

Total HR Technology for Professionals

Anywhere, Anytime, Always Online

Release Notice

20.02.01

05 July 2018



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1 Introduction

Release Number	20.02.01
Release Date	05 July 2018
Mandatory Release	Yes
Statutory Changes	South Africa: No Other Tax Authorities: Yes
Conversion of Data	No
Technical Enhancements	No
Important User Information	Yes
Minimum Version from which to upgrade	19.00.00
Java Version (For Applets only)	<p>Recommended Java Version: Java SE 8</p> <p>Note: Using Java 7 updates 21 – 40 is NOT recommended. A Security Warning will be displayed if the aforementioned versions are used.</p> <p>JAVA 9 is currently <u>not compatible</u> with PSiber applets. JAVA 9 has not been officially released, but is available for download from the Oracle website. Users are requested <u>not to upgrade to JAVA 9.</u></p> <p>NB: Only IE8, IE9, IE10, IE11 are supported.</p>
API changes / New APIs	Yes
Database Changes	Yes
HTML changes	No
ACB File	No



2 Release Overview

2.1 Enhancements

2.1.1 Favourites Tab

An enhancement has been made to the dashboard with the addition of the “Favourites” button on the left-hand side of the screen which allows the User to navigate to the favourites screen from anywhere in the system.

2.1.2 Malawi Tax Table 2018/19

The Malawi Tax Table has been updated for the 2018/19 tax year.

2.1.3 Recruitment History Details

An enhancement has been made with the addition of the “Recruitment History Details” screen which allows the User to capture all historical recruitment details for an employee.

2.1.4 Payroll Level Email Notifications

An enhancement has been made with the addition of the “Payroll Level Email Notifications” screen which allows the User to set up the email notifications on Payroll Level.

2.1.5 Mass Increase – Reason for Increase

An enhancement has been made to “Mass Increase Rate of Pay” with the addition of a “Reason for Change” drop-down.

2.1.6 BBBEE – Mpowered Export

An enhancement has been made with the addition of a new API export namely “BEEToolkit”. This API Export can be found in the “Other” category.

2.1.7 Termination Types and Employment Reason filter

An enhancement has been made to “Company Parameters” with the addition of “Selection Filters” & “Selection Filter Payroll Profile Linking” tabs which allows the User the ability to filter by the Termination Types and Employment Reasons that are in the drop-down.

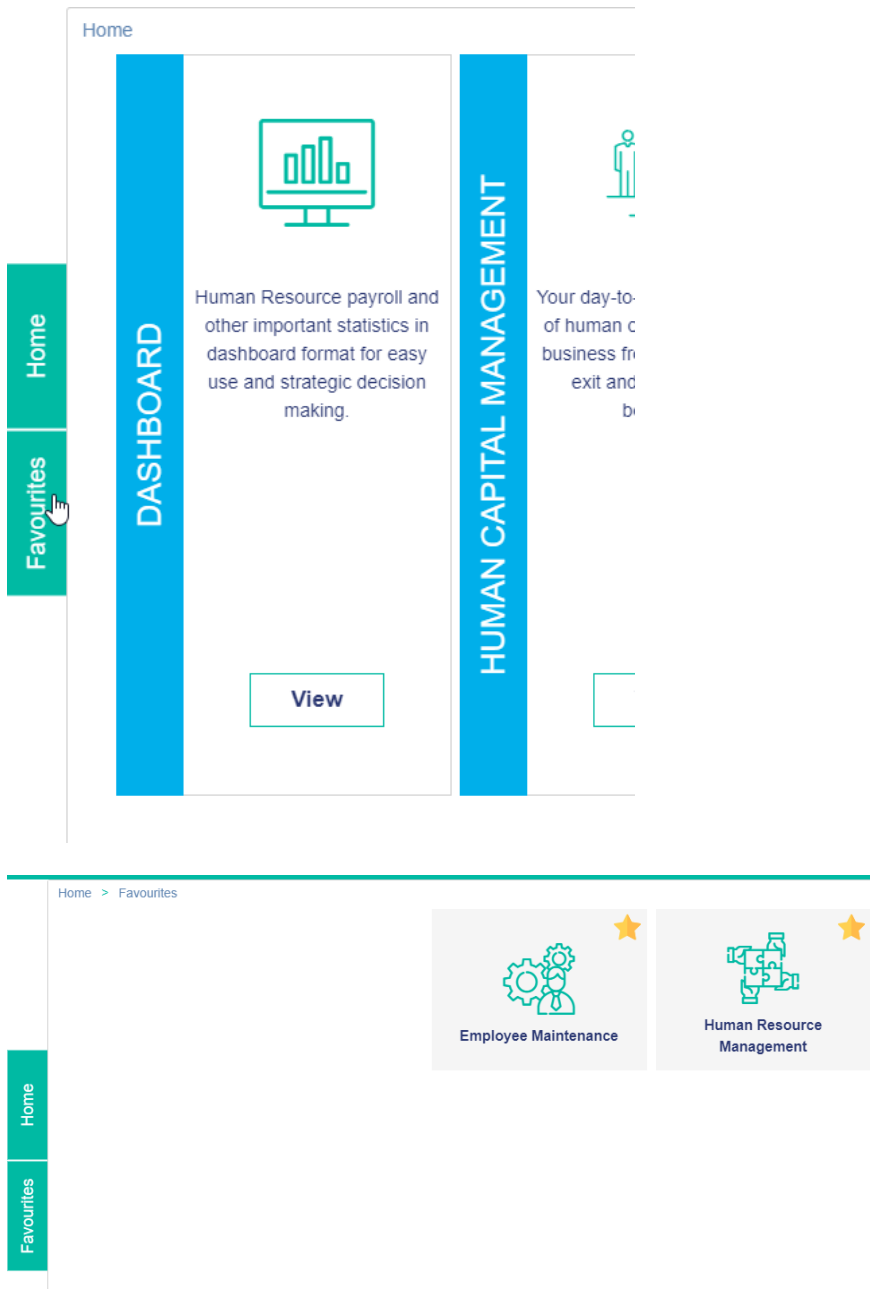


3 Enhancements

3.1 Favourites Tab

An enhancement has been made to the dashboard with the addition of the favourites button on the left-hand side of the screen which allows the User to navigate to the favourites screen from anywhere in the system.

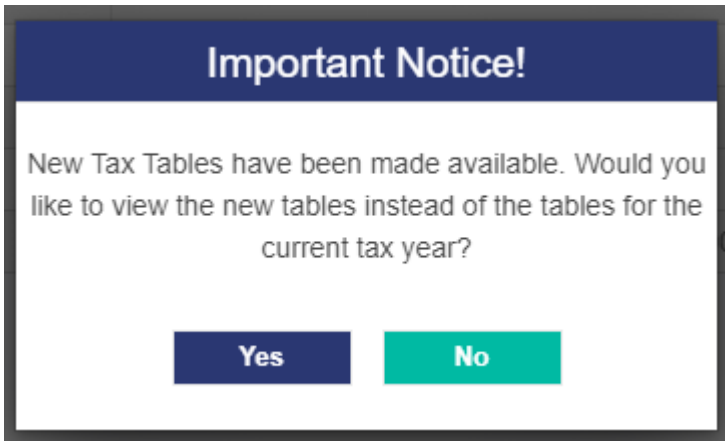
Note: See the below example.




3.2 Malawi Tax Table 2018/19

The Malawi Tax Table has been updated for the 2018/19 tax year.

Note: See the below example. A Validation will prompt informing the User that the New Tax Table has been made available.



Tax Tables : Malawi



Tax Tables : Malawi
New Tax Tables : July 2018 to June 2019

Income Tax Rates for Individuals

Lower Limit (MK)	Upper Limit (MK)	Tax Payable (MK)
0	420,000	0.00%
420,001	480,000	0 + 15.00% of the amount over 420,000
480,001	36,060,000	9,000 + 30.00% of the amount over 480,000
36,060,001+		10,683,000 + 35.00% of the amount over 36,060,000

Previous Tax Years
Select Tax Year Ending : 2018

Selected Tax Year : Income Tax Rates for Individuals

Lower Limit (MK)	Upper Limit (MK)	Tax Payable (MK)
0	360,000	0.00%
360,001	420,000	0 + 15.00% of the amount over 360,000
420,001	36,000,000	900 + 30.00% of the amount over 420,000
36,000,001+		10,683,000 + 35.00% of the amount over 36,000,000

Menu

Rebates

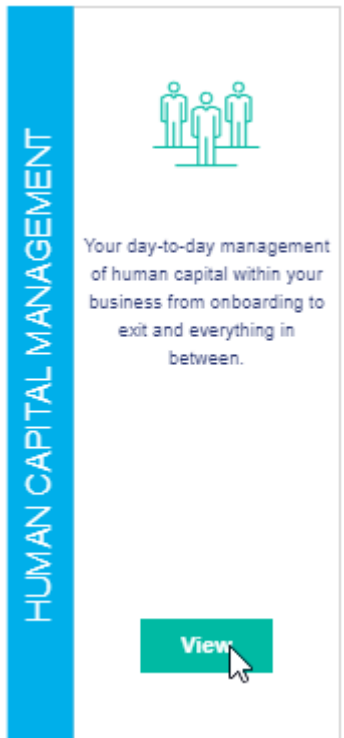
Rebates

3.3 Recruitment History Details

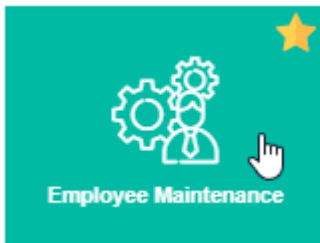
An enhancement has been made with the addition of the “Recruitment History Details” screen which allows the User to capture all historical recruitment details for an employee.

Note: See the steps below.

- 1) Select “Human Capital Management”



- 2) Select “Employee Maintenance”



3) Select "Recruitment History Details"

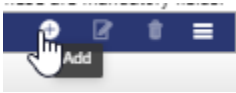


Home > Human Capital Management > Employee Maintenance > Recruitment History Details

Recruitment Details * These are mandatory fields

Position	Select(ed) Job Title	Select(ed) Job Grade	Select(ed) Job Title	Date Applied

4) Select "+" icon to add



Recruitment Details

Position / Job Applied for

Select From HRM Yes No

Current Position Yes No

Position 1 - QA0338 - Dyllan Dennis

Select(ed) Job Title ... Select Option

Job / Position Location Details

Country ABW - Aruba

Cost Centre ... Select Option

Department ... Select Option

Division ... Select Option

Pay Point ... Select Option

Date Applied

Reason ... Select Option

Comments

Recruitment Source Details

Recruitment Source ... Select Option

Contact Person

Telephone Number

Fax Number

Email Address

Have C.V on Record? Yes No

Attachments

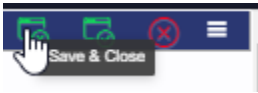
Comments

Job Application Summary

Correspondence | Interview Details | Reference Check | Offer Details | Expenditure

Correspondence Date	Correspondence Type	Candidate Response

5) “Save and Close”



3.4 Payroll Level Email Notifications

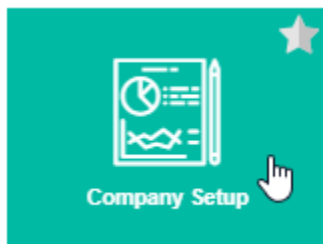
An enhancement has been made with the addition of the “Payroll Level Email Notifications” screen which allows the User to set up the email notifications on a Payroll Level.

Note: See the steps below.

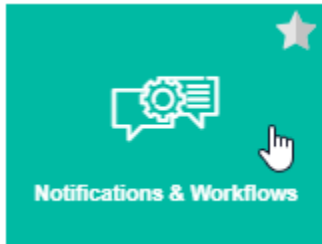
1) Select “Company Setup & Maintenance”



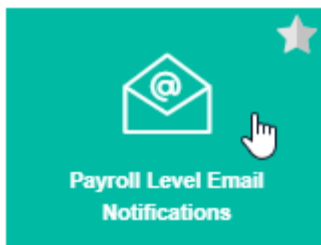
2) Select “Company Setup”



3) Select “Notifications & Workflows”



4) Select “Payroll Level Email Notification”



Home > Company Setup & Maintenance > Company Setup > Notifications & Workflows > Payroll Level Email Notifications * These are mandatory fields

Notifications & Workflows / Email Notifications

Rule Category: Leave Notifications

Email Notification Rule Setup		
Rule Name	Rule Description	Active
Leave Application	Leave Application	●
Leave Excess	Leave Excess	●
Leave Forfeiture	Leave Forfeiture	●
Negative Leave Balance	Negative Leave Balance	●



5) Click “Update” to edit the rule



Note: To add a rule, tick the “Active” checkbox.

Email Notification Rule Setup

Rule Name	Rule Description	<input checked="" type="checkbox"/> Active
Leave Application	Leave Application	

User Action Settings

Notify Employee
Email

Main Recipient

Delivery Method	Recipient Type	User(s)
Email	List of Users	... Select Option Multiple
Login Link Option	None	

CC

Delivery Method	Email Address	Contact Number
None		

BCC

Delivery Method	Email Address	Contact Number
None		

Auto Notification Settings

Notify Employee
None

Main Recipient

Delivery Method	Recipient Type
None	... Select Option

CC

Delivery Method	Email Address	Contact Number
None		

BCC

Delivery Method	Email Address	Contact Number
None		

6) “Save & Close”

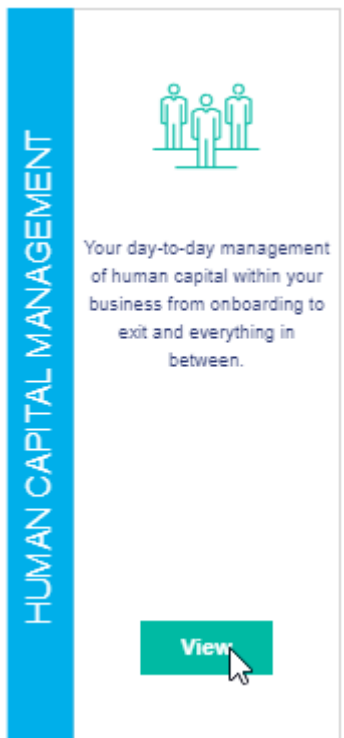


3.5 Mass Increase – Reason for Increase

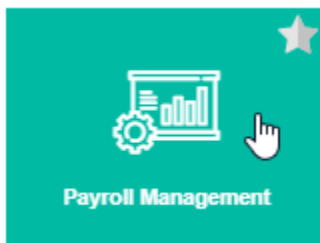
An enhancement has been made to “Mass Increase Rate of Pay” with the addition of a “Reason for Change” drop-down.

Note: See the steps below.

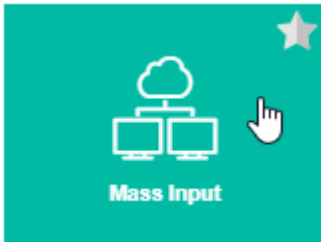
- 1) Select “Human Capital Management”



- 2) Select “Payroll Management”



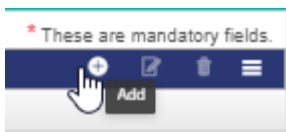
3) Select “Mass Input”



4) Select “Mass Increase Rate of Pay”



5) Select “+” Icon



Mass Increase Rate of Pay

Filter By
Employee

Employees								
<input type="checkbox"/>	Employee Surname	Employee Name	Employee Number	Employment Status	Employment Type	Length of Service	Employee Job Grade	Employee Job Title
<input checked="" type="checkbox"/>	Cable	Lisa	QA1266	Active	Permanent	1 y 122 d	JG1	JT1
<input checked="" type="checkbox"/>	Edwards	Alyssa	QARPDR	Active	Permanent	0 y 30 d	JG1	JT1
<input type="checkbox"/>	Efrain	Tshepo	QA1265	Active	Permanent	1 y 122 d	JG1	JT1
<input type="checkbox"/>	Fourie	Shirlee	QA1273	Active	Permanent	1 y 122 d	JG1	JT1
<input type="checkbox"/>	Hishidimbusa	Shariene	QA1270	Active	Permanent	1 y 122 d	JG1	JT1

Next

6) Click “Next”



7) See “Reason for Change” was added

3.6 BBEE – Mpowered Export

An enhancement has been made with the addition of a new API export namely “BEEToolkit”. This API Export can be found in the “Other” category.

Note: See the below example.

**Name *	Gender *	Race *	Designation *	Disabled?	Foreign?	ID Number	Voting Rig	Driver	Forestry S	Mpowered	Mpowered	Mpowered	Mpowered	Mpowered
Gregory Gubbie	Male	Other	Skilled Technical & Acai	No	No	71339423794013338	0							
Rosea Dandini	Female	Asian	Skilled Technical & Acai	No	No	719823460770736	0						text	
Greer Barnes	Female	African	Skilled Technical & Acai	No	No	719823460770736	0			Fields 1				123
Marianne Cini	Female	African	Skilled Technical & Acai	No	No	719823460770736	0				1000.0			
Nandole Sogathe	Female	African	Skilled Technical & Acai	No	No	719823460770736	0							
Thabo Laurence	Female	African	Skilled Technical & Acai	No	No	719823460770736	0							100.0
Conrad Gagite	Female	African	Skilled Technical & Acai	No	No	719823460770736	0							
Archibald Masekati	Male	White	Skilled Technical & Acai	No	No	719823460770736	0							
Tobhuu Layaha	Male	White	Professionally Qualifie	No	No	719823460770736	0							
Levita Simson	Female	White	Skilled Technical & Acai	No	No	717132849494348	0							
VTS Pihya	Male	African	Semi-Skilled & Discreti	No	No	719823460770736	0							
Sophisoan Lamole	Male	African	Skilled Technical & Acai	No	No	719823460770736	0							
Jeffery Tambo	Female	African	Skilled Technical & Acai	No	No	719823460770736	0							
Mantshadi KadPhiso	Female	African	Skilled Technical & Acai	No	No	719823460770736	0							
Buthumalo NeePhutalo	Female	Coloured	Skilled Technical & Acai	No	Yes	717132849494348	0							
Styla Hendson	Male	African	Skilled Technical & Acai	No	No	719823460770736	0							
Sharon Glesper	Female	African	Skilled Technical & Acai	No	No	719823460770736	0							
Nicky Kaufman	Female	White	Semi-Skilled & Discreti	No	No	719823460770736	0							
Amery Samchoaba	Male	White	Semi-Skilled & Discreti	No	No	719823460770736	0							

3.7 Termination Types and Employment Reasons filter

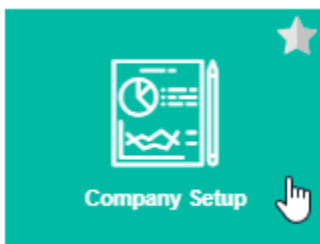
An enhancement has been made to “Company Parameters” with the addition of “Selection Filters” & “Selection Filter Payroll Profile Linking” tabs which allows the User the ability to filter by the Termination Types and Employment Reason that are in the drop-down.

Note: See the steps below.

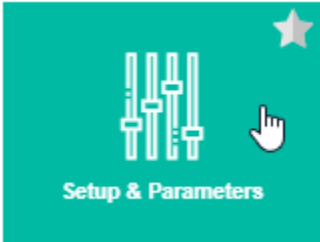
- 1) Select “Company Setup & Maintenance”



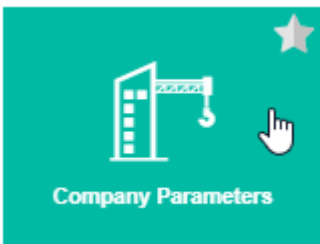
- 2) Select “Company Maintenance”



3) Select "Setup & Parameters"



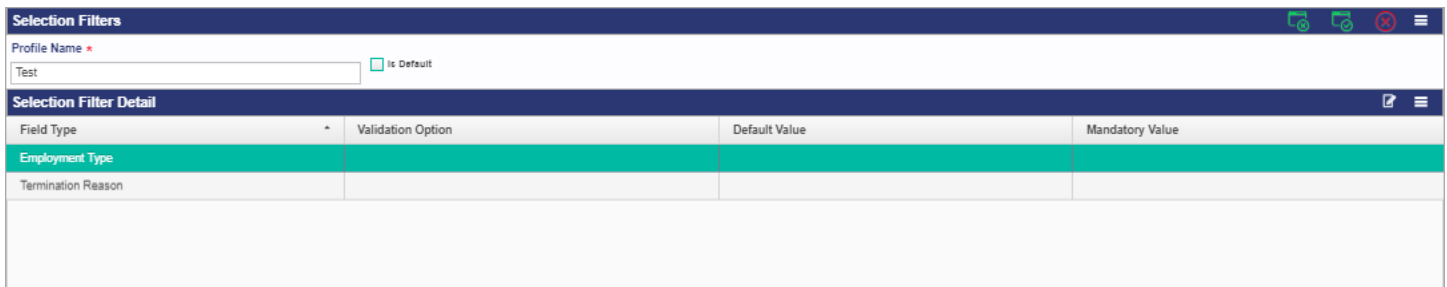
4) Select "Company Parameters"



5) Select "Selection Filters" tab



6) Select "+" to add

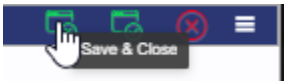


7) Select entry and click “Update” and set



Selection Filter Detail	
Field Name	IsIncluded
Permanent	Yes
Temporary	Yes
Seasonal Worker	Yes
Retired/On Pension	No
Casual	No
Independent Contractor	No
Labour Broker	No
Labour Only Subcontractor	No
Leamership/Internship	No
Retired/Superannuation/ill Health/Infirmity	No
Dependant/Deceased Employee	No
Dependant/Retired Employee - Superannuation/ill Health/Infirmity	Yes
Fixed Term	Yes
Retirement Benefit	Yes
Disability Benefit	Yes
TES	Yes

8) “Save & Close”



Note: The “Field Names” marked as yes will be displayed in the “Employment Type” drop-down.

Engage, Terminate & Transfer / New Employee Take-On

Personal Information | Banking Details | Address Details

Capture View: Basic | Advanced

Personal Information

Nature of Employee: Individual with ID Number or Passport Number | Employee Number: 53 | Last Employee Number: | Identity Number: | Title: | First Names: | Surname: | Passport Number: | Passport Issue Date: | Passport Expiry Date: | Country of Issue: | Initials: | Race / Ethnicity: | Gender: | Date of Birth: | Age: | Foreign National: No | Nationality: | Income Tax Number: | Home Language: | PDI (Prev. Disadvantaged Individual): No

Employment Details

Employment Date: | Engagement Date: | Organisation Details: Job Grade: | Job Title: | Alternate Grade: | Alternate Title: | Cost Centre: |

Employment Type Drop-down: Select Option, Disability Benefit, Fixed Term, Permanent, Retirement Benefit, TES, Select Option

END OF DOCUMENT

