Pension Contribution System

Developed by

Gemspay Solutions Limited

Employer Manual

Gemspay

Table of Contents

- **EMPLOYER REGISTRATION** 3
- **EMPLOYER LOGIN** 5
- **SOLUTON DASHBOARD** 6
- **APPROVER SETUP** 6
- **USER MANAGEMENT** 8
- **UPLOADING A SCHEDULE** 9
- **APPROVE A SCHEDULE** 13
- **SCHEDULE PAYMENT** 17

Single Payment 18

Multiple Payment 19

- **EMPLOYER REGISTRATION**

This is the area where the employer gets registered on the solution. Follow the details below to register

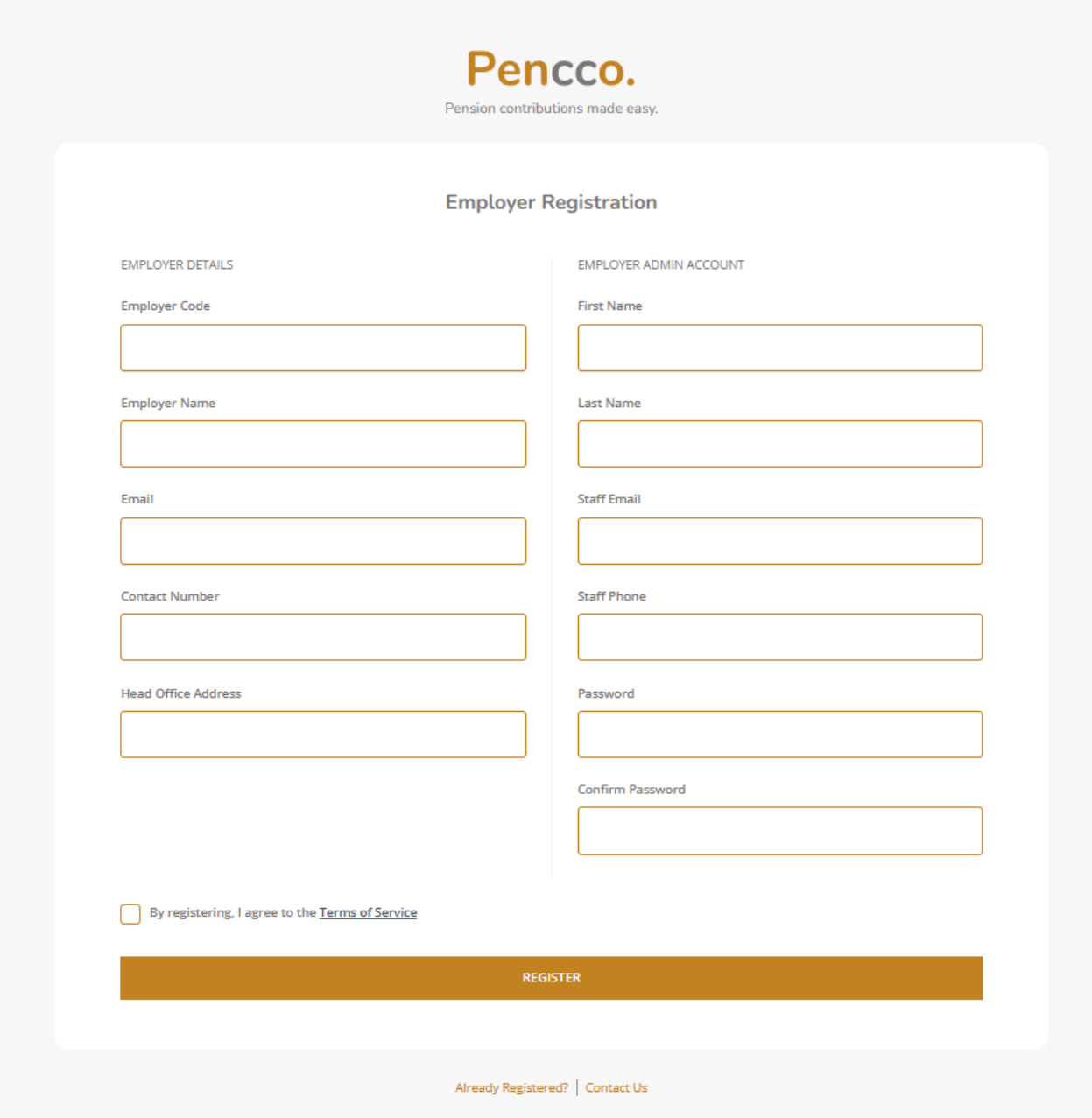

Figure 1: Registration Page

1. Enter your employer code
2. Supply other fields as required
3. Agree to the terms of service
4. Click register
5. The system then sends an email to the employer admin to verify the registration

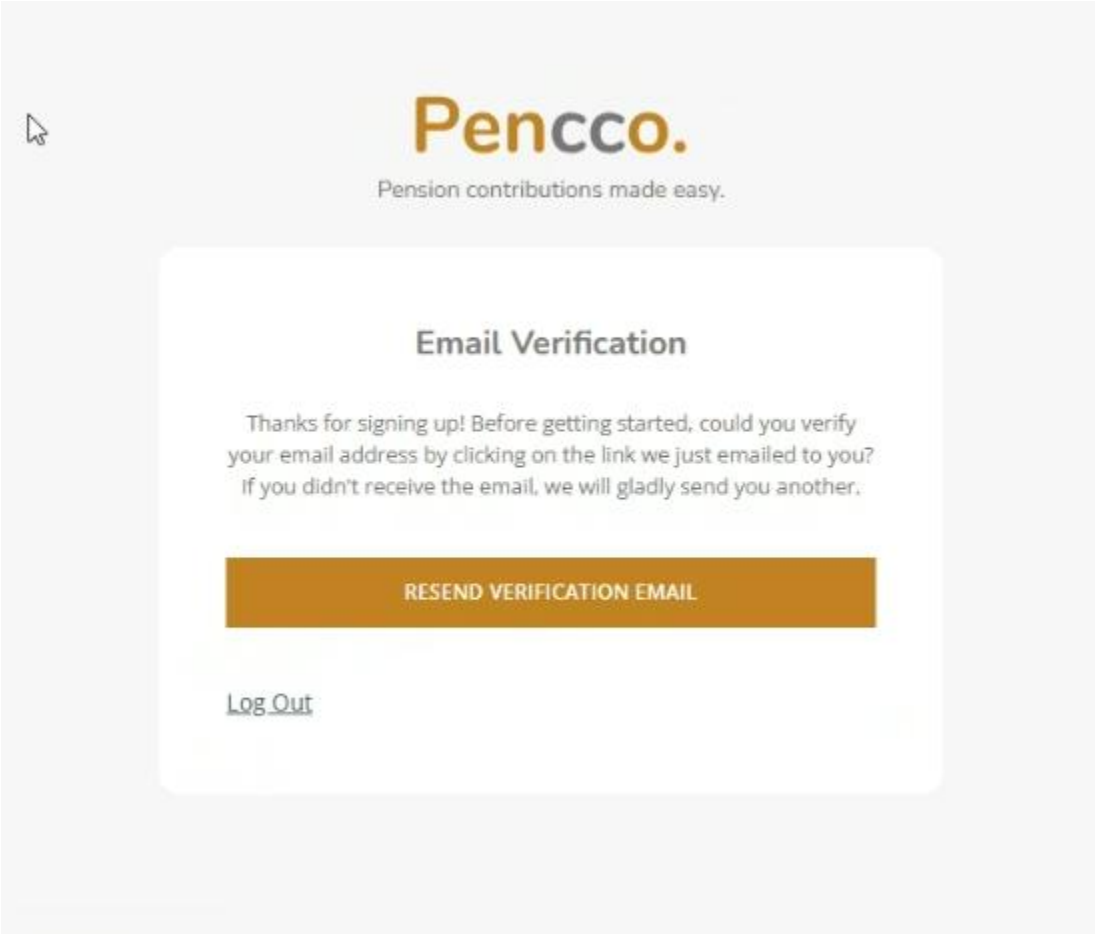

Figure 2: Email verification page

6. Once the verification is done, then the company is ready to start submitting schedule

- **EMPLOYER LOGIN**

The login screen is where you can enter your credentials to have access to the solution. All you need is to supply your admin email and password and click the login. You can also click employer registration, if you do not currently have an account on the solution.

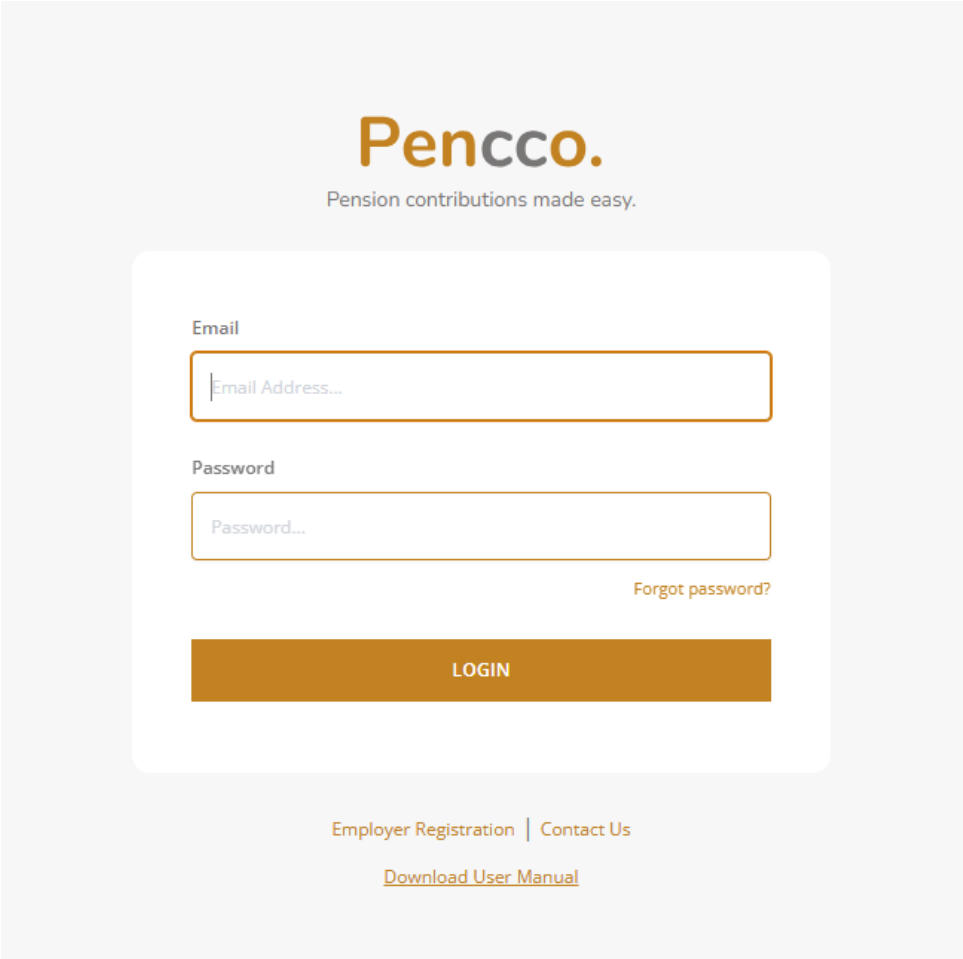

Figure 3: Login Page

- **SOLUTON DASHBOARD**

This is where all functionality of the solution is kept. From here you can navigate through and perform all the actions you want.

