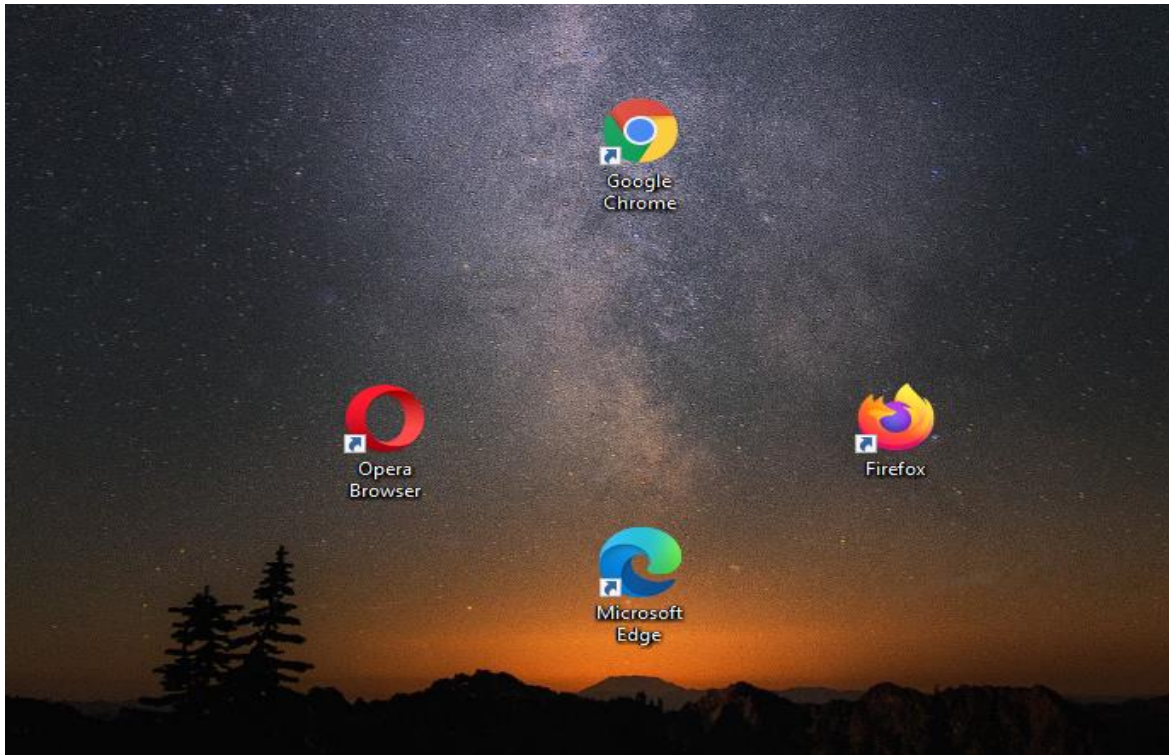


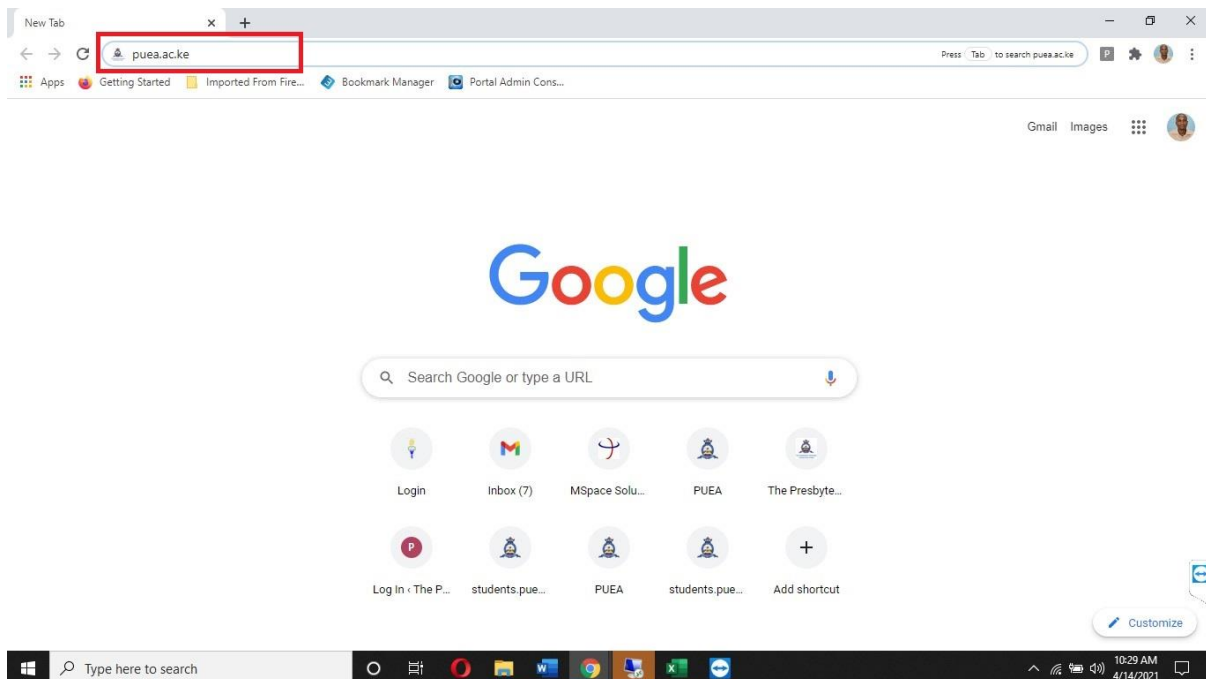


## Tutorial on How to Access and Download P9 Form

Step 1: Open the browser on your Computer/laptop or