

KRA Business Payroll Module

Access Kenya Revenue Authority services using your eCitizen account.

User Guide



eCitizen



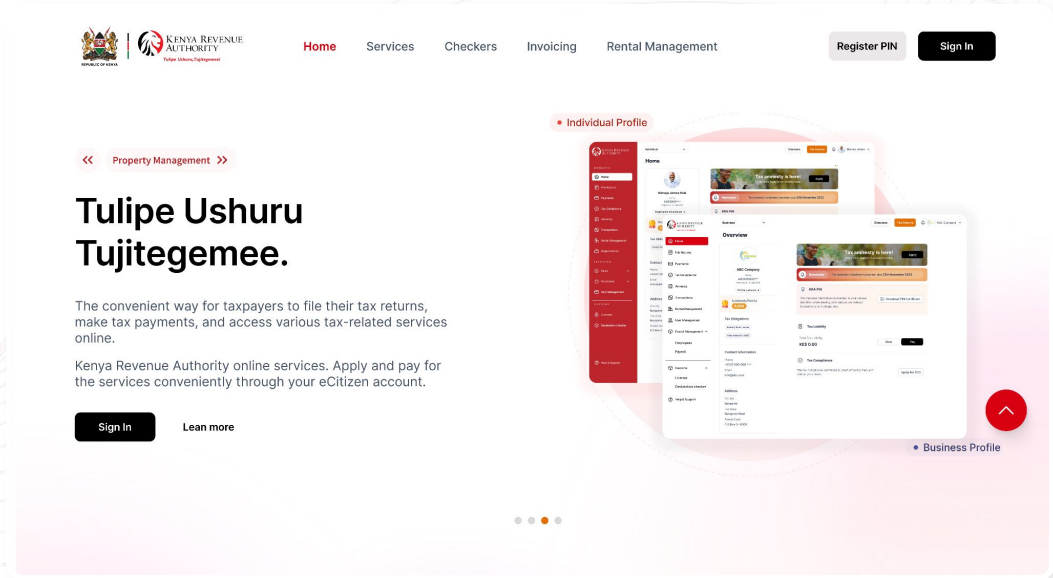
KENYA REVENUE
AUTHORITY

eTIMS

Introduction

The Payroll Management module is designed to **organise, calculate** and **distribute** employee pay in compliance with labour laws, tax regulations and company policies.

It also manages employee data and statutory deductions to ensure accurate records, regulatory compliance, and timely salary processing.

