

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

Prepared by:

WINIT TECHNOLOGIES LIMITED



WINiT

Intelligence Everywhere.

KOBBY TECHNOLOGIES LIMITED



Prepared for:



LAKE BASIN DEVELOPMENT AUTHORITY



YEAR: 2023

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

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USER GUIDE

ESS portal contains activities that an employee can self – subscribe to. An employee must login to access the available activities.

COMPANY INFORMATION

The Lake Basin Development Authority (LBDA) is a national government development agency that provides an avenue for a quicker, more meaningful, and co-coordinated development in the Kenyan portion of the Lake Victoria basin. Primarily, LBDA was established to act as a strategic driver of socio-economic development and spur regional development through sustainable utilization and conservation of natural resources

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through overall planning, co-ordination, implementation and monitoring and evaluation of development projects and programs within the Lake Victoria basin.

LBDA HQ Contact
details
P. O. BOX 1516-4000 Kisumu
Phone:0202023414
Fax: 020-2023422
Email: info@lbda.go.ke

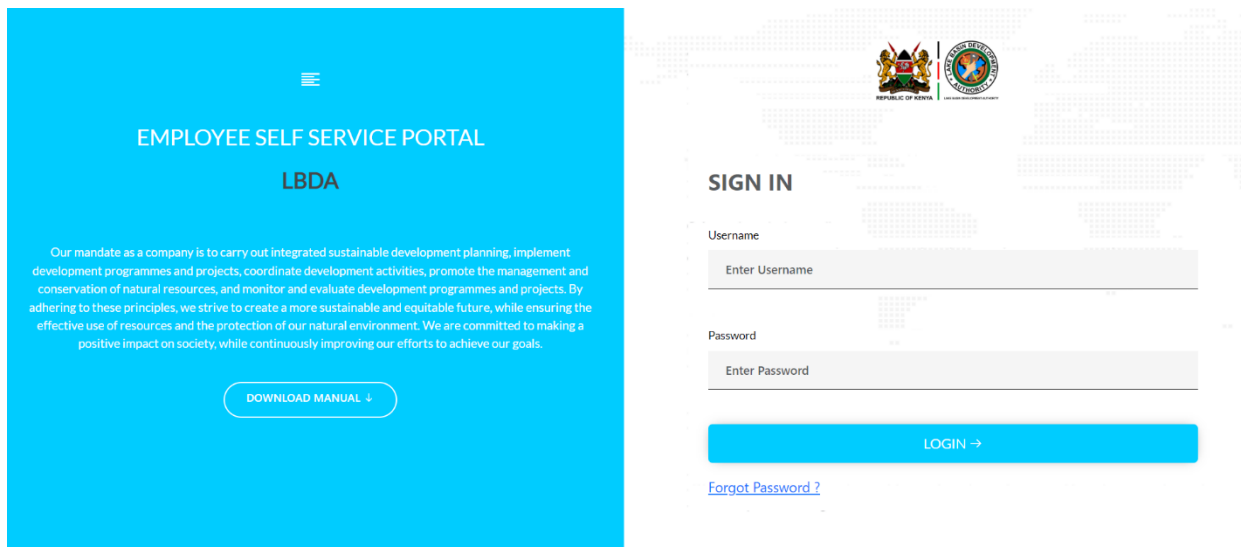
KOBBY

Kobby Technologies Limited is a solution provider in the African Market with wide range of expertise in providing Microsoft Business Solutions and Integrated systems. KTL was established in 2015 with the objective of providing adequate and efficient IT solutions to clients.

Kobby Contact details:
MIRAGE TOWERS,
CHIROMO ROAD,
WESTLANDS
P.O. Box 5824 – 00200,
NAIROBI.

Phone: +254 724 856 614
+254 772 489 620
Email: info@kobby.co.ke
Website: kobby.co.ke

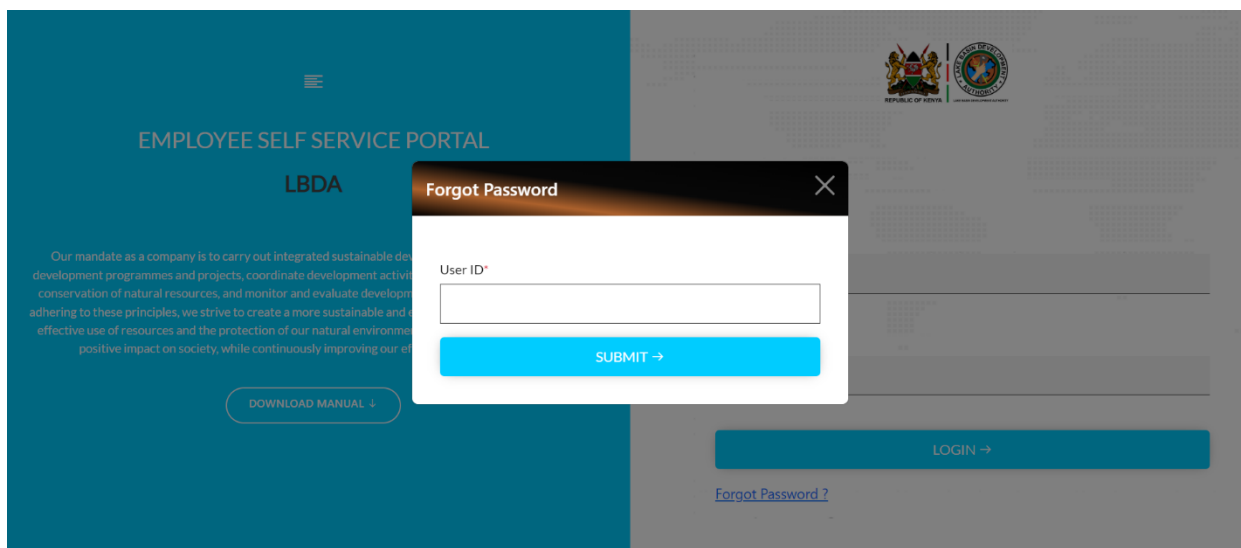
EMPLOYEE SELF SERVICE PORTAL USER MANUAL



The ESS portal can be accessed using the link: <https://selfservice.lbda.go.ke:8082/>
Upon accessing the link, one is prompted to log in.

For first-time users who have not accessed the ESS Portal before:

- Click on **Forgot/Reset** password.
- then enter your userID/Username and Submit.
- **NOTE:** The default **Username** will be derived from your **company email**. For example, if your company email is jane.doe@lbda.go.ke, then your username will be jane.doe
- An email with a token to reset your password will be sent to your **LBDA email** account within 5 minutes.



- Fill in the code sent through the email on the token box.
- Type the new password, confirm the new password.

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Token

Token

New Password

Type new password

Confirm New Password

Confirm new password

SET PASSWORD

[Go Back?](#)

- Then click on set new password.
- Click on go back and you can now log in successfully.

LOGIN PROCESS

To login, enter Username and Password then click Login.

Upon successful login, you will see a homepage which consists of a dashboard and a menu bar. The menu shows all the services in the portal, that is:

- Human resource
- Finance
- Procurement
- Payroll reports
- Approvals

A summary of your profile will also be displayed on the dashboard.

LBDA

ESS PORTAL

- Dashboard
- Human Resource
- Finance
- Procurement
- Payroll Reports
- Approvals
- Log Out

More.. Daniel Sessy

Human Resource Summary		Finance Summary			Procurement Summary		
Leave Requests	Training Requests	Imprest Requisition	Imprest Surrender	Staff Claim	Purchase Requests	Repair Request	Store Requests
41	4	18	20	20	13	14	24

16 Approved Leave Requests View All	9 Approved Imprest Surrenders View All	15 Approved Staff Claims View All	43 Documents Pending Your Approval View	0 days Annual Leave Balance
---	--	---	---	--------------------------------

Open Requests Requests Pending Approval Approved Requests

Open Requests

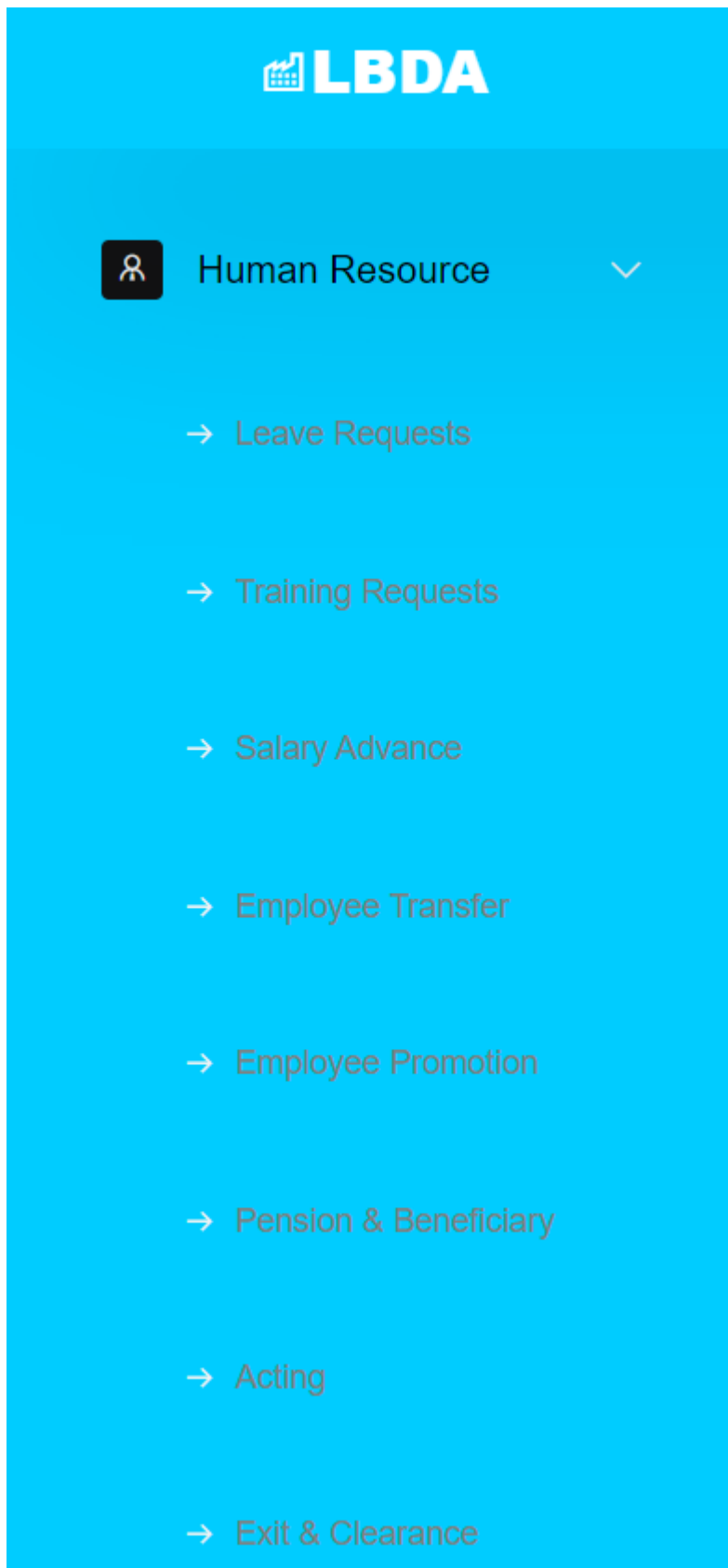
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Human Resource

This section contains all activities done at the Human Resource level. These include:

- Raising a leave request
- Raising a training request
- Pay slip and P9 generation.
- Request for salary advance.
- Request for employee transfer
- Request for employee promotion/Acting.
- Pension beneficiary
- Disciplinary

