

# Preliminary Release Notes

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28 August 2023



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## Features and Enhancements

### **Bulk Actions | Employee Banking Details mandatory fields enhancement**

#### **Ticket ID**

13620

#### **State**

Merged

#### **Description**

Because the mandatory fields differ between RSA and Non-RSA Countries, the Employee Banking Details bulk action template has been enhanced to only flag the below relevant fields as mandatory.

Mandatory for RSA companies

- Bank Account Owner
- Account Type
- Bank Name
- Branch No
- Account No

Mandatory for Non-RSA companies

- Account Type
- Bank Name

## Employee Banking Details screen | New Payment Method - E-Wallet

### Ticket ID

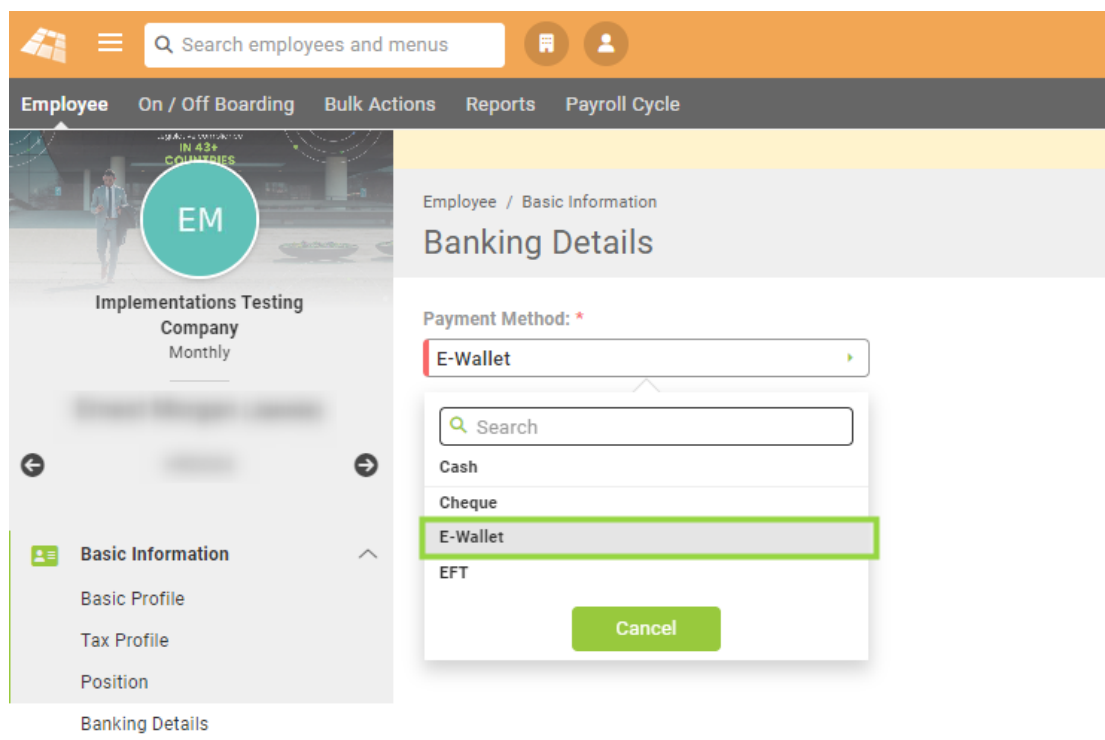
55165

### State

N/A

### Description

'E-Wallet' has been added to the Payment Method selection list on the Employee Banking Details screen. This selection will still exclude the employee from the Salary Payment file as no bank details are specified but will display as payment method on the Net Payment listing report. This will allow administrators to easily see which employees are paid using E-Wallet.



