



# BELINA PAYROLL

# 2018 Year-End Procedures

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***Dear Client,***

The year end notes to assist you with the 2018 year end on your payrolls, are detailed below. **Please follow these notes very carefully.**

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## Before You Commence Year-End Procedures

Prior to commencing your year end procedures, we recommend that you download the Belina Payroll update via the link below (dropbox may ask you to sign in, you can select the option at the bottom of the window to proceed without logging in).

This update includes the tax tables for 2019 as well as various improvements and features developed this year. Please refer to the release notes which are accessible under the help menu for the listing of improvements and features.

<https://www.dropbox.com/s/5bsur8dusx2skoj/BelinaPayrollUpdate.exe?dl=0>

Please contact us over email or telephone if you need any assistance.



# 2018 Year-End Procedures

## Section 1: Creating Periods for 2019

Once the **final** period of the year has been processed:

1. Go to “Setup” -> “Periods” -> “Pay Periods”.
2. Click on “Create periods”.
3. Type in the year start date i.e. 01/01/2019.

4. Input the number of periods in the year i.e. 12 for a monthly payroll, 26 for a fortnightly payroll and 52 for a weekly.
5. Click on “OK”.
6. Check that the average hours and days per period are correct.
7. Go to “Setup” -> “Periods” -> “Pay Periods” -> “Select Pay Periods as below”.

Period	Open/Closed	Days/Per	Hours/Per	Weeks/Per	StartDate	End Date	Acc Period	Bonus Run	Pay Date
2019/01	O	22.00000	176.00	4.00	01/01/2019	31/01/2019	Jan 2019	N	**NOT SE...
2019/02	O	22.00000	176.00	4.00	01/02/2019	28/02/2019	Feb 2019	N	**NOT SE...
2019/03	O	22.00000	176.00	5.00	01/03/2019	31/03/2019	Mar 2019	N	**NOT SE...
2019/04	O	22.00000	176.00	4.00	01/04/2019	30/04/2019	Apr 2019	N	**NOT SE...
2019/05	O	22.00000	176.00	4.00	01/05/2019	31/05/2019	May 2019	N	**NOT SE...
2019/06	O	22.00000	176.00	5.00	01/06/2019	30/06/2019	Jun 2019	N	**NOT SE...
2019/07	O	22.00000	176.00	4.00	01/07/2019	31/07/2019	Jul 2019	N	**NOT SE...
2019/08	O	22.00000	176.00	4.00	01/08/2019	31/08/2019	Aug 2019	N	**NOT SE...
2019/09	O	22.00000	176.00	4.00	01/09/2019	30/09/2019	Sep 2019	N	**NOT SE...
2019/10	O	22.00000	176.00	4.00	01/10/2019	31/10/2019	Oct 2019	N	**NOT SE...
2019/11	O	22.00000	176.00	4.00	01/11/2019	30/11/2019	Nov 2019	N	**NOT SE...
2019/12	O	22.00000	176.00	4.00	01/12/2019	31/12/2019	Dec 2019	N	**NOT SE...

**Note:**  
Enter the correct Start and End dates.  
The days and hours entered here affect CILL and Overtime calculations



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8. If the default average units per period are incorrect, input the desired days and hours required per period by clicking on Global change and update details accordingly.

Global Change Periods

Period Year: 2019

Hours Per Period: 192

Days Per Period: 24

PeriodStatus

Open  Closed  Unchanged

Apply changes to

Closed Periods  Open Periods  Both

Ok Cancel

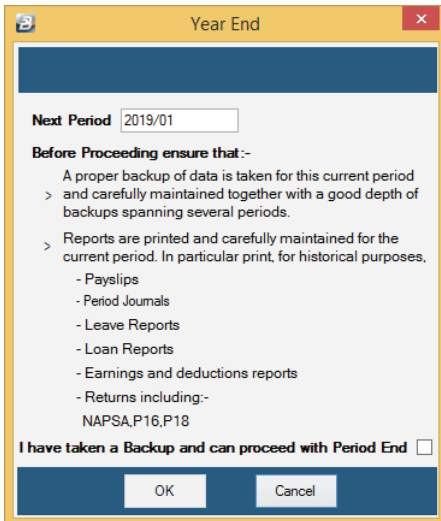
9. Click "OK" to save New Period changes.



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## Section 2: Period End

1. Print any Year-end reports. Remember most reports can be printed afterwards.
2. Backup each payroll onto reliable media such as CD, DVD. We suggest that a backup is also done on computer hard drive as an additional precaution.
3. Run a period end. This will take you into the **first** period of 2019.

