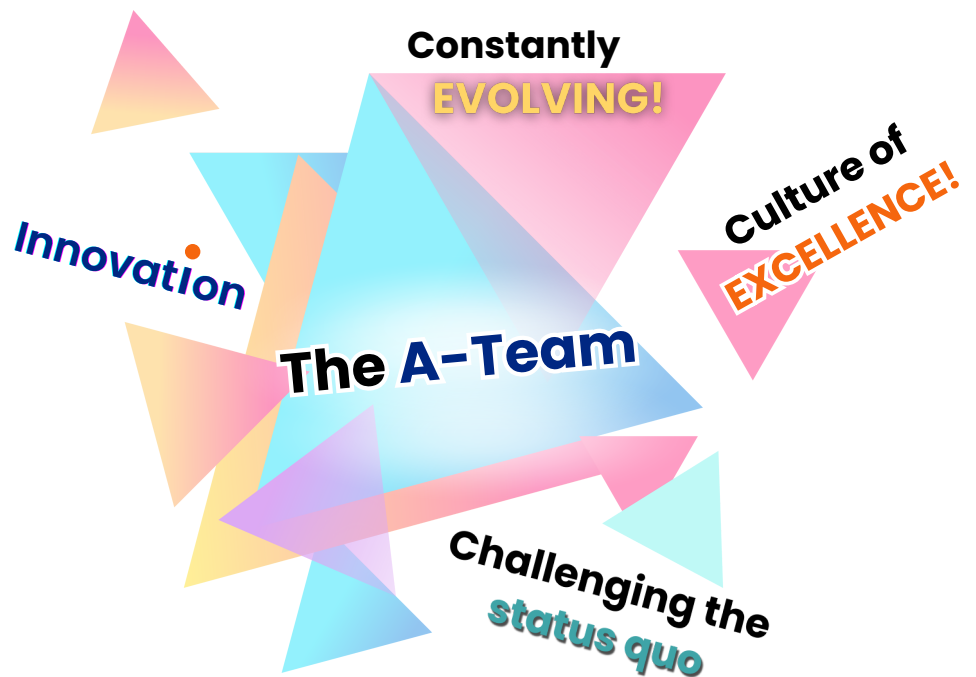


Preliminary Release Notes

1 April 2024



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Features and Enhancements

Calculation breakdown - enhancement

Ticket ID

59878

State

UAT complete

Description

On the calculation breakdown of an employee's payslip, the executed result line items will now be highlighted.

This will assist users during investigations to easily identify which line items were executed for the relevant employee without having to step through each line manually.

Formula Result

0

Income Base Result

```
var Current13th = (22815.70 + 0 + 0) / 12;
var CompareValue
if ((0 + 0) > (107.620000000000 + 14121.450000000000 + Current13th))
{CompareValue = (107.620000000000 + 14121.450000000000 + Current13th);}
else
{CompareValue = (0 + 0);}
var YTD = 14121.450000000000 + 107.620000000000;

if(YTD < 0){
YTD = 0;}
var TotalYTD = Current13th + YTD;

if (0 > 0)
{YTD * -1;}
else
{
    if ('Yes' == 'Yes' || 0 > 0)
    {
        (Current13th) - (CompareValue) - (((0 + 0) / 100) * (TotalYTD));
    }
    else
    {0;}
}
```

Generic Tax Certificate Enhancement

Ticket ID

61974

State

Merged

Description

The Generic Tax Certificate (Nextgen > Payroll) has been enhanced in all countries.

Report Name: Generic Tax Certificate

Report Description: Generate YTD payroll information for a specific tax year. Please ensure that you have configured the parameters by visiting the *Tax Certificate Configuration screen (Config > Basic Settings > Legislative Configurations > Tax Certificate Config)*.

Report Change:

A new report parameter has been added named Frequency.

