

Release Notes for Sage Payroll & HRMS 2016

Content

This release notes covers two sections:

1. Progressive Enhancement (if any)
2. Issues that have been addressed

Version 9.9.2.4

Release date: 8th April 2016

Progressive Enhancements

Singapore MOM (Ministry of Manpower): Amendments to the Employment Act

Starting 1st April 2016, all employers are required to issue **itemised pay slips** and **key employment terms (KETs)** to employees covered under the Employment Act.

For more information, please refer to below:

<http://www.mom.gov.sg/employment-practices/employment-act/amendments-to-the-act>

a. Itemised Payslip

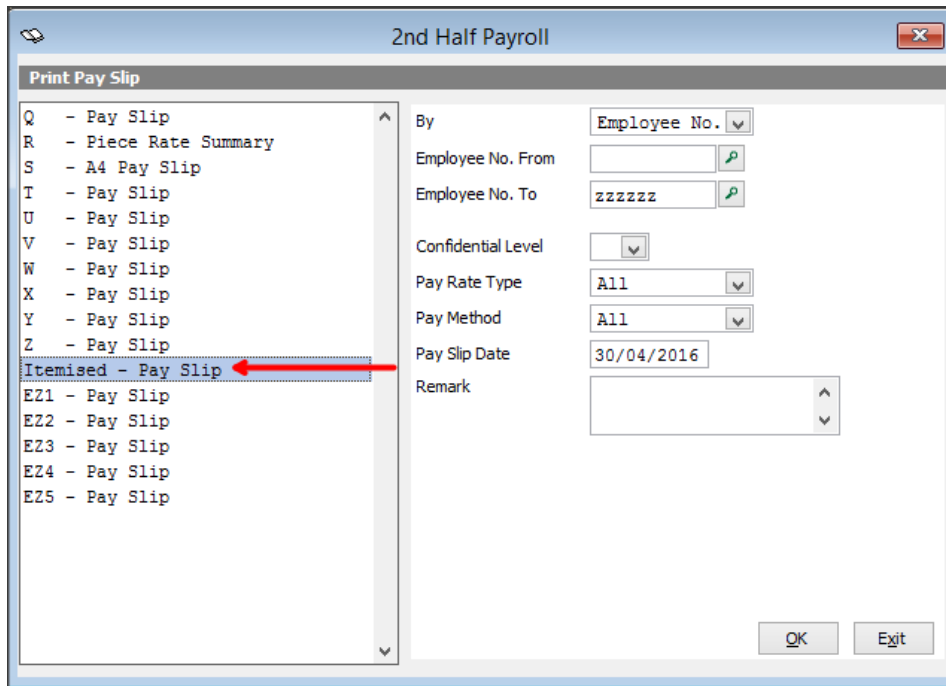
Employers must issue itemised pay slips to all employees covered by the Employment Act.

- Itemised payslip give together with payment to employee.
- If unable to give together, itemised payslip must be given within three working days of payment.
- In case of termination or dismissal, must give pay slip together with outstanding salary.

For more information, please refer to the link below:

<http://www.mom.gov.sg/employment-practices/salary/itemised-payslips>

Itemised payslip is available under Sage Payroll menu: Payment > 1st Half Payroll / 2nd Half Payroll > Print Payslip > Itemised – Pay slip



Below is the matching between Singapore MOM sample payslip and Sage Payroll Itemised Payslip.

Item	Amount		
Basic Pay	\$2000	A	(A)
Total Allowances (Breakdown shown below)	\$500	B	(B)
Transport	\$300		
Uniform	\$200		
Total Deductions (Breakdown shown below)	\$135	C	(C)
Employer's CPF deduction	\$115		
Advanced Loan	\$200		
Date of Payment	5 Feb 2015		
Mode of Payment	Cash / Cheque / Bank Deposit		
Overtime Details*			
Overtime Payment Period(s)	1 Jan 2015 to 31 Jan 2015		
Overtime Hours Worked	5		
Total Overtime Pay	\$78.70	D	(D)
Item	Amount		
Other Additional Payments (Breakdown shown below)	\$3000	E	(E)
Annual Bonus	\$3000		
Net Pay (A+B-C+D+E)	\$4263.70		
Employer's CPF Contributions	\$949		

