

EMPLOYEE SELF SERVICE (ESS) USER MANUAL

Kenya Medical Practitioners and Dentists Council



Kobby Technologies Limited



YEAR: 2022

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USER GUIDE

ESS portal contains activities that an employee can access general user activities.

COMPANY INFORMATION

KMPDC is a statutory authority established under Cap 253 Laws of Kenya.

Our mandate is to regulate training, practice and licensing of medicine & dentistry and healthcare institutions that include private & mission hospitals, dental centers & clinics, nursing and maternity homes and standalone funeral homes.

Contact details

Woodland Rd, Hurlingham, Nairobi

Phone: +254 111052222

+254 727666444

Email: info@kmpdc.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.

Contact details

MIRAGE TOWERS, CHIROMO ROAD, WESTLANDS

P.O. Box 5824 – 00200, NAIROBI.

Phone: +254724856614

+254 772489620

Email: info@kobby.co.ke

INTRODUCTION

The ESS portal can be accessed using the link: <http://192.168.123.156:81/>

Upon accessing the link, one is prompted to log in.

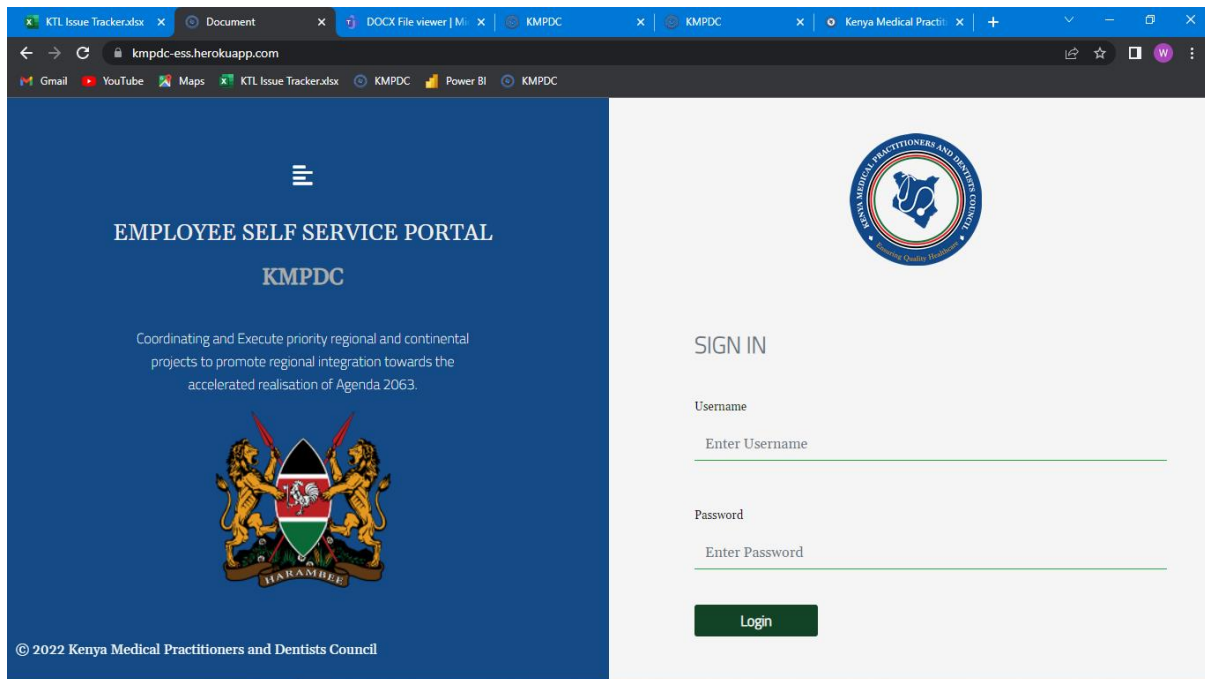


Figure 1

Login Process

To login, follow the below process:

- Enter your Username and Password
- Click the Login button

NB

The username and password are the same as those used in the ERP system.

Upon successful login, you will see a homepage which consists of a dashboard and a menu bar. The dashboard shows an overview of activities in each category in the menu bar, that is:

- Dashboard
- Human resource summary
- Finance summary
- Procurement summary
- Approvals

Dashboard

The dashboard displays a summary of activities in the portal as per the below figure.

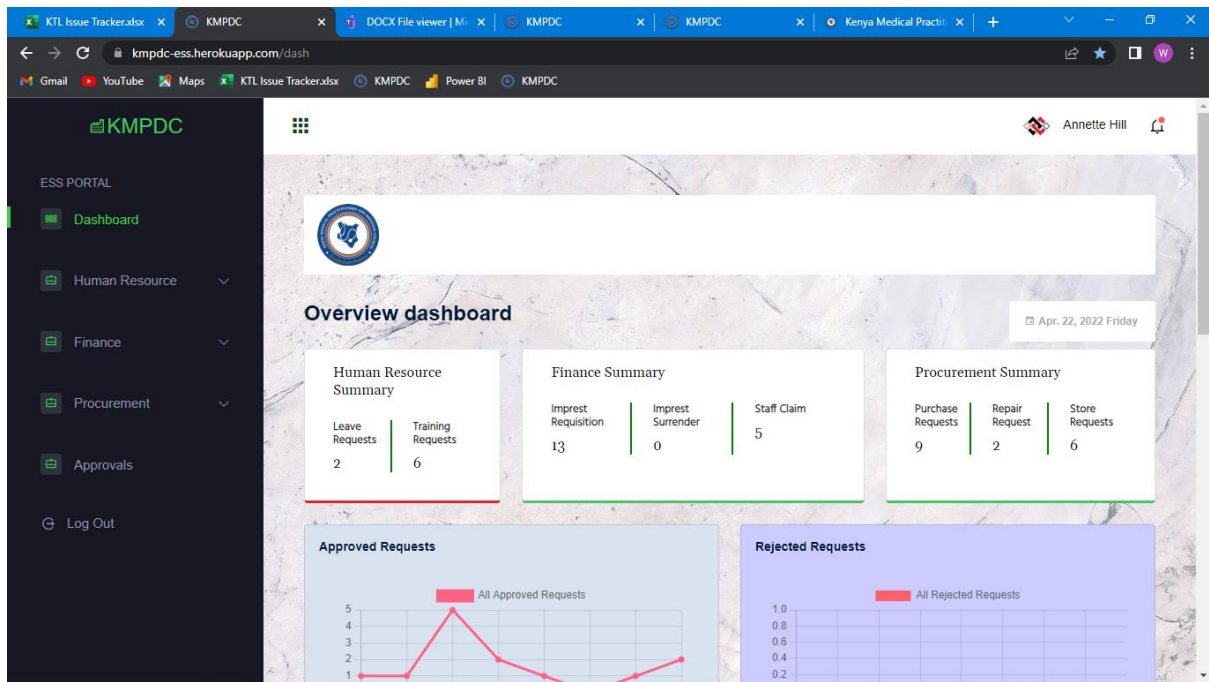


Figure 2

Human Resource

This section contains the below activities:

- leave planner
- leave request
- training request
- Pay slip and P9

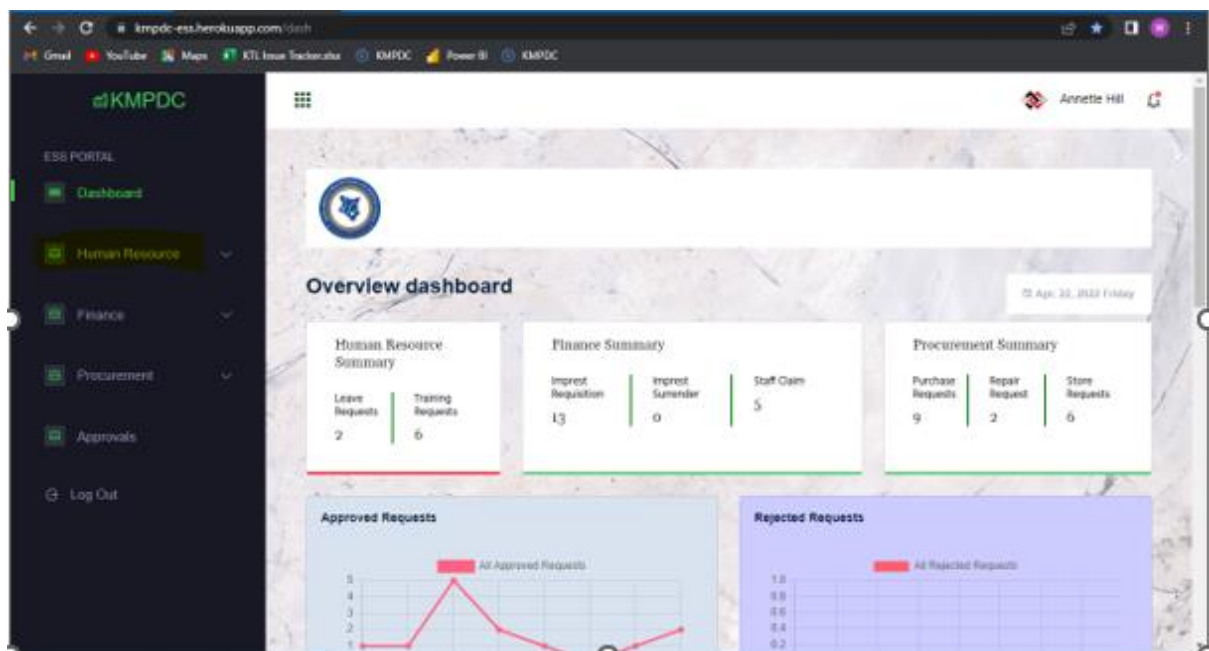


Figure 3

Leave Planner

To create a new leave plan go to:

Leave Planner>>+ Leave Plan>> Action>>+ Leave Planner Lines.

