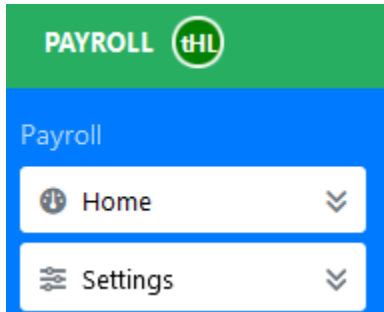
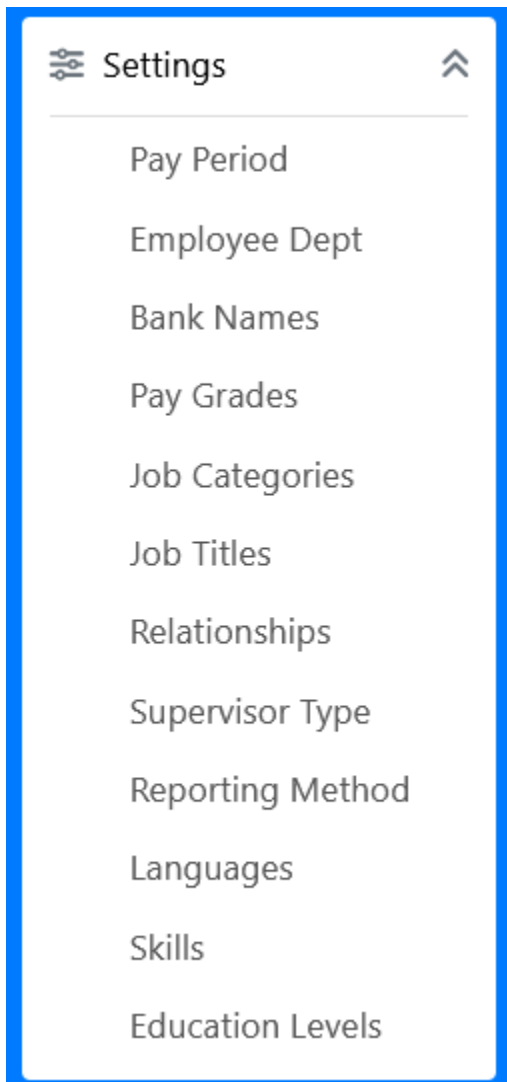


Settings:

To be able to use Payroll, you have to make settings that will enable you to use it without any problem. To make settings go to the left side of your system there you find settings module.

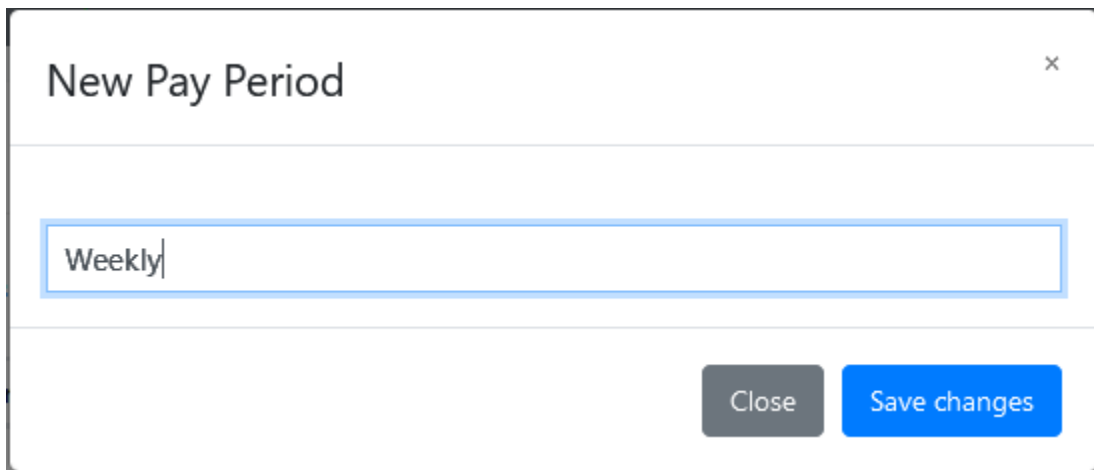
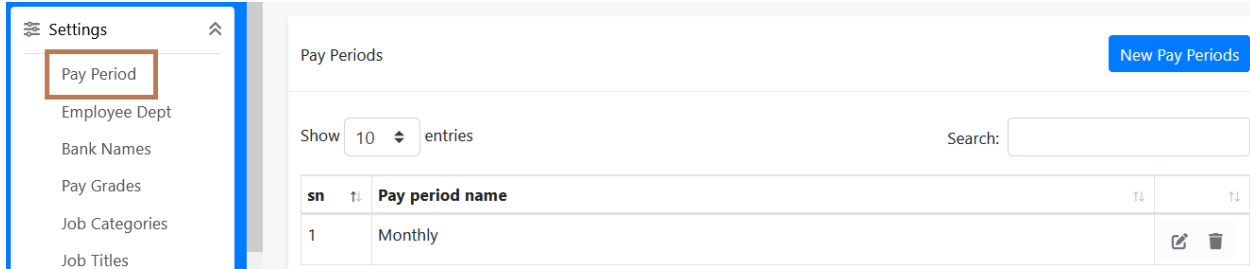


Click on settings to find the sub modules that have various functions to enable the payroll system to be used effectively. See the below image.



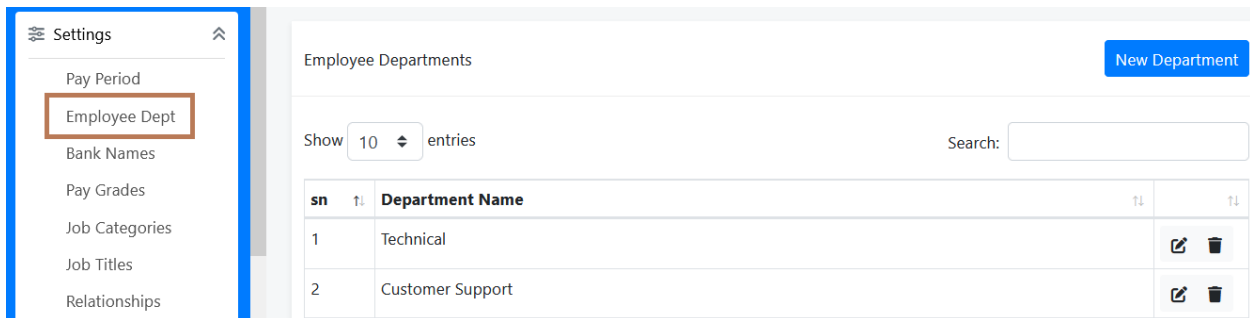
- **Pay Period**

Used to show various payment modes applied in a company; it can be monthly, weekly or even daily. To define Pay Period go to Settings > Click Pay Period > New Pay Period > enter the period you want then **click save changes**. See the image below for clarification.



- **Employee Departments**

To define Employee Departments go to Settings > Click Employee Departments>New Departments> Enter name of Department then click save changes. See below images.



