

TANZANIA BUREAU OF STANDARDS

TBS PAYROLL MANAGEMENT SYSTEM

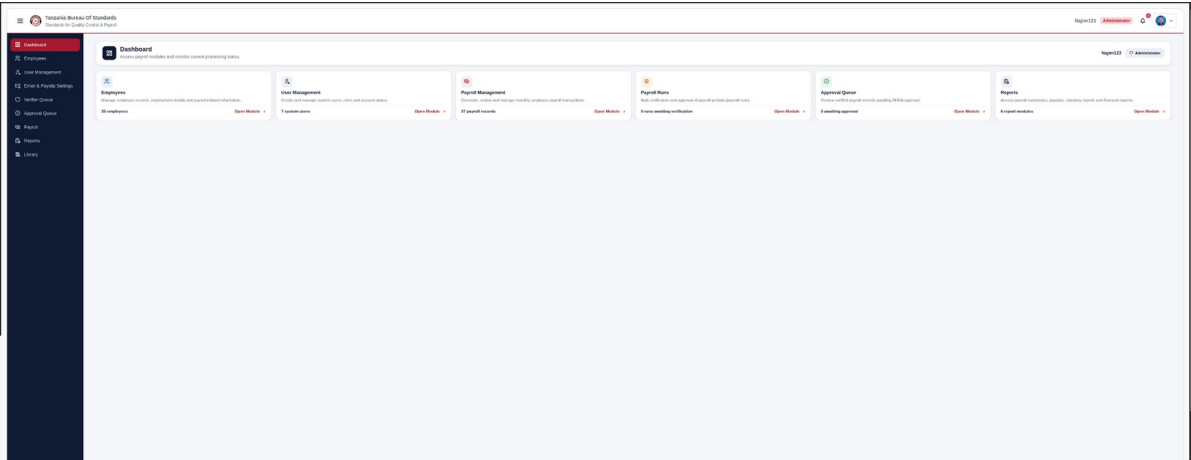
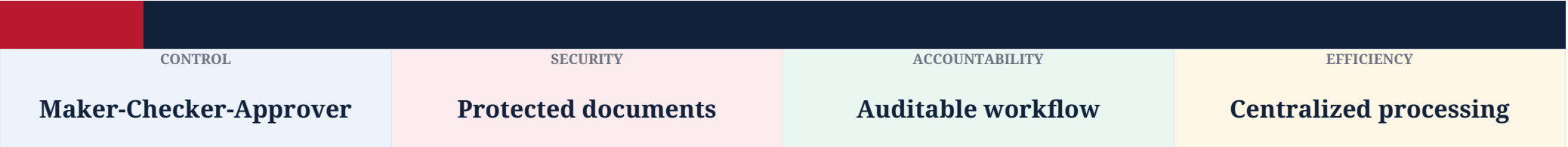
System Features, Strategic Importance & Security Controls

Executive briefing for management, governance and staff training

Purpose To explain the key features visible in the implemented system, the organizational value they provide to TBS, and the controls that protect payroll information.

1. Executive Summary

A controlled digital platform for payroll operations



Dashboard showing the system modules and operational overview

- Centralizes employee records, payroll preparation, verification, approval, reporting, payslip delivery and documentation.
- Role-based workflow separates payroll preparation from independent verification and final approval.
- Operational dashboards and queues help users see what requires action and what has been completed.
- Reports convert payroll transactions into management, statutory, bank-transfer and reconciliation information.
- Email delivery, queue monitoring, protected PDF attachments and delivery history strengthen confidentiality and traceability.

Management value The system is not only a payroll calculator; it is a payroll governance platform linking people, approvals, evidence, communication and reporting.

2. Employee Records Management

Accurate master data as the foundation of payroll

Tanzania Bureau of Standards

Payroll Management System

Home / Employees

Employees List

Export Excel

Export PDF

Download Template

Add New Employee

Search BRF Name or check no.

