Sage Business Cloud Payroll Professional (SBCPP)

Release Notes
6.5a
16 September 2025

Sage

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1.0 Important Notice

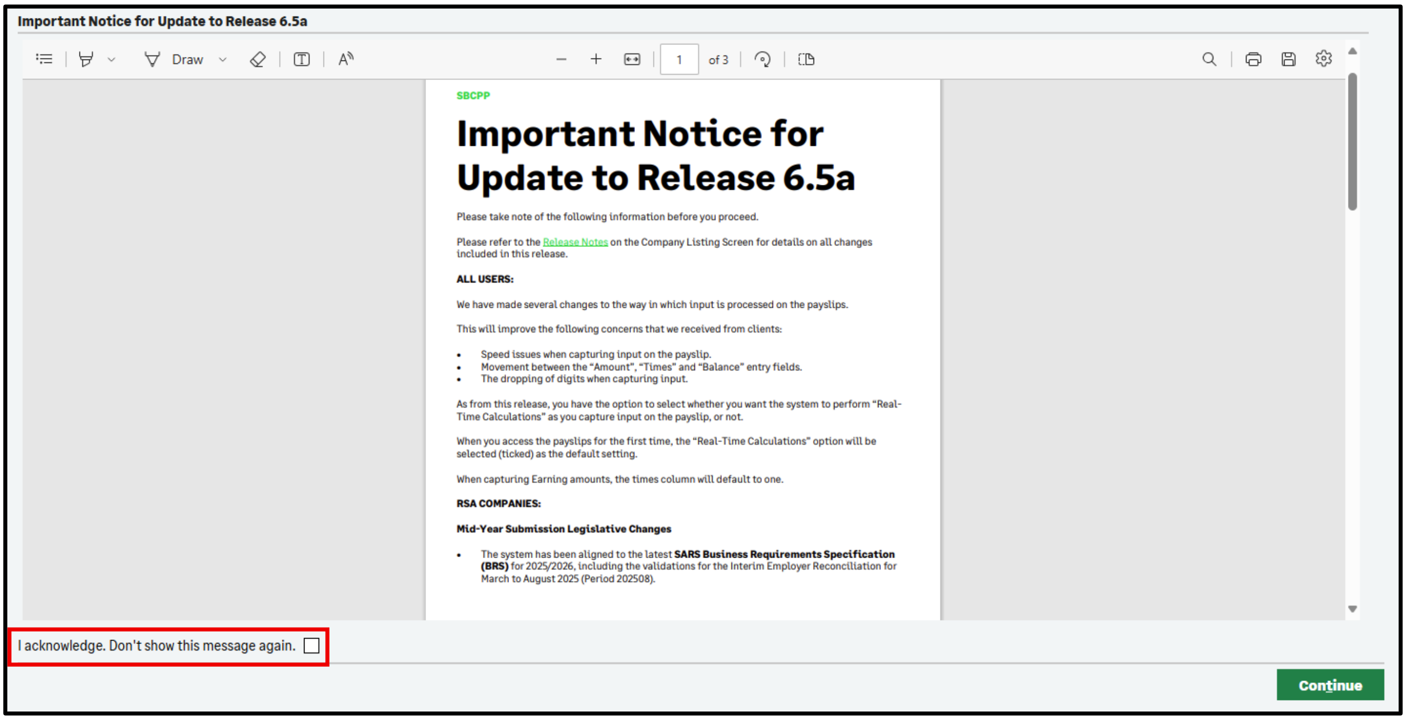
When you access any company, an Important Notice will display in PDF format.

The Important Notice is a synopsis of some of the items recorded in these Release Notes. Be sure to page down to read the information on the second page.

You can save or print this document for reference purposes.

Please Note:

This notice will be displayed each time you access the company until you tick the tick box “I acknowledge. Don’t show this message again.” at the bottom of the screen.

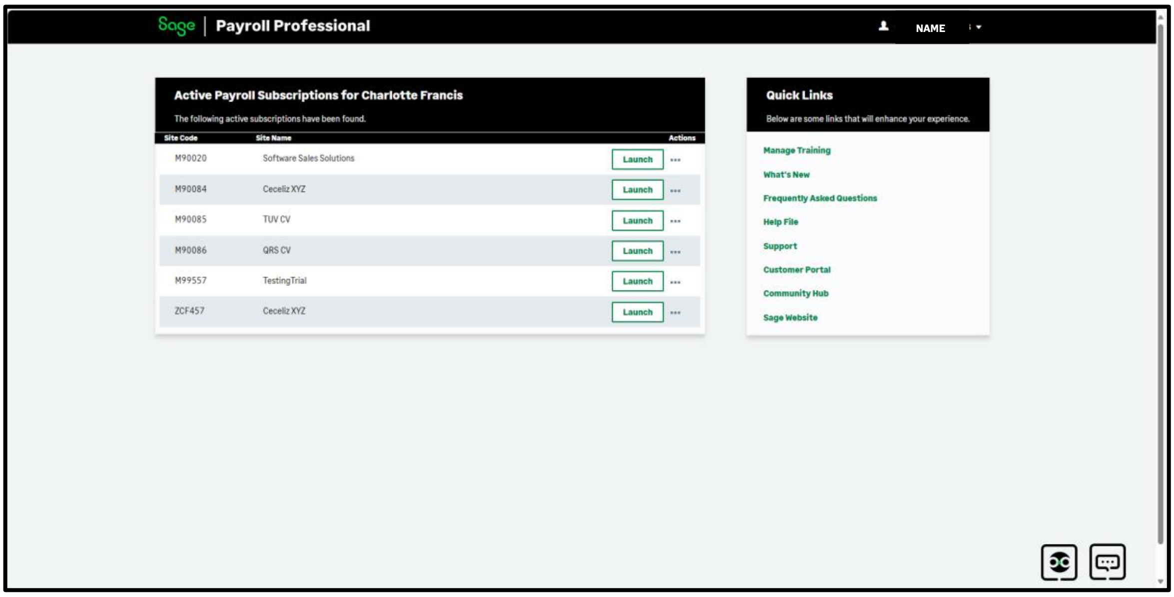


2.0 All Users: Subscription Page Changes

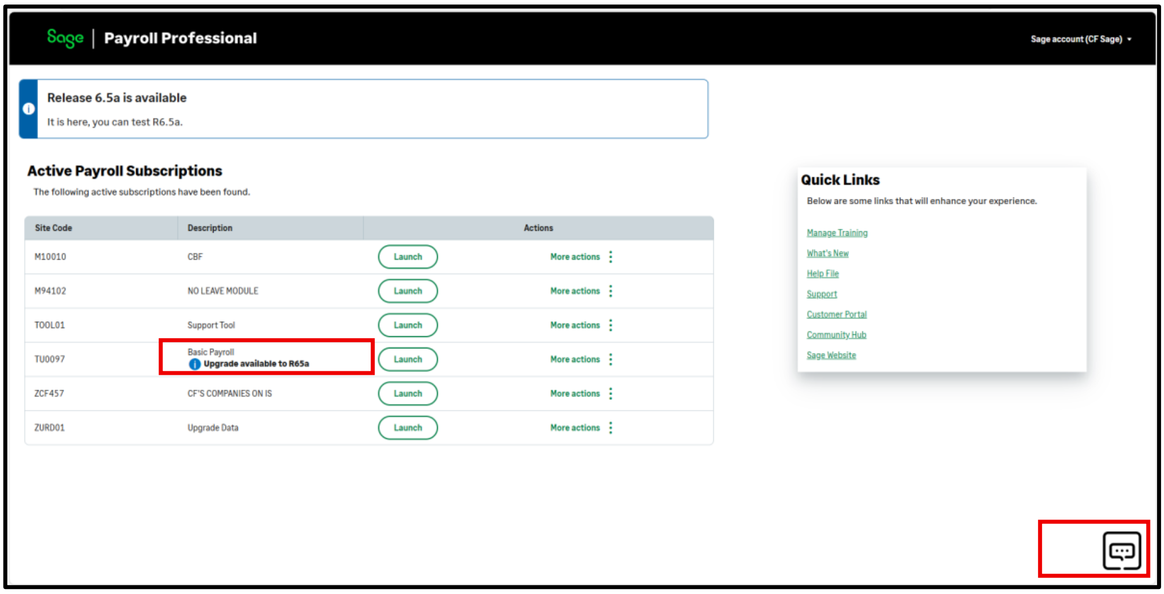
When accessing the system for the first time, after the Release 6.5a software was deployed, you would have noticed that the Subscription Page has a new look and feel.

The new look aligns with the latest Sage branding and styles. The changes include clear navigation instructions, more descriptive pop-up messages, sorting functionality when retrieving backups and a streamlined data upload process.

Before Release 6.5a



As from Release 6.5a



We have implemented rounded edges to messages, buttons and grids.

Please Note:

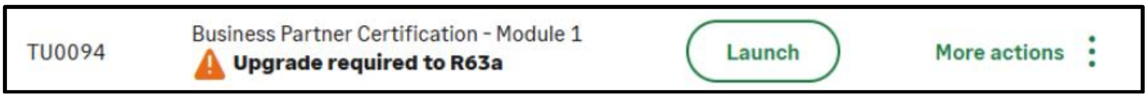
The Sage Assistant is no longer available on the Subscription Page. You can still access the Sage Assistant once you **<Launch>** the payroll.

We will only mention functionality that has changed or new features in the sections below.

2.1 Upgrade Information Messages

Upgrade information messages display when applicable:

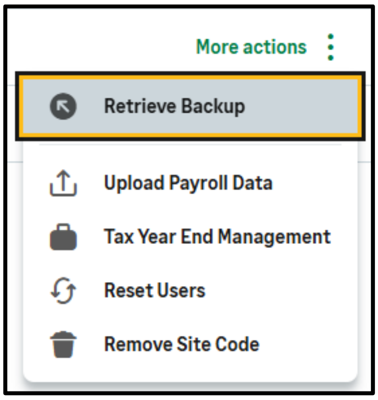
- **Upgrade available to Rxxx**: When new software version has been released and Site Code is on version of software prior to the new release.
- **Upgrade required to Rxxx**: When Site Code is on a version of software up to two releases prior to the newest release. You must update this Site Code now.



- **Possible upgrade in progress**: It is likely that the update process was interrupted. <Launch> the payroll and follow the instructions.

2.2 More Actions

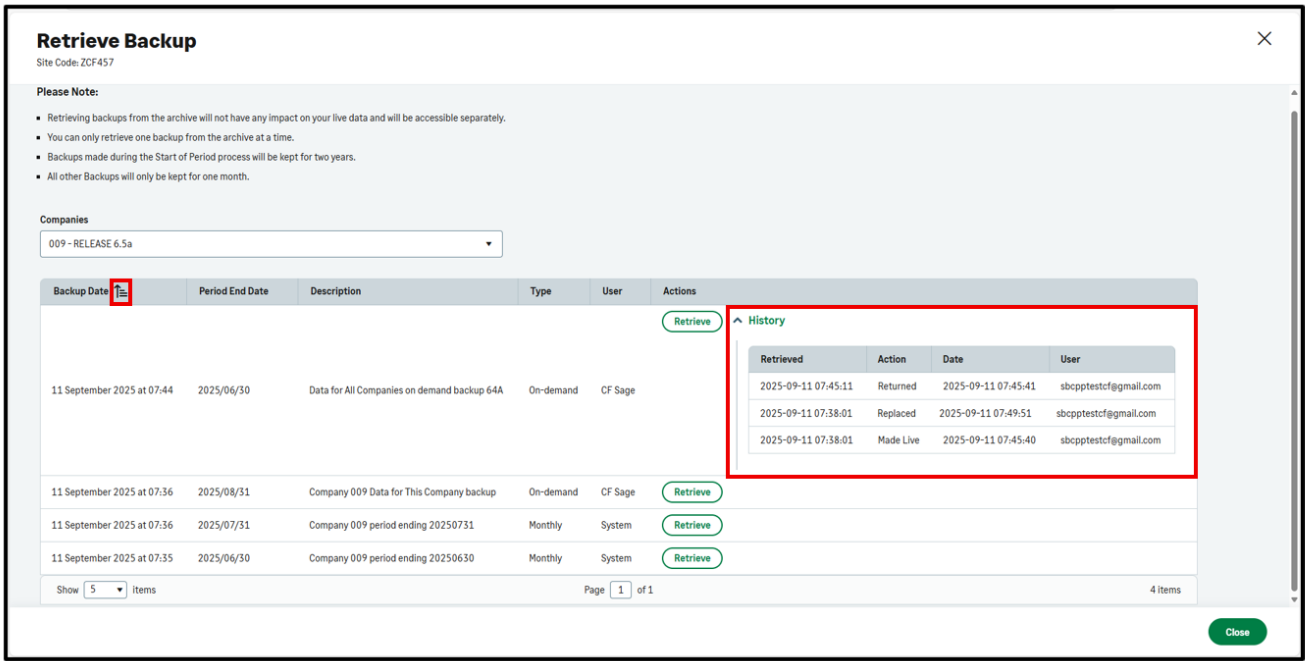
Some of the features under “**More actions**” have been modified.



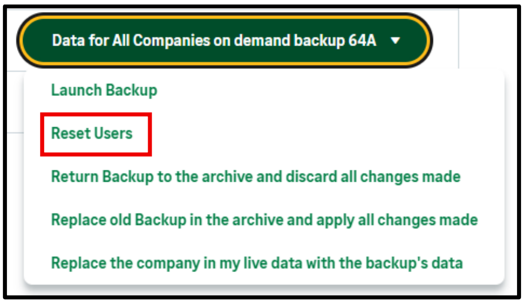
2.2.1 Retrieve Backup

- The **Retrieve Backup screen** has been expanded to a full screen, displaying important information and the list of all available backups for the selected company.
- When clicking on the header of a column, the **sequence** of the backups displayed will change.

- A new "**History**" option has been added to this screen. This displays what actions have been taken regarding the selected backup (was it retrieved, restored, or made live), when and by which user.



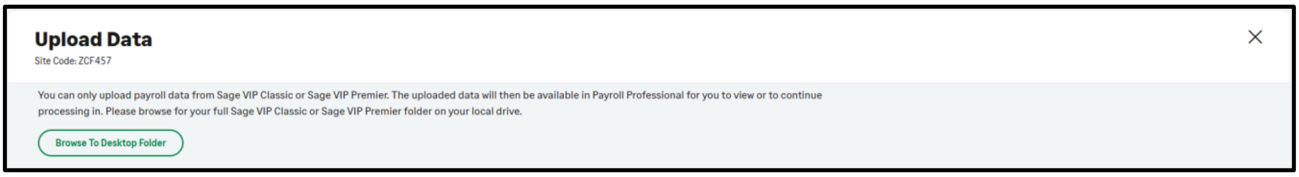
- When you have retrieved the backup, a new "Reset Users" option is available on the retrieved backup. This way the users working on the Live company data are not impacted.



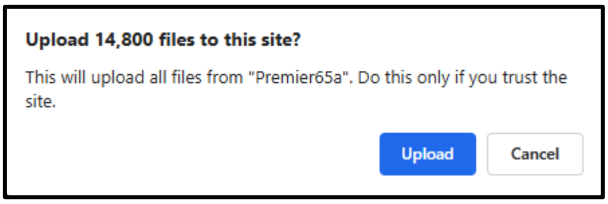
- Messages have been modified to explain in more detail what action was selected e.g. when you select "Replace the company in my live data with the backup's data", the following message will be displayed once the backup has been restored over the live data:

2.2.2 Upload Payroll Data

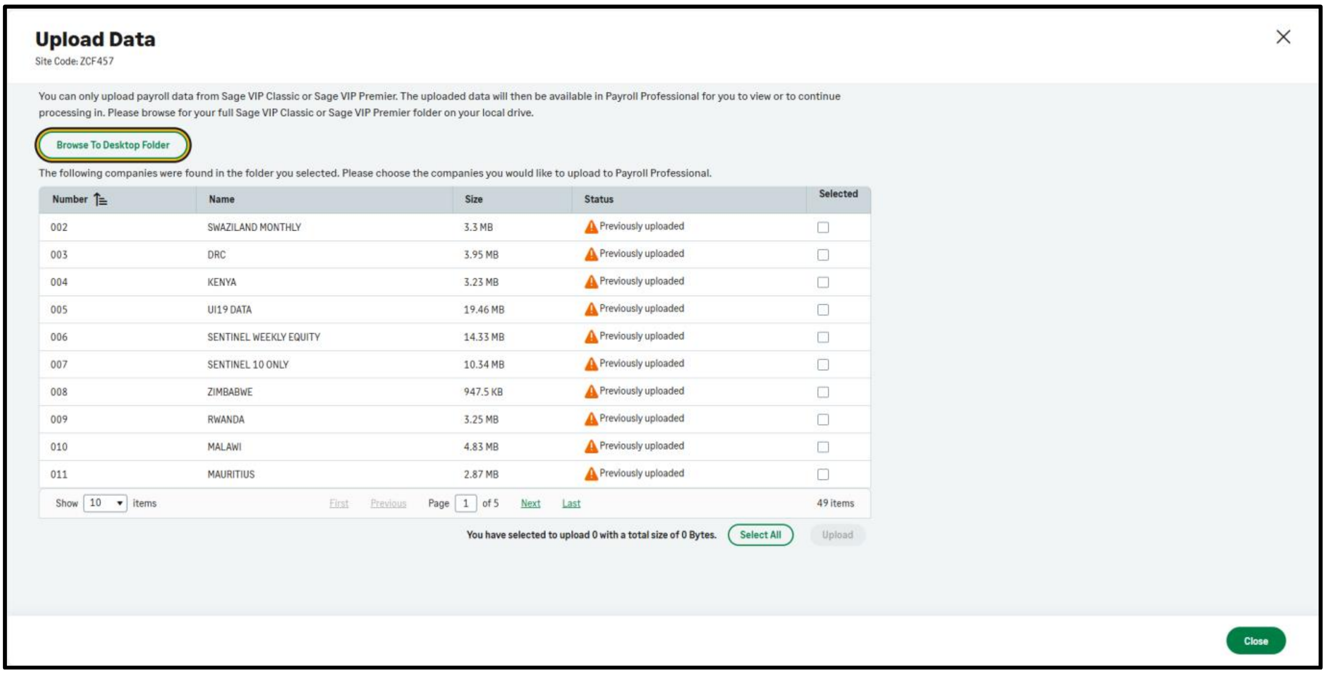
- The **Upload Data screen** has been expanded to a full screen, with clear instructions.
- Browse to the Desktop Folder.