**Note:** This is only relevant to South Africa

## New Feature | Maintaining Public Holidays

### Ticket ID

50822

### State

UAT complete

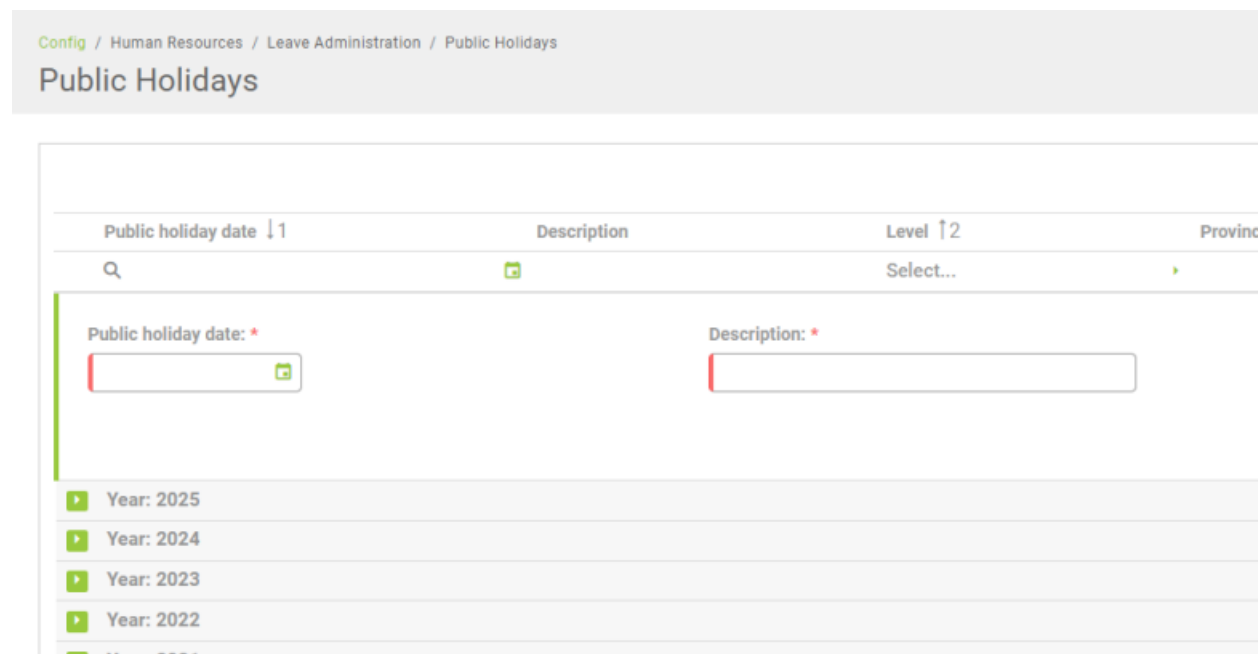
### Description

New Public holiday functionality has been introduced where users can now maintain public holidays at different levels, providing more flexibility and control over holiday configurations on company level.

Here's what the feature includes:

### Public Holidays company level screen:

A new screen has been introduced where users can add public holidays specific to their organization, in addition to the existing public holiday calendar for the country.

