

200c Release Notes 5.7a

September 2021

Table of Contents

1.0	Important Notice	4
2.0	RSA: COVID-19 Relief Measures	5
2.1	Employment Tax Incentive (ETI) Relief Measures	5
2.1.1	Employment Tax Incentive Table	7
2.1.2	ETI Reimbursements	8
2.1.3	Examples to Illustrate Additional ETI Relief	9
2.2	Pay-as-you-earn (PAYE) Relief Measures	10
2.2.1	Deferral of payment of PAYE for qualifying employers:	10
2.2.2	To claim tax relief for PAYE:	11
3.0	RSA: Mid-year Submission	12
3.1	Amended ETI Code Validations	12
3.1.1	IRP5 Code 7005: ETI Qualifying 12-month Cycle Indicator	12
3.1.2	IRP5 Code 7004: Monthly Calculated ETI	12
3.2	Discontinued IRP5 Codes	12
3.3	New IRP5 Codes: Directives on Lump Sums	12
3.4	Changes to Employee Statutory Details Tab	13
3.5	Access Control	15
4.0	RSA: OID Limit Increase and System Change (Premier/Classic)	16
5.0	Botswana: Tax Table Changes	17
5.1	Residents	17
5.2	Non-residents	17
6.0	Malawi: Tax Table Change	18
7.0	Namibia: VET Levy	19
7.1	System Changes - User Intervention Required	19
7.2	Period VET Calculation	19
8.0	Tanzania: Tax Table Change	21
9.0	Other Tax Countries: Amended Statutory Reports	22
10.0	Other Tax Countries: Existing Bank File Changes	25
10.1	Zimbabwe: Added IMTT Code to CSZ Version 4 Bank File	25

11.0	Reports and Report Writer Codes	26
11.1	New Standard Reports	26
11.1.1	RSA Users	26
11.2	Instructions to Import Reports	26
11.2.1	Batch Imports	26
11.2.2	Export/Import Reports Option	27
11.3	RG Codes	28
11.3.1	RSA Users (Premier/Classic)	28
12.0	Items Resolved	30

1.0 Important Notice

When you access RSA companies for the first time, an Important Notice will display with the following information:

IMPORTANT NOTICE

The National Treasury and SARS published the second batch of the 2021 draft Taxation Laws Amendment Bill (TLAB) and 2021 draft Tax Administration Laws Amendment Bill (TALAB) which contains the emergency tax measures taking effect on 1 August 2021. These relief measures include the expansion of the Employment Tax Incentive (ETI). Although not promulgated yet, these Bills provide the necessary legislative amendments required to implement the Covid-19 tax relief measures.

Only Employers who registered with SARS for employee tax purposes on or before 25 June 2021 are eligible to claim the Additional ETI Relief. If your company is eligible to receive the Additional ETI Relief, ensure that the applicable field on the Company > Basic Company Information > ETI Tab is ticked. Remove the tick if you are not eligible.

The Additional ETI Relief changes for the period August 2021 to November 2021 include:

- Amendments to the ETI values.
- Minimum Wage Test of R2000 falling away
- Employees who qualified for ETI and already reached 24 months qualify for another 4 months.
- Employees who are 30 to 65 years old on the last day of the calendar month, who meet all criteria, also qualify.

Remember to revisit the Employee > Change Employee > ETI Tab for qualifying employees to ensure all the applicable fields are completed and that the Minimum Wage and Hours fields setup on the Basic Company Information > ETI Tab still apply.

Other changes include new fields for Lump Sum Directives. Review the directive details on the Employee Information Screen (IS) > Statutory Details Tab.

Review your IRP5 Codes on the Definition screens before doing Mid-year Submissions. IRP5 Codes not applicable for the 2022 Tax year have been removed.

Please refer to the [RELEASE NOTES](#) on the Company Listing Screen for more details.

This notice will be displayed each time you access the company until you acknowledge the message at the bottom of the screen.

I acknowledge. Don't show this message again. ☐

[PRINT](#)

CONTINUE

This notice will be displayed each time you access the company until you acknowledge the message at the bottom of the screen.

You can print this screen for reference purposes.

2.0 RSA: COVID-19 Relief Measures

PLEASE NOTE: The information that follows is up to date at the time of compiling this document and releasing our software Release 5.7a.

Please ensure that you are registered on Sage City to remain updated with any changes and product-specific information.

Despite the recent relaxation of the national lockdown, various businesses and employees are still negatively impacted by the COVID-19 pandemic. The negative effect is further worsened by the recent civil unrest; therefore, Government wishes to extend the tax relief measures, following the design implemented in 2020.