New Department ×

Close Save changes

- **Bank Names**

To register Bank Name go to Settings> Click Bank Names > New Bank Names > Enter Bank Name and then click Save Changes. See below image

Settings ⌵

- Pay Period
- Employee Dept
- Bank Names**
- Pay Grades
- Job Categories
- Job Titles
- Relationships

Bank Names New Bank Name

Show entries Search:

sn	1:	Bank Name	⌵	⌵
1		CRDB		

Showing 1 to 1 of 1 entries

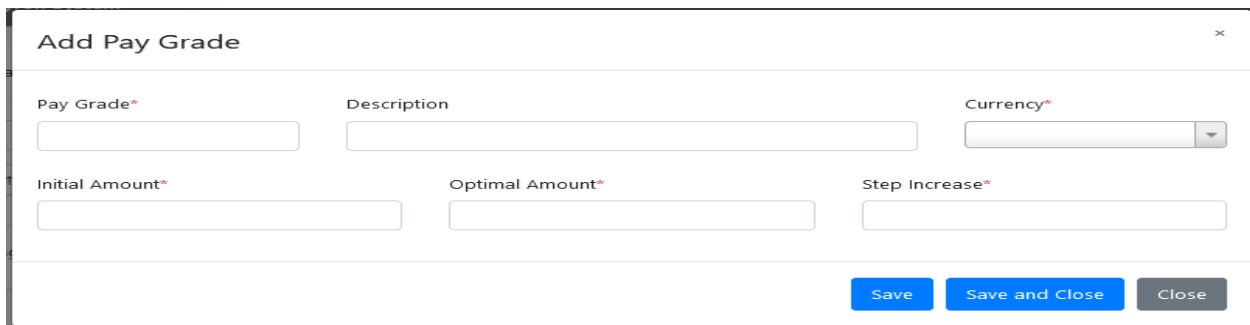
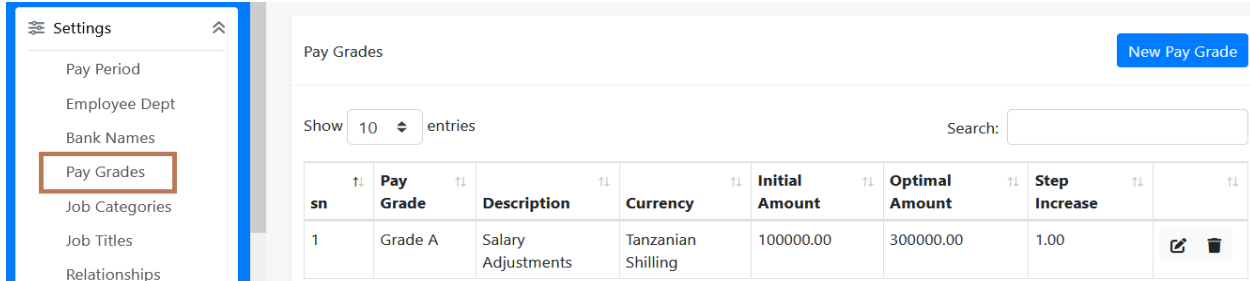
Previous 1 Next

New Bank Name ×

Close Save changes

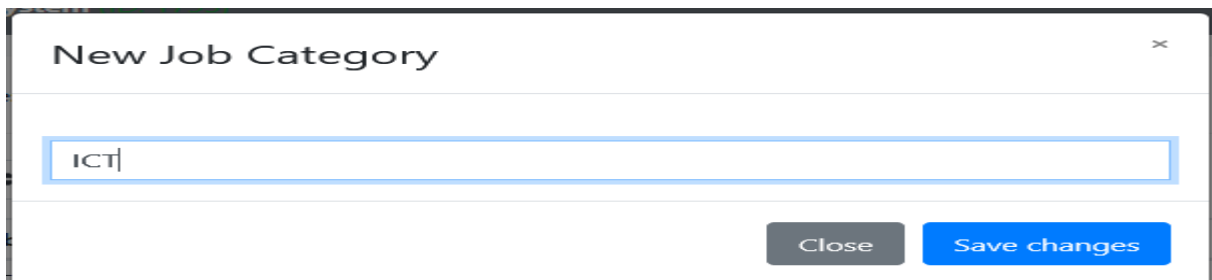
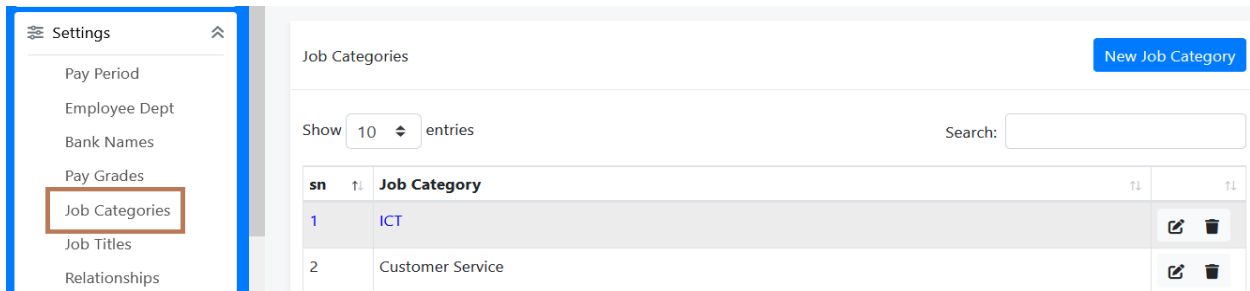
- **Pay Grades**

Used to define levels on a pay scale. To register Pay Grades go to Settings > Click Pay Grades> New Pay Grade, fill in the form and click **save** to add more or click **save and closeto** finish. See below images.



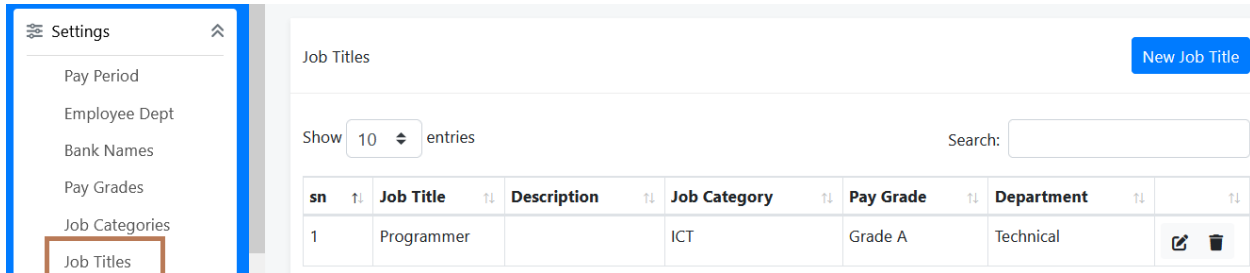
- **Job Category**

To register Job Category go to Settings > Job Categories> New Job Category>Enter the name of Job Category then click Save Changes. See the below images



- **Job Titles**

To register Job Titles go to Settings > Click Job Titles > New Job Title, fill all required information and then click save if you want to add another Job Title or Save and Close if you finish.



