link SELECT to choose the code you are looking for



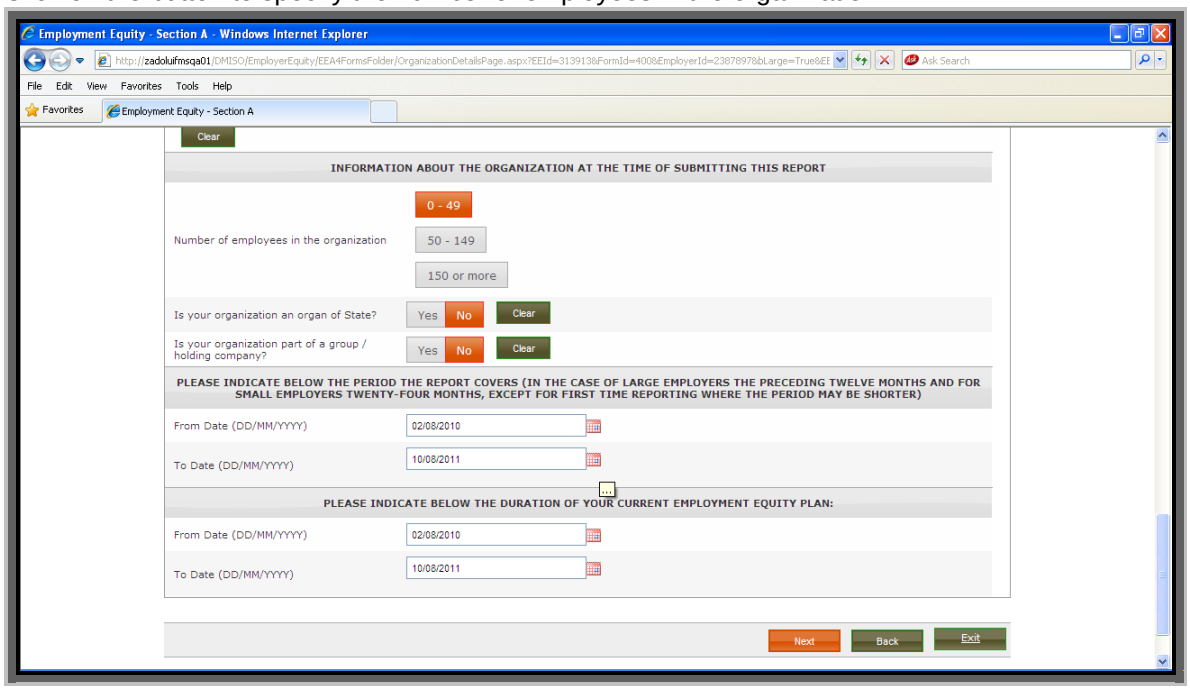
Once you click on SELECT, note that the Postal Code, Suburb, City/Town and Province are populated and they are not editable. Also a message is displayed on your screen to confirm whether you have selected the correct Province, if you click YES on the message the chosen province's details will be displayed, you will only have to add the postal address but if you click NO, it allows you to go back and search for the new postal code.



Capture the details of the CEO as well as Employment Equity Manager at the time of submitting the report. Also specify the business type.

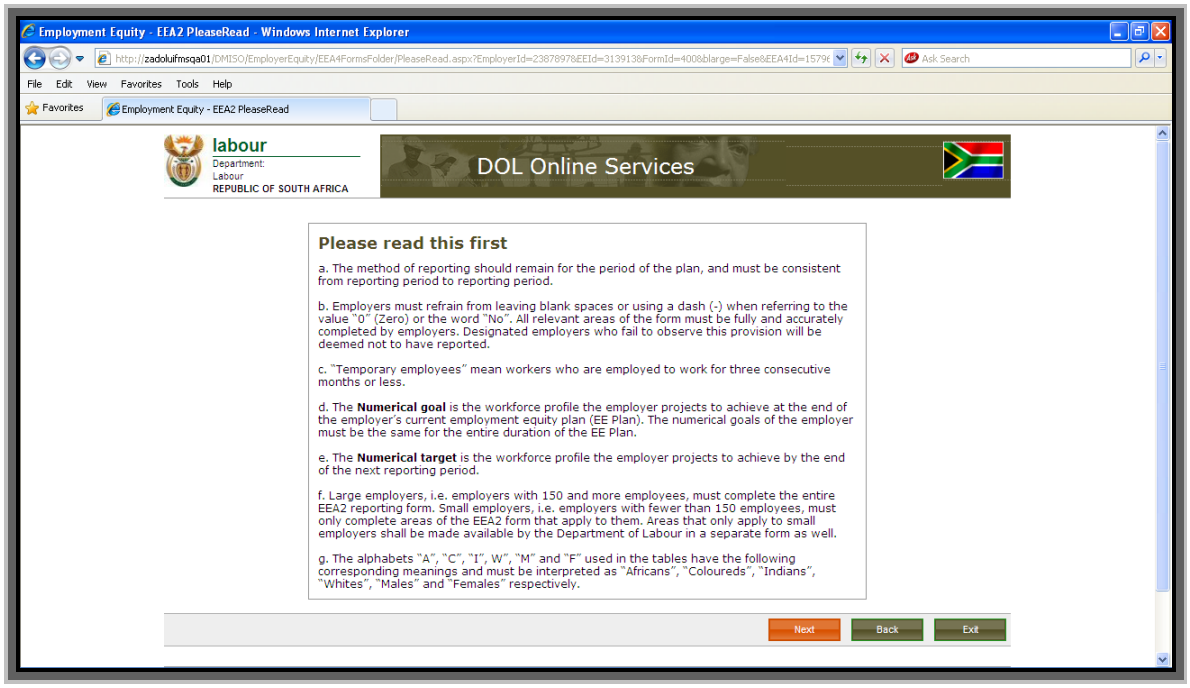


Click on the button to specify the number of employees in the organization.



At the bottom of the page, click on button NEXT to save and proceed.
Click on button BACK to go back.
Click on button EXIT to leave this page.

When you click on button NEXT, the following page is displayed, please read and click on button NEXT to continue.



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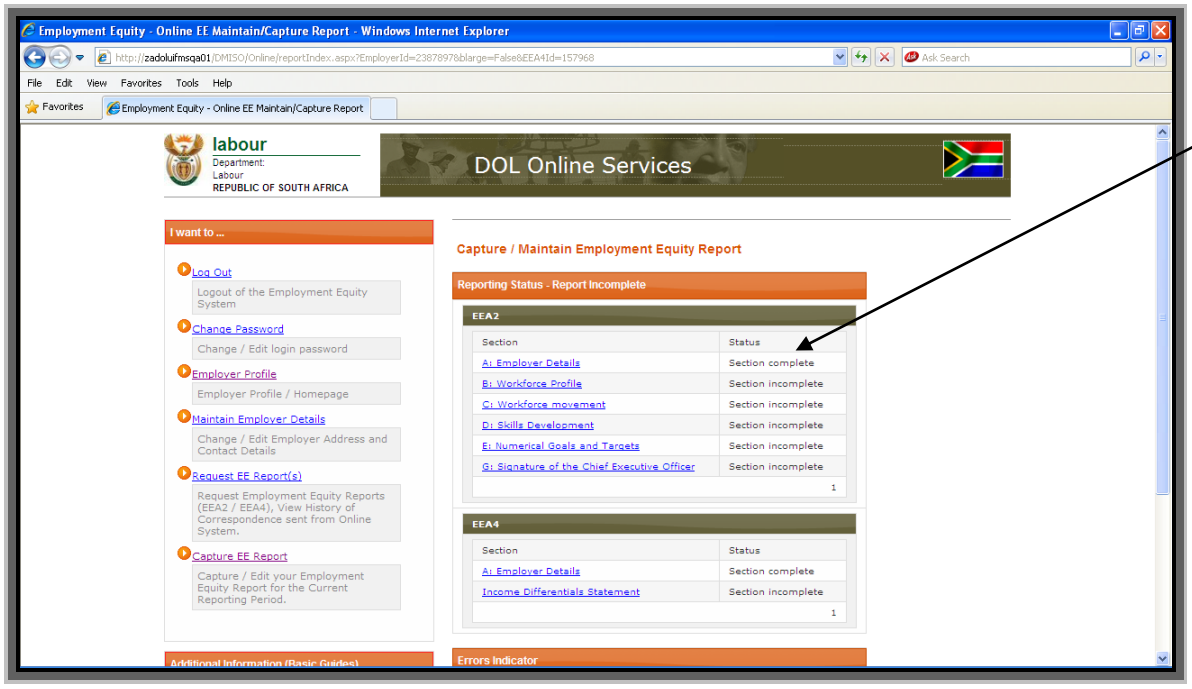
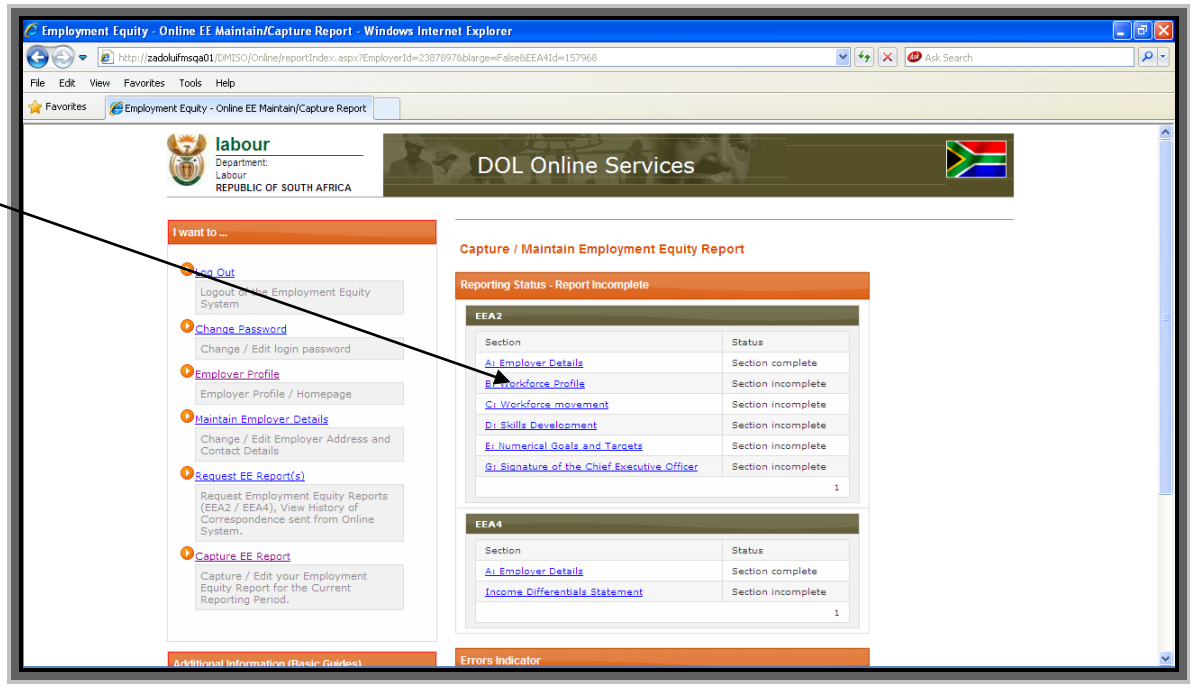
The following page is displayed; notice the Status on SECTION A has now changed to *section complete* to show that you have finished capturing the section.



SECTION B: WORKFORCE PROFILE

To continue capturing EE report, click on **B: Workforce Profile**.



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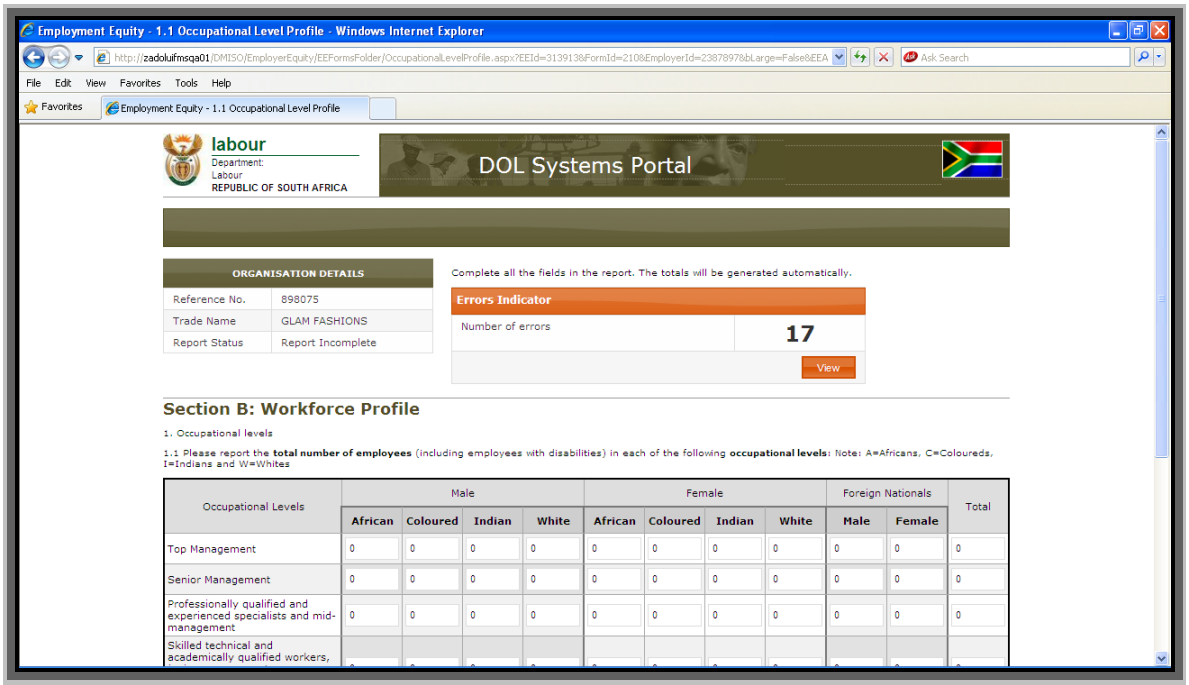
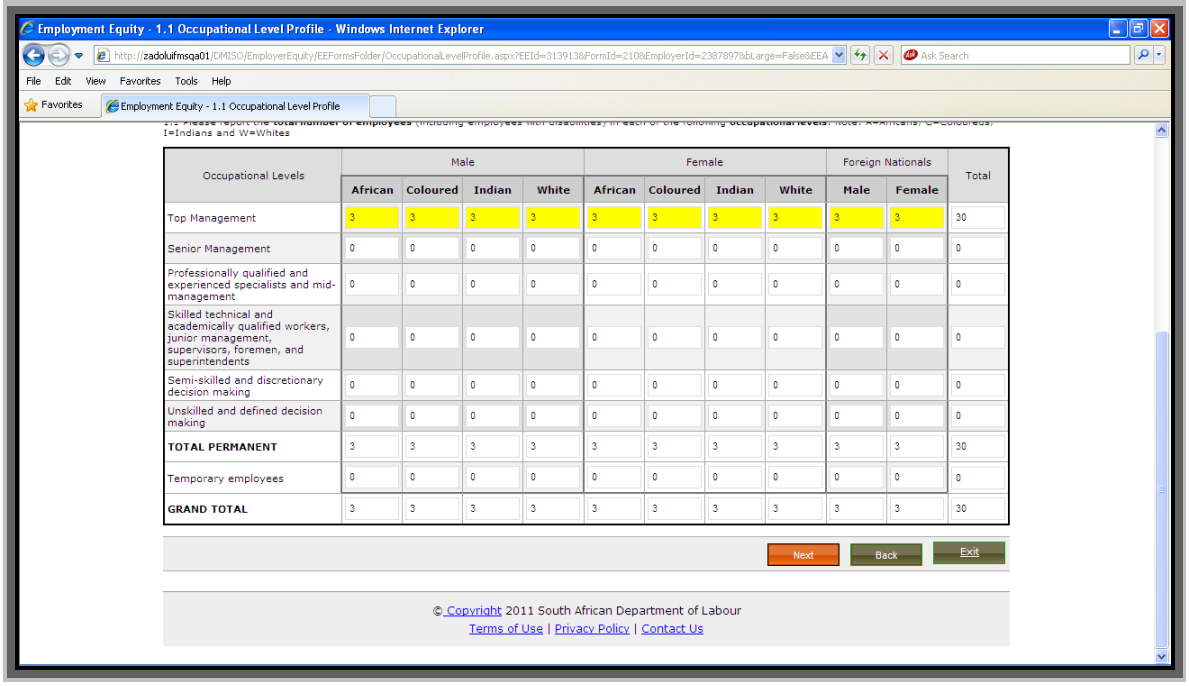
The following screen is displayed to report the **total number of employees** (including employees with disabilities) in each of the following **occupational levels**.





To save and continue capturing, please click on button NEXT.

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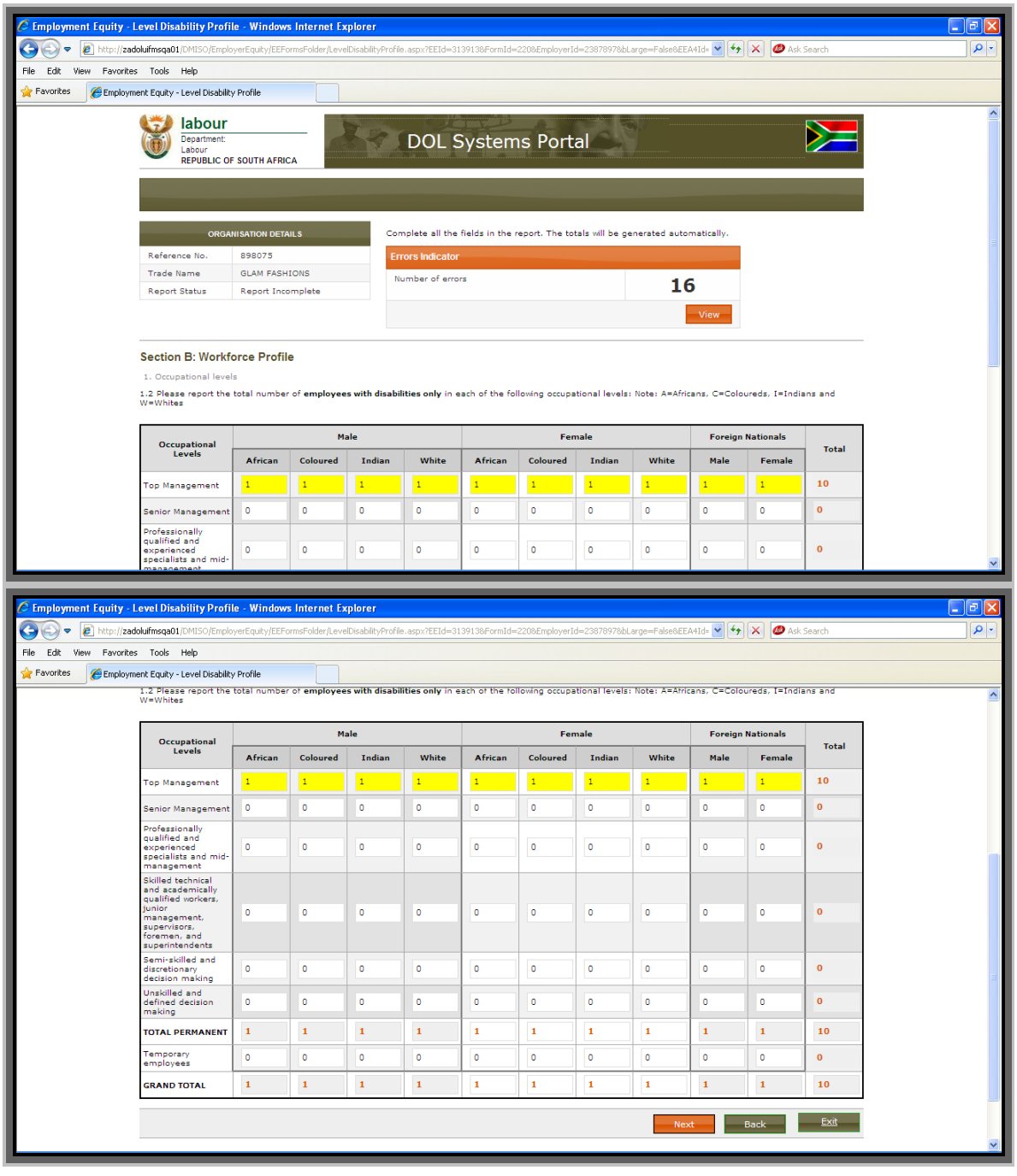
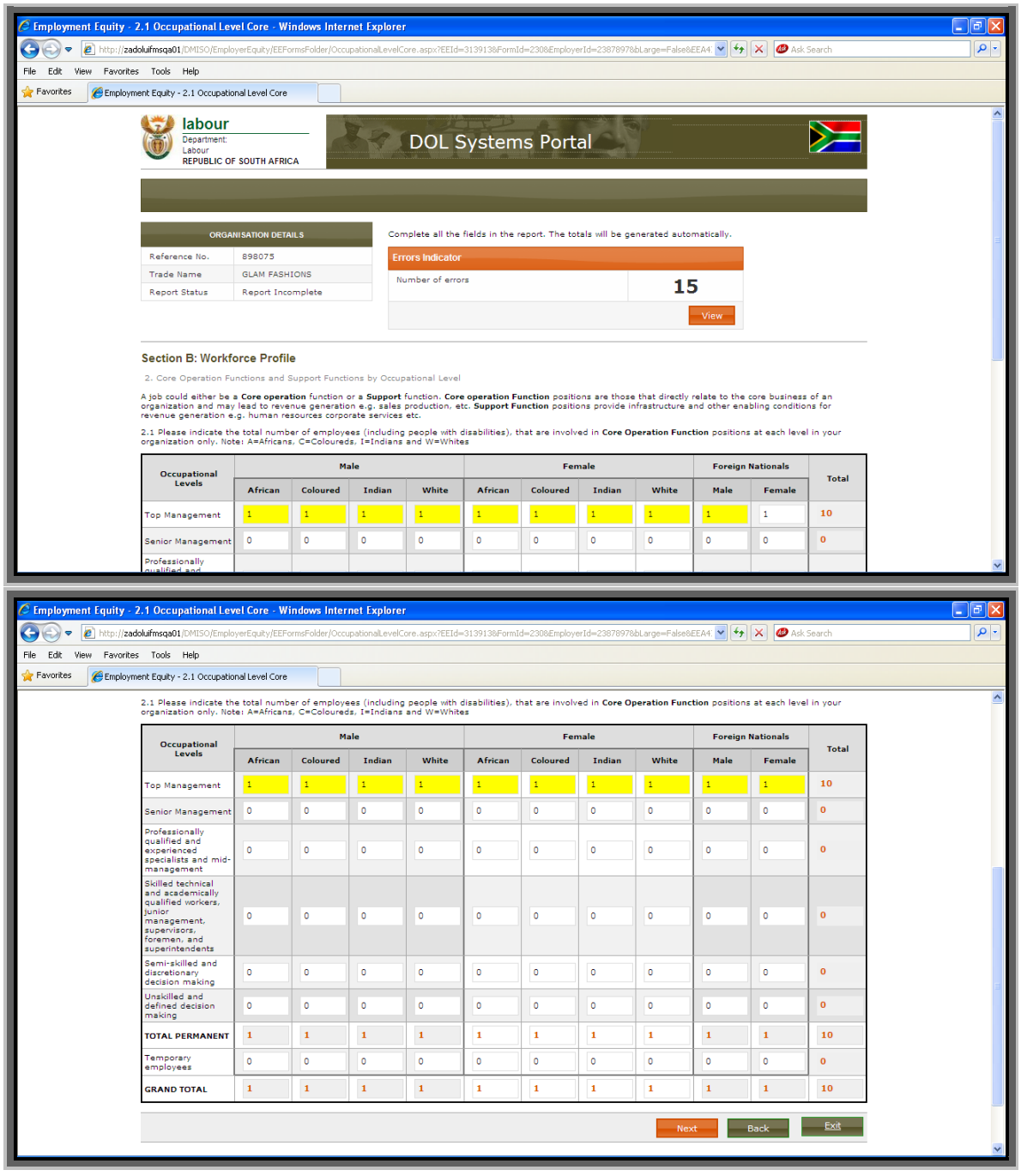
The following page is displayed report the total number of **employees with disabilities only** in each of the following occupational levels.



