



8628



In-Class



16 hours

Course Description:

As part of the Egyptian Ministry of Finance's digital transformation efforts—led by the Egyptian Tax Authority in collaboration with etax—this specialized workshop is designed to equip payroll employees in the banking sector with the technical skills needed to extract, transform, cleanse, and unify payroll data in line with the Unified System for Calculating Salary Taxes, as per Unified Tax Procedures Law No. 206 of 2020 and its executive regulations. The workshop focuses on leveraging Microsoft Excel tools to accurately prepare payroll data that complies with the requirements of the eTax platform, particularly for testing in the UAT (User Acceptance Testing) environment. Participants will learn how to transform raw payroll data into a final format ready for upload, apply tax calculation rules, and avoid common data errors.

Target Audience:

- Payroll Officers
- Payroll Accountants
- HR Staff managing salary taxation in banks.

Course Objectives:

- Equip payroll employees with technical Excel skills for extracting, transforming, and cleansing payroll tax data.
- Ensure alignment with the Unified System for Salary Tax Calculation as part of Egypt's tax digitalization.
- Enable seamless data upload to the eTax UAT environment.
- Reduce errors and enhance compliance with Unified Tax Procedures Law

Course Outline:

Day 1: Payroll Data Extraction & Structure Understanding

Session 1 – Payroll Data Extraction & Initial Setup

- Overview of the Unified Payroll Tax System
- Data Sources in Banking Payroll Systems
- Extracting payroll and tax-relevant data (Employee Basic Info, basic salary, allowances, deductions, tax categories, etc.)
- Exporting data to Excel from internal banking systems
- Mapping fields to eTax-required fields

Session 2 – Data Cleaning Foundations

- Importance of clean data before submission
- Removing blanks, duplicates, and irrelevant rows
- Standardizing column headers & formatting
- Text functions: TRIM, CLEAN, PROPER, UPPER, LOWER
- Data validation techniques
- Using conditional formatting to identify errors or gaps Day 2: Transformation, Tax Logic, and eTax Readiness

Session 3 – Tax Rule Logic & Data Transformation

- Understanding the tax brackets, exemptions, and rules (Law 206/2020)
- Creating transformation rules:
- Calculating taxable income
- Deductions (social insurance, pension, etc.)
- Applying tax slabs
- Using Excel formulas:
- IF, VLOOKUP, INDEX-MATCH, IFS, ROUND, SUMIF(S), TEXT
- Building dynamic Excel sheets for monthly calculations

Session 4 – Finalizing, Validating & Uploading to eTax UAT

- Unifying and merging sheets into one upload-ready file
- Cross-checking totals, subtotals, and integrity checks
- Reconciling calculated tax with system-generated tax
- Creating eTax import template using Excel
- Testing uploads to eTax UAT environment (demo or simulation)
- Troubleshooting common errors in uploads

Assessment Strategy:

- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions

Course Language:

- Material: English
- Instruction and Explanation: Bilingual (EN <>AR)

Prerequisites:

Good knowledge of Microsoft Excel Level 1