AWARD IN PAYROLL FUNDAMENTALS

Lecture 02: Starting Payroll for Local & Foreign Employees

Antoine P. Portelli, CPA Monday, 21 October 2024





Today's Agenda

- Taxation & Tax Rates
- Social Security Contributions
- The Payslip
- Data and Engagement
- The FSS Documents
- Engagement of:
 - Maltese Nationals
 - EU / Expats
 - Third Country Nationals
- Practical Example



Final Settlement System

- FSS Main Tax
 - Resident
 - Single
 - Parent
 - Married
 - Non-Resident Tax
- FSS Part-Time
- FSS other emoluments



Considerations

- How to correctly apply the particular FSS per employee
- On which emoluments is FSS deducted?
- What are the concerns in respect to tax deductions?
- The importance of the FS4

https://cfr.gov.mt/en/rates/Pages/TaxRates/Tax-Rates-2024.aspx



Tax Rates

Tax Rate (Marginal)	SINGLE		PARENT		MARRIED	
	Chargeable Income up to €	Deduct from Income X Tax Rate	Chargeable Income up to	Deduct from Income X Tax Rate	Chargeable Income up to	Deduct from Income X Tax Rate
0%	9,100	0	10,500	0	12,700	0
15%	14,500	1,365	15,800	1,575	21,200	1,905
25%	19,500	2,815	21,200	3,155	28,700	4,025
25%	60,000	2,725	60,000	3,050	60,000	3,905
35%	60,001+	8,725	60,001+	9,050	60,001+	9,905



Tax Rates

FULL-TIME EMPLOYMENT

• SINGLE

- Single Persons
- Married Persons whose spouse is in employment and have no dependent children (<18 years or <23 years full-time students)

• PARENT

• Married Persons both in employment with dependent children

MARRIED

- Married Persons whose spouse is unemployed
- Single Parents with dependent children



Tax Rates Year Basis 2024 (Non-Resident Rates)

Chargealite Income (E)				
From	To	Rate	Subtract (K)	
.0	700	17%	0	
701	1,100	-20%	140	
3,101	7,800	30%	450	
7.801	and own	33%	543	

Tax Rates

PART-TIME EMPLOYMENT

- EMPLOYMENT NOT MAIN EMPLOYMENT
 - 10% on first €10,000
- SELF-EMPLOYMENT NOT MAIN EMPLOYMENT
 - 10% on first €12,000

OVERTIME

15% on first €10,000
 (provided annual basic wage is <€20,000)</p>



Social Security Contributions

- Calculated on the basic weekly wage of the employee
- Factors that affect Social Security deduction
 - Employed elsewhere
 - Age of Employee
- Two Categories

Class 1

https://cfr.gov.mt/en/rates/Pages/SSC1/SSC1-2024.aspx

Class 2

https://cfr.gov.mt/en/rates/Pages/SSC2/SSC2-2024.aspx





National Insurance Contributions (2024)

Class 1: Employed Persons		Basic Weekly	Weekly NI Contributions	Weekly NI Contributions	Weekly Maternity Leave Contribution	
Category	Age	Wage to €	(Employee)	(Employer)	(Employer)	
A	< 18 years	213.54	66.62	€6.52	€0.20	
В	18+ years	213.54	(21.35 (or 10%)	€21.35	€0.64	
c	Born <1962	423,07	10%	10%	0.3%	
C2	Born 1962+	532.28	10%	10%	0.3%	
D	Born <1962	>423.08	642.31	€42.31	€1.27	
D2	Born 1962+	>532.29	(53.23	653.23	€1.60	
£	< 18 years		10% (max: €4.38)	10% (max. £4.38)	0.3% (max, ¢0.13)	
F	38+ years		10% (max: €7.94)	10% (max. €7.94)	0.3% (max. €0.24)	

National Insurance Contributions (2024)

Class C Salf Employed Persons		Annual Net Income from €910 (€1,006	Weekly NI Contribution	Full-Time Farmers	
Category	Age	for SP) up to	payable by self- employed		
Sp	Income from Rents, investments or capital gains	€10,567.92	€30.48	n/a	
SA	- W	€12,028.92	€34.70*	€23.13	
58	Born < 1962	€22,000.00	15% of net weekly	10% of net weekly	
582	Born 1962+	627,679.35	15% of net weekly	10% of net weekly	
SC	Born < 1962	>€22,000.01	€63.46	€42.31	
SC2	Born 1962+	>627,679.36	€79.84	€S3.23	