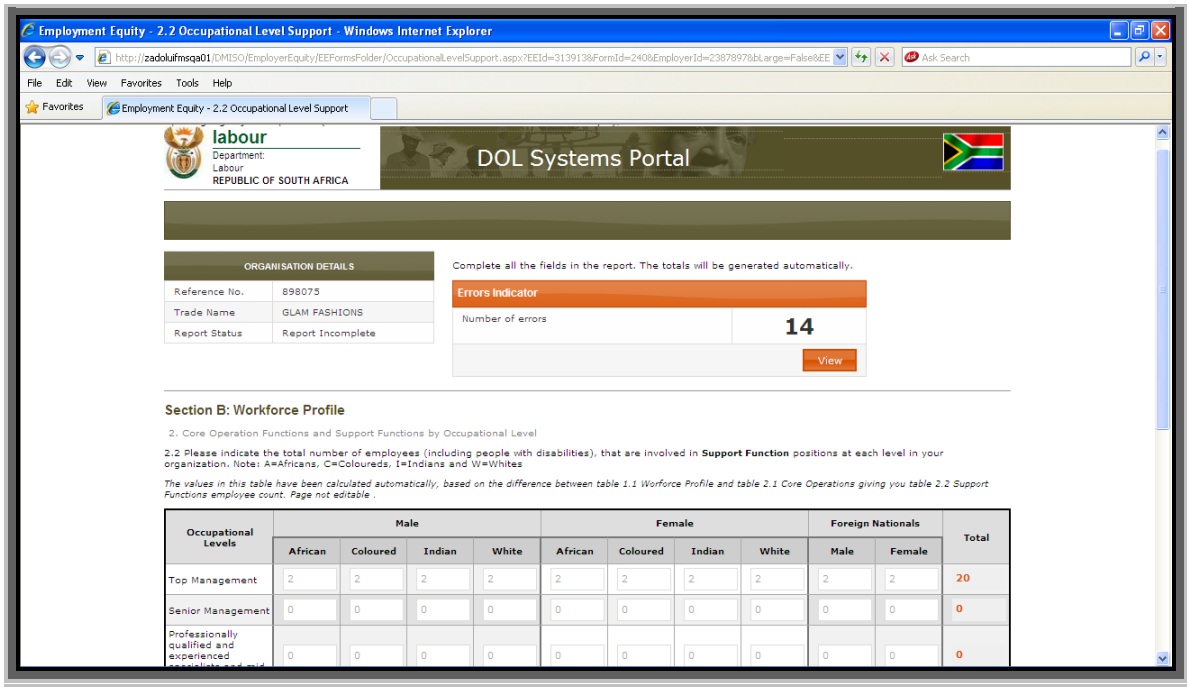
Click on button NEXT at the bottom to save and continue capturing.

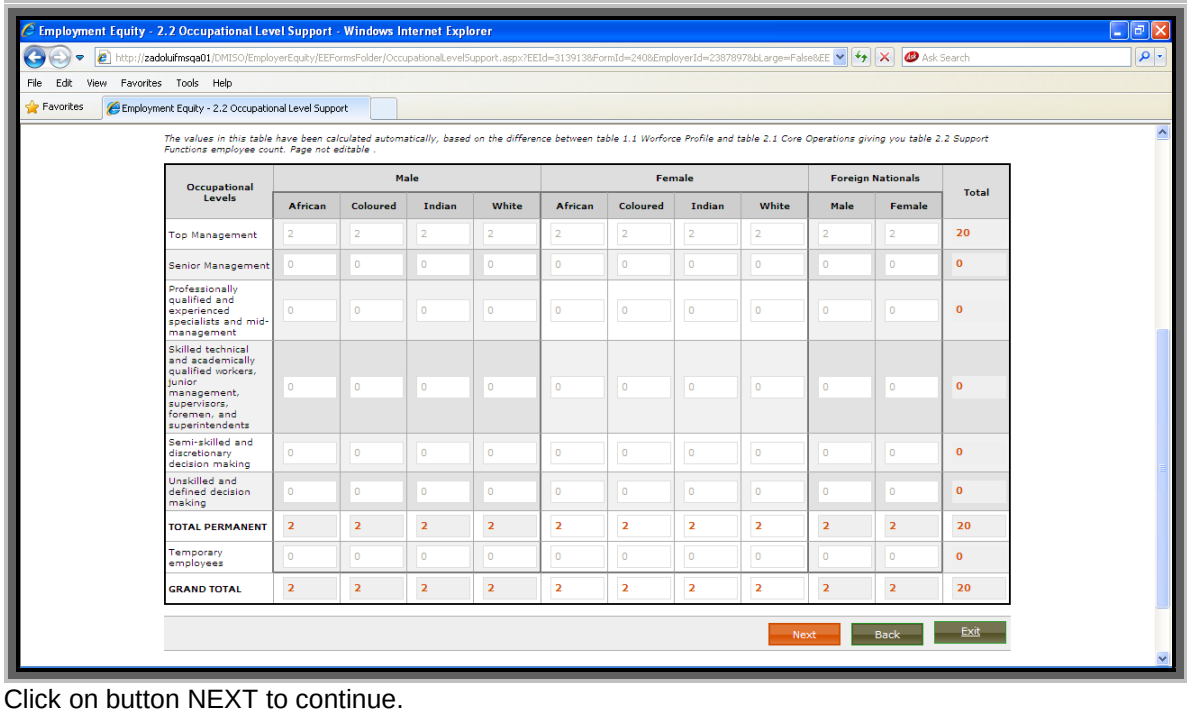
The following screen is displayed to indicate the total number of employees (including people with disabilities), that are involved in **Core Operation Function** positions at each level in your organization only.



Click on button NEXT to save and continue capturing.

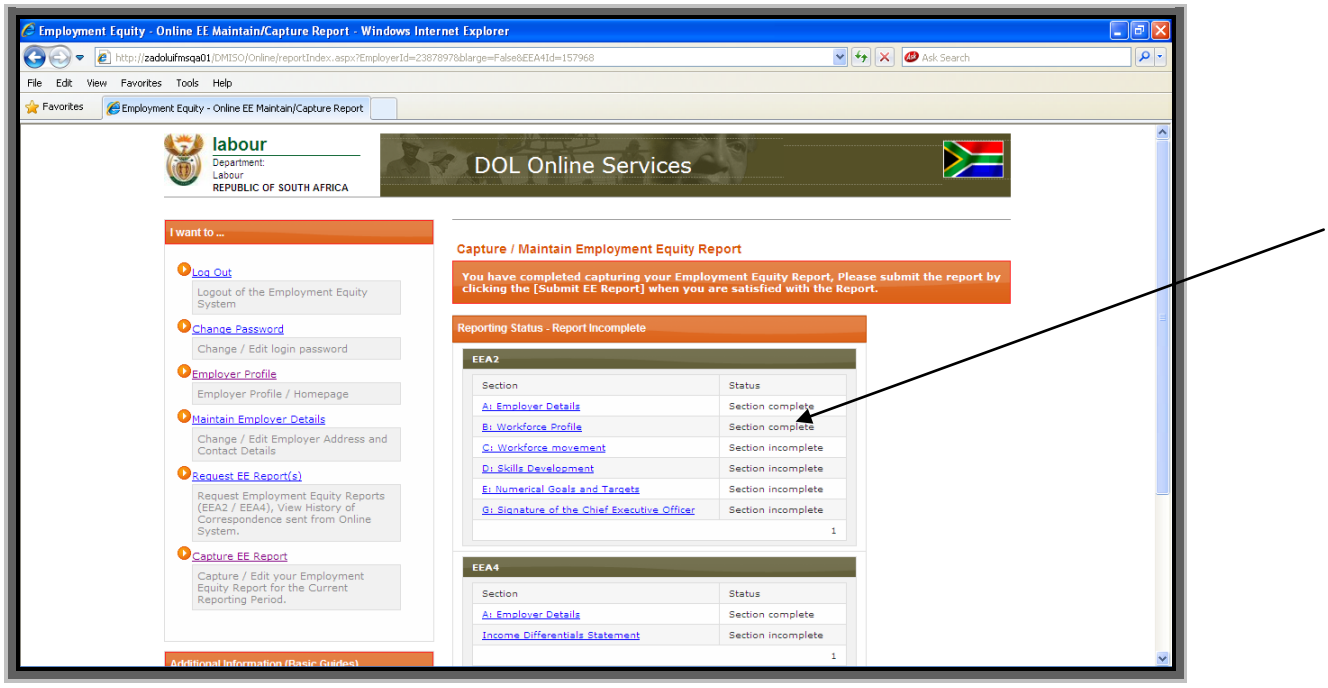
The following screen is displayed; *The values in this table have been calculated automatically, based on the difference between table 1.1 Worforce Profile and table 2.1 Core Operations giving you table 2.2 Support Functions employee count. Page is not editable.*





Click on button NEXT to continue.

The following screen will be displayed. Note the status now on section B has changed to section complete and a message is displayed on your screen as a reminder to submit your EE report when you are done capturing.



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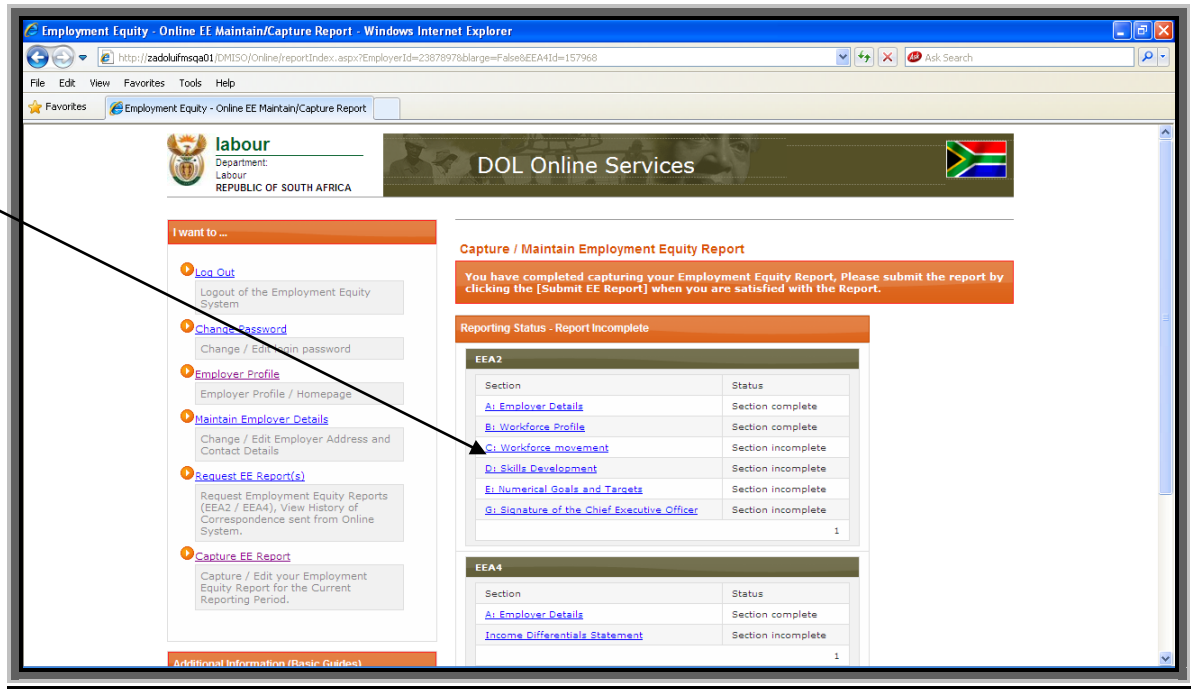
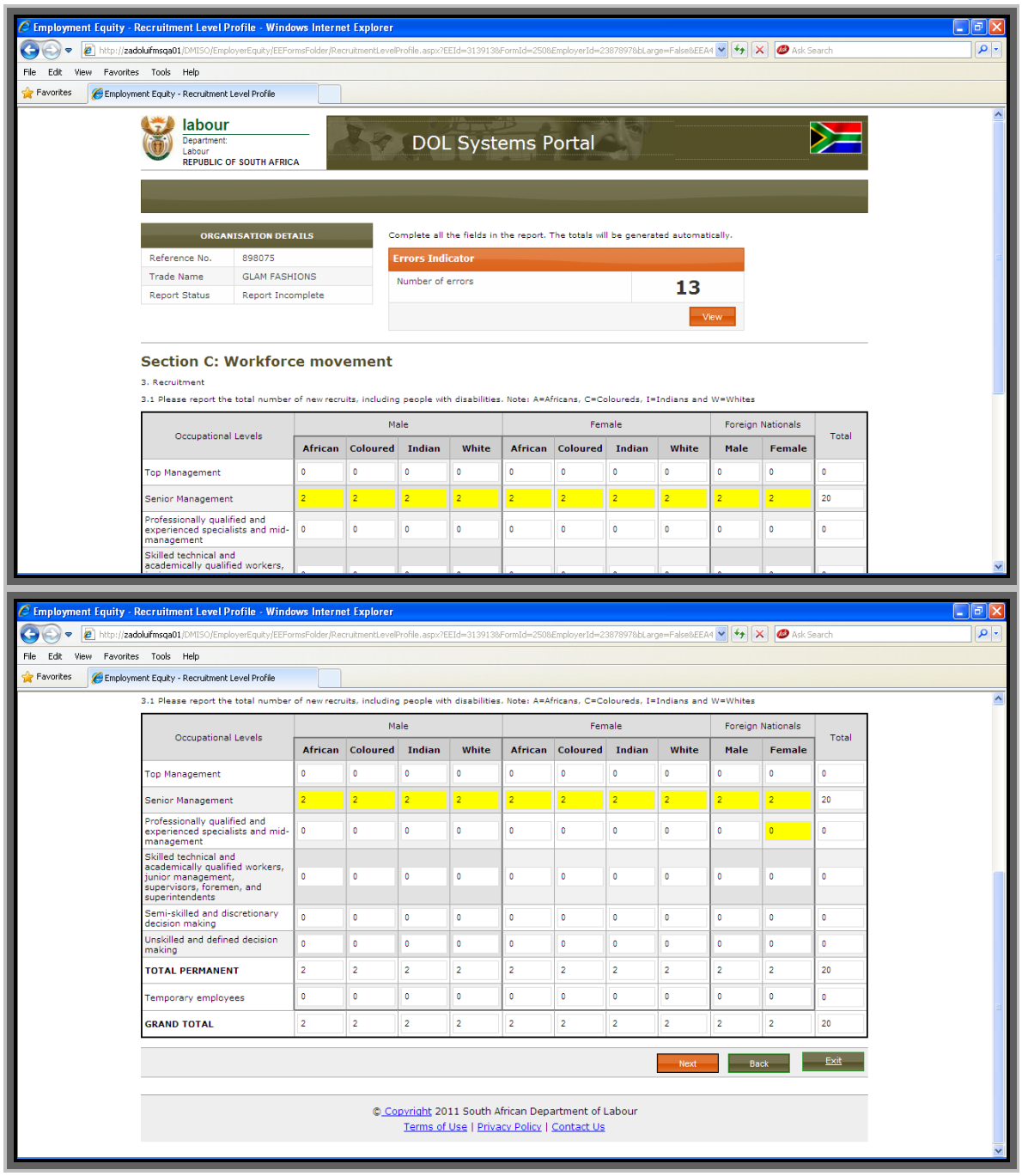
SECTION C: WORKFORCE MOVEMENT

To continue capturing EE report, click on the link **C: Workforce Movement**.

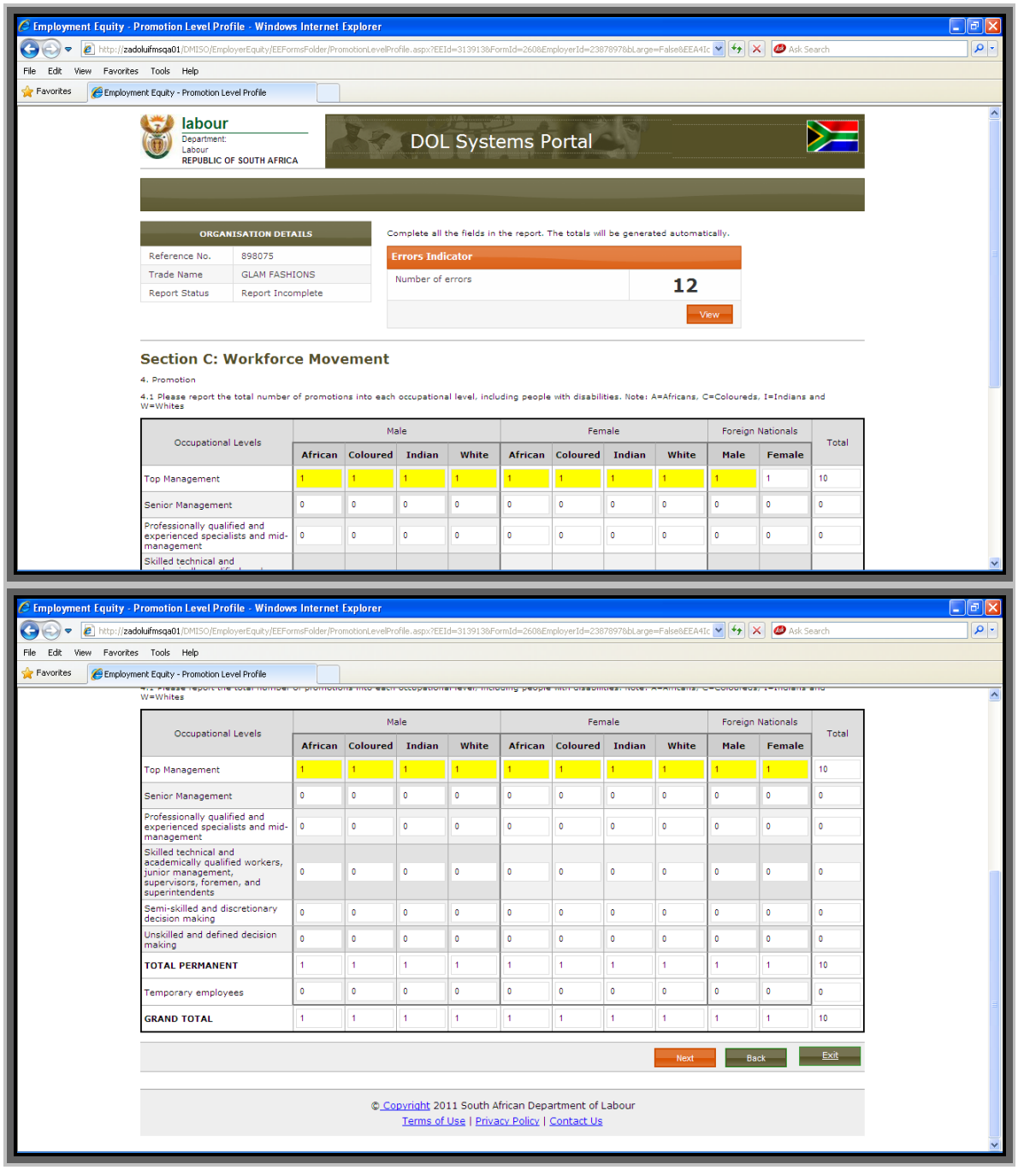


The following page is displayed to report the total number of new recruits, including people with disabilities.



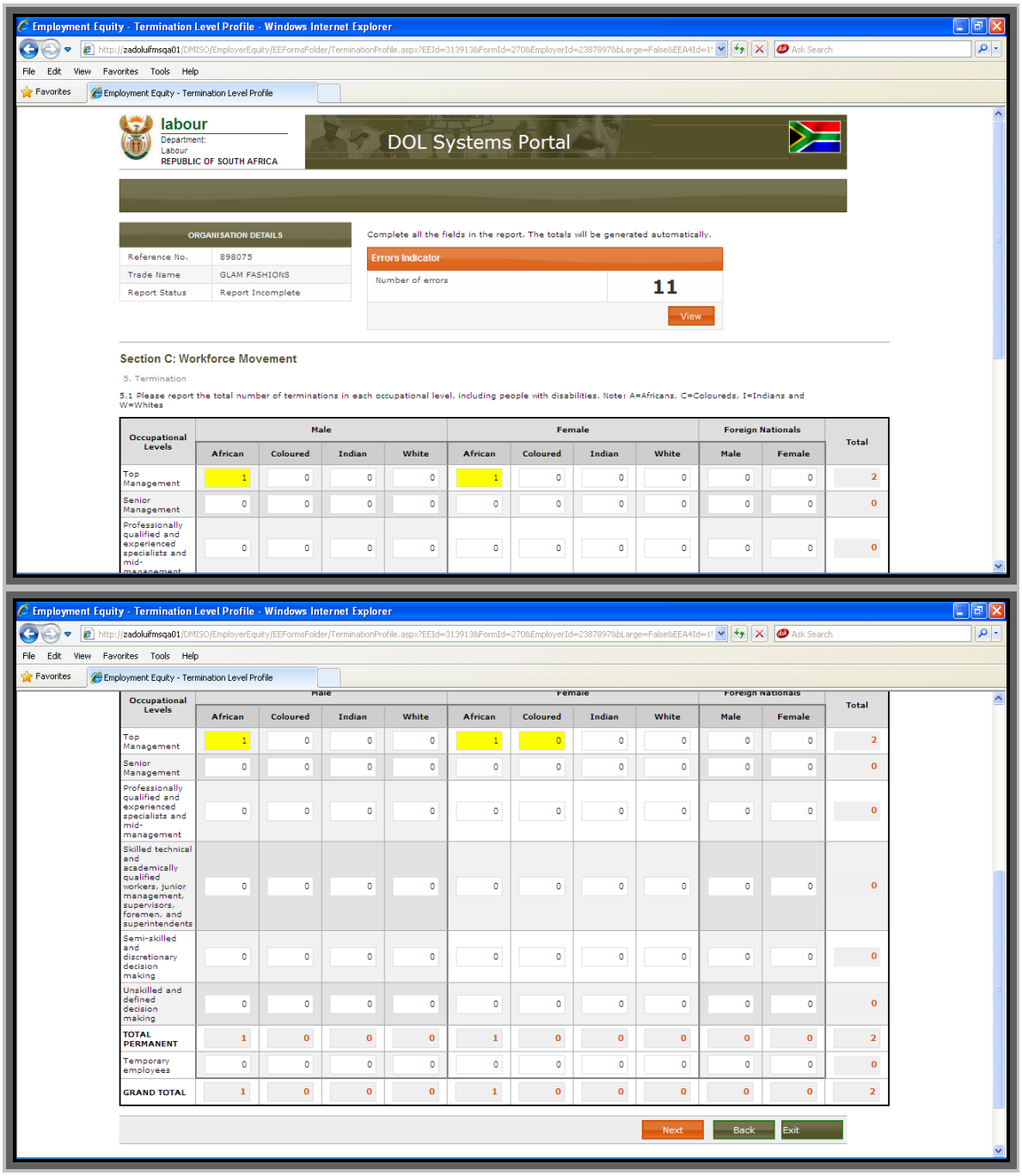
Click on button NEXT to save and continue capturing.

The following page is displayed to report the total number of promotions into each occupational level, including people with disabilities.