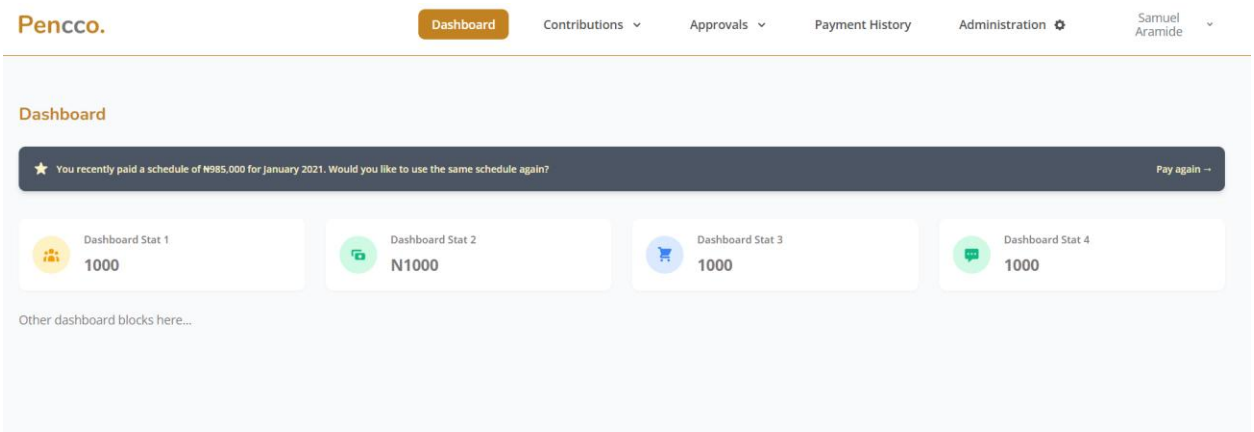

Figure 4: Dashboard

- **APPROVER SETUP**

Schedules created on the solution pass through approval. This approval could be done by the creator or initiator of the schedule, or a designated user on-boarded on the system with the **Authorizer** role. The setup maps a user to an approver and an approver substitute after which all schedules created by the designated user will be approved by the mapped approvers.

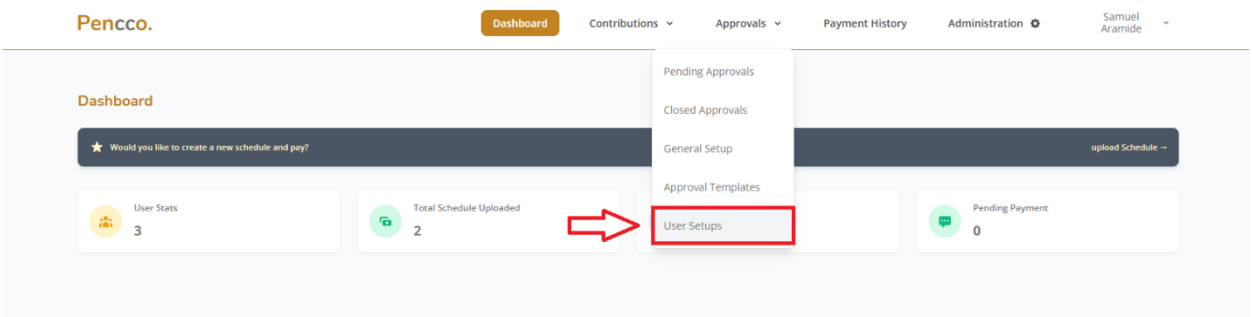

Figure 5: Approver setup button

1. From the top menu, click Approvals and from the drop-down menu, select **User Setup.**
2. The following screen is displayed from which you see the list of approval setups and can also create a new setup by clicking the **New Setup** button as highlighted in the image below.

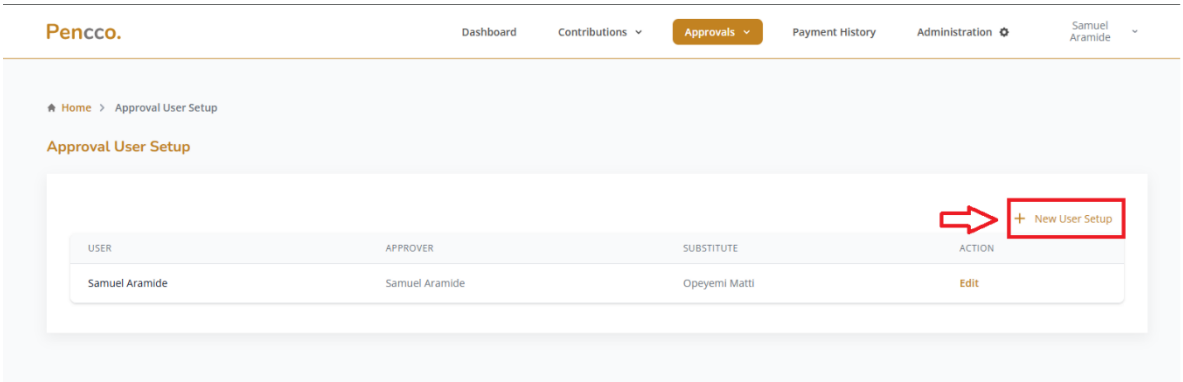

Figure 6: Approver setup list page

3. On the setup page, you select the user and the corresponding approver alongside the approver substitute and click save.

