INTRODUCTION TO THE NEW PAYE MODULE PROCEDURE/GUIDELINE

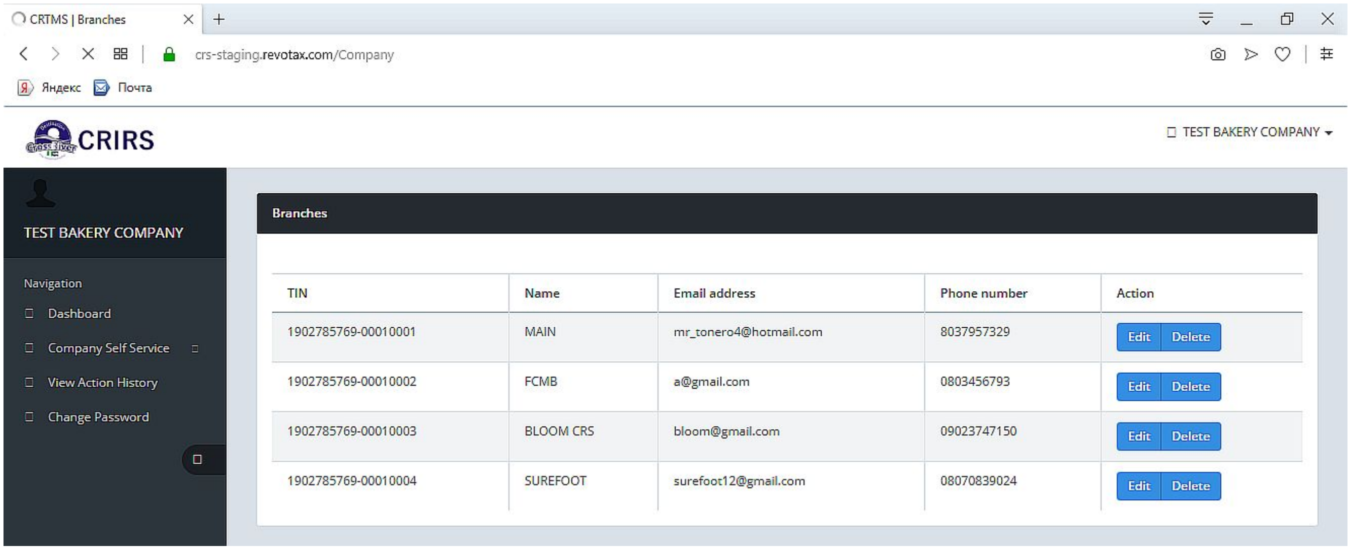
Welcome to the new paye module for cross river state, which ensures that taxpayers get easy access to help them deal with their paye remittance.

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.

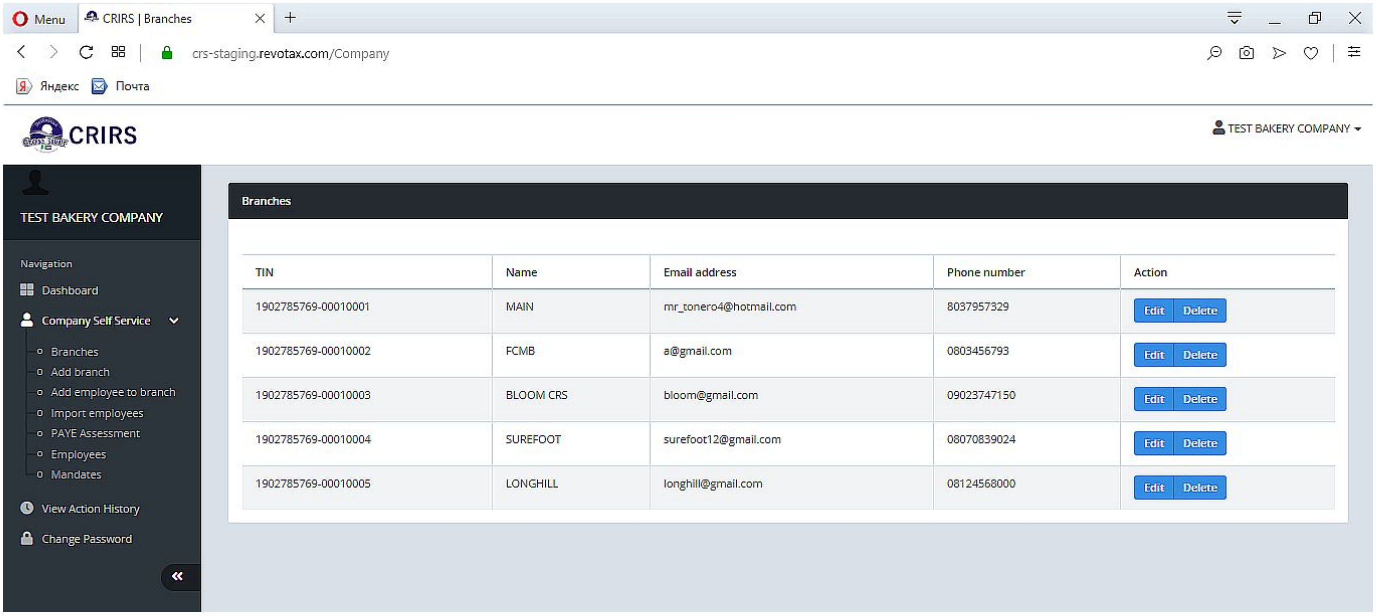
GETTING STARTED

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.



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.

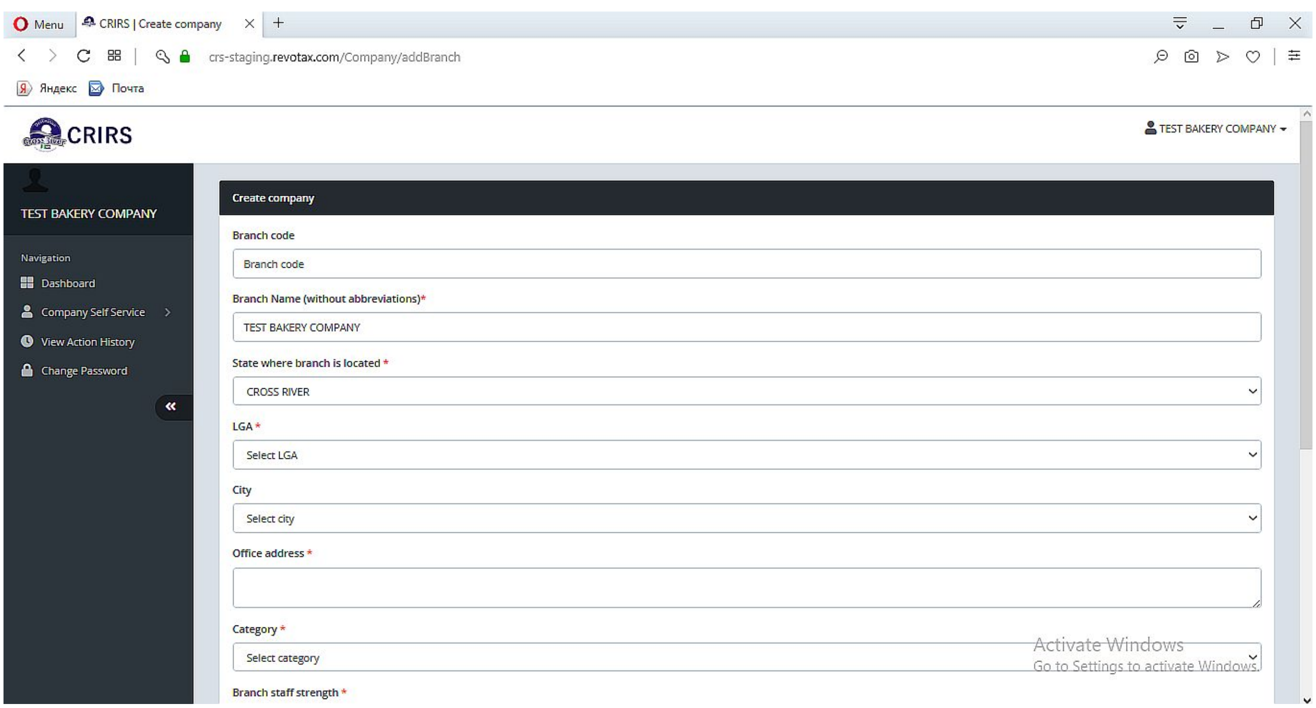


BRANCHES

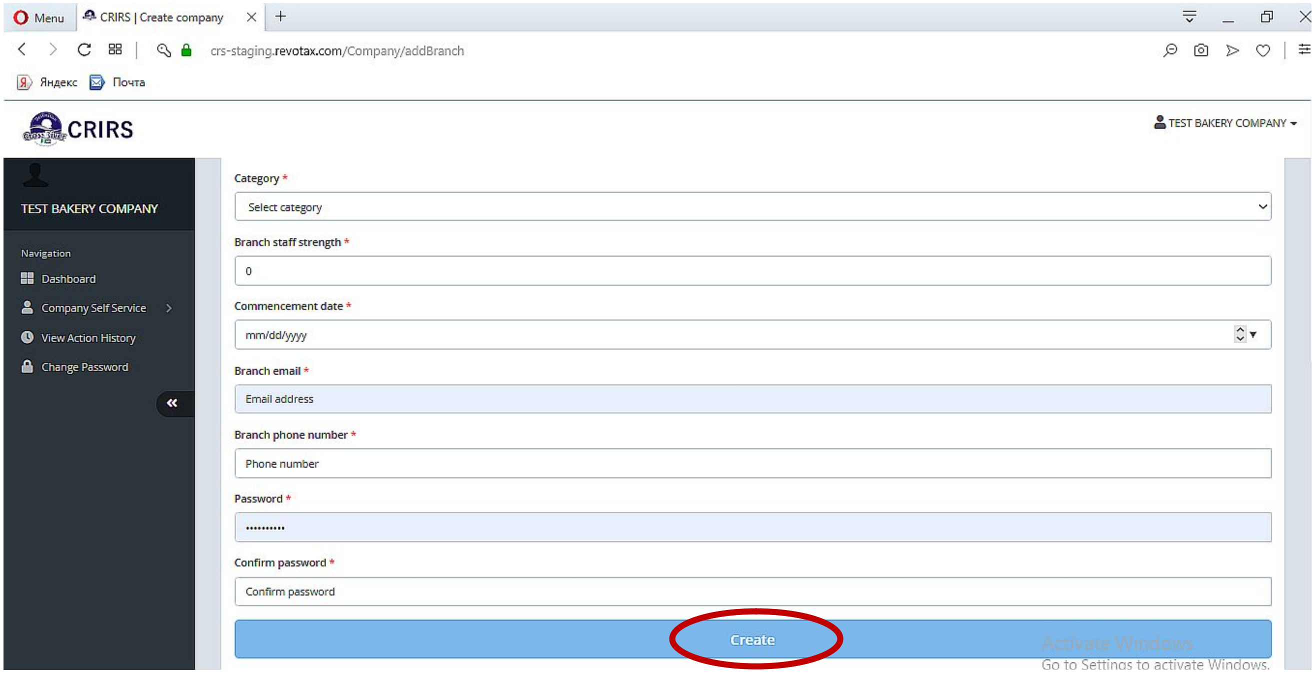
As explained before when you click on "branches" you get the same page as when you login initially, the edit and delete button is always there for the administrator to use.