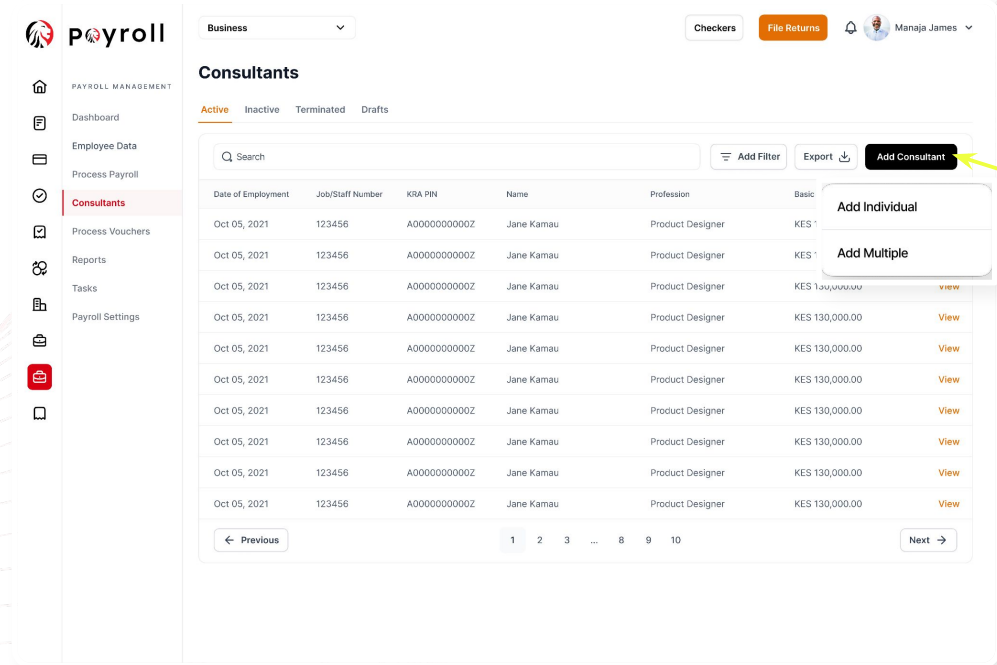


Consultants

Manage all consultants in the consultants sorted by status: active, inactive or terminated.

To add a consultant;

- Click the add consultant button and pick either add individual for a single consultant or add multiple for numerous consultants.



The screenshot displays the 'Consultants' management interface. On the left is a sidebar with navigation options: Dashboard, Employee Data, Process Payroll, Consultants (highlighted), Process Vouchers, Reports, Tasks, Payroll Settings, and a home icon. The main content area is titled 'Consultants' and includes tabs for 'Active', 'Inactive', 'Terminated', and 'Drafts'. A search bar and 'Add Filter' button are present. The 'Add Consultant' button is highlighted with a yellow arrow. Below it, a table lists consultants with columns: Date of Employment, Job/Staff Number, KRA PIN, Name, Profession, and Basic. The table contains 10 rows of data for Jane Kamau, a Product Designer, with a basic salary of KES 130,000.00. A 'View' link is available for each row. At the bottom of the table are 'Previous' and 'Next' pagination buttons.

Date of Employment	Job/Staff Number	KRA PIN	Name	Profession	Basic	
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View
Oct 05, 2021	123456	A0000000000Z	Jane Kamau	Product Designer	KES 130,000.00	View

Add Consultant

Personal Details

For an individual consultant;

- select their nationality (Citizen, Non-Kenyan Resident or Foreigner).
- Enter the first name, ID number, and KRA PIN, then click *Validate*.
- Once validated, proceed to enter your phone number and email, then indicate if you have a disability.

The required personal details may vary depending on the nationality selected.

The screenshot shows the 'Add Consultant' form in the payroll system. The form is titled 'Add Consultant' and is part of the 'Business' module. It shows a progress bar with four steps: Personal Information, Employment Information, Payment Information, and Preview. The 'Personal Information' step is currently active. The form includes fields for Consultant's Nationality (Citizen, Non-Kenyan Resident, Foreigner), Consultant's First Name, Consultant's ID Number, and Consultant's KRA PIN. There are 'Cancel' and 'Validate' buttons at the bottom right.

Add Consultant

Personal Details

For an individual consultant, select their nationality (Citizen, Non-Kenyan Resident or Foreigner). Enter the first name, ID number, and KRA PIN, then click *Validate*.

Once validated, proceed to enter your phone number and email, then indicate if you have a disability.

The required personal details may vary depending on the nationality selected.

Business Checkers File Returns Manaja James

Consultants > Add Consultant Save Draft

Add Consultant

Progress: Personal Information (Active) | Employment Information | Payment Information | Preview

Personal Information

Consultant's ID Number

Emmy A*****
ID: 20102223
KRA PIN: A00000000002
Citizen

Wrong User? Cancel

Consultant's Phone Number (Optional)

+254 700 000 000

Consultant's Email Address (Optional)

Back Cancel Next

Add Consultant

Employment Details

Provide their employment details, including employment type, start and end dates, department, profession, staff number, branch, statutory details, and bank information. Click **Next** to continue.

This section is optional and will not prevent you from adding the consultant.

