

PRODUCT BROCHURE · SEPTEMBER 2026

HR & Payroll, built for a **generation**.

A complete, multi-company HR and Payroll platform for Tanzania — payroll calculated to the shilling, every approval enforced in code, and fifteen connected modules covering the whole employee lifecycle from requisition to final settlement.

15

connected modules, one
shared database

5

enforced roles — Admin,
HR, Payroll, Manager,
Employee

107

automated regression tests
passing

1

deployment, unlimited
client companies

PREPARED FOR
Legend HRIS clients & prospects

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Everything in this brochure

–	Executive Summary	What Legend HRIS is, and who it replaces the spreadsheet for.
–	Platform at a Glance	Live figures pulled straight from a running instance.
01	Payroll Engine	Pay calculated from hours actually worked, to the shilling.
02	Attendance & Time	Clock-in, biometric import, and computer-activity data — one shared record.
03	Leave Management	Working-day calculations, live balances, and a two-tier approval chain.
04	Final Settlement & Exit	Resignation to last payslip, one connected chain.
05	Loans & Advances	Employee-initiated, supervisor-approved, HR-finalized — then deducted automatically.
06	Training & Development	Course catalog, self-service enrollment, signed attendance, and a certificate on file.
07	Expenses, Procurement & Imprest	Three related money workflows, each with the right tiering and evidence rules.
08	Document Register	Contracts, permits and IDs — with expiry status that actually tracks itself.
09	Recruitment & Careers	Requisition to hire, closing the loop straight into Employee Master.
10	Performance & Appraisals	Five real management purposes in one cycle, not one blended comments box.
11	Succession Planning	Confidential by design — not even Managers get a look in.
12	Employee Relations	Grievances and discipline, with visibility boundaries that hold up under real testing.
13	Accounting Journals	Payroll that posts, not payroll you re-key into your accounts.
14	Multi-Company Platform	One deployment, several completely separate companies — by construction, not convention.
15	Security, Roles & Audit	Enforced in code at every layer, and tested from the attacker's side.
–	Statutory Compliance	PAYE bands, NSSF, SDL, WCF — exactly as calculated.
–	Technology & Deployment	How it's built, and how it gets installed.
–	Getting Started	Contact details and next steps.

One shared database, instead of two files that drift apart.

Legend HRIS was built to replace a real two-file Excel payroll system, and it solves the two problems that system could never fix on its own: a single shared database instead of files that quietly drift out of sync with each other, and real user accounts with roles and permissions enforced in code — not a colour-coding convention that only works if everyone follows it.

Every payroll figure in this platform was cross-checked against the hand-verified Excel workbook it replaces, to the shilling — and every enforcement claim in this brochure (a locked run that truly can't be edited, an Employee who truly can't see another salary, a Manager who truly can't approve their own team's over-limit request) was tested by actually attempting the blocked action and confirming it failed, not merely designed to fail in theory.

What follows is a module-by-module tour of the platform as it stands today, illustrated with real screenshots taken from a live, freshly-seeded running instance — not mockups. Figures like "John Mushi, Net Pay 979,692" are genuine output of the payroll engine acting on real seeded attendance data, calculated the same way any employee's real pay would be.

15

Core HR & Payroll modules, one connected data model

5

Roles enforced on every route, not just hidden from a menu

107

Automated tests, run before every change ships

195

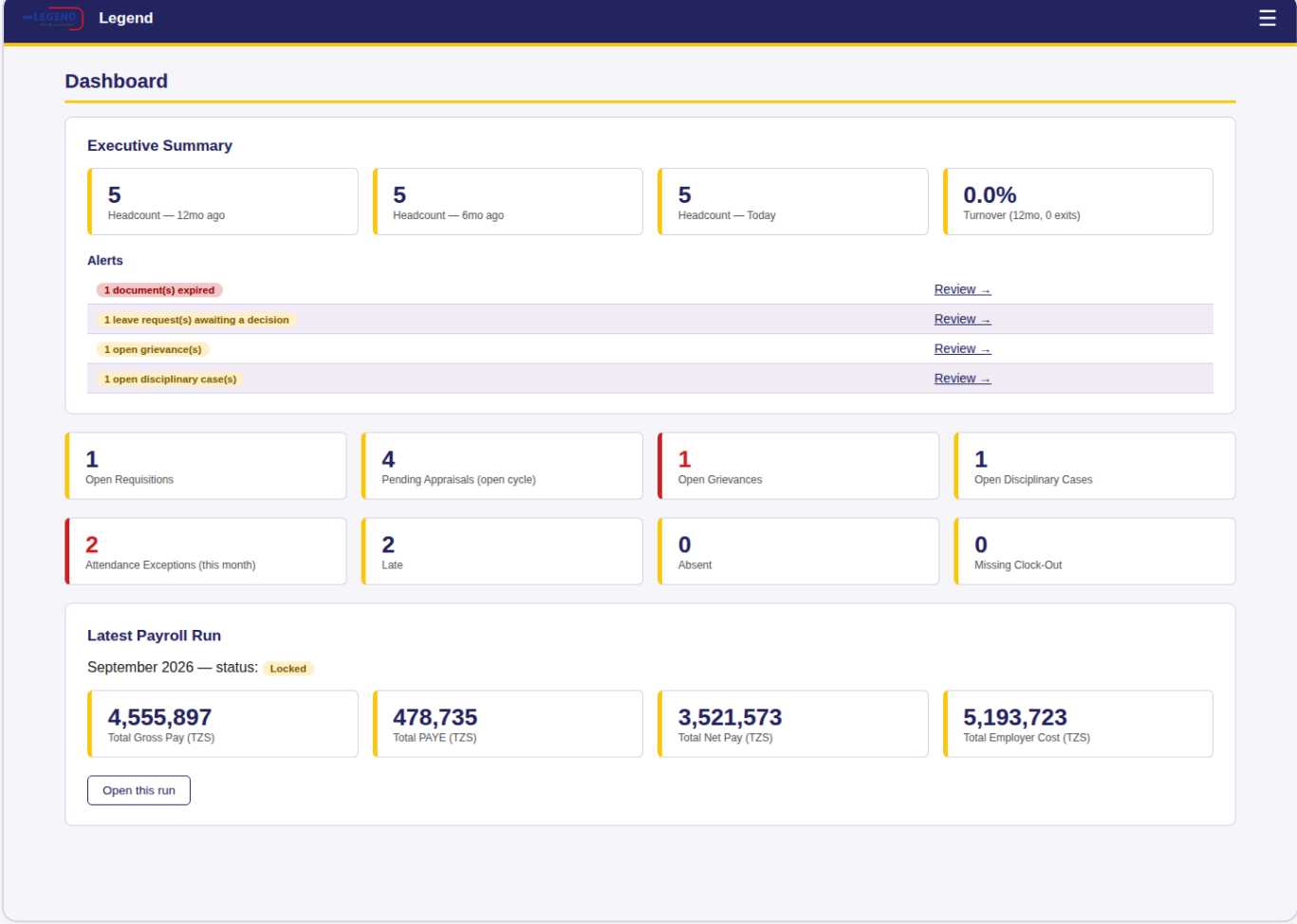
Standard monthly hours — pay is calculated from actual hours worked, not calendar days