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"



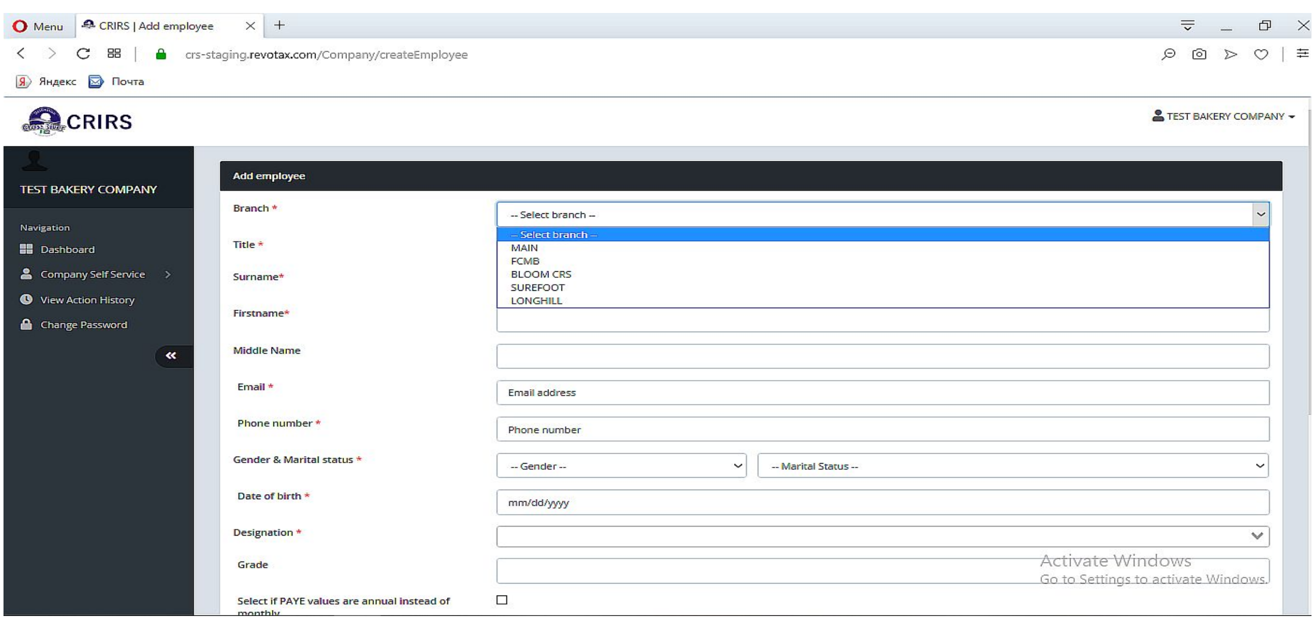
Fill in the required information of the new branch,



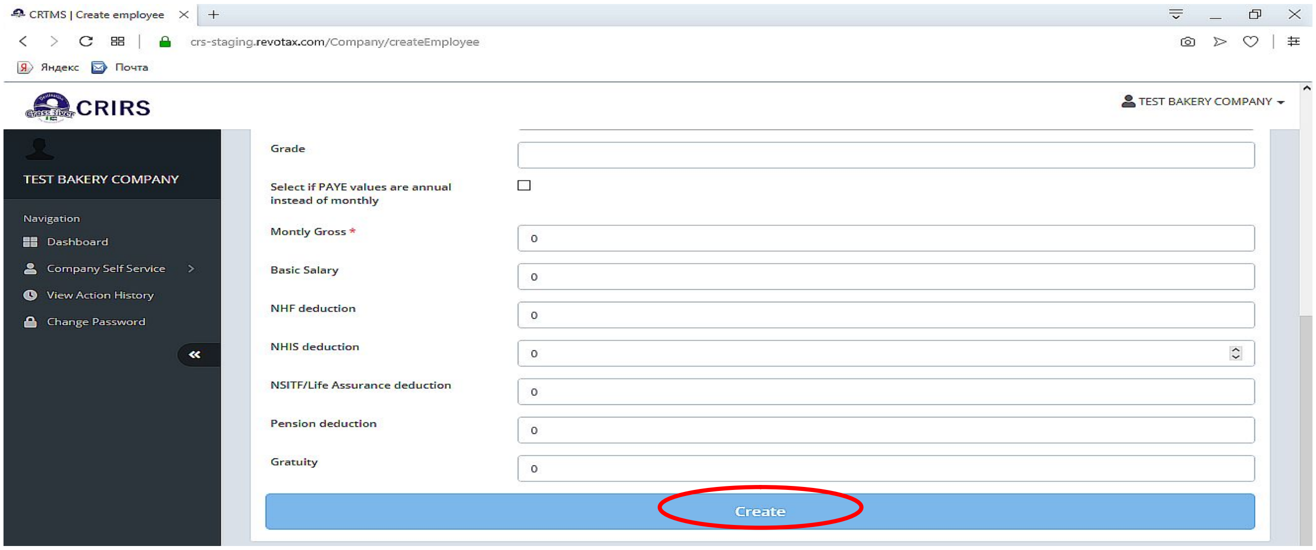
After properly filling the information of the new branch the administrator should click on “create”, and the new branch is added to the company.

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.



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



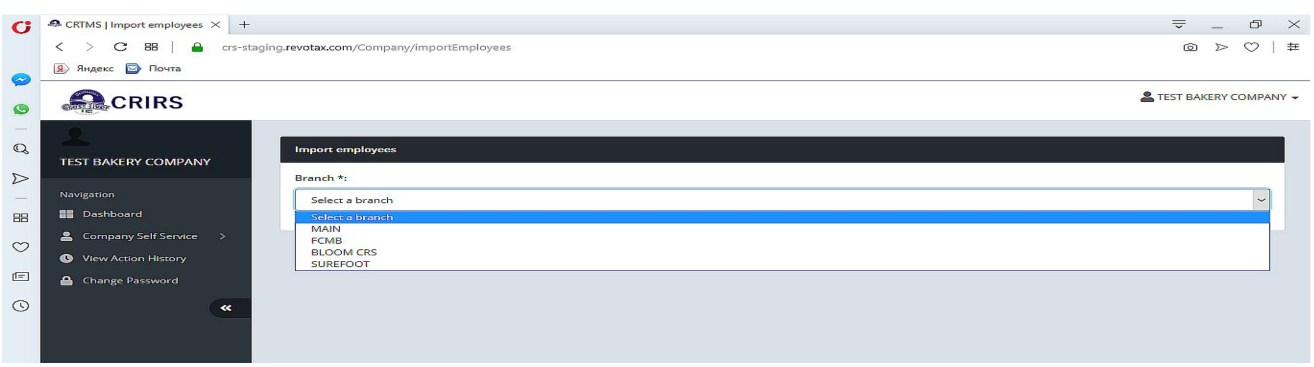
Continue and fill in the employees PAYE details and click “create” and the employee is added to the selected branch. You can also use another method for adding employees to branch and the next step will explain better.

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

IMPORT EMPLOYEES

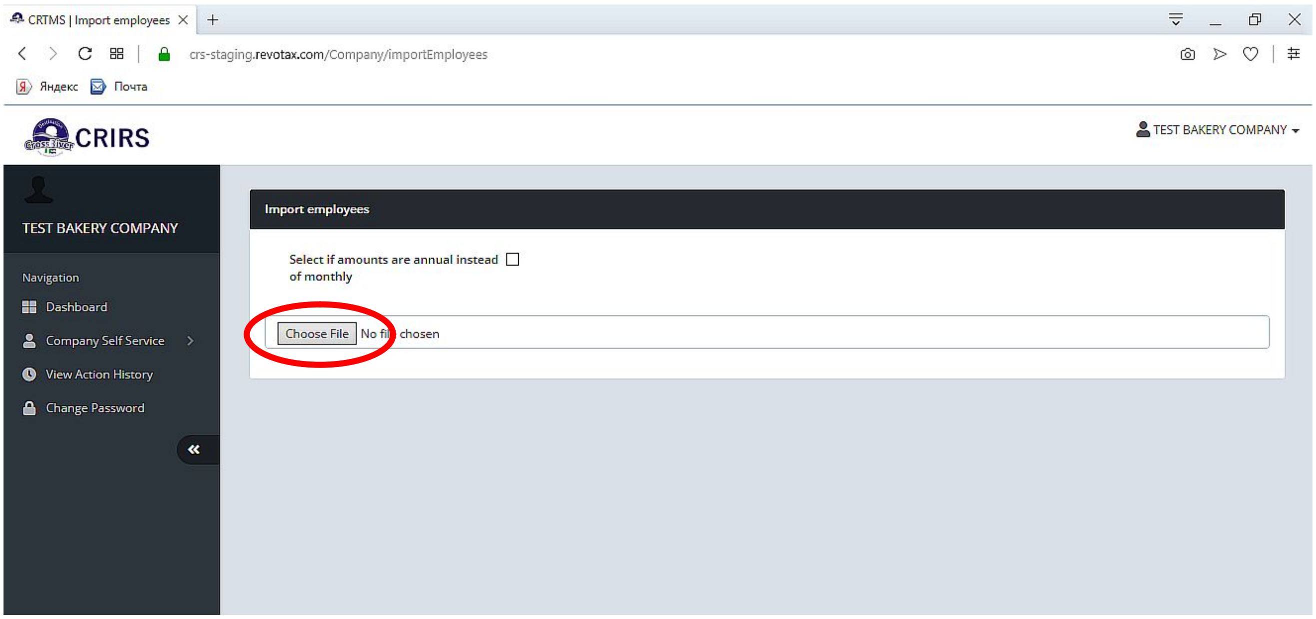
Importation of employee is a substitute menu for adding employees which was explained earlier, this menu is more flexible as it allows you import the staffs into the branch directly.

