

Preliminary Release Notes

30 November 2023



Contents:

Legislation and Statutory Reports 3

 Fields Removed from the Historical Drill Down Screen 3

 Ghana | DT0107a Enhancement 4

 Ghana | Public Holiday Update – Calendar Year 2024 5

 Ivory Coast | Public Holiday Update – Calendar Year 2024 6

 Namibia | Employee Compensation Breakdown Report 7

 Namibia | Information 'Field Help' Icon on Transfer Screen 8

 Namibia | RA Employee and Employer Component Enhancement 9

 Nigeria | State field on the Historical Drill Down Screen Enhancement 10

 Senegal | Increase in SMIG and company override 11

 Senegal | New Annual Tax Report 14

 South Africa | EEA4 Report and Detail Report Updates 15

 South Africa | Information 'Field Help' Icon on Transfer Screen 17

 South Africa | New Take-On Validations for Medical Aid FB and MTC 18

 South Africa | Updated Tax File 21

 Tanzania | New Electronic Template for Monthly PAYE 22

Legislation and Statutory Reports

Fields Removed from the Historical Drill Down Screen

Ticket ID

58700

State

Active

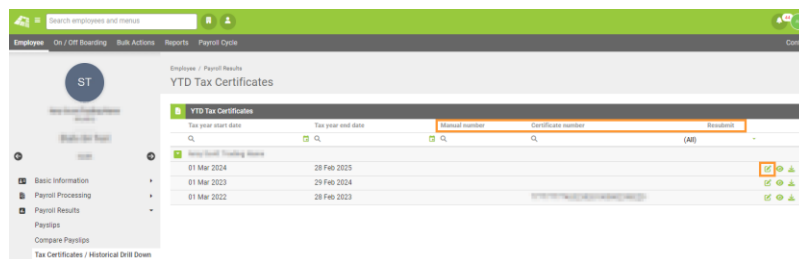
Estimated Release Date

2023/12/04

Description

The below fields have been removed from the *Tax Certificates / Historical Drill Down* screen, for all countries - **except** South Africa.

- Manual number
- Certificate number
- Resubmit
- The Edit icon next to each tax record



Paymaster Impact:

- Customer Action: None.
- All the fields are still available for South Africa.

Ghana | DT0107a Enhancement

Ticket ID

59486

State

Ready for testing

Estimated Release Date

2023/11/27

Description

Enhancements have been made to the inclusion rule of the DT0107a report.

Report Name: DT0107a

Report Description: Employers Monthly Tax Deductions Schedule (P.A.Y.E)

Report Changes:

- Going forward, employees with no taxable income will be excluded from the report (i.e. only MTD tax code NONTAX is present on the payslip).

Paymaster Impact:

- Customer Action: None

Ghana | Public Holiday Update – Calendar Year 2024

Ticket ID

59701

State

Closed

Estimated Release Date

2023/10/01

Description

Summary of Change:

- The Public Holiday Calendar for the 2024 year has been updated on Paymaster.

Paymaster Impact:

- Users are advised to review the employees' Leave Balances.
- [Click here](#) for the published dates.
- Users are advised to review the calendar as dates can be subject to change.
- Users now have the function to add their own public holidays during the year. Please refer to release note #50822 for more information.

Ivory Coast | Public Holiday Update – Calendar Year 2024

Ticket ID

59706

State

Closed

Estimated Release Date

2023/10/01

Description

Summary of Change:

- The Public Holiday Calendar for the 2024 year has been updated on Paymaster.

Paymaster Impact:

- Users are advised to review the employees' Leave Balances.
- [Click here](#) for the published dates.
- Users are advised to review the calendar as dates can be subject to change.
- Users now have the function to add their own public holidays during the year. Please refer to release note #50822 for more information.

Namibia | Employee Compensation Breakdown Report

Ticket ID

55790

State

Active

Estimated Release Date

2023/12/04

Description

The following enhancements have been made to the below report in Namibia:

Report Name: Workmens Compensation Employee Breakdown report

Report Description: The report is to assist employers to reconcile to the Annual Employee Compensation (E.As) report.

