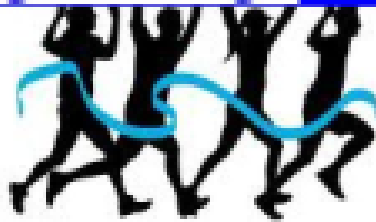


PayEasy +HR



Payroll and HR software

User Manual

Version 20.09

www.payeasy.co.tz
April 2020

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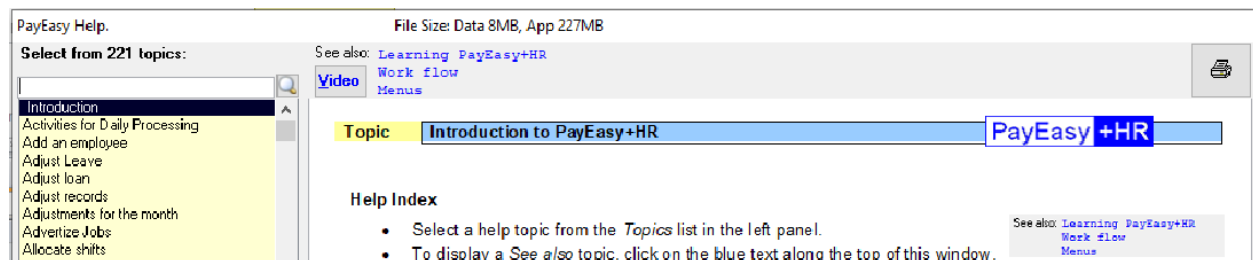
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1. Introduction: PayEasy payroll and HRM system


1.01 Help system

Help Index:

- To access a help topic, choose *Help > Index > F1*, and select the topic from the *Topics* list on the left.
- To display a *See also* topic, click on the [blue underlined](#) text along the top of the PayEasy+HR Help window.

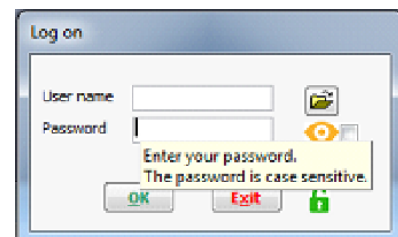


Context sensitive help:

- Most data fields have balloon help – place the mouse pointer on the field for it to appear:
- In any form, press function key F1 for context sensitive help.
- Click on the  button for specific help.

Learn about PayEasy+HR:

- Open the training file *TrainingPE.mde* to see what data to enter, and what the reports look like.

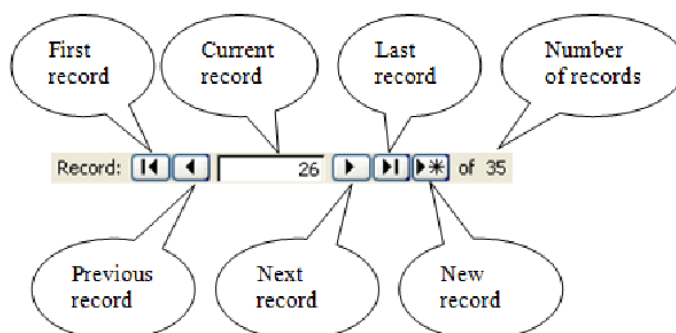


Assistance:

- If you experience problems with this software, send the developer an email: select the option *Help > Email Error report*.
- Did you forget your password? Contact info@payeasy.co.tz and mention your company's name, phone number.
- Note that PayEasy+HR software comes with a three months' free helpdesk included. After that, you will need to have a support agreement: www.payeasy.co.tz/support

1.02 Navigation buttons

Purpose Navigations buttons let you move between records.



1.03 Menus

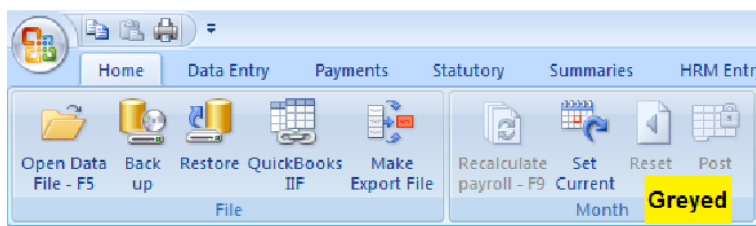
Purpose Use menus to select options.

PayEasy has nine menu tabs:

- Home File management commands for backing up and restoring your company file.
- Data entry Options that affect all data like reset, recalculate, post and others.
Enter employee data.
Configuration of drop down values, rates (for example: PAYE table).
Set user rights
- Payments
- Statutory Make outputs, such as salary slips, summaries, official forms for TRA, pension funds, banks, and others
- Summaries
- HRM Processing Included with an HR license. Enter Human Resource data.
- HRM Reports Included with an HR license. Make outputs for Human Resource management information.
- Options
- Help Options for assisting users with using PayEasy.

Ribbon Commands may be greyed out and inaccessible because either:

- The current month was already posted.
- Your rights do not allow you to access these options. Set user rights with Options > Users



In this menu commands (or “options”) are referred to as *Tab > Group > Command*, for example
Home > File > Backup

If the resulting form has its own tabs, and is divided in sections, then the complete reference may be like:

Data entry > Data > Employee Info > Tab: Personal > Section: Education

1.04 Function keys

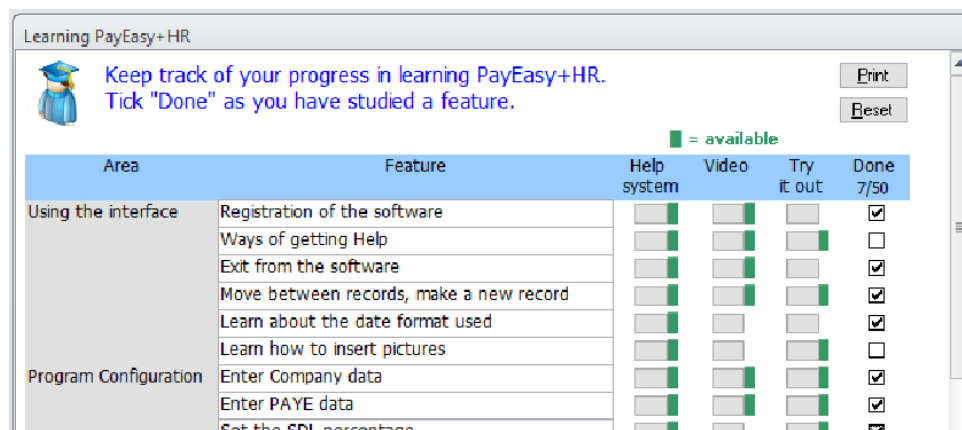
F1	Help	F9	Recalculate
F2	Employee info	F10	Basic salary calculator
F3	Payroll for month	F11	Compress
F4	Backup	F12	Calculator
F5	Set Month	CTRL+O	Open File
F6	Detailed Overview report	CTRL+P	Print
F7	Spelling Checker	CTRL+L	Lock PayEasy
F8	Configuration	SHIFT+F8	Users
		SHIFT+F12	Validate PayEasy

1.05 Learning to use PayEasy+HR

Purpose Provide guidance in learning to use the PayEasy software

Menu *Help > Tools > Learning PayEasy*

Learn about PayEasy's options by studying help screen, running an audio visual demos session, and trying out your skills in a selected entry screen.



1.06 If you experience problems

If the software produces errors:

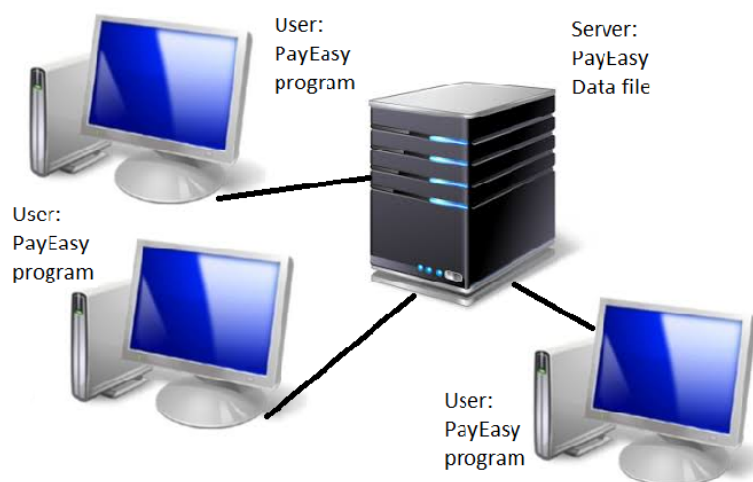
- Choose to see the answers to Frequently Asked Questions: *Help > Help Index > FAQ1, FAQ2*
- Choose *Help > Email Error Report*. See section 5.2 for instructions.
- Send an email to info@payeasy.co.tz and ask for assistance. Note that PayEasy+HR software comes with a three months' free helpdesk included. After that, you will need to have a support contract: www.payeasy.co.tz/support.

1.07 Network

The software can be used stand-alone or multi-user on a network. To make it multi user:

- Use the Windows Explorer to copy your *DataPE.mde* file to a shared drive.
- Link to it using *File > Open*.

Note: the company data file DataPE may have been renamed.



1.08 Multiple companies

The software can be used for multiple companies. You need to purchase a license for each additional company file.

To open another company use the *Home > Open Data File* option – refer to section 2.07.

1.09 Calculations for the payroll

This is the algorithm used in calculating payroll values:

Calculate Overtime

BasicPerHour = Basic / Hours in month

TotalOverTime = OT rate₁₋₄ * OT hours₁₋₄ * BasicPerHour

Calculate Gross

Gross = Factor * Basic + TotalOverTime + Earnings Taxable - Deductions Taxable

Calculate Pension

PensionBase = Basic for ZSSF, Gross for all others.

Pension Employee = EmployeePercentage * PensionBase

Pension Employer = EmployerPercentage * PensionBase

Calculate Taxable

Taxable = Gross - Pension Employee + Housing Taxable + Loan Taxable

Calculate PAYE

PAYE = Offset + Percentage * (Taxable - LowValue)

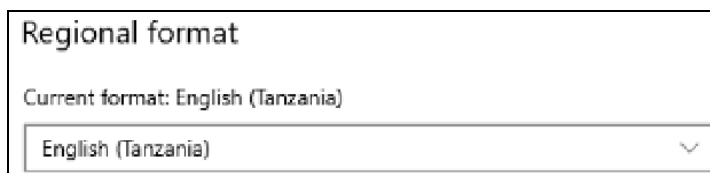
Calculate Take Home

Take Home = Gross - Pension Employee - PAYE - DeductForLoan – Deductions + Earnings

1.10 Date format

PayEasy requires the date format to be dd/mm/yy. If your PC is set to another date format, for example US with mm/dd/yy, then change it as follows:

- Start
- Settings
- Time and Language and Language
- Region
- Set regional format to "English (Tanzania)"



Regional format

Current format: English (Tanzania)

English (Tanzania) ▼

Use the / symbol as a date separator. So you would enter the year's last day as 31/12/18 and **not** as 31.12.18 or 31-12-18.

1.11 Download Updates

Updates are posted on the web:
www.payeasy.co.tz/payeasyupdates

The files are:

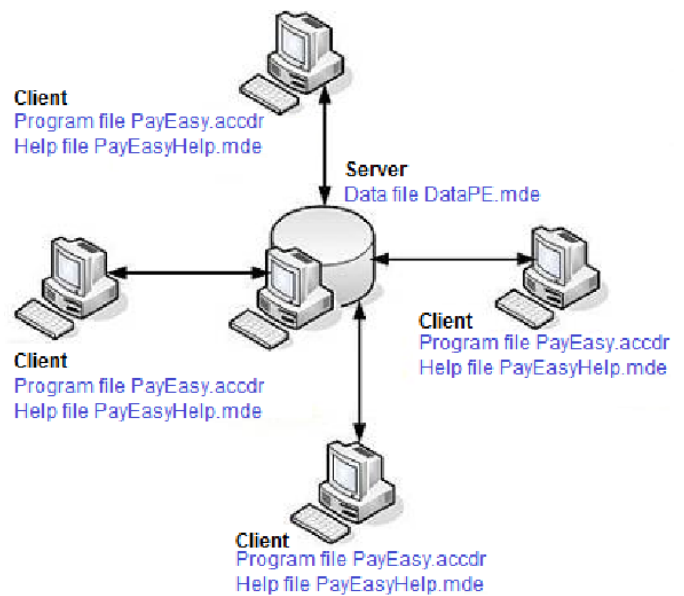
- Program file - PayEasy.accdr
- Help file - PayEasyHelp.mde
- User manual - Manual.pdf

To update:

- Downloading the file HRM_updater.exe,
- Exit from the PayEasy+HR software.
- Run PayEasy_updater.exe

If you are using a network, copy the three downloaded files to the program folder on each client PC: C:\PayEasy

Updates do not delete your data. It changes data structures and adds data tables.



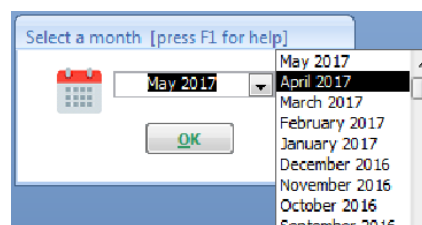
2. Home Options

2.01 Set Month

Purpose To choose the active month.

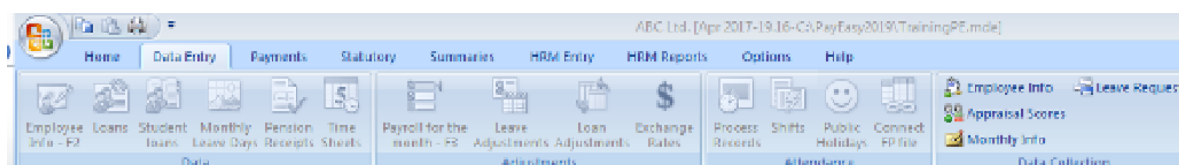
Menu *Home > Month > Set Current*

- This option sets the month for payroll processing.



- The selected month is displayed along the top of the screen.
- Only if you select the current month, the payroll options on the *Data Entry* menu can be selected. Below you see that payroll entries cannot be changed for April 2017 which had already been posted.

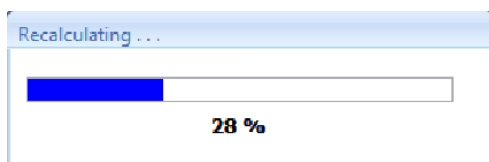
ABC Ltd. [Apr 2017-19.16-C:\PayEasy2019\TrainingPE.mde]



2.02 Recalculate Payroll

Purpose To refresh all calculations used in PayEasy

Menu *Home > Month > Recalculate Payroll*



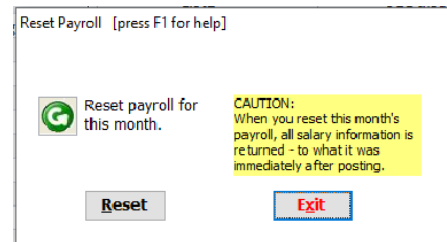
- Use this to update the payroll with changes made in the Employee form, or configuration values.
- Overtime, Leave taken, Loan or Advance will remain as you had set them.
- To reload default values for all fields, select the option *Home > Month > Reset*. All values for this month are reset to their standard values.

2.03 Reset Payroll

Purpose To load the default values for this month.

Menu *Home > Month > Reset.*

- Use this option to set all fields to their default values.
- Any changes that you made to Overtime, Leave taken, Loan or Advance will be reset.
- To refresh all calculations select the option *Home > Month > Recalculate Payroll*, but keeping changes you made to Factor, Overtime, Leave taken, Earnings or Deductions.

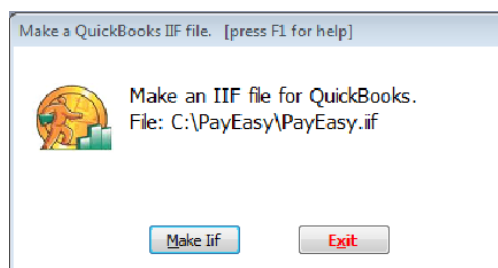


2.04 Make QuickBooks IIF file

Purpose To export the monthly accounts' summary to an IIF file that can be imported by QuickBooks

Menu *Home > File > QuickBooks IIF*
Options > Setup > Configuration > Tab: Docs, Scores

1. Select the menu *Home > File > QuickBooks IIF* You see to which folder the IIF file will be exported.



2. To change the destination folder, select *Options > Setup > Configuration > Folders, Localize* and select the path:



3. To import the data into QuickBooks:
 - a. Log on as the administrator
 - b. Select Single user mode: *File > Single user mode.*
 - c. In QuickBooks, import the PayEasy.iif file with *File > Utilities > Import > IIF files...*

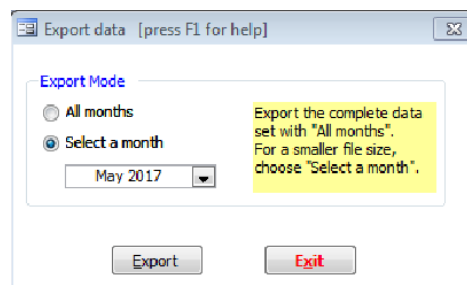
2.05 Make Export file

Purpose To make a data file to be imported by the optional PayEasy Integrator software.

Menu *Home > File > Make export file*
Options > Setup > Configuration > Tab: Company

The optional software “PayEasy Integrator” imports data files from several PayEasy company files.

- To make such a data file, select *File > Make export file*. Select either all months, or a single month. Data files for all months may be large.



- Each data file must have a unique number corresponding to a company file, in a range of 1 .. 9. Configure this number in *Options > Setup > Configuration > Tab: Company*.

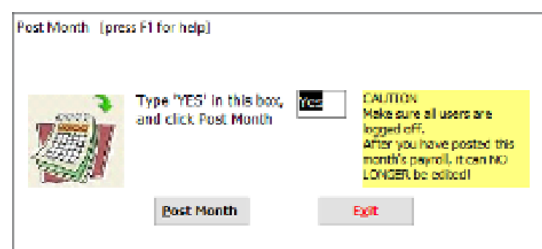
Integrator number 1

2.06 Post Month

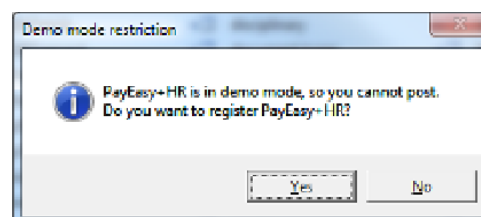
Purpose To permanently store this month's payroll information.

Menu *Home > Month > Post*

- Use this option after you have printed all payroll reports and are sure no more changes are needed.
- After posting the payroll, that data can no longer be changed! You are asked to enter the word “yes”.
- Click *Post Month*:
 - The current payroll is recalculated, and stored.
 - The payroll information for the next month is automatically initialized.
- You may view the reports of previous months with the option *Home > Month > Set Current*. You cannot change payroll values while in previous months.



When you are using PayEasy+HR in demo mode, you are unable to post the month, and continue with a next month. You will have to register & validate it first using SHIFT+F12.

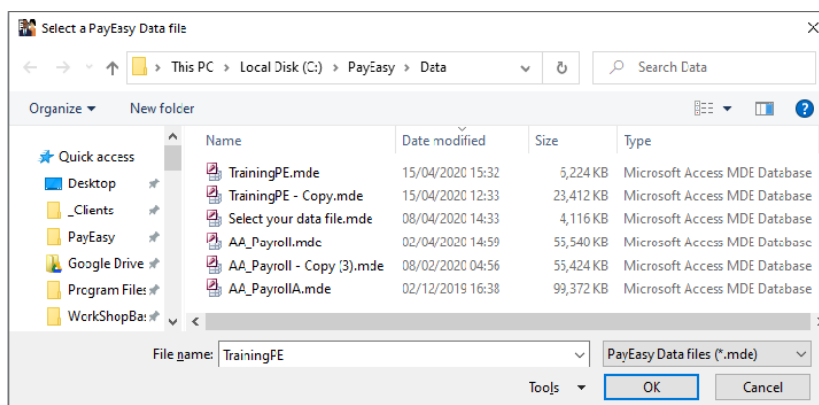


2.07 Open File

Purpose To open another data file.