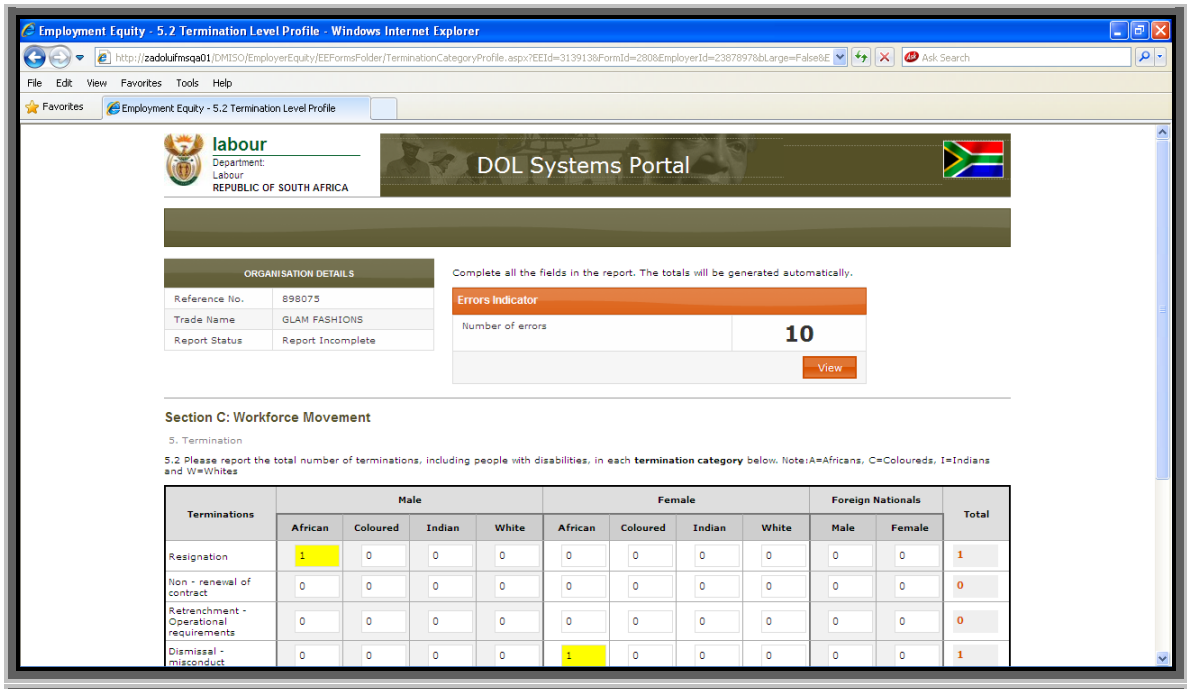
Click on button NEXT at the bottom to save and proceed to the next page.

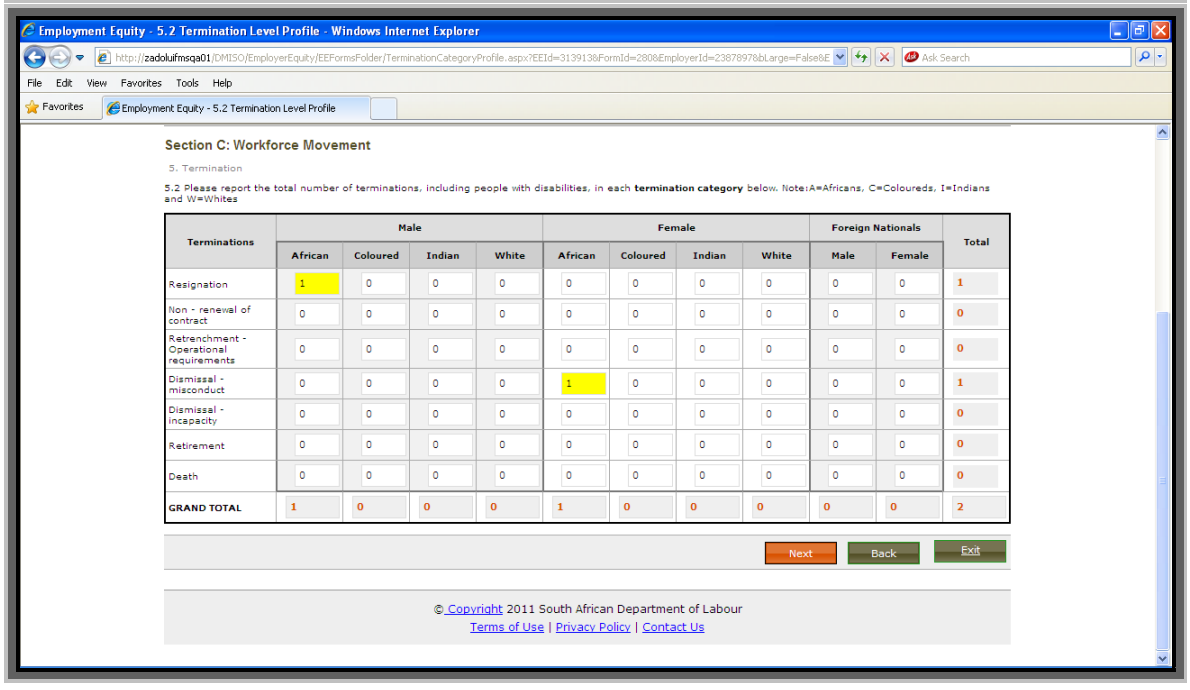
The following page is displayed to report the total number of terminations in each occupational level, including people with disabilities.



Click on button NEXT at the bottom to save and continue capturing.

The following page is displayed to report the total number of terminations, including people with disabilities, in each **termination category**.





Click on button NEXT to save and continue capturing.

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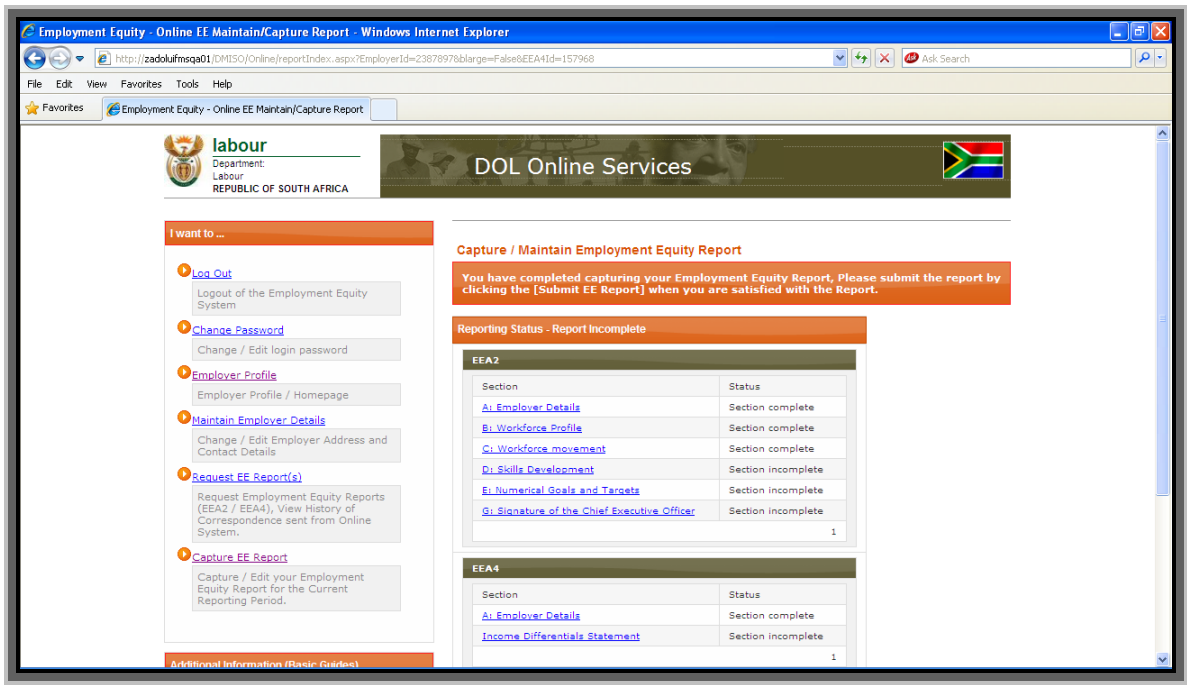
Note the status on section C has now changed to section complete.



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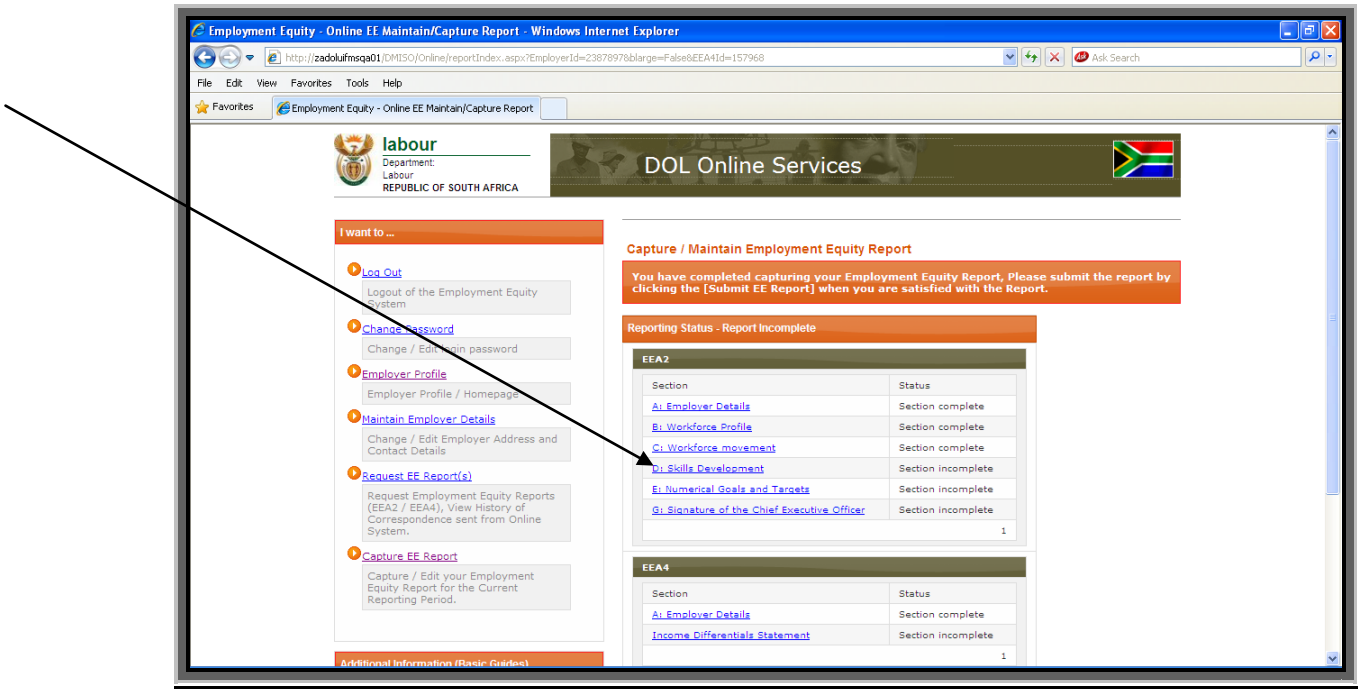
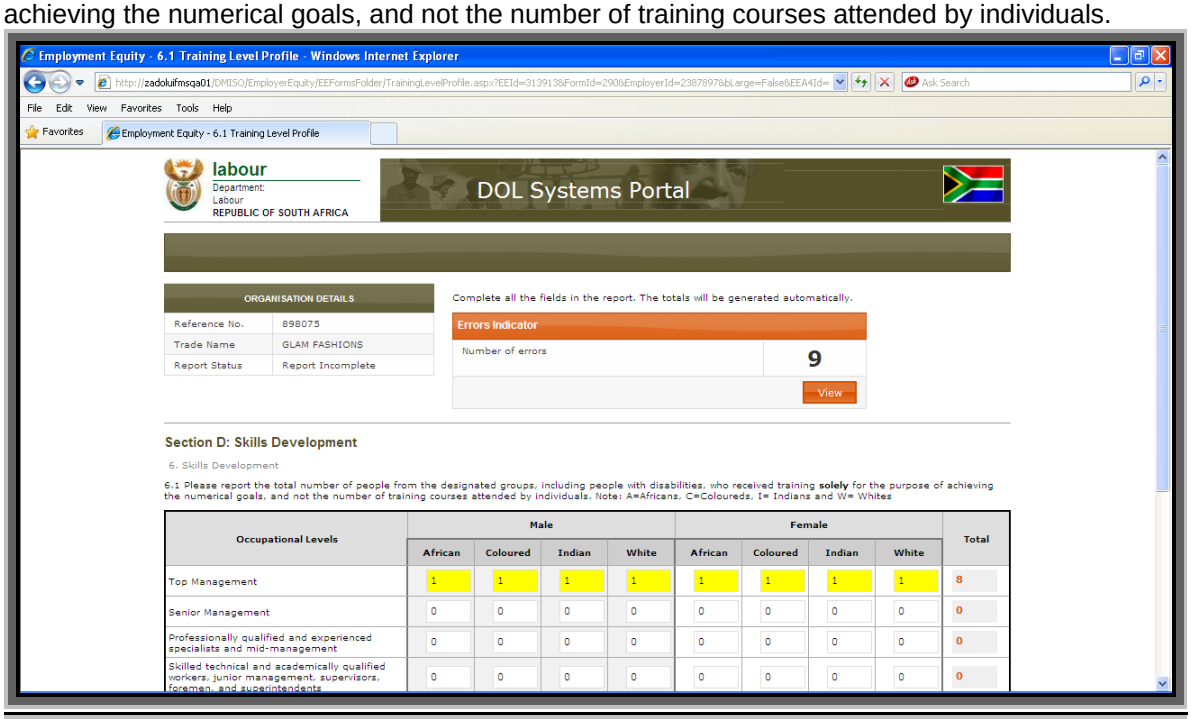
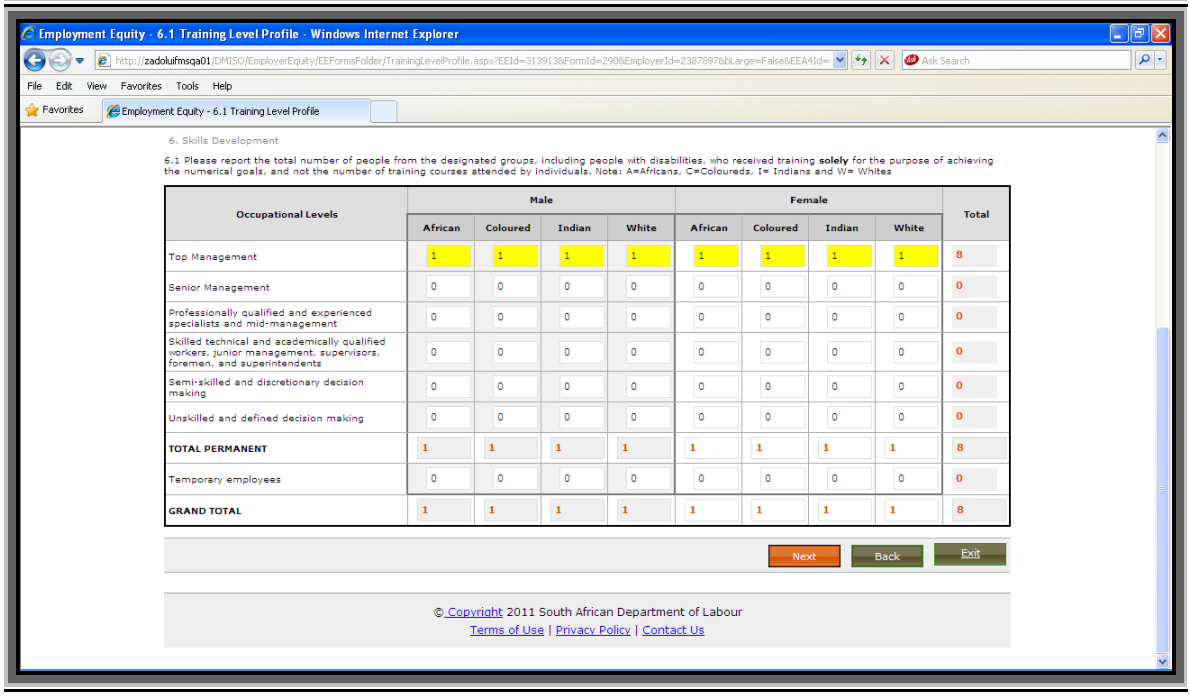
SECTION D: SKILLS DEVELOPMENT

To continue capturing EE report, click on **D: Skills Development.**



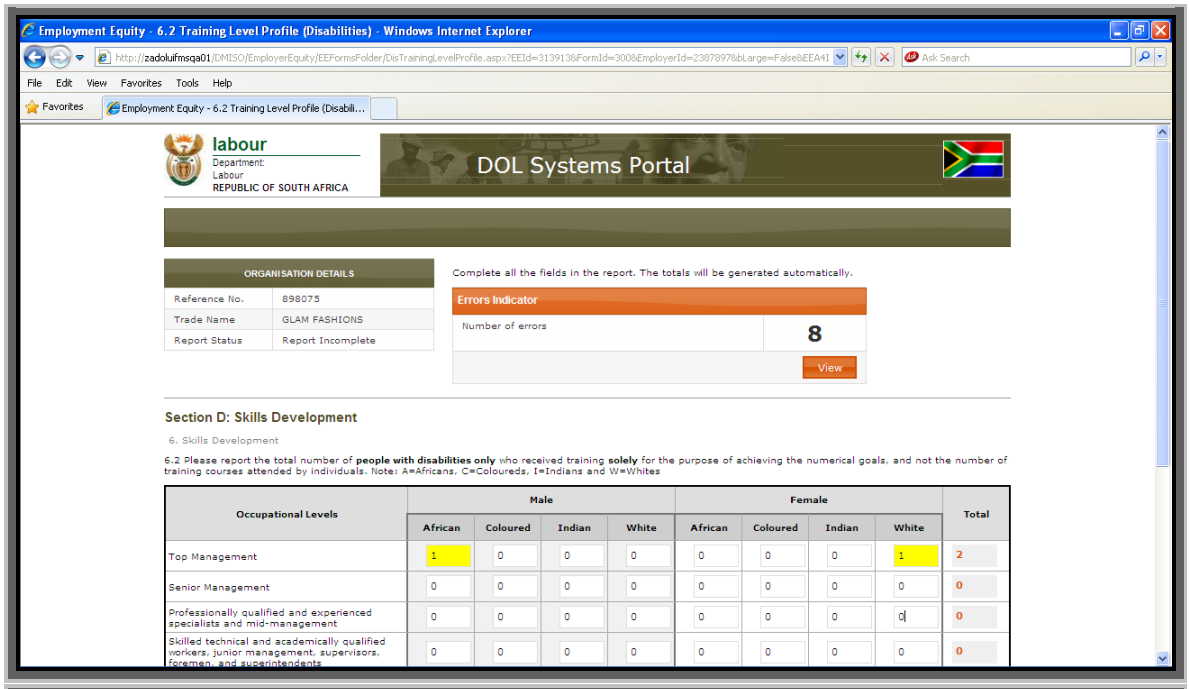
The following screen is displayed to report the total number of people from the designated groups, including people with disabilities, who received training **solely** for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals.

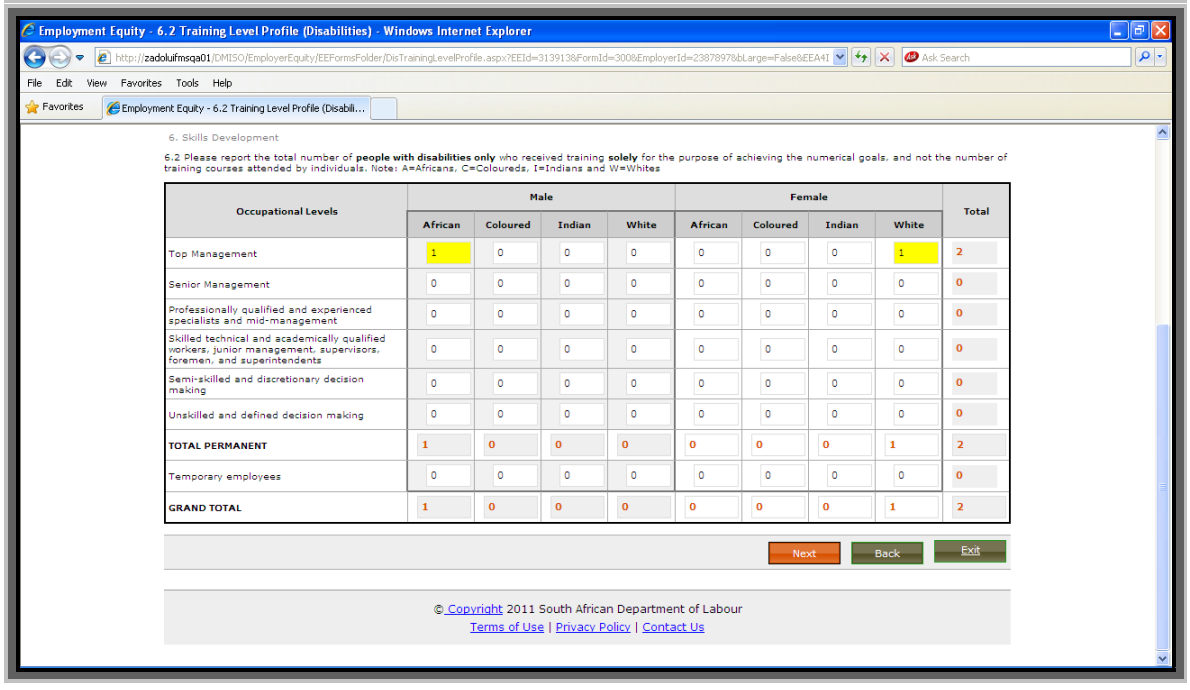




Click on button NEXT to save and continue capturing.

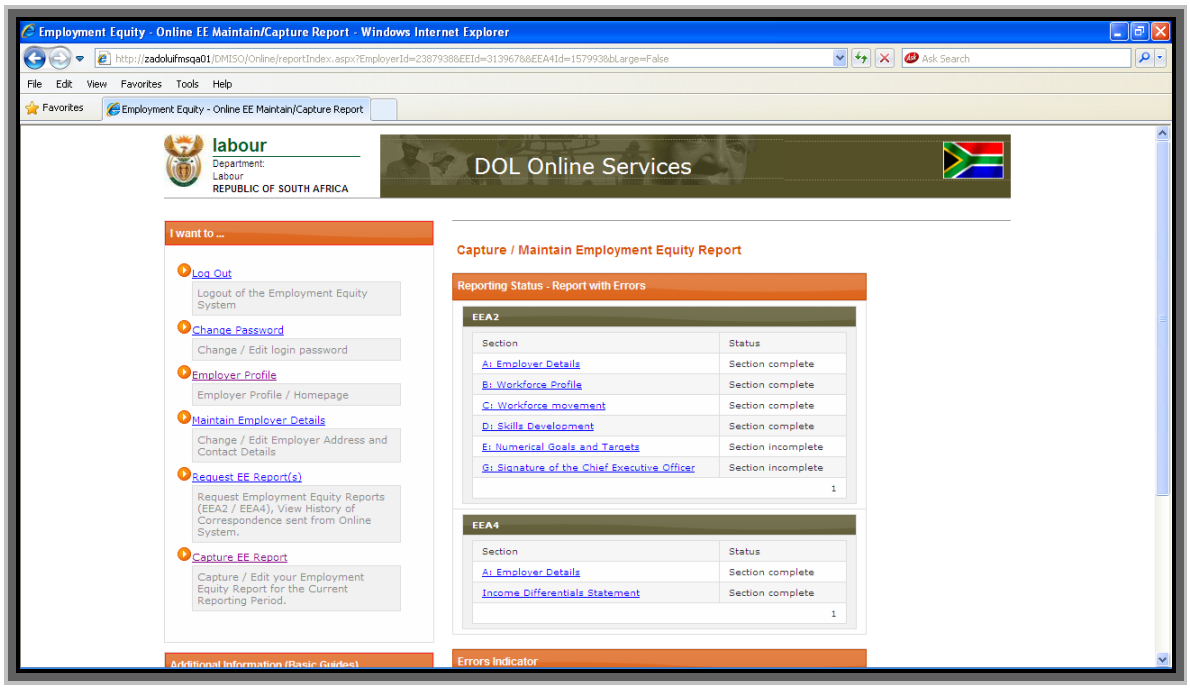
The following screen is displayed to report the total number of **people with disabilities only** who received training **solely** for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals.



