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PAYROLL TEMPLATE GUIDE PDF

BY

SAMWEL MWANGI

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INTRODUCTION

A payroll Is a document that an organization is supposed to prepare in the process of preparing its accounting records.

The Payroll contains details of employees, their salaries and, a break down of all the deductions that are deducted from their Gross salary to arrive at the net pay.

An effective Payroll system should account for all statutory deductions, generate employees' payslips and reports for all the allowances and deductions.

We have programmed such kind of a payroll system using Microsoft Excel. The Payroll System can:

1. Show a database of an Organization's Employees
2. Generate reports for statutory deductions; NHIF, NSSF, PAYE
3. Generate PAYE CSV data that can be directly imported into the KRA Excel file for filing Pay and You Earn (PAYE) Tax returns.
4. Generate Employees Payslips

The Payroll Template has been programmed using functions that will automatically compute for you different solutions that require mathematical computations.

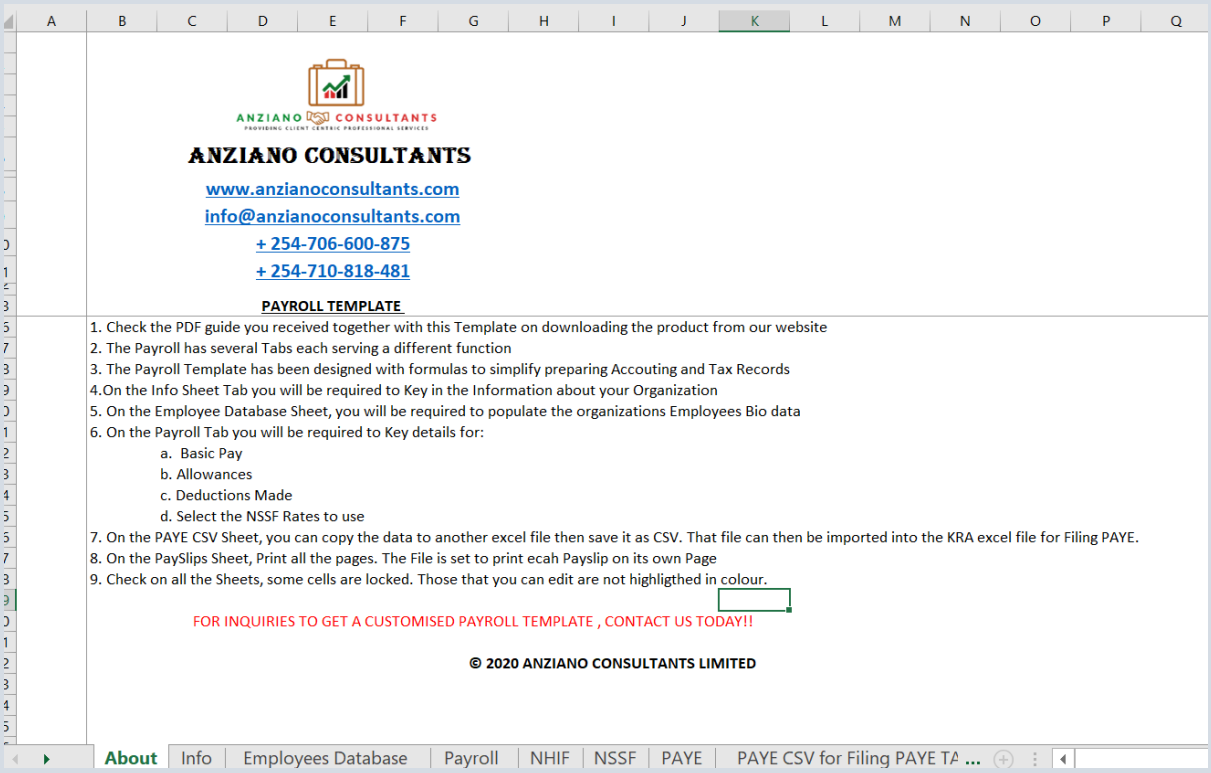
The formulas used in Computing PAYE are the Updated Tax Rates by Kenya Revenue Authority (KRA). Once you indicate the Gross Pay, the payroll will compute for you the amount of PAYE to pay to KRA.

The payroll will also compute for you the amount to pay for NHIF and NSSF, for both the new NSSF rates and the old rates.

The payroll workbook has multiple sheets that are interlinked saving you time. You will only be required to key in a few data items, and the template will automatically update across the sheets.

The Payroll template Demo Pictures are shown in the upcoming pages.

DOWNLOAD THE PAYROLL TEMPLATE HERE!



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PAYROLL TEMPLATE

1. Check the PDF guide you received together with this Template on downloading the product from our website
2. The Payroll has several Tabs each serving a different function
3. The Payroll Template has been designed with formulas to simplify preparing Accouting and Tax Records
4. On the Info Sheet Tab you will be required to Key in the Information about your Organization
5. On the Employee Database Sheet, you will be required to populate the organizations Employees Bio data
6. On the Payroll Tab you will be required to Key details for:
    a. Basic Pay
    b. Allowances
    c. Deductions Made
    d. Select the NSSF Rates to use
7. On the PAYE CSV Sheet, you can copy the data to another excel file then save it as CSV. That file can then be imported into the KRA excel file for Filing PAYE.
8. On the PaySlips Sheet, Print all the pages. The File is set to print ecah Payslip on its own Page
9. Check on all the Sheets, some cells are locked. Those that you can edit are not highligthed in colour.

