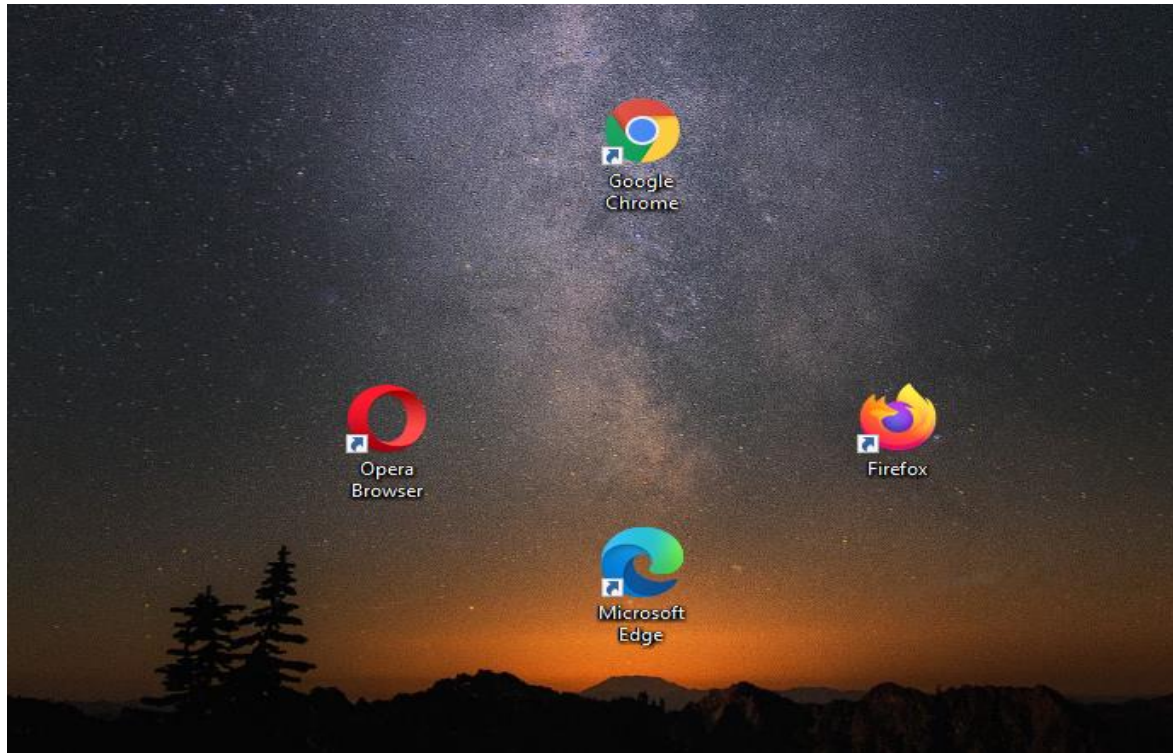


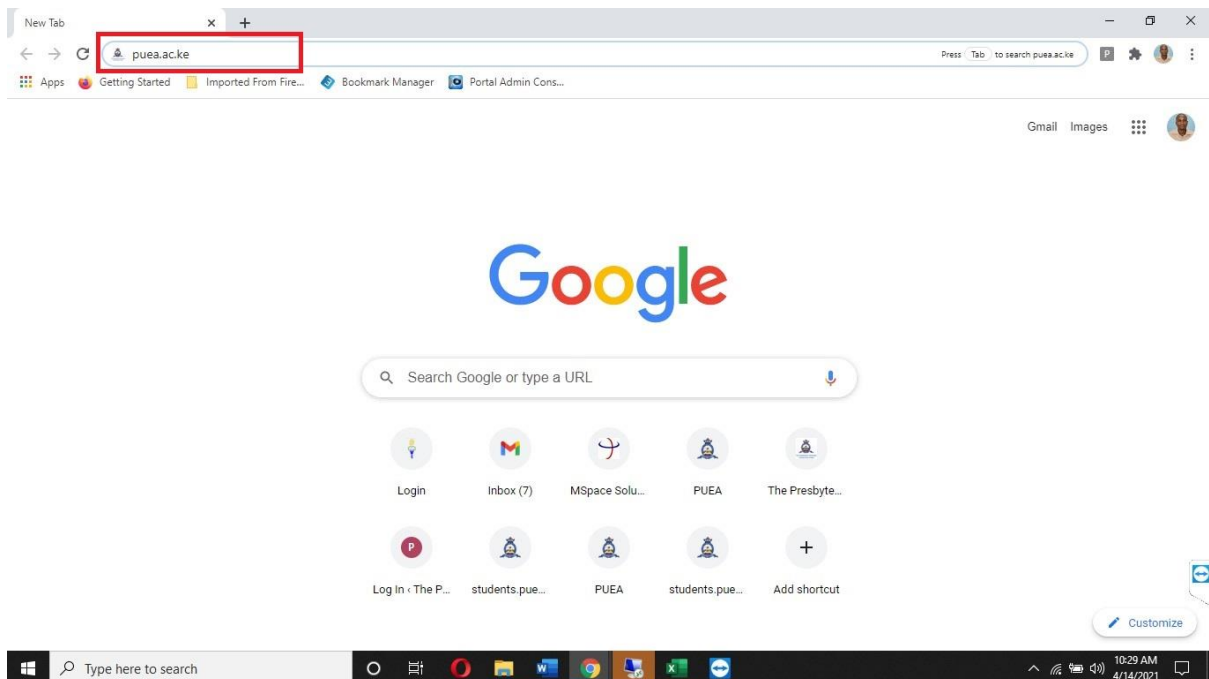


## Tutorial on How to Access and Download Payslip

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