Add Job Title

Job Title*

Job Category*

Description

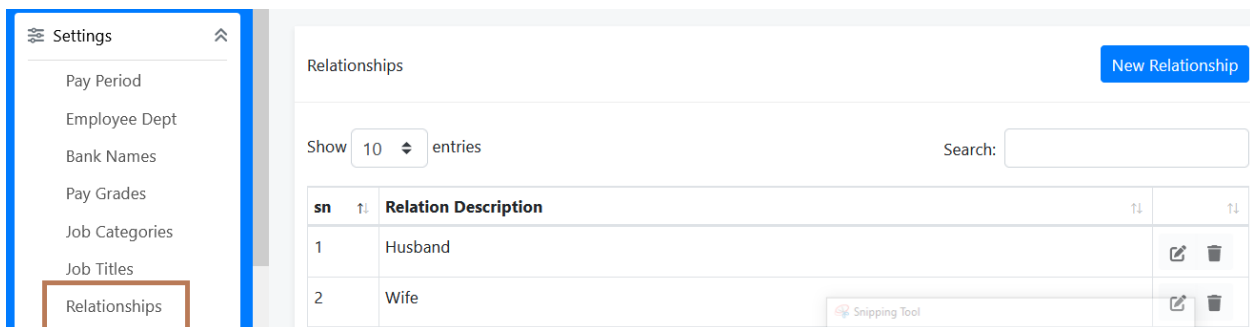
Pay Grade

Department*

Save Save and Close Close

- **Relationships**

To register Relationships go to Settings > click Relationships > New Relationship > Enter name of Relationship and then click Save Changes. See the image for more details



New Relationship ×

Aunt

Close
Save changes

- **Supervisor Type**

To register Supervisor Type go to Settings > Click Supervisor Type > New Supervisor Type, Enter name of Supervisor and then click Save Changes.

Settings ⤴

- Pay Period
- Employee Dept
- Bank Names
- Pay Grades
- Job Categories
- Job Titles
- Relationships
- Supervisor Type

Supervisor Type New Supervisor Type

Show 10 entries Search:

sn	↑↓	Supervisor		
1		General Manager	✎	🗑
2		Accounting Officer	✎	🗑
3		Finance Manager	✎	🗑

New Supervisor Type ×

Close
Save changes

- **Reporting Method**

To register Reporting Method go to Settings > Click Reporting Method > New Reporting Method > Enter name of Reporting Method and then click Save Changes.

Settings

- Pay Period
- Employee Dept
- Bank Names
- Pay Grades
- Job Categories
- Job Titles
- Relationships
- Supervisor Type
- Reporting Method**

Reporting Method New Reporting Method

Show 10 entries Search:

sn	Reporting method		
1	Director		
2	Manager		
3	Supervisor		

New Reporting Method

Team Leader

Close

Save changes

- **Languages**

To register Languages go to Settings > Click Languages > New Language > Enter Language then click Save Changes.

Settings

- Pay Period
- Employee Dept
- Bank Names
- Pay Grades
- Job Categories
- Job Titles
- Relationships
- Supervisor Type
- Reporting Method
- Languages**

Languages New Language

Show 10 entries Search:

sn	Language		
1	Kiswahili		
2	English		

Showing 1 to 2 of 2 entries

Previous 1 Next

New Language



Swahili

Close

Save changes

- **Skills**

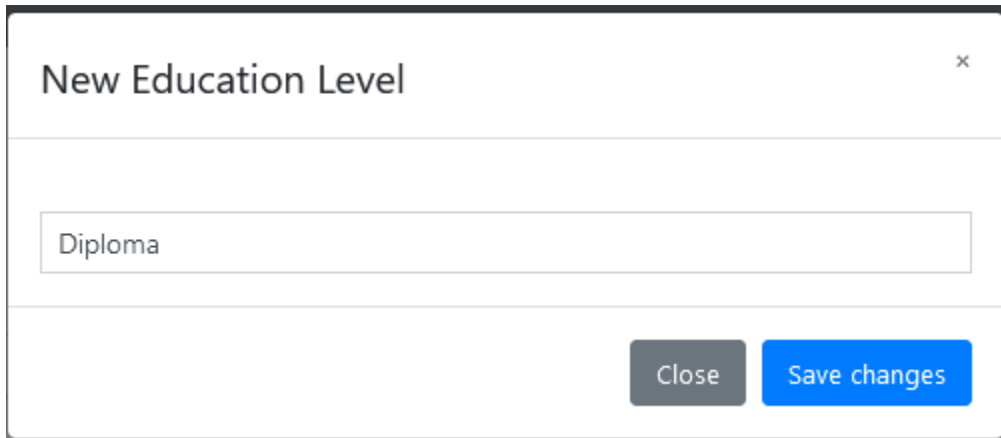
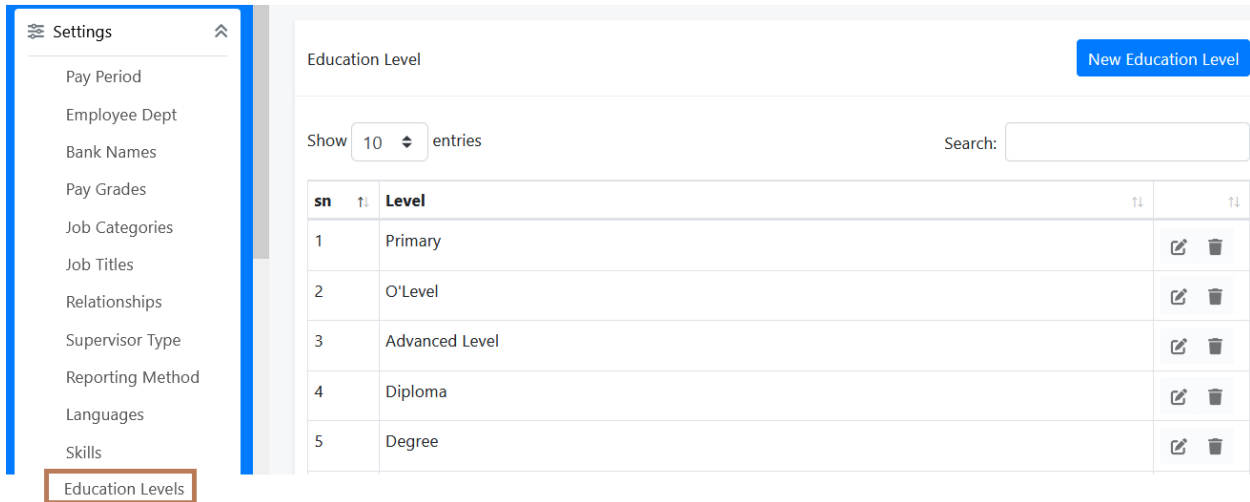
To register Skills go to Settings > Click Skills > New Skills > Enter Skill and then click Save Changes.

