# Preliminary Release Notes

13 January 2023







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## Features and Enhancements

## Audit Trail | Icon moved to improve visibility

#### **Ticket ID**

48520

#### State

Testing

## **Description**

The Audit Trail icon has been moved on all NextGen screens and is now located in the top right corner of each screen.

Previously it was located on the top banner:



#### New location on each screen:





## Bulk Upload enhancement | Queue bulk uploads

**Ticket ID** 

45301

State Ready for testing

## Description

In order to prevent duplicates from being created, files will be queued when users upload 2 files at the same time within the same company and frequency, for the same action type.

The second file will only start processing after the first file has completed.



## Company Regions screen | Inactive date added

#### **Ticket ID**

37601

#### State

N/A

## Description

Inactive date has been added to Company Regions screen

Config / Basic Settings / Drop Down Management Regions		
Description: *	Code: *	Inactive Date:



## Custom forms | Ability to hide custom form for selected security roles

Ticket ID

46489

State

Testing

### Description

A new field has been added to Custom Form Configuration screen that allows users to hide a custom form for specific security roles.

Category code		Form type	Company	level
Q		(All)	• (All)	• (Al
	Category Code: *			
	Category code Q	Category code Q Category Code: *  Employee Level: 	Category code Form type Q. (All) Category Code: •  Employee Level: 	Category code Form type Company Q. (All) ~ (All) Category Code: * Employee Level:

- All existing security roles will show in dropdown
- Multiple security roles can be selected.



## Custom Forms | Ability to hide effective date on library type custom form

**Ticket ID** 

47090

State

Ready for testing

## Description

When a new custom form category is being created on the Custom Form Configuration screen and the form type <u>Library</u> is selected, the user will now be able to hide the default Effective date on the form.

c. C	nfig / Basic Settings / Custom Screens & Fields ompany Custom Form Configuration			
	Categories Fields			
	Category name 1	Category code		Form type
	Q	Q		(All) •
	Category Name: * Items issued Company Level:		Category Code: * ITEMS Employee Level:	

Please note: This field is only available for selection when the form is being created. Once the record is saved the field will be greyed out.



## Employee Tax Drilldown | New fields added to Excel download

#### **Ticket ID**

47583

#### State

Ready for testing

## Description

New fields have been added on the Excel download of the Employee Tax Drilldown screen.

Fields added

First name

Last name

## Employee number

A	В	С	D
	First name:	John	
	Last name:	Doe	
	Employee number:	HRD007	
	Period from:	2022/03/01	
	Period to:	2023/01/31	
	Periods:	12.00	
	Worked:	11.000000000	
	Age:	30	
		Grand Total	March 2022 A
Ea	Earning Total	129614.68	10000
	3601 - Income Taxable	117307 34	10000



## Improve UX on date fields

**Ticket ID** 

42422

State Ready for testing

## Description

A user experience improvement has been made on date fields.

The user can now click on the date and type the full date using their keyboard i.e. yyyymmdd. The system will automatically format the date with the forward slash operators "yyyy/mm/dd".



## Job Management | Multiple Start and End dates

**Ticket ID** 

46198

State Ready for testing

### Description

An enhancement has been made on Job Management on the Budget Related tab.

When the tick is selected to allow multiple start and end dates for forecasting purposes, the user will now be able to save the latest record without an end date.

## **Job Management**

Job Info Budget Related Budge	t Costs	
Budget Related		
planned job title:		
planned job grade:		
override employee name:		
emp first name:	vacant job	
emp last name:		
abolished date:		c
do not apply increase:		
copy (enter how many jobs to be added):	Сору	
Please note - The following dates	determine the period that the cost	s and headcounts are applicable for repo
define multiple start and end dates for the job:		
start date: 01 Nov 202	2 1	end date:
Start Date		End Date
01 Mar 2020		30 Jun 2020
01 Feb 2019		30 Aug 2019
01 Nov 2022		



## Job Management API enhancement | Employment Start and End Date

Ticket ID

49140

State UAT complete

## Description

The "Employment Start Date" and "Employment End Date" fields have been added on the Job Management API endpoint.



## Leave Adjustments bulk upload enhancement

**Ticket ID** 

48357

State Ready for testing

#### Description

When a leave adjustment bulk upload is imported and there is a record where the 'Override balance with advised 'Number Of Days' field is set to 'TRUE' **and** the number of days specified is the same as the employee's current leave balance, the system will still process the bulk upload by now skipping the record.

In the above scenario, prior to this enhancement the user had to delete the record from the bulk upload file before importing.



## Leave forfeiture notification | Send email notification to Self Service user

Ticket ID

46720

State

Merged

#### Description

Existing Leave setting on Company settings has been renamed and will now also send an email notification to Self Service users notifying them that leave will expire in number of days specified.

