

NATIONAL INSURANCE SCHEME

NIS User Guide

Electronic Schedule Submission v6.3



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1 Introduction

Chapter 36:01 of the Laws of Guyana states “Every contribution payable in relation to an Insured Person shall, except as herein otherwise provided, be paid in cash or by cheque to the General Manager, on the appropriate form, on or before the fifteenth day of each month, in respect of the previous month.” This form is called a schedule.

There are two methods of electronic schedule submission available to the employer. These are:

- a text file generated by the Electronic schedule Microsoft Excel program and
- a text file extracted from the employer’s payroll

1.1 About this Guide

This guide was developed by the **Research and Information Systems Division** of the **National Insurance Scheme** and describes the options available to employers for submission of electronic schedules.

1.2 Who Should Read This Guide

This guide is aimed at any person or group of persons acting on behalf of an organization and requires guidance on the electronic schedule submission requirements and procedure.

1.3 Keys

At different points throughout the manual two illustrations will be used. The first:



Indicates points to be noted (notes) and the second



Indicates key points, extremely important points to note

2 Requirements

2.1 Requirements for generating the text file

The submission of an '*electronic schedule*' by employers basically means that each employer is now required to submit their schedules in an electronic form; in a predefined format compatible with the software used by the National Insurance Scheme.

Employers with an electronic payroll system may find it easier to have their current system configured to generate the required text file rather than by using the available Excel file which would require entry of all their employees and their payment details. However; such employers must ensure that the data generated from their system matches the specified format exactly.

The following table describes the required fields:

Table 1 - Description of required fields

Offset	Item	Type	Size
0	REGNO	ZONED UNSIGNED	6
7	YEAR	ZONED UNSIGNED	4
11	MONTH	ZONED UNSIGNED	2
13	FREQUENCY	CHARACTER	1
14	SSN	CHARACTER	9
23	SURNAME	CHARACTER	20
43	FIRST_NAME	CHARACTER	15
59	DATE_OF_PERIOD1	CHARACTER	8
66	DATE_OF_PERIOD2	CHARACTER	8
74	DATE_OF_PERIOD3	CHARACTER	8
82	DATE_OF_PERIOD4	CHARACTER	8
90	DATE_OF_PERIOD5	CHARACTER	8
98	WAGES_PERIOD1	CHARACTER	10
108	WAGES_PERIOD2	CHARACTER	10
118	WAGES_PERIOD3	CHARACTER	10
128	WAGES_PERIOD4	CHARACTER	10
138	WAGES_PERIOD5	CHARACTER	10
148	EMPLOYEE_CONT_AMOUNT	CHARACTER	10
158	EMPLOYER_CONT_AMOUNT	CHARACTER	10
168	WEEKS_WORKED	CHARACTER	1



Offset describes the position in the file relative to the beginning of each line.

Field name	Description
REGNO	Employer Registration number Should be packed with zeros to the left e.g. Registration Number 1224 should take this format 001224.
YEAR	Contribution Year All four digits for the year must be entered e.g. 2005.
MONTH	Contribution Month The entry for the month should be two digits e.g. 05 for May, 10 for October.
FREQUENCY	Schedule type Frequency represents the schedule type, that is, M for monthly, W for weekly and F for fortnightly.
SSN	National Insurance Number The Employee's NIS number e.g. B11366648. This should be nine characters in length. If the NIS number is less than nine characters, the field must be packed with blanks. e.g. B1671288 should be entered as "B1671288 b " A12415 should be entered as "A12415 bbb " (where b represents a blank space).
SURNAME FIRST_NAME	Surname and First name The Surname and First Name fields. These must be less than the 20 and 15 characters respectively and should be packed with spaces when less than required. e.g.FREITAS, DOREEN must be entered as: FREITAS bbbbbbbbbbbbbb DOREEN bbbbbbbbbb (where b represents a space).
DATE_PERIOD1-5	Start date 1 - 5 The start date of the period being paid for. For monthly schedules no date should be entered. The format for the date fields is year/month/day e.g. 20051219.
WAGES_PERIOD1-5	Wages for period 1 - 5 The wages paid for the corresponding weeks (DATE_PERIOD 1 - 5). This should be 10 characters in length and packed with zeros to the left for example \$10,000.00 should take this format 0001000000. For monthly employees this should be one value.
EMPLOYEE_CONT_AMOUNT EMPLOYER_CONT_AMOUNT	Employee and employer contribution amounts The amount to be paid by each and the employer as percentages of the employee's insurable earnings. These should be 10 characters in length and packed with zeroes to the left. E.g. \$4,500.00 should be outputted as 0000450000
WEEKS_WORKED	The number of weeks worked For monthly employees who did not work the entire month, the number of weeks worked.

