

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.

| PAYE | ▼ 0 Export | Template | Import File Load File |
|----------------------|------------------|-----------------|---|
| E# | Name | Surname | StatutoryID Statutory Registration |
| 4 System Row Numl | ber Employee Nun | mber Remove Row | 7 |
| | | | |
| Error Summary | | | Before import please make sure you have captured Department. Level, Contract Types in the system How to import Employee Details J. Create a CSV lie which is comma deliminated J. Input data more the first cell in the cor Me A. Reache all errors e.g. do not put symbols or non numeric characters in 200 D(DT) OUT COMMAS inide a Bid e.g. 12 Kirgamonbe, First Street 6. Date format should be dd/mm/yyyy e.g. 24/11/1980 |

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

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| ,olqı | ExportActi | eEmployees.csv |
| _ | File <u>N</u> ame: | Export |
| | Files of <u>T</u> ype: | All Files 🗨 |
| | | Save Cancel |

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

| ▲ AutoSave ● Off □ □ マ マ ExportActiveEmployees ∨ Search | ♀ Search | | | | | |
|---|--|--|--|--|--|--|
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| A B C D E F G H | 4 1 | | | | | |
| 1 employee Employee Surname Statutory Number Statutory 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 | | | | | | |
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 Save your document after filling it in. Return to the import statutory numbers screen, select import data, choose your saved file, and click open



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| File <u>N</u> ame: | ExportActiveEmployees.csv | |
| Files of <u>T</u> ype: | All Files | |
| | Open Cancel | |

- 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.

| PAYE | ▼ 0 E> | kport Template tonz/\Docum | ents\ExportActiveEmp | bloyees.csv Import | File | |
|---|-------------------|----------------------------|--|---|--|--|
| E# | Name | Surname | StatutoryID | Statutory | Registration Numb | |
| | Sharmine | Mkhy | 0 | PAYE | 1234567 89101112 13141516 | |
| | Patrick | Dombo | 0 | PAYE | | |
| | Mudi | Carol | 0 | PAYE | | |
| ystem Rov Error Sur | w Number Employee | e Numbe i Data import co | × mpleted | e make sure you have captu | ured Department, Level, | |
| Image: A state of the state of | w Number Employed | e Numbe | Contract Types in How to import En 1. Create a CSV fil 2. Input data as sl 3. Input data fron 4. Resolve all error numeric fields 5. DO NOT PUT C 6. Date format sho | e make sure you have capturthe system ployee Details le which is comma deliminated hown in the table above but of the first cell in the cav file rs e.g do not put symbols or i COMMAS inside a field e.g 12 i Juid be dd/mm/yyyy e.g 24/1 | ured Department, Level, do not put column headers non numeric characters in Karigamombe, First Street 1/1900 | |

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2 Confirm Employee Statutory Numbers:

To confirm that the employee stautory 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.

| n 🛓 Em | 📓 Employee Registration Numbers – 🗆 🗙 | | | | | | | | | | |
|---------------------------------|---------------------------------------|----------|---------------------|---------------|---------|-----------------------|--------------------|--------|--------|--------|--------|
| Select Mode Monthly Fortnigh | | htly 🔾 W | ly 🔾 Weekly 🔾 Daily | | | Show Former Employees | | | | Close | |
| Search by "Name" | | | PAYE | PAYE 0 | | 0 | Employee 1 Sharmin | | | e Mkhy | |
| Code | Name | Surname | Regist | ration Number | 1234567 | | S | ave | Cancel | Del | lete |
| 1 | Sharmine | Mkhy | F# | Name | Suma | me | S# | Statut | | Rea | Number |
| 3 | Mudi | Carol | 1 | Sharmine | Mkhy | | 0 | PAYE | 12 | 234567 | ' |
| 2 | | | 2 | Patrick | Dombo | | 0 | PAYE | 89 | 910111 | 2 |
| | | | 3 | Mudi | Carol | | 0 | PAYE | 13 | 314151 | 6 |
| 1 | | | | | | | | | | | |
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By following these steps, you'll ensure your employees' PAYE numbers are up-to-date and accurate.