Le	ave	
Þ	Allow employees to overwrite the calculated leave days value when applying for leave	0.5
Þ	Consider weekend days when calculating leave days between 2 dates, indicate 6 to include Sat and 7 to include Sat & Sun $$	6
Þ	Do not allow an employee to apply for Annual leave that spans across this company's financial year (specified on the basic company information screen). Two separate applications should be created.	
Þ	Do not allow an employee to enter an email address when applying for leave.	
Þ	Do not allow an employee to lookup another employee when applying for leave.	
Þ	Enable ability to apply for leave in hours as well as days	
Þ	Force employee's leave balance to reduce in current period rather than start date period.	
Þ	Hide annual leave buckets and initially display a leave summary. Show detail on request.	
Þ	Hide this company on leave calendar for other companies within the group	
Þ	Limit calendar to only show applications for employees reporting to the logged in user	
Þ	Make leave days read only on leave application	
Þ	Notify these additional person/s when advanced leave application is approved.	
Þ	Override the systems default leave encashment method with options selected on the company leave details setup	
•	Show forfeiture notification on leave widget and send notification email if the forfeit date is within the number of days specified here (default is 60)	

#### Please note:

One reminder email will be sent as soon as the leave forfeiture date falls within number of days specified on Company setting.

Notification email will be sent to email address specified om Employee Basic Profile.

Below is an example of the notification email, the user will be able to click on 'Apply' to process a leave request.



#### Hi Mpho,

Please see leave expiration details for your attention. If you would like to process an application, please click on the t below

Leave type Description Expiry Date Number of days Special Maternity Leave 2023/01/31 121

Apply

If you have any questions or concerns regarding this please do not hesitate to contact your payroll or HR department



## New API end point: Employee Leave Setup

**Ticket ID** 

48193

State Ready for testing

## Description

An API endpoint is now available for Employee Leave Setup



## New API endpoint: Employee Costed Payslip Line

**Ticket ID** 

47911

## State

Testing

## Description

New API endpoint "EmployeeCostedPayslipLine" is now available and can be found under the "Employee" folder in the API documentation.

The "EmployeePayslipLine" endpoint was used as a baseline for this new endpoint but also includes once off costing properties.



## New GET API end point: Company Regions

**Ticket ID** 

44983

State Ready for testing

## Description

GET API endpoint is now available for Company Regions



## New GET API end point: Company Rosters

**Ticket ID** 

44984

State Ready for testing

## Description

A GET API endpoint is now available for Company Rosters



## Power BI - Currency Exchange Rates

**Ticket ID** 

44453

State

Ready for testing

## Description

The "Currency Exchange Rates" endpoint has been added to the Power BI connector and templates

## Power BI - Employee Costed Payslip Line



#### Ticket ID

47910

#### State

Ready for testing

## Description

Employee Costed Payslip Line endpoint has been added to the Power BI connector and templates



## Power BI - Employee Recurring Costing Split

**Ticket ID** 

46679

State

Ready for testing

## Description

The "Employee Recurring Costing Split" endpoint has been added to the Power BI connector and templates



## Power BI - Job Management

**Ticket ID** 

45598

State UAT complete

## Description

Job Management has been added to Power BI templates.



## **Report Parameter enhancement | Reimbursive Claims Billing report**

Ticket ID

41195

State

Merged

#### Description

'Status' parameter has been enhanced on the Reimbursive Claims Billing report and now includes an 'All' option available for selection.

ara	ameters		
*	return this report to me in the following format:	Acrobat Reader	~
	email this report to me in the above format?	0	
	start date:	11 January 2023	
	end date:	11 January 2023	
•	status:	All	~
	group by:	Al	
	project:	Completed Currently in Workflow — Deleted Processing To be Finalised	xecute

Previously the user had to select a status and the report would then only include records with the specified status.

Together with adding 'All' as an option for selection, the report will now also have a 'Status' column where user can view the status of each record.



## Screen Conversion | Company | External Quick Links

**Ticket ID** 

33234

State

Testing

## **Description**

The company external quick links screen has been converted to NextGen

Config / Basic Settings / General Company External Quick Links

Display text 🏌

No rel



## Standard payslip | ID number masked on non-confidential header

**Ticket ID** 

49661

State

Testing

#### **Description**

Due to protection of personal information an enhancement was made on the nonconfidential header of the standard payslip.

Depending on identification type, the first 7 digits of the 'Identity No' or 'Work Permit/Passport No' field will now be masked.

