

NEWSLETTER

July 2010

General Information Notice G2/2010

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Introduction

How can we start this newsletter without acknowledging the World Cup event and of course, our national team – Bafana Bafana. Even though they went out so early in the tournament, they really did us proud given the level of opponents they were up against.

We may have had our personal preferences regarding who we supported during this magnificent event, who we would have liked to see win and who we would have liked to see being knocked out along the way - but you simply have to be bursting with pride when you think of how well our boys performed and how close they came to getting past that dreaded first round.

Over the past few years we have all had our doubts about this great event – at times we have criticised the coaches, the players, the committees, the LOC, the stadiums, the gross over spending, the shenanigans, the vuvuzelas, the Gautrain, the ticketing process, the transport facilities, the FIFA juggernaut that seems to “own the world” during the tournament, the possible black outs, the crime, the tourists that would be taken for a ride, the waste of money, the potential white elephants, the counterfeit tickets and the gravy trains that so many people climbed on to.

But despite all this we were surprised, relieved and simply “bowled over” by it all !! For a month we were able to forget about all of this “stuff” and just focus on this fantastic, once in a lifetime spectacle (for most of us !!) and just enjoy the ride. Our country went on a journey never imagined before and a journey that may never pass this way again. What's left behind are some unforgettable memories and a world that now sees a very different side to South Africa and it's people.

We saw a truly world class event that surpassed all our expectations. The tourists were absolutely blown away by what they experienced - and we too were overwhelmed by what we South Africans were able to achieve. To all those involved – well done and a big thank you !!

To Bafana Bafana – you went out there, you did your best – yes, we were disappointed, but most of all you were a catalyst in uniting us and made us proud to be South African !!

Check out the PSiber Bafana Bafana Supporters club on our website on the Gallery page (www.psiberworks.com)

But back to reality we must go - so read on !!

e@syFile

31st May (D-Day) came and went, and as usual many of us left our IRP5 and EMP501 submissions until the last minute.

The result – a system overload and a perceived “melt down”, files being put somewhere in a hyperspace queue, no confirmation of our submission, no one at the SARS help desk able to actually help (if you were lucky enough to get through !!) and total frustration on your side.

So, you copied the data to a disk and handed it in at a SARS office – just in case. Wise move !. Many just pressed the “send” button a few too many times and sent their data multiple times.

However, there is light – if your e@syFile system has a “submitted” status then in the event of a query from SARS they will accept this “submitted” status as proof that you actually submitted (or attempted to submit) the file. So don't stress !! The submitted status can only be updated by the e-Filing system so that's proof that it connected and was sent. What happens thereafter is a SARS issue.

It will take a while for SARS to consolidate and balance all the data received, so you will only hear from them if they have a problem (ie they don't find your file). A simple way of knowing whether or not SARS has your IRP5's – get one of your employees who submits their Tax Return via e-Filing to log in and see if their latest IRP5 is there. If it is, you are OK. If it's not, then you need to get hold of SARS. Remember that Filing Season for employees has already started so they should be able to see their IRP5's online.

Bottom line – don't leave this important function until the last day. Remember there are a few thousand other companies out there also leaving things till the last minute – so, you won't get any sympathy from SARS !!.

Here's a few interesting statistics for this year:

- 21,000 companies submitted their EMP501 and IRP5's on the last day;
- 6,000,000 IRP5's were submitted by these 21,000 companies;
- There are estimated to be 1 500 000 IRP5's still outstanding (when compared to last years submission).

SARS Information Requirements for the new Employee Income Tax Certificate (IRP5)

Still battling to get information out of your employees ?

SARS recently sent out a notice reminding taxpayers and employers of their legal obligation to provide SARS with accurate and comprehensive information as and when SARS demands it.

Check out this communication (attachment with this newsletter) – you may need to show this to those employees who don't cooperate when asked for certain information.

Interim IRP5 submissions

For the first time ever South African Employers will have to submit their IRP5 data to SARS before the end of October this year (ie an interim submission). This is over and above the customary submission which takes place in April/May of each year. SARS have recently confirmed that the interim submission period will be from **1st September to 29th October 2010**.

