

## NOVEMBER / DECEMBER 2008

### General Information Notice G3/2008

What's in this newsletter :

[SARS e@syFile System](#)  
[Release 10.05](#)  
[Leave Closures & Bonuses](#)  
[Important Technical Information](#)  
[2009 Training Courses](#)  
[PSIber Staff News](#)  
[December Support](#)  
[PSIber Golf Day](#)  
[Final Note for the Year](#)



### SARS e@syFile System

SARS is currently doing a number of updates and enhancements to the e@syFile system that we all used earlier this year to submit our IRP5's and EMP501's. This is in preparation for a number of changes envisaged for the 2009 and 2010 tax years. Some of the enhancements include better all round performance, some new print options and, more importantly, some additional validation around ID and Passport numbers. There are also a few handy new forms that will be available eg EMP601 for cancelling tax certificates and some enhancements to the EMP701. We don't want to go into too much detail about these changes in this newsletter as we will be running a number of workshops during February and March next year where we will explain the new system, the new procedures and various other items of importance in much more depth. Look out for our Training Course Booklet for dates, venues, etc

**Remember** - the IRP5 reconciliation / submission period is due to revert back to March / April 2009 (ie the 60 days between 1 March and 30 April). Also, make sure that you download the new version of e@syFile before you start the reconciliation process next year.

**PERSONAL TAX RETURNS for the 2007/2008 tax year:** If you are submitting your return via eFiling, you have until the 23<sup>rd</sup> of January 2009 to do this.

### Release 10.05

Release 10.05 is now available to users - it includes major enhancements to PSIberSTAFF, the Employee Self Service module, the Leave Management Module and various aspects of PSIberPAY. The following is a summary of the more significant enhancements included in the Release:

#### PSIberPAY :

- **Leave Pay Run** – Please see 'Leave Closure and Bonuses' for details.
- **Employee/s Leave Calendar** – An online calendar reflecting all employees leave for User selected dates.

- **Online view of previous Payslips** – Online view of all previous payslips available on the Adjustment screen and within PSIberESS.
- **Admin Fee on Garnishees** – Admin Fee can be setup by % or Rand value and can have separate EFT and GL Accounts defined.
- **Mass YTD Take-Ons and Adjustments** – An online Mass YTD facility where data can be captured, imported and maintained.
- **Mass Leave Capture** – a new option within the Mass facility, which caters for both multiple leave records and multiple leave types per employee.
- **Clear YTD Bonus Provision** – User Parameter to clear the YTD Bonus provision on Bonus payout.
- **Weeks in Month** – 'weeks in month' option included in Calculation Profiles.
- **Botswana Tax Tables**
- **Employee Discharge Verification** – Parameter option to carry out various checks on Employee Termination eg leave balances, loans to be recovered etc.
- **UI-19** – Printing of UI-19 certificates.
- **Email notifications** – now includes changes to Cost Centres, Departments, Job Grades and Titles.
- **New Reports:**
  - YTD take on and adjustments report
  - User Permissions Report
  - Tax Override Details report
  - Mass YTD report
  - Rate of Pay (Changed) Report
  - Tax Directive Report

#### PSIberSTAFF :

- **Pick List Maintenance** – Maintenance of Pick lists now available in System Administration & Utilities.
- **Equity Remuneration by Month** – Equity Remuneration can be imported by Month or by Year.
- **Development Needs and Plans** – Maintenance of comprehensive employee development needs and plans information
- **Employee Clothing** – caters for the capture of all clothing 'issued to' and 'returned by' employees.
- **Employee Discharge Verification** – Parameter option to carry out various checks on Employee Termination eg leave balances, uncompleted development plans etc.
- **Validity Periods and Expiry Dates** – Maintenance of 'validity period' and 'expiry dates' of medical certificates and training certificates.
- **Key Performance Areas & Behavioural Attribute Import** – where PSIberHRM is being used, users can import employee's key performance areas and behavioural attributes.
- **Annual Training by Occupational Category report** – Reports on both the number of employee trained and the number of training interventions run, as well as variances.
- **New Reports:**
  - Employee Clothing Details
  - Clothing Summary

- Equipment Summary
- Employee Development Needs
- Development Needs Summary Employee
- Development Plan
- Development Plans Summary
- Expiry Audit Report

**PSiberESS :**

- **View Current Payslip** – Employees now have an online view of all their previous payslips.

**Leave Closure & Bonuses**

As it is 'Bonus' and 'Leave Pay' time of year, we would like to highlight the following information with respect to the processing of these:

**Clear YTD Bonus Provision**

- A new parameter for the clearing of the 'YTD Bonus provision' is available on the 'Company Maintenance / Incomes / Bonuses' screen as follows:

<b>Payout on Termination</b>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>Clear Provision on Payout</b>	<input type="radio"/> Yes	<input checked="" type="radio"/> No

- If this is set to 'Clear Provision on Payout', 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. Note: regardless of whether the bonus is set to auto payout or not, as soon as a value is paid out, the Provision will be set to zero.

	MTD	YTD
C/F YTD prov		9600
+ current month prov	4 800	4 800
Less Payout	-12 000	-12 000
Current Provision	<b>-7 200</b>	<b>2 400</b>
System adjustment to zeroize YTD provision	-2 400	-2 400
<b>Net Provision</b>	<b>-9 600</b>	<b>0</b>

**Leave Pay Run / Leave Closure**

A 'Leave Pay Run' can be set up to do the following:

- Calculate 'Leave Pay' based on the number of 'Leave Pay' days stipulated by the User.
- Calculate and include Incomes and Deductions for the 'Leave Closure' period ie the User defines the number of additional periods to be calculated.
- Define which Incomes and Deductions must be included in the 'Leave Pay Run' by using the 'Leave Pay Run Profile'
- Calculate PAYE in the 'Leave Pay Run' based on additional tax periods, if required.
- Setup the 'Leave Pay Run' as a 'Multiple Run' ie different Employees can be processed for different 'Leave Closure' Dates

- Automatically generate the Employee Leave records for the 'Leave Closure' period.
- Automatically setup the 'Leave Closure Pay Period' Intervals based on the 'Leave Pay Run' information.
- Setup Additional runs during a leave closure period.
- **'Leave Pay Run' Setup** : The 'Leave Pay Run' is setup in the 'Process Payroll / Payroll Intervals' facility. The User needs to setup the following information in the 'Leave Pay Run' Interval :
  - **'Leave From' and 'Leave To' dates** : actual leave dates that the employees are going to be on leave. These dates will be used to create the Employees Leave record.
- **'Leave Taken' Days** : the actual number of 'leave days' that will be included in the Employees leave record ie their leave balance will be reduced by this number of days.
- **'Leave Pay' Days** : number of days that the system must use to calculate the Employees 'Leave Pay'. This number may be different to the number of 'Leave Taken days' eg public holidays.
- **'Add. Pay Periods'** : number of additional 'Intervals' for which the system must calculate Payslip Incomes and Deductions in the leave pay Interval ie if the Employee is on leave for 2.5 weeks, the User may want the Leave Pay payslip to include an additional 2 intervals of Incomes and Deductions.
- **'From Interval'** : mandatory if the 'Add. Pay Periods' field has a value. This 'from interval' is used for the auto setup of the 'Leave Closure periods'.
- **Leave Run Profile** : If the User requires the system to auto calculate Incomes and Deductions for the 'Add. Pay Periods', but only requires this calculation for selected Incomes and Deductions, a 'Leave Pay Run (Payroll Intervals)' Profile must be setup and linked to the interval.
- **Add. Tax Periods**: Allows the User if required, to increment the number of 'tax intervals' used for the calculation of 'PAYE' on the payslip. The User must capture the number of additional tax intervals to be used.
- **'up to interval'** : if 'add. Tax Periods' are included in the PAYE calculation, the User must notify the system as to the 'up to Interval' ie the system will increment the number of 'Tax Periods' by the stated number of 'Add Tax Periods' used for the PAYE calculation in every interval up to and including, the interval defined by the User in 'up to interval'.

