

## **BEFORE INSTALLING THE UPGRADE**

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

Once you have copies of your existing employer files stored in a safe location you are ready to install the upgrade.

## **HOW TO INSTALL THE NEW VERSION OF INTERCODE PAYROLL**

There is no need to un-install your current version of Intercode Payroll before installing a newer version. The newer version will automatically replace your current version during the installation process.

Go to the *Downloads* page on the Intercode web site ([www.intercode.co.za/downloads.php](http://www.intercode.co.za/downloads.php)) and click on the link marked *Download Now*.

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*.

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.

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 installation process has been completed, open Intercode Payroll again and select *Help* → *About* from the main menu. Ensure that your product version is now V3.2. If your product version is not V3.2 please contact the Intercode support desk for assistance.

## WHAT'S NEW

### Time and Attendance Totals Report (V3.1.2)

A New report has been added to the *Monthly Totals* in the *Payroll* section in order to print a summary of each employee's time and attendance totals for a selected payroll month.

To access this report:

- Go to the *Payroll* section.
- Select *Monthly Totals* in the navigation pane.
- Select the relevant payroll month on the calendar to the left of the window.
- Click *Print Reports* on the toolbar at the top of the window and then select *Time and Attendance Totals* from the drop-down menu.

In addition to the total number of normal hours, overtime hours and leave hours worked by each of your employees, this report now also reflects the total number of days and the total number of shifts worked per employee for the full payroll month, which will come in very handy for employers who are required to include this information on their monthly council returns.

### EMP501 Reconciliation Summary Report (V3.1.3)

A New report has been added to the *Tax Year Totals* in the *Payroll* section in order to print a summary of the employer's payment liabilities in respect of the total PAYE, UIF and SDL deductions that were made in each payroll months for the relevant tax year.

To access this report:

- Go to the *Payroll* section.
- Select *Tax Year Totals* in the navigation pane.
- Select the relevant tax year in the navigation panel to the left of the window.
- Click *EMP501* on the toolbar at the top of the window.



This report will assist you in completing your EMP501 Reconciliation in the SARS Easy-File software program at the end of each tax year.

### Persistence of Creator Details (V3.1.4)

The *Creator Details* fields that have to be completed in the *Electronic Tax Certificate Export Wizard* when generating an electronic tax certificate export file are now persistent. If you create electronic tax certificate export files for multiple companies you will now only need to enter the creator details once, after which these fields will be populated automatically the next time the export wizard is opened.

### Suppress Time Sheet on Weekly Payslips (V3.1.4)

By default, Intercode Payroll prints a condensed time sheet at the top of the payslips of weekly paid employees as is shown in the example below.

CONFIDENTIAL PAYS Lip	
Employee	Barone Raymond Albert
Payroll Number	00000007
ID Number	
Date Engaged	2002/06/01
Job Title	
Payment Method	Cash
Pay Period	01 Mar 2007 to 07 Mar 2007

	NRM	OT1	OT2	OT3	PH	PL	UL	SHF
01 Mar	8.00							1.00
02 Mar	8.00							1.00
03 Mar								
04 Mar								
05 Mar	8.00							1.00
06 Mar	8.00							1.00
07 Mar	8.00							1.00

NRM - Normal Time, OT1 - Overtime 1, OT2 - Overtime 2, OT3 - Overtime 3, PH - Public Hol, PL - Paid Leave, UL - Unpaid Leave / Short Time, SHF - Shifts Worked

Usual Basic ( Per Week )	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 1,200.00	(R 0.00)	(R 0.00)	(R 0.00)	(R 0.00)	R 1,200.00

Income	Quantity	Date	Basic Value	Cash Value
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For various reasons, some employers find this behavior undesirable, so as of V3.1.4 you can now choose whether or not you want this time sheet printed at the top of the payslips of weekly paid employees.

To access this new feature:

- Select *Options* from the *Setup* menu.
- Select the *Printing Options* tab.
- In the *Payslip Content* section, select whether you want to suppress the printing of the time sheet on weekly payslips.