		106 Valley Avenue Sandown Sandton, 0158
First Names : test Pay Point :	Last Name : test Cost Centre :	Identity No.: ******172082 Project : Empl. No. : test Region : Pref. Name :
Confidential Payelip Fold Line		
		106 Valley Avenue Sandown Sandton, 0158
First Names : test	Last Name : test	Work Permit ******395011 Project : / Passport No.:
Pay Point :	Cost Centre :	Empl. No. : test Region : Pref. Name :
Confidential Payelip Fold Line		



## Workforce Planning | Cost Breakdown Report enhancement

#### **Ticket ID**

45257

## State

Testing

## Description

Two new columns have been added to the Cost Breakdown report (Workforce Planning reports section)

Wor	kforce Planning	J
		S
P	Report Name	Report Description
	Abolished Jobs	View savings made from Budgeted jobs that were abolished during the budget period.
P	Budget Report	View a single budget period at a time. (snapshot, archive or actuals) No comparisons
	Budget vs Actuals	Compare an archive (approved budget) to actuals
	Cost Breakdown	Provides a breakdown of cost elements making up the total cost per job

## New columns:

Planned Job Title

## Planned Grade

I	Α	В	С	D	E	F	G	Н		J	K
	Cost Code	Job ID	Org Structure	Region / Location	Employment Status	Grade	Sub Category	Job No	Job Title	Emp No	Last Name





## Burkina Faso | BNTS electonique (Online electronic CNSS report)

#### **Ticket ID**

44496

## State

Active

## Description

The following new report has been added to the Burkina Faso Legislative reports:

Report Name: CNSS BNTS Electronique

Report Description: CNSS Monthly and Quarterly electronic declaration.

**Insert instruction on the parameter screen:** This report will generate the BNTS sheet. Copy and paste the information from this report onto the CNSS BNTS Electronique sheet. The DRS and RECAPULATIVE sheets will auto-calculate based on the data provided in BNTS Sheet. Submit to the Authorities. Ensure the correct grouping is selected, as only 14 lines can be utilised in the report.

## **Paymaster Impact:**

- Ensure that the correct selection for the Employee Category "catégorie d'employé" is made on the employee's Basic Profile screen.
- User configuration is required for this report:
- The user will make the choice to use the predefined fields that they have already set up on the Employee Position screen ie: Region, Cost Center, Department Employee Category etc.
- A new Custom Form has been configured called CNSS Groupe and has been made available on the Employee Basic Profile, for the user to add their own grouping.
- It is important to note that there is a maximum grouping of 14 lines on this report.

The report will be extracted on the Report Parameters screen using the following selections:

Department,

Cost center,

Region,



Pay Points,

Employment Category,

**CNSS** Grouping

## For example, if Department is selected, the report will display in the GROUPE column –

Employee 1 Department A

Employee 2 Department A

Employee 3 Department B

Employee 4 Department B

Employee 5 Department B

## Legislation:

The National Social Security Agency of Burkina Faso has recently made provision for electronic online submissions of CNSS (referred to as BNTS electronique). It is used by companies that have chosen electronic declarations.



## Cameroon | New 'End of Service' Allowance Component

## Ticket ID

49473

#### State

Active

## Description

A new component has been added to the Cameroon tax country.

## **Component Details:**

- Component Name: End of Service
- Tax Code: SERVICE
- Payslip Action: Allowance

## How Does it Work?

- This component will be taxable.
- The values will not be included in the calculation of Social Securities.
- The values will affect the note income bases for "Pensionable Earnings Storage", "Revenu Brut Imposable (Gross Inc)", and "Revenu Imposable (Taxable Inc)".
- The component can be captured as a recurring or payslip transaction.

#### Paymaster Impact:

- The new component is effective from 01 January 2022.
- The existing component named "The end-of-career allowance" has been renamed to "End of Service (Non Taxable)".
- Customer Action: None.



## **Ghana | SSNIT Minimum Contribution**

Ticket ID

50405

State Ready for testing

#### Description

Effective 01 January 2023, the National Daily Minimum Wage for Ghana has increased from GHS 13.53 to GHS 14.88.

The minimum SSNIT contribution is based on the National Daily Minimum Wage x 27 days.

