

# Release Notes 4.9a

## Premier and Classic

September 2017

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# 1.0 RSA: Statutory Changes – New Tax Statuses (Classic/Premier)

SARS issued Binding General Rulings (BGR 40 and 41) on 10 February 2017 to clarify the employee's tax consequences of income earned by a **Non-Executive Director** (NED). The rulings apply from **1 June 2017**, and states the following:

- Director's fees received by a Non-Executive Director are not seen as 'remuneration'.
- No PAYE must be withheld from payments made to Non-Executive Directors.
- Non-Executive Directors must register for VAT if the applicable requirements are met.

This is not applicable to **Non-Resident Non-Executive Directors**; their Director's Fees are seen as 'remuneration' and PAYE should still be withheld.

New IRP5 Codes have been created for these new Tax Statuses:

<b>Resident Non-Executive Director's Fees</b>	IRP5 Code 3620
<b>Non-Resident Non-Executive Director's Fees</b>	IRP5 Code 3621

**Please Note:** We are still waiting for confirmation from SARS, as to whether:

- All remuneration/income received by Non-Executive Directors as from June 2017, must be reported on the newly implemented IRP5 Codes, or
- Whether only Director's Fees, e.g. salary, should be reported on IRP5 Code 3620/3621 and other remuneration/income received from June must reflect on other IRP5 Codes such as 3701, 3702, 3802, etc.

To ensure that we can easily accommodate these requirements we advised you earlier in the year, via email, to implement the following changes as from 1 June 2017:

## 1.1 Resident Non-Executive Director (NED)

### 1.1.1 Before Installing Release 4.9a

This applies to Resident NEDs in both public and in private companies.

- **Step 1:** Terminate the employee at the end of May 2017.
- **Step 2:** Add the employee as a new record from the beginning of June 2017.
- **Step 3:** Use the Tax Status 'Independent Contractor', as no PAYE must be withheld from the Resident NED since there is no remuneration.
- **Step 4:** The UIF Non-Contribution Reason will automatically default to 'Independent Contractor'.
- **Step 5:** Define a new Earning Line.
  - Define the Earning Line as 'Never' Taxable with no IRP5 Code.
  - Flag the line as No for SDL.
  - Flag the line as No for RFI.
  - Flag the line as No for BCEA.

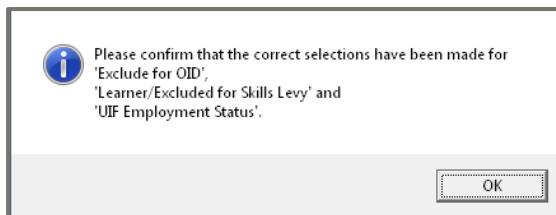
- Values on this Earning Line cannot be included for ETI purposes, as the Resident NED is seen as an Independent Contractor.

**Please Note:** If you have not implemented these changes, please go to Help > Email Support, and request assistance.

### 1.1.2 After Installing Release 4.9a

- **Step 1:** Change the Tax Status from 'Independent Contractor' to 'Resident Non-Executive Director'.

Due to the impact that a Tax Status change can have on ETI, UIF and OID, we have added a message:



- **Step 2:** Edit the Earning Line to select the IRP5 Code 3620.

## 1.2 Non-Resident Non-Executive Director (NED) – PAYE / Directive / Temporary

### 1.2.1 Before Installing Release 4.9a

This applies to Non-Resident NEDs in both public and private companies

- **Step 1:** Terminate the employee as at the end of May 2017
- **Step 2:** Add the employee as a new record from the beginning of June 2017
- **Step 3:** Use the same Tax Status as that of the terminated record; 'Director (PAYE)', 'Director (Directive)' or 'Director (Temporary)'. PAYE must be withheld from the Non-Resident Non-Executive Director according to the Tax Status selected.
- **Step 4:** The UIF Non-Contribution Reason must be set to 'Independent Contractor' as no UIF must be calculated if the Non-Resident NED is a common law independent contractor.
- **Step 5:** Define a new Earning Line, and process all 'remuneration' related to the non-resident NED on this new line.
  - Define the Earning Line as 'Monthly' Taxable with IRP5 Code 3601
  - Flag the line as Yes for SDL
  - Flag the line as Yes for RFI (if applicable)
  - Flag the line as Yes for BCEA (if applicable)
  - Values on this Earning Line cannot be included for ETI purposes, as the Non-Resident NED is seen as a common law independent contractor.

**Please Note:** If you have not implemented these changes, please go to Help > Email Support, and request assistance.

### 1.2.2 After Installing Release 4.9a

- **Step 1:** Change the Tax Status to the applicable ‘Non-Resident Non-Executive Director’ status e.g. ‘Non-Resident Non-Executive Director (PAYE)’
- **Step 2:** Edit the Earning Line to select the IRP5 Code 3621.

**Please Note:** We are still waiting for confirmation from SARS as to whether Directors’ Fees paid to Non-Executive Directors should be reported on the new IRP5 Code only from June or whether the new IRP5 Code should be used for the entire Tax Year (from March), that is why we advised you to create a new record effective 1 June 2017. Please consult your **auditor** or a **tax consultant** for advice.

### 1.3 Summary of Earning Definition Setup

Tax Status	IRP5 Code	PAYE	BCEA	UIF Status	Skills Calculated	RFI	ETI
Resident Non-Executive Director	3620 (3670 Foreign Income)	No	No	No	No	No	No
Non-Resident Non-Executive Director (PAYE)	3621 (3671 Foreign Income)	Yes	No	No	Yes	Yes	No
Non-Resident Non-Executive Director (Directive %)	3621 (3671 Foreign Income)	Yes	No	No	Yes	Yes	No
Non-Resident Non-Executive Director (Temporary)	3621 (3671 Foreign Income)	Yes	No	No	Yes	Yes	No

## 2.0 RSA: Statutory Changes - Mid-Year Submissions (Classic/Premier)

A new SARS Business Requirements document has been released with changes for the Mid-Year Submissions.

The Taxation Laws Amendment Act, 2016 and the Tax Administration Amendment Act, 2016 were promulgated on 19 January 2017 in Government Gazette 40562 and 40563.

We have incorporated the items listed in the SARS PAYE BRS – PAYE Employer Reconciliation in this release for the August 2017 Periodic Reconciliation Run and the 2017-2018 Tax Year End Run.

### 2.1 New IRP5 Codes

From March 2017, the definition of Remuneration is expanded to include certain Dividends from Restricted Equity Instruments (Section 8C shares). PAYE should be deducted from dividends as specified in paragraph (dd), (ii) and (jj) of the proviso of section 10(1)(k)(i).

**Please Note:** We suggest you consult your **auditor** or a **tax consultant** to confirm whether the dividends from Restricted Equity Instruments are exempt or included in Remuneration.

IRP5 Code	PAYE	BCEA	UIF Status	Skills Calculated	RFI	ETI
3719 (3769 <b>Foreign Income</b> )	No (Directive)	No	Yes	Yes	No	Yes
<b>Dividends not Exempt Section 10(1)(k)par (dd):</b> Dividends in respect of a Restricted Equity Instrument as defined in Section 8C to the extent that the Restricted Equity Instrument was acquired in circumstances contemplated in section 8C.)						
3720 (3770 <b>Foreign Income</b> )	No (Directive)	No	Yes	Yes	No	Yes

**Dividends not Exempt Section 10(1)(k)par (jj):** Any dividend in respect of a restricted equity instrument as defined in section 8C that was acquired in the circumstances contemplated in section 8C if that dividend is derived directly or indirectly from, or constitutes an amount transferred or applied by a company as consideration for the acquisition or redemption of any share in that company; or an amount received or accrued in anticipation or in the course of the winding up, liquidation, deregistration or final termination of a company; or an equity instrument that is not a restricted equity instrument as defined in section 8C, that will, on vesting be subject to that section.

IRP5 Code	PAYE	BCEA	UIF Status	Skills Calculated	RFI	ETI
<b>3721 (3771 Foreign Income)</b>	No (Directive)	No	Yes	Yes	No	Yes

**Please Note:** If you would like the 'Never Taxable' Earning line to be included for RFI calculations, go to:

Payroll > Definitions > Retirement Funds > applicable Retirement Fund

Fund Set-up: Step by Step Guide > Step 4: Define RFI Components

Select > 'Define RFI'/'RFI Method' option and not the 'Earning Definition Setup' option.

**Transfer of Unclaimed Benefits (PAYE):** Transfer of Unclaimed Benefits (as per the Pension Fund Act No. 24 of 1956) not yet claimed and transferred to an unclaimed preservation fund.

IRP5 Code	PAYE	BCEA	UIF Status	Skills Calculated	RFI	ETI
<b>3923</b>	No (Directive)	No	Yes	Yes	Yes	Yes

## 2.2 Changes to IRP5 Certificates

The IRP5 Tax Certificates and Submission File has been amended to:

- Accommodate the new IRP5 Codes
- Export additional information for ETI purposes
- Print the Taxable Travel Remuneration – **IRP5 Code 4582** – on the IRP5 Certificate under the 'Deductions/Contributions'. This value is already exporting to the IRP5.