Table 2 - Text file field descriptions

3.2 Entering details

3.2.1 The Header

The topmost section of the excel sheet (image shown below) is called the 'header'. It contains information pertaining to the employer and schedule.

The screenshot shows the header section of an Excel spreadsheet. It includes input fields for 'Name of Employer' (NIS), 'Registration Number' (1224), 'Contribution Year' (2013), and 'Contribution Month' (June). There are also buttons for 'Printable View' and 'Clear Details'. A summary table is present with columns for 'Regular', 'Actual Earn.', 'Ins. Earn.', 'Regular Total', and 'Grand Totals'. The table shows values for 'Over', 'Under', and 'Total'.

	Regular	Actual Earn.	Ins. Earn.	Regular Total	Grand Totals
Over	\$8,435.00	\$0.00	\$0.00	\$21,088.00	\$21,088.00
Under	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$300,000.00	\$150,628.00	\$0.00	\$0.00	\$0.00

Figure 3 - Header Section

For the user to enter information into any field in the header they can either use their mouse to single-click or double-click on the field. Selection of most fields will result in a popup message describing the expected value for that field (sample shown below).

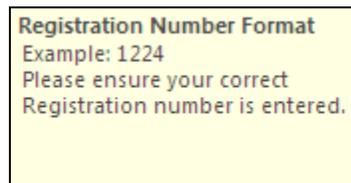


Figure 4 - Popup description

The fields in the header available for data entry are:

- Name of employer
- Registration Number
- Contribution Year
- Contribution Month
- Schedule Type

Name of employer – the name of the organization whose schedule is being created and submitted

Registration Number - the registration number assigned by the National Insurance Scheme (NIS) to the EMPLOYER.

Total Amount Payable – the total amount of money to be paid by the employer (automatically calculated once relevant wages are entered)

Contribution Year - a four digit number representing the schedule year

It is important to note that since there was a recent increase in the contribution percentages (effective from June 1st, 2013, there are now two (2) versions of the Excel file: one for periods prior to June 1st 2013 and one for June 1st 2013 and later. Because of this, the version for years prior to 2013 will only accept contribution year values less than or equal to 2012. For current schedules, 2013 and later, the Contribution Year field will accept years 2013 and later.

Contribution Month – the month of the schedule – available from a drop down list

Schedule Type – the schedule type, monthly or weekly – also available from a drop down list

3.2.2 Populating and updating the excel sheet

v6.3				Printable View	Clear Details	01-Jun-2013	08-Jun-2013	15-Jun-2013	22-Jun-2013	29-Jun-2013	Total	\$205,463.00	\$205,463.00	\$179,342.00	\$179,342.00
Age 59/15	NIS Number	Surname	First Name	Wages for Period 1 \$	Wages for Period 2 \$	Wages for Period 3 \$	Wages for Period 4 \$	Wages for Period 5 \$	Wks. Worked	Total Actual Earnings	Total Insurable Earnings	Employer (8.4%, 1.5%)	Employee (5.6%)		
Yes	A123456	LAST NAME	FIRST NAME	11,538	11,539	1,200	15,000			\$39,277.00	\$39,277.00	\$589.00			
No	B123456	LAST NAME	FIRST NAME	11,539	1,200	13,000	1,100			\$26,839.00	\$26,839.00	\$2,241.00	\$1,493.00		
No	B112345	LAST NAME	FIRST NAME	12,000	2,000	4,000	14,000			\$32,000.00	\$32,000.00	\$2,652.00	\$1,768.00		
No	A114569	LAST NAME	FIRST NAME	11,539	11,539	11,539	11,539			\$46,156.00	\$46,156.00	\$3,876.00	\$2,584.00		
No	A212456	LAST NAME	FIRST NAME	11,538	11,538	11,538	11,538			\$46,152.00	\$46,152.00	\$3,600.00	\$2,400.00		

Figure 13 - Column one (1) Choices

After enabling of the macros, careful attention should be placed in the population of the excel sheet. All values **MUST be entered individually** in order for the sheet to perform calculations correctly.

Employers should start by populating the header section of the sheet, and then proceed to entering the employee details. Again all values **MUST** be entered individually from leftmost to right of the sheet.

All totals are calculated automatically.



When populating or updating the sheet, excel shortcuts such as cut and paste or dragging of values is not recommended, since this will result in calculation inaccuracy. Each cell must be populated individually.



Schedule frequency is set to monthly as default. Extreme caution should be exercised in making sure the correct frequency (weekly or monthly) is chosen before the population of the excel sheet. Switching between frequencies after the sheet has been populated will result in calculation inaccuracies and discrepancies in the amount due and grand totals.

