INTERCODE PAYROLL V4.2 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There is no need to uninstall your current version of Intercode Payroll before installing a newer version of the software.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:

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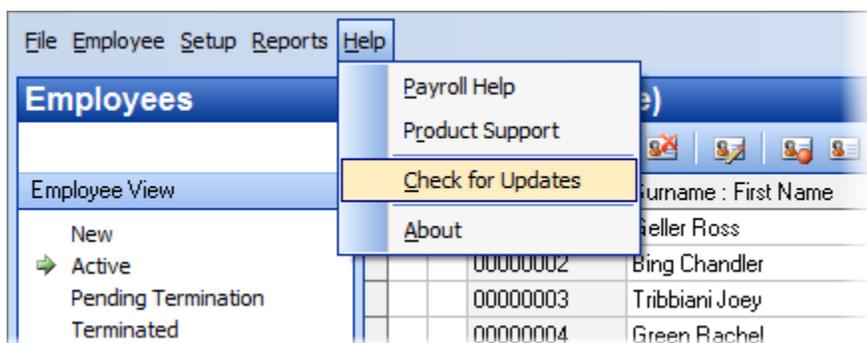
4. Follow the on-screen instructions to update your version of Intercode Payroll.

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

Employer Interim Reconciliation (V4.2.1)

The filing season for the employer interim reconciliation opens on Monday 01 September 2014 and closes on Friday 31 October 2014. All employers must complete and submit their interim reconciliations during this period. Failure to do so will result in penalties being imposed by SARS.

Even though the filing season only closes at the end of October 2014, it is crucial that you export your employees' tax certificate information from Intercode Payroll at the end of August 2014, **before** any of your September payslips have been approved and closed. Though it is still possible to export your tax certificate information from the payroll at a later stage as well, the process then becomes a lot more complicated and might then need the help of a consultant. We therefore urge you to complete the export of the tax certificate information **as soon as is possible** to avoid unnecessary complications at a later stage.

On 01 September 2014 (or as soon thereafter as is possible):

•   Download and install the latest version of Intercode Payroll (V4.2.1).

- Download the *Electronic Tax Certificate User Guide* from the Downloads page on the Intercode web site (http://www.intercode.co.za/downloads/Electronic_Tax_Certificates.pdf). This guide will take you through the process of exporting your tax certificate information from Intercode Payroll into an external file which can then be imported into Easy-File.

- Download and install the latest version of the SARS Easy-File program from the SARS web site. (Note: At the time of writing these release notes SARS had not yet released the version of Easy-File that is required to complete the interim reconciliation, but we trust that it will be released by the start of the filing season).

- Once you have installed the latest version of Easy-File, import the file that was exported from the payroll into Easy-File. Once the file has been imported into Easy-File successfully, follow SARS's instructions to complete and submit your interim reconciliation via Easy-File.

IMPORTANT: Even if you can't download or install the latest version of Easy-File yet, or if you can't get Easy-File working on your computer, or for any other reason whatsoever cannot complete the import of your tax certificate information into Easy-File at this stage, **you should still export your employees' tax certificate information from the payroll now!** Once the information has been successfully exported from the payroll you can carry on working on the payroll as usual. As long as the information has already been exported, you can then always just import it into Easy-File at a later stage.

ETI Supporting Data (V4.2.1)

The layout of the electronic tax certificate export file has been updated to include the Employment Tax Incentive (ETI) supporting data of each employee on your payroll. When the tax certificate information of a qualifying employee in respect of whom ETI was calculated during the course of the tax year is exported to Easy-File, Intercode will automatically append the relevant ETI supporting data in respect of that employee to the end of the employee's tax certificate information in the export file (as in now required by SARS). The result is that once the payroll export file has been imported into Easy-File, all the ETI supporting data in respect of all qualifying employees will **already be present in Easy-File**, so you won't have to capture anything manually.

EMP201 : Employment Tax Incentive Utilised (V4.2.1)

When printing the EMP201 Return Summary at the end of each month you will now be able to specify the value of the employment tax incentive (ETI) actually utilised in that particular month.

Before the EMP201 Return is printed you will now be presented with the following window:

This window allows you to specify the value of the employment tax incentive actually utilised by the employer in this month.

The window contains the following information:

1. The balance of the unused ETI brought forward from the previous month.

2. The value of the ETI calculated in respect of all qualifying employees for the current month.

3. The total value of the ETI that is available to use in the current month (ETI Brought Forward + ETI Calculated).

4. The total PAYE liability in respect of all employees for the current month, before any available ETI has been taken into account.

