



# SUBMISSION OF PAYE RETURN THROUGH EMPLOYEE MANAGEMENT MODULE

- Submission of the PAYE Return will now be done through the Employee Management module in TaRMS.
- Employers are able to Register their Employees individually or by use of an Employee Upload Function. When an additional employee joins the company, employer will be able to add the additional employee to the template.
- Earnings can be captured per individual employee or Employers can use the Employee Earnings Upload Function to enter/upload all their employees' Earnings.
- After registration of an Entity's Employees and declaring their Earnings, the system will automatically compute the tax due. After generating earnings for all employees, PAYE and AIDS Levy due will autofill on the PAYE return under the pending Tax Returns Management module. This PAYE return under the Tax Returns Management module only contain PAYE and AIDS Levy amounts. Details of the earnings will remain under the employee management module.
- The Public Officers should update permissions so that those selected can access the Employee Management module. The Employer, through the Public Officer should reassign permissions/roles to allow those given the permissions to access the Employee Management Module and the PAYE Return. Therefore, the employer can manage who has access to the PAYE return (containing only PAYE and AIDS Levy amounts) and also who will have access to the detailed earnings through the use of access rights.

Below are the Menu Paths to use to access the Employee Management module and for the Public Officer to update permissions/roles in TaRMS

## Steps to Update Assignee Roles to add Employee Management Module Permissions

1. Log into the Public Officer SSP Profile and select TIN
2. Proceed to Assignee Management- Roles and Click Edit under Actions

Assignee Management/Roles

Search Parameters

Parameters

Role Name Modules Permissions

Reset Search

Show/Hide Export

No.	Role Name	Creation Date	Latest Save	Assignees	Actions
1	Co-Director	17/10/2023 18:48	25/03/2024 16:51	0	

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- When the role to be edited is opened, select by clicking the appropriate permissions to be added
- Click the Green Arrow to move the selected permissions from Available to Selected

The screenshot shows the 'Assignee Management/Roles' interface. The 'Role Name' is 'Co-Director'. Under 'Permissions', there are two panels: 'Available' and 'Selected'. In the 'Available' panel, four permissions are checked: 'Edit earnings', 'Search earnings', 'Add employee', and 'Search employee'. A green arrow button is highlighted between the two panels. The 'Selected' panel contains a list of other permissions, most of which are unchecked. At the bottom, there are dropdowns for 'Document type' and 'Application type', and 'Cancel' and 'Save' buttons.

- Click Save to finish the process

This screenshot is similar to the previous one, but the 'Save' button at the bottom right is highlighted with a red box, indicating the final step of the process.

### Registration of Employees Menu Path

There are two ways of registering employees in the system:

- Registration by Capturing of Employee Details Individually
- Registration using the Upload function

#### **A. Registration by Capturing of Employee Details Individually**

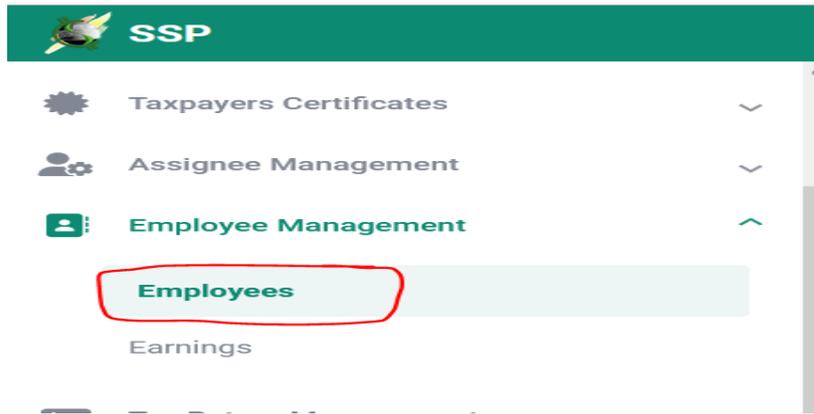
- Log on to **TaRMS SSP**
- Go to **Employee Management Module**
- Click on **Employees**

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4. Select 'Add Employee'

Employee Management / Employees **Add Employee** Upload Generate Employee Incomes

Search Parameters

Parameters

TIN Personal ID

Taxpayer Name Employment Start Date

Employment End Date Position

5. A screen will appear , select 'Add employee' again

Individual Registration

Employee(s) Registration Application

Add Employee

Attachments:

Attach File

I hereby declare that the information given herein is correct and hereby apply for registration.