SUPERMART TESTING COMPANY		2ND HALF PAYROLL - APRIL 2016		MONTHLY / BANK	
EMPLOYEE / LINE NO. :	001	NAME :	JEFFREY YOUNG	30/04/2016	
CATEGORY :		IC NO. :	6412387466		
BASIC RATE :	50000.00	B ALLOWANCE :		DEDUCTION C	
WORKING DAYS :	28.00	TOTAL :	1000.00	TOTAL :	1500.00
DW :	28.00	DRINK ALLW. :	1000.00	LOAN :	300.00
BASIC PAY :	50000.00				
DIRECTOR FEE :	10000.00				
				CPF :	1200.00
Date of Payment	30/04/2016	Mode of Payment	Cash / Cheque / Bank Deposit		
Overtime Details D		Other Additional Payments E			
OVERTIME	RATE	HRS / DAYS	AMOUNT	COMMISSION	0.00
1.0 TIME	11.8000	10.00 HRS	118.00	BONUS	0.00
1.5 TIMES	17.7000	2.00 HRS	35.40	EXTRA	0.00
2.0 TIMES	23.6000	3.00 HRS	70.80		
3.0 TIMES	35.4000	4.00 HRS	141.60		
TOTAL			365.80		
MONTHLY GROSS	61365.80				
CPF *YER	1020.00				
YTD AL	0.00	DAYS [0.00]			
YTD MC	0.00	DAYS [0.00]			
BASIC PAY	DIRECTOR FEE	OVERTIME	ALLOWANCE	GROSS PAY	DEDUCTION
50000.00	10000.00	365.80	1000.00	61365.80	300.00
					1200.00
				59865.80	
					EMPLOYEE'S SIGNATURE

b. Key Employment Terms (KETs)

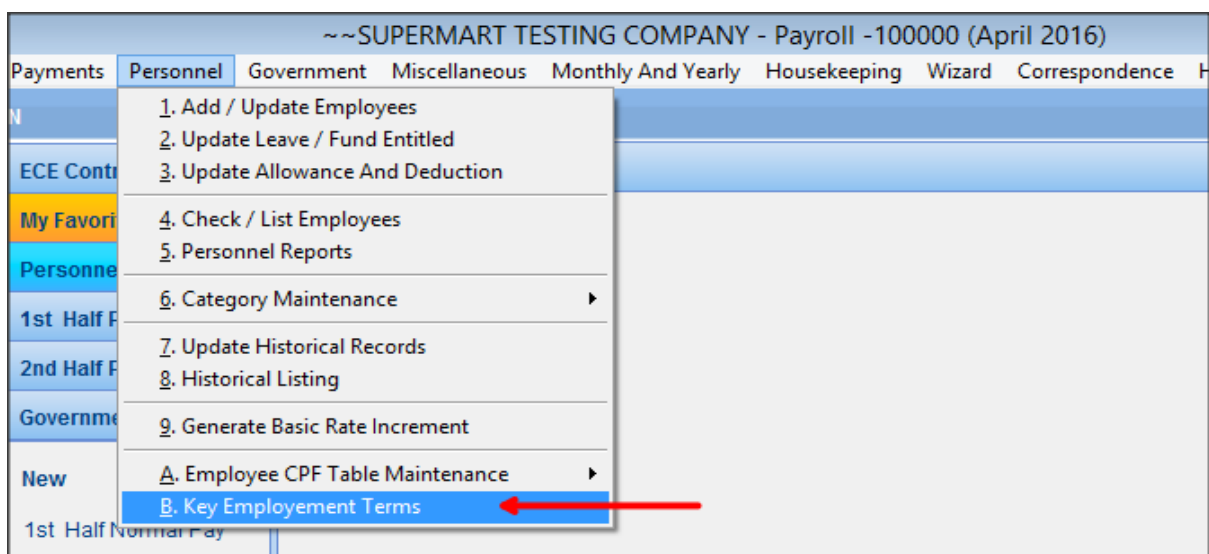
Employers must issue KETs in writing to all employees who:

- Enter into a contract of service on or after 1 April 2016.
- Are covered by the Employment Act.
- Are employed for 14 days or more.

For more information, please refer to the link below:

<http://www.mom.gov.sg/employment-practices/contract-of-service#key-employment-terms>

In Sage Payroll 9.9.2.4, Key employment terms (KETs) feature/function is available under the menu: Personnel > B. Key Employment Terms.



Maintain the employee's details in the entry screen as below.