The screenshot shows a settings application with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like Pay Period, Employee Dept, Bank Names, Pay Grades, Job Categories, Job Titles, Relationships, Supervisor Type, Reporting Method, Languages, and Skills. The Skills item is highlighted with a red box. The main content area is titled 'Skills' and features a 'New Skill' button in the top right corner. Below the title, there is a 'Show 10 entries' dropdown and a search box. A table lists three skills: 1. Computer Applications, 2. Accounting Skills, and 3. MS Word Application. Each row has edit and delete icons. At the bottom, it says 'Showing 1 to 3 of 3 entries' with 'Previous', '1', and 'Next' navigation buttons.

The screenshot shows a 'New skill' form with a title bar containing the text 'New skill' and a close icon. Below the title bar is a large empty text input field. At the bottom of the form are two buttons: 'Close' and 'Save changes'.

- **Educational Levels**

To register Educational Levels go to Settings > Click Educational Levels > New Educational Level > Enter Name of Educational Level and then click Save Changes.



User:

- **All Users**

Shows the list of all users in the system. Go to Users> Click All Users. See below image

All Users

All Department

Show 10 entries Search:

sno	Name	Department
1	User D	PAYROLL
2	User C	PAYROLL

Company:

In Company module you will be able to see and create Main Stations and Sub Stations.

- **Main Stations**

To create Main Stations > Go to Company > Click Main Stations > then New Main Station button > Enter Station Name, click save to add more Stations or click Save and Close. See below image.

+ New Main Station

Show 10 entries Search:

Sn	Station Name	Sub Stations	Created By	Date Modified
1	Lugalo	2	Berna Mshanga	2023-02-08 14:50:03

New Main Station

Station Name

Active

- **Sub Stations**

To create Sub Station > Go to Company > Click Sub Stations > then New Sub Station button > Enter name of Sub Station, select Main Station Name also select Region and District, click Save to add more Sub Stations or click Save and Close to finish.

Company

- Main Stations
- Sub Stations
- Employee Portal
- Payroll
- Loans

Human Resource

[+ New Sub Station](#)

Show entries Search:

Sn	Station Name	Region	District	
1	Mwenge	Dar-es-Salaam	Kinondoni	
2	Mlalakuwa	Dar-es-Salaam	Kinondoni	

New sub station ×

Station Name *

Main Station *

Region

District

Email

Active

Employee Portal.

This module used to register and shows the list of all Employees.

- **Employee List**

To register new employee go to Employee Portal > Click Employee List > Click Employee Registration button. Fill **Personal Details** in the form that appears, Click plus sign in the **Birth Details** to fill information and click plus sign in the **Baptism and Tribeto** to fill information then click **Earning and Deduction** tab.

Personal Details

Earning and Deduction

+ Personal Details

First Name *

Shomari

Sub Station *

Mwenge

Drivers License

Drivers License

Middle Name *

Salum

Country *

UNITED REPUBLIC OF TANZANIA

Drivers License Expire Date

mm / dd / yyyy

Last Name *

Kapombe

Marital Status *

MARRIED

Tin Registration

Tin Registration

Employee ID

Sc-20931

Gender *

Male

Ethnic Race

African

Department

Employee Photo

Browse... No file selected.

Email Address

Enter Email Address

Postal Address

Enter Employee Postal Address

Emergency Contact

Enter Emergency Contact

Phone Number

Enter Phone Number

Residence

Enter Employee Residence

Shift Type *

Multiple Shift

+ Birth Details

Date of Birth

mm / dd / yyyy

Ward Born

Ward Born

Birth Certificate Number

Birth Certificate Number

Village Born

Village Born

+ Baptism and Tribe

Tribe

Tribe

Church/Mosque

Church/Mosque

Village Baptized

Village Baptized

Religion

Religion

Region Baptized

Region Baptized

Ward Baptized

Ward Baptized

Year Baptized

Village Born

District Baptized

District Baptized

Division Baptized

Division Baptized

Save and Edit

Close

Earning and Deduction

Used to fill Employee bank details and salary details then click **Save and Edit**.

Personal Details

Earning and Deduction

+ Bank Details

Bank Name *

Account Number

Account Number

+ Employee Salary Details

Basic Salary

0.00

Earning Group

Currency ID *

Use Tax Table *

No

Pay grade

Allow to Apply Employee Loans *

No

Pension Fund *

Select Direct Deductions

Pay Period *

Pension No

Save and Edit

Close

- After Click Save and Edit above, two other tabs will appear **Relationship and Family** also **Employment**. Click on Relationship and Family tab > Click Employee Relatives Add button, fill the required details then click save or save and close, see below images for more details.

Employee Registration

Personal Details Relationship and Family Earning and Deduction Employment

+ Employee Relatives

Employee Relatives Add

Show 10 entries

SN	Full Name	Relationship	Age	Region	District	Ward	Mobile	Home Mobile	Email	Postal Address
----	-----------	--------------	-----	--------	----------	------	--------	-------------	-------	----------------

Employee Relative Add

First Name *

First Name

Mobile*

Mobile

District

District

Middle Name

Middle Name

Home Mobile

Home Mobile

Ward

Ward

Last Name *

Last Name

Email Address

Email Address

Division

Division

Relationship *

Husband

Postal Address

Postal Address

Tribe

Tribe

- The last tab is Employment; click it to fill required details as see in the image below.

Employee Registration

Personal Details Relationship and Family Earning and Deduction Employment

+ Reporting

Employee Supervision

Reporting

+ Employee Job

Employee Status

On Post

Employee Job Details

Employee Job Details Add

Show 10 entries

Search:

SN	Job Title	Job Category	Contract Start Date	Contract End Date	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Previous

+ Education, Skills & Experience

Working Experience

Working Experience Add

Show 10 entries

Search:

Education Background

Education Background Add

Show 10 entries

Search:

SN	Level	Institution	Start Date	End Date	Award	Region	District	Ward	Division	Certification	Actions
No data available in table											

Showing 0 to 0 of 0 entries

Previous Next

Employee Skills

Employee Skills Add

Show 10 entries

Search:

SN	Skills	Experience(Years)	Comments	Actions
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Save