- Click <Upload> on the next message:

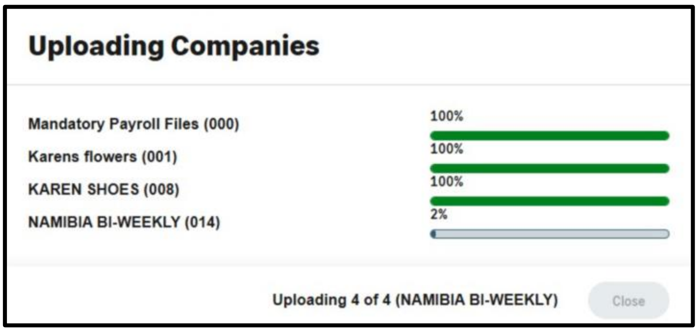


- The companies found in the folder are listed in a grid.



- **Mandatory Payroll Files**: This is **only** listed if you are uploading companies from this folder for the **first time**. It contains directory-wide files e.g.: Logfile. This option is **disabled** so you will not be able to untick it.
- **Status**: This states whether the company is a “New upload” or if it has been “Previously uploaded”.
- **Show items:** You can set how many companies you want to display at a time.
- **Select All**: This option will select all companies that have **not previously been uploaded**. However, you can still select (tick) these companies individually to be included in the upload.
- **Upload**: This button will only be available if at least one company has been selected.

- A new **Uploading Companies** progress screen is displayed:



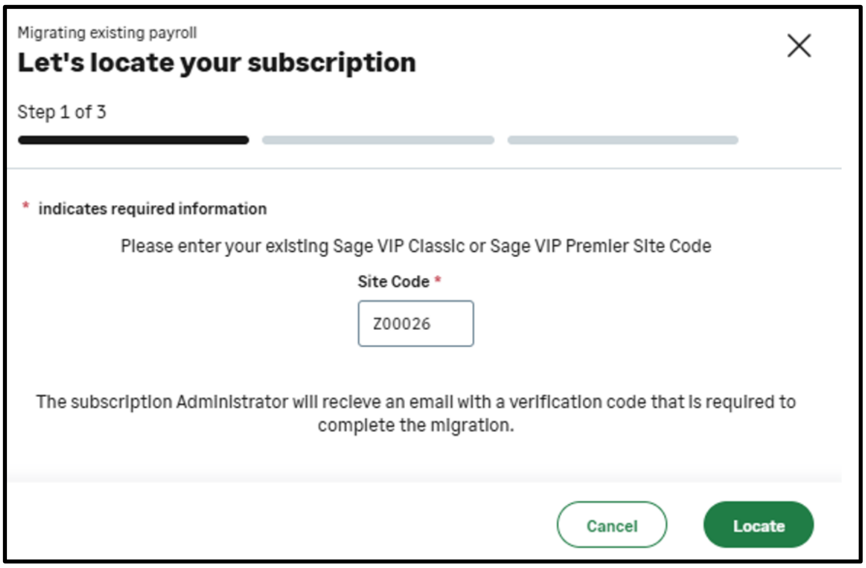
2.2.3 Tax Year End Management

- The **Tax Year End screen** has been expanded to a full screen, with clear instructions.
- Under "More Options", a new "Reset Users" option is available for the applicable Tax Year End backup. This way the users working on the Live company data are not impacted.

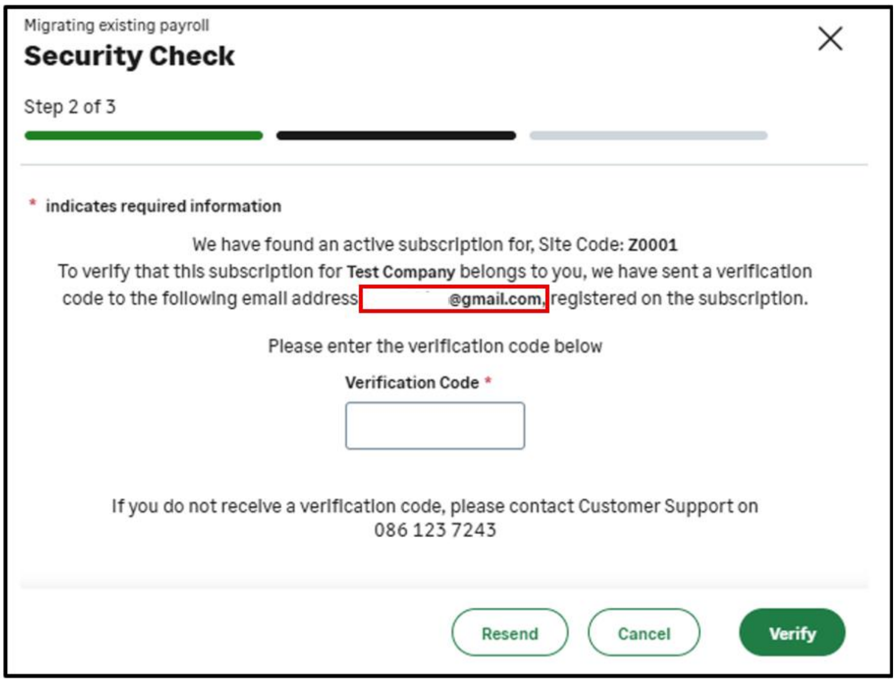
2.3 Migrations

The migration steps have a modern new look, clearly display progress and explain next steps.

- From the SBCPP Login Page, click on **<Migrate>**.
- **Step 1 of 3**: Let's locate your subscription.
- Enter the Site Code
- Click on **<Locate>**

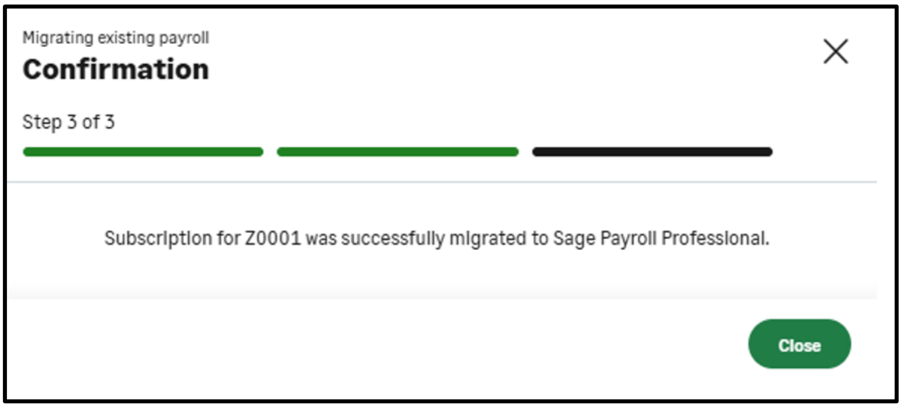


- **Step 2 of 3**: Security Check
- The information on this step now includes the **email address** to which the Verification Code has been sent.



- The Verification Email includes the Site Code for which the Verification Code is intended.

- Enter the Verification Code and **<Verify>**.
- **Step 3 of 3**: Confirmation
- Click on **<Close>**.


Migrating existing payroll
Confirmation
Step 3 of 3
Subscription for Z0001 was successfully migrated to Sage Payroll Professional.
Close

3.0 RSA: Mid-Year Submission Legislative Changes

The South African Revenue Services (SARS) have published the latest SARS Business Requirements Specification for 2025/2026, including the validations for the Interim Employer Reconciliation for March to August 2025 (Period 202508).

The system has been aligned to the latest SARS requirements for mid-year submissions. This includes the IRP5 file, reports and certificates.

Please implement any necessary changes that are applicable to your unique company setup and employee needs.

3.1 Employee Tax Numbers Mandatory

Please Note:

The employee **income tax reference numbers** will be **mandatory** in specific scenarios as part of the SARS submission requirements, effective from Tax Year End for March 2025 to February 2026 (Period 202602). Please consult the Community Hub for a step-by-step guide to assist you.

Please follow these guidelines to prevent a possible rejection of the submission of your IRP5 file in February 2026.

3.2 Changes to Existing IRP5 Codes 3603 and 3610

IRP5 code 3603 (Pension (PAYE)) and IRP5 code 3610 (Annuity from RAF (PAYE)) are **not new** codes, however, they may **now** also be set up as **non-taxable** earnings.

From the **Main Menu > Payroll > Definitions > Earning Definitions** you can select “Never” in the “When Taxable” column.

Earning Definitions

No	Short	English	Alternate	Earning Type	When Taxable	BCEA	RFI	IRP5 Code	Incl SDL
01	Salary	Salary	Salary	Basic Sal	Monthly	N	N	3601	F
02	Pension	Pension Taxable	Pension	Not Calc	Monthly	N	N	3603	N
03	PensNT	Pension Non-Tax	Pension Non-Tax	Not Calc	Never	N	N	3603	N
04	Annuity	Annuity Taxable	Annuity	Not Calc	Monthly	N	N	3610	N
05	AnntyNT	Annuity Non-Tax	Annuity Non-Tax	Not Calc	Never	N	N	3610	N

The **non-taxable earning line** for IRP5 codes 3603 or 3610 will only be used when a **tax directive** from SARS has been applied for.

3.3 New IRP5 Code 3623 (Antedated Salary/Pension (PAYE))

There is a new IRP5 code 3623 (Antedated Salary/Pension (PAYE)) that is applicable as from the 2026 Year of Assessment as a **non-taxable** earning.

From the **Main Menu > Payroll > Definitions > Earning Definitions** you can select "Never" in the "When Taxable" column.

Earning Definitions

No	Short	English	Alternate	Earning Type	When Taxable	BCEA	RFI	IRP5 Code	Incl SDL
01	Salary	Salary	Salary	Basic Sal	Monthly	N	N	3601	F
02	AntdS/P	AnteD Sal/Pen	AnteD Sal/Pen	Not Calc	Never	N	N	3623	F

The value entered against IRP5 code 3623 is included in the SDL and UIF calculations by default, but it may be excluded, depending on whether an exemption applies to the payment. It may be included in RFI calculations and defaults to "Full" for ETI Remuneration, but may be amended if necessary.

IRP5 code 3623 is also available on the **Calculation** and **Own Definition Screens**.

Employers are required to **apply for a directive** when paying antedated salary or pension for prior tax years. These amounts must be reported under the **non-taxable earning** line using IRP5 code 3623.

3.4 New IRP5 Code 4042 and 4588 (Repayment/Refund/Recoupment of s11(nA) Amount)

3.4.1 IRP5 Code 4042 (Repayment/Refund of s11(nA) Amount)

IRP5 code 4042 was added in Release 6.4a to the Deduction Definition Screen with the description "Repayments/Refunds". Refer to the Release Notes for 6.4a for more information concerning "Repayments/Refunds to Employers".

Please Note:

After we released our software update to Release 6.5a, SARS amended the description for IRP5 code 4042 and added code 4588 and 4589.

As from this release, the description has been revised to read "Repayment/Refund of s11(nA) Amount".

- **Deduction Definitions:** Use this option when the employee repays a "s11 (nA) amount" via the payroll as a deduction on the Payslip. This amount is permitted to be a Tax-Deductible Deduction.

From the **Main Menu > Payroll > Definitions > Deduction Definitions,** select "Y" (Yes) in the "Tax Ded" column, because the amount is tax deductible and is fully included for SDL purposes.

Please Note:

It is your responsibility to NOT enter an amount that is greater than the employee remuneration in the current pay period.

If the repayment exceeds what is permitted in the current pay period, the outstanding amount must be captured in a subsequent pay period.

It is your responsibility to ensure that the employee's tax for the current pay period is not negative due to the value captured against IRP5 code 4042 on Payslip Deductions.

If the employee's tax is negative, you must only capture an allowable value against IPR5 code 4042. The difference can be captured in a following pay period, if the pay period falls within the same year of assessment.

Deduction Definitions

No	Short	English	Alternate	Ded Type	Tax Ded	IRP5	Incl SDL	Clearance No	CC Tax	IRP5	Incl SDL	BCEA
01	Tax	Tax	Tax	Tax/PAYE	N	4102	N		N	4102	N	N
02	U.I.F.	U.I.F.	U.I.F.	U.I.F.	N	4141	N		N	4141	N	N
03	SDL	SDL	SDL	Skills	N		N		N	4142	N	N
04	RPs11nA	Repay/Refnds11nA	Repay/Refnds11nA	Not Calc	N	4042	N		N		N	N

Please make a selection

4001	Employee Pension Fund Contributions
4003	Employee Provident Fund Contributions
4005	Medical Aid Contributions
4006	Employee Retirement Annuity Contributions
4030	Donations paid over by Employer
4042	Repayment/Refund of s11(nA) Amount
4589	Section 11(nB) Recoupment

For IRP5 purposes, the value captured against IRP5 code 4042 is automatically reflected against IRP5 code 4588 (s11(nA) Recoupment).

- **Perks Tax Definitions:** Use this option when the employee repays a "s11 (nA) amount" directly into the company's bank account, to grant the employee the tax benefit.

  You can also accommodate this scenario by entering the value against a tax-deductible line set up for IRP5 code 4042 (details above) and then counter the input by entering the same value on another deduction line so that the Net Salary is only impacted by the tax benefit.

From the **Main Menu > Payroll > Definitions > Perks Definitions,** change any line that is **linked to IRP5 code 3601 or 3801** that you are not currently using e.g.: Line "01 – Entertainment Allowance" to read "Repayment/Refund of s11(nA) Amount".

The amount is fully included for SDL purposes.

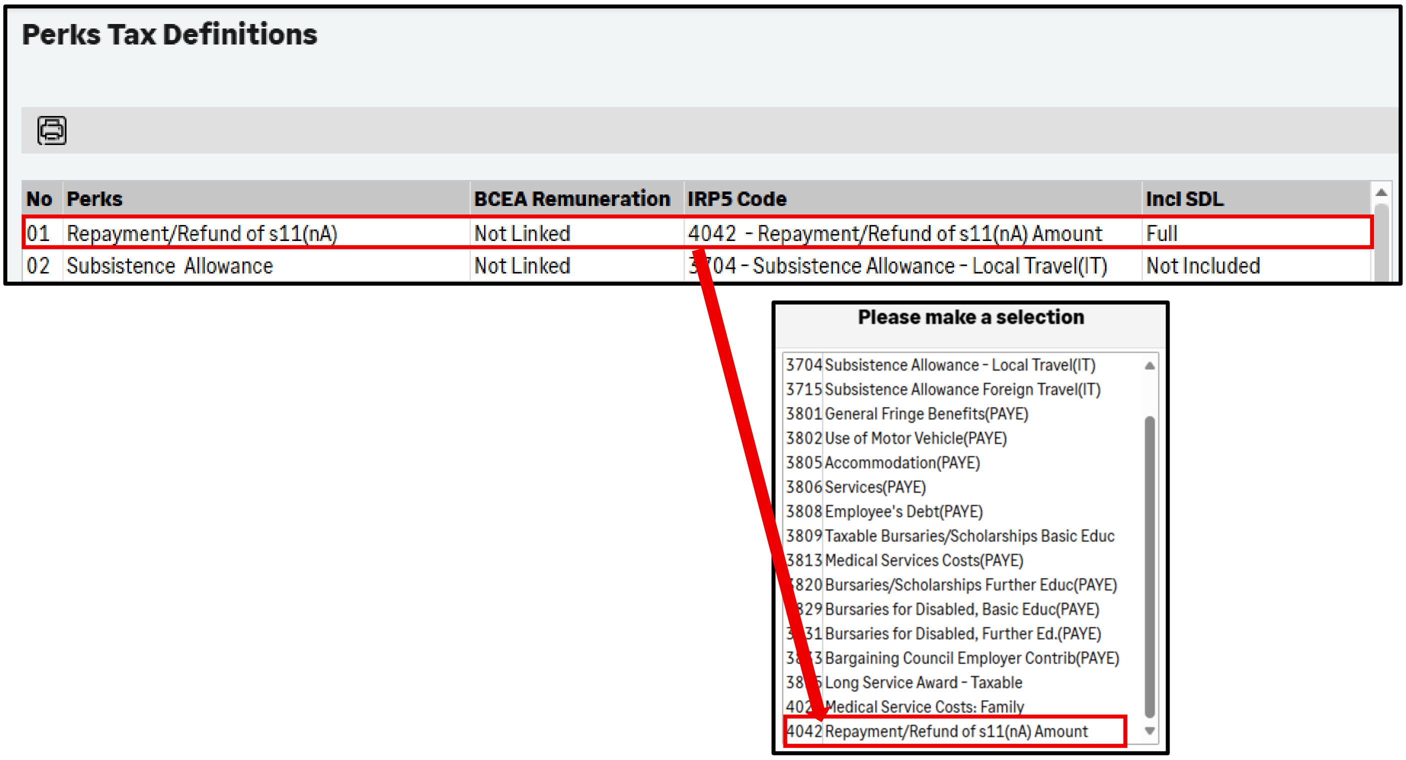
Please Note:

The value must be entered as a **negative** to reduce the employee's taxable income by the amount repaid. The Net Salary will be influenced by the reduction of the Perks value.

It is your responsibility to ensure that the employee's tax for the current pay period is not negative due to the value captured against IRP5 code 4042 on the Taxable Benefits (Perks) Screen.

If the employee's tax is negative, you must only capture an allowable value against IPR5 code 4042. The difference can be captured in a following pay period.

If the employee is terminated without getting the full tax benefit, the difference should be captured against IRP5 code 4588 on the Employee Calculation Control Screen (details follow below) and may be claimed on assessment.



For IRP5 purposes, the negative value captured against IRP5 code 4042 on the employee's Taxable Benefits (Perks) Screen, is automatically reflected against IRP5 code 4588 (s11(nA) Recoupment) as a positive value.

3.4.2 IRP5 Code 4588 (s11(nA) Recoupment)

- **Calculation Fields Definitions:** You will only use this option if the employee repaid the amount, or portion of the amount, directly into the company's bank account (not as a deduction on the payslip). The value captured is only for information purposes and does not affect the employee's Net Salary.

  This typically occurs when an employee is terminated before repaying the full amount, due to insufficient time or insufficient income to accommodate the deduction or tax benefit.

From the **Main Menu > Payroll > Definitions > Calculation Fields Definitions,** select "4588 – Section 11(nA) Recoupment" in the "IRP5 Code" column.

Calculation Fields Definitions

No	Description	Type of Calc	BCEA	IRP5 Code	Incl SDL	Clear Special Totals
01	S11 (nA) Recoup	Not Calc	Not Linked	4588	N	Clear during every Roll-over

For IRP5 purposes, the value captured against IRP5 code 4588 on the employee's Calculation Control Screen, is reflected against IRP5 code 4588 (s11(nA) Recoupment).

Please Note:

The inclusion of this code on the IRP5/IT3(a) Certificate replaces the repayment confirmation letter that the employer issued to the employee in the past.