**Please Note:** The Taxable Travel Remuneration will be included in the Total for Deductions/Contributions.

If you need more IRP5 related information, please visit the SARS website at:  
<http://www.sars.gov.za/ClientSegments/Businesses/My-Bus-and-Tax/Pages/default.aspx>.

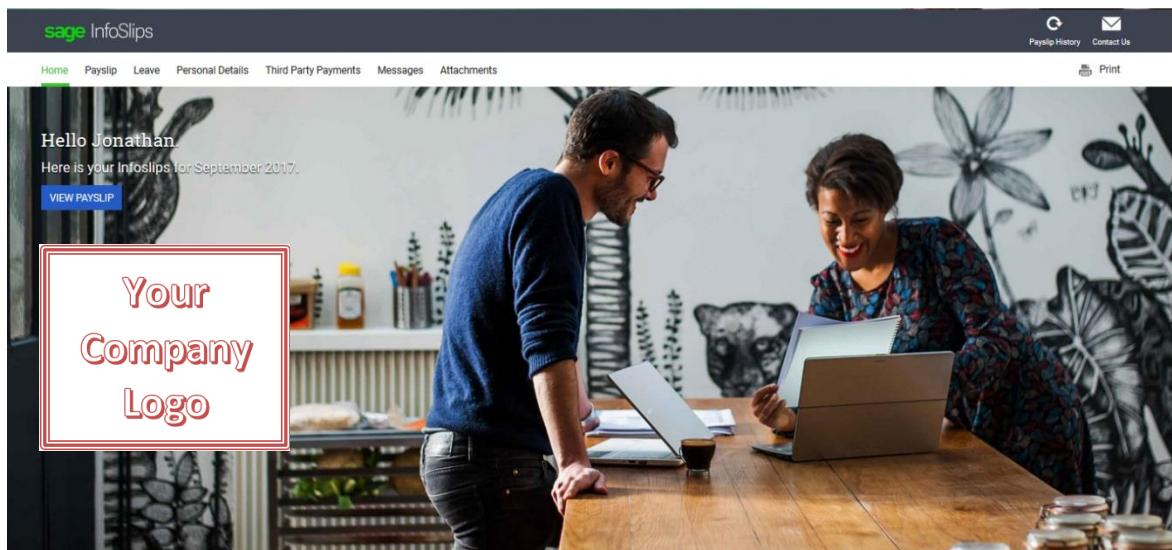
### 3.0 InfoSlips Rebranding (Classic/Premier)

This section is only applicable if you are **Licensed for InfoSlips** (or if you want to use InfoSlips).

We have made a few changes to what we export for InfoSlips so that you will be able to take advantage of the new **Enhanced Template** option that will be available to all InfoSlip users soon. This will ensure that you deliver InfoSlips that are aligned with the latest technology and delivery trends to your Employees.

This Release also contains some changes unrelated to the new Template.

*Example of Enhanced Employee InfoSlip experience:*



**Please Note:** You may process InfoSlips as usual without going into the Setup Screen. You are not required to make any changes until you are ready to make use of the Enhanced Template.

When you have made contact with the Sage InfoSlip Team to activate the Enhanced Template, it will be necessary to complete some of the information below.

To access the InfoSlip Setup Screen

Main Menu > e-Solutions > InfoSlip/SMS Setup

### 3.1 Company Info Tab

**Please Note:** Irrespective of whether the Standard/Enhanced Template has been selected all the new features/fields will be displayed on the Tabs and will be exported.

Company Info | Memos | Leave | Hours | Earn/Ded/CC | Other Inc | Sundries | Add Info | Emp Detail | 3rd Party | Welcome | SMS |

Company Identifier: CO61   Telephone Number:   Fax Number:

Customer Name: CUSTOMER NAME   Type: Advanced   InfoSlip Protection: PUK

Customer Identifier: CUSTOMER IDENTIFIER   Language: Afrikaans   Country Currency: Not Used

InfoSlip Template ID: INFOSLIP TEMPLATE   Template: Standard

Payroll Contact Person: MR P CONTACT   SMS Notification with Reply/Link Option:

Payroll E-mail Address: email@payrolladdress.co.za

HR Contact Person: MR HR CONTACT

HR E-mail Address: email@hremail.co.za

Leave Contact Person: MR L CONTACT

Leave E-mail Address: email@leave.co.za

Personal Details Contact Person: MR P D CONTACT   Personal Detail Update Export:

Personal Details E-mail Address: email@personaldetails.co.za

#### 3.1.1 Template

A new option displays below Language for **Template** with the options for **Standard/Enhanced**.

**Please Note:** This field will be disabled and can only be changed by a Sage InfoSlip Support Consultant.

During Conversion	Standard Template (the name for the current template)
New Companies	Standard Template

#### 3.1.2 Country Currency

A new indicator displays below InfoSlip Protection for **Country Currency**. If you want the applicable Currency Code for your Country to print on the InfoSlip, you can select from any one of the twenty-two Tax Countries that we cater for.

During Conversion	Not Used
New Companies	RSA - South Africa, Non-RSA Companies - Not Used
Available To	Standard & Enhanced Template

Country	Currency Code
Angola	AOA
Botswana	BWP
DRC	CDF
Egypt	EGP
Ghana	GHC
Kenya	KES
Lesotho	LSL
Malawi	MWK
Mauritius	MUR
Mozambique	MZN
Namibia	NAD
Nigeria	NGN
Rwanda	RWF
Seychelles	SCR
Sierra Leone	SLL
South Africa	ZAR
Swaziland	SZL
Tanzania	TZS
Uganda	UGX
Zambia	ZMW
Zimbabwe	ZWD

### 3.1.3 Language

We have added 'Alternate' to the current list of Language options.

If you choose to make use of the Enhanced Template and select the Alternate Language option, you can set up your Payroll Earning, Deduction and Company Contribution Definitions in your preferred language and this is what will print on the InfoSlip instead of the English Definitions. To access the definitions:

Main Menu > Payroll > Definitions > Earning / Deduction Definitions

*Earning Definition Screen*

No	Short	English	Alternate	Earning Type	When Taxable	BCEA	RFI	IRP5 Code	Incl SDL
01	1-SHORT	ENGEE01	ALTEE01	Basic Sal	Weekly	N	N	3601	F
02	2-SHORT	ENGEE02	ALTEE02	Not Calc	Weekly	N	N	3606	F
03	3-SHORT	ENGEE03	ALTEE03	Not Calc	Weekly	N	N	3601	F
04	4-SHORT	ENGEE04	ALTEE04	Not Calc	Weekly	N	N	3713	F
05	5-SHORT	ENGEE05	ALTEE05	Not Calc	Travel	N	N	3701	T
06	6-SHORT	ENGEE06	ALTEE06	Not Calc	Never	N	N		N
07	7-SHORT	ENGEE07	ALTEE07	Ann Bonus	Periodic	N	N	3605	F
08	8-SHORT	ENGEE08	ALTEE08	Rounding	Never	N	N		N
09	9-SHORT	ENGEE09	ALTEE09	Not Calc	Travel	N	N	3708	P

<b>During Conversion</b>	Your current language setting is kept
<b>New Companies</b>	English
<b>Available To</b>	Enhanced Template Only

### 3.2 Memo Tab

There are NO CHANGES on this Tab but the Export relating to the information on this tab does have new conditions.

#### 3.2.1 Welcome, Global and Birthday Messages

**Welcome, Global and Birthday Messages** can now be printed for Consolidated InfoSlips.

<b>Available To</b>	Enhanced Template Only
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#### 3.2.2 Personal Memos

Personal Memos can now be printed for Consolidated InfoSlips.

<b>Available To</b>	Enhanced Template Only
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### 3.3 Earn/Ded/CC Tab

We have shifted the details around on this tab to make provision for additional fields.

This Tab, the Green Header and the Grid Heading has been renamed to refer to Deductions, as well as Earnings and Company Contributions.