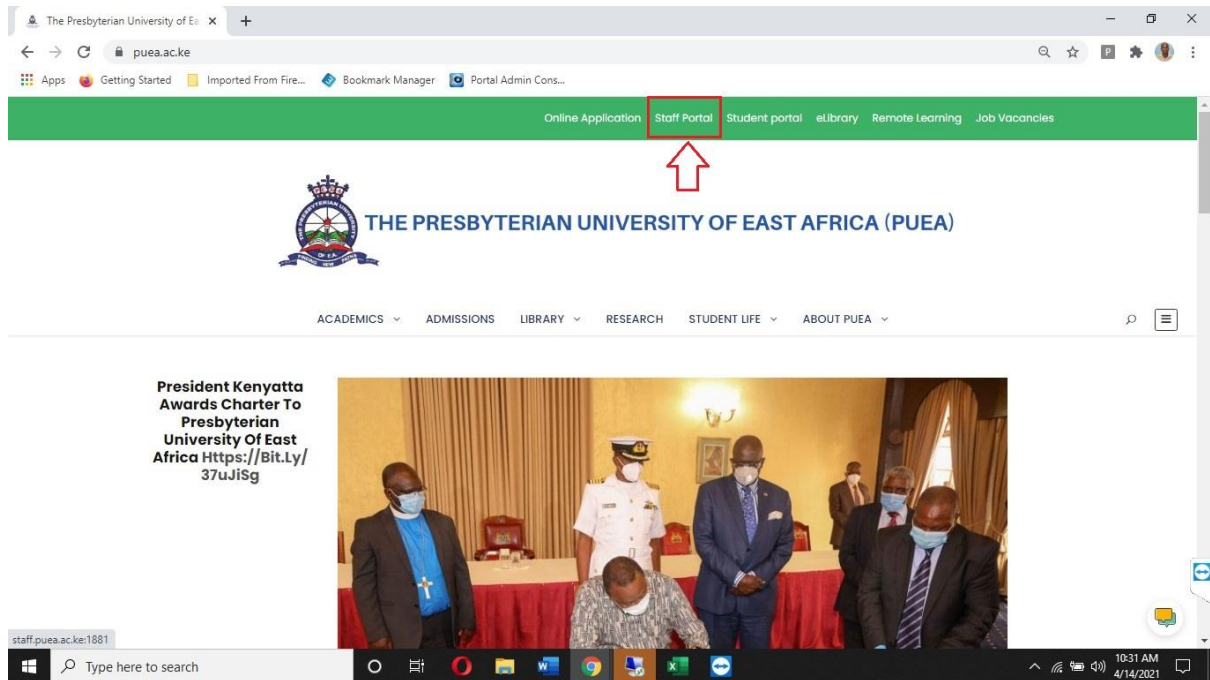
Step 2: Type in the University's website Address(**www.puea.ac.ke**) in the URL section and press enter.