∞

Client companies per deployment, each with fully isolated data

0.00

Net imbalance on every exported QuickBooks journal, verified line by line



01 Payroll Engine

Pay calculated from hours actually worked, to the shilling.

Legend's payroll engine treats a basic salary as exactly what it is: an hourly rate in disguise. Every employee's `basic_salary` is divided by the company's standard monthly hours (195 by default) to get an hourly rate, and what actually gets paid is that rate multiplied by however many hours Attendance shows the person actually worked — GPS clock-in/out at the office, a biometric device import, or a manual HR entry, all counted the same way.

This replaces the old calendar-day proration that every spreadsheet payroll relies on (days employed ÷ days in month), which only ever handled someone joining or leaving mid-month and never ordinary absence. Hours actually worked handles both automatically: a employee out sick for a week simply has fewer attendance hours that period, and Basic, Housing, Transport and Other Fixed Allowance all scale down together — no separate manual deduction, no double-counting. The screenshot alongside shows this in practice: Grace Kimaro's 142.5 attendance hours (against a 195-hour standard) versus everyone else's full 152, each line landing at a different Gross Pay without a single manual override.

On top of the hours-based basic, the engine runs overtime (hours × hourly rate × a configurable multiplier, 1.5× by default), a progressive PAYE calculation against Tanzania's five statutory bands, NSSF at 10% employee / 10% employer, SDL at 3.5% and WCF at 0.5% of adjusted gross, and any active loan installment — every one of these formulas a direct, hand-verified port of the QB Tanzania Payroll Engine spreadsheet it replaces, cross-checked figure for figure.

BUILT-IN SAFEGUARD

A run cannot be **Locked** while any employee's net pay is negative — tested and enforced at the database level, not a spreadsheet honor system. And once locked, no field on that run can be edited again: not by accident, not by a stray click.

Legend

Payroll Runs · September 2026

Payroll Run — September 2026 Locked

4,555,897
Total Gross Pay (TZS)

478,735
Total PAYE (TZS)

3,521,573
Total Net Pay (TZS)

0
Negative Pay Flags

Bank Payment Schedule

QuickBooks Journal

Journal by Department

Reason for unlocking (required - shown to anyone who views this run, and kept in the Audit Log) *

e.g. Overtime for J. Mwakalinga was approved after this run was locked and needs to be added before payment.

Unlock Run

Only an Administrator can unlock a locked run - Payroll/HR can lock a run but can't reopen it themselves. Use this only when the figures were genuinely wrong, not to make routine changes after the fact.

Lock/Unlock History

Date	By	Action	Details
24 Sep 2026 06:57		Locked	Run 1 locked

Employee	Attendance Hrs	OT Hours	Bonus	Unpaid Days	Other Allow.	Other Ded.	Gross	PAYE	Net Pay	
EMP001 — John Mushi	152.0	8.0	0	0.0	0	0	1,282,051	174,154	979,692	Payslip
EMP002 — Mary Kileo	152.0	0.0	0	0.0	0	0	1,481,026	227,877	1,005,046	Payslip
EMP003 — Peter Mwakalinga	152.0	0.0	0	0.0	0	0	685,949	39,471	577,883	Payslip
EMP004 — Grace Kimaro	142.5	0.0	0	0.0	0	0	584,615	21,231	504,923	Payslip
EMP005 — Ibrahim Suleiman	152.0	0.0	0	0.0	0	0	522,256	16,002	454,028	Payslip


Legend

Dashboard > Payroll > Payroll Runs



LEGEND
Built for a generation

Tel: |

PAYSLIP — September 2026
Confidential — Employee Copy

Employee	John Mushi (EMP001)
Job Title	Sales Manager
Department	Sales — Dar es Salaam
Bank	CRDB Bank — 0150123456789

Earnings

Basic Salary	935,385
Housing Allowance	155,897
Transport Allowance	116,923
Other Fixed Allowance	0
Overtime	73,846
Bonus	0
Other Allowance	0
GROSS PAY	1,282,051

Deductions

Absence Deduction	0
NSSF Employee Contribution	128,205
PAYE	174,154
Loan / Advance Deduction	0
Other Deduction	0
TOTAL DEDUCTIONS	302,359
NET PAY	TZS 979,692

This payslip is system-generated and does not require a signature to be valid.

John Mushi's real generated payslip: Basic, Housing and Transport are all scaled by 152 of 195 standard hours that month.

- Admin-only **Unlock** with a mandatory, audited reason — reopens a locked run for genuine correction, and precisely reverses (then correctly re-applies on re-lock) any loan installment the original lock had already deducted, so a loan balance can never be double-charged.
- **Sync Attendance Hours** pulls in attendance recorded after a run was created, without silently discarding manual adjustments the payroll officer has already made — a click, not a re-run.
- Bank Payment Schedule and QuickBooks Enterprise 2024 IIF export (verified to net to exactly 0.00 across every line — the real proof a double-entry file will import cleanly), plus a Journal and a Journal by Department for branch-level cost reporting.
- Full lock/unlock audit history stamped to the exact administrator, timestamp and reason — visible on the run itself, not buried in a separate log only IT can read.
- YTD Summary with automatic variance alerts (a month running 35% above a rolling average is flagged in red automatically) — no manual monthly archiving, since every locked run is already permanently in the database.

02 Attendance & Time

Clock-in, biometric import, and computer-activity data – one shared record.

