

# VISION SALARIES AND HRM MANUAL

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## WELCOME

You have made a wise choice. Not only have you invested in top quality software but you have also 'joined' our strong and accessible support network. This support is based upon over a decade of personal experience in dealing with the practical needs of business.

Further benefits accrue from the fact that all our software developed here in Tanzania, by a mixture of Europeans, Asians and Tanzanians, and the source code is ours to change as required. This fundamental fact means Exact can alter / 'tweak' / add extra functionality / create specialized reports etc according to the needs of our clients. This not only has great cost saving benefits for you over any competing products, but it also means you can get exactly what you need because you will be dealing, DIRECTLY, with the people who write the code. No waiting for prices and consultations from other parts of the world- it is all carried out here in Tanzania. All the changes as directed by various government institutions can be done at the shortest period as required making the Payroll & HRM very flexible.

This Manual provides a detailed guide to the functions and structure of the various modules and every report definition screen in each of the modules.

The main Vision modules – Payroll, HRM and Timesheets can be used in combination. This does mean, obviously, that there is some overlap of functionality, and it also means that there are common elements throughout the set.

**NB.** Exact Software is constantly updating and improving the user interfaces and application functionality and you may find some differences between your particular version and the examples shown in this manual.

## SUGGESTED STEPS AND CHECKLIST

1. Check that your PC is able to run the software (see Appendix B)
2. Make sure your License 'Key' is attached to the PC
3. Make sure your PC Date & Region Settings are set for UK i.e. date = 29/03/2016
4. Insert your Exact Vision CD
5. Install the software
6. Use the Demo Data to get the feel of the application, it's structure & how it works
7. Get to know the software menu routes
8. Make sure you have created a number of users with different permissions and rights, and logged in as those 'users' to test the settings for functionality.
9. Get used to creating BACKUPS of the data and RESTORING the data. Keeping regular 'Backups' of your data is VITAL. As well as any copy you keep on your main machine, an up-to-date Backup copy should also, always, be kept in a safe place off-site. (See also Appendix A on Backups).
10. Try out the various 'export' & 'import' options that Vision has.

### Whilst you are doing the above also

1. Read the Manual
2. Compile a list of all the employees & their details
3. Keep notes on what access and permissions you wish other users to have
4. Decide upon, if required which of the available extras you will use e.g. Departments, Pay points, and Positions.
5. Keep reading the Manual, and testing things out with the Demo Data or other data you enter. The basics of our modules are very straight forward.

### Now Start a New Empty 'company' using the module(s) you have

1. Start adding & organizing your company data in VISION
2. Use the Excel Import function to get your employees in the system.
3. Run the application alongside your existing system (if any)

### When you are ready to go 'live' with Vision:

1. You may want to start Vision again from a new start date to keep in line with your financial year; if so, just create a 'new' company set up.
2. For companies that have entered their Article definitions into the trial installation the main details can be exported via an Excel sheet and then imported back into the new set up.

## LICENSE AGREEMENT & SUPPORT

Our Standard License Agreement provides for 12 months

- FREE Upgrades to your application (downloadable from our Web Site [www.exact.co.tz](http://www.exact.co.tz))
- FREE Telephone, Fax and Email Support (business hours)\*
- FREE Personal Consultations at Exact Software House\*
- FREE Application & Data support at Exact Software House\*
- AVAILABILITY of On-Site (Chargeable) Visits

\*Subject to fair & reasonable use

**The License Agreement is renewable annually.** Without a current License Agreement you will be unable to get ANY support at all from Exact Software Ltd.

**NB:** If you let your License Agreement lapse by not renewing it, and you subsequently decide you need our help, or wish to upgrade your software, there will be a re-joining fee applicable, plus, in addition, the total License Agreement fees due since you lapsed.

### How to contact Support at Exact Software Ltd.

Email Support – send your email to [helpdesk@exact.co.tz](mailto:helpdesk@exact.co.tz)

Web Site Support – <http://www.exact.co.tz>

Phone Support – Monday to Friday, 9.00AM-5.00PM, Mobile 0685 399157/0767 429187

Personal Support – Jangwani near Giraffe Hotel

**NB if you are calling in with your data &/or your PC please ring to confirm availability of staff before making the journey.**

### Service Level Agreements

Exact also offers great 'value for money' pre-paid Service Level Agreements that provide for on-site visits at no extra cost at the time of the visit.

There are a range of other benefits with the SLA's, according to the level you have signed up for. Utilising an SLA means that your company can plan for training and staff development throughout the year, at a substantial discount, and have on-site emergency cover available should you need it.

There are three levels of extra support available; Bronze, Silver & Gold.



# VISION PAYROLL

## Introduction

In simple terms, this is a list of a company employees and the amount of money they are to be paid for every month in relation to the services they have offered to the company. The payroll will show the total of all the compensations a business/company must pay to its employees for a set period of time, or on a given date.

Vision software handles this in a unique and user friendly environment thereby bringing out the power of what software should do to simplify processes.

The Vision Payroll can be parameterized to achieve specific requirements of every company while recognizing the uniqueness of the particular company in relation to other companies. The discussions below will be helpful when operating the software and tweaking it to meet your business/organization objectives.

### The Login/Password Check

When first accessing the system, or if the option “Change User”, has been selected from the main menu “File”, the following “Password check” box will be displayed. Here the user should enter first the username and then the password, as provided by the system administrator.



**Note:** On the first use of the software the default username and password is set to **Guest**

It is strongly recommended that the supervisor changes the default user as one of their first tasks – see Supervisor Chapter for further details on how to set the passwords for users, and manage users’ access to the many functions available.

Once the username and password have been validated, access to the system will be allowed depending on the security rights allocated.

If a password validity period has been set up for a user by the Supervisor, the very first time, or after the pre-defined period, the system will give the following self explanatory message.

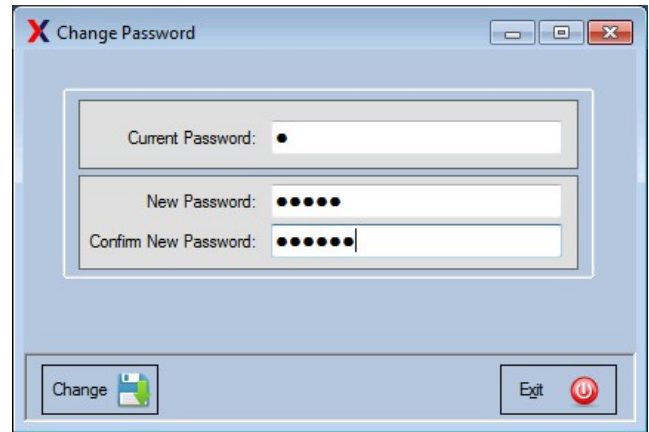
By clicking on OK; the “change password” form will be displayed.



### Change Password

When a Users password has expired or the user has selected to change the password, the following form will be displayed.

**First;** the current password must be entered; this confirms that the user changing the password is indeed the user that logged into the application.



**Second;** the new password should be entered; there are a number of tests that must be passed before the password can be accepted.

### Password Parameters

If strong password option has been enforced, then when the user is changing their passwords, a combination of digits, letters, and non-alpha characters has to be used. Otherwise, this will fail the test and a message will appear as shown:

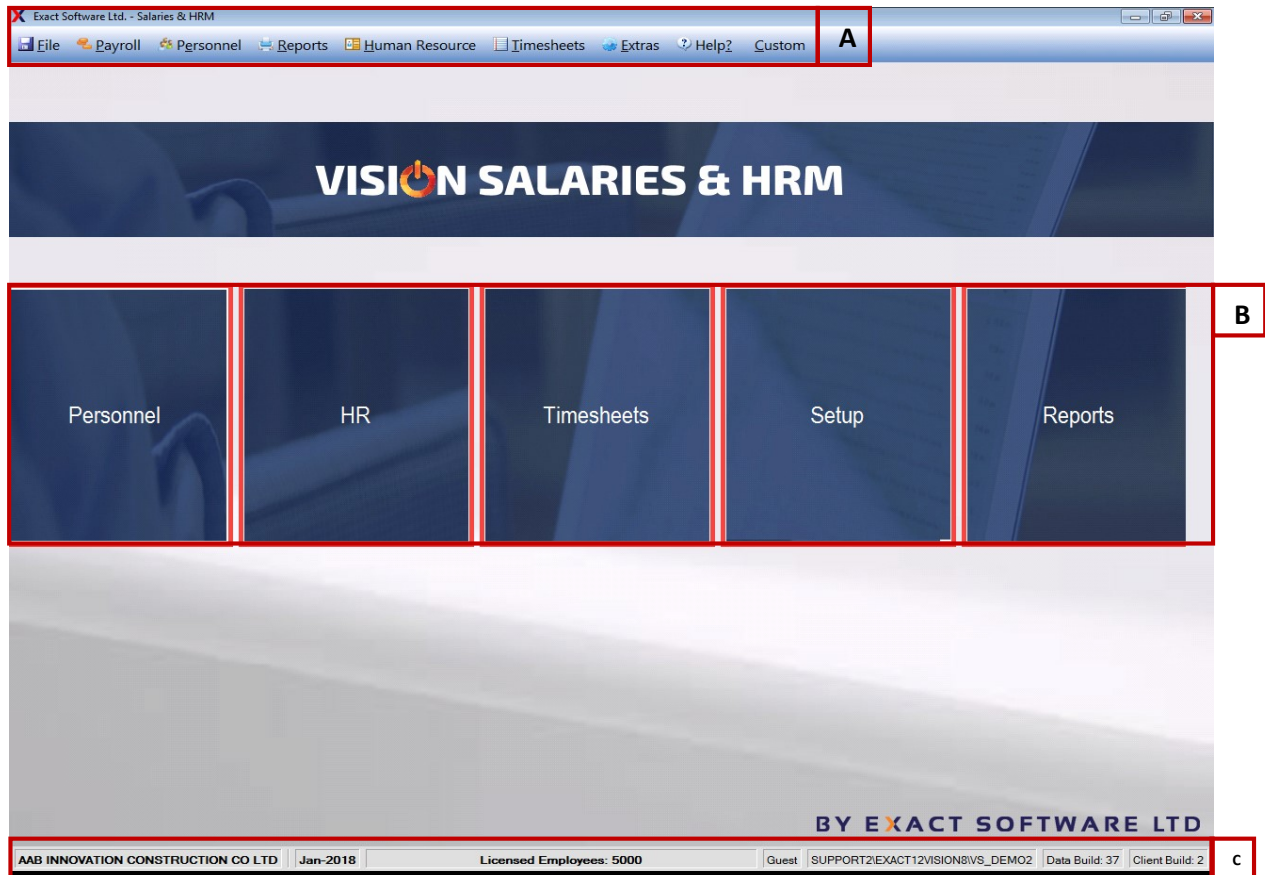


### Edit User Password Settings

User settings can be adjusted, by the Supervisor, from the main menu under Extras, Supervisor, User Rights.

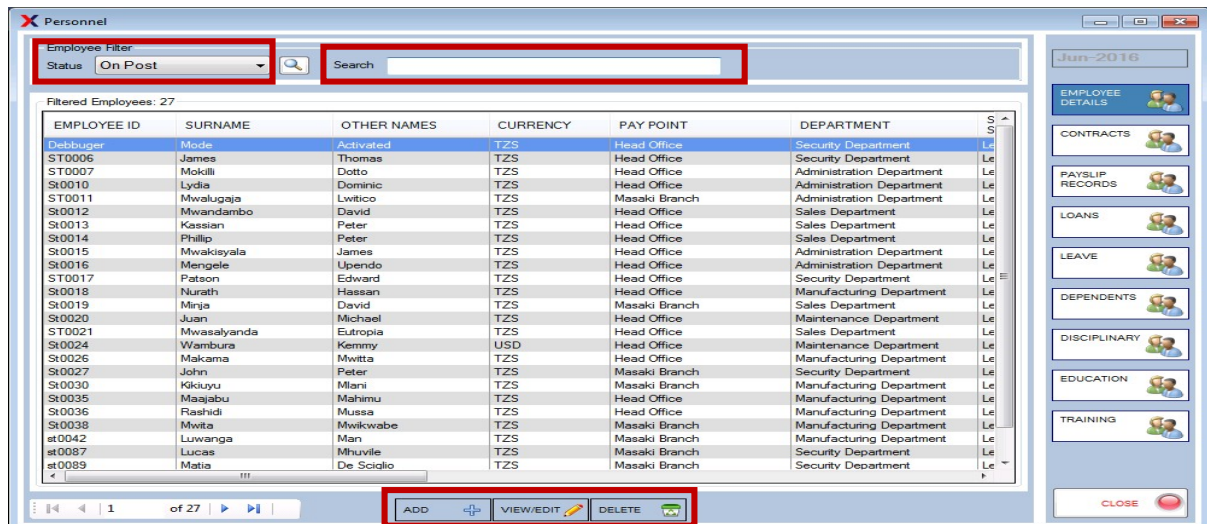
### Vision Salaries/HRM start-up screen

The below screen will be displayed upon successful login in Vision software. The screen offers an easier way of accessing various components and functionalities contained in the system. It comprises of menus and tiles which are shortcuts to the software modules in the system. A discussion of the various modules and their functions is discussed as below.



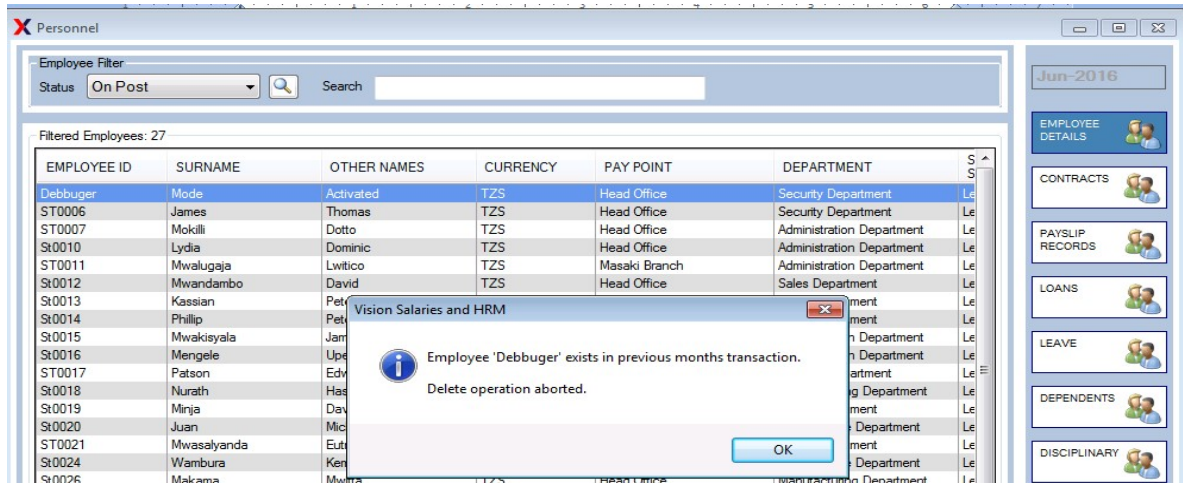
### Personnel

This form shows a list of all the employees that have been registered in the system. The filters are used for simplifying employee search within the form. To get an employee from the list, just type any details of the employee in the search textbox and the system will search for all the employees who have the entries that you have made. The search can be narrowed down by using the status of the employee. Only the employee meeting the status criteria selected will be displayed.



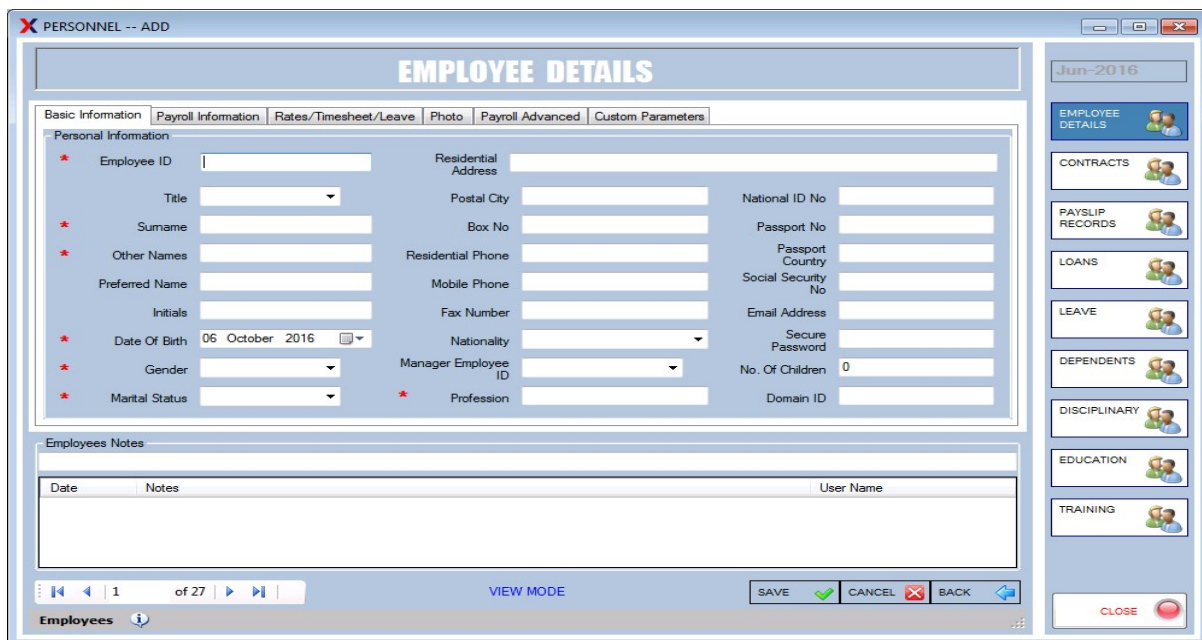
The view/edit button is used per employee based on who is selected at the moment of clicking the button.

The delete button is used for deleting an employee. Note that it is only possible to delete an employee who doesn't have any previous transaction. Use the status on the employee card to remove an employee from the payroll.



## Registering Employee Details

This is done by using the add button form at the bottom of the form. The form will display all the fields that need to be entered and the compulsory field marked with the red asterisk as shown below.



This form displays the details about an employee and their current status in the system. It displays the registration information about employee particulars and can be changed from time to time. It should be noted some of the particulars cannot be altered whereas others will need an update function to alter them.

**Basic Information**

This section contains the employee personal information including their contacts. All the information contained in this tab is personal and specific to the employee. During employee registration, all the fields labeled with a red asterisk (\*) will need to be entered. Other information is optional and can be entered at later date

These information includes:

**Employee Id:** This field is compulsory i.e. you cannot add new employee without filling this field. The Employee Id is the unique Identification number for a particular employee, in this sense it must not correspond to any other id present in the system. Any characters typed from the keyboard are accepted, however it is suggested that a meaningful id is entered. It may be the taken as the payroll number of the employee.

**Employee Name(s):** These fields contain the names of an employee and for the surnames/other names are considered compulsory for entry.

**DOB/Gender/Marital status:** are compulsory because there are reports such as gender statistics in the payroll which will require Gender field.

**Date of Birth:** is a compulsory field which accepts the date value only, either by typing it from keyboard or by just double clicking the text box to allow the Date picker to pop up.

**Gender:** this is a mandatory field, which is needs to be filled before the record, is updated. It consists of two values selected from the combo box that are M and F where M stands for Male sex and F stands for Female sex.

**Marital Status:** It is a mandatory combo box, which allows you to select from the following:

- Married for married employee.

- Divorced for Divorced employee.
- Single for unmarried employee.
- Widowed for employee whose husband/wife is dead.

**Residential Address:** is an Optional field which accepts any character typed from the keyboard however you should type the real residential address of the employee.

**Postal City:** the field is used for entering the city/major town from where the employee resides.

**Residential phone:** is an Optional field which accepts any character typed from the keyboard however you should type a meaningful phone number.

**Mobile phone:** is an Optional field which accepts any character typed from the keyboard however you should type a meaningful phone number.

**Nationality:** is an Optional combo box which allows you to select from the list a particular nation or region where the employee originates.

**Email Address/password:** These are optional fields; the Email address field accepts only real and valid email address. The password field accepts any character but in a hidden form. The email address will be used for emailing reports such as pay slips to an employee and the password is used to protect the emailed report.

**No of Children:** which accept only numbers, the default value for this field is zero.

**Other fields:** the other fields except for profession can be left empty during registration but are desirable for entry because they are important for identifying an employee among the list of other employees.

#### Payroll Information

In this tab, we have the employee's position information and the financial information(salary amount). The employees' status in the payroll as well as their position and location within the company is established here.

The social security details of the employees are entered here as well as their financial salary information. Their mode of payment is entered and if bank is the mode then the associated bank is selected from the provided list.

The fields include:

**Status:** used for marking the employee status in regards to the payroll. The status is as below:

- On Post - Employees who are on pay in the payroll and are on a permanent basis.
- Terminated - Employees who have ceased to work for the company in one way or another.
- Deceased – Employees who have passed away.
- Foreign Trip - Employees who are on overseas trip

- Part Time - Employees who work for a certain specified period of time only (non permanent employees)
- Sabbatical- For employee who is on holiday.
- Local safari - For employee who had local journey.
- Secondment - For an employee who is having support from the company.
- Sick leave - For an employee who is sick or ill.
- Study Leave - For employee who are on leave for study
- Un Specified - For an employee who has not been assigned any status. They will not appear in the payroll.
- Suspended - For suspended working employee due to disciplinary issues.

**NB:** all employees on different status other than on Post will not appear on payroll.

**Pay Point:** this is a mandatory combo box, which requires you to select values from it before saving the record. The values which appear in this combo box are the pay points which have been setup in the pay point's setup .

**Department:** this is a mandatory combo box, which requires you to select values from it before saving the record. The values which appear in this combo box are the departments which have been setup in the department setup .

**Sub Department:** The values which appear in this combo box are the departments which have been setup in the sub department setup .

**Current Position;** an optional field and contains a list of preset positions as defined in the Position budget setup.

**Employment date:** this field is used for entering the date an employee joined the company and may be used to calculate the employee's basic salary if the date of employment is later than the 01st day of the payroll month.

**Office No;** an optional field.

**Id card No;** an optional field.

**Location:** optional field used for entering the geographical address of the employee workplace.

**Salary Scale:** this is a mandatory field which is selected from the dropdown provided. These various salary scales are defined during the setup process under the form pay points and departments.

**Currency:** determines the currency used for payment per particular employee. By default this box opens while in TZS. The currency types provided in the drop down list are defined in the setups. This field is mandatory and defines the default currency in which the employee will be paid.

**Payment Method:** This is a mandatory field which determines how the employee will be paid and will affect different reports depending on the value selected.

- Bank account payment method: for employees who receive their salary through their bank accounts
- Cheque payment method for employees who receives their salary by cheque.
- Hard Cash payment method for employees who receives their salary in cash.

**Pension Scheme:** This is an optional field, which indicates which pension scheme the employee belongs to. The list is taken from the deduction setup, where a deduction is



flagged is pension. Once this field is filled a pension deduction transaction will automatically be generated on next re-calculation of the payroll. If the formula is such that the employer should also contribute, 2 transactions will be generated.

**Pension Number:** If the employee has a pension, then the pension number should be filled. This should be without dashes or spaces, as the numbers are used in the standard pension forms.

**Pension B/F:** this is applicable if the employee was already working somewhere and had made social security contributions. The amount from the previous employment is entered here and thus the continuation of the contribution amount is ensured.

**Bank ID:** This is applicable if the employee is paid via cheque/bank. This field is selectable from the provided list

**Paid Amount:** This is where you enter the salary of each employee. This value will automatically update the basic salary field, depending on the currency. If you need to enter the net salary payable to the employee, just double click at this field and enter the amount. The system will work backwards to recalculate the paid amount.

**Step:** it is used in conjunction with the salary scales and depicts the number of steps the employee will undergo before moving from one salary scale to another.

**Basic Salary:** This field doesn't require you to fill instead it is calculated automatically according to what you have specified in Paid amount and currency. For instance, if the currency ref is TZS and the local currency is TZS then the value in Basic salary would be the same as Paid amount. But if the currency ref was USD, depending on what the exchange rate is, the basic salary would differ.

**Budgeted gross:** this is the cost of the employee in the company including the taxes and the contributions.

**Account Number:** this is the bank account number of the employee if the selected payment method is cheque/bank

**Employment Category:** as a requirement for the WCR-3 return report under the Half – Yearly reports, an employee employment category needs to be entered so that the report will be produced in accordance to the regulatory authority. This can be entered at any point in time during the life of the payroll. By default, the employment category is set to permanent.

(Made under regulation14(1))

1. Name of Employer AAB INNOVATION CONSTRUCTION CO LTD
2. WCFReg. No. ....
3. Period/ year covered (e.g. 2016/2017) Period from Mar-2015 To Mar-2016
4. Name (s) and addresses including physical addresses of branches of the same business operated by the employer and number of employees of each branch **(provide relevant attachments)**
5. Category of employees

S/No.	Category of Employees based on the Contract of Employment	Number of Employees				Total	
		Male		Female		Previous Year	Current Year
		Previous Year	Current Year	Previous Year	Current Year		
1	Permanant	19	23	4	5	23	28
2	Contract	2	2	0	0	2	2
3	Permanant	0	0	1	1	1	1
4	Temporary	2	2	0	0	2	2

6. Particulars of each employee for different categories of employees may be provided as an **attachment**

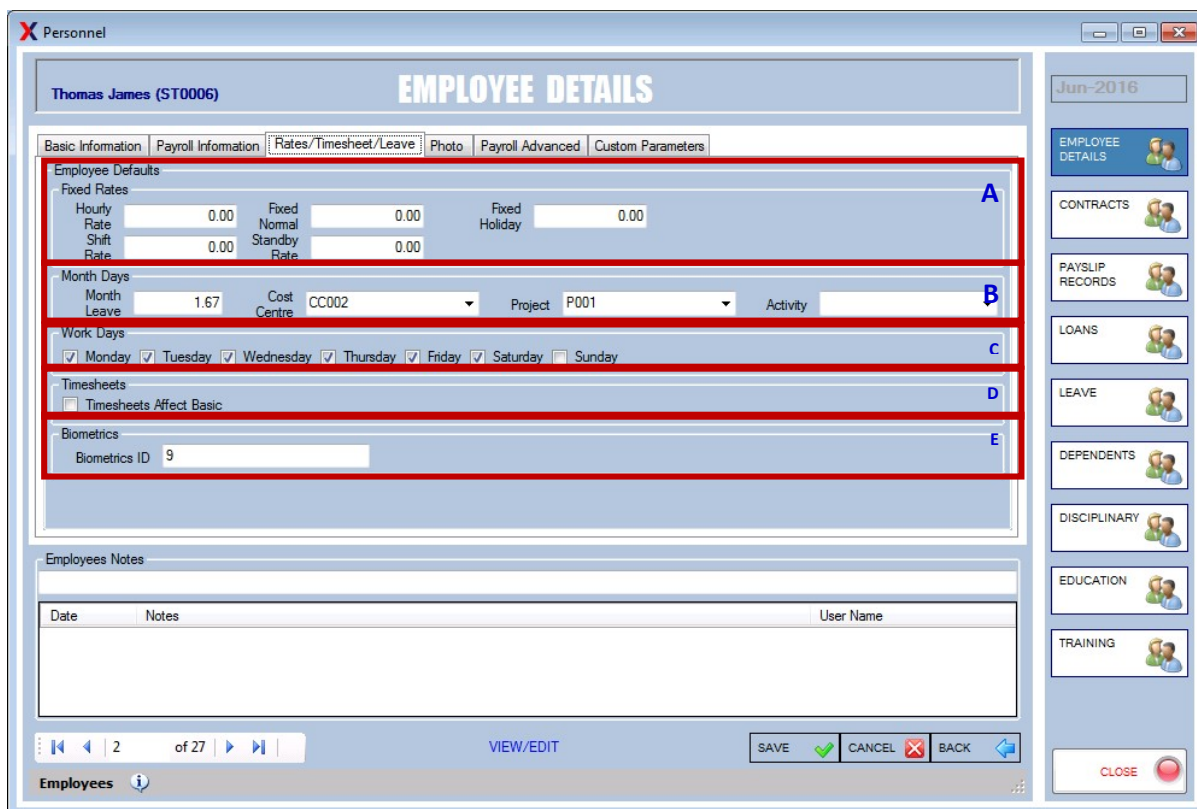
**Note:**

- a) **Annual Earnings** means the annual amount which is paid by an employer for his employees during their

**WCF Number:** This is the number assigned to the employee by the regulatory authority. And will appear in the WCR-3 report as seen above.

**Rates/Timesheet/Leave**

This contains information regarding employees who are paid based on an hourly work. The parameters entered here will be used for employees who are paid based on the number of hours that they do their work.



The parameters defined here include:

**Section A: Fixed rates** - these are used in conjunction with the hourly terms in the allowances/deductions.

**Hourly Rate** – This is used for timesheets to specify the rate per hour if an employee is paid according to hours worked. It can also be used in the hourly terms calculation for earnings and deductions, when for instance you wish to deduct x amount of hours from an employee.

**Shift Rate** – Used in conjunction with the Hourly Rate for earnings and deductions. An earning with the hourly terms FIXSHIFT, will receive the amount entered in the shift a Rate field \* the amount of hours worked.

**Fixed Normal OT** – As per hourly rate, this can be used either in timesheets or with the hourly terms FIXEDOTN. An earning with the hourly terms FIXEDOTN, will receive the amount entered in the Fixed Normal OT field \* the amount of hours worked.

**Standby Rate** - Used in the conjunction with the Hourly terms for earnings and deductions. An earning with the hourly terms FIXSTAND, will receive the amount entered in the standby rate field \* the amount of hours worked.

**Fixed Holiday OT** - As per hourly rate, this can be used either in timesheets or with the hourly terms FIXEDOTH. An earning with the hourly terms FIXEDOTH, will receive the amount entered in the Fixed Holiday OT field \* the amount of hours worked.

**Section B: Month Days** – number of days an employee is entitled for leave in a calendar month.

**Section C: Work Days** – here we select the days the employee will be working in a given week. This will be used to determine the normal working days and holidays the employee is entitled to.

**Section D: Timesheets** – here it is specified if the timesheet will affect the employees basic salary.

**Section E: Biometrics** – Vision Salaries can be connected to a biometric device and thus the information from the biometric device can be used directly in the payroll. The id entered here should be the same as the one used by the employee in the biometric device.

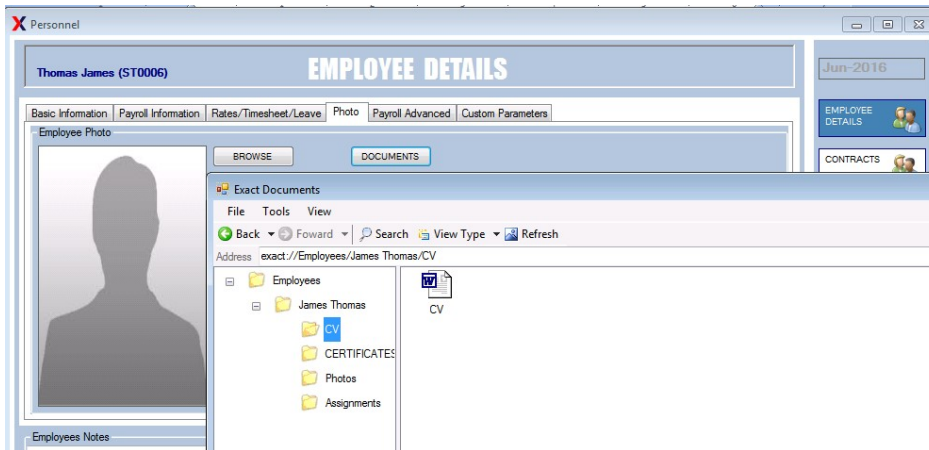
#### Photos

Here the employees' photo is attached to their registration details. The photo can be attached by copying the photo and pasting it in the photo area. This can also be done by using the browsing button.

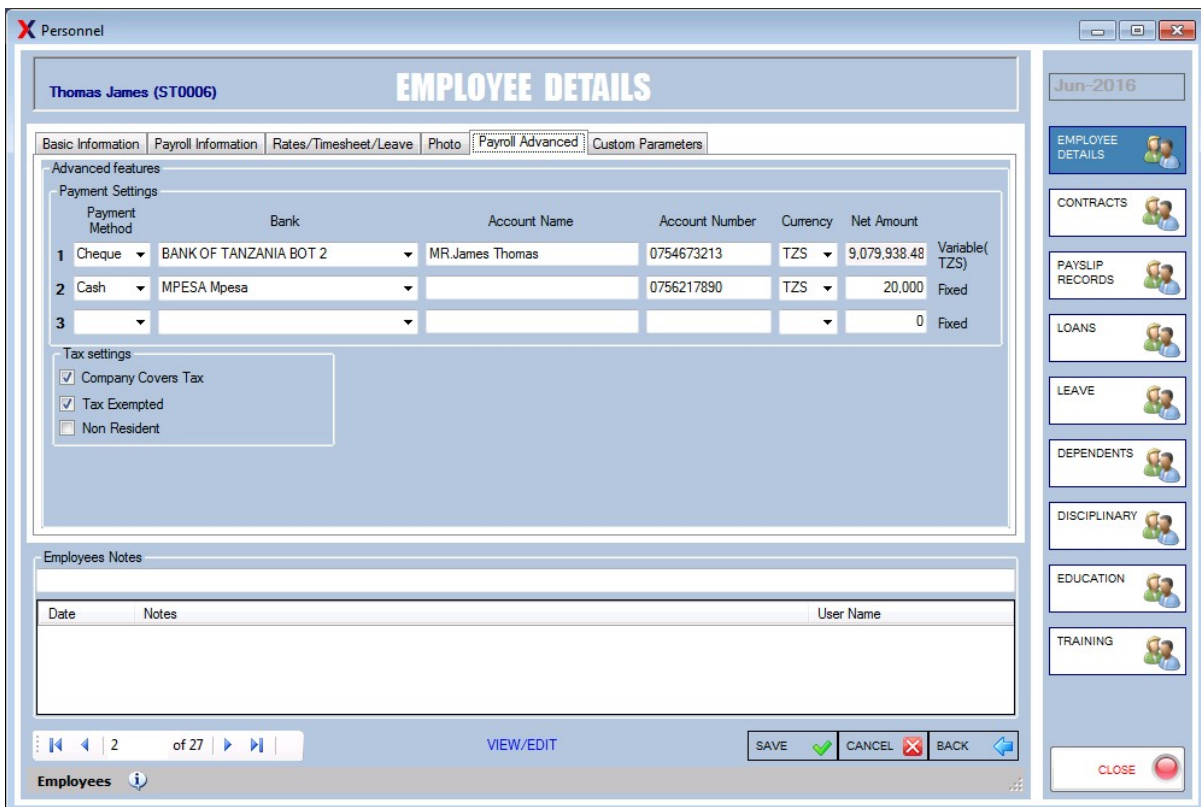
**Documents** - The employee's personal documents can also be attached and stored by using the documents button. Such documents may include:

- CV
- Certificates
- Photos
- Assignment

To Add a documents to an employee click on any of the folder group which you want to add & on the right side do a right click and select the document from the source folder.



Payroll Advanced



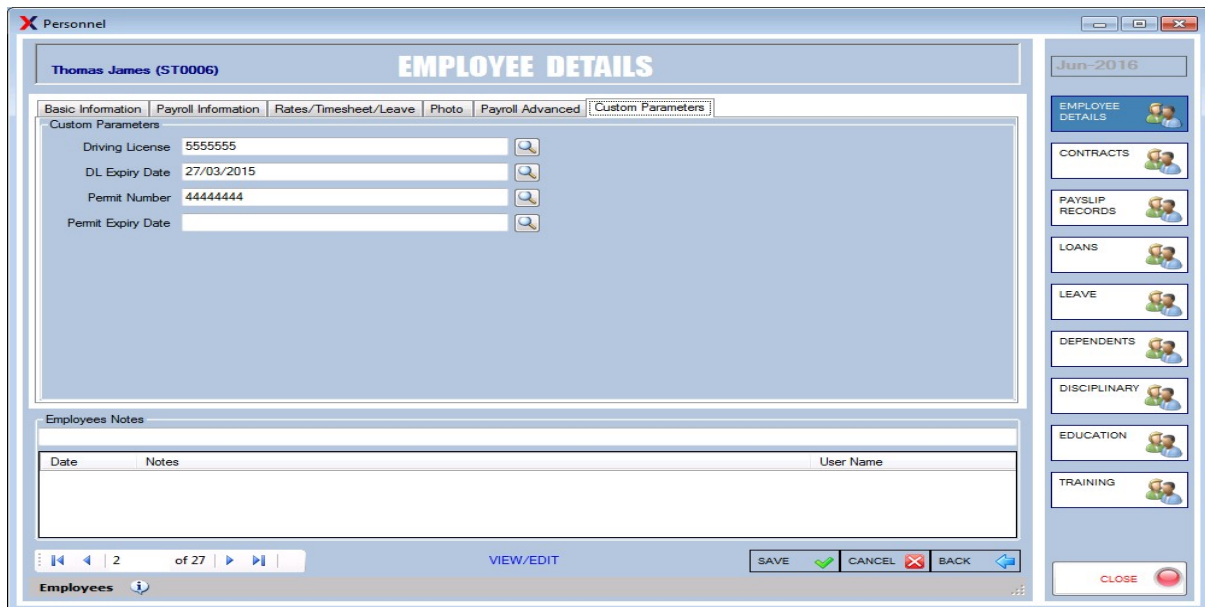
**Payment Settings** - This section is used for specifying bank details of the employee. It is useful if an employee wants their salaries paid in various banks. The last two banks can have a fixed amount to be submitted. This means only the balance amount will be submitted to the first bank (the reason why it is variable). The first bank is the original bank which was defined in the payroll information tab.

**Tax Settings** – in this section, the employee’s tax details are entered. If the company will bear the tax amount for the employee, then the first checkbox is selected.

If an employee is tax exempted, then the second option is valid. For non Resident employee, the third option applies. This option means that the employee will have to pay withholding tax.

### Custom Parameters

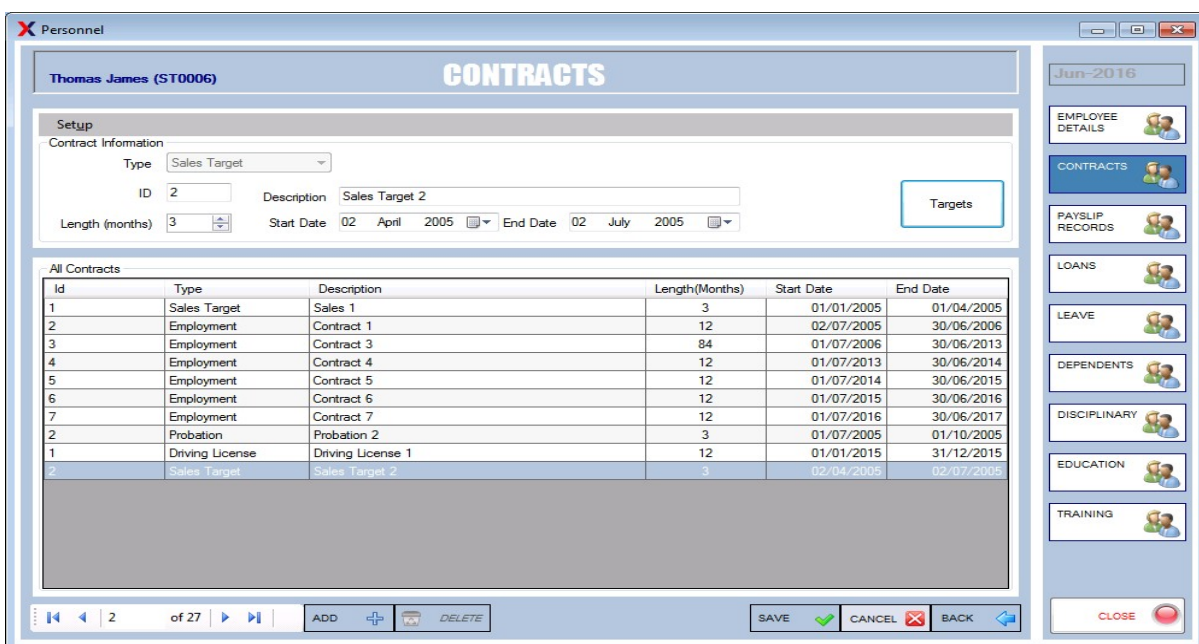
This section holds customized employee information. They are used for adding any other details that you would wish to attach to an employee and use them as filters in the reports. These parameters are defined under the general setups.



### Contracts

You can only use Contracts if you have the HR Module and Contract rights checked.

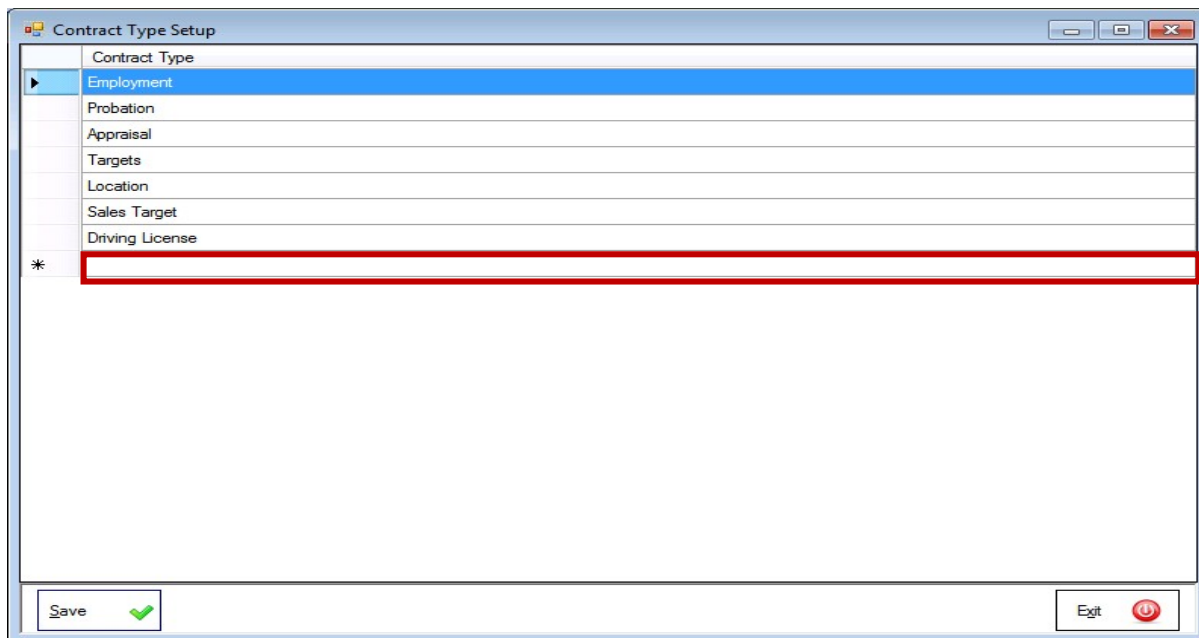
This module keeps track of employee contracts. The contract details includes the start and end date of the contract including the contract description. The contracts types will need to be specified. Such information as employment contracts, sales target, driving license start and end dates can all be entered as contracts.



For contracts that have targets, the target option can be used to assign such targets to the contract.

### Contract Setup

On the top of the form, select Setup button to add the type of the contract.

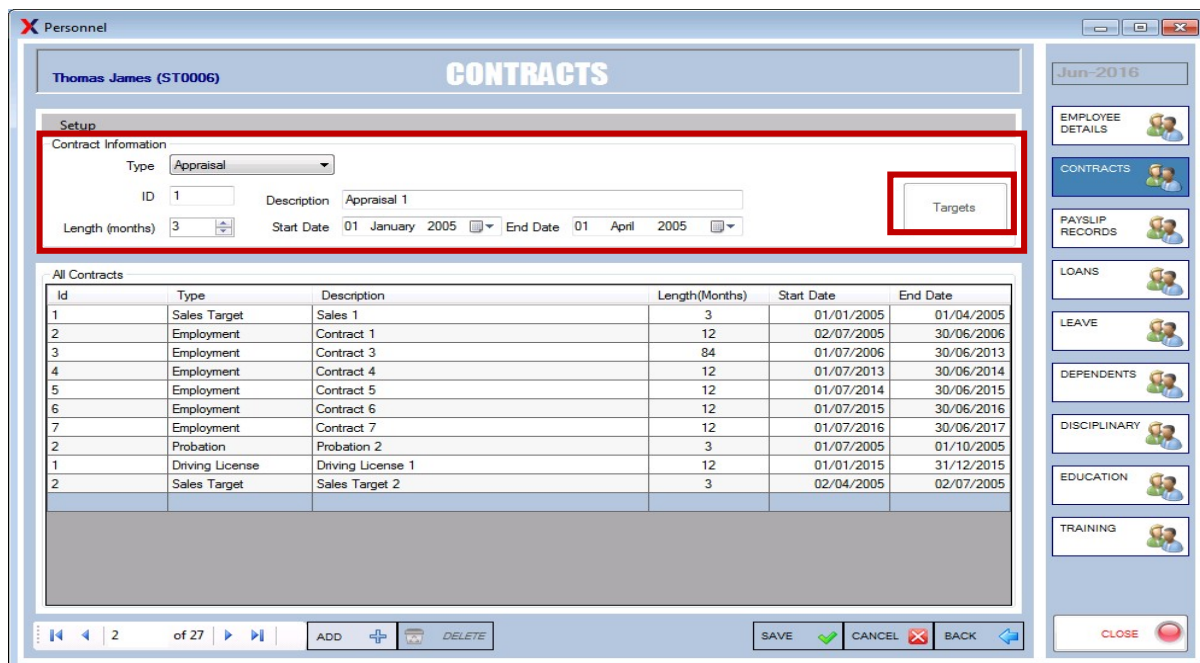


To delete any Contract, select it and use the delete button on the keyboard. Note that you cannot delete a contract that has already been used in a transaction.

### Adding Contract to an Employee

Use the add button to add a contract to the selected employee.

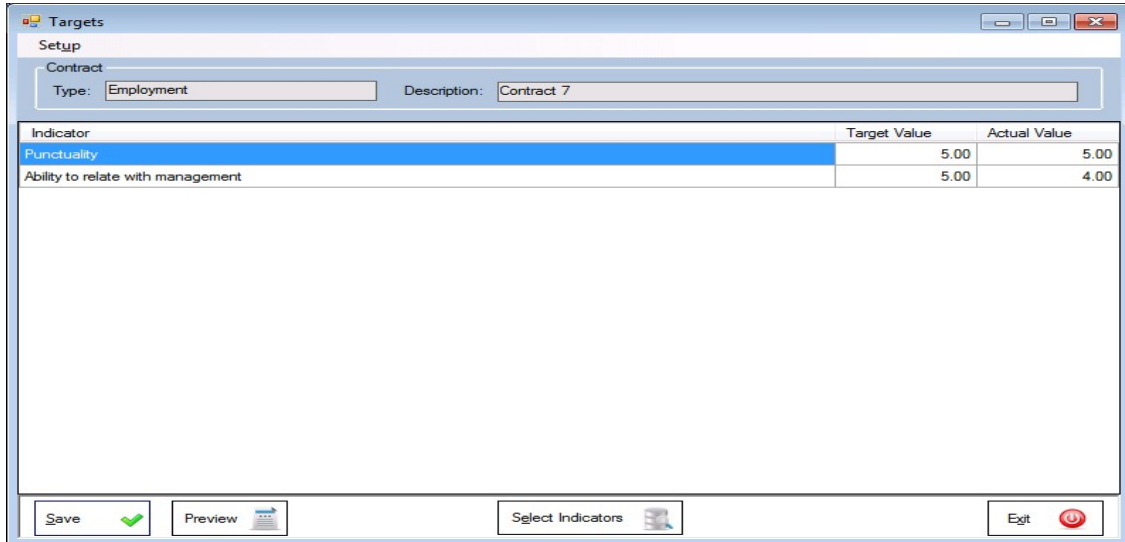
Enter the contract details such as the Type, description, Start and end date of the contract



**Adding targets**

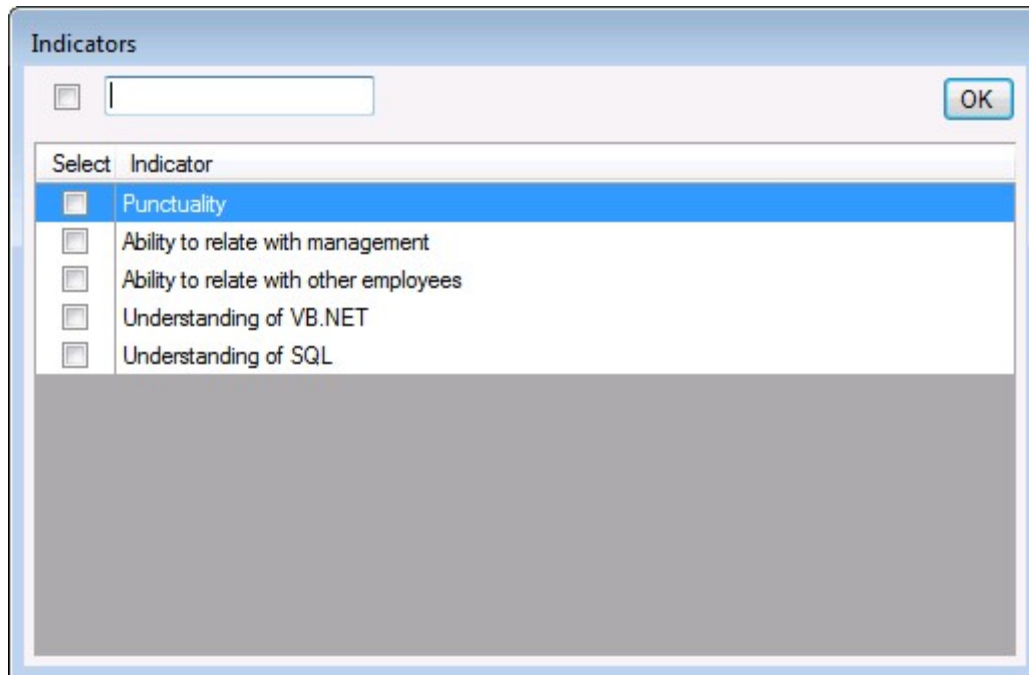
Targets are attached to contracts and give more meaning to contracts that have follow-ups to be done. One way of doing follow-ups to contracts is by having targets. Targets are first defined in the setups as explained above before that is attached to the contract.

Note that you cannot add a target to a contract that has already expired.



**Performance indicators.**

For targets to be valued and measured effectively contracts can have performance indications attached to every target set for the employee. These indicators will determine whether the set target has been met or not.



The target values are setup and after the completion of the target period and the employee assessed, the actual values are entered.

A report showing the actual performance based on the targets set can be produced by using the preview button.

**Employee Targets**

**Employee:** James Thomas(ST0006)  
**Department:** Security Department(D004)

Indicators	Target Value	Actual Value	Difference
<b>Contract:</b> Employment - Contract 7			
Punctuality	5.00	5.00	+0.00
Ability to relate with management	5.00	4.00	-1.00
<b>Total</b>	<b>10.00</b>	<b>9.00</b>	<b>-1.00</b>

### Pay slip Records

This is the form that shows both EARNINGS and DEDUCTIONS for a single employee as well as ADDING and DELETING those transactions.

The form shows a range of transactions including the current earnings and deductions, the previous salary slip of the selected employee.

**James Mwakisyala (St0015)**

### PAYSLIP RECORDS

Payslip Records – Double click/F2 to edit – INSERT key to add – DEL key to delete selected row – Right click on selected row to add/edit/delete

Earnings			
ID	DESCRIPTION	REFERENCE AMOUNT	ACTUAL AMOUNT
SALARY	Basic Salary	606,534.09	316,181.82
OVER_...	Overtime on normal days	30.00	178,977.27
OVER_...	Overtime Off Day	11.00	87,500.00
HOUS_...	House Benefit	50,000.00	50,000.00
N_SHIFT	Night Shift	110.00	21,875.00
CAR_X...	Car Benefit	50,000.00	0.00

Deductions			
ID	DESCRIPTION	REFERENCE AMOUNT	ACTUAL AMOUNT
PAYE	Pay As You Earn Income Tax	674,715.91	90,578.98
ABSENT	Absent	2.00	63,636.36
PPF	Parastatal Pension Fund	0.10	31,818.18

**Pay Summary**

Gross Payments	656,534.09	Deductions	186,033.52
Refunds	0	Net Payments TZS	470,500.57

This form specifically acts as a way of adding an earning or deduction to the selected employee

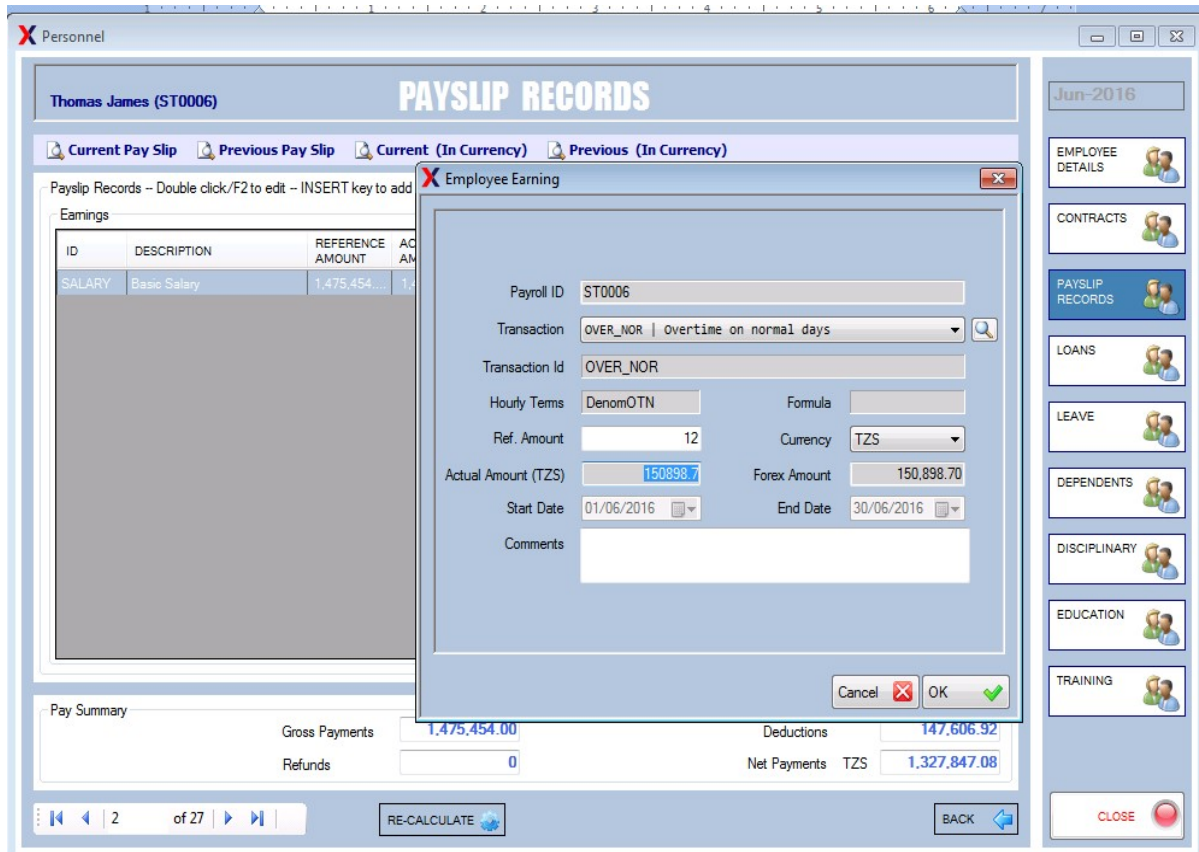


The earnings are displayed on the left side of the window whereas deductions are displayed at the right hand side of the screen. Any refund for the month is displayed at the bottom of the screen.

**Adding transactions**

To Add a transaction, use the right click of the mouse and select the add option from the sub menu provided. This produces a window from where you specify the transaction you want to be added to an employee.

Lists of transactions (Allowances/Deductions including Basic salary) are displayed here. See chapter on transaction setups.



Depending on the setup of the transaction selected, various parameters will be opened up for entry. E.g. if the transaction selected in overtime, then the hours worked will be entered (Ref. Amount), upon which the system will calculate the overtime amount all dependent on the setup of the overtime transaction as seen above. This procedure is applicable to both earnings and deductions.

**Editing/Deleting transactions**

Any transaction attached/added to an employee can be edited or deleted at any time. To edit a transaction, double click at the transaction to open up the form then make changes as appropriate. Only certain records are available for editing such as the Ref. Amount, Currency and the comments.

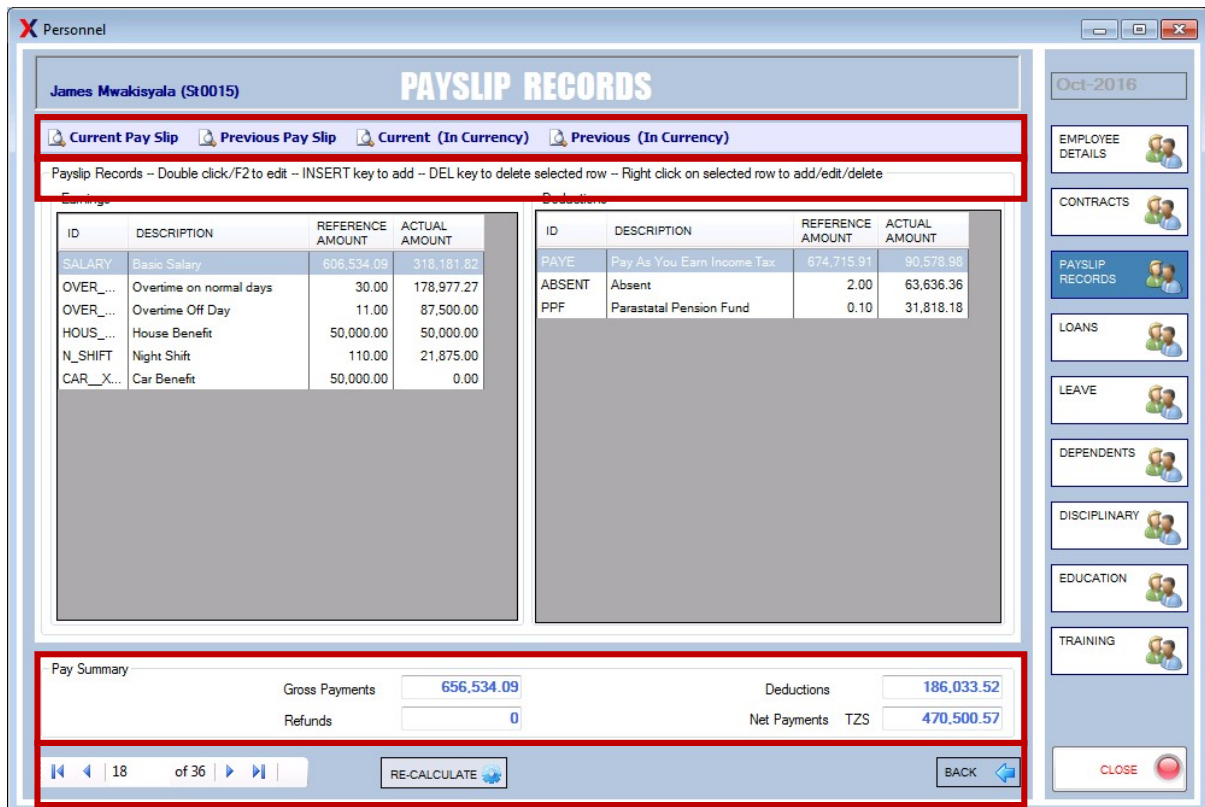
Editing can also be done through right clicking the transaction and click edit. Not only Basic Salary can neither be edited nor deleted but also PAYE, Contributions, and Loans.

To delete a transaction assigned to an employee, select the transaction and use the delete key from the keyboard to completely remove the transaction. Note that the basic salary cannot be Edited/deleted from this screen.

**Other Functionalities:**

**Preview of payslips:** You can Preview the pay-slips of the currently selected employee in different options including:

- **Current Pay Slip** – Shows the pay-slip records of the selected employee for the current month based upon the system currency
- **Previous Pay Slip** - Shows the previous month pay-slip records of that employee based upon the system currency
- **Current (In Currency)** – Shows the pay-slip records of the selected employee for the current month based upon the payment currency.
- **Previous (In Currency)** – Shows the pay-slip records of the selected employee for the previous month based upon the payment currency.



Please take note of the shortcuts keys provided in this screen to fasten processes.

**Pay Summary** – Shows the total payments of that employee

**Gross Payments** – Shows the total Gross amount of that employee after adding all his earnings. (Gross Amount = Basic Salary + All other Earnings)

**Deductions** – This is the amount that will be deducted from the Gross Payments to arrive at the Net Pay

**Refunds** – This amount does not affect the Gross pay but will positively affect the net pay

**Net Payments** – This is the take home payment of an employee after calculating all his earnings and deductions.

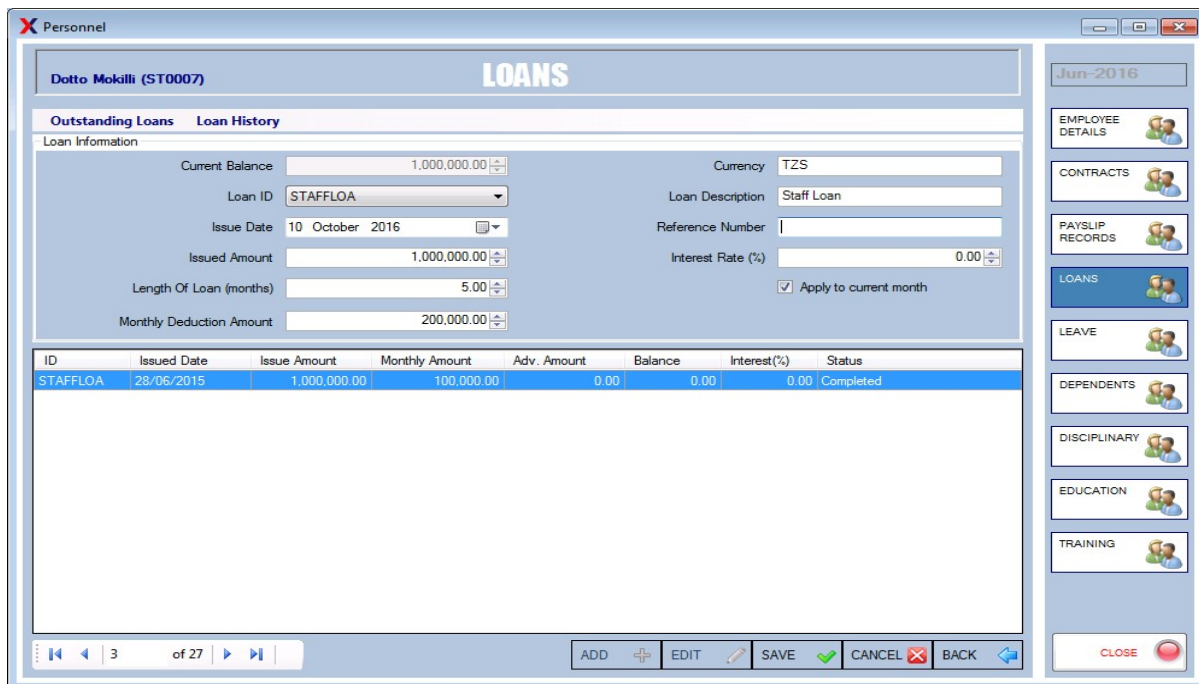
**RECALCULATE** – Used when transactions has been added to an employee and are not yet effected in their earnings/deductions.

**Scroll buttons** - At the bottom of the form there ate buttons that can help you move from one employee record to another.

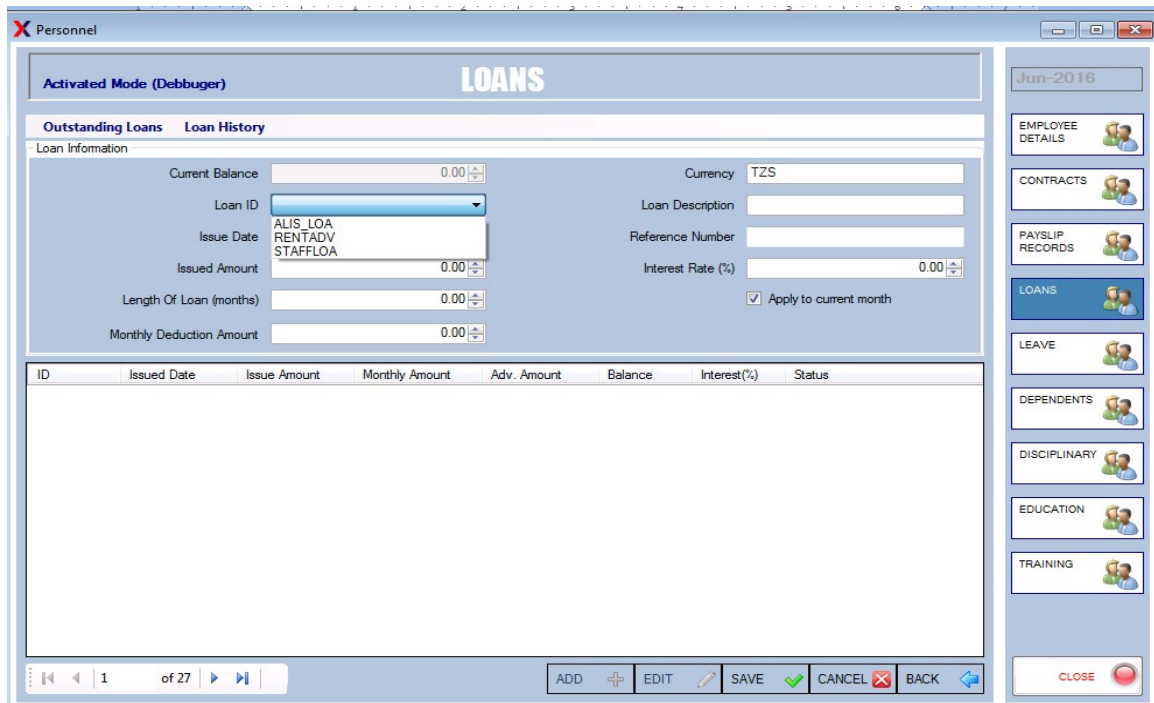
## Loans

These are amounts awarded to an employee and are recovered back from them over an agreed period of time.

The first step to be made before you can add a loan to an employee is to set up the loan in the transaction set-ups (see Transaction set-ups)



To register a loan, use the add button in the provided screen and then select the loan ID from the drop down list provided. Note that only loan types will be visible in this screen.



## Loan Registration

Enter the below information to complete the Loan registration process

### **Payroll ID:**

This is the main employee identifier. It specifies the employee to whom the loan is being given. You can use the scroll buttons at the bottom of the form to move from one employee to another.

### **Loan ID:**

In this field you must select a Loan ID from the combo box list. These IDs' are defined in the payroll transaction form under the loan option. The behaviour of the loan is also set in this particular screen.

Note that system does not allow the user to issue the same loan deduction ID to the same employee if the loan is still in progress i.e. with outstanding balance. In such situations you must define a new Loan ID and then specify in this field. On selecting a Loan ID the loan description appears in the Description field.

If you do not want to select any use the Exit button to return to the main screen

### **Issue Date:**

The Date the loan was issued. To fill in you can type a desired date using keyboard or use the date picker provided to select the desired date by clicking the right arrow in the calendar.

### **Issued Amount:**

The Issued loan amount. On specifying this amount the current balance field is set to this value.

### **Length of Loan (month):**

The number of months over which the loan will be deducted. On changing this value, the monthly deduction amount will automatically be changed to a division of this. This is just a guide; the monthly deduction amount can still be changed.

**Monthly Deduction Amount:** The amount that is to be deducted every month. This will automatically adjust the length of the loan

**Interest Rate (%):** The interest rate that is to be charged while the loan is in progress. By adding interest to the loan, the current balance will be adjusted to include this percentage.