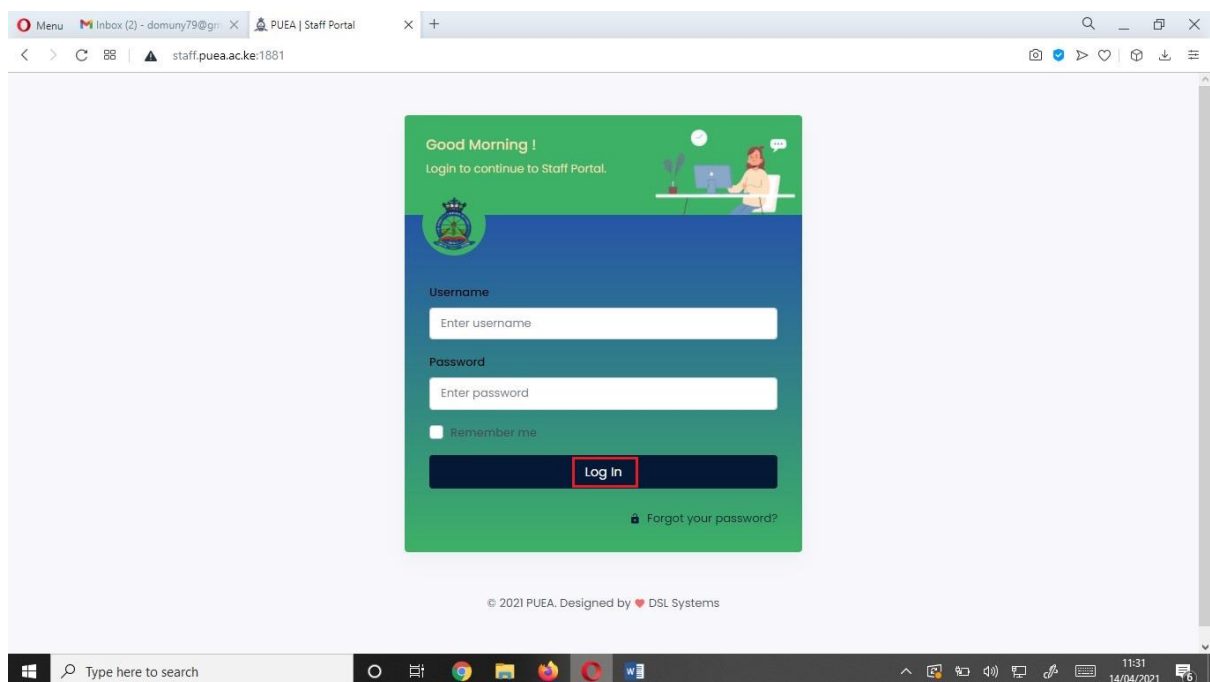


## Tutorial on How to Access and Download Payslip

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.



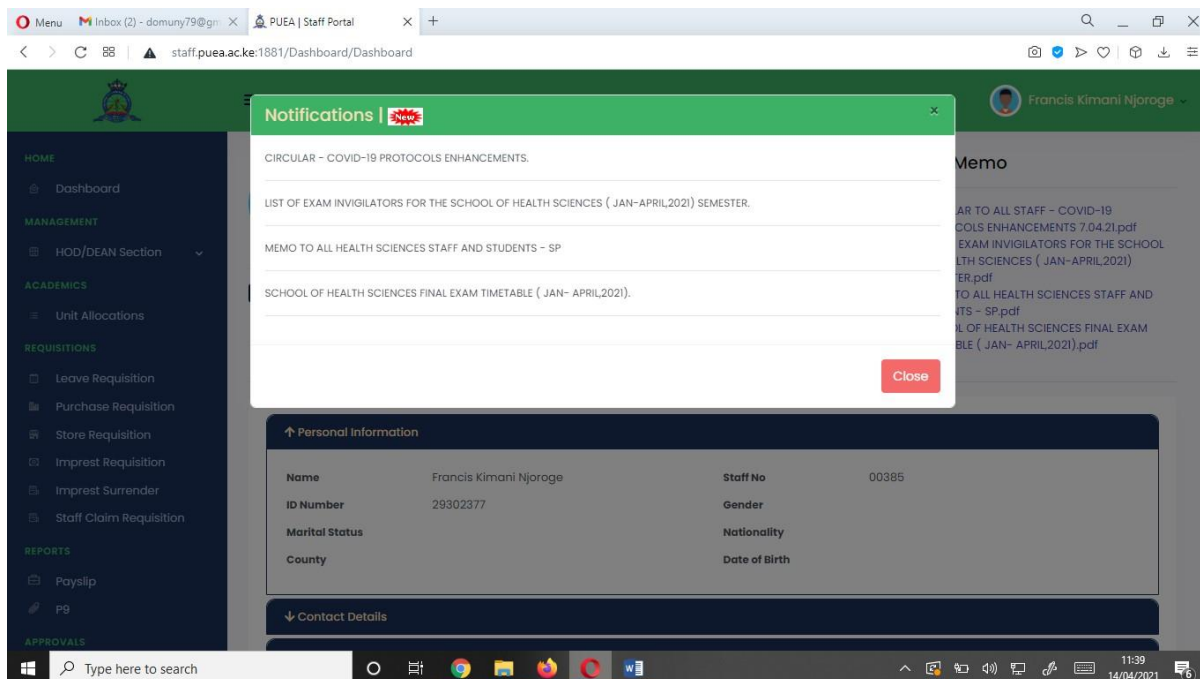
Step 4: **Type your PF Number in the username section** and your **ICT given-password in the password section**. Press the Log in button when done.