All Departments

All Locations

All Designations

All

Newest

Reset

PF Number	Check No.	Name	Location Area	Department / Designation	Basic Pay	Status	Details	Actions
PF-MP-006		Hasbiul Mohamed hasbiul.mohamed@gmail.com	Headquarters	ICT System Admin	3,000,000.00	Active	W See More	ADD EDIT DELETE
PF-MP-005		Hassan Khari hassan.khari@gmail.com	Headquarters	Logistics Driver Driver	1,700,000.00	Active	W See More	ADD EDIT DELETE
PF-MP-004		Grace Mui gracemui@gmail.com	Headquarters	Human Resources HR Officer	1,300,000.00	Active	W See More	ADD EDIT DELETE
PF-MP-003		Buraka Ally burakally@gmail.com	Headquarters	Operations Officer	1,000,000.00	Active	W See More	ADD EDIT DELETE
PF-MP-002	CH002	Amna Juma amnajuma@gmail.com	Headquarters	Finance Accountant	1,200,000.00	Active	W See More	ADD EDIT DELETE
PF-MP-001		John Doe john.doe@gmail.com	Headquarters	ICT Developer	1,500,000.00	Active	W See More	ADD EDIT DELETE
PF-DAG-01		Eng Test	-	-	0.00	Active	W See More	ADD EDIT DELETE
PF0022	1134105	Naya James mwalayasa naya.james@gmail.com	HQ	HR HR Officer	0.00	Active	W See More	ADD EDIT DELETE
PF12	1234	Ngugi ROBERT STEPHAN ngugirobert@gmail.com	DAREVIL LAKE	administration admin officer	400,000.00	Active	W See More	ADD EDIT DELETE
PF040	09123	ahadi abadi brown ahadi.abadi@gmail.com	HQ	Finance Finance officer	50,000.00	Active	W See More	ADD EDIT DELETE

Show

10

per page

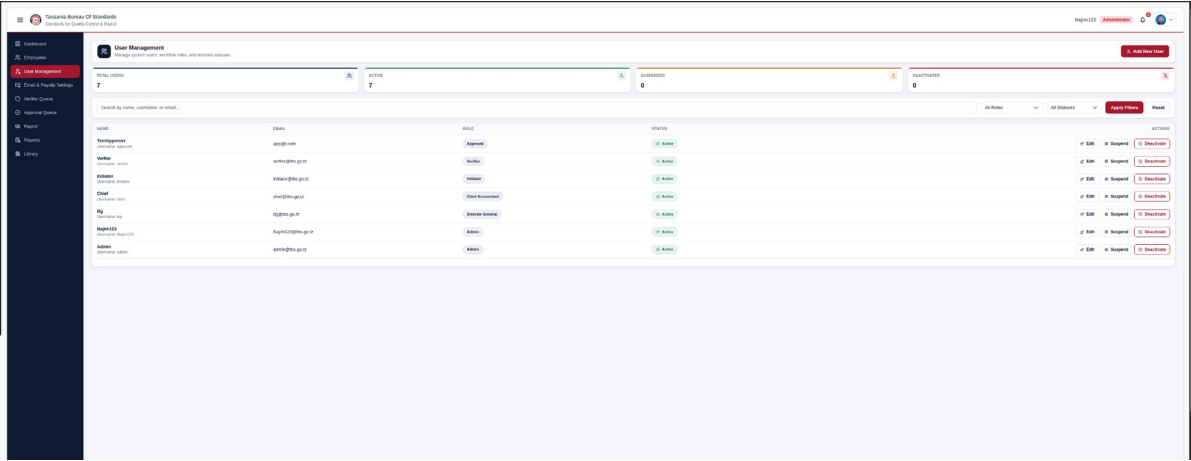
Showing 1 - 10 of 10 employees

- Maintains PF number, check number, employee identity, location, department/designation, status and payroll-related master data.
- Supports search, filters, pagination, export, bulk import and controlled record actions.
- The registration wizard structures Personal, Employment, Bank, Earnings, Deductions and Review information before save.
- Structured capture reduces omissions and improves consistency before payroll generation begins.

Employee list and record-management controls

3. User Management & Role-Based Access

Segregation of duties and controlled system access



NAME	EMAIL	ROLE	STATUS	ACTIONS
Administrator	admin@bbs.gov.tz	Administrator	Active	Deactivate
Manager	manager@bbs.gov.tz	Manager	Active	Deactivate
Initiator	initiator@bbs.gov.tz	Initiator	Active	Deactivate
Clerk	clerk@bbs.gov.tz	Clerk	Active	Deactivate
Admin	admin@bbs.gov.tz	Admin	Active	Deactivate

User Management with role and status controls

- Administrators can create users, assign workflow roles and manage account status.
- Roles support responsibilities such as Initiator, Verifier, Approval, Chief Accountant, Director General and Admin.
- Account activation, suspension and deactivation help prevent continued access by inactive users.
- Role separation supports the principle that one person should not prepare, verify and approve the same payroll without independent control.