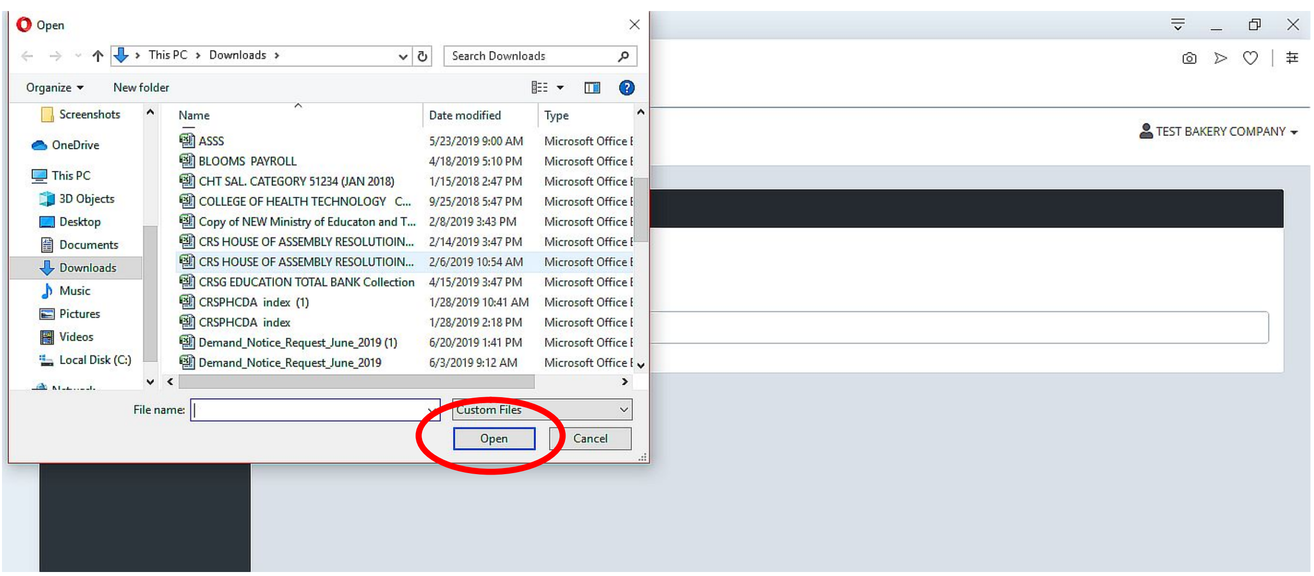
To begin, click on “import employees” on the dashboard



Select branch where the employee details will be uploaded.

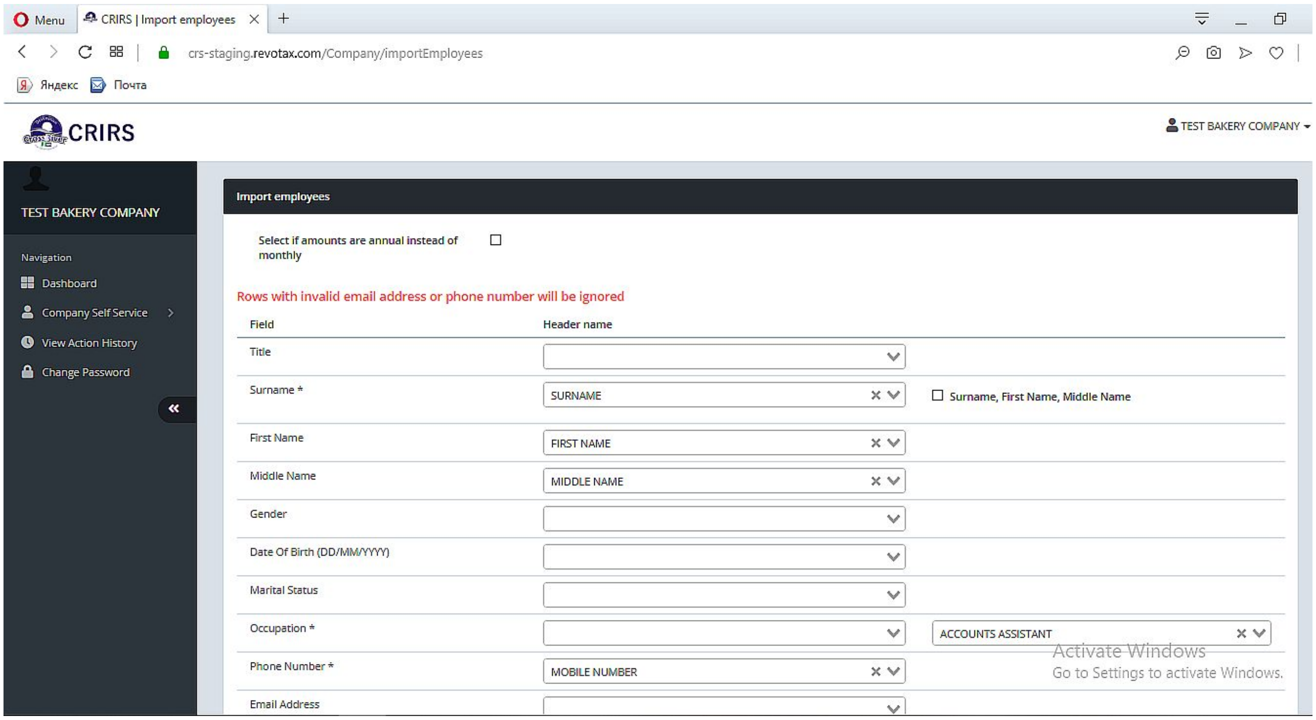
Choose the file with the employee's information for upload