- A list of available frequencies in the company will be displayed (not per company group).
- Customers will be able to select more than one frequency
- If no selection is made, only the data the user has access to will be returned.
- Security will also be applied to frequencies selected, i.e. only the data of the frequencies the user has access to will be returned.
- Security will also be applied if "Select All" is selected, i.e. only the data of the frequencies the user has access to will be returned.

Background:

Some African countries do not have a tax certificate. There was a need for a report displaying the year-to-date financial information per employee (similar to a tax certificate) but without a pre-defined official layout (release note #54867).

Paymaster Impact:

- Customers need to set up the relevant parameters on the *Tax Certificate Configuration screen (Config > Basic Settings > Legislative Configurations > Tax Certificate Config)* for each frequency before printing this report.
- Please note that the same configuration screen is used for the *Expatriate Tax Certificate* report under the Classic Reports section (which will no longer be maintained).
- On the Tax Certificate Configuration screen, select *Generic Tax Certificate* as the

certificate type.

- The report will be split between the following report sections, also known as the payslip actions: Allowances, Deductions, Company Contributions, Fringe Benefits, and Additional Information (including Personals and Note components).
- Payroll components will display under the specific report section as selected, and year-to-date financials will be returned as per the *Tax Drill Down* screen.

Legislation:

This report will not replace any legislative tax certificate already available in the system.

User Profile layout enhancement | Role, Company and Frequency access

Ticket ID

59110

State

UAT complete

Description

Role, Company and Frequency access was previously located in a separate 'Security' section on the form when creating/editing a user profile record.

Config / Security

User Profile

Company

User Type	First Name	Last Name ↑ 2	Email	Status ↑ 1
	test			Select...

User Type *
Company

First Name *
Test

Email *
test123@mailinator.com
The email address is valid

Status *
Active

Contact Type
Select...

Does not require system access

Security

Security Role Access Company & Frequency Access

Search

This has now moved to separate tabs at the top of the screen, visible once a record has been opened.

Config / Security

User Profile

User Profiles

Security Role Access

Company & Frequency Access

General

User Type
Company

First Name *
Test

Email *
test123@mailinator.com

Status *
Active

The email address is valid

Contact Type
Select...

Other

Does not require system access

Edit Historical Records

Cloud Room User

Power BI

Legislation and Statutory Reports

Cameroon | New Regularisation Enhancement

Ticket ID

59368

State

Testing

Estimated Release Date

2024/04/01

Description

[NOTE] All open runs will be recalculated. If customers would not like the payroll to be recalculated, then the runs should be closed.

A new regularisation calculation has been introduced to Cameroon.

New Functionality:

- A new custom field has been added to the Basic Company Information screen.
- The custom field is a checkbox field, named "Apply a regularisation at Year End or on Termination"
- If the custom field is activated then a regularisation calculation will take place in the final month of the tax year, or when the employee is terminated.
- If the company is linked to the "Non cumulative" tax method, and the regularisation field is activated, then the average tax calculation is applied to the Total Allowable (tax code: ALLOW), Impôt sur le revenu (tax code: PIT), and IRPP CAC (tax code: CAC) components.
- On both the "Average tax method" and "Non cumulative tax method", the annual Social Security Income limit of 9 000 000.00 will be applied.
- The CNPS revenue (tax code: NSIFI) and Social Security Income Storage (tax code: NSIFISTRG) income bases will apply a year-to-date limit of 9 000 000.00, and not a month-to-date limit of 750 000.00.

Paymaster Impact:

- All open runs have been recalculated.
- Customer Action: None.
- No changes can be expected unless the new custom field is activated.

Background:

Previously a regularisation calculation did not take place.

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 | Affirmative Action Report Enhancements

Ticket ID

60034

State

Merged

Estimated Release Date

2024/03/25

Description

The Affirmative Action report has been enhanced in Namibia.

Report Name: Affirmative Action Report

Report Description: This report is an employment equity report used to measure the required "Affirmative Action" in each designated group.

