

# Preliminary Release Notes

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30 October 2023

**Contents:**

Features and Enhancements ..... 3  
     New GET API endpoint | Leave balance expiry fields ..... 3  
 Legislation and Statutory Reports ..... 4  
     Cameroon | FNE and Credit Foncier Updates ..... 4  
     eSwatini | Repeal of Graded Tax ..... 6  
     Ghana | Final Withholding of Tax Enhancement ..... 7  
     Kenya | Negative Tax Enhancement ..... 9  
     Namibia | RA Employee and Employer Component Enhancement ..... 10  
     Rwanda | Negative PAYE Enhancement ..... 11  
     Senegal | Increase in SMIG and company override ..... 12  
     South Africa | EEA2 Detail Report Enhancements ..... 15  
     South Africa | EEA2 Main Report Enhancements ..... 16  
     South Africa | EEA4 Detail Report Enhancements ..... 18  
     South Africa | EEA4 Main Report Enhancements ..... 19  
     South Africa | Employee Address Code Enhancement ..... 21  
     South Africa | New Take-On Validations for Medical Aid FB and MTC ..... 22  
     South Africa | Tax Certificates Cosmetic/Spacing Enhancements ..... 25  
     South Africa | UIF Salary Schedule ..... 26

## Features and Enhancements

### **New GET API endpoint | Leave balance expiry fields**

#### **Ticket ID**

57191

#### **State**

N/A

#### **Description**

The following fields have been included in the payslip line item end point:

- Days due to forfeit
- Days due to carry over
- Expiry/Carry over date

## Legislation and Statutory Reports

### Cameroon | FNE and Credit Foncier Updates

#### Ticket ID

55545

#### State

Testing

#### Estimated Release Date

2023/11/06

#### Description

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

#### Company Contribution Components:

- FNE Employeur (tax code: FNE)
  - Calculated at 1% or tax code GROSS
- FONCIER Employeur (tax code: FONCER)
  - Calculated at 1.5% or tax code GROSS

#### Deduction Components:

- FONCIER Employé (tax code: FONCEE)
  - Calculated at 1% or tax code TAXAB

#### How does it work?

The below updates have been applied to all three contribution components.

- MTD values cannot go into a negative.
- Payslip values will be allowed to go into a negative (Weekly/Fortnightly/Interims).
- If a full reversal of GROSS/TAXAB is applied, then the full MTD contribution value will be reversed.
- If GROSS/TAXAB is in an MTD negative, then only the MTD contribution value available will be reversed.

### **Paymaster Impact:**

- Customer Action: None.
- All open runs will be recalculated. If customers would not like the payroll to be recalculated, then the runs should be closed.

## eSwatini | Repeal of Graded Tax

### Ticket ID

58578

### State

Ready for testing

### Estimated Release Date

2023/11/06

### 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 following enhancements have been made to the "Graded Tax" (tax code GT) calculation:

- The graded tax amount of E18 will no longer automatically be calculated on an employee's payslip in the first period of a new tax year (starting July 2024).
- From October 2023 the following payslip message will no longer display for new employees appointed after the first period of the tax year: *Graded Tax has not been deducted for the employee. Use the 'Graded Tax Adjustment' to post the Graded Tax amount.*
- Prior to October 2023, the payslip message will only be applicable to new employees appointed before 15 September 2023.

### Background:

The graded tax is an annual levy payable by adults in Eswatini. The tax is deducted from the employee's payslip in the month of July.

### Legislation:

The Eswatini Government signed into law The Graded Tax (Repeal) Act 2023. The Act repealed the Graded Tax Act, 1968 effective 15th of September 2023.

## Ghana | Final Withholding of Tax Enhancement

### Ticket ID

57479

### State

Ready for testing

### Estimated Release Date

2023/11/06

### Description

[NOTE] All open runs will be recalculated on 06/11/2023. If customers would not like the payroll to be recalculated, then the runs should be closed.

Enhancements have been made to the *Final Withholding of Tax* calculations.