Governance principle Maker-Checker-Approver separation strengthens accountability and reduces unauthorized payroll changes.

4. Email, Payslip Delivery & Queue Controls

Reliable and traceable electronic distribution

The screenshot shows a web application interface for creating a new system user. The form is titled 'Create New System User' and contains the following fields:

- Full Name
- Email Address
- Password
- User Role / Workflow Task (dropdown menu with 'Select Role' selected)

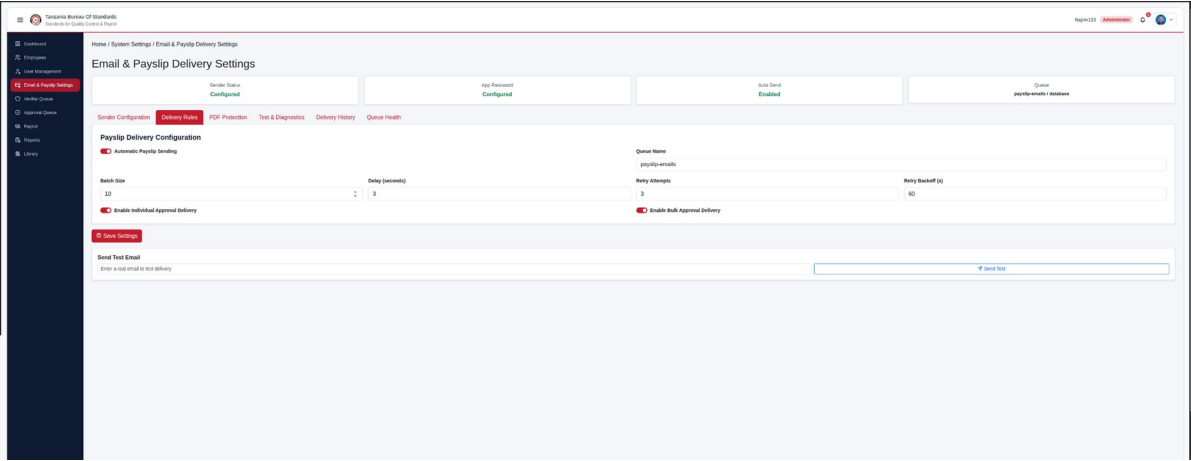
At the bottom right of the form are two buttons: 'Cancel' and 'Create User'.

Email & Payslip Delivery Settings

- Centralizes sender configuration, delivery rules, PDF protection, diagnostics, delivery history and queue health.
- Automated payslip sending can use a dedicated queue so email delivery does not block payroll approval operations.
- Delivery history records sent, queued and failed attempts, supporting investigation and controlled resend.
- Queue Health shows pending jobs, failures and worker status to help administrators monitor operational reliability.

5. Encrypted / Password-Protected Payslip Documents

Confidentiality after the payslip leaves the application



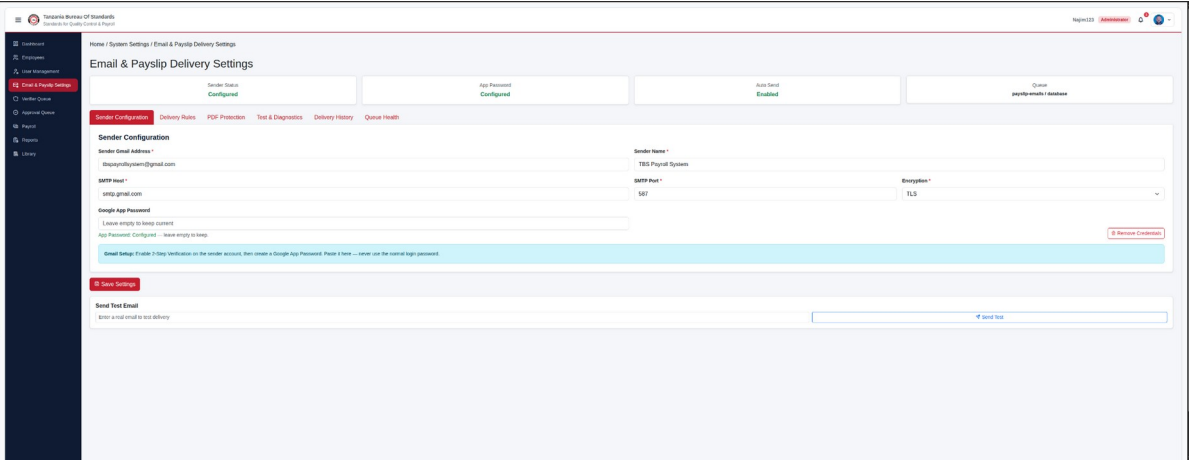
PDF Protection settings for outgoing payslips