mobile phone. Examples of browsers include:



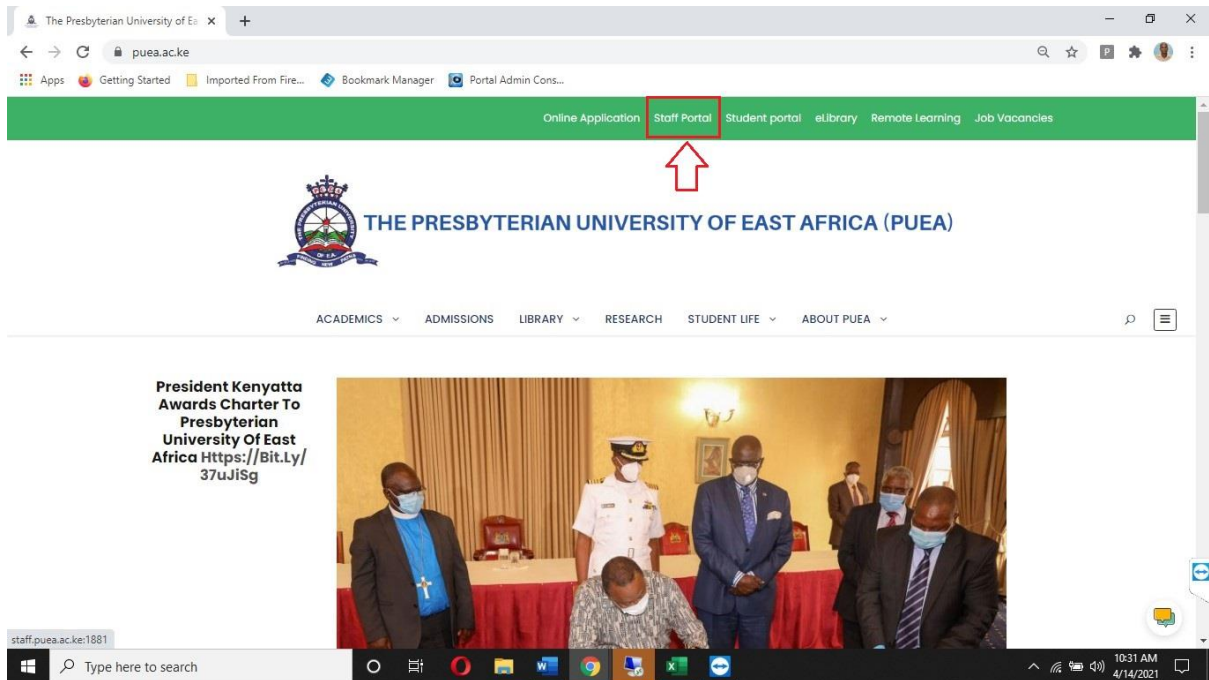
Step 2: Type in the University's website Address(**www.puea.ac.ke**) in the URL section and press enter.



