

INTRODUCTION TO THE NEW PAYE MODULE PROCEDURE/GUIDELINE

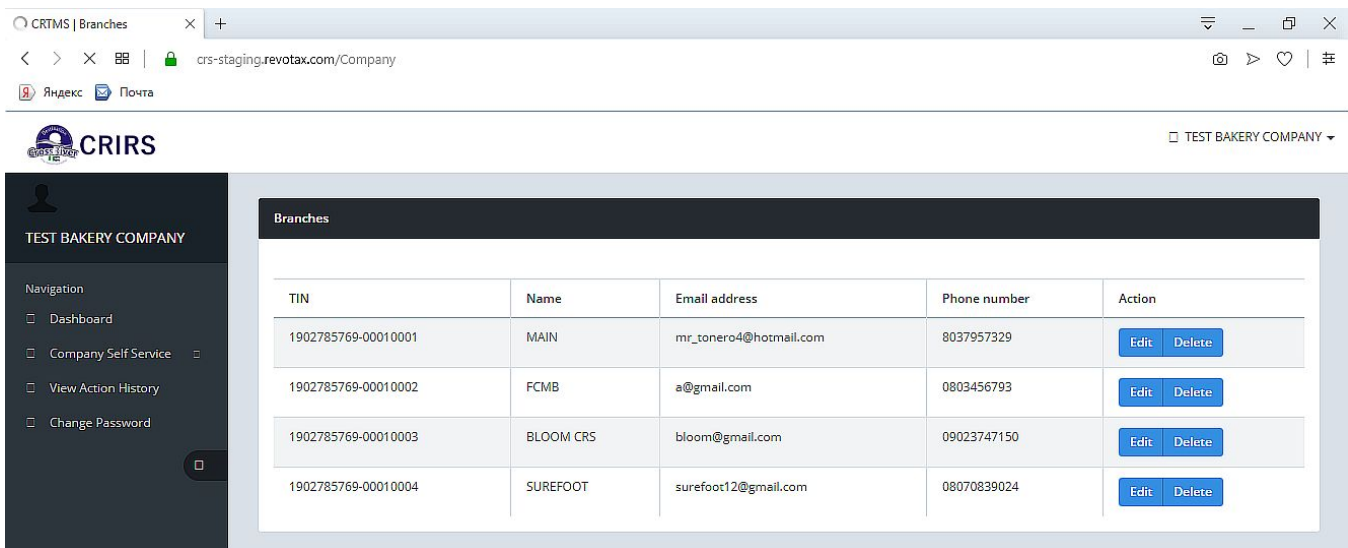
Welcome to the new paye module for cross river state, which ensures that taxpayers get easy access to help them deal with their paye remittance.

ABOUT THIS GUIDE

The new revotax paye module is built to facilitate the operations of taxpayers to assess and remit their paye remittances. This module and its flexibility allows for registration of branches, employees and carrying out assessment and updates with ease.

GETTING STARTED

On successful login into the module, the administrator will be greeted with the dashboard and the various branches of that company will appear upon login in.



The screenshot shows a web browser window with the URL `crs-staging.revotax.com/Company`. The page displays the CRIRS (Cross River Integrated Revenue System) dashboard for 'TEST BAKERY COMPANY'. On the left is a navigation menu with options: Dashboard, Company Self Service, View Action History, and Change Password. The main content area is titled 'Branches' and contains a table with the following data:

TIN	Name	Email address	Phone number	Action
1902785769-00010001	MAIN	mr_tonero4@hotmail.com	8037957329	Edit Delete
1902785769-00010002	FCMB	a@gmail.com	0803456793	Edit Delete
1902785769-00010003	BLOOM CRS	bloom@gmail.com	09023747150	Edit Delete
1902785769-00010004	SUREFOOT	surefoot12@gmail.com	08070839024	Edit Delete

This is the dashboard with the branches of this company appearing upon login in, as you can see it has the edit/delete action keys available for whatever the case may be. Further more you can simply click on the “company self service” menu on the dashboard to view other menus. Which we will explore one after the other.

The first stage on the dashboard is the branches menu; this menu only shows you the number of branches in a company.

TIN	Name	Email address	Phone number	Action
1902785769-00010001	MAIN	mr_tonero4@hotmail.com	8037957329	Edit Delete
1902785769-00010002	FCMB	a@gmail.com	0803456793	Edit Delete
1902785769-00010003	BLOOM CRS	bloom@gmail.com	09023747150	Edit Delete
1902785769-00010004	SUREFOOT	surefoot12@gmail.com	08070839024	Edit Delete
1902785769-00010005	LONGHILL	longhill@gmail.com	08124568000	Edit Delete

BRANCHES

As explained before when you click on “branches” you get the same page as when you login initially, the edit and delete button is always there for the administrator to use.

ADD BRANCH

This menu allows the administrator to create/add a new branch to the company. On the company self service menu click “add branch”

Create company

Branch code

Branch Name (without abbreviations)*

TEST BAKERY COMPANY

State where branch is located *

CROSS RIVER

LGA *

Select LGA

City

Select city

Office address *

Category *

Select category

Branch staff strength *

Activate Windows
Go to Settings to activate Windows.

Fill in the required information of the new branch,

The screenshot shows a web browser window with the URL `crs-staging.revotax.com/Company/addBranch`. The page title is "CRIRS | Create company". The left sidebar shows the "TEST BAKERY COMPANY" navigation menu with options: Dashboard, Company Self Service, View Action History, and Change Password. The main form area contains the following fields:

- Category * (dropdown menu)
- Branch staff strength * (text input, value: 0)
- Commencement date * (date picker, format: mm/dd/yyyy)
- Branch email * (text input, placeholder: Email address)
- Branch phone number * (text input, placeholder: Phone number)
- Password * (password input, masked with dots)
- Confirm password * (text input, placeholder: Confirm password)

A blue "Create" button is located at the bottom right of the form, circled in red. An "Activate Windows" watermark is visible in the bottom right corner of the page.

After properly filling the information of the new branch the administrator should click on “create”, and the new branch is added to the company.

ADD EMPLOYEE TO BRANCH

The next menu on the pile is the add employee to branch menu which helps with registering employees to a particular branch. To begin you click on the “add employee to branch menu on the dashboard.

The screenshot shows a web browser window with the URL `crs-staging.revotax.com/Company/createEmployee`. The page title is "CRIRS | Add employee". The left sidebar shows the "TEST BAKERY COMPANY" navigation menu with options: Dashboard, Company Self Service, View Action History, and Change Password. The main form area contains the following fields:

- Branch * (dropdown menu, open showing options: MAIN, PCMB, BLOOM CPS, SUREFOOT, LONGHILL)
- Title * (text input)
- Surname * (text input)
- Firstname * (text input)
- Middle Name (text input)
- Email * (text input, placeholder: Email address)
- Phone number * (text input, placeholder: Phone number)
- Gender & Marital status * (two dropdown menus: -- Gender --, -- Marital Status --)
- Date of birth * (date picker, format: mm/dd/yyyy)
- Designation * (text input)
- Grade (text input)

A checkbox labeled "Select if PAYE values are annual Instead of monthly" is located at the bottom left of the form. An "Activate Windows" watermark is visible in the bottom right corner of the page.