^{*} May choose to pay 15% of Net weekly income if:

- A part-time woman
- A full-time student <24 years working part-time
- A pensioner

National Insurance - Weeks

Month	No. of Mondays	Month	No. of Mondays
Jan	5	Jul .	:5
Feb	4	Aug	-4
Mac	4	Seg	-5
Apr	5	Oct	4
May	4	Nov	4
Jun	4	Dec	5

- Self-Employed Persons pay their dues:
 - April 18 weeks
 - August 17 weeks
 - December 18 weeks

53 weeks in 2024



Government Induced Bonuses

STATUTORY BONUS

- **€135.10** every 6 months
- Payable at:
 - End of June
 - Between 15 23 December
- €0.74 per calendar day pro rata (incl. Saturdays and Sundays)

WEEKLY ALLOWANCE

- **€121.16** every 6 months
- Payable at:
 - End of March
 - End of September
- €4.66 per working week pro rata





Payslip Details

Name of Employee Address of Employee Employee ID No.

Basic Salary

Other Pre-Tax
Additions /
Deductions

NI Contributions

Employee NI No. Department / Section / Unit

Grade / Occupation

Tax (FSS)

Any Post-Tax Additions / Deductions

Net Pay for Period

Employer's Name Employer's Address

Payroll Period

Gross Pay Totals to Date NI Totals to Date FSS Deducted to Date

Pay Date

Overtime Tax Concession

Payslip Format

The employer is bound to give the employees an itemised payslip either before or on the date when salaries are due.

The payslip should also contain:

- the number of normal hours worked
 - including those worked on Sunday or on a public holiday when this is part of the scheduled normal hours
- the number of hours entitled at overtime or special rate broken down into
 those in excess of normal daily or weekly hours
 hours worked on a Sunday or on a public holiday
- the number of hours of annual leave availed of and any remaining balance
- a breakdown of any bonuses, allowances or commissions received

Payslip considerations

- Should the employer fail to provide an employee with an itemised payslip
 - it shall be the employer who must present proof (which is beyond reasonable doubt)
 - not to be held liable in case of a contestation by the employee in front of a tribunal
- In the case where a revised payslip has been issued for the same period to the employee
 - If the employee accepts it (bonafide errors or omissions) No issue
 - If the revision is contested by the employee, the DIER would consider the payslip which is more favourable to the employee as the one which should prevail.



Collation of Employee Information

Primary details to start a Payroll

- All the details required to complete an FS4
- Jobsplus registration form
- Validation of Tax Number and Social Security Number
- Employee's contract information pertaining to financial agreements





Collation of Employee Information

Primary details to start a Payroll

- Employee correct banking details
- Court Order (request this information from employee)
- FS3 for any previous employment during the current calendar year (for tax deduction purposes)
- Retention of information hard copies or electronic copies
- Monthly or other changes to be considered





Engagement Checklist

Personal Details

- **が Name & Surname**
- **ID Card**
- ☑ Address
- ☑ Date of Birth (verified)
- ☑ Tax No (for foreign nationals)
- ☑ Social Security No (for foreign nationals)
- ☑ Maritial Status +Spouse ID if married
- ☐ Date of Birth of any children under the age of 8
- Jobs Plus Employment Form Signed



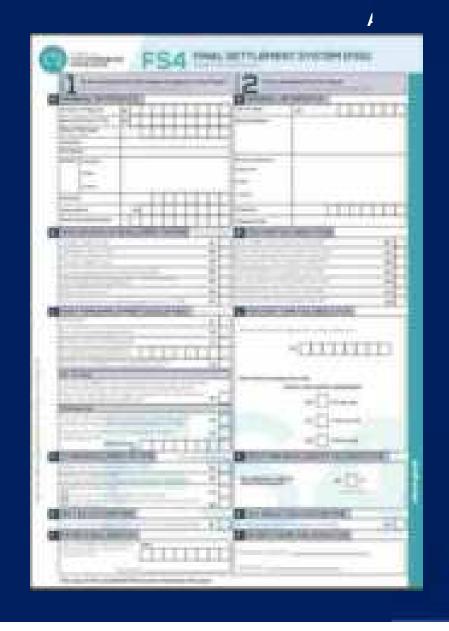
Engagement Checklist

Employment Details

- ☐ Date of Engagement
- ☑ Contract (or Employment Terms)
- ☑ Salary
- ☑ Benefits & Allowances
- FS3 from Previous Employment
- ☐ FS4 Filled & Signed by Employee
- ☑ Any Visa and/or Permit Expiry



