Issue No 19

NEA
Weekly e-SHOT

22nd-26th November 2021

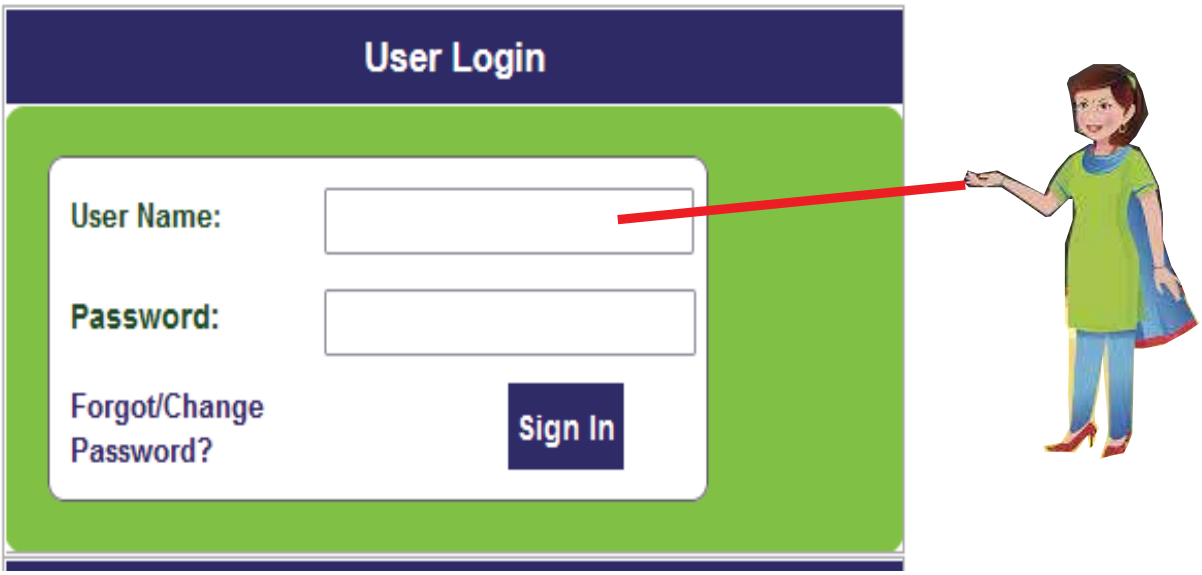
3 Simple Steps to File Returns Successfully

Did you Know ? **Section 76 – 81 of the Employment Act, 2007, requires all employers to file the Annual Employee Returns as from 1st December each year? The link for filling the returns will be active between 1st December, 2021 and 31st January, 2022.**

Filling of Annual Employee Returns is filled online only through the Authority's portal www.neaims.go.ke and employers are therefore advised to ensure that they update/capture the records of their employees directly in to the system well in advance in reediness for filling their returns.

STEP 1

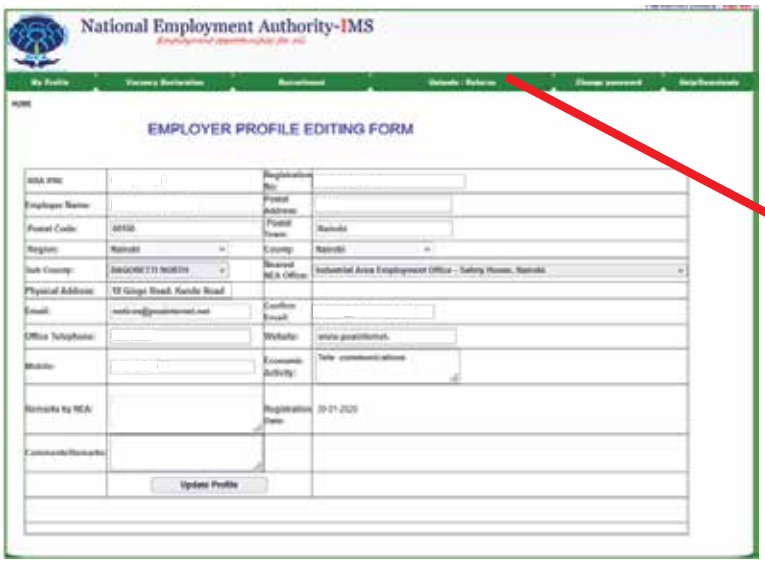
Log in to your NEAIMS Account through www.neaims.go.ke, (User Name is KRA PIN Number)