Employees clock in and out themselves, or a Manager/HR marks attendance on their behalf — scoped so a Manager can only mark their own direct reports, never anyone else's team. Weekends, public holidays and approved leave are all detected automatically by re-using the Leave module's own data, so nobody has to separately mark a day that's already accounted for elsewhere.

Two bulk-import paths sit alongside the manual workflow. The first reads any biometric fingerprint device's CSV or Excel export — column mapping is done on-screen at import time rather than hard-coded to one device brand — matching by Device ID or Employee Code, inferring IN/OUT punches from the earliest and latest scan of the day when the device doesn't label them, and never overwriting a day that already has a record (self-clocked, manually marked, on leave, a holiday) so a bulk import can never quietly clobber real data. The second reads a computer-activity monitor's export (an NCH FlexiServer-style Active/Idle/Break/Manual/Private breakdown) and merges it into the existing attendance record for that day, so whether someone showed up and how the day was actually spent sit side by side.

Legend

Attendance

Import from Biometric Device (CSV/Excel)

Import Productivity Data (FlexiServer, etc.)

5
Present Today

0
Late Today

0
Absent Today

0
Not Yet Marked

Monthly Attendance Summary

Download a printable PDF summary of attendance for a chosen month.

Year

Month

2026

September

Download PDF

Team Register — Today

Mark / Correct Attendance

Search

Status

Name or code

All

Filter

Clear

Export CSV

Employee	Status	Clock In	Clock Out	Location	Active	Idle	Break	Total (Computer)
EMP001 — John Mushi	Present	08:08	17:00	—	—	—	—	—
EMP002 — Mary Kileo	Present	08:08	17:00	—	—	—	—	—
EMP003 — Peter Mwakalinga	Present	08:08	17:00	—	—	—	—	—
EMP004 — Grace Kimaro	Present	08:08	17:00	—	—	—	—	—
EMP005 — Ibrahim Suleiman	Present	08:08	17:00	—	—	—	—	—

The Attendance page: self-service clock in/out alongside HR/Manager manual marking and the late-detection flag.

- Late detection against a configurable standard start time and grace period (defaults 08:00 + 15 minutes).
- A deliberate override on a holiday or weekend is recorded as a visible flag, never silently accepted as an ordinary day.
- Every import — biometric or productivity — writes a full, browsable history: rows read, records created, records skipped and why, and any unmatched names or device IDs listed for follow-up.
- Feeds Payroll directly: the same attendance hours that show on this page are exactly what basic pay is calculated from.

Legend HRIS — Product Brochure

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03 Leave Management

Working-day calculations, live balances, and a two-tier approval chain.

Every leave application is costed in real working days — weekends and public holidays are excluded automatically from the count, not left to whoever is filling in the form to calculate by hand. Balances are computed live from actual applications (Used / Pending / Balance), the same arithmetic the original Excel SUMIFS formulas performed, rather than a starting entitlement figure that never moves — a request that would push a balance negative is flagged with the exact numbers at submission time, without being silently blocked.

Approval runs through the same supervisor-then-management tiering used across the platform's other workflow modules, and every decision — approve, reject, or return — is logged with a comment that flows back to the employee, not just a status flip.

Legend

Dashboard > Approvals > Leave Requests

Leave Calendar — September 2026

← Previous

Next →

W = working, OFF = weekend, H = public holiday, other codes = approved leave (hover a cell for detail). Only Approved leave appears here.

Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
John Mushi	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W
Mary Kileo	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W
Peter Mwakalinga	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W
Grace Kimaro	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W
Ibrahim Suleiman	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W	W	W	OFF	OFF	W	W	W

The team Leave Calendar — approved and pending requests laid out by employee and date.

Legend

Dashboard > Approvals > Leave Requests

Leave Requests

+ Request Leave

Status

All

Leave Type

All

From

mm/dd/yyyy

To

mm/dd/yyyy

Filter

Clear

Export CSV

2 request(s).

Employee	Type	Dates	Days	Status	
Peter Mwakalinga	Annual Leave	2026-10-12 to 2026-10-13	2.0	Approved	View
Grace Kimaro	Annual Leave	2026-10-05 to 2026-10-09	5.0	Pending	View

The Leave list: Peter's annual leave already approved, Grace's request still pending her supervisor's decision.

- Leave-type balances aligned to Tanzania's Employment and Labour Relations Act (ELRA).
- Calendar view for spotting team-wide overlap before it becomes a coverage problem.
- CSV export and a date/employee filter bar for HR reporting.
- Wired into email notifications end-to-end: a confirmation to the requester and a decision request to their actual supervisor, tested against a real SMTP server down to the header bytes.

04 Final Settlement & Exit

Resignation to last payslip, one connected chain.

An employee submits their own intended exit date through self-service; it routes to their supervisor, then HR, and only once HR acknowledges does a Draft Final Settlement auto-create itself with the right employee, exit date and reason already filled in — no separate manual step. The settlement calculation itself pulls real, live data rather than requiring anything to be re-typed: notice pay, severance (correctly excluded on a resignation, included on redundancy), and the employee's actual current leave balance encashed at their real daily rate, with any outstanding loan balance deducted straight from the database.

Finalizing a settlement automatically marks the employee Inactive with the exit date set, and a settlement can never be finalized twice — both enforced in code, closing the loop the old spreadsheet version left as a manual afterthought.

- Redundancy and resignation both handled by the same calculator with the correct legal distinctions baked in (severance applies to one, not the other).
- A printable settlement PDF for the employee's file.
- Duplicate pending exit requests are blocked and redirected to the existing one rather than creating a second, conflicting record.

05 Loans & Advances

Employee-initiated, supervisor-approved, HR-finalized – then deducted automatically.

A real self-service request flow: the employee requests a loan, their supervisor approves it, and HR/Finance gives the final approval and sets the actual terms — principal, monthly installment, start date — which may differ from what was originally requested. Only once HR finalizes does the loan go Active and start reducing automatically through the next payroll run. HR/Admin can still add a loan directly outside the self-service flow when that's the more appropriate path.

A printable Loan Approval document ships with a full amortization schedule and a signatures table matching the paper form it replaces, and an employee cannot be given a second active loan until the first is fully closed — the exact balance is shown when that's rejected, not just a generic error.

