

Release Notes

Enterprise Management HR RSA, Africa and Middle East HR U9.0.12

17/01/2019

Table of Contents

1.0	CIRCULATION	3
1.1	Audience	3
1.2	What's new	3
2.0	REPORTS/EXPORTS ENHANCEMENTS	4
2.1	Africa	Δ
2.1.1		
2.1.2		
2.1.3	3 Kenya NSSF return (Old Act)	6
2.1.4	4 Kenya NSSF Return (New Act)	7
2.1.5	, , ,	
2.1.6	- · · · · · · · · · · · · · · · · · · ·	
2.1.7		
2.1.8	8 Kenya P9A tax deduction card	12
2.1.9	9 Kenya P9AHosp tax deduction card	12
3.0	NEW REPORTS	13
	1 Namibia Employment Equity Reporting	
4.0	EXISTING FUNCTIONALITY	14
4 1	Ghana	14

1.0 CirculationDocument Revision History

Date	Version	Detail	Author
2018/11/20	Version 1.0	First Draft	Anelle Basson
2018/12/12	Version 1.1	Updated	Maryna Botes
2019/01/15	Version 2.0	Final	Chiovonne Van Graan

1.1 Audience

This document is aimed at all the consultants and business partners that will be implementing and maintaining the EM HR system.

1.2 What's new

The following is included in version 9 patch 12:

- Enhancements to existing reports/exports
- New reports/exports
- Enhancements to existing functionality

Release Notes Page 3 of 14

2.0 Reports/Exports Enhancements

2.1 Africa

2.1.1 Nigeria H1 employer annual declaration

This report displays the names, gross income, year to date pension fund contributions and taxes paid by employees who were in the company's employment for the immediately preceding tax year. The tax authority relies on the information on this form to determine if accurate taxes have been paid. Where the Internal Revenue Service determines that taxes have been underpaid an additional assessment, including penalties and interest of the amount underpaid, will be raised.

The Employer Annual Declaration Form H1 should be returned to the relevant tax authorities not later than January 31st of the next year.

This report will generate according to the State that the employees are linked to. Thus, a separate report per state must be generated. The name of the state will print on the report, for example Lagos State Internal Revenue Service. Except where the state is Nasarawa, then FIRS Abuja State Internal Revenue Service will display.

Access: Reports > Prints/Group > Legal reports > NA-PAYE5

		FIRS A	ABUJA ST	ATE INTE	RNAL REVI	ENUE SE	RVICE		ŀ
P.A.Y.E EMPLOYER'S ANNU DECLARATION AND		н1			MPLOYER: TFN YEAR ENDED: 31			SHEE REF I	T NO: NO: TFNG TAXNUI
DETA	AILS OF EARNI	NGS		DETAILS	OF TAX		National		
Total Earnings For The Year	Earnings Previous Employment	Earnings This Employment	Net Tax Deducted In The Year	Net Tax Deducted Previous Employment	Net Tax Deducted Or Refunded In This Employment	R If Tax Refunded	Provident or National Pension Fund Deductions	Name	Ref
N	N	N	N	N	N	N	N		
80 960,00		80 960,00	809,60		809,60		2 739,20	Surname1 First Name 1	EMPTAXNUM TFN0
97 650,00		97 650,00	976,50		976,50		1 365,00	Surname 2 First Name 2	EMPTAXNUM TFN0:
167 480,00		167 480,00	1 674,80		1 674,80		6 160,00	Surname 3 First Name 3	EMPTAXNUM TFN03
110 000,00		110 000,00	1 100,00		1 100,00		4 000,00	Surname 3 First Name 3	EMPTAXNUM TFN0:
404 000,00		404 000,00	4 040,00		4 040,00		23 000,00	Surname 4 First Name 4	EMPTAXNUM TFN0-
207 828,03		207 828,03	2 078,28		2 078,28		20 160,00	Surname 5 First Name 5	LRR05 EMPTAXNUM
		1 067 918,03	10 679,18		10 679,18		57 424,20	CERTIFICA	

Release Notes Page 4 of 14

2.1.2 Nigeria monthly PAYE return

Employers are required to deduct and account for personal income tax on the employment income of their employees through the PAYE system. PAYE must be remitted on or before the 10th day of the following month, following the payment of salary. PAYE deducted from the January salary should be remitted by 10th of February.

This report displays all employees with gross earnings in the current pay period.

This report will generate according to the State that the employees are linked to. Thus, a separate report per state must be generated. The name of the state will print on the report, for example Lagos State Internal Revenue Service. Except where the state is Nasarawa, then FIRS Abuja State Internal Revenue Service will display.