- Payslip PDF attachments can be protected with a configured common open password.
- The password is not included in the employee email body and should be communicated through an approved internal channel.
- Protection is applied before the PDF is attached to email; when protection is enabled, failure should block unprotected fallback delivery.
- Password-protected files reduce exposure if an email is forwarded, intercepted or accessed by an unintended person.
- Encryption is one layer of protection and works together with access control, secure email practices and user awareness.

Security significance Payroll contains sensitive personal and financial data. File-level protection helps preserve confidentiality outside the system boundary.

6. Payroll Generation

Structured preparation of monthly payroll

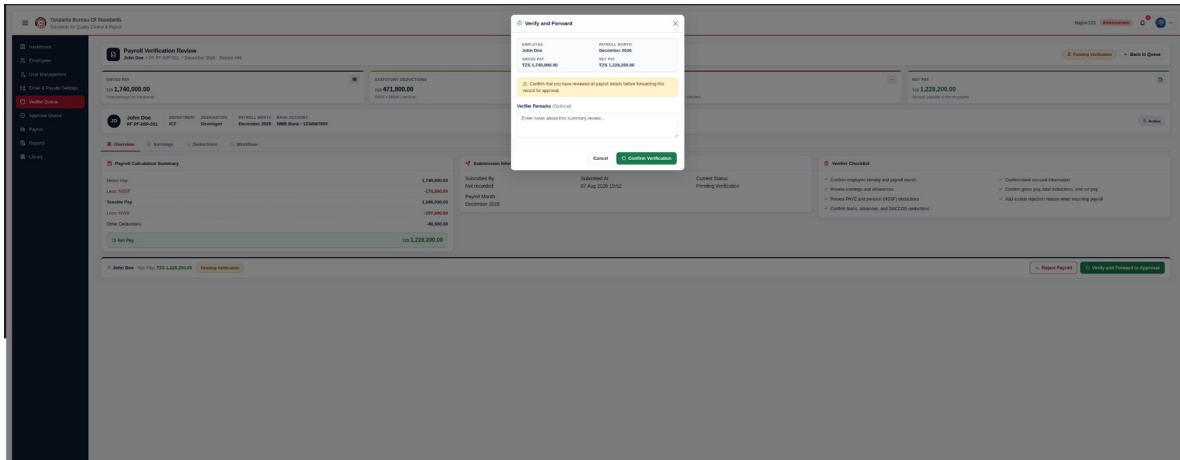


Payroll Management and workflow status

- Payroll records are organized by employee and payroll period with visible gross pay, deductions, net pay and workflow status.
- The payroll wizard guides preparation through earnings, deductions, benefits, lump sums, refunds, statutory calculations and review.
- Live calculation summaries allow the Initiator to see financial impact before saving.
- Draft status allows review before submission into the formal verification workflow.

