

INTERCODE PAYROLL V3.11 RELEASE NOTES

BEFORE INSTALLING THE UPDATE

It is recommended that you make backup copies of all your existing employer files before you install any updates to Intercode Payroll. This will ensure that your original payroll information can be restored in the unlikely event that the update process fails to complete successfully. Once you have made backup copies of your existing employer files you can continue to install the update.

HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL

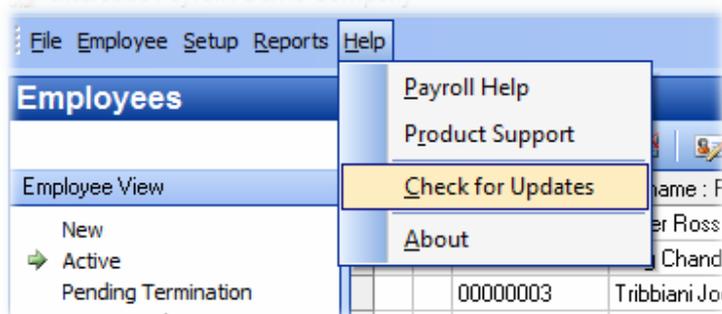
There is no need to uninstall your current version of Intercode Payroll before installing a newer version of the software. Whenever a newer version of Intercode Payroll is installed on your computer, the newer version will automatically replace the current version as part of the installation process.

You can install the latest version of Intercode Payroll in one of two ways:

- If you are currently using Intercode Payroll V3.1.4 or later, you can use the *Automatic Installation* process below.
- If you are currently using Intercode Payroll V3.1.3 or earlier, you must use the *Manual Installation* process described below.

Automatic Installation (Recommended)

1. Ensure that you are currently connected to the internet.
2. Open Intercode Payroll.
3. Select *Help --> Check for Updates* from the main menu.



4. Follow the on-screen instructions to update your version of Intercode Payroll.

Manual Installation

1. Go to the *Downloads* page on the Intercode web site (www.intercode.co.za/downloads.php) and click on the link marked *Download Now*.
2. When asked whether you would like to *Run* or *Save* the file select *Save*. This will open a new window allowing you to specify the location on your computer's hard drive where you would like to save the file. Select *Desktop* and then click *Save*.
3. You will now see a *File Download* window showing the progress of the file download. Once the file download has been completed you can close all open windows and disconnect from the internet.
4. Ensure that Intercode Payroll has been closed then go to your *Desktop*, locate the installation file you just downloaded and double-click the file to start the installation process. Follow the on-screen instructions to complete the installation process.

Once the latest version of Intercode Payroll has been installed on your computer (using either of the two processes described above), open Intercode Payroll and open your employer file. You might see a message stating that your employer file is being updated. Wait for this process to finish.

The update process is now complete, and you can continue using the software as usual.

WHAT'S NEW

2014 Tax Tables (V3.11)

Intercode Payroll V3.11 includes all the new requirements for the 2014 tax year as announced in the budget speech on 27 February 2013. This includes the new tax tables, updated tax thresholds, updated medical aid tax credit rates, updated OID earnings limits etc.

For more information on specific rates of tax for the 2014 year of assessment, please refer to the *SARS Pocket Tax Guide* which can be downloaded from the SARS web site at <http://www.sars.gov.za>.

No special processing is required to close off the current tax year on Intercode Payroll. Once you have installed this (V3.11) update you can simply do a payroll run to advance to the next pay period just like you would for any other pay period.

Electronic UIF Declarations : Contribution Details Report (V3.11)

When creating an electronic UIF declaration file for submission to the UIF, the last page of the Electronic UIF Declaration wizard now has a new option that enables you to print a *Contribution Details* report, in addition to the *Export Summary* report that has always been available.

The Contribution Details report shows the contribution details for each individual employee included in the electronic declaration file, as it is reflected in the file.