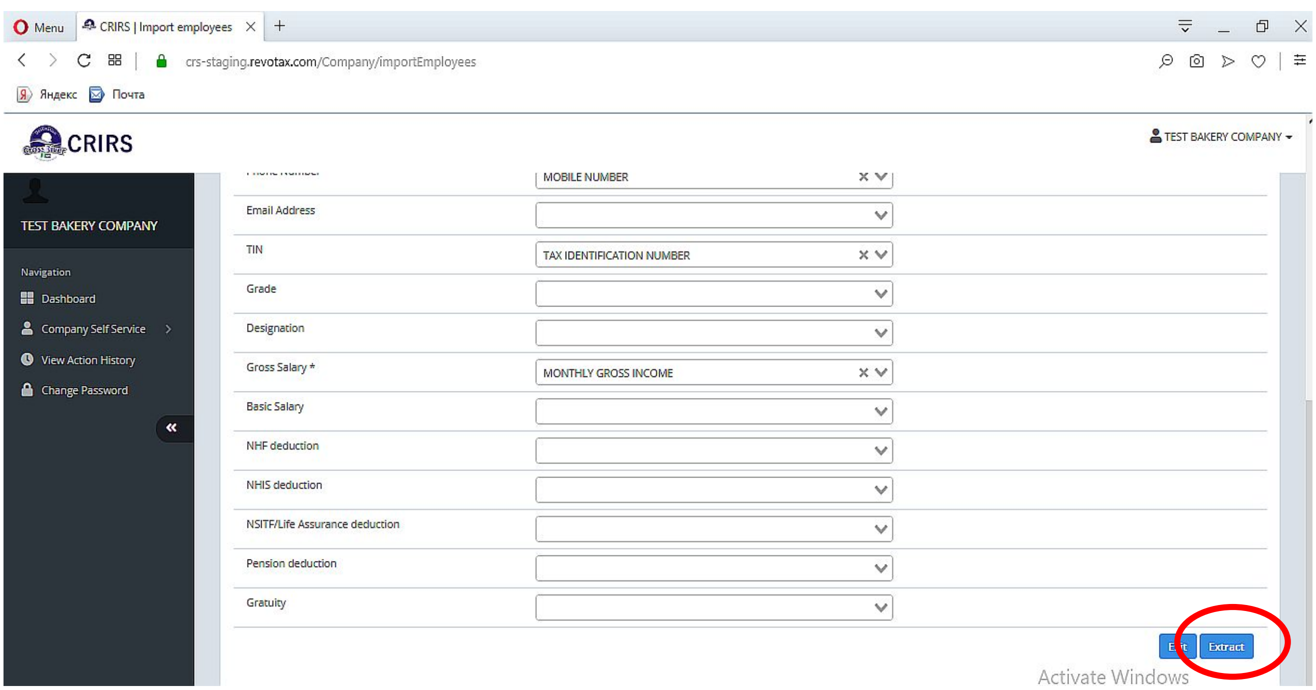




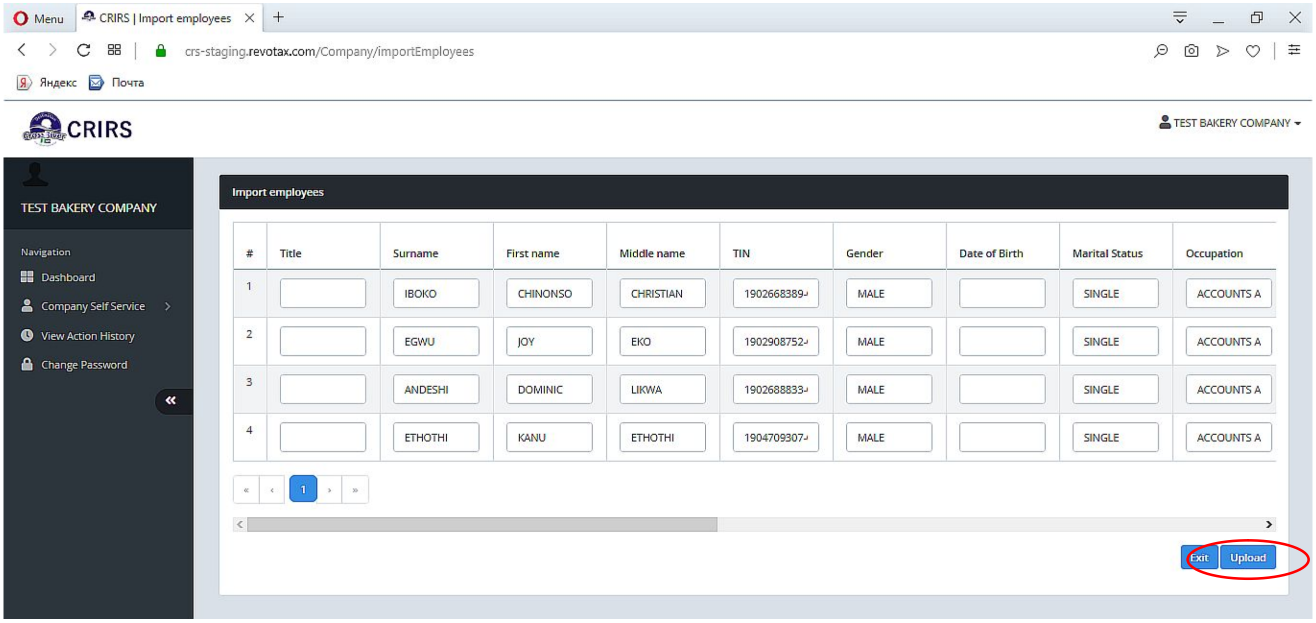
After selecting file from your documents folder, click on "open" and continue the process to upload employee's information to the already selected branch.

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

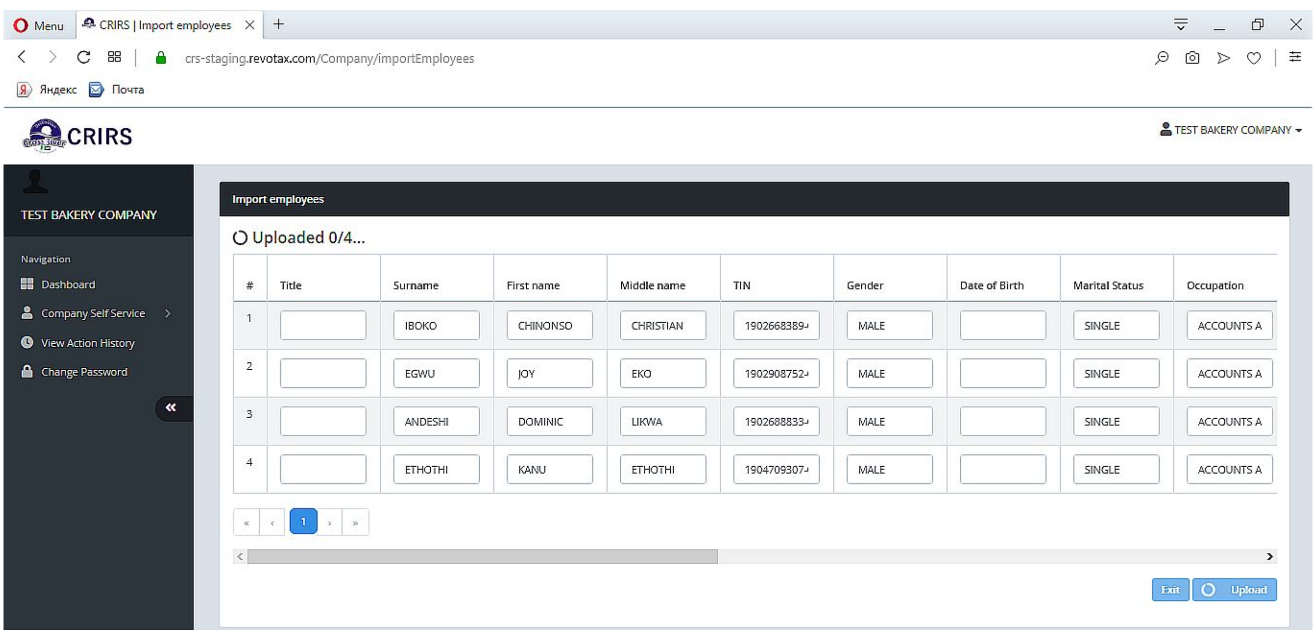




After mapping out the required fields as contained in the excel document, the administrator clicks on "extract" and the system starts the process of uploading the details on the selected file.



Click "upload" to begin the process of uploading.

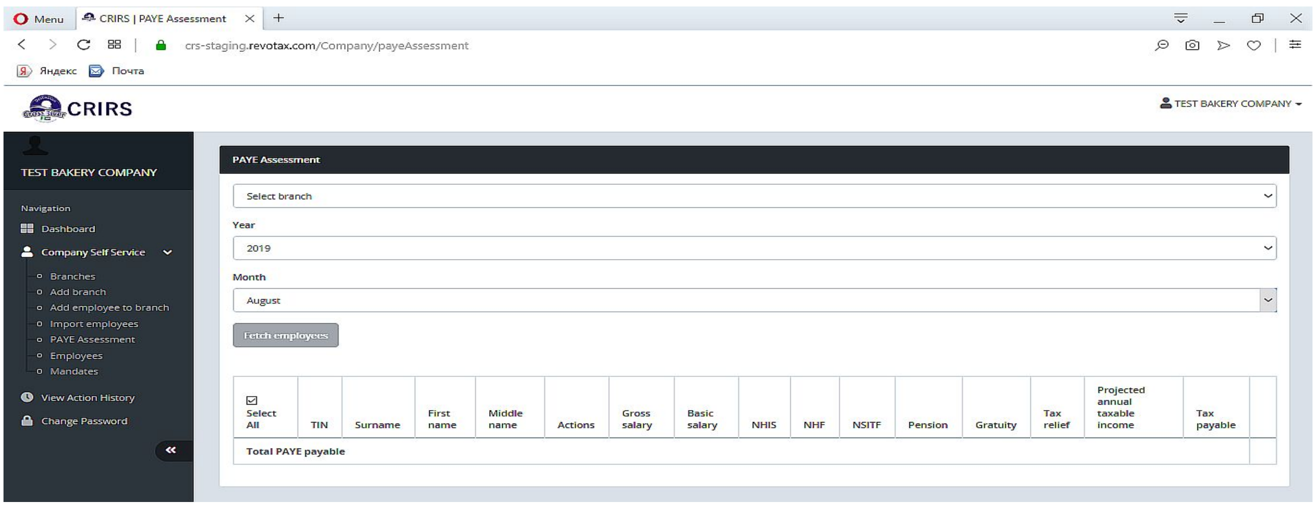


To view uploaded employees, go to the EMPLOYEES MENU on the dashboard and search for employees under selected branch.

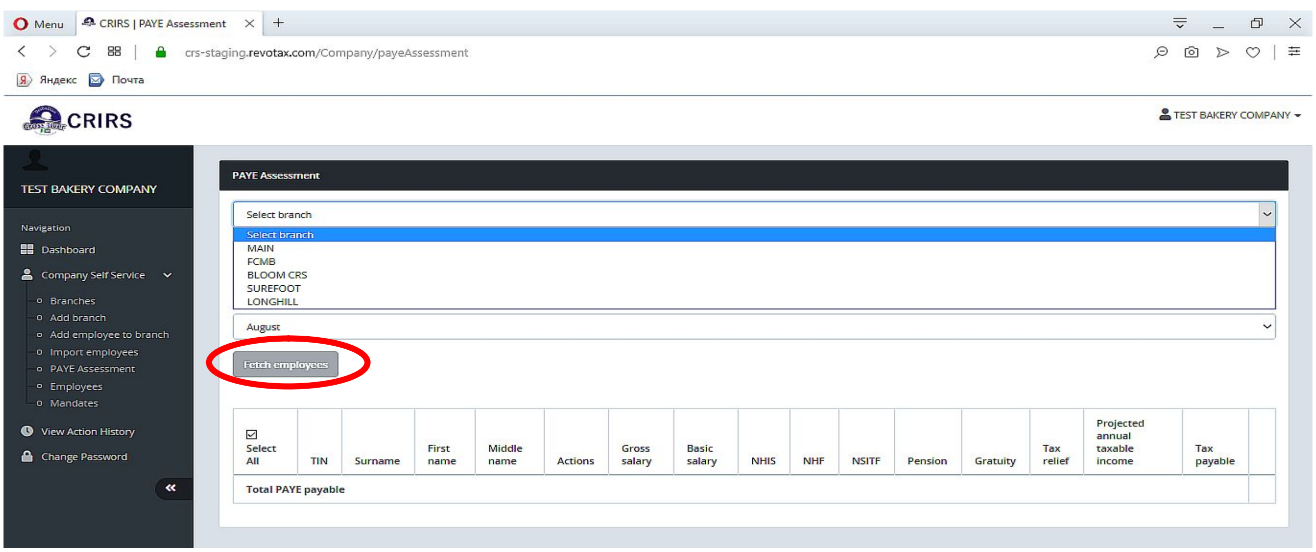
PAYE ASSESSMENT

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”