Payslip Content

Suppress Rounding Notifications on Payslips

Suppress Basic Breakdown on Payslips

Suppress Time Sheet on Weekly Payslips

Combine Basic Income Elements into a Single Income Item on Payslips

If this option is *not selected*, the time sheet will be printed at the top of the payslips of all weekly paid employees, exactly as it was in the past.

If this option is *selected* however, the time sheet will not be printed at the top of the payslips of weekly paid employees.

Note:

- This is a global setting, and if selected it will affect the payslips of all weekly employees on your payroll.
- If you run more than one payroll (e.g. if you have more than one employer file), this setting will affect the payslips of the weekly paid employees across all your employers files.

### **Pending Expirations Report (V3.1.4)**

A New *Pending Expirations* report has been added to the *Employee Reports* menu. This report prints a list of the contract expiry dates of all employees who have been employed on fixed-term contracts, but have not yet been terminated. The employees listed on the report are grouped by the calendar month in which the employees' contracts expire, with the earliest expiration dates shown first.

To access this report:

- Go to the *Employees* section.
- Select *Reports* → *Employee Reports* → *Pending Expirations* from the main menu.

### **Pending Terminations Report (V3.1.4)**

A New *Pending Terminations* report has been added to the *Employee Reports* menu. This report prints a list of the termination dates of all employees who have pending termination details, but whose terminations have not yet taken effect. The employees listed on the report are grouped by the calendar month in which the employees' terminations become effective, with the earliest termination dates shown first.

To access this report:

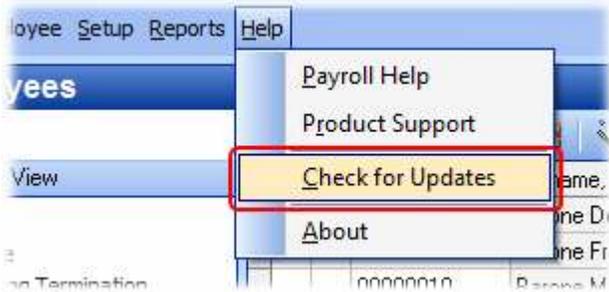
- Go to the *Employees* section.
- Select *Reports* → *Employee Reports* → *Pending Terminations* from the main menu.

### **Automatic Program Updates (V3.1.4)**

As of V3.1.4, Intercode Payroll now has the ability to automatically check for new program updates from the Intercode web site. If new updates are found, Intercode Payroll can also download and install the relevant updates automatically.

To access this feature:

- Select *Check for Updates* from the *Help* menu.



This will open the *Intercode Update* wizard which will guide you through the update process. The actual update process is self-explanatory.

In short, if a new update is available you will be prompted to start downloading the update, and if you accept, the update will be downloaded to a temporary folder on your computer's hard disk drive. Once the update has been downloaded, Intercode Payroll will automatically be closed so that the update can be installed. Once the update has been installed, Intercode Payroll can be opened again and you can continue working as normal.

Note:

Intercode Update will not attempt to establish an internet connection if one is not already open. You must ensure that you are already connected to the internet before checking for updates.

#### **Editing of UIF Declaration Details (V3.1.4)**

A New feature has been added to the *Monthly Totals* section that enables you to edit certain details of the monthly UIF Declaration (UI19) manually for individual employees.

Under normal circumstances there is no need to edit the monthly totals of an individual employee manually, since Intercode Payroll maintains these details for you automatically. In specific situations however, it may become necessary for you to change either the *Employment Status* or the *UIF Non-contribution Reason* of individual employees manually.

To access this feature:

- Go to the *Payroll* section.
- Select *Monthly Totals* in the navigation pane.
- Locate and select the monthly total record you want to view or edit.
- Click *Monthly Total Details* on the toolbar at the top of the window (or double-click on the selected monthly total record).

