

Payroll Pro HRM

Expatriate calculation

User manual

POS Systems N.V.
Kudu Drive 2
Belair roundabout

P.O. Box 805
Philipsburg
Sint Maarten

Tel: +1-721 543-2112

E-mail: payrollpro@antek.sx

Web: www.antek.sx

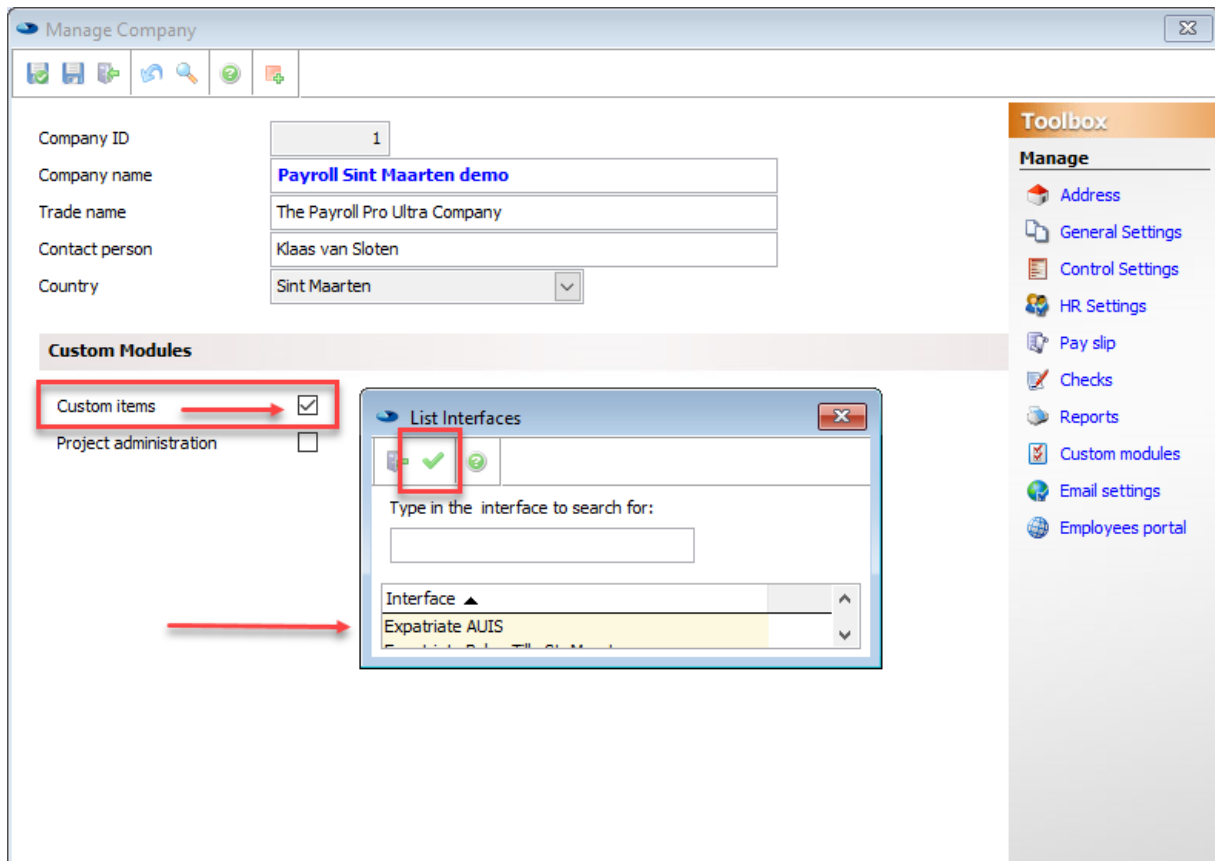
Updated by Klaas van Sloten
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1. Functional Description

If the expatriate arrangement is activated in Payroll Pro Ultra for an employee, the monthly wage tax amount will be calculated as normal, but the full amount will be copied to a dedicated payroll item 810 and paid back to the employee as a benefit. The result is that the employer pays the employee a net earning.

