HRM-002_03-Post-paye
User guide

Version	Date	Origin	Comments
V1.0	16/01/2017	Zied FIOUEL	

Summary

I. Introduction:

This guideline will help you develop a whole post-pay process from wages payment to the payroll accounting.

II. POST PAY PROCESS:

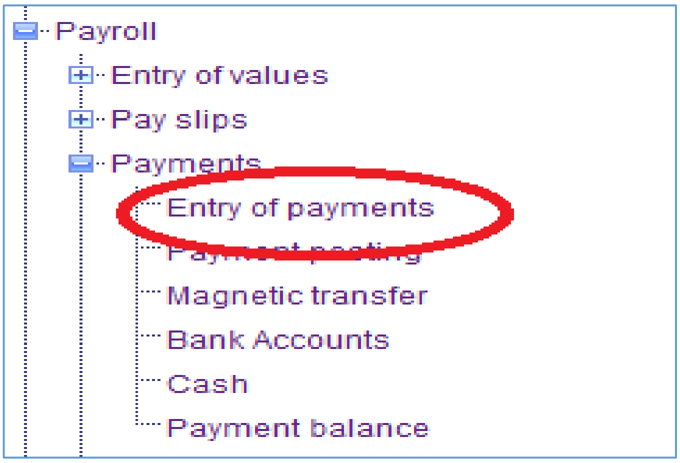
Once the payroll checked and validated, you start the post-pay step, which includes several steps:

- Entry of payments
- Payment posting
- Journal entry (Payroll MO) Calculation
- Journal entry (Payroll MO) Validation

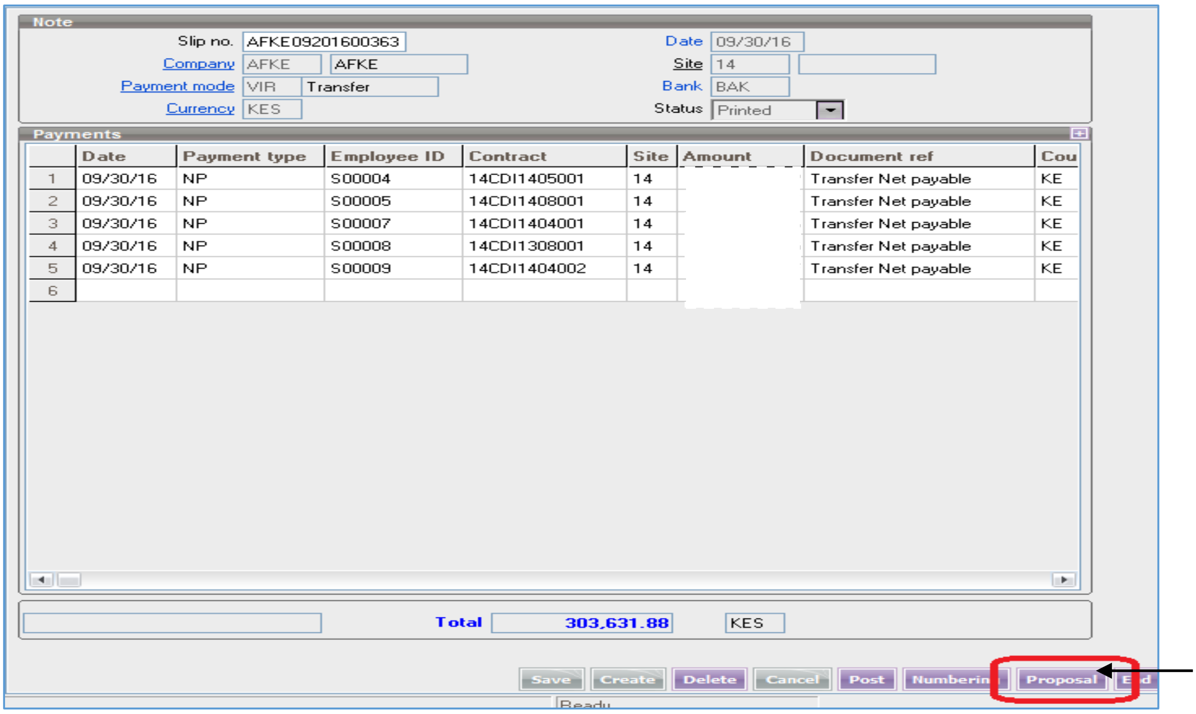
1. Entry of payments:

This step allows you to make salaries payments.

"Payroll → Payments → Entry of payments"



The « Payment slip » can be "entered" or created automatically by the "Proposal" button:

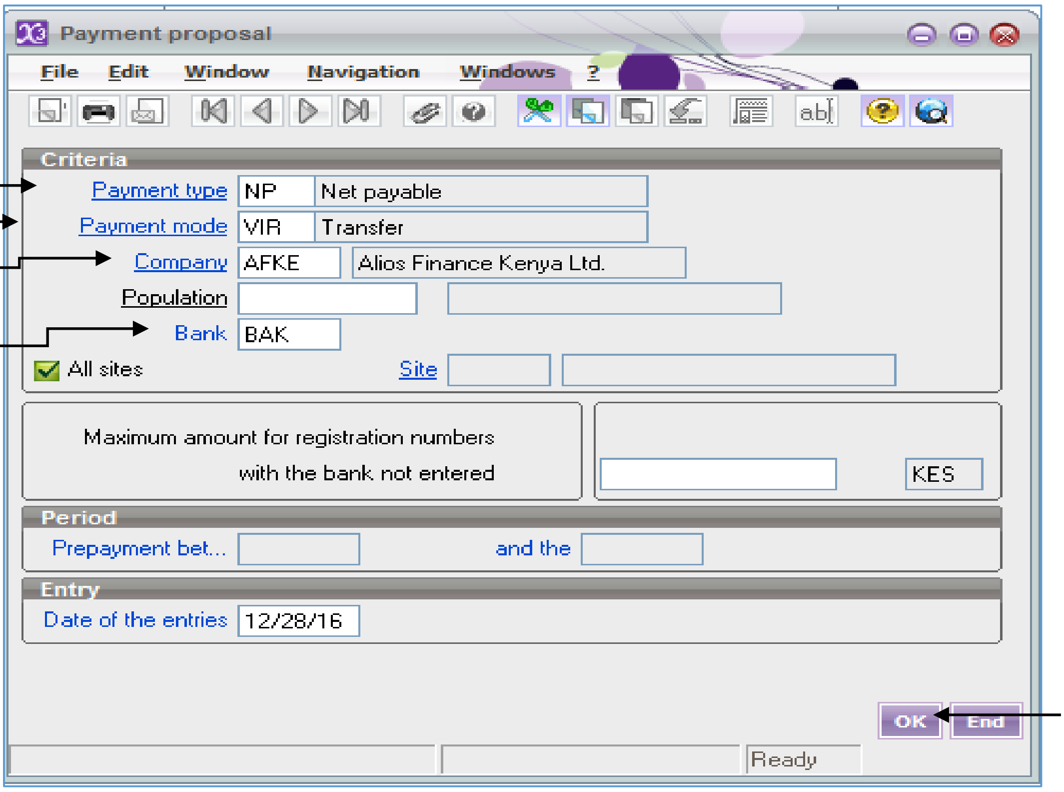


(1)

(1) Click on the proposal button to create a payment slip.

An entry screen appears:

(1)
(2)
(3)
(4)



(5)

(1) Enter the **NP** 'Net amount to pay'

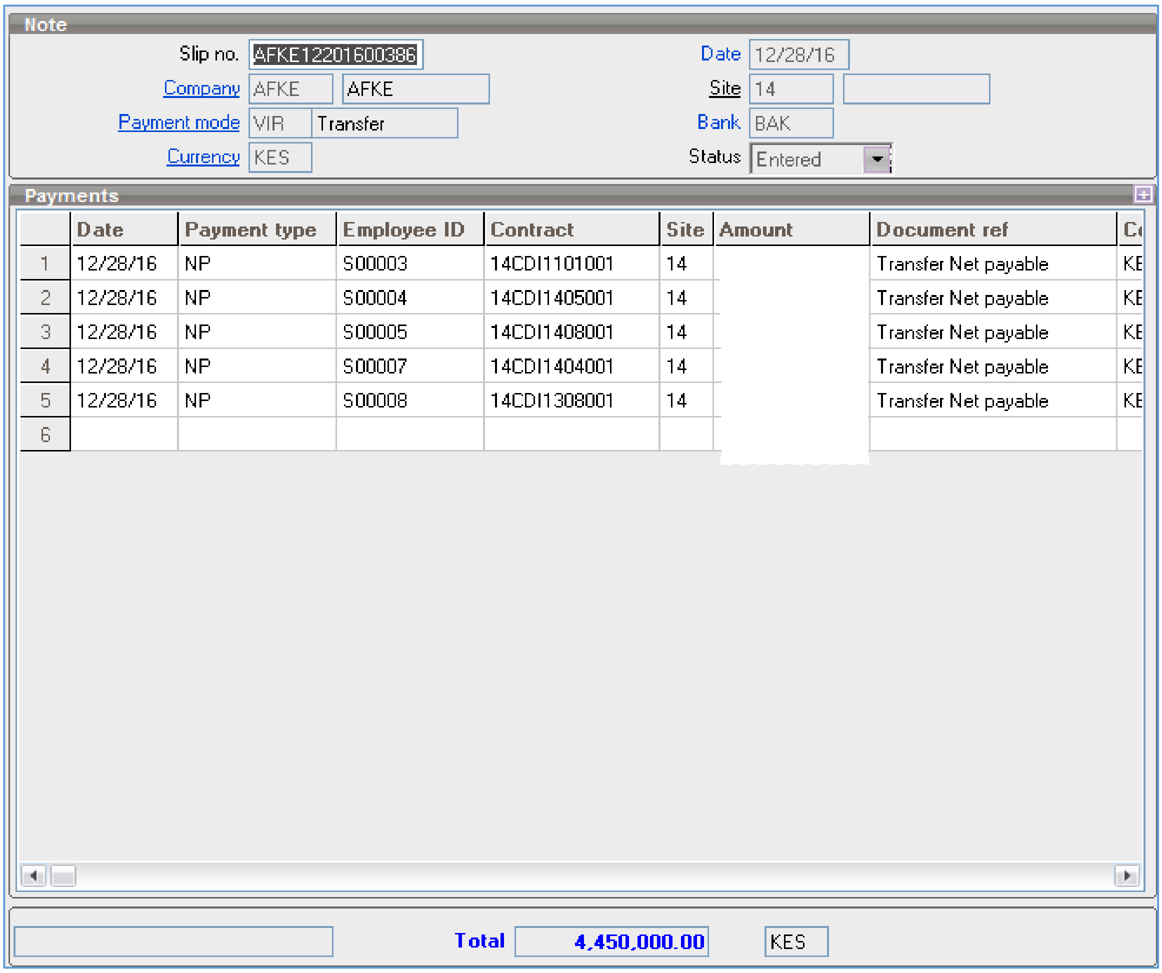
(2) Enter the payment mode « **VIR** » which expresses the payment mode Transfer

(3) Enter the Company code

(4) Select the paying Bank.

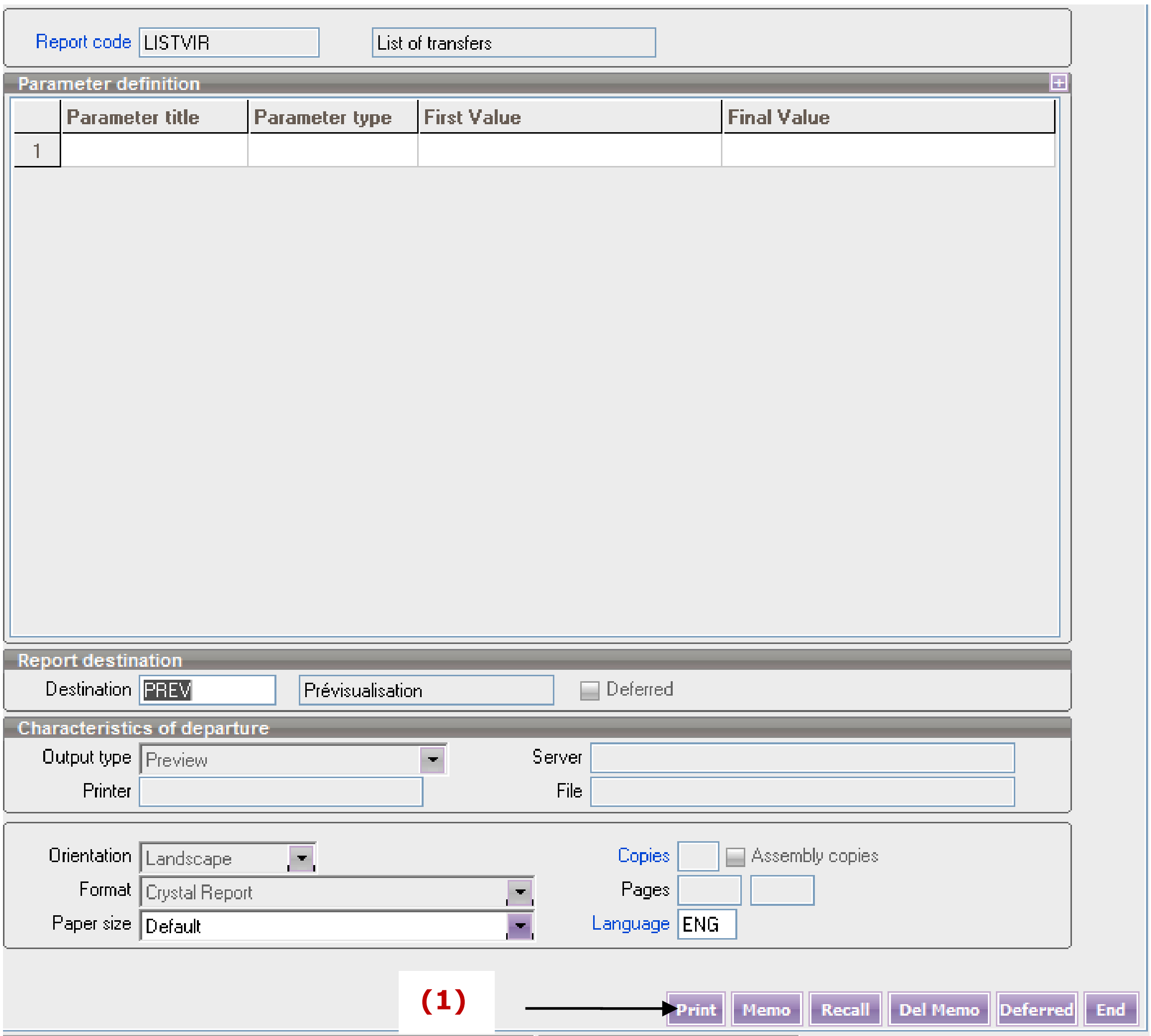
(5) Click the Ok button.

The payment slip will be generated:



Then the generated payment slip will be printed using the "Printing the current record" button at the top left of the screen:

The print screen appears:



(1) Click on the "Print" button to print the payment slip.