**Payroll**

Pay Periods  
 Monthly Totals  
 Tax Year Totals

Single Employee View

Select Payroll Month

March 2007  
 S M T W T F S

**Monthly Totals (March 2007)**

Print Reports | Export

Payroll No.	Surname, Name	Payroll Month
	Binfield Jerry	Mar 2007
00000018	Costanza George	Mar 2007
00000019	Benes Elaine	Mar 2007
00000020	Kramer Cosmo	Mar 2007

*Employment Status:*

The employment status is used by the UIF to determine whether or not the relevant employee is currently eligible to claim unemployment benefits. When an employee's service is terminated on Intercode Payroll, the employee's employment status will be updated automatically to indicate to the UIF the employee's service has been terminated, as well as the reason for the employee's termination. The updating of the employee's employment status on termination is an automatic process that does not require any user intervention.

However, it is also possible that an employee's employment status can change without the employee's service being terminated. An employee may be on unpaid illness or maternity leave for example, and even though the employee is still employed by the relevant employer (i.e. has not been terminated), the employee might not be earning any income during this period. In such a case, you may need to change the employee's employment status in respect of the relevant payroll month manually, in order to enable the employee to claim UIF benefits.

**Employee Details**

Payroll Number: 00000020

Employee Name: Kramer Cosmo

Payroll Month: March 2007

Period Starting: 2007/02/25 [IS]

Appointment Date: 2004/01/01 [IS]

Period Ending: 2007/03/24 [IS]

Termination Date: / / [IS]

**UIF Declaration Details**

Employment Status: 10 : Extended Sick Leave

Non-contribution Reason: [ ]

You may need to change an employee's UIF employment status manually if:

- the employee is on maternity leave;

- the employee is on adoption leave;
- the employee is on extended sick leave;

In all of the above cases, the employee's employment status must be changed to reflect the correct employment status as at the *end* of the relevant payroll month.

*Non-contribution Reason:*

By default, all employees (except non-natural legal entities) are required to contribute to the Unemployment Insurance Fund. There are however certain cases where an employee is exempt from contributing to the fund. Where any individual employee is exempt from contributing to the fund, a *non-contribution reason* code must be specified on the monthly UIF Declaration (UI19) in order to indicate the reason for the employee's exemption.

In most cases Intercode Payroll can identify the reason why an employee is exempt from contributing to the UIF, and will assign the appropriate con-contribution reason to the relevant employee automatically. If for any reason you need to change the non-contribution reason code manually however, you can do so by selecting the appropriate reason from the drop-down list associated with this field.

Employee Details			
Payroll Number	00000018		
Employee Name	Costanza George		
Payroll Month	March 2007		
Period Starting	2007/02/25	Appointment Date	2005/06/01
Period Ending	2007/03/24	Termination Date	/ /

UIF Declaration Details	
Employment Status	01 : Active
Non-contribution Reason	05 : Employee Earns Commission Only

**Note:**

This field will only be enabled if the relevant employee was exempt from contributing to the UIF in respect of the entire payroll month, or if the total value of the employee's UIF contribution liability in respect of the relevant payroll month amounted to zero.

**Printing of Individual UIF Declarations (UI19) (V3.1.4)**

In the past it was only possible to print the monthly UIF declaration (UI19) at the end of a payroll month, for all employees at once. However, if an employee is terminated early in a month, the employee might

request an individual UI19 declaration to be submitted to the UIF immediately so that the employee can claim unemployment benefits.

As of V3.1.4 it is now possible to print the UI19 declaration for individual employees who have been terminated, before the end of the relevant payroll month.

This feature can be accessed on the *Monthly Totals Details* window (see previous example above).

