

How to remove the employee contribution of 3% from the INSS method of calculation

1. From the Main Menu:
 - Click on Payroll, Definitions, Methods of Calculation
 - Click on Change
 - Select the Deduction line for INSS
 - Select the applicable method of calculation
2. Click on the line where the method of calculation starts in the left-hand side column for Employee Deduction:
(See example below)

03.INSS		Employee Deduction
Method No.	1.Empl 3%_Comp 8%	
Fixed Amount		<input type="text" value=".00"/>
Enter Method of Calculation or		+ <input type="text" value="TE"/>
Formula for Calculated Amount		- BonusT 03
		- Reimb 04
		- FamAllN 15
		- XMsbonN 19
		- XMsbonT 20
		- HolPayN 21
		* <input type="text" value="0.0300"/>
		= CalcAmount

3. Click on Delete on your keyboard and press Enter
4. The formula for Employee Deduction will be removed
(See example below)

03.INSS		Employee Deduction
Method No.	1.Empl 3%_Comp 8%	
Fixed Amount		<input type="text" value=".00"/>
Enter Method of Calculation or		<input type="text"/>
Formula for Calculated Amount		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		= CalcAmount

5. The Company Contribution should **not be** removed from the method of calculation
6. The 8% company contribution for April, May and June should be recorded and paid in 6 monthly instalments, from July to December 2020.
7. Please send an email to support.hrpayroll@sage.com, if you need any further assistance.