ELECTRONIC UIF DECLARATION CONTRIBUTION DETAILS										
Demo Company										
February 2012										
Surname	Initials	ID / Passport / Other Number	Date of Birth (YYYYMMDD)	Employment Date (YYYYMMDD)	Termination Date (YYYYMMDD)	Termination Reason / Empl Status	Gross Remuneration per Month	Remuneration Subject to UIF	UIF Contribution Amount	Non Contrib. Reason
Barone	D	7802254585698	19780225	20030501			5 200.00	5 200.00	104.00	
Barone	F	4105024585458	19410502	20030501			6 000.00	6 000.00	120.00	
Barone	M	4602051252125	19460205	20050101			4 200.00	4 200.00	84.00	
Barone	RA	6805021545896	19680502	20020601			6 000.00	6 000.00	120.00	
Barone	R	7105061254586	19750506	20040101			6 048.00	6 048.00	120.96	
Benes	EM	7109224585412	19790922	20041201			11 400.00	11 400.00	228.00	
Bing	C	7305052125458	19750505	20010601			23 200.00	12 478.00	249.56	
Buffay	P	7408084585458	19740808	20010601			17 400.00	12 478.00	249.56	
Costanza	GL	6804015452564	19680401	20050601			20 400.00	12 478.00	249.56	
Crane	F	6412110254589	19641211	20060301			5 250.00	5 250.00	105.00	
Crane	M	3402021545259	19340202	20050101			21 300.00	12 478.00	249.54	
Crane	N	6805054521254	19680505	20040501			18 600.00	12 478.00	249.54	
Doyle	R	6502024521258	19620202	20050101			15 300.00	12 478.00	249.54	
Geller	M	7505044525458	19750504	20010601			19 500.00	12 478.00	249.56	
Geller	R	720723069089	19720723	20010601			36 650.00	12 478.00	249.56	
Green	RA	7612041256589	19761204	20010801			19 800.00	12 478.00	249.56	
Kramer	C	6705054525458	19670505	20040101			3 200.00	3 200.00	64.00	
Moon	D	6907045425456	19690704	20040201			20 400.00	12 478.00	249.54	
Seinfeld	J	7305061254526	19730506	20040101			23 000.00	12 478.00	249.56	
Tribbiani	J	7406024525458	19740602	20010801			24 100.00	12 478.00	249.56	
							306 948.00	197 034.00	3 940.60	

Termination Reason / Employment Status Codes	
02 : Deceased	10 : Illness / Medically Boarded
03 : Retired	11 : Retrenched
04 : Dismissed	12 : Transferred to another branch
05 : Contract Expired	13 : Absconded
06 : Resigned	14 : Business Closed
07 : Constructively Dismissed	15 : Death of Domestic Employer
08 : Insolvency / Liquidation	16 : Voluntary Severance Package
09 : Maternity / Adoption Leave	

Non-Contribution Reason Codes
01 : Temporary Employee (Less than 24 Hours per Month)
02 : Learner in terms of the Skills Development Act
03 : Employee in National or Provincial spheres of Government
04 : Employee will be repatriated at end of service
05 : Employee earns commission only
06 : No income paid for payroll pay period
08 : Employee receives pension payment only

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Suppress Printing of Bank Account Numbers on Payslips of Employees Paid via EFT (V3.11)

In V3.10.5 a new feature was introduced where the account number of the bank account into which an employee's salary was paid would be printed on the employee's payslip, if the employee was paid via EFT. Since then, a number of users have (for various reasons) voiced their concerns about reflecting the employee's bank account number on the employee's payslip.

As of V3.11 a new feature has therefore been introduced where you can choose to suppress the printing of bank account numbers on the payslips of employees who are paid via EFT.

To enable or disable this option:

- Select *Setup --> Options* from the main menu.
- Select the *Payslip Options* tab.
- Select (or de-select) the option to *Suppress Bank Account Details on Payslip of Employees Paid by EFT*.

If this option is *not selected*, the account number of the bank account into which an employee's salary or wage is paid will be printed on the employee's payslip, if the employee is paid via EFT.

If this option is *selected*, the account number of the bank account into which an employee's salary or wage is paid will not be printed on the employee's payslip, regardless of whether or not the employee is paid via EFT.

New Employer Types (V3.11)

In previous version of Intercode Payroll, when setting up a new employer file, the only options available to specify the *Employer Type* were *Business Corporation*, *Small Business Corporation as Defined by SARS*, *Employer with Diplomatic Indemnity* and *Domestic Employer / Private Household*.

