PayEasy +HR

Payroll and HR software

User Manual

Version 20.09

www.payeasy.co.tz
April 2020

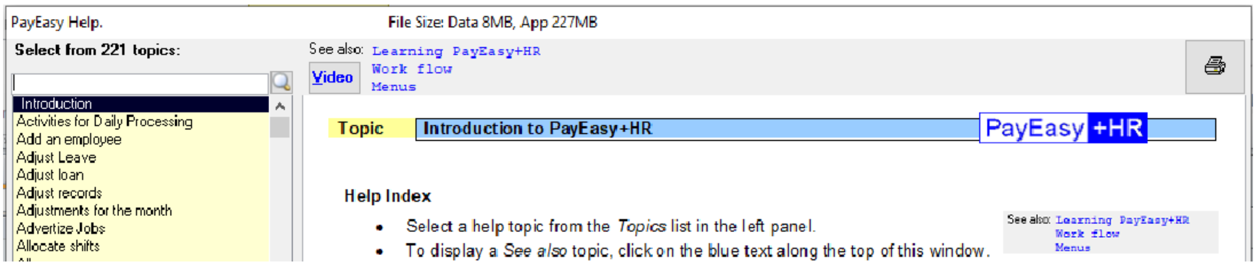
Table of contents

1. Introduction: PayEasy payroll and HRM system

1.01 Help system

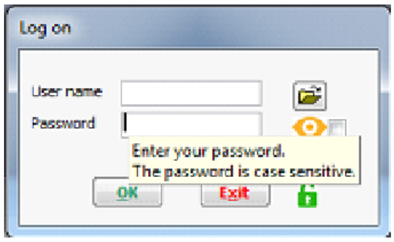
Help Index:

- 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:

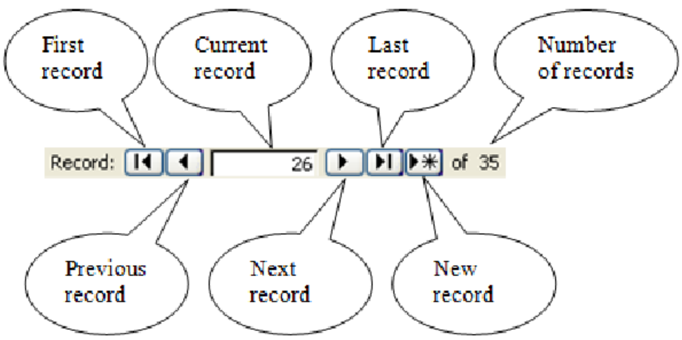
- Open the training file T*rainingPE.mde* to see what data to enter, and what the reports look like.

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

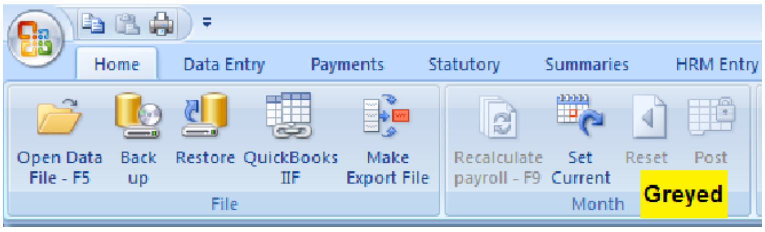
Purpose Use menus to select options.

PayEasy has nine menu tabs:

• Home	File management commands for backing up and restoring your company file.
	Options that affect all data like reset, recalculate, post and others.
• Data entry	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*

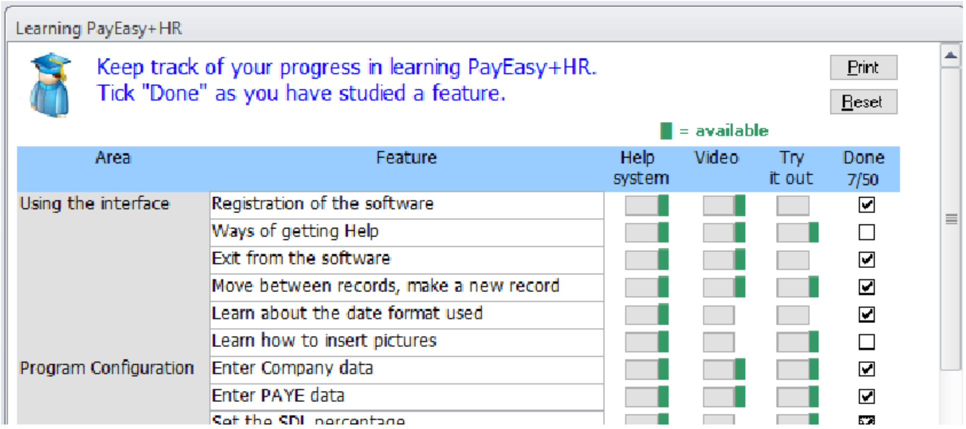
1.04 Function keys

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:

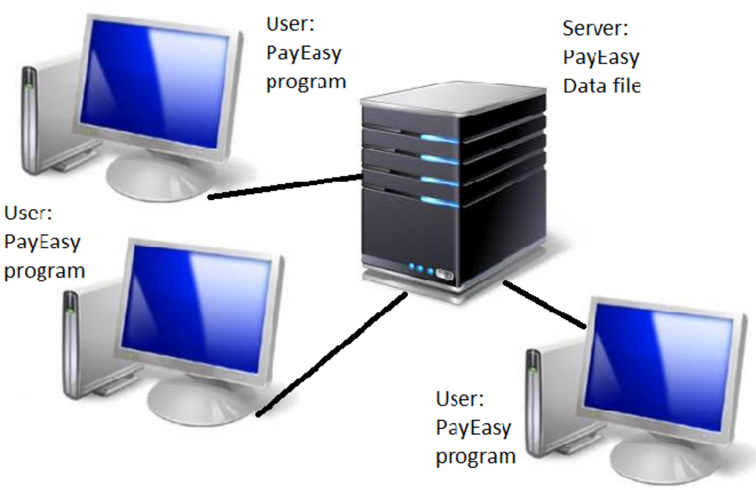
- Choose to see the answers to Frequently Asked Questions: *Help > Help Index > FAQ1, FAQ2*
- Choose *Help > Email Error Report*. See section 5.2 for instructions.
- Send an email to info@ payeasy.co.tz and ask for assistance. Note that PayEasy+HR software comes with a three months' free helpdesk included.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

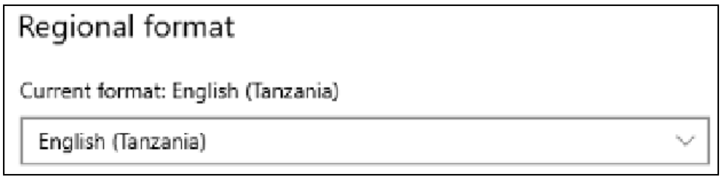
This is the algorithm used in calculating payroll values:

Calculate Overtime
BasicPerHour = Basic / Hours in month
TotalOverTime = OT rate1_{1-4} * OT hours1_{1-4} * 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)"



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

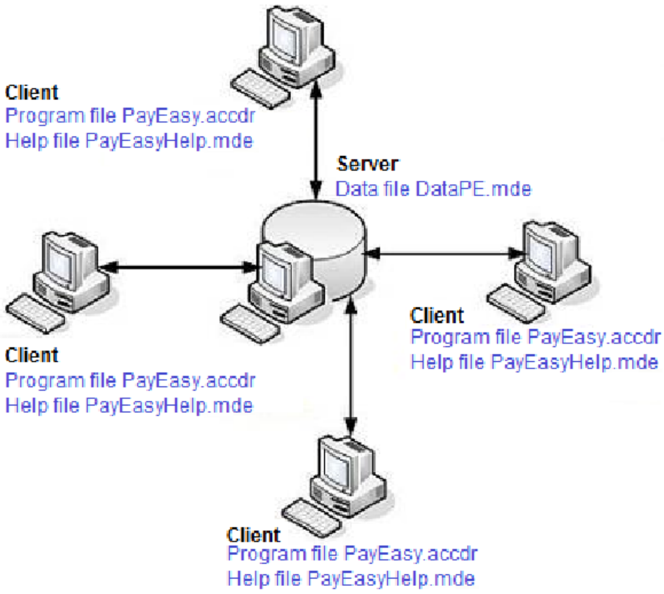
Updates are posted on the web:
www. payeasy.co.tz/payeasyupdates

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.

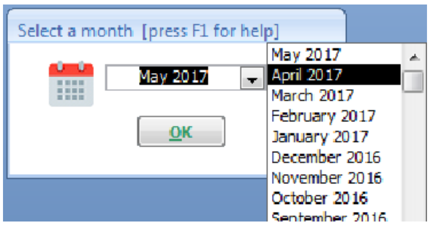


2. Home Options

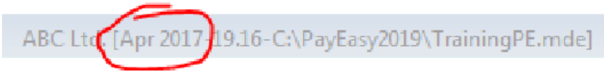
2.01 Set Month

Purpose	To choose the active month.
Menu	*Home > Month > Set Current*

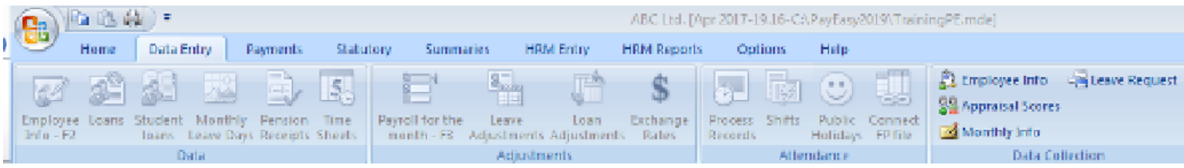
- This option sets the month for payroll processing.



- The selected month is displayed along the top of the screen.

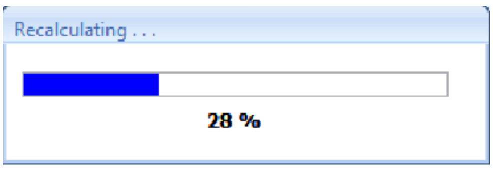


- Only if you select the current month, the payroll options on the *Data Entry* menu can be selected. Below you see that payroll entries cannot be changed for April 2017 which had already been posted.



2.02 Recalculate Payroll

Purpose	To refresh all calculations used in PayEasy
Menu	*Home > Month > Recalculate Payroll*

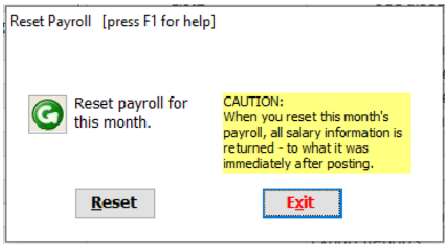


- Use this to update the payroll with changes made in the Employee form, or configuration values.
- Overtime, Leave taken, Loan or Advance will remain as you had set them.
- To reload default values for all fields, select the option *Home > Month > Reset*. All values for this month are reset to their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

2.03 Reset Payroll

Purpose	To load the default values for this month.
Menu	*Home > Month > Reset.*

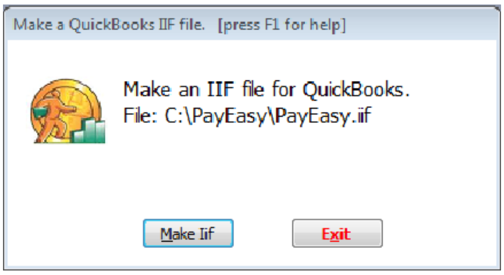
- Use this option to set all fields to their default values.
- Any changes that you made to Overtime, Leave taken, Loan or Advance will be reset.
- To refresh all calculations select the option *Home > Month > Recalculate Payroll*, but keeping changes you made to Factor, Overtime, Leave taken, Earnings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



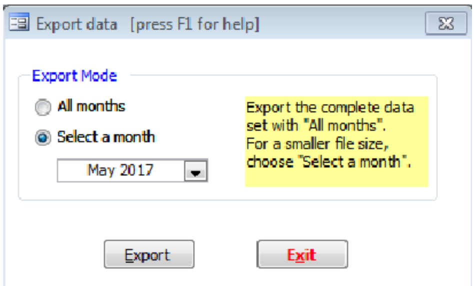
2. To change the destination folder, select *Options > Setup > Configuration > Folders, Localize* and select the path:

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…*

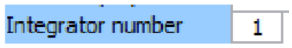
2.05 Make Export file

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.



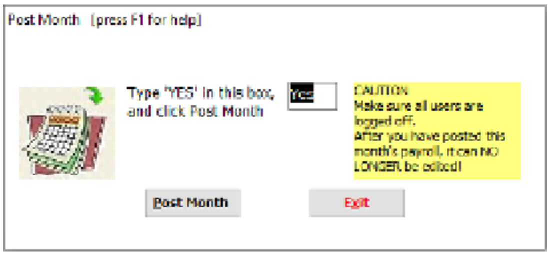
- To make such a data file, select *File > Make export file.* Select either all months, or a single month. Data files for all months may be large.



- 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.*

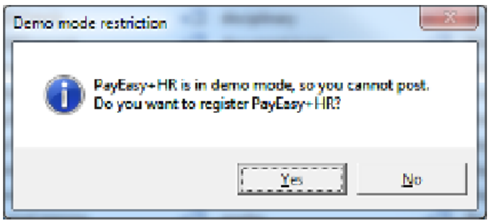
2.06 Post Month

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.

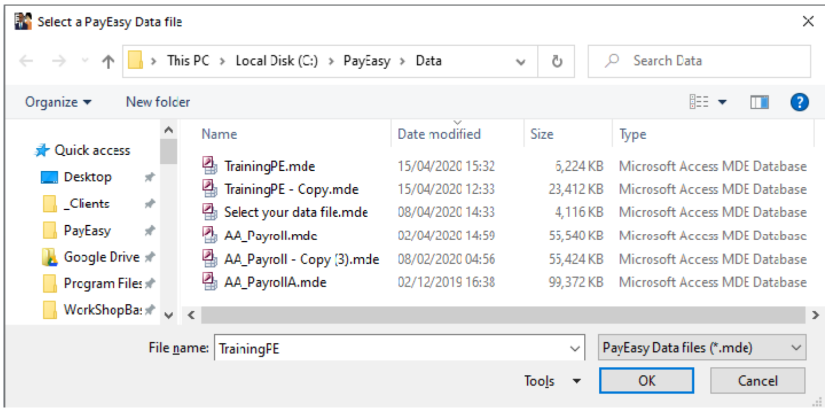
When you are using PayEasy+HR in demo mode, you are unable to post the month, and continue with a next month. You will have to register & validate it first using SHIFT+F12.



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:

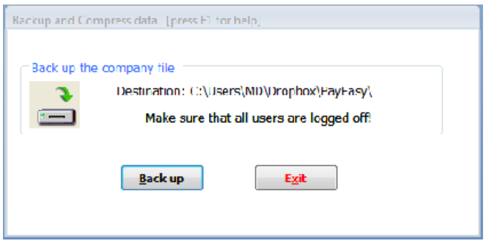
- If the file is located on another PC, it may take up to a minute to link.
- You have re-logon.

2.08 Back up

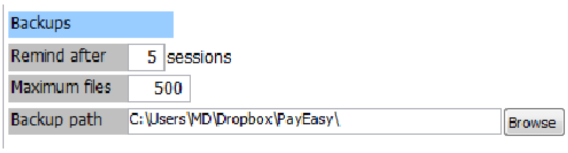
Purpose	To make a spare copy of the data. Before backing up, the data file is compressed.
Menu	*Home > File > Back up*

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*

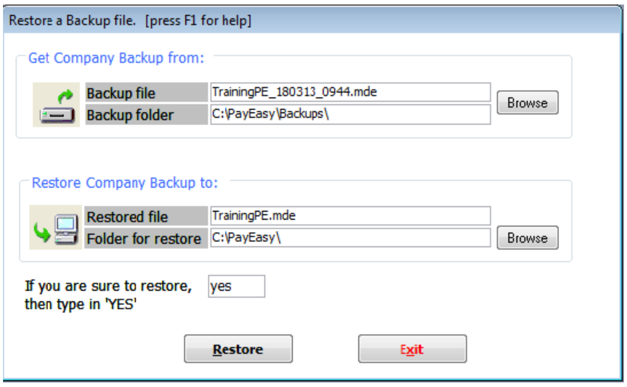


2.09 Restore data file

Purpose	To return data of a previously made backup.
Menu	*Home > File > Restore*

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

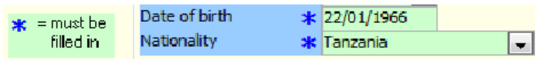
- The data that is used by the software is stored in the data file, called *DataPE.mde* by default.
- The backup files have suffixes consisting of the date and time. For example: DataPE_200408_1143.mde was created on 8th May, 2020, at 11:43 hrs.



