



SIMPLE PAYROLL SOLUTIONS
WWW.VANILLAPAYROLL.COM

Previously known as FinSolve Payroll.

MEDICAL CONTRIBUTIONS USER GUIDE

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! WHERE TO ENTER THE MEDICAL CONTRIBUTION BREAKDOWN

1. Navigate to the 'Payslip Profile' tab
2. Select 'Medical Aid Fund' tab
3. On the Medical Aid Fund tab, click the checkbox that states: 'Employee belongs to a Medical Aid Fund'
4. The Medical Aid Breakdown calculator will now open.
5. Enter the breakdown and specify the employer and employee contributions. This can be completed either as an amount or as a percentage.

Contribution Break down | Risk = Amount payable to the medical aid excluding the savings portion

Contribution Breakdown | Savings = Savings portion payable to the medical aid

Contribution Breakdown | Vitality = Vitality portion payable to the medical aid

Enter the Amounts for Employer and Employee in the 2nd and 3rd columns or Enter the Total contributions in the 1st column and the Percentages split in the last two columns.

Contribution Breakdown	Employer Contribution	Employee Contribution	Employer Percentage	Employee Percentage
Risk:	R3,000.00	R1,500.00	50.00%	50.00%
Savings:	R500.00	R250.00	50.00%	50.00%
Medical Contribution:	R3,500.00	R1,750.00		
Vitality & Other fees: *	R0.00	R0.00	0.00%	0.00%
Total:	R3,500.00	R1,750.00	50.00%	50.00%

Adult dependants (inc. Employee): 2 Employee contributions only (8556): **R1,750.00** Employers contribution (4474): **R1,750.00**
 Child dependants: 1 Capped amount (4486): **R1,880.00**
 Sixty Five or older: Employee + Deemed contributions (4005): **R3,500.00** Fringe Benefit Value (3810): **R1,750.00**

Multiply all amounts by 12 periods to determine the annual amount.

* Other - Vitality, Policy Fees etc. This amount is not included in your Medical Contribution.

OK Cancel

6. Also make sure that the number of dependants has been entered as this will affect your capped amounts.
7. Once complete, you can click on the 'OK' button.
8. Based on the information entered, certain fields might appear under the Income profile, Deduction profile and possibly Company Contributions tab. These fields are automatically calculated based on the new Medical Aid Legislation.

! WHERE TO ENTER MEDICAL EXPENSES PAID BY EMPLOYER

Where an employer paid medical costs in respect of any medical, dental and similar services, hospital services, nursing services and prescribed medicine for an employee, his or her spouse, child, other relative or dependant – such payments are regarded as taxable fringe benefits and must be reported under code 3813.

To enter this into Vanilla Payroll:

1. Navigate to the 'Payslip Profile' tab
2. Select 'Income Profile' tab
3. Click 'Add' and select 'Fringe Benefits'
4. Select code '3813'
5. Once the amount field is selected, a new window will appear to differentiate between direct dependants and other dependants.
6. Enter the applicable amounts and click the 'OK' button
7. Vanilla Payroll will now automatically assign the correct SARS codes to the payslip

Employer Payments to Medical Aid

600.00	Medical Aid Costs paid by Employer on behalf of Employee, Spouse or Child. (4024)
450.00	Medical Aid Costs paid by Employer on behalf of Other Relatives or Dependants. (4485)
1,050.00	Total Taxable Fringe Benefit for Medical Costs paid by Employer. (3813)

Ok Cancel