Cancel Save as Draft Submit

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- An Employee Registration Application form will appear as shown below. Complete the form for each employee and capture all the required information and submit.

individual Registration

Employee(s) Registration Application

Personal Details

Non-Resident  Resident

ID/Passport Number\*

00-000000X00 or 00-0000000XX00

Surname\* First Name\* Middle Name(s)

Title\* Gender\* Nationality\*

Date of Birth\* Profession\* Position\*

Employment Start Date\*

- A TIN will be generated automatically for each employee upon submission. If the employee is already registered with a TIN, they will retain the same TIN.

## B. Registration using the Upload function

- Log on to **TaRMS SSP**
- Go to **Employee Management Module**
- Click on **Employees**
- Select **Upload**

Employee Management / Employees

Add Employee Upload Generate Employee Incomes

Search Parameters

Parameters

TIN Personal ID

Taxpayer Name Employment Start Date

Employment End Date Position

- A pop up screen below will appear

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The screenshot shows a modal window titled "Upload Employees". It contains two input fields: "TIN" with the value "2001674805" and "Taxpayer Name" with the value "Experts Solutions". Below these fields is a section with a green Excel icon and the text "Download Employee Template". Underneath this is a blue instruction: "Please download the Employee template, fill it out and attach before submitting". Below the instruction is a grey "Upload" button with a paperclip icon. At the bottom right of the modal are two buttons: a grey "Close" button and a blue "Submit" button. The background shows a blurred interface with text like "Search Results", "Param", "N", "xpaye", "nploy", and "ment S".

6. Click on 'Download Employee Template'

This screenshot is identical to the one above, but the "Download Employee Template" button is circled in red to indicate it should be clicked. The rest of the form, including the TIN and Taxpayer Name fields, the instruction, the Upload button, and the Close/Submit buttons, remains the same. The background interface is also visible.

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7. Complete the Employee Template downloaded and Save.

Personal ID of Employee	First Name	Middle Name	Last Name	Birth Date	Employed From date	Employed To date	Position

8. Click on Upload and select the saved Employee template, then submit.

**Upload Employees**

TIN  
2001674805

Taxpayer Name  
Experts Solutions

 Download Employee Template

Please download the Employee template, fill it out and attach before submitting

 Upload

Close Submit

9. A TIN will be generated automatically for each employee upon submission. If the employee is already registered with a TIN, they will retain the same TIN.

### Generation of Earnings Menu Path

There are two ways of generating earnings in the system:

- A. Generation by Capturing of Employee Earnings Individually
- B. Generation using the Upload function

#### A. Manual Generation of Earnings

1. To generate Employee Earnings manually for each employee, click on **Employees** under Employee Management, and select '**Generate Employee Incomes**'

Employee Management / Employees

Add Employee Upload **Generate Employee Incomes**

Search Parameters ^

Parameters v

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2. A pop up screen will appear, select tax year and tax period then submit.

**PAYE tax Return**

<b>TIN</b>	2001674805
<b>Type of Taxpayer</b>	Other
<b>Name Of Taxpayer</b>	Experts Solutions
<b>Tax Year</b>	<input type="text" value="▼"/>
<b>Tax Period</b>	<input type="text" value="▼"/>

Close
Submit

3. The system will automatically take you to the Earnings sub menu under Employee Management.

Click on the Edit icon under Actions

No.	Employee TIN	Name	Tax Year	Tax Period	Tax Amount USD	Tax Amount ZWG	AIDS Levy USD	AIDS Levy ZWG	Actions
1	1001130661	CHIEDZA CHIHUNGWA	2015	October					
2	1001130661	CHIEDZA CHIHUNGWA	2022	August					

4. Complete the Earnings form.

TIN 1001130661
Tax Year 2024

Taxpayer Name CHIEDZA CHIHUNGWA
Tax Period June

**Calculation Method**

Averaging
  Forecasting

**Currency**

USD & ZWG

**Currency Rate (USD to ZWG):**

**Current Salary, Wages, Fees, Commissions Etc (Regular Earnings)**

USD

ZWG

**Other Exemptions on Current Salary, Wages, Fees, Commissions Etc (Regular Earnings)**

USD

ZWG

**Current Overtime**

USD

ZWG

**Current Bonus**

USD

**Current Exempt Bonus**

USD

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5. Click **Calculate** button to verify the PAYE calculated and click on **Save**.

