

PAYROLLTAXATION

www.payrolltaxation.com

Payroll Management System



USER MANNUAL

User Manual (concise)

Version: 1.0: October 2025

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1. Quick system summary

This is a web-based payroll & employee management system that supports: employee records, department management, leave workflows, loans/salary advances, salary calculation, deductions, bonus handling, pay slip generation, payments, and reports. Role-based access control restricts who can do what.

2. Roles — who does what (at-a-glance)

The system defines six roles: Admin (0), HR (1), HR Manager (2), Head Department (3), User (4), CEO (5). Below are the practical permissions and interactions each role has. (Derived from the system role list.)

A. Admin (role code = 0)

Full system access (all common/shared/unique permissions).

Can add/edit employees and departments, manage deductions, calculate salaries, run reports, manage payments, edit Company Info.

Here is screenshot of employee adding page, more explained in next section on adding user navigation.

Employees

[Add New Employee](#) [Close](#)

Search by employee name [Search](#)

Your employees limit reached, Please Click Add Extra Employees to increase preferred number of employees

ID	Name	Email	Mobile	Gender	Status	Salary Status	Actions
62	Admin				Active	Inactive	Edit Hide Add Add Allowance Add HELSB Add Company Loan Add Bonus Add Overtime Hide Edit

Add Department For

Department Name

e.g., Human Resources

Enter department name (max 30 characters)

Add Department

View All Departments

Close

Typical job: system setup, user provisioning, final overrides.

B. HR Officer (Payroll Accountant) (role code = 1)

Manage employee records and departments, approve/reject leaves, perform salary calculations, add deductions/allowances/bonuses, run reports, manage payments.

HR can manage user, updating user data and department, Add Deductions, Allowances, Bonuses as Admin Role shown above with screenshots and Approves/Reject Leaves

ACCEPT/REJECT LEAVES LIST								
EMPLOYEE ID	EMPLOYEE NAME	COMPANY ID	LEAVE TYPE	LEAVE REASON	LEAVE FROM DATE	LEAVE TO DATE	STATUS	ACCEPT / REJECT
69	Suzan Chifunda	40	AL	Holiday 300 #SS%	2025-09-19	2025-09-29	pending	<div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block; margin-right: 5px;">Accept</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">Reject</div>
69	Suzan Chifunda	40	AL	Holiday leave	2025-09-19	2025-09-30	pending	<div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block; margin-right: 5px;">Accept</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">Reject</div>
69	Suzan Chifunda	40	AL	Annual Leave	2025-10-24	2025-10-27	pending	<div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block; margin-right: 5px;">Accept</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">Reject</div>

Perform salary calculations

Select Month:

Basic Salary	Gross Salary	Net Salary	Actions					
14,000,000.00	14,000,000.00	8,992,000.00	<input type="button" value="Bonus"/>	<input type="button" value="Overtime"/>	<input type="button" value="Allowance"/>	<input type="button" value="HESLB"/>	<input type="button" value="Company Loan"/>	<input type="button" value="Salary Advance"/>
1,338,129.58	13,866,895.91	8,908,144.42	<input type="button" value="Bonus"/>	<input type="button" value="Overtime"/>	<input type="button" value="Allowance"/>	<input type="button" value="HESLB"/>	<input type="button" value="Company Loan"/>	<input type="button" value="Salary Advance"/>
1,025,000.00	1,337,000.58	1,014,310.37	<input type="button" value="Bonus"/>	<input type="button" value="Overtime"/>	<input type="button" value="Allowance"/>	<input type="button" value="HESLB"/>	<input type="button" value="Company Loan"/>	<input type="button" value="Salary Advance"/>
1,100,000.00	1,100,000.00	864,500.00	<input type="button" value="Bonus"/>	<input type="button" value="Overtime"/>	<input type="button" value="Allowance"/>	<input type="button" value="HESLB"/>	<input type="button" value="Company Loan"/>	<input type="button" value="Salary Advance"/>
1,075,000.00	1,075,000.00	847,625.00	<input type="button" value="Bonus"/>	<input type="button" value="Overtime"/>	<input type="button" value="Allowance"/>	<input type="button" value="HESLB"/>	<input type="button" value="Company Loan"/>	<input type="button" value="Salary Advance"/>

Typical job: day-to-day employee lifecycle, payroll inputs, documentation.

C. HR Manager (role code = 2)

All HR capabilities plus Process Salary (approve/authorize salary payments).

Salary Summary for Abl ltd - October 2025

Field	Total Amount
Total Basic Salary	8,876,259.21
Total Gross Salary	21,717,026.12
Total Bonus	0.00
Total Overtime	0.00
Total Allowance	12,840,766.91
Total Salary Advance	0.00
Total Employee Deductions	6,676,424.66
Total Net Salary	15,040,601.45

Typical job: sign-off on payroll before payments.

Head Department (role code = 3)

Approve/reject leave requests from their department; view common dashboards.
Typical job: line-manager approvals and headcount oversight.

User (role code = 4)

Access to common user functions only: dashboard, apply for leave, view pay slips, loan/advance requests, add signature.
Typical job: regular employee self-service.

CEO (role code = 5)

Access to most shared features plus Company Info editing. Can view reports and approve leaves.

Salary Summary for Abl ltd - October 2025

Field	Total Amount
Total Basic Salary	8,876,259.21
Total Gross Salary	21,717,026.12
Total Bonus	0.00
Total Overtime	0.00
Total Allowance	12,840,766.91
Total Salary Advance	0.00
Total Employee Deductions	6,676,424.66
Total Net Salary	15,040,601.45

Void All Records

Close

View various reports

Abl Ltd

PAYE Deduction Report - September 2025

TIN Number: 1223454

Employee Name	Gross Pay	Taxable Pay	PAYE Deduction	Employee TIN
Noor Shariff	1,000,000.00	900,000.00	103,000.00	TIN12345
Amas Salmini	1,050,000.00	945,000.00	114,250.00	TIN23456
Salmini Amas	1,025,000.00	922,500.00	108,625.00	TIN34567
Aisha Khalid	1,100,000.00	990,000.00	125,500.00	TIN45678
Suzan Chifunda	1,075,000.00	967,500.00	119,875.00	TIN56789
TOTALS	5,250,000.00	4,725,000.00	571,250.00	

Prepared by:

Approved by:

Noor Shariff

N/A

Typical job: executive oversight and approvals.

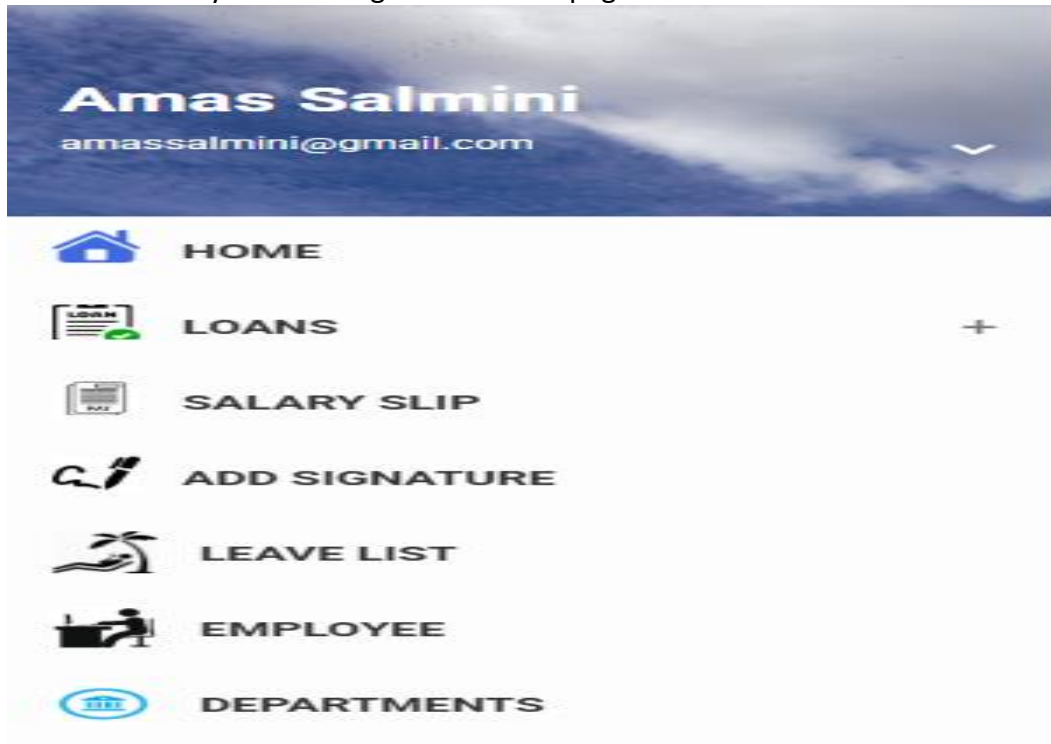
3. Common features available to every user

Home (dashboard), Loans (company/HESLB/salary advance views), Salary Slip view, Add/Update digital signature, leave list and Apply for Leaves.

The screenshot shows a web browser displaying the 'Employee Payroll Management System' dashboard. The browser tabs include 'Welcome To | Employee Payroll', 'Home - Niccian ICT', and 'Supplement / correct eApplica...'. The address bar shows 'payrolltaxation.online/dashboard.php'. The dashboard features a blue header with the title 'Employee Payroll Management System' and a left sidebar with navigation options: Admin, EMPLOYEE, DEPARTMENTS, APPROVE/REJECT LEAVES, CALCULATE SALARY, SALARY DEDUCTIONS, REPORTS, and COMPANY INFO. The main content area displays several data cards: BRANCHES (0), SHIFTS (0), DEPARTMENTS (0), DESIGNATIONS (0), EMPLOYEES (3), APPROVED LEAVES (0), ANNOUNCEMENTS (0), and PENDING LEAVES (0). A large analog clock is positioned on the right side of the dashboard. The Windows taskbar at the bottom shows the search bar, various application icons, and the system tray with the date and time '10:49 AM 10/15/2025'.

4. How each role interacts with core processes (step-by-step)

Side Bar where you can navigate to various pages.

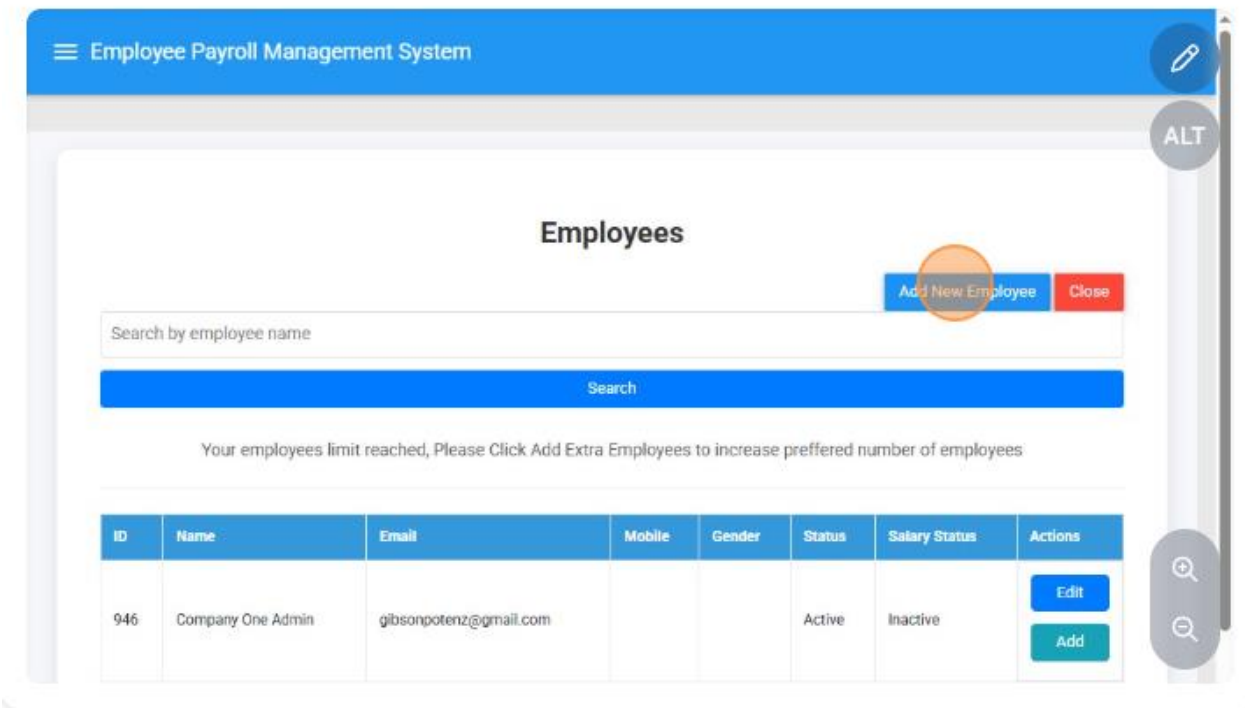
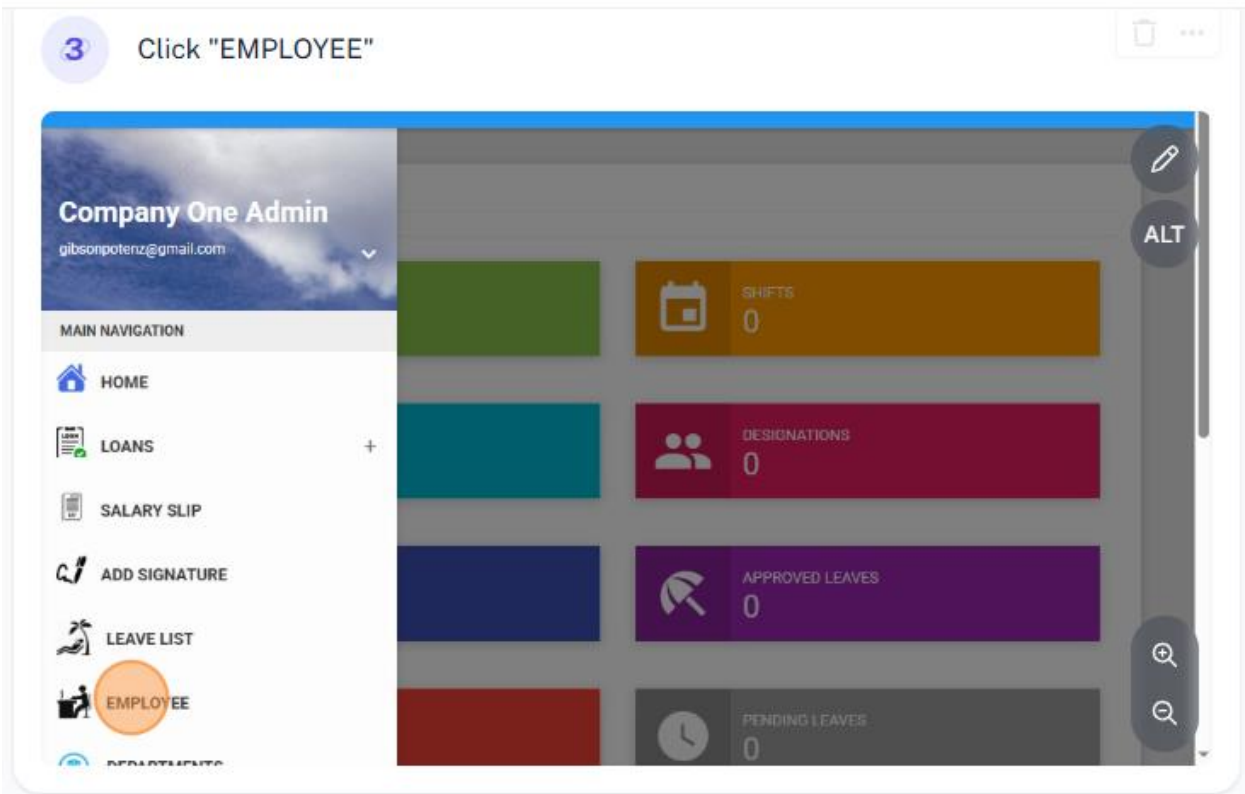


A. Adding an employee

Who can add: Admin, HR, HR Manager, CEO.