3. Data Entry Options

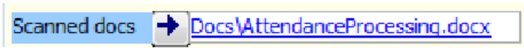
3.01 Employee info

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

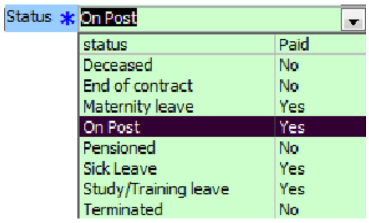


- Options in pull-down lists are managed in *Data Entry > Configuration*.
- Tabs are displayed or hidden as set in *Users > Employee Info tabs*
- Fields with a blue asterisk must be filled in.
- Run the “Missing” report by clicking 

, to find incomplete fields.



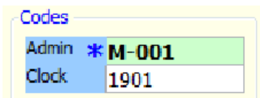
- To attach reports, click on the blue arrows and browse to the target document.
- To add a photograph: open a picture of approximately 100x 120 pixels in an editor program. Copy it with CTRL+C. Select the picture box in the employee info window, and paste it with CTRL+V.



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

3.01.1 Employee info - Codes

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

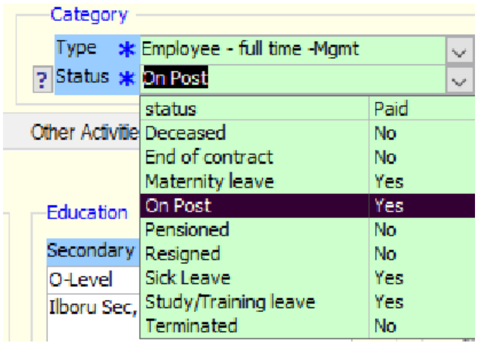


- Every employee should be assigned an Admin code, and if attendance clocks are used, a Clock code also.
- The Admin code may consist of up to 10 alpha-numeric characters.
- Depending on the Clock model, Clock codes are often numerical only.

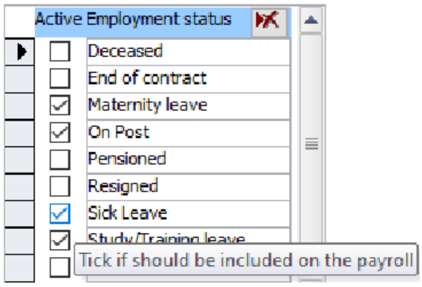
NOTE: The Admin code is compulsory.

3.01.2 Employee info - Status

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



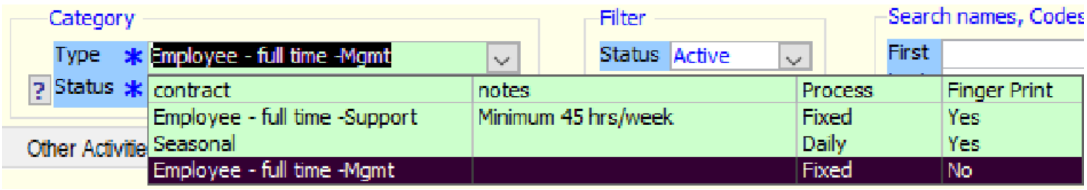
- Edit the status fields in *Options > Setup > Configuration > Tab: Employment.* The *active* tick box indicates whether an employee is included in the payroll, and receives salary.



3.01.3 Employee info - Type of contract

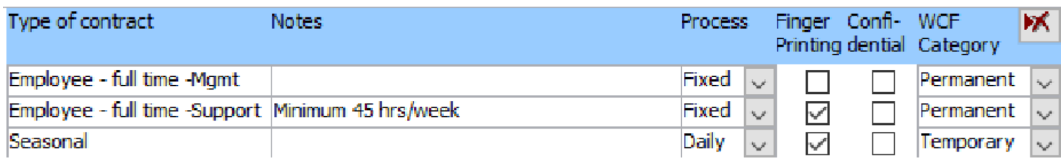
Purpose	Set the type of contract.
Menu	(1) *Data entry > Data > Employee info.* (2) *Options > Setup > Configuration > Tab: Employment*

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



- 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*



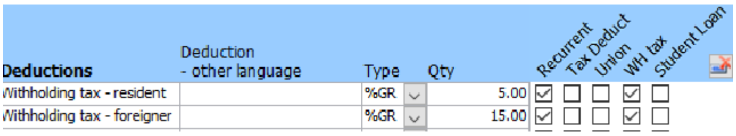
3.01.4 Employee info - Withholding tax

Purpose	Pay Withholding Tax for foreign consultants
Menu	(1) *Options > Setup > Configuration > Tab: earnings, deductions.* (2) *Data entry > Data > Employee Info > Tab: Financial*

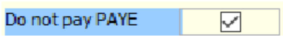
Monthly fees for foreign consultants (individuals not companies) are paid with 15% withholding tax. They are not subject to PAYE, and pension contribution is optional.

To configure this:

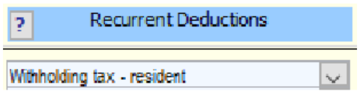
1. In *Options > Setup > Configuration > Tab: earnings, deductions* create a deduction "Withholding Tax", choose 15% of Gross salary:



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



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



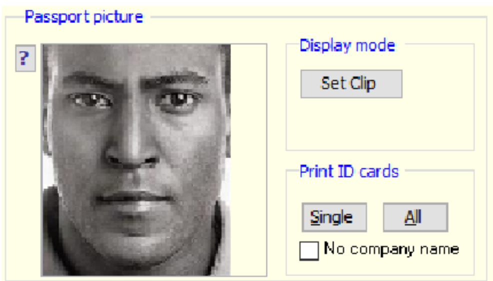
4. Print monthly reports with *Statutory > Monthly Payments > Withholding Tax.*

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:



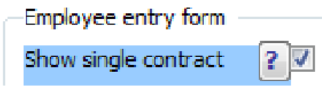
- **Employee's photograph.**
  - The employee photograph is used in the report "*Employee Info sheets*".
  - To add a photograph:
    - Open a picture of approximately 100x 120 pixels in an editor program.
    - Copy it with CTRL+C.
    - Select the picture field in the Employee Info window, and paste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

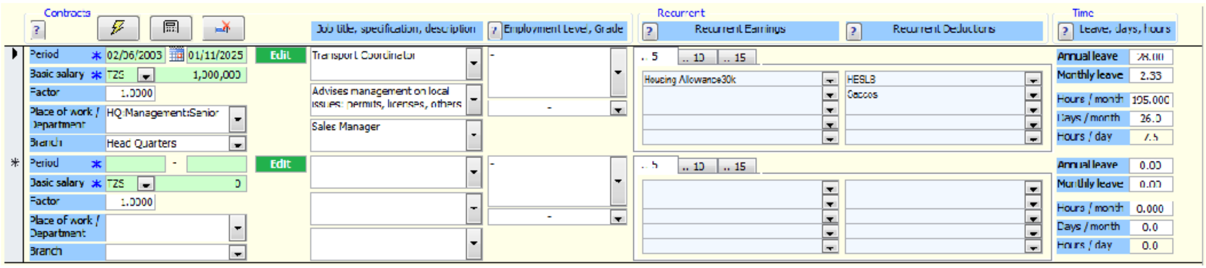
- **Organization's logo.**
  - The logo is printed at the top of all reports.
  - To add a logo:
    - Open a graphics file of a logo of approximately 100x 500 pixels in an editor program.
    - Copy it with CTRL+C.
    - Select the picture box in the *Configuration* – Company window, and paste it with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



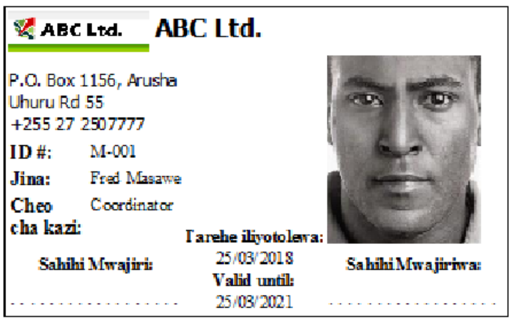


- When using multiple contracts, only the most recent one can be edited. Previous contracts can only be viewed.

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*

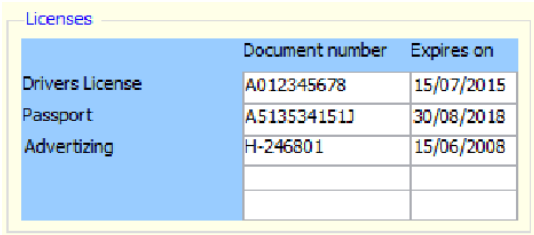
- Click Single or All to select one, or all cards.
- Print with Ctrl+P



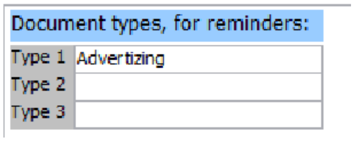
3.01.8 Employee info - Licenses

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

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



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



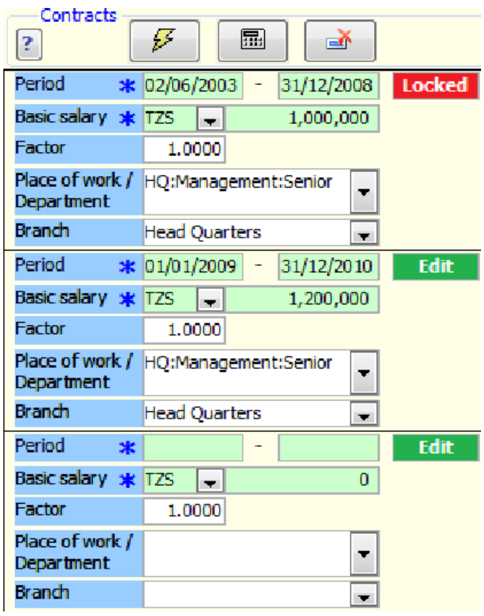
3.01.9 Employee info - Employment Details

Purpose	Enter contract information.
Menu	*Data Entry > Employee Info > Tab: Employment Details*

1. Select *Data Entry > Employee Info > Tab: Employment Details*

2. There are three possible stages of records, as shown in the picture from top to bottom:

   a. Previous contract. It can no longer be edited.
   b. Present contract. It can be edited.
   c. New contract. As soon as it is edited, it becomes the Present Contract.

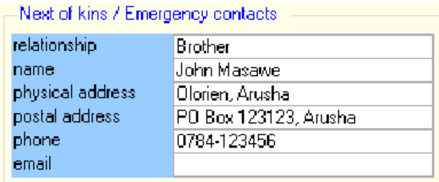


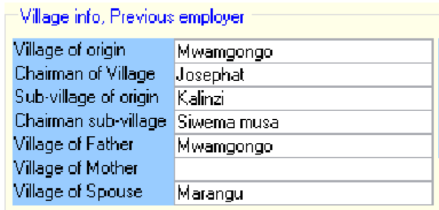
3.01.10 Employee info – References, Next of Kin

Purpose	Record References, Next of Kin, Dependents
Menu	*Data Entry > Data > Employee Info > Tab: References, Next of Kin*

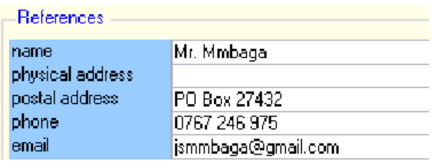
Enter these data items:

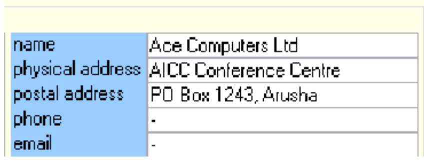
Next of Kin (1 & 2)
Village Info



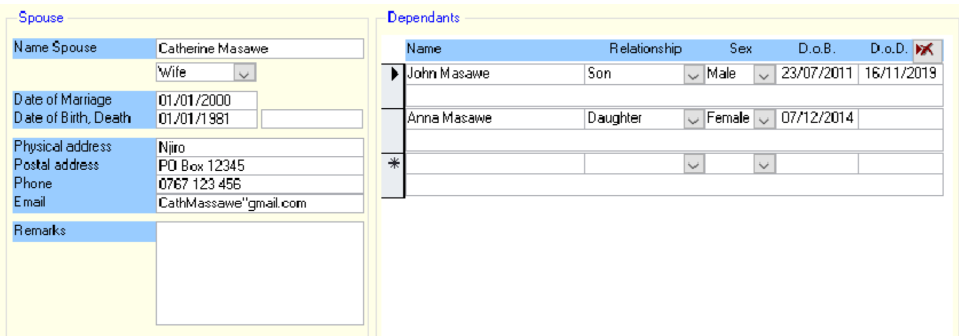


Reference (1&2)
Previous Employer



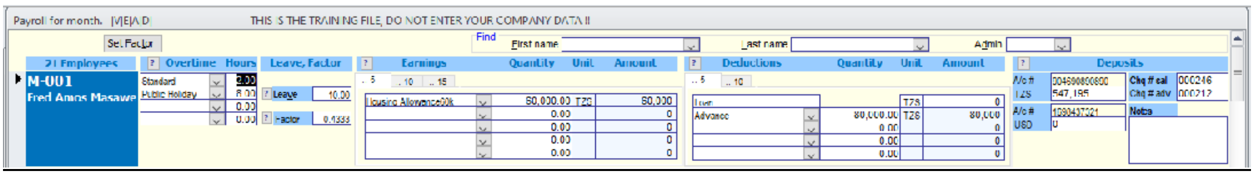


Dependants – Spouse
Dependants - Children



3.01.11 Payroll for month

Purpose	Edit entries in the active month's payroll for the employees.
Menu	*Data Entry > Adjustments > Payroll for the month.*

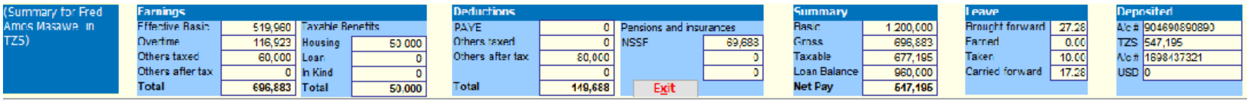


To add or remove an employee, use *Data Entry > Data > Employee info.*

- Use the **factor** field for employees who worked less than a month: upon recruitment or termination.
- **Annual Leave taken**: enter the days taken in the month.
- **Overtime**: select a rate, and hours for that month and rate. The hourly overtime amount is calculated from the basic salary and the hours worked per month., as entered in the *Employee info* form, *Employment details* tab.
- Select and edit **Earnings**, **Deductions** as required.
- By default, the first **bank account** receives the full take home amount. If there is a second bank, you may enter an amount in it.

- 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.



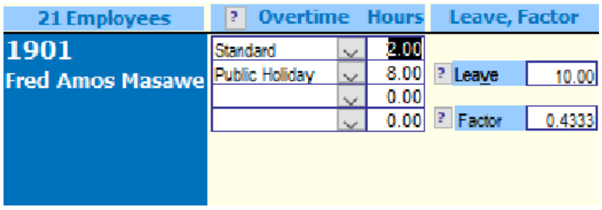
3.01.12 Payroll for month - Factor

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.*

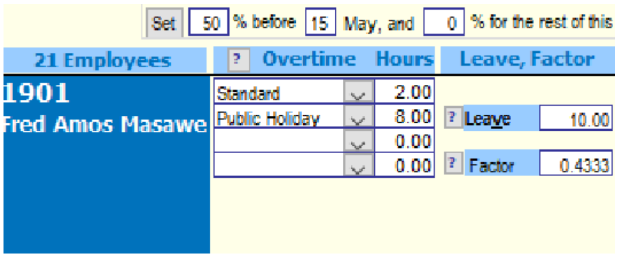
This factor is always set to '1.0000' except:

- 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

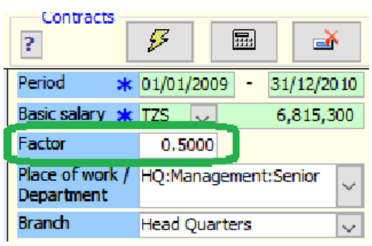
  Factor = (30-17) / 30 = 0.4333



- 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

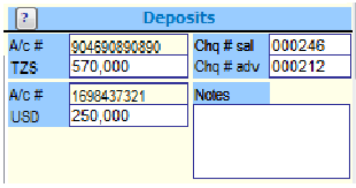


- The factor can also be used for part-time employees. Use Data entry > Data > Employee Info > Tab: Employment Details to set the factor for an individual employee:



3.01.13 Payroll for month - Deposited

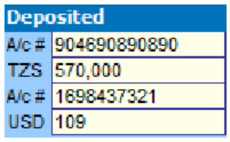
Purpose	To select on what account what amount should be deposited.
Menu	*Data Entry > Adjustments > Payroll for the month.*



- 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.