- Complete and submit FS4
 PDF to fss.cfr@gov.mt
 PDF to fss.cfr@gov.mt
- Used in case of:
 - new employee
 - change in tax status
 - marriage (include the spouse details)





FS4

Section 1, Part A
To be filled in by
Employee

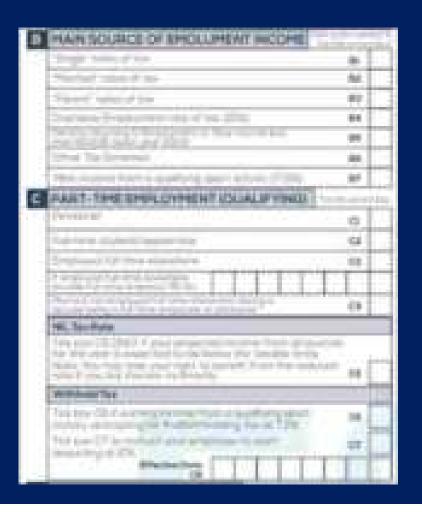
Section 1, Parts B, C, D or E Employee Tax selection FT – PT – Other Emol - Overtime

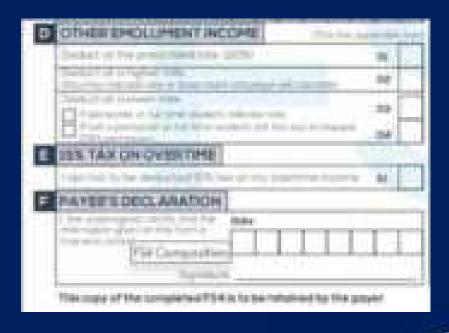


Section 2, Part A
To be filled in by
Employer

Section 2, Part B, C, D or E Confirmation of Tax deduction

FS4





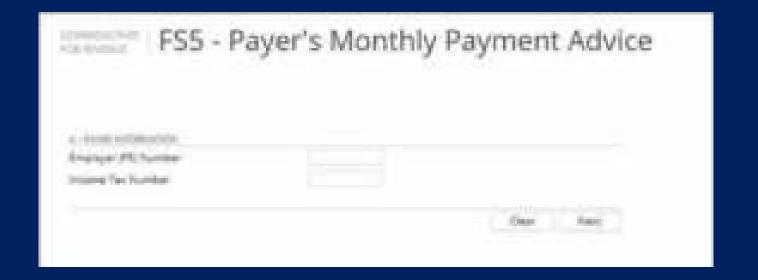
Monthly payroll summary

- Submitted to the CfR electronically and payments are to be processed via internet banking by the last working day of the following month
- The submission of the FS5 will generate a reference number which is to be included in the payment
- Any adjustments to the FS5 and/or payment may be settled via cheque payment at the post office, payable to the Commissioner for Revenue
- Can also be sent by post with a cheque to CfR



Electronic FS5 submission

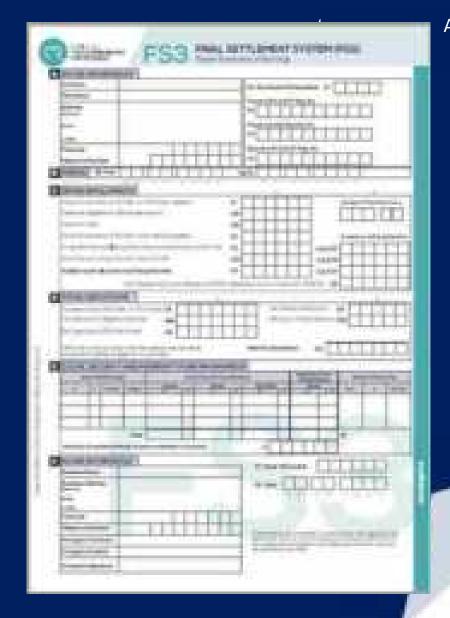
https://taxation.gov.mt/irdnet/fs5iform.aspx





Employee's Annual Reconciliation Statement

- Issued at the end of each calendar year
- For ALL employees who worked during that year
- On termination of employment
- Signed copy must be provided to the employee
- Required by the employee for correct tax deduction from new employment during a calendar year





Must show:

- Employer and employee details
- Gross emoluments from full-time / part- time qualifying employment
- Total taxable fringe benefits, directorship fees and share options
- Total tax deducted from all employment income, directorship fees and share options
- Any additional tax deducted in cases of outstanding employee tax liability
- Social security and maternity fund contributions paid throughout the year, both by the employee and employer
- Basic Weekly Salary, No. of NI Contributions and Class of NI





Employer's Annual Reconciliation Statement

- Issued on an annual basis
- Ideally submitted online via CfR portal using the E-filing sheet (Excel)
- Must be submitted online if ten (10) or more FS3s have been issued





- Employer details
- Number of FS3s issued in respect to the reporting year
- The total amount of gross emoluments paid to payees in respect to full time and other emoluments arising from any other source
- The total gross emoluments paid to parttimers for such qualifying employment
- Total taxable fringe benefits, directorship fees and share options exercised
- Total tax deducted from employment income, directorship fees and share options
- Any additional tax deducted in cases of outstanding employee tax liability
- SSC (employee and employer share)
- Maternity fund contribution paid by the employer





FSS Online Validation & Submissions



- https://cfr.gov.mt/en/Pages/Home.aspx
- Log in with E-ID
- 2-factor authentication



Employment – Maltese National

- ID Card Tax No. and Social Security No.
- Jobsplus Engagement Form
- Contract Details
- FS3 from Previous Employer
- FS4 to establish tax rate
 - Single
 - Parental
 - Married
- Any tax arrears to be paid?



Employment – EU National / Expat

- Residency Card
- Apply for Social Security No.
- Tax No. may be different from Residency No.
- Jobsplus Engagement Form (copy of ID or Passport)
- Contract Details
- FS4 to establish tax rate
 - Single
 - Parental
 - Married
- Any tax arrears to be paid?
- FS3 from Previous Employer



Employment – Third Country Nationals

- Identita` Employment Licence
- Single Work Permit issued for:
 - New Employment
 - Change in Employer
 - Change in Designation
 - Termination
- Social Security No.
- Tax No.
- Jobsplus Engagement Form
- Contract Details
- FS4 to establish tax rate



Single Work Permit - Change of employer

- Application
- Valid Residency Card + Passport
- Original employment contract signed and dated (with a clause saying that it will take effect if permit is granted)
- Position Description (template)
- Proof of advertising (past 6 months Facebook etc.)
- Declaration of Sustainability (Jobsplus)
- Rental agreement
- Approval letter from Housing Authority (that the property is registered)





Single Work Permit – New Application (In Malta or Still Abroad)

- All documents as per Change of Employer
- Full refund Insurance Policy
- Health Screening
- Copy of an official Identita`invitation letter
- Copy of Visa



Employment – Asylum Seekers

- Refugee Status
- Person can only work in the country in which they were granted status
- Jobsplus issues an Employment Licence
- Social Security No.
- Tax No.
- Contract Details
- FS4 to establish tax rate