The National Treasury and SARS published the second batch of the 2021 Draft Taxation Laws Amendment Bill (TLAB) and 2021 Draft Tax Administration Laws Amendment Bill (TALAB) which contains the emergency tax measures taking effect on 1 August 2021.

These relief measures include the expansion of the employment tax incentive (ETI) and PAYE deferral. Although not promulgated yet, these Bills provide the necessary legislative amendments required to implement the Covid-19 tax relief measures.

- It is proposed that the expansion of the ETI be reinstated for another limited four-month period, following the design implemented in 2020.
- It is proposed that the PAYE deferral relief measure be reinstated for another limited three-month period.

2.1 Employment Tax Incentive (ETI) Relief Measures

These measures are deemed to come into operation on 1 August 2021 for a 4-month period until 30 November 2021. These measures and new rules only apply to **employers** who are **registered** for employees' tax with SARS on or before **25 June 2021**.

During conversion the 'Additional ETI Relief' option will be selected (ticked) on Basic Company Information > Employee Tax Incentive Tab.

Basic Company Information	Address Details	Contact Information	Additional Information	Employment Tax Incentive
Exclude Company (e.g. Public Sector)	<input type="checkbox"/> Selecting this option indicates that the Employer is not an Eligible Company and will be permanently excluded from ETI.			SIC Code
Company Eligible	<input checked="" type="checkbox"/> Selecting this option implies that the Employer is entitled to Tax Incentives for this Period. The EMP201 report will reflect the Incentive.			01140 Growing of sugar cane
Additional ETI Relief	<input checked="" type="checkbox"/> Selecting this option implies that the Employer registered with SARS for employee's tax purposes on or before 25 June 2021.			

If you do not want to make use of this relief, please unselect (untick) this option.

Changes are indicated in blue.

A **qualifying employee** is an employee who –

- has a valid South African ID, a valid asylum seeker permit or valid refugee ID,
- is 18 to 29 years old on the last day of the calendar month and was employed before, on or after 1 October 2013 by the employer or associated person,
- is 30 to 65 years old on the last day of the calendar month and was employed before, on or after 1 October 2013 by the employer or associated person,
- is any age and renders services mainly (more than 50%) within a special economic zone (SEZ) to an employer that carries on trade within a SEZ who is a qualifying company as contemplated in the Income Tax Act under the SEZ regime and was employed before, on or after 1 October 2013 by the employer or associated person, or
- is not a connected person in relation to the employer,
- is not a domestic worker,
- earns at least the minimum wage (from 1 August 2021 to 30 November 2021, it may not be less than the minimum wage as specified by a wage regulating measure or the National Minimum Wage Act), and
- earns monthly remuneration of less than R6 500. Please note that this is remuneration as defined in paragraph 1 of the Fourth Schedule to the Income Tax Act. No remuneration gross-up calculation should be done, irrespective of the employed and remunerated hours value. Therefore, the actual remuneration value for the month should be used to determine if the remuneration is less than R6 500.

Example:

	Before August 2021 (and after November 2021)	From 1 August 2021 – 30 November 2021
Actual remuneration for the month	R2 600	R2 600
Employed and remunerated hours for the month	130 hours	130 hours
Monthly remuneration used to calculate the ETI amount	R3 200 (R2 600/ 130 x 160). A gross-up calculated is required since the employed and remunerated hours are less than 160.	R2 600 (no gross up calculation required for these months).

All employees must be linked to a Minimum Wage Code and the Wage Regulating Measure/National Minimum Wage must be selected (ticked) on the Employee ETI Tab for ETI to calculate.

SIC

Special Economic Zone

Minimum Monthly Wage

Amt: 3321.60
Rate: 20.76

Wage Regulating Measure / National Minimum Wage Rate ☒

SIC Code
Growing of sugar cane

Refer to R5.4a Release Notes for detailed steps on how to create the Minimum Wage Code and on activating the Wage Regulation Measure/National Minimum Wage flag.

2.1.1 Employment Tax Incentive Table

The Employment Tax Incentive Table has been amended to accommodate the Additional ETI Relief.

The Employee ETI History Screen

(Main Menu > Payroll > Payslip > Select Employee > Click on <ETI>)

displays the ETI Table before the ETI relief measures were introduced.

The ETI Relief Measures table is found on the <ETI Calc Info> document, at the bottom of this Screen.

The table on the Employee ETI History Summary Tab has remained unchanged and is applicable:

- from 1 January 2021 – 31 July 2021,
- in companies where the Additional ETI Relief tick has not been flagged on the ETI Company Setup Screen, and
- from December 2021.

