

Tanzania – Change in the Skills Development Levy (SDL) contribution percentage Change Instructions

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

Step 1:

Click on Payroll

Click on **Definitions**

Select the Methods of Calculation

Sage Payroll Professional							
<u>C</u> ompany • <u>E</u> mployee •	Payroll • History • Leave	÷	<u>R</u> eports • <u>I</u> nterfaces •	<u>U</u> tilities •			
In-product Support Have any customer support	Pay <u>s</u> lip Information <u>B</u> atch Transactions <u>R</u> eimbursive Travel Transaction Batch	•	Country				
	Job Costing Definitions Global Activation	•	Earning Definitions	d monthly			
How would you like to con	Giobal Increases General Recalc Separate Payslip Recalc Reports		Calculation Field Definitions Perks Tax Definitions Own Amount Definitions Hours Definitions	/01/01 and			
Shortcuts for Adele (0	<u>P</u> ayslip Print Reb <u>u</u> ild Company Totals C <u>o</u> mpany Totals	•	Payslip Display Definitions Africa Rule Linking ETI Definitions				
Edit My Shortcuts	Pa <u>c</u> kages Pa <u>v</u> Scales Loan Module	* * *	System Description Codes Copy Descriptions Delete Descriptio <u>n</u> s	SFE Sec Pays			
News from Sage			Methods of Calculation				
▼ Retrenchment Pay	▼ Retrenchment Pay		<u>T</u> ransaction Codes Shi <u>f</u> ts Clearing	-			
sage	nu Restore options		Matern <u>i</u> ty / Suspension	1			

Step 2:

Click on EDIT

Meth	nods of Calculation
Please se Add	elect from the buttons below: - to add a new Method of Calculation
Edit Delete	 to alter an existing Method of Calculation to delete an existing Method of Calculation
ADD	DELETE

Step 3:

Click on your Skills Deduction line and select method number 1

Change the contribution percentage rate as indicated in the below method

Method of Calculation Formula 04.Skills		
Method Number: 1.Company 4% Short Description Company 4%	F ord and	0
	Deduction	Contribution
Fixed Amount	.00	.00
Enter Method of Calculation or		+ Total Earnings
Formula for Calculated Amount		- Reimb 11 * 0.0400
	= Calc Amount	= Calc Amount
If Calc. Amount is Less than Min. of	.00	.00
Then Deduction must be	.00	.00
If Calc. Amount is Greater than Max. of	.00	.00
Then Deduction must be	.00	.00
Round Deduction 💌	.00	.00

Step 4:

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.

1	Do you the Ear for ALL	want to Rec nings and D Employees	alculate eductions ?	
		YES	NO	

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