

Sage Business Cloud Payroll Professional

What's New

March 2024



Release 6.2a – Patch *(Released 19 March 2024)*

1. DRC Tax Tables

The Finance Law N°23/056 of 10 December 2023 for the 2024 tax year has been promulgated by the President. This law is effective as of 1 January 2024.

Please take note of the following changes applicable to payroll:

- Employers are expected to file the annual return by the 15th of February and no longer the 15th of January.
- Changes were made to the compensation of foreign employees. The remuneration for these employees may under no circumstances, be less than the guaranteed interprofessional minimum salary of the employees' home country.
- Gratuities given to salaried employees in cash accompanied by official testimonials and other honours they receive, are exempt from tax.
- The minimum tax value has been changed. The monthly IRPP cannot be less than 2,500.00 CFCA (formerly set at 2,000.00 CFCA).

Please Note:

This change has been applied to the Tax Tables.

- Permanent and non-permanent bonuses, snacks and other benefits paid to state officials and officials shall be taxed on remuneration at the rate of 3%.

Please Note:

You need to create a Deduction Line and Method of Calculation to accommodate this change. This is not available on the Tax Tables.

- Permanent and non-permanent bonuses, snacks and other benefits paid to members of political and similar institutions, the list of which is determined by regulation, are taxed on remuneration at the rate of 15%.

Please Note:

You need to create a Deduction Line and Method of Calculation to accommodate this change. This is not available on the Tax Tables.

2. Kenya: Post-Retirement Medical Fund Relief

The Finance Act of 2023 introduced a new relief called the Post-Retirement Medical Fund (PRMF) Relief, effective 1 January 2024. The relief is calculated as the lower of:

- 15% of the amount of contribution paid, or
- KES 60,000 per annum.

Please Note:

We note that although the relief is contained in the legislation, the Kenya Revenue Authority (KRA) has not provided us with a definitive confirmation that the relief may be granted on the payroll.

Furthermore, the PRMF relief has not been incorporated into the P10 iTax template. As a result, the P10 return does not provide for a field to claim this relief.

We therefore **caution employers** from claiming this relief on the payroll.

Employers who choose to claim the relief on payroll do so **at their own risk** and are aware that it might not be possible to claim the relief on the P10 return.

This may result in **tax differences** between the tax calculated on the payroll and what is submitted on the tax return.

Steps:

- Create a Deduction Line to accommodate this relief
- Access the **Africa Tax Rule Linking** from the **Main Menu** click on Payroll > Definitions > Africa Tax Rule Linking > <OK> - Link to the applicable Tax Rule.

Africa Rule Linking				
Click in column 1,2,4 or 5 to view detailed calculation		Click in column 3 to link items to a calculation		Version Number: 202401
Tax Elements	Tax Tables			
Code	Description	Linked to	Rule or Calculation	Element Type
PER005	W Periodic Taxable Earnings 52		Linked Amount1	Taxable Earnings (5)
PER006	B Periodic Taxable Earnings 27		Linked Amount1	Taxable Earnings (6)
PR001	M Personal Relief		Fixed Amount: 2400.00	Tax Rebate (1)
PR002	A Personal Relief		Fixed Amount: 28800.00	Tax Rebate (2)
PR003	W Personal Relief 52		Fixed Amount: 553.85	Tax Rebate (3)
PR004	B Personal Relief 26		Fixed Amount: 1107.69	Tax Rebate (4)
PR005	W Personal Relief 53		Fixed Amount: 543.40	Tax Rebate (5)
PR006	B Personal Relief 27		Fixed Amount: 1066.67	Tax Rebate (6)
PRMR001	M Post Retirement Medical Relief D02		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (1)	
PRMR002	A Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (2)	
PRMR003	W Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (3)	
PRMR004	B Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (4)	
PRMR005	W Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (5)	
PRMR006	B Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (6)	
TD001	M Tax Deduct Deduction Pens/NS		Lesser of (Total & Linked Amount1 * 0.3 Tax Ded. Ded's (1)	
TD002	A Tax Deduct Deduction Pens/NS		Lesser of (Total & Linked Amount1 * 0.3 Tax Ded. Ded's (2)	
TD003	W Tax Deduct Deduction Pens/NS		Lesser of (Total & Linked Amount1 * 0.3 Tax Ded. Ded's (3)	