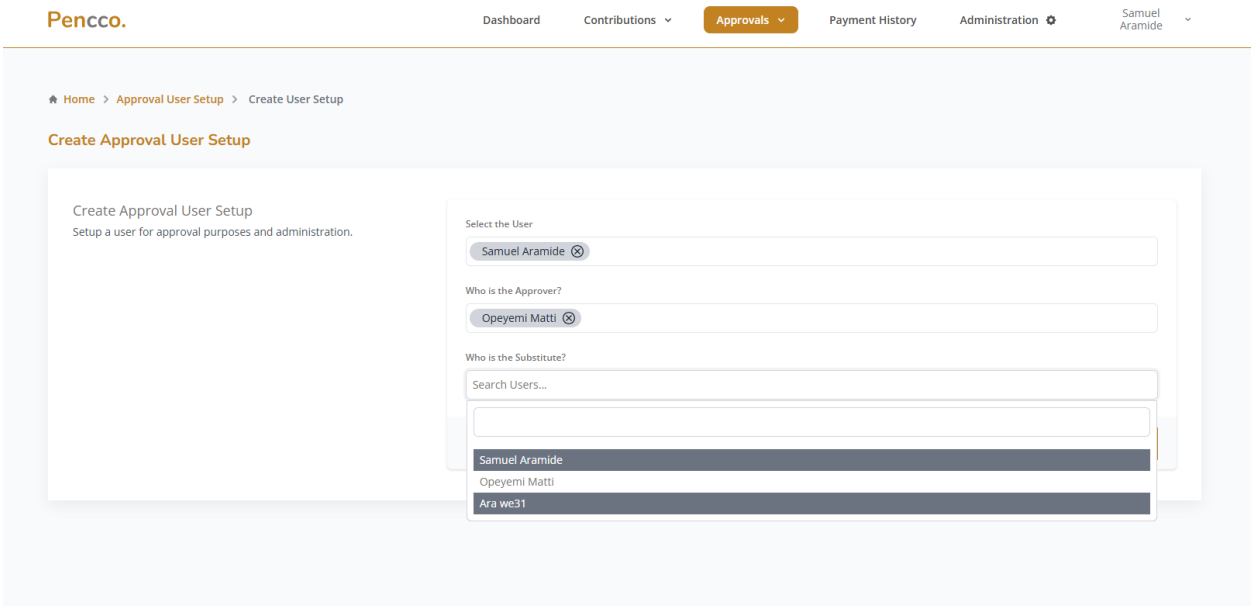

Figure 7: Approver setup page

- # USER MANAGEMENT

1. From the top menu, click **Administration** and from the drop-down menu, select **User Setup.**

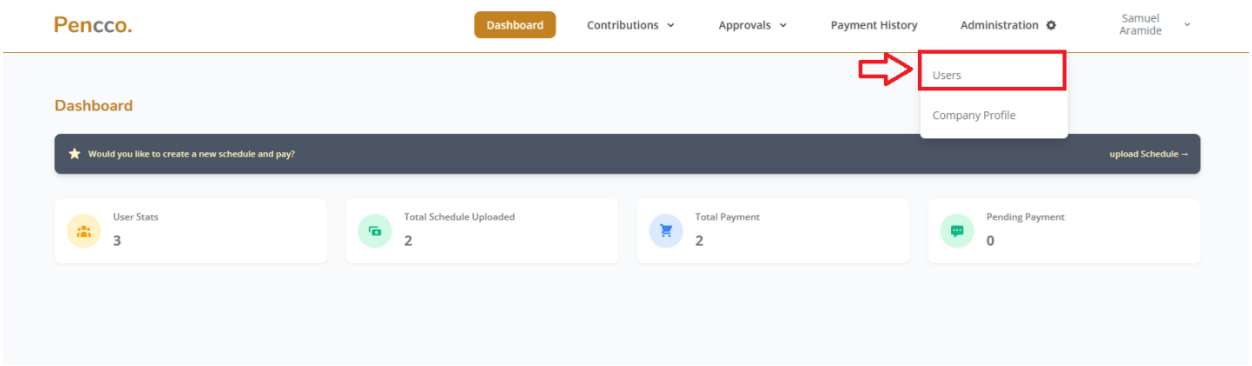

Figure 8: New user page button

2. The user list page is displayed. From this page, you can create a new user or update existing user's details.

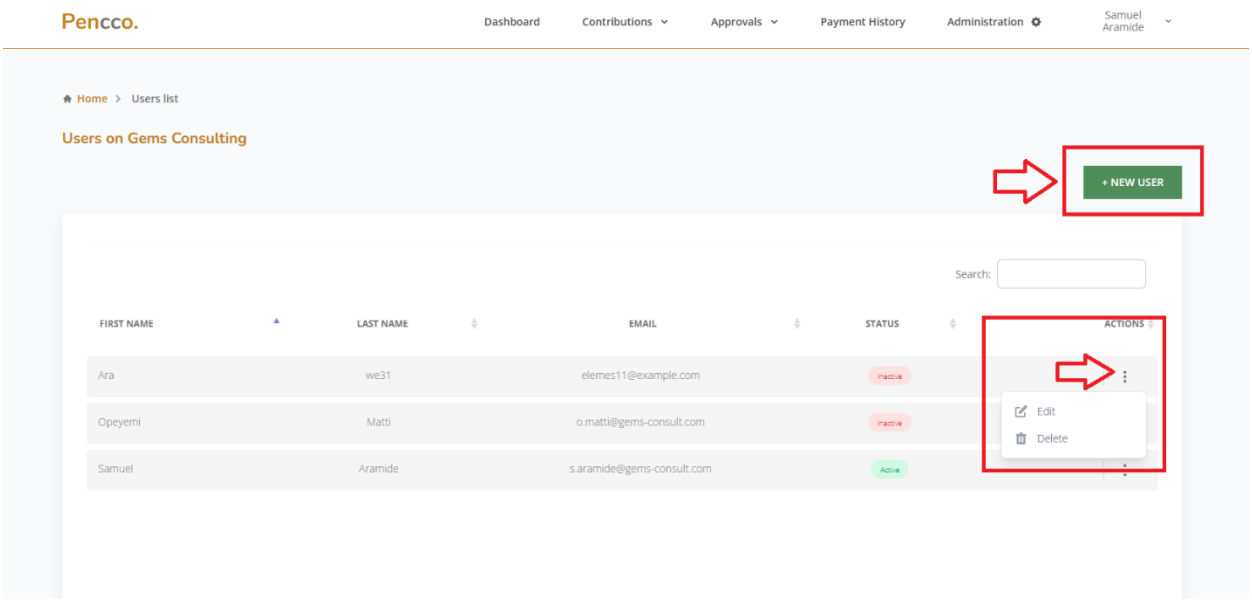

Figure 9: User management page

3. On click of the **NEW USER** button, the page below is displayed where you enter the details of the new user and then submit. The system notifies the new user via email containing details of the account created.

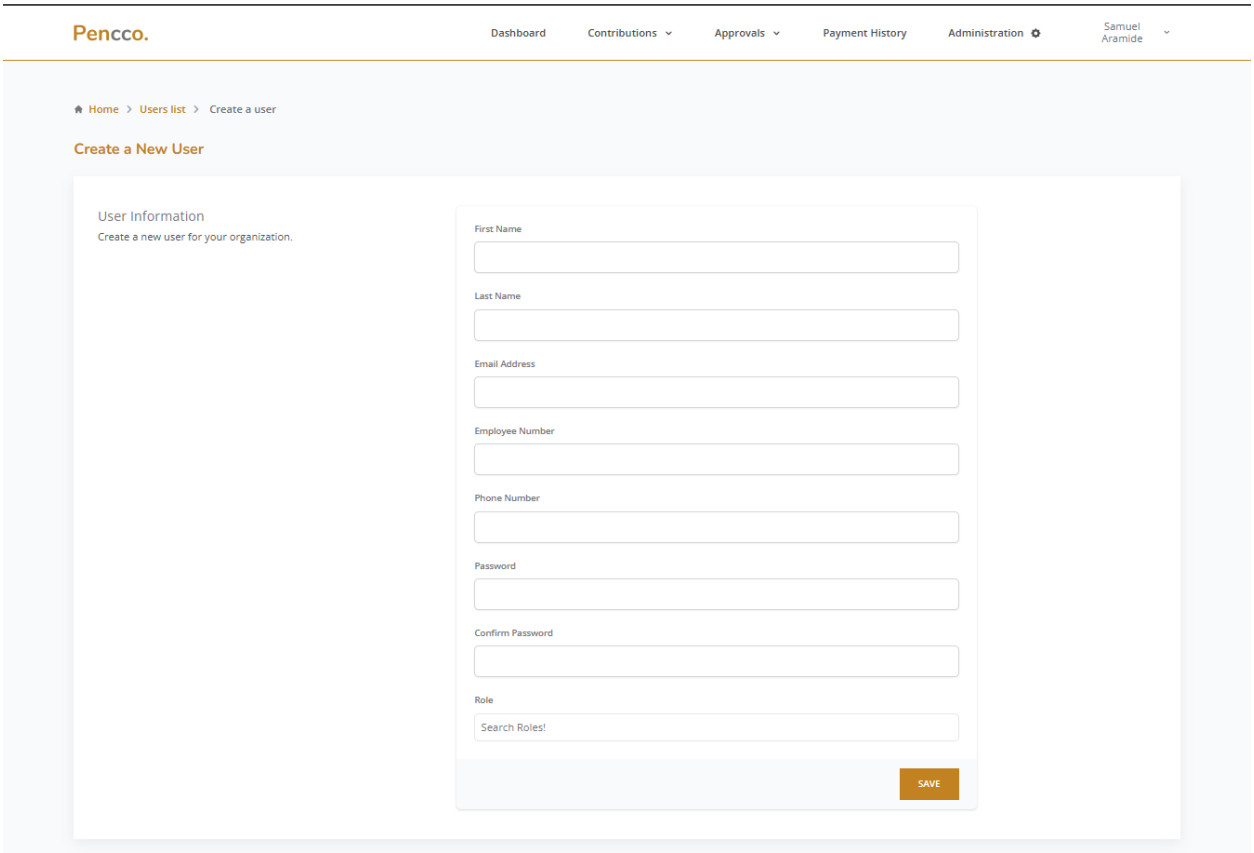

Figure 10: New user account form

- **UPLOADING A SCHEDULE**

To upload a schedule, simply follow the guidelines below.

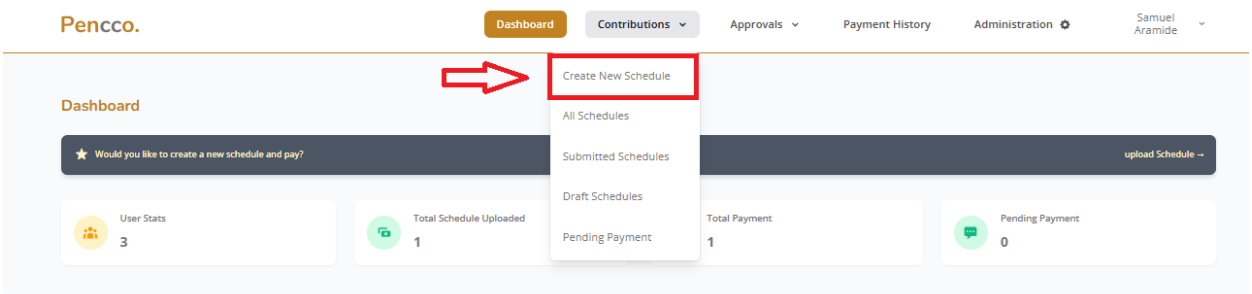

Figure 11: Create Schedule

1. From the menu, click contributions and inside the menu popup, click **Create new Schedule**
2. The following screen appears

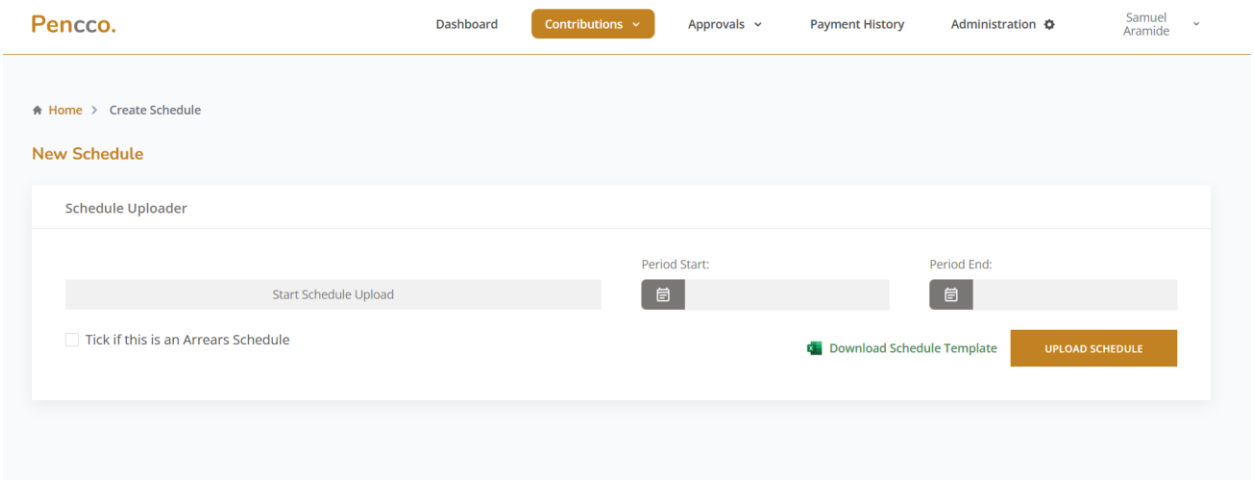

Figure 12: Create new schedule screen

3. From the screen above, you can download the template by clicking Download Template, then fill the template as shown below. If you already have your template filled, proceed to step 4

pfa_code	employer_code	rsa_number	total_amount	employee_name	employee_no	employee_contributic	employer_contribut	employee_avc	employer_avc	contribution_year	contribution_month
33	PR0000002098	PEN210189381	100000	Queen Olugbiyro	011	70000	30000	0	0	2025	January
21	PR0000002098	PEN100632494	100000	Adebola Ogunleye	001	70000	30000	0	0	2025	January
21	PR0000002098	PEN200646382	100000	Oluwatosin Abimb	005	70000	30000	0	0	2025	January
33	PR0000002098	PEN100435186	100000	Chinedu Madueke	006	70000	30000	0	0	2025	January