In Summary:

The amount actually repaid by the employee to the employer will be reported under code 4588, while the portion allowed as a tax-deductible deduction will be reported under code 4042. This does not apply to administrative errors.

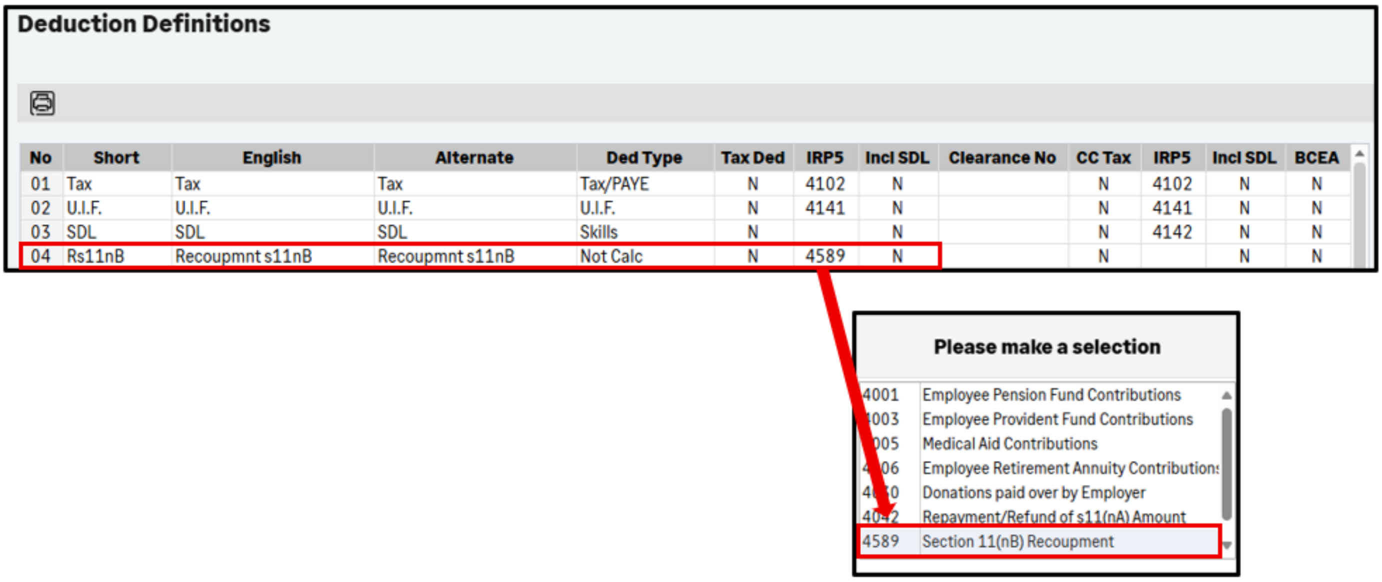
Code	Description
4588	The total amount **repaid** by the employee in the tax year for a s11(nA) recoupment. This amount will be used by the ITR12 assessment process
4042	Amounts deducted for the purpose of **calculating PAYE—i.e., tax-deductible amounts**—in the current year of assessment, in respect of remuneration paid to an employee in the current or a previous year, which the employee refunded to the employer in the current year, such as the recoupment of overpaid remuneration or clawback of commission received for the employee's own benefit, excluding administration errors.

3.5 New IRP5 Code 4589 (Section 11(nB) Recoupment)

The total amount **repaid** by the employee in the tax year for a s11(nB) recoupment, i.e. **restraint of trade**. This amount will NOT be used by the ITR12 assessment process, and the employee must still declare the repayment in source code 4058 on the ITR12 return.

- **Deduction Definitions:** Use this option when the employee repays a "s11 (nB) amount" via the payroll as a deduction on the payslip. The code is only applicable from the 2026 Year or Assessment. This amount is not allowed as a tax deductible on the payroll.

From the **Main Menu > Payroll > Definitions > Deduction Definitions,** select "4589 – Section 11(nB) Recoupment" in the "IRP5 Code" column.



Deduction Definitions

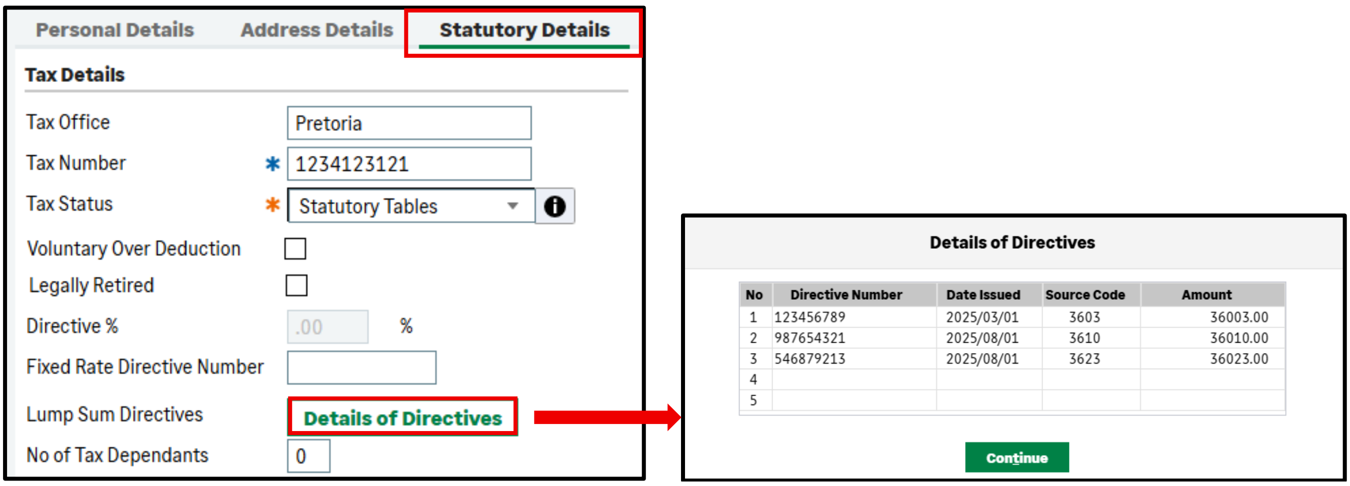
No	Short	English	Alternate	Ded Type	Tax Ded	IRP5	Incl SDL	Clearance No	CC Tax	IRP5	Incl SDL	BCEA
01	Tax	Tax	Tax	Tax/PAYE	N	4102	N		N	4102	N	N
02	U.I.F.	U.I.F.	U.I.F.	U.I.F.	N	4141	N		N	4141	N	N
03	SDL	SDL	SDL	Skills	N		N		N	4142	N	N
04	Rs11nB	Recoupmnt s11nB	Recoupmnt s11nB	Not Calc	N	4589	N		N		N	N

IRP5 code 4589 is also available on the **Calculation Fields Definition** screen. You will only use this option if the employee repaid the amount, or portion of the amount, directly into the company's bank account (not as a deduction on the payslip).

3.6 Details of Directives

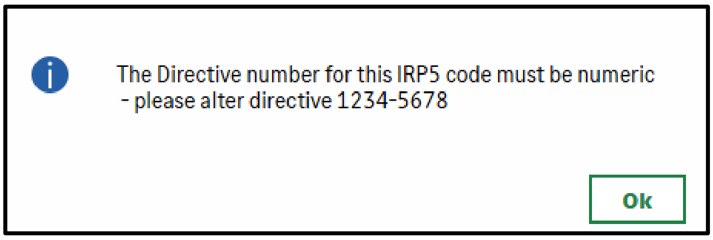
If employees receive a **never taxable earning amount** for IRP5 Codes 3603, 3610 or 3623, you are required to enter a Directive Number and other relevant information on **Main Menu > Employee > Change Employee > Statutory Details Tab > Details of Directive**:

> **Please Note:**
> The directive numbers entered for these IRP5 codes may only contain numeric values.



No	Directive Number	Date Issued	Source Code	Amount
1	123456789	2025/03/01	3603	36003.00
2	987654321	2025/08/01	3610	36010.00
3	546879213	2025/08/01	3623	36023.00
4				
5				

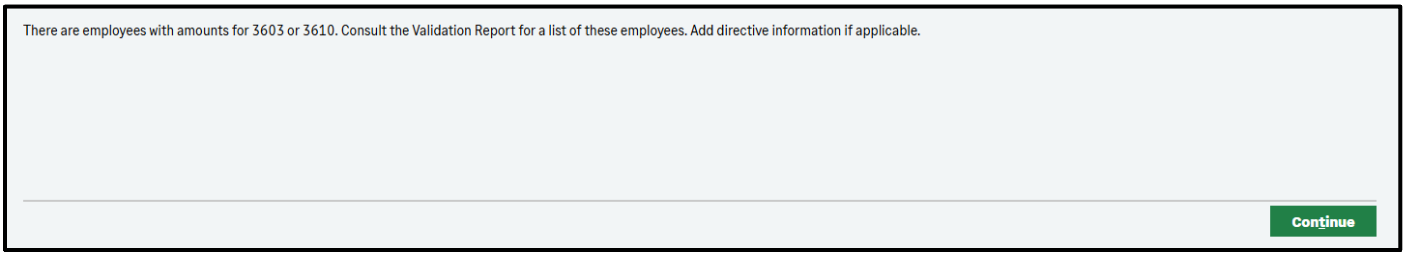
If alpha-numeric values are entered for any of the range of IRP5 codes included in this validation, the following message will be displayed, and the Directive number will be cleared:



3.7 IRP5 Validation Errors/Warnings

The following errors/warnings have been added to the various IRP5 Runs:

- If there are employees with values on IRP5 Codes 3603 or 3610, whether these lines are taxable or not, a message will always be displayed, except during a Live Run, advising the user to consult the Validation Report to determine whether directive information is missing:



- All runs, except the Periodic Live Run, will be stopped if there are employees that have a PAYE deduction (IRP5 code 4102) but no Tax Number.

3.8 Requests Implemented/Issues Resolved

The following IRP5 requests have been implemented, or issues have been resolved:

Area	Issue	Detail
		Requests Implemented
IRP5/IT3a Certificates	Emailing only available on Live Run	Users typically only send out the tax certificates after the EMP501 and tax certificates have been accepted by SARS through eFiling or e@syFile, and not as part of the Live Run process. Therefore, we have amended the "Print Tax Certificates?" options to include "Blank Paper and Email" for the following runs: • Duplicate Resubmission • Resubmission – New Number This is available from Main Menu: • **Reports > Reports and Maintenance > IRP5/IT3(a)** (Report Real Number 507) • **Utilities > RSA Submissions > SARS Submission Process > Continue > Step 8**
RSA Submission Process	Step 5.4 message reworded	**Main Menu > Utilities > RSA Submissions > SARS Submission Process > Continue > Step 5 > Step 5.4** • The second option used to read "Please help me". It has been amended to now read "EMP501 values do not balance". • If you **<Continue>** on this option, an information message will be displayed, stating: For assistance in the Reconciliation of your EMP501, please refer to Steps 5.2 and 5.3. If the reconciliation remains unresolved, we suggest you: • Contact your Business Partner for assistance. • Review possible solutions on the Knowledgebase. • Log a webform for our Support Desk to review.
Validation Report	Recording of Assessment Year	If the Assessment Year field has been completed on **Main Menu > Employee > Change Employee > Statutory Details tab**, the Validation Report will record this information.
		Issues Resolved
Error Message – Stops IRP5 Live Run	Incorrect validation relating to Long Service Awards	When printing IRP5's in non-monthly companies, the following error message occurred in certain scenarios: "Long service award 3622 + 3835 tax free > R5000." This happened when:

		• There are values for IRP5 code 3622 and for IRP5 code 3835 (taxable) in period 1 of 4 of February (the last month of the year and the last month of the tax year) and you print the IRP5's at the end of the month. • There are values for IRP5 code 3622 and for IRP5 code 3622 (taxable) in any period in February (the last month of the year and the last month of the tax year) OTHER than the last period in February, and you print the IRP5's at the end of the month.
Validation Report	Unexpected error relating to Medical Aid	When an employee has Employee and Company Medical Aid Contributions and Employee and Company Retirement Annuity Contributions, then an invalid validation error occurred: “Code 3810 is not allowed if code 4493 is specified”.

4.0 RSA: Employment Equity Changes

The following section is for **South African** Tax Countries that are licenced for **Equity**.

The amended **Employment Equity Regulations** were promulgated on 15 April 2025 under Government Gazette No. 52515.

4.1 Overview

All employers will now follow **a standard reporting cycle** running from **1 September to 31 August** each year. Employers must develop a **five-year Employment Equity (EE) Plan** (or a shorter plan, if applicable), with the **first cycle ending on 31 August 2030**. In addition, employers are required to set **annual numerical targets**.

Please Note:

A notable new requirement is that employers must also align their targets with sector-specific numerical goals for the top four occupational levels.

The key changes are summarised below; however, users are encouraged to consult the full regulations for comprehensive details.

Deadlines and plans

- Deadlines remain unchanged, but all designated employers must submit new EE Plans covering the period 1 September 2025 to 31 August 2030.
- Employers must start their planning from scratch, both the five-year EE Plans and the one-year annual targets.

Submission Periods

- Manual submissions: 1 September to the first working day of October.
- Electronic submissions: 1 September to 15 January of the following year.

Newly Designated Employers

Employers who become designated **after 1 April 2025** must:

- Prepare an EE Plan for the **remaining period** up to 31 August 2030.
- Submit their report in the **next reporting cycle**.
- Note: Employers will **not be assessed** for compliance with annual targets in their **first submission after becoming a designated employer**.

Developing plans

Employers must consider:
- Their current workforce profile.
- The relevant five-year sectoral targets.
- The applicable Economically Active Population (EAP).

They may also consider:
- Inherent job requirements.
- Availability of suitably qualified candidates.
- Qualifications, experience, and potential to acquire skills.
- Turnover and attrition rates.
- Recruitment and promotion trends.

5-Year Sectoral Targets and Compliance

Designated employers must:
- Comply with the numerical targets set for their economic sector.
- Refer to the EEA17 or the relevant government notice to determine their sector.
- Apply the targets for the sector where the majority of their employees are engaged, if they operate in multiple sectors.

Annual Targets and EAP Considerations

When setting annual EE targets to meet the five-year sectoral goals, employers must:
- Set targets for all designated groups in the **four upper occupational levels**, aligned with **sector targets** and **Economically Active Population (EAP)** data, and for persons with disabilities.
- Set numerical goals and annual targets for **semi-skilled** and **unskilled levels**, considering the **applicable EAP**.

Designated employers will be assessed for compliance based on the annual targets they set to achieve the applicable five-year sectoral numerical goals.

Additional Important Information

- Employers must record whether they are using **national or regional EAP** for analysis.
- EE Plans must be **retained for five years after the expiry of the plan**.
- Employers may refer to **EEA9** for guidance on occupational levels.
- Employees may add information to their **EEA1 (employee declaration)**.

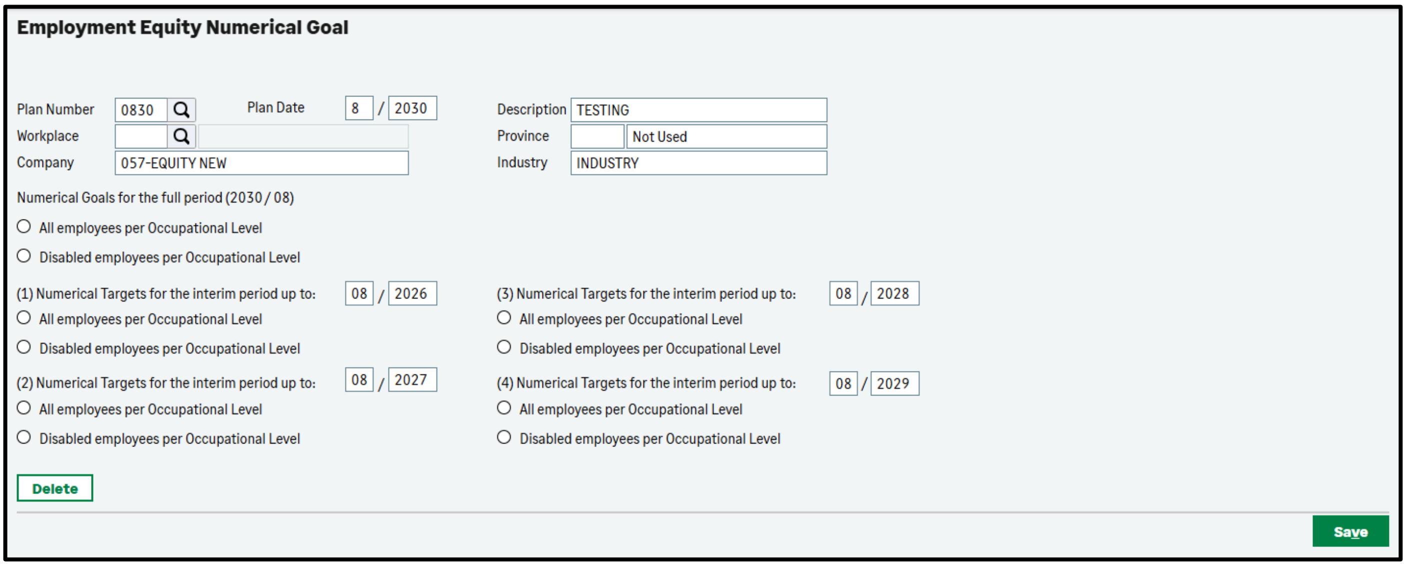
Please consult Department of Employment and Labour for more information.

All changes to templates are mentioned below as well as how we have made provision for this in the software and instructions for any action you need to take.

4.2 Setup New Numerical Goals and Targets

From the **Main Menu > Equity > Numerical Goal Plans**, set up a **new plan** with a Plan Date for **August 2030**.

No changes have been made to the Numerical Goal and Target setup screens.



Once you have considered all the factors and consulted all the relevant documentation mentioned above, set up your 5-Year Goal and Annual Targets.

Set up **Numerical Goals** for the full period, that must be reached by 2030/08, for “All employees per Occupational Level”, and for “Disabled employees per Occupational Level”.

Set up **Numerical Targets** for every year leading up to the goal for “All employees per Occupational Level”, and for “Disabled employees per Occupational Level”.

Please Note:

We are not making provision in the system to capture Sector Targets, as these will be incorporated into the employer's Annual Targets.

