

Release Notes

Enterprise Management HR
RSA, Africa and Middle East
2018 R5 (V12.0.11)

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1.0 Circulation

Document Revision History

Date	Version	Detail	Author
26/06/2018	Version 1.0	First Draft	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 2018R5/V12.0.11:

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

2.0 Compliance Changes

2.1 Unemployment Insurance Fund (UIF)

Amendments were made to the UIF calculation for South Africa to ensure that the MTD value of UIF does not go into a negative when negative adjustments are made on the payroll during a month.

The following headings with access code STAT was amended:

- UIF_INC
- UIF_INC_2
- UIF
- CLR_TOT

The following exception was amended to calculate UIF for employees who receives remuneration while on maternity leave, illness leave or when a contract is ended:

- UIF (UIF exception)

2.2 Employment Equity

Additions and changes were made to the Employment Equity headings and totals for South Africa to ensure that the annualization of remuneration for reporting purposes is done correctly for supplementary payslips and transfers.

The following headings with access code STAT were added:

- EQUITYRTZ3
- EQ_PRORAT1
- EQ_PRORAT5

The following headings with access code STAT were amended:

- EQ_PRORATA
- EQ_PRORAT4

The following totals with access code STAT were added:

- EQ_CTRDAT
- EQ_DATANC

A function was also created to round the Equity Period up to the nearest integer to ensure that the equity period is recorded as a full period for annualization:

- SAFUNCTIONS.RNDUPINT

2.3 ETI Age Calculation

The heading used to calculate the ETI age of an employee in the South African legislation has been adjusted to make provision for employee contracts with a weekly frequency, as well as to be more accurate for all employees.

The following heading with access code STAT was amended:

- ETI_AGE

3.0 Reports/Exports Enhancements

3.1 South Africa

3.1.1 UIF Export

Enhancements were made to the monthly UIF export file.

Before executing the UIF Export, it is important to update all output reasons used on the UIF export in the legal code field.

Access: Setup > Payroll tables > Output reason

Output reason

Output reason * AB	Legislation ZAF <small>South African legislation</small>	Description * Absconded	Active <input checked="" type="checkbox"/>
Short description Absconded			
Group of company			
Activity code			
Access code			
Default value <input type="checkbox"/>			
Legal code * 13			

Title	Legal Code
Passed Away	2
Deceased	2
Pensioned	3
Retired	3
Discharged	4
End of Contract	5
Resigned	6
Constructively Dismissed	7
Employer Insolvency	8
Retrenched	11
Misconduct	11
Transferred	12
Absconded	13
Business Closed	14

Any other customized output reasons which are not stated above, should be linked to the most suitable legal code.

The following specific scenarios were enhanced:

- If a termination for a previous period is processed in the current period, the termination will reflect in the UIF export in the period processed on the payroll. If there is no contribution in the month the termination was processed in, the reason for non-contribution will be “06” – No Income paid for payroll period.
- When a future termination is processed in the current period, the employee will only reflect as a termination in the UIF export in the termination month. If the employee does not receive any income for that period, the reason for non-contribution will default to “06” – No Income paid for the payroll period.
- Code 8150 (Total Number of Employee records) was added to the employer record on the export. The total number of employee records must be equal to the number of employee records supplied.
- Code 8160 was amended to specifically use the UIF contact person information as setup under Companies > UIF Contact > E-mail.
- Code 8260 (Date Employed From) was amended to look at the contract start date [CTRDAT] instead of the seniority date for employees with multiple contracts (different chrono numbers).
- If employees have multiple active contracts in one period with different chrono numbers, the employee will be included twice in the file for that period.
- If employees have multiple active contracts in one period with the same chrono number, the latest record will be included in the file.
- An employee will not reflect as a terminated employee in the UIF Export under code 8270 if the final exit tick [XITFNL] is not activated.

4.0 New Reports/Exports

4.1 South Africa

4.1.1 Tax Year End Submission

The South African Tax Year End submission reporting has been delivered. This will enable the user to successfully submit year end reports to the applicable authority.

Deliverables include (refer to the year-end tax run detailed document for more information):

- EMP501 Recon Report
- IRP5 Certificates
- IRP5 Extraction File
- IRP5 Re-submission Extraction Files
- IRP5 Re-submission Certificates

4.2 Ghana

4.2.1 Monthly Statutory Reporting

Validation rules were added to the creation date field and final exit field on the employment contract record to display the period in which a contract was created and/or terminated.

