

INTERCODE PAYROLL V5.4.0 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.

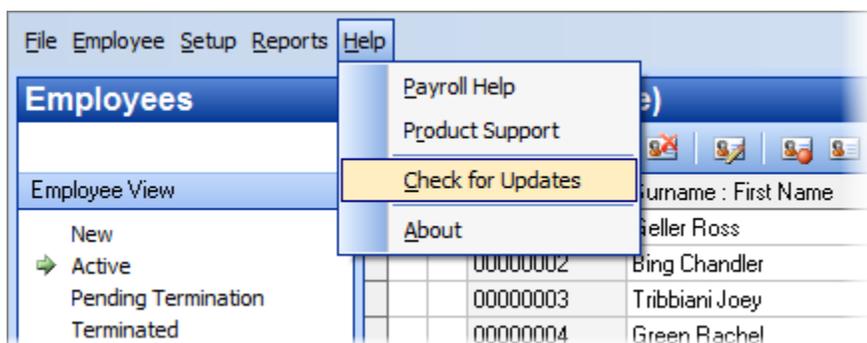
HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL

There is no need to uninstall your current version of Intercode Payroll before installing a newer version of the software.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

This release relates mainly to the tax certificate changes required by SARS for the 2017-08 interim reconciliation. These changes are detailed in the latest SARS Business Requirement Specification (BRS V16.1.1) which can be downloaded from the SARS web site at www.sars.gov.za.

New ETI Information Code 7005 (Qualifying Period indicator)

SARS has introduced a new ETI information code (code 7005) to indicate the ETI qualifying period (i.e. first twelve qualifying months or second twelve qualifying months) of each calendar month in which an employee qualifies for ETI.

- If an employee qualifies for ETI in a particular month and that month is within the *first* twelve qualifying months then code 7005 will be exported to the electronic tax certificate file with a value of "1".

- If an employee qualifies for ETI in a particular month and that month is within the *second* twelve qualifying months then code 7005 will be exported to the electronic tax certificate file with a value of “2”.
- If an employee does not qualify for ETI in a particular month then that month is not regarded as a “qualifying month” and code 7005 will be exported to the electronic tax certificate file with a value of “0”.

Seeing as the way in which the value of the ETI that an employer can claim in respect of a qualifying employee is calculated differently during the first and second twelve qualifying months, SARS requires this information in order to verify the ETI values that were calculated in respect of each of the qualifying employee on your payroll, in each individual month.

Changes to Existing ETI Information Code 7003 (Minimum Wage)

For tax years prior to 2018, code 7003 had to reflect the *monthly* minimum wage applicable to each qualifying employee on your payroll for each particular month, regardless of whether or not a wage regulating measure (e.g. a minimum wage set by a council or a sectoral determination) was in place. If there was no wage regulating measure in place this field would reflect the default monthly minimum wage (currently R 2,000.00) as defined in the ETI Act.

The description of code 7003 has however now been changed simply to “Minimum Wage”, and as of the 2018 year of assessment must now only reflect a minimum wage if there is a wage regulating measure in place, and can now be an hourly, weekly or monthly rate. If no wage regulating measure is in place this field must be zero.

Intercode Payroll has therefore been updated accordingly. Export files that are created for tax years prior to 2018 will still reflect the applicable *monthly* minimum wage under code 7003 as was the case in the past. Export files that are created for tax years as of 2018 onwards however will only reflect a value under code 7003 if there is a wage regulating measure that applies to the relevant employee, otherwise code 7003 will be exported with a value of “0.00” (in which case SARS will assume that the default monthly minimum wage as defined in the ETI Act is applicable to the employee).

New ETI Information Code 7008 (Wage Paid)

SARS has introduced a new ETI information code (code 7008) to indicate the actual wage paid to an employee in each calendar month in which the employee qualified for ETI. This field differs from the employee’s *Remuneration Paid* (code 7002) in that code 7008 will reflect only to the employee’s basic salary or wage, excluding all additional payments such as overtime, bonuses etc.

SARS intends to use this information to verify that the actual wage paid to each employee is equal to or greater than the minimum wage applicable to the employee (code 7003).

New Tax Certificate Code 3190 (ETI Employment Date)

SARS has introduced a new tax certificate code (3190) to indicate the date on which an employee was first employed by the relevant employer, or by an associated employer as defined in the ETI Act. The purpose of this field is to verify that an employee's initial employment date is not earlier than 01 October 2013, in which case the employee would not qualify for ETI.

Intercode Payroll has been updated to automatically include this field in all electronic tax certificate export files that are created for any years of assessment in which the ETI Act was effective.

New Report (Payment Variances)

A New report has been added to the Payroll section in order to reflect variances in the total income of the employees in a particular pay group from one pay period to the next.

To access this report:

- Go to the *Payroll* section at the bottom left of the main menu.
- Select *Pay Period* at the top left of the main window.
- Select the relevant pay group to the left of the window.
- On the toolbar at the top of the window, click *Print Reports*, then select *Payment Variances* from the drop-down menu.

PAYMENT VARIANCES (TOTAL INCOME)

Demo Company

Pay Period Ending : Wednesday 23 August 2017

Payroll No.	Employee	This Period	Last Period	Variance
00000041	Doe John	4 800.00	4 000.00	800.00
00000042	Doe Jane	2 434.78	4 000.00	-1 565.22
00000043	Doe James	2 434.78	4 000.00	-1 565.22
00000044	Doe Jenny	3 200.00	4 000.00	-800.00
Grand Totals :		12 869.56	16 000.00	-3 130.44

The resulting report reflects the total income from the previous period, the total income from the current pay period, and the value of the positive or negative variance between the two periods for each

End of Release Notes

If you have any questions regarding the features included in this release, or if you have any trouble installing the update, please contact the Intercode support desk on 086 111 3523 for assistance.