7. Verification Workflow

Independent review before approval

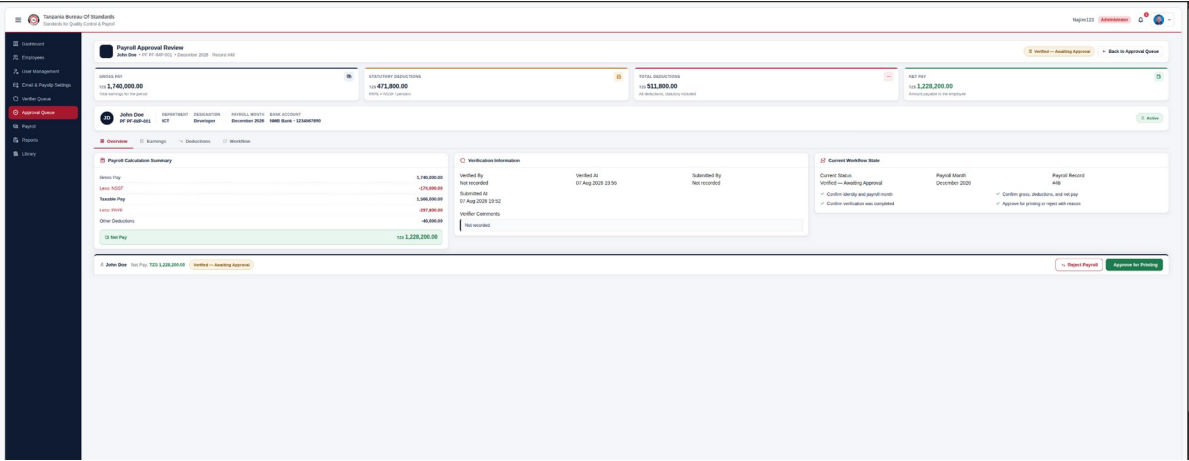


Verifier confirmation before forwarding payroll

- The Initiator submits a completed payroll for verification.
- The Verifier reviews employee identity, payroll month, earnings, allowances, statutory deductions, loans/SACCOs, bank information and net pay.
- The Verifier can forward a reviewed payroll to approval or reject/return it for correction.
- Verifier remarks provide context and evidence for the next workflow stage.

8. Approval & Final Authorization

Final management control before printing and distribution

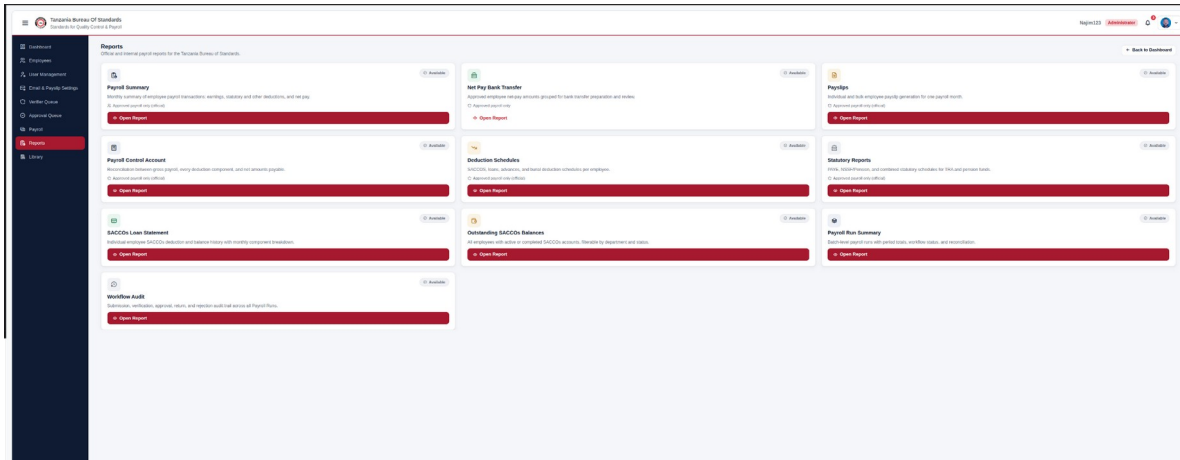


Approval review screen

- The Approver sees gross pay, statutory deductions, total deductions, net pay and the verification evidence.
- Workflow state identifies that the payroll is verified and awaiting approval.
- Approval authorizes the payroll for official output; rejection/return can be used when correction is required.
- This stage provides the final independent authorization before payslip printing or downstream distribution.