**Reference Number:** The Reference number, if any, for the loan.

**Current Balance:** This value is not updateable but will change as other fields are updated.

When you are satisfied that the loan information is complete, click on the save button to add the loan to the payroll. Use cancel button to clear the screen and exit button to return to the main screen.

The Apply to current month option is used if you want the loan deduction to start in the current payroll month

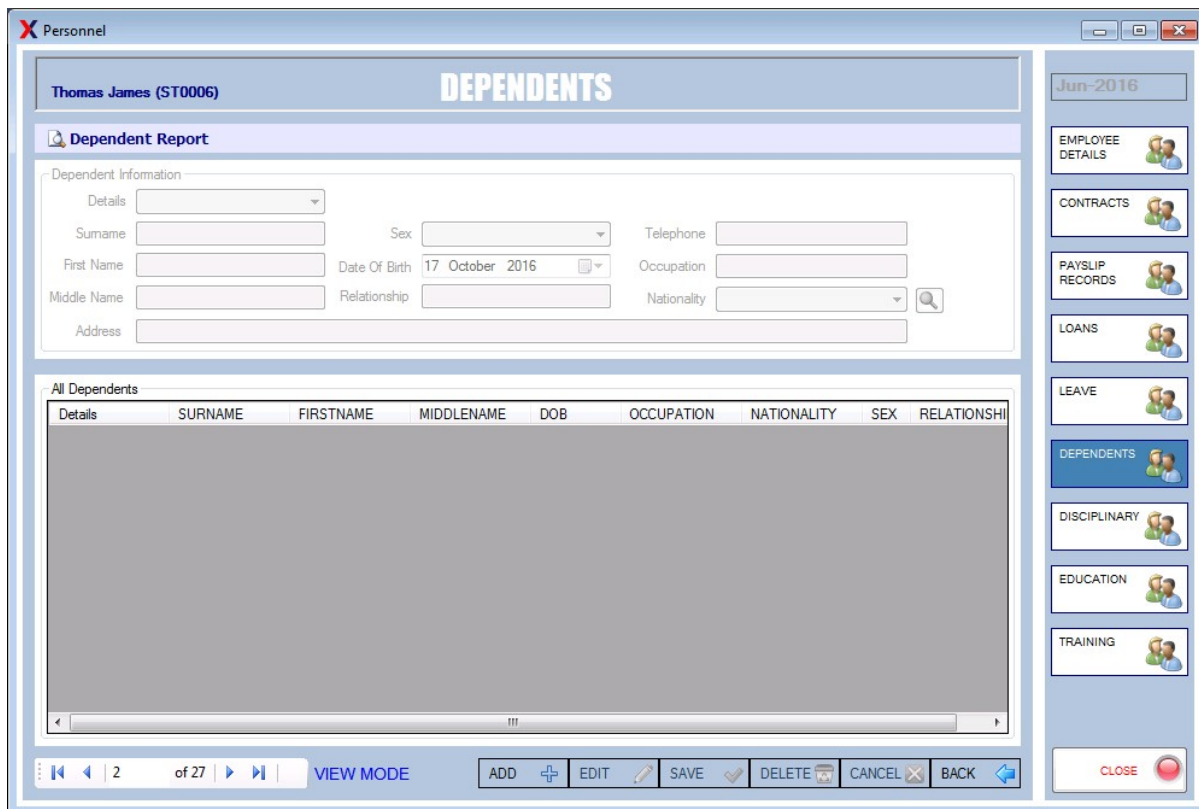
This screen can also be used to view the outstanding loans that the employee has. other loan history can also be viewed from this screen.

### Editing/Deleting and Termination of loan

Loans can be deleted if it is within a month that it was registered or terminated if it has been in operational more than a month by right clicking it and then you will have an option to delete or terminate. Also loan's monthly deduction can be edited using an Edit button. Termination of loan is done through right clicking a loan and selecting terminate in the list provided.

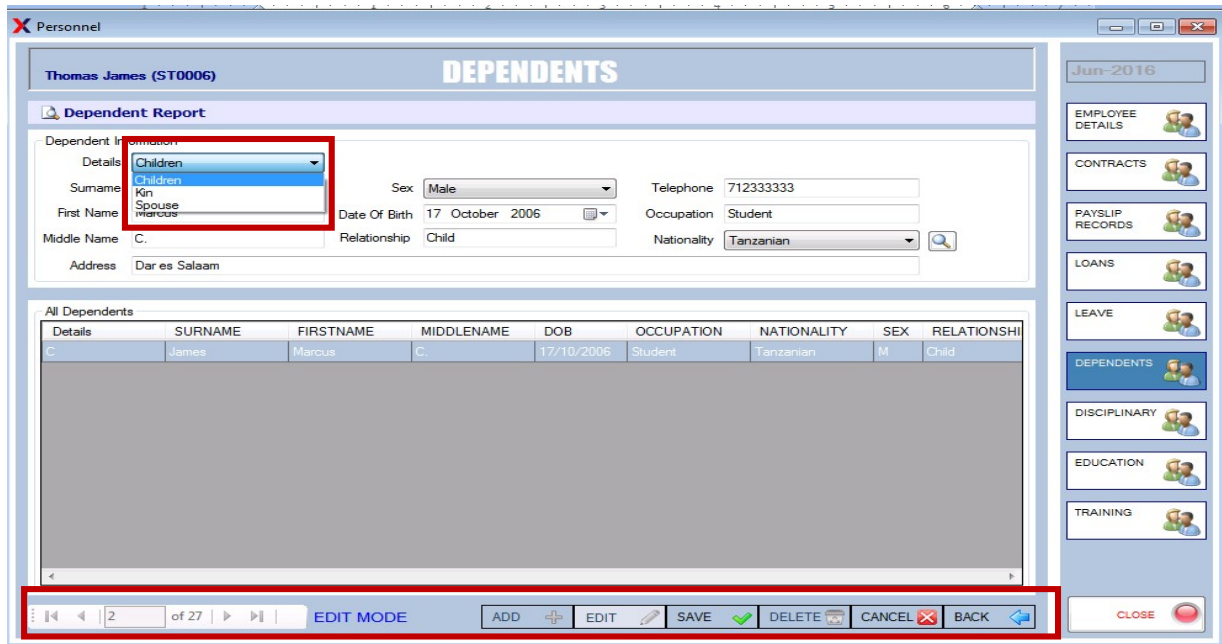
## Dependants

This form is used for adding dependants to an employee.



The details of the dependants are entered depending on how they are related to the employee (Details). This information is helpful especially when a need occurs to contact any nearest person to the employee in case of any trouble/problem.

This information can be updated/deleted at any point in time by the system administrator.



The following entries can be made when entering disciplinary issues:

- Details –select the category of dependents from the list.
- Surname – Type the Surname of the dependant, by default it will show the employees surname since they are assumed to be related by their surnames.
- First Name – Type in the first name of the dependant.
- Middle Name – Type in the Middle Name of the dependant.
- Address – Type the physical address of the dependant. (any characters are allowed)
- Sex – select the gender of the dependant.
- Date Of Birth – Enter the date of birth of the dependant.
- Relationship – Write the relationship between the employee and the dependant.
- Telephone – Enter the telephone number of the dependant. (Only 9 numbers are allowed)
- Occupation – Write the occupation/job of the dependant.
- Nationality – Select the nationality of the dependant from the list.

Use the buttons at the bottom of the screen to delete a dependant cancels an entry in progress.

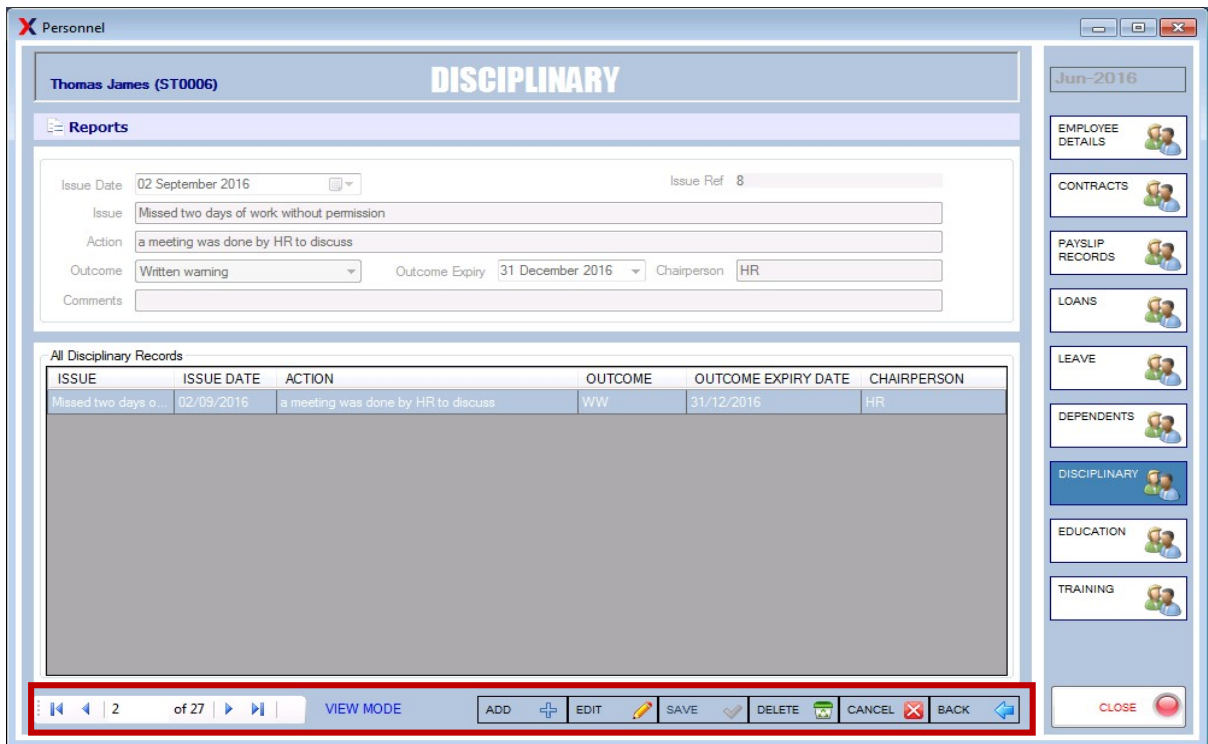
A dependant report can be printed from the system through this form.

### Dependents Report

ST0006 Thomas James							
Dependent Name	Type	Birth Date	Occupation	Sex	Relationship	Phone	Address
Marcus C. James	Children	17/10/2006	Student	M	Child		Dar es Salaam
Total Dependents for Thomas James:			1				
Total Dependents for AAB INNOVATION CONSTRUCTION CO LTD:			1				

## Disciplinary

When an employee has disciplinary issues, Vision salaries can be used to enter such information attached to an employee. These records are important as they form the history of an employee and important decisions can be made by going through such disciplinary records. Moreover every case is entered in isolation and a printout can be made and signature from the employee obtained.



The following entries can be made when entering disciplinary issues:

- Issue Date – Reflects the date the disciplinary issue was entered.
- Issue Ref - The issue reference cannot be edited but it will automatically be added according to the last disciplinary record entered against the particular employee.
- Issue – Type in the disciplinary issue concerning the employee. (e.g. Abusive language to clients)
- Action – This is the action taken by the company/organization against the employee’s disciplinary issue.

- Outcome – Click on the drop down box and select the type of outcome from the action takes against the disciplinary issue.
- Outcome Expiry – Select the expiry date of the outcome.
- Chairperson – Type in the name of the chair person that is dealing with that employees disciplinary
- Comments –Any comments may be entered here.

Use the buttons at the bottom of the screen to delete a disciplinary issue or cancel an entry in progress.

A detailed report on the disciplinary issues can also be printed through the reports button in the screen.

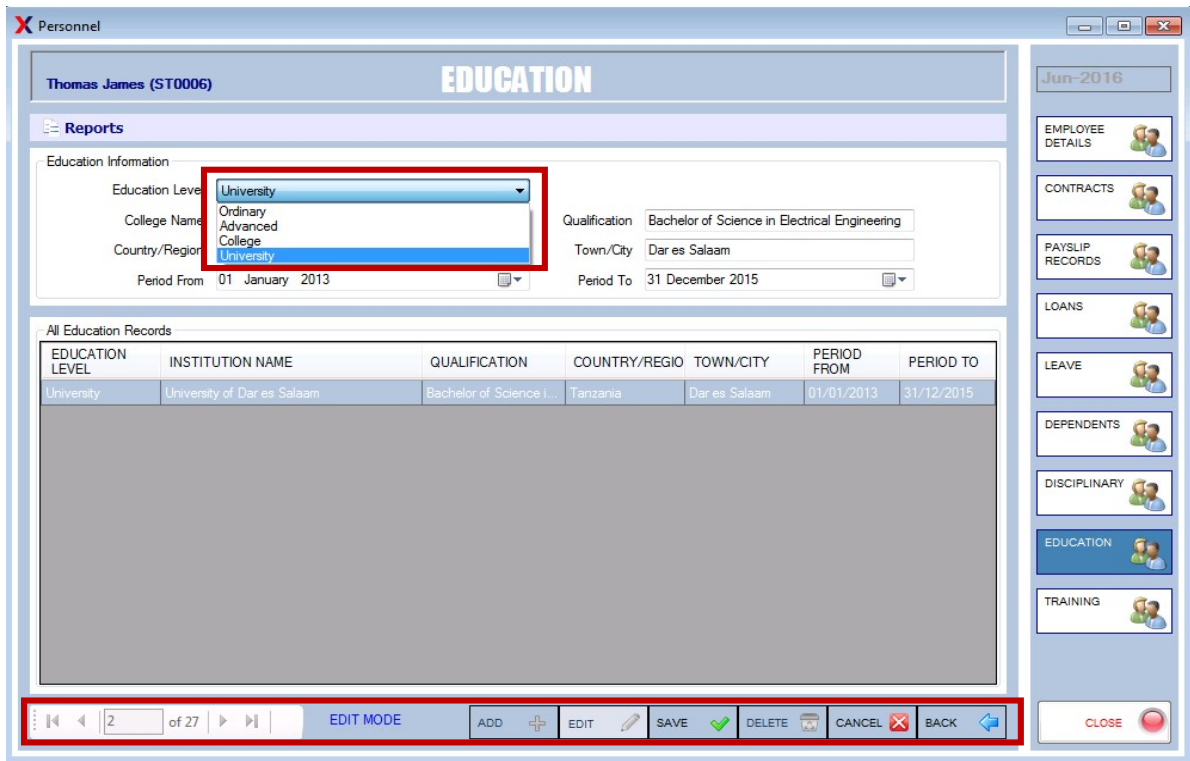
Employee Relations Issues Detailed						
Jun-2016						
Employee ID	Name	Issue Ref	Issue Date	Issue	Action	Outcome
ST0006	James, Thomas	8	02/09/2016	Missed two days of work without permission	a meeting was done by HR to discuss	WW
Total number of employees in AAB INNOVATION CONSTRUCTION CO LTD are 1						
Printed By: , Date: 18 October 2016 12:49		AAB INNOVATION CONSTRUCTION CO LTD - Employee			1 of 1	



## Education

This feature keeps the education records of an employee. Any qualification attained by the employee is detailed here as reference. This information can be entered at any point and be updated at any time.

All the entered educational information will appear on the All Education Records panel.



Use the buttons at the bottom of the screen to delete/edit employee’s education entry or cancel an entry in progress.

The following entries can be made when entering disciplinary issues:

- Education level –Select the employee’s level of education from the list.
- College Name – Enter the name of the institution where the employee attained the education being entered.
- Qualification – Enter the qualification attained by the employee.
- Country/Region – The country where the qualifications was achieved.
- Town/City - The town/city where the qualifications was achieved.
- Period from & period to – the start and end date of the education qualification period.

A detailed report on the education information of an employee can be obtained by using the report button

EDUCATION - [VISION SALARIES]

email

1 of 1 100% Find Next

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### Education Jun-2016

Employee ID	Name	Current Position	Sex	Course Start	Course End	Qualification	Cost
ST0006	Thomas James	Engineers of manufacturing pro	M	01/01/2013	31/12/2015	Bachelor of Science in Electrical Engineering	
Number of employees: 1						Total Cost	

Printed By: Guest, Date: 18 October 2016 15:43 AAB INNOVATION CONSTRUCTION CO LTD - Education 1 of 1

## Training

Employees training records are kept in the system through this form. These are simple on-the-job training that employees attain during their stay in the company. These trainings are attended by several employees and the nature of the training entered. The training cost incurred by the institution is also entered since this is borne by the employer.

Types of training institutions are entered via the HR module. This implies that this functionality is much appreciated if you have the HR module license. Use the Human Resources\_ Employee Training screen to add the Institution Types.

Personnel

Thomas James (ST0006)

### TRAINING

Jun-2016

EMPLOYEE DETAILS  
 CONTRACTS  
 PAYSIP RECORDS  
 LOANS  
 LEAVE  
 DEPENDENTS  
 DISCIPLINARY  
 EDUCATION  
**TRAINING**  
 CLOSE

Work Experience/Previous Training

Experience/Training: PRE-TRAINING  
 Country/Region:   
 Period From: 18 October 2016  
 Position Held:   
 Company Name:   
 Town/City:   
 Period To: 18 October 2016  
 Tasks/Comments:

All Work Experience and Previous Training

TYPE	COMPANY NAME	QUALIFICATION/POSITION	COUNTRY/REGION	TOWN/CITY	PERIOD FROM
PRE-TRAINING					

Company Training [please use company training under HR for data entry]

INSTITUTION NAME	TRAINING COURSE	QUALIFICATION	PERIOD FROM	PERIOD TO	CURRENCY	COST
IFM			14/06/2005	21/06/2005		100.00
IFM	CISCO - CISCO	BScIT - BScIT	01/05/2012	31/12/2012	USD	35,000.00
IFM	CISCO - CISCO	BScIT - BScIT	29/06/2015	29/06/2015	TZS	500.00

2 of 27 VIEW MODE ADD EDIT SAVE DELETE CANCEL BACK

To add employee(s) to any training that you have defined, Click on Add & fill in all the required information but do not click the Employees button until you have saved the information, otherwise you will get a message prompting you to “Please save the course before adding the Employees”.

Apart from adding training courses and Institutions, this feature will also store the work experience information of an employee.

From the Personnel, select an employee & click on Training. Here you can add the Pre-training and work experience of an employee as well as viewing the Company Training that you have added from Employee Training on HR.

## PAYROLL MENU

This menu handles various payroll transactions and is very essential when performing the below processes:

### Specific Transaction Employee

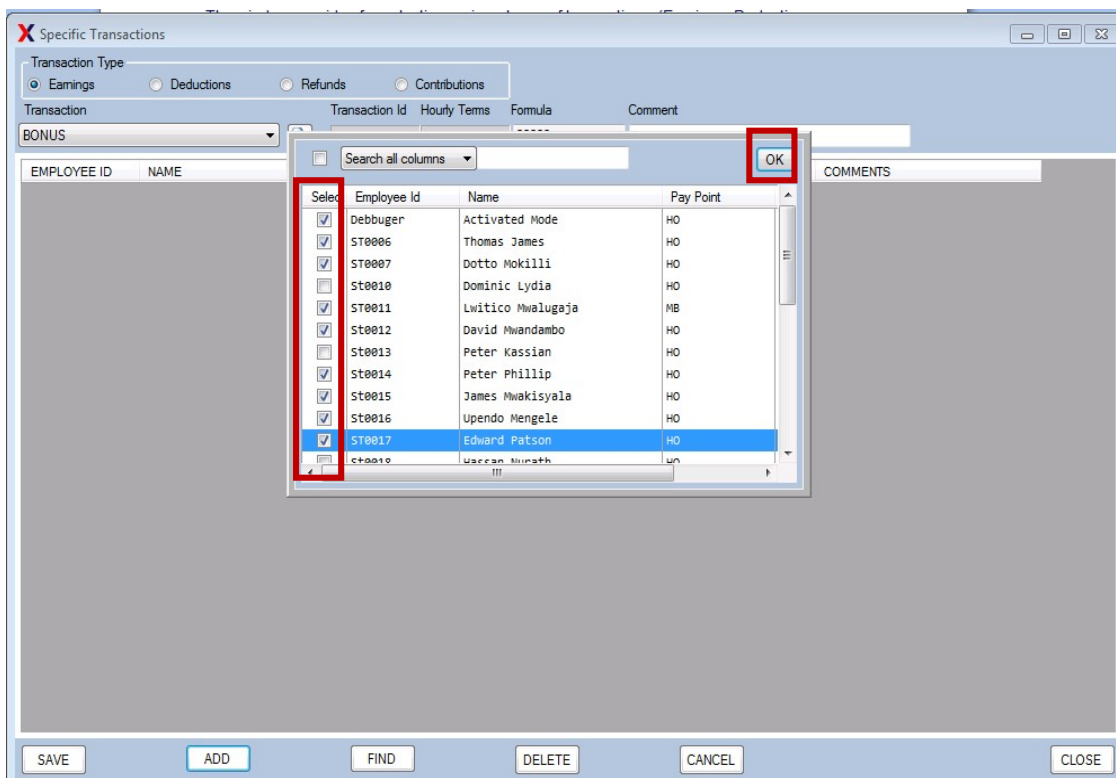
In the above discussions, we saw that we could add transactions to an employee in the personnel window. This was possible only to one employee at a time. In some occasions, we would like to add a given earning/deduction to a number of employees at a certain go. The specific transaction employee screen enables the user to attach a single transaction to multiple employees at a time.

If you have an earning and you would like to add it to all or many employees then you would use the specific transaction Employees form. Here you can select an earning or a deduction and then add it to specific or all of the employees.

The window provides for selecting various types of transactions (Earnings, Deductions, Refunds, Contributions) which can be attached to employees' selected from the list. For any transaction to be available in this screen, they must have been defined at the payroll transactions setups.

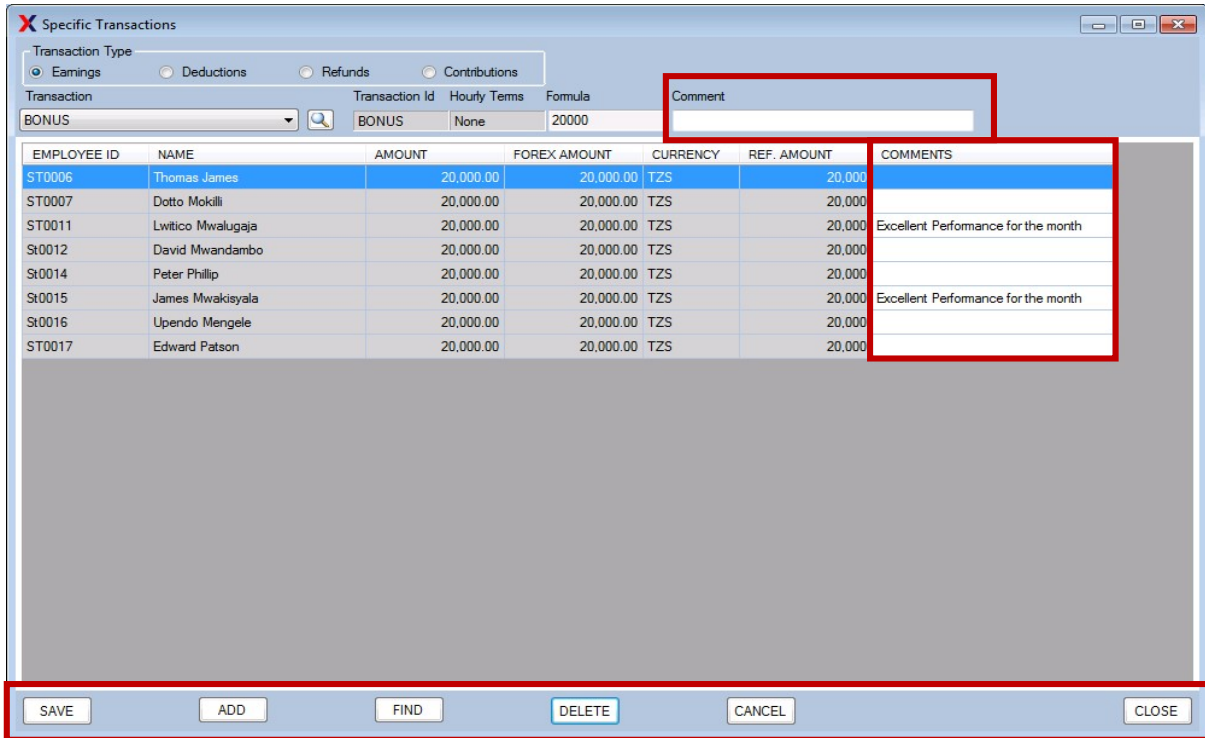
To add transaction to a list of employees:

- Select the transaction type to be added (Earnings, Deductions, Refunds, and Contributions)
- Use the add button to select the list employees that you need to add the transaction to (the checkbox options provided is used for the selection).



In the example above, the earning “BONUS”, has been selected. The view in the centre shows the employees that have been selected to attach the earning to.

- Use the OK button to accept the list of employees selected from the list provided.
- Any comment can be attached to the transaction to an individual employee.
- Use the save button to update the transaction changes to the employee.

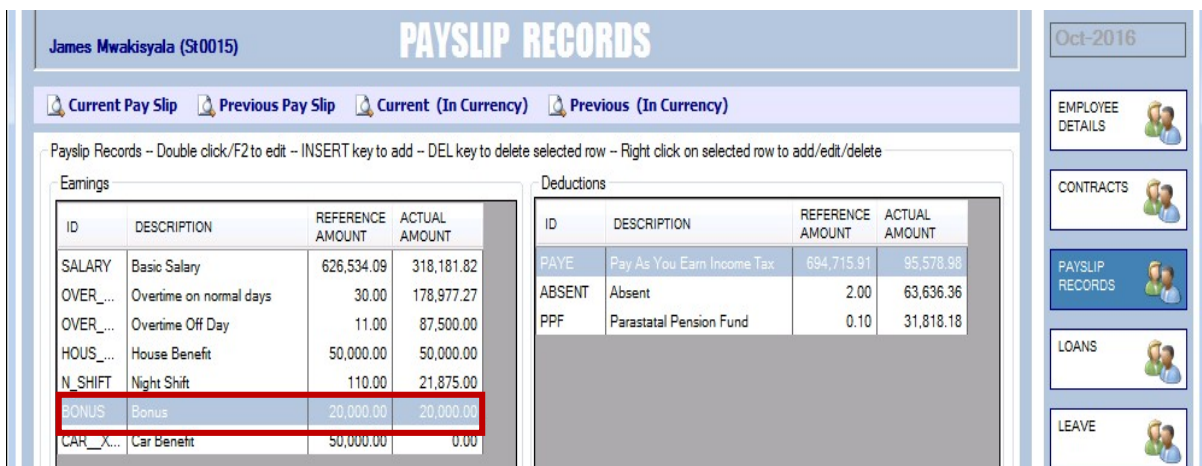


**Delete:** To delete a particular employee from the above list, use either the delete button.

**Find:** used for finding an employee from the list of all the employees.

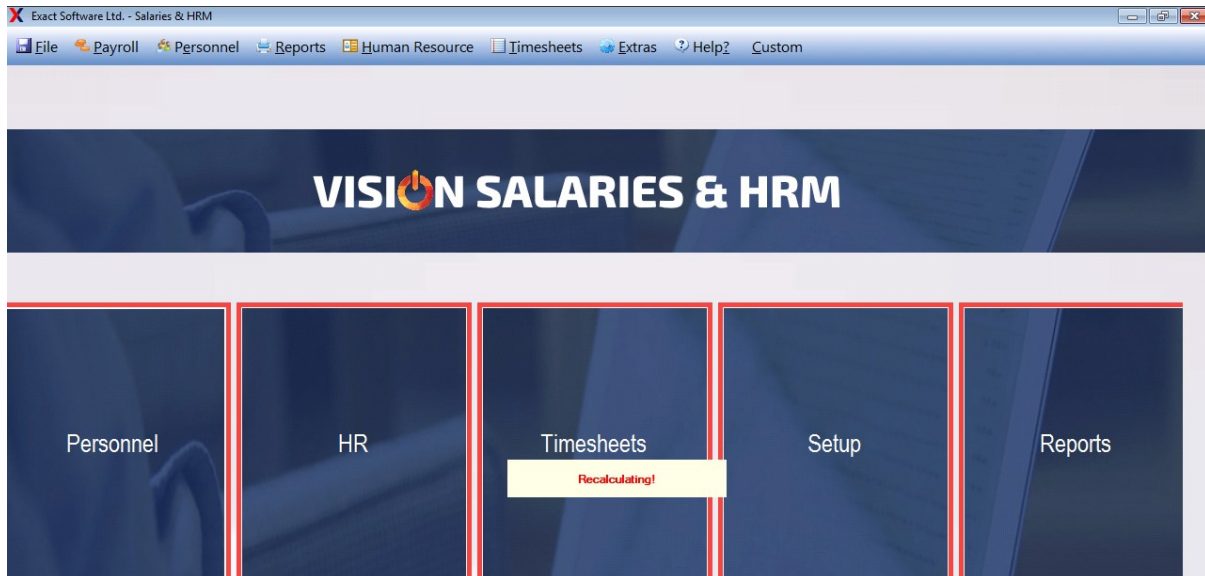
**Cancel:** used for ignoring the changes that you have provided in the list.

By looking at the pay slip record of the employee that this transaction has been added to, we see that their pay slip have already been updated with the transaction as seen below.



## Recalculate Payroll

After making changes to employees' transactions especially to many of them, it is advisable to do a payroll recalculation to effect the changes made. This is though done automatically after every save done.



Once the processing is complete, a message is provided by the software to confirm the process completion.

## Post Payroll

After all the employee records and transactions have been rechecked in the current month, the payroll is posted to close the current month and open a new month.

Upon posting the payroll, the system will automatically fill the new transactions for the next month. This depends on the setting for each month. If this option is flagged in the transaction set-up, a record in the posted month will be re-generated in the new current month. If the record was not flagged then unless it is a system transaction it will not be re-generated. It should be noted that after posting the payroll, it will NOT be possible to make any changes to the previously posted payroll month data. This is because it is assumed that all the payments have been made to the employees.



The process of posting the payroll also depends on the parameters that were earlier set such as approval procedures. If any was activated, then the payroll will not be possible to post till all the Approvers have completed their tasks.

A warning message is displayed confirming that once the posting is done, no editing will be possible. It is recommended that before you post the payroll, please take a **Backup** so that incase of any forgotten transaction; it may be used to restore back the database to the point before posting was done.

After the process is through, Vision salaries will proceed to the next moth payroll.

### Archive Month

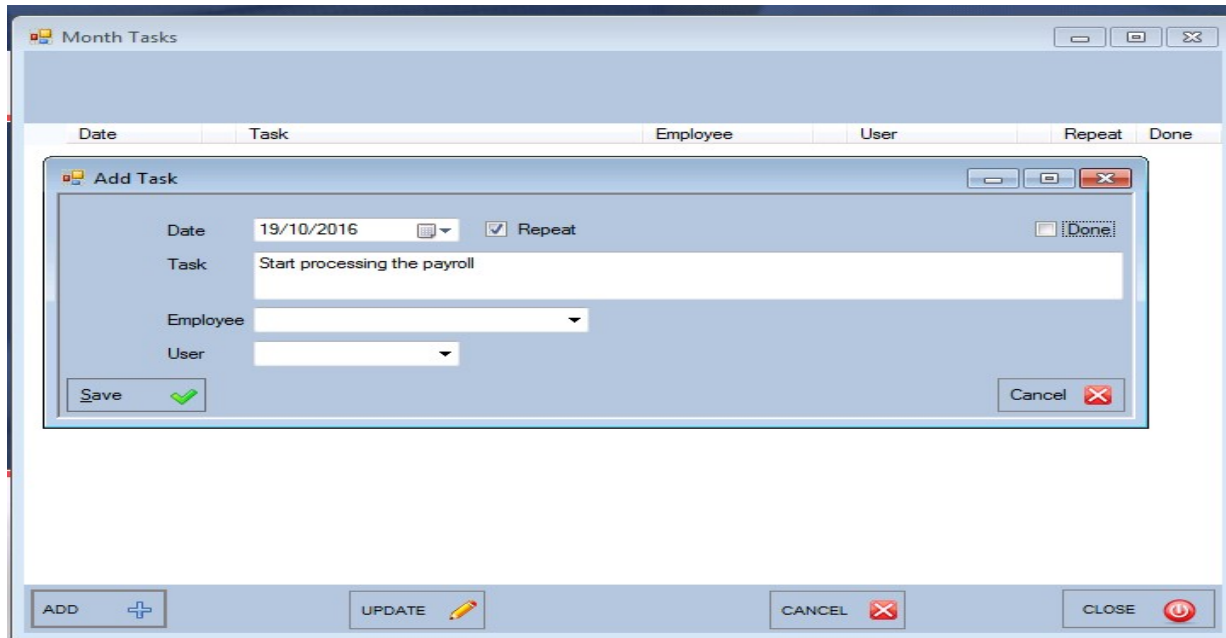
This shows a list of all the previous payroll months and their cut-off dates. It also shows the work hours per day for the given month and the month days which were available for the specific month.

This screen is also used for entering the NSSF receipt numbers and the date the payment was made. Use the edit button to enable the entry of these details.

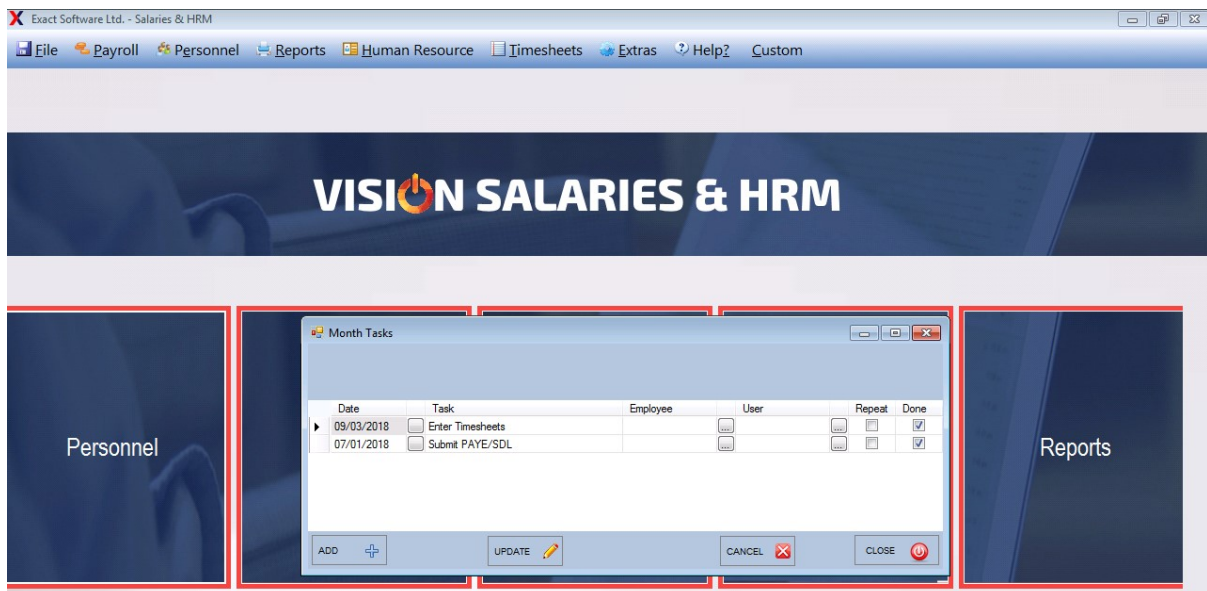
Month Name	Tax Table	Start Date	End Date	NSSF Ref	Receipt Date	Work Hours	Month Days	Journal Ref
June 2016	2015	01/06/2016	30/06/2016	102658		8	22	
May 2016	2015	01/05/2016	31/05/2016			9	22	
April 2016	2015	01/04/2016	30/04/2016			9	22	
March 2016	2015	01/03/2016	31/03/2016			9	22	
February 2016	2015	01/02/2016	29/02/2016			9	22	
January 2016	2015	01/01/2016	31/01/2016			9	22	
December 2015	2015	01/12/2015	31/12/2015			9	22	
November 2015	2015	01/11/2015	30/11/2015			9	22	
October 2015	2015	01/10/2015	31/10/2015			9	22	
September 2015	2015	01/09/2015	30/09/2015			9	22	
August 2015	2015	01/08/2015	31/08/2015			9	22	
July 2015	2015	01/07/2015	31/07/2015			9	22	
June 2015	2014	01/06/2015	30/06/2015			9	22	71
May 2015	2014	01/05/2015	31/05/2015			9	22	
April 2015	2014	01/04/2015	30/04/2015			9	22	
March 2015	2014	01/03/2015	31/03/2015			9	22	
February 2015	2014	01/02/2015	28/02/2015	1059321	30/03/2015	9	22	
January 2015	2014	01/01/2015	31/01/2015	1057372	28/02/2015	9	22	
December 2014	2014	01/12/2014	31/12/2014	1053285	30/01/2015	9	22	
November 2014	2014	01/11/2014	30/11/2014	1049842	30/12/2014	9	22	
October 2014	2014	01/10/2014	31/10/2014	1044356	30/11/2014	9	22	
September 2014	2014	01/09/2014	30/09/2014	1039745	30/10/2014	9	22	
August 2014	2014	01/08/2014	31/08/2014	1034002	30/09/2014	9	22	
July 2014	2014	01/07/2014	31/07/2014	1029754	30/08/2014	9	22	
June 2014	2013	01/06/2014	30/06/2014	1027634	30/07/2014	9	22	
May 2014	2013	01/05/2014	31/05/2014	1025187	30/06/2014	9	22	

## Month Tasks

This can be used for scheduling tasks that should be done on a monthly basis. The schedule will identify the task and the date it's expected to be done. Vision payroll will then do a reminder about this when you load the payroll. If the task is to be repeated for every month, then use the option for repeat.



Upon loading of Vision Payroll, the task is displayed as a reminder. This will depend on the date of the task scheduled and also if it is linked to a specific user at the time of defining it.



If the task has been completed, the done button can be used to update the task. The repeat option can also be updated at this point. Note that if the task was assigned to a specific user, then other users will not be able to see or update the task when they login into the system.



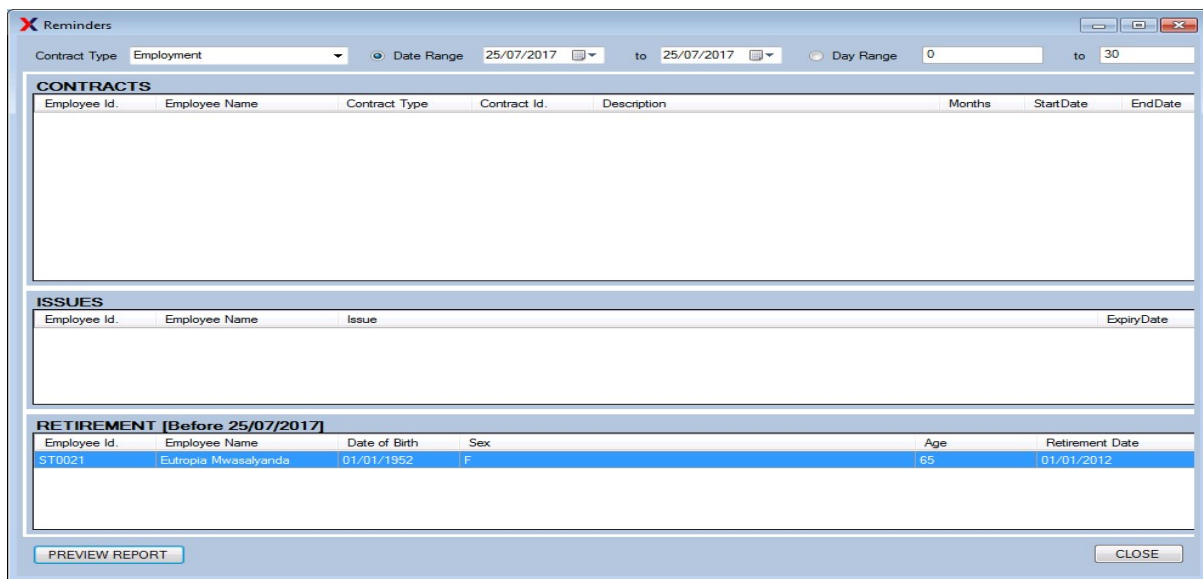
## REPORTS MENU

This shows a list of items that will help the user get information already entered in the system.

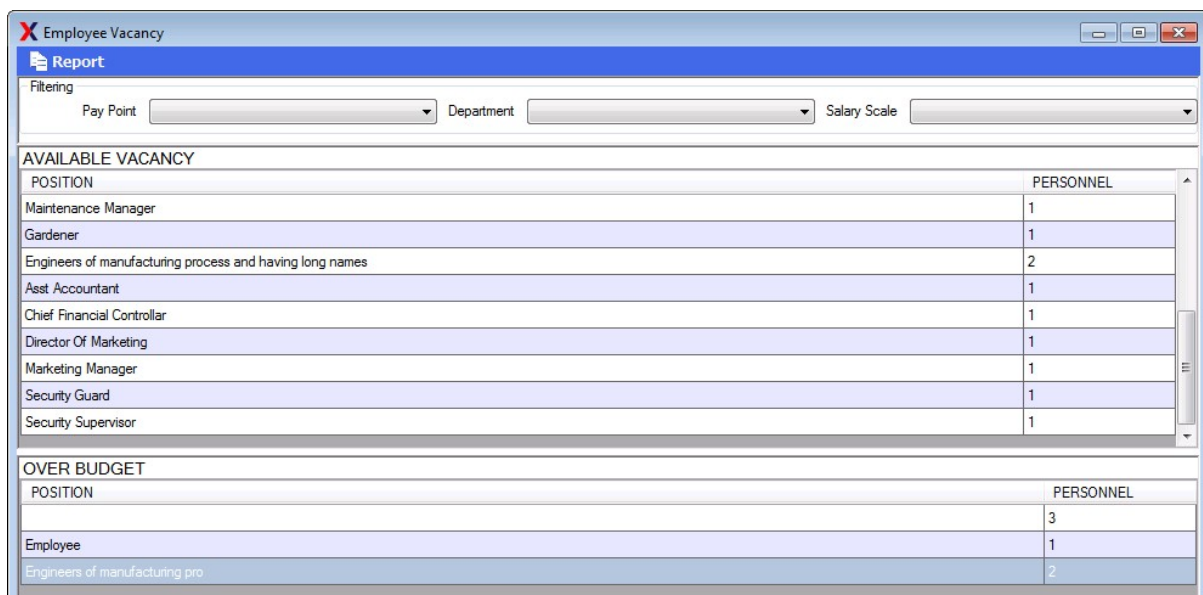
The menu includes:

**Report selector** - shows the environment where you can select the various reports in the system (see Reports section for more details).

**Reminder** - shows the details of tasks that will require attention at a period in time such as contracts which are due to expire within a period of time. It also includes retirement information of employees. This is critical in knowing when employees are due for retirement and thus plans can be made on how to replace them or extend their stay for smooth transitions.



**Current status** - shows a list of positions that are available and those that have been over staffed based on the position budgeting defined. This is useful in maintaining productivity among the staff while ensuring the correct numbers of staff are employed in the company as defined in the available positions.



A report showing the budgeted positions and their current occupation is also available.

Company Budget - Actual Positions		Company Budget - Planned Positions	
rr rr		<b>Positions</b>	<b>Budgeted Personnel</b>
Patrick James		Accounts Clerk	1
Evans Wilfred		Administration Manager	1
Mlani Kikiuyu		Asst Accountant	1
Mwitta Makama		Chief Financial Controllar	1
Tom Mbaki		Director Of Marketing	1
Allan Mkwkabe		Electrician	1
x xx		Engineers of manufacturing process and having long names	2
<b>Accounts Clerk</b>		Gardener	1
Dominic Lydia		General Manager	1
<b>Administration Manager</b>		Human Resources Administrator	1
Lwitico Mwalugaja		Key accounts Manager	1
<b>Asst Accountant</b>		Maintenance Manager	1
Yona Damian Msanga		Managing Director	1
<b>Chief Financial Controllar</b>		Manufacturing Manager	1
Lusekelo Katamba		Marketing Manager	1
<b>Director Of Marketing</b>		Production Technician	4
Deogratias Leonidas		Sales & Marketing Manager	1
<b>Electrician</b>		Sales Representatives	3
Kemmy Wambura		Security	4
<b>Employee</b>		Security Guard	1
Tom Jones		Security Supervisor	1
<b>Engineers of manufacturing pro</b>			
Thomas James			
John Swai			
<b>Gardener</b>			
Mwetu Jonathan			
<b>General Manager</b>			
Upendo Mengele			
<b>Human Resources Administrator</b>			
Dotto Mokilli			
<b>Key accounts Manager</b>			
Eutropia Mwasalyanda			

Printed By: Guest, Date: 25 July 2017 22:19 ABE INNOVATION CONSTRUCTION CO.LTD - Company Budget - Planned Positions 1 of 1

Company Budget - Actual Positions	
rr rr	
Patrick James	
Evans Wilfred	
Mlani Kikiuyu	
Mwitta Makama	
Tom Mbaki	
Allan Mkwkabe	
x xx	
<b>Accounts Clerk</b>	
Dominic Lydia	
<b>Administration Manager</b>	
Lwitico Mwalugaja	
<b>Asst Accountant</b>	
Yona Damian Msanga	
<b>Chief Financial Controllar</b>	
Lusekelo Katamba	
<b>Director Of Marketing</b>	
Deogratias Leonidas	
<b>Electrician</b>	
Kemmy Wambura	
<b>Employee</b>	
Tom Jones	
<b>Engineers of manufacturing pro</b>	
Thomas James	
John Swai	
<b>Gardener</b>	
Mwetu Jonathan	
<b>General Manager</b>	
Upendo Mengele	
<b>Human Resources Administrator</b>	
Dotto Mokilli	
<b>Key accounts Manager</b>	
Eutropia Mwasalyanda	

# VISION HUMAN RESOURCES (HR)

## Introduction

Human Resources are the people who make up the workforce of an organization and maybe categorized to belong to different levels and also be grouped into what are referred to as departments. Thus a Human Resource Management system is a software that is used to manage a company/organizations' workforce. It is designed to maximize employee performance in service of an employer's strategic objectives.

Vision HR provides for an easier and quick ways to update such information and provide them in a specific format when required.

A separate license is required from Exact Software LTD to access this module.

The following functionalities can be performed in the Vision HR module.

## Leave Management

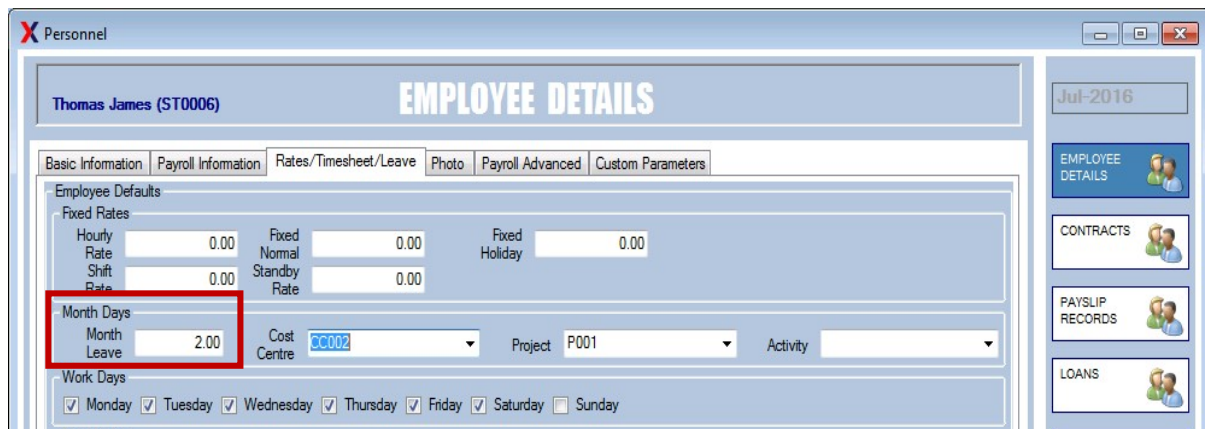
This functionality is used for managing the leave information of an employee. In every organization, there exists a policy/agreement on how many leave days an employee is entitled to in a given year. This as a result can be used to obtain how many days an employee is entitled to for every payroll month.

Vision Payroll & HRM provides for two different ways of adding annual leave days to an employee:

- Monthly leave allowance
- Other additional leave allowances

### Monthly leave allowance

In this method, you are required to set a monthly allowance. This is the amount of leave each employee is entitled to on a monthly basis. i.e. If an employee is entitled to 24 days of annual leave, then his monthly allowance would be 2 (24 days divided by 12 months). As it is not always the case that each employee will be given the same amount of Annual leave, this allowance must be entered for each individual employee in the employee card as shown below:



This would then result to an automatic addition of two days to employees leave days wherever the payroll is posted.

### Other additional leave allowances (Leave Adjustment)

This method can be used in a number of ways for example, entering the opening balance for an existing employee, adding extra days for employees who have earned additional days or for simply manual entries of Annual leave.

To use this method, go to the Main Menu, select Personnel and Select the desired employee then click on Leave. Click on the button adjust balance.

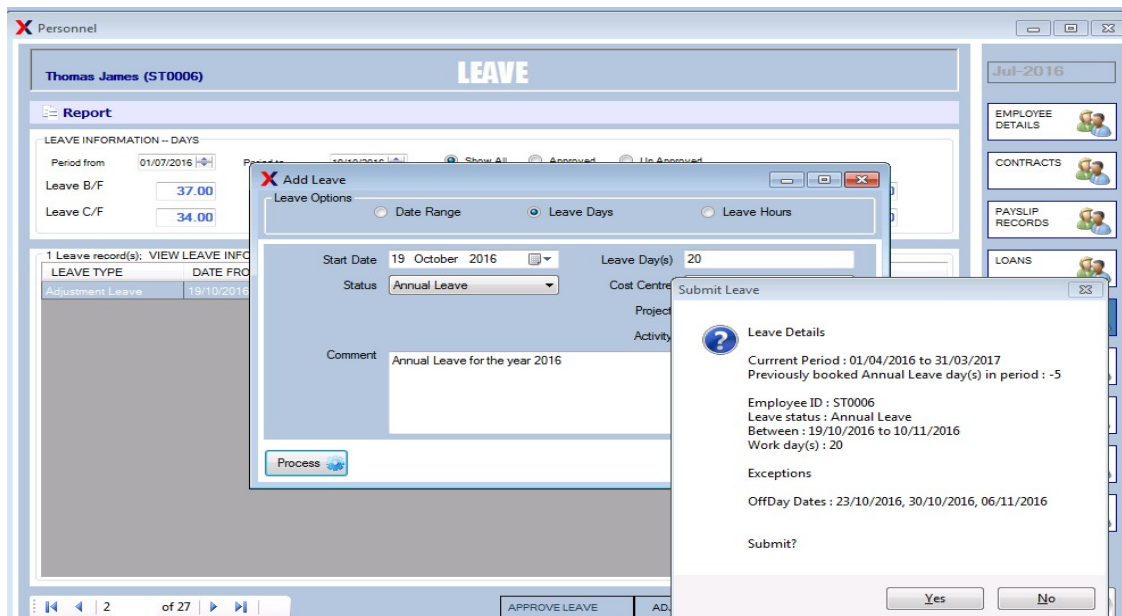
This provides for a screen which can be used for adjusting the leave days either by adding or deducting the leave days as necessary.

Use the process button to accept the adjustment as entered.

### Leave Recording (Adding Leave)

Once an employee has earned annual leave, information regarding when the days were taken can be entered. This along with other leave, such as Sick, Maternity, Study, Unpaid or any other Special leave can be recorded for reporting purposes. In the same way, leave can be scheduled for future months. It should be noted that leave records can only be confirmed in the current payroll month. Scheduled records should be confirmed as and when the actual time comes around. The leave information can be entered by using the start date of the leave and then specifying the end date of the leave. The system will automatically calculate the number of days for the leave excluding the non working days (please refer to the working days in the employee card).

Alternatively, the start date can be entered after which use the option for the days and the system will automatically work out the end date taking into consideration the employee's off days.



Current leave summary information is provided by the system notifying the operator the already scheduled leave information in the current period.  
A leave confirmation slip is printed in two copies (Employee and employer copy) which are then signed off by the employee and a copy kept by the HR department for future use.

LEAVE CONFIRMED - [VISION SALARIES]

email

1 of 1 100% Find | Next

---

**Leave Confirmation (Employee Copy)**

<b>Employee ID</b>	ST0006	<b>Leave ID</b>	20
<b>Full Name</b>	James Thomas	<b>Pay Point</b>	Head Office
		<b>Department</b>	Security Department
<b>Leave Type</b>	Annual Leave	<b>Work Days</b>	1.00
<b>Date From</b>	19/10/2016	<b>Date To</b>	19/10/2016
<b>Comments</b>	Annual Leave for the year 2016		

---

**Employer** \_\_\_\_\_ **Employee** \_\_\_\_\_

---

**Leave Confirmation (Employer Copy)**

<b>Employee ID</b>	ST0006	<b>Leave ID</b>	20
<b>Full Name</b>	James Thomas	<b>Pay Point</b>	Head Office
		<b>Department</b>	Security Department
<b>Leave Type</b>	Annual Leave	<b>Work Days</b>	1.00
<b>Date From</b>	19/10/2016	<b>Date To</b>	19/10/2016
<b>Comments</b>	Annual Leave for the year 2016		

The employees leave history is automatically updated by this leave given to an employee.

**Personnel** Jul-2016

**Thomas James (ST0006)** **LEAVE**

**Report**

**LEAVE INFORMATION - DAYS**

Period from: 01/07/2016 | Period to: 19/10/2016 |  Show All |  Approved |  Un Approved

Leave B/F: 37.00 | Leave earned: 2.00 | Leave taken: 1.00 | Other days taken: 0.00

Leave C/F: 33.00 | Adjustment days: -5.00 | Leave scheduled: 19.00 | Other days scheduled: 0.00

2 Leave record(s): VIEW LEAVE INFORMATION - double click to edit / delete key to delete current selected leave

LEAVE TYPE	DATE FROM	DATE TO	WORK DAY(S)	CONFIRMED	COMMENTS
Adjustment Leave	19/10/2016	19/10/2016	-5.00	Confirmed	Absent without permission
Annual Leave	19/10/2016	19/10/2016	1.00	Confirmed	Annual Leave for the year 2016

Navigation: 2 of 27 | APPROVE LEAVE | ADJUST BALANCE | ADD LEAVE | BACK | CLOSE

The employee leave summary is displayed at the top of the form thus showing employees leave balance and the scheduled leave as per the selected date range.

### Employee leave History

The report which can be obtained by selecting the first option from the reports button shows the analysis of employees leave history from the time they were entered in the payroll.

			Balance for 2013-14	5.00	
			Running Balance	5.00	
2014-15			Leave earned	20.00	
	June		Annual Leave	17 Jun 2014 17 Jun 2014	1.00 Day off
			Balance for 2014-15	19.00	
			Running Balance	24.00	
2015-16			Leave earned	20.00	
	June		Annual Leave	29 Jun 2015 30 Jun 2015	2.00 Leave taken
	October		Adjustment Leave	23 Oct 2015 23 Oct 2015	-10.00 Adjust Leave down
			Adjustment Leave	23 Oct 2015 23 Oct 2015	2.00 Adjust Leave Up
	November		Annual Leave	10 Nov 2015 11 Nov 2015	2.00 I would like to take 2 days for a family celebration
			Balance for 2015-16	8.00	
			Running Balance	32.00	
2016-17			Leave earned	7.00	
	October		Adjustment Leave	19 Oct 2016 19 Oct 2016	-5.00 Absent without permission
			Annual Leave	19 Oct 2016 31 Oct 2016	11.00 Annual Leave for the year 2016
	November		Annual Leave	1 Nov 2016 10 Nov 2016	9.00 Annual Leave for the year 2016
			Balance for 2016-17	-18.00	
			Running Balance	14.00	
<b>Other leave</b>					
Leave Year	Month	Leave Type	Start Date	End Date	Days Comments
2014-15	April	Special Leave [Compassionate]	23 Apr 2014	24 Apr 2014	2.00 attend fathers funeral
					Balance for 2014-15 2.00
					Running Balance 2.00

Printed By: Guest, Date: 19 October 2016 16:20 AAB INNOVATION CONSTRUCTION CO LTD - LEAVE ANALYSIS 1 of 1

### HR Leave Types Setup

- The HR module allows you to define different types of leave which will then be attached to the employee during leave scheduling.
- In HR menu, select employee leave menu. Select setup from the top of the window.
- All the existing Leave definitions will be displayed.
- To add a new leave type, in the last row of the form enter the code of the leave and a description for it
- It is advisable to use the option of IS SYSTEM so as to enable the system to control the leave details once assigned to an employee.
- Any leave type that is no longer required can be ISBLOCKED by using the block option.

CODE	DESCRIPTION	IS BLOCKED	IS SYSTEM
1	On Post	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Adjustment Leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Un-Paid Leave [Absent]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Annual Leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Sick Leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Maternity Leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Paternity Leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Study Leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Special Leave [Compassionate]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Public Holiday	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Government Special Days	<input type="checkbox"/>	<input type="checkbox"/>
*		<input type="checkbox"/>	<input type="checkbox"/>

### Entering Leave Records via HR Module

Once an Employee has earned annual leave, information regarding when the days were taken can be entered. This along with other leave, such as Sick, Maternity, Study, Unpaid or any other Special leave can be recorded for reporting purposes. In the same way, leave can be scheduled to be utilized in future months.

It should be noted that leave records can only be confirmed in the current payroll month. Scheduled records should be confirmed as and when the actual time comes around. Leave records can be entered by selecting Leave record from the Main menu Human Resource. Select the desired employee and then click on the button add leave. A pop up form to enter the leave records will appear as seen below. Select the desired leave the from the Leave id. Select the Date From and then the date to (remember that leave records cannot overlap any payroll month), the system will automatically calculate the number of workdays.



Note that in HR module, leave can be scheduled for multiple employees whereas in the payroll under the personnel section, it is only possible to schedule leave on an individual basis.

**Editing leave records**

Once a leave record has been entered, it is displayed in the lower list box on the leave record form. Here records can be edited by double clicking on the entry. Note. Once the payroll month has been posted, no further editing is allowed. If for any reason a record needs to be deleted, enter the record for editing and then click on the Delete button. Note that leave will only be available in this screen if their start dates are within the payroll month.

Employee ID	Employee Name	Leave Type	Date From	Date To	Work days	Confirmed	Comments	Booking Month
St0013	Kassian Peter	Annual Leave	20/03/2017	24/03/2017	-1.00	Scheduled	Advance Leave Requ...	Mar-2017
St0014	Phillip Peter	Annual Leave	20/03/2017	24/03/2017	1.00	Scheduled	Advance Leave Requ...	Mar-2017
St0002	Paschal Devota	Annual Leave	01/02/2017	03/02/2017	1.00	Scheduled	leave request	Feb-2017
St0002	Paschal Devota	Annual Leave	31/01/2017	31/01/2017	-1.00	Confirmed	leave request	Jan-2017
St0003	Ndimbo David Peter	Adjustment Leave	31/12/2016	31/12/2016	5.00	Confirmed	addition	Dec-2016
St0010	Lydia Dominic	Adjustment Leave	08/10/2015	08/10/2015	2.00	Confirmed	add	Oct-2015
ST0006	James Thomas	Adjustment Leave	30/09/2015	30/09/2015	-25.00	Confirmed	Adjustment	Sep-2015
000001	Jones Tom	Annual Leave	10/07/2015	14/07/2015	-3.00	Confirmed	leave	Jul-2015
000001	Jones Tom	Adjustment Leave	07/07/2015	07/07/2015	-6.00	Confirmed	nil	Jul-2015
000001	Jones Tom	Adjustment Leave	07/06/2015	07/06/2015	8.00	Confirmed	Adjustment on leave d...	Jun-2015
ST0006	James Thomas	Adjustment Leave	30/04/2015	30/04/2015	-53.00	Confirmed	yy	Apr-2015
ST0007	Mokilli Dotto	Adjustment Leave	05/04/2015	05/04/2015	-5.00	Confirmed	uu	Apr-2015
ST0006	James Thomas	Adjustment Leave	01/04/2015	01/04/2015	25.00	Confirmed	fff	Apr-2015
st0087	Lucas Mhuvile	Annual Leave	01/01/2015	30/01/2015	-21.00	Confirmed		Jan-2015
st0087	Lucas Mhuvile	Annual Leave	05/01/2015	05/01/2015	-1.00	Confirmed	tttt	Jan-2015

A leave confirmation report for the scheduled leave can be printed by right clicking at the intended leave for a print sub-menu as seen above.

### Scheduled leave

Leave that has not been confirmed is considered as scheduled leave. That means that for reporting purposes it is possible to store “Planned leave”. Such leave must be confirmed at the time it is taken. If it is not confirmed before posting the Payroll Month, it has been scheduled for; it will automatically be discarded when the payroll is posted.

Leave overview report will show the scheduled leave for all the employees with leave details.

LEAVE OVERVIEW - Oct-2016 - [VISION SALARIES]

email

1 of 1 | 100% | Find | Next

### LEAVE OVERVIEW - Oct-2016

Oct-2016

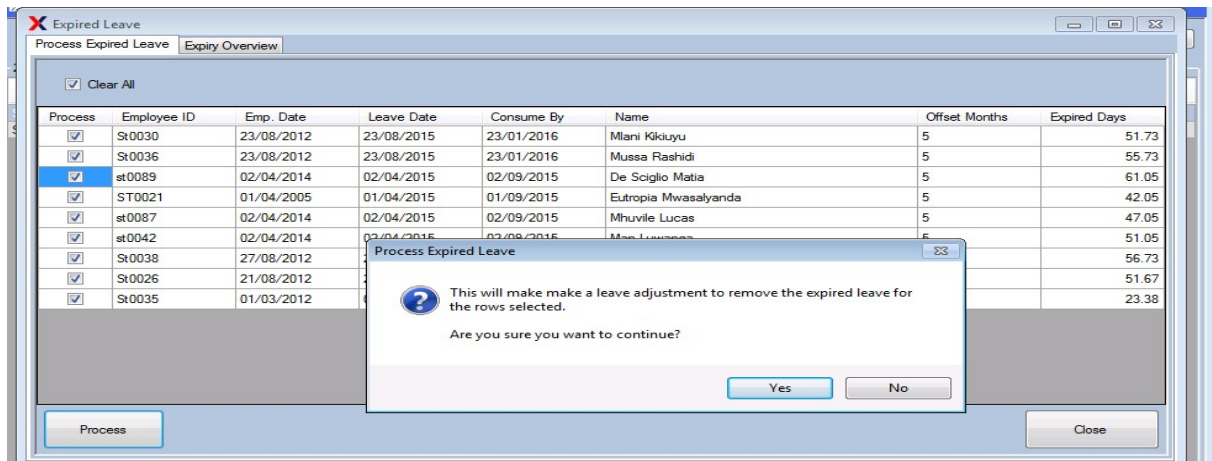
EMPLOYEE NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Activated Mode																															
Thomas James																															
Dotto Mokilli																															
Dominic Lydia																															
Lwitico Mwalugaja																															
David Mwandambo																															
Peter Kassian																															
Peter Phillip																															
James Mwakisyala																															
Upendo Mengele																															
Edward Patson																															
Hassan Nurath																															
David Minja																															
Michael Juan																															
Eutropia Mwasalyanda																															
Kemmy Wambura																															
Mwitta Makama																															
Peter John																															
Mlani Kikiuyu																															
Mahimu Maajabu																															
Mussa Rashidi																															
Mwikwabe Mwita																															
Man Luwanga																															
Mhuvile Lucas																															
De Sciglio Matia																															
Tom Mbaki																															
John Swai																															

LEGEND: Days - Mon-Fri, Days - Sat-Sun, Annual Leave, Sick Leave, Maternity Leave, Paternity Leave, Study Leave, Special Leave [Compassionate], Public Holiday, Un-Paid Leave [Absent]

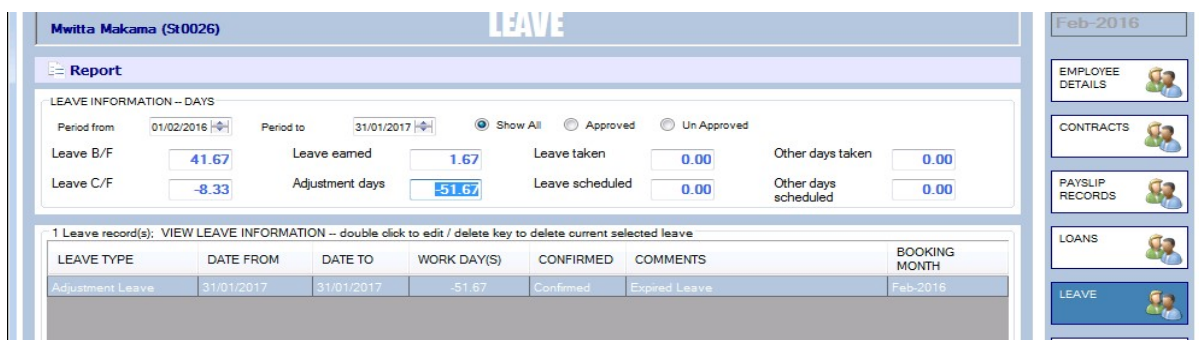
Printed By: Date: 20 October 2016 10:56 AAB INNOVATION CONSTRUCTION CO LTD - LEAVE OVERVIEW - Oct-2016 1 of 1

### Expired Leave

These are leave balances that have not been taken from the date the leave is due to the end of the offset month (as specified in the defaults setups). These days will need to be forfeited by the employee and thus will be written off.



By processing the expired leave days, the employee leave balance is adjusted with the expired days as shown in the example screen below:



A leave consumption overview can be previewed by looking at the expiry overview screen as seen below.

**LEAVE EXPIRY**

Employee ID	Name	Leave Date	Month Offset	Earned to Leave Date	Earned in Leave Period	Taken in Leave Period	Taken to Date	Remaining Days	Consume By
000001	Tom Jones	01/01/2016	5	18.10	18.10	-3.00	-9.00	9.10	01/06/2016
000001	Tom Jones	01/01/2017	5	22.70	4.60	0.00	-9.00	4.60	01/06/2017
St0001	Patrick James	01/01/2015	5	20.17	20.17	0.00	0.00	20.17	01/06/2015
St0001	Patrick James	01/01/2016	5	42.17	22.00	0.00	0.00	22.00	01/06/2016
St0001	Patrick James	01/01/2017	5	45.83	3.67	0.00	0.00	3.67	01/06/2017
St0002	Devota Paschal	01/01/2015	5	20.17	20.17	0.00	0.00	20.17	01/06/2015
St0002	Devota Paschal	01/01/2016	5	42.17	22.00	0.00	0.00	22.00	01/06/2016
St0002	Devota Paschal	01/01/2017	5	45.83	3.67	0.00	0.00	3.67	01/06/2017

## Employee Update

This is a very powerful, multi-functional form that can be used for appraisal and also changing employees' positions.

The following can be done in the Employee Update screen

- Appraisals
- Change of position
- Change of department
- Change of pay point
- Change of salary

Appraisals are done within some specified time frame depending on the setups done in the defaults whereas other changes can be done at any time.

Employee whose details are to be changed (Appraisal/Other changes) is selected by using the select button and then selecting them from the employee list provided.

These changes made are recorded and a report can be viewed in future to show the changes that have been done to an employee over a given period of time. The appraisal history will detail such changes per given employee.

From the employee added list, select one employee after another as you make the necessary changes.

### Change Base

Select the type of view that you wish to use when making salary changes to an employee. Basic amount will be used when you want the changes to be based on the employee’s basic salary.

Gross to amount is applicable when you want to change the employee’s salary but you want to enter the employees gross amount and the system will recalculate backwards to get the actual basic salary. The budgeted gross will include all other overhead expenses such as the employer’s social security contributions, the worker’s compensation funds.