Access: Reports > Prints/Group > Legal reports > NG-PAYE-RET

NAME OF TAX PAYER: PAYE TAX DEDUCTION SCHEDULE BENEFICIARY:

REPORTING PERIOD:

TFNG RGTNAM 123

FIRS ABUJA STATE INTERNAL REVENUE SERVICES décembre 2018

S/No.	Employee Number	Surname	Other Names	Gross Income	Employee TIN	Amount
						N
1	LRR01	Surname1	First Name 1	29 960.00	EMPTAXNUM TFN01	574.6
2	LRR02	Surname 2	First Name 2	47 000.00	EMPTAXNUM TFN02	470.0
3	LRR03	Surname 3	First Name 3	72 440.00	EMPTAXNUM TFN03	-1 120.7
4	LRR04	Surname 4	First Name 4	170 000.00	EMPTAXNUM TFN04	-8 743.0
5	LRR05	Surname 5	First Name 5	103 318.00	LRR05 EMPTAXNUM	-2 844.6
TOI	ΓAL					-11 663,8

Release Notes Page 5 of 14

2.1.3 Kenya NSSF return (Old Act)

The Old NSSF Act contributions are set at 10% of the monthly wage, up to a maximum of KES 400.00 per month, half paid by employer and half paid by the employee.

The employer contribution limit = KES 200.00

The employee contribution limit = KES 200.00

No pro-rata contribution is allowed. Either full contribution needs to be made or no contribution.

In case of casual employees, only the employer pays 5% of monthly wages.

"casual worker" means any employee the terms of whose contract of service provide for this.

Access: Reports > Prints/Group > Legal reports > KE-NSSF-RET

Α	В	С	D	Е	F	G	Н
0KECG02	0KECG NAM2	0KECG SRN2 SECNAM KENCG002	01234567891123456789	987654321123456	02222	150 000	0
KENCG001MAXDIGI	KECG NAM1	KENCG SRN1 SECNAM KENCG001	111111111111111111111	123456789112345	1234567891	4 000	420,4
KEP100NE	P10 One	P10 One P10 One sec name		PINDEC111111111	02222	10 000	0
	1						

Release Notes Page 6 of 14

2.1.4 Kenya NSSF Return (New Act)

The old NSSF Act, originally enacted in 1965, will now be replaced by the new NSSF Act 2013. The previous NSSF contribution rate of KES 400 (KES 200 for employee and KES 200 for employer) will no longer apply. Under the new legislation, the mandatory pension contribution will be 12% of the pensionable wages made up of two equal portions of 6% from the employee and 6% from the employer subject to an upper limit of KES 2 160.00 for employees earning above KES 18 000.00. The changes mentioned in the NSSF Act of 2013 will be implemented in stages

Reporting:

Following the implementation of the NSSF Act 2013 (Act 45 of 2013 Laws of Kenya) the format of the returns to be submitted to NSSF have been changed to enable employers and NSSF capturers more details of the wider variety of pension contributions. The new file will be submitted in the form of a Microsoft Excel file.

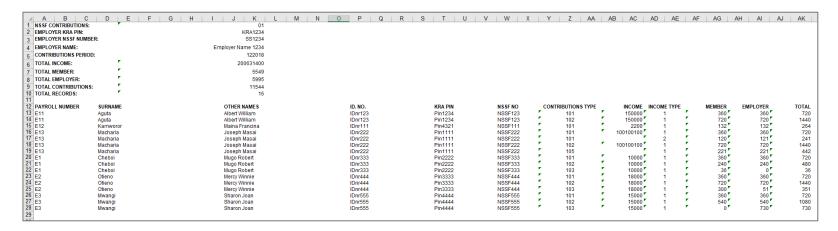
Return Type 01

This will be the Regular Employees Returns File created after the payroll run. Only include employees with member and employer contributions towards the following are greater than zero:

- Tier 1
- Tier 2
- Tier 3
- Arrears Pension
- Voluntary Contributions

Release Notes Page 7 of 14

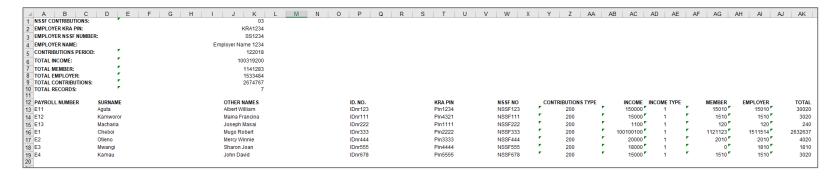
Access: Reports > Prints/Group > Legal reports > KE-NSSF-RET-NEW



Return Type 03

This will be for employees who made contributions towards Third Party schemes i.e. private pension schemes. Only include employees who has a contribution towards Third Party schemes that is greater than zero.

