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 9.9.2.5	Release date: 9th May 2016
Progressive Enhancements	

Malaysia: SOCSO Relief enhancement

Tax payer is allowed to claims the SOCSO contribution as deduction for income tax (to include in PCB calculation through TP1 form) effective from 1st January 2016 as per gazetted in the Finance Act 2015. The SOCSO deduction is same as per other optional deductions. The employee must incur exact (expenses) amount i.e. the actual amount of SOCSO deducted from their salary then only they could declare at TP1 form to include for PCB calculation.

Sage Payroll system has been enhanced to automate the SOCSO relief calculation in PCB calculation for each employee.

    a. Go to **Personnel > Add/Update Employee > Govern. > Insurance,** checked the **Socso Relief** option.

        Note: Please do not perform this setting if the employee does not want the SOCSO relief to be deducted directly from monthly PCB.
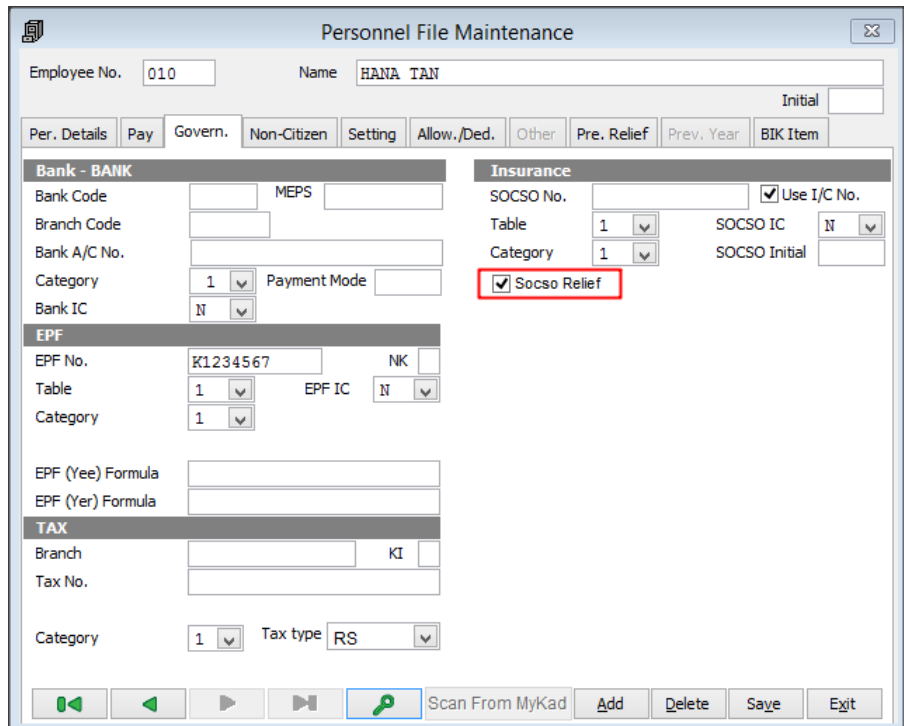
b. After you have successfully process payroll for the month, the SOCSO relief amount as per the employee's SOCSO amount will be reflected at **Normal Pay > Relief & Rebate tab** with relief code TR0029.

2nd Half Payroll - View Pay Slip

Employee No.	010		Pay Rate Type	Monthly
Line No.			Pay Method	Bank
Name	HANA TAN			

DW	26.00	I/C 840505065532
PH	0.00	Work Hours 0.00	Working Days 26.00
AL	0.00	Lateness 0.00	Basic Rate 7800.00
MC	0.00	Early Dep. 0.00	Piece Pay 0.00
MT	0.00	No Pay Hours 0.00	Basic Pay 7800.00
MR	0.00		Back Pay 0.00

