



NOVEMBER 2009

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This time last year we were commenting on just how difficult 2008 was everyone and how we could all look forward to seeing some normality again in 2009. Well it seems we were wrong – 2009 was just as abnormal and tough for many individuals and businesses alike.

On a positive note though - the experts do say that technically, the recession is over ! Practically however, it seems like we will only see and feel the upside of this in the second quarter of next year. Nevertheless, it's almost holiday time again so that at least is something we don't have to wait for – it's something we can start to celebrate in just a few weeks !.

We at PSiber had an exceptionally good year for which we are eternally grateful. We caught up with a whole lot of development work, we took on a number of new and prestigious clients, most of our partners grew and we again enjoyed great support from our customers.

This is our last newsletter for the year so we would like to, other than just fill it with "technical stuff", take this opportunity to thank all our clients, our partners, our dedicated staff and our suppliers for their continued support of our company – we do appreciate it. We try never to forget that without all of you we would not be in business !

Happy holidays and may 2010 be hugely successful !!

UIF

Previously, unless you had a RSA 13 digit bar coded ID number, you could not claim UIF benefits, even though you contributed to the fund in accordance with the Act.

The Act has changed the definition of 'identity document' and thus, according to the UIF Gazette No. 32614 published on 5th October 2009, which is effective retrospective from the 1st April 2002, contributors who have one of the specified identity documents, can now claim UIF benefits.

NEWSLETTER

Releases 11.03 & 11.04

The following lists some of the more significant functionality included in Release 11.03 and 11.04:

PSiberPAY :

- **Leave Enhancements:**
 - Auto management of 'total leave balance'
 - Parameter to not generate leave records from the payroll
 - User defined Leave Record no
 - User defined date for Balance adjustments
- **SARS 2010 Reconciliation** process : enhancement to cater for the SARS requirements.
- **Blocking of Payrolls** : Block other Users from capturing / accessing data or do any other processing while the payroll is being Processed, Accepted or Reversed
- **Housekeeping** : Facility for the deletion of redundant payrolls, companies and audit trails.
- **Bureau Reports** : To facilitate mass/bulk printing across payrolls ie reports are automatically saved to a location on the server for printing at a later time.
- **Online 'ROP History view'** : on Package Screen
- **New Tax Tables** for:
 - Tanzania
 - Mozambique
 - Mauritius
- Facility to **download Upgrades/enhancements** from the Web.
- **New Installer routine**
- **Bureau Billing** enhancements : GL codes; Marking Payrolls as non-billable, etc.

PSiberSTAFF :

- **Job History:** Simplified the current facility and split it into three separate screens for job details, cost centres, and pay points.
- **Engagement Checklist:** Checks that required information has been captured when engaging a new employee.
- **Email Notifications:** Facility to send employee Birthday & Anniversary reminders and greetings.
- **Mass Capture** : Caters for the capture of training, medicals and disciplinary information.
- **Email escalation** process for Leave Applications.
- **Multiple Attachments** for Medical Certificates, Doctors Sick Notes and Training Records.
- **Employment Equity:**
 - Caters for the online capture of all info required on the Returns (by Equity period)
 - Equity Remuneration Profile
 - Year to Date Equity Remuneration Take on data
 - Consolidated Reporting by Equity Number

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2010 PAYE Reconciliation Process

Update on the SARS 2010 PAYE Reconciliation Process:

- All enhancements to cater for the SARS 2010 PAYE reconciliation process are complete ie
 - Additional Company Information
 - Additional Employee Information
 - API and forms to facilitate the capture/gathering of aforementioned information
 - Validation of mandatory information and reporting
 - New format Tax Certificate numbers
 - Changes to IRP5 codes
 - New File format
 - Catering for Open and Closed window processing
 - Inclusion of SDL and UIF contributions in the Reconciliation process
 - Various validation and reconciliation reports are now available
- Our QA staff have been successfully testing the submission of the new format Tax Certificate files with SARS
- We are again planning to run a series of Tax Year End Workshops in March next year. Details of dates and venues will be sent out in January
- We will also be running Tax Year End Training courses which will deal with specifics on how to actually do the year end process and import / submit data to the SARS e@syFile system.