3. Issues Resolved

Area	Issue	Detail
Issues Resolved		
RSA: IRP5 Printing	Exclusion Reason Code 04 was incorrect for Foreign Income Employees.	<p>In Release 6.1a in September 2023, there was a change to the IT3a Reason Codes (4) for employees with Tax Status “No Tax” and Income against Taxable IRP5 codes. If this scenario occurred, a warning message was printed on the Validation Report.</p> <p>This resulted in employees with Tax Status “No Tax”, flagged for Foreign Income and income against Taxable IRP5 Codes to also trigger this warning - which is incorrect. The IT3a Reason Code for these employees is a 05.</p> <p>We have amended this so that employees flagged for Foreign Income (FI), with Tax Status “No Tax” and income against Taxable IRP5 Codes, will not display a warning message.</p> <p>Please Note: Release 6.1b (Tax-Year-End Instance) as well as for Release 6.2a (Live Instance for current Tax Year) have been updated with this amendment.</p>
RSA: OID Report	OID Report Changes were not applied to Release 6.1b (Tax-Year-End Instance).	The changes to the OID Report, as release in Release 6.2a (see details below) is now also applied to Release 6.1b (Tax-Year-End Instance).
RSA: OID Report	ASCII Report selection printed PDF.	<p>When selecting to print the OID Report to an ASCII File, a PDF File was creating instead.</p> <p>Please Note: Release 6.1b (Tax-Year-End Instance) as well as for Release 6.2a (Live Instance for current Tax Year) have been updated with this amendment.</p>
RSA: OID Report	Totals for Sorting were incorrect.	When sorting the OID Report by Analysis Codes e.g.: Department, the Grand Total of all the Analysis Codes by which you sorted, was incorrect, due to the way rounding was applied.

Release 6.2a *(Released 5 March 2024)*

Refer to the Release Notes for details on changes made.

1. RSA: Tax Related Changes

Tax Table has remained unchanged.

Prescribed Rate Per Kilometre

R4.84 per kilometre (increased from R4.64)

Please Note:

If you have entered Travel Transactions before updating to the current release, the rate per kilometre was calculated at R4.64. Delete these transactions and recapture them to apply the increased rate of R4.84/km.

2. RSA: other Important Payroll/Labour Related Changes

➤ National Minimum Wage Increase

From March 2024, the National Minimum Wage rates will increase as follows:

- from R25.42 to R27.58 per hour,
- from R25.42 to R27.58 per hour for farm workers,
- from R25.42 to R27.58 per hour for domestic workers,
- from R13.97 to R15.16 per hour for workers employed on an expanded public works programme, and
- for workers who have concluded learnership agreements contemplated in section 17 of the Skills Development Act, new rates are indicated in Schedule 2 of the Government Gazette.

Please Note:

For Employment Tax Incentive (ETI) purposes, you must confirm that the correct minimum wage rate per hour is processed for each employee from 1 March 2024, to ensure the correct 'minimum wage test' is applied by the system.

➤ **OID Maximum Earnings**

The OID limit for the 2023 assessment period (March 2023 – February 2024) is R568 959. The OID limit for the 2024 assessment period (March 2024 – February 2025) has yet to be published.

It is your responsibility to amend the OID earnings threshold in the first pay period for March 2024 on: Main Menu > Company > Basic Company Information > OID Annual Limit entry field.

3. OID Report Changes

The amended Compensation for Occupational Injuries and Diseases Act (COIDA) of 2022, was promulgated on 17 April 2023. The Department of Employment and Labour have published the “ROE explanatory memorandum” for which they provided guidance on how to report earnings calculated to complete the ROE form. These amendments directly affect the payroll.

Maximum Earnings

The return of earnings (ROE) explanatory note for the 2022 reporting season (Government Gazette No. 48337) has provided guidance on how the annual maximum earnings should be applied:

- The limit is an annual limit and should not be pro-rated as a monthly figure.
- The annual limit must be applied to earnings irrespective of whether the employee worked for less than 12 months.