A REAL BUG THIS CAUGHT

Recalculating a still-Draft payroll run — an entirely normal, invited action — was found to be permanently deducting a loan installment a second time on every recalculation, silently zeroing a real balance from nothing more than checking the figures twice. Fixed by moving the actual deduction from the repeatable preview step to the one genuinely irreversible action, Lock — verified by recalculating a run three times with the balance provably unchanged throughout, then confirming exactly one installment is taken on lock.

Legend

Dashboard > Approvals > Loan Register

Loan Register

100,000
Total Outstanding (TZS)

[+ Request a Loan](#) [Printable / Export List](#)

Status
All

[Filter](#) [Clear](#) [Export CSV](#)

Employee	Description	Requested	Principal	Balance	Status	
Mary Kileo	Salary Advance	600,000	600,000	100,000	Active	View

Once Active, the balance reduces automatically by the monthly installment every time payroll is calculated for this employee.

The Loan Register — every loan's principal, installment and remaining balance in one place.

- Loan deduction reversed precisely on payroll Unlock and re-applied correctly on re-lock — no double deduction, no missed reversal.
- Digitally signed approvals with timestamps captured at each stage.
- An adjustable schedule for genuine mid-term changes, and full visibility of remaining balance and deduction history from the employee's own Self-Service view.

06 Training & Development

Course catalog, self-service enrollment, signed attendance, and a certificate on file.

HR/Admin maintain a course catalog (title, provider, delivery method, duration, cost); employees request enrollment themselves, and their actual supervisor or HR/Admin approves it — a duplicate request for a course the employee is already pending on is blocked, not silently accepted as a second entry. Only HR/Admin can mark a course complete, record a score or result, and attach a certificate — deliberately kept separate from whoever approved the enrollment, so approving someone's request doesn't also let you sign off that they finished it.

Sessions carry a full roster with digital signatures and timestamps per participant, and a standalone printable attendance sheet (blank Time In/Out/Signature columns) for sessions that need a physical signature first, with the scanned sheet re-attached afterward through the same generic attachment system used everywhere else in the platform.

Legend

Dashboard > Organization > Training

Advanced Customer Service & Upselling

24 September 2026 · Head Office Training Room · Facilitator: Beatrice Mollel, TIM

All Sessions

Print Attendance Sheet

Download PDF

Roster

Employee	Present	Signature	Signed At	
Grace Kimaro	Yes	—	—	Unmark Present
John Mushi	No	—	—	Mark Present
Peter Mwakalinga	No	—	—	Mark Present

+ Add Someone to the Roster

Notes (HR)

What was covered, key takeaways, follow-up actions...

Save Notes

A scheduled training session with its roster — attendance signed and timestamped per participant.

- Deactivated courses move to a Previous Courses archive rather than disappearing, keeping enrolled/completed counts visible for deciding what's worth running again.
- Reachable directly from Performance appraisals and Succession plans — a manager can recommend a course, or send a succession candidate for training, in one click that creates a real, pre-approved enrollment.
- Certificate upload and download verified byte-for-byte, not just "the button works."

07 Expenses, Procurement & Imprest

Three related money workflows, each with the right tiering and evidence rules.

Expense Claims reimburse money already spent, routed through a tiered approval matched to the amount — a small claim needs only a supervisor's decision, a larger one needs a second Management-level approval before it can be marked Paid. **Procurement** follows the identical tiered pattern for purchase requests before money goes out at all, with a third tier that requires Admin specifically once the amount is large enough that even HR can't approve it alone. **Imprest** is the odd one out by design — a cash advance given *before* spending happens (Request → Approve → Disburse → Retire with receipts → Review), with the variance between what was advanced and what was actually spent computed automatically once the employee retires it.

All three now enforce their evidence requirements rather than just labeling them: an expense claim cannot be approved without a real uploaded receipt, and a procurement request cannot be approved without the Purchase Requisition Form actually attached — checked at both approval stages, on both modules. Rejection still works without any attachment, since you don't need a receipt to say no.

Legend

Dashboard > Approvals > Expenses

Expense Claims

[+ New Claim](#) [Printable / Export List](#)

Claimed By	Type	Description	Amount	Receipt	Status	Payment	
Mary Kileo	Travel & Transport	Fuel and toll for Arusha branch audit visit	220,000	Yes	Approved	Paid	View
John Mushi	Client Entertainment	Lunch meeting with Kilimanjaro Traders procurement team	185,000	Yes	Pending	Pending	View

Expense Claims — Mary's travel claim approved and paid; John's client-entertainment claim still awaiting a decision.

Legend

Expenses / Claim #2

Expense Claim

Download Summary PDF

Claimed By: Mary Kileo (EMP002)

Type: Travel & Transport

Description: Fuel and toll for Arusha branch audit visit

Amount: TZS 220,000

Date Incurred: 2026-09-08

Receipt Attached: Yes

Approval Level Required: Supervisor + Management

Status: Approved

Payment Status: Paid

Level	Decision	When	Comment
Supervisor	Approved	2026-09-24	Approved - within policy.
Management	Approved	2026-09-24	Approved by Finance.

Attachments

File / Link	Label	Uploaded By	When
Receipt (external link)	Receipt	—	2026-09-24 06:57

File (PDF, JPG or PNG, 5MB max)

Choose FileNo file chosen

Or paste a link (e.g. company Drive folder)

https://...

Label (optional)

e.g. Receipt

Provide a file OR a link, not both — a link is handy when the file is larger than 5MB or already filed somewhere.

Attach

A single claim's full approval trail, from receipt to payment.

- Every decision at every tier carries a comment back to the requester, included in the notification email — a rejection is never just a status flip.
- Payment is a separate, later step from approval — a claim can't be marked Paid until it's genuinely fully Approved, tested against the exact premature-payment attempt.
- An employee only ever sees their own submissions; approving your own claim is blocked, not merely discouraged.

08 Document Register

Contracts, permits and IDs – with expiry status that actually tracks itself.

Every filed document — work permit, contract, national ID, professional certificate — carries an expiry date the system watches on its own. A permit five days past expiry shows **Expired**, one thirty days out shows **Expiring Soon**, and the dashboard's own expired/expiring counts stay in sync with the register automatically — no separate spreadsheet of renewal dates to maintain by hand.