The screenshot shows the 'Key Employment Terms' entry screen. The window title is 'Key Employment Terms'. The screen is divided into five sections: Section A, Section B, Section C, Section D, and Section E. Section A is active and contains the following fields:

- Company Name: SUPERMART TESTING COMPANY
- Employee Name: [Empty field]
- Employee NRIC/FIN: [Empty field]
- Employment Start Date: [Empty field with // placeholder]

Section B contains the following fields:

- Job Title, Main Duties and Responsibilities: [Empty text area]
- Full-Time Employment: (Selected)
- Part-Time Employment:
- Duration of Employment: [Empty field]
- Place of Work: [Empty field]

At the bottom of the screen, there are four buttons: Prev., Next, Save, and Exit.

Below is a sample KETs generated from Sage Payroll system.

Key Employment Terms		Issued on:07/04/2016
Section A Details of Employment		
Company Name SUPERMART TESTING COMPANY	Job Title, Main Duties and Responsibilities Administrative Assistant - Filling, Customer service, Basic administrative duties	
Employee Name Desiree Loh	<input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment	
Employee NRIC/FIN S9576543Z	Duration of Employment 01/04/2016 - 31/03/2017	
Employee Start Date 01/04/2016	Place of Work SUPERMART MAIN BRANCH	
Section B Working Hours and Rest Days		
Details of Working Hours - Mon - Fri: 9am - 6pm, Sat: 9am - 1pm - Lunch break 1hr for Mon - Fri only. - Total working hours: 8 hrs (Mon - Fri), 4 hrs (Sat)	Number of Working Days Per Week 5.50	Rest Day Per Week 1 day per week (Sunday)
Section C Salary		
Salary Period <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly	Date(s) of Salary Payment 2nd of every calender month	
Overtime Payment Period <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Overtime Payment 2nd of every calender month	
Basic Salary 2000.00	Overtime Rate of Pay 1.5x hourly basic rate (\$15.80)	
Fixed Allowances Per Salary Period Uniform \$50.00 Transport \$50.00	Fixed Deduction Per Salary Period CDAC \$1.00	
Total Fixed Allowance 100.00	Total Fixed Deduction 1.00	
Other Salary-Related Components Productivity Incentive	<input checked="" type="checkbox"/> CPF Contribution Payable	
Section D Leave and Medical Benefits		
<input checked="" type="checkbox"/> Paid Annual Leave Per Year 14.00 Days	<input checked="" type="checkbox"/> Paid Medical Examination Fee	
<input checked="" type="checkbox"/> Paid Outpatient Sick Leave Per Year 14.00 Days		
<input checked="" type="checkbox"/> Paid Hospital Leave Per Year 60.00 Days		
Other Types of Leave 16 weeks maternity leave, paid 16 weeks maternity leave if child is Singapore Citizen and employee is lawfully married to the child's father. The employee	Other Medical Benefits N/A.	
Section E Others		
Length of Probation : 1 month	Notice Period for Termination of Employment 1 month notice or 1 month salary in lieu of notice	
Probation Start Date : 01/04/2016		
Probation End Date : 30/04/2016		

Report format updated:

Malaysia

- ❖ Malaysia LHDN Borang E 2015

Bank format enhancement (for Malaysia)

a) RHB Smart Payroll

APS No.	Payment type
62	Socso (txt file)

Upcoming enhancement

Below is the list of Bank File Format currently pending approval from respective Bank:

- Maybank 2E-RC v4.3.2
 - Salary [APS 36]
 - EPF [APS 93]
 - Socso [APS 94]
 - LHDN [APS 95]
- CIMB Biz Channel
 - Salary [APS 7]
 - EPF [APS 64]
 - Socso [APS 65]
 - LHDN [APS 75]

Progressive Enhancements

Marital Status

The Marital Status in Personnel > Add/Update Employee > Personnel File Maintenance > Per. Details tab, has been changed from “Others” to “Divorce/Widow/Widower” following the term used in LHDN calculator.

Sage Payroll

The screenshot shows the 'Personnel File Maintenance' window for Employee No. 008, Peter Allison. The 'Per. Details' tab is active. The 'Marital Status' dropdown menu is open, displaying the following options: Single, Married, and Divorce/Widow/Widower. A red arrow points to the 'Divorce/Widow/Widower' option. Other fields visible include Employee Code, Address, Post Code, Town, State, Country Code, Phone No., Highest Edu., Working Exp., Date of Birth, I/C No. (Old), I/C No. (New), I/C Colour, Passport No., Sex, Race, Bumiputra, Religion, and Spouse Particular details.

