INTERCODE PAYROLL V5.13.0 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.

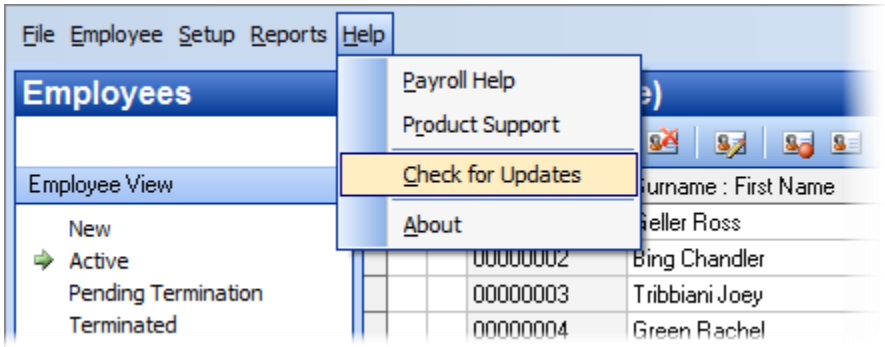
HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL

There is no need to uninstall your current version of Intercode Payroll before installing a newer version of the software.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

UIF Earnings Limit Increase

As announced in Government Gazette 44641 which was published on 28 May 2021, the maximum amount of remuneration that may be taken into account for determining both employee and employer contributions to the Unemployment Insurance Fund will increase from **R 14 872** per month to **R 17 712** per month as of **01 June 2021**. Based on the new earnings limit, the maximum amount of UIF that can be deducted from an employee or contributed by the employer will increase from R 148.72 (1% of R 14 872) per month to R 177.12 (1% of R 17 712) per month as of 01 June 2021.

The new earnings limit has already been built into Intercode Payroll V5.13 and will now automatically be used when calculating the value of UIF contributions on employee payslips that fall in June 2021 or later.

Important:

If you have already created your June 2021 payslips on Intercode Payroll you will need to force the recalculation of the UIF contribution values on those payslips after this update has been installed.

To force the recalculation of the UIF contributions according to the new UIF limit:

- Go to the *Payroll* section.
- Select the first relevant pay group and pay period in the navigation pane to the left of the window (this should be the first pay period that falls in June 2021).
- In the main window, double-click on the relevant employee's name to open the *Employee Payslip* window.
- In the *Employee Payslip* window, select the *Deductions* tab and double-click on the *Unemployment Insurance Fund* deduction to open the *Deduction Item* window.
- In the *Deduction Item* window, click *OK* to recalculate the UIF contribution amount according to the new limit.
- Repeat for all employees.

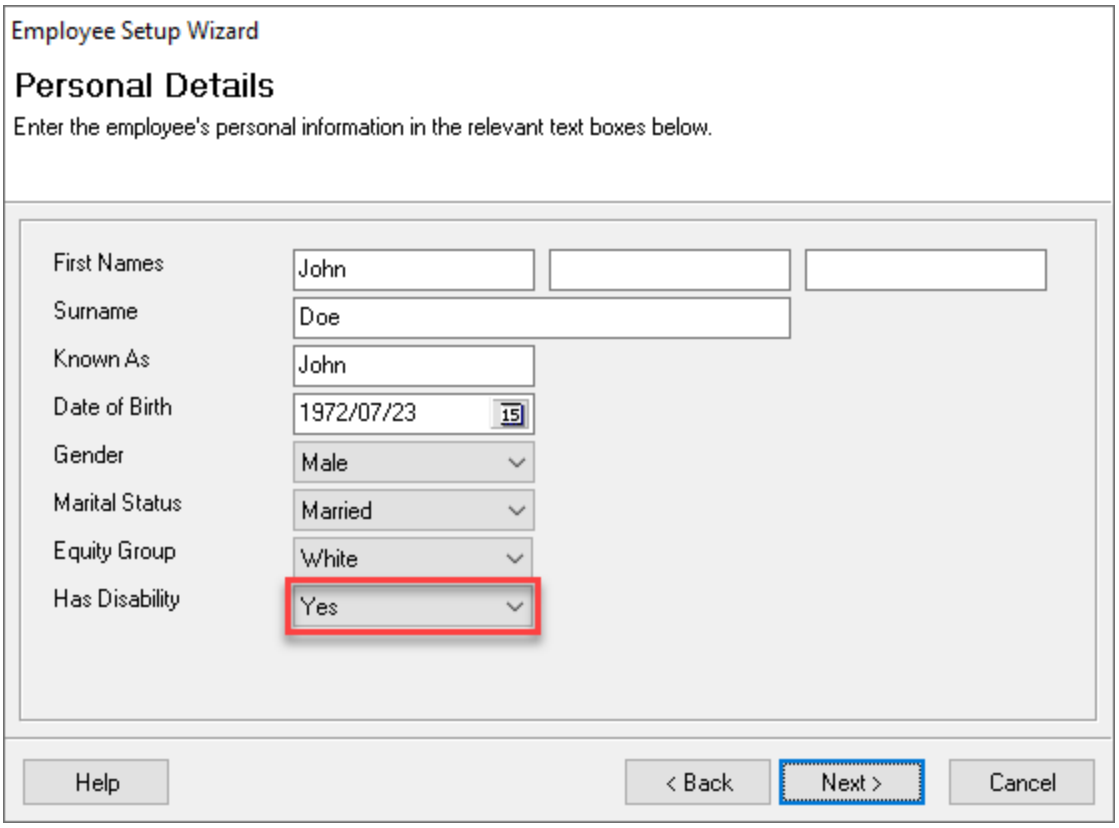
Note: You can also easily recalculate the UIF contributions amounts of all employees at once by simply reversing the latest payroll run (June 2021) and then running the payroll forward again to recreate the relevant payslips.

