

# Preliminary Release Notes

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03 March 2023



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## Features and Enhancements

### Audit Trail | Icon moved to improve visibility

#### Ticket ID

48520

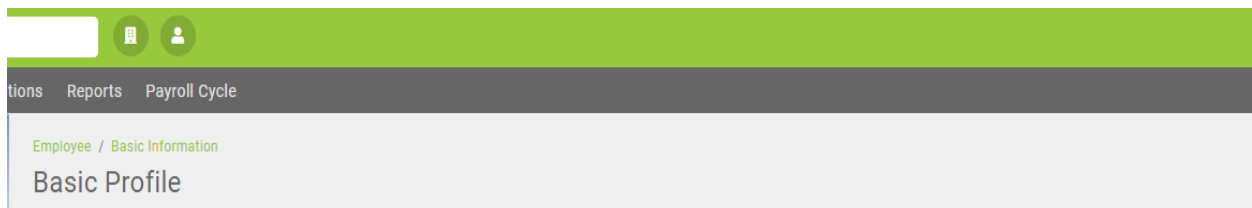
#### State

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:



## Claims | Delete functionality added for 'In Progress' claims

### Ticket ID

27004

### State

Merged

### Description

Users are now able to delete claims that are in status 'In Progress'.

Employee / Payroll Processing

### Claims

Drafts	In Progress	Completed	Rejected	
Date captured ↓		Date approved		Currently with
Q		Q		Q
▶ 2023/02/24, 11:27		2023/02/24, 11:27		

## Component File Extract enhancement | Additional format added

### Ticket ID

47231

### State

UAT complete

### Description

A new format has been added to the Component File Extract report

### File Extract

Parameters

* return this report to me in the following format:	--select one--	
display runs for the following tax year:	--select one--	
* select a run:	ACB Format (Debits)	
	Fihrst	
	Fihrst - Pension & Provident	
	<b>FNB Bankserv (ACB)</b>	
	MIBFA	
	SagePay	
	Standard Bank - SSV	
	Standard Bank - Value Dated	
	Teba	
organisation units:	<input type="checkbox"/> CPT 300 - Cost Centre	
	<input type="checkbox"/> Direct Sales - Division	
	<input type="checkbox"/>	

## 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) ▾ (AI

Category Name: \*

Category Code: \*

Company Level:

Employee Level:

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

## Custom Payslip Parameter | Exclude emps with email addresses

### Ticket ID

50367

### State

Testing

### Description

A parameter labeled "***Exclude emps with email addresses***" has been added to Custom Payslip Report.

When 'yes' is selected then the payslips that are included are limited to Employees that do not have an email address on Employee Basic Profile.

#### PREVIEW PARAMETERS

Employee Number	<input type="text" value="(none)"/>
Run	<input type="text" value="March - 2023"/>
Exclude Paid Payslips	<input type="text" value="Yes"/>
Sort Order	<input type="text" value="Last Name"/>
Include zero net pay payslips	<input type="text" value="No"/>
Region	<input type="text" value="(none)"/>
Org Unit	<input type="text" value="(none)"/>
<b>Exclude emps with email addresses</b>	<input type="text" value="No"/>
Format	<input type="text" value="pdf"/>

RESET

SUBMIT

## Employee Position and Job Management | Company Settings enhancements

### Ticket ID

44540

### State

Merged

### Description

Enhancements made on Company Settings screen for Job Management and Positions.

Setting labeled 'Employee Position / Region' under the Mandatory section has been enhanced and renamed to 'Employee Position & Job Management / Region'. If this company setting is activated, Region field will be mandatory on Employee Position as well as on Job Management screen.