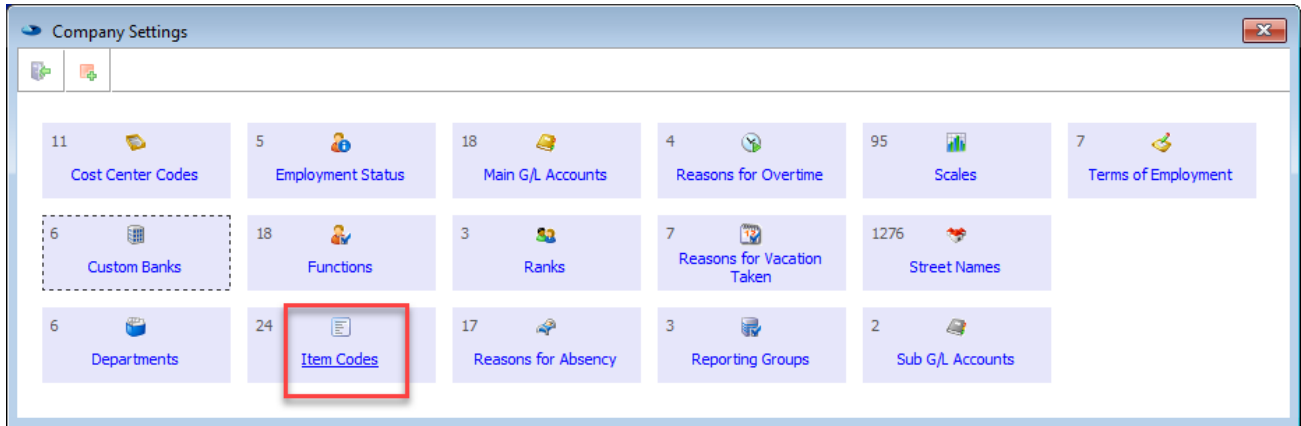
2. Activation

The Expatriate module must be available in the license of Payroll Pro HRM, contact Antek to obtain this module. For activation of the module go to Menu > Company > Manage Company > Custom Modules. Mark the **Custom items** box, a selection list will pop-up. Normally only one selection is available, the Expatriate module for the licensee. Select the module in the list and click the green mark to activate the module. Click Save & close, to save the selection and close the screen.

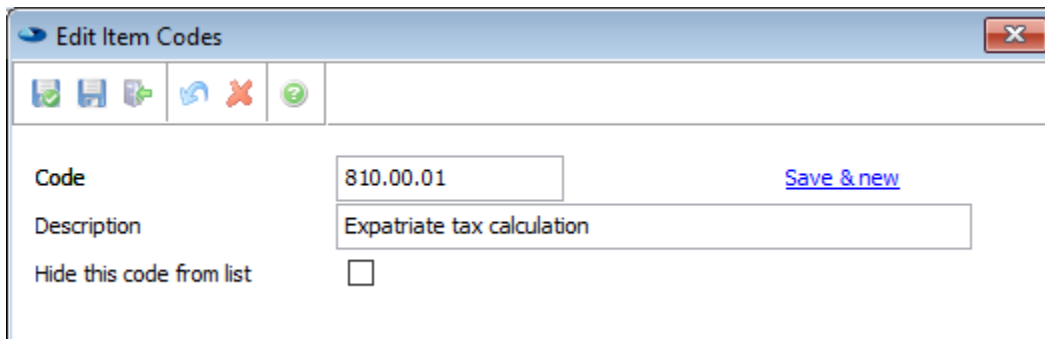


3. Setup item code

An item code to identify the item for expatriate calculation must be created exactly as in the sample below. Go to Menu > Company > Settings > Item Codes.



Click add in the toolbox, to make the new entry. Enter **Code** 810.00.01 and Expatriate in the **Description** exactly as below. Click Save & close, to save the selection and close the screen. Close the settings screen.