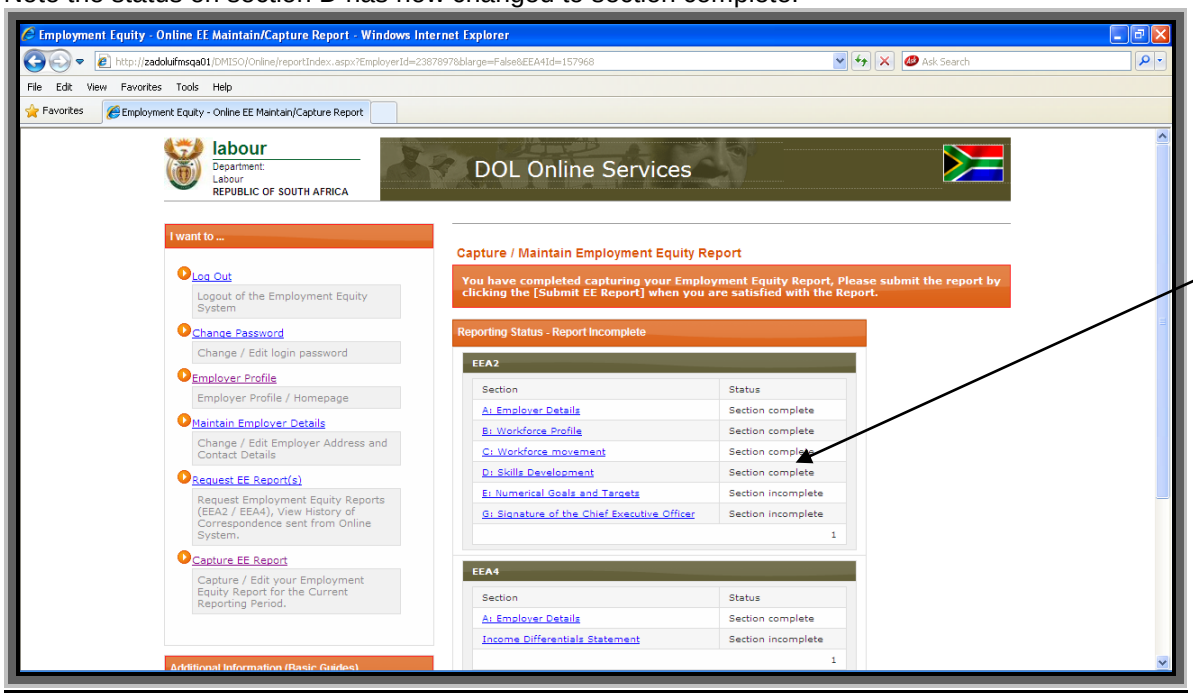


Click on button NEXT to save and continue capturing the EE report.

When you click on button NEXT, the following screen will be displayed.



Note the status on section D has now changed to section complete.



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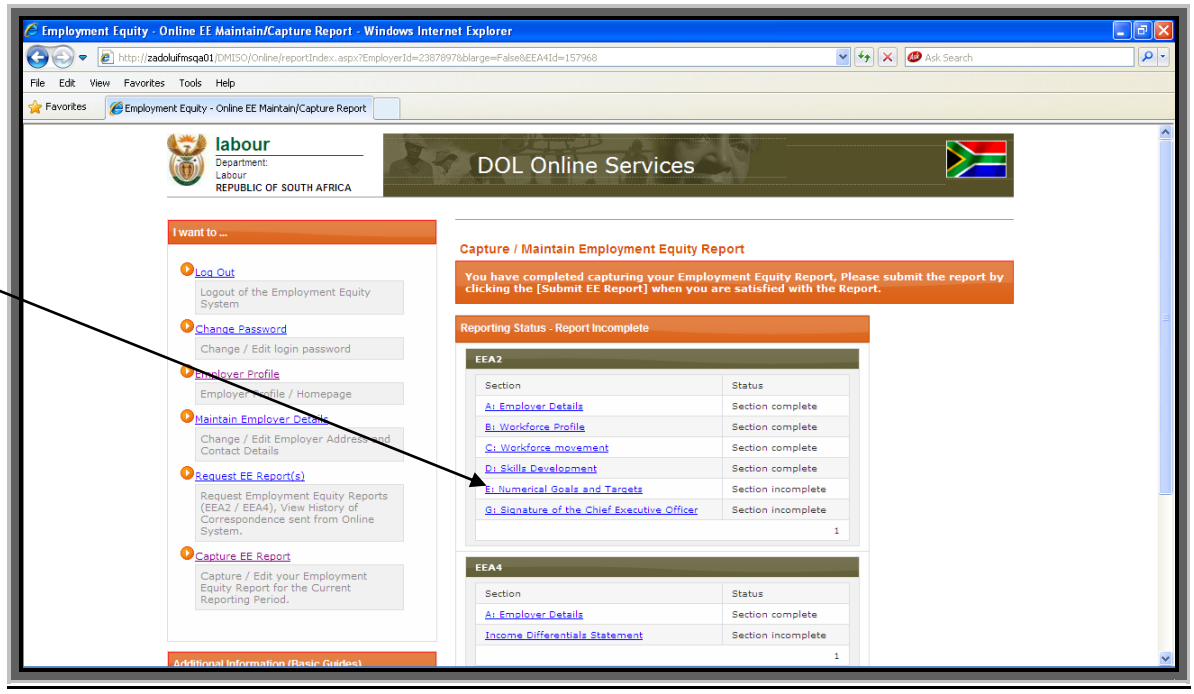
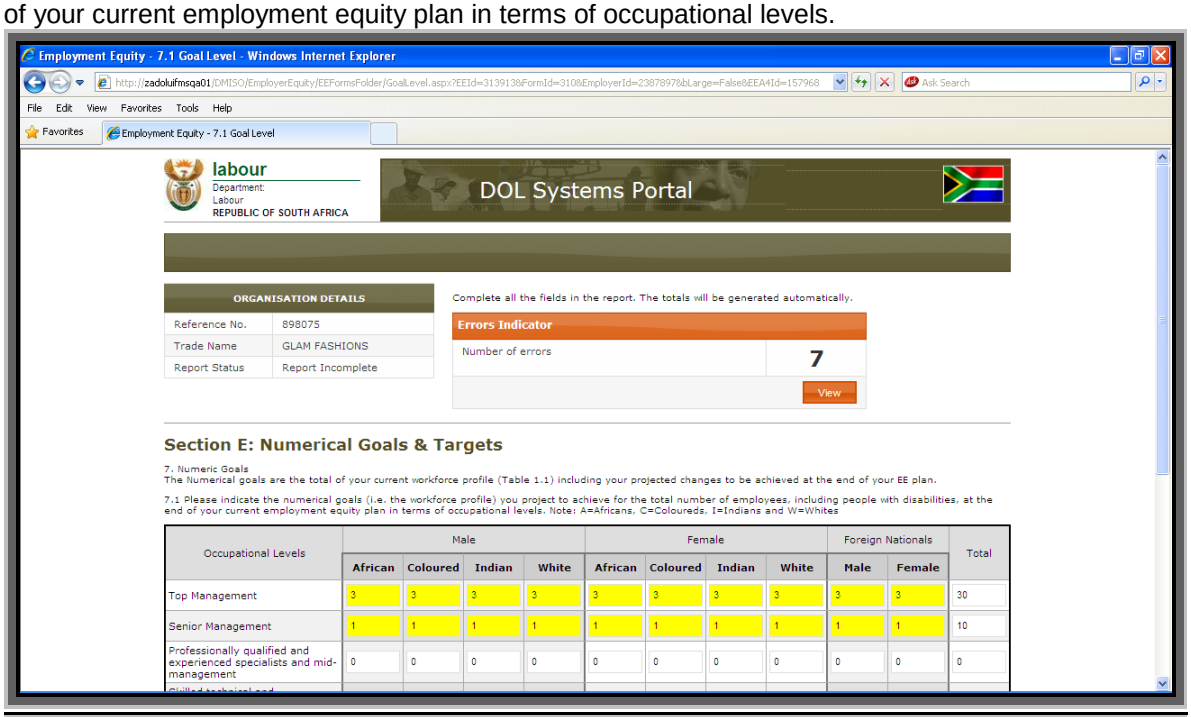
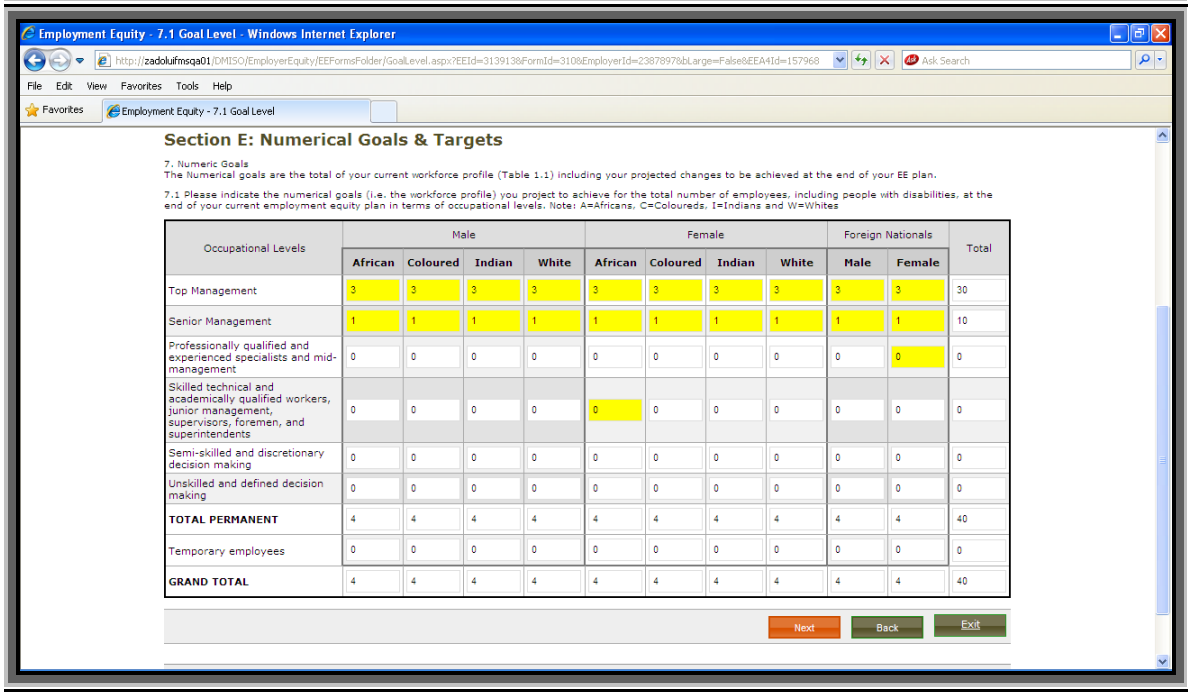
SECTION E: NUMERICAL GOALS AND TARGETS

To continue capturing EE report, click on **E: Numerical goals and targets.**



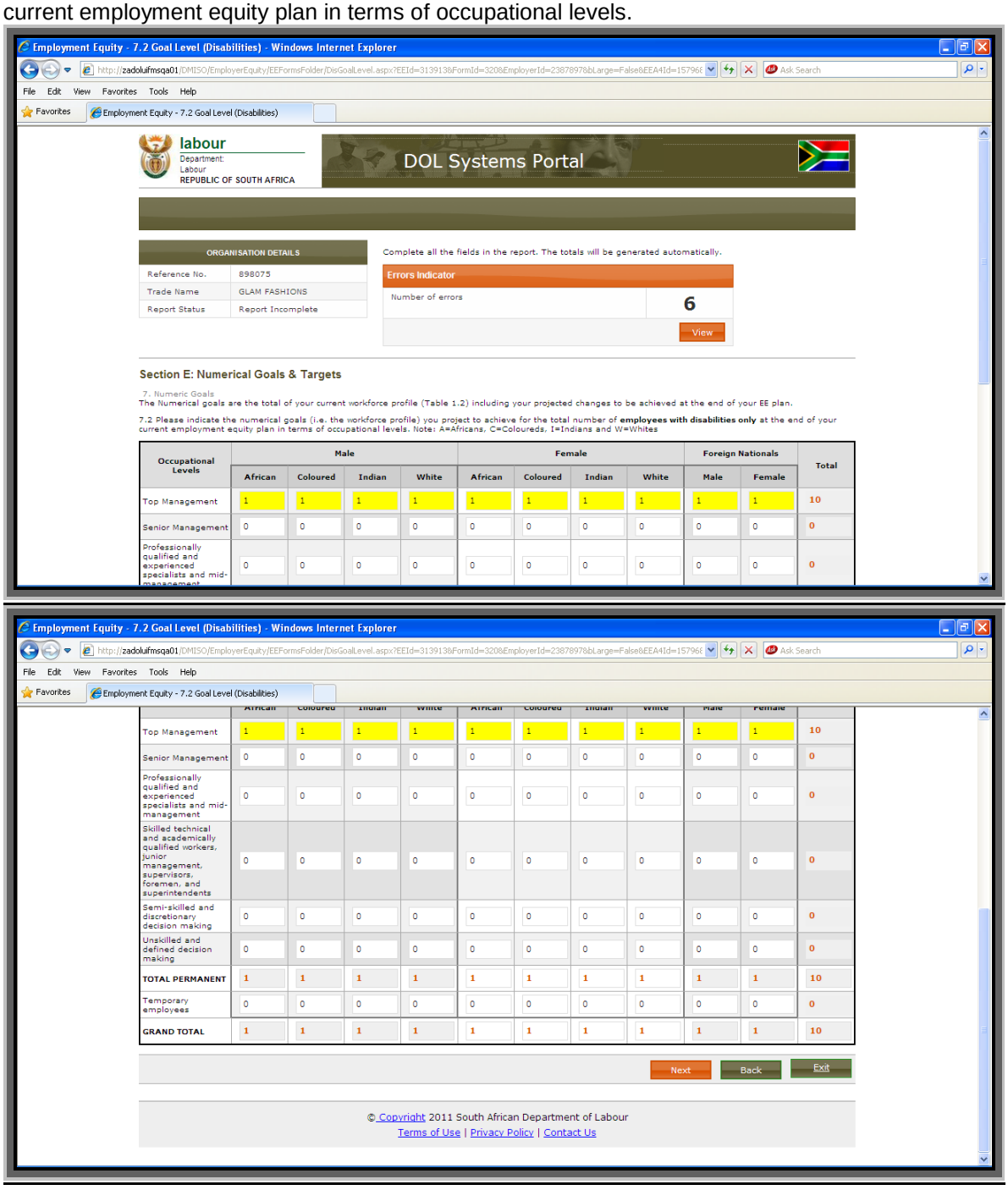
The following screen is displayed to indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of your current employment equity plan in terms of occupational levels.





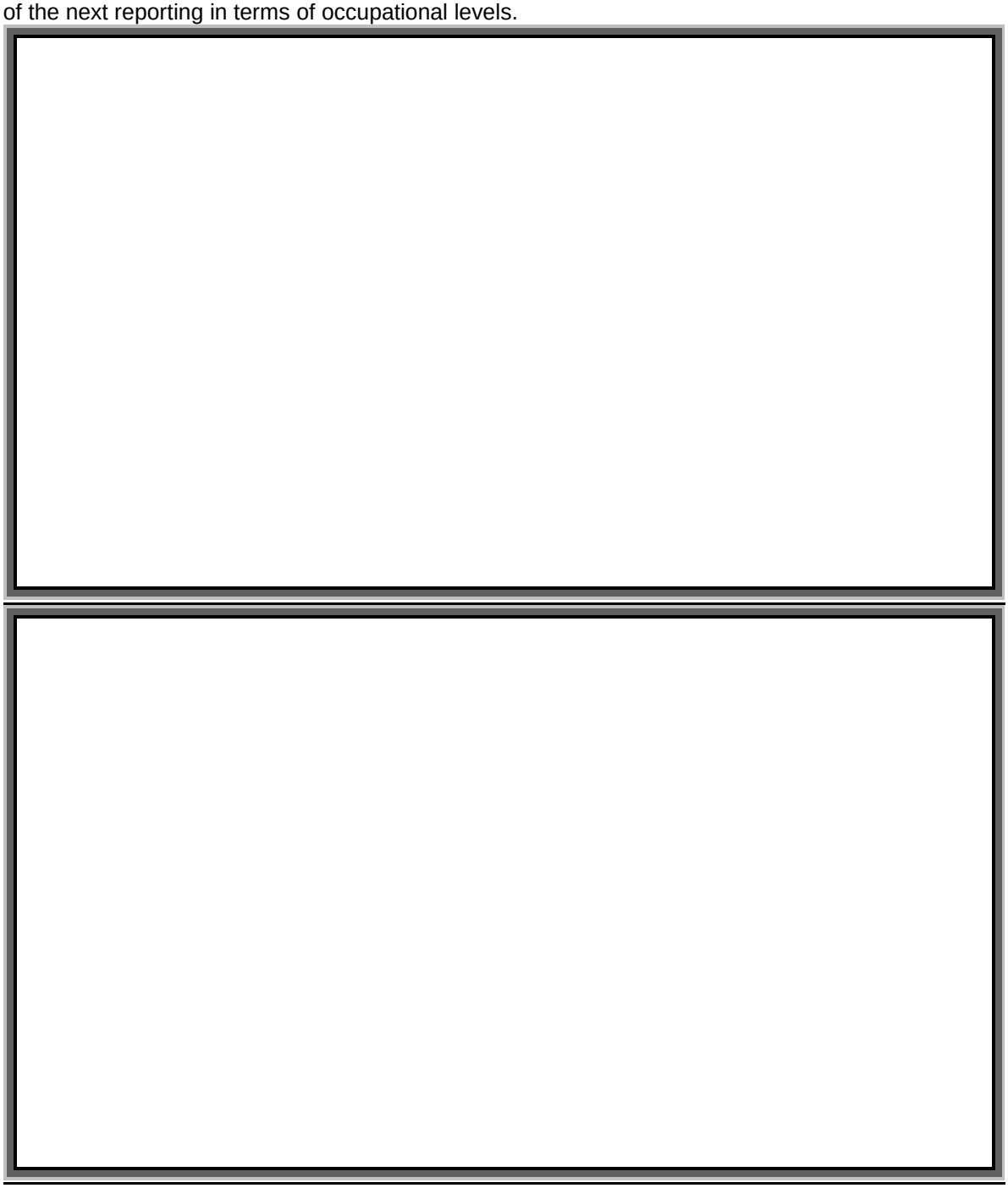
Click on button NEXT to save and proceed.

The following screen is displayed to indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of occupational levels.



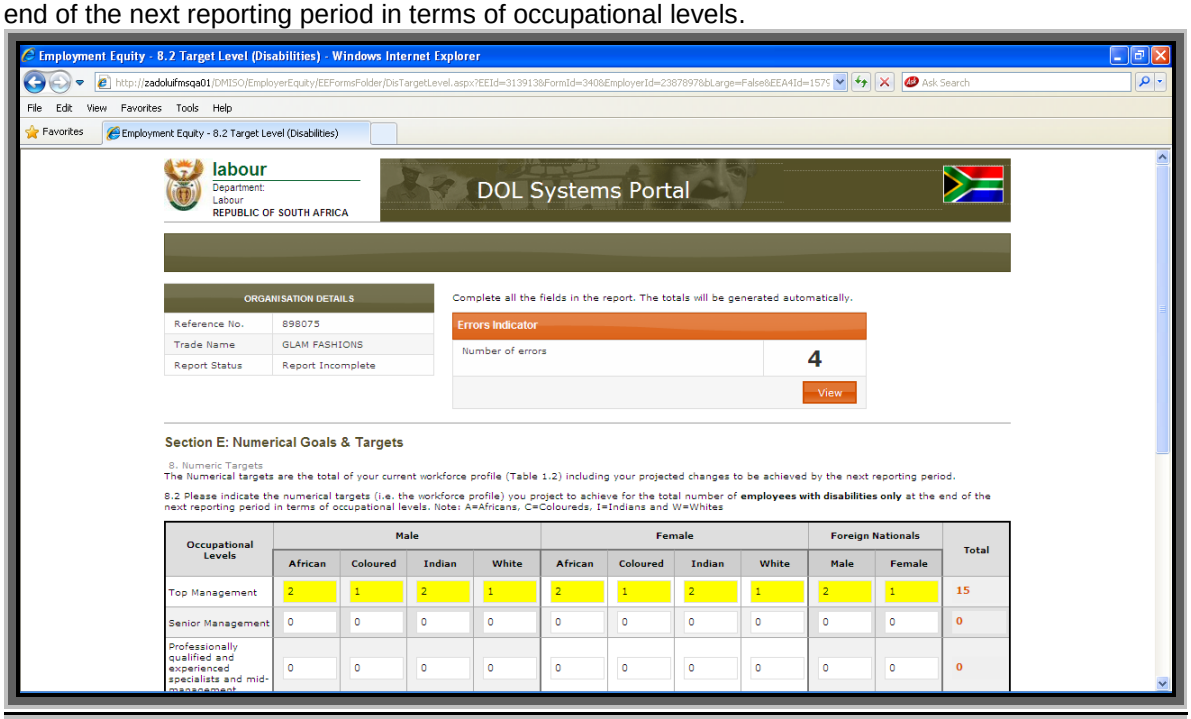
Click on button NEXT to save and proceed.

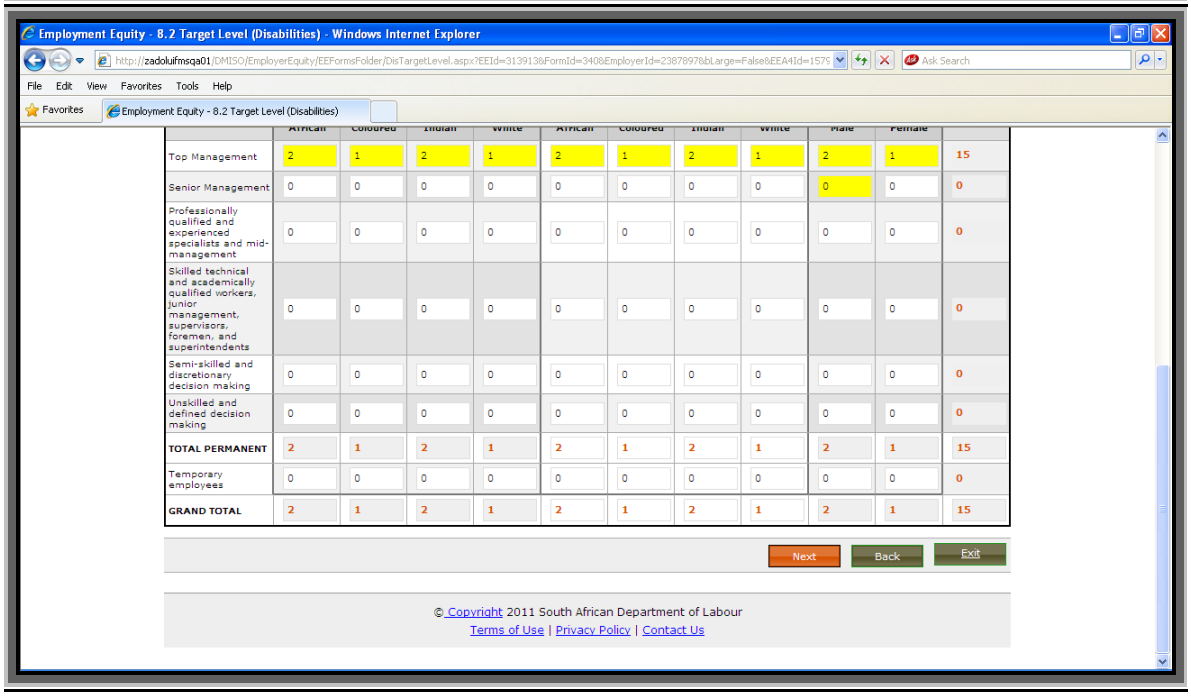
The following screen is displayed to indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of the next reporting in terms of occupational levels.