Figure 13: Schedule Sample

4. Once you have your schedule in the template, click the **Start Schedule Upload** button

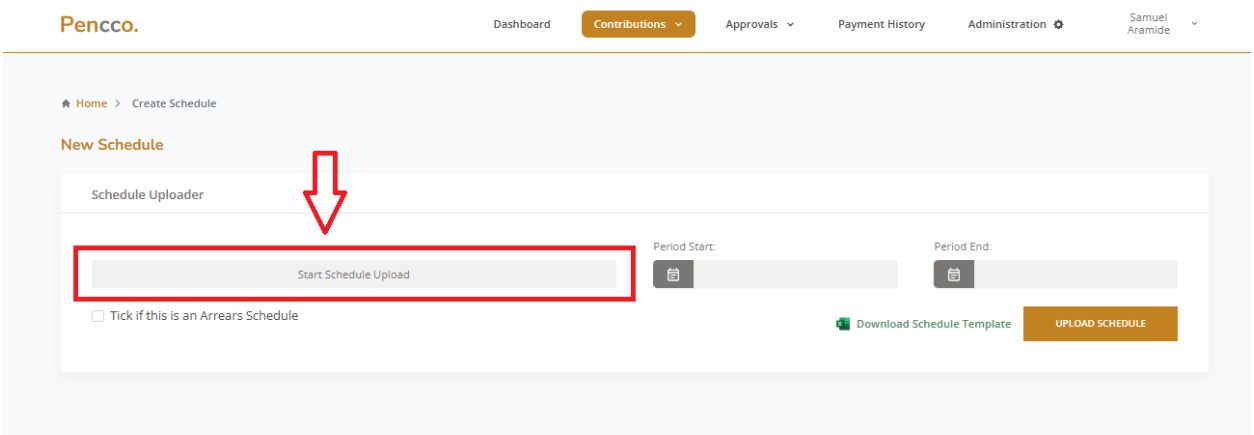

Figure 14: Upload schedule button

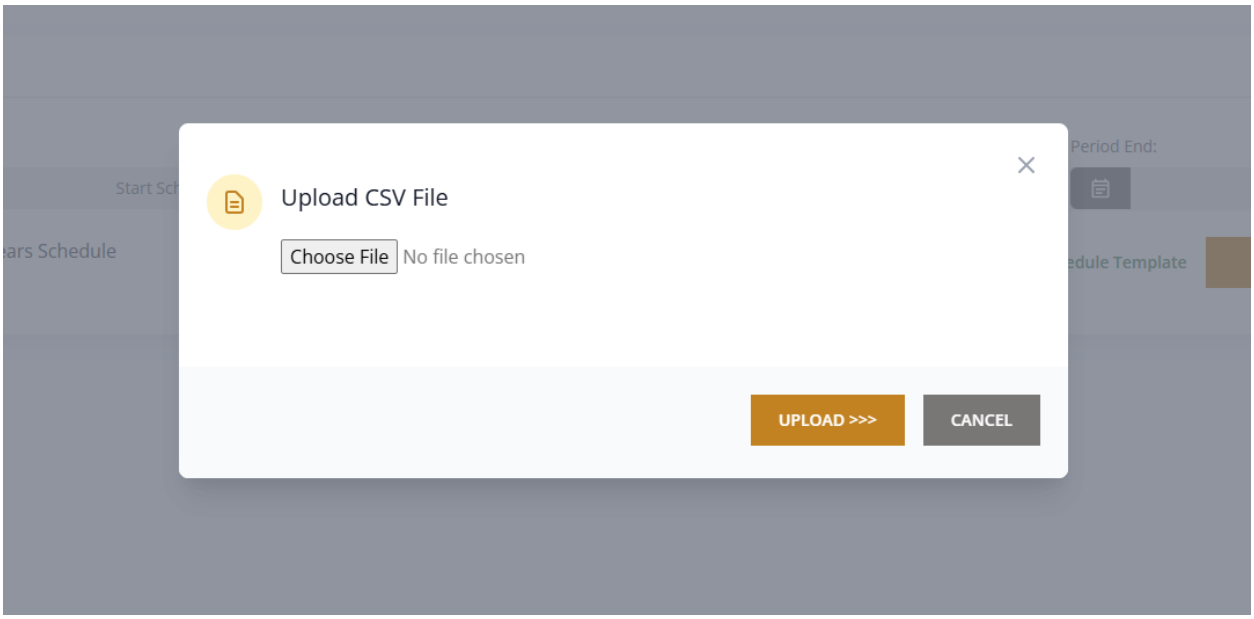

Figure 15: Upload schedule popup

5. From the popup window as shown above, click **Choose File** and select the template you just created or updated
6. Click the **Does your CSV contain headers** if your CSV schedule file has header
7. Click Next to continue
8. Now map the columns on the CSV to the required columns as shown in Figure 10
9. Click the **"UPLOAD >>>"** button

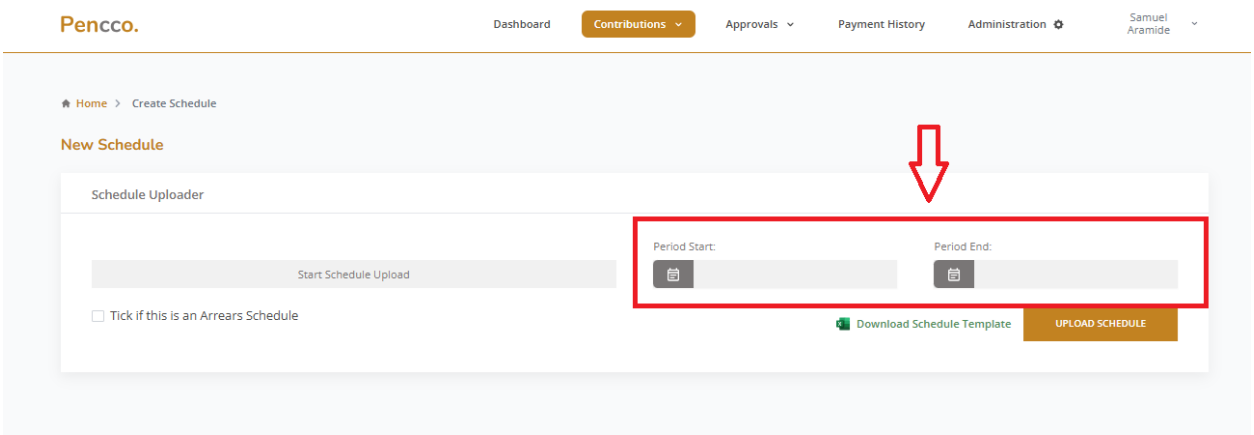

Figure 16: Schedule period fields

10. You can upload schedules for multiple period as well.
11. In the Period Start Date, specify the date the schedule starts
12. In the Period End Date, specify the date the period end
13. If the upload contains arrears payment, then click the **Tick if this is an Arrears Schedule**
14. Then finally click **Upload Schedule**

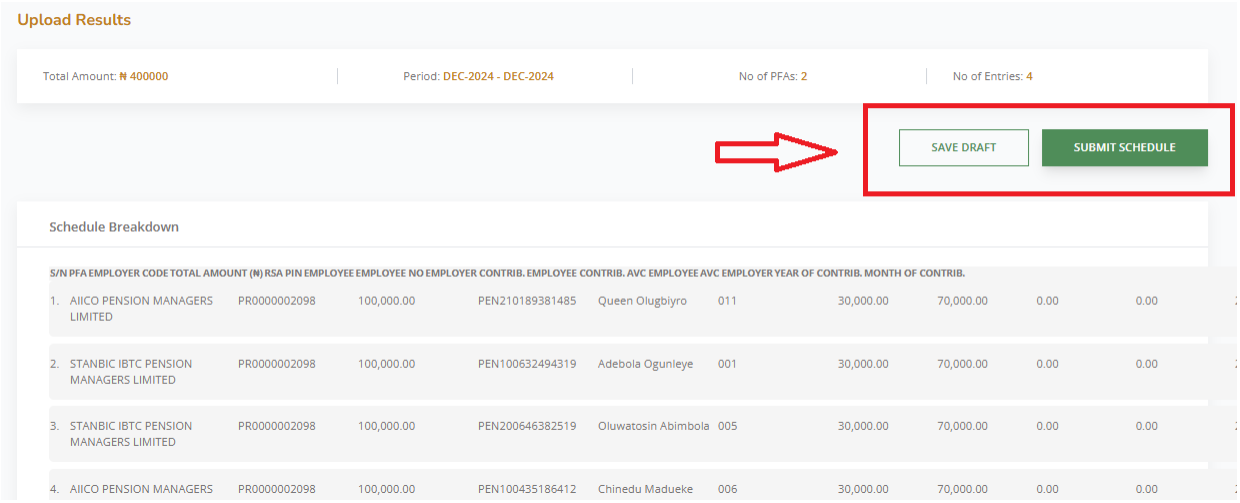

Figure 17: Save as Draft or Submit uploaded schedule

15. This will upload the schedule and await your decision to either save as draft or Submit Schedule (If you want to update the schedule at a later time, then click **Save Draft,** If you are okay with the uploaded schedule, then click **Submit Schedule)**
16. Now click Submit schedule and the schedule will be submitted awaiting approval