The screenshot shows a software interface with two main sections: 'Employee Details' and 'UIF Declaration Details'. The 'Employee Details' section contains several input fields: 'Payroll Number' (00000017), 'Employee Name' (Seinfeld Jerry), 'Payroll Month' (March 2007), 'Period Starting' (2007/02/25), 'Appointment Date' (2004/01/01), 'Period Ending' (2007/03/24), and 'Termination Date' (2007/03/24). The 'Termination Date' field is highlighted with a red border. The 'UIF Declaration Details' section has a dropdown menu for 'Employment Status' set to '06 : Resigned', which is also highlighted with a red border. Below these sections is a table with two tabs: 'Total Income' and 'Total Deductions'. The 'Total Income' tab is active, showing a table with two rows: 'Basic Salary' with a value of R 20,900.00 and 'Public Holiday Pay' with a value of R 1,100.00. At the bottom of the window, there are four buttons: 'Help', 'Print UIF Declaration' (highlighted with a red border), 'OK', and 'Cancel'.

Description	Total Value
Basic Salary	R 20,900.00
Public Holiday Pay	R 1,100.00

**IMPORTANT:**

- Before printing an individual UI19 for a terminated employee, you must ensure that the employee's termination has already taken effect (i.e. that the employee's last payslip has already been closed). This is indicated by the presence of a *Termination Date* on the *Monthly Totals* window (see example above).
- Do not make changes to these details before all of the relevant employee's payslips for the relevant payroll month have been closed. Doing so will result in your changes being overwritten with the information from the employee's latest payslip when it is eventually closed.

The UI19 report that is printed for individual employees is identical to the normal UI19, but contains the declaration details of a single employee only.

At the end of the payroll month, the normal UI19 that is generated will again include the details of all employees, regardless of whether or not UI19s for individual employees were printed during the month. This is simply to ensure that the relevant information reaches the UIF, as there is no guarantee that the individual employees actually submitted their individual UI19s to the UIF.

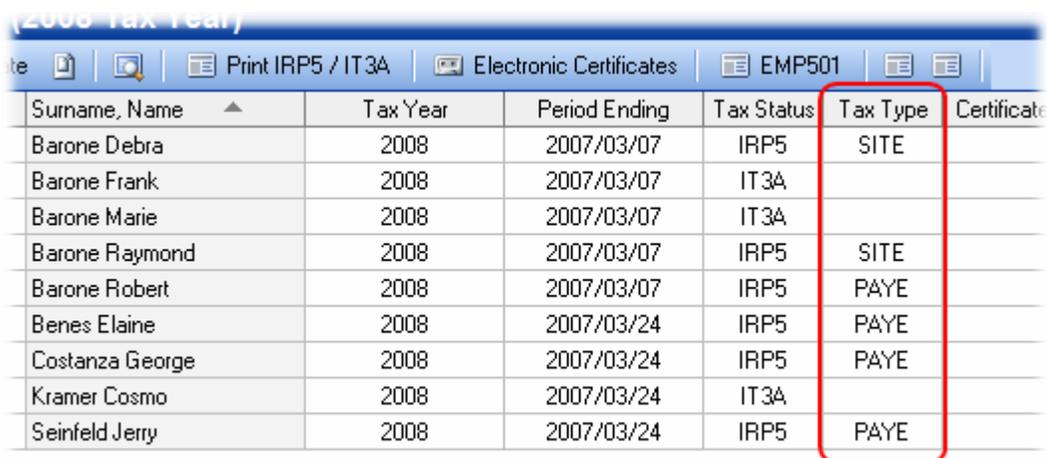
### Payroll Run Processing Speed (V3.1.5)

We have recently spent a lot of time optimizing various back-end process and database access routines in Intercode Payroll, and as a result we are pleased to announce that as of V3.1.5 the speed at which payroll runs are processed has been increased by an average of around 1000% (10 times faster).

This increase in processing speed will be most noticeable to employers with larger payrolls, where a full payroll run can now be completed in about 10% of the time it used to take in the past.

### Tax Year Totals: Tax Type (V3.1.5)

A New column has been added to the main window in the *Tax Year Totals* section to show the *Tax Type* associated with each of the tax certificates for the relevant tax year.



