

**Sage Business Cloud Payroll Professional**

# **What's New**

## **January 2025**



## Release 6.3b - Patch *(Released 16 January 2025)*

### Eswatini: ENPF Contribution Limit Change

Legal Notice No. 5 of 2025, Section 2(1)(a) thereof states that wages level for statutory contributions has changed.

The Eswatini National Provident Fund limit increase is effective from 1 January 2025.

The new maximum contributions are E200 per month for the employee and E200 per month for the employer (total contribution E400).

### Issues Resolved

Area	Issue	Detail
Issues Resolved		
Other Periods	Dates falling in 2025	If your Payment Cycle is set to Other Periods and you capture a 2025 date during the Start of Period process, the date was not accepted.

## Release 6.3b - Patch *(Released 12 December 2024)*

### Nigeria National Minimum Wage Amendment

NHF has advised that the new minimum wage, as stated in the **National Minimum Wage (Amendment) Act 2024**, is effective.

The National Minimum Wage has been amended to N70 000. The impact is as follows:

- **PAYE Exemption:** Employees earning N70,000.00 or less per month (N840,000.00 per year) are now exempt from PAYE.
- **NHF Contributions:** Employees earning N70,000.00 or more are now liable for NHF contributions.
- **Effective Date:** These changes are effective from August 2024.

However, there remains uncertainty regarding the nationwide adoption of these changes, including their effective implementation period. While some states have adopted the new limits, others face delays due to ongoing strikes.

The **NHF** has advised employers to adjust statutory contributions as soon as salary changes are implemented.

### Please Note:

Given that we are now in December, the final period of the tax year, these changes are set to **ONLY** take effect as from **1 January 2025**.

- **NHF Calculation:**

NHF contributions are regulated by a tick box on the **Main Menu > Employee > Change Employee > Employee Information Screen > Statutory Details Tab**. If the NHF contribution should not be calculated remove the National Housing Fund (NHF) Status tick for the employees in question. Adjustments will apply to the current month's values only, with no retroactive corrections. Any corrections for previous periods must be handled manually.

- **PAYE Refunds:**

Employees eligible for tax refunds for the period 1 August to 31 December 2024 can claim these upon tax assessment.

## Namibia Bank Windhoek

The new Bank Windhoek Payment File can be found on: **Main Menu > Reports > Namibia Reports:**

**Namibia Reports**  
Report Selection

Reports			
E.As.6 (Annual Wage Return)	<input type="radio"/>	VET Levy	<input type="radio"/>
Form 10 (SSC Submission)	<input type="radio"/>	ETX Return	<input type="radio"/>
PAYE 4	<input type="radio"/>	CDFF Citibank EFT File	<input type="radio"/>
PAYE 5	<input type="radio"/>	Standard nBOL Bank File	<input type="radio"/>
PAYE 5(b)	<input type="radio"/>	FNB ENCR Payment File	<input type="radio"/>
		Bank Windhoek Payment File	<input checked="" type="radio"/>

If any new System Definitions (Earnings, Deductions, Company Contributions, Calculation Fields, Hours, Own, Perks Tax) have been added, please return to the Report Set-up Screen to update report linkings.

**Report Setup** **Report Control**

**Cancel** **Continue**

When you select the report for the first time, access the **<Report Setup>** Screen and select the Calculation Screen line where the Net Pay is entered for employees, if applicable.

Report Setup 1	Report Setup 2	Report Setup 3
Net Pay	Q	Earnings Deductions Co Contrib Perks <b>Calc Screen</b> Own Screen Hrs Screen

Once you **<Continue>**, select whether the export is for the Current or Multiple Companies.

The **Second Print-time Selection Screen** is not a new screen and is where you specify your Payment Information, Employees to be Extracted and Currency information.

The **Third Print-time Selection Screen** requires some important mandatory information before you can **<Continue>**.