Administrator will choose the branch where he/she wants to add the employee to and then fill in the required fields.

CRIMS | Create employee

crs-staging.revotax.com/Company/createEmployee

TEST BAKERY COMPANY

Navigation

- Dashboard
- Company Self Service
- View Action History
- Change Password

Grade

Select if PAYE values are annual instead of monthly ☐

Monthly Gross *

Basic Salary

NHF deduction

NHIS deduction

NSITF/Life Assurance deduction

Pension deduction

Gratuity

Create

Continue and fill in the employees PAYE details and click “create” and the employee is added to the selected branch. You can also use another method for adding employees to branch and the next step will explain better.

Please note that the **add employee to branch** menu works for creation of tax identification number for a new employee.

IMPORT EMPLOYEES

Importation of employee is a substitute menu for adding employees which was explained earlier, this menu is more flexible as it allows you import the staffs into the branch directly.

To begin, click on “import employees” on the dashboard

CRIMS | Import employees

crs-staging.revotax.com/Company/importEmployees

TEST BAKERY COMPANY

Navigation

- Dashboard
- Company Self Service
- View Action History
- Change Password

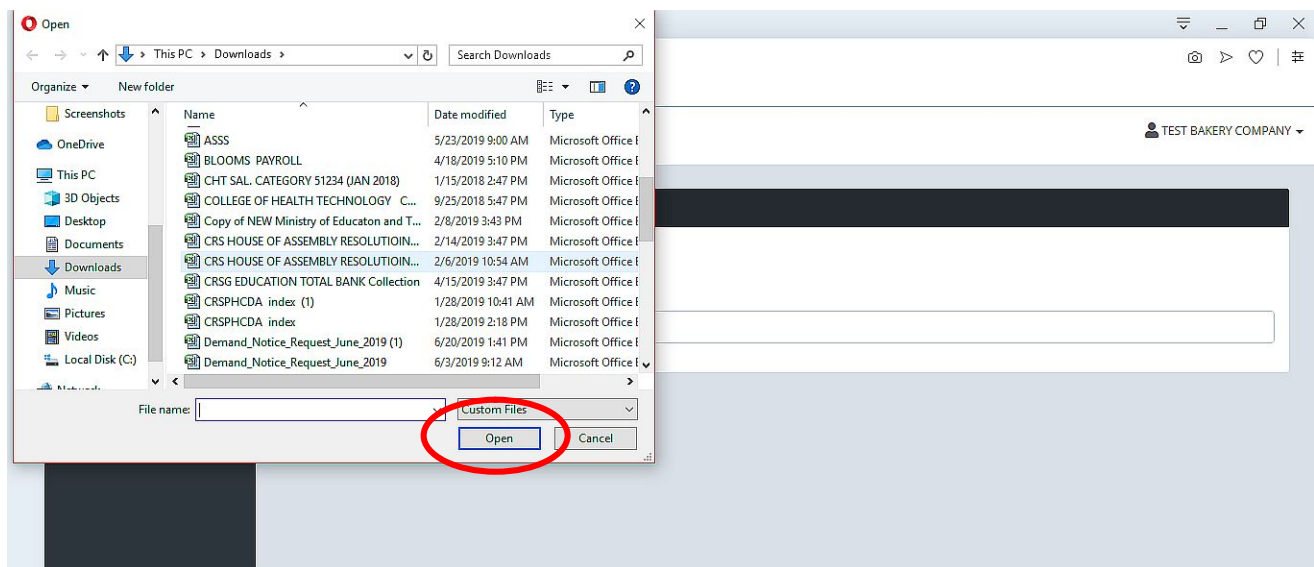
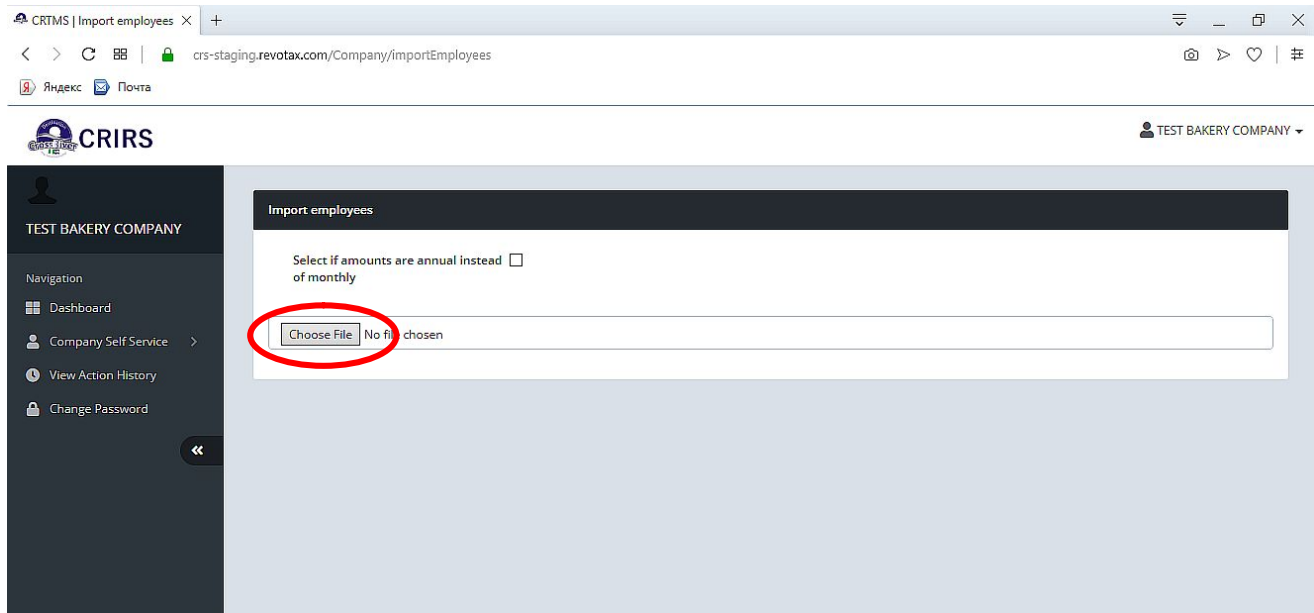
Import employees

Branch *

- Select a branch
- MAIN
- FCMB
- BLOOM CRS
- SUREFOOT

Select branch where the employee details will be uploaded.

Choose the file with the employee's information for upload



After selecting file from your documents folder, click on “open” and continue the process to upload employee's information to the already selected branch.