Net amount is used if you want to enter the actual take away salary that the employee will get and the system will recalculate backwards to get the basic salary that will amount to the entered net salary after all the deductions have been done.

### Change Type

This specifies the mode in which you want to make the employee’s salary changes. Percentage will increase/decrease the employee’s salary based on the percentage value entered. New amount will completely replace the previously existing value. Increment will create an additional amount to the existing original value. Salary scale will change the salary based on the predefined scales at the setups (refer to scale settings in the setups).

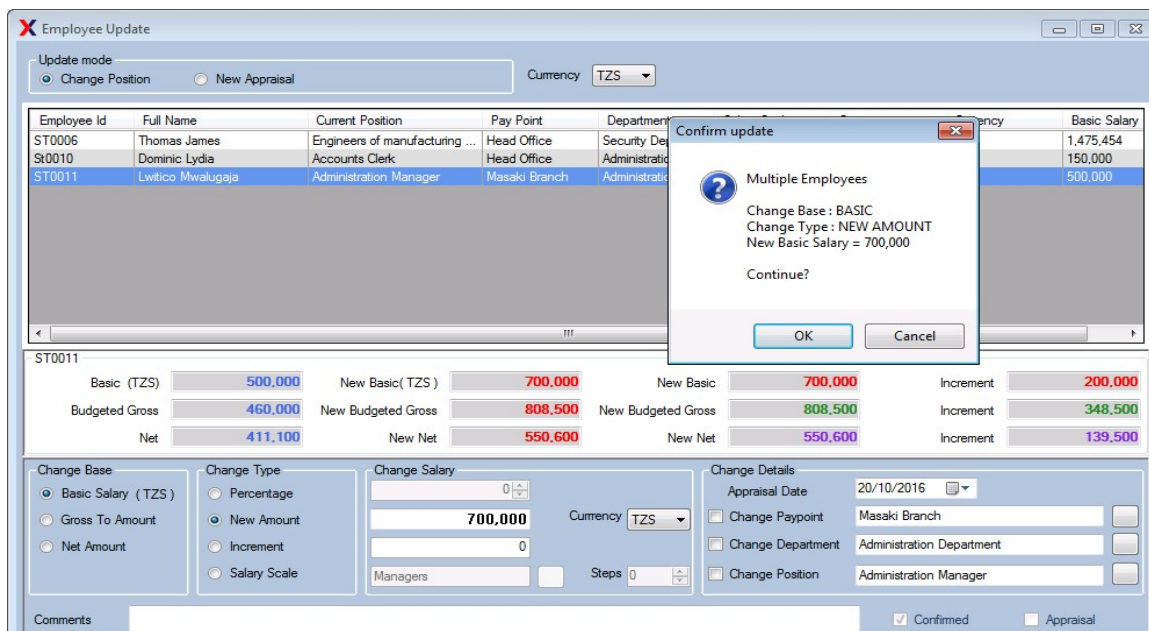
### Change Salary

This is the actual value that is supposed to be affected during the changes specified. Each field is enabled based on the change type selected.

### Change Details

These are other details that can be changed when making updates to an employee.

Once all the details have been entered as expected, the process button is used to effect the changes. A confirmatory message is produced and if accepted then the update will be done.



If the entered details are not to be effected, then use the cancel button to clear all the details.

Note that you should always select on the correct currency so as to get the correct employees’ list for updates.

## Training

Employers constantly keep upgrading the skills of their employees via various training methods and institutions. These trainings have cost implications to the company and thus improved performance is expected from the employees.

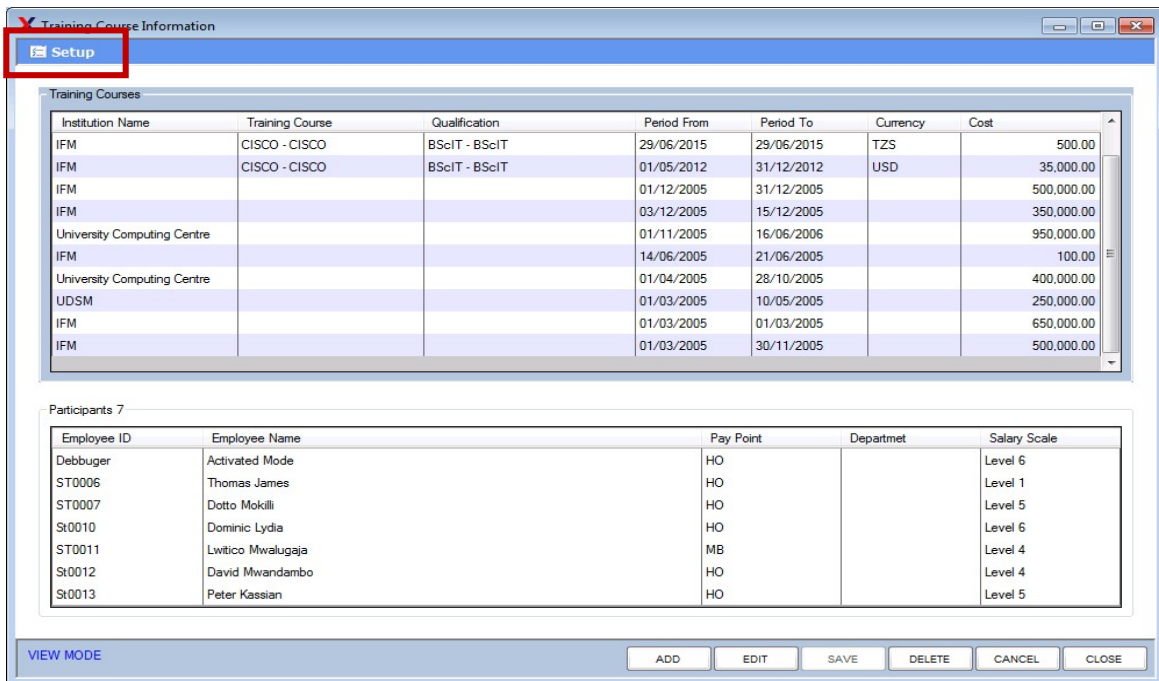
Vision HRM allows the storage of such information and their retrieval when required at any point in time. Vision HRM enables the user to add information about training courses and thereafter attach them to any employee who is involved in the training course.

A report showing such training costs can be produced which will show the cost of the employee in terms of training over a period of time.

### Training setups

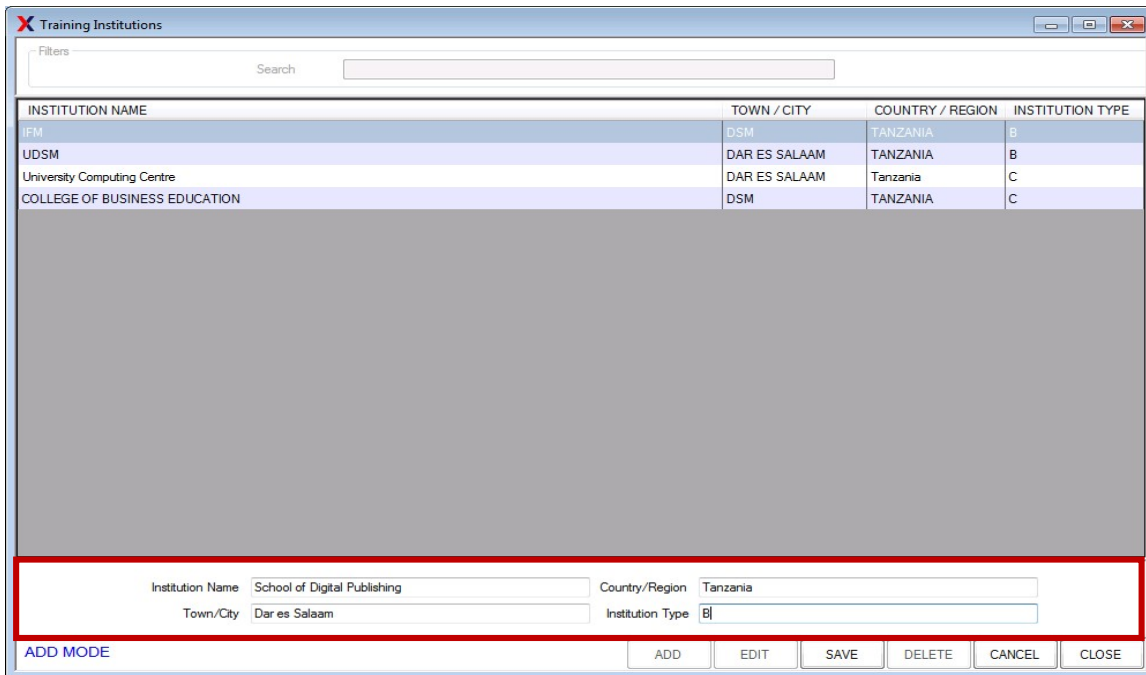
Before using the training institutions and the courses they offer, it is mandatory to define these institutions and the courses.

By using the setup button in the training courses screen, we are able to define the following:  
 Training institutions: these are the learning/training institutions that the employees attend the courses.



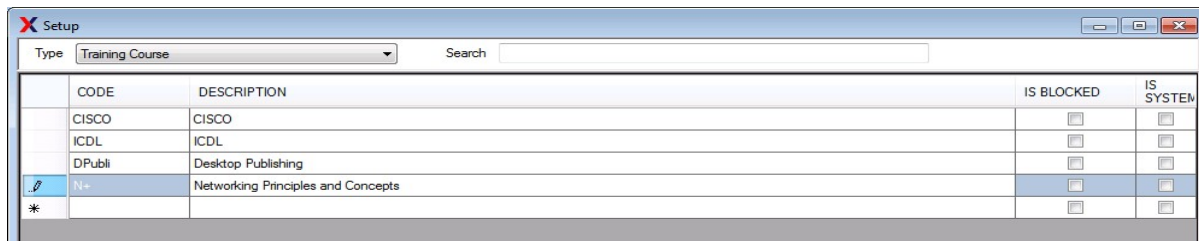
### Training institutions

These are set up in the system by entering the institution Name, the Town and country where it is located. The institution type is used for categorizing the institution based on the company/organization policies.



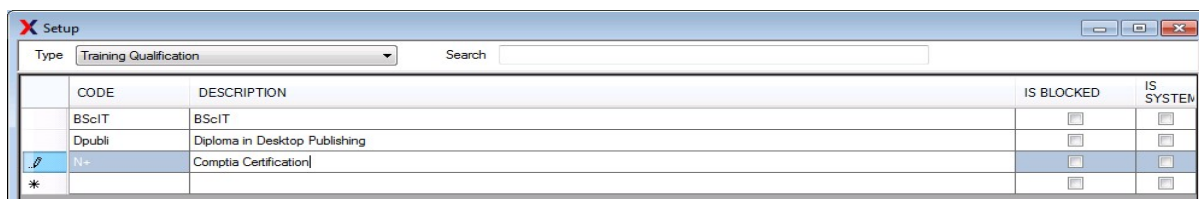
### Training Courses

These are the courses that are trained at the various training institutions. They reflect all the courses that will be available when adding courses to the employees. Add the training course at the last row in the grid provided.



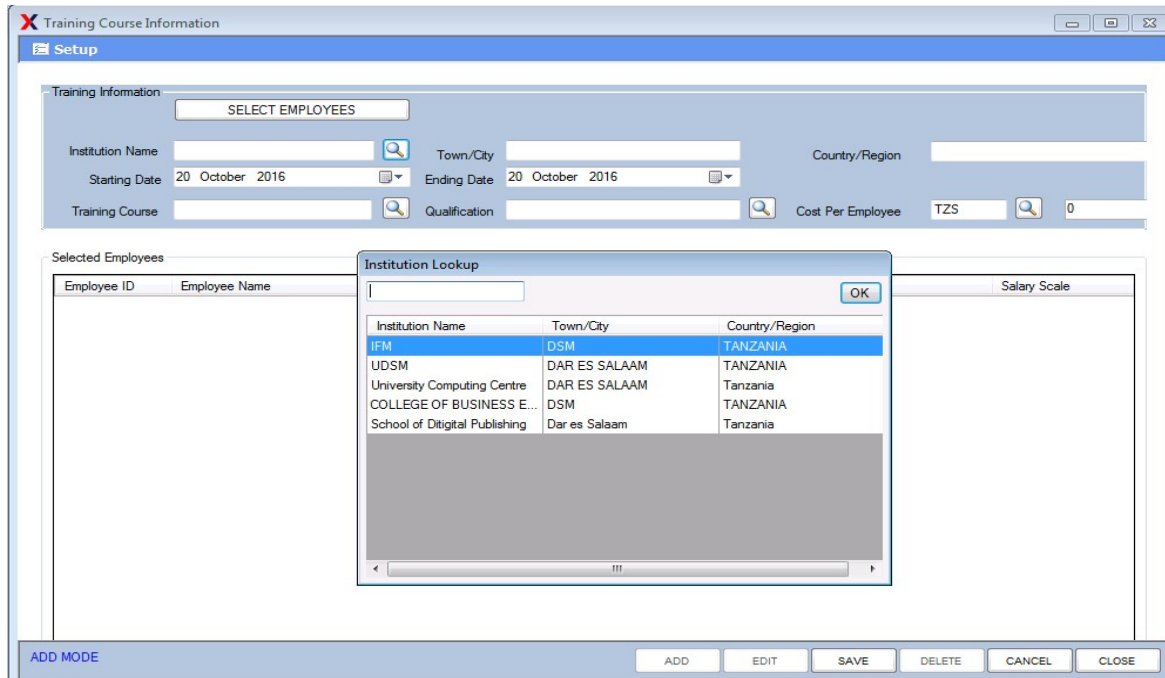
### Training Qualifications

After completion of any training course, the employee is expected to shall have attained a given qualification. These are defined first during the setups and finally attached to an employee when adding the training course to an employee.

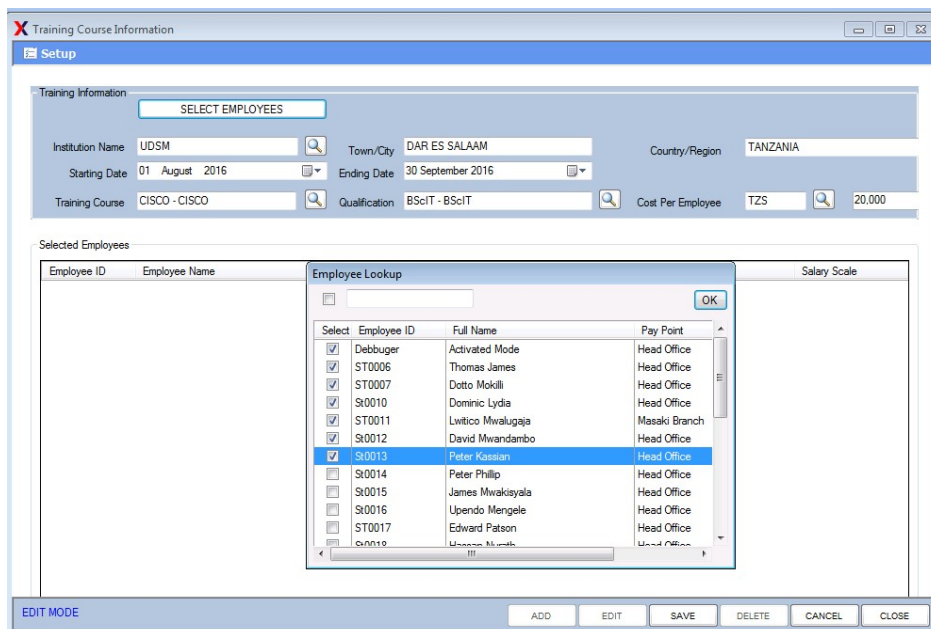


### Adding Training course to employees

Use the add button in the training course window. Details such as institution name, training course and qualifications are selected from a pre-entered list of data (see above setups how to define this information). Enter the cost of training per employee. Take note of the cost currency. Save the training course details entered.



Save the above details and then use the edit button to finally add the employees who attended this training course by using the select employee's button.





## Recruitment

This is the process of finding and hiring the best qualified candidates (from within or outside of an organization) for a job opening, in a timely and cost effective manner.

This process starts from placing a job advertisement and then receiving applications from applicants.

The process ends after the interview/selection is done and the suitable employee added to the payroll as an officially contracted employee in the institution.

### Recruitment Setup

Before making use of the process effectively, you need to do setups which will provide a structure to be used for entering specific details of the job and the applicants available for the advertised job.

The setups include:

### Positions

These are the job openings that are available and will be advertised for. The total number of positions available is entered also to ensure that the numbers required are obtained. This is also helpful when reporting on the staffing level of the company.

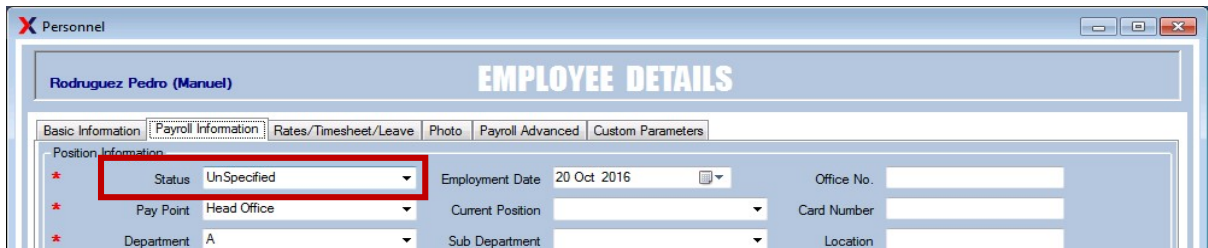
Budgeted Personnel	Positions	Blocked
1	Human Resources Administrator	<input type="checkbox"/>
1	Accounts Clerk	<input type="checkbox"/>
1	Administration Manager	<input type="checkbox"/>
1	Managing Director	<input type="checkbox"/>
1	General Manager	<input type="checkbox"/>
1	Manufacturing Manager	<input type="checkbox"/>
4	Production Technician	<input type="checkbox"/>
1	Sales & Marketing Manager	<input type="checkbox"/>
3	Sales Representatives	<input type="checkbox"/>
1	Key accounts Manager	<input type="checkbox"/>
4	Security	<input type="checkbox"/>
1	Maintenance Manager	<input type="checkbox"/>
1	Electrician	<input type="checkbox"/>
1	Gardener	<input type="checkbox"/>
2	Engineers of manufacturing process and having long names	<input type="checkbox"/>
1	Asst Accountant	<input type="checkbox"/>
1	Chief Financial Controller	<input type="checkbox"/>
1	Director Of Marketing	<input type="checkbox"/>
1	Marketing Manager	<input type="checkbox"/>
1	Security Guard	<input type="checkbox"/>
1	Security Supervisor	<input type="checkbox"/>
1	Business Development Manager	<input type="checkbox"/>
*		<input type="checkbox"/>

ADD/EDIT MODE SAVE

Add the available position at the last row in the grid provided and save.

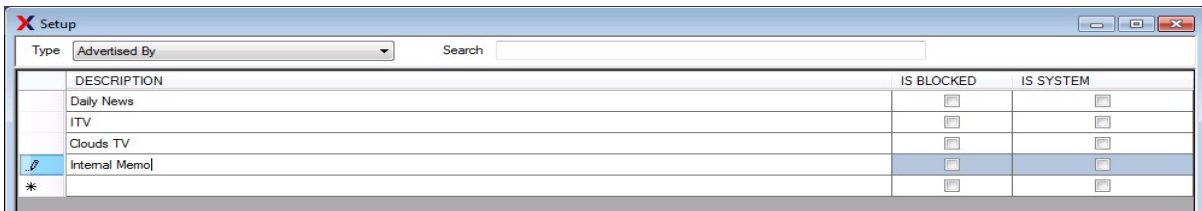
### Applicants

These are the list of individuals who have been shortlisted for considerations for the vacant position. These are entered in Vision software like we do to other employees (see chapter on employee definition) but the only difference is that their status is left to unspecified because they are yet to undergo a process before their final status is known.



### Advertised By

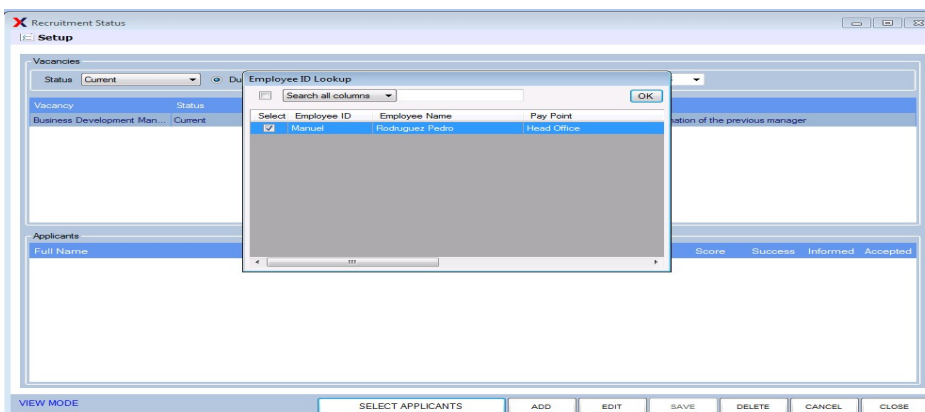
These are the means to be used by the company to make it known to the potential applicants of the availability of positions in the company. They can be public or internal as opted by the institution. Define all the possible advertising firms before they can be attached to the job advertisement.



Add the means of advertisement at the last row in the grid provided and save.

### Recruitments

- Once all the recruitment parameters have been set, you can easily add applicants to the vacant position in readiness for the interview. Follow below steps to complete the process.
- In Human Resources module select Employee Recruitment
- Click on ADD button and fill in all the vacancy information on the specified fields and save.
- Click on the SELECT APPLICANTS button and add the applicants who have applied for the selected position. Note that only those with unspecified status will appear in the list.

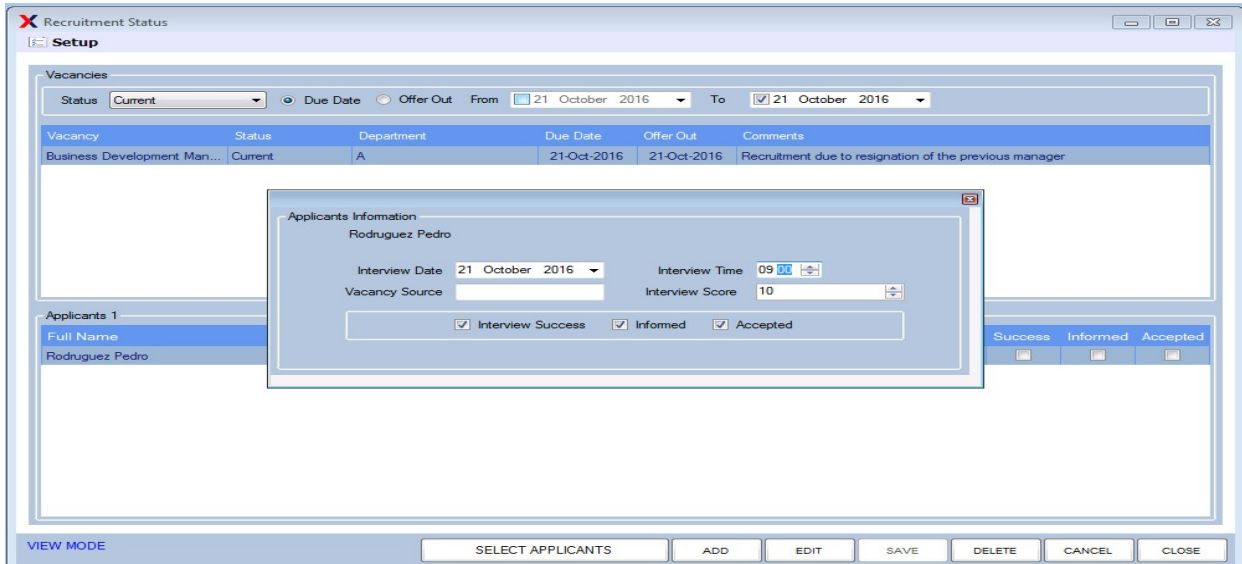


Entering

### Interview Information

Double click on any applicant and enter the interview information including date scheduled and time taken.

If the Applicant has succeeded in the interview and is ready to be hired, check all the checkboxes (Success, Informed, and Accepted) and Go to his employee card and set his status to be ONPOST.



## Change Status

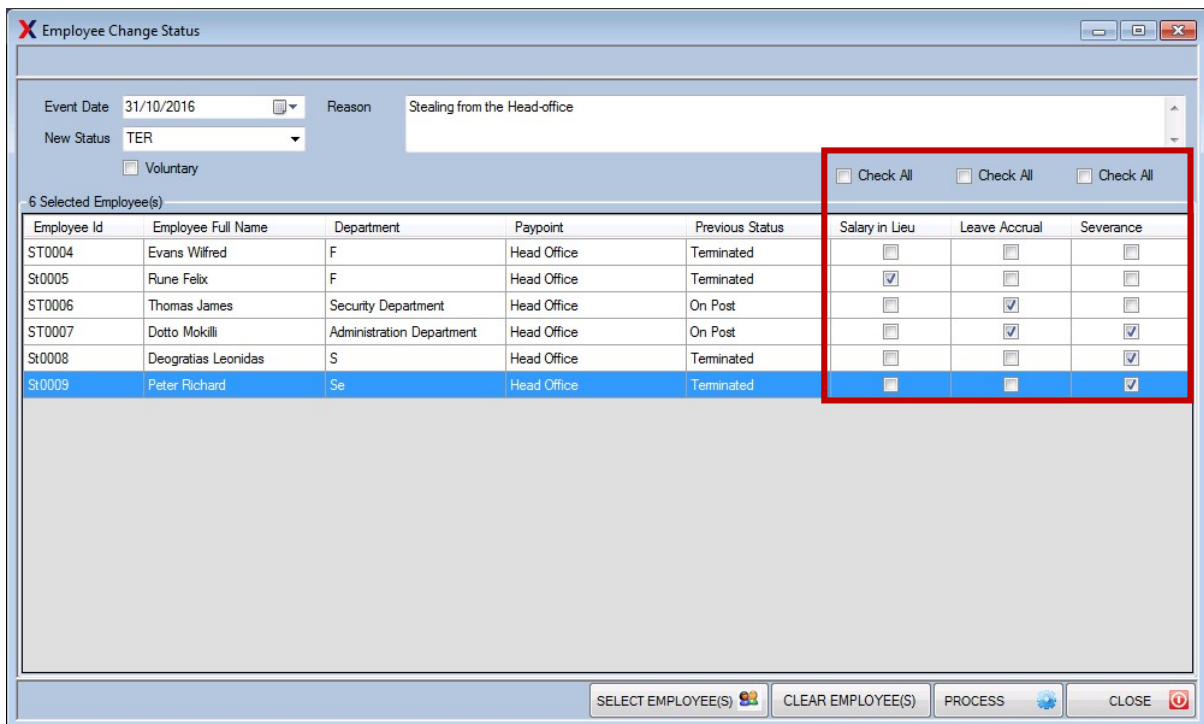
In Vision Payroll & HRM, an employee can be assigned to any of the existing status which in turn will have an implication on how they are paid at the end of the month. Refer to personnel definition for meaning of various statuses found in Vision.

### Changing Status

There are two ways on how an employee’s status can be updated / changed.

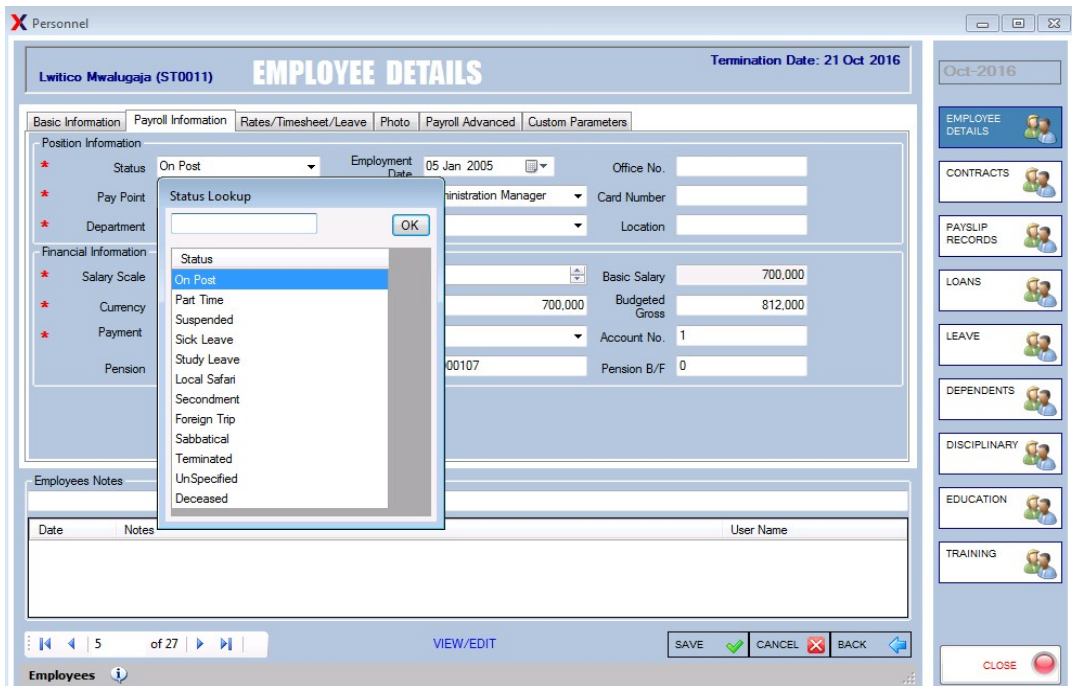
#### 1. From HR Module

- In HR module, select Change Status option.
- Enter the event date and select the status required from the provided dropdown list.
- Enter the reason for changing the status.
- Use the select employee button to specify those whose status is to be changed.
- If the reason is voluntary, use the voluntary option provided.
- Also indicate whether the employee(s) is subject to payment if salary in Lieu, the leave accrued and severance payments.
- Process the changes to update the status.
- Note that this is a better way of changing the status if its applicable to several employees. This feature is only available if you have the HR license from Exact Software LTD.

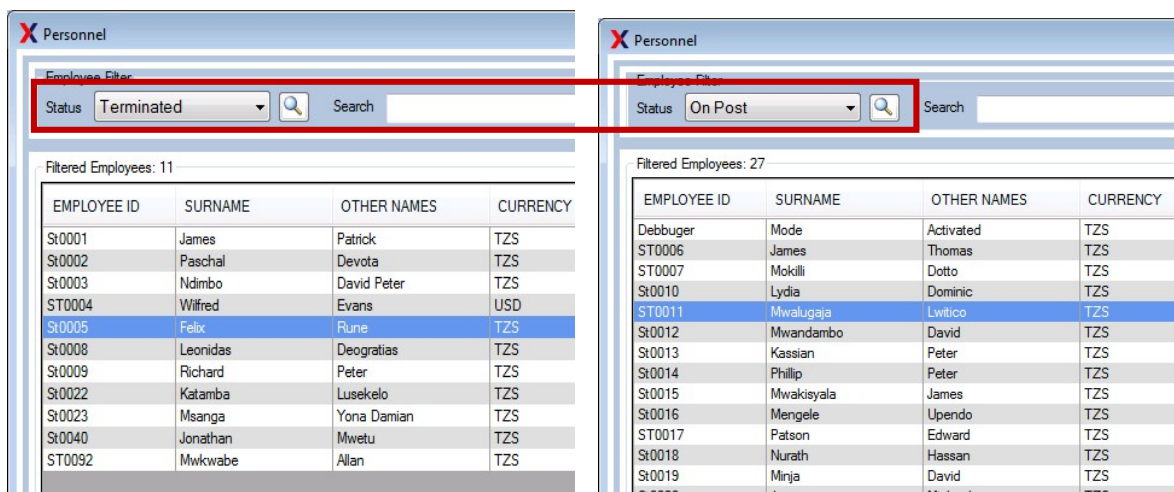


## 2. From employee Card

- In this method, the employee whose status is to be changed is selected from the list of employees.
- Open the details of the employee by double clicking or Clicking on View/Edit or Clicking employee Details at the employee.
- In the payroll tab, select the status as required.
- Enter the reason and date of the update when prompted.
- Save to update the changes.



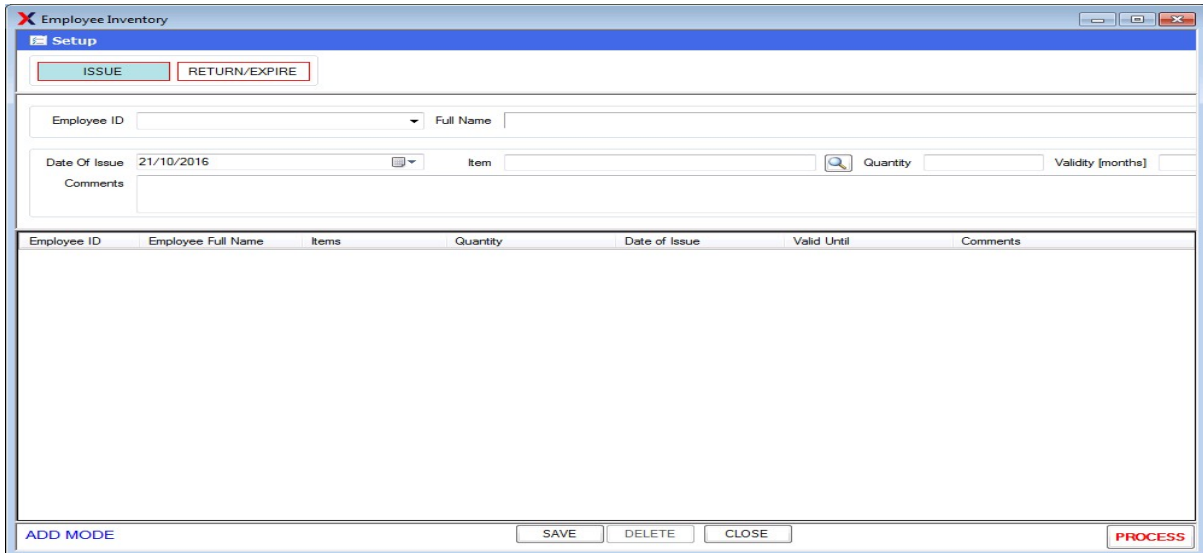
By using the status of the employees, one can produce a list of the employees that is reduced and specific to the user requirement.



## Inventory

Employee inventory is used for assigning company’s properties to an employee so that the company is aware of who has any property at any point of time. It is also useful when an employee is leaving the company and there is need to surrender such property as it saves management time since everything is recorded in the system. Also creates the sense of responsibility among the employees such they have been officially assigned such property.

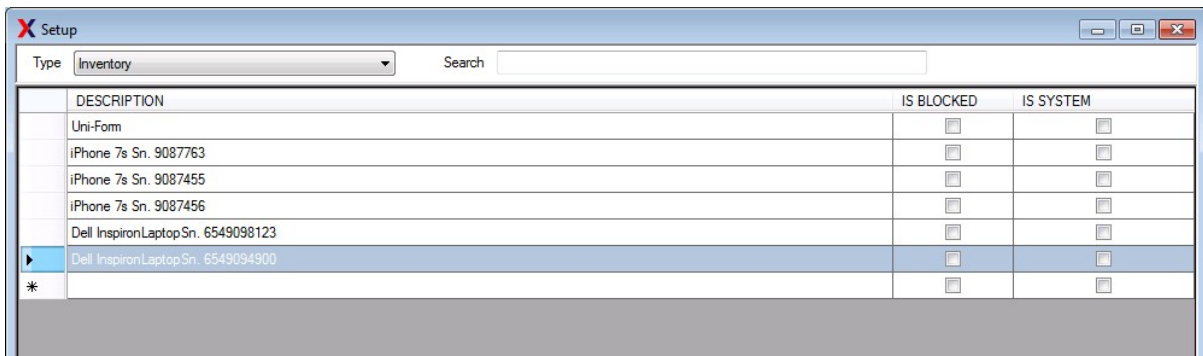
Use the Inventory option in the HR module.



### Inventory setup

Before assigning an inventory to an employee, the inventory needs to be entered in the system.

Use the setup button at the top of the form to enter the various inventories that will be assigned to employees.



Add the inventory at the last row in the grid provided and save.

### Issuing Inventory to Employees

Once defined, inventories can be assigned to existing employees. The quantity of the inventory assigned is entered and the assigned period specified.

Save the assigned inventory and finally process. Note that the assignment is done one at a time.

As you select the employee, the assigned inventories to them are displayed.

Process to accept the assignment(s).

Employee Inventory

Setup

ISSUE RETURN/EXPIRE

Employee ID: St0016 Full Name: Upendo Mengele

Date of Issue: 21/10/2016 Item: Dell InspironLaptopSn. 6549098123 Quantity: 1 Validity (months): 24

Employee ID	Employee Full Name	Items	Quantity	Date of Issue	Valid Until	Comments
St0016	Upendo Mengele	iPhone 7s Sn. 9087456	1	01/10/2016	01/10/2017	

ADD MODE SAVE DELETE CLOSE PROCESS

A printout is printed which is signed as a way of confirmation of the inventory received by the employee.

VISION SALARIES

email

1 of 3 100%

Employee ID St0016 Status

EmployeeName Upendo Mengele

Transaction ID 5 Issued

Items	Quantity	Issue Date	Return Date	Comments
iPhone 7s Sn. 9087456	1	10/1/2016	10/1/2017	

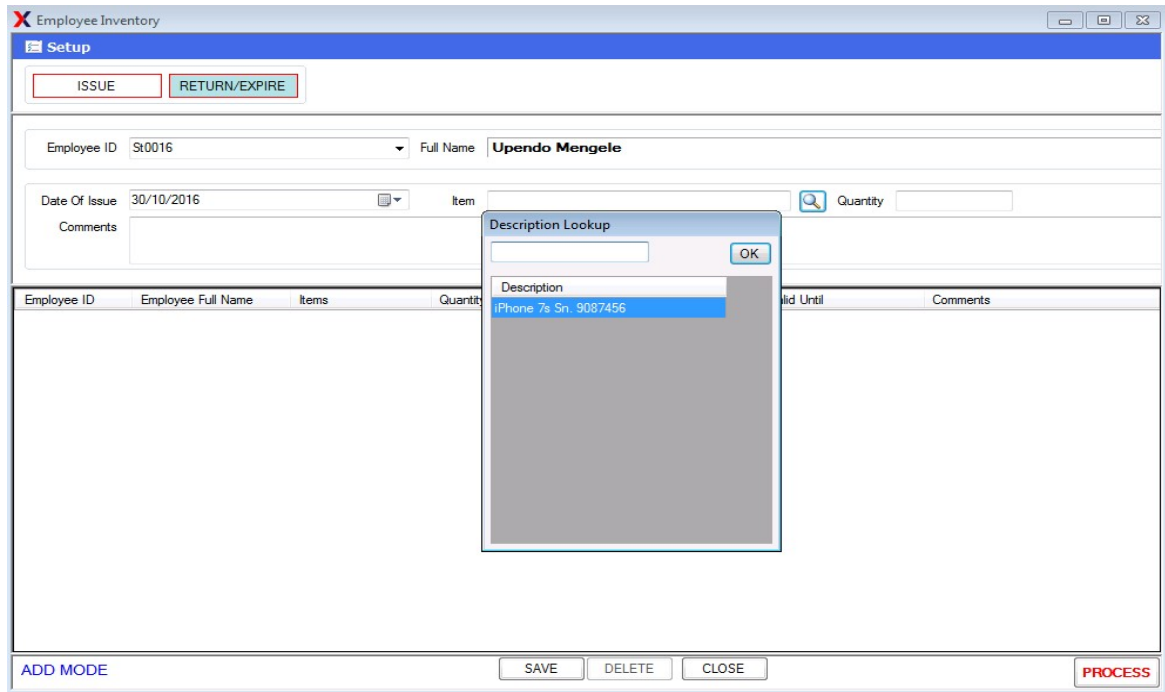
Authorised by \_\_\_\_\_ Received by \_\_\_\_\_

Returning Inventory by Employees

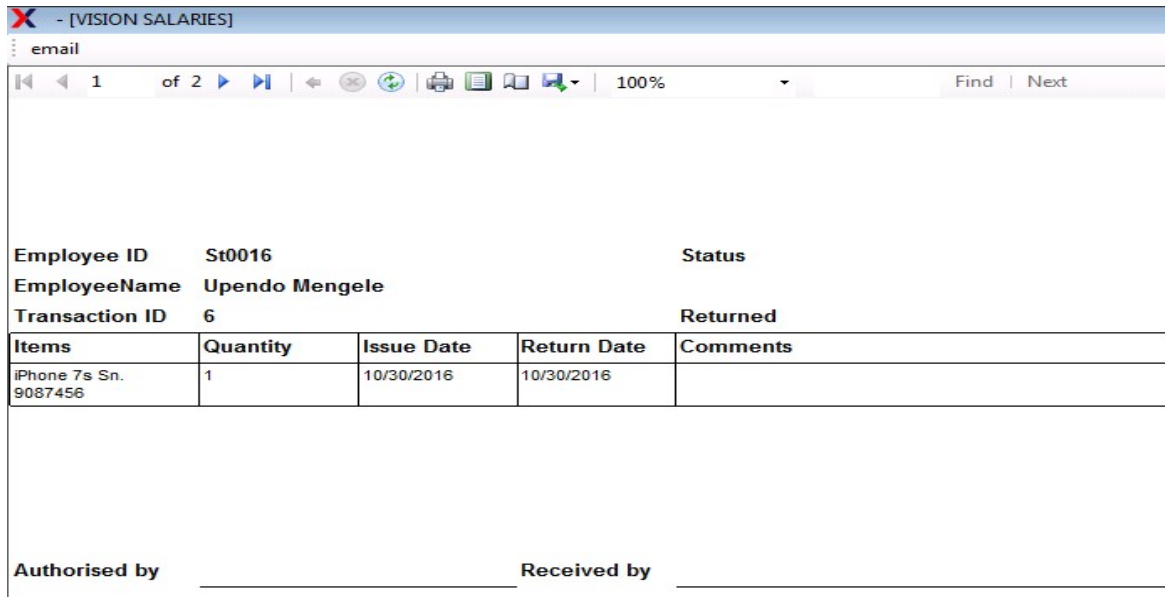
When the period of assignment is expired or at any time, the employee can return the assigned inventory.

Use the return/expire button to process the return.

Note that when an employee is selected, only items assigned to them earlier will appear in the items list as shown below.



A return note is equally printed to confirm the return.





Employee inventory details report will show the holdings of the inventory by the employees. In the report section, use the menu for employee inventory details in HR section to find the same report.

**Employee Inventory Details**

ST0006		Thomas James			
Item	Issue Date	Quantity	Return Date	Status	Comments
PHONE	22/02/2019	1	22/02/2020	Issued	
LAPTOP	22/02/2019	1	22/02/2020	Issued	

St0012		David Mwandambo			
Item	Issue Date	Quantity	Return Date	Status	Comments
LAPTOP	22/02/2019	1	22/02/2020	Issued	

Printed By: , Date: 22 February 2019 14:10 AAB INNOVATION CONSTRUCTION CO LTD - Employee Inventory Status 1 of 1

## Medical

Vision allows for recording and printing of employees medical details. This can be very useful to management on the health status of employees when making various decisions.

The medical payments that were paid by an employer due to employee sickness are also recorded and thus medical cost of all employees can be known

### Medical setup

The medical facts that will be attached to an employee needs to be defined and setup before they can be put to use.

In HR module, select Medical and click at setup at the top of the form.

**Medical Center**

Sickness  
 Medical Center  
 Insurance Company

Full Name

Employee ID	Visit Date	Invoice No	Charges (TZS)	Sickness	Medical Center	Insurance Company	Comments
-------------	------------	------------	---------------	----------	----------------	-------------------	----------

VIEW MODE ADD SAVE DELETE CANCEL CLOSE

The three setups to be done include:

- Sickness add the type of diseases (e.g. Malaria, Cholera, Typhoid)
- medical centre add the health medical facilities available (e.g. Agha khan, IMTU, Muhimbili)
- Insurance companies add the health insurance companies (e.g. TGIF, NHIF).

DESCRIPTION	IS BLOCKED	IS SYSTEM
Malaria	<input type="checkbox"/>	<input type="checkbox"/>
Diarrhoea	<input type="checkbox"/>	<input type="checkbox"/>
Amoeba	<input type="checkbox"/>	<input type="checkbox"/>
HIV	<input type="checkbox"/>	<input type="checkbox"/>
Coughing	<input type="checkbox"/>	<input type="checkbox"/>
Typhoid	<input type="checkbox"/>	<input type="checkbox"/>
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>
▶▶	<input type="checkbox"/>	<input type="checkbox"/>

Add the sickness/Medical Center/Insurance Company at the last row in the grid provided and save.

**Adding Employee Medical Records**

Follow the below steps to add a medical record to an employee.

- In HR module select Employee Medical
- Select the Employee ID
- Click on the ADD button
- Enter the required information and save.

Employee ID	Visit Date	Invoice No	Charges (TZS)	Sickness	Medical Center	Insurance Company	Comments
ST0006	02/10/2016	NHIF00123	27,500.00	Malaria	Aga Khan	TGIF	

Invoice No: 7652201      Visit Date: 10/10/2016  
 Sickness: Typhoid      Charges (TZS): 26900  
 Medical Center: Aga Khan      Comments:  
 Insurance Company: TGIF

ADD MODE      ADD      SAVE      DELETE      CANCEL      CLOSE

The following details need to be entered:

- Invoice No – The invoice number as presented from the medical institution.
- Sickness – select the sickness from the provided list
- Click on the search button and select the sickness type.
- Medical Center – Select the medical center where an employee attended the medication.
- Insurance Company – Select the employee's insurance company.
- Visit Date – The date when an employee visited the medical center
- Charges (TZS) – The amount that the employee was charged for the medication. Enter the amount from the invoice
- Comments – Enter any relevant comments

## Documents

This is a very important feature for storing employees' documents such as:

- CV
- Certificates
- Photos
- Any other documents

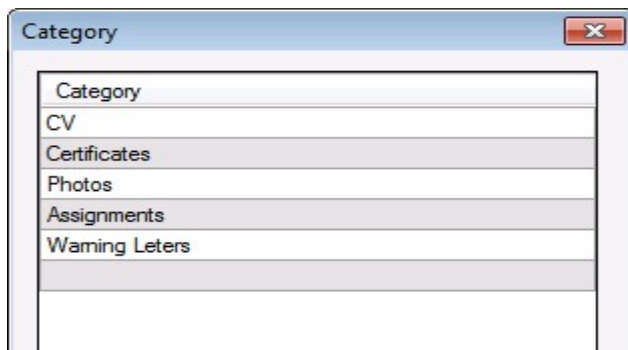
These are specifically stored per individual employee and can be retrieved any time when required.

### Documents setup

Before adding any documents to an employee, you must first create the Document categories and map them through. These Categories are used separating document types from the other which means the CV documents can be kept separately from the certificate documents etc.

For every category created, a folder will be created and this will be available for every employee.

Use the tools menu in the documents category in the HR module.

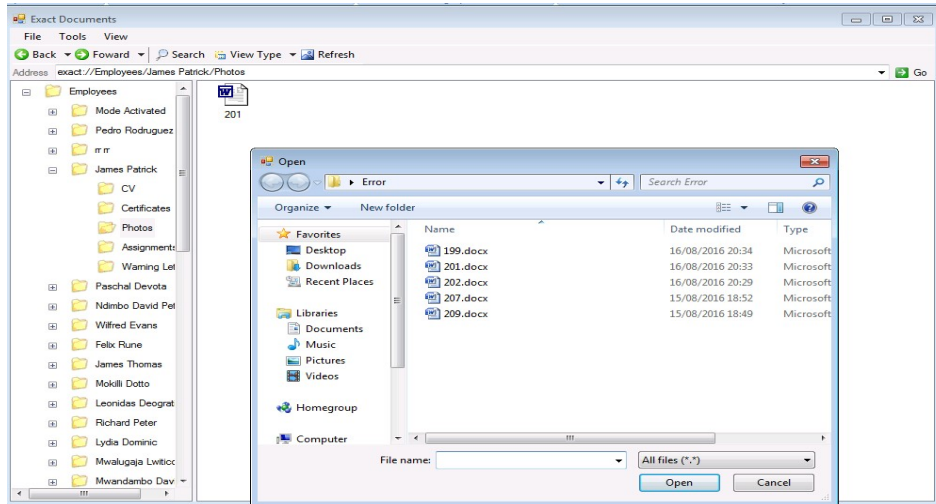


Do a **Doc Mapping** by selecting all your categories (CTRL + A) and click OK button. This mapping is done in-order to link your document categories to the employees. The categories are now ready to hold specific employee documents.

## Adding Documents to an Employee

In the employees' document window, expand the employees list and select the folder where you want to add the document into.

On the right hand side, right click and select New from the sub-menu  
Select the document and click at open button



Any document can be deleted by selecting and deleting using the delete key from the keyboard.

# TIMESHEET & ATTENDANCE

## Timesheets

### Introduction

The Timesheet management offers the facility of making entries about employees' reporting dates and time to work thus showing the attendance status, hours worked, hours late and overtime hours of each employee on a monthly basis with an optional feature of recording this information against a cost centre, Activity and a Project.

In the same way, it can also be used to schedule attendance records in advance.

It is directly integrated with the employees leave information so that each "absent" status entered will affect the employees leave record. It also offers optional integration with the Payroll such that the employees pay record can automatically be recalculated to adjust Basic Salary (Timesheet Affect Basis Employees only), Normal and Holiday overtime and Unpaid Leave transactions.

Timesheet can be directly integrated with a biometric device thereby the employees' attendance records will be uploaded from biometric device to the timesheet management feature.

The module offers various setup features, but can be administered in its simplest form (to capture daily attendance hours), without any additional adjustments from the default setup.

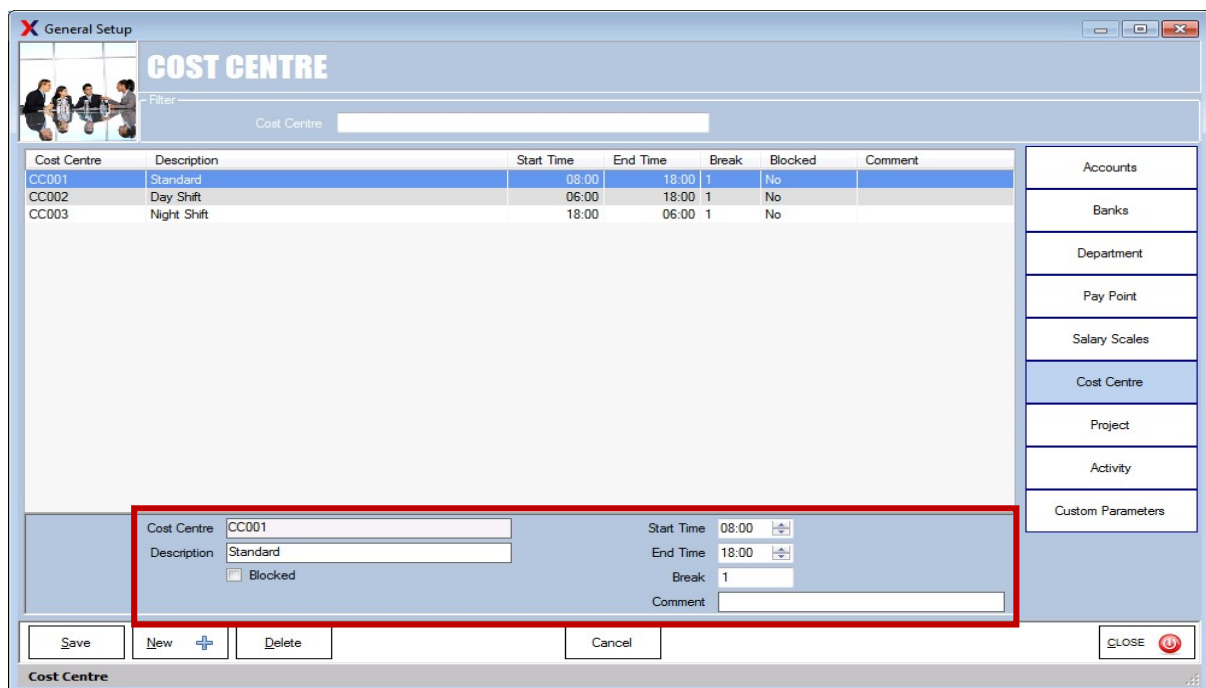
In general, the module can be offered to directly affect the employee's salary or just as a time-management feature in employees' monthly records.

### Timesheet Setups

Apart from the standard setup in the system, Timesheet needs specific settings so as to work in specific way for an organization.

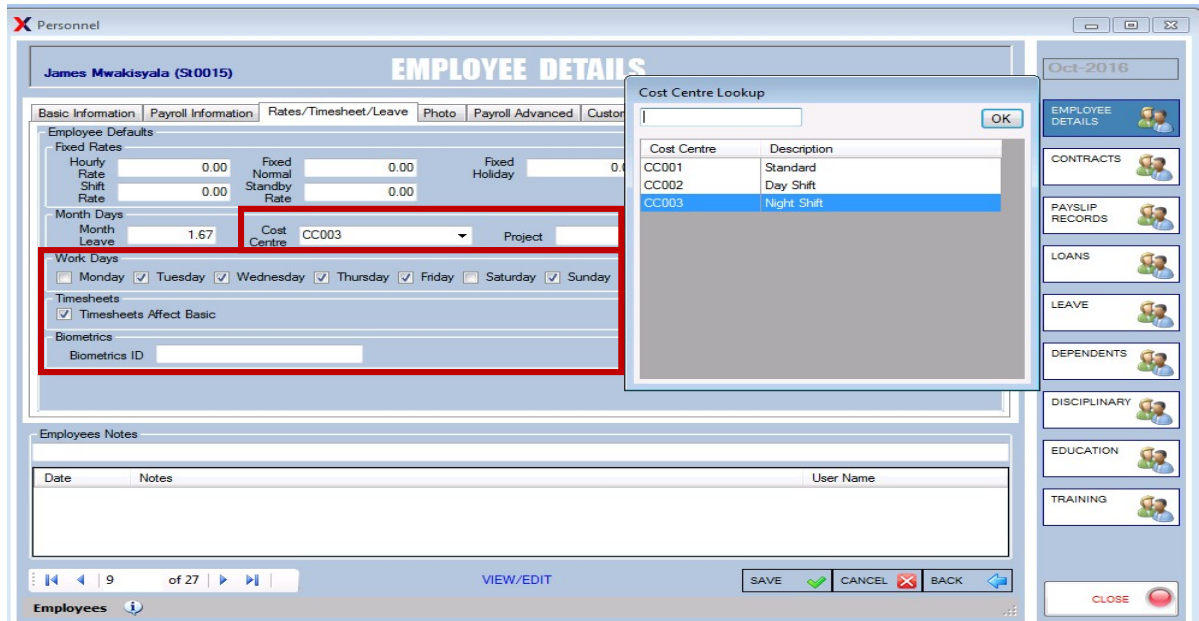
### General Setup

In this setup, we include the parameters for Cost Center. This can be used to define shifts of work for an employee. The start and end time is specified before being associated with an employee. If a break is required within the timing, this is also specified.



Employee card

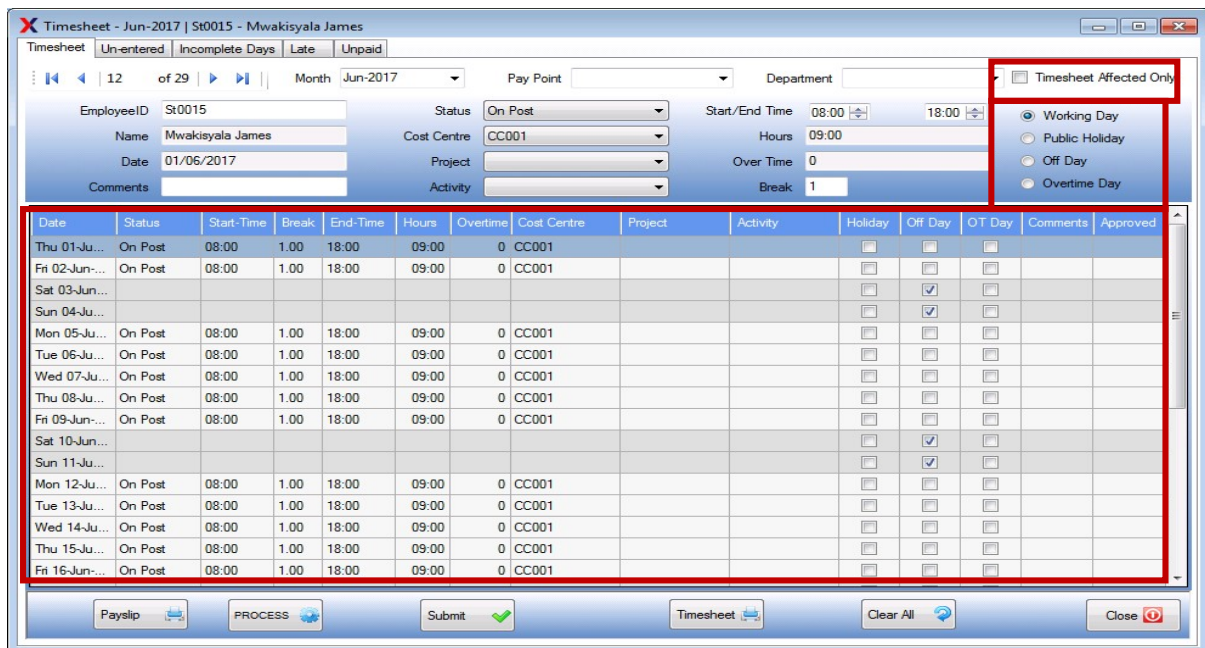
The next step is to associate the employee with a specific cost center. This allows the system to know the work timings of the employee. Moreover, we can specify if the timesheet is going to be used as the mode of paying the employee.



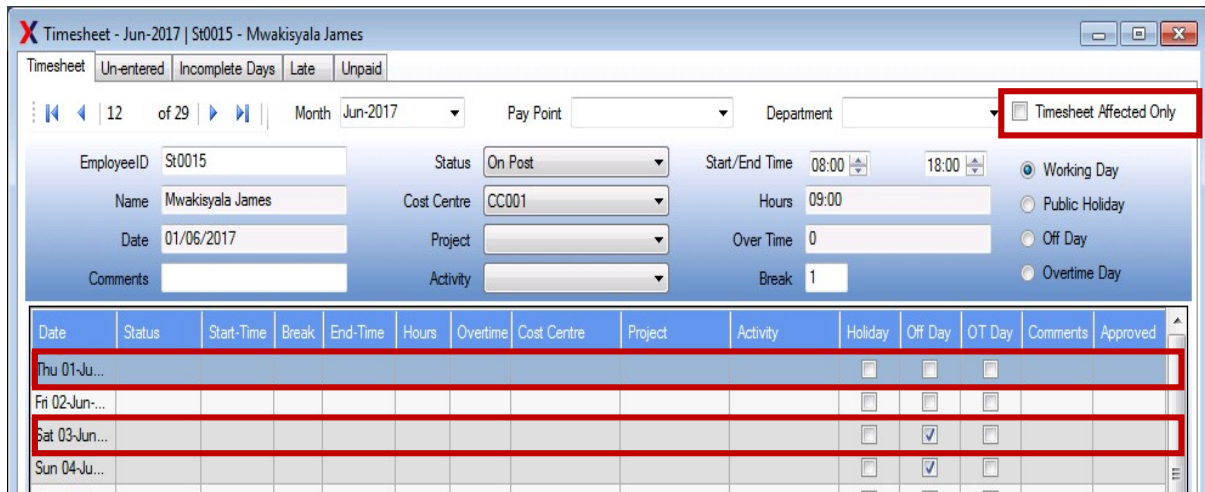
If the biometric will be used as the means of entering employee timesheet data, then the Biometric ID will be used. Note that the ID required here is the same ID that is used as registration ID in the Biometric device.

In the example above, the employee has off days on Mondays and Saturday and the employee belongs to the CC for night shift.

Use the timesheet Affected employees Only button to display only those employees whose employee cards are flagged as Timesheet affects basic

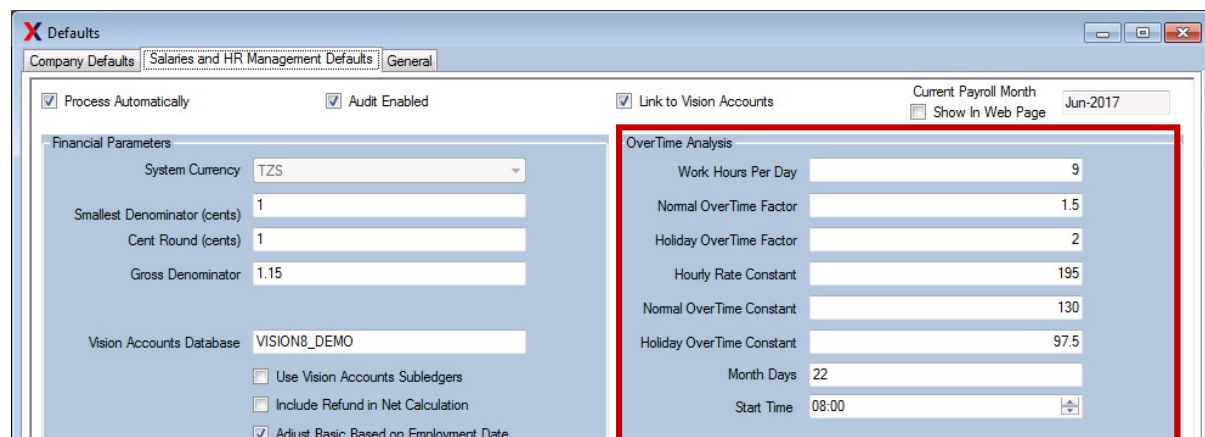


The timesheet for the employee will be displayed as shown below with the off days clearly marked.



Entries are filled in the sheet by using the enter key from the keyboard. For any holiday entry, use the public holiday option at the top of the form. Other days' entries can also be entered by using the required option from the list. Example when in the employee card; under timesheets an employee is marked for off days, then, if an employee reports to work on such days then their records can be altered here by using the four options provided (Working day, Public Holiday, Off day or Overtime day). Timesheet auto calculates the overtime worked on normal working days and the hours worked on holidays. If the maximum number of hours expected for the employee has been reached, then the timesheet will log the extra hours as overtime. The rates for the various overtimes used are as defined in the defaults.

It should be noted that the hours worked before overtime is calculated is based on the number of hours defined in the defaults.



The above screenshot shows the maximum number of hours an employee works for a day and is used to get the hourly constant for the employees.

Use the submit button to accept the entries made in the time sheet. this will automatically place the records in employees' pay slip records as see below.

**Personnel PAYSIP RECORDS**  
James Mwakisya (St0015)

Current Pay Slip Previous Pay Slip Current (In Currency) Previous (In Currency)

Payslip Records -- Double click/F2 to edit -- INSERT key to add -- DEL key to delete selected row -- Right click on selected row to add/edit/delete

Earnings			
ID	DESCRIPTION	REFERENCE AMOUNT	ACTUAL AMOUNT
SALARY	Basic Salary	592,613.63	254,545.45
OVER_...	Overtime Off Day	22.00	175,000.00
OVER_...	Overtime on normal days	24.00	143,181.82
HOUS_...	House Benefit	50,000.00	50,000.00
N_SHIFT	Night Shift	100.00	19,886.36
CAR_X...	Car Benefit	50,000.00	0.00

Deductions			
ID	DESCRIPTION	REFERENCE AMOUNT	ACTUAL AMOUNT
PAYE	Pay As You Earn Income Tax	667,159.09	88,689.77
PPF	Parastatal Pension Fund	0.10	25,454.54

The employee's overtime details are automatically updated and their night shift allowance correctly input in their records. This is powerful and a faster way of entering details of many employees with several records. The overtime and shift calculations are based on the parameters set in the process timesheet screen as seen below.

**FirmTimesheetProcess**

Normal Overtime Public Holiday Overtime Offday Overtime Night Shift Overtime Leave Pay

Normal Overtime: OVER\_HOL | Overtime on normal days  
Public Holiday Overtime: OVER\_HOL | Overtime on Holli  
Offday Overtime: OVER\_OFF | Overtime Off Day  
Night Shift Overtime: N\_SHIFT | Night shift  
Leave Pay: LEAVEPAY | Leave Pay

Employee Id	Hours	Amount
ST0007	57.00	194,318.11
S0015	24.00	143,181.82

Employee Id	Hours	Amount
ST0007	55.00	250,000.00
S0015	22.00	175,000.00

Employee Id	Hours	Amount
ST0007	250	28,409.09
S0015	100...	19,886.36

The overtime formula to be used is specified by selecting it from the drop down list. Note that these formulas are set in the payroll transaction definitions.



Each column will show the employees that have transactions of the column type and amount can be displayed by clicking at the show Current Txn button.

Timesheet

A timesheet can be printed detailing these records by using the timesheet button.

Timesheet													
Mwakisyala James													
AAB INNOVATION CONSTRUCTION CO LTD													
EmployeeID:		St0015											
Employee Name:		James Mwakisyala											
Date	Day	Status	Cost Centre	Activity	Start Time	Break	End Time	Basic HH:mm	Normal OT HH:mm	Off day OT HH:mm	Holiday OT HH:mm	Total HH:mm	Comments
01/10/2016	Sat	On Post			18:00	1:00	05:00				11:00	11:00	
02/10/2016	Sun	On Post			18:00	1:00	05:00	8:00	3:00			11:00	
03/10/2016	Mon												
04/10/2016	Tue	On Post			18:00	1:00	05:00	8:00	3:00			11:00	
05/10/2016	Wed	On Post			18:00	1:00	05:00	8:00	3:00			11:00	
06/10/2016	Thu	On Post			18:00	1:00	05:00	8:00	3:00			11:00	
07/10/2016	Fri	On Post			18:00	1:00	05:00	8:00	3:00			11:00	
08/10/2016	Sat	On Post			18:00	1:00	05:00	8:00	3:00			11:00	
09/10/2016	Sun	On Post			18:00	1:00	05:00			11:00		11:00	
10/10/2016	Mon	On Post			18:00	1:00	05:00	8:00	3:00			11:00	
11/10/2016	Tue	On Post			18:00	1:00	05:00	8:00	3:00			11:00	
12/10/2016	Wed												
13/10/2016	Thu												
14/10/2016	Fri												
15/10/2016	Sat												
16/10/2016	Sun												
17/10/2016	Mon												
18/10/2016	Tue												
19/10/2016	Wed												
20/10/2016	Thu	Government Special Days			08:00		16:00	8:00				8:00	Government special leave day

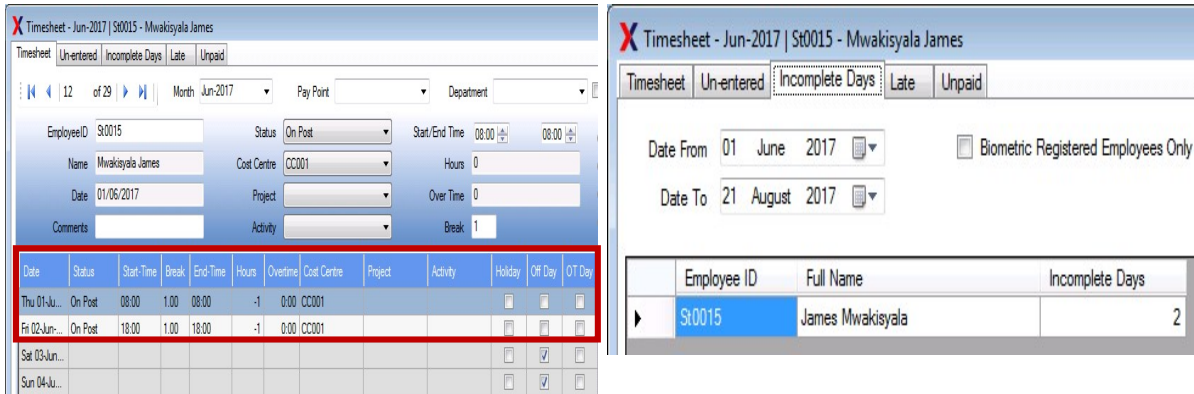
Un-Entered

This shows a list of all the employees who have records not entered in the timesheet. It shows the count of how many days have not been entered in the timesheet for the current payroll month.