The screenshot shows a software window titled '(2008 Tax Year)'. The window has a menu bar with options: 'Print IRP5 / IT3A', 'Electronic Certificates', and 'EMP501'. Below the menu bar is a table with the following columns: 'Surname, Name', 'Tax Year', 'Period Ending', 'Tax Status', 'Tax Type', and 'Certificate'. The 'Tax Type' column is highlighted with a red box. The table contains the following data:

Surname, Name	Tax Year	Period Ending	Tax Status	Tax Type	Certificate
Barone Debra	2008	2007/03/07	IRP5	SITE	
Barone Frank	2008	2007/03/07	IT3A		
Barone Marie	2008	2007/03/07	IT3A		
Barone Raymond	2008	2007/03/07	IRP5	SITE	
Barone Robert	2008	2007/03/07	IRP5	PAYE	
Benes Elaine	2008	2007/03/24	IRP5	PAYE	
Costanza George	2008	2007/03/24	IRP5	PAYE	
Kramer Cosmo	2008	2007/03/24	IT3A		
Seinfeld Jerry	2008	2007/03/24	IRP5	PAYE	

At the end of the tax year, it will now be easy to see which of your employee's tax deductions consisted solely of SITE (Standard income Tax on Employees) and which included PAYE (Pay as You Earn) as well.

Note: The *Tax Type* will not be displayed next to IT3A certificates, as the presence of an IT3A certificate in itself already implies that no tax was deducted from the relevant employee.

### Standard Income Items without Default Values (V3.1.5)

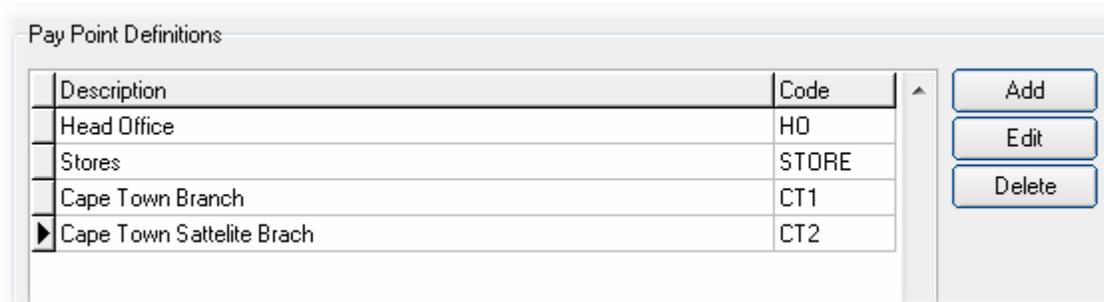
It is now possible to save employees' *Standard Income Items* with an income value of zero. This is useful for employee's who earn commission only for example, where you want a *Commission* income item to appear on each of the employee's payslips by default, but cannot specify a default value since the amount of commission that the employee will earn is not yet known. By assigning a default value of zero to any *Standard Income Item* you can thus ensure that the relevant income item always appears on each of the relevant employee's payslip, but that it always starts off with a value of zero.

### Employee Pay Points (V3.2)

As of V3.2 it is possible to create pay point definitions and then link certain employees to certain pay points. A Pay point refers to the location or site where an employee is physically paid.

To manage pay point definitions:

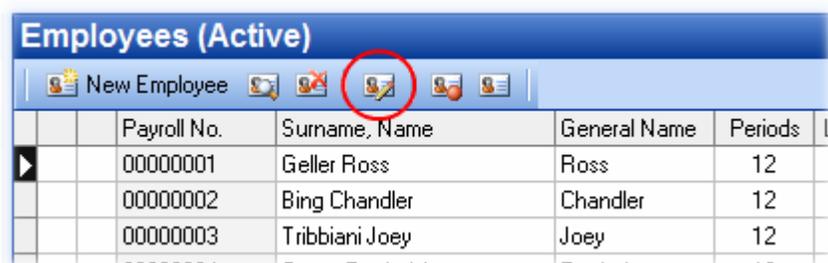
- Select *Pay Points* from the *Setup* menu.



