



NSSA P4 UPDATE:

We hope that you are well and making effective use of our payroll software. We would like to advise you of the following NSSA P4 Updates. NSSA have recently made some changes to the P4 return to be done on the Self-Service Portal (SSP).

Please take note of the following changes for dual currency payrolls ONLY: NSSA now has provision to submit two returns (one for each currency).

The split used for NSSA POBS is the same split as receipt of income.

For example, if the income split is 30% ZWG and 70% USD, then NSSA will have the same split respectively.

The layout of the NSSA P4 for each currency will now only include:

- Column K – The portion of the USD / ZWG income used in the Insurable earnings calculation.
- Column L – 9% of the POBS insurable earnings
- Column M – The USD / ZWG basic salary
- Column N – The portion of the USD / ZWG income used in the Insurable earnings calculation (Actual Insurable earnings in that respective currency)

USD Return

ZWG Return

1. To access the NSSA P4 returns,
 - NSSA Returns
 - Current period
 - Current NSSA P4 for submission to NSSA

The Print in ZWG or US\$ flag has a drop down to choose which currency P4 to create
There will now be two NSSA returns clearly labelled in your csv folder.

2. If you use the Recommended Reports screen to create your reports, the default P4 created will be USD so you will need to create the ZWG P4 separately using the steps above.

Staying Connected

As always, we endeavour to support you in all payroll related matters and will respond to any queries or issues promptly.

If you have any feedback regarding our performance, have any new concerns, or would like to expand your payroll with Softrite, please do not hesitate to contact me (Stephanie) or WhatsApp me on +263 772 709 160.

Furthermore, if you require support please contact our office numbers, which I've listed below for your convenience.

Contact Softrite

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