



TANZANIA REVENUE AUTHORITY

ISO 9001:2015 Certified

Enhanced Domestic Revenue System

USER GUIDE ON BULK UPLOADING OR DELETION OF EMPLOYEES

Version 2.0

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1. Task Summary

This User Manual (UM) provides the information necessary for PAYE Declarants to add or delete employees in bulk from employee's database in the taxpayer portal. The uploading of employees is done using excel template that is downloaded from the Taxpayer Portal.

2. Getting Started

In order to use instructions outlined in this user guide, the user must have a valid Taxpayer Portal account and must be appointed as a PAYE Declarant for the respective persons.

Users with a few number of employees whose information does not change regularly, are advised to use the normal procedures of one by one addition option available in taxpayer portal.

3. A: BULK UPLOADING OF EMPLOYEES

By following these steps, the PAYE Declarant will be able to Upload bulk employees to Employees database in the Taxpayer portal.

STEP 01: Go to the official TRA website then click “Taxpayer Portal” button.

The screenshot shows the Tanzania Revenue Authority (TRA) website homepage. At the top, there is a yellow banner with the TRA logo on the left, the text "TANZANIA REVENUE AUTHORITY" in the center, and a slogan "Whenever you sell, issue a receipt Whenever you buy, demand a receipt" with an image of a calculator. Below the banner is a navigation menu with links: Kiswahili, Home, About TRA, Contact Us, Vacancies, Tenders, Auctions, and a search bar. The main content area is divided into several sections:

- Photos and Events:** Features a large image of a road construction site with the caption "Payment of taxes facilitates construction of various infrastructures such as 107.4 km Njombe – Makete road".
- Staff Misconduct & Tax Evasion:** Includes a link for "Read Me Integrity Complaint Form to Commissioner General".
- Calculators and Tools:** Lists "PAYE Mainland", "PAYE Zanzibar", and "Calculator & Tool for Motor Vehicles".
- Customs & Excise:** Lists various services like "Tariff", "Exchange rates", "Import procedure", "Clearing & Forwarding Agents", "Pre-Arrival Declaration", "Export procedures", "Single Customs Territory", "Customs Licenses", "One Stop Border Post (OSBP)", "Trading across borders", and "Export Processing Zones (EPZ)".
- Do it online:** A yellow box containing links for "Home", "NEW Taxpayer Portal (TRA Online Services)" (highlighted with a red box), and "Online Auction".
- News & Updates:** Features a "NEW" alert for "INTENTION TO CANCEL REGISTRATION FOR VALUE ADDED TAX".
- Due Date:** A yellow box with the text "Due Date".

STEP 02: Taxpayer portal page will appear, enter PAYE Declarant TIN and Password then click **“Login”**.

TRA

Welcome to Tanzania Revenue Authority Taxpayer Portal

INTEGRATED SERVICES ALL IN ONE

Login

TIN

128039503

Password

.....

Forgot Password?

Login

Don't Have an Account? Register Now

For any inquiry, please contact TRA Support at : support@tra.go.tz
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STEP 04: Upon logging in, click on **“Services”**.

