HR Ghana

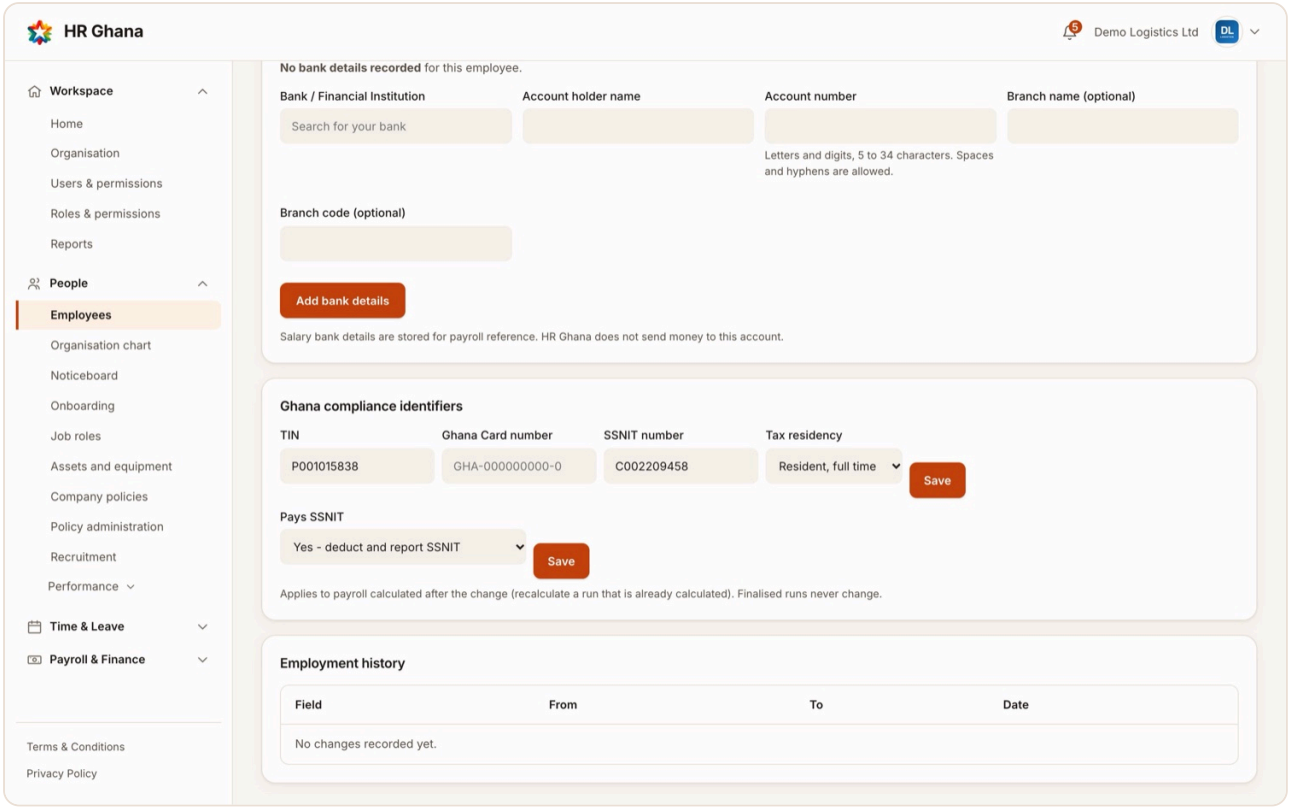
GRA and SSNIT filings

For HR, Finance and owners

Produce the monthly GRA PAYE schedule and the SSNIT member listing from a finalised payroll run, and check them before you file.