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

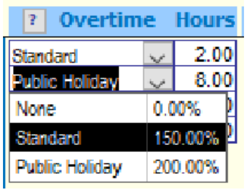
  TZS 250,000 2,300 = USD 109)



3.01.14 Payroll for month - Overtime

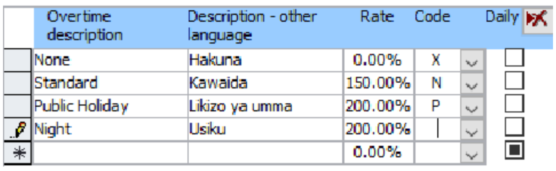
Purpose	1. Configure the overtime types and their rates 2. Set overtime for employees, for the month
Menu	*1. Data Entry > Adjustments > Payroll for the month.* *2. Options > Setup > Configuration > Tab: Financial*

- 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.*

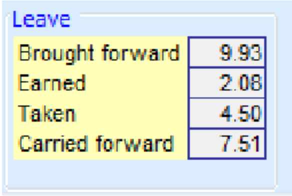
- The Overtime rates are entered in *Options > Setup > Configuration > Tab: Employment*



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

3.01.15 Payroll for month - Leave

Purpose	To record employee Annual Leave.
Menu	*Data Entry > Adjustments > Payroll for month > Field: Leave*

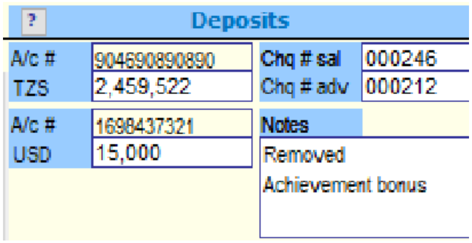


- Enter the number of leave days taken in the current month in the Leave field.
- The summary shows:
  - Brought forward: leave brought forward from the previous month. This value can be changed through *Data entry > Leave adjustment.*
  - Earned: value entered under *Data Entry > Employee info > Employment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

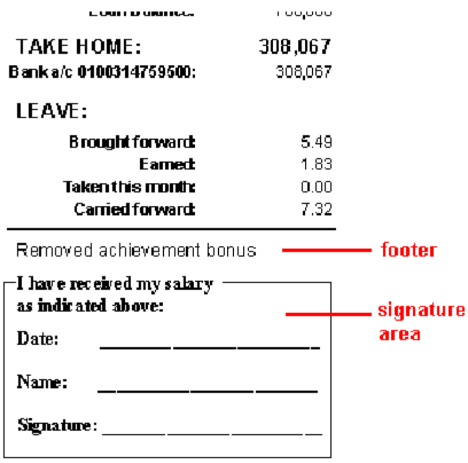
3.01.16 Payroll for month - Footer

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:



- Footers appear like this:



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 Mosha	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	WH tax	Student Loan
HESLB	HESLB	%	15.00	☑	☐	☐	☐	☑

- 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: AR1234567890
POSTAL ADDRESS: P.O. Box 1156, Arusha
TELEPHONE: +255 27 2507777
EMAIL: info@abc.co.tz PAYROLL MONTH: May 2017

PAYMENT DETAILS

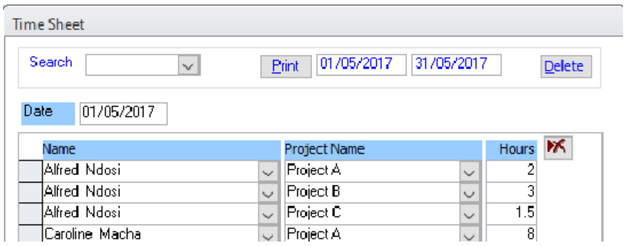
S/NO	INDEX NUMBER	PF/CHECKNO	NAME OF LOANEE	AMOUNT DEDUCTED	OUTSTANDING BALANCE
1	876764876	DEF9834509	Hamisi Juma	66,555	12,333,445
2	54380980958	9809j25253	Peter Lema	179,951	1,620,049
3	7864545987	ABC1234	Fred Amos Masawe	73,035	9,726,965
	TOTAL DEDUCTIONS			319,541	

Paid in by cheque No: CN12345 Dated: 09/07/2018 Paid in By: Alex
HESLB Recept No Issued: RN67890 Date of Recept: 10/07/2018 Recepted 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.



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

ABC Ltd.

ABC Ltd.

Timesheet by Project

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

ABC Ltd.

ABC Ltd.

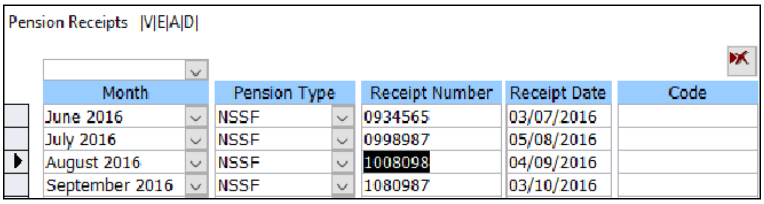
Timesheet by Employee name

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



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

Tarehe ya michango : ______________________________

Tarehe ya Kuacha Kazi: ______________________________

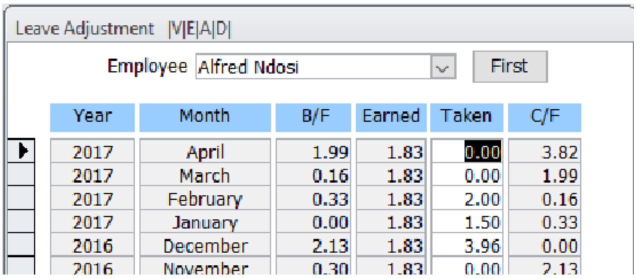
Mwezi wa Michango	Kiasi cha mchango	Na. ya Risiti (NSSF/Com.6)	Tarehe ya Risiti	Nambari iliyotumika kutuma michango
January 2008	537,600	123456	05/02/2008	
February 2008	537,600	179898	04/03/2008	
March 2008	537,600	1908098	05/04/2008	
April 2008	537,600	108098	03/05/2008	
May 2008	537,600	101431	03/06/2008	
	2,688,000			

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

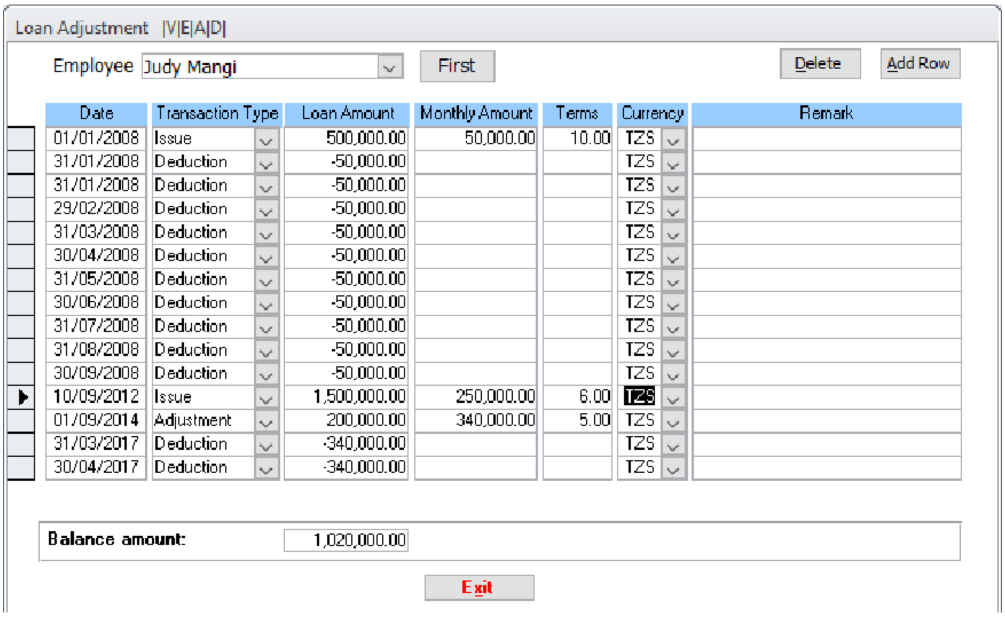
Year	Month	B/F	Earned	Taken	C/F
2017	April	1.99	1.83	0.00	3.82
2017	March	0.16	1.83	0.00	1.99
2017	February	0.33	1.83	2.00	0.16
2017	January	0.00	1.83	1.50	0.33
2016	December	2.13	1.83	3.96	0.00
2016	November	0.30	1.83	0.00	2.13

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

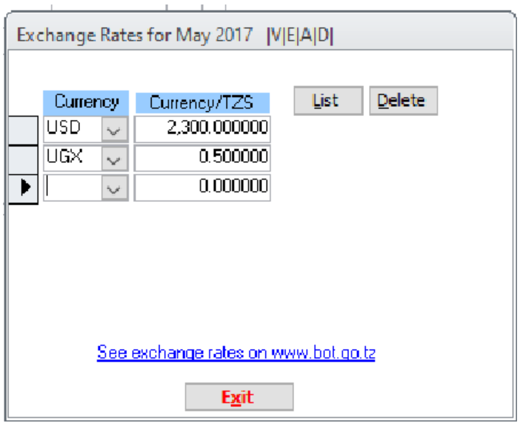
Exit

- 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:



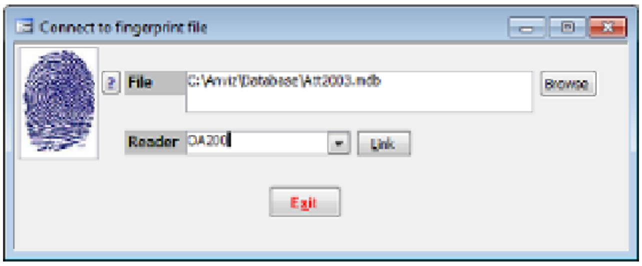
3.09 Attendance

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*

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



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
ities	Seasonal		Daily	No

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

Type of contract	Notes	Process	Finger Printing	Confi-dential	WCF Category
Employee - full time	minimum 45 hrs/week	Fixed	☑	☐	Permanent
Employee - probationary full t		Fixed	☑	☐	Permanent

  - Standard working hours, and define the departments

Month	Hours / Month	Days / Month
January	195	28
February	161	25
March	195	28
April	179	26
May	195	28
June	179	26

Place of work / Department	Overtime method
Factory	Monthly
Guards	Monthly
Administrators	Monthly
Management	Monthly
Support staf	Monthly
	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%	☐	☐	☐	☐	☐	☑
Annual Leave	LA	100.0%	☐	☑	☐	☐	☐	☐

  - 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.

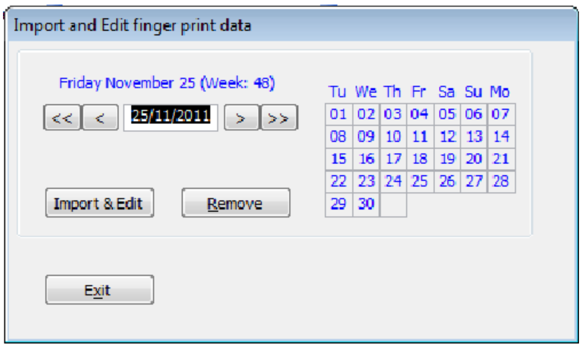
Double-click copies fields vertically | Copy Mon to Tue .. Fri | Copy Mon to Tue .. Sun

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

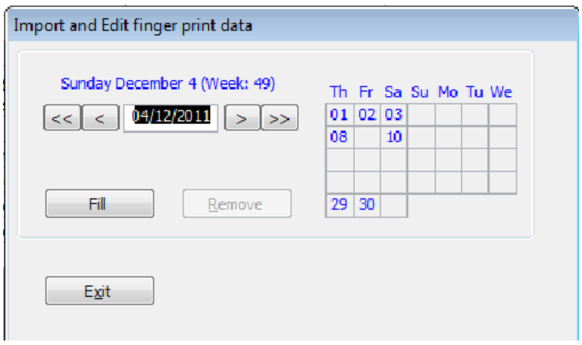
3.09.3 Attendance - Import records

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.



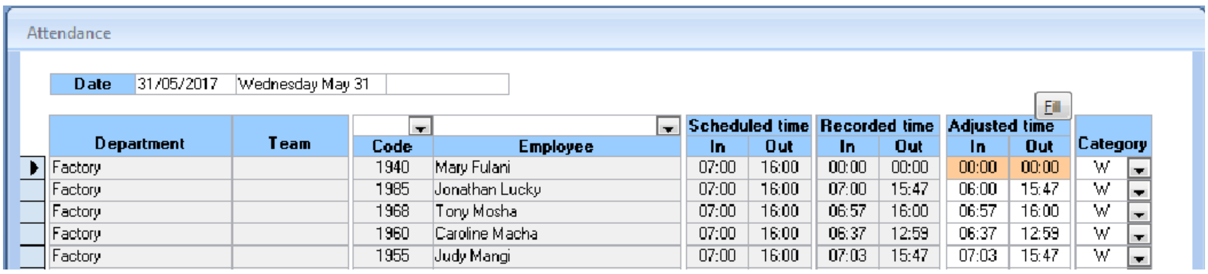
- If that date is unavailable in the finger print data, the button changes to "*Fill*", and attendance records are listed as the standard In and Out times.
- Click *Remove* to delete the importation for that date, so you can re-import it.



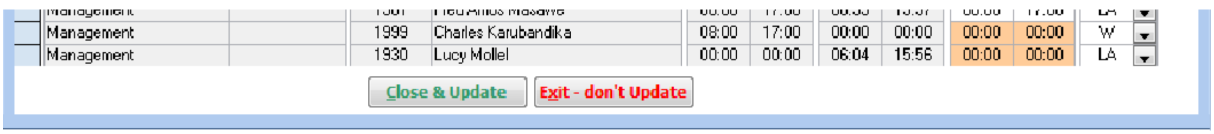
3.09.4 Attendance - Adjust records

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.



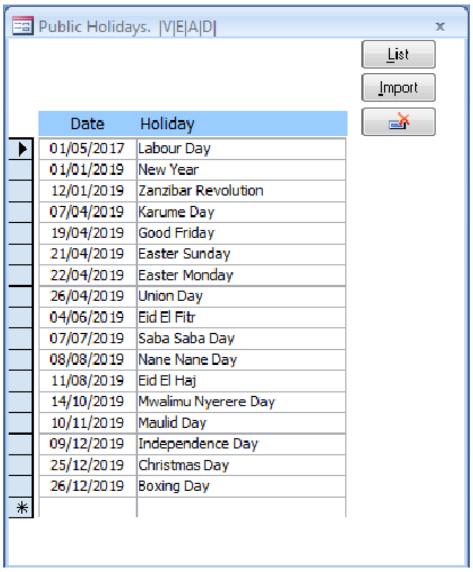
- To update the factor for the month, click "Close and update payroll"



3.09.5 Attendance - Public holidays

Purpose	To compensate employees with leave days for working on public holidays
Menu	*Data Entry > Attendance > Public holidays*

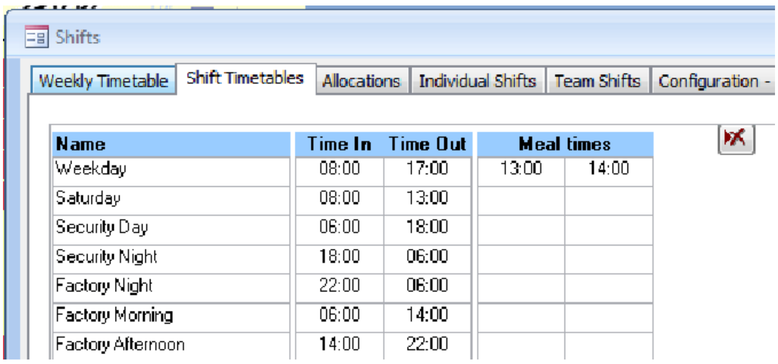
- Enter public holidays as shown above
    - To compensate a public holiday with one leave day, make the multipliers '1.00'
    - The leave days earned is increased with the days compensated.
- Click the Import button to download the public holidays from our website.