List of transfers

y, December 28, 2016

Statement no. :	AFKE12201600386	Bank :	BAK		
Date :	12/28/2016	Account :	627000		
Site registration		Issuer no. :			
IBAN banque :		RIB banque :	19010000008211350009	BIC banque :	
Currency :	KES				
Payment mode :	VIR Transfer				

Personnel ID	Contract	Beneficiary	IBAN cc Bank ID Number	BIC Code	Domicile	Motif éco	Amount
S00003	14CDI1101001	ESTHER Ndunge Ndeto	02004-00010031621040O		Standard Chartered Bank		
S00004	14CDI1405001	GEORGINA Wambui Mung	41000-000001000591846		NIC Bank		
S00005	14CDI1408001	ANDREW Chiuri Murage	11085-00111639429330O		Co-operative Bank		
S00007	14CDI1404001	CHARITY Kinya Kanake	68002-00128019938428O		Equity Bank		
S00008	14CDI1308001	MARIANNA Njambi Gitau	41125-000001003512057		NIC Bank		

General total : 4,450,000.00

- ⇨ **This method of payment slip generation is common for the 3 subsidiaries.**

2. Payment posting:

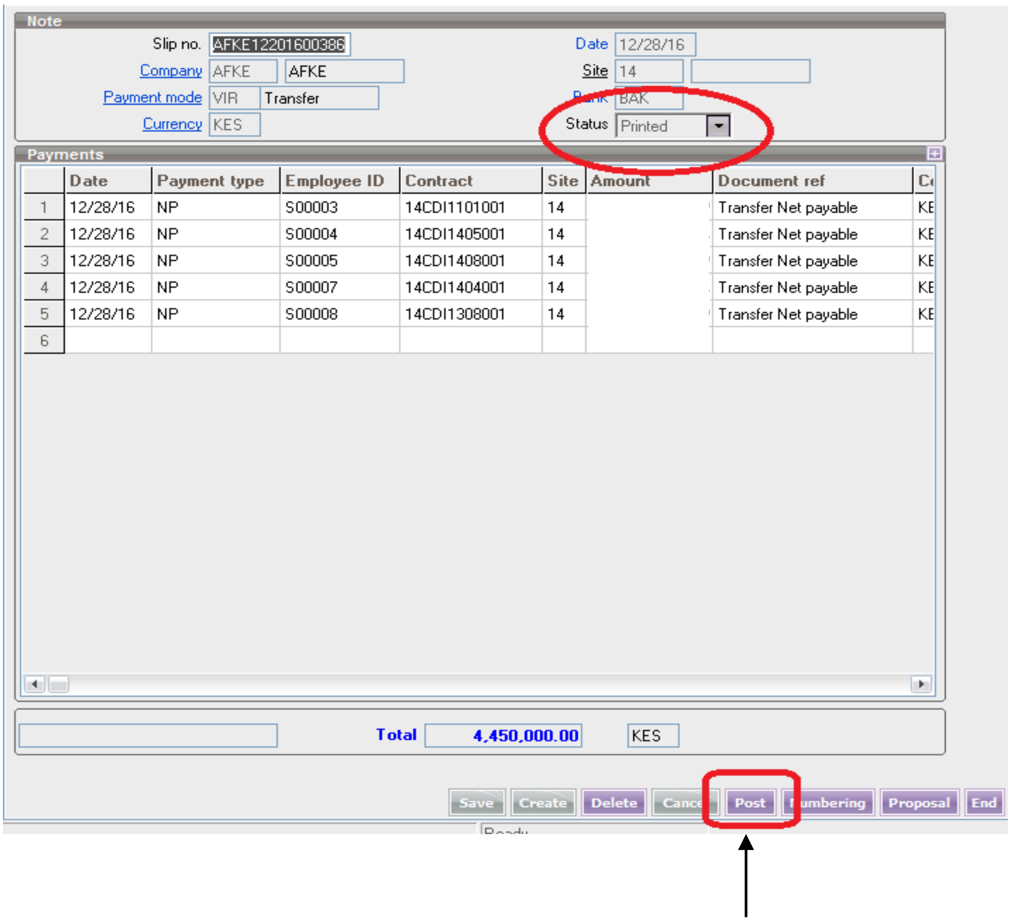
Once the payment slip printed (its status changes from "Entry" to "Printed"), and must be validated.

The validation of the payment slip can be carried out according to 2 methods

❖ **« Entry of payments » Screen :**

(**Payroll ➔ Payments ➔ Entry of payment)**

The "Post" button which appears in the function entering settlement validates the current payment slip:



(1)

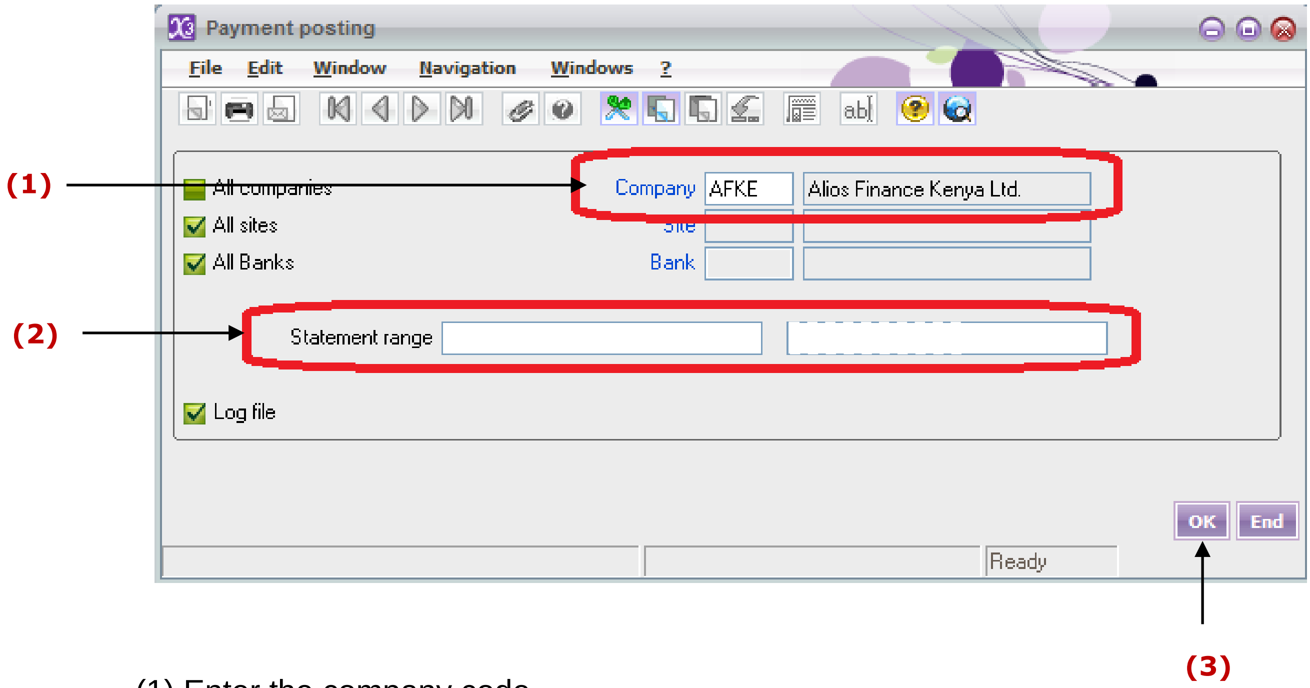
(1) Click the Post button

Please note that

- **As long as the payment slip is not validated, it is possible to modify it (adding / delete / modifying lines).**
- **Only printed payment slip can be validated.**

❖ « Payment Posting » Function

The "Payment posting" function validates the payment slip:

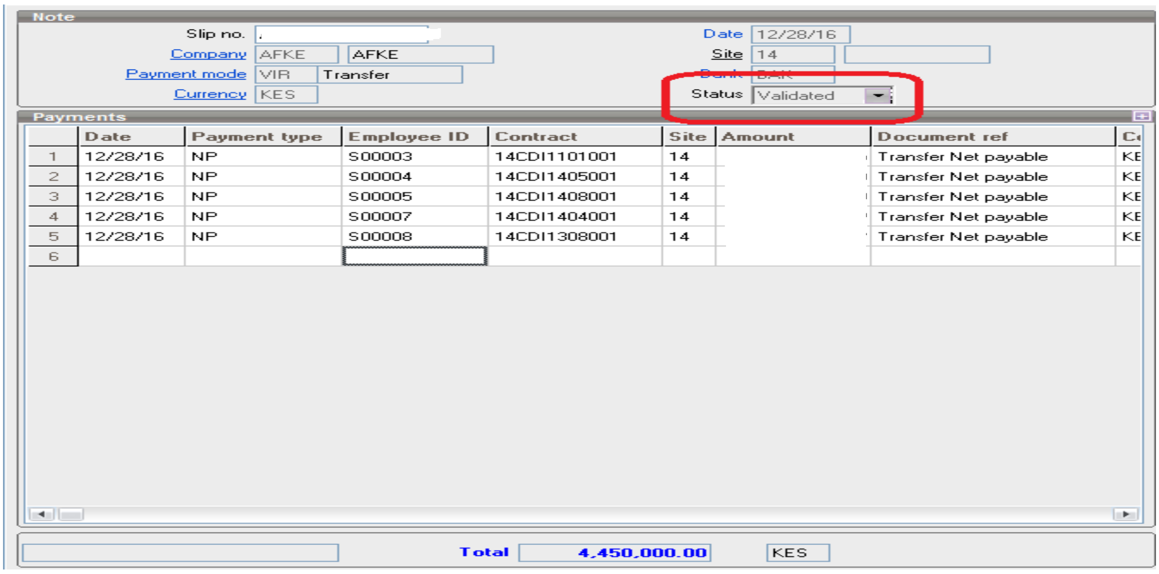


(1) Enter the company code

(2) Select the payment slip to validate

(3) Click the OK button

The payment slip status will pass to '**Validated**'



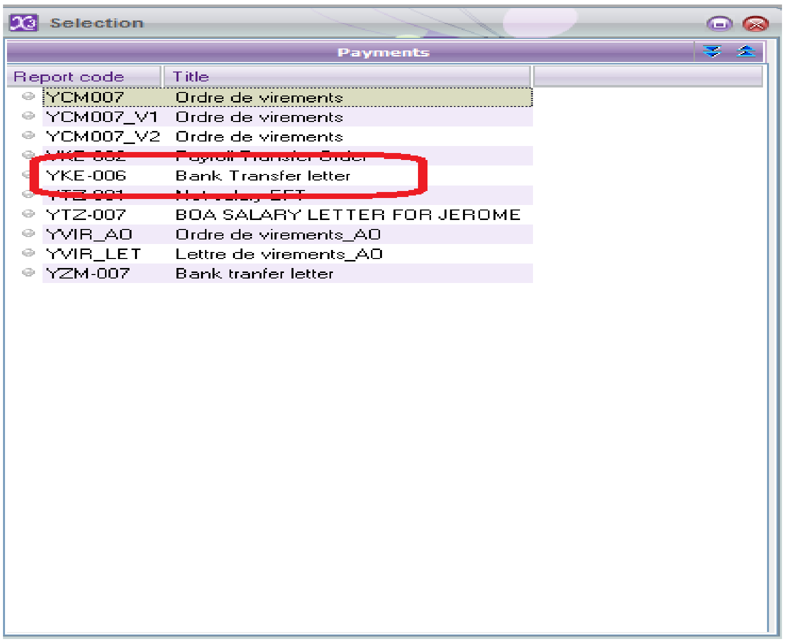
3. Printing of the transfer letter:

The following steps are required to print the transfer letter:

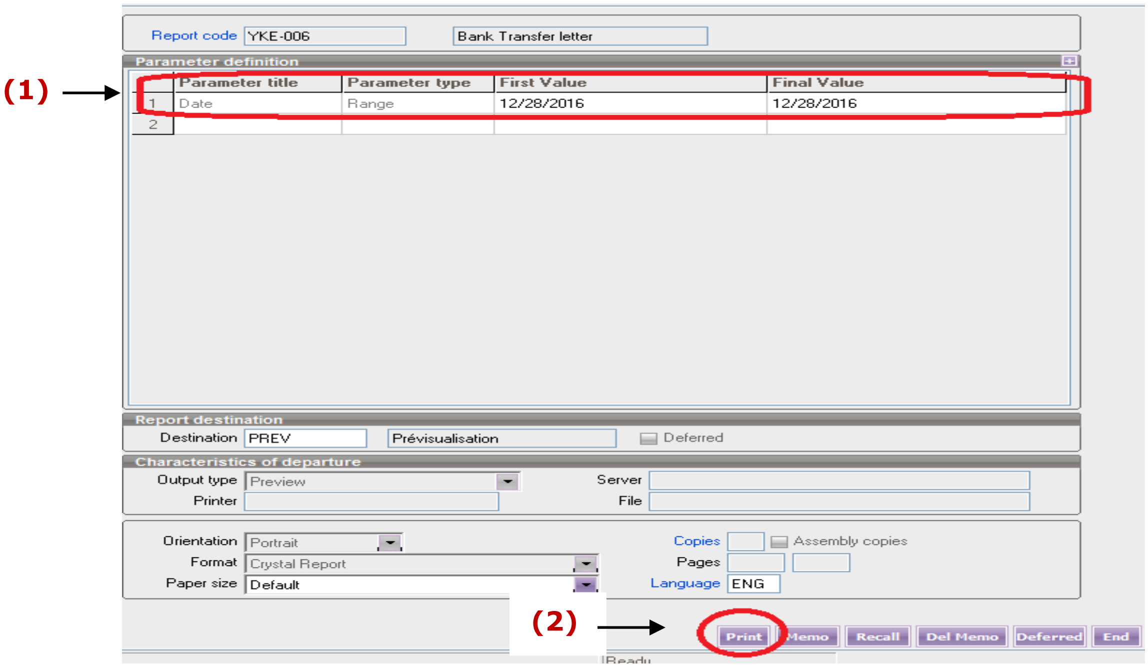
"Reports → Prints/Group → Payments"

AFKE:

A selection screen is displayed:



Simply enter the date of the payment slip as described previously



(1) Enter the payment slip date

(2) Click the Print button

ALIOS FINANCE KENYA

28 December 2016

Bank of Africa Kenya Limited
Bishop Magua Branch
Ngong Road
Nairobi

Dear Sir /Madam,

TRANSFER INSTRUCTION

We would like you to transfer Ksh 4,450000.00 (four million four hundred and fifty thousand Kenyan Shilling) to the beneficiaries below.

NAME	BANK	BRANCH	BANK CODE	ACCOUNT NO.	AMOUNT
NDETO ESTHER NDUNGE	Standard Chartered Bank	Treasury Square	02004		
WAMBUI MUNGE GEORGINA	NIC Bank	NIC House	41000		
CHIURI MURAGE ANDREW	Co-operative Bank	Tom Mboya	11085		
KINYA KANAKE CHARITY	Equity Bank	Fourways	68002		
NJAMBI GITAU MARIANNA	NIC Bank	Kenyatta Avenue	41125		

Thanks in advance.

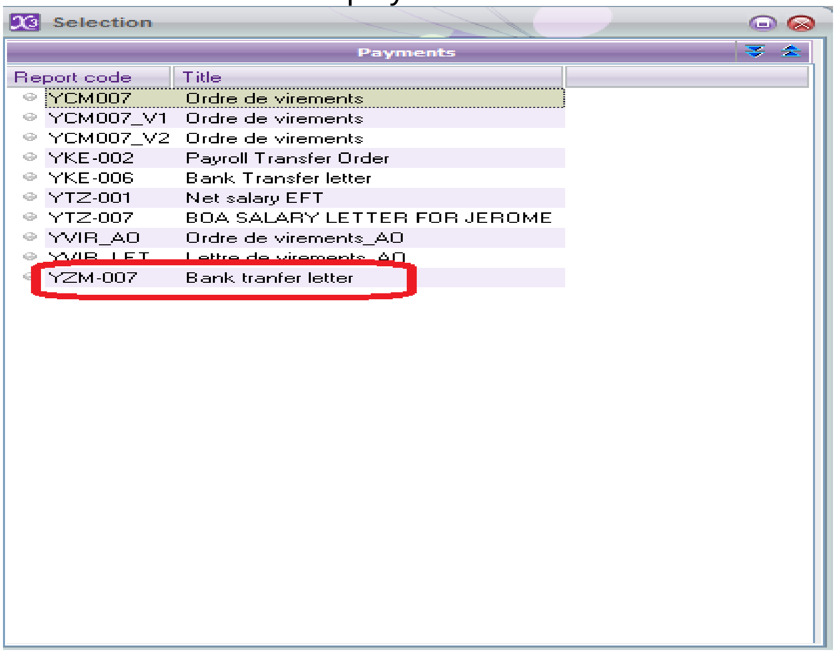
Yours sincerely,

Henry Mbugua
Authorised Signatory

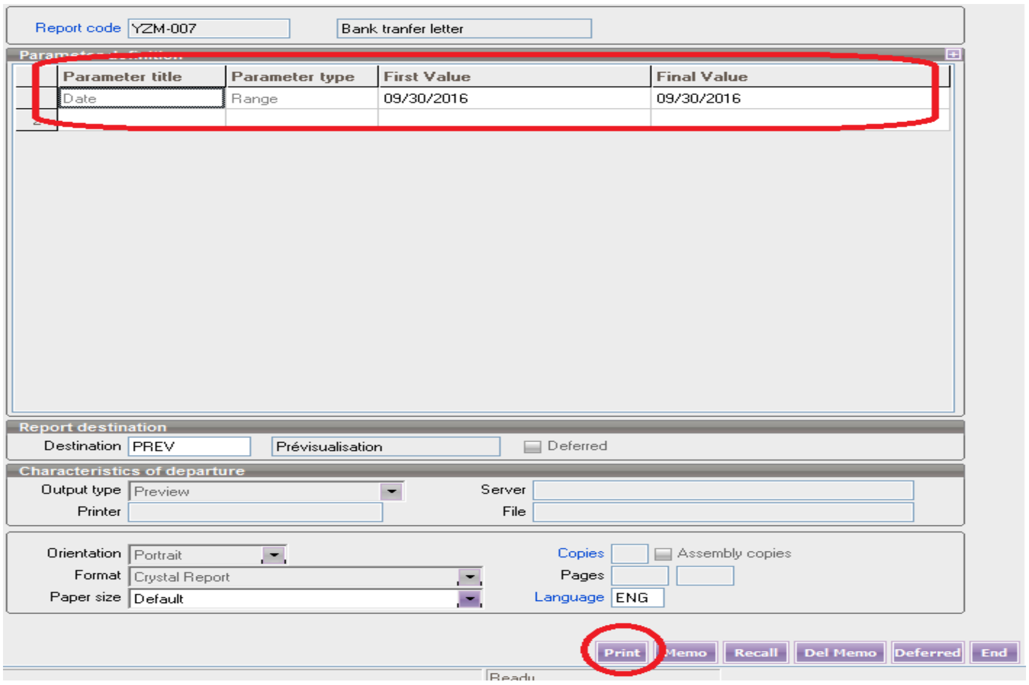
Esther Ndeto
Authorised Signatory

- **AFZM:**

A selection screen is displayed:

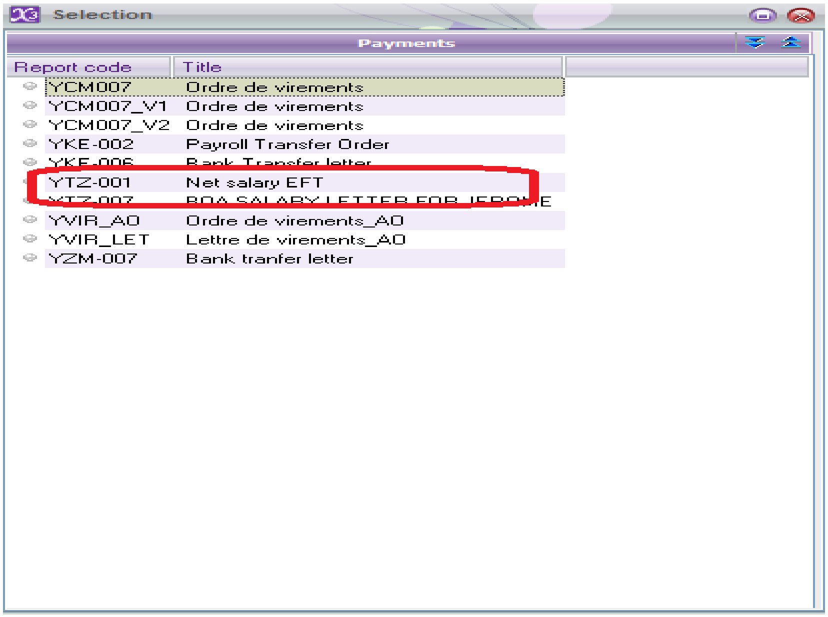


Then enter the payment slip date as described previously



AFTZ:

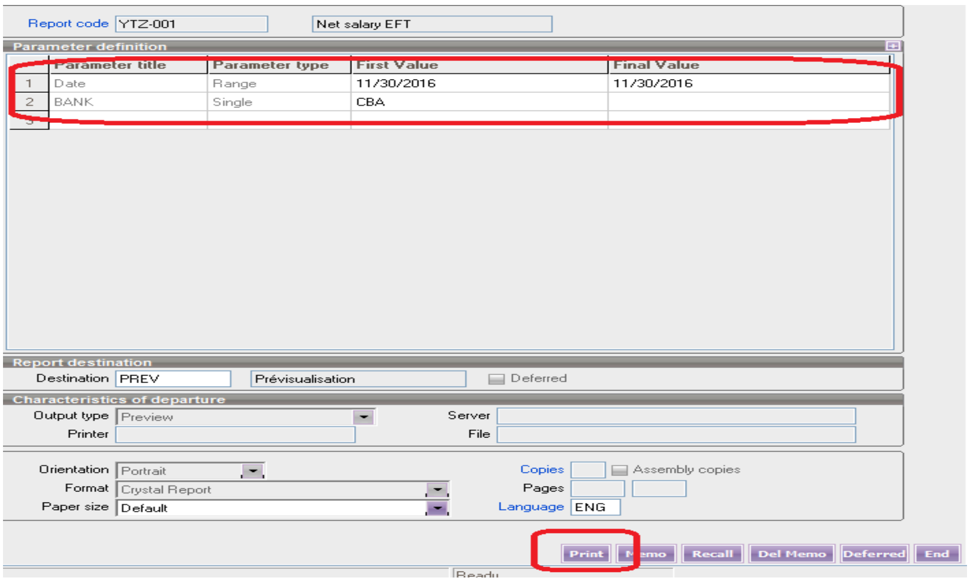
A selection screen is displayed:



(1) Enter the date of the payment slip

(2) Insert the payment bank

(3) Click the Print button



TANZANIA

30 December 2016

The Manager,
Commercial Bank of Africa Tanzania Ltd
Amani place, Ohio Street
P. O. Box 9640
Dar es Salaam

Dear Sir,

RE: SALARY PAYMENT December 2016

Kindly effect salary payments to our staffs as per account numbers listed below and debit our account number 100098100023 with 16,981,004.00

STAFF NAME	STAFF ACCOUNT NO.	AMOUNT
MGAZA Amir	10315610013	
PAMBA Frank	110314100019	
MALLE Mercy	115703100016	
NDAKIDEMI Edward	116788100018	
SUNGUYA Yohane	116731100017	
SEIF Kinanasy	119154100014	
ULOMI Oscar	122002100011	
MDEMU Grace	10012200310017	
MUNISI Elda	103071100018	
SHIKONYI Masanju	114962100019	
MALEKO Gilead	125673100015	
TUMAINI Lilian	125887100018	
MEHTA Bijal	126206100019	
		[illegible]

Thank you for your continued support.

Yours faithfully,

Jérôme de VILLARD

Chief Executive Officer (Account signatory)

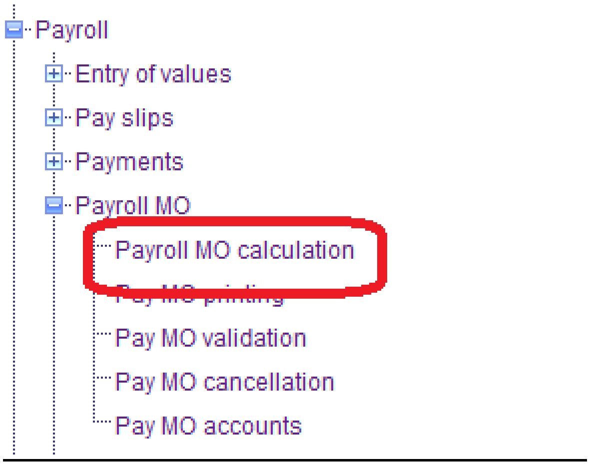
Amani Place - 2nd floor - Ohio Street - Po Box 71475 Dar es Salaam (Tanzania)
Tel: (+255) 22.21.29.477 / Fax: (+255) 22.21.29.478 / E-mail: tanzania@alios-finance.com <mailto:tanzania@alios-finance.com> / www.alios-finance.com <http://www.alios-finance.com>
ALIOS FINANCE GROUP (Ivory Coast - Mali - Burkina Faso - Senegal - Cameroun - Gabon - Tanzania - Zambia)

4. Payroll Journal entry:

a. Journal entry Payroll Calculation:

This step calculates the payroll journal entry

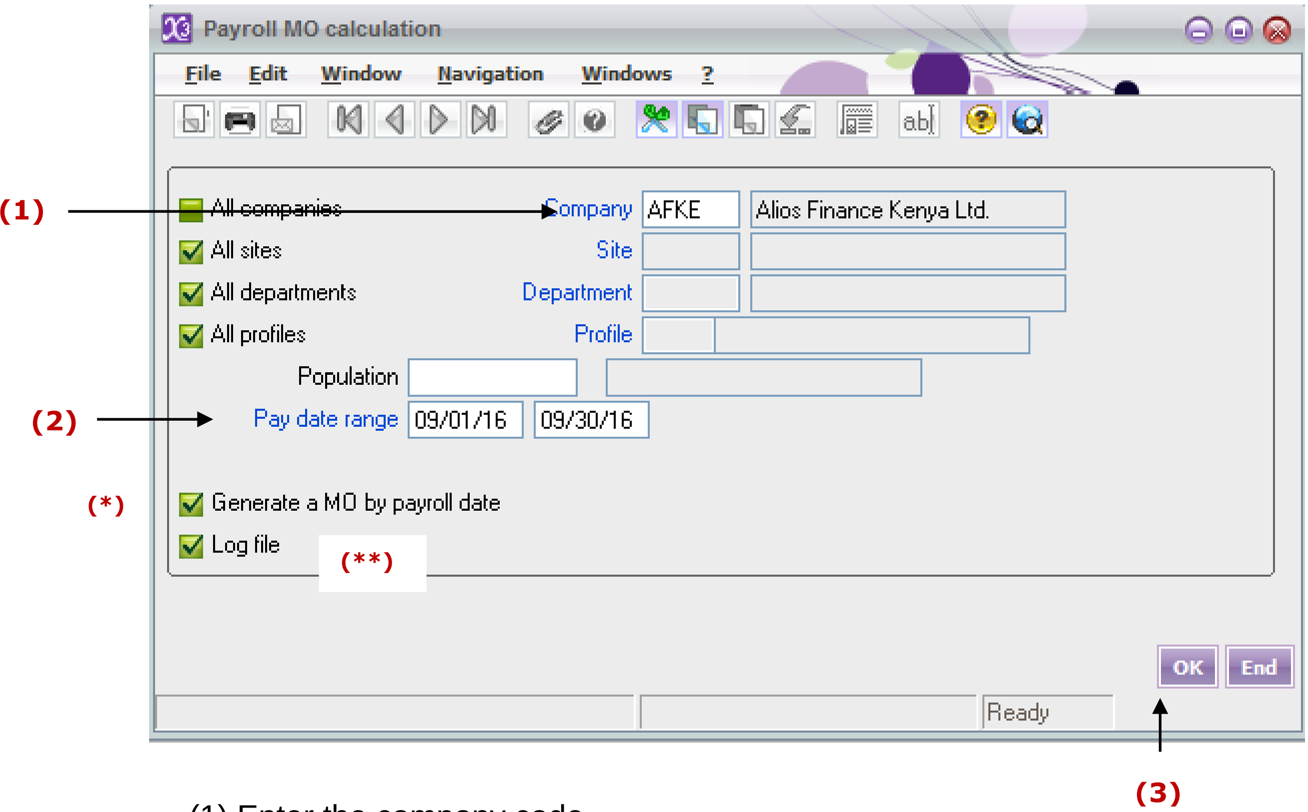
"Payroll / Payroll MO / Payroll MO calculation"



⚠ To be included on the Payroll journal entry, the payslip must not be already booked or in progress of being booked.

⚠ Before performing the Journal entry calculation, you must check that all pay slips are in the status «PRINTED".

⚠ After the Journal entry calculation, the heading amounts already calculated in payroll are injected into the different accounting accounts.



(1) Enter the company code

(2) Select the start and end dates of the payroll

(3) Click the OK button

Note:

- (*): Generate a MO by payroll date option is used to distinguish journal entries regarding to the monthly payroll.
- (**): The log file option: is used to generate an audit trail of the processing of the payroll journal entry

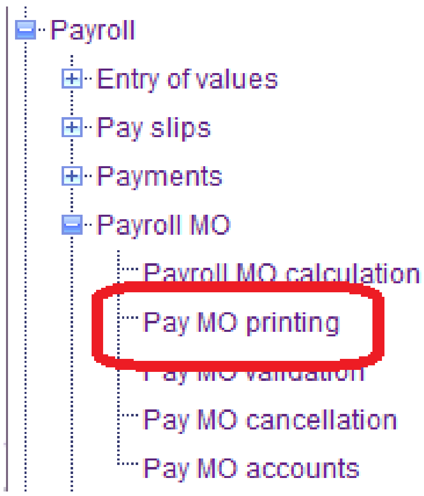
- At the end of the calculation, the log file indicates the journal entry number
- After the calculation, in the Employee Payslips function the "POSTED" field takes the value "in progress". This status can also be seen on the status of payrolls.

After the journal entry calculation, no more changes are possible.

To recalculate a payslip at this point, you must first cancel the MO.

b. Payroll Journal entry Printing:

"Payroll → Payroll MO → Pay MO printing"

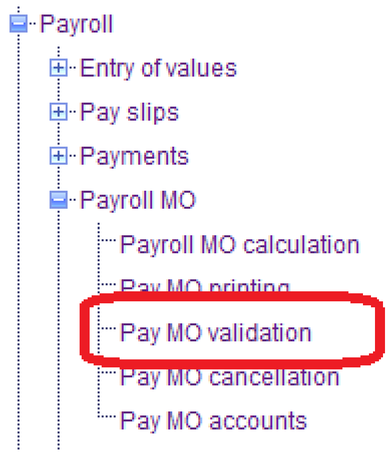


3 reports are proposed:

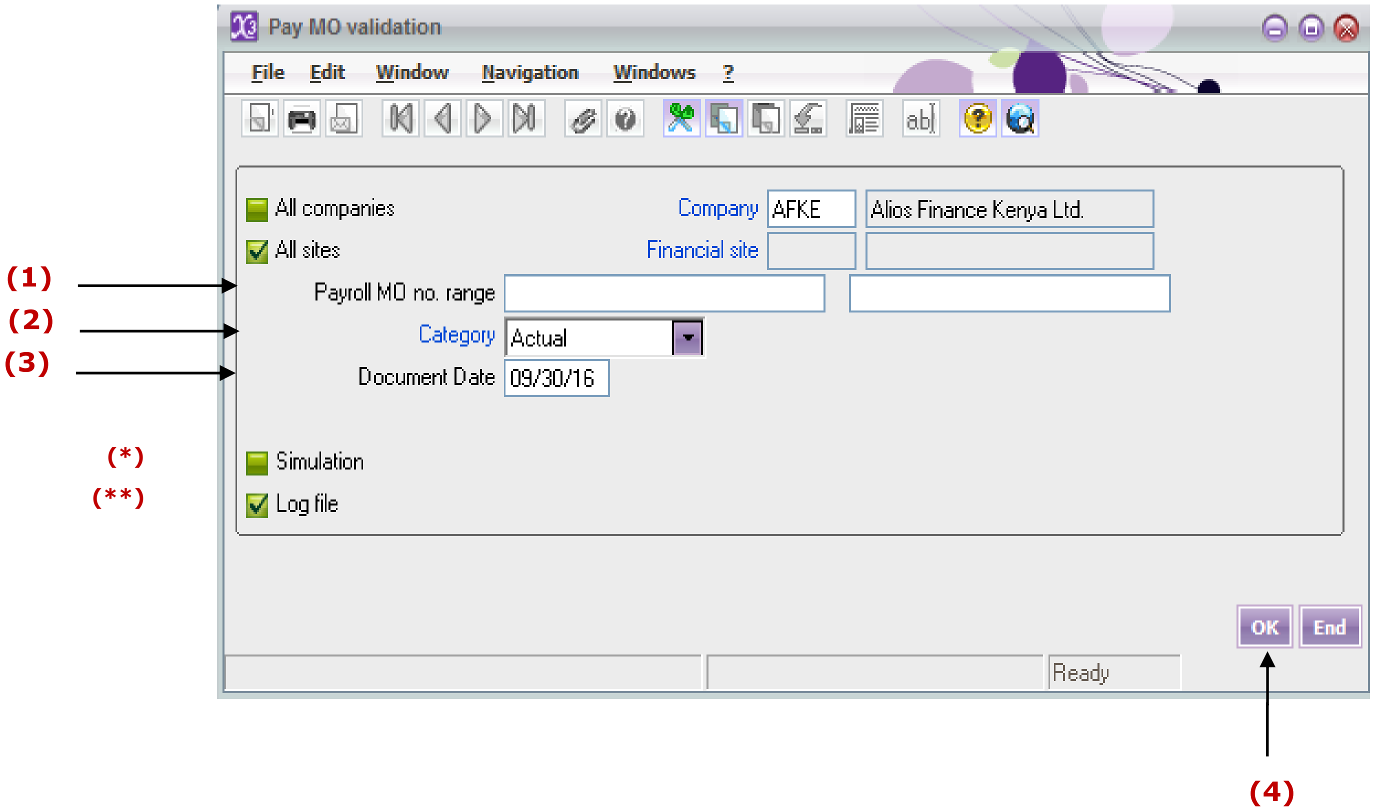
- BULODPAY: MO per payslip
- **CPTODPAY**: The global MO
- LISODPAY: MO's list
- PIECE : Accounting document

c. Journal entry Validation:

"Payroll → Payroll MO → Pay MO Validation"



The validation generates the accounting document corresponding to the payroll



(1) Enter the payroll MO number

(2) Select the category

(3) Enter the accounting date

(4) Click the Ok button

The log file will indicate the name of the generated accounting document.

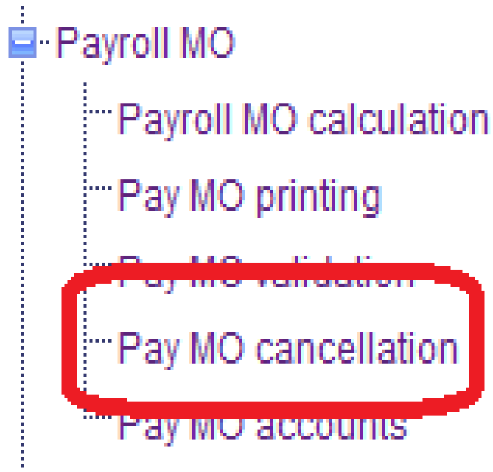
The Validation of the MO will post the payslips.