hrghana.com · October 2026 · Screens show sample data

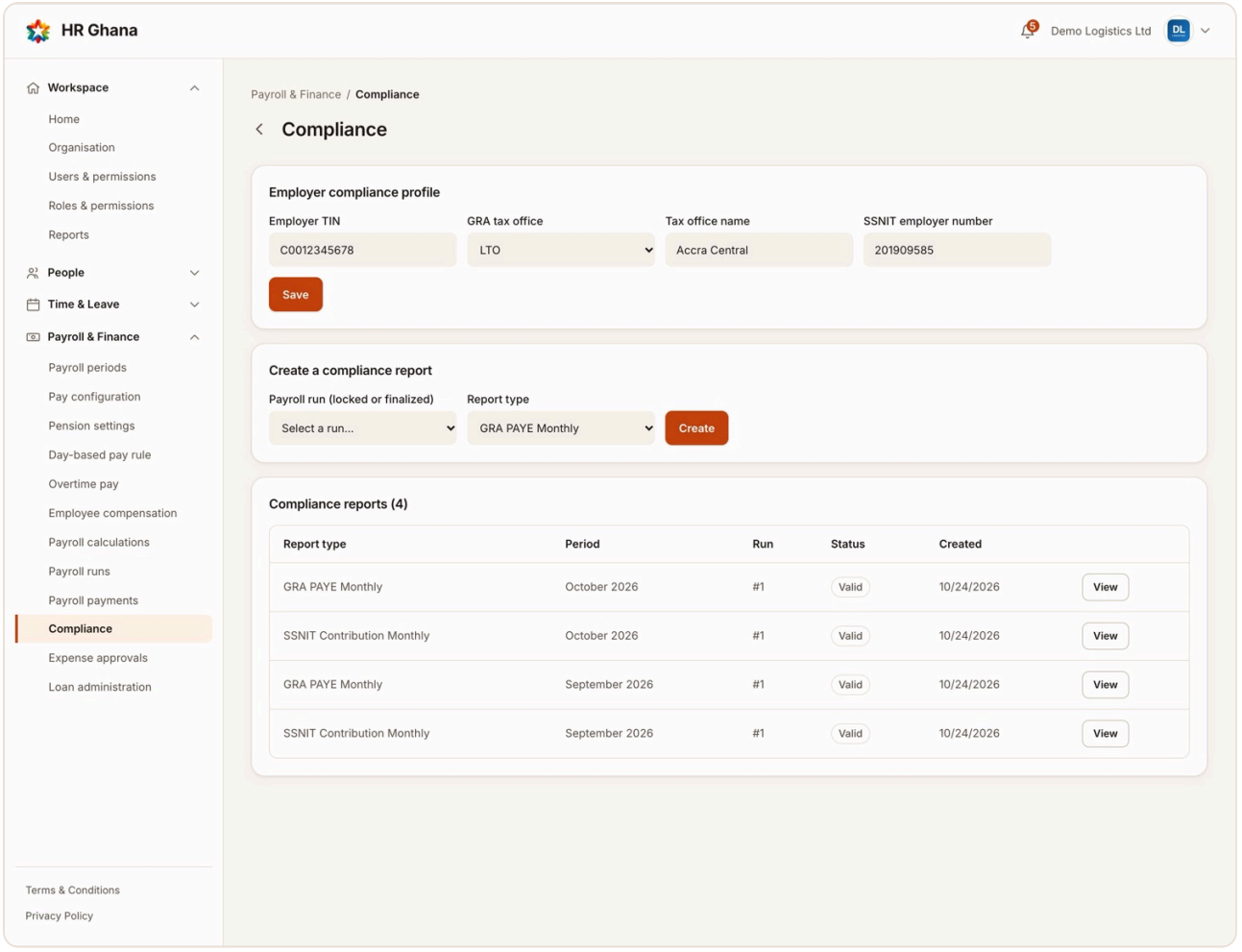
1. Before you start



On the employee's profile: identifiers and Pays SSNIT.

1. Open Compliance and fill in the Employer compliance profile: your employer TIN, the tax office (LTO or TSC and its name) and your SSNIT employer number.
2. On each employee's profile (Ghana compliance identifiers) record their TIN or Ghana Card and their SSNIT number, and set Pays SSNIT: Yes or No. Some employers pay SSNIT for some staff and not others; this is decided per employee.
3. Finalise the payroll run for the month. Reports are built from the run's saved figures, so they always match the payslips.