TANZANIA REVENUE AUTHORITY
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TAXPAYER PORTAL

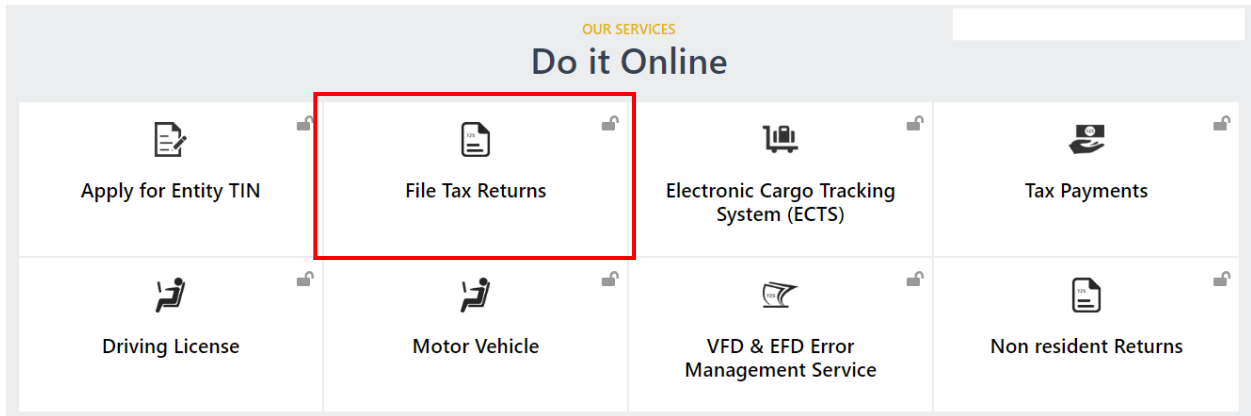
My Account Logout

Hello, M [redacted]

You have logged in with TIN 128039503

SERVICES

a) The page showing entities managed/administered by Director will display as below.



b) Select session to choose the entity or individual whose employees you want to add/upload.

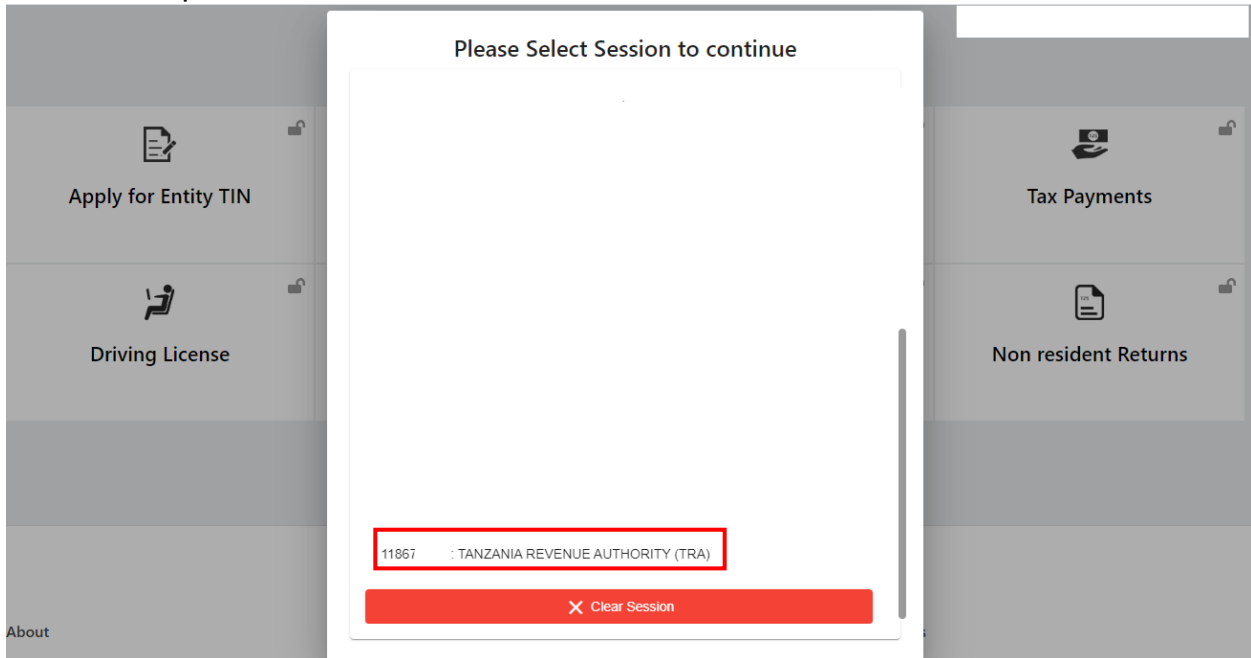


Figure 1:Entities

c) Click **Manage Tax Returns** menu, select **PAYE** then **Employee Management**.

The screenshot shows the Taxpayer Portal interface. At the top, there is a navigation bar with 'Services' and 'TAXPAYER PORTAL'. A user profile for 'MUSA AMOS OTIENO' is visible. A dark navigation bar contains 'MANAGE TAX RETURNS', which is highlighted with a red box. A dropdown menu is open under 'MANAGE TAX RETURNS', showing 'PAYE', 'ROI', and 'WITHHOLD'. Under 'PAYE', 'Employee Management' is selected. Below the navigation bar, there is a 'Filing Quick Summary' section with several cards: 'Total Returns' (83), 'Payment Bills' (62), and 'Returns with Interest' (0). There are also due date timers for 'PAYE / SDL / WITH HOLDING' and 'VAT'. At the bottom, there are sections for 'Returns with Interest' and 'Returns with Penalties'.

d) Employees management screen will display with options to **Delete all employees**, **Download excel template**, **Upload bulk employees** and **Add new employee**.