FOR INQUIRIES TO GET A CUSTOMISED PAYROLL TEMPLATE , CONTACT US TODAY!!

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About | Info | Employees Database | Payroll | NHIF | NSSF | PAYE | PAYE CSV for Filing PAYE TA ...

In the first sheet, there is a brief description guide on what you need to know about the Payroll Template.

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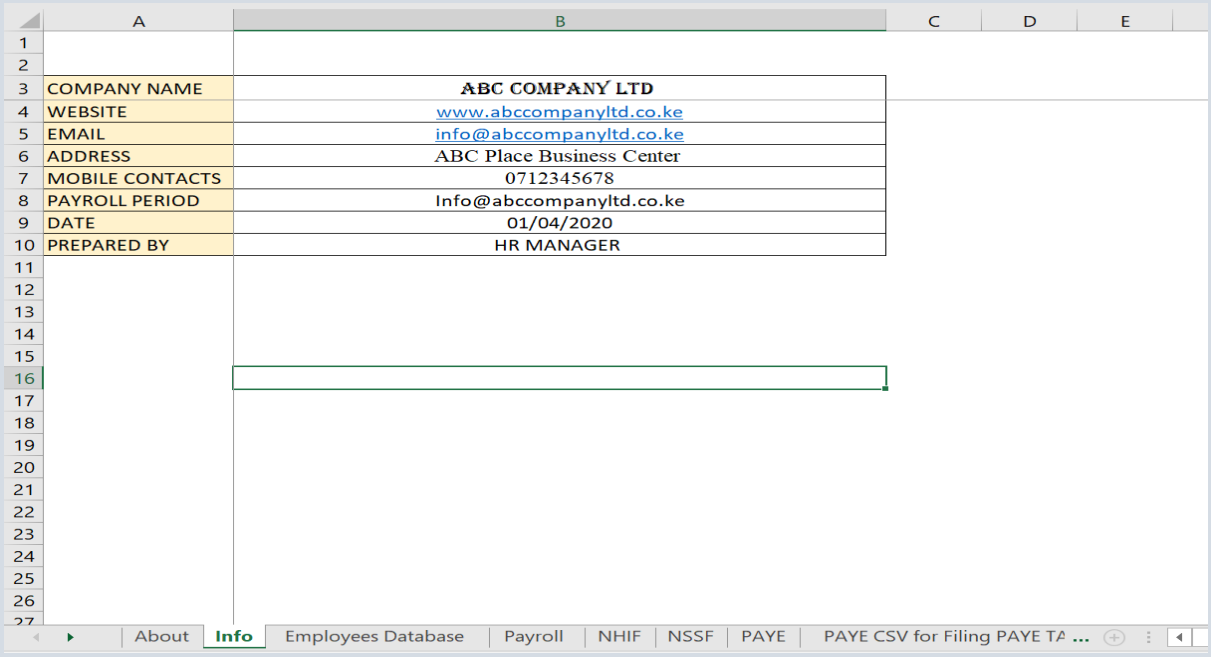
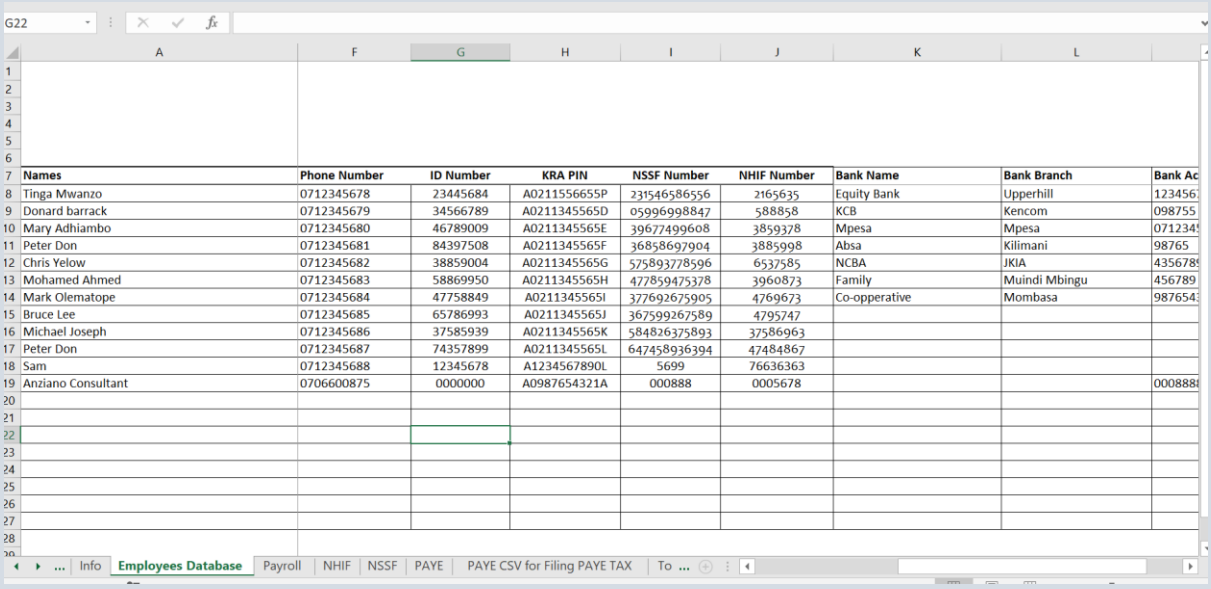