LHDN Calculator

The screenshot shows the 'LHDN Calculator' interface. The 'Marital Status' dropdown menu is open, displaying the following options: Select, Single/Spouse Not Claimed Children, Married and Spouse Not Working, Married and Spouse Working, and Divorce/Widow/Widower. A red arrow points to the 'Divorce/Widow/Widower' option. Other fields visible include 'Disabled Individual' and 'Disabled Spouse' (Yes/No).

Issues that have been addressed

Case ID	Brief Description
313-133505	IRAS Appendix 8A Validation
313-133810	BIK009 for First Half Payroll Process
240-132287	BIK009 not showing in EA form
346-133738	IRAS Appendix 8A Report BIK Total Amount
322-133975	Report CP22A Incomplete

316-131723	Socso 8A Report
353-133393	Fix Commission Total Amount at 12 Month Figure update

Upcoming enhancement

Below is the list of Bank File Format currently pending approval from respective Bank:

- c. Maybank 2E-RC v4.3.2
 - Salary [APS 36]
 - EPF [APS 93]
 - Socso [APS 94]
 - LHDN [APS 95]
- d. CIMB Biz Channel
 - Salary [APS 7]
 - EPF [APS 64]
 - Socso [APS 65]
 - LHDN [APS 75]
- e. RHB Smart Payroll
 - Socso txt file [APS 62]

PCB 2016

- a. Deduction for SOCSO payment
 - Tax payer will be eligible to claim a deduction up to maximum of RM250 per year on the contribution to SOCSO.
- b. Deduction for Parental care
 - Tax payer eligible to claim a new personal deduction of RM1,500 for each parent.

Report format updated:

Malaysia

- ❖ Borang Maklumat Berkaitan Penggajian Dengan Majikan Majikan Terdahulu Dalam Tahun Semasa Bagi Tujuan Potongan Cukai Bulanan (PCB) / TP3 (1/2016)
- ❖ Borang Tuntutan Potongan Dan Rebat Individual Bagi Tujuan Potongan Cukai Bulanan (PCB) / TP1 (1/2016)

Issues that have been addressed

Case ID	Brief Description
313-130244	Payslip DW dates double calculate
293-132018	HRMS: Backup, Restore, Re-index and Upgrade Database
313-131847	HRMS: user not found
293-131856	Leave approval/application Add and Edit button

PCB 2016

- a. Income Tax for Resident Individual
 - Individual income tax rate will be increased by 3 percentage points.
 - Individual income tax will be restructured whereby the chargeable income subject to the maximum rate will be increase from exceeding RM400,000 to exceeding RM1,000,000.
 - The maximum tax rate for year 2015 at 25% will be increased to 26% and 28%.
- b. Income Tax for Non-Resident Individual
 - Non-resident individuals' income tax rate would be increased by 3% from 25% to 28%.
- c. Increase in Deduction For Spouse
 - Deduction for spouse whose has no income or pays on alimony to his former wife will be increased to RM4,000.
- d. Increase in Deduction for Child
 - Deduction for each child below 18 years of age be increased to RM2,000.
- e. Increase in Deduction for Children studying at tertiary level
 - Deduction for unmarried child aged 18 years old and above who pursue full time education at diploma level and above at recognized institution of higher learning within Malaysia or at a degree level and above at a recognized institution of higher learning outside Malaysia increased to RM8,000.
- f. Increase in Deduction on fees of tertiary education
 - Deduction of resident individual taxpayer who pursues a course of study up to tertiary level in selected fields of study, or Master or Doctorate level in any field at any institution or professional body in Malaysia recognized by the Government or approved by Minister of Finance increased to RM7,000.
- g. With effect from 2016, gross income from an employment receivable in respect of any particular period shall be taxed in the year it is received. The requirement to relate the employment income to the particular period is remove.
 - Compute Previous Year PCB feature/function will be removed from system.