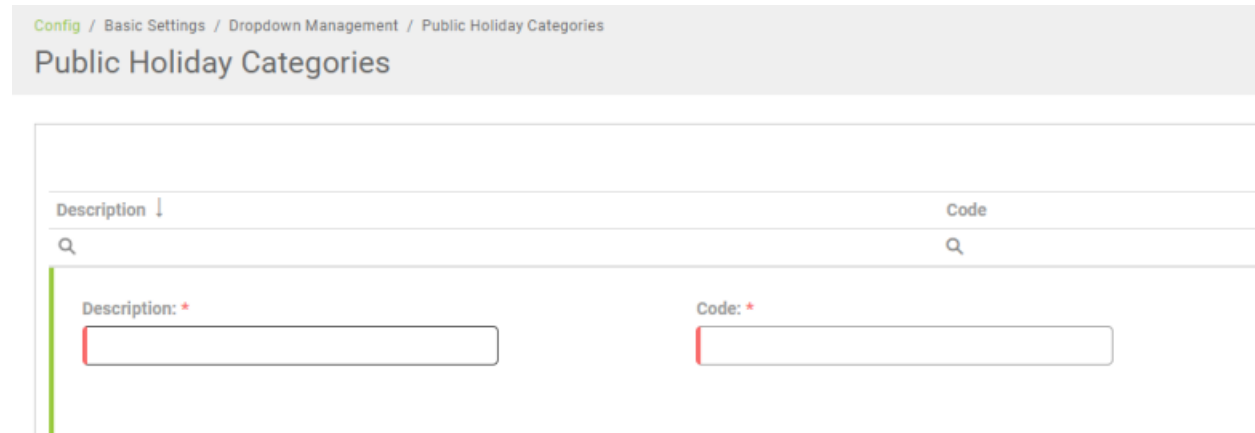


- At National level, users can add National Public Holidays to the public holiday calendar. This ensures that company-wide holidays are accounted for, covering all employees across the organization.
- The Provincial level allows users to add Provincial Public Holidays to the public holiday calendar. This level accommodates regional holidays, ensuring accurate holiday management for employees based in specific provinces. When a leave transaction is processed the system will reference the province as selected on Employee Basic Profile physical address to determine if the public holiday needs

to be taken into consideration.

### Public Holiday Categories screen:

As shown above on Public Holidays configuration screen, a new 'Category' level has also been introduced that allow users to create custom categories for setting up public holidays. This level is ideal for organizing holidays based on different criteria, providing a more structured and efficient holiday management approach. Public Holiday Categories can be configured to either add days to the existing public holiday calendar or can also be used to override the existing public holiday calendar.

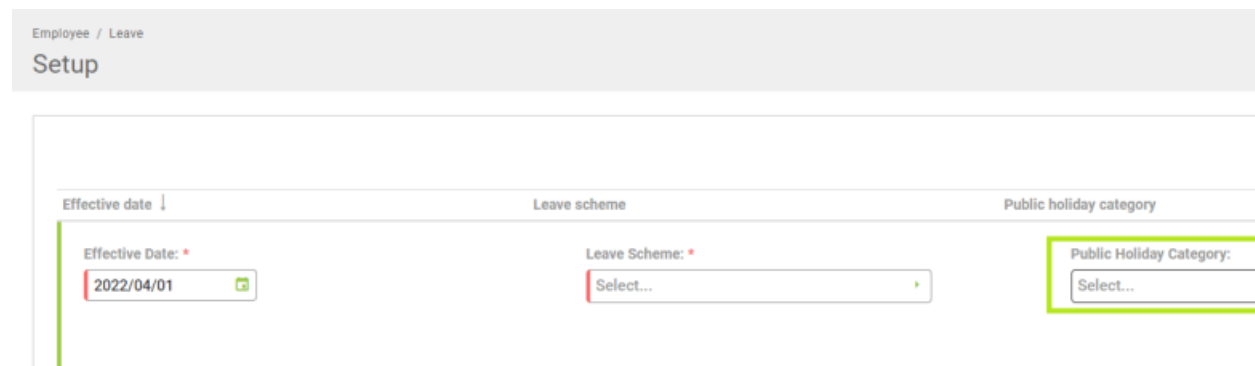


Config / Basic Settings / Dropdown Management / Public Holiday Categories

### Public Holiday Categories

Description ↓	Code
<input type="text"/>	<input type="text"/>

With Public Holidays set up on Category level, users can link employees to specific Public Holiday Categories on the employee leave setup screen as shown below.



Employee / Leave

### Setup

Effective date ↓	Leave scheme	Public holiday category
Effective Date: * <input type="text" value="2022/04/01"/>	Leave Scheme: * <input type="text" value="Select..."/>	Public Holiday Category: * <input type="text" value="Select..."/>

When a leave transaction is processed the system will reference the above field on the employee Leave Setup screen to determine if the dates linked to a Public Holiday Category needs to be taken into consideration.

## **New GET API endpoint | Performance Management**

### **Ticket ID**

55254

### **State**

Ready for testing

### **Description**

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

## Nextgen Payroll Reconciliation Report | New parameter

### Ticket ID

54564

### State

N/A

### Description

"View the component names in an alternative language:" parameter has been added to the Nextgen Payroll Reconciliation report.