3.09.6 Attendance - Shift Timetables

Purpose	Define shifts.
Menu	*Data Entry > Attendance > Shifts > Tab: Shift Timetables*

- Define shift names, working hours and mealtimes.

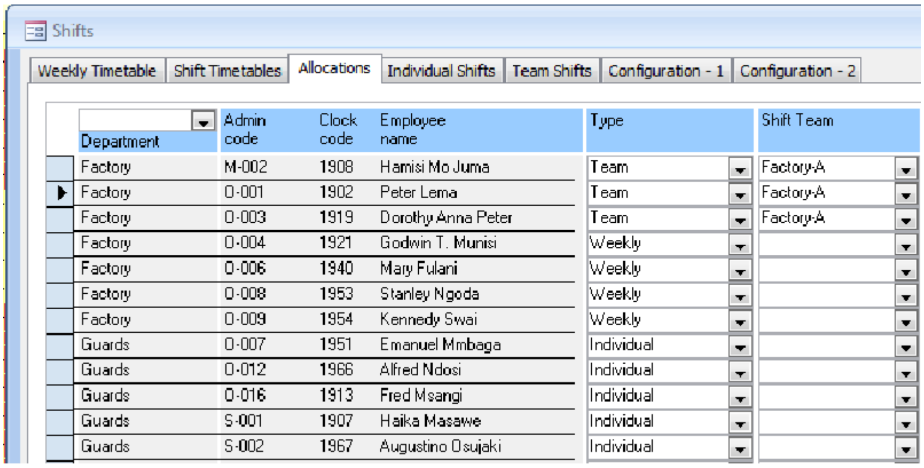


- These shifts are used in Individual Shifts and Team Shifts.

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.


Shifts

Weekly Timetable | Shift Timetables | Allocations | Individual Shifts | Team Shifts | Configuration - 1 | Configuration - 2

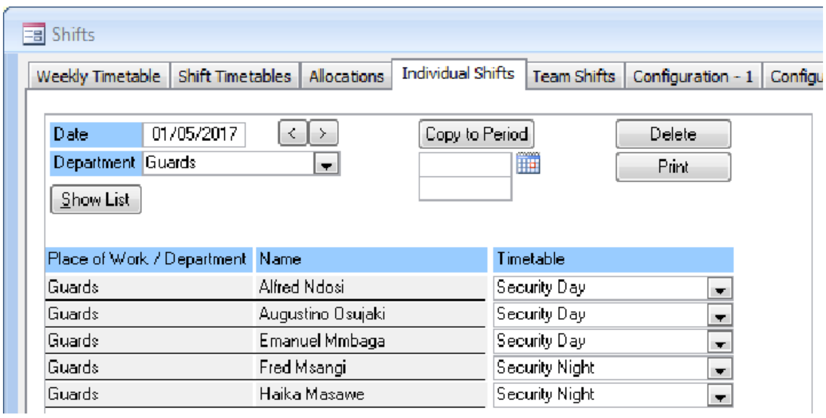
Department	Admin code	Clock code	Employee name	Type	Shift Team
Factory	M-002	1908	Hamisi Mo Juma	Team	Factory-A
Factory	O-001	1902	Peter Lema	Team	Factory-A
Factory	O-003	1919	Dorothy Anna Peter	Team	Factory-A
Factory	O-004	1921	Godwin T. Munisi	Weekly	
Factory	O-006	1940	Mary Fulani	Weekly	
Factory	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.


Shifts

Weekly Timetable | Shift Timetables | Allocations | Individual Shifts | Team Shifts | Configuration - 1 | Configu

Date 01/05/2017 | Copy to Period | Delete

Department Guards | Print

Show List

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

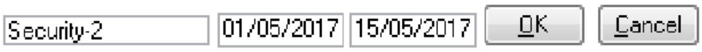
Purpose	Set time tables for Shift Teams
Menu	*Data Entry > Attendance > Shifts > Tab: Team Shifts*

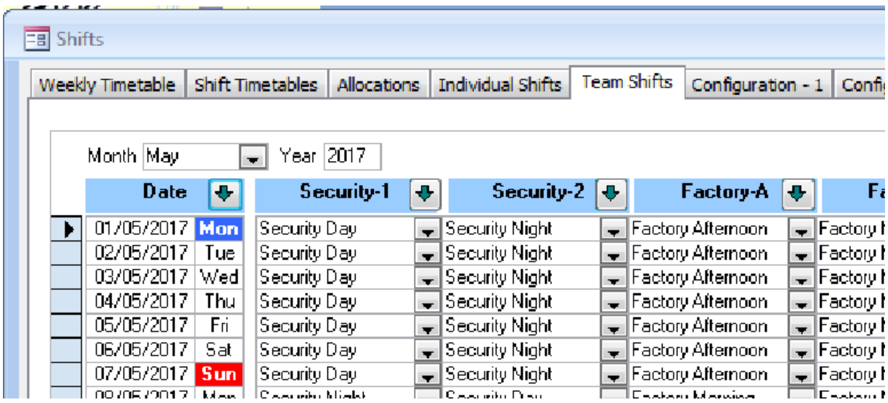
1. Select a month and year.
2. Enter a date. Copy it down by either:
   a. Double-clicking the cell below it
   b. Clicking the arrow button, and enter a final date for the copied range. Click OK.

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.



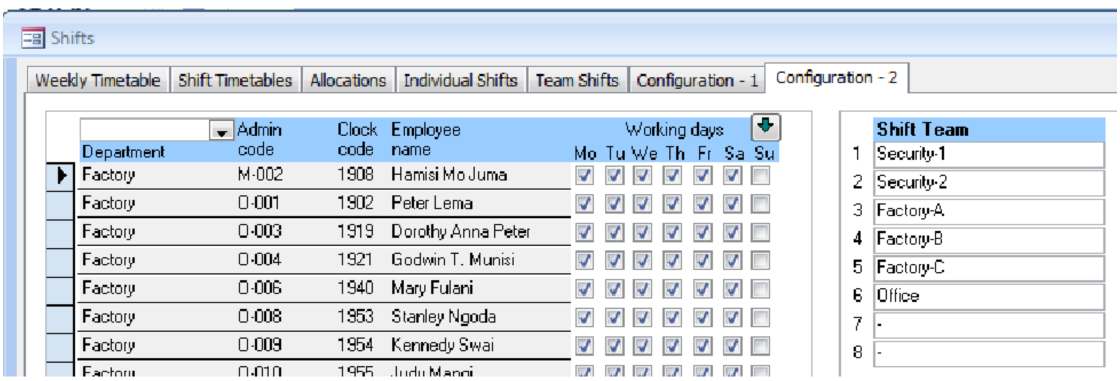


4. Sundays have a red background, Public Holidays have a blue background.

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%	Breast 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] Joyce	0.00	0.00	123.11	0.00	0.00	0.00	24.82	0.00	0.00	0.00	0.00	32.00	179.93	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
[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
[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

Employee	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	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	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

- 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	06:31:00	15:53:00	9.4	07:00:00	16:00:00	9.0	0.4

4. HRM Entry Options

4.01 Recruitment

Purpose	Track and record the recruitment Process
Menu	*HRM Entry > Recruitment > . . .*

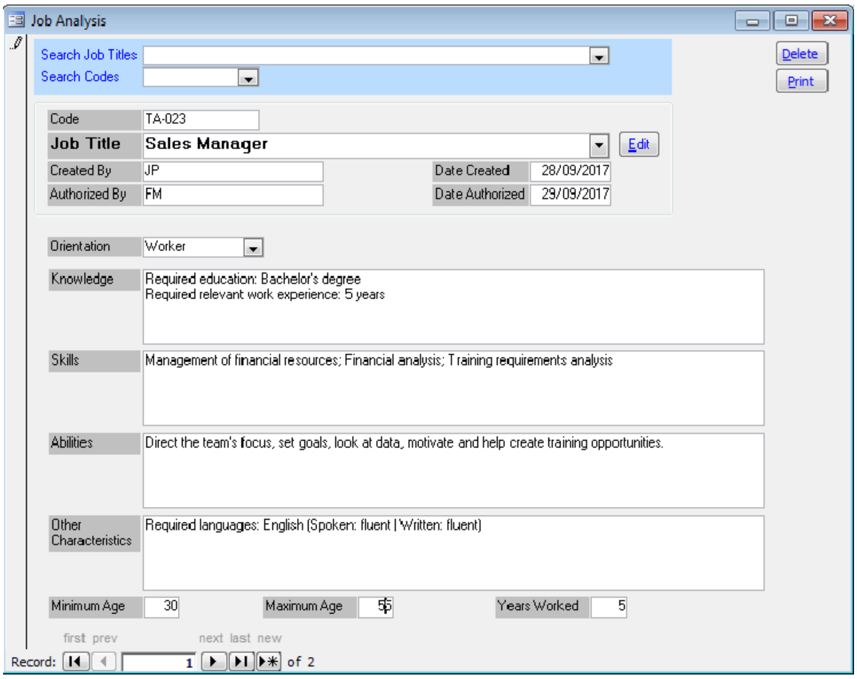
PayEasy's recruitment modules are:

• 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*

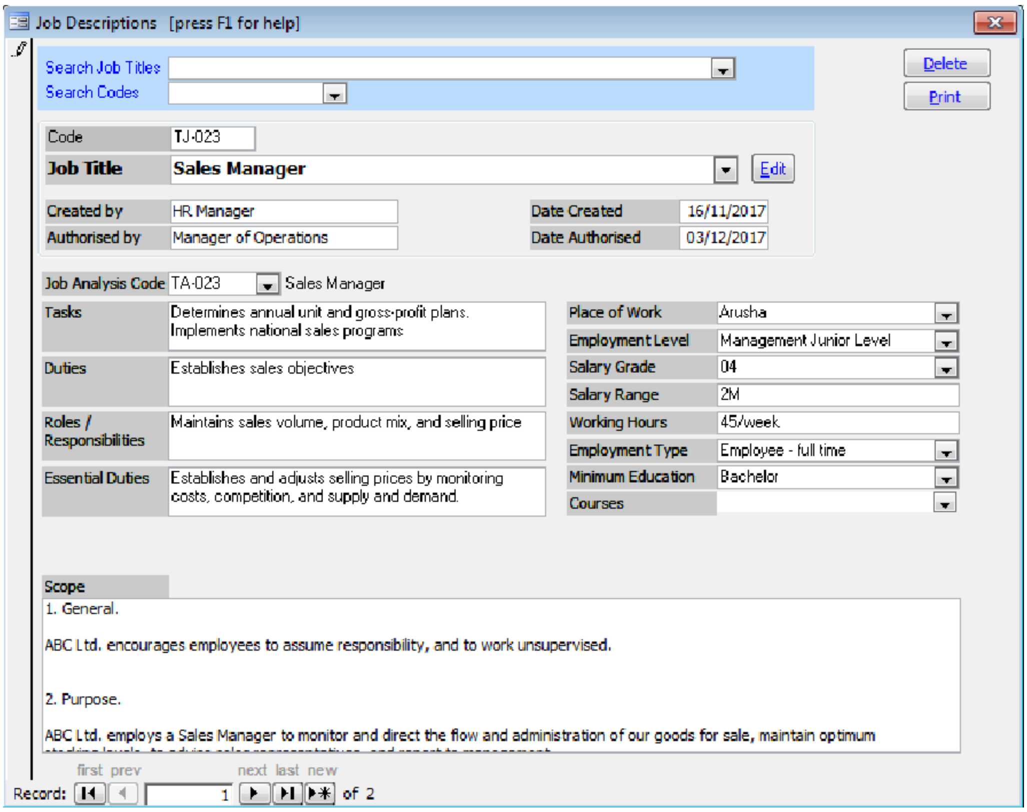
- Enter header info: Code, Job Title, Sources.
- To add or edit job titles, click on the Edit button.
- Select either Worker or Task Orientation.
- Click the Print button to produce a hard copy.



4.01.2 Recruitment - Job Description

Purpose	Describe the general tasks and responsibilities of a position.
Menu	*HRM Entry > Recruitment > Job Description*

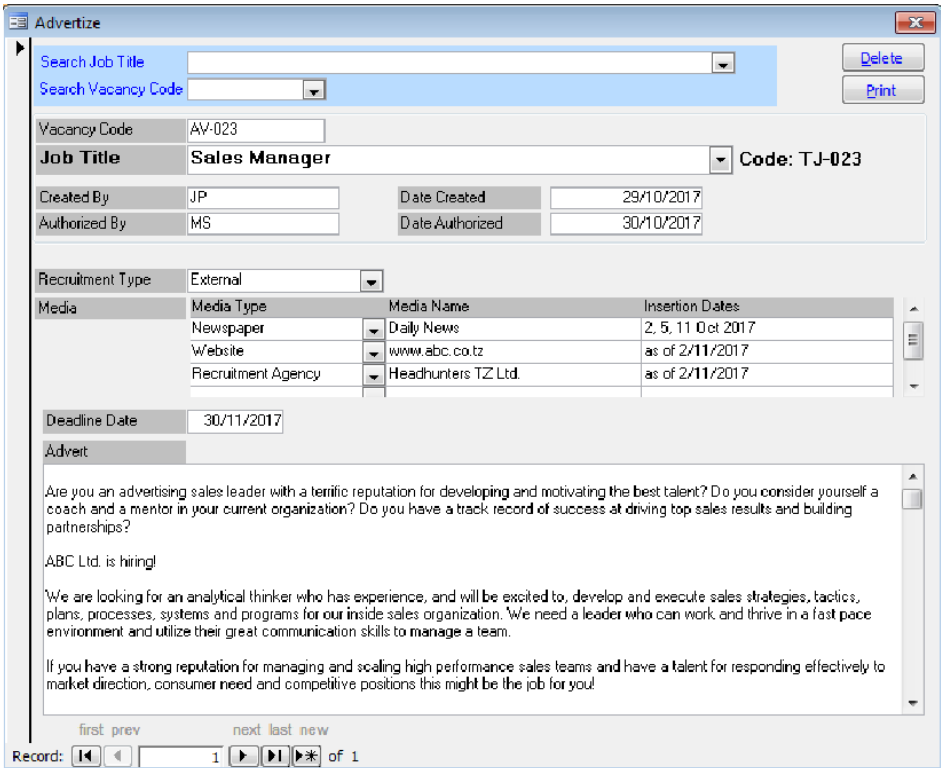
- Enter header info: Code, Job Title, Sources.
- To add or edit job titles, click on the Edit button.
- Edit Details.
- Click the Print button to produce a hard copy.



4.01.3 Recruitment - Advertise jobs

Purpose	Track the methods and dates of advertising a job.
Menu	*HRM Entry > Recruitment > Job Analysis*

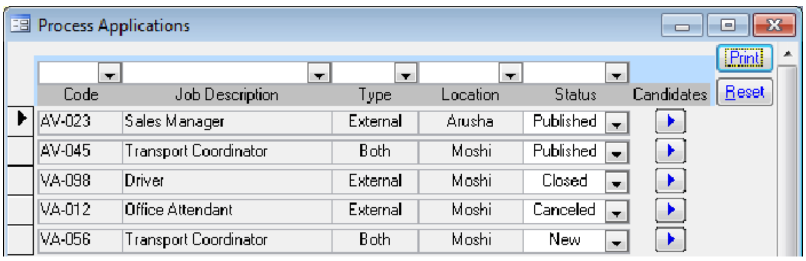
- Enter header info: Code, Job Title, Sources.
- Edit Details.
- Click the Print button to produce a hard copy.