Timesheet - Jun-2017   St0015 - Mwakisyala James			
Timesheet		Un-entered	Incomplete Days
Date From		01 June 2017	<input type="checkbox"/> Biometric Registered Employees Only
Date To		30 June 2017	<input type="checkbox"/> Ignore Off Days
Employee ID	Full Name	Un-entered Days	
000001	Tom Jones	30	
00011	Savage Dady	0	
000123	ewew weww	30	
0001233	ewew weww	30	
ST0006	Thomas James	30	
ST0007	Dotto Mokilli	30	
St0010	Dominic Lydia	30	
ST0011	Lwitico Mwalugaja	30	
St0012	David Mwandambo	30	
St0013	Peter Kassian	30	
St0014	Peter Phillip	30	
St0015	James Mwakisyala	30	
St0016	Upendo Mengele	30	
ST0017	Edward Patson	30	

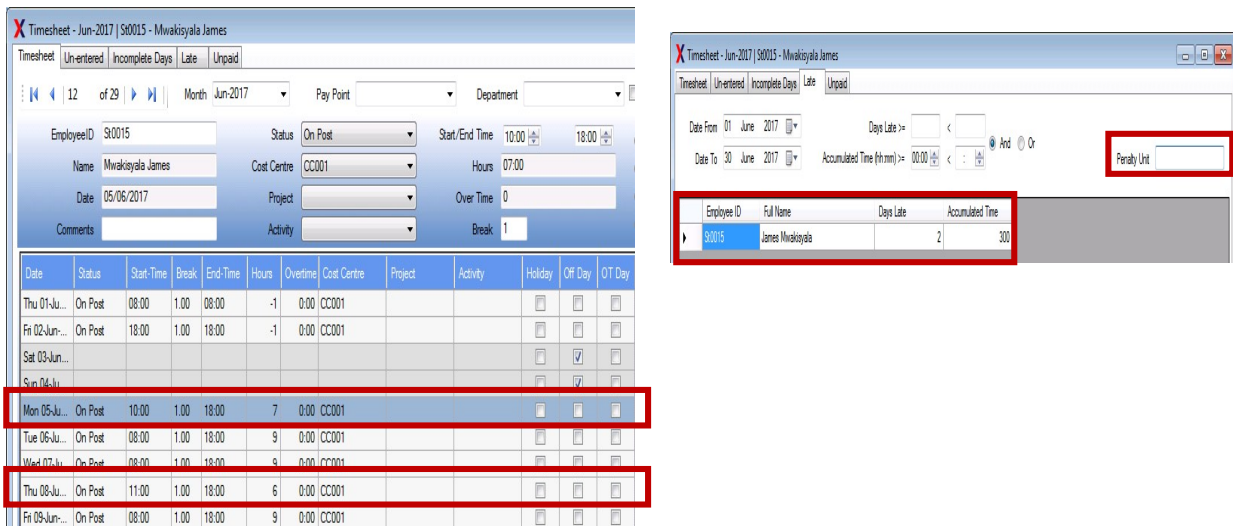
### Incomplete Days

This will show the employee timesheet card when they either logged in but never logged out or vice versa.



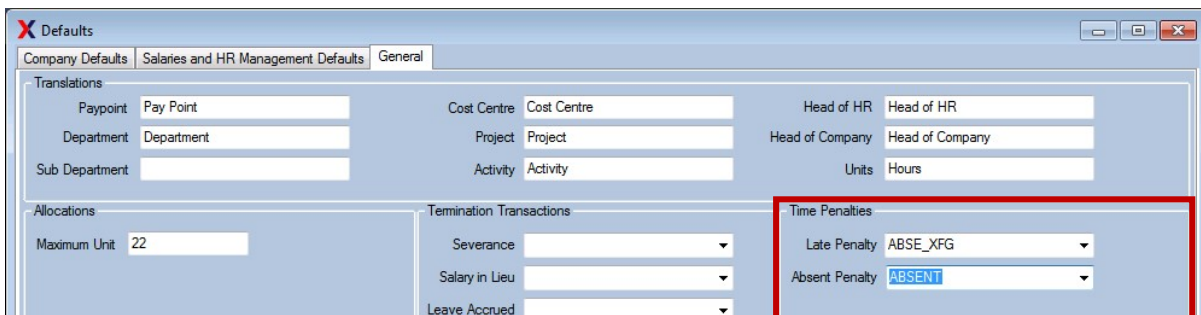
### Late

This is used for displaying the employees who report to work after the start time. The number of days late and the accumulated hours are displayed in the form.



The filters at the top are used for finding specific employee records that meet the stated criteria.

A penalty unit is used for entering how many units the employee will be deducted from their salary due to the lateness. The formula to be applied as a late penalty is specified in the General Defaults setups. The unit entered will depend on the formula used in the general setup. If the formula is based on days, then the units to be entered will be no of days. If the formula was based on hours, then the units entered must be hours. See the screenshot below on setting the late penalty.

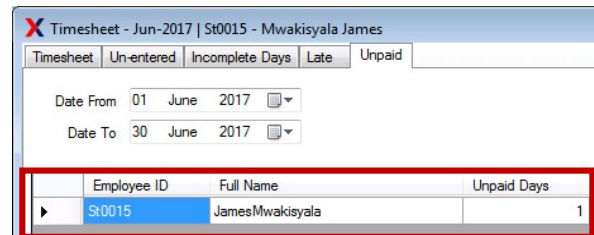
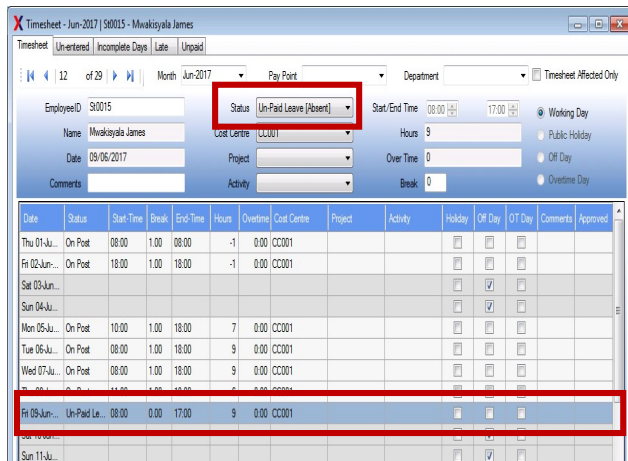


**Unpaid**

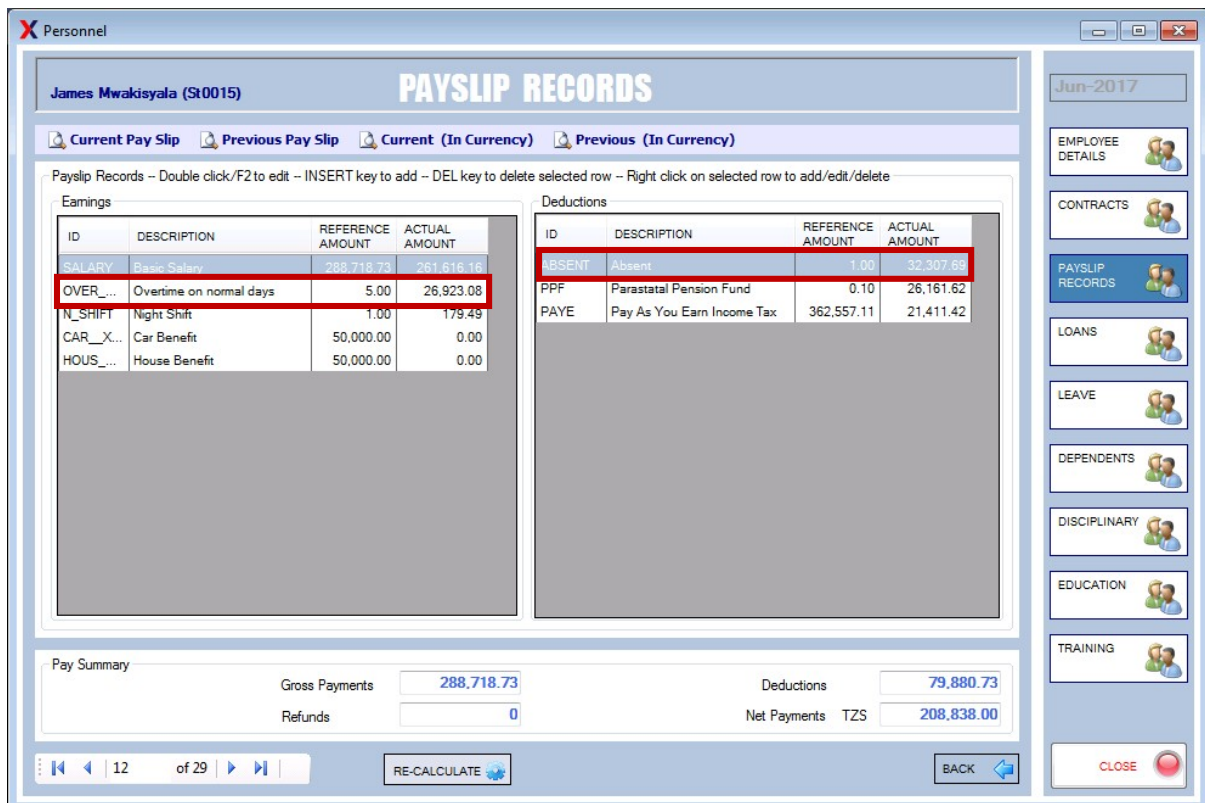
When an employee is absent at work and management decides to mark it as unpaid leave in the time sheet, it will be considered as unpaid and thus the employee will not receive payment for these days.

This is done by changing the status of the employee from on post to Un-paid leave as seen in the screen shot. This day still shows as a work day though the employee was absent.

The formula to be used is also specified as seen above under the Absent Penalty option.



On submitting these changes, this is posted to employee's deduction list in their payroll records. As seen below.



# Attendance

## Introduction

This module is used for entering the attendance status, hours worked and overtime hours of each employee on a daily basis with an optional feature of recording this information against a cost centre, Project and an activity. In the same way, it can also be used to schedule attendance records in advance.

It is directly integrated with the employees leave information so that each “absent” status entered will affect the employees leave record. It also offers optional integration with the Payroll such that the employees pay record can automatically be recalculated to adjust Basic Salary (Casual Employees only), Normal and Holiday overtime and Unpaid Leave transactions.

The Software offers various setup features, however utilized in its simplest form (to capture daily attendance hours), it requires no additional adjustments from the default setup.

Since the entries are entered on a daily basis, the date of entry has to be selected before the list of employees is uploaded in the attendance screen as shown below.

Based on the status, make attendance entries for each employee with the correct workday selected. Also adjust the time in and out to automatically make the overtime entries appropriately.

Employee ID	Full Name	Status	Start-Time	Break	End-Time	Hours	Overtime	Cost Centre	Project	Activity	Holiday	Off Day	OT Day
ST0007	Dotto Mokili	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0010	Dominic Lydia	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0011	Lwitico Mwalugaja	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0012	David Mwandambo	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0013	Peter Kassian	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0014	Peter Phillip	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0015	James Mwakisyala	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0016	Upendo Mengele	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0017	Edward Patson	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0018	Hassan Nurath	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0019	David Minja	On Post	08:00	0.00	18:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0020	Michael Juan	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0021	Eutropia Mwasalyanda	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0024	Kemmy Wambura	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0026	Mwitta Makama	On Post	08:00	0.00	16:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0027	Peter John	On Post	08:00	0.00	18:00	8	0				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ST0030	Mlani Kikiuyu			0.00							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ST0035	Mahimu Maaiabu			0.00							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This information is dynamically posted in employees’ payslip records. If the option for timesheet affects basic is selected on employees card, then the basic pay of the employee will be adjusted based on the attendance of the employee.

Once the data has been entered in the attendance, it can be used in the same way as the timesheet seen above.

## Biometrics

### Introduction

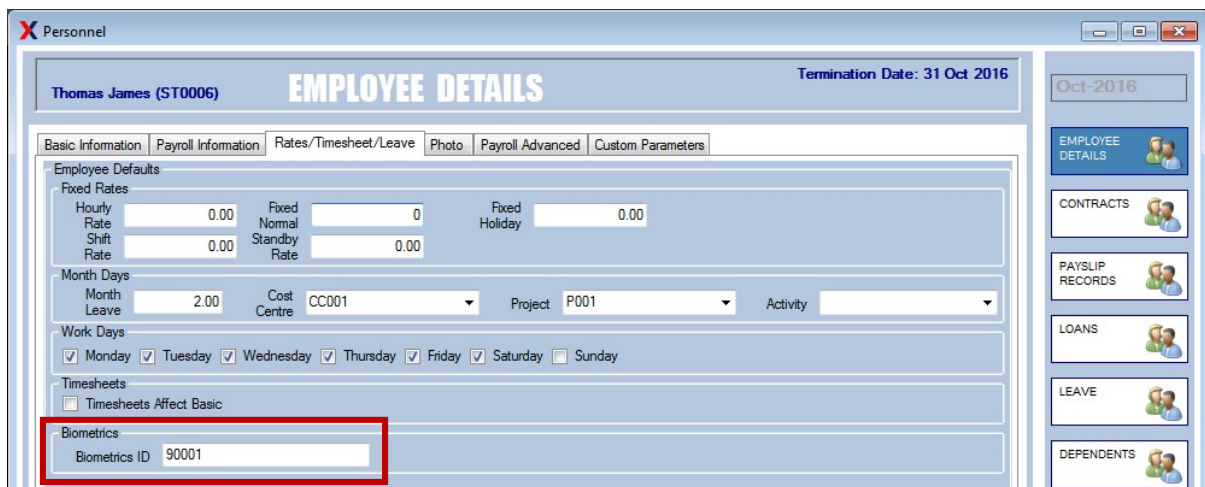
Biometrics is a device used for logging the timings of an employee especially time in and out of work. The device keeps track of the employees times as they log in or out via the device.

The employees need to be registered in the device for them to be recognized as users of the device.

Vision software allows for the direct interfacing with such devices (consult with exact regarding the compatibility of your biometric device) and such data can be sent direct to the payroll attendance sheet.

### Biometrics Setup

Ensure that the employees who are going to use the biometric device are registered and their IDs linked to employees defined in vision.



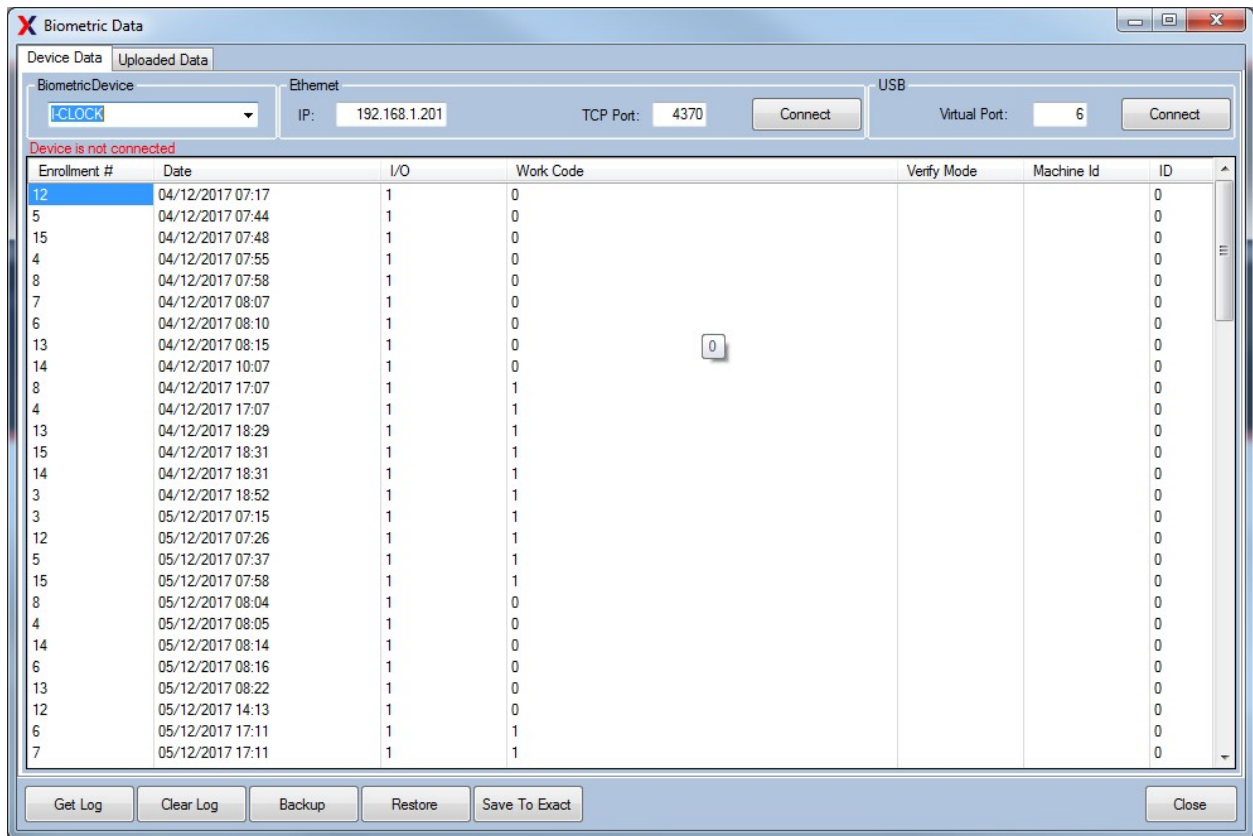
In the above example, the employee’s registration ID in the biometric device is 90001. This will be used to create a link between the employee’s records in the biometric device and Vision payroll data.

The next setups involve communication link between vision software and the biometric device.

In the biometric data form, select your biometric device from the provided list and enter your connection information. Note that the IP and the TCP Port or the USB port comes from configuration information of the biometric device. Only one connection mode will be used at a time (either Ethernet or USB).

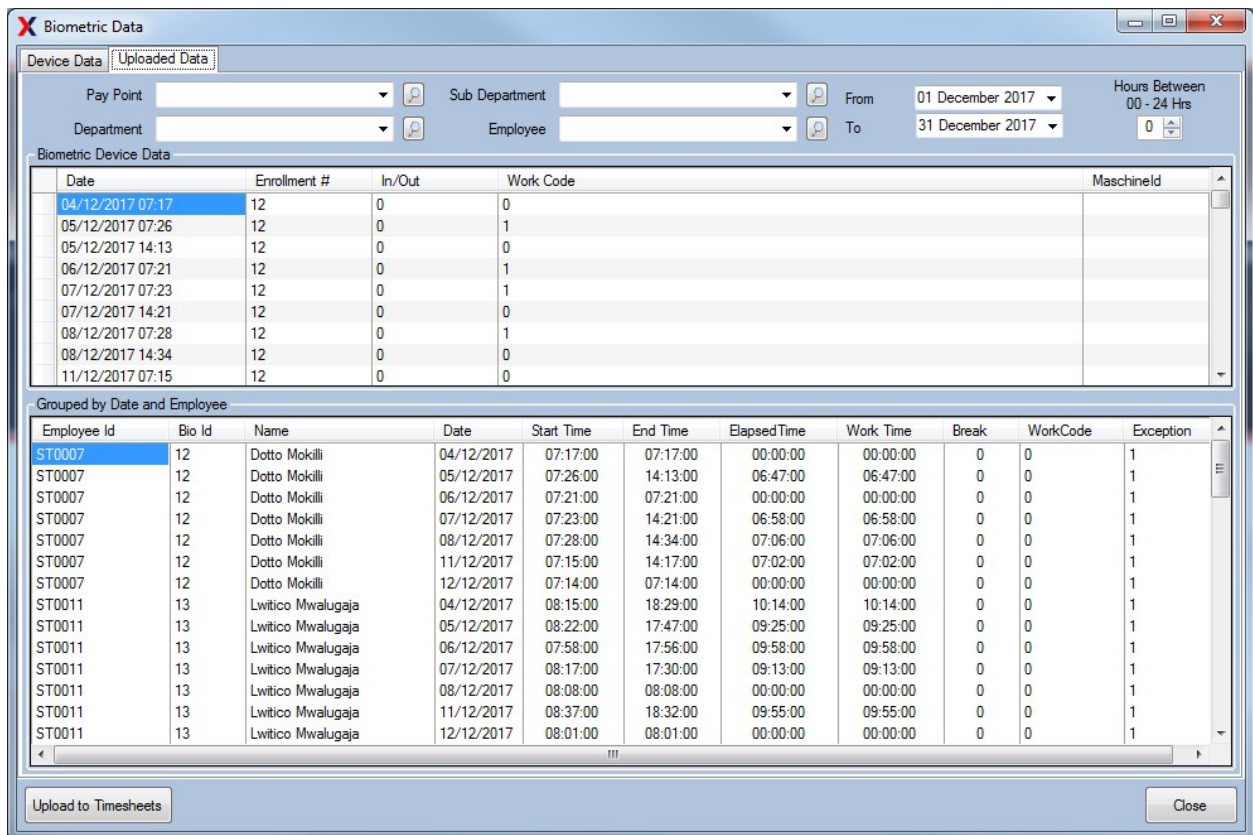
Using the connect button will create a connection between the device and vision software.

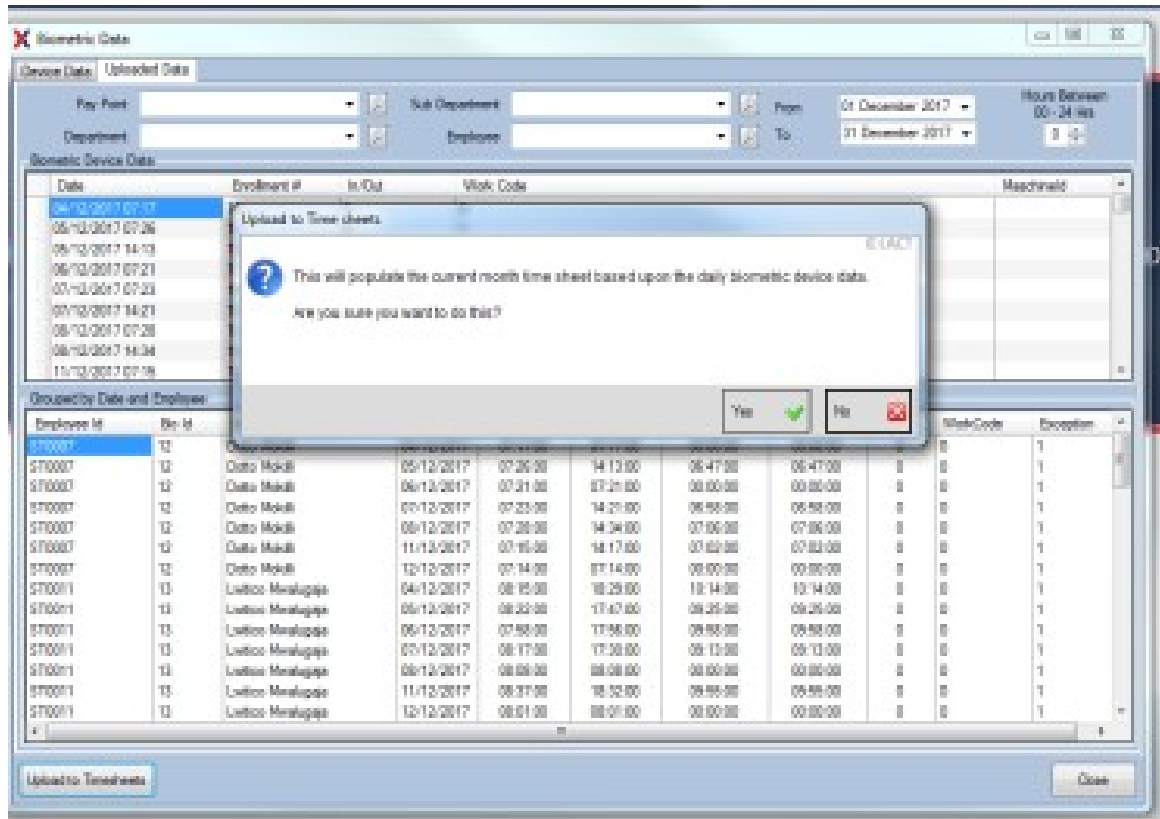
Using the Get Log button will extract the employees’ log data from the device into the biometric data form. These information can be backed up (a csv file will be created) and can also be restored at any time using the restore button.



If satisfied with the data, use the Save to Exact button to move the data into Exact Payroll.

The uploaded data can be seen in the uploaded data screen where the data is grouped by date and employee Ids.





The above information can then be uploaded into the timesheet where if required, editing can be done and finally used in the payroll to process employee salaries.

## Allocation

### Introduction

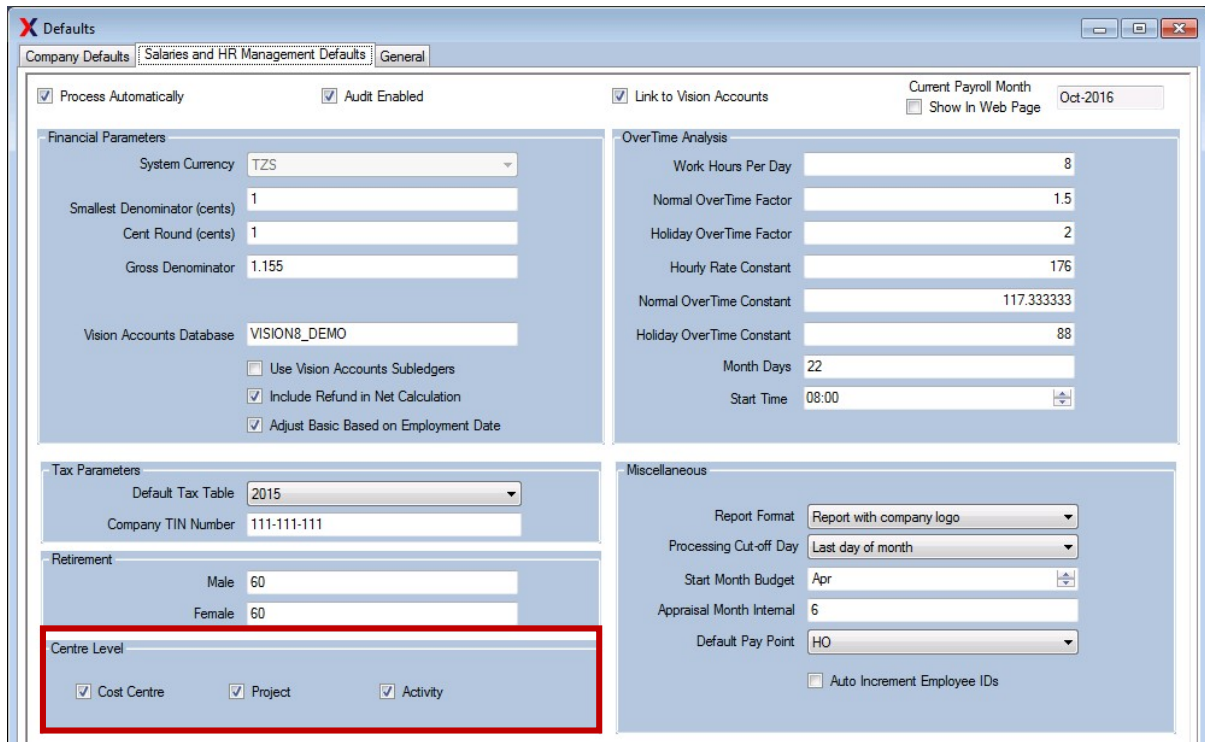
This module is used for distributing employees' costs (Salary, PAYE, and Pension) based on whatever activities the employees are involved in. This is done by using cost centre or Project & Activity.

It is a faster way of knowing the cost of employees based on the projects that they are involved in. the allocation enables the management to know how many hours an employee has been involved in a project and the cost involved.

An employee costs can be shared over several projects (employee becomes a shareable resource over multiple projects) and thus enabling the payment of their salaries to be shared.

### Allocation Setup

To make use of the CC/PC/AC, ensure that the options are enabled in the Salaries and HR management defaults.



Also set the maximum allocation units that one can give to a single employee in a calendar month. This is done in the Salaries and HR management defaults under the general tab.

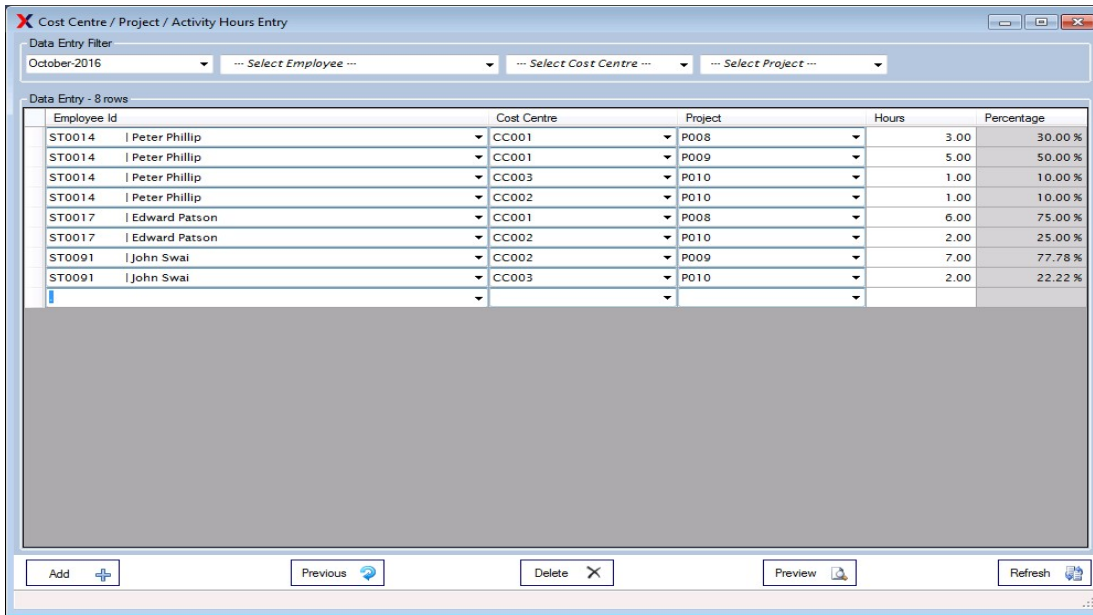
Define the CC/PC/AC that you will use in the employee allocation.

The next step now involves making the entries of the allocated hours to the employees.

This is a simple process where the employee is selected and the involved project assigned to them. The number of hours they are involved in the project per day is also entered. The system calculates the allocated percentage time and as you continue adding more projects to the employee, the percentage is also varied.



An employee can be entered as many times as possible. But keep note not to add the same employee to the same cost center, project at the same time. Also keep track of the maximum allocation units that were set in the defaults.



A preview of the employees' allocated hours can be obtained by using the preview button.

Use the add button to add employees to the allocation list.

Guest							
S.No	Employee Id.	Name	Cost Centre	Project Centre	Activity Centre	Hours	Percentage
<b>Peter Phillip</b>							
1	ST0014	Peter Phillip	CC001	P008		3	30.00 %
2	ST0014	Peter Phillip	CC001	P009		5	50.00 %
3	ST0014	Peter Phillip	CC003	P010		1	10.00 %
4	ST0014	Peter Phillip	CC002	P010		1	10.00 %
Total for Peter Phillip :						10	100.00 %
<b>Edward Patson</b>							
1	ST0017	Edward Patson	CC001	P008		6	75.00 %
2	ST0017	Edward Patson	CC002	P010		2	25.00 %
Total for Edward Patson :						8	100.00 %
<b>John Swai</b>							
1	ST0091	John Swai	CC002	P009		7	77.78 %
2	ST0091	John Swai	CC003	P010		2	22.22 %
Total for John Swai :						9	100.00 %

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The employee summary allocation report will show how much each an allocated employee has drawn from the assigned project thereby showing the cost of the employee per project they have been assigned to.

Employee Salary Summary						
Employee Wise Salary Summary for the Month of Oct-2016						
Name	S.No	Cost Centre	Project	Activity	Gross Amount	Net Amount
Peter Phillip	1	Standard	Hazha Towers construction		180,000.00	144,930.00
	2	Standard	Mimesh Beautification		300,000.00	241,550.00
	3	Night Shift	Mwenge H house Interior Design		60,000.00	48,310.00
	4	Day Shift	Mwenge H house Interior Design		60,000.00	48,310.00
<b>Peter Phillip Total :</b>					<b>600,000.00</b>	<b>483,100.00</b>
Edward Patson	1	Standard	Hazha Towers construction		0.00	0.00
	2	Day Shift	Mwenge H house Interior Design		0.00	0.00
<b>Edward Patson Total :</b>					<b>0.00</b>	<b>0.00</b>
John Swai	1	Day Shift	Mimesh Beautification		176,375.11	155,820.91
	2	Night Shift	Mwenge House Interior Design		50,392.89	44,520.26
<b>John Swai Total :</b>					<b>226,768.00</b>	<b>200,341.17</b>
<b>Total :</b>					<b>826,768.00</b>	<b>683,441.17</b>

# UPLOADS

## Introduction

This is a functionality that allows you enter many records in Vision payroll faster by simply copying from excel sheet and pasting into Vision payroll.

The functionality enables a user to faster upload several employee bio data into the system and also enter their transaction information in two simple steps – Copying and Pasting!

This functionality can be utilised in the following areas:

- Employees **Upload** Employees
- **Error! Reference source not found.**
- **Error! Reference source not found.**
- **Error! Reference source not found.**

Vision payroll provides for excel templates which are applicable for every case scenario.

## Employees Upload

The employees upload is used for uploading new employees to the system direct from the excel sheet. The excel sheet upload templates is found on Local Drive C:/Program files(x86)/Exact Software/Vision8/EmployeesUploadTemplate.xlsx (See the example below)

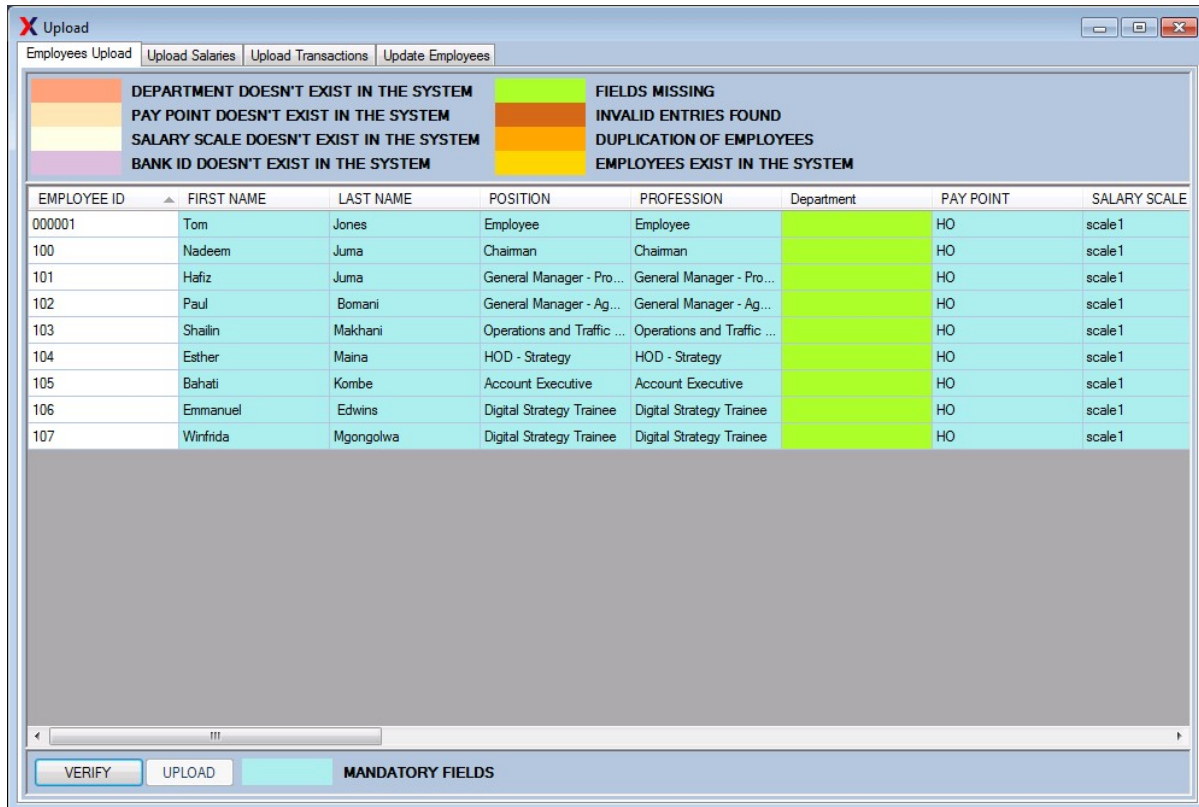
	A	B	C	D	L	M	N	O	P	Q	F
	Employeeid	FirstName	LastName	Position	Profession	Dept	Paypoint	S. Scale	Sex	M. Status	Empdate
2	000001	Tom	Jones	Employee	Employee		HO	scale1	M		0
3	100	Nadeem	Juma	Chairman	Chairman		HO	scale1	M		0
4	101	Hafiz	Juma	General Manager - Projects	General Manager - Projects		HO	scale1	M		0
5	102	Paul	Bomani	General Manager - Agency Services	General Manager - Agency Services		HO	scale1	M		0
6	103	Shailin	Makhani	Operations and Traffic Manager	Operations and Traffic Manager		HO	scale1	M		0
7	104	Esther	Maina	HOD - Strategy	HOD - Strategy		HO	scale1	M		0
8	105	Bahati	Kombe	Account Executive	Account Executive		HO	scale1	M		0
9	106	Emmanuel	Edwins	Digital Strategy Trainee	Digital Strategy Trainee		HO	scale1	M		0
10	107	Winfrida	Mgongolwa	Digital Strategy Trainee	Digital Strategy Trainee		HO	scale1	M		0

Fill in the excel sheet with all the required details. Note that details such as currencies must only comprise of those already defined in the system (see topic on how to define currencies in the system).

The colored section contains mandatory fields and must be filled in the sheet. The uncolored part of the sheet contains optional fields and can be entered at a later time.

Open the employee upload screen so as to use the employee upload facility.

Copy the list of the defined employees and using the right click on the upload screen, paste the copied information in Vision software.



Use the verify button to know which fields are missing from the copied employees' data.

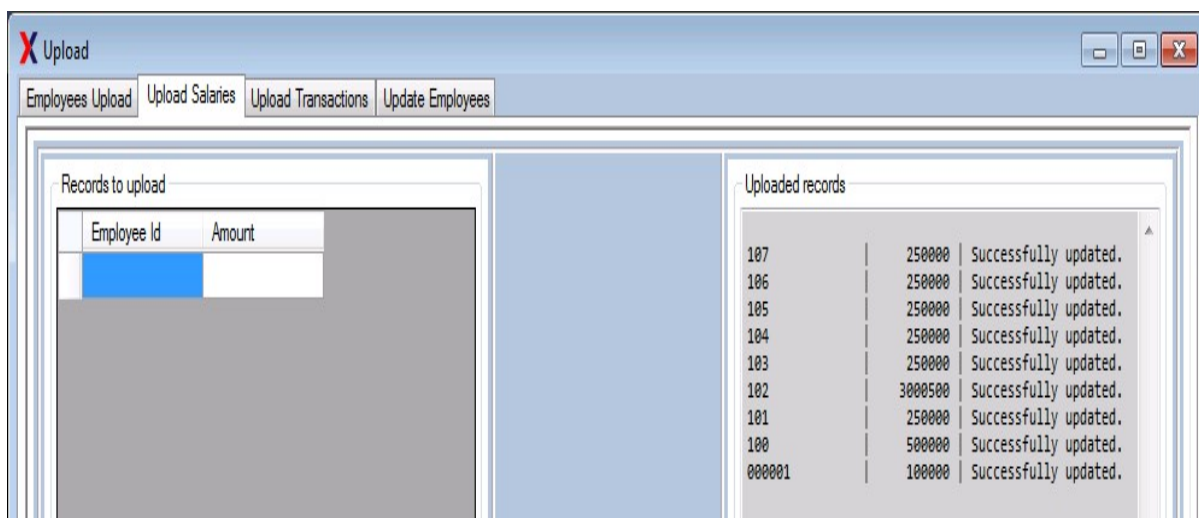
After making the corrections, use the upload button to complete the process.

There you are, all the work is done and the payroll is up and running!!

### Salaries upload

The process is very simple. Create the excel sheet with Employee ID and Salaries.

Copy the two columns with data and then paste in the salaries upload screen.

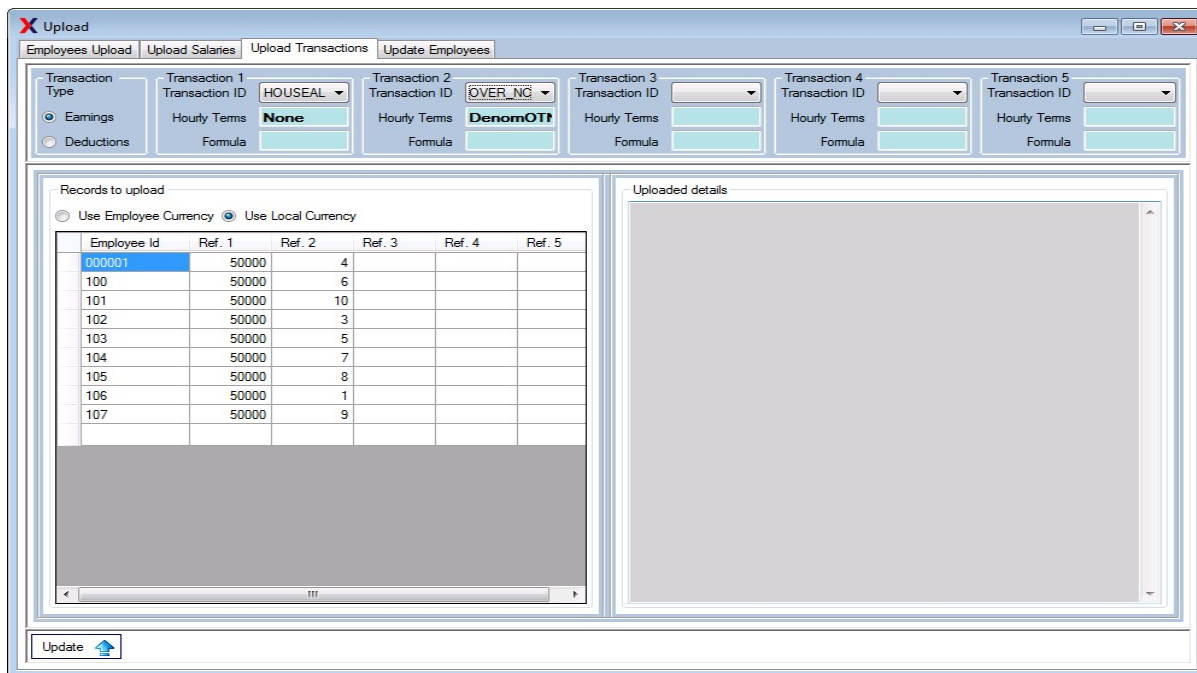


All the uploaded and un-uploaded records are shown in the adjacent screen. Un-uploaded records will show the reason as to why they were not uploaded.

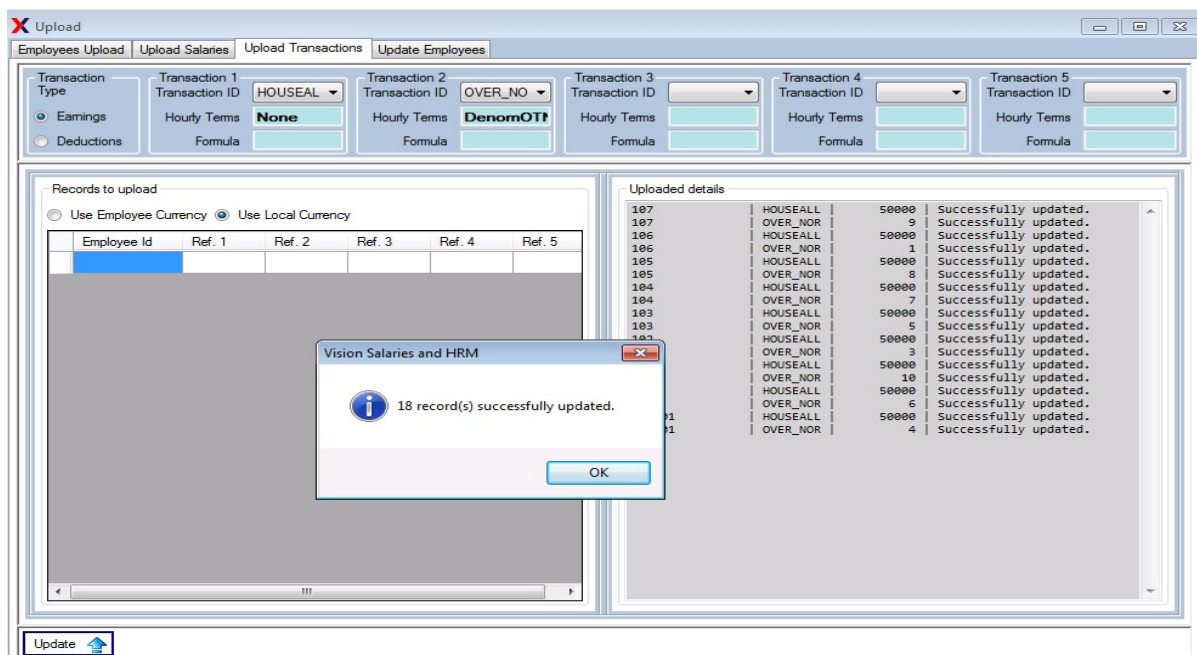
## Transactions upload

Create an excel sheet with the list of employees and transactions values for every transaction reference required. The Ref 1 is linked to the transaction 1 and Ref 2 is linked to transaction 2 on the upload transaction feature.

Select the transactions you require to upload (Transaction Type) and the ID of that transaction. Specify the currency category to be used during transaction upload, as well as the currency. (It is possible to provide up to 5 in one go). Right click on the grid to paste the values in. Vision will validate the entries and provide a report on any errors found that might stop the upload of transaction data.

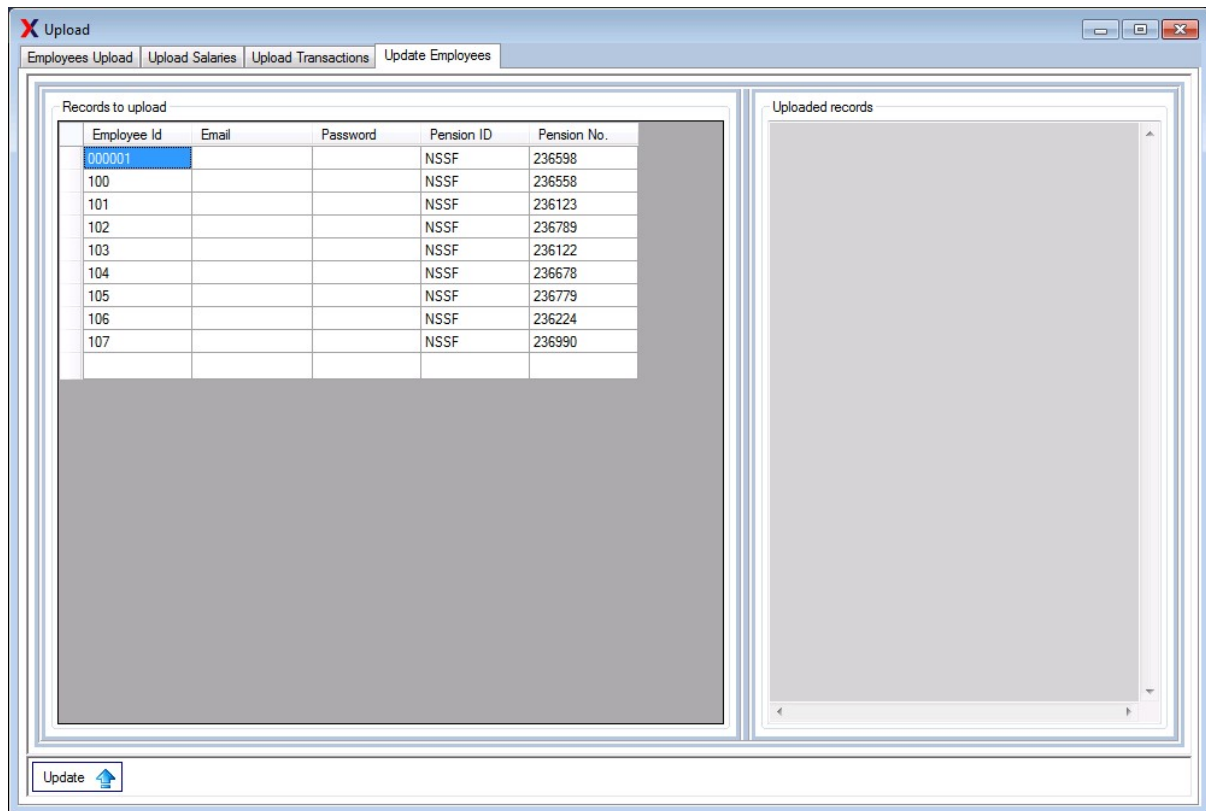


Use the update button to finish the process.



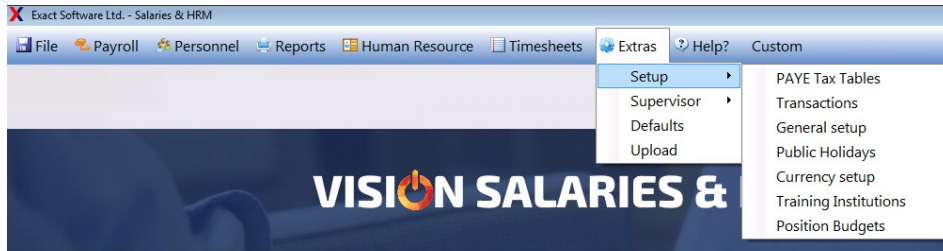
## Employee Updates

This is used for updating employees' personal particulars as specified in the screen.



## VISION SALARIES & HRM SETUPS

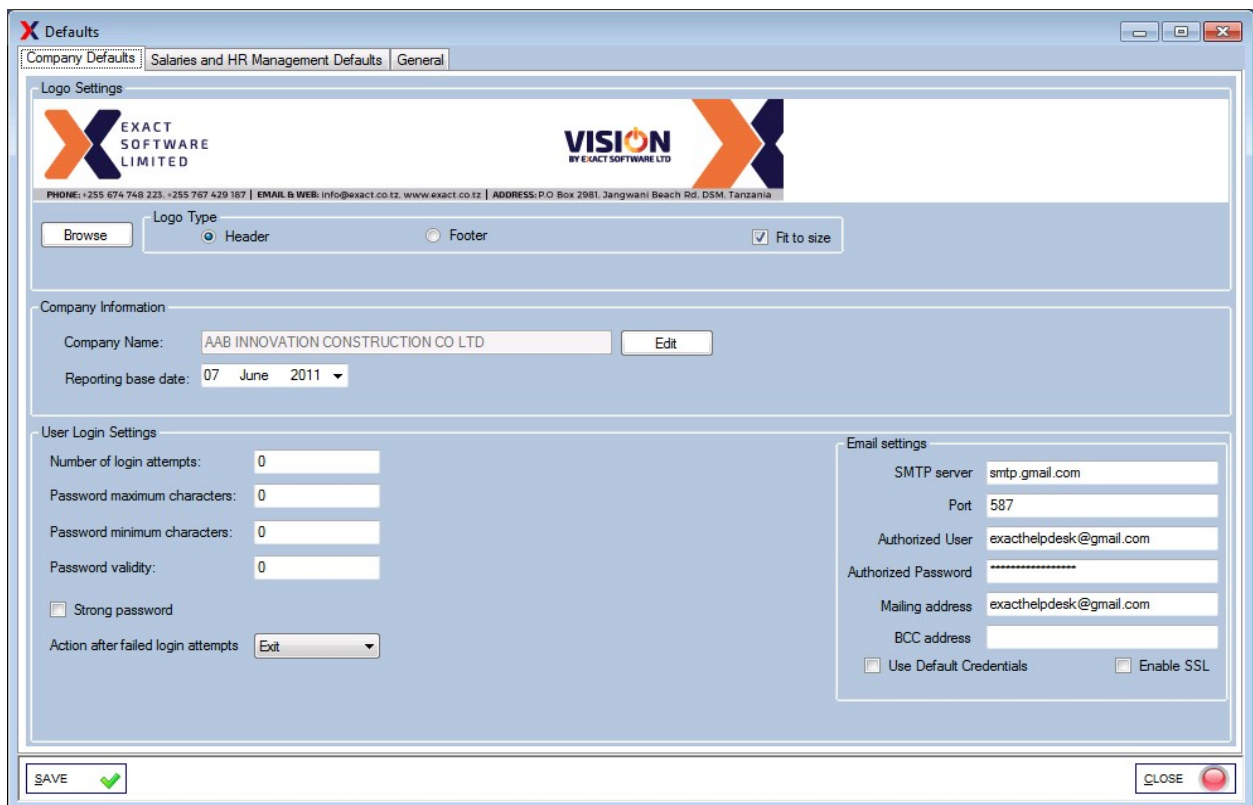
These elements are crucial to setting up and running **VISION** Payroll and HRM. It contains various parameters that control how the payroll will behave and how transactions will be translated within the system.



### Defaults

#### Company defaults

Provides an opportunity to setup different aspects of the software which are specific to a given company.



#### Logo Settings

The Company Logo can be inserted and updated either using the “Copy and Paste” method or by selecting a file from either the database image library or a folder located on the computer or accessible network. This is done via the browse button.

**Logo Type:** A logo can be selected for use for both the header and the footer of a report, although not all reports offer this option.

By clicking on the option button the following options will be available:

**Header:** the current header logo will be displayed

**Footer:** the Current footer logo will be displayed

By clicking on the check box

**Fit to size:** The image will change switching between a stretched image (unchecked) and the actual size of the image (checked)

### Company Information

The Company information can be entered and updated by typing the required company information in the consequent Company Information screen.



Company Name	AAB INNOVATION CONSTRUCTION CO LTD
Address	Masaki
Postal Code	2547
City	Dar es Salaam
Country	Tanzania
Telephone Number	+255 754048754
Fax Number	022 2154788
Email Address	info@DemoLtd.co.tz

### User Settings

User Settings give the option of adjusting the accessibility of the software via the Login. By default the software provides minimal restrictions for password complexity, number of login attempts or actions to be taken after a number of failed attempts, but by altering these settings it is possible to setup such features as per the company policy.

**Number of login attempts** – Defines the number of failed events a user may try to login before an action is taken. The default is 0 (unlimited)

**Password maximum characters** – Defines the maximum number of characters allowed for the login password. The default is 0 (unlimited)

**Password minimum characters** – Defines the minimum number of characters allowed for the login password. The default is 0 (unlimited)

**Password validity** – Defines the days that a password is valid before the user must change the password. The default is 0 (unlimited)

**Strong password** – Provides the option of enforcing the user to provide a strong password (A password which has a minimum of one

Uppercase, one Lowercase and one Other character). The default is unchecked (no strong password required)

Action after failed login attempts – Defines how the system will react after the number of failed attempts is reached. There are 3 options:

1. Do Nothing. (Default)
2. Block User - The user will be blocked from logging in until the blocked status is changed by an authorized person.
3. Exit – The login screen will exit, meaning that the user must re-start the application to continue with further attempts.

#### Email Settings

The default settings required to utilize the email functionality.

**SMTP Server** – The default address of the server used for sending emails

**From Address** – The default email address which will be used as the from address for sending emails

**BCC Address** – The default BCC (Blind Copy) email address used when sending emails

#### Salaries and Human Recourse Management Defaults

The Salaries and HR Management Defaults have 4 different sections:

- Financial Parameters
- Tax Parameters
- Overtime analysis factors
- Miscellaneous

At the top of the section is a check box labeled Process automatically. If this is ticked the system will always automatically recalculate your payroll after changing the payroll. If this option is not ticked then you will need to use the menu option Re-Calculate Payroll before preparing your final reports.

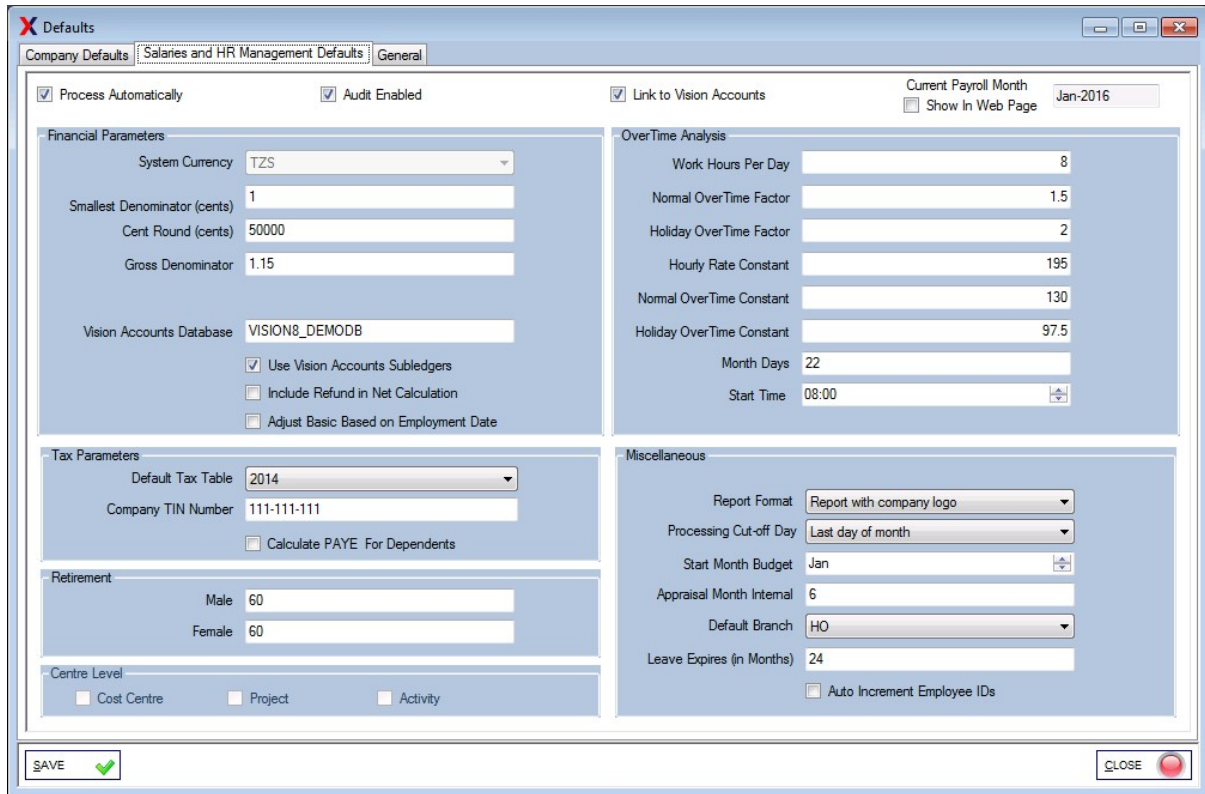
Note: For small payroll (under 100 employees) we recommend this option to be ticked.

Audit Enabled – used to keep audit trail (track) of every activity done in the system.

Link to Vision Accounts – This is used for linking payroll transactions to Accounts module. It is only possible if one is running an accounting module from Exact Software Ltd. Please contact Exact Software Ltd for more details on this.

Show in web Page – this is used in conjunction with the payroll online system.





**Financial Parameters**

- **System Currency**                      The currency of the system (used only as reference)

It is the default currency for all reports. Most reports will only be produced in this currency only certain pay slip reports can be produced in the currency of selected on the employee card.
- **Smallest Denomination**                      The denomination that is used to calculate each individual
- **Cent Round**                                      The rounding amount used to round up the net pay to the nearest cent. e.g. In the example above the net pay will be rounded to the nearest 50,000 cents, which in shillings would be 500 shillings. The amount added/deducted to round up or down to the nearest amount will be held over as a deduction/earning in the next month.
- **Gross Denominator**                      This is used to determine the ‘calculated gross’. It is only used as a tool in calculating the basic pay and in certain budgeting reports; it is not used in any way while calculating the payroll. In the example above, the amount has been set to 1.16 that is 116% of the basic salary. That means that you may want to base your basic salaries on the actual cost to the company which could be 16% on top of the basic salary. This is used in the employee card if you only

have the Salaries or in the Employee update if you have the Human Resource. It is also used in an Auditing report (GTCC) to compare the difference between the actual cost to the company and the budgeted cost to the company.

- Vision Accounts database  
If Payroll link is in use, the database name for the accounts module is entered here.
- Use Vision Accounts Subledgers  
This option allows Payroll and HRM to utilize the CC/PC/AC defined in the accounting module.
- Include refund in net calculations  
This is used for including the value given to an employee as a refund when assigning the net pay value in the employee card.
- Company Bank Number  
The Bank Account Number for the company, this is presently only used in conjunction with a specific report designed to produce a txt file for a particular bank. Please call your supplier for more information.

### Tax Parameters

- Default Tax table  
The tax table as defined in the PAYE setups, which you wish to be used in all calculations for the current month. This will not be used in the half/yearly tax reports (e.g. P9/P10)
- Company Income Tax number  
The registered income tax number for the company.

### Retirement

- Male/Female  
The age an employee is expected to retire. This will be used by the system to produce reminder/notice when an employee attains such an age. This is used in combination with the birthday in employee card.

### Center Level

- CC/PC/AC  
Used for activating the subledger level that the system will be able to use .

## Overtime Analysis factors

There are a number of factors that should be set so that the overtime can be automatically calculated.

**Work Hours Per Day:** This specifies the average work hours per day during a normal week for the company.

**Normal OverTime Factor:** This field specifies the factor with which the normal work day hourly rate is to be multiplied in order to get the overtime hourly rate for normal work days. The default setting is 1.5.

**Holiday OverTime Factor:** This field specifies the factor with which the normal work day hourly rate is to be multiplied in order to get the overtime hourly rate for holidays and weekends. The default setting is 2.0.

The above three fields are used to compute the overtime payment for an employee. For example with overtime earning whose hourly Terms field is set to MDAOTN i.e Month Day Based Overtime (Normal), the overtime amount is computed as follows:

$$BS * OT\_hours * OTN\_factor / (month\_days * WHD)$$

Where:

- BS : Basic salary
- OT\_hours : The number of Normal Overtime Hours an employee worked
- OTN\_factor : The Normal Overtime Factor described above
- Month\_days : The number of days in the current payroll month i.e 30 for June
- WHD : The Work Hours per Day described above.

**Normal OverTime Constant :** This specifies the normal overtime constant by which the basic salary is to be divided in order to get the hourly rate for overtime on normal working days. This constant is only applicable to overtime earning whose Hourly Terms field is set to DenomOTN i.e. Denominator constant overtime (Normal). For example for an employee with 50 Hours of Overtime on normal days, the overtime amount is computed as:

$$Basic\_salary * 50 / normal\_overtime\_constant$$

The Normal overtime constant would be calculated as follows – Total hours in a month divided by the normal overtime factor. So a company that works 180 hours in a month, with a Normal overtime factor of 1.5 would set the normal overtime constant to 120.

**Holiday OverTime Constant :** This specifies the Holiday overtime constant by which the basic salary is to be divided in order to get the hourly rate for overtime on holidays and weekends. This constant is only applicable to overtime earning whose Hourly Terms field is set to DenomOTH i.e. Denominator constant overtime (Holidays). For example for an employee with 20 Hours of Overtime on weekends and Holidays, the overtime amount is computed as:

$$Basic\_salary * 20 / hoilday\_overtime\_constant$$

The Normal overtime constant would be calculated as follows – Total hours in a month divided by the normal overtime factor. So a company that works 180 hours in a month, with a Normal overtime factor of 2 would set the normal overtime constant to 90.

The summary of the Overtime Analysis factors I as below:

- Work Hours per day      The amount of hours worked per day by an employee.
- Normal Overtime factor      The overtime factor for overtime worked on normal days e.g. Not an off day or a Public Holiday
- Holiday Overtime Factor      The overtime factor for overtime worked on holidays e.g. an off day or a Public Holiday
- Hourly Rate Constant      The constant used to calculate the hourly rate e.g. the constant is a number that the basic salary is divided by to represent the hourly rate. This constant is used in conjunction with Hourly Terms . In the example above where the hourly rate constant is set to 195, the hourly rate for an employee earning a basic salary of 100,000 would be calculated at 512.82 (basic salary/195).
- Normal Overtime Constant      The constant used to calculate the Normal Overtime rate e.g. the constant is a number that the basic salary is divided by to represent the normal overtime hourly rate. This constant is used in conjunction with Hourly Terms . In the example above where the Normal Overtime constant is set to 130, the Normal Overtime rate for an employee earning a basic salary of 100,000 would be calculated at 769.23 (basic salary/130).
- Holiday Overtime Constant      The constant used to calculate the Holiday Overtime rate e.g. the constant is a number that the basic salary is divided by to represent the Holiday overtime hourly rate. This constant is used in conjunction with Hourly Terms. In the example above where the Normal Overtime constant is set to 97.5, the Normal Overtime rate for an employee earning a basic salary of 100,000 would be calculated at 1025.64 (basic salary/97.5).
- Month days      The number of days in a month is entitled to work.
- Start time      The time the employee is expected to start working.  
  
This time is used in the timesheet to calculate the overtime information and is used in conjunction with the working hours per day.

## Miscellaneous

- Report format

There are 3 different ways to set up the headers for your monthly reports. Blank(using headed paper), Standard (using the company default information) or Logo (using the Logo entered in the logo field).
- Processing cut-off day

This field is used to determine the payroll end date. This is especially important for the timesheets and the monthly leave calculations.
- Start Month Budget

The budget start date is used to determine when the yearly budget starts. This will be used for the yearly budget reports.
- Appraisal month interval

The appraisal month interval determines the period in months for the company appraisal. This is used in conjunction with the appraisal add-on.
- Default Pay Point

This is used on reporting especially when the Pay Point is not selected; the details of this default pay point will be used.
- Leave Expires (In months)

Specifies the number of months a leave accrued by the employee will be declared expired and thus cannot be taken by employee.

Auto increment employee IDs – used to automatically assign the employee IDs by incrementing the first provided ID number.

### General Defaults

This will provide the general details that will be used within the system when encountered.

The screenshot shows a software window titled 'Defaults' with three tabs: 'Company Defaults', 'Salaries and HR Management Defaults', and 'General'. The 'General' tab is active and contains several sections:

- Translations:** A grid of input fields for mapping system terms to user-defined labels. Fields include Paypoint, Department, Sub Department, Cost Centre, Project, Activity, Head of HR, Head of Company, and Units.
- Allocations:** A section with a 'Maximum Unit' input field, currently set to '100'.
- Termination Transactions:** Three dropdown menus for 'Severance', 'Salary in Lieu', and 'Leave Accrued'.
- Time Penalties:** Two dropdown menus for 'Late Penalty' and 'Absent Penalty'.
- Company Bank Information:** Two input fields for 'Company Bank' and 'Bank Account Number'.

At the bottom of the window, there is a 'SAVE' button with a green checkmark and a 'CLOSE' button with a red circle.

**Translations:** These provides for a customized labelling whenever the parameters have been used.

**Allocations:** used for specifying the maximum number of units (e.g. Hours, Days) that can be allocated to an employee in a given payroll month.

**Termination Transactions:** these are used for linking various employment termination benefits to the transaction types as defined in the system.

**Timesheet penalties:** links penalties that can accrue in the timesheets to a default transaction type.

**Company Bank information:** The Bank Account Number for the company, this is presently only used in conjunction with a specific report designed to produce a text file for a particular bank. Please call your supplier for more information.

