

How to update the SNPF limit (Swaziland)

Disclaimer:

The Knowledge Base is our platform to share information with our customers and provide you with a 'help me, help myself' environment. The guides and documents provide step by step solutions to assist you with your queries based on the acquisition of solutions from previous enquiries.



Important Note

- The information contained in these articles should be treated as guidelines.
- Some articles are version and build specific.
- Articles may not be applicable to all environments.
- If the proposed solution is not successful, please post your comments below or contact the Sage Pastel Payroll and HR Department directly on (011) 304 4486 or support.hrandpayroll@sage.com.

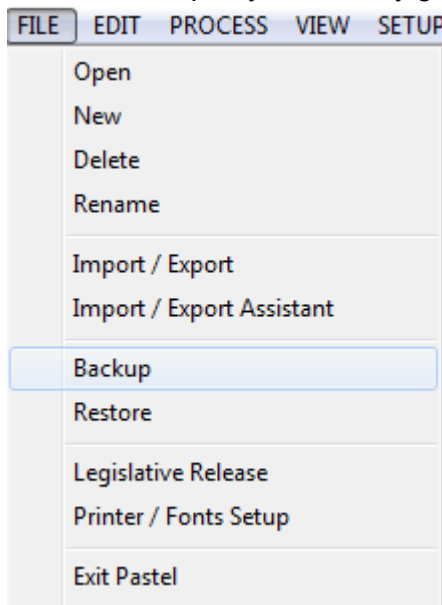
FAQ

Question:

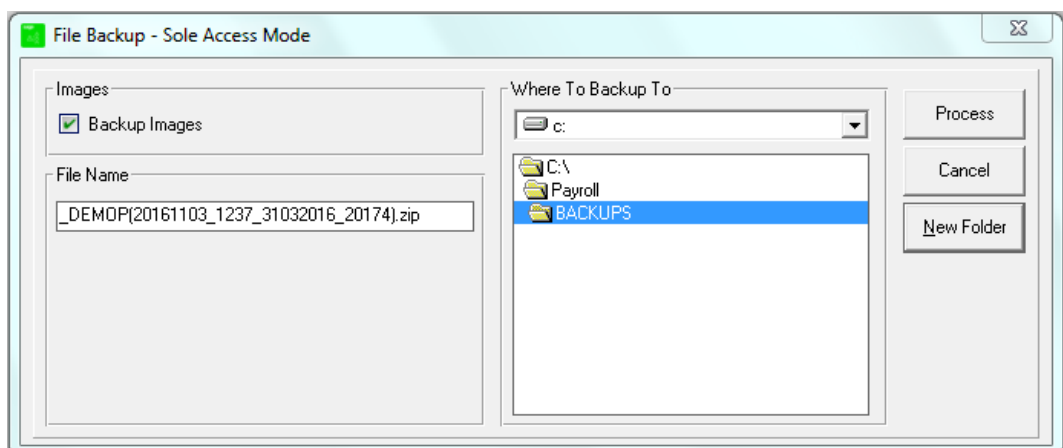
How do I change the SNPF Limit manually in January, before the release of tax files in June?

Solution:

1. Make a backup of your data by going to **File...Backup**.



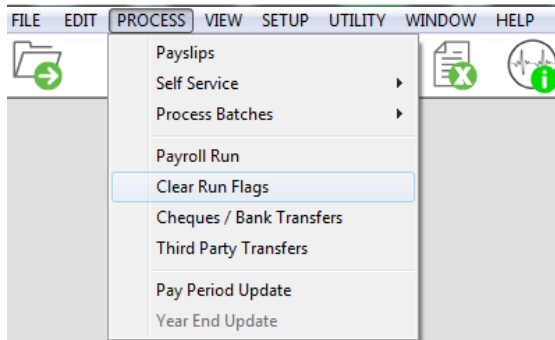
2. Select the directory on your computer where Pastel Payroll must save the backup.
3. The following screen is displayed:



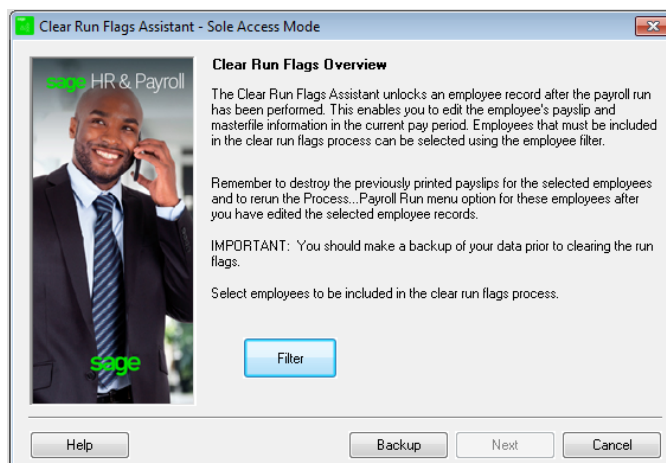
4. Select **Process**.