#### How does it work?

National Daily Minimum Wage = GHS 14.88 x 27 days = GHS 401.76

Total minimum contribution = GHS 401.76 x 18.5% = GHS 74.33

Below is a summary of the new minimum contribution split between employees and employers:

Type of Employee		Tier 1		Tier 2
Act 766	Employee		16.12	5.97
	Employer		38.11	14.12
Act 766 Age 45	Employee		0	22.13
	Employer		0	52.23

#### Paymaster Impact:

- The new minimum SSNIT contributions have been implemented on the system effective 01 January 2023.
- All Ghana payrolls will be recalculated.
- Take note that the PNDC Law 247 is no longer valid and has been removed from the SSNIT Indicator options. The following error message will display if selected:



Income Once Off - AD				Excess to Tier 3 Employee	PROV
Net Pay - Gross Up Salary Gross Up Result - Basic	SALARY	0.00	System	Expat Income Recurring Note - AD Gross Up Income Once Off - AD Gross Up Auto Deduction	Failed
Net Pay - Gross Up Salary Gross Up Result - Basic Gross Up Portion Basic	SALARY	0.00	System	Gift Tax	Invalid value for field Compo
Temp Gross Up Note Gross Up Result - Other	OTHER	0.00	System	IRS Bonus Tax	IRS
Temp Gross Up Note Gross Up Result - Other	OTHER			IRS Tax	IRS
Gross Up Portion - Other				Overtime Tax	IRSOVT
SSNIT Contribution Indicator - over 50 - 9	999			•	SSNITEE
					SSNITTIEE
SSNIT Contribution Indicator - over 50 -	99 🕨				SSNITT2EE
SSNIT Contribution Indicator - over 50:					
Apply Old Pension Calculation (17.5%)	© -				
					Tax code A
Extra fields				~	FBHOUSE
				Save	
			0		

#### Legislation:

In line with Section 113 (1) (a) of the Labour Act, 2003 (Act 651), the National Tripartite Committee (NTC) concluded negotiations on the determination of the 2023 National Daily Minimum Wage. As of 01 January 2023, the new National Daily Minimum Wage will be GHS 14.88.

As per section 3 of the National Pensions Act, 2008 the minimum social security contribution is eighteen and a half per centum of the approved monthly equivalent of the national daily minimum wage.

The New Pension Scheme was launched on 16th September 2009 and implementation started in January 2010. The maximum age for a new entrant is 45 years.

Employees who were 45 years old and above when they first registered for SSNIT are exempt under the new Act 766. They do not qualify for the basic pension scheme Tier 1, all contributions are submitted to Tier 2.

Employees aged 50 years and above as of 01 January 2010 were previously exempt from contributing to the new pension scheme (Act 766); they continued to contribute under PNDCL 247.

Employees in this group contributed 5% of their basic salary only to Tier 1, while their employers contributed 12.5% (a total of 17.5% to Tier 1). These employees would already be retired.



## Ivory Coast | CNPS Ceiling Increase

Ticket ID

50429

#### State

Testing

#### Description

According to the Decree No. 2022-986 of 21 December 2022, the amount of salary to be taken into consideration for the basis of calculation of the Social Security (CNPS) contributions cannot be lower than the SMIG (minimum monthly salary).

The SMIG has increased from 60 000 francs per month to 75 000 francs per month effective 1 January 2023 as published in Decree No. 2022-986 of 21 December 2022.

Therefore, effective 1 January 2023, the monthly CNPS limits have increased to the following:

Contribution	Minimum Monthly	Monthly Ceiling (CFA	Annual Ceiling (CFA
	Salary (CFA francs)	francs)	francs)
Family Benefits	From 60 000.00 to	From 70 000.00 to	From 840 000.00 to
	75 000.00	75 000.00	900 000.00
Maternity Insurance	From 60 000.00 to 75 000.00	From 70 000.00 to 75 000.00	From 840 000.00 to 900 000.00
Accident at work	From 60 000.00 to 75 000.00	From 70 000.00 to	From 840 000.00 to
Occupational Diseases		75 000.00	900 000.00
Pension	From 60 000.00 to	From 2 700 000.00 to	From 32 400 000.00 to
	75 000.00	3 375 000.00	40 500 000.00

Click for the official notice.

## **Paymaster Impact:**

- The above changes have been implemented on the system effective 01 January 2023.
- All customer payrolls have been recalculated.
- No other statutory changes have been announced



## Kenya | Body Type dropdown (Company Car Fringe Benefit)

## Ticket ID

49215

#### State

Active

## Description

The *Company Car Fringe Benefit* component has been enhanced to display a dropdown list when accessing the *Body Type* field containing the following options:

- Saloon Hatch Backs and Estates
- Pick Ups, Panel Vans Uncovered
- Land Rovers/Cruisers(excludes Range Rovers and vehicles of similar nature)

## Background:

Previously, customers had to process this manually which caused the iTax file import to fail, if not processed exactly as per the iTax file specifications.

## Legislation:

The fringe benefit is determined based on these 3 types:

- 1. Saloon Hatch Backs and Estates
- 2. Pick Ups, Panel Vans Uncovered
- 3. Land Rovers/Cruisers(excludes Range Rovers and vehicles of similar nature)

\*Note that if typed incorrectly the CSV file will fail to import.