5. The value of the ETI actually utilised by the employer in this month in order to reduce the PAYE liability. This amount is limited to the lesser of the total available ETI or the total PAYE liability for the month. The employer may choose to specify a fixed value of ETI to be utilised in this month, or may (for whichever reason) choose not to utilise any ETI in this month.

6. Finally, ticking the tick-box at the bottom of the page will automatically set the *ETI Utilised This Month* to the maximum allowable ETI amount that can be taken into account in the relevant month. This is the option you should be using most of the time.

Once you have indicated how much (if any) ETI should be utilised in the relevant month, click *OK* to generate the EMP201 Return Summary report as usual.

New EMP201 Return Layout (V4.2.1)

As of August 2014, SARS have updated the layout of the EMP201 returns available on the SARS e-Filing web site as well as in the SASR Easy-File program in order to allow employers to specify the value of the ETI utilised in any given month. Since SARS have changed the layout of their return, Intercode has also updated the layout of the EMP201 Return Summary report that is produced from the payroll to match the new layout used by SARS.

The fields on the new EMP201 Return Summary report as shown above now have the same layout as the new SARS EMP201 Return. This will make it a lot easier for you to copy the information from the return summary onto your SARS EMP201 return (either on e-Filing or in Easy-File).

New EMP501 Reconciliation Layout (V4.2.1)

In the latest version of the SARS Easy-File program SARS have also updated the layout of the EMP501 Reconciliation that needs to be completed for both the half-year and full-year reconciliations. Like the new EMP501 layouts, the new EMP501 layout now also makes provision for the employer to specify the actual value of the employment tax incentive utilised by the employer in each of the months within the reconciliation period.

As a result, Intercode has also updated the layout of the EMP501 Reconciliation report produced by the payroll to match the new SARS layout.

EMP501 RECONCILIATION : DECLARATION DETAILS
Demo Company
TAX YEAR : 2015

Copy to Easy-File Declaration Details

PAYROLL MONTH	PAYE (1)	SDL	UIF	TOTAL	PAYMENTS (2)
March 2014	740	262	524	1 526	
April 2014	740	262	524	1 526	
May 2014	740	262	524	1 526	
June 2014	740	262	524	1 526	
July 2014	740	262	524	1 526	
August 2014	740	263	551	1 554	
SUB TOTAL	4 440	1 573	3 171	9 184	
September 2014	0	0	0	0	
October 2014	0	0	0	0	
November 2014	0	0	0	0	
December 2014	0	0	0	0	
January 2015	0	0	0	0	
February 2015	0	0	0	0	
TAX YEAR TOTAL	4 440	1 573	3 171	A 9 184	D

Total Declared Liability	A	9 184
Less ETI Utilised	B	-3 020
Gross Balance Due (A - B)	C	6 164

Less Total Payments

EMP501 RECONCILIATION : ETI DETAILS
Demo Company
TAX YEAR : 2015

Payroll Month	ETI Brought Forward	Copy to Easy-File ETI Calculated	PAYE Liability	Copy to Easy-File ETI Utilised	PAYE Payable
March 2014	0	3 000	740	740	0
April 2014	2 260	3 000	740	100	640
May 2014	5 160	3 000	740	740	0
June 2014	7 421	3 000	740	200	540
July 2014	10 221	3 000	740	740	0
August 2014	12 482	2 325	740	500	240
		17 325	4 440	3 020	1 420
September 2014	14 306	0	0	0	0

Again, these report layouts have been designed to match the layouts of the relevant screens in the SARS Easy-File program, so you can simply copy the information from this report straight into Easy-File when competing your declaration.

Employment Equity Act : New Reporting Requirements (V4.2.1)

Please remember that deadline for designated employers to submit their employment equity reports is 01 October 2014 for manual submissions, and 15 January 2015 for electronic submissions.

There have been a few changes to Employment Equity Act lately that affect the way in which employers must report to The Department of Labour (i.e. the report layouts have been changed) and also the frequency at which designated employers must report (all designated employers must now report annually - the requirement for "small employers" to report only every second year has fallen away).

As a result of these changes, the Employment Equity Reports available in Intercode Payroll V4.2.1 have also been updated accordingly. Simply select *Reports --> Employment Equity Reports* from the main menu, then follow the on-screen instructions to generate all the necessary information relating to your workforce profile, workforce movements and skills development that you will need to complete your EEA2 and EEA4 reports. Simply copy the information from these reports to your EEA2 and EEA4 forms, then submit them to The Department of Labour either manually or electronically via their web site.

BUG FIXES

Fixed a problem on the *Job Profile Definitions* report where the *Job Summary* section would overlap the *Job Specification* section of the report if the job summary was excessively long.

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.