<b>Current Elderly Person Credit</b>	<b>Total Credits</b>	<b>Cumulative Bonus (From Last Tax Period)</b>
USD 0.00	USD 0.00	USD <input type="text"/>
ZWG 0.00	ZWG 0.00	ZWG <input type="text"/>
<hr/>		
<b>PAYE Payable</b>	<b>AIDS Levy</b>	
USD 38,132.50	USD 1,143.97	
ZWG 0.00	ZWG 0.50	<input type="button" value="Calculate"/>
<hr/>		
<input type="button" value="Close"/>		<input type="button" value="Save"/>

6. The accumulated PAYE computed for all individual employees will be posted to the pending PAYE Return for the respective month.

## B. Generation using the Upload function

1. To generate Employee Earnings, click on **Employees** under Employee Management, and select '**Generate Employee Incomes**'

Employee Management / Employees

Search Parameters

Parameters

2. A pop up screen will appear, select tax year and tax period then submit.

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PAYE tax Return	
TIN	2001674805
Type of Taxpayer	Other
Name Of Taxpayer	Experts Solutions
Tax Year	<input type="text"/>
Tax Period	<input type="text"/>

3. The system will automatically take you to the Earnings sub menu under Employee Management

4. From the page that appears, click on Upload at the top right corner

Employee Management / Earnings

Search Parameters

Parameters

Tax Year  Tax Period  Employee TIN

Tax Amount USD  Tax Amount ZWG  AIDS Levy USD

AIDS Levy ZWG

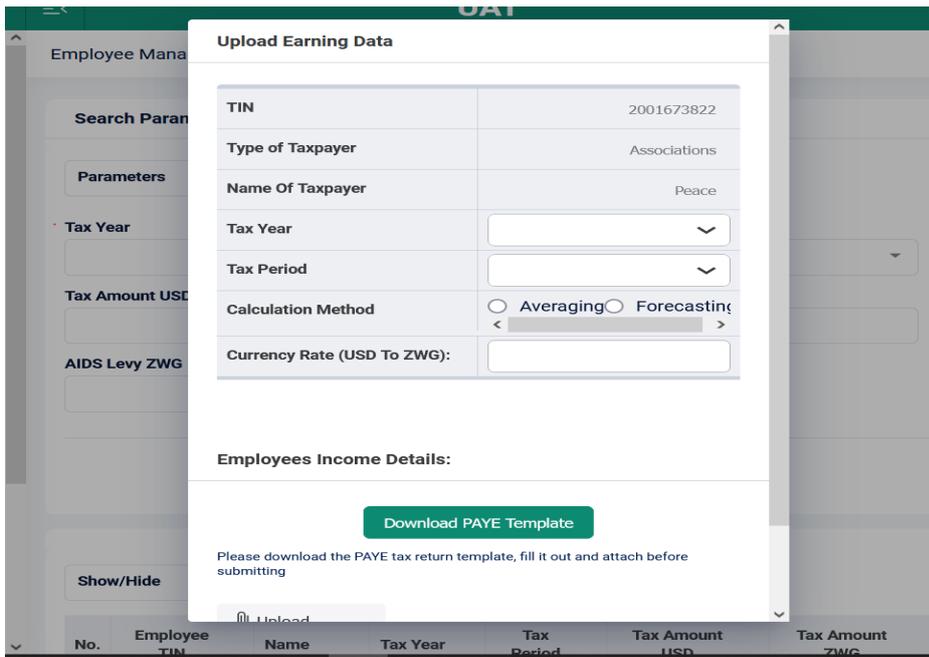
5. A pop-up page appears. Complete the form with the relevant information

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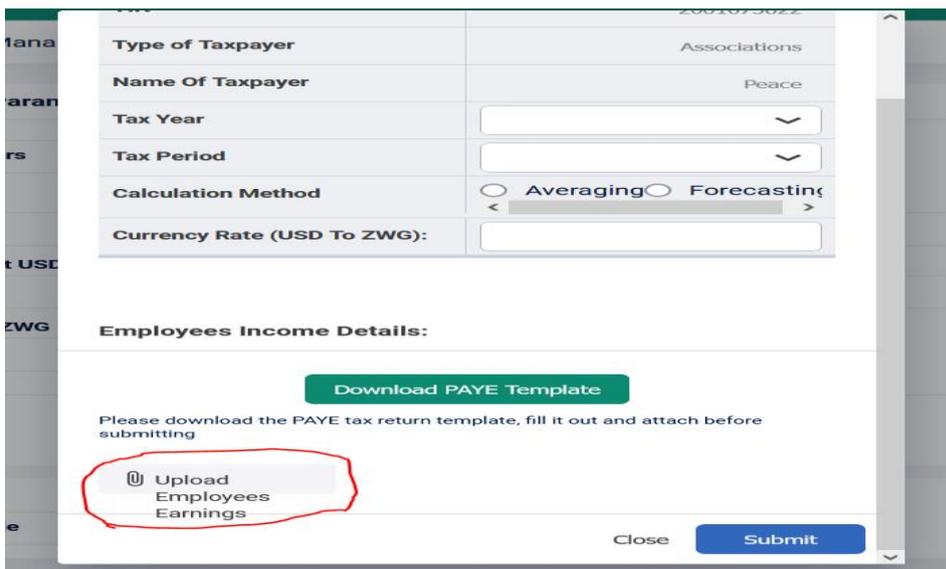