### Namibia Reports

Bank Windhoek Payment File

Bureau User Code

File ID

1

Authorisation Number

2

Batch Booking

Single

Transaction ID

SALARY

Purpose

SALARY

Remittance Info

Additional Remittance Info

Company Bank Account Name

Company Bank Account Number

Company Bank Account Type

Current Account

Financial Institute

Financial Institute ID

Field	Description
Bureau User Code	The Bureau User Code is allocated to you by the bank.
File ID	<p>The File ID is unique and starts at “1”.</p> <p>The system will automatically increment this number by “1” each time the bank file is run.</p>

Authorisation Number	The Authorisation Number defaults to “2” but you can change this. The bank will require a “0”, “1” or “2”.
Batch Booking	The Batch Booking defaults to “Single”.  The other option is “Consolidated”.
Transaction ID	The Transaction ID defaults to “SALARY”, but you can change this. The maximum is 17 characters.
Purpose	The Purpose defaults to “SALARY”. Use the relevant code “Class Entry Code”  The maximum is 20 characters.
Remittance Info	The Remittance Info is blank by default.  The maximum is 20 characters.
Additional Remittance Info	The Additional Remittance Info is blank by default.  The maximum is 20 characters.
Company Bank Account Name	The Company Bank Account Name is blank by default.  This field is <b>mandatory</b> and you will not be permitted to proceed if it has not been completed.
Company Bank Account Number	The Company Bank Account Number is blank by default.  This field is <b>mandatory</b> and you will not be permitted to proceed if it has not been completed.
Company Bank Account Type	The Company Bank Account Type defaults to “Current Account”.  The available options are: <ul style="list-style-type: none"> <li>• Current Account</li> <li>• Savings Account</li> <li>• Transmission Account</li> <li>• Loan Account</li> </ul>

Financial Institute

The Financial Institute is blank by default.

The maximum is 8 characters.

Financial Institute ID

The Financial Institute ID is blank by default.

The maximum is 11 characters.

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Complete the necessary fields, then click on **<Continue>**.

The Excel and HTML files will be zipped and will automatically download, as determined by your browser settings.

- The Excel file is for your reference.
- The HTML file is what is uploaded to the bank portal.

Please Note: The Namibia Bank Windhoek file is designed for payments in Namibia

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## Release 6.3b - Patch *(Released 26 November 2024)*

Botswana ITW7a online submission (July 2024 – June 2025)

### Issue resolved

The Pension Total Fund and Pension Cash Out columns on the Botswana ITW7a Online Submission Report, exported as a blank. This resulted in a validation error when uploading the data.

The report has been amended to export the values as zero.

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## Release 6.3b - Patch *(Released 14 November 2024)*

KENYA Stanbic nBol Export Change

The following two fields have been added to the end of the .csv file that creates when printing the report:

- Beneficiary Country Code

If the Residential Address fields are completed, the Residential Country Code will be used. If the Residential Address fields are not completed, the Postal Address Country Code will be used, if completed. If this field is also not populated, KE will be exported as the Country Code.

- Beneficiary Address

If the Residential Address fields are completed, the Residential City/Town will be exported. If the Residential Address fields are not completed, the Postal Address Country Code will be used, if completed. If Postal Address fields are also not completed, Report Address 1 and Report Address 2 will be combined and exported in the Beneficiary Address field.

## Zimbabwe Changes

### Currency Code Change

The Zimbabwe Gold Currency Code, ZWG, which came into affect in June 2024, has been incorporated in the system, for example, **Main Menu > Company > Gross Up Currencies**.

### Increase in Tax Exemption Limit for Bonuses

The proposed changes to raise the Tax Exemption Limit for bonuses from **US\$400** to **US\$700** (or the local currency equivalent) have now been enacted under Finance Act No. 2 of 2024.

This applies whether an employee receives a single or multiple bonuses in the tax year.