Print Screen of Numerical Goal for all employees per Occupational Level:

Employment Equity Numerical Goal

Plan Number 0830 Description TESTING Plan Date 2030 / 8

All Employees Occupational Levels	Male African	Male Colour	Male Indian	Male White	Female African	Female Colour	Female Indian	Female White	Foreign Nationals Male	Foreign Nationals Female	TOTAL
Top management	14	13	12	11	15	14	13	12	2	1	107
Senior management	13	12	11	10	14	13	12	11	1	0	97
Professionally qualified and experienced specialists and mid-management	12	11	10	9	13	12	11	10	0	1	89
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	17	16	15	14	18	17	16	15	1	2	131
Semi-skilled and discretionary decision making	16	15	14	13	17	16	15	14	1	1	122
Unskilled and defined decision making	15	14	13	12	16	15	14	13	2	2	116
TOTAL PERMANENT	87	81	75	69	93	87	81	75	7	7	662
Temporary Employees	1	1	1	1	1	1	1	1	1	1	10
GRAND TOTAL	88	82	76	70	94	88	82	76	8	8	672

Save

4.3 Equity Reports

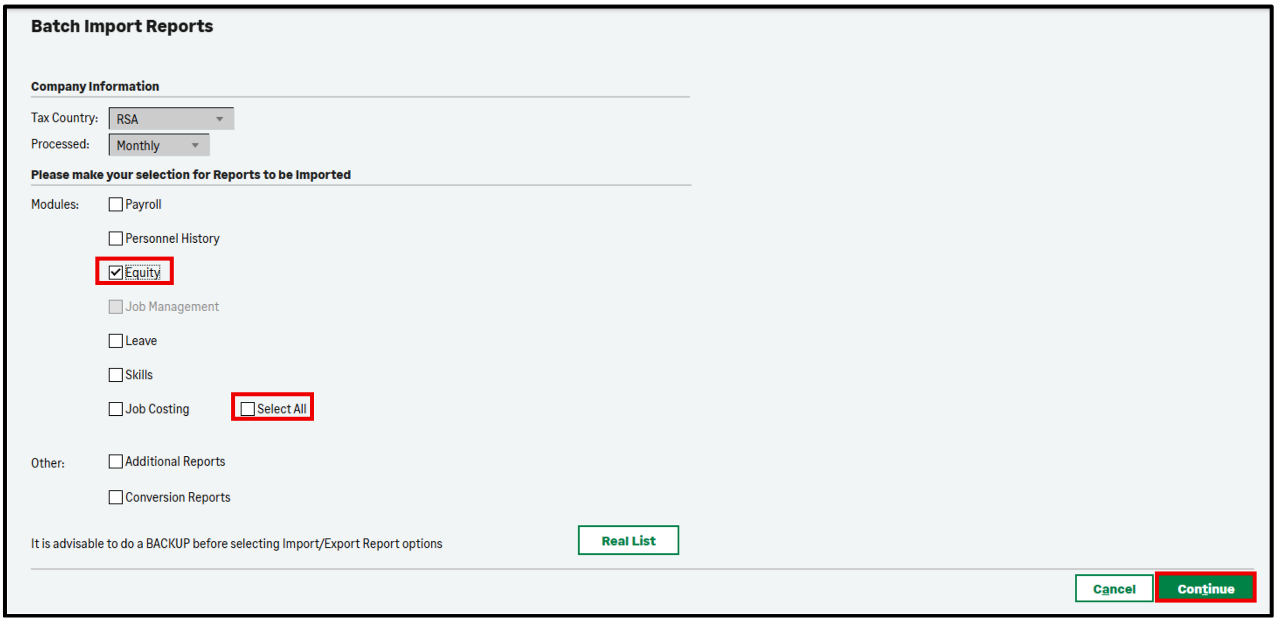
All Equity Reports can be found on the **Main Menu > Equity > Employment Equity Reports > Reports 401 – 600 Tab**

4.3.1 EEA1 – Employee Declaration

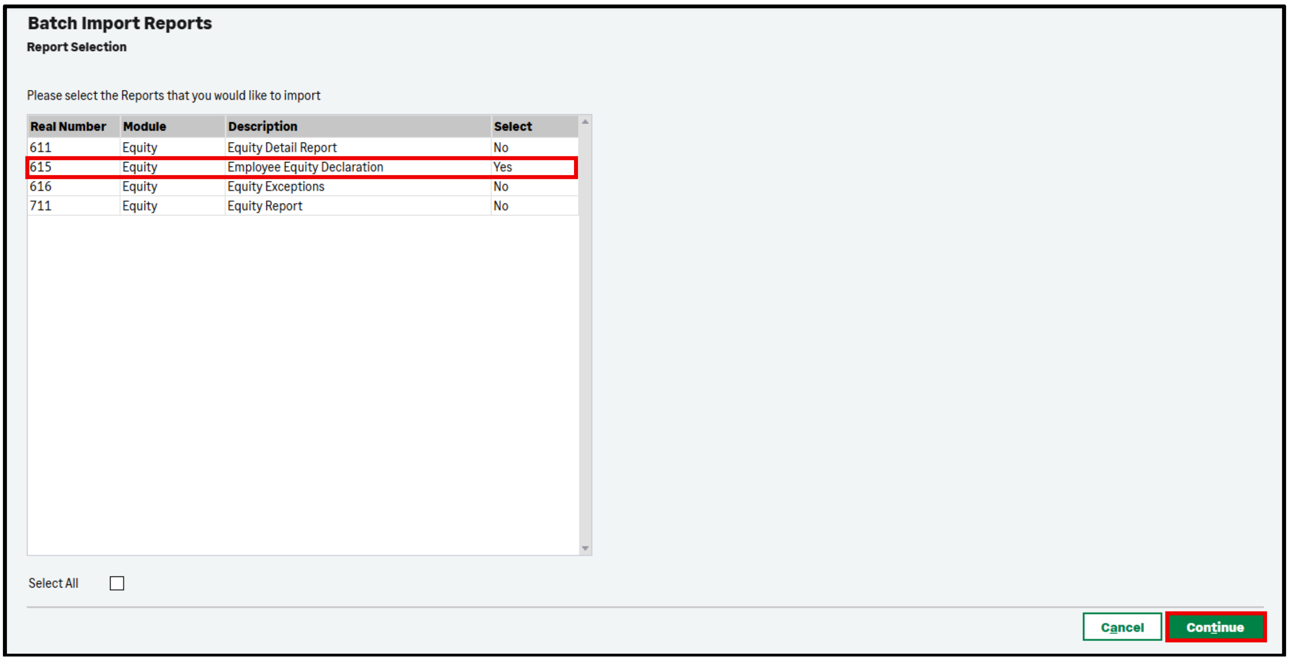
We have aligned the Employee Declaration in the system to accommodate the slight changes made to this report. Please note that there is a slight difference between the Employee Declaration in the Regulations and the template provided by the Department of Employment and Labour.

Please import the new report from the **Main Menu > Reports > Export/Import Reports > Batch Import Reports**:

- Unselect (untick) “Select All”.
- Select (tick) “Equity”.
- Click on **<Continue>**.

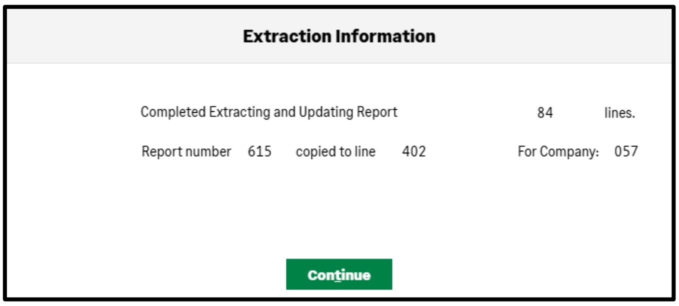


- Select “**Real Number – 615**” by clicking in the “Select” column to change “No” to “Yes”.
- Click on **<Continue>**.



- Click **<Yes>** to overwrite the existing report on the following message:

- Click **<Continue>** and take note of the report line number.



- The new "**EmpEQDecl**" Report can be found on the **Reports 401 – 600 Tab**.

These steps must be repeated in each company that you will be reporting on for Equity purposes.

4.3.2 EEA2 – Section A: Employer Details and Instructions

From the **Main Menu > Equity > Employment Equity Reports > Reports 401 – 600 Tab > Equity Rep**

We have changed the **Version** to **2025**.

- Select the applicable **new Plan Number**.
- If you select to Print for "**Selected**" reports.
- Select "**3. Employer Detail**".
- Complete the relevant date.

Some fields have been removed from the "EEA2 Employer Details and Instructions", the sequence of some fields have changed and in some cases the wording has been amended.

Please Note:

Employers must indicate whether they have used the National or Provincial EAP to set up their equity plan.

4.3.3 EEA2 – Section B: Workforce Profile and Numerical Targets

EEA2 Section B now **combines** the **workforce profile and annual numerical targets** for the current reporting year.

- The workforce profile must reflect the status as at 31 August each year. For the first submission, this means the profile as at **31 August 2025**.

Please Note:

To avoid inconsistent information being printed, the Companies included in your Equity reporting should:

- all be in the same Processing Period, and
- the Processing Period for all companies must be after 31 August.

- In the **first year**, employers will:
    - Only report the workforce profile.
    - **No annual targets** are required, as none would have been submitted for the period ending 31 August 2025 (because all plans have been started from scratch and no previously submitted plans are considered).

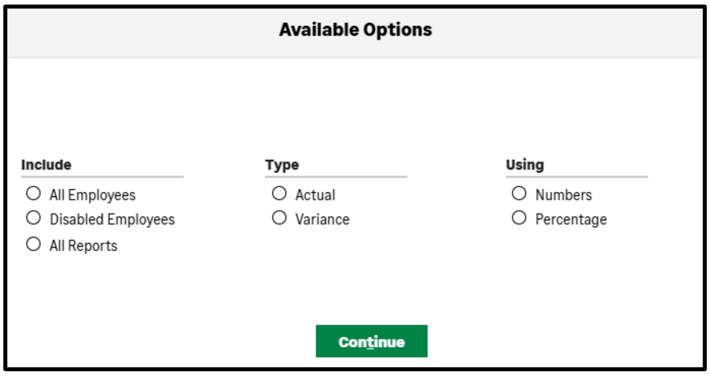
- From the **second year** onward, the DoEL (Department of Employment and Labour) system will:
    - **Pre-fill annual targets** submitted in the previous year (from Section E:7).
    - Compare these targets with the actual workforce profile.
    - Display whether targets were met, including **percentage achievement**.

From the **Main Menu > Equity > Employment Equity Reports > Reports 401 – 600 Tab** select the "**Equity Rep**".

- Select the applicable **new Plan Number**.
- If you select to Print for "**Selected**" reports.
- Select "**4. Workforce Profile**".
- Date must be **31 August 2025**.

Before Release 6.5a

When selecting to **only** print the **Workforce Profile**, you had the option to include “Percentages” or “Numbers” and “Variances” or “Actual” figures.

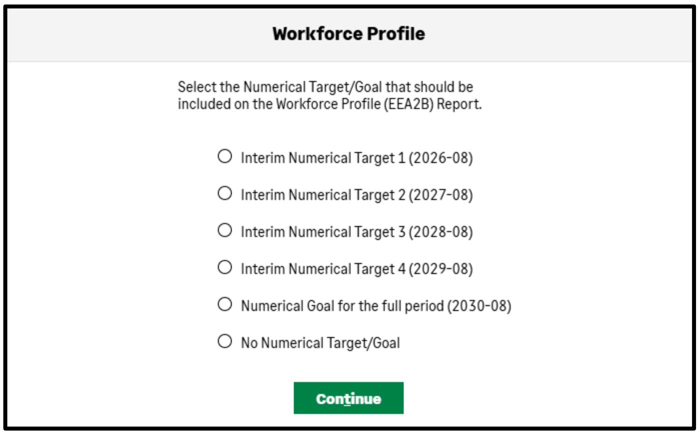


These options are no longer available as percentages and values are now included in the new reports.

As from Release 6.5a

To accommodate the new requirements to include the Numerical Goal or Annual Targets as part of the Workforce profile (Section EEA2), the Report Selection Screen has been amended for the Workforce Profile.

When selecting to print “All” or “Selected” reports, the following selection screen is displayed for the Workforce Profile.



When printing the Workforce Profile, you have the option to select:

- **Interim Numerical Target 1 to 4**: These are your annual targets.
- **Numerical Goal for the full period**: This is your 5-year plan.
- **No Numerical Target/Goal**: This is what DoEL requires for the **first reporting year** because your plans have been set up from scratch and no previous plans are considered.

Values as defined in the selected Target or Goal plan will be used to print values and calculate percentages in the Equity Reports.

Please Note:

You may select to print according to any of the options to track your progress at any point in the year.

- Both numbers and percentages will be reported.
- While the DoEL system will auto-calculate percentages, our system will also calculate these values to help you track progress and identify variances before submission.
- **Rounding differences** may occur between the Sage system calculation and the DoEL portal i.e.: the system truncates the percentage at two decimal places.

Targets for the **current year** go in Section B (1.1 and 1.2); targets for the **next year** go in Section E:7.

Section 1.1. of the EEA2– All Employees (incl employees with disabilities)

Print Screen of Section 1.1, reporting on all employees (including employees with disabilities):

1.1 Please report the total number of **employees** (including employees with disabilities) and annual EE targets in each of the following **occupational levels**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management – Workforce profile	value											
	%											
Top management target – current year	value											
	%											
Senior management – Workforce profile	value											
	%											
Senior management target – current year	value											
	%											
Professionally qualified – Workforce profile	value											
	%											
Professionally qualified target – current year	value											
	%											
Skilled technical – Workforce profile	value											
	%											
Skilled technical target – current year	value											
	%											
Semi-skilled – Workforce Profile	value											
	%											
Semi-skilled target – current year	value											
	%											
Unskilled – Workforce profile	value											
	%											
Unskilled target – current year	value											
	%											
Total employees (excluding temporary employees)	value											
	%											
Temporary employees	value											
	%											
GRAND TOTAL	value											
	%											

- Workforce Profile: Value

  All active employees are included in the headcount per Occupational Level (as previously reported) per Gender and Group, reflecting Foreign Nationals separately from RSA Citizens, and are printed in the "**Workforce Profile value" rows**.

  Excluded employees are all terminated employees with a termination date equal to or before the reporting date e.g.: from and before 31 August of any given year.

- Workforce Profile: %

  The value of the headcount for the specific Occupational Level (split according to Gender and Group) is calculated as a percentage (%) of what this value is of the total number of employees in the Occupational Level and are printed in the **"Workforce Profile %" rows**.

  For example:
  Workforce value is 8 African Males in Top Management.
  Total Number of Employees in the Top Management is 18.
  8 / 18 * 100 = 44.44% of the total workforce in Top Management are African Males.

- Target Current year: Value

  The total number of employees as defined on the Goal/Numerical Targets selected at print time will print here.

Please Note:

When you select "No Numerical Target/Goal", the section for "Target Current Year" will be blank for all Occupational Levels.

- Target Current Year: %

  The **target** value on the selected Goal/Numerical Targets for the specific Occupational Level (split according to Gender and Group) is calculated as a percentage (%) of what this value is of the **total target** value of employees for the Occupational Level.

  For example:
  Target value is 3 African Males in Senior Management.
  Total Target Value of Employees in Senior Management is 15.
  3 / 15 * 100 = 20% of the total target in Senior Management are African Males.

Please Note:

Temporary Employees do not have a section for "Current Year Target Value and Percentage".

Section 1.2 –Employees with Disabilities

Print Screen of Section 1.2, only reporting on employees with disabilities:

1.2 Please report the total number of **employees with disabilities only** in each of the following occupational levels and the annual EE target of the total workforce: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value											
	%											
Senior management	value											
	%											
Professionally qualified	value											
	%											
Skilled technical	value											
	%											
Semi-skilled	value											
	%											
Unskilled	value											
	%											
TOTAL PERMANENT	value											
	%											
Temporary employees	value											
	%											
GRAND TOTAL	value											
	%											
ANNUAL EE TARGET FOR EMPLOYEES WITH DISABILITIES												
Workforce Profile of Employees with Disabilities of total Workforce	%											
Annual target for employees with Disabilities of the total workforce– current year	%											

Section 1.2 –Employees with Disabilities do not reflect the targets per Occupational Level.

- Occupational Level: Values

  All active employees with disabilities are included in the headcount per Occupational Level (as previously reported) per Gender and Group, reflecting Foreign Nationals separately from RSA Citizens, and are printed in the **"value" rows**.

- Occupational Level %:

  The value of the headcount for employees with disabilities in the specific Occupational Level (split according to Gender and Group) is calculated as a percentage (**"%"**) of what this value is of the total number of employees with disabilities in the Occupational Level.

- Annual EE Target for Employees with Disabilities:

  From the **second year** of reporting, it is our understanding that these values will be pre-populated by the DoEL online system based on the previous submission, however, our system will also calculate these values.

  - Workforce Profile of Employees with Disabilities of total Workforce - %:

    Use the total number of employees with disabilities to calculate what percentage (%) of the total workforce are employees with disabilities.

    For Example:
    Total number of employees with disabilities = 5
    Total number of employees in the workforce = 180
    Percentage Calculation: 5 / 180 * 100 = 2.78% of the total workforce are disabled.

  - Annual Target for Employees with Disabilities of the Total Workforce – Current Year - %:

    The **total target** value on the selected Goal/ Numerical Targets for **employees with disabilities** is calculated as a percentage (%) of what this value is of the **total workforce** of the **current year.**

    For example:
    Total Target number of employees with disabilities = 9
    Total number of employees in the current workforce = 180
    9 / 180 * 100 = 5% of the total workforce is targeted to be employees with disabilities.

Section 1.3 and 1.4 – New Sections

These two new sections will not be populated by our system.

You need to complete these sections manually and state:

- Whether you have met your annual numerical targets for the current year or not.
- If not, what your justifiable reason is for not meeting your targets in any or all of the Occupational Levels and/or for employees with disabilities.

4.3.4 EEA2 – Section C: Workforce Movements

Workforce Movements include three reporting areas for the selected reporting period i.e.: from 1 September 2024 to 31 August 2025 for the first reporting cycle:

- Recruitments
- Promotions
- Terminations

From the **Main Menu > Equity > Employment Equity Reports > Reports 401 – 600 Tab > Equity Rep**

- Select the applicable **new Plan Number**.
- If you select to Print for “**Selected**” reports.
- Select “**5. Workforce Movement**”.
- Complete the relevant date.

The number of employees (value as previously reported) as well as the percentages (new fields) are reported by Occupational Level.