Option 1 — Single employee (recommended for one-offs)

Login → go to Employee → Add Employee / New.



Fill required fields:

Employee ID, First/Last name

Date of birth, National ID / TIN / Tax ID

Job title, Department, Reporting manager
Date of hire, Employment type, Work location
Salary structure (basic salary, allowances)
Bank name, account number, pay frequency
Email, phone, emergency contacts
Attach required documents (ID, signed contract) if the system allows uploads.
Save. The employee record is created and will appear in the employee list.

Import Employees

Cancel

Personal Details

Employee Name

Email

Mobile Number

Gender
Select Gender

Address

City

Job Details

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Department
Select Department (Optional)

Branch

Designation

Basic Salary

Navigation icons: edit, ALT, search, zoom in, zoom out.

Add Employee

NOK Email
zaylyssa@gmail.com

Account Setup

Email

Password
.....

Bank Details

NHIF Number
NHIF88990

Bank Name
Equity Bank

Bank Branch
East Side

Bank Account Number
ACCT123789456GH

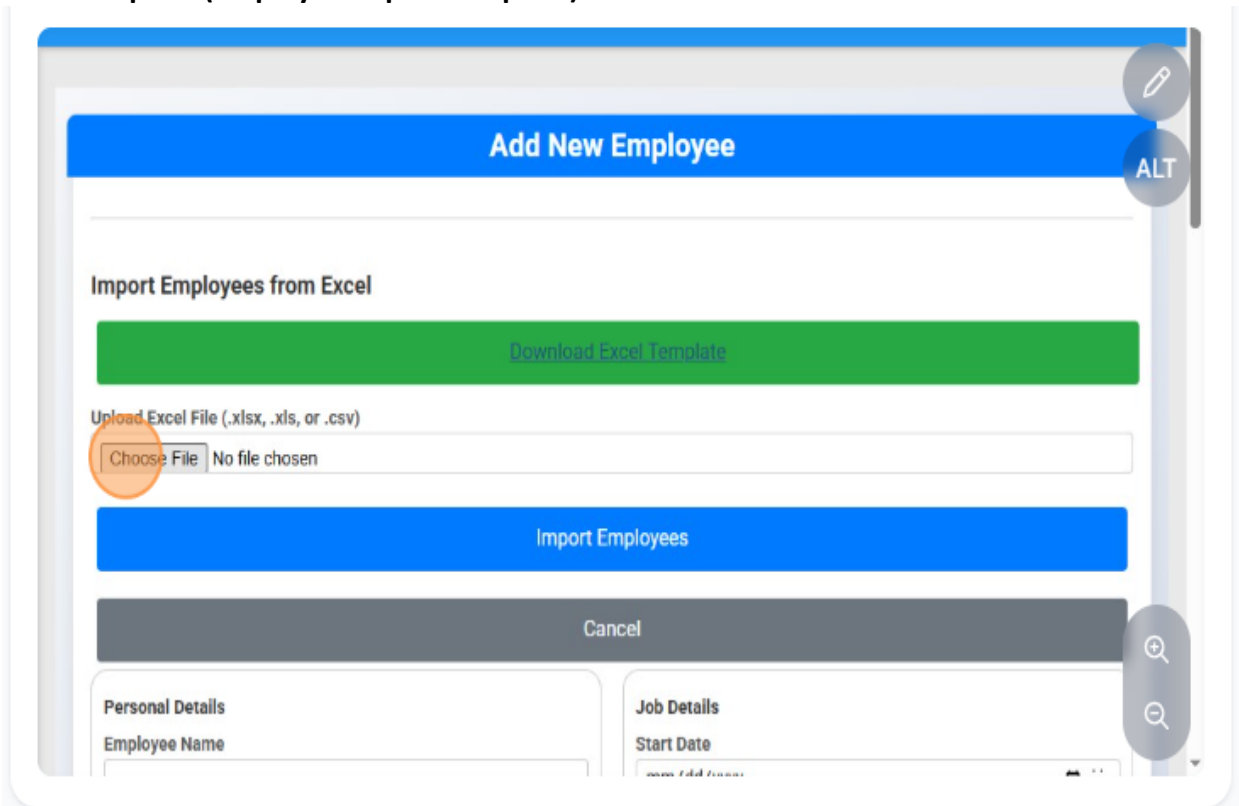
Comment

Add Employee

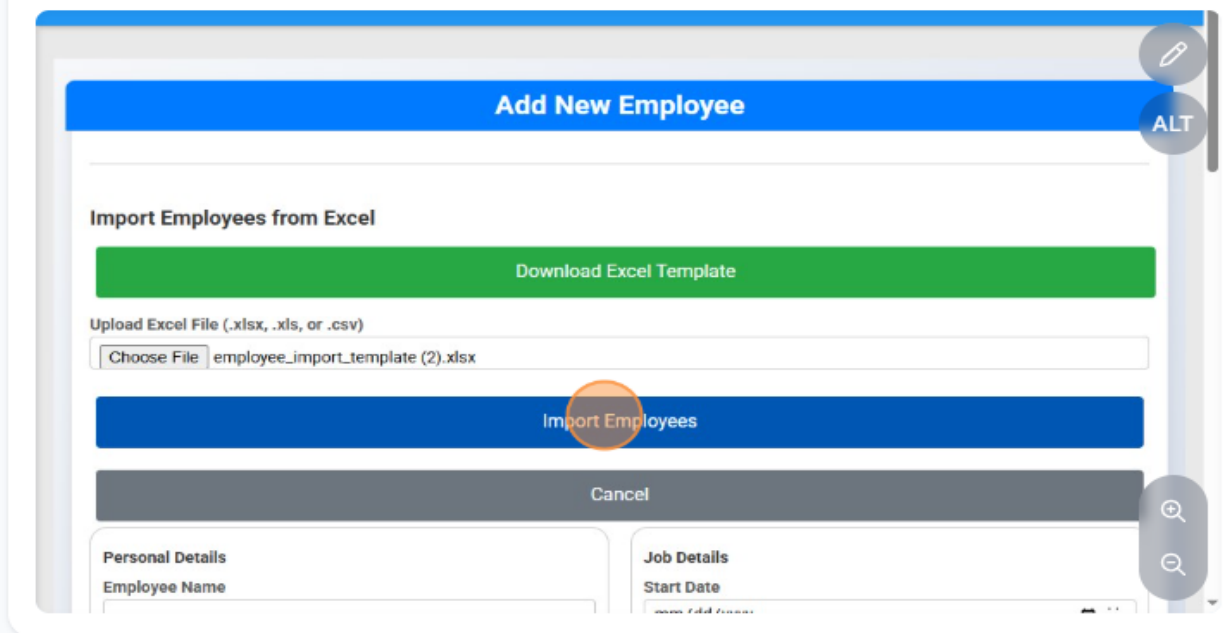
Cancel

Navigation icons: edit, ALT, search, zoom in, zoom out.

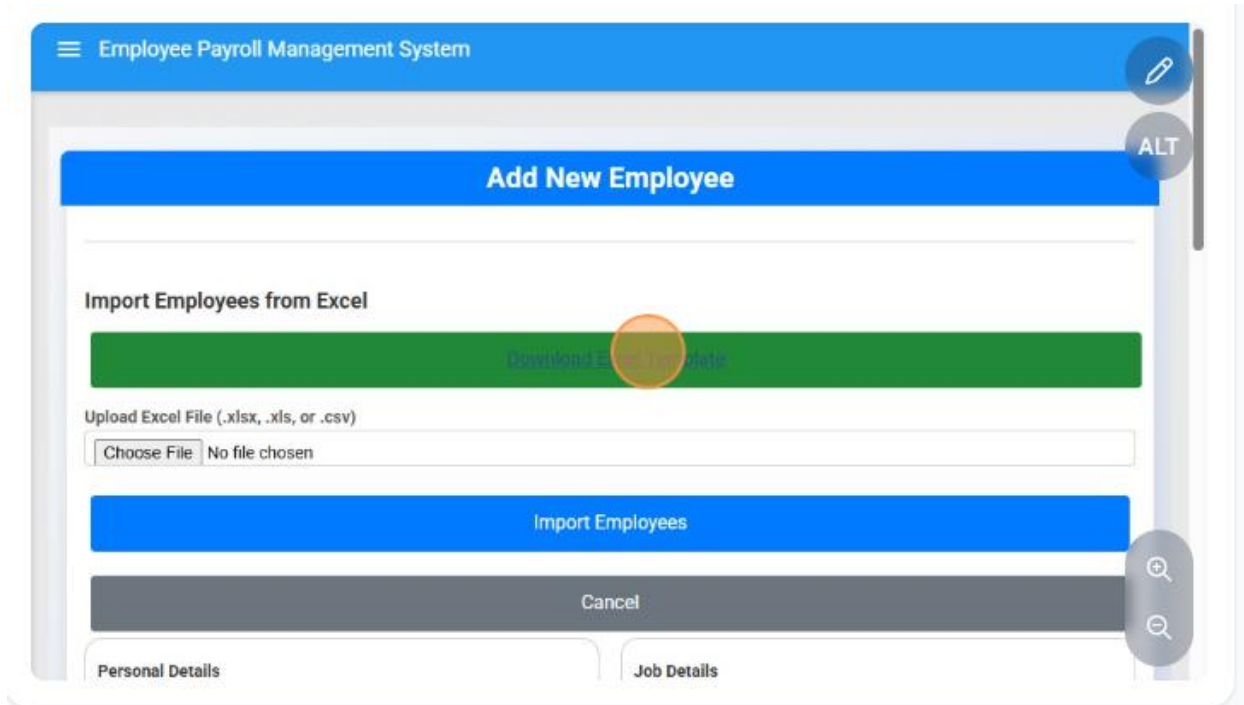
Option 2 — Bulk import via Excel (recommended for many records) Download the system Excel template (Employee import template).



Choose your excel file with employees records to be uploaded



Use Single click to import multiple employees at once by pressing import button



You can download excel format templates as shown in screenshot above

Fill each row with required fields (EmployeeID, Name, Dept, Position, Join Date, Basic Salary, Bank Details, TaxID, Email, etc.).

(Use the template columns and formats as stated in example.)

Login → Employee → Import → Upload file → Validate.

Resolve any validation errors and re-upload. Confirm import.

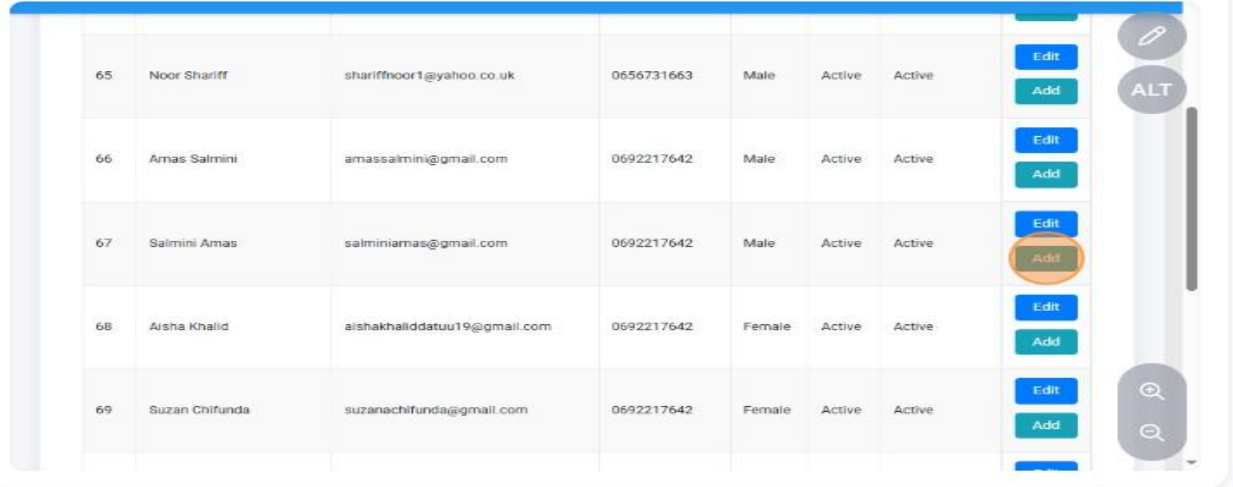
Notes: After adding, assign the employee to department and reporting manager leave and approvals route correctly.