Click on button NEXT to save and proceed.

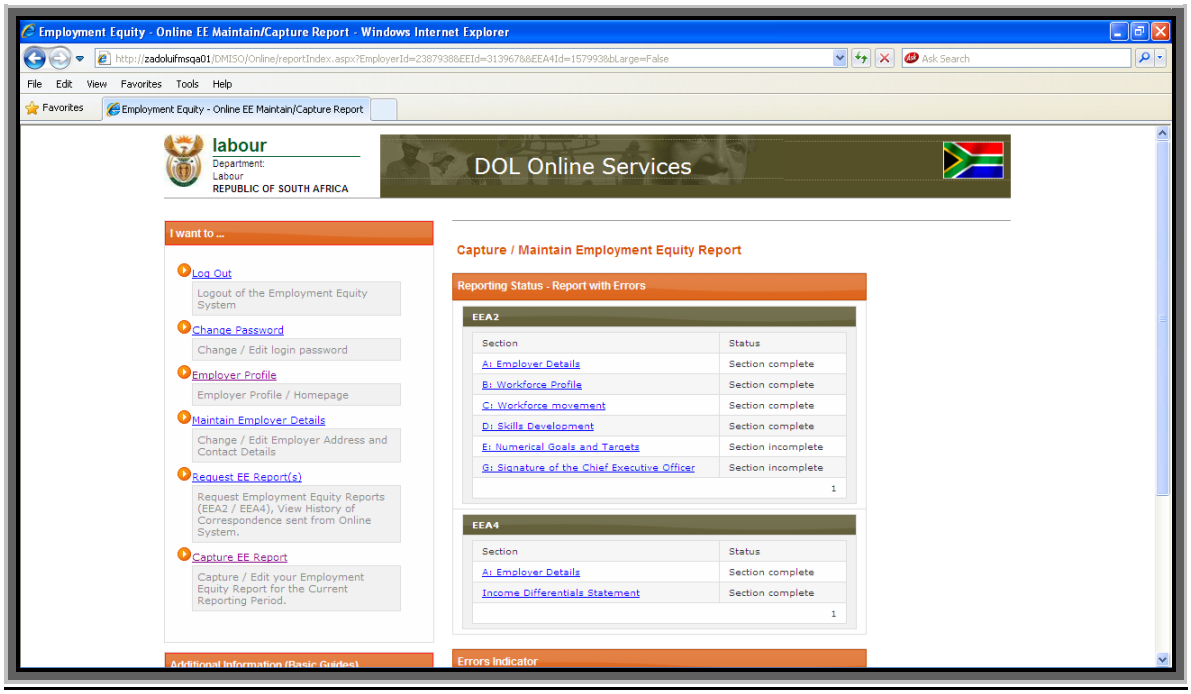
The following page is displayed for you to indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of **employees with disabilities only** at the end of the next reporting period in terms of occupational levels.



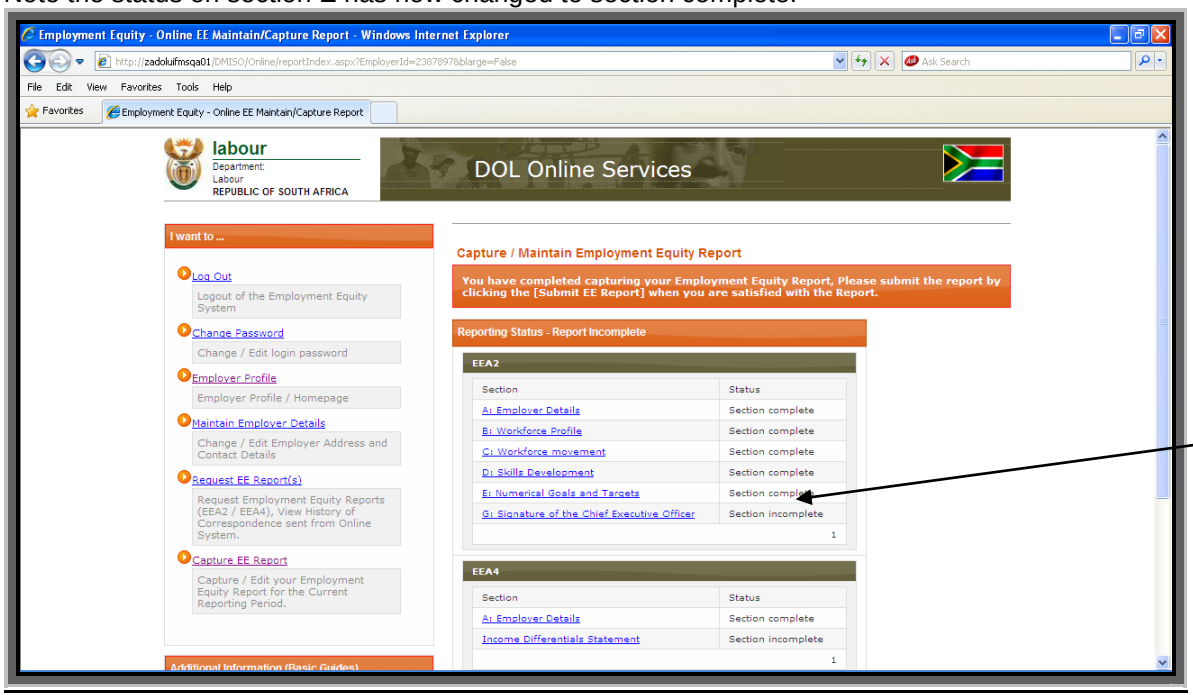


Click on button next to save and continue capturing.

When you click on button NEXT, the following screen will be displayed.



Note the status on section E has now changed to section complete.



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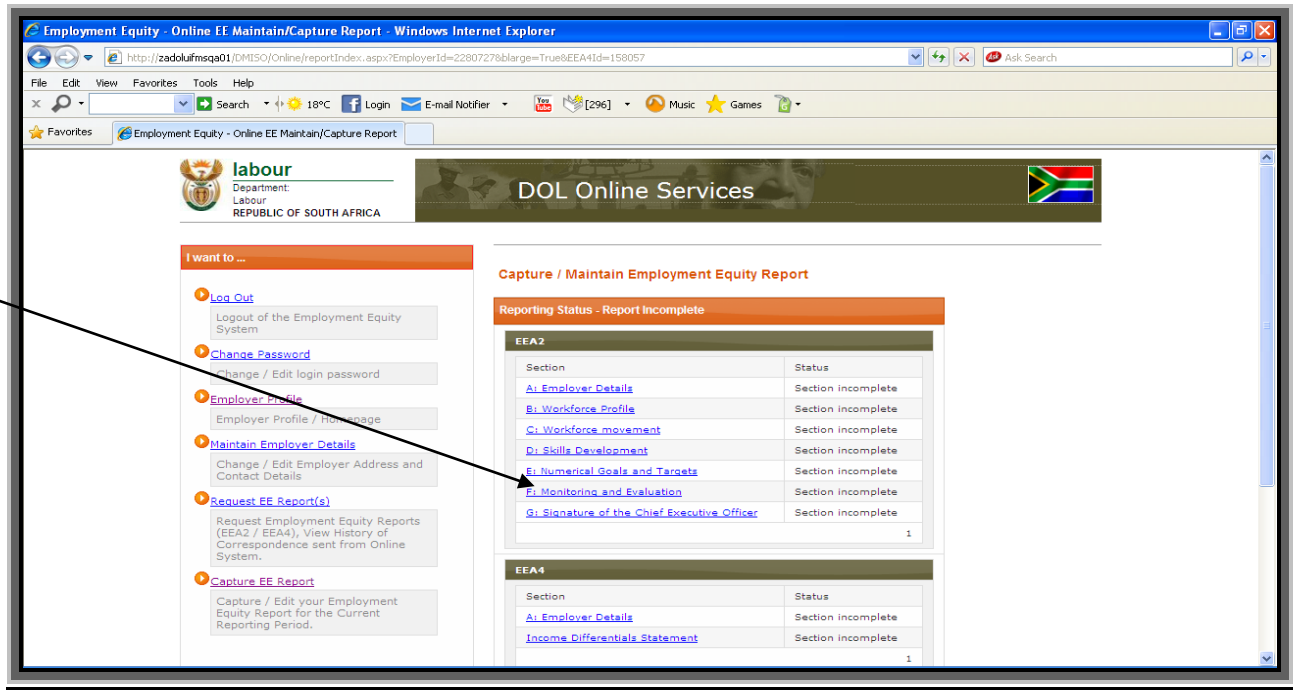
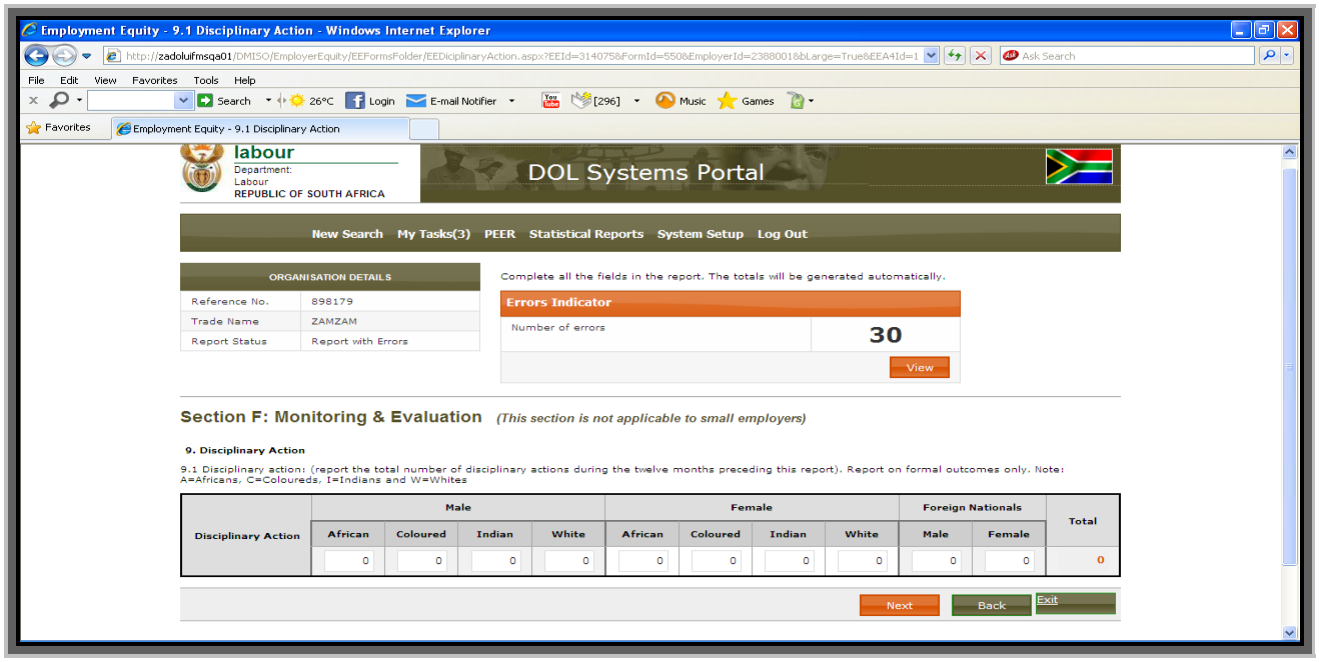
SECTION F: MONITORING AND EVALUATION

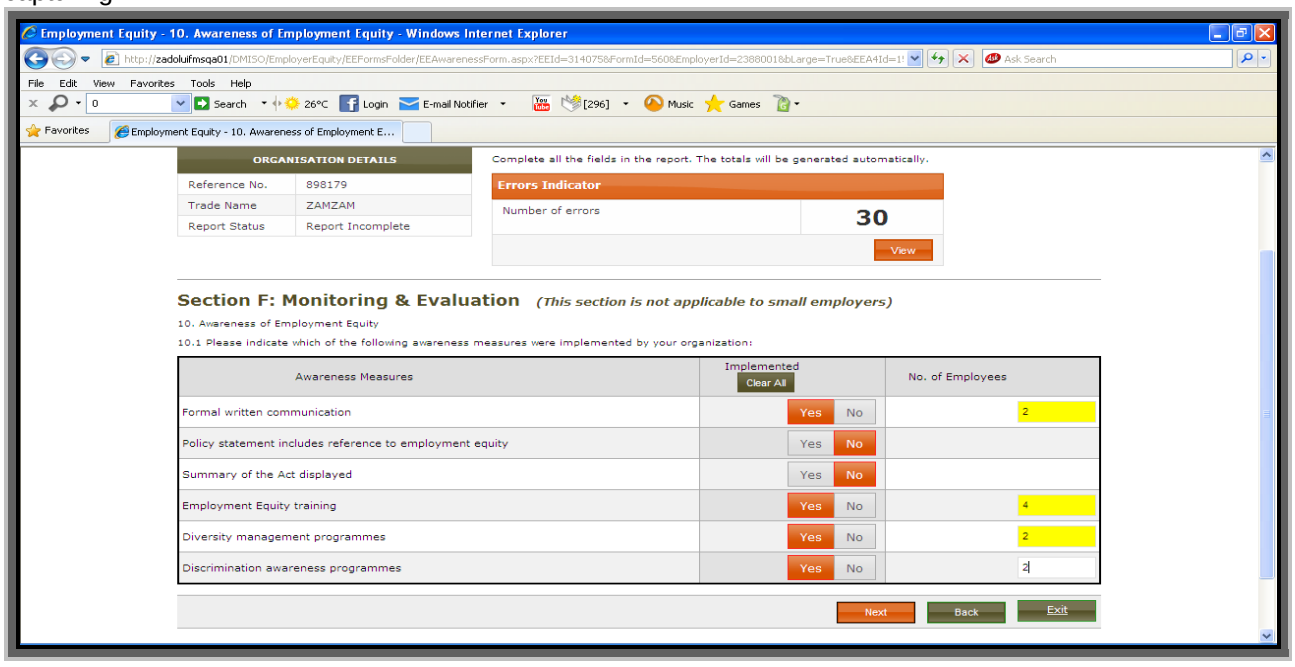
To continue capturing EE report, click on **F: Monitoring and Evaluation.**



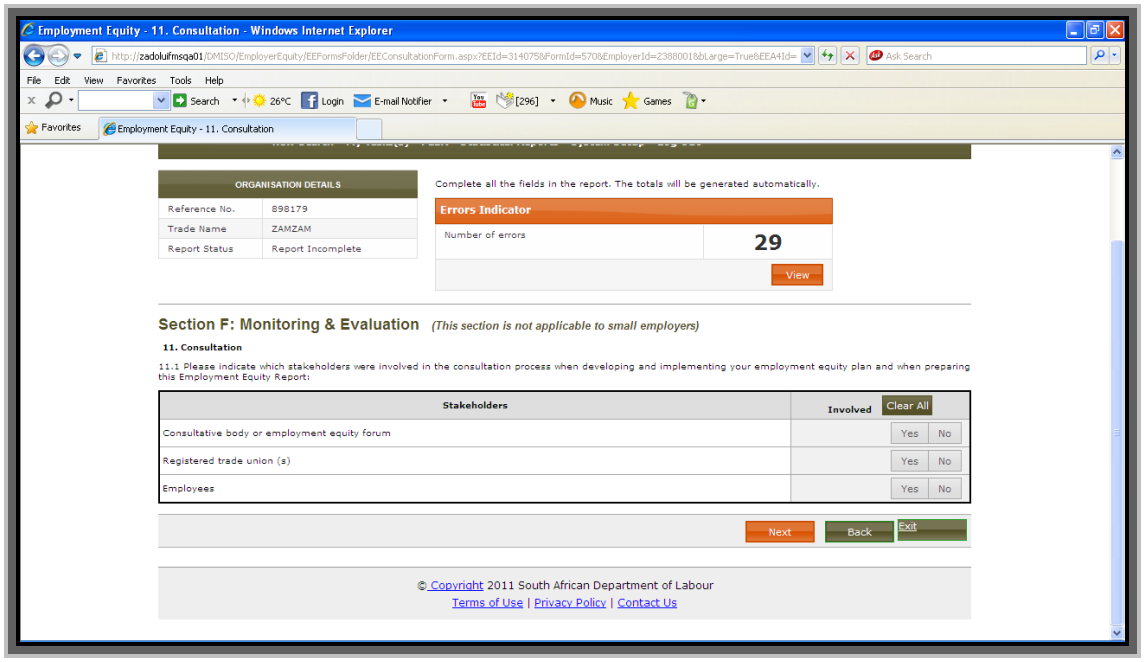
The following screen will be displayed to capture report the total number of disciplinary actions during the twelve months preceding this report. Capture the information and click on button NEXT to save and continue.



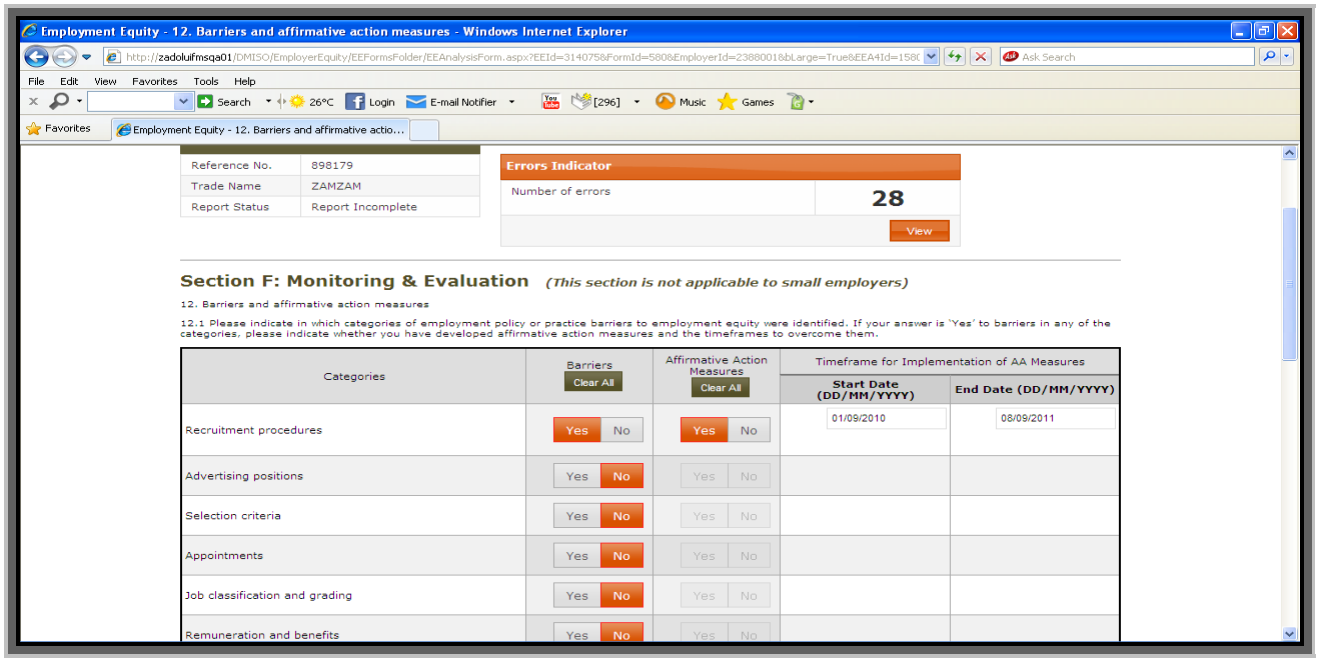
The following screen will be displayed to indicate which of the following awareness measures were implemented by your organization. Click on button NEXT at the bottom to save and continue capturing.



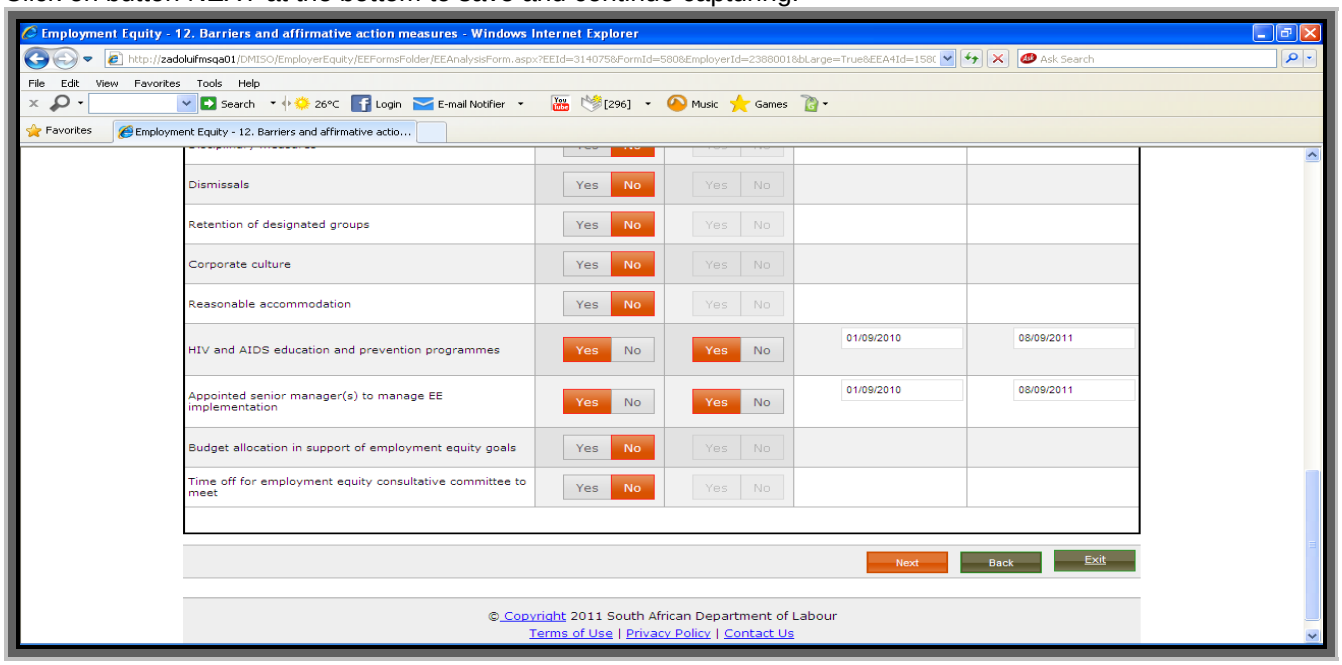
The following screen will be displayed to indicate which stakeholders were involved in the consultation process when developing and implementing your employment equity plan and when preparing this Employment Equity Report. Capture the necessary information and click on button NEXT at the bottom to save and continue capturing.



The following screen will be displayed to indicate which stakeholders were involved in the consultation process when developing and implementing your employment equity plan and when preparing this Employment Equity Report. Capture the necessary information and click on button NEXT at the bottom to save and continue capturing.



Click on button NEXT at the bottom to save and continue capturing.