The screenshot shows the 'Statements and Payments of Taxes Withheld for Employees (PAYE) Employee Management' screen. At the top, there is a navigation bar with 'Services' and 'TAXPAYER PORTAL'. A user profile for 'MUSA AMOS OTIENO' is visible. The main header shows 'MANAGE TAX RETURNS' and a breadcrumb trail: 'Home / Filing / Unfiled Returns / File Paye Return /'. Below the header, there is a 'Back to Returns' button. The main content area has a search bar and four action buttons: 'Delete All Employees', 'Download Excel Template', 'Upload Bulk Employees', and 'Add New Employee'. Below these buttons is a table with the following columns: S/N, TIN, Name of Employee, Type of Employment, Social Security Number, and Basic Pay. The table contains one row for 'MUSA AMOS OTIENO'. At the bottom right, there is a pagination control showing 'Items per page: 10' and '1 - 1 of 1'.

e) Click the **“Download excel template”** to have the excel template downloaded.

The screenshot shows the 'TAXPAYER PORTAL' interface. The main heading is 'Statements and Payments of Taxes Withheld for Employees (PAYE) Employee Management'. A search bar is present. Below it, there are buttons for 'Delete All Employees', 'Download Excel Template' (highlighted with a red box), 'Upload Bulk Employees', and 'Add New Employee'. A table lists employee details:

S/N	TIN	Name of Employee	Type of Employment	Residential Status	Social Security Number	Basic Pay	Deductions
1	128039503	MUSA AMOS OTIENO	Secondary	Resident	12345	10,000,000	1,250,000

At the bottom left, a file named 'Bulk Employees E...xlsm' is highlighted with a red box.

f) After filling in Employer’s TIN, proceed to fill in all important employee details such as TIN, Residential status, Type of employment, Social security number, Basic salary, Allowance, deduction and Location.

You can **add** or **delete** rows to accommodate the number of your employees by clicking the respective buttons.

After filling in all details then **save** the excel template ready for uploading.

The screenshot shows an Excel spreadsheet with the following data:

SN	EMPLOYEE TIN	RESIDENTIAL STATUS	TYPE OF EMPLOYMENT	SOCIAL SECURITY NO	BASIC SALARY	ALLOWANCE	DEDUCTION	LOCATION
1	112-261-982	Resident	Secondary	12345	10,000,000.00	2,500,000.00	1,250,000.00	Tanzania Mainland

Buttons for 'Add Rows' and 'Delete Rows' are visible. An 'Insert Row' dialog box is open, showing 'How many rows would you like to add?' with the value '2' entered.

g) Go back to Employee management in the Taxpayer portal the click **Upload bulk employees** button

Choose the saved excel template the click the blue colored **upload** button.

MANAGE TAX RETURNS Home / Efilng / Unfiled Returns / File Paye Return /

Statements and Payments of Taxes Withheld for Employees (PAYE) Employee Management

Search By

Delete All Employees Download Excel Template Upload Bulk Employees Add New Employee

S/N	TIN	Name of Employee	Type of Employment	Residential Status	Social Security Number	Basic Pay	Deductions
1	128039503	MUSA AMOS OTIENO	Secondary	Resident	12345	10,000,000	1,250,000

Items per page: 10 1 - 1 of 1

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MANAGE TAX RETURNS Home / Efilng / Unfiled Returns / File Paye Return /

Upload Bulk Employees

Choose file

Bulk Employees Excel Template (9).xism Upload

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The added Employee(s) will be found on the **Correct employees** button, otherwise correct errors identified in the incorrect employees list the re-upload the template.

The list of Correct employee(s) is formed by employees who have already been included in the database ready for filing.