Save and Close

Close

PAYROLL

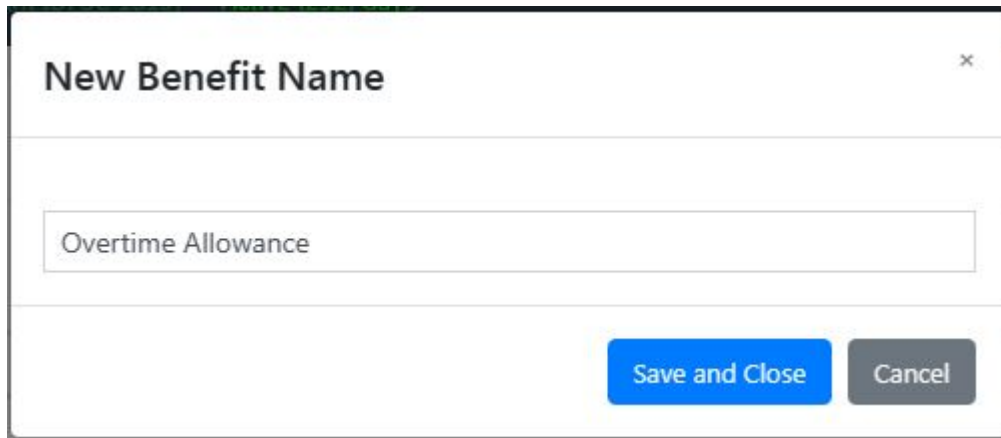
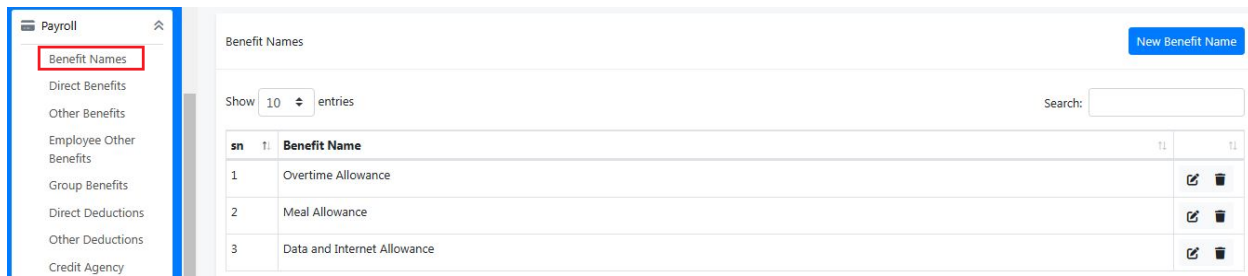
In this module you can add Employee benefits, Deductions and run Payroll. The image below shows the Payroll module with its sub-modules.



Benefit Names

This sub-module is used to define Direct Benefits which are compensation an employee receives in addition to a regular salary, can be created per specific department or group/team of employees.

To create **Benefit Names**> Go to **Payroll Module**>Click **Benefit Names**> Click **New Benefit Name**, Enter Benefit Name then click Save and Close to end the process.



Direct Benefits

This sub-module is used to define Money Value or Percentage Value per specific Benefit Name.

To create **Direct Benefits**>Go to **Payroll Module**>Click **Direct Benefits**> Click **Direct Benefits Add**,fill all required information then click Save to add another Direct Benefit or Save and Close to end the process.

Payroll

- Benefit Names
- Direct Benefits**
- Other Benefits
- Employee Other Benefits
- Group Benefits
- Direct Deductions
- Other Deductions
- Credit Agency
- Emp Deductions
- Tax Table
- Payroll Dates

Direct Benefits Add

Show 10 entries Search:

SN	Benefit	Amount	Percentage	Taxable	Status	Action
1	Data and Internet Allowance	-	10.00% (Basic Salary)	No	Active	
2	Data and Internet Allowance	-	5.00% (Basic Salary)	No	Active	
3	Meal Allowance	100000.00	-	No	Active	
4	Overtime Allowance	500000.00	-	No	Active	
5	Overtime Allowance	300000.00	-	No	Active	

Direct Benefits Add

Benefit Description *
Overtime Allowance

Benefit Amount*
500000.00

Calculation Type *
Money Value

Taxable *
No

Status *
Active

Save Save and Close Cancel

Other Benefits

These are not constant Benefits as were Direct Benefits can be created for a specific employee, some employees or all employees.

To create **Other Benefits**>Go to **Payroll Module**>Click **Other Benefits**>Click **New Other Benefit**> Enter Other Benefit then click Save and Close to end the process.

Payroll

- Benefit Names
- Direct Benefits
- Other Benefits**
- Employee Other Benefits
- Group Benefits
- Direct Deductions
- Other Deductions
- Credit Agency

Other Benefits

Show 10 entries Search:

New Other Benefit

sn	Other Benefit Name	Action
1	Transportation Allowance	
2	Housing Allowance	
3	Annual Leave Allowance	

New Other Benefit ×

Transportation Allowance

Save and Close
Cancel

Employee Other Benefits.

This sub-module is used to define Other Benefits amount and bind them with specific employee, some employees or all employees.

To create **Employee Other Benefits**>Go to **Payroll Module**>Click **Employee Other Benefits**>Click **Other Benefits Add**, fill all required information then click Save to add another Employee Other Benefit or Save and Close to end the process.

Payroll

- Benefit Names
- Direct Benefits
- Other Benefits
- Employee Other Benefits
- Group Benefits
- Direct Deductions
- Other Deductions
- Credit Agency
- Emp Deductions

Other Benefits Add

Show entries Search:

SN	Benefit Description	Amount	Benefit Type	Taxable	Benefit Date	Status	Action
1	Annual Leave Allowance	200000	Other Benefit	No	2022-12-31	Active	
2	Housing Allowance	200000	Other Benefit	No	2022-11-30	Active	
3	Housing Allowance	150000	Other Benefit	No	2022-11-30	Active	
4	Transportation Allowance	100000	Other Benefit	No	2022-11-30	Active	

Employee Other Benefits Add

Other Benefit Name *

Benefit Amount*

Benefit Date *

Benefit Type *

Taxable *

Status *

Apply to All *

Select Employees

[Save](#) [Save and Close](#) [Cancel](#)

Group Benefits

This sub-module is used to link Direct Benefits and Earning Groups.

To create **Group Benefits**>Go to **Payroll Module**>Click **Group Benefits**> Click **Group Benefit Add**, fill all required information then click Save to add another Group Benefit or Save and Close to end the process.

Payroll

- Benefit Names
- Direct Benefits
- Other Benefits
- Employee Other Benefits
- Group Benefits**
- Direct Deductions
- Other Deductions
- Credit Agency
- Emp Deductions
- Tax Table
- Payroll Dates

Employee Group Benefits [Group Benefit Add](#)

Show 10 entries Search:

sn	Earning Group	Benefit Name	Amount	Percentage	Status
1	Support Team	Overtime Allowance	300000.00	-	Active
2	Support Team	Meal Allowance	100000.00	-	Active
3	Technical Team	Overtime Allowance	300000.00	-	Active
4	Technical Team	Data and Internet Allowance	-	5.00% (Basic Salary)	Active
5	Management Team	Overtime Allowance	500000.00	-	Active

Employee Group Benefits Add

Select Earning Groups

× Support Team

Select Benefits

× Overtime Allowance - 300000.00

Status *

Active

Save Save and Close Cancel

Direct Deductions

This sub-module is used to create Pension and Normal type of Deduction. Also shows the list of Pension and Normal type of Deduction which are already exist in the system and you can edit.

To create **Direct Deductions**>Go to **Payroll Module**>Click **Direct Deductions**> Click **New Employee Deduction**, fill all required information then click Save to add another Direct Deduction or Save and Close to end the process.

Payroll

+ New Employee Deduction

Show 10 entries Search:

sn	ID	Deduction Name	ID	Deduction type	ID	Calculation type	ID	Employee contr(%)	ID	Active	ID	
1		LAPF		Pension		Percentage		10		Active		
2		NSSF		Pension		Percentage		10		Active		
3		PAYE		Normal		Money Value		--		Active		
4		SDL		Normal		Percentage		4		Inactive		
5		PPF		Pension		Percentage		10		Active		
6		PSSSF		Pension		Percentage		20		Active		
7		HESLB		Normal		Percentage		15		Active		
8		NHIF		Normal		Percentage		3		Active		

Loans

New Employee Deduction

Deduction Name:

Deduction Type:

Calculation Type:

Employee contribution(%):

Employer contribution(%):

Percentage of:

Active:

Other Deductions

This sub-module used to create various deductions which are not constantly, deducted from employee's salary such as loans, advance salary etc.