Proactive contract-expiry reminders run on the same scheduler that drives payroll and escalation sweeps, so HR is notified ahead of a lapse rather than discovering it after the fact.

Legend

Dashboard > Organization > Documents

Document Register

1
Documents Already Expired

1
Expiring Within 60 Days

Add Document

Employee *
EMP001 — John Mushi

Document Type *
Employment Contract

Document Number

Issue Date
mm/dd/yyyy

Expiry Date (leave blank if it doesn't expire)
mm/dd/yyyy

File Reference / Location (optional note, e.g. HR filing cabinet)

Upload File (optional — PDF, JPG or PNG, 5MB max)
Choose File No file chosen

Notes

Add Document

Document Type
All

Status
All

FilterClearExport CSV

All Documents

Employee	Type	Number	Expiry Date	Status	File
Peter Mwakalinga	Work Permit	WP-2024-118	2026-09-19	Expired	— Renew Remove
Grace Kimaro	Work Permit	WP-2025-076	2026-10-24	Expiring Soon	— Renew Remove
Ibrahim Suleiman	Driving License	DL-556231	2027-10-29	Valid	— Remove
John Mushi	Employment Contract	FIL-CTR-001	—	No Expiry	— Remove
John Mushi	National ID (NIDA)	19850312-00001-00001-23	—	No Expiry	— Remove
Mary Kileo	Employment Contract	FIL-CTR-002	—	No Expiry	— Remove
Mary Kileo	TIN Certificate	234-567-890	—	No Expiry	— Remove

The Document Register — automatic Expired / Expiring Soon / Valid status against real staggered dates.

- CSV export for compliance reporting and audits.
- Reuses the platform's single generic attachment system, the same one behind receipts, CVs, certificates and hearing letters — one upload/download/permission model, not five different ones.

Legend HRIS — Product Brochure

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09 Recruitment & Careers

Requisition to hire, closing the loop straight into Employee Master.

A Manager submits a requisition; HR/Admin approves it, and only then can it be advertised — a real public careers page URL is generated per requisition, so candidates can apply without ever touching the internal system. From there the pipeline moves Applied → Screening → Interview → Offer → Hired/Rejected, with interview notes and a rating captured at the interview stage and an offered salary checked against the position's salary band at the offer stage, the same guardrail used when adding any employee directly.

Hiring a candidate creates a genuine Employee record — job title, department, supervisor and salary all pulled straight from the requisition and the accepted offer, not a stub left for someone to finish onboarding later by hand. The candidate flips to Hired and links permanently to that new employee record, and the requisition auto-closes the moment its openings are filled.

Legend

Dashboard > Organization > Recruitment

Requisition — Sales Executive

Approved

Department: Sales — Dar es Salaam

Openings: 0 hired / 2 total

Requested By: —

Reason: Expanding Dar es Salaam retail sales team for Q4 push

Job Advertisement

Live public listing: </careers/73zXKtHFVEshS3BxkHxshw>

Print / PDF Version

Edit Listing

Hiring Summary

3

Total Applied

3

Still In Pipeline

0 / 2

Hired

0

Rejected

Name	Outcome	Reason / Detail	Date
Salome Ngowi	Offer	—	2026-09-24
Deo Chacha	Shortlisted	—	2026-09-24
Happiness Mrema	Interview	—	2026-09-24

Candidates

+ Add Candidate

Name	Source	Stage	
Salome Ngowi	Careers Page	Offer	View
Deo Chacha	Careers Page	Shortlisted	View
Happiness Mrema	Careers Page	Interview	View

A live requisition: public careers listing, hiring funnel, and every candidate's current stage.

Legend

Dashboard > Organization > Recruitment

Salome Ngowi
Offer

Details

Applying For: Sales Executive

Email: salome.ngowi@gmail.com

Phone: 0755000111

Source: Careers Page

Interview: 2026-09-18 — Rating: 5/5

Offered: TZS 750,000, starting 2026-10-15

Move Pipeline Stage

New Stage *

Offer

Interview Date (if scheduling/recording an interview)

mm/dd/yyyy

Interview Notes

Interview Rating (1-5)

Offered Salary (TZS, if making an offer)

Offered Start Date

mm/dd/yyyy

Rejection Reason (if rejecting)

Update

Hire This Candidate

Creates a real Employee record — HR or Admin only. Requires an offered salary to be set first.

Employee Code *

EMP0XX

First Name *

Last Name *

Start Date *

10/15/2026

Supervisor (optional)

—

Hire & Create Employee Record

Attachments

Nothing attached yet.

File (PDF, JPG or PNG, 5MB max)

Choose File

No file chosen

Or paste a link (e.g. company Drive folder)

https://...

Label (optional)

e.g. CV / Resume, Offer Letter

Provide a file OR a link, not both — a link is handy when the file is larger than 5MB or already filed somewhere.

Attach

A candidate at Offer stage — interview rating and offered terms captured against the role's salary band.

- A Manager can only see and act on their own requisitions and candidates — never another Manager's pipeline, enforced by ownership, not just role.
- CV and offer-letter attachments through the same generic attachment system used across the platform.
- A rejected candidate's pipeline is genuinely closed — no further stage moves accepted on it.

10 Performance & Appraisals

Five real management purposes in one cycle, not one blended comments box.

HR/Admin create a cycle ("H2 2026 Mid-Year Review") and generate one appraisal per active employee in a single action, snapshotting each person's actual supervisor at that moment so the review stays accurate even if reporting lines change mid-cycle. Each appraisal moves through a strict sequence — self-assessment first, manager review only unlocking once the self-assessment is submitted, then employee acknowledgment — and every stage is gated behind the one before it.

Manager Review captures five distinct management purposes separately rather than one blended text box: goals achieved and a rating (checking goals), Strengths and Areas for Improvement (giving feedback), a pay recommendation with notes visible only to management and never the employee (planning pay), a training-needs field with a one-click "Recommend a Course" button that creates a real pre-approved enrollment (finding training needs), and a genuinely forward-looking goals field distinct from the retrospective one (setting future targets).

PRIVACY, VERIFIED NOT ASSUMED

An employee viewing their own completed appraisal sees zero mention of Pay Planning or its confidential notes anywhere on the page; their supervisor viewing the identical record sees the full recommendation and the Recommend-a-Course action. Tested from both sides, not just documented.