As of V3.11 the options for *Small Business Corporation* and *Employer with Diplomatic Indemnity* have been removed as they no longer serve any purpose.

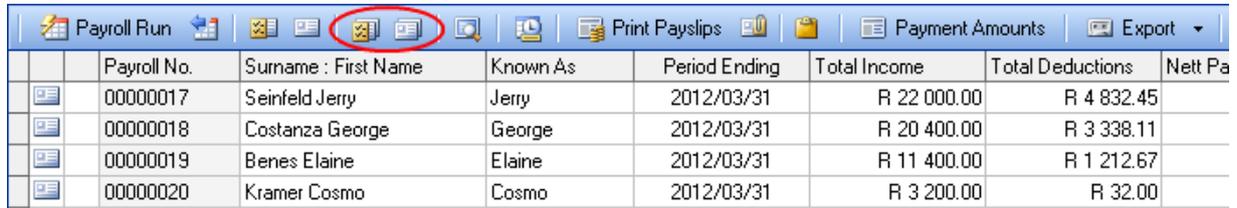
In addition to the two deprecated options being removed, some new options have also been added in order to better cater for the specific payroll requirements of specific types of employers. The table below lists the employer types that are available to use as of V3.11.

Description	Incorporated	Natural Person	PAYE Reg.
Club	No	No	Yes
Company or CC	Yes	No	Yes
Domestic Employer / Private Household	No	Yes	No
Partnership	No	No	Yes
Public / Local Authority	No	No	Yes
Sole Proprietorship	No	Yes	Yes

Once you have installed Intercode Payroll V3.11, select *Setup --> Employer Details* from the main menu and confirm that the selected Employer Type is in fact the correct type for the employer in question, or select the appropriate employer type if it is not. If the selected employer type refers to a natural person, you will be required to complete the personal details (such as the first name, surname etc.) of the employer as well. Once all the relevant employer information has been completed, click *Next* up to the last page of the Employer Setup Wizard, then click *Finish*.

Approve / Reopen All Payslip for Selected Pay Period (V3.11)

Two new tool button have been added to the toolbar at the top of the *Pay Periods* window in the *Payroll* section to quickly approve and close or reopen all the payslips for the selected pay period at once.



	Payroll No.	Surname : First Name	Known As	Period Ending	Total Income	Total Deductions	Nett Pa
	00000017	Seinfeld Jerry	Jerry	2012/03/31	R 22 000.00	R 4 832.45	
	00000018	Costanza George	George	2012/03/31	R 20 400.00	R 3 338.11	
	00000019	Benes Elaine	Elaine	2012/03/31	R 11 400.00	R 1 212.67	
	00000020	Kramer Cosmo	Cosmo	2012/03/31	R 3 200.00	R 32.00	

Click the *Approve and Close All* button to approve and close any payslips for the selected pay period that have are still open.

Click the *Reopen All* button to reopen any payslips for the selected pay period that have already been approved and closed.

Note: Since it is only possible to reopen an employee's latest payslip, clicking *Reopen All* in a pay period that is not the latest pay period of the relevant pay group will only reopen the payslips of all employees who were terminated in that pay period.

Tax Certificate Validation on a Per-Period Basis (V3.11)

At the end of August and at the end February of each year, the tax certificate information of all the employees on your payroll has to be exported to the SARS Easy-File program, from where the information is submitted to SARS. Before the information is exported to the SARS Easy-File program however, the tax certificate information is first validated by Intercode Payroll to ensure that it complies to the SARS requirements for the relevant tax year. If the tax certificate information of a certain employee fails the validation process, the information on that tax certificate then has to be manually corrected, or the tax certificate must be excluded from the export to Easy-File.

Due to a variety of factors however, employers might sometimes find that the reason why a specific tax certificate failed validation is because of an error that the employer made on the payroll in a previous pay period, which has since long been closed. Since pay period that have already been approved and closed can usually not be reopened in order to edit them, the employer then usually has no choice but to exclude that particular tax certificate from the export to Easy-File, and then enter the relevant information into Easy-File manually at a later stage.

