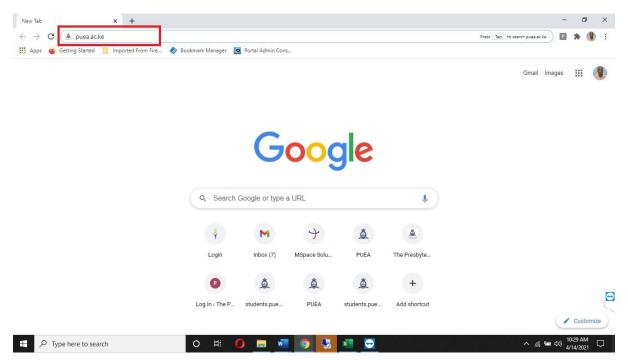


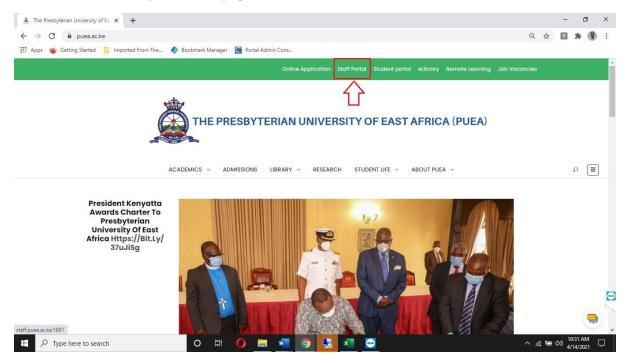
Step 1: **Open the browser** on your Computer/laptop or mobile phone. Examples of browsers include:

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.

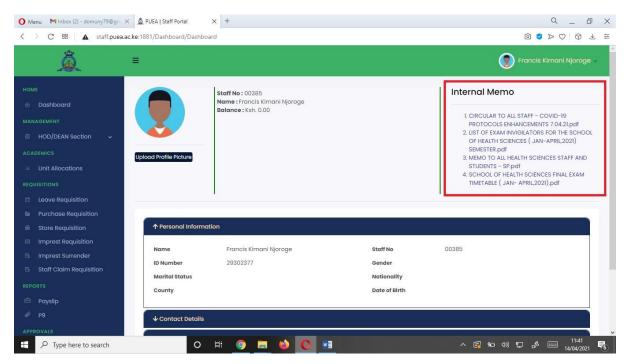
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Step 5: After a successful login, **a notification popup will appear** on the portal dashboard. Read through the Notifications and click the close button.

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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.





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.

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

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

Tutorial on How to Access and

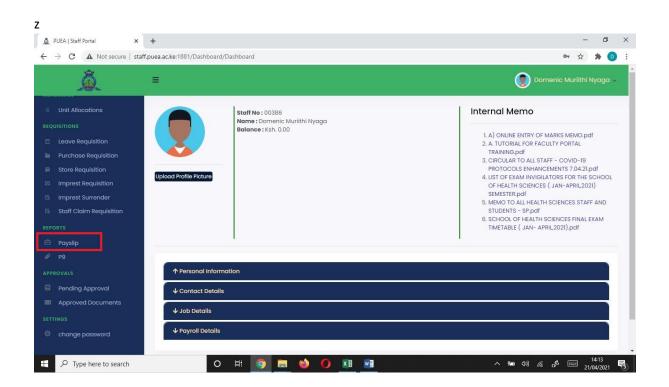


Download Payslip

- 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.





• 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

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

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

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• 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.

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• Your Payslip will be dispayed in the preview window. **Click the + button** at the top of the preview vindow 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**.