COMPANY NAME	ABC COMPANY LTD
WEBSITE	www.abccompanyltd.co.ke
EMAIL	info@abccompanyltd.co.ke
ADDRESS	ABC Place Business Center
MOBILE CONTACTS	0712345678
PAYROLL PERIOD	Info@abccompanyltd.co.ke
DATE	01/04/2020
PREPARED BY	HR MANAGER



Names	Phone Number	ID Number	KRA PIN	NSSF Number	NHIF Number	Bank Name	Bank Branch	Bank Ac
Tinga Mwanzo	0712345678	23445684	A0211556655P	231546586556	2165635	Equity Bank	Upperhill	123456
Donard barrack	0712345679	34566789	A0211345565D	05996998847	588858	KCB	Kencom	098755
Mary Adhiambo	0712345680	46789009	A0211345565E	39677499608	3859378	Mpesa	Mpesa	071234
Peter Don	0712345681	84397508	A0211345565F	36858697904	3885998	Absa	Kilimani	98765
Chris Yelow	0712345682	38859004	A0211345565G	575893778596	6537585	NCBA	JKIA	435678
Mohamed Ahmed	0712345683	58869950	A0211345565H	477859475378	3960873	Family	Muindi Mbingu	456789
Mark Olematope	0712345684	47758849	A0211345565I	377692675905	4769673	Co-opperative	Mombasa	987654
Bruce Lee	0712345685	65786993	A0211345565J	367599267589	4795747			
Michael Joseph	0712345686	37585939	A0211345565K	584826375893	37586963			
Peter Don	0712345687	74357899	A0211345565L	647458936394	47484867			
Sam	0712345688	12345678	A1234567890L	5699	76636363			
Anziano Consultant	0706600875	0000000	A0987654321A	000888	0005678			000888

On Sheet Tow;

You should Key in your Organization Details so that reports pick up that information in the Headers.

On Sheet Three:

You will be required to Key in the Biodata of all the employees in the organization. This includes their names, contacts, NSSF, NHIF and KRA PINs and well as their Bank Accounts.