In an effort to reduce the occurrence of such "unfixable" validation errors, Intercode Payroll now has the ability to validate the year-to-date tax certificate information of all the employees on your payroll on a per-period basis. This means that any potential errors that would cause an employee's tax certificate to fail validation at the end of the tax year will now be identified immediately in the pay period where the

error was made, so that the error can be corrected before the employee's payslip is approved and closed.

As of V3.11, every time an employee's payslip is created, edited or updated, the information on that payslip will be validated against the SARS rules applicable to the tax year in which the relevant pay period falls. If any potential errors are found, the relevant payslip will be identified by means of a warning symbol in the first column of the *Pay Periods* window as is shown below:

Pay Periods : Monthly Paid : Durban (2012/03/01 - 2012/03/31)							
Payroll Run [Icons] Print Payslips [Icons] Payment Amounts [Icons]							
	Payroll No.	Surname : First Name	Known As	Period Ending	Total Income	Total Dec	
	00000017	Seinfeld Jerry	Jerry	2012/03/31	R 22 000.00		F
	00000018	Costanza George	George	2012/03/31	R 20 200.00		F
	00000019	Benes Elaine	Elaine	2012/03/31	R 11 400.00		F
	00000020	Kramer Cosmo	Cosmo	2012/03/31	R 3 200.00		

Once a payslip has been identified as containing errors, you will not be able to approve and close the relevant payslip until such time as the relevant errors have been corrected. In order to see what specific errors occurred, open the *Employee Payslip* window for the relevant payslip, then select the *Validation Errors* tab (note that this tab will only be visible for payslips where errors were actually found).

Income	Deductions	Time and Attendance	Validation Errors (1)
Negative Total : Income Code 3701 : See Income Tab			

The Validation Errors tab contains a list of all the errors that were found when the relevant payslip was validated. Each of these errors must be corrected before the payslip can be approved and closed. In most cases the error message will provide enough information for you to have a pretty good idea of what needs to be done to fix the error, but you can also refer to the Help file if you require a more detailed explanation of what each of the error messages means, and how each error can be corrected.

Changes to Automatic and Manual Backup Procedures (V3.11)

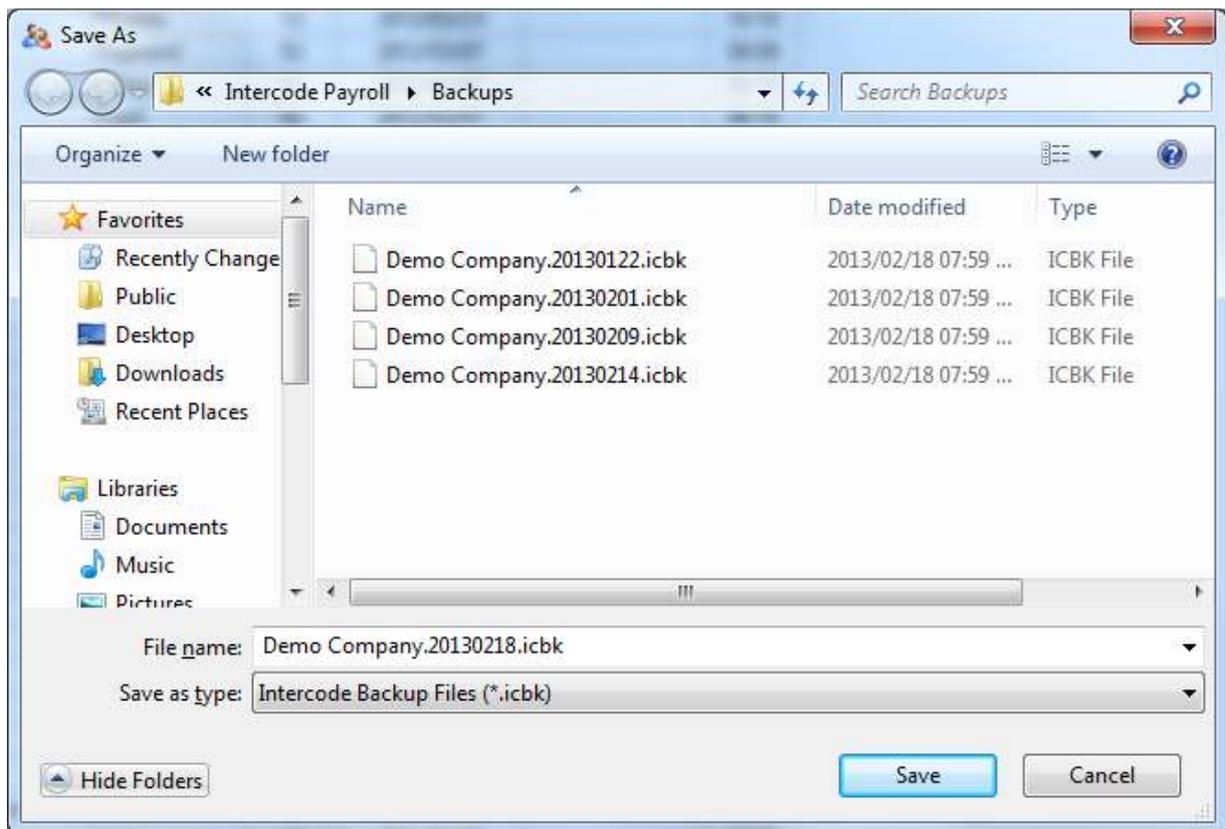
In Intercode Payroll there are two ways of making backups of your employer files. *Automatic Backups* refer to backups of your employer files that are made automatically when the employer file is closed,