B. Adding Bonus / Allowance/Overtime

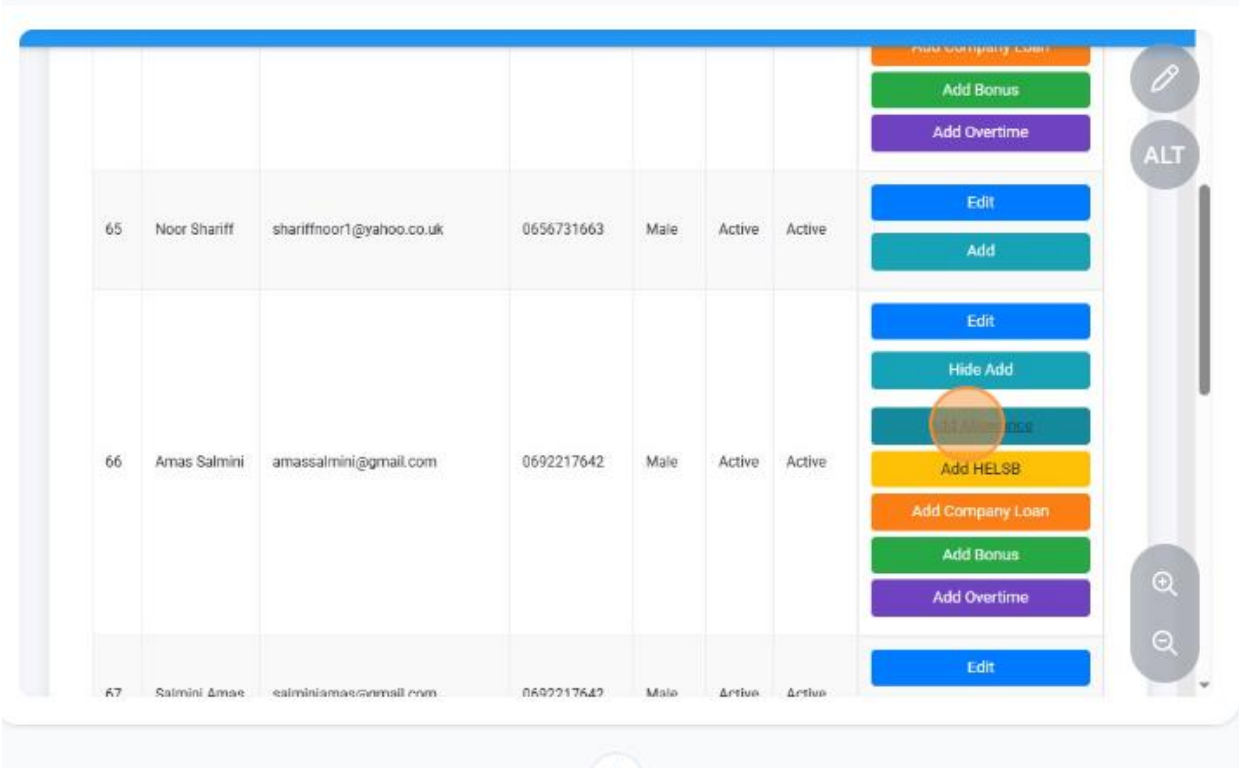
Who can perform this function?

Admin, HR, HR Manager (via calculate salary functions) — payroll inputs and adjustments are normally available to Admin & HR (Payroll Accountant); HR Manager approves payments.

Click the employee you want to add attributes then click what you want to add to employee.



65	Noor Shariff	shariffnoor1@yahoo.co.uk	0656731663	Male	Active	Active	Edit	Add
66	Amas Salmi	amassalmi@gmail.com	0692217642	Male	Active	Active	Edit	Add
67	Salmi Amas	salmiamas@gmail.com	0692217642	Male	Active	Active	Edit	Add
68	Aisha Khalid	aishakhalidatuu19@gmail.com	0692217642	Female	Active	Active	Edit	Add
69	Suzan Chifunda	suzanachifunda@gmail.com	0692217642	Female	Active	Active	Edit	Add



65	Noor Shariff	shariffnoor1@yahoo.co.uk	0656731663	Male	Active	Active	Edit	Add
66	Amas Salmi	amassalmi@gmail.com	0692217642	Male	Active	Active	Edit	Add
67	Salmi Amas	salmiamas@gmail.com	0692217642	Male	Active	Active	Edit	Add

Add Employee Allowance

Select Employee: Amas Salmini

House Allowance: 12500000.750

Food Allowance: 28765.580

Tuition Allowance: 0.000

Communication Allowance: 0.000

28765.580

Tuition Allowance: 0.000

Communication Allowance: 0.000

Transport Allowance: 0.000

Responsibility Allowance: 0.000

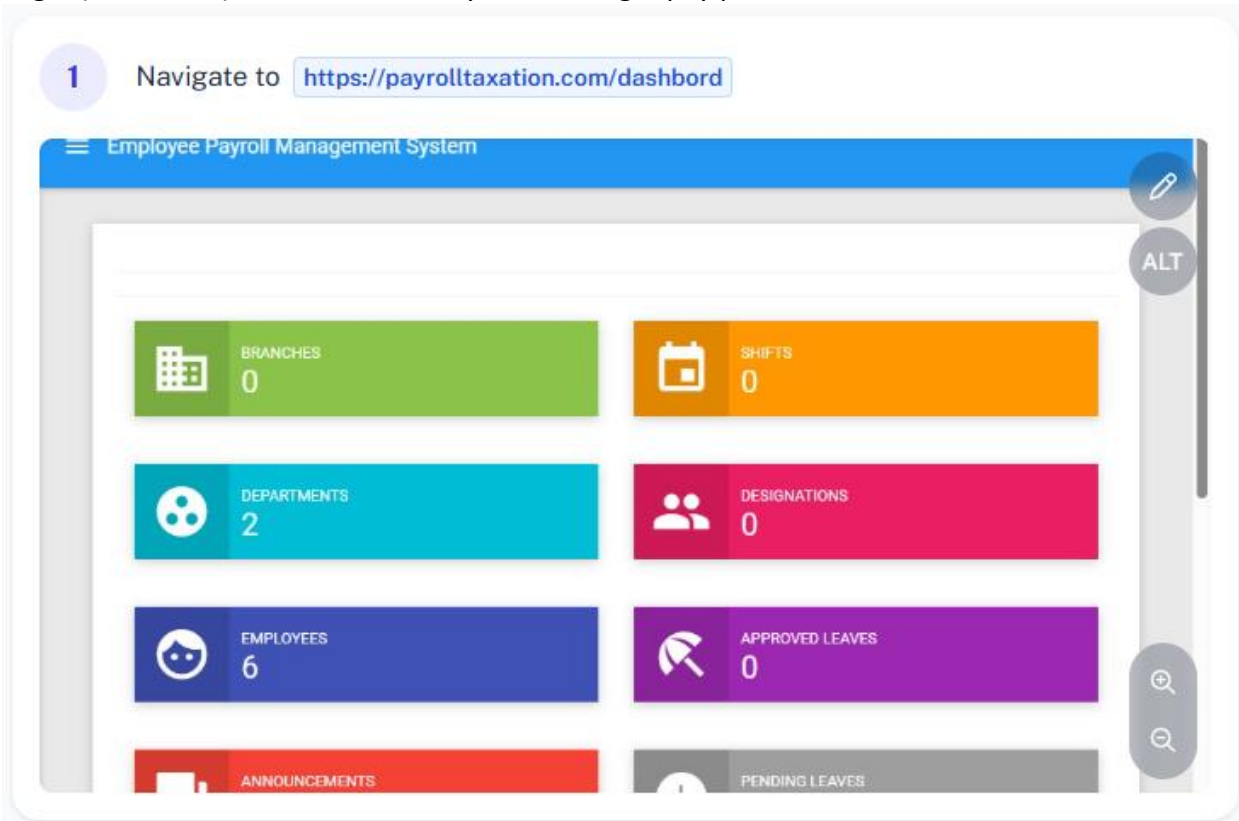
Other Allowance: 0.000

Save Allowance Finish

After completing filling all bonus/allowance details click save allowance button.

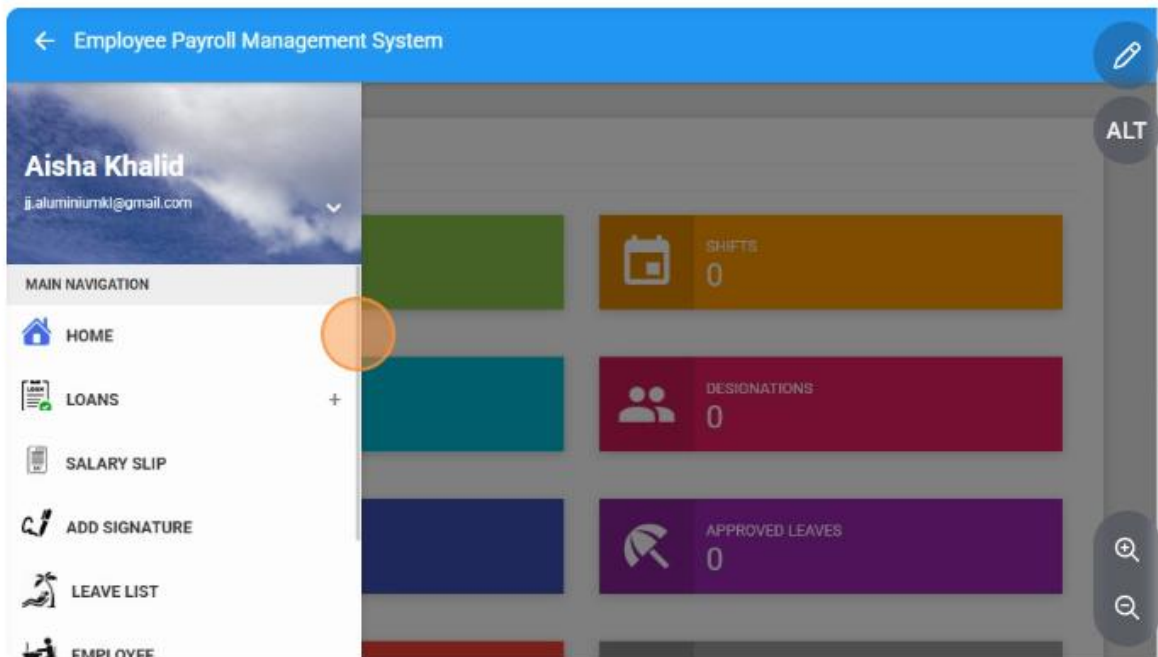
C. Per-payroll bonus (ad-hoc)

Login (HR/Admin) → Calculate Salary for the target pay period.

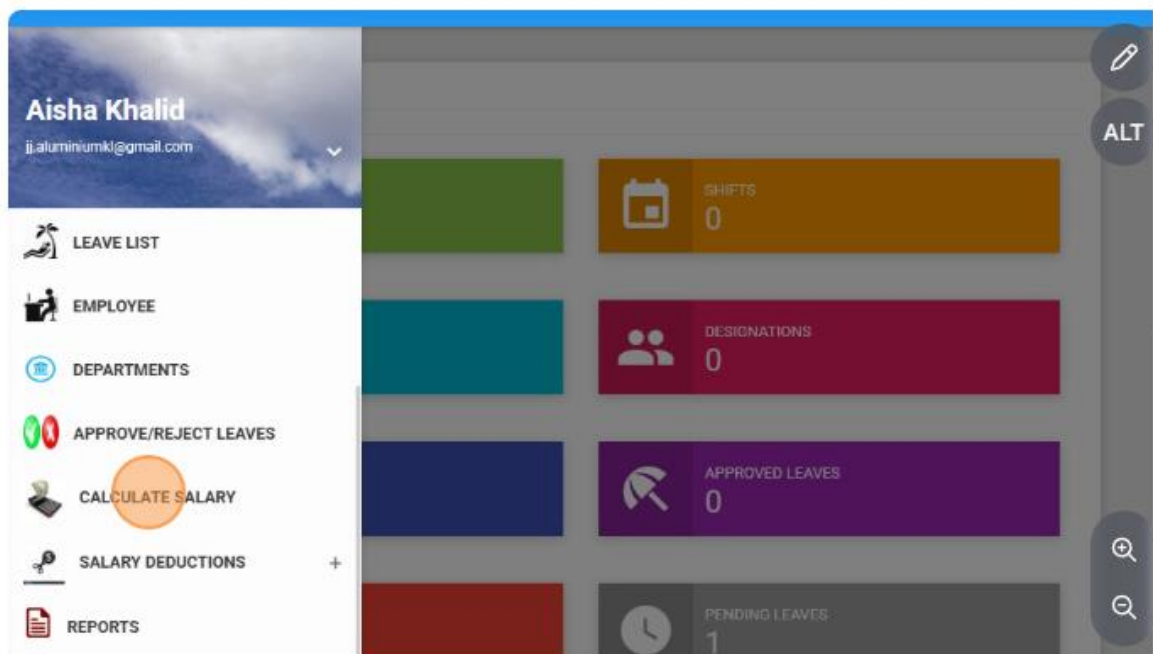


Scroll down to find calculate salary button.

3 Click here.



4 Click "CALCULATE SALARY"



- 5 Click "Employee Payroll Management System Calculate Salary for Company Test - October 2025 Select Month: Update Name Basic Salary Gross Salary Net Sala..."

Employee Payroll Management System

Calculate Salary for Company Test - October 2025

Select Month:

Name	Basic Salary	Gross Salary	Net Salary	Actions
SALMIN CEO	1,000,000.00	1,300,000.00	757,000.00	<input type="button" value="Bonus"/> <input type="button" value="Overtime"/> <input type="button" value="Allowance"/> <input type="button" value="HESLB"/> <input type="button" value="Company Loan"/> <input type="button" value="Salary Advance"/>
Christopher HOD	1,000,000.00	1,300,000.00	757,000.00	<input type="button" value="Bonus"/> <input type="button" value="Overtime"/> <input type="button" value="Allowance"/> <input type="button" value="HESLB"/> <input type="button" value="Company Loan"/> <input type="button" value="Salary Advance"/>
Kihimbwa HR	1,090,000.00	1,090,000.00	825,050.00	<input type="button" value="Bonus"/> <input type="button" value="Overtime"/> <input type="button" value="Allowance"/> <input type="button" value="HESLB"/> <input type="button" value="Company Loan"/> <input type="button" value="Salary Advance"/>
Aisha Khalid	1,000,000.00	1,000,000.00	767,000.00	<input type="button" value="Bonus"/> <input type="button" value="Overtime"/> <input type="button" value="Allowance"/> <input type="button" value="HESLB"/> <input type="button" value="Company Loan"/> <input type="button" value="Salary Advance"/>

- 6 Click "Employee Payroll Management System Calculate Salary for Company Test - October 2025 Select Month: Update Name Basic Salary Gross Salary Net Sala..."