Menu Home > File > Open Data file

- Use this to option to:
 - Use another data file
 - Use a data file placed on a server, shared by others.
- To select a data file:
 - Click Browse, and select the file.
 - Click “Link to Data file”



NOTES:

- If the file is located on another PC, it may take up to a minute to link.
- You have re-login.

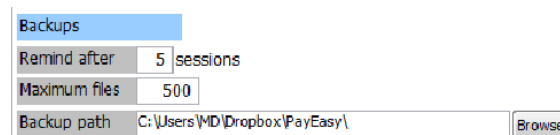
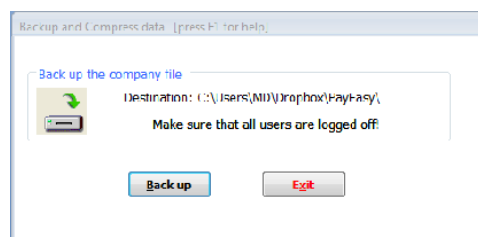
2.08 Back up

Purpose To make a spare copy of the data. Before backing up, the data file is compressed.

Menu Home > File > Back up

Caution: Before backing up, make sure that **all users are logged off!**

- The data is stored in the data file. Its standard file name is *DataPE.mde*.
- The Backup path is set in *Options > Setup > Configuration > Tab: Docs, Scores*
- The backup file receives a suffix consisting of the date and time, for example: *DataPE_180126_1135.mde* was created on 26th January, 2018, at 11:35 hrs.
- To restore the file, see the next section.
- Set a back-up reminder in *Data entry > Configuration > Tab: Folders*



2.09 Restore data file

Purpose To return data of a previously made backup.

Menu Home > File > Restore

Caution: Before restoring, make sure that **all users are logged off!**

- The data that is used by the software is stored in the data file, called *DataPE.mde* by default.
- The backup files have suffixes consisting of the date and time. For example:
DataPE_200408_1143.mde was created on 8th May, 2020, at 11:43 hrs.

Restore a Backup file. [press F1 for help]

Get Company Backup from:

Backup file TrainingPE_180313_0944.mde

Backup folder C:\PayEasy\Backups\

Browse

Restore Company Backup to:

Restored file TrainingPE.mde

Folder for restore C:\PayEasy\

Browse

If you are sure to restore, then type in *YES* yes

Restore Exit

3. Data Entry Options

3.01 Employee info


Purpose	1. To enter employees' information for reference. 2. To supply information for payroll reports. 3. To track employees' information over time.
Menu	1. <i>Data entry > Data > Employee Info</i> 2. Define entries in pull down fields: <i>Options > Setup > Configuration</i> .

- Options in pull-down lists are managed in *Data Entry > Configuration*.
- Tabs are displayed or hidden as set in *Users > Employee Info tabs*
- Fields with a blue asterisk must be filled in.
- Run the “Missing” report by clicking [List Missing Fields](#), to find incomplete fields.

* = must be filled in	Date of birth *	22/01/1966
	Nationality *	Tanzania

- To attach reports, click on the blue arrows and browse to the target document.
- To add a photograph: open a picture of approximately 100x 120 pixels in an editor program. Copy it with CTRL+C. Select the picture box in the employee info window, and paste it with CTRL+V.

Scanned docs	→	Docs\AttendanceProcessing.docx
--------------	---	--

- Only users with the Sysop level see the  button. Only *Delete* employee who were added by mistake.
- When Employees leave employment, make them inactive with the Status field:

Status *	On Post
status	Paid
Deceased	No
End of contract	No
Maternity leave	Yes
On Post	Yes
Pensioned	No
Sick Leave	Yes
Study/Training leave	Yes
Terminated	No

3.01.1 Employee info - Codes

Purpose	Codes used for employees; the Admin Code, the Clock Code
Menu	<i>Data Entry > Data > Employee Info</i>

- Every employee should be assigned an Admin code, and if attendance clocks are used, a Clock code also.
- The Admin code may consist of up to 10 alpha-numeric characters.
- Depending on the Clock model, Clock codes are often numerical only.

Codes	
Admin *	M-001
Clock	1901

NOTE: The Admin code is compulsory.

3.01.2 Employee info - Status

- The *Status* field captures the current employee status in
Data Entry > Data > Employee info

status	Paid
Deceased	No
End of contract	No
Maternity leave	Yes
On Post	Yes
Pensioned	No
Resigned	No
Sick Leave	Yes
Study/Training leave	Yes
Terminated	No

- Edit the status fields in *Options > Setup > Configuration > Tab: Employment*.
The *active* tick box indicates whether an employee is included in the payroll, and receives salary.

Active Employment status	Active	Tick if should be included on the payroll
Deceased	<input type="checkbox"/>	<input type="checkbox"/>
End of contract	<input type="checkbox"/>	<input type="checkbox"/>
Maternity leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On Post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pensioned	<input type="checkbox"/>	<input type="checkbox"/>
Resigned	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Study/Training leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tick if should be included on the payroll	<input type="checkbox"/>	<input type="checkbox"/>

3.01.3 Employee info - Type of contract

Purpose Set the type of contract.

Menu (1) *Data entry > Data > Employee info*.
(2) *Options > Setup > Configuration > Tab: Employment*

- The *Type* field captures the type of contract in
Data Entry > Data > Employee info:

Type	notes	Process	Finger Print
contract	Minimum 45 hrs/week	Fixed	Yes
Employee - full time -Support		Daily	Yes
Seasonal		Fixed	No
Employee - full time -Mgmt		Fixed	No

- The *process* field determines how salaries are calculated:
 - Fixed: for monthly processing
 - Monthly: for monthly muster roll processing
 - Daily: for daily muster roll processing, using finger print scanners
 - Confidential: Fixed, and only visible when logged in as Sysop.
- Edit the *Type* fields in
Options > Setup > Configuration > Tab: Employment

Type of contract	Notes	Process	Finger Printing	Confidential	WCF	Category
Employee - full time -Mgmt		Fixed	<input type="checkbox"/>	<input type="checkbox"/>	Permanent	
Employee - full time -Support	Minimum 45 hrs/week	Fixed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permanent	
Seasonal		Daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary	

3.01.4 Employee info - Withholding tax

Purpose Pay Withholding Tax for foreign consultants

Menu (1) *Options > Setup > Configuration > Tab: earnings, deductions.*
(2) *Data entry > Data > Employee Info > Tab: Financial*

Monthly fees for foreign consultants (individuals not companies) are paid with 15% withholding tax. They are not subject to PAYE, and pension contribution is optional.

To configure this:

1. In *Options > Setup > Configuration > Tab: earnings, deductions* create a deduction "Withholding Tax", choose 15% of Gross salary:

Deductions	Deduction - other language	Type	Qty	Recurrent	Tax Deduct	Union	Wt tax	Student Loan
Withholding tax - resident		%GR	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Withholding tax - foreigner		%GR	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. To skip paying PAYE, check the tick box "Do not pay PAYE" in *Data Entry > Data > Employee Info > Tab: Financial*:

Do not pay PAYE ☒

3. Set a recurrent Deduction for the employees with Withholding Tax in *Data Entry > Data > Employee Info > Tab: Employment Details*:

Recurrent Deductions
Withholding tax - resident

4. Print monthly reports with *Statutory > Monthly Payments > Withholding Tax*.
5. Print semi-annual reports with *Statutory > Semi-Annual TRA Statements > Withholding Tax*.

3.01.5 Employee info - Picture / Logo

Purpose Paste pictures and logo into forms.

Menu (1) *Data Entry > Data > Employee Info > Tab: Personal*
(2) *Options > Setup > Configuration > Tab: Company*

Pictures / graphics are set in two places:

- **Employee's photograph.**
 - The employee photograph is used in the report "Employee Info sheets".
 - To add a photograph:
 - Open a picture of approximately 100x 120 pixels in an editor program.
 - Copy it with CTRL+C.
 - Select the picture field in the Employee Info window, and paste it with CTRL+V.

Passport picture

Display mode
Set Clip

Print ID cards
Single All
☐ No company name

- **Organization's logo.**
 - The logo is printed at the top of all reports.
 - To add a logo:
 - Open a graphics file of a logo of approximately 100x 500 pixels in an editor program.
 - Copy it with CTRL+C.
 - Select the picture box in the *Configuration* – Company window, and paste it with CTRL+V.



3.01.6 Employee info - Contracts

Purpose Record employees' contract data

Menu (1) *Options > Setup > Configuration > Tab: Financial*
(2) *Data Entry > Data > Employee Info > Tab: Employment Details*

- Select *Options > Setup > Configuration > Tab: Financial* and tick *Show single contract* to use only one contract, or leave it unticked to record multiple contracts for each employee.
- Enter contract data

Employee entry form

Show single contract ☒

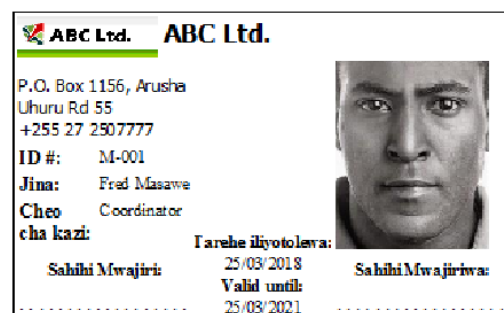
- When using multiple contracts, only the most recent one can be edited. Previous contracts can only be viewed.

3.01.7 Employee info - ID cards

Purpose To produce a single ID card, or ID cards for all employees.

Menu *Data Entry > Data > Employee Info > Tab: Personal*

- Click Single or All to select one, or all cards.
- Print with Ctrl+P



3.01.8 Employee info - Licenses

Purpose	Define additional licenses for employees
Menu	<i>Data Entry > Data > Employee Info > Tab: Personal</i>
	<i>Options > Setup > Configuration > Tab: Documents</i>

- On the Personal tab sheet of employee Info, there are two pre-programmed licenses: Driver's License, and Passport.

Licenses		
	Document number	Expires on
Drivers License	A012345678	15/07/2015
Passport	A513534151J	30/08/2018
Advertizing	H-246801	15/06/2008




- You can add three licenses by selecting *Options > Users > Configuration > Documents >*

Document types, for reminders:	
Type 1	Advertizing
Type 2	
Type 3	

3.01.9 Employee info - Employment Details

Purpose	Enter contract information.
Menu	<i>Data Entry > Employee Info > Tab: Employment Details</i>

- Select
Data Entry > Employee Info > Tab: Employment Details
- There are three possible stages of records, as shown in the picture from top to bottom:
 - Previous contract. It can no longer be edited.
 - Present contract. It can be edited.
 - New contract. As soon as it is edited, it becomes the Present Contract.

Contracts	
?	  
Period *	02/06/2003 - 31/12/2008 Locked
Basic salary *	TZS 1,000,000
Factor	1.0000
Place of work / Department	HQ:Management:Senior
Branch	Head Quarters
Period *	01/01/2009 - 31/12/2010 Edit
Basic salary *	TZS 1,200,000
Factor	1.0000
Place of work / Department	HQ:Management:Senior
Branch	Head Quarters
Period *	- Edit
Basic salary *	TZS 0
Factor	1.0000
Place of work / Department	
Branch	

- Once posted, the payroll cannot be updated anymore, see *Post month*.
- In the bottom of the screen results for the selected employee are shown.
- In the bottom of the screen the summary for the selected employee is shown.

(Summary for: Fred Amos Masawe in TZS)		Earnings		Taxable Benefits		Deductions		Summary		Leave		Deposited	
Effective Basic	519,980			Housing	50,000	PAVE	0	Basic	1,200,000	Brought forward	27.28	Accr	50489690889
Overtime	118,923			Loan	0	Others owed	0	Gross	696,883	Ferret	0.00	TZS	547,195
Others taxed	60,000			In Kind	0	Others after tax	80,900	Taxable	677,165	Taker	10.00	Accr	1698437321
Others after tax	0			Total	50,000	Total	119,688	Loan Balance	660,000	Carried forward	17.28	USD	0
Total	696,883							Net Pay	647,195				

3.01.12 Payroll for month - Factor

- Purpose**
1. The factor allows you to issue only a fraction of the monthly salary. Factor affects the basic salary, and leave earned values.
 2. Used to yield the *effective days worked* for casual workers.

Menu Data Entry > Adjustments > Payroll for the month.

This factor is always set to '1.0000' except:

- When employment **started** or **ended** during the month, so that Factor can be entered as a fraction representing the days employed in that month. If an employee starts working on June 17th, then

$$\text{Factor} = (30-17) / 30 = 0.4333$$

21 Employees	Overtime	Hours	Leave, Factor
1901 Fred Amos Masawe	Standard	2.00	
	Public Holiday	8.00	? Leave 10.00
		0.00	
		0.00	? Factor 0.4333

- When an employee has been on sick leave for more than 65 days, and the basic salary is reduced with 50%.
- When an employee has been on sick leave for more than 130 days, and the basic salary is reduced from 50% to 0%.
- Click **Set** to use the Factor calculator. In the example on the right, the employee receives 50% salary before May 15th, and no salary after that. Fred will receive an Effective Basic salary of 0.4333x Basic

Set	50	% before	15	May, and	0	% for the rest of this
21 Employees	?	Overtime	Hours	Leave, Factor		
1901 Fred Amos Masawe	Standard	▼	2.00			
	Public Holiday	▼	8.00	?	Leave	10.00
		▼	0.00			
		▼	0.00	?	Factor	0.4333

- The factor can also be used for part-time employees. Use Data entry > Data > Employee Info > Tab: Employment Details to set the factor for an individual employee:

Contracts			
Period	* 01/01/2009 - 31/12/2010		
Basic salary	* TZS 6,815,300		
Factor	0.5000		
Place of work / Department	HQ:Management:Senior		
Branch	Head Quarters		

3.01.13 Payroll for month - Deposited

Purpose To select on what account what amount should be deposited.

Menu Data Entry > Adjustments > Payroll for the month.

- The deposited amount for the first bank account is calculated to be equal to the Take Home amount.
- If there's a second account, you can enter the whole amount or part of it. The other account's amount is adjusted so that the total remains equal to the take home amount.
- If one of the accounts uses foreign currency, the summary in the bottom of the window displays the converted foreign amount.

Deposits			
A/c #	904690890890	Chq # sal	000246
TZS	570,000	Chq # adv	000212
A/c #	1698437321	Notes	
USD	250,000		

In this example, it uses the Exchange rate set in
Options > Setup > Configuration > Tab: Financial

TZS 250,000 2,300 = USD 109

Deposited	
A/c #	904690890890
TZS	570,000
A/c #	1698437321
USD	109

3.01.14 Payroll for month - Overtime

Purpose 1. Configure the overtime types and their rates
2. Set overtime for employees, for the month

Menu 1. Data Entry > Adjustments > Payroll for the month.
2. Options > Setup > Configuration > Tab: Financial

- Overtime is calculated as Rate x Hours x (Basic salary / Hour)
- Overtime types are selected in the Data Entry > Data > Payroll for month form, and the overtime hours are entered there also.
- The hour per month information is entered in Data Entry > Employee info > Tab: Employment details.

Overtime Hours	
Standard	2.00
Public Holiday	8.00
None	0.00%
Standard	150.00%
Public Holiday	200.00%

Time	
Leave, days, hours	
Annual leave	28.00
Monthly leave	2.33
Hours / month	195.000
Days / month	26.0
Hours / day	7.5

- The Overtime rates are entered in Options > Setup > Configuration > Tab: Employment

Overtime description	Description - other language	Rate	Code	Daily
None	Hakuna	0.00%	X	<input type="checkbox"/>
Standard	Kawaida	150.00%	N	<input type="checkbox"/>
Public Holiday	Likizo ya umma	200.00%	P	<input type="checkbox"/>
Night	Usiku	200.00%		<input type="checkbox"/>
*		0.00%		<input checked="" type="checkbox"/>

3.01.15 Payroll for month - Leave

Purpose To record employee Annual Leave.

Menu Data Entry > Adjustments > Payroll for month > Field: Leave

- Enter the number of leave days taken in the current month in the Leave field.
- The summary shows:
 - Brought forward: leave brought forward from the previous month. This value can be changed through *Data entry > Leave adjustment*.
 - Earned: value entered under *Data Entry > Employee info > Employment details*.
 - Carried forward: leave carried forward to the next month.

Leave	
Brought forward	9.93
Earned	2.08
Taken	4.50
Carried forward	7.51

3.01.16 Payroll for month - Footer

Purpose Add footers to pay slips

Menu Data Entry > Adjustments > Payroll for month

- Add a footer message to individual pay slips, in the field as shown here:

Deposits			
A/c #	904690890890	Chq # sal	000246
TZS	2,459,522	Chq # adv	000212
A/c #	1698437321	Notes	
USD	15,000	Removed	
		Achievement bonus	

- Footers appear like this:

EMPLOYEE		EMPLOYER	
TAKE HOME:		308,067	
Bank a/c 0100314759500:		308,067	
LEAVE:			
Brought forward:		5.49	
Earned:		1.83	
Taken this month:		0.00	
Carried forward:		7.32	
Removed achievement bonus			
I have received my salary as indicated above:			
Date:			
Name:			
Signature:			

footer

signature area

3.02 Loans

Purpose 1. To record loans issued, and their monthly deductions.
2. To adjust recorded loans.

Menu *Data entry > Data > Loans*

Loans [V][E][A][D]										
	Employee	Issue Date	Loan Amount	Loan Balance	Number of Months	Monthly amount	Remark	Basic salary	Balance / Basic	Transaction Type
	Mary Consolata Fulani	15/05/2017	TZS 500,000	500,000	12	41,667		TZS 638,400.00	0.78	Issue
	Peter Joshua Lema	15/05/2017	TZS 300,000	300,000	6	50,000		TZS 300,000.00	1.00	Issue
	Tony Masha	15/05/2017	TZS 200,000	575,000	8	71,875		TZS 672,000.00	0.86	Adjustment


- The *Issue date* must be in the current month.
- The *Monthly Amount* is calculated as *Loan Amount / Terms*.
- The Monthly Amount is shown in *Data Entry > Payroll for Month*, and can be edited.
- To adjust a loan, select an Employee who has a loan running. Enter a negative or positive amount with which to adjust.

3.03 Student Loans

Purpose To produce HESLB monthly schedule

Menu (1) *Options > Setup > Configuration > Tab: Earnings, Deductions*
(2) *Data Entry > Data > Student Loans*
(3) *Summaries > Loans > HESLB*

- Select *Options > Setup > Configuration > Tab: Earnings, Deductions*.
Add a deduction HESLB, and make sure to tick *Student loan*.

Deductions	Deduction - other language	Type	Qty	Recurrent	Tax	Deduct	Union	WHT	tax	Student Loan
HESLB	HESLB	%	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- Select *Data Entry > Data > Student Loans*, and enter student information.