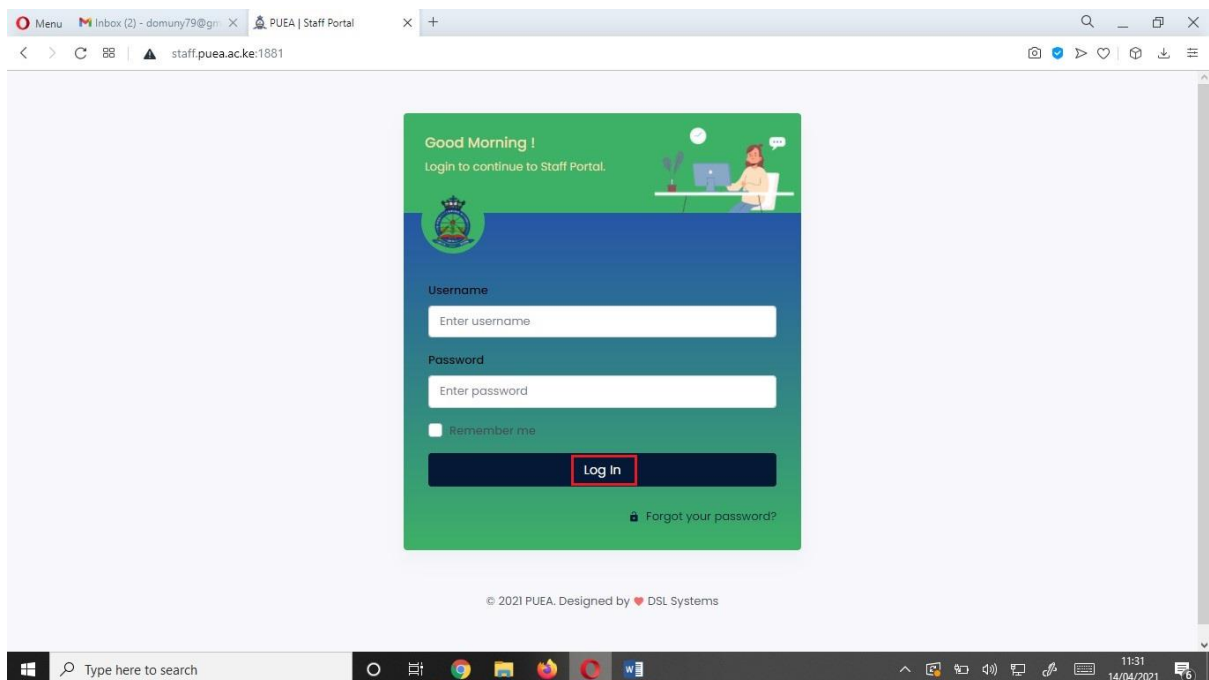


## Tutorial on How to Access and Download P9 Form

Step 3: On the website homepage, click the staff portal link located at the top menu. You will be redirected to the staff portal homepage.



