

Maternity Trust Fund Update

**Dakar Payroll System is fully
Maternity Fund Compliant**

August 2015



Contents



Maternity Trust Fund	3
Performing a Backup of your Dakar System	3
Updating the Dakar Payroll System	3
New Maternity Fund related windows/screens	4
Excluding particular Employees from the Maternity Trust Fund.....	4
Updating the Payroll Transactions globally and/or after each payroll Calculation	5
New FS5 Generation and Report	6
New Maternity Trust Fund – Going Forward	7
New Maternity Trust Fund Report.....	8
Maternity Fund Adjustment (per Payroll).....	8

Maternity Trust Fund

In the last budget speech, the Government announced changes relating to maternity leave that have become operational as from 6th July 2015. This deduction is to be paid by the employer and shall have no impact whatsoever on the employee pays.

This contribution will be reflected within the monthly FS5 reports. The relative authorities have not yet issued any guidelines with regards the FS3, FS7 and electronic lodgements reports. Dakar will update the products accordingly as soon as this information is officially released from the relative government authorities.

Performing a Backup of your Dakar System

Warning: It is essential to perform a full Backup of the Dakar products before installing any patches. Dakar will not be held responsible for any loss of data due to improper/missing/invalidated backups.

If the Server/PC where the Dakar system is installed has any of the following services running, they must be stopped before proceeding and all users must log out of the dakar systems.

Services to stop: Linear-hash, OEngine and OEtelnet

Once all users are logged out and services stopped perform a full copy of the Dakar system (all folders and sub-folders) , it is recommended to zip/compress the Dakar backup to ensure that all data-files are closed. If any Dakar related files are still in use the Zip/compression process will prompt an error. In this case restart the entire backup process.

Updating the Dakar Payroll System

Save and extract the attached zipped file to C:\DAKARAPP\MFUND.

- Log into Dakar as an Administrator (MANAGER user). If you do not have the admin/manager account details ask your supervisor or contact our support team.
- from the manager screen (the yellow after logging in), go to Tools
- System Updates
- Install.
- Within the Source directory field, locate the directory you extracted the patch into C:\DAKARAPP\MFUND in the first step of this section.
- Press 'Start Upgrade'
- Insert the supervisor password to start the upgrade process.
- Log out from the Dakar Payroll System and log in again
- To verify that the update has been completed, call up the Payroll Adjustments window from within the Payroll Menu. You should find a new tab called: Maternity Fund. *If you do not find this window, please contact our support team for further assistance.*

New Maternity Fund related windows/screens

Two new windows/screens have been created and others incorporated within particular menus which would need to be installed/updated. The first new screen allows the user to suspend the Maternity Trust Fund for a particular employee, the second screen performs the calculation of the Maternity Fund contributions and updates the relative Payroll transactions. This may be done backdated without the need to re-calculate any back-dated payrolls. This new menu can then be linked with your current Payroll Menu.

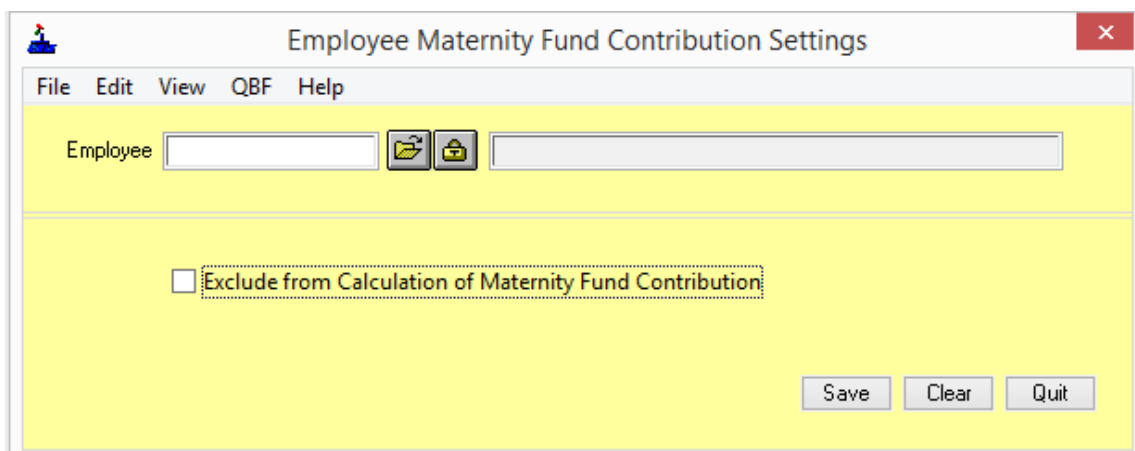
From the (MANAGER login) Managerial screen, go to

- Options
- General Desktop Settings
- General Menus.
- Call up your current Payroll menu
- Double-click on the *Payroll* menu from the *Menu Details* section.
- Scroll down to the first available line and type in 'Maternity Trust Fund' as a description
- Under Type, double-click and select '*General Menus*' from the list.
- Under *Execute Routine*, type or double-click and select 'DAKAR_MATERNITY_TF'.