4.01.4 Recruitment - Process Application

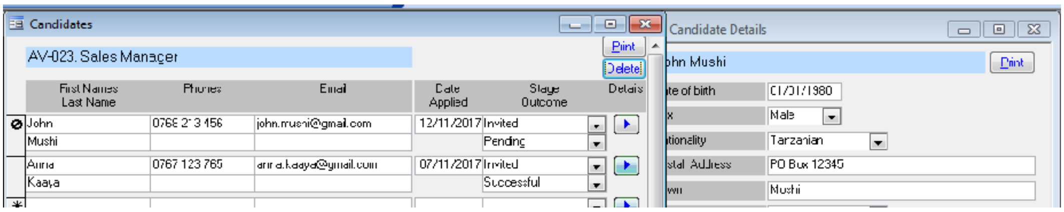
Purpose	Track status of applications.
Menu	*HRM Entry > Recruitment > Process Applications*

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



- Enter Candidates' info,

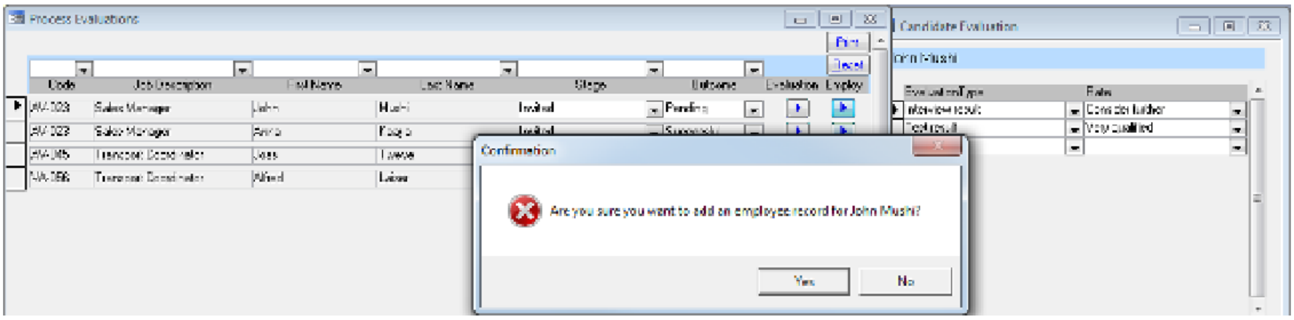
- Click on a Details button to enter applicants' details



4.01.5 Recruitment - Evaluate, Appoint, Employ

Purpose	Track candidates' evaluations. Appoint employees. Make employee records.
Menu	*HRM Entry > Recruitment > Evaluate, Appoint, Employ*

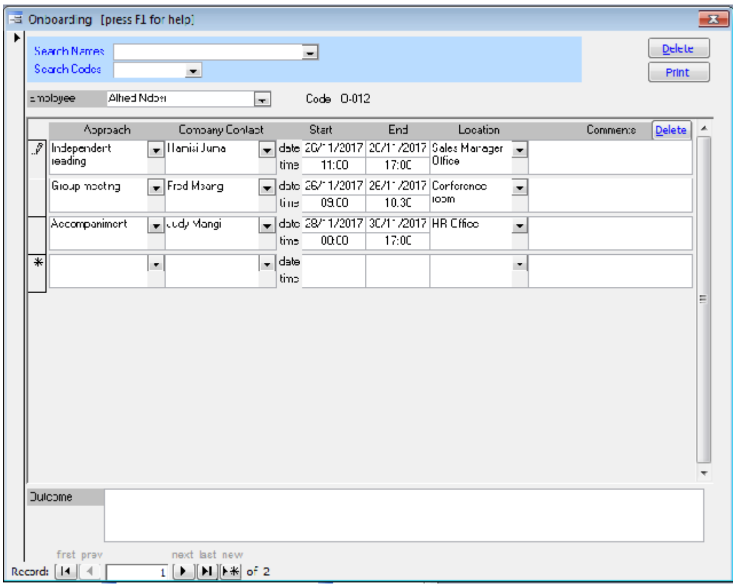
- Select a candidate and adjust Stage, Outcome.
- Click Evaluation and enter rates for Evaluation types.
- Click Employ to convert this Candidate into an Employee.
- Click print to list the evaluations.



4.01.6 Recruitment - Onboarding

Purpose	Plan and track the new employees' onboarding process.
Menu	*HRM Entry > Recruitment > Onboarding*

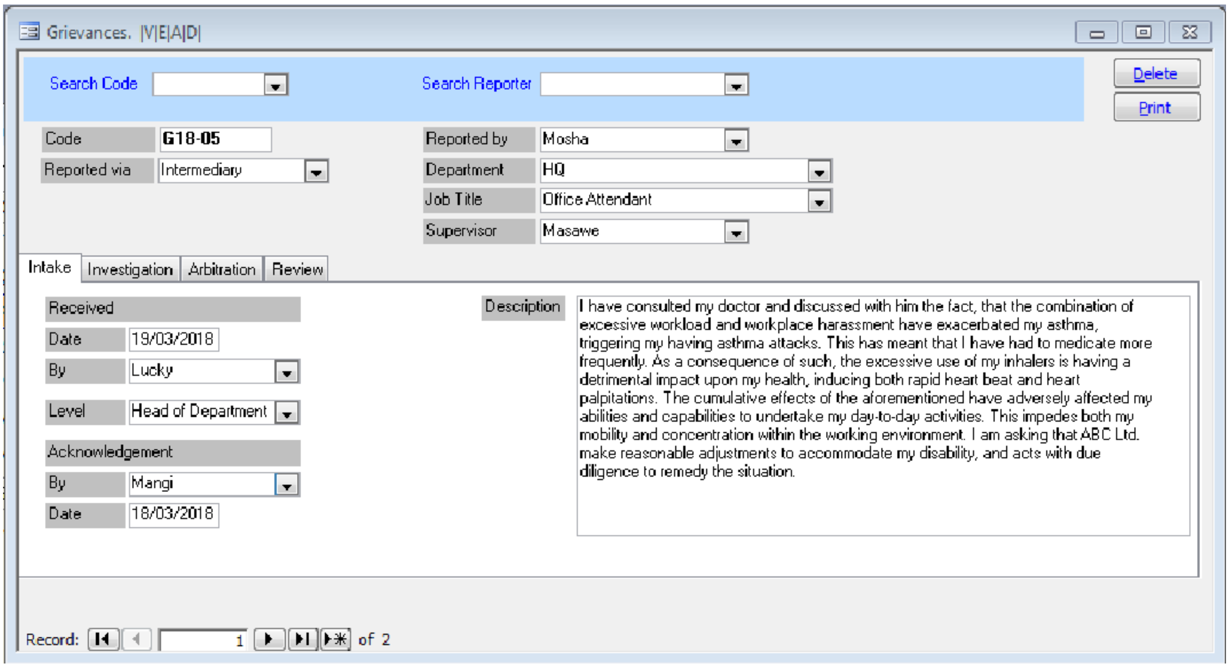
- Select an employee, and enter details for each onboarding approach.
- Click Print for an Onboarding listing.



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.



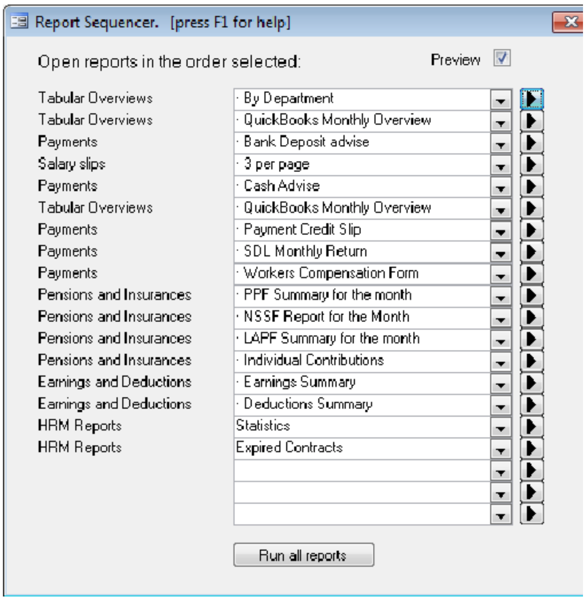
5. Report Options

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	705,600	70,560	70,560
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

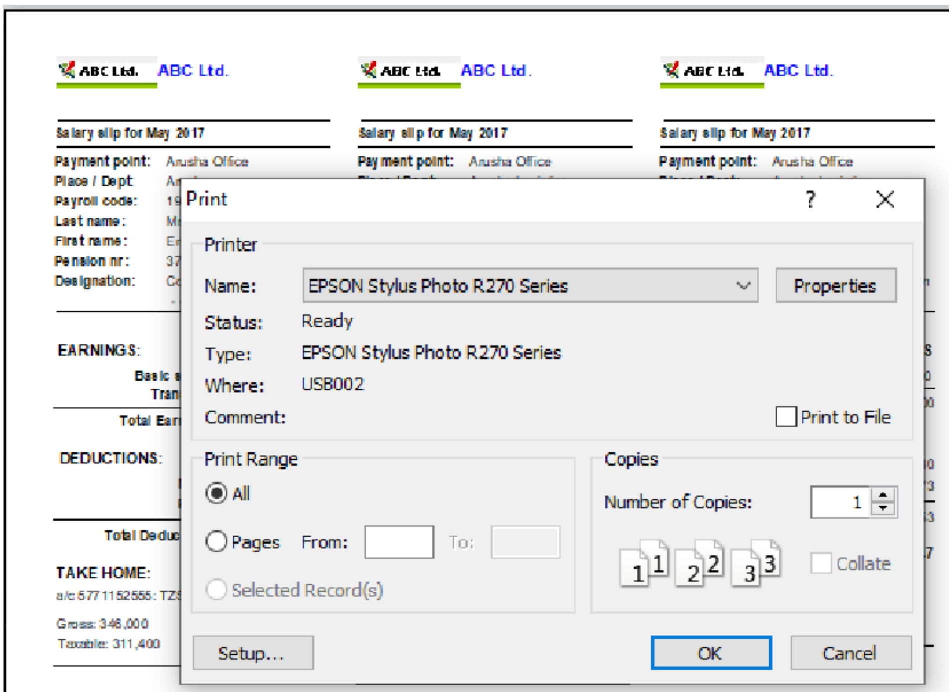
Loan history

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.

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 Compen-sation	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	2459,522
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	Michango (Contributions) Shs Cts
1	Babu Kaaya	201,600	34375777	40,320.00
2	Dorothy Peter	386,400	35168777	77,280.00

NSSF CON06

THE UNITED REPUBLIC OF TANZANIA
NATIONAL SOCIAL SECURITY FUND

EMPLOYER CONTRIBUTION FORM

(Note: A separate form must be filled for each month of contribution)

Employer Details		**Current contribution Details**	
Employer NSSF Reg. No.	1 2 3 4 5 6	Contribution for the month	9 2 0 1 2 (M M Y Y Y Y)

Form: NSSF CON9

THE UNITED REPUBLIC OF TANZANIA
NATIONAL SOCIAL SECURITY FUND

INSURED PERSON'S CONTRIBUTION RECORD

Page No. 1 of 1

Employer's name and address:
ABC Ltd.
P.O. Box 1156
Arusha

Employer's Registration Number: 123456
Month / Year of contribution: May - 2017
Regional / District Code Number: 0101

Chq / MO / PO No: 880525
Date Chq / MO / PO: 25/07/2018
Cash / cheque amount: 2,350,338
Bank / PO Branch: CRDB DSM
Receipt No:
Date: 22/10/2019

Sr No	INSURED PERSON'S NAME	WAGE	MEMBERSHIP NUMBER	CONTRIBUTIONS TSH (20%)	REMARKS
1	Anna Tarimo	444,000	2 4 6 8 0 1 3 5	88,800	
2	Augustino Chuaki	128,400	6 8 9 7 8 6 7 8	25,680	

5.07 Bank deposit advise

Purpose	Display or print the Bank deposit advice 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	TZS account	Amount
Fulani	Mary	5782034444	419,439
Juma	Hamisi	5780605333	449,341
Lema	Peter	5780612345	617,215
Lucky	Jonathan	5742855111	309,030
Mangi	Judy	5785703222	379,620
Mollel	Lucy	5783331117	243,728
Nyoda	Stanley	5784771222	296,759
Peter	Dorothy	5783333444	304,228
Swai	Kennedy	5785217999	353,324
		Total TZS	3,382,704

Date:	27/11/2010
Cheque number(s):	
Signatory 1:	
Signatory 2:	

- Electronic copies are found in the Report folder:

	A	B	C	D
1				
2			Company name	ABC Ltd
3			Draw Down Account	050412E09
4			Number of employees	13
5			Total Salary Amount	5,325,555.00
6			Payment Date	28/11/2012
7			Bank	Standard Chartered Bank
8				
9	S-No	Amount	Name	Account Nr
10	1	810,873.00	Shirima	C10031475630
11	2	706,020.00	Molle	C10031475410
12	3	540,338.00	Richard	C10031475430

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.

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	Mmbaga, Emanuel	Jan	17.30	0.00	0.00	17.30

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

ABC Ltd.

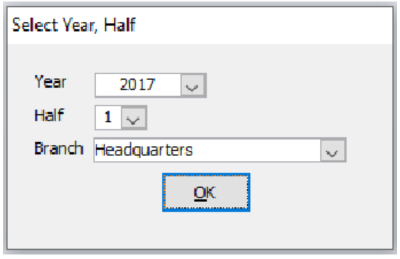
ABC Ltd
Leave by month for 2009

	first name	last name	B/F	Earned	Taken	C/F`
July						
	Godwin	Munisi	28.94	1.83	0	30.77
	Bertha	Mkamba	32.94	1.83	0	34.77
	Fred	Masawe	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

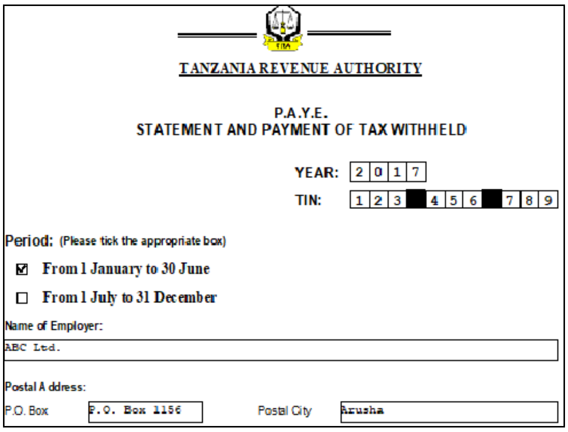
5.09 PAYE Statement

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.



- The statement is produced.



P.A.Y.E. - DETAILS OF PAYMENT OF TAX WITHHELD

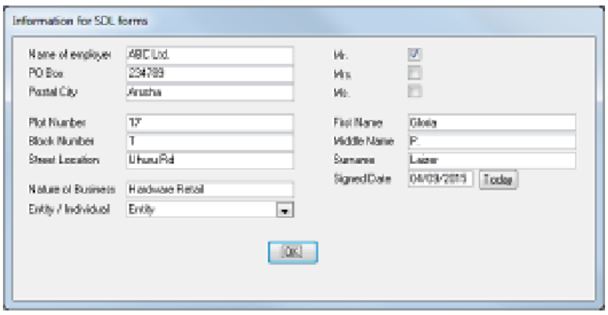
Name of employer: ABC Ltd. **TIN** 1 2 3 4 5 6 7 8 9

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	PO 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

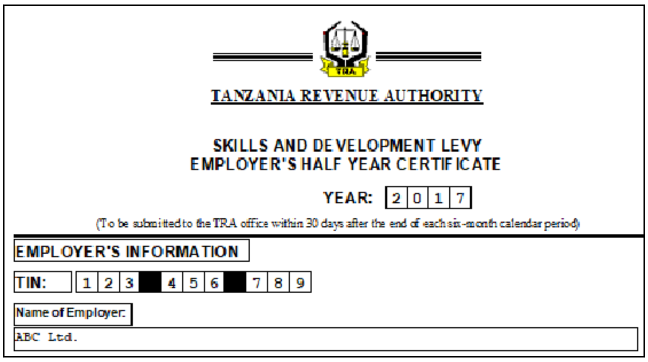
5.10 SDL Statement

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.



- The statement is produced.