whereas *manual backups* refer to backups that are made by the user manually by selecting *File --> Create Backup File* from the Intercode Payroll main menu.

By default, automatic backups of employer files will be made at least once every seven days. The frequency at which automatic backups are made can however be changed by selecting *Setup --> Options* from the main menu, and then selecting the *General Options* tab. The default location where automatic backups are saved is in *My Documents\Intercode payroll\Backups*, though this can also be changed.

The automatic backups that are made by Intercode Payroll are intended to be a second line of defence in addition to the manual backups that you (the user of the software) should be keeping on removable media such as an external hard drive, a memory stick or a CD. The automatic backups that are made by Intercode Payroll are made to your computer's hard disk drive by default, and as such, will be useless in the event of your computer's hard drive crashing, or your computer being stolen. For this reasons you should always keep "backups of your backups" on your removable media.

In an effort to encourage users to make frequent backups of their employer files to removable media, the backup procedures used in Intercode Payroll have been slightly modified. In the past, both manual and automatic backups were saved to the *Backup File Location* specified in the system setup options. As of V3.11 however, when making a manual backup you will now be presented with a *save dialog* that will allow to specify the location where the backup file should be saved.



You can now specify any location, including removable media such as flash drives, to which the backup file should be saved, instead of saving the backup file on your computer's hard disk drive.

Note that the save dialog will only be displayed when making a manual backup - automatic backups will still be made to the default backup location specified in the system setup options.

Another change to note is the file name and extension of the backup file that is created. In the past, Intercode Payroll only kept the two latest backups of any particular employer file on your computer's hard drive. The two backup files were identified by the file extension *.icbk1 (for the latest backup) and *.icbk2 (for the previous backup). Each time an automatic backup was made, the previous backup file was overwritten with the backup being made.

As of V3.11 however, backup files are no longer automatically overwritten (unless multiple backups are made on the same day). When a backup file is created, the date on which the file is created is now appended to the file name. For instance, if a backup (either automatic or manual) is made of a file called "Demo Company", and that backup is made on the 18th of February 2013, the backup file that is created will be called "Demo Company.20130218.icbk". This means that any previous backups of this file will not be overwritten, as the previous backups would have had different file names.

Also note that, since the date on which the backup file was created now forms part of the backup file's name, there is no longer any need to differentiate between different versions of backup files by their extensions, so the default file extension for all backup files is now simply *.icbk.

Since previous backup files are no longer overwritten, the number of backup files that are present on your computer's hard drive could potentially start to take up a lot of space after a while. In order to try and minimize the amount of space required to store your backup files, all backup files that are created by Intercode Payroll as of V3.11 onwards will now also be created in a compressed (zip) format.

