HRTorQue Reporter
February 2023

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Should you require any further detail on any of these topics, please contact us at info@hrtorque.co.za.

1) Introducing HRTorQue's attendance analysis tool – saving money by monitoring attendance

Author: Karen van den Bergh

Time and attendance systems are a valuable tool for businesses of all sizes, as they help to streamline the process of tracking employee hours and attendance. They offer a variety of benefits, including cost savings and improved efficiency.

Electronic leave trackers are another useful tool, helping to streamline the processing of employee leave applications, leave approval and the storing of leave records. This helps line managers to improve productivity and reduce the amount of time and resources spent on administrative tasks.

With both these systems in place, employees are more likely to take responsibility for their own work hours and attendance. This helps to reduce absenteeism and tardiness, which can be costly for businesses. In addition, time and attendance and leave tracking systems help to ensure that employees are paid accurately for time worked and leave is recorded accurately, which goes a long way to improving employee satisfaction and retention.

However, a common problem that all businesses seem to have, including ours, is a simple automated checking process that compares time worked or attendance to the leave record in payroll.

In the case of our company, I had a strong suspicion that several employees were not at work but had forgotten to submit a leave record. Line managers approve leave records when they get them, but typically do not check attendance back to the leave records because of several practical reasons.

For one, it is an extremely time-consuming exercise to check these records manually, and as a result, it often does not take place. Payroll administrators have a multitude of important tasks to complete, and spending large amounts of time on highly repetitive tasks in not an effective use of their time or the company's resources.

Our employees are paid monthly and receive the same salary whether they are at work or are on leave. So, it is not a huge problem for the employee, but it is a big cost for the company if we don't manage leave properly.

The extent of potential losses can be significant, and moved us to use business intelligence tools to develop an automated process that does a quick check on the imported time and attendance data and the data from leave records in payroll, in order to highlight any exceptions or disparities. This allows us to either fix the attendance system or ask the employee to update their leave record.

We have been running this check for a few months now and it really is a simple process. As I suspected, even in our own business that employs only 60 staff members, we have at least five discrepancies a month. With the latest data showing that an average salary in South Africa is currently R 23,982 per month (or R 1,106.73 a day), we can assume that even small businesses may be losing at least R 72,000 a year by not doing this simple check. Some of our larger clients have shown much bigger losses.

I have been encouraged to see that our discrepancies are becoming less every month and believe that these checks are clearly improving employee accountability as well.

We are excited to now be able to offer this analysis to our clients, which can be run using time and attendance data and leave records from any system.

We would love to discuss your needs with you and put together a free quotation. Please contact us at info@hrtorque.co.za to set up a time.

2) Rising interest rates – what to do?

Author: Jonathan Aitken

We are often asked the question by clients what they should do in the face of interest rate increases. This is often accompanied by the question, "Will interest rates go higher?"