TANZANIA REVENUE AUTHORITY

SKILLS AND DEVELOPMENT LEVY
EMPLOYER'S HALF YEAR CERTIFICATE

YEAR: 2 0 1 7

(To be submitted to the TRA office within 30 days after the end of each six-month calendar period)

EMPLOYER'S INFORMATION

TIN: 1 2 3 4 5 6 7 8 9

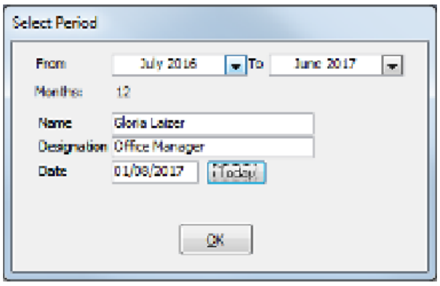
Name of Employer:

ABC Ltd.

5.11 WCF Statement

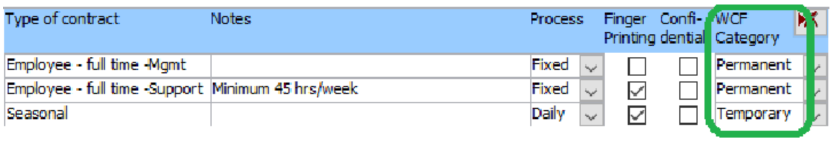
Purpose	To generate the WCR-3 report form.
Menu	*(1) Statutory > Semi Annual > WCR* *(2) Options > Setup > Configuration > Tab: Earnings, Deductions*

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

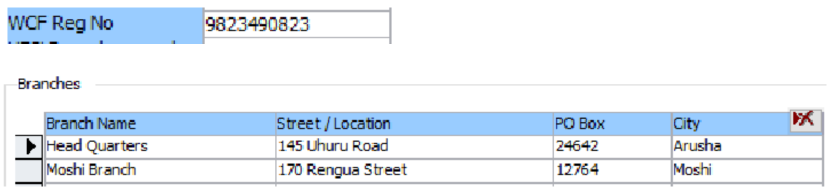


You need to have set up this:

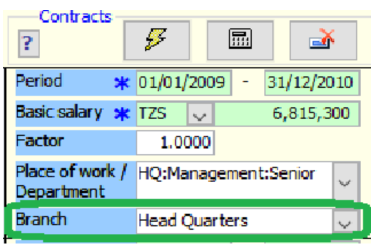
- Select
  Options > Setup > Configuration > Tab: Employment
  and set the WCF categories:



- 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

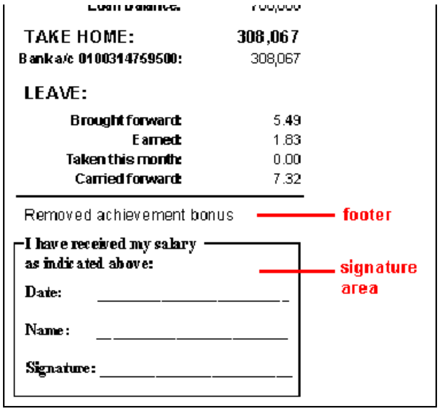
Purpose	Print payslips
Menu	*(1) Payments > Salary slips > . . .* *(2) Options > Setup > Configuration > Tab: Salaries* *(3) Options > Setup > Configuration > Tab: Company*

Formats are:

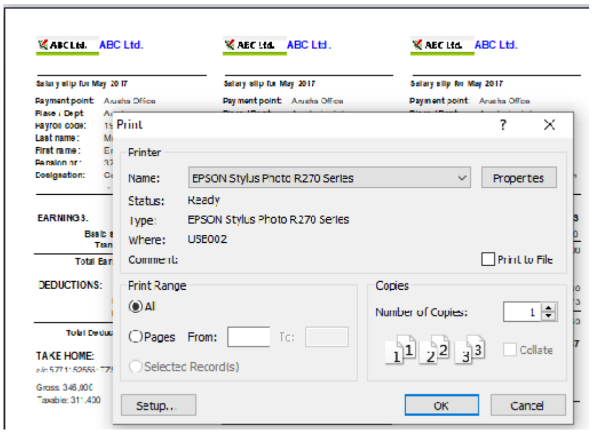
- 3 per page: portrait, 3 columns, each column different slips
- 2 per page : landscape, two columns, each column different slips
- 1 per page-copies, portrait, 2 columns, both columns same slip

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

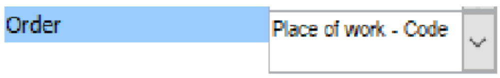
- A footer
- A signature area.



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



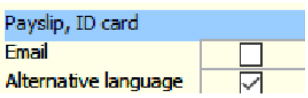
- Set the print order with *Options > Setup > Configuration > Tab: Company*



5.13 Payslips in an Alternative Language

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

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.



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	Marekebisho-yasiyo na kodi	TZS
Adjustment - taxed	Marekebisho-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	Marekebisho-yasiyo na kodi
Adjustment - taxed	Marekebisho-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

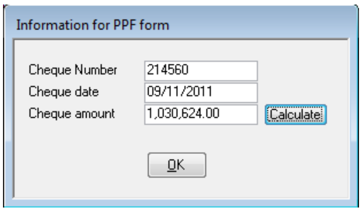
Employer number: 654321

Code	Last name	First name	Number	Basic Salary	Gross Salary	Employee contribution 10%	Employer contribution 10%	Total
0-008	Ngoda	Stanley	01 21 888	336,000	336,000	33,600	33,600	67,200
0-009	Swai	Kennedy	unknown	436,800	436,800	43,680	43,680	87,360
0-010	Mangi	Judy	01 32333	512,000	512,000	51,200	51,200	102,400
0-011	Macha	Caroline	unknown	252,000	252,000	25,200	25,200	50,400
0-012	Ndosi	Alfred	unknown	304,000	304,000	30,400	30,400	60,800
0-013	Mosha	Tony	unknown	672,000	672,000	67,200	67,200	134,400
0-014	Lucky	Jonathan	unknown	400,000	400,000	40,000	40,000	80,000
0-015	Mkamba	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

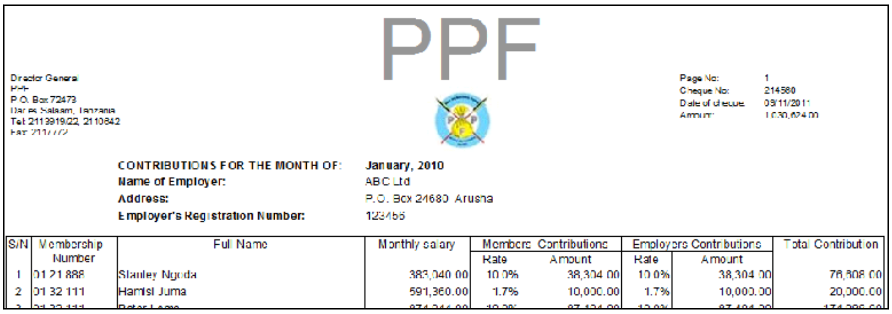
5.15 PPF Summary for the month

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.



- Report:



PPF

Director General
PPF
P.O. Box 72473
Dar es Salaam, Tanzania
Tel: 2113919/22, 2110842
Fax: 211??72

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

CONTRIBUTIONS FOR THE MONTH OF: January, 2010
Name of Employer: ABC Ltd
Address: P.O. Box 24680 Arusha
Employer's Registration Number: 123456

S/N	Membership Number	Full Name	Monthly salary	Members Contributions		Employers Contributions		Total Contribution
				Rate	Amount	Rate	Amount	
1	01 21 888	Stanley Ngoda	383,040.00	10.0%	38,304.00	10.0%	38,304.00	76,608.00
2	01 32 111	Hamisi Juma	591,360.00	1.7%	10,000.00	1.7%	10,000.00	20,000.00

- 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*

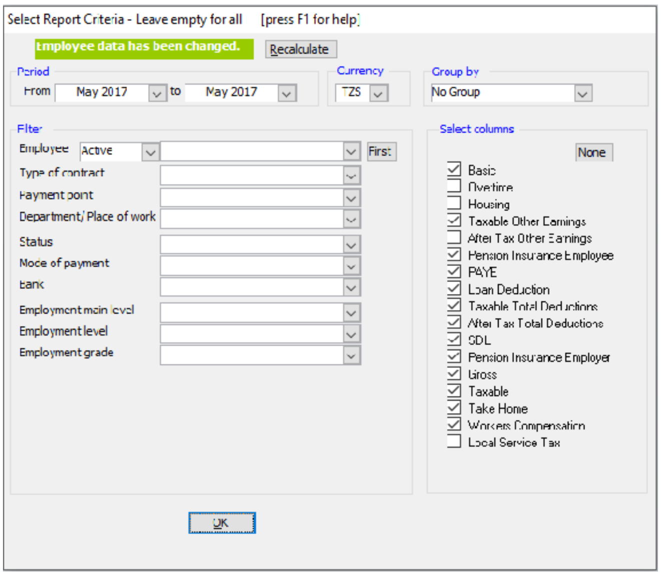
5.16 Print and View

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:

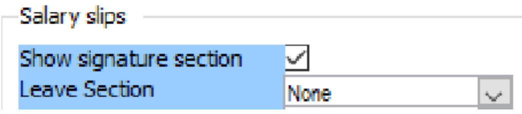
- Most reports are automatically exported to an Excel file.
- The Report export folder is set in *Data Entry > Configuration > Folders*



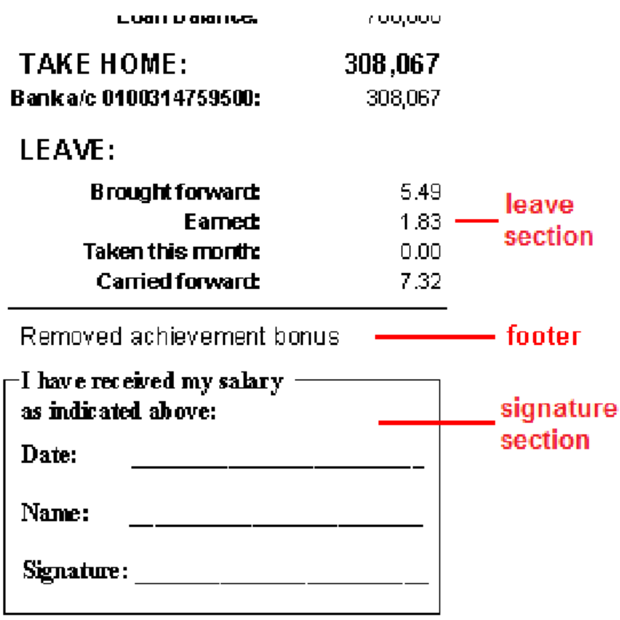
5.17 Signature and Leave sections on payslips

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:



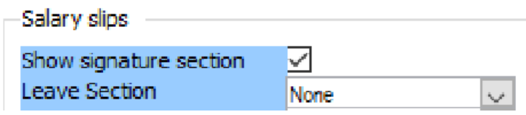
- Signature and Leave sections appear like shown on the right.



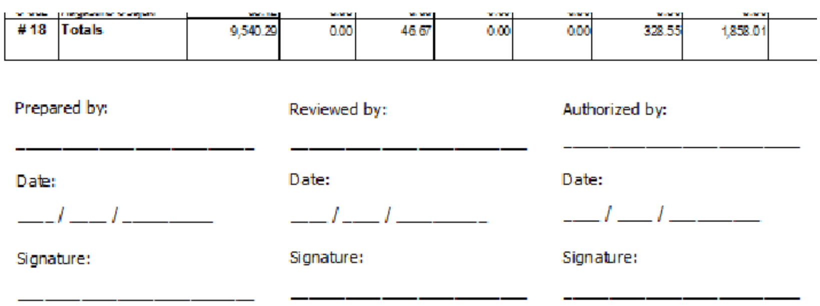
5.18 Signature section on reports

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:



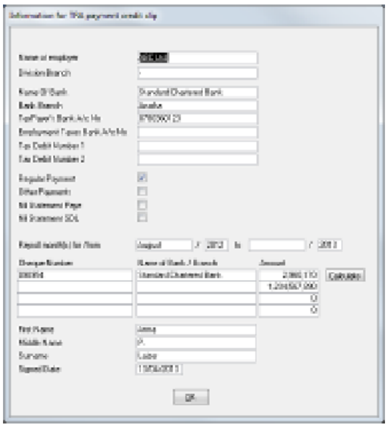
- The Signature section appears like this:



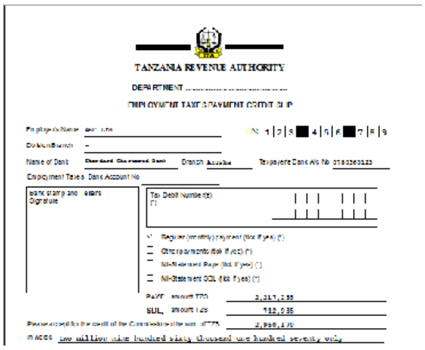
5.19 TRA Payment Credit slip

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.



- The credit slip is produced:

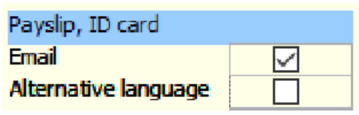


5.20 Email Pay slips

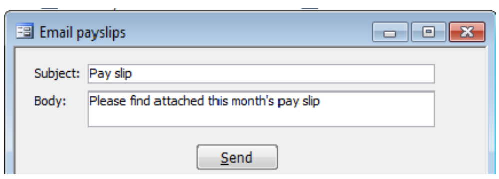
Purpose	To send pay slips by email to employees
Menu	(1) *Payments > Salary slips > Email* (2) *Data Entry > Data > Employee Info > Tab: Financial*

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.



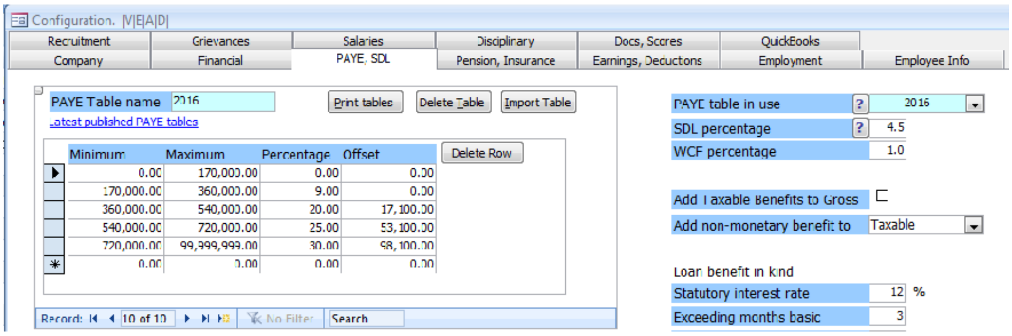
Note: while emailing, printing messages and the emails flash on the screen.

6 Options

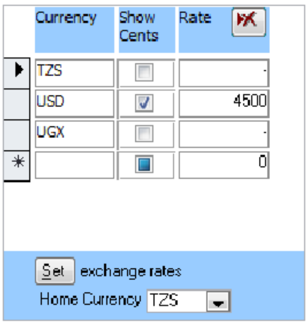
6.01 Configuration

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.

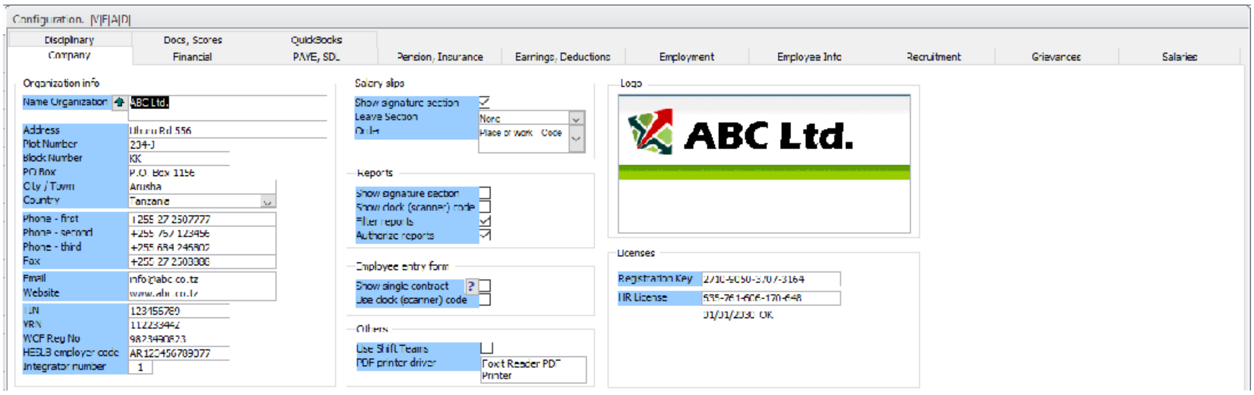


- In lists:
  - Add entries by scrolling to the bottom of the list, and enter data.
  - Delete an entry: select the entry by clicking to the left of it, and press the Delete button.