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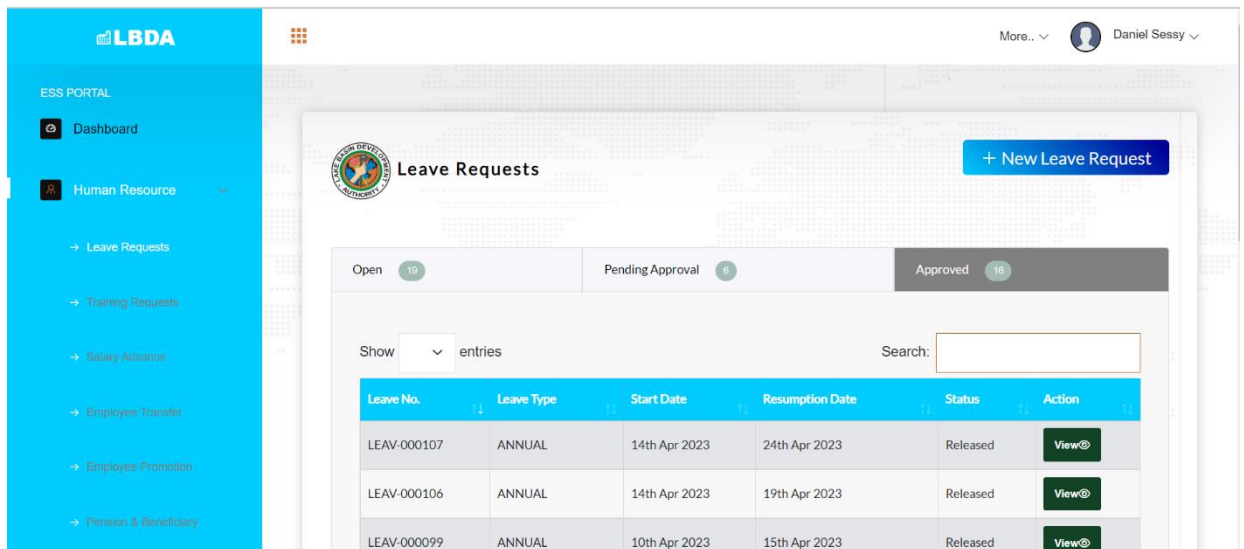


EMPLOYEE SELF SERVICE PORTAL USER MANUAL

Leave Requests

This is done when requesting for a leave. To create a new leave request, go to:

- Leave Request >> + New Leave Request
- Fill the relevant fields >> Submit.

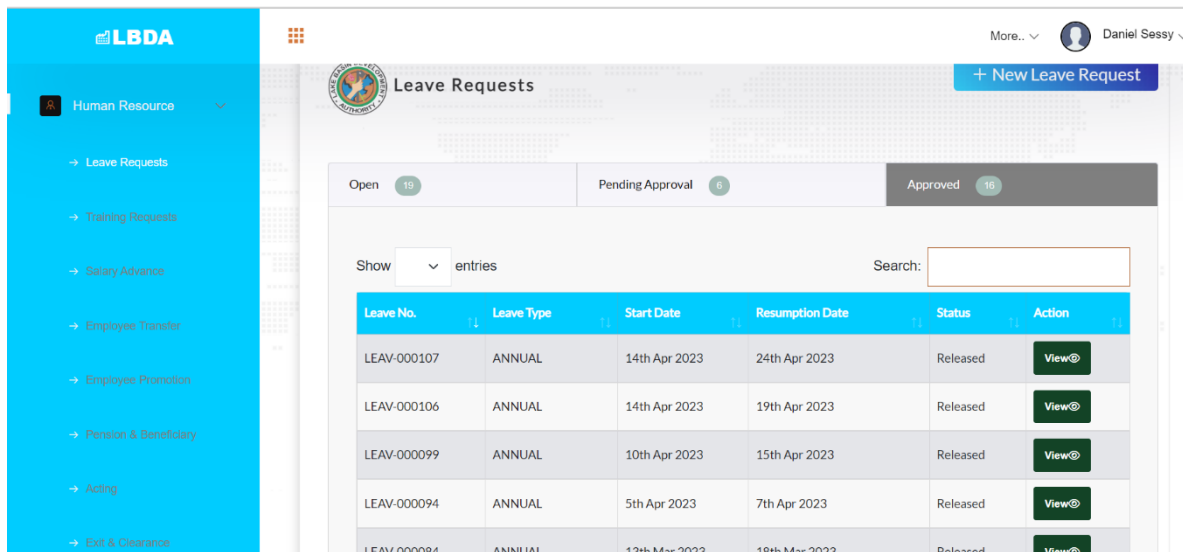


The 'New Leave Request' form is shown with a progress indicator at the top: 1. Leave Header (active), 2. Attachments, 3. Submit, 4. Done. The form fields include:

- Leave Type * (dropdown menu with "--Select Leave Type--")
- Leave Start Date * (calendar icon, format dd/mm/yyyy)
- Return Same Day (dropdown menu with "--Select--")
- A blue 'SAVE →' button at the bottom left.

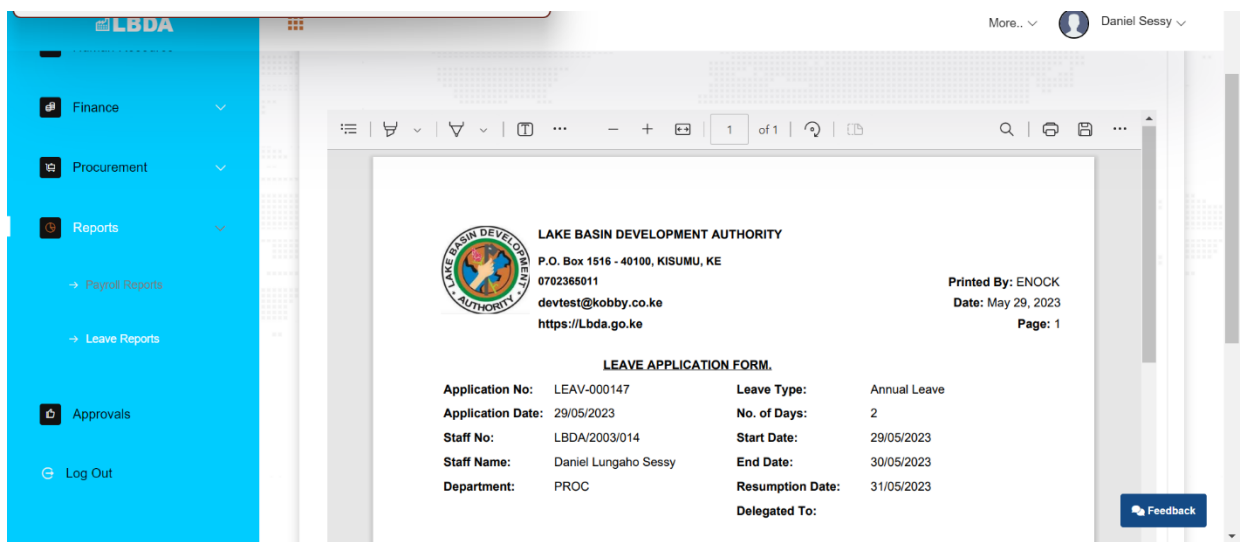
- A new Leave Request will be successfully added. To add lines, go to:
 - Open >> View >> + Upload Attachment >> Submit >> Request For Approval

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Once the Leave Request has been approved, go to:

- Approved Leave Request >> View >> Generate Report

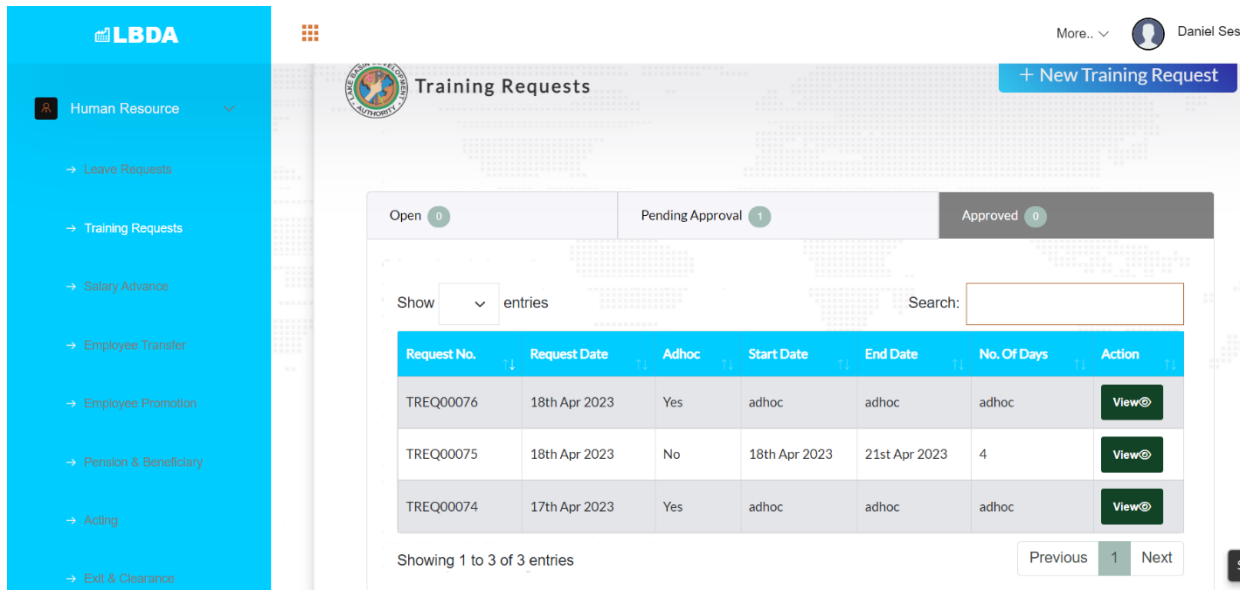


Training Request

To create a new Training request, go to:

- Training request >> + New Training Request >> Fill the relevant fields >> Submit

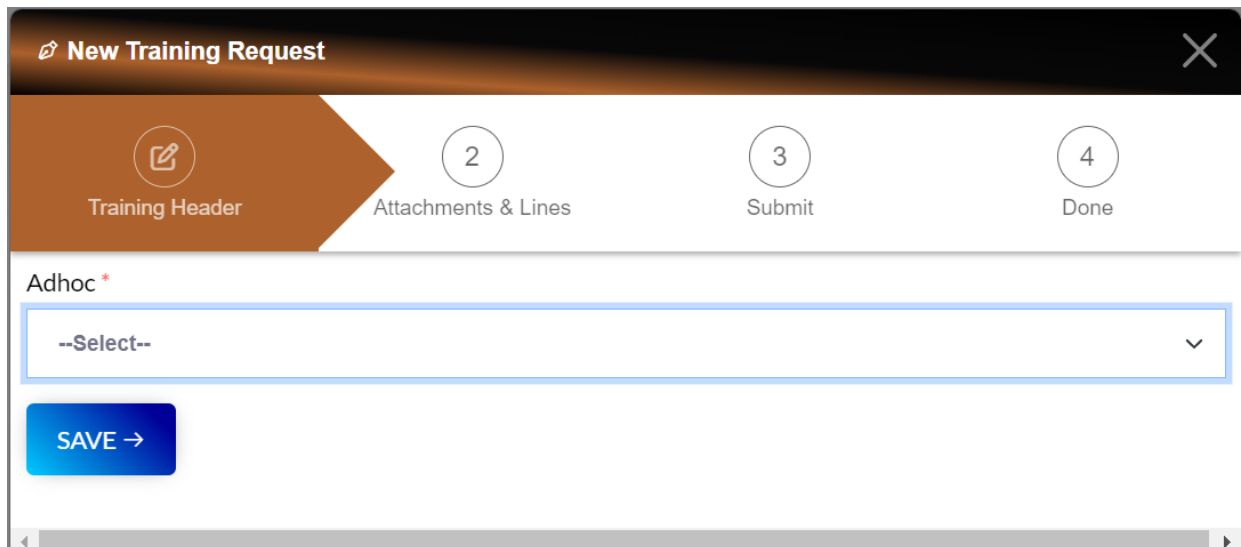
EMPLOYEE SELF SERVICE PORTAL USER MANUAL



A new training request will be added.

To add lines, go to:

- Open >> View >> + Add Training Lines >> Fill the relevant lines >> Submit >> Request for Approval



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The screenshot displays the 'Details' page for a training request. At the top right, there is a user profile for Daniel Sessy. The breadcrumb navigation shows 'Home / Pending Approval Training Requests / TREQ00073'. The main content area is titled 'Details' and contains the following information:

Request Number	Adhoc	Training Status
TREQ00073	True	Pending Approval
Request Date		
17th Apr 2023		

Below the details, there are two expandable sections: '+ Adhoc Training Lines' and '+ My Attachments'. At the bottom left, there is a purple button labeled 'Cancel Request For Approval'.