Company Info | Memos | Leave | Hours | Earn/Ded/CC | Other Inc | Sundries | Add Info | Emp Detail | 3rd Party | Welcome | SMS |

EARNINGS					DEDUCTIONS / COMPANY CONTRIBUTIONS							
Line	Earning	Package	Ref No	Method	Balance	Line	Deduction / Co Contr.	Payslip	Package	Ref No	Method	Balance
01	ENGE001	No	No	No	No	01	Tax	Yes	No	No	No	No
02	ENGE002	No	No	No	No	02	U.I.F.	Yes	No	No	No	No
03	ENGE003	No	No	No	No	03	SDL	Yes	No	No	No	No
04	ENGE004	No	No	No	No	04	pens	Yes	No	No	No	No
05	ENGE005	No	No	No	No	05	round	Yes	No	No	No	No
06	ENGE006	No	No	No	No	06	ADD PEN	Yes	No	No	No	No
07	ENGE007	No	No	No	No	07	VOL	Yes	No	No	No	No
08	ENGE008	No	No	No	No	08	GARN W1	Yes	No	No	No	No
09	ENGE009	No	No	No	No	09	FIN HSE	Yes	No	No	No	No
10						10	INSURE	Yes	No	No	No	No
11						11	EXTRA	Yes	No	No	No	No
12						12	SUBSCR	Yes	No	No	No	No
13						13	BOND	Yes	No	No	No	No
14						14	EXTRAZE	Yes	No	No	No	No
15						15	PROV	Yes	No	No	No	No
16						16	MED AID	Yes	No	No	No	No
17						17	RA	Yes	No	No	No	No
18						18	INCREPP	Yes	No	No	No	No

InfoSlips Graph

Earnings Graph

Package Graph

Cost to Co Graph

No Graph on InfoSlip

Earnings grid only available with Package Graph / Cost to Co Graph

Balance Options

Opening Balance

Closing Balance

There are three new columns for Earnings and for Deductions and Company Contributions:

- Ref No (Reference Numbers)
- Method (Method of Calculation)
- Balance

If you change any of these options to 'Yes', and you have selected to make use of the Enhanced Template, then this information will print alongside the applicable Earning, Deduction or Company Contribution value on the InfoSlip.

### 3.3.1 Reference Numbers

The **Reference Numbers** will print what is saved on the 'REF' Button on the Payslip Screen, except for the Medical Aid Deduction and Company Contribution Line, it prints the Medical History Screen (MHS) Reference Number.

### 3.3.2 Method of Calculation

The Description of the **Method of Calculation** that the Employee is linked to for a specific line will print. Methods of Calculation cannot print for the following:

- Any Non-Calculated Definition Lines
- Any Subscreen Deduction Lines:
  - Subscreen,
  - Insurance,
  - Bonds,
  - Extra,
  - Extra Payments,
  - Extra Zeroed,
  - Finance House,
  - Garnishee,
  - Income Replacement Policy,
  - Retirement Annuity
- Any Input Lines
- Ghana BackPay Definition Lines

### 3.3.3 Balance Options

The Balance Options are only enabled when you make use of the Enhanced Template:

- Opening Balance: This is the balance on the Payslip Screen before the Instalment

- **Closing Balance:** This is the balance on the Payslip Screen after adding or subtracting the Instalment on the Payslip Screen

<b>During Conversion</b>	Columns are set to 'No' and Opening Balance is selected
<b>New Companies</b>	Columns are set to 'No' and Opening Balance is selected
<b>Available To</b>	Enhanced Template Only

### 3.4 Add Info Tab – Fixed Info Button

This is where you set up what must print on the InfoSlip Header. We have added a couple of new fields here:

[Print Version](#)

**Customise Standard Payslip Information**

**Column 1**  

Line	Field
1	Company Name
2	Pay Date
3	Employee Code
4	Employee Name
5	Postal Address
6	Postal Address2
7	Postal Address3
8	Postal Address4
9	Postal P/Code

**Column 2**  

Line	Field
1	Company Address
2	Company Address2
3	Company Address3
4	Company P/Code
5	Job Title
6	Daily Rate
7	Job Grade
8	Category
9	Termination Date

**Column 3**  

Line	Field
1	Pay Date
2	Date Engaged
3	
4	Branch Code
5	Med Ref No.
6	Med Benef.
7	Period No.
8	Add Pay Info 1
9	Add Pay Info 2

**Analysis Code Descriptions**  
 Screen Descriptions  Report Descriptions  
NBI Report Descriptions will be truncated to 24 characters

**Employee Name Format**  

Title
Initials
Surname

#### 3.4.1 Company Details

Under the **Company Details**, you can select the 'Period No.' This is the Period Number in the Tax Year and will print, e.g.: '01 of 12'.

#### 3.4.2 Banking Details

Under the **Banking Details**, you can select the two fields found on the Employee Payment Details Tab:

- Add Pay Info 1
- Add Pay Info 2

<b>During Conversion</b>	Not selected
<b>New Companies</b>	Not selected
<b>Available To</b>	Standard and Enhanced Template

### 3.5 Emp Detail Tab

The **Bank Detail Descriptions** will cater for the same two new fields, as mentioned above, on the Employee Payment Details Tab:

- Add Pay Info 1
- Add Pay Info 2

<b>During Conversion</b>	Not selected
<b>New Companies</b>	Not selected
<b>Available To</b>	Standard and Enhanced Template

### 3.6 Third Party Tab

A Tick Box has been added at the bottom of this screen: **Display details on Print Version**. If you have decided to use the Enhanced Template and this option has been ticked, then the Third-Party Information will also print with the printed version of the InfoSlip.

Consolidated InfoSlips can also print this information now.

Company Info	Memos	Leave	Hours	Earn/Ded/CC	Other Inc	Sundries	Add Info	Emp Detail	3rd Party	Welcome	SMS																																																																																																																								
<b>Payment Types and Balances</b>																																																																																																																																			
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<b>During Conversion</b>	Not ticked
<b>New Companies</b>	Not ticked
<b>Available To</b>	Enhanced Template Only

### 3.7 Additional Company Information

If you need to print any additional information on the InfoSlips, on a Company level, you can enter it on the Additional Information Tab. InfoSlips will export the first four lines of information to the file for printing on InfoSlips. To access this Tab:

Main Menu > Company > Basic Company Information > Additional Information

Basic Company Information	Address Details	Contact Information	Additional Information	Employment Tax Incentive
<b>Additional Information</b>				
Company Info 1	Additional Company Information for InfoSlips on L1			
Company Info 2	Additional Company Information for InfoSlips on L2			
Company Info 3	Additional Company Information for InfoSlips on L3			
Company Info 4	Additional Company Information for InfoSlips on L4			
Company Info 5				
Company Info 6				

<b>Available To</b>	Enhanced Template Only
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### 3.8 Default Export Directory

Up until now, when exporting the InfoSlips, the **Destination for Export Files** defaulted to the Payroll directory e.g.: C:\Premier. As from this Release you can set up a Default Directory on the Company Miscellaneous Screen Tab 3:

Main Menu > Company > Miscellaneous > Miscellaneous 3 > Default Browse Locations > Payslips.

Default Browse Locations

Export:

Backups:

Payslips:

The Default Browse Locations should not contain any spaces.

**Please Note:** If this field has already been populated before converting to this Release, then the Destination for Export Files will already default to this directory.

InfoSlips Export Selections

Payment Date: 17/03/2016

Payment Period: From 11/03/2016 To 17/03/2016

Destination for export files:

Available To	Standard and Enhanced Template
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### 3.9 IRP5 InfoSlip File

The following amendments have been made on the InfoSlip IRP5 Certificates:

#### 3.9.1 Country Code

The Employee Country Code will print for all Employee Addresses on the new IRP5 Template.

Available To	Enhanced Template Only
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#### 3.9.2 IRP5 Code 4582 – Taxable Travel Remuneration

The IRP5 Code 4582 – Taxable Travel Remuneration, will be the last code printed under 'Deductions/Contributions' and will be included in this total.

Available To	Standard and Enhanced Template (Statutory requirement)
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## 4.0 Employee Self Service (ESS): Payslips & IRP5s (Premier)

This section only applies to you if you are licensed for **Employee Self Service (ESS)**.

We decided to align the **ESS Payslip** and **IRP5 Certificate** to the Payroll Payslip and IRP5 Certificate by uploading them in PDF format to ESS. We have also made it possible to print a Watermark.

### 4.1 Setup to Print Watermark

We have added functionality to print a Watermark on the PDF Payslips and IRP5 Certificates printed from the Premier Payroll.

#### 4.1.1 Company Miscellaneous Screen

Main Menu > Company > Miscellaneous > Miscellaneous 3 Tab

A new field has been added on this Screen under the Logo information, **Watermark File Name**.

The Watermark File must reside in the VIP Premier Directory. Use <Browse> to find this file. The file has to be in the .GIF, .JPG or .PNG format.

Company Logo/Watermark

Logo Shape:  Square  Rectangular

Logo File Name: D:\Premier45alsof1.bmp

Logo file type must be a Bitmap with the extension .BMP and the file must reside in the VIP directory.  
Sizes for best results: Square 100 X 100 and Rectangular 154 X 46 pixels

Watermark File Name:

Watermark file type must have the extension \*.GIF, \*.JPG or \*.PNG and the file must reside in the VIP directory.  
For best results use high resolution.

**Please Note:** The maximum size is about 800x1000 pixels.

#### 4.1.2 New/History Payslip Setup

Main Menu > History > Payslip History Setup > General Tab

If you have linked a Watermark on the Company Miscellaneous Screen, then you have to indicate that it must print on the New/History Payslip Setup Screen > General Tab.

Under 'Deduction Balances' there will be a frame 'Logo/Watermark' and the option to select 'Print Watermark' has been added here.