## Kenya | Official Interest Rate moved to Custom Form on Company Level

Ticket ID

47738

State

Active

#### Description

Enhancements have been made which allow customers to maintain the Official Interest Rate used in the Loan Fringe Benefit calculation.

#### Background:

With the rapid changes in a complex economic climate, Paymaster has identified the necessity of flexibility when setting economic indicators on the payroll. Customers must define the interest rate that will be used in the fringe benefit calculation on low/no-interest loans.

#### **Paymaster Impact:**

Going forward Kenya customers will maintain the Official Interest Rate to be used in the Loan Fringe Benefit calculation.

• Step 1: Process the Official Interest Rate (*Config > Basic Settings > General Company > Custom Forms*)

Config / Basic Settings / General Company Company Custom Forms		
Interest Rate		
	Effective date $\downarrow$	Official interest rate (don't capture % sign)
	2023/01/01	9

- Step 2: Add the Loan Deduction component to the payroll if not added already (*Config > Payroll > Payroll Components*)
- Step 3: Process the Loan Deduction details (Employee > Payroll Processing > Recurring Payroll Components)
- Step 4: Check the Loan Fringe Benefit calculation (Other Actions > Calculation Breakdown)
- Step 5: Check the Corporate tax calculation (Tax code COFBTAX) which should be COFBLOAN \* 30% (Other Actions > Calculation Breakdown)



#### **Please note:**

- Kenya payrolls have NOT been recalculated.
- These changes will only affect employees with an existing COFBLOAN component on the live (or open) payslip(s), once recalculated.
- If no Official Interest Rate is processed, existing COFBLOAN components on the live payslip will result in a negative value.
- Paymaster will no longer apply any automation to determine whether a loan should result in a fringe benefit or not.
- HELB Loans from the Higher Education Loans Board are not subject to any Fringe Benefit Tax (Corporate Tax) and should be ticked as a *non-fringe benefit loan*.
- If no fringe benefit is applicable, it is the user's responsibility to tick the "Is this a non-fringe benefit loan?" field.

Loan Deduction - NA	
Loan Deduction - NA	•
Loan account number:	
Interest rate %:	
10.00	$\otimes$
Installment: *	
500.00	$\otimes$
Is this a non fringe benefit loan?:	
✓	

## Legislation:

Taxation of loans to employees (Fringe Benefits Tax)



## Namibia | Tax Changes 2022-2023 Retirement Allowable update

## Ticket ID

50373

## State

Testing

## Description

The Income Tax Amendment Act,2022 (Act No.13 of 2022) was promulgated through Government Gazette No.7992.

The Act amends Section 17 of the Income Tax Act of 1981.

Accordingly, the aggregate deduction in respect of all contributions paid by the employee during the year towards the pension fund, provident fund, retirement annuity fund, and education policy may not exceed N\$150,000. This is applicable for the year of assessment commencing from 1 March 2022.

## Change:

Previously the allowable amount was 40 000.00 pa, this has been updated to 150 000.00 pa.

## Paymaster Impact:

- The above change has been implemented on the system effective 01 March 2022.
- All customer payrolls have been recalculated.
- No other statutory changes have been announced.



## Nigeria | Annual etax files LIRS

Ticket ID

49510

State

Active

## Description

The following new report has been added to the Nextgen Reports tab in the legislative section on Nigeria:

Report Name: LIRS Annual Tax report

**Report Description:** Annual Tax report file for submission to the Lagos State Internal Revenue Service (LIRS) E-Tax portal. The file must be exported as a CSV file for import into the E-Tax portal.

## **Paymaster Impact:**

Ensure all the employee data is correctly completed on the system for meaningful data on the report, for example employee Tax reference numbers, telephone and email addresses.

## Legislation:

The states of Lagos and Ogun require all PAYE returns to be done electronically on their respective e-tax platforms. Annual returns need to be submitted electronically by the end of January following the end of the tax year in December.



## Nigeria | Annual etax files OGRIS

Ticket ID

45871

State

Active

## Description

The following new report has been added to the Nextgen Reports tab in the legislative section on Nigeria:

Report Name: OGIRS Annual Tax report

**Report Description**: Annual Tax report file for submission to the Ogun State Internal Revenue Service (OGIRS) E-Tax portal. The file must be exported to Excel for import into the E-Tax portal.

## **Paymaster Impact:**

Ensure that all the employee data is correctly completed on the system for meaningful data on the report, for example, employee Tax reference numbers.

#### Legislation:

The states of Lagos and Ogun require all PAYE returns to be done electronically on their respective e-tax platforms. Annual returns need to be submitted electronically by the end of January following the end of the tax year in December.