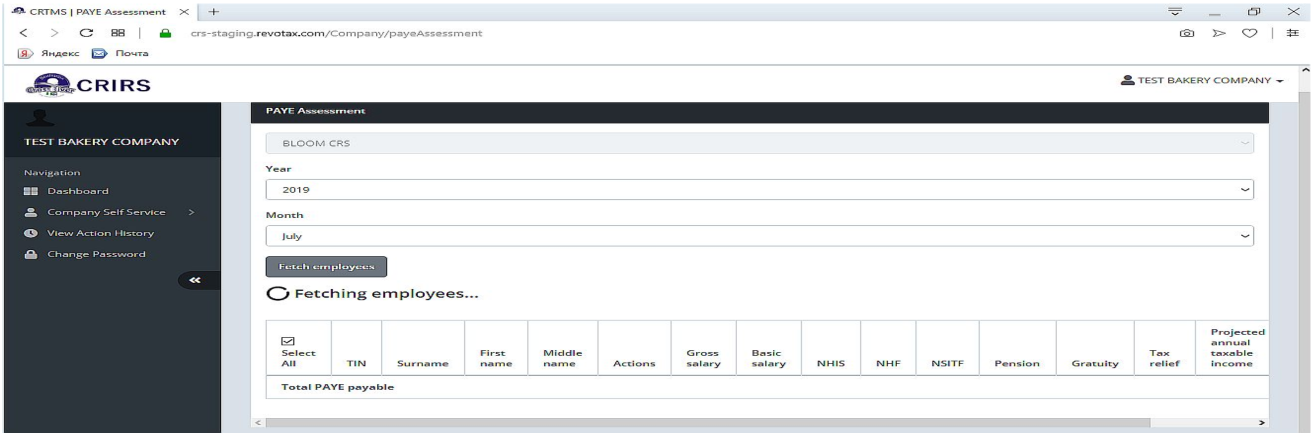


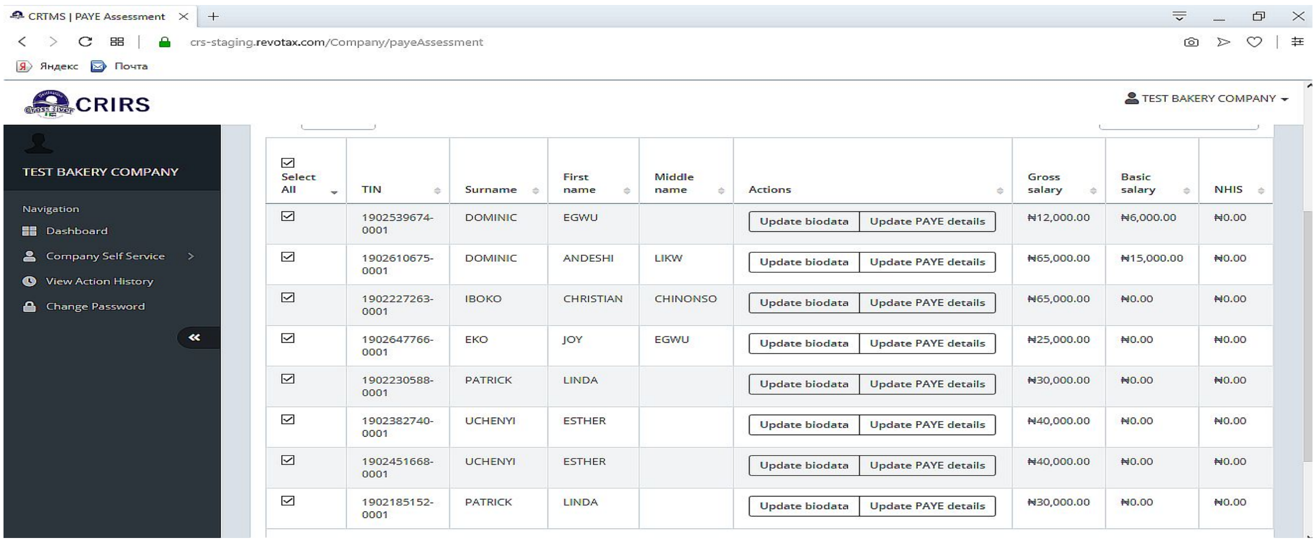
Administrator should select the branch where the assessment would be made and select month and year of the assessment

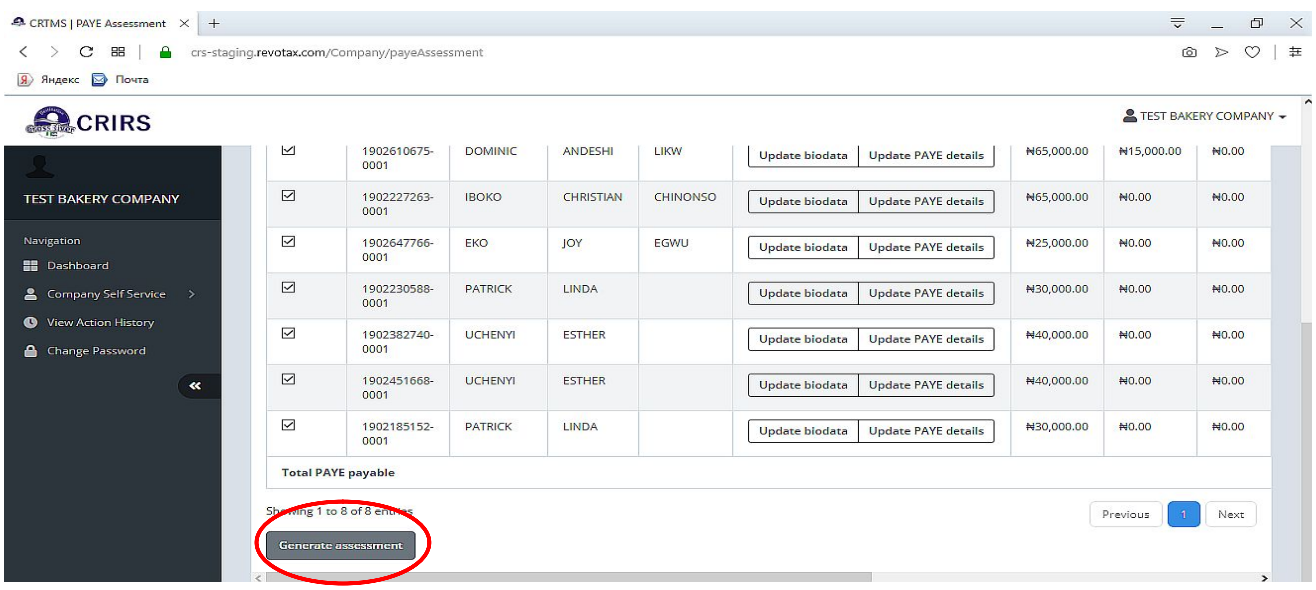


After selecting the branch, month and year, the administrator should then click on “fetch employees” and then wait for the system to fetch the information needed for the assessment to be raised.