Student Loan Info. [V][E]							
Find	Employee name		Index number				
Employee name	Student name	Index number	PF/Check no	Institution	Year Entry	Year Exit	Balance B/F
Fred Amos Masawe	Fred Amos Masawe	7864545987	ABC1234	IAA Arusha	2000	2003	9,800,000
Hamisi Mo Juma	Juma Hamisi	876764876	DEF9834509	Mzumbe University	2010	2014	12,400,000
Peter Lema	Peter Lema	54380980958	9809j25253	IAA	2010	2012	1,800,000

- Select *Summaries > Loans > HESLB*, enter footer fields, and run the report:

HESLB LOAN MONTHLY REPAYMENT SCHEDULE
(To be submitted duly completed with every payment to HESLB)

NAME OF EMPLOYER: ABC Ltd.		EMPLOYER HESLB CODE NO: AR1231567890			
POSTAL ADDRESS: P.O. Box 1116, Arusha					
TELEPHONE: +255 27 2507777		PAYROLL MONTH: May 2017			
EMAIL: info@abc.co.tz					
PAYMENT DETAILS					
S/N	EMPLOYEE NAME	PF/Check no	NAME OF LOAN	AMOUNT DEDUCTED	CURRENTING BALANCE
1	876764876	DEF9834509	Hamisi Juma	66,555	12,333,445
2	54380980958	9809j25253	Peter Lema	179,931	1,620,049
3	7864545987	ABC1234	Fred Amos Masawe	73,035	9,726,965
TOTAL DEDUCTIONS				319,521	

Paid in by cheque No: CN12345 Dated: 09/07/2018 Paid In By: Alex
HESLB Receipt No issued: RN67890 Date of Receipt: 10/07/2018 Received by: John

3.04 Time sheet

Purpose To produce time sheet reports, employee wise and project name wise

Menu *Data Entry > Data > Time Sheet*

- Enter a date, select employees and record how many hours they worked for each project.

Time Sheet

Search 01/05/2017 31/05/2017

Date 01/05/2017

Name	Project Name	Hours
Alfred Ndosi	Project A	2
Alfred Ndosi	Project B	3
Alfred Ndosi	Project C	1.5
Caroline Macha	Project A	8

- Set a date range and click Print, to produce these reports:



Project name	Project code	Hours:
Project A	359875985	10
Project B	430480984	3
Project C	5379854	9.5



Employee name	Hours:
Alfred Ndosi	6.5
Anna Tarimo	8
Caroline Macha	8

3.05 Pension Receipts

Purpose To record the pension receipts and dates, to produce the end of employment report.

Menu (1) *Data Entry > Pension receipts.*
(2) *Reports > Pensions > Pension Receipts NSSF or Pension receipts All*

- Select *Data Entry > Pension receipts* to enter Receipt data

Pension Receipts |V|E|A|D|

Month	Pension Type	Receipt Number	Receipt Date	Code
June 2016	NSSF	0934565	03/07/2016	
July 2016	NSSF	0998987	05/08/2016	
August 2016	NSSF	1008098	04/09/2016	
September 2016	NSSF	1080987	03/10/2016	

- To produce a report select *Reports > Pensions > Pension Receipts NSSF or Pension receipts All.*
- Select the employee, and then run the report.

Tarehe ya mchango: _____

Tarehe ya Kuaacha Kazi: _____

Mwezi wa Mchango	Kiasi cha mchango	Na. ya Risiti (NSSF/Com.S)	Tarehe ya Risiti	Nambari iliyotumika kutuma mchango
January 2008	537,600	123456	05/02/2008	
February 2008	537,600	179898	04/03/2008	
March 2008	537,600	1908098	05/04/2008	
April 2008	537,600	108098	03/05/2008	
May 2008	537,600	101431	02/06/2008	
	2,588,000			

Sahihi _____

3.06 Leave adjustment

Purpose To change the stored values for Leave brought forward.

Menu Data Entry > Adjustments > Leave Summaries > Loans > HESLB

- Adjust leave to:
 - Set balances when starting the payroll system.
 - Make corrections.
- After making changes for the *Earned* and *Taken* fields, the values are recalculated automatically.

Leave Adjustment [V][E][A][D]					
Employee		Alfred Ndosi		First	
Year	Month	B/F	Earned	Taken	C/F
2017	April	1.99	1.83	0.00	3.82
2017	March	0.16	1.83	0.00	1.99
2017	February	0.33	1.83	2.00	0.16
2017	January	0.00	1.83	1.50	0.33
2016	December	2.13	1.83	3.96	0.00
2016	November	0.30	1.83	0.00	2.13

3.07 Loan adjustment

Purpose To change the stored values for Loans.

Menu Data Entry > Adjustments > Loan Adjustments

Caution: Only use this option to make minor changes!
This option is best left to the Sysop only.
This form has no input validation

- Change, add or delete loan entries, even in months before the current month.

Loan Adjustment [V][E][A][D]						
Employee		Judy Mangi		First		
				Delete		Add Row
Date	Transaction Type	Loan Amount	Monthly Amount	Terms	Currency	Remark
01/01/2008	Issue	500,000.00	50,000.00	10.00	TZS	
31/01/2008	Deduction	-50,000.00			TZS	
31/01/2008	Deduction	-50,000.00			TZS	
29/02/2008	Deduction	-50,000.00			TZS	
31/03/2008	Deduction	-50,000.00			TZS	
30/04/2008	Deduction	-50,000.00			TZS	
31/05/2008	Deduction	-50,000.00			TZS	
30/06/2008	Deduction	-50,000.00			TZS	
31/07/2008	Deduction	-50,000.00			TZS	
31/08/2008	Deduction	-50,000.00			TZS	
30/09/2008	Deduction	-50,000.00			TZS	
10/09/2012	Issue	1,500,000.00	250,000.00	6.00	TZS	
01/09/2014	Adjustment	200,000.00	340,000.00	5.00	TZS	
31/03/2017	Deduction	-340,000.00			TZS	
30/04/2017	Deduction	-340,000.00			TZS	
Balance amount:		1,020,000.00				
Exit						

- Select an employee, and edit details.
- To delete a line, select it and click Delete.
- To add a line click Add, and find a new line in the bottom of the list.

3.08 Foreign currency – Exchange rates

Purpose To adjust the exchange rates

Menu Data Entry > Adjustments > Exchange Rates

- In Data Entry > Exchange Rates enter the foreign currency to the home currency exchange rate:

Currency	Currency/TZS
USD	2,300.000000
UGX	0.500000
	0.000000

[See exchange rates on www.bot.co.tz](http://www.bot.co.tz)

Exit

3.09 Attendance

Use the attendance options with biometric scanners.

3.09.1 Attendance - Clock selection

Purpose To select the finger print reader that is used, and the location of its attendance database.

Menu Data Entry > Attendance > Connect FP File

- Select the path and file name of the attendance database that is generated by the finger print reader.
- Select the finger print reader model.
- Click Link.

Connect to fingerprint file

File: C:\Anviz\Database\Att2003.mdb [Browse]

Reader: OA200 [Link]

Exit

Currently two readers are supported.

Model: Typical location of the finger print database file:

Sagem C:\Program Files\Biometrics.co.za BioTime 4.0\BioTime4.mdb

OA200 C:\Anviz\Database\Att2003.mdb or C:\Anviz\Att2003.mdb

3.09.2 Attendance - Configuration

Purpose Set configuration for finger attendance control

Menu (1) *Data Entry > Attendance > Import/Edit*
(2) *Options > Setup > Configuration > Tab: Employment*

- In *Data Entry > Employee info*:

- To include employees in finger print list, select an employment type that has Finger printing = Yes.
- To have employees' salaries be calculated by attended hours, select an employment type that has Process = "Daily"

Status *	contract	notes	Process	Finger Pri
Employee - full time	minimum 45 hrs/week	Daily	Yes	
Seasonal		Daily	No	

- In *Options > Setup > Configuration > Tab: Employment set*:

- Employment types

Type of contract	Notes	Process	Finger Printing	Confidential	WCF Category
Employee - full time	minimum 45 hrs/week	Fixed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permanent
Employee - probationary full t		Fixed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permanent

- Standard working hours, and define the departments

Month	Hours / Month	Days / Month	Place of work / Department	Overtime method
January	195	28	Factory	Monthly
February	161	25	Guards	Monthly
March	195	28	Administrators	Monthly
April	179	26	Management	Monthly
May	195	28	Support staff	Monthly
June	179	26		Monthly

- In *Data Entry > Attendance > Shifts > Tab: Configuration-1 set*:

- Activity categories

Activity for Process = Daily	Code	Payable	At Work	Annual Leave	Other Leave	Health	Training	Others
Absent without info	AI	0.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Annual Leave	LA	100.0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Work	AW	100.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Grace times and Minimum Overtime. Minimum Overtime means how many minutes after the end of a shift overtime is recognized.

Minutes/day	
Grace Time Start	10
Grace Time End	10
Minimum Overtime	30
Maximum Overtime	120
Seconds	
Ignore added clocks within	300

- In *Data Entry > Attendance > Shifts > Tab: Weekly Timetable* set working hours and lunch hours for each department. Timetables are used in the Shifts table.

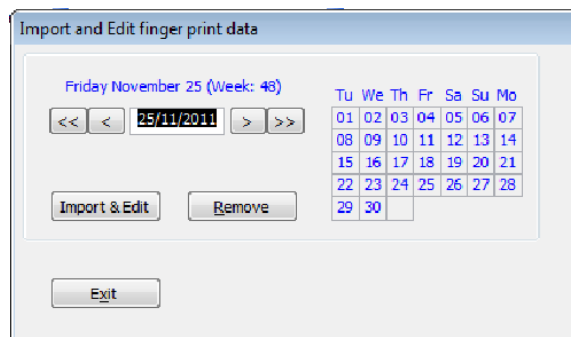
Place of work / Department	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Work	Lunch	Work	Lunch	Work	Lunch	Work	Lunch	Work	Lunch	Work	Lunch	Work	Lunch
	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00	08:00	17:00
Arusha	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00		
Arusha:Logistics	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00		
Arusha:Production	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00	08:00	17:00
Arusha:Production:Cleaning	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00	08:00	17:00	13:00	14:00		

3.09.3 Attendance - Import records

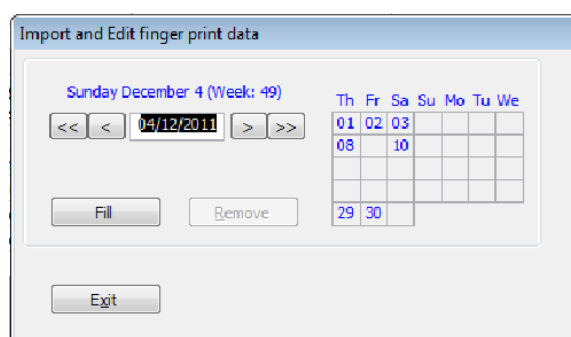
Purpose To import data from the finger print software into PayEasy

Menu Data Entry > Attendance > Process Attendance Records

- The calendar shows what dates are available in the finger print data.
- Select a date.
- If that date is available in the finger print data, you can press the Import & Edit button.



- If that date is unavailable in the finger print data, the button changes to "Fill", and attendance records are listed as the standard In and Out times.
- Click *Remove* to delete the importation for that date, so you can re-import it.

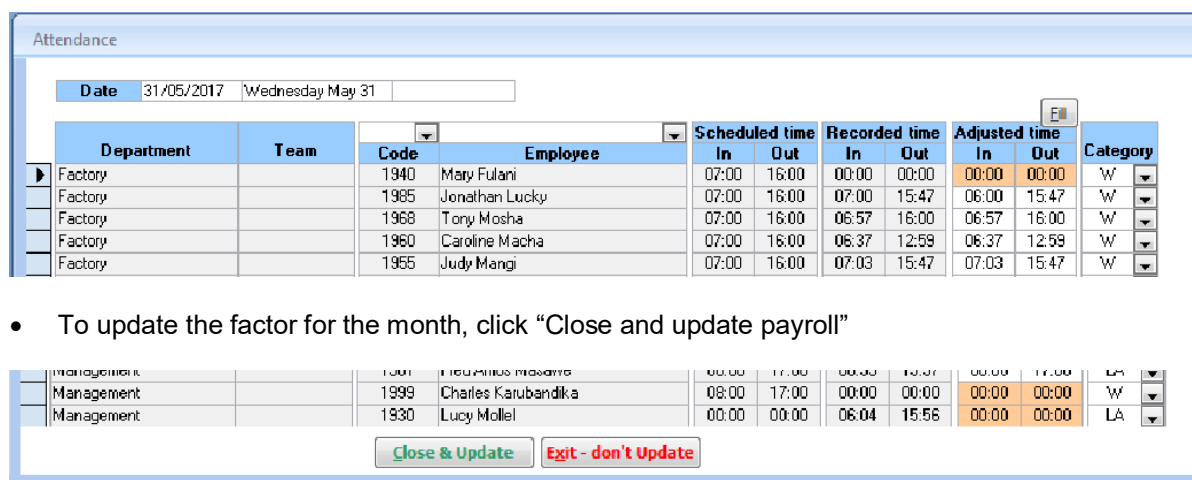


3.09.4 Attendance - Adjust records

Purpose Adjust daily records for finger print failures

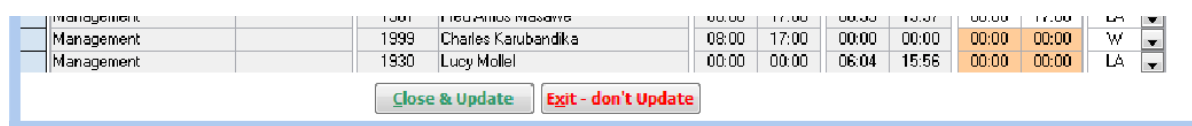
Menu Data Entry > Attendance > Process Attendance Records > Import/Edit

- Adjust actual times for miss-recorded finger prints, or set the category.



Department	Team	Code	Employee	Scheduled time In	Scheduled time Out	Recorded time In	Recorded time Out	Adjusted time In	Adjusted time Out	Category
Factory		1940	Mary Fulani	07:00	16:00	00:00	00:00	00:00	00:00	W
Factory		1985	Jonathan Lucky	07:00	16:00	07:00	15:47	06:00	15:47	W
Factory		1968	Tony Mocha	07:00	16:00	06:57	16:00	06:57	16:00	W
Factory		1960	Caroline Macha	07:00	16:00	06:37	12:59	06:37	12:59	W
Factory		1955	Judy Mangi	07:00	16:00	07:03	15:47	07:03	15:47	W

- To update the factor for the month, click "Close and update payroll"



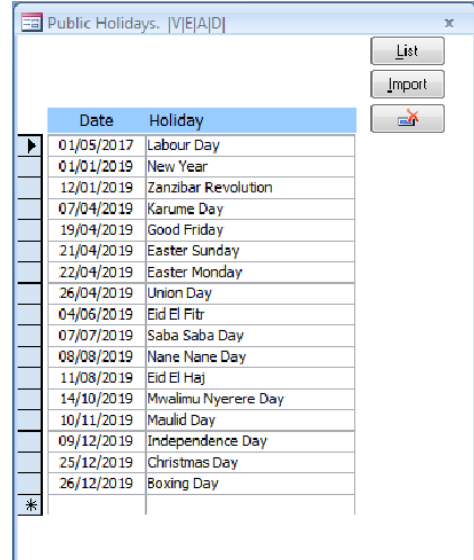
Department	Team	Code	Employee	Scheduled time In	Scheduled time Out	Recorded time In	Recorded time Out	Adjusted time In	Adjusted time Out	Category
Management		1999	Charles Karubandika	08:00	17:00	00:00	00:00	00:00	00:00	W
Management		1930	Lucy Molloi	00:00	00:00	06:04	15:56	00:00	00:00	LA

3.09.5 Attendance - Public holidays

Purpose To compensate employees with leave days for working on public holidays

Menu Data Entry > Attendance > Public holidays

- Enter public holidays as shown above
 - To compensate a public holiday with one leave day, make the multipliers '1.00'
 - The leave days earned is increased with the days compensated.
- Click the Import button to download the public holidays from our website.



Public Holidays. [V][E][A][D]

Date	Holiday
01/05/2017	Labour Day
01/01/2019	New Year
12/01/2019	Zanzibar Revolution
07/04/2019	Karume Day
19/04/2019	Good Friday
21/04/2019	Easter Sunday
22/04/2019	Easter Monday
26/04/2019	Union Day
04/06/2019	Eid El Fitr
07/07/2019	Saba Saba Day
08/08/2019	Nane Nane Day
11/08/2019	Eid El Haj
14/10/2019	Mwalimu Nyerere Day
10/11/2019	Maulid Day
09/12/2019	Independence Day
25/12/2019	Christmas Day
26/12/2019	Boxing Day

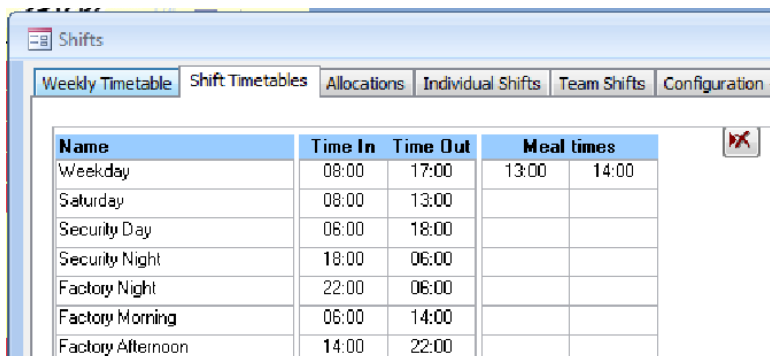
* [List] [Import]

3.09.6 Attendance - Shift Timetables

Purpose Define shifts.

Menu Data Entry > Attendance > Shifts > Tab: Shift Timetables

- Define shift names, working hours and mealtimes.



Shifts

Weekly Timetable Shift Timetables Allocations Individual Shifts Team Shifts Configuration -

Name	Time In	Time Out	Meal times
Weekday	08:00	17:00	13:00 14:00
Saturday	08:00	13:00	
Security Day	06:00	18:00	
Security Night	18:00	06:00	
Factory Night	22:00	06:00	
Factory Morning	06:00	14:00	
Factory Afternoon	14:00	22:00	

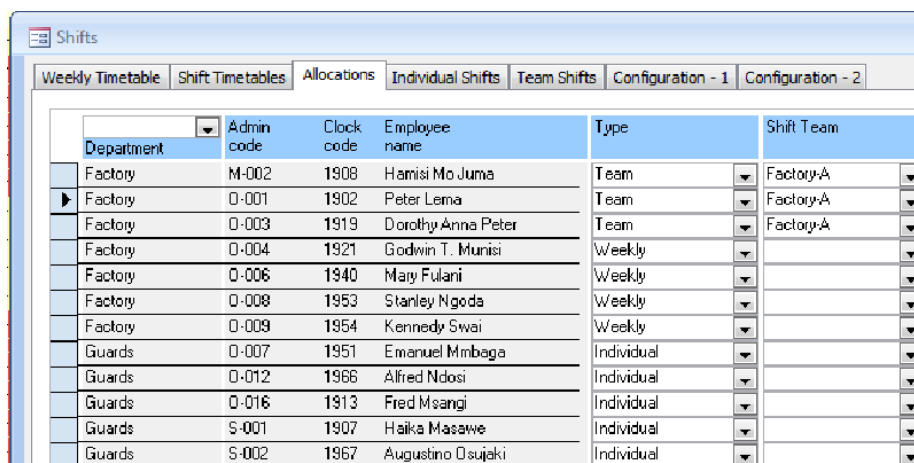
- These shifts are used in Individual Shifts and Team Shifts.

3.09.7 Attendance - Shift Allocations

Purpose Set Shift type and Shift team for all employees

Menu Data Entry > Attendance > Shifts > Tab: Allocations

- Select an employee and set the Shift type:
 - Team. Each employee belongs to a team assigned, below tab: Team Shifts.
 - Individual. Shifts are set daily for each individual employee, below tab: Individual Shifts.
 - Weekly. These Employees don't do Shifts. Their hours are set in tab: Weekly Timetable.