Services TAXPAYER PORTAL ✓ 1 employees uploaded successfully

MANAGE TAX RETURNS Home / Efiling / Unfiled Returns / File Paye Return /

Upload Bulk Employees Back

Choose file *
Bulk Employees Excel Template (9).xlsm Upload

1 employees uploaded successfully

INCORRECT EMPLOYEES CORRECT EMPLOYEES Export To Excel

TIN	Name of Employee	Type of Employment	Residential Status	Location	Social Security Number	Basic Pay	Deductions	Error Message
No data found								

Items per page: 10 0 of 0 < >

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Services TAXPAYER PORTAL MUSA AMOS OTIENO

MANAGE TAX RETURNS Home / Efiling / Unfiled Returns / File Paye Return /

Upload Bulk Employees Back

Choose file *
Bulk Employees Excel Template (9).xlsm Upload

1 employees uploaded successfully

INCORRECT EMPLOYEES CORRECT EMPLOYEES Export To Excel

TIN	Name of Employee	Type of Employment	Social Security Number	Basic Pay	Deductions	
+	112-261-982	EJAGA JOSEPH MAHAMBA	SECONDARY	12345	10,000,000	1,250,000

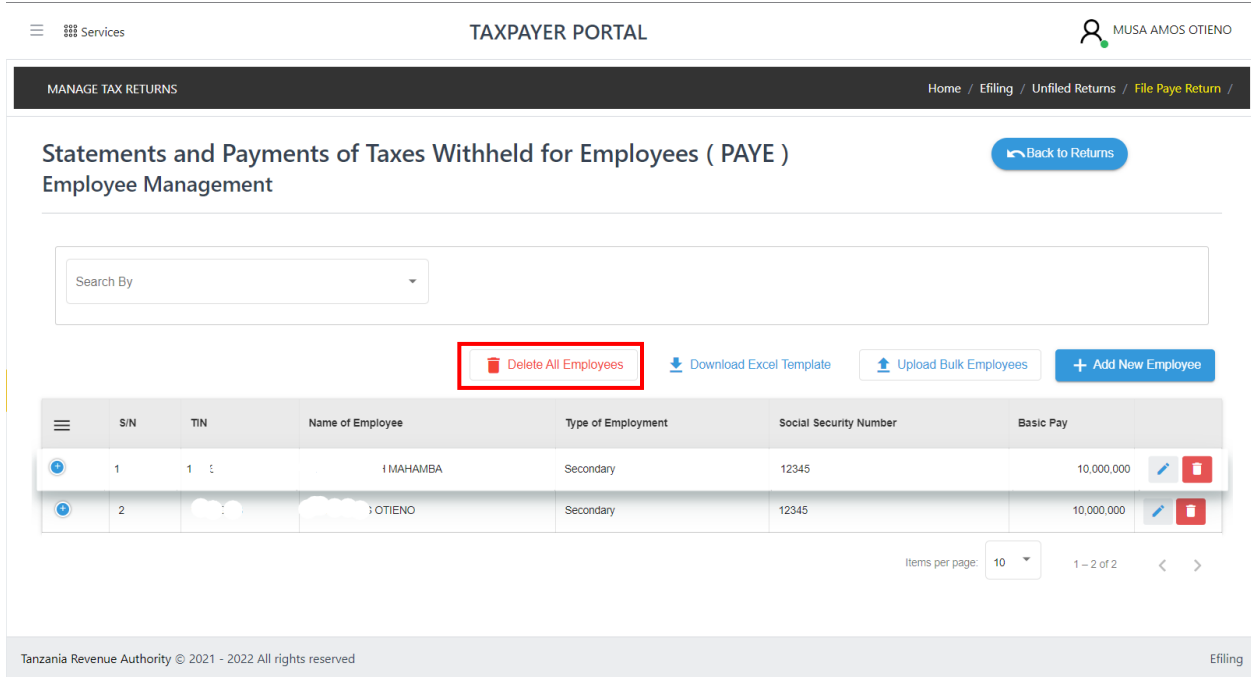
Items per page: 10 1 - 1 of 1 < >

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4. B: BULK DELETION OF EMPLOYEES

By following these steps, the PAYE Declarant will be able to delete bulk employees from Employees database in the Taxpayer portal.

STEP1: Select **delete all employees** option.



STEP2: Proceed to click a red colored “Yes, Delete” button.

