



KENYA REVENUE AUTHORITY

INTERNAL

Form

ISO 9001:2015

MINOR REQUEST FOR CHANGE FORM

(To be filled and submitted with every Change Request on bugs, minor enhancements, parameter changes etc)

RFC Date: 14/10/2024

RFC Work Order No.: S2024_136310

RFC Detail

Originator: Isabella Muna

Department: CSS

Division/Section: HR

Unit: HR- Payroll

RFC Specifications done by: Shiundu Zachariah

RFC Type: Hardware ☐

Software ☒

Database ☐

Bug ☐

Defect ☒

Change to Existing Functionality ☐

System to be affected: iSupport SAP ERP

Modules to be affected: HCM – Payroll, Personnel Administration

RFC Subject: Revision and Update of P9 Template.

Brief Description of change required:

A **P9 form** is an official tax document used in Kenya to report an employee's earnings and tax deductions for a specific year. Employers issue this form to their employees at the end of each financial year, summarizing the total salary earned and taxes paid during the year. It is important for employees when filing annual income tax returns with the Kenya Revenue Authority (KRA).

The P9 form typically includes the following details:

- Total gross pay
- Taxable allowances and benefits
- Reliefs applicable e.g. personal relief, insurance relief, mortgage relief, pension relief
- PAYE (Pay As You Earn) deductions
- Pension and social security contributions

Employees use the P9 form to fill out their **individual tax returns (ITR)** through KRA's iTax system.

The goal of this RFC is:

1. To update the P9 form to incorporate new tax reliefs introduced in the current year, these are the Affordable Housing Levy (AHL) Relief and PRMF Relief.
2. Revise the P9 template to simplify its format and improve clarity, ensuring the changes are completed before the 1st of January deadline.
3. Simplify the P9 access process on the portal for ease of access by users.

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Problem analysis and root cause:

The P9 form, which reports employee earnings and tax deductions, requires an urgent update to incorporate new tax reliefs introduced this year, such as the AHL Relief and PRMF Relief, which are currently missing. The missing columns will result in confusion for users when they access the P9 form anytime from January 1st 2025. Updating the template is essential to simplify and prevent potential user issues. (See Annex I; Current P9 form column template.) P9 access process on the portal is lengthy and not straightforward for users which poses challenges.

Proposed Solution:

1. Update the P9 form to include the newly introduced AHL Relief and PRMF Relief, ensuring that these fields are correctly integrated into the payroll system and reflected in the final form.
2. Review and streamline the P9 form by reducing and reorganizing the layout focusing on presenting the most relevant information clearly.
3. Simplify P9 accessibility process on the isupport portal for ease of access and reduce user challenges.

The new proposed P9 form is attached as Annex II.

Risks:

Incidents/inadequate control	Risks Statements	Risk Rating [1-25] probability* impact	Proposed Controls
Delay in updating the P9 form	Failure to incorporate the new tax reliefs (AHL Relief, PRMF Relief) by the January 1st deadline may result in non-compliance with tax regulations.	4 (1x4)	Establish a strict timeline with milestones for implementing updates and testing to ensure timely completion.
System integration issues	Potential technical issues when integrating new tax relief fields into the payroll system, leading to data errors.	16 (4x4)	Conduct comprehensive system tests and ensure backups are available before deploying the updates.

Rollback plans

This change is effected through a transport request. The developer/functional analyst should take note of all object changes so that in case there is need for a rollback, a transport request can be created to reverse the changes. The system restore functionality in SAP also ensures that a backup of the system can be accessed whenever there is a major system disturbance.

In case of a rollback:

1. The developer/functional analyst who prepared the solution will create a transport request to revert back the changes.
2. SAP Basis team will perform a restore of the most recent backup if the impact is major.

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INTERNAL

Prepared by:

Shirindy Zechanzh Signature: Zechanzh Date: 30-10-2024
(RFC Drafter)

Requested by:

Christopher Ndeto Signature: Christopher Date: 30/10/2024

Reviewed by:

Isabelle Mw Signature: Isabelle Date: 30/10/2024
(To be signed by the requesters Immediate Line Manager)

Approved by CM HR:

Name Betty Kimani Signature: Betty Kimani Date: 30/10/2024

CAC Approval

Name _____ Signature: _____ Date: _____
(To be signed by the CAC Chair):

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Annex I

KENYA REVENUE AUTHORITY
DOMESTIC TAXES DEPARTMENT
TAX DEDUCTION CARD P9 YEAR 2023

Page No. 1

EMPLOYER NAME: KENYA REVENUE AUTHORITY

EMPLOYER PIN NO: PC -4C

EMPLOYEES NAME :

EMPLOYEES NUMBER:

MONTH

- A -
pay
Kshs

- B -
Benefits
Non-Cash
Kshs

- C -
Value of
Quarters
Kshs

- D -
Total
Gross pay
Kshs

- E1 -
Defined
Contribution
Kshs

- E2 -
Actual
Contribution
Kshs

- E3 -
Legal Limit
Kshs

- F -
Amount
Deposited
Kshs

- G -
Retirement
Contribution
Kshs

- H -
Chargeable
Pay
Kshs

- J -
Tax
Charged
Kshs

- K -
Personal and
Insurance Relief
Kshs

- L -
PAYE
Kshs

Fig 1. The Current P9 Form.

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EMPLOYER NAME: KENYA REVENUE AUTHORITY

EMPLOYER PIN NO:

EMPLOYEE NAME:

EMPLOYEE NUMBER:

EMPLOYEE PIN NO:

MONTH	-A- Pay Kshs	-B- Benefits Non-Cash Kshs	-C- Value of Quarters Kshs	-D- Total Gross Pay Kshs	-E- Actual Pension Contribution Kshs	-F- Pension Contribution Kshs	-G- Mortgage Relief Kshs	-H- Taxable Pay Kshs	-I- Tax Charged Kshs	-J- Insurance Relief Kshs	-K- Personal Relief Kshs	-L- PRRF Relief Kshs	-M- AHL Relief Kshs	-N- PAYE Kshs
JAN	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
FEB	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
MAR	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
APRIL	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
MAY	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
JUNE	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
JULY	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
AUG	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
SEPT	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
OCT	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
NOV	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
DEC	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
TOTALS	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

TO BE COMPLETED BY EMPLOYER AT END OF YEAR

TOTAL CHARGEABLE PAY (COL.H) Kshs 000.00
TOTAL TAX (COL.L) Kshs 000.00
P9A

1. DATE EMPLOYEE COMMENCED IF DURING YEAR 00.00.0000

2. DATE LEFT IF DURING YEAR 00.00.0000

NAME AND ADDRESS OF NEW EMPLOYER

3. DID EMPLOYEE RECEIVE ANY BENEFITS OTHER THAN IN CASH

4. IF HOUSING PROVIDED STATE MONTHLY RENT CHARGED Kshs/PER MONTH. 0,00

5. WHERE ANY OF THE PAY RELATES TO A PERIOD OTHER THAN THIS YEAR E.G. GRATUITY GIVE DETAILS OF AMOUNTS, YEAR AND TAX

EMPLOYER CERTIFICATE OF PAY AND TAX

NAME

SIGNATURE

ADDRESS

DATE AND STAMP

YEAR	AMOUNT	TAX
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