

Adding a Deduction Definition Line

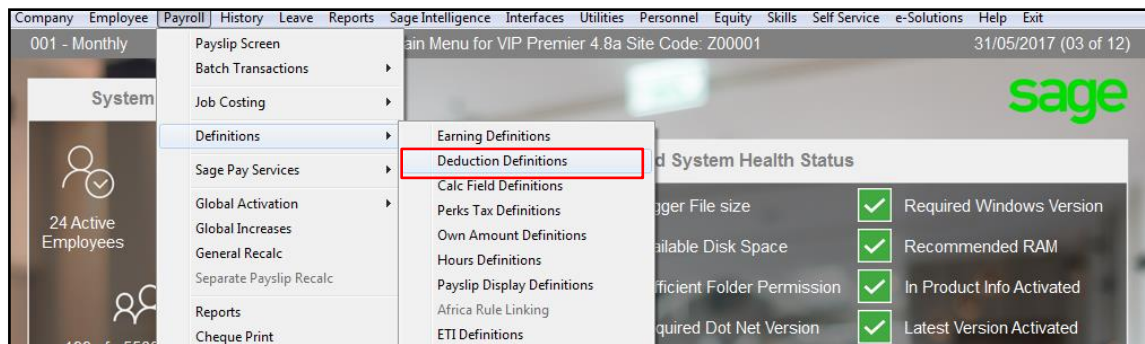


Creating a new deduction line

- Ensure that all operators are out of the system.
- Ensure that a recent backup of the company has been made.

Steps to follow:

From the Main Menu, click on Payroll, Definitions, then select Deduction Definitions.



Example of a Deductions Definitions screen.

VIP Payroll												
055 - MIBCO Wages				Deduction Definition Screen					06/03/2016 (01 of 01)			
No	Short	English	Alternate	Ded Type	Tax Ded	IRP5	Incl SDL	Clearance No	CC Tax	IRP5	Incl SDL	BCEA
01	Tax	Tax	Tax	Tax/PAYE	N	4102	N		N	4102	N	N
02	U.I.F.	U.I.F.	U.I.F.	U.I.F.	N	4141	N		N	4141	N	N
03	Pension	Pension Fund	Pensioenfonds	Pension	Y	4001	S	9999999999	N		N	N
04	Priv/Fnd	Provident Fund	Voorsorgfonds	Providnt Fund	N	4003	N	01820413617	N		N	N
05	Med Aid	Medical Aid	Mediese fonds	Medical Aid	N	4005	M		N	4474	N	N
06	S+A+Mat	Sick, Acc + Mat	Siek, Ong + Mat	Calculated	N		N		N		N	N
07	Council	Council Levy	Raadshelving	Calculated	N		N		N		N	N
08	Union	Union Fees	Uniegeelde	Calculated	N		N		N		N	N
09	Add Hol	Add Holiday Fnd	Add Vakansie	Calculated	N		N		Y	3601	F	N
10	SDL	SDL	SDL	Skills	N		N		N	4142	N	N
11	Add Tax	Additional Tax	Add Belasting	Additional TX	N	4102	N		N		N	N
12	LSumTax	Lumpsum Tax	Lumpsom Belast	Tax on LumpSm	N	4115	N		N		N	N
13	Loan	Loan	Lening	Loan	N		N		N		N	N
14	Garnish	Garnishees	Beslagorder	Garnishee	N		N		N		N	N

- Click on the Change Mode button at the bottom left hand corner of the screen.
- Click in the Short Description field of the first open line and type in a description (maximum 7 characters).
- Complete the English and Alternate fields.
- Select the correct Type Deduction.

The available options are:

Please make a selection

Additional TX
Arrears Pens
Bonds
Calculated
Extra
Extra Paymnts
Extra-zeroed
Finance House
Garnishee
Hourly Input
IncRep Policy
Insurance
Loan
Loan Module
Medical Aid
Not Calc
PayrollGiving
Pension
Providnt Fund
Ret.Ann.
Rounding
Savings
Skills
Subscreen
Tax on LumpSm
Tax/PAYE
U.I.F.
Unit Input

The options are sorted alphabetically. Please choose the most appropriate type.

- Hourly Input – used if a method of calculation must be created using an advised number of hours/units to calculated the amount.
- Calculate – used if a method of calculation must be entered to calculate the amount.
- Not Calc – used if the deduction will be a manually advised amount.
- Unit Input – used if a method of calculation must be created using an advised number of units to calculate the amount.
- Rounding – only used if the net salary must be rounded. A rounding type of earning must also be created and the rounding amount must be indicated on the Company Miscellaneous Screen.