Report Changes:

- The report parameter has been enhanced with a message: *Please note: To ensure correct reporting, all employees must be linked to an Occupational Category.*
- Various cosmetic changes and updates on the tables in the report.
- Mapping updates on Page 6, Page 11 and Page 12.
- Changes to the employee inclusion rule and updates on the Security.

Paymaster Impact:

- Ensure that all employees are attached to their Occupational Category for meaningful reporting.

Namibia | ITAS Report Enhancements

Ticket ID

62329

State

Merged

Estimated Release Date

2024/03/25

Description

The ITA report has been enhanced in Namibia.

Report Name: ITA

Report Description: Information Required to Complete Online Submission.

Report Changes:

- In the field ' Vehicle running expense Allowance', the travel allowance and reimbursements tax codes will now reflect: (tax codes TRAVELP TRAVELR and TRAVEL).
- In the field ' Subsistence and Travel Expense Allowance', the subsistence component will now only reflect in this column (tax codes SUBS, and SUBSNT).
- The Pension, Retirement and Provident Fund fields have also been updated to return the latest Fund name if there are multiple fund names stored on the component history

Paymaster Impact:

- No customer action is required.
- With this latest enhancement, customers are reminded to rather use the Fund set-up components for the Pension, Retirement and Provident funds, so the correct reporting for the Pension Fund name and Registration numbers can reflect in the report. If advised components are used, these fields will not be populated.

Legislation:

A fixed travel allowance is granted to an employee to cover the running expenses of the privately owned vehicle used for business purposes which include items like fuel and oil, repairs and maintenance, insurance, and license fees. A bona fide travel allowance is not subject to PAY according to Practice Note No. 3 but the full value must be reported on the relevant PAY reports. The employee will claim the business expenses on personal income tax assessment. Where the claimable portion of expenses

represents a low percentage of the allowance, the taxable portion of the allowance could be substantial and result in a large amount of tax payable at the end of the year of assessment. To reduce such large shortfalls, which have to be paid at the end of the tax year, it is recommended that employers be requested to deduct a larger monthly PAYE amount in such cases.

A vehicle purchase allowance is granted to an employee to enable them to purchase a vehicle that must be used to travel for work purposes. On personal income tax assessment, the employee is allowed to a capital write-off allowance of one-third per annum on the total cost of the vehicle comprising the cash cost, VAT and any finance charges.

A reimbursive travel allowance (an allowance granted for business travel using a privately owned vehicle which is reimbursed at a rate per kilometre) is also to cover the running expenses of the vehicle which include items like fuel and oil, repairs and maintenance, insurance, and license fees. According to Practice Note No. 3 the value is not subject to PAYE but must be reported on the relevant PAYE reports.

All three of these allowances are added together as a gross allowance on assessment and the employee should complete Schedule 3 and Schedule 19 on their personal income return to claim the business travel expenses by keeping a logbook and the necessary documentation to claim a capital write-off allowance.

Subsistence and travel expense allowance is granted to the employee if they are required to spend time away from their usual place of residence. According to Practice Note No. 3 the value is not subject to PAYE but the gross amount must be reported on the relevant PAYE reports. The employee is entitled to claim the actual business expenditure on personal income tax assessment by submitting supporting documentation.

Nigeria | Amendment to Tax Status Description: Temporary Employment

Ticket ID

61903

State

Active

Estimated Release Date

2024/04/08

Description

[NOTE] The following enhancement might affect APIs.

A change in a tax status description has been made in Nigeria.

Tax Status: Temporar Employment

New Description: Temporar Employment [obsolete/do not use]

Tax Status Changes:

- The 'Temporar Employment' tax status has been renamed to 'Temporar Employment [obsolete/do not use]'.
- This tax status will still be supported for this tax year (January 2024 to December 2024) but will be made redundant from January 2025.