3.2.3 Summary Information

To the right side of the header is a summary of the details entered, categorized by the age of the contributors (sixty and above, fifteen and below and regular) and by those paying above and below the limit of 11,538 for weekly paid workers and 50,000 for monthly paid workers.

	59/15 1.50%	11,538 / W 50,000 / M	Regular		(1) Regular Total	(1) Grand Totals
(0)	\$0.00	Over	\$8,435.00	\$12,653.00	\$21,088.00	\$21,088.00
(0)	\$0.00	Under	\$0.00	\$0.00	\$0.00	\$0.00
	Sched. Type:	Monthly	Actual Earn.	Ins. Earn.	Actual Earn.	Ins. Earn.
		Regular	\$300,000.00	\$150,628.00	\$0.00	\$0.00
		Over 59	\$0.00	\$0.00	\$0.00	\$0.00
		Total	\$300,000.00	\$150,628.00	\$0.00	\$0.00

Figure 5 - Header Summary Section - Actual Earnings above \$50,000

The '59/15' subsection depicts the number of persons above the age of 59 and those below the age of 15.

The 'Regular' subsection depicts the persons who are between the ages sixteen (16) and fifty nine (59).

For both subsections the values in red represents the monetary values and those in blue represent the count or number of persons.

In order to facilitate the completion to two CS3 forms, the totals have been color coded.

All totals in the green area represent payments **above** the aforementioned limits of \$11,538 for weekly and \$50,000 for monthly paid workers calculated at a rate of 14% or 8.4% for employer and 5.6% for employee.

All totals in the yellow area represent payments **below** the aforementioned limits of \$11,538 for weekly and \$50,000 for monthly paid workers calculated at a rate of 13% or 7.8% for employer and 5.2% for employee.

For example, the top row in **figure 5**, color coded green, represents percentages and totals for persons paying above the limits for the respective frequencies (weekly or monthly).

The second row, color coded yellow, represents percentages and totals for persons paying below the limits for the respective frequencies (weekly or monthly).

Actual and insurable earnings are also color coded to separate those totals that have been derived from payments above and below the limits for the respective frequencies.

The totals in Figure 5 represent that of a contributor with actual earnings of \$300,000 in a monthly schedule. As such, his totals will be calculated at 14% and displayed in the green area which represents earnings over the \$50,000 limit for monthly schedules.

	59/15	11,538 / W	Regular		(1)	(1)
	1.50%	50,000 / M	5.6% / 5.2%	8.4% / 7.8%	Regular Total	Grand Totals
(0)	\$0.00	Over	\$0.00	\$0.00	\$0.00	\$0.00
(0)	\$0.00	Under	\$1,560.00	\$2,340.00	\$3,900.00	\$3,900.00
Sched. Type:	Monthly	Actual Earn.	Ins. Earn.	Actual Earn.	Ins. Earn.	
	Regular	\$0.00	\$0.00	\$30,000.00	\$30,000.00	
	Over 59	\$0.00	\$0.00	\$0.00	\$0.00	
	Total	\$0.00	\$0.00	\$30,000.00	\$30,000.00	

Figure 6 - Header Summary Section - Actual Earnings below \$50,000

Figure 6 represents a monthly schedule with contributor actual earnings falling below the \$50,000 limit. This means that the earnings would have been calculated at a rate of 13% and placed in the yellow section. As such deductions would have been calculated at 7.8% for employer and 5.2% for employee. All totals in this scenario will be tabulated in the yellow area of the file.

	59/15	11,538 / W	Regular		(2)	(2)
	1.50%	50,000 / M	5.6% / 5.2%	8.4% / 7.8%	Regular Total	Grand Totals
(0)	\$0.00	Over	\$8,435.00	\$12,653.00	\$21,088.00	\$21,088.00
(0)	\$0.00	Under	\$1,560.00	\$2,340.00	\$3,900.00	\$3,900.00
Sched. Type:	Monthly	Actual Earn.	Ins. Earn.	Actual Earn.	Ins. Earn.	
	Regular	\$300,000.00	\$150,628.00	\$30,000.00	\$30,000.00	
	Over 59	\$0.00	\$0.00	\$0.00	\$0.00	
	Total	\$300,000.00	\$150,628.00	\$30,000.00	\$30,000.00	

Figure 7 - Header Summary Section - Above and Below \$50,000

Figure 7 represents a monthly schedule with a total of two contributors, one earning above the limit of \$50,000 and the other earning below. Again the sheet automatically groups these totals under the respective sections in order to facilitate the completion of two CS3 forms. Here we can see the actual and insurable earnings for over the limit in the green section and the actual and insurable earnings for under the limit in the yellow section.