Logo/Watermark

Print Logo

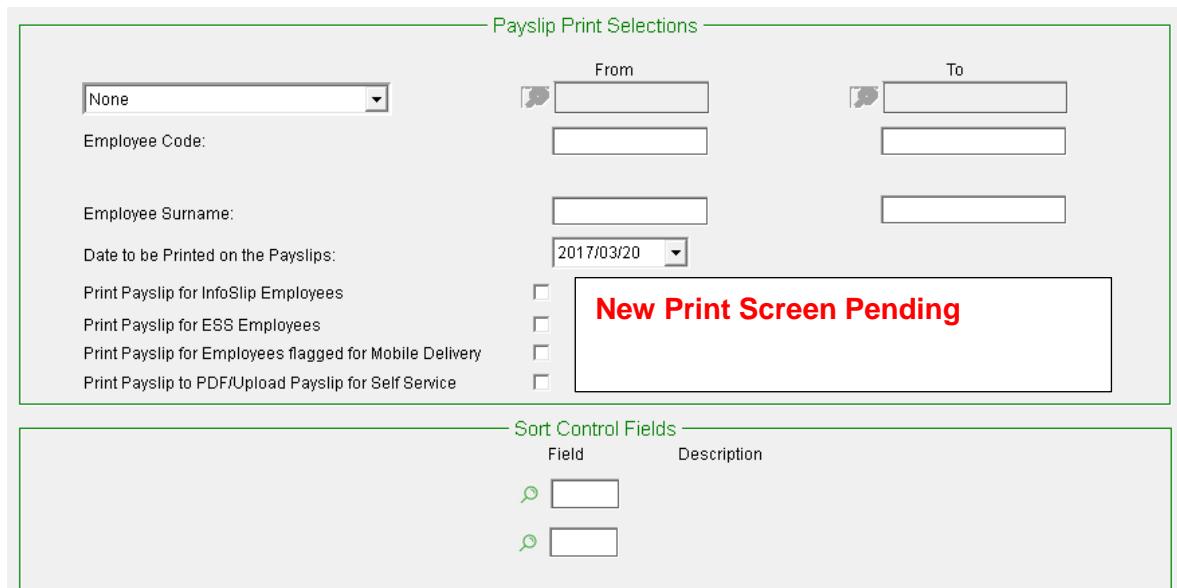
Print Watermark

If you have completed the setup above, the PDF Payslips will automatically print the Watermark. However, when you print PDF IRP5s, you will need to select the option to print the Watermark.

## 4.2 Printing Payslips to PDF

To generate PDF ESS Payslips, follow these steps:

- **Step 1: Select Standard Payslip/Payslip with Hours and Balances**
- **Step 2: Select Print Payslip to PDF/Upload Payslip for Self Service or ESS**



Payslip Print Selections

None

From:

To:

Employee Code:

Employee Surname:

Date to be Printed on the Payslips: 2017/03/20

Print Payslip for InfoSlip Employees

Print Payslip for ESS Employees

Print Payslip for Employees flagged for Mobile Delivery

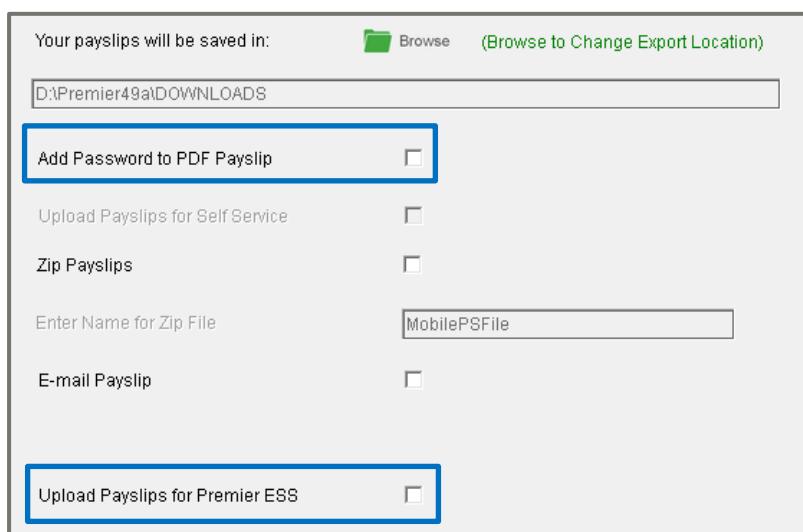
Print Payslip to PDF/Upload Payslip for Self Service

New Print Screen Pending

Sort Control Fields

Field	Description
<input type="text"/>	
<input type="text"/>	

This will open a second Payslip Print-time Selection Screen:



Your payslips will be saved in:  (Browse to Change Export Location)

D:\Premier49a\DOWNLOADS

Add Password to PDF Payslip

Upload Payslips for Self Service

Zip Payslips

Enter Name for Zip File: MobilePSFile

E-mail Payslip

Upload Payslips for Premier ESS

- **Step 3:** If you want to save the Payslips to a directory that differs from the default directory, click on **Browse**
- **Step 4:** Select **Upload Payslips to Premier ESS**. As soon as you make this selection **Add Password to PDF Payslip** will automatically be selected and disabled.

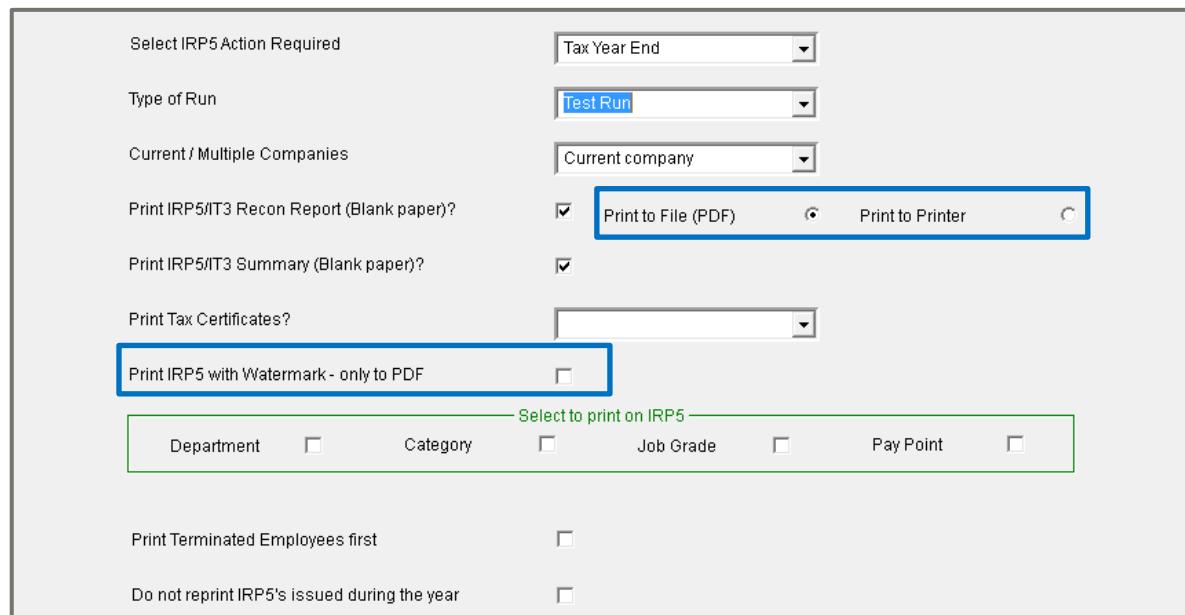
**Please Note:** The PDF Payslips will be **Password Protected** with the Employee ID Number. If this is unavailable on the Employee Information Screen, then the Employee Passport Number will be used. If this is unavailable, then the Employee Date of Birth will be used in the CCYYMMDD date format.

#### 4.3 Printing IRP5 Certificates with a Watermark

If you want a Watermark to print on the IRP5 Certificate, you must tick this option on the IRP5 Print-time Selection Screen.

If you have selected **Print to File (PDF)**, then the new field, **Print IRP5 with Watermark – only to PDF**, will be enabled and you must tick this option.

The Watermark File Name must be defined and located on the Company Miscellaneous Screen Tab 3 to print on the ESS IRP5 Certificates. The Watermark that may be set up on Reports > User PDF Setup Screen, is for all Reports, excluding the IRP5 Certificates.



The screenshot shows the 'Print IRP5/IT3' screen with the following settings:

- Select IRP5 Action Required: Tax Year End
- Type of Run: Test Run
- Current / Multiple Companies: Current company
- Print IRP5/IT3 Recon Report (Blank paper)?:  Print to File (PDF)  Print to Printer
- Print IRP5/IT3 Summary (Blank paper)?:
- Print Tax Certificates?:
- Print IRP5 with Watermark - only to PDF:
- Select to print on IRP5 -
  - Department:
  - Category:
  - Job Grade:
  - Pay Point:
- Print Terminated Employees first:
- Do not reprint IRP5's issued during the year:

## 5.0 Third Party Exports – FIHRST / Profile (Classic/Premier)

The following section applies to you if you have made use of the FIHRST/Profile Exports before or if you want to make use of these Third-Party Exports in the future.