Mandatory Fields	
▶ Employee Position / Directly Reports to Person	<input type="checkbox"/>
▶ Employee Basic Profile / Marital Status	<input type="checkbox"/>
▶ Employee Pay Rate / Pay Rate Currency	<input type="checkbox"/>
▶ Employee Pay Rate / Reason	<input type="checkbox"/>
▶ Employee Position & Job Management / Region	<input type="checkbox"/>
▶ Employee Position / Category	<input type="checkbox"/>
▶ Employee Position / Override Grade	<input type="checkbox"/>
▶ Employee Position / Pay Point	<input type="checkbox"/>
▶ Employee Position / Sub Category	<input type="checkbox"/>
▶ Employee Recurring / Medical Aid Reference Number(Applicable to NextGen only)	<input type="checkbox"/>
▶ Employee Tax Profile / Custom Date 1	<input type="checkbox"/>
▶ Employee Tax Profile / Custom Date 2	<input type="checkbox"/>
▶ Job Management / Employment Status	<input type="checkbox"/>
▶ Job Management / GL	<input type="checkbox"/>

Company setting labelled 'Job Management / GL' has also been added under Mandatory Fields section. This will allow the user to flag if the GL indicator on the Job Management screen is mandatory or not.



## **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"/> <a href="#">clear</a>
do not apply increase:	<input type="checkbox"/>
copy (enter how many jobs to be added):	<input type="text"/> <a href="#">Copy</a>

**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:

start date:	<input type="text" value="01 Nov 2022"/>	end date:	<input type="text"/>
-------------	--	-----------	----------------------

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

## Leave Balance Screen | View balances in hours

### Ticket ID

50482

### State

Testing

### Description

An enhancement has been made to the Employee Leave Balance screen.

Employees will now be able to view their leave balances, accrual, max balance and leave value breakdown in hours if the below parameter has been enabled on the Company Leave Parameter screen. The existing parameter has been renamed to cater for this enhancement.

Reflect leave applications, and balance (on leave balance screen and payslip) in hours	<input checked="" type="checkbox"/>
--	-------------------------------------

Employee / Leave

### Balances

Leave description ↑	Accrual	Leave balance	Max balance
Q			
▼ Annual	20.00	<u>140.00</u> hours	160.0
Accrued Leave	0.00	0.00 hours	
Annual Leave	10.00	60.00 hours	
Annual Leave (Assesment)	10.00	80.00 hours	
Annual Leave Carry Over	0.00	0.00 hours	
Annual Leave Special Carry Over	0.00	0.00 hours	
Grace	0.00	0.00 hours	

**Please note:** 'days' will display next to the balance for Leave Buckets that do not have the above mentioned parameter enabled.

## New Bulk Upload | Update Employee

### Ticket ID

35053

### State

UAT complete

### Description

A new bulk upload functionality has been added that allow users to update employee basic profile information.

Once the template has been downloaded, the user can complete the employee code together with the information that needs to be updated. All other columns and fields can be left blank.

The screenshot displays the 'Bulk Actions' section of a software interface. At the top, the title 'Bulk Actions' is visible. Below it, there are two dropdown menus: 'Screen Type' set to 'Employee' and 'Action Type' set to 'Update Employee'. To the right of the 'Action Type' dropdown is a file upload area with a 'Select file' button and the text 'or Drop file here'. Below the dropdowns is a search bar with a magnifying glass icon and the word 'Search'. A list of actions is shown below the search bar, with 'Update Employee' highlighted. The list includes: 'On / Off Boarding', 'Add New Employee', 'Suspension', 'Terminate and Reinststate', and 'Update Employee'.

**One import file can be used to update employee records from multiple frequencies.**

## New Webhook Object | EditPayslip

### Ticket ID

49146

### State

Ready for testing

### Description

A new object for Edit Payslip has been added to Webhook Configuration.

The screenshot shows a web application interface for configuring webhooks. The breadcrumb trail at the top reads 'Config / Basic Settings / General Company'. The main heading is 'Integrations'. Below this, there are three tabs: 'Webhooks' (selected), 'Single Sign-On', and 'API Credentials'. A modal form is open for configuring a new webhook object. The form fields are as follows:

- Name:** \* (empty text input field)
- Destination URL:** \* (empty text input field)
- Disable Chunked transfer encoding:**
- Version:** \* (dropdown menu with '1.0' selected)
- Object:** (dropdown menu with 'EditPayslip' selected)
- Expose Secret Key:**
- Enabled:**

At the bottom right of the modal, there is a 'Save' button and a partially visible 'Cancel' button.