The e@syFile technology has been upgraded to cater for this submission and SARS have been actively encouraging and reminding employers to gather and finally update the new employee information that was called for in the last submission.

For many reasons this process has not been an easy task for employers over the past few years and many have struggled to get employees to comply. To this end SARS extended the deadline to meet these requirements twice in the past two years, **so there will be no more postponing from this year.**

Good news is that the task of **registering employees for tax purposes** before the September submission no longer needs to be done. The new e@syFile technology will have the functionality built in to accept an **IRP5 without a tax reference number** (ie the **mandatory** requirement has been removed). Once these IRP5's have been sent to SARS they will be flagged and once the filing period is over SARS will allocate Tax Reference Numbers to all these employees (without tax reference numbers) and inform employers electronically.

We will be conducting a series of Workshops around the country to do a final "audit" of what the requirements in preparation for the September submission are, and what to do if you don't have all the data. We will also cover the process of auto generating the Tax Reference Numbers and how to load them back into the payroll system.

If you are not sure of what to do, or how to do it, or simply want some "piece of mind" regarding what you have done please join us at these Workshops.

Date Tuesday, 24th August 2010
Venue **DURBAN** - The Westville Hotel
Address 124 Jan Hofmeyr Road, Westville, Kwazulu Natal

Date Thursday, 26th August 2010
Venue **CAPE TOWN** – Nitida Wine Farm (Cassia)
Address Tygerberg Road (M13), Durbanville

Date Tuesday, 31st August 2010
Venue **JOHANNESBURG** – The Forum at the Campus
Address The Wanderers Building, 52 Sloane Street, Bryanston

We will also use the opportunity to update you on some of the latest changes to be implemented by SARS – for example, the new electronic IT88A.

Official notifications regarding the Workshops will be sent out soon.

Electronic IT88A's – on the cards for this year

There has been much reporting in the press recently about SARS being able to "raid" taxpayers' bank accounts as and when they need to collect outstanding monies due to them. This has been blown a little out of proportion and is not quite what SARS have in mind. In any event, they wouldn't be able to do this without going through a lengthy legal process and it would only be done as a last resort.

The fuss has been caused by a Business Requirements Specification (BRS) that highlights a planned new way of dealing with IT88A's falling into the hands of some individuals who haven't quite understood the thinking behind it. IT88A's are nothing new and modernising the whole process of issuing and collecting IT88A's has been on the cards for some time now. It's only recently that SARS have had the time to pursue this more earnestly. The proposed BRS simply discusses a new and more efficient way of collecting outstanding taxes, penalties etc from wayward taxpayers using technology as an alternative to the old paper based way of doing things.

We will look at this in depth at the Workshops in August

Product Update

The following highlights some of the significant functionality delivered in the last few months:

PSiberPAY:

- **Time Costing** : This new Time & Attendance facility offers the following functionality:
 - When setting up the parameters for the new Time Costing Screen, the User can define the following:
 - Which Package entries are to be included in the facility
 - The order of the Package Entries

- The User name to be displayed on the Time Costing facility for the Package Entries
- Allowances to be included ie allowances setup 'by Quantity' can be included in the Time Costing facility
- Caters for the capture of Employee hours/quantities across Cost Centres, Departments and Divisions
- Caters for the capture of Employee percentage splits across Cost Centres, Departments and Divisions both for:
 - Theoretical percentages
 - Actual percentages (which can be defaulted from the Theoretical percentages)
- Hours and percentages can be imported via API
- Percentage splits can be captured/imported after the run is 'Accepted'

Reports:

- Time Costing Profile Reports : These reports are similar to the Detailed Payroll Summary Reports. However, they print the Package Entries as defined in the Time Costing Profile, which caters for:
 - Grouping of each Package Entry
 - Inclusion or exclusion of Package Entries
 - 'Detailed' and 'totals' report options are available
- Hours captured via Time Costing Hours Screen:
 - Hours Worked Detail (Time Costing)
 - Hours Worked Summary (Time Costing)
- Percentages captured via Time costing Percentages Screen:
 - Percentage Splits (Actual Cost Centre)
 - Percentage Splits (Actual Department)
 - Percentage Splits (Theoretical Cost Centre)
 - Percentage Splits (Theoretical Department)
- **GL** : a brand new GL facility has been made available which offers the following functionality (Please note that both the old and the new GL facility is available to clients, allowing our clients time to convert to the new functionality) :
 - Multiple sets of GL codes can be setup as follows:
 - Setup by Payroll
 - Setup by Cost Centre
 - Setup multiple GL codes and link individual Employees to different sets of GL Codes
 - Every set of GL codes and each Package Entry can be grouped differently ie:
 - By Cost Centre
 - By Department
 - By Division
 - By Employee
 - The GL setup works together with the new Time Costing facility, catering for the posting of GL entries by Activity costing
 - The system includes a facility to copy the GL codes from the old GL Setup to the new GL Setup facility
 - A Third Party file setup facility will be delivered in the next release, which will allow Users to define their own GL file formats
 - The following new General Ledger reports are available by Interval and by 'Months' in Weekly and Fortnightly payrolls:
 - General Ledger (By General Ledger Code)
 - General Ledger (By Package Entry)

PSiberPAY / PSiberSTAFF:

- **Attachments:** PDF, MS documents and images can be attached and viewed from each screen
- **Company Organization Setup:**
 - Option to hide inactive entities
 - Additional reporting codes included
 - OFO Codes now linked to job titles
 - New Company Organization Setup Reports are available
- **SA STATS Report** : available as per the required Statutory Report Format
- **SMS Option** : Facilitates User defined and initiated SMS messages. The next phase of delivery will cater for automated SMS notifications as per the Email notifications.
- **Forms** : Employee take on and Maintenance Form options include:
 - Take on Form – Blank & Populated
 - Maintenance Form
 - Annual & Sick Leave Request
 - Loan Request
 - Employee Take-on Form

PSiberSTAFF:

- **Contract Templates:** This facility caters for the populating and printing of User defined employment contracts for employees
- **Probation Period:** Users can now capture employee probation start date, period and end dates.
- **Training Reports by OFO Major Group & Codes**
 - Employee Training Details by OFO Major Group & Code – detailed report displaying the number of employee trained together with basic training information in each OFO major group.
 - Training Summary by OFO Major Group & Code – displays the total number of employees trained by race and gender in each OFO major & code.
 - WSP by OFO Major Group & Code – converts your current workplace skills place to report on the number of employees planned to receive training in each OFO major group and code.

PSiberHRM Reporting

This last quarter saw some additional work being done on the HRM modules. New reports include:

- **Position Audit** – report on effective and ineffective Positions, Positions with no employees and Positions not linked into your organisation hierarchy
- **Position Vacancy** – report on all vacant Positions in the organisation to assist in recruitment planning
- **Position Budget vs. Actual Costs** – report on the variance between the budgeted costs for Positions and the actual costs of employee filling the Positions
- **Job Comparison** – compare employees against job requirements to determine suitable matches for succession and training purposes

- **Training and Development Gap Analysis** – identify gaps between the skills your employees currently have and the skills required by their job descriptions
- **Job Budget vs. Actual Costs:** report on the variance between the budgeted costs for specific jobs and the actual costs of the employees filling the Positions to which the job has been linked.

For some sample reports, please see the “New HRM Reports” document accompanying this Newsletter.

A “New Look” PSiber

In the next few months you will see some “jazzy” new features on the PSiber screens. These include some new colours, new scroll and menu bars, auto sizing and auto centered applets and SMS alerts/notices to mention just a few.

In particular there is going to be some major enhancements made to the Employee Self Service Module, with a completely new look and feel for starters. There will also be a Manager Version VS an Employee Version, both having different options in terms of viewing and updating information. Later on in the year you will be able to set up individual display fields per user.

Those clients that have had a sneak preview are “Over the Moon”, so we are sure you will like what’s coming.

Please see the attached “PSiberESS Screenshots” for a glimpse of the new screens.

Scheduled Training Courses – August & September 2010

Kindly note that the following training courses are scheduled for August and September 2010 :

August 2010

Tuesday, 10th August 2010
PSiberPAY - Basic Payroll Administration

Wednesday, 11th August 2010
PSiberSTAFF - Basic HR Administration

Thursday, 12th August 2010
PSiberSTAFF - Advanced HR Administration

Friday, 13th August 2010
PSiberPAY & PSiberSTAFF - Advanced Leave Management

September 2010

Monday, 6th September 2010
PSiberPAY - Advanced Payroll Administration

Tuesday, 7th September 2010
PSiberSTAFF - Employment Equity Reporting

Wednesday, 8th September 2010
PSiberPAY - Profiles

Thursday, 9th September 2010
PSiberSTAFF - Advanced HR Administration

Friday, 10th September 2010
Advanced - Payroll & Administration Concepts

 Training courses are from **09h00 to 16h30**, at the PSiber offices in Edenvale. The cost per delegate per course is **R1,180.00** (excluding VAT)

Should you wish to book the scheduled training or require onsite training please contact our Support Desk on 011 454 1074, or email support@psiber.co.za

New Pricing effective 1st July 2010

This is just a reminder of the new rates which came into effect from **1st July 2010:**

Internet Pricing:

URL - www.psiberworks.com/psi (i.e PSiber's General Internet Version)			
Product	Cost	Per	
<i>A minimum monthly fee of R300.00 is applicable.</i>			
PSiberPAY	11.00	Monthly Payslip	
	6.80	Weekly Payslip	
	4.70	Fortnightly Payslip	
PSiberSTAFF	3.45	Discharged Employee	
	11.00	Active Employee	
PSiberSTAFF	3.65	Discharged Employee	
PSiberESS	2.75	Active Employee	
PSiberImages	5.75	Employee (with 1 or more images loaded)	
PSiberHRM	11.00	Active Employee	
PSiberTAX	78.00	Package structured (there is no charge for this product, if you make use of the PSiber PAY module)	

Other Pricing – Consumables & Services:

Description	Cost	Per
Onsite Product Consulting Rate	R 510.00	per hr (min. 1 hr)
Development Rate	R 690.00	per hr (min. 1 hr)
Training Rate (client specific) – unscheduled courses.	Full Day	R 1,250.00
	Half Day	R 950.00
Training Rate – scheduled courses (see brochure)	Full Day	R1,180.00
Telephonic Support (where no support contract in place)	First 15 min.	FREE
	More than 15 min.	R 65.00
Payslips (can be collected or posted) <i>Courier/postage fees are for the client's own account</i>	Per 100	R 175.00
	Per 1000	R 1,600.00

All prices above are **EXCLUSIVE** of VAT unless otherwise indicated.

PSiber Infrastructure & Backup Services

During the past quarter we upgraded the hardware in our hosting environment, much to the delight of many users, who are now experiencing much faster response, increased speed of access, and increased speed of processing.

Our smaller clients would not really have noticed a major difference but our larger clients with greater numbers of employees, certainly have. At the same time we took the opportunity to revisit our backup (online as well as offsite) facilities and to improve where we could. Our backup system has been greatly enhanced by us now using the latest backup technology available from Internet Solutions, Attix5.

For those that are technically inclined and would like to understand the new environment and how the backups, the restores and the DR service works please give us a call and we will gladly supply you with the relevant information.

PSiber Staff News

July 2010 marks **Lizelle Wakeford's** 10 year anniversary at PSiber. We would like to take this opportunity to say "Thank you Lizelle, for your contribution, commitment and dedication to PSiber, during these past 10 years. We look forward to another 10 (or more !)

The PSiber family continues to grow with three new additions having been added since our last newsletter:

Meagan Kinsman and her husband Darren, welcomed their daughter Lois, in February 2010;

Adele Weber and her husband Chris, welcomed their son Adon, in March 2010;

Gareth Banks and his wife Susanna, welcomed their son Benjamin, in March 2010

Must be something in the air !!

We also say Goodbye to **Gareth Banks**, who will be leaving PSiber at the end of July. Gareth will be spreading his wings to tackle a new venture and to continue his studies. We wish him the best of luck and greatest success in his endeavours.

PSiberSOCCER



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