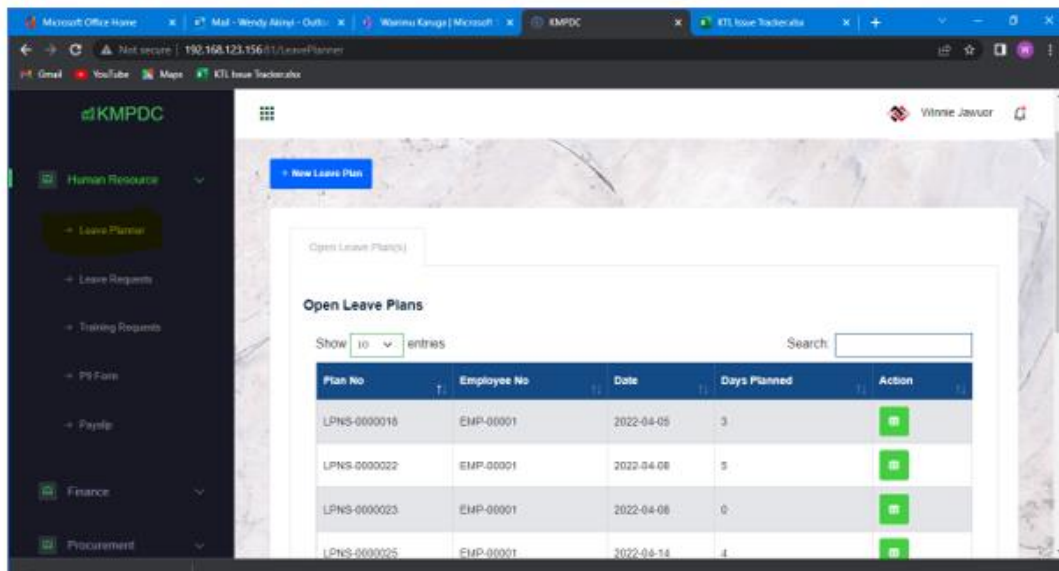


Figure 4

Input the start and end dates >>Submit

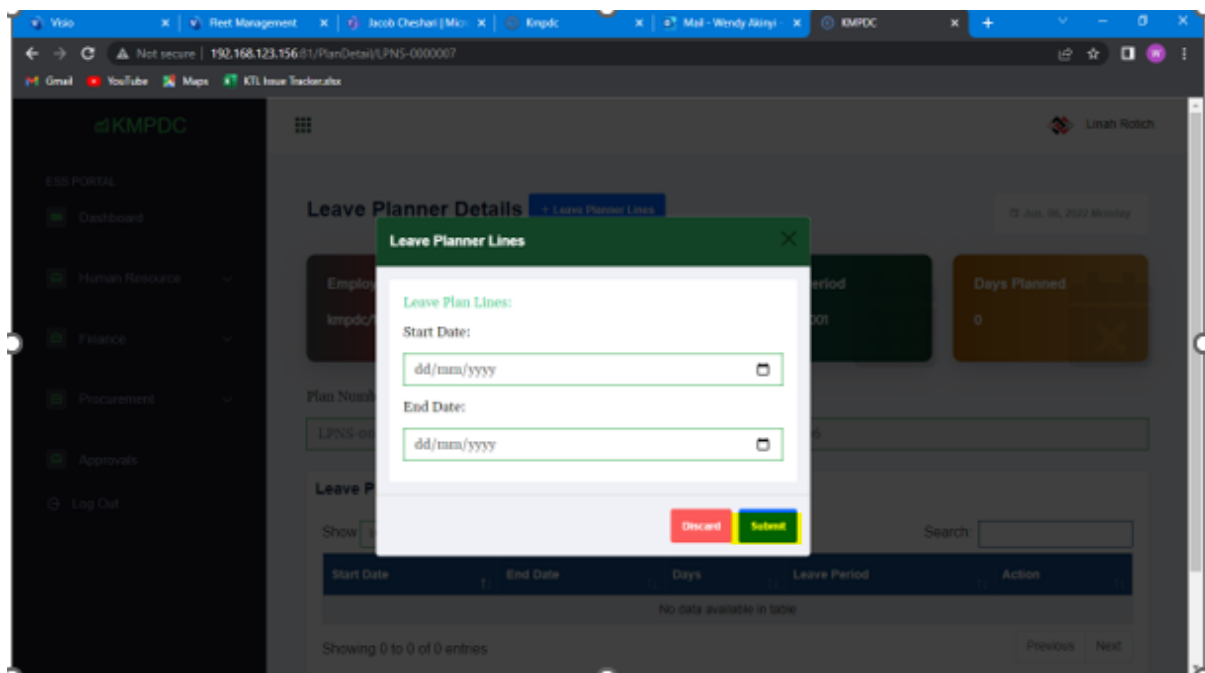


Figure 5

A successful notification message will pop up.

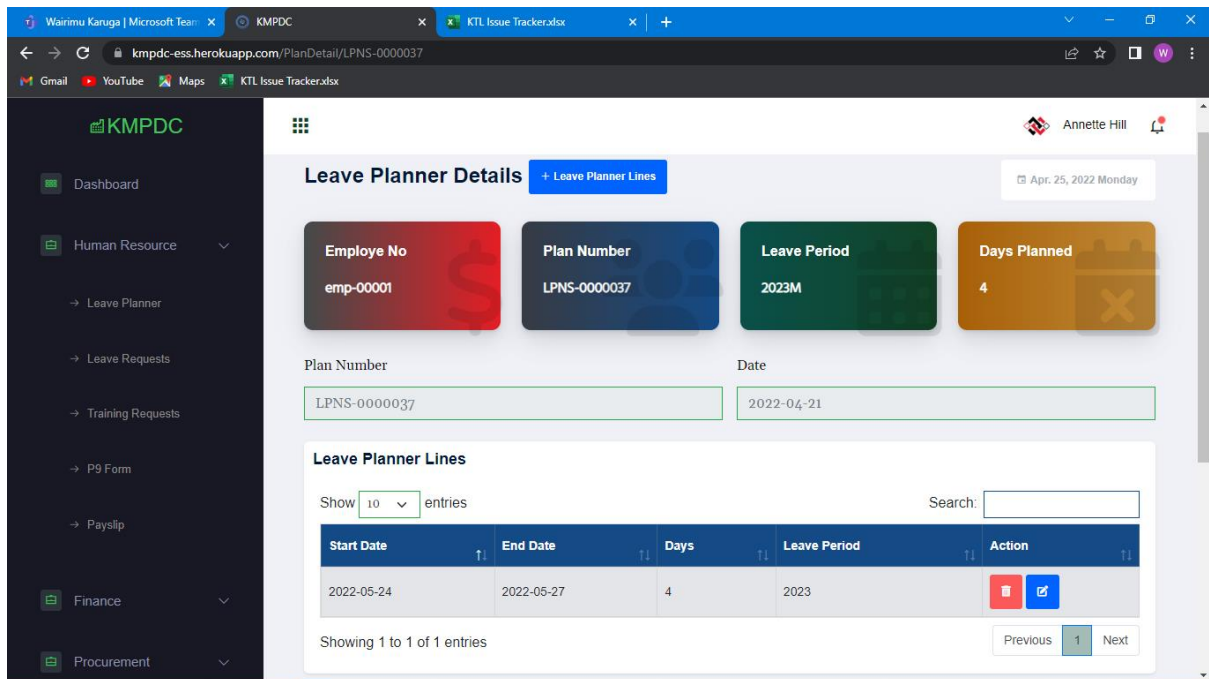


Figure 6

Leave Requests

To create a new leave request, go to:

Leave Request >>+ New Leave Request >>Fill the relevant fields >>Click Submit

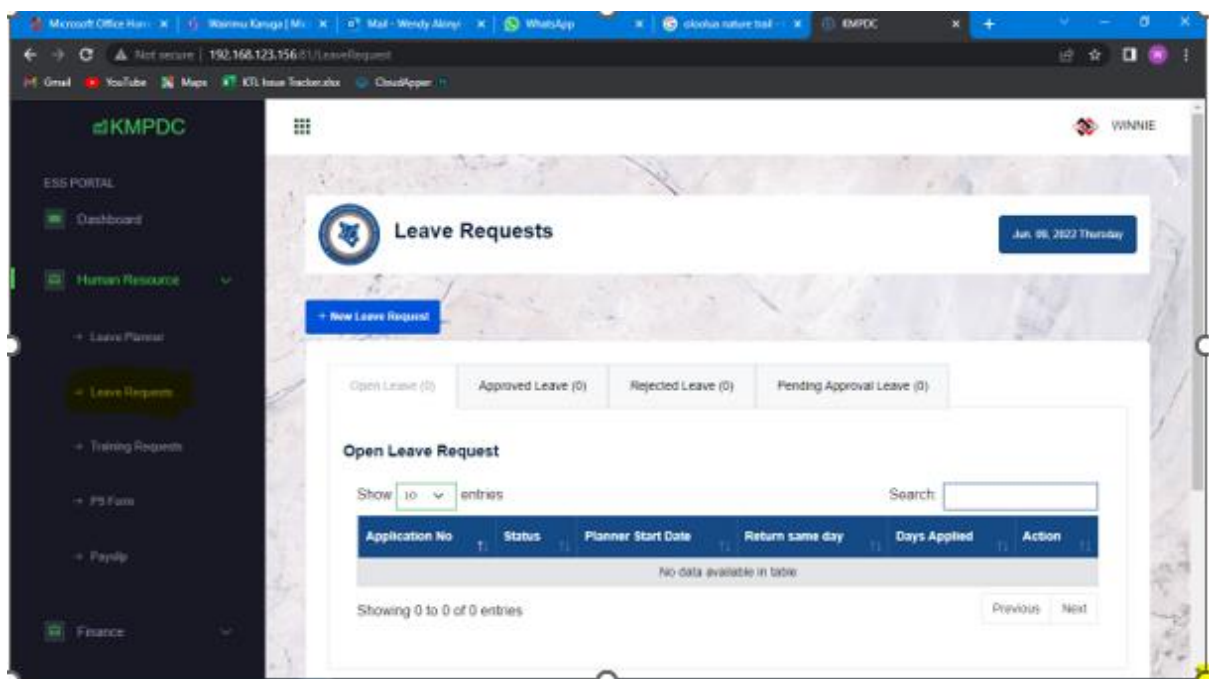


Figure 7

Raise Leave Request

Leave Request Header:

Leave Type: Choose...

Planner Start Date: Choose...

Return Same Day: Select

Days Applied:

Discard Submit

Figure 8

To view the leave application, go to:
Action >>+ Upload Attachment >>Request for Approval

Leave Details

annual leave Open 5 15

Leave Number	Application Date	Employee No
LPL0049	2023-06-06	WINNIE
Start Date	Mobile No	Leave Period
2023-06-07		2023M
User	Planner Start Date	Return same day
WINNIE	2023-06-07	False
Leave Allowance Payable	End Date	Employment Type
False	0001-01-01	Contract

Request for Approval

Figure 9

Once sent for approval the leave request will move to the pending approval list and upon approval it will move to the approved list where one can generate a report

Wairimu Karuga | Microsoft Team X LPL0015 X KTL Issue Tracker.xlsx

kmpdc-ess.herokuapp.com/FnGenerateLeave/LPL0015

Gmail YouTube Maps KTL Issue Tracker.xlsx

LPL0015 1 / 1 100%

KENYA MEDICAL PRACTITIONERS AND DENTISTS BOARD
P.O. BOX 44839-2021 - 00100, Nairobi, KE
+ 254 020 2724994/ 0702365011
donsombi@kobby.co.ke
www.kmpdc.go.ke

Printed By: WINNIE
Date: April 25, 2022
Page: 1

LEAVE APPLICATION FORM

Application No: LPL0015 Leave Type: Annual Leave
Application Date: 14/03/2022 No. of Days: 3
Staff No: EMP-00001 Start Date: 10/03/2022
Staff Name: winnie jawuor End Date: 14/03/2022
Department: Resumption Date: 15/03/2022
Delegated To:

Prepared By: WINNIE
Date: 3/14/2022 7:59:18 PM

H.O.D Approver: KTL-ADMIN
Date: 3/17/2022 7:37:58 PM

Human Resources Approver:
Date:

Figure 10

Training Request

To raise a new Training request, go to:

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

Yoo Rest Management Track Media | Microsoft Team KMPDC Mail - Wendy Akinyi - Outlook

Not secure | 20.121.189.145:50/Training

Gmail YouTube Maps KTL Issue Tracker.xlsx

KMPDC

Winnie Jaw

Jun 06, 2022 Monday

Training Requests

+ New Training Request

✓ Successfully Added!

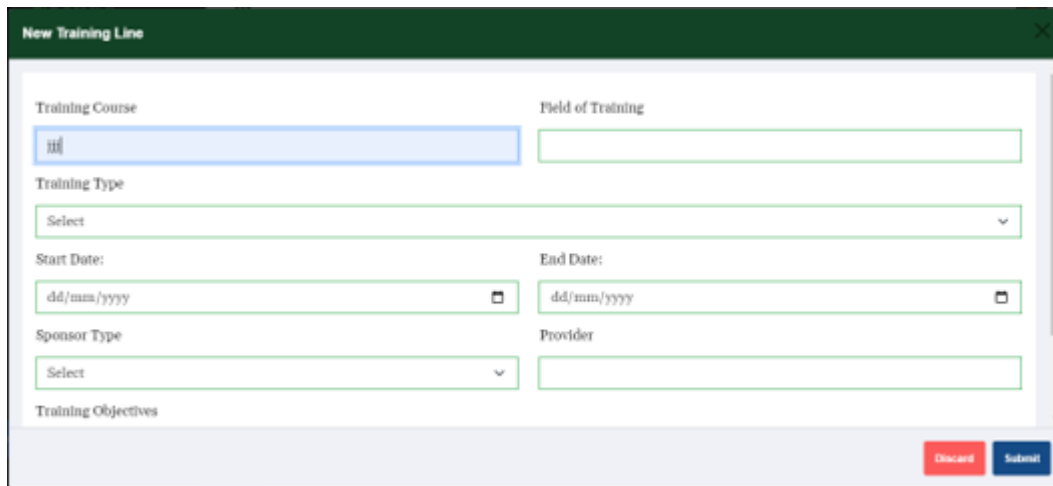
New Training Request (2) Approved Training Request (0) Rejected Training Request (0) Pending Approval (0)

Open Training Request

Show 10 entries Search

Request No	Request Date	Adhoc	Start Date	End Date	No Of Days	Action
TRQ-00041	2022-06-03	True	2022-06-03	2022-06-11	9	Edit Delete
TRQ-00043	2022-06-05	True	2022-06-07	2022-06-09	3	Edit Delete

Figure 11



New Training Line

Training Course:

Field of Training:

Training Type:

Start Date:

End Date:

Sponsor Type:

Provider:

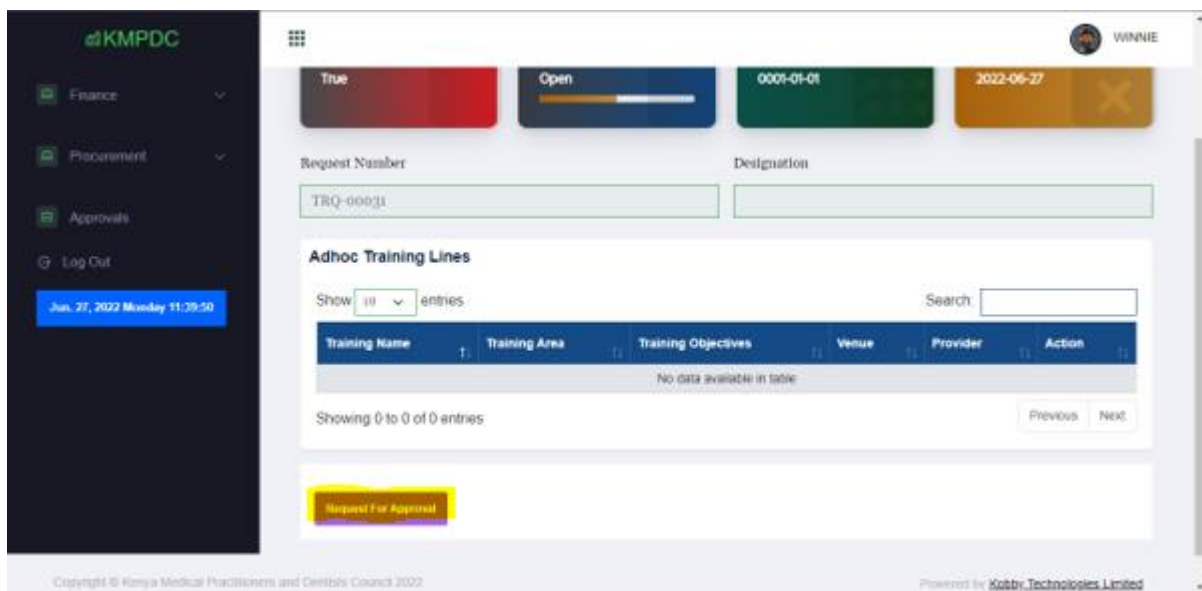
Training Objectives:

Figure 12

A new Training Request will be successfully added

To add lines on the Training Request, go to:

View >> + Add Training Lines >> Request For Approval



KMPDC

France | Procurement | Approvals | Log Out

Jun. 27, 2022 Monday 11:39:50

True | Open | 0001-01-01 | 2022-06-27

Request Number: TRQ-00031 | Designation:

Adhoc Training Lines

Show 10 entries | Search:

Training Name	Training Area	Training Objectives	Venue	Provider	Action
No data available in table					

Showing 0 to 0 of 0 entries

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Figure 13

Once sent for approval the training request will move to the pending approval list and upon approval it will move to the approved list where one can generate a report.

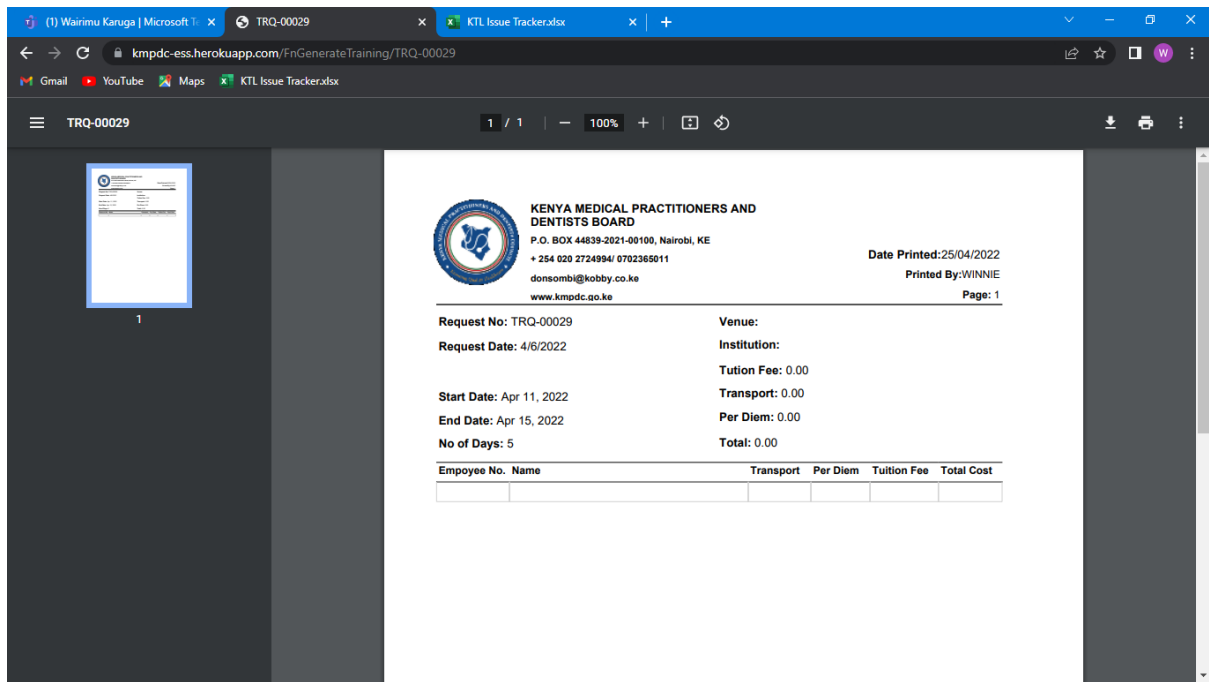


Figure 14

P9 Form

To generate a P9 form, go to:

P9 Form >> Fill the relevant field >> Generate P9

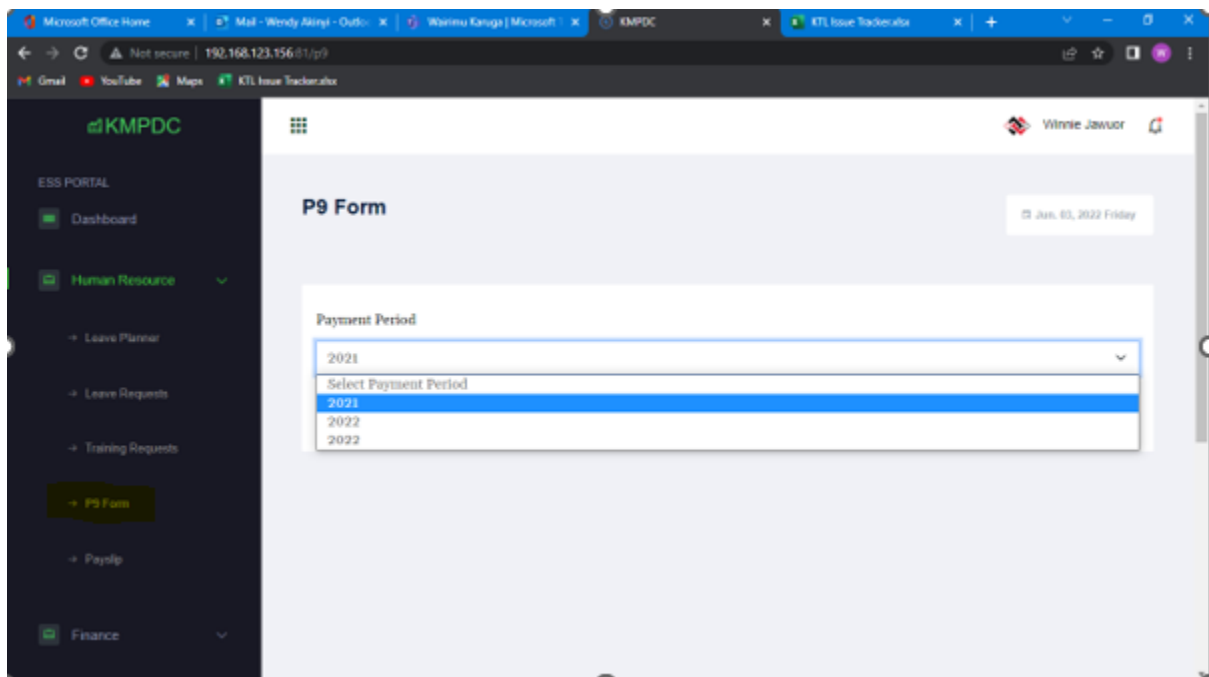


Figure 15

A P9 form will be generated.

**KENYA REVENUE AUTHORITY
INCOME TAX DEPARTMENT
INCOME TAX DEDUCTION CARD 2021**

Employers Name: KENYA MEDICAL PRACTITIONERS AND DENTISTS BOARD
Employers PIN: _____
Employee's Main Name: _____
Employee's Other Name: Winnie Jawuor
Personal File No. EMP-00001
Employee's PIN: _____

Month	Gross Salary A	Non-Cash Benefits B	Value Of Quarters C	Total A+B+C D	Defined Contribution Retr. Scheme E	Owner Occupied Interest F (Standard Amount)	Retr. Contribution & Occupied Interest G (Lowest of E/F)	Column D-G Taxable Amount H	Tax Charged J	Personal Relief K	Insurance Relief L	Mortgage Relief M	P.A.Y.E TAX N
01-Jan-2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00

TOTAL CHARGEABLE PAY (COL H) Kshs 0.00
TOTAL TAX (COL M) Kshs 0.00

(1) Date employee commenced if during the year: _____
Name and address of old employer: _____
(2) Date left if during the year: _____
Name and address of new employer: _____
(3) Where housing is provided, State monthly rent: _____
(4) Where any of the pay relates to a period other than this year e.g gratuity, give details: _____

CERTIFICATE OF PAY AND TAX
January
ADDRESS: _____
SIGNATURE: _____
DATE & STAMP: _____
P9A

NAMES OF MORTGAGE FINANCIAL INSTITUTION
L.R. NO. OF OWNER OCCUPIED HOUSE: _____
DATE OF OCCUPATION: _____
Reference No: _____

Figure 16

Pay slip

To generate a pay slip, go to:

Pay Slip >> Fill the relevant field >> Generate Pay Slip

KMPDC

ESS PORTAL

- Dashboard
- Human Resource
 - Leave Planner
 - Leave Requests
 - Training Requests
 - P9 Form
 - Payslip**
- Finance

Payslip

Payment Period

2022 - March

Select Payment Period

- 2021 - January
- 2022 - February
- 2022 - March**

Fri Jan 03, 2022

Figure 17

A pay slip will be generated

PAYSUP		FEBRUARY 2022	
Employee No:	EMP-00001	Contract Start Date	11/03/21
Employment Date	1/1/0001	Contract End Date	05/03/22
Name:	Winnie Jawuor	Retirement Date	
ID Number			
Job Title	Chief Executive Officer		
Job Group	1		
Department:	Europe North		
EARNINGS		AMOUNT	BALANCES
Consolidated Pay		87,000.00	
GROSS PAY		87,000.00	
Gross Pay		87,000.00	
TAX CALCULATIONS			
Taxable Pay		0.00	
DEDUCTIONS			
TOTAL DEDUCTIONS		0.00	
NET PAY			
Net Pay		87,000.00	
Staff Information:			
NSSF No			
NHIF No			
Bank:			
Branch:			
Account No			

Figure 18

FINANCE

Imprest Requisition

To raise a new Imprest Requisition, go to:

Imprest Requisition >>+ New Imprest Requisition >>Fill the required fields >>Submit

Imprest No	Date	Imprest	Travel Type	Created By	Status	Action
IMP00056	2022-03-24	True	Local	WINNIE	Open	
IMP00061	2022-04-06	True	Local	WINNIE	Open	
IMP00062	2022-04-13	True	Local	WINNIE	Open	
IMP00064	2022-04-14	True	Local	WINNIE	Open	
IMP00065	2022-04-15	True	Foreign	WINNIE	Open	

