

# Preliminary Release Notes

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26 September 2023



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## Features and Enhancements

### Custom Form enhancement | Ability to flag specific custom forms as 'Required'

#### Ticket ID

55847

#### State

N/A

#### Description

Users are now able to flag specific custom forms configured on Custom Form Configuration screen as required.

Config / Basic Settings / Custom Screens & Fields

### Company Custom Form Configuration

Categories Fields

Category name ↑	Category code	Form type	Employee screen
Q	Q	(All)	(All)

Category Name: \*

Company Level  Employee Level

Hide custom form for the following security roles:

Category Code: \*

Employee Screen: \*

If for example a custom form is appended to the Employee Basic Profile, the form will be mandatory to complete with the Add new employee workflow, as per below example.

Employee / Basic Information

## Basic Profile

Employee Details

Personal

Contact Details

Addresses

Exemptions and Other

Additional Information Beneficiaries

Effective date ↓

Effective Date:

All forms appended to screens in the add new employee workflow that are not flagged as mandatory will show as (optional)

## New Functionality | Custom File Builder

### Ticket ID

53288

### State

Active

### Description

A powerful new toolset has been released which provides the ability to create plain text-based files that contain Payroll and HR related information.

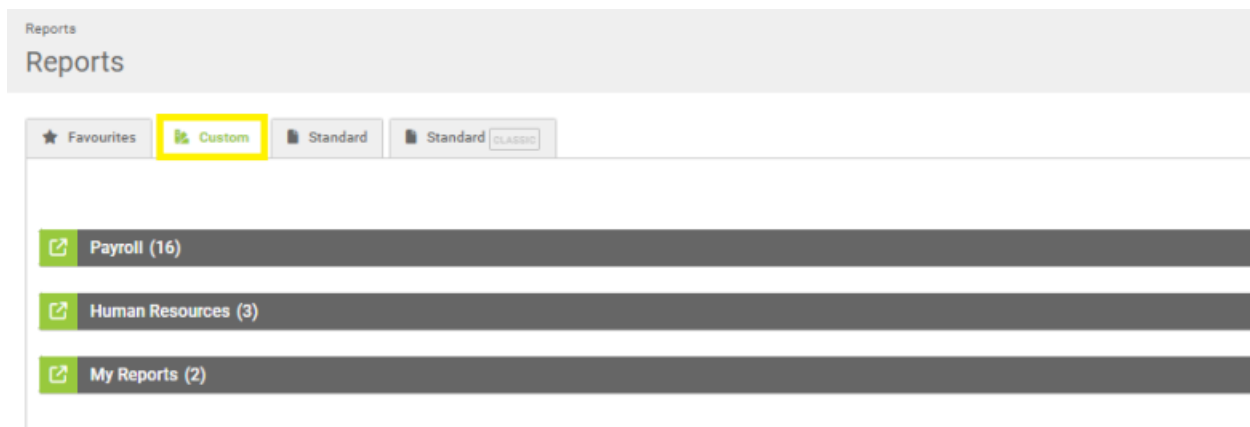
Some examples of how text-based files are used in the Payroll and HR industry include:

- Submitting data to pension and provident funds
- EFT files to upload into banking systems for salary payments
- Submitting employee and tax related data to tax authorities
- Integrating employee data with other business applications

This new feature makes use of our existing custom report writer tool and has the following benefits for building text files:

- Allows users to create required header and footer rows
- Facilitates specific date formatting
- Allows users to add required padding to fields
- Users are able to apply conditional logic to fields
- Allows users to make use of various field delimiters such as comma or pipe
- Also allows creation of fixed length files

Once a custom extract file has been created, it will be located under the Custom tab on the reports screen and grouped under the relevant sub-section you save it under.



**Please note: File Builder is only available on the Master edition.**

## New GET API endpoint | Performance Management

### Ticket ID

55254

### State

Ready for testing

### Description

GET API endpoint is now available for Performance Management. This includes Evaluation Processes, Employee Evaluations, Raters and Employee KPI's.

## Reports | Classic Report Parameters converted to Nextgen

### Ticket ID

53084

### State

N/A

### Description

The Classic Report Parameters screens have been converted to Nextgen for the following reports:

- Company Car report
- Employee Financial House Payments Report
- Loans Report
- Medical Report
- Savings Report

The Nextgen reports are available on the Standard Reports Tab on the Company Reports screen.