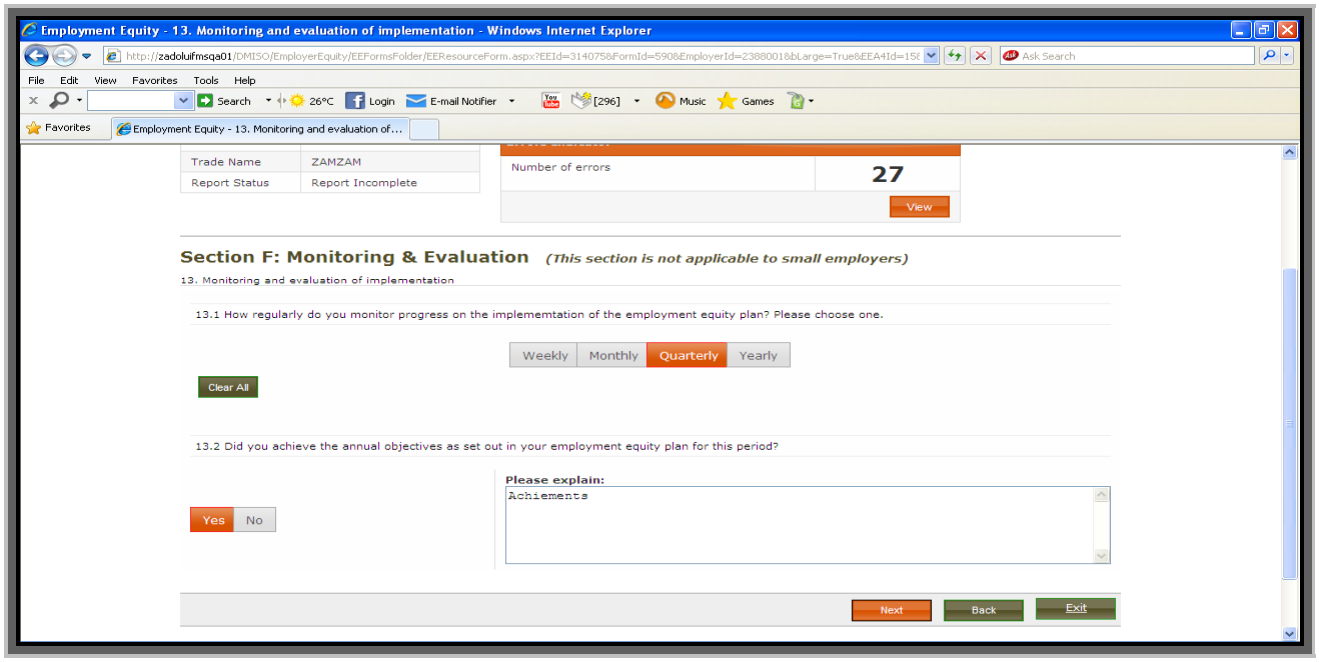


The following screen will be displayed. On the screen you are required to:

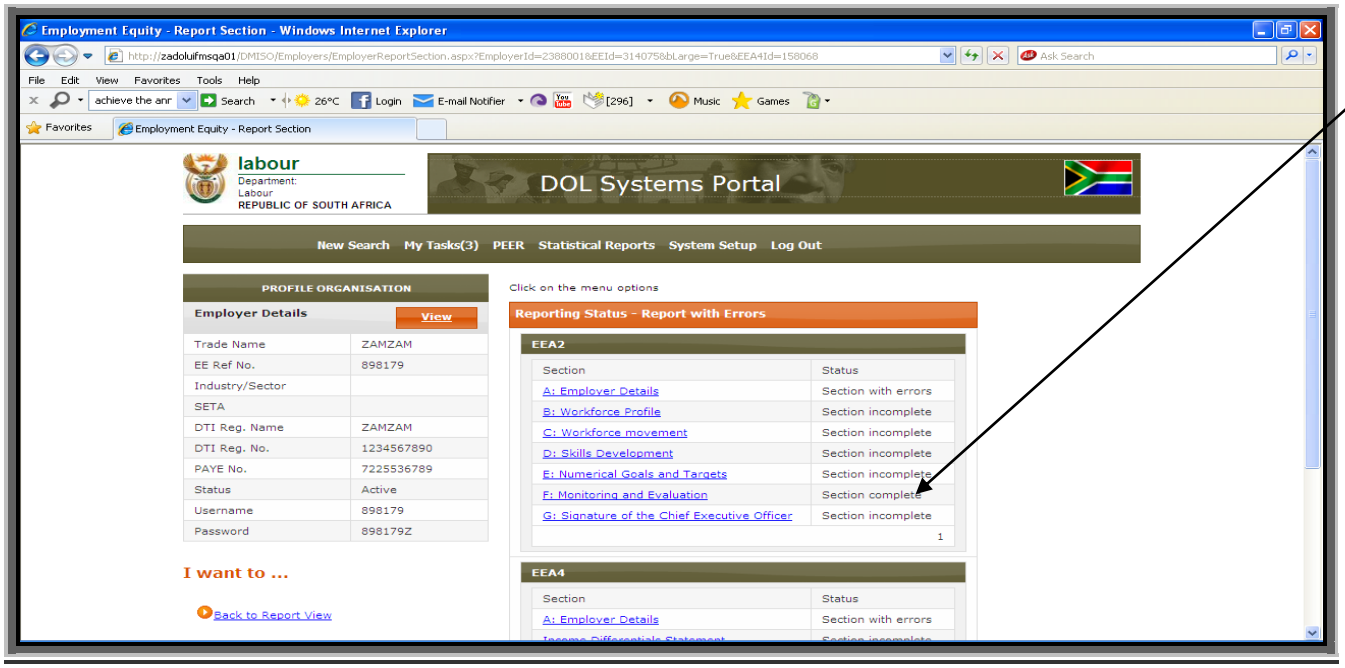
Indicate how regularly do you monitor progress on the implementations of the employment equity plan.

And state whether or not you have achieved the annual objectives as set out in your employment equity plan for this period.

When done click on button NEXT at the bottom to save and continue capturing.



The status on Section F should now be “Section complete” provided that the information has been captured correctly.



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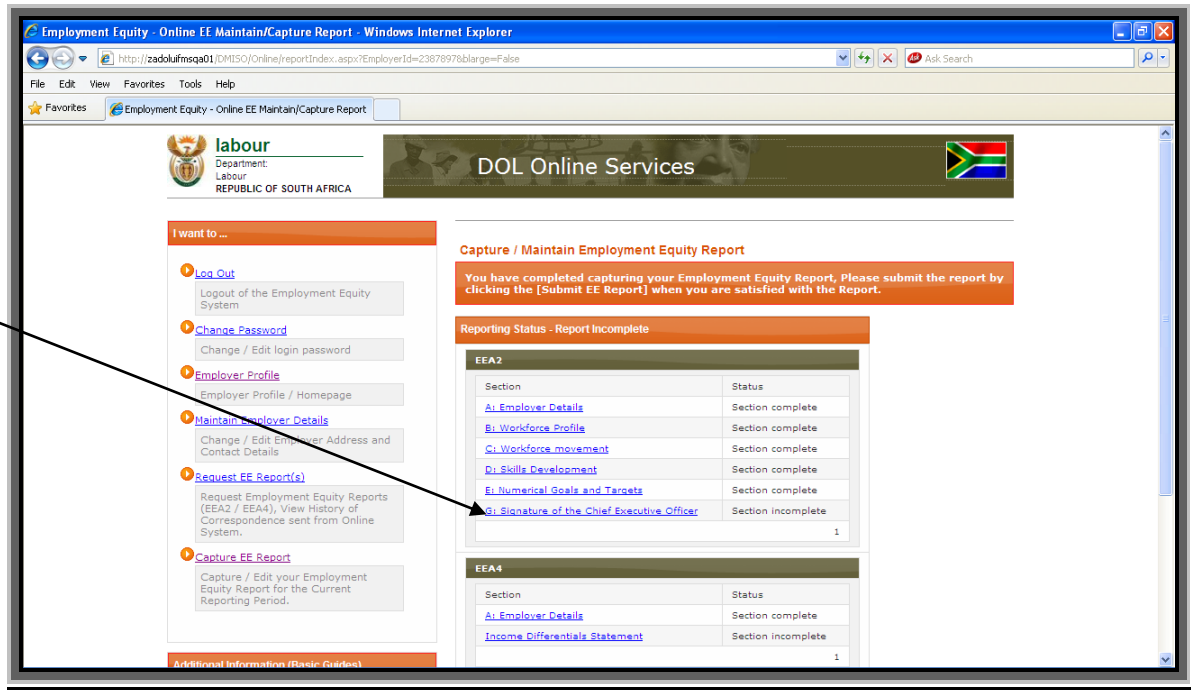
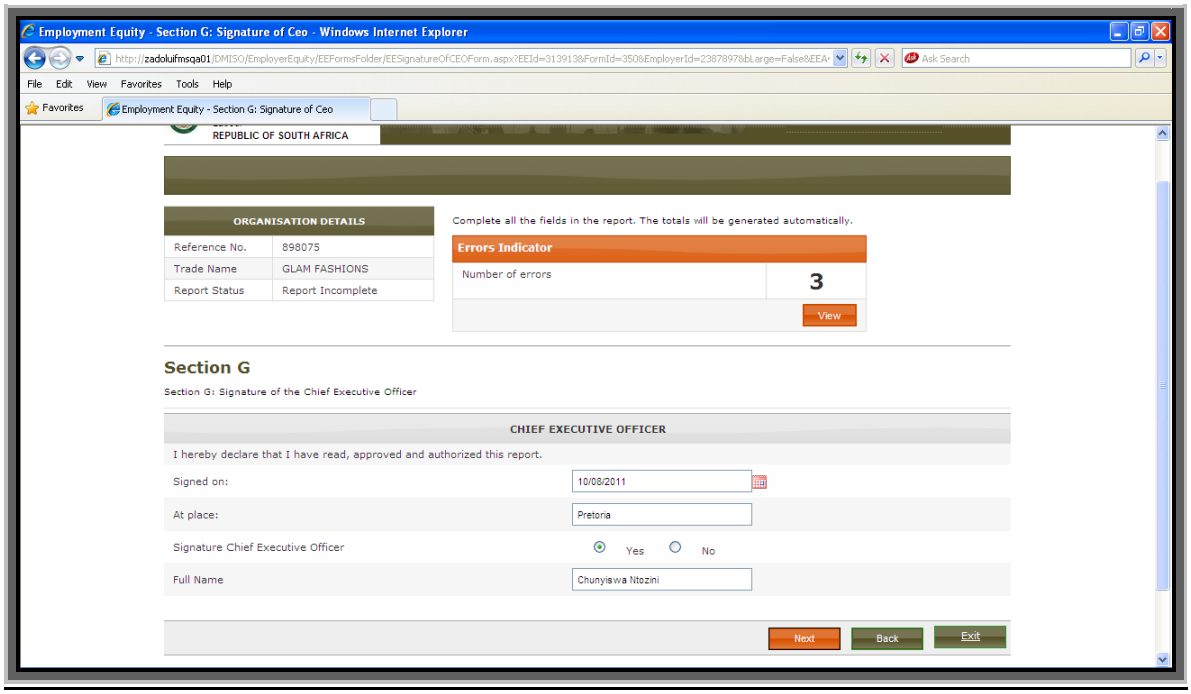
SECTION G: SIGNITURE OF THE CHIEF EXECUTIVE OFFICER

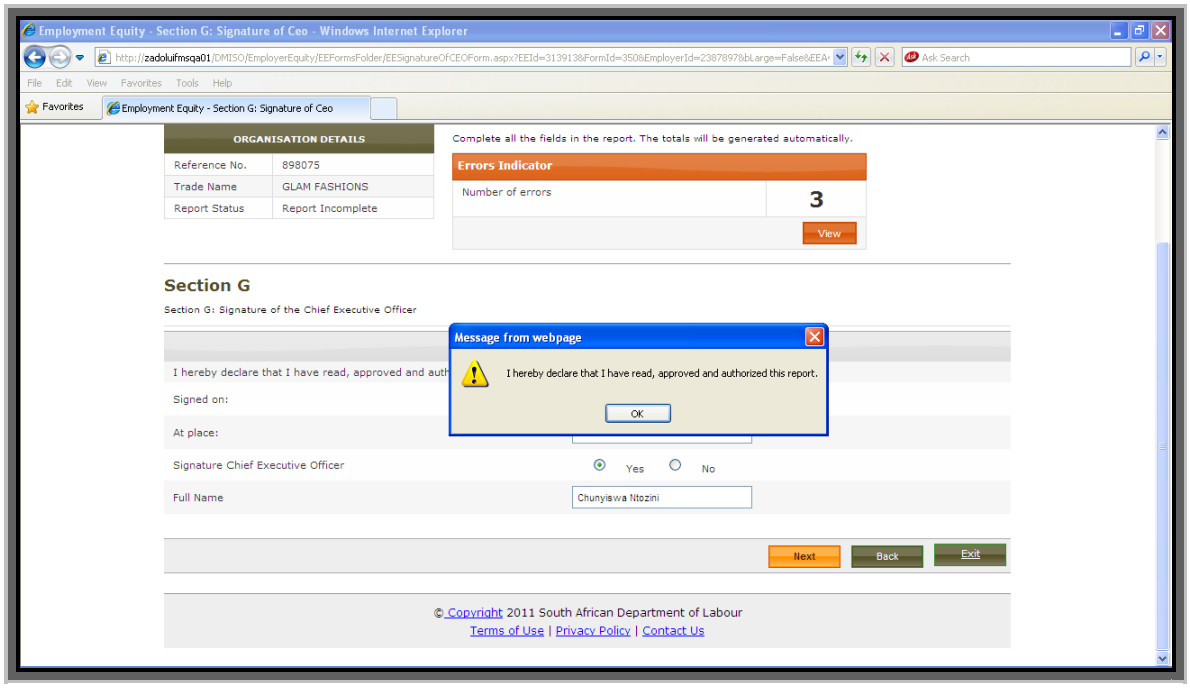
To continue capturing EE report, click on **G: Signature of the chief executive officer.**



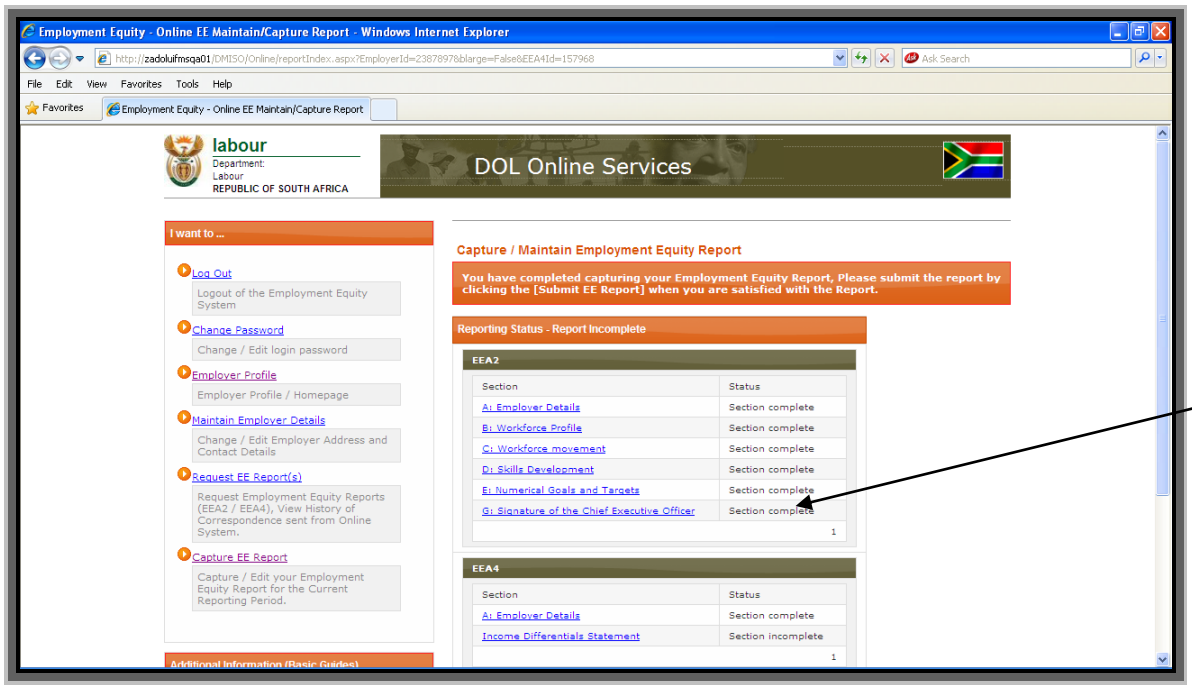
The following page is displayed for the CEO to sign.



Click on button NEXT to continue, a confirmation message will be displayed. Please click OK on this button to continue



Note the status on section G has now changed to section complete.



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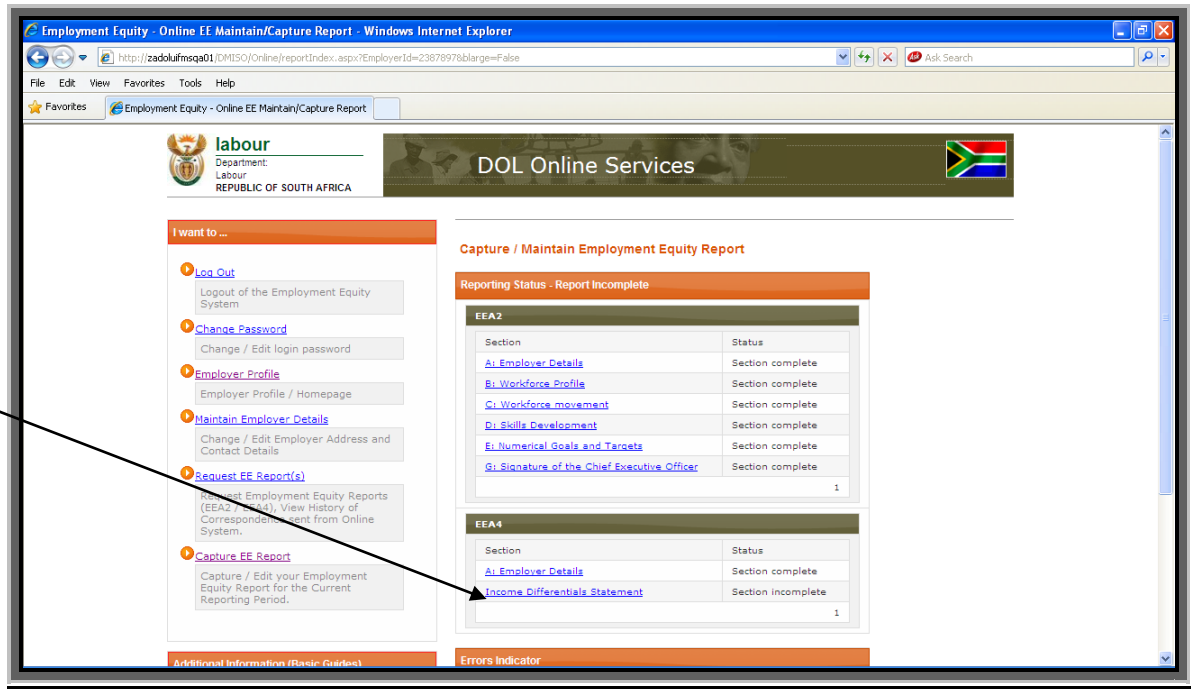
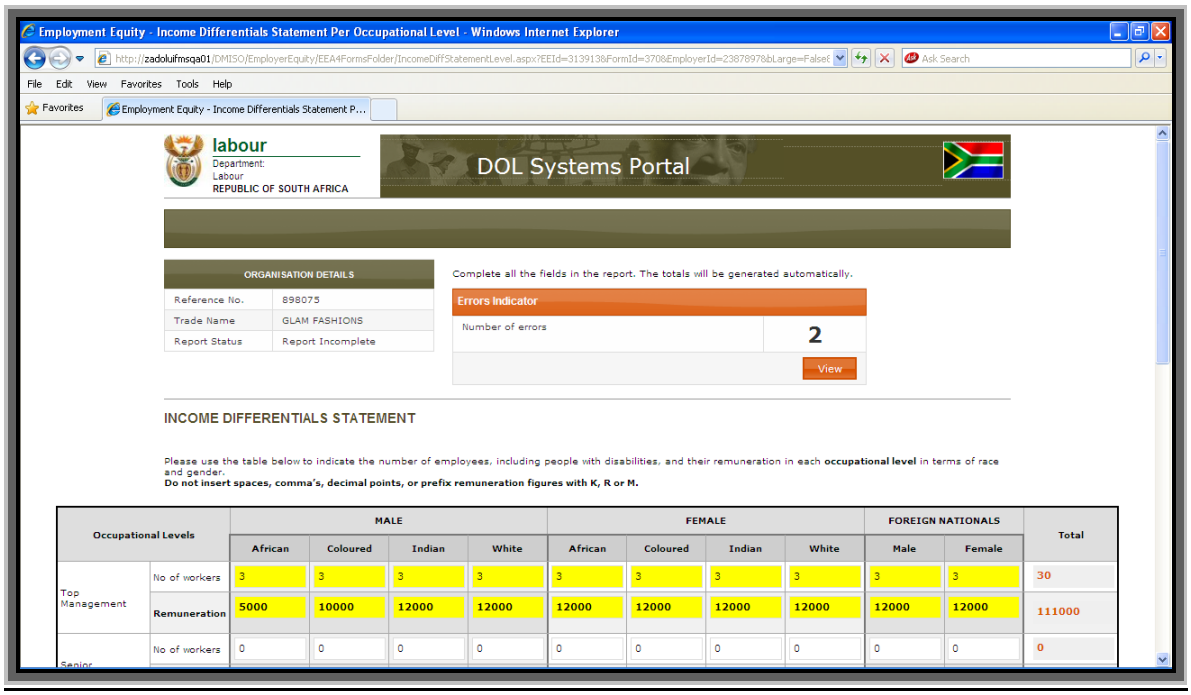
EEA4 – INCOME DIFFERNTIAL STATEMENT

To continue capturing EE report, click on **Income Differential Statement** under EEA4

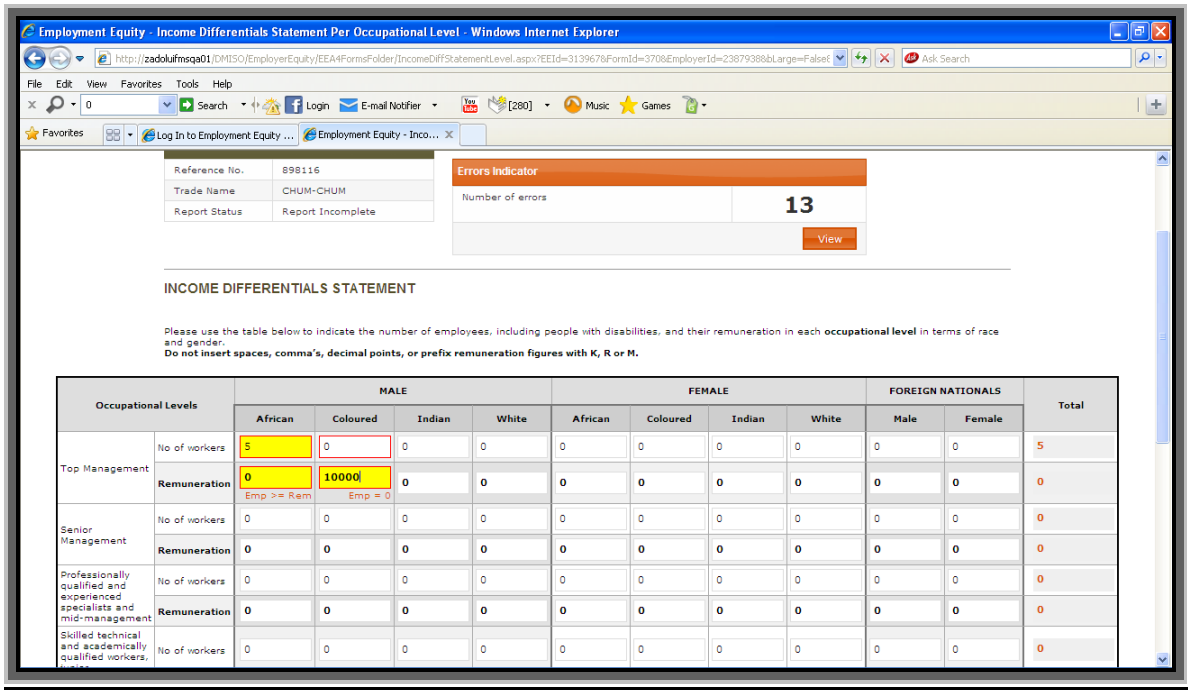


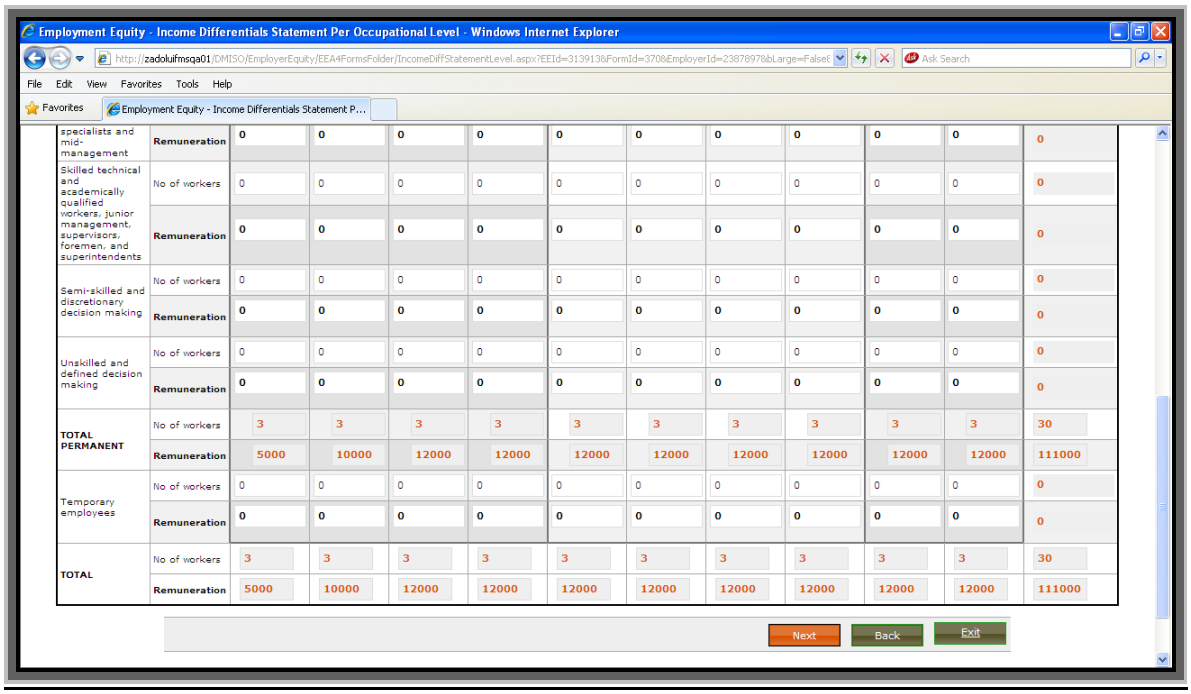
The following screen is displayed to indicate the number of employees, including people with disabilities, and their remuneration in each **occupational level** in terms of race and gender.