Map out required fields as contained in the excel document selected for upload

Menu

CRIRS | Import employees

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crs-staging.revotax.com/Company/importEmployees

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Яндекс Почта

CRIRS

TEST BAKERY COMPANY

Navigation

- Dashboard
- Company Self Service
- View Action History
- Change Password

Import employees

Select if amounts are annual instead of monthly☐

Rows with invalid email address or phone number will be ignored

Field	Header name
Title	<input type="text"/>
Surname *	<input type="text" value="SURNAME"/> <input type="button" value="X"/> <input type="button" value="v"/>
First Name	<input type="text" value="FIRST NAME"/> <input type="button" value="X"/> <input type="button" value="v"/>
Middle Name	<input type="text" value="MIDDLE NAME"/> <input type="button" value="X"/> <input type="button" value="v"/>
Gender	<input type="text"/>
Date Of Birth (DD/MM/YYYY)	<input type="text"/>
Marital Status	<input type="text"/>
Occupation *	<input type="text" value="ACCOUNTS ASSISTANT"/> <input type="button" value="X"/> <input type="button" value="v"/>
Phone Number *	<input type="text" value="MOBILE NUMBER"/> <input type="button" value="X"/> <input type="button" value="v"/>
Email Address	<input type="text"/>

Menu

CRIRS | Import employees

+

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crs-staging.revotax.com/Company/importEmployees

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Яндекс Почта

CRIRS

TEST BAKERY COMPANY

Navigation

- Dashboard
- Company Self Service
- View Action History
- Change Password

MOBILE NUMBER	<input type="text" value="MOBILE NUMBER"/> <input type="button" value="X"/> <input type="button" value="v"/>
Email Address	<input type="text"/>
TIN	<input type="text" value="TAX IDENTIFICATION NUMBER"/> <input type="button" value="X"/> <input type="button" value="v"/>
Grade	<input type="text"/>
Designation	<input type="text"/>
Gross Salary *	<input type="text" value="MONTHLY GROSS INCOME"/> <input type="button" value="X"/> <input type="button" value="v"/>
Basic Salary	<input type="text"/>
NHF deduction	<input type="text"/>
NHIS deduction	<input type="text"/>
NSITP/Life Assurance deduction	<input type="text"/>
Pension deduction	<input type="text"/>
Gratuity	<input type="text"/>

After mapping out the required fields as contained in the excel document, the administrator clicks on “extract” and the system starts the process of uploading the details on the selected file.

The screenshot shows the 'Import employees' page in the CRIRS system. The page has a dark sidebar with navigation links: Dashboard, Company Self Service, View Action History, and Change Password. The main content area displays a table with 10 columns: #, Title, Surname, First name, Middle name, TIN, Gender, Date of Birth, Marital Status, and Occupation. The table contains 4 rows of data. Below the table, there are pagination controls showing '1' of 4 pages. At the bottom right, there are two buttons: 'Exit' and 'Upload', with the 'Upload' button circled in red.

#	Title	Surname	First name	Middle name	TIN	Gender	Date of Birth	Marital Status	Occupation
1		IBOKO	CHINONSO	CHRISTIAN	1902668389+	MALE		SINGLE	ACCOUNTS A
2		EGWU	JOY	EKO	1902908752+	MALE		SINGLE	ACCOUNTS A
3		ANDESHI	DOMINIC	LIKWA	1902688833+	MALE		SINGLE	ACCOUNTS A
4		ETHOTHI	KANU	ETHOTHI	1904709307+	MALE		SINGLE	ACCOUNTS A

Click “upload” to begin the process of uploading.

The screenshot shows the 'Import employees' page after clicking the 'Upload' button. The page displays a status message 'Uploaded 0/4...' at the top. The table below it is identical to the one in the previous screenshot. At the bottom right, there are two buttons: 'Exit' and 'Upload', with the 'Upload' button circled in red.

#	Title	Surname	First name	Middle name	TIN	Gender	Date of Birth	Marital Status	Occupation
1		IBOKO	CHINONSO	CHRISTIAN	1902668389+	MALE		SINGLE	ACCOUNTS A
2		EGWU	JOY	EKO	1902908752+	MALE		SINGLE	ACCOUNTS A
3		ANDESHI	DOMINIC	LIKWA	1902688833+	MALE		SINGLE	ACCOUNTS A
4		ETHOTHI	KANU	ETHOTHI	1904709307+	MALE		SINGLE	ACCOUNTS A

To view uploaded employees, go to the EMPLOYEES MENU on the dashboard and search for employees under selected branch.

PAYE ASSESSMENT

Paye assessment is the next menu to look at, this is where the calculation of each employees tax payable is done and a mandate created for remittance.

On the dashboard click “PAYE ASSESSMENT”

The screenshot shows the CRIRS PAYE Assessment page. The sidebar on the left contains the following navigation items: Dashboard, Company Self Service (with sub-items: Branches, Add branch, Add employee to branch, Import employees, PAYE Assessment, Employees, Mandates), View Action History, and Change Password. The main form includes a 'Select branch' dropdown, a 'Year' dropdown set to 2019, and a 'Month' dropdown set to August. Below these is a 'Fetch employees' button. A table is displayed with the following columns: Select All, TIN, Surname, First name, Middle name, Actions, Gross salary, Basic salary, NHIS, NHF, NSITF, Pension, Gratuity, Tax relief, Projected annual taxable income, and Tax payable. The table is currently empty, and the 'Total PAYE payable' is shown as 0.

Administrator should select the branch where the assessment would be made and select month and year of the assessment

This screenshot is identical to the previous one, but the 'Fetch employees' button is highlighted with a red circle, indicating the next step in the process.

After selecting the branch, month and year, the administrator should then click on “fetch employees” and then wait for the system to fetch the information needed for the assessment to be raised.

The system fetches the employees

CRTMS | PAYE Assessment

crs-staging.revotax.com/Company/payeeAssessment

Яндекс Почта

CRIRS

TEST BAKERY COMPANY

Navigation

- Dashboard
- Company Self Service
- View Action History
- Change Password

PAYE Assessment

BLOOM CRS

Year: 2019

Month: July

Fetch employees

○ Fetching employees...

Select All	TIN	Surname	First name	Middle name	Actions	Gross salary	Basic salary	NHIS	NHF	NSITF	Pension	Gratuity	Tax relief	Projected annual taxable income
Total PAYE payable														

CRTMS | PAYE Assessment

crs-staging.revotax.com/Company/payeeAssessment

Яндекс Почта

CRIRS

TEST BAKERY COMPANY

Navigation

- Dashboard
- Company Self Service
- View Action History
- Change Password

Select All	TIN	Surname	First name	Middle name	Actions	Gross salary	Basic salary	NHIS
<input checked="" type="checkbox"/>	1902539674-0001	DOMINIC	EGWU		Update biodata Update PAYE details	¥12,000.00	¥5,000.00	¥0.00
<input checked="" type="checkbox"/>	1902610675-0001	DOMINIC	ANDESHI	LIKW	Update biodata Update PAYE details	¥65,000.00	¥15,000.00	¥0.00
<input checked="" type="checkbox"/>	1902227263-0001	IBOKO	CHRISTIAN	CHINONSO	Update biodata Update PAYE details	¥65,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902647766-0001	EKO	JOY	EGWU	Update biodata Update PAYE details	¥25,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902230588-0001	PATRICK	LINDA		Update biodata Update PAYE details	¥30,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902382740-0001	UCHENYI	ESTHER		Update biodata Update PAYE details	¥40,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902451668-0001	UCHENYI	ESTHER		Update biodata Update PAYE details	¥40,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902185152-0001	PATRICK	LINDA		Update biodata Update PAYE details	¥30,000.00	¥0.00	¥0.00