## Screen Conversion | Security | Activate users

### Ticket ID

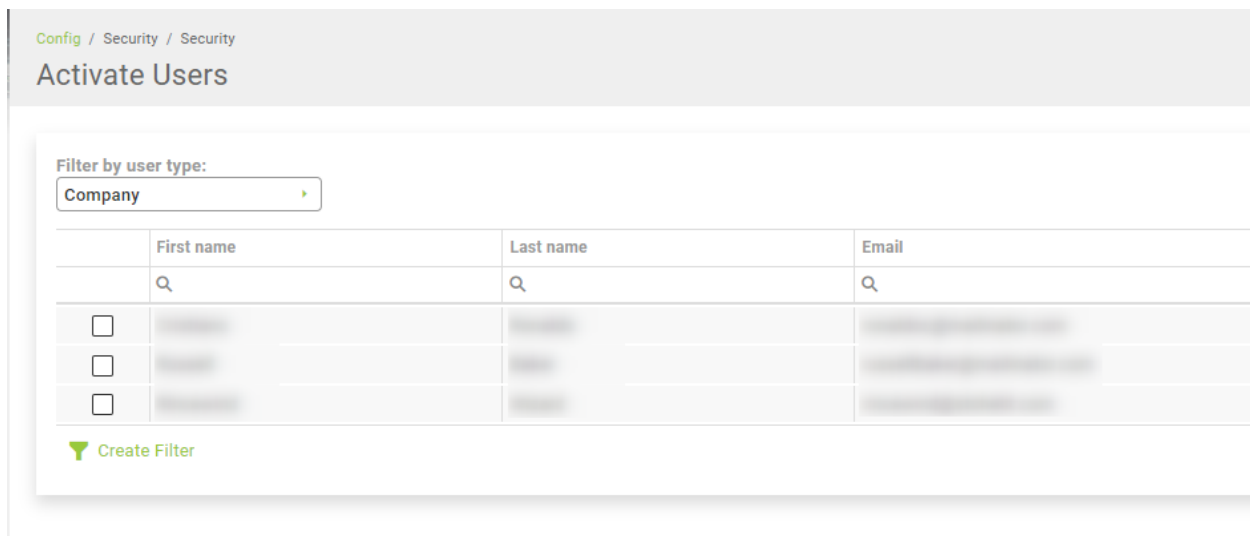
54671

### State

N/A

### Description

The Activate Users screen has been converted to Nextgen.



Config / Security / Security

### Activate Users

Filter by user type:

Company

	First name	Last name	Email
	Q	Q	Q
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Create Filter

### Additional new feature to take note of:

We've added the ability to see whether a user is terminated or not. Users that are terminated will be indicated with a tick in the "Is terminated" column.

**Note:** All user profile activations, done on both the User Profile screen and Activate Users screen, will show in the audit trail on the Activate Users screen.



## Legislation and Statutory Reports

### eSwatini | [Obsolete/do not use] Tax Statuses

#### Ticket ID

57461

#### State

Ready for PR

#### Description

[NOTE] The following enhancement might affect APIs.

The following tax statuses indicated as [obsolete/do not use] will no longer be available for selection.

- Non-resident (Non Professional) [obsolete/do not use]
- Standard Employment (Exempt from SNPF) [obsolete/do not use]
- Non Exec Director [obsolete/do not use]
- Part-time (Unskilled) [obsolete/do not use]
- Part-time (Students) [obsolete/do not use]

Going forward there will be 4 tax statuses to select from:

- Standard Employment (Resident), previously known as Standard Employment (Normal)
- Standard Employment (Non-resident), previously known as Non Resident - Pensioners
- Fixed rate, previously known as Non-exec Director (Multiple Employers)
- Part-time, previously known as Part Time

#### Background:

Please refer to *release note 43390* for more details.

#### Paymaster Impact:

- When adding a new record, these removed statuses will no longer be available to select (on-screen, via API, as well as bulk upload).
- When viewing existing employees on screen who are still linked to a status we have now removed, the field will show blank. However, the calculation and reports will still pick up the status from the database. When the user updates the screen, they will need to select a new status from the available list.
- When accessing the information via API and bulk upload, they will still retrieve

the status that the employee is linked to. However, when they try to upload/post, it will error as that value does not exist.

- No calculation changes were made.
- Customer Action: Validate APIs if necessary, and revisit the affected employees' tax statuses.

## eSwatini | Reporting of Private Use of Motor Vehicle

### Ticket ID

55630

### State

Testing

### Description

The *Private Use of Motor Vehicle* field has been enhanced in the following reports:

- **Report Name:** PAYE05

**Report Description:** Provides PAYE05 certificates for the selected tax year.

- **Report Name:** PAYE Reconciliation (IRP5 Input)

**Report Description:** Provides data to be copied to the IRP5 Input sheet on the PAYE Reconciliation template provided by SRA.

