BTAS Payrolls - User Manual

BTAS Payrolls

1. What BTAS Payrolls does

BTAS Payrolls turns employee records into a compliant monthly payroll and a payslip every employee can see, print and prove. It handles the four things spreadsheets get wrong: statutory calculation, remittance schedules, the document itself, and the audit trail.

Capability	What it means in practice
Payroll computation	Gross pay, PAYE (annualised, progressive bands), pension 8%/10%, NHF 2.5%, NHIA 5%/10%, staff loans, allowances and period adjustments - to the kobo, with net pay written in words.
Digital payslips	Employees sign in to a portal, review their payslip, see year-to-date figures and acknowledge receipt. No more emailing PDFs.
Printable payslips	An A4 print view and a server-generated PDF (bank, landlord, visa) carrying a verification code and barcode.
Statutory returns	PAYE, pension, NHF, NHIA, bank payment, cost register, variance and year-to-date schedules - exportable as CSV or Excel.
Controls	Append-only audit trail, role separation, rate-limited sign-in, NDPA consent, and payslip-level access history.

2. Roles and access

Role	Lands on	Can do
employee	My payslips	See only their own payslips, print/PDF them, acknowledge receipt, see YTD and profile.

payroll_officer	Dashboard	Employees, payroll runs, payslips, reports and training. Cannot change statutory configuration.
admin	Dashboard	Everything an officer can, plus Setup (company & rule sets), Users & access, Settings and the Audit trail.
superadmin	Dashboard	Universal access; can switch between every company on the platform (payroll bureau mode).

3. Getting started

3.1 Create the workspace

3.2 Sign in

Everyone signs in at the same screen. After signing in you land on the page for your role: employees on My payslips, payroll users on the Dashboard.

3.3 Your first payroll in five steps

Step	Where	What you do
1. Configure	Setup	Company name, TIN, address, pay day, PAYE state; departments; pay elements.
2. Onboard	Employees -> Add	Salary structure, bank account, TIN, pension RSA PIN/PFA, NHF/NHIA numbers.
3. Compute	Payroll runs -> New run	Enter the period (YYYY-MM) and pay date; the engine computes all active staff.
4. Review	Run tabs	Check the variance report, then the PAYE, pension and bank schedules.
5. Publish	Run -> Approve	Payslips go live to employees; export the bank file and remittance schedules.

4. Setup

4.1 Company profile

The trading name, registered name, TIN, address and default PAYE state print in the payslip header and in the remittance schedules. The pay day prefills each new run's pay date (the 28th by default).

4.2 Department and cost centres

Departments group staff for the cost register and the employee filters. Give each a short code (FIN, OPS, SLS).

4.3 Chart of pay elements

Pay elements are reusable building blocks - use them instead of retyping amounts per employee.

Field	Meaning
Kind	Earning adds to gross pay; deduction reduces net pay.
Calculation	Fixed amount, % of basic, or % of gross.
Taxable	Whether the element is included in the PAYE base (e.g. medical allowances may be tax-free by policy).
Pensionable	Whether the element joins the pension base (basic + housing + transport by default).
Active	Disable rather than delete so historic payslips stay explainable.

4.4 Statutory rule set

Bands, reliefs and contribution rates live in rule sets, not in code. Two are seeded: NG-2026 (Nigeria Tax Act 2025 - exempt first NGN 800,000, rent relief 20% capped at NGN 500,000, NHIA on) and NG-2025 (PITA/Finance Act - Consolidated Relief Allowance, seven bands). Select the active set, verify the bands shown beside it, and adjust rates when the law or your policy changes. Approved runs keep the rule set they were computed with.

5. Employees

5.1 Onboarding

5.2 Recurring pay items and loans

On the employee record, type a monthly amount next to any pay element to make it recur (cooperative savings, hazard allowance, union dues). Use Record loan for advances; recovery is capped automatically by the outstanding balance and by what remains after statutory deductions, and the balance updates each run.

5.3 Period adjustments

Bonuses, overtime, arrears, commissions and fines belong to one month only. Add them with the period (YYYY-MM), choose earning or deduction, and tick taxable where PAYE applies. Adjustments are applied when you recompute that period.

5.4 Leavers

Mark an employee exited with a date. They drop out of subsequent runs automatically and their portal access is suspended, while all history remains for audits.

6. Payroll runs

6.1 The lifecycle

Status	Meaning	Who sees payslips
draft / in review	Numbers computed, freely recomputed after any correction.	Nobody
approved	Numbers frozen; payslips published and employees notified.	All employees in the run
paid	Salaries have left the bank account.	All employees in the run
cancelled	Run abandoned; payslips withdrawn.	Nobody

6.2 Create and compute

6.3 How each payslip is calculated

Line	Formula
Gross pay	basic + housing + transport + other + recurring earnings + period earnings
Pensionable pay	basic + housing + transport (+ pensionable extras)
Pension	8% employee and 10% employer of pensionable pay
NHF	2.5% of basic
NHIA	5% employee and 10% employer of basic (when enabled)
PAYE	annualise taxable pay, subtract reliefs (rent relief 20% capped NGN 500,000; CRA in the older rule set), apply progressive bands, divide by 12
Loan	min(planned instalment, outstanding balance, cash left after statutory deductions)
Net pay	gross PAYE pension NHF NHIA loans other deductions
Employer cost	gross + employer pension + employer NHIA + ITF 1% + NSITF 1%

6.4 Review before you approve

- Payslips - the full table with totals; click through to any document.
- Variance - month-on-month movement per employee. Investigate anything large before publishing.
- PAYE schedule - TIN and tax state per employee for the state internal revenue service.
- Pension schedule - employee 8% + employer 10% by RSA PIN and PFA.
- NHF / NHIA schedules - contribution detail with the identifiers each fund needs.
- Bank payment - net pay by bank and account number; upload this to your bank.
- Cost register - totals by department plus the ITF/NSITF accrual and total employer cost.