## Reports | Classic Report Parameters converted to Nextgen

### Ticket ID

53084

### State

N/A

### Description

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

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

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

## Webhook Integration | Secret Key enhancement

### Ticket ID

55639

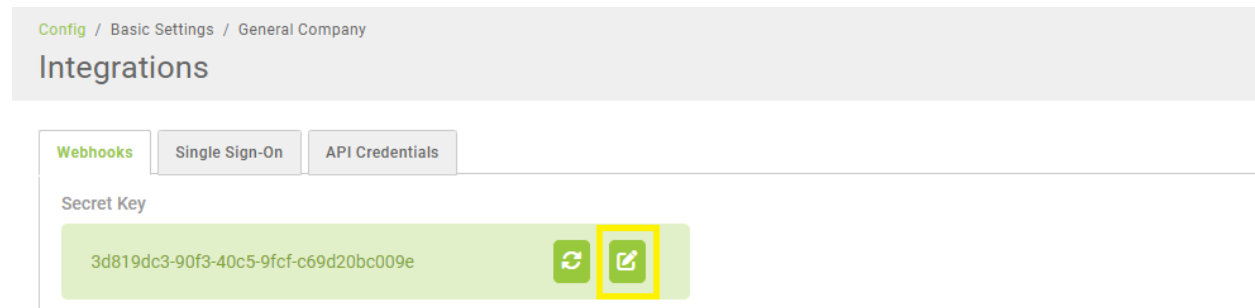
### State

UAT complete

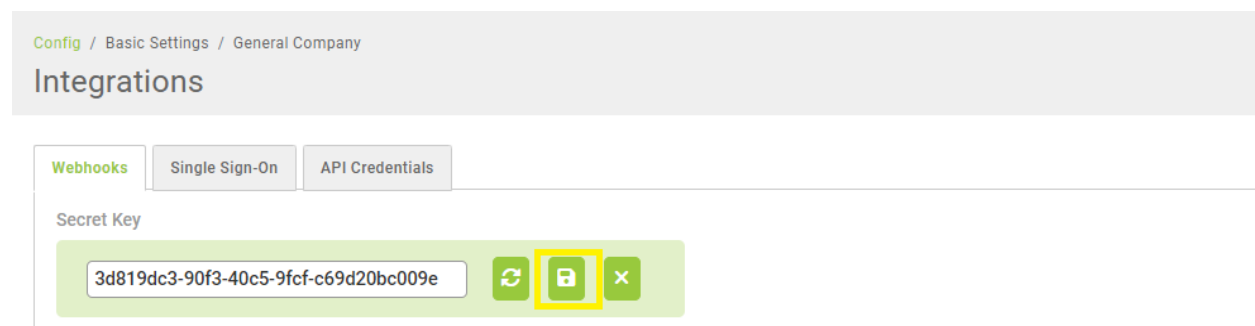
### Description

Users are now able to customize the Secret Key on the Webhook configuration tab of the Integrations page.

An edit icon will display that the user can click on to enter the custom key.



Once the key has been updated the user can click on save as shown below.



## Legislation and Statutory Reports

### Ghana | DT0107a Report Enhancement

#### Ticket ID

56108

#### State

Testing

#### Description

Enhancements have been made to the header of the DT0107a report.

**Report Name:** DT0107a

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

#### Report Changes:

- The header fields have been enhanced to pass the latest import validations on the GRA portal.

#### Paymaster Impact:

- Customer Action: As an interim solution, please copy the report data to the template and import the file again if previous imports failed.

## Kenya | Affordable Housing Levy Income enhancement

### Ticket ID

57197

### State

Testing

### Description

The calculation of the *Affordable Housing Levy* components will be enhanced to align with the recent definition of "Gross monthly salary" released by the Kenya Revenue Authority on 15 August 2023:

#### 1) Default:

- *Affordable Housing Levy Income (Tax code AHLI)* will default to Tax codes SAL, NONTAX, TRAVEL, NTRAVEL, HOUSEALL, and OTHER (previously Gross Income was used to calculate the Affordable Housing Levy Income).
- *Affordable Housing Levy contributions (Tax codes AHLEE and AHLER)* = Tax code AHLI \* 1.5% (previously Gross Income \* 1.5% was used to calculate the Affordable Housing Levy contributions).

#### 2) Customisation:

- This new functionality will enable the users to include/exclude the relevant components in the *Affordable Housing Levy* income base.
- All Payroll Components (*Config > Payroll > Payroll Config > Payroll Components*) will be available to include/exclude depending on the nature of each component (i.e., seen as "basic salary and regular cash allowances" as per KRA definition).