CRTMS | PAYE Assessment

crs-staging.revotax.com/Company/payeeAssessment

Яндекс Почта

CRIRS

TEST BAKERY COMPANY

Navigation

- Dashboard
- Company Self Service
- View Action History
- Change Password

<input checked="" type="checkbox"/>	1902610675-0001	DOMINIC	ANDESHI	LIKW	Update biodata Update PAYE details	¥65,000.00	¥15,000.00	¥0.00
<input checked="" type="checkbox"/>	1902227263-0001	IBOKO	CHRISTIAN	CHINONSO	Update biodata Update PAYE details	¥65,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902647766-0001	EKO	JOY	EGWU	Update biodata Update PAYE details	¥25,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902230588-0001	PATRICK	LINDA		Update biodata Update PAYE details	¥30,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902382740-0001	UCHENYI	ESTHER		Update biodata Update PAYE details	¥40,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902451668-0001	UCHENYI	ESTHER		Update biodata Update PAYE details	¥40,000.00	¥0.00	¥0.00
<input checked="" type="checkbox"/>	1902185152-0001	PATRICK	LINDA		Update biodata Update PAYE details	¥30,000.00	¥0.00	¥0.00

Total PAYE payable

Showing 1 to 8 of 8 entries

Generate assessment

Previous 1 Next

After fetching the employees, the administrator can see the generate assessment button, click on “generate assessment” and wait for the system to calculate the tax payable of each employee.

After generation of assessment, you click on “finish” to progress to the next stage of the procedure

The screenshot shows the CRIMS PAYE Assessment interface for TEST BAKERY COMPANY. The interface includes a sidebar with navigation options: Dashboard, Company Self Service, View Action History, and Change Password. The main area displays a table of employees with their details and PAYE amounts. A 'Finish' button is circled in red at the bottom left of the table area.

Employee ID	First Name	Last Name	Salary	Other Deductions	Net Pay	Other Deductions	Net Pay	Other Deductions	Net Pay
1902278987-0001	OKOLI	HENRY	₦192,724.99	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00
1902500535-0001	OKONKWO	CELESTINA	₦621,054.81	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00
1902155726-0001	OKONKWO	CHARITY	₦286,136.04	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00
1902024944-0001	OKEREKE	NGOZI	₦286,136.04	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00
1902186454-0001	OMOREME	COMPASSION	₦521,379.83	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00

Total PAYE payable

Showing 1 to 50 of 68 entries

Previous 1 2 Next

Finish

The screenshot shows the CRIMS PAYE Assessment interface for TEST BAKERY COMPANY, displaying a summary table of PAYE amounts. The interface includes a sidebar with navigation options: Dashboard, Company Self Service, View Action History, and Change Password. The main area displays a table with columns for various PAYE amounts and a total sum.

Amount 1	Amount 2	Amount 3	Amount 4	Amount 5	Amount 6	Amount 7	Amount 8	Amount 9	Amount 10	Amount 11
₦65,000.00	₦15,000.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦356,000.00	₦424,000.00	₦2,886.67
₦65,000.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦356,000.00	₦424,000.00	₦2,886.67
₦25,000.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦260,000.00	₦40,000.00	₦250.00
₦30,000.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦272,000.00	₦88,000.00	₦513.33
₦40,000.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦296,000.00	₦184,000.00	₦1,073.33
₦40,000.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦296,000.00	₦184,000.00	₦1,073.33
₦30,000.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦0.00	₦272,000.00	₦88,000.00	₦513.33
										₦9,316.66

Previous 1 Next

After this step the system brings out two options for the administrator to choose from

1. To extract the file
2. To print notice

The administrator can choose which option best suites his/her task

The screenshot shows the CRIMS PAYE Assessment interface. On the left is a sidebar for 'TEST BAKERY COMPANY' with navigation options: Dashboard, Company Self Service, View Action History, and Change Password. The main area displays a table of employee data with columns for checkboxes, employee ID, name, and various numerical values. Below the table, there are buttons for 'Export mandate to Excel' and 'Print notice', and a pagination control showing 'Showing 1 to 8 of 8 entries'.

	Employee ID	Name	Other ID	Other Name	Other ID	Other Name	Other ID	Other Name	Other ID	Other Name
<input checked="" type="checkbox"/>	1902610675-0001	DOMINIC	ANDESHI	LIKW			₦65,000.00	₦15,000.00	₦0.00	₦0.00
<input checked="" type="checkbox"/>	1902227263-0001	IBOKO	CHRISTIAN	CHINONSO			₦65,000.00	₦0.00	₦0.00	₦0.00
<input checked="" type="checkbox"/>	1902647766-0001	EKO	JOY	EGWU			₦25,000.00	₦0.00	₦0.00	₦0.00
<input checked="" type="checkbox"/>	1902230588-0001	PATRICK	LINDA				₦30,000.00	₦0.00	₦0.00	₦0.00
<input checked="" type="checkbox"/>	1902382740-0001	UCHENYI	ESTHER				₦40,000.00	₦0.00	₦0.00	₦0.00
<input checked="" type="checkbox"/>	1902451668-0001	UCHENYI	ESTHER				₦40,000.00	₦0.00	₦0.00	₦0.00
<input checked="" type="checkbox"/>	1902185152-0001	PATRICK	LINDA				₦30,000.00	₦0.00	₦0.00	₦0.00

Total PAYE payable

Showing 1 to 8 of 8 entries

Export mandate to Excel Print notice

Exporting the mandate to excel provides a soft copy in Microsoft excel format for administrators use

Whilst “print notice” prints the notice for the administrators use.

The screenshot shows the CRIMS PAYE Assessment interface with the 'Print' dialog box open. The dialog box has fields for 'Destination' (Hewlett-Packard HP Li), 'Pages' (All), 'Copies' (1), and 'Layout' (Portrait). There are 'Print' and 'Cancel' buttons. Below the dialog box, the 'PAYE Mandate' document is displayed. The document is titled 'NOTICE OF PAYE REMITTANCE' and contains information about the company (BLOOM CRS), the mandate code (1902785769-000100032197/P), and the total amount payable (₦0.316.66). It also includes a QR code and a signature.

Print

Total: 2 sheets of paper

Print Cancel

Destination: Hewlett-Packard HP Li

Pages: All

Copies: 1

Layout: Portrait

More options

Print using system dialog... (Ctrl+Shift+P)

PAYE Mandate

NOTICE OF PAYE REMITTANCE

In pursuance to section 81(2) of Personal Income Tax Act Cap. P.8 LFN, 2004 as amended in Personal Income Tax Act (Amendments) Bill, 2011, I forward herewith computed taxes payable monthly by your Employees as per the Tax Mandate Summary Schedule for the month of July, 2019.