Salary Advance

This is done when requesting for a salary advance. To create a new salary advance request, go to:

- Salary Request >> + Salary Advance Request
- Fill the relevant fields >> Submit.

The screenshot displays the 'Salary Advance' page. At the top right, there is a user profile for Daniel Sessy. The page features a logo for the Lake Basin Development Authority and a blue button labeled '+ New Salary Advance'. Below the header, there are three status filters: 'Open 0', 'Pending Approval 0', and 'Approved 0'. A search bar is present with the text 'Search:'. Below the search bar, there is a table with the following columns: 'Loan No.', 'Application Date', 'Loan Product', 'Loan Status', 'Amount Requested', and 'Action'. The table currently displays 'No data available in table'. At the bottom, there is a pagination control showing 'Showing 0 to 0 of 0 entries' and buttons for 'Previous' and 'Next'.

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New Salary Advance [Close]

1 **Advance Header** 2 Attachments 3 Submit 4 Done

Loan Type *
--Select--

Amount *
[Text Input Field]

Repayment Installments(1-12 month(s)) *
[Text Input Field]

SAVE ->

Employee Transfer

This is done when requesting for a transfer. To create a new transfer request, go to:

- Employee transfer >> + transfer Request
- Fill the relevant fields >> Submit. >> Request for Approval

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Transfer Request ✕

Transfer Type

--select-- ▼

Transfer To Division

--select-- ▼

Transfer Date

dd/mm/yyyy 📅

Transfer Reason *

SUBMIT →

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The screenshot shows the 'Details' form for a transfer request. The form is divided into several sections with input fields:

- Employee Number:** LBDA/2020/086
- Employee Name:** (Empty field)
- Transfer Type:** Internal
- Transfer To Region Code:** HQ
- Transfer To Division:** Finance
- Request Date:** 2023-05-28
- Requested By:** LBDA/2020/086
- Qualified For Allowance:** False
- Email:** wkaruga@kobby.co.ke
- HOD Employee No:** LBDA/2020/086
- HOD Name:** (Empty field)
- Reason Of Transfer:** test

A 'Feedback' button is located at the bottom right of the form.

Employee Promotion

This is done when requesting for a transfer. To create a new transfer request, go to:

- Employee promotion >> + Promotion Request
- Fill the relevant fields >> Submit. >> Request for Approval

The screenshot shows the 'Promotions' page. At the top right, there is a '+ New Promotion Request' button. Below this, there are three tabs: 'Open' (0), 'Pending Approval' (0), and 'Approved' (1). The 'Approved' tab is selected.

Below the tabs, there is a search bar and a 'Show' dropdown menu. The main content is a table with the following data:

Promotion No	Request Date	Status	Position	Action
ACT-000047	2023-04-18	Approved	manager	View

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

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Promotion Request ✕

Desired Position

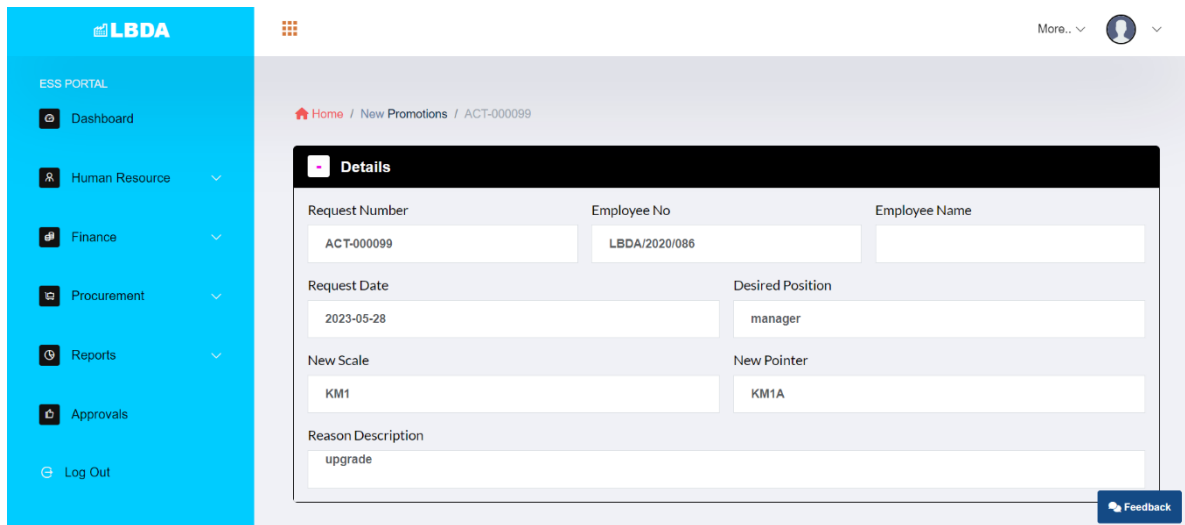
New Job Group

New Job Group Pointer

Promotion Reason

SUBMIT →

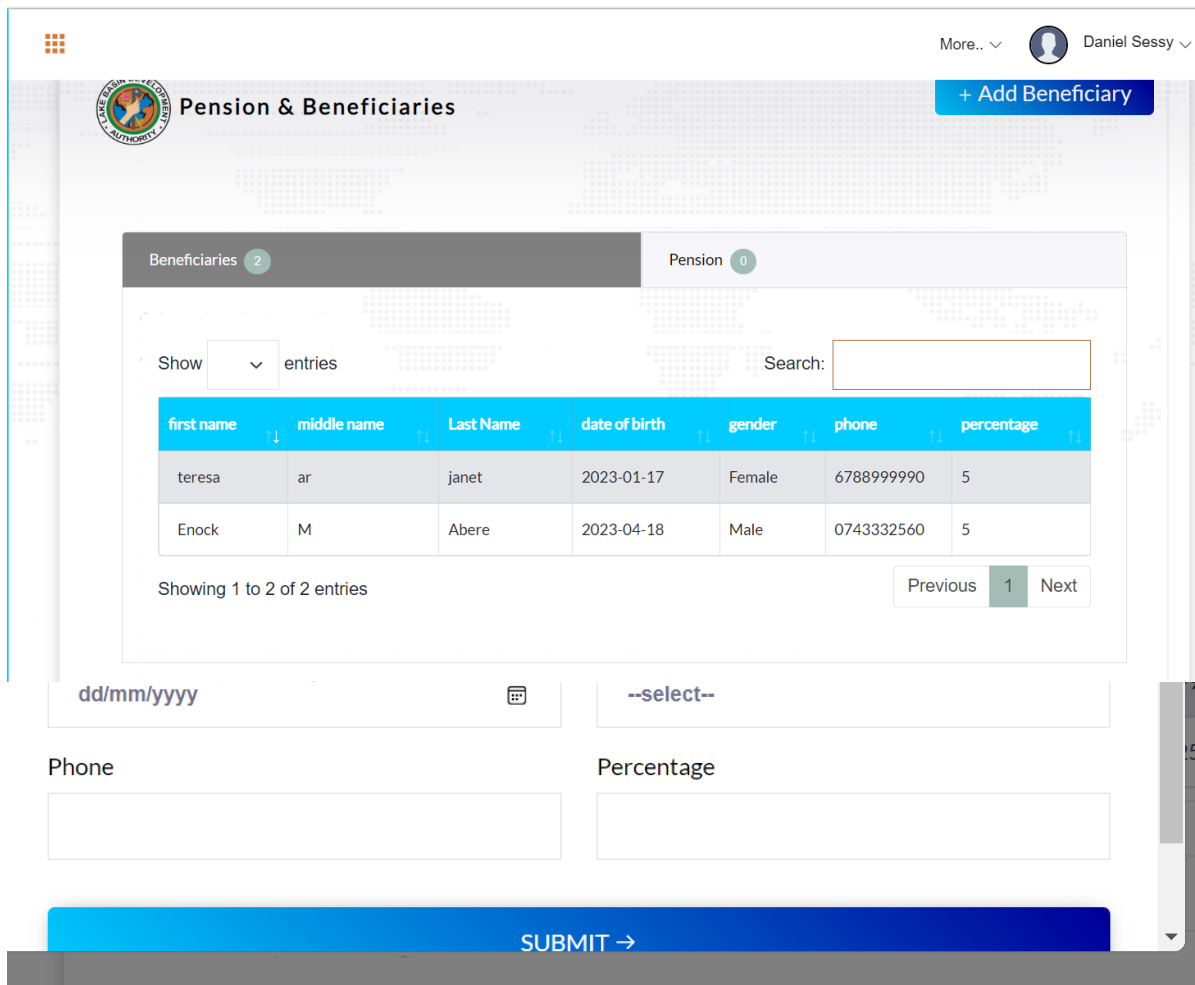
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Pension & Beneficiaries

This is used to add beneficiaries. To add beneficiaries, go to:

- Pension Beneficiaries >> + add beneficiaries
- Fill the relevant fields >> Submit.



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Acting Employee

This is done when one is acting in a particular position that is not their own. To create a new acting employee request, go to:

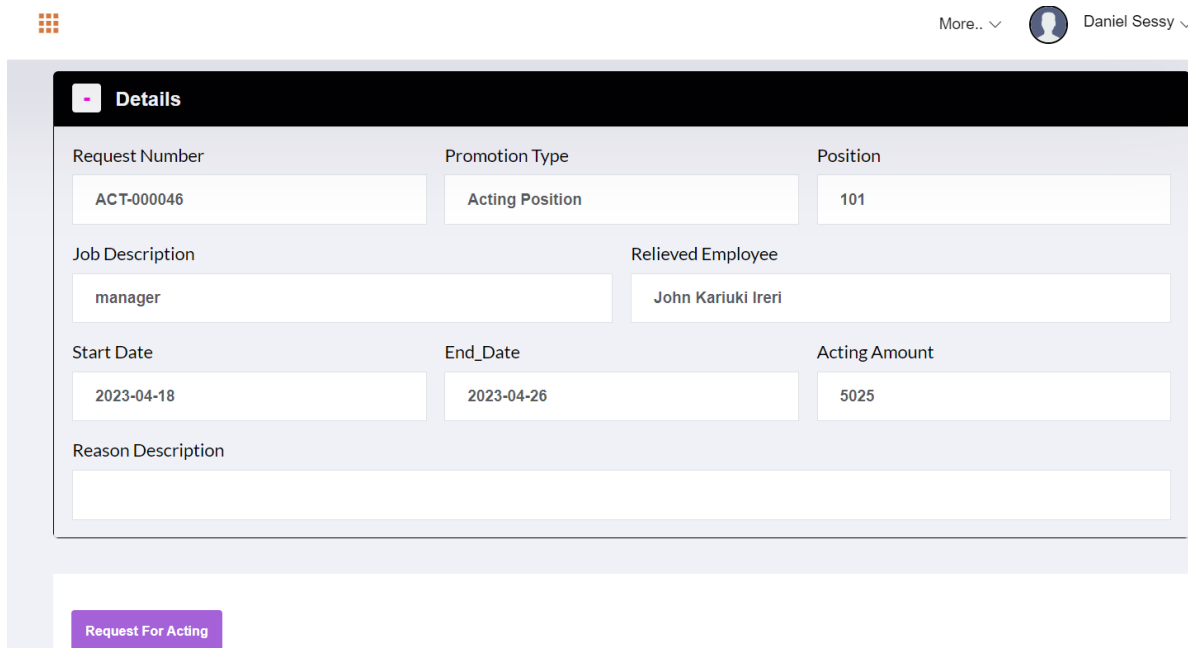
- Employee acting >> + acting employee Request

The screenshot shows a web form titled "Acting Request" with a close button (X) in the top right corner. The form contains the following fields:

- Acting Position:** A dropdown menu with the text "-select-" and a downward arrow.
- Relieved Employee:** A dropdown menu with the text "-select-" and a downward arrow.
- Start Date:** A text input field with the placeholder "dd/mm/yyyy" and a calendar icon.
- End Date:** A text input field with the placeholder "dd/mm/yyyy" and a calendar icon.
- Acting Reason:** A large empty text area.
- SUBMIT →:** A prominent blue button with white text and a right-pointing arrow.