## South Africa | Frequency Consolidation of Tax Submission File

Ticket ID

40899

#### State

Active

#### Description

An enhancement has been made to the tax submission process to allow the user to extract all frequencies in one file.

The following new company setting under the General header has been added: "*Run consolidated Year End Tax File (file will include data for all frequencies)*"

## If the setting is ticked:

- The file executed from Reports > Tax Certificate run will include all frequencies in one consolidated file
- Any user that has access to that screen in any frequency will be able to execute the consolidated file
- The file will be stored on the history grid in the frequency the user executed the report
- The following message has been added on the Tax Certificate Run screen "Company setting has been activated for consolidated Year End Tax File, please note that the file will be stored on the frequency that the report was executed on."

#### If the setting is not ticked:

- The file executed from Reports > Tax Certificate run will only include the employees in the frequency the user are executing the report from
- Security will apply as normal
- The following message has been added on the Tax Certificate Run screen "Company setting is available for consolidated Year End Tax File, please navigate to Company Settings screen to activate if this is required."

#### Paymaster Impact:

None



## South Africa | Residential Accommodation Fringe Benefit

## Ticket ID

31835

#### State

Active

## Description

Updated Residential Accommodation Fringe Benefit in RSA.

A new Fringe Benefit component was created in September 2021 to cater to the necessary enhancements to the Residential Accommodation calculation.

## The original component will be made inactive on 01 March 2023:

- Component Name: Free Or Cheap Accommodation Fringe Benefit
- Payslip Action: Fringe Benefit
- Tax Code: 3805

## The enhanced component should be used going forward:

- Component Name: Free Or Cheap Accommodation Fringe Benefit (New)
- Payslip Action: Fringe Benefit
- Tax Code: 3805

## **Paymaster Impact:**

- Remove the component from all employees and add the new component.
- Please refer to Release Note #37515 for more details on the new component.
- Refer to the Tax Alert distributed on 06 October 2021.
- Ensure the component "Employee Rent Deduction" is completed where necessary.



## South Africa | UIF Declaration File | Display of transferred employees

Ticket ID

49659

State

Active

## Description

## **Background:**

A "terminated for statutory reporting" field was recently added to the Employee Transfer screen. Users can indicate, if the employee should be included in the UIF declaration file as a Terminated, or as an Active employee (Release note 39667).

The following enhancements have been made to the UIF declaration file:

- If the transferred employee is flagged to be "terminated for statutory reporting", the employee will display as "Terminated" with a termination date and termination reason "12 - Transferred to another branch".
- If the transferred employee is not flagged to be "terminated for statutory reporting" and should have an unbroken UIF record, the employee will be included as "Active-01". In this scenario, if the transfer is done mid-month, one consolidated employee record will be included in the file as "Active 01".
   Important: It is the user's responsibility to ensure, that the aggregate UIF contributions across both employee records adhere to the UIF monthly limits. In the declaration file the consolidated "Remuneration subject to UIF" will be capped at R17 712.00 and the consolidated "UIF contribution" will be capped at R354.24".

## Examples:

Scenario 1 - Different company UIF registration numbers and "terminated for statutory reporting" is flagged | Belinda Young was transferred to another company at the end of Jan 2022.

Scenario 2 - Same UIF registration number and "terminated for statutory reporting" was not flagged | Sarah Humphreys was transferred end of Mar 2022 from one company branch to another.



## Scenario 3 - Same UIF registration number and "terminated for statutory reporting" was not flagged | Panache Mapeka was transferred in mid-Apr 2022 from

one company branch to another.

UICR, "U2", "E03", "77777777", "LIVE", "First Last", "456456456", "abc@mail.com", **202204** UIWK, "77777777", 9304202017080, "", "T0006", "Mapeka", "Panache", 19930420, 20210601,, **01**,,0000000019229.35,000000001**7712.00**,000000003**54.24**,,,, UIEM, "777777777", 99999999999,0000000019229.35,0000000017712.00,000000000354.24,0000000000001, "abc@mail.com"

**Important:** In this scenario, a consolidated UIF record will display, applying the limit in the declaration file <u>but not on the payslip</u>. It is the user's responsibility to ensure that the aggregate UIF contributions across both employee records adhere to the UIF monthly limit.

Payslip 1 - up to mid-April

Component Name	TaxCode	Amount
Basic Pay	3601	10000
Component Name	TaxCode	Amount
UIF Employee	4141	100
Component Name	TaxCode	Amount
UIF Employer	4141	100
Component Name	TaxCode	Amount
UIF Income	UIFI	10000

## Payslip 2 - from mid-April up to the end of April

Component Name	TaxCode	Amount
Basic Pay	3601	9229.35
Component Name	TaxCode	Amount
UIF Employee	4141	92.29
Component Name	TaxCode	Amount
UIF Employer	4141	92.29
Component Name	TaxCode	Amount
UIF Income	UIFI	9229.35

## **Paymaster Impact:**

- When transferring from one Company UIF Registration number to another, the transferred employee should be "terminated for statutory reporting".
- When transferring between companies with the same Company UIF Registration number, the employee should not be "terminated for statutory reporting".
- In both scenarios, the transferred employee will still have two tax records. No



changes have been made to this logic.