To accommodate the increase in the Bonus Tax Exemption limit on the payroll you will need to adjust the formulas set up to calculate the limits.

If you make use of the suggested methods, as set out in the **Release Notes 6.3a**, then you will need to go to: **Main Menu > Payroll > Definitions > Methods of Calculation > Change**

Change Method 3 and 7 on the line used to calculate the limit difference.

#### **Method 3.**

Change the G 399.99 to **G 699.99**

#### **Method 7**

Change the – 400 to **– 700**

*Extract from Release Notes 6.3a:*

- **Limit Diff** (Calculation Field Definition line 61 in the example above)

This formula is calculating the difference between the actual Bonus value, in USD, paid for the year and the yearly Bonus limit used, currently set to 400 USD.

Method 1		Method 2		Method 3	
+	X60	+	X60	G	0.01
G	0.01	+	YX61	+	MC5
+	MC2	G	-0.01	-	YX61
L	-0.01	+	MC3	+	YX60
+	MC2	+	MC4	G	399.99
-	X60			+	MC6
				+	MC7
Method 4		Method 5		Method 6	
+	X60	-	YX61	-	YX60
Method 7					
-	YX60				
+	X60				
-	400				

## Issues Resolved

Area	Issue	Detail
Issues Resolved		
<b>All Users:</b> Backup	Backup Size	<p>In companies that have a lot of input, the transactions caused the log files to become huge. Due to the size of the log file, this often resulted in connection problems when making a backup during the Start of Period process.</p> <p>The logfile has been removed from the On Demand Backups as well as the Backup that is made during a Start of Period.</p>
<b>Botswana:</b> Statutory Report	ITW7a Online Submission	<p>The new report, ITW7a Online Submission (July 2024 – June 2025), which was part of Release 6.3b, is now also available for Release 6.2a and Release 6.3a.</p> <p>If you need to reprint the report for previous months you can retrieve the applicable backup and then print the report from the backup instance.</p>



**RSA Users:**  
OID

Transfer of Employees  
without YTD figures

### Main Menu > Reports > Reports and Maintenance > **OID Report**

If you have transferred employees from one company to another without Year-to-date figures, but you have selected to keep the original date engaged, income will be spread over 12 months on the report if the employee's income is more than the yearly limit.

The report has been adjusted to use the IRP5 Start Date instead of the Date Engaged.

## Release 6.3b - Patch *(Released 6 November 2024)*

### New Monthly SHIF Report

The new Monthly Social Health Insurance Fund (SHIF) Report is now available.

The report is effective from 1 October 2024 and will replace the existing NHIF report.

The New SHIF (Monthly Return and Online Sub) report can be found on: **Main Menu > Reports > Kenya Reports:**

**Sage** | Payroll Professional

Build 20241106.2 | Version 6.3b | Site Code ZCVT02 009 | Kenya Period Ends On 2024/10/31 | Period No 10 of 12

**Kenya Reports**  
Report Selection

Reports

NHIF (Monthly Return and Online Sub)	<input type="radio"/>	NSSF Payroll Template	<input type="radio"/>	Kenya Cooperative Bank File	<input type="radio"/>
NSSF (Social Security Return)	<input type="radio"/>	Bank of Africa File	<input type="radio"/>	CBA RTGS Bank File	<input type="radio"/>
P10D (Employer PAYE Return)	<input type="radio"/>	Barclays Web Bank File	<input type="radio"/>	CBA EFT Bank File	<input type="radio"/>
P9A/P9A HOSP/P9B - Tax Ded Cards	<input type="radio"/>	Citidirect BKT (Citibank) File	<input type="radio"/>	PrimeNET Bank File	<input type="radio"/>
PAYE Monthly Return - Manual	<input type="radio"/>	Citidirect DFT (Citibank) File	<input type="radio"/>	EcoBank Bank File	<input type="radio"/>
Industrial Training Levy	<input type="radio"/>	Citidirect EFT (Citibank) File	<input type="radio"/>	SHIF (Monthly Return and Online Sub)	<input type="radio"/>
P10B - Fringe Benefits Tax Return	<input type="radio"/>	Kenya Commercial Bank File	<input type="radio"/>		
New iTax PAYE Online - New P10	<input type="radio"/>	NIC Bank File	<input type="radio"/>		
New NSSF Return (effective Jun 2014)	<input type="radio"/>	KCB Quickpay Bank File	<input type="radio"/>		
HELB Monthly Remittance Schedule	<input type="radio"/>	Stanbic nBol Bank File	<input type="radio"/>		