9. Reporting & Management Information

Turning payroll data into management evidence

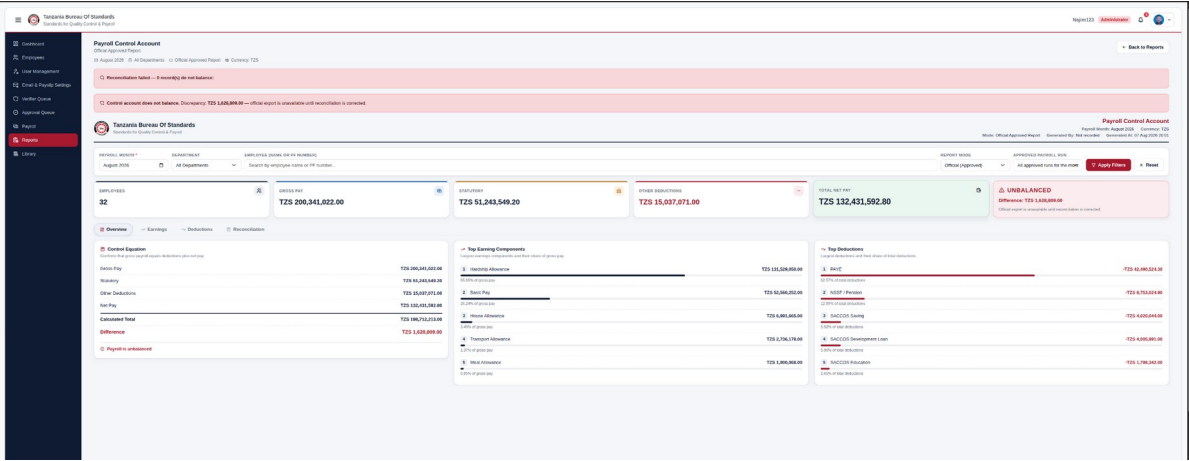


Reports available in the system

- Payroll Summary consolidates employees, gross pay, statutory deductions, other deductions and net pay.
- Net Pay Bank Transfer supports preparation and review of employee transfer amounts.
- Payslips support individual review and controlled bulk printing.
- Payroll Control Account supports reconciliation of gross payroll, deductions and net pay.
- Statutory and deduction schedules provide PAYE, pension and other deduction information.
- Workflow Audit supports traceability of submission, verification, approval, return and rejection actions.

10. Payroll Reconciliation & Exception Visibility

Making financial imbalance visible before official output



Payroll Control Account showing an unbalanced reconciliation

- The control account compares gross pay with statutory deductions, other deductions and net pay.
- When totals do not balance, the system displays the calculated difference and flags the payroll as unbalanced.
- Official reporting/export can be restricted until reconciliation is corrected.
- This supports financial discipline and helps prevent release of payroll reports that do not mathematically reconcile.

Management importance Reconciliation turns payroll from a payment list into a controlled financial process that can be independently checked before funds are released.

11. Employee Payslips & Resend Capability

Controlled communication of approved payroll results

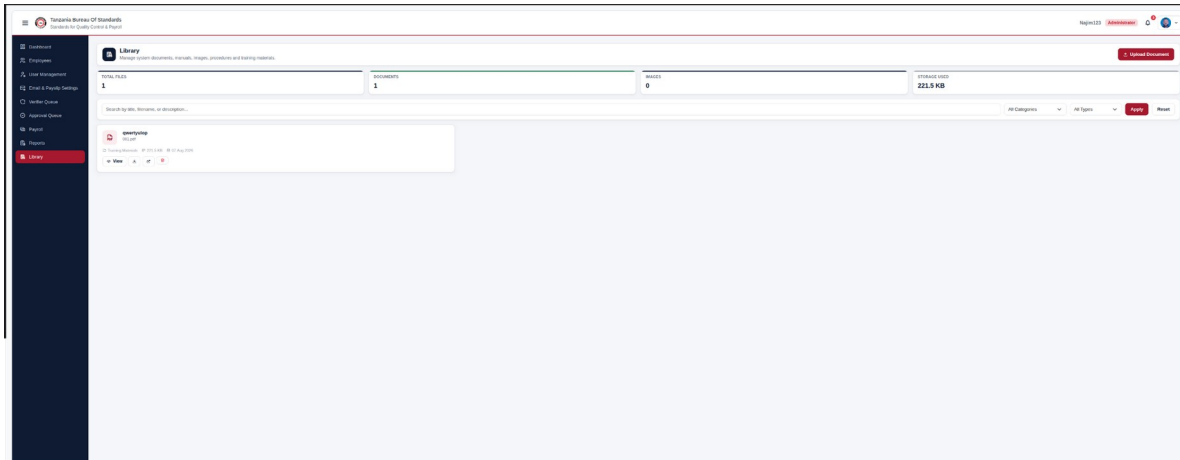
Employee Payslip Preview	
Tanzania Bureau of Standards	
Employee Name: John Doe	Employee ID: 123456789
Department: HR	Position: HR Officer
Pay Period: 01/08/2024 - 31/08/2024	Pay Date: 31/08/2024
Earnings	
Basic Salary	1,500,000.00
Housing Allowance	500,000.00
Transport Allowance	200,000.00
Medical Allowance	100,000.00
Other Allowances	50,000.00
Total Earnings	2,350,000.00
Deductions	
Income Tax	100,000.00
Social Security	50,000.00
Health Insurance	20,000.00
Other Deductions	10,000.00
Total Deductions	180,000.00
Gross Pay	2,170,000.00
Net Pay	2,170,000.00