LEGEND

Legend

Dashboard

Employees

My Appraisals

Grace Kimaro — H2 2026 Mid-Year Review

Completed

Download Summary PDF

Period: 2026-07-01 to 2026-12-31

Supervisor: John Mushi

Goals: Grow Dar es Salaam showroom revenue by 15%; mentor two junior sales executives.

Self-Assessment

△ Entered by HR/Admin on the employee's behalf, not written by the employee directly.

Self Rating: Exceeds Expectations (4/5)

Comments: Exceeded Q3 sales target by 12%. Successfully onboarded Grace Kimaro's team on the new POS system.

Submitted 2026-09-24

Manager Review

Manager Rating: Outstanding (5/5)

Comments: John consistently exceeds targets and is a strong mentor to newer staff.

Overall Rating: Outstanding (5/5)

Submitted 2026-09-24

Feedback

Strengths / What went well: Client relationships, team leadership, product knowledge.

Areas for Improvement: Delegate routine reporting to free up time for strategic accounts.

Pay Planning

Visible to management only — not shown to the employee.

Recommendation: Merit Increase

Notes: Recommend 8% increase effective Jan 2027.

Training Needs

Advanced negotiation training.

Recommend a Course

Goals for Next Period

Launch loyalty programme for top-20 retail accounts.

Attachments

Nothing attached yet.

File (PDF, JPG or PNG, 5MB max)

Or paste a link (e.g. company Drive folder)

Label (optional)

Choose File

No file chosen

https://...

e.g. Supporting Document

Provide a file OR a link, not both — a link is handy when the file is larger than 5MB or already filed somewhere.

Attach

A completed mid-year review — self-assessment, manager review, feedback, pay planning and next-period goals, all in one record.

- HR/Admin can enter a self-assessment on an employee's behalf when needed — always visibly flagged ("Entered by HR/Admin on the employee's behalf") so it is never confused with the employee's own words.
- A downloadable Appraisal Summary PDF per cycle.
- Idempotent generation — running "Generate for All Active Employees" a second time creates zero duplicates.

11 Succession Planning

Confidential by design – not even Managers get a look in.

Succession is deliberately restricted to HR/Admin only — a Manager and an ordinary Employee are both completely blocked from the module, not merely from editing it but from knowing it exists at all, since this is confidential career-planning discussion rather than operational team data. One plan exists per key position, and the current incumbent is looked up live from Employee Master every time the plan is viewed rather than stored as a snapshot, so it can never go stale if someone changes role.

Candidates carry a readiness level (Ready Now / Ready in 1-2 Years / Ready in 3-5 Years / Development Needed) and development notes, and the plan is genuinely actionable: Send for Training creates a real, HR-pre-approved enrollment straight from the succession record, and Promote to This Position — available once readiness reaches Ready Now — updates the candidate's actual Employee record (job title, position, salary), the same closing-the-loop pattern Recruitment uses for a new hire. Promoting someone into a role currently held by someone else visibly names that incumbent as a warning rather than silently leaving two people pointed at the same position.

The screenshot shows the 'Legend' HRIS interface for a 'Succession Plan — Sales Manager' with a 'Medium Risk' flag. The interface includes a breadcrumb trail: Dashboard > Organization > Succession. The main content area displays the 'Current Incumbent' as John Mushi and a note stating: 'Notes: John Mushi has strong external offers in the current market; plan needs an active bench.' Below this is an 'Archive Plan' button. The 'Succession Candidates' section features a table with columns: Employee, Readiness, Status, and Notes. One candidate, Grace Kimaro, is listed with a 'Ready in 1-2 Years' readiness level and an 'Active' status. The table includes 'Manage' and 'Remove' buttons for each candidate. At the bottom of the candidates section is a '+ Add Candidate' button.

Employee	Readiness	Status	Notes
Grace Kimaro	Ready in 1-2 Years	Active	—

A succession plan for Sales Manager: live incumbent lookup, a ready-in-1-2-years candidate, and a risk-of-loss flag.

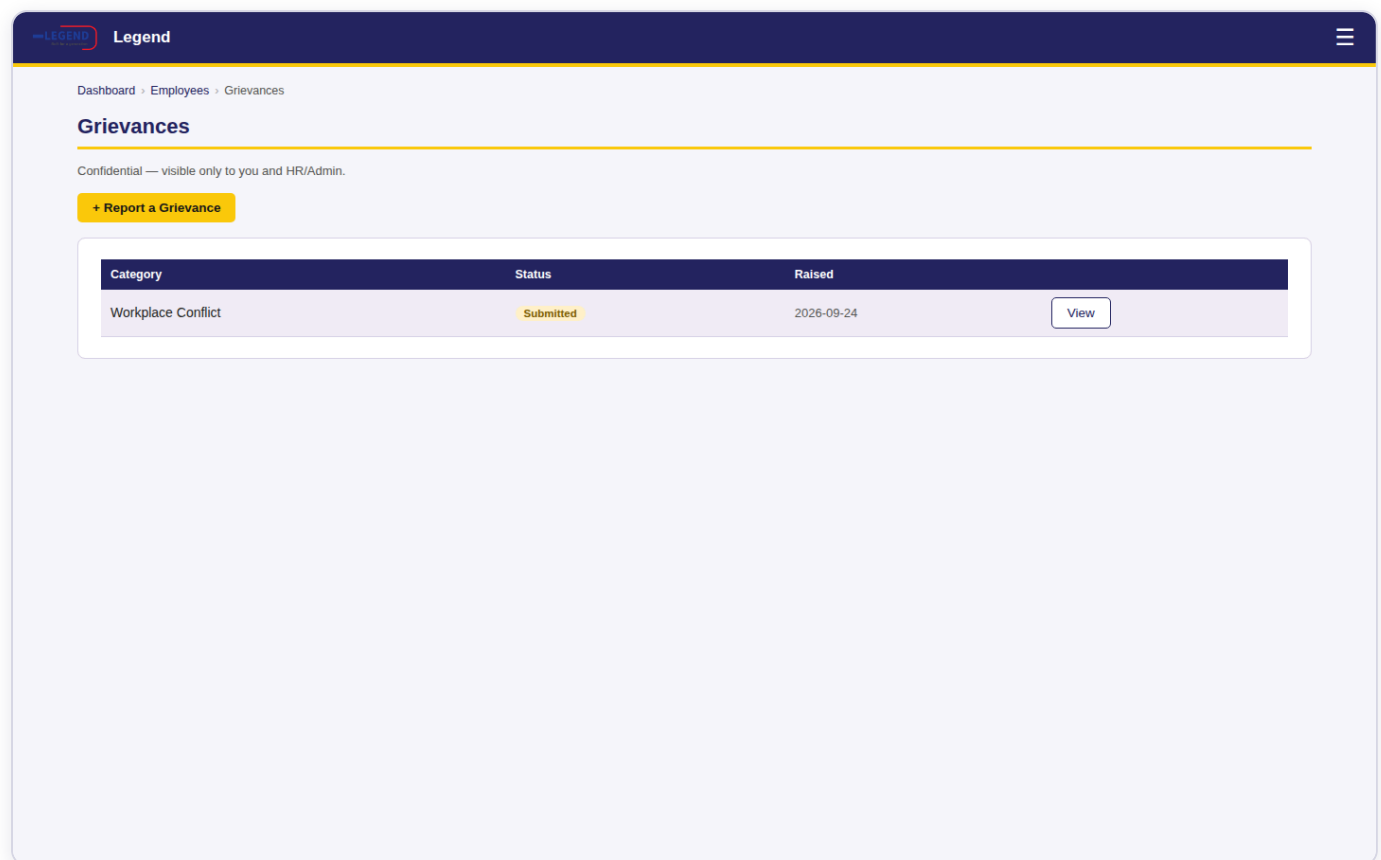
- An append-only Follow-Up Log, separate from the single overwritable plan summary, so a development history is never lost to an edit.
- One plan per position, one candidate entry per person — both enforced, not just conventions.