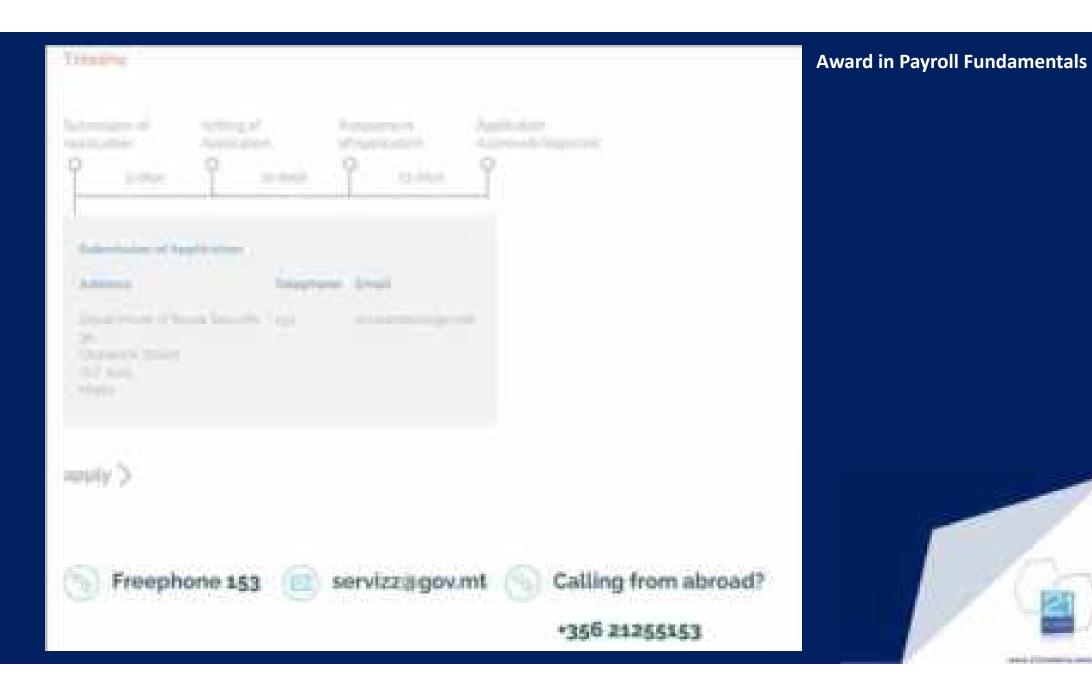
Applying for a Social Security Number

- A valid and active eID
- https://www.servizz.gov.mt/en/Page s/Inclusion_-Equality-and-Social-Welfare/Social-Solidarity/Benefitsand-Services/WEB632/default.aspx









Social Security No.





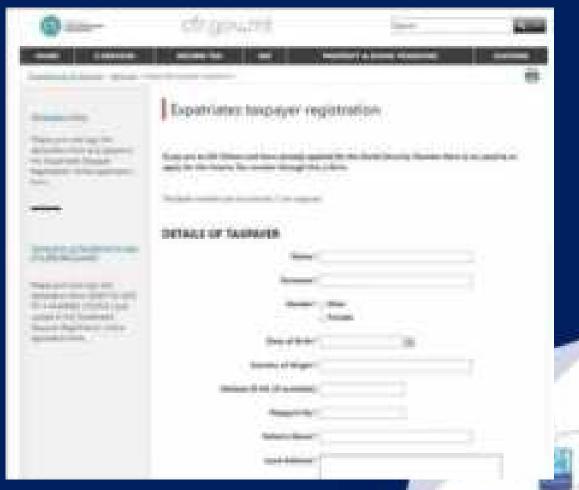
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Applying for a Tax Number

- A valid and active eID
- https://cfr.gov.mt/en/eServices/Page s/Expatriates-taxpayerregistration.aspx

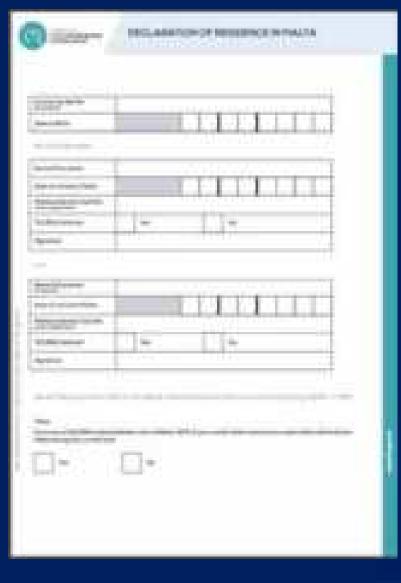


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Declaration

- To be uploaded with the Application for a Tax Number
- In case of other spouse staying in Malta
- Both to sign

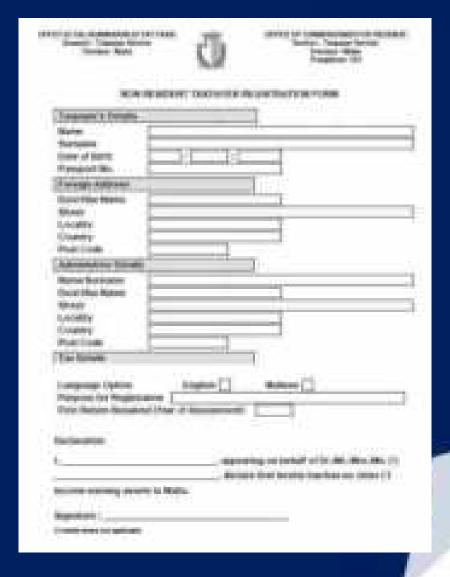




Employment Form

• Non-Resident

To submit via email taxpayeregister.cfr@gov. mt





Employer Data

- Entity Name
- Address
- Company number (C-12345)
- Industry Sector WRO
- VAT number (MT12345678)
- PE number (123456)
- Tax number (991234567)
- Owner / Director Name and Position