Paymaster Impact:

- No calculation change has been made to this tax status.
- Going forward, customers should refrain from using this tax status.
- Existing employees linked to this tax status should be converted to the 'Standard Employment' tax status.
- If the average tax method is used and an employee's tax status is changed in the middle of the tax year, a tax recalculation will take place.
- If the newly selected tax status should be applicable from a specific date, terminate the employee record and add a new tax record.
- Currently, on the 'Temporar Employment' tax status, statutory contributions for National Housing Fund and National Pension Fund are not calculated. On the 'Standard Employment' tax status these statutory contributions will be calculated.
- To exempt an employee from contributing towards the National Housing Fund, select the 'Exempt from NHF' field on the Basic Profile Screen.
- To apply changes to contributions towards the National Pension Fund, apply the 'NSP Employee Adjustment' (tax code: NPSEEAR) and the 'NPS Employer Adjustment' (tax code: NPSEER) components.

Legislation:

Temporary employees are not defined in legislation and are subject to PAYE using the tax tables as per the 6th schedule of the Act.

South Africa | EEA4 Report Updates for Weekly and Fortnightly Frequencies

Ticket ID

60229

State

Testing

Estimated Release Date

2024/04/01

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:

Weekly and Fortnightly Frequencies

- If there are multiple weekly frequencies or multiple fortnightly frequencies, then the *Periods Worked* and *Periods in the EEA Year* are counted separately
- Therefore, if the weekly/fortnightly frequencies make use of different pay cycles, then it is possible that the frequencies will have a different number of weeks/fortnights.
- The *Periods Worked* and *Periods in the EEA Year* are used when determining if the employees income should be annualised.

Paymaster Impact:

- No customer action is required.
- For all frequency types, the reports should **always** be extracted from the 1st day of the month to the last day of the month, e.g. 1 October to 30 September.
- Weeks and fortnights will be counted and included in the reporting period, based on the **Period End Date**. The Period End Date must be after the report start date and before the report end date.
- 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.
- Refer to the ***Employment Equity Guide South Africa 2023*** for more information (navigate to our website (hrmaster.co.za) > Resources > Downloads > Paymaster Downloads.

- All employees who have been active in the reporting cycle are included.
- Employees with no payslips, blank payslips, and 0.00 net pay payslips are included in the reports.

South Africa | EMP201 and UI-19 Report Description Enhancement

Ticket ID

62078

State

UAT complete

Estimated Release Date

2024/03/25

Description

Report descriptions have been updated in South Africa.

1.) Report Name: EMP201

Report Description: Provides EMP201 report for a company on a monthly basis.

2.) Report Name: EMP201Breakdown

Report Description: Provides a listing of employee figures that make up the EMP201 report figure.

3.) Report Name: UI-19

Report Description: This report will not be enhanced in the future. Refer to the NextGen report for the latest version.

Report Changes:

- All three reports have been updated with a new description to refer customers to the NextGen report: '*This Classic report will not be enhanced in the future. Refer to the Nextgen report.*'

Paymaster Impact:

- Customers are encouraged to use the NextGen reports.
- It is important to note that the Classic report may still be used but as part of our system enhancements roadmap, the Classic reports will be moved to the NextGen report menu.

Legislative (4) ^		
EMP201	Provides EMP201 report for the company on a monthly basis.	★
EMP201 Breakdown	Provides a listing of employee figures that make up the EMP201 report figures.	★
UI-19	UIF declaration form issued to employees on termination of service (New engagements and changes are automatically declared electronically on a monthly basis).	★
UIF Salary Schedule	The Salary Schedule may be requested by the UIF to verify or update an employee's history information.	★

South Africa | Multiple Company Cars Taxability Enhancement

Ticket ID

61688

State

Testing

Estimated Release Date

2024/04/01

Description

[NOTE] All open runs will be recalculated. If customers would not like the payroll to be recalculated, then the runs should be closed.

The Company Car fringe benefit component has been enhanced in South Africa.