Occupational Levels		MALE				FEMALE				FOREIGN NATIONALS		Total
		African	Coloured	Indian	White	African	Coloured	Indian	White	Male	Female	
Top Management	No of workers	3	3	3	3	3	3	3	3	3	3	30
	Remuneration	5000	10000	12000	12000	12000	12000	12000	12000	12000	12000	111000
Senior	No of workers	0	0	0	0	0	0	0	0	0	0	0

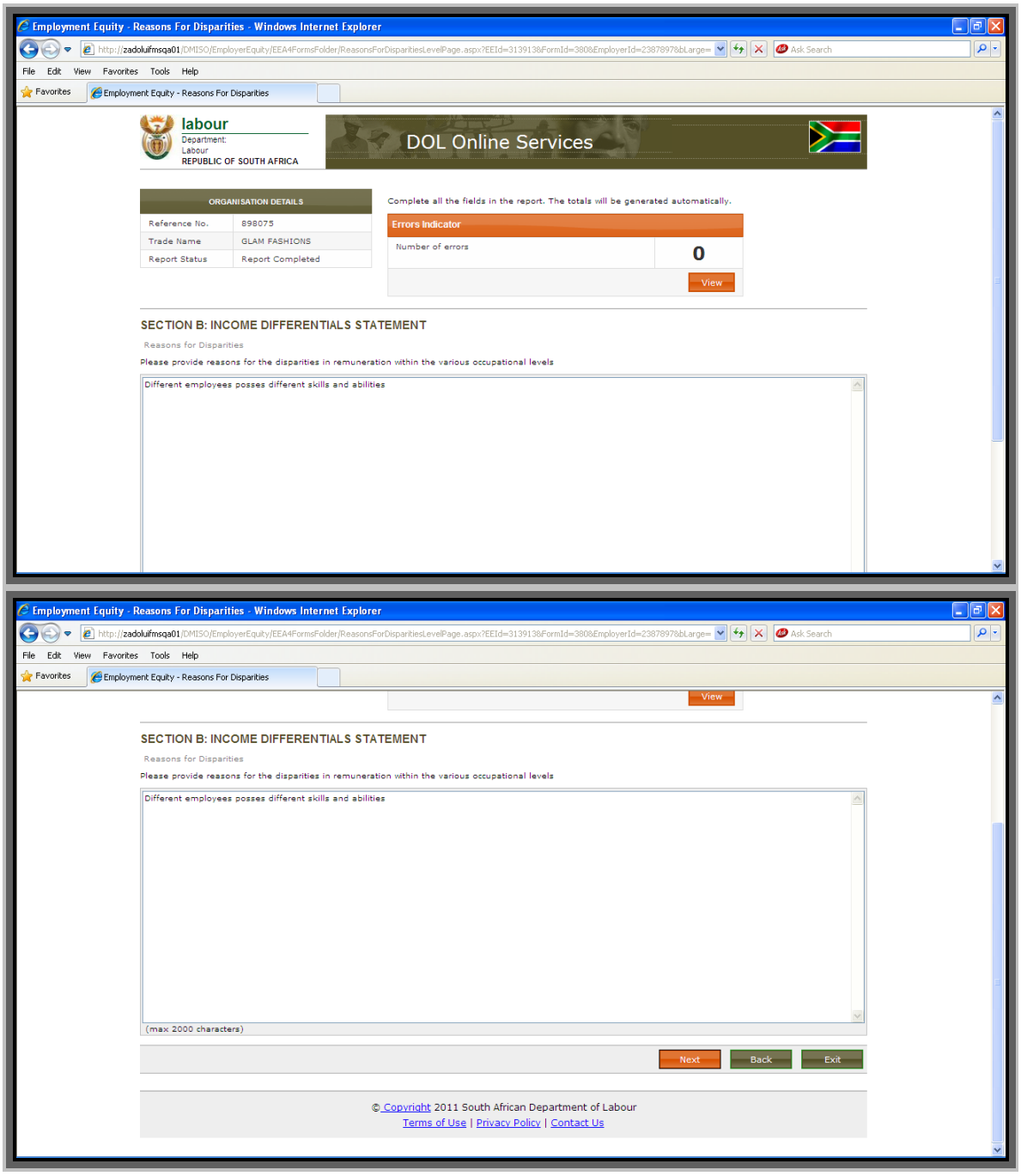
If number of workers is greater than remuneration you will get an error message Emp>=Rem as shown on the screen below, meaning than the number of workers shouldn't be greater than or equal to remuneration.
Make sure you capture everything correctly.





Click on button NEXT at the bottom to continue capturing EE report.

The following screen is displayed to provide reasons for the disparities in remuneration within the various occupational levels.



Click on button NEXT to save and continue capturing.

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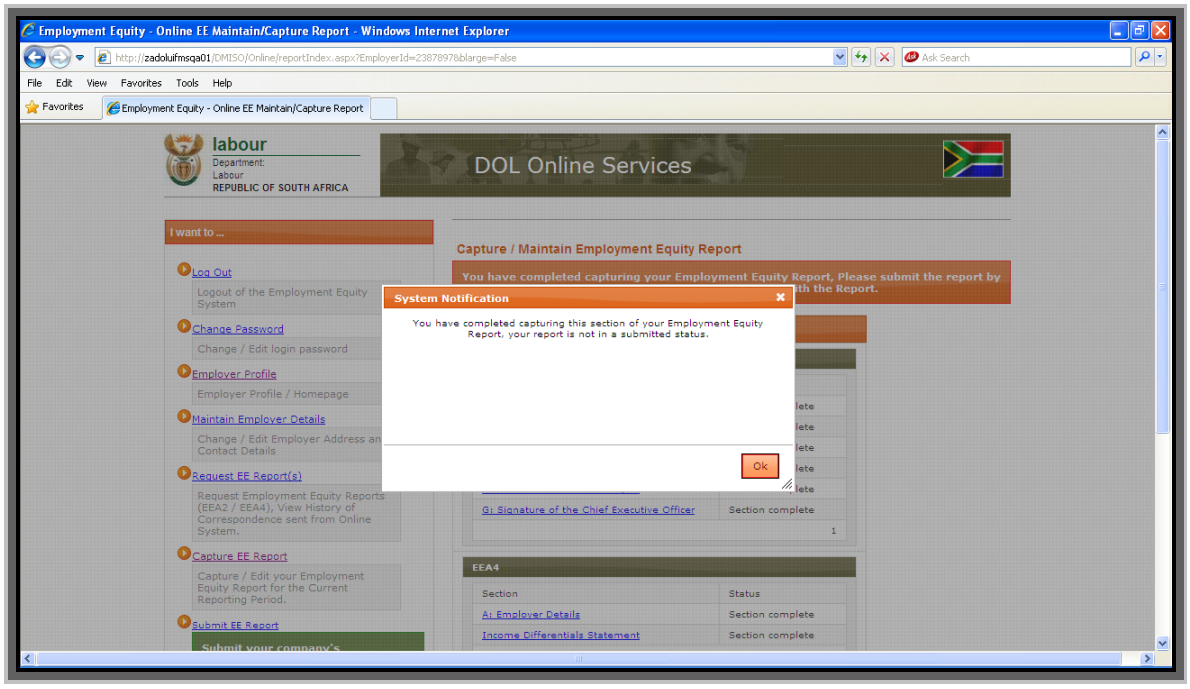
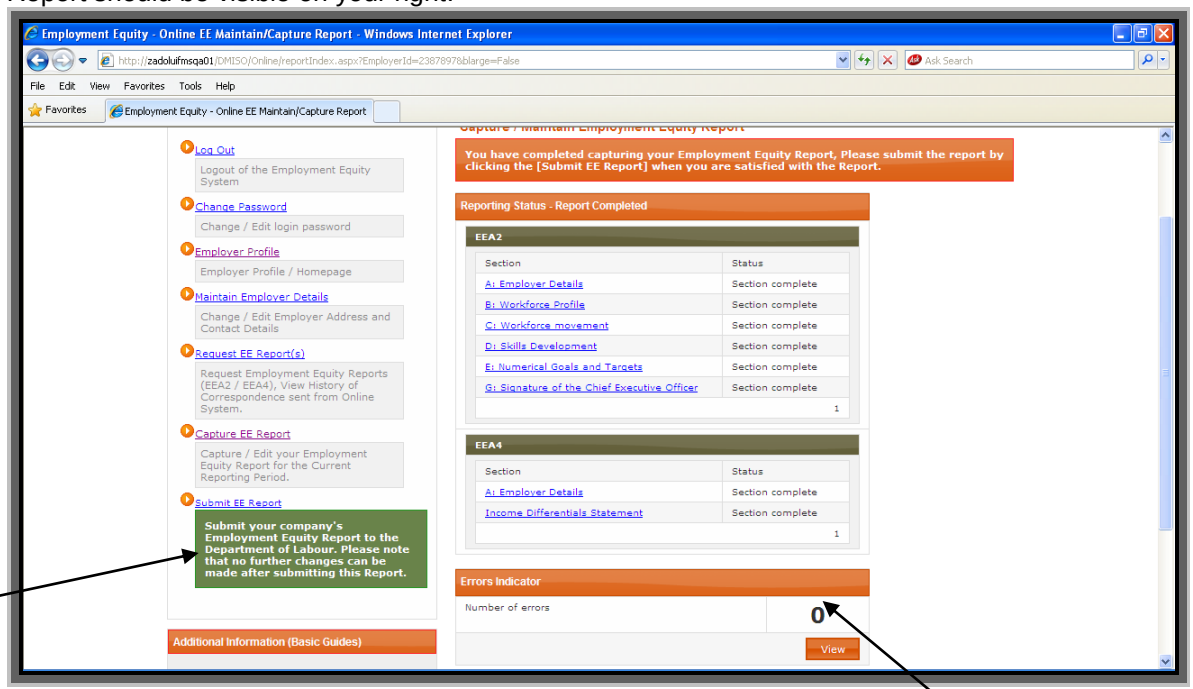
A popup message will be displayed to notify you that you have received capturing your EE report and reminding you to submit. Click button OK to close the popup message.



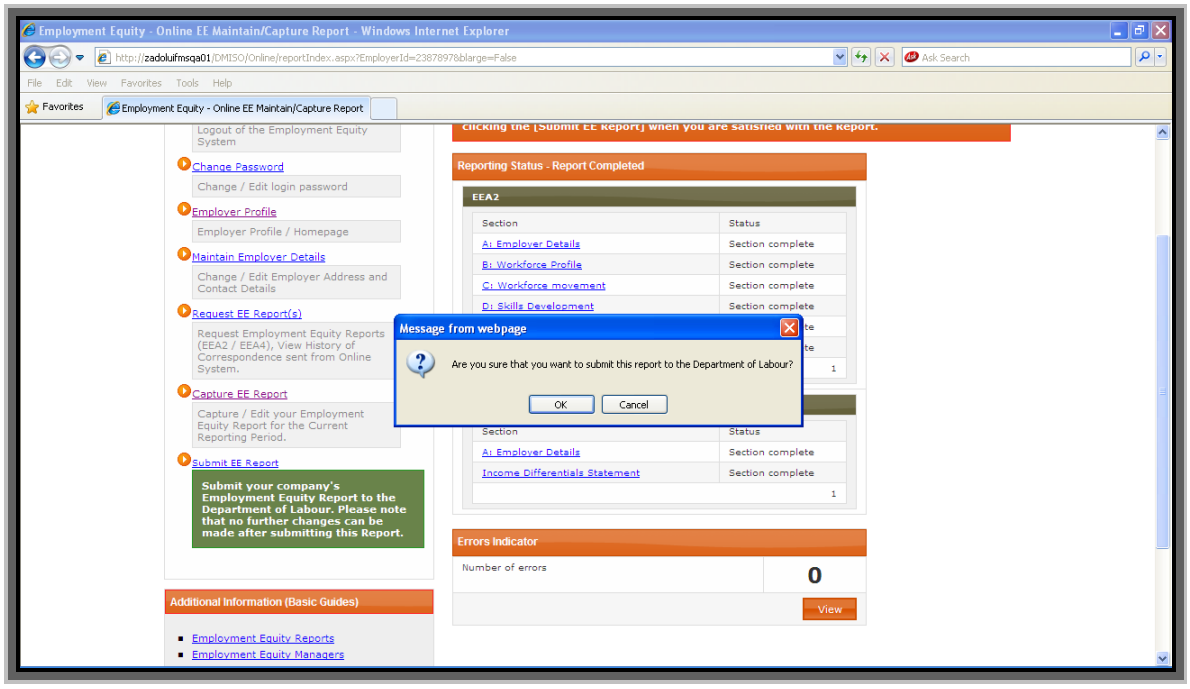
At this point you have finished capturing your EEA2 and EEA4 reports. The link Submit EE Report should be visible on your right.



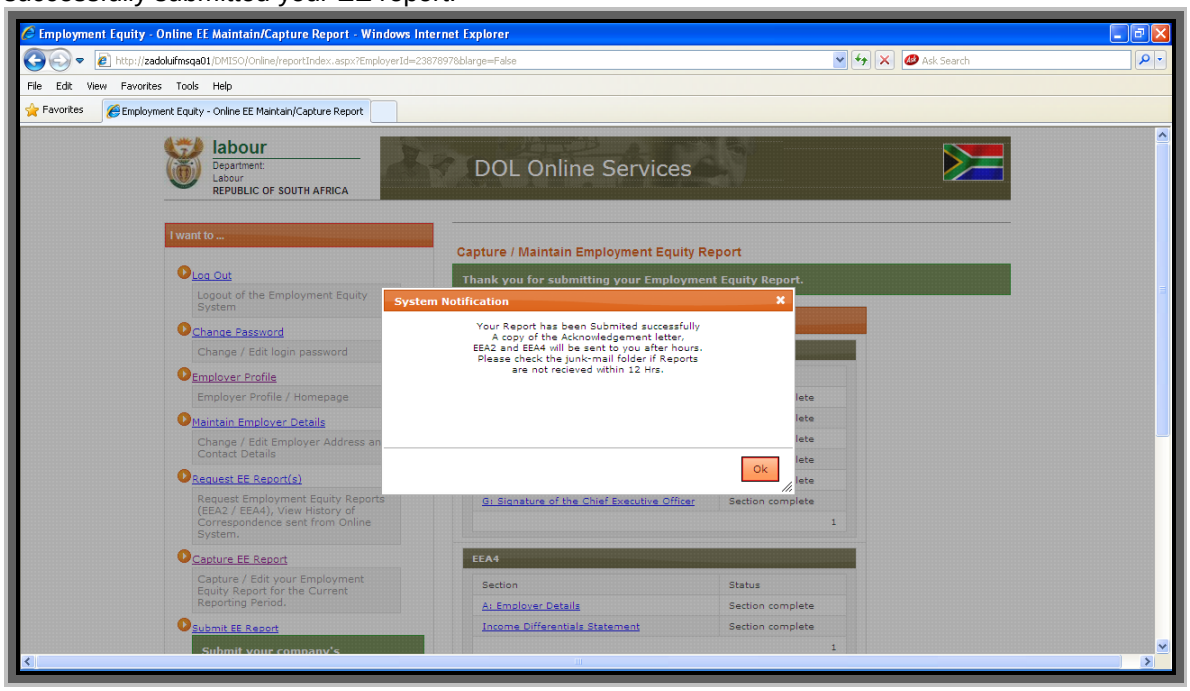
A message reminding you to submit is displayed. Click on the link to submit.

The number of errors should be 0 to show that you have captured everything correctly.

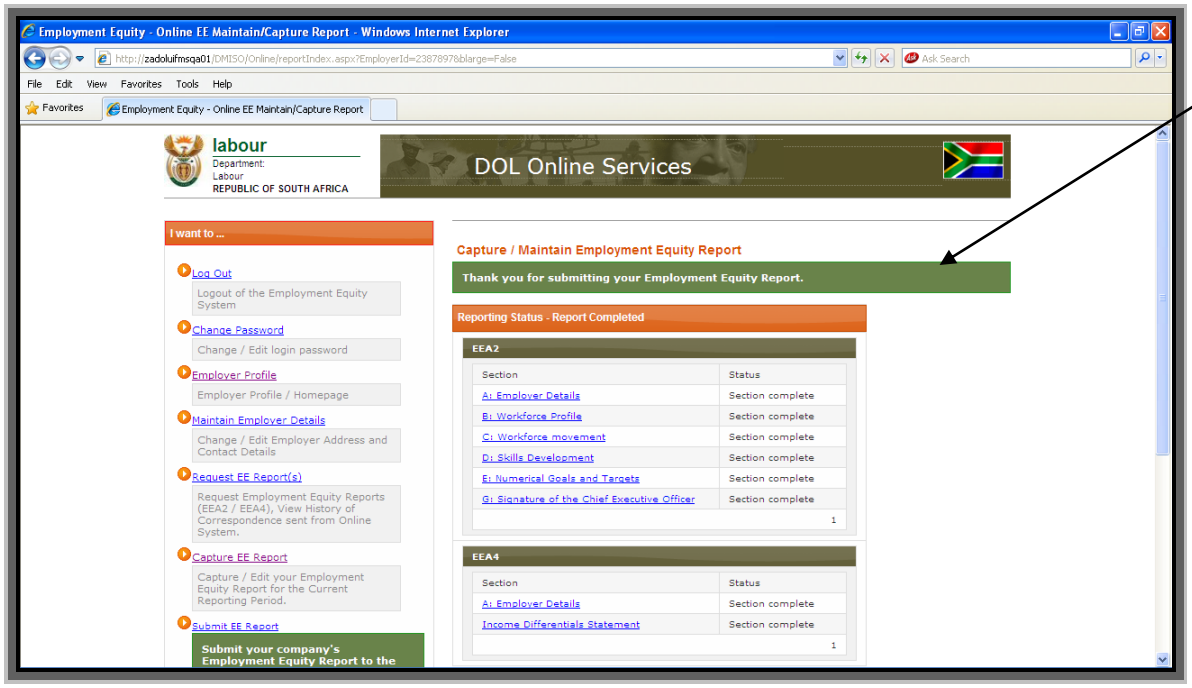
When you click on the link Submit EE Report a message will be displayed on your screen. Click on button OK to confirm the submission or click on button CANCEL to cancel the submission.



When you click on button OK, a message will be displayed notifying you that you have successfully submitted your EE report.



Click button OK on the message, the following message will be displayed on your screen.



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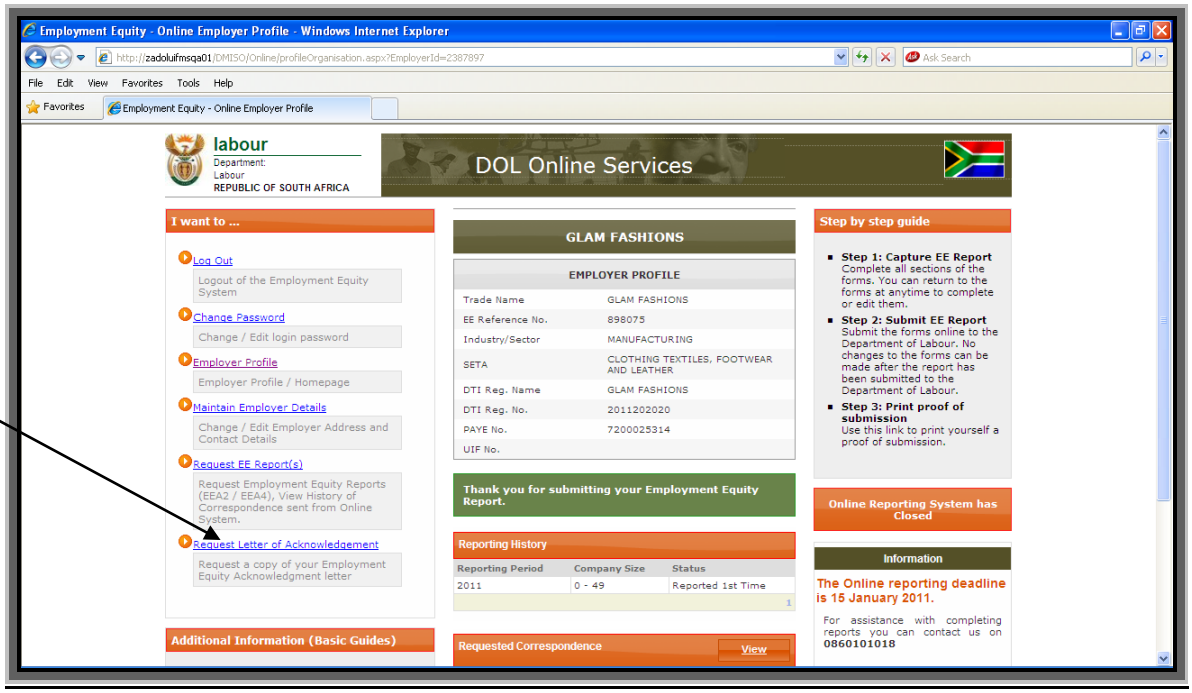
REQUEST LETTER OF ACKNOWLEDGEMENT

To request a letter of acknowledgement click on the link “Request a letter of acknowledgement”.