Print Screen of first Occupational Level for Section 2.1, reporting on all employees (including employees with disabilities) who were recruited for the selected reporting period:

2.1 Please report the total number of new recruits, **including employees with disabilities**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value											
	%											

4.3.5 EEA2 – Section D: Skills Development

From the **Main Menu > Equity > Employment Equity Reports > Reports 401 – 600 Tab > Equity Rep**

- Select the applicable **new Plan Number**.
- If you select to Print for “**Selected**” reports.
- Select “**6. Skills Development**”.
- Complete the relevant date.

The number of employees (value as previously reported) as well as the percentages (new fields) are reported by Occupational Level.

The instruction that explains who is included in the report has been amended to include the words "sector targets”.

Please Note:

The report does not require “Foreign Nationals” to be recorded in a separate column. However, we have always printed these columns and are retaining this information.

Print Screen of first Occupational Level for Section D, reporting on all employees (including employees with disabilities) who received applicable training for the selected reporting period:

5.1 Please report the total number of employees, **including employees with disabilities**, who received training **ONLY** for the purpose of achieving the sector targets, numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels		Male				Female				Total
		A	C	I	W	A	C	I	W	
Top management	%									

4.3.6 EEA2 - Section E: 5 Year Sector Targets, Numerical Goals and Annual Numerical Targets.

- Employers are required to set numerical targets for all designated groups in each of the **four upper occupational levels in relation** to the applicable **sector targets and EAP**, and for persons with disabilities.
- Employers must set numerical goals for the **lower occupational levels** (semi-skilled and unskilled levels) guided by the **national or regional EAP** that they are applying.
- Note that these 5-year sector targets and goals are not broken down into race but rather a combined target/goal for the designated group, per male and female.
- The 5-year sectoral numerical targets set out are not intended to add up to 100%; as the sectoral numerical target excludes white males with no disabilities and foreign nationals as part of the workforce profile.
- Employers who become designated during the sector target period must prepare an EE plan with annual targets for the remainder of the period.

5 Year Sector Targets and Numerical Goals for Semi-Skilled and Unskilled Level (2025-2030)

Please Note:

We have not saved any sector specific documentation for reference purposes in the system.

This section of the report is not populated automatically by the system and must be completed manually by you.

Annual Numerical Targets for the Next Year

The information captured on the newly created plans will be reported here.

From the **Main Menu > Equity > Employment Equity Reports > Reports 401 – 600 Tab > Equity Rep**

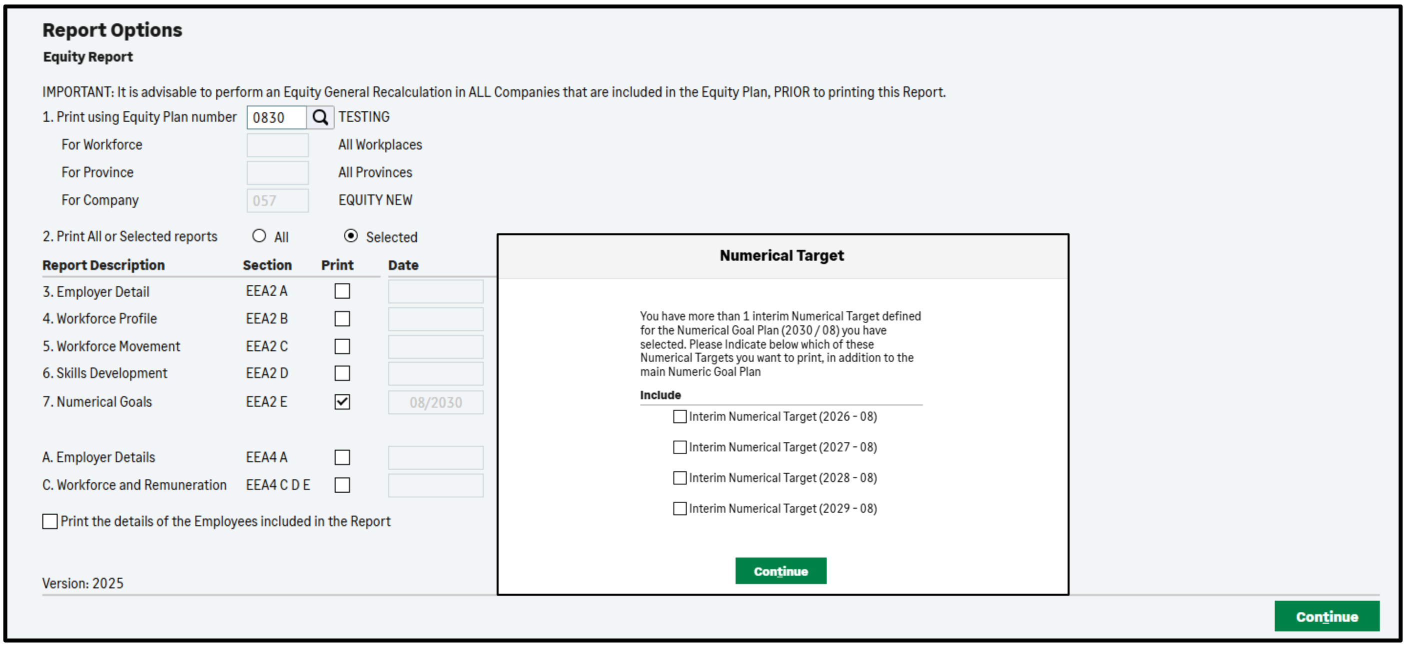
- Select the applicable **new Plan Number**.
- If you select to Print for "**Selected**" reports.
- Select "**7. Numerical Goals**".
- Complete the relevant date.
- Select the relevant **Interim Target** for the applicable reporting period.

In the **first year** of reporting, you should select the Interim Target set up for the following year i.e.: (2026 – 08).

From the **second year** onward, the DoEL (Department of Employment and Labour) system will **pre-fill annual targets** in the Workforce Profile (Section B: 1.1) with the information you submitted here.

Our system will always print the information for the Numerical 5-year Goal and then all the Interim Targets you select at print time.

The Goal and Target Plans, selected at print time, for employees with disabilities, will still print separately on their own sheet despite the change to the new reporting structure, as explained below.



The number of employees (value as previously reported) as well as the percentages (new fields) are reported by Occupational Level.

Employees with disabilities are no longer reported separately but are recorded at the bottom of this report.

GRAND TOTAL	value											
	%											
ANNUAL EE TARGET FOR EMPLOYEES WITH DISABILITIES												
Annual Target for Employees with disabilities (value)												
Annual Target for Employees with disabilities (% of total workforce)												

Annual EE Target for Employees with Disabilities:

- Annual Target for Employees with disabilities (value)

  The total number of employees with disabilities as defined on the Goal/Numerical Targets selected at print time will print here.

- Annual Target for Employees with disabilities (% of total workforce)

  The total **target** number of employees with disabilities on the selected Goal/Numerical Targets is calculated as a percentage (**%**) of what this value is of the **total target workforce**.
  For Example:
  Target of total number of employees with disabilities = 10
  Target of total number of employees in the workforce = 210
  Percentage Calculation: 10 / 210 * 100 = 4.76% of the total target workforce are planned to be employees with disabilities.

4.3.7 EEA2 - Section F: Consultation and Affirmative Action Measures

Minor changes have been made to the wording of this section.

- Consultation
- Barriers and affirmative action measures

Please Note:

This section must be completed by you. The information is not available in the software and interpretation of data and insights into the company is required for completion of these sections.

4.3.8 EEA2 – Section G: Monitoring and Evaluation

Minor changes have been made to the wording of this section.

- Monitoring and progress
- Achievement of annual objectives

Please Note:

This section must be completed by you. The information is not available in the software and interpretation of data and insights into the company is required for completion of these sections.

4.3.9 EEA2 – Section H: Signature of the Chief Executive Officer/Accounting Officer

Please Note:

This section needs to be signed by the Chief Executive Officer or Accounting Officer.

4.3.10 EEA4 - Section A: Employer Details and Instructions

Some fields have been removed from the "EEA4 Employer Details and Instructions", the sequence of some fields have changed and in some cases the wording has been changed.

Please Note:

Employers must indicate whether they have used the National or Provincial EAP to set up their equity plan.

4.3.11 EEA4 – Section B: The Following Must be Taken into Consideration when Completing the EEA4 Form

Under the section "Variable Remuneration Includes", overtime is now specifically mentioned as being 'variable remuneration'.

To define Equity Remuneration, go to the **Main Menu > Equity > Equity Remuneration Control**.

Please Note:

All definitions default to "Fixed/Guaranteed". It is your responsibility to change "Overtime" to "Variable" in the "Remuneration Type" column.

The system will automatically run a general recalculation when you exit this screen.

Please Note:

This change will only take effect as from the current Pay Period. To apply this change to the Equity History records, go to **Main Menu > Equity > Equity General Recalc**.

The following message will remind you to take this action:

Any changes that you have made to the Equity Remuneration Flags, will only be effective as from the current Pay Period.
If you want this change to have an effect on Equity History Records, you need to do a Global Activation for Equity History Records

Ok

4.3.12 EEA4 – Section C – Workforce Profile and Total Remuneration

No changes have been made to EEA4 Section C.

4.3.13 EEA4 – Section D1: Fixed/Guaranteed and Variable Remuneration

The indication of the lowest remuneration for the lowest occupational level in the organisation has been removed. The report is now **split into two**.

Section D1 will be used to report the **highest remuneration** per occupational level, and the new **Section D2** will be used to report the **lowest remuneration** per occupational level.

The same principle as previous reporting periods applies to the **highest remuneration reporting (D1)**: Where a choice has to be made between two employees with the same total remuneration, i.e. one employee having a higher fixed/guaranteed remuneration and the other employee having a higher variable remuneration, the employee with the higher variable remuneration should be chosen when completing the form below.
If there is only one employee at a particular occupational level, only capture their information in table D1 and do not repeat their information in table D2. See note in bold which was added.

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SECTION D1: FIXED / GUARANTEED AND VARIABLE REMUNERATION

Please provide the remuneration of the employee with the **highest total remuneration (i.e. fixed/guaranteed and variable remuneration)** in terms of population group and gender for each occupational level, where applicable. Where a choice has to be made between two employees with the same total remuneration, i.e. one employee having a higher fixed/guaranteed remuneration and the other employee having a higher variable remuneration, the employee with the higher variable remuneration should be chosen when completing the form below. **(NB: If there is only one employee at a particular occupational level, only capture their information in table D1 and do not repeat their information in table D2)**

Occupational levels		MALE				FEMALE				FOREIGN NATIONALS	
		A	C	I	W	A	C	I	W	M	F
Top Management	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Senior Management	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Professionally qualified, experienced specialists and mid-management	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Skilled technical, academically qualified and junior management	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Semi-skilled and discretionary decision making	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Unskilled and defined decision making	Fixed / Guaranteed										
	Variable										
	Total Remuneration										

4.3.14 EEA4 – Section D2: Fixed/Guaranteed and Variable Remuneration

EEA4 Section D2 is a **new** report.

The same principle as previous reporting periods applies to the **lowest remuneration reporting (D2)**: Where a choice has to be made between two employees with the same total remuneration, i.e., one employee having the lowest fixed/guaranteed remuneration and the other employee having the lowest variable remuneration, the employee with the lowest variable remuneration should be chosen when completing the form below.

If there is only one employee at a particular occupational level, only capture their information in table D1 and do not repeat their information in table D2.

PAGE 6 OF 9 **EEA4**

SECTION D2: FIXED / GUARANTEED AND VARIABLE REMUNERATION

Please provide the remuneration of the employee with the **lowest total remuneration (i.e., fixed/guaranteed and variable remuneration)** in terms of population group and gender for each occupational level, where applicable. Where a choice has to be made between two employees with the same total remuneration, i.e., one employee having the lowest fixed/guaranteed remuneration and the other employee having the lowest variable remuneration, the employee with the lowest variable remuneration should be chosen when completing the form below.

Occupational levels		MALE				FEMALE				FOREIGN NATIONALS	
		A	C	I	W	A	C	I	W	M	F
Top Management	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Senior Management	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Professionally qualified, experienced specialists and mid-management	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Skilled technical, academically qualified and, junior management,	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Semi-skilled and discretionary decision making	Fixed / Guaranteed										
	Variable										
	Total Remuneration										
Unskilled and defined decision making	Fixed / Guaranteed										
	Variable										
	Total Remuneration										

4.3.15 EEA4 – Section E: Median Remuneration and the Remuneration Gap

EEA4 Section E has revised instructions explaining exactly how to calculate the required values. Some of these fields are new and a few of the questions have been amended slightly.

The most significant change to the requirements is that the calculations are now based on 5% instead of 10%.

Please Note:

We have not changed the way in which we calculate the number of employees determined by the 5% of total workforce calculation. We will continue to “round up” and not “round off”.

For example: If 5% is equal to 26.1, the system rounds this up to 27 employees.

The following information is automatically calculated by the system:

- Number of employees covered in the top 5% of the highest paid employees in your organisation.
- Total Annual Remuneration of the top 5% of the highest paid employees in your organisation.
- Range of the top 5% of the highest paid employees in your organisation (total annual remuneration).
- Number of employees covered in the lowest 5% paid employees in your organisation.
- Total Annual Remuneration of the lowest 5% paid employees in your organisation.
- Range of the lowest 5% paid employees in your organisation (total annual remuneration).
- Median Remuneration for employees in your organisation.

Please Note:

It is your responsibility to complete the rest of this report.

PAGE 7 OF 9 EEA4

SECTION E: MEDIAN REMUNERATION AND THE REMUNERATION GAP

Please note that in order to complete this section properly, your payroll must be sorted in ascending order from the lowest pay to the highest pay. **Total annual remuneration** includes fixed/guaranteed and variable pay. The '**median**'" is the "middle" value in a list of payments (i.e. total remuneration) ranked from lowest to highest. When the payroll contains an even number of values, the median is the sum of the two middle values divided by 2. The **range** is the area of variation that includes the lower and upper limits of a particular scale. To calculate the range of the top 5% highest paid employees and the range of the lowest 5% paid employees, please do the following:

1. Sort the payroll in ascending order (from the lowest pay to the highest pay).
2. Multiply the total number of employees by 5% (Round off decimals to the nearest whole number).
3. Refer to the earnings of employees that correlate to the number referred to above.
4. Capture the range (lowest and highest) remuneration of the top 5% of the highest paid employees, e.g. from R1000, 000 (lowest) to R2000, 000 (highest).
5. Repeat the exercise for the lowest 5% paid employees, e.g. from R100, 000 (lowest) to R200, 000 (highest).

Number of employees covered in the top 5% of the highest paid employees in your organisation	**Number of employees**	
What is the total annual remuneration of the top 5% of the highest paid employees in your organisation?	**Total Annual Remuneration**	
What is the range of the top 5% of the highest paid employees in your organisation (total annual remuneration)?	**Range**	
	From (Lowest)	**To (Highest)**
	R	**R**
Number of employees covered in the lowest 5% paid employees in your organisation	**Number of employees**	
What is the total annual remuneration of the lowest 5% paid employees in your organisation?	**Total Annual Remuneration**	
What is the range of the lowest 5% paid employees in your organisation (total annual remuneration)?	**Range**	
	From (Lowest)	**To (Highest)**
	R	**R**
What is the median remuneration for employees in your organisation?	**Median Remuneration**	**R**
Please indicate whether your organisation has a remuneration policy in place to address and close the vertical gap/ horizontal gap between the highest and lowest paid employees in your workforce? (Mark with X)	**YES**	
	NO	

	PAGE 8 OF 9	EEA4

How many times (e.g. 10x, 15x, 20x) is the vertical gap between the highest paid employee and lowest paid employee in your organisation?	________________	
Is the remuneration-gap between the highest and lowest paid employees in your organisation aligned to your remuneration policy? (Mark with X)	YES	
	NO	
Are there measures to address the remuneration gap in your Employment Equity Plan? (Mark with X)	YES	
	NO	
Please indicate a key reason for the Income Differentials that apply to your organisation. (Mark with X)	a) Seniority/ length of service	
	b) Qualifications	
	c) Performance	
	d) Demotion	
	e) Experiential training	
	f) Shortage of skill	
	g) Transfer of business	
	h) Other	
If other is chosen as a key reason above, please specify the key reason-		

4.3.16 SECTION F: Signature of the Chief Executive Officer/Accounting Officer

This section is not printed by the system.

4.4 Printing of Other Information

4.4.1 Employee Data Sheets

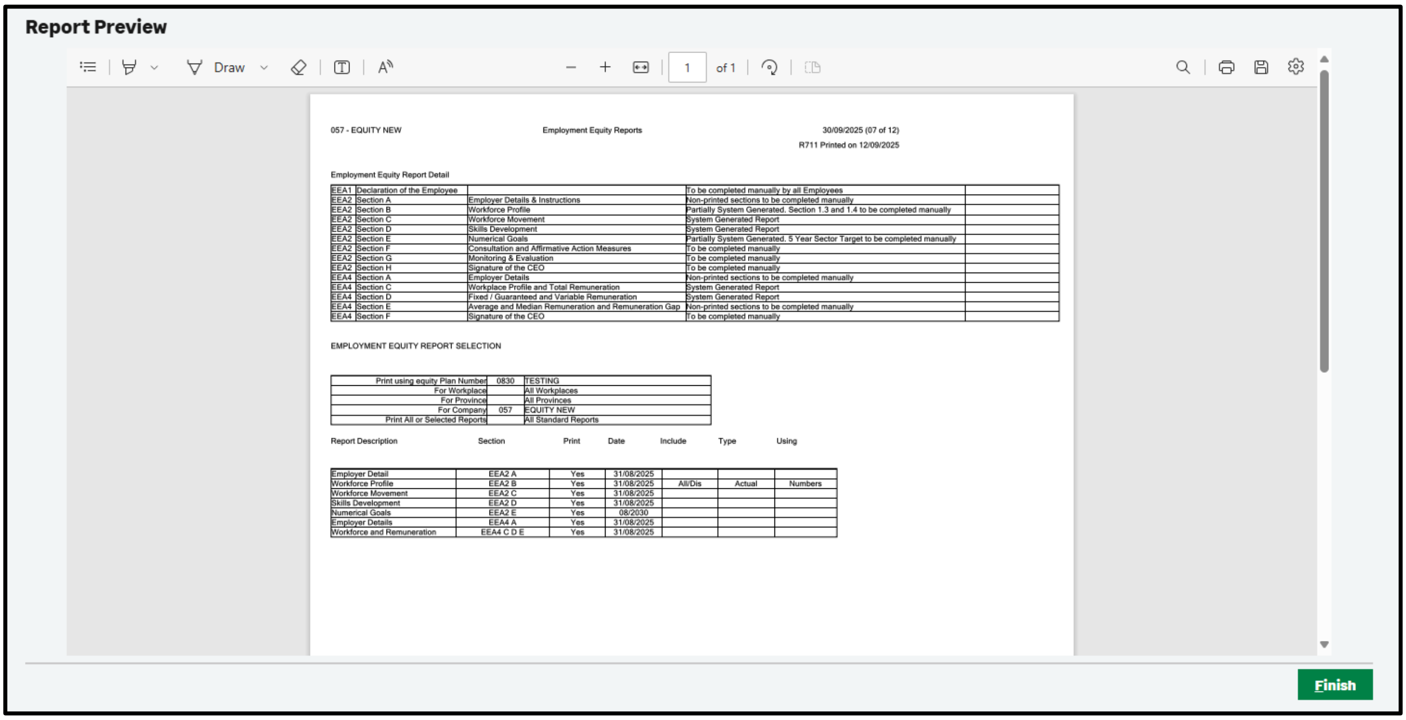
When printing the Equity Report, select (tick) the option "Print the details of the Employees included in the Report"

☑ Print the details of the Employees included in the Report

This option will create additional sheets as part of the Equity Report, listing the employees included in every (selected) section and the remuneration used to calculate the values printed in Sections C, D and E.