### Paymaster Impact:

Customers who need to close their payrolls are advised to override the following components via Bulk Actions as an interim solution until the enhanced solution is released:

- *Affordable Housing Levy Employee Deduction (Tax code AHLEE)*
- *Affordable Housing Levy Company Contribution (Tax code AHLER)*
- *Affordable Housing Levy Income (Tax code AHLI)*

Please note that all three of the abovementioned components should be overridden, for reporting purposes (please refer to upcoming release #57075 for more detail).

### Legislation:

## [Affordable Housing Levy \(AHL\)](#)

As per the public notice issued by the Kenya Revenue Authority on 15 August 2023, please note:

- The Finance Act 2023 introduced the AHL with effect from 1st July 2023. Kenya Revenue Authority has been appointed as the collecting Agent of the Affordable Housing Levy (AHL).
- Kenya Revenue Authority wishes to make the following clarification with respect to the AHL:
- “Gross monthly salary” constitutes basic salary and regular cash allowances. This includes housing, travel or commuter, car allowances, and such regular cash payments and would exclude those that are non-cash as well as those not paid regularly such as leave allowance, bonus, gratuity, pension, severance pay, or any other terminal dues and benefits.
- All employees irrespective of their contract of service shall pay the affordable housing levy.
- Taxpayers paying housing levy under Section 31B of the Employment Act are not eligible for Affordable Housing Relief under Section 30A of the Income Tax Act Cap. 470.

## Kenya | P10 Affordable Housing Levy

### Ticket ID

57075

### State

Active

### Description

The following report has been updated in Kenya.

**Report Name:** iTax CSV File

**Report Description:** Produce a monthly iTax csv file to be imported into the monthly iTax macro.

### Report Changes:

The following bullet will be added to the report options on the Report Parameter screen from July 2023 onwards (from tax year 01/01/2023 - 31/12/2023 and the month of July 2023, going forward):

- Affordable Housing Levy
- When this option is selected, data will populate in Columns A to E which can be copied to the *M\_Affordable Housing Levy\_Dtls* tab on the report template below:

Section M : Details of Affordable Housing Levy					
Member Number (ID Number)	Member Name	KRA PIN	Gross Salary	Basic Salary	Member Housing Levy
			10,000.00		
			Numeric Enter numeric value of length less than or equal to 15 digit.		
		ADD ROW(S)	IMPORT CSV		
		PREVIOUS	NEXT		

Navigation: < > ≡ E\_Computation\_of\_Insu\_Relief F\_Lump\_Sum\_Payments\_Dtls G\_Arrears\_Dtls\_E H\_Arrears\_Dtls\_DE I\_Gratuity\_Dtls J\_FBT\_Dtls

### Legislation:

## Collection Of Affordable Housing Levy By Kenya Revenue Authority

Kenya Revenue Authority (KRA) would like to inform members of the Public that the Cabinet Secretary, Ministry of Lands, Public Works, Housing and Urban Development through a Public Notice dated 3rd August 2023, has appointed Kenya Revenue Authority as the collecting Agent of the Affordable Housing Levy (AHL).

With effect from 1st July 2023, all Employers are required to deduct the AHL from the employee's gross salary and remit it together with the employer's contribution as follows:

- One point five per centum (1.5%) of the employee's gross monthly salary by the employee;
- One point five per centum (1.5%) of the employee's monthly gross salary by the employer.

KRA wishes to further clarify that all employers are required to declare the AHL under sheet "M" of the PAYE return on iTax and generate a payment slip under the tax head "agency revenue" and tax sub-head "Housing Levy" and make payments at KRA agent banks or mobile money.

An employer who fails to comply with the law shall be liable to payment of a penalty equivalent to two percent of the unpaid funds for every month if the same remains unpaid.

KRA is committed to ensuring employers are optimally supported and will continuously engage and collaborate with stakeholders to enhance compliance with the Affordable Housing Levy provisions.

## Kenya | P9A Tax Deduction Card enhancement

### Ticket ID

55212

### State

Testing

### Description

Enhancements have been made to the Employee Annual Tax Deduction Cards.