- Fill the relevant fields >> Submit. >> Request for Approval

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The screenshot shows a 'Details' page for a request. At the top right, there is a 'More..' dropdown and a user profile for 'Daniel Sessy'. The main content area is titled 'Details' and contains the following information:

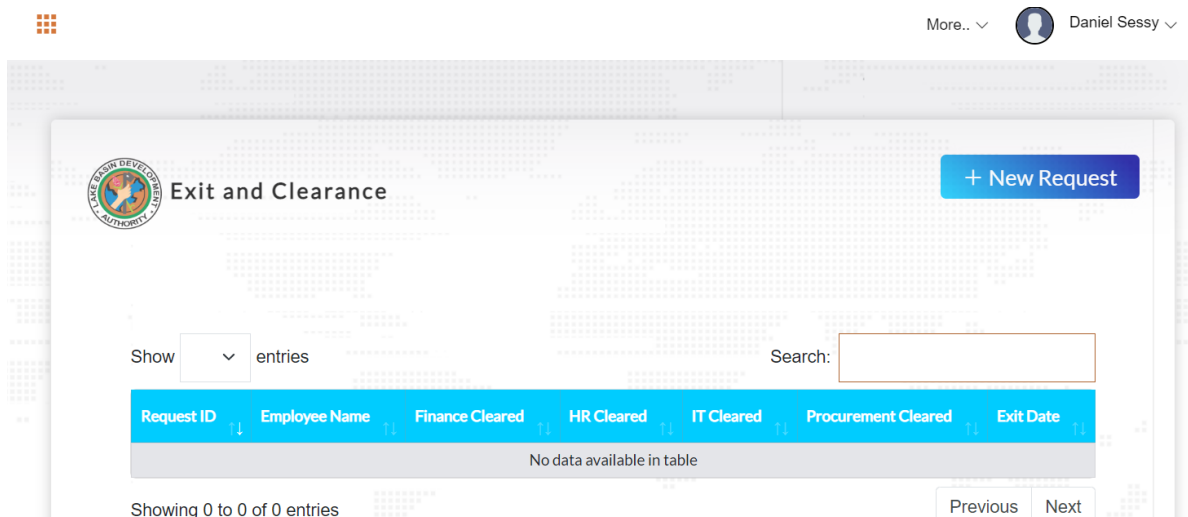
Request Number	Promotion Type	Position
ACT-000046	Acting Position	101
Job Description	Relieved Employee	
manager	John Kariuki Ireri	
Start Date	End_Date	Acting Amount
2023-04-18	2023-04-26	5025
Reason Description		
<input type="text"/>		

At the bottom left, there is a purple button labeled 'Request For Acting'.

Exit and Clearance

This is done when an employee is leaving the company. To create a new acting employee request, go to:

- Exit and clearance >> + Click on the new request
- Fill the relevant questions >> Submit.



The screenshot shows the 'Exit and Clearance' page. At the top right, there is a 'More..' dropdown and a user profile for 'Daniel Sessy'. The page features a blue button labeled '+ New Request'. Below this, there is a search bar and a table with the following columns: Request ID, Employee Name, Finance Cleared, HR Cleared, IT Cleared, Procurement Cleared, and Exit Date. The table currently displays 'No data available in table'. At the bottom left, it says 'Showing 0 to 0 of 0 entries', and at the bottom right, there are 'Previous' and 'Next' buttons.

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Raise Exit and Clearance Request ✕

Remarks*

Disciplinary

This section will only have a record when an employee is involved in a disciplinary case.

More.. Daniel Sessy

Disciplinary Cases

Open Cases 0

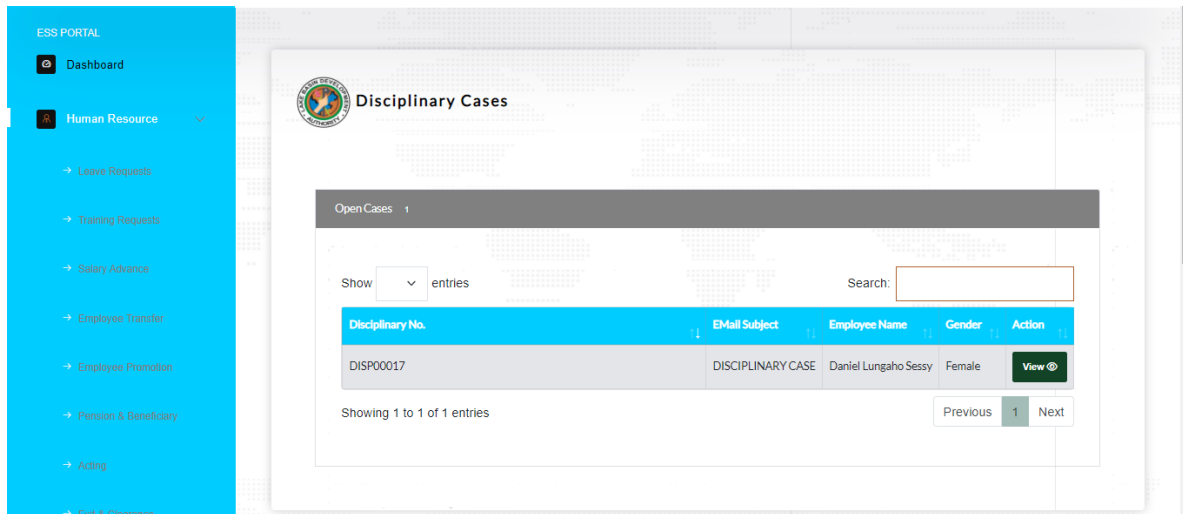
Show entries Search:

Disciplinary No.	EMail Subject	Employee Name	Gender	Action
No data available in table				

Showing 0 to 0 of 0 entries

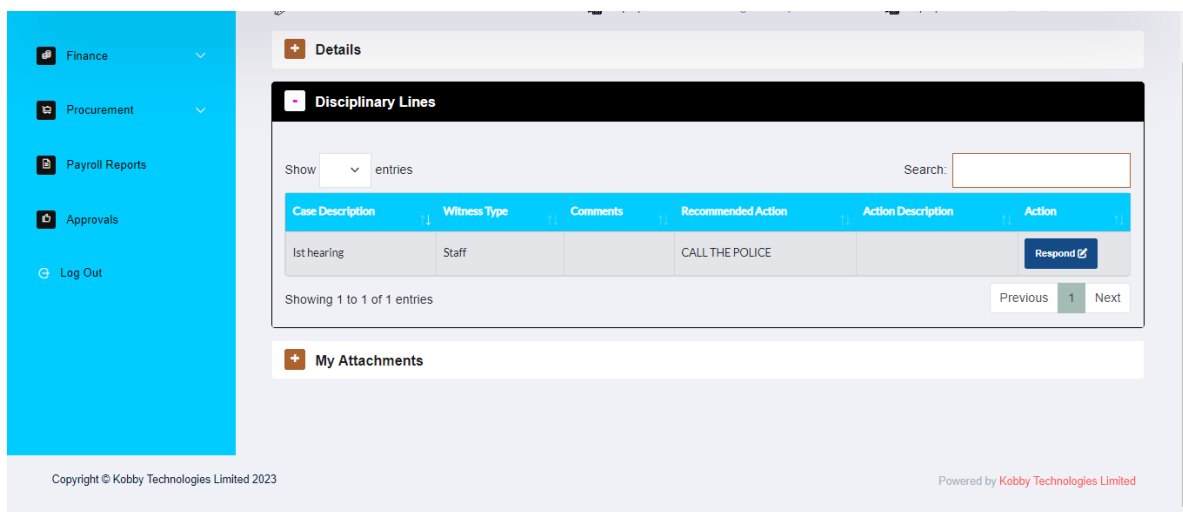
When involved in a disciplinary case, this is how the case will appear in the Disciplinary section.

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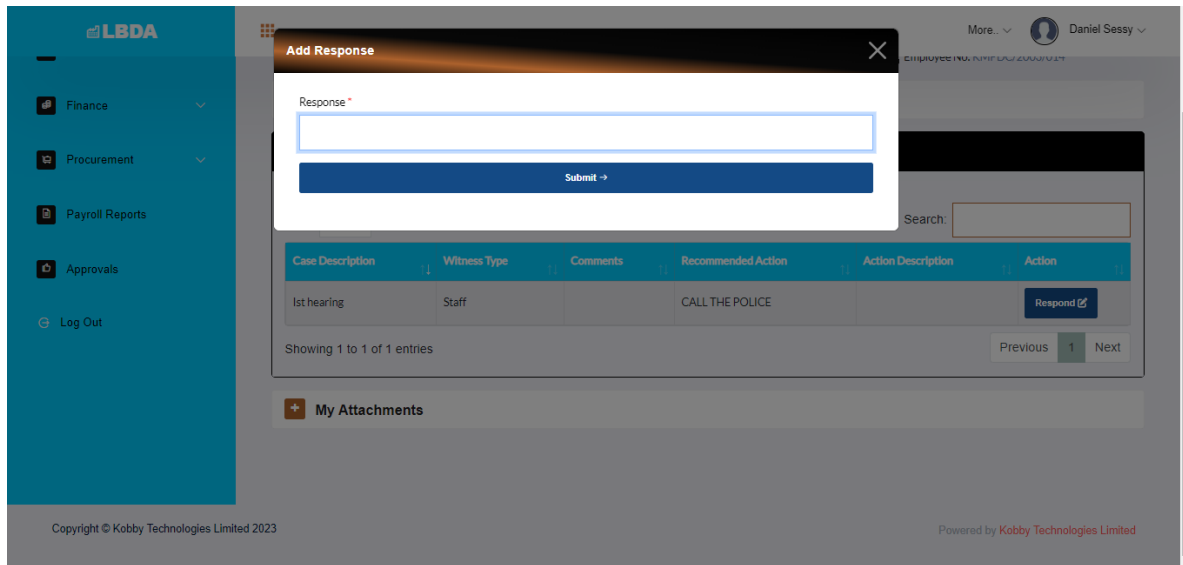


To respond to the case, go to:

- View>>Respond>>Fill the response>>Submit.



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FINANCE

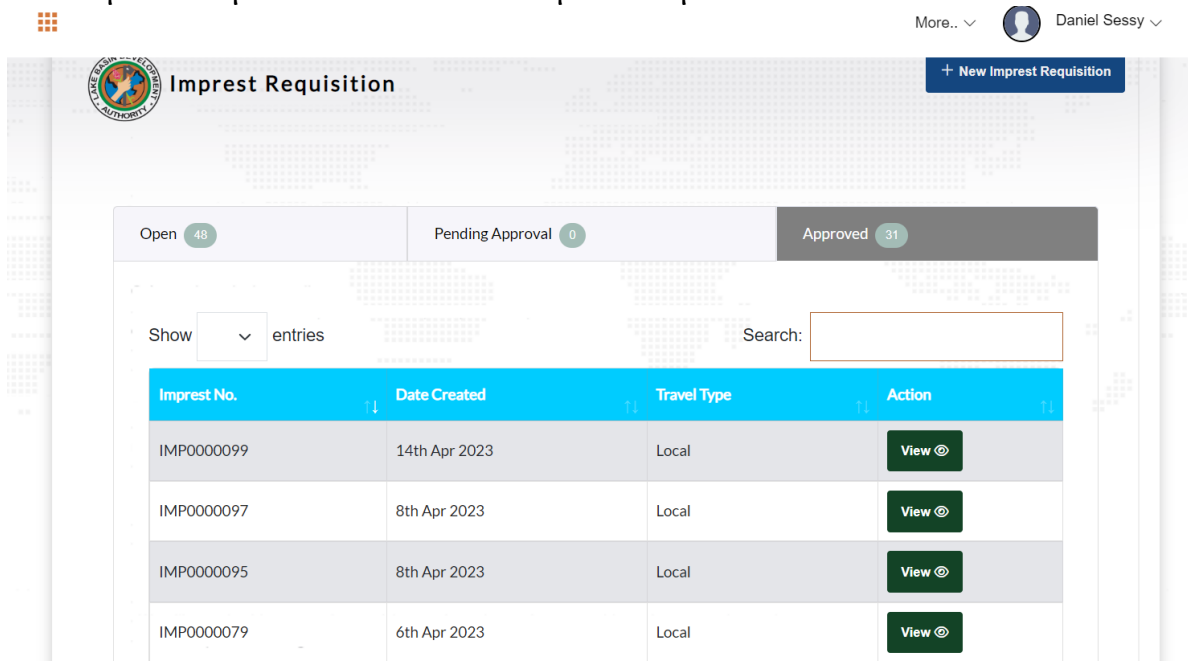
This section contains activities done at Finance level. They include:

- Imprest Requisition
- Imprest Surrender
- Staff Claim
- Petty cash requisition
- Petty cash surrender

Imprest Requisition

To raise a new Imprest Requisition, go to:

- Imprest Requisition >> + New Imprest Requisition >> Submit



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New Imprest Requisition ✕

Travel Type *

--Select Option-- ▾

Purpose *

Submit →

Home / Open Imprest / IMP0000098 More.. ▾ Daniel Sessy ▾

UPLOAD ATTACHMENT + ADD IMPREST LINES

Imprest Status: Open Imprest Amount: KES 0.00 Payment Due Date: 1st Jan 0001

Details

Date Inserted	Account No	Travel Type
14th Apr 2023	CUST0000031	Local

purpose

test

+ Imprest Requisitions Lines

+ My Attachments

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

Once approved, go to:

- Approved Request >> Preview Report

LAKE HAVEN DEVELOPMENT AUTHORITY
PO Box 1000, 33000, Fort Lauderdale, FL 33315
Phone: (954) 344-1234
Fax: (954) 344-1235

IMPREST WARRANT

IMPREST NO. : IMP0000213 Date: 5/28/2023

PART I (Applicant Details)

Name of Applicant : WALTER K
P/F No. : 1234/2020/016 Phone No. :
Bank Account No. : Bank :
Branch : BZ No. :
Reason for Imprest : Training
Amount applied for in words : THIRTY THREE THOUSAND ONE HUNDRED
In Figure Words : 33000

Signature : Date : 5/28/2023 12:00:00 AM

PART II (Approver Details)

Approving Imprest No. # 123456
Name :
Signature : Date : 5/28/2023

PART III (Head of Department/Division)

Name of Department :
This Imprest is recommended
Name :
Signature : Date : 5/28/2023

PART IV (Head of Finance)

This Imprest is recommended
Name :
Signature : Date : 1/1/2001

PART V (Applicant)

I acknowledge the receipt of an imprest to the sum of \$33000 which I hereby undertake to account for in full within 7 working days after completion of work failure of which the Accounting officer is authorized to recover the unaccounted amount of the imprest at the end of the month from my salary without further notice.

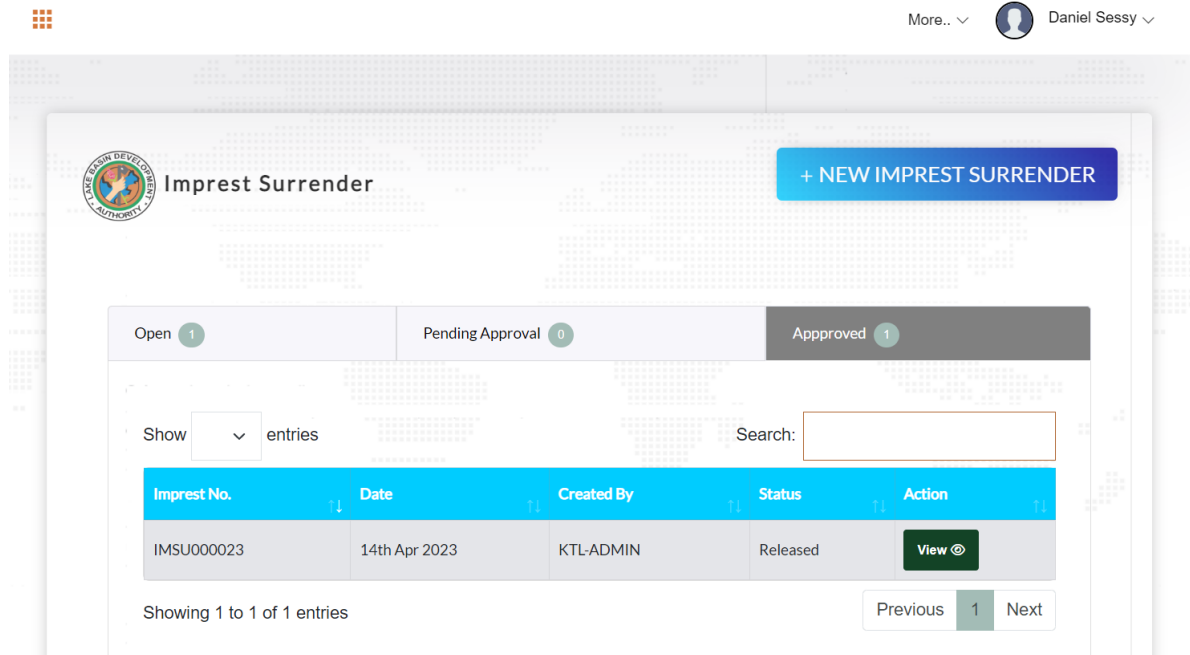
Signature : Date : 5/28/2023

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

Imprest Surrender

To raise a new Imprest Surrender, go to:

- Imprest Surrender >> + Add New Imprest Surrender >> Submit



The screenshot displays the 'Imprest Surrender' page in the Employee Self Service Portal. At the top right, there is a 'More..' dropdown and a user profile for 'Daniel Sessy'. The main content area features a header with the 'Kerala Imprest Development Authority' logo and a '+ NEW IMPREST SURRENDER' button. Below the header, there are three filter tabs: 'Open' (1), 'Pending Approval' (0), and 'Approved' (1). The 'Open' tab is selected. The main area contains a table with columns for 'Imprest No.', 'Date', 'Created By', 'Status', and 'Action'. A search bar is located above the table. The table shows one entry with the following details:

Imprest No.	Date	Created By	Status	Action
IMSU000023	14th Apr 2023	KTL-ADMIN	Released	View

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation buttons for 'Previous', '1', and 'Next'.

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

Raise Imprest Surrender ✕

Imprest Issue Document No.

Select Imprest Issue Document No. ▼

Purpose

SUBMIT

More.. ▼ Daniel Sessy ▼

Home / Imprest Surrender / IMSU000023 Preview Report

Pay Mode: Imprest Amount: KES 320,000.00 Actual Amount Spent: KES 320,000.00

Details

Surrender Number	Date Created	Surrender Date
IMSU000023	14th Apr 2023	14th Apr 2023
Account No	Account Type	Payee
CUST0000020	Customer	Daniel
Due Date	1st Jan 0001	
Purpose		

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

The screenshot displays the Employee Self Service Portal interface. At the top, there is a navigation bar with a logo on the left, a 'More..' dropdown menu, and a user profile for 'Daniel Sessy'. Below the navigation bar, the main content area shows a summary of financial data: 'Pay Mode:', 'Imprest Amount: KES 320,000.00', and 'Actual Amount Spent: KES 320,000.00'. The 'Surrender Lines' section is highlighted in black and contains a table with one entry. The table has columns for 'Expenditure Type', 'Description', 'Actual Spent', 'Remaining Amount', and 'Amount'. The entry shows 'DSA' for 'Sitting Allowances & Accommodation' with an actual spent amount of 320,000 and a remaining amount of 0. Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and buttons for 'Previous', '1', and 'Next'. The 'My Attachments' section is visible below the Surrender Lines section.

Pay Mode: Imprest Amount: KES 320,000.00 Actual Amount Spent: KES 320,000.00

+ Details

- Surrender Lines

Show entries Search:

Expenditure Type	Description	Actual Spent	Remaining Amount	Amount
DSA	Sitting Allowances & Accommodation	320000	0	320000

Showing 1 to 1 of 1 entries Previous 1 Next

+ My Attachments

Once approved, go to:

- Approved >> Preview Report

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LAKE BASIN DEVELOPMENT
AUTHORITY
P.O. Box 1516
0731482388
devtest@kobby.co.ke
https://Lbda.go.ke



IMPREST SURRENDER

Document No: IMSU000023

Document Date 14-Apr-2023

Payee Name: Daniel

Imprest No. IMP0000099

Region

Division

User Remarks test

Account No	REGION	DIVISION	Purpose	Imprest Amount	Cash Receipt Amount	Actual Spent	Balance
7000-301	HQ	Human Resources	test	320,000.00	0.00	320,000.00	0.00
				320,000.00	0.00	320,000.00	0.00

Amount Spent (In Words) Kshs.

THREE HUNDRED TWENTY THOUSAND

Prepared By	KTL-ADMIN	Checked By	KTL-ADMIN
Date	4/14/2023	Date	4/14/2023
Signature		Signature	
Approved By		Posted By	
Date		Date	
Signature		Signature	

Staff Claim

To raise a new claim, go to:

- Staff Claim >> + New Staff Claim >> Submit.

To add lines, go to:

- View >> + Add Claim Lines >> Submit

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The screenshot shows the 'Staff Claim' section of the Employee Self Service Portal. At the top left is the logo of the Kenya Development Authority. To the right of the logo is the text 'Staff Claim' and a blue button labeled '+ New Staff Claim'. Below this, there are three tabs: 'Open' with a count of 3, 'Pending Approval' with a count of 2, and 'Approved' with a count of 15. The 'Approved' tab is currently selected. Under the tabs, there is a 'Show' dropdown menu set to 'entries' and a search box. Below the search box is a table with the following data:

Claim No.	Date Requested	Claim Type	Status	Action
SC00411	14th Apr 2023	Imprest Claim	Released	View
SC00408	8th Apr 2023	General Claim	Released	View

The screenshot shows the 'New Staff Claim' form. At the top, there is a dark header with the text 'New Staff Claim' and a close button (X). The form contains the following fields:

- Claim Type ***: A dropdown menu with the text 'Select Claim Type' and a downward arrow.
- Purpose ***: A text input field.
- SUBMIT →**: A large blue button with white text and a right-pointing arrow.