Department	Admin code	Clock code	Employee name	Type	Shift Team
Factory	M-002	1908	Hamisi Mo Juma	Team	Factory-A
Factory	O-001	1902	Peter Lema	Team	Factory-A
Factory	O-003	1919	Dorothy Anna Peter	Team	Factory-A
Factory	O-004	1921	Godwin T. Munisi	Weekly	
Factory	O-006	1940	Mary Fulani	Weekly	
Factory	O-008	1953	Stanley Ngoda	Weekly	
Factory	O-009	1954	Kennedy Swai	Weekly	
Guards	O-007	1951	Emanuel Mmbaga	Individual	
Guards	O-012	1966	Alfred Ndosi	Individual	
Guards	O-016	1913	Fred Msangi	Individual	
Guards	S-001	1907	Haika Masawe	Individual	
Guards	S-002	1967	Augustino Osujaki	Individual	

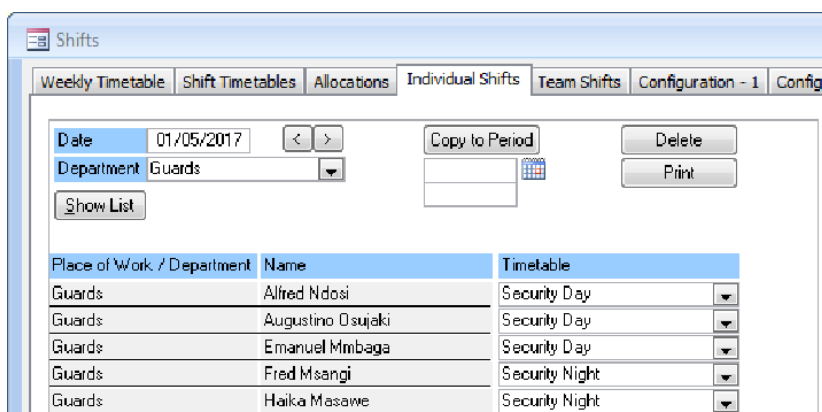
- Set a shift team, if any.
Use Teams in Team Shifts, and set in Shift Configuration – 2.

3.09.8 Attendance - Individual Shifts

Purpose Set time tables for employees who are not member of a Shift Team

Menu Data Entry > Attendance > Shifts > Tab: Individual Shifts

- Select a Date and a department, and click Show List.
- Assign a time table for each employee.
- Enter an interval. Click Copy to Period to copy the settings for the department and date to that interval.



Place of Work / Department	Name	Timetable
Guards	Alfred Ndosi	Security Day
Guards	Augustino Osujaki	Security Day
Guards	Emanuel Mmbaga	Security Day
Guards	Fred Msangi	Security Night
Guards	Haika Masawe	Security Night

3.09.9 Attendance - Team Shifts

Purpose Set time tables for Shift Teams

Menu Data Entry > Attendance > Shifts > Tab: Team Shifts

1. Select a month and year.
2. Enter a date. Copy it down by either:
 - a. Double-clicking the cell below it
 - b. Clicking the arrow button, and enter a final date for the copied range. Click OK.

3. For each Team, select a timetable. Copy these down by either:
 - a. Double-clicking the cell below it
 - b. Clicking the arrow button, and enter a date range to be appended to the end. Click OK.

Security-2 01/05/2017 15/05/2017

4. Sundays have a red background, Public Holidays have a blue background.

3.03.10 Attendance - Working Days Configurations

Purpose Configure working and off days for all employees.

Menu Data Entry > Attendance > Shifts > Tab: Configuration - 2

- Set working and off days for all employees.
- Click the Down arrow button to copy the selected setting to all records.

3.03.11 Attendance - Reports

Purpose Print attendance reports

Menu *Summaries > Attendance > ...*

PayEasy produces attendance reports:

- List Irregular records. Lists employees with only one, or no finger print recorded for that day.
- List Late In, Early Out. Grouped by Place of Work / Department, lists employees who arrived late, or left early, showing minutes. A grace period is considered, that you set in *Data Entry > Configuration > Employment – 2*.
- Muster roll analysis – by hours

Employee	Absent Without Info @0%	Annual Leave @100%	At Work @100%	Break feeding	Deduct hours	Maternity Leave @100%	Non Working Day @200%	Short Leave @100%	Sick @100%	Training @100%	Traveling @100%	Unpaid Leave @0%	Totals	Overtime @150%
[1000] Mary	0.00	0.00	190.38	0.00	0.00	0.00	24.97	0.00	0.00	0.00	0.00	0.00	215.35	20.35
[1005] Hellena	0.00	160.00	9.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	169.18	0.00
[1010] Laura	0.00	0.00	123.11	0.00	0.00	0.00	24.89	0.00	0.00	0.00	0.00	0.00	148.01	0.00

- Muster roll analysis – by activity

Employee	01 Th	02 Fr	03 Sa	04 Su	05 Mo	06 Tu	07 We	08 Th	09 Fr	10 Sa	11 Su	12 Mo	13 Tu	14 We	15 Th	16 Fr	17 Sa	18 Su	19 Mo	20 Tu	21 We	22 Th	23 Fr	24 Sa	25 Su	26 Mo	27 Tu	28 We	29 Th	30 Fr
[1000] Mary	W 8.28	W 8.37	W 8.33	W 8.23	W 8.45	N 0.00	W 8.33	W 8.30	W 8.25	W 8.28	W 8.27	W 8.17	N 8.37	N 0.00	W 8.27	N 8.38	W 8.28	W 8.20	W 8.20	W 8.22	W 8.40	N 0.00	W 8.18	W 8.17	W 8.33	W 8.28	W 8.27	N 8.22	W 8.32	N 0.00
[1005] Hellena	LA 8.00	LA 8.00	LA 8.00	N 0.00	N 0.00	LA 8.00	LA 8.00	LA 8.00	N 0.00	LA 8.00	LA 8.00	LA 8.00	N 0.00	N 0.00	LA 8.00	LA 8.00	LA 8.00	LA 8.00	LA 8.00	LA 8.00	N 0.00	LA 8.00	LA 8.00	LA 8.00	LA 8.00	LA 8.00	N 0.00	N 0.00	W 9.18	N 0.00
[1010] Laura	W 8.00	N 0.00	W 8.00	W 8.00	W 8.00	W 8.00	W 8.00	W 8.00	W 8.00	N 0.00	W 8.00	W 8.00	N 0.00	N 0.00	W 8.00	N 0.00	W 8.00	N 0.00	N 0.00	W 8.00	W 8.00	W 8.00	W 8.00	W 8.00	W 8.00	W 8.00	W 8.00	W 8.00	W 8.00	N 0.00

- Time recording differences; showing you differences between recorded and adjusted times.

Date	Code	Name	Recorded			Adjusted			Difference
			Time In	Time Out	Hours	Time In	Time Out	Hours	
09/11/2012	518	Potina	00:00:00	00:00:00	0.0	07:00:00	16:00:00	9.0	9.0
09/11/2012	683	Restuta	00:00:00	00:00:00	0.0	07:00:00	16:00:00	9.0	9.0
09/11/2012	705	Atanasi	08:31:00	15:53:00	8.4	07:00:00	16:00:00	9.0	0.6

4. HRM Entry Options

4.01 Recruitment

Purpose	Track and record the recruitment Process
----------------	--

Menu	HRM Entry > Recruitment > . . .
-------------	---------------------------------

PayEasy's recruitment modules are:

- Job Analysis Identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job. Job Analysis is a process where judgements are made about data collected on a job.
- Job Description A document that describes the general tasks, or other related, and responsibilities of a position. It may specify the functionary to whom the position reports, specifications such as the qualifications or skills needed by the person in the job, and a salary range.
- Advertise Track the methods and dates of advertising a job. Archive the advert's text, and print an advertising record.
- Process applications Track status of applications. Link applicants with adverts. Print applications list.
- Evaluate, Appoint, Employ Track candidates' evaluations. Set application stage and outcome. Generate an employee record. Print evaluation list.
- Onboarding Plan and track new employees' onboarding process.

4.01.1 Recruitment - Job Analysis

Purpose	Identify and determine in detail the particular job duties and requirements
----------------	---

Menu	HRM Entry > Recruitment > Job Analysis
-------------	--

- Enter header info: Code, Job Title, Sources.
- To add or edit job titles, click on the Edit button.
- Select either Worker or Task Orientation.
- Click the Print button to produce a hard copy.

Job Analysis

Search Job Titles:
 Search Codes:

Code: TA-023
 Job Title: Sales Manager
 Created By: JP Date Created: 28/09/2017
 Authorized By: FM Date Authorized: 29/09/2017

Orientation: Worker

Knowledge: Required education: Bachelor's degree
 Required relevant work experience: 5 years

Skills: Management of financial resources; Financial analysis; Training requirements analysis

Abilities: Direct the team's focus, set goals, look at data, motivate and help create training opportunities.

Other Characteristics: Required languages: English (Spoken: fluent | Written: fluent)

Minimum Age: 30 Maximum Age: 50 Years Worked: 5

Record: 1 of 2

4.01.2 Recruitment - Job Description

Purpose Describe the general tasks and responsibilities of a position.

Menu HRM Entry > Recruitment > Job Description

- Enter header info: Code, Job Title, Sources.
- To add or edit job titles, click on the Edit button.
- Edit Details.
- Click the Print button to produce a hard copy.

Job Descriptions [press F1 for help]

Search Job Titles:
 Search Codes:

Code: TJ-023
 Job Title: Sales Manager
 Created by: HR Manager Date Created: 16/11/2017
 Authorised by: Manager of Operations Date Authorised: 03/12/2017

Job Analysis Code: TA-023 Sales Manager

Tasks: Determines annual unit and gross-profit plans.
 Implements national sales programs

Duties: Establishes sales objectives

Roles / Responsibilities: Maintains sales volume, product mix, and selling price

Essential Duties: Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.

Place of Work: Arusha
 Employment Level: Management Junior Level
 Salary Grade: 04
 Salary Range: 2M
 Working Hours: 45/week
 Employment Type: Employee - full time
 Minimum Education: Bachelor
 Courses:

Scope
 1. General.
 ABC Ltd. encourages employees to assume responsibility, and to work unsupervised.

2. Purpose.
 ABC Ltd. employs a Sales Manager to monitor and direct the flow and administration of our goods for sale, maintain optimum

Record: 1 of 2

4.01.3 Recruitment - Advertise jobs

Purpose Track the methods and dates of advertising a job.

Menu HRM Entry > Recruitment > Job Analysis

- Enter header info: Code, Job Title, Sources.
- Edit Details.
- Click the Print button to produce a hard copy.

Advertise

Search Job Title

Search Vacancy Code

Vacancy Code AV-023

Job Title Sales Manager Code: TJ-023

Created By JP Date Created 29/10/2017

Authorized By MS Date Authorized 30/10/2017

Recruitment Type External

Media	Media Type	Media Name	Insertion Dates
	Newspaper	Daily News	2, 5, 11 Oct 2017
	Website	www.abc.co.tz	as of 2/11/2017
	Recruitment Agency	Headhunters TZ Ltd.	as of 2/11/2017

Deadline Date 30/11/2017

Advert

Are you an advertising sales leader with a terrific reputation for developing and motivating the best talent? Do you consider yourself a coach and a mentor in your current organization? Do you have a track record of success at driving top sales results and building partnerships?

ABC Ltd. is hiring!

We are looking for an analytical thinker who has experience, and will be excited to, develop and execute sales strategies, tactics, plans, processes, systems and programs for our inside sales organization. We need a leader who can work and thrive in a fast pace environment and utilize their great communication skills to manage a team.

If you have a strong reputation for managing and scaling high performance sales teams and have a talent for responding effectively to market direction, consumer need and competitive positions this might be the job for you!

first prev next last new

Record: 1 of 1

4.01.4 Recruitment - Process Application

Purpose Track status of applications.

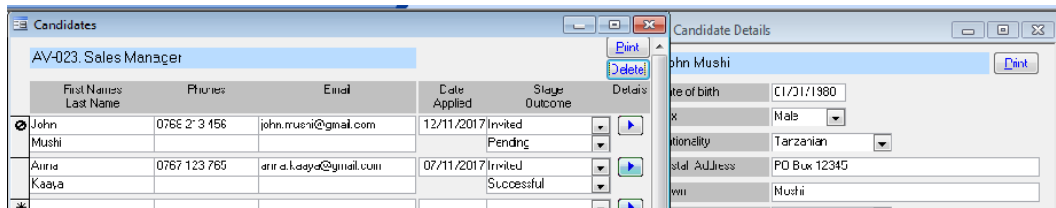
Menu HRM Entry > Recruitment > Process Applications

- Enter criteria to select Job adverts.
- Set the status of the application.
- Click on a Candidates button to enter applicants.

Code	Job Description	Type	Location	Status	Candidates
AV-023	Sales Manager	External	Arusha	Published	<input type="button" value="Candidates"/>
AV-045	Transport Coordinator	Both	Moshi	Published	<input type="button" value="Candidates"/>
VA-098	Driver	External	Moshi	Closed	<input type="button" value="Candidates"/>
VA-012	Office Attendant	External	Moshi	Canceled	<input type="button" value="Candidates"/>
VA-056	Transport Coordinator	Both	Moshi	New	<input type="button" value="Candidates"/>

- Enter Candidates' info,

- Click on a Details button  to enter applicants' details





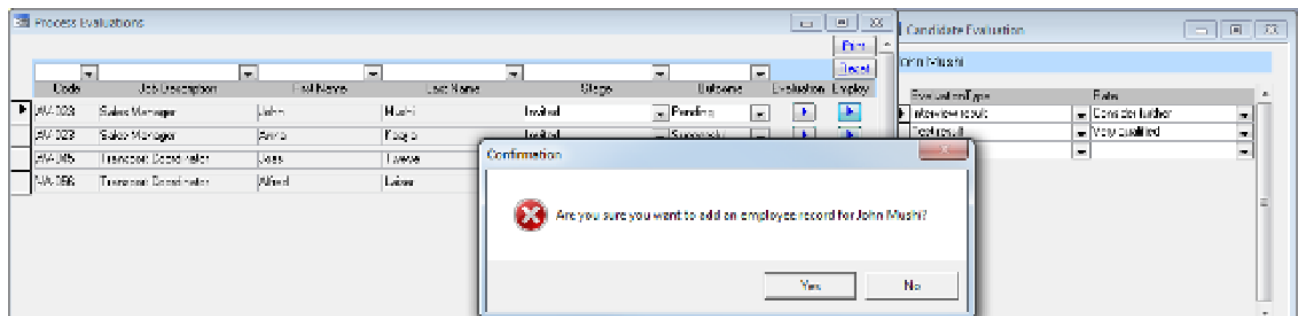
The screenshot shows two windows. The 'Candidates' window on the left has a table with columns: First Names Last Name, Phones, Email, Date Applied, Stage, Outcome, and Details. It lists three candidates: John Mushi (Invited), Anna Kaaya (Invited), and Anna Kaaya (Successful). The 'Candidate Details' window on the right shows the details for John Mushi, including Date of birth (01/01/1980), Gender (Male), Nationality (Tanzanian), Postal Address (PO Box 12345), and Name (Mushi).

4.01.5 Recruitment - Evaluate, Appoint, Employ

Purpose Track candidates' evaluations. Appoint employees. Make employee records.

Menu HRM Entry > Recruitment > Evaluate, Appoint, Employ

- Select a candidate and adjust Stage, Outcome.
- Click Evaluation  and enter rates for Evaluation types.
- Click Employ  to convert this Candidate into an Employee.
- Click print to list the evaluations.



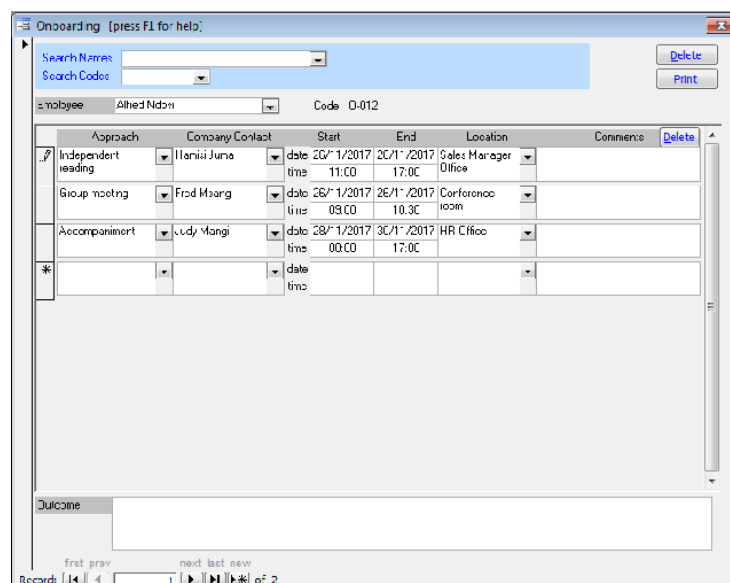
The screenshot shows the 'Process Evaluations' window with a table of evaluations. A 'Confirmation' dialog box is open in the foreground, asking 'Are you sure you want to add an employee record for John Mushi?' with 'Yes' and 'No' buttons. The background window shows a table with columns: Code, Job Description, First Name, Last Name, Stage, Outcome, Evaluation, and Employ. It lists four evaluations for John Mushi, Anna Kaaya, and Anna Kaaya.

4.01.6 Recruitment - Onboarding

Purpose Plan and track the new employees' onboarding process.

Menu HRM Entry > Recruitment > Onboarding

- Select an employee, and enter details for each onboarding approach.
- Click Print for an Onboarding listing.



The screenshot shows the 'Onboarding' window. It has search fields for Names and Codes. Below, it shows an employee 'Alied Ndori' with Code 'O-012'. A table lists onboarding approaches with columns: Approach, Company Contact, Start date, End date, Location, and Comments. The table has three rows: 'Independent reading' (11/01/2017 to 20/11/2017, Sales Manager Office), 'Group meeting' (26/11/2017 to 26/11/2017, Conference room), and 'Accompaniment' (28/11/2017 to 30/11/2017, HR Office). There is a 'Delete' button and a 'Print' button. At the bottom, it shows 'Records: 1 of 2'.

4.02 Grievances

Purpose Process Reported Grievances

Menus HRM Entry > Data > Grievances

- Enter header info: Code, Reporter, and Supervisor.
- Edit Details under the tab Intake, Investigation, Arbitration and Review.
- Click the Print button to produce a hard copy.

Grievances. [V][E][A][D]

Search Code Search Reporter [Delete](#) [Print](#)

Code Reported by
Reported via Department
Job Title
Supervisor

Intake [Investigation](#) [Arbitration](#) [Review](#)

Received
Date
By
Level
Acknowledgement
By
Date

Description I have consulted my doctor and discussed with him the fact, that the combination of excessive workload and workplace harassment have exacerbated my asthma, triggering my having asthma attacks. This has meant that I have had to medicate more frequently. As a consequence of such, the excessive use of my inhalers is having a detrimental impact upon my health, inducing both rapid heart beat and heart palpitations. The cumulative effects of the aforementioned have adversely affected my abilities and capabilities to undertake my day-to-day activities. This impedes both my mobility and concentration within the working environment. I am asking that ABC Ltd. make reasonable adjustments to accommodate my disability, and acts with due diligence to remedy the situation.

