



## JULY 2009

### General Information Notice G2/2009

What's in this newsletter :

- [Official Rate of Interest](#)
- [Release 11.02](#)
- [Release 11.03](#)
- [Summary of Changes for SARS PAYE Reconciliation 2010](#)
- [Preparing for Additional Information required by SARS](#)
- [PSiber Training Courses](#)
- [PSiber Annual Golf Day](#)

### Official Rate of Interest

The OROI was changed to 8.5% effective from July 2009.

Note: Please remember to change your OROI if using the automated calculation of Fringe Benefit on 'Low or Interest Free Loans'.

### Release 11.02

The following lists some of the more significant functionality included in Release 11.02:

#### System Administration :

##### ➤ Email Notifications

- **'User Action' or 'Automatic'** Notification emails can be setup for the following:
  - Bookings & Scheduling : Booked Training
  - Employee Detail Change : CC / Dept / Div / PP; Job Details; Bank Details; Rate of Pay; Status Change
  - Employee Self Service : Leave Application; Loan Application
  - Expiry Notification : Contracts; Licence; Medical Certificate; Passport; Training Certificate; Visa
  - System Changes : Password Change; Payroll Accept; User Status
- **Email Templates** – converted to HTML, resulting in a new look and facilitation of future User customized content.
- **Bulk Emailing** (Expiry Notification Rules only) – one single email, for all employees meeting the Auto notification criteria.
- **Email Room Settings** : originally, the email was going through a Relay, which, depending on the Server setup, could be treated as spam. A 'Mail Room Setup' facility has been included, which allows the User to setup the following:
  - Override the PSiber system default settings (as defined in the mail.properties file as per instance) for sending email notifications;
  - Authenticate email; and
  - Specify clients SMTP server for sending emails as well as the sender address ie 'replies' will be sent to the specified address and emails will no longer be blocked/marked as spam.

#### PSiberPAY :

- **Overtime on Previous Rate of Pay**
- **Update/Confirmation Form** for SARS Mandatory Employee Information. Available on the 'Personal Details' screen as well as in the 'Forms & Templates' reporting category ie "Employee Personal Information Confirmation SARS Mandatory Requirement".
- **Payslip** : option to display both the Re-imbursive Travel Kms and Rate paid per km on the payslip.
- **EFT's**:
  - **'Authorize / Send'** split into separate functions with separate permissions.
  - **'Recreate EFT Transactions'** option : recreates the file, picking up non-financial changes eg account numbers etc, without having to first reject the file. Has its own permissions setup
- **Loans** : Added 'By Loan/Garnishee Type', which will create one EFT transaction for a Third Party
- **Funds**: includes the following new options:
  - **By 'Fund & Action Date'** which will group all transactions for the same Fund, with the same action date, into one EFT transaction.
  - **'By 3rd Party & Action Date'** : which will group all transactions, with the same 3rd Party (ie across +1 fund) and the same actions date, into one EFT transaction.
- **Mass Leave Screen** : now has an import option
- **Transfers** : User can define the 'Transferred Out' and 'Transferred In' Date previously used interval end date.
- **Tax Tables for the following Tax Authorities**:
  - South Africa
  - Botswana
  - Kenya
  - Lesotho
  - Namibia
  - Swaziland
  - Mozambique

#### PSiberSTAFF :

- **Licence API** : now available
- **Discharge Checklist** : now available in the 'Exit Details' screen and can be run for Active or Discharged Employees
- **Blank Forms** : available for the following:
  - Dependants
  - Next of Kin
  - Emergency Contacts
  - Equipment
  - Clothing
  - Disciplinaries
  - Misconducts
  - Grievances
- **New Reports**:
  - Contract Summary
  - Disciplinary & Misconduct Summary
  - Education Summary
  - Grievance Summary
  - Language Summary

- Licence Summary
- Medical Summary
- Passport Summary
- Visa Summary
- Accident Details
- Dependants, Next of Kin & Emergency Contact Details
- Disciplinary Actions, Misconduct Reports & Grievance Details
- Education Details
- Language Details
- Licence
- Passport and Visa Details

### Release 11.03

Release 11.03 will be available early August and will include the following enhancements:

#### Bureau Facility :

- **Billing enhancements :**
  - Payrolls can be marked as parallel, demo, test or live.
  - Caters for GL codes.