TIN: 1902785769-00010003

Institution Name: BLOOM CRS

Mandate Code: 1902785769-000100032197/P

Number of Employees: 10

Effective Year: 2019

Effective Month: July

Total Minimum Amount Payable: ₦0.316.66

Revenue Name: AJASSOR TECHNICAL COLLEGE (JBS) (2nd TERM)

Revenue Code: 44051940

1. The total amount payable is ₦0.316.66 and should be remitted to any Cross River State Government designated revenue account using your Institution's Tax Identification Number (TIN) and PAYE revenue code (44051940) payable to the Cross River State Government WIA (Unilateral Single Account).

The taxes should be computed from employees in your monthly payroll spreadsheet.

2. You are required to submit evidence of your monthly PAYE payments along with schedule showing details of deductions from your employee(s) salaries using our MONTHLY PAYE REMITTANCE SUMMARY form via hard copies to our office and not register using paye@crs.ng

3. Please, note that failure to make deductions or properly account for monies within 10days of a new month for the previous is punishable under section 82 of the personal income Tax Act (PITA) which stipulates a penalty of 10 percent per annum of the amount plus interest at the prevailing commercial rate in addition to the tax assessed.

Note that if in the future we discover that information on the payroll submitted to us were incorrect, or falsified, we shall serve you an additional assessment.

4. For more information, please call 08064378823, chat with us on whatsapp or email info@crs.ng

Verification URL: <https://crs-staging.revotax.com/Company/taxMandate?tin=1902785769-000100032197/P>

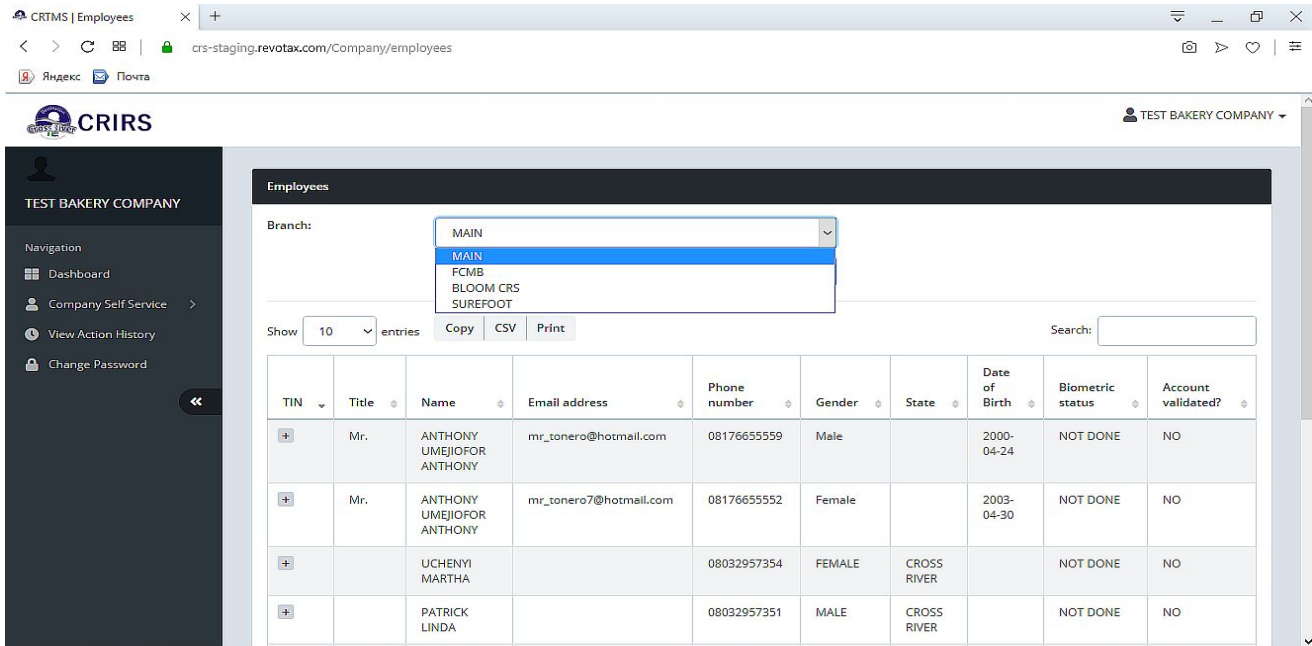
1/2

Administrator can choose the printer from the set and print.

EMPLOYEES

On this menu the administrator can be able to view the employees on each branch of the company and also perform employee updates on any employee when the need arises.

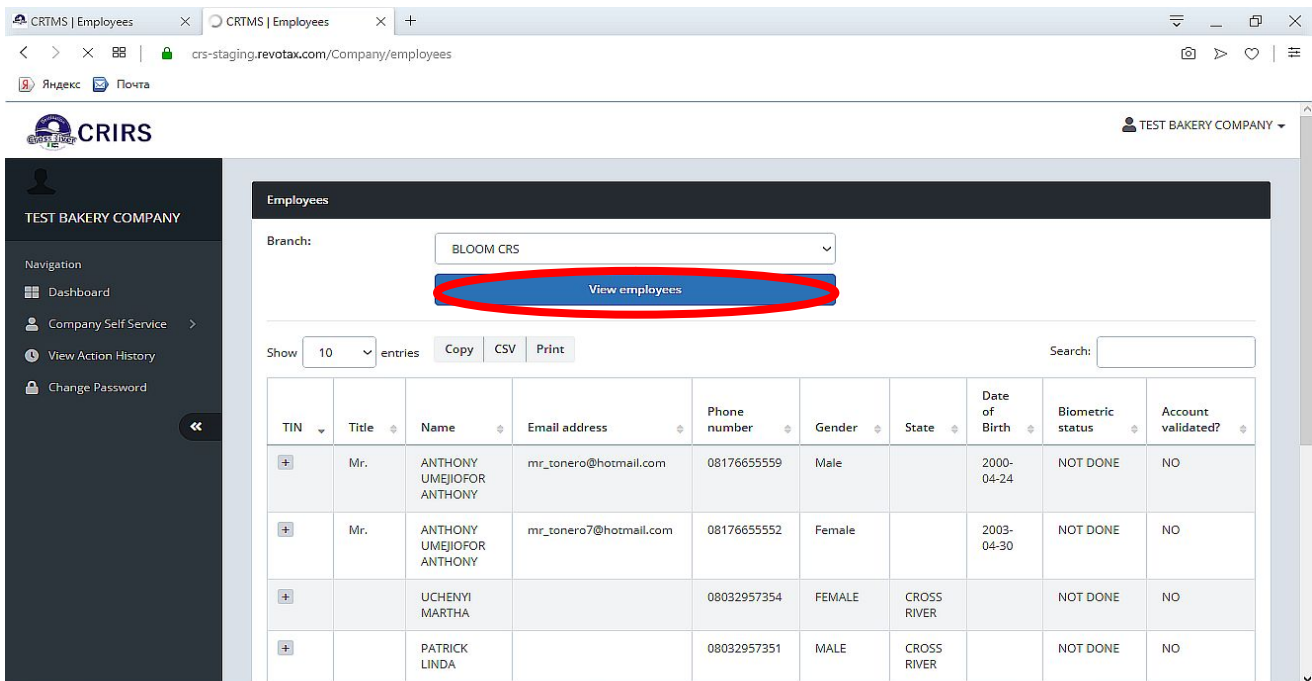
To view employees click on “employees” on the dashboard



The screenshot shows the CRIMS Employees page for TEST BAKERY COMPANY. The Branch dropdown menu is open, showing options: MAIN, FCMB, BLOOM CRS, and SUREFOOT. The table below lists employees with columns: TIN, Title, Name, Email address, Phone number, Gender, State, Date of Birth, Biometric status, and Account validated?.