Here you can add, edit or delete the relevant pay points that exist within your organisation.

To link an individual employee to a specific pay point:

- Go to the *Employees* section.
- Locate and select the relevant employee, then click *Employee Setup Wizard* on the toolbar at the top of the *Employees* window.



- In the *Employee Setup Wizard*, click *Next* until you reach the *Payment Details* page and select the relevant pay point from the list of available pay points.

**Payment Details**  
Select the method by which this employee is paid, then enter any additional information relevant to the selected method of payment.

Pay Group	Monthly Paid : Midrand
Pay Point	Head Office
Pay Method	EFT : Manual
Nett Pay Rounding	
EFT Pre-Format Code	

Once an employee's pay point has been linked, the relevant pay point will be printed on all payslips that are created for the employee in future (existing payslips will not reflect the employee's pay point).

### Cash Payment Vouchers (V3.2)

Intercode Payroll now has the ability to print *Cash Payment Vouchers* for employees who are paid in cash. These vouchers are intended to be used only by employers who use off-site cashiers to cash the payment vouchers.

To enable the printing of cash payment vouchers:

- Select *Options* from the *Setup* menu.
- Select the *Payment Options* tab.
- Under the *Cash Payments* section, select the option to print cash payment vouchers.

Default Pay Rates	Printing Options	Time and Attendance	General Ledger
Backup Options	Payment Options	Payroll Numbers	Public Holiday Rules

Cash Payments and Nett Pay Rounding

Smallest denomination to use when paying employees in cash R 0.05

Largest denomination to use when paying employees in cash R 200.00

The smallest denomination selected above will also be used as the default value for Nett Pay Rounding for employees who are paid in cash.

This employer uses cash payment vouchers for employees who are paid in cash.

Once this option has been enabled, a new menu option will be available from the context menu in the *Payroll* section.

To print cash payment vouchers:

- Go to the *Payroll* section.
- Select the relevant *Pay Group* and *Pay Period*.
- Right-click in anywhere in the *Payroll* window then select *Print* → *Cash Payment Vouchers* from the context menu.

	Employee No	Employee Name	Pay Period	Pay Amount
	00000008	Barone Debra	2008/03/13	R 1,040.00
	00000009		2008/03/13	R 1,200.00
	00000010		2008/03/13	R 840.00
	00000011		2008/03/13	R 1,618.00

Print	Attendance Register
	Annual Leave Balances
	Cash Payment Vouchers
	Period Recon (By Tax Class)
	Time and Attendance Totals

The printed payment vouchers resemble cheques, and should preferably be printed on custom stationary that is clearly identifiable as belonging to the relevant employer.

YOUR LOGO HERE | NOT NEGOTIABLE | NOT TRANSFERABLE | 13 MARCH 2008

DEMO COMPANY

Pay to the order of: Debra Barone

Amount in words: Nine Hundred and Thirty Three Rands and Twenty Cents

Amount in figures: R 933.20

20080313-00000008

SIGNED: \_\_\_\_\_

When printing payment vouchers, a unique voucher number consisting of a combination of the employee's payment date and payroll number will automatically be assigned to each voucher.

**IMPORTANT:** As stated before, this feature is only intended for employers who make use of payment vouchers as a means of instructing cashiers to issue cash to employees. Employers who do not make use of cash payment vouchers should leave this feature disabled.

## **BUG FIXES**

The *Employer Name* printed at the top of employee payslips would sometimes be “cut off” if the relevant employer had an unusually long company name. This field has now been widened to accommodate employers with very long company names.

Fixed a bug on the MIBFA Export Summary report where the fixed amount payable by the employer in order to make a shortfall in respect of the Minimum Administration Levy payable in respect of any given month, was not included in the Gross payment Amount for the relevant month.

## **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.

Kind regards,

Intercode Business Solutions