Employee payslip preview with print and resend actions

- Approved payroll data is presented in a structured payslip showing earnings, deductions, statutory amounts and net pay.
- Authorized users can print payslips and resend them by email where required.
- Resent payslips should pass through the same PDF-protection controls as first-time delivery.
- Delivery history provides evidence of whether a payslip was sent, queued or failed.

12. Library Module

Institutional repository for manuals, procedures and training material



Library module for internal documents and training resources

- Stores system manuals, procedures, policies, forms, reports, screenshots, images and training documents.
- Supports categorization, search, file-type filtering, upload, secure preview and download.
- Provides a central home for the official payroll user manual and future training materials.
- Helps preserve institutional knowledge and reduces reliance on documents scattered across personal devices or email threads.

13. Security & Internal Control Model

Layered controls across the payroll lifecycle

IDENTITY	ACCESS
DOCUMENTS	EVIDENCE
Authenticated users	Role-based permissions
Protected PDFs	History & audit
Authentication	Limits access to authorized system users.
Segregation of duties	Separates initiation, verification and approval responsibilities.
Workflow states	Makes payroll status visible and prevents uncontrolled movement between stages.
Reconciliation	Highlights financial differences before official reporting.
Document protection	Protects payslip files after they leave the application.
Delivery/queue history	Provides operational evidence for email distribution and failures.
Reporting/audit	Creates management and audit evidence from approved transactions.

14. Organizational Importance to TBS

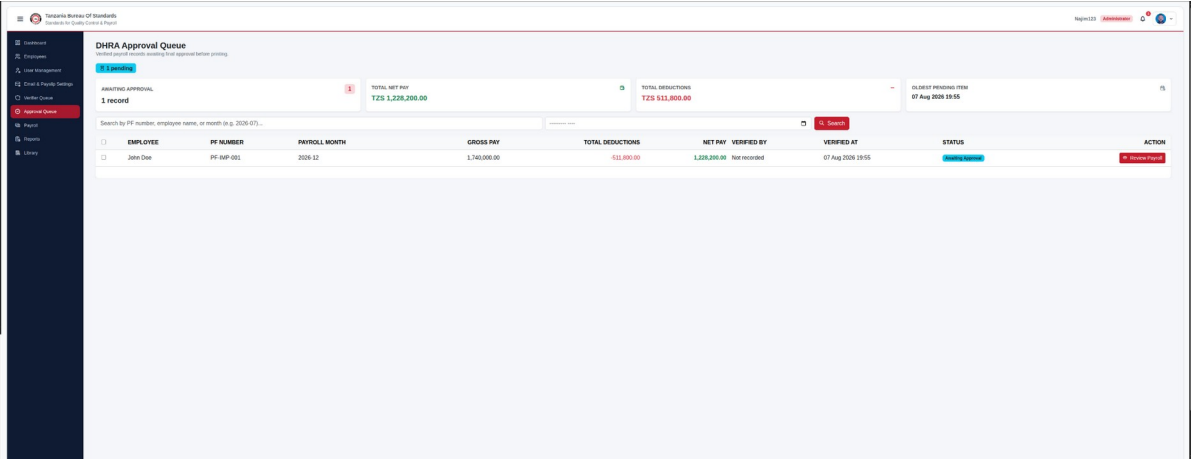
Why a system of this nature is valuable to the organization

Efficiency	Reduces repeated manual handling by linking employee data, payroll calculation, workflow approval, reporting and distribution.
Accuracy	Structured data entry, calculation summaries and reconciliation make errors and exceptions easier to identify.
Accountability	Roles and workflow states identify who prepared, reviewed, approved or resent payroll information.
Confidentiality	Controlled access and protected payslip files support safer handling of sensitive salary and deduction data.
Audit readiness	Workflow history, reports and delivery records provide evidence for internal review and audit.
Continuity	Library and training material support staff handover, training and institutional knowledge retention.
Strategic message	The system combines operational efficiency with payroll governance. Its value comes from the complete controlled process, not from calculation alone.