The system fetches the employees

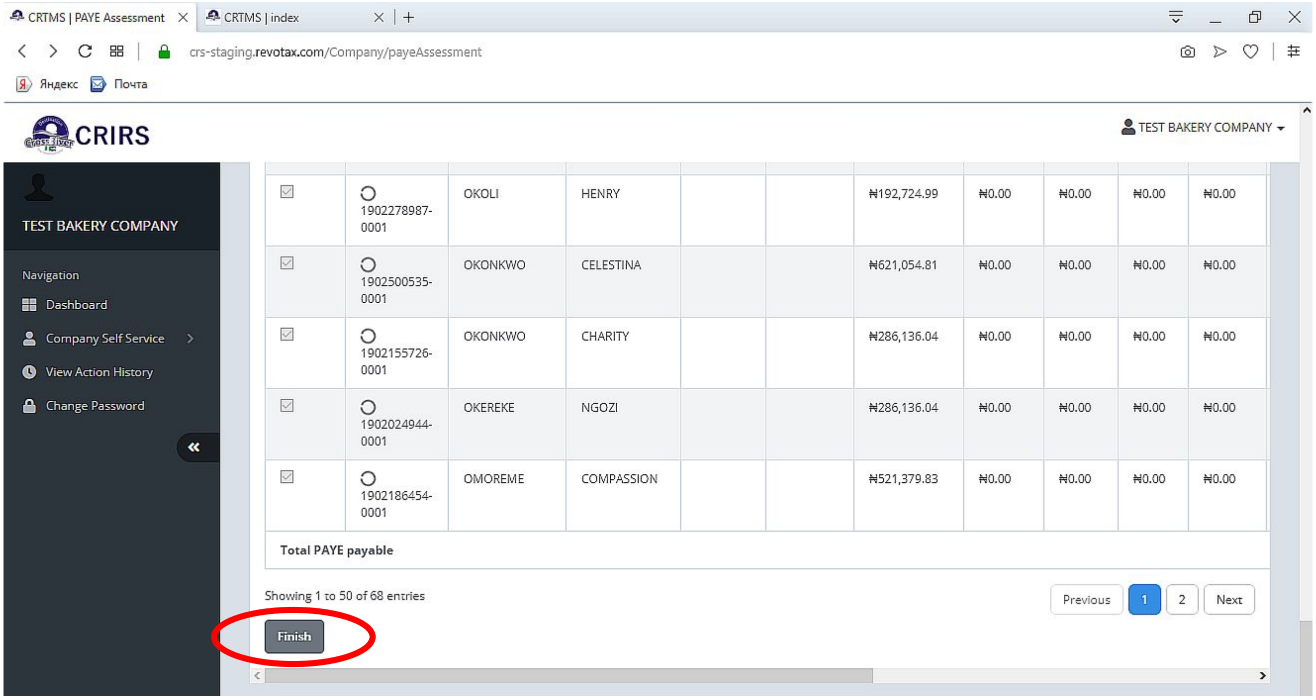


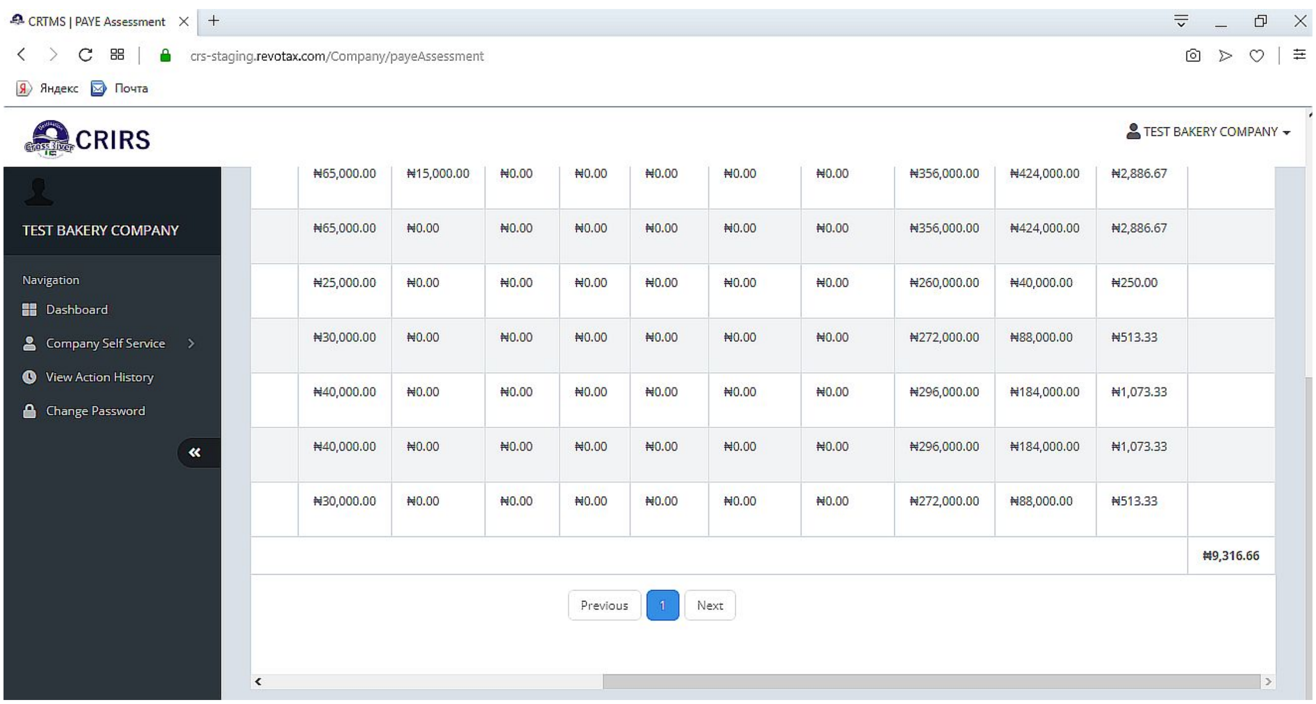




After fetching the employees, the administrator can see the generate assessment button, click on "generate assessment" and wait for the system to calculate the tax payable of each employee.

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

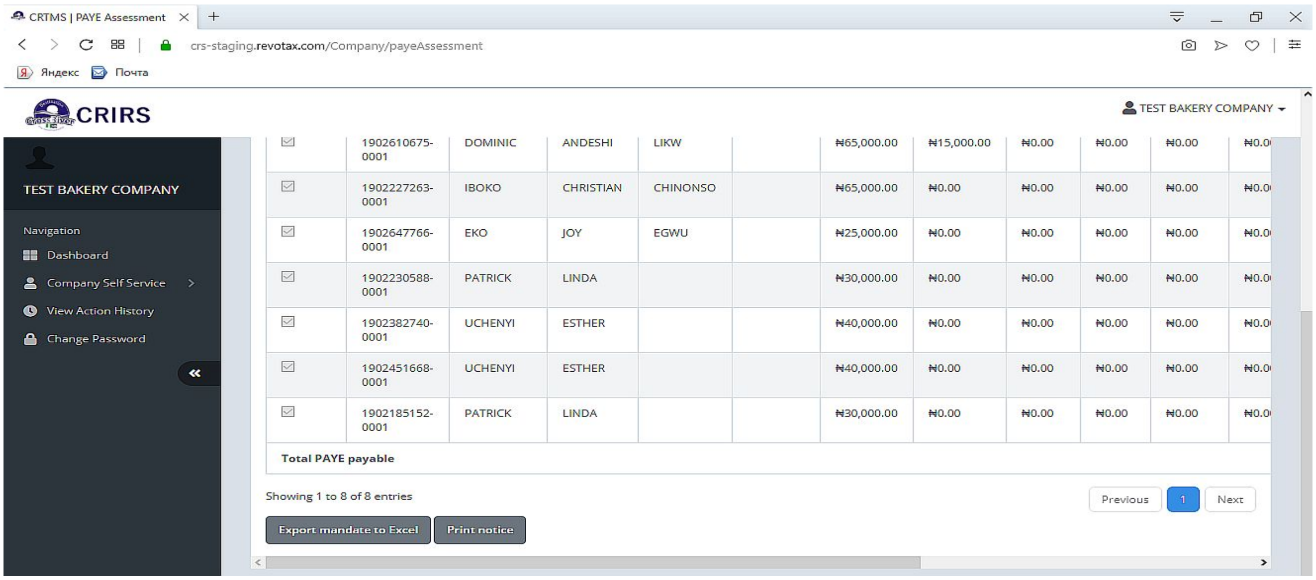




After this step the system brings out two options for the administrator to choose from

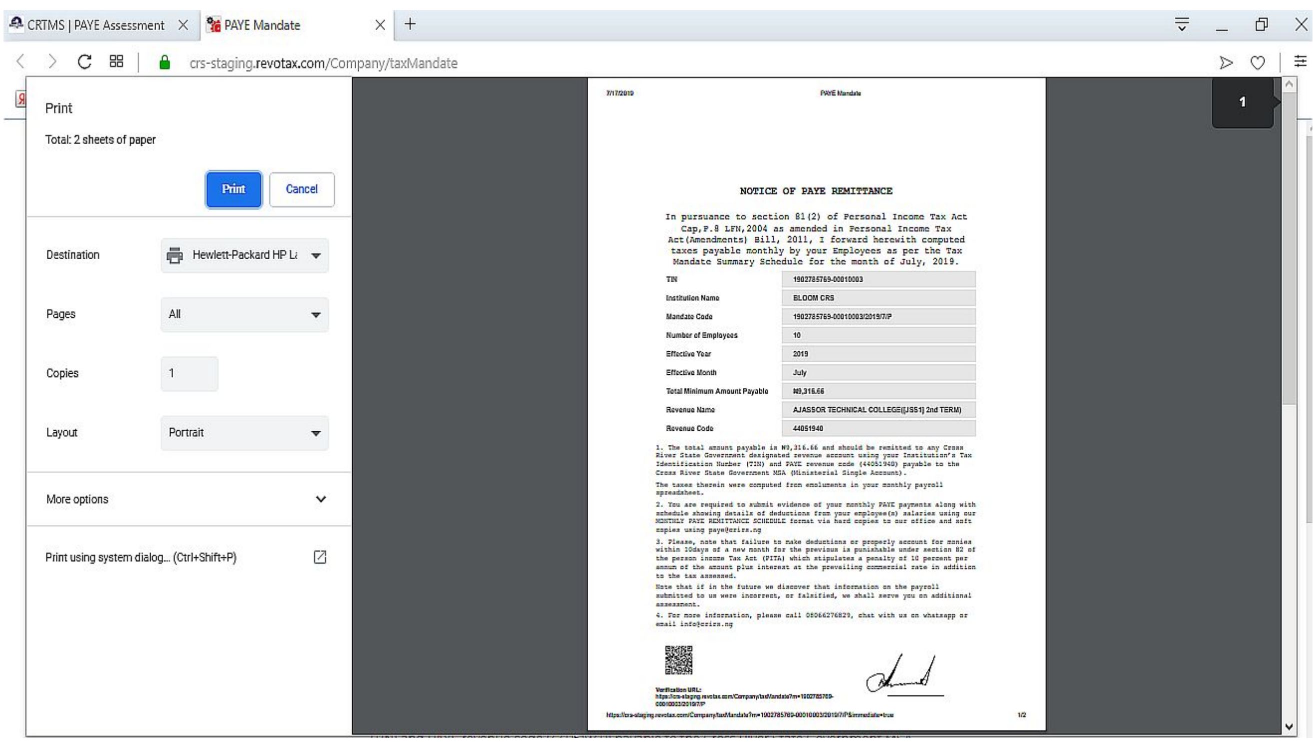
1. To extract the file
2. To print notice

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



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.

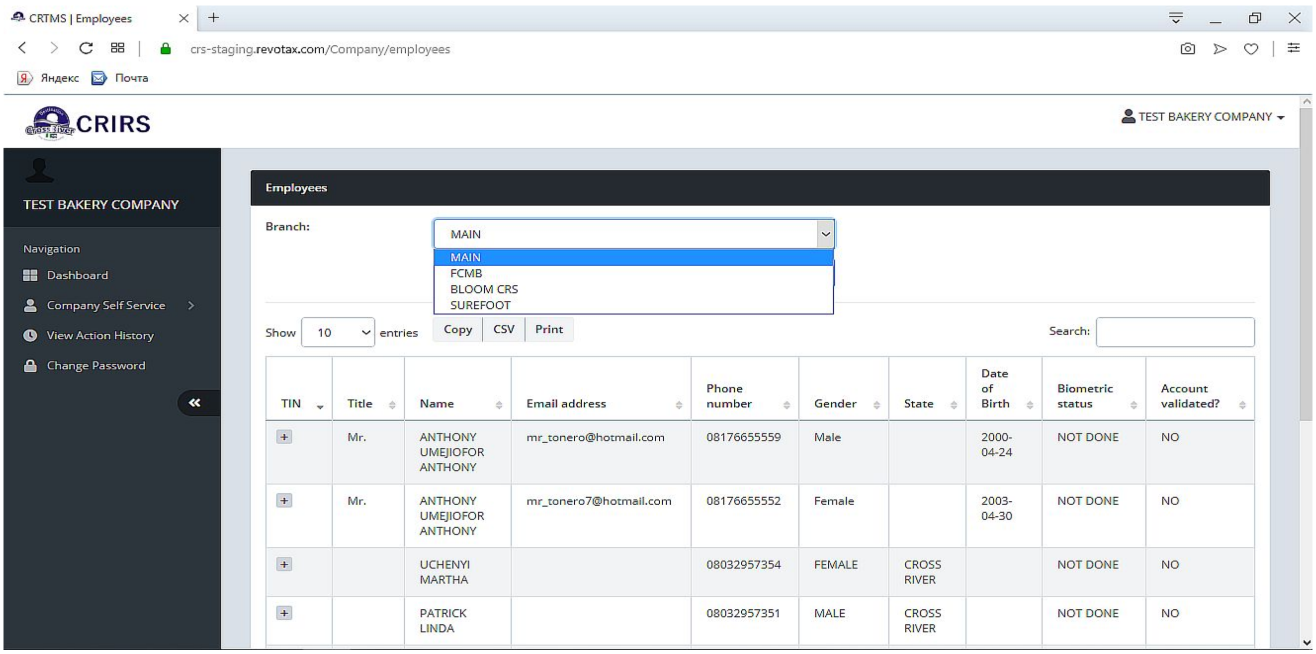


Administrator can choose the printer from the set and print.