59/15		11,538 / W		Regular		(1)	(2)
1.50%		50,000 / M		5.6% / 5.2%	8.4% / 7.8%	Regular Total	Grand Totals
(0)	\$0.00	Over	\$8,435.00	\$12,653.00	\$21,088.00	\$21,088.00	
(1)	\$450.00	Under	\$0.00	\$0.00	\$0.00	\$450.00	
Sched. Type:		Monthly	Actual Earn.	Ins. Earn.	Actual Earn.	Ins. Earn.	
Regular			\$300,000.00	\$150,628.00	\$0.00	\$0.00	
Over 59			\$0.00	\$0.00	\$30,000.00	\$30,000.00	
Total			\$300,000.00	\$150,628.00	\$30,000.00	\$30,000.00	

Figure 8 - Header Summary Section - Above 59 years old, below \$50,000

Figure 8 represents the same two contributors as in Figure 7. The only difference here is that the contributor with actual earnings below the limit is actually over the age of 59. As such his totals are placed in the yellow section of the "over 59" row

There is also a 'Grand Total' subsection which displays the total of the previous two sections.

All values in this section are automatically calculated.

3.2.4 Header buttons

The header also contains three (3) buttons (now located on the left side of the sheet) labeled Printable View, Clear Details and Create Text File (images shown below).

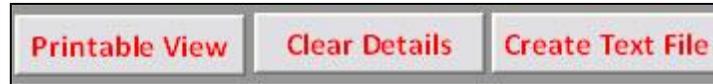


Figure 9 - Header Buttons

1. **Printable View** – Takes the users to a print preview which can be used to print the details. This printout must be on legal size paper because of the width of the document. It is important to note that the excel file is six hundred and ten (610) lines in length. Should the document not be printed using the 'Printable View' button all blank lines will be printed.
2. **Clear Details** – Clears all payment details leaving the header information. Can be used if the current file is being reused for a different month.
3. **Create Text File** – Creates the actual electronic schedule files that are required by NIS.

3.2.5 Contribution period

The final subsection of the 'header' is to the bottom middle and allows entry of the relevant payment dates.

Date Period 1 (YYYY/MM/DD)	Date Period 2 (YYYY/MM/DD)	Date Period 3 (YYYY/MM/DD)	Date Period 4 (YYYY/MM/DD)	Date Period 5 (YYYY/MM/DD)
04-Jan-2010	11-Jan-2010	18-Jan-2010	25-Jan-2010	01-Feb-2010

Figure 10 - Payment Period Entry Section

Only the 'Date Period 1' and 'Date Period 5' fields are editable.

For monthly schedules only the 'Date Period 1', the start date of the month, needs to be specified.

For weekly schedules, when the 'Date Period 1' field is entered the Date Period 2-5 will automatically be calculated.

The 'Date Period 5' field is editable to enable deletion where the fifth date is not applicable. For example, in the previous image (Figure 8), the 'Date Period 5' may not be applicable, if the employer wishes, the value can be deleted.

Also, to delete all dates, only the 'Date Period 1' value needs to be deleted, the rest will automatically be removed.



Dates must be entered in the format (YYYY/MM/DD), so Monday June 02, 2013 would be entered "2013/06/02".

Some systems change the date entered to the default date format on the system, example 2013/06/02 to 06/02/2013, if this occurs do not edit the date leave it as 06/02/2013.



Monthly and weekly schedules must be generated separately. That is, one schedule type per text file.

3.2.6 Entering employee details

Once the header information is entered the users can proceed to entering payment information for all relevant employees. In the excel file, each line would represent the information for a specific employee.

Age 60/15

The first column (image shown below) is the 'Age 60/15'

Age 60/15
Yes
No
No
No

Figure 11 - Age 60/15 Column segment

This column is used for specifying the employees who are sixty (60) years old or above and fifteen (15) years old or below and also for deleting rows of data. This is important since for such persons the employer is required to pay the entire contribution amount – 1.5% of the insurable earnings.



It is important to ensure that 'Yes' is only selected for rows containing employee data; this necessary because selection of 'Yes' results in recalculation of the count of persons in the different categories. Should 'Yes' be selected for blank fields all counts will be incorrect!

The remaining fields in the application require the user to enter data pertaining to the employees of the organization. A description of the required data is presented below:

Employee's NIS number

This is the number assigned to employees, if unknown or the employee has not been registered with NIS, then the employer must contact NIS prior to submitting the file.

Employee's Surname

The employee's last name as given when registered with NIS.

Employee First Name

The employee's first name as given when registered with NIS.