Monthly Remuneration	First 12 Months of Employment	Next 12 Months of Employment
R 0.00 - R 1999.99	50% of Monthly Remuneration	25% of Monthly Remuneration
R 2000.00 - R 4499.99	R 1000	R 500
R 4500.00 - R 6499.99	R 1000 - (50% * (Monthly Remuneration - R 4500.00)) If Remuneration = R 6499.99, the incentive = 0	R 500 - (25% * (Monthly Remuneration - R 4500.00))

The <ETI Calc Info> document is found at the bottom of this screen.

SUPPORT LETTER ETI CALC INFO

CANCEL

The **ETI Table**, valid from 1 August 2021 to 30 November 2021:

Monthly remuneration	First 12 months	Next 12 months	Months exceeding 24 months/30–65 years of age/employed before 1 October 2013
Apply to:	<ul style="list-style-type: none"> - Qualifying employees aged 18 to 29 years old and employed on/after 1 October 2013, or - Qualifying employees who qualify according to the SEZ criteria and employed before, on or after 1 October 2013. 	<ul style="list-style-type: none"> - Qualifying employees aged 18 to 29 years old and employed on/after 1 October 2013, or - Qualifying employees who qualify according to the SEZ criteria and employed before, on or after 1 October 2013. 	<ul style="list-style-type: none"> - Qualifying employees aged 18 to 29 years old and employed on/after 1 October 2013 and have already qualified for 24 months, or - Qualifying employees who qualify according to the SEZ criteria and employed before, on or after 1 October 2013 and have already qualified for 24 months, or - Qualifying employees aged 18 to 29 years old and employed before 1 October 2013 - Qualifying employees aged 30 to 65 years old and employed before, on or after 1 October 2013
R0 – R1 999.99	87.5% of monthly remuneration	62.5% of monthly remuneration	37.5% of monthly remuneration
R2 000 – R4 499.99	R1 750	R1 250	R750
R4 500 – R6 499.99	Formula: R1 750 - (87.5% x (monthly remuneration – R4 500))	Formula: R1 250 - (62.5% x (monthly remuneration – R4 500))	Formula: R750 - (37.5% x (monthly remuneration – R4 500))

- ETI amounts must be pro-rated if the employee was employed and remunerated for less than 160 hours in the month. Therefore, it is important that the correct employed and remunerated hours (ordinary/contractual, unpaid and additional hours) must be captured/indicated in the system for all employees, to ensure the correct ETI calculation is applied.
- Employers who are not registered for employees' tax with SARS on or before 25 June 2021 may claim ETI, but not the additional ETI as indicated in the table above.

2.1.2 ETI Reimbursements

SARS has accelerated the payment of the employment tax incentive reimbursements from twice a year to monthly as a means of getting cash into the hands of tax compliant employers.

Please note that 'reimbursements' are the 'ETI Carry Forward' value on the EMP201. This amendment is effective from 1 August 2021 and applies in respect of any remuneration paid on/before 30 November 2021.

No changes will be made to the payroll system to accommodate this. This will be applied by SARS after the employer has submitted and paid the EMP201 before the deadline.

2.1.3 Examples to Illustrate Additional ETI Relief

Example 1:

Employer XYZ employs 3 qualifying employees.

- Employee A (aged 22): Has qualified for ETI 4 times before August 2021, the month of August is his 5th qualifying month. All qualifying criteria are met. The employee's monthly remuneration is R3 500.00. Employed and remunerated for a full month.
- Employee B (aged 28): Has qualified for ETI 24 times before August 2021. All qualifying criteria are met. The employee's monthly remuneration is R3 000.00. Employed and remunerated for a full month.
- Employee C (aged 40): Has not qualified for ETI before. All qualifying criteria are met. The employee's monthly remuneration is R6 000.00. Employed and remunerated for a full month.

	Normal ETI	COVID-19 ETI Relief
Employee A	R1 000	R1 750
Employee B	R0	R750
Employee C	R0	R187.50 (R750 – (37.5% x (R6 000 – R4 500)))
TOTAL ETI:	R1 000	R2 687.50

Example 2:

Employer XYZ employs 3 qualifying employees.

- Employee A (aged 22): Has qualified for ETI 14 times before August 2021, the month of August is his 15th qualifying month. All qualifying criteria are met. The employee's monthly remuneration is R3 500.00. Employed and remunerated for a 100 hours.
- Employee B (aged 28): Has qualified for ETI 24 times before August 2021. All qualifying criteria are met. The employee's monthly remuneration is R3 500.00. Employed and remunerated for 100 hours.
- Employee C (aged 32): Has qualified for ETI 5 times before August 2021. All qualifying criteria are met. The employee's monthly remuneration is R6 000.00. Employed and remunerated for 100 hours.

