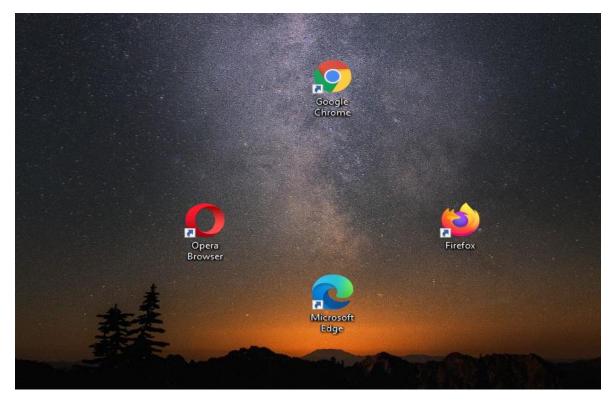
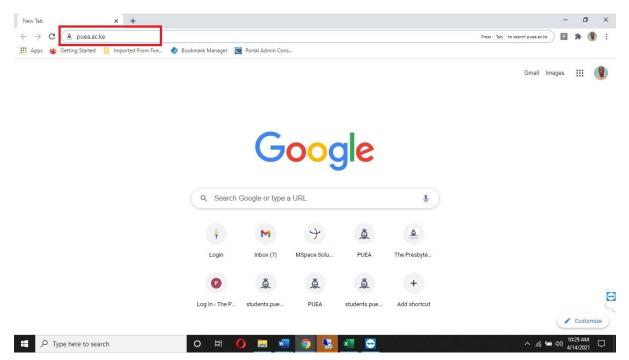


## Tutorial on How to Access and Download P9 Form



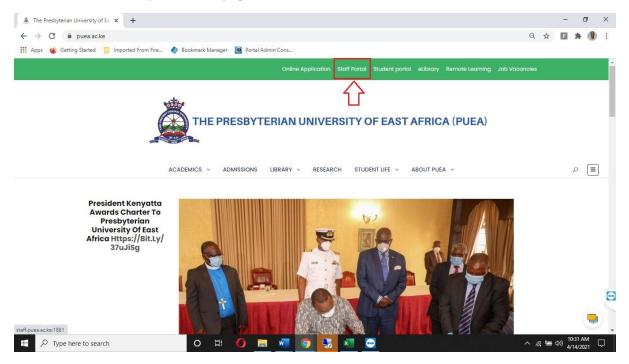
Step 1: Open the browser on your Computer/laptop or mobile phone. Examples of browsers include:

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





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.

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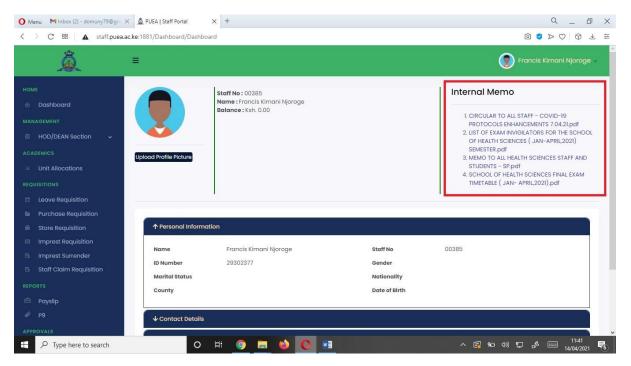


# Tutorial on How to Access and Download P9 Form

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

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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.



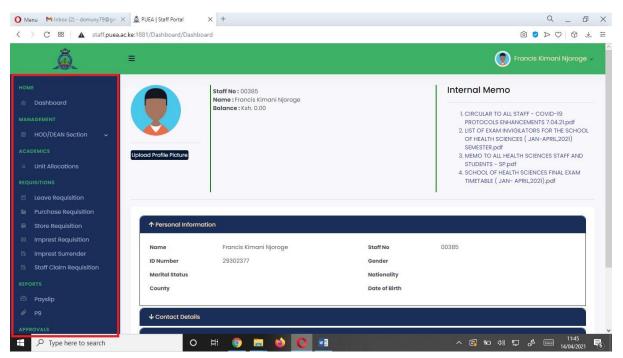


## Tutorial on How to Access and Download P9 Form

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.

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



- 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.

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

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• Next, Click on the View P9 document button

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• 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.** 

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