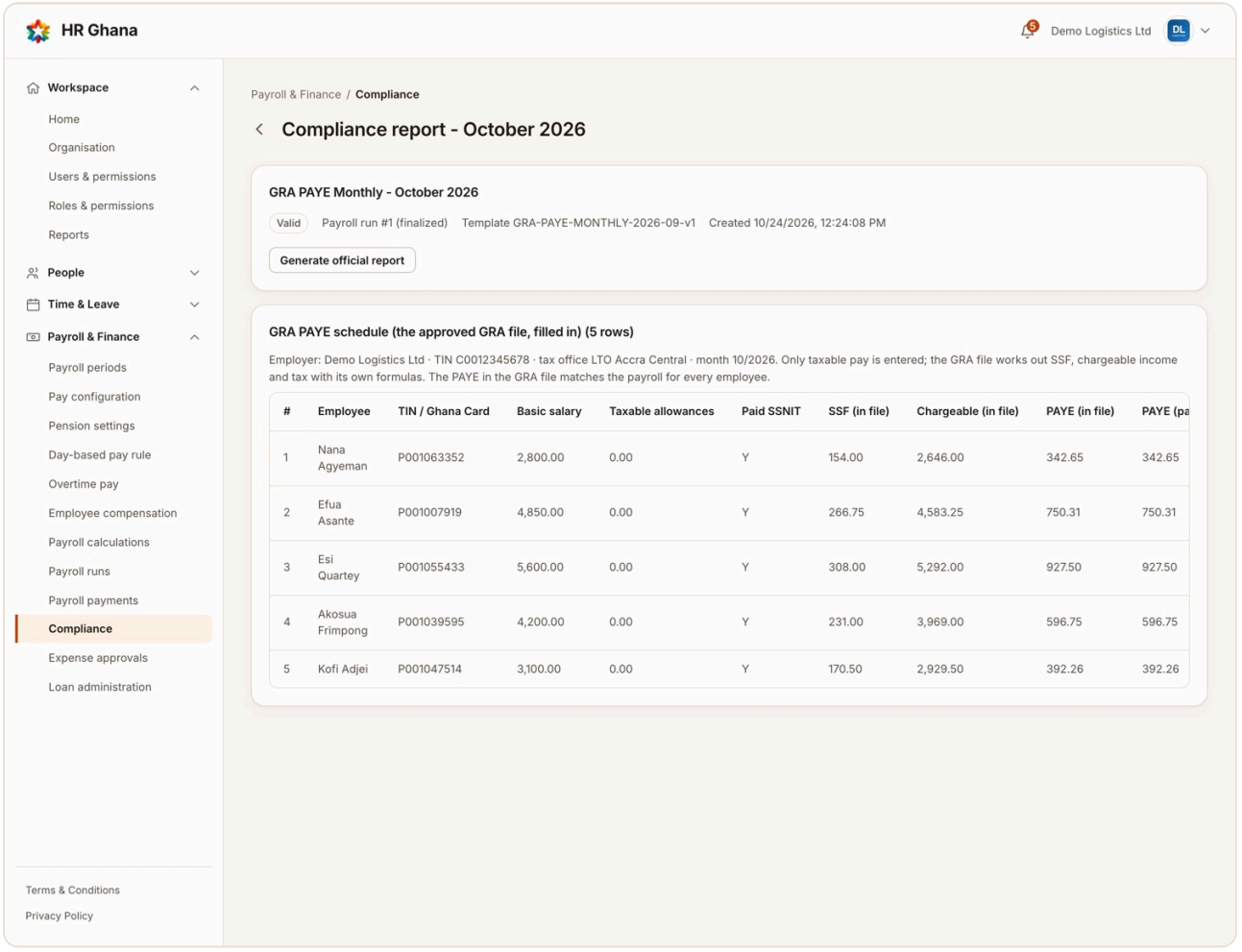
2. Create and validate a report



Payroll & Finance > Compliance: create and list reports.

1. On the Compliance page choose the payroll run (locked or finalised) and the report type, then Create.
2. Choose Validate. Anything missing is listed with the names of the employees concerned: for example no TIN or Ghana Card, no SSNIT number for someone who pays SSNIT, or no employer TIN.
3. Fix the data and validate again until the report is valid. The preview shows exactly what the file will contain.
4. Generate the report once the run is finalised, then download the file. The download can be repeated at any time and always gives the same figures.