EMPLOYEE SELF SERVICE PORTAL USER MANUAL



More.. ▾



Daniel Sessy ▾

Claim Type: Imprest Claim

Cash Claim Amount: KES 100.00

Due Date: 1st Jan 0001

Details

Claim Number	Date Created	Account No
SC00411	14th Apr 2023	CUST0000020
Account Name	Employee	Imprest Surrender Doc No
MARTINA OSORO	KTL-ADMIN	IMSU000021
Purpose	test	

+ Staff Claim Lines

+ My Attachments

LAKE BASIN DEVELOPMENT AUTHORITY



P.O. Box 1516, KRUMU, Tel: 0792365011
Email: devnet@kbbdy.co.ke Website: https://l.bda.go.ke
KRA Pin No. 123

STAFF CLAIM

VOUCHER NO.: SC00467 Date: 29-May-2023

CLAIM APPLICANT

Staff No: LBDA/2003/014
Account No: CUST0000133
Name: Wairimu K
Region: HEADQUARTERS
Division: PROCUREMENT
Purpose: refund

Code	Expenditure Item	Claim Receipt No	Expenditure Date	Expenditure Description	Amount
STAFF CLAIM	TEST		29-May-2023	refund	100.00
					100.00

Amount Payable (In Words) Kshs. ONE HUNDRED

Prepared By	KTL-ADMIN	Checked By	KTL-ADMIN
Date	29-May-2023 07:28	Date	29-May-2023 07:34
Signature		Signature	

Petty cash Requisition

To raise a new petty Requisition, go to:

- Petty cash requisition >> + New Petty cash Requisition >> Submit

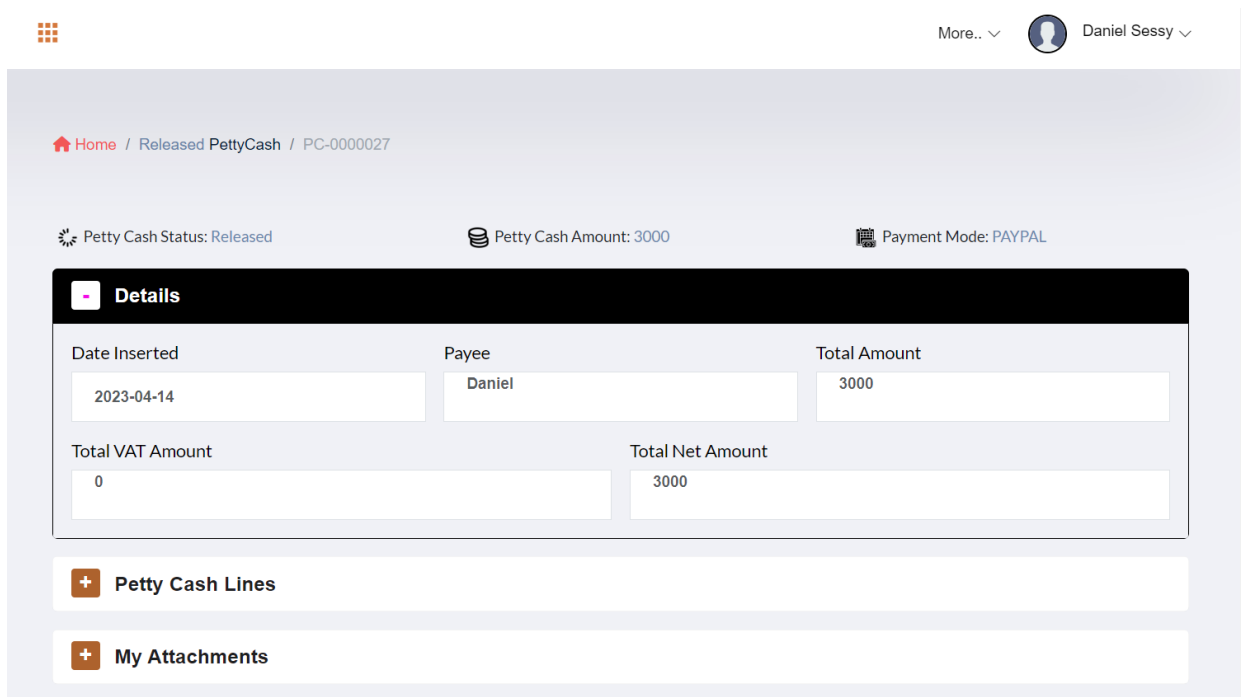
EMPLOYEE SELF SERVICE PORTAL USER MANUAL

The screenshot displays the 'Petty Cash' section of the Employee Self Service Portal. At the top left is the logo of the State Cash Development Authority. To the right of the logo is the text 'Petty Cash' and a blue button labeled '+ Request Petty Cash'. Below this, there are three summary boxes: 'Open 6', 'Pending Approval 0', and 'Approved 13'. Underneath these boxes, there is a 'Show' dropdown menu set to 'entries' and a 'Search:' input field. A table with the following columns is shown: 'Petty Cash No.', 'Date', 'Payee', 'Status', and 'Action'. The table contains two rows of data, each with a 'View' button and an eye icon.

Petty Cash No.	Date	Payee	Status	Action
PC-000027	2023-04-14	Daniel	Released	View
PC-000022	2023-04-08	Daniel	Released	View

The screenshot shows the 'Add Petty Cash' form. The title bar at the top is dark with the text 'Add Petty Cash' and a close 'X' icon. The form contains two text input fields: the first is labeled 'Payee' and the second is labeled 'payment narration'. Below the input fields is a large blue button with the text 'SUBMIT →'.

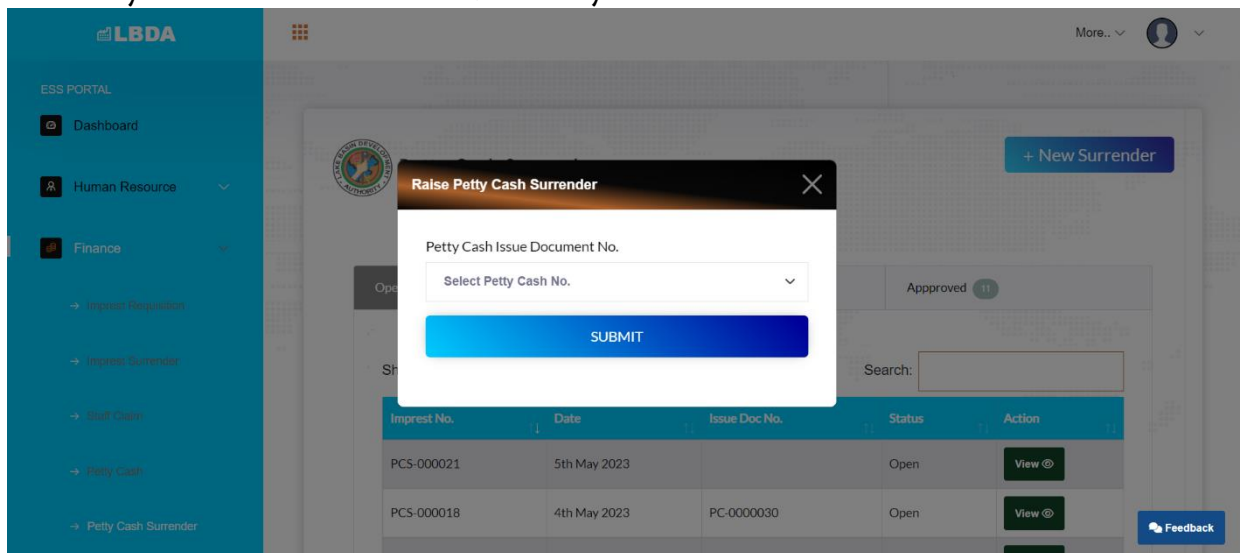
EMPLOYEE SELF SERVICE PORTAL USER MANUAL



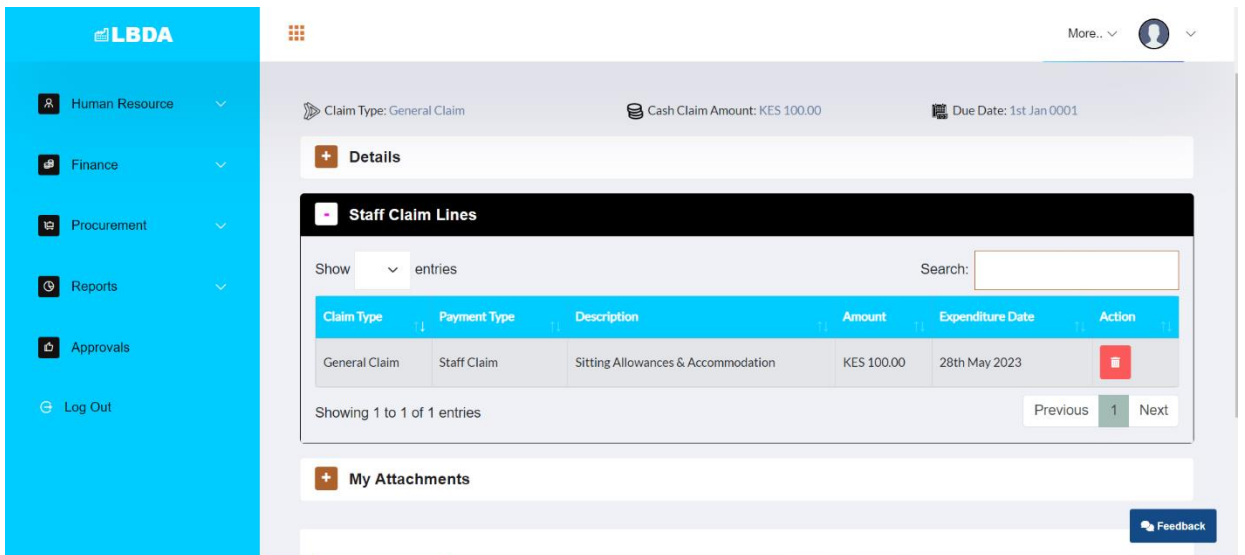
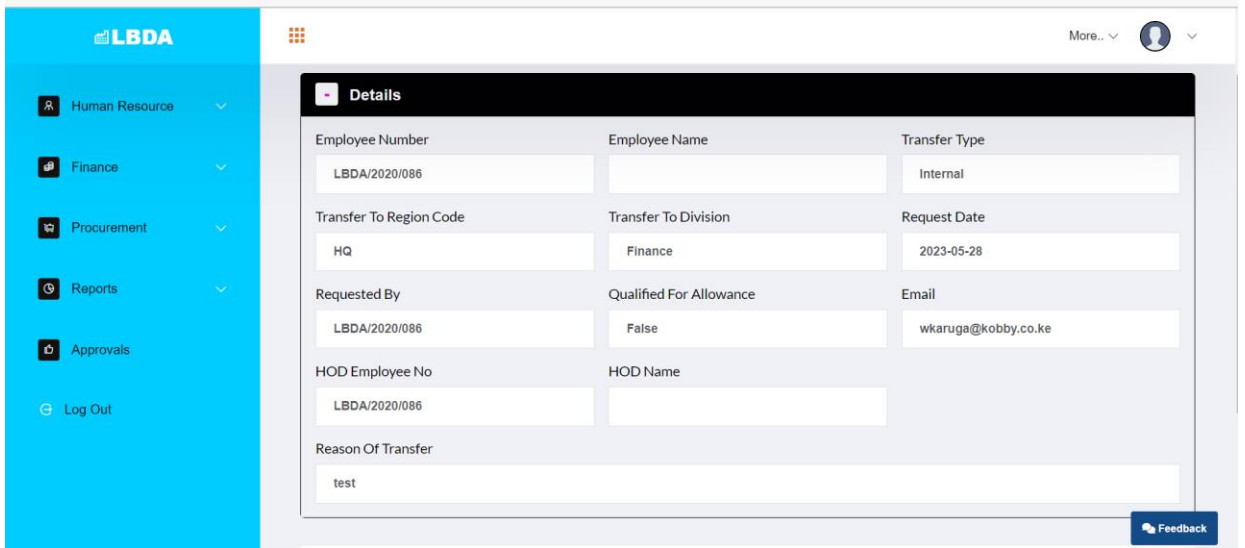
Petty cash Surrender

To raise a new petty Surrender, go to:

- Petty cash Surrender >> + New Petty cash Surrender >> Submit



EMPLOYEE SELF SERVICE PORTAL USER MANUAL



PROCUREMENT

This section outlines activities in Procurement module. They include:

- Purchase Requisition
- Repair Request
- Store Request

Purchase Requisition

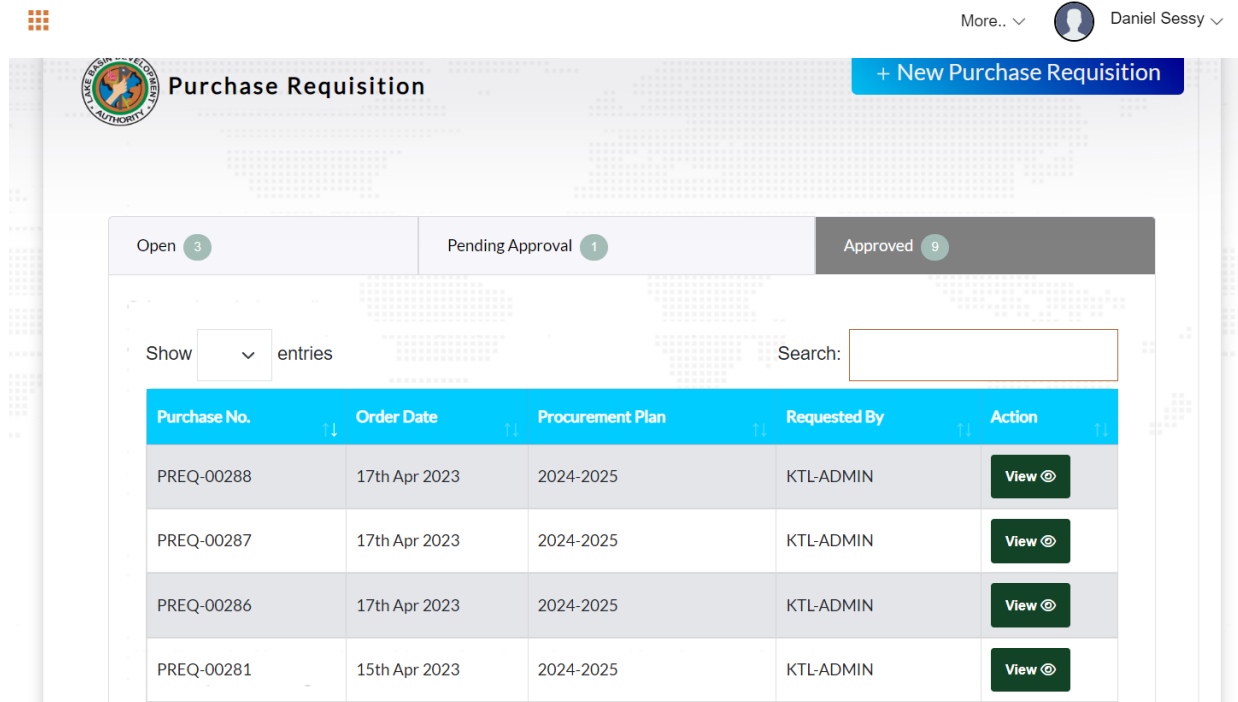
To raise a new request, go to:

- Purchase Requisition >> + New Purchase Request >> Submit.

