

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 LATEST VERSION OF INTERCODE PAYROLL

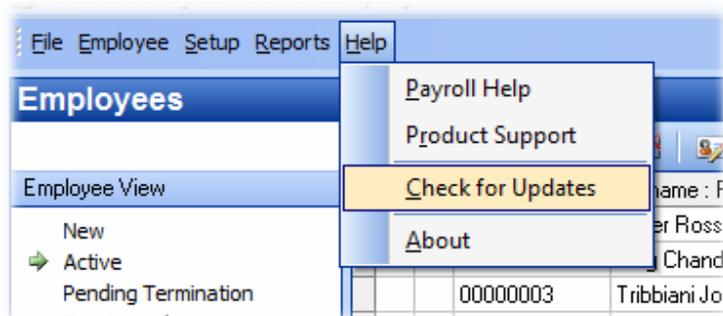
You do not have to uninstall your current version of Intercode Payroll before installing a newer version of the software. Whenever a newer version of the software is installed on your computer, the newer version will automatically replace your current version during the installation process.

You can install the latest version of Intercode Payroll in one of the following 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 (V3.1.4 or Later)

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 (V3.1.3 or Earlier)

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 process 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

Payslip and Payment Amount Sort Orders (V3.2.2)

It is now possible to specify a sort order when printing employee payslips and payment amount reports.

When printing payslips or payment amounts, the following window will now be displayed:

Sort Employees By:

Use this drop-down to specify the sort order in which payslips must be printed.

Exclusions:

When printing payslips, it is now also possible to exclude employees whose payslips are delivered to them via e-mail, or to exclude employees who earned no income in the relevant pay period.

"Known As" Field Added to Payslips (V3.2.3)

Printed payslips now include the name by which an employee is generally known ("Known As") at the top of the payslip, which eases the process of identifying employees when handing out payslips.