Name	Basic Salary	Gross Salary	Net Salary	Actions
SALMIN CEO	1,000,000.00	1,300,000.00	757,000.00	<input type="button" value="Bonus"/> <input type="button" value="Overtime"/> <input type="button" value="Allowance"/> <input type="button" value="HESLB"/> <input type="button" value="Company Loan"/> <input type="button" value="Salary Advance"/>
Christopher HOD	1,000,000.00	1,300,000.00	757,000.00	<input type="button" value="Bonus"/> <input type="button" value="Overtime"/> <input type="button" value="Allowance"/> <input type="button" value="HESLB"/> <input type="button" value="Company Loan"/> <input type="button" value="Salary Advance"/>
Kihimbwa HR	1,090,000.00	1,090,000.00	825,050.00	<input type="button" value="Bonus"/> <input type="button" value="Overtime"/> <input type="button" value="Allowance"/> <input type="button" value="HESLB"/> <input type="button" value="Company Loan"/> <input type="button" value="Salary Advance"/>
Aisha Khalid	1,000,000.00	1,000,000.00	767,000.00	<input type="button" value="Bonus"/> <input type="button" value="Overtime"/> <input type="button" value="Allowance"/> <input type="button" value="HESLB"/> <input type="button" value="Company Loan"/> <input type="button" value="Salary Advance"/>
Salmin Amasi	700,000.00	875,000.00	636,375.00	<input type="button" value="Bonus"/> <input type="button" value="Overtime"/> <input type="button" value="Allowance"/> <input type="button" value="HESLB"/> <input type="button" value="Company Loan"/> <input type="button" value="Salary Advance"/>

You can view if an employee has a company loan or any other extra charges by clicking respective button

7 Click "Company Loan"

The screenshot shows a software interface for managing employee salaries. It features a table with columns for Name, Basic Salary, Gross Salary, and Net Salary. An 'Actions' column contains several buttons: Bonus, Overtime, Allowance, HESLB, Company Loan, and Salary Advance. The 'Company Loan' button for the employee 'Salmin Amasi' is highlighted with a red circle. Below the table are 'Calculate Salary' and 'Close' buttons. On the right side, there are navigation icons for edit, search, and a keyboard shortcut 'ALT'.

Name	Basic Salary	Gross Salary	Net Salary	Actions
SALMIN CEO	1,000,000.00	1,300,000.00	757,000.00	Bonus Overtime Allowance HESLB Company Loan Salary Advance
Christopher HOD	1,000,000.00	1,300,000.00	757,000.00	Bonus Overtime Allowance HESLB Company Loan Salary Advance
Kihimbwa HR	1,090,000.00	1,090,000.00	825,050.00	Bonus Overtime Allowance HESLB Company Loan Salary Advance
Aisha Khalid	1,000,000.00	1,000,000.00	767,000.00	Bonus Overtime Allowance HESLB Company Loan Salary Advance
Salmin Amasi	700,000.00	875,000.00	636,375.00	Bonus Overtime Allowance HESLB Company Loan Salary Advance

8

Click "Finish"

The screenshot shows a web form titled "Add Company Loan for Company Test". The form is contained within a light gray frame with a blue header bar. On the right side of the frame, there are three circular icons: a pencil (edit), the text "ALT", and a magnifying glass (search). The form itself has a white background and a blue border. It contains the following elements:

- Title:** "Add Company Loan for Company Test" in bold blue text.
- Select Employee:** A dropdown menu with "Salmin Amasi" selected and a downward arrow.
- Loan Amount (TZS):** A text input field containing "500000.000".
- Loan Duration (Months):** A text input field containing "10".
- Buttons:** Two buttons at the bottom: "Update Company Loan" (blue) and "Finish" (gray). The "Finish" button is highlighted with an orange circle.

Then Finalize by clicking Calculate salary button

9 Click "Calculate Salary"

SALMIN CEO	1,000,000.00	1,300,000.00	757,000.00	Bonus	Overtime	Allowance	HESLB	Company Loan	Salary Advance
Christopher HOD	1,000,000.00	1,300,000.00	757,000.00	Bonus	Overtime	Allowance	HESLB	Company Loan	Salary Advance
Kihimbwa HR	1,090,000.00	1,090,000.00	825,050.00	Bonus	Overtime	Allowance	HESLB	Company Loan	Salary Advance
Aisha Khalid	1,000,000.00	1,000,000.00	767,000.00	Bonus	Overtime	Allowance	HESLB	Company Loan	Salary Advance
Salmin Amasi	700,000.00	875,000.00	636,375.00	Bonus	Overtime	Allowance	HESLB	Company Loan	Salary Advance

Calculate Salary Close

ALT



Click "Name Basic Salary Allowance Bonus Overtime Gross Salary NSSF NHIF Company Loan HESLB Taxable Pay PAYE Total Employee Deductions Net Salary NSSF ..."



Salary Details for Company Test - October 2025

Name	Basic Salary	Allowance	Bonus	Overtime	Gross Salary	NSSF	NHIF	Company Loan	HESLB	Taxable Pay
SALMIN CEO	1,000,000.00	300,000.00	0.00	0.00	1,300,000.00	130,000.00	39,000.00	0.00	195,000.00	1,170,000.00
Christopher HOD	1,000,000.00	300,000.00	0.00	0.00	1,300,000.00	130,000.00	39,000.00	0.00	195,000.00	1,170,000.00
Kihimbwa HR	1,090,000.00	0.00	0.00	0.00	1,090,000.00	109,000.00	32,700.00	0.00	0.00	981,000.00
Aisha Khalid	1,000,000.00	0.00	0.00	0.00	1,000,000.00	100,000.00	30,000.00	0.00	0.00	900,000.00
Salmin Amasi	700,000.00	0.00	100,000.00	75,000.00	875,000.00	87,500.00	26,250.00	50,000.00	0.00	787,500.00



11

Click "Submit"

Salary Details for Company Test - October 2025

Name	Basic Salary	Allowance	Bonus	Overtime	Gross Salary	NSSF	NHIF	Company Loan	HESLB	Taxable Pay
SALMIN CEO	1,000,000.00	300,000.00	0.00	0.00	1,300,000.00	130,000.00	39,000.00	0.00	195,000.00	1,170,000.00
Christopher HOD	1,000,000.00	300,000.00	0.00	0.00	1,300,000.00	130,000.00	39,000.00	0.00	195,000.00	1,170,000.00
Kihimbwa HR	1,090,000.00	0.00	0.00	0.00	1,090,000.00	109,000.00	32,700.00	0.00	0.00	981,000.00
Aisha Khalid	1,000,000.00	0.00	0.00	0.00	1,000,000.00	100,000.00	30,000.00	0.00	0.00	900,000.00
Salmin Amasi	700,000.00	0.00	100,000.00	75,000.00	875,000.00	87,500.00	26,250.00	50,000.00	0.00	787,500.00



12 Click "Close"

Field	Total Amount
Total Basic Salary	4,790,000.00
Total Gross Salary	5,565,000.00
Total Bonus	100,000.00
Total Overtime	75,000.00
Total Allowance	600,000.00
Total Salary Advance	0.00
Total Employee Deductions	1,822,575.00
Total Net Salary	3,742,425.00

To add salary bonuses and other to employee.

Select the employee(s) → open salary breakdown → choose Add Allowance / Bonus.
Enter amount, description, taxability (taxable/non-taxable), effective date.
Save. The bonus will appear in the salary calculation for the pay period.

2 Click "EMPLOYEE"

Aisha Khalid
ij.aluminiumkl@gmail.com

MAIN NAVIGATION

- HOME
- LOANS
- SALARY SLIP
- ADD SIGNATURE
- LEAVE LIST
- EMPLOYEE**

5 Click "Add Bonus"

ID	Employee Name	Email	Phone	Gender	Status	Other Status	Actions
951	Kihimbwa HR	kihimbwahamadi@gmail.com	0655310409	Male	Active	Active	Edit Add
952	Aisha Khalid	jj.aluminiumki@gmail.com	0655310467	Female	Active	Active	Edit Add
953	Salmin Amasi	gibsonpotenz1@gmail.com	0710192969	Male	Active	Active	Edit Hide Add Add Allowance Add HELSB Add Company Loan Add Overtime

6 Click here.

Manually Add/Update Bonuses

Month: 10/22/2025

Select	Employee Name	Bonus Amount (TZS)	Description
<input type="checkbox"/>	SALMIN CEO	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Christopher HOD	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Kihimbwa HR	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Aisha Khalid	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Salmin Amasi	<input type="text"/>	<input type="text"/>

[Add/Update Bonus](#) [Finish](#)

7 Click "Add/Update Bonus"

Manually Add/Update Bonuses

Month: 10/22/2025

Select	Employee Name	Bonus Amount (TZS)	Description
<input type="checkbox"/>	SALMIN CEO		
<input type="checkbox"/>	Christopher HOD		
<input type="checkbox"/>	Kihimbwa HR		
<input type="checkbox"/>	Aisha Khalid		
<input checked="" type="checkbox"/>	Salmin Amasi	100000	bonus

Add/Update Bonus Finish

8 Click "Finish"

Manually Add/Update Bonuses

Month: 10/22/2025

Select	Employee Name	Bonus Amount (TZS)	Description
<input type="checkbox"/>	Salmin Amasi	100000.000	bonus
<input type="checkbox"/>	SALMIN CEO		
<input type="checkbox"/>	Christopher HOD		
<input type="checkbox"/>	Kihimbwa HR		
<input type="checkbox"/>	Aisha Khalid		

Add/Update Bonus Finish

You can repeat the same procedures to add other like company loan, and salary advance.

D. Recurring allowance

In employee profile → Salary Components → add recurring allowance with frequency and start date.

Save; it will be included automatically when Calculate Salary runs.

Audit trail: System keeps records of who added the bonus and when.

E. Processing Payroll (end-to-end)

Key actors: HR (data entry), HR Manager (process/approve), Admin/CEO (payments & oversight).

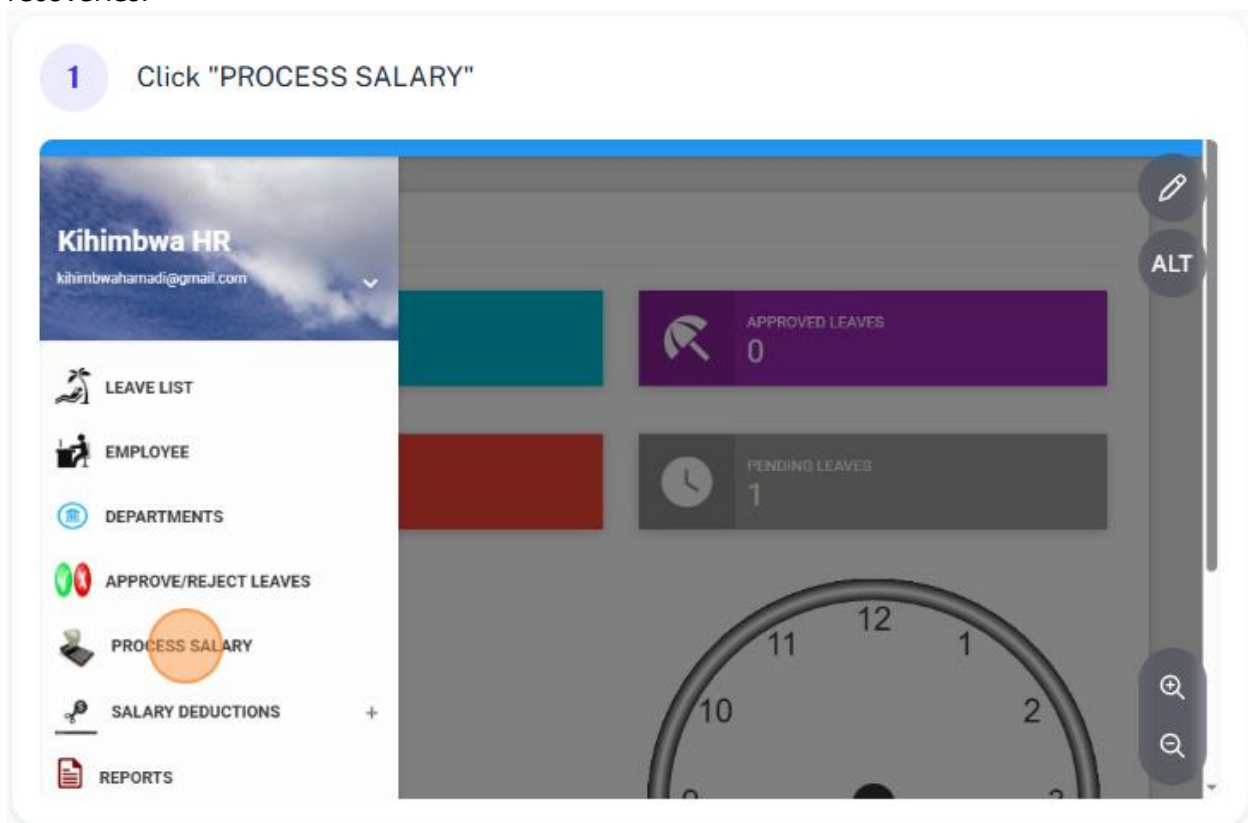
1. Pre-payroll checks

Ensure all employees are active, salary components updated, attendances/leaves reconciled, loans & advances recorded, and bonuses/deductions entered.

2. Calculate salary

HR/Admin → Payroll → select pay period → click Calculate Salary.

System applies salary structure, allowances, deductions (tax, pension), and loan/advance recoveries.



3. Review calculation

HR reviews output lines for anomalies (negative nets, missing tax, duplicate entries).

4. Approve payroll

HR Manager → Process Salary → review calculated payroll → click Approve / Process. (This action authorizes payroll for payments.)

2 Click "Approve Salaries"

The screenshot displays a payroll review interface. At the top, a blue header bar contains the text "2 Click 'Approve Salaries'". Below this is a table with the following columns: Name, Basic Salary, Allowance, Bonus, Overtime, Gross Salary, NSSF, NHIF, Company Loan, HESLB, and Tax. The table contains five rows of data for different employees. At the bottom of the table, there are two buttons: "Approve Salaries" (blue) and "Close" (red). The "Approve Salaries" button is highlighted with a red circle. On the right side of the interface, there are several icons: a pencil icon, an "ALT" key icon, a magnifying glass icon, and a search icon.