1. The following components have been enhanced to no longer suppress negative values as it is the final withholding of tax:
  - Bonus Tax (tax code IRS)
  - Overtime Tax (tax code IRSOVT)
1. MTD Basic Salary (tax code SALARY) is used to calculate the projected annual salary compared with the YTD Annual Bonus (tax code BONP) in order to calculate the portion taxed at 5% and the portion to be included in the normal taxable income.
  - In a scenario where there is no or negative salary and a bonus is getting paid, the following warning message will display: *If MTD Basic Salary (SALARY) is less than or equal to 0 and Annual Bonus (BONP) is unequal to 0, please advise the projected annual salary on Bonus Salary Compare Overwrite Note (SALARYOVR).*

### Legislation:

#### Taxation of Overtime

- Overtime payments made to qualifying junior employees (whose qualifying income for the assessment year does not exceed GHC18 000) in a month are taxable at 5% if the payment does not exceed 50% of the basic salary of the employee for the month.
- Any overtime payment to a qualifying junior employee that exceeds the above threshold is taxable at 10%.
- For all other employees, overtime payments are included in employment income and taxed under the graduated Overtime tables.

## Taxation of Bonus

- Bonus payments made to employees who fall below the threshold of 15% of the employee's annual basic salary are taxed at a rate of 5%.
- Bonus payments of more than 15% of the annual basic salary threshold, are added to the employment income of the employees and taxed at the graduated rates of tax.



## Kenya | Negative Tax Enhancement

### Ticket ID

58103

### State

Active

### Estimated Release Date

2023/11/20

### 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 Kenya Tax calculation has been enhanced.

**Component Name:** Tax Deducted

**Tax Code:** TAX

### How does it work?

- When there is more than one pay run in a month, the TAX can return a negative value on the payslip, as long as the MTD does not result in a negative value.
- Previously, any negative TAX value on a payslip was suppressed.
- If the calculation will result in a MTD negative value then it will be suppressed to 0.00.

### Paymaster Impact:

- Customer Action: None.
- All open runs will be recalculated. If customers would not like the payroll to be recalculated, then the runs should be closed.
- A negative TAX value will now return on the payslip if a correction or recalculation is required.
- MTD and YTD TAX will still be suppressed to 0.00 if a negative value is calculated.

## Namibia | RA Employee and Employer Component Enhancement

### Ticket ID

57456

### State

Testing

### Estimated Release Date

2023/10/23

### Description

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

**Component Name:** RA Employee

**Payslip Action:** Deduction

**Tax code:** RETIREFUND

**Component Name:** RA Employer

**Payslip Action:** Company Contribution

**Tax code:**9999

### Change:

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

### Paymaster Impact:

Customer must migrate their data and calculation to the new setup

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

## Rwanda | Negative PAYE Enhancement

### Ticket ID

58915

### State

Active

### Estimated Release Date

2023/11/13

### 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 Rwanda PAYE calculation has been enhanced.

**Component Name:** PAYE

**Tax Code:** PAYE

### How does it work?

- When there is more than one run in a month:
- If there is a negative PAYE value on an interim payslip but MTD PAYE is still positive or 0.00, the negative PAYE will now return on the interim payslip.
- PAYE (Tax code PAYE) will only be suppressed to 0.00 if MTD PAYE is negative.
- Previously, any negative PAYE per payslip was suppressed.

### Paymaster Impact:

- Customer Action: None.
- Negative PAYE will now be calculated on a payslip if too much PAYE was deducted on the previous run(s) within the month.
- MTD and YTD PAYE will still be suppressed to 0.00 if negative.

## Senegal | Increase in SMIG and company override

### Ticket ID

55011

### State

Active

### Estimated Release Date

### Description

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

### How does this work?

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

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

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

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

PaySpace 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 | EEA2 Detail Report Enhancements

### Ticket ID

54377

### State

Testing

### Estimated Release Date

### Description

The EEA2 Detail Report has been enhanced in South Africa.

### Report Name: EEA Reports > **EEA2 Detail 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:

- The report parameters screen will now default the goal and target dates captured on the Employment Equity Setup screen.
- Updated the 'Exceptions Not Reported On' column: foreign nations with an 'other' race will not be returned as 'Yes'.
- Updated the 'Promotion' column: terminated employees will now be included.
- Add a new column for "Employment Date".
- Updated the date format from dd/mm/yyyy to yyyy/mm/dd to improve experience when applying a filter on the column.
- Various columns have been moved and renamed to improve the user experience and to match the table headings on the main EEA2 report.