Note:

- (*): The "simulation" option allows to check if the part is generated without error.
- (**): The trace file option: It is used to generate a trace file that indicates the number of the automatic part.

d. Journal entry Cancellation:

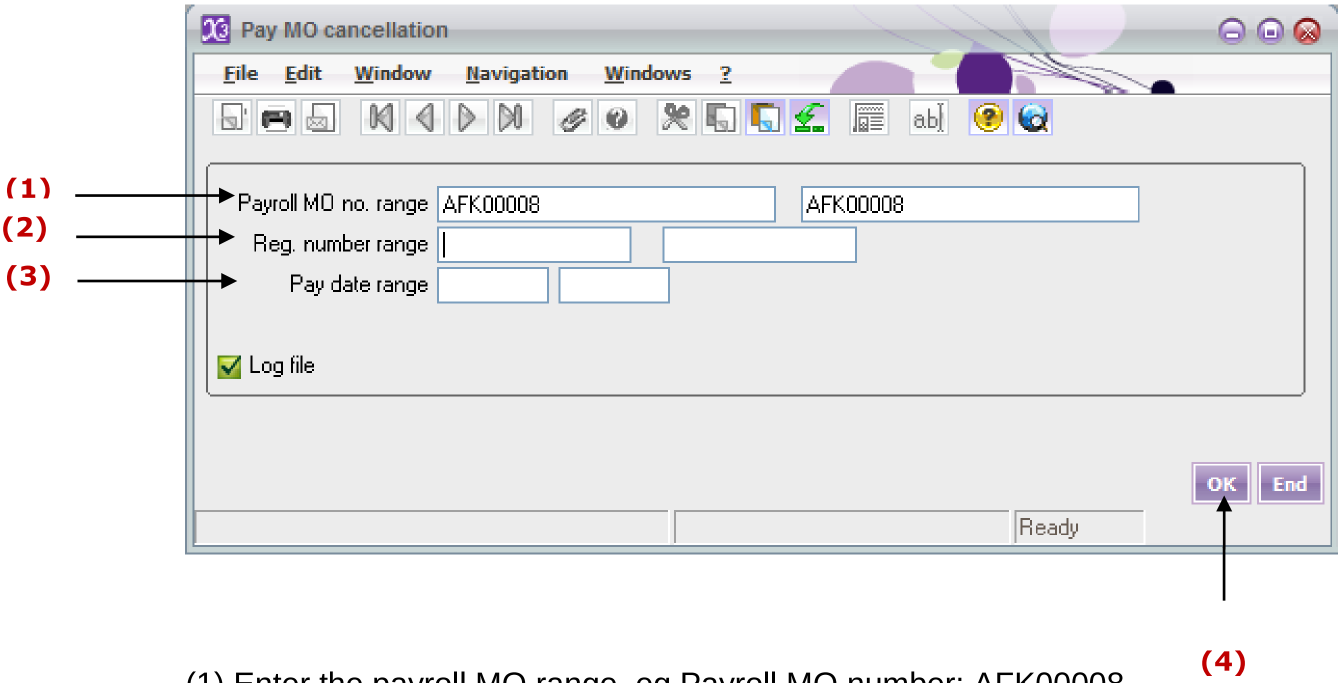
"Payroll → Payroll MO → Pay MO cancellation"



The payroll journal entry already booked can't be cancelled.

When cancelled, Pay slips status will be changed from "**Pending**" to "**Unaccounted**".

Once cancelled, it will be possible to correct, modify the pay slips, recalculate, print again the payslip and restart the calculation of the payroll journal entry.



(1) Enter the payroll MO range, eg Payroll MO number: AFK00008.

(2) Select Employee ID in the case of cancellation of the payroll MO for one employee or more.

(3) Enter the payroll dates range.

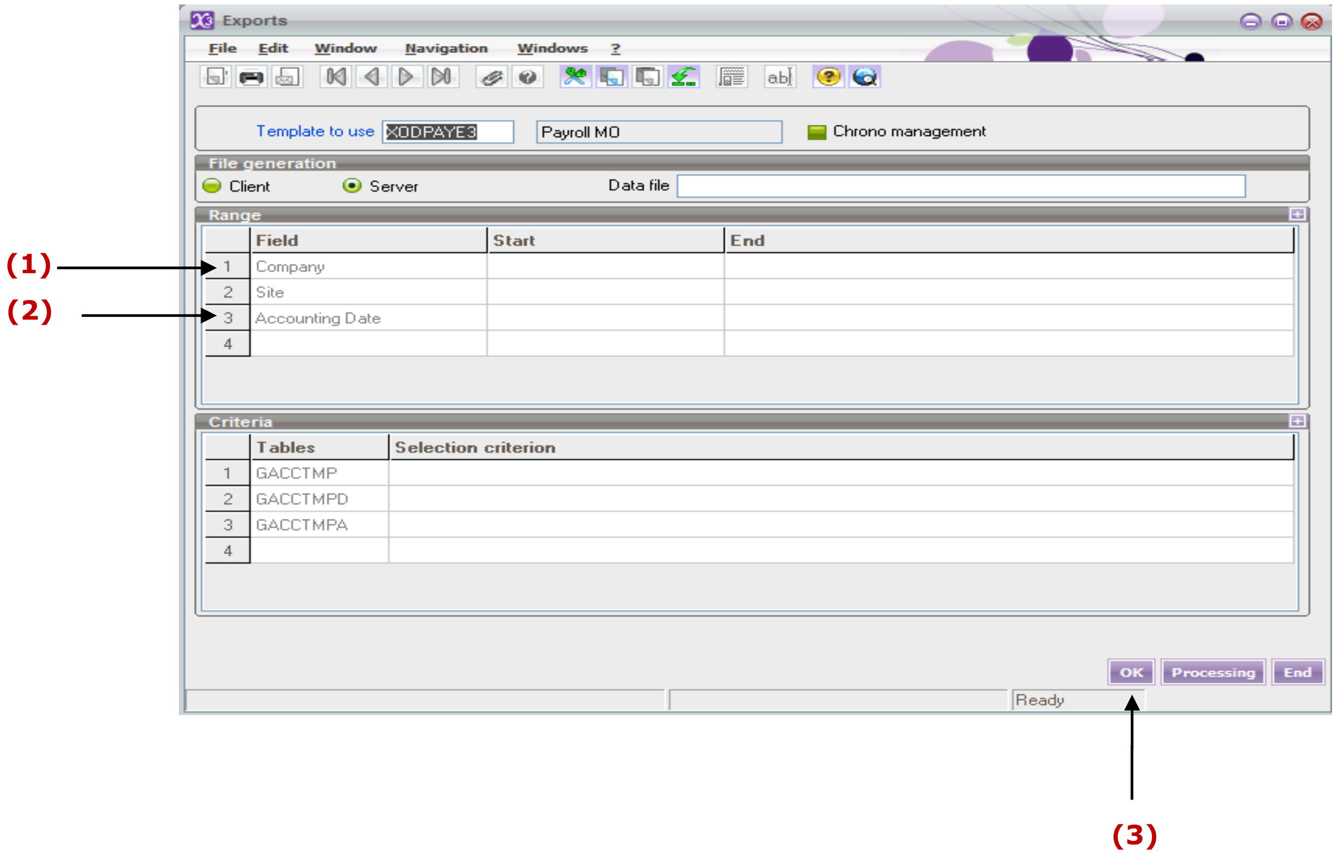
(4) Click the OK button.

e. Payroll journal entry Export Process:

This step is to be carried out after the payroll journal entry validation.

"Operating deprec → Imports / Exports → Exports"

- Model to use for the Export Process : XODPAYE3
    - ➢ Data to be entered in the "Range" table (see example below):
- Company = Select the company
- Accounting date = The validation date (the last step)

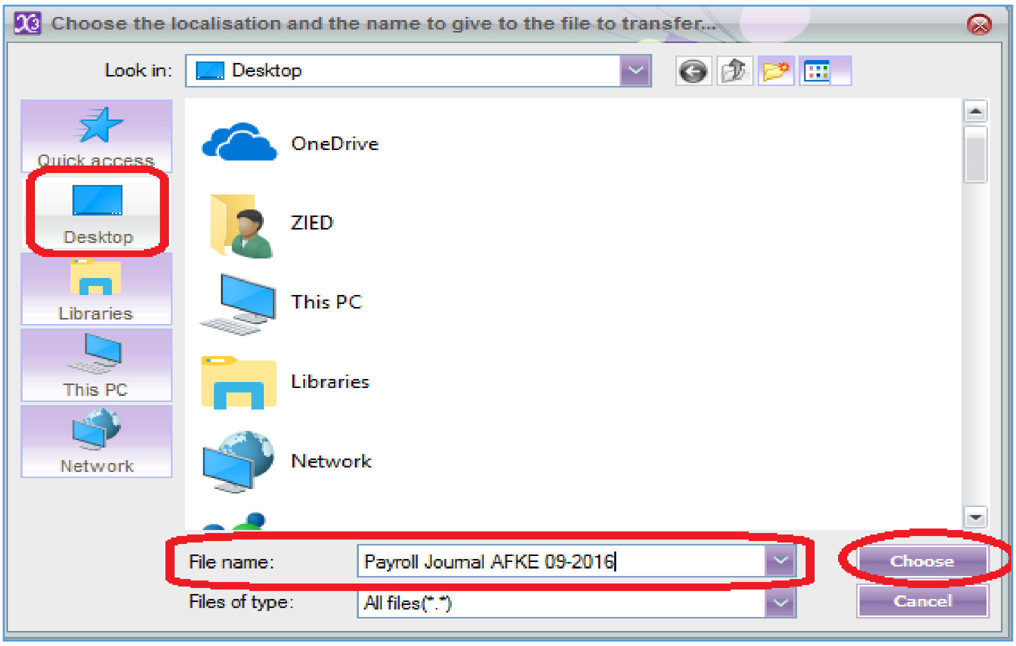


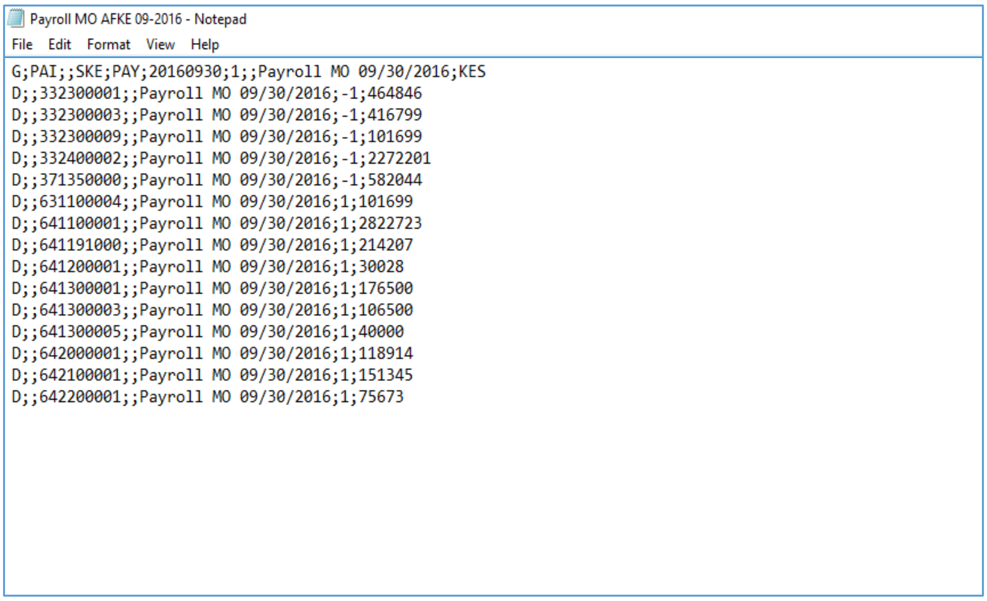
(1) Select the company

(2) Enter the accounting date

(3) Click the OK button

You must choose at this stage the location and the name of the file to be exported:





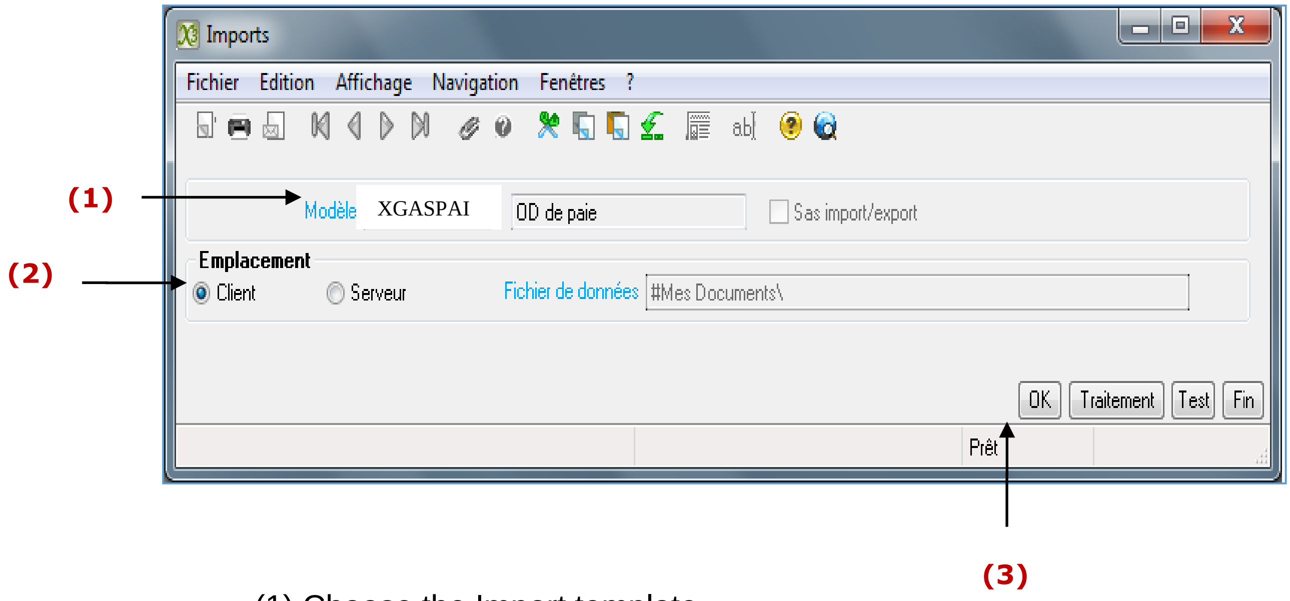
Payroll MO AFKE 09-2016 - Notepad

File Edit Format View Help

```
G;PAI;;SKE;PAY;20160930;1;;Payroll MO 09/30/2016;KES
D;;332300001;;Payroll MO 09/30/2016;-1;464846
D;;332300003;;Payroll MO 09/30/2016;-1;416799
D;;332300009;;Payroll MO 09/30/2016;-1;101699
D;;332400002;;Payroll MO 09/30/2016;-1;2272201
D;;371350000;;Payroll MO 09/30/2016;-1;582044
D;;631100004;;Payroll MO 09/30/2016;1;101699
D;;641100001;;Payroll MO 09/30/2016;1;2822723
D;;641191000;;Payroll MO 09/30/2016;1;214207
D;;641200001;;Payroll MO 09/30/2016;1;30028
D;;641300001;;Payroll MO 09/30/2016;1;176500
D;;641300003;;Payroll MO 09/30/2016;1;106500
D;;641300005;;Payroll MO 09/30/2016;1;40000
D;;642000001;;Payroll MO 09/30/2016;1;118914
D;;642100001;;Payroll MO 09/30/2016;1;151345
D;;642200001;;Payroll MO 09/30/2016;1;75673
```

f. Payroll Journal Entry Import Process:

The Payroll journal entry will be imported into the accounting system Sage X3Template to use: XGASPAI