## Payslip screen | Ability to download Tax Breakdown Summary

### Ticket ID

49925

### State

Merged

### Description

The Tax Breakdown can now be downloaded in the form of a PDF report.

Employee / Payroll / Edit Payslip

March - 2023

### Payslip Edit

---

Payslip Summary

\* Part of package

Allowances
+
Deductions

Component name	Tax code	Qty	Amount	Component name	Tax code
----------------	----------	-----	--------	----------------	----------

Tax Breakdown
×

Regular Tax	
Total YTD Regular Earnings	10 833.33
<b>Divide</b> by Periods Worked	1.00      10 833.33
<b>Multiply</b> by Periods in the Tax Year	12.00      129 999.96
<b>Annualised Regular Earnings</b>	129 999.96
Less Tax Bracket Upper Limit	0.00      129 999.96
<b>Multiply</b> Marginal Rate	0.18      23 399.99
<b>Plus</b> Tax On Lower Limit	0.00      23 399.99
Less Tax Rebate	16 425.00      6 974.99
<b>Divide</b> by Periods in the Tax Year	12.00      581.25
<b>Multiply</b> by Periods Worked	1.00      581.25
<b>Tax On Regular Earnings</b>	581.25

**Please note:** This is only applicable for South Africa.

## Power BI - Employee Project Details

### Ticket ID

41840

### State

Merged

### Description

Employee Project Details endpoint has been added to Power BI connector and templates.

## Report enhancement | Exclude terminations from KPA summary report

### Ticket ID

51596

### State

Merged

### Description


Employee KPA Summary and Status report has been enhanced to exclude terminations.

Performance Management	
Search: <input type="text"/>	
Report Name	Report Description
Detailed Evaluation History	Returns all details including scores for all sections of a template for a selected process
Employee Evaluation Defaults	Extracts all active employees and their evaluation defaults
Employee KPA Details	Returns all KPA details for selected process
Employee KPA Summary and Status	Produces a report of all employees who are linked to a default template, either through their position KPA defaults screen and displays the status.
Evaluation Progress Dashboard	A dashboard that provides statistics as well as details on the progress of an evaluation process that displayed per org. level.
Scores History	Returns all rating details and total scores for selected process

Report will exclude employees terminated before the date selected on below parameter.



## Employee KPA's

Parameters	
* return this report to me in the following format:	Acrobat Reader
email this report to me in the above format?	<input type="checkbox"/>
tick here if you want to add this report with the selected parameters to your list of scheduled reports:	<input type="checkbox"/>
return KPA's as of:	27 February 2023 

## Report Parameters | Employee Standard Industry Classification fields

### Ticket ID

45797

### State

Ready for testing

### Description

Employee Standard Industry Classification fields are now available for selection on Report fields section when printing standard reports.

report fields:  
(expect substantial increased execution times due to large overheads when selecting one or multiple fields)

- Standard Industry Code
- Standard Industry Code Group
- Swift Code
- Tax Directive Number
- Tax Office
- Tax Reference Number

employee number:

Please note: This is specific to South Africa.

## Reports | Historical Dynamic Employee Details report

### Ticket ID


44383

### State

Closed

### Description

Historical Dynamic Employee Details report has been renamed to Custom Forms report.

HR	
<a href="#">Indicate Favouri</a>	
Search: <input type="text"/>	
 Report Name	Report Description
Action Type History	Provides a list of action types for employees between a selected date range.
Asset Register Report	This report shows a list of all assets captured for employees.
Attachment Classification	Indicates what type of attachments have been loaded for each employee
Attendance Summary	Provides an attendance summary of scheduled vs actual attendance for a selected period.
Consolidated Dynamic Employee Details	Provides a list of various pre-defined employee fields that can be selected for all companies within the group.
Custom Forms Report	Retrieve historical dynamic employee details as of a specific date for specific data category.