12 Employee Relations

Grievances and discipline, with visibility boundaries that hold up under real testing.

This is treated as the most sensitive module in the platform, and its access rules were tested adversarially, not just documented. Any employee can raise a grievance confidentially, optionally naming who it concerns — visibility is deliberately narrow: the person who raised it, plus HR/Admin, and never automatically the person it's about, and never a manager just because they happen to manage that team. In the actual test that mattered most here, an employee named in a real grievance was given a login and tried to open it directly by its ID; correctly blocked, with their own grievance list staying empty since they never raised one themselves.

A Manager can report a disciplinary matter, but only about their own direct reports; only HR/Admin can schedule a hearing or decide an outcome, even when the Manager was the one who originally filed it — filing a report never grants authority to rule on it, verified by specifically trying and being blocked. The subject employee can always see their own case at every stage, because due process means not being kept in the dark about something happening to them.



Legend

Dashboard > Employees > Grievances

Grievances

Confidential — visible only to you and HR/Admin.

[+ Report a Grievance](#)

Category	Status	Raised
Workplace Conflict	Submitted	2026-09-24 View

Grievances — visible only to the employee who raised it and to HR/Admin.

Legend

Dashboard > Employees > Disciplinary Cases

Disciplinary Cases

+ Report a Matter

Employee	Category	Status	Outcome	
Peter Mwakalinga	Attendance	Under Investigation	—	View

Disciplinary cases — a Manager can file about their own direct report; only HR/Admin can decide the outcome.

- Hearing scheduling, attendee invitations and a formal decision record (e.g. Written Warning) with an issued, printable letter.
- Employee acknowledgment of the final decision, closing the case with a full timeline.

13 Accounting Journals

Payroll that posts, not payroll you re-key into your accounts.

Every locked payroll run generates a real QuickBooks Enterprise 2024 IIF file (Desktop, not Online — there's no cloud API to post to automatically, so this produces the actual file for File → Utilities → Import) mapped against configurable GL accounts set once in Settings. The exported file was verified line by line, not just at the total level: every amount across all lines summed to exactly 0.00, the real proof a double-entry file will import cleanly — and export is blocked outright before a run is locked, and again if the journal is ever out of balance.

A Journal by Department view breaks the identical run down by branch or department for internal cost reporting, cross-checked to match the main Journal's total debit figure exactly — and because department is a real foreign key to Employee Master here rather than free text, the "typo'd department" risk that needed a manual consistency check in the old spreadsheet simply cannot happen.

14 Multi-Company Platform

One deployment, several completely separate companies — by construction, not convention.

One running installation of Legend HRIS can serve several client companies at once — each with its own users, employees, payroll, leave, everything — sharing the same database and the same server process but never seeing each other's data. Every table in the schema carries a `company_id`, and the current request's company (set at login from the Company Code field) drives which rows any query can ever return — enforced by a single SQLAlchemy event hook that scopes every query automatically, not by a discipline of remembering a WHERE clause in every route.

Logging in always takes three things: Company Code, Username, Password. Usernames only need to be unique within a company, not across the whole deployment, so two different client companies can both run an account named admin with zero conflict. A dedicated Companies admin page — reachable only by the platform operator's own Admin, never by any client company's Admin — provisions a new company with one form, hands back a one-time password for its first Admin, and shows a live usage-versus-plan overview per company (employee/admin seats used against seats purchased, last-login activity, a red "FULL" badge the moment a company hits its purchased quota) so the operator always knows who needs a plan bump before they ask.

TENANT ISOLATION, AUDITED NOT ASSUMED

Cross-company data leaks were specifically audited for, not merely designed against: every tenant-scoped query path was checked to confirm one company's Admin can never provision, view, or manage another company's data through this page or any other route in the system.

LEGEND

Legend

Admin > Companies

Companies

This deployment can host more than one company on the same install, each with its own completely separate data (see the README's "Multi-company" section). This page is only reachable by an Admin of Legend - every other company's Admin never sees it and can't provision or manage other companies from their own login.

1

Client Companies

1

Active (can log in)

0

Deactivated

0

At Capacity (employees or admins)

1

Never Logged In

Companies on this deployment

"Last Active" is the most recent login by anyone at that company - a company can be "Active" (allowed to log in) without anyone actually having done so yet. "Plan & Usage" shows what was purchased against what's currently in use; a red "FULL" badge means that company is at its purchased quota and the platform operator needs to raise the plan (Edit Plan below) before they can add more.