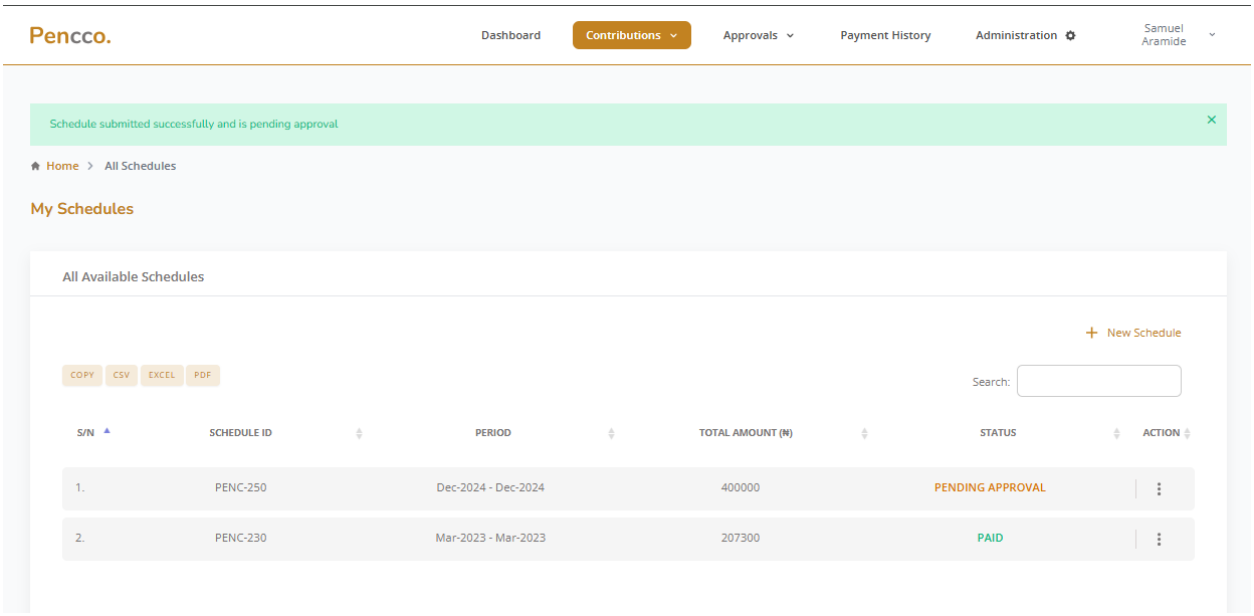

Figure 18: Schedule uploaded, awaiting approval

- **APPROVE A SCHEDULE**

To approve an already uploaded schedule, you must have been given the rights to approve schedules on the solution then follow the details below

1. Click Approval and from menu popup, click Pending Approval

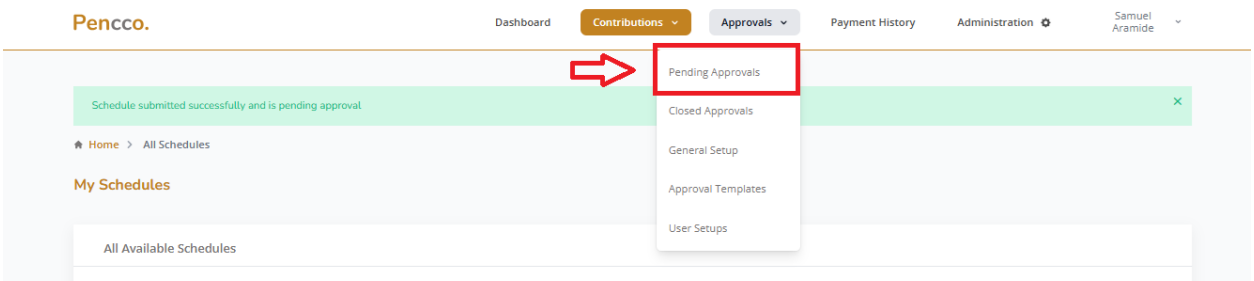

Figure 19: Pending approval button

2. Select the schedule you want to approve, scroll to the right and click the action button
3. Select view

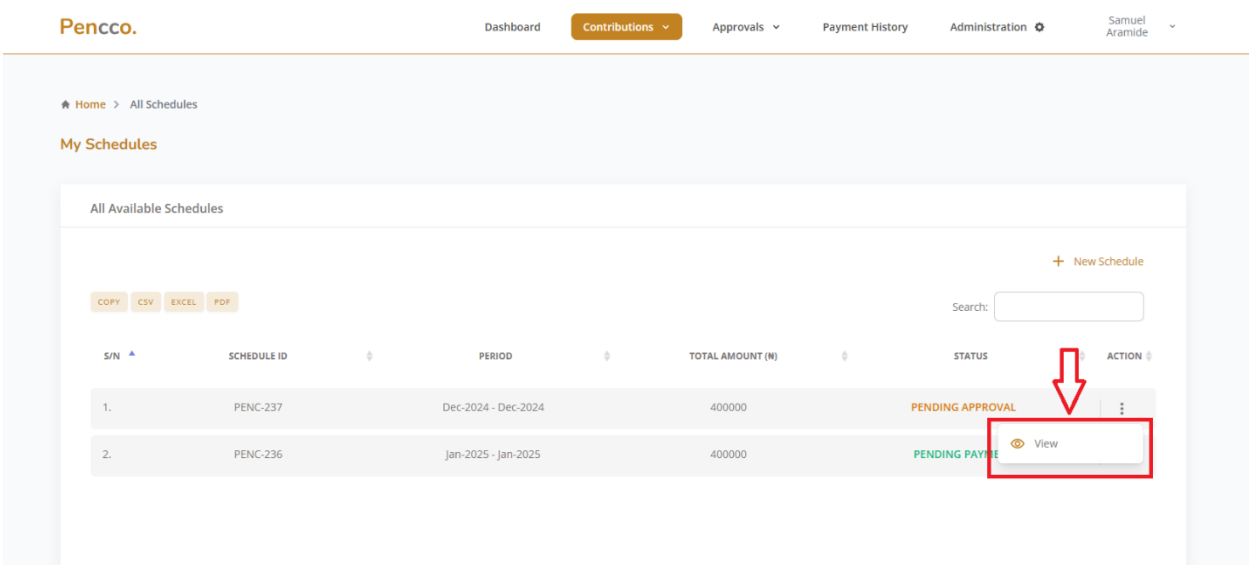

Figure 20: Schedule pending approval

4. You will see the details of the uploaded schedule categorized into the respective PFAs

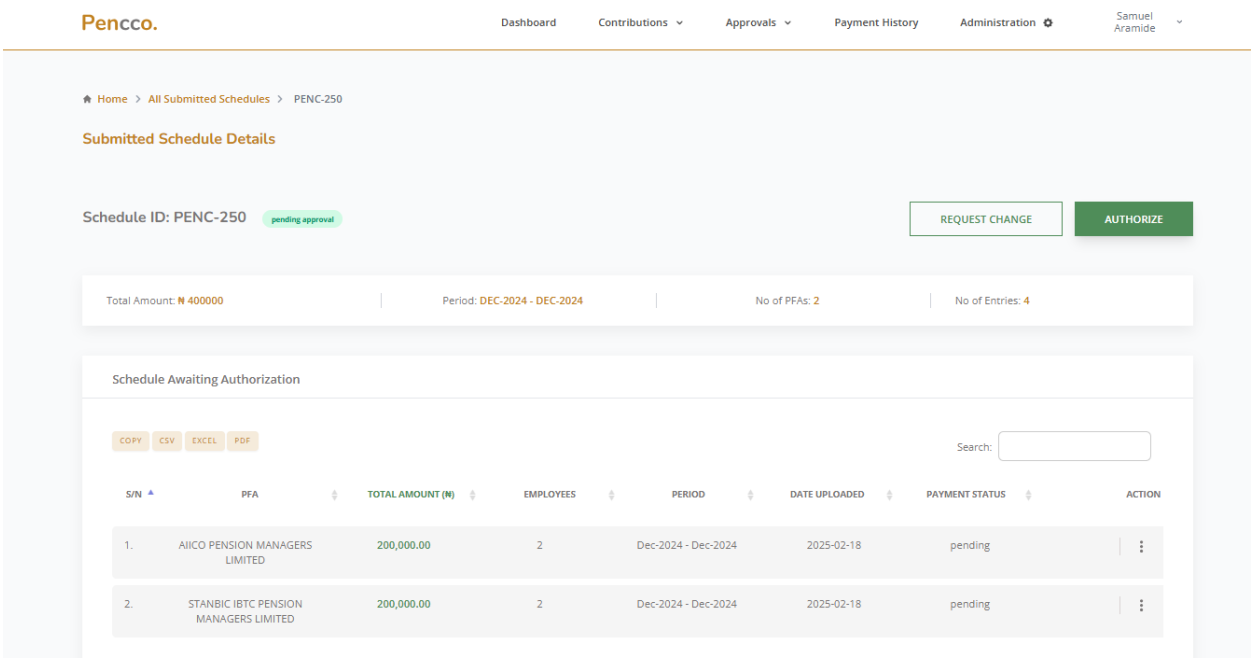

Figure 21: Submitted Schedule details

5. To see the employees in the schedule, scroll to the right and click the action button next to any of the PFAs then select Detailed View