Access: Reports > Prints/Group > Legal reports > KE-NSSF-RET-NEW



Release Notes Page 8 of 14

2.1.5 Kenya levy payment return form

The industrial training levy is charged under Kenya's Industrial Training Levy Act. The monies go into a revolving fund that is used to reimburse approved training cost. The applicable rate is KES 50.00 per employee for every month. This is an employer contribution. The remittance is due by the 10th of the following month.

Qualifying employers, except for hotels and restaurants, are required to register and comply with remittance and returns obligations. Employers benefit by being able to claim reimbursement of qualifying training expenditure. There is a new layout available:

Access: Reports > Prints/Group > Legal reports > KE-NITA-ITLA

 50 CT S .
50
CTS.
0
250,00
•••••
General, National ugh the nearest Industrial Training ERAL, NATIONAL

Release Notes Page 9 of 14

2.1.6 Kenya NHIF contribution return

The National Hospital Insurance Fund (NHIF) is a government medical aid scheme and membership is compulsory for employees. Only the employee contributes to this fund.

Formal sector employee contributions are deducted and remitted to the fund by the employers, and this can be paid over by cheque or through e-banking. No pro-rata amounts are allowed, therefore only full contributions will be accepted.

Access: Reports > Prints/Group > Legal reports > KE-NHIF-MON-RET

EMPLOYER NAME	KENYA 03				
MONTH OF CONTRIBU	ITION 2015-01				
PAYROLL NUMBER KEN001	LAST NAME KEN001	FIRST NAME KEN001	ID NO 700231564	NHIF NO 232132165468787	AMOUNT 320,00
KEN002	KEN001 KEN002	KEN002	700231564	2321321034007071	320,00
KEN003	KEN003	KEN003	700231564		320,00
KEN004	KEN004	KEN004	700231564		320,00
KEN005	KEN005	KEN005	700231564		320,00
KEN006	KEN006	KEN006	700231564		320,00
				TOTAL	1 920,00

Release Notes Page 10 of 14

2.1.7 Kenya Fringe Benefit Tax annual return

Fringe Benefit Tax is payable by the employer, the details of the fringe benefits and tax paid thereon should not be reflected on the employee's Tax Deduction Card (P9A). Employers are therefore required to submit a return to the Department at the end of the year using Form P10B to show the following:

- The names of the employees who received a loan during the tax year,
- The loan amounts at the beginning of the tax year i.e. 1 January as well as at the end
 of the year i.e. 31 December,
- Additional loans received,
- The date that the loan was advanced.
- The rate of interest charged by employer,
- · The taxable fringe benefit values, and
- The amount of tax paid.
- The fringe benefit tax return (P10B) should be submitted by the employer.

Access: Reports > Prints/Group > Legal reports > KE-FBT-P10B



Release Notes Page 11 of 14

2.1.8 Kenya P9A tax deduction card

This is a detailed report and comprises of the employee's tax certificates at the end of the year.

This card is used for the following employees:

- Where employees are eligible for a deduction in respect of owner-occupied interest,
- Where the employee is a director, or
- Where the employee has received fringe benefits.

Do not use this tax deduction card if the employee has received a deduction for home ownership savings plan (HOSP), and if the employee received tax-free remuneration.

2.1.9 Kenya P9AHosp tax deduction card

This is a detailed report and comprises of the employee's tax certificates at the end of the year.

This card is used for the following employees:

- For all liable employees and where director/employee received benefits in addition to cash emoluments, and
- Where the employee is eligible to deposit funds with a registered Home Ownership Savings Plan.

Please see the Reports Booklet (Africa) for a detailed explanation of the report.

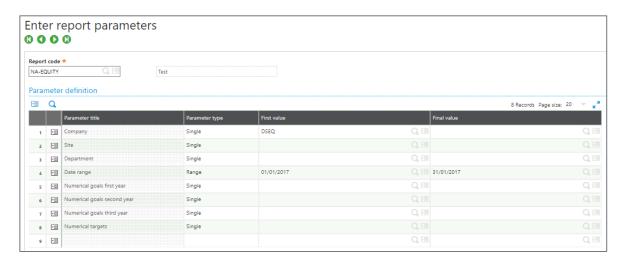
Release Notes Page 12 of 14

3.0 New Reports

3.1.1 Namibia Employment Equity Reporting

This report consists of the EEC1 Form (First Affirmative Action Report) and EEC2 Form (Further Affirmative Action Report) required for Namibia Employment Equity reporting.

Access: Reports > Legal Reports > NA-EQUITY



For further details on the setup, print selections and report content please refer to the Namibia Employment Equity Reporting document.

Release Notes Page 13 of 14

4.0 Existing functionality

4.1 Ghana

In version 9 only the strictly monthly tax calculation must be used for the Ghana localisation. A change has been made to default to this selection.

Release Notes Page 14 of 14