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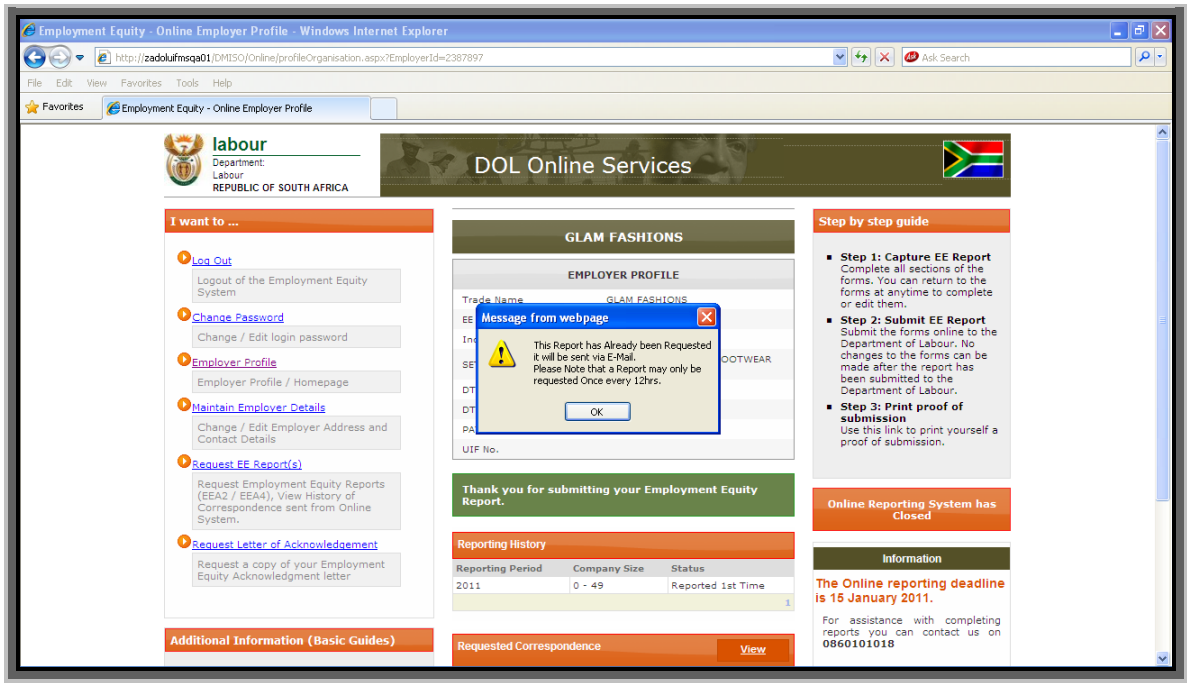
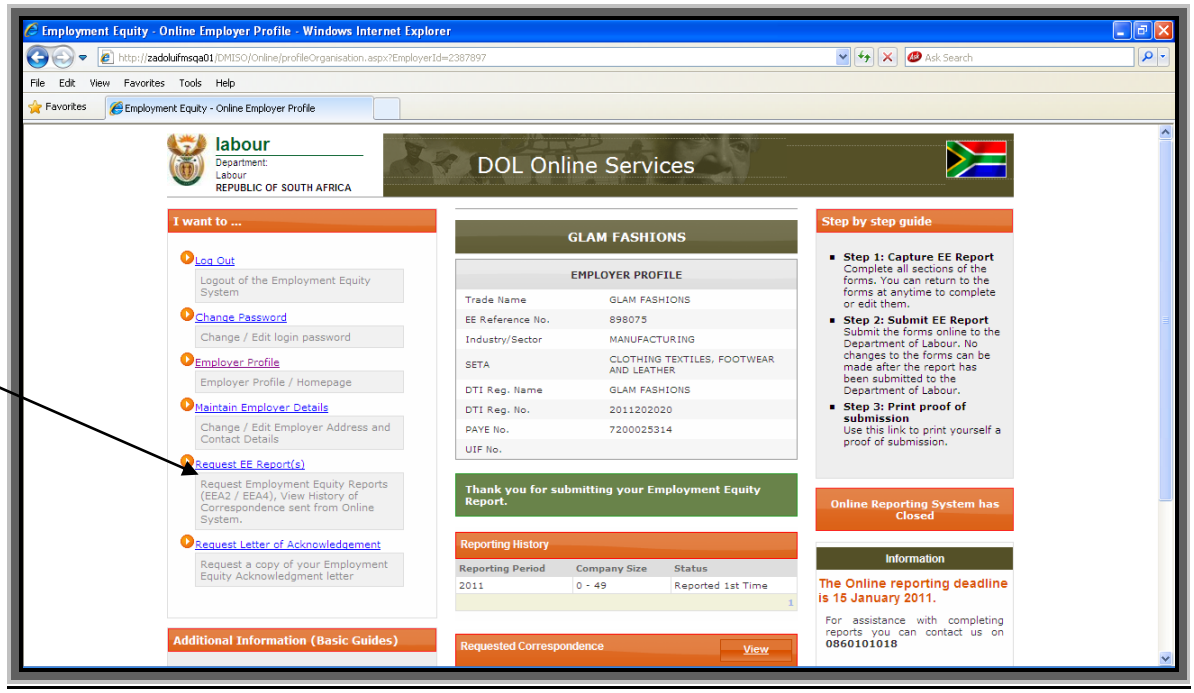
The following screen will be displayed with a popup message informing you that the report will be sent to you via email. Click OK on the message.

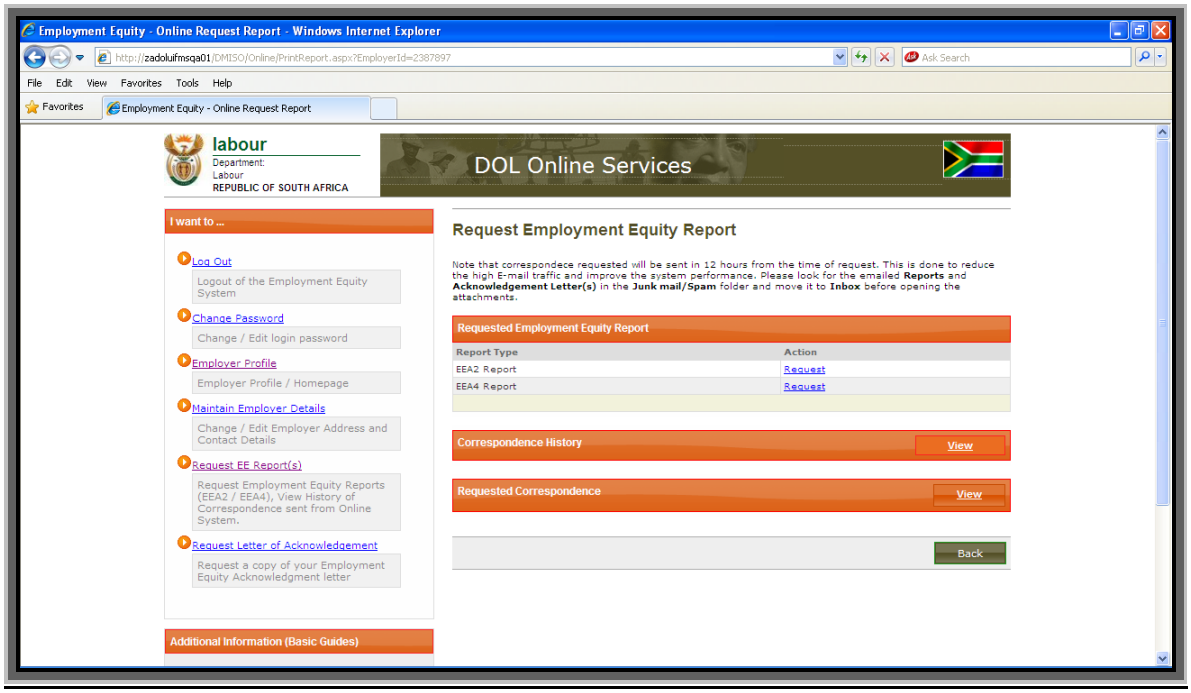


REQUEST EE REPORT(S)

To request EE Report(s) click on the link “Request EE Report(s)”.



The following screen will be displayed. Click on the link “Request” next to the report that you would like to request.



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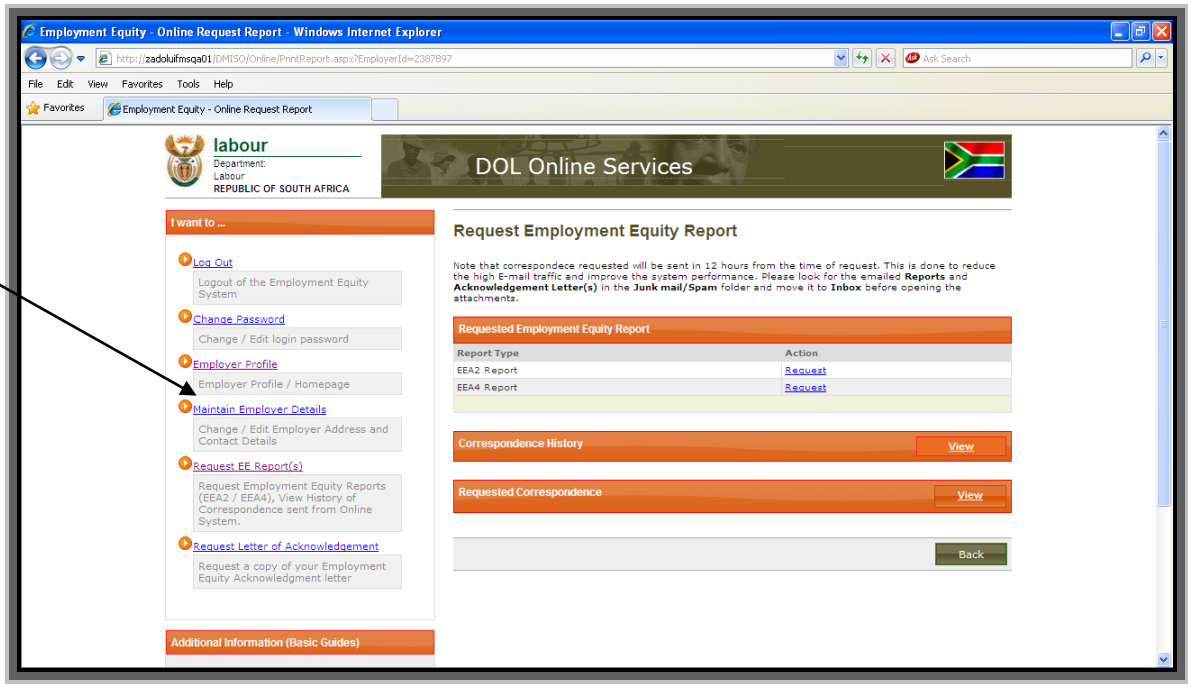
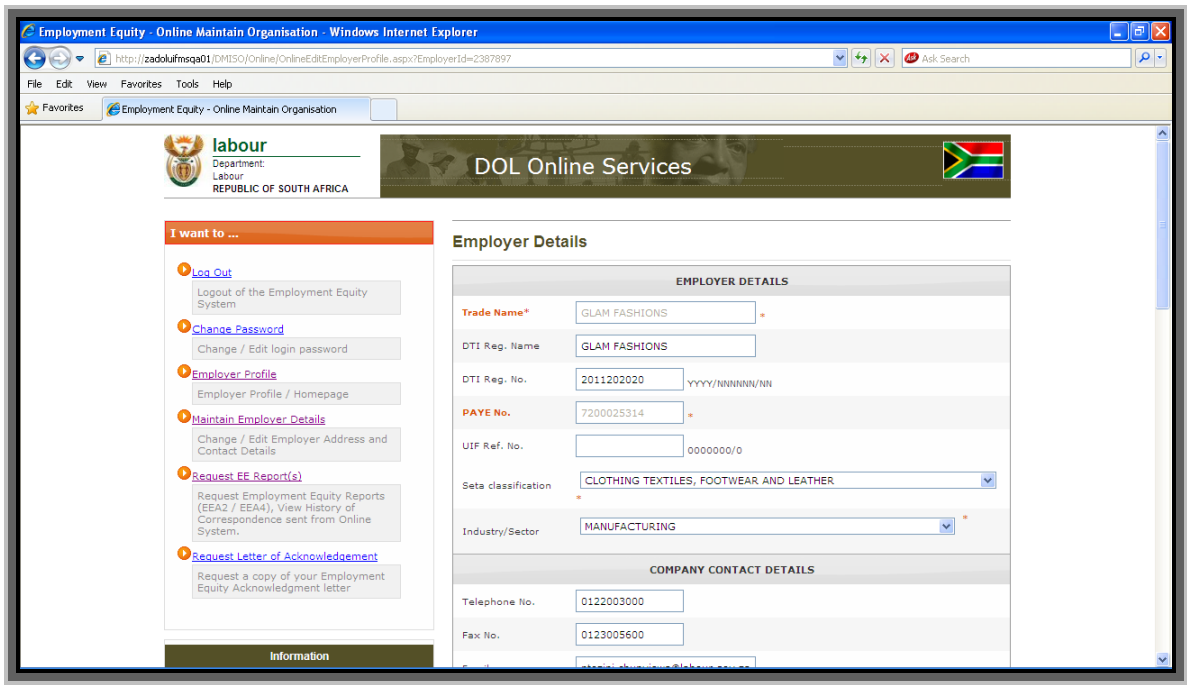
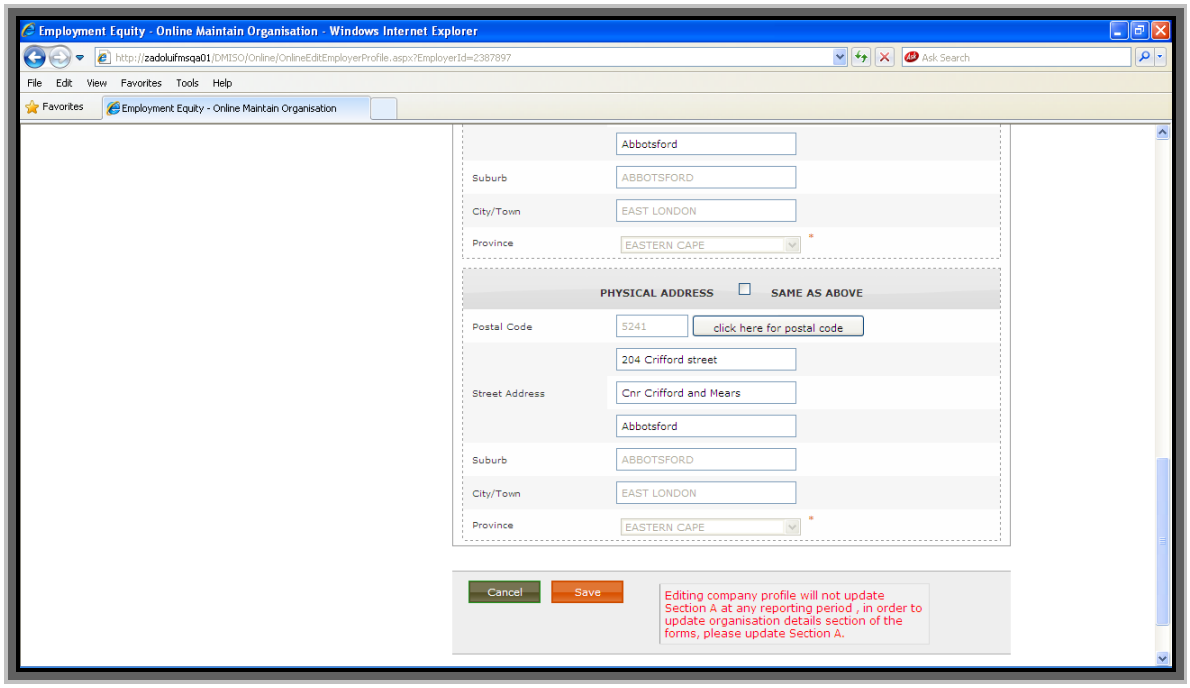
MAINTAIN EMPLOYER DETAILS

To maintain employer details click on the link “Maintain Employer Details” under the “I want to...” menu.



This allows you to update your employer's details and save the changes when you are finished.





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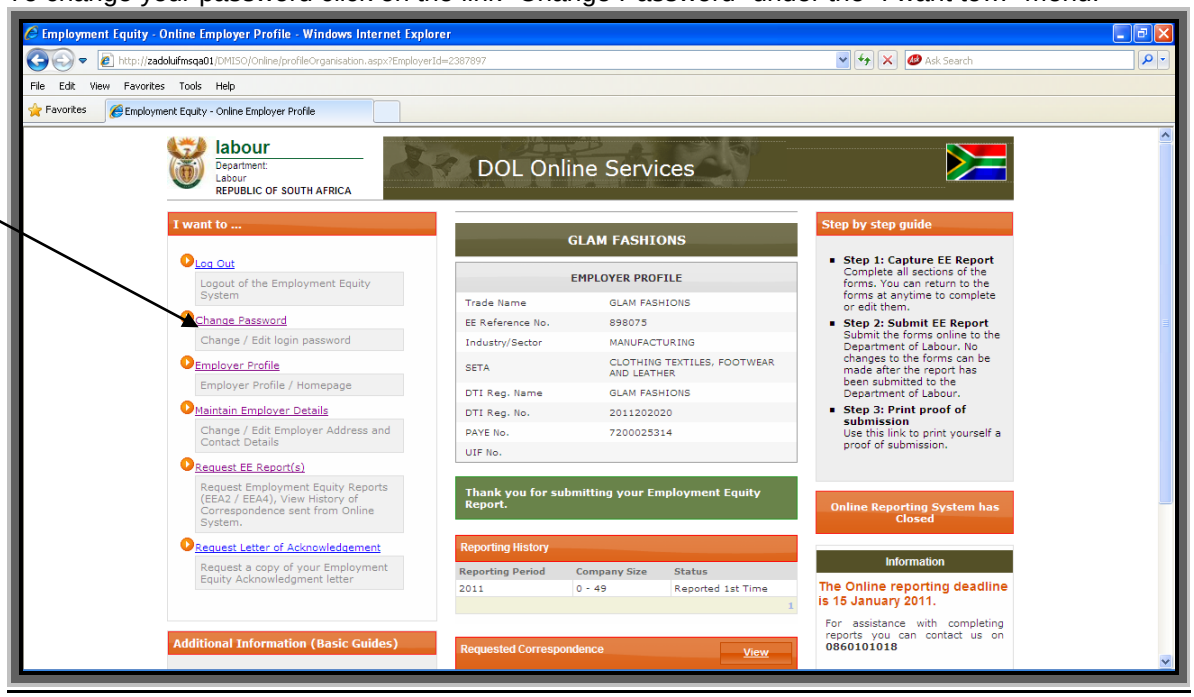
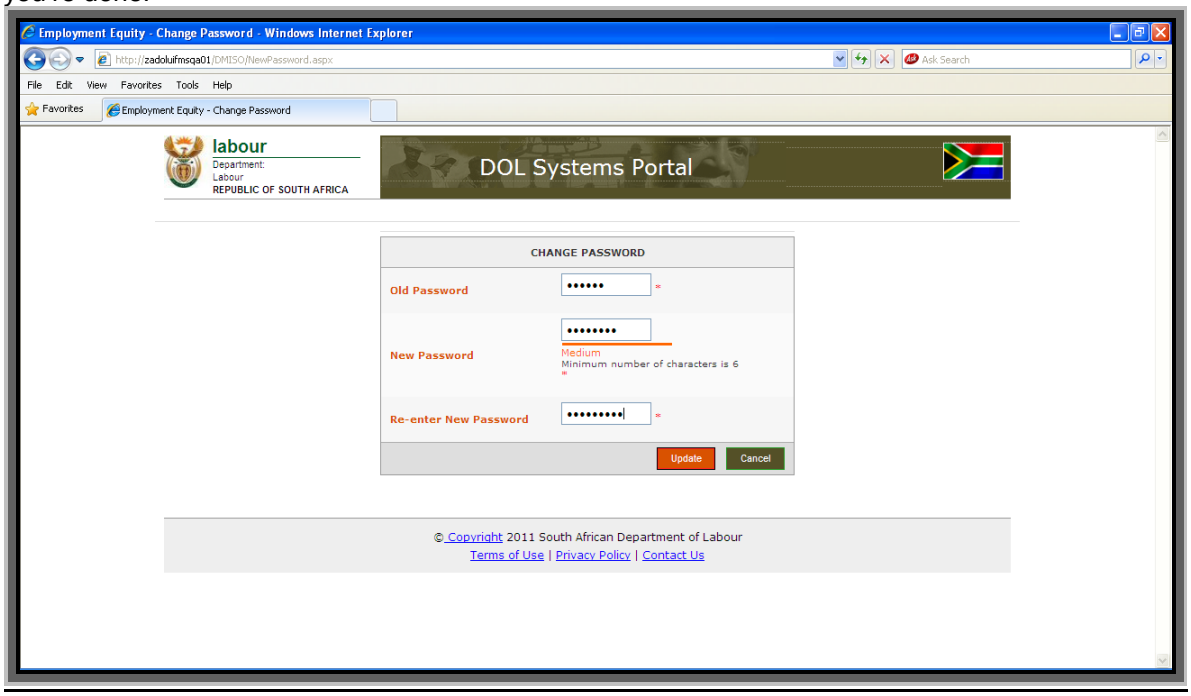
CHANGE PASSWORD

To change your password click on the link “Change Password” under the “I want to…” menu.



The following screen would be displayed, change your password and click on button update when you’re done.



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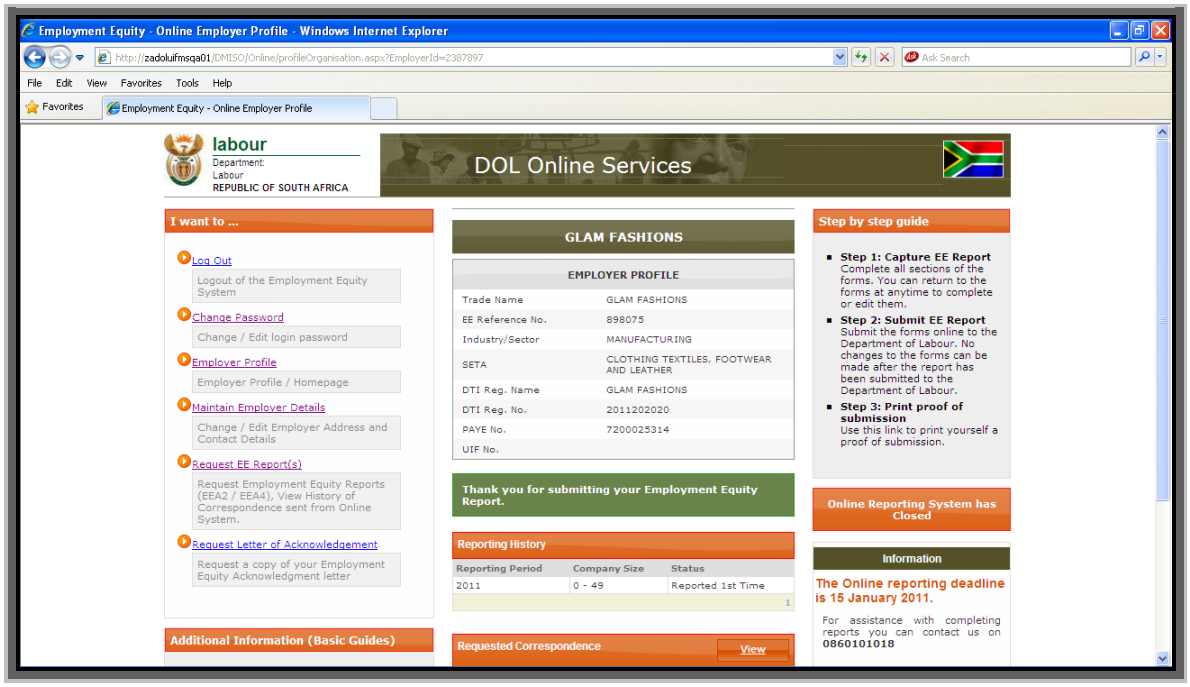
LOGOUT

To exit the system click on button LOGOUT.



THE END