To add lines, go to:

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

- Open >> View >> Add requisition lines >> Fill relevant details >> Request for Approval



Purchase Requisition

+ New Purchase Requisition

Open 3 Pending Approval 1 Approved 9


Show entries Search:

Purchase No.	Order Date	Procurement Plan	Requested By	Action
PREQ-00288	17th Apr 2023	2024-2025	KTL-ADMIN	View
PREQ-00287	17th Apr 2023	2024-2025	KTL-ADMIN	View
PREQ-00286	17th Apr 2023	2024-2025	KTL-ADMIN	View
PREQ-00281	15th Apr 2023	2024-2025	KTL-ADMIN	View

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Raise Purchase Request ✕

Order Date *

Reason for Purchase

SUBMIT →

LBDA

Human Resource
Finance
Procurement
Reports
Approvals
Log Out

Procurement Plan: 2024-2025 Order Date: 29th May 2023 Document Date: 29th May 2023

Details

Requisition Number	Employee No
PREQ-00373	LBDA/2003/014
Employee Name	Requested By
Daniel Lungaho Sessy	KTL-ADMIN
Reason Description	
defeciet	

+ Purchase Requisition Lines

+ My Attachments

[Feedback](#)

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

The screenshot displays the Employee Self Service Portal interface. At the top, there is a navigation bar with a logo on the left, a user profile 'Daniel Sessy' on the right, and a 'More..' dropdown menu. Below the navigation bar, there are three breadcrumb-like links: 'Procurement Plan: 2024-2025', 'Order Date: 17th Apr 2023', and 'Document Date: 17th Apr 2023'. The main content area is divided into sections. The first section is 'Details', which is expanded to show 'Purchase Requisition Lines'. This section includes a 'Show' dropdown menu set to 'entries', a search box, and a table with the following data:

Procurement Plan	Type	Description	Quantity
2024-2025	Item	notebooks	2

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. The second section is 'My Attachments', which is currently collapsed.

To generate report, go to:

- Approved >> Preview Report

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

LAKE BASIN DEVELOPMENT AUTHORITY



P.O. Box 1516, KISUMU. Tel: 0731482388
Email: devtest@kobby.co.ke Website: <https://Lbda.go.ke>
KRA Pin No. 123

PURCHASE REQUISITION

REQUISITION NO.: PREQ-00288

04/18/23

REQUISITIONED BY:	KTL-ADMIN	DESIGNATION:	
DEPARTMENT	FINANCE	HOD	CHRISTOPHER
HOD RECOMMENDATION:		REASON	
REASON FOR REQUEST	TEST		
DATE REQUIRED		CONSUMABLE	False

Item Code	Description	Specifications	Unit	Qty	Remarks
PREQ-00288	notebooks	Hardcover notebooks	NO	2	

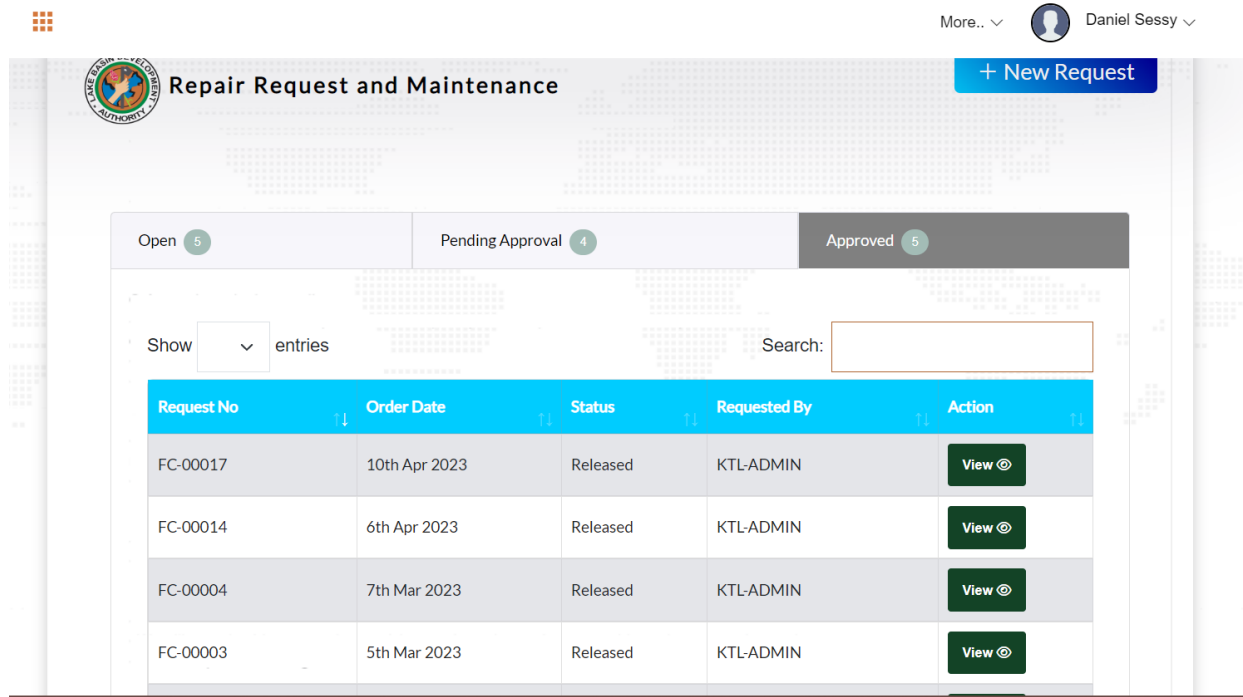
	Name	Signature	Date
Prepared By	Daniel Lungaho Sessy		1/1/0001
Checking/Confirmation	John Kariuki Ireri		4/17/2023
Examination			1/1/0001
Authorization			1/1/0001

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

Repair Request and Maintenance

To add a new Repair Request, go to:

- Repair Request >> + New Repair Request >> Fill the required fields >> Submit



The screenshot displays the 'Repair Request and Maintenance' portal. At the top right, there is a user profile for 'Daniel Sessy' and a '+ New Request' button. The main content area features a navigation bar with three tabs: 'Open' (5), 'Pending Approval' (4), and 'Approved' (5). Below the navigation bar, there is a search bar and a 'Show' dropdown menu. The main data is presented in a table with the following columns: Request No, Order Date, Status, Requested By, and Action. The table contains four rows of data, all with a status of 'Released' and requested by 'KTL-ADMIN'. Each row has a 'View' button with an eye icon.

Request No	Order Date	Status	Requested By	Action
FC-00017	10th Apr 2023	Released	KTL-ADMIN	View
FC-00014	6th Apr 2023	Released	KTL-ADMIN	View
FC-00004	7th Mar 2023	Released	KTL-ADMIN	View
FC-00003	5th Mar 2023	Released	KTL-ADMIN	View

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Raise Repair/Maintenance Request



Order Date *

Reason of Repair Request*

SUBMIT →

To add lines, go to:

- Open >> View >> + Repair Lines >> + Upload Attachment >> Request for Approval

The screenshot shows the portal interface for a repair request. At the top, there is a navigation bar with a home icon, a user profile for Daniel Sessy, and a 'More..' dropdown. Below this is a breadcrumb trail: Home / Open Repair & Maintenance / FC-00024. A blue button labeled '+ Repair / Maintenance Lines' is visible. The main content area is titled 'Details' and contains a table with the following information:

Request Number	Document Date	Employee Name
FC-00024	17th Apr 2023	Daniel Lungaho Sessy
Document Status	Order Date	
Open	17th Apr 2023	
Reason of Repair Request	spoilt	

Below the table, there are two expandable sections: '+ Repair/Maintenance Lines' and '+ My Attachments'.

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

The screenshot displays the Employee Self Service Portal interface. At the top, there is a navigation bar with a home icon, the text "Home / Open Repair & Maintenance / FC-00024", and a user profile for "Daniel Sessy". A blue button labeled "+ Repair / Maintenance Lines" is visible in the top right. Below the navigation bar, there is a "Details" section with a plus icon. The main content area is titled "Repair/Maintenance Lines" and features a search bar and a table. The table has columns for Asset No., Asset Description, Description, Book Value, Issue Description, and Action. A single entry is shown with Asset No. FA0005, Asset Description Computers, Description RICE BRUN, Book Value 1000, and Issue Description repair. Below the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation buttons. At the bottom, there is a "My Attachments" section with a plus icon and a button labeled "ROSEMARY Internet access".

Home / Open Repair & Maintenance / FC-00024

+ Repair / Maintenance Lines

+ Details

Repair/Maintenance Lines

Show entries Search:

Asset No.	Asset Description	Description	Book Value	Issue Description	Action
FA0005	Computers	RICE BRUN	1000	repair	

Showing 1 to 1 of 1 entries Previous 1 Next

+ My Attachments ROSEMARY Internet access

To generate report, go to:

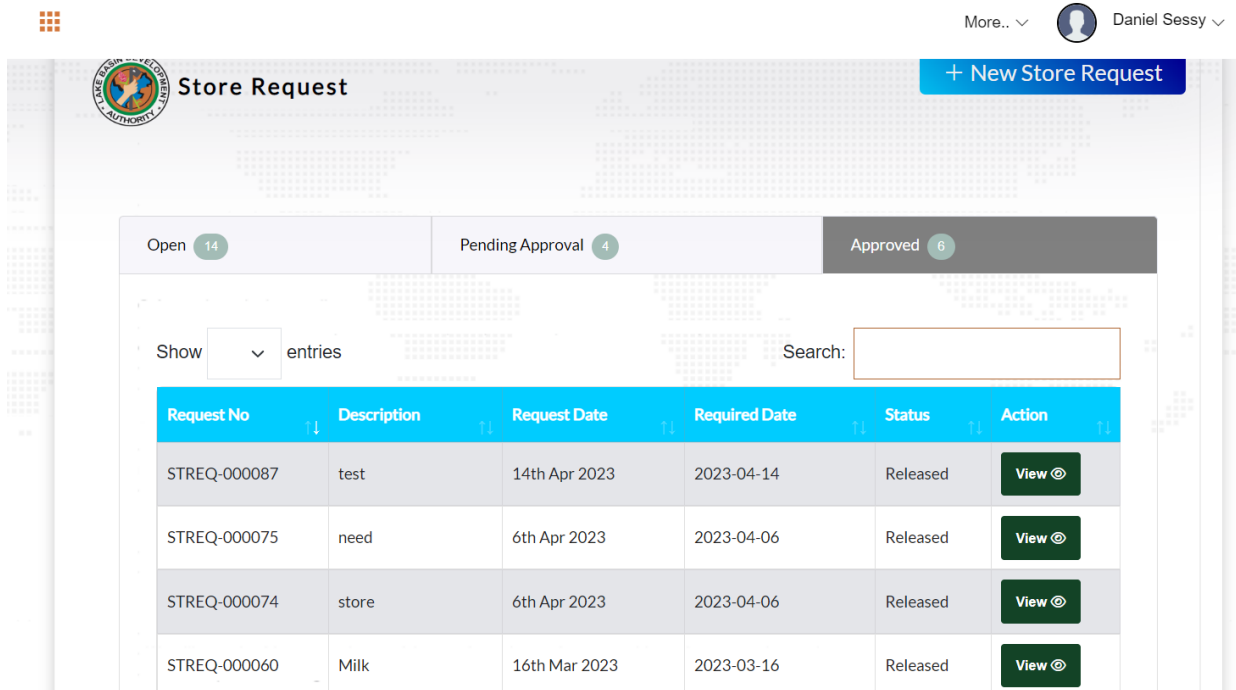
- Approved >> View >> Preview Report

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

Store Request

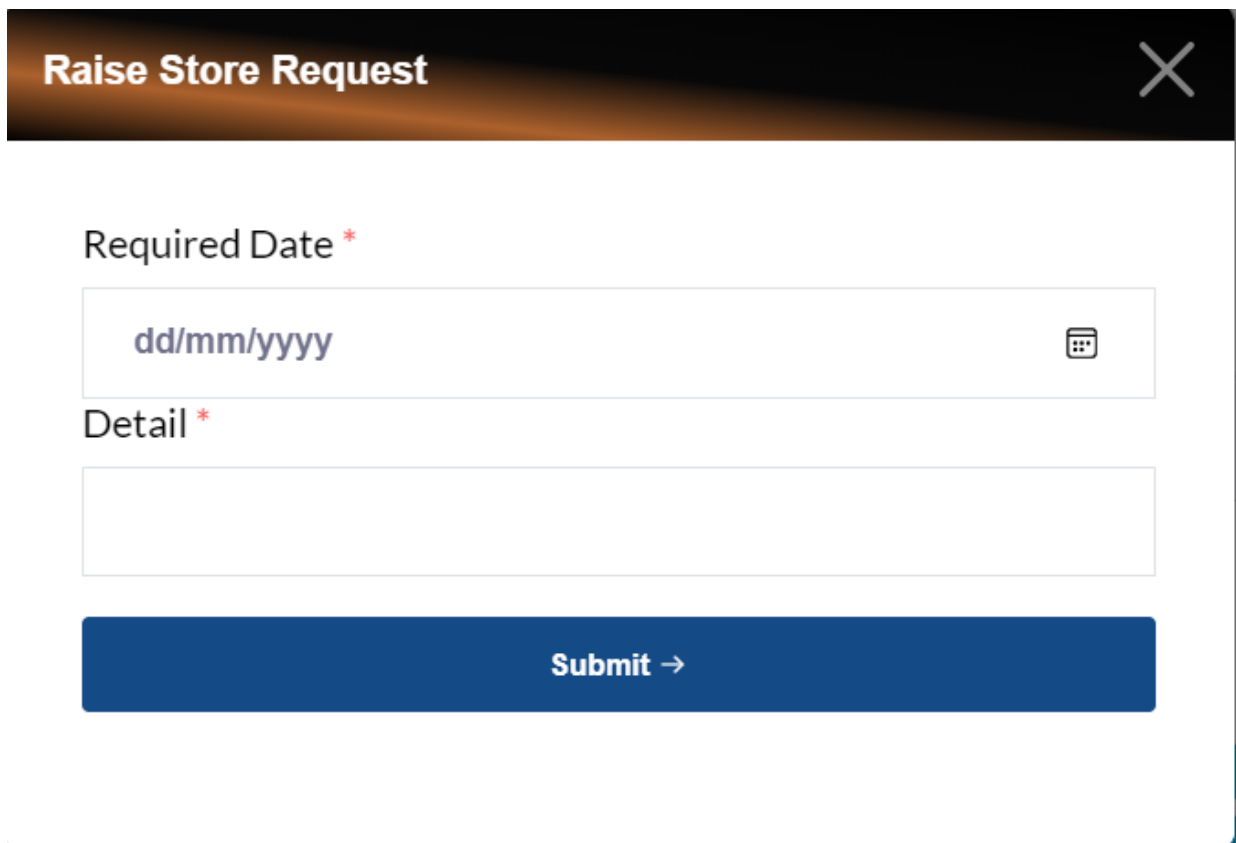
To raise a new store request, go to:

- Store Request >> + New Store Request >> Fill the required fields >> Submit.



The screenshot shows the 'Store Request' page in the Employee Self Service Portal. At the top right, there is a user profile for 'Daniel Sessy' and a 'More..' dropdown. A blue button labeled '+ New Store Request' is visible. Below this, there are three tabs: 'Open' (14), 'Pending Approval' (4), and 'Approved' (6). A search bar and a 'Show' dropdown are present. The main content is a table with the following data:

Request No	Description	Request Date	Required Date	Status	Action
STREQ-000087	test	14th Apr 2023	2023-04-14	Released	View
STREQ-000075	need	6th Apr 2023	2023-04-06	Released	View
STREQ-000074	store	6th Apr 2023	2023-04-06	Released	View
STREQ-000060	Milk	16th Mar 2023	2023-03-16	Released	View



The 'Raise Store Request' form is displayed in a modal window. It includes the following fields and elements:

- Required Date ***: A date input field with a placeholder 'dd/mm/yyyy' and a calendar icon.
- Detail ***: A text input field for providing details of the request.
- Submit →**: A blue button to submit the request.

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

To add lines, go to:

- Open >> + New Store Lines >> Request for Approval

The screenshot shows the 'Details' section of a 'Store Request' form. At the top right, there is a user profile for 'Daniel Sessy'. The breadcrumb trail is 'Home / Open Store Request / STREQ-000086'. There are two buttons: 'Upload Attachment' and '+ Add Store Lines'. The form fields are as follows:

Request Number	Issue Date	Required Date
STREQ-000086	1st Jan 0001	2023-04-13
Document Date	Employee Name	
13th Apr 2023	Daniel Munyao Yumbya	
Reason Description		
need		

Below the details section are two expandable sections: 'Store Request Lines' and 'My Attachments'.

The screenshot shows the 'Store Request Lines' section. At the top right, there is a user profile for 'Daniel Sessy'. The breadcrumb trail is 'Home / Open Store Request / STREQ-000086'. There are two buttons: 'Upload Attachment' and '+ Add Store Lines'. The 'Store Request Lines' section has a search bar and a 'Show' dropdown set to 'entries'. Below is a table with one entry:

Item No	Description	Unit of Measure	Quantity	Action
ITEM000001	Milk	LITRES	2	

Below the table, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons 'Previous', '1', and 'Next'. Below the table is a 'My Attachments' section and a 'Request For Approval' button.

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Home / Released Store Request / STREQ-000087 More.. ▾ Daniel Sessy ▾

[Preview Report](#)

Details

Request Number	Issue Date	Required Date
STREQ-000087	14th Apr 2023	2023-04-14
Document Date	Employee Name	
14th Apr 2023	Daniel Munyao Yumbya	
Reason Description		
test		

Store Request Lines

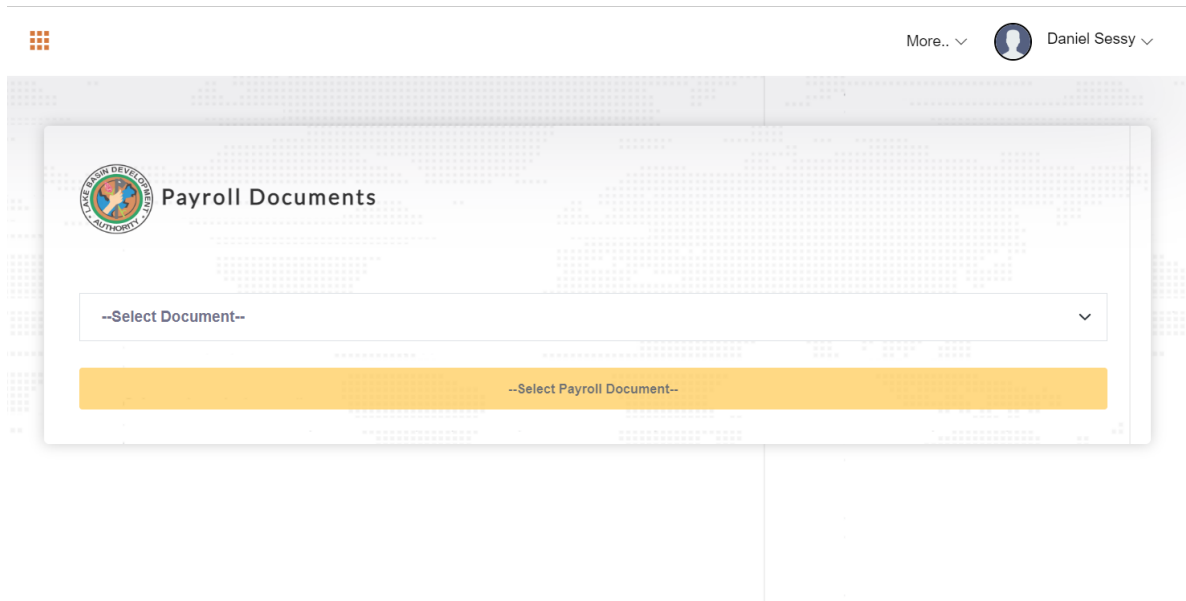
[+ My Attachments](#)

To generate report, go to:

- [Approved](#) >> [View](#) >> [Preview report](#).

EMPLOYEE SELF SERVICE PORTAL USER MANUAL

Payroll Reports



P9 Form

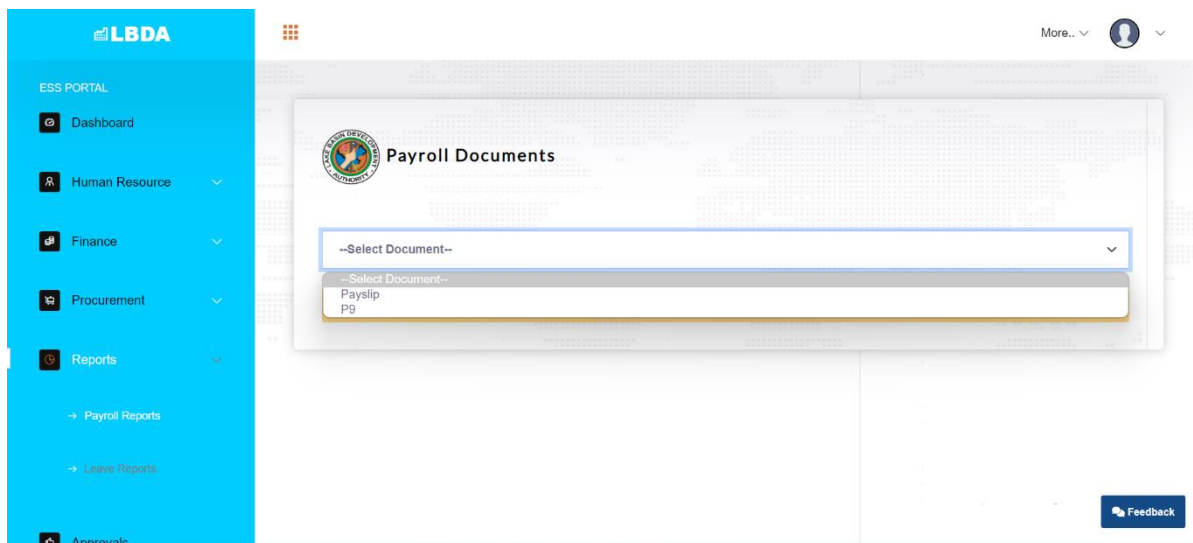
To generate a P9 form, go to:

- P9 Form > select document > Preview P9

Pay slip.

To generate a pay slip, go to:

- Pay Slip > select document > Preview Pay Slip



EMPLOYEE SELF SERVICE PORTAL USER MANUAL