

Preliminary Release Notes

03 February 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:



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:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Config / Basic Settings / Custom Screens & Fields

Company Custom Form Configuration

Categories Fields

Category name ↑	Category code	Form type	Company level
Q	Q	(All)	(All)

Category Name: *

Category Code: *

Company Level:

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 Library is selected, the user will now be able to hide the default Effective date on the form.

Config / Basic Settings / Custom Screens & Fields

Company Custom Form Configuration

Categories Fields

Category name ↑	Category code	Form type
🔍	🔍	(All) ▾

Category Name: *	Category Code: *
<input type="text" value="Items issued"/>	<input type="text" value="ITEMS"/>
Company Level:	Employee Level:
<input type="checkbox"/>	<input type="checkbox"/>

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	B	C	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
	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
Budget Costs

Budget Related

planned job title:	<input type="text"/>
planned job grade:	<input type="text"/>
override employee name:	<input type="checkbox"/>
emp first name:	vacant job
emp last name:	<input type="text"/>
abolished date:	<input type="text"/> clear
do not apply increase:	<input type="checkbox"/>
copy (enter how many jobs to be added):	<input type="text"/> Copy

Please note - The following dates determine the period that the costs and headcounts are applicable for reporting

define multiple start and end dates for the job: <input checked="" type="checkbox"/>	
start date: <input style="width: 150px;" type="text" value="01 Nov 2022"/>	end date: <input style="width: 100px;" type="text"/>

Start Date	End Date
01 Mar 2020	30 Jun 2020
01 Feb 2019	30 Aug 2019
01 Nov 2022	

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.

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 - Job Management

Ticket ID

45598

State

UAT complete

Description

Job Management has been added to Power BI templates.

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 non-confidential 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	Last Name : test	Identity No.: *****172082	Project :
Pay Point :	Cost Centre :	Empl. No. : test	Region :
		Pref. Name :	
<hr/> <small>Confidential Payslip Fold Line</small>			

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

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)

Workforce Planning	
S	
Report Name	Report Description
Abolished Jobs	View savings made from Budgeted jobs that were abolished during the budget period.
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

A	B	C	D	E	F	G	H	I	J	K
Cost Code	Job ID	Org Structure	Region / Location	Employment Status	Grade	Sub Category	Job No	Job Title	Emp No	Last Name

Legislation and Statutory Reports

Burkina Faso | BNTS electronique (Online electronic CNSS report)

Ticket ID

44496

State

Active

Description

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

French:

Report Name: CNSS BNTS Electronique

Report Description: Déclaration électronique CNSS mensuelle et trimestrielle

English:

Report Name: CNSS BNTS Electronic report

Report Description: Monthly and quarterly CNSS electronic file

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 électronique). It is used by companies that have chosen electronic declarations.

Ghana | DT0107a Third Tier enhancement

Ticket ID

50737

State

Testing

Description

Enhancements have been made to the Third Tier column to include all employees contributing voluntarily to this tier.

Report Name: DT0107a

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

Report Changes:

The Third Tier column (Column 10) has been amended to return the lessor of

- MTD Tax code PROV and
- Rate code 16.5% x MTD Tax code SALARY.

Paymaster Impact:

The report has been updated with this latest change.

Customers must make sure they submit the report with the latest changes.

Ivory Coast | Tax Factor 30 Days

Ticket ID

48099

State

Active

Description

1.1 As from January 2023, the annualisation calculation on the system will now be based on, 30 days in the month divided by 360 days in the tax year.

This method will be used in the year-to-date Averaging tax method and in the Non-cumulative tax method. The maximum number of annual days in a year will be capped at 360. The tax factor will only apply to the tax calculation, as Social Security is not prorated.

How does it work?

If an employee joins mid-month or is terminated mid-month, the system will check the Employment date or Termination date fields.

MTD Non-cumulative Tax Method:

Employee joined on 13 January 2023. From 13 – 31 January, there are 19 days of employment.

The Tax Factor will therefore be: $19 / 30$ for the month = 0.6333333

February's Tax Factor for a full month of employment will be $30/30 = 1$

YTD Average Tax Method:

Employee Joined 13 Jan 2023. From 13 – 31 January, there are 19 days of employment.