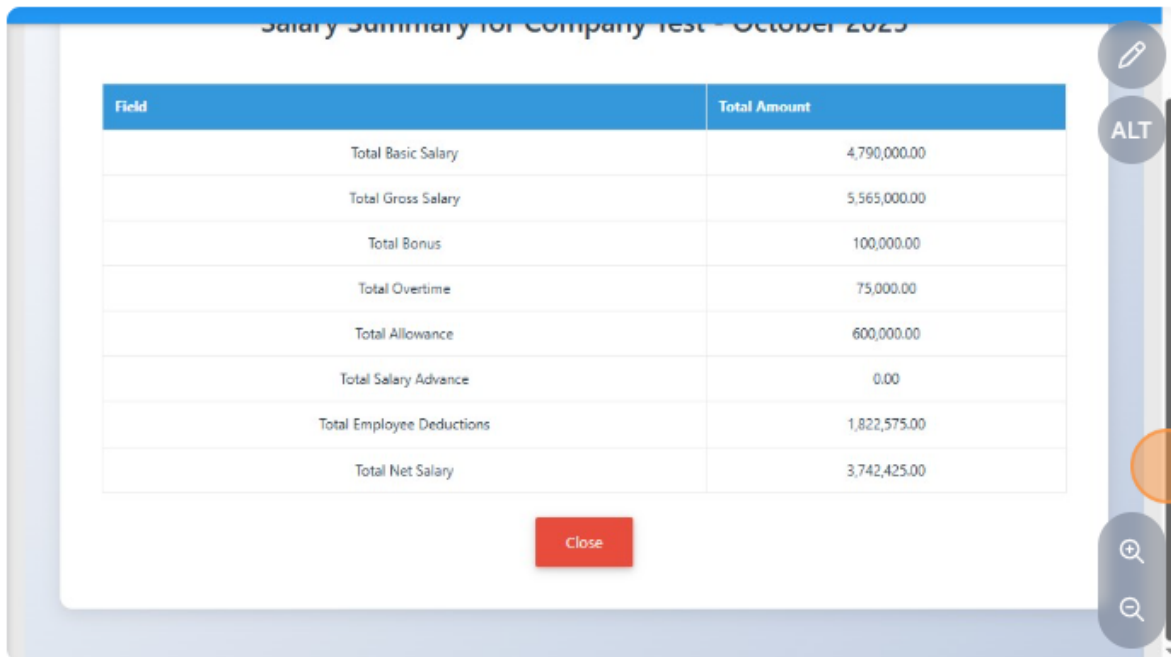
Name	Basic Salary	Allowance	Bonus	Overtime	Gross Salary	NSSF	NHIF	Company Loan	HESLB	Tax
SALMIN CEO	1,000,000.00	300,000.00	0.00	0.00	1,300,000.00	130,000.00	39,000.00	0.00	195,000.00	1,170,000.00
Christopher HOD	1,000,000.00	300,000.00	0.00	0.00	1,300,000.00	130,000.00	39,000.00	0.00	195,000.00	1,170,000.00
Kihimbwa HR	1,090,000.00	0.00	0.00	0.00	1,090,000.00	109,000.00	32,700.00	0.00	0.00	960,300.00
Aisha Khalid	1,000,000.00	0.00	0.00	0.00	1,000,000.00	100,000.00	30,000.00	0.00	0.00	870,000.00
Salmin Amasi	700,000.00	0.00	100,000.00	75,000.00	875,000.00	87,500.00	26,250.00	50,000.00	0.00	711,250.00

- 3 Click "Employee Payroll Management System HR keyboard_arrow_down MAIN NAVIGATION HOME LOANS SALARY SLIP ADD SIGNATURE..."

Salary Summary for Company Test - October 2023

Field	Total Amount
Total Basic Salary	4,790,000.00
Total Gross Salary	5,565,000.00
Total Bonus	100,000.00
Total Overtime	75,000.00
Total Allowance	600,000.00
Total Salary Advance	0.00
Total Employee Deductions	1,822,575.00
Total Net Salary	3,742,425.00

Close

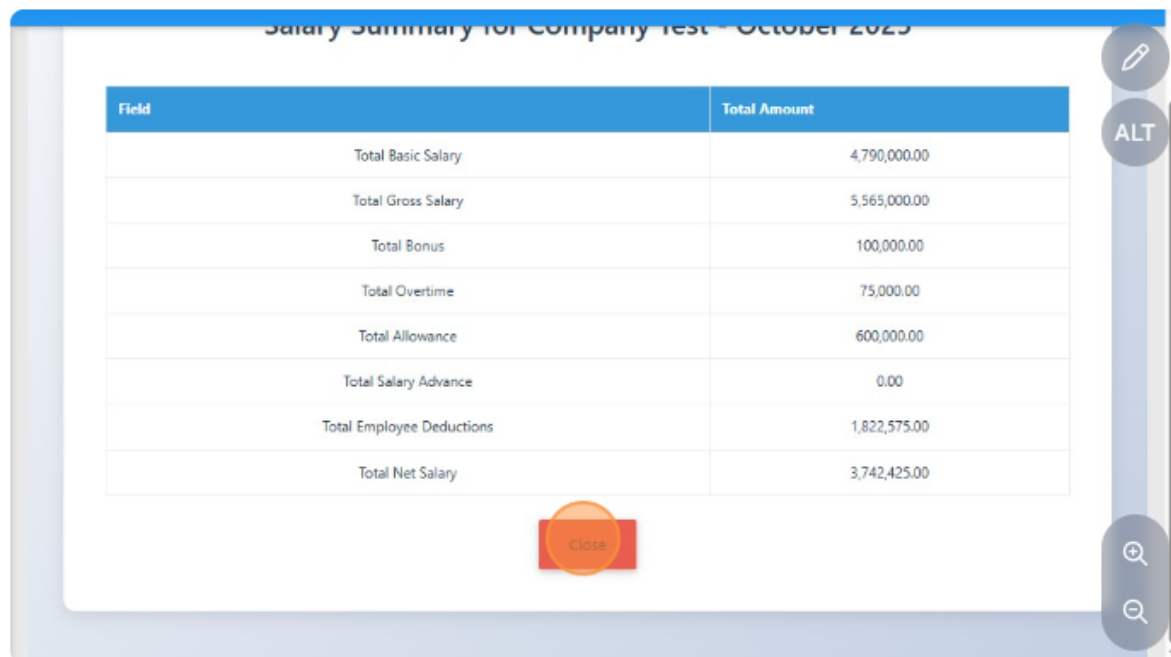


- 4 Click "Close"

Salary Summary for Company Test - October 2023

Field	Total Amount
Total Basic Salary	4,790,000.00
Total Gross Salary	5,565,000.00
Total Bonus	100,000.00
Total Overtime	75,000.00
Total Allowance	600,000.00
Total Salary Advance	0.00
Total Employee Deductions	1,822,575.00
Total Net Salary	3,742,425.00

Close



5. Generate pay slips

After approval, generate pay slips: Salary Slip → choose period → Generate/Send pay slips (system may email pay slips to employees).

Abl Ltd
mikocheni, warioba, Dar es salaam
P.O. Box: 977719 | Phone: 692217642 | Email: ablltd@gmail.com
TIN: 1223454 | NSSF: 3234556 | NHIF: 3456788

Salary Slip for August 2025

Employee Details

Name: Suzan Chifunda Department: IT
Designation: Software Developer

Earnings

Description	Amount (TZS)
Basic Salary	1,075,000.000
Bonus	0.000
Overtime	0.000
Allowance	0.000
Gross Salary	1,075,000.000

Employee Deductions

Description	Amount (TZS)
NSSF (Employee)	107,500.000
HESLB	0.000
NHIF (Employee)	0.000
PAYE	119,875.000
Salary Advance	0.000
Company Loan	0.000
Total Deductions	227,375.000

Net Pay: TZS 847,625.000

Payee Signature: _____ Authorized By: _____

6. Make payments

Admin/Finance → Payment's module → prepare payment batch (bank transfer file or manual entry). Mark payments as paid when confirmed.

Record payment receipts and reconcile with bank statements.

7. Post-payroll reporting & archiving

Run payroll summary, tax reports and store pay slips. Lock the pay period if your policy requires.

F. Deductions (taxes, loans, advances)

Who can manage: Admin, HR, HR Manager, CEO have varying access to add/update deductions;

1. To add/update a deduction:

Employee profile → Deductions → Add deduction (type: tax/pension/loan/advance/LST).

Enter deduction details: amount or percentage, start date, installments (for loans).

Save — deduction applied in next calculation.

Aisha Khalid
jj.aluminiumkl@gmail.com

- LEAVE LIST
- EMPLOYEE
- DEPARTMENTS
- APPROVE/REJECT LEAVES
- CALCULATE SALARY
- SALARY DEDUCTIONS
- REPORTS

Upload Excel File:

No file chosen

Excel file should have columns: Employee_Id, Amount, Description, Month (YYYY-MM-DD)

Upload Excel
Download Template

Manually Add/Update Overtime

Month:

Select	Employee Name	Overtime Amount (TZS)	Description
<input type="checkbox"/>	SALMIN CEO	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Christopher HOD	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Kihimbwa HR	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Aisha Khalid	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Saleem Amos	<input type="text"/>	<input type="text"/>

Aisha Khalid
jj.aluminiumkl@gmail.com

- EMPLOYEE
- DEPARTMENTS
- APPROVE/REJECT LEAVES
- CALCULATE SALARY
- SALARY DEDUCTIONS
- Add Deduction
- REPORTS

Upload Excel File:

No file chosen

Excel file should have columns: Employee_Id, Amount, Description, Month (YYYY-MM-DD)

Upload Excel
Download Template

Manually Add/Update Overtime

Month:

Select	Employee Name	Overtime Amount (TZS)	Description
<input type="checkbox"/>	SALMIN CEO	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Christopher HOD	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Kihimbwa HR	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Aisha Khalid	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Saleem Amos	<input type="text"/>	<input type="text"/>

Update Deduction For Company Test

Deduction Name
wcf

Deduction Percentage
5

Enter percentage value (0-100, up to 2 decimal places)

Update Deduction

Close

Update Deduction For Company Test

Deduction updated successfully!

Deduction Name
Select a deduction

Deduction Percentage
e.g., 5.25

Enter percentage value (0-100, up to 2 decimal places)

Update Deduction

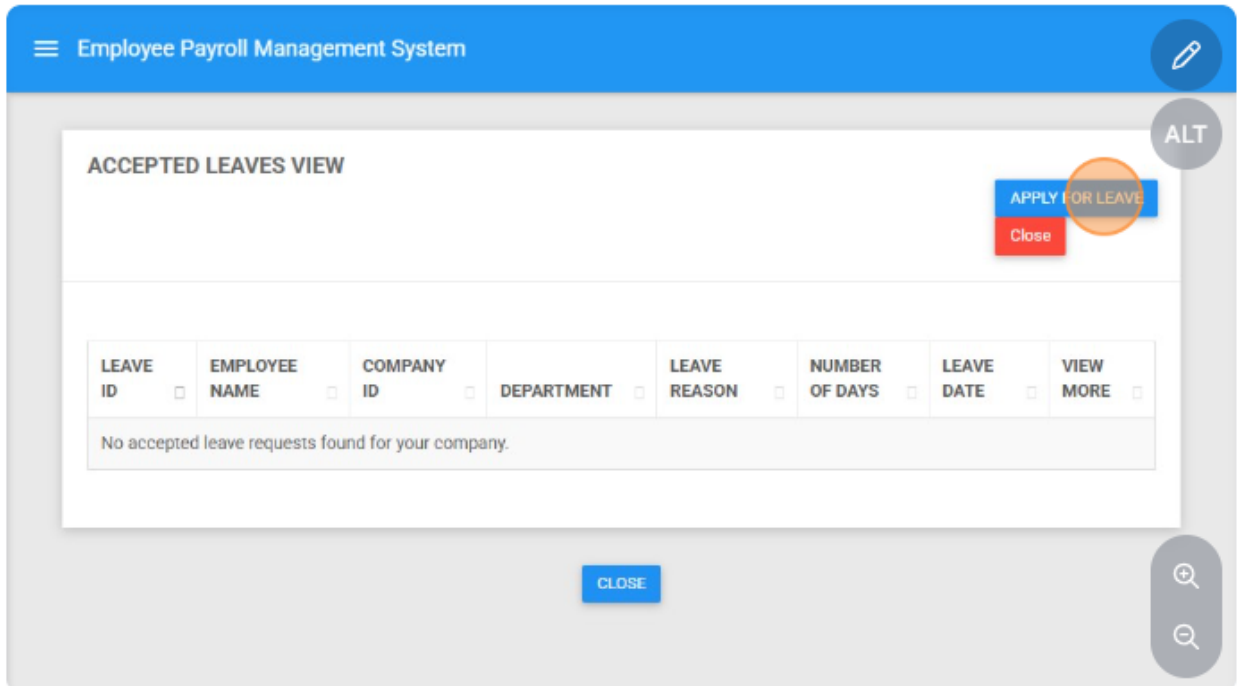
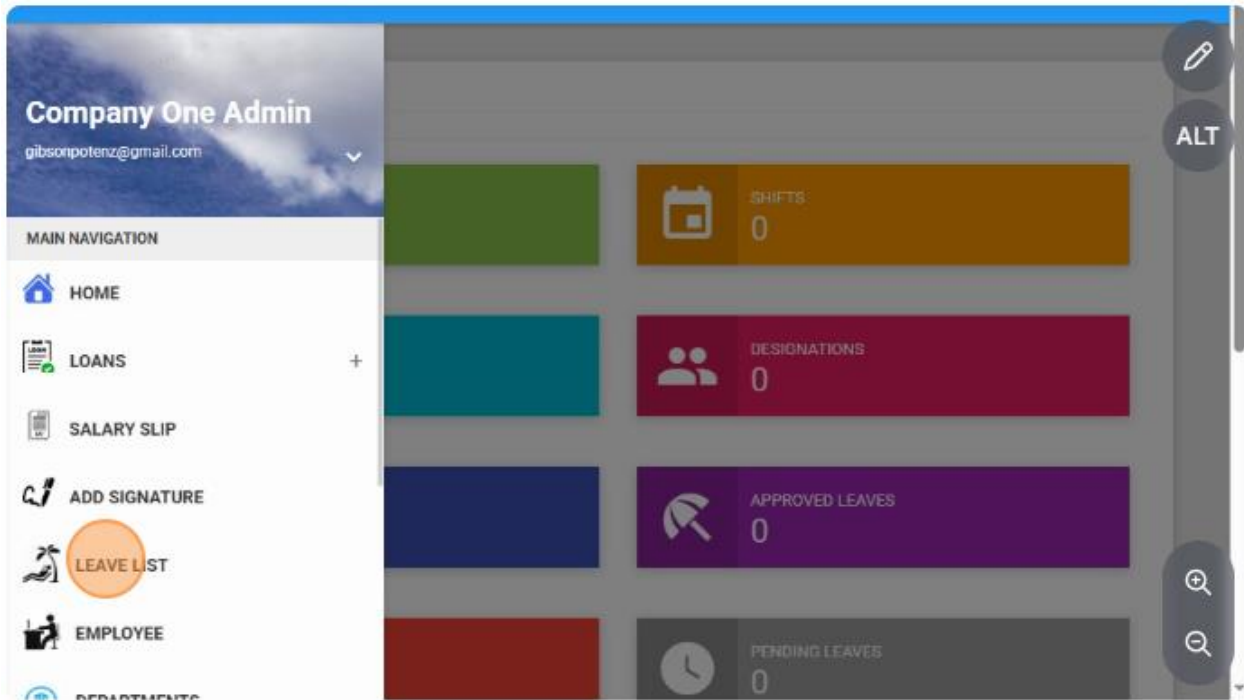
Close

G. Leave management (apply/approve)

Who interacts: Users apply; Head Department, HR, Admin, HR Manager, CEO can approve/reject based on configuration.