If any new System Definitions (Earnings, Deductions, Company Contributions, Calculation Fields, Hours, Own, Perks Tax) have been added, please return to the Report Set-up Screen to update report linkings.

Report Setup

Report Control

Cancel

Continue

When you print the report for the first time, access the **<Report Setup>** button and select the SHIF Deduction line. The report includes all employees with Social Health Insurance contributions in the month.

When selecting to run the report you need to select the field where you are capturing the Employee's SHIF Reference Number.

Available options are:

- Sundry Number 1 (Employee Information Screen > Statutory Details Tab)
- Deduction Line Reference (Payroll > Payslip Screen – REF button)
- Military Number (Personnel > Personnel History > Supplementary)

**Please Note:**

A SHA Notice was issued in October.

The SHA Notice provides clarification on gross salary or wage for SHIF contributions, which includes: Basic salary and allowances paid to an employee on a regular (monthly) basis as a salary or wage.

According to Section 17(1) of the SHI Regulations, employees with income from salaried employment are required to contribute 2.75% of their gross salary or wage to the Social Health Insurance Fund (SHIF).

Ensure that the calculation setup in your payroll for the contribution aligns with the information provided in the notice.

A Public Notice was issued in November.

This notice address SHIF contributions and Tax Relief

The Income Tax Act provides for Insurance relief for a health policy whose term commences on or after the 1st January 2007 or a contribution made to the NHIF. The relief as currently provided under the Income Tax Act does not apply to contributions made to the SHIF under the Social Health Insurance Act.

To apply this correctly ensure that the SHIF contribution is not linked to a Tax Relief rule in your Kenya company.

## Release 6.3b *(Released 17 October 2024)*

*Refer to the Release Notes for full details*

### Swaziland (Eswatini): Pension Tax Deductible Limit Change

The allowable **Tax Deduction for Pension Fund Contributions** has been increased from 10% to **15%** of a Pensionable Salary in accordance with **Legal Notice no. 69 of 2024** effective **01 July 2024**.

The new provision does not make a distinction between Employees, Members of Parliament and Designated Office Bearers. This limit (15%) applies to all Pension Contributions towards an Approved Pension Fund.

**To claim the additional relief**, the relevant monthly returns will have to be amended manually or, alternatively, the employees can claim the relief on assessment.

If any of your employees are on the **Average Tax Calculation (Main Menu > Payroll > Payslip > Tax Screen)** they will benefit from the Tax Deduction on Pension Fund Contributions retrospectively back to the beginning of the Tax Year, 01 July 2024, in the current Pay Period.

However, you may not be permitted to claim back all the backdated deductions in one month.

To link all employees to **Normal Tax** use the **Main Menu > Payroll > Global Activation > Payroll > Global Activation > Average/Normal Tax** function and select "Normal Tax".

### Mauritius: Wage Relativity Adjustment

The Mauritius Government has implemented changes to the salary scales for employees in various sectors, including those working with attorneys and notaries, in bakeries, construction and quarrying industries, transport, pre-primary education, factories, and many others in the public and private sectors. Including a basic wage for diploma and degree holder workers.

Employers are required to adjust employee salaries/wages appropriately as per the published list.

Employers are required to keep a record of this **Wage Relativity Adjustment**, in respect of each employee, separately in their payroll and insert that amount as a separate item in their monthly CSG return as from **01 July 2024** and onwards.