### Report Changes:

Going forward, the following YTD values will be included in the *Private Use of Motor Vehicle* field:

- Bureau component, *Company Car Fringe Benefit (tax code: CARFB)* only if the *Car payment option* on the recurring payroll component is 'Private use of Motor Vehicle' as well as
- Any other advised fringe benefit component with a tax code override of CARFB.

### Background:

Previously, advised components with an overridden tax code of CARFB, were not included in the specific reporting fields.

### Paymaster Impact:

- In a scenario where a customer is not provided with the Company Car details to be completed on the recurring screen of the Company Car Fringe Benefit bureau component, customers are advised to use any other advised fringe benefit component, e.g. *Other Fringe Benefits (Tax code OTHERFB)*, and override the tax code to CARFB.

- If the *Car payment option* on the recurring payroll component of the bureau component Company Car Fringe Benefit is 'Employee using Personal Car for Employer Business' the YTD Company Car Fringe Benefit value will still be included in the *Car Cash Allowance* field of the reports, and not the *Private Use of Motor Vehicle* field (no change).

## **Legislation:**

### Private Use of Motor Vehicle:

Where a benefit provided by an employer to an employee consists of the use, or availability for use, of a motor vehicle (including any aircraft or helicopter) wholly or partly for the private purposes of the employee, the value of the benefit is calculated based on the formula  $(20\% \times A \times B/C) - D$  where

- A = market value at the time of purchase of the vehicle
- B = number of days in the YOA the vehicle was used or made available
- C = number of days worked in YOA
- D = payment made by the employee

### Car Cash Allowance:

(i) Where an employee uses their personal vehicle for employer business purposes, the fixed allowance given towards the costs of the vehicle is reported in this field.

(ii) Where an employee uses a personal vehicle for employer business, the value of the benefit is calculated based on the formula  $(B - (C \times D)) / E$  where

- B = Car allowance received (Car allowance is defined as all cash allowance provided in respect of such vehicle)
- C = Actual expenditure on fixed and running cost or deemed fixed and running cost where accurate records are not kept
- D = Business mileage as recorded in the logbook or deemed business mileage of 6,000 km if no accurate record is kept
- E = Total mileage or deemed mileage of 24,000 km where accurate records are not kept

## Ivory Coast | CNPS Annual Report New Version

### Ticket ID

53073

### State

Active

### Description

The following updates have been made to the Annual CNPS report in Ivory Coast:

**Report Name:** Declaration Annuelle Des Salaires Et Des Cotisations

**Report Description:** Annual declaration for CNPS

### Report Changes:

- The report has been updated to the latest version.
- Cosmetic changes made to the Employer Address section of the report.
- The spaces between the sections for the various totals have been removed.

### Paymaster Impact:

- Customer Action: None.

## Nigeria | MTD Tax calculation and NPSEE enhancements

### Ticket ID

57155

### State

Ready for testing

### Description

The following enhancements have been made to the tax calculation in Nigeria:

#### Changes:

- The periods worked have been enhanced for late mid-month new joiners and terminations.
- If a payment was made after the new join date or termination date, the employee would be taxed according to 1 day in the annualisation calculation when determining the tax factor ie: 1/31, 1/30 or 1/28 depending on the month.
- The system will now calculate the factor based on a full month in these scenarios.
- The National Pension Scheme (NPSEE) calculation has been enhanced to take an overridden amount of 0.00 into consideration in the tax calculation, where previously only an amount that was not 0.00 was considered.

#### Paymaster Impact:

- A change in the tax calculated will be noted if the above scenarios are seen.

## Senegal | Increase in SMIG and company override

### Ticket ID

55011

### State

Active

### Description

The following enhancement has been made to the Social Security and IPRES calculations in Senegal with the introduction of the minimum wage:

### How does this work?

The system will calculate the minimum wage by taking the *Sector Activity* selected on the Basic Company Information Screen x the employee's hours per month on the PayRate Screen.

- If the minimum wage per month/week/fortnight calculated is < IPRES Income (IPRESI), Supplementary IPRES Income (IPRESSUPI), or the Social Security Income (SOCI), this minimum wage will be used to calculate the following contributions:
  - Employee and Employer IPRES (IPRESI) and Supplementary IPRES,
  - Employer Social Securities for Sécurité Sociale Employeur du Travel (SOCER) and Sécurité Sociale Employeur Famille (SOCER).
- If the employee was engaged or terminated mid-month, the 'Quantity' hours on the payslip for Basic pay will be used to determine the actual hours worked in the month.