	Normal ETI	COVID-19 ETI Relief
Employee A	R500	R781.25 (pro-rata: R1 250 / 160 x 100)
Employee B	R0	R468.75 (pro-rata: R750 / 160 x 100)
Employee C	R0	R117.19 (R750 – (37.5% x (R6 000 – R4 500))) (pro-rata: R187.50 / 160 x 100)
TOTAL ETI:	R500	R1 367.19

2.2 Pay-as-you-earn (PAYE) Relief Measures

Please Note: No changes were made to the payroll system to accommodate this.

2.2.1 Deferral of payment of PAYE for qualifying employers:

A 'qualifying employer' that is a tax resident (or representative) that was registered for employees' tax by 25 June 2021, for a limited period of 3 months from 1 August 2021 – 31 October 2021 is allowed:

- To pay only 65% of the employees' tax withheld/deducted (PAYE liability) without SARS imposing penalties and interest for the late payment thereof. Therefore, the PAYE payable for August (which must be paid before 7 September) may be reduced by 35% and only 65% is payable. The same applies for the following two months of September and October.

The remaining 35% must be paid to SARS in 4 equal monthly instalments commencing on 1 November 2021 (first payment must be made on 7 December 2021) and ending on 7 March 2022 (EMP201 of February 2021). If these payments are not made before the deadline, SARS will impose penalties and interest.

'Qualifying employer' is a company, partnership, trust or individual –

- that is a taxpayer as defined in section 151 of the Tax Administration Act that conducts trade,
- that has a gross income of R100 million or less during the year of assessment ending on or after 1 April 2021 but before 1 April 2022.
- whose gross income for the year of assessment does not include more than 20% in aggregate of interest, dividends, foreign dividends, royalties, rental from letting fixed property, annuities and any remuneration received from an employer, and
- that is tax compliant as referred to in section 256(3) of the Tax Administration Act when relying on a deferral under this Act, provided that –
 - the gross income of a partnership for this purpose is the aggregate of the partner's gross income from the partnership, and

- the 3rd bullet above must be read without the reference to rental from letting fixed property, if the primary trading activity of the company, trust, partnership or individual is the letting of fixed properties and substantially the whole of the gross income is rental from fixed property.

2.2.2 To claim tax relief for PAYE:

- Complete the EMP201 as per normal with the full PAYE Liability (the form will calculate the PAYE payable at 100%, this value cannot be changed).
- Calculate the Total Payable as 65% of the PAYE Liability plus SDL Payable plus UIF Payable.
- SARS will issue a Statement of Account, reflecting the tax relief (deferred amount) for PAYE and the total amount payable for that respective period.
- If the payment is made late, the benefit of the tax relief for PAYE will be forfeited and SARS will impose penalties and interest on the calculated Total Payable.
- Check your Statement of Account after 48 hours of submitting the EMP201 to make sure that SARS has not revoked the discount due to non-compliance.

For more information, see the [SARS](#) website.

3.0 RSA: Mid-year Submission

Please consult the [Business Requirements Specification: PAYE Employer Reconciliation \(2021 Release\)](#) on the SARS website for more details of what is mentioned below.

3.1 Amended ETI Code Validations

3.1.1 IRP5 Code 7005: ETI Qualifying 12-month Cycle Indicator

The values can only be 0, 1, 2 or 3:

0 - if the employee does not qualify for ETI for the specified month

1 - if the employee qualifies for ETI for the specified month and the specified month is in the first 12-month period

2 - if the employee qualifies for ETI for the specified month and the specified month is in the second 12-month period

3 - if the employee qualifies for additional ETI (increased ETI due to COVID-19 for 2021-2022 Tax Year). This will be for the additional employees who qualify for ETI (employees aged 30 – 65, employees employed before 1 October 2013 and employees who have already qualified for 24 months).

3.1.2 IRP5 Code 7004: Monthly Calculated ETI

If the Year of Assessment is 2022, then special rules apply if the month is 08, 09, 10, or 11, to accommodate the additional ETI relief.

3.2 Discontinued IRP5 Codes

The following IRP5 Codes no longer apply as from the 2022 Annual Employer Reconciliation (1 March 2021 – 28 February 2022):

IRP5 Code	Name of Code
3724	Amounts paid by any COVID-19 Disaster Relief Organisation (IT)
4055	COVID-19 Solidarity Fund Donations

These IRP5 Codes will no longer be available on any IRP5 Code lists for Payroll Definitions. You should remove these Payroll Definition lines or redefine them.

3.3 New IRP5 Codes: Directives on Lump Sums

The following new IRP5 Codes are applicable as from the 2022 Annual Employer Reconciliation (1 March 2021 – 28 February 2022).