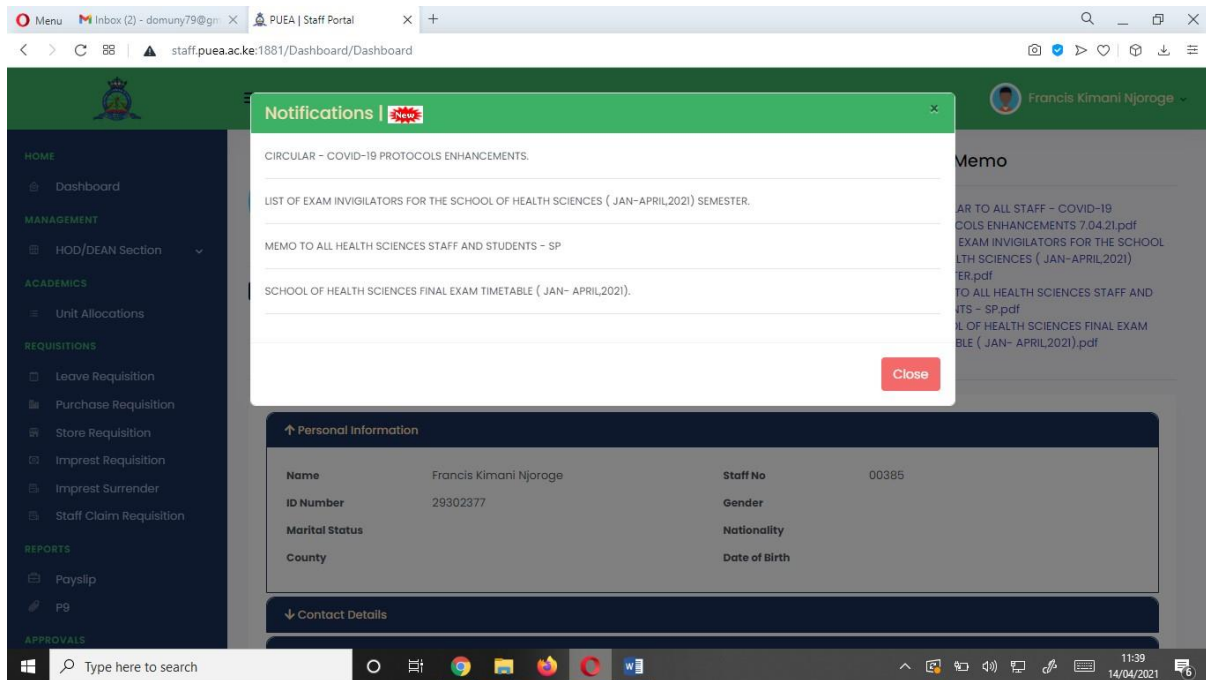
Step 4: Type your PF Number in the username section and your ICT given-password in the password section. Press the Log in button when done.