## 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>			

# Legislation and Statutory Reports

## Ghana | Tax Certificate on Historical Drill Down screen

### Ticket ID

51742

### State

Testing

### Description

Going forward, customers will be able to download the employee's tax certificate from the Historical Drill Down screen.

The **DT0103 Personal Income Tax return** will generate for the relevant employee when the customer clicks on the download button (*Employee > Payroll results > Tax Certificate/Historical Drill Down*):

Employee / Payroll Results

### YTD Tax Certificates

YTD Tax Certificates					
Tax year start date		Tax year end date		Manual number	Certificate number
Q	📅	Q	📅	Q	Q (All)
Ghana Test					
01 Jan 2023		31 Dec 2023			
01 Jan 2022		31 Dec 2022			

## 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 | NSSF Contribution Age enhancement

### Ticket ID

51745

### State

Active

### Description

Enhancements have been made to the NSSF calculation.

Going forward, mandatory NSSF contributions (Tax codes NSSFEE and NSSFER)

- will start calculating in the month the employee turns 18 and
- will stop calculating in the month the employee turns 60.

### Background:

Previously, mandatory NSSF contributions only started contributing when the employee turned 19.

### Legislation:

According to section 5 of the *National Social Security Fund (Mandatory Registration) Regulations, 2014*:

5. (1) Subject to the provisions of the Act, every employee who, on or after the commencement of these Regulations, is employed by an employer who has a place of business in Kenya and;

(a) is working in Kenya;

(b) is a citizen of or ordinarily resident in Kenya;

(c) ordinarily resident in Kenya and is employed outside Kenya;

(d) has attained the age of eighteen years; and

(e) has not attained the age of sixty years on the appointed date -

shall register with the Fund and contribute as an employee in accordance with the provisions of the Act and these Regulations.

According to section 2 of the *National Social Security Fund Act, 2013*:

“employee” means any person who has attained the age of eighteen years and who is-

(a) employed in Kenya under a contract of service;

(b) ordinarily resident in Kenya and is employed outside Kenya (or partly in and partly outside Kenya) under a contract of service entered into with an employer who resides in or has a place of business in Kenya; or

(c) is ordinarily resident in Kenya and is employed under a contract of service as master or a member of the crew of any ship, or as a pilot, commander, navigator, or member of the crew of any aircraft, where the owner of the ship or aircraft (or managing owner if there is more than one owner) or the manager resides in or has a place of business in Kenya;

but does not include any person who-

(i) is undergoing full-time instruction in a school, or in any such place of education or training as may be prescribed for the purposes of this definition, or who is an apprentice; and

(ii) is not in receipt of wages which provide him wholly or substantially with a livelihood;



## Kenya | Tax Certificate on Historical Drill Down screen

### Ticket ID

51337

### State

Active

### Description

Going forward, customers will be able to download the employee's tax certificate from the Historical Drill Down screen.

The **P9A Tax Deduction Card** will generate for the relevant employee when the customer clicks on the download button (*Employee > Payroll results > Tax Certificate/Historical Drill Down*):

Employee / Payroll Results

### YTD Tax Certificates

YTD Tax Certificates				
Tax year start date	Tax year end date	Manual number	Certificate number	R
Q	Q	Q	Q	(All)
Demo Kenya				
01 Jan 2023	31 Dec 2023			
01 May 2022	31 Dec 2022			

## Senegal | Tax Adjustment Component

### Ticket ID

50351

### State

Active

### Description

The following enhancement has been made in Senegal:

### Change:

A new component has been created for Impot adjustments. This component will be considered in the calculation for impot.

**Component Name:** Impot Adjustment (Incl in Impot Calc)

**Tax code:** TAX

### Paymaster Impact:

- The new component is now available for use.
- The existing Impot Adjustment component is used for additional tax scenarios and will not be considered in the tax calculation.

## South Africa | Employee contact email validation

### Ticket ID

51242

### State

Testing

### Description

SARS published a new PAYE BRS V21.2 effective for the 2022/2023 tax year EMP501 submissions.

The changes have been applied on the system.