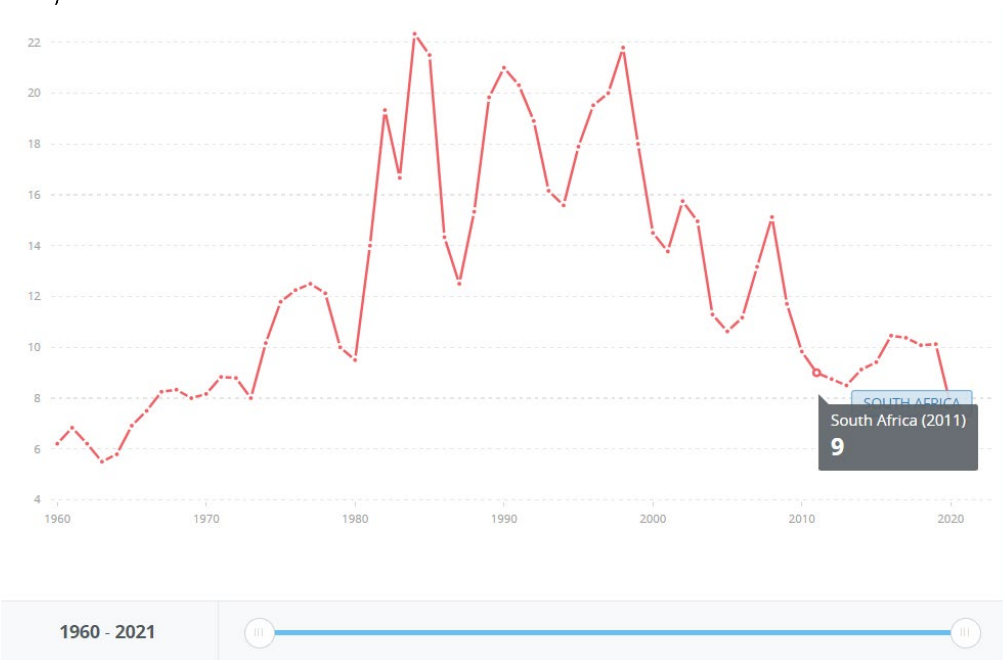
We are no better than most at staring into a crystal ball and trying to predict the future. Instead we recommend clients think about a couple of things whenever they are considering taking out debt where they will be required to make payments to a lender based on an interest rate. These factors then influence whether they should take the debt out in the first place:

1) Can I afford the debt if interest rates rise (or rise further)? The biggest risk you face in buying a property is not being able to afford the interest payments should interest rates rise. This could lead to a foreclosure and the loss of the equity you put into the property and negatively impact your ability to borrow in the future. When you take out debt think about whether you can afford to make interest payments if interest rates rise by 5% (or even to historic highs) and for how long. If you cannot afford the interest payments when interest rates rise by only a few percentage points then you probably cannot afford the asset you are buying.
2) If I lose my main source of income, can I afford the interest and debt repayments? When we buy a property, we always assume we will have our jobs to pay off the mortgage. What if we lose our jobs and are made redundant. While sometimes we can bounce back soon, if your redundancy happens when the economy is slow it might be quite hard to find a new job and in the interim you may fall behind on your mortgage payments. It may also happen that you lose your source of income because of an illness or physical accident. If this is a potential risk for you and you don't have a backup plan then consider some form of insurance like an income protection or dread disease or critical illness cover.
3) Carry out a liquidity test and consider how long you could make all your monthly outgoing payments without any income from your primary source. If you can stretch this out beyond 12-18 months you are in a strong position. If not, you are tightly stretched.

The above is all very well, but what does one do now when interest rates have already increased. There are a few things to think about:

1) Interest rates may get higher before they come down again. Historically, interest rates have reached over 20% in South Africa and lending interest rates are still below historical peaks.

(source: world bank)



South Africa

2) If you are struggling to meet interest payments at current levels, be careful hoping they will go down, because they might not. We would recommend one of the following:

    a. Talk to your lender to make payment arrangements and consider alternative arrangements (may be challenging)
    b. Try and make savings elsewhere and either put this into an offset mortgage / access bond (if you have this) to reduce interest payments or alternatively try and repay the capital on your debt
    c. Be careful of paying off your interest using other debt. This may seem like a good short term solution, but most likely it will make things worse in the medium term as credit cards and unsecured debt usually carry higher interest rates.

And, if you are in the strong position of having extra cash then take advantage of the higher interest rates you can earn on your money. For many years pensioners have suffered because of low yields, so for once they can benefit from a better return.

We are not debt specialists, but if you are looking for ways to make savings with your finances then do reach out to one of our consultants. We are confident we can find ways to help you.

3) Are you struggling to record accurate timesheets?

Author: Daniel Dinnie (TimeGuard)

Are your staff filling in their time sheets correctly? For many businesses, the answer is more than likely a no. After all, it is very easy for an employee to write down on a sheet of paper that they arrived at 08:00, when perhaps it was later than that.