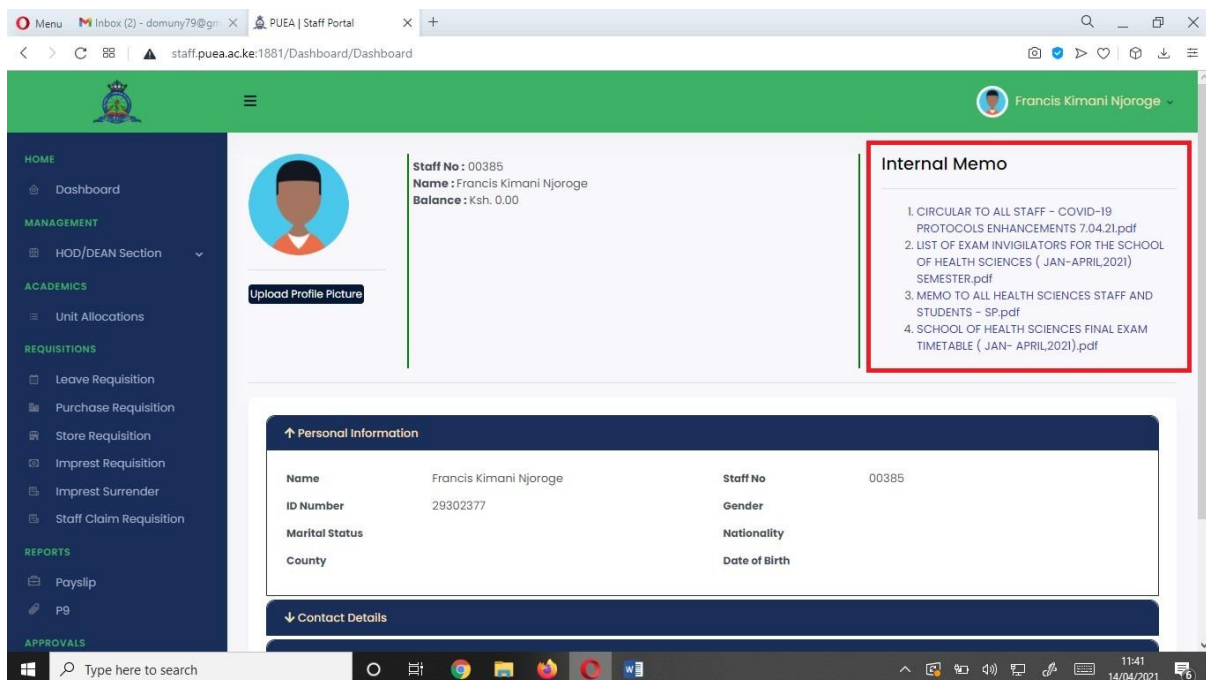


## Tutorial on How to Access and Download P9 Form

Step 5: After a successful login, a notification popup will appear on the portal dashboard. Read through the Notifications and click the close button.



Step 6: On the right side of the dashboard, you will see the internal memo section that will have further details about the notifications. Click on each notification to view or download the attached document.





## Tutorial on How to Access and Download P9 Form

The middle section of the dashboard, contains your personal information, contact details, job details and payroll details. Click on each of the sections to view more details. **Note:** The missing information will be updated in due course.

The screenshot shows the PUEA Staff Portal dashboard. The left sidebar contains a menu with categories: HOME, MANAGEMENT, ACADEMICS, REQUISITIONS, REPORTS, and APPROVALS. The main content area is titled 'Personal Information' and contains a table with the following data:

↑ Personal Information			
Name	Francis Kimani Njoroge	Staff No	00385
ID Number	29302377	Gender	
Marital Status		Nationality	
County		Date of Birth	

Below the table are expandable sections for 'Contact Details', 'Job Details', and 'Payroll Details'. The top right of the dashboard shows a list of memos and documents, including 'MEMO TO ALL HEALTH SCIENCES STAFF AND STUDENTS - SP.pdf' and 'SCHOOL OF HEALTH SCIENCES FINAL EXAM TIMETABLE ( JAN- APRIL,2021).pdf'.

Step 7: The left section of the dashboard contains a menu with various functions of the portal. The menu contains:

The screenshot shows the PUEA Staff Portal dashboard with the left sidebar menu highlighted in red. The menu items are:

- HOME
  - Dashboard
- MANAGEMENT
  - HOD/DEAN Section
- ACADEMICS
  - Unit Allocations
- REQUISITIONS
  - Leave Requisition
  - Purchase Requisition
  - Store Requisition
  - Imprest Requisition
  - Imprest Surrender
  - Staff Claim Requisition
- REPORTS
  - Payslip
  - P9
- APPROVALS

The main content area shows the user's profile information: Staff No: 00385, Name: Francis Kimani Njoroge, Balance: Ksh. 0.00. Below this is the 'Personal Information' table, which is identical to the one in the previous screenshot.

- 1) A Management segment for HOD section.
- 2) An Academics segment for lecturer unit allocation.



## Tutorial on How to Access and Download P9 Form

- 3) A Requisition segment where you can make various University requisitions including leave, purchase, store, imprest and staff claim.
- 4) A report segment where you can view your payslip and p9 details.
- 5) An approvals segment where you check for pending approvals and approved documents.
- 6) Setting segment where you can change your password.