Excluding particular Employees from the Maternity Trust Fund

In order to exclude a particular employee from the Trust Fund,

- Select the newly added option under the 'Payroll Menu'
- Click on Maternity Trust Fund
- Choose Maternity Suspension (Indefinite)
- Tick check box Exclude from Calculation of Maternity Fund Contribution



Updating the Payroll Transactions globally and/or after each payroll Calculation

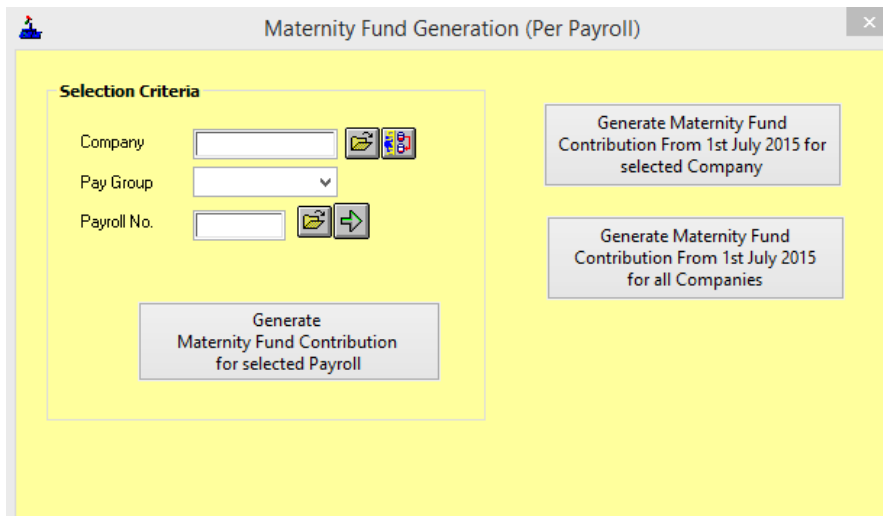
When you call up your payroll menu, you should find the newly added option under the 'Payroll Menu'. Call up this menu and you should find the 'Maternity Fund Generation' window.

Before using any of the options below please ensure that the FS5 Payroll Groupings are set for each company and every company withn the Dakar system.

You have three options to generate the Maternity Fund:

1. After every Payroll caculation - By generating the fund according to the Company, Paygroup and payroll Number.
2. For a particular company and paygroup from July 2015 onwards. By generating the fund for **the selected** company and paygroup. (Insert only company and paygroup)
3. For all companies from July 2015 onwards. (No criteria is required for this option)
You will be prompted to insert the supervisor password for options 2 and 3.

Options 2 & 3 may be used as one-time generation or after each payroll calculation, however it is recommended to use option 1 after every payroll calculation. These options MUST be run before the generation of the FS5 monthly report.



New FS5 Generation and Report

Once the payroll transactions have been updated with the relative Maternity Fund Contributions, generate the FS5 Transactions and Print the FS5. Below the Social Security field a new line with the Maternity Trust Fund amount has been added inline with the Governemnt requirements. If you have already submitted the Fs5 of July 2015, we recommend to re-generate and re-issue this Fs5 report for July and resend the new Fs5 report which includes the Maternity Trust Fund Contributions, with a payment for the Maternity Trust Fund Contributions.

Section D - Tax Deductions and SSC due to IRD	
Tax Deductions (FSS Main or FSS Other applies)	296.00
Tax Deductions (FSS Part-time Method applies)	0.00
Tax Arrears Deductions (as per amount on PCU2 (A))	0.00
Total Tax Deductions	296.00
Social Security Contributions	13.24
Maternity Fund Contributions	0.20
Total Due to Inland Revenue Department	309.44

New Maternity Trust Fund – Going Forward

Depending on the Dakar version, you can set the Dakar system to generate the Maternity Trust Fund contribution on payroll calculation automatically, without the need to update the amount using the routine in page 5 above.

In order to do this, you will need to go to

- Company
- Company Setup
- Computation Formulae.

If this option (Computation Formulae) is not available within your system please ignore this page and go directly to page 8.

If you already have something under the Payroll Computation Formulae, take note of it. When double-clicking under Computation Formulae, select the one(s) you had as well as the new MATERNITY_LEAVE_FUND - This is done by clicking on the the items required and then clicking on 'OK' once.

Save the company details window. Should you have more than one company, you will need to repeat the above routine for all the companies.