A new legislative custom field has been created on the Basic Company Information screen to determine the Sector minimum wage to apply in the calculation.

- If the Agricultural Sector is selected, the minimum wage rate per hour is **370.526**
- If the Non-agricultural Sector is selected, the minimum wage rate per hour is **236.865**

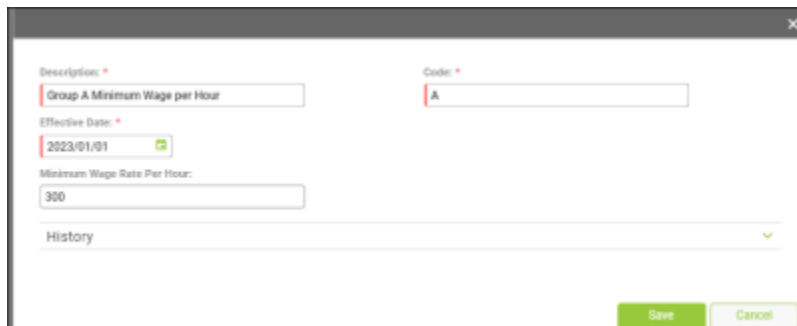
The screenshot shows a 'Statutory Fields' form with several input fields. A yellow box highlights the 'Sector Activity' dropdown menu, which is currently set to 'Select...'. Below the dropdown, there is a search bar and two radio button options: 'Agriculture Sector' and 'Non-agricultural Sector'. Other fields in the form include 'name employer', 'numero employeur (Code de Sécurité Sociale)', 'type employeur', 'numero social', 'CPCE exemption reason', 'Social Security Calculation Method', and 'Email'.

Paymaster has acknowledged the importance of flexibility in setting up minimum wage

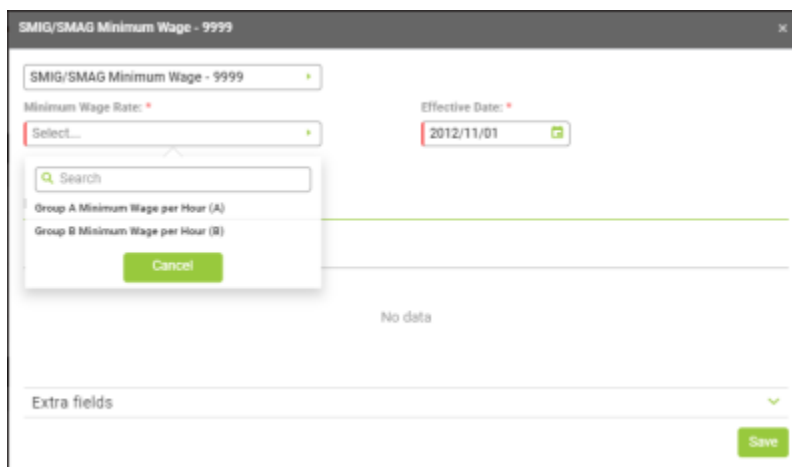
rates due to the varying rates dictated by labour law in different sectors and industries.

Customers now have the flexibility to configure these rates with the applicable minimum wage rates using the Component Tables Configuration feature.

- Add the applicable minimum wage rates on company level (*Config > Basic Settings > Dropdown Management > Component Tables Configuration*).
- Ensure that the rate captured is per hour, the calculation will take this rate per hour x hours per month/week/fortnight to calculate the minimum wage.



- Add the new SMIG/SMAG Minimum Wage Rate note component on the Company Payroll Component (*Config > Payroll > Payroll Components*).
- Add the SMIG/SMAG Minimum Wage Rate note component as a Recurring Payroll Component with the correct Effective Date, and link the employees to the applicable rates (*Payroll Processing > Recurring Payroll Components*).



- If the SMIG/SMAG Minimum Wage Rate note component exists on an employee's payslip, this rate will override the system default minimum ceiling amounts.
- if the rate is entered as 0.00, then no minimum limit will be applied.

### Paymaster Impact:

- The new minimum wage rates per hour have been implemented on the system effective 1 July 2023.
- Ensure that the correct Sector is selected on the Basic Company Information



screen for the correct calculation.

**Legislation:**

Following the meeting held on 31 May 2023 relating to the general increase in wages between the stakeholders that are the union of workers, the Ministry of Labour, and respective employers, the following was adopted:

- The guaranteed interprofessional minimum wage (SMIG) increased from 333.808 CFA francs per hour to **370.526 CFA francs per hour**.
- The guaranteed minimum agricultural wage (SMAG) increased from 213.392 CFA francs per hour to **236.865 CFA francs per hour**.