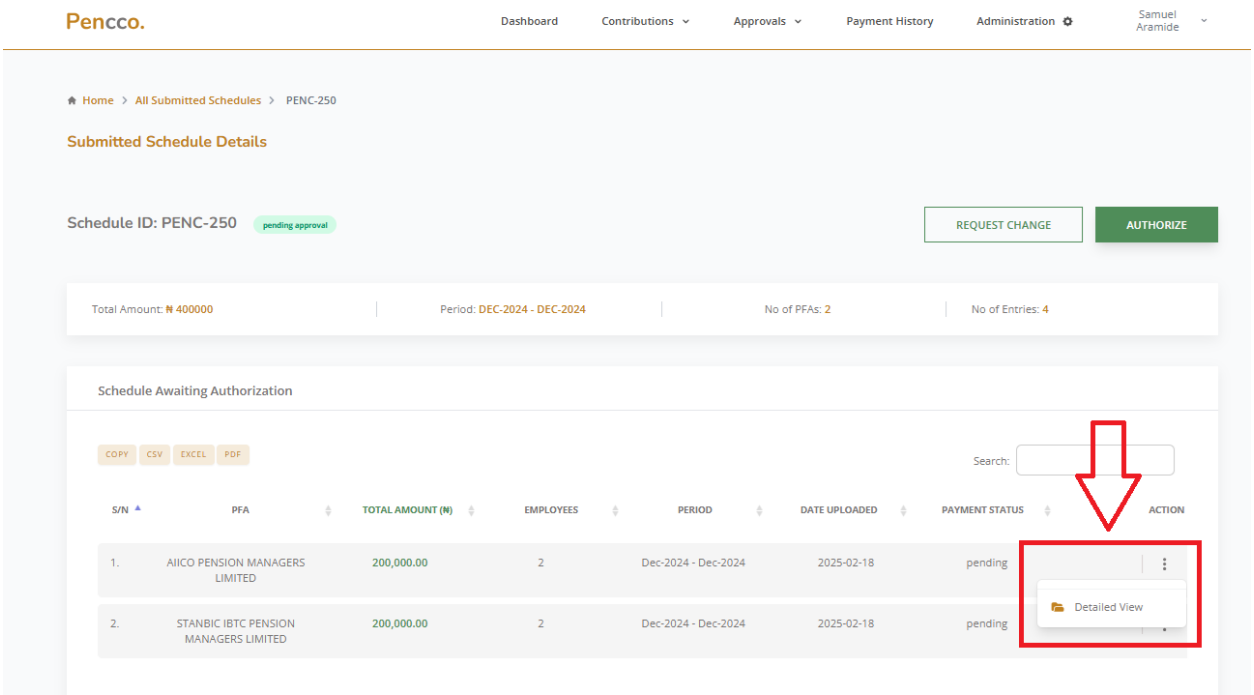

Figure 22: View schedule details per PFA button

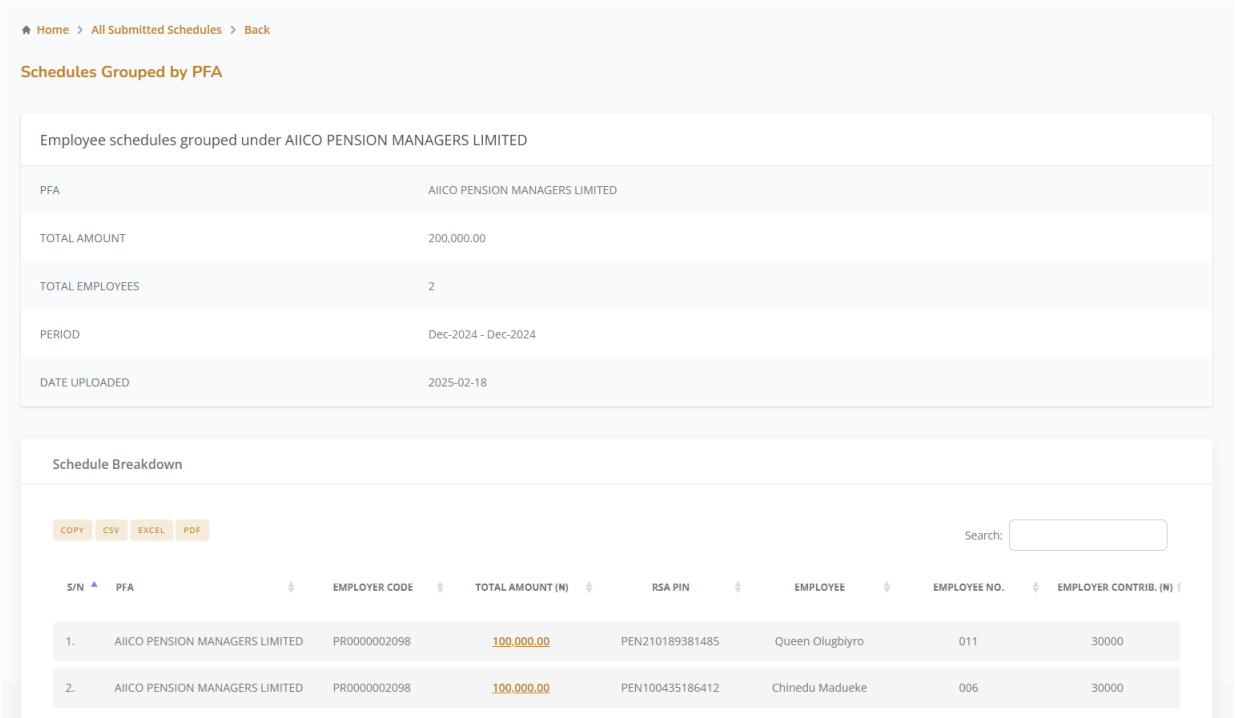

Figure 23: Schedule details by PFA

6. The above Figure 18 shows the list of employees in the schedule for that PFA

7. To approve the schedule, at the top of the schedule, Click Authorize as seen in Figure 17 above.

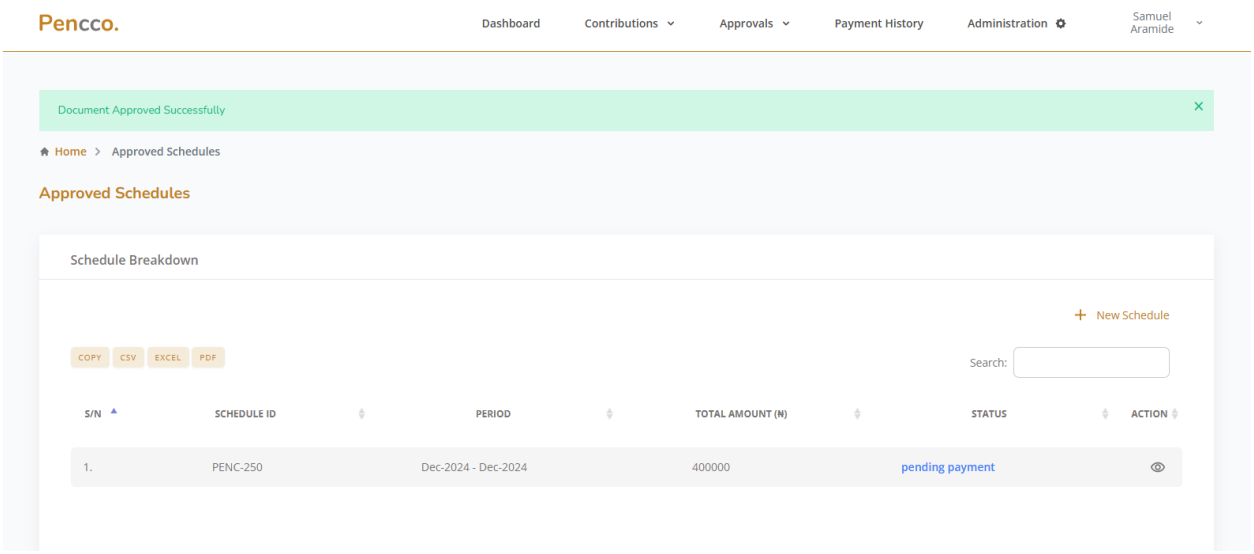

Figure 24: Approved schedule pending payment

8. The schedule status will then change into Pending Payment as shown in Figure 19 above

- **SCHEDULE PAYMENT**

To make payment for any schedule, follow the details below.

