

INTERCODE PAYROLL V4.3.2 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.

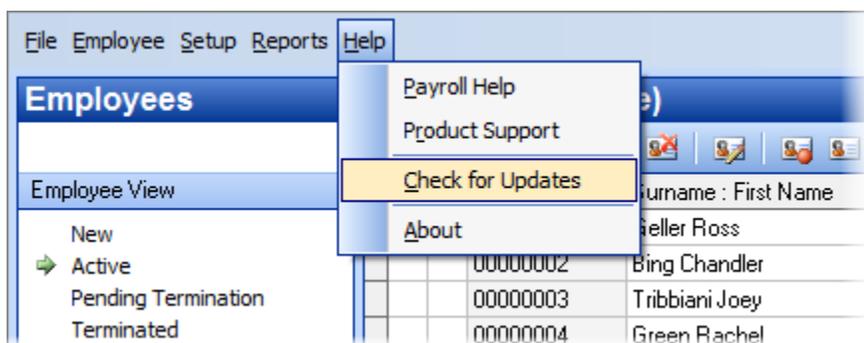
HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL

There is no need to uninstall your current version of Intercode Payroll before installing a newer version of the software.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

ACB Exports for Selected Employees Only (V4.3.1.3)

When exporting ACB payment files (bank payment files) it is now possible to choose which employees to include or exclude in the export file on an individual employee basis.

To create an ACB payment file:

- Go to the Payroll section.
- Select Pay Periods at the top left of the window.
- Select the relevant pay group and pay period in the navigation pane to the left of the window.
- On the toolbar at the top of the Pay Periods window, click Export → ACB Payment File.

The following window is displayed.

	Payroll No.	Surname : First Name	Known As	Period Ending	Payment Amount
<input checked="" type="checkbox"/>	00000001	Geller Ross	Ross	2014/03/23	R 28 741.40
<input type="checkbox"/>	00000002	Bing Chandler	Chandler	2014/03/23	R 19 378.20
<input checked="" type="checkbox"/>	00000003	Tribbiani Joey	Joey	2014/03/23	R 19 936.20
<input checked="" type="checkbox"/>	00000004	Green Rachel	Rachel	2014/03/23	R 16 849.99
<input type="checkbox"/>	00000005	Geller Monica	Monica	2014/03/23	R 16 554.99
<input checked="" type="checkbox"/>	00000006	Buffay Phoebe	Phoebe	2014/03/23	R 14 979.99
	4				R 80 507.58

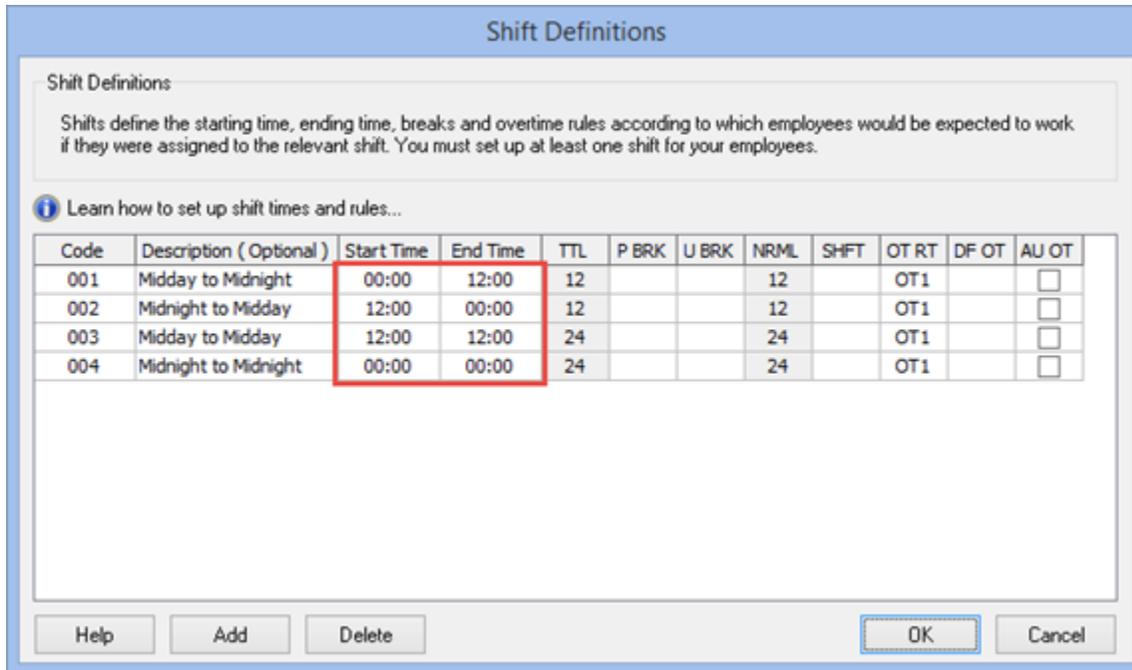
The top portion of the window contains the settings for the payment action date as well as other bank-specific settings, depending on who the employer banks with.