## PAYE Tax Tables

### Introduction

Most countries use the tax system PAYE, an abbreviation which stands for Pay As You Earn. This setup is used by the application to automatically compute the PAYE tax payable, based on the taxable income of each employee.

For reporting purposes, it is possible to incorporate multiple tax tables in the application, however only one tax table is used for processing the monthly pay, as set in the system defaults.

By default the most recently added tax table is displayed at the top of the list of already defined tax tables.

New tax tables and adjustments to the most recently added tax tables can be adjusted as detailed below.

**TAX TABLES**

Tax Table	Start Month	End Month
2016	JUL-2016	AUG-2017
2015	JUL-2015	JUN-2016
2014	JUL-2014	JUN-2015
2013	JUL-2013	JUN-2014
2012	JUL-2012	JUN-2013
2010	JUL-2010	JUN-2012
2008	JUL-2008	JUN-2009
2007	JUL-2007	JUN-2008

**ADD TAX TABLE**

Tax Table ID: 2016  
 Start Month: Jul -2016  
 End Month: Aug-2017

**TAX BANDS**

Minimum	Maximum	Min Tax Amount	Percent Excess
0	170,000	0	0
170,000	360,000	0	9
360,000	540,000	17,100	20
540,000	720,000	53,100	25
720,000	999,999,999	98,100	30

ADD DELETE EDIT MODE CANCEL SAVE EXIT

## Tax Tables

The section TAX TABLES displays a list of each tax table and the period of use.

When a tax table is selected the corresponding tax bands are displayed in the section TAX BANDS below, while the Table id and month start and end id are displayed in the section to the right. Clicking through each tax table will automatically display the contents of the taxable.

## Tax Bands

The section TAX BANDS displays the applicable tax bands for the selected tax table. Each line displays the range of salaries shown by minimum and maximum, the minimum amount of tax payable and the percent excess applicable for each tax band.

**Minimum** – The minimum taxable income for the tax band (This should be the same as the preceding bands maximum salary range).

This entry is not editable; it is calculated from the previous tax band.

**Maximum** – The maximum taxable income for the tax band.

While in EDIT MODE the maximum can be adjusted as required, by placing the cursor at the specific entry point. Only numeric characters are allowed, the value entered must be higher than the minimum.

**Min Tax Amount** – The minimum tax applicable for employees whose taxable income is equivalent the minimum amount for the tax band.

**Percent excess** – The percentage of tax applicable in excess of the minimum tax amount, for employees whose taxable income falls between the minimum and maximum amount for the tax band.

Once all the tax bands have been entered correctly, the software will use the values to automatically calculate the taxable pay.

An example of how the tax is calculated follows:

The above example shows the 2016 tax table;

An employee, who has a taxable income of 200,000, would fall into the second tax band.

The minimum tax amount for this band is 0, which means that the first 170,000 of the taxable income is relieved from tax, therefore only the remaining 30,000 is taxable.

The percent excess is 9% so the calculation for the tax would be 9% of 30,000 which would equal 2,700.

**Minimum tax amount + ((Taxable income – Minimum) \* Percent excess) = Tax payable**

$$0 + ((200,000 - 170,000) * 9\%) = 2700$$

An employee, who has a taxable income of 400,000, would fall into the third tax band.

The minimum tax amount for this band is 17,100.

The difference between the minimum 360,000 and the taxable income, 400,000 is 40,000.

The percent excess is 20% so the calculation for the tax would be 17,100 + 20% of 40,000 which would equal 8,000.



**Minimum tax amount + ((Taxable income – Minimum) \* Percent excess) = Tax payable**

$$17,100 + ((400,000 - 360,000) * 20\%) = 25,100$$

### Add Tax Table button

New tax tables should be added as per the guidance provided by the governing authority.

By clicking on the Add Tax Table button, the current tax band are cleared and the option to enter the tax table id and the end month for the new tax table is enabled

**Tax Table ID** - Can be represented by any numeric id of up to 10 digits.

For simplicity the system defaults to the year at the moment of adding, however it can be adjusted according to preference

**Start Month** – This defaults to the next month following the previous tax table.

There is no option to change the start month, it is important that one tax table follows another.

**End Month** – This defaults to the month after the start month.

The month and year can be adjusted by placing the focus in either the month or the year and using either the up down keys or by clicking on the up down arrows on the right of the control.

Once all the details have been filled and the user moves away from the control, the user will be provide with the new tax table settings and will have the option of either saving or cancelling the action.

Once the new tax table has been saved, the values for the first band can be entered and further tax bands can be entered by clicking on the Add button.

It is not possible to re-name the Tax table Id, however, by deleting all the tax bands belonging to the table using the Delete button the tax table would be deleted.

### Add Button

Clicking on the Add button will add a new tax band to the current tax table. By default the software will calculate the minimum salary band and the minimum tax amount, based on the previous tax band. The software requires that the maximum amount is entered and that it is higher than the minimum amount, before allowing the addition of a new tax band.

### Delete Button

Clicking on the Delete button while in EDIT MODE will delete the last tax band from the current tax table.

It is not possible to delete the first tax band of a tax table if the tax table has been used in a posted payroll; however it is possible to edit the entry.

If an attempt to delete the first tax band of an unused tax table is made, the software will warn the user that the consequence of the action will also delete the tax table; the option of cancelling the initial action is then possible.

**Cancel Button**

Clicking on the Cancel Button while in EDIT MODE will cancel all changes since the last save action was applied.

**Save Button**

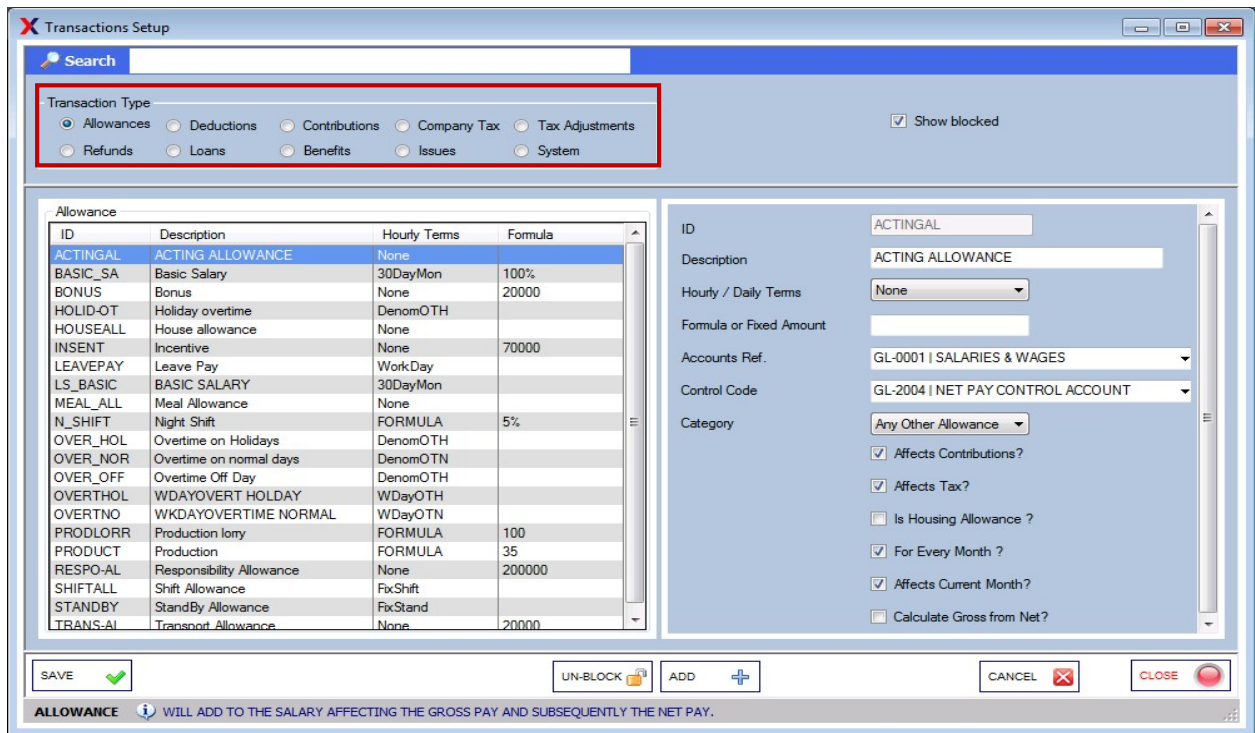
Clicking on the Save Button while in EDIT MODE will save all changes to the database.

**Exit**

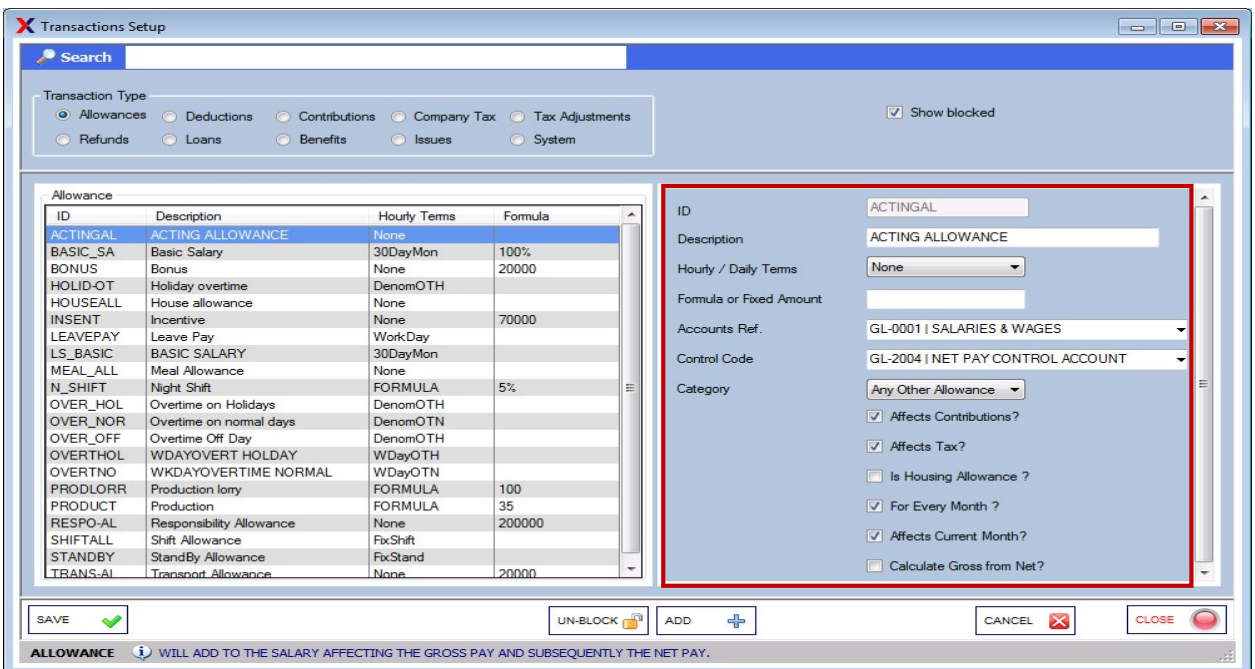
Clicking on the Exit button will exit the form. If any changes were made and not saved, the software will automatically save the changes on exit.

## Payroll Transactions

Here you set up all your transactions that will be considered in the system. The system is installed with most of the likely transactions you will be dealing with, but you can add or change them as required. While there are many settings for different earnings/deductions, there are a few settings that will determine if your payroll computes its calculations correctly to the specifics of your particular country, care should be taken with this in mind.



## Transactions: Allowances



**Earning ID:** this is the key field that uniquely identifies a specific earning/allowance. The ID can be any combination of letters or digits, but if the User wishes that a particular Earning is to be excluded from the Computation of the Gross Salary then the ID should have the last 4 characters as follows: \_XFG (Excluded from Gross). This could be used, for Advance Gratuity Payments, where for example the PAYE and NSSF are not deducted until later on in the employee's employment. Note. Please check with local authorities on actual regulations.

**Description:** Describes the earning as it would be used later in reports and payslips.

**Hourly Terms:** This applies to hourly/daily based earnings like Overtime. Select from the drop down list the desired Hourly term type or type None in case earning is not hourly based. For details on Overtime refer to Quick Reference section 9.

**Formula or Fixed Amount:** Applicable to earnings whose amount is the same for every employee or whose amount is a percentage of basic salary. Entering say 10000 means whenever the earning is specified for any employee the actual amount is 10000. On the other hand entering say 50% implies the earning is 50% of basic salary. For the later the system automatically computes the actual amount for an employee based on the specified percentage. What distinguishes a fixed amount from percentage is the % character after the numeric digits. Make sure there is no space between the last numeric digit and the percentage character. To calculate the earnings as a percentage of the gross salary, then add on gross after the percentage. Leaving this field blank means the operator will have to specify the earning amount for individual employees.

**Accounts Ref:** These are the accounts that are used for the journal reporting. This reference is used for accounts that will be debited in the journal (Accounts of debit nature).

**Control Code:** These are the accounts that are used for the journal reporting. This reference is used for accounts that will be credited in the journal (Accounts of credit nature).

**Category:** This is used for categorizing transactions that will appear in the SDL report.

**Affects contribution:** These are allowances that will affect statutory contributions such as social security funds (NSSF/PSPF/PPF etc).

**Affects Tax:** The taxable flag determines whether the earning is taxable, under the PAYE scheme or not.

**Is Housing Allowance:** This type of allowance is specific to Housing.

**For Every month:** this flag indicates the earning will be applicable (repeated) for every month. In preparing payroll for next month, Exact Salaries will include this earning automatically in employee's payslip.

**Affects Current Month:** if option is selected implies that the allowance once defined will be applicable immediately in the current month.

**Calculate Gross from Net:** if option is selected, it will be used for recalculating the gross allowance given from the provided Net amount. If one is given a net allowance of a specific amount, the system will recalculate its corresponding gross amount before taxation.

If you have completed the form, press the Save button to save the newly defined Earning. press the Exit button to return to the main menu.

#### Transactions: Deductions

These are transactions that will reduce the earning of an employee. The parameters are as described above in the earnings.

#### Transactions: Contributions

These are special deductions which are made from the employees' earnings but will also affect the employer. Such contributions include all the social security funds, Hospital funds and any other contribution that affects both the employer and the employee. The contribution can be expressed as a or as a fixed amount.

**Entitled to Tax Relief:** This flag indicates that Tax Relief terms apply to the deduction. Best suited to Life Insurance scheme where an employee gets a tax relief if he/she contributes to such schemes.

**Is Pension:** Indicates the deduction is a pension scheme. The employee will contribute the amount specified in the employee contribution whereas the employer will contribute the specified amount in the employer contribution.

**Calculated on basic salary only:** implies that the contribution amount will be based on the employee basic salary only.

Affect Gross up calculations – used in conjunction with the '**Calculate Gross from Net**' option. If selected, the contribution will includes the grossed up amount from the net entered in the allowance.

#### Transactions: Company Tax

These are transactions that affect the employer and are pegged on the amount specified at the Formula/Fixed Amount specified. Such taxation includes WCF (Workers Compensation Funds, SDL (Skills Development Levy etc). the taxation is controlled by the authority.

#### Transactions: Tax Adjustment

This is used for reducing or increasing the PAYE amount. This can be due to over or under taxation of an employee in the previous months. The two options provided will be used depending on whether the amount to be adjusted is upwards or downwards.

#### Transactions: Refunds

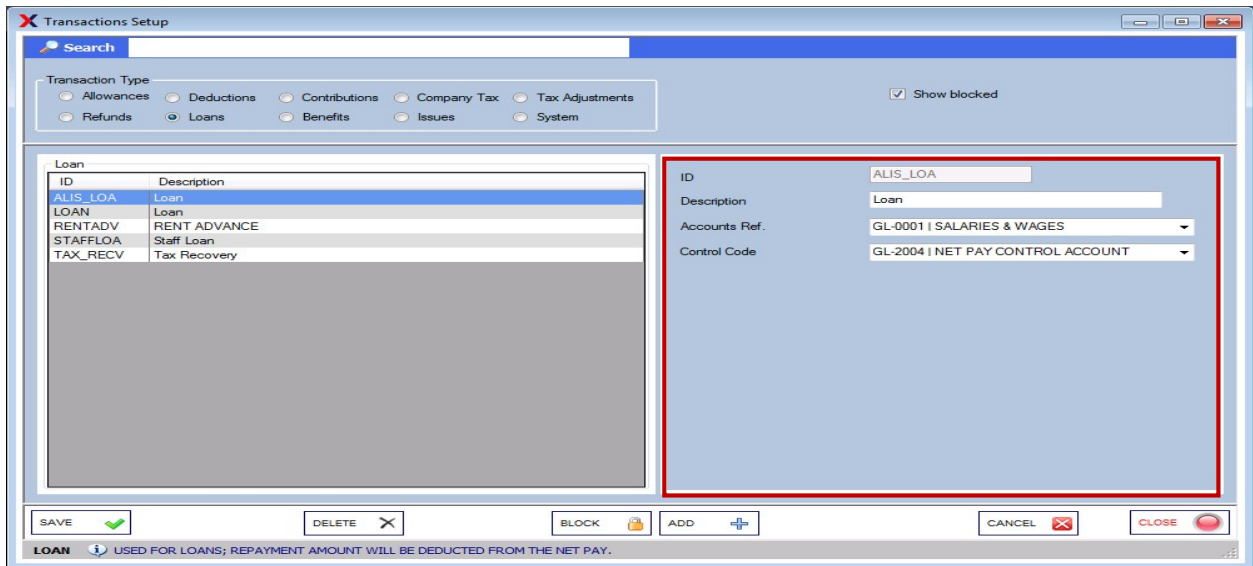
Used for refunding an employee amounts deducted from him or amount spent by the employee on behalf of the company. Use the Formula/Fixed amount option to enter the expected refund amount.

#### Transactions: Loans

This option is used for defining different types of loans that can be given to an employee. The loan will be recovered on monthly basis depending on the amount and the length of the loan defined during the awarding process.

Loans are later attached to an employee and the details such as the loan amount and the recovery period entered.

To define the loan, we need to enter the Loan Id and the description of the loan being defined.

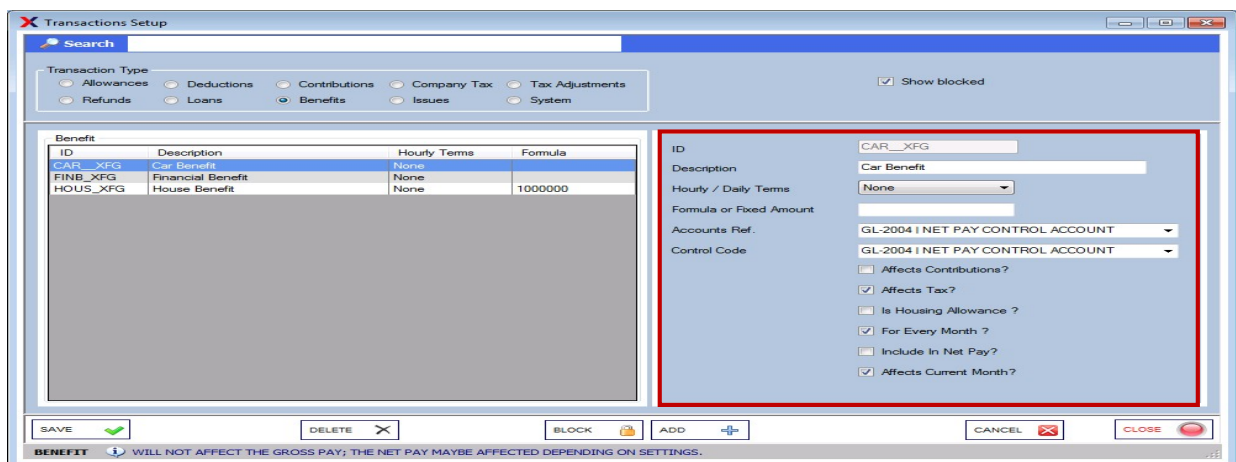


The GL accounts can also be attached to the loan definition such that once the loan has been awarded to an employee, the correct GL information is posted in these selected accounts.

**Transactions: Benefits/Issues**

This option is used for defining transactions that have no direct cash benefit to an employee. They do not form part of the gross pay of the employee thus the \_XFG suffix (Exclude from Gross).

Just like the allowances and deductions, you need to specify the parameters as discussed earlier.

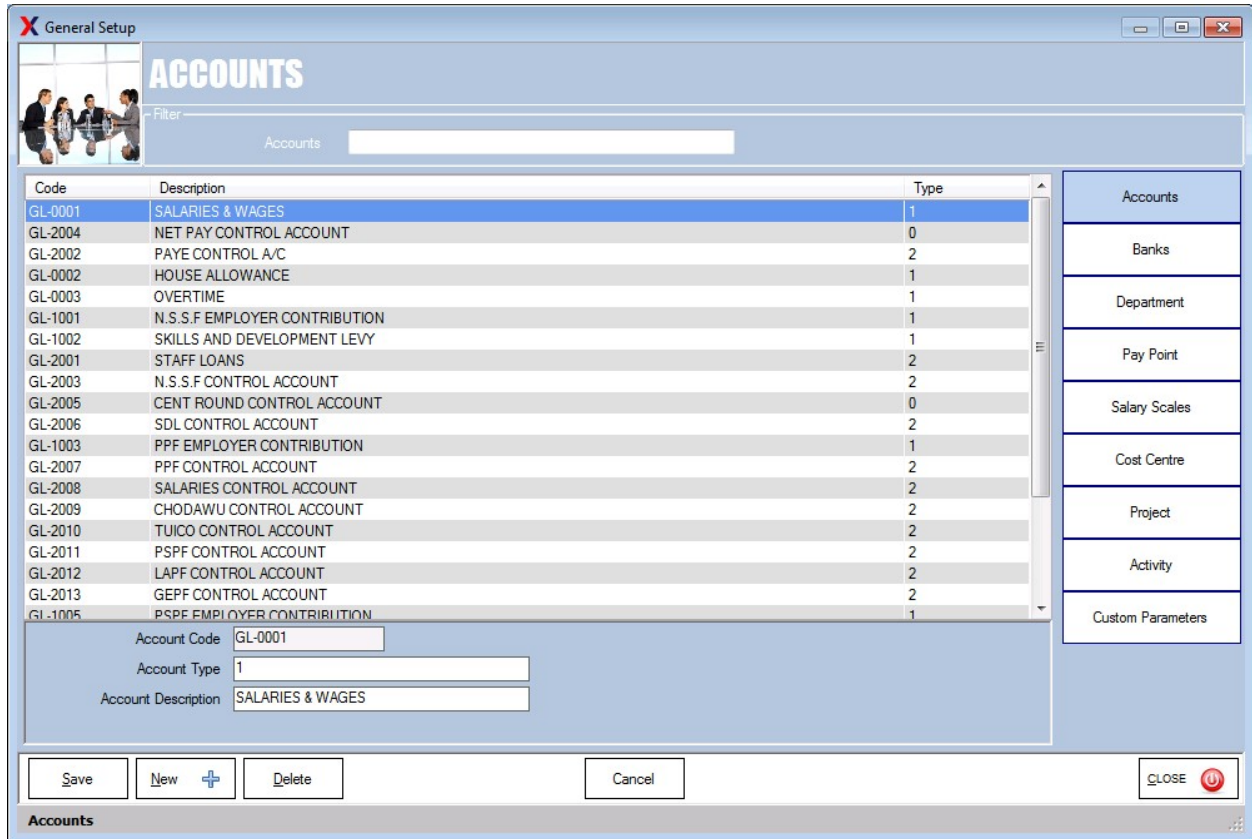


**Transactions: System**

These are transactions that are system controlled and are done automatically.

## General Setup

These are settings used for grouping employees and their transactions in different specified ways. Also accounts for ledgers are defined here to allow various transactions to be viewed as ledgers.



The following are some of the General settings that can be defined in Salaries and HRM:

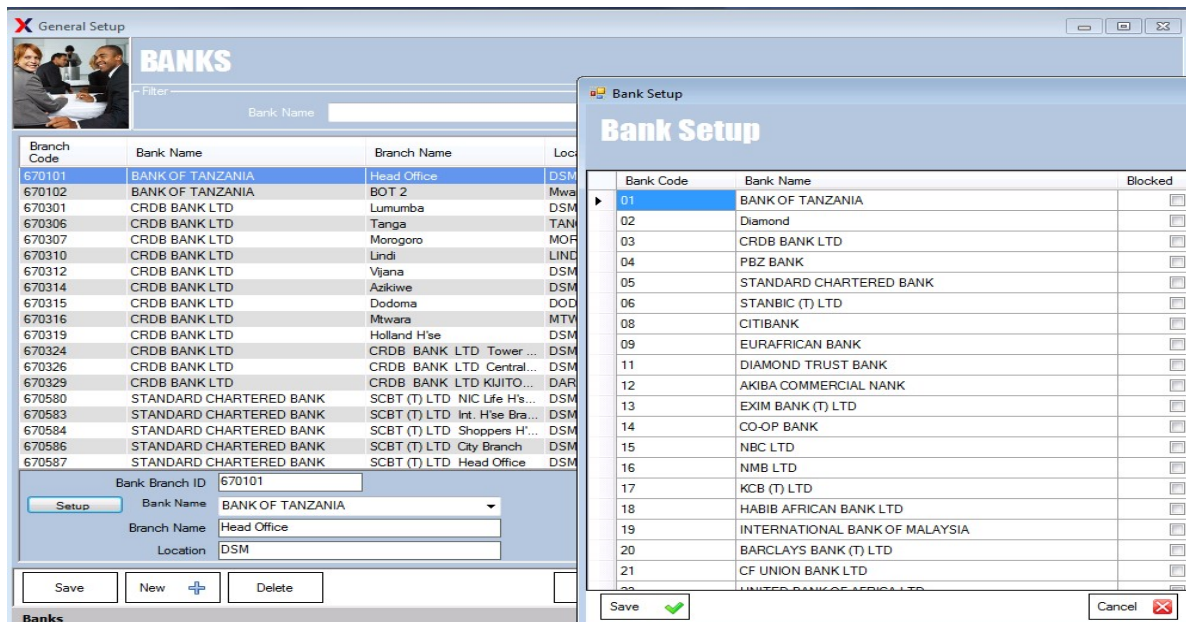
### Accounts

Used for defining accounts that will be used in ledgers. When defining such accounts, it should be noted that the accounts that are expected to be of debit nature should have the account type as 1 whereas those on credit nature should have account type 2. Those accounts that can have either credit or debit should be defined with account type 0.

### Banks

These are the list the banks that can be used within the system. The employees who are paid through the banks will use the banks defined from here. Before a new bank is available for use, it is first defined then the branches added. Banks can easily be blocked by using the setup button and selecting the option column for Blocked. Any bank that is blocked will have its branches also blocked.

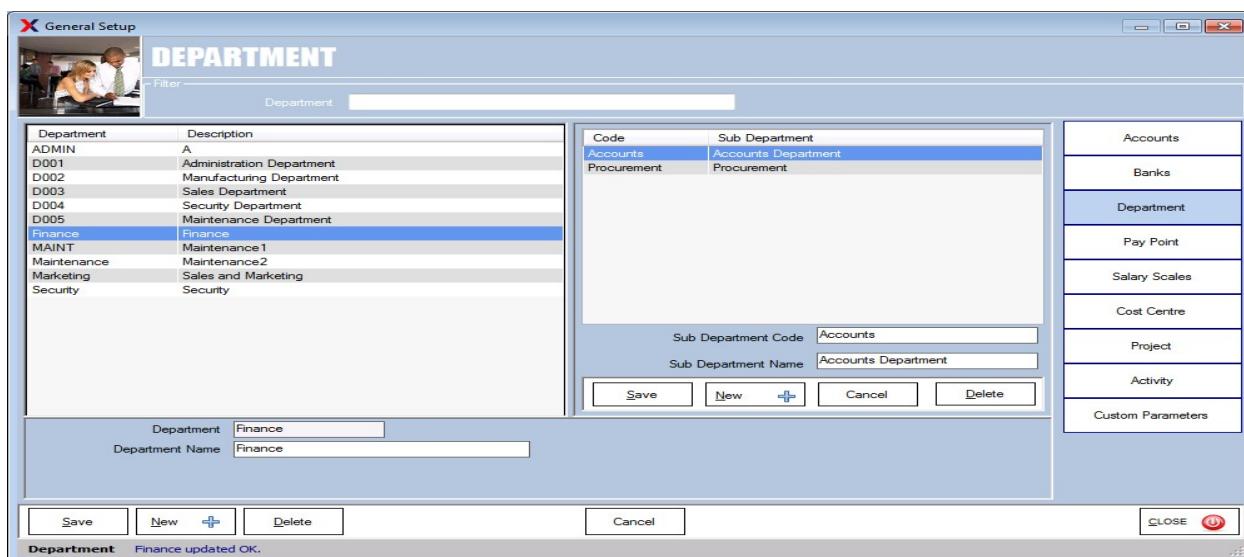
Various reports will also be possible based on the banks as utilized by the employees.



Departments/sub departments

Departments/sub departments: This is used for grouping employees in departments/sub departments. Reports can also be produced department wise.

As a further point of reference you can also split employees into sub departments. This will only be used in reports under Human resource. To add new sub departments under departments, select the department from the lookup and then click on Add. Enter the Sub department id and name in the respective fields.



Pay point

These are specific points where employees receive their payments from. They may represent branches if a company has several branches and employees are paid based on

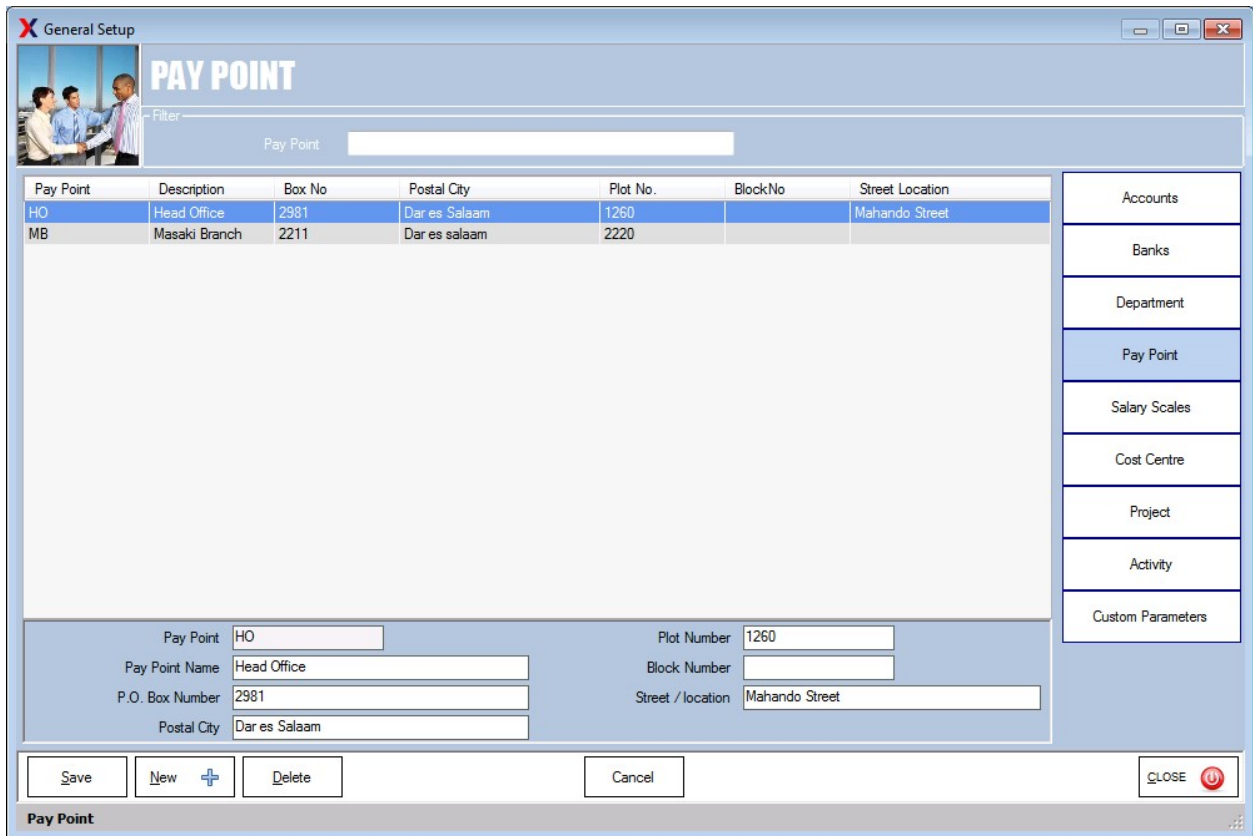


their branches. Or it might be useful if the company wants to group and analyze the transactions based on their existing pay points.

Pay points provides the means for grouping employees across departments, this is especially useful for large companies who require greater reporting flexibility. In a large hospital, for example, doctors are found in most of the hospital departments. A payroll summary report based on departments does not reveal how much is spent on doctors alone. By defining pay points and binding each employee to a particular pay point, it makes it possible to generate payroll reports based on pay points.

A minimum of one pay point must be defined in the system.

In order to add a new pay point click on the Add button, the cursor will move to a new record, enter the Pay point id and description. To change an existing ID or description click on the Edit button, mark the required id from the list, the details will appear in the box below, make changes as required. To delete an existing Id, select the id from the list and click on the delete button. Note. It is not possible to change or delete a Pay Point ID once the pay point is in use.



**Pay Point ID:** Identifies a pay point.

**Description:** Describes the pay point thereby giving it a name.

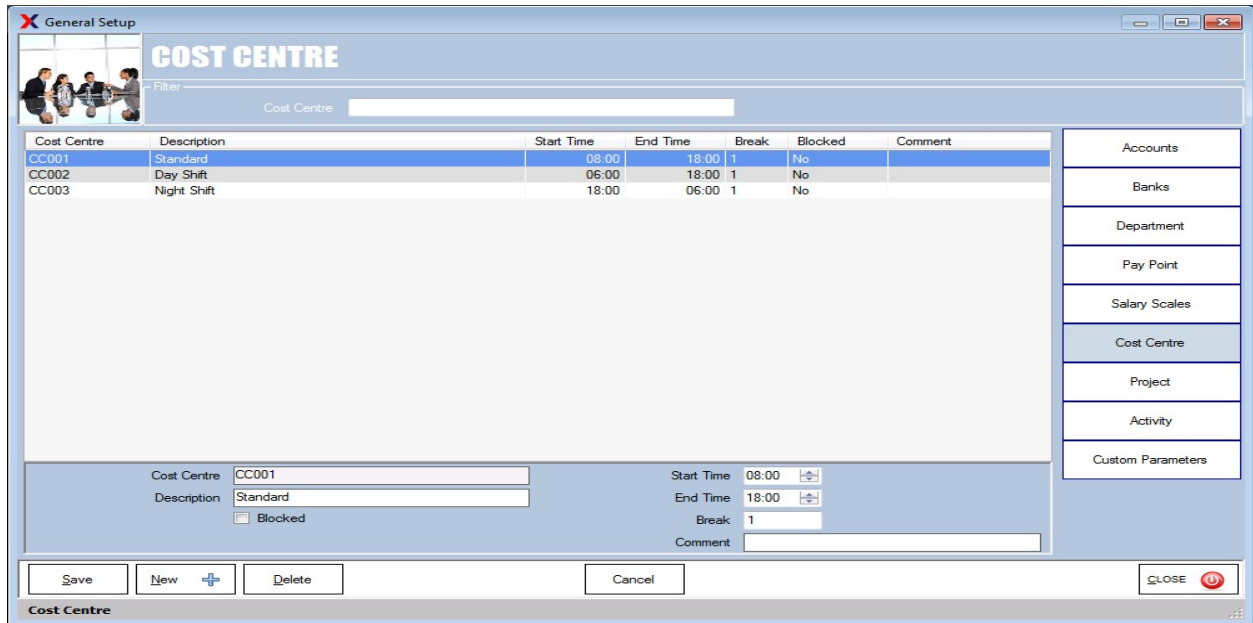
**Salary scales**

A company can have varying categories when it comes to salary. These scales may be dependent on an employee’s position. Once defined, employees can be moved from one scale to another through employee update. The salary scales can have predefined salary ranges set as the minimum and maximum. The steps will represent

Salary scales are used in a number of places within the Exact Salaries and Human Resource Manager. The salary scale indicates the range of salaries that each group of employee falls under. A minimum amount and a maximum amount can be entered, with standard increments for each scale.

**Cost Centre**

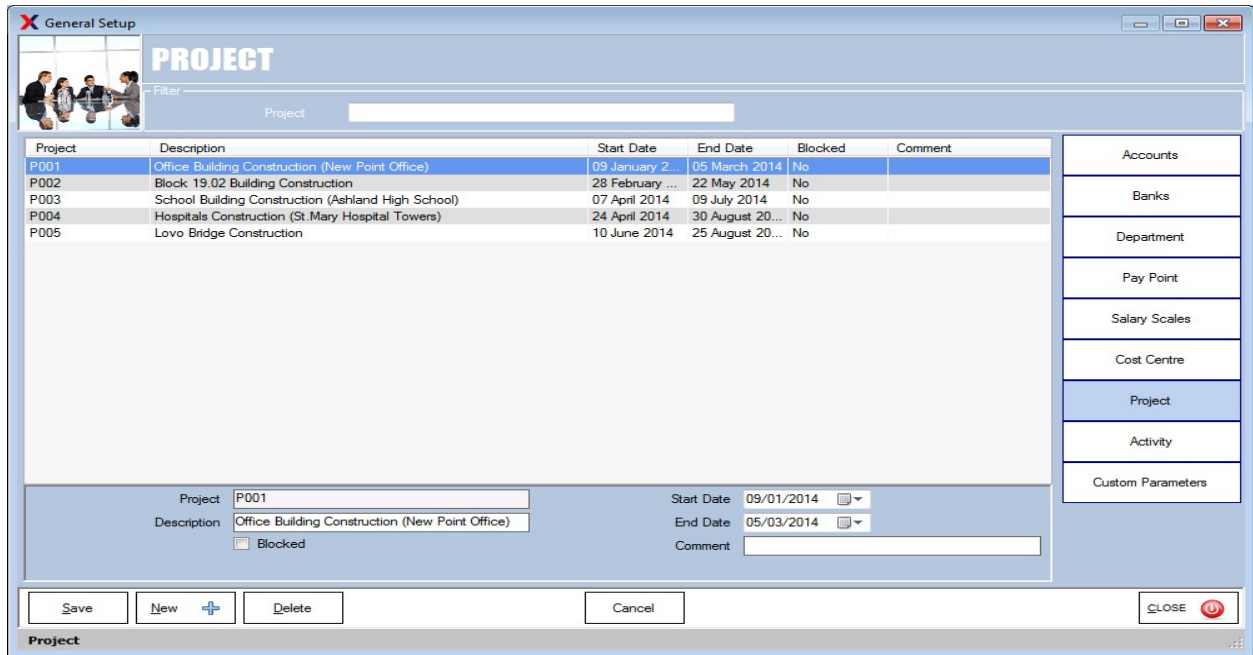
These are used in conjunction with the timesheets. Along with these, you can store the normal work time, the normal end time and a break if applicable. You can later pull back monthly information on charges against these cost centres.



**Project/activity Centre**

Employees can also be attached to projects/activities and their salaries paid based on projects that they are undertaking. It also means that the employee can have their salaries shared among different projects they are involved in. This is more important if the company is more of a project oriented and each project is supposed to take its share of the payroll expenses.

The project/ activities will have their respective start and end dates.

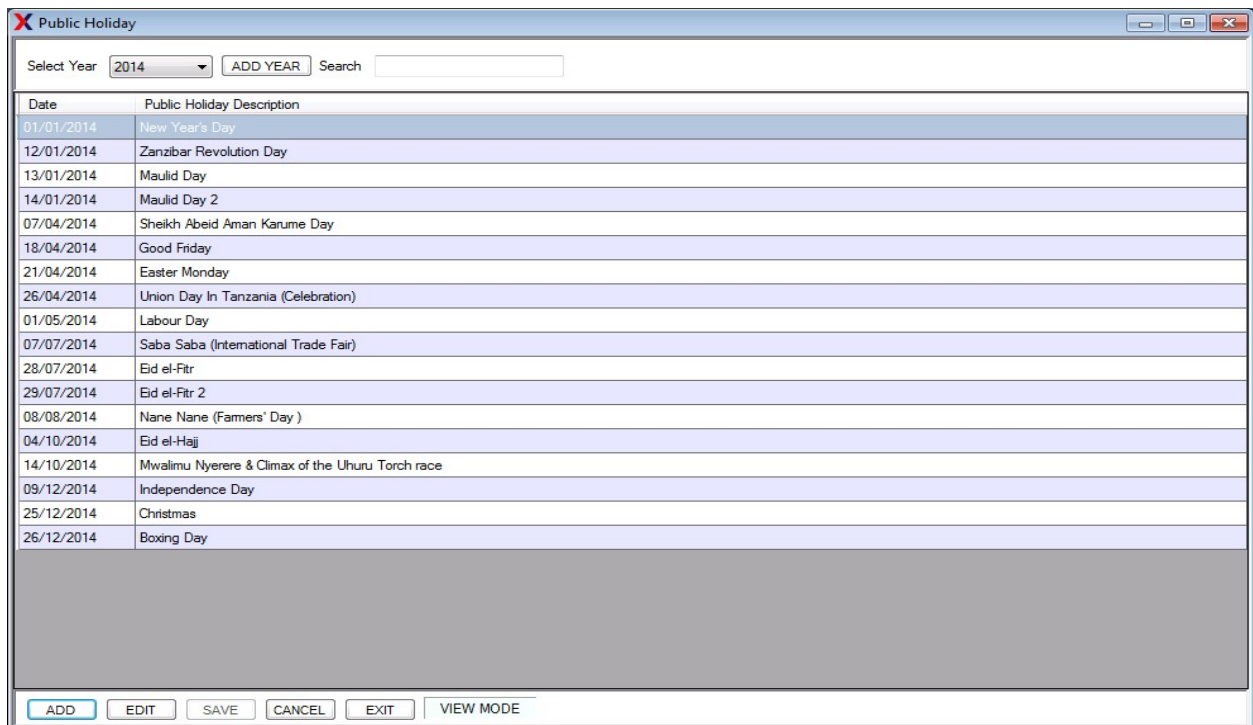


**Custom Parameters**

Vision allows you to define parameters which can be used in various specific ways to meet your organization needs. Apart from the set parameters that come with vision, you have an extra flexibility to make more specific entries in Vision such as driving license number etc.

**Public Holidays**

Public Holidays are utilized in the software when calculating leave days in both the Human Resources and the Time and Attendance. Although most public holidays are consistent, in many countries they can vary from year to year. For that reason the holidays are entered manually. From the setup menu, found under the main menu Extras, select Public Holidays.



When the form is opened, the latest years public holidays are displayed.

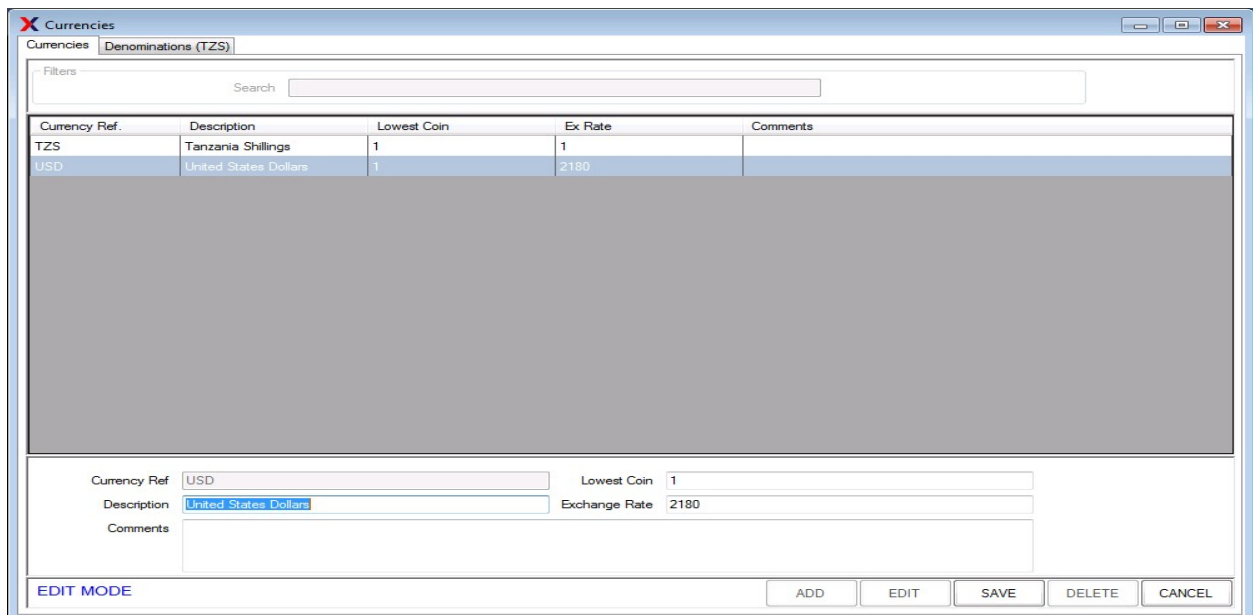
**Add Year** – clicking on this button will add the next year to the database inserting a record for New Years Day. After which the form will be display the newly created year ready for adding new dates.

**Add** – Clicking on this button will open the data entry section.

The date of the public holiday can be selected by first selecting the day, month or year, and then using the up and down arrows to navigate to the required date

**Currency Setup**

The system is fully multi-currency, that means that the system works with a base currency, used for most of the reports required by the authorities, and can also handle foreign currencies, required for certain contracted employees. Under the menu extras, setup, currency setup. You can add new currencies or edit exchange rates and lowest coin. The system uses the exchange rate on the day of posting to calculate amounts for all reports. The local currency exchange rate should always be set to 1, while the other currencies are set to the corresponding daily rates.



**Denominations:** this service allows the user to define the applicable currency denominations for the company. The default settings shown in the screen shot are all the currency denominations available in Tanzania. Exact Salaries uses these settings to provide a denomination breakdown for the Cash Payments Report. In case you do not want a certain denomination, just delete it from the table. You can do this by using the mouse to mark the left hand side marked with an arrow and then pressing the [Delete] key.

VALUE	DESCRIPTION
1	1 Shilling coin
20	20 Shilling Coin
50	50 Shilling Coin
100	100 Shilling Coin
200	200 Shilling Coin
500	500 Shilling Note
1000	1000 Shilling Note
2000	2000 Shilling Note
5000	5000 Shilling Note
10000	10000 Shilling Note

**Training Institutions**

This provides a list of all the defined training institutions within the system. These training institutions are categorized into different types which might refer to the level of training that can be obtained from such institutions.

The information entered here will be used in the HRM module whenever an employee goes for training into such institutions.

INSTITUTION NAME	TOWN / CITY	COUNTRY / REGION	INSTITUTION TYPE
IFM	DSM	TANZANIA	B
UDSM	DAR ES SALAAM	TANZANIA	B
University Computing Centre	DAR ES SALAAM	Tanzania	C
COLLEGE OF BUSINESS EDUCATION	DSM	TANZANIA	C

Institution Name: COLLEGE OF BUSINESS EDUCATION      Country/Region: TANZANIA  
 Town/City: DSM      Institution Type: C

**Budgeted positions**

These are the positions which the employees belong. In every company, there may exist a set of rules on the number of employees that are expected to fill specific positions within the echelon of the company.

The number of budgeted personnel per position is entered and then during employee definition, the positions are attached to the employees. This can later be used to analyse if the positions that are required by the company are all filled up or some positions have been over filled.

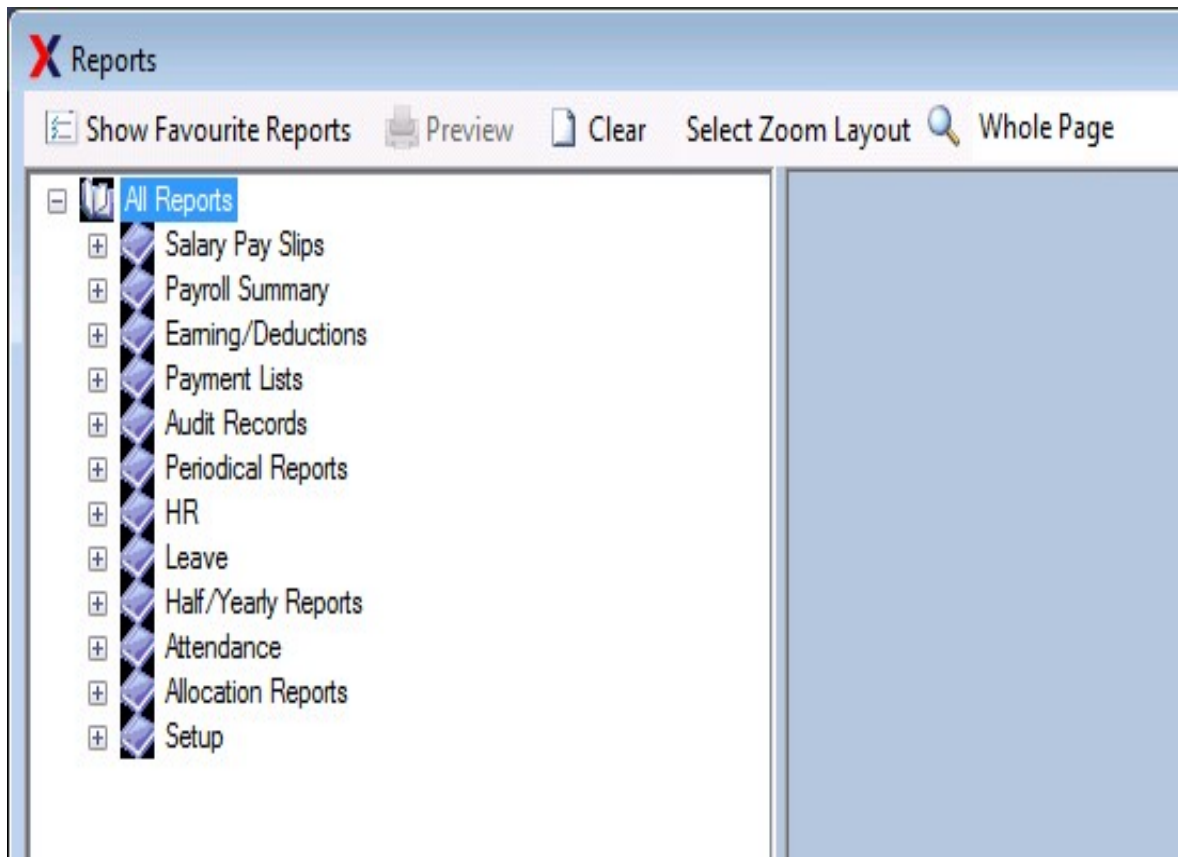
This is very helpful when making recruitments in the company and for skill-check in the company.

Positions that are no longer required can be blocked.

Budgeted Personnel	Positions	Blocked
1	Human Resources Administrator	<input checked="" type="checkbox"/>
1	Accounts Clerk	<input type="checkbox"/>
1	Administration Manager	<input type="checkbox"/>
1	Managing Director	<input type="checkbox"/>
1	General Manager	<input type="checkbox"/>
1	Manufacturing Manager	<input type="checkbox"/>
4	Production Technician	<input type="checkbox"/>
1	Sales & Marketing Manager	<input type="checkbox"/>

## REPORTS

All and any information that is entered into the Exact Salaries will be available for browsing and printing on one of the many following reports. These reports are designed to offer relative information on every aspect of the Exact Salaries for the selected criteria. These reports can be accessed at any time and can be printed out, emailed or exported to both PDF or excel. To access these reports click on the menu reports at the top of your main screen. The form below will be opened; this form can be minimised and re-accessed at any time during the current session.

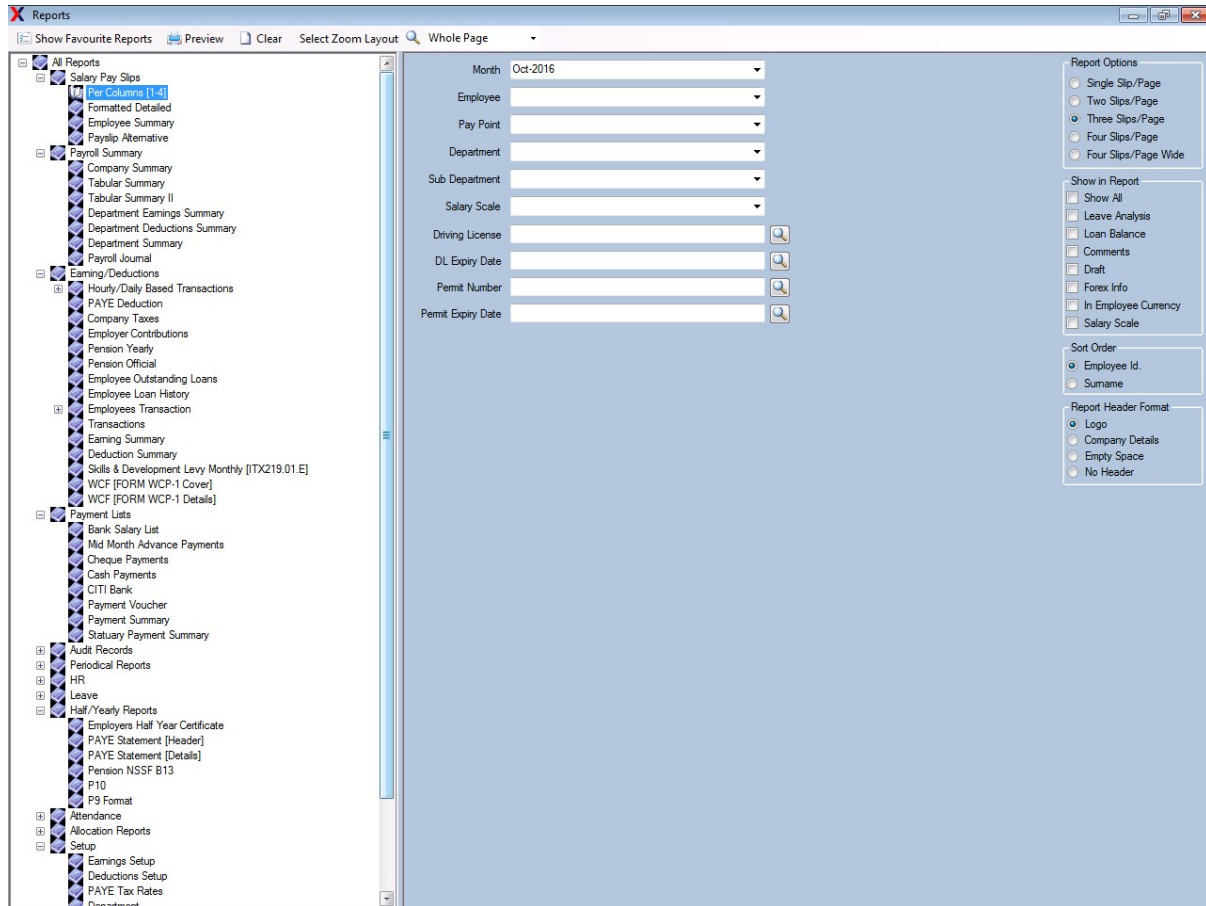


## REPORT SELECTOR – GENERAL OVERVIEW

### Header bar

The Header bars have 4 options to click:

- Show Favourite Reports
- Preview
- Clear
- Select Zoom Layout



**Show Favorite Reports Button**

This will keep all the favourites reports to view when opening the report selector for the first time. By right clicking on the certain report, it will question that “add to favourites” selecting yes will add to favourites, same way when want to remove from the favourites, right click and remove from favourites.

**Preview Button**

This will show the selected report.

**Clear**

This will clear all the selected data in combo boxes and it will set to default.

**Select Zoom Layout**

Giving options to select the layout of the report, when previewing, like Whole Page, 100%, 200% etc

## Report Control Sets

These set of controls are used for the main purpose of filtering data and style of viewing reports.

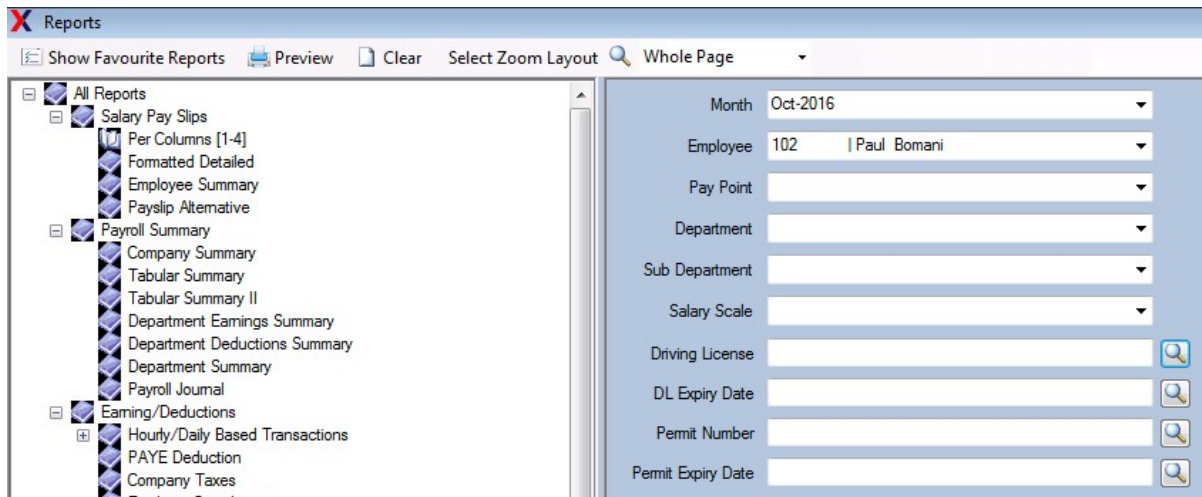
The controls includes:

- Filtering data
- Report Header Format
- Show /Hide Options
- Grouping
- Sorting Order
- Currency
- Date Selection

### Filtering Data

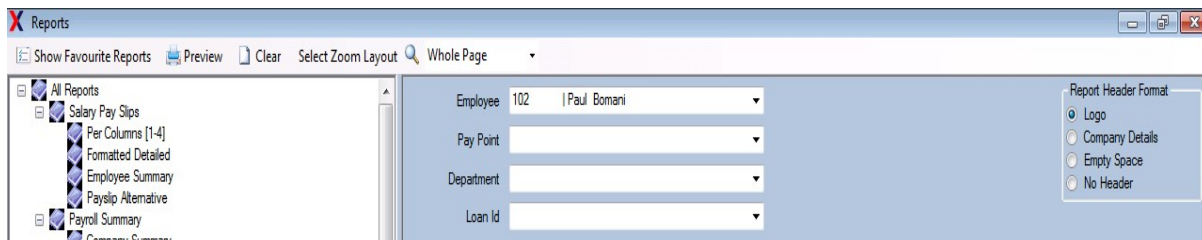
Clicking the dropdown arrow will give more options to search, after selecting press enter or use the ok button to complete the selection. Using the search button provides a list which can be used for searching the required information.

To clear a drop down selection, right click at the dropdown arrow.



### Report Header Format

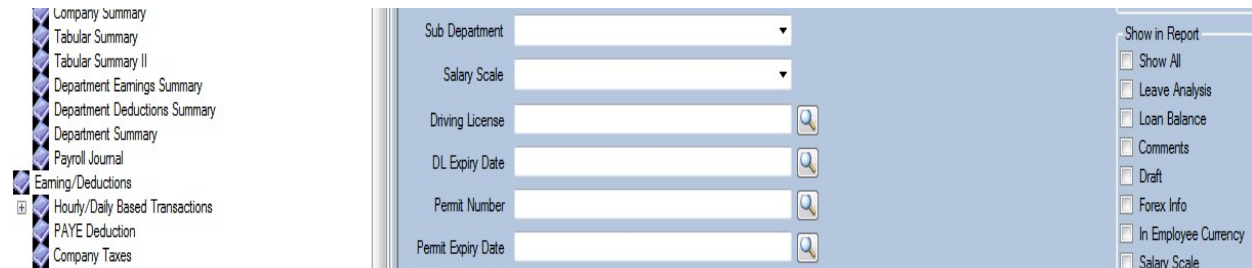
Only one option can be selected at a time. Determines what will be displayed at the top of the reports when previewed/printed.





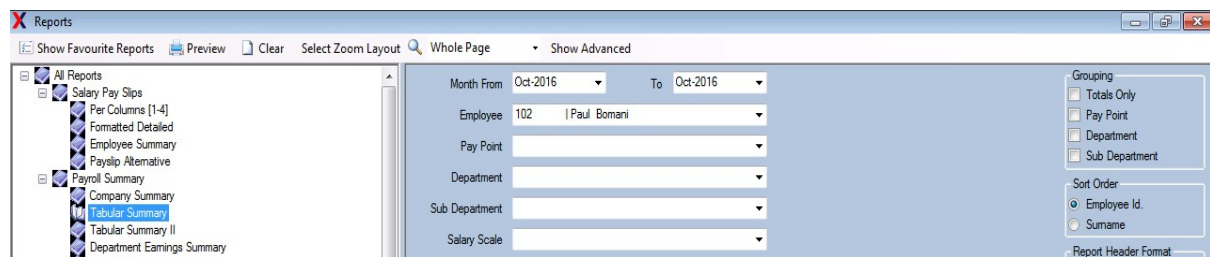
### Show /Hide Options

Depending on various reports, the show and hide options will be displayed when previewing the report.



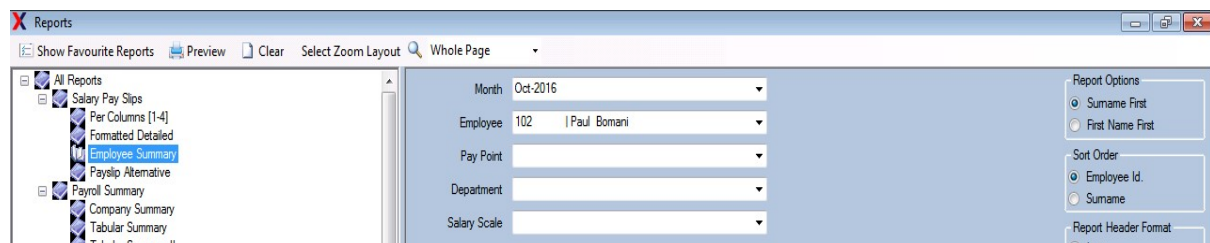
### Grouping

Depending on various reports, the Grouping options will be displayed when previewing the report.



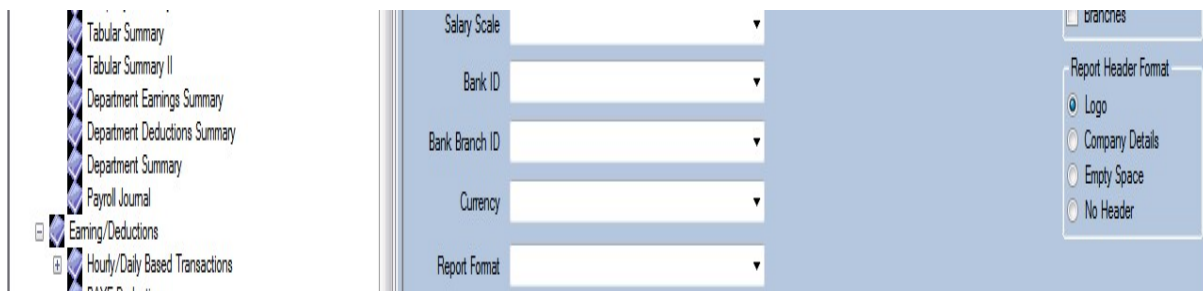
### Sorting Order

Depending on various reports, the Sorting Order options will be displayed when previewing the report.



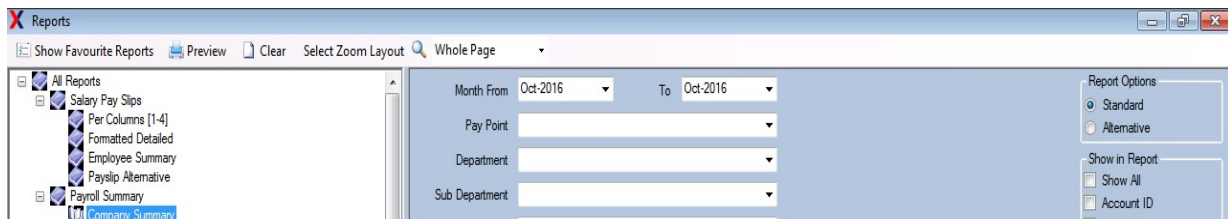
### Currency

Checking the item will provide the combo box to select the certain currency of the employee.



### Date Selection

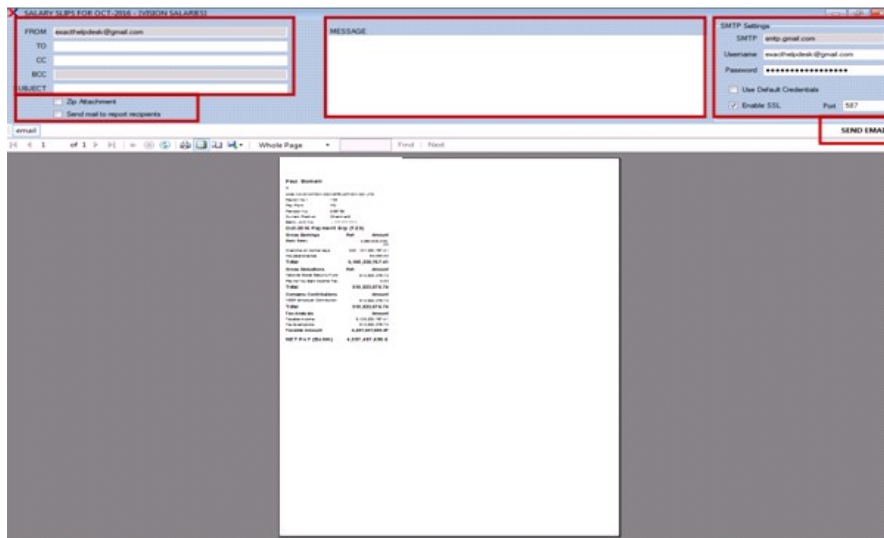
Some reports will show date selection in which the date period can be selected, by default the date period will be set to current payroll month.



### Email Facility

All reports can be sent to email recipients. After previewing the report, use the email button to specify the recipient details and send. The SMTP details are set at the defaults setups though can be overridden from this screen.

A small message can accompany the email being sent with the attached report. One has an option of zipping the attached while sending it.



Checking send mail to report recipients will only send the payroll report to certain employees having the email addresses. Care should be taken when using this functionality to avoid availing personal reports such as payslips to unauthorised personnel.

## Salary Pay Slips

This is the note given to an employee when they have been paid, detailing the amount of pay given, and the associated earnings and deductions such as all the allowances, taxation, and social security.

This report shows the summary of all the recorded transactions on an employee earnings and deduction on a particular employee's pays.

Vision Payroll provides for employees pay slip records in different formats. The various formats are as seen below

Per columns (1-4)

The pay slip is provided in an A4 paper but can contain up to a maximum of 4 slips per page.