1. Click Contribution and from the menu popup, click Pending Payment

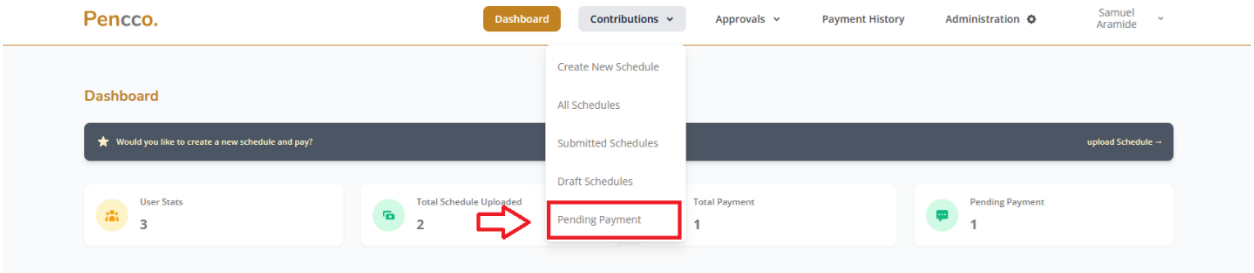

Figure 25: Schedule pending payment page button

2. This will display all schedules awaiting payment

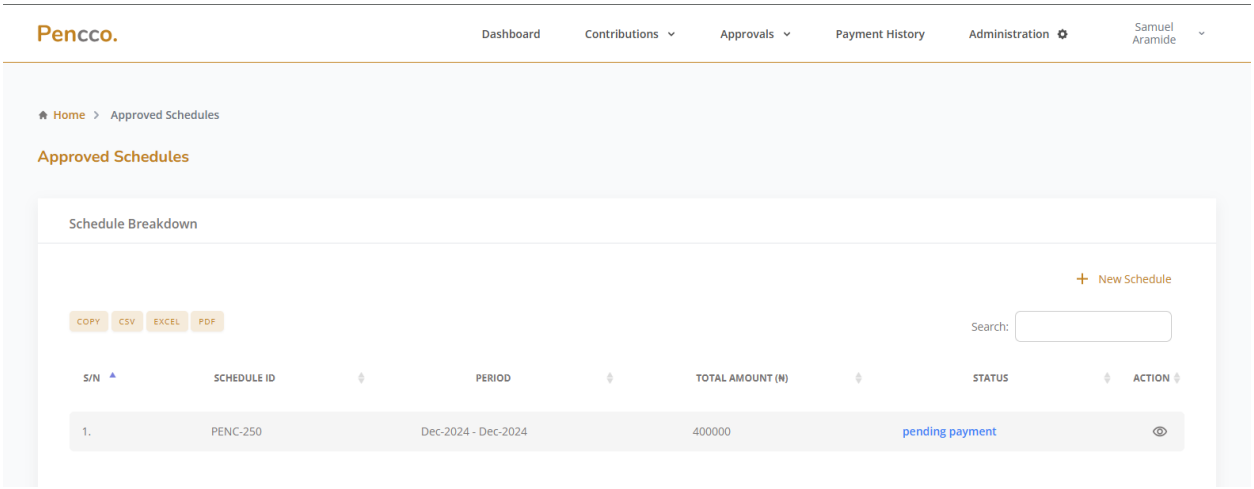

Figure 26: Schedules pending payment list page

3. From the right-hand side, click the action button to see the details categorized by PFA.

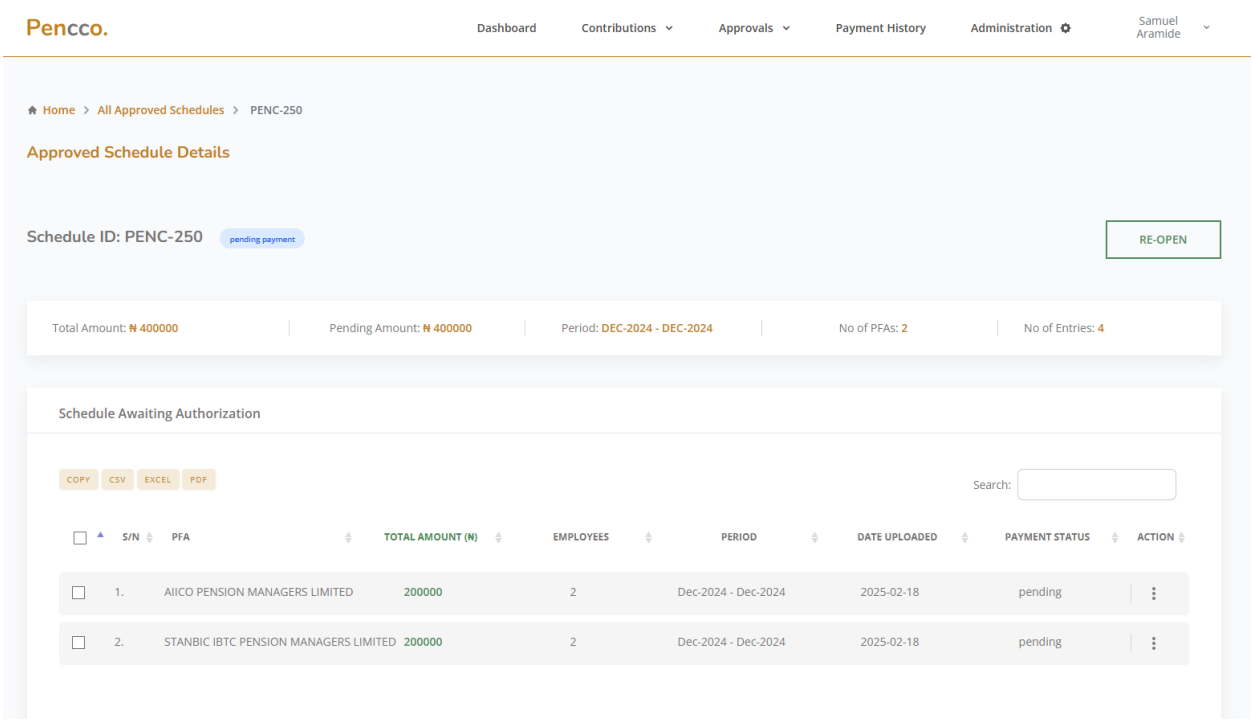

Figure 27: Schedule payment details per PFA

4. You can decide to pay a single PFA or select all PFAs and make multiple payments

Single Payment

5. Select the PFA you want to pay for
6. On the right-hand side, click action and select Pay single

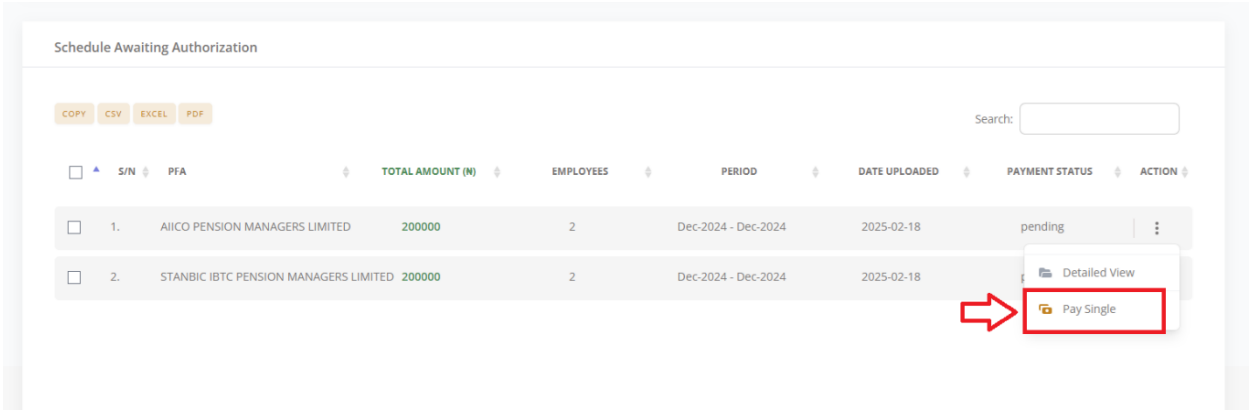

Figure 28: Pay Single PFA button

Multiple Payment

7. From the left-hand side, select multiple PFAs by clicking the checkbox next to the PFAs you would like to pay
8. A Bulk Action button will appear at the top pf the schedule lines as shown below