The MRA has published guidance that employers are required to declare the following items separately with respect to each employee, when submitting the CSG monthly return:

- the basic wage/salary (excluding any wage relativity adjustment);
- the wage relativity adjustment; and
- a total of the two above items.

Therefore, employers need to split the wage increase as a result of this change and show that separate from Basic Salary/Wage before the adjustment.

**Please Note:**

**Add a new Earning line for Wage Relativity Adjustment on Main Menu > Payroll > Definitions > Earning Definitions > Change Mode.**

## Namibia Tax Table Changes *(Deployed on 20 September 2024)*

### Statutory Report Changes

Country	Report	Details
Botswana	ITW7a Online Submission	<p>Following the increase in the tax exemption from one third to 50% for certain lumpsums received by an employee effective 15 January 2024, the BURS has made updates to the Monthly PAYE Return Schedule <b>ITW7A</b>. This change is effective as from <b>01 July 2024</b>.</p> <p>A new report, ITW7a Online Submission (July 2024 – June 2025) has been added and the existing report has been renamed to ITW7a Online Submission (Up Until 2024/06)</p>
Lesotho	P19 Monthly PAYE Return	<p>The <b>Lesotho P19</b> sheet contains a "NOTES" section with an "Example of PAYE Computation".</p> <p>The incorrect Tax Year was referenced in this section. This has been amended.</p>
Mauritius	Monthly PAYE Return	<p>Changes have been made to the report setup screen.</p> <p>"Taxable Income" has been renamed to "Taxable Income and Wage Relativity Adjustment, excluding Travel"</p> <p>A new selection has been added: "Taxable Income Bonus Excluded"</p> <p>The report has been amended to include the new and changed selections.</p>

Mauritius	Monthly PAYE and Contribution Return	<p>Two new options added to the Report Setup: “Wage Bill excluding WRA” and Wage Relativity Adjustment”</p> <p>The report has been amended to include the new selections</p>
Mauritius	Return of Employee	<p>Solidarity Levy has been removed from the report.</p> <p>To accommodate this the linking to Solidarity Levy has been removed and the option is disabled on the Report Setup Screen.</p>
Swaziland (Eswatini)	PAYE Monthly Reconciliation Schedule	<p>This is a new report and is now available on the Swaziland Reports Screen.</p> <p>Complete the Report setup before printing the report.</p> <p>Two Excel sheets are created, zipped into a single file and downloaded into the folder specified by your Browser settings.</p>
Swaziland (Eswatini)	PAYE Monthly Declaration Return	<p>We have removed the following Entry Fields from the Print-time Selection screen:</p> <ul style="list-style-type: none"> <li>• Penalty</li> <li>• Interest</li> </ul>

## Issues Resolved

Area	Issue	Detail
Issues Resolved		
<b>Namibia Users:</b> PAYE 5	Employee Records are sometimes missing or duplicating.	<p><b>Main Menu &gt; Reports &gt; Namibia Reports &gt; PAYE 5</b></p> <p>If you have employee numbers in your company that are the same except for a leading zero, e.g. 0102 and 102, the leading zero was dropped. This resulted in two records having the same Employee Number. The PAYE 5 Report then printed the incorrect values for the employees.</p>