Code	Name	Status	Plan & Usage	Last Active	Created				
LEGEND	Operator	Legend	Active	Not billed	—	24 Sep 2026	—		
KILI	Kilimanjaro Traders Co.	Active	25 employees / 2 admins — Monthly 0/25 employees 1/2 admins	Never logged in	24 Sep 2026	Invoices	Admins	Edit Plan	Deactivate

Platform Billing

The price per seat, per billing cycle, applied to every client company below. A company's plan (seats + cycle) is set per company above; the price itself is set once here for the whole deployment.

Price per Employee (TZS, per cycle)

5000

Save Pricing

Price per Administrator (TZS, per cycle)

10000

Recent Invoices (all companies)

No invoices generated yet.

Generate Invoices Now

Normally happens automatically every day; use this to generate right after changing a plan or the pricing above.

Add a New Company

Company Name *

e.g. Acme Logistics Ltd

Company Code (optional — auto-generated if left blank)

e.g. ACME

First Admin — Username *

e.g. admin

First Admin — Email (optional)

admin@acme.co.tz

Plan

The seats this company is buying and how often they're billed for them — see Platform Billing below for the price per seat.

Employees (minimum 5) *

5

Administrators (minimum 1) *

1

Billing Cycle

Monthly

Create Company

The Companies admin page — Legend and Kilimanjaro Traders Co. on one deployment, each with its own seat plan and usage.

- Per-company deactivation (blocks logins without deleting data) and reactivation, plan/seat editing, and per-company invoice generation and payment tracking — all from one screen.
- A break-glass provisioning path (/platform/companies) gated by an environment-variable token instead of a login, for provisioning before any account exists at all.
- An existing single-company install upgrades onto this architecture automatically — the migration folds existing data into one company with zero re-keying and nothing deleted.

15 Security, Roles & Audit

Enforced in code at every layer, and tested from the attacker's side.

Five roles — Admin, HR, Payroll, Manager, Employee — are checked on every route, not just hidden from a menu. An Employee-role login cannot view another employee's salary or record by any path, including guessing a URL directly; a Manager sees only their own direct reports; only Admin manages user accounts and can unlock a locked payroll run. Org-chart supervision (who actually reports to whom) and login role (what someone is allowed to click) are tracked as the two genuinely different things they are — a real, systemic bug where they'd been silently conflated across dozens of approval checks was found and fixed platform-wide, verified with a supervisor whose login role was "Employee" correctly gaining every approval permission her real org-chart position warranted.

A forced password change on first login is enforced by middleware on every single page, not a one-time nudge that can be dismissed — an account with a temporary password is redirected to Change Password until a new one is set, and the old password is invalidated immediately. Only one active session per user is allowed at a time; logging in elsewhere signs out the earlier session. Every consequential action — a lock, an unlock, an approval, a rejection, a company created, a holiday added — is written to an Audit Log an Admin can page through, with the exact actor, timestamp and detail, not just a database row nobody ever looks at.

- Enforced payroll locking at the database level — an attempt to edit a locked run's figures is rejected outright, tested directly, not merely discouraged by the UI.
- A negative-pay guard that genuinely blocks locking a run while any line would pay out negative.
- Configurable approval matrices per workflow, and a Returned-for-Correction path so a rejected submission can be fixed and resubmitted rather than starting over.
- API key management for programmatic access, issued and revoked by Admin.

Tanzania payroll law, encoded exactly.

Every band and rate below is a live, configurable row in the database — not a value baked into the code — so a future rate change is a Settings update, not a code release.

PAYE — Progressive Income Tax Bands

MONTHLY TAXABLE INCOME (TZS)	MARGINAL RATE	TAX DUE
0 – 270,000	0%	—
270,001 – 520,000	8%	on the excess over 270,000
520,001 – 760,000	20%	20,000 + 20% of the excess over 520,000
760,001 – 1,000,000	25%	68,000 + 25% of the excess over 760,000
1,000,001 and above	30%	128,000 + 30% of the excess over 1,000,000

Statutory Contributions & Engine Constants

ITEM	RATE / VALUE
NSSF — Employee	10% of adjusted gross pay
NSSF — Employer	10% of adjusted gross pay
SDL (Skills Development Levy)	3.5% of adjusted gross pay, where applicable
WCF (Workers Compensation Fund)	0.5% of adjusted gross pay
Standard monthly hours	195 hours (configurable per company)
Overtime multiplier	1.5× the hourly rate (configurable per company)

VERIFIED, NOT ASSUMED

Every one of these formulas — PAYE, NSSF, SDL, WCF, overtime, the loan-deduction interaction — is a direct, hand-checked port of the QB Tanzania Payroll Engine spreadsheet it replaces. John Mushi's payslip alone was matched to the shilling across five different employees before anything else in the payroll module was built on top of it.

Built on a standard, portable Python stack.

Application: FastAPI + SQLAlchemy 2.0, with Alembic-managed schema migrations that upgrade an existing installation's data in place — nothing is deleted or re-keyed when the schema changes.

Database: PostgreSQL for production (SQLite supported for light single-user evaluation). Multi-company tenant isolation is enforced at the ORM query layer through a single shared event hook, not repeated by hand in every route.

Deployment: documented, tested paths for a Contabo/Ubuntu VPS, cPanel/Verpex shared hosting, and Windows Server — plus a scheduler process kept separate from the web process specifically to avoid duplicate-run bugs under multi-worker deployment.

Exports: QuickBooks Enterprise 2024 IIF journal export, Bank Payment Schedule, CSV exports across Employees, Leave, Loans, Documents, Attendance and Reports.

API access: Admin-issued, revocable API keys for programmatic integration.

Responsive layout: a mobile layer (collapsing nav, single-column grids, horizontally-scrolling tables) built into the shared page template, so it applies uniformly rather than being retrofitted page by page.

Quality & verification discipline

This platform is developed the same way throughout: every feature is reproduced and verified against the real running application over genuine HTTP requests — not asserted from reading the code — and every fix to a reported bug is verified against the exact original failure before being considered done. A 107-test automated regression suite runs across all five roles before anything ships, and cross-company tenant isolation has been specifically audited, not merely assumed from the architecture.



Ready to see it on your own data?

Every screenshot in this brochure came from a real running instance of Legend HRIS. We can set up a live walkthrough on your own company structure, or a trial environment seeded with your own departments and pay scales.

`info@lcm.co.tz` · `legend.lcm.co.tz/login`