TIN	Title	Name	Email address	Phone number	Gender	State	Date of Birth	Biometric status	Account validated?
+	Mr.	ANTHONY UMEJIOFOR ANTHONY	mr_tonero@hotmail.com	08176655559	Male		2000-04-24	NOT DONE	NO
+	Mr.	ANTHONY UMEJIOFOR ANTHONY	mr_tonero7@hotmail.com	08176655552	Female		2003-04-30	NOT DONE	NO
+		UCHENYI MARTHA		08032957354	FEMALE	CROSS RIVER		NOT DONE	NO
+		PATRICK LINDA		08032957351	MALE	CROSS RIVER		NOT DONE	NO

Choose the branch where you want to view the employees and click on ‘view employees’

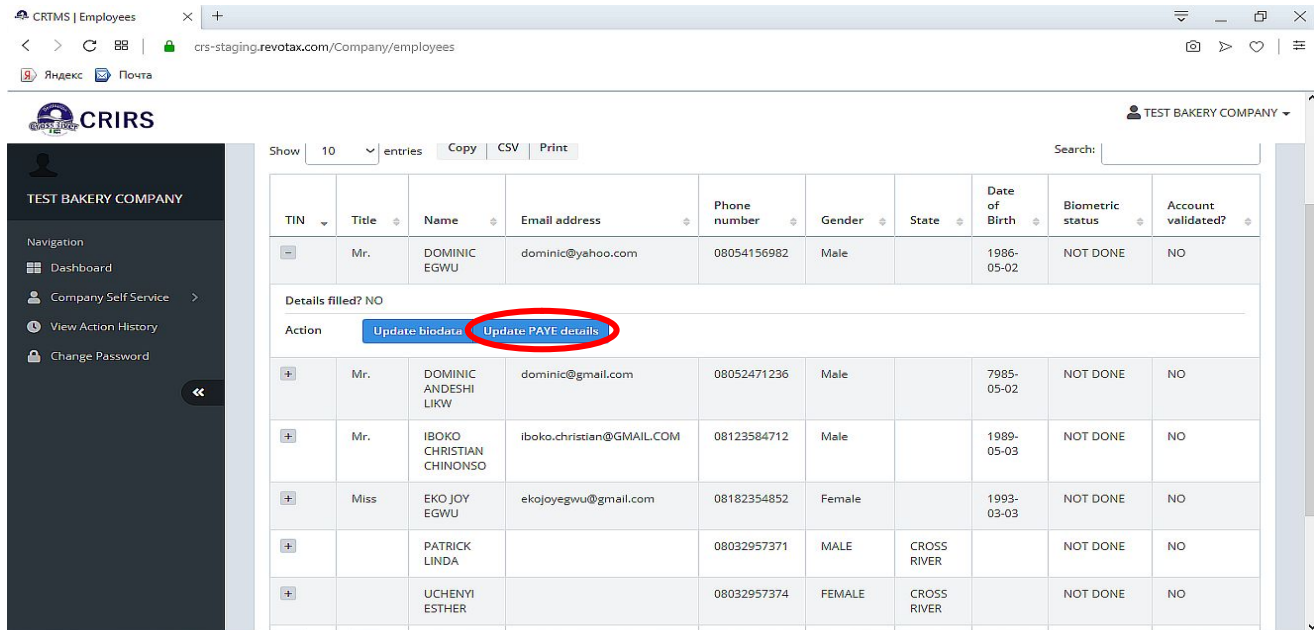


The screenshot shows the CRIMS Employees page for TEST BAKERY COMPANY. The Branch dropdown menu is set to BLOOM CRS. The View employees button is highlighted with a red circle. The table below lists employees with columns: TIN, Title, Name, Email address, Phone number, Gender, State, Date of Birth, Biometric status, and Account validated?.

TIN	Title	Name	Email address	Phone number	Gender	State	Date of Birth	Biometric status	Account validated?
+	Mr.	ANTHONY UMEJIOFOR ANTHONY	mr_tonero@hotmail.com	08176655559	Male		2000-04-24	NOT DONE	NO
+	Mr.	ANTHONY UMEJIOFOR ANTHONY	mr_tonero7@hotmail.com	08176655552	Female		2003-04-30	NOT DONE	NO
+		UCHENYI MARTHA		08032957354	FEMALE	CROSS RIVER		NOT DONE	NO
+		PATRICK LINDA		08032957351	MALE	CROSS RIVER		NOT DONE	NO

Then the system provides you with the employees from the selected branch.

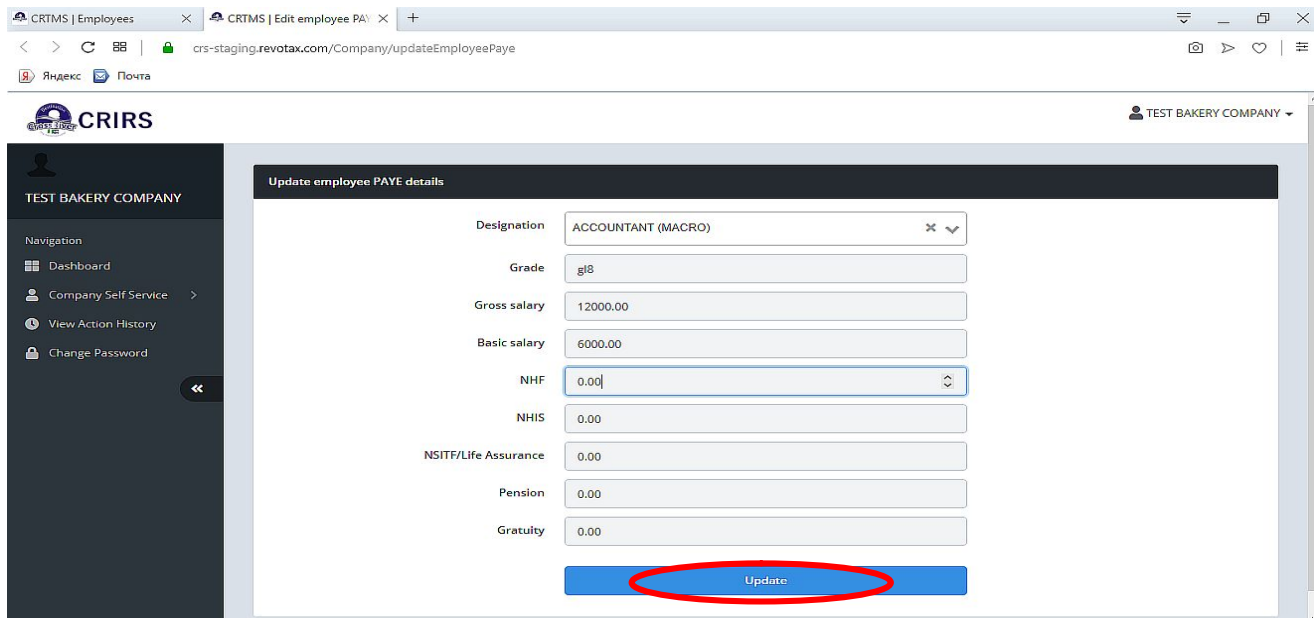
You can also perform updates when required on each employee by clicking the (+) sign beside each employee to drop the **action menu** which gives you the options to either **“update biodata /update paye details of employee”**