**RSA Users**  
**Licensed for**  
**Equity:** Equity  
History Screen

Equity Remuneration  
incorrect

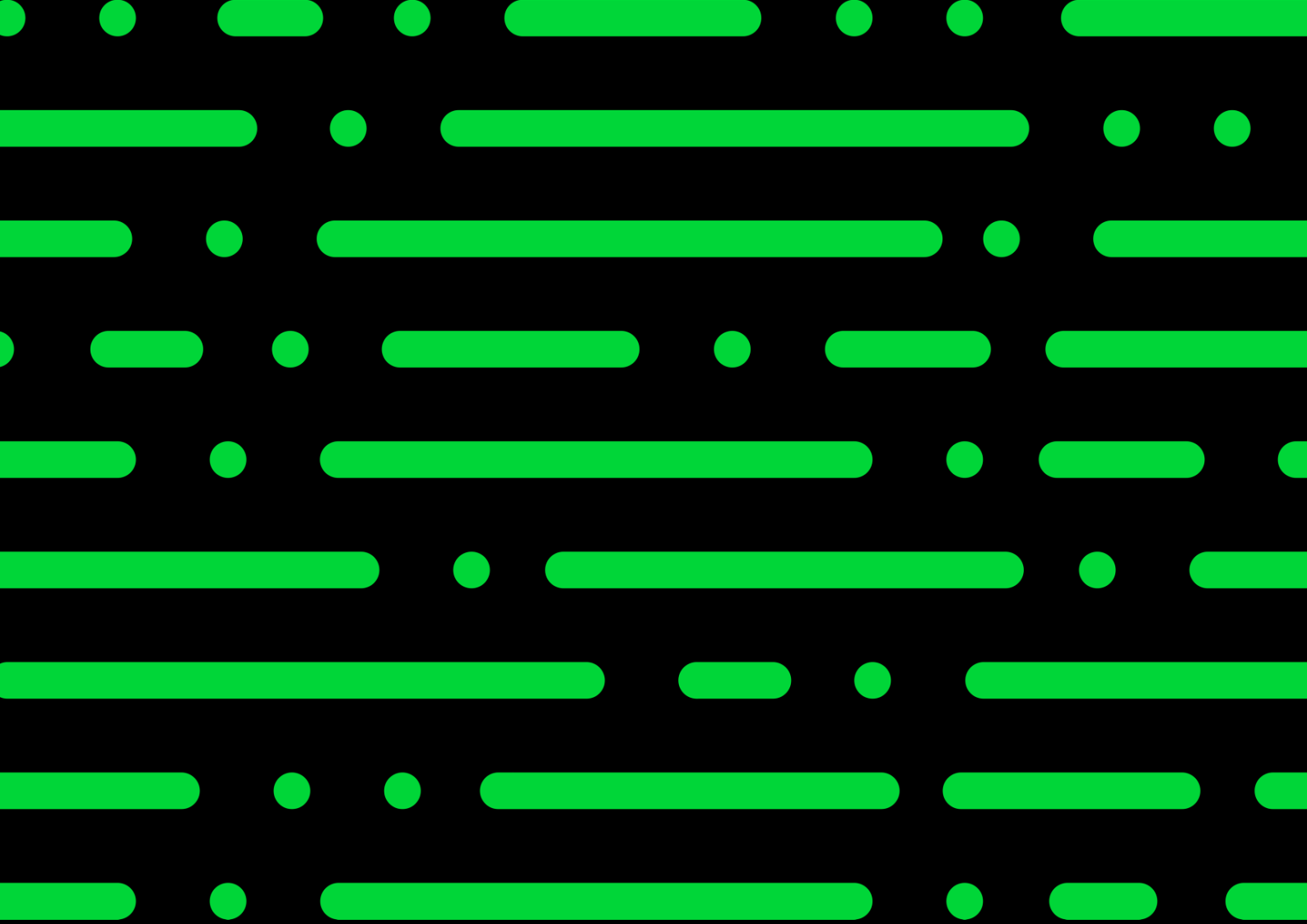
The Equity Remuneration is defined on the **Main Menu > Equity > Equity Remuneration Control Screen.**

Remuneration can be linked to one of the following options:

- Fixed/Guaranteed (to be annualised),
- Variable (to be annualised),
- Fixed/Guaranteed (not to be annualised)
- Variable (not to be annualised)

As from Release 6.3a, the amounts on the Equity and Equity History screen, all appeared on the Variable (not to be annualised) field.

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