Sage Knows what you need to get through Retirement Reforms and Tax Year End

Support Survival Toolkit

Release 4.6a

Release 4.6a contains the 2016-2017 tax tables as well as the Retirement Reform changes to payroll. Release 4.6a must be installed by all users before final payments for March 2016 have been made. You will not be able to roll any of your companies over from March 2016 to April 2016 unless your VIP system has been updated to Release 4.6a. For more important information, as well as steps on how to download and install this Release, click here.

Retirement Reforms

Retirement Reforms if affective from 1 March 2016. The relevant system changes have been incorporated in Release 4.6a but if you have Pension, Provident Fund or Retirement Annuities loaded in any of your companies then there are setup steps that you need to follow to get your companies setup for Retirement Reforms.

Take note that our Support Desk will not be able to assist with any Retirement Reform setup changes as we have the following options available to customers to assist with this:

1. Online Group Consultations

   We will be hosting chargeable Online Group consultations, where a consultant will guide you (real-time) through the setup changes that are required. If you would like to attend one of these beneficial sessions or if you would like more information on this, click here to send an e-mail with your query.

2. Free Support Q&A sessions

   For the first time, we will be hosting free Support Online Q&A (Question & Answer) sessions, where you will be able to join this meeting and ask any question which you may have regarding Retirement Reforms. For more information on this, click here. Remember that all of these sessions are free, so book your spot today.

3. Self Help document

   We have also created a one pager Retirement Reforms document that includes the following:

   - A video explaining what Retirement Reforms is.

   - Explanations of what a Defined Contribution Fund, a Defined Benefit Fund and a Hybrid Fund is.

- Explanations of how the RFI and Tax deductible deduction will work.

- A video which briefly takes you through the setup steps. Please take note that this is a self-help video and if you still don't understand any of concepts or if you need further assistance with any of the steps, then you need to book an Online Consulting Group Consultation.

Click here to view this document.

Free Support Online Information sessions

Over the course of March, April and May we will be hosting free Support Online Information sessions, including ones for Tax Year End processes.

Please note that our Support Desk, is extremely busy at this time of year. We urge you to attend one of our free Support Online Information sessions. In this way, you can avoid the frustration of having to wait in a queue. Click here for all the information, dates and registration links.

Important Tax Year End Tips

- We have made the Tax Year End process in the VIP system easier by consolidating all the steps in one place. All you need to do is click on Utilities – RSA Submissions – RSA Submission Process
  Follow the 7 Preparation steps and thereafter the 4 submission steps.

- For all TYE related documents (Inc. steps on how to run the EMP501 Reconciliation report and the OID report) search the Tax Year End area on the Knowledge Base on our Customer Zone.

Extended Support Hours

To assist with the Retirement Reforms changes we have decided to extend our telephone support hours on the following days:

Dates	Times
07/03/2016 to 24/03/2016 (Monday to Thursday)	7am to 7pm
12/03/2016 and 19/03/2016 (Saturdays)	9am to 1pm
21/03/2016 (Public Holiday)	9am to 1pm