Employee (User)

User can apply for leave for certain period by applying on system by navigating to Dashboard → Apply for Leave → choose dates, leave type, reason → submit.



Leave Reason Description:

End of year holiday

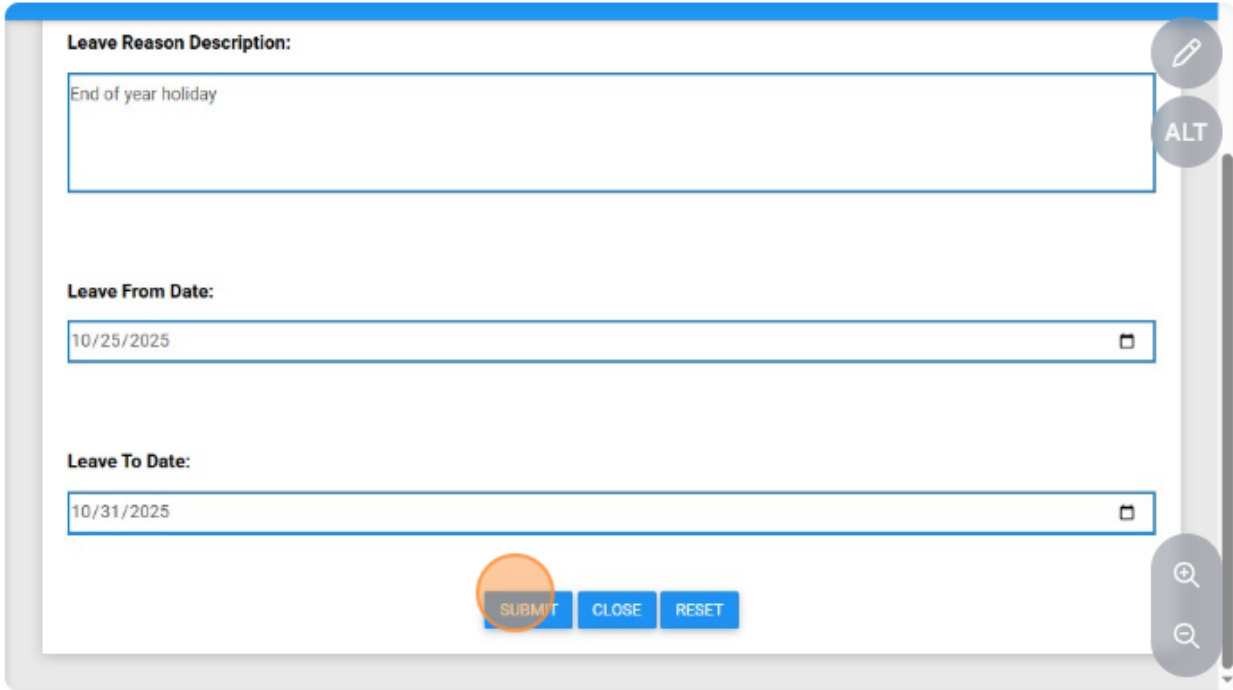
Leave From Date:

10/25/2025

Leave To Date:

10/31/2025

SUBMIT CLOSE RESET



Approver (Head Department / HR / CEO)

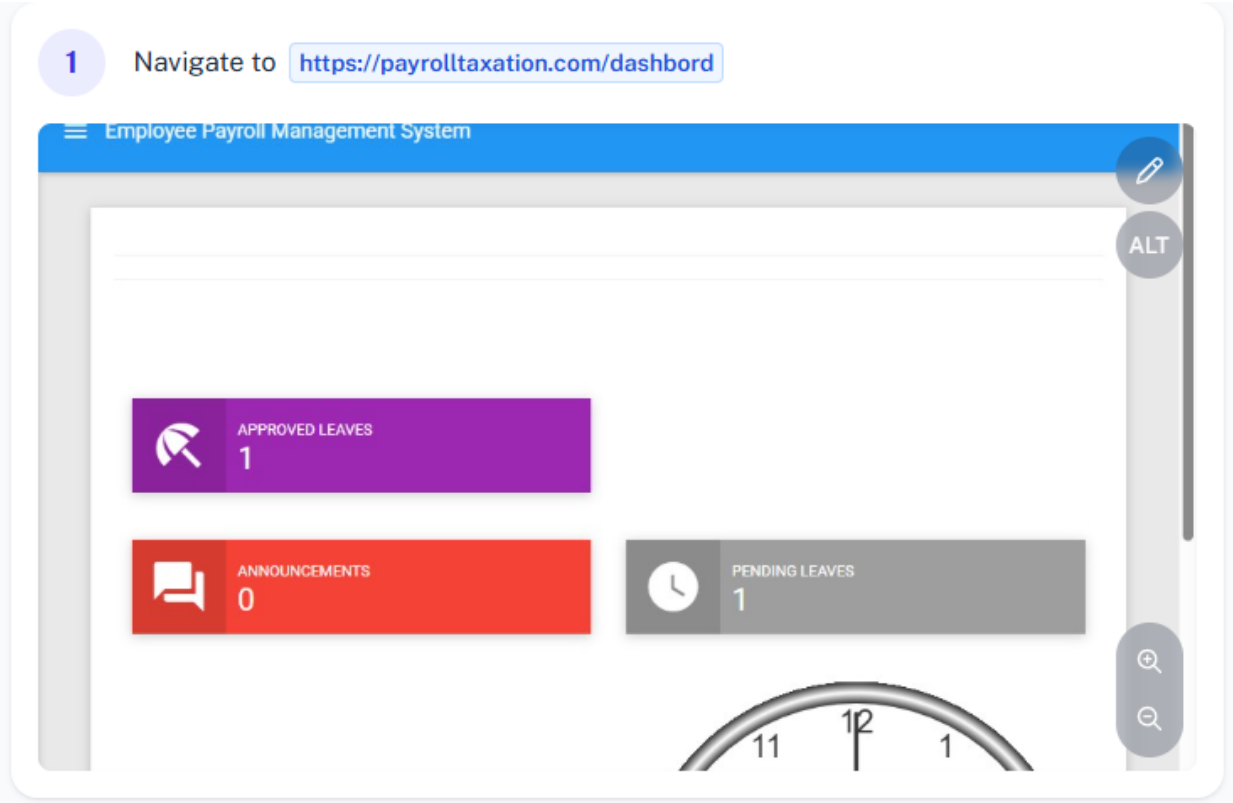
1 Navigate to <https://payrolltaxation.com/dashbord>

Employee Payroll Management System

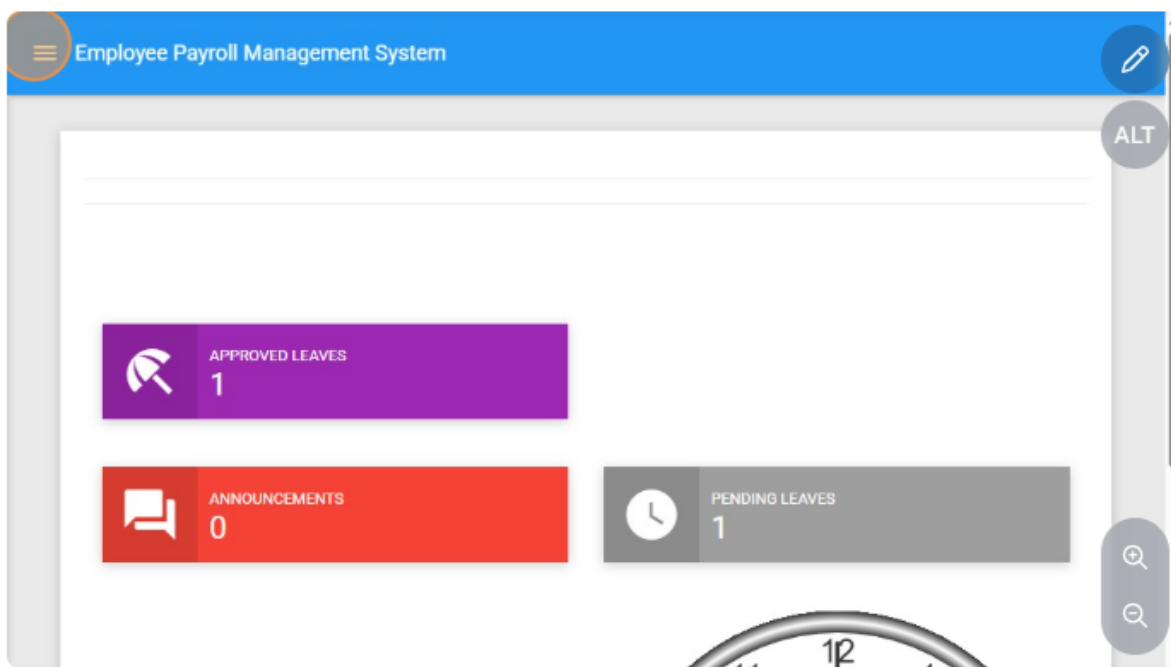
APPROVED LEAVES 1

ANNOUNCEMENTS 0

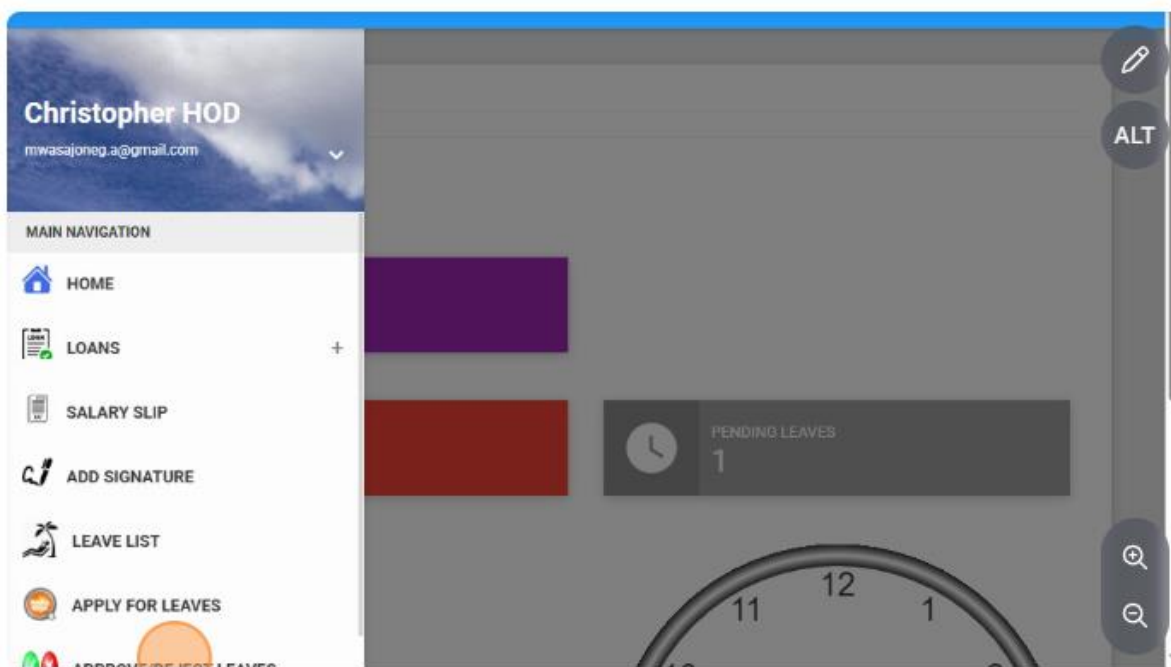
PENDING LEAVES 1



2 Click this link.



3 Click "APPROVE/REJECT LEAVES"



4 Click "Accept"

Employee Payroll Management System

ACCEPT/REJECT LEAVES LIST

EMPLOYEE ID	EMPLOYEE NAME	COMPANY ID	LEAVE TYPE	LEAVE REASON	LEAVE FROM DATE	LEAVE TO DATE	STATUS	ACCEPT / REJECT
953	Salmin Amasi	93	AL	Holidays	2025-10-24	2025-10-31	pending	Accept Reject

CLOSE

Employee Payroll Management System

ACCEPTED LEAVES VIEW

APPLY FOR LEAVE
Close

Show 10 entries Search:

LEAVE ID	EMPLOYEE NAME	COMPANY ID	DEPARTMENT	LEAVE REASON	NUMBER OF DAYS	LEAVE DATE	VIEW MORE
1134	Suzan Chifunda	40	IT	Holiday S%SS	11	2025-09-19 to 2025-09-29	i

Showing 1 to 1 of 1 entries Previous 1 Next

Notifications appear in Approvals queue → review leave details → Approve or Reject with comments.

System: updates leave balances, triggers notifications.

H. Loans & Salary Advances

Employees request via Loans/Salary Advance module. HR/Admin manage approvals and set recovery schedule. HESLB and Company Loan reports available.