Select whether the amount must be tax deductible. The only tax deductible deductions are:

Please make a selection	
4001	Employee Pension Fund Contributions
4003	Employee Provident Fund Contributions
4005	Medical Aid Contributions
4006	Employee Retirement Annuity Contributions
4026	Arrear Pension Fund Contributions(NSF)
4030	Donations paid over by Employer
	Not Used

Select the appropriate IRP5 code. The available options are:

- Enter the Clearance Number for the Pension/Provident/Retirement Annuity Funds, if available.
- Select whether the company contribution amount must be taxable or not.

Enter the correct IRP5 Code if the company contribution is taxable. The available options are:

Please make a selection	
3601	Income(PAYE)
3603	Pension(PAYE)
3606	Commission(PAYE)
3608	Arbitration Awards(PAYE)
3610	Annuity from a RAF(PAYE)
3611	Purchased Annuity(PAYE)
3702	Reimbursive Travel Allowance(IT)
3707	Share Options Exercised(PAYE)
3713	Other Allowances(PAYE)
3717	Broad-Based Employee Share Plan(PAYE)
3718	Vesting of Equity Instruments(PAYE)
3801	General Fringe Benefits(PAYE)
3802	Use of Motor Vehicle(PAYE)
3805	Accommodation(PAYE)
3806	Services(PAYE)
3808	Employee's Debt(PAYE)
3809	Taxable Bursaries or Scholarships
3813	Medical Services Costs(PAYE)

- Indicate if the company contribution should be included in BCEA REMUNERATION for the calculation of Leave Pay.

The available options are:

Please make a Selection	
	Guaranteed Periodic
	Not Linked
	Standard(Amount)
	Standard(Both)
	Standard(Fixed)
	Variable

- Not Linked – not considered for the BCEA Remuneration calculation.

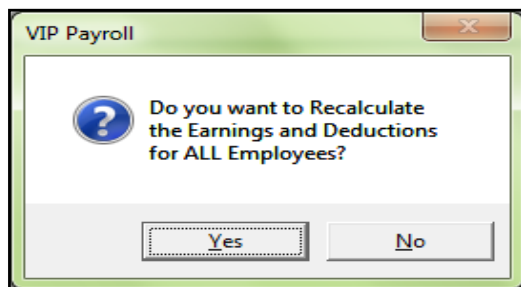
- Standard Fixed – include the amount reflected in the fixed column into the Standard portion of the BCEA Remuneration calculation.
- Standard Amount – include the amount reflected in the Amount column into the Standard portion of the BCEA Remuneration calculation.
- Standard Both – include both the Fixed and the Once columns into the Standard portion of the BCEA Remuneration calculation.
- Variable – include the amount in the variable portion of the BCEA Remuneration calculation.
- Guaranteed Periodic – not used.

VIP Payroll

055 - MIBCO Wages Deduction Definition Screen 06/03/2016 (01 of 1)

No	Short	English	Alternate	Ded Type	Tax Ded	IRP5	Incl SDL	Clearance No	CC Tax	IRP5	Incl SDL	BCEA
01	Tax	Tax	Tax	Tax/PAYE	N	4102	N		N	4102	N	N
02	U.I.F.	U.I.F.	U.I.F.	U.I.F.	N	4141	N		N	4141	N	N
03	Pension	Pension Fund	Pensioenfonds	Pension	Y	4001	S	9999999999	N		N	N
04	Prv/Fnd	Provident Fund	Voorsorgfonds	Provident Fund	N	4003	N	01820413617	N		N	N
05	Med Aid	Medical Aid	Mediese fonds	Medical Aid	N	4005	M		N	4474	N	N
06	S+A+Mat	Sick, Acc + Mat	Siek, Ong + Mat	Calculated	N		N		N		N	N
07	Council	Council Levy	Raadshelving	Calculated	N		N		N		N	N
08	Union	Union Fees	Uniegelede	Calculated	N		N		N		N	N
09	Add Hol	Add Holiday Fnd	Add Vakansie	Calculated	N		N		Y	3601	F	N
10	SDL	SDL	SDL	Skills	N		N		N	4142	N	N
11	Add Tax	Additional Tax	Add Belasting	Additional TX	N	4102	N		N		N	N
12	LSumTax	Lumpsum Tax	Lumpsom Belast	Tax on LumpSm	N	4115	N		N		N	N
13	Loan	Loan	Lening	Loan	N		N		N		N	N
14	Garnish	Garnishees	Beslagorder	Garnishee	N		N		N		N	N

A general recalculation message will appear. Click on Yes to confirm the recalculation.



The process of adding a deduction line has now been completed.