Report Changes:

- The report name and description have been updated.
- Updated the inclusion rule to include all employees with MTD value on tax code GROSS greater than 0.00 and all employees who are attached to categories for Employee or Director.
- Update on the inclusion rule for Transfers, Terminations, and reinstatements in the tax year.
- Introduced the use of the *Workmens Compensation Income Uncapped* note component. Refer to the release note #55809 for more information.
- Cosmetic enhancements and updates on the report headings.

Paymaster Impact:

- Customer Action: None.
- Ensure that the employees are correctly linked to the correct category on the Employee Basic Profile.
- The report will not include employees who are not linked.

Namibia | Information 'Field Help' Icon on Transfer Screen

Ticket ID

540721

State

Ready for testing

Estimated Release Date

Description

The Field Help icon on the Transfer screen has been updated with the following message:

Access the 'Transfers and Terminate for Statutory Reporting' compliance guide detailing how to make use of this field.

Navigate to How can we help? via your profile icon > PaySpace Wisdom > Compliance Digital Tools > Select Your Country > Transfers and Terminate for Statutory Reporting.

Paymaster Impact:

- Refer to release note #55794
- The Field Help icon on the Transfer screen can be accessed by navigating to the *employee > On / Off Boarding > Transfer*.
- The "terminated for statutory reporting" field has been removed for all the other tax countries, except South Africa and Namibia.
- Refer to *PaySpace Wisdom* for a compliance guide detailing how to make use of the "terminated for statutory reporting" field.

Namibia | RA Employee and Employer Component Enhancement

Ticket ID

57456

State

Testing

Estimated Release Date

2023/10/23

Description

The following enhancements have been made to the RA Employee and Employer components in Namibia

Component Name: RA Employee

Payslip Action: Deduction

Tax code: RETIREFUND

Component Name: RA Employer

Payslip Action: Company Contribution

Tax code:9999

Change:

- The formula of the components was erroneously linked to the Pension fund setup.
- This setup would have affected the statutory report as the fields required would not have been completed.
- The components have been corrected.

Paymaster Impact:

Customer must migrate their data and calculation to the new setup

The statutory reports will automatically be updated accordingly with the corrected data.

Nigeria | State field on the Historical Drill Down Screen Enhancement

Ticket ID

59612

State

UAT complete

Estimated Release Date

2023/11/27

Description

The following enhancement has been made to the State field on the YTD Historical Drilldown screen in Nigeria.

How does it work?

- When adding a new employee, the *State* field on the Drill Down screen, will automatically pull through the *Province* field on the Basic Profile screen.
- Thereafter, the *State* field should be adjusted independently

Paymaster Impact:

- If the *Province* field on the Basic Profile screen is updated, then the *State* field on the Drill Down screen needs to be reviewed.

Senegal | Increase in SMIG and company override

Ticket ID

55011

State

Active

Estimated Release Date

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 (SOI), 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 Travail (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**

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.

Senegal | New Annual Tax Report

Ticket ID

58595

State

Active

Estimated Release Date

2023/12/04

Description

The following new report has been created on Senegal under the Nextgen Report tab.

French Report Name: Etat recapitulatif des traitements de salaires

French Report Description: Déclaration annuelle qui déclare les impôts (IR, TRIMF, CFCE) prélevés sur les salaires versés aux salariés.

English Report Name: Annual summary statement of wages and salaries

English Report Description: Annual declaration reporting the taxes (IR, TRIMF, CFCE) charged on salaries paid to all employees.

Report Summary:

- This is a new annual employer report.
- Ensure that employees are linked to the correct tax status in order for the report to populate the data correctly.

Paymaster Impact:

- Customer Action: None.