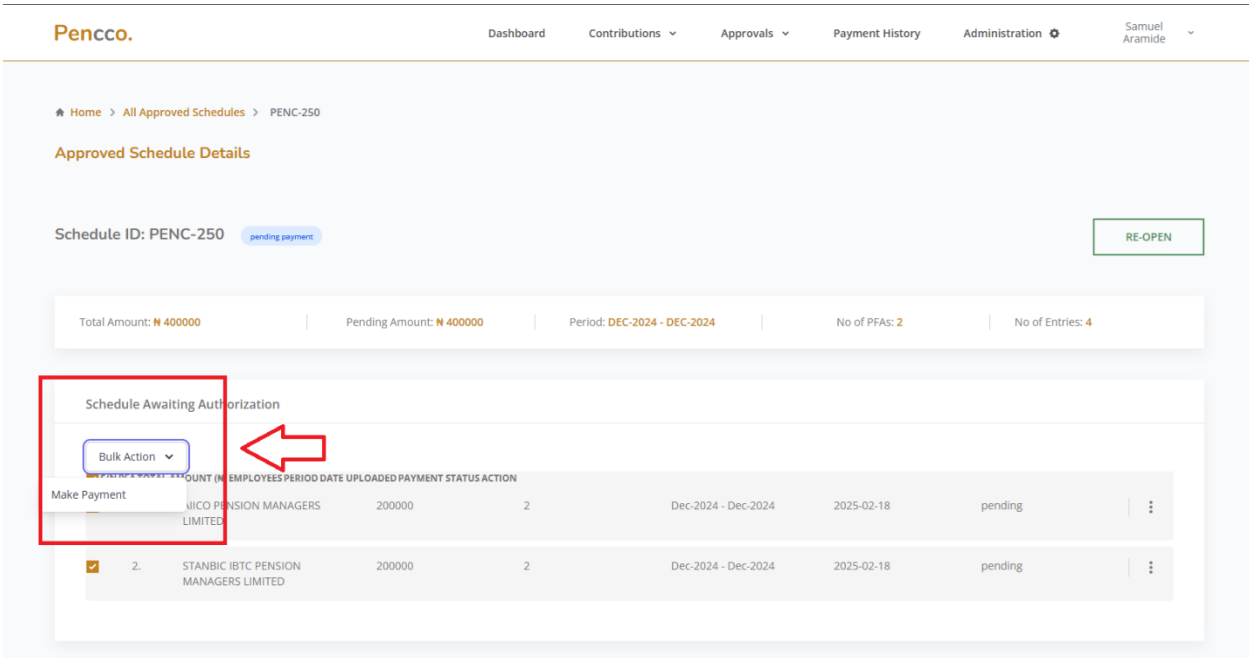

Figure 29: Bulk payment option

9. Click the Bulk Action and select make payment, this will open the payment gateways available

10. Also, a summary of the payment will also be shown as seen below

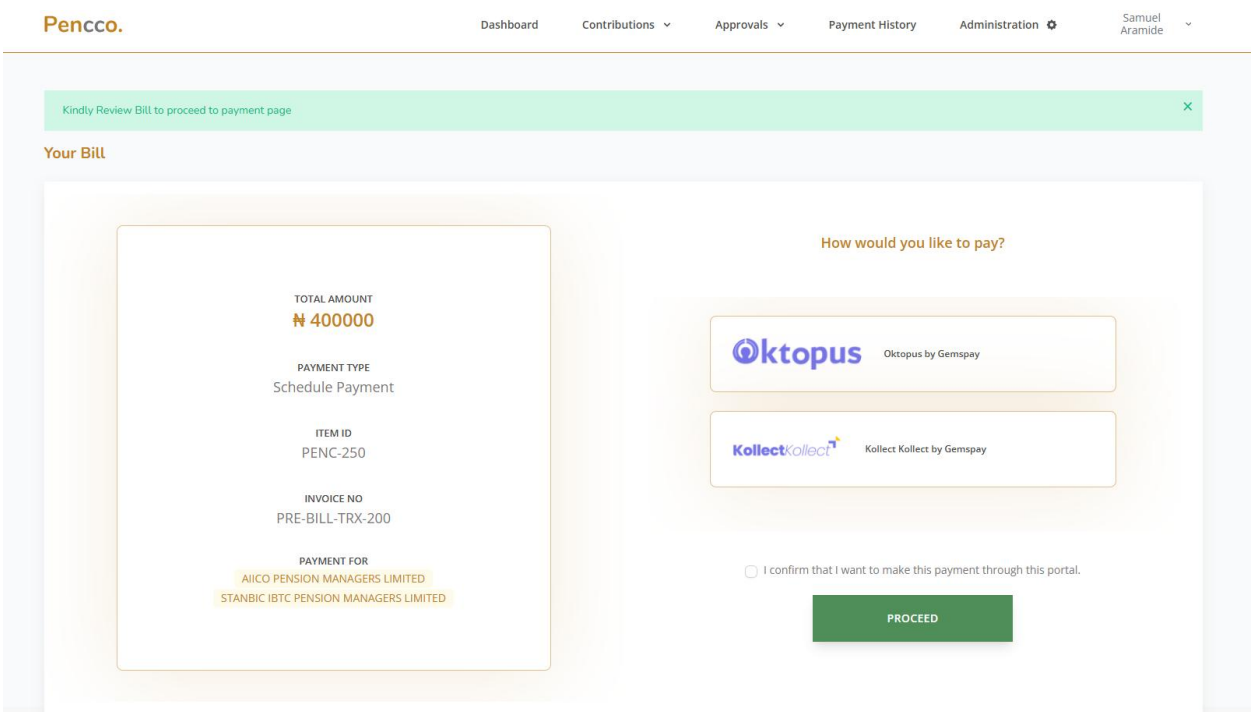

Figure 30: Payment gateway select display

N/B: Oktopus is a direct debit payment option where with approval your designated account is debited and beneficiaries which in this case are the PFAs credited instantly.

11. Select the gateway you want to use and procced with payment

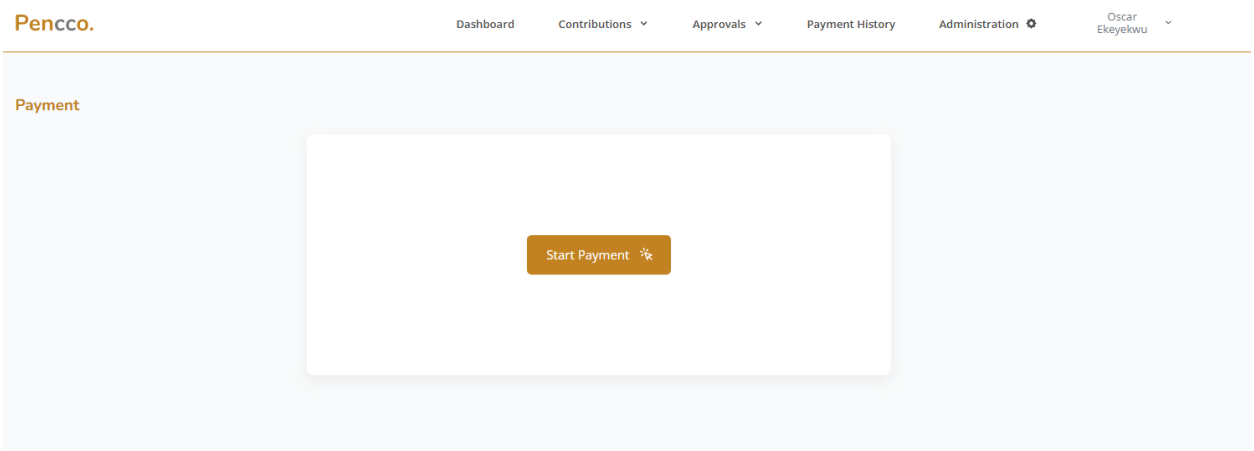

Figure 31: Payment confirmation page

12. Click start Payment to open the widget for payment

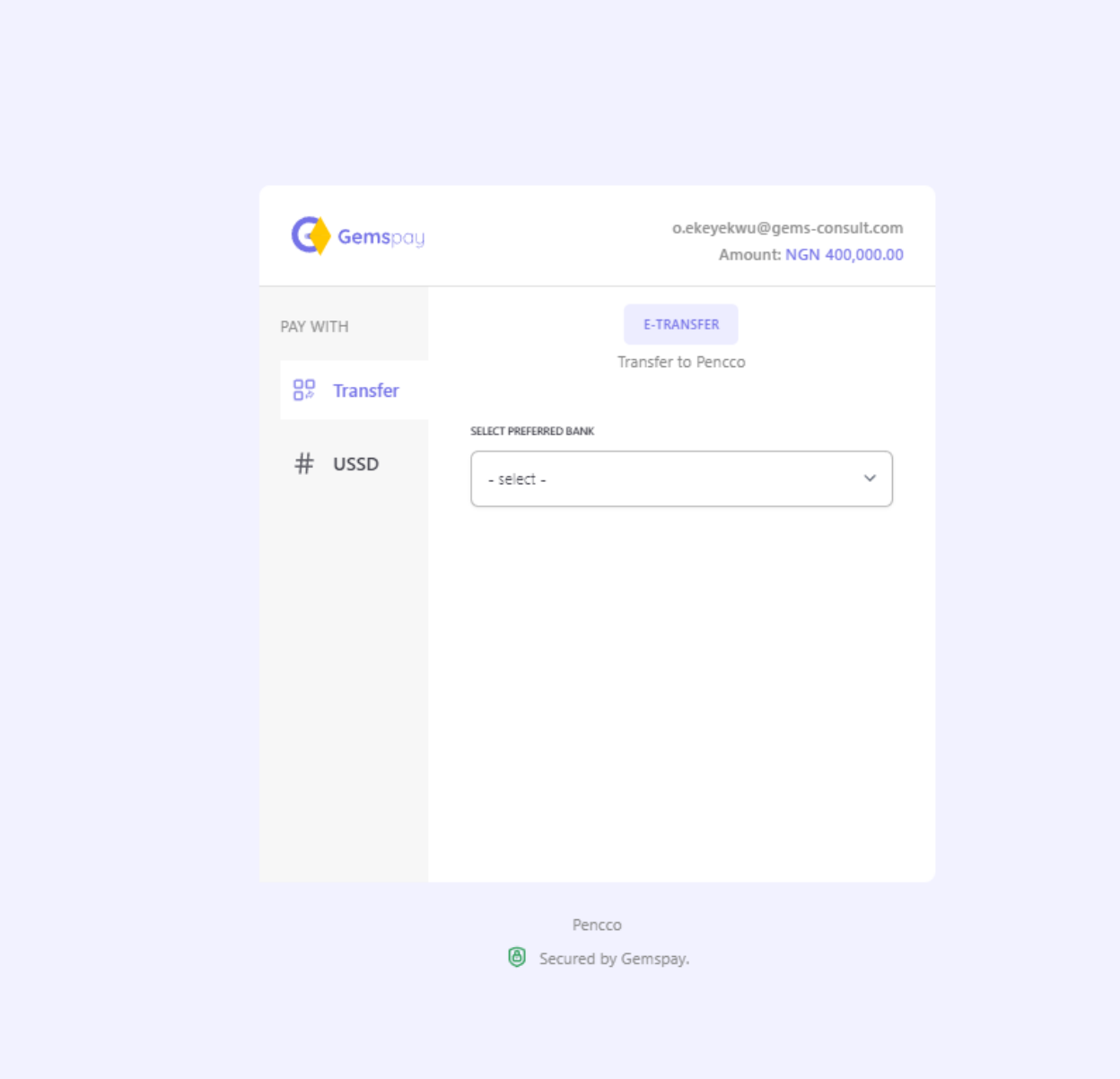

Figure 32: Kollect Kollect by Gemspay widget

13. Select the channel you would like to use for payment
14. After completing payment, the schedule status will be updated to Paid after confirmation of the payment.

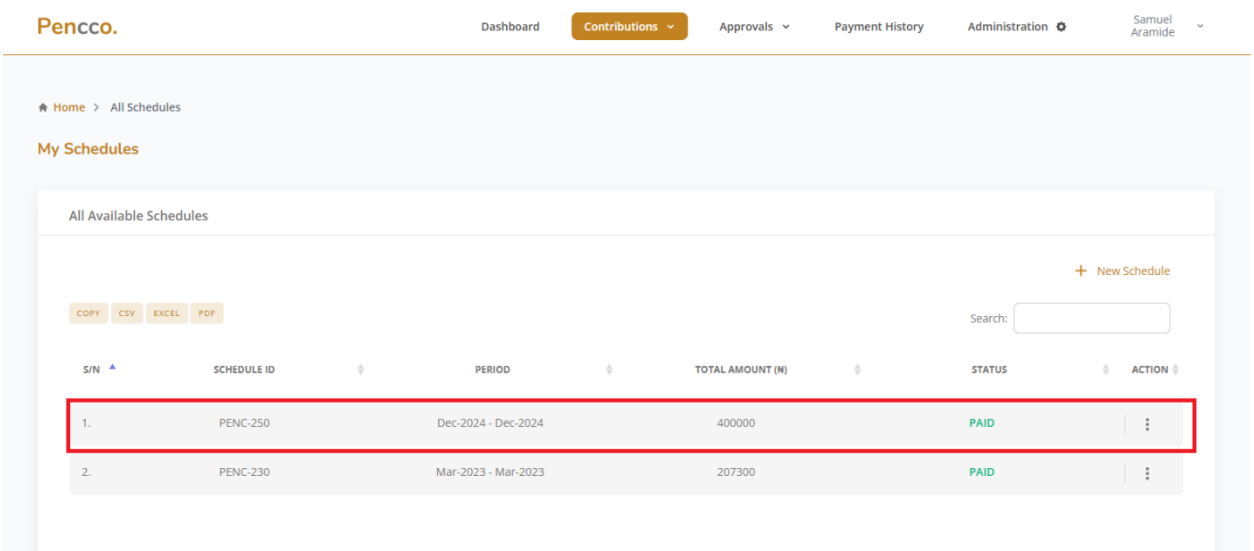

Figure 33: Schedule status updated as PAID

N/B: Upon confirmation of payment and update of the schedule, the schedule details are automatically forwarded to the PFAs and PFCs.