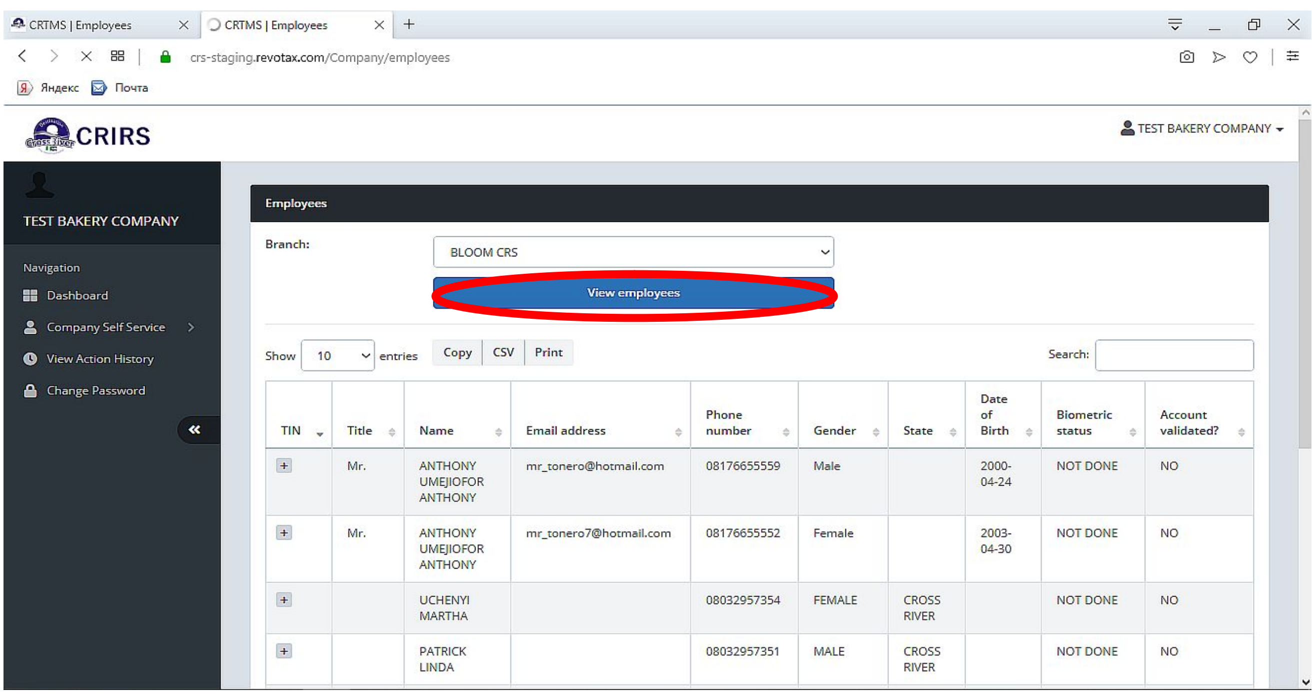
EMPLOYEES

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

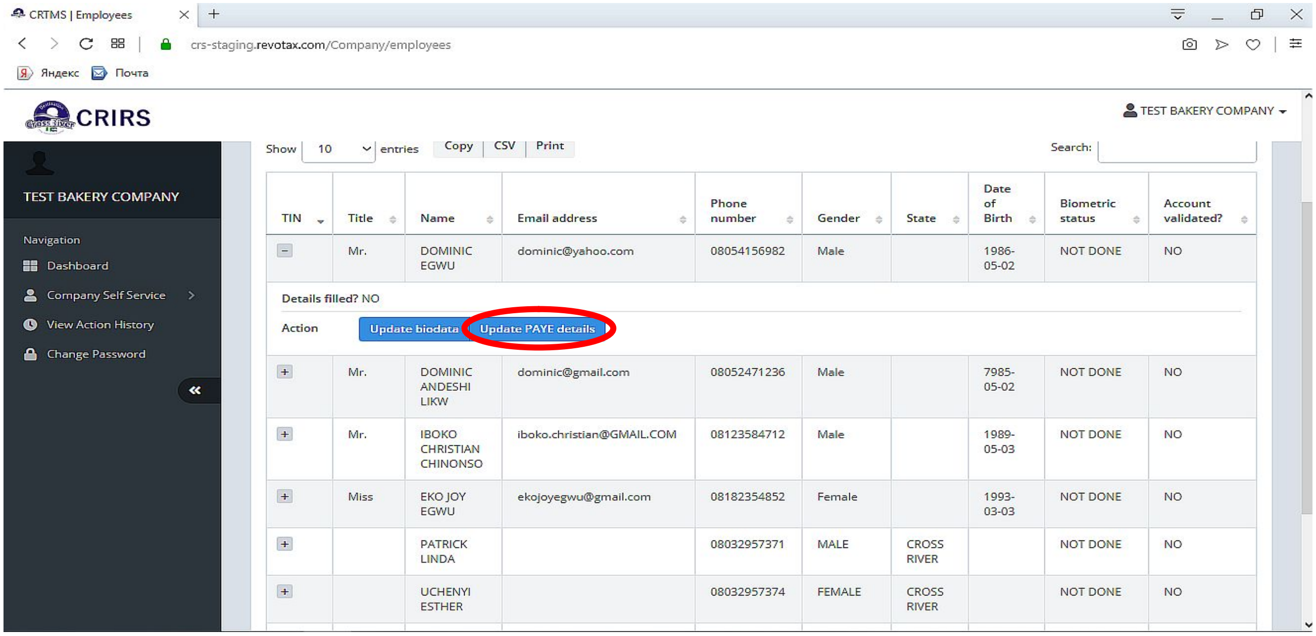


Choose the branch where you want to view the employees and click on ‘view employees”

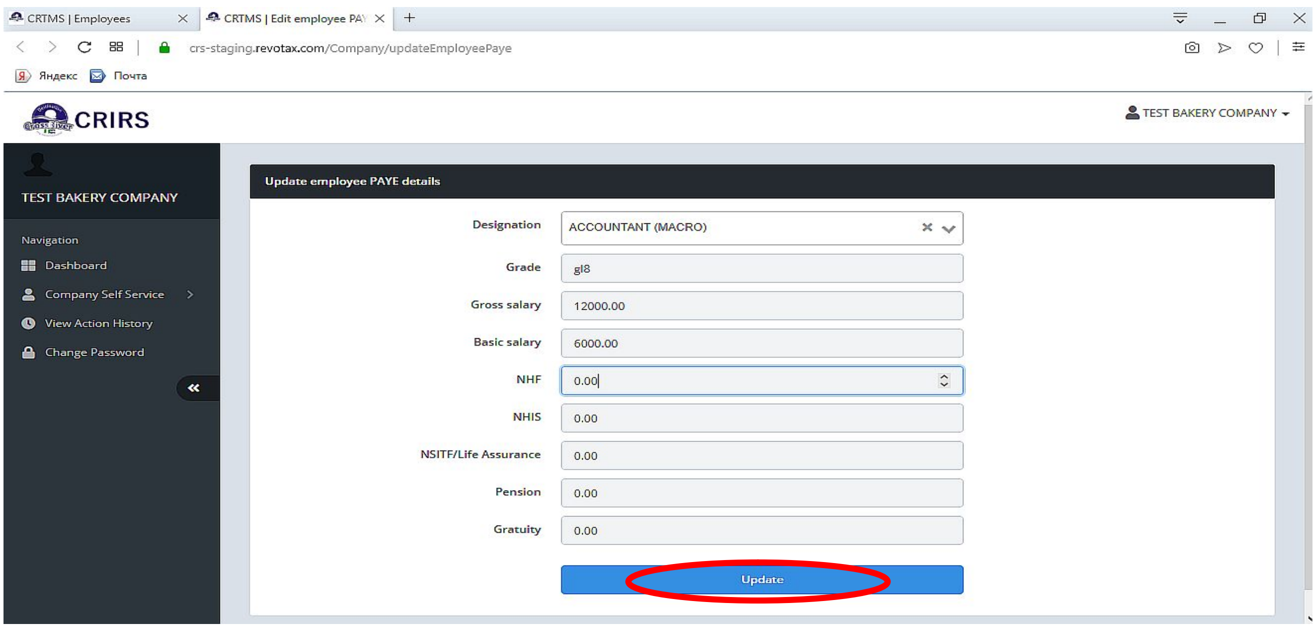


Then the system provides you with the employees from the selected branch.

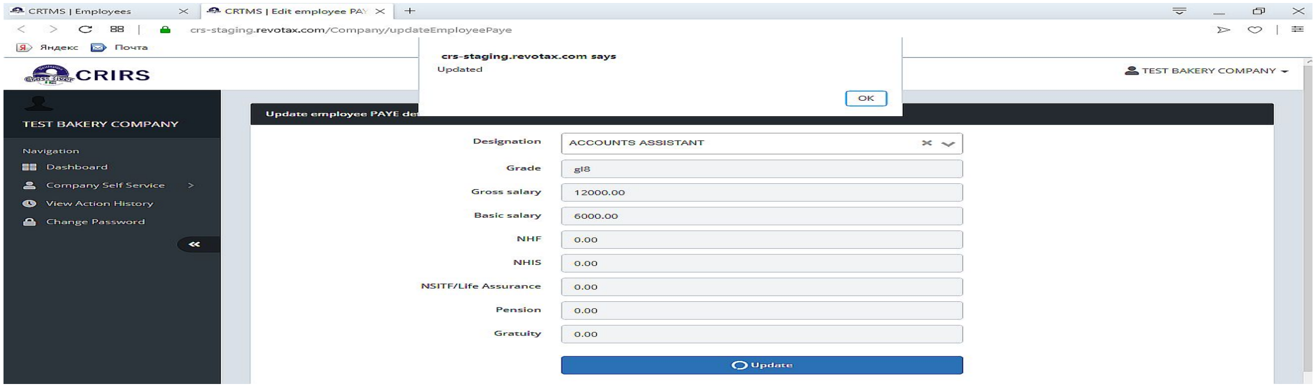
You can also perform updates when required on each employee by clicking the (+) sign beside each employee to drop the **action menu** which gives you the options to either **"update biodata /update paye details of employee"**



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



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.