This means the maximum earnings should be the lesser of actual earnings and the annual limit.

The Fund did not clarify how the monthly earnings must be reported for the purpose of the manual ROE submission, but we applied the following calculation method:

- If the employee’s/director’s earnings are greater than the maximum annual limit, the monthly earnings should be the maximum annual limit divided by period of service.
- If the employee’s/director’s earnings are less or equal to maximum annual limit, the monthly earnings should be the actual monthly earnings.

The employer is given an option to apply either an average count or a total headcount of employees and directors employed during the year.

4. Angola: Tax Changes (released 18 January 2024)

5. Ghana: Tax Changes (released 22 January 2024)

6. Zambia: Tax Changes (released 18 January 2024)

7. Zimbabwe: Tax Changes (released 18 January 2024)

8. Zimbabwe: Tax Rule Changes

ZIMRA has informed us that “ZWL figures for tax credits, exemptions and deduction limits are no longer applicable, the US\$ figures shall be converted to ZWL if the salary is in ZWL”.

The following USD values should be converted to ZWL when calculating PAYE:

- Pension deduction: limited to USD 5 400 per year.
- Elderly person, blind person & mentally or physically disabled person tax credits: USD900 per year.
- Bonus exemption: USD400 per year.
- Retrenchment Package exemption: Higher of USD 3 200 or 1/3 of package up to USD15 100 per year.

To accommodate the above-mentioned change, you need to:

- Save the **Exchange Rate**.
- Create **calculations** to **convert** US\$ to ZWL.
- Review the **linking** on the **Africa Rule Linking (AFL) Screen**.

Please Note:

Pension Deduction Limit, Tax Credit and Bonus Exemption values can fluctuate during the year if the exchange rate used in the calculations is fluctuating.

9. RSA: Employment Verification Services (EVS)

The following feature is only available for **RSA Tax Countries**.

Employment Verification is a new benefit for your employees without any cost to you or to them and will be available for your employees through several trusted partners. Employees take control of their data to be shared for credit applications, while you save time and can be more confident with a secure, automated data transfer.

10. RSA Public Holiday

The President of the South Africa published Proclamation Notice 157 of 2024 declaring 29 May 2024 as a public holiday.

11. System Changes

➤ Two-factor Authentication (2FA)

At Sage, we safeguard our customers data, value their privacy, and uphold the highest standards of data ethics. To continue keeping businesses safe from cyberattacks and fraud, we are adding an extra layer of security, called 2-factor authentication (2FA).

We appreciate how busy our customers are, so we've made this process as easy as possible - there are six simple steps to follow when a customer logs in with their Sage ID. Once 2FA is set up in any of your Sage Products, Sage ID will automatically be turned on for all other platforms that you use that have a Sage ID.

If 2FA is already used to access our platforms, there is no further action to take.

If you have any concerns about the 2FA mandate you can learn more [here](#).

➤ Payslip Selection Screen and printing

We have made a distinction between who to include when printing payslips and the printing option to be implemented.

Print Payslips including:		Upload/Email or Print to PDF:	
InfoSlip Employees	<input type="checkbox"/>	Print Payslips to PDF/Upload Payslips for Mobility	<input type="checkbox"/>
Employees flagged for Mobile Delivery	<input type="checkbox"/>		

Refer to the release notes for list of Payslip issues resolved.

➤ Company Selection Screens (e.g. ACB Export)

Some of the system screens had a misalignment of headings and columns. This was because the Header was a grid, and the body of the table was a list box.

We have amended the appearance of these screens and in some instances the functionality.

The most used screen of this nature is the Company Selection Screen at Export time, e.g.: ACB Exports.

As from Release 6.2a:

- The header and body of the table are part of one grid.
- Once you have completed the export for the first company, the company you are in, will be removed from the Company Selection list, and only the companies that are set up for the same ACB will be displayed on the Company Selection list.