• Changes will only affect the display of transferred employees in the UIF declaration file and UI-19 report (Release note 39197).

## Legislation:

Where employees are transferred to another frequency/branch/company that has the same company UIF registration number, the employee should not reflect as terminated on the UIF declaration file and a UI-19 should not generate in relation to the transfer. If, in this scenario, the employee has been transferred mid-month, both the records should be consolidated for purposes of the UIF declaration file, and the UIF calculation/limit applied on the new record must take into account the MTD values applied in the previous record for that month. Only where the employee is transferred to a frequency/branch/company with a different company UIF registration number, should the employee reflect as terminated in the UIF declaration file and generate a UI-19 in relation to the termination.



## South Africa | UIF Declaration File Name Enhancement

Ticket ID

48189

State

Active

## Description

The file name on the UIF Declaration File report has been updated in RSA.

Report Name: UIF Declaration File

**Report Description:** The actual UIF declaration file that is automatically sent to the UIF department on a monthly basis.

## **Report File Name Changes:**

The file name will be comprised of the UIF reference number and the UIF file number (Format: uuuuuuuu.nnn)

- uuuuuuuu represents the UIF reference number
- nnn represents the UIF file number

The uuuuuuu will return the "uif reference number" stored on the *Basic Company Information* screen under the *UIF, SDL, Other* tab.

The nnn will return the input on the new custom field that has been added to the Basic Company Information screen named "uif file number"

- This custom field will be used to determine the starting number for the file number (extension).
- Only three numeric characters are allowed in this field.
- Once the "uif file number" field is completed, then the next UIF declaration file will return that number.
- It is only necessary to capture this number once.
- Once this field is completed and the first UIF declaration is sent, then the UIF file numbers thereafter will increment with a 001.

## Example:

- The UIF reference number is 88888888
- The UIF file number entered is 123
- The first UIF declaration file name will be 88888888.123
- The second UIF declaration file name will be 88888888.124



#### **Report Parameter Enhancements:**

- A new column has been added on the report parameters to allow the user to regenerate the file with a new number.
- If the user selects this new option to "Regenerate File New Number" then the file number will return the most recent file number incremented with 001.

## Example:

- If the file number for December 2022 is 124.
- The file number for March 2021 is currently 001.
- If 'Regenerate File New Number' is selected for March 2021, then the new number will be 125.

## Paymaster Impact:

- Confirm the "uif reference number" on the *Basic Company Information* screen under the *UIF, SDL, Other* tab.
- Enter a "uif file number" on the *Basic Company Information* screen.
- If no "uif file number" is captured, the file number will increment with 001, starting at 001.
- If no "uif file number" is captured, and the previous file number was 001, then it will increment with 001, resulting in 002.



## Uganda | New PAYE Monthly Return Schedule 1 Report

Ticket ID

47083

#### State

Active

## Description

A new legislative report has been added to Uganda.

Report Name: PAYE Monthly Return Schedule 1

**Report Description:** Schedule 1 of the DT-2008 PAYE Monthly Return. This report will be used to copy and paste into the DT-2008 PAYE Monthly Return template on the Schedule 1 tab. Copy columns A to O, Q, S, T and V and paste these onto the template. Columns P, R, and U will be calculated by the template. Columns P and R are still returned in the Paymaster report for reconciliation purposes. The report should be downloaded in excel (xlsx).

## **Report Details:**

- This report will only return the information required to complete Schedule 1 of the DT-2008 PAYE Monthly Return.
- The user will need to copy and paste the information from the Paymaster report into the DT-2008 PAYE Monthly Return template.
- Once the user has completed the DT-2008 PAYE Monthly Return template, they will be able to create the CSV file, which is then imported into the online platform.

## Paymaster Impact:

- Refer to task #47210 for more details regarding the updated tax calculation.
- Confirm if any employees should be linked to the 'Part Time Employment' tax status and amend the employee record where necessary.
- The current Schedule 1 CSV upload file which is available under the "PAYE Return Form DT-2008" report will <u>not be maintained</u> in the future.

## Legislation:

Uganda Revenue Authorities released a public notice, informing taxpayers that with effect of 4 October 2022, changes were made to the PAYE return template. For the purposes of filing September 2022 and subsequent months, taxpayers are advised to download the new and enhanced return templates from the URA web portal (www.ura.gov.ug).