6. Click on 'Download PAYE Template'

7. Complete the template for all your Employees (ensure you download the latest template)

TIN	ID/Passport Number	Employee Name	Currency	Current Salary, wages, fees, Commissions etc (regular earnings) USD
1001129600	38-1*****P38	IGNATIUS GOOD		
1001127681	50-2*****W50	DOROTHY TOMSON		

8. Upload Template and click submit



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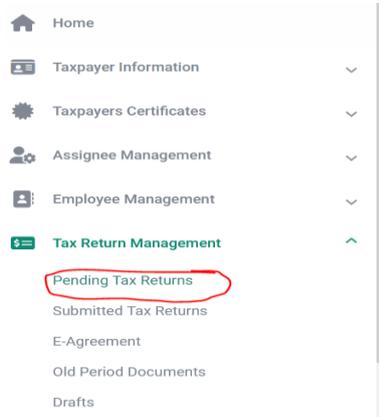


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9. System will compute PAYE based on your submissions.

### **Submission of the PAYE Return Menu Path**

1. Once earnings have been generated, go to Tax Return Management and click on Pending Returns



2. Select the PAYE return for the period for which the earnings were generated

Pending Tax Returns

Monthly				
Document Type	Year	Period	Submission Deadline	Status
<a href="#">PAYE return</a>	2024	October	05/11/2024	Pending

3. The form will appear with PAYE and Aids Levy auto filled, from the Employee Management module. **It is not possible to enter the amounts for PAYE and AIDS Levy due on the Return because the amounts are generated from the Employee Management Module only.**

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Taxpayer information/Taxpayer profile

TIN	2001674805
Type of Taxpayer	Business Organization
Name Of Taxpayer	Experts Solutions
Tax Year	2024
Tax Period	October
Currency Of Declaration	<input type="text"/>
PAYE Payable In USD	<input type="text" value="3,027.25"/>
PAYE Payable In ZWG	<input type="text" value="77,412.31"/>
AIDS Levy In USD	<input type="text" value="90.82"/>
AIDS Levy In ZWG	<input type="text" value="2,322.30"/>

4. Select Currency and Click on submit

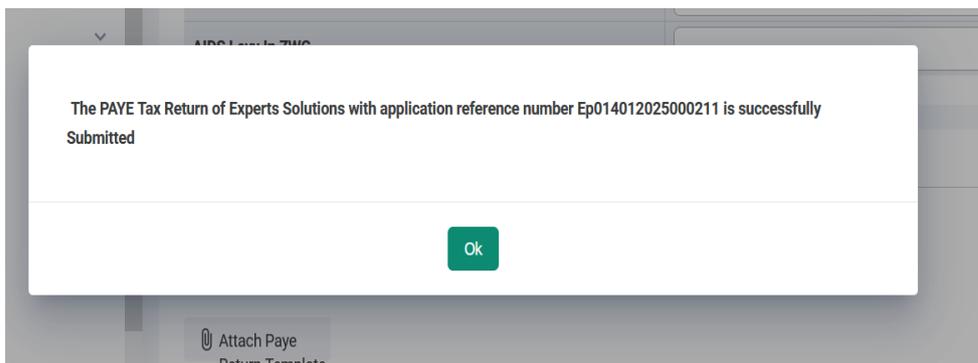
Taxpayer information/Taxpayer profile

PAYE Payable In USD	<input type="text" value="3,027.25"/>
PAYE Payable In ZWG	<input type="text" value="77,412.31"/>
AIDS Levy In USD	<input type="text" value="90.82"/>
AIDS Levy In ZWG	<input type="text" value="2,322.30"/>

**Employees Income Details:**

Download PAYE Template  
Please download the PAYE tax return template, fill it out and attach before submitting

5. A pop up message with a DRN will appear after successful submission of the return.



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