Note: Do not make Backups in your Company folder, always Backup to a separate folder.

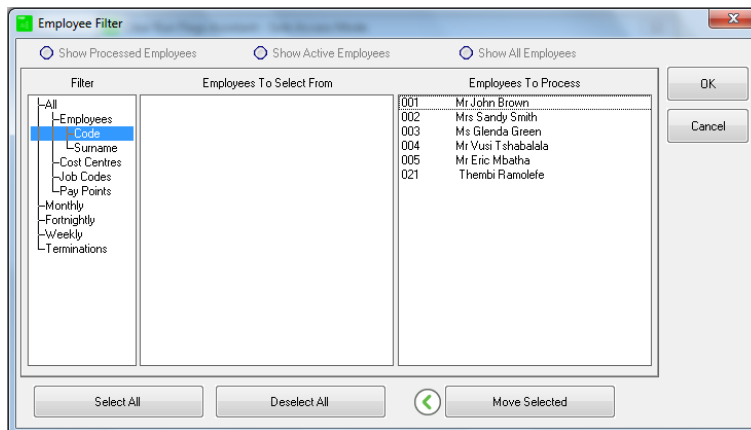
5. Select **Process...Clear run flags**.



6. Select the **Filter** option

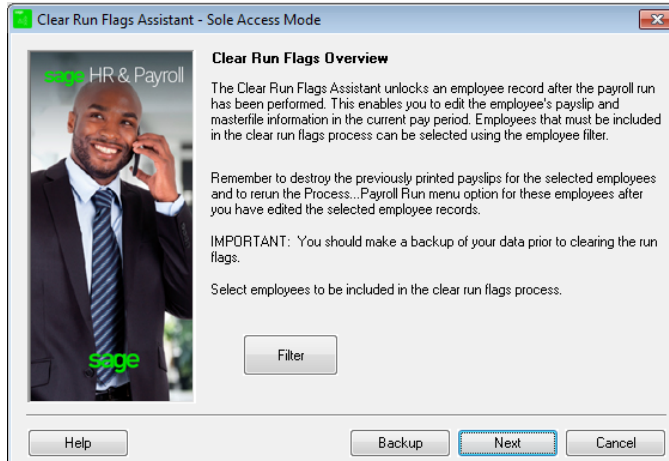


7. On the Employee Filter, ensure that all the relevant employees are reflecting under **Employees to Process** field.

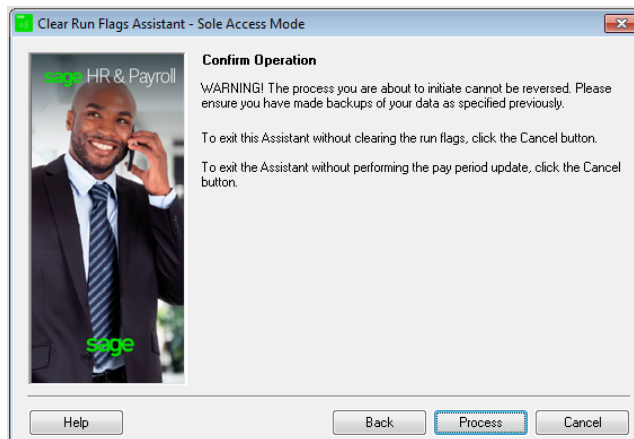


8. Select **OK**.

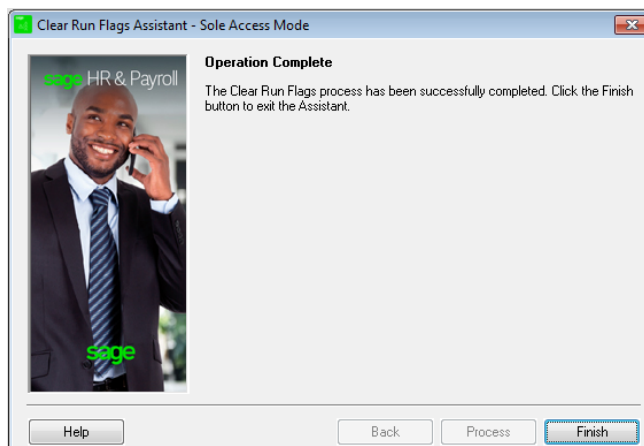
9. Select **Next** on the Clear Run Flags Overview