Direct Access to Backup Locations

As mentioned earlier in this document, it is essential that backup copies of your employer files be kept on removable media such as CDs, flash drives or external hard drives. Though Intercode Payroll provides the necessary functionality to make manual backups directly to removable media, some users might also choose to copy (or move) the automatic backups that are periodically made by the payroll automatically, to external media as well.

Copying or moving your backup files to external media is a very simple process, as it simply involves copying (or moving) the file in Windows explorer just like you would copy or move any other file, however many users are unsure as to where the backup files can be located in the first place. To ease the process of locating your backup files, the folder that contains the backup files can now be opened automatically in one of two ways:

The first way to access your backup files is to select *Setup --> Options* from the main menu, then select the *General Options* tab. In the *Automated Backups* section, a new button has been added to open the current backup location automatically.

The screenshot shows a software interface with several tabs: 'Default Pay Rates', 'Payslip Options', 'Time and Attendance', 'General Ledger', and 'Report Options'. The 'General Options' tab is selected. Within this tab, there are sub-sections: 'General Options', 'Payment Options', 'Payroll Numbers', and 'Public Holiday Rules'. The 'Automated Backups' section is expanded, showing a checked checkbox for 'Automatically make a backup of this employer file every 7 Days'. Below this, the 'Backup Location' is set to 'My Documents\Intercode Payroll\Backups'. A red box highlights the 'Open Backup Location' button.

Clicking this button will automatically open the folder where your backup files are located (as specified in the *Backup Location* field).

The second way to access your backup files is to simply select *File --> Open Folder --> Backup Files* from the Intercode Payroll main menu.

Either of the two procedures above will take you directly to the folder where your backup files are located, allowing quick and easy access to your backup files at any time.

Default Time and Attendance Types per Pay Group (V3.11)

In the past, if you preferred to capture the time and attendance details of your employees using period totals only, you would have had to remember to set the *Time and Attendance Type* of all new employees to *Period Totals Only* as well, otherwise their time and attendance types would have been set to *Daily Work History* by default.

As of V3.11 however, it is now possible to specify a default time and attendance type to be used for all new employees who are added to a particular pay group.

To view or set the default time and attendance type of an existing pay group:

- Select *Setup --> Pay Groups* from the Intercode Payroll main menu.
- Double-click on the relevant pay group's name to open the *Pay Group Wizard*.
- On the first page of the *Pay Group Wizard*, select the default time and attendance type you would like to allocate to any new employees who are added to this pay group.

Pay Group Wizard

Pay Group Details
Complete the details relating to the current pay group below, then click Next to continue.

Frequency at which employees in this pay group are paid	Monthly
Description used to identify this pay group on your payroll	Monthly Paid : Midrand
Default payment method for employees in this pay group	No Default
Default time and attendance type for employees in this pay group	Daily Work History

Buttons: Help, Next >, Cancel

- Click *Next* until you reach the last page of the wizard, then click *Finish*.

Once a default time and attendance type has been selected for a pay group, any new employee that is allocated to that pay group will automatically have the relevant time and attendance type assigned.

Of course, the time and attendance type of individual employees can still be specified manually if required - the default time and attendance type simply indicates the value that is allocated to the employee *by default* when the employee is first added to the payroll.

If you do not want to specify a default time and attendance type for employees in any particular pay group, simply select the *No Default* option, in which case you will be required to select the time and attendance type of each new employee manually, when the employee is first added to your payroll.

Payslip Content : Suppress Rounding Notifications (V3.11)

A Rounding notification refers to the message that is printed on an employee's payslip if the quantity or rate of the employee's basic salary had to be rounded for display purposes. The rounding of rates is sometimes necessary because an employee's salary is not always precisely divisible by the number of hours or days in the relevant pay period.

Example:

Suppose an employee's salary is R 10,000.00 per month, and a particular month has 22 working days. In order to arrive at the employee's daily rate we would simply divide the employee's earnings (10,000) by the number of days in the pay period (22) which gives us a daily rate of 454.5454545454545.

However, since the employee's daily rate has to be represented as currency (money), and currency only has two decimal places for cents, the daily rate has to be rounded to two decimal places, e.g. R 454.55.