Luckily, help is at hand! A simple technology-based time and attendance solution will ensure that only accurate data is recorded, eliminating any questionable time and attendance entries.

At HRTorQue, we can help you get started with a holistic time and attendance solution, from onsite installation of biometric devices at your premises through to integration with your payroll system. Critically, we can assist you to interrogate your data and find ways to identify cost savings for your business.

Chat to us today for a free demo and quote – email info@hrtorque.co.za.

4) Department of Labour audits: How to be prepared

Author: Nicky Hardwick

The Department of Labour's inspection and enforcement service have actively been conducting audits over the last few months, with fines being issued for areas of non-compliance.

So, how can you be prepared?

When conducting an audit, the Department of Labour will request the following documentation to be sent to them for review:

1) Proof that a copy of the Basic Conditions of Employment Act is displayed for all employees to see
2) Copies of attendance registers for the last two months
   Note: These must be in the form of a physical signed attendance register or a Time and Attendance system report
3) Signed employment contracts of at least two employees
   Note: Any person who works for more than 24 hours per month is deemed to be an employee and must have a contract
4) Information about remuneration (2 x payslips)
5) Unemployment Insurance, registration number as well as proof of last payments
6) COIDA registration number as well as proof of last payment
7) Company letterhead or copy of CIPRO certificate
8) List containing the names and ID numbers of all employees
9) Business registered and trading name
10) CEO name/surname and contact details
11) Total number of employees and breakdown between males and females
12) Brief background of your business

At HRTorQue, we can help you with compliance in payroll, human resources, tax and accounting. To find out more about our services and to discuss your exact requirements, please book a 15-minute online session with one of our expert consultants. We're looking forward to meeting with you! Book your spot here.

5) The complexity of payroll

Author: Dave Beattie

In our experience, CEOs, CFOs and HRDs are largely oblivious of the payroll workings within their organisations. It is not considered a key operational area but rather an administration function, so it is largely assumed that 'no news is good news'. And when an issue does arise, they are often confronted with a 'this is the way we have always done things' attitude. However, if the issue is not resolved, timeously and correctly, serious problems could plague your business.

Payroll is important for a number of reasons. If you get it wrong, it can result in 'downed tools' and costly work stoppages. Employees offer their productive capacity to be paid. If you do not get this right, then they may feel under-valued which could lead to decreased productivity levels. Not to mention increased levels of dissent and unhappiness.

However, payroll in South Africa is complex. It is governed by thirteen different pieces of legislation (often ones which tend to disagree with one another – an article for another day though!) It is also where the money is, and subsequently the target for audits from SARS, the Department of Labour and the Compensation Fund.
Very few payroll departments can keep up to date with all the legislative changes. Typically, payroll departments tend to lurch from one payroll deadline to another with little time in between to keep up to date with legislation and

best practice. They are also over-reliant on payroll systems and seldom understand how packages are put together and what the impact of changes are.

Given the complexity and the multiple 'grey' areas in legislation, payroll software developers are increasingly pushing the onus onto clients to make sure they are compliant – and clients seldom realise this before it is too late.

One of the biggest issues we see is inherited problems – where a process once worked but was never reviewed or updated as systems change. We have encountered several instances where these inherited problems have resulted in huge penalties from SARS, incurred significant costs to fix, and resulted in extreme employee dissatisfaction.

A good example of this is an employer that was processing medical insurance contributions as a proper medical aid, thereby allowing employees to incorrectly receive medical aid tax credits. This went on for at least two years, and while it seems a small thing, ultimately cost the employer a significant amount of money due to:

- The cost of remedial action:
    - Correction and resubmission of all employee tax certificates
    - Resubmission of all EMP201s and EMP501s
    - Consultation with employees to recover the tax credit benefit they received in error – not to mention the employee unhappiness and lack of trust that this created
- Having to foot the bill for employees who were no longer employed
- Penalties and interest from SARS for 'late' declaration and payment

Whether your payroll is processed in-house or outsourced, it is advisable to have regular independent reviews of your payroll and its processes to mitigate against costly scenarios such as this. In fact, we recommend a review annually when tax legislation and tax tables change, when you change key payroll personnel, as well as when you change your payroll outsourcing service provider or software. These reviews highlight legislative compliance and internal process shortfalls. Industry best-practice and the required remedial action necessary to comply with legislation is provided in a report. This is then often used as a discussion document and roadmap to achieve legislative compliance.