Figure 19

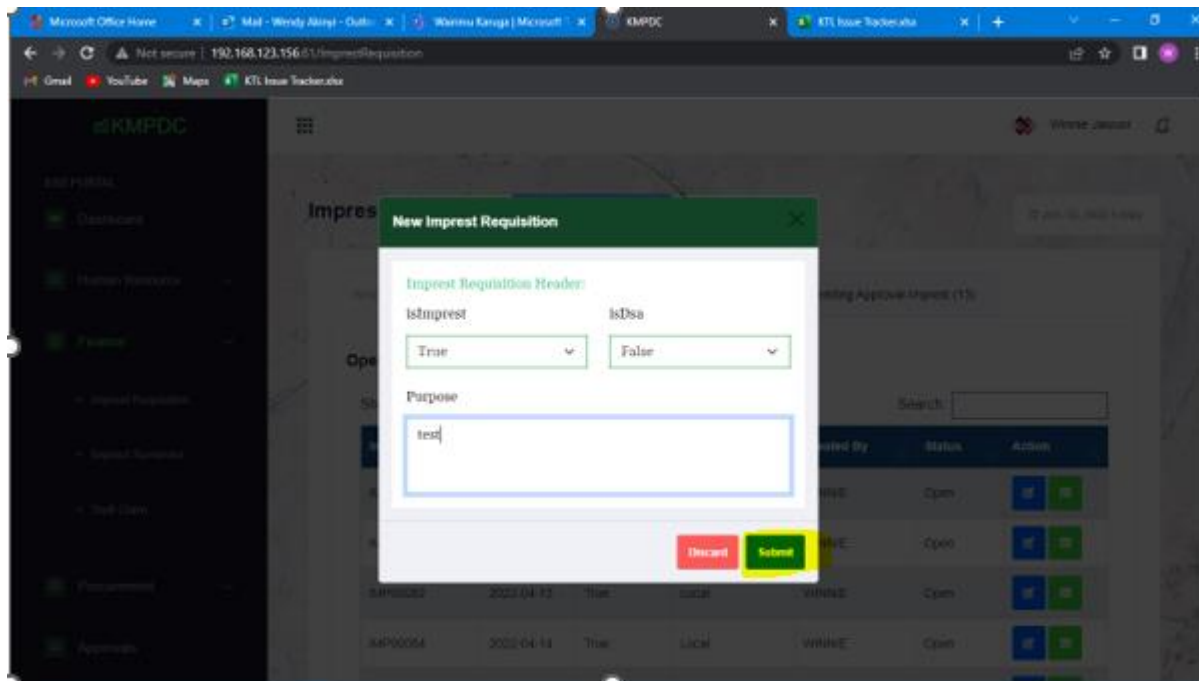


Figure 20

A new Imprest Requisition will be successfully added

To add Imprest lines, go to:

Imprest Lines >> Fill the relevant fields >> Submit

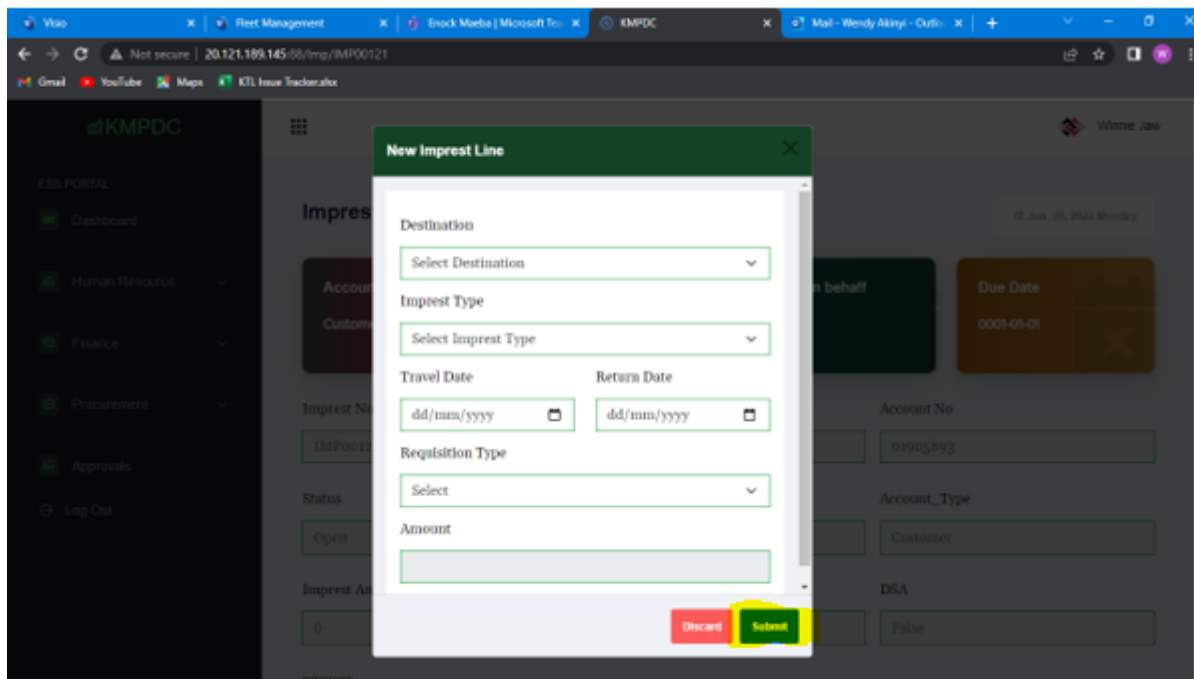


Figure 21

Imprest Surrender >>+ Add New Imprest Surrender >>Fill the relevant fields >>Submit