#### System Administration :

- **Email Notifications :**
  - Facility to setup the Escalation Recipients
  - Escalation process for Leave & Loan Applications : if the 'requested' status of the application has not changed within the User defined period, the escalation process will be triggered.

#### PSiberPAY :

- **API for Mass Payslip Adjustments**
- **Tax Tables** for Tanzania and Mozambique
- **SARS Tax Certificate & Reconciliation File:** The following will be implemented in Release 11.03, with the remaining functionality being made available in the November release ie Release 11.04:
  - Additional Company Information as required
  - Additional Employee Information as required
  - Change format of all Address details
  - New File layout

#### PSiberSTAFF :

- **Multiple Images :** can be attached for Medical Certificates and Sick notes
- **Employment Equity Enhancements:** enhancements to cater for the following:
  - User defined additional information required on the EEA2 and EEA4 returns ie Users will no longer need to write in on the returns
  - Cater for linking of Payrolls for inclusion/consolidating in one return
  - Cater for better management of the Reporting periods
  - Include the EEA5, EEA6, EEA7, EEA8, EEA9, EEA10, EEA11 reports
  - Include both the existing format as well as well as the new format of the EEA2 and EEA4

### Summary of Changes for SARS PAYE Reconciliation for 2010

As you may all be aware, SARS is implementing significant changes to the format of Tax Certificates and submissions effective for the 2010 Tax year. The following gives a high level summary of these changes :

- **IRP5 codes :** many codes have either been removed or combined with other codes
- **EMP501 :** Employer Reconciliation Declaration - to include Employers demographic details
- **EMP601 :** Tax Certificate Cancellation Declaration
- **EMP701 :** Reconciliation Adjustments – for adjusting previous years reconciliation
- **IRP5/IT3(a) :**
  - New fields in each of the record types;
  - More information has become mandatory;
  - SDL and UIF contributions have to be included in the returns (codes 4141 & 4142);
  - RFI Indicators are no longer required;
  - Clearance Numbers are no longer required;
  - Date formats have changed;
  - Address formats have changed;
  - Multiple directives.
- **Changes to the file submission process :**
  - Different processing for 'open season' vs 'closed season' ie Open season is the 'March & April' following the close of the tax year;
  - During open season the EMP501 and tax certificates can be resubmitted numerous times, however, the Tax certificate numbers for the Employees must remain the same ie SARS overrides the previous tax certificate info with the new info, if there is a different certificate number, a second tax certificate will be created on eFiling for the Employee
  - During the 'Closed season'. EMP601 and EMP701s must be used when changing Tax Certificate information
  - If certificates are 'Cancelled', an EMP601 file must be sent ie regardless of open or closed season
- **Possible / Proposed future changes:**
  - Reinstatement of Employers obligation to maintain certain Employee data and report this information to SARS as required (originally known as the IRP2);
  - SARS intend changing the EMP201 format to facilitate the payment of amounts for EMP701 adjustments for prior tax years ie in addition to the normal monthly payments;
  - SARS to provide Employers with Employees Tax Reference numbers and criteria (individual or in bulk);
  - Facility for Employers to electronically register Employees for income tax using SARS eFiling;
  - If tax threshold for under 65 year old Employees is increased to above R60 000, SITE will in all probability fall away;
  - Rounding off of tax;
  - XML formats for returns i.e. direct to SARS and not the e@syFile.