(1) Choose the Import template

(2) Choose the client location

(3) Click the OK button

- Then, select the file exported from HRM to be imported

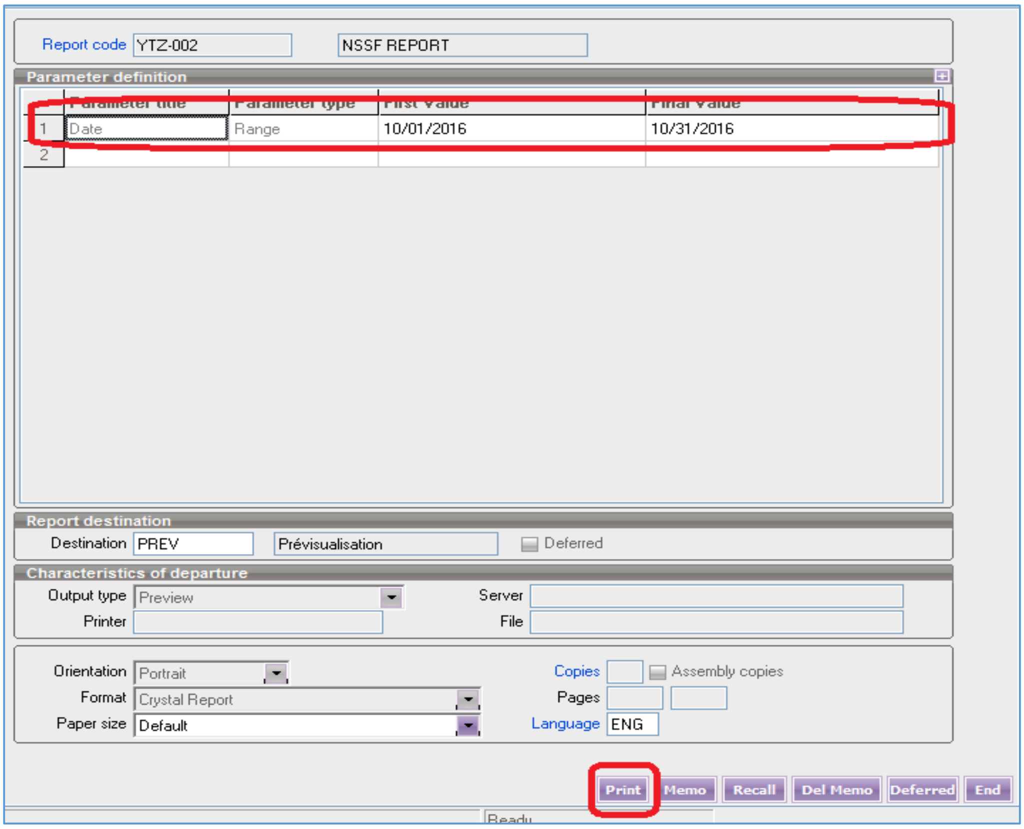
5. Legal statements:

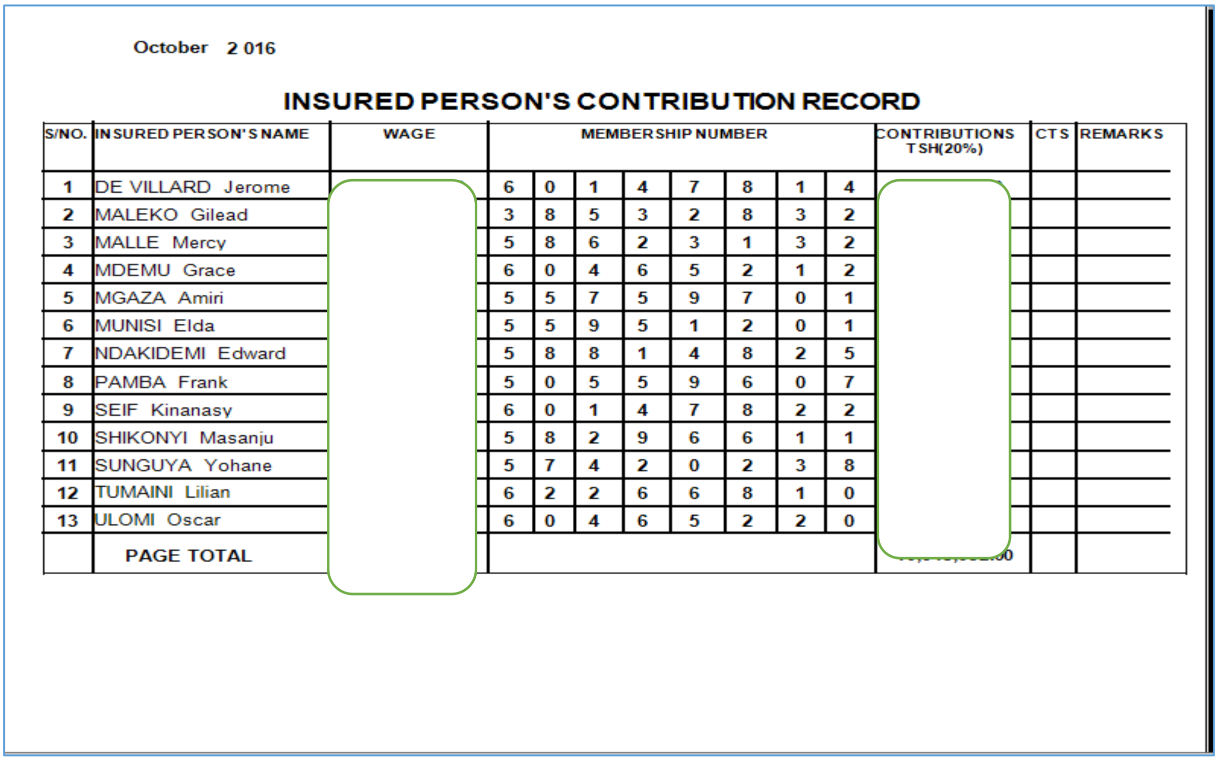
“Reports ➔ Prints/group ➔ Legal reports”

- **AFTZ Legal reports**

You have to select the legal report to print then insert the payroll dates.

❖ NSSF REPORT:



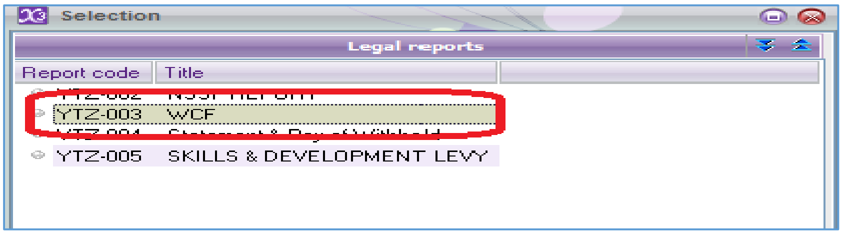


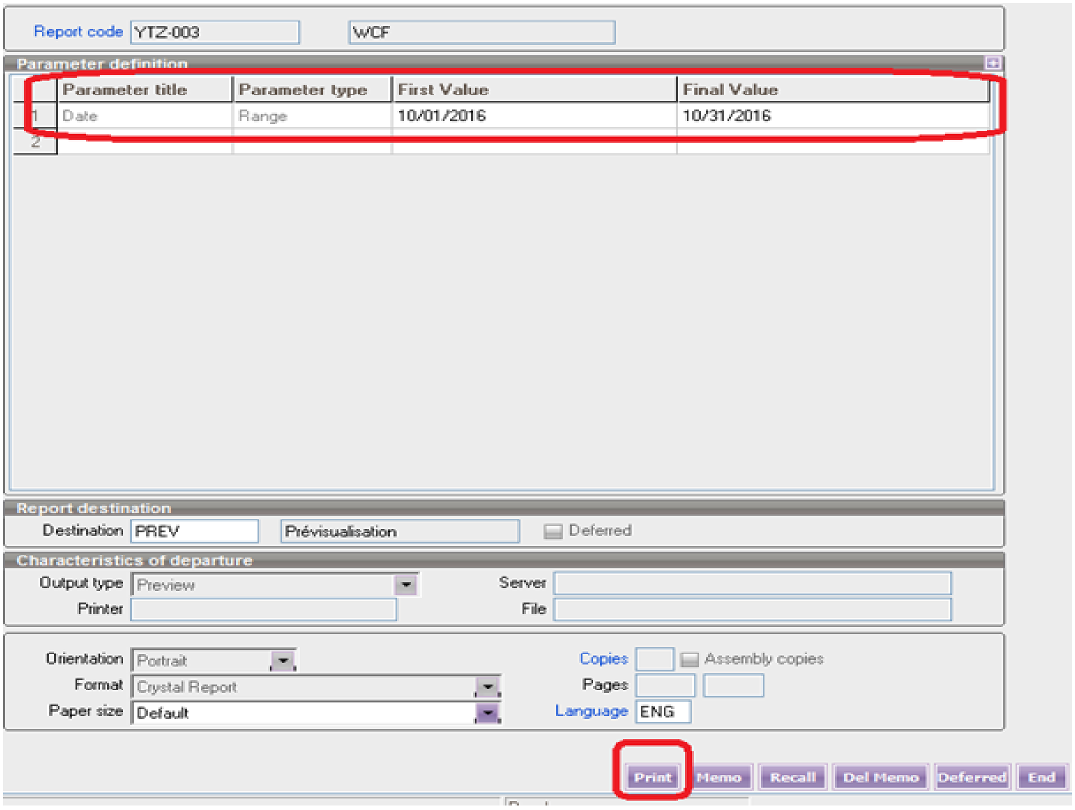
October 2 016

INSURED PERSON'S CONTRIBUTION RECORD

S/NO.	INSURED PERSON'S NAME	WAGE	MEMBERSHIP NUMBER								CONTRIBUTIONS TSH(20%)	CTS	REMARKS
1	DE VILLARD Jerome		6	0	1	4	7	8	1	4			
2	MALEKO Gilead		3	8	5	3	2	8	3	2			
3	MALLE Mercy		5	8	6	2	3	1	3	2			
4	MDEMU Grace		6	0	4	6	5	2	1	2			
5	MGAZA Amiri		5	5	7	5	9	7	0	1			
6	MUNISI Elda		5	5	9	5	1	2	0	1			
7	NDAKIDEMI Edward		5	8	8	1	4	8	2	5			
8	PAMBA Frank		5	0	5	5	9	6	0	7			
9	SEIF Kinanasy		6	0	1	4	7	8	2	2			
10	SHIKONYI Masanju		5	8	2	9	6	6	1	1			
11	SUNGUYA Yohane		5	7	4	2	0	2	3	8			
12	TUMAINI Lilian		6	2	2	6	6	8	1	0			
13	ULOMI Oscar		6	0	4	6	5	2	2	0			
	PAGE TOTAL												

❖ **WCF:**


Selection
Legal reports
Report code
Title
YTZ-003
WCF
YTZ-005
SKILLS & DEVELOPMENT LEVY

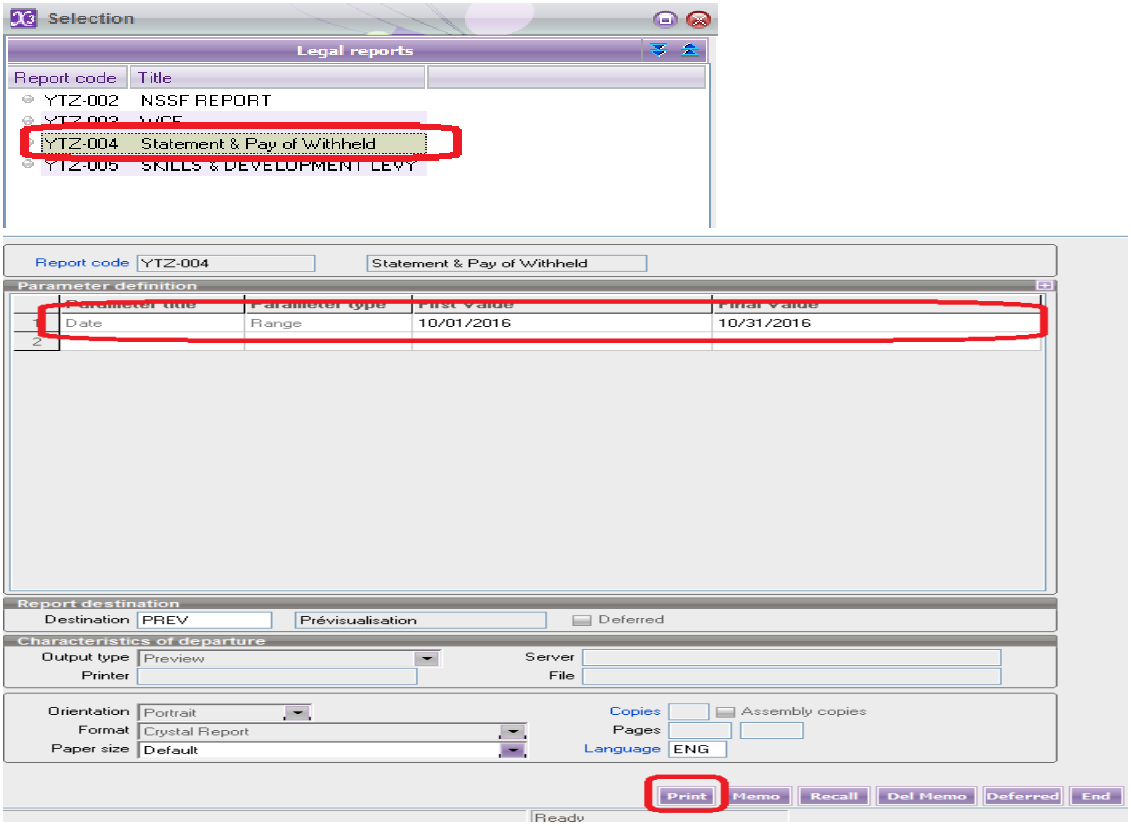

Report code
YTZ-003
WCF
Parameter definition
Parameter title
Parameter type
First Value
Final Value
Date
Range
10/01/2016
10/31/2016
Report destination
Destination
PREV
Prévisualisation
Deferred
Characteristics of departure
Output type
Preview
Server
Printer
File
Orientation
Portrait
Format
Crystal Report
Paper size
Default
Copies
Assembly copies
Pages
Language
ENG
Print
Memo
Recall
Del Memo
Deferred
End

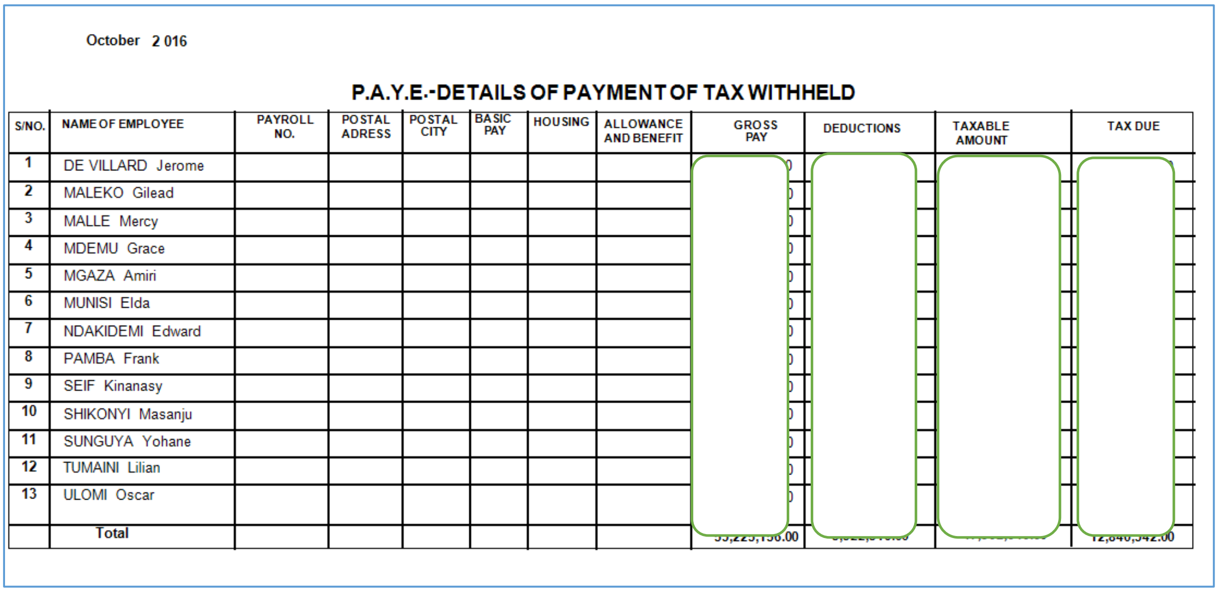
October 2 016

WORKERS COMPENSATION FUND (WCF)

S/NO.	Employee ID	Name of Employee	Gross Salary	WCF (1%)
1	001	DE VILLARD Jerome		
2	023	MALEKO Gilead		
3	014	MALLE Mercy		
4	020	MDEMU Grace		
5	004	MGAZA Amiri		
6	021	MUNISI Elda		
7	015	NDAKIDEMI Edward		
8	010	PAMBA Frank		
9	018	SEIF Kinanasy		
10	022	SHIKONYI Masanju		
11	016	SUNGUYA Yohane		
12	024	TUMAINI Lilian		
13	019	ULOMI Oscar		
	Total Contributions Due			

❖ Statement and Pay:



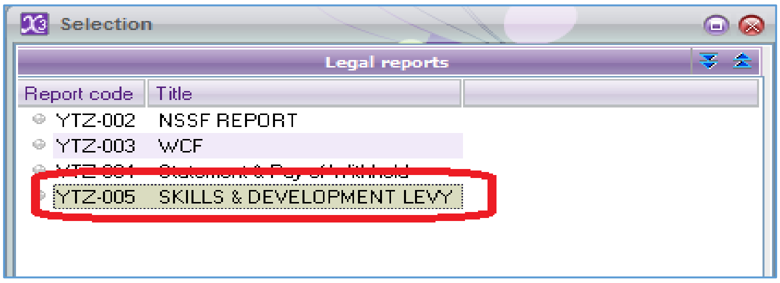


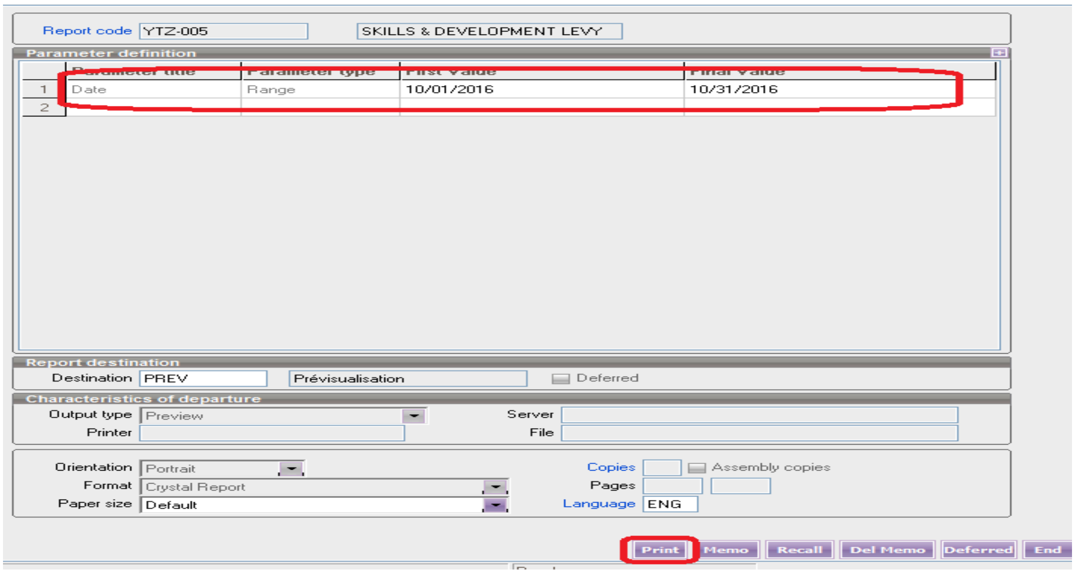
October 2 016

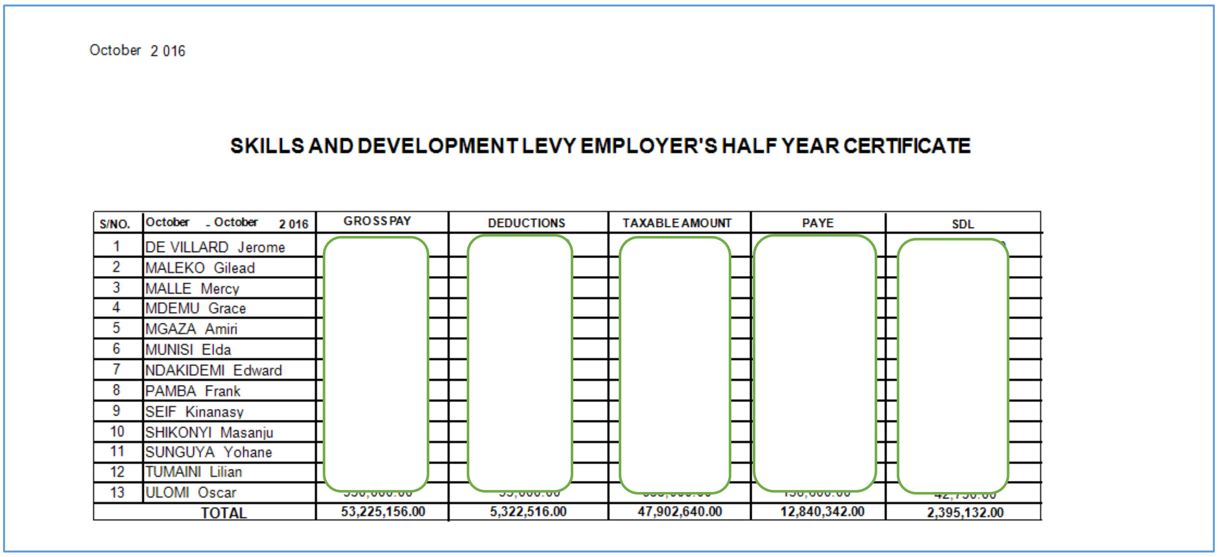
P.A.Y.E.-DETAILS OF PAYMENT OF TAX WITHHELD

S/NO.	NAME OF EMPLOYEE	PAYROLL NO.	POSTAL ADRESS	POSTAL CITY	BASIC PAY	HOUSING	ALLOWANCE AND BENEFIT	GROSS PAY	DEDUCTIONS	TAXABLE AMOUNT	TAX DUE
1	DE VILLARD Jerome										
2	MALEKO Gilead										
3	MALLE Mercy										
4	MDEMU Grace										
5	MGAZA Amiri										
6	MUNISI Elda										
7	NDAKIDEMI Edward										
8	PAMBA Frank										
9	SEIF Kinanasy										
10	SHIKONYI Masanju										
11	SUNGUYA Yohane										
12	TUMAINI Lilian										
13	ULOMI Oscar										
	Total							[illegible]	[illegible]	[illegible]	[illegible]

❖ SKILLS AND DEVELOPMENT LEVY:





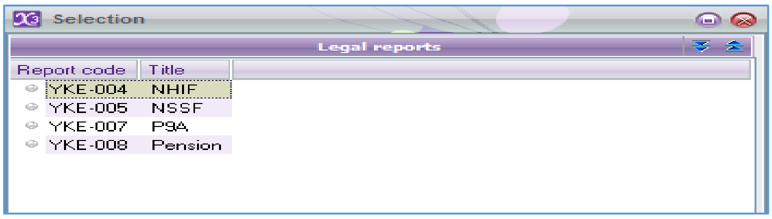


October 2 016

SKILLS AND DEVELOPMENT LEVY EMPLOYER'S HALF YEAR CERTIFICATE

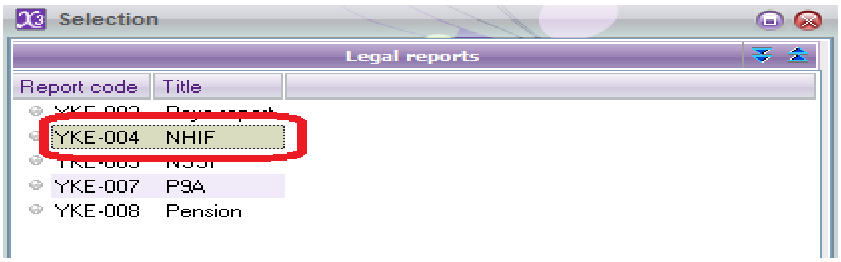
S/NO.	October - October 2 016	GROSS PAY	DEDUCTIONS	TAXABLE AMOUNT	PAYE	SDL
1	DE VILLARD Jerome					
2	MALEKO Gilead					
3	MALLE Mercy					
4	MDEMU Grace					
5	MGAZA Amiri					
6	MUNISI Elda					
7	NDAKIDEMI Edward					
8	PAMBA Frank					
9	SEIF Kinanasy					
10	SHIKONYI Masanju					
11	SUNGUYA Yohane					
12	TUMAINI Lilian					
13	ULOMI Oscar					
	TOTAL	53,225,156.00	5,322,516.00	47,902,640.00	12,840,342.00	2,395,132.00

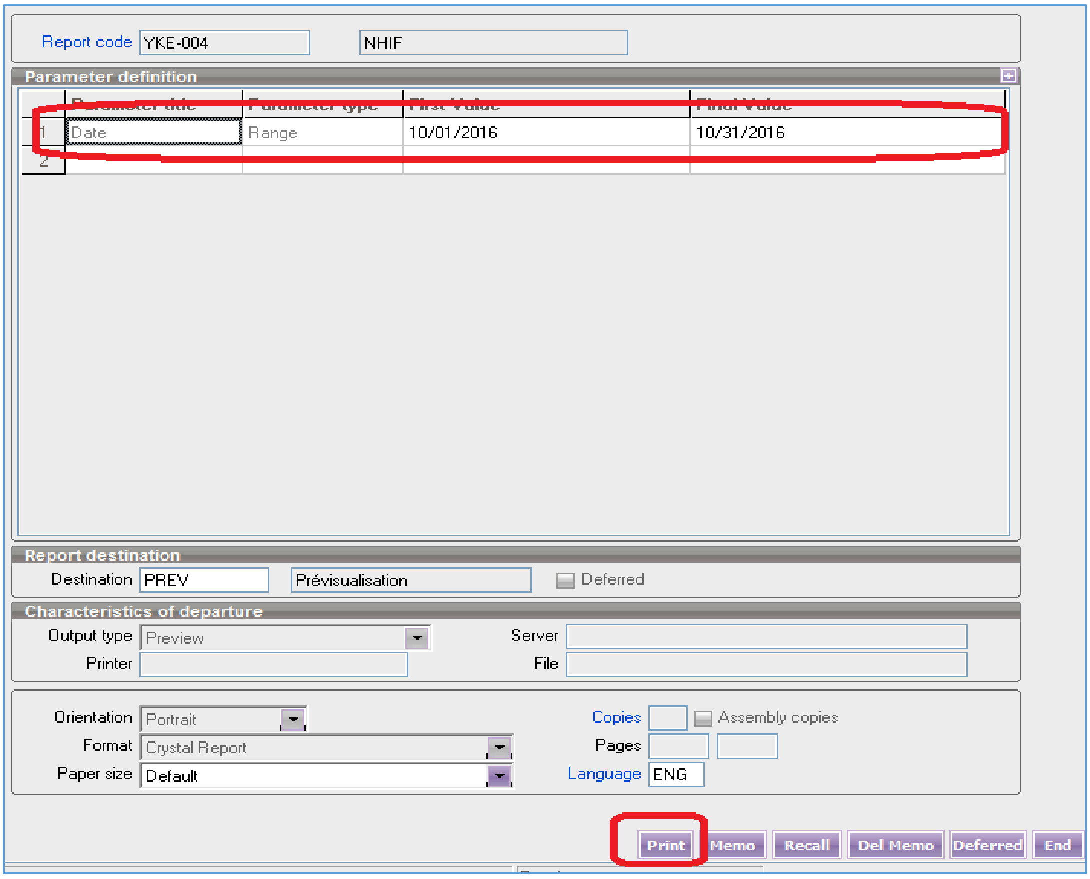
AFKE Legal reports

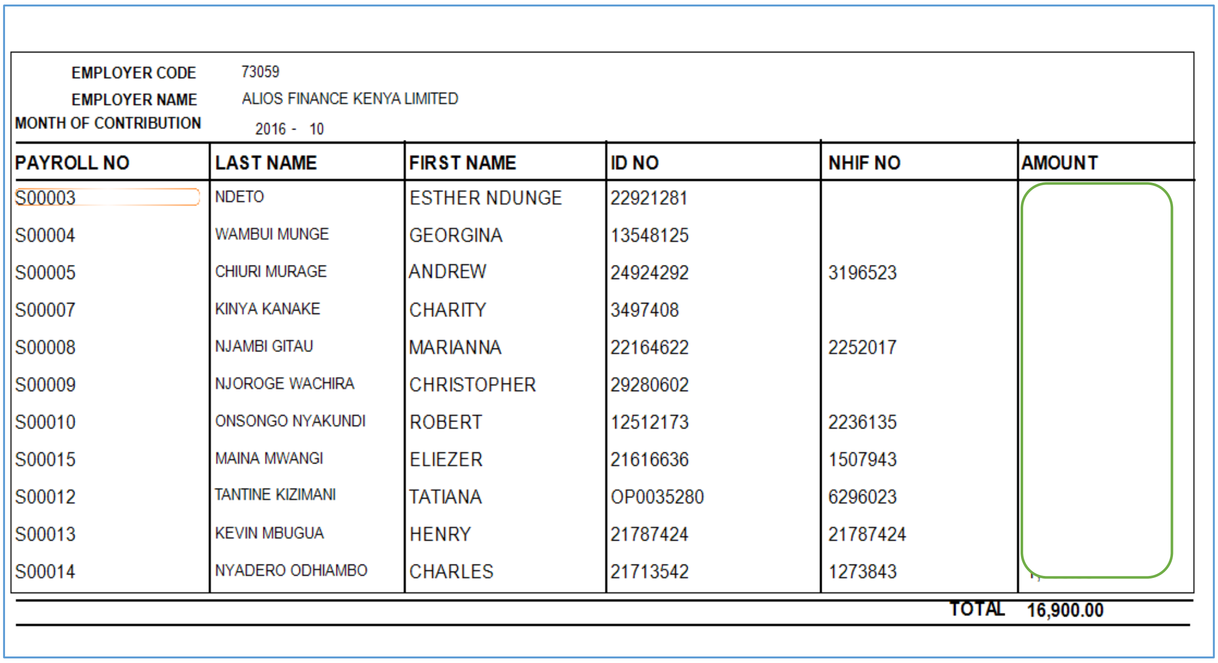


You have to select the legal report to print then insert the payroll dates as shown below

❖ NHIF:



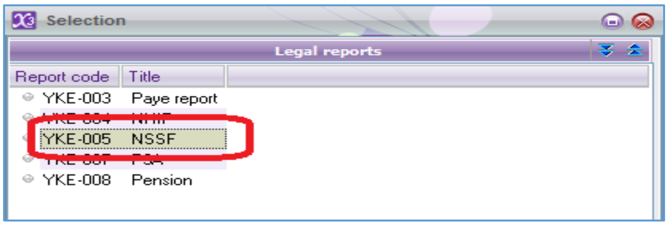




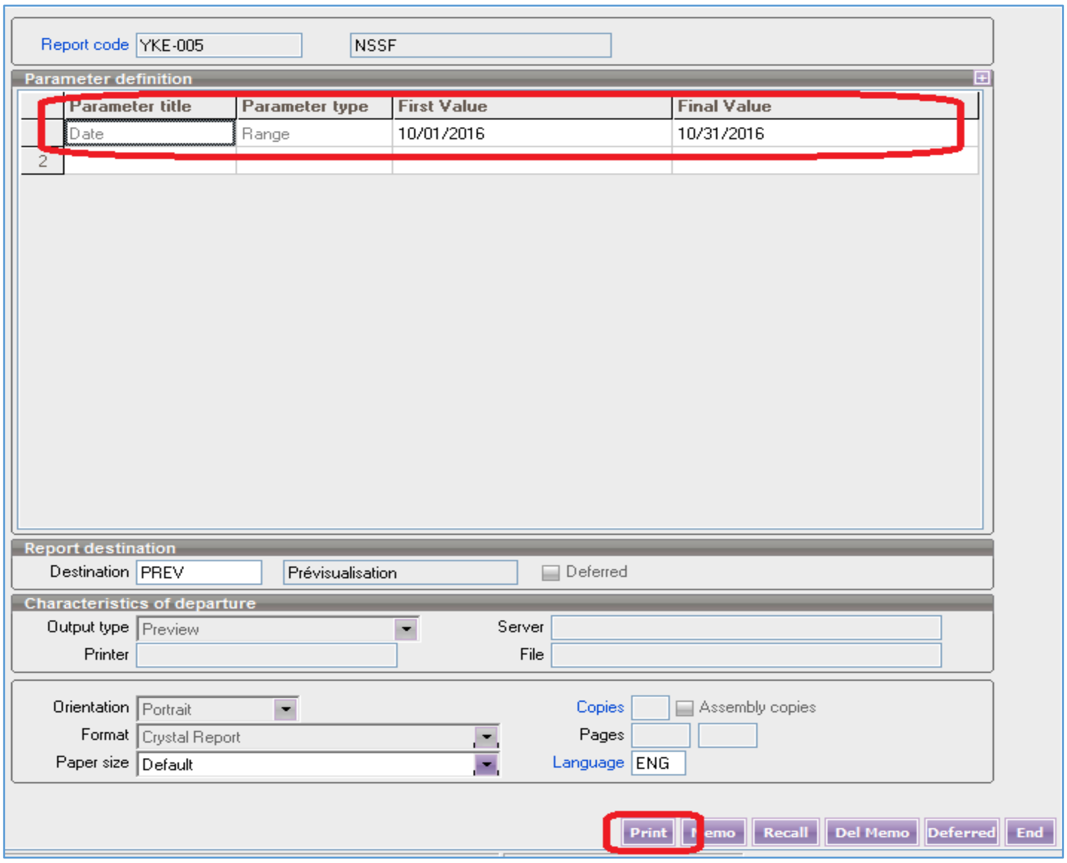
EMPLOYER CODE 73059
EMPLOYER NAME ALIOS FINANCE KENYA LIMITED
MONTH OF CONTRIBUTION 2016 - 10