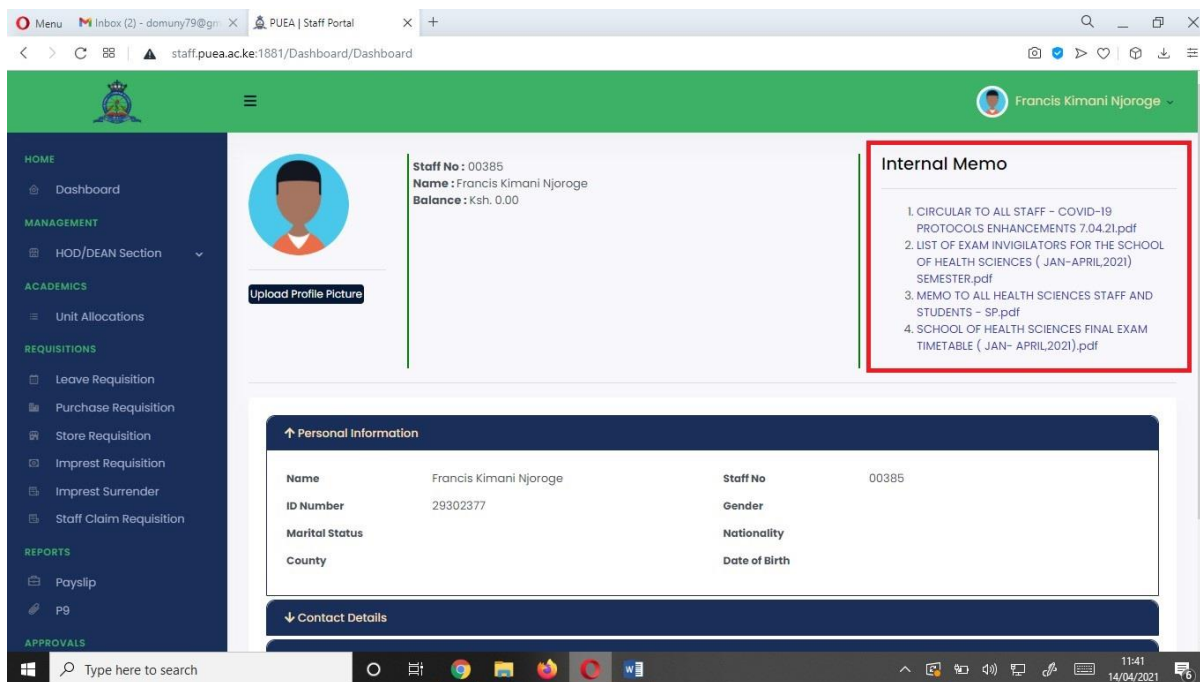


## Tutorial on How to Access and Download Payslip

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



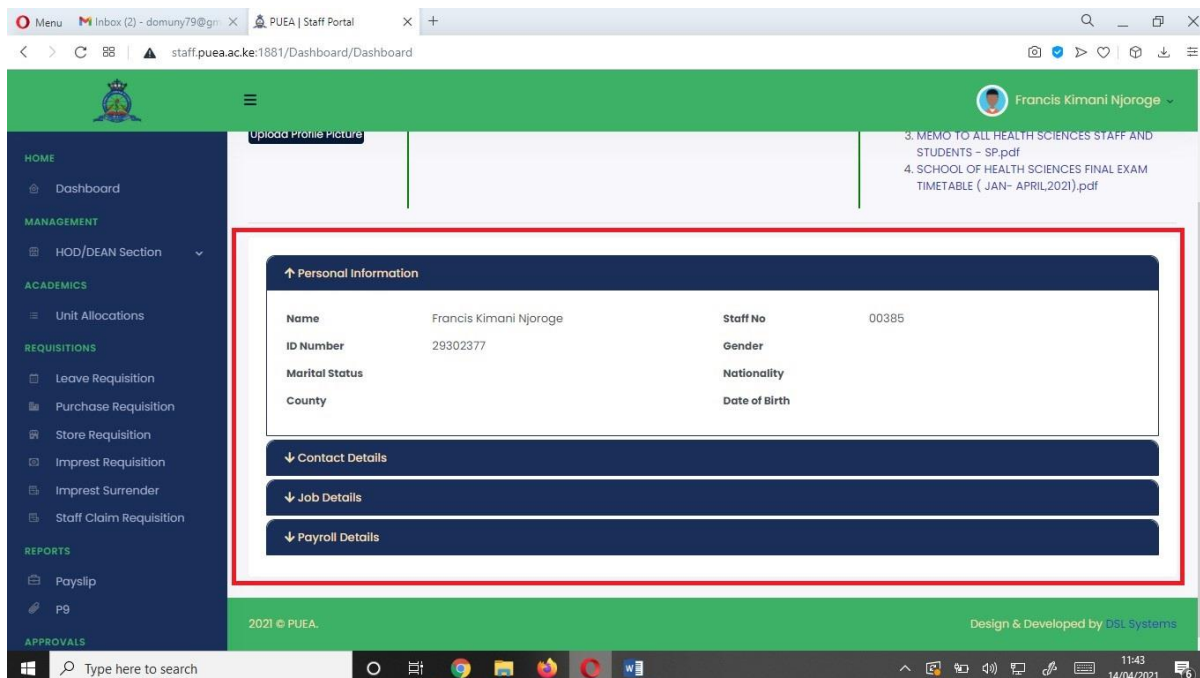
Step 6: On the right side of the dashboard, you will see the **internal memo section** that will have further