Wages for period 1-5

This is basically the wages for the relevant periods. For monthly employees only 'Wages for Period 1' needs to be specified. For weekly employees, the wages corresponding to the weeks worked are necessary.



If there is an instance where a weekly employee receives payment starting from the second week, then data for the individual will be entered in “Date of Period 2” and not the “Date of Period 1” field.

Likewise there will be no data in the “Wages for period 1” field since they did not work during this period.

Wks. Worked

The number of weeks worked for monthly employees who have worked an entire month. The fields will accept a maximum value of 5.

Total Actual Earnings – automatically calculated

The calculated total of taxable income of the insured person. This can be above or below the NIS insurable ceiling.

Total Insurable Earnings – automatically calculated

The calculated total income of the insured person which attracts NIS deductions – up to the NIS insurable ceiling.

Employer (8.4% / 7.8%, 1.5%) – automatically calculated

The calculated employer contribution amount. 7.8% of the employee’s insurable earnings which fall below the limit, and 8.4% of the employee’s insurable earnings which fall above the limit for employees between the ages of sixteen (16) and fifty nine (59). Employers pay a total of 1.5% for employees below the age of sixteen (16) or above the age of fifty nine (59).

Employee (5.6 / 5.2%) – automatically calculated

The calculated employee contribution amount. 5.2% of the employee’s insurable earnings which fall below the limit, and 5.6 of the employee’s insurable earnings which fall above the limit for employees between the ages of sixteen (16) and fifty nine (59). Employees pay nothing to the scheme if they are below the age of sixteen (16) or above the age of fifty nine (59).



Should the employer or employee percentages change, NIS will be responsible for effecting the change within the excel file and reissuing the new version of the file..



If the employee is under the age of sixteen or above the age of fifty nine, ‘Yes’ must be selected in the ‘Age 60/15’ column. This will result in the correct calculations for the employee and employer contribution amounts.

3.2.7 Deleting rows

Since the important fields in the excel sheet are locked, it would not be possible for users to select such fields and delete the data. Therefore, for the user to delete all values in the row ‘-Del-’ needs to be selected from the first column drop down box (pictured below). Once this is selected, the row will be deleted and all values recalculated.

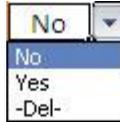


Figure 12 - Column one (1) Choices



Blank rows will not affect the created text file, therefore, deleted rows can be left alone or different values can be entered.

3.2.8 Extracting summary totals over and under limit

Please see below for calculations of values for CS3a form.

	59/15 1.50%	11,538 / W 50,000 / M	Regular		(4) / (9)	(13)
			5.6% / 5.2%	8.4% / 7.8%	Regular Total	Grand Totals
(0)	\$0.00	Over	\$14,973.00	\$22,456.00	\$37,429.00	\$37,429.00
(0)	\$0.00	Under	\$2,911.00	\$4,368.00	\$7,279.00	\$7,279.00
Sched. Type:	Weekly	Actual	Ins. Earn.	Actual Earn.	Ins. Earn.	
Regular		\$365,099.00	\$267,320.00	\$55,992.00	\$55,992.00	
Over 59		\$0.00	\$0.00	\$0.00	\$0.00	
Total		\$365,099.00	\$267,320.00	\$55,992.00	\$55,992.00	

Figure 14 - Summary totals

6.1 EARNINGS CLASS	6.2 NUMBER OF EMPLOYEES	TOTAL EARNINGS		CONTRIBUTIONS		
		6.3 ACTUAL \$	6.4 INSURABLE \$	6.5 EMPLOYER 7.8%	6.6 EMPLOYEE 5.2%	6.7 TOTAL
MONTHLY						
WEEKLY	9	\$55,992	\$55,992	\$4,368	\$2,911	\$7,279
TOTAL						

CS3a - Summary totals less than or equal to \$11,538

For the summary of totals on the **CS3b** form (summary of totals above \$11,538) please see below for values in the green area.

	59/15 1.50%	11,538 / W 50,000 / M	Reg 5.2%	Ins 7.8%	(4) / (9) Regular Total	(13) Grand Totals
(0)	\$0.00	Over	\$14,973.00	\$22,456.00	\$37,429.00	\$37,429.00
(0)	\$0.00	Under	\$2,911.00	\$4,368.00	\$7,279.00	\$7,279.00
Sched. Type:	Weekly	Actual Earn.	Ins. Earn.	Actual Earn.	Ins. Earn.	
Regular		\$365,099.00	\$267,320.00	\$55,992.00	\$55,992.00	
Over		\$0.00	\$0.00	\$0.00	\$0.00	
Total		\$365,099.00	\$267,320.00	\$55,992.00	\$55,992.00	

Figure 15 - Summary totals 2

6.1 EARNINGS CLASS	6.2 NUMBER OF EMPLOYEES	TOTAL EARNINGS		CONTRIBUTIONS		
		6.3 ACTUAL \$	6.4 INSURABLE \$	6.5 EMPLOYER 8.4%	6.6 EMPLOYEE 5.6%	6.7 TOTAL
MONTHLY						
WEEKLY	4	\$365,099	\$267,320	\$22,456	\$14,973	\$37,429
TOTAL						

CS3b - Summary totals greater than \$11,538

3.2.9 Exporting the data to a Text File

Once the necessary data has been entered, the user must click the 'Create Text File' button to generate the text file.



