

sage



Sage Business Cloud Payroll Professional Support Snippets November 2019

[Customer Zone](#)

Employment Equity

When will the new EEA4 forms become available for Equity module users?

The Minister of Employment and Labour published a new EEA4 form on 8 August 2019. The new EEA4 is effective from the date of publication and must be used for the equity submissions ending on 15 January 2020, for the equity reporting year of 2018/2019.

The changes will be included in the Release 5.3b update, and your payroll will be updated during the week of 18 November 2019. Please refer to the [Payroll Professional maintenance](#) page for more information.

[View the gazette](#)

Bonus Provision

Our employees are providing for tax on annual bonus every month. How do I check whether the provision is sufficient, as bonuses will be paid in December?

It is very important that payroll administrators reconcile the year to date bonus provision amounts for each employee before making the bonus payments. This will ensure that the bonus provision equals the bonus paid, by the end of the financial year.

Print the 12 month report to view each employees bonus provision.
NB. The bonus provision value on the 12 month report is cumulative. By the end of the tax year, the year to date bonus provision *must* equal the bonus paid to avoid any tax recalculations.

[Find out more](#)

Global leave transactions

All our employees will be going on annual leave in December. How do I capture global leave transactions?

Leave module users can capture global leave transactions for any type of leave. View the steps [here](#).

Need to import the public holidays for 2020?

Use our leave import file to update the leave calendars in each payroll company.

[Public holiday import file](#)

Leave pay

Our wage employees will be going on leave in December. How do we process the holiday pay for the 3 weeks of leave?

The leave pay functionality is only available in weekly and fortnightly payrolls. [Leave pay](#) is activated when an employee is going on leave and is to receive his/her wage in advance for the number of weeks he/she will be away.

If you have never used the leave pay functionality in payroll and would like some assistance with the process, please [book a consultation](#) with our professional service consultants, so that they can take you through the entire process. Please note that the telephone support desk will not assist with leave pay activation as the process is very detailed.

If you are familiar with leave pay activation and need a refresher on how to activate it again, read through some of the documents we have created to refresh your knowledge.

[Find out more](#)

Separate payslips

Our staff are receiving their normal pay and bonuses in December. They would like to see the tax shown separately on each of these earnings. How can I create multiple payslips in one pay period?

The separate payslip feature will enable you to create more than one payslip within a pay period. You have the option to create up to seven separate payslips per pay period. This means that the information on the main payslip screen, will be divided into several different payslips.

For example, if you pay bonuses in December, the December payslip can be divided into two payslips. One payslip will reflect the bonus earning and the amount of PAYE and UIF calculated on the bonus, while the other payslip will reflect the remaining earnings and deductions. The amounts on the separate payslips should always add up to the amounts on the main payslip screen.

If you have never used separate payslips before, you will need to [book a consultation](#) to have it setup. The setup will remain within your payroll and may be activated in future periods too. We have included a brief outline of what the setup process entails.

[Find out more](#)

Ghana

Why is the Social Security and National Insurance Trust (SSNIT) not calculating on backpay in my Ghana payroll?

If there is an interruption when loading new employee records, unstable networks or dips in electricity, it might lead to the SSNIT status not updating for a specific month.

[Read more](#)