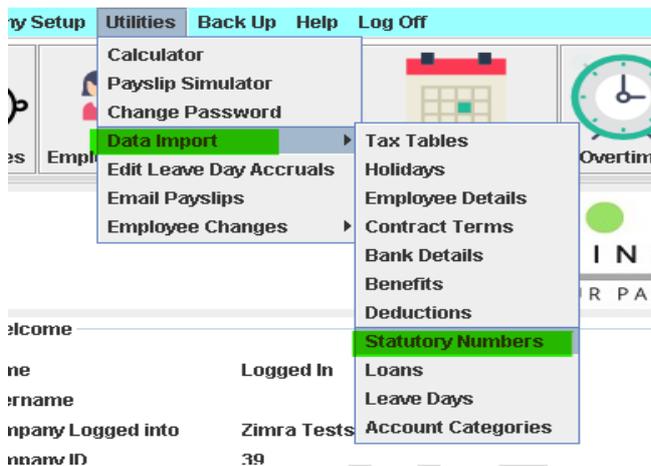


# How to Capture Statutory Numbers - Bulk Upload

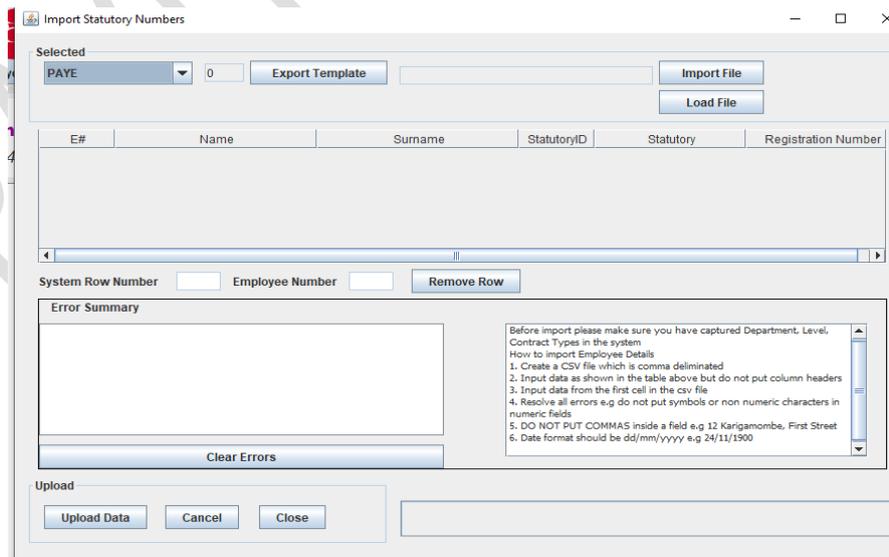
## 1 Capture Employee Statutory Numbers

Follow the below steps to capture Employee Statutory numbers in Payline Payroll e.g. NSSA numbers and PAYE ( ZIMRA TIN) numbers:

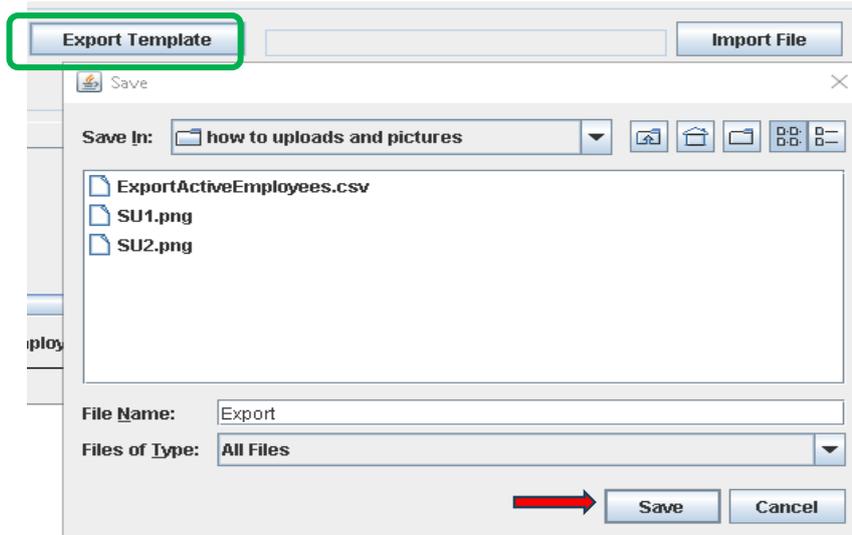
- Access Utilities main menu
- Go to the data import option and select Statutory Numbers



- Select the statutory option you want to upload from the drop-down menu, such as NSSA Pension.



