INTERCODE PAYROLL V6.3.2 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.

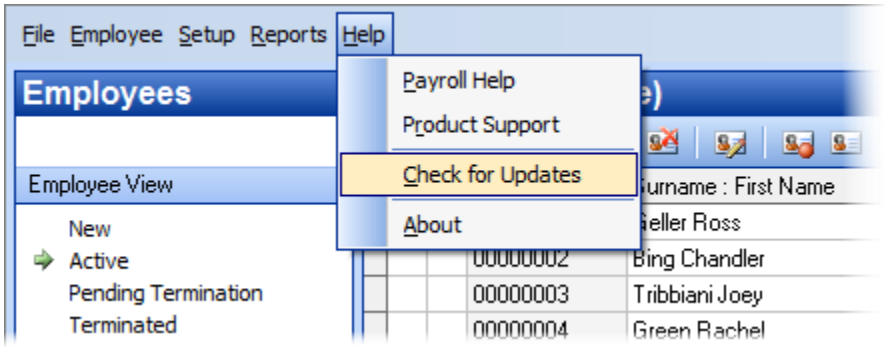
HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL

There is no need to uninstall your current version of Intercode Payroll before installing a newer version of the software.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 *Download* page on the Intercode web site (http://www.intercode.co.za/download) and click the button 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 *Downloads* 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 *Downloads* folder, 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, open Intercode Payroll and open your employer file. If you see a message stating that your employer file is being updated, wait for this process to finish, following which the employer file will be opened.

The update process is now complete, and you can continue using the software as usual.

WHAT'S NEW

Employment Tax Incentive (ETI) Remuneration Range and Calculation Ratio Changes

On 12 March 2025, SARS published the Draft rates and Monetary Amounts and Amendment of Revenue Laws Bill which, among other things, includes the following changes to the ETI Act:

1. The minimum wage payable to an employee in a month for the employer to be eligible to claim ETI in respect of that employee in that month is raised from **R2 000** to **R2 500** per month.

2. The maximum remuneration that can be received by an employee in a month for that employee to qualify for ETI is raised from **R6 500** to **R7 500**.

3. The formula used to calculate the value of the employment tax incentive that can be claimed in respect of a qualifying employee in a month has been updated by widening the remuneration ranges of qualifying employees and the calculation ratios used in the formula have been adjusted accordingly.

The effective date of these changes is 01 April 2025.

The amount of ETI claimable by an eligible employer in respect of a qualifying employee in any month up to an including **March 2025** will therefore remain unchanged and must be calculated as follows:

During the first 12 months that an employee is a qualifying employee, if the employee's remuneration in a month is:

- Less than R2 000, ETI is equal to 75% of the employee's remuneration.
- R2 000 or more but less than R4 500, ETI is equal to R1 500.
- R4 500 or more but less than R6 000, ETI is equal to R1 500 minus 75% of the portion of the employee's remuneration that exceeds R4 500.
- R6 000 or more, ETI is equal to nil.

During the second 12 months that an employee is a qualifying employee, if the employee's remuneration in a month is:

- Less than R2 000, ETI is equal to 37.5% of the employee's remuneration.
- R2 000 or more but less than R4 500, ETI is equal to R750.
- R4 500 or more but less than R6 000, ETI is equal to R750 minus 37.5% of the portion of the employee's remuneration that exceeds R4 500.
- R6 000 or more, ETI is equal to nil.

The amount of ETI claimable by an eligible employer in respect of a qualifying employee in any month as of **April 2025** onwards must however now be calculated as follows:

During the first 12 months that an employee is a qualifying employee, if the employee's remuneration in a month is:

- Less than **R2 500**, ETI is equal to **60%** of the employee's remuneration.
- **R2 500** or more but less than **R5 500**, ETI is equal to R1 500.
- **R5 500** or more but less than **R7 500**, ETI is equal to R1 500 minus 75% of the portion of the employee's remuneration that exceeds **R5 500**.
- **R7 500** or more, ETI is equal to nil.

During the second 12 months that an employee is a qualifying employee, if the employee's remuneration in a month is:

- Less than **R2 500**, ETI is equal to **30%** of employee's remuneration.
- **R2 500** or more but less than **R5 500**, ETI is equal to R750.