### Reports Segment

- Navigate to the Reports segment located on the portal menu. **Click the P9 Section.**

The screenshot shows the PUEA Staff Portal Dashboard. The left sidebar menu is expanded to the 'REPORTS' section, where 'P9' is highlighted with a red box. The main content area displays the user's profile information, including Staff No: 00385, Name: Francis Kimani Njoroge, and Balance: Ksh. 0.00. There is also an 'Internal Memo' section with a list of documents. The bottom of the screen shows the Windows taskbar with the time 10:34 AM on 4/20/2021.

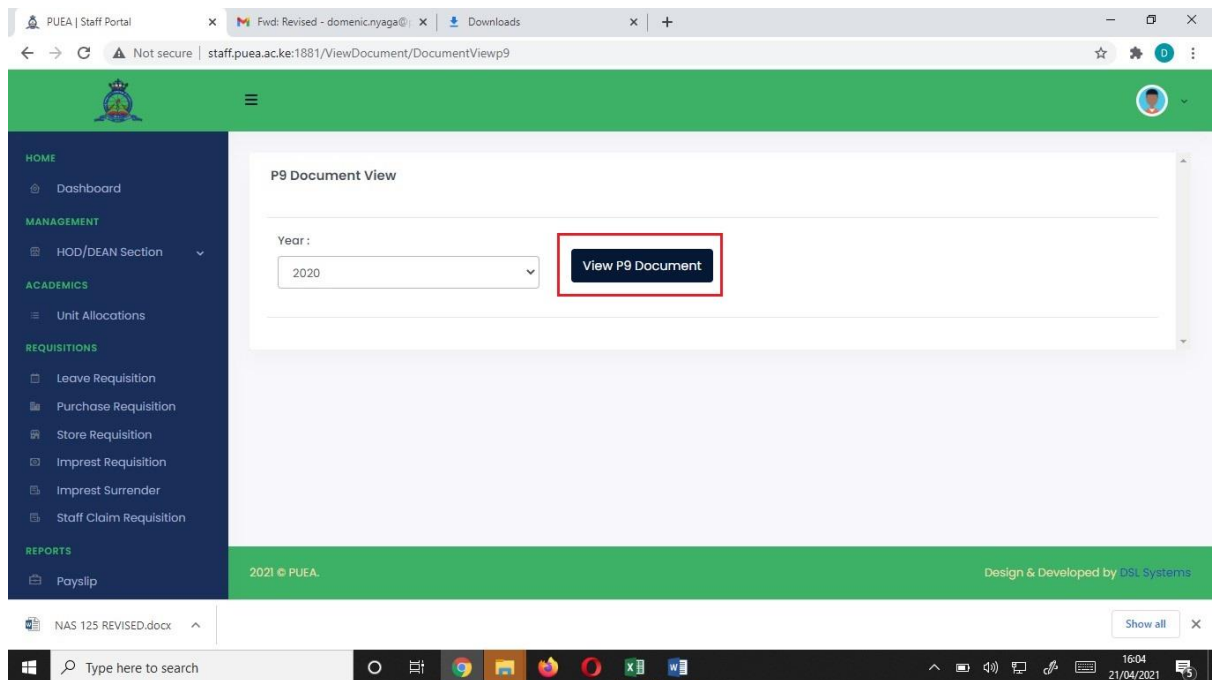
- A drop-down menu will appear with different years. **Click on the year that you want to download the p9 form.**

The screenshot shows the 'P9 Document View' page. A dropdown menu is open for the 'Year' field, showing a list of years from 2011 to 2020. The year 2020 is highlighted with a blue bar, and a red arrow points to it. A 'View P9 Document' button is visible next to the dropdown. The bottom of the screen shows the Windows taskbar with the time 10:40 AM on 4/20/2021.



## Tutorial on How to Access and Download P9 Form

- Next, Click on the **View P9 document** button



- A preview page will appear with the P9 form details. Using the menu at the top of the preview page, you can zoom the document in and out, download it in pdf format, or print it. Once you are done, **click the Close button.**