Legislation:

Any natural or legal person residing in Senegal and paying salaries, fees, commissions, and other remuneration must submit an annual declaration on 31 January each year, summarising the sums paid in respect of the previous year. The annual declaration prescribed by the Authorities for the annual submission is Etat recapitulatif des traitements de salaires. Employers can submit the declaration in the following methods:

- By submission of the pdf form at the tax center or
- By completing the declaration online

South Africa | EEA4 Report and Detail Report Updates

Ticket ID

59141

State

Testing

Estimated Release Date

2023/11/27

Description

The below enhancements have been made to the EEA4 Reports.

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

Transfers:

- **Single transferred employees:** If an employee is transferred from one frequency to another, and the employee is not 'terminated for statutory reporting' then both records will be considered for Equity Remuneration. The remuneration will be reported against the occupational level of the active employee. If the employee has not been active for the entire reporting period, then the active employee remuneration will be annualised, and the terminated employee will be ignored.
- **Single transferred employees:** If an employee is transferred from one frequency to another, and the employee is 'terminated for statutory reporting' then the employee records will be considered separately for Equity Remuneration. If the employee has not been active for the entire reporting period, then the employee's remuneration will be annualised.
- **Multiple transferred employees:** If an employee is transferred from one frequency to another more than once, and the employee is not 'terminated for statutory reporting' then all the employee records will be considered for Equity Remuneration. The remuneration will be reported against the occupational level of the active employee. If the employee has not been active for the entire reporting period, then the active employee remuneration will be annualised, and the terminated employee records will be ignored.
- **Multiple transferred employees:** If an employee is transferred from one frequency to another more than once, and the employee is 'terminated for statutory reporting' then the employee records will be considered separately for Equity Remuneration. If the employee has not been active for the entire reporting period, then the employee's remuneration will be annualised.

Inclusion Rule:

- Previously, only employees with a positive net pay in the reporting cycle were included.
- Now, all employees who have been active in the reporting cycle are included.

Paymaster Impact:

- Customer Action: None.
- Refer to the **South Africa Employment Equity Guide 2023** for more information (navigate to *How can we help? via your profile icon > PaySpace Wisdom > Compliance Digital Tools > Select South Africa*)
- Refer to release notes #57316 and #57315 for more information on the previous release.
- If an employee is transferred between different frequency cycles (e.g. from weekly to monthly) then the active employee remuneration will be annualised and the terminated employee record will be ignored.
- Employees with no payslips, blank payslips, and 0.00 net pay payslips will now be included in the reports.

South Africa | Information 'Field Help' Icon on Transfer Screen

Ticket ID

54072

State

Ready for testing

Estimated Release Date

Description

The Field Help icon on the Transfer screen has been updated with the following message:

Access the 'Transfers and Terminate for Statutory Reporting' compliance guide detailing how to make use of this field.

Navigate to How can we help? via your profile icon > PaySpace Wisdom > Compliance Digital Tools > Select Your Country > Transfers and Terminate for Statutory Reporting.

Paymaster Impact:

- The Field Help icon on the Transfer screen can be accessed by navigating to the *employee > On / Off Boarding > Transfer*.
- The "terminated for statutory reporting" field has been removed for all the other tax countries, except South Africa and Namibia.
- Refer to *PaySpace Wisdom* for a compliance guide detailing how to make use of the "terminated for statutory reporting" field.

South Africa | New Take-On Validations for Medical Aid FB and MTC

Ticket ID

56045

State

Active

Estimated Release Date

2023/11/20

Description

New validation messages have been added on the financial take-on screen and the 'Take On Year To Date Figures' bulk action in South Africa.

How does it work?