Tax Factor will be $19/30$ for the month of Jan = 0.6333333

Feb $30/30 = 1$

YTD Tax Factor $(0.6333333 + 1) = 1.6333333$.

YTD Taxable income x $1.6333333/360$ will be used in the tax table calculation.

To deannualise, the reverse will be applied, whereby the annualised remuneration is divided by 1.6333333×360

1.2 A new Leave pay component has been created to cater for additional days which are considered as 'days worked' whilst on annual leave.

Component Details

Component Name: Conges Annuel Pay r (Leave pay - used in tax factor)

Payslip Action: Notes

Tax Code: OTHEREARN

Paymaster application: The number of Annual leave days captured will now be included in the tax factor calculation for the month.

Example:

Annual leave days captured = 3

Days employed = 30 days

33 days will be used in the factor.

$33 / 30 = 1.1$ (Tax factor used in the tax calculation)

1.3 A new Note component has been created to record the days employed plus annual leave days used in the tax calculation:

Component Name: Days Employed

Tax code: DAYSWORKED

Calculation: 30 days or the part-month days will be included in the Note component.

Example: Jan = 30

Feb = 30

On 15 March the employee is terminated = 15 employed days

YTD days Employed = 75

Note:

The component will only display in the first run of the month in the event of there being multiple runs in a month.

If the total employed days for the year exceeds 360, the calculation will be capped at 360. Access the Calculation Breakdown on Edit Payslip to view the details.

1.4 A new Note component has been created to record the tax factor used in the tax calculation:

Component Name: Tax Factor

Tax code: TAXFACTOR

How does it work?

Includes the monthly factor. In the YTD tax calculation, the YTD accumulated value will be used over 360 days in the tax calculation.

Jan 30/30 = 1

Feb 30/30 = 1

March terminated 15 March 15/30 = 0.500

YTD March = 2.500 (This value will be used in the tax calculation)

The component will only display in the first run in the month in the event of there being multiple runs in a month. Access the Calculation Breakdown on Edit Payslip to view the details.

1.5 If a customer does not agree with the previous month's Tax Factor calculated, the existing Days Worked component can be edited on the payslip. The overridden value will be used in the tax calculation factor.

2.1 A new company setting has been created on the Basic Company Information screen for customers who prefer to use the original calculation factor of 28/30 or 31 calendar days (depending on the month).

Company Setting: Do not calculate tax using the 30-day Tax Factor Method

2.2 A new custom field has been created on the Company Basic Information screen to enforce a YTD Calculation in December and for terminations called:

Company setting: Final tax calculation at termination and TYE

How it works?

If a company is using the MTD Non-Cumulative Tax method and the 'Final tax calculation at termination and TYE' is selected, the system will enforce the YTD annualised calculation either in December, or alternatively when the employee is terminated mid-year.

Paymaster Impact:

If companies are on the YTD Averaging Tax Method, it is important to note that users

must add a Post Run for January 2023, so that the correct factor is then calculated before finalising the February payroll:

Legislation:

In Ivory Coast, the number of days in a month for tax purposes is calculated using 30 days and is regularised using 360 days.

Kenya | Body Type dropdown (Company Car Fringe Benefit)

Ticket ID

49215

State

Active

Description

[NOTE] The following enhancement might affect APIs.

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.

Paymaster Impact:

- Existing data will remain unchanged.
- Customers should revisit all manual input and link to one of the pre-defined Body Types listed in the new dropdown.

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 ↓	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

Installment: *

500.00

Is this a non fringe benefit loan?:

Legislation:

[Taxation of loans to employees \(Fringe Benefits Tax\)](#)

Senegal | State-Private Internship Agreement

Ticket ID

45821

State

Active

Description

Enhancements have been made to the calculation of Impot (PAYE) and Trimf to cater for Internships with State-Private Agreements.

How does it work?

- A new checkbox field has been added to the employee's Tax Profile screen named "State-Private Internship Agreement".
- If the field is activated then the "Impot" and "Trimf" statutory deductions and the "CFCE" company contribution will not calculate.
- The note components for "Dependent Rebate Part", "Progressive Taxable Income", "Total Allowable", and "True Taxable Income" will not calculate.