Record: of 2


5. Report Options

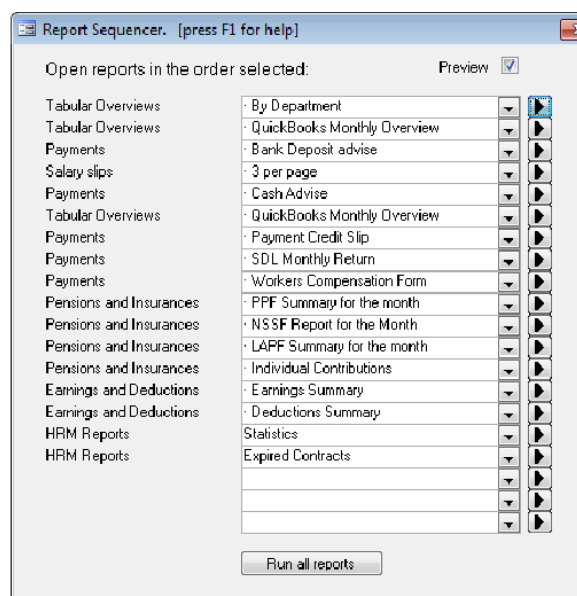
5.01 Report Sequencer

Purpose To select reports that you want to run each month.

Menu *Home > Other > Report Sequencer*

The Report sequencer speeds up monthly reporting.

- Open the sequencer window with *Home > Other > Report Sequencer*
- Select the reports
- To run a single report, press the button .
- To run all reports, click *Run all reports*.
- To print the reports directly without previewing, deselect the Preview tick box.



5.02 Pension Summaries

Purpose To summarize the monthly pension contributions

Menu *Payments > Pensions > Annual Summary*

- You select reports by pension provider.
- The report lists gross salaries, employee contribution and employer contribution for each employee.

 **ABC Ltd.**

ABC Ltd

PPF pensions for February 2008

Code	Last name	First name	Gross Salary	Pension employee 10%	Pension employer 10%
0-001	Lema	Peter	706,600	70,660	70,660
0-002	Juma	Hamisi	537,600	53,760	53,760
0-006	Fulani	Mary	638,400	63,840	63,840
0-008	Ngoda	Stanley	336,000	33,600	33,600

5.03 Loan History

Purpose To summarize loans issued, and their deductions and balances.

Menu *Summaries > Loans > Summary*

- This report summarizes loans information, for a single employee, or all.
- To produce a report for all employees, leave the *Employee* field empty.
- Loan information is entered under *Data Entry > Loans*.

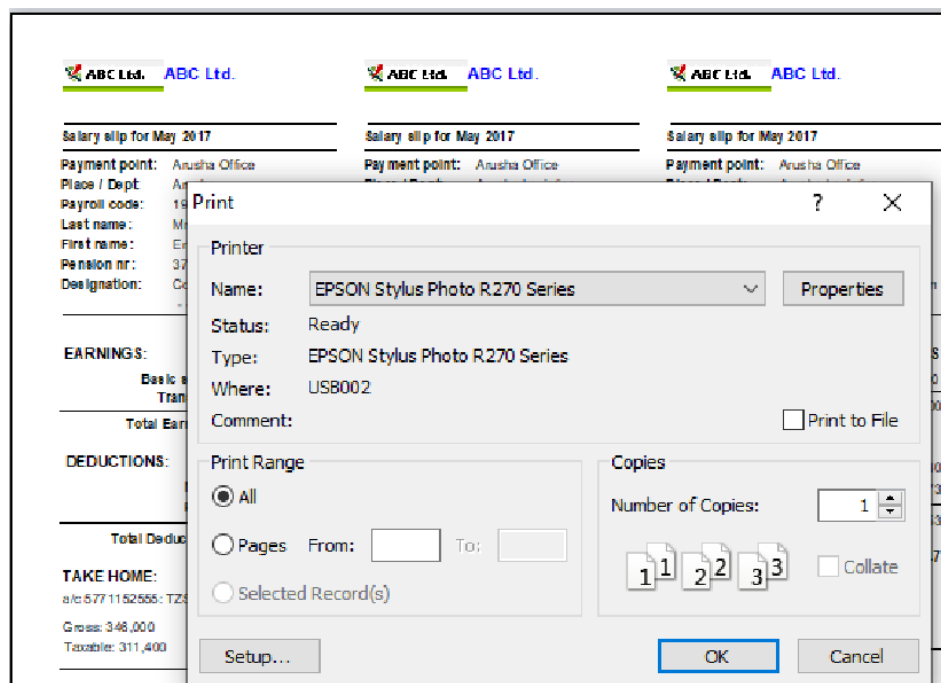
ABC Ltd.		ABC Ltd Loan history				
Employee	Transaction Date	Transaction Type	Amount	Terms (months)	Monthly Amount	Remark
Masawe, Fred	01/01/2008	Issue	2,000,000.00	4	500,000.00	
	31/01/2008	Deduction	-500,000.00			
		Balance	1,500,000.00			

5.04 Pay slips

Purpose Display or print the pay slips for the current month.

Menu *Payments > Salary Slips > . . .*

- By selecting previous months, you can reprint pay slips.
- Print a range of slips using the *File > Print* dialog box



To print a signature box in the slip's bottom, select *Data entry > Configuration > Financial* and tick *Print Footer on Salary Slips*.

5.05 Tabular overviews

Purpose Summarizes all earnings and deductions for all employees in a month.

Menu *Summaries > Summaries > Standard Overview*

- Use this report to check the payroll before producing pay slips.



ABC Ltd.
Payroll for May 2017

AN-931/87


Code	Name	Basic / Effective Basic	Taxable other Earnings	Pension & insurance employee	PAYE	Loan deduction	After-tax total deductions	Taxable total deductions	SDL	Workers Compensation	Pension & insurance employer	Gross	Taxable	Take home
1901	Fred Amos Masawe	1,200,000 519,960	3,230,772	386,766	941,367	0	80,000	0	174,044	6,369	386,766	3,867,655	3,530,889	2,459,522
1902	Peter Joshua Lema	300,000	0	0	11,700	0	100,000	0	13,500	3,000	0	300,000	300,000	188,300


5.06 NSSF Summary for the month

Purpose Display or print the official NSSF summary report for the current month.

Menu *Payments > Pensions > NSSF -1 ... -3*

NATIONAL SOCIAL SECURITY FUND		FORM: NSSF CON 5 (NSSF15)	
TAARIFA YA MICHANGO YA WANACHAMA / MEMBERS' CONTRIBUTION RECORD			
Jina la tajiri/Employer's name: ABC Ltd			
Anwani/Address: P.O. Box 24680 Arusha			
Namba ya Tajiri/Employer No.: 123456		Namba ya Mkoa/Regional code: 0101	
Mchango wa wanachama kwa mwezi wa		Mwaka	Ukurasa
Statutory contribution for the month April		Year 2008	Page No. 1
S/No	Jina la Mwanachama Member's name	Mshahara Wage	Namba ya Mwanachama Member No
1	Babu Kaaya	201,600	34375777
2	Dorothy Peter	386,400	35168777
			Michango (Contributions) Shs Cts
			40,320.00
			77,280.00

		THE UNITED REPUBLIC OF TANZANIA NATIONAL SOCIAL SECURITY FUND EMPLOYER CONTRIBUTION FORM <small>(Note: A separate form must be filled for each month of contribution)</small>		NSSF CON 06	
Employer Details			Current contribution Details		
Employer NSSF Reg. No.	1 2 3 4 5 6	Contribution for the month	9 2 0 1 2 1	(X X X X X X)	


		THE UNITED REPUBLIC OF TANZANIA NATIONAL SOCIAL SECURITY FUND INSURED PERSON'S CONTRIBUTION RECORD		Form: NSSF CON 07	
Employer's name and address: ABC Ltd. P.O. Box 1156 Arusha			Page No. 1 of 1 Chq / MO / PO No.: 680 52 5 Date Chq / MO / PO: 25/07/2018 Cash / cheque amount: 2,359,338 Bank / PO Branch: CMB DBM Receipt No.: Date: 22/10/2019		
Employer's Registration Number: 123456 Month / Year of contribution: May - 2017 Regional / District Code Number: 0101					
No.	INSURED PERSON'S NAME	WAGE	MEMBERSHIP NUMBER	CONTRIBUTIONS TOT (GHS)	REMARKS
1	Anna Tumwa	444,000	2 8 8 0 1 5 5	88,800	
2	Augustino Chusaka	128,400	6 8 9 7 8 6 7 8	25,680	

5.07 Bank deposit advise

Purpose Display or print the Bank deposit advise for the current month.

Menu Payments > Slary payments > Bank

- Bank payment advises are generated:



ABC Ltd.

ABC Ltd
Salary deposit advise for August 2009
Bank: EXIM Bank - Arusha

Last name	First name	PES account	Amount
Fulani	James	5782054444	419,459
Juma	Emmanuel	5780605333	449,341
Lema	Peter	5780612345	617,215
Lusky	Jonathan	5742851111	309,000
Munisi	John	5789705222	379,600
Molle	David	5789331117	243,728
Munyira	Samuel	5784771222	296,759
Peter	Corotzy	5783312444	304,208
Swai	Kennedy	5785217999	353,324
Total TZS			3,392,704

Date: 27/11/2009

Cheque number(s):

Signatory 1:

Signatory 2:

- Electronic copies are found in the Report folder:


	A	B	C	D
1				
2			Cheque number	ABC111
3			Draw Down Account	50412039
4			Number of employees	13
5			Total Salary Amount	6,325,565.00
6			Payment Date	28/11/2009
7			Bank	Standard Chartered Bank
8				
9	E-No	Amount	Name	Account No
10	1	810,873.00	Smita	100314256300
11	2	206,320.00	Molle	100314254100
12	3	1540,338.00	Richard	100314254300

5.08 Leave reports

Purpose To summarize leave data for a year.

Menu Sumaries > Leave > . . .

- The *Leave details* report summarizes leave data, by month.



ABC Ltd.


Leave summary for 2009

Code	Name	Month	B/F	Earned	Taken	C/F
U-001	Lema, Peter	Jan	21.96	1.83	0.00	23.79
		Feb	23.79	1.83	0.00	25.62
		Mar	25.62	1.83	0.00	27.45
		Apr	27.45	1.83	0.00	29.28
		May	29.28	1.83	0.00	31.11
		Jun	31.11	1.83	0.00	32.94
		Jul	32.94	1.83	0.00	34.77
		Aug	34.77	1.83	0.00	36.60
		Total			14.64	0.00

0-006	Fulani, Mary	Jan	0.00	0.00	0.00	0.00
		Feb	0.00	0.00	0.00	0.00
		Mar	0.00	0.00	0.00	0.00
		Apr	0.00	0.00	0.00	0.00
		May	0.00	0.00	0.00	0.00
		Jun	0.00	0.00	0.00	0.00
		Jul	0.00	0.00	0.00	0.00
		Aug	0.00	0.00	0.00	0.00
		Total		0.00	0.00	

0-007	Munyira, Emmanuel	Jan	17.30	0.00	0.00	17.30
		Feb	17.30	0.00	0.00	14.13

- The *Leave by month* report lists leaves for each employee by month.



ABC Ltd.

ABC Ltd
Leave by month for 2009

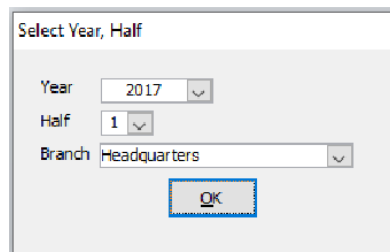
first name	last name	B/F	Earned	Taken	C/F
Godwin	Munisi	28.94	1.83	0	30.77
Bertha	Mkamba	32.94	1.83	0	34.77
Fred	Masave	5.94	2.33	0	8.27
Peter	Lema	32.94	1.83	0	34.77
Babu	Kaaya	22.82	0	0	22.82
Dorothy	Peter	32.94	1.83	0	34.77

5.09 PAYE Statement

Purpose To generate the TRA report ITX215.01.E

Menu Statutory > Semi Annual > PAYE

- Edit some of the statement's fields in a dialog window. Click OK.
You then select the year, and the first half or second half.
Click OK.



Select Year, Half

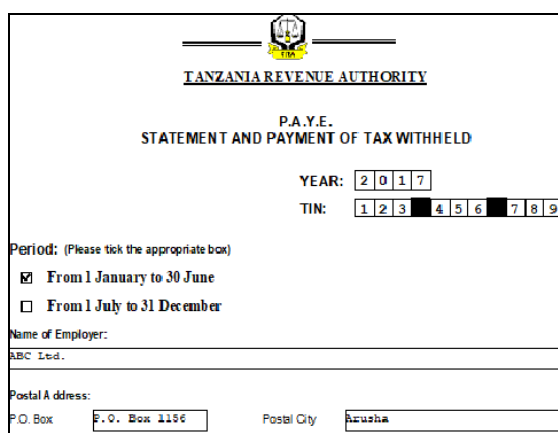
Year: 2017

Half: 1

Branch: Headquarters

OK

- The statement is produced.



TANZANIA REVENUE AUTHORITY

P.A.Y.E.
STATEMENT AND PAYMENT OF TAX WITHHELD

YEAR: 2017

TIN: 123456789

Period: (Please tick the appropriate box)

☒ From 1 January to 30 June

☐ From 1 July to 31 December

Name of Employer:
ABC Ltd.

Postal Address:
P.O. Box: P.O. Box 1156 Postal City: Arusha

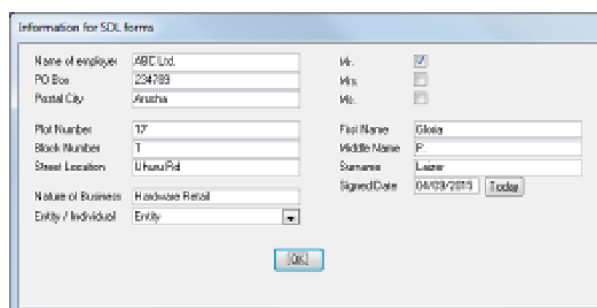
P.A.Y.E. - DETAILS OF PAYMENT OF TAX WITHHELD											
Name of employer: ABC Ltd.						TIN 123456789					
S/NO	NAME OF EMPLOYEE	PAY ROLL NO	POSTAL ADDRESS	POSTAL CITY	BASIC PAY	HOUSING	ALLOWANCE AND BENEFIT	GROSS PAY	DEDUCTIONS	TAXABLE AMOUNT	TAX DUE
1	Fred, Masawe	1901	P.O. Box 12345	Arusha	6,068,710	0	3,350,772	9,536,405	953,642	8,582,763	2,089,129
2	Peter, Lema	1902	P.O. Box 290	Arusha	3,122,400	0	499,248	3,621,648	174,988	3,446,660	587,898
3	Haika, Masawe	1907	P.O. Box 11891	Arusha	1,008,000	0	30,000	1,038,000	103,800	934,200	36,096
4	Hamisi, Juma	1908	P.O. Box 123456	Arusha	2,550,400	78,704	167,520	2,717,920	271,792	2,573,968	337,711
5	Bertha, Mkamba	1911	P.O. Box 3234	Arusha	1,344,000	0	0	1,344,000	134,400	1,209,600	74,187

5.10 SDL Statement

Purpose To generate the SDL report ITX215.01.E

Menu Statutory > Semi Annual > SDL

- Edit some of the statement's fields in a dialog window. Click OK.
You then select the year, and the first half or second half. Click OK.



Information for SDL forms

Name of employee: ABC Ltd.

PO Box: 234789

Postal City: Arusha

Plot Number: 12

Block Number: T

Street Location: Uthuru Rd

Value of Business: Hardware Retail

Entity / Individual: Entity

Mr. ☒

Mrs. ☐

Ms. ☐

First Name: Givig

Middle Name: P.

Surname: Lwiza

Signed Date: 04/03/2019 Today

OK

- The statement is produced.

5.11 WCF Statement

Purpose	To generate the WCR-3 report form.
Menu	(1) <i>Statutory > Semi Annual > WCR</i> (2) <i>Options > Setup > Configuration > Tab: Earnings, Deductions</i>

Select the report's period. Edit some of the statement's fields in a dialog window. Click OK.

You need to have set up this:

- Select *Options > Setup > Configuration > Tab: Employment* and set the WCF categories:

Type of contract	Notes	Process	Finger Printing	Confidential	WCF Category
Employee - full time -Mgmt		Fixed	<input type="checkbox"/>	<input type="checkbox"/>	Permanent
Employee - full time -Support	Minimum 45 hrs/week	Fixed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permanent
Seasonal		Daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary

- Select *Options > Setup > Configuration > Tab: Company* and:
 - Enter WCF Reg No.
 - Enter branches, if any.

- Select *Data Entry > Payments > Employee info > Tab: Employment Details* to assign branches to employees:

5.12 Payslips

5.12.1 Print Payslips

Purpose	Print payslips
Menu	(1) <i>Payments > Salary slips > . . .</i> (2) <i>Options > Setup > Configuration > Tab: Salaries</i> (3) <i>Options > Setup > Configuration > Tab: Company</i>

Formats are:

- 3 per page: portrait, 3 columns, each column different slips
- 2 per page : landscape, two columns, each column different slips
- 1 per page-copies, portrait, 2 columns, both columns same slip

On each slip you can add: (refer to their help topics; see *Options > Setup > Configuration > Salaries*)

- A footer
- A signature area.

Sample payslip form showing earnings and deductions. The form includes fields for 'TAKE HOME', 'Bank a/c', 'LEAVE', 'Brought forward', 'Earned', 'Taken this month', and 'Carried forward'. It also has a section for 'Removed achievement bonus' and a signature area with fields for 'Date', 'Name', and 'Signature'.

- By selecting previous months, you can reprint pay slips.
- Print a range of slips using **CTRL+P**

Screenshot of the Print dialog box. The dialog box shows the printer name 'EPSON Stylus Photo R270 Series' and the status 'Ready'. It also shows the print range 'All' and the number of copies '1'. The 'Print to File' checkbox is unchecked. The 'Collate' checkbox is checked. The 'OK' button is highlighted.

- Set the print order with *Options > Setup > Configuration > Tab: Company*

Screenshot of the Print Order dropdown menu. The dropdown menu shows the selected option 'Place of work - Code'.

5.13 Payslips in an Alternative Language

Purpose	For selected employees, print their payslips in an Alternative Language
Menu	(1) <i>Data entry > Employee Info > Tab: Financial.</i> (2) <i>Data entry > Configuration > Tab: Financial / Earnings, Deductions / Docs, Scores</i>

1. Select *Data entry > Employee Info > Tab: Financial* and tick *Payslip in Alternative Language*. The payslip of the selected employee will be printed in the Alternative Language.

Screenshot of the Employee Info form. The form shows the 'Payslip, ID card' section with the 'Alternative language' checkbox checked.

2. Alternative language translations are entered in three locations:

- a. Configuration of overtime:
Options > Setup > Configuration > Tab:
Financial.

Overtime description	Description - other language	Rate	Code	
None	Hakuna	0.00%	X	▼
Standard	Kawaida	150.00%	N	▼
Public Holiday	Likizo ya umma	200.00%	P	▼

- b. Configuration of Earnings and Deductions:
Options > Setup > Configuration > Tab:
Earnings and Deductions.

Earnings	Earning - other language	Type	
Transport	Posho ya usafiri	TZS	▼
Responsibility40	Posho ya wajibu40	TZS	▼
Relocation	Kuhamishwa	TZS	▼

Deductions	Deduction - other language	Type	
Health bill	Hati ya hospitali	TZS	▼
Adjustment - non-taxed	Marekebisha-yasiyo na kodi	TZS	▼
Adjustment - taxed	Marekebisha-hulipiwa kodi	TZS	▼

- c. Configuration of a translation list:
Options > Setup > Configuration > Tab:
Docs, Scores.

	English	Alt. Language	
Account number	Namba ya akaunti		
Address during leave	Anwani wakati wa likizo		
Adjustment - non-taxed	Marekebisha-yasiyo na kodi		
Adjustment - taxed	Marekebisha-hulipiwa kodi		
Advance	Advansi		

5.14 Pensions Annual Summaries

Purpose To summarize the annual pension contributions

Menu Reports > Pensions and Insurances > Pension Annual Summary

- Select reports by pension provider.
- The report lists gross salaries, employee contribution and employer contribution for each employee.