details about the notifications. Click on each notification to view or download the attached document.



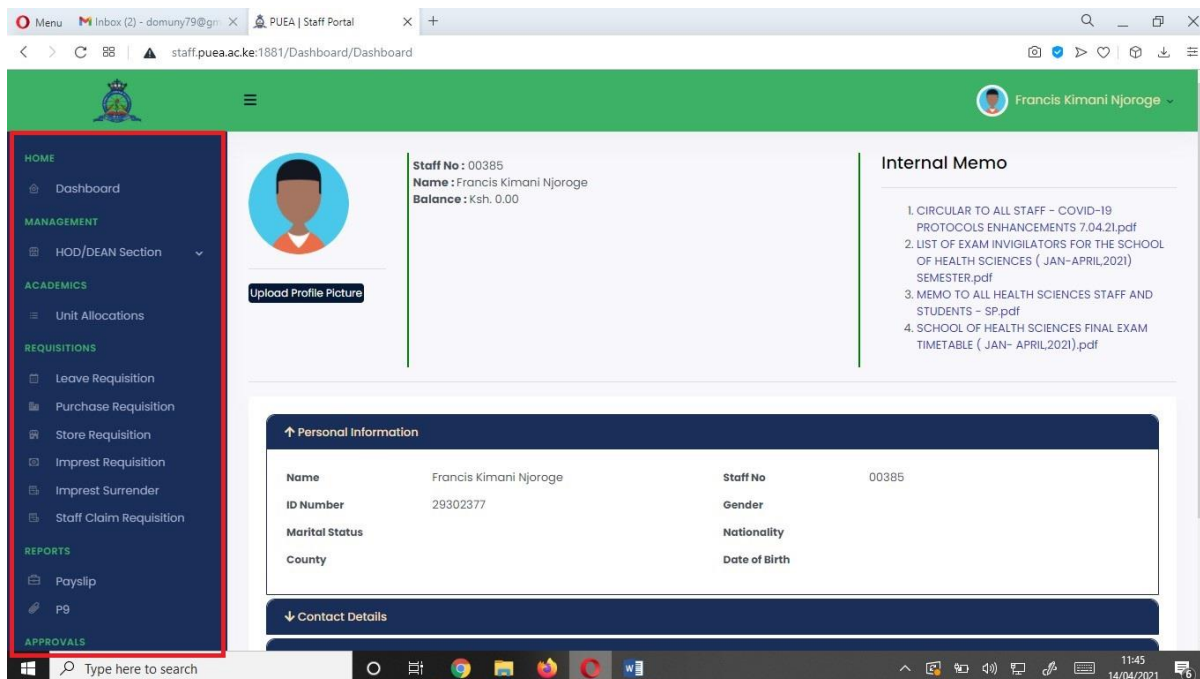


## Tutorial on How to Access and Download Payslip

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 details will be updated in due course.



