

BTAS Payrolls - Training Manual

BTAS Payrolls

How to run a training session

Track	Audience	Time
Employee self-service	All staff - 30-minute session or a one-page handout	30 min
Payroll officer	HR / finance staff who will prepare payroll	90 min
Administrator	Owner, finance lead, anyone owning configuration and access	60 min

Track 1 - Employee self-service (30 minutes)

Account: blessing.eze@lekkifoods.ng password Password123!

Exercise 1.1 - Find and read your payslip

Goal: explain your own net pay without help.

Trainee can state their monthly gross, net pay and the three largest deductions.

Exercise 1.2 - Produce a document a bank will accept

Goal: print or download a payslip and explain the verification code.

Trainee can send a lender both the PDF and a verification link.

Exercise 1.3 - Keep your record correct

Goal: know what to check and who to tell.

Trainee knows that a wrong account number is a payroll request, not something to fix themselves.

Track 2 - Payroll officer (90 minutes)

Account: payroll@lekkifoods.ng password Password123!

Exercise 2.1 - Read the run you are standing on

Goal: use the September run (in review) as a teaching case.

Trainee can name the status and what must happen before staff see payslips.

Exercise 2.2 - Onboard a new employee and include them

Goal: add a complete record without missing a statutory identifier.

Employee count increased by one and their payslip shows both the recurring and period items.

Exercise 2.3 - Verify the maths by hand

Goal: trust the engine because you can reproduce it.

Trainee reproduced PAYE within NGN 1 and can explain the relief applied.

Exercise 2.4 - Approve, publish and pay

Goal: complete the cycle and hand the right files to the right people.

Trainee produced four files and explained who receives each one.

Exercise 2.5 - Handle the awkward cases

Goal: rehearse the situations that cause rework in real payroll.

Trainee knows that corrections belong in the open period, not in a published payslip.

Track 3 - Administrator (60 minutes)

Account: admin@lekkifoods.ng password Password123!

Exercise 3.1 - Own the statutory configuration

Goal: change the law configuration safely.

Admin can state which rule set applies to which period and why approved runs are immutable.

Exercise 3.2 - Separate duties

Goal: give the right people the right access.

Admin demonstrated least-privilege access and instant de-provisioning.

Exercise 3.3 - Prove what happened

Goal: answer a regulator, auditor or employee query with evidence.

Admin produced an export and explained the difference between the audit trail and the payslip access trail.

Exercise 3.4 - Settings, branding and data ownership

Goal: control the workspace and hand data over cleanly.

Admin can produce a complete data export for an accountant or a data-subject request.

Assessment scenarios

Scenario	Expected answer
An employee calls on the 26th: "my salary is short this month."	Open the payslip, compare with the variance report, identify the loan instalment or adjustment, explain the change and show YTD. If genuinely wrong, correct the record and recompute before approval.
The MD approves an advance for a manager on the morning payroll is approved.	Because the run is published, record the advance as a loan and recover it from the next period; or cancel the run if nothing has been paid out.

A bank asks for proof of income for a loan.

Send the PDF payslip plus the verification page result; the code proves authenticity without exposing payroll data.

New tax bands take effect in January.

Update or add the rule set in Setup, select it as active, recompute the January draft run, and keep December's approved run untouched.

The auditor asks who changed a salary and when.

Audit trail -> filter by actor or action; export CSV. Employee record updates are logged as employees.updated with the actor, time and IP.