Medical Fringe Benefit:

- If there is a value on code 3810,

but there is no value on codes 4005 or 4474,

then return the error message: **Code 3810 is completed, then codes 4005 and 4474 must be completed.**

- If there is a value on codes 3810 and 4005,

but there is no value on code 4474,

then return the error message: **Codes 3810 and 4005 are completed, then code 4474 must be completed.**

- If there is a value on codes 3810 and 4474,

but there is no value on code 4005,

then return the error message: **Codes 3810 and 4474 are completed, then code 4005 must be completed.**

Medical Tax Credits (4116):

- If there is a value on code 4116,

but there is no value on code 4005 or the "Entitled Medical Aid Tax Credit" component

then return the error message: **Code 4116 is completed, then code 4005 and "Entitled Medical Aid Tax Credit" must be completed.**

- If there is a value on code 4116 and the "Entitled Medical Aid Tax Credit" component,

but there is no value on code 4005.

then return the error message: **Code 4116 is completed, then code 4005 must be completed.**

- If there is a value on codes 4116 and 4005,

but there is no value on the "Entitled Medical Aid Tax Credit" component.

then return the error message: **Code 4116 is completed, then "Entitled Medical Aid Tax Credit" must be completed.**

Additional Medical Tax Credits (4120):

- If there is a value on code 4120,

but there is no value on code 4116 or the "Entitled Additional Medical Expense Tax Credit" component,

then return the error message: **Code 4120 is completed, then code 4116 and "Entitled Additional Medical Expense Tax Credit" must be completed.**

- If there is a value on code 4120 and the "Entitled Additional Medical Expense Tax Credit" component,

but there is no value on code 4116,

then return the error message: **Code 4120 is completed, then code 4116 must be completed.**

- If there is a value on codes 4120 and 4116,

but there is no value on the "Entitled Additional Medical Expense Tax Credit" component,

then return the error message: **Code 4120 is completed, then "Entitled Additional Medical Expense Tax Credit" must be completed.**

Paymaster Impact:

- Customer Action: None.
- The validation messages have been added on the employee 'Take On Year To Date Figures' screen and the 'Take On Year To Date Figures' bulk action.

South Africa | Updated Tax File

Ticket ID

58354

State

Merged

Estimated Release Date

2023/11/27

Description

The following changes have been made to the SARS Tax Submission File based on the PAYE BRS version 22.1.1

Summary of Changes:

Source Code 2010:

- Updated the company name field, to return the *Company Trading Name* from the Basic Company Information screen.
- Previously the *Company Name* was returned.

Source Code 3015:

- Updated the type of certificate field.
- If the sum of YTD values on tax codes 4101+ 4102+4115 is greater than 0.00 then "IRP5" will be returned.
- Currently, when determining the certificate type, the tax file is rounding down this value to 0.00 if it is less than 0.50 and therefore it returns "IT3(a)".

Legislation:

- SARS_PAYE_BRS - PAYE Employer Reconciliation_V22 1 2.
- The SARS Business Requirements Specifications document (BRS) specifies the requirements for the generation of an import tax file for the yearly as well as the interim submission.
- The updates that form part of this BRS version have already been implemented.

Tanzania | New Electronic Template for Monthly PAYE

Ticket ID

58808

State

UAT complete

Estimated Release Date

2023/11/27

Description

The below report has been updated for Tanzania and Zanzibar.

Report Name: Electronic Template for Monthly PAYE

Report Description: Monthly PAYE Import file used to import into the macro sheet, for online submission.

Report Changes:

1) Cosmetic changes have been made to this report to align with the most recent template.

2) The following data is no longer required to print on the report, and the columns have been removed:

- Name of Employee
- Gross Amount
- Taxable Amount
- Tax Payable
- Total

Background:

- Customer Action: None.
- A new upload template has been released for the Tanzania/Zanzibar electronic monthly PAYE submissions. The existing template had to be amended to align with the new upload template.

Paymaster Impact:

- Customer Action: None.

Legislation:

An employer is required to withhold income tax from salaries, wages, and all other payments forming taxable income paid to an employee. Customers are required to submit the return and make payment within 7 days after the end of the month to which it refers. This return is submitted under the provisions of Section 84 of the Income Tax Act, Cap 332. This is a macro-enabled Excel worksheet. To submit a monthly return, a declarant should log in to the TRA website and access the Taxpayer Portal. A new bulk employee upload template is available under Employee Management. The uploading of employees is done using the Excel template.