Should you be in the transitioning period of settling in new payroll personnel or migrating to new payroll software, we offer specialised review and support. Contact us on info@hrtorque.co.za for more information.

6) System spotlight: PSIber People Management Systems

Author: Jonathon Aitken

PSIber People Management Systems

PSIber is a cloud-based Human Capital Management (HCM) platform that offers users a flexible and comprehensive solution for the day-to-day administration and management of human capital in the workplace.

HRTorQue has been a business partner with PSIber since 2008. Our deep-rooted knowledge and understanding of the system, combined with our experience in managing HR and payrolls in South Africa, makes us the perfect partner to help you with your PSIber implementation and support. Give us a call or email us today to see how we can tailor a package to meet your requirements, saving you time and money.

We are also certified business partners for Sage 300 People Payroll, Sage Business Cloud Payroll Professional (SBCPP), PaySpace and Xero. In addition, we can assist in the setting up and working with Sage Premier / Sage VIP, Quickbooks, Pastel Payroll, Pastel Accounting, SARS e@syfile and SARS efiling.co.za, and the Department of Labour ufiling.co.za

Contact HRTorQue to find out how we can help you with your HR, payroll or accounting system implementation, training and support.

7) Things to take note of this February

Author: Candice Zulu

1. Upcoming tax year-end for our payroll clients in the following African tax authorities:
   a. Namibia – February
   b. Lesotho – March

2. South African 2023 tax year-end submission is approaching, so make sure all your HR, payroll and tax departments are in order and meeting the requirements for this frantic period. We are always available to assist with any compliancy queries. View the complete list here that we send out to our payroll clients, which includes statutory requirement reminders.

3. Skills development levy (SDL) planning begins in January each year and submissions are to be done by April. We have a great article written by our head of HR, Nicky Hardwick, which takes you through frequently asked SDL questions. Alternatively, view our SDL services here or contact our HR department for more

4. Return of Earnings (ROE) submission to the Department of Labour is due on or before the 31st March 2023. This is legislated under the: COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (NO. 30 OF 1993). View our COIDA fact sheet together with pricing here.

5. The South African Reserve Bank's Monetary Policy Committee (MPC) has decided to raise the Repo Rate by 25 basis points with effect from the 26th January 2023. This is the first rate hike this year and brings the Repo Rate to 7.25%. The prime lending rate of commercial banks will increase to 10.75%.

   The SARS 'official rate of interest' is defined in section 1(1) of the Income Tax Act 58 of 1962 (the Act). Where a loan is obtained by an employee from his or her employer in terms of which no interest is payable or where the interest payable is less than the 'official rate of interest', the difference between the amount which would have been payable if the loan was granted at the official rate and the amount actually paid by the employee, is taxed as a fringe benefit. This 'official rate of interest' is the rate of interest that is equal to the Repo Rate, plus 100 basis points (1%). This rate will therefore be adjusted to 8.25% as of the 1st February 2023.

6. HRTorQue hosts a variety of weekly, online HR-focused mini workshops, covering various topics to assist and guide your managers to perform more optimally in their positions. View the list of trainings available or email us for more information.

8) Diversity and inclusion language: How to be a better ally (Part 2)

Author: David King, learning and development activist

People often ask me what they can do to help in the diversity and inclusion arena, or clients request advice as to where to start as an organisation. The answer is simple: you are a human being, so tap into your fundamental qualities of tolerance and acceptance. Be an ally. Diving into or creating a complex DEI strategy is not going to work if you don't listen, suspend judgement and be curious and kind. And these qualities take practice.