**Report Name:** Employee Annual Tax Deduction Cards

**Report Description:** P9A Tax Deduction Cards for all employees during the selected Tax Year

### Report Changes:

The following columns have been enhanced to only return the actual relief amount applied, and not the full monthly relief in a scenario where tax on chargeable pay is lesser than the entitled reliefs:

- *Personal Relief (J)*
- *Insurance Relief (K)*

### Paymaster Impact:

Customers are advised to use the *Non-cumulative Tax method* for the P9A Annual Tax Deduction Card to align with the ITAX file and Kenya Revenue Authority applying a strictly month-to-date tax calculation.

### Background:

Previously, the P9 was reflecting the full monthly relief (e.g. 2 400.00 personal relief) as if the employee received the full relief, rather than the actual relief offset against the PAYE liability.

### Legislation:

*Tax Charged (column I)*

- should be the tax charged on chargeable income before reliefs are granted,
- is a sum of *Personal Relief (Column J)* + *Insurance Relief (Column K)* + *PAYE Tax (Column L)*, and
- could only be applied if the tax charged surpasses the reliefs entitled.



## Namibia | Social Security Electronic File Audit

### Ticket ID

47646

### State

Testing

### Description

The Namibian Electronic Social Security file has been audited and the following changes have been made:

#### Report Changes:

- The following Tax Status will only be included in the report:
  - Directive
  - Permanent Employment
  - Student Employment
  - Temporary Employment
- In the field Remuneration Subject to SSC - The income has been amended to return the minimum 300.00 pm or the limit of 9000.00 pm.
- In the field Total Remuneration subject to SSC - The income has been adjusted to return the minimum 300.00 pm or to the limit of 9000.00 pm and not actual Social Security Income for all employees.
- In the field Bank Branch code and Bank Account number - if the EFT account numbers are captured and then changed to Cash or Cheque payment option, the report will no longer store the old account numbers saved under EFT option. The report will now use the latest data saved.
- In the Reason for non-contributor field - We will now cater for the Temporary Employment employees, by returning 01 in the file by looking up the employee Tax Status Temporary Employment AND if the Custom Legislative field 'Exempt from Social Security' on the Employee Basic Profile, is selected.
- The Company social security no: field on the Basic Company Information screen has been enhanced to validate the number of digits captured. An error message will display if more or less digits are captured in this field.

#### Paymaster Impact:

- Customer Action: None.

#### Legislation:

The remuneration subject to SSC is defined as "remuneration" in the Social Security Act. Remuneration is defined as the actual basic salary of the employee. This remuneration is normally limited to the monthly limit of minimum N\$300.00 and a

maximum N\$9,000, unless remuneration is received in the current month in respect of processing periods outside of the current month. This amount is a required field unless the contributor does not contribute to the Fund and the applicable reason code is shown in field "Reason for non-contribution". Please note that employees 65 years and older do not contribute to SSC from the month in which they turn 65.

## Senegal | Increase in SMIG and company override

### Ticket ID

55011

### State

Active

### Description

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

### How does this work?

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

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

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

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



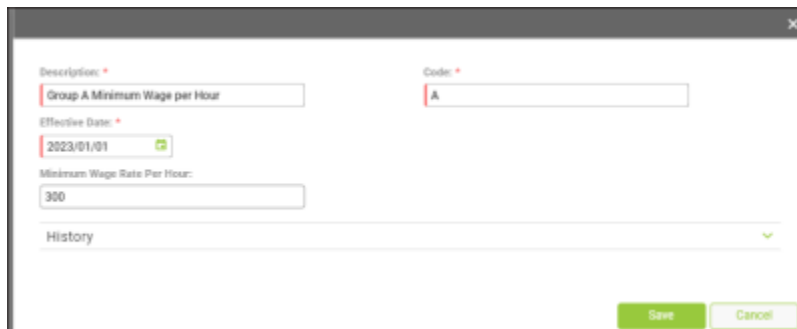
The screenshot shows a 'Statutory Fields' form with several input fields. The 'Sector Activity' dropdown menu is highlighted with a yellow box, showing a search bar and two options: 'Agriculture Sector' and 'Non-agricultural Sector'. Other fields include 'name employee', 'numero employeur', 'type employeur', 'numero fiscal', 'CPCE exemption reason', 'Social Security Calculation Method', and 'Email'.

