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: 8 th 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

<i>Ф</i> 2	nd Half Payroll	—
Print Pay Slip		
Q - Pay Slip R - Piece Rate Summary S - A4 Pay Slip T - Pay Slip U - Pay Slip W - Pay Slip X - Pay Slip Y - Pay Slip Z - Pay Slip Itemised - Pay Slip EZ1 - Pay Slip EZ2 - Pay Slip EZ4 - Pay Slip EZ5 - Pay Slip	By Employee No. From Employee No. To Confidential Level Pay Rate Type Pay Method Pay Slip Date Remark	Employee No. V 2zzzzz P All V All V 30/04/2016 V Egit

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

				^	SUPERM	ART TE STING CO	MPANY					MONTHLY /
- Develo	C					/ LINE NO. : 001		2ND HALF F	PAYROLL - APRIL 20	JEFFREY YOU	NG	30/
	Sample				CATE GOR				I/C NO. : B ALLOWANCE	5412387456	DEDUCTION	с
					BASIC RAT WORKING			50000.00 26.00	TOTAL	1000.00	TOTAL	1500
	Payslip for 1 Ja	n 2015 to 31 Jan 2015							DRINK ALLW.	1000.00	LOAN	3
of Employer					DW 26.00							
Pte Ltd					BASIC PA			50000.00 A				
of Employee												
Ah Kow					DIRECTOR	FEE :		10000.00				
	Amount											
Ραγ	\$2000	4	(A)									
Allowances	\$500	3	(B)									
wn shown below)	4000		(6)								CPF	1
port m	\$300 \$200				Date of F	aumont						
	1				30/04/2016							
Deductions	\$1315		(C)		Mode of Cash		Deposit)					
in shown below; 's CPF deduction:	\$115					Details D			Other Additional F	F		
ced Loan	\$200				OVERTIME	RATE	HRS / DAYS	AMOUNT	COMMISSION	0.00		
Payment					1.0 TIME	11.8000	10.00 HRS	118.00	BONUS	0.00		
2015					1.5 TIME S 2.0 TIME S	17.7000 23.6000	2.00 HRS 3.00 HRS	35.40 70.80	EXTRA	0.00		
f Payment					2.0 TIME S 3.0 TIME S	35.4000	4.00 HRS	141.60				
/ -Cheque / Bank- ne Details*	Deposit-											
time Payment Perio	1 (20)5	to 31 Jan 2015			TOTAL			365.80				
me Payment Perio	id(s) I Jan 2015	to 31 Jan 2015	_									
me Hours Worked	5											
Overtime Pay	\$78.70	D	(D)									
	Amount											
Additional Payme	nts \$3000	E	(E)									
aL Bonus	\$3000											
					MONTHLY CPF 'YER	GROSS 61365.8 1020.0						
	\$4263.70				YTD AL		0 DAYS [0.00]					
					YTD MC		0 DAYS[0.00]					
y (A+B-C+D+E) yer's CPF Contributi	ions \$949				TIDING	0.0	0 DA13[0.00]					

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 Employement 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 employement terms (KETs) feature/function is available under the menu: Personnel > B. Key Employement Terms.

		~~Sl	JPERMART TE	STING	COMPANY	- Payroll -100	000 (Ap	oril 2016)	
Payments	Personnel	Government	Miscellaneous	Month	ly And Yearly	Housekeeping	Wizard	Correspondence	H
N	_	Update Employ te Leave / Fund	·						
ECE Contr		te Allowance Ar							
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Personne		nnel Reports							
1st Half F		ory Maintenan	ce	•					
2nd Half F	<u>7</u> . Updat	te Historical Rec rical Listing	cords						
Governme	<u>9</u> . Gener	rate Basic Rate I	ncrement						
New		oyee CPF Table		×					
1st Half N	<u>B</u> . Key E withar may	mployement Te	erms 🗲						