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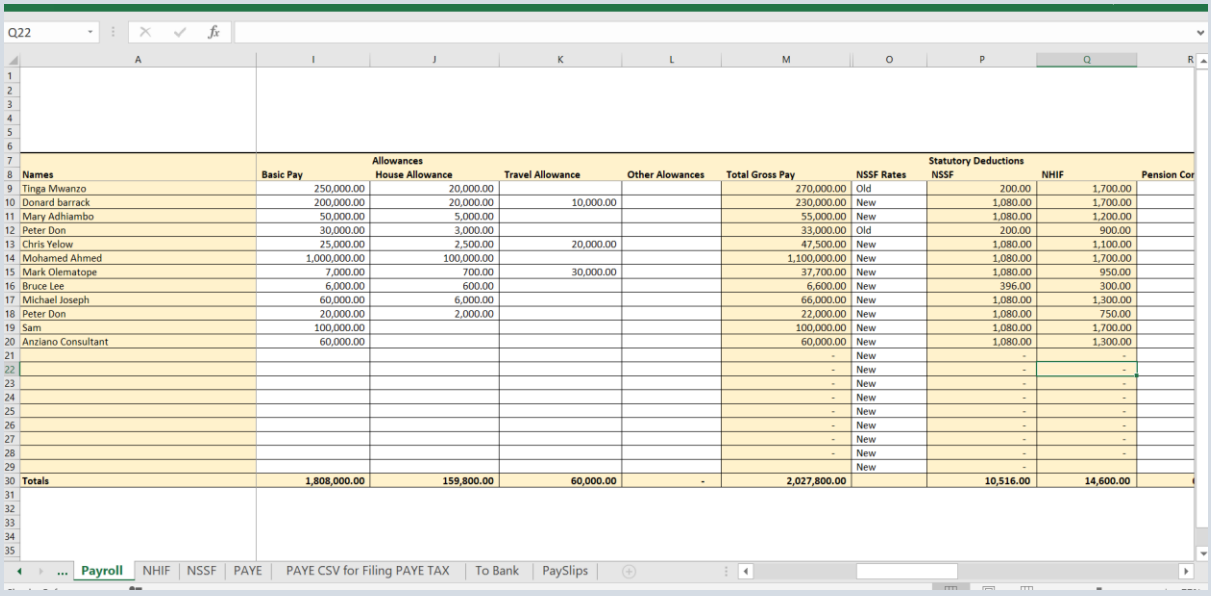
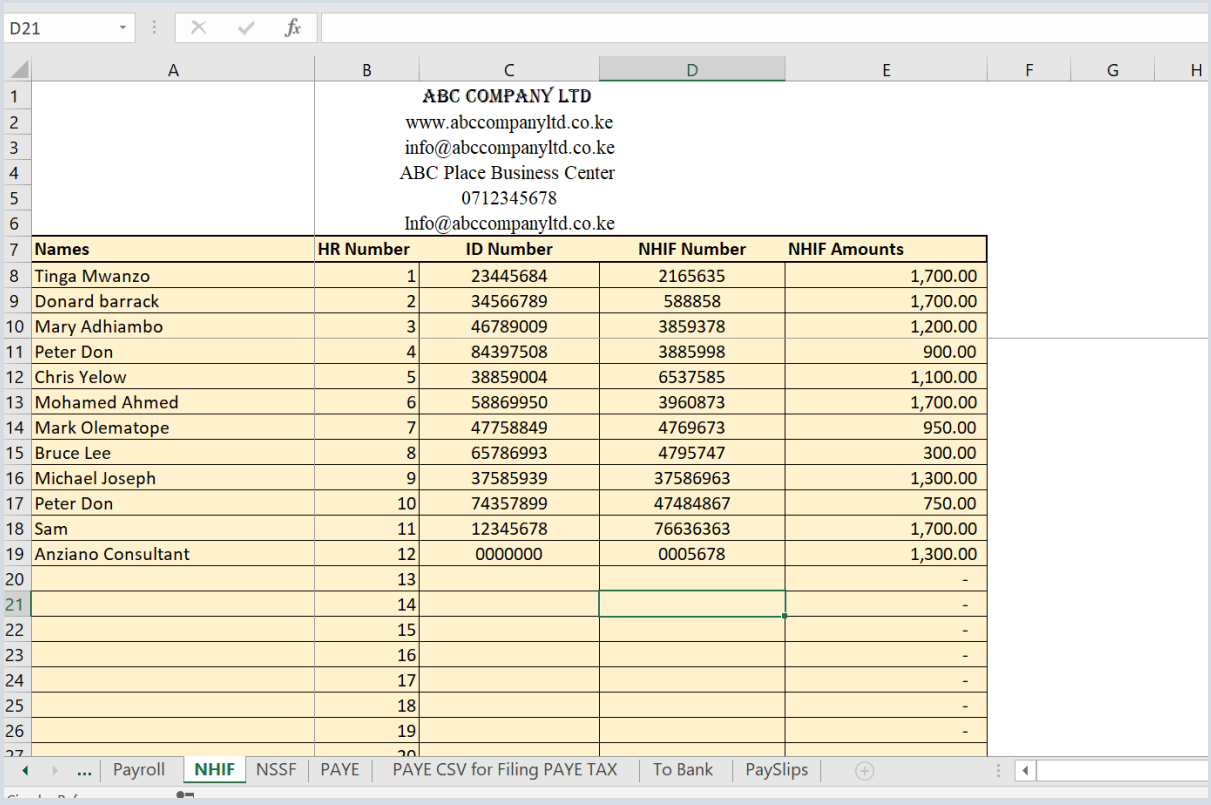


	Names	Basic Pay	Allowances: House Allowance	Allowances: Travel Allowance	Allowances: Other Alowances	Total Gross Pay	NSSF Rates	Statutory Deductions: NSSF	Statutory Deductions: NHIF	Pension Cor
9	Tinga Mwanzo	250,000.00	20,000.00			270,000.00	Old	200.00	1,700.00	
10	Donard barrack	200,000.00	20,000.00	10,000.00		230,000.00	New	1,080.00	1,700.00	
11	Mary Adhiambo	50,000.00	5,000.00			55,000.00	New	1,080.00	1,200.00	
12	Peter Don	30,000.00	3,000.00			33,000.00	Old	200.00	900.00	
13	Chris Yelow	25,000.00	2,500.00	20,000.00		47,500.00	New	1,080.00	1,100.00	
14	Mohamed Ahmed	1,000,000.00	100,000.00			1,100,000.00	New	1,080.00	1,700.00	
15	Mark Olematope	7,000.00	700.00	30,000.00		37,700.00	New	1,080.00	950.00	
16	Bruce Lee	6,000.00	600.00			6,600.00	New	396.00	300.00	
17	Michael Joseph	60,000.00	6,000.00			66,000.00	New	1,080.00	1,300.00	
18	Peter Don	20,000.00	2,000.00			22,000.00	New	1,080.00	750.00	
19	Sam	100,000.00				100,000.00	New	1,080.00	1,700.00	
20	Anziano Consultant	60,000.00				60,000.00	New	1,080.00	1,300.00	
21						-	New	-	-	
22						-	New	-	-	
23						-	New	-	-	
24						-	New	-	-	
25						-	New	-	-	
26						-	New	-	-	
27						-	New	-	-	
28						-	New	-	-	
29							New	-		
30	Totals	1,808,000.00	159,800.00	60,000.00	-	2,027,800.00		10,516.00	14,600.00	

On the Payroll Sheet;

You will be required to Key in the employees Basic Pay and allowances, Select the Rate for computing NSSSF, and other deductions deducted from their salaries such as Salary Advances and Loans.

The Payroll sheet has formulas to compute the PAYE, NHIF and NSSF.