#File_Your_Annual_Employee_Returns_In_Time#

STEP 2

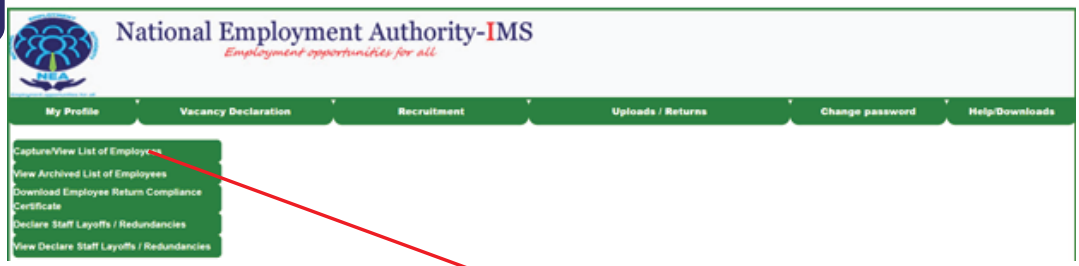
When Employer Profile Opens, Click on Returns/Uploads as indicated by the arrow below

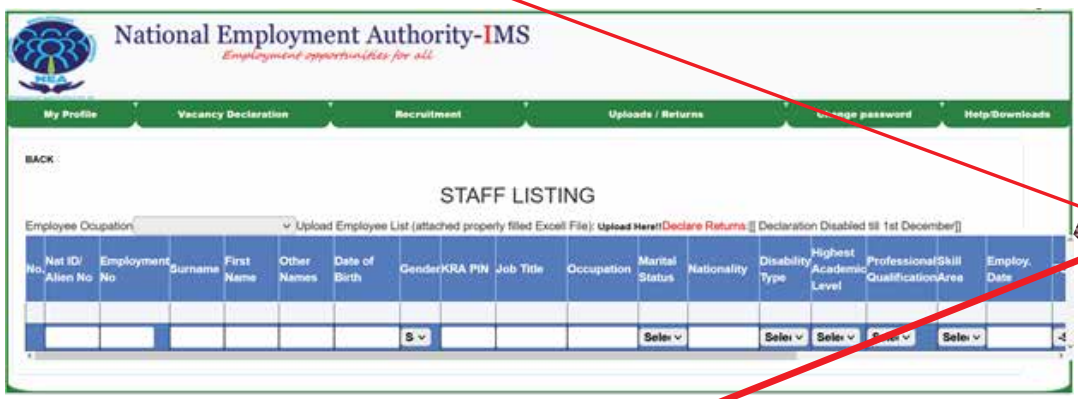


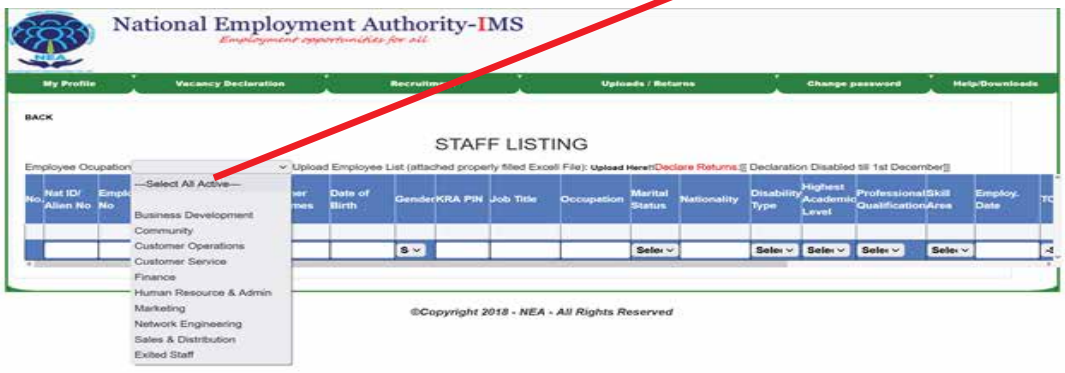


STEP 3

Click on Capture/View List of Employees then KEY in and SAVE the details/records of each employee one by one. (This can be done any time within the year)









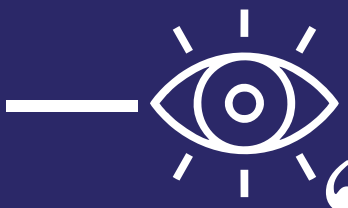
#File_Your_Annual_Employee_Returns_In_Time#

Employers are also informed that:

1. The "Declare" button is activated/enabled between 1st December to 31st January every year.

2. When the "Declare" button is activated/enabled, an employer will only need to confirm that the list of his employees is upto date in the system then just click on "Declare" so that the compliance certificate is activated and be able to download and print the compliance certificate. The procedure is the same for all other subsequent years.

3. Employers whose employee's records are already captured in the system are only expected to update their records (new employees and employees who exited the service within 2021) and wait for the "Declare" button to be activated/enabled so that they can file their 2021 Employee Returns.



OUR VISION

"Employment opportunities for all



OUR MISSION

"To formulate and implement employment policies and programmes for creation of sustainable employment for all Kenyans

WRITE TO NEA

National Employment Authority
National Employment Building,
Seasons – Kasarani,
P.O. Box 25780 – 00100
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FOLLOW OUR SOCIAL MEDIA

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