The screenshot shows the 'Add Consultant' form in the eTIMS system. The form is titled 'Add Consultant' and is part of the 'Business' module. It shows a progress bar with four steps: Personal Information, Employment Information (current), Payment Information, and Preview. The 'Employment Information' section includes fields for Date of employment (Optional), Date of Completion (Optional), Department (Optional), Profession (Optional), Job/ Staff Number (Optional), Branch (Optional), NSSF Number (Optional), SHIF Number (Optional), Bank (Optional), and Bank Branch (Optional). There are 'Back', 'Cancel', and 'Next' buttons at the bottom.

Add Consultant

Payment Details

Provide the basic salary.
click next to the preview page.

Business Checkers File Returns Manage James

Consultants > Add Consultant Save Draft

Add Consultant

Personal Information ✓ Employment Information ✓ **Payment Information** ○ Preview ○

Salary Information

Basic Pay
KES 0.00

Back Cancel Next

Computation

Basic Pay	KES 100,000.00
Gross Pay	KES 405,677.00
Statutory Deductions	
NSSF	KES 100,000.00
Affordable Housing Levy	KES 4,280.00
SHIF	KES 100,000.00
PRMF	KES 4,280.00
Total Deductions	KES 5,677.00
Taxable Pay	KES 5,677.00
Income Tax	KES 100,384.00
Less Personal Relief	KES 100,384.00
WHT	KES 5,677.00
Net Pay	KES 5,677.00

Add Consultant

Preview

Review all information, including personal employment details and payment details.

payroll

Business

Checkers **File Returns** Manaja James

Consultants > Add Consultant

Add Consultant Save Draft

Personal Information Employment Information Payment Information **Preview**

Preview

Personal Information

Consultant's Name	Emmy Akinyi
PIN	A000000000Z
ID Number	12345678
Phone Number	254700 000 000
Email Address	emmy.akinyi@example.com

Employment Information

Employee Type	Consultant
Employment Date	12 Jan 2024
Employment Completion	----
Employment Completion	----
Profession	Product Designer
Job/Staff Number	345675

Computation

Basic Pay	KES 100,000.00
Gross Pay	KES 405,677.00
Statutory Deductions	
NSSF	KES 100,000.00
Affordable Housing Levy	KES 4,280.00
SHIF	KES 100,000.00
PRMF	KES 4,280.00
Total Deductions	KES 5,677.00
Taxable Pay	KES 5,677.00
Income Tax	KES 100,384.00
Less Personal Relief	KES 100,384.00
WHT	KES 5,677.00
Net Pay	KES 5,677.00

Back Submit

View Consultant Details

View a consultant's information, then click **More Actions** to:

- Deactivate
- Terminate

The screenshot displays the 'payroll' system interface. On the left is a sidebar with icons for various functions: Home, Payroll Management, Dashboard, Employee Data (highlighted), Process Payroll, Consultants, Process Vouchers, Reports, Tasks, and Payroll Settings. The main content area shows the 'Business' dropdown menu, 'Checkers', and 'File Returns' buttons. Below these, the 'Employees Data' section is active, showing 'Felistus Adelle'. A 'More Actions' dropdown menu is open, displaying 'Deactivate' and 'Terminate' options. The 'Employee Details' section includes fields for Name (Felistus Adelle), ID Number (3456787654), Nationality (Citizen), Date of Birth (4 Oct, 1999), Gender (Female), Phone Number (+254 911 800 600), Email Address (michaeladek@gmail.com), and Status (Active). Below this, the 'Employment Information' section shows details for 'Primary' employment, including Date of Employment (20th Nov 2020), Date of Completion (20th Nov 2023), Profession (Product Designer), and Job/ Staff Number (35467589).

Voucher Processing

Process voucher and view a voucher log, to begin click process voucher, then quick upload, and finally proceed.