12.Issues Resolved

Refer to the release notes for details on issues resolved for:

- Other Tax Countries – Existing Reports
- Other Tax Countries – Bank File Changes

13.System Modification/Issues Resolved/Known Issues

Area	Issue	Detail
System Modifications		
Africa Countries	Tax Tables applicable according to the tax year date	<p>Tax Tables for Other Africa Countries are applied irrespective of the Tax year or period that your company is in.</p> <p>The system will now apply the Tax Tables according to the specific countries tax year.</p>
Sage City	Renamed	<p>Reference to Sage City have been renamed to Community Hub in the following system locations:</p> <ul style="list-style-type: none"> • Launch Screen > Quick Links • Company Lookup Screen • Main Menu > Help <p>Clicking on either of these options will take you to Community Hub product specific page.</p>
Update software	Option to make a Backup	<p>Once your software has been updated to the new release, you need to convert your companies too.</p> <p>Below the list of “Update company options”, you can select (tick) the option to make a Backup of the companies before they are converted.</p>
Update software	Block other users	<p>If a user has already started the “Update Companies” process after a new software release, no other users are</p>

permitted to access the system and simultaneously attempt to update the companies.

If a second user does access the payroll while the update process is running, a message will display informing the user to try again later.

If the Super User were to access the payroll during the “Update Companies” process, a message will be displayed permitting the Super User to override the update.



Another user might be busy updating the software or the update process was interrupted and did not finish. If the previous attempt to update the software was unsuccessful or incomplete, then select Yes to override. In all other circumstances select No.

Yes

No

Please Note:

This should ONLY be considered if the update process was interrupted or unsuccessful.

Issues Resolved

12-Month
History Report

Release Number reference
incorrect

Main Menu > History > Reports > 12 Months History Report

On the Report Selection Screen, click on the <Make Selections> button under Special Fields and select "Release Number".

The Release Number was printing with a prefix of “P” for Premier. It now prints correctly.

HS Screen – Error
MTD Input

Main Menu > Payroll > Payslip Information > Select Employee > HS Button

When you edited or added an amount in the MTD column, it resulted in the following error:

"File error 48,02 on PRINTER"

Leave Flexi – Number of Days Truncate
Leave
Transactions

Main Menu > Interfaces > Flexi Utility > Leave Information > Import

When importing leave transactions with four decimals e.g. 4.9253, only two decimals were being imported e.g. 4.92.

Memos for Current Employee Name is retained
Next Employee on Payslip Screen

Main Menu > Payroll > Payslip Screen > Select an employee

On the **Payslip Screen > Memos > Next Employee with**

Irrespective of which option you select, the employee's name never changed to that of the next employee. The Payslip Screen continued to display the name of the employee you were on when you made the selection.

Personnel Attachments – Type not always displayed

Main Menu > Personnel > Attachments > Select Employee

Attachments for type “Mobile User Consent” did not display in the “Type” column.

Any attachments for type “Mobile User Consent” loaded before this release, will still not display but it will be correct as from Release 6.2a.

RSA – IRP5 Validation missed error.
Validation

Main Menu > Employee > Change Employee > Select Employee > Statutory Details Tab

When an employee with a Tax Status set to “No Tax” also has a “Tax Number”, the IRP5 Validation Test did not pick the scenario up as an error.

Batch Import Reports – Excel did not download the file.

Main Menu > Reports > Exports/Import Reports > Batch Import Reports > Select <Real List>

When you select <Excel> on this screen, the following message used to display:

"REAL.CSV has been created in your directory".

This message has been removed and the “File Download” screen is displayed instead. The file will download automatically, according to your Browser setup. Alternatively, you can click on this screen to download the file.

Sage Self Service (SSS) – SSS Sync Report error
message reworded.

When a leave transaction syncs that has been previously synced, the “Duplicate Dates” error message was confusing.

It has been reworded to read “Already Processed”.