To create **Other Deductions**>Go to **Payroll Module**> Click **Other Deductions**> Click **Other Deduction Add**, fill all required information then click Save to add Other Deduction or Save and Close to end the process.

Payroll

- Benefit Names
- Direct Benefits
- Other Benefits
- Employee Other Benefits
- Group Benefits
- Direct Deductions
- Other Deductions**
- Credit Agency
- Emp Deductions

Other Deduction Add

Show 10 entries Search:

SN	Deduction Name	Credit Agency	Status	Action
1	Advance Salary	Twiga Hosting Limited	Active	

Showing 1 to 1 of 1 entries

Previous 1 Next

Employee Other Deductions Add

Deduction Description *

Advance Salary

Credit Agency* Twiga Hosting Limited

Status* Active

Save Save and Close Cancel

Credit Agency

This sub-module is used to create an entity which concern with Employee Deductions.



To create **Credit Agency**>Go to **Payroll Module**>Click **Credit Agency**> Click **Credit Agency Add**> Enter Credit Agency Name then click Save to add another Credit Agency or Save and Close to end the process.

Payroll

- Benefit Names
- Direct Benefits
- Other Benefits
- Employee Other Benefits
- Group Benefits
- Direct Deductions
- Other Deductions
- Credit Agency**
- Emp Deductions

Credit Agency Add

Show 10 entries Search:

SN	Agency Name	Action
1	Twiga Hosting Limited	 

Showing 1 to 1 of 1 entries Previous 1 Next

Credit Agency Add

Agency Name*

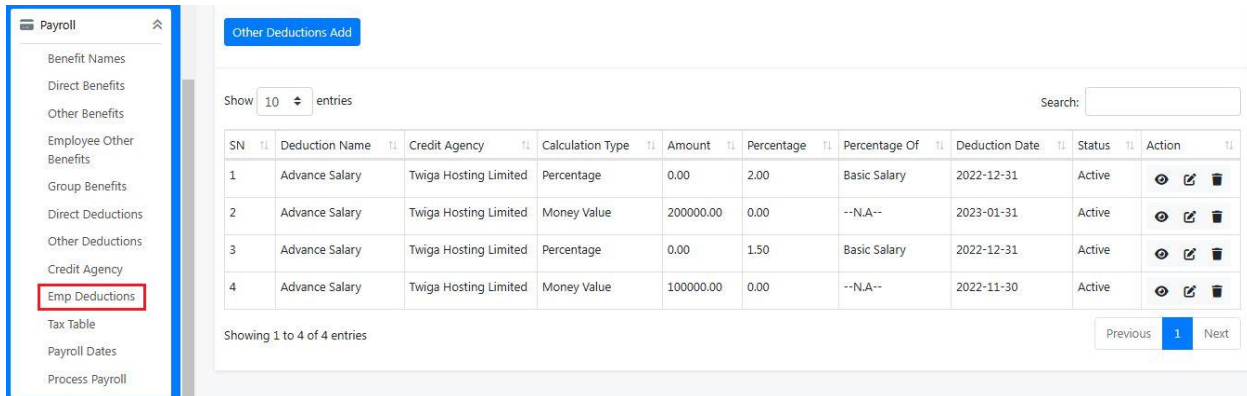
Twiga Hosting Limited

Save Save and Close Cancel













Employee Deductions

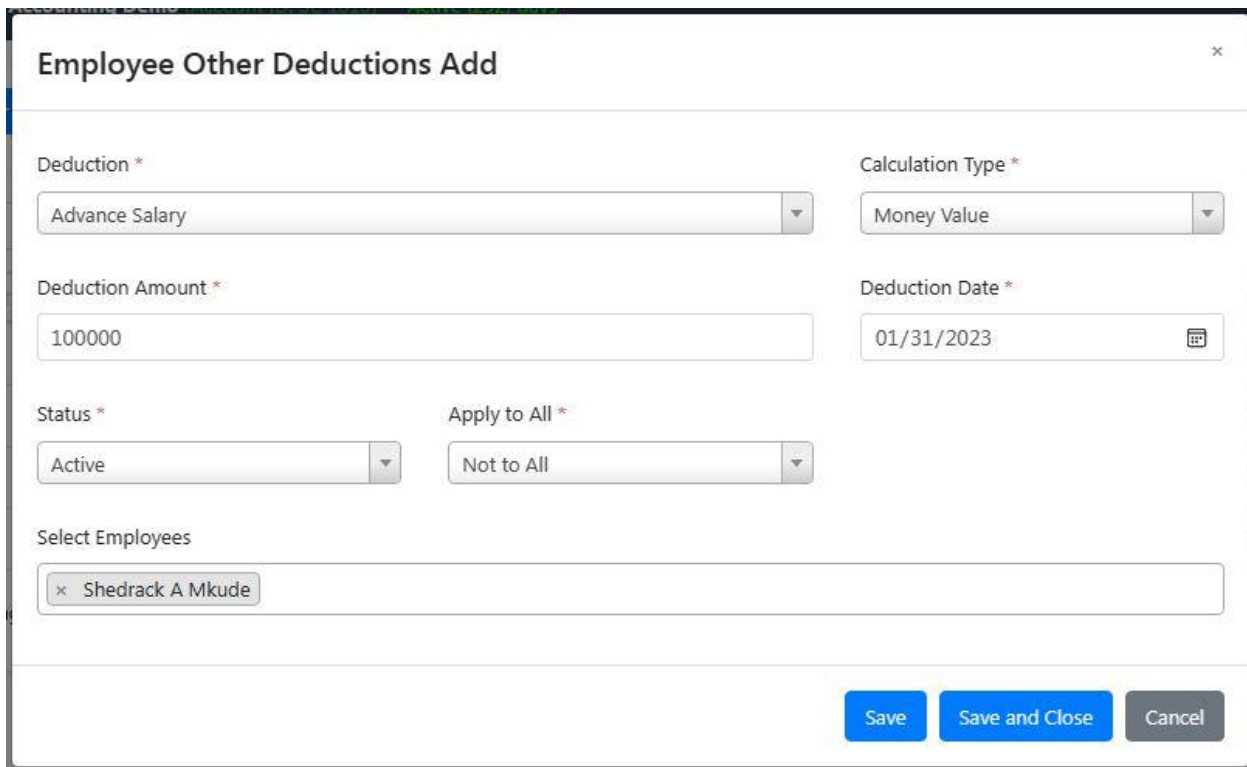
This sub-module is used to select Other Deductions and define Deduction Amount to a specific employee, some employees or all employees.

To create **Employee Deductions**>Go to **Payroll Module**>Click **Employee Deductions**> Click **Other Deductions Add**, fill all required information then click Save to add another Employee Deduction or Save and Close to end the process.