## Preparing for Additional Information required by SARS

SARS require additional Employer and Employee Information to be included in the Tax Certificate file to be submitted to SARS. The information required is as detailed below. Most of the information is already catered for within PSiber, however the following additional information is required :

- **Additional Employer Information to be included in file:**
  - Employer Contact Person;
  - Employer Contact Number;
  - Employer Email address;
  - Trade Classification.
- **Employee Information :**
  - Country of Citizenship;
  - Additional addresses and new Format;
  - Trade Classification (select from list provided by SARS);
  - Employee Bus Tel No;
  - Employee Fax No;
  - Employee Work Address (see format below);
  - Employee Account Holder Relationship;
  - SDL & UIF Contributions.
- **Addresses :** the address format, which has to be correct to avoid rejection of the file, has changed significantly. The required format for the addresses is as follows :
  - *Type of Service* (only required for Employee Postal Address);
  - *Number* (only required for Employee Postal Address);
  - Unit Number;
  - Complex;
  - Street Number;
  - Street / Name of Farm;
  - Suburb & District;
  - City / Town;
  - Postal code.

It is recommended that Employers get the required information updated as soon as possible ie do not wait until tax year end. Please see the following extract from the SARS documentation:

*It is expected that Employers try their utmost to assist SARS in ensuring efficient processing of Reconciliations. In addition to the importance of PAYE/SDL and UIF processing these declarations set the foundation for Income Tax Return processing and tax collections. Constant misdemeanors and habitual non-compliance on the part of Employers hinder/halt tax processing and will result in audits, enforcement interventions and potential administrative penalties for non-compliance.*

Release 11.03 of PSiberWORKS will cater for the new information required as well as the new address format ie it will maintain the old (existing) address. To assist Users in the process of updating required information in the most efficient manner, PSiber suggests the following. Please note that this process can/must only take place after the upgrade to Release 11.03.

- **Addresses :**
  - **Upgrade :** During the upgrade to version 11.03, the system will attempt to convert the existing address information into the new format, however this will need to be checked and updated.
  - **Employer Address Details :** this must be updated in the system.
  - **Employee Address Details :** PSiber will provide an 'Employee Address' API that can be used to update this information ie all Employee address information can be exported, corrected and re-imported.
- **Other required Employee information :**
  - **PSiberESS :** Employees can update their own information via the Employee Self Service facility.
  - **Personal Information Update/Confirmation Form:** this form includes all the information, including the new address format, required for the successful submission of Employee Tax Certificates to SARS. The report/form prints the Employees existing details currently held in the system and provides for Employee confirmation/changes to be noted. This form is available as follows:
    - **Personal Info Update Form :** This is available on the 'Employee Maintenance / Personal Details'.
    - **Employee Personal Information Confirmation SARS Mandatory PAYE Requirement :** This is available in the 'Employee Reports' category in the Reporting facility. The User will have the option to email the forms to the Employees.
  - **Data Validation :** PSiber will provide a report to validate and report on any missing/incomplete information.

## PSiber Training Courses

The following training courses are scheduled during August and September 2009 :

### August 2009

Monday, 3<sup>rd</sup> August 2009

**PSiberPAY Basic Payroll Administration**

Tuesday, 4<sup>th</sup> August 2009

**PSiberPAY & PSiberSTAFF Advanced Leave Management**

Wednesday, 5<sup>th</sup> August 2009

**PSiberSTAFF Basic HR Administration**

Thursday, 6<sup>th</sup> August 2009

**PSiberSTAFF Advanced HR Administration**

Friday, 7<sup>th</sup> August 2009

**Report Writer Wizard**

### September 2009

Monday, 14<sup>th</sup> September 2009

**PSiberPAY Basic Payroll Administration**

Tuesday, 15<sup>th</sup> September 2009

**PSiberSTAFF Employment Equity Reporting**

Wednesday, 16<sup>th</sup> September 2009

**PSiberHRM Advanced HR Management**

Thursday, 17<sup>th</sup> September 2009

**PSiberSTAFF Advanced HR Administration**

Friday, 18<sup>th</sup> September 2009

**Advanced Payroll Statutory & Administration Concepts**

If you need to book on any course or need further information please do not hesitate to contact Meagan on 011 454 1074, or email her at [meagan@psiber.co.za](mailto:meagan@psiber.co.za).

### PSiber Annual Golf Day

We are in the process of planning our annual golf day which will take place end October or early November. For those of you who have not yet participated in our golf day and would like to next year, please kindly forward your details to Meagan Kinsman at [meagan@psiber.co.za](mailto:meagan@psiber.co.za). We hope to have a few women golfers involved, so please don't be shy!

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