**Notes:**

- **Leave Taken** : The Employee Leave Record will be created by the system.
- **Leave Pay** : The leave will be calculated as follows :  
( 'Leave Days Taken' X Leave Cost per day)
- **Leave Closure** : The 'Leave Closure Periods' will be setup based on the number of 'Add. Pay Periods' and the 'from Interval'.
- **Incomes & Deductions** : the system will calculate the Incomes and Deductions in the 'Leave Pay Run' as follows:  
(Income/Deduction for Current Interval) +  
(Income/Deduction X 'Add. Pay Periods')
- **PAYE** : the employees tax will be calculated based on the tax periods as follows:  
( 'Current Tax Periods + any 'Add. Tax Periods')
- **Tax Periods** : the Tax Periods reflected on the Payslip header will include the leave pay 'Add. Tax Periods' for the relevant

intervals. The payslip will reflect a \* after the 'Tax periods' indicating that these intervals include 'Add. Tax Periods'.

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

### Important Technical Information

You may have noticed our new landing page on PSiber. From this page, you will be able to login to the system, go to our main website, obtain contact information, as well as important technical information relating to the system i.e. updating your Java version.

- **PSiber Upgrades** – PSiber would like to request Users to please keep up to date with the Releases. To ensure ease of upgrade as well as ensuring that you are up to date with functionality and statutory information, it is important that Users do not fall more than two releases behind.
- **Java Version** – Please note that PSiber Users are recommended **not** to download Java Version 1.6 Update 10. The reason being is that Java has changed the way that sessions are handled between Applets, which results in a 'You are not logged in' error. The recommended version of java to use is Version 1.6 Update 7. If however you do want to use Update 10 then please disable the 'next generation plug-in' i.e. within your 'Java Control Panel', 'Advanced Settings' Tab ie



- **Java Script enabled** – Where Users require use of the following, please ensure that the 'Java Script' option is enabled
  - To use the Password option on encrypted emailing of HTML Payslips;
  - To use the auto login facility on the ESS 'Reporting lines' Emails;
  - To eliminate the need to click twice on each applet. Instructions are as follows:
    1. From the **Tools** menu on Microsoft IE, click **Internet Options**
    2. From the **Security** tab, click **Custom Level**
    3. Scroll to **Java Scripting**, click to select 'enable' on both **Active Scripting** and **Scripting of Java Applets**
    4. Click **OK** on **Security Settings**
    5. Click **OK** on **Internet Options**
    6. From the **File** menu, click **Close**
    7. Re-launch your browser

- **PC Spec** – Minimum Requirements are as follows:

- Windows XP with a minimum of 512MB
- Windows Vista with a minimum of 1GB RAM

### 2009 Training Courses

Please note that we will be sending out the 2009 PSiber Training Schedule early next week. This schedule will reflect training courses scheduled throughout the year, including course requirements, course outline and benefits to you as a user.

### PSiber Staff News

WELCOME to **Denise Do Nascimento** who recently joined the PSiber Development team.

We also have 2 new additions to the PSiber family on their way, **Gareth Banks** and his wife Susanna are expecting their first child in December 2008. **Chantal Do Nascimento** and her husband Paulo (no relation to Denise !!), are also expecting their first child in January 2009.

*The PSiber family continues to grow, and we wish them all the best.*

### December Support

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

24 <sup>th</sup> December 2008	Closing at 14h00
31 <sup>st</sup> December 2008	Closing at 14h00

For all after hour support requests and queries please refer to our website [www.psiberworks.com](http://www.psiberworks.com) for contact names and cell numbers.

### PSiber Golf Day

Just in case you missed it - another successful and enjoyable PSiber Golf Challenge was held this year at the Reading Country Club. We were fortunate to have great weather and the day was enjoyed by all.

We have posted some photos of the day on our website at :

<http://www.psiberworks.com/!Home/!Gallery/tabid/156/Default.aspx>

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!

### Final Note for the Year

For many, 2008 will be remembered as one of the toughest years in recent history. We sincerely hope that the worst is over and that 2009 will be a much better year, in all respects, for everyone.

In some respects business was also quite tough for us at PSiber this past year, however, we are pleased that our user base grew beyond our expectations and that we managed to develop and release most

of the functionality we promised. Judging by the response and feedback we received at our year end workshops our clients and business partners are well pleased with what we provided this past year. We have even more planned for 2009 as we start installing PSiberWORKS internationally!!

Finally, from all of us at PSiber we would like to thank you for supporting us again this past year and for being part of the ever increasing PSiber community

***Have a great, a safe and a joyous festive season and may 2009 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**