This text file is what will be submitted to NIS along with either the CS3 form (sample shown in appendices).



Figure 6 - The 'Create Text File' button

Once the 'Create Text File' button is clicked the user will then be asked for an output location. This is the location where the text file will be stored (temporarily or permanently). This may be on the local hard disk or removal storage (diskettes or flash drives).



Figure 7 - Selection of a storage location

Once the user selects the output location and the location is valid, the file will be created and the user will be asked whether or not they would like to view the created text file.

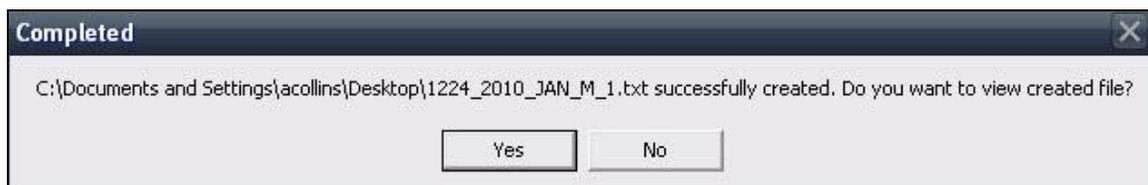


Figure 8 - View created file confirmation dialog



If there is an instance where the employer has two schedules for the same month and frequency, e.g. two monthly schedules for September 2008, the number at the end of the filename will be automatically incremented.

Example:

The first file will be 3294_2008_Apr_M_1

The second file will be 3294_2008_Apr_M_2



Monthly and weekly schedules need to be in separate files.

3.2.10 Contribution ceilings

EFFECTIVE DATE	Monthly	Weekly
	Ceiling	Ceiling
March 2013	150,628	34,760
January 2012	143,455	33,105
March 2011	132,829	30,653
January 2010	126,504	29,193
March 2008	113,660	26,229

4 Enabling macros

For the header buttons to be clickable or for the worksheet calculations to be possible, Macros need to be enabled in the Excel file. *This needs to be done **BEFORE any data is entered** and is necessary each time the file is opened.*

4.1 Office 2007

In **Microsoft Excel 2007** macros can be enabled by selecting 'Options' from the message bar which is displayed when the file is opened.

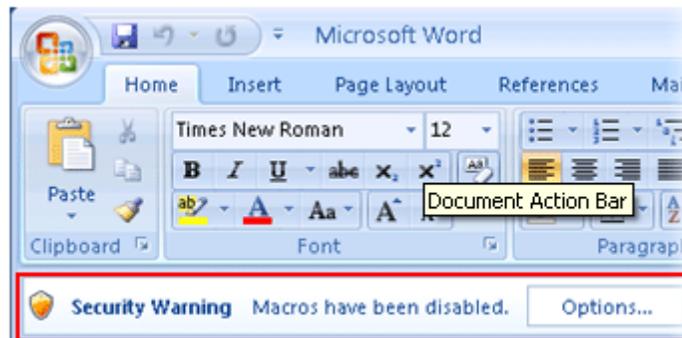


Figure 9 - The message bar

Clicking 'Options' would bring up the macro options, where macros can be enabled.



Figure 20 - Macro Security

To enable macros the user must select the “Enable this content” and click okay.

If the user is not prompted, he or she can use the Excel Options available from the Microsoft Excel main menu then selecting ‘Trust Center’ then, ‘Trust Center Settings’ then modifying ‘Macro Settings’.

4.2 Office 2003

In **Microsoft Excel 2003** depending on your security settings, you may be prompted to enable macros when the file is opened. If so prompted, the user must select 'Enable Macros'.