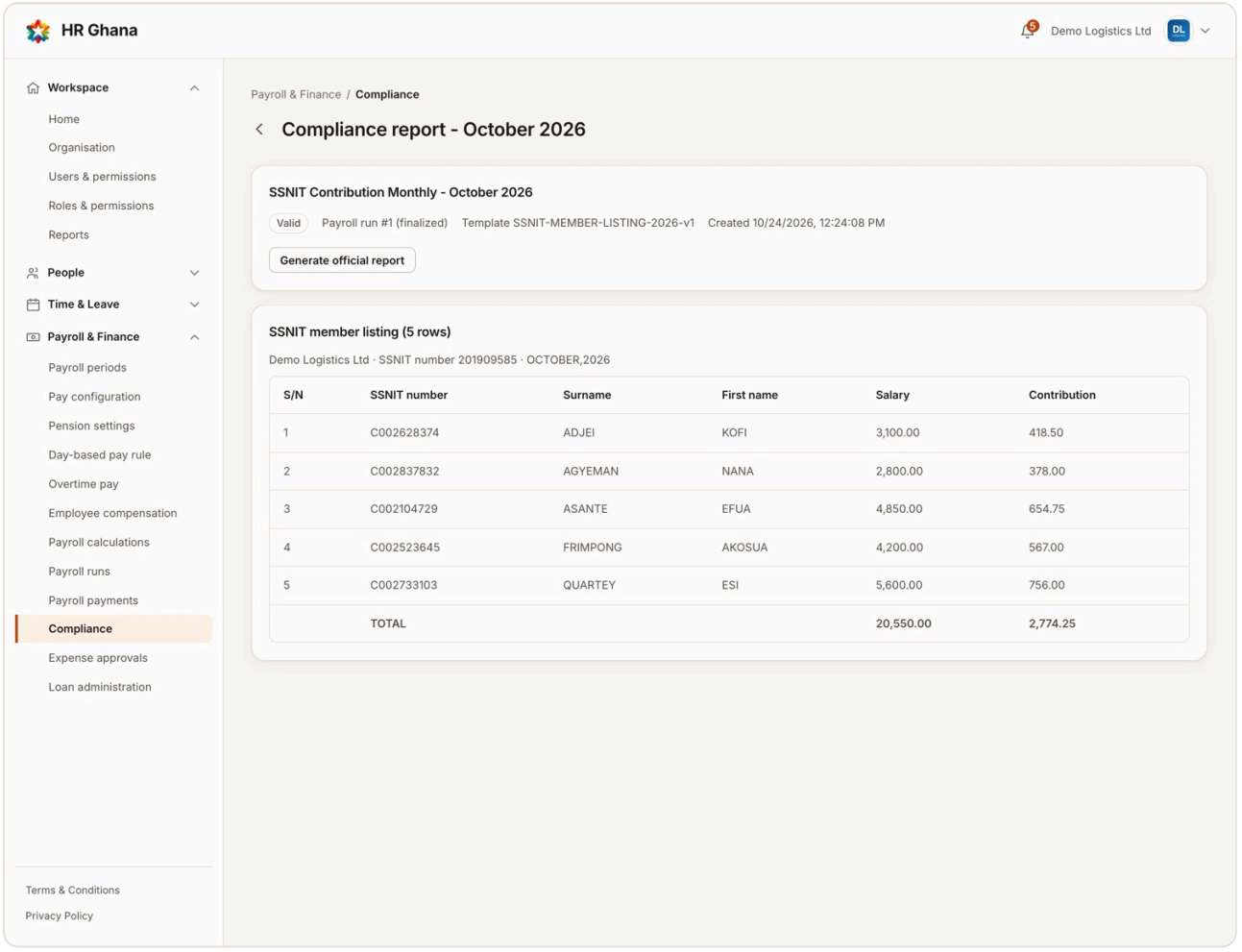
3. The GRA PAYE schedule



The GRA PAYE report: what goes into GRA's approved file.

1. The file is GRA's own approved monthly PAYE schedule. HR Ghana fills in your employer details, the month and one row per employee, and changes nothing else: GRA's layout, formulas and drop-down lists are left exactly as issued.
2. Only taxable pay is entered. Non-taxable items never appear on the schedule: Cash Allowances is the taxable pay beyond basic salary.
3. Paid SSNIT shows Y for each employee who paid SSNIT (with the 5.5% social security fund taken off) and N for each who did not (nothing is taken off).
4. GRA's formulas work out tax in the file. The preview shows that figure next to the PAYE your payroll calculated and warns you if any differ, so you can check before filing.
5. Not recorded by HR Ghana, so left blank for you to complete if they apply: staff category, bonus, overtime, accommodation, vehicle and other benefits, other reliefs and severance. Every employee is entered as resident, full-time, with no secondary employment.

4. The SSNIT member listing



The SSNIT member listing report.

1. The listing follows the layout of the employer's own SSNIT filing: your company and SSNIT number, the month, then each member's SSNIT number, surname, first name, salary and contribution, with a total.
2. Contribution is the Tier 1 total for the member (the employee's 5.5% and the employer's 8%, together 13.5% of salary), exactly as calculated in payroll.
3. Employees who do not pay SSNIT are left out, and are not asked for an SSNIT number.

Remember

> Note: HR Ghana prepares these files from the rules and figures held in the system. Check them, and your organisation's own tax and pension treatment, with a qualified adviser before you file.

Need help? Contact your HR team, or write to support@hrghana.com. The screens in this guide show sample data; yours will show your own organisation.