The screenshot displays the eTIMS Business Payroll Module interface. The main screen is titled 'Process Pay' and shows summary statistics for the current period (Oct, 2021):

- Total Gross Pay: KES 71,001,353.83
- Total Allowances: KES 2.42 M
- Total Benefits: KES 1.27 M
- Total Deductions: KES 873,73

A table lists the processed vouchers for consultants:

Period	Payroll ID	Number of employees	Gross Pay	Status	Action
Oct, 2021	REF6468899	345	KES 80,000	Filed	View
Oct, 2021	REF6468899	345	KES 80,000	Filed	View
Oct, 2021	REF6468899	345	KES 80,000	Filed	View
Oct, 2021	REF6468899	300	KES 80,000	Filed	View
Oct, 2021	REF6468899	300	KES 80,000	Filed	View
Oct, 2021	REF6468899	345	KES 80,000	Filed	View
Oct, 2021	REF6468899	345	KES 80,000	Filed	View

A modal titled 'Process Vouchers for Consultants' is open, asking how to process vouchers:

- ☐ Use Consultant Data: Use pre-saved consultants data to process payroll.
- ☒ Quick Upload: Upload an excel with Consultant KRA PIN and Basic Pay to process vouchers.

The modal also includes a 'Select Date(s)' field with a date picker and 'Cancel' and 'Continue' buttons.

Voucher Processing

Upload Consultants

Download the sample Excel file, fill in the consultants details, and upload it or upload your own Excel file.

The screenshot displays the 'Process Vouchers' interface within the eTIMS Business Payroll Module. The left sidebar shows the 'Process Payroll' menu item highlighted. The main content area is titled 'Process Vouchers' and includes a progress bar with 'Upload Consultants List' and 'Preview' steps. Below the progress bar, there are instructions for uploading the consultants list, a 'Download Sample Excel' button, and an 'Upload Excel' section showing a file named 'employee-list.xlsx' (5 MB) with a 'Remove' button. At the bottom, there are 'Back', 'Cancel', and 'Next' buttons.

Voucher Processing

Review Upload

Review the uploaded Excel file. Delete incorrect data (highlighted in red) and duplicates (highlighted in yellow).

For correct data, click **Submit** to complete adding multiple consultants.

Kenya Revenue Authority

Consultants List

● Incorrect Data ● Duplicate Item

Cancel

Process Vouchers

No errors x

Processing Complete

Search

☐	KRA PIN	ID /Passport No	Type	Email	Phone Number	Gross Amount Payable	
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	A0000000000Z	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit
☐	Andrew Mutua	12345678	Citizen	janekamau@gmail.com	0712345678	60,000.00	Remove Edit

← Previous 1 2 3 ... 8 9 10 Next →

Voucher Processing

Review Upload

Review the computed voucher list, then either save as draft or click **Submit** to complete voucher processing.

Cancel

Kenya Revenue Authority

Consultants List

Save Draft Submit

Q Search

KRA PIN	Name	Email	Gross Amount	Tax Rate (%)	Withholding Tax	Net Pay
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
A0000000000Z	Victor Okal	victorokal@gmail.com	KES 80,000	KES 80,000	KES 80,000	KES 80,000
Total			KES 80,000	KES 80,000	KES 80,000	KES 80,000

← Previous

1 2 3 ... 8 9 10

Next →

Voucher Processing

Use Consultant data

Process voucher by selecting **Use Consultant Data** and choosing the period to apply existing consultant records.

Process Vouchers

Total Basic Pay: KES 71.01 M

Total Net Pay: KES 42.00 M

Total Withholding Tax: KES 2.42 M

Process Vouchers for Consultants

How do you want to process vouchers?

