

Release Notes

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

17/01/2019

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1.0 Circulation

Document 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

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 ABUJA STATE INTERNAL REVENUE SERVICE									
P.A.Y.E EMPLOYER'S ANNUAL DECLARATION AND CERTIFICATE H1			EMPLOYER: TFNG RGTNAM 123 TAX YEAR ENDED: 31 DÉCEMBRE 2018				SHEET NO: _____ REF NO: <u>TFNG TAXNUM</u>		
DETAILS OF EARNINGS			DETAILS OF TAX				National Provident or National Pension Fund Deductions	Name	Ref
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			
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 TFN01
97 650,00		97 650,00	976,50		976,50		1 365,00	Surname 2 First Name 2	EMPTAXNUM TFN02
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 TFN03
404 000,00		404 000,00	4 040,00		4 040,00		23 000,00	Surname 4 First Name 4	EMPTAXNUM TFN04
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		1 067 918,03	10 679,18		10 679,18		57 424,20		

CERTIFICATE OVERLEAF TO BE
COMPLETED AND SIGNED

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:		TFNG RGTNAM 123				
PAYE TAX DEDUCTION SCHEDULE						
BENEFICIARY:		FIRS ABUJA STATE INTERNAL REVENUE SERVICES				
REPORTING PERIOD:		décembre 2018				
S/No.	Employee Number	Surname	Other Names	Gross Income	Employee TIN	Amount
						₦
1	LRR01	Surname1	First Name 1	29 960.00	EMPTAXNUM TFN01	574.60
2	LRR02	Surname 2	First Name 2	47 000.00	EMPTAXNUM TFN02	470.00
3	LRR03	Surname 3	First Name 3	72 440.00	EMPTAXNUM TFN03	-1 120.79
4	LRR04	Surname 4	First Name 4	170 000.00	EMPTAXNUM TFN04	-8 743.00
5	LRR05	Surname 5	First Name 5	103 318.00	LRR05 EMPTAXNUM	-2 844.67
TOTAL						-11 663,86

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

A	B	C	D	E	F	G	H
0KECG02	0KECG NAM2	0KECG SRN2 SECNAM KENCG002	01234567891123456789	987654321123456	02222	150 000	0
KENCG001MAXDIGI	KECG NAM1	KENCG SRN1 SECNAM KENCG001	11111111111111111111	123456789112345	1234567891	4 000	420,4
KEP10ONE	P10 One	P10 One P10 One sec name		PINDEC111111111	02222	10 000	0

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

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK		
1	NSSF CONTRIBUTIONS:											01																											
2	EMPLOYER KRA PIN:											KRA1234																											
3	EMPLOYER NSSF NUMBER:											SS1234																											
4	EMPLOYER NAME:											Employer Name 1234																											
5	CONTRIBUTIONS PERIOD:											122018																											
6	TOTAL INCOME:											200631400																											
7	TOTAL MEMBER:											5549																											
8	TOTAL EMPLOYER:											5995																											
9	TOTAL CONTRIBUTIONS:											11544																											
10	TOTAL RECORDS:											16																											
11																																							
12	PAYROLL NUMBER	SURNAME	OTHER NAMES	ID. NO.	KRA PIN	NSSF NO	CONTRIBUTIONS TYPE	INCOME	INCOME TYPE	MEMBER	EMPLOYER	TOTAL																											
13	E11	Aguta	Albert William	IDnr123	Pin1234	NSSF123	101	150000	1	360	360	720																											
14	E11	Aguta	Albert William	IDnr123	Pin1234	NSSF123	102	150000	1	720	720	1440																											
15	E12	Kamworor	Maina Francisca	IDnr111	Pin4321	NSSF111	101	2200	1	132	132	264																											
16	E13	Macharia	Joseph Masai	IDnr222	Pin1111	NSSF222	101	100100100	1	360	360	720																											
17	E13	Macharia	Joseph Masai	IDnr222	Pin1111	NSSF222	101		2	120	120	241																											
18	E13	Macharia	Joseph Masai	IDnr222	Pin1111	NSSF222	102	100100100	1	720	720	1440																											
19	E13	Macharia	Joseph Masai	IDnr222	Pin1111	NSSF222	105		1	221	221	442																											
20	E1	Cheboi	Mugo Robert	IDnr333	Pin2222	NSSF333	101	10000	1	360	360	720																											
21	E1	Cheboi	Mugo Robert	IDnr333	Pin2222	NSSF333	102	10000	1	240	240	480																											
22	E1	Cheboi	Mugo Robert	IDnr333	Pin2222	NSSF333	103	10000	1	36	0	36																											
23	E2	Otieno	Mercy Winnie	IDnr444	Pin3333	NSSF444	101	18000	1	360	360	720																											
24	E2	Otieno	Mercy Winnie	IDnr444	Pin3333	NSSF444	102	18000	1	720	720	1440																											
25	E2	Otieno	Mercy Winnie	IDnr444	Pin3333	NSSF444	103	18000	1	300	51	351																											
26	E3	Mwangi	Sharon Joan	IDnr555	Pin4444	NSSF555	101	15000	1	360	360	720																											
27	E3	Mwangi	Sharon Joan	IDnr555	Pin4444	NSSF555	102	15000	1	540	540	1080																											
28	E3	Mwangi	Sharon Joan	IDnr555	Pin4444	NSSF555	103	15000	1	0	730	730																											
29																																							