The screenshot shows the 'Payroll' module interface. On the left is a navigation menu with 'Emp Deductions' highlighted. The main area is titled 'Other Deductions Add' and contains a table of existing deductions. The table has columns for SN, Deduction Name, Credit Agency, Calculation Type, Amount, Percentage, Percentage Of, Deduction Date, Status, and Action. There are 4 entries listed.

SN	Deduction Name	Credit Agency	Calculation Type	Amount	Percentage	Percentage Of	Deduction Date	Status	Action
1	Advance Salary	Twiga Hosting Limited	Percentage	0.00	2.00	Basic Salary	2022-12-31	Active	  
2	Advance Salary	Twiga Hosting Limited	Money Value	200000.00	0.00	--N.A--	2023-01-31	Active	  
3	Advance Salary	Twiga Hosting Limited	Percentage	0.00	1.50	Basic Salary	2022-12-31	Active	  
4	Advance Salary	Twiga Hosting Limited	Money Value	100000.00	0.00	--N.A--	2022-11-30	Active	  



The screenshot shows the 'Employee Other Deductions Add' form. It contains the following fields and options:

- Deduction ***: Advance Salary
- Calculation Type ***: Money Value
- Deduction Amount ***: 100000
- Deduction Date ***: 01/31/2023
- Status ***: Active
- Apply to All ***: Not to All
- Select Employees**: Shedrack A Mkude

Buttons at the bottom: Save, Save and Close, Cancel.

Tax Table

This sub-module is used to create range of Pay-As-You-Earn (PAYE). Also shows the lists of ranges which are already exist in the system and you can edit them.

To create **Tax Table Range**>Go to **Payroll Module**>Click **Tax Table**> Click **Tax Table Range Add**, fill all required information then click Save to add another Tax Table Range or Save and Close to end the process.

Sn	Minimum	Maximum	Tax Difference	Rate	Status	Action
1	0.00	270000.00	0.00	0.00	Active	
2	270000.00	520000.00	0.00	8.00	Active	
3	520000.00	760000.00	20000.00	20.00	Active	
4	760000.00	1000000.00	68000.00	25.00	Active	
5	1000000.00	9999999999.00	128000.00	30.00	Active	

Minimum Amount*

Maximum Amount*

Tax Difference*

Rate(Percentage %)*

Status *

Payroll Dates

This sub-module is used to create the last pay date of the processed payroll.

To create **Payroll Dates**>Go to **Payroll Module**>Click **Payroll Dates**> Click **Payroll Date Add**, fill all required information then click Save to add another Payroll Date or Save and Close to end the process.

Payroll Date Add

Show 10 entries Search:

SN	Payroll Date	Status	Processed	Action
1	2022-12-31	Active	No	

Showing 1 to 1 of 1 entries

Previous 1 Next

- Benefit Names
- Direct Benefits
- Other Benefits
- Employee Other Benefits
- Group Benefits
- Direct Deductions
- Other Deductions
- Credit Agency
- Emp Deductions
- Tax Table
- Payroll Dates**
- Process Payroll

Payroll Dates Add

Last Pay Date *

Status *

Process Payroll

This sub-module is used to run payroll, Update all employees and clear the current payroll.

To **Process Payroll**>Go to **Payroll Module**>Click **Process Payroll**.

Click **Clear the current payroll** so as to update employee's information before processing new payroll. Click **Update All Employees** to update employee's information after editing some employee's benefits and deductions before processing payroll. Then click **Initiate Process** to run payroll.

Process Payroll

Update All Employees

Clear the current payroll

- Benefit Names
- Direct Benefits
- Other Benefits
- Employee Other Benefits
- Group Benefits
- Direct Deductions
- Other Deductions
- Credit Agency
- Emp Deductions
- Tax Table
- Payroll Dates
- Process Payroll**

Loans

This module used to fill loan details of an employee so as to be deducted automatically when processing the payroll.

To create **Employee Loan**>Go to **Loans Module**> Click**Contract Archive**> Click **Add Loan Details**,fill all required information then click**Save** and **Close** to end the process.

Contract Archive

Show 10 entries Search:

Contract Code	Loan Applicant	Loan Amount	Duration	Repayment Amount	
CC00001	Martha A Malema	1,500,000.00	5 Month(s)	1,661,110.30	
CC00002	Musa A Mtuya	1,000,000.00	5 Month(s)	1,250,000.00	

Showing 1 to 2 of 2 entries Previous 1 Next

Loan Details

Loan Applicant: Shedrack A Mkude Contract Code: CC00003 Loan Amount: 1000000 Duration: 3 Month(s)

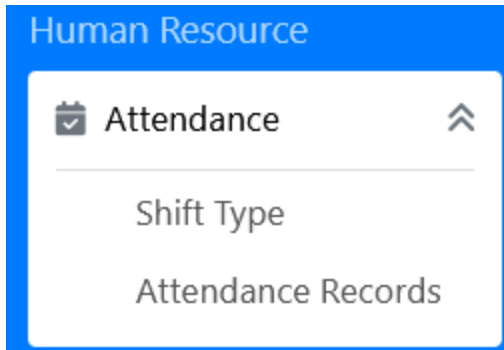
Due Date	Repayment Amount	Action
02/28/2023	361934.18	+ -
03/30/2023	361934.18	+ -
04/29/2023	361934.18	+ -

Save and Close Cancel

HUMAN RESOURCE.

Attendance

Under this module of Attendance,there are sub modules of shift type and Attendance records.



Shift Type

This is used to add **shift type** for the employees. To add shift go to shift type > click **New Shift button** fill all required fields then click save to add another Shift Type or click save and close to close the panel.

Shift Type ✕

Shift Name *

Punch In *

Punch Out *

- **Attendance Records.**

Attendance record used to record employee attendances of the organization.

To record employee attendance, click Attendance Record > click add attendance then fill attendance date, punch in time, punch out time and if there is any comment, then click save to add another shift record or click save and close to leave the panel.

Employee Attendance

03 / 15 / 2023



Show 10 entries

Search:

SN	Employee Name	Shift Type	Shift Date	Punch In	Punch Out	Comment
1	Bedas Vicent Matabula	Multiple Shift	2023-03-15	08:00:00	06:00:00	Any Comment?
2	Clotus Chota Chama	Multiple Shift	2023-03-15	08:00:00	06:00:00	Any Comment?

Also, you can upload the list of employee attendances to the system by clicking Attendance record upload.

- **Leave Management**

This module used to show sub modules like leave types and all leaves.



- **Leave Types.**

To add Leave Types click New leave types >fill the leave name and length of such leave then click save to close the panel.

New Leave Type ×

Leave Name

Length (Days)

All Leaves

This module used to record employee leaves.

To record employee leaves go Leave Management > Click All leave >click add leave button >fill all fields then click save.