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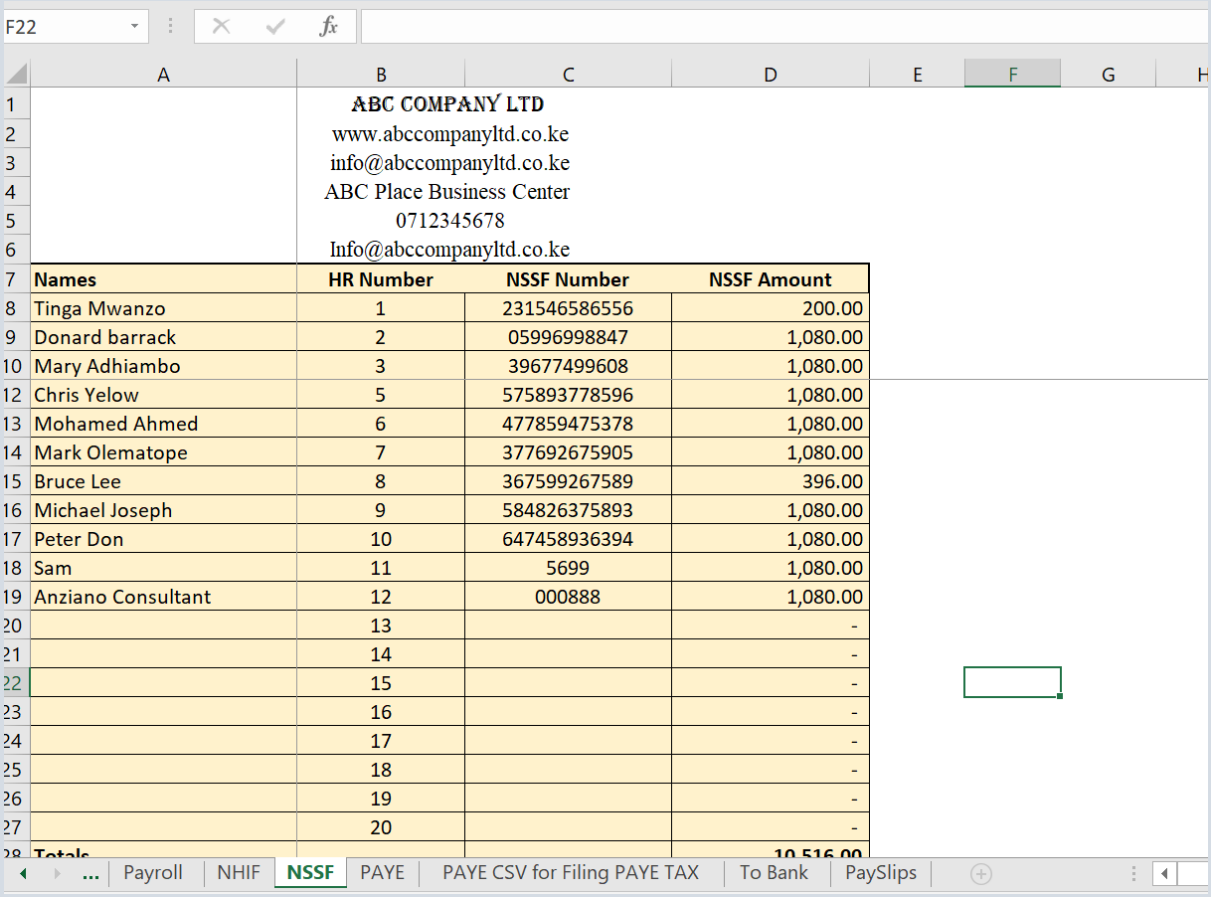
	Names	HR Number	ID Number	NHIF Number	NHIF Amounts
8	Tinga Mwanzo	1	23445684	2165635	1,700.00
9	Donard barrack	2	34566789	588858	1,700.00
10	Mary Adhiambo	3	46789009	3859378	1,200.00
11	Peter Don	4	84397508	3885998	900.00
12	Chris Yelow	5	38859004	6537585	1,100.00
13	Mohamed Ahmed	6	58869950	3960873	1,700.00
14	Mark Olematope	7	47758849	4769673	950.00
15	Bruce Lee	8	65786993	4795747	300.00
16	Michael Joseph	9	37585939	37586963	1,300.00
17	Peter Don	10	74357899	47484867	750.00
18	Sam	11	12345678	76636363	1,700.00
19	Anziano Consultant	12	0000000	0005678	1,300.00
20		13			-
21		14			-
22		15			-
23		16			-
24		17			-
25		18			-
26		19			-

NHIF Report that you can Print and File in your organization File for NHIF

DOWNLOAD THE PAYROLL TEMPLATE HERE!