Component Name: Company Car - Use of motor vehicle acquired by employer NOT via Operating Lease

Tax Code: 3802

Payslip Action: Fringe Benefit

Component Changes:

- If multiple company cars have been captured, the calculation for the Value of Remuneration/Car Taxability (4582), will now calculate the taxability of each car in isolation.

Paymaster Impact:

- All open runs have been recalculated.
- No customer action is required.
- Customers may expect a difference in the employee tax in this scenario.
- Please also refer to Release Note #55384, where the 100% taxability option has been removed from the system.

Background:

Previously, if multiple company cars were captured with different taxable percentages, the calculation for the Value of Remuneration/Car Taxability (4582) would take the total percentages captured divided by the number of cars and apply that percentage to the company car taxable calculation.

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

Ticket ID

56045

State

Active

Estimated Release Date

2024/04/01

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 411 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 | New Tax File Breakdown Report

Ticket ID

59800

State

Active

Estimated Release Date

2024/04/08

Description

A new report has been added to South Africa.

The report can be found on the Tax Certificate Run screen.

Report Name: Tax File Breakdown Report

Report Details:

- This report will return all the financial details per employee, according to the tax file.
- Each tax code (source code) with financial values will be returned in separate columns.
- All Income, Deduction, Total, and Tax source codes will be returned.
- The report can be used to reconcile the tax file.

Paymaster Impact:

- Customer Action: None.
- ETI values will not be returned. The ETI breakdown report can be used to reconcile these values.
- The foreign tax codes will return to the right of all the standard tax codes.
- Information codes will not be returned, such as 4150 (non contribution reason).
- The Certificate number will only return once a live run has been generated.
- If the customer generates a consolidated tax file, then all frequencies will return in the report.

South Africa | Removal of Tax Statuses

Ticket ID

39970

State

Testing

Estimated Release Date

2024/04/07

Description

[NOTE] The following enhancement might affect APIs and will be released on the weekend of the 7th of April.

The following tax statuses will no longer be available for selection:

- Foreign Employment (No Tax [Obsolete])
- Labour Broker (Not Tax [Obsolete])
- Standard Employment (YTD) [Obsolete]

Tax Status Changes:

- These tax statuses have been renamed to an [Obsolete] tax status in April 2022. Please refer to release note #29380 for more information.
- When adding an employee, the removed tax statuses will no longer be available to select. It will therefore be hidden on screen, when applying APIs and when uploading via bulk actions.
- Existing employees linked to these removed tax statuses, will display blank in the tax status field.
- The tax calculation and reports will still apply the tax status in the database.
- When the user edits the screen, they will need to select a new status from the available list.
- When accessing the information via APIs and bulk upload, the tax status of the employees linked to the removed tax statuses, will still display. However, when attempting to upload, an error will be returned, since the value does not exist.

Paymaster Impact:

- Validate APIs if necessary.
- Existing employees linked to an obsolete tax status should be converted to any of the available tax statuses preferably before processing the payroll for March.
- If an employee's tax status is changed in the middle of the tax year, a tax recalculation will take place.

- If the newly selected tax status should be applicable from a specific date, terminate the employee's record and add a new tax record.

South Africa | UI-19 Report Enhancement

Ticket ID

62246

State

UAT complete

Estimated Release Date

2024/03/25

Description

The UI-19 report has been enhanced in South Africa.

Report Name: UI-19 Report

Report Description: UIF declaration form issued to employees on termination of service (New engagements and changes are automatically declared electronically monthly).

Report Changes:

- Going forward, *Column E (Total Hours Worked during Month)* will no longer return any hours for Leave Pay (tax code: 3605).
- The report has also been enhanced to print without populating an "unpredictable error" when the Rate per Day on the Pay Rate Details screen is set to zero.

Paymaster Impact:

- No customer action is required.

Background:

Previously,

- Hours per month on the Pay Rate Details screen were returned for Leave Pay (tax code: 3605).
- The report could not export due to an unpredictable error when the Rate per day on the Pay Rate Details screen was set to zero.