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

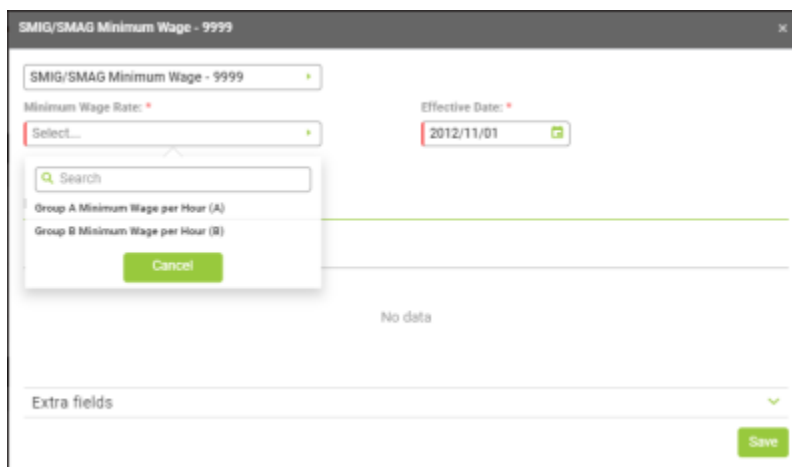
rates due to the varying rates dictated by labour law in different sectors and industries.

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

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



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



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

### Paymaster Impact:

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

screen for the correct calculation.

**Legislation:**

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

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

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

## South Africa | Bi-Annual Submission Changes 2023-2024 on the Tax File

### Ticket ID

55951

### State

Active

### Description

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

### Summary of Changes:

- Source Code 2025:
  - Employer Contact Person: First Name
  - Increased the field length/max characters from 30 to 50
- Source code 2036:
  - Employer Contact Person: Surname
  - Increased the field length/max characters from 30 to 50

### Legislation:

- SARS\_PAYE\_BRS - PAYE Employer Reconciliation\_V22 1 1
- 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 requirements as defined in version 22.1.1 of the BRS will become effective from 1 March 2023 for Payroll Suppliers until replaced by an updated version.

## South Africa | Enhanced Tax Certificates

### Ticket ID

55862

### State

Active

### Description

The following enhancements should be noted for the Tax Certificates in South Africa.

The tax certificates on all menus have been updated:

- Tax Certificates / Historical Drill Down screen
- Tax Certificate Run screen
- Report Menu

### Source Code 4497 - Total Deductions / Contributions / Information

- Source code 4497 returns the sum of all source codes starting with 40, 44, and 45.
- Therefore, 4001, 4003, 4005, 4006, 4007, 4018, 4024, 4030, 4055, 4472, 4473, 4474, 4475, 4493 4582, 4583, 4584, 4585, 4586, and 4587.
- The values reported in the tax file may not have decimals and therefore are all rounded down (decimals removed).
- Each value per source code is rounded separately.
- Currently, the tax certificate returns the total of all source code values and then it is rounded.
- The Tax Certificate will now apply the same logic as the tax file, where the values on each source code will be summed only after the decimals are removed.

### Directive Type Indicator

- The "Directive Type Indicator" column has been added, on page 2 in the Directives section.
- If the employee is linked to tax status "Directive", "Independent Contractor (Directive)" or "Non-Resident NED (Tax Directive)" then a directive must be captured on the employee's Tax Profile.
- If a Lump Sum is added, then a directive number is mandatory.
- The directive information for both the tax statuses and lump sums will return on the Directives section on the tax certificate.
- If the employee is linked to the tax statuses (mentioned above), then the 'Directive Type Indicator' will be an "F".
- If the employee has a lump sum added, then the 'Directive Type Indicator' will be an "L".

## **DRAFT Watermark**

- If a LIVE run is processed and there is no tax certificate number (the tax file will include an employee record if there are values on 3699 or 3696).
- But there are values on tax codes 4497, 4149, 4116, or 4120, then the "DRAFT" watermark will be removed.