Tom Jones		Tom Jones		Savage Dady		ewew weww	
<b>Jan-2018 Payment Slip (TZS)</b>		<b>Jan-2018 Payment Slip (TZS)</b>		<b>Jan-2018 Payment Slip (TZS)</b>		<b>Jan-2018 Payment Slip (TZS)</b>	
<b>Gross Earnings</b>	<b>Ref. Amount</b>	<b>Gross Earnings</b>	<b>Ref. Amount</b>	<b>Gross Earnings</b>	<b>Ref. Amount</b>	<b>Gross Earnings</b>	<b>Ref. Amount</b>
Basic Salary	166,000,000.00	Basic Salary	100,000.00	Basic Salary	6,000,000.00	Basic Salary	1,660,000.00
Overtime on normal days	5.00 6,384,615.38	Bonus	20,000.00			Overtime on normal days	0.00 0.00
<b>Total</b>	<b>172,384,615.38</b>	<b>Total</b>	<b>120,000.00</b>	<b>Total</b>	<b>6,000,000.00</b>	<b>Total</b>	<b>1,660,000.00</b>
<b>Benefits</b>	<b>Amount</b>	<b>Gross Deductions</b>	<b>Ref. Amount</b>	<b>Gross Deductions</b>	<b>Ref. Amount</b>	<b>Gross Deductions</b>	<b>Ref. Amount</b>
Car Benefit	20,000.00	National Social Security Fund	12,000.00	Pay As You Earn Income Tax	1,505,900.00	Pay As You Earn Income Tax	334,100.00
<b>Total</b>	<b>20,000.00</b>	Pay As You Earn Income Tax	0.00	Local Authority Pension Fund	600,000.00	National Social Security Fund	166,000.00
<b>Gross Deductions</b>	<b>Ref. Amount</b>	<b>Total</b>	<b>12,000.00</b>	<b>Total</b>	<b>2,105,900.00</b>	<b>Total</b>	<b>500,100.00</b>
Pay As You Earn Income Tax	46,435,746.15	<b>Company Contributions</b>	<b>Amount</b>	<b>Company Contributions</b>	<b>Amount</b>	<b>Company Contributions</b>	<b>Amount</b>
National Social Security Fund	17,238,461.54	NSSF Employer Contribution	12,000.00	LAF Employer Contribution	600,000.00	NSSF Employer Contribution	166,000.00
<b>Total</b>	<b>63,674,207.69</b>	<b>Total</b>	<b>12,000.00</b>	<b>Total</b>	<b>600,000.00</b>	<b>Total</b>	<b>166,000.00</b>
<b>Company Contributions</b>	<b>Amount</b>	<b>Tax Analysis</b>	<b>Amount</b>	<b>Tax Analysis</b>	<b>Amount</b>	<b>Tax Analysis</b>	<b>Amount</b>
NSSF Employer Contribution	17,238,461.54	Taxable Income	120,000.00	Taxable Income	6,000,000.00	Taxable Income	1,660,000.00
<b>Total</b>	<b>17,238,461.54</b>	Tax Exemptions	12,000.00	Tax Exemptions	600,000.00	Tax Exemptions	166,000.00
<b>Tax Analysis</b>	<b>Amount</b>	<b>Taxable Amount</b>	<b>108,000.00</b>	<b>Taxable Amount</b>	<b>5,400,000.00</b>	<b>Taxable Amount</b>	<b>1,494,000.00</b>
Taxable Income	172,404,615.38	<b>NET PAY (BANK)</b>	<b>108,000.00</b>	<b>NET PAY (BANK)</b>	<b>3,894,100.00</b>	<b>NET PAY (BANK)</b>	<b>1,159,900.00</b>
Tax Exemptions	17,238,461.54						
<b>Taxable Amount</b>	<b>155,166,153.84</b>						
<b>NET PAY (BANK)</b>	<b>108,710,407.69</b>						

Any detail that you would wish included in the employees slip should be checked in the show in the report options provided.

### Formatted Details

This format shows the pay slip with the earnings and deductions shown in two separate columns the formatting is quite stylistic but will consume more papers in case a printout is required since a maximum of two slips can be previewed per page. Other options such as leave analysis can be viewed if right options from the report controls are selected.

EARNINGS		REF.	AMOUNT	DEDUCTIONS		REF.	AMOUNT	
Basic Salary			1,000,000.00	Pay As You Earn Income Tax	900,000.00		155,900.00	
payday	10.00		0.00	National Social Security Fund			100,000.00	
Overtime on normal days	0.00		0.00					
<b>GROSS EARNINGS</b>			<b>1,000,000.00</b>	<b>GROSS DEDUCTIONS</b>			<b>255,900.00</b>	
<b>EMPLOYER CONTRIBUTION</b>		<b>AMOUNT</b>						
NSSF Employer Contribution			100,000.00					
							<b>NET PAY</b>	<b>744,100.00</b>

**Employee summary**

This report shows the summary details of an employee earnings and deductions. This includes also the social security contributions made by both the employer and the employee.

**EMPLOYEE DETAILS**

**Oct-2016**

Employee ID ST0006  
James, Thomas

Department

EARNINGS	Amount
Overtime on normal days	83,522.73
Basic Salary	700,000.00
<b>Gross Payments</b>	<b>783,522.73</b>

DEDUCTIONS	Amount
Government Employees Provident Fund	78,352.27
<b>Total Deductions</b>	<b>78,352.27</b>

REFUNDS	Amount
<b>Total Refunds</b>	

COMPANY CONTRIBUTIONS	Amount
GEPF Employer Contribution	78,352.27
Workers Compensation Fund	7,835.23
Skills and Development levy	35,258.52
<b>Employer Contributions</b>	<b>121,446.02</b>

**Taxable Payments:** 0.00  
**Tax Relief:** 0.00

**Net Payments - 705,170.46**

## Payslip Alternative

This provides for payslip in another format including other employee additional information such as the identity information, Payment and Bank details.

EMPLOYEE PAYSLEIPS - [VISION SALARIES]		
email		
4 of 5 Whole Page		
<b>AAB INNOVATION CONSTRUCTION CO LTD</b>		
<b>Staff No.</b>	ST0006	Thomas James
<b>Position</b>	Engineers of manufacturing process	
<b>Department</b>	D004	
<b>Pension No.</b>	10000102	
<b>Passport</b>	-	
<b>National ID</b>		
<b>Month</b>	Oct-2016	
<b>EARNINGS</b>		
Basic Salary		700,000.00
Overtime on normal days		83,522.73
<b>Gross Pay</b>		<b>783,522.73</b>
<b>DEDUCTIONS</b>		
Government Employees Provident Fund		78,352.27
<b>Total Deduction</b>		<b>78,352.27</b>
<b>PAYMENTS</b>		
<b>NET PAY</b>		<b>705,170.46</b>
<b>Information</b>		
GEPP Employer Contribution		78,352.27
<b>PAYMENT DETAILS</b>		
CHEQUE		
BANK OF TANZANIA		
BOT 2 - 670102		
0754673213		

## Payroll summary

These reports give insight information regarding monthly payroll transactions. All these information is summarised in various reports as discussed below.

### Company Summary

A summary overview is generated which indicates various company payments, pension contributions and deductions made for that selected payroll month. At the bottom of the report the total net payments is calculated by subtracting total deductions from total payments.

**COMPANY SUMMARY**  
**October 2016**

Gender	Employee Count
Female	5
Male	31
<b>Total Employees</b>	<b>36</b>

Gross Payment Summary	
Description	Amount
Basic Salary	6,246,664,533.22
Overtime on normal days	205,687,415.35
House allowance	690,000.00
Overtime Off Day	337,500.00
Responsibility Allowance	200,000.00
Transport Allowance	120,000.00
Night Shift	50,284.09
Overtime on Holidays	50,000.00
Overdraft	94.06
<b>Total Gross Earnings</b>	<b>6,453,799,826.72</b>

Employee Deduction Summary	
Description	Amount
National Social Security Fund	643,867,736.51
Pay As You Earn Income Tax	361,429,857.22
Government Employees Provident Fund	243,625.00
Absent	222,727.27
Parastatal Pension Fund	91,818.18
Local Authority Pension Fund	70,000.00
PSPF	64,000.00
Last Month Overdraft	94.06
<b>Total Gross Deductions</b>	<b>1,005,989,858.24</b>

Benefits Summary	
Description	Amount
House Benefit	1,050,000.00
Car Benefit	880,000.00
<b>Total Benefits</b>	<b>1,930,000.00</b>

Employer Pension Contributions And Payroll Tax/Levy	
Description	Amount
NSSF Employer Contribution	643,867,736.51
Skills and Development Levy	290,420,987.96
Workers Compensation Fund	64,537,997.31
GEPF Employer Contribution	243,625.00
PPF Employer Contribution	91,818.18
LAFP Employer Contribution	70,000.00
NHIF Employer Contribution	66,000.00
PSPF Employer Contribution	64,000.00
<b>Total Contributions/Tax</b>	<b>999,362,164.96</b>

**Total Net Payments: 5,448,859,968.48**

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AAB INNOVATION CONSTRUCTION CO LTD - COMPANY SUMMARY

1 of 1



**Tabular Summary**

Shows the earnings and deductions in a tabular format for each employee with its company contributions (Only selected earnings and deductions).

Tabular Summary - [VISION SALARIES]

email

of 1 | Whole Page | Find | Next

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**Tabular Summary**  
**January 2018**

Emp. Count	Payroll ID	Full Name	Basic	Housing	Overtime	Other Earnings	Gross	Loan	Pension Employee	Other Deductions	Total Deductions	Pension Employer	Company Taxes	Benefits	Net Pay	
1	000001	Tom Jones	166,000.00		6,384.6158	0.00	172,384.6158	46,433.74615	17,238.46154	0.00	63,672.20769	17,238.46154	9,481,153.84	20,000.00	108,715.0749	
2	0000216	Tom Jones	100,000.00		0.00	20,000.00	120,000.00	0.00	12,000.00	0.00	12,000.00	12,000.00	6,600.00		108,000.00	
3	00011	Savage Day	6,000.00		0.00	6,000.00	6,000.00	1,905,900.00	6,000.00	0.00	2,108,800.00	6,000.00	330,000.00		3,884,100.00	
4	000123	evew veew	1,660,000.00		0.00	0.00	1,660,000.00	334,100.00	166,000.00	0.00	800,100.00	166,000.00	91,300.00		1,159,900.00	
5	0001233	evew veew	1,000,222.00		0.00	0.00	1,000,222.00	185,959.94	100,022.00	0.00	285,982.14	100,022.00	55,012.21		744,239.86	
6	06778	Tom Jones	1,000,000.00		0.00	0.00	1,000,000.00	185,900.00	100,000.00	0.00	285,900.00	100,000.00	55,000.00	333,333.33	744,100.00	
7	ST0006	Thomas James	7,000,000.00	389,621.55	0.00	0.00	7,389,621.55	1,863,527.62	739,862.16	0.00	2,603,389.78	739,862.16	406,924.19		4,779,231.57	
8	ST0007	Dotto Mwikili	400,000.00		18,461.54	200,000.00	618,461.54	61,053.86	20,000.00	61,846.15	142,800.00	61,846.15	34,015.39		475,661.54	
9	SH0010	Dominic Lydia	150,000.00		0.00	0.00	150,000.00	0.00	15,000.00	0.00	15,000.00	15,000.00	8,250.00		135,000.00	
10	ST0011	Lwito Mwakigaga	800,000.00		15,384.62	30,000.00	845,384.62	47,069.23	54,558.48	0.00	101,607.69	54,558.48	29,996.16		443,776.93	
11	SH0012	David Mwanambao	400,000.00	60,000.00	36,929.09	30,000.00	526,929.08	43,746.15	52,692.31	0.00	96,438.46	52,692.31	28,990.77		450,484.62	
12	SH0013	Peter Kasian	350,000.00		18,846.15	0.00	368,846.15	17,615.77	36,884.62	0.00	54,700.39	36,884.62	20,286.54		314,145.76	
13	SH0014	Peter Phillip	150,000.00		0.00	0.00	150,000.00	0.00	15,000.00	0.00	15,000.00	15,000.00	8,250.00		135,000.00	
14	SH0015	James Mwakigaga	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00		100,000.00	
15	SH0016	Lupendo Mwigale	800,000.00		0.00	0.00	800,000.00	98,150.00	98,000.00	0.00	113,150.00	98,000.00	27,000.00	100,000.00	386,850.00	
16	SH0017	Edward Patsion	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
17	SH0018	Hassani Nurith	3,289,523.91		0.00	0.00	3,289,523.91	896,071.43	389,862.39	0.00	1,228,023.91	389,862.39	213,923.91		2,564,500.00	
18	SH0019	David Mwa	150,000.00		0.00	0.00	150,000.00	0.00	16,000.00	0.00	16,000.00	16,000.00	8,250.00		135,000.00	
19	ST0021	Eutopia Mwakajanda	400,000.00	60,000.00	0.00	0.00	460,000.00	31,700.00	46,000.00	0.00	77,700.00	46,000.00	25,500.00		382,300.00	
20	SH0024	Kenny Wambura	10,099,583.40		0.00	0.00	10,099,583.40	3,482,775.02		0.00	3,482,775.02		553,277.58	1,830,000.00	6,696,808.38	
21	SH0025	Mwita Makana	150,000.00		0.00	0.00	150,000.00	0.00	15,000.00	0.00	15,000.00	15,000.00	8,250.00		135,000.00	
22	SH0027	Peter John	80,000.00		0.00	0.00	80,000.00	0.00	0.00	0.00	0.00	0.00	4,400.00		80,000.00	
23	SH0030	Mtani Kikuyu	150,000.00		0.00	0.00	150,000.00	0.00	15,000.00	0.00	15,000.00	15,000.00	8,250.00		135,000.00	
24	SH0035	Mtani Mwakajou	350,000.00		0.00	0.00	350,000.00	15,950.00	35,000.00	0.00	50,950.00	35,000.00	19,250.00		299,050.00	
25	SH0036	Mussa Ranzoni	150,000.00		0.00	0.00	150,000.00	0.00	15,000.00	0.00	15,000.00	15,000.00	8,250.00		135,000.00	
26	SH0038	Mwakahe Mwita	350,000.00		0.00	0.00	350,000.00	16,800.00	35,000.00	0.00	50,800.00	35,000.00	19,250.00		299,050.00	
27	SH0042	Mari Luwanga	150,000.00		0.00	0.00	150,000.00	0.00	15,000.00	0.00	15,000.00	15,000.00	8,250.00		135,000.00	
28	SH0087	Mhuwile Lucas	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
29	SH0089	De Soligilo Mita	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
30	SH0090	Tom Mwai	100,000.00		0.00	0.00	100,000.00	0.00	10,000.00	0.00	10,000.00	10,000.00	5,500.00		90,000.00	
31	ST0091	John Swai	228,768.00		0.00	0.00	228,768.00	3,750.00	22,676.80	0.00	26,426.80	22,676.80	12,472.24		203,341.17	
32	H	Ido Mwa	800,000.00		0.00	0.00	800,000.00	191,900.00	0.00	0.00	191,900.00	80,000.00	44,000.00		618,100.00	
32	AAB INNOVATION CONSTRUCTION CO LTD		202,216,997.21	518,621.55	6,474,230.77	200,000.00	209,489,849.53	85,267,045.29	20,000.00	19,919,954.62	0.00	78,217,002.91	19,919,954.62	11,621,832.23	2,383,333.33	154,271,947.62

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AAB INNOVATION CONSTRUCTION CO LTD - Tabular Summary

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Tabular Summary II

Shows all the transactions used by each employee, this report is mainly used for exporting to excel sheet.

COMPANY TABULAR SUMMARY II												
October 2016												
EMPLOYEEID	FULL NAME	ALLOWANCE										FINANCIAL BENEFIT HOUSEBENEFIT
		OVERTIME OFF DAY	RESPONSIBILITY ALLOWANCE	BASIC SALARY	HOUSE ALLOWANCE	OVERTIME ON HOLIDAYS	TRANSPORT ALLOWANCE	NIGHT SHFT	OVERTIME ON NORMAL DAYS	OVERDRAFT	TOTAL ALLOWANCE	
000001	Tom Jones			100,000.00	50,000.00				3,409.09		153,409.09	
100	Nedem Juma			830,000.00	50,000.00				42,443.18	19,194	872,493,181.94	
101	Heife Juma			415,000.00	50,000.00				35,369.31	8,208	450,419,318.20	
102	Rauli Bonani			4,990,830.00	50,000.00				127,350.76	41	5,168,230,767.41	
103	Shalim Makhami			250,000.00	50,000.00				10,653.41		310,653.41	
104	Bather Maima			250,000.00	50,000.00				14,914.77		314,914.77	
105	Bhahai Rombe			250,000.00	50,000.00				17,045.45		317,045.45	
106	Bhmanuel Edw ins			250,000.00	50,000.00				2,130.68		302,130.68	
107	Winfrida Mpongowa			250,000.00	50,000.00				19,176.14		319,176.14	
Debuger	Activated Mode			2,100,000.00							2,100,000.00	
S TO006	Thomas James			700,000.00					83,522.73		783,522.73	
S TO007	Dotto Mckill	250,000.00	200,000.00	400,000.00		50,000.00		28,409.09	194,318.18		1,122,727.27	
S10010	Dominic Lydia			700,000.00							700,000.00	
S TO011	Lur Edo Mv alugaga			500,000.00			30,000.00				530,000.00	
S10012	David Mv andamoo			400,000.00	60,000.00		30,000.00				490,000.00	
S10013	Peter Kassan			350,000.00							350,000.00	
S10014	Peter PhMp			600,000.00							600,000.00	
S10015	James Mv aklayala	87,500.00		318,181.82				21,875.00	178,977.27		606,534.09	50,000.00
S10016	Lpando Mengeli			500,000.00							500,000.00	
s10017	Edw and Patson			400,000.00	60,000.00		30,000.00				490,000.00	
S10018	Hessan Nurran			150,000.00							150,000.00	
S10020	Michael Juan			400,000.00	60,000.00		30,000.00				490,000.00	
S TO021	Eutrofia Mv asalyanda			400,000.00	60,000.00						460,000.00	
S10024	Kemmy Wambura			10,059,583.40							10,059,583.40	1,000,000.00
S10026	Mv ita Mekama											
S10027	Peter John			80,000.00							80,000.00	
S10030	Mami Kikuyu			150,000.00							150,000.00	
S10035	Mahmu Neajabu			350,000.00							350,000.00	
S10036	Musa Raentiri			100,000.00							100,000.00	
S10038	Mv kw abe Mv ita			350,000.00							350,000.00	
s10042	Men Luv anga			150,000.00							150,000.00	
s10057	MhuVie Lucas											
s10059	Dr Sogilo Mera									94.06	94.06	
s10090	Tom Mlaki			100,000.00							100,000.00	
S TO091	John Swai			226,768.00							226,768.00	
		337,500.00	200,000.00	6,246,664,533.22	690,000.00	50,000.00	120,000.00	50,284.09	205,687,415.35	94.06	6,453,793,826.72	1,050,000.00

Department Earnings Summary

Showing how many employees are there in each department per each earnings/deductions transactions.

DEPARTMENT EARNINGS SUMMARY			
October 2016			
<b>House allow ance</b>			
No. Employees	Department	Department Name	Amount
9	ADMIN	A	450,000.00
1	DD 02	Manufacturing Department	60,000.00
2	DD 03	Sales Department	120,000.00
1	DD 05	Maintenance Department	60,000.00
<b>Total: 13</b>			<b>690,000.00</b>
<b>Overtime on normal days</b>			
No. Employees	Department	Department Name	Amount
9	ADMIN	A	205,230,597.17
2	DD 01	Administration Department	373,295.45
1	DD 04	Security Department	83,522.73
<b>Total: 12</b>			<b>205,687,415.35</b>
<b>Basic Salary</b>			
No. Employees	Department	Department Name	Amount
9	ADMIN	A	6,227,180,000.00
7	DD 01	Administration Department	2,744,949.82
6	DD 02	Manufacturing Department	1,500,000.00
5	DD 03	Sales Department	1,900,000.00
3	DD 04	Security Department	2,880,000.00
2	DD 05	Maintenance Department	10,459,583.40
<b>Total: 32</b>			<b>6,246,664,533.22</b>
<b>Night Shift</b>			
No. Employees	Department	Department Name	Amount
2	DD 01	Administration Department	50,284.09
<b>Total: 2</b>			<b>50,284.09</b>

**Payroll Journal**

Shows a summary of all the transactions involved in the payroll and their designated accounts as set up. This document can be used by the accountants to post monthly transactions in the existing accounting system.

**Payroll Journal**  
**Jan-2018**

Journal No. ....

Account Code	Description	Debit	Credit
GL-1001	N.S.S.F EMPLOYER CONTRIBUTION	18,305,997.54	
GL-1002	SKILLS AND DEVELOPMENT LEVY	9,427,002.73	
GL-1003	PPF EMPLOYER CONTRIBUTION	95,000.00	
GL-1005	PSPF EMPLOYER CONTRIBUTION	67,692.31	
GL-1006	LAPF EMPLOYER CONTRIBUTION	615,000.00	
GL-1007	GEFF EMPLOYER CONTRIBUTION	856,246.77	
GL-1008	WORKERS COMPENSATION FUND	2,094,889.50	
GL-0001	SALARIES & WAGES	209,842,282.86	333,333.33
GL-2002	PAYE CONTROL A/C		55,257,065.39
GL-2003	N.S.S.F CONTROL ACCOUNT		36,611,995.08
GL-2004	NET PAY CONTROL ACCOUNT		134,311,947.52
GL-2006	SDL CONTROL ACCOUNT		9,427,002.73
GL-2007	PPF CONTROL ACCOUNT		190,000.00
GL-2011	PSPF CONTROL ACCOUNT		135,384.62
GL-2012	LAPF CONTROL ACCOUNT		1,230,000.00
GL-2013	GEFF CONTROL ACCOUNT		1,712,493.54
GL-2015	WCF CONTROL ACCOUNT		2,094,889.50
		241,304,111.71	241,304,111.71

Approved by: ..... Date: .....

Printed By: Guest, Date: 22 February 2019 14:25 AAB INNOVATION CONSTRUCTION CO LTD - Payroll Journal 1 of 1

**Earnings and Deductions**

Shows a host of reports that looks at various earnings and deductions. Some of the reports are very essential because they are directly printed from the system and handed over to the authorities involved. This makes work easier for payroll administrators.

**Hourly/Daily Based Transactions**

These are reports based on hourly/day transactions.

**Earnings/Deductions**

Earnings/deductions transactions are mainly used to get the information for overtime normal and overtime holiday (totals) whereas deductions shows transactions mainly used to get the information for absenteeism.

Select the transaction Id that you want to preview its report.



**Hourly/Daily Based Transactions - Earning**  
**Oct-2016**

**Number of Employees in Transaction: Overtime on normal days are 12**

Employee Full Name	Employee ID	Hours/Days	Amount
Jones Tom	000001	4.00	3,409.09
Juma Nadeem	100	6.00	42,443,181.94
Juma Hafiz	101	10.00	35,369,318.28
Bomani Paul	102	3.00	127,350,767.41
Makhani Shailin	103	5.00	10,653.41
Maina Esther	104	7.00	14,914.77
Kombe Bahati	105	8.00	17,045.45
Edwins Emmanuel	106	1.00	2,130.68
Mgongolwa Winfrida	107	9.00	19,176.14
James Thomas	ST0006	14.00	83,522.73
Mokilli Dotto	ST0007	57.00	194,318.18
Mwakisyala James	St0015	30.00	178,977.27
<b>Total for in Transaction: Overtime on normal days are 12</b>		<b>154.00</b>	<b>205,687,415.35</b>

**PAYE Deductions**

Shows PAYE calculations for each employee.

**PAYE DEDUCTION - [VISION SALARIES]**

email

1 of 1 | Whole Page | Find | Next

**EXACT SOFTWARE LIMITED** | **VISION BY EXACT SOFTWARE LTD**

PHONE: +255 674 748 223, +255 767 429 187 | EMAIL & WEB: info@exact.co.tz, www.exact.co.tz | ADDRESS: P.O. Box 2981, Jangwani Beach Rd, DSM, Tanzania

**PAYE DEDUCTION**  
**Jan-2018**

S. No	Payroll ID	Full Name	Taxable Payments	Calc. PAYE	Tax Relief	Net PAYE
1	000001	Tom Jones	155,166,153.84	46,435,746.15	0.00	46,435,746.15
2	0000236	Tom Jones	108,000.00	0.00	0.00	0.00
3	00011	Savage Dady	5,400,000.00	1,505,900.00	0.00	1,505,900.00
4	000123	ew ew w ew w	1,494,000.00	334,100.00	0.00	334,100.00
5	0001233	ew ew w ew w	900,199.80	155,959.94	0.00	155,959.94
6	rt6778	Tom Jones	900,000.00	155,900.00	0.00	155,900.00
7	ST0006	Thomas James	6,658,759.39	1,883,527.82	0.00	1,883,527.82
8	ST0007	Dotto Mokilli	556,615.39	61,053.85	0.00	61,053.85
9	St0010	Dominic Ly dia	135,000.00	0.00	0.00	0.00
10	ST0011	Lw itico Mw alugaja	490,846.16	47,069.23	0.00	47,069.23
11	St0012	Dav id Mw andambo	474,230.77	43,746.15	0.00	43,746.15
12	St0013	Peter Kassian	331,961.53	17,815.77	0.00	17,815.77

**Company Taxes**

Shows Company tax incurred by the company for each employee. These includes SDL and WCF.

**COMPANY TAXES - [VISION SALARIES]**

email

1 of 1 | Whole Page | Find | Next

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**COMPANY TAXES**  
**Jan-2018**

Employee Name	Employee ID	Gross Amount	Actual Amount
Jones Tom	000001	172,384,615.38	1,723,846.15
Jones Tom	0000236	120,000.00	1,200.00
Dady Savage	00011	6,000,000.00	60,000.00
Lw anga Man	st0042	150,000.00	1,500.00
Mbaki Tom	st0090	100,000.00	1,000.00
Sw ai John	ST0091	226,768.00	2,267.68
Mussa Idd	w	800,000.00	8,000.00
<b>Totals for AAB INNOVATION CONSTRUCTION CO LTD</b>	<b>Employees : 28</b>	<b>209,488,949.53</b>	<b>2,094,889.50</b>

Printed By: Guest, Date: 22 February 2019 14:28 | AAB INNOVATION CONSTRUCTION CO LTD - COMPANY TAXES | 1 of 1

### Employer Contributions

Show contributions for every employee. These includes pensions, hospital insurance funds etc.

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### PENSION DEDUCTION



#### Jan-2018

**NSSF**

S No.	Payroll ID	Full Name	Pension No.	Salary	Employee Contr	Employer contr	Total
1	000001	Tom Jones	11111111	172,384,615.38	17,238,461.54	17,238,461.54	34,476,923.08
2	0000236	Tom Jones	11111111	120,000	12,000	12,000	24,000
3	000123	ewew weww	11111112	1,660,000	166,000	166,000	332,000
4	0001233	ewew weww	11111112	1,000,222	100,022.2	100,022.2	200,044.4
5	rt6778	Tom Jones	11111111	1,000,000	100,000	100,000	200,000
6	St0013	Peter Kassian	10000122	368,846.15	36,884.62	36,884.62	73,769.24

### Pension Yearly

Shows pension contributions since the employee got employed to date. This report is obtainable per employee after selecting the specific pension contribution for display.

PHONE: +255 674 748 223, +255 767 429 187 | EMAIL & WEB: info@exact.co.tz, www.exact.co.tz | ADDRESS: P.O Box 2981, Jangwani Beach Rd, DSM, Tanzania

### PENSION YEARLY

Payroll No.	St0015	Employee Name	James Mwakisya	Pension Number	10000109
Months	Gross Salary	Employee Contributions	Employer Contributions	Total Contributions	
Opening balance for the year 2012	71,513,221.65	7,161,747.17	6,417,147.17	13,578,894.34	
MAY-2012	892,500.00	89,250.00	89,250.00	178,500.00	
JUN-2012	892,500.00	89,250.00	89,250.00	178,500.00	
JUL-2012	892,500.00	89,250.00	89,250.00	178,500.00	
AUG-2012	892,500.00	89,250.00	89,250.00	178,500.00	
SEP-2012	892,500.00	89,250.00	89,250.00	178,500.00	
OCT-2012	892,500.00	89,250.00	89,250.00	178,500.00	
NOV-2012	892,500.00	89,250.00	89,250.00	178,500.00	
DEC-2012	892,500.00	89,250.00	89,250.00	178,500.00	
<b>Your end total for the year 2012</b>	<b>82,223,221.65</b>	<b>8,232,747.17</b>	<b>7,041,897.17</b>	<b>15,274,644.34</b>	
Payroll No.	St0015	Employee Name	James Mwakisya	Pension Number	10000109
Months	Gross Salary	Employee Contributions	Employer Contributions	Total Contributions	
Opening balance for the year 2013	82,223,221.65	8,232,747.17	7,041,897.17	15,274,644.34	
JAN-2013	892,500.00	89,250.00	89,250.00	178,500.00	
FEB-2013	892,500.00	89,250.00	89,250.00	178,500.00	
DEC-2013	892,500.00	89,250.00	89,250.00	178,500.00	
<b>Your end total for the year 2013</b>	<b>92,933,221.65</b>	<b>9,303,747.17</b>	<b>8,112,897.17</b>	<b>17,416,644.34</b>	


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AAB INNOVATION CONSTRUCTION CO LTD - PENSION YEARLY

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Pension Official

Can be viewed with all the pension schemes currently available in Tanzania.



**THE UNITED REPUBLIC OF TANZANIA**  
**NATIONAL SOCIAL SECURITY FUND**

Form: NSSF CON.5

**INSURED PERSON'S CONTRIBUTION RECORD**

---

**Employers Name** AAB INNOVATION CONSTRUCTION CO LTD  
**Address** 2547 Dar es Salaam Tanzania  
**Employers Registration Number** 1000220  
**Month Contribution** Oct-2016  
**Region District Code Number**

**Chq/Mo/Po Number**  
**Date of Chq/Mo/Po** 27/10/2016  
**Amount** 1,287,735,473.02  
**Bank/Post Office Branch**  
**Cash**  
**Receipt No**  
**Date of Receipt**

S. NO.	INSURED PERSON'S NAME	WAGES	MEMBERSHIP NO.										CONTRIBUTIONS	REMARKS
1	Jones, Tom	153,409.09	2	3	6	5	9	8					30,681.82	
2	Juma, Nadeem	872,493,181.94	2	3	6	5	5	8					174,498,636.38	
3	Juma, Hafiz	450,419,318.28	2	3	6	1	2	3					90,083,863.66	
4	Bomani, Paul	5,108,230,767.41	2	3	6	7	8	9					1,021,646,153.48	
5	Makhani, Shailin	310,853.41	2	3	6	1	2	2					62,130.68	
6	Maina, Esther	314,914.77	2	3	6	6	7	8					62,982.96	
7	Kombe, Bahati	317,045.45	2	3	6	7	7	9					63,409.08	
8	Edwins, Emmanuel	302,130.68	2	3	6	2	2	4					60,426.14	
9	Mgongolwa, Winfrida	319,176.14	2	3	6	9	9	0					63,835.22	
10	Mode, Activated	2,100,000.00	0	0	0	0	0	0	0	0	0	0	420,000.00	
11	Kassian, Peter	350,000.00	1	0	0	0	0	1	2	2			70,000.00	
12	Mengele, Upendo	500,000.00	1	0	0	0	0	1	1	0			100,000.00	
13	Patson, Edward	0.00	1	0	0	0	0	1	1	1			0.00	
14	Nurath, Hassan	490,000.00	1	0	0	0	0	1	2	5			96,000.00	
15	Minja, David	150,000.00	1	0	0	0	0	1	2	6			30,000.00	
16	Juan, Michael	490,000.00	1	0	0	0	0	1	1	2			96,000.00	
17	Mwasalyanda, Eutropia	460,000.00	1	0	0	0	0	1	1	3			92,000.00	
18	Makama, Mwitita	0.00	1	0	0	0	0	1	2	7			0.00	
19	Maajabu, Mahimu	350,000.00	0	0	0	0	0	0	0	0			70,000.00	
20	Rashidi, Mussa	100,000.00	0	0	0	0	0	0	0	0			20,000.00	
21	Mwita, Mwikwabe	350,000.00	1	2	3	4	5	6	7	8			70,000.00	
22	Luwanga, Man	150,000.00	7	6	6	6	7	8	6	7			30,000.00	
23	Mbaki, Tom	100,000.00	1	1	1	1	1	1	1	1			20,000.00	
24	Swai, John	226,768.00	1	1	1	1	1	1	1	1			45,353.60	
<b>PAGE TOTAL</b>		<b>6,438,677,365.17</b>											<b>1,287,735,473.02</b>	
<b>GRAND TOTAL</b>		<b>6,438,677,365.17</b>											<b>1,287,735,473.02</b>	

**EMPLOYER'S SIGNATURE**

**DATE**

**NOTE:**

- 1) To be used for NSSF registered members and full contribution of 20% should be shown.
- 2) Each page total must be shown separately
- 3) Summary of all page totals must be shown on the last page

Employee Outstanding Loans

Gives a list all the outstanding loans advanced to employees.

Employee Outstanding Loans						
FEB-2016						
TZS						
STAFFLOA   Staff Loan						
Serial No	Name	Payroll No	Currency	Opening Balance	Recovered Amount	Closing Balance
1	Dotto Mokili	ST0007	TZS	200,000.00	100,000.00	100,000.00
2	Mwetu Jonathan	St0040	TZS	50,000.00	50,000.00	0.00
3	Man Luwanga	st0042	TZS	200,000.00	100,000.00	100,000.00
				<b>450,000.00</b>	<b>250,000.00</b>	<b>200,000.00</b>

Employee Loan history  
Shows loan history of employees.

**EMPLOYEE OUTSTANDING LOANS  
FEB-2016**

Load ID	STAFFLOA	Loan Description	Staff Loan
Employee ID	ST0007	Employee Name	Mokilli
Month ID	Amount Outstanding	Paid Back	Balance
AUG-2012	1,500,000.00	70,000.00	1,430,000.00
SEP-2012	1,430,000.00	70,000.00	1,360,000.00
SEP-2012	650,000.00	65,000.00	585,000.00
OCT-2012	1,360,000.00	70,000.00	1,290,000.00
OCT-2012	585,000.00	65,000.00	520,000.00
NOV-2012	1,290,000.00	70,000.00	1,220,000.00
NOV-2012	520,000.00	65,000.00	455,000.00
DEC-2012	1,220,000.00	70,000.00	1,150,000.00

**Employees Transactions – Earnings/Deductions**

Must select the transaction id, it shows the gross or basic information for certain earning and deduction transactions.

**TRANSACTION [EARNINGS] Overtime on normal days  
Jan-2018**

Full Name	Employee ID	Gross Salary	Amount
Tom Jones	rt6778	1,000,000.00	0.00
Dotto Mokilli	ST0007	618,461.54	18,461.54
Dominic Lydia	ST0010	150,000.00	0.00
Lwitico Mwalugaja	ST0011	545,384.62	15,384.62
David Mwandambo	ST0012	526,923.08	36,923.08
Peter Kassian	ST0013	368,846.15	18,846.15
<b>Totals for AAB INNOVATION CONSTRUCTION CO LTD</b>	<b>Employees: 6</b>	<b>3,209,615.39</b>	<b>89,615.39</b>

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**Employees Transactions – Others**

Must select the transaction id, it shows the gross or basic information for certain other transaction like NSSF or PPF etc example below is on overtime on normal days.

**E | OVER\_NOR  
Jan-2018**

S.No	Pay Point	Department	Employee Id.	Name	Amount
1	HO\ADMIN		000001	Tom Jones	6,384,615.38
2	HO\ADMIN		000123	Ewew Weww	0
3	HO\ADMIN		RT6778	Tom Jones	0
4	HO\D001		ST0007	Dotto Mokilli	18,461.54
5	HO\D001		ST0010	Dominic Ly dia	0
6	MB\D001		ST0011	Lwitico Mwalugaja	15,384.62
7	HO\D003		ST0012	David Mwandambo	36,923.08
8	HO\D003		ST0013	Peter Kassian	18,846.15
					<b>6,474,230.77</b>

AAB INNOVATION CONSTRUCTION CO LTD - E | OVER\_NOR 1 of 1

Earnings/Deduction Summary.

Shows list of all the earnings and deductions per employee.


**Earnings Summary**  
**Oct-2016**

Employee ID	Employee Name	Overtime Off Day	Responsibility Allowance	Basic Salary	House allowance	Overtime on Holidays	Car Benefit	House Benefit	Transport Allowance	Night Shift	Bonus	Overtime on normal days	Overdraft	Total
000001	Tom Jones			100,000.00	50,000.00							3,409.09		153,409.09
100	Nadeem Juma			850,000,000.00	50,000.00							42,443,181.94		872,493,181.94
101	Hafiz Juma			415,000,000.00	50,000.00							35,399,318.28		450,419,318.28
102	Paul Bomani			4,980,830,000.00	50,000.00							127,350,787.41		5,108,230,787.41
103	Shalin Makhani			250,000.00	50,000.00							10,853.41		310,853.41
104	Esther Maina			250,000.00	50,000.00							14,914.77		314,914.77
105	Bahati Kombe			250,000.00	50,000.00							17,045.45		317,045.45
106	Emmanuel Edwins			250,000.00	50,000.00							2,130.68		302,130.68
107	Winfrida Mpongolwa			250,000.00	50,000.00							19,176.14		319,176.14
Debbuger	Activated Mode			2,100,000.00										2,100,000.00
ST0006	Thomas James			700,000.00								83,522.73		783,522.73
ST0007	Dotto Mokili	250,000.00	200,000.00	400,000.00		50,000.00				28,409.09		194,316.16		1,122,727.27
SH0010	Dominic Lydia			700,000.00										700,000.00
SH0011	Lwiko Mwalugaja			500,000.00					30,000.00					530,000.00
SH0012	David Mwandambo			400,000.00	60,000.00				30,000.00					490,000.00
SH0013	Peter Kassian			350,000.00										350,000.00
SH0014	Peter Phillip			600,000.00										600,000.00
SH0015	James Mwakisyalala	87,500.00		318,181.82			50,000.00	50,000.00		21,875.00	20,000.00	178,977.27		728,534.09
SH0016	Upendo Mngalele			500,000.00										500,000.00
SH0018	Hassan Nurath			400,000.00	60,000.00				30,000.00					490,000.00
SH0019	David Minja			150,000.00										150,000.00
SH0020	Michael Juan			400,000.00	60,000.00				30,000.00					490,000.00
ST0021	Eutopia Muasalyanda			400,000.00	60,000.00									460,000.00
SH0024	Kemmy Wambura			10,059,583.40			830,000.00	1,000,000.00						11,889,583.40
SH0027	Peter John			80,000.00										80,000.00
SH0030	Miani Kikiuyu			150,000.00										150,000.00
SH0035	Mahimu Maajabu			350,000.00										350,000.00
SH0036	Muasa Rashidi			100,000.00										100,000.00
SH0038	Mwikwabe Mwita			350,000.00										350,000.00
st0042	Man Luvanga			150,000.00										150,000.00
st0089	De Soglio Mata												94.00	94.00
st0090	Tom Mbaki			100,000.00										100,000.00
ST0091	John Swai			228,788.00										228,788.00
<b>Total</b>		337,500.00	200,000.00	6,248,864,533.22	690,000.00	50,000.00	880,000.00	1,050,000.00	120,000.00	50,284.09	20,000.00	205,687,415.35	94.00	8,455,749,828.72

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Skills & Development Levy Monthly (ITX219.01.E)

This is a government ready report for the SDL. Can be used for monthly return for SDL.



**TANZANIA REVENUE AUTHORITY**  
**DEVELOPMENT AND SKILLS LEVY**  
**MONTHLY RETURN**  
YEAR:

TO:

**EMPLOYER'S INFORMATION**  
TIN:

Name of employer:

Postal Address:  
P.O. Box  Postal City

Physical Address:  
Plot Number  Block Number

Street/Location

I forward here with SDL Return for the month of Oct-2016

EMOLUMENTS	AMOUNT/TZS	EMOLUMENTS	AMOUNT/TZS
Basic Pay	6,248,664,533.22	Gratuity	NIL
Leave Pay	NIL	Subsistence Allowance *)	NIL
Sick Pay	NIL	Traveling Allowance *)	120,000.00
Payment in Lieu of leave	NIL	Entertainment Allowance *)	NIL
Fees	NIL	Any other Allowance *)	206,325,199.44
Commission	NIL	Housing Allowance	690,000.00
Bonus	20,000.00	Subtotal B	207,135,199.44
Subtotal A	6,248,684,533.22	Grand Total (A+B)	6,453,819,732.66
		Where SDL at 4% amounts	290,421,887.96

Payment made at the bank branch  
Through Payment Slip/Deposit Slip \_\_\_\_\_ Dated \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Rubber Stamp: \_\_\_\_\_

ITX219.01.E - Skills - SDL Monthly Return 1 of 1


WCF (FORM WCF – 1) Cover and Details

Produces a WCF contribution form. The cover report has company details whereas the details report has the list of employees with their contribution amounts.

email

1 of 1 | Whole Page | Find

UNITED REPUBLIC OF TANZANIA  
WORKERS COMPENSATION FUND (WCF)



WCF-1

**EMPLOYER'S CONTRIBUTION FORM**

**Employer's Particulars**

Name: **AAB INNOVATION CONSTRUCTION CO LTD**

WCF Reg. No. (if available):

Address: **Mtoto**

Phone: **+255 754048754**

Email: **info@Demo.td.co.tz**

**Remittance Summary**

Amount (USD/TZS):

Payment Date: **27 Oct 2016**

Applicable Month: **Oct-2016**

Bank Name:

Remittance Method:

**Employer's Authorizing Officer**

I hereby certify that to the best of my knowledge all particulars in this return are complete, true and correct.

Name:

Position:

Signature of employer:

Date:

Your Official Stamp

(Attach list of amounts remitted for each employee. A sample list is available)

ATTACHMENT TO FORM No. WCF-1

**WORKERS COMPENSATION FUND (WCF)**

List of amounts contributed for each employee

Employer's Name: **AAB INNOVATION CONSTRUCTION CO LTD**

WCF Reg. No. (if available): **1**

Applicable Month: **October 2016**

Applicable Contribution during 2016/17/18: **(1% of gross pay for private entities)**  
**(0.6% of gross pay for public entities)**

S/N	Employee ID	Employee Name	Employee Basic Salary	Employee Gross Salary
1	000001	Tom Jones	100,000.00	163,409.09
2	100	Nedraem June	830,000,000.00	872,493.18 1,94
3	101	Herfa June	415,000,000.00	480,419.31 8.28
4	102	Paul Borman	4,980,830,000.00	5,108,230.78 7.41
5	103	Shekin Makani	280,000.00	310,863.41
6	104	Esther Miana	280,000.00	314,914.77
7	105	Bahar Kijome	280,000.00	317,248.48
8	106	Brennan Bowins	280,000.00	325,130.88
9	107	Winfrida Ngongolwa	280,000.00	319,176.14
10	Debrauer	Activated Mose	2,100,000.00	2,100,000.00
11	S10008	Thomas James	700,000.00	783,822.73
12	S10007	Dono Mochi	400,000.00	1,125,752.27
13	S10010	Domonic Lydie	700,000.00	700,000.00
14	S10011	Lwilio Mw elugaba	600,000.00	630,000.00
15	S10012	Dev el Mw aniamoo	400,000.00	490,000.00
16	S10013	Peter Kassian	380,000.00	380,000.00
17	S10014	Peter Philip	600,000.00	600,000.00
18	S10015	James Mw alikuaba	318,181.82	628,534.09
19	S10016	Lephoo Mwangi	600,000.00	600,000.00
20	S10018	Hessan Nurath	400,000.00	490,000.00
21	S10019	Dev el Minge	180,000.00	180,000.00
22	S10020	Michael Justin	400,000.00	490,000.00
23	S10021	Samson Mw asilwanda	400,000.00	490,000.00
24	S10024	Sammy Wambura	10,059,583.40	10,059,583.40
25	S10027	Peter John	80,000.00	80,000.00
26	S10030	Mwai Kikuyu	180,000.00	180,000.00
27	S10035	Mahimu Mwa jibu	380,000.00	380,000.00
28	S10036	Wesley Rashedi	100,000.00	100,000.00
29	S10038	Mw alikuaba Mw alikuaba	350,000.00	350,000.00
30	S10042	Mwan Low ange	180,000.00	180,000.00
31	S10090	Tom Mochi	100,000.00	100,000.00
32	S10091	John Bw ali	228,788.00	228,788.00
<b>Total</b>			<b>8,248,684,688.22</b>	<b>8,462,819,782.88</b>
<b>Total Contributions Due</b>				<b>84,632,197.51</b>

**Employer's Authorizing Officer**

I hereby certify that to the best of my knowledge all particulars in this attachment are complete, true and correct.

Signature of Employer:

Name:

Position:

Date:

Your Official Stamp

Printed By: Saki, Date: 27 October 2016 12:21 | AAB INNOVATION CONSTRUCTION CO LTD | Page 1 of 1

## Payment Lists

Shows a list of employees and how their salary is remitted to them.

### Bank Salary List

Used for those employees who are paid via the bank. Useful to send this report to banks, it is grouped by the currency for each bank branch. Chose a report format if a submission to the bank is required in a specific format by your bank.

No.	Employee ID	Employee Name	Account number	Branch	Net Pay
<b>Bank Salary List</b>					
<b>Jan-2018</b>					
<b>TZS</b>					
1	St0010	Dominic Lydia	01J20345990	CRDB BANK LTD Tanga (670306)	135,000.00
2	w	Idd Mussa	11236655	CRDB BANK LTD Tanga (670306)	618,100.00
3	St0038	Mwikwabe Mwita	01K4567234	CRDB BANK LTD Azikiwe (670314)	299,050.00
<b>Total(TZS)</b>					<b>1,052,150.00</b>
Printed By: Guest, Date: 22 February 2019 14:50					
AAB INNOVATION CONSTRUCTION CO LTD - Bank Salary List					
1 of 1					



### Mid Month Advance Payments

When advances given to employees but only those with bank accounts will be displayed here.

No.	Employee ID	Employee Name	Account number	Branch	Amount
<b>Bank Salary List</b>					
<b>Oct-2016</b>					
<b>TZS</b>					
1	ST0007	Mokilli Dotto	01J00000000005	AZANIA BANCORP Dar-es-Salaam (673101)	150,000.00
2	St0015	Mwakisyala James	00000112500	EXIM BANK (T) LTD EXIM BANK (T) LTD DSM Branch (671301)	200,000.00
<b>Total(TZS)</b>					<b>350,000.00</b>

## Cheque Payments

Employees who mode of payment is cheque payments.


 				
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<b>CHEQUE PAYMENTS</b> <b>Jan-2018</b>				
S/NO	EMPLOYEE NAME	EMPLOYEE ID	CHEQUE NUMBER	AMOUNT
1	MR.James Thomas	ST0006		4,755,231.57
2	Dotto Mokili	ST0007		200,000.00
3	Lw itico Mw alugaja	ST0011		443,776.93
<b>OVERALL TOTALS</b>		<b>EMPLOYEES 3</b>		<b>5,399,008.50</b>

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## Cash Payments

Employees who have being paid by cash, with its denominations.





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### Cash Payments Oct-2016



Employee ID	Full Name	NET PAY	10000 Shilling Note	5000 Shilling Note	2000 Shilling Note	1000 Shilling Note	500 Shilling Note	200 Shilling Coin	100 Shilling Coin	50 Shilling Coin	20 Shilling Coin	1 Shilling coin	Signature
ST0006	Thomas James	20,000.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0012	David Mwandambo	403,900.00	40.00	0.00	1.00	1.00	1.00	2.00	0.00	0.00	0.00	0.00	
S0013	Peter Kassian	296,050.00	29.00	1.00	2.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	
S0014	Peter Phillip	483,100.00	48.00	0.00	1.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	
ST0017	Edward Pabon	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0018	Hassan Nurath	403,900.00	40.00	0.00	1.00	1.00	1.00	2.00	0.00	0.00	0.00	0.00	
S0019	David Minja	135,000.00	13.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0020	Michael Juan	403,900.00	40.00	0.00	1.00	1.00	1.00	2.00	0.00	0.00	0.00	0.00	
ST0021	Eutopia Mwajanda	382,300.00	38.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	
S0026	Maita Makema	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0027	Peter John	80,000.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0030	Miani Kikuyu	135,000.00	13.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0035	Mahimu Majaabu	296,050.00	29.00	1.00	2.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	
S0036	Mussa Rasidi	90,000.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
s0042	Man Luwanga	135,000.00	13.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
s0087	Mhuwile Lucas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
s0089	De Sciglio Maita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>		<b>3,270,200.00</b>	<b>322.00</b>	<b>5.00</b>	<b>9.00</b>	<b>4.00</b>	<b>3.00</b>	<b>7.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	

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**CASH PAYMENTS - [VISION SALARIES]**

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### Cash Payments Jan-2018

Employee ID	Full Name	NET PAY	10000 Shilling Note	5000 Shilling Note	2000 Shilling Note	1000 Shilling Note	500 Shilling Note	200 Shilling Coin	100 Shilling Coin	50 Shilling Coin	20 Shilling Coin	1 Shilling coin	Signature
ST0006	Thomas James	20,000.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0012	David Mwandambo	430,484.62	43.00	0.00	0.00	0.00	0.00	2.00	0.00	1.00	1.00	14.00	
S0013	Peter Kassian	314,145.76	31.00	0.00	2.00	0.00	0.00	0.00	1.00	0.00	2.00	5.00	
S0014	Peter Phillip	135,000.00	13.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ST0017	Edward Pabon	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0018	Hassan Nurath	2964,500.00	296.00	0.00	2.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	
S0019	David Minja	135,000.00	13.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ST0021	Eutopia Mwajanda	382,300.00	38.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	
S0026	Maita Makema	135,000.00	13.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0027	Peter John	80,000.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0030	Miani Kikuyu	135,000.00	13.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
S0035	Mahimu Majaabu	296,050.00	29.00	1.00	2.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	
S0036	Mussa Rasidi	135,000.00	13.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
s0042	Man Luwanga	135,000.00	13.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
s0087	Mhuwile Lucas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
s0089	De Sciglio Maita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>		<b>4,900,480.38</b>	<b>485.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>1.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>19.00</b>	

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**CITI Bank**

To send to bank for uploading data, have to save as excel sheet and then send it to banks.

```

CITI Bank.txt - Notepad
File Edit Format View Help
#TZ#DFT#20161027#####TZS#138068.18#####OUR###000001#####111111111#Tom
#TZ#DFT#20161027#####TZS#267533.38#####OUR###103#####111111111#Shaili
#TZ#DFT#20161027#####TZS#270946.73#####OUR###104#####111111111#Esther
#TZ#DFT#20161027#####TZS#272653.41#####OUR###105#####111111111#Bahati
#TZ#DFT#20161027#####TZS#260706.67#####OUR###106#####111111111#Emmanu
#TZ#DFT#20161027#####TZS#274360.09#####OUR###107#####111111111#winfri
#TZ#DFT#20161027#####TZS#660454.54#####OUR###ST0007#####01J00000000005
#TZ#DFT#20161027#####TZS#391509.09#####OUR###St0010#####01J20345990#Do
#TZ#DFT#20161027#####TZS#285500.57#####OUR###St0015#####000000112500#Ja
#TZ#DFT#20161027#####TZS#411100.00#####OUR###St0016#####123432132#Upen
#TZ#DFT#20161027#####TZS#299050.00#####OUR###St0038#####01K4567234#Mwi
#TZ#DFT#20161027#####TZS#90000.00#####OUR###St0090#####111111111#Tom I
#TZ#DFT#20161027#####TZS#200341.17#####OUR###ST0091#####111111111#Joh
    
```





### Payment Voucher

Every employee can sign to confirm payment for the calendar month.

**Payment Voucher - [VISION SALARIES]**

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### Payment Voucher

#### Jan-2018

S/NO	Employee ID	Employee Name	Bank - Acc #/Cash/Cheque	Signature
1	000001	Tom Jones	CASH	
2	000001	Tom Jones	Acc#.1111111111	
3	0000236	Tom Jones	CASH	
4	0000236	Tom Jones	Acc#.1111111111	
5	00011	Savage Dady	CASH	



### Payment Summary

Provides a cheque and transfer payment voucher

**CHEQUE AND TRANSFER PAYMENT VOUCHER - [VISION SALARIES]**

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### CHEQUE AND TRANSFER PAYMENT VOUCHER

AAB INNOVATION CONSTRUCTION CO.LTD (111-111-111)

Bank	Payment Date	Period	No. of Transaction	Amount		Payee
				TZS	USD	
				1.00	1,660.00	Exchange Rate
	28/02/2019 15:00:08	Jan-2018	2	7,495,342.57	70,166.94	BANK - Salary - Net Pay
	28/02/2019 15:00:08	Jan-2018	1	4,900,480.38		CASH - Salary - Net Pay
	28/02/2019 15:00:08	Jan-2018	1	5,399,008.50		CHEQUE - Salary - Net Pay
	28/02/2019 15:00:08	Jan-2018	1	1,712,493.54		Government Employees Provident Fund
	28/02/2019 15:00:08	Jan-2018	1	20,000.00		Loan
	28/02/2019 15:00:08	Jan-2018	1	1,230,000.00		Local Authority Pension Fund
	28/02/2019 15:00:08	Jan-2018	1	36,611,995.08		NSSF Employer Contribution
	28/02/2019 15:00:08	Jan-2018	1	55,257,065.39		Pay As You Earn Income Tax
	28/02/2019 15:00:08	Jan-2018	1	190,000.00		PF Employer Contribution
	28/02/2019 15:00:08	Jan-2018	1	135,384.62		PSPF Employer Contribution
	28/02/2019 15:00:08	Jan-2018	1	9,427,002.73		Skills and Development Levy
	28/02/2019 15:00:08	Jan-2018	1	2,094,889.50		Workers Compensation Fund
			13	124,473,662.31	70,166.94	

Initiator Name: \_\_\_\_\_ Verifier Name: \_\_\_\_\_

Initiator Signature: \_\_\_\_\_ Verifier Signature: \_\_\_\_\_

1. Authorizer Name: \_\_\_\_\_ 2. Authorizer Name: \_\_\_\_\_

1. Authorizer Signature: \_\_\_\_\_ 2. Authorizer Signature: \_\_\_\_\_

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AAB INNOVATION CONSTRUCTION CO.LTD - CHEQUE AND TRANSFER PAYMENT VOUCHER

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## Statuary Payment Summary

Provides a summary of all statutory payments which needs to be submitted to the authorities for the payroll month.

DEPARTMENT	DESCRIPTION	GEFF	LAPF	NSSF	PAYE	PPF	PSPF	SDL	WCF
ADMIN	A			35,232,967.48	47,081,706.09			7,927,417.68	1,761,648.37
D001	Administration Department	232,769.22	30,000.00	175,353.60	271,923.11	160,000.00		132,327.64	29,406.15
D002	Manufacturing Department			1,007,904.76	967,971.43		30,000.00	233,528.57	51,896.24
D003	Sales Department		1,200,000.00	195,769.24	1,599,161.92	30,000.00	105,384.62	344,509.62	76,557.69
D004	Security Department	1,479,724.32	0.00	0.00	1,883,527.82	0.00		336,537.97	74,786.22
D005	Maintenance Department				3,452,775.02			452,681.25	100,596.83
<b>TOTAL AS PER PAYMENTS</b>		<b>1,712,493.54</b>	<b>1,230,000.00</b>	<b>36,611,995.08</b>	<b>55,257,065.39</b>	<b>190,000.00</b>	<b>135,384.62</b>	<b>9,427,002.73</b>	<b>2,094,889.50</b>

## Audit Records

Provides a list of reports showing changes that have happened in the current payroll month.

## GTCC Comparison

Shows the comparison between the budgeted cost of an employee and the actual cost.

Name	Employee ID	Budgeted GTCC	Actual GTCC	Differences
Dominic Lydia	St0010	172,500.00	173,250.00	-750.00
Dominic Lydia	St0010	172,500.00	173,250.00	-750.00
Dotto Mokilli	ST0007	460,000.00	714,323.08	-254,323.08
Dotto Mokilli	ST0007	460,000.00	714,323.08	-254,323.08
Idd Mussa	w	1,150,000.00	924,000.00	226,000.00
James Mwakisyala	St0015	805,000.00	100,000.00	705,000.00
James Mwakisyala	St0015	805,000.00	100,000.00	705,000.00
John Swai	ST0091	260,783.20	261,917.04	-1,133.84
Lwitico Mwalugaja	ST0011	460,000.00	629,919.24	-169,919.24
Lwitico Mwalugaja	ST0011	460,000.00	629,919.24	-169,919.24
Tom Mbaki	st0090	115,000.00	115,500.00	-500.00
Upendo Mengele	St0016	575,000.00	682,500.00	-107,500.00
Upendo Mengele	St0016	575,000.00	682,500.00	-107,500.00
<b>Totals for AAB INNOVATION CONSTRUCTION CO LTD</b>		<b>6,470,783.20</b>	<b>5,901,401.68</b>	<b>569,381.52</b>
<b>No. of Employees 13</b>				

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AABINNOVATION CONSTRUCTION CO LTD - GTCC Comparison

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**Terminated Loans**

Report on loans that are terminated in a specific month before complete settlement by employee.

<b>Terminated Loans</b>						
<b>Number of Employees in Department: Security Department are 1</b>						
Employee ID	Name	Loan Description	Amount Issued	Amount Paid	Balance	Issue of Date
ST0006	Thomas James	Staff Loan	250,000.00		187,500.00	27/10/2016
<b>Totals for Department: Security Department</b>			<b>250,000.00</b>	<b>62,500.00</b>	<b>187,500.00</b>	
<b>Totals for AAB INNOVATION CONSTRUCTION CO LTD</b>			<b>250,000.00</b>	<b>62,500.00</b>	<b>187,500.00</b>	

Printed By: 0, Date: 27 October 2016 13:10 AAB INNOVATION CONSTRUCTION CO LTD - Terminated Loans 1 of 1

**New Employees**

A list of employees added in the current payroll month

<b>New Employees</b>					
<b>0</b>					
Employee ID	Employee Name	Employment Date	Department Name	Pay Point Name	Basic Salary
100	Nadeem Juma	01/01/2016	ADMIN	HO	830,000.00
101	Hafiz Juma	01/01/2016	ADMIN	HO	41,500.00
102	Paul Bomani	01/01/2016	ADMIN	HO	500,000.00
103	Shailin Makhani	01/01/2016	ADMIN	HO	250,000.00
104	Esther Maina	01/01/2016	ADMIN	HO	250,000.00
105	Bahati Kombe	01/01/2016	ADMIN	HO	250,000.00
106	Emmanuel Edw ins	01/01/2016	ADMIN	HO	250,000.00
107	Winfrida Mgongolw a	01/01/2016	ADMIN	HO	250,000.00
<b>Totals for AAB INNOVATION CONSTRUCTION CO LTD</b>			<b>Employees: 8</b>		<b>2,621,500.00</b>

**Changed Employees Transactions**

Showing transactions (earnings/deductions) changes done if any.

<b>Employees Transaction - Earning</b>						
<b>Oct-2016</b>						
Employee Id	Employee Name	ID	Description	Previous	Actual	Difference
ST0026	Mw itta Makama	BONUS	Bonus	0.00	20,000.00	20,000.00
<b>Totals for AAB INNOVATION CONSTRUCTION CO LTD</b>		<b>Employees: 1</b>		<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>

Changed Basic/Gross/Net

Showing previous changes to current, with its differences.

**Changed Basic/Gross/Net  
Oct-2016**

Employee ID	Employee Full Name	Previous Basic	Current Basic	Difference	Previous Gross	Current Gross	Difference	Previous Net	Current Net	Difference
100	Nadeem Juma		830,000.00	830,000.00		830,000.00	830,000.00		695,000.00	695,000.00
101	Hafiz Juma		41,500.00	41,500.00		41,500.00	41,500.00		41,500.00	41,500.00
102	Paul Bomani		500,000.00	500,000.00		500,000.00	500,000.00		451,000.00	451,000.00
103	Shailin Makhani		250,000.00	250,000.00		250,000.00	250,000.00		241,000.00	241,000.00
104	Esther Maina		250,000.00	250,000.00		250,000.00	250,000.00		241,000.00	241,000.00
105	Bahati Kombe		250,000.00	250,000.00		250,000.00	250,000.00		241,000.00	241,000.00
106	Emmanuel Edwins		250,000.00	250,000.00		250,000.00	250,000.00		241,000.00	241,000.00
107	Winfrida Moonoolwa		250,000.00	250,000.00		250,000.00	250,000.00		241,000.00	241,000.00

Company Variance Summary

Shows variance in the company monthly summary amounts from previous payroll month.

**Variance Detail  
Oct-2016**

Transaction	Sep-2016	Oct-2016	Difference	% Difference
X Cent Round Down	1,989.13	3,093.3	-1,104.17	35.70 %
Total	1,989.13	3,093.3	-1,104.17	35.70 %
D Pay As You Earn Income Tax	5,795,152.87	6,025,168.25	-230,015.38	3.82 %
Government Employees Provident Fund	852,862.16	852,862.16	0	0.00 %
Previous Cent Round Payment	1,484.43	376.87	1,087.56	-288.58 %
Local Authority Pension Fund	15,000	15,000	0	0.00 %
PSPF	64,000	64,000	0	0.00 %
National Social Security Fund	398,078.8	399,907.57	-3,230.77	0.81 %
Parastatal Pension Fund	85,000	85,000	0	0.00 %
Last Month Overdraft	94.06	94.06	0	0.00 %
Total	7,210,250.32	7,442,408.91	-232,158.59	3.12 %
E Basic Salary	23,286,351.4	25,887,851.4	-2,621,500	10.13 %
House Allowance	638,621.55	638,621.55	0	0.00 %
Responsibility Allowance	200,000	200,000	0	0.00 %

Periodical Reports

Employee Monthly

Shows total earnings, deductions from the selected period for each employee

Summary Period

Shows total earnings, deductions from the selected period for whole company.

Issued Loans

List of all loans issued to employees over a period of time and their current status.

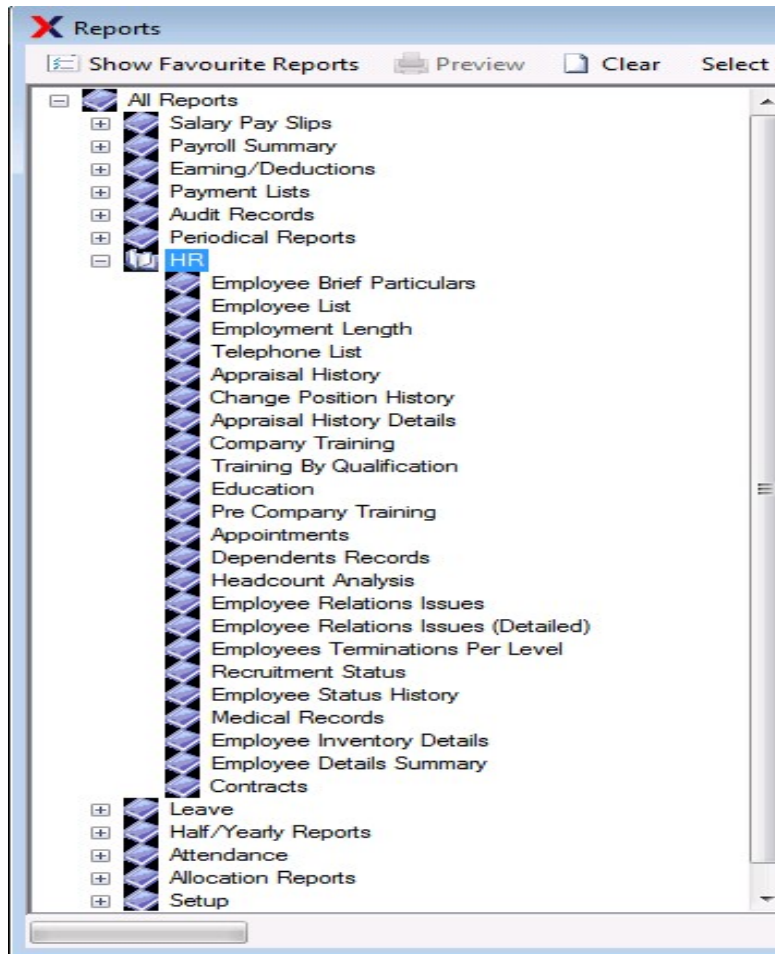
**Employee Issued Loans**

From: 27/10/1997 to 27/10/2016

No.	Name	Loan	Issued Date	Issued Amount	Instalment	Paid Back	Balance	Status
1	James Patrick	Loan	01/01/2005	100,000.00	20,000.00	100,000.00	0.00	Closed
2	James Patrick	Loan	07/04/2007	100,000.00	10,000.00	80,000.00	20,000.00	Open
3	James Thomas	RENT ADVANCE	20/04/2015	100,000.00	100,000.00	100,000.00	0.00	Closed
4	James Thomas	RENT ADVANCE	01/01/2015	10,000.00	5,000.00	10,000.00	0.00	Closed
5	Jonathan Mwetu	Staff Loan	16/05/2016	50,000.00	25,000.00	50,000.00	0.00	Closed
6	Juan Michael	Loan	07/01/2005	150,000.00	30,000.00	150,000.00	0.00	Closed
7	Luwanga Men	Staff Loan	16/05/2016	200,000.00	100,000.00	200,000.00	0.00	Closed
8	Lydia Dominic	RENT ADVANCE	01/07/2015	100,000.00	25,000.00	100,000.00	0.00	Closed
9	Makama Mwitita	Staff Loan	19/08/2012	650,000.00	65,000.00	260,000.00	390,000.00	Terminated
10	Mengele Upendo	Loan	01/08/2005	70,000.00	7,000.00	35,000.00	35,000.00	Closed
11	Mnja David	Loan	12/10/2005	100,000.00	25,000.00	75,000.00	25,000.00	Closed
12	Mokili Dotto	Staff Loan	28/06/2015	1,000,000.00	100,000.00	900,000.00	100,000.00	Closed
13	Mwalugwa Lwitiico	Staff Loan	08/08/2012	1,500,000.00	70,000.00	1,430,000.00	70,000.00	Closed
14	Mwasalyanda Eutropia	Loan	02/04/2005	150,000.00	50,000.00	150,000.00	0.00	Closed
15	Mwita Mwikwabe	Staff Loan	01/07/2014	100,000.00	10,000.00	100,000.00	0.00	Closed
16	Mwita Mwikwabe	Staff Loan	01/07/2005	150,000.00	30,000.00	30,000.00	120,000.00	Closed

## HR REPORTS

These are Reports that are specific to HR module. Below are some of them.



### Employee Brief Particulars

Showing employee's basic information.

Employee Brief Particulars									
Serial No	Employee ID	Employee Name	Sex	Birth Date	Age	Employment Date	Service Year	Payroll No	Salary Scale
1	St0001	Patrick James	M	01/06/1969	47	01/01/2005	11year 9months	St0001	
2	St0002	Devota Paschal	F	25/05/1972	44	01/01/2005	11year 9months	St0002	
3	St0003	David Peter Ndimbo	M	26/06/1974	42	01/01/2005	11year 9months	St0003	
4	St0004	Evans Wilfred	M	03/03/1978	38	05/01/2005	11year 9months	St0004	
5	St0005	Rune Felk	M	29/05/1974	42	01/01/2005	11year 9months	St0005	
6	St0006	Thomas James	M	26/04/1977	39	01/01/2005	11year 9months	St0006	
7	St0007	Mr. Dotto Mokitili	M	31/03/1954	62	01/01/2005	11year 9months	St0007	
8	St0008	Deogratias Leonidas	F	15/09/1970	46	03/01/2005	11year 9months	St0008	
9	St0009	Peter Richard	M	19/01/1979	37	01/01/2005	11year 9months	St0009	
10	St0010	Dominic Joseph	M	28/06/1980	36	01/01/2005	11year 9months	St0010	
11	St0012	David Mwandambo	M	17/12/1979	36	04/01/2005	11year 9months	St0012	
12	St0013	Peter Kassian	M	26/05/1980	36	03/01/2005	11year 9months	St0013	
13	St0014	Peter Phillip	M	28/11/1980	35	02/01/2005	11year 9months	St0014	
14	St0015	James Mwakasyala	M	09/09/1968	48	01/01/2005	11year 9months	St0015	
15	St0016	Upendo Mengele	F	21/03/1979	37	04/01/2005	11year 9months	St0016	
16	St0017	Edward Patson	M	13/03/1976	40	01/01/2005	11year 9months	St0017	
17	St0018	Hassan Hassanol	M	08/07/1981	35	04/01/2005	11year 9months	St0018	
18	St0019	David Minja	M	25/06/1980	36	05/01/2005	11year 9months	St0019	
19	St0020	Michael Juan	M	21/05/1980	36	01/01/2005	11year 9months	St0020	
20	St0021	Eutropia Mwasalyanda	F	01/01/1952	64	01/04/2005	11year 6months	St0021	
21	St0022	Luskeko Katamba	M	12/01/1972	44	01/11/2005	10year 11months	St0022	
22	St0023	Yona Damian Msanga	M	12/04/1975	41	01/11/2005	10year 11months	St0023	
23	St0024	Kenny Wambura	F	04/12/1979	36	01/12/2005	10year 10months	St0024	
Totals for AAB INNOVATION CONSTRUCTION CO.LTD			Employees: 23			Males: Females:			



Employee List

Employee's current position for particular month.