IRP5 Code	Name of Code	Description of Code
3231	Directive Issued Date	The date the directive was issued by SARS.
3232	Directive Income Source Code	The specific income source code indicated on the directive issued.
3233	Directive Income Amount	The value of the lump sum or taxable benefit as per the directive issued.

3.4 Changes to Employee Statutory Details Tab

We have made several system changes to accommodate the new IRP5 Codes relating to Directives.

Main Menu > Employee > Select Employee > Statutory Details Tab

Up until now we have only made provision for three Directive Numbers.

Employee Statutory Details Tab up until Release 5.7a:

We have had to make provision for an additional two Directive Numbers as well as the following entry fields for all five directives on Lump Sum payments:

- Directive Date Issued
- Directive Income Source Code
- Directive Income Amount

The 'Directive Number 1' field on the Employee Statutory Details Tab is renamed to 'Fixed Rate Directive Number' and is only used if the Employee Tax Status refers to a Directive:

- Directive %
- Directive (Director)
- Non Resident Non Executive Director (Directive)

Only the 'Fixed Rate Directive Number' is printed on the New/History Payslips and on InfoSlips (if you are licensed for this module) and not any of the directive numbers for Lumpsums.

All directive related information for lump sum payments will be captured on the new <Details of Directives> Screen.

Employee Statutory Details Tab as from Release 5.7a:

Personal Details	Address Details	Statutory Details	Payment Details
Tax Details			
Tax Office	<input type="text"/>		
Tax Number	★	<input type="text" value="0395860141"/>	
Tax Status	★	Directive % ⓘ	
Voluntary Over Deduction	<input type="checkbox"/>		
Legally Retired	<input type="checkbox"/>		
Directive %		<input type="text" value="12.00"/> %	
Fixed Rate Directive Number		<input type="text" value="165461651"/>	
Lump Sum Directives	DETAILS OF DIRECTIVES		
No of Tax Dependents	<input type="text" value="0"/>		
IRP5 Start Date	<input type="text" value="01/03/2021"/>	<input type="text" value="2"/>	
Age (Tax Year)	(50 yrs)		

Details of Directives Screen:

Lump Sum Directives				
Details of Directives				
No	Directive Number	Date Issued	Source Code	Amount
1	2616161	01/03/2021	3614	595959.00
2	159784623158741	05/03/2021	3720	46546.00
3	123456789012345	10/03/2021	3721	5454.00
4	444	20/03/2021	3907	555.00
5	55	31/03/2021	3907	22.00

[CONTINUE](#)

Directive numbers that were already entered on the Employee Statutory Details Tab for Lump Sum amounts will be moved to the new 'Details of Directives' Screen, during conversion to Release 5.7a.

Complete all the fields on the 'Details of Directives' screen according to the Directive(s) received for the employee. The Source Code must be selected from a list of valid IRP5 Earning Codes.

Once a Directive Number has been entered on this screen, all the other fields for that Directive Number must be completed too, else you will have validation errors when you create your IRP5 file.

The information on this screen can only be imported and exported with the **Flexi Fixed** and **Flexi Fixed and Financial Information Utility**, from a future release.

When doing a Start of Period into the **Start of the next Tax Year**, all information on the 'Details of Directives' Screen will be cleared, because these arrangements are only valid for the Tax Year in which it is issued.

3.5 Access Control

The 'Details of Directives' Screen is controlled by the access rights set up on:

- Global and Advanced Access Control > 'Advanced Page 2' > Change Employees > More Details > 'Statutory Details' section > 'Tax, OID, UIF & SDL'

4.0 RSA: OID Limit Increase and System Change (Premier/Classic)

The Minister of Employment and Labour published Government Gazette 44238, increasing the OID earnings threshold from R484 200 to R506 473 per annum with effect from 1 March 2021 (2021/2022 year of assessment).

The OID Report (Real Number 502) has been amended and is found on the Reports and Maintenance Menu as well as under Main Menu > Utilities > RSA Submissions > OID Report.

5.0 Botswana: Tax Table Changes

The Botswana Tax changes have already been implemented in the system on 24 June 2021.

The new tax rates for Botswana have been published in the Income Tax Amendment Act, 2021 and are effective 1 July 2021.

5.1 Residents

Taxable Income			Tax Payable			
0	-	48 000	0			
48 001	-	84 000	0	5%	over	48 000
84 001	-	120 000	1 800	+	12.5%	over 84 000
120 001	-	156 000	6 300	+	18.75%	over 120 000
156 001	-	and over	13 050	+	25%	over 156 000

5.2 Non-residents

Taxable Income			Tax Payable			
0	-	84 000	0	5%	of each Pula	
84 001	-	120 000	4 200	+	12.5%	over 84 000
120 001	-	156 000	8 700	+	18.75%	over 120 000
156 001	-	and over	15 450	+	25%	over 156 000

6.0 Malawi: Tax Table Change

The Taxation (Amendment) Act, 2021 for Malawi has been gazetted.

