

**HOW MUCH DOES
YOUR EMPLOYEE
COST YOU?**

POWERPAY
PAYROLL SOFTWARE

Get
PAYROLL
DONE IN ONLY
2 MINUTES*



NEW FEATURES:

- ★ TRA E-filing
- ★ Employee cost report
- ★ Employee cost comparison
- ★ Yearly audit report
- ★ Process Casual Employee

USED BY OVER
450+
COMPANIES
ALL OVER
TANZANIA

Payroll Management – Simplified with Our System

Admin & Setup

Easily configure your company rules, tax rates, and payroll policies:

- + **Company Settings** – Define your company structure with branches, departments, and designations.
- + **Employee Policies** – Manage working hours, shifts, office timings, and holiday calendars.
- + **Tax & Statutory Setup** – Set up tax tables, withholding tax, NHIF, SDL, WCF, and pension rules.
- + **Deductions & Allowances** – Define loan types, housing allowance, overtime rates, and custom deductions.
- + **User Roles & Permissions** – Create user accounts, assign roles, and control access.
- + **Bank & Payment Settings** – Set up banks, company payment details, and salary disbursement methods.

Employee Management

Organize and manage all employee records:

- + **Employee Records** – Add, edit, or approve employees with full personal and job details.
- + **Casual Staff** – Manage short-term or casual employees separately.
- + **Shifts & Rosters** – Assign fixed or roster shifts to employees.
- + **Contracts & Qualifications** – Record staff qualifications, contract clauses, and employment details.
- + **Employee Documents** – Upload and manage employee files and records.
- + **Employee Self-Service Portal** – Employees can securely access their payslips, request leaves or loans, and track outstanding loans and leave balances.

Transactions & Requests

Handle day-to-day HR and payroll transactions with ease:

- + **Loan Management** – Request, approve, reject, or cancel employee loans, with monthly repayment tracking.
- + **Leave Management** – Employees can request leave, which managers can approve, verify, or reject.
- + **Overtime Tracking** – Record and approve employee overtime, including bulk uploads.
- + **Advance Salaries** – Employees can request advance salaries, subject to approval and rules.
- + **Dynamic Payments & Deductions** – Flexibly add bonuses, allowances, or deductions in bulk or individually.
- + **Casual Transactions** – Manage payments for casual employees on a daily/weekly basis.

Payroll Processing

Process salaries for all employees in just a few clicks:

- + **Payroll Runs** – Calculate employee salaries with all deductions, allowances, taxes, and contributions applied.
- + **Compliance Ready** – Automatically calculates statutory deductions like PAYE, NHIF, SDL, WCF, and Pension.
- + **Bulk Salary Processing** – Handle payroll for hundreds of employees at once.

Reports & Analytics

Get detailed insights into your payroll and workforce:

- + **Payslips** – Generate and email payslips securely to employees.
- + **Salary Reports** – Detailed salary breakdowns, cash/bank distribution, and unusual net pay reports.
- + **Statutory Reports** – Pension, NHIF, SDL, and other compliance-ready monthly reports.
- + **Deductions & Allowances** – Reports for loans, overtime, advances, and custom deductions.
- + **Management Reports** – Yearly summaries, consultant reports, employee cost analysis, and department-level breakdowns.
- + **Export Options** – Export all reports into Excel for further use.

Utilities & Integration

Make payroll management seamless and efficient:

- + **Attendance Integration** – Import attendance from biometric devices or rosters, and approve attendance records.
- + **BioTime Settings** – Integrate with biometric time-tracking devices for automated attendance.
- + **Payroll Period Setup** – Define payroll months, lock past periods, and ensure accurate salary processing.
- + **Staff Data Uploads** – Bulk upload employees, payments, or deductions to save time.
- + **Payslip Distribution** – Send payslips via email to employees instantly.

Attendance Management

Track and verify staff attendance effectively:

- + **Daily Attendance** – Capture daily check-in/check-out records.
- + **Roster vs Fixed Shifts** – Manage both roster-based and fixed-shift employees.
- + **Approval System** – Approve attendance to ensure accuracy before payroll runs.
- + **Attendance Reports** – Generate detailed attendance summaries, daily breakdowns, and absence/late reports..