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 Payslip

- 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 Payslip Section.**

Z

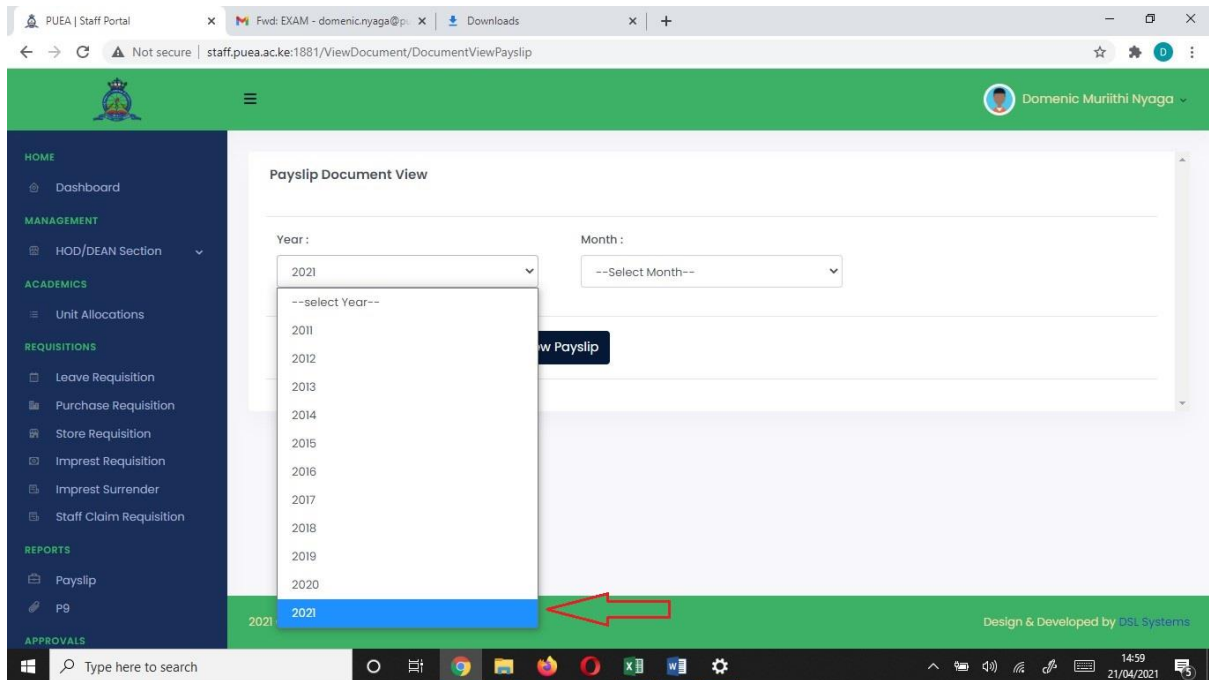
The screenshot shows the PUEA Staff Portal interface. The browser address bar indicates the URL is `staff.puea.ac.ke:1881/Dashboard/Dashboard`. The user is logged in as Domenic Muriithi Nyaga. The sidebar menu on the left includes sections for Requisitions, Reports, Approvals, and Settings. The 'Payslip' option under the Reports section is highlighted with a red box. The main content area displays the user's profile information, including their staff number (00386) and current balance (Ksh. 0.00). To the right, there is a section titled 'Internal Memo' listing several documents. At the bottom of the dashboard, there are four expandable sections: Personal Information, Contact Details, Job Details, and Payroll Details.