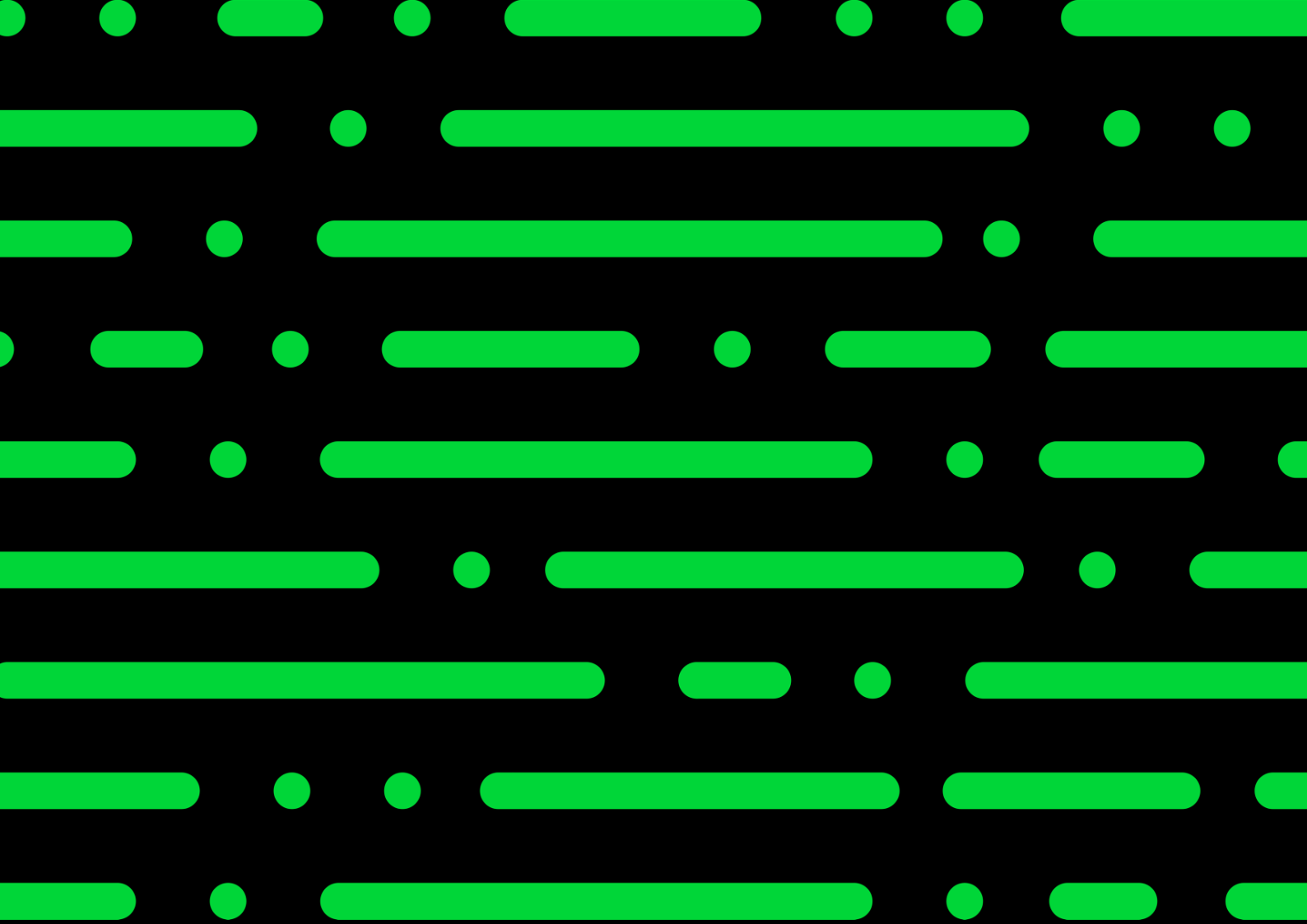
Sage Self Service (SSS) – SSS Public Holidays on System Setup

Self Service > Sage Self Service > System Setup > Public Holidays

When you view the public holidays uploaded to Sage Self Service, you could not scroll down if there were more than 16 holidays, as there was no scroll bar.

Known Issue

Logo Name	File	Logo sometimes does not upload.	Main Menu > Company > Miscellaneous > Miscellaneous 3
			If the file name of the logo contains spaces, the logo will not upload.
			We are not going to amend the logic of this feature.
			Ensure that the file name does not contain spaces.



sage.com
0191 479 5911



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