Normally this rounding is not a problem since the employee's total income for the month (R 10,000.00) is not affected by the rounding. However, in some cases, an employee will sit down with a calculator, multiply the number of days worked (22) with the daily rate shown on the payslip (R454.55) and get to a result that is different to the total earnings reflected on the payslip. In this case the result would come be R 10,000.10 - a 10c difference. This difference is a direct result of the rounding of the basic rate, and though it is not a large difference, and makes absolutely *no difference* to the amount that the employee is *actually paid*, some employees would still query this.

In an effort to limit the number of queries from employees, whenever this rounding of the basic rate occurs, Intercode Payroll prints a notification message on the employee's payslip to inform the employee that the rate displayed on the payslip was rounded for display purposes, and is not the exact rate used in the computation of the employee's earnings.

The notification that is printed on the payslip appears as follows:

Usual Basic (Per Month)	Partial Period (Not Paid)	Unpaid Leave (Not Paid)	Absent / Short Time (Not Paid)	Paid Leave / Holidays (Paid Separately)	B (Act
R 10 000.00	(R 0.00)	(R 0.00)	(R 0.00)	(R 454.55)	

Income	Quantity	Rate	Benefit Value
Basic Salary	22.00	R 454.55 ~	
(~ quantity or rate was rounded for display purposes)			

Deductions	Balance	Employee	Employer
Employee Tax		R 903.75	R 0.00
Unemployment Insurance Fund (UIF)		R 100.00	R 100.00
Skills Development Levy (SDL)		R 0.00	R 100.00

For various reasons, some employers prefer not to show these rounding notifications on employees' payslips, even if the basic rates were in fact rounded. For this reason, there is (and always has been) an option on Intercode Payroll to *Suppress Rounding Notifications*.

In the past (prior to V3.11), if the *Suppress Rounding Notifications* option was selected and an employee's basic rate has to be rounded, the rounding notification would **not be printed** on the employee's payslip, but then the employee's basic rate would **also not be printed**.

As of V3.11 however, this behaviour has been changed. Now, if the option to suppress rounding notifications is selected and an employee's basic rate was rounded, the rounding notification will **not be printed** on the employee's payslip, but the employee's basic rate will **still be printed**, regardless of the fact that the rate was rounded.

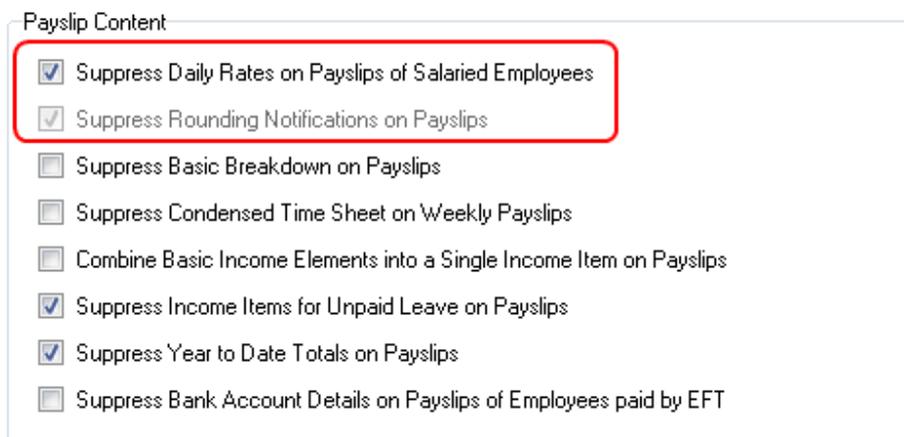
NB: Note that this option is only applicable to salaried employees, and has no effect on wage workers for whom rounding notifications are never printed. Since wage workers always earn an exact multiple of a user-defined wage rate, rounding of the basic rate of wage workers is never necessary.

Payslip Content : Suppress Basic Rates of Salaried Employees (V3.11)

A New option has been added to the system setup options that allows the user to specify whether or not the basic rates of salaried employees should be printed on the employees' payslips.

To access this new option:

- Select *Setup --> Options* from the main menu.
- Select the *Payslip Options* tab.
- In the *Payslip Content* section, select whether or not you want to suppress the printing of basic rates on the payslips of salaried employees.