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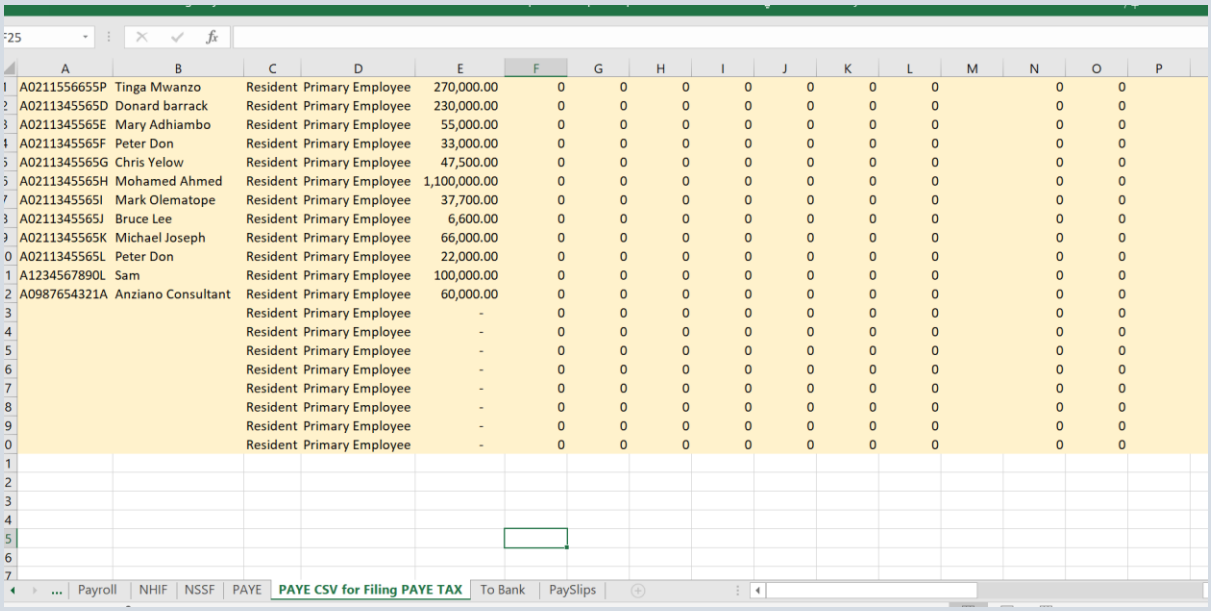
Names	HR Number	NSSF Number	NSSF Amount
Tinga Mwanzo	1	231546586556	200.00
Donard barrack	2	05996998847	1,080.00
Mary Adhiambo	3	39677499608	1,080.00
Chris Yelow	5	575893778596	1,080.00
Mohamed Ahmed	6	477859475378	1,080.00
Mark Olematope	7	377692675905	1,080.00
Bruce Lee	8	367599267589	396.00
Michael Joseph	9	584826375893	1,080.00
Peter Don	10	647458936394	1,080.00
Sam	11	5699	1,080.00
Anziano Consultant	12	000888	1,080.00
	13		-
	14		-
	15		-
	16		-
	17		-
	18		-
	19		-
	20		-
Totals			10,516.00