4. Setup an employee for expatriate calculation

Any employee who has the expatriate arrangement needs to have payroll code 810 with the special item code create above. Select the employee in Menu > Employees > Manage Employees. On the selected employee screen click on Payroll items. In the toolbox click on add item. From the item list select item 810 Extra tax. Even if already an item 810 exists for this employee, an additional payroll item 810 is required.

If item 810 is not listed, it has to be added first in the company payroll items list. To do this, go to Menu > Company > Payroll Items List to add payroll item 810.

Once payroll item 810 is added to the employee, change the description to Expatriate tax calculation. Click on the settings link, and select the new special 810 item code you created. You could select G/L accounts as needed. Click save to save the new employee payroll item. Repeat this procedure for every employee who is entitled to the expatriate arrangement.

The screenshot shows the 'Employees Items' window for employee 'Vega, Roberto'. The main area displays the configuration for item '810 Extra tax'. The description is 'Expatriate tax calculation'. The 'Item settings' section includes:

- Disable item:
- Hide item:
- Print on payslip:
- Print balance on payslip:
- G/L Main: [] [Select](#)
- G/L sub account: [] [Select](#)
- Item code number: **810.00.01** [Select](#)

The 'Transfer to bank' section includes:

- Transfer to bank:
- Bank: [] [Select](#)
- Acc#: [] Restricted
- Type: Checkings Savings

At the bottom, there are 'Values', 'Save', and 'Revert' buttons. The right sidebar contains a 'Toolbox' with 'Manage' (Add item, Remove item), 'Test calculation' (Report all items, Test pay slip), 'Filter' (Show hidden items), and 'View' (All employees, Item history, Changes log) options.

5. Expatriate arrangement calculation

The special calculation is fully automated, so during the payroll run no extra actions are required. On the pay slip the premium and tax calculations are listed as normally. Item 810 however is added with the full payback of the wage tax. The + and – indications on the pay slip as shown in the sample below can be switched on in Menu > company > Manage Company > Pay slip settings, switch “Print +/- for wages in king” to “Yes”.

Sample pay slip with Expatriate arrangement activated:

Company	Department		Payroll #	Page	Sequence#		
Payroll Sint Maarten demo			3	1	1		
Employee #	CRIB number	ID number	Start work	End work	Function	Payroll Pro license	
2290019	445009834	1978110176	24/04/2006		Engineer	236-1300112 v.3.360	
Lopez Harry Pen Shell Road 11 Guana Bay SINT MAARTEN			Payroll from	To	Pay date	Payroll period	Tax tariff
			01/03/2015	31/03/2015	31/03/2015	Monthly	High (2)
			Regular hours	Days per week	Pay per month	Gross earning	
			173.33	5	2,500.00	2,500.00	
			AOV/AWW income	Premiums	Wage per hour		
			2,458.33	184.37	14.42		
			Taxable regular income	Extra earnings taxable income	Tax		
			2,298.54	0.00 at 12.50%	118.13		
			Vacation days/year	Balance vacation days	Net deductions		
			25.00	2.08	0.00		
Employee bank info			To pay				
			ANG		2,210.63		

Code	Description	Units/Hours	Amount	%	Year to date	Balance
10	Regular salary	173.33	2,500.00 +		2,500.00	
166	Verwervingskosten		41.67 -/+		41.67	
600	AOV/AWW employer		184.37 +	7.500	184.37	
601	AOV/AWW employee		159.79	6.500	159.79	
602	AOV/AWW total		344.16 -	14.000	344.16	
630	AVBZ employer part		24.58 +	1.000	24.58	
631	AVBZ employee part		24.58	1.000	24.58	
632	AVBZ total		49.16 -	2.000	49.16	
640	ZV employer part		207.50 +	8.300	207.50	
641	ZV employee part		105.00	4.200	105.00	
642	ZV total		312.50 -	12.500	312.50	
645	OV expense		12.50 +	0.500	12.50	
646	OV payable		12.50 -	0.500	12.50	
800	Wagetax		118.13 -		118.13	
810	Expatriate tax calculation		118.13 +		118.13	
900	Net pay		2,210.63		2,210.63	
960	Vacation days		2.08		2.08	2.08

If you have any questions, please do not hesitate to contact us