## **Updated Inclusion Rule**

- Do not create a tax certificate if there are null/zero values on tax codes 3699, 3696, 4497, 4149, 4116, 4120.

## **Paymaster Impact:**

- Customer Action: None.

## **Legislation:**

SARS BRS May 2023 Version 22.1.1.



## South Africa | New Payslip Warning Message - Tax Reference Numbers

### Ticket ID

46458

### State

Active

### Description

A new payslip warning message has been added to South Africa.

The warning message will appear when the employee's tax reference number is mandatory for EMP501 SARS submissions and the employer may encounter a warning on e@syFile upon submission.

**Warning Message:** The tax reference number is mandatory.

### How does it work?

- The warning message will appear in the following scenarios:
  - If the YTD value on tax code 4102 is greater than 0.00.
  - The employee is linked to the tax status "Independent Contractor (No Tax)" and the YTD value on tax code 4102+4115 is 0.00.
  - The employee is linked to the tax status "Resident NED (No PAYE)" and the YTD value on tax code 4102+4115 is 0.00.
  - The employee is linked to the tax status "Foreign Employment" and the YTD value on tax code 4102+4115 is 0.00.
  - If the YTD value on tax code 4102+4115 is 0.00 and the YTD value for tax codes 4116+4120 is greater than 0.00.
  - If the YTD value on tax code 4102+4115 is 0.00 and the custom field code "SHARES" on the tax profile screen is activated.
- If the employee is linked to the "Labour Broker" tax status and the YTD value on tax code 4102+4115 is 0.00, then the warning message will state: "The tax reference number is mandatory if an IRP30 Certificate has been issued."
- If the employee is linked to the "Labour Broker" tax status & the YTD value on tax code 4102+4115 is greater than 0.00, then the warning message will state: "The tax reference number is mandatory."

### Paymaster Impact:

- This is only a warning message and not a run error, therefore the user will be able to close runs and continue before adding a tax reference number.
- The tax reference number can be updated on the employee's Tax Profile, in the "Tax Ref. Number" field.
- The employees with a mandatory reference number are indicated with a "Y" on

the 'Non-Financial Report' on the Tax Year End Process screen.

**Legislation:**

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 requirements as defined in version 22.1.1 of the BRS will become effective from May 2023 for Payroll Suppliers until replaced by an updated version. The changes will be implemented on the SARS systems in August 2023.

## South Africa | Travel Reimbursement and Travel Allowances

### Ticket ID

47835

### State

Active

### Description

The following calculation enhancements has been made in South Africa:

#### 1) Travel Reimbursement and Travel Allowances received in the same tax year

If an employee receives a Travel Allowance (tax code 3701) and a Travel reimbursement reimbursed at a rate not exceeding the prescribed rate in the same tax year, the Travel reimbursement is automatically allocated to tax code 3702. When the Travel Allowance 3701 is reversed and the YTD = 0, then the 3702 must change to a 3703 tax code.

#### How does it work:

- Tax code 3703 should not be changed to a 3702 when the YTD for 3702 or 3701 is equal to or less than zero.

#### 2) Reversing Travel Reimbursement

The Note component "Travel Reimbursement (Taxable)" (tax code 3722) is not automatically reversed if the same amount that was posted in previous months is reversed. If you reverse less or more than the previous MTD, the note component 3722 is automatically reversed.

#### How does it work?

- The "Travel Reimbursement (Taxable)" (tax code 3722) amount will be reversed automatically when reversals are processed on the Travel Reimbursement components based on the kilometers captured on the component.

#### Paymaster Impact:

- The calculation has been enhanced.
- The system will automatically allocate the reimbursement tax codes based on the scenario and the correct combination of the tax codes allowed in the tax year.

## Zimbabwe USD | Form P4A Report Enhancement

### Ticket ID

555121

### State

Testing

### Description

The below report has been updated in all Zimbabwe Local and USD entities.

**Report Name:** Form P4A

**Report Description:** National Social Security Authority

### Report Changes:

- The report has been enhanced to include the NSSA adjustment components (Tax code NSSAEEAR).

### Paymaster Impact:

If any adjustment components have been used, the total contributions will not align with *4.5% of the NSSA Income*.