NSSF Report that you can Print and File in your organization File for NSSF

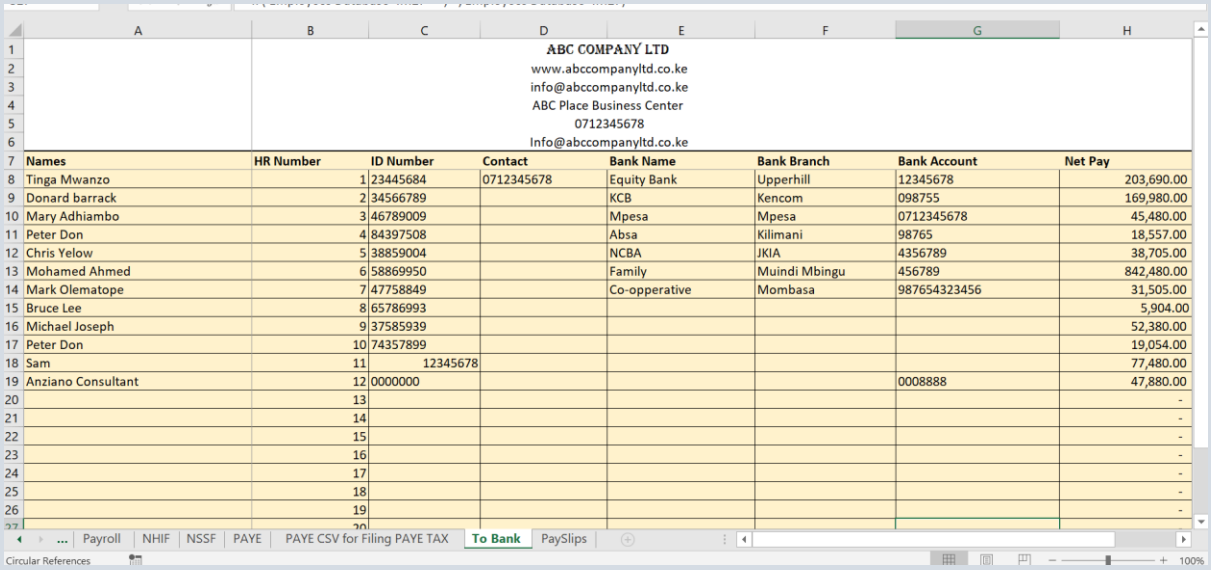


A02115566555P	Tinga Mwanzo	Resident	Primary Employee	270,000.00	0	0	0	0	0	0	0	0	0	
A0211345565D	Donard barrack	Resident	Primary Employee	230,000.00	0	0	0	0	0	0	0	0	0	
A0211345565E	Mary Adhiambo	Resident	Primary Employee	55,000.00	0	0	0	0	0	0	0	0	0	
A0211345565F	Peter Don	Resident	Primary Employee	33,000.00	0	0	0	0	0	0	0	0	0	
A0211345565G	Chris Yelow	Resident	Primary Employee	47,500.00	0	0	0	0	0	0	0	0	0	
A0211345565H	Mohamed Ahmed	Resident	Primary Employee	1,100,000.00	0	0	0	0	0	0	0	0	0	
A0211345565I	Mark Olematope	Resident	Primary Employee	37,700.00	0	0	0	0	0	0	0	0	0	
A0211345565J	Bruce Lee	Resident	Primary Employee	6,600.00	0	0	0	0	0	0	0	0	0	
A0211345565K	Michael Joseph	Resident	Primary Employee	66,000.00	0	0	0	0	0	0	0	0	0	
A0211345565L	Peter Don	Resident	Primary Employee	22,000.00	0	0	0	0	0	0	0	0	0	
A1234567890L	Sam	Resident	Primary Employee	100,000.00	0	0	0	0	0	0	0	0	0	
A0987654321A	Anziano Consultant	Resident	Primary Employee	60,000.00	0	0	0	0	0	0	0	0	0	
		Resident	Primary Employee	-	0	0	0	0	0	0	0	0	0	
		Resident	Primary Employee	-	0	0	0	0	0	0	0	0	0	
		Resident	Primary Employee	-	0	0	0	0	0	0	0	0	0	
		Resident	Primary Employee	-	0	0	0	0	0	0	0	0	0	
		Resident	Primary Employee	-	0	0	0	0	0	0	0	0	0	
		Resident	Primary Employee	-	0	0	0	0	0	0	0	0	0	
		Resident	Primary Employee	-	0	0	0	0	0	0	0	0	0	
		Resident	Primary Employee	-	0	0	0	0	0	0	0	0	0	

PAYE CSV data. This data will help you file PAYE Tax returns. You just need to copy the data into a new excel file which you then save in CSV (Comma Separated Values) format.

DOWNLOAD THE PAYROLL TEMPLATE HERE!

With the CSV data, you can then import that into the KRA excel workbook and file your PAYE tax returns in a less than a minute. **You can download the PAYE CSV FILE Tutorial** Here



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Info@abccompanyltd.co.ke

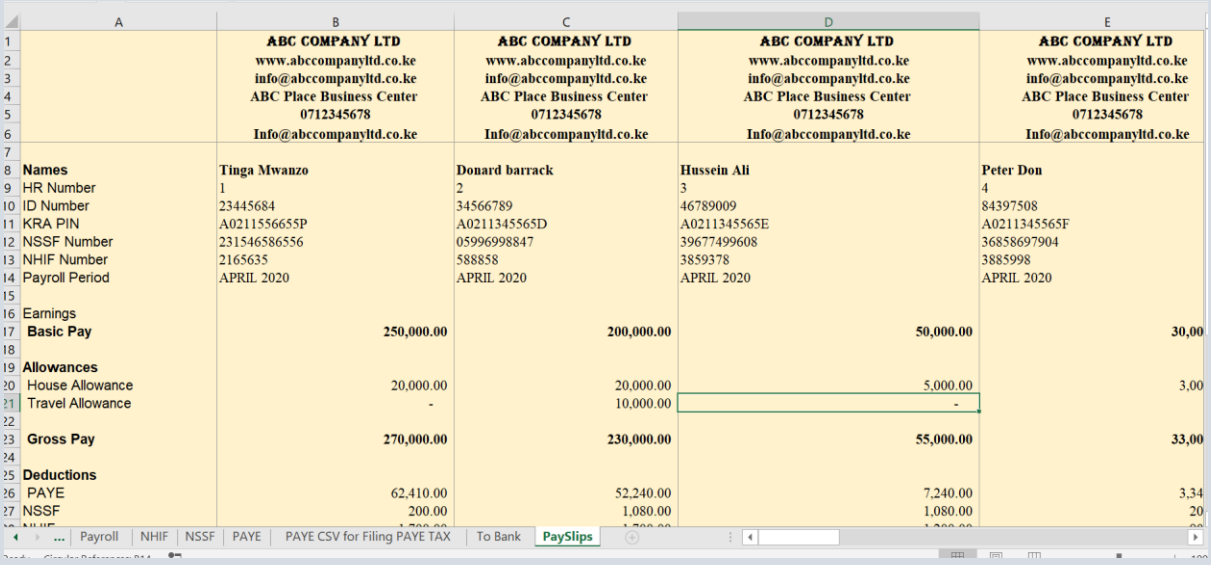
Names	HR Number	ID Number	Contact	Bank Name	Bank Branch	Bank Account	Net Pay
Tinga Mwanzo	1	23445684	0712345678	Equity Bank	Upperhill	12345678	203,690.00
Donard barrack	2	34566789		KCB	Kencom	098755	169,980.00
Mary Adhiambo	3	46789009		Mpesa	Mpesa	0712345678	45,480.00
Peter Don	4	84397508		Absa	Kilimani	98765	18,557.00
Chris Yelow	5	38859004		NCBA	JKIA	4356789	38,705.00
Mohamed Ahmed	6	58869950		Family	Muindi Mbingu	456789	842,480.00
Mark Olematope	7	47758849		Co-opperative	Mombasa	987654323456	31,505.00
Bruce Lee	8	65786993					5,904.00
Michael Joseph	9	37585939					52,380.00
Peter Don	10	74357899					19,054.00
Sam	11	12345678					77,480.00
Anziano Consultant	12	0000000				0008888	47,880.00
	13						-
	14						-
	15						-
	16						-
	17						-
	18						-
	19						-