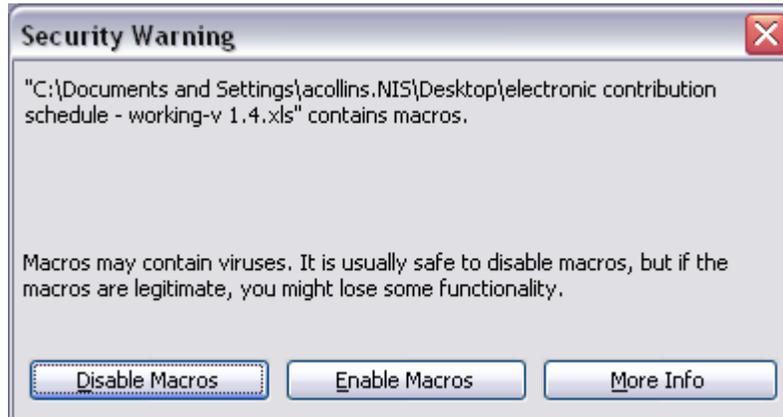


Figure 21 - Security warning

If no prompt was shown, the user must select 'Options' from the 'Tools':

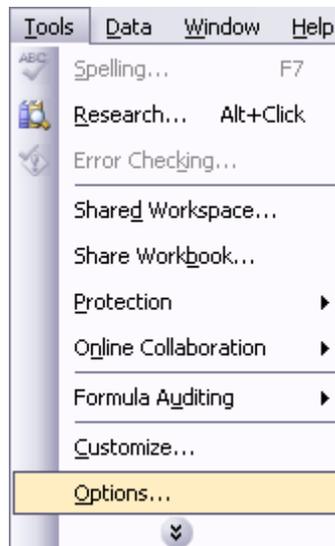


Figure 22 - The Tools menu

The following screen would be displayed:

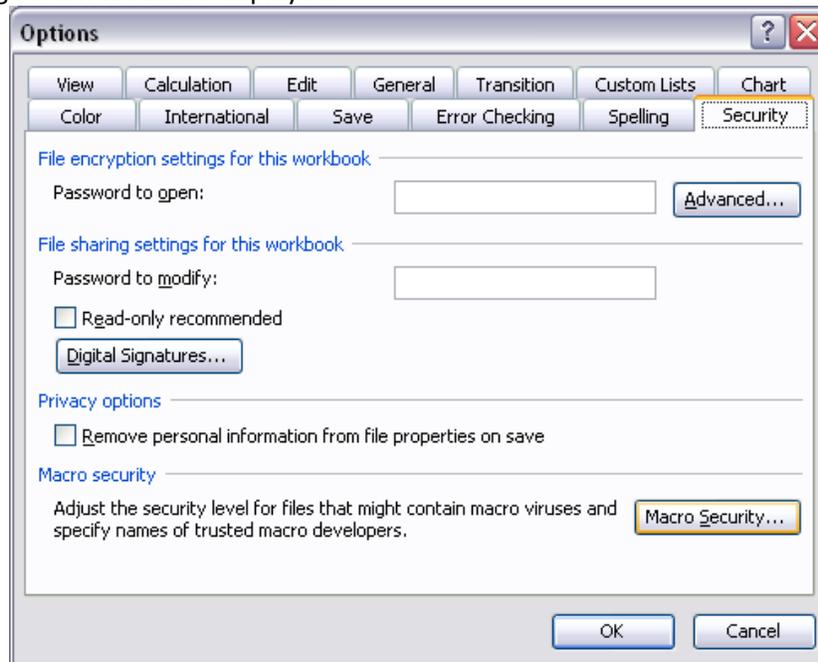


Figure 23 - The Security tab

Macro security must then be modified (click the 'Macro Security' button):

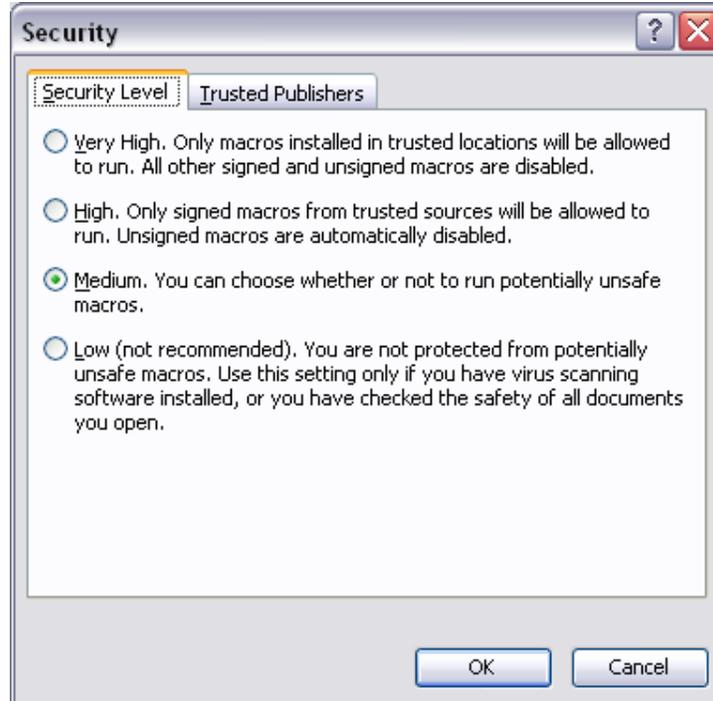


Figure 24 - The Macro Security options

The user must set the security level to either 'Medium' which will ensure that a prompt is shown when the file is opened or 'Low' which will ensure that macros are always allowed when Excel files are opened.