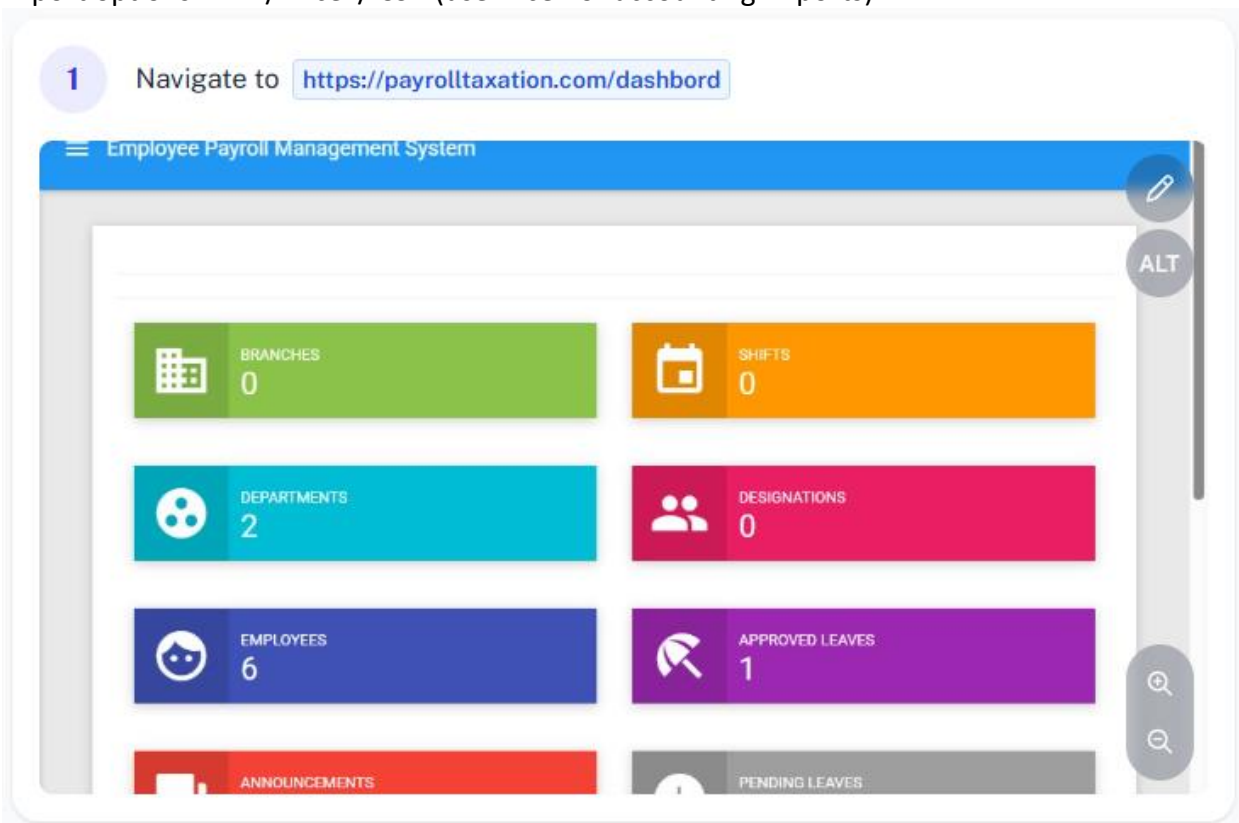
I. Reports and exports

Who can run reports: Admin, HR, HR Manager, CEO (Reports permission).

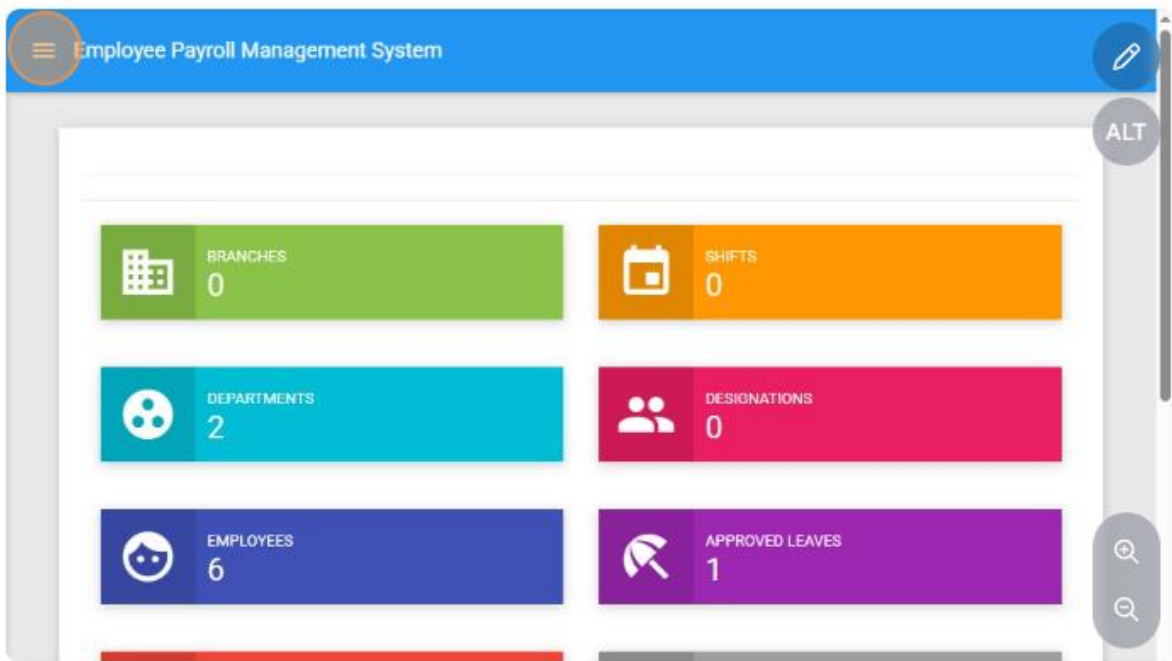
How to run

Login → Reports → choose report → set date range/filters → Generate.

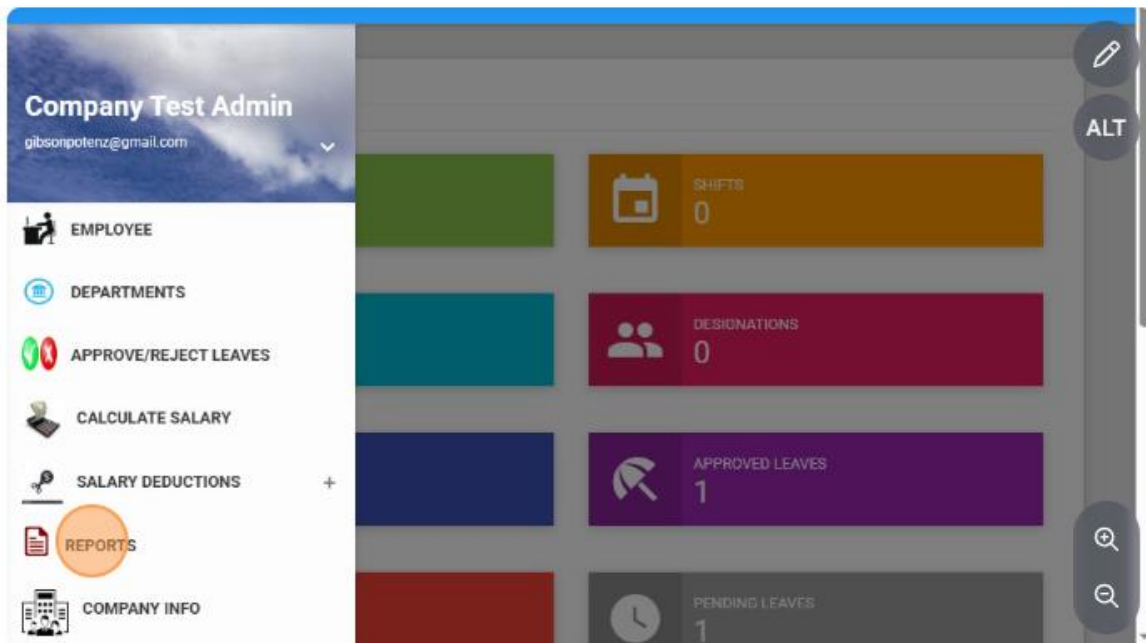
Export options: PDF / Excel / CSV (use Excel for accounting imports).



2 Click this link.



3 Click "REPORTS"



- 4 Click the "Select Month:" field.

The screenshot shows the 'Employee Payroll Management System' interface. At the top, there is a blue header with the system name and a menu icon. Below the header, the page title is 'Payroll Dashboard - Company Test'. The main content area features a 'Select Month:' dropdown menu currently set to 'October 2025', with an orange circle highlighting the year '2025'. To the right of the dropdown are 'Update' and 'Close' buttons. Below the dropdown are four report cards: 'NSSF Deduction', 'PAYE Deduction', 'SDL Deduction', and 'WCF Deduction'. Each card has a 'View Report' button. On the right side of the dashboard, there is a vertical toolbar with an 'ALT' key indicator and search icons.

- 5 Click the "Select Month:" field.

This screenshot is identical to the one above, showing the 'Employee Payroll Management System' interface. The 'Select Month:' dropdown menu is highlighted with an orange circle, and the year '2025' is visible. The dashboard layout, including the report cards for 'NSSF Deduction', 'PAYE Deduction', 'SDL Deduction', and 'WCF Deduction', and the right-side toolbar, remains the same.

6 Click "View Report"

Payroll Dashboard - Company Test

Select Month: October 2025

NSSF Deduction

PAYE Deduction

SDL Deduction

WCF Deduction


7 Click "Generate PDF"

Employee Payroll Management System

NSSF Deduction for Company Test - October 2025 (NSSF Number: NSSF90123)

Employee Name	NSSF Number	Gross Salary	Employee NSSF	Employer NSSF	Total
SALMIN CEO	NSSF90123	1,300,000.00	130,000.00	130,000.00	260,000.00
Christopher HOD	NSSF90123	1,300,000.00	130,000.00	130,000.00	260,000.00
...

nssf_deduction.php | 1 / 1 | 84% | [Navigation icons]



1


Company Test

NSSF Deduction Report - October 2025

NSSF Number: NSSF90123

Employee Name	NSSF Number	Gross Salary	Employee NSSF	Employer NSSF	Total
SALMIN CEO	NSSF90123	1,300,000.00	130,000.00	130,000.00	260,000.00
Christopher HOD	NSSF90123	1,300,000.00	130,000.00	130,000.00	260,000.00
Khimbwa HR	NSSF90123	1,090,000.00	109,000.00	109,000.00	218,000.00
Aisha Khalid	NSSF90123	1,000,000.00	100,000.00	100,000.00	200,000.00
Salmin Amasi	NSSF90123	875,000.00	87,500.00	87,500.00	175,000.00
TOTALS		5,565,000.00	556,500.00	556,500.00	1,113,000.00

Prepared by:



Aisha Khalid

Approved by:

Khimbwa HR

8 Click "View Report"

View Report

View Report

Bank Deposit

View Report

PAYROLL Journal

View Report

Salary Advance

View Report

Annual Report

View Report

✎

ALT

🔍

🔍

Click "Employee Payroll Management System Payroll Report for Company Test - January 2025 to October 2025 From Month: To Month: Filter Generate Excel Cl..."

Payroll Report for Company Test - January 2025 to October 2025

From Month: To Month:

Salary Month	Employee Name	Basic Salary	Allowance	Bonus	Overtime	Gross Salary	Taxable Pay	PAYE	NSSF Employee	NHIF Empl
October 2025	Aisha Khalid	1,000,000.00	0.00	0.00	0.00	1,000,000.00	900,000.00	103,000.00	100,000.00	30.00
October 2025	Christopher HOD	1,000,000.00	300,000.00	0.00	0.00	1,300,000.00	1,170,000.00	179,000.00	130,000.00	39.00
October 2025	Kihimbwa HR	1,090,000.00	0.00	0.00	0.00	1,090,000.00	981,000.00	123,250.00	109,000.00	32.70

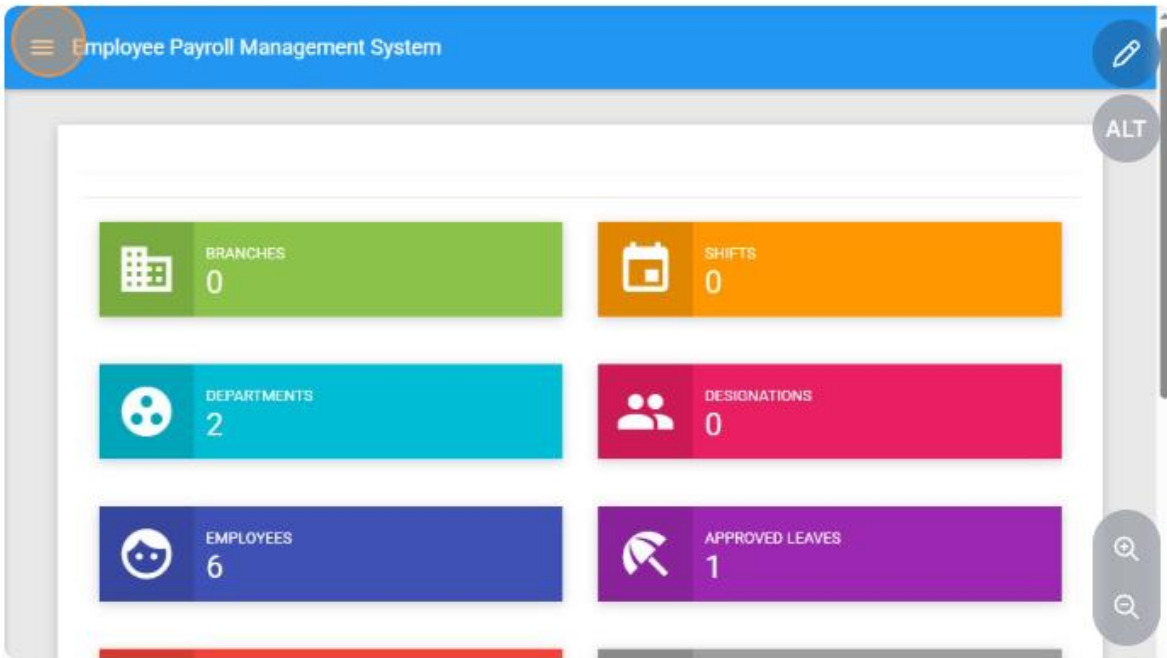
Common reports

- Payroll summary (per period)
- Employee list & master data
- Tax and statutory reports (PAYE, NSSF, WCF, HESLB,)
- Loan recovery schedules
- Leave summary and balances
- Payment receipts and bank reconciliation report
- Payroll journal