So, to assist us all on our journey, here are three practical tools or actions to implement at work and in your personal life:

1. Frame differences as a source of value

Imagine being on an interview team and hearing someone say, "I don't think they would be a culture fit" when discussing a candidate from an under-represented demographic. Underlying this phrase is bias – that the candidate is different, doesn't seem like others on the team, and maybe even would be hard work to integrate.

At this point, you have a choice to make: Let the comment go unchallenged or say something.

I bet you know what I recommend – speak up. Ask some open-ended questions like "Why do you say that?" or, "What makes you feel that way?" Or, to make a more pointed remark, try something along the lines of, "Hang on, I think they could be a **culture add**. They would be bringing something to our culture that we don't have today, which will help us better achieve our organisation's goals."

We can also strive to frame differences as a source of value in the meetings we attend. Consider starting decision-making meetings with the mindset recommended by Henrik Bresman and Amy Edmondson in Research: To excel, diverse teams need psychological safety: "We are likely to have different perspectives going into this meeting, which will help us arrive at a fuller understanding of the issues in this decision (or project)."

As the authors point out, we are prone to be frustrated by differences in opinion or perspective. However, being explicit in framing differences as a source of value can help.

2. Recognise the privilege of feeling safe

Many men do not realise that feeling safe is a source of privilege. For example,

- You feel physically safe at work and at professional events.
- You feel safe leaving work late at night and going home after evening events.

To explore how an ally can take action once they recognise they have this privilege, here is a story.

Charles was boarding a flight to attend a conference when he saw a woman colleague. After suggesting they share a ride from the airport to the conference hotel, Charles learned that she was staying a few miles away because the main hotel was overbooked. He then said sympathetically, "Oh, that's too bad; you spend more time on your expense report with all those additional taxi receipts."

Extra paperwork? That was the least of her worries.

She went on to explain that every time she gets in a taxi, uber or rideshare with a stranger, she worries she might be harassed. In the past, she had had some scary experiences. Over the next few days, she would have to run this risk every morning to get to the conference and every night to return to her hotel. For the next few days, she would be concerned about her personal safety in ways he would never have imagined.

As a result, Charles offered to swap hotels with her. He also committed to advocating for shuttle services and prioritising rooms for women at the conference hotel in the future.

Now it's your turn. Think about your workplace. What activities or situations might cause someone to be concerned about their personal safety? Reach out to a colleague and ask if they have ever felt unsafe at work and what would make them feel safe. Then take action.

3. Help build reputations

I love the mindset of increasing access to opportunities to build a reputation or assist a marginalised colleague to build their credibility. Perhaps it is by citing a colleague's work or recommending them to speak about their project, or something else entirely. You have a voice, use it.

So, it starts with you. To better understand, we need to explore and be curious, which may be uncomfortable. Beware…it may be messy and life changing to have to unlearn and relearn, but it is a necessity!

Contact David on davidfrankking@gmail.com for more.

And if you have an HR query, particularly in the diversity and inclusion space, then we would love to help. Email our HR department today on info@hrtorque.co.za.

9) Africa legislation changes: 24th January 2023

Source: CRS www.crs.co.za

EGYPT

Social security contributions

In January 2020 the government of Egypt announced that the monthly social security minimum and maximum contribution base amounts will increase annually until the 2027 tax year. For the tax year commencing on 1 January 2023, the minimum social security contribution base will increase from EGP 1,400 to EGP 1,700 per month, and the maximum contribution base will increase from EGP 9,400 to EGP 10,900 per month.

Please note the minimum and maximum limits are being approximated to the nearest hundred pounds.