The screenshot shows the CRIMS Employees page for TEST BAKERY COMPANY. The page displays a table of employees with columns: TIN, Title, Name, Email address, Phone number, Gender, State, Date of Birth, Biometric status, and Account validated?. The first employee listed is Mr. DOMINIC EGWU. Below the table, there is an 'Action' menu for each employee, with options 'Update biodata' and 'Update PAYE details'. The 'Update PAYE details' option is highlighted with a red circle.

TIN	Title	Name	Email address	Phone number	Gender	State	Date of Birth	Biometric status	Account validated?
	Mr.	DOMINIC EGWU	dominic@yahoo.com	08054156982	Male		1986-05-02	NOT DONE	NO
Details filled? NO									
Action: Update biodata Update PAYE details									
	Mr.	DOMINIC ANDESHI LIKW	dominic@gmail.com	08052471236	Male		1985-05-02	NOT DONE	NO
	Mr.	IBOKO CHRISTIAN CHINONSO	iboko.christian@GMAIL.COM	08123584712	Male		1989-05-03	NOT DONE	NO
	Miss	EKO JOY EGWU	ekojoyegwu@gmail.com	08182354852	Female		1993-03-03	NOT DONE	NO
		PATRICK LINDA		08032957371	MALE	CROSS RIVER		NOT DONE	NO
		UCHENYI ESTHER		08032957374	FEMALE	CROSS RIVER		NOT DONE	NO

After choosing the update paye details option the administrator is presented with an update field where the updates will be done

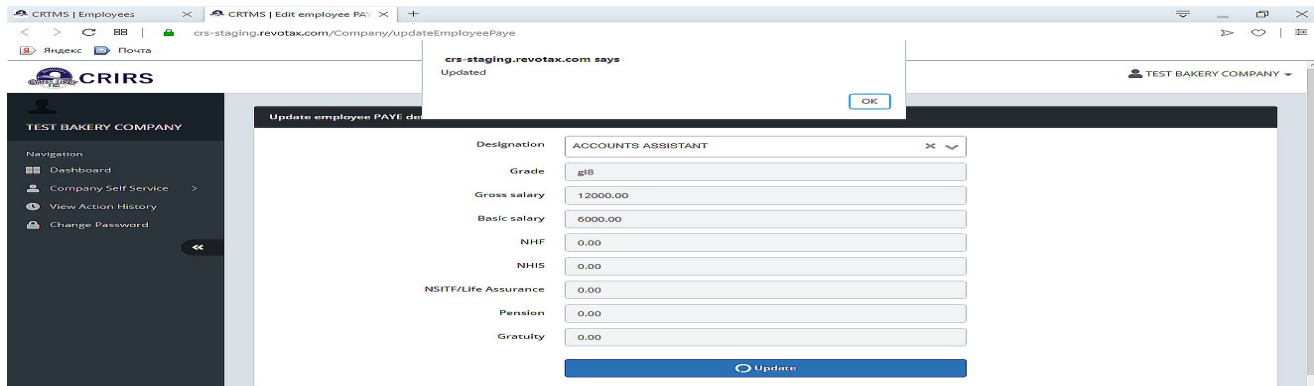


The screenshot shows the CRIMS Update employee PAYE details form for TEST BAKERY COMPANY. The form contains the following fields:

- Designation: ACCOUNTANT (MACRO)
- Grade: gl8
- Gross salary: 12000.00
- Basic salary: 6000.00
- NHF: 0.00
- NHIS: 0.00
- NSITF/Life Assurance: 0.00
- Pension: 0.00
- Gratuity: 0.00

The 'Update' button at the bottom is highlighted with a red circle.

After entering the necessary field the administrator wants to update he/she simply clicks “update”



The system gives the update successful message; the administrator can then click “ok” and continues with other tasks.

Note: that if an employee does not have paye details, assessment cannot be raised for that employee in the branch.