Overtime	Rate	Hrs/Days	Amount
CL 0.00			
HL 0.00	1.0 TIME 9.6200	0.00 HRS	0.00
EX 0.00	1.5 TIMES 14.4200	0.00 HRS	0.00
PT 0.00	2.0 TIMES 19.2300	0.00 HRS	0.00
AD 0.00	3.0 TIMES 28.8500	0.00 HRS	0.00
0.00	REST DAY 153.8500	0.00 DAYS	0.00
LS 0.00	PUB.HOL. 230.7700	0.00 DAYS	0.00
NPL 0.00			
AB 0.00			
0.00			

Other - This Month	Amount
GROSS	7800.00
EPF 'YEE	858.00
EPF 'YER	936.00
SOCSO 'YEE	14.75
SOCSO 'YER	51.65
PCB	524.10
BONUS	
COMMISSION	
COMPENSATION	
GRATUITY	
M.FUND	
D.FUND	
AL [DAYS]	
MC [DAYS]	
TP1 FORM ZAKAT	

○ Allowance ○ Deduction ● Other ○ BIK

Basic/Dir. Fee	OT/Aw.	Gross/BIK	EPF	SOCSO	PCB	Other Ded.	NETT
7800.00	0.00	7800.00	858.00	14.75	524.10	0.00	6403.15
0.00	0.00	0.00	936.00	51.65			

View Calculation | Line No. | ◄◄ ◄ ► ►► 🔑 Exit

View Calculation (Log File & For Reference Only)

Tabs: Ordinary Wages | Bonus | Commission(C) | Director Fee & Non-Fixed Income

PCB Calculation Detail - Ordinary Wages Only

Estimated Taxable Yearly Ordinary & Additional Wages (P)	70785.25	Remain Working Month (N)	10
Paid Ordinary & Additional Wages (Include Previous Company) (Y)	0.00	Self Deduction (D)	9000.00
Contributed KWSP (Include Previous Company) (K)	0.00	Spouse Deduction (S)	0.00
Current Month Ordinary Wages (Y1)	7800.00	Children Deduction (C)	0.00
Current Month Contributed KWSP (K1)	858.00	Disable Employee (Du)	0.00
Estimate Remaining Month Ordinary Wages (Y2)	7800.00	Disable Spouse (Su)	0.00
Estimate Remaining Qualified KWSP + Life Insurance Amount (K2)	514.20		
Life Insurance and Annuity (Include Previous Company) (K & K1)	0.00	Current Month Levy (V1)	0.00
Accumulated Tax Relief (Include Previous Company) (LP)	0.00		
Current Month Tax Relief (LP1)	14.75		

Taxable Income From The Total Yearly Income (M)	70000.00	
Tax Rate (%) (R)	21.00	
Taxable Amount to M (B)	5600.00	
Accumulated Zakat Contribution (Z)	0.00	
Accumulated Levy Contribution (Z)	0.00	
Accumulated PCB Contribution (Include Previous Company) (X)	0.00	MTD(A)	524.10
		Current Month Zakat and Fee/Levy	0.00
		Net MTD (A+B+C+D)	524.10

2012 MTD Formula   (Foreign Worker)

$$MTD = \frac{[(P-M) \times R + B] - (Z + X)}{N + 1} \quad OR \quad MTD = [(Y1 + Yt) \times R - V1]$$

Where,

$P = [E(Y-K^*) + (Y1-K1^*) + [(Y2-K2^*) \times N] + (Yt-Kt^*)] - [D + S + Du + Su + QC + (ELP + LP1)]$

$*K + K1 + K2 + Kt <= 6000$

Exit

2nd Half Payroll - Normal Pay [February '2016]

Employee No. 010   HANA TAN
Line No.   **Update**

Line No.

| Basic Pay & Overtime | Allowances | Deduction | Other | User Define Rate | Relief & Rebate | BIK Item |

Relief Code	Description	Relief Date	Relief Amount
TR0029	SOCSO Relief	09/05/2016	14.75

Rabate (Zakat/Levy) Through TP1 Form Declaration

Zakat (TP1 Form)   0.00   Levy (TP1 Form)   0.00

Del. Pay   Sa<u>v</u>e   E<u>x</u>it

Singapore: Itemised Payslip enhancement

User is now able to enter in the Salary period for itemised Payslip.