Note: It is highly recommended that Employers start the Information gathering process in terms of the mandatory additional Employee information. Please refer to our July 2009 newsletter for details.

Tips : Leave Pay Run / Leave Closure & Bonuses

As it is again time for 'Bonus' and 'Leave Pay' processing, we would like to remind you of the following with respect to these:

Leave Pay Run / Leave Closure

Users can setup the 'Leave Pay Run' to do the following:

- Calculate 'Leave Pay' amounts based on the number of 'Leave Pay' days.
- Define which Incomes and Deductions must be included in the 'Leave Pay Run'.
- Setup the 'Leave Pay Run' as a 'Multiple Run' ie different Employees can be processed for different 'Leave Closure' Dates
- The System will automatically:
 - Calculate the correct values for the applicable Incomes and Deductions for the 'Leave Closure' period
 - Generate the leave records based on the leave dates captured for the leave run
 - Calculate the correct tax for the leave closure intervals

Please request the 'Leave User Guide' should you require more detail on the above.

Bonus Processing

Please note the following with respect to the processing/payment of bonuses.

- The automatic Bonus payments amount will be the 'YTD Bonus provision' amount, including the provision for the Bonus month.

- If the User overrides the bonus amount, the 'YTD Bonus provision' will have a value that is the 'Bonus Provision amount – the Bonus payment amount'.
- If you require the bonus provision amount to be cleared at the time of bonus payout, please set the parameter available on the 'Company Maintenance / Incomes / Bonuses' screen. If this is set, the system will make the necessary bonus provision adjustment to ensure that the YTD bonus provision value is set to zero. Please see the example below.

	MTD	YTD
C/F YTD prov		9 600
+ current month prov	4 800	4 800
Less Payout	-12 000	-12 000
Current Provision	- 7 200	2 400
System adjustment to zeroize YTD provision	-2 400	-2 400
Net Provision	-9 600	0

Technical Information

For all relevant technical information and a download facility of the recommended Java version, please see the [PSiber Technical page \(https://www.psiberworks.com/TechnicalSpecPage.html\)](https://www.psiberworks.com/TechnicalSpecPage.html).

Workshops 2009 / 2010

Thanks to all of you who were able to attend the **Year End Workshops** we ran in Durban, Cape Town and Johannesburg in October. We had a wonderful turnout and we hope that the information discussed was beneficial to you.

We will again be hosting **Tax Year End Workshops** in March 2010 and will send out all the relevant details early in the new year.

PSiber Golf Challenge 2009

This years Golf Day, held at the magnificent Royal Johannesburg and Kensington Golf club, was once again a memorable event, despite the freezing cold weather. The winners were:

Sour Monkey	Jonathan Lang
Duff of the Day	John McStay
Closest to the Pin	Rob Furney
Longest Drive	Bennie Hannekom
Winning Fourball	Trevor Borrajeiro
	Shane Lubbe
	Angus Dickson
	Bennie Hannekom
Individual Runner-up Winner	Steve Cooper
Individual Winner	Trevor Borrajeiro

If you did not participate this year but would like to be included in this annual tradition, please contact Meagan Kinsman on 011 454 1074 or via email at meagan@psiber.co.za.

December Support

We will have a reduced staff compliment on our support desk between Christmas and New Year.

Our office numbers are as follows :

+27 011 454 1074
+27 011 453 9343 / 4

Please note the following changes to operating hours over the festive season :

24 th December 2008	Closing at 14h00
31 st December 2008	Closing at 14h00

For all after hour support requests and queries please refer to our website www.psiberworks.com for contact names and cell numbers or [click here](#).

PSiber Staff News

In October we said a sad goodbye to Johan Stegmann who has moved into the data continuity industry. We wish him all the best in his new endeavour.

Final Note for the Year

We sincerely hope that the trying times of 2009 are over and 2010 will be a bumper year, in all respects, for everyone.

Have a great, a safe and a joyous festive season and may 2010 bring success and happiness in abundance to you and your family.



Should you have any queries, please do not hesitate to contact our **Support Help Desk** on **(011) 454 1074** or **(011) 453 9343 / 4**



It's Coming!!!