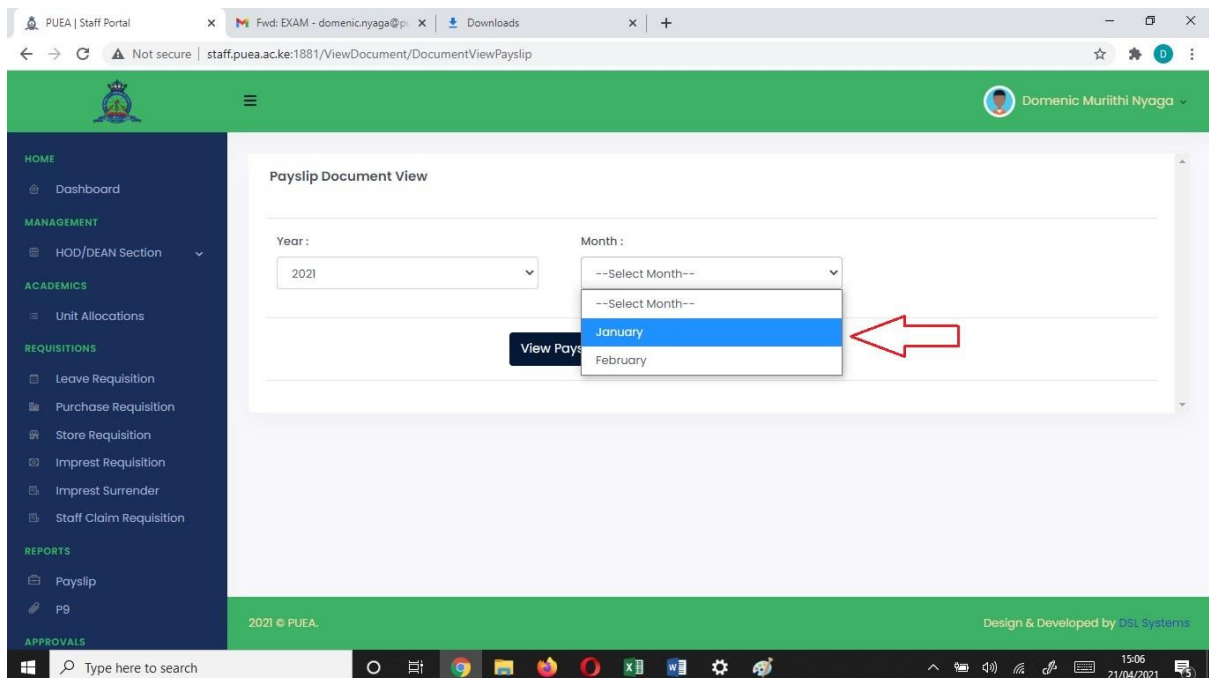


## Tutorial on How to Access and Download Payslip

- You will be redirected to the **Payslip Document View** page. From the Year dropdown menu, **select the year of the payslip you wish to view**



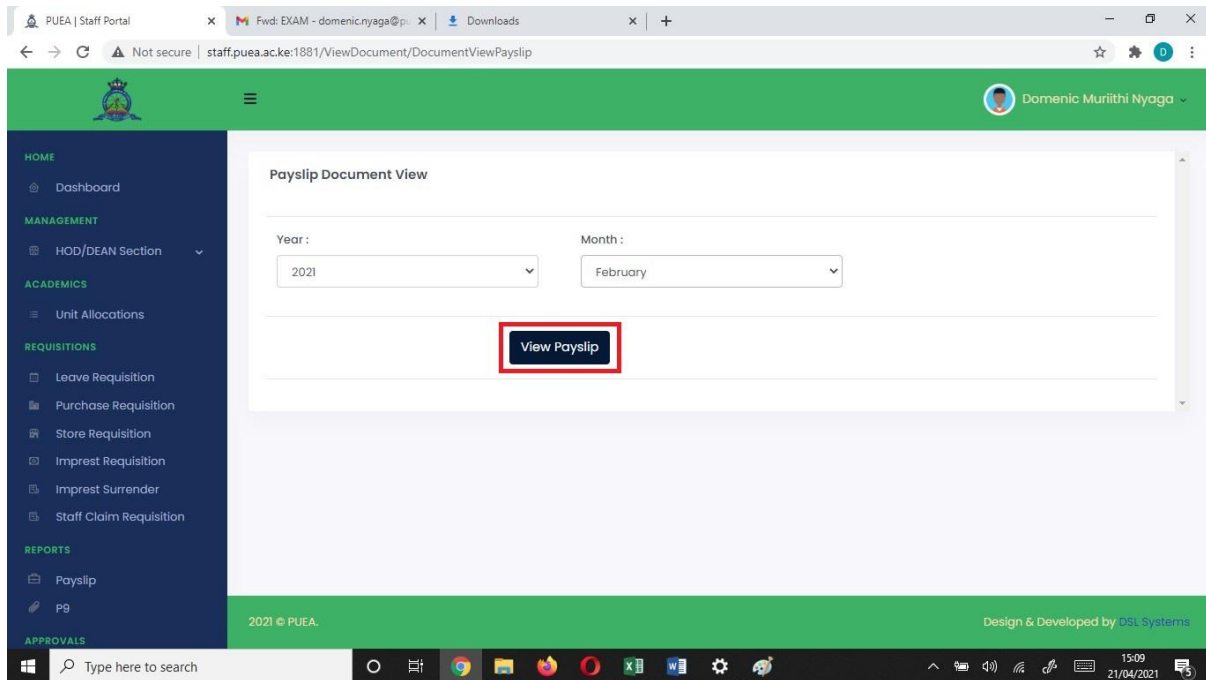
- On the Month drop down menu, **select the month of the payslip you wish to view**



