



FEBRUARY UPDATE

AVERAGING PAYE CALCULATION METHOD:

Further to our January 2026 payroll notice, we wish to remind you that Softrite has adopted the Averaging PAYE calculation method, effective January 2026. Kindly ensure that this is reflected on your ZIMRA TaRMS portal.

Where your TaRMS uploads are being processed externally, please ensure that the correct PAYE calculation method has been selected on the portal. This change is because this method is more widely supported by ZIMRA.

If you are using the latest version of Adaski, this change has been automatically applied from January 2026. Please note that the PAYE calculation method can only be changed at the beginning of the tax year and not more than one method can be applied in the same tax year.

To check the calculation method you used on the payroll you can go to:

1. Pay Run
2. Pay Generation
3. In red at the bottom right it should read- "Averaging Method used for PAYE Calculation."

To check the calculation method on the ZIMRA TaRMS SSP Portal you can:

1. Go to Employee Management
2. Earnings
3. When you are generating your income you can set that to Averaging.

If you have already processed and paid your January payroll, you will be required to re-run the pay generation on the updated version. Minor adjustments may occur, particularly where there is irregular income or bonuses. If you have already locked in forecasting on your TaRMS you will need to re-upload your TaRMS and select averaging.

Please enter the amounts already paid as advances and settle any resulting difference, where applicable.

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