- ☒ **Use Consultant Data**
Use pre-saved consultants data to process payroll
- ☐ **Quick Upload**
Upload an excel with Consultants KRA PIN and Basic Pay to process vouchers

Select Date(s): DD/MM/YYYY

Cancel Continue

Period	Voucher List ID	Number of Consultants	Total Basic Pay	Total Withholding Tax	Total Net Pay	Status	Action
Oct, 2021	REF6468899	345	KES 80,000	KES 80,000	KES 80,000	Filed	View
Oct, 2021	REF6468899	345	KES 80,000	KES 80,000	KES 80,000	Filed	View
Oct, 2021	REF6468899	345	KES 80,000	KES 80,000	KES 80,000	Filed	View
Oct, 2021	REF6468899	300	KES 80,000	KES 80,000	KES 80,000	Filed	View
Oct, 2021	REF6468899	300	KES 80,000	KES 80,000	KES 80,000	Filed	View
Oct, 2021	REF6468899	345	KES 80,000	KES 80,000	KES 80,000	Filed	View
Oct, 2021	REF6468899	345	KES 80,000	KES 80,000	KES 80,000	Filed	View

← Previous 1 2 3 ... 8 9 10 Next →

Voucher Processing

Use Consultant data

Review the existing consultant data and click **Process voucher**.

A pop-up will appear acknowledge it by checking the box, then click **Process voucher** to continue.

The screenshot displays the 'Process Payroll' interface in the eTIMS system. On the left is a sidebar with navigation icons and labels: PAYROLL MANAGEMENT, Dashboard, Employee Data, **Process Payroll** (highlighted), Consultants, Process Vouchers, Reports, Tasks, and Payroll Settings. The main content area shows a 'Business' dropdown, 'Checkers' and 'File Returns' buttons, and a user profile for 'Manaja James'. Below this is a 'Process Payroll' section with a 'Payroll Summary' table:

Payroll ID	Period	Employees
PRN-320	Jun 2025	34

Below the summary is an 'Employees list' table with a search bar and columns for Job/Staff Number, Name, and Gross Pay. The table contains 10 rows of data, each with a 'Remove' and 'Edit' link. An 'Acknowledgement' pop-up is overlaid on the right, containing a checked checkbox and the text: 'By clicking Submit you acknowledge that all information is correct and that statutory deductions will be processed accordingly. This process is irreversible.' The pop-up has 'Cancel' and 'Process Payroll' buttons.

Voucher Processing

Review Upload

Review the computed consultant list, then either save as draft or click **More Actions** to send payslips, amend voucher, or export voucher. Once done, click **File Withholding tax**.

Note: Voucher can only be amended before it is processed after processing, amendments are not allowed.

Business Checkers File Returns Manaja James

Payroll > REF7656987

REF7656987 More Actions View Return

Payroll Summary

Payroll ID	Period	Employees	Date Processed	Filing Due Date	Status	Date Filed
PRN-320	Jun 2025	34	1 Jul 2025	1 Jul 2025	Filed	1 Jul 2025

Employees list

Search Columns

Job/Staff Number	Name	Pay	Total Benefits	Gross Pay	Total Deductions	PAYE Calculation		
						Taxable Pay	Less Personal Relief	PAYE
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
3156789839	Victor Okal	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000
Total		KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000	KES 80,000

Previous 1 2 3 ... 8 9 10 Next

Voucher Processing

File Withholding Tax

View the computed tax, tick the checkbox to certify the information, then click **Submit**.

poyroll

Business

Checkers File Returns Manaja James

Payroll > REF7656987 > File Withholding Tax

File Withholding Tax

Tax Calculation

Total Consultants	100
Total Gross Amount	KES 90,000.00
Total Withholding Tax Payable	KES 50,000.00
Total Payable	KES 18,000.00

☒ I solemnly declare that to the best of my knowledge and belief, the information declared is correct and complete and that the taxable amount and the tax thereon and other particulars shown therein are truly stated and are in accordance with the provisions of "Chapter 470 The Income Tax Act", in respect...

Back Cancel **Submit**

Once the Withholding return is filed and the acknowledgment receipt is generated, the user can review the voucher return data and use the **Further Actions** option to send payslips, export voucher, or export statutory reports.



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Tulipe Ushuru, Tujitegeme!

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