The following monthly statutory reports have been included: (Refer to the Africa Reports Booklet for more information):

- GH-DT0107
- GH-DT0107a
- GH-DT0107b
- GH-DT0107c

5.0 New Functionality

5.1 Creation date and Final exit on employment contract

Access: *Personnel administration > Personnel data forms > Employment contract*

Dates			
Seniority date	Company entry date	Site entry date	Creation date
<input type="text" value="01/01/17"/>	<input type="text" value="01/01/17"/>	<input type="text" value="03/01/18"/>	<input type="text" value="03/31/18"/>
Apprentice ref date	Free date	Final exit	
<input type="text"/>	<input type="text"/>	<input type="text" value="03/31/18"/>	

The following validation rules were added to the creation date field:

- Where a new contract is created:
 - Where the contract start date is equal to the current pay month, the creation date should be the end of the current pay month/extraction period.
 - Where the contract start date is less than the current pay month, the creation date should be the end of the current pay month/extraction period.
 - Where the contract start date is greater than the current pay month, the creation date should be the contract start date.
- Where a new contract is created following an existing contract:
 - Where the chrono number is the same as the previous contract, the creation date should be the same as the creation date specified on the previous contract.
 - Where the chrono number is different from the previous contract:
 - Where the contract start date of the new contract is equal to the current pay month, the creation date should be the end of the current pay month/extraction period.
 - Where the contract start date of the new contract is less than the current pay month, the creation date should be the end of the current pay month/extraction period.
 - Where the contract start date of the new contract is greater than the current pay month, the creation date should be the end of the current pay month/extraction period.
- Where the patch is installed the creation period field must default to the Seniority date.
- Where the user makes use of the date change functionality, new contract validation rules should be followed.

The following validation rules were added to the final exit field:

- The field will only be updated when the Final exit checkbox is checked or unchecked. This means that where a termination date is entered without checking the Final exit field, the date remains empty.
- Where an existing contract is terminated, and the final exit tick is checked:
 - Where the termination date is equal to the current pay month, the final exit date should be the end of the current pay month/extraction period.
 - Where the termination date is less than the current pay month, the final exit date should be the end of the current pay month/extraction period.
 - Where the termination date is greater than the current pay month, the final exit date should be the end of the current pay month/extraction period.
- Where the Final exit checkbox is unchecked, the final exit date field will clear.
- Where the Final exit checkbox is rechecked, then the validation where the Final exit checkbox is checked will be repeated.
- When the patch is loaded on existing contracts, where the Final exit checkbox is checked, the terminated period will be equal to the contract end date.

5.2 SAFUNCTION – Employment Status

A function has been added that can be used to determine the employment status of an employee at a given date.

To view the status of an employee, the function must be executed using the calculator from the employment contract screen:

The screenshot displays the 'Employment contract' interface. The main form includes fields for Employee ID (LDATW_1), Family name-First name (DateWeekly One), Contract chrono (LFZA10000018), Date (02/26/2018), Time (08:00), Start reason (NEW), Type (P), Legislation (ZAF), Site (LFZA1), and Company (LFZA). Below these are tabs for CONTRACT, END, DECLARED, DECLARATIVE (NEXT), PAYROLL, SUPERVISORS, ACCT, LEAVE, and BACKPAY. The 'Job' section includes Career follow-up (checked), Coll. agreement (NOAGR), Position (ACCMAN0001), Standard job (MANAGER), Profile (ZA1), Payslip title (Account Manager), and Department (STATS). The 'Characteristics' section shows Job type (Full-time), Work abroad (No), Employment status, and Working conditions. A sidebar on the right contains a menu with 'New', 'Save', 'Delete', 'Cancel', 'Funds Documents to generate', and a 'Functions' list including 'Arrival document generation', 'Employee payslips', 'Date change', 'Amendment with back-pay', and 'Pay after exit'. Under 'Selection', there are 'Utilities' like 'Change the key...', 'Links', 'Properties...', and 'Send to...'. Under 'Export', there is 'Currency converter'. Under 'Browsing', there is 'Help'. Under 'Diagnosis...', the 'Calculator' option is highlighted with a red box.

Enter the following in the calculator:

```
func SAFUNCTIONS.GET_EMP_STATUS("LFZA100000018",gdat$(01,10,2018),gdat$(31,10,2018),"ZAF")
```

Where:

- "LFZA100000018" – Employment Contract Number
- gdat\$(01,10,2018) – Start date of date range in format dd/mm/yyyy
- gdat\$(31,10,2018) – End date of date range in format dd/mm/yyyy
- "ZAF" – Legislation

Status options:

- AT – Active
- NW – New
- FT – Future
- NT – New and terminated
- CT – Current Termination
- OT – Old Termination