10. Select **Process** on the Confirm Operation Screen



11. Select **Finish** on the Operation Complete screen



12. The employees are now **"Not Processed"**

Solution:

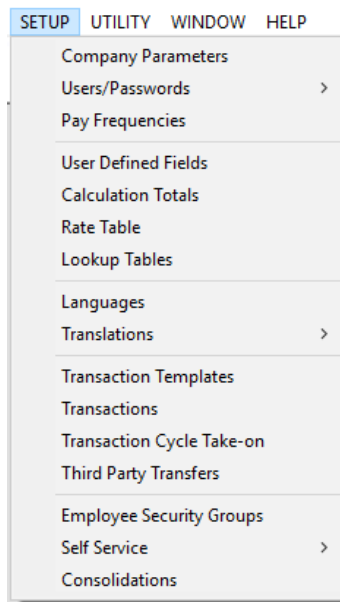
Note: Ensure that you are in (January) period for the company you want to update the SNPF Limit.

Below are the SNPF limits applicable for 2015 - 2019:

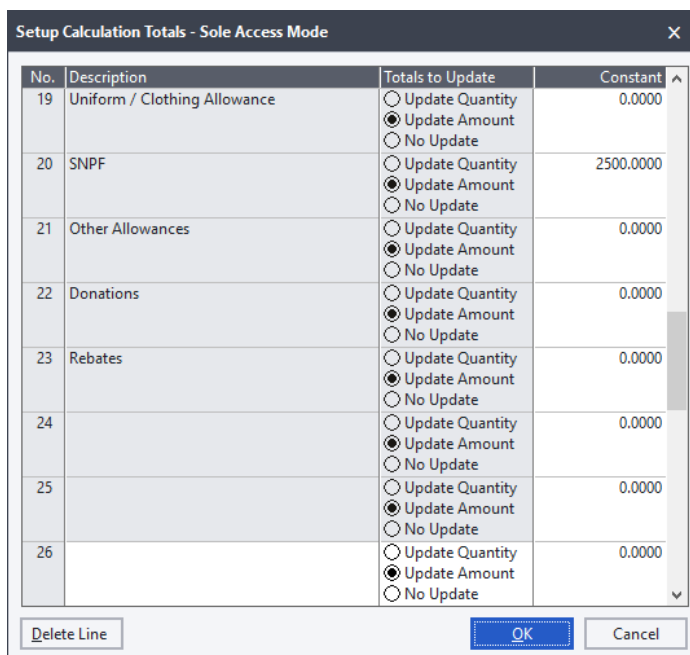
Period Total Contribution Employee and Employer contribution

- January 2015 – December 2015 E190 E95 per month for the employee and the employer
- January 2016 – December 2016 E210 E105 per month for the employee and the employer
- January 2017 – December 2017 E230 E115 per month for the employee and the employer
- January 2018 – December 2018 E250 E125 per month for the employee and the employer
- January 2019 – December 2019 E270 E135 per month for the employee and the employer

13 . Go to Setup, select Calculation Totals.



14 . Scroll and look for SNPF Calculation Totals.



15. Change the Constant value from e.g. **2500** to **2700** and click Ok.

No.	Description	Totals to Update	Constant
19	Uniform / Clothing Allowance	<input type="radio"/> Update Quantity <input checked="" type="radio"/> Update Amount <input type="radio"/> No Update	0.0000
20	SNPF	<input type="radio"/> Update Quantity <input checked="" type="radio"/> Update Amount <input type="radio"/> No Update	2700.0000
21	Other Allowances	<input type="radio"/> Update Quantity <input checked="" type="radio"/> Update Amount <input type="radio"/> No Update	0.0000
22	Donations	<input type="radio"/> Update Quantity <input checked="" type="radio"/> Update Amount <input type="radio"/> No Update	0.0000
23	Rebates	<input type="radio"/> Update Quantity <input checked="" type="radio"/> Update Amount <input type="radio"/> No Update	0.0000
24		<input type="radio"/> Update Quantity <input checked="" type="radio"/> Update Amount <input type="radio"/> No Update	0.0000
25		<input type="radio"/> Update Quantity <input checked="" type="radio"/> Update Amount <input type="radio"/> No Update	0.0000
26		<input type="radio"/> Update Quantity <input checked="" type="radio"/> Update Amount <input type="radio"/> No Update	0.0000

Buttons: Delete Line, OK, Cancel

16. Check on the payslip , if the calculated value is correct.