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CONFIDENTIAL PAYSLIP
Payroll Number  00000017
Employee        Seinfeld Jerry
Known As       Jerry
ID Number
Date Engaged   2004/01/01
  
```

General Ledger Interface Updates (V3.2.3)

The general ledger interface has been updated to include a default layout for Omni Accounts.

It is now also possible to combine general ledger accounts codes and cost centres when exporting the payroll journal information to the general ledger.

Refer to the help file for more detailed information on setting up the general ledger interface.

Time and Attendance Import Layouts (V3.2.4)

A New Time and Attendance import layout has been added making it possible to import hours per employee, per day.

NB: This feature applies only to employers who import their time and attendance information from an electronic clocking system that supports the export of hours worked per employee per day.

MIBCO Changes (V3.2.5)

A New deduction beneficiary (Moto Health Care) has been added for employers who are affiliated with MIBCO. Since the Moto Health contributions must now be paid directly to Moto Health Care, all existing deduction types for Moto Health contributions will automatically be updated to reflect Moto Health Care as the deduction beneficiary.

Employee Listing Report Updates (V3.2.5)

The Employee Listing Report has been updated to reflect each employee's age as at the current date, making it easier to identify employees who are nearing their retirement age.

It is now also possible to specify the sort order of the Employee Listing report, as well as to exclude terminated employees from the report.

Exporting Reports to Excel (BETA) (V3.2.5)

It is now possible to export any report to Microsoft Excel. To export a report to Excel, select the *Export to Excel* option on the toolbar at the top of the report preview window.



NB: This feature is still in the BETA Testing phase. Depending on the version of Microsoft Excel that is installed on your computer, this feature may not function correctly. If you experience any problems when using this feature you should report them to the Intercode support desk.

Employment Equity Reports (V3.3.1)

New reports have been added to assist designated employers in completing the required employment equity reports.

To generate the employment equity reports:

- Select *Reports* --> *Employment Equity Reports* from the main menu.

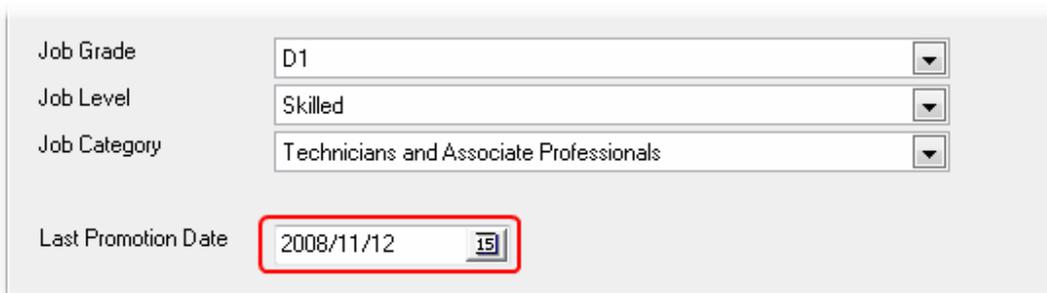
This will open the *Employment Equity Report Wizard* which will guide you through the process of generating the required employment equity reports.

Notes:

- The reports generated by Intercode Payroll are not intended to be submitted "as is", but are rather intended to be used as a guide to assist you in completing your employment equity reports in the required format, be it on the stationary provided by The Department of Labour, or online.
- Certain sections of the employment equity reports (such as numerical goals and plans) require information that is not normally kept on your payroll, and those sections are therefore not included in the reports generated by Intercode Payroll.

Last Promotion Date (V3.3.1)

A New field has been added to the *Job Details* page of the *Employee Setup Wizard* allowing you to specify the date on which an employee was last promoted to a more senior position.



The screenshot shows a form with four fields: Job Grade (D1), Job Level (Skilled), Job Category (Technicians and Associate Professionals), and Last Promotion Date (2008/11/12). The Last Promotion Date field is highlighted with a red box.

Job Grade	D1
Job Level	Skilled
Job Category	Technicians and Associate Professionals
Last Promotion Date	2008/11/12

This information is required for the generation of employment equity reports.

Job Function Type (V3.3.1)

A new section has been added to the *Job Profile Definition* window allowing you to specify whether a certain job is regarded as a core operation function or a support function within the organization.

Job Description	Job Summary and Duties	Job Specification	Job Function Type
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Job Function Type

Select whether this job is a core operation function or a support function.

An employee in this position is performing a core operation function.
Core operation functions relate directly to the core business of an organization or lead directly to revenue generation (e.g. sales, production etc.).

An employee in this position is performing a support function.
Support functions provide infrastructure and other enabling conditions for revenue generation (e.g. human resources, corporate services etc).

This information is required for the generation of employment equity reports.

Averaging of Overtime Rates (V3.3.1)

A New method of calculating employees' overtime has been added which will allow you to calculate the overtime rates of monthly paid employees based on the employee's average hourly rate. This new method was introduced to overcome the problem of monthly paid employees' overtime payment rate fluctuating from one month to the next.

To change an employee's overtime calculation method:

- Go to the *Employees* section.
- Select the relevant employee by clicking on his/her name (single click only).
- On the toolbar at the top of the window, click *Employee Setup Wizard* (4th button).
- In the *Employee Setup Wizard*, click *Next* until you reach the *Overtime Rates* page.

Calculation Method

Use the employee's hourly rate multiplied by a specific factor
 Use a fixed amount per hour, regardless of the employees hourly rate
 Use the employee's average hourly rate multiplied by a specific factor

Calculation Details

OT1 Payment Factor	<input type="text" value="1.5"/>	Average Hours per Day	<input type="text" value="8"/>
OT2 Payment Factor	<input type="text" value="2"/>	Average Hours per Week	<input type="text" value="40"/>
OT3 Payment Factor	<input type="text" value="2"/>	Average Days per Month	<input type="text" value="21.67"/>

By selecting this new calculation method, the employee's overtime rate will be calculated as a factor of the employee's *average hourly rate*. This means that the employee's overtime rate will remain constant from one month to the next, irrespective of the number of working days in the relevant month.

Automatic Overtime Naming (V3.3.1)

A New feature has been added that enables the descriptions of income items for overtime to be changed dynamically to reflect the payment factor at which the overtime is being paid.

To enable this option:

- Select *Setup --> Options* from the main menu.
- Select the *Default Pay Rates* tab.
- Place a tick mark in the relevant field to enable the assignment of automatic overtime descriptions.

Overtime 2 Multiplication Factor

Overtime 3 Multiplication Factor

Overtime Descriptions

Append Overtime Factors to Overtime Descriptions on Payslips

Leave Pay Rate

Pay Annual Leave at the Normal Daily Rate if it is higher than the BCEA Leave Rate

If this option is not selected, the income items for overtime will be reflected on the employee's payslip using the same descriptions as in the past:

Income				
Deductions				
Time and Attendance				
Description	Quantity	Unit Value	Benefit Value	Cash Value
▶ Basic Salary	17	R 198.00	R 0.00	R 3 366.00
Public Holiday (Automatic)	3	R 198.00	R 0.00	R 594.00
Overtime 1	1	R 33.00	R 0.00	R 33.00
Overtime 2	1	R 44.00	R 0.00	R 44.00

If this option is selected however, the income items for overtime will be reflected on the employee's payslip as follows:

Income				
Deductions				
Time and Attendance				
Description	Quantity	Unit Value	Benefit Value	Cash Value
▶ Basic Salary	17	R 198.00	R 0.00	R 3 366.00
Public Holiday (Automatic)	3	R 198.00	R 0.00	R 594.00
Overtime Hours @ 1.5	1	R 33.00	R 0.00	R 33.00
Overtime Hours @ 2.0	1	R 44.00	R 0.00	R 44.00

BUG FIXES

Fixed a bug where the name of a new employee who was just added to the payroll did not always appear in the list of "Active" employees until the next time the program was opened.

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