ABC Ltd
PPF contributions for 2009
Employer number: 654321

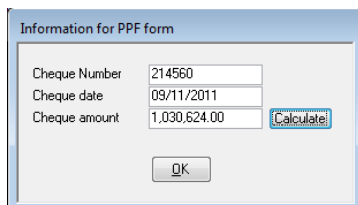
Code	Last name	First name	Number	Basic Salary	Gross Salary	Employee contribution 10%	Employer contribution 10%	Total
O-008	Ngoda	Stanley	01 21 888	336,000	336,000	33,600	33,600	67,200
O-009	Swai	Kennedy	unknown	436,800	436,800	43,680	43,680	87,360
O-010	Mangi	Judy	01 32 333	512,000	512,000	51,200	51,200	102,400
O-011	Macha	Caroline	unknown	252,000	252,000	25,200	25,200	50,400
O-012	Ndosi	Alfred	unknown	304,000	304,000	30,400	30,400	60,800
O-013	Mosha	Tony	unknown	672,000	672,000	67,200	67,200	134,400
O-014	Lucky	Jonathan	unknown	400,000	400,000	40,000	40,000	80,000
O-015	Mikamba	Bertha	unknown	268,800	268,800	26,880	26,880	53,760
S-002	Osujaki	Augustino	unknown	84,000	84,000	8,400	8,400	16,800
Totals				3,265,600	3,336,160	333,616	333,616	667,232

5.15 PPF Summary for the month

Purpose Display or print the official PPF summary report for the current month.

Menu Reports > Pensions and Insurances > PPF Summary for the month

- Enter Cheque information; click Calculate to get the total amount payable.

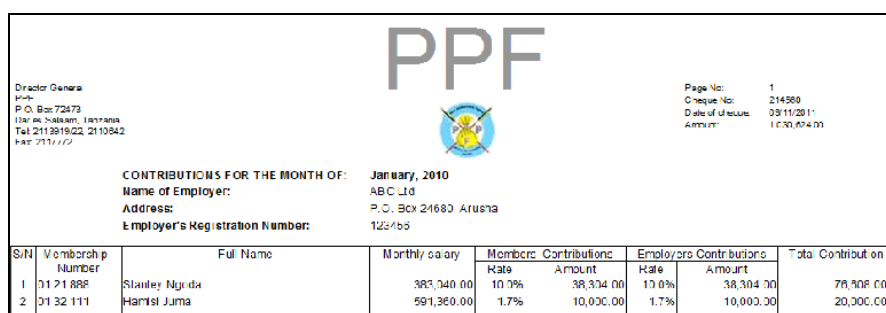


Information for PPF form

Cheque Number: 214560
Cheque date: 09/11/2011
Cheque amount: 1,030,624.00

Buttons: Calculate, OK

- Report:



Director General
P.O. Box 72473
13400, Nairobi, Kenya
Tel: 211 2619022, 2110842
Fax: 211 111117

Page No: 1
Cheque No: 214560
Date of Issue: 09/11/2011
Amount: 1,030,624.00

CONTRIBUTIONS FOR THE MONTH OF: January, 2010
Name of Employer: ABC Ltd
Address: P.O. Box 21680, Arusha
Employer's Registration Number: 123456

SIN	Membership Number	Full Name	Monthly salary	Members Contributions Rate	Members Contributions Amount	Employers Contributions Rate	Employers Contributions Amount	Total Contribution
1	0121888	Stanley Nyuda	38,304.00	10.7%	38,304.00	10.0%	38,304.00	76,608.00
2	0132111	Hamisi Juma	591,360.00	1.7%	10,000.00	1.7%	10,000.00	20,000.00
3	0132111	Grace Juma	67,264.00	10.7%	67,264.00	10.0%	67,264.00	134,528.00

- See also NSSF Summary for the month. To print a report for an alternative pension fund select Reports > Pensions and Insurances > Pension and Insurance Summaries - All

5.16 Print and View

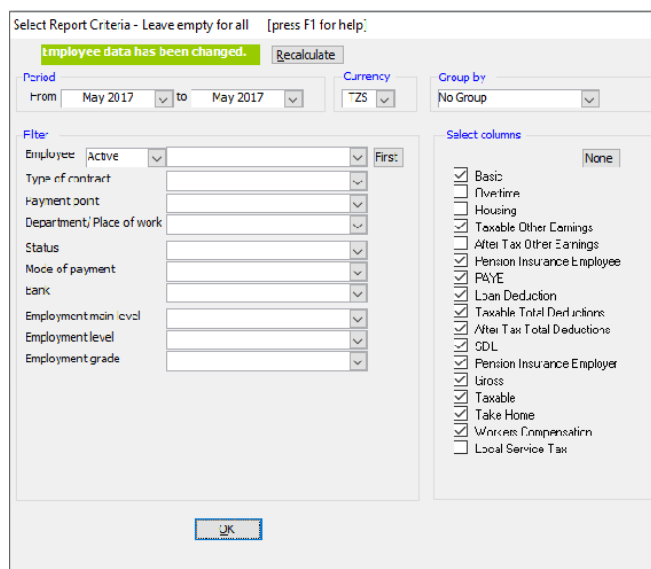
Purpose To preview and print reports

Menu Options > Setup > Configuration > Tab: Folders

- When selecting a report, often a dialog box pops up asking for parameters. Enter parameters, or click OK to accept all.
- The report is displayed on screen.
- To print, select CONTROL+P

Note:

- Most reports are automatically exported to an Excel file.
- The Report export folder is set in Data Entry > Configuration > Folders



Select Report Criteria - Leave empty for all [press F1 for help]

Employee data has been changed. Recalculate

Period: From May 2017 to May 2017 Currency: TZS Group by: No Group

Filter:

Employee: Active
Type of contract:
Payment point:
Department/Place of work:
Status:
Mode of payment:
bank:
Employment main level:
Employment level:
Employment grade:

Select columns:

None

☒ Basic
☐ Overtime
☐ Housing
☒ Taxable Other Earnings
☒ After Tax Other Earnings
☒ Pension Insurance Employee
☒ PAYE
☒ Loan Deduction
☒ Taxable Total Deductions
☒ After Tax Total Deductions
☒ SDL
☒ Pension Insurance Employer
☒ Gross
☒ Taxable
☒ Take Home
☒ Workers Compensation
☐ Local Service Tax

OK

5.17 Signature and Leave sections on payslips

Purpose Show / hide sections on payslips

Menu Options > Setup > Configuration > Tab: Company

- To add a signature section, and to hide the leave information, tick these options:
- Signature and Leave sections appear like shown on the right.

Salary slips

Show signature section ☒

Leave Section None

Loan balance: 700,000

TAKE HOME: 308,067

Bank a/c 0100314759500: 308,067

LEAVE:

Brought forward:	5.49	leave section
Earned:	1.83	
Taken this month:	0.00	
Carried forward:	7.32	

Removed achievement bonus footer

I have received my salary as indicated above: signature section

Date: _____

Name: _____

Signature: _____

5.18 Signature section on reports

Purpose Show / hide a signature section on reports

Menu Options > Setup > Configuration > Tab: Salaries

- Select Data Entry > Configuration > Tab: Salaries.
- To add a signature section on reports, tick this option:

Salary slips

Show signature section ☒

Leave Section None

- The Signature section appears like this:

#	Totals	9,540.29	0.00	46.67	0.00	0.00	328.55	1,858.01
---	--------	----------	------	-------	------	------	--------	----------

Prepared by:	Reviewed by:	Authorized by:
_____	_____	_____
Date:	Date:	Date:
___/___/___	___/___/___	___/___/___
Signature:	Signature:	Signature:
_____	_____	_____

5.19 TRA Payment Credit slip

Purpose	To prepare the monthly payment credit slip ITX300.01.E
----------------	--

Menu *Statutory > Monthly Statutory Payment > PAYE*

- A dialog window allows you to edit fields of the payment credit slip. Click Calculate to fill in the total amount due.

Information for 1918 payment credit slip

Name of employee: DEKAR

Division/Branch: _____

Name of Bank: Standard Chartered Bank

Bank Branch: Jakarta

Top/Parent's Bank Acct No: 8780000123

Employment Types & Risk Article: _____

Pay Credit Month 1: _____

Pay Credit Month 2: _____

Regular Payment: ☐

Other Payments: ☐

Nil Statement Page: ☐

Nil Statement SOL: ☐

Payment month(s) for this: August / 2012 to August / 2012

Payment Month	Name of Bank & Branch	Amount
201208	Standard Chartered Bank	2,886,100
		1,224,650,750
		0
		0

Pay Name: Limia

Middle Name: PA

Surname: Limia

Payment Date: 1 SEP 2012

CALCULATE

OK

- The credit slip is produced:

[illegible]

5.20 Email Pay slips

Purpose	To send pay slips by email to employees
----------------	---


Menu

- (1) *Payments > Salary slips > Email*
- (2) *Data Entry > Data > Employee Info > Tab: Financial*

Note: This feature only works if **MS-Outlook** has been installed on your PC!

- In *Data Entry > Data > Employee Info > Tab: Financial*
tick the *Send pay slip by email* tick box of employees you want to send pay slips to.
- In *Data Reports > Salary slips > Email pay slips* complete the optional Subject and Body fields, and click Send to send the pay slips via Outlook.

Payslip, ID card	
Email	<input checked="" type="checkbox"/>
Alternative language	<input type="checkbox"/>



The screenshot shows an email composition window. The title bar reads 'Email payslips'. The 'Subject:' field is filled with 'Pay slip'. The 'Body:' field contains the text 'Please find attached this month's pay slip'. A 'Send' button is located at the bottom center of the window.

Note: while emailing, printing messages and the emails flash on the screen.

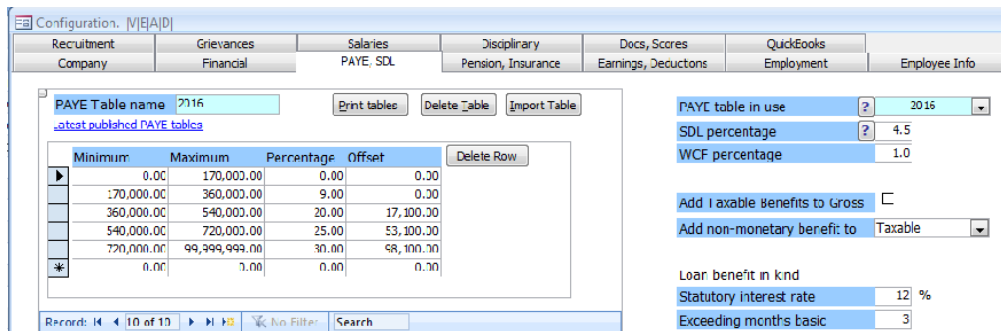
6 Options

6.01 Configuration

- Purpose**
1. Manage the contents of pull-down lists in data entry forms.
 2. Record default information.
 3. Record PAYE tax tables.

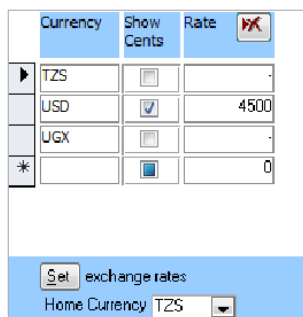
Menu *Options > Setup > Configuration*

- Select a Tab, and edit values.



Minimum	Maximum	Percentage	Offset
0.00	170,000.00	0.00	0.00
170,000.00	360,000.00	9.00	0.00
360,000.00	540,000.00	20.00	17,100.00
540,000.00	720,000.00	25.00	53,100.00
720,000.00	99,999,999.00	30.00	58,100.00
*	0.00	0.00	0.00

- In lists:
 - Add entries by scrolling to the bottom of the list, and enter data.
 - Delete an entry: select the entry by clicking to the left of it, and press the Delete button.



Currency	Show Cents	Rate
TZS	<input type="checkbox"/>	-
USD	<input checked="" type="checkbox"/>	4500
UGX	<input type="checkbox"/>	-
*	<input type="checkbox"/>	0

6.02 Configuration - Company Info

Purpose To change the company logo

Menu Options > Setup > Configuration > Tab: Company

Configuration: [VF:20]

Disciplinary Company Docs, Scores Financial QuickBooks P/V/E, S/D Pension, Insurance Earnings, Deductions Employment Employee Info Recruitment Grievances Salaries

Organization info

Name Organization: ABC Ltd.

Address: 11th Floor 556 234-J

Post Number: 100

PO Box: P.O. Box 1156

City/Town: Arusha

Country: Tanzania

Phone - first: 1255 27 2507777

Phone - second: +255 757 125496

Phone - third: +255 694 749402

Fax: +255 27 2503300

Email: info@abc.co.tz

Website: www.abc.co.tz

URN: 123456789

WCF Reg No: 987654321

HRIS employer code: AR123456789377

Integrator number: 1

Salary slips

Show signature section: ☒

Leave section: ☐

Order: 1

Reports

Show signature section: ☒

Show clock (scanner) code: ☒

Filter reports: ☒

Employee entry forms

Show single contract: ☒

Use clock (scanner) code: ☒

Others

Use Shift Teams: ☒

PDF printer driver: Foxit Reader PDF Printer

Logo

Licenses

Registration Key: 123456789-101-11164

HR License: 555-261-676-120-648

11/11/2018: OK

- Organization info.
 - Note that the name of the organization cannot be changed.
- Salary slips.
 - Show signature sections: tick to add a signature section to the salary slips.
 - Hide leave section: tick to remove Leave section from the salary slips.
 - Order: set the sorting order in which the pay slips are printed.
- Reports.
 - Show signature sections: tick to add a signature section to the printed reports.
 - Show clock code: add clock code. Only tick if you are using biometric scanners.
 - Filter reports: Display a report filter each time you make a report.
- Employee Entry forms.
 - Show single contract: tick if you don't want to track contract history.
 - Use clock code: only tick if you are using biometric scanners.
- Others
 - Show reminders: automatically show reminders when starting PayEasy.
- Logo
 - Add a company logo that is used in report headers.
- Licenses
 - Registration key: show PayEasy registration code.
 - HR license: enter HR license code.

6.03 Configuration - Import employees data

Purpose To import employee info from an Excel sheet.

Menu Options > Setup > Configuration > Tab: Company

Use this option when starting to use PayEasy+HR. Import employee info from an Excel sheet into PayEasy+HR.

1. To create an Excel file, empty except for the mandatory column headers, click the Make File button in the option *Data entry > Configuration > Tab: Company*. This makes a file c:\PayEasy\EmployeeData.xls.

Import Employee data

Make File

Import

- From one or several source Excel sheets, copy data below the appropriate column headers

	A	B	C
1	Altcode	last name	first name

- Save and close the Excel file c:\PayEasy\EmployeeData.xls.
- To import the data, click the Import button in the option *Options > Setup > Configuration > Tab: Employee Info*. Data imported can now be seen with *Data Entry > Employee info*.
- The fields Nationality, Pension, Type and Status are entered automatically, as the table displays at *Options> Setup > Configuration > Tab: Employee Info*:
- Any entries encountered in the spreadsheet for the fields Bank1, Payment Point and Currency1 that are not in the pull down lists for Banks, Payment Points and Currencies will be automatically added to these lists.

Import Employee data Make File Import

Note: After importing, check the records in Data Entry > Employee Info, and the records in the pull-down tables in *Options > Setup > Configuration > Tab: financial*.

6.04 Configuration - Foreign currency

Purpose Pay employees in foreign currency

Menu (1) *Options > Setup > Configuration > Salaries*
(2) *Data Entry > Data > Employee Info > Tab: Employment Details*
(3) *Data Entry > Data > Employee Info > Tab: Financial*

- In *Options > Setup > Configuration > Salaries* select a foreign currency, if you are using scales.

Grade	Level	Curre-ncy	Basic Salary
12	Management Executive Level	USD	1,181
13	Management Executive Level	USD	1,226
14	Management Executive Level	USD	1,271
15	Management Executive Level	USD	1,338
16	Management Executive Level	USD	4,804

- In *Data Entry > Data > Employee Info > Tab: Employment Details*, select a foreign currency if you are not using salary scales.

Contracts		Job title, specification, description	Employment Level, Grade
Period	* 01/01/2009 - 31/12/2010	Sales Manager A	Management Executive Level
Basic salary	* USD 4,804	Advises management on local issues: permits, licenses, others	16
Factor	0.5000	Sales Manager	
Place of work / Department	HQ:Management:Senior		
Branch	Head Quarters		

- In *Data Entry > Data > Employee Info > Tab: Financial* make foreign currency accounts.

Account 1		Account 2	
Bank name	Barclays Bank	Barclays Bank	
Bank Branch	Arusha	Arusha	
Branch Code	777999	777999	
Account number	904690890890	1698437321	
Account name	Mr. and Mrs. Masawe		
Currency	TZS	USD	

6.05 Configuration - SDL

Purpose	To set the SDL percentage
Menu	Options > Setup > Configuration > Tab: PAYE, SDL Options > Setup > Configuration > Tab: Earnings, Deductions Data Entry > Data > Employee Info > Tab: Financial Summaries > Summaries > Tabular Overviews > . . . Statutory > Monthly statutory Payments > SDL

- Set SDL to the percentage required:

PAYE table in use	?	2016
SDL percentage	?	4.5
WCF percentage		1.0

- If your company is exempted, set the SDL percentage to zero.
- If your company is not exempted, but some of your employees are, disable the SDL contribution for them in *Data Entry > Employee Info > Tab: Financial*:

Do not pay PAYE	<input type="checkbox"/>	?
Do not pay SDL	<input checked="" type="checkbox"/>	
Do not pay WCF	<input type="checkbox"/>	
Secondary Salary	<input type="checkbox"/>	?

- This levy is tabulated and summarized in the reports "Tabular Overviews". PayEasy produces the SDL monthly Return ITX219.01.E

Earnings	Earning - Jifleri anwauze	Type	Qty	Recruit	Taxed	In-kind	Deduct next	Not Paid	SDL
Transport	Posho ya usafiri	TZS	10,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel Allowance
Responsibility	Posho ya wazibu	TZS	40,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any Other Allowance
Relocation	Kufamshwa	TZS	500,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any Other Allowance
Long Service	Uzumshi mrefu	TZS	1,000,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gratuity
Adjustment - non-taxed	Marekebesho-yasiro na kodi	TZS	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any Other Allowance
Adjustment - taxed	Marekebesho-huipitwa kodi	TZS	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any Other Allowance
Housing Allowance	Posho ya nyumba	TZS	60,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing Allowance
Housing Allowance	Posho ya nyumba	TZS	30,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing Allowance

- To match the earnings that you defined with those the in SDL Monthly return form, select these in *Options > Setup > Configuration > Tab: Earnings and Deductions*:

6.06 Configuration - Scales: Grades and Levels

Purpose Grades and levels allow using salary scales.


Menu (1) Defined in *Options > Setup > Configuration > Tab: Salaries.*
(2) Used in *Data Entry > Data > Employee Info > Tab: Employment Details.*

The salaries are based on a matrix of Grades and Levels as shown below:

Main levels →	Management		Operations		Support	
Levels →	Executive Management	Junior Management	Senior Operations	Junior Operations	Skilled Support	Unskilled support
Grades ↓						
1						
2		Basic salaries are entered here				
3						
etc.						

- You can name the Grades, Main levels and Levels.