The Eleventh Schedule to the Taxation Act has the following amended tax table for PAYE:

Monthly tax table

Taxable Income	Rate
The first K100 000	0%
Next K900 000	25%
Next K2 000 000	30%
Next K3 000 000	35%
Excess of K6 000 000	40%

The effective date is 13 August 2021 i.e., it must be applied in your August 2021 payroll.

This Tax Table was made available on 16 August 2021, was subsequently retracted, and released again on 19 August 2021.

Please Note:

The Malawi tax calculation is a monthly tax calculation and therefore no corrections for previous periods will apply

***Tax file version: 202106*

7.0 Namibia: VET Levy

Government Gazette 7498 (Notice No.67) was published, effective **1 April 2021**, in which the definition of “remuneration” was amended. The remuneration on which the VET levy should be calculated no longer referred to remuneration as defined in Chapter 1 of the Labour Act, but instead referred to “remuneration as defined in Part I of Schedule 2 of the Income Tax Act”. It was therefore interpreted that remuneration for the purpose of calculating PAYE must be used to calculate the VET levy.

The NTA (National Training Authority) published a notice to employers on **27 July 2021** to clarify their interpretation of the amendment as well as their intention thereof. The definition of remuneration as per the Income Tax Act should be used to determine the VET levy – however, any part of the definition which is meant to determine the taxability for PAYE purposes, must be disregarded.

This means that the intention was not to change how employers calculated the VET levy, but rather to focus on the broader definition of remuneration to ensure nothing was incorrectly excluded.

In Release 5.6b, you were advised to amend your Payroll System Definitions. Basically, this change must be reversed, and you must revert to the original include/exclude fields where necessary and ensure all the fields are incorrectly included/excluded.

7.1 System Changes - User Intervention Required

Once you have completed a Start of Period into the first Pay Period of **September**, access each Payroll Definition Screen and change the ‘Incl VET’ column to ‘N’ (No) for all definition lines that must now be excluded from the VET remuneration:

Main Menu > Payroll > Definitions > Earning Definitions

Example:

No	Short	English	Alternate	Earning Type	When Taxable	SSC	Incl VET
01	Salary	Salary	Salary	Basic Sal	Monthly	Y	F
02	Bonus	Bonus	Bonus	Ann Bonus	Periodic	N	F
03	Lumpsum	Lumpsum	Lumpsum	Not Calc	Never	N	F

7.2 Period VET Calculation

The VET remuneration must change/recalculate to use the previous include/exclude setting from March 2021, (if required). Use the setup change below to activate the YTD calculation.

Main Menu > Company > Basic Company Information

You will find the VET information at the bottom of this screen. De-Select (untick) ‘Period VET Calculation’ to ensure that a YTD calculation based on the corrected setup will take place.

VET Bank Reference	<input type="text"/>	VET Registration Number	<input type="text"/>
		VET Percentage	<input type="text" value="1.0000"/>
			<input type="checkbox"/> Period VET Calculation

The VET Levy percentage contribution remains 1%.

8.0 Tanzania: Tax Table Change

The Tanzania Tax changes were made available to you on 13 July 2021, so may already be implemented in the system.

As per Finance Act 2021, No 3, Section 25, the PAYE tax tables were updated as follow:

<i>Monthly Tax Bracket</i>		<i>Tax rate on Income Bracket</i>
<i>From TZS</i>	<i>To TZS</i>	
0.00	270 000.00	0%
270 000.01	520 000.00	8%
520 000.01	760 000.00	20%
760 000.01	1 000 000.00	25%
1 000 000.01	And above	30%

The effective date of the new tax table is 1 July 2021.

The SDL rate remained unchanged.

Note:

If you make use of Monthly Tax Tables: The Tanzania tax calculation is only applying a monthly tax calculation and therefore no corrections for previous periods will be applied.

If you make use of Annual Tax Tables: Annual Tax Tables will be applied for the full tax year. If you only want to apply the tables from the 1st of July, you will need to copy your existing company and transfer all employees without year-to-date figures to the newly created company, BEFORE loading the new tax tables. Contact your Business Partner for assistance in this scenario.

Tax file version: 202105

9.0 Other Tax Countries: Amended Statutory Reports

The following issues have been resolved or the changes have been made to existing reports.