New Disability Indicator on Employee Setup Wizard

The *Personal Details* page of the *Employee Setup Wizard* now has a new drop-down box to indicate whether an employee has a disability as defined in the Income Tax Act. The Income Tax Act of 1962 defines a disability as a moderate to severe limitation of a person's ability to perform daily activities as a result of physical, sensory, communication, intellectual or mental impairment, if the limitation has lasted longer or has a prognosis of lasting longer than one year and it is diagnosed by a duly registered medical practitioner in accordance with the criteria prescribed by the commissioner.

To view or change an employee's disability status:

- 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* to move to the *Personal Details* page.
- Use the drop-down box at the bottom of the *Personal Details* page to indicate whether the employee has a disability (as defined).



- Click *Next* up to the last page of the *Employee Setup Wizard*, then click *Finish* to close the window.

This field is currently only used for generating Employment Equity Reports but may also be of use for statistical purposes and third-party reporting. The *Employee Listing: Personal Details* report has therefore also been enhanced to show the disability status of each of the employees on the payroll.

To print a list of employees' disability statuses:

- Select *Reports* → *Employee Reports* → *Employee Listing* from the Intercode Payroll main menu to open the *Print Employee Lists* window.
- In the *Print Employee Lists* window, tick the *Personal Details* option, then click *Generate Report* at the bottom of the window.

This will generate the *Employee Listing: Personal Details* report which now includes a column to the far right indicating each employee's disability status.

EMPLOYEE LISTING : PERSONAL DETAILS

Demo Company

Payroll No.	Employee	Known As	Second Name	Third Name	Date of Birth	Age	Marital Status	Gender	Equity Group	Disability
00000001	Doe John	John			1972-07-23	48 10	Married	M	White	Yes
00000002	Doe Jane	Jane			1980-01-01	41 05	Married	F	White	No
00000003	Doe James	James			2000-01-01	21 05	Widowed	M	White	No
00000004	Doe Jenny	Jenny			2000-01-01	21 05	Married	F	White	No

Notes: Age : Indicates employee's current age expressed in years and months
Equity Group : A = African : C = Coloured : I = Indian / Asian : W = White

Finally, the *Employee Take-on Form* has also been enhanced to include an option for new employee to indicate whether they have a disability (as defined).

To print the *Employee Take-on Form*:

- Select *Report* → *Employee take-on Form* from the Intercode Payroll main menu.

The option for new employees to indicate whether they have a disability can be found under the *Personal Details* heading to the right of the *Gender* field.

EMPLOYEE TAKE-ON FORM

Demo Company

Please complete in CAPITAL LETTERS using a black pen. Fields printed in grey must be marked with an "X".

Personal Details

Title	MR	MISS	MRS	MS	DR	PROF	REV	Other:
First Names								
Surname							Known As:	
Identification Type	RSA ID		Passport		Work Permit		Other:	
ID / Passport / Other No.						Passport Country of Issue:		
Date of Birth	C	C	Y	Y	M	M	D	D
Gender	Male		Female				Has Disability:	Yes / No
Marital Status	Single		Married		Divorced	Separated	Widowed	Domestic Partner
Equity Group	African		Coloured		Indian / Asian	White	(Required for Employment Equity reports)	
No. of Medical Aid Members	Adults :				Children :		(No. of adults must include main member)	

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 012 802 4200 for assistance.