Zambia | Amendments to SDL Custom Fields and Components

Ticket ID

60511

State

Active

Estimated Release Date

2024/04/08

Description

[NOTE] All open runs will be recalculated. If customers would not like the payroll to be recalculated, then the runs should be closed.

The Skills Development Fund (SDL) Income and Skills Development Levy (SDL) Employer components have been enhanced, and the fields to activate an exemption from SDL, have also been enhanced.

Custom Fields:

Basic Company Information Fields:

- SDL calculation basis
- SDL exemption reason
- Exempt from SDL

Employee Basic Profile Fields:

- SDL exemption reason
- Exempt from SDL

Note Components:

- Skills Development Fund (SDL) Income (tax code: SDLI)
- SDL Exemption (tax code: 9999)

Company Contribution Component:

- Skills Development Levy (SDL) Employer (tax code: SDL)

Custom Field Changes:

- The 'Exempt from SDL' field, on the Basic Company Information screen has been activated for all companies who were linked to an exemption reason on the

- 'SDL exemption reason' field.
- The 'SDL calculation basis' and 'SDL exemption reason' fields on the Basic Company Information screen have been removed.
 - The 'Exempt from SDL' field, on the Basic Profile screen has been activated for all employees who were linked to the 'SDL Exemption' component.
 - The 'Exempt from SDL' field, on the Basic Profile screen has also been activated for all employees who were linked to an exemption reason on the 'SDL exemption reason' field.
 - The 'SDL exemption reason' field on the Basic Profile screen has been removed.
 - Going forward, if the 'Exempt from SDL' field on the Basic Profile screen is selected, the 'Skills Development Fund (SDL) Income' components and the 'Skills Development Levy (SDL) Employer' component will stop calculating in the current open run.
 - If selected, mid-tax year, previously calculated year-to-date values will not be reversed.
 - If selected mid-month, the month-to-date values will be reversed.
 - When a new employee is added, and the 'Exempt from SDL' field on the Basic Company Information screen has been activated, the 'Exempt from SDL' on the Basic Profile screen will also be activated.
 - Making a change to the 'Exempt from SDL' field on the Basic Company Information screen will not update existing employees on the 'Exempt from SDL' field on the Basic Profile screen.

Component Changes:

- The 'Skills Development Fund (SDL) Income' component calculates on the month-to-date tax code, GROSS, minus month-to-date tax codes GRATNT NOT and SEV
- The 'Skills Development Levy (SDL) Employer' component calculates 0.005 of the 'Skills Development Fund (SDL) Income' component.
- The 'SDL Exemption' component has been deactivated.

Paymaster Impact:

- All open runs have been recalculated.
- No customer action is required.

Zambia | Zambia WCF Electronic File

Ticket ID

61214

State

Merged

Estimated Release Date

2024/03/25

Description

A new NextGen report has been added to the Legislative Reports section for all entities in Zambia.

Report Name: Zambia WCF Electronic File

Report Description: Annual return for submission of a CSV file via the Workers Compensation Fund Control Boards website.

Report Details:

- This annual report is used to submit employee details regarding WCF gross earnings.
- Employees who have year-to-date figures on the tax code WCFI will be included in the report.
- A new report parameter has been added called Frequency.
 - A list of available frequencies in the company will be displayed (not per company group).
 - Customers will be able to select more than one frequency
 - If no selection is applied, only data the user has access to will be returned.
 - Security will also be applied to frequencies selected, i.e. only the data of the frequencies the user has access to will be returned.
 - Security will also be applied if "Select All" is selected, i.e. only the data of the frequencies the user has access to will be returned.

Paymaster Impact:

- There is no customer action required.

Legislation:

In Zambia, an electronic Workers Compensation Fund Report is now available for

online submission via the WCF Control Boards website.

<https://eworkers.workers.com.zm/>