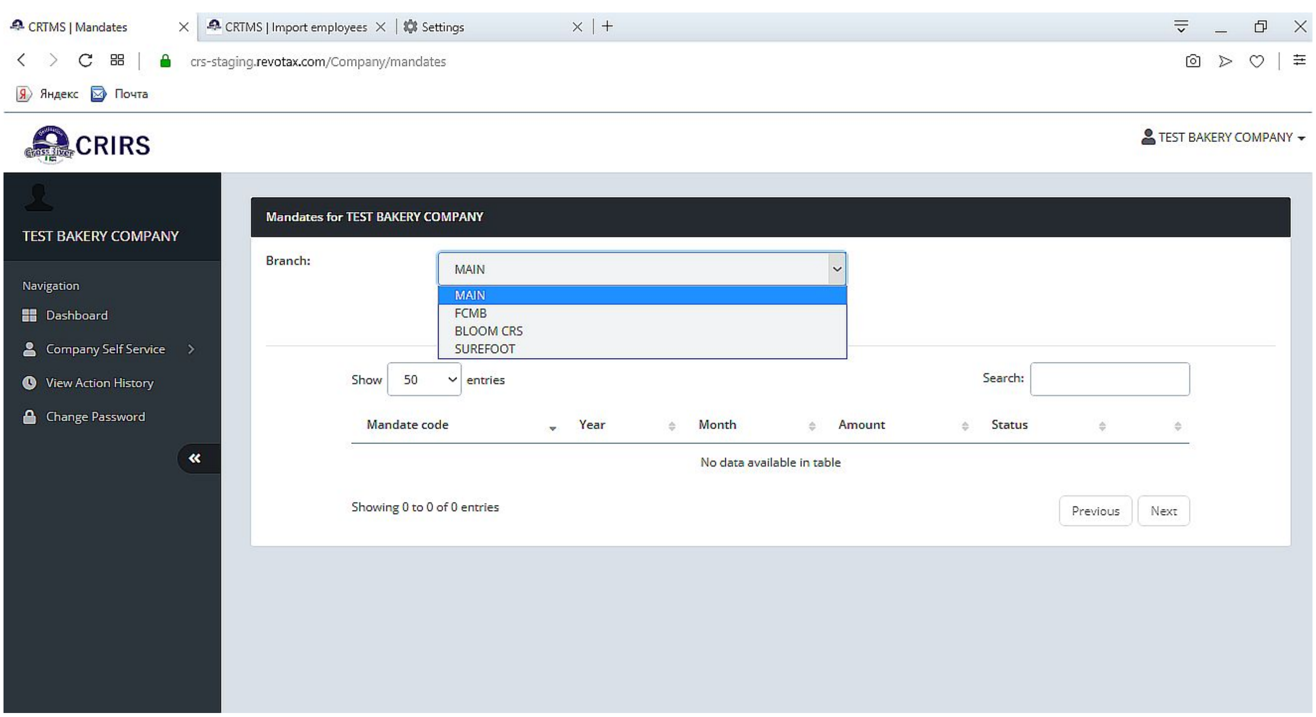
<u>MANDATES</u>

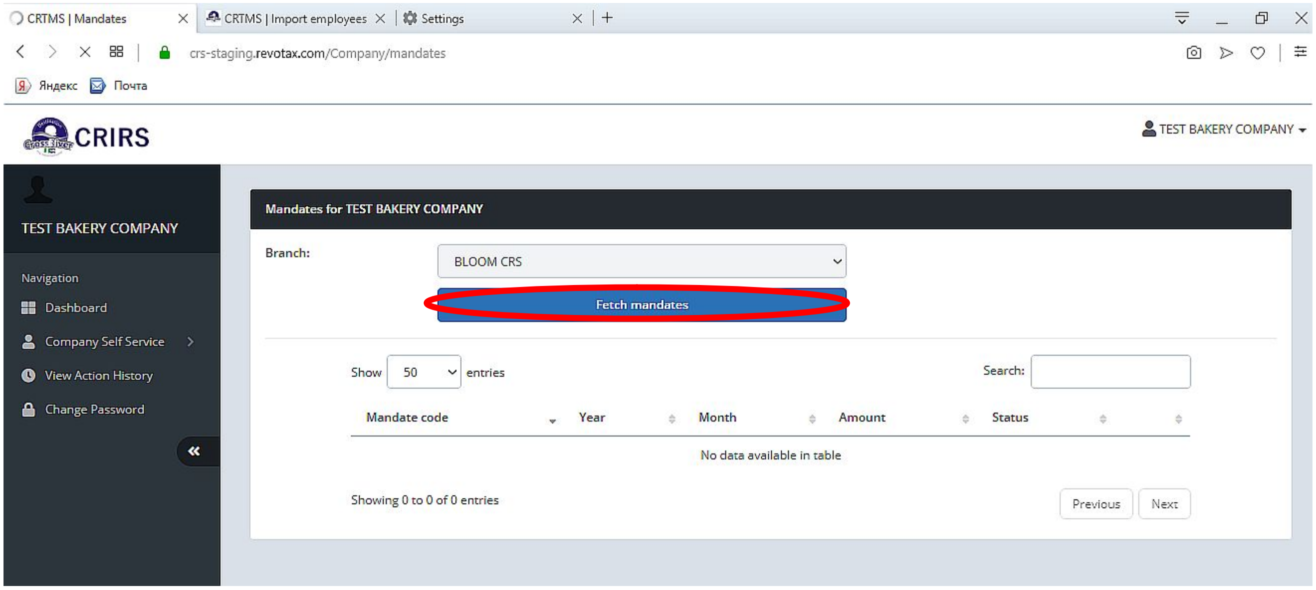
This menu helps the administrator to view/print already generated notices or mandates, the administrator also has the ability to cancel a mandate under this menu is necessary.

On the dashboard click on “MANDATES”

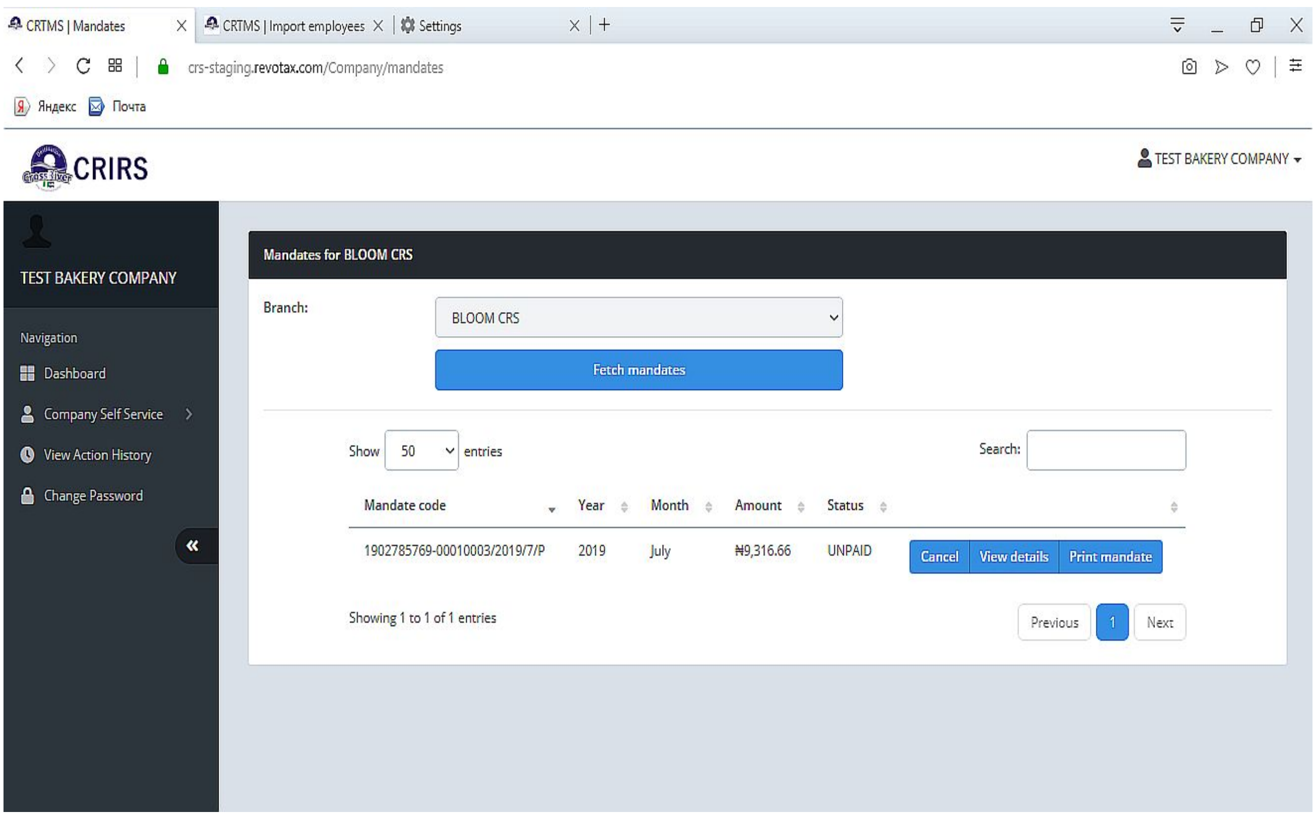
Choose branch to view the mandates generated for the branch

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.