Then, you would need to ensure that you have a particular switch enabled within the Dakar 'Defaults' window. From the Managerial screen, go to

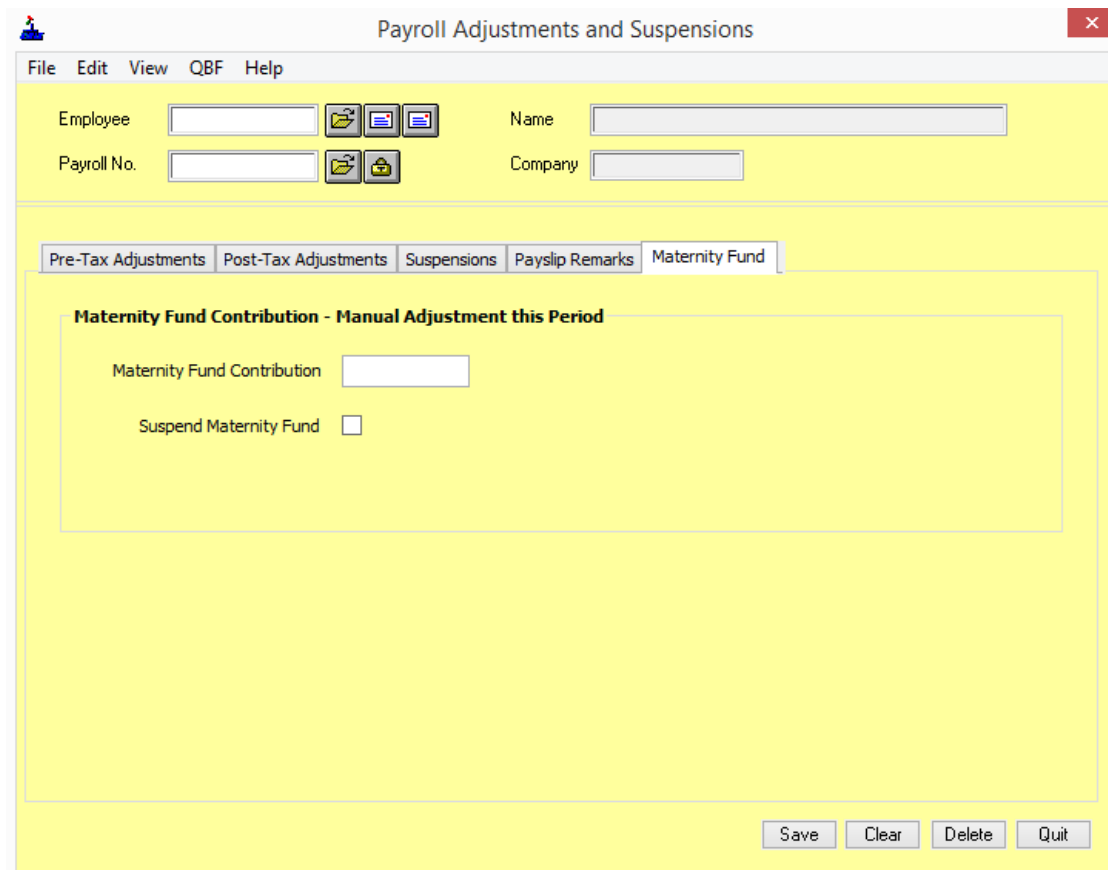
- Options
- Defaults
- General System Defaults
- select 'Payroll'.
- On the right hand side, confirm that the check box 'Enable Payroll Computation Formula' is ticked.

New Maternity Trust Fund Report

A new report has been created to enable you to view the Maternity Fund Contribution allocated for each employee based on their NI category. From the Payroll Analysis Report, under Quick Reports, you should find a new report labelled: ANALYSIS_AMT_TF

Maternity Fund Adjustment (per Payroll)

From within the Payroll Adjustments Window, a new tab has been added labelled Maternity Fund. This allows you to overwrite the amount for a particular payroll by inputting the amount within the field provided. Alternatively, you can also totally suspend the Maternity Fund contribution for a particular employee for a particular payroll.



The screenshot shows a software window titled "Payroll Adjustments and Suspensions" with a menu bar (File, Edit, View, QBF, Help) and a toolbar. The main area is divided into sections for "Employee", "Payroll No.", "Name", and "Company". Below these is a tabbed interface with tabs for "Pre-Tax Adjustments", "Post-Tax Adjustments", "Suspensions", "Payslip Remarks", and "Maternity Fund". The "Maternity Fund" tab is active and contains a section titled "Maternity Fund Contribution - Manual Adjustment this Period". This section includes a text input field for "Maternity Fund Contribution" and a checkbox for "Suspend Maternity Fund". At the bottom right of the window are buttons for "Save", "Clear", "Delete", and "Quit".