Monthly Contribution Base	
Minimum Contribution Base	**Maximum Contribution Base**
EGP 1,700	EGP 10,900

GHANA

The National Tripartite Committee (NTC) has increased the national daily minimum wage (NDMW) to GHS14.88 for 2023, which is a 10% increase on the 2022 figure of GHS13.53.

This is in addition to a cost-of-living allowance (COLA) of 15% over the 2023 national daily minimum wage.
To read more, follow this link.

The Social Security and National Insurance Trust (SSNIT), together with the National Pension Authority (NPA), have issued a public notice to inform employers that the monthly salary cap for Tier 1 has been increased from GHS 35,000.00 to GHS 42,000.00, effective 1 January 2023.

The general mandatory monthly social security and occupational scheme contribution rates are as follows:

- For employers: 13% of the employee's salary; and
- For employees: 5.5% of the employee's salary.

The minimum insurable earning for 2023 has also been increased from GHS 365.33 to GHS 401.76, following the raise in the national daily minimum wage.

From 1 January 2023 the maximum and minimum contributions payable to SSNIT will be GHS 5,670.00 and GHS 54.24, respectively.

To view the public notice, follow this link.

MOROCCO

Tax changes published in the Finance Law 2023 are as follows:

Business (professional) expenses allowance:
The 2023 Finance Law introduced a threshold of 78,000 dirhams for the allowance for professional expenses, which is within the 30% bracket (from 60,000 to 80,000 dirhams).

Previously, the deduction was 20%. Now it is as follows:

- 35% for gross annual income of up to 78,000 dirhams (6,500 dirhams/month)
- 25% for the others, with a ceiling raised from 30,000 to 35,000 dirhams (2,917 dirhams/month).

Below is an example of the tax rates, inclusive of the professional expenses.

Income tax rates:

Annual Income			
From	To	Professional Allowance	Tax Rate
0	30 000	35%	0%
30 001	50 000	35%	10%
50 001	60 000	35%	20%
60 001	78 000	35%	30%
78 001	80 001	25%	30%
80 001	180 000	25%	34%
180 000	And above	25%	38%

Pension and life annuities:
These incomes benefit from a flat-rate deduction, different from the one for professional expenses.
The allowance on income of less than 168,000 dirhams increases to 70%, while the allowance for the higher bracket remains at 40%.

Until now, this deduction was:

- 60% on the bracket of this income below 168,000 dirhams/year, after a first revaluation in 2019, where the allowance was 50%;
- 40% on the higher bracket.

To view the Finance Law 2023 (available in French only), follow this link.

NAMIBIA

Namibia published the Income Tax Amendment Act, 2022 (Act No. 13 of 2022) on the 29th December 2022.

The most important measures applicable to employment include:

- An increase in the tax deduction for retirement fund and educational policy contributions by individuals from N$ 40,000 to N$ 150,000 from the year of assessment commencing on or after 1 March 2022;
- The removal of the condition that contributions paid under company-owned long-term insurance policies must be included in the taxable income of an employee or director before the company can claim a tax deduction;
- The addition of the provision that persons liable to furnish an income tax return may furnish the return in electronic form, as well as the provision that a notice of assessment following the examination of a return may be issued in writing or electronic form;
- The amendment of the rules relating to the allocation of tax payments, providing that where interest or penalties are payable in addition to the amount of tax due and the total amount due is not paid in full, the payment will be allocated:
  - First, to the tax due;
  - Second, to the interest due; and
  - Third, to the penalty due.

To view the Income Tax Amendment Act, 2022, follow this link.

ZAMIBIA

Tax changes announced in the 2023 budget speech were enacted through the Income Tax (Amendment) Act, 2022, published on 27 December 2022.

The exempt threshold for PAYE was increased from ZMK 4,500 per month to ZMK 4,800 per month.
In addition, the rate in the second band was reduced from 25% to 20%.