Paymaster Impact:

- If the custom field is activated mid-tax year, then Impot, Trimf, and CFCE will be refunded.
- If the user activates the custom field mid-tax year and does not wish for Impot, Trimf, and CFCE to be refunded, then the user must create a new tax record.
- If the other statutory contributions, such as IPRES should also not calculate, then the exemptions on the Basic Profile should be used.
- Customer Action: None.

Legislation:

If the internship has been concluded under the terms of article 15 of the State-Private Employer Agreement then the allowances are exempt.

Only the Sécurité Sociale Employeur du Travail contribution is applicable to State-Private Employer Agreement internships.

Where the internship is outside the State-Private Employer Agreements, the allowance paid to the intern is taxable in accordance with the provisions of the general tax code.

South Africa | ETI Period Count override via Costing

Ticket ID

50873

State

Active

Description

The ETI Period Count override functionality has been enhanced to include any ETI Period Count override done via Costing (Bulk Actions) as the highest priority.

Background:

Previously, ETI Period Count overrides done via Costing were not taken into account.

Paymaster Impact:

Going forward, any ETI Period Count overrides done via Costing (Bulk Actions) will be taken into account as the highest priority.

- If an employee is not qualifying, the incentive will still not calculate and the ETI Period Count override via Costing will be taken into account in the next qualifying period (start counting from the override value plus 1).
- If an employee is qualifying, the ETI Period Count override via Costing will affect the incentive calculation.

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 Name Enhancement

Ticket ID

48189

State

Testing

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 is 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 uuuuuuuu will return the 'uif reference number' stored on the *Basic Company Information* screen under the *UIF, SDL, Other* tab.

The nnn will return the new custom field that has been added to the Basic Company Information screen named 'latest uif file number'.

- This custom field will be used to determine the next UIF file number.
- Only three numeric characters are allowed in this field.
- Once the 'latest uif file number' field is completed, then the UIF file numbers thereafter will increment with a 001.

Example:

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

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 (optional).
- If no 'uif file number' is captured, and the previous file number was 001, then it will increment with 001, resulting in 002.
- If a resubmission is required and the file number should change, then the user can select 'Regenerate File'. Here the file number will increment with 001 based on the current 'latest uif file number'.
- If a resubmission is required and the file number should not change, then the user needs to capture the file number prior the required number as the 'latest uif file number'. In other words, if the file number required is 555, then the customer should capture 554 as the 'latest uif file number'.

Zimbabwe | NSSA ceiling in other frequencies

Ticket ID

50306

State

Testing

Description

Going forward, the monthly insurable earnings ceiling will be spread evenly across the weeks or bi-weeks in a weekly or fortnightly frequency.

NSSA Weekly Ceiling Amount (Tax code NSSAI):

- 4 week month: $500\,966/4 = \text{ZWL } 125\,241.50$ per week
- 5 week month: $500\,966/5 = \text{ZWL } 100\,193.20$ per week

NSSA Fortnightly Ceiling Amount (Tax code NSSAI):

- 2 bi-week month: $500\,966/2 = \text{ZWL } 250\,483.00$ per bi-week
- 3 bi-week month: $500\,966/3 = \text{ZWL } 166\,988.67$ per bi-week

Paymaster Impact:

The NSSA Employee (Tax code NSSAEE) and NSSA Employer (Tax code NSSAER) contributions per week or bi-week will be capped accordingly:

- 4 week month: $(500\,966/4) * 0.045 = \text{ZWL } 5\,635.87$ per week
- 5 week month: $(500\,966/5) * 0.045 = \text{ZWL } 4\,508.69$ per week
- 2 bi-week month: $(500\,966/2) * 0.045 = \text{ZWL } 11\,271.74$ per bi-week
- 3 bi-week month: $(500\,966/3) * 0.045 = \text{ZWL } 7\,514.49$ per bi-week

Legislation

In terms of Statutory Instrument 64 of 2022 gazetted on 01 April 2022, the monthly insurable earnings ceiling is now reviewable quarterly.

The insurable earnings ceiling for the months of January, February, and March 2023 is ZWL 500 966.