Found an error? Fix the employee record, pay item or adjustment and press Recompute. Only approval freezes anything.

6.5 Approve, publish, pay

7. Payslips

7.1 The document

Every payslip is a snapshot: the employee’s details and bank at the time of the run, every line item, the rule set used, and year-to-date totals. Editing an employee record later does not change a published payslip.

7.2 Digital payslip

Employees open My payslips, choose a month and see earnings on the left, deductions on the right, the net pay panel, the PAYE computation, employer contributions, YTD, and the verification code with barcode. They can press Acknowledge receipt, which is logged for the employer.

7.3 Printable and PDF

Print view renders the same document with A4 page rules and the app chrome removed (Ctrl/Cmd + P for a paper copy). Download PDF produces a single-page A4 file generated by the server - the right format for banks, landlords, embassies and loan applications.

7.4 Verification

Anyone holding the document can open /verify and type the 10-character code printed in the footer (or scan the barcode). The check returns the employer, the employee’s masked name, staff number, period, pay date and document number. Amounts stay masked in public checks - the employee sees the full document in the portal.

7.5 Access trail

Each payslip records every view, print, PDF download and acknowledgement with user and timestamp. Payroll users can see this on the payslip page under Access trail, which answers "did the employee receive it?" without a meeting.

8. Statutory

Item	Rate (seeded)	Base	Remit
PAYE	Progressive bands by rule set	Taxable pay less reliefs	State IRS, by the 10th of the following month
Pension	8% employee / 10% employer	Basic + housing + transport	PFA, within 7 days of paying salaries
NHF	2.5%	Basic	Monthly, with the NHF schedule
NHIA	5% employee / 10% employer	Basic	Monthly (when enabled)
ITF	1%	Payroll	Accrued monthly in the cost register

NSITF	1%	Payroll	Monthly

9. Reports and exports

Report	Use it for
PAYE remittance schedule	Filing and paying PAYE per employee, with TIN and tax state.
Pension schedule	CPS remittance per RSA PIN and PFA.
NHF and NHIA schedules	Fund remittances with member identifiers.
Bank payment schedule	Uploading net pay to your bank or payment provider.
Cost register	Finance reporting: cost by department, employer levies, total employer cost.
Variance report	Approval discipline: what changed since last month and for whom.
Year-to-date summary	Year-end packs, employee tax statements, auditors.

Every schedule exports as CSV (uploads, email) and .xls (accounting imports), and each export is written to the audit trail.

10. Users, settings and controls

10.1 Users & access (admins)

Add payroll officers and administrators, change roles, reset a forgotten password (a temporary one is shown once), and suspend access immediately when someone leaves. You cannot change your own role or suspend yourself.

10.2 Settings

The display name used across the site, payslips and PDFs; simulated-money mode (the DEMO banner); a one-click JSON data backup covering employees, runs, payslips, consents and the audit trail; and the compliance checklist.

10.3 Audit trail

An append-only record of every action - who, what, when, from which address - filterable by action, actor and date, exportable as CSV. Payroll document views, prints and downloads are recorded too.

10.4 Working for several companies

Superadmins see a company selector in the sidebar. Every screen, report and payslip follows the selected company; staff, loans, rule sets and runs are isolated per company.

11. Troubleshooting

Symptom	What to check

Employee sees no payslip	The run must be approved. Draft or in-review runs publish nothing.
Net pay changed with no salary change	Look for a period adjustment or loan instalment on the payslip; then compare with the variance report.
PAYE looks higher than last month	Reliefs are annual - as YTD income grows, more falls into upper bands. Read the annualised figures in the PAYE computation box.
A new hire is missing from the run	Only active employees are included. Check status and hire date, then recompute the draft run.
Wrong bank or account number	Fix the employee record and recompute before approving - the bank schedule takes the employee record at run time.
Need to correct an approved run	Handle it as an adjustment in the next period, or cancel the run if nothing was paid yet.
Forgotten password	Ask an administrator to reset it from Users & access; change it from My profile afterwards.

12. Glossary

Term	Meaning
PAYE	Pay As You Earn - income tax withheld from salaries and remitted to the state internal revenue service.
Gross / net pay	Everything earned in the month / what lands in the bank after deductions.
CRA	Consolidated Relief Allowance - the older relief model (higher of NGN 200,000 or 1% of gross, plus 20% of gross).
Rent relief	20% of annual rent paid, capped at NGN 500,000, used by the NG-2026 rule set.
PFA / RSA PIN	Pension Fund Administrator / the employee’s Retirement Savings Account identifier.
NHF / NHIA	National Housing Fund (2.5% of basic) / health insurance contributions under the NHIA Act 2022.
ITF / NSITF	Employer levies of 1% of payroll each, accrued in the cost register.
Rule set	The configuration record holding bands, reliefs and rates for a tax year.
Run	One payroll period: compute -> review -> approve (publishes payslips) -> paid.
Snapshot	The frozen copy of an employee’s details and pay inside a published payslip.