### Paymaster Impact:

- Ensure the Employment Equity Reference Number is captured on the Basic Company Information screen (navigate to *Config > Basic Settings > Company Settings > Basic Company Information > Statutory Fields*).
- Set up the company goal and targets on the Employment Equity Setup screen (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
- Refer to the New Features/Enhancements release note #50140 for more information on the new screens.
- The Employment Equity Setup is configured on company-level, therefore, if the report is generated per frequency then the goal and target will not be appropriate.

## South Africa | EEA2 Main Report Enhancements

### Ticket ID

57314

### State

Testing

### Estimated Release Date

### Description

The EEA2 Report has been enhanced in South Africa.

### Report Name: EEA Reports > **EEA2 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:

- The report parameters screen will now default the goal and target dates captured on the Employment Equity Setup screen.
- Updated the report to now include foreign nations with an 'other' race.
- Updated table 3.1 Promotions: Terminated employees will now be included.
- Previously, customers had to download the manual sections of the EEA2 report.
- The manual sections have now been added to the report that is generated.
- Newly added page 2 and pages 6 - 9:
  - Page 2 returns the dates as per the company setup and report parameters.
  - Page 6 returns the numerical goal and target as per the company setup (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
  - Pages 7 to 9 are hardcoded and will not return payroll data.

### Paymaster Impact:

- Ensure the Employment Equity Reference Number is captured on the Basic Company Information screen (navigate to *Config > Basic Settings > Company Settings > Basic Company Information > Statutory Fields*).
- Set up the company goal and targets on the Employment Equity Setup screen (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
- Refer to the New Features/Enhancements release note #50140 for more information on the new screens.



- The Employment Equity Setup is configured on company-level, therefore, if the report is generated per frequency then the goal and target will not be appropriate.
- Employees linked to the below are **NOT** reported on in the main EEA2 Report (these employees are returned in the detail reports to reconcile and are flagged as 'Yes' in the 'Exceptions Not Reported On' column):
  - a '**Contract**' employment status on the Position/Job.
  - an '**Unclassified**' gender on the Basic Profile.
  - an '**Other**' race on the Basic Profile - if the employee is not flagged as a Foreign National.
  - an activated '**Exclude from the EEA Report**' custom field on the Basic Profile.
  - a **blank Employment Status** on the Position/Job.
  - a **blank Occupational Level** on the Position/Job - if the Employment Status on the Position/Job is "Permanent" or "Temporary deemed to be permanent".
  - a '**Personal Service Company**' or '**Personal Service Trust**' tax status on the Tax Profile.
- Employees linked to the "Common Law Independent Contractor", "Independent Contractor" and "Independent Contractor (No Tax)" tax statuses are included in the report. If these employees should be excluded then the 'Exclude from the EEA Report' custom field on the Basic Profile can be activated.
- If the user opts to generate the report for the current frequency, this may impact the data representation for transferred employees.
- It is advised to generate the report for the entire company or EEA reference number.
- When selecting an employee's Employment Status, please choose between "Temporary", "Permanent", or "Temporary - Deemed to be permanent". The "Contract" Employment Status should not be used.

### **Legislation:**

Employers must complete the Annual Employment Equity report (EEA2) and Income Differential Statement (EEA4) and submit them together to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online.

## South Africa | EEA4 Detail Report Enhancements

### Ticket ID

57316

### State

Testing

### Estimated Release Date

### Description

The EEA4 Detail Report has been enhanced in South Africa.

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

- The report parameters screen will now default the goal and target dates captured on the Employment Equity Setup screen.
- Updated the 'Exceptions Not Reported On' column: Foreign Nationals with an 'other' race will not be returned as 'Yes'.
- Added a new column for "Employment Date".
- Added a new column named "Annualised" to the YTD breakdown tab. This will identify employees whose income was annualised.
- Added a new column named "Comment" to the YTD breakdown tab. This will identify transferred employees where the records are either ignored or consolidated.
- Updated the date format from dd/mm/yyyy to yyyy/mm/dd to improve the experience when applying a filter on the column.
- Various columns have been moved to improve the user experience.