Payslip Content

- Suppress Daily Rates on Payslips of Salaried Employees
- Suppress Rounding Notifications on Payslips
- Suppress Basic Breakdown on Payslips
- Suppress Condensed Time Sheet on Weekly Payslips
- Combine Basic Income Elements into a Single Income Item on Payslips
- Suppress Income Items for Unpaid Leave on Payslips
- Suppress Year to Date Totals on Payslips
- Suppress Bank Account Details on Payslips of Employees paid by EFT

- Click *OK* to close the window.

Example:

Note: In the examples below, *basic income elements* refer to all types of income that make up an employee's normal basic earnings, such as basic salary, public holiday pay and leave pay.

If this option **is not selected**, the basic rate portion of all basic income elements **will** be printed on the employee's payslip:

Usual Basic (Per Month)	Partial Period (Not Paid)	Unpaid Leave (Not Paid)	Absent / Short Time (Not Paid)	Paid Leave / Holidays (Paid Separately)	Balance of Basic (Actual Time Worked)
R 10 000.00	(R 0.00)	(R 0.00)	(R 0.00)	(R 909.10)	R 9 090.90

Income	Quantity	Rate	Benefit Value	Cash Value
Basic Salary	20.00	R 454.55		R 9 090.90
Annual Leave	1.00	R 454.55		R 454.55
Public Holiday (Automatic)	1.00	R 454.55		R 454.55

Deductions	Balance	Employee	Employer	Deduction
Employee Tax		R 903.75	R 0.00	R 903.75
Unemployment Insurance Fund (UIF)		R 100.00	R 100.00	R 100.00
Skills Development Levy (SDL)		R 0.00	R 100.00	R 0.00

However, if this option **is selected**, the basic rate portion of all basic income elements **will not** be printed on the employee's payslip:

Usual Basic (Per Month)	Partial Period (Not Paid)	Unpaid Leave (Not Paid)	Absent / Short Time (Not Paid)	Paid Leave / Holidays (Paid Separately)	Balance of Basic (Actual Time Worked)
R 10 000.00	(R 0.00)	(R 0.00)	(R 0.00)	(R 909.10)	R 9 090.90

Income	Quantity	Rate	Benefit Value	Cash Value
Basic Salary	20.00			R 9 090.90
Annual Leave	1.00			R 454.55
Public Holiday (Automatic)	1.00			R 454.55

Deductions	Balance	Employee	Employer	Deduction
Employee Tax		R 903.75	R 0.00	R 903.75
Unemployment Insurance Fund (UIF)		R 100.00	R 100.00	R 100.00
Skills Development Levy (SDL)		R 0.00	R 100.00	R 0.00

Note that this option only applies to salaried employees (i.e. employees who are paid a fixed amount per week, per fortnight or per month). The basic rates of wage workers (employees who are paid per hour or per day) will always be printed on their payslips, regardless of whether this option is selected or not.

This option and the option to suppress rounding notifications are mutually inclusive. If this option is selected, then the option to suppress rounding notifications is automatically selected as well, since it would make no sense to print rounding notifications if the rounded rates themselves were not visible.

Finally, also note that this is a global option that affects all the salaried employees on your payroll. You can choose to suppress the printing of basic rates on all salaried employees' payslips, or on none at all.

BUG FIXES

In the past, if you defined a new deduction type with a decreasing balance (like an employee loan for example), and you specified a default employee contribution value for the deduction type, that default value would always be used as the initial value for the deduction on all employees' payslips, regardless of the value specified for individual employees under the employees' standard deductions. This issue has now been fixed. In future, if a default value is specified for a deduction type that has a decreasing balance, that default value will only be used as the initial value when adding the deduction type to an employee's standard deductions, after which the value specified in the standard deduction definition will be used as the initial value for the deduction on the employee's payslip.

In the past it was possible to add a deduction type with a decreasing balance (like an employee loan for example) to an employee's standard deductions, and then specify a starting balance (original amount) of less than zero. This is no longer allowed. As of V3.11, the starting balance of any deduction that has a decreasing balance must be greater than zero.

End of Release Notes

If you have any questions regarding the features included in this release, or if you have any trouble installing the upgrade, please contact the Intercode support desk on 0861 113523 for assistance.