

**1. Provide employee data in an Excel Spreadsheet like:**

Column	Must be included	May be included	Format, remarks
employee code		Y	If not provided, then generated by IDL
employee name	Y		First name(s) followed by last name
gender		Y	'Female', 'Male'
dob		Y	dd/mm/yyyy
phone		Y	
email		Y	
postal address	Y		PO Box number
Town	Y		
mode of payment		Y	'Bank', 'Cash', 'Cheque'
payment point	Y		
Place of work / Department		Y	
Employee's Bank		Y	If Mode of payment = 'Bank'
Bank account nr		Y	If Mode of payment = 'Bank'
Currency	Y		TZS', 'USD', ...
Basic salary	Y		
Pension number	Y		
Pension authority	Y		
Employee WCF number		Y	

**2. Provide Company/Organisation data**

Data	Must be included	May be included	Format
Exact company's / Organisation's name	Y		
TIN number	Y		
PO Box, Town	Y		
Employer's Pension registration number.	Y		
Employer's WCF registration number		Y	
For each Pension Authority used, % employer, % employee	Y		
Start the payroll at what month, year	Y		
Logo		Y	
Banks; each with draw-down account numbers (from which salaries are paid)		Y	
SDL %	Y		0%' or '4.5%'