

# Payroll Calendar 2022

**PAYSPACE**  
The Payroll and HR Benchmark



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JANUARY	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

- 1 Jan:** *New Year's Day*
- 7 Jan:** Submit EMP201 and payments to SARS. Submit UIF declaration.
- 15 Jan:** Employment Equity 2021 online reporting deadline.
- 25 Jan:** VAT201 manual submission deadline.
- 29 Jan:** VAT201 eFiling submission deadline.

**NOTES:**

FEBRUARY	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

- 5 Feb:** Submit EMP201 and payments to SARS. Submit UIF declaration.
- 25 Feb:** VAT201 manual submission deadline.
- 26 Feb:** VAT201 eFiling submission deadline.

**NOTES:**

MARCH	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

- 1 Mar:** Start of new tax year 2022/2023.
- 5 Mar:** Submit EMP201 and payments to SARS. Submit UIF declaration.
- 21 Mar:** *Human Rights Day*
- 25 Mar:** VAT201 manual submission deadline.
- 31 Mar:** VAT201 eFiling submission deadline.

**NOTES:**

APRIL	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

- 1 Apr:** Expected start of Annual PAYE Reconciliation 2021/2022.
- 7 Apr:** Submit EMP201 and payments to SARS. Submit UIF declaration.
- 15 Apr:** *Good Friday*
- 18 Apr:** *Family Day*
- 23 Apr:** VAT201 manual submission deadline.
- 27 Apr:** *Freedom Day*
- 30 Apr:** VAT201 eFiling submission deadline.

**NOTES:**

**Top Tip:** If the 7th falls on a weekend or public holiday, you need to submit your EMP201 together with your payment, if applicable, by the last business day before before the weekend or public holiday.

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## MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 May:** *Worker's Day*
  - 2 May:** *Worker's Day Observed*
  - 7 May:** Submit EMP201 and payments to SARS. Submit UIF declaration.
  - 25 May:** VAT201 manual submission deadline.
  - 31 May:** VAT201 eFiling submission deadline\*
- \*Expected deadline for Annual PAYE Reconciliation 2021/2022

### NOTES:

## JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 7 Jun:** Submit EMP201 and payments to SARS. Submit UIF declaration.
- 16 Jun:** *Youth Day*
- 25 Jun:** VAT201 manual submission deadline.
- 30 Jun:** VAT201 eFiling submission deadline.

### NOTES:

## JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Jul:** Expected start of Personal Income Tax (PIT) Filing Season 2021/2022.
- 7 Jul:** Submit EMP201 and payments to SARS. Submit UIF declaration.
- 23 Jul:** VAT201 manual submission deadline.
- 30 Jul:** VAT201 eFiling submission deadline.

### NOTES:

## AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 6 Aug:** Submit EMP201 and payment to SARS. Submit UIF declaration.
- 9 Aug:** *National Women's Day*
- 25 Aug:** VAT201 manual submission deadline.
- 31 Aug:** VAT201 eFiling submission deadline.

### NOTES:

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## SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 Sep:** Expected start of Interim PAYE Reconciliation 2021/2022.
- 7 Sep:** Submit EMP201 and payment to SARS. Submit UIF declaration.
- 23 Sep:** VAT201 manual submission deadline.
- 24 Sep:** *Heritage Day*
- 30 Sep:** VAT201 eFiling submission deadline.

### NOTES:

## OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 Oct:** Employment Equity 2021 manual reporting deadline.
- 7 Oct:** Submit EMP201 and payments to SARS. Submit UIF declaration.
- 25 Oct:** VAT201 manual submission deadline.
- 29 Oct:** VAT201 eFiling submission deadline.
- 31 Oct:** Expected deadline for Interim PAYE Reconciliation 2021/2022.

### NOTES:

## NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 5 Nov:** Submit EMP201 and payments to SARS. Submit UIF declaration.
- 25 Nov:** VAT201 manual submission deadline.
- 30 Nov:** VAT201 eFiling submission deadline.

### NOTES:

## DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 7 Dec:** Submit EMP201 and payment to SARS. Submit UIF declaration.
- 16 Dec:** *Day of Reconciliation*
- 24 Dec:** VAT201 manual submission deadline.
- 25 Dec:** *Christmas Day*
- 26 Dec:** *Day of Goodwill*
- 31 Dec:** VAT201 eFiling submission deadline.

### NOTES: