

Total HR Technology for Professionals

Anywhere, Anytime, Always Online

Release Notice

22.03.00

04 June 2020



Index

1.	Introduction	2
2.	Release Overview	3
3.	Enhancements	4
3.1	“Payroll Company Contribution Summary”	4
3.2	“ESS Payment Requests” new “Status” Filter Option	9
3.3	“Mass Payslip Adjustment” Totals on screen	13
3.4	“COIDA” Report Consolidated Totals	16
3.5	“Industry” field added to “Payroll Details”	19
3.6	“Annual Tax Free Amount” & “Fixed Tax % of Value” fields	22



1. Introduction

Release Number	22.03.00
Release Date	07 May 2020
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	21.08.00
Import/Export Changes / New	No
Database Changes	Yes
ACB File	No



2. Release Overview

2.1 “Payroll Company Contribution Summary”

An enhancement has been made with the addition of the “Payroll Company Contribution Summary” Report allowing the user a summary of all company contributions.

2.2 “ESS Payment Requests” new “Status” Filter Option

An enhancement has been made with the addition of a “Status” option to the “ESS Payment Request” Report.

2.3 “Mass Payslip Adjustment” Totals on screen

An enhancement was made to show the totals of the columns on the “Mass Payslip Adjustments” Screen.

2.4 “COIDA” Report Consolidated Totals

An enhancement has been made to consolidate totals section on the “COIDA” report where the COIDA reference number match.

2.5 “Industry” field added to “Payroll Details”

An enhancement has been made to add an Industry field when completing “Company Details” in Company & Payroll Setup.

2.6 “Annual Tax Free Amount” & “Fixed Tax % of Value” fields

An enhancement has been made by adding “Annual Tax Free Amount” and “Fixed Tax % of Value” fields in the “Allowances” setup screen. These additional field will only be available for non South African tax authorities.



3. Enhancements

3.1 “Payroll Company Contribution Summary”

An enhancement has been made with the addition of the “Payroll Company Contribution Summary” Report allowing the user a summary of all company contributions.

Note: See the below steps

1. Select “Reports”



2. Select “Payroll Company Contribution Summary”

Choose your Report

<input checked="" type="checkbox"/> All	<input type="checkbox"/> (Favourites)	<input type="checkbox"/> Audit & Notification	<input type="checkbox"/> Company & Organization
<input type="checkbox"/> Customisable & Templates	<input type="checkbox"/> Employee Maintenance	<input type="checkbox"/> Employee Relations	<input type="checkbox"/> Extracts
<input type="checkbox"/> Forms & Attachments	<input type="checkbox"/> Funds	<input type="checkbox"/> Headcount & Employment	<input type="checkbox"/> Leave
<input type="checkbox"/> Loans, Savings & Garnishees	<input type="checkbox"/> Management & Statistic	<input type="checkbox"/> Misconducts & Grievances	<input type="checkbox"/> myReports
<input type="checkbox"/> Payroll	<input type="checkbox"/> Performance Management	<input type="checkbox"/> Statutory	<input type="checkbox"/> Training

Favourite ▾	Name
	Payroll 🔍
★	Payroll Company Contributions Summary
★	Payroll Exception & Audit
★	Payroll Parameters
★	Payroll Reconciliation
★	Payroll Summary

Next

3. Select “Payroll”

Choose your Payrolls

Payroll Name
Search 🔍
<input type="checkbox"/> Fortnight Neo Consulting (Fortnightly Payroll)
<input type="checkbox"/> PSI Consulting (Monthly Payroll)
<input type="checkbox"/> Ultimate Engineering Solution (Monthly Payroll)

Reset

Back

Next

4. Select "Period"

Payroll Company Contributions Summary

Choose your Period

Period Type
 Payroll Intervals Last Processed Interval Options

Reset

Back Next

5. Select "Criteria Filters"

Choose your Criteria Filters

Payroll + Add

Employees By
 Payroll

Reset

Back Next

6. Select "Employees"

Choose your Employees

Active Employees Only
 Hide Individual employee lines
 All Employees
 Active Only
 Active and Inactive

	Payroll Description ^{^1}	Employee Number	Surname ^{^2}	First Names
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC4	Adams	Rhyno
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC45	Becker	Georgiana
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC50	Boshoff	Schalk
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC47	Carty	Lloyd
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC43	Cass	Christoffel
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC9	Chibgwe	Ester
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC20	Christian	Nicole
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC10	Coleman	Harmory
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC9	Crisman	Adson

Reset

Back Next

7. Select “Sorting Levels”

Sorting Levels

Display Options

Payroll Display Option: Employee Display Option:

Employee Ordering

Select the sorting method:

Criteria	Show Heading	Show Totals	Reprint Heading on each page	Cause a page break
Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Select “Options” and select “Generate Report”

Choose your Options

There are no options for this report.

Format: Password Protect PDF Report? (Leave blank for no password):



Tax Year: (March 2018 - February 2019)

Payroll Demo
Payroll Company Contributions Summary

Print Date: Fri Jun 05 12:28:28 CAT 2020
User: gR@labournet.com

Employee Name	Company Contributions (Non Stat.)	Fringe Benefits (excl. Funds)	Company Fund Contributions	Total Company RSC Levies	Skills Development Levy	Company UIF	Company COIDA	Total
BC42 - Mathews, K	48.87	0.00	0.00	48.87	0.00	57.61	0.00	790.67
BC39 - Mbinda, R	0.00	0.00	261.00	261.00	0.00	68.67	0.00	1,149.07
BC44 - Mizeze, S	0.00	0.00	1,673.00	1,673.00	0.00	168.90	0.00	3,640.46
BC13 - Mogorosi, N	0.00	0.00	3,410.00	3,410.00	0.00	451.49	0.00	4,010.21
BC40 - Moller, K	48.87	0.00	0.00	48.87	0.00	55.62	0.00	786.09
BC22 - Mtolo, E	107.69	0.00	261.00	368.69	0.00	125.49	0.00	2,003.82
BC18 - Munro, G	0.00	0.00	0.00	0.00	0.00	152.17	0.00	1,950.73
BC31 - Murphy, G	58.95	0.00	261.00	319.95	0.00	73.04	0.00	1,259.70
BC30 - Nieuwoudt, A	58.95	0.00	261.00	319.95	0.00	69.71	0.00	1,215.25
BC37 - Potsanyane, V	167.80	0.00	261.00	428.80	0.00	192.45	0.00	2,908.17
BC12 - Pudieng, B	0.00	0.00	1,673.00	1,673.00	0.00	162.28	0.00	1,984.00
BC33 - Scott, K	0.00	0.00	261.00	261.00	0.00	226.63	0.00	3,023.13
BC35 - Shetunyenga, S	0.00	0.00	1,482.00	1,482.00	0.00	135.28	0.00	3,121.53
BC2 - Smith, K	0.00	0.00	8,308.54	8,308.54	0.00	853.19	0.00	9,310.45
BC1 - Soares, T	0.00	0.00	8,643.08	8,643.08	0.00	916.75	0.00	9,708.55
BC23 - Townes, M	107.69	0.00	261.00	368.69	0.00	125.49	0.00	2,003.82
BC48 - Van Tonder, E	0.00	0.00	0.00	0.00	0.00	178.47	0.00	327.19
BC11 - Volschenk, M	0.00	0.00	0.00	0.00	0.00	69.02	0.00	138.04
BC26 - Zulu, M	80.47	0.00	261.00	341.47	0.00	94.20	0.00	1,561.57
Sub Total :	1,519.62	2,000.00	79,968.73	83,488.35	0.00	9,471.94	5,425.29	136,858.85
GRAND TOTAL	1,519.62	2,000.00	79,968.73	83,488.35	0.00	9,471.94	5,425.29	136,858.85

Page 2

Copyright © : PSiberWORKS (PTY) LTD.

3.2 “ESS Payment Requests” new “Status” Filter Option

An enhancement has been made with the addition of a “Status” option to the “ESS Payment Request report”.

Note: See the below steps

1. Select “Reports”



2. Select “ESS Payment Requests”

Choose your Report

<input checked="" type="checkbox"/> All	<input type="checkbox"/> (Favourites)	<input type="checkbox"/> Audit & Notification	<input type="checkbox"/> Company & Organization
<input type="checkbox"/> Customisable & Templates	<input type="checkbox"/> Employee Maintenance	<input type="checkbox"/> Employee Relations	<input type="checkbox"/> Extracts
<input type="checkbox"/> Forms & Attachments	<input type="checkbox"/> Funds	<input type="checkbox"/> Headcount & Employment	<input type="checkbox"/> Leave
<input type="checkbox"/> Loans, Savings & Garnishees	<input type="checkbox"/> Management & Statistics	<input type="checkbox"/> Misconducts & Grievances	<input type="checkbox"/> myReports
<input type="checkbox"/> Payroll	<input type="checkbox"/> Performance Management	<input type="checkbox"/> Statutory	<input type="checkbox"/> Training

Favourite	Name
	<input style="width: 90%;" type="text" value="Ess"/> <input style="float: right; width: 10px; height: 15px; border: 1px solid #ccc; border-radius: 3px;" type="button" value="🔍"/>
★	Document Template (Incapacity Illness Advanced)
★	ESS Payment Requests

Next

3. Select “Payroll”

Choose your Payrolls

Payroll Name
<input style="width: 90%;" type="text" value="Search"/> <input style="float: right; width: 10px; height: 15px; border: 1px solid #ccc; border-radius: 3px;" type="button" value="🔍"/>
<input type="checkbox"/> Fortnight Neo Consulting (Fortnightly Payroll)
<input type="checkbox"/> PSI Consulting (Monthly Payroll)
<input type="checkbox"/> Ultimate Engineering Solution (Monthly Payroll)

Reset

Back

Next

4. Select "Period"

Payroll Company Contributions Summary

Choose your Period

Period Type

Payroll Intervals Last Processed Interval Options

Reset

Back
Next

5. Select "Criteria Filters"

Choose your Criteria Filters

Payroll

+ Add

Employees By

Payroll Reset

Back
Next

6. Select "Employees"

Choose your Employees

Active Employees Only
 Hide Individual employee lines
 All Employees
 Active Only
 Active and Inactive

<input checked="" type="checkbox"/>	Payroll Description ^{^1}	Employee Number	Surname ^{^2}	First Names
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC4	Adams	Rhyno
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC45	Becker	Georgiana
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC50	Boshoff	Schalk
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC47	Carty	Lloyd
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC43	Cass	Christoffel
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC9	Chibgwe	Ester
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC20	Christian	Nicole
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC10	Coleman	Harmory
<input checked="" type="checkbox"/>	Ultimate Engineering Solutio...	BC9	Crisman	Adson

Reset

Back
Next

7. Select “Sorting Levels”

Sorting Levels

Display Options

Payroll Display Option

According to System Parameter (Payroll Name / Trading ... ▾)

Employee Display Option

Sumama, Full Names ▾

Employee Ordering

Select the sorting method

< default sorting > ▾

Criteria	Show Heading	Show Totals	Reprint Heading on each page	Cause a page break
Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reset

Back

Next

8. Select “Options” and select “Generate Report”

Choose your Options

Status

(Multiple) ▾

- Approved
- Approved / Changed
- Pending
- Rejected
- Rejected / Re-request
- Requested
- Requested / Changed
- (Multiple)

Multiple

(no password)

Back

Save as MyReport

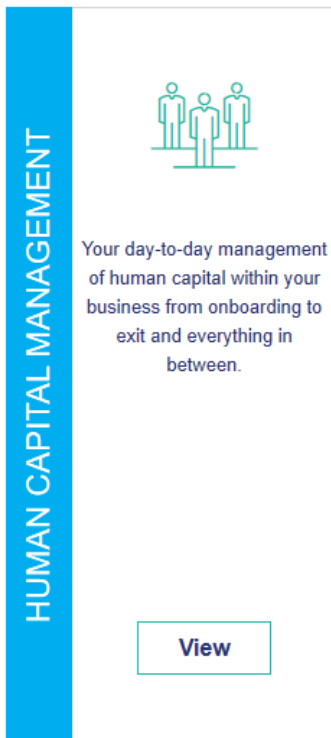
Generate Report

3.3 “Mass Payslip Adjustment” Totals on screen

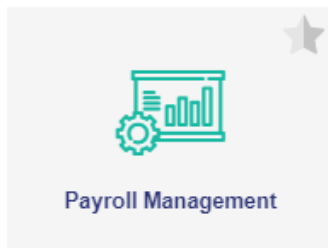
An enhancement was made to show the totals of the columns on the “Mass Payslip Adjustments” screen.

See below for notes:

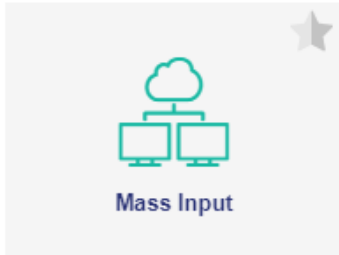
1. Select “Human Capital Management”



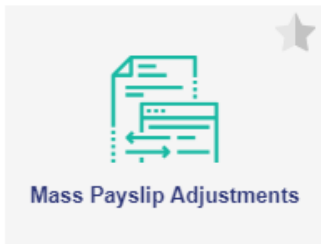
2. Select “Payroll Management”



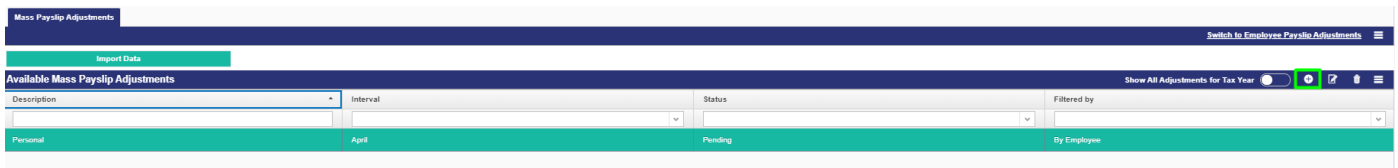
3. Select “Mass Input”



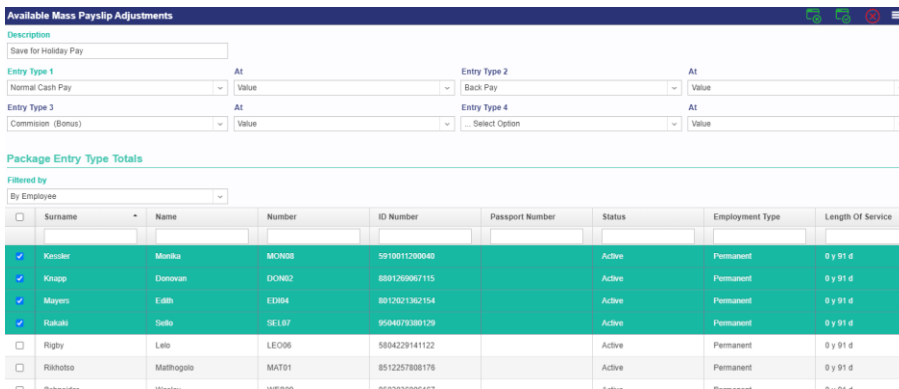
4. Select “Mass Payslip Adjustments”



5. Select ‘Add’



6. Select “Package Entry Type Totals” and “Save”



7. Totals as shown as per the below screen extract

Mass Payslip Adjustments Switch to Employee Payslip Adjustments

Import Data

Available Mass Payslip Adjustments Show All Adjustments for Tax Year

Description: Personal Interval: April Status: Pending Filtered by: By Employee

Entry Type 1: Normal Cash Pay By: Value
 Entry Type 2: Normal Cash Pay By: Value
 Entry Type 3: ... Select Option By: Value
 Entry Type 4: ... Select Option By: Value

Total for Entry Type 1	0.00	Total for Entry Type 2	0.00	Total for Entry Type 3	0.00	Total for Entry Type 4	0.00
------------------------	------	------------------------	------	------------------------	------	------------------------	------

Capture Mass Payslip Adjustments Search Employee

Employee	1. NT01	1. Value	2. NT01	2. Value	3.	3. Value	4.	4. Value
QA42 - Akunda Belinda	<input checked="" type="checkbox"/> Include 1	0.00	<input checked="" type="checkbox"/> Include 2	0.00	<input type="checkbox"/> Include 3	0.00	<input type="checkbox"/> Include 4	0.00
QA86 - Alfus Carol	<input checked="" type="checkbox"/> Include 1	0.00	<input checked="" type="checkbox"/> Include 2	0.00	<input type="checkbox"/> Include 3	0.00	<input type="checkbox"/> Include 4	0.00
QA94 - Alliman Tracy	<input checked="" type="checkbox"/> Include 1	0.00	<input checked="" type="checkbox"/> Include 2	0.00	<input type="checkbox"/> Include 3	0.00	<input type="checkbox"/> Include 4	0.00
QA201 - Abrahams Singer	<input checked="" type="checkbox"/> Include 1	0.00	<input checked="" type="checkbox"/> Include 2	0.00	<input type="checkbox"/> Include 3	0.00	<input type="checkbox"/> Include 4	0.00



3.4 “COIDA” Report Consolidated Totals

An enhancement has been made to consolidate totals section on the “COIDA” report where the COIDA reference number match.

Note: See the below steps

1. Select “Reports”



2. Select “COIDA”

Choose your Report

<input checked="" type="checkbox"/> All	<input type="checkbox"/> (Favourites)	<input type="checkbox"/> Audit & Notification	<input type="checkbox"/> Company & Organization
<input type="checkbox"/> Customisable & Templates	<input type="checkbox"/> Employee Maintenance	<input type="checkbox"/> Employee Relations	<input type="checkbox"/> Extracts
<input type="checkbox"/> Forms & Attachments	<input type="checkbox"/> Funds	<input type="checkbox"/> Headcount & Employment	<input type="checkbox"/> Leave
<input type="checkbox"/> Loans, Savings & Garnishees	<input type="checkbox"/> Management & Statistics	<input type="checkbox"/> Misconducts & Grievances	<input type="checkbox"/> myReports
<input type="checkbox"/> Payroll	<input type="checkbox"/> Performance Management	<input type="checkbox"/> Statutory	<input type="checkbox"/> Training

Favourite	Name
	COIDA 🔍
★	COIDA
★	COIDA Actual (Annual Limit) (incl. YTD Takeons)
★	COIDA Return of Earnings W.as.8
★	Namibia - COIDA

Next

3. Select “Payroll”

Choose your Payrolls

<input checked="" type="checkbox"/>	Payroll Name
	Search 🔍

✓	PSI Consulting (Monthly Payroll)
✓	Ultimate Engineering Solution (Monthly Payroll)

Reset

Back

Next

4. Select "Period"

5. Select "Options" and select "Generate Report"

6. Provided the "COIDA Reference Number" matches, a consolidated report will be generated.

Tax Year: (March 2020 - February 2021)		Print Date: 29 May 2020 4:17:37 PM
<p>QA Test Company COIDA Reference No. : Tax Trace COIDA (Compensation for Occupational Injuries and Diseases Act) As @ September 2020</p>		
Number of Employees Employed		42.00
Total Earnings (Employees)		4,706,186.02
Total Earnings (Directors, Members of CC)		172,013.50
Total		4,878,199.52
Cash Value (Food & Quarters)		58,500.00
<hr/>		
Total		4,936,699.52

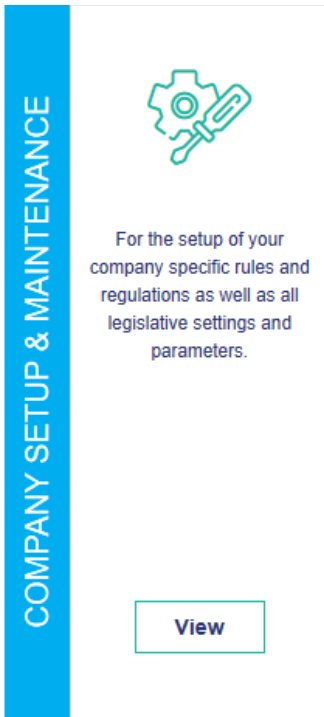
Please note: Consolidated reporting codes for COIDA is required

3.5 “Industry” field added to “Payroll Details”

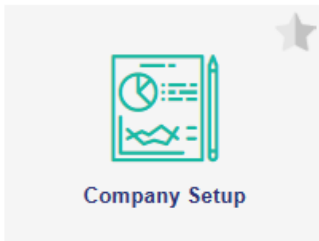
An enhancement has been made to add an Industry field when completing “Company Details” in Company & Payroll Setup.

Note: See the below steps

1. Select “Company Setup & Maintenance”



2. Select “Company Setup”



3. Select “Company & Payroll Info”



4. Select “Company & Payroll Setup”



5. Select “Company Details”

Company & Payroll Information / Company & Payroll Setup Switch to Payroll Parameters

Payroll Setup | Statutory Information | Bank Branch | **Company Details**

Company Details

Company Name Payroll Demo	Alias Payroll Demo	Company Registration Number P001	Contact Person Gareth Banks
Email Address info@demo.co.za	Telephone Number 011 454 1111	Fax Number 011 454 1112	Company Address Details

Payroll Details

Name	Registration Number	Telephone Number	Fax Number
Email	Contact Person	Industry	Diplomatic Indemnity <input checked="" type="radio"/> No <input type="radio"/> Yes

[Payroll Address Details](#)

6. Select "Industry"

Company & Payroll Information / Company & Payroll Setup Switch to Payroll Parameters