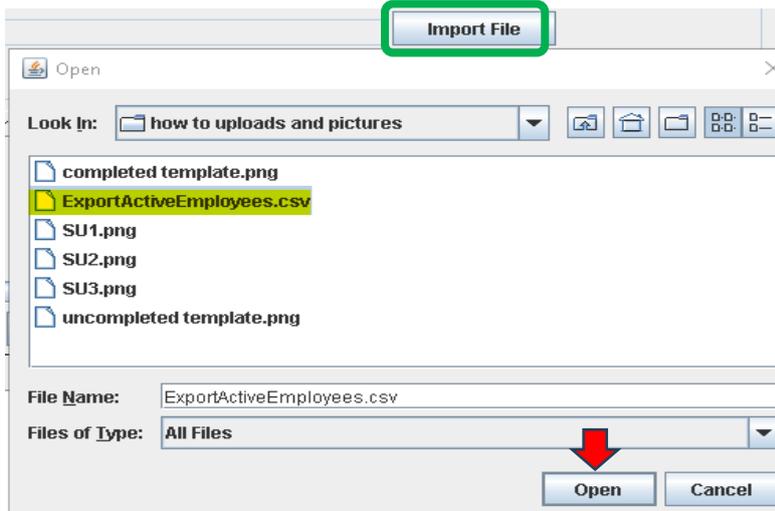
Choose "Export Template," select the file location, and click "Save."



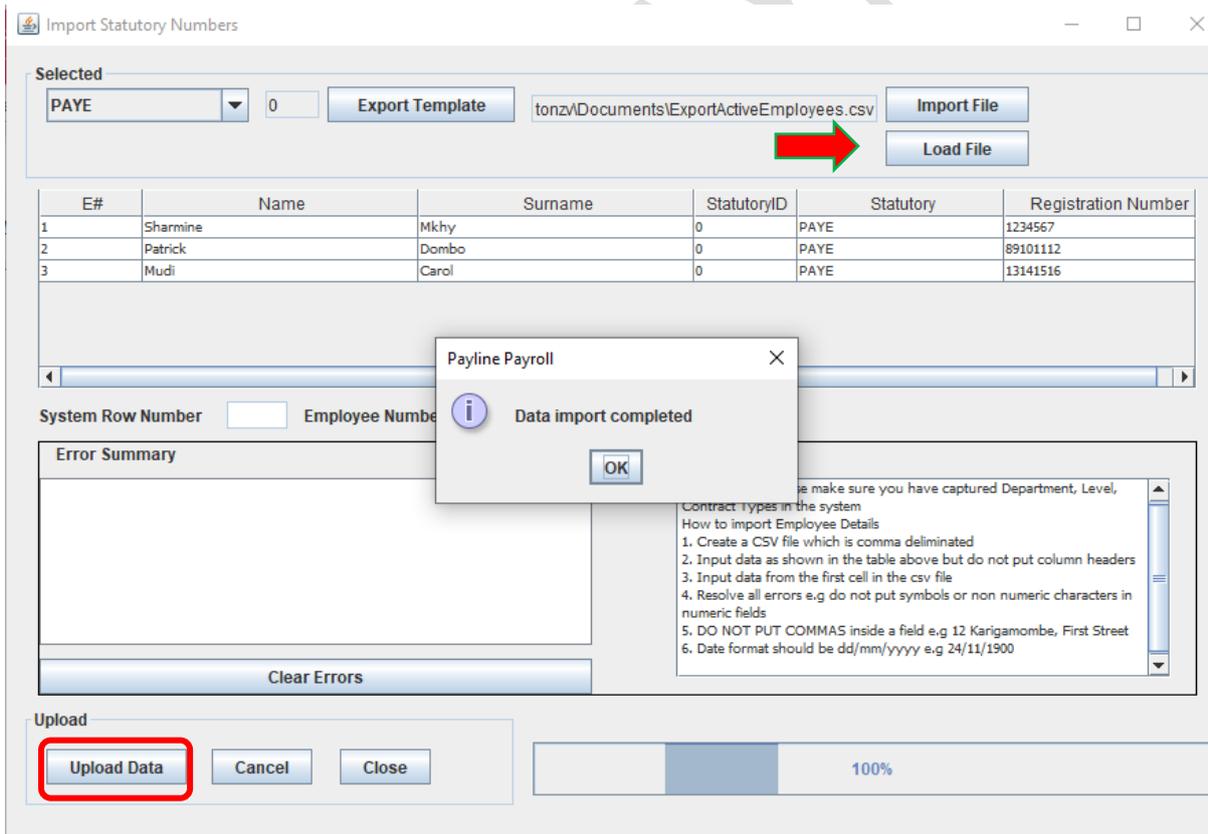
- An excel file will open automatically when done processing, fill in the statutory numbers on column F 'Registration Number' as shown below

	A	B	C	D	E	F	G	H	I
1	employee	Employee	Employee Surname	Statutory Number	Statutory T	Registration Number			
2		1	Sharmine Mkhy		0 PAYE	1234567			
3		2	Patrick Dombo		0 PAYE	89101112			
4		3	Mudi Carol		0 PAYE	13141516			
5									
6									
7									
8									
9									

- Save your document after filling it in. Return to the import statutory numbers screen, select import data, choose your saved file, and click open



- Select Load file to upload and populate the table.
- If no errors appear, proceed to UPLOAD DATA.
- A 'Data import completed' message will confirm when finished.



## 2 Confirm Employee Statutory Numbers:

To confirm that the employee statutory numbers for example for PAYE / TIN numbers have been captured follow the below steps

1. Navigate to Employee Data > Employee Statutory Numbers.
2. Select on PAYE.

Records will display on the right side of the screen. You can also search for employees individually by using the "Name" search feature on the left side of the screen.

**By following these steps, you'll ensure your employees' PAYE numbers are up-to-date and accurate.**