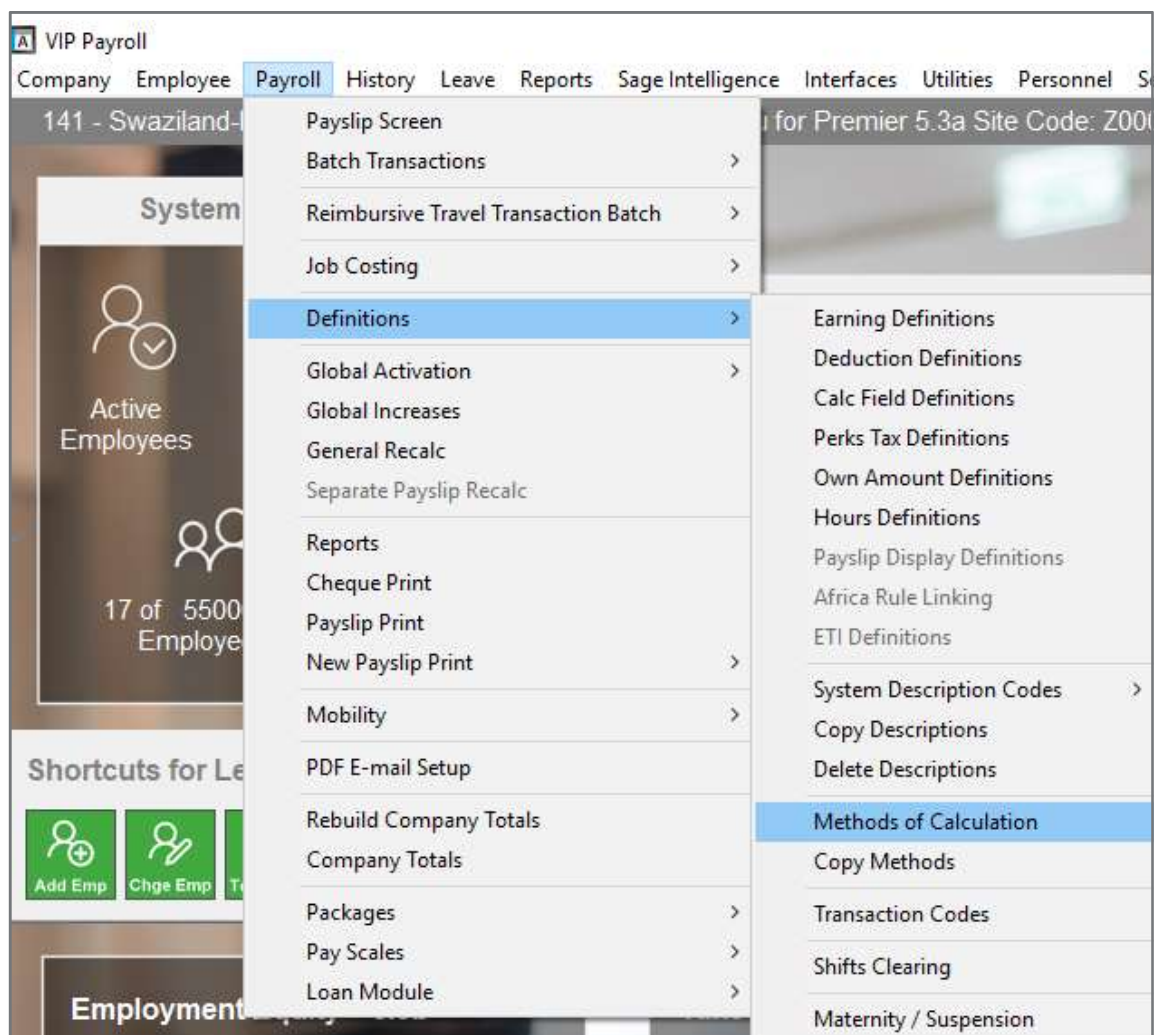# SNPF Limit Increase
Change Instructions

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

Step 1:

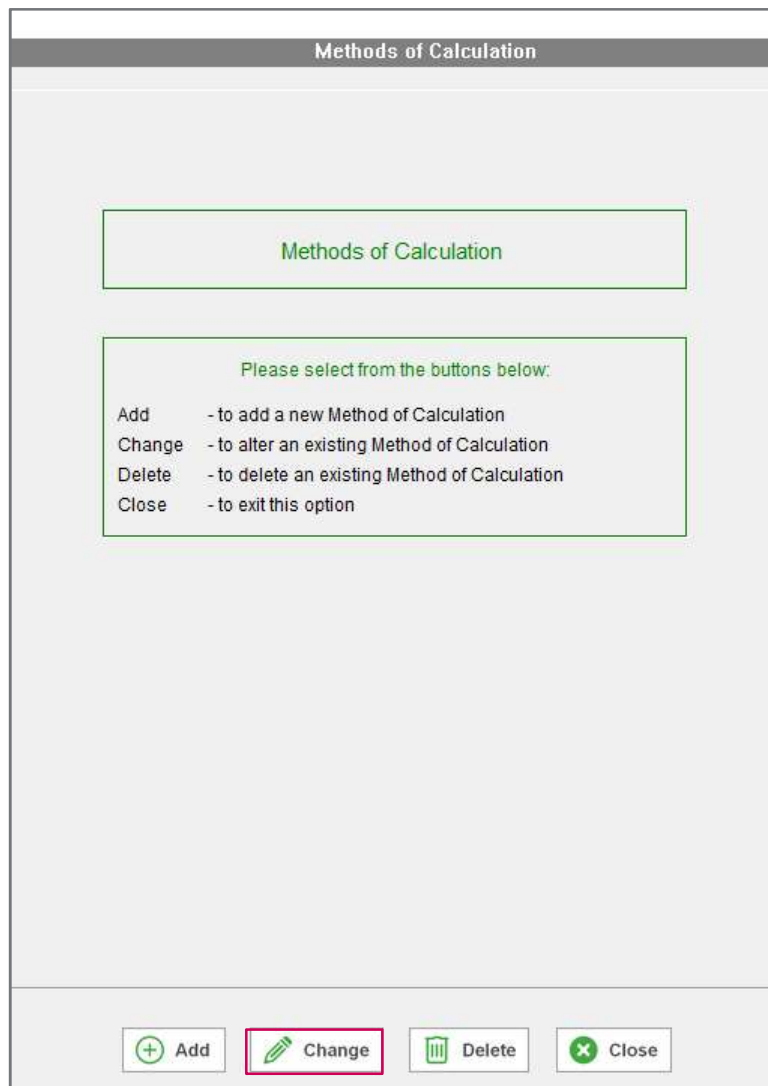Click on **Payroll**

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

Step 3:

Click on your SNPF Deduction line and select the method number

Step 4:

Increase your current limit to 145.00 as follows:

		= Calc Amount		= Calc Amount
If Calc. Amnt is Less than Min. of		.00		.00
Then Deduction must be		.00		.00
If Calc. Amnt is Greater than Max. of		145.00		145.00
Then Deduction must be		145.00		145.00
Round Deduction	▼	.00		.00
Short Description		Empl 5% & Comp 5%?		

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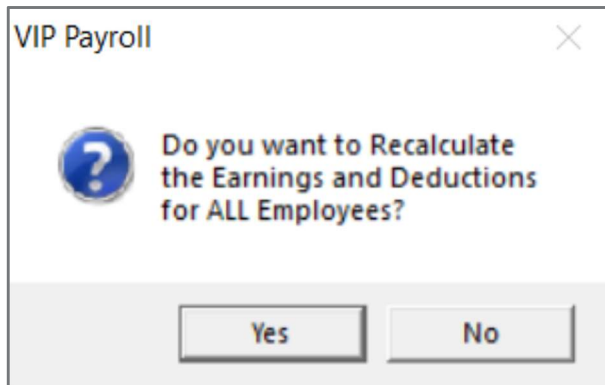
If you require any assistance with the above, please email us at Support.HRandPayroll@sage.com