**NSSA UPDATE NOTES FROM JUNE 2021 until FURTHER NOTICE - ALL PayDay PAYROLL VERSIONS**

**A: Installation of the Universal NSSA UPDATE**

1. After you have downloaded the “Universal NSSA Update” from the website onto your Desktop, please unzip it onto your Desktop.
2. Then open that “Universal NSSA Update” *folder* and *copy* the PayDayNSSA exe file and *paste*  it direct onto your desktop (see 1st pic left side below)

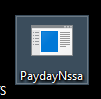
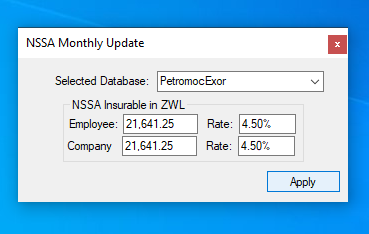
**B: Preparing for the update of new NSSA ceiling**

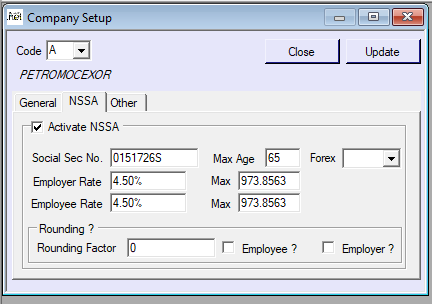
1. Please be on the ***input stage*** of your June/current payroll – if you are not, you may need to *close off* the previous month to get yourself into the input stage of the current month
2. If you are using both currencies to pay, then change your exchange rate. (If not you may ignore this)
3. **Then *exit* the payroll and make sure the PayDay is NOT open or minimized, before you proceed to the next step.**

**C: Updating each database with the new NSSA ceiling** (e.g. June = 21,641.25)

1. Right-click on the icon for the PaydayNssa application (1st pic) and left click on “Run as Administrator”
2. Change Insurable Max to 21641.25 for June for both Employee and Company and *Apply*  
   (see 2nd pic right side below)
3. If you have more than one payroll – as long as they are on the input mode, simply
4. select the next payroll and *Apply*, then close box when all have been done.
5. Log back into the payroll and you will notice that your NSSA Tab under Utilities – Company Info will have inserted the expected NSSA maximum contributions (see 3rd pic below)
6. NB **If** you have Allowances that under the new regulations should now be incorporated into the NSSA maximum ceiling figure, please tick the NSSA Y/N box in the “Earning + Deductions” setup. (see 4th pic below). If you have no need to include any allowances or benefits then ignore this step.
7. Run your Draft and process your payroll as normal.   
   The new applicable NSSA maximum contributions for ZWL and for USD will be picked up from your NSSA tab under the Company Info.

**FROM July ONWARDS ALL YOU WILL NEED TO DO IS REPEAT from 3. above – CHANGING INSURABLE MAXIMUM FIGURE AS WILL BE ADVISED BY NSSA EACH MONTH.**

Pic 1  Pic 2 

Pic 3 Pic 4 