

PAYE Calculation

How to do a manual PAYE calculation



To access the Tax Screen:

Click on Payroll

Click on Payslip Screen

Enter the relevant employee code

Type TAX in the routing block

Each tax year has a manual PAYE calculator in an Excel format available on our Knowledge Base. Ensure to use the correct calculator for the applicable tax year.

Please complete the fields as indicated in the Excel calculator.

Each field to be completed in the manual PAYE calculation will correspond with the relevant field on the employee's Tax Screen. For an explanation on each field, please click [here](#) and [here](#).

Field to complete on the manual PAYE calculator	Field from the employee's Tax Screen in Sage VIP to use
Employee Age	Top right corner of tax screen: Example [M,Pr5.0b,R,SM00N, 44] [153(Actual days), 152.0830/365 (Tax Factor)] Age – 44 Number of Days Worked – 152.0830 Days in Tax Year - 365
Number of Days Worked	
Days in Tax Year	
Year to Date Taxable Earnings	Normal Taxable Earnings
Taxable value of Travel Allowance	Taxable Value of Travel & Public Office Allowance
Taxable Portion of Reimbursive Travel Allowance	Taxable Value of Reimbursive Travel Allowance
Year to Date Fringe Benefits	Perks/Benefits (excluding Private RA's)
Provision for Tax on Annual Bonus	Provision for Tax on Annual Bonus (YTD+)
Taxable Company Contributions	Taxable Company Contributions
Tax Deductions	Tax Deductible Amount (Incl Private RA's)
Year to Date Periodic Earnings	Periodic Taxable Earnings + Annual Bonus this Period
Year to Date PAYE Paid	Total Tax calculated for the Year (Y)
Year to Date Medical Scheme Fees Tax Credits	Click on Tax Calc. YTD+ Med Cred
Year to Date Additional Medical Expenses Tax Credits	This value will be included in your Medical Scheme Fees Tax Credits