6.02 Configuration - Company Info

Purpose	To change the company logo
Menu	*Options > Setup > Configuration > Tab: Company*



- 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.

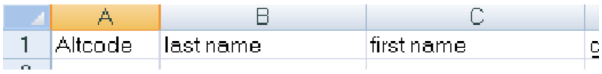
6.03 Configuration - Import employees data

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.

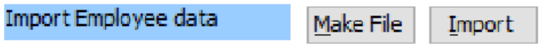
1. To create an Excel file, empty except for the mandatory column headers, click the Make File button in the option *Data entry > Configuration > Tab: Company*. This makes a file c:\PayEasy\EmployeeData.xls.

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



3. Save and close the Excel file c:\PayEasy\EmployeeData.xls.
4. 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.*

5. The fields Nationality, Pension, Type and Status are entered automatically, as the table displays at *Options> Setup* > *Configuration* > *Tab: Employee Info:*



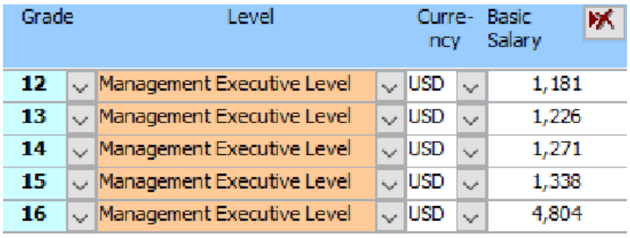
6. Any entries encountered in the spreadsheet for the fields Bank1, Payment Point and Currency1 that are not in the pull down lists for Banks, Payment Points and Currencies will be automatically added to these lists.

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

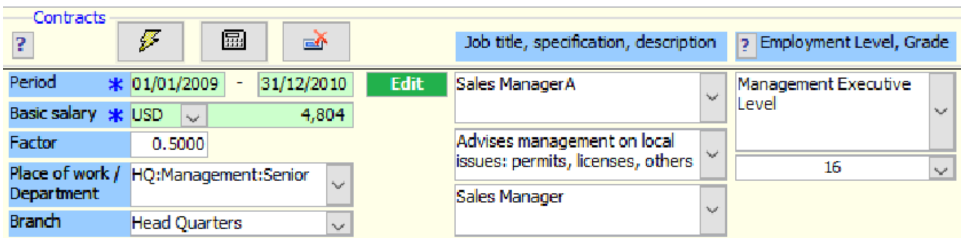
Purpose	Pay employees in foreign currency
Menu	*(1) Options > Setup > Configuration > Salaries* *(2) Data Entry > Data > Employee Info > Tab: Employment Details* *(3) Data Entry > Data > Employee Info > Tab: Financial*

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

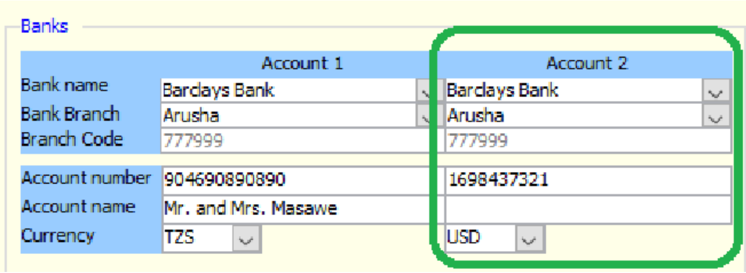


Grade	Level	Curre-ncy	Basic Salary
12	Management Executive Level	USD	1,181
13	Management Executive Level	USD	1,226
14	Management Executive Level	USD	1,271
15	Management Executive Level	USD	1,338
16	Management Executive Level	USD	4,804

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



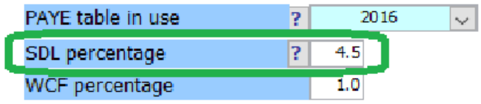
- In *Data Entry* > *Data* > *Employee Info* > *Tab: Financial* make foreign currency accounts.



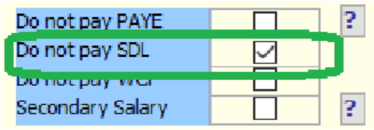
6.05 Configuration - SDL

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*

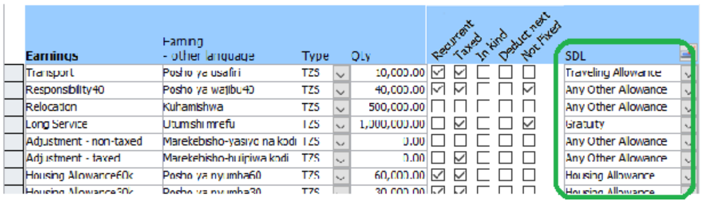
- Set SDL to the percentage required:



- 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:*



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



- 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:*

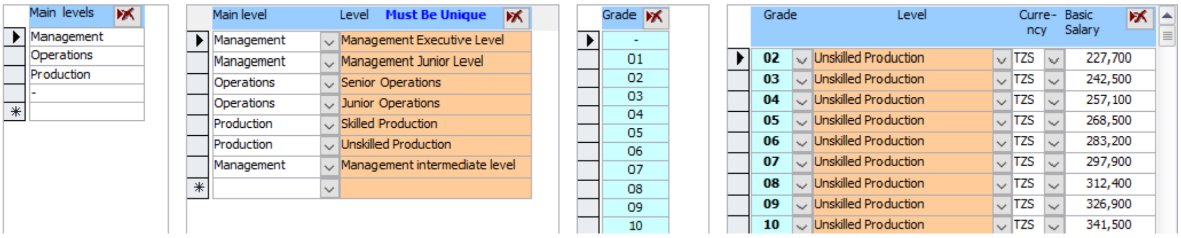
6.06 Configuration - Scales: Grades and Levels

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:

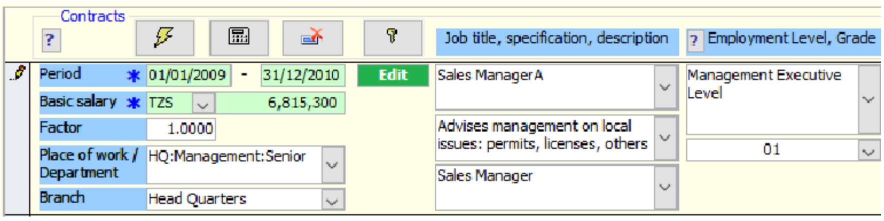
Main levels →	Management		Operations		Support	
Levels →	Executive Management	Junior Management	Senior Operations	Junior Operations	Skilled Support	Unskilled support
Grades ↓						
1						
2		Basic salaries are entered here				
3						
etc.						

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



- Basic Salaries are entered in the table *Grade* > *Level* > *Basic Salary.*

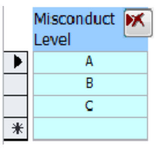
- When selecting a Grade and Level for an employee, the basic salary is filled in and cannot be changed. To manually enter a basic salary, set the Grade to '-', or click the unlock button 



6.07 Configuration - Disciplinary

Purpose	To record misconducts of employees, and their consequences
Menu	(1) <u>Defined</u> in *Options* > *Setup* > *Configuration* > *Tab: Disciplinary* (2) <u>Used</u> in *Data Entry* > *Data* > *Employee Info* > *Tab: Disciplinary.*

- Name the Misconduct Levels:



- 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 inappriopriate 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 Anne 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 Masawe	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|

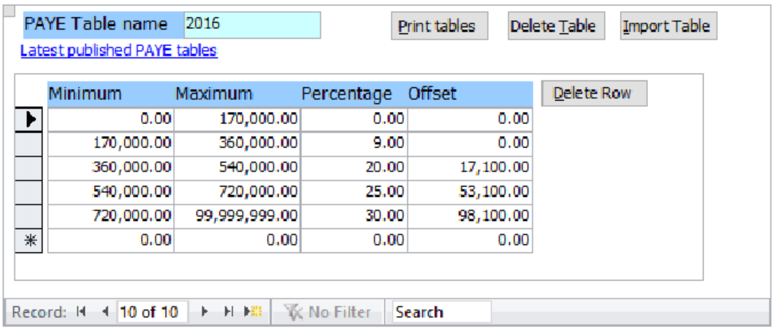
Company	Employee Info	Financial
PAYE, SDL	Pension, Insurance	Earnings, Deductions

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

6.09 Configuration - PAYE

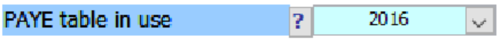
Purpose	Select, or add a new PAYE table
Menu	*Options > Setup > Configuration > Tab: PAYE, SDL*

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



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	98,100.00
0.00	0.00	0.00	0.00

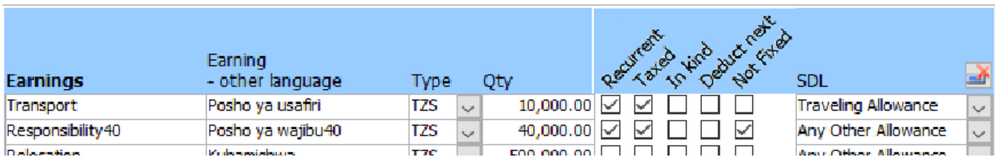
- You either download the latest table from our website, or you enter them manually.
  - To download, click on *Import Table*. Make sure that you have an internet connection.
  - To enter a table manually:
    - Make a new table – click on
    - Give your table a name (in the example above: “2014”)
    - 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



6.10 Configuration - Earnings

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

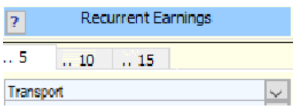
- Define the Earnings in *Options* > *Settings* > *Configuration* > *Tab: Earnings and Deductions*



Earnings	Earning - other language	Type	Qty	Recurrent	Taxed	In kind	Deduct next	Not Fixed	SDL
Transport	Posho ya usafiri	TZS	10,000.00	☑	☑	☐	☐	☐	Traveling Allowance
Responsibility40	Posho ya wajibu40	TZS	40,000.00	☑	☑	☐	☐	☑	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*:

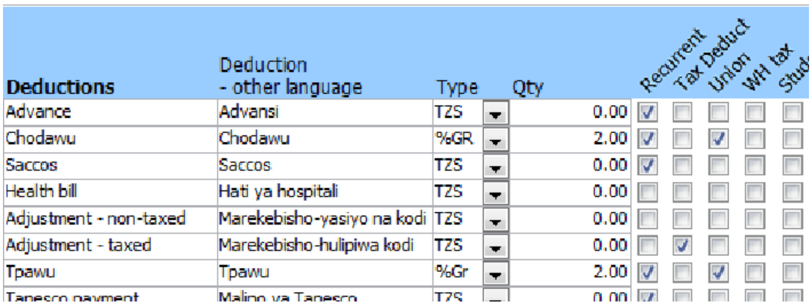


- Adjust recurrent Earnings and add other Earnings in *Data entry* > *Adjustments* > *Payroll for the month.*

6.11 Configuration - Deductions

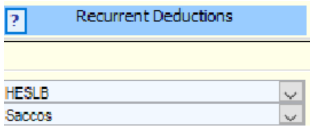
Purpose	Define and use employee deductions.
Menu	(1) *Options* > *Setup* > *Configuration*> *Earnings and deductions* (2) *Data entry* > *Data* > *Employee Info* > *Tab: Employment details* (3) *Data entry* > *Adjustments* > *Payroll for month*

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

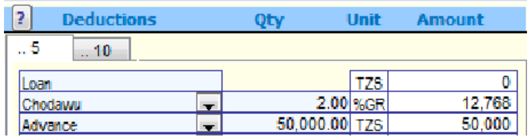


Deductions	Deduction - other language	Type	Qty	Recurrent	Tax Deduct	Union	WH tax	Stud
Advance	Advansi	TZS	0.00	✓				
Chodawu	Chodawu	%GR	2.00	✓		✓		
Saccos	Saccos	TZS	0.00	✓				
Health bill	Hati ya hospitali	TZS	0.00					
Adjustment - non-taxed	Marekebisho-yasiyo na kodi	TZS	0.00					
Adjustment - taxed	Marekebisho-hulipiwa kodi	TZS	0.00		✓			
Tpawu	Tpawu	%Gr	2.00	✓		✓		
Tanesco payment	Malipo ya Tanesco	TZS	0.00	✓				

- 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*:



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

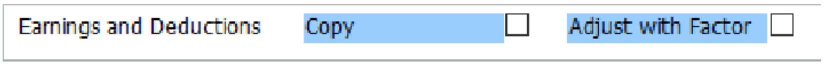


Deductions	Qty	Unit	Amount
Loan		TZS	0
Chodawu	2.00	%GR	12,768
Advance	50,000.00	TZS	50,000

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

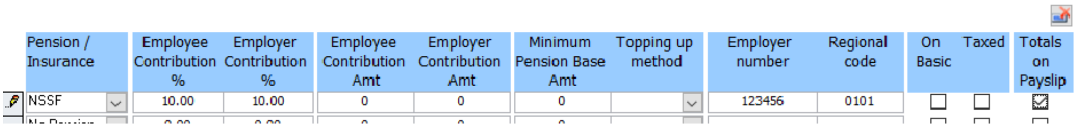


- When the tick box *Copy Earnings and Deductions* has been:
  - Ticked, Earnings and Deductions of the previous month are literally copied to the current month. Any calculations as configured in the Earnings and Deductions are <u>not</u> considered.
  - Un-ticked, only the recurrent Earnings and Deductions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

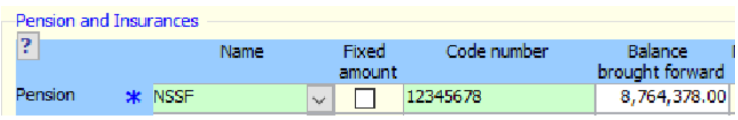
6.13 Configuration - Pensions and insurances