EMPLOYEES LIST - [VISION SALARIES]

email

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**Employees List  
As of Jan-2018**

Level	Employee ID	Name	Position
Level 1	000001	Tom Jones	
LEVEL 1	0000236	Tom Jones	Employee
Level 2	00011	Savage Dady	Human Resources Administrator
Level 1	000123	Moses Sewera	
Level 1	0001233	Matilda Grace	
Level 1	rt6778	Tom Jones	
Level 1	ST0006	Thomas James	Engineers of manufacturing pro
Level 5	ST0007	Dotto Mokili	Human Resources Administrator
Level 6	ST0010	Dominic Lydia	Accounts Clerk
Level 4	ST0011	Lwitic Mwalugaja	Administration Manager
Level 4	ST0012	David Mwandambo	Sales & Marketing Manager
Level 5	ST0013	Peter Kassian	Sales Representatives
Level 6	ST0014	Peter Phillip	Sales Representatives
Level 1	ST0015	James Mwakisyala	Managing Director
Level 2	ST0016	Upendo Menele	General Manager
Level 6	ST0017	Edward Patson	Security
Level 4	ST0018	Hassan Nurath	Manufacturing Manager
Level 6	ST0019	David Minja	Sales Representatives
Level 4	ST0021	Eutropia Mwasalyanda	Key accounts Manager
Level 6	ST0024	Kemmy Wambura	Electrician
Level 6	ST0026	Mwitta Makama	
Level 6	ST0027	Peter John	Security
Level 6	ST0030	Mani Kikiyu	
Level 5	ST0035	Mahimu Maajabu	Production Technician
Level 6	ST0036	Mussa Rashidi	Production Technician
Level 5	ST0038	Mwkwabe Mwita	Production Technician
Level 6	st0042	Man Luwanga	Production Technician
Level 6	st0087	Mhuvile Lucas	Security
Level 6	st0089	De Sciglio Matia	Security
Level 1	st0090	Tom Mbaki	
Level 1	ST0091	John Swai	Engineers of manufacturing pro
Level 6	w	Idd Mussa	Accounts Clerk

**Total Number of Employees in AAB INNOVATION CONSTRUCTION CO LTD are 32**

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### Employee Length

How long each employee have been in the company.

EMPLOYMENT LENGTH - [VISION SALARIES]

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### Employment Length

Jan-2018

Name	Employee ID	Sex	Emp. Date	Current Position	Profession	Basic Salary	years
Dav id Minja	St0019	M	05/01/2005	Sales Representat ives	Sales Representat ive	150,000.00	13 Years 0 Months
Dav id Mwandambo	St0012	M	04/01/2005	Sales & Market ing Manager	Sales & Market ing	400,000.00	13 Years 0 Months
De Sciglio Metia	st0089	M	02/04/2014	Security	Security	150,000.00	3 Years 9 Months
Dominic Ly dia	St0010	F	01/01/2005	Accounts Clerk	Accounts Clerk	150,000.00	13 Years 0 Months
Dotto Mokilli	ST0007	M	01/01/2005	Human Resources Administrator	Human Res ources	400,000.00	13 Years 0 Months
Edward Patson	ST0017	M	01/01/2005	Security	Security	500,000.00	13 Years 0 Months
Eutropia Mwasalyanda	ST0021	F	01/04/2005	Key accounts Manager	Sales Manager	400,000.00	12 Years 9 Months
Has san Nurath	St0018	F	04/01/2005	Manuf acturing Manager	Manufacturing Manager	3,889,523.81	13 Years 0 Months
Idd Mus sa	w	M	01/01/2018	Accounts Clerk	Accountant	800,000.00	0 Years 0 Months
James Mwakisyala	St0015	M	01/01/2005	Managing Director	Managing Director	700,000.00	13 Years 0 Months
John Swai	ST0091	M	01/01/2007	Engineers of manuf acturing pro	Employee	226,768.00	11 Years 0 Months
Kemmy Wambura	St0024	M	01/12/2005	Electrician	Electrician	10,058,583.40	12 Years 1 Months
Lwitico Mwalugaja	ST0011	M	05/01/2005	Administration Manager	Administration Manager	500,000.00	13 Years 0 Months
Mahimu Mejabu	St0035	F	01/03/2012	Production Technician	Production Technician	350,000.00	5 Years 10 Months
Man Luwanga	st0042	M	02/04/2014	Production Technician	Production Technician	150,000.00	3 Years 9 Months
Matilda Grace	0001233	M	01/01/2007		Employee	1,000,222.00	11 Years 0 Months
Mhuvile Lucas	st0087	M	02/04/2014	Security	Security	150,000.00	3 Years 9 Months
Mlani Kikiyu u	St0030	M	23/08/2012		Engineer	150,000.00	5 Years 5 Months
Mos es Sewera	000123	M	01/01/2007		Employee	1,660,000.00	11 Years 0 Months
Mus sa Ras hidi	St0036	M	23/08/2012	Production Technician	Production Technician	150,000.00	5 Years 5 Months
Mus sa Ras hidi	St0036	M	23/08/2012	Production Technician	Production Technician	150,000.00	5 Years 5 Months

Telephone List

Shows employee's telephone number either residential or mobile etc.

Telephone List Mobile			
Employee ID	First Names	Surname	Phone Number
St0001	Patrick	James	0744 43 92 43
St0002	Devota	Paschal	0744 43 92 43
St0003	David Peter	Ndimbo	0749414141
ST0004	Evans	Wilfred	0744 43 92 43

Appraisal History

Shows appraisal's information, mainly current position and previous position's.

Appraisal History Oct-2016					
Employee Full Name	Pre. Basic Salary	Cur. Basic Salary	Pre. Position	Cur. Position	Appraisal Date
Kemmy Wambura	150,000.60	238,500,000.00	Electrician	Electrician	02/04/2014
Kemmy Wambura	238,500,000.00	318,000.00	Electrician	Electrician	16/04/2014
Edward Patson	150,000.00	150,000.00	Security	Security	02/05/2014
Tom Mbaki	100,000.00	100,000.00			09/09/2014
John Swai	100,000.00	226,768.00		Engineers of manufacturing pro	09/09/2014
Dotto Mokili	400,000.00	400,000.00	Human Resources Administrator	Human Resources Administrator	03/10/2014
Thomas James	627,852.00	627,852.00	Security	Engineers of manufacturing pro	14/04/2015

Company Training

Shows information on company training, qualification and cost for certain employees.

Company Training From 27/10/1997 To 27/10/2016									
ST0010	Dominic Lydia	Accounts Clerk	F	IFM	CISCO	BScIT	29/06/2015	29/06/2015	500.00
ST0011	Lwiticio Mwalugaja	Administration Manager	M	IFM	CISCO	BScIT	29/06/2015	29/06/2015	500.00
ST0012	David Mwandambo	Sales & Marketing Manager	M	IFM	CISCO	BScIT	29/06/2015	29/06/2015	500.00
ST0018	Hassan Nurath	Manufacturing Manager	F	IFM	CISCO	BScIT	29/06/2015	29/06/2015	500.00

Training By Qualification

Showing detailed information on training by qualification, and its cost.

Training By Qualification From 27/10/1997 To 27/10/2016			
Currency: TZS			
Qualification	Male (Total)	Female (Total)	Total Cost
	4	1	500.00
Qualification	Male (Total)	Female (Total)	Total Cost
BScIT	4	2	3,000.00

Education

Education for each employee.

**Education  
Oct-2016**

Employee ID	Name	Current Position	Sex	Course Start	Course End	Qualification	Cost
St0001	Patrick James		M	12/01/1991	15/11/1994	CSEE	
St0001	Patrick James		M	10/07/1995	20/05/1997	ACSEE	
St0001	Patrick James		M	01/10/1997	20/06/1999	DBA	
St0001	Patrick James		M	01/01/2000	15/11/2002	BACHEOR OF COMMERCE(BCOM)	
St0001	Patrick James		M	23/12/2002	05/07/2003	Auditor Trainee	
ST0021	Eutropia Mwasaly anda	Key accounts Manager	F	10/01/1991	15/11/1994	CSEE	
ST0021	Eutropia Mwasaly anda	Key accounts Manager	F	10/07/1995	09/05/1997	ACSEE	

Dependents Records

Dependents for each and every employee if any. E.g Father, Mother

**Dependents Report**

St0016 Upendo Mengele							
Dependent Name	Type	Birth Date	Occupation	Sex	Relation Ship	Phone	Address
Hilda James Mengele	Spouse	16/11/1980	Nurse	F	w ife		Msasani Dar Es Salaam
Patrick Upendo Mengele	Children	12/01/2004	Students	M	son		Msasani -Dar
<b>Total Dependents for Upendo Mengele :</b>			<b>2</b>				
ST0021 Eutropia Mwasalyanda							
Dependent Name	Type	Birth Date	Occupation	Sex	Relation Ship	Phone	Address
Humphrey Nicolaus Mwasalyanda	Spouse	03/04/1974	Chartered Accountant	M			

Headcount Analysis

Showing current positions available and used.

**Head Count Analysis  
Oct-2016**

Pay Point Name	Department Name	Salary Scale Name	Position	Current Number	Vacant	Budget Year To Date (Oct-2016)	Budget Year End
			Accounts Clerk	1	0	0	1
			Administration Manager	1	0	0	1
			Electrician	1	0	0	1
			General Manager	1	0	0	1

**Employee Relations Issues**

Showing overall issues from departments.

**Employee Terminations Per Level**

Showing employees terminations per level, males and females with reasons and grouping by voluntary.

<b>Employee Terminations</b>			
<b>FEB-2016</b>			
Level	Males	Females	Total

<b>Involuntary</b>	
Reason	Terminations
Terminated	1
<b>Sub-Total</b>	<b>1</b>

<b>Total Exits</b>	<b>1</b>
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**Recruitment Status**

Recruitment information, mainly what happened in the interview and if he/she is capable depending on the score.

**Employee Status History**

Showing history on employees, on status, previous status to current status.

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### EMPLOYEE STATUS HISTORY

Date Range: 27 Oct 1997 - 28 Oct 2016

Employee ID	Employee Name	On Post Date	Off Post Date
St0038	Mw ita Mw ikw abe	27 Aug 2012	
St0040	Jonathan Mw etu	16 Jan 2013	15 Feb 2016
St0041	Janeth Kamau	16 Jan 2013	
st0042	Luw anga Man	02 Apr 2014	
st0087	Lucas Mhuvile	02 Apr 2014	
st0089	Matia De Sciglio	02 Apr 2014	
st0090	Mbaki Tom	01 Jan 2007	
ST0091	Sw ai John	01 Jan 2007	
ST0092	Mw ikw abe Allan	01 Sep 2014	24 Jul 2015
sv	xxx	22 Jun 2015	

### Medical Records

Showing medical records.

### Employee Contracts

Shows the contracts of employees with start and end dates

Employee Contracts						
October 1997 to September 2016						
<b>DRIVING LICENSE</b>						
Employee ID	Employee Name	Contract ID	Description	Length	Start Date	End Date
ST0006	James Thomas	1	Driving License 1	12	01/01/2015	31/12/2015
<b>EMPLOYMENT</b>						
Employee ID	Employee Name	Contract ID	Description	Length	Start Date	End Date
ST0006	James Thomas	2	Contract 1	12	02/07/2005	30/06/2006
ST0006	James Thomas	3	Contract 3	84	01/07/2006	30/06/2013
ST0006	James Thomas	4	Contract 4	12	01/07/2013	30/06/2014
ST0006	James Thomas	5	Contract 5	12	01/07/2014	30/06/2015
ST0006	James Thomas	6	Contract 6	12	01/07/2015	30/06/2016
ST0007	Mokili Dotto	2	Contract 2	93	02/04/2005	01/01/2013
ST0010	Lydia Dominic	1	Contract 1	12	01/01/2005	01/01/2006
ST0010	Lydia Dominic	2	Contract 2	12	02/01/2006	02/01/2007
ST0013	Kassian Peter	1	Contract 1	3	03/01/2005	02/04/2005
ST0013	Kassian Peter	2	Contract 2	62	04/04/2005	30/06/2016
ST0022	Katamba Lusekelo	D001	Yearly Contract	1	01/11/2005	01/10/2006
<b>PROBATION</b>						
Employee ID	Employee Name	Contract ID	Description	Length	Start Date	End Date
ST0001	James Patrick	1	first	9	15/09/2005	15/06/2006
ST0002	Paschal Devota	12	JEBJI	12	31/01/2005	31/01/2006
ST0006	James Thomas	2	Probation 2	3	01/07/2005	01/10/2005
ST0007	Mokili Dotto	1	Probation 1	3	01/01/2005	31/03/2005
<b>SALES TARGET</b>						
Employee ID	Employee Name	Contract ID	Description	Length	Start Date	End Date
ST0006	James Thomas	1	Sales 1	3	01/01/2005	01/04/2005
ST0006	James Thomas	2	Sales Target 2	3	02/04/2005	02/07/2005
ST0010	Lydia Dominic	1	Sales Target 1	3	01/01/2005	01/04/2005
Printed By Guest, Date: 27 October 2016 16:39 AAB INNOVATION CONSTRUCTION CO LTD 1 of 1						

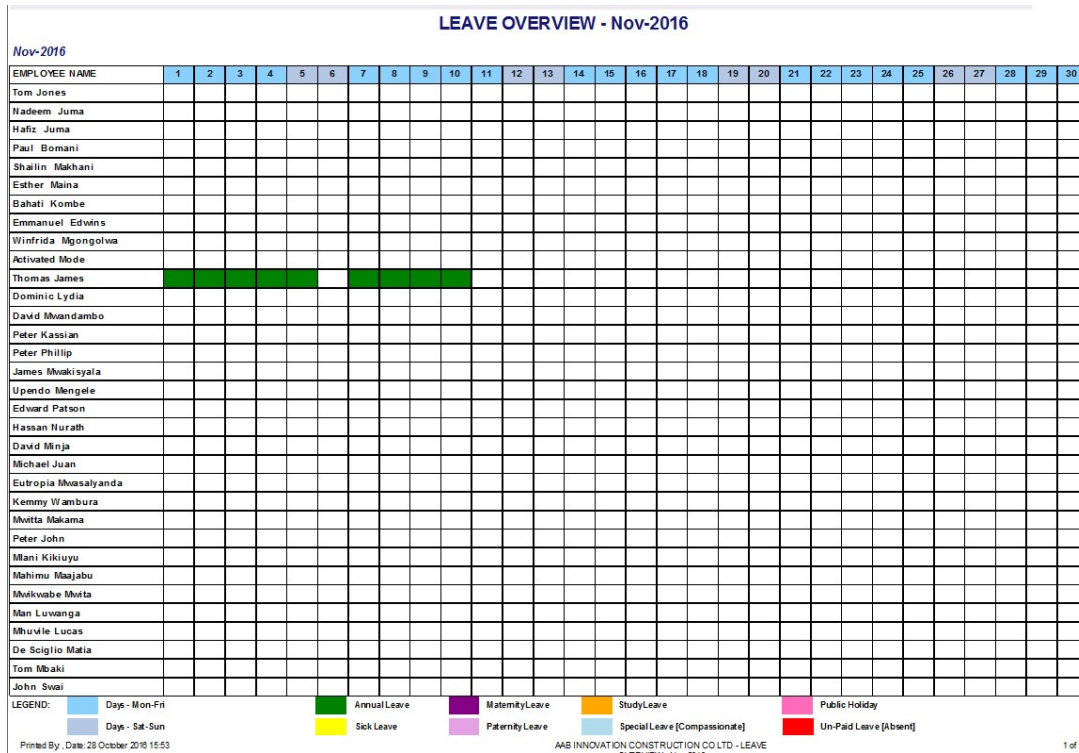
## Leave Reports

Shows leave details about employees. Several reports look at these days in different perspectives.

There are a number of leave reports, which can be filtered to specific leave types, periods, Pay points Departments and Employees. All reports can be found under the Main Menu Human Resource

### Leave overview

Shows a graphic summary of the planned leave over the selected payroll month for each employee.



### Leave entitlement

This report gives you a complete monthly overview for the company per employee. Records can be filtered by both, Pay points and Departments or just by the company.

The report shows employees' names, Payroll No, The amount of leave earned in the month, the amount of additional days earned, The balance of leave before the month, how many days annual leave taken, a breakdown of all other leave and the amount of leave carried forward. Totals for each Pay point and department are shown as well as a total for the Company.

LEAVE ENTITLEMENT - [VISION SALARIES]

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### Leave Entitlement Jan-2018

Full Name	Employee ID	Leave Earned	Adjustments	B/F Earned	Leave Taken	HOURS					C/F
						Sick	Study	Unpaid	Parental	Special	
Tom Jones	000001	0		0							0
Tom Jones	0000236	0		0							0
Savage Dady	00011	0		0							0
Moses Sewera	000123	0		0							0
Matilda Grace	0001233	0		0							0
Tom Jones	rt6778	0		0							0
Thomas James	ST0006	1.67		40							41.67
Dotto Mokilli	ST0007	1.67		56.16							57.83
Dominic Lydia	St0010	1.67		49.16							50.83
Lwritico Mwalugaja	ST0011	1.67		53.16							54.83
David Mwandambo	St0012	1.67		56.16							57.83
Peter Kassian	St0013	1.67		53.16							54.83
Peter Phillip	St0014	1.67		56.16							57.83
James Mwakisyala	St0015	1.67		52.16							53.83
Upendo Mengele	St0016	1.67		55.16							56.83
Edward Patson	ST0017	1.67		80							81.67
Hassan Nurath	St0018	1.67		52.16							53.83
David Minja	St0019	1.67		59.16							60.83
Eutropia Mwasalyanda	ST0021	1.67		63.16							64.83
Kemmy Wambura	St0024	1.67		58.16							59.83
Mwitta Makama	St0026	1.67		60							61.67
Peter John	St0027	0		0							0
Mlani Kikiuyu	St0030	1.67		60.16							61.83
Mahimu Maajabu	St0035	1.67		80.16							81.83
Mussa Rashidi	St0036	1.67		48.43							50.1
Mwikwabe Mwita	St0038	1.67		55.16							56.83
Man Luwanga	st0042	1.67		54.16							55.83
Mhuvile Lucas	st0087	1.67		58.16							59.83
De Sciglio Matia	st0089	1.67		44.16							45.83
Tom Mbaki	st0090	0		0							0
John Swai	ST0091	0		0							0
Idd Mussa	w	0		0							0
<b>Totals for AAB INNOVATION CONSTRUCTION CO LTD</b>		<b>36.73</b>		<b>1244.31</b>							<b>1281.04</b>

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AAB INNOVATION CONSTRUCTION CO LTD - Leave Entitlement

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### Leave Analysis

This report gives you a breakdown of each type of leave and can be filtered by date department, employee or status (i.e) Taken or Scheduled.

The report shows the Employee id, name, leave type, the period to and the period from the amount of workdays and any comments that were entered.

### LEAVE ANALYSIS

SEP-2018

**Dominic Lydia (St0010)**

Leave Year	Month	Leave Type	Start Date	End Date	Days	Comments
<b>Annual Leave</b>						
2004-05		Leave earned			0.00	
				Balance for 2004-05	0.00	
2012-13		Leave earned			0.00	
				Balance for 2012-13	0.00	
				Running Balance	0.00	
2013-14		Leave earned			5.01	
				Balance for 2013-14	5.01	
				Running Balance	5.01	
2014-15		Leave earned			20.04	
	June	Annual Leave	2 Jun 2014	26 Jun 2014	25.00	nil
	August	Annual Leave	12 Aug 2014	14 Aug 2014	3.00	escott wife for medical treatment
				Balance for 2014-15	-7.96	
				Running Balance	-2.95	
2015-16		Leave earned			20.04	
	October	Annual Leave	13 Oct 2015	13 Oct 2015	1.00	Require a day off.
		Annual Leave	19 Oct 2015	20 Oct 2015	2.00	Need a couple of days to visit Parents
				Balance for 2015-16	17.04	
				Running Balance	14.09	
2016-17		Leave earned			13.36	
				Balance for 2016-17	13.36	
				Running Balance	27.45	



Leave analysis Summary

Shows a yearly summary of leave earned and the running total of the leave balances for each employee.

LEAVE ANALYSIS SUMMARY		
SEP-2016		
Dominic Lydia (St0010)		
Period	Leave Status	Days
2013-14	Leave earned	5.01
	Total	5.01
	Running Balance	5.01
2014-15	Annual Leave	28.00
	Leave earned	20.04
	Total	-7.96
	Running Balance	-2.95
2015-16	Annual Leave	3.00
	Leave earned	20.04
	Total	17.04
	Running Balance	14.09
2016-17	Leave earned	13.36
	Total	13.36
	Running Balance	27.45
Period	Leave Status	Days
2015-16	Sick Leave	2.00
	Total	2.00
	Running Balance	2.00
2016-17	Un-Paid Leave (Absent)	5.00
	Total	5.00
	Running Balance	7.00

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Leave Monthly

Shows the monthly leave details of employees.

LEAVE MONTH COST - [VISION SALARIES]

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**Leave Monthly Cost Jan-2018**

No.	Employee Name	Earned in Month	Brought Forward	Additional Days	Leave Taken	Other Leave	Carried Forward	Working Days	Employee Daily Cost Tshs	Brought Forward Tshs	Month Cost Tshs	Carried Forward Tshs
1	Tom Jones	0.00	0.00	0.00	0.00	0.00	0.00	22.00	7,545,454.55	0.00	0.00	0.00
2	Tom Jones	0.00	0.00	0.00	0.00	0.00	0.00	22.00	4,545.45	0.00	0.00	0.00
3	Savage Dady	0.00	0.00	0.00	0.00	0.00	0.00	22.00	272,727.27	0.00	0.00	0.00
4	Moses Severa	0.00	0.00	0.00	0.00	0.00	0.00	22.00	75,454.55	0.00	0.00	0.00
5	Matlida Grace	0.00	0.00	0.00	0.00	0.00	0.00	22.00	45,464.64	0.00	0.00	0.00
6	Tom Jones	0.00	0.00	0.00	0.00	0.00	0.00	22.00	45,454.55	0.00	0.00	0.00
7	Thomas James	1.67	40.00	0.00	0.00	0.00	41.67	22.00	318,181.82	12,727,272.98	530,303.04	13,257,576.02
8	Dotto Mokili	1.67	56.16	0.00	0.00	0.00	57.83	22.00	18,181.82	1,021,090.91	30,363.64	1,051,454.55
9	Dominic Lydia	1.67	49.16	0.00	0.00	0.00	50.83	22.00	6,818.18	335,181.82	11,386.36	346,568.18
10	Lwilio Mwalugaja	1.67	53.16	0.00	0.00	0.00	54.83	22.00	22,727.27	1,208,181.82	37,954.55	1,246,136.36
11	David Mwendambo	1.67	56.16	0.00	0.00	0.00	57.83	22.00	18,181.82	1,021,090.91	30,363.64	1,051,454.55
12	Peter Kassian	1.67	53.16	0.00	0.00	0.00	54.83	22.00	15,909.09	845,727.27	26,568.18	872,295.45
13	Peter Philip	1.67	56.16	0.00	0.00	0.00	57.83	22.00	6,818.18	382,909.09	11,386.36	394,295.45
14	James Mwakisyala	1.67	52.16	0.00	0.00	0.00	53.83	22.00	0.00	0.00	0.00	0.00
15	Upendo Mungele	1.67	55.16	0.00	0.00	0.00	56.83	22.00	22,727.27	1,253,636.36	37,954.55	1,291,590.91
16	E dward Patson	1.67	80.00	0.00	0.00	0.00	81.67	22.00	0.00	0.00	0.00	0.00
17	Hassan Nurath	1.67	52.16	0.00	0.00	0.00	53.83	22.00	176,796.54	9,221,707.36	295,250.22	9,516,957.58
18	David Minja	1.67	59.16	0.00	0.00	0.00	60.83	22.00	6,818.18	403,363.64	11,386.36	414,750.00
19	Eutropia Mwasalyanda	1.67	63.16	0.00	0.00	0.00	64.83	22.00	18,181.82	1,148,363.64	30,363.64	1,178,727.27
20	Kemmy Wambura	1.67	58.16	0.00	0.00	0.00	59.83	22.00	457,253.79	26,593,880.48	763,613.83	27,357,494.31
21	Mvita Makama	1.67	60.00	0.00	0.00	0.00	61.67	22.00	6,818.18	409,090.92	11,363.64	420,454.56
22	Peter John	0.00	0.00	0.00	0.00	0.00	0.00	22.00	3,636.36	0.00	0.00	0.00
23	Mlani Kikuyu	1.67	60.16	0.00	0.00	0.00	61.83	22.00	6,818.18	410,181.82	11,386.36	421,568.18
24	Mahimu Maajabu	1.67	80.16	0.00	0.00	0.00	81.83	22.00	15,909.09	1,275,272.73	26,568.18	1,301,840.91
25	Mussa Rashidi	1.67	48.43	0.00	0.00	0.00	50.10	22.00	6,818.18	330,204.55	11,366.36	341,590.91
26	Mwakwabe Mvita	1.67	55.16	0.00	0.00	0.00	56.83	22.00	15,909.09	877,545.45	26,568.18	904,113.64
27	Man Luwanga	1.67	54.16	0.00	0.00	0.00	55.83	22.00	6,818.18	369,272.73	11,386.36	380,659.09
28	Mhuvile Lucas	1.67	58.16	0.00	0.00	0.00	59.83	22.00	0.00	0.00	0.00	0.00
29	De Sciglio Matia	1.67	44.16	0.00	0.00	0.00	45.83	22.00	0.00	0.00	0.00	0.00
30	Tom Mbaki	0.00	0.00	0.00	0.00	0.00	0.00	22.00	4,545.45	0.00	0.00	0.00
31	John Svai	0.00	0.00	0.00	0.00	0.00	0.00	22.00	10,307.64	0.00	0.00	0.00
32	Idd Mussa	0.00	0.00	0.00	0.00	0.00	0.00	22.00	36,363.64	0.00	0.00	0.00
		36.73	1,244.31	0.00	0.00	0.00	1,281.04	704.00	9,191,640.78	59,833,974.47	1,915,553.45	61,749,527.92

Printed By : Date: 22 February 2019 15:35 AAB INNOVATION CONSTRUCTION CO LTD - Leave Monthly 1 of 1

**Leave Accrual**

Each employee leave details can be valued in amounts. This will depend on employees' basic salary. This report will provide accrued days and the corresponding amounts for the leave balance. This report is important because it shows the cost of the employees' leave balances to the company.

LEAVE ACCRUAL - [VISION SALARIES]

email

1 of 1 Whole Page Find | Next

**EXACT SOFTWARE LIMITED** **VISION BY EXACT SOFTWARE LTD**

PHONE: +255 674 748 223, +255 767 429 387 | EMAIL & WEB: info@exact.co.tz, www.exact.co.tz | ADDRESS: P.O Box 2981, Jangwani Beach Rd, DSM, Tanzania

### Leave Accrual Jan-2018

Employee ID	Department	Employee Name	Leave Outstanding	Accrual
000001	ADMIN	Tom Jones	0.00	0.00
0000236	ADMIN	Tom Jones	0.00	0.00
00011	D003	Savage Dady	0.00	0.00
000123	ADMIN	Moses Sewera	0.00	0.00
0001233	ADMIN	Matilda Grace	0.00	0.00
rt6778	ADMIN	Tom Jones	0.00	0.00
ST0006	D004	Thomas James	41.67	13,257,576.02
ST0007	D001	Dotto Mokilli	57.83	1,051,454.55
St0010	D001	Dominic Lydia	50.83	346,568.18
ST0011	D001	Lwitico Mwalugaja	54.83	1,246,136.36
St0012	D003	David Mwandambo	57.83	1,051,454.55
St0013	D003	Peter Kassian	54.83	872,295.45
St0014	D003	Peter Phillip	57.83	394,295.45
St0015	D001	James Mwakisyala	53.83	1,712,772.73
St0016	D001	Upendo Mengele	56.83	1,291,590.91
ST0017	D004	Edward Patson	81.67	1,856,060.64
St0018	D002	Hassan Nurath	53.83	9,516,957.58
St0019	D003	David Minja	60.83	414,750.00
ST0021	D003	Eutropia Mwasalyanda	64.83	1,178,727.27
St0024	D005	Kemmy Wambura	59.83	27,357,494.31
St0026	D002	Mwitta Makama	61.67	420,454.56
St0027	D004	Peter John	0.00	0.00
St0030	D002	Mlani Kkiuyu	61.83	421,568.18
St0035	D002	Mahimu Maajabu	81.83	1,301,840.91
St0036	D002	Mussa Rashidi	50.10	341,590.91
St0038	D002	Mwikwabe Mwita	56.83	904,113.64
st0042	D002	Man Luwanga	55.83	380,659.09
st0087	D004	Mhuvile Lucas	59.83	407,931.82
st0089	D004	De Sciglio Matia	45.83	312,477.27
st0090	D001	Tom Mbaki	0.00	0.00
ST0091	D001	John Swai	0.00	0.00
w	D001	Idd Mussa	0.00	0.00
<b>Totals for AAB INNOVATION CONSTRUCTION CO LTD</b>				<b>66,038,770.38</b>

Printed By: . Date: 22 February 2019 15:36 AAB INNOVATION CONSTRUCTION CO LTD - Leave Accrual 1 of 1

Leave Yearly summary

Shows a summary of different types of leaves leave scheduled per employee for the whole year. This paints the picture on when employees will take a leave in a specific month.

### LEAVE SUMMARY 2016-2017

Nov-2016


SNo.	Employee Name	BF	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Days Taken	Leave Earned	Adjustments	Balance	Unpaid	Sick	Study	Maternity	Paternity	Special	Total Other
1	Tom Jones	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	Nadeem Juma	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Hafiz Jume	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Paul Boini	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	Shelin Makhani	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Esther Maina	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	Bahati Kombe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Emmanuel Edwirs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	Winfrida Mngolwa	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	Activated Mode	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	1.00
11	Thomas James	32.00	-	-	-	-	-	-	11.0	9.0	-	-	-	-	20.00	15.00	(5.00)	22.00	-	-	-	-	-	-	-
12	Dotto Mbilli	21.09	-	-	-	-	-	-	-	-	-	-	-	-	11.69	-	-	32.78	-	-	-	-	-	1.00	1.00
13	Dominic Lydia	14.09	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	27.45	5.00	-	-	-	-	1.00	6.00
14	Lwitico Mwalugaja	18.09	-	-	-	-	-	-	-	-	-	-	-	-	11.69	-	-	29.78	-	-	-	-	-	1.00	1.00
15	David Mwandambo	21.09	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	34.45	-	-	-	-	-	1.00	1.00
16	Peter Kassian	18.09	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	31.45	-	-	-	-	-	1.00	1.00
17	Peter Phillip	21.09	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	34.45	-	-	-	-	-	1.00	1.00
18	James Mwakisyala	17.09	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	30.45	2.00	-	-	-	-	1.00	3.00
19	Upendo Mengele	20.09	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	33.45	-	-	-	-	-	1.00	1.00
20	Edward Patson	46.00	-	-	-	-	-	-	-	-	-	-	-	-	13.33	-	-	58.33	-	-	-	-	-	1.00	1.00
21	Hassan Nurath	17.08	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	30.45	-	-	-	-	-	1.00	1.00
22	David Minja	24.09	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	37.45	-	-	-	-	-	1.00	1.00
23	Michael Juan	20.09	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	33.45	-	-	-	-	-	1.00	1.00
24	Enock Mwandambo	26.09	-	-	-	-	-	-	-	-	-	-	-	-	13.36	-	-	41.45	-	-	-	-	-	1.00	1.00

## Half Yearly Reports

These are company summary reports for specific transactions that have been accrued over a period of time. The report are designed to meet the statutory obligations where these reports are required by the authorities.

### Employers Half Year certificate

Shows the amount to be paid for SDL by the employer over a period of six months.



**TANZANIA REVENUE AUTHORITY**  
**DEVELOPMENT AND SKILLS LEVY**  
**EMPLOYER'S HALF YEAR CERTIFICATE**  
 YEAR: **2 0 1 6**

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

---

**EMPLOYER'S INFORMATION** TIN: **1 1 1 1 1 1 1 1 1**

Name of Employer: **AAB INNOVATION CONSTRUCTION CO LTD**

Postal Address: P. O. Box **2981** Postal City: **Dar es Salaam**

Physical Address: Plot Number **1260** Block No: **2981**

Street/Location: **Mahando Street**

Name of Branch: **Head Office**

Nature of Business: \_\_\_\_\_

State whether an Entity or an Individual: \_\_\_\_\_

**SUMMARY OF GROSS EMOLUMENTS AND TAX PAID DURING THE YEAR**

Month	Payment to permanent employees/TZS	Payment to casual employees/TZS	Total gross emoluments TZS	Amount of SDL paid TZS
January	24,374,972.95	1,043,123.56	25,418,096.51	254,180.97
February	24,303,544.38	1,057,097.91	25,360,642.29	253,606.41
March	24,224,972.95	1,157,773.88	25,382,746.83	253,827.47
April	24,224,972.95	1,057,097.91	25,282,070.86	252,820.70
May	29,063,494.26	0.00	29,063,494.26	290,634.94
June	18,462,704.10	168,295.45	18,630,999.55	186,309.99

The amount of gross emoluments paid during the period from (please tick the appropriate box)

From 1 January To 30 June  From 1 July To 31 December

added up to TZS **149,138,050.30** and % therefor is **0.00**

**DECLARATION**

I certify that the particulars entered on the form SDL already submitted monthly for the period indicated above are correct.

Name of the Employer/Paying Officer

Title: Mr.  Mrs.  Ms.

\_\_\_\_\_  
 First Name Middle Name Surname

Signature and rubber stamp of the Employer/Paying Officer

Date: Day   Month   Year

IT/22.01/E - Employer's Half Year Certificate

**PAYE Statement (Header/Details)**

Shows a summary of company details (Header) and the total tax due per employee based on the various payments that were made to the employees over a period of six months. The reports can be previewed for the selected years.

**TANZANIA REVENUE AUTHORITY**  
**P.A.Y.E**  
**STATEMENT AND PAYMENT OF TAX WITHHELD**

YEAR: **2 0 1 6**  
 TIN: **1 1 1 1 1 1 1 1 1 1**

Period: (Please tick the appropriate box)  
 From 1 January - 30 June  
 From 1 January - 31 December

Name of Employer: **AAB INNOVATION CONSTRUCTION CO LTD**

Postal Address:  
 P.O. Box: **2981** Postal City: **Dar es Salaam**  
 Contact Numbers:  
 Phone Number: **+255 754048754** Second Phone:   
 Third Phone:   
 Fax Number: **022 2154788**  
 Email Address: **info@DemoLtd.co.tz**

Physical Address  
 Plot Number: **1260** Block Number:   
 Street/Location: **Mahando Street**  
 Name of Branch: **Head Office**

ITX215.01.E - P.A.Y.E - Statement

**STATEMENT AND PAYMENT OF TAX WITHHELD**

Name of Employer: **AAB INNOVATION CONSTRUCTION CO LTD** TIN: **1 1 1 1 1 1 1 1 1 1**

S/NO	NAME OF EMPLOYEE	PAYROLL NO	POSTAL ADDRESS	POSTAL CITY	BASIC PAY	HOUSING	ALLOWANCE & BENEFIT	GROSS PAY	DEDUCTIONS	TAXABLE AMOUNT	TAX DUE
1	Activated Mode	Debugger			0.00	0.00	200,000.00	200,000.00	0.00	200,000.00	3,300.00
2	Thomas James	ST0006	11		39,475,454.00	3,594,486.20	170,898.70	43,240,838.90	4,324,083.91	37,435,037.56	10,660,011.28
3	Otto Mokiili	ST0007			2,400,000.00	0.00	1,230,000.00	3,630,000.00	362,000.00	2,700,000.00	284,500.00
4	Dominic Lydia	St0010	P.O.BOX 2981		900,000.00	0.00	0.00	900,000.00	90,000.00	810,000.00	0.00
5	Lwico Mwelugaja	ST0011			3,000,000.00	0.00	200,000.00	3,200,000.00	320,000.00	2,880,000.00	269,400.00
6	David Mwandambo	St0012			2,400,000.00	360,000.00	200,000.00	2,960,000.00	296,000.00	2,664,000.00	226,200.00
7	Peter Kassian	St0013			2,100,000.00	0.00	0.00	2,100,000.00	210,000.00	1,890,000.00	95,700.00
8	Peter Philip	St0014			900,000.00	0.00	20,000.00	920,000.00	90,000.00	830,000.00	0.00
9	James Mwakisyala	St0015			4,200,000.00	0.00	620,000.00	4,820,000.00	420,000.00	4,400,000.00	635,400.00
10	Upendo Mengele	St0016			3,000,000.00	0.00	520,000.00	3,520,000.00	327,000.00	3,193,000.00	333,250.00
11	Edward Patson	ST0017			1,954,545.46	0.00	782,820.52	2,737,365.98	273,736.60	2,463,629.38	299,007.34
12	Hassan Nurath	St0018			2,400,000.00	360,000.00	210,000.00	2,970,000.00	294,000.00	2,676,000.00	228,600.00
13	David Minja	St0019			900,000.00	0.00	0.00	900,000.00	90,000.00	810,000.00	0.00
14	Michael Juan	St0020			2,400,000.00	360,000.00	180,000.00	2,940,000.00	294,000.00	2,646,000.00	222,600.00
15	Eutropla Mwasalyanda	ST0021			2,400,000.00	360,000.00	0.00	2,760,000.00	276,000.00	2,484,000.00	190,200.00
16	Kemmy Wambura	St0024			60,357,500.40	0.00	11,403,142.86	71,760,643.26	166,000.00	71,760,643.26	20,843,492.96
17	Mwitta Makama	St0026			857,386.36	0.00	40,909.09	898,295.45	89,829.55	808,465.90	0.00
18	Peter John	St0027			480,000.00	0.00	0.00	480,000.00	0.00	480,000.00	0.00
19	Miami Kikisyu	St0030			900,000.00	0.00	0.00	900,000.00	90,000.00	810,000.00	0.00
20	Mahimu Maajabu	St0035			2,100,000.00	0.00	0.00	2,100,000.00	210,000.00	1,890,000.00	95,700.00
21	Mussa Rashidi	St0036			900,000.00	0.00	0.00	900,000.00	90,000.00	810,000.00	0.00
22	Mwikwabe Mwita	St0038			2,100,000.00	0.00	0.00	2,100,000.00	210,000.00	1,890,000.00	95,700.00
23	Mvetu Jonathan	St0040			228,571.43	0.00	0.00	228,571.43	22,857.14	205,714.29	0.00
24	Man Luwanga	st0042			900,000.00	0.00	0.00	900,000.00	90,000.00	810,000.00	0.00
25	Mhuri Lucas	st0087			586,363.64	0.00	196,153.85	782,517.49	78,251.76	704,265.73	2,669.22
26	De Sciglio Matia	st0089			586,363.64	0.00	228,846.15	815,209.79	58,636.36	756,573.43	6,423.08
27	Tom Mbaki	st0090			600,000.00	0.00	0.00	600,000.00	60,000.00	540,000.00	0.00
28	John Swai	ST0091			1,360,608.00	0.00	0.00	1,360,608.00	136,060.80	1,224,547.20	22,500.18
<b>TOTAL</b>					<b>140,386,792.93</b>	<b>5,034,486.20</b>	<b>16,202,771.17</b>	<b>161,624,050.30</b>	<b>8,968,456.12</b>	<b>150,771,876.75</b>	<b>34,516,654.08</b>

ITX215.01.E - P.A.Y.E - Statement 1 January To 30 June 1 of 1

**Pension NSSF B3**

Shows a list of NSSF contributions made per employee over a period of time. This can be used as a way of confirmation to the total contributions made per individual employee. The contributions are the totals from the employer and employee.

**SHIRIKA LA TAIFA LA HIFADHI YA JAMII**

**FOMU NSSF/B13**

Ofisi ya NSSF  
Mkoa/Wilaya  
S.L.P. \_\_\_\_\_  
Tarehe \_\_\_\_\_

**ORODHA YA MICHANGO YA WANACHAMA**

Jina la Mwanachama Juma Nadeem  
Nambari ya Mwanachama 236558  
Jina la Mwajiri AAB INNOVATION CONSTRUCTION CO LTD  
Namba ya Mwajiri \_\_\_\_\_  
Tarehe ya Michango OCT-2016  
Tarehe ya kuacha kazi Nov-2016

MWEZI WA MCHANGO	KIASI CHA MICHANGO	NA. YA RISITI (NSSF/COM.6)	TAREHE YA RISITI	NAMBAI ILIYOTUMIKA KUTUMA MICHANGO
OCT-2016	174,498,636.38			236558
Nov-2016	166,010,000.00			236558
<b>Total</b>	<b>340,508,636.38</b>			

AAB INNOVATION CONSTRUCTION CO LTD - Pension NSSF B13 31 October 2016 09:58 1 of 2

**P10**

Shows PAYE remittances over a period of six months. The tax bands used to calculate the remittances are also displayed with categorization of employees in various tax bands.

**TANZANIA REVENUE AUTHORITY**  
**PAYE - EMPLOYER'S END OF THE YEAR CERTIFICATE**

**FORM P 10**

Name of Organization:  
Address:  
TIN: 111-111-111  
Period:

Remittances	Amount
JAN-2016	5,866,266.16
FEB-2016	5,868,810.00
MAR-2016	5,886,824.96
APR-2016	5,874,810.00
MAY-2016	7,108,667.91
JUN-2016	3,911,275.05
<b>Total</b>	<b>34,516,654.08</b>

Tax Band (Income Range)	No of employees	Wage Bill	Total tax per range
0 - 170,000	11	7,626,866.88	3,300.00
170,001 - 360,000	6	9,258,335.28	320,692.48
360,001 - 540,000	5	14,620,000.00	1,200,850.00
540,001 - 720,000	3	11,040,000.00	1,189,300.00
720,001 +	3	106,592,848.14	31,802,511.60
<b>Total</b>			<b>34,516,654.08</b>

**Tax Table**

Monthly taxable Income	Tax rate
0 - 170,000	NIL
170,001 - 360,000	11% of the amount in the excess of Tsh. 170,000
360,001 - 540,000	20,900 plus 20% of the amount in the excess of Tsh. 360,000
540,001 - 720,000	56,900 plus 25% of the amount in the excess of Tsh. 540,000
720,001 +	101,900 plus 30% of the amount in the excess of Tsh. 720,000

Note: This is to be submitted as hard copy

P9

Shows total taxable amounts and the due PAYE after deducting the exempted amounts from the taxable amount.

**P9 - Details  
2016**

Employee Id: St0020      Name: Michael Juan

Month	Basic Pay	Housing	Allowances and Benefits	Total Pay	Taxable Pay	Exempted Amount	Net PAYE
Jan	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Feb	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Mar	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Apr	400,000	60,000	90,000	490,000	441,000	49,000	37,100
May	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Jun	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Jul	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Aug	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Sep	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Oct	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Nov	400,000	60,000	90,000	490,000	441,000	49,000	37,100
Dec	400,000	60,000	90,000	490,000	441,000	49,000	37,100
	<b>4,800,000</b>	<b>720,000</b>	<b>1,080,000</b>	<b>5,880,000</b>	<b>5,292,000</b>	<b>1,308,000</b>	<b>445,200</b>

Printed By , Date: 22 February 2019 15:38      AAB INNOVATION CONSTRUCTION CO LTD - P9 - Details      1 of 1

Yearly Pay slip

The report shows the summary of all the earnings and deductions of an employee for the whole calendar year. It thus shows, as the name suggests the pay slip of an employee for the calendar year with all the transactions. This is helpful for employer when they need to have the pay slips filed. Instead of having 12 pay slips per employee, you have one page per employee with all the transactions for the entire calendar year.

YEAR SALARY SLIPS - [VISION SALARIES]

email

PHONE: +255 674 748 223, +255 767 429 167 | EMAIL & WEB: info@exact.co.tz, www.exact.co.tz | ADDRESS: P.O. Box 2981, Jangwani Beach Rd, DSM, Tanzania

### YEAR SALARY SLIPS

**ST0006 Thomas James**

	2016											
	Jan-2016	Feb-2016	Mar-2016	Apr-2016	May-2016	Jun-2016	Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016
<b>Earnings</b>												
Basic Salary	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00
House allowance	398,621.55	398,621.55	398,621.55	398,621.55	398,621.55	398,621.55	398,621.55	398,621.55	398,621.55	398,621.55	398,621.55	398,621.55
<b>Total Earnings:</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>	<b>7,398,621.55</b>
<b>Deductions</b>												
Pay As You Earn Income Tax	1,883,527.82	1,883,527.82	1,883,527.82	1,883,527.82	1,781,627.82	1,781,627.82	1,883,527.82	1,883,527.82	1,883,527.82	1,883,527.82	1,883,527.82	1,883,527.82
Government Employees Provident Fund	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16
<b>Total Deductions:</b>	<b>2,623,389.98</b>	<b>2,623,389.98</b>	<b>2,623,389.98</b>	<b>2,623,389.98</b>	<b>2,521,499.98</b>	<b>2,521,499.98</b>	<b>2,623,389.98</b>	<b>2,623,389.98</b>	<b>2,623,389.98</b>	<b>2,623,389.98</b>	<b>2,623,389.98</b>	<b>2,623,389.98</b>
Month Rounding Affect	-231.57	268.43	-231.57	268.43	-131.57	-131.57	268.43	-231.57	268.43	-231.57	268.43	-231.57
<b>Net Pay</b>	<b>4,775,000.00</b>	<b>4,775,000.00</b>	<b>4,775,000.00</b>	<b>4,775,000.00</b>	<b>4,877,000.00</b>	<b>4,877,000.00</b>	<b>4,775,000.00</b>	<b>4,775,000.00</b>	<b>4,775,000.00</b>	<b>4,775,000.00</b>	<b>4,775,000.00</b>	<b>4,775,000.00</b>
GEPF Employer Contribution	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16	739,862.16

I, \_\_\_\_\_ hereby confirm that the above is a true representation of my gross earnings and deductions, and that the stated net payments have been received by me.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed By: Guest Date: 22 February 2019 15:40 AABINNOVATION CONSTRUCTION CO LTD - YEAR SALARY SLIPS 1 of 1

### WCR-3 Reports

The report will show the earnings for the employees and the category of their employment types in a given selected calendar year. This report is used for the WC returns as required by the regulatory authority.

EMPLOYER'S RETURN OF EARNINGS WCR 3  
(Made under regulation 14(1))

1. Name of Employer: AAB INNOVATION CONSTRUCTION CO LTD

2. WCF Reg. No.:

3. Period: year returned (e.g. 2016/2017) Period from Mar-2016 To Jun-2017

4. Name (s) and addresses including physical addresses of branches of the same business operated by the employer and number of employees of each branch (provide relevant attachments)

5. Category of employees

S/No.	Category of Employees based on the Contract of Employment	Number of Employees				Total	
		Male		Female		Previous Year	Current Year
		Previous Year	Current Year	Previous Year	Current Year		
1	Permanent	23	22	5	5	28	27

6. Particulars of each employee for different categories of employees may be provided as an attachment

Note:

a) Annual Earnings means the annual amount which is paid by an employer for his employees during their employment period. This include basic salaries and other fixed allowances which are paid on monthly basis along with basic salaries.

b) For any change with respect to employee's earnings or employment provide separate information as an attachment.

DECLARATION

I, \_\_\_\_\_ declare that what I have stated herein above is true to the best of my knowledge.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp of the employer

I, \_\_\_\_\_ declare that what I have stated herein above is true to the best of my knowledge.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp of the employer

S/No	Name	Age	Sex	Job Title	Annual Earnings (amounts)
1	Tom Jones	17	M	Permanent	200,000.00
2	Thomas James	40	M	Engineers of manufacturing process and having long names	116,377,844.80
3	Dotto Mokili	49	M	Human Resources Administrator	9,960,512.82
4	Dominic Lydia	31	F	Accounts Clerk	2,430,000.00
5	Lwico Mwaligaga	48	M	Administration Manager	8,500,000.00
6	David Mwandambo	33	M	Sales & Marketing Manager	7,960,000.00
7	Peter Kassian	37	M	Sales Representatives	5,900,000.00
8	Peter Phillip	37	M	Sales Representatives	2,400,000.00
9	James Mwakisyala	49	M	Managing Director	11,200,000.00
10	Upendo Mungele	38	F	General Manager	8,000,000.00
11	Edward Patsen	41	M	Security	8,262,587.42
12	Hassan Nurath	36	F	Manufacturing Manager	7,840,000.00
13	David Mirja	37	M	Sales Representatives	2,400,000.00
14	Michael Juan	37	M	Maintenance Manager	7,332,008.79
15	Eutopia Mwasalyanda	65	F	Key accounts Manager	7,360,000.00
16	Kammy Wambura	38	M	Electrician	160,963,334.40
17	Mwila Makama	42	M	Security	2,400,000.00
18	Peter John	22	M	Security	1,280,000.00
19	Miani Kikuyu	35	M	Security	2,400,000.00
20	Mahimu Maajabu	38	F	Production Technician	5,900,000.00
21	Mussa Rashidi	36	M	Production Technician	2,400,000.00
22	Mwikwabe Maeta	31	M	Production Technician	5,900,000.00
23	Man Luwangia	30	M	Production Technician	2,400,000.00
24	Mhuvile Lucas	24	M	Security	2,534,160.84
25	De Scigile Malia	38	M	Security	2,809,930.00
26	Tom Mbaki	17	M	Engineers of manufacturing process and having long names	1,900,000.00
27	John Swai	17	M	Engineers of manufacturing process and having long names	3,828,288.00

The WCR-3 attachment will show the details of the annual basic salary and additional allowances for the employee in a given year.



EMPLOYER'S RETURN OF EARNINGS - EMPLOYEES PARTICULARS										WCR-3 Attachment
Period from Mar-2016 To Jun-2017										
S/N	First Name	Middle Name	Last Name	Date of Birth	Sex	Job Title	Employment Category	Annual Basic Salary	Annual Allowance	WCF Employee Number
1	Thomas		James	26/04/1977	M	Engineers of manufacturing process and having long names	Permanant	112,000,000.00	6,377,944.80	
2	Dotto		Mkili	31/03/1968	M	Human Resources Administrator	Permanant	6,400,000.00	3,260,512.82	
3	Dominic		Lydia	28/06/1986	F	Accounts Clerk	Permanant	2,400,000.00	30,000.00	
4	Lw itico		Mw aligaja	22/02/1969	M	Administration Manager	Permanant	8,000,000.00	500,000.00	
5	David		Mw andambo	17/12/1984	M	Sales & Marketing Manager	Permanant	6,400,000.00	1,460,000.00	
6	Peter		Kassian	26/05/1980	M	Sales Representatives	Permanant	5,600,000.00	0.00	
7	Peter		Phillip	28/11/1980	M	Sales Representatives	Permanant	2,400,000.00	0.00	
8	James		Mw akisyala	09/09/1968	M	Managing Director	Permanant	11,200,000.00	0.00	
9	Upendo		Mengele	21/03/1979	F	General Manager	Permanant	8,000,000.00	0.00	
10	Edward		Patson	13/03/1976	M	Security	Permanant	6,431,818.17	1,830,769.25	
11	Hassan		Nurath	08/07/1981	F	Manufacturing Manager	Permanant	6,400,000.00	1,440,000.00	
12	David		Mnja	25/06/1980	M	Sales Representatives	Permanant	2,400,000.00	0.00	
13	Mchael		Juan	21/05/1980	M	Maintenance Manager	Permanant	5,982,608.70	1,350,000.00	
14	Eutropia		Mw asalyanda	01/01/1952	F	Key accounts Manager	Permanant	6,400,000.00	960,000.00	
15	Kemmy		Vambura	04/12/1979	M	Electrician	Permanant	160,953,334.40	0.00	
16	Mw ita		Makama	21/08/1975	M		Permanant	2,400,000.00	0.00	
17	Mussa		Rashidi	23/08/1981	M	Production Technician	Permanant	2,400,000.00	0.00	
18	Mani		Kikiyu	23/08/1982	M		Permanant	2,400,000.00	0.00	
19	Mahimu		Majabu	01/03/1979	F	Production Technician	Permanant	5,600,000.00	0.00	
20	Mw ikw abe		Mw ita	27/08/1986	M	Production Technician	Permanant	5,600,000.00	0.00	
21	Man		Luwanga	27/04/1987	M	Production Technician	Permanant	2,400,000.00	0.00	
22	Mhuvile		Lucas	31/01/1993	M	Security	Permanant	2,079,545.46	454,615.38	
23	De Sciglio		Matia	19/03/1979	M	Security	Permanant	2,079,545.46	530,384.60	
24	Tom		Mbaki	01/01/2000	M		Permanant	1,600,000.00	0.00	
25	John		Sw ai	01/01/2000	M	Engineers of manufacturing process and having long names	Permanant	3,628,288.00	0.00	
26	Peter		John	25/02/1995	M	Security	Permanant	1,280,000.00	0.00	
27	Tom		Jones	01/01/2000	M		Permanant	200,000.00	0.00	

## Attendance

Shows the daily attendance of employee and the total hours worked over a period of time as recorded by the timesheet.

## Timesheet

The daily attendance by individual employee and the total number of hours worked over a period of time.

**Timesheet**  
**Tom Jones**

AAB INNOVATION CONSTRUCTION CO LTD														
EmployeeID:			000001											
Employee Name:			Tom Jones											
Date	Day	Status	Cost Centre	Activity	Start Time	Break	End Time	Basic HH:mm	Normal OT HH:mm	Off day OT HH:mm	Holiday OT HH:mm	Total HH:mm	Comments	
01/11/2016	Tue	On Post			08:00		16:00	8:00				8:00		
02/11/2016	Wed	On Post			08:00		16:00	8:00				8:00		
03/11/2016	Thu	On Post			08:00		16:00	8:00				8:00		
04/11/2016	Fri	On Post			08:00		16:00	8:00				8:00		
05/11/2016	Sat													
06/11/2016	Sun													
07/11/2016	Mon													
08/11/2016	Tue													
09/11/2016	Wed													
10/11/2016	Thu													
11/11/2016	Fri													
12/11/2016	Sat													
13/11/2016	Sun													
14/11/2016	Mon													
15/11/2016	Tue													
16/11/2016	Wed													
17/11/2016	Thu													
18/11/2016	Fri													
19/11/2016	Sat													
20/11/2016	Sun													
21/11/2016	Mon													
22/11/2016	Tue													
23/11/2016	Wed													
24/11/2016	Thu													
25/11/2016	Fri													
26/11/2016	Sat													
27/11/2016	Sun													
28/11/2016	Mon													
29/11/2016	Tue													
30/11/2016	Wed													
												<b>Total hours</b>		
												Basic hours		32:00
												Normal Overtime		
												Off day Overtime		

## Timesheet Hours

Shows number of normal working hours an employee has achieved and any overtime hours worked for a payroll month.

The report is displayed grouped on a department level.

<b>Timesheet Hours</b>						
<b>Nov-2016</b>						
<b>HO - Head Office</b>						
<b>Employee ID</b>	<b>Name</b>	<b>Basic Salary Hours</b>	<b>Nprmal Overtime Hours</b>	<b>Holiday Overtime Hours</b>	<b>Offday Overtime Hours</b>	<b>Total Hours</b>
St0015	James Mwakisyala	32.00	0.00	0.00	0.00	32.00
ST0017	Edward Patson	32.00	0.00	0.00	0.00	32.00
St0026	Mwitta Makama	32.00	0.00	0.00	0.00	32.00
<b>Total Employees for HO - Head Office 3</b>		<b>96.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>96.00</b>
<b>MB - Masaki Branch</b>						
<b>Employee ID</b>	<b>Name</b>	<b>Basic Salary Hours</b>	<b>Nprmal Overtime Hours</b>	<b>Holiday Overtime Hours</b>	<b>Offday Overtime Hours</b>	<b>Total Hours</b>
st0087	Mhuvile Lucas	32.00	0.00	0.00	0.00	32.00
st0089	De Sciglio Matia	32.00	0.00	0.00	0.00	32.00
<b>Total Employees for MB - Masaki Branch 2</b>		<b>64.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>64.00</b>
<b>Total Employees for AAB INNOVATION CONSTRUCTION CO LTD 5</b>		<b>160.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>160.00</b>

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AAB INNOVATION CONSTRUCTION CO LTD - Timesheet Hours

1 of 1

## Allocation Reports

Shows various types allocations that have been recorded on every employee.

### Bank Summary

Shows the allocation of pays that has been allocated to employee for payment at various banking institutions

### Employee Summary

Shows the breakdown of employees earning based on the assigned projects. It will show a summary of how much salary an employee is withdrawing from the assigned projects.

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### Employee Salary Summary

Employee Wise Salary Summary for the Month of OCT-2016

Name	S.No	Cost Centre	Project	Activity	Gross Amount	Net Amount
Peter Phillip	1	Standard	Hazina Towers construction		180,000.00	144,930.00
	2	Standard	Mimesh Beautification		300,000.00	241,550.00
	3	Night Shift	Mwenge House Interior Design		60,000.00	48,310.00
	4	Day Shift	Mwenge House Interior Design		60,000.00	48,310.00
<b>Peter Phillip Total :</b>					<b>600,000.00</b>	<b>483,100.00</b>
Edward Patson	1	Standard	Hazina Towers construction		0.00	0.00
	2	Day Shift	Mwenge House Interior Design		0.00	0.00
<b>Edward Patson Total :</b>					<b>0.00</b>	<b>0.00</b>
John Swai	1	Day Shift	Mimesh Beautification		176,375.11	155,820.91
	2	Night Shift	Mwenge House Interior Design		50,392.89	44,520.26
<b>John Swai Total :</b>					<b>226,768.00</b>	<b>200,341.17</b>
<b>Total :</b>					<b>826,768.00</b>	<b>683,441.17</b>

### Project Activity Hours

Shows the total hours that an employee has input in the projects that have been assigned to them.

### Project Activity Hours

Project Activity by Hours for the month of OCT-2016

Employee	Standard	Night Shift	Day Shift	Total
St0014   Peter Phillip	8	1	1	10
ST0017   Edward Patson	6		2	8
ST0091   John Swai			2	7
<b>Total</b>	<b>14</b>	<b>3</b>	<b>10</b>	<b>27</b>

### Month Summary

Shows the total amount that has been paid per given project based on employees' timings.

### Project Activity Monthly Summary

Project Activity Wise Monthly Summary for the Month of OCT-2016

	Gross Amount	Net Amount
Standard	480,000.00	386,480.00
Day Shift	236,375.11	204,130.91
Night Shift	110,392.89	92,830.26
<b>Total :</b>	<b>826,768.00</b>	<b>683,441.17</b>

**PAYE Summary**

Shows the monthly PAYE accumulated due to the payments to the employees attached to various projects.

Project Activity PAYE Summary						
Project Activity Wise PAYE Summary for the Month of OCT-2016						
Cost Centre	Project	Activity	S.No	Name	Gross Amount	Net Amount
Standard	Hazina Towers construction		1	Peter Phillip	180,000.00	17,070.00
Standard	Mimesh Beautification		2	Peter Phillip	300,000.00	28,450.00
Standard	Hazina Towers construction		3	Edward Patson	0.00	0.00
<b>Standard Total :</b>					<b>480,000.00</b>	<b>45,520.00</b>
Day Shift	Mwenge H house Interior Design		1	Peter Phillip	60,000.00	5,690.00
Day Shift			2	Edward Patson	0.00	0.00
Day Shift	Mimesh Beautification		3	John Swai	176,375.11	2,918.69
<b>Day Shift Total :</b>					<b>236,375.11</b>	<b>8,606.69</b>
Night Shift	Mwenge H house Interior Design		1	Peter Phillip	60,000.00	5,690.00
Night Shift			2	John Swai	50,392.89	833.34
<b>Night Shift Total :</b>					<b>110,392.89</b>	<b>6,523.34</b>
<b>Total :</b>					<b>826,768.00</b>	<b>60,650.03</b>

**Unallocated Hours**

A summary report on the hours not allocated to any project for each employee. This report is important if all employees are paid based on projects and because it will show how much hours are still available for each of the employee that can be assigned to other projects.

Unallocated Hours			
Maximum Hours: 22			
Employee ID	Employee Name	Allocated Hours	Unallocated Hours
000001	Jones Tom	0.00	-22.00
100	Juma Nadeem	0.00	-22.00
101	Juma Hafiz	0.00	-22.00
102	Bomani Paul	0.00	-22.00
103	Makhani Shailin	0.00	-22.00
104	Maina Esther	0.00	-22.00
105	Kombe Bahati	0.00	-22.00
106	Edwins Emmanuel	0.00	-22.00
107	Mgongolwa Winfrida	0.00	-22.00
Debbuger	Mode Activated	0.00	-22.00
ST0006	James Thomas	0.00	-22.00
ST0007	Mokilli Dotto	0.00	-22.00
St0010	Lydia Dominic	0.00	-22.00
ST0011	Mwalugaja Lwitico	0.00	-22.00
St0012	Mwandambo David	0.00	-22.00
St0013	Kassian Peter	0.00	-22.00
St0014	Phillip Peter	10.00	-12.00
St0015	Mwakisyala James	0.00	-22.00
St0016	Mengele Upendo	0.00	-22.00
ST0017	Patson Edward	8.00	-14.00
St0018	Nurath Hassan	0.00	-22.00
St0019	Minja David	0.00	-22.00
St0020	Juan Michael	0.00	-22.00
ST0021	Mwasalyanda Eutropia	0.00	-22.00
St0024	Wambura Kemmy	0.00	-22.00
St0026	Makama Mwitta	0.00	-22.00
St0027	John Peter	0.00	-22.00
St0030	Kikiuyu Mlani	0.00	-22.00
St0035	Maajabu Mahimu	0.00	-22.00
St0036	Rashidi Mussa	0.00	-22.00
St0038	Mwita Mwikwabe	0.00	-22.00
st0042	Luwanga Man	0.00	-22.00
st0087	Lucas Mhuvile	0.00	-22.00
st0089	Matia De Sciglio	0.00	-22.00
st0090	Mbaki Tom	0.00	-22.00
ST0091	Swai John	9.00	-13.00

Printed By: . Date: 31 October 2016 12:05 AAB INNOVATION CONSTRUCTION CO LTD - Unallocated Hours

## Setup Reports

These reports show the setup information as entered by the users.

### Earnings/Deduction

Shows a list of all the transactions defined in the system and the optional parameters that have been assigned to them.

List Of Earnings																			
Earning ID	Earnings Description	Hourly Terms	Formula	Account ID	Salary Terms	Taxable	Pension	Tax Exemp.	Relief Applies	Tax Relief	PAYE Refund	All Employees	Every Month	Ref number	Outside Authority	Is Loan	In Summ.	Is Hous.	Block
ACTINGAL	ACTING ALLOWANCE	None			X	X							X						X
BASIC_SA	Basic Salary	30dayMon	100%		X	X							X						X
BONUS	Bonus	None	20000		X	X													
CAR_XFG	Car Benefit	None				X							X						
CENT_RND	Cent Round Up	None																	
FINB_XFG	Financial Benefit	None				X													
HOLID_OT	Holiday overtime	DenomOTH			X	X											X		X
HOUS_XFG	House Benefit	None	1000000		X	X							X						
HOUSEALL	House allowance	None			X	X							X				X	X	
INGROSS	In Gross	None			X	X						X	X				X		
INSENT	Incentive	None	70000		X	X													X
LEAVEPAY	Leave Pay	WorkDay			X	X													
LS_BASIC	BASIC SALARY	30dayMon			X	X													X
MEAL_ALL	Meal Allowance	None			X	X													
N_SHIFT	Night Shift	FORMULA	5%		X	X													
OV_DRAFT	Overdraft	None																	
OVER_HOL	Overtime on Holidays	DenomOTH			X	X													
OVER_MO	Overtime on normal days	DenomOTH			X	X													

### PAYE Tax Rates

Shows all the tax tables that have been defined in the system. It acts as the archive of the Tax tables that have been used in the system over a period of time.

PAYE Tax Rates				
Tax Table ID: 2004				
MINIMUM	MAXIMUM	MINIMUM TAX	% OF EXCESS	
0.00	180,000.00	0.00	18.5 %	
180,000.00	360,000.00	22,200.00	20 %	
360,000.00	540,000.00	58,200.00	25 %	
540,000.00	999,999,999.00	103,200.00	30 %	
Tax Table ID: 2005				
MINIMUM	MAXIMUM	MINIMUM TAX	% OF EXCESS	
0.00	80,000.00	0.00	0 %	
80,000.00	180,000.00	0.00	20 %	
180,000.00	360,000.00	18,500.00	25 %	
360,000.00	540,000.00	54,500.00	30 %	
540,000.00	999,999,999.00	99,500.00	35 %	
Tax Table ID: 2007				
MINIMUM	MAXIMUM	MINIMUM TAX	% OF EXCESS	
0.00	80,000.00	0.00	0 %	
80,000.00	180,000.00	0.00	15 %	
180,000.00	360,000.00	15,000.00	20 %	
360,000.00	540,000.00	51,000.00	25 %	
540,000.00	999,999,999.00	96,000.00	30 %	
Tax Table ID: 2008				
MINIMUM	MAXIMUM	MINIMUM TAX	% OF EXCESS	
0.00	100,000.00	0.00	0 %	
100,000.00	360,000.00	0.00	15 %	
360,000.00	540,000.00	39,000.00	20 %	
540,000.00	720,000.00	75,000.00	25 %	
720,000.00	99,999,999.00	120,000.00	30 %	
Tax Table ID: 2010				
MINIMUM	MAXIMUM	MINIMUM TAX	% OF EXCESS	
0.00	135,000.00	0.00	0 %	
135,000.00	360,000.00	0.00	5 %	
360,000.00	540,000.00	31,500.00	20 %	
540,000.00	720,000.00	67,500.00	25 %	
720,000.00	99,999,999.00	112,500.00	30 %	
Tax Table ID: 2012				
MINIMUM	MAXIMUM	MINIMUM TAX	% OF EXCESS	
0.00	170,000.00	0.00	0 %	
170,000.00	360,000.00	0.00	14 %	
360,000.00	540,000.00	26,000.00	20 %	
540,000.00	720,000.00	62,000.00	25 %	
720,000.00	9,999,999,999.00	107,000.00	30 %	
Tax Table ID: 2013				
MINIMUM	MAXIMUM	MINIMUM TAX	% OF EXCESS	
0.00	170,000.00	0.00	0 %	
170,000.00	360,000.00	0.00	13 %	
360,000.00	540,000.00	24,700.00	20 %	
540,000.00	720,000.00	60,700.00	25 %	
720,000.00	999,999,999.00	105,700.00	30 %	

Departments/Sub Departments

This is a list of all the departments and the sub-departments in the payroll.

Department & Sub-Department	
<b>D001 Department</b>	
SUB-Department	SUB-Department NAME
01	Finance
NUMBER OF SUB-DepartmentIN Department: D001 are 1	
<b>FINANCE Department</b>	
SUB-Department	SUB-Department NAME
Accounts	Accounts Department
Procurement	Procurement
NUMBER OF SUB-DepartmentIN Department: Finance are 2	
<b>MAINTENANCE Department</b>	
SUB-Department	SUB-Department NAME
Carpenters	Carpenter
Cleaner	Cleaners Department
Mason	Mason Department
NUMBER OF SUB-DepartmentIN Department: Maintenance are 3	
<b>SECURITY Department</b>	
SUB-Department	SUB-Department NAME
Guard	Security Guard
Head	Head Askaris
NUMBER OF SUB-DepartmentIN Department: Security are 2	

Bank/Bank Branches

List of all banks and their corresponding branches as listed in the payroll.