Sage One integration with Sage Payroll

User now able to generate the current month payroll CSV file from Sage Payroll and import it into Sage One

Go to **Miscellaneous > C. Post to Sage One**
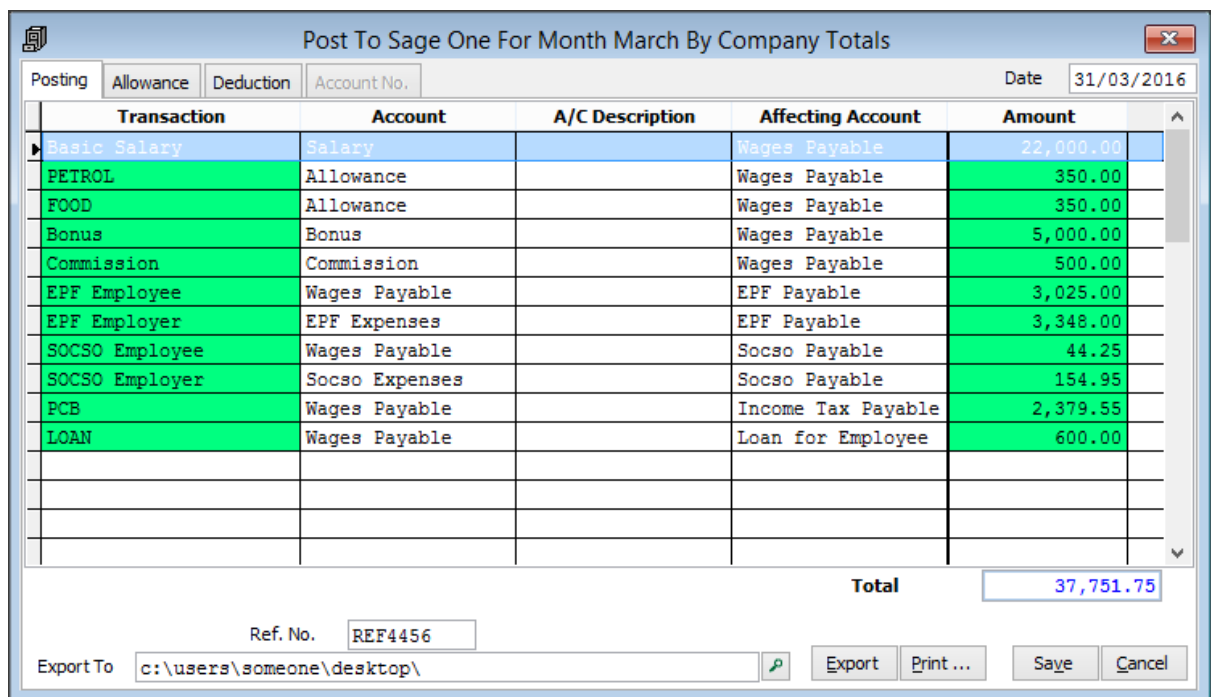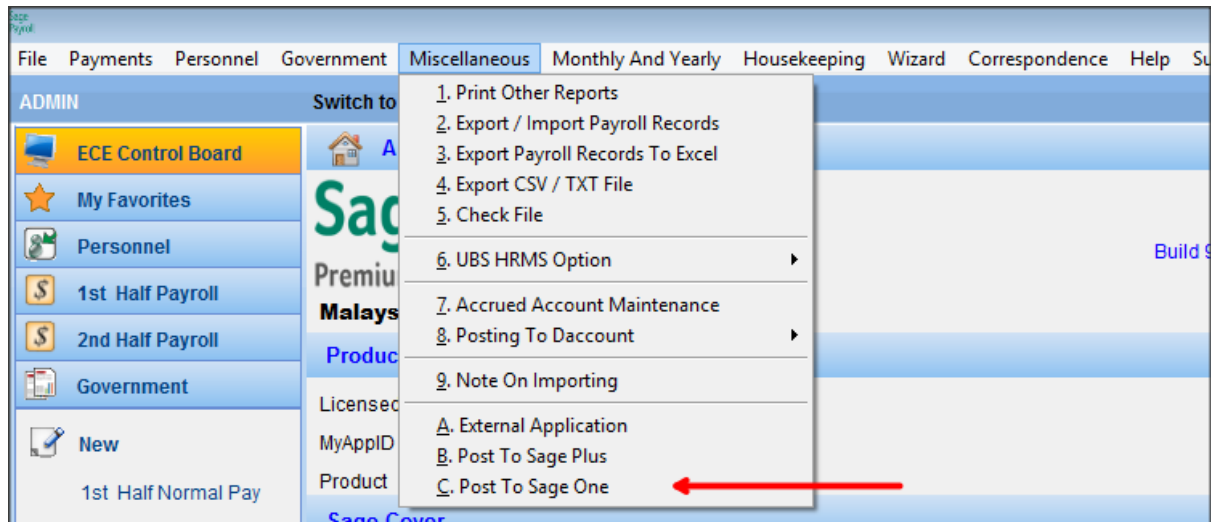
User able to fill in the information such as:

a. Account [Debit side]
b. A/C Description
c. Affecting Account [Credit side]

Below is a sample print screen of the csv file generated

After the CSV file has been imported into Sage One

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
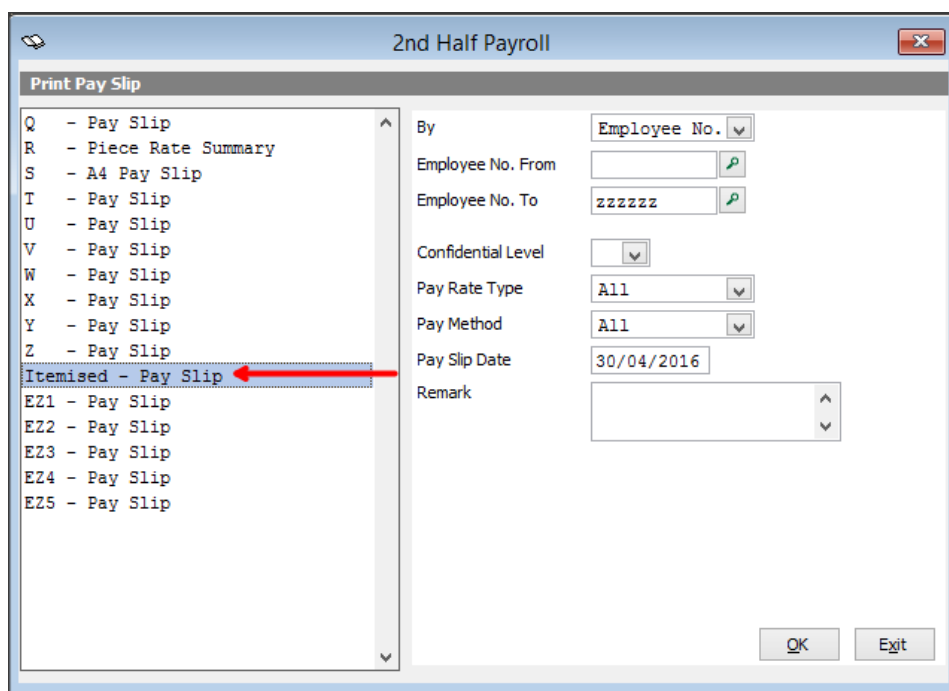
a. Itemised Payslip

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.