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


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK		
1	NSSF CONTRIBUTIONS:											03																											
2	EMPLOYER KRA PIN:											KRA1234																											
3	EMPLOYER NSSF NUMBER:											SS1234																											
4	EMPLOYER NAME:											Employer Name 1234																											
5	CONTRIBUTIONS PERIOD:											122018																											
6	TOTAL INCOME:											100319200																											
7	TOTAL MEMBER:											1141283																											
8	TOTAL EMPLOYER:											1533484																											
9	TOTAL CONTRIBUTIONS:											2674767																											
10	TOTAL RECORDS:											7																											
11																																							
12	PAYROLL NUMBER	SURNAME	OTHER NAMES	ID. NO.	KRA PIN	NSSF NO	CONTRIBUTIONS TYPE	INCOME	INCOME TYPE	MEMBER	EMPLOYER	TOTAL																											
13	E11	Aguta	Albert William	IDnr123	Pin1234	NSSF123	200	150000	1	15010	15010	30020																											
14	E12	Kamworor	Maina Francisca	IDnr111	Pin4321	NSSF111	200	15000	1	1510	1510	3020																											
15	E13	Macharia	Joseph Masai	IDnr222	Pin1111	NSSF222	200	1100	1	120	120	240																											
16	E1	Cheboi	Mugo Robert	IDnr333	Pin2222	NSSF333	200	100100100	1	1121123	1511514	2632637																											
17	E2	Otieno	Mercy Winnie	IDnr444	Pin3333	NSSF444	200	20000	1	2010	2010	4020																											
18	E3	Mwangi	Sharon Joan	IDnr555	Pin4444	NSSF555	200	18000	1	0	1810	1810																											
19	E4	Kamau	John David	IDnr678	Pin5555	NSSF678	200	15000	1	1510	1510	3020																											
20																																							

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

		NITA/ITLA/F/02
LEVY PAYMENT RETURNS - FORM 2		
Payment of levy in respect of the month ending:décembre..... 2018..... in accordance with Paragraph 4 (2) of the Industrial (Training Levy) Order		
1. Name of Employer:RGTNAM KENYA TEFRO12345678910111213141516171819_50		
2. Registration number:NITANUM_12.....		
3. Postal Address:P.O Box 1U Physica Suburb Physical City 0001.....		
4. Total Number of Employees:5,00.....	KSHS. CTS.
5. (i) Levy for the Month of:décembre 2018.....250,00.....
at Kshs 50/= Per Employee per Month		
(ii) Plus penalty of 5% as stipulated under section 58 (3) of the Act (If applicable):0,00.....	
TOTAL PAYMENT		250,00
I/We		
Declare that the above particulars are true.		
Signed (1)	Destination (1)	
(2)	(2)	
Date:		
Seal/Stamp		
<p>Note: This Return Form should be forwarded in triplicate to the Director General, National Industrial Training Authority P.O. Box 74494 - 00200 NAIROBI or through the nearest Regional Industrial Training Levy office, with each payment of the Industrial Training Levy. Cheques are drawn in favour of "THE DIRECTOR GENERAL, NATIONAL INDUSTRIAL TRAINING AUTHORITY"</p>		
Revision 01 Revision Date : 3rd March 2017		

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 CODE	TEST123456				
EMPLOYER NAME	KENYA 03				
MONTH OF CONTRIBUTION	2015-01				
PAYROLL NUMBER	LAST NAME	FIRST NAME	ID NO	NHIF NO	AMOUNT
KEN001	KEN001	KEN001	700231564	2321321654687871	320,00
KEN002	KEN002	KEN002	700231564		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

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

 Kenya Revenue Authority Income Tax Department																		
<i>P10B</i>																		
FRINGE BENEFIT TAX RETURN FOR YEAR <u>30/06/2018</u>																		
EMPLOYER'S NAME <u>KENCG_RGTNAM 12345678910111213141516_5012356478979</u>						EMPLOYER'S PIN <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>1</td><td>1</td></tr></table>		1	2	3	4	5	6	7	8	9	1	1
1	2	3	4	5	6	7	8	9	1	1								
EMPLOYEE'S NAME	OPENING LOAN BALANCE AT 1st JANUARY KSHS.	ADDITIONAL LOAN KSHS.	DATE LOAN ADVANCED	EMPLOYER'S INTEREST RATE %	LOAN BALANCE AT 31st DEC. KSHS.	TAXABLE FRINGE BENEFIT VALUE PER YEAR KSHS.	FRINGE BENEFIT TAX PAID KSHS.											
P10 Four P10 Four sec name P10 Four	0,00	400,00	12 décembre 2017	1,00	5 250,00	2,19	0,66											
P10 One P10 One sec name P10 One	0,00	600,00	01 décembre 2017	1,00	6 500,00	19,58	0,00											
P10 Three P10 Three sec name P10 Three	0,00	250,00	01 décembre 2017	1,00	5 500,00	2,29	0,69											
P10 Two P10 Two sec name P10 Two	0,00	200,00	01 décembre 2017	1,00	4 000,00	1,67	0,50											
TOTALS						25,73	1,85											
Note to employer 1) FRINGE BENEFIT IS CHARGEABLE TO TAX AT CORPORATION RATE OF TAX 2) SUBMIT TWO COPIES OF THIS FORM TOGETHER WITH P.A.Y.E END OF YEAR RETURN																		

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.

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

Enter report parameters

NA-EQUITY Test

Parameter definition

	Parameter title	Parameter type	First value	Final value
1	Company	Single	DSEQ	
2	Site	Single		
3	Department	Single		
4	Date range	Range	01/01/2017	31/01/2017
5	Numerical goals first year	Single		
6	Numerical goals second year	Single		
7	Numerical goals third year	Single		
8	Numerical targets	Single		
9				

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

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.