

NAPSA Ceiling Increase Change Instructions



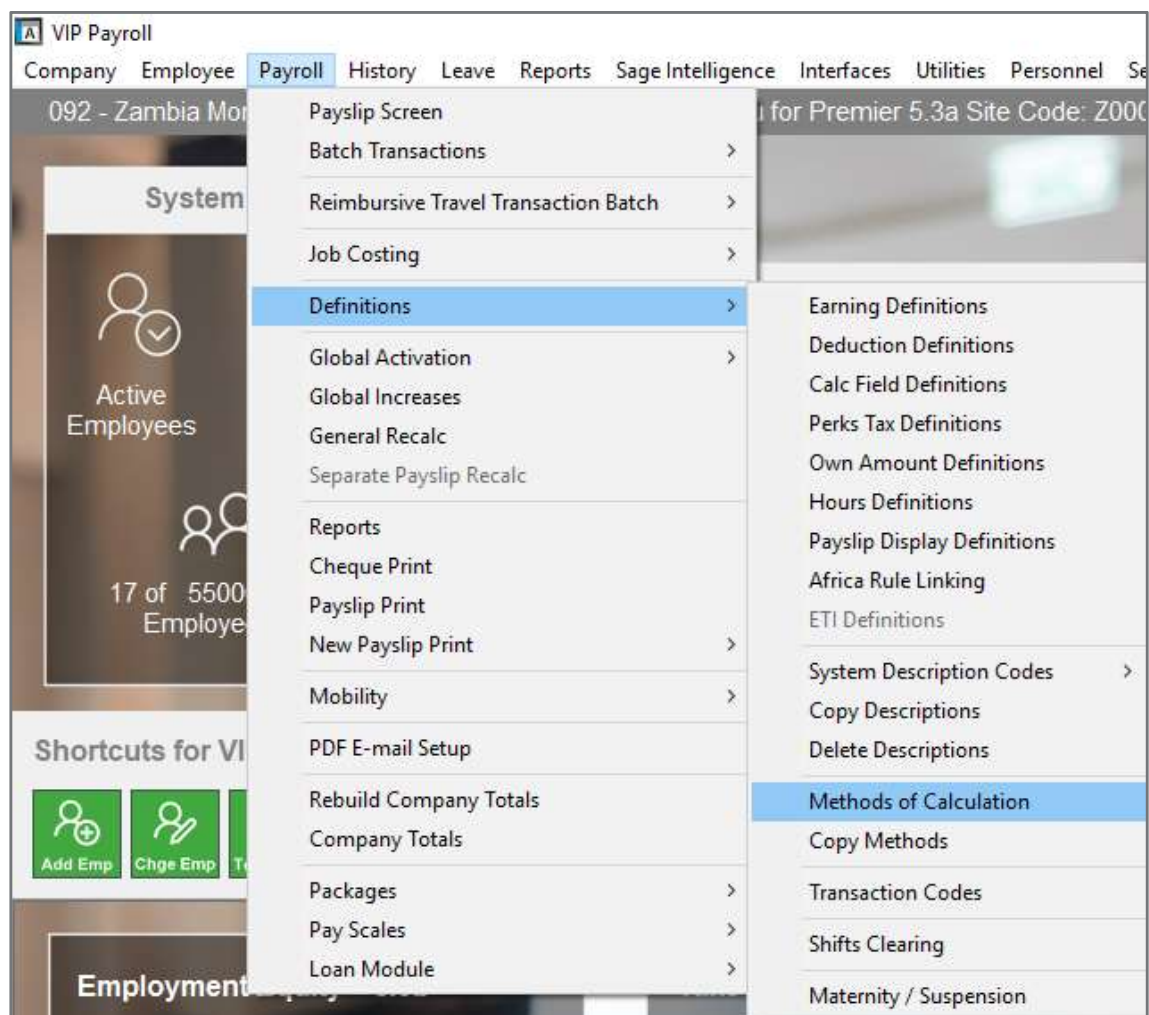
The below steps need to be followed once the Payroll processing date is in January 2020:

Step 1:

Click on **Payroll**

Click on **Definitions**

Select the **Methods of Calculation**



Step 2:

Click on **Change**

Methods of Calculation

Methods of Calculation

Please select from the buttons below:

Add - to add a new Method of Calculation

Change - to alter an existing Method of Calculation

Delete - to delete an existing Method of Calculation

Close - to exit this option

+

Add

Change

Delete

Close

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Step 3:

Click on your NAPSA Deduction line and select the last method number

Select Earning, Deduction or Calculation Field to which the Method must Calculate

Earning	Earning	Deduction	Deduction	CalcField
*01.Fixed *02.Basic *03.Short T 04.BackPay *05.OT 1.5 *06.OT 2.0 *07.OT 3.0 08.Comm *09.CILL *10.Lve Pd 11.Ann Bon *12.Bonus 13.Reimb 14.All NTx 15.All Tx 16.Tsp All 17.Car All 18.NightAl	19.Edu All 20.House 21.Utility 22.Settling 23.Meal Al 24.ServBon 25.TermBen 26.Sal Not 27.Retrenc 28.Sev Pay 29.Repatri 30.NQ Grat 31.Q Grat 32.Ex-Grac 33.Shares	01.PAYE 02.PAYE Ad *03.Add Tax *04.PersLey *05.NAPSA *06.Pension *07.Med Aid *08.Union 09.Advance *10.Staff D *11.Loan *12.Interes *13.ILOn *14.WCA 15.Rent 16.Garnish 17.Recover 18.Subscrib	*19.LASF *20.SDL	*01.Exchang *02.Disable 04.***** 05.Fringe 06.***** 10.Private Special

Select the correct Method from the list

Methods on File for NAPSA

1.Age60 CC 5% & Emp 5% 2.***** 3.***** 4.*****	
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Step 4:

Increase your current limit to 1149.60 as follows:


	= CalcAmount	= CalcAmount
If Calc. Amnt is Less than Min. of	.00	.00
Then Deduction must be	.00	.00
If Calc. Amnt is Greater than Max. of	1149.60	1149.60
Then Deduction must be	1149.60	1149.60
Round Deduction	.00	.00
Short Description	*****	

Step 5:

Once you are done, close the method screen and select YES to recalculate.

Remember: These changes need to be implemented before printing reports/payslips and/or paying your employees

VIP Payroll



Do you want to Recalculate
the Earnings and Deductions
for ALL Employees?

Yes

No

If you require any assistance with the above, please email us at Support.HRandPayroll@sage.com