

Thank you for choosing RemitaPayroll.

Before you can start using the application, you need to inform the system of the rules for processing your payroll. To setup these rules within a short time, it is advisable that you get some information ready and also complete this questionnaire. The information you need to get ready include the following:

- A)**
1. List of all Allowances, Deductions and Loans applicable to your organisation.
 2. Your Salary Structure. This includes list of your different Pay Groups or Grades and the corresponding Allowances and Deductions that are applicable to each Pay Group or Grade.
Note: Pay Group is a group of your staff who earn the same Allowances and the same Deductions. Allowances or Deductions may be specific amounts, a fixed percentage of Basic Salary or a fixed percentage of Gross Salary. While small organisations of say, less than 10 employees may choose not to use Pay Groups, it is highly recommended for large organisations..
 3. List of categories by which your organisation is structured and by which you want your reports to be sub grouped. These may be "Departments", "Branches" or any such groupings that you desire. You will need a list of all the sub-items in each category that you defined.
 4. List of additional information on each staff that you want the system to store.
The list below, sorted in alphabetical order, represents the information that Remita will readily store for each staff:

- | | |
|------------------------------------|---------------------------------------|
| 1. Account Number | 18. Nationality |
| 2. Address | 19. No. of Children |
| 3. Bank | 20. No. of Other Dependants |
| 4. Contact Address | 21. Other Names |
| 5. Date of Birth | 22. Pay Group |
| 6. Email Address (for staff) | 23. PFA Pension |
| 7. Email Address (for next-of-kin) | 24. Relationship (with Next-of-kin) |
| 8. Employment Date | 25. Religion |
| 9. Employment Type | 26. RSA/PIN |
| 10. Grade Level | 27. Sex |
| 11. GSM Number (for staff) | 28. Staff ID Number |
| 12. GSM Number (for Next-of-kin) | 29. State of Origin (for Staff) |
| 13. Job Title | 30. State (for staff contact address) |
| 14. Local Government Area | 31. State (for Next-of-kin) |
| 15. Location | 32. Surname (for Staff) |
| 16. Marital Status | 33. Tax Number |
| 17. Name (Next-of-kin) | 34. Tax State |

Please specify below additional information on each staff, that you will want the system to store if any.

B)

1. Do you want Remita to automatically issue Staff ID Numbers? Yes No

If 'Yes' please, enter your last staff ID number:

2. Do you use Pay Group? (i.e. staff in the same group or category who earn the same entitlements) Yes No

3. Do you pay Overtime? Yes No

4. Do you have Daily Paid staff? Yes No

5. Do you want your transactions to be approved before the system accepts it? Yes No

6. Do you want the system to compute P.A.Y.E Taxes for you? Yes No

7. Do you want Biometrics which includes photograph and palm vein capture of your staff? Yes No
(This attracts an extra charge)

If 'Yes' at what interval do you want your staff to be re-verified? Months.

(Please note that the system will suspend payment for any staff not re-verified after the specified months)

8. Do you process payroll for the entire Organisation at once or you process for sub groups at a time? Entire Organisation Sub Group

If you process by Sub Group, specify the name of "Sub Group or Category" by which payroll is processed:

9. Please specify the location from where the system is to pick your corporate logo:

C)

a. Allowances paid to all staff on a Pay Group at the same time.

(Please specify if they are paid every time you run payroll: monthly, quarterly, half-yearly or yearly). You should also have the amounts or percentage readily available.

Tick allowances applicable to you

You can add other allowances you pay on monthly basis

Basic	
1. <input type="checkbox"/>	Housing Allowance
2. <input type="checkbox"/>	Transport
3. <input type="checkbox"/>	Utility
4. <input type="checkbox"/>	Meal
5. <input type="checkbox"/>	Entertainment
6.	
7.	
8.	
9.	
10.	
11.	

Occasional Allowance for Individual Staff

1. <input type="checkbox"/>	Leave Allowance
2. <input type="checkbox"/>	Overtime
3.	
4.	
5.	

b. Deductions from all staff on the same Pay Group at the same time

(Please specify if they are deducted every time you run payroll: monthly, quarterly, half-yearly or yearly). You should also have the amounts or percentage readily available.

1. <input type="checkbox"/>	Pension
2. <input type="checkbox"/>	Tax
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Occasional Deductions for Individual Staff

1.	
2.	
3.	
4.	
5.	
6.	

c. Loan Types

Tick Loan applicable to your organisation and feel free to add more loans. Please specified the interest rate if any.

Mortgage Loans are tax deductible

Loan Names	Interest Rate (%)
1. <input type="checkbox"/> Mortgage	
2. <input type="checkbox"/> Personal	
3. <input type="checkbox"/> Car	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

Make copies of this page to accommodate more allowances, deductions or loan items.

D) List of Approving Officers

List names of staff who are the final approvers for each of the transactions. We recommend that you have at least 2 names who can backup one another. You may have the same 2 people for all the functions or different approvers for each type of transaction. These may be typically your top management, HR or Accounts departmental head.

If you choose the option for transactions to be approved before impacting your database, each transaction may pass through several approval. One of the names below must however conclude the approval before it is accepted into your database.

SN	Overtime	Deductions	Allowances	Employment /Disengagement	Days Absent	Suspension /Reinstatement
1.						
2.						
3.						

Now that you have completed the questionnaire, your system is ready to be setup.

Log on to www.remita.net using the log-in details sent to you by your bank.