Country	Report	Detail
Kenya	P9A P9B Tax Deduction Card Report	<p>A patch file was released on 22 June 2021 containing the following amendments:</p> <ul style="list-style-type: none">• Updated the report to prevent 'Divide by Zero' error if employees have no perk data.• Autofit Company Number column on Summary Sheet.• Move the Summary Sheet so it is the leftmost sheet when the report completes and then organise the individual Tax Certificate sheets, so they start at " - 1" straight after the Summary Sheet and then in sequence with the last one on the very right.
Lesotho	P16 Tax Certificate Report	<p>The report generated an Error 1004 when running the report for more than 1 000 employees.</p>
Namibia	ETX Submission File	<p>A patch file was released with this change on 22 June 2021.</p> <p>Updated the error message when an employee has more than one pension fund, retirement fund, provident fund, or study policy to be a warning message with instructions on how to resolve the problem.</p> <p>The message now indicates that if an employee has more than one fund that the user must update the Fund Name and Registration Number on the Submission Report.</p>

Namibia	OID EAs6 Report	<p>A patch file was released with this change on 22 June 2021.</p> <p>Updated the field for 'Assessment Year' to print the year value for the tax year start date instead of the tax year end date, e.g., if the assessment year is March 2020 to February 2021, the report now prints 2020 instead of 2021.</p>
Namibia	PAYE5 Tax Certificate Report	<p>The date format for the fields 'Period Employed From' and 'To' was incorrect. The dates now print in the correct format of dd/mm/yyyy.</p>
Swaziland (Eswatini)	PAYE Reconciliation Submission Report	<p>The Eswatini Revenue Authority published a new 2021 template for the PAYE Reconciliation Submission file.</p> <p>For previous tax years, when running the report, the report generated four different reports, e.g. IRP5 input_sheet, Tax Comp_output - PAYE15, PAYE16 and PAYE 15 reports.</p> <p>The new report for 2021 no longer generates the Tax Comp_output - PAYE15, PAYE16 and PAYE 15 reports – it only generates the IRP5 input_sheet.</p> <p>The reason being that the template changes every Tax Year containing the updated validations for the new dates, new ENPF limits etc. In addition to this, we can also no longer view the formulas in the other reports, and should the revenue authority change any formula, we cannot view the formulas to update the report accordingly.</p> <p>We were advised to only extract the IRP5 Input data instead. You must copy this data into the 'IRP5 input' sheet on the template provided by the SRA each year. The information copied into the 'IRP5 input' sheet will populate the following sheets:</p> <ul style="list-style-type: none"> • Tax comp_output – PAYE 15 sheet • One field on the PAYE 16 sheet 'Total of Employee's Tax' - the rest of the

		<p>information must be completed by you.</p> <p>Most of the fields on the PAYE 15 sheet - you will have to complete/copy the PAYE deducted from the IRP5 Input sheet into the PAYE 15 tab and complete information like 'class' and 'remarks' and some Employer information.</p>
Tanzania	Workmen's Compensation Fund	<p>The template has been amended to accommodate the change and has already been implemented in the system on 3 August 2021.</p> <p>The Minister has proposed to decrease the contribution rate to the WCF from 1% to 0.6% for the private sector.</p> <p>Contribution rates for the public sector is expected to remain the same.</p>
Zambia	NHI Submission File	<p>The report has been updated with the latest requirements from the NHI .</p> <p>Summary of the changes for which a patch file was released on 22 June 2021:</p> <ul style="list-style-type: none"> • New column added for Date of birth. • Deleted 5 columns – Passport, Title, Sex, Employer Name, Employment Number. • The remaining columns are slightly rearranged. • Some of the column headings are renamed. <p>Added an indicator of "I" (one) in column after the employee contribution for each employee transaction in the file.</p>
Zimbabwe	P2 PAYE Monthly Remittance Report	<p>The headcount on the report was incorrectly based on the employee's Status instead of Total Remuneration. The report now includes employees with Total MTD+ Remuneration unequal to 0.00.</p>

10.0 Other Tax Countries: Existing Bank File Changes

These changes have already been implemented in the system on 22 June 2021.

10.1 Zimbabwe: Added IMTT Code to CSZ Version 4 Bank File

As per regulatory requirements, an IMTT Code (Intermediated Money Transfer Tax Code) must be populated in the Reference-2 field on the Detail Record of the CSZ version 4 bank file. The IMTT Code is used to specify if a transaction is taxable under Statutory Instrument 205 of 2018.

On the User Input screen, a field for IMTT Code has been added:

- Defaults to 002 which is the code used for Salary Transfers
- Numeric field
- 3 Characters long – the IMTT codes vary between 001 and 019
- The IMTT Code is populated in Reference 2 field in position 203 on the detail record.