5 Submitting the file to NIS

When submitting the electronic schedule to NIS there are a few things which should be noted. These are very important and care should be taken to ensure that these are understood and followed:

- NIS requests a file in simple text and of a specific format (described in the section 'Requirements for generating the text file'. Should any other format be submitted these will be returned to the employer and the correct format will be expected to be returned before the next pay period and interest may be charged.
- The media must be suitably labeled. That is, a label including the employer registration number, name and contact information should be attached
- The media should only contain the current electronic schedule or schedules; there should be no additional files on the media. Should the employer wish to keep an archive of the files submitted, this should be done on a separate device
- The only file type on the media should be text, NIS requests electronic schedules which are of simple text. Any other file type will be rejected. Should the employer have problems getting the required text file NIS staff is available to assist
- A Contribution Summary sheet (CS3) must accompany the media. This is a summary of the electronic data being submitted required for each schedule being submitted. That is, if the employer is submitting two schedules, the media should be accompanied by two CS3 forms.
The Contribution Summary sheets (CS3s) are available at the Finance Division, NIS or the NIS website (www.nis.org.gy/forms_downloads.htm)
- The summarized information on the Contribution Summary sheets (CS3) is expected to match what is calculated from the relevant electronic schedule. Should there be any discrepancies the employer will be contacted and asked to resubmit corrected information
- Should errors be found when processing the schedule data, the erroneous records will be identified and returned to the employer in printed form, by email or on the

submitted media as deemed fit by NIS. The employer will be expected to correct the errors and return corrected data in the same format, before the next pay period.

- When making payment, the drop box can no longer be used. This is so because the electronic media (CDs, flash drives, diskettes, etc.) can be damaged in the drop. Also, the Finance staff will need to log each media received.

- Once payment is made, the employer will receive a stamped copy of the Contribution Summary sheet (CS3). ***Any person representing the employer in any electronic schedule related matter must produce this stamped copy of the CS3. This is especially important when uplifting the media which was submitted***

NATIONAL INSURANCE AND SOCIAL SECURITY SCHEME-GUYANA

CONTRIBUTION SCHEDULE

(to be completed in triplicate by employers with more than 100 employees)

N.B. Schedule must be returned to National Insurance Scheme not later than the 15th day of the month following that to which payment relates. Failure to submit Schedules and remittances by the said date will incur a surcharge in keeping with the Regulations.

1. NAME OF EMPLOYER/BUSINESS:

2. ADDRESS OF BUSINESS:

3. REGISTRATION NUMBER: 5.

FOR OFFICIAL USE ONLY
DATE STAMP

4. CONTRIBUTION FOR THE MONTH OF:

EARNINGS CLASS		6.3 NUMBER OF EMPLOYEES	TOTAL EARNINGS		CONTRIBUTIONS	
6.1 MONTHLY	6.2 CORRESPONDING WEEKLY		6.4 ACTUAL \$	6.5 INSURABLE \$	6.6 EMPLOYER 7.8%	6.7 EMPLOYEE 5.2%
Less than \$1,500	Less than \$346.00					
\$1,500 and over	\$346.00 and over					
TOTAL		0	0.00	0.00	0.00	0.00

7. To be completed for all Employees 60 years and over or under 16 years

EARNINGS CLASS		7.3 NUMBER OF EMPLOYEES	TOTAL EARNINGS		CONTRIBUTIONS
7.1 MONTHLY	7.2 CORRESPONDING WEEKLY		7.4 ACTUAL \$	7.5 INSURABLE \$	7.6 EMPLOYER 1.53%
Less than \$1,500	Less than \$346.00				
\$1,500 and over	\$346.00 and over				
TOTAL		0	0.00	0.00	0.00

8. AMOUNT PAYABLE \$

9. I hereby declare that the payments made are in conformity with the National Insurance and Social Security Regulations.

The total remittances for the year to date is \$ _____

10. The schedule of employees consists of _____ pages.

11. Signature of Employer: _____
(or Representative)

12. Date: _____

13. Employer's Stamp: _____

FORM: CS3
R & P Dept (Revised March, 2006)

Figure 25 - Contribution Summary Scheet (CS3)