**The increase is effective 1 July 2023.**

## South Africa | EEA2 Detail Report Enhancements

### Ticket ID

54377

### State

Active

### Description

The EEA2 Detail Report legislative report has been enhanced in South Africa.

### Report Name: EEA Reports > **EEA2 Detail Report**

**Report Description:** Provides the option to generate an EEA2 or EEA4 report. It contains all the formats and required information relevant to each report.

### Report Changes:

- The report parameters screen will now default the goal and target dates captured on the Employment Equity Setup screen.
- Updated the 'Exceptions Not Reported On' column: foreign nations with an 'other' race will not be returned as 'Yes'.
- Updated the 'Promotion' column: terminated employees will now be included.
- Add a new column for "Employment Date".
- Updated the date format from dd/mm/yyyy to yyyy/mm/dd to improve experience when applying a filter on the column.
- Various columns have been moved and renamed to improve the user experience and to match the table headings on the main EEA2 report.

### Paymaster Impact:

- Set up the company goal and targets on the Employment Equity Setup screen (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
- Refer to the New Features/Enhancements release note #50140 for more information on the new screens.
- The Employment Equity Setup is configured on company-level, therefore, if the report is generated per frequency then the goal and target will not be appropriate.

## South Africa | EEA2 Main Report Enhancements

### Ticket ID

57314

### State

Active

### Description

The EEA2 Report legislative report has been enhanced in South Africa.

### Report Name: EEA Reports > **EEA2 Report**

**Report Description:** Provides the option to generate an EEA2 or EEA4 report. It contains all the formats and required information relevant to each report.

### Report Changes:

- The report parameters screen will now default the goal and target dates captured on the Employment Equity Setup screen.
- Updated the report to now include foreign nations with an 'other' race.
- Updated table 3.1 Promotions: Terminated employees will now be included.
- Added pages 2 and 6 - 9:
  - Page 2 returns the dates as per the company setup and report parameters.
  - Page 6 returns the numerical goal and target as per the company setup (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
  - Pages 7 to 9 are hardcoded and will not return payroll data.

### Paymaster Impact:

- Set up the company goal and targets on the Employment Equity Setup screen (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
- Refer to the New Features/Enhancements release note #50140 for more information on the new screens.
- The Employment Equity Setup is configured on company-level, therefore, if the report is generated per frequency then the goal and target will not be appropriate.

## South Africa | EEA4 Detail Report Enhancements

### Ticket ID

57316

### State

Active

### Description

The EEA4 Detail Report legislative report has been enhanced in South Africa.

### Report Name: EEA Reports > **EEA4 Detail Report**

**Report Description:** Provides the option to generate an EEA2 or EEA4 report. It contains all the formats and required information relevant to each report.

### Report Changes:

- The report parameters screen will now default the goal and target dates captured on the Employment Equity Setup screen.
- Updated the 'Exceptions Not Reported On' column: foreign nations with an 'other' race will not be returned as 'Yes'.
- Added a new column for "Employment Date".
- Added a new column named "Annualised" to the YTD breakdown tab. This will identify employees where income was annualised.
- Added a new column named "Comment" to the YTD breakdown tab. This will identify transferred employees where the records are either ignored or consolidated.
- Updated the date format from dd/mm/yyyy to yyyy/mm/dd to improve experience when applying a filter on the column.
- Various columns have been moved to improve the user experience.

### Paymaster Impact:

- Set up the company goal and targets on the Employment Equity Setup screen (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
- Refer to the New Features/Enhancements release note #50140 for more information on the new screens.
- The Employment Equity Setup is configured on company-level.

## South Africa | EEA4 Main Report Enhancements

### Ticket ID

57315

### State

Active

### Description

The EEA4 Report legislative report has been enhanced in South Africa.

### Report Name: EEA Reports > **EEA4 Report**

**Report Description:** Provides the option to generate an EEA2 or EEA4 report. It contains all the formats and required information relevant to each report.

### Report Changes:

- The report parameters screen will now default the goal and target dates captured on the Employment Equity Setup screen.
- Updated the report to now include foreign nations with an 'other' race.
- Added pages 2, 3 and 7:
  - Page 2 is hardcoded and will not return payroll data.
  - Page 3 is hardcoded and will not return payroll data.
  - Pages 7 is hardcoded and will not return payroll data.

### Paymaster Impact:

- Set up the company goal and targets on the Employment Equity Setup screen (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
- Refer to the New Features/Enhancements release note #50140 for more information on the new screens.
- The Employment Equity Setup is configured on company-level.