PAYE rates, effective 1 January 2023:

Chargeable Income Per Month	Chargeable Income Per Annum	Tax Rate
First ZMK 4,800	First ZMK 57,600	0%
ZMK 4,801 – ZMK 6,800	ZMK 57,601 – ZMK 81,600	20%
ZMK 6,801 – ZMK 8,900	ZMK 81,601 – ZMK 106,800	30%
Above ZMK 8,900	Above ZMK 106,800	37.5%

Tax credits:
The tax credit for disabled individuals increased from ZMK 6,000 per annum to ZMK 7,200 per annum. Persons with a disability must be registered by the Zambia Agency for Persons with Disabilities.
To view the Income Tax (Amendment) Act 2022, follow this link.

The National Pension Scheme Authority (NAPSA) is mandated to review the contribution ceiling and pension payments annually and adjust them in line with the change in the national average earnings (NAE). This is in accordance with Section 35 of the National Pension Scheme Act No 40 of 1996.

The NAE are determined annually by the Zambia Statistics Agency.

The NAE figure for 2023 has increased from K 6,109 to K 6,710. Accordingly, the contribution ceiling has been revised to K 26,840 in 2023.

Effective 1 January 2023, the total maximum employee and employer monthly statutory contribution deductible is K 2,684.00, which is 10% of the contribution ceiling, constituting 5% employee share and 5% employer share.

The contribution rate remains unchanged at 10% of the employee's monthly gross earnings subject to the statutory contribution ceiling above. Earnings, therefore, include basic salary, bonuses, commission, severance pay, overtime allowance, leave allowance, acting allowance, commuted leave days, etc.

ZIMBABWE

The National Social Security Authority (NSSA) has published the new maximum amount for the Pension and Other Benefits Scheme (POBS) monthly contributions insurable earnings ceiling applicable to January, February and March 2023.

For October, November and December 2022, the insurable earnings ceiling was ZWL$ 451,499. For both employer and employee, the maximum deduction changed from ZWL$ 11,505.38 (4.5% x 255,675.00) to ZWL$ 20,317.46 (4.5% x 451,499.00).

For January, February and March 2023, the insurable earnings ceiling is ZWL$ 500,966.
For both employer and employee, the maximum deduction changed from ZWL$ 20,317.46 (4.5% x 451,499) to ZWL$ 22,543.47 (4.5% x 500,966).

To view the insurable earnings banner on the NSSA website, follow this link.

10) Africa legislation changes: 31st January 2023

Source: CRS www.crs.co.za

EGYPT

In its meeting dated 28th December 2022, the National Wages Council issued a decision to increase the minimum wage of private sector employees from EGP 2,400 to EGP 2,700, effective 1 January 2023. The decision is reflected in a decree issued by the Minister of Planning and Economic Development.

The National Wages Council also approved that the value of the periodic annual bonus for the private sector, which is effective from 2023, should not be less than 3% of the insurance subscription wage stipulated in the Social Insurance and Pensions Law, with a minimum of EGP 100.

The modification of the rate from 7% to 3% was due to the social insurance salary being calculated upon the gross salary as opposed to the basic salary, by virtue of Social Insurance Law No. 148 of 2019 and its Executive Regulations. Consequently, a study was conducted to fix the equivalent percentage of the 7% stipulated in the Labour Law.

To view the media report, follow the link.

ESWATINI

Effective 1 January 2023, the Eswatini National Provident Fund (ENPF) Board has increased the ceiling amount of wages for the purposes of the calculation of statutory contributions from E3,300.00 to E3,500.00 per month, bringing the maximum contribution per employee and employer to the following:

Effective 1 January 2023	Maximum Contribution
Employer	E175
Employee	E175
Total Monthly Contribution	E350

It is illegal for the employer to recover arrears of contributions from current wages.

A supplementary contribution may be deducted from an employee's wages in whole or in part, depending on the agreement reached between the employer and the employee.

As the Swaziland Revenue Authority Tax Year runs from July to June and the ENPF limits are applied from January to December, with an annual increase in January every tax year, the tax constant should be changed twice per year, ie. in January and again in July.