Reference:

<http://www.hasil.gov.my/goindex.php?kump=5&skum=3&posi=1&unit=5100&sequ=6>

***Important notes:**

For the below deduction enhancement from LHDN will be only available on next Sage Payroll version 9.9.2.2:

- c. Deduction for SOCSO payment
 - Tax payer will be eligible to claim a deduction up to maximum of RM250 per year on the contribution to SOCSO.
- d. Deduction for Parental care
 - Tax payer eligible to claim a new personal deduction of RM1,500 for each parent.

Report format updated:

Malaysia

- ❖ CP22A LEMBAGA HASIL DALAM NEGERI MALAYSIA PEMBERITAHUAN PEMBERHENTIAN KERJA (SWASTA)

Singapore

- ❖ Form IR8A
- ❖ Form Appendix 8B

Issues that have been addressed

Case ID	Brief Description
322-131863	User gets a Sage Cover expire message

CPF Contribution Rate Change (For Singapore)

CPF contribution rates for employees aged above 50 years to 65 years will be increased. The changes will be applied to wages earned from 1 January 2016:

- a. Above age 50 to 55, contribution by employer increased 1 % and contribution by employee increased 1%.
- b. Above age 55 to 60, contribution by employer increased 1% and contribution by employee remain unchanged.
- c. Above age 60 to 65, contribution by employer increase 0.5% and contribution by employee remain unchanged.

Ordinary Wages (OW) will be increased for wages earned from 1 January 2016. Private Sector Employees and Public Sector Non-Pensionable Employees > OW ceiling will be increased from \$5,000 per month to \$6,000 per month.

Additional Wages (AW) Ceiling will be increased from \$85,000 to \$102,000 from 2016.

CPF Annual Limit will be revised to \$37,740 for 2016.

Reference:

<https://www.cpf.gov.sg/Employers/EmployerGuides/employer-guides/paying-cpf-contributions/cpf-contribution-and-allocation-rates>

IRAS Reporting Employee Earnings (For Singapore)

IR8A, Appendix 8A, Appendix 8B, IR8S file formats are now updated to the latest to meet the requirement from IRAS.

Changes from YA 2016 Onwards

The changes to the file format with effect from YA 2016 are summarised below:

S/No	Field Name	File Format	Change(s)
1	Telephone number/ Email address	IR8A/ Appendix 8A/ Appendix 8B/ IR8S(Header)	Telephone number cannot be blank if email address is blank, and vice versa.
2	Data items indicator (refer to file format for affected fields)	IR8A (Detail)	Removal of 'N' indicator.

Reference:

<https://www.iras.gov.sg/irashome/Businesses/Employers/Auto-Inclusion-Scheme--AIS-/Technical-File-Format/Specifications/>

Bank format enhancement (for Malaysia)

b) Maybank 2E-RC v4.3.1

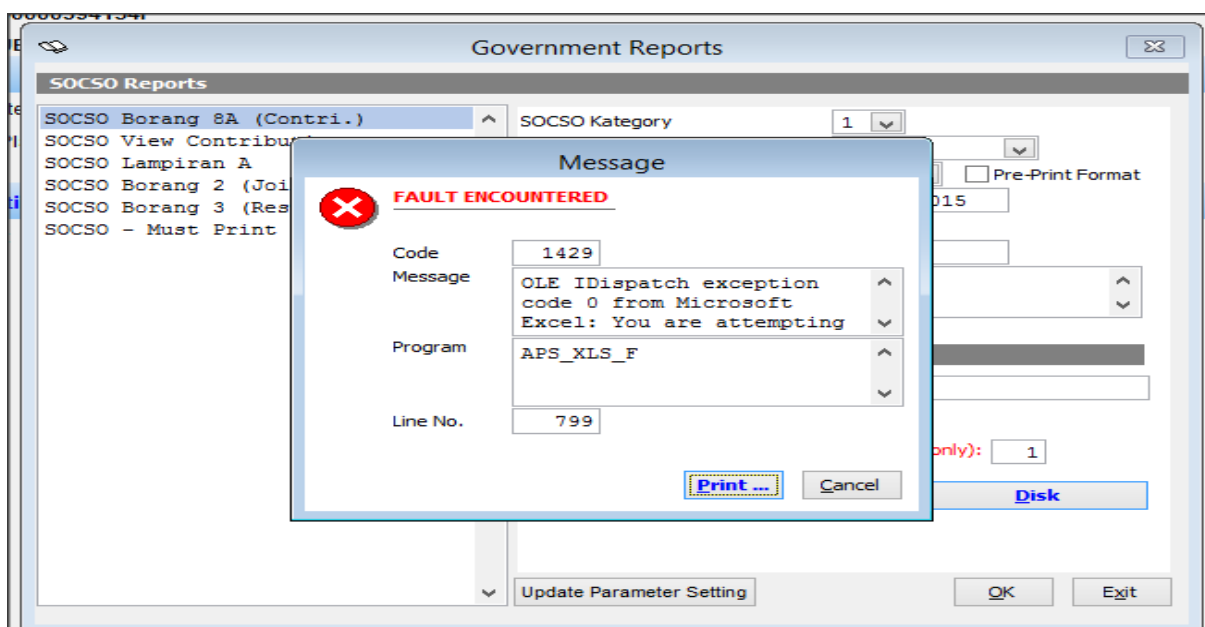
APS No.	Payment type
93	EPF
94	SOCSCO
95	LHDN
36	Salary