To export FIHRST / Profile Third Party Payments, as from this release:

- you will need to be licensed for **FIHRST / Profile Third Party Exports** to make use of this feature
- the data will be exported from within the payroll in a pipe-delimited file
- the file will contain all the data required by both FIHRST and Profile in one single file
- the data will be more secure
- it will not be necessary for FIHRST and Profile to upgrade their runtimes as we migrate to higher runtime versions

### 5.1 Access Control

#### 5.1.1 Advanced and Global Access Control

Set Full or No Access to the Export Screen on 'Export Employee Data' on the Advanced Page 1Tab.

#### 5.1.2 Basic Access Control

Set Full or No Access to the Export Screen on 'Export Options'.

### 5.2 Interface Export Screen

You can only be licensed for either FIHRST or for Profile. To access the export:

Main Menu > Interfaces > Export Data > FIHRST or Profile

FIHRST	Profile
<p>FIHRST Interface Export</p> <p>Destination for export file: D:\Premier49a <input type="button" value="Browse"/></p> <p>Export file: FihrstRun.TXT</p> <p>Export Options:</p> <p>1. Net Pay</p> <p>Which set of Codes do you use for the Group Indicator on the IS Screen?</p> <p><input checked="" type="radio"/> A = African, W = White, C = Coloured, I = Indian <input type="radio"/> B = Black, W = White, C = Coloured, A = Asian</p>	<p>Profile Interface Export</p> <p>Profile User Code: 1</p> <p>Destination for export file: D:\Premier49a <input type="button" value="Browse"/></p> <p>Export file: VPPRF061.1</p> <p>Export Options:</p> <p>1. Net Pay * Net pay current period</p> <p>Which set of Codes do you use for the Group Indicator on the IS Screen?</p> <p><input checked="" type="radio"/> A = African, W = White, C = Coloured, I = Indian <input type="radio"/> B = Black, W = White, C = Coloured, A = Asian</p>

Field Name	Details
<b>Profile User Code</b>	The <b>Profile</b> User Code is a mandatory field which forms part of the export file name and is the filter for grouping companies for multiple exports.
<b>Destination for export file</b>	The default is the payroll directory, but you can <Browse> to another location.
<b>Export file</b>	<p>The default file name can be changed:</p> <ul style="list-style-type: none"> <li>• <b>FIHRST</b>: FhrstRun.TXT</li> <li>• <b>Profile</b>: VPPRF001.1</li> </ul>
<b>Export Options</b>	<p>Type of Run:</p> <ul style="list-style-type: none"> <li>• Net Pay</li> <li>• 3rd Party Payments</li> <li>• Net Pay and 3rd Party</li> </ul> <p>Which set of Codes do you use for the Group Indicator on the IS Screen?</p> <ul style="list-style-type: none"> <li>• A=African, W=White, C=Coloured, I=Indian</li> <li>• B=Black, W=White, C=Coloured, A=Asian</li> </ul> <p>You need to indicate which set of codes you use because the file uses 'A=African, W=White, C=Coloured, I=Indian' and will convert the other set of codes at export time.</p>
<b>Company Selection Screen</b>	<ul style="list-style-type: none"> <li>• <b>Profile</b>: Will only display Companies with the same User Code. Each Company will export its own file with the User Code as the extension.</li> <li>• Will only display Companies that are in the same month and year as the Company from which you are exporting.</li> <li>• Non-Monthly Companies will only be displayed if they are in the last Pay Period of the Month.</li> <li>• If Separate Payslips are used, only Companies with the same Separate Payslip rules will be displayed.</li> <li>• When using Global or Advanced Access Control, only Companies that you have access to will display.</li> <li>• When using Basic Access Control, you will need to enter the Password for each Company.</li> <li>• If you are exporting 3<sup>rd</sup> Party Payments, all Separate Payslips must have been printed, else it will display a Warning Message.</li> </ul>

## 6.0 Reports: Africa – New & Changed (Premier Only)

### 6.1 New Mozambique M20H Annual PAYE Submission File

The M20H Annual PAYE Submission File is a text file that can be uploaded in software provided by the Mozambique Tax Authority.

Before using the report, you must complete the Report Setup.

**Please Note:** On the Report Setup, you must link the applicable Payroll Definition Lines included for Taxable Income and Tax.

31 - MozambiquePr49a      Mozambique Reports      2017/09/30 (09 of 12)

Reports

M19 and Relatorio Mensal	<input type="radio"/>	Millenium Bank File	<input type="radio"/>
IRPS (Tax) M20H Tax Certificates	<input type="radio"/>	Banco Unico Salary Bank file	<input type="radio"/>
General Mozambique Bank File	<input type="radio"/>	M20H Electronic Submission File	<input checked="" type="radio"/>
Standard Bank Netplus File	<input type="radio"/>		
Standard Bank SFI Bank File	<input type="radio"/>		
MCB Bank File (Mauritius Comm Bank)	<input type="radio"/>		
Relacao Nominal (Employee Statistics)	<input type="radio"/>		
INSS Manual and Electronic Rep	<input type="radio"/>		

If any new System Definitions (Earnings, Deductions, Company Contributions, Calculation Fields, Hours, Own, Perks Tax) have been added, please return to the Report Set-up Screen to update report linkings.

Report Setup 1 | Report Setup 2

Taxable Income	                   <img alt="link icon" data-bbox="355 7805 375
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## 6.2 New Nigeria NSITF Employer's Schedule of Payment

The new NSITF Report must be used for both monthly payments of the NSITF Contribution and also as a budgeting report.

Before using the report, you must complete the Report Setup. On the Report Setup, you must link the applicable Payroll Definition Lines included for Gross Income.

053 - Nigeria Pr49a      Nigeria Reports      2017/01/31 [01 of 12]

Reports		
H1 Return	<input type="radio"/>	NSITF Schedule of Payments <input checked="" type="radio"/>
ITF Form 5	<input type="radio"/>	Standard Chartered Bank File <input type="radio"/>
NHF Return	<input type="radio"/>	Zenith Bank File <input type="radio"/>
General Nigeria Bank File	<input type="radio"/>	EPCCOS Pension Schedule <input type="radio"/>
Citibank NEFT (DFT) Bank File	<input type="radio"/>	Citibank CDFF Mass Payment File <input type="radio"/>
nBOL New Business Online Bank File	<input type="radio"/>	Diamond Bank File <input type="radio"/>
Generic Pension Fund Report	<input type="radio"/>	
PAYE Monthly Return	<input type="radio"/>	
NSITF (Actuals and Budget)	<input type="radio"/>	
Generic Health Insurance Report	<input type="radio"/>	

If any new System Definitions (Earnings, Deductions, Company Contributions, Calculation Fields, Hours, Own, Perks Tax) have been added, please return to the Report Set-up Screen to update report linkings.

 Close    Continue    Report Setup

VIP Payroll

Report Setup 1 | Report Setup 2

Gross Income		Earnings <input checked="" type="radio"/>	Deductions <input type="radio"/>	Co Contrib <input type="radio"/>	Perks <input type="radio"/>	Calc Screen <input type="radio"/>	Own Screen <input type="radio"/>	Hrs Screen <input type="radio"/>
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### 6.3 Other Report Changes (Premier / in some instances Classic)

Country	Report	Description
All Countries	All Country Specific Reports and Bank Files	Added a Warning Message for duplicate Employee Codes when running4 consolidated reports.
Botswana	ITW8 Tax Certificate	When selecting to print "All Employees" the report included old terminations from Previous Tax Years and Employees with zero YTD values – issue resolved.
Botswana	ITW7a Report	For Non-Monthly Companies, the report printed the Current Period values instead of Month-to-Date values – issue resolved.
Ghana	DT0107a Monthly PAYE Deductions Schedule	Added the option when running the report to exclude Company Contribution values for Tier 1, 2 and 3 Contributions.
Ghana	DT0107b New Engaged Employee Schedule	Updated report with new layout from the GRA.
Ghana	DT0107c Disengaged Employee Schedule	Updated report with new layout from the GRA.
Ghana	DT0108 Annual PAYE Deductions Return	Updated report with new layout from the GRA.
Ghana	DT0108a Annual PAYE Deductions Schedule	<ul style="list-style-type: none"> <li>Updated report with new layout from the GRA.</li> <li>Added the option when running the report to exclude Company Contribution values for Tier 1, 2 and 3 Contributions.</li> </ul>
Ghana	DT0108b Annual Employee Information Schedule	Updated report with new layout from the GRA.
Ghana	IT51S Annual Tax Deduction Card	This report was no longer required by the GRA but on request from customers we

		added this report back to the Ghana Report Menu.
<b>Kenya</b>	NHIF Report and Online Submission Report	TOTAL description was missing on report – issue resolved.
<b>Kenya</b>	P10 iTax Report	There was a Subscript Error 9 if the report had to generate Validation Errors – issue resolved.
<b>Malawi</b>	First Merchant Bank File	Removed zero-fill from Employee Account Number field (right aligned and no zero-fill). Only returns leading zeroes if entered on Payroll.
<b>Malawi</b>	P9 Tax Certificate	Logo on Tax Certificate was missing – issue resolved.
<b>Malawi</b>	National Bank of Malawi Bank File	<p>Layout changes as per instructions from the bank:</p> <ul style="list-style-type: none"> <li>• Destination Account field in Detail Record – field length increased from 15 to 16 characters</li> <li>• All fields in Detail Record following the Destination Account moved to the right with one position</li> <li>• Reference2 field in Detail Record is mandatory. The user must enter the Reference Payment Detail when running the report, e.g. NMB September Salary</li> </ul>
<b>Mauritius</b>	Statement of Emoluments	No values populating on Supporting Schedule – issue resolved.
<b>Mozambique</b>	Relacao Nominal Report	<p>The following issues were resolved:</p> <ul style="list-style-type: none"> <li>• Missing "0" in Ultima Promocao field</li> <li>• Incorrect values for Regime de Duracao do Trabolho field</li> </ul>