Main levels	Main level	Level	Grade	Grade	Level	Currency	Basic Salary
Management	Management	Management Executive Level	01	02	Unskilled Production	TZS	227,700
Operations	Management	Management Junior Level	02	03	Unskilled Production	TZS	242,500
Production	Operations	Senior Operations	03	04	Unskilled Production	TZS	257,100
*	Operations	Junior Operations	04	05	Unskilled Production	TZS	268,500
	Production	Skilled Production	05	06	Unskilled Production	TZS	283,200
	Production	Unskilled Production	06	07	Unskilled Production	TZS	297,900
	Management	Management intermediate level	07	08	Unskilled Production	TZS	312,400
			08	09	Unskilled Production	TZS	326,900
			09	10	Unskilled Production	TZS	341,500
			10				

- Basic Salaries are entered in the table *Grade > Level > Basic Salary.*
- When selecting a Grade and Level for an employee, the basic salary is filled in and cannot be changed. To manually enter a basic salary, set the Grade to '-', or click the unlock button 

Contracts		Job title, specification, description	Employment Level, Grade
Period	01/01/2009 - 31/12/2010	Sales Manager A	Management Executive Level
Basic salary	TZS 6,815,300	Advises management on local issues: permits, licenses, others	01
Factor	1.0000	Sales Manager	
Place of work / Department	HQ:Management:Senior		
Branch	Head Quarters		

6.07 Configuration - Disciplinary

Purpose To record misconducts of employees, and their consequences

Menu (1) Defined in *Options > Setup > Configuration > Tab: Disciplinary*
(2) Used in *Data Entry > Data > Employee Info > Tab: Disciplinary.*

- Name the Misconduct Levels:

Misconduct Level
A
B
C
*

- Define Misconducts, and assign a Misconduct Level to them:

Level	Misconduct
A	Neglects duties so as to endanger himself/herself or others or property, and/or fails to comply with safety instructions
A	Commits assault or uses inappropriate language at work, in the course of work, and/or in front of clients
A	Commits assault on employer, employer's family


- Define Consequences for each Misconduct Level:

Level	Consequence
A	1st breach = Automatic summary dismissal at first occurrence of any one of these offences
B	1st breach = Written warning
B	2nd breach = Reprimand
B	3rd breach = Severe reprimand

- A disciplinary record:

Date Handled by	Misconduct	Consequence	Expiry warning Status	Termination Benefits	Warning letters Labour Office letters	Lawyer letters Trade Union letters
30/11/2016 HR Manager Anna B.	fails to complete	1st breach = Discuss during supervision	31/12/2016 notice		→	→

- Disciplinary report:

		ABC Ltd. Discipline Period: 01/01/2010 - 02/04/2022							
Code	Name	Job title	Date	Handled by	Misconduct	Consequence	Expiry warning	Dismissal	Termination benefits
M-001	Fred Amos Mawane	Transport Coordinator	30/05/2017	Line manager Z.	Use of alcohol while at work	1st breach = Automatic summary dismissal at first occurrence of any one of these offences		termination	one month salary 5 leave days

6.08 Configuration - Export Reports

Purpose To export reports to Excel for further processing.

Menu Options > Setup > Configuration > Tab: Folders

- Most reports are automatically exported to a folder of your choice, whenever you open them.
- The file name and path is displayed at the top of the screen:

>> C:\PayEasy\Reports\TabularOverview.xlsx - ABC Ltd. [May 2017-20.09-C:\PayEasy\Data\TrainingPE.mde]

- The previous copy, if any, will be overwritten, unless you renamed it.
- To set the export folder, use Options > Setup > Configuration > Tab: Folders, Localize.

Configuration. [V][E][A][D]

Company	Employee Info	Financial
PAYE, SDL	Pension, Insurance	Earnings, Deductions

Backup path C:\PayEasy\Backups\
Report path C:\PayEasy\Reports\

6.09 Configuration - PAYE

Purpose Select, or add a new PAYE table

Menu Options > Setup > Configuration > Tab: PAYE, SDL

- The Pay-As-You-Earn deduction is calculated from a table, updated every other year or so by the TRA.

PAYE Table name: 2016 Print tables Delete Table Import Table

[Latest published PAYE tables](#)

	Minimum	Maximum	Percentage	Offset	Delete Row
▶	0.00	170,000.00	0.00	0.00	
	170,000.00	360,000.00	9.00	0.00	
	360,000.00	540,000.00	20.00	17,100.00	
	540,000.00	720,000.00	25.00	53,100.00	
	720,000.00	99,999,999.00	30.00	98,100.00	
*	0.00	0.00	0.00	0.00	

Record: 10 of 10 No Filter Search

- You either download the latest table from our website, or you enter them manually.
 - To download, click on *Import Table*. Make sure that you have an internet connection.
 - To enter a table manually:
 - Make a new table – click on
 - Give your table a name (in the example above: “2014”)
 - Enter for each income band the Minimum, Maximum and Percentage. The values are found on page one of the PAYE booklet, or click the link *Latest published PAYE table*, to see the correct table on our website.
 - Select the table that is currently used in the payroll

PAYE table in use ? 2016

6.10 Configuration - Earnings

Purpose	To define and use employee earnings.
Menu	(1) <i>Options > Setup > Configuration > Earnings and Deductions</i> (2) <i>Data entry > Data > Employee Info > Tab: Employment details</i> (3) <i>Data entry > Adjustments > Payroll for month</i>

- Define the Earnings in *Options > Settings > Configuration > Tab: Earnings and Deductions*

Earnings	Earning - other language	Type	Qty	Recurrent	Taxed	In Kind	Deduct next	Not Fixed	SDL
Transport	Posho ya usafiri	TZS	10,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveling Allowance
Responsibility40	Posho ya wajibu40	TZS	40,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Any Other Allowance
Relaxation	Relaxation	TZS	500,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any Other Allowance

- The name of the Earning is set in the column **Earnings**.
- Tick ‘recurrent’ if the earning should be added each month.
- In the **type** column, indicate if the quantity of the next column is either % of the basic salary, % on Gross salary, a fixed value in TZS, or a number of days.
- Tick **Taxed** if the Earning is taxable. Note that % on Gross cannot be taxed.
- Tick **In Kind** if the Earning is not paid out.
- Deduct Next**: the advance will be deducted next month.
- Not Fixed**: will not be contribute towards WCF.
- To set a recurrent earning for an employee, select *Data entry > Data > Employee Info > Tab: Employment details*:

Recurrent Earnings

.. 5 .. 10 .. 15

Transport

- Adjust recurrent Earnings and add other Earnings in *Data entry > Adjustments > Payroll for the month*.

6.11 Configuration - Deductions

Purpose	Define and use employee deductions.
Menu	(1) <i>Options > Setup > Configuration> Earnings and deductions</i> (2) <i>Data entry > Data > Employee Info > Tab: Employment details</i> (3) <i>Data entry > Adjustments > Payroll for month</i>

Define employee Deductions with *Options > Setup > Configuration > Tab: Earnings and deductions*

Deductions	Deduction - other language	Type	Qty	Recurrent	Tax	Deduct	Union	Wht tax	Stud
Advance	Advansi	TZS	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chodawu	Chodawu	%GR	2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saccos	Saccos	TZS	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health bill	Hati ya hospitali	TZS	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjustment - non-taxed	Marekebisho-yasiyo na kodi	TZS	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjustment - taxed	Marekebisho-hulipiwa kodi	TZS	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tpawu	Tpawu	%Gr	2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taneem payment	Malinn ya Taneem	TZS	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The name of the Deduction is set in the column **Deductions**.
- Tick 'recurrent' if the Deduction should be added each month.
- In the **type column**, indicate if the quantity of the next column is either % of the basic salary, % on gross salary, a fixed value in TZS, or a number of days
- Tick **Taxed** if the Deduction is taxable. Note that % on Gross cannot be taxed.
- To set a recurrent Deduction for an employee, select *Data entry > Employee Info > Tab: Employment details*:

Recurrent Deductions

HESLB

Saccos
- In *Data entry > Data > Payroll for month* you can adjust recurrent Deductions and add other Deductions.

Deductions	Qty	Unit	Amount
Loan	10	TZS	0
Chodawu	2.00	%GR	12,768
Advance	50,000.00	TZS	50,000

6.12 Configuration - Copy Earnings and Deductions

Purpose To copy the Earnings and Deductions of the previous month.

Menu *Date Entry > Configuration> Tab: Earnings, Deductions*

- Earnings and Deductions are automatically entered on these options:
 - Post month
 - Reset payroll

Earnings and Deductions	Copy <input type="checkbox"/>	Adjust with Factor <input type="checkbox"/>
-------------------------	-------------------------------	---

- When the tick box *Copy Earnings and Deductions* has been:
 - Ticked, Earnings and Deductions of the previous month are literally copied to the current month. Any calculations as configured in the Earnings and Deductions are not considered.
 - Un-ticked, only the recurrent Earnings and Deductions are entered, and amounts are calculated as configured.
- Earnings and Deductions are adjusted with Factor when *Adjust with Factor* has been ticked,

6.13 Configuration - Pensions and insurances

Purpose To define pensions and insurances

Menu (1) *Options > Setup > Configuration > Tab: Pension, Insurance*
(2) *Data Entry > Data > Employee data > Tab: Financial*

- Pensions are defined in *Options > Setup > Configuration > Tab: Pension, Insurance*

Pension / Insurance	Employee Contribution %	Employer Contribution %	Employee Contribution Amt	Employer Contribution Amt	Minimum Pension Base Amt	Topping up method	Employer number	Regional code	On Basic	Taxed	Totals on Payslip
NSSF	10.00	10.00	0	0	0		123456	0101	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- NSSF and PPF are based on the Gross Salary, unless you tick the *On Basic* box. Zanzibar pensions are based on the Basic Salary. Pensions are not taxed (refer to Income Tax Act 2006 Section 61 Sub-sections 1 & 2), but insurances are.
- Enter pension and insurance information for employees in *Data Entry > Employee data > Tab: Financial*. Select *Fixed Amount* for employees who contribute pensions abroad.
- To show built up pension on pay slip, tick *Totals on Payslip*

Pension and Insurances				
?	Name	Fixed amount	Code number	Balance brought forward
Pension *	NSSF	<input type="checkbox"/>	12345678	8,764,378.00

- These pension reports are available under *Reports > Pensions > . . .*, provided they are listed in the configuration:

NSSF; PPF; ZSSF; GEPP; LAPF; NHIF; PSSSF

6.14 Configuration - Housing Benefit

Purpose Calculate the Housing benefit

Menu (1) Set in *Options > Setup > Configuration > Tab: PAYE, SDL > Housing Tax*
(2) *Data Entry > Data > Employee Info > Tab: Financial*

Factors:

BP = Benefit Percentage*

EC = Expenditure Claimed by the Company

MVR = Market Value Rent

RP = Rent Paid by Employee

Housing Benefit = min (max (BP, EC),
MVR) - RP

In 2018 BP is 15% of the Gross Salary, excluding the
Housing Benefit.

Taxes	
Company Housing	<input checked="" type="checkbox"/>
Expenditure Claimed	50,000
Market Value	50,000
Rent Paid	0

Housing benefit in kind
Housing Tax %

6.15 Configuration - Backup reminder

Purpose Set automatic reminders for backing up

Menu *Options > Setup > Configuration > Tab: Folders*

PayEasy+HR can remind you to back up your data, when you exit from the program.

1. Select *Options > Setup > Configuration > Folders, Localize*

Configuration. [V][E][A][D]

Company	F
Recruitment	Gr

Export File Locations

Report path	C:\PayEasy\Rep
QB IIF path	C:\PayEasy\Rep

Backups

Remind after	5 sessions
--------------	------------

2. Enter the number of sessions after which you want to receive a backing up reminder
3. Special settings are:
 - a. Remind never: 0
 - b. Always remind: 1
 - c. Automatic Backup, after each session.
4. Set the maximum number of backup files that you want to store. If this would be exceeded, then the oldest backup file is deleted.

6.16 Configuration - QuickBooks

Purpose Configure PayEasy+HR, so that its IIF file can be imported into QuickBooks

Menu Options > Setup > Configuration > Tab: QuickBooks

1. Select Options > Setup > Configuration > Tab: QuickBooks
2. If you use QuickBooks with account numbers, enter these in the Account Number column for the general items
3. In the Name column, enter account names exactly as they appear in QuickBooks.
4. Optionally enter a Memo.

Account	Account Type	Account info, exactly as used in QuickBooks		Memo
		Number	Name	
Gross Salaries	Expense	6010	Gross Salaries	Staff salary for the month
PAYE Payable	Other Current Liability	2010	PAYE Payable	PAYE on behalf of employees
Pension Payable	Other Current Liability	2020	PPF Payable	PPF on behalf of employees

5. In the Earnings and Deductions tables, enter account numbers if you use those.

Earnings	Type	Account #
Relocation	TZS	9191
Adjustment - non-taxed	TZS	9160
Leave Advance	TZS	9172
Transport?	TZS	

Deductions	Type	Account #
Advance	TZS	1220
Chodawu	%GR	2070
Saccos	TZS	2071
Health bill	TZS	

6. Make sure the names of Earnings and Deductions match exactly those in QuickBooks. To change them in PayEasy+HR, select Data Entry > Configuration > Earnings and Deductions.
7. QuickBooks, open the chart of accounts with CTRL+A.

6.17 Configuration - Hours and Days per month

Purpose To set the working hours and days per month.

Menu (1) Options > Setup > Configuration > Tab: Employment
(2) Data Entry > Data > Employee Info > Tab: Employment details

- The Hours per month value is used to calculate overtime amounts.
- The Days per month value is used in calculating Earnings or Deductions if these are based on days.

Hours and days per month can be set in two places:

1. Options > Setup > Configuration > Tab: Employment.

Here you set the default values for all employees.

Month	Hours / Month	Days / Month
January	198	22
February	171	19
March	198	22
April	189	21
May	198	22

2. Data Entry > Data > Employee Info > Tab: Employment details.

Here you set the values for an individual employee. If you set these to zero or empty, then the default values are used for this employee.

Time	
?	Leave, monthly days & hours
Annual leave	28.00
Monthly leave	2.33
Hours / month	195.000
Days / month	28.0
Hours / day	7.0

6.18 Configuration – Report Codes

Purpose Add report codes to reports.

Menu *Options > Setup > Configuration > Tab: Docs, Scores*

- Define Report codes in *Options > Setup > Configuration > Tab: Docs, Scores*.

Report Name	Report Code
Tabular Overviews - Detailed Overview	AN-931/87
Tabular Overviews - Dual Currency	AN-931/88
Tabular Overviews - By Currency	AN-931/89

- The report codes appear at the top of report:



AN-931/87
ABC Ltd.
Payroll for January 2011

Code	Name	Basic / Effective Basic	Overtime	Housing & Loan Benefits	Taxable other Earnings	After-tax other Earnings	Pension & Insurance employee	PAYE	Loan deduction	SOL
------	------	-------------------------------	----------	-------------------------------	------------------------------	--------------------------------	------------------------------------	------	-------------------	-----

- NOTE: You cannot add codes to official forms, such as for tax and pension authorities.

6.19 Configuration – Donor and Project Codes

Purpose To categorize employees by Donor and Project Codes.

Menu (1) *Options > Setup > Configuration > Tab: Financial*
(2) *Data Entry > Data > Employee Info > Tab: Financial*
(3) *Summaries > Summaries > Project, Donor Analysis*

- To configure Donor and Project codes, select *Options > Setup > Configuration > Tab: Financial*

Donor Code	Project Code	Project Name
GEZ1	359875985	Office
VSO11	5379854	Field
SNV45	430480984	None

- To assign Project and Donor codes to employees, set them in *Data entry > Data > Employee Info > Tab: Financial*.

Project Code	Ratio (%)	Donor Code
359875985	60	GEZ1
430480984	40	SNV45

- Set the payment ratio for each Project code.
- Select *Summaries > Summaries > Project, Donor analysis* for a report.



ABC Ltd.
Project / Donor Analysis for September 2012

Project Code	Donor Code	Gross
ATN-ARO-FZS-001	1011112	28,220
ATN-ARO-FZS-001	2010113	202,850
ATN-CRE-BUC-001	1011131	112,880

6.20 Users - Users

Purpose To provide controlled access to the program's options.

Menu Options > Setup > Users > Tab: Users

- Set User names, passwords and access levels.
- Note that the access level in the first row, *Sysop*, cannot be changed or deleted.
- Set expiry duration, minimum password length, password strength.
- Click *Make password* to generate a random password.

The screenshot shows the 'Users' management window. At the top, there are tabs: Users, Data Entry Rights, Reports, Home, Options Rights, Employee Info Tabs, and Logs, Audit Trail. Below the tabs, there's a section for 'Password' with fields for 'Strength' (set to 0) and 'Length' (set to 0), and a 'Delete User' button. To the right, there's a 'Password rules' section with fields for 'Expires after days' (3650), 'Expiry warning days' (5), 'Minimum length' (8), and 'Lockout threshold' (3). Below this, there's a table of users:

User name	Password	Level	Days valid
1234	1234	Sysop	3623
Jane	Hod 1Hod 1	Operator	3685
Gloria	Gl0r1a2020	HRM	3585

- The access levels and their options are set below the tabs Program Menus 1 and 2.
- The SysOp access level has access to all options.

The screenshot shows the 'Program Menus 1' and 'Program Menus 2' tabs. It displays a table of permissions for different users (Sysop, HRM, Admin, Operator) across various menu options. The 'Sysop' user has full access (view, edit, add, del) to all options, while other users have restricted access.

Menu	Option	Sysop	HRM	Admin	Operator
Data Entry	Advertise	view	edit	add	del
Data Entry	Connect to fingerprint file	view	edit	add	del
Data Entry	Evaluate, Apply, Employ	view	edit	add	del
Data Entry	Job Analysis	view	edit	add	del
Data Entry	Job Description	view	edit	add	del
Data Entry	Onboarding	view	edit	add	del
Data Entry	Process Applications	view	edit	add	del

- When your password has expired, enter a new password.
- The password should be of sufficient length and strength.
- Click *Make password* to generate a random password.

The screenshot shows the 'Reset Password' dialog box. It has a green padlock icon and a 'New password' field. Below it, there are fields for 'Current password' and 'Repeat password'. There are 'OK' and 'Cancel' buttons at the bottom.

- After logging in the number of times set in 'Lockout threshold', with a bad password, the user is locked out.
- The systems operator is to set a new password for this user.

The screenshot shows the 'Account suspended' dialog box. It has a red 'X' icon and a message: 'Three bad log ins, This account is suspended. Ask the Systems Operator to unlock it.' There are 'OK' and 'Cancel' buttons at the bottom.

6.21 Users - Rights

Purpose Control access to the program's options, and access to Tabs in the Employee Info form.

Menu *Options > Setup > Users > Program Menus 1 / 2*

- Data Entry Rights: select access levels to user groups.
 - View: view the record, and cannot make changes
 - Edit: edit records.
 - Add: make new records
 - Delete: delete records

Menu	Option	Payroll				HRM				Admin				Operator			
		view	edit	add	del	view	edit	add	del	view	edit	add	del	view	edit	add	del
Data Entry	Connect to Fingerprint File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Entry	Process Attendance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Entry	Public Holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Entry	Shifts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Reports, Home, Options Rights: Set access rights to options on the Reports, Home, Options menus

Menu	Option	Payroll	HRM	Admin	Operator
Data entry - Employee Info	> Sensitive Financial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Home	Back up	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Home	Post month	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home	Recalculate Payroll	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- The SysOp access level has access to **all** options.
- Employee Info Tabs: tick in the columns of the user groups, to give access to the corresponding tabs in the Employee Info form.

