

# MIBFA Pension Fund Change:

## Steps for updating the MIBFA Pension Fund Percentage Change on Pastel Payroll:



### Incident:

This guide will assist you to manually update the MIBFA Contribution Change that was implemented on the 01 July 2018 from 7.2% to 7.3%.

### Solution:

1. [Backup](#) your company data,
2. Should you have processed employees then proceed to process a "Clear Run Flags", access the guide here [Clear Run Flags](#),
3. Click on Setup, Select Transactions and then call up the code "M001".
4. Select the Percentage field (on the bottom of the Transaction screen) and change the percentage from 7.2 to 7.3 save the change. Should you have more than 1 pay frequency in this company, then you can copy this change to the other frequencies by clicking on the Copy to buttons.
5. Click on Setup, Select Transactions and then call up code "M101" then tab to the Percentage field and update the percentage from 7.2 to 7.3 and save the change. Should you have more than 1 pay frequency in this company, then you can copy this change to the other frequencies by clicking on the Copy to buttons.

**Note:** Further to the above, please note if a legislative release is run on the company after the changes have been actioned then the above steps would need to be repeated as the percentage will revert to 7.2%.