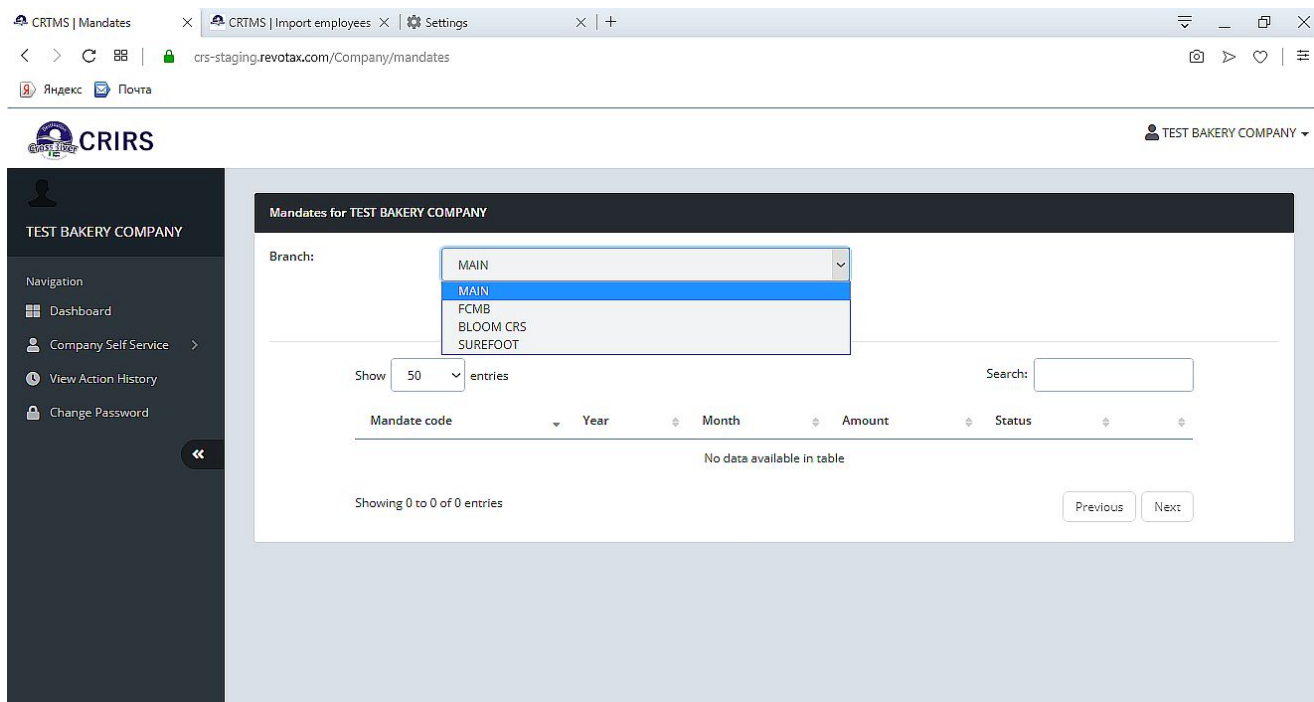
MANDATES

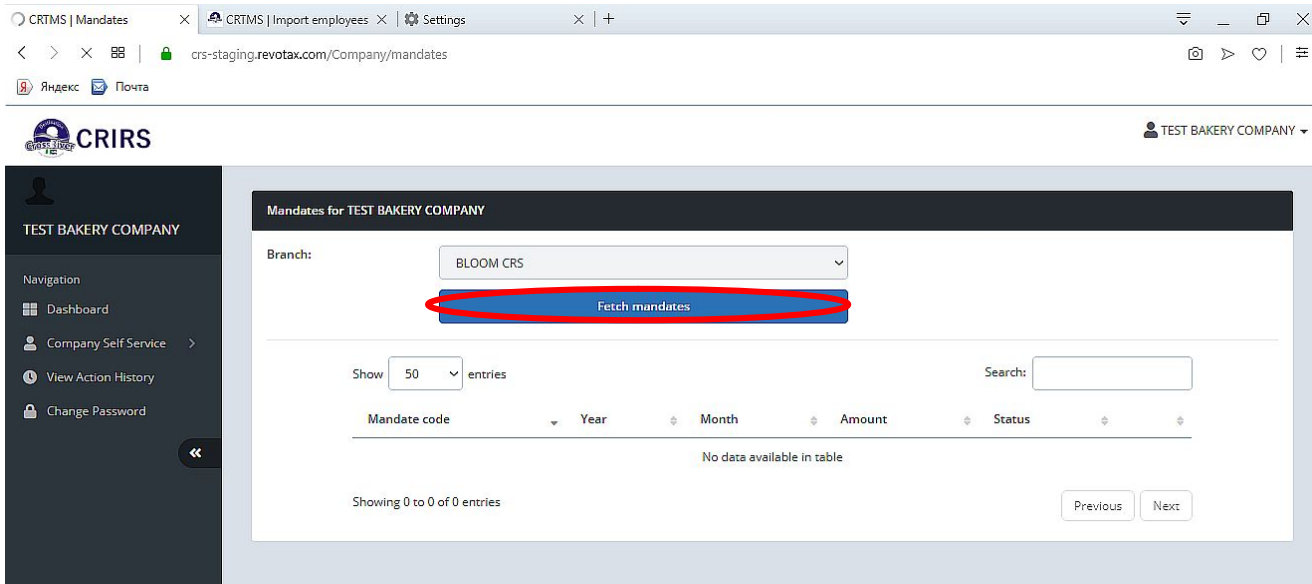
This menu helps the administrator to view/print already generated notices or mandates, the administrator also has the ability to cancel a mandate under this menu is necessary.

On the dashboard click on “MANDATES”

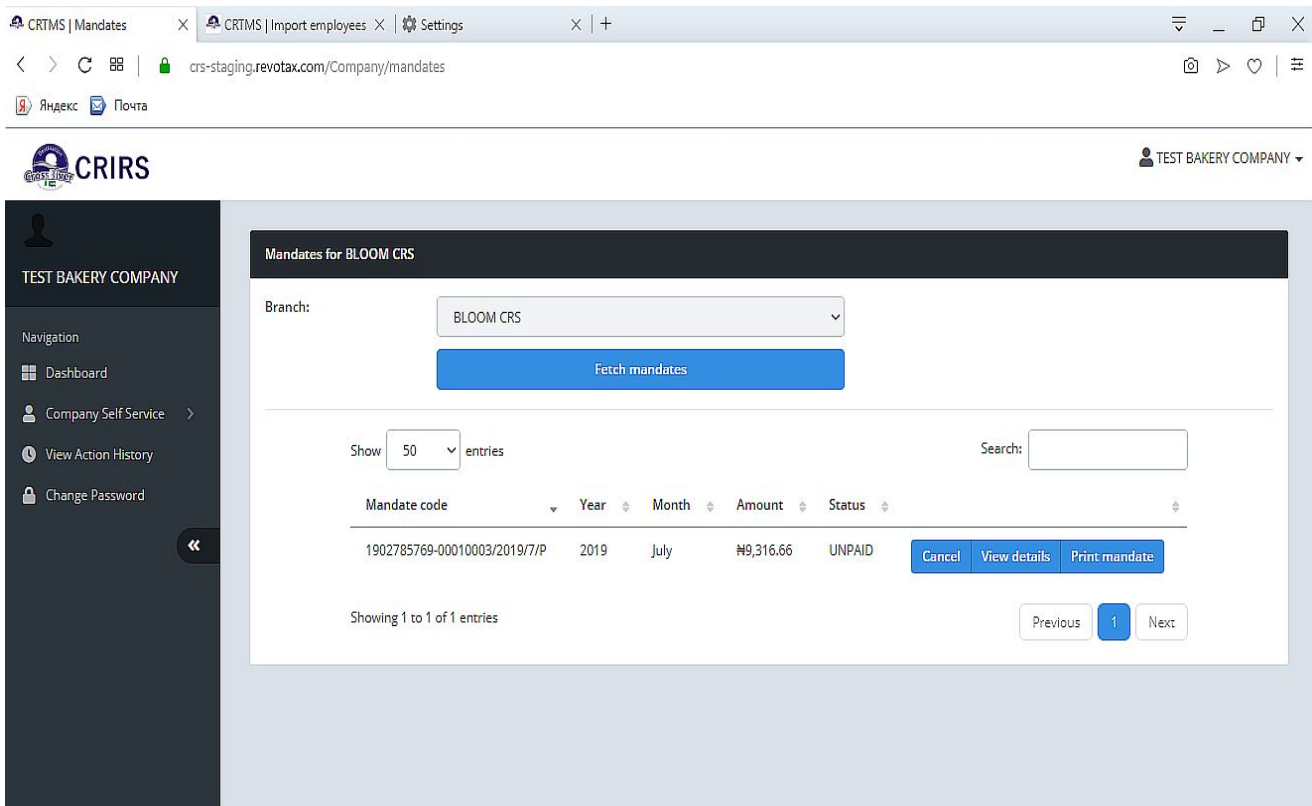
Choose branch to view the mandates generated for the branch

Click “FETCH MANDATES”





Allow the system to fetch the mandates created/generated for the selected branch.



The administrator is presented with three choices

1. **CANCEL:** this allows the administrator to cancel the already generated mandate if necessary.
2. **VIEW DETAILS:** This allows the administrator to view the details of the generated mandate.
3. **PRINT NOTICE:** this allows the administrator to print the notice for further use.