c) RHB Smart Payroll

APS No.	Payment type
58	EPF
59	SOCSCO
96	LHDN
8	Salary

*Important notes:

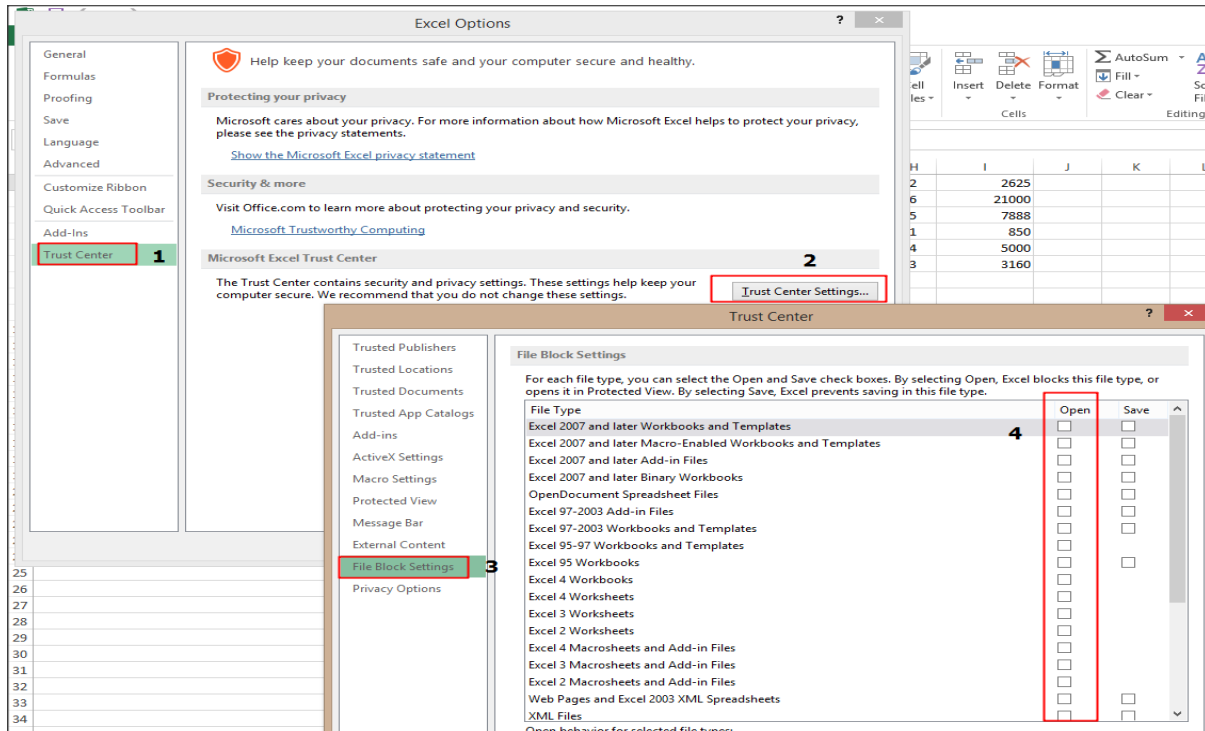
If you encountered the below error message when generating RHB APS 58 and APS 59 xls format



Kindly perform the steps as below:

Go to Excel > Files > Options > Trust Center > Trust Center Setting > Untick all the options > Save

After that, you should be able to generate the files without the error message shown.