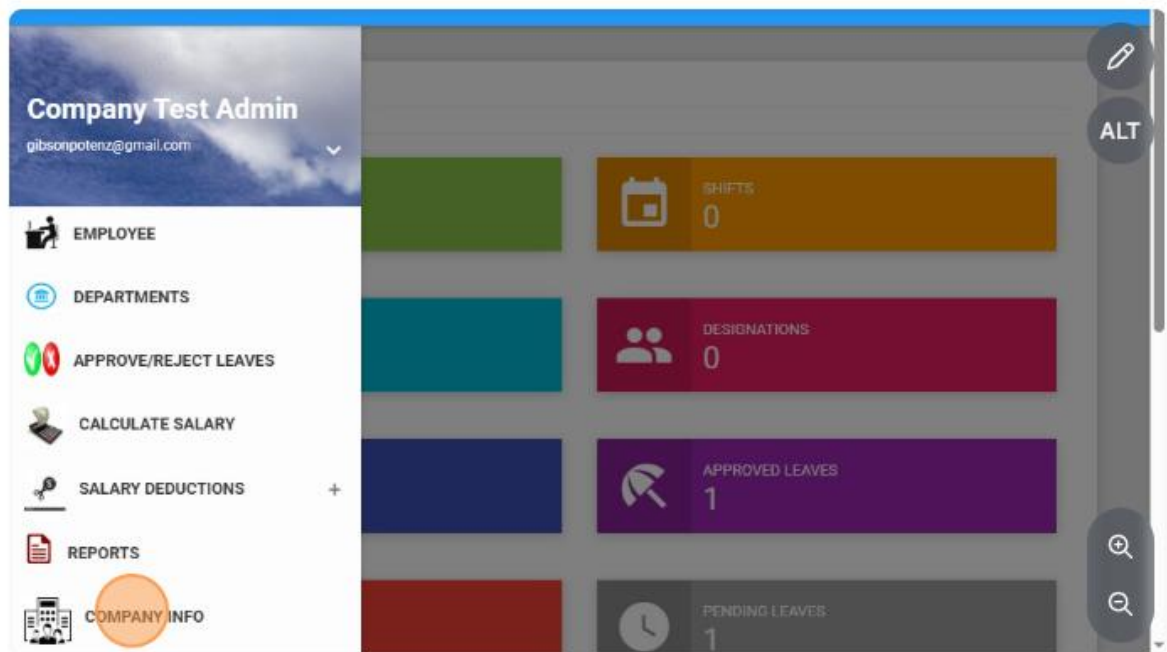
J. Company Info & Digital Signature

- Company Info (edit by Admin and CEO) — update organization name, bank details, tax IDs.
- Add Signature — all users must add a digital signature for official documents, this signature will appear on the pay slips

1 Click this link.



2 Click "COMPANY INFO"



3 Click "Employee Payroll Management System Company Test Admin."

Employee Payroll Management System

Edit Company Info

Company Details

Company Name
Company Test

Email
gibsonpotenz@gmail.com

Phone Number
710192969

Region
Dar Es Salaam

Country

4 Click "Update Company"

Employee Payroll Management System

Statutory Details

NSSF Number
NSSF90123

TIN Number
TIN45678

WCF Number
WCF66778

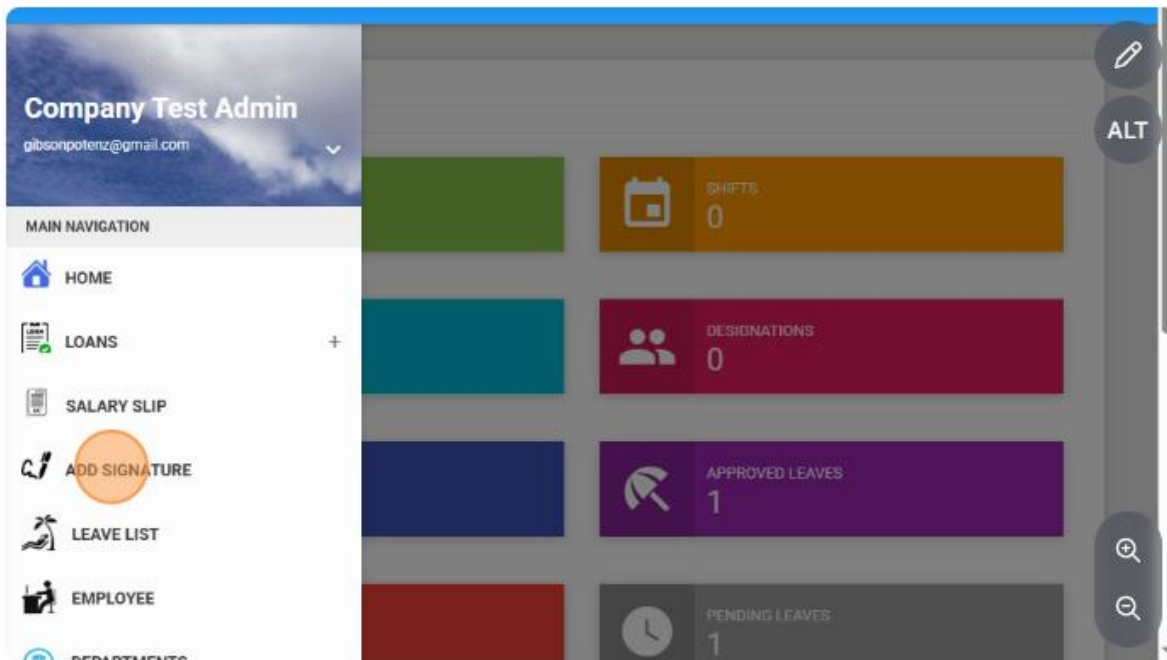
NHIF Number
NHIF88990

HESLB Number

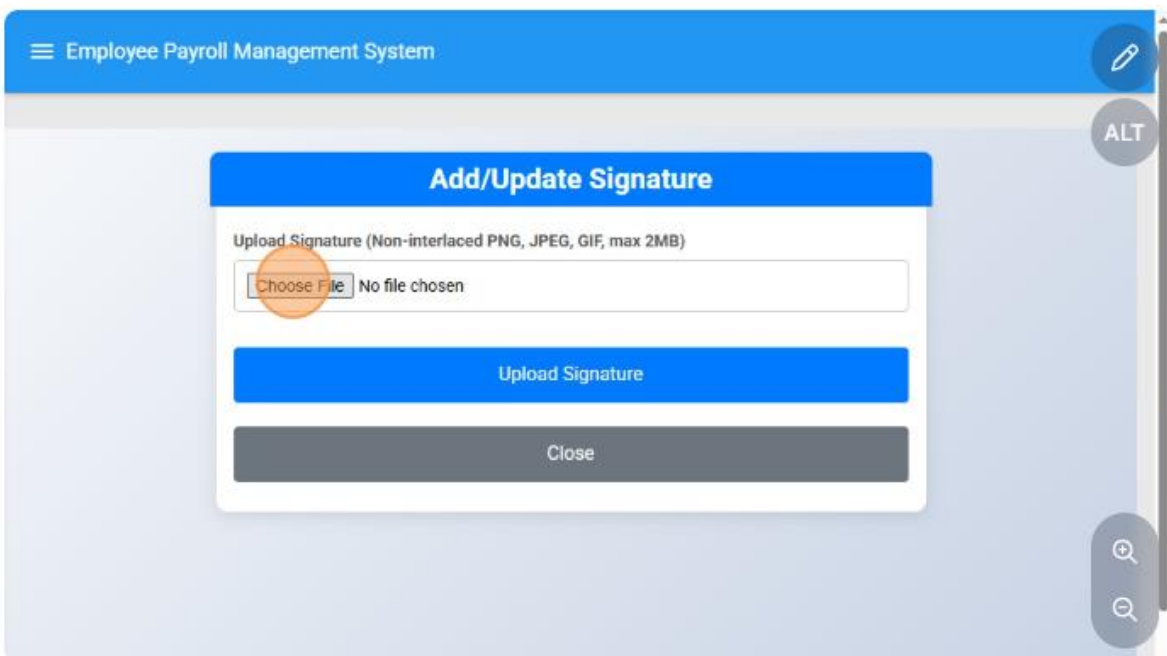
Update Company

Close

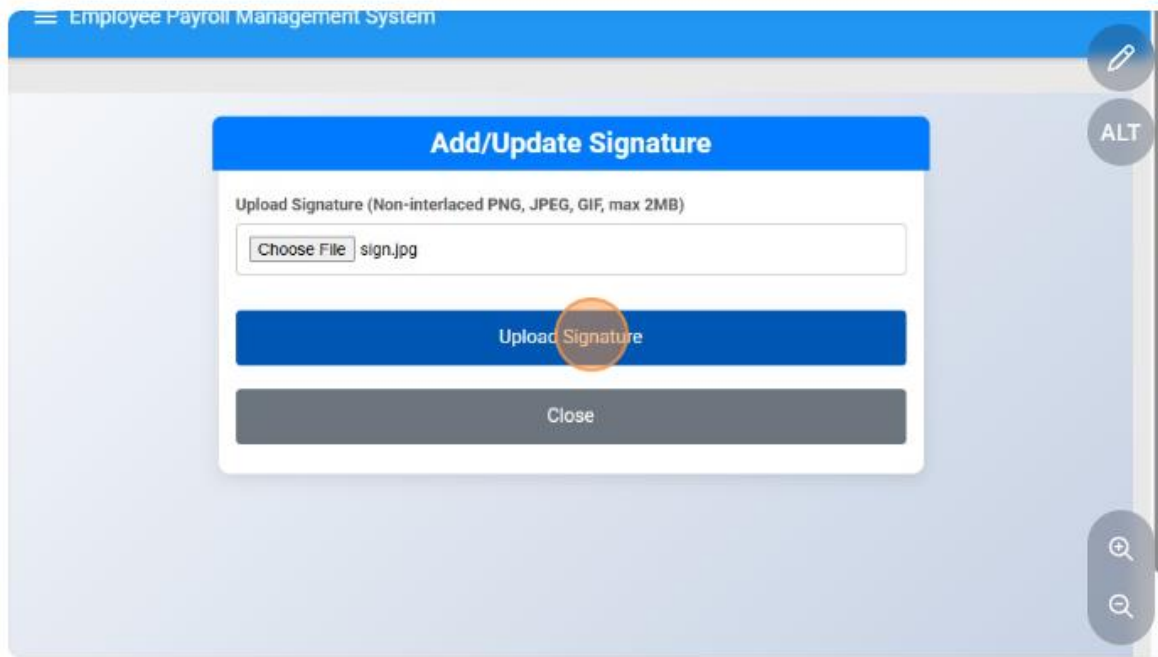
5 Click "ADD SIGNATURE"



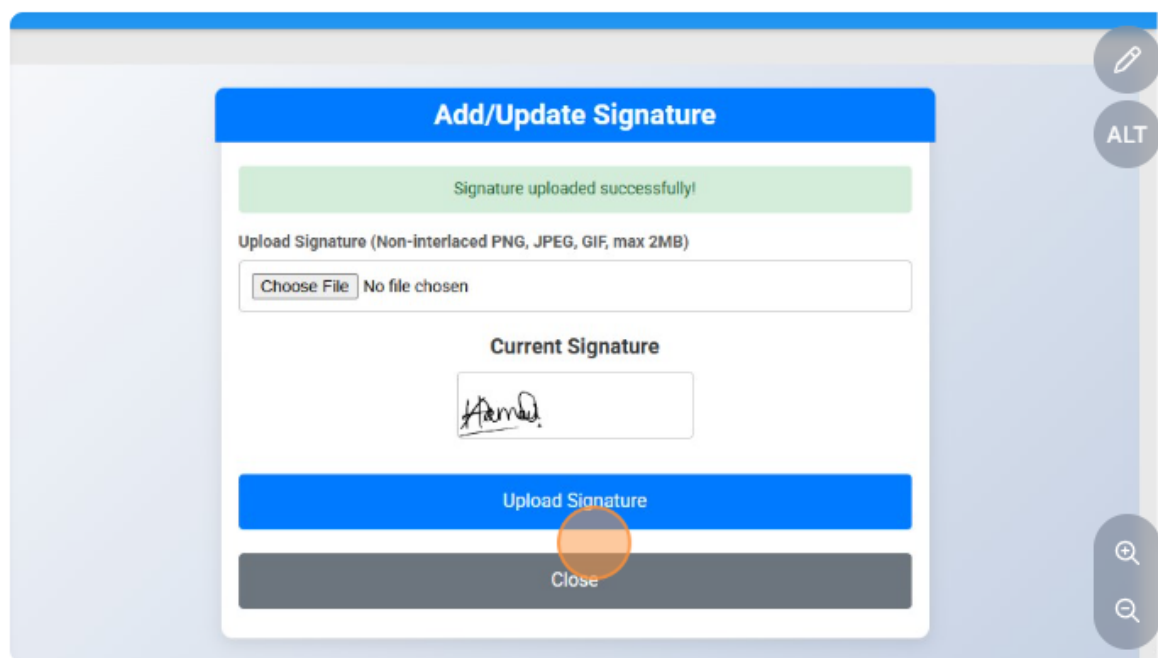
6 Click this file field.



7 Click "Upload Signature"



8 Click "Upload Signature Close"



K. Practical tips & checklist

Always back up the employee import Excel before uploading.

Reconcile loan and advance balances before payroll calculation.

Run a small “test” payroll for a single employee to validate new deduction/allowance rules.

Use the report exports (Payroll Journal) to reconcile with accounting (GL) and statutory returns.

L. Troubleshooting (quick)

Import errors — check template columns, required fields, and date formats.

Missing pay slip — confirm payroll was approved (Process Salary) and pay slip generation step completed.

Incorrect tax — check employee tax ID and salary component taxability flags.

M. Where to get help

Email: info@payrolltaxation.com

Website: www.payrolltaxation.com

Phone no: +255 622 192 969, +255 692 217 642