		Munero de Contribuinte da Securanca social value was decimal instead of text
<b>Swaziland</b>	PAYE5 Tax Certificate	<ul style="list-style-type: none"> <li>Approved Pension Fund Deduction field must print the full Employee Deduction Amount and not the amount limited to 360.00 per year – issue resolved.</li> </ul> <p>When selecting to print "Employees without PAYE" it included old terminations From Previous Tax Years and Employees with zero YTD values – issue resolved.</p>
<b>Tanzania</b>	WCF Report	Incorrect lookup description for Total Contribution selection – issue resolved.
<b>Tanzania</b>	Standard Chartered Bank File	New Bank File
<b>Uganda</b>	Standard Chartered Bank File	New Bank File
<b>Zambia</b>	P13 New and Leaving Employee Certificate	Incorrect Net Taxable Income amount if company uses Average Days Tax Factor – issue resolved.

# 7.0 Reports (Classic/Premier)

## 7.1 Instructions to Import Reports

Reports can either be imported from Batch Import Reports or from the Export/Import Reports option on the Reports Menu.

### 7.1.1 Batch Imports

Main Menu > Reports > Export / Import Reports > Batch Import Reports

- Un-tick the **Select All** option.
- Tick the Module(s) where the Report(s) listed below can be found.
- Continue
- The Report List is displayed with all the reports set to Y to import.
- Un-tick the **Select All** option.
- Find the applicable Report and select it.
- Continue will import the selected reports.

### 7.1.2 Export/Import Reports Option

Main Menu > Reports > Export / Import Reports > Export / Import Reports

In the example below, we are presuming that your VIP Directory is on Drive C.

- Click on the Radio button next to Interface file, as you will import the Reports from your C Drive.
- Enter the required Drive letter, e.g. C.
- Click on the Radio button next to Company
- Select all the applicable companies to where the new reports must be imported, from the Company Selection Screen, in this example only Company 900.
- Click on **Continue**.

You will be prompted to enter the Real Number of the Report, e.g. 630.

- Enter the Real Number and click on **Continue**.

The Status of the Imported Report will be shown on screen.

Click on **Continue** and enter the Real Number of the next Report to be imported.

## 7.2 Changed Standard Report

The following Standard Report needs to be imported.

### 7.2.1 RSA Users (Classic/Premier)

Report Real Number	Report Name
605	Directive's Report

## 8.0 Other Items Implemented (Classic/Premier)

The following features or requests have been implemented since Release 4.8a, Release 4.8b or for this Release:

Area	Item	Description
<b>RSA: Basic Company Information Screen</b>	Change to wording	On the Basic Company Information Screen, customers often enter the Company Income Tax Number instead of the PAYE Reference Number, which is required by SARS. We have changed the wording of this field in RSA Companies from 'Tax Registration Number' to 'PAYE Reference Number', to ensure that customers enter the correct number.
<b>RSA: Basic Company Information Screen</b>	Company Blueprint	All the latest ETI information as well as the Retirement Funding Setup information has been added.
<b>Africa: Nigeria Basic Company Information Screen</b>	Company Blueprint	All Nigeria specific setup requirements have been added.
<b>History Reports: 12-Months</b>	New Features	<ul style="list-style-type: none"><li>Hours: 'Total Hours' have been added under the Totals section. This option will not be selected by default, because Hours is set to 'None' by default.</li><li>Fixed Info: UIF Status is now an option under the Fixed Employee Info fields.</li><li>Financial Info: ETI Total Incentive Values have been added.</li><li>Terminations: It is now possible to print the report for terminations only.</li><li>Audit Log File: The Audit Log now records when the</li></ul>

		Report has been run and by which user.
<b>Payslips: New/History</b>	PDF Payslip can now print a Watermark	<p>It is now possible to print a Watermark on the PDF Payslips. To learn how to setup the Watermark see <a href="#">Printing of Watermark</a>.</p>
<b>Payslips: Loan Payslip</b>	PDF Format	<p>The Loan Payslip can now print in PDF Format:</p> <ul style="list-style-type: none"> <li>• At print time, tick the 'Print Payslip to PDF/Upload Payslip for Self Service' option.</li> <li>• Optional: &lt;Browse&gt; to select a different directory to which the Payslips will be saved</li> <li>• Optional: 'Add Password to PDF Payslip'</li> <li>• Optional: 'Zip Payslips'</li> <li>• Optional: E-mail Payslips</li> </ul>

## 9.0 Africa: Items Implemented since Release 4.8a (Premier)

### 9.1 Malawi – New Tax Files (Premier)

If you are licensed for the Tax Country **Malawi**, you would have received a Tax Update in July. This information has also been included in this Release.

The Malawi Tax Table for the 2017-18 Tax Year has been published by the MRA in their local newspapers and on the MRA website.

- An increase in the tax-free threshold from K20,000 to K30,000 per month.
- A new tax bracket of 35% for wage income above K3,000,000 per month to enhance income distribution.

Monthly Tax Table 2017/2018

Monthly Tax Bracket		
From MWK	To MWK	Tax Rate on Income Bracket
0.00	30 000.00	0%
30 000.01	35 000.00	15%
35 000.01	3 000 000.00	30%
3 000 000.01	And above	35%

### 9.2 Africa Reports – New and Changed Reports – Release 4.8b (Premier Only)

The details that follow are a summary of new or modified reports that have been released since Release 4.8b.

All country specific reports are found under the Reports Menu with the country's name and the word Reports e.g. Tanzania Reports.

#### 9.2.1 New Tanzania WCR-3 Employer's Return of Earnings Report (Premier Only)

The WCF has released a new return form called the Employer's Return of Earnings – WCR3. It is an annual report which is due on 31 March every year.

The WCF contributions are still made monthly. There is also a new monthly report called the WCP-1 Form. It is a payment form, so we will not be creating it in our payroll systems.

The existing WCP-1 which is currently in our payroll system, must be attached to the WCP-1 payment form and be submitted to the WCF monthly.

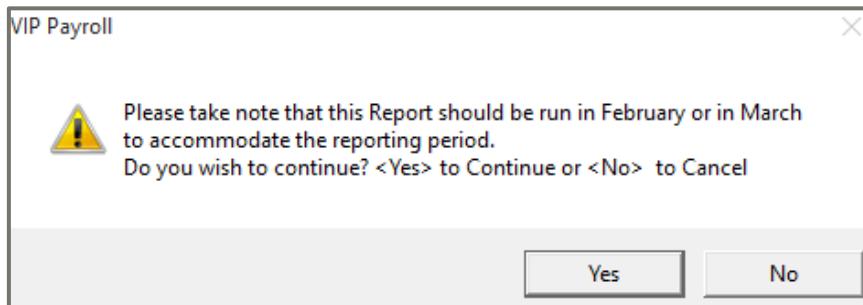
When running the report, an additional screen for headcount purposes must be completed. Enter and confirm the following:

- Male Headcount per Employment Category for the Previous Reporting Year
- Female Headcount per Employment Category for the Previous Reporting Year
- Confirm the Male Headcount for the Current Reporting Year – this value will pre-populate based on the employees with year to date values for the current reporting year. The value can be overwritten.
- Confirm the Female Headcount for the Current Reporting Year – this value will pre-populate based on the employees with year to date values for the current reporting year. The value can be overwritten.

Category	Male Previous Year	Male Current Year	Female Previous Year	Female Current Year	Total Previous Year	Total Current Year
Permanent	1	1	1	0	2	1
Temporary	1	0	1	1	2	1
Specific Task	0	0	0	0	0	0

**Please Note:** It is required that you report YTD+ values from March to February (this is not aligned with the tax year). For this reason, you should print the report in the month of February or March each year. You will be able to print the report in any other month but the reporting values might not be correct.