PAYROLL NO	LAST NAME	FIRST NAME	ID NO	NHIF NO	AMOUNT
S00003	NDETO	ESTHER NDUNGE	22921281		
S00004	WAMBUI MUNGE	GEORGINA	13548125		
S00005	CHIURI MURAGE	ANDREW	24924292	3196523	
S00007	KINYA KANAKE	CHARITY	3497408		
S00008	NJAMBI GITAU	MARIANNA	22164622	2252017	
S00009	NJOROGE WACHIRA	CHRISTOPHER	29280602		
S00010	ONSONGO NYAKUNDI	ROBERT	12512173	2236135	
S00015	MAINA MWANGI	ELIEZER	21616636	1507943	
S00012	TANTINE KIZIMANI	TATIANA	OP0035280	6296023	
S00013	KEVIN MBUGUA	HENRY	21787424	21787424	
S00014	NYADERO ODHIAMBO	CHARLES	21713542	1273843	
				TOTAL	16,900.00

- **NSSF:**



Selection
Legal reports
Report code
Title
YKE-003
Paye report
YKE-005
NSSF
YKE-008
Pension



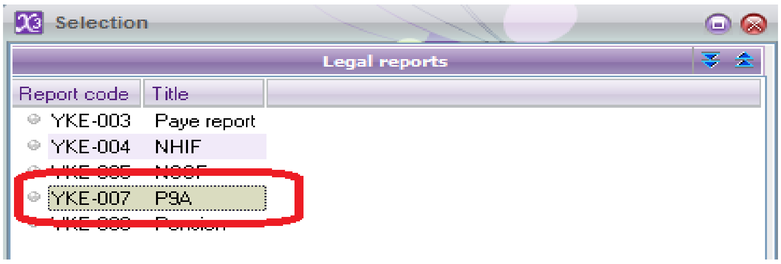
Report code
YKE-005
NSSF
Parameter definition
Parameter title
Parameter type
First Value
Final Value
Date
Range
10/01/2016
10/31/2016
Report destination
Destination
PREV
Prévisualisation
Deferred
Characteristics of departure
Output type
Preview
Server
Printer
File
Orientation
Portrait
Copies
Assembly copies
Format
Crystal Report
Pages
Paper size
Default
Language
ENG
Print
Recall
Del Memo
Deferred
End

KE-005_NSSF

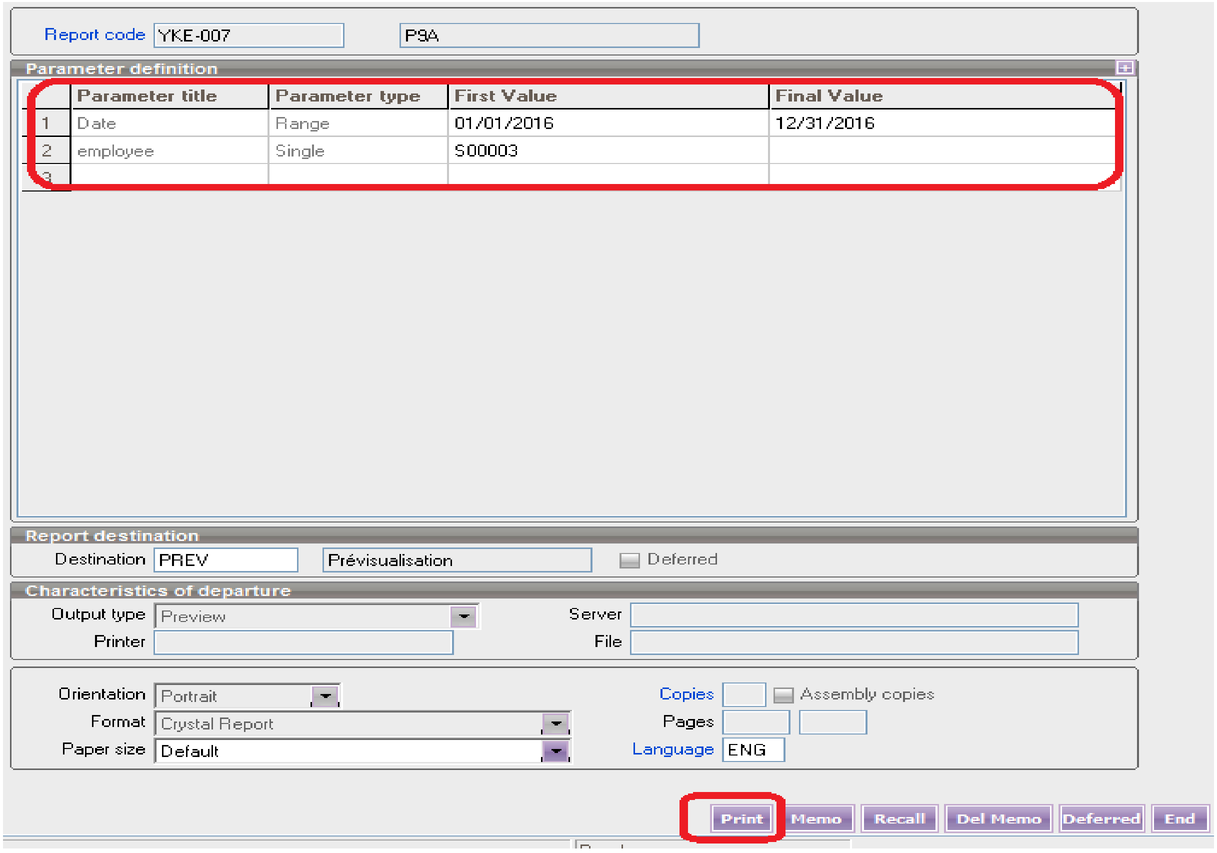
Nssf Contributions
Employer Number 01834827
Employer Name ALIOS FINANCE KENYA LIMITED
Contributions Period 10 - 2016

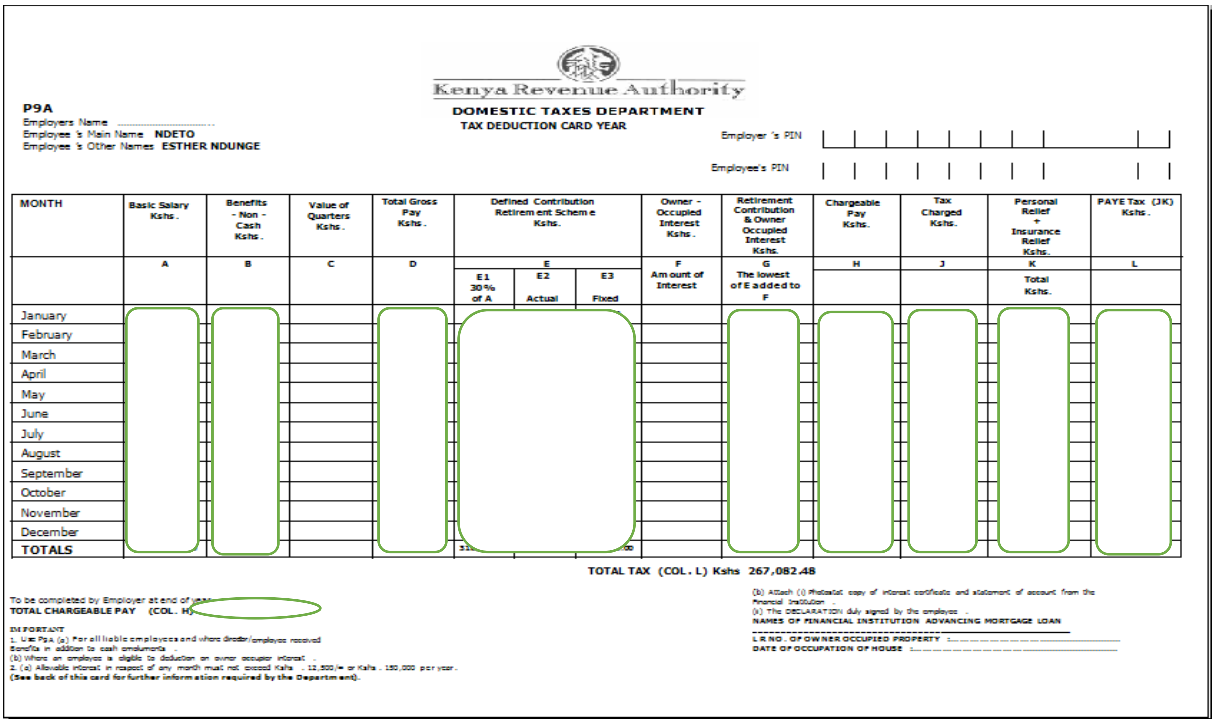
PAYROLL NUMBER	EMPLOYEE'S NAME	NSSF NO	STD AMT	VOL AMT	TOT AMT	ID.NO.	REMARKS
S00003	ESTHER NDUNGE NDETO						
S00004	GEORGINA WAMBUI MUNGE						
S00005	ANDREW CHIURI MURAGE						
S00007	CHARITY KINYA KANAKE						
S00008	MARIANNA NJAMBI GITAU						
S00009	CHRISTOPHER NJOROGE WACHIRA						
S00010	ROBERT ONSONGO NYAKUNDI						
S00012	TATIANA TANTINE KIZIMANI						
S00013	HENRY KEVIN MBUGUA						
S00014	CHARLES NYADERO ODHIAMBO						

❖ **P9A:**



You must select the Employee ID:




P9A
Employers Name ....
Employee 's Main Name NDETO
Employee 's Other Names ESTHER NDUNGE

Kenya Revenue Authority
DOMESTIC TAXES DEPARTMENT
TAX DEDUCTION CARD YEAR

Employer 's PIN
Employee's PIN

MONTH	Basic Salary Kshs.	Benefits - Non - Cash Kshs.	Value of Quarters Kshs.	Total Gross Pay Kshs.	Defined Contribution Retirement Scheme Kshs.			Owner - Occupied Interest Kshs.	Retirement Contribution & Owner Occupied Interest Kshs.	Chargeable Pay Kshs.	Tax Charged Kshs.	Personal Relief + Insurance Relief Kshs.	PAYE Tax (J-K) Kshs.
	A	B	C	D	E			F	G	H	J	K	L
					E1 30% of A	E2 Actual	E3 Fixed	Amount of Interest	The lowest of E added to F			Total Kshs.	
January													
February													
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
TOTALS													

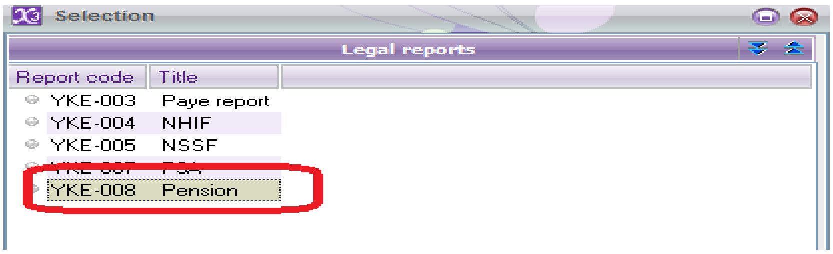
TOTAL TAX (COL. L) Kshs 267,082.48

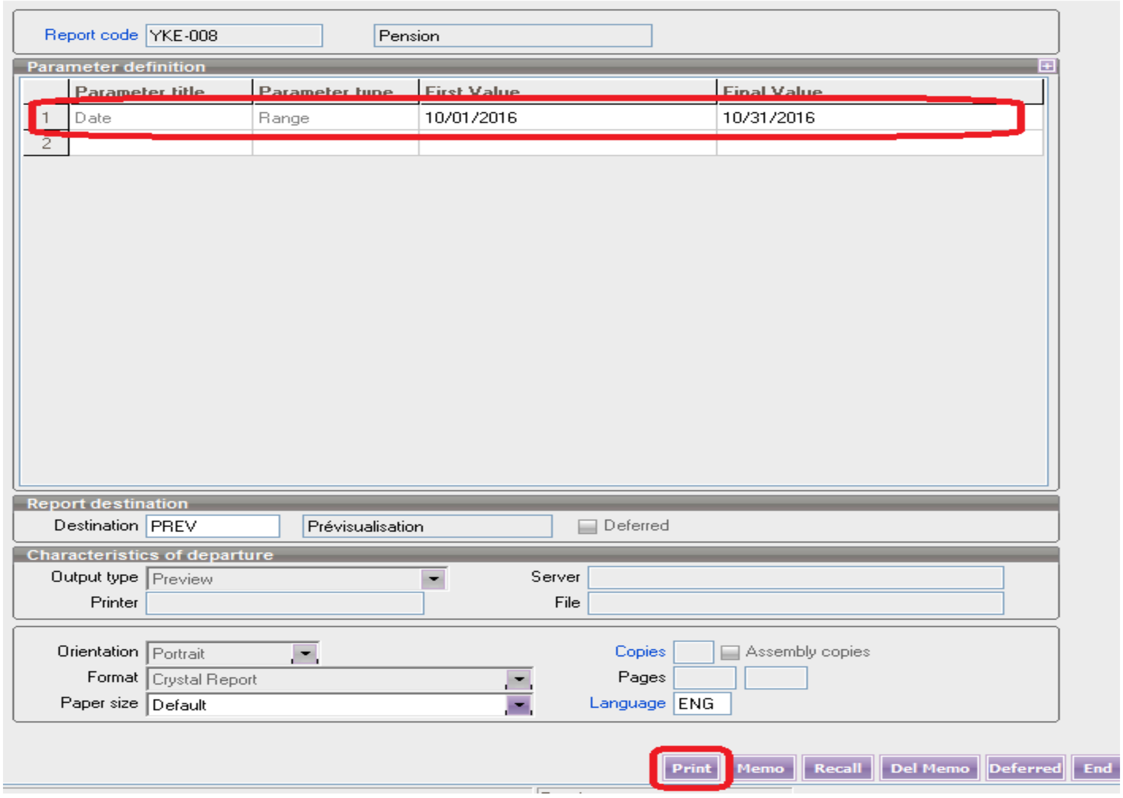
To be completed by Employer at end of year
TOTAL CHARGEABLE PAY (COL. H)

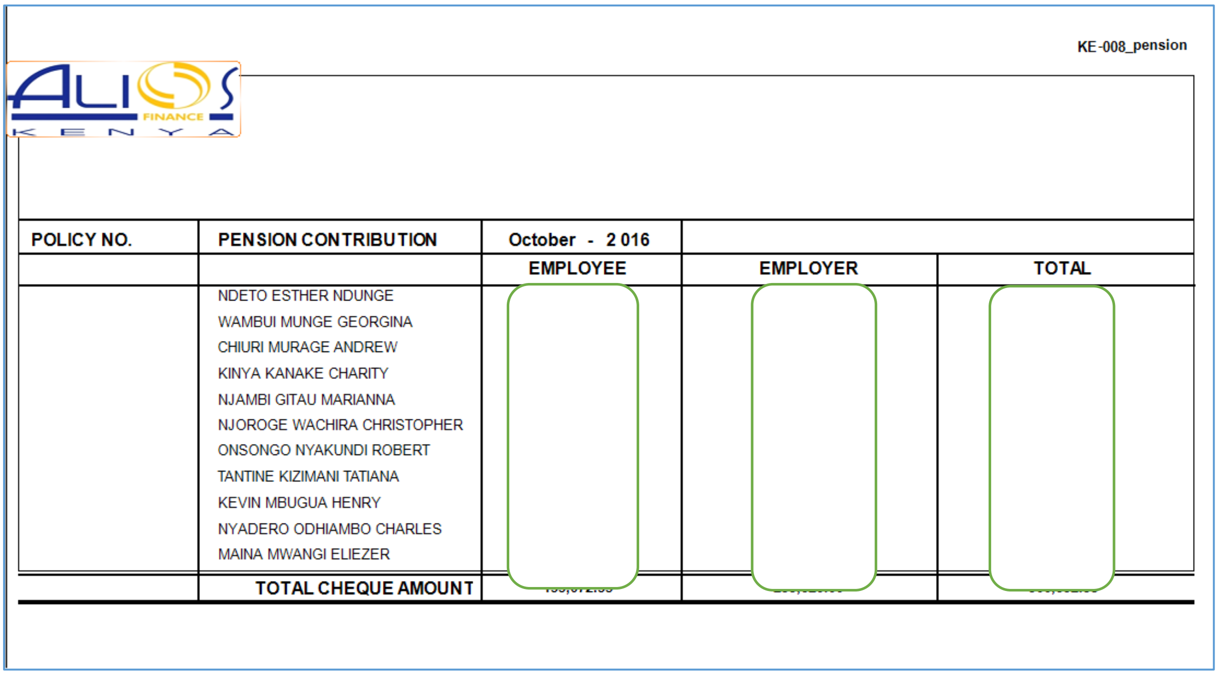
IMPORTANT
1. Use P9A (a) For all liable employees and where director/employee received Benefits in addition to cash emoluments.
(b) Where an employee is eligible to deduction on owner occupier interest.
2. (a) Allowable interest in respect of any month must not exceed Kshs. 12,500/= or Kshs. 150,000 per year.
(See back of this card for further information required by the Department).