### Paymaster Impact:

- Ensure the Employment Equity Reference Number is captured on the Basic Company Information screen (navigate to *Config > Basic Settings > Company Settings > Basic Company Information > Statutory Fields*).
- Set up the company goal and targets on the Employment Equity Setup screen (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
- Refer to the New Features/Enhancements release note #50140 for more information on the new screens.
- The Employment Equity Setup is configured on company level.

## South Africa | EEA4 Main Report Enhancements

### Ticket ID

57315

### State

Testing

### Estimated Release Date

### Description

The EEA4 Report has been enhanced in South Africa.

### Report Name: EEA Reports > **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:

- The report parameters screen will now default the goal and target dates captured on the Employment Equity Setup screen.
- Updated the report to now include foreign nationals with an 'other' race.
- Previously, customers had to download the manual sections of the EEA4 report.
- The manual sections have now been added to the report that is generated.
- Newly added pages 2, 3 and 7:
  - Page 2 is hardcoded and will not return payroll data.
  - Page 3 is hardcoded and will not return payroll data.
  - Pages 7 is hardcoded and will not return payroll data.

### Paymaster Impact:

- Ensure the Employment Equity Reference Number is captured on the Basic Company Information screen (navigate to *Config > Basic Settings > Company Settings > Basic Company Information > Statutory Fields*).
- Set up the company goal and targets on the Employment Equity Setup screen (navigate to *Config > Human Resources > Employment Equity > Employment Equity Setup*).
- Refer to the New Features/Enhancements release note #50140 for more information on the new screens.
- The Employment Equity Setup is configured on company level.
- Employees linked to the below are **NOT** reported on in the main EEA4 Report (these employees are returned in the detail reports to reconcile and are flagged as 'Yes' in the 'Exceptions Not Reported On' column):

- a '**Contract**' employment status on the Position/Job.
  - an '**Unclassified**' gender on the Basic Profile.
  - an '**Other**' race on the Basic Profile - if the employee is not flagged as a Foreign National.
  - an activated '**Exclude from the EEA Report**' custom field on the Basic Profile.
  - a **blank Employment Status** on the Position/Job.
  - a **blank Occupational Level** on the Position/Job - if the Employment Status on the Position/Job is "Permanent" or "Temporary deemed to be permanent".
  - a '**Personal Service Company**' or '**Personal Service Trust**' tax status on the Tax Profile.
- 
- Employees linked to the "Common Law Independent Contractor", "Independent Contractor" and "Independent Contractor (No Tax)" tax statuses are included in the report. If these employees should be excluded then the 'Exclude from the EEA Report' custom field on the Basic Profile can be activated.
  - If the user opts to generate the report for the current frequency, this may impact the data representation for transferred employees.
  - It is advised that users generate the report for the entire company or EEA reference number.
  - When selecting an employee's Employment Status, please choose between "Temporary", "Permanent", or "Temporary - Deemed to be permanent". The "Contract" Employment Status should not be used.

### **Legislation:**

Employers must complete the Annual Employment Equity Report (EEA2) and Income Differential Statement (EEA4) and submit them to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online.

## South Africa | Employee Address Code Enhancement

### Ticket ID

58597

### State

Active

### Estimated Release Date

2023/11/06

### Description

[NOTE] The following enhancement might affect APIs and will be released on the weekend of the 4th or 5th of November.

Going forward, the following validations will only be applicable to the employee's address code (*Basic Profile > Addresses > Physical & Postal > Code*) if the employee's address country (*Employee > Basic Information > Basic Profile > Addresses > Physical/Postal > Country*) is South Africa:

- Address code can only contain numbers and the numbers cannot be 0000.
- The Code field is required.
- If the address country is *not South Africa*, the address code will no longer be validated and can include alphanumeric characters or be left blank (optional).

### Background:

Previously, if the employee's address country was not South Africa, the system did not allow the customer to:

- leave the address code field blank, or
- enter an alphanumeric code.

If the code was changed manually in the tax file to alphanumeric, it was accepted by e@syFile.