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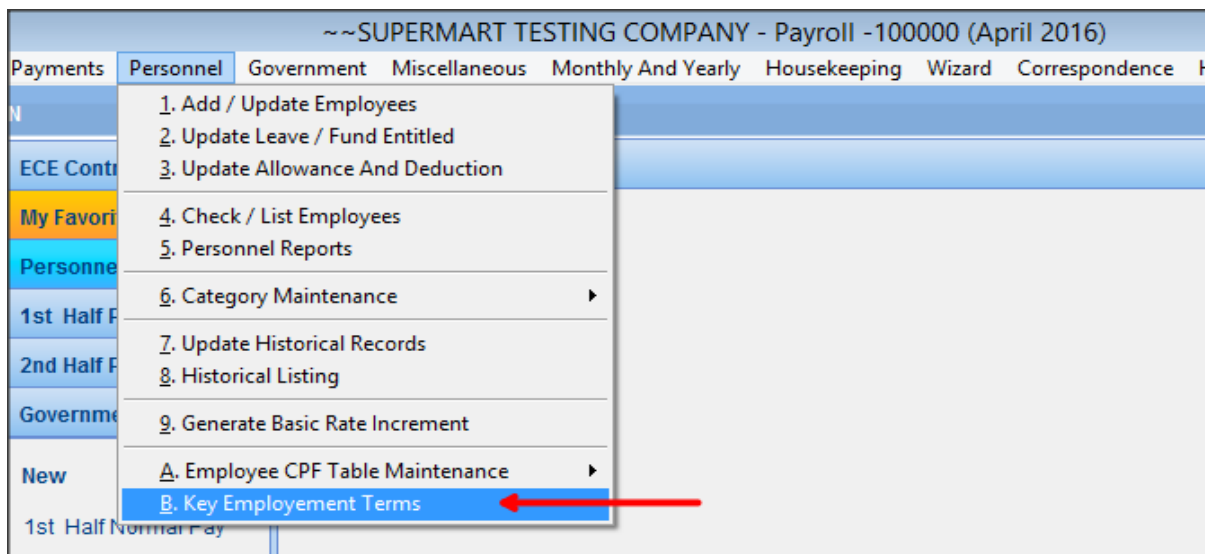
Maintain the employee's details in the entry screen as below.

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 ☐ Part-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)

Number of Working Days Per Week
5.50

Rest Day Per Week
1 day per week (Sunday)

Section C | Salary

Salary Period
☐ Hourly ☐ Daily ☐ Weekly ☐ Fortnightly ☒ Monthly

Overtime Payment Period
☐ Hourly ☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly

Basic Salary 2000.00

Overtime Rate of Pay 1.5x hourly basic rate ($15.80)

Date(s) of Salary 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

☒ CPF Contribution Payable

Section D | Leave and Medical Benefits

☒ **Paid Annual Leave Per Year** 14.00 Days
☒ **Paid Outpatient Sick Leave Per Year** 14.00 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]

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

LHDN Calculator

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 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:

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)
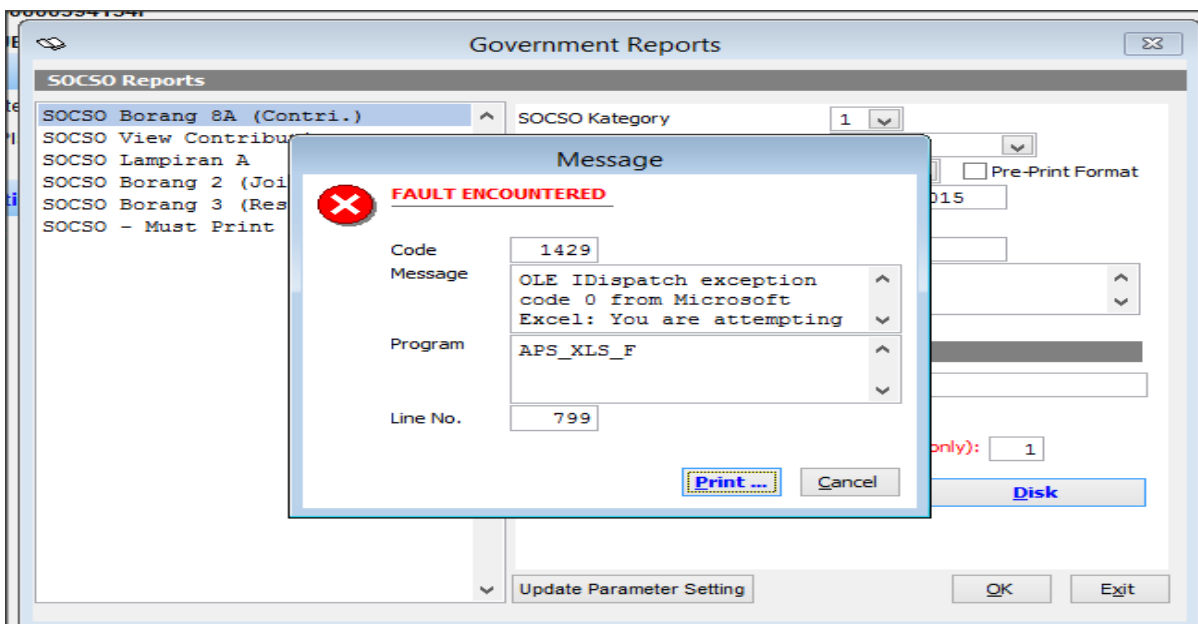
b) Maybank 2E-RC v4.3.1

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

c) RHB Smart Payroll

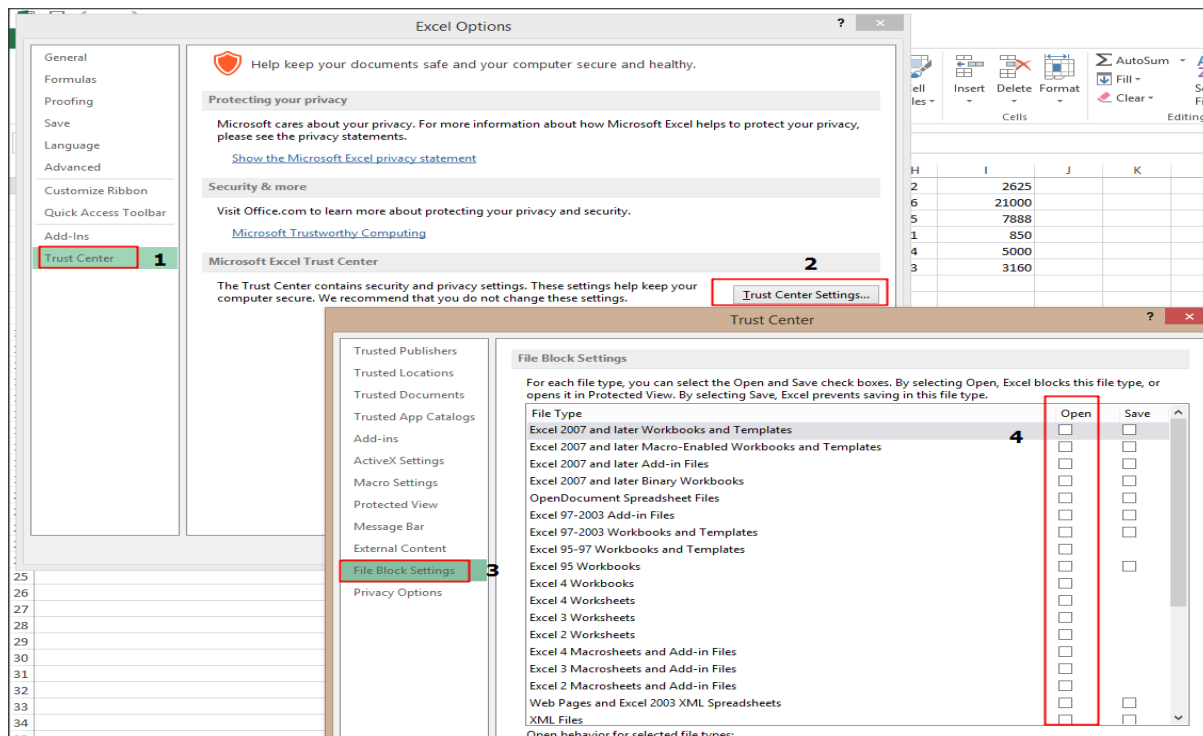| APS No.	Payment type
58	EPF
59	SOCSO
96	LHDN
8	Salary