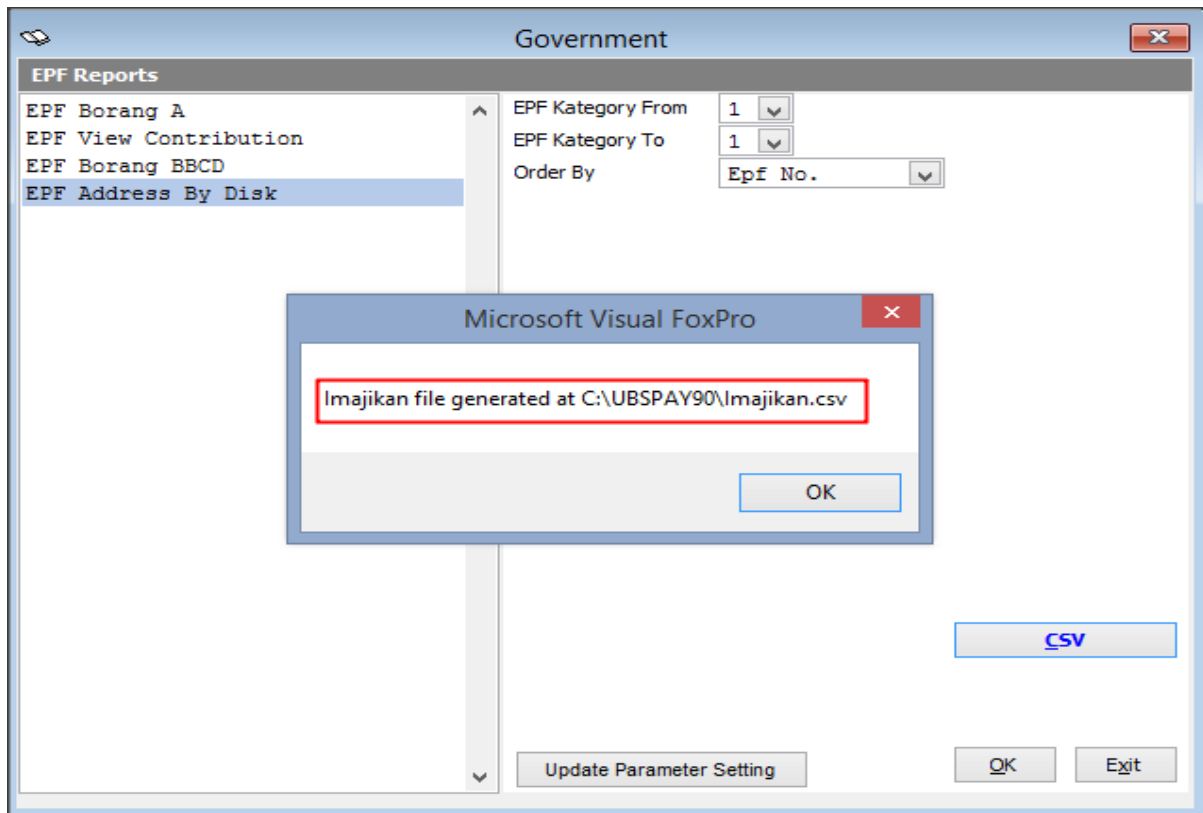


KWSP e-Caruman iMajikan.csv reporting file (for Malaysia)

Penghantaran Butiran Caruman untuk Aliran Kelulusan menggunakan Borang A format Comma Separated Value (CSV) – Bayaran Melalui Laman Web Bank is now available.

To generate the iMajikan.csv file in Payroll System, please go to:

Government > EPF Reports > EPF address by Disk > Click CSV > Click OK



The iMajikan.csv file will be available at your data folder. Below is the sample csv file:

The screenshot shows an Excel spreadsheet titled 'CSV Format.csv - Excel'. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J
1	Member	Ic No.	Nama	Salary	Emp	Employee				
2		11111111	850927025707	MOHD HISYAM BIN MOHD SOBRI	1000	130	120			
3										
4										
5										

Issues that have been addressed

Case ID	Brief Description
353-130645	HRMS Manage User ID is not working
313-119102	12 month yearly report total amount
281-123492	APS37 salary format header record total
313-128834	Singapore AW calculation
313-128965	IR8A Appendix 8A report amount not shown
241-84804	BIK for some month not list after month end
313-130129	Appendix 8B enhancement
313-128387	IR8S report format updated

****END****