To view the official publication (to date, only available on its LinkedIn page), follow this link.

NAMIBIA

The Minister of Labour, Industrial Relations and Employment Creation has reduced the prescribed threshold requirements for designated employers (DEs) from the current 25 to 10 employees.

Notice of the threshold reduction was published in the government gazette of the Republic of Namibia on the 30th September 2022.

Any employer who employs ten employees and more is now regarded as a DE and is required to comply with the provisions of Part 3 of the Employment Services Act, 2011 (Act No. 8 of 2011) as of 30 September 2023.

The Employment Services Act makes a provision for any designated employer to register with the Ministry and report any vacancies within its establishment to this Ministry. This enables the Ministry to link the DEs and also to register jobseekers in terms of employment through the Namibia Integrated Employment Information System (NIEIS). Additionally, DEs are also required to submit profiles of establishments on an annual basis.

The change of the threshold is prompted to promote inclusivity and allow extension to the informal sector, which forms a large part of the Namibian labour force.

It is unlawful for a DE to fill a vacancy without considering in good faith any suitably qualified jobseeker referred to the employer by the Ministry. Any DE who contravenes or fails to comply with this requirement commits an offence and on conviction, is liable to a fine not exceeding N$20, 000.00, or imprisonment not exceeding two years, or both such fine and imprisonment.

To view the government gazette, follow the link.

ZIMBABWE

Zimbabwe's 2023 income tax tables were released by the country's tax agency.

The Zimbabwe Revenue Authority (ZIMRA) releases tables in Zimbabwe dollars and US dollars. The tables in US dollars are unchanged from 2022, but the tax brackets in the tables in Zimbabwe dollars have been adjusted from 2022.

With effect from 1 January 2023, the monthly PAYE tax free threshold for employees has increased to ZWL$ 91,666.67.

Monthly tables from 1 January 2023 to 31 December 2023 – ZWL:

MONTHLY PAYE TABLE			
Tax Band (ZWL$) From:	Tax Band (ZWL$) To:	Tax Rate	Deduct
0,00	91,666.67	0%	-
91,666.68	320,000.00	20%	18,333.33
320,000.01	548,000.00	25%	34,333.33
548,000.01	776,000.00	30%	61,733.33
776,000.01	1,000,000.00	35%	100,533.33
1,000,000.01	and above	40%	150,533.33

Annual tables from 1 January 2023 to 31 December 2023 – ZWL:

ANNUAL PAYE TABLE			
Tax Band (ZWL$) From:	Tax Band (ZWL$) To:	Tax Rate	Deduct
0,00	1,100,000.00	0%	-
1,100,001.00	3,840,000.00	20%	22,000.00
3,840,001.00	6,576,000.00	25%	412,000.00
6,576,001.00	9,312,000.00	30%	740,800.00
9,312,001.00	12,000,000.00	35%	1,206,400.00
12,000,001.00	and above	40%	1,816,400.00

Monthly tables from 1 January 2023 to 31 December 2023 – Foreign Currency (unchanged):

MONTHLY PAYE TABLE			
Tax Band (US$) From	Tax Band (US$) To	Tax Rate	Deduct
0,00	100.00	0%	-
100.01	300.00	20%	20.00
300.01	1,000.00	25%	35.00
1,000.01	2,000.00	30%	85.00
2,000.01	3,000.00	35%	185.00
3,000.01	and above	40%	335.00

To view the tax tables on ZIMRA, follow this link.

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Unit G03, 14 Eglin Road, Sunninghill, 2191

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Bloemfontein Office
62 Kellner Street, Westdene, Bloemfontein

East London
24 Pearce and Tecoma Street, Berea, East London

Port Elizabeth
280 Cape Road, Newton Park, Port Elizabeth

Polokwane
125 Marshall Street, Polokwane

Nelspruit
Promenade Centre, First Floor, Suite 11 A, Nelspruit