The screenshot shows a software interface titled "003 - ZIMBABWE" and "Zimbabwe Reports" with a date "2021/08/31 (08 of 12)". It contains a form with the following fields and values:

Field	Value
Sender ID	123
Receiver ID	321
File ID	001
Work Code	SALARYDEPOSITS
Sender Name	ZIMBABWE
Receiver Name	Receiver
Bank Sort Code	063500
Bank Account Number	0511225
Bank Account Type	01
IMTT Code	002

At the bottom of the form are two buttons: "Close" (with a green X icon) and "Continue" (with a green arrow icon).

Previously the Payment Reference was populating Reference 2 field.

11.0 Reports and Report Writer Codes

11.1 New Standard Reports

The following Standard Report needs to be imported.

11.1.1 RSA Users

Please import the new Lump Sum Directive Information Report. This will print all the fields on the new 'Details of Directives' for Lump Sum payments.

Report Real Number	Report Name
586	Lump Sum Directive Information

The existing 'Directives' Report (Real Number 605) will only print the 'Fixed Rate Directive Number' as from this release.

11.2 Instructions to Import Reports

Reports can either be imported from Batch Import Reports or from the Export/Import Reports option on the Reports Menu.

11.2.1 Batch Imports

- Un-tick the **Select All** option.
- Select (tick) the **Payroll** Module.
- <Continue>
- The Report List is displayed with all the reports set to 'Y' to import.
- Un-tick the **Select All** option.
- Find the applicable Report and select it.
- Continue will import the selected report.

11.2.2 Export/Import Reports Option

In the example below, we are presuming that your Payroll Directory is on Drive C. The Export/Import Reports option is found under Reports on the Main Menu.

The Import and Export Reports screen will be displayed.

Complete the following information:

- Click on the Radio button next to Interface file, as you will import the Reports from your C Drive.
- Enter the required Drive letter, e.g., C.

Then complete the following information:

- Click on the Radio button next to Company
- Select all the applicable companies to where the new report must be imported, from the Company Selection Screen, in this example only Company 30.
- Click on **Continue**.

You will be prompted to enter the Real Number of the Report, e.g., 586.

- Enter the Real Number and click on **Continue**.

The Status of the Imported Report will be shown on screen.

Click on **Close**.

11.3 RG Codes

11.3.1 RSA Users (Premier/Classic)

These RG Codes are found under **Employee Information** on the RG Code Look-Up List:

Code	RG Code Label	Length	Description
27125	Emp Directive No (previously Emp Directive #1)	15	Fixed Rate Directive Number
02057	RSA Directive 1	15	Details of Directives Directive Number 1
02058	RSA Directive 2	15	Details of Directives Directive Number 2
02059	RSA Directive 3	15	Details of Directives Directive Number 3
02060	RSA Directive 4	15	Details of Directives Directive Number 4
02061	RSA Directive 5	15	Details of Directives Directive Number 5
02062	Directive 1 Date	08	Details of Directives Date Issued Number 1
02063	Directive 2 Date	08	Details of Directives Date Issued Number 2
02064	Directive 3 Date	08	Details of Directives Date Issued Number 3
02065	Directive 4 Date	08	Details of Directives Date Issued Number 4
02066	Directive 5 Date	08	Details of Directives Date Issued Number 5
02067	Directive 1 Code	04	Details of Directives Source Code Number 1

02068	Directive 2 Code	04	Details of Directives Source Code Number 2
02069	Directive 3 Code	04	Details of Directives Source Code Number 3
02070	Directive 4 Code	04	Details of Directives Source Code Number 4
02071	Directive 5 Code	04	Details of Directives Source Code Number 5
02072	Directive 1 Amt	15	Details of Directives Amount Number 1
02073	Directive 2 Amt	15	Details of Directives Amount Number 2
02074	Directive 3 Amt	15	Details of Directives Amount Number 3
02075	Directive 4 Amt	15	Details of Directives Amount Number 4
02076	Directive 5 Amt	15	Details of Directives Amount Number 5

Please Note: If you make use of the following RG Codes in any customised reports, nothing will print, because these fields are no longer available on the Employee Statutory Details Tab:

Code	RG Code Label	Length	Description
27126	Emp Directive #2	15	Directive Number 2
27127	Emp Directive #3	15	Directive Number 3

12.0 Items Resolved

The following item has been resolved:

Area	Issue	Detail
Items Resolved		
Swaziland Tax Table	The Secondary Rebate for employees over 60 was incorrect.	The Secondary Rebate for employees over 60 has been changed from E2900 to E2700.

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