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*



- 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*



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

  NSSF; PPF; ZSSF; GEPF; LAPF; NHIF; PSSSF

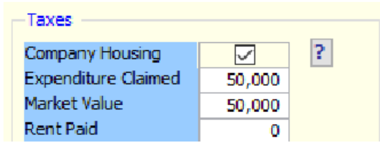
6.14 Configuration - Housing Benefit

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*

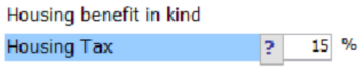
Factors:

```
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.

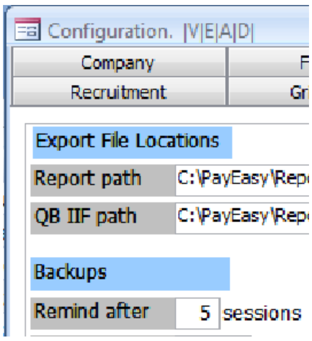


6.15 Configuration - Backup reminder

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*



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 Number	Name	Memo
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
Transport2	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:

ABC Ltd.

AN-931/87

ABC Ltd.

Payroll for January 2011

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

- 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*

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

Donor Code
GEZ1
VSO11
SNV45

Project Code	Project Name
359875985	Office
5379854	Field
430480984	None

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

Project Accounting

Project Code	Ratio (%)	Donor Code
359875985	60	GEZ1
430480984	40	SNV45
	0	

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

ABC Ltd.

ABC Ltd.

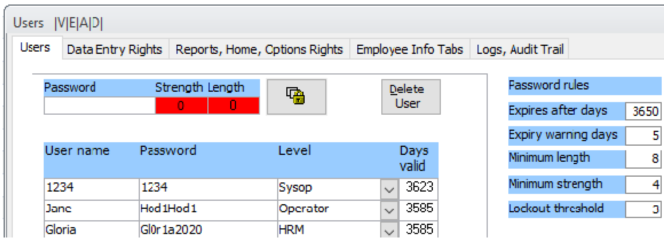
Project / Donor Analysis for September 2012

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

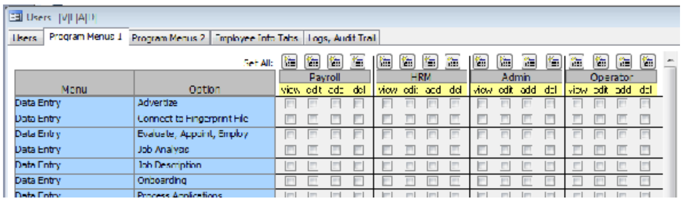
6.20 Users - Users

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.

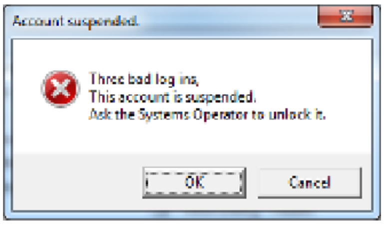


- The access levels and their options are set below the tabs Program Menus 1 and 2.
- The SysOp access level has access to all options.



- 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.

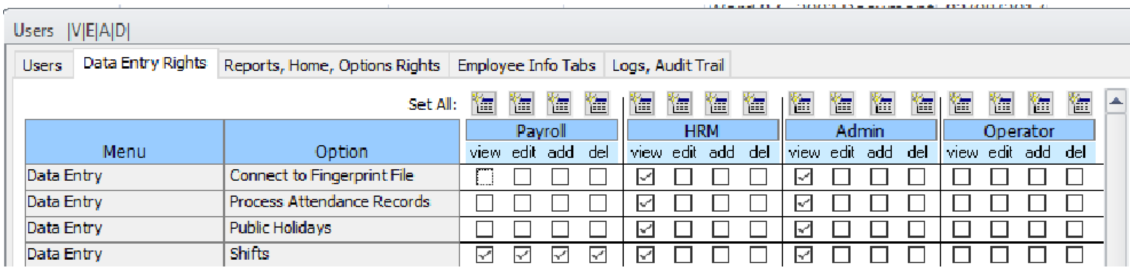
- After logging in the number of times set in 'Lockout threshold', with a bad password, the user is locked out.
- The systems operator is to set a new password for this user.



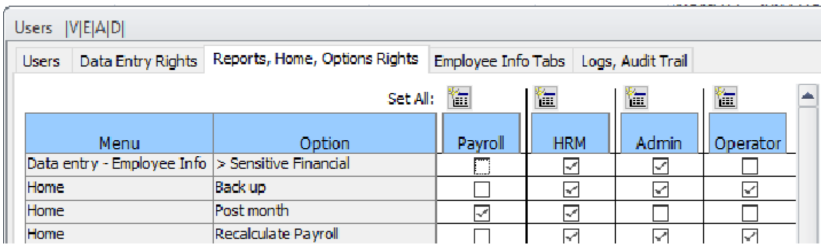
6.21 Users - Rights

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

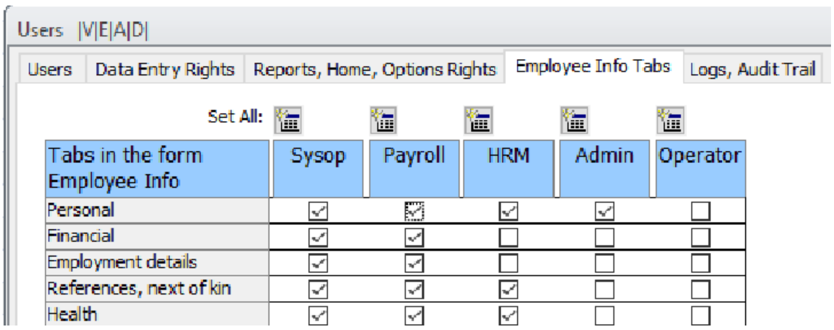


- Reports, Home, Options Rights: Set access rights to options on the Reports, Home, Options menus



- 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.



- 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*

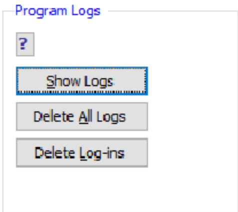
- PayEasy+HR records software events in a log, with entries amongst others:
  - Log in
  - Bad Password
  - Reset Payroll
  - Post
  - Backup
  - Software errors

ABC Ltd.

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

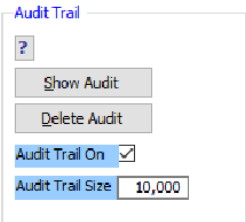


- The software automatically deletes old logs when they exceed 1,000.

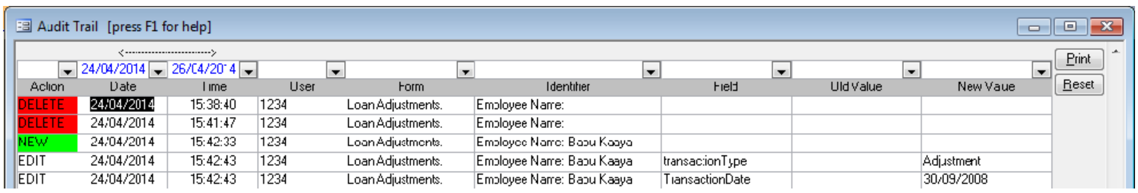
6.23 Users – Audit Trail

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: Babu Kaaya			
EDIT	24/04/2014	15:42:43	1234	LoanAdjustments.	Employee Name: Babu Kaaya	transactionType		Adjustment
EDIT	24/04/2014	15:42:43	1234	LoanAdjustments.	Employee Name: Babu 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

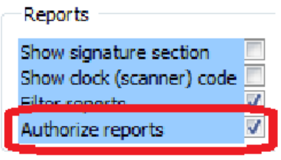
Date range: 24/04/2014 - 26/04/2014

Action	Date	Time	User	Form	Identifier	Field	Old Value	New Value
EDIT	24/04/2014	15:32:00	1234	Loan Adjustments.	Employee Name: Babu Kaaye	MonthlyAmount	80000	60000
EDIT	24/04/2014	15:32:00	1234	Loan Adjustments.	Employee Name: Babu Kaaye	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.*



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

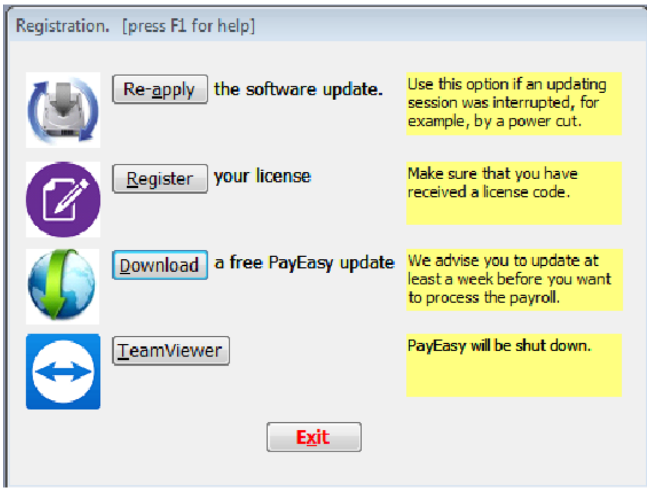
Menu Tab	Menu Options	Authorize	Your Settings
Data Entry	All	☑	☑
Home	Post month	☐	☐
Payments Reports	Advances	☐	☑
Payments Reports	Payments	☐	☑
Payments Reports	Pensions and Insurances	☐	☑
Payments Reports	Salary slips	☐	☑
Statutory Reports	Monthly Statutory Payments	☐	☐
Statutory Reports	Bi-annual TRA statements	☐	☐
Summaries Reports	Loan Reports	☐	☑
Summaries Reports	Attendance Summaries	☐	☐
Summaries Reports	Earnings and Deductions	☐	☑
Summaries Reports	Leave	☐	☐
Summaries Reports	Tabular overviews	☐	☑

- 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	*Options > Other > License, Update software*

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*.

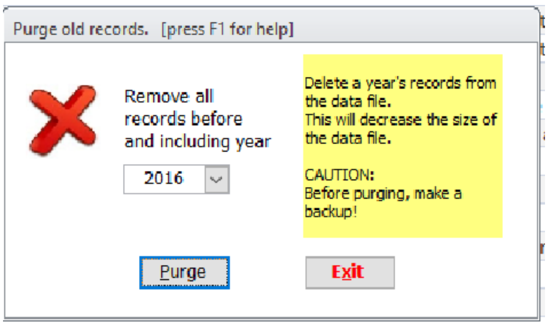


6.26 Purge

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

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*.

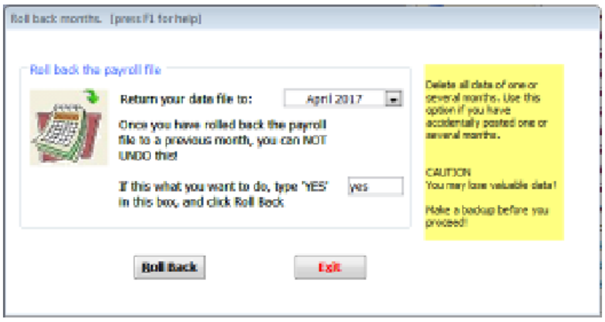


6.27 Roll back

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.



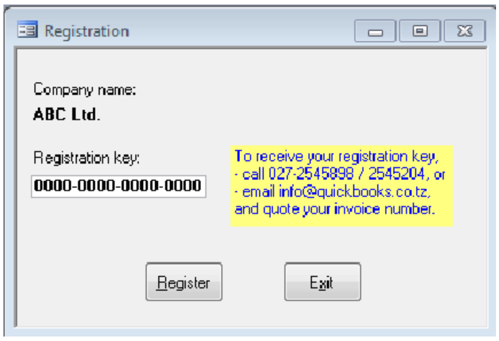
6.28 Registration

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.

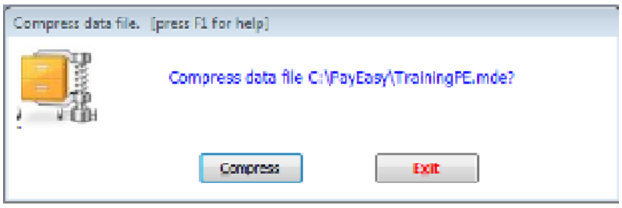
Using the telephone numbers or email address provided contact us for a registration code. You will have to give us your invoice and receipt numbers as reference.



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 | Health | Training, Workshops | Immigration | Equipment Issued | Supervision | Meetings | Appraisals | Training needs | Development targets | Developmental counselling

Description	Model	Serial number	Qty		Amount	Issued on	Returned on	Remarks
Laptop computer	HP630	7867869876756	1.00	USD	575.00	01/01/2017	01/09/2017	
Digital Volt Meter	Fluke F3	FLD 516 7624	1.00	USD	134.00	01/01/2017		
Toolkit	"Standard"	-	1.00	TZS	180,000.00	11/01/2017		No cable tester included
Laptop	Toshiba Satellite	0087510027 5	1.00	TZS	1,000,000.00	12/09/2017		

Report | Delete

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

ABC Ltd.

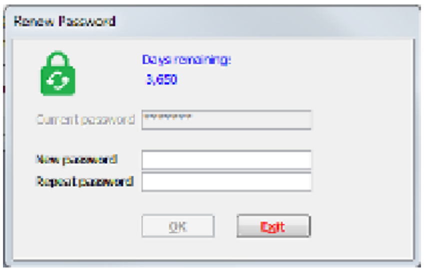
ABC Ltd
Equipment Issued to Fred Masawe

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

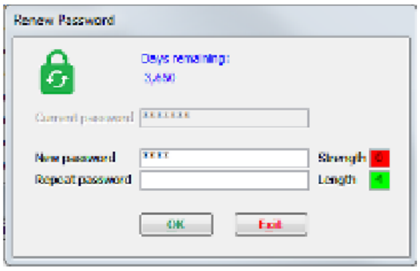
6.31 Change Password

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.



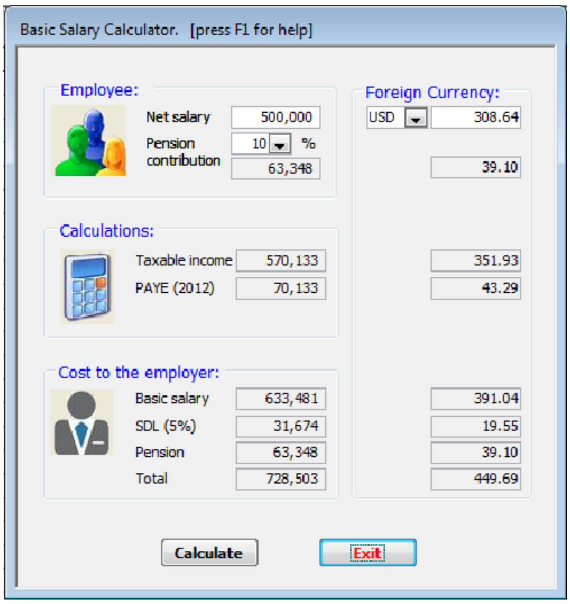
- Enter your new password twice.
- The password should be of sufficient length and strength.



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.

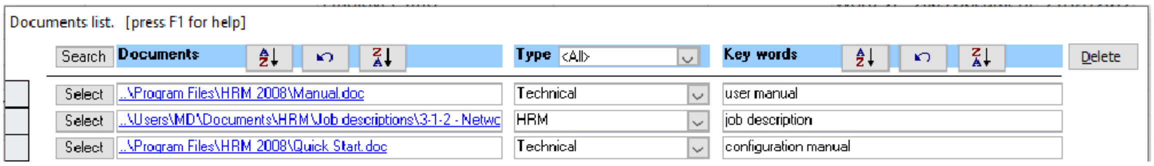


7. Help Options

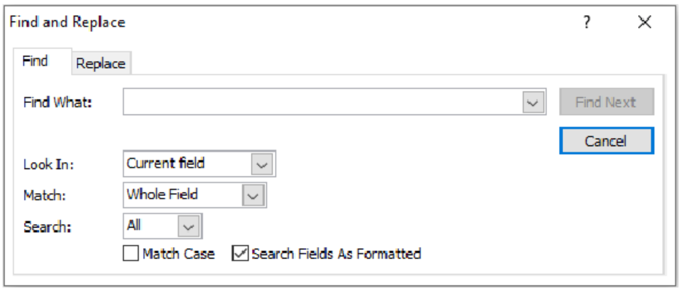
7.01 Documents list

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.



- 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:

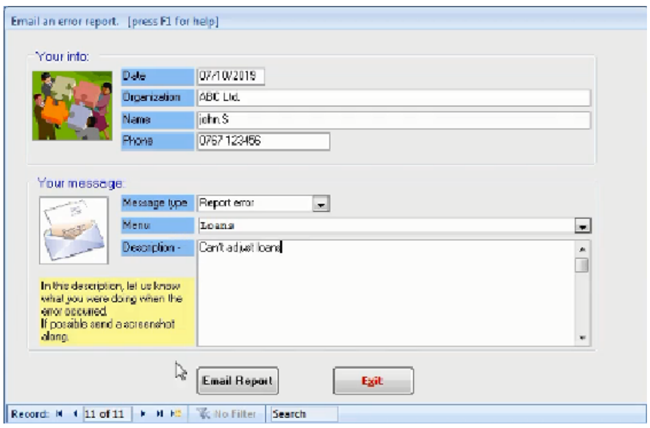


- Use A↓Z and Z↓A to sort the lists in ascending or descending order. Click ↶ to remove sorting.
- Filter with the *Type* field: Type <All>
- Click Select and browse to the document to be linked.

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 *Report > Tabular overview for the month > Incomplete Employee Data*
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 *Configuration > PAYE, 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 *Data entry > Configuration > Tab: Earnings, Deductions* - In the *Deductions* table make a line with 'Deduction=Advance 50k, Recurrent=ticked, Type=TZS, Qty=50,000, Taxed=un-ticked' - In *Employee Info > Employment Details*, 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 *Users > Tab: Employee Info Tabs* tick the Active box for *Appraisals*.
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 *Data entry > Configuration > Tab: Pension, Insurance.*
10	I think Overtime for Public Holiday + Night should be 300%.	Change the rate in *Data entry > Configuration > Financial,* in the *Overtime* 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. • 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: • 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: *Reports > Salary slips > Email pay slips*

8. Index