The changes on the monthly PAYE return have been implemented on Schedule 1 as<sup>SINCE1999</sup> follows:

- Where an employee who is in secondary employment, earns chargeable income less than equal to UGX 10 000 000 per month from the secondary employment a 30% tax rate is applied on the chargeable income;
- Where an employee who is in secondary employment, earns chargeable income more than UGX 10 000 000 per month from the secondary employment a 40% tax rate is applied on the chargeable income.



## Zimbabwe | Annual Reports cater for two reporting periods

## Ticket ID

49376

#### State

Testing

## Description

Enhancements have been made to the following annual reports to cater for two reporting periods.

## **Report Name:**

- Electronic ITF 16
- ITF 16 Format
- P6 Form

## **Report Description**:

- Annual ITF16 electronic format
- Excel format of Employee Tax Certificate
- Employee Tax Certificate

## **Report Changes:**

The Annual reports have been enhanced to cater for

1) two reporting periods if tax year 01/01/2022 - 31/12/2022 is selected on the Report Parameter screen

- ZWL for 2022 should have 2 periods: 01/01/2022 31/07/2022 and 01/08/2022 -31/12/2022
- USD for 2022 should have the option of 1 or 2 periods: 01/01/2022 31/12/2022 or 01/01/2022 - 31/07/2022 and 01/08/2022 - 31/12/2022

2) the correct YTD financial values

- If 01/01/2022 31/07/2022 is selected, YTD should include January to July values (ZWL & USD)
- If 01/08/2022 31/12/2022 is selected, YTD should include August to December values (ZWL & USD)
- If 01/01/2022 31/12/2022 is selected, YTD should include January to December values (USD)

3) These changes affect the Tax certificate download display on the Tax Drilldown

screen and will be hidden/removed (TBC).



## Background:

The 2022 year of assessment has two tax periods:

- January to July and
- August to December.

The annual reports (ITF16 and employee tax certificates) must adhere to the two tax periods, resulting in two reports being submitted by relevant employers.

ZWL for 2022 should have 2 periods:

- 01/01/2022 31/07/2022 and
- 01/08/2022 31/12/2022

USD for 2022 should have the option of 1 or 2 periods:

- 01/01/2022 31/12/2022 or
- 01/01/2022 31/07/2022 and 01/08/2022 31/12/2022

#### Paymaster Impact:

Customer action: None.

The legislative report and parameters screen have been updated to cater to the split for the two reporting periods in the tax year.

#### Legislation:

Every registered employer is required to submit returns of all persons employed by him detailing the salaries, wages, allowances, benefits, and pension deductions for each person so employed and this is in terms of Section 39(1) of the Income Tax Act.

The due date for submission of ITF16 is within 30 days after the end of the year of assessment and can be submitted electronically.

Please note that the 2022 year of assessment has two tax periods:

- January to July and
- August to December.

Separate ITF16 returns must be submitted for the two periods where employees are remunerated in ZWL or in multiple currencies. Where employees are remunerated in USD only, one reporting period is required.



## Zimbabwe | Medical Tax Credit enhancement

Ticket ID

49960

State

Active

## Description

The Medical Tax Credit calculation (Tax code MEDCREDIT) has been enhanced for all Zimbabwe USD and local payrolls to enable users to exclude certain dependents.

The following legislative custom fields have been created which can be used to include/exclude dependents in the Medical Tax Credit calculation:

1) Tick the "Include as Tax Dependent" on the Dependents screen if the dependent should be included in the Medical Tax Credit calculation.

Statutory Fields	
Child with disability:	Include as Tax Dependent:

2) Tick the "Exclude Main Member from Medical Tax Credit" on the Employee Tax Profile screen if the main member should be excluded from the Medical Tax Credit calculation.



## Background:

Previously, the default Medical Tax Credit calculation was Tax code MEDEE \* 50%.

Going forward, users can use the new custom fields to select who should be included/excluded as a Tax dependent in the Medical Tax Credit calculation.

## Paymaster Impact:

- As per default, each dependent on the Dependent screen as well as the main member will automatically be included in the Medical Tax Credit calculation.
- If the user is making use of a Medical Aid table lookup formula, the Medical Tax



Credit calculation will be based on the relevant dependent amounts (included as tax dependents option and is this a medical aid dependent) from the medical aid table. The new tick for Include as Tax Dependent will automatically be activated on the users behalf.

- If the user is using advised amounts, the Medical Tax Credit calculation will be based on the amount for the contribution. (Tax code MEDEE \* 50%).
- If the new Medical Tax Credit Adjustment component is used, the value will not override but accumulate the calculated Medical Tax Credit.