Payroll Setup | Statutory Information | Bank Branch | **Company Details**

Company Details

Company Name Payroll Demo	Alias Payroll Demo	Company Registration Number P001	Contact Person Garen Banks
Email Address info@demo.co.za	Telephone Number 011 454 1111	Fax Number 011 454 1112	Company Address Details

Payroll Details

Name	Registration Number	Telephone Number	Fax Number
Email	Contact Person	Industry	Diplomatic Indemnity

Company Sub-Details

PAYE Reference Number	Revenue Office	Exempt from Skills Levy	SIC Code	Trade Classification Type	Skills Development Ref.
No	Select Option	No	Select Option	Select Option	Select Option

Note: In the screenshot, the 'Industry' dropdown menu is open, showing a list of industry categories including Banking, Chemicals, Communication, Construction, Cosmetics/Beauty, Education, Electronics, Engineering, Farming, Financial, and Manufacturing. The 'Industry' label and the dropdown arrow are highlighted with a green box.

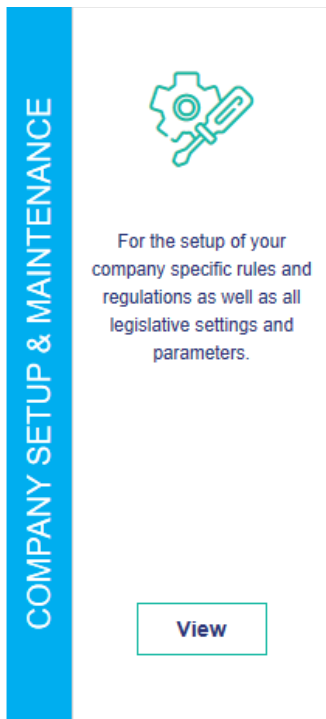


3.6 “Annual Tax Free Amount” & “Fixed Tax % of Value” fields

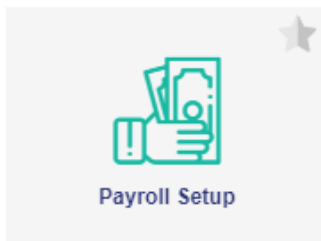
An enhancement has been made by adding “Annual Tax Free Amount” and “Fixed Tax % of Value” fields in the “Allowances” setup screen. These additional field will only be available for non South African tax authorities.

Note: See the below steps

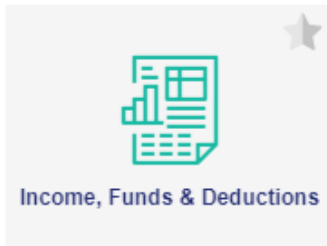
1. Select “Company Setup & Maintenance”



2. Select “Payroll Setup”



3. Select "Income, Funds & Deductions"



4. Select "Allowances"

Payroll Management / Income, Funds & Deductions							
Allowances							
Allowance Name	Acti...	Calculated By	Calculate the below Amount / Value	OR the below Percentage	Start Date	End Date	
Food / Meals	Yes	No Calculation Type Specified	0.00	0.0000	1 February 2018		
Reimbursive Travel	Yes	No Calculation Type Specified	0.00	0.0000	1 March 2018		

5. Select "Add"

Payroll Management / Income, Funds & Deductions							
Allowances							
Allowance Name	Acti...	Calculated By	Calculate the below Amount / Value	OR the below Percentage	Start Date	End Date	
Food / Meals	Yes	No Calculation Type Specified	0.00	0.0000	1 February 2018		
Reimbursive Travel	Yes	No Calculation Type Specified	0.00	0.0000	1 March 2018		

6. Select "Annual Tax Free Amount" and "Fixed Tax % of Value"

Allowances			
Allowance Type	Allowance Name	Active	Taxable Portion
Other - Taxable Allowance	Annual Tax Free	Yes	100.0000
Tax as Irregular Earnings	IRP5 Code	Seifsa Allowance Type	Apply 3 month Average
No	... Select Option	... Select Option	No
Annual Tax Free Amount	Fixed Tax % of Value		
12000.00	0.0000		
Create / Update Across Payrolls			
Value			
Calculated By	Calculate the below Amount / Value		
Value	3,000.00		
for the following Number / Quantity	of Periods, Hours or Quantity		
1.00	Pay Period		
Allowance Max. Limit	Allowance Min. Limit	Capture As	
0.00	0.00	Hours Per Shift	

END OF DOCUMENT