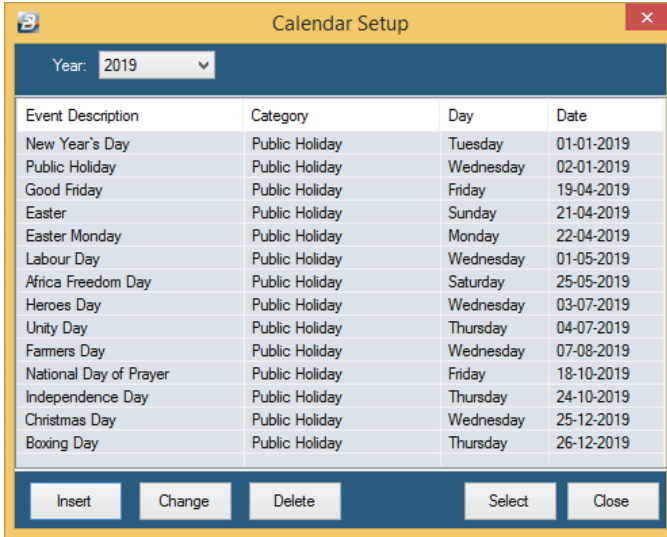


4. Click “OK” start to action period end.





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- For Public Holidays that have recently been gazette, you will need to insert them as new public holidays.

Do so by simply going to Go to "Setup" -> "Calendar",-> "Insert" -> "New" and proceed to fill in the applicable text fields that will come up on your screen.



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## Section 4: Tax Method Convert (ONLY FOR PAYROLL USERS)

### Month1 or NORMAL Computations

**Month1** is the method for calculating TAX as you earn in that pay-period and each pay period is treated as its own tax period (where an employee was not employed by you at the start the tax year)

**Normal** is the method for calculating TAX cumulatively after your earnings accumulate and are forecasted over a number of pay periods (where an employee is employed by you at the start of the tax year)

**As a precaution we would like to ensure that new employees taken on during 2018 that were not on Normal are now correctly converted from Month1 onto Normal tax method.**

Bulk conversion of employees at beginning of tax year from Month1 to Normal:

1. Click on “Data” -> ” Bulk Routines” -> “Tax Method Convert”.
2. Select “NORMAL” under “Tax Method”.
3. Click on “Options”.
4. Ensure the “Use Tagging” option is ticked.
5. Click on “Employee”.

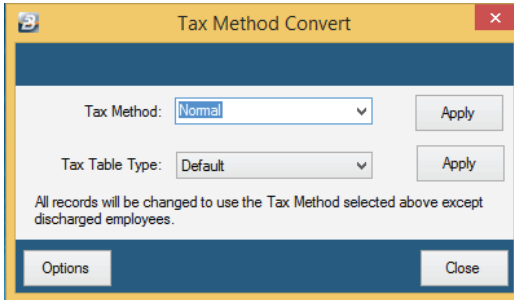






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6. Click on “Tag All”.
7. Click on “Ok” then “Ok” again.
8. Click on “Apply” against the “Tax method” option.
9. Select “Default” under “Tax Table Type”.
10. Click on “Apply” against the “Tax Table Type” option.



11. Click “Close”.



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## Section 5: The Tax Bands

The Government of the Republic of Zambia through the Ministry of Finance and National Planning (MOFNP) has not made changes to the PAYE Tax tables for the year 2019. The 2018 PAYE TAX regime is still in effect.

It is therefore imperative that our payroll users apply the TAX tables onto the 2019 financial year.

1. Click on “Set Up” -> ” Tax” -> “New”
2. Change Effective date to “01/01/2019”
3. Tax Table should be set to default.
4. Click “Insert” to introduce applicable TAX Bands on tax table settings
5. Click on “Insert” and enter TAX Credit settings for the blind and elderly persons. Please note Tax Credits are set to ZMW3000 per annum.
6. Insert NAPSA Age Limit in the Text field and assign the applicable NAPSA transaction code.

The screenshot shows the 'Tax Parameters' window with the following sections:

- Tax Table:** Effective Date: 01/01/2019, Tax Table: Default.
- Tax Band Upper Limit Table:**

Tax Band Upper Limit	%
39,600.00	0.00
49,200.00	25.00
74,400.00	30.00
100,000,000,000,000,0...	37.50
- Tax Credits Table:**

Name	Amount
Blind	3,000.00
Disability	3,000.00
- Deductible:** Pension: 0.00, NAPSA Age Limit: 65 Years, NAPSA Code: 630.
- Gratuity Table:**

Tax Band Upper Limit	%
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## Section 6: NAPSA Changes

Please note that there are no changes to the NAPSA Ceiling for the year 2019 that have been announced. We will however, endeavor to keep you well informed accordingly if there are any changes announced by the National Pension Scheme Authority.



# 2018 Year-End Procedures

## General

You are now setup and ready to proceed to process your January 2019 payroll run. We are committed to providing you with good service. We do appreciate any feedback that you may have so that we can improve further.

Please feel free to contact us for assistance.

**Email:** payroll@belina.co.zm

**Tel:** +260 (0211) 296458

**Mobile:** +260 950 930 098

**zm.belinapayroll.com**



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