Jobsplus Schemes



Working out a Payslip





Calculating a Payroll - Data

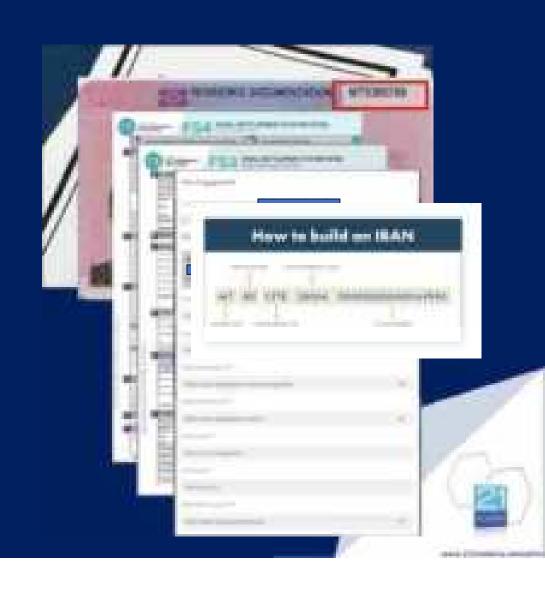
- Jesmond Stivala
- Born on 12 July 1987
- ID No. 654387M
- Single with no children } FS4
- Full-time Employment as from 1 September 2024
- Annual basic gross salary of €30,000
- No fixed allowances
- Was employed elsewhere up to 31 August 2024

Contract

Previous FS3

Engagement Process

- Signed Contract of Employment
- Copy of ID Card
- FS4
- FS3
- Register with Jobsplus online
- Send FS4 to CfR
- Validate Social Security Number
- IBAN Number



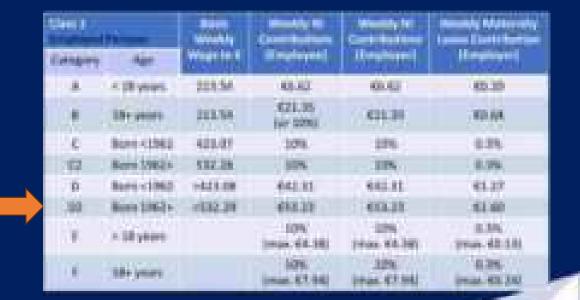
Monthly Gross Remuneration

- Basic Gross Monthly
 - € 30,000 per year
 - Divided by 12 months = €2,500.00 per month
- Basic Gross Weekly
 - € 30,000 per year
 - Divided by 52 weeks = €576.923 per week
- Monthly Hours worked
 - Full-time = 40 hours per week X 52 weeks = 2,080 hours
 - Monthly = 2,080 hours divided by 12 months = 173.33 hours



Social Security Category

- Basic Gross Weekly Salary = €576.92
- Jesmond was born in 1987 = 36 years
- NI Category is D (After 1962)
- NI Weekly rate is €53.23
- September 2024 had 5 Mondays
- Social Security for Sep 2024
 - €53.23 X 5 Mondays = €266.15



Statutory Weekly Allowance (Sep Bonus)

- €4.66 per working week pro rata
- September working days:
 - 2 6 Sep = 1 week
 - 9 13 Sep = 1 week
 - 16 20 Sep = 1 week
 - 23 27 Sep = 1 week
 - 30 Sep = 1 day (0.2 week)
 - Total = 4.2 weeks
- 4.2 weeks X €4.66 = **€19.57**

ERROR !! 1 month out of

6 months

= €121.16 / 6

= *€20.19*



Payslip Calculation for September 2024

Name	Jesmond Stivala		
ID No.	654387M		
NI No.	654387M		
Address	123, Main St	.23, Main Street	
	Valletta VLT	ta VLT1234	
Occupation	Designer		
PAYSLIP FOR THE MONTH OF	Sep-24		
		€	
Basic Monthly Gross	173.33 hrs	2,500.00	
Weekly Allowance (Pro-Rata)		19.57	
		2,519.57	
Less: Social Security (D2)	5NI	- 266.15	
Less: FSS	Single	???	
		XXX	

FSS Calculation

- Jesmond is taxed on SINGLE RATES
- Had a previous employment
 - Gross earned to 31 August 2024 = €17,902.89
 - Tax paid to 31 August 2024 = €2,659.00

 We will work it out during the next session!!