- **R5 500** or more but less than **R7 500**, ETI is equal to R750 minus 37.5% of the portion of the employee's remuneration that exceeds **R5 500**.
- **R7 500** or more, ETI is equal to nil.

The changes described above are summarised in the two tables below for comparative purposes.

ETI calculation in months up to an including **March 2025**:

Monthly Remuneration	Monthly ETI During First 12 Qualifying Months	Monthly ETI During Next 12 Qualifying Months
R 0.00 - R1 999.99	75% of Remuneration	37.5% of Remuneration
R2 000.00 - R4 499.99	Fixed Amount of R 1 500.00	Fixed Amount of R 750.00
R4 500.00 - R6 499.99	R 1 500.00 - (0.75 x (Remuneration - R 4 500.00))	R 750.00 - (0.375 x (Remuneration - R 4 500.00))
R6 500.00 >	R 0.00	R 0.00

ETI calculation in months as of **April 2025** onwards:

Monthly Remuneration	Monthly ETI During First 12 Qualifying Months	Monthly ETI During Next 12 Qualifying Months
R 0.00 - R2 499.99	60% of Remuneration	30% of Remuneration
R2 500.00 - R5 499.99	Fixed Amount of R 1 500.00	Fixed Amount of R 750.00
R5 500.00 - R7 499.99	R 1 500.00 - (0.75 x (Remuneration - R 5 500.00))	R 750.00 - (0.375 x (Remuneration - R 5 500.00))
R7 500.00 >	R 0.00	R 0.00

Note: These changes have already been built into Intercode Payroll V6.3.2, so the applicable formula will automatically be applied depending on the payroll month being processed. There is no need for you to change anything on your payroll. These changes are highlighted here for informative purposes only.

New Export to Excel: Pay Period Summary (Nett Pay Breakdown)

It is now possible for the Payroll Summary (Nett Pay Breakdown) that can be exported to Excel from the Monthly Totals section to also be generated and exported from the Payroll section for a particular pay period only.

To export a pay period summary for a particular pay period only:

- Go to the *Payroll* section.
- 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 window, click *Export* and then select *Pay Period Summary (Nett Pay Breakdown)* from the resulting drop-down menu.
- You will be presented with the Excel export options window. Make the relevant selections, then click *OK* to generate the export file.

- In the *Save As* window, select the location where the file should be saved, specify a file name, and then click *Save* to save the file.

If you selected the option to *Open After Export* in the export options window, the file will automatically be opened in Excel.

Pay Period Summary : Nett Pay Breakdown

Demo Company

Weekly Paid : 27 February 2025 to 05 March 2025

			Income								Deductions		
Payroll No.	First Name	Surname	Basic Wage	IOD	Night Shift	Overtime Hours @ 1.5	Overtime Hours @ 2.0	Sick Leave	Uniform Allowance	Total	Unemployment Insurance Fund (UIF)	Total	Nett Pay
00000007	Raymond	Barone	1 200,00		72,00	90,00				1 362,00	-13,62	-13,62	1 348,38
00000008	Debra	Barone	832,00			39,00		208,00		1 079,00	-10,79	-10,79	1 068,21
00000009	Francis	Barone	1 200,00				360,00			1 560,00	-15,60	-15,60	1 544,40
00000010	Marie	Barone	840,00			78,75				918,75	-9,19	-9,19	909,56
00000011	Robert	Barone	896,00	168,00					50,00	1 114,00	-10,64	-10,64	1 103,36
Grand Total			4 968,00	168,00	72,00	207,75	360,00	208,00	50,00	6 033,75	-59,84	-59,84	5 973,91

The resulting Excel spreadsheet contains a breakdown of the income, deductions and nett pay of all the employees in the relevant pay group for the relevant pay period. It does not however contain the details of fringe benefits or any employer contributions, as those do not influence an employee's nett pay.

Note: The spreadsheet that is generated will contain separate columns for each of the individual income or deduction types that were processed in the relevant pay period. Since there is no limit to the number of user-defined income and deduction types that can be defined on Intercode Payroll, the spreadsheet could therefore potentially contain many columns (i.e.: it can become very wide) which would make it impractical for printing. For this reason, the relevant information is exported directly to Excel instead of being presented as a printable report. You could however still print it from Excel if required.

BUG FIXES

There were no bug fixes in this release.

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.