- The middle portion of the window contains a list of all the employees in the relevant pay group for whom the Payment Method is set to “EFT” in the current pay period.
 - You can select or de-select individual employees using the first column in the grid. Only the selected employees will be included in the payment file.
 - The total number of selected employees will be shown at the bottom of the first column. This represents the total number of payment transactions to be processed by the bank.
 - The total value of the nett pay of the selected employees will be shown at the bottom of the last column. This represents the total value of all the payment transactions to be processed by the bank.

- Click Generate ACB Export File at the bottom of the window to create an ACB payment file containing only the selected payment transactions. This file can then be uploaded to the employer’s bank for processing.

Shifts Starting or Ending at Midnight (V4.3.1.3)

It is now possible to define shifts that start or end at midnight.



In previous versions of Intercode Payroll, a time of 00:00 was not considered a valid starting or ending time for a shift. This issue has now been fixed. A Time of 12:00 is now treated as midday, and a time of 00:00 is now correctly treated as midnight.

Payments to Mukuru Cards (V4.3.1.5)

Support for EFT payments to Mukuru cards has been added to all ACB payment interfaces (i.e. to all bank payment file layouts). Mukuru cards are prepaid debit cards (also known as “draw cards”) into which funds can be transferred via an intermediary bank account controlled by the card provider. In this way, employees who do not have actual bank accounts can still be paid via EFT, just like employees with traditional bank accounts.

To make an EFT payment to an employee’s Mukuru card:

- Go to the Employees section.

- Click on the relevant employee’s name (one click only) so the employee is highlighted.
- On the toolbar at the top of the window, click the 4th button (Employee Setup Wizard).
- In the Employee Setup Wizard, click Next up to the Banking Details page.
- On the Banking Details page, click the button to the right of the Bank Name field, then select “Mukuru Card (Standard Bank)” from the resulting lookup list.

Once selected, the remaining bank account fields will automatically be completed with the relevant bank account details as required by Mukuru Card.

- Enter the employee’s 16-digit Mukuru card number at the bottom of the window. This number will be used as the payment reference when the EFT transfer is made into Mukuru’s bank account.
- Click Next up to the last page of the wizard, then click Finish.

Employees with Mukuru cards can be paid via EFT manually or can be included in ACB payment files for batch processing, just like any other employee with a traditional bank account.

Printing of Training History for All Employees (V4.3.2.1)

The training history report can now be printed for all employees at once, instead of only for one employee at a time as was the case in the past.

To print the training history of all employees:

- Go to the Employees section.
- Select Reports → Employee Reports → Training History (All) from the main menu.

The resulting report will reflect the full training history of all employees on your payroll, sorted first by employee (in the selected employee order) and then by training date, and can either include or exclude terminated employees.

Printing of Employer's PAYE and UIF Reference Numbers on Payslips (V4.3.2.1)

The employer's PAYE reference number and UIF registration number will now be printed as part of the employer's statutory details on employee payslips, provided that these numbers have been specified in the Employer Setup Wizard.

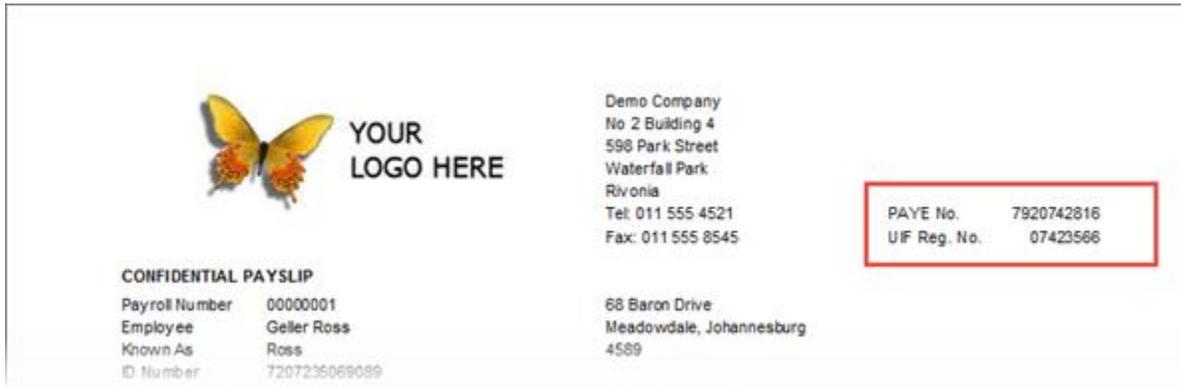
To specify an employer's PAYE reference number and UIF registration number:

- Select Setup → Employer Details from the main menu.
- On the first page of the Employer Setup Wizard, click Next.
- On the Statutory Details page, ensure that both the employer's PAYE reference number and UIF registration number has been completed.

The screenshot displays the 'Employer Setup Wizard' window, specifically the 'Statutory Details' step. The window title is 'Employer Setup Wizard' and the section title is 'Statutory Details'. Below the title, there is a instruction: 'Enter the employer's reference numbers in respect of statutory deductions in the relevant fields below.' The form contains three input fields: 'PAYE Reference No.' with the value '7920742816', 'UIF Reference No.' with the value 'U920742816', and 'SDL Reference No.' with the value 'L920742816'. The 'UIF Registration No.' field is also visible with the value '07423566'. At the bottom of the form, there is a checkbox labeled 'This Employer is Exempt from contributing to Skills Development Levies (SDL)' which is currently unchecked. The bottom of the window features a navigation bar with buttons for 'Help', '< Back', 'Next >', and 'Cancel'.

- Click Next up to the last page of the wizard, then click Finish.

Once completed, these numbers will automatically be printed as part of the employer details on employee payslips.



Note: The exact position where these numbers are printed differ slightly depending on the payslip layout being used (e.g. Normal A4 vs. Confidential Laser Payslips).

Printing of Employees' Residential Address, Postal Address and Banking Details on Payslips (V4.3.2.1)

It is now possible to select whether employees' residential addresses, postal addresses and banking details (if paid via EFT) should be printed on employees' payslips.

By default, both an employee's residential and postal address details as well as the employee's banking details (if paid via EFT) will now be printed on the employee's payslip, to the right of the employee's personal details (in the space normally occupied by the condensed time sheet if the employee is weekly paid).

To control whether or not address and banking details are printed on employee payslips:

- Select Setup → Options from the main menu, then select the Payslip Options tab.
- Select the option to “Suppress Employee Address Details on Payslips” if you do **not** want employees’ address details to be printed on their payslips.

Suppress Income Items for Unpaid Leave on Payslips
 Suppress Year to Date Totals on Payslips
 Suppress Employee Address Details on Payslips
 Suppress Bank Account Details on Payslips of Employees paid by EFT

- Select the option to “Suppress Bank Account Details of Employees paid via EFT” if you **not** want employees’ bank account details to be printed on their payslips.

Suppress Year to Date Totals on Payslips
 Suppress Employee Address Details on Payslips
 Suppress Bank Account Details on Payslips of Employees paid by EFT

Note: For weekly paid employees, the printing of the condensed time sheet always takes precedence over the printing of address and/or banking details. The address and banking details of weekly paid employees will therefore only print on their payslips if the option to “Suppress Condensed Time Sheets on Weekly Payslips” has been selected (i.e. if the condensed time sheet is *not* printed on their payslips).

BUG FIXES

Fixed an issue where the Print Reports button on the toolbar at the top of the Tax Year Totals section was not always visible.

Fixed an issue where an employee's Retirement Funding Income (RFI) details would not be updated correctly if a deduction that affects an employee's retirement funding income (i.e. pension or provident fund contributions) was added to an employee's standard deductions automatically by virtue of the fact that the deduction type was incorrectly defined as being a statutory deduction (i.e. a deduction required by law). This would result in the employee's total retirement funding income incorrectly being reflected as zero on the employee's tax certificate, even though the employee did in fact contribute to a pension or provident fund. This issue has now been fixed.

Fixed an issue where trying to export an Electronic UIF Declaration file for a month in which there were no employees who were subject to UIF would cause an Invalid Floating Point Operation error during the export process. In future, if no employees are subject to UIF for a particular month (i.e. the UIF export file, if created, would contain no employees), an error report will be generated stating that there are no employees to export, and the export process will be cancelled.

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.