Banks & Branch	
<b>BANK OF TANZANIA</b>	
BRANCH ID	BRANCH NAME
670101	Head Office
670102	BOT 2
730102	BOT Arusha
790103	BOT Mwanza
850105	BOT Mbeya
910104	BOT Zanzibar
NUMBER OF BRANCH IN BANK: BANK OF TANZANIA are 6	
<b>CRDB BANK LTD</b>	
BRANCH ID	BRANCH NAME
670301	Lumumba
670308	Tanga
670307	Morogoro
670310	Lindi
670312	Vijana
670314	Azikiwe
670315	Dodoma
670316	Mtwara
670319	Holland Hse
670324	CRDB BANK LTD Tower Hse
670328	CRDB BANK LTD Central Clearance
670329	CRDB BANK LTD KUITOVIWAMA

### Pay Points/Salary Scales

A list of all the pay points and the salary scales defined in the system.

The salary scales will show the minimum and the maximum amount for every scale. It also shows the steps involved in each scale and how much is offered as increment in each defined scale.

List Of Salary Scale						
SALARY SCALE ID	SALARY SCALE NAME	Description	MINIMUM	MAXIMUM	STEP S	INCREMENT
Level 1			1,500,000.00	3,000,000.00	2.00	750,000.00
Level 2			1,000,000.00	2,000,000.00	2.00	500,000.00
Level 3			700,000.00	1,000,000.00	3.00	100,000.00
Level 4			500,000.00	700,000.00	3.00	66,666.67
Level 5			350,000.00	500,000.00	3.00	50,000.00
Level 6			150,000.00	350,000.00	3.00	66,666.67
<b>NUMBER OF SALARY SCALES ARE 6</b>						
Printed By: Guest, Date: 31 October 2016 12:19						
AAB INNOVATION CONSTRUCTION CO LTD - List Of Salary Scale						
1 of 1						

### List of Users

This is a list of all the defined users and their current status.

Other details such as the authentication information is also shown.

LIST OF USERS													
No	User Name	Description	Pass Validity	Authentication	Strong Pass	Language	Paypoint	PP Approver	Department	Dep Approver	HR Approver	Co. Approver	Blocked
1	Demo			Domain									
2	DemoHR			Exact									
3	DemoPay			Both									
4	DemoTime			Both									
5	Guest			Exact								Yes	
6	HeadOffice			Exact			Head Office		Procurement Department				
7	HRUSER			Exact									
8	MasakiBranch			Domain									
9	test2			Domain			Masaki Branch						
Printed By: Guest, Date: 31 October 2016 12:22													
AAB INNOVATION CONSTRUCTION CO LTD													
1 of 1													



## THE SUPERVISOR

The Supervisor is the crucial person in setting up and securing every element of the VISION Salaries & HRM suite. The Supervisor oversees the user access rights role in the system, and ensures that every user can only access what they are eligible to access in the system.

Vision, being a multiuser system is controlled by access rights and thus every user can be assigned specific roles within the system to create accountability within the system. Before the system is used, it is advisable for the supervisor to add users in the system and assign them specific rights within the system.

### Users Rights

**VISION** provides a versatile way of creating user by using the grouping method.

The advantage of using the groups is the ease of managing the users. A new user can easily be created and then added to a group which has already been defined.

This implies that a user can easily be moved from one group to another without necessarily having to redefine the rights.

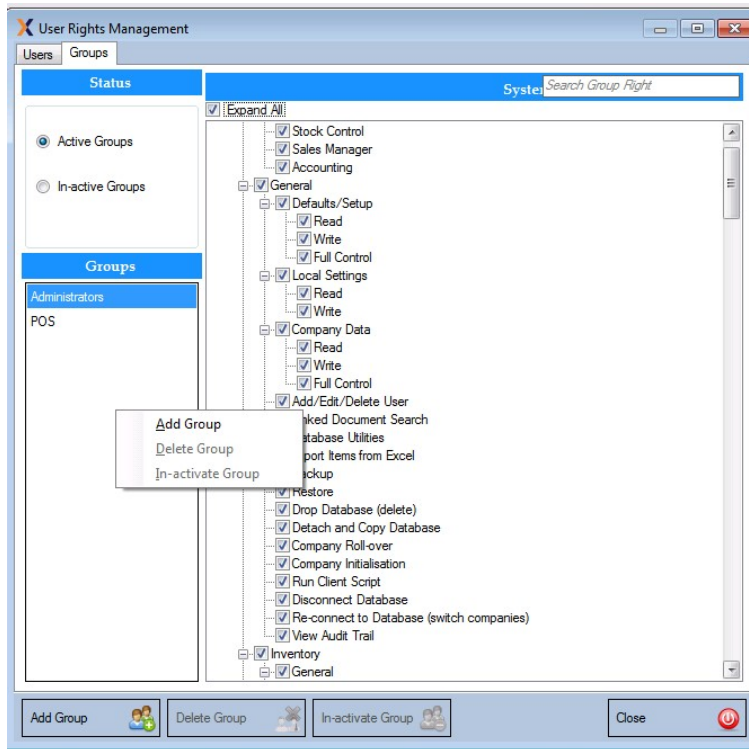
The supervisor creates groups depending on the level of access required by such operators and then finally creating the users and attaching them to the created groups.

#### Creating GROUPS in Vision

The Exact VISION security system enables the Supervisor / System Manager to set the authorization per group.

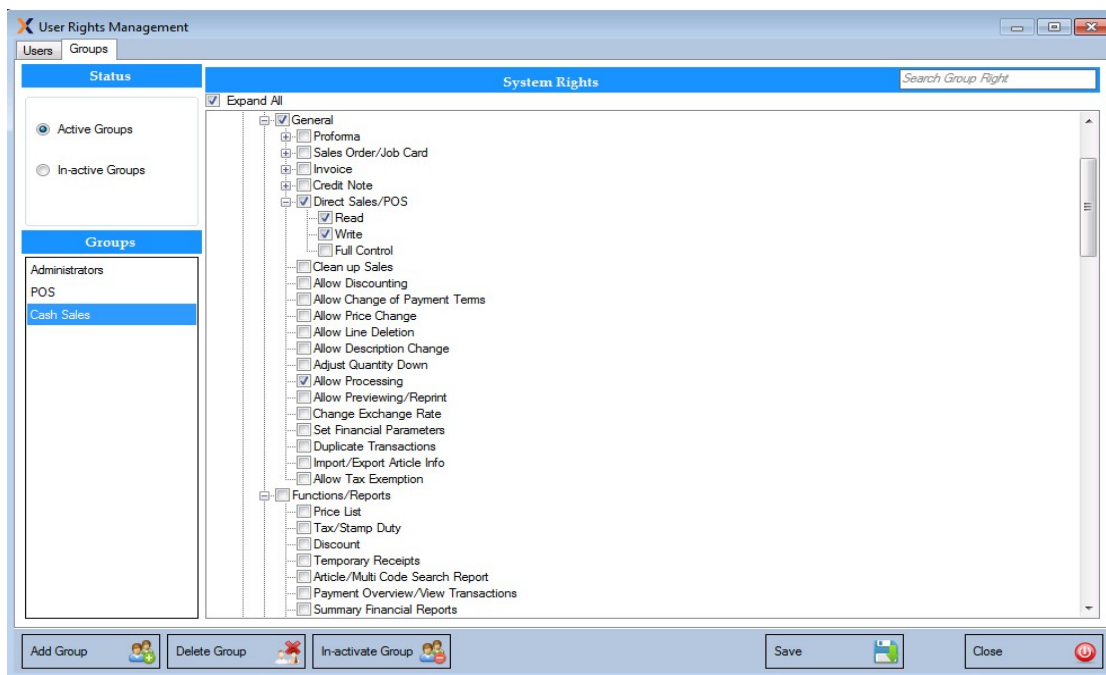
In the user rights management screen, access the groups tab and right click to add a group name.

The Groups definition interface lets you define an unlimited number of groups each with their own authorizations. You need to customize these settings on your Exact VISION module before starting to use it.



Using the provided user rights control checkboxes, assign the rights as required by each individual group.

Example a group of users whose only function is to do Sales might have rights assigned as below:



The security system provides several levels of authorization:

- Read only rights
- Write
- Full Control

Some other features are protected with 'Yes/No' (Check boxes) options within the Group set up interface.

The different levels of authorization normally apply to data entry screens or to screens with complex functionality.

Add Group – used for creating a new group

Delete Group – used for removing an already existing group from the system. It should be noted that you cannot delete a group that has users assigned to it. All the users should first be unassigned from the group before finally deleting the group.

In-activate group – this is used for temporarily suspending the use of a group until when next required. This is important when dealing with temporary staff or staff that do not use the system all the times and are constantly out of their desks and when they return, they need to use the system.

They can remain assigned to such In-activated groups and when back, all that the supervisor does is to activate the group.

**NB:** All User information is stored in the Exact VISION databases and they are not related to the Windows login accounts. Each company has its own user administration and setup defaults.

#### Creating USERS in Vision

Once the groups have been created, the next step is simply to create the users and assign them to the groups. They will inherit the rights that were assigned to the groups where they belong.

To create the users, from the user rights management screen use the users tab. Use the add user button then enter the username and password. Please note that the add user can also be accessed by using a right click in the users panel.

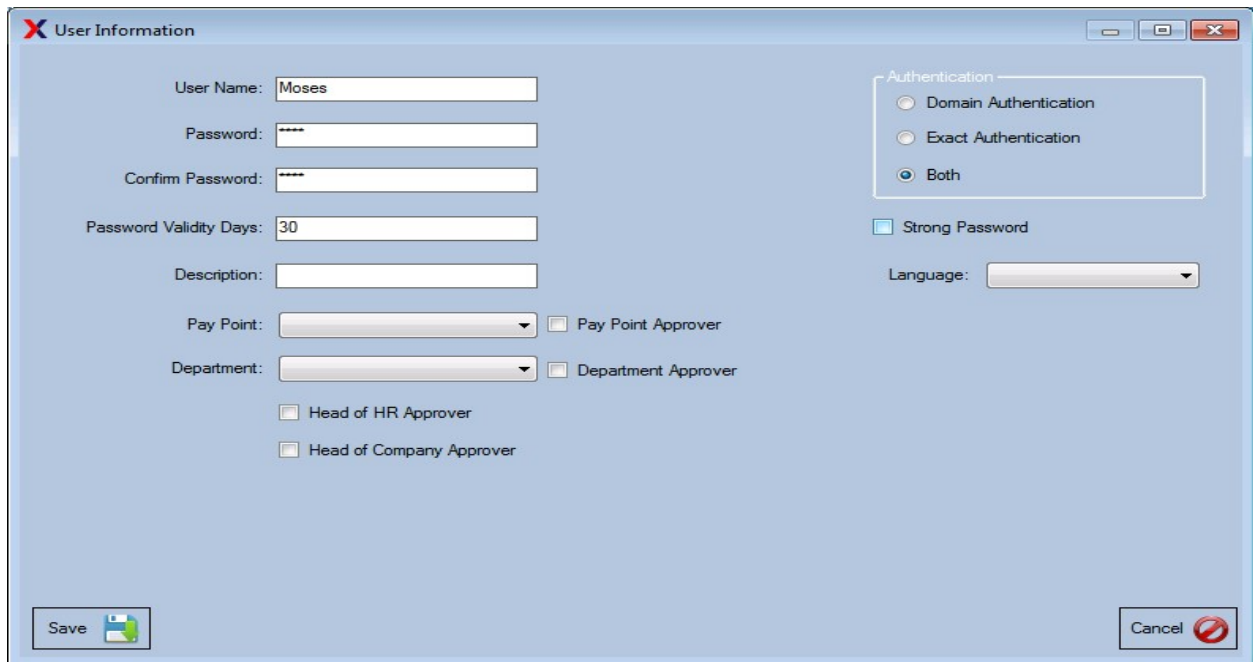
If the user is to be available for a specific period of time, then enter the number of days in the validity period. Note that after the expiry of the validity period from the date of creation, the user will be blocked from accessing the system.

If the user has a limit amount they can handle per transaction, then enter this in sales/purchases amount Limit. This is equally important if a company want their sales/purchase personnel not to handle big transactions which may be due to security reasons or any other reason.

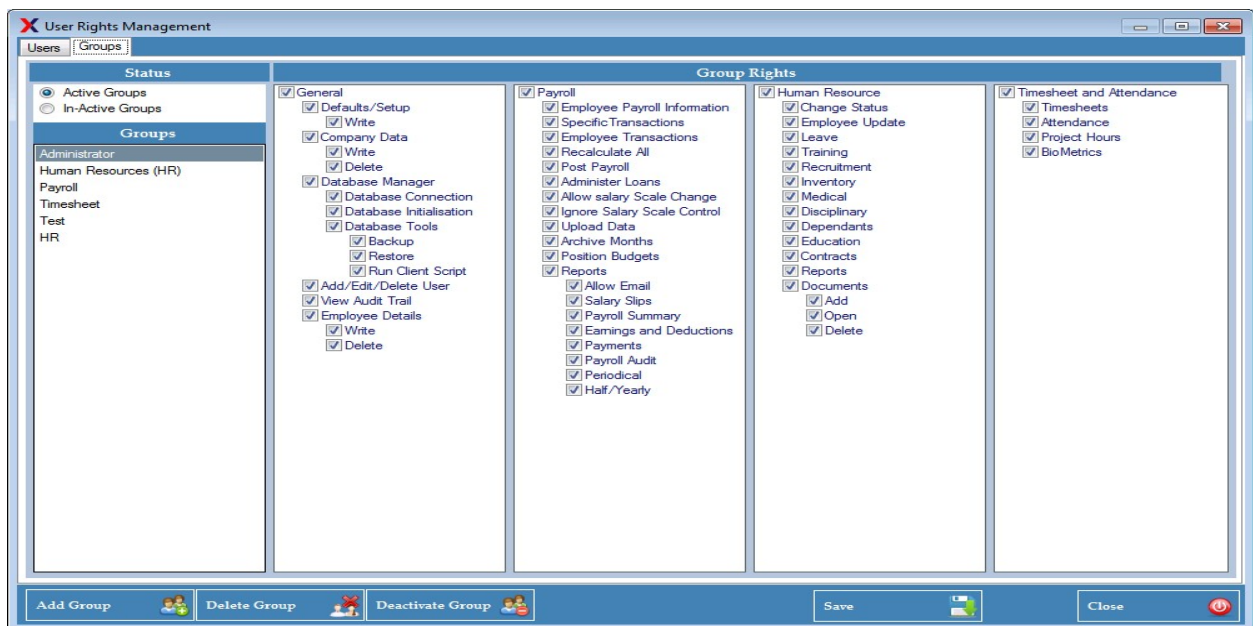
Enter the authentication mode to be used by this user (please consult with your IT Administrator on this).

If a company has a policy on password strength, then this can be implemented by selecting the strong password option.

Please note that the system will prompt the user to change their password upon login in the system for the first time.

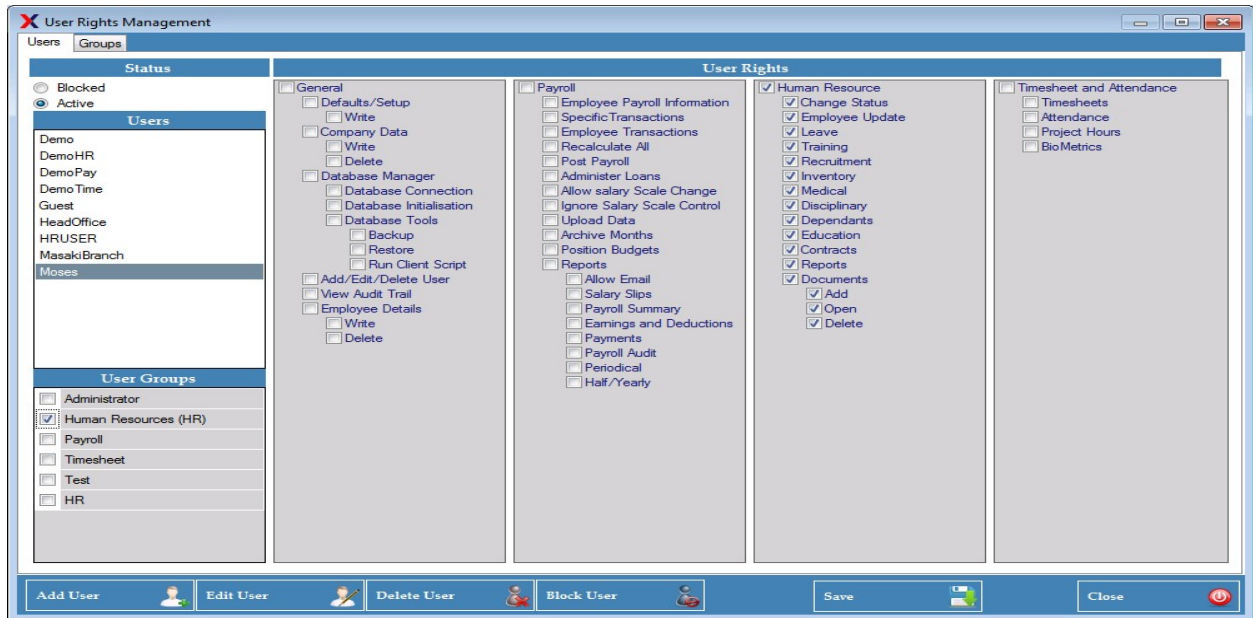


After saving the username details, link the user to the group which was created earlier. This makes the user to inherit the rights in that group.



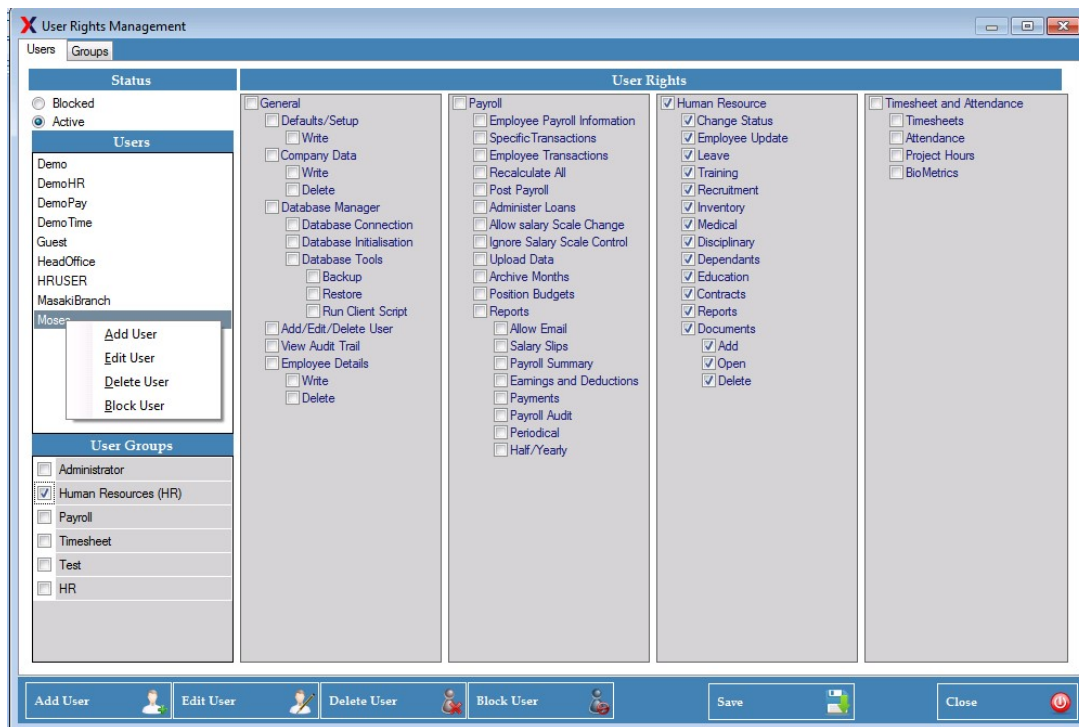
**Edit user-** this is used for changing the details of the user as appropriate.

**Delete user-** used for removing user completely from the system. It should be noted that it is not possible to delete a user that already have transactions in the system. In such a scenario, it's advisable to block such user to stop them from accessing the system.



**Block user-** used for stopping a user from accessing the system without necessarily having to delete them. Blocked users can be unblocked any time to give them back access to the system.

**To unblock/activate** them, use the option of blocked to view all the blocked users and then right click at the user to activate them back. Remember that users who already have transactions in the system cannot be deleted; instead they can be blocked.



### User Name/Password Combination

The username/password combination is an important aspect of the setup that should be kept secret.

All transactions generated within the system will be registered with the username of the operator and be fully traceable via the Audit Trail facility.

The username/password combination must be seen as a sort of signature and should NOT be shared with any one!

Users should only be allowed to log in to the system with their own username/password combination.

Each Exact VISION operator is required to have their own user-name that will consist of a maximum of 8 characters and their unique password.

For best security each password should contain UPPER case & lower case letters, and numbers. The password should not contain the user name. This should be enforced using a strong password policy as seen above during user definition.

The description field can be used to enter the full name of the employee / operator.

When entering the password on the screen each character of the password will be displayed with the '\*' character in order to prevent other people easily reading it whilst being entered.

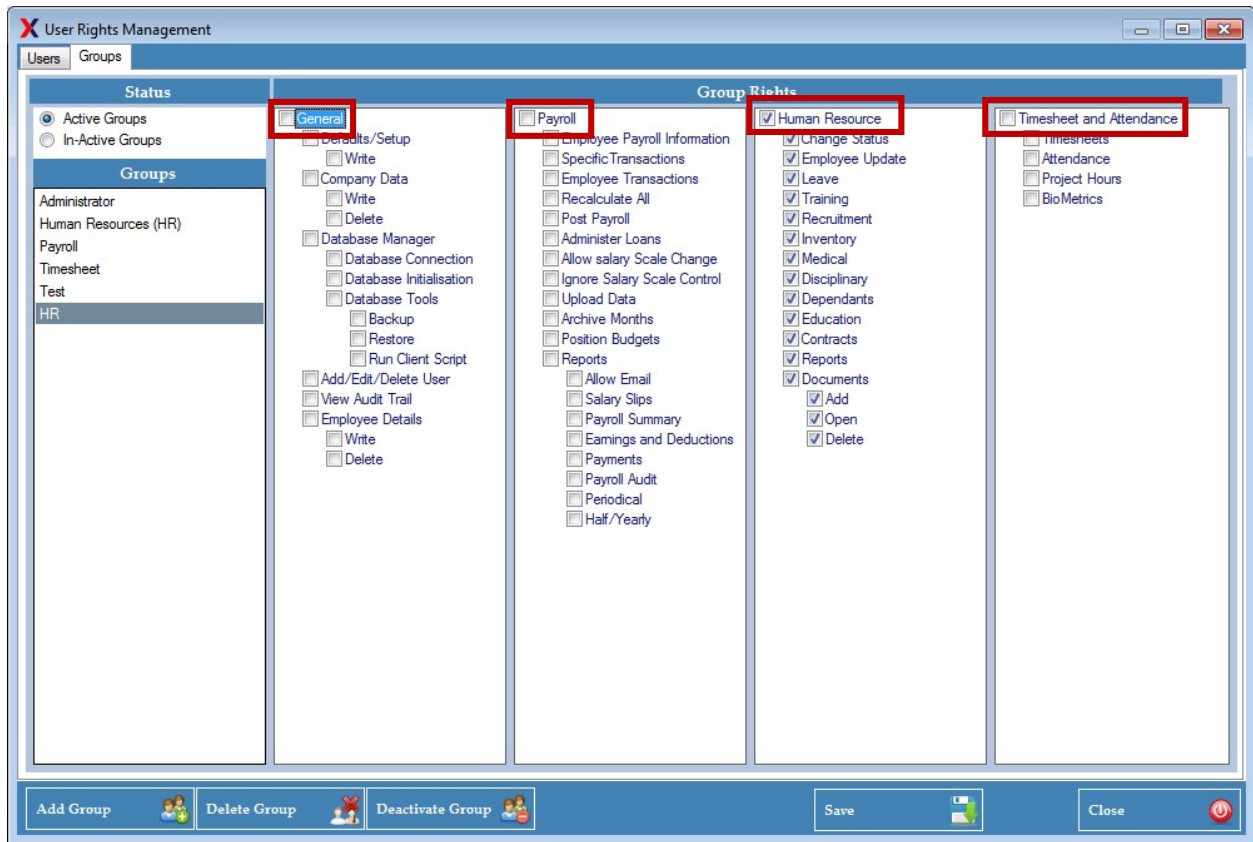
To confirm the password for the new operator the system manager must re-type it for verification.

When the user login for the first time in the system, they are prompted to change their password because the password was seen by the supervisor who created it. This is to ensure that the password is kept secret and is only known by the user.

**Password Validity Days:** It is now possible to enforce a password change after a set number of days. Many firms require passwords be changed frequently to increase security and control over access to the system. To use this option just enter the number of days the password will be valid for. If you do not wish to use this function just make sure the entry is set to 0 (zero) – this will disable the Password Validity Days settings. Other password policies can be utilized also as explained previously.

### Group Rights Control

This is used to easily limit the user access to certain VISION modules from Exact. For example, you might give the Payroll Assistant access to the HR Module while denying them access to the Payroll and Timesheet and Attendance modules. This is done easily by using the single option button at the top of every module as shown below.



#### General

The section contains such sensitive controls such as:

**Defaults/Setups** – this controls the rights to change setup parameter settings of the system. These settings will affect all the PCs using VISION on the network.

The security level is a three tier where the user can have all rights to all functions (Full control), add (Write) or just view the set parameters (Read). These rights will be applicable to all modules.

**Add/Edit/Delete user** – these are the rights to make alterations to VISION module users.

**Company data** – contains company registration details such as the name, contact information and addresses.

**Database Manager** - before a user is able to carry out sensitive operations such as deleting database or creating a company, they must have access to database utilities because this is where all these operations are possible. The users are then given specific rights within the database utilities.

Backup/Restore database– these are very sensitive functionalities of the system and must be approached with a lot of care. Users with these rights must be made to understand the operations behind these functionalities. Database backup should be

done regularly to safeguard the company against data loss in case of any calamity. Data restoration should be done regularly just to test whether the backups that are being done are ok and can be used in times of disasters.

Company initialization/Connect/Disconnect database – if users are given these rights, they will be able to create a new company and connect to it. The user will also be able to switch between different companies (databases) by connecting and disconnecting.

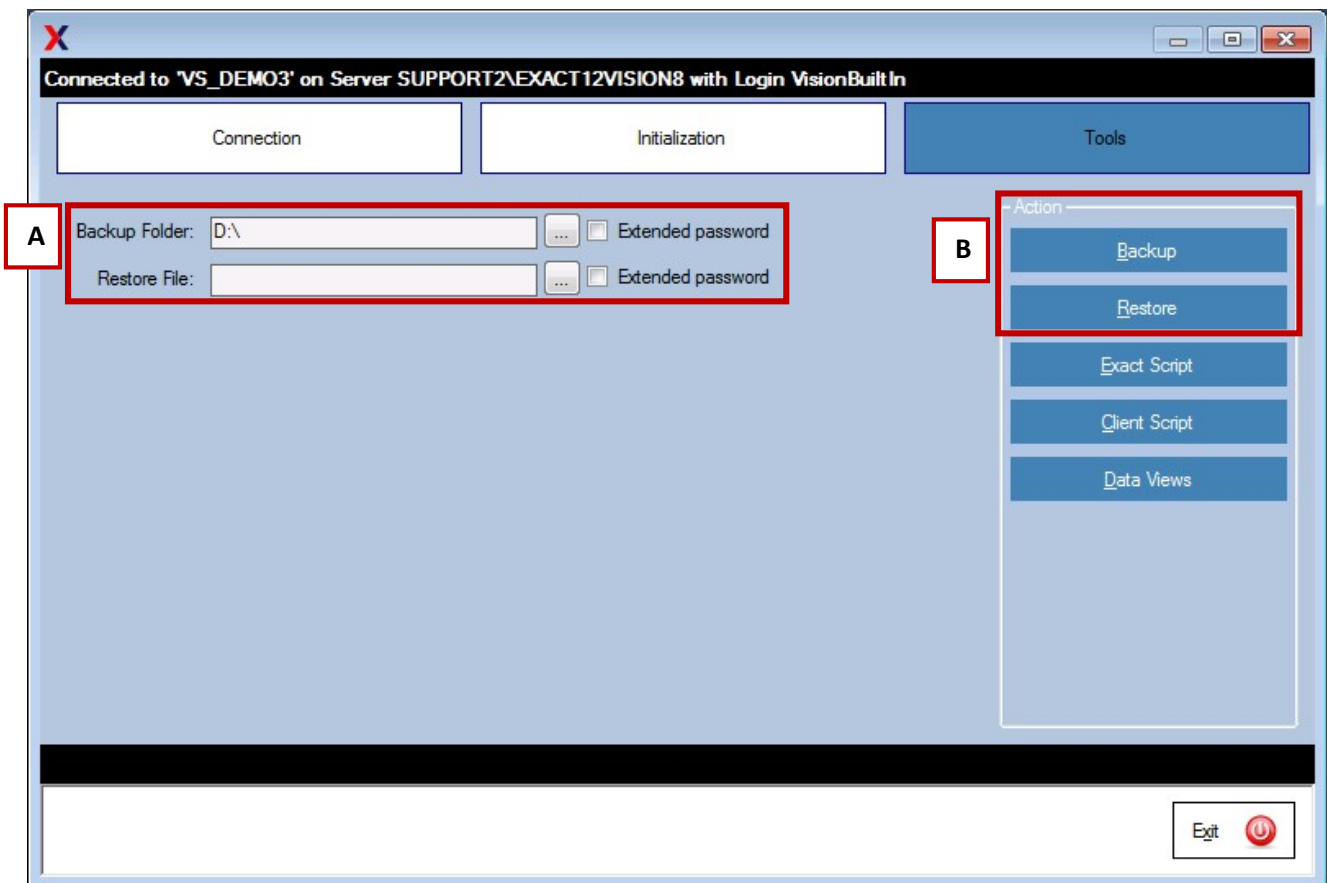
Data views/client/Exact scripts – if rights are granted, the user will be able to run such specific scripts which are used for system updates and upgrades.

It is essential to set each rights individually especially for grouped user rights.

TIP: To avoid excessive data manipulation you can deselect the group checkboxes to deselect all the boxes and then check each individual box for specific right assignment.

### Database Utilities

The Database utilities provide a number of useful tools for the Supervisor. Clicking on the Database Manager link displays a pop-up window with three buttons. Within the Tools button, there are two main areas the Supervisor will need to know how to use on a regular basis, Backup & Restore Paths [ A ] , and Backup & Restore buttons [ B ] .





## Backup & Restoration

The Backup option enables you to make a copy of your existing data, easily. This ease of Backing up is important because .....

- BACKUPS ARE ESSENTIAL TO SAFEGUARD YOUR DATA.
- Backups should be carried out on a regular basis
- Copies of Backups should also be kept on a different machine or on a flash disk (OFF-SITE)

The system will automatically put a default file name. The backup path is specified in the first section before a backup button is clicked to carry out the backup.

The default filename syntax is as follows: VS\_<companyname><date>\_<time>. A file named VS\_DEMO LTD040416\_1543 clearly gives the information that it belongs to a company called DEMO Ltd, whose last back-up was made on 04th April, 2016. The time that the back-up file was made is 15:43 hrs.

We suggest you keep the system generated filename for easy reference at later stage.

The location of the Backup can be easily changed if required. Just click on the icon to the right of the backup folder and browse to the folder you wish to use.

The Database Backup is started by clicking the Database Backup button.

You will receive a confirmation when the Backup has been completed successfully.

### **The Restoration of data option is useful in the following situations:**

- To transport the data from one PC to another (basically copying your company database to another environment). One needs to take care when carrying out this option. First you create a backup on the source PC as usual. Then store / copy the backup file on a portable device such as CD Rom, USB Flash Disk, Hard Drive or External Drive. The VISION Restoration process is able to restore from any storage location recognized by the Windows Explorer on the target machine BUT, if you are carrying this out on a NEW machine, for this to work you must first initialize a NEW Database on that new machine – Then you can restore OK.
- For recovering from a data-corruption or system crash. The restoration facility is able to restore the data from the last backup that was created via the backup facility (or even earlier ones if required). Check the date and time of the backup by looking at the backup-filename. See also the filename syntax explained earlier in this chapter.

**TAKE NOTE THAT THE RESTORATION PROCESS WILL OVERWRITE THE CURRENT DATA THAT YOU ARE WORKING ON.**

**BEFORE PERFORMING THE RESTORATION PROCEDURE IT IS IMPORTANT TO MAKE A BACK-UP OF THE CURRENT SYSTEM.**

## APPENDIX

### EXACT INSTALLATION AND INTRODUCTORY GUIDE

Please make the necessary arrangements to ensure that the following pre-requisites are met:

1. Make sure your PC(s) has a Windows operating system. Windows 7SP1 and later Windows versions are desirable). Ensure that users & appropriate permissions are set to allow Exact Software installation. The same applies to any network access required.
2. Ensure that your PC(s) and any 'flash/USB' devices you will be using are FREE of any virus infestations. Many viruses will cause SQL to 'hang' and result in 'broken' installations. We reserve the right to decline even attempting installations on such machines until they have been cleaned up'.
3. Ensure that your computer has a DVD ROM for the purpose of Vision installation.
4. Microsoft .Net framework 4.5
5. Microsoft SQL Server 2012
6. Memory of 4GB (Server Computer) is desirable though the workstation computers can run 2GB of memory.
7. HDD 100GB
8. Administrator Password
9. For those who would wish to utilize the document importation templates, Excel Spreadsheet is required.
10. If you wish to input real data during the introduction session please consult the trainer, the VISION Manual and other documents provided, so you can bring along your Chart of Accounts outline, your articles / items details, basic creditor / debtor details, information relating to your possible use of groups, cost centres and the like, plus an idea of the users who need to be set up and the permissions they will need.

The aim of the introductory session is not to provide all you will need to know about using the software. This can only come over a period of practical use. Our aim is to give you an overview and show you the main elements. The level of understanding reached will, of course, depend upon the individuals. However, where clients require extra general, or specific, training this can be provided at our standard day / half day rates.

On-site installations and introductions are an optional extra. They will be quoted for according to specific locations / requirements. The same checks as above still need to be made to ensure the time allocated, and paid for, is not used up trying to sort out problems that should have been sorted prior to our support staff arriving.

For clients who require a more directed approach to the set up & operation of the system Exact will be pleased to quote for a partial or full implementation package. This will provide for on-site consultants and trainers, over an agreed period of time, which will 'drive' the initial set up and introduction to the system.

## Getting Started

1. Check that your PC is able to run the software (see Appendix B on EXACT PRE-REQUISITES & INSTALLATION OFFER)
2. Make sure your License 'Key' is attached to the PC.
3. Make sure your PC Date & Region Settings are set for UK i.e. date = 29/03/2016
4. Insert your Exact Vision CD.
5. Install the software using the provided guidelines and initialize a database / company.
6. Use the Demo Data to get the feel of the application, it's structure & how it works
7. Get to know the software menu routes
8. Make sure you have created a number of users with different permissions and rights, and logged in as those 'users' to test the settings for functionality.
9. Get used to creating BACKUPS of the data and RESTORING the data. Keeping regular 'Backups' of your data is VITAL. As well as any copy you keep on your main machine, an up-to-date Backup copy should also, always, be kept in a safe place off-site.
10. Try out the various 'export' & 'import' options that Vision has.

## Installation

Installation of the VISION Salaries & HRM modules is very straightforward. You just need the **Installation** CD and the **Security Key** provided by Exact.

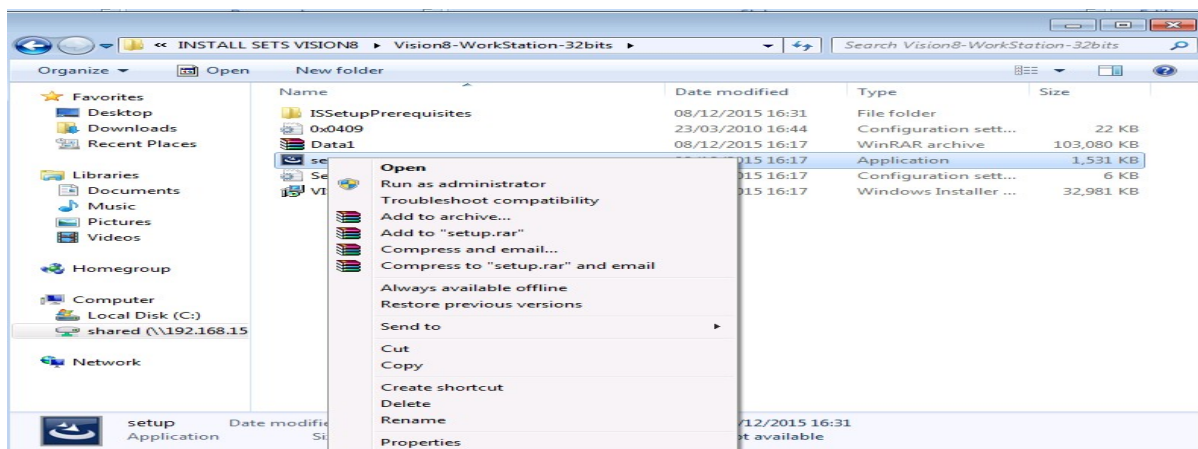
[The guide shown here follows the installation steps when running the Exact Vision CD. A manual installation of the drivers and applications is possible, if desired – please see appendices]

## Setup instructions

### 1. Exact Installation CD

From the provided installation set, open the setup folder. Ensure that you check whether you need to install a 32 bit or 64 bit version of the software. This will depend on the windows version that you are installing on.

Right click at setup file and click at Run as administrator.

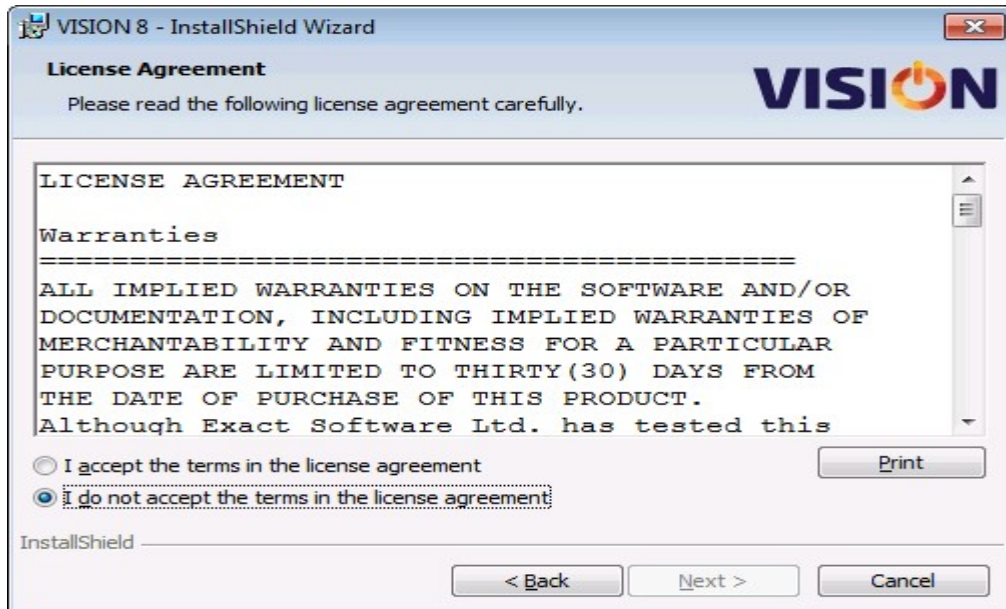


This will start the installation process. Click next to the subsequent screen.



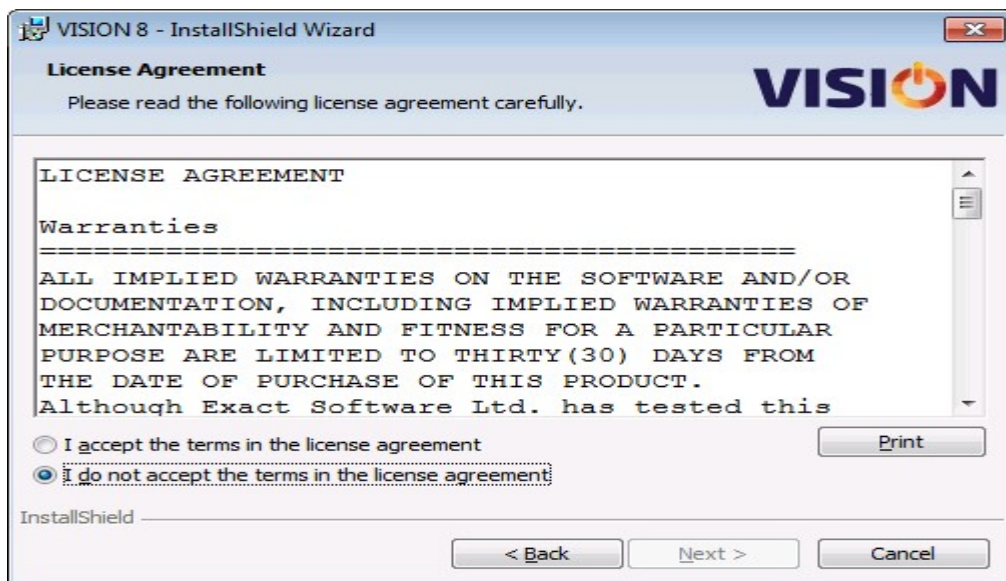
## 2. Software Agreement



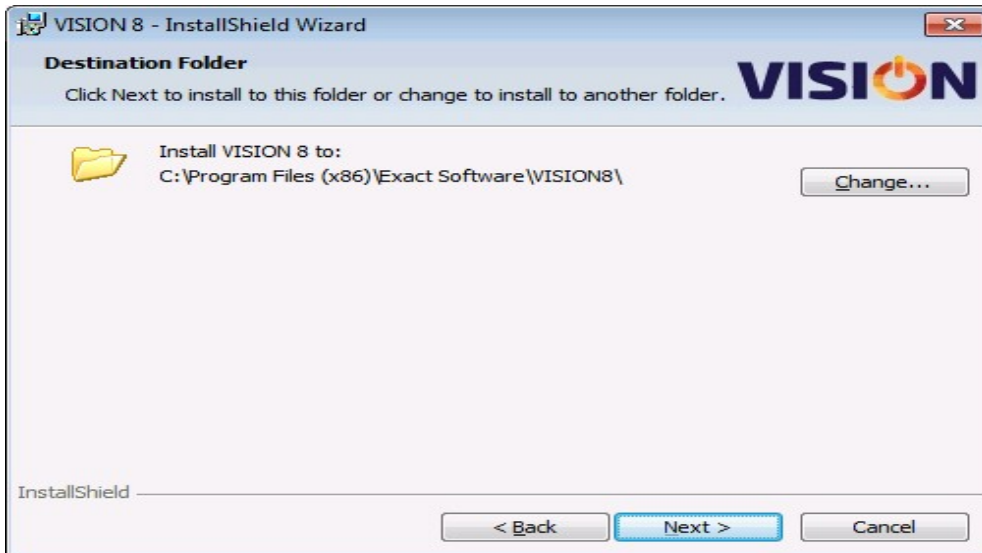


To read the whole Agreement use the scroll bar on the right to move down the text. Having read the “End User License Agreement” in full, if you agree with the terms, click on “I accept the terms in the license agreement” to continue.

### 3. Installation information



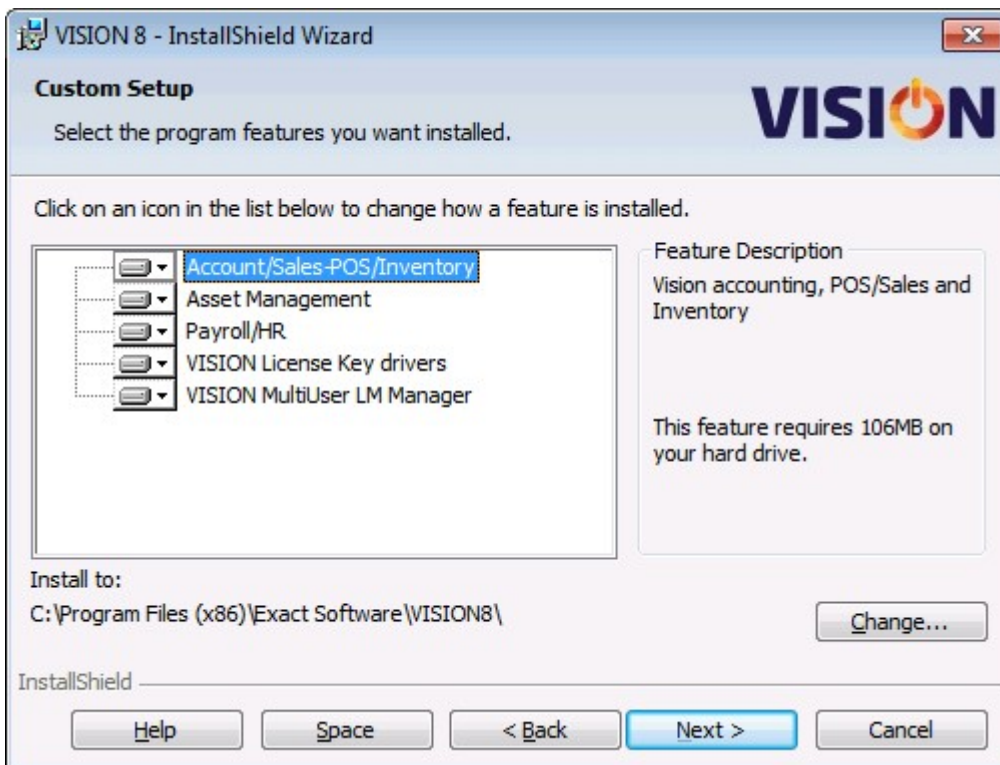
### 4. Select location to install Software



We strongly recommend that you accept the Default Location for the application as this allows us to know exactly where the various elements of Vision are installed. If you wish to use a different directory use the Browse button to change the path.

Click on “Next” to continue.

**5. Select the desired Software to Install**



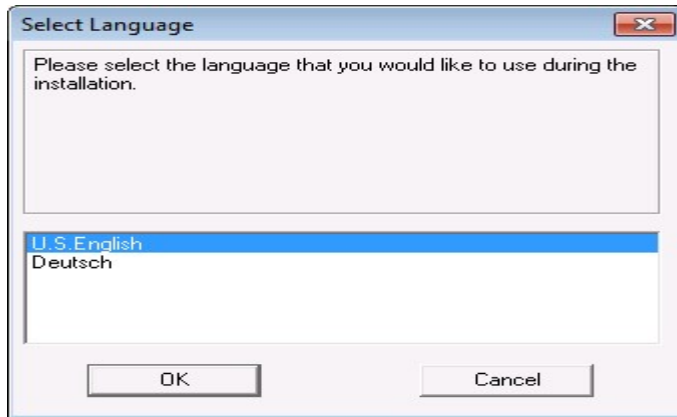
Select Payroll/HR software modules. You will also need to install the Vision Key drivers and Vision MultiUser LM Manager if you are having multi user license key.

Click next to continue

On the next screen, select an option that suits your need. You may need to consult with your IT team regarding this.

**6. Select Language for use**

Select English and then click ok to proceed.



Click next to install the HASP license Manager. You will also be required to accept the license agreement before the license manager installation can proceed.

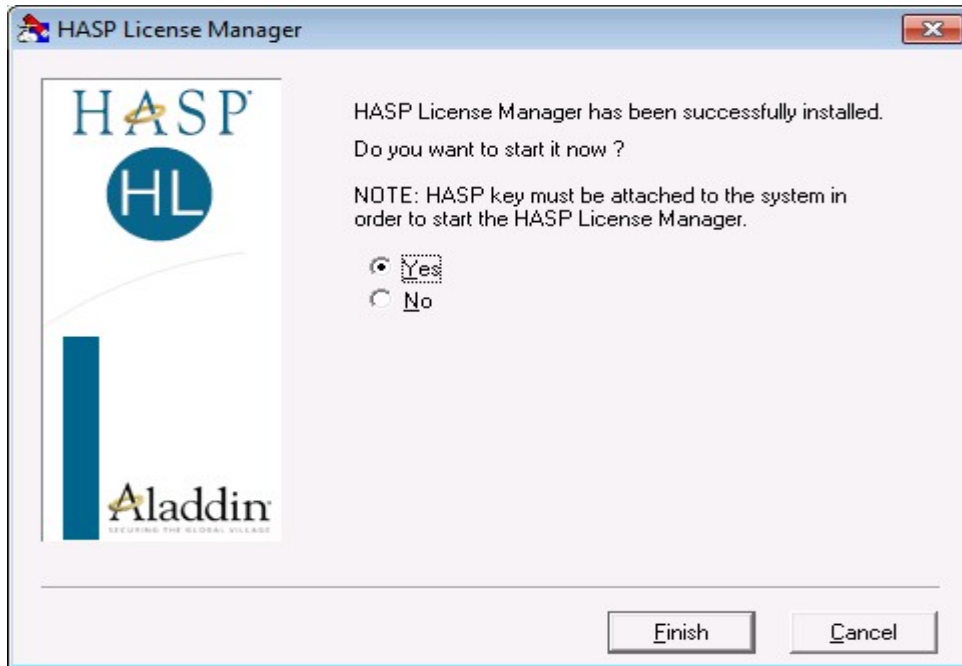
**7. HASP LM Manager Installation Type**

Specify as a service and click next to proceed.



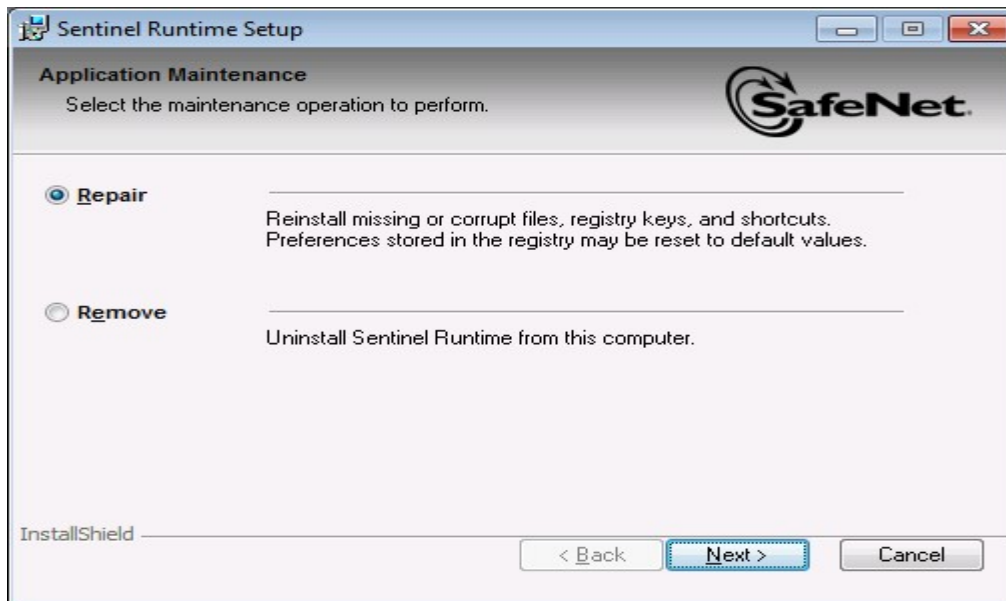
**8. Device Driver installation**

Click next to install HASP License manager drivers. At this point ensure that your security key is attached to the computer that you are installing on (On the server if it's a server-client installation).



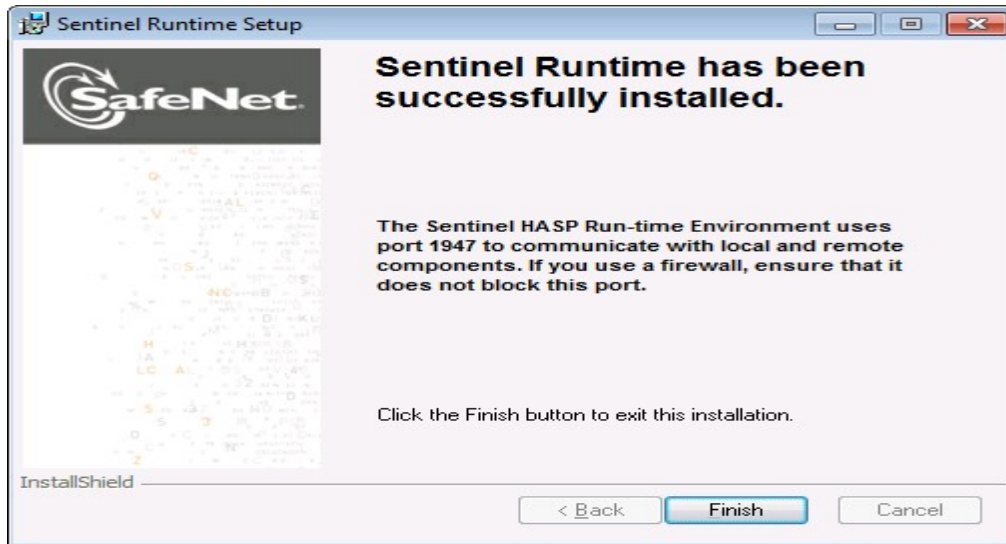
### 9. Sentinel Runtime setup

Immediately the HASP LM installation is complete, the sentinel Runtime setup starts. This installs the multiuser drivers in the computer. It will control how the computers with vision access the security key during transactions.



Click next to complete the installation process.





Please note the following:

- In the case of **Single User** the license key should be installed on the **same workstation** as the software is installed on.
- If the license is **Multi-user**, then it is recommended that the license is installed on the **Server**.

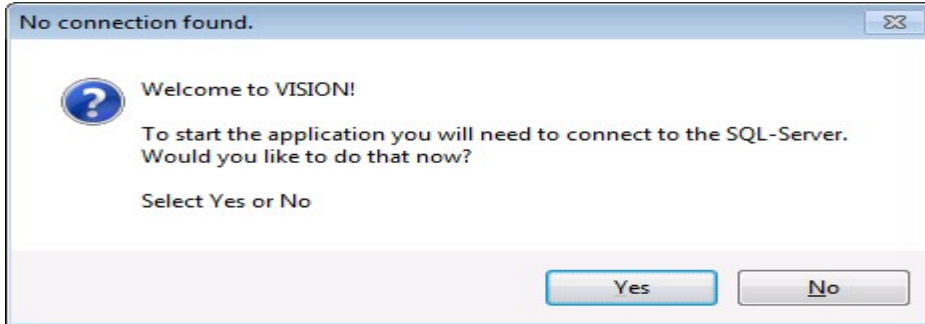
### **Congratulations.**

You have successfully installed your VISION module(s).

## Initializing A Database In Vision

After installing the software on your PC, or network of PC's, you will need to initialize a NEW database.

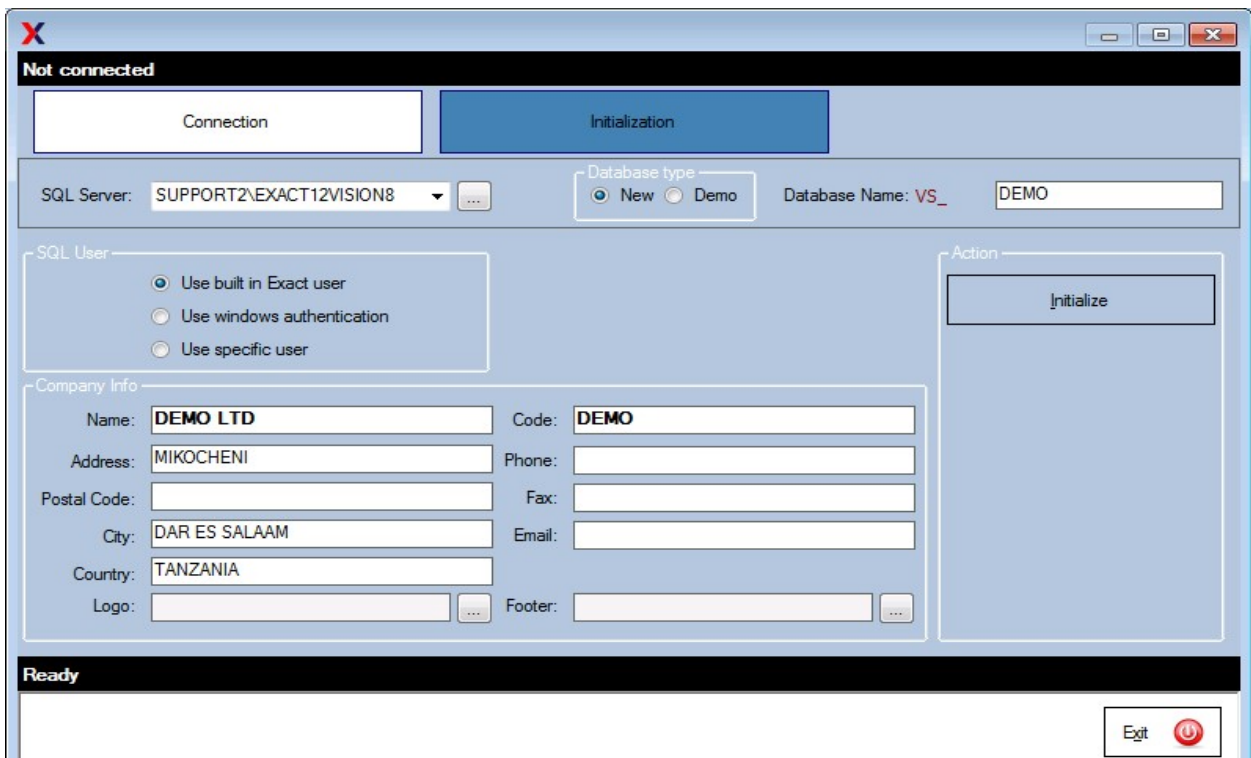
This MUST be carried out on the PC that has the SQL Server installed. When you first launch Vision you will get the following message window :-



Click on Yes and move to the initialization tab as displayed on the below screen. FIRST make sure the 'Connect to SQLserver' and select 'Use Windows Authentication' radio button. Exact built in can be used when initializing a new company on a system that already had another Exact database initialized.

Select the appropriate SQL server from the drop-down selection provided.

Type in the New Database name, the Company Name and the company code. The other information if available should be entered but can also be entered at some later time.



Select initialize button to complete the process.

Once completed, a login window is displayed for username and password entry. Use Guest as both the username and password.

We STRONGLY recommend that the password is changed immediately on all operational databases.

This will complete the database initialization process and the system is now ready for any further setups.

## COMMON INTERFACE AND MENU OPTIONS

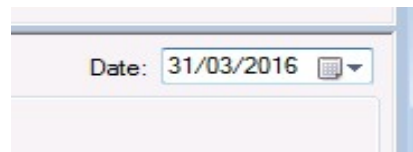
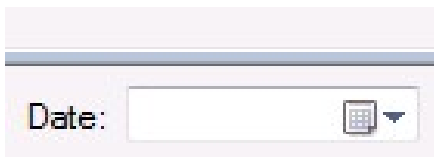
### Data Entry Features

They are features of Vision software that have been designed to make it more efficient and enjoyable to use. They make your daily activities easier.

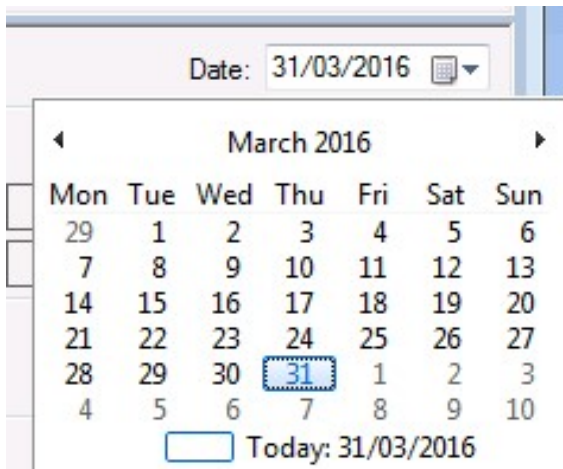
### Date Field Entry

Date fields are found on all transactional forms throughout the applications. Many are presented with today's date, or a date range already entered. Some are shown without any date filled in. However the date field is shown, they can all be easily changed, and they all have the following ease of entry features.

A single click in the empty, or filled, date field inserts today's date in the date space in most locations throughout the application(s).



Single click to enter a date change or change to today's.



By double **clicking /Clicking** at the dropdown arrow in the date field, an easy to use date selector appears. The left/right arrows either side of the month name will move you through the months

**After selecting the date (by double clicking on the date you want) the date field will be automatically filled on the form you opened it from, and the date selector will automatically disappear.**

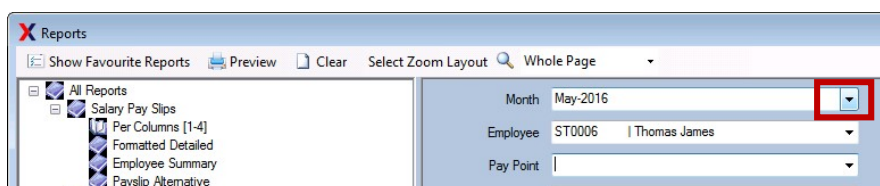
Today's date is circled in bluish color. When you have selected a date other than today's, this is shown in a bluish oval.

Tap the <Esc> key to close the date selector form without selecting a date.

### Dropdown data clearing Feature

This is applicable to the reporting window.

Right clicking at the dropdown arrow at the in the filters provided in the dropdown boxes will clear the boxes of the selection.



## Quick lookup options

Throughout the **VISION** suite you will find many quick lookup options. For example there are quick lookup options available for Employees, where these appear on forms or search data requests.

The **VISION** quick lookup option provides this powerful search facility in most data entry fields where there is a drop down arrow shown.

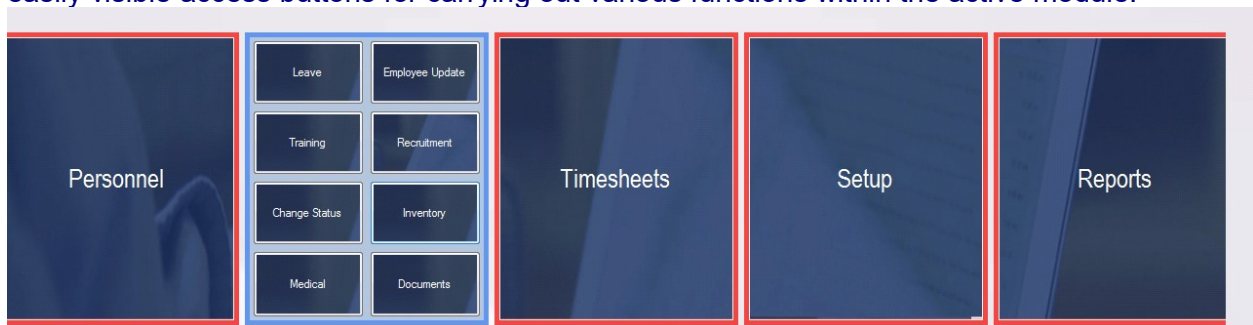
## Common Interface

Whether you have just one vision module installed, two, or all three (Payroll, HRM and Timesheets), the interface you work with remains essentially the same.

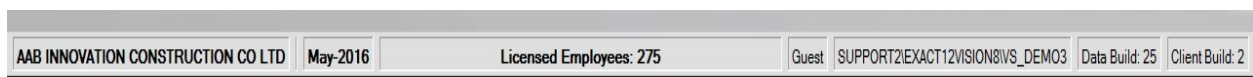
The first top line of the window always presents the main menu options for that module. There are always File – Personnel - Reports – Extra – Help menu links whichever module you are using. The other option change according to the module in use (as do some of the contents of the Reports options).



The next line shows the access buttons for the module that is active. They act as quick and easily visible access buttons for carrying out various functions within the active module.



At The Bottom Of The **VISION** Screen shows the company name, The payroll month you are currently running, the licensed number of employees you can run, the user currently logged in the system, the server and the database you are currently connected to and the version of vision 8 you are using.



File - Menu Options

There are Four options here.

**New Operator :**

This is used to ensure that when an operator 'leaves' a logged-in session, no one else can carry out transactions using their logged in credentials. It is thus used for locking Vision if one has to shortly step away from their system and needs to leave it secured. It can also be used if you want to switch to a different user

**Change Password**

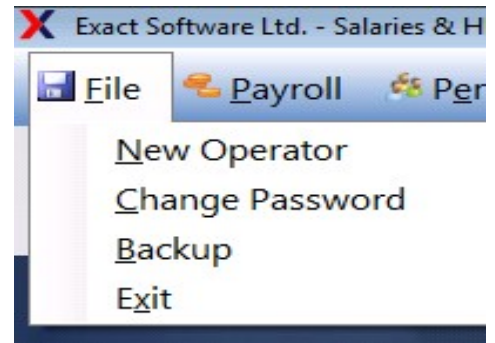
This is used for changing your password at any point in time.

**Backup**

This is used for taking a backup of your database. The backup taken through this menu is taken to the default Vision8 folder.

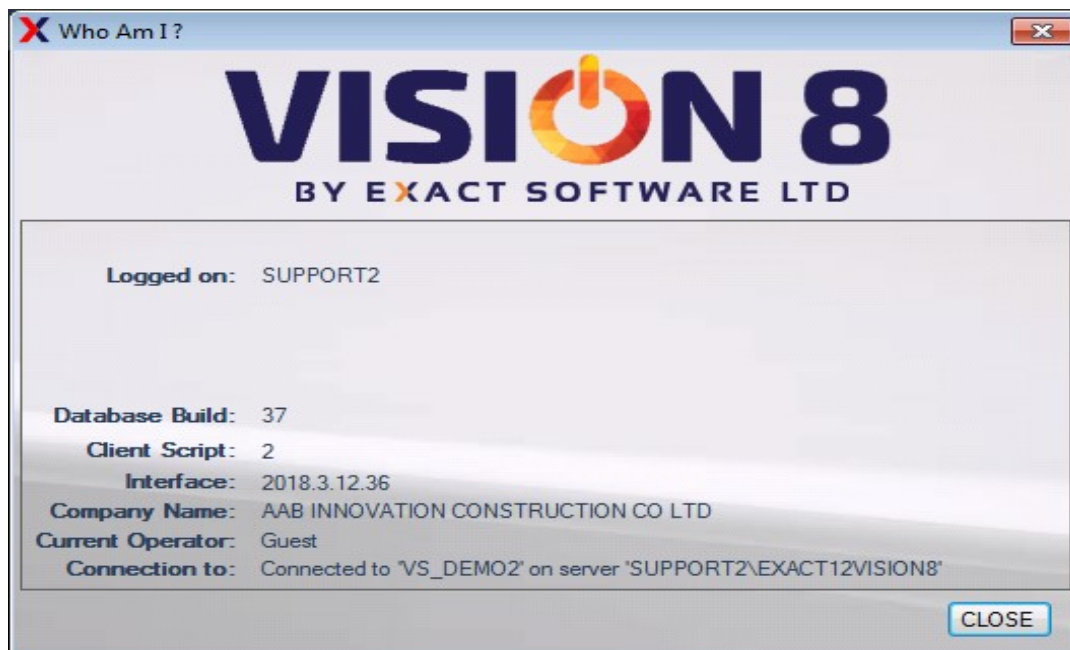
**Exit**

The only correct and safe way to close VISION down.



**Who Am I**

To find out exactly who you are logged on as, and the basic Vision program details, just click the 'Who am I' menu choice .... You will see something like this –



It is this screen that reminds you about the version you have installed and the connection information of your application. This information might be required by our help desk when you call and need assistance.

Using the above information you can check whether you have the latest version through our web site – <http://www.exact.co.tz> . The latest downloads are always available here as are

the latest manuals and help materials. NB to download the latest version(s) you need to have a current License Agreement and a user name & password from Exact.

### About

This brings up the Exact Logo, Postal Address & Web Site details.



Selecting license info button displays the license information and the expiry date of the license.