When selecting to print the report in any other month you will receive a warning message:



### 9.2.2 Uganda NSSF Report Layout Changes (Premier Only)

A few changes were made to the existing Uganda NSSF Monthly Contribution Report by the National Social Security Fund. The general layout of the report was updated but most of the changes relate to the reporting requirements for the different NSSF Contribution Types.

Previously you had to indicate at runtime of report which **Contribution Type** you were reporting on.

Area/Branch Office	<input type="text"/>
Contribution Type	<input type="text" value="Normal"/>

After installing this report enhancement, you will not be required to indicate the contribution type you are reporting on – the Contribution Type field has been removed.

Area/Branch Office	<input type="text" value="Kampala"/>
--------------------	--------------------------------------

You should define separate deduction lines for each NSSF Contribution Type on your Deduction Definition Screen:

- Normal NSSF (standard contribution)
- Bonus NSSF
- Arrears NSSF
- Multiple NSSF
- 10% Employer NSSF
- 5% Employee NSSF
- Special NSSF
- Interest NSSF

On the NSSF Report Set Up you must re-link the relevant NSSF Deduction and Company Contribution values to the applicable selection option:

Report Setup 1 | Report Setup 2 |

Gross Pay	<input type="checkbox"/>	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Normal Ded	<input type="checkbox"/>	Earnings	<b>Deductions</b>	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Normal CC	<input type="checkbox"/>	Earnings	Deductions	<b>Co Contrib</b>	Perks	Calc Screen	Own Screen	Hrs Screen
Bonus Ded	<input type="checkbox"/>	Earnings	<b>Deductions</b>	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Bonus CC	<input type="checkbox"/>	Earnings	Deductions	<b>Co Contrib</b>	Perks	Calc Screen	Own Screen	Hrs Screen
Arrear Ded	<input type="checkbox"/>	Earnings	<b>Deductions</b>	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Arrear CC	<input type="checkbox"/>	Earnings	Deductions	<b>Co Contrib</b>	Perks	Calc Screen	Own Screen	Hrs Screen
Multiple Ded	<input type="checkbox"/>	Earnings	<b>Deductions</b>	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Multiple CC	<input type="checkbox"/>	Earnings	Deductions	<b>Co Contrib</b>	Perks	Calc Screen	Own Screen	Hrs Screen
10%Contrib	<input type="checkbox"/>	Earnings	Deductions	<b>Co Contrib</b>	Perks	Calc Screen	Own Screen	Hrs Screen
5%Contrib	<input type="checkbox"/>	Earnings	<b>Deductions</b>	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Special Ded	<input type="checkbox"/>	Earnings	<b>Deductions</b>	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Special CC	<input type="checkbox"/>	Earnings	Deductions	<b>Co Contrib</b>	Perks	Calc Screen	Own Screen	Hrs Screen
Interest Ded	<input type="checkbox"/>	Earnings	<b>Deductions</b>	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Interest CC	<input type="checkbox"/>	Earnings	Deductions	<b>Co Contrib</b>	Perks	Calc Screen	Own Screen	Hrs Screen

 Continue  Support Letter

### 9.2.3 Namibia Form 10 SSC Report – Option to Print for Previous Months

We received a request from the SSC Authority to enable employers to redo submission files for previous months. If the employer's file was rejected, for example, for an invalid Employee SSC Number, then the employer should be permitted to correct this on the payroll in the current month, re-print the report for the applicable month and do a resubmission.

The submission file will use the current fixed Company and Employee information together with the financial values for the selected reporting month.

When running the report, you can tick the option to indicate that you want to create the report for a previous month. Once you have selected the option, you will be able to select the applicable month.

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Creator SSC Reference Number	534532
Type of Run	Test
Contact Person	
Contact Person Telephone	
Contact Person E-mail	
Export Employee Bank Details	<input type="checkbox"/>
Export Gross Remuneration	<input type="checkbox"/>
File Number	001
Print Report for Previous Months	<input checked="" type="checkbox"/> Select Month
	Please Select October November December January February March April May Please Select
<input type="button" value="Close"/> <input type="button" value="Continue"/>	

#### 9.2.4 Namibia PAYE 5 Tax Certificate Number Change

We updated the PAYE 5 Tax Certificate report to accommodate a 9 or 10-digit tax certificate number. When running the PAYE 5 Tax Certificate report, you must indicate the 2 or 3-digit pre-fix for the tax certificates and the 7-digit number for the first certificate number that must be generated. This number is combined with the pre-fix. When doing the Live Run (no certificate numbers are generated for the Test Run), the first certificate will be generated using the combined pre-fix and 7-digit number entered. The rest of the certificates will follow sequentially from the number entered for the first certificate.

*Example 1:*

Pre-fix is AYP and first number is 0000001 for a 10-digit number of AYP0000001 with the next number AYP0000002, AYP0000003, etc.

*Example 2:*

Pre-fix is RD and first number is 2017001 for a 9-digit number of RD2017001 with the next number RD2017002, RD2017003, etc.

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Other Allowance Description	Other Allowance
Other Income 1 Description	Retrenchment
Other Income 2 Description	Lump Sum
Tax Certificate Number Prefix	AYP
Tax Certificate Start Number	1234567
Type of Run	LIVE
Report Format	<input checked="" type="radio"/> Excel <input type="radio"/> PDF <input type="radio"/>

### 9.2.5 Namibia PAYE 5 Tax Certificate PDF Option

We have added the option for you to print the PAYE 5 Tax Certificate directly to PDF. When you select this option, separate PDF Tax Certificates will create – a certificate per employee.

**Please Note:** If you have selected to print the PAYE 5 Tax Certificates to PDF, the Password requirements are as follows:

If the employee has an ID Number, we use this as the password.

If the employee has a Passport Number, we use this as the password.

If there is no ID Number nor Passport Number, then we use the Date of Birth of the employee in date format yyyyymmdd.

### 9.3 Other Report Changes

Below we are listing all other new reports and modifications made to reports due to incidents that are now resolved:

Country	Report	Detail
Botswana	ITW7 Online CSV Submission File	Submission file was rejected due to case sensitive headers, special characters and incorrect work permit number. Issues resolved.
Ghana	DT0107 Monthly PAYE Deductions Return	Updated report with new layout from the GRA.
Ghana	DT0107a Monthly PAYE Deduction Schedule	<ul style="list-style-type: none"><li>Updated report with new layout from the GRA.</li><li>Report now includes employees with zero remuneration but with a tax deduction amount, e.g. refund for late termination.</li></ul>
Lesotho	P16 Tax Certificate	<ul style="list-style-type: none"><li>Corrected page alignment “From Date” was printing Date Engaged instead of Employee Tax Start Date.</li></ul>
Malawi	P9 Tax Certificate	Incorrect Year End date was printing for terminated employees. Issue resolved.
Mozambique	Relação Nominal	<ul style="list-style-type: none"><li>Changed headcounts in both header sections to include terminated employees with termination date in last week of the month.</li><li>Normal Hours to use INC Screen and not default of 192 or actual hour input.</li></ul>

		Updated layout to accommodate Address fields in header sections.
<b>Nigeria</b>	Citibank CDFF Mass Payment File	Incorrect number of # before employee account number. Issue resolved.
<b>Swaziland</b>	SNPF Report	Correct alignment of Date at bottom of report
<b>Swaziland</b>	PAYE05 Tax Certificate	Employee Postal Address was not populating. Issue resolved.
<b>Swaziland</b>	IRP5 Submission File	Added validation errors for incomplete mandatory fields: Employer TIN No Employee Graded Tax Number Employee PIN Number
<b>Zambia</b>	WCF Report	Incorrect headcount when printing consolidated report for multiple companies. Issue resolved.
<b>Zambia</b>	FNB Bank File	Header case sensitive - must be BInSol instead of BinSol.
<b>Zimbabwe</b>	ZIMSTAT Report	<ul style="list-style-type: none"> <li>Selection for Gross Income now also includes Perk, CC and XS</li> <li>Selection for Pens/Prov/Holiday now also includes Perk and XS</li> </ul>

## 10.0 Known Issues (Classic/Premier)

The following known issues have either been resolved or added since Release 4.8a, Release 4.8b or for this Release:

Area	Item	Description
<b>Africa: DRC</b>	Tax Credit for Dependents	The Number of Tax Dependents in the Africa Tax file had been increased to 99, but the Number of Tax Dependents for Tax Credit purposes must be capped at 9.
<b>Africa: Ghana</b>	Index Out of Bounds Error when adding an Employee in some scenarios	There was an Index Out of Bounds Error when you added a new Employee with Start Date 01/12/2016 and you tried to set the Social Security Status.
	Incorrect Tax Calculation in some scenarios	Incorrect Tax Calculation where the Employee had no YTD Basic Salary value.
	Incorrect Tax Refund in some scenarios	When an Employee only received a Bonus in the First Table Period, their Tax on Bonus was refunded in the Final Period of the Tax Year, because the system was not seeing the Bonus that had been paid in the First Table Period.
	SSNIT Contribution and Tax Deduction	<p><b>Background on SSNIT</b>  The statutory contribution for SSNIT is as follows:</p> <ul style="list-style-type: none"> <li>• Tier 1 – 13.5% of Basic Salary up to GHC25 000. Max contribution is GHC3 375.</li> <li>• Tier 2 – 5% of Basic Salary</li> <li>• Tier 3 – Not specified. Voluntary contribution.</li> </ul> <p>The Tax Deductions for the above contributions are outlined as follows:</p> <ul style="list-style-type: none"> <li>• Tier 1 – Tax deductible. No limit.</li> <li>• Tier 2 – Tax deductible. No limit.</li> <li>• Tier 3 – Tax deductible up to 16.5% of income.</li> </ul> <p><b>The Challenge</b>  Some Employees contribute their Tier 1 excess amount to their Tier 2 Fund in addition to the 5% Tier 2 Contribution, instead of contributing it to a Tier 3 Fund. However, there is no legislation concerning this and the Tier 2 Funds accept this practice.</p>

		<p>Because the Employee has actually paid this excess contribution to a Tier 2 Fund, they want the full deduction on the contribution made.</p> <p>Up until now, our payroll setup treated the excess as a Tier 3 Contribution, which applies a cap to the Tax Deduction.</p> <p>We have made changes:</p> <ul style="list-style-type: none"> <li>• to allow a Deduction Line to be added for the excess of Tier 1,</li> <li>• you may link it to Tier 2 for reporting purposes,</li> <li>• the full Employee and Employer amount will then also be Tax Deductible,</li> <li>• this is not automatic, because not all Employees who earn over GHC25 000 contribute their excess Tier 1 amount to Tier 2.</li> </ul>
<b>Africa: Nigeria</b>	Consolidated Relief	<p>No Consolidated Relief was being calculated in cases where:</p> <ul style="list-style-type: none"> <li>• The Employee was set to a Monthly Tax Calculation with 'No' for Final Tax Recalculation.</li> <li>• The Employee was terminated on any day of the month, except the last day of the month.</li> </ul>
<b>Africa: Zambia</b>	Tax File	<p>Pension/NAPSA values should be tax deductible up to the lesser of:</p> <ul style="list-style-type: none"> <li>• Actual Deduction contribution,</li> <li>• 15% of Pensionable Income, or</li> <li>• Fixed amount of ZMW 255 per month (ZMW 3060 per year) but the limit is applied per month and if it is not used then the full value cannot carry over.</li> </ul> <p>The Rule has been amended in the Tax File to apply a maximum of ZMW 3060 per annum.</p>
<b>Extended General Ledger</b>	Financial value format of the Transaction Amount on the Detail Line	Flexi General Ledger: When you defined the financial value format of the Transaction Amount on the Detail Line, the pop-up screen allowing you to select the Field

		Format (digits before and after the decimal and the sign) did not appear.
<b>History Reports: 12-Months</b>	Not all Employees exported when selecting Basic Salary and Total Earnings	<p>When selecting Basic Salary (Earning line 1) and Total Earnings, the following errors occurred:</p> <ul style="list-style-type: none"> <li>• It did not export the 'Total Earnings' line for Employees who did not have a Basic Salary value, even if they had amounts on other Earning lines</li> <li>• It did not include any Earnings other than Basic Salary (Earn 1) in the Total Earnings amount</li> </ul>
	Hours	When printing Selected Hours for a 12 month period, only the Hours for the last period in the range was exporting.
	Monthly Tax Values did not export if YTD Tax equals zero.	If the Employee has Tax values but the YTD value is zero, then the Tax Line did not export, resulting in the Grand Total for Tax being correct, but the Totals per month incorrect.
	Tax Deductible Deduction value sometimes exported zero.	The Tax Deductible Deduction was exporting incorrectly as zero due to the 'over the limit' values for Retirement Reformation Funds that was not applied correctly as a monthly calculation.
	RFI fields	RFI, Non-RFI and RFI adjustment fields have been removed from the report, because they do not apply to Retirement Reformation Funds.
	Special characters in Employee Names	Employees with special characters in their names were exporting incorrect characters e.g. Böhlke exported as B÷hlke.
	Age	The Employee Age was exporting the age as at the end of the Tax Year, as displayed on the Employee Statutory Details Tab, instead of the current age as it appears on the Employee Information Screen.
	Service Periods	The Employee Service Periods was exporting one period less than

		what is displayed on the Employee Information Screen.
	Terminations did not export in some scenarios	If the Employee was terminated before 01December and the report is exported in January, even though the Employee had values within the 12-monht period, this Employee record did not export.
	Sorting on Selections	The Additional Special Fields and some of the Total Fields were not printing according to the sorting selections.
	Tax Statuses that do not have Tax Deductible Deductions	<p>Employees that do not qualify for Tax Deductible Deductions because of their Tax Status, were incorrectly exporting the Tax Deductible Deduction line. These Tax statuses are:</p> <ul style="list-style-type: none"> <li>• Directive</li> <li>• Director Directive</li> <li>• PSP Company</li> <li>• PSP Trust</li> <li>• Labour Broker with IRP30</li> <li>• No Tax Director</li> <li>• No Tax</li> <li>• Independent Contractor</li> <li>• Resident Non-Executive Director</li> <li>• Non-Resident Non-Executive Director Directive</li> </ul>
	Value of Taxable Earnings	If an employee had a Travel amount and a Public Office Allowance amount (IRP5 Code 3708) on his Payslip, it did not add the Taxable Travel Value (the % as specified on the Basic Employee Information Screen) to the amount when calculating the 'Taxable Earnings' value on the report. (Employees with only a Travel amount were calculated correctly).
InfoSlips	Memo Tab	The Global Memo wording displayed in Bold Font has been changed to Normal Font.

	SMS Tab	The Payment Notification grid displayed in Bold Font and has been changed to Normal Font.
	Add Info Tab – Fixed Info	The incorrect display of the frame on the screen has been corrected.
	Exporting some data as blanks in some instances	Sometimes Record 010 would export the address fields and email address as blank fields.
	Taxable Earnings and Taxable Earnings & CC values sometimes exported incorrectly	The Taxable portion of Public Office Allowance was excluded for these selected fields in Record 100 (Additional Information).  <b>Please Note:</b> The hard-coded Taxable Earnings field which prints at the bottom of the InfoSlip was exporting correctly.
<b>Insight</b>	Leave Trend Report	The Leave Trend Report in Insight did not reflect any values even if the Employees had taken leave on Monday or Friday. The Leave Transaction Table carries a value for Leave Taken, that was indicated as a 0.00 to Insight. (ODBC is correct).
<b>New Payslip</b>	Printing of Logo	When printing the New Payslip to PDF on Release 4.8a, the logo is perfectly displayed on the Print Preview, but the Payslip did not print the logo.
<b>RSA: Employee Information Screen</b>	Valid ID tick	When the Employee Tax Status is changed to PSP Company / Trust, the ID Number Field changes to 'Comp Number' or 'Trust Number'. When this number was entered, the message concerning the receipt of a valid ID that must be indicated on the ETI Screen, was incorrectly displayed.
<b>RSA: EMP201 Report</b>	Terminated Employees excluded in some scenarios	When printing the EMP201 Report in a Weekly Company in the last week of the month, Employees that were: <ul style="list-style-type: none"><li>• terminated in the Previous Tax Year,</li><li>• but who had values in the Current Tax Year and</li></ul>

		<ul style="list-style-type: none"> <li>• an "Assessment Year" for the Previous Tax Year, were excluded from the EMP201. If you select to print the YTD EMP201 Report, the employee was correctly included.</li> </ul>
<b>RSA: ETI Reconciliation Report</b>	ETI calculated incorrectly for terminations in some scenarios	<p>ETI was being calculated when it should not in the following scenario:</p> <ul style="list-style-type: none"> <li>• Employee was terminated in the Current Period</li> <li>• They failed the Minimum Wage Test: <ul style="list-style-type: none"> <li>– The Wage Value (after gross-up) for the Employee was less than R2000 or</li> <li>– The ETI Actual Rate per Hour for the Employee was less than the Min Wage Rate.</li> </ul> </li> <li>• The following exclusion reasons were also ignored in the above-mentioned scenario: <ul style="list-style-type: none"> <li>– Domestic Worker,</li> <li>– Related to Employer</li> <li>– Valid ID not ticked.</li> </ul> </li> </ul> <p>During the conversion process, values for these Employees were recalculated. If there were Employees with errors, an 'Important Notice' would have been displayed. This contained information about the ETI Reconciliation Report and a reminder to amend your EMP201 and EMP501.</p>
<b>RSA: ETI Validation Report</b>	Spelling error	The ETI Validation Report had a spelling error on the print-time selection: 'Print Exclusions with ETI', read 'Print Exclusions with ETI'.
<b>Support Life Line</b>	Spelling error on Tooltip	When you 'hover' over the Support Lifeline button on the Company Selection Screen, the word 'assist' was spelt incorrectly as 'assit'.

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