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

4	Key Employment Terms						
Section A	Section B	Section C	Section D	Section E			
Details of Employn	nent						
Company Name	SUPERMAR	RT TESTING COMPAN	Y				
Employee Name	•						
Employee NRIC/FIN							
Employment Start Date	11						
Job Title, Main Duties a	and Responsibiliti	es		`			
Full-Time Employm	ent OPart-Tir	ne Employment					
Duration of Employmen	nt						
Place of Wor	k						
		Prev.	Next Save	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 Employee Name Desiree Loh Employee NRIC/FIN S9576543Z Employee Start Date 01/04/2016	Job Title, Main Duties and Responsibilities Administrative Assistant - Filling, Customer service, Basic administrative duties Full-Time Employment Duration of Employment 01/04/2016 - 31/03/2017 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) Section C Salary Salary Period Hourly Daily Weekly Fortnightly Mon Overtime Payment Period Hourly Daily Weekly Fortnightly Basic Salary 2000.00 Overtime Rate of Pay 1.5x hourly basic rate (\$15.80)	Number of Working Days Per Week -5.50 Rest Day Per Week 1 day per week (Sunday) Date(s) of Salary Payment 2nd of every calender month thly Date(s) of Overtime Payment 2nd of every calender month Date(s) of Overtime Payment 2nd of every calender month
Fixed Allowances Per Salary Period Uniform \$50.00 Transport \$50.00	Fixed Deduction Per Salary Period CDAC \$1.00
Total Fixed Allowance 100.00 Other Salary-Related Components Productivity Incentive	Total Fixed Deduction 1.00
Section D Leave and Medical Benefits Paid Annual Leave Per Year 14.00 Days Paid Outpatient Sick Leave Per Year14.00 Days 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	Paid Medical Examination Fee Other Medical Benefits N/A.
Section E Others Length of Probation : 1 month Probation Start Date : 01/04/2016 Probation End Date : 30/04/2016	Notice Period for Termination of Employment 1 month notice or 1 month salary in lieu of notice

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:

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

Version 9.9.2.3Release date: 9th March 2016Progressive Enhancements

Marital Status

The Marital Status in Personel > 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

9		Pe	ersonnel	File Maint	enance	e			×
Employee No. 00	8	Name	Peter	Allison					
								Initial	
Per. Details Pay	Govern.	Non-Citizen	Setting	Allow./Ded.	Other	Pre. Relief	Prev. Year	BIK Item	
Employee Code)isable indiv	/idual		
Address					I/C N	lo. (Old)			
					I/CN	lo. (New)			-
Post Code		Town			I/C C	Colour	В		
State		-	National	ity AD 🖌	Pass	port No.	S54123J		
Country Code	2				Sex		Male	~	
Phone No.					Race	•	Other	~	•
Highest Edu.					Bumi	putra	No	~	•
Working Exp.					Relig	ion		~	4
Date of Birth	11				Marit	tal Status	Single	~	4
Spouse Particula	ar				_	manent Ado	_		
Spouse Name					Name	-	Married	/Widow/Wi	dowar
SP. I/C No.			Disabl	e spouse	Addr	ess	DIVOICE	/WIGOW/W	LUOWEL
No. of Children	0								
Child Relief Point	0.0 ≑								
Spouse Working	No 🗸	K1B			Phon	e No.			
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LHDN Calculator

Status		()
Marital Status 🕦	Select •	
	Select	
(Tick if applicable)	Single/Spouse Not Claimed Children Married and Spouse Not Working	
Disabled	Married and Spouse Working	
Individual	Divorce/Widow/Widower	
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]

Version 9.9.2.2

Release date: 17th February 2016

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

Version 9.9.2.1

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 earn 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:

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

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	SOCSO
95	LHDN
36	Salary

c) RHB Smart Payroll

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

*Important notes:

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

E	\$	Government Reports	23
	50CS0 Reports		
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ľ	SOCSO Lampiran A	Message Message	mat
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		Code 1429 Message OLE IDispatch exception code 0 from Microsoft Excel: You are attempting V	÷
		Program APS_XLS_F	
		Line No. 799	
		Print Cancel Disk	
		✓ Update Parameter Setting QK E	žit

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.

		Excel Optio	ins	? ×					
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		Protected View	OpenDocument Spreadsheet File	25					
		Message Bar	Excel 97-2003 Add-in Files						
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26		Privacy Options	Excel 4 Worksheets						
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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

Ø		Government		×
EPF Reports				
EPF Borang A EPF View Contributio EPF Borang BBCD EPF Address By Disk	n	EPF Kategory From EPF Kategory To Order By	1 V 1 V Epf No. V	
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The iMajikan.csv file will be available at your data folder. Below is the sample csv file:

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Issues that have been addressed

Case ID	Brief Description			
353-130645	545 HRMS Manage User ID is not working			
313-11910212 month yearly report total amount				
281-123492 APS37 salary format header record total				
313-128834	Singapore AW calculation			
313-128965	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