4.4.2 Summary Report

At the time of printing, the following summary will display in “Report Preview:



057 - EQUITY NEW — Employment Equity Reports — 30/09/2025 (07 of 12)

R711 Printed on 12/09/2025

Employment Equity Report Detail

EEA1	Declaration of the Employee		To be completed manually by all Employees	
EEA2	Section A	Employer Details & Instructions	Non-printed sections to be completed manually	
EEA2	Section B	Workforce Profile	Partially System Generated. Section 1.3 and 1.4 to be completed manually	
EEA2	Section C	Workforce Movement	System Generated Report	
EEA2	Section D	Skills Development	System Generated Report	
EEA2	Section E	Numerical Goals	Partially System Generated. 5 Year Sector Target to be completed manually	
EEA2	Section F	Consultation and Affirmative Action Measures	To be completed manually	
EEA2	Section G	Monitoring & Evaluation	To be completed manually	
EEA2	Section H	Signature of the CEO	To be completed manually	
EEA4	Section A	Employer Details	Non-printed sections to be completed manually	
EEA4	Section C	Workplace Profile and Total Remuneration	System Generated Report	
EEA4	Section D	Fixed / Guaranteed and Variable Remuneration	System Generated Report	
EEA4	Section E	Average and Median Remuneration and Remuneration Gap	Non-printed sections to be completed manually	
EEA4	Section F	Signature of the CEO	To be completed manually	

EMPLOYMENT EQUITY REPORT SELECTION

Print using equity Plan Number	0830	TESTING
For Workplace		All Workplaces
For Province		All Provinces
For Company	057	EQUITY NEW
Print All or Selected Reports		All Standard Reports

Report Description	Section	Print	Date	Include	Type	Using
Employer Detail	EEA2 A	Yes	31/08/2025			
Workforce Profile	EEA2 B	Yes	31/08/2025	All/Dis	Actual	Numbers
Workforce Movement	EEA2 C	Yes	31/08/2025			
Skills Development	EEA2 D	Yes	31/08/2025			
Numerical Goals	EEA2 E	Yes	08/2030			
Employer Details	EEA4 A	Yes	31/08/2025			
Workforce and Remuneration	EEA4 C D E	Yes	31/08/2025			

Please Note:

The sections not populated by the system are clearly indicated on this report.

4.5 Printing the Equity Report

- When all print time selections have been made and you click on **<Continue>** to print the Equity Report, the Summary Report will be displayed in “Report Preview”.
- Click on **<Finish>**.
- The Equity Report will be saved to your preferred Downloads Folder as determined by your Browser settings.

4.6 Issue Resolved

The following issue has been resolved:

Area	Issue	Detail
	Issue Resolved	
Equity Plans	Index Out of Bounds, upper bound = 200, index = 0 error in some instances.	**Main Menu > Equity > Numerical Goal Plans** When you create a new Equity Plan and you have more than 200 companies on the Company Selection Screen, the following error would have occurred.
Equity Report (Real Number 711)	Index Out of Bounds, upper bound = 150, index = 0 error in some instances.	When the "User Numbers" do not follow onto each other, the following error would have occurred when printing the Equity Report.

5.0 RSA: OID Earnings Threshold

The following is specific to **RSA Tax Countries**:

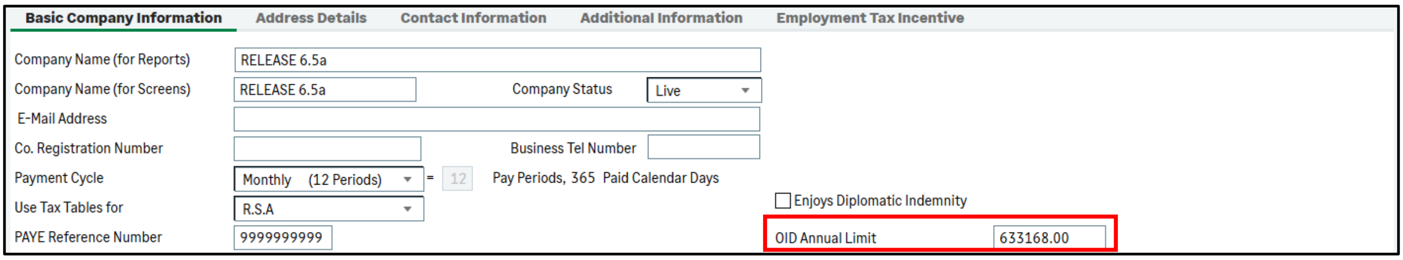
The Minister of Employment and Labour increased the OID earnings threshold from R597 328 per annum to **R633 168** per annum effective **1 March 2025** (2025/2026 year of assessment).

Please Note:

It is your responsibility to amend the OID earnings threshold in the first pay period for March 2025 or as soon as the OID earnings are published.

To amend the OID earnings, go to:

Main Menu > Company > Basic Company Information and amend the OID Annual Limit entry field.



You can find the OID Report (Real Number 502) at:

- Main Menu > Reports > Reports and Maintenance
- Main Menu > Utilities > RSA Submissions > OID Report

The new limit is automatically applied to the OID PDF Details and Summary Reports as well as the Excel Report.

6.0 Payslip Processing Improved

We have made several changes to the way in which input is processed on the payslips.

This will improve the following concerns that we received from clients:

- Speed issues when capturing input on the payslip.
- Movement between the “Amount”, “Times” and “Balance” entry fields.
- The dropping of digits when capturing input.

6.1 Input of Data

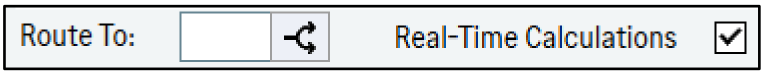
We have changed the way in which the input of data is handled in the backend of the system. This improves the processing speed of the Payslip screen.

We have also improved the problem of some digits dropping during input e.g. 12345.67 may have displayed as 1345.67.

6.2 Real-Time Calculations Selected

As from this release, you have the option to select whether you want the system to perform “Real-Time Calculations” as you capture input on the payslip, or not.

When you access the payslips for the first time, the “Real-Time Calculations” option will be selected (ticked) as the default setting.



All Payslip processing remains unchanged. All values and totals are calculated immediately as input is captured.

6.3 Real-Time Calculations Unselected

If you have **Full Access** to Payslip input, you may unselect (un-tick) “Real-time Calculations”. This will enable the <Recalc> button.

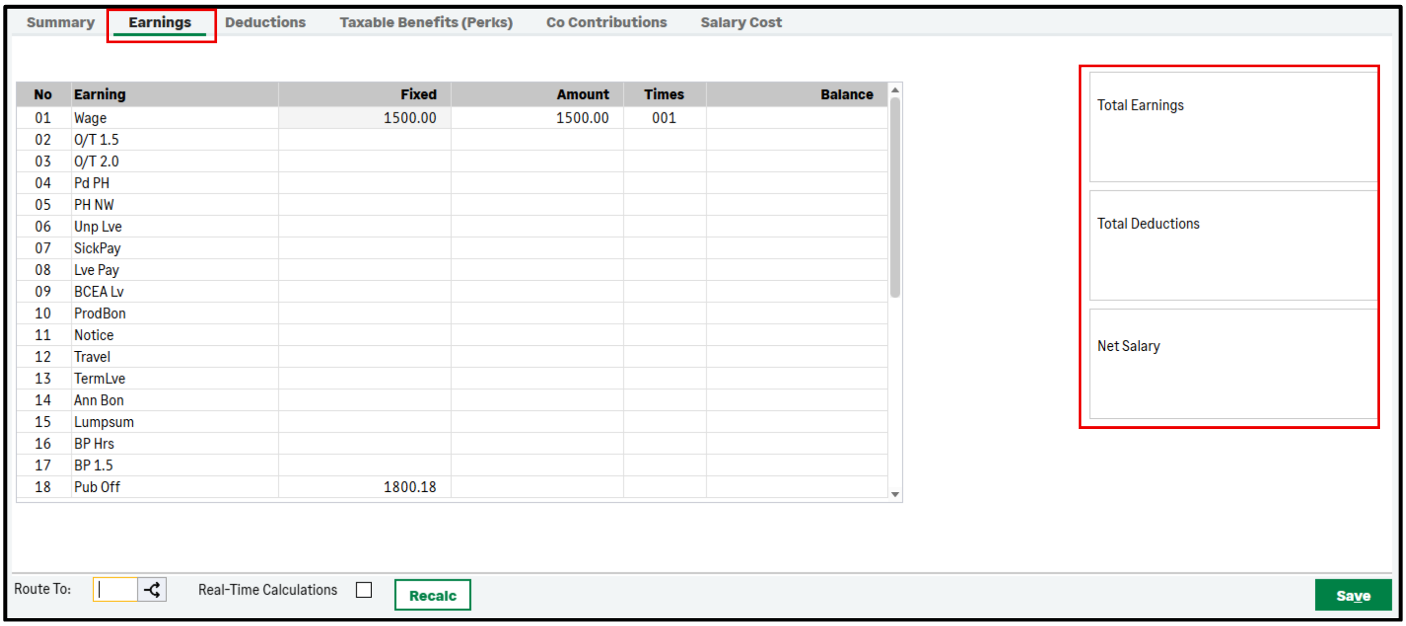
Please Note:

The "Real-Time Calculations" setting (ticked or not ticked) is determined per USER for ALL employees in the current company. It is not set per employee.

When the setting is changed (ticked or un-ticked), the selection and User will be recorded on the **Main Menu > Reports > Log File > Print or View Log File**.

When "Real-Time Calculations" is unselected, it has the following impact on the Payslip:

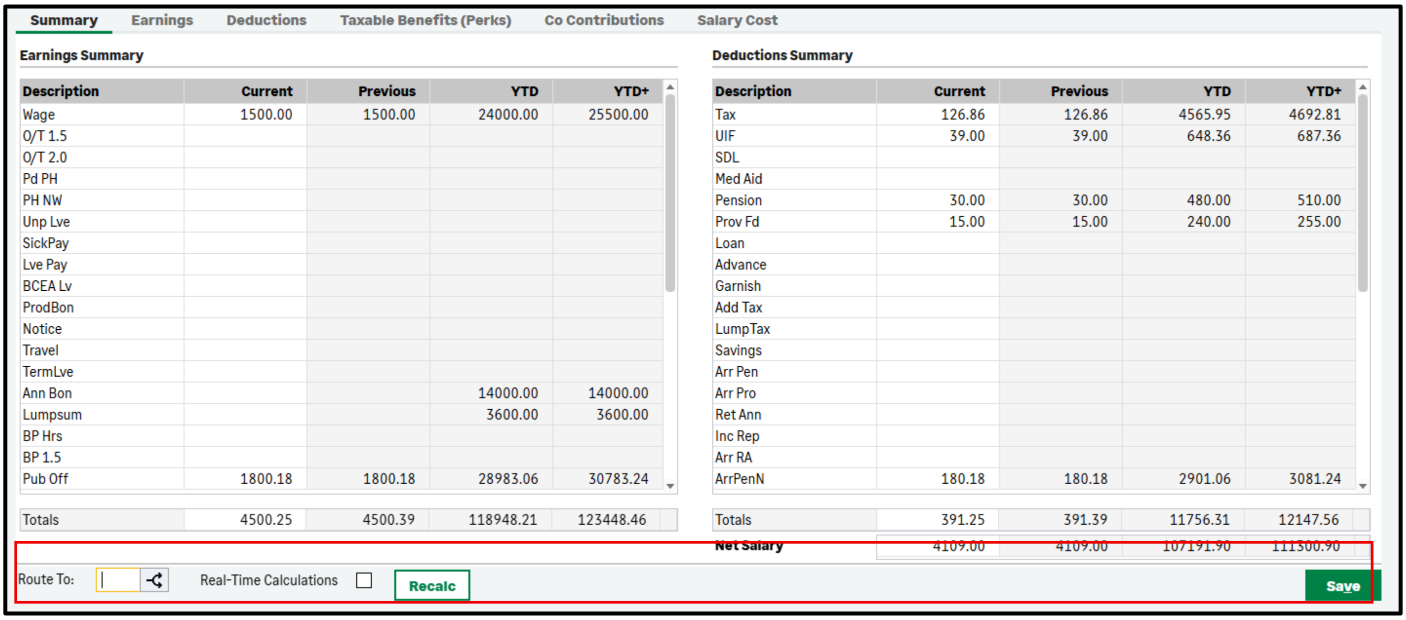
- The process of capturing input on the payslip will be faster.
- Values impacted by Payslip input will **not recalculate** automatically e.g. Tax.
- Some Methods of Calculation will calculate values immediately e.g. Overtime.
- Totals on the Earnings, Deductions, Co Contributions, Taxable Benefits (Perks) and Salary Cost Tabs will **not recalculate**. The fields might be blank.



- The Totals on the Summary Tab will recalculate.

Please Note:

If you have values that are impacted by Payslip input, this will still **not** have recalculated automatically at this point e.g. Tax.



Summary | Earnings | Deductions | Taxable Benefits (Perks) | Co Contributions | Salary Cost

Earnings Summary

Description	Current	Previous	YTD	YTD+
Wage	1500.00	1500.00	24000.00	25500.00
O/T 1.5				
O/T 2.0				
Pd PH				
PH NW				
Unp Lve				
SickPay				
Lve Pay				
BCEA Lv				
ProdBon				
Notice				
Travel				
TermLve				
Ann Bon			14000.00	14000.00
Lumpsum			3600.00	3600.00
BP Hrs				
BP 1.5				
Pub Off	1800.18	1800.18	28983.06	30783.24
Totals	4500.25	4500.39	118948.21	123448.46

Deductions Summary

Description	Current	Previous	YTD	YTD+
Tax	126.86	126.86	4565.95	4692.81
UIF	39.00	39.00	648.36	687.36
SDL				
Med Aid				
Pension	30.00	30.00	480.00	510.00
Prov Fd	15.00	15.00	240.00	255.00
Loan				
Advance				
Garnish				
Add Tax				
LumpTax				
Savings				
Arr Pen				
Arr Pro				
Ret Ann				
Inc Rep				
Arr RA				
ArrPenN	180.18	180.18	2901.06	3081.24
Totals	391.25	391.39	11756.31	12147.56
Net Salary	4109.00	4109.00	107191.90	111300.90

Route To: | Real-Time Calculations | Recalc | Save

Please Note:

To initiate a **final recalculation** of all payslip values, totals and net salary, you must click on the **<Recalc>** button.

The payslip will also do a **final recalculation** when:

- You print a payslip from the Payslip screen.
- When you move from the current Payslip to another Payslip by means of “.enter” or “,enter” in the Routing entry field at the bottom of the screen.
- When you move from the current Payslip to another Payslip by means of the “<” and “>” buttons on the top ribbon.
- When you exit the Payslip by clicking on the <Save> button.

6.4 Times Column on Earnings

As from this release, when you do Earnings input on the payslip, the “Times” column will automatically default to “1”.

You can manually change the value if required.

The cursor will remain in the “Times” column once the input has been captured.

Please Note:

We have only made this change to the Earnings Tab. None of the other Tabs, e.g. Deductions, will auto-populate.

7.0 Custom Bank File Enhancements

Custom Bank File Generator empowers you to set up your own Bank File Layouts, if the layout is not already available in the system. Please revisit Release Notes for Release 6.3a and 6.4a for more information about this feature.

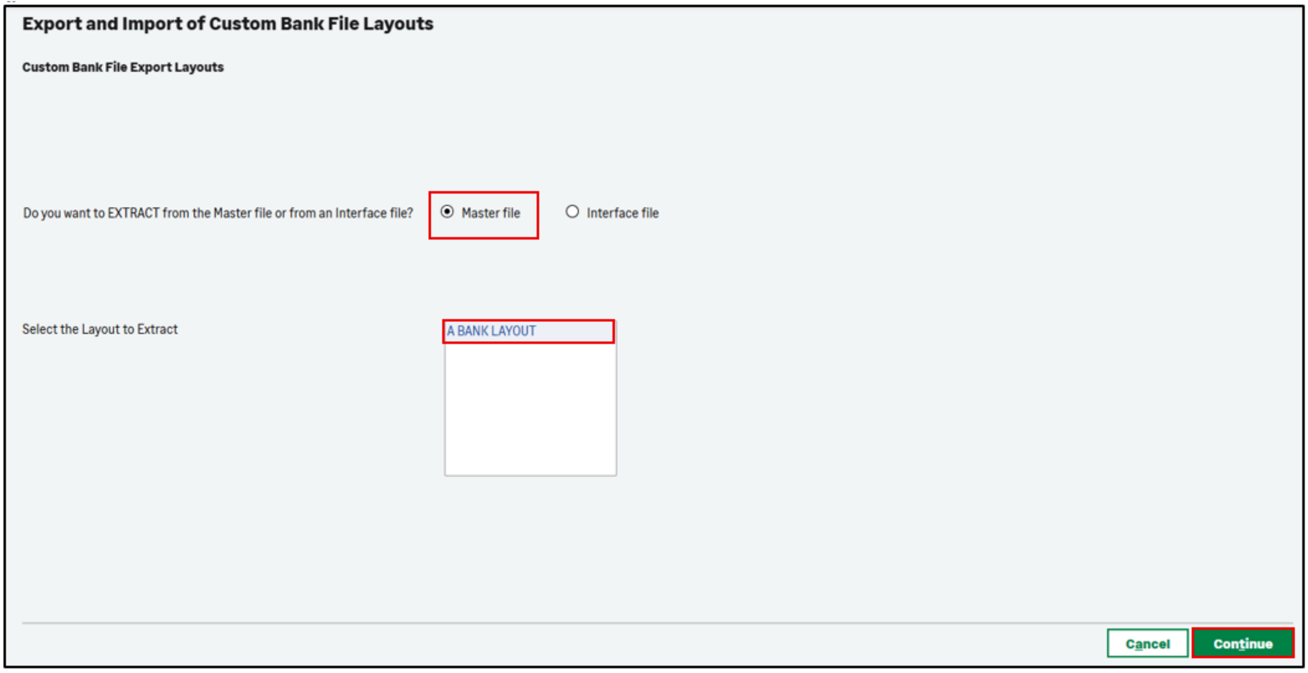
It is now possible to copy a Custom Bank File Layout from one Site Code to another, eliminating the need to recreate it from scratch each time.