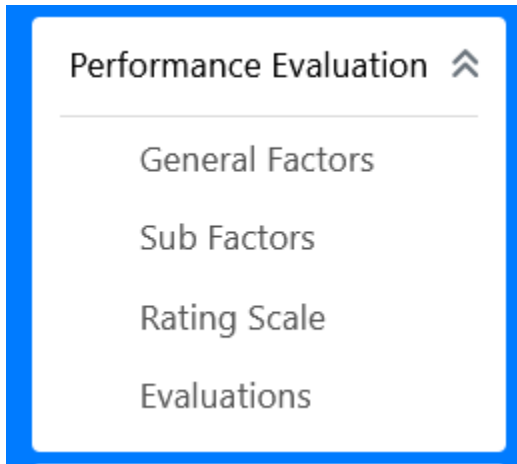
Register Leave ×

Employee Leave Type

From To Status

- **Performance Evaluation.**

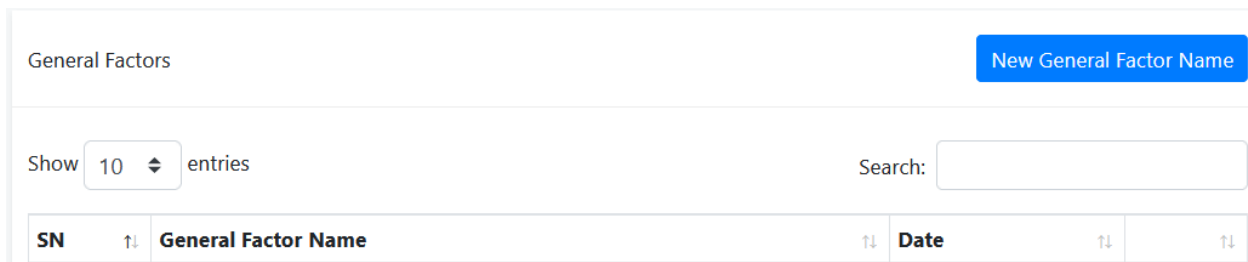
This module helps to measure the performance of employees.



- **General Factors.**

The “general factor” reflects the capacity of a person in doing particular tasks assigned.

To create general factors, click General Factors > New General Factors.




Then Add General factor name and its factors, if it has more factors click plus + sign to add.

General Factor ×

General Factor Name

Factors

 + 

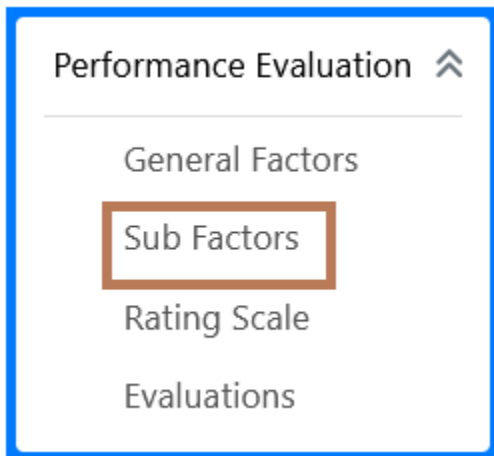
Save and Close

Cancel

Sub Factors.

These are added within the factors.

To add click Performance Evaluation > Click Sub Factors > New Sub Factor button > fill the required fields







Sub Factor

New Sub Factor

Show 10  entries

Search:

SN 	Sub Factors	Date 		
No data available in table				

Showing 0 to 0 of 0 entries

Previous

Next

After click New Sub Factor, select general factor name and factor then add sub factors if it has more sub factors click plus +sign to add.

Performance Sub Factor x

General Factor Name

Group name

Factor

General Factor

Sub Factors



Save and Close

Cancel

Rating Scales

It is used to gain insight into the performance of an employee satisfaction or skill, customer service performance, etc.

To add Rating Scale go to Performance Evaluation > click Rating Scale > New Rating Scale button > fill all required fields, if there is more than click + sign to add then click **Save Changes**.

Rating Scale

New Rating Scale

Show 10 entries

Search:

Rating Scale x

Scale Name

Rating Scales

Name	Score	Action
	0	+

Close Save changes

Evaluation.

To perform evaluation of an employees, click evaluations > New Evaluation

Employee Evaluations New Evaluation

Show entries Search:

Sn	Title	Department	Rating Scale	KPI Group	Date	
----	-------	------------	--------------	-----------	------	--

Then Add new evaluation name, and select department, KPI's General Factor and Rating Scale and save.

New Evaluation

Evaluation Name

Department







KPI's Group Factor

Rating Scale

After save and close, Click view to evaluate employee's performance

Employee Evaluations New Evaluation

Show entries Search:

Sn	Title	Department	Rating Scale	KPI Group	Date	
1	PERFOMANCE APPRAISAL	Support Dep	Simple Scale	Performance Appraisal	05-04-2023	  
2	New evaluation	Support Dep	Simple Scale	Performance Appraisal	05-04-2023	  

Then click edit to the specific employee you want to evaluate.

NEW EVALUATION ← Back

Show entries Search:

Sn	Employee	Department	Score	Status	Date	
1	NASRA JOHN	Support Dep	--	NOT-EVALUATED	--	Evaluate

The following page will appear and select each performance and save evaluation.

NASRA JOHN ×

sn.	Quantion Name	Average	Excelent	Normal
1.	Punctuality			
1.1	Readness	○	○	○
1.2	Appearance	○	○	○
2	Attendance	○	○	○

Close
Save Evaluation

After save evaluation you will see the percentage scores of an employee, and click "result" you will see in details those evaluations scores

Show entriesSearch:

Sn	Employee	Department	Score	Status	Date	
1	NASRA JOHN	Support Dep	80%	EVALUATED	14-03-2023	Result

NASRA JOHN

Performance Appraisal (Simple Scale)

x

1. Punctuality

Average (3/5)

2. Attendance

Excelent (5/5)

3. Attendance

Good (3/5)

[Close](#)

Recruitment&Hiring

This module is for Recruiting and hiring new employee.

Job Description

To perform this click Recruitment & Hiring > Job description > New opportunity and then fill job details



Opportunity List [New Opportunity](#)

Show entries Search:

Sn	Job Title	Allowed Applicant	Job Description	Start Date	End Date	Recruitment Supervisor	Actions
----	-----------	-------------------	-----------------	------------	----------	------------------------	---------

Job Details

Job Title

Applicants

Job Description

Start Date

End Date

Recruitment Supervisor

Save Save & Close Close

Recruitment List

This module is for registering Applicant

To perform click Recruitment List > New Applicant and fill the details necessarily

Employee Attendance [New Applicant](#)

Show entries Search:

Sn	Applicant Name	Email	Phone Number	Nationality	Marital Status	Gender	Residence	Address	Status	Actions
----	----------------	-------	--------------	-------------	----------------	--------	-----------	---------	--------	---------

Application Form

+ Personal Details

First Name *

First Name

Nationality *

UNITED REPUBLIC OF TANZANIA

Email Address

Enter Email Address

Middle Name

Middle Name

Marital Status *

SINGLE

Postal Address

Enter Employee Postal Address

Last Name *

Last Name

Gender *

Male

Employee Photo

Choose File No file chosen

Phone Number

Enter Phone Number

Residence

Enter Employee Residence

Save

+ Academic Information

+ Working Experience

+ Language & Skills

+ Attachments

Job Position *

Reports

In tHL Payroll system there are various reports show information about payroll and employees in general. The image below shows some of those reports.