15. End-to-End Payroll Lifecycle

How the modules connect from employee data to secure output

1	2	3	4
Employee Master Data	Generate Payroll	Review Draft	Submit for Verification
5	6	7	8
Verify / Return	Approve / Reject	Reports & Payslips	Secure Delivery / Library



Example approval queue within the end-to-end payroll lifecycle

- Each workflow step has a defined operational purpose and responsible user role.
- Queues show pending work and support controlled movement from one stage to the next.
- Approved results feed reporting, payslip printing and secure delivery rather than bypassing the approval process.

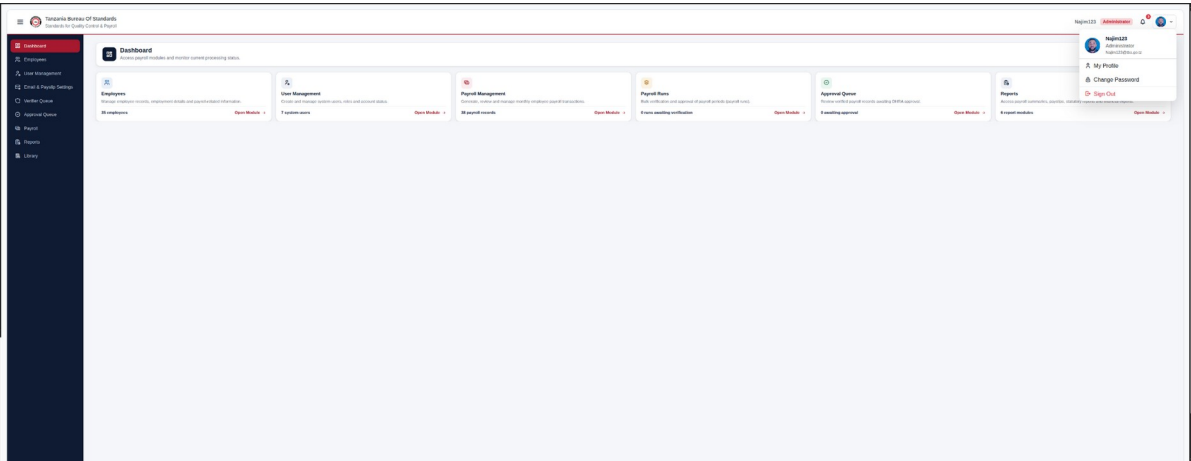
16. Recommended Management Practices

Keeping the system effective after implementation

Access reviews	Periodically review active users, roles and suspended/deactivated accounts.
Password communication	Communicate the payslip open password through an approved channel separate from employee email.
Backups	Maintain regular database and document-storage backups with tested recovery procedures.
Queue & email monitoring	Monitor worker status, failed jobs and delivery history; investigate recurring failures.
Change management	Test payroll-rule or system changes in a controlled environment before operational use.
Training	Keep the Library and manual updated when workflows, fields or responsibilities change.
Audit & reconciliation	Use workflow evidence and control reports as part of routine payroll review, not only during audits.

17. Conclusion

A foundation for secure, accountable and efficient payroll service delivery



System profile and global navigation controls

- The implemented TBS Payroll Management System connects employee records, payroll calculation, workflow review, final authorization, reporting and secure employee communication.
- Its strongest organizational value is the integration of efficiency with governance controls: role separation, reconciliation, protected documents and audit evidence.
- The Library and training resources support sustainability by making procedures and system knowledge available for future staff.
- The system should be managed as a controlled business process platform, with technology supporting - not replacing - approved payroll policy and management oversight.

Management message A well-governed payroll platform can improve timeliness and service delivery while strengthening confidentiality, financial control, accountability and audit readiness.

TANZANIA BUREAU OF STANDARDS

Payroll Management System | Internal Use