Payroll | NHIF | NSSF | PAYE | PAYE CSV for Filing PAYE TAX | To Bank | PaySlips

Bank Report

With this Banking report, the organization can Print the report and write one cheque for the Total Net payment and take to the bank.

The bank will then make payment to all the respective Bank accounts for the Employees.



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Names	**Tinga Mwanzo**	**Donard barrack**	**Hussein Ali**	**Peter Don**
HR Number	1	2	3	4
ID Number	23445684	34566789	46789009	84397508
KRA PIN	A0211556655P	A0211345565D	A0211345565E	A0211345565F
NSSF Number	231546586556	05996998847	39677499608	36858697904
NHIF Number	2165635	588858	3859378	3885998
Payroll Period	APRIL 2020	APRIL 2020	APRIL 2020	APRIL 2020
Earnings				
Basic Pay	**250,000.00**	**200,000.00**	**50,000.00**	**30,00**
Allowances				
House Allowance	20,000.00	20,000.00	5,000.00	3,00
Travel Allowance	-	10,000.00	-	
Gross Pay	**270,000.00**	**230,000.00**	**55,000.00**	**33,00**
Deductions				
PAYE	62,410.00	52,240.00	7,240.00	3,34
NSSF	200.00	1,080.00	1,080.00	20

Payroll | NHIF | NSSF | PAYE | PAYE CSV for Filing PAYE TAX | To Bank | PaySlips

Payslips

The final Sheet will generate payslips for all the employees in the Employees database.

The payslip will show the distribution of the salary and all the deductions made before arriving at that amounts they get in their bank account upon payment at the end of the month.

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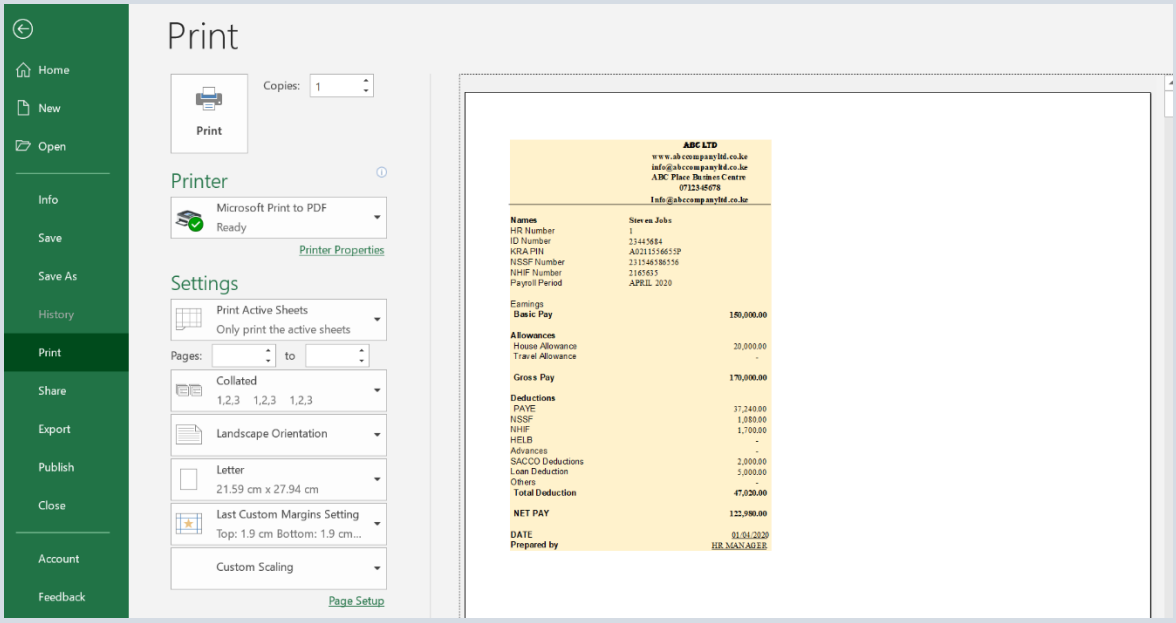

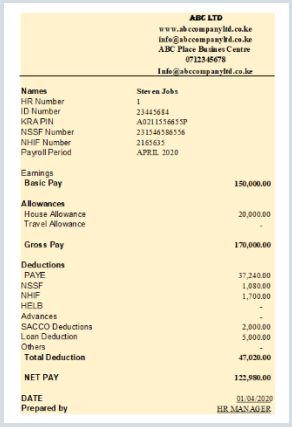

The payslips once printed will print in single pages for all the Employees in the organization's Employees database.

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What's App Link https://wa.me/254706600875

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