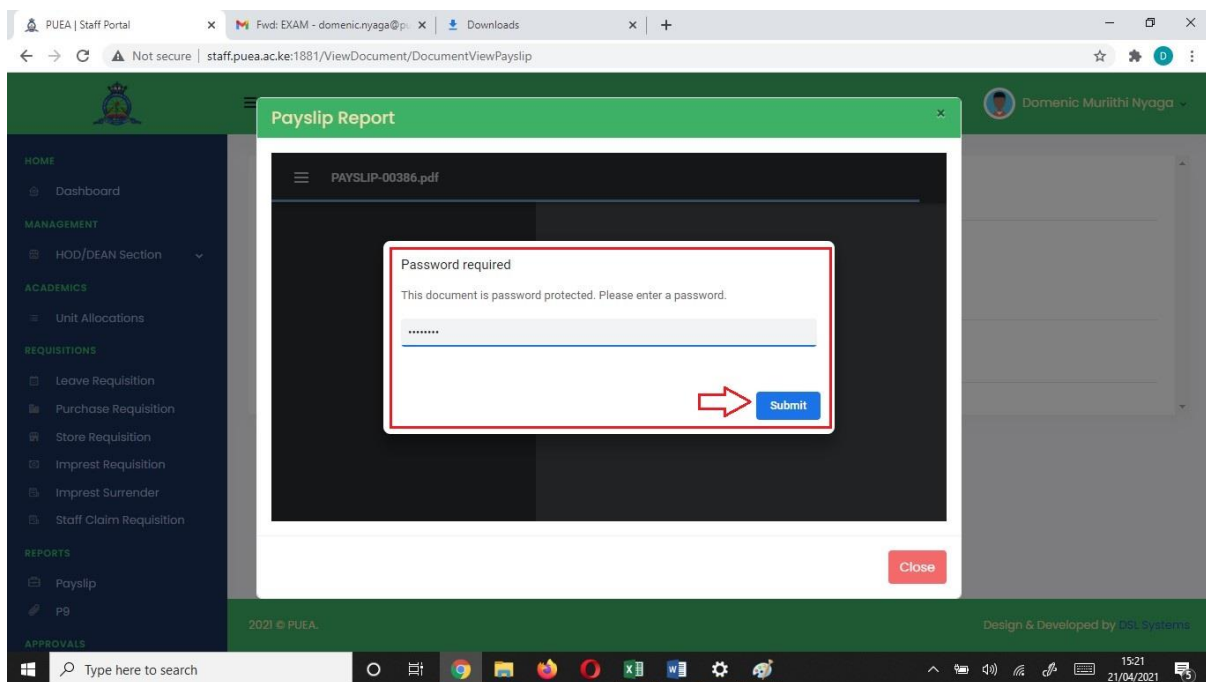


## Tutorial on How to Access and Download Payslip

- When you are done selecting the year and the month of the payslip you wish to view, **click on the View Payslip button**



- A preview window with the payslip will appear. A popup window **written “Password required”** will appear notifying you that the document is password protected. You will be required to enter a password to view your payslip. **Enter your NATIONAL ID NUMBER as the password.** Click on the **Submit** button when done.





## Tutorial on How to Access and Download Payslip

- Your Payslip will be displayed in the preview window. **Click the + button** at the top of the preview window to increase the size of the payslip. **Click on the Download button to download your payslip.** Your payslip will be downloaded and saved in your device as a pdf document. You can also **click the print button to print the payslip.**

The screenshot shows the PUEA Staff Portal interface. The sidebar on the left contains navigation links under categories: HOME (Dashboard), MANAGEMENT (HOD/DEAN Section), ACADEMICS (Unit Allocations), REQUISITIONS (Leave, Purchase, Store, Imprest, Imprest Surrender, Staff Claim), REPORTS (Payslip, P8), and APPROVALS. The main content area displays a 'Payslip Report' for 'PAYSIP-00386.pdf'. The report includes staff information, allowances, and a table of deductions. The top of the preview window has controls for zooming (+/-) and downloading/printing. The footer shows the year 2021 and the PUEA logo.

	AMOUNT
Basic Pay	-
ALLOWANCE	
HOUSE ALLOWANCE	
STAFF TRANSPORT	
Gross Pay	
TAX CALCULATIONS	
Education Contribution	500
Travel Pay	
Tax Charge	
Personal Relief	2,400
DEDUCTIONS	
N.S.F	200
N.S.F	1,300
TOTAL	1,500