### How does it work?

The following validation was relaxed:

- The employee's contact email (code 3125) may now contain an apostrophe or inverted commas as a special character.
- The following special characters are still not allowed: open bracket ( , close bracket ), back slash \, pipe |, and percentage %.

### Paymaster Impact:

- The validation has been removed from the Basic Profile screen and on Bulk Actions.
- Customer Action: None.

### Legislation:

Tax Certificate Information				
Employee Information				
Name	Code	Length	Description	Validation Rules
				<b>Note:</b> An approved list of SEZ codes are attached in Appendix E
Employee contact E-mail	3125	FT70	Employee e-mail address	<ul style="list-style-type: none"> <li>• Optional</li> <li>• The following characters are <b>NOT</b> allowed:               <ul style="list-style-type: none"> <li>◦ Open bracket (</li> <li>◦ Close bracket )</li> <li>◦ Back slash \</li> <li>◦ <b>Apostrophe/single inverted commas-</b></li> <li>◦ Pipe  </li> <li>◦ Percentage %</li> </ul> </li> <li>• The first and last character <b>MUST NOT</b> be a special character;</li> <li>• Special characters cannot appear consecutively two or more times</li> <li>• Address must contain only one @ sign</li> <li>• Address must contain a domain indicated by a dot (.)</li> <li>• Domain portion of the address must be positioned to the right of the @ sign.</li> <li>• The @ sign must not be followed by a dot (.)</li> </ul>
Employee Home Tel No	3135	AN 15	Employee home telephone number.	<ul style="list-style-type: none"> <li>• Optional</li> <li>• Only numeric values are allowed</li> <li>• No spaces are allowed</li> <li>• Must be at least 10 characters long</li> <li>• + is not allowed.</li> <li>• National numbers must start with a 0</li> <li>• International numbers must start with 00</li> </ul>
Employee Bus Tel No	3136	AN 15	Employee business telephone number.	<ul style="list-style-type: none"> <li>• Mandatory if Nature of Person is not N</li> <li>• Only numeric values are allowed</li> <li>• No spaces are allowed</li> <li>• Must be at least 10 characters long</li> <li>• + is not allowed.</li> <li>• National numbers must start with a 0</li> </ul>

## South Africa | ETI Take On report enhancement

### Ticket ID

51155

### State

Active

### Description

Enhancements have been made to the ETI Take On report.

**Report Name:** ETI Take On report

**Report Description:** A list of all employees who have had an ETI Take On or adjustment made.

### Report Changes:

An extra column has been added to the report which will return the **ETI Period Count** as processed via *Bulk Actions > ETI Take On*.

### Report Example:

*Image to be added once released.*

## South Africa | UIF Declaration File Name Enhancement

### Ticket ID

48189

### State

Active

### Description

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

**Report Name:** UIF Declaration File

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

### Report File Name Changes:

The file name 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 next 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 the next number 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'.

## Zambia | NHIMA CSV Template enhancement

### Ticket ID

51627

### State

Active

### Description

Enhancements have been made to the NHIMA CSV Template.

**Report Name:** NHIMA CSV Template

**Report Description:** This is the electronic submission file to be imported to the eNHIMA portal.

### Report Changes:

- The report has been enhanced to exclude employees not contributing to the National Health Insurance Fund.
- Going forward all employees with no MTD Tax codes NHIFEE and NHIFER will be excluded from the report.

## Zimbabwe | Tax Certificate on Historical Drill Down screen

### Ticket ID

51339




### State

Active

### Description

Going forward, customers will be able to download the employee's tax certificate from the Historical Drill Down screen.

The **P6 Form** will generate for the relevant employee when the customer clicks on the download button (*Employee > Payroll results > Tax Certificate/Historical Drill Down*):

Employee / Payroll Results						
YTD Tax Certificates						
YTD Tax Certificates						
Tax year start date	Tax year end date	Manual number	Certificate number	Resubmit		
Q	Q	Q	Q	(All)		
Demo Zimbabwe						
01 Jan 2023	31 Dec 2023					  
01 Jan 2022	31 Dec 2022					