### Legislation:

As specified in the *SARS\_PAYE\_BRS - PAYE Employer Reconciliation\_V22 1 2* the following fields are optional if the country code is not ZA (South Africa):

- Employee Physical Work Address Details -: Postal Code (3150)
- Employee Address Details - Residential: Postal Code (3217)
- Employee Postal Address Details Postal Code (3254)
- Employee Postal Address Details Postal Code (3261)
- Employee Postal Address Details: Postal Code (3293)

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

### Ticket ID

56045

### State

Testing

### Estimated Release Date

### Description

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

### How does it work?

#### Medical Fringe Benefit:

- If there is a value on code 3810,

but there is no value on codes 4005 or 4474,

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

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

but there is no value on code 4474,

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

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

but there is no value on code 4005,

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

#### Medical Tax Credits (4116):

- If there is a value on code 4116,

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

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

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

but there is no value on code 4005.

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

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

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

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

#### Additional Medical Tax Credits (4120):

- If there is a value on code 4120,

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

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

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

but there is no value on code 4116,

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

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

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

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

**Paymaster Impact:**

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



## South Africa | Tax Certificates Cosmetic/Spacing Enhancements

### Ticket ID

57869

### State

Active

### Estimated Release Date

2023/10/23

### Description

The following enhancements have been made to the Employee 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

### Report Changes:

- The spacing in the middle section of the financial information section will be changed to be same spacing used in the Income section.

### Paymaster Impact:

- Customer Action: None.
- Note that only 20 Income/Fringe Benefit tax codes and 12 Deduction/Company Contributions tax codes can be used.
- Easyfile does not allow more and on the import file the tax codes would be randomly removed from employees tax certificate.

## South Africa | UIF Salary Schedule

### Ticket ID

52476

### State

Testing

### Estimated Release Date

2023/11/06

### Description

A new *Nextgen Legislative* report has been created.

**Report Name:** UIF Salary Schedule

**Report Description:** The Salary Schedule may be requested by the UIF to verify or update an employee's history information.

### Report Parameters:

- Customers can select more than one month from a list of months included in the previous five years.
- Customers can print the report for a specific employee (enter a specific employee code) or for all employees (if no employee code is entered).

### Report Details:

The following data will be returned in the report per employee for the selected reporting period:

- The RSA ID number of the employee or passport number of the employee who does not have an RSA ID number (*Employee > Basic Information > Tax Profile > Identification*)
- Surname and initials of the employee (*Employee > Basic Information > Basic Profile > Employee Details*)
- Employer's UIF reference number as registered with the UIF (*Basic Company Information > Statutory Fields > UIF reference number*)
- Registered name of the employer (*Basic Company Information > Company Details > Company Name*)
- Period of service as per the UI-19 (Please refer to previous release notes 39197 and 44835 for more details on *Date employed from* and *Date employed to*)
- Breakdown per month including note component "*UIF Income Uncapped*" (tax code UIFUNCAP), Hours Worked linked to "*Basic Pay*" (Tax code 3601), and Non-contribution reason if the employee did not contribute to UIF (no UIF Income).

- If the note component "*UIF Income Uncapped*" (tax code UIFUNCAP) is not present on the payslip, then "*Gross Remuneration*" (tax code 3699) will be returned.

**Report Example:**



**Department of Labour Salary Schedule Form**

<b>ID NUMBER</b>	
<b>SURNAME &amp; INITIALS OF APPLICANT</b>	
<b>UI REFERENCE NUMBER</b>	
<b>COMPANY NAME</b>	
<b>PERIOD OF SERVICE</b>	

Year:	From	To	Remuneration per month	Hours worked per month	Contributor Y/N	Reason for non contribution

❖ PLEASE INDICATE FULL DATE FOR EACH SALARY ADJUSTMENT

Name & Surname: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Company stamp:</b>	
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**Legislation:**

We have received numerous requests to activate and update the UIF Salary Schedule again since many employers are requested to complete this by the UIF.

The UIF will ask for a Salary Schedule to be completed when there is missing and/or incorrect information for a specific employee on the Fund's system when this employee wants to claim UIF benefits.

This is not a statutory report, but due to the number of requests, we have decided to activate and update the Salary Schedule again.

There are two versions of Salary Schedules, we have implemented the report that is used the most by the Fund's head office (as confirmed by the Fund).