> **Please Note:**
> All the available Custom Bank File layouts can be accessed from any company within the **same** Site Code, but **not** across **different** Site Codes.

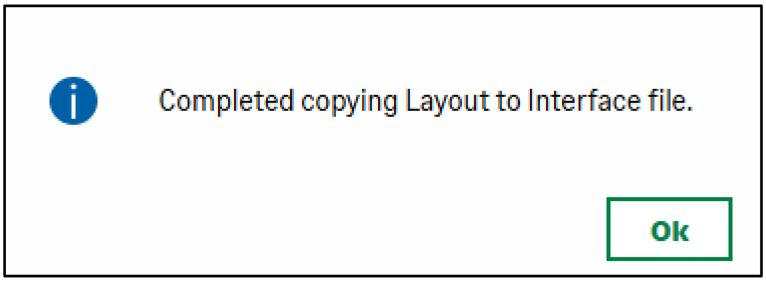
7.1 Export Layout from the System

- Access any company in the Site Code where the Custom Bank File layout must be copied from.
- From the **Main Menu > Interfaces > Export Control > Custom Bank File > Custom Bank File Layouts**: Click on **<Copy>.**

- Select “Master file”.
- “Select the Layout to Extract” displays all available layouts for the Site Code you are currently accessing. Click on the layout you want to copy.
- Click on **<Continue>**.



- When the layout has been copied to the Interface file successfully the following message will be displayed.



- Click on **<OK>**.
- Depending on your browser settings, the INTERFACE_XXX_YYY.ZIP file will download automatically, else click on **<Click Here>** on the “File Download” page.
- You will be returned to the “Export and Import of Custom Bank File Layouts” Screen where you can export more layouts if necessary.
- Click **<Cancel>** when you are finished.

7.2 Unzip Export File

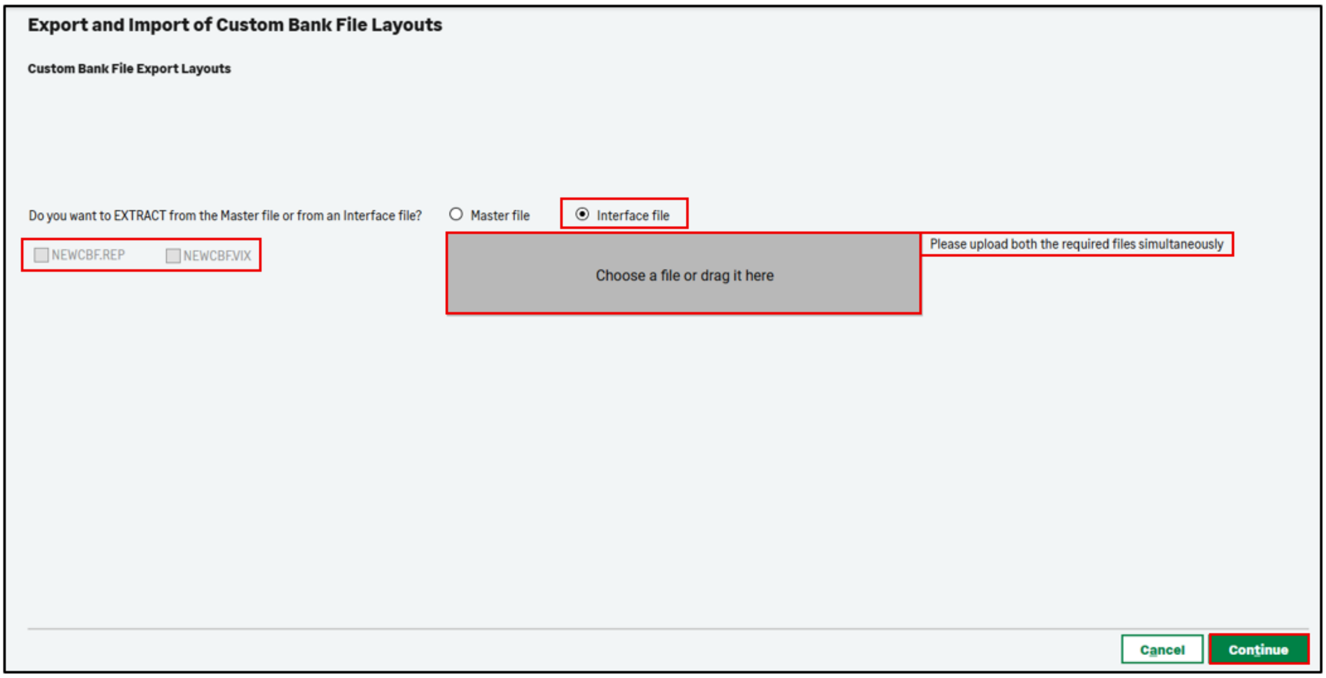
The INTERFACE_XXX_YYY.ZIP file will have saved to your preferred Downloads Folder.

The “XXX” refers to the User Number of the user that created the export file. The “YYY” is a unique time identifier.

Extract the NEWCBF.REP and .VIX files to a folder of your choice for importing to another Site Code.

7.3 Import Layout from the Interface File

- Access any company in the Site Code where the Custom Bank File layout must be copied to.
- From the **Main Menu > Interfaces > Export Control > Custom Bank File > Custom Bank File Layouts:** Click on **<Copy>**.
- Select “Interface file”.

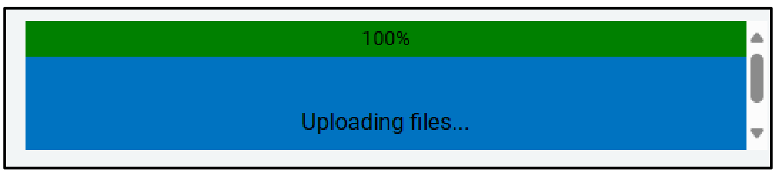


- There are two ways in which you can select the NEWCBF.REP and .VIX files for import:
    - Click in the “Choose a file or drag it here” big grey block. File Explorer will open so that you can navigate to the folder where you saved the files. Select BOTH files and click on **<Open>**.
    - Open File Explorer and select BOTH files. Drag-and-drop them in the big grey block.

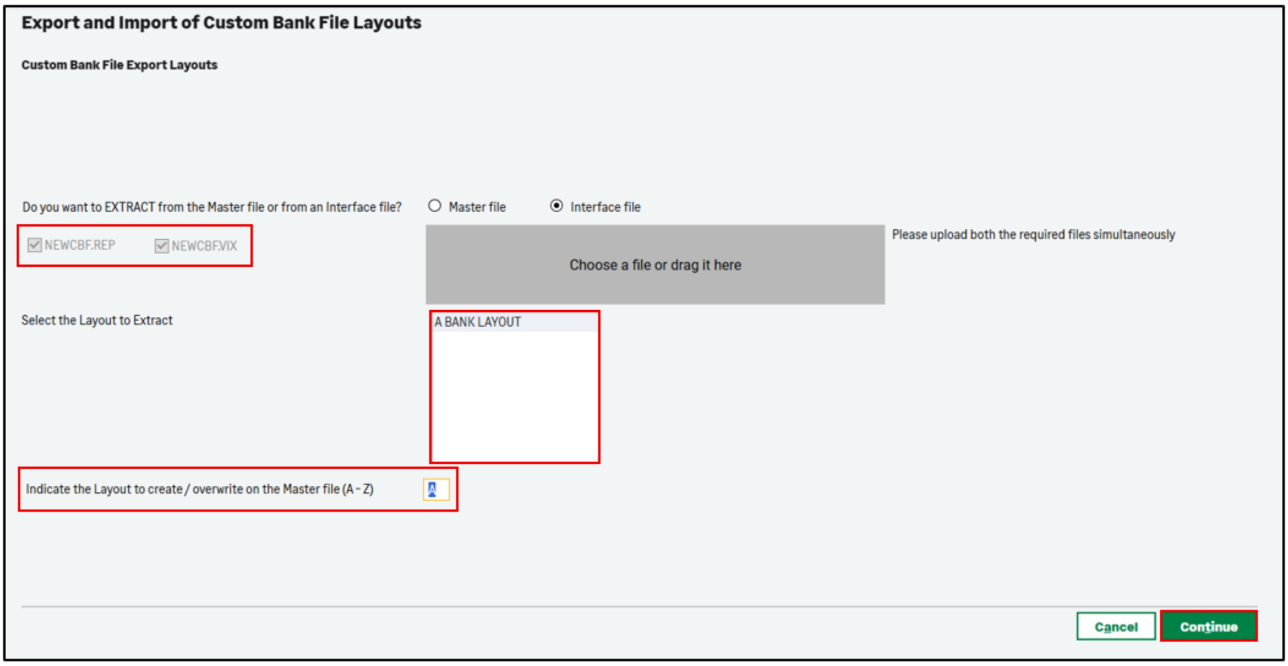
Please Note:

You must select both files at the same time.

- The big grey block will display the uploading process.

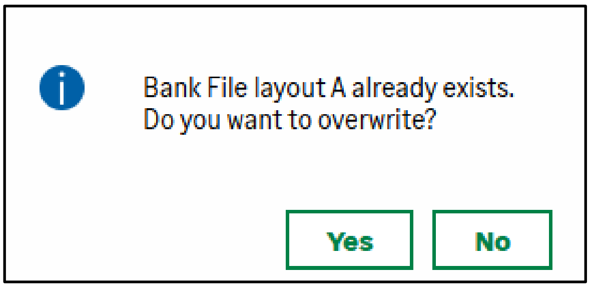


- When successfully uploaded, each file will be “ticked” and the Custom Bank File layout is displayed.
- Select the layout to be extracted by clicking on the name.

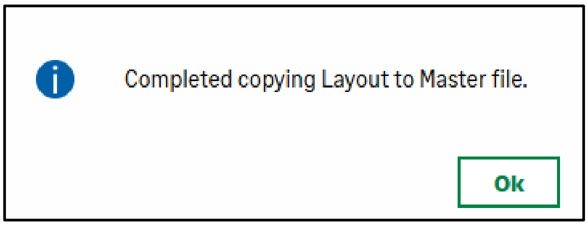


- The Layout Indicator of the layout you are importing will display in the “Indicate the Layout to create/Overwrite on the Master file (A – Z)” entry field. You have the following options:

  - If you already have a layout in this Site Code with the same indicator, e.g. “A”, and you proceed to import the layout, the system will warn you with the following message:



  - If you select **<Yes>**, the existing layout will be overwritten with the layout you are importing.
  - If you select **<No>**, you could allocate another indicator to the layout you are importing, e.g. “B”, so that you retain your existing layout and import the new layout under a different indicator.
  - If there is no layout in this Site Code with the same indicator, you can just accept the indicator in the entry field.
- Click on **<Continue>**.
- When the copy process is completed, the following message will display:



- You will be returned to the “Export and Import of Custom Bank File Layouts” Screen.

- Click **<Cancel>**.
- The imported layout is now seen on the Custom Bank File Control screen.
- To return to the Main Menu click on **<Cancel>**.

8.0 Other Tax Countries: New Reports

8.1 Kenya: Simplified P10 Return

Your system was updated on **30 July 2025** with this new report.

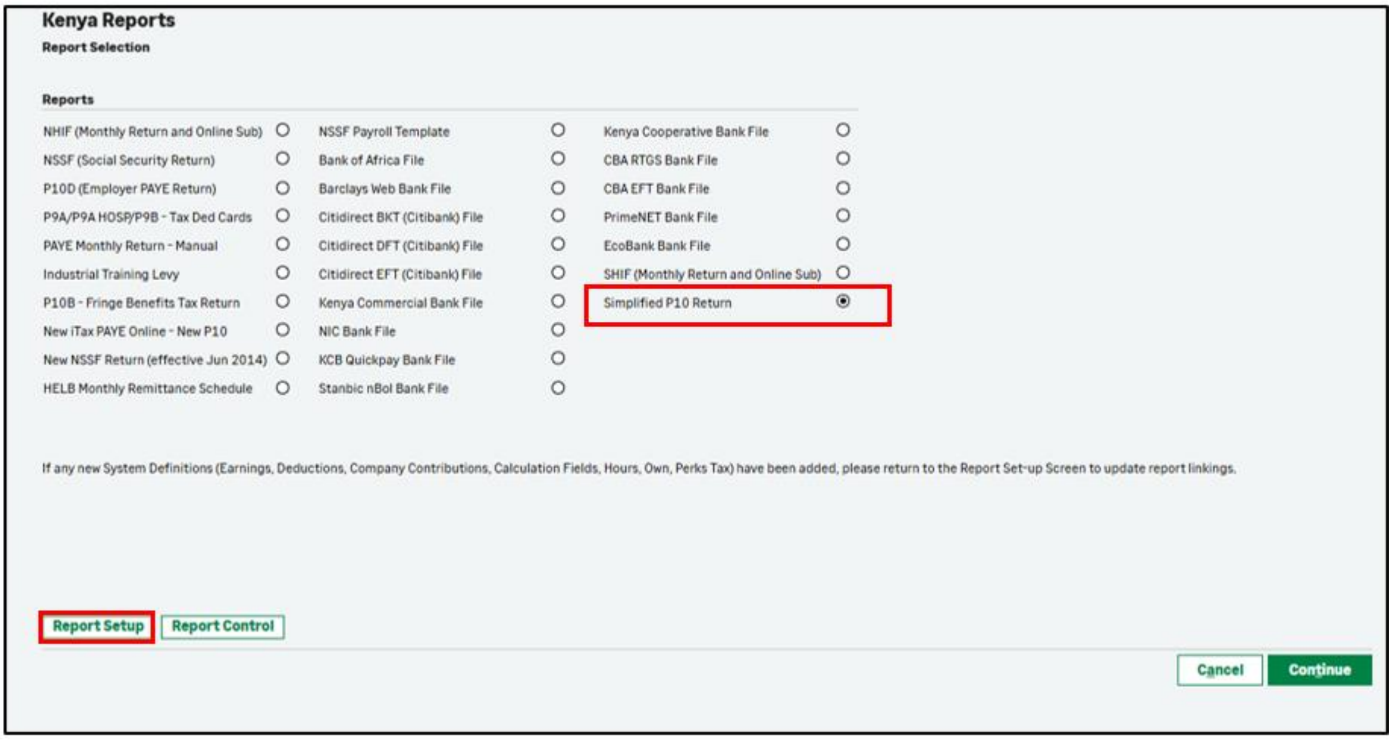
The new Simplified P10 Return replaces the existing New iTax PAYE Online - New P10 Report as the monthly PAYE submission file.

Functionally, the report works the same as the previous report version, and the return process remains unchanged: CSV files are generated, imported into the P10 template for validation, and the final file is produced for submission once all validations have passed.

The new template has been streamlined and only contains three sheets for us to populate:
- Sheet B – Employee Details
- Sheet C – Lump Sums (not doing until further notice)
- Sheet D – Fringe Benefits Tax

The new Simplified P10 Return will become mandatory for all taxpayers from July 2025 due for submission in August.

The Simplified P10 Return can be found on: **Main Menu > Reports > Kenya Reports**:



When you print the report for the first time, access the **<Report Setup>** Screen and link the relevant line items to the available options.

Field	Description
Disable Flag	No Change (Calc Screen is the default option).
Total Cash Pay	Total amount of all Taxable Earnings for the current month. If the earning has an exemption or is partially taxable, show only the taxable portion.
Value of Car Benefit	Taxable Value of the Car Benefit of the Employee.
Value of Meals	Value of Meals for the current month.
Non Cash Benefits	Total Taxable Fringe Benefits excluding Car Benefit, Housing Benefit, Value of Meals and items linked to Other Benefits.
Type of Housing	The different Types of Housing are: 1. Benefit not given 2. Employer's Owned House 3. Employer's Rented House 4. Agriculture Farm 5. House to Non-full-time service Director **Please Note:** The mapping for Type of Housing differs from the "New iTax PAYE Online – New P10" report. If you want to make use of the existing line, you will need to relink employees.

	If you want to continue using the “New iTax PAYE Online – New P10” report, we strongly suggest that you create a new Housing Type line on the Calculation Screen (Route with XS) and link Type of Housing on this line for use when printing the “Simplified P10 Return”.
Housing Benefit	The Taxable value of the Housing Benefit for the current month.
Other Benefits	Other Taxable Benefits excluded from the Fringe Benefit exemption.
Social Health Insurance (SHIF)	Social Health Insurance for the current month.
NSSF Contribution	The actual NSSF Contributions for the month.
Approved Pension	Actual current Pension contributions made to approved pension funds other than the NSSF.
Post Retirement Medical Fund	Post Retirement Medical Fund for the current month.
Mortgage Interest	The Interest paid by the Employee towards his/her own Mortgage.
Affordable Housing Levy	Affordable Housing Levy for the current month.
Insurance Relief	Insurance Relief for the Current Period.
PAYE Tax Deducted	The actual PAYE Deduction for the Current Month.
Loan Deduction	Link the line where the Loan amount is deducted from the employee. This line will be used to calculate the outstanding loan balance. **Please Note:** We only make provision for ONE loan per employee.
Initial Loan Amount	The original Loan Amount given to the Employee.
Loan Interest Rate	Interest Rate charged by the Employer on Loan Amount granted to the Employee.
Prescribe Market Int Rate	The prescribed market interest rate.

Complete the necessary fields, then click on **<Continue>**.
A zip file will download containing the following files:

- Kenya_P10_Simplified_Return_yyyymmddhhmmss.xlsx (This is an excel report that can be used to view information included in the csv files)
- B_Employee_Dtls_Simplified.csv
- D_FBT_Dtls.csv (This file will only be created if there are employees with qualifying loan transactions.)

B_Employee_Dtls_Simplified CSV File

The B_Employee_Dtls_Simplified.csv file contains the combined information previously included in B_Employees_Dtls and C_Disabled_Employees_Dtls CSV files of the “New iTax PAYE Online – New P10” Return. This file includes employees with the sum of Total Cash Pay Plus Total Non-Cash Pay greater than 0.00.