(b) Attach (i) Photostat copy of interest certificate and statement of account from the Financial Institution.
(ii) The DECLARATION duly signed by the employee.
NAMES OF FINANCIAL INSTITUTION ADVANCING MORTGAGE LOAN
L R NO. OF OWNER OCCUPIED PROPERTY :
DATE OF OCCUPATION OF HOUSE :

❖ **PENSION**:







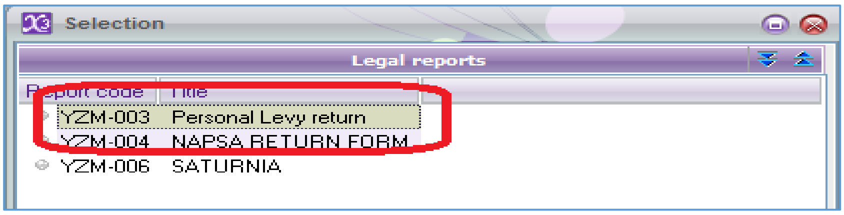
KE-008_pension

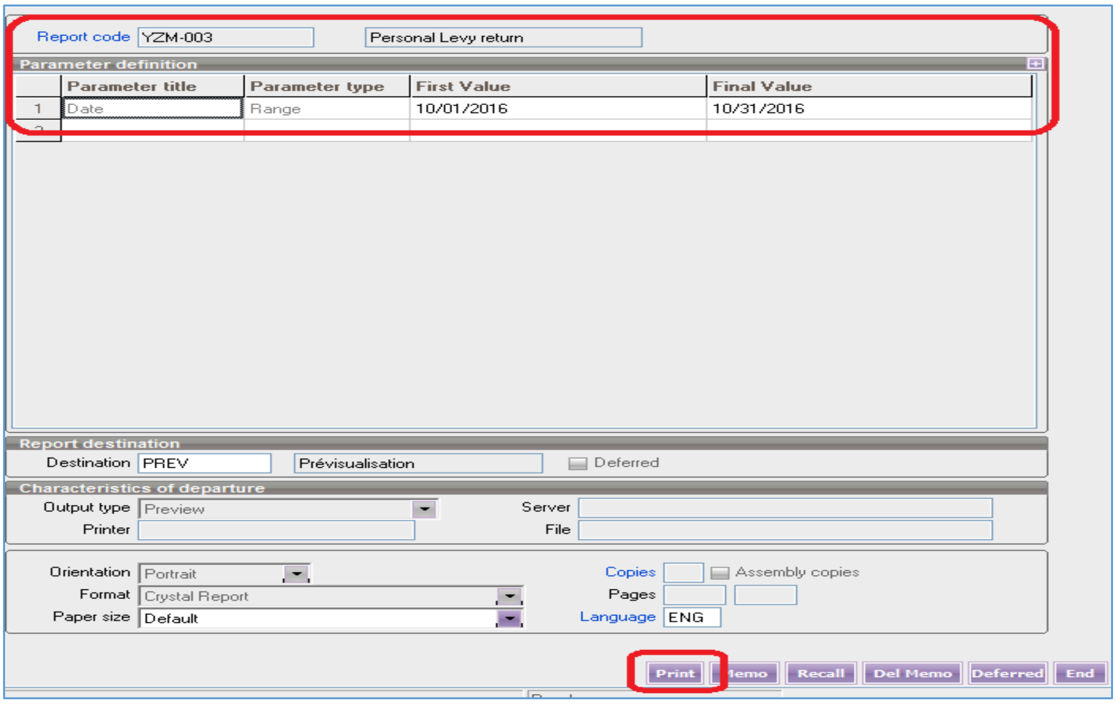
POLICY NO.	PENSION CONTRIBUTION	October - 2016		
		EMPLOYEE	EMPLOYER	TOTAL
	NDETO ESTHER NDUNGE			
	WAMBUI MUNGE GEORGINA			
	CHIURI MURAGE ANDREW			
	KINYA KANAKE CHARITY			
	NJAMBI GITAU MARIANNA			
	NJOROGE WACHIRA CHRISTOPHER			
	ONSONGO NYAKUNDI ROBERT			
	TANTINE KIZIMANI TATIANA			
	KEVIN MBUGUA HENRY			
	NYADERO ODHIAMBO CHARLES			
	MAINA MWANGI ELIEZER			
	TOTAL CHEQUE AMOUNT			

AFZM Legal reports

You have to select the legal report to print then insert the payroll dates as shown below

❖ PERSONAL LEVY RETURN:





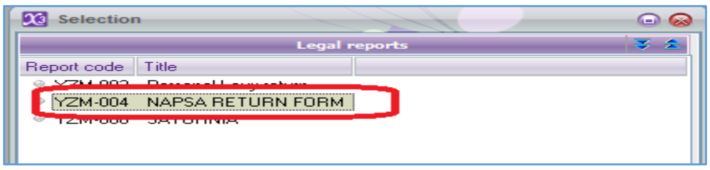
ALIOS FINANCE ZAMBIA LIMITED
2016 PERSONAL LEVY RETURN

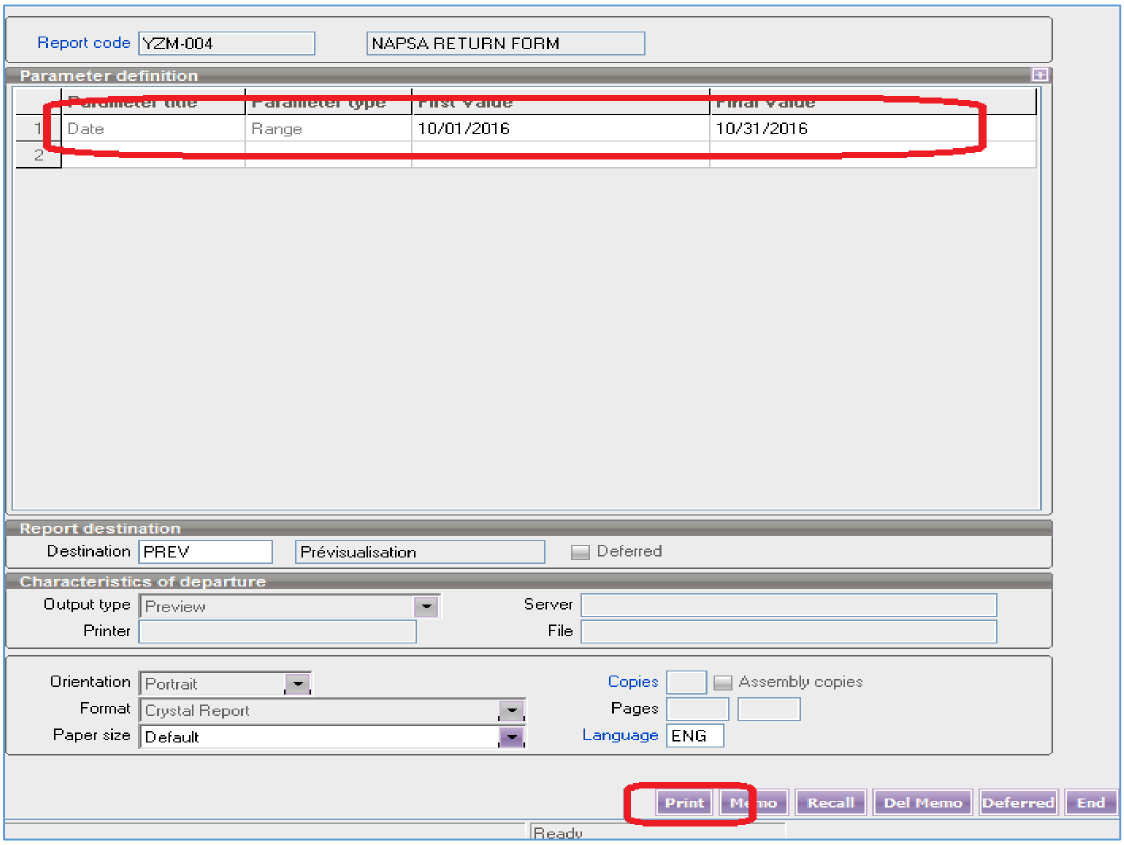
Names	NRC#	PERSONAL LEVY
MWACHIPATA Edward	126841/18/1	
LECLERC Guillaume	13A139098	
SILOMBA Oliver	149426/18/1	
SHIPILI Albert	150469/77/1	
MUWOWO James	161403/68/1	
KALAMATILA Pamela	227176/66/1	
MUSONDA Oxcillia	258565/64/1	
KASANDA Kapolwa	282931/64/1	
KETANI Cecilia	299312/61/1	
MUMBA Precious	381416/81/1	
BANDA Rhoderick	500645/52/1	
BAJIKA Serge	583140/99/3	
PONGA MWALI Patricia	652666/11/1	
NALILUNGWE Joseph	805976/11/1	
KABUSWE Chanda	872106/11/1	
ZULU George	941356/11/1	
Total		

Prepared by : .... **Date :** ....

Checked by : .... **Date :** ....

❖ NAPSA:




Report code YZM-004 NAPSA RETURN FORM

Parameter definition

	Parameter title	Parameter type	First Value	Final Value
1	Date	Range	10/01/2016	10/31/2016
2				

Report destination

Destination PREV Prévisualisation Deferred

Characteristics of departure

Output type Preview Server

Printer File

Orientation Portrait Copies Assembly copies

Format Crystal Report Pages

Paper size Default Language ENG

Print Memo Recall Del Memo Deferred End

Ready

NAPSA "10 / 2016" RETURN

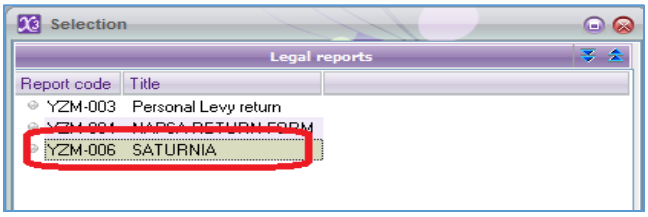
Account Name : Alios Finance Zambia Limited

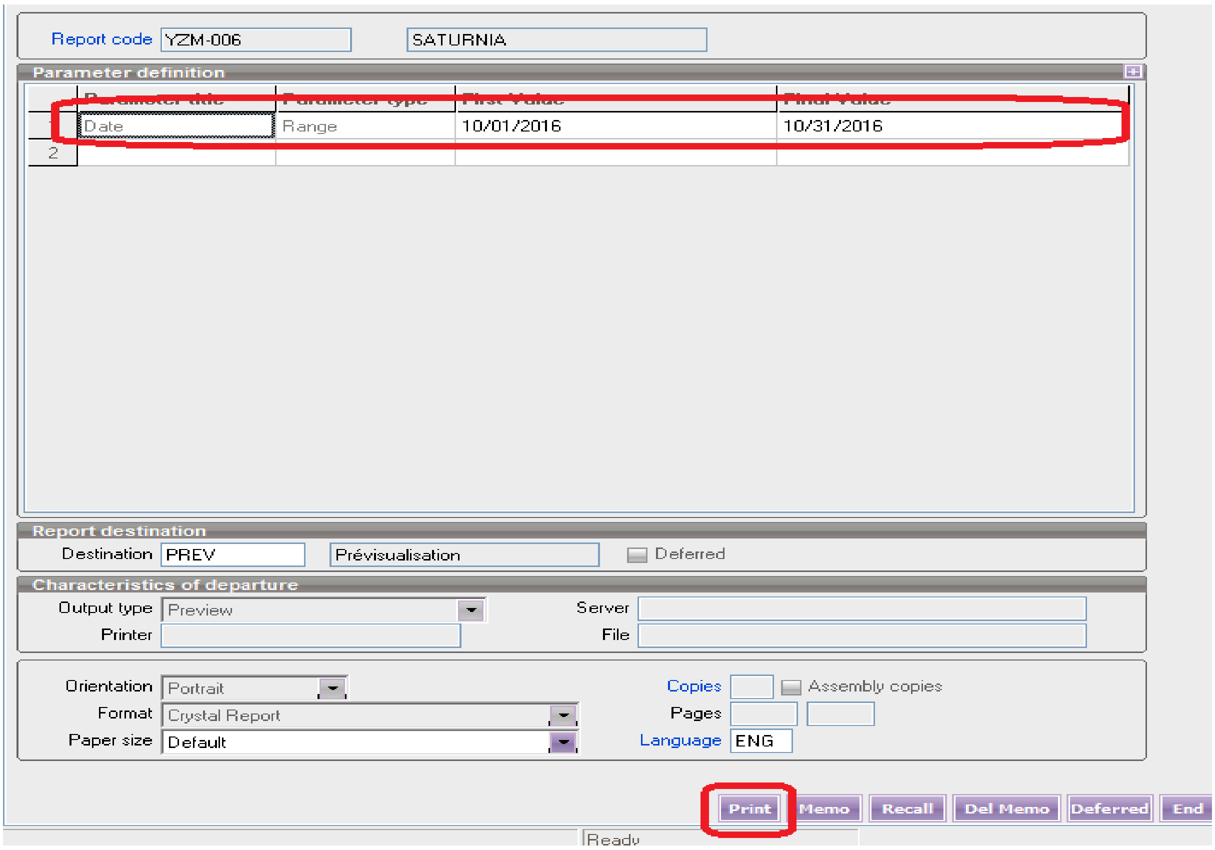
Total Amount:

Account Number	Year	Month	SSNO	NRC No	Surname	FirstName	Other Name	Date of Birth	Gross Wage	Employer's share	Employee share	Activity Indicata
1141362	2 016	10	107417923	583140/99/3	BAJIKA	Serge		24/10/1978				I
1141362	2 016	10		500645/52/1	BANDA	Rhoderick		24/02/1983				I
1141362	2 016	10	104516867	872106/11/1	KABUSWE	Chanda		01/01/1984				I
1141362	2 016	10	103195288	227176/66/1	KALAMATILA	Pamela		31/03/1971				I
1141362	2 016	10		282931/64/1	KASANDA	Kapolwa		15/06/1984				I
1141362	2 016	10	105467328	299312/61/1	KETANI	Cecilia		22/11/1976				I
1141362	2 016	10	111768255P	13A139098	LECLERC	Guillaume		17/08/1976				I
1141362	2 016	10	108814756	381416/81/1	MUMBA	Precious		06/11/1985				I
1141362	2 016	10		258565/64/1	MUSONDA	Oxcillia		27/07/1983				I
1141362	2 016	10	100175859	161403/68/1	MUWOWO	James		20/09/1968				I
1141362	2 016	10		126841/18/1	MWACHIPATA	Edward		01/12/1980				I
1141362	2 016	10	111201617P	805976/11/1	NALILUNGWE	Joseph		11/10/1982				I
1141362	2 016	10	101589148	652666/11/1	PONGA MWALI	Patricia		01/06/1975				I
1141362	2 016	10		150469/77/1	SHIPILI	Albert		24/12/1970				I
1141362	2 016	10		149426/18/1	SILOMBA	Oliver		31/12/1599				I
1141362	2 016	10	106231740	941356/11/1	ZULU	George		03/09/1988				I

Page 1 of 1

❖ SATURNIA:


Selection
Legal reports
Report code
Title
YZM-003 Personal Levy return
YZM-006 SATURNIA


Report code
YZM-006
SATURNIA
Parameter definition
Date
Range
10/01/2016
10/31/2016
Report destination
Destination
PREV
Prévisualisation
Deferred
Characteristics of departure
Output type
Preview
Server
Printer
File
Orientation
Portrait
Copies
Assembly copies
Format
Crystal Report
Pages
Paper size
Default
Language
ENG
Print
Memo
Recall
Del Memo
Deferred
End
Ready

SATURNIA October 2016

Names	NRC#	BASIC PAY	Employers Contribution	Employees Contribution	Total Contribution
BAJIKA Serge	583140/99/3				
BANDA Rhoderick	500645/52/1				
KABUSWE Chanda	872106/11/1				
KALAMATILA Pamela	227176/66/1				
KASANDA Kapolwa	282931/64/1				
KETANI Cecilia	299312/61/1				
LECLERC Guillaume	13A139098				
MUMBA Precious	381416/81/1				
MUSONDA Oxcillia	258565/64/1				
MUWOWO James	161403/68/1				
MWACHIPATA Edward	126841/18/1				
NALILUNGWE Joseph	805976/11/1				
PONGA MWALI Patricia	652666/11/1				
SHIPILI Albert	150469/77/1				
SILOMBA Oliver	149426/18/1				
ZULU George	941356/11/1				
Total					

Page 1 of 1