*Important notes:

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

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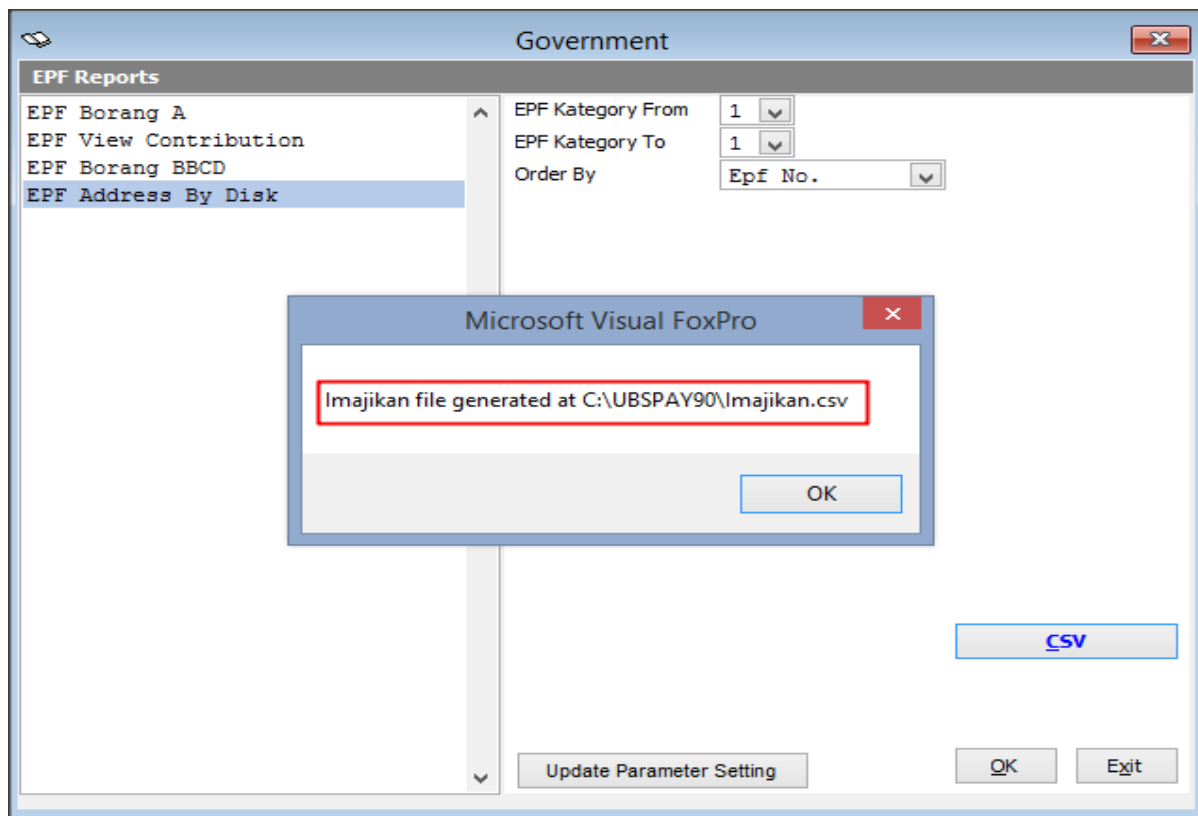
The iMajikan.csv file will be available at your data folder. Below is the sample csv file:

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