Tabs in the form	Sysop	Payroll	HRM	Admin	Operator
Employee Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Financial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References, next of kin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Users, and their Passwords are defined in the passwords table, under the same option *Data Entry > Users*

6.22 Users - Logs

Purpose Display, and remove logs

Menu Options > Setup > Users > Tab: Logs, Audit Trail

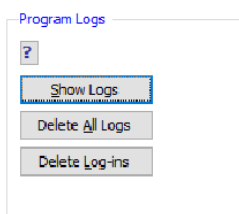
- PayEasy+HR records software events in a log, with entries amongst others:
 - Log in
 - Bad Password
 - Reset Payroll
 - Post
 - Backup
 - Software errors



ABC Ltd Event Log

User name	Event	Date and Time	Company	Month	Data File
1234	Log in	07/07/2011 - 10:49:07	ABC Ltd	8/2009	C:\PayEasy\HRM_training.mdb
1234	Log in	07/07/2011 - 02:05:41	ABC Ltd	8/2009	C:\PayEasy\HRM_training.mdb
Alex	Reset Payroll	06/07/2011 - 09:24:22	A&A Computers Ltd.	7/2011	C:\QBbackup\qb2\AA_Payroll.mde
Alex	Log out - No backup	04/07/2011 - 10:07:55	A&A Computers Ltd.	7/2011	C:\QBbackup\qb1\AA_Payroll.mde

- To display the report, select the *Data entry > Users* and click the Event Log Report button.
- To delete all log records, click *Delete Logs*.



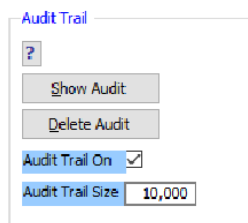
- The software automatically deletes old logs when they exceed 1,000.

6.23 Users – Audit Trail

Purpose To track data entry changes. Can only be accessed by the Sysop.

Menu Options > Setup > Users > Tab: Logs, Audit Trail

- When *Audit Trail On* is ticked, all data entry changes are recorded.
- The number of records can be limited to a range of 500 to 10,000.



- Click Show Audit to see the Audit Trail; use the top row to filter the Audit Trail:

Action	Date	Time	User	Form	Identifier	Field	Old Value	New Value
DELETE	24/04/2014	15:38:40	1234	LoanAdjustments	Employee Name:			
DELETE	24/04/2014	15:41:47	1234	LoanAdjustments	Employee Name:			
NEW	24/04/2014	15:42:33	1234	LoanAdjustments	Employee Name: Basu Kaaya			
EDIT	24/04/2014	15:42:43	1234	LoanAdjustments	Employee Name: Basu Kaaya	transactionType		Adjustment
EDIT	24/04/2014	15:42:43	1234	LoanAdjustments	Employee Name: Basu Kaaya	TransactionDate		30/09/2008

- Click Reset to permanently erase the Audit Trail.

- Click Print to print the Audit Trail:


ABC Ltd.

ABC Ltd.
 Audit Trail

Date range: 24/04/2014 - 26/04/2014

Action	Date	Time	User	Form	Identifier	Field	Old Value	New Value
EDIT	24/04/2014	15:32:00	1234	Loan Adjustments	Employee Name: Babu Kooze	Monthly Amount	80000	80000
EDIT	24/04/2014	15:32:00	1234	Loan Adjustments	Employee Name: Babu Kooze	Terms	7.5	10

6.24 Authorization

Purpose The sysop allows users to post the month, to open or close reports and data entry

Menu *Options > Setup > Configuration*

Options > Setup > Authorization

The Authorization option is only available to users with Sysop access levels.
Enable the Authorization function in *Options > Setup > Configuration, Tab: Company, Section: Reports*.

Reports

Show signature section ☐

Show clock (scanner) code ☐

Filter reports ☒

Authorize reports ☒

Set authorization with *Options > Setup > Authorization*. Only users with adequate user rights have access to options that you authorize here.

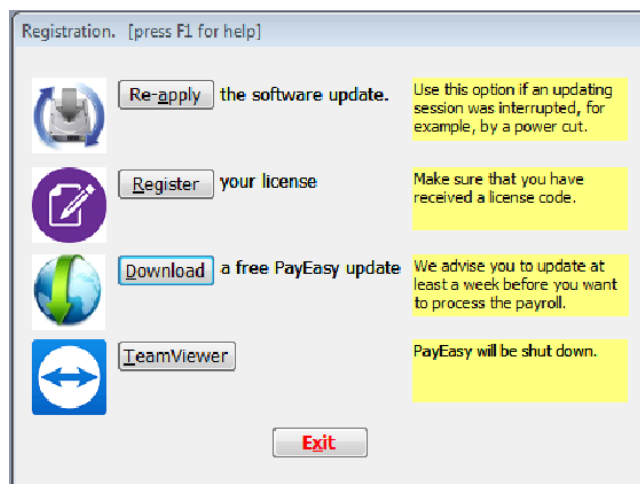
Authorization			Change All	Copy Settings
Menu Tab	Menu Options	Authorize		Your Settings
Data Entry	All	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Home	Post month	<input type="checkbox"/>		<input type="checkbox"/>
Payments Reports	Advances	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Payments Reports	Payments	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Payments Reports	Pensions and Insurances	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Payments Reports	Salary slips	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Statutory Reports	Monthly Statutory Payments	<input type="checkbox"/>		<input type="checkbox"/>
Statutory Reports	Bi-annual TRA statements	<input type="checkbox"/>		<input type="checkbox"/>
Summaries Reports	Loan Reports	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Summaries Reports	Attendance Summaries	<input type="checkbox"/>		<input type="checkbox"/>
Summaries Reports	Earnings and Deductions	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Summaries Reports	Leave	<input type="checkbox"/>		<input type="checkbox"/>
Summaries Reports	Tabular overviews	<input type="checkbox"/>		<input checked="" type="checkbox"/>

- Set the starting values for each month in the column *Your settings*.
- When starting a new month, all authorizations are set to Your Settings.
- Change All: tick or untick all Authorize tick boxes.
- Copy Settings: set all *Authorize* tick boxes to their initial values, as recorded in column *Your Settings*.

6.25 Update Software manually

Purpose	Re-apply a software update
Menu	<i>Options > Other > License, Update software</i>

After downloading the update files, when PayEasy opens for the first time, file structures are adjusted. If for some reason this updating process was interrupted, restart PayEasy and select *Help > Updater*, and click *Re-apply*.

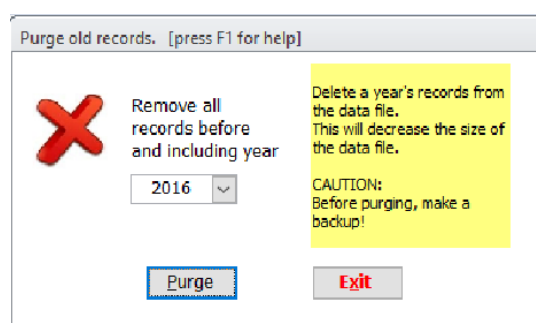


6.26 Purge

Purpose	To remove old records from the data file, thereby reducing its file size.
Menu	<i>Options > Tools > Purge</i>

Caution: Before Purging data, **make a backup!**

- All records with dates ending in the year you selected will be erased when you click on *Purge*.



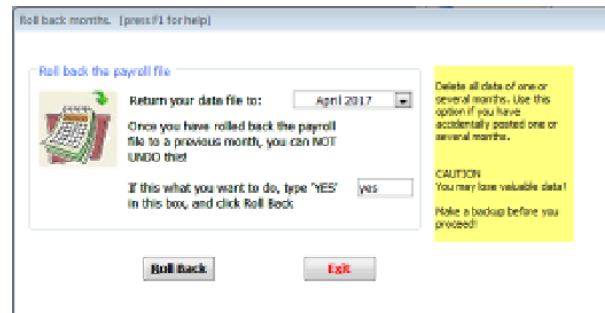
6.27 Roll back

Purpose To permanently remove processed months from the data file.

Menu *Options > Tools > Rollback*

Caution: You may lose valuable data! **Make a backup** before you proceed!

- This option allows you to edit a previous month, by permanently removing one or several months.
- Use this option if you have accidentally posted one or several months, and want to remove these.



6.28 Registration

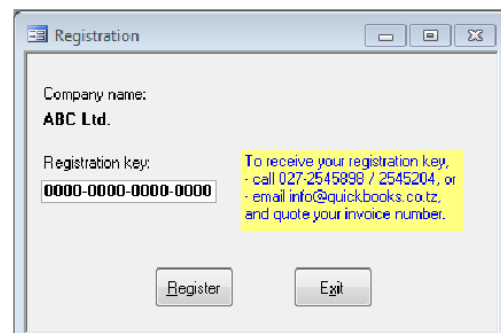
Purpose Register the program, so that you can fully use it.

Menu *File > Post Month*
Options > Other > License, Update Software

To register:

- *Options > Other > License, Update Software*
- Select *File > Post Month*, click Yes.

Using the telephone numbers or email address provided contact us for a registration code. You will have to give us your invoice and receipt numbers as reference.



6.29 Compress & Repair data file

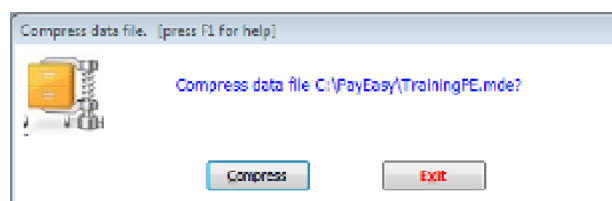
Purpose To reduce the size of the data file.

Menu Options > Tools > Compress & Repair

Caution: Do not switch off the computer while compressing.
Switching off the computer may result in **loss of data**.

The data file grows to many times its original size while processing records and creating reports. By reducing the file size:

- PayEasy works faster.
- It is easier to copy the data file to another location.



Make sure that other users, if any, have logged off. Close all open reports and forms.

Select Options > Tools > Compress & Repair, click OK.

6.30 Equipment Issued

Purpose To record equipment issued to employees, and to print lists of issued equipment

Menu HRM Entry > Data Employee Info > Tab: Equipment Issued

1. Enter items issued at Data Entry > Employee Info > Tab: Equipment Issued

Disciplinary		Wellness programme		Immigration	Equipment issued	Supervision	Meetings	Appraisals	Training needs	Development targets	Developmental counselling	
Health		Training	Workshops									
Description		Model	Serial number		Qty	Amount	Issued on	Returned on	Remarks		Report	Delete
▶	laptop computer	HP533	7867869876756		1.00	USD	575.00	01/01/2017	01/09/2017			
	laptop Volt Master	HP533	7867869876756		1.00	USD	134.00	01/01/2017				
	Toolbox	Standard			1.00	TZS	150,000.00	11/01/2017		No cable better included		
	laptop	Lenovo, Stratum	008851011215		1.00	TZS	1,000,000.00	12/09/2017				

2. To print a list of equipment issued click Report:



ABC Ltd
Equipment Issued to Fred Masawe

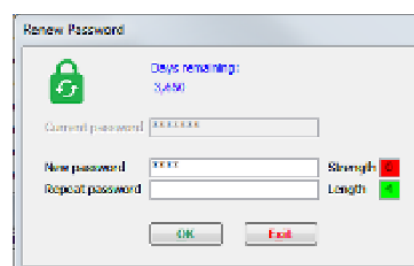
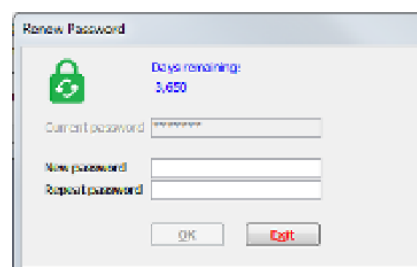
Description	Model	Serial number	Qty	Amount	Issued on	Returned on	Remarks
laptop computer	HP630	7867869876756	1.00	USD 575	01/01/2009		

6.31 Change Password

Purpose Allow the current users to change their passwords.

Menu Options > Setup > Change Password

- Change your password because it has expired, or it is about to expire.
- Enter the current password.
- Enter your new password twice.
- The password should be of sufficient length and strength.

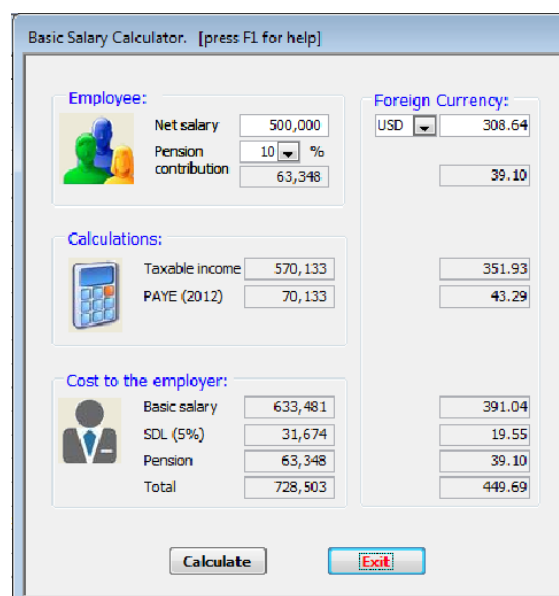


6.32 Basic salary calculator

Purpose To calculate the Basic salary from a given Net salary

Menu Options > Other > Basic salary calculator.

- Enter the Net salary, either in the Employee section, or as a foreign currency
- Select a pension scheme – the calculator uses the employee contribution percentage.
- Click Calculate. It may take a few seconds to find the corresponding Basic Salary.



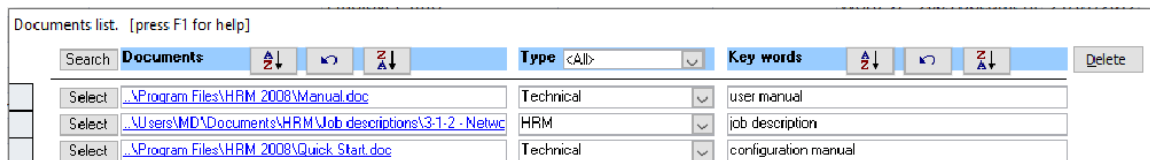
7. Help Options

7.01 Documents list

Purpose To access documents, by sorting and categorizing them.

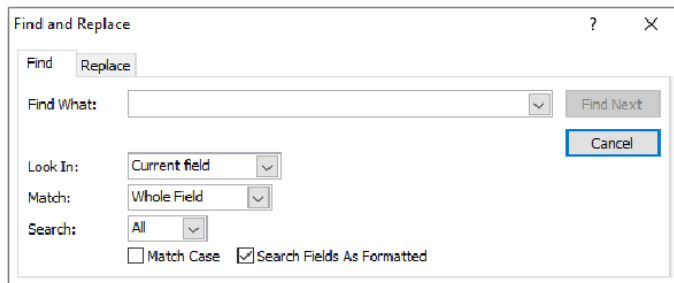
Menu *Help > Documents List*

- The documents are stored in a folder - for example on your server.



Select	Documents	Type	Key words	Delete
Select	..\\Program Files\\HRM 2008\\Manual.doc	Technical	user manual	
Select	..\\Users\\MD\\Documents\\HRM\\Job descriptions\\3-1-2 - Netw...	HRM	job description	
Select	..\\Program Files\\HRM 2008\\Quick Start.doc	Technical	configuration manual	

- Click **Search** and select the column you want to search items in, and set *Match* to *Any part of field* and *Search* to *All* for best search results:



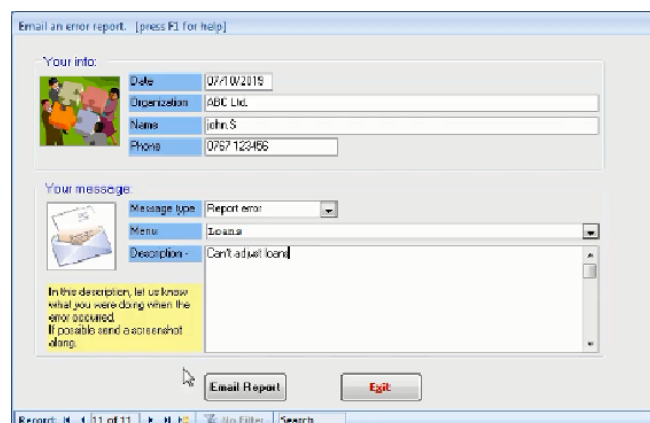
- Use **A-Z** and **Z-A** to sort the lists in ascending or descending order. Click **Remove** to remove sorting.
- Filter with the *Type* field: **Type** <All>
- Click **Select** and browse to the document to be linked.

7.02 Email error report

Purpose Report errors, or suggest improvements, to the programmer.

Menu *Help > Email Error report*

- Complete the fields and click "submit" to generate an email message to the programmer.
- Use the navigation buttons in the bottom to see previous error reports.



7.03 FAQs

#	Question	Answer
1	Why are PAYE amounts wrong in the reports?	- You are using the wrong PAYE table - PAYE is based on the Taxable income: Gross-Pension
2	I entered employee information but I cannot see this employee in the payroll	- You omitted to enter compulsory data – marked with * - You left the basic salary to be 0 Run <i>Report > Tabular overview for the month > Incomplete Employee Data</i>
3	I cannot change the field Basic	Set the employment Grade to ‘-’
4	On Zanzibar we don’t use SDL. Can I use PayEasy?	In <i>Configuration > PAYE</i> , SDL set the SDL percentage to 0
5	I accidentally posted the month too soon. How can I undo this?	- Restore your recent backup. - File - RollBack
6	I want an advance of 50,000/= automatically added each month for some employees. Is this possible?	- Select <i>Data entry > Configuration > Tab: Earnings, Deductions</i> - In the <i>Deductions</i> table make a line with ‘Deduction=Advance 50k, Recurrent=ticked, Type=TZS, Qty=50,000, Taxed=un-ticked’ - In <i>Employee Info > Employment Details</i> , select the employee and add a Recurrent Deduction=Advance 50k - You can see the advances after Posting or Resetting the payroll,
7	I have lost the tab sheet Appraisals. How to get it back?	In <i>Users > Tab: Employee Info Tabs</i> tick the Active box for <i>Appraisals</i> .
8	How can I change the name of my company in the setup?	For security reasons you cannot change it. If you really need it to be changed: - Click on the Up-Arrow. Obtain a code from info@payeasy.co.tz
9	On Zanzibar, Pension is based on the Basic salary, and not on the Gross. What to do?	To base pensions on Basic salaries and not on Gross salaries, tick the Basic Tick box in <i>Data entry > Configuration > Tab: Pension, Insurance</i> .
10	I think Overtime for Public Holiday + Night should be 300%.	Change the rate in <i>Data entry > Configuration > Financial</i> , in the <i>Overtime</i> table.
11	An employee has a loan running. I want to add another loan for the same employee.	The software supports only one loan at a time. Enter the name of the Employee, and choose to adjust the loan.
12	I cannot change the rights level of the first user	The rights’ level of the first user in the list cannot be changed, or deleted. This is done to ensure somebody keeps access to the user setup.
13	I have erased the data file. The program cannot start anymore	- Try to restore it from the recycle bin. - Rename your last backup file to the name of the data file.
14	I have forgotten the password.	Call 027-250 7708 or 250 8306 and ask for assistance.
15	The installation key provided is refused by the program.	Check and correct the date and time on your computer.
16	I keep on getting error messages.	Make sure your PC is free of viruses, spyware and adware.
17	I am asked to confirm to delete or to append when I run a report.	A. Configure Access Access 2007: Start the Access 2007 program. <ul style="list-style-type: none"> Macro settings: Select: File - Access Options - Trust Center - Trust Center settings - Macro settings - Enable all macros. Confirmation: Menu button - Access options - Advanced; untick the three boxes for Confirm. B. Configuration for Vista: <ul style="list-style-type: none"> Right click the folder c:\Program Files\hrm 2008\ Change the folder's security: set allow all.
18	I dismissed an employee, and deleted his record. Now he does not appear in bi-annual reports.	When you dismiss employees, change their status from 'On Post' to 'Dismissed'. Only use Delete to remove wrong records.
19	I want to email salary slips to our other office in another town,	Version 2.24 introduced emailing of salary slips: <i>Reports > Salary slips > Email pay slips</i>

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