D_FBT_Dtls CSV File

The D_FBT_Dtls.csv file contains employee loan details where the interest charged on an employee loan captured on the Payslip Screen results in a Low Interest Loan Fringe Benefit, e.g. where the official interest rate on the Calculation Screen is greater than the interest charged on the employee’s loan transaction, also entered on the Calculation Screen.

8.1.1 Issue Resolved

Issue	Description
Terminations printing unexpectedly	Your system was updated on **5 August 2025**, to amend the following: Employees who received no income during the month – neither cash nor non-cash payments - were included in the report. As a result, terminated employees appeared in the report unexpectedly.

9.0 Other Tax Countries: Existing Report Changes

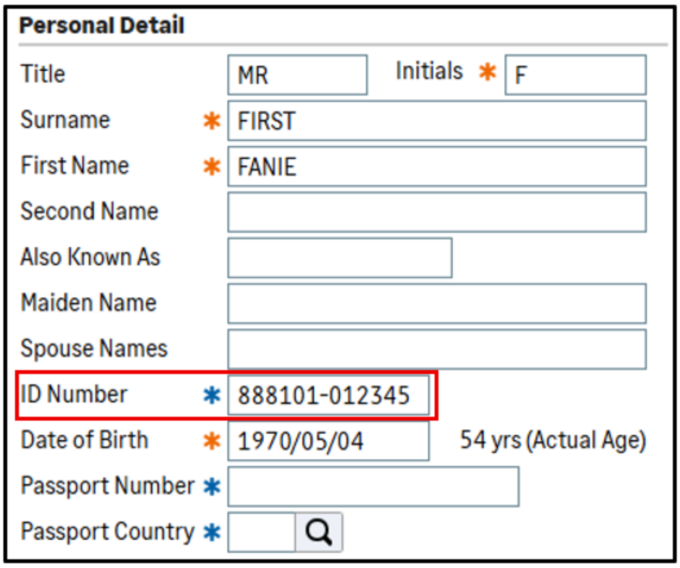
9.1 Kenya: SHIF (Monthly Return and Online Sub)

Your system was updated on **19 June 2025** to accommodate the change to this report.

The Social Health Authority (SHA) has released an updated SHIF submission template, which now includes a new column for "Identity Type" that is recorded in column "D".

From the **Main Menu > Employee > Change Employee > Personal Details Tab**:

- **National ID Number**:
  If the employee has a **National ID Number**, enter it in the "**ID Number**" entry field.
  The word "National ID" will automatically print in the "Identity Type" column "D".
- **Other Number**:
  If the employee does not have a National ID Number, but a **Refugee ID** or **Alien ID**, enter this number in the "**ID Number**" entry field.

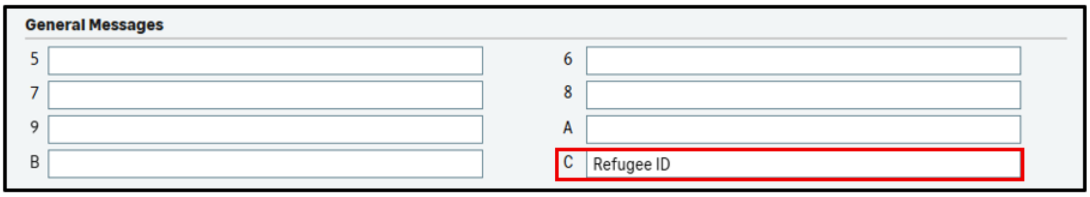


Route to the **Memo Screen** by typing "MEM" in the Routing entry field at the bottom of the Personal Details screen.

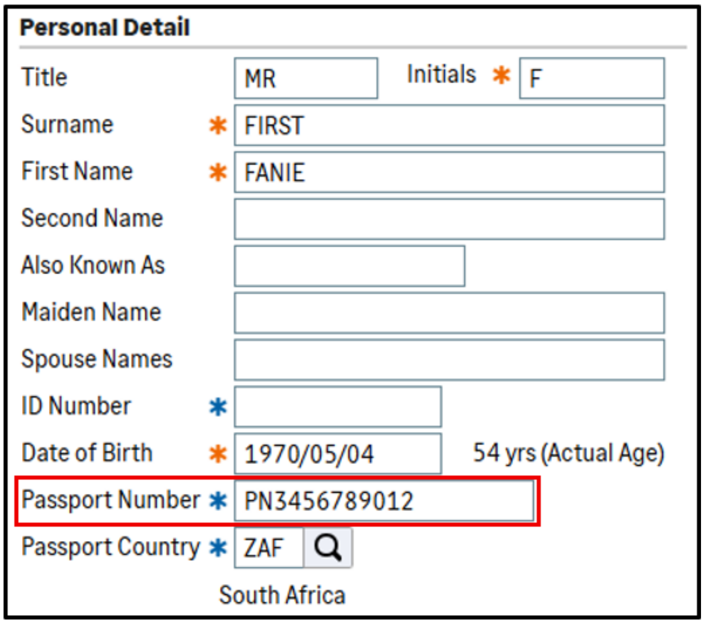
Under "**General Messages**", enter one of the following in entry field "**C**":

- Alien ID
- Refugee ID

The “Identity Type” column “D” will print what you have entered here.



- **Passport Number**:
  If the employee has a **Passport Number**, enter it in the “**Passport Number**” entry field.



Route to the **Memo Screen** by typing “MEM” in the Routing entry field at the bottom of the Personal Details screen.

Under “**General Messages**”, enter “Passport Number” in entry field “**C**”.

The “Identity Type” column “D” will print what you have entered here.

Please Note:

If you capture the incorrect wording on the **Memo Screen** - **General Messages** - **“C”,** then the incorrect wording will export as the Identity Type on the report.

9.2 Uganda: NSSF (Monthly Schedule)

Your system was updated on **19 June 2025** to accommodate the changes on this report.

We have amended the Uganda NSSF Monthly Schedule to accommodate changes that came into effect in **May 2025**.

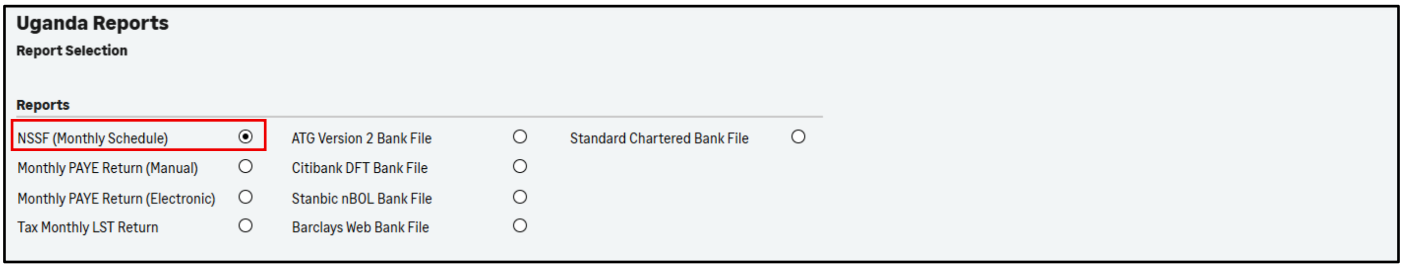
Summary of Changes

- New headings for:
  - “Schedule Type”
  - “Currency”.
- Under report details, removed:
  - “No”
  - “Total”
- Under report details, added:
  - “Income Type”
  - “Termination Date”
  - “Reason for omission”
- Detail for “Contribution Type” changed to:
  - “STANDARD”
  - “VOLUNTARY”
  - “SPECIAL”

The Employee Status (Termination Reason) found on the **Main Menu > Employee > Change Employee > Personal Details Tab** is mapped to the following for the “Reason for omission” on the report:

Employee Status (Termination Reason) in Payroll	Reason for omission on Report
Resigned	Resigned
Discharged	Dismissal
Pensioned	Termination
Transferred	Termination
Retrenched	Termination
Absconded	Dismissal
Deceased	Died
Misconduct	Dismissal
Illness	Termination on medical ground
End of Contract	Termination
Employer Insolvency	Termination
Business Closed	Termination
Constructively Dismissed	Dismissal

The **NSSF (Monthly Schedule)** can be found on: **Main Menu > Reports > Uganda Reports > NSSF (Monthly Schedule)**.



There are two new selections on the **third print-time selection screen**:

- Schedule Type
- Currency

Field	Description
Schedule Type	The options are: • Initial (This is the default) • Supplementary
Currency	The drop-down list will display all the Currencies as per the Payslip Currency List. The default option is "UGX".
Contribution Type (Changed column)	For items linked to "Normal", "Bonus", "Multiple", "Arrears" or "Interest" detail will export as "STANDARD". For items linked to "5% Contribution" or "Special Contribution" detail will export as "VOLUNTARY". For items linked to "10% Contribution" detail will export as "SPECIAL".
Income Type (New column)	If "Contribution Type" is "STANDARD", Income Type will print as "Gross Salary". If "Contribution Type" is "VOLUNTARY", Income Type will print as "Additional Salary". If "Contribution Type" is "SPECIAL", Income Type will print as "Bonus".

Please Note:

The contents for the following columns can be amended if required: Contribution Type, Income Type and Reason for Omission.

9.3 Report Amendment/Template Changes/Issues Resolved

The following amendment has been made, templates have been modified, and issues have been resolved.

Country	Report	Details
Amendment		
Namibia	E.As.6 (Annual Wage Return)	Your system was updated on **19 June 2025** with the following amendment: The report has been updated to accommodate the amendments to the Employment Compensation Act and Social Security Act, as per Government Notice No. 8461 dated 01 October 2024, effective 1 March 2025. The annual earnings ceiling for Employees' Compensation Fund (ECF) coverage has increased from N$81,300.00 to N$101,625.00. • All references/calculations using the **annual** OID Limit value has been changed from N$81 300.00 to **N$101 625.00**. • All references/calculations using the **monthly** OID Limit value has been changed from N$6 775.00 to **N$8 469.00**. • All references/calculations using the **weekly** OID Limit value has been changed from N$1 563.00 to **N$1 954.00**.
Template Change		
Nigeria	NHF Return	Your system was updated on **19 June 2025** to implement the following template change: • Two files are created when running the report. • Both files are saved to a .ZIP file that is downloaded. • File name for the existing report: Nigeria NHF Report.xlsx • The existing report has an additional Sheet with all the details of the new report. • File name for the new Electronic NHF Return: NHF_ElectronicReturn_MMYYYY.xlsx. • The two files contain the same information.
Zambia	NAPSA	Your system was updated on **19 June 2025** to implement the following template change: • Three reports are generated, but ONLY the electronic NPS900-1Export.CSV file has been changed. • The date format for "Date of Birth" changed from CCYY/MM/DD to DD/MM/CCYY.

		• The column/field "Activity Indicator" has been removed
Issues Resolved		
Botswana	ITW7a Online Submission (July 2024 – June 2025)	This report has been renamed to: ITW7a Online Submission (effective From July 2024)
Kenya	P9A/P9A HOSP/P9B Tax Ded Cards	When selecting **<Report Control>**, you were successfully taken to the Setup Control Page 1 Tab, but <Continue> would take you back to the Report Selection Screen instead of to the Setup Control Page 2 Tab.
Mauritius	Monthly PAYE Return	Your system was updated on **29 April 2025** to correct the following: Version number in the header record of the csv file exported as v.01 instead of V.01
Mauritius	Monthly PAYE and Contribution Return	Your system was updated on **29 April 2025** to correct the following: Version number in the header record of the csv file exported as v.01 instead of V.01
Namibia	Bank Windhoek Payment File	Your system was updated on **29 April 2025** to correct the following: The export "Creation Date" was exporting to the "Payment Settlement" field instead of the "Payment Date".
Swaziland	PAYE Monthly Reconciliation Schedule	When an employee has a Termination Date prior to the Period End Date, then the Tax-Deductible value used to calculate Tax, as found on **Main Menu > Payroll > Payslip Screen > Employee Payslip > "Tax"** in **Routing > <TXD>,** printed incorrectly on this report. All other employees printed the correct Tax-Deductible value.

10.0 System Modifications/Issues Resolved

The following system modifications have been made, and issues have been resolved.

Area	Issue	Detail
		System Modifications
All Users: Support	Links to Support	Changes have been made to easily access the **Knowledgebase** for self-help, as well as support, from within the system: • **Dashboard > In-Product Support > <Support>** • **Dashboard > Shortcuts > <Support>** shortcut • **Main Menu > Help > Support** • **Main Menu > Help > Knowledgebase** changed from "Knowledge Base"
ACB Export: Investec	Layout no longer supported by Investec	We have been requested by Investec Bank to remove this layout as an option from our system, because they no longer support this version. If you were set up to use Investec and you access: **Main Menu > Interfaces > Export Data > ACB Payroll Data** • A message will prompt you to "Please define parameters before performing Export." **Main Menu > Interfaces > Export Control > ACB** • The "Bank used for ACB processing" entry field will display "Not used", however, all other information will still be on the screen. • Take a screen shot of these details. Contact your accredited Sage Business Partner to assist you in setting up a Custom Bank File Layout according to the latest version of the Investec ACB Export File.
Other Africa Companies: History Screen	No changes allowed	**Main Menu > Payroll > Payslip Screen > Employee Payslip Screen >** Click on **<HS>** To avoid incorrect tax calculations in Other Africa Companies, no **History Screen** changes are permitted.
SSS Users: Log file	Record generate employee GUID requests	**Main Menu > Self Service > Employee Information** When you click on **<Generate GUID Code>** the user information, the time of the action and employee code will

		be recorded on the **Main Menu > Reports > Log File > View** and/or **Print** Reports.
SSS Users: Log file	Record syncing requests	**Main Menu > Self Service > Sage Self Service > Sync and Report** When you **<Sync Now>** for the following options: • Sync all Self Service Transactions for Company • Sync all Leave Balances for Company The user information and the time of the sync will be recorded on the **Main Menu > Reports > Log File > View** and/or **Print** as: • Transactions Sync • Leave Balance Sync

Area	Issue	Detail Issues Resolved
Affiliated to: Seifsa	VAT increase withdrawn	Your system was updated on **16 May 2025** due to the following: The proposed VAT increase affecting the "VAT Tech Levy" line on the Export Summary Report and the Export File was implemented with Release 6.4a, effective May 2025. In a media statement released on 24 April 2025, it was announced that the proposed VAT increase has been withdrawn. The VAT increase was reversed. The VAT percentage on the Technical Fund Levy will remain at 15%.
All Users: Access to Tax Year End Instances and Backups	User cannot access Backups or Tax Year End Instances	Your system was updated on **19 June 2025** to amend the following: **Company Lookup > Access Control > Backup Access to Selected > Select User** • **<Backup Access to Selected>** or • **<Access to TYE Instance>** In some instances, the user was not granted access to the selected Backup or Tax Year End Instance.
All Users: E & D by MoC Report (Real Nr 506)	Prints incorrect values in some instances	**Main Menu > Reports > Reports and Maintenance > E&D by MoC** In the following circumstances, the values printed incorrectly for Earning line 2 and 3: • If you had an employee with no input on Earning line 2 and 3, but the employee had UIF on Deduction and Company Contribution line 2 and SDL on Company

		Contribution line 3, and you make the following selections when printing the report: • Select (tick) "Select All" (includes all Earning and Deduction lines). • On the **All EARNINGS Methods Screen**, you set "Please select between only Changes or All Amounts" to "All". • On the **All DEDUCTION Methods Screen**, you set "Please select between only Changes or All Amounts" to "All" and you set "Amounts" to "Both". • Click on **<Save>** Changes Then the UIF value on Deduction line 2 printed in the "Change" and "This Month" column for Earning line 2 and the SDL value on Company Contribution line 3 printed in the "Change" and "This Month" column for Earning line 3. Earning 2 and 3 should not have printed on the report at all because there were no values on these lines.
All Users: Flexi Financial Export	Header Record does not create	**Main Menu > Interfaces > Flexi Utility > Financial Information > Export > Select Layout** If you select to "Generate Header Record" for the chosen layout, the system said the record is created successfully, however, the file was not available for the download.
All Users: Modify Employee Number	Incorrect display of original employee number	**Main Menu > Employee > Modify Employee Number** If you modified an employee number and immediately clicked on the lookup to select another employee, the employee number you first selected is displayed in the Routing entry field at the bottom of the screen. This employee number no longer exists in this company. When you selected the next employee from the lookup list, the system registered the incorrectly displayed number in the Routing entry field and displays the following message: "Please type a valid code or select from the list". The employee number no longer displays in the Routing entry field. Once the next employee has been selected on the employee lookup list, you will successfully be taken to the Modify Employee Number screen.
All Users: PDF Setup	Invalid label	**Main Menu > Company > Miscellaneous > Miscellaneous 5 Tab** The label "PDF Report Path" has been removed because it is not applicable.
Botswana, Lesotho and Namibia: Earning Definitions	Cannot Print-screen	**Main Menu > Payroll > Definitions > Earning Definitions** When you click on the **<Print-screen>** button the system gave a "File does not exist" error message and the print-screen never printed.

RSA Users: Reimbursive Travel	Adjustment does not automatically recalculate tax	**Main Menu > Payroll > Payslip Information > Select Employee > <RT> - Reimbursive Travel Screen** When you deleted reimbursive travel transactions and returned to the payslip, the employee's tax did not recalculate immediately as it should.
RSA Users: UI19 Report (Real Number 769)	Font too small	**Main Menu > Reports > Reports and Maintenance** The font size of the UI19 (Real Number 769) has been increased to make it more legible.
RSA Users: ETI Import	Validation on limit incorrect	**Main Menu > Utilities > ETI > ETI Validation - Step 3 Import Amended ETI File** When importing the file with employee Remuneration greater than R6499.99, the following Validation Error was reported: "Remuneration exceeds permitted maximum". From April 2025 the maximum Monthly Remuneration Limit for ETI changed from R6499.99 to R7499.99. The import file was still validating against the old limit.
ETI Setup: Adding SEZ Code	Display	**Main Menu > Basic Company Information > Employment Tax Incentive Tab** Click in "Special Economic Zone" entry field to add a SEZ Code. The Add Special Economic Zone Description Screen opens. The labels alongside the entry fields were wrapping.
ETI Tab: Scroll Bar	Display	**Main Menu > Payroll > Payslip Screen > <ETI> > Summary Tab** If the employee has 12 years of ETI history, the current year did not display correctly. The scroll bar at the bottom of the grid has been removed so that the last line is visible.
SSS Users: Mobile App	Freezes on Approval Screen	**Sage Self Service Mobile App > Workflow Inbox > View > View Transaction** The screen was hanging making it impossible to select <Approve>, <Decline> or <Cancel>.

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