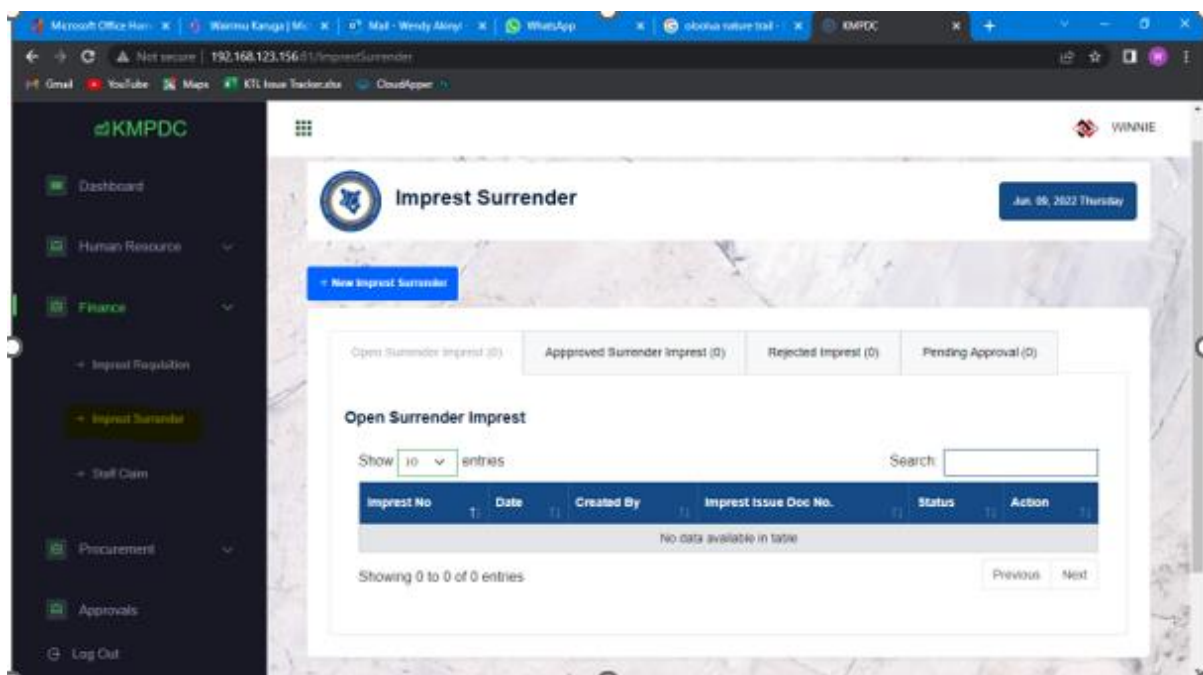


Figure 24

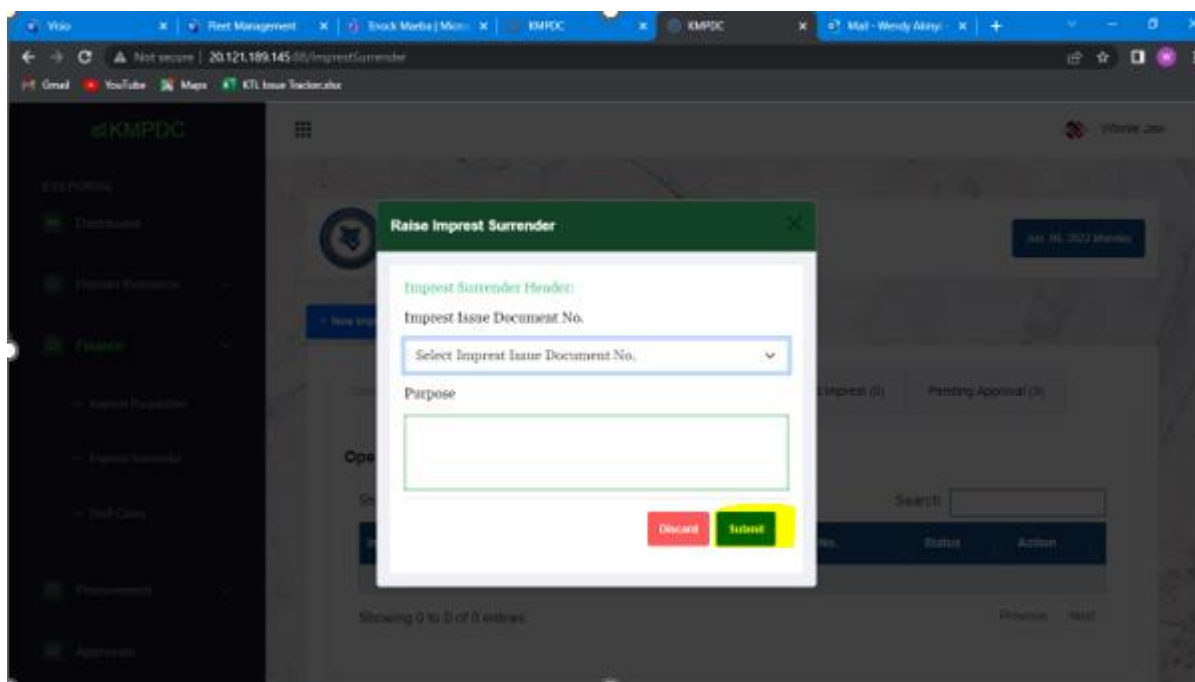


Figure 25

Once sent for approval the Imprest Surrender will move to the pending approval list and upon approval it will move to the approved list where one can generate a report.

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P.O. BOX 44839-2021
+ 254 020 2724994/ 0702365011
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IMPREST SURRENDER

Document No: IMPSUR0003 Document Date: 20-Sep-2021

Payee Name: Annette
Imprest No: IMPD0007
Area: HOME
Businessgroup: HOME

User Remarks: TEST

Account No	AREA	BUSINESSGROUP	Purpose	Imprest Amount	Cash Receipt Amount	Actual Spent	Balance
1150		Home	TEST	2,500.00	0.00	2,500.00	0.00
				2,500.00	0.00	2,500.00	0.00

Amount Spent (In Words) Kshs.
TWO THOUSAND FIVE HUNDRED

Prepared By: WINNIE Date: 9/20/2021
Checked By: WINNIE Date: 9/20/2021

Signature: _____ Signature: _____

Approved By: _____ Posted By: WINNIE

Figure 26

Staff Claim

To raise a new Staff claim, go to:

Staff Claim >>+ New Staff Claim >>Fill the relevant fields >>click Submit

KMPDC

ESS PORTAL

- Dashboard
- Human Resource
- Finance
- Imprest Regulation
- Imprest Surrender
- Staff Claim
- Procurement
- Approvals

Staff Claim + New Staff Claim

Open Staff Claim (5) Approved Staff Claim (1) Rejected Staff Claim (0) Pending Approval Claim (6)

Open Staff Claim

Show 10 entries Search

Claim No	Date Created	Apply on behalf	Claim Type	Due Date	Status	Action
SC0037	13-20-26.447	False	Medical Claim	0001-01-01	Open	[Icon]
SC0041	12-03-12.443	False	Imprest Claim	0001-01-01	Open	[Icon]
SC0042	13-54-10.717	False	Imprest Claim	0001-01-01	Open	[Icon]
SC0047	14-06-06.38	False	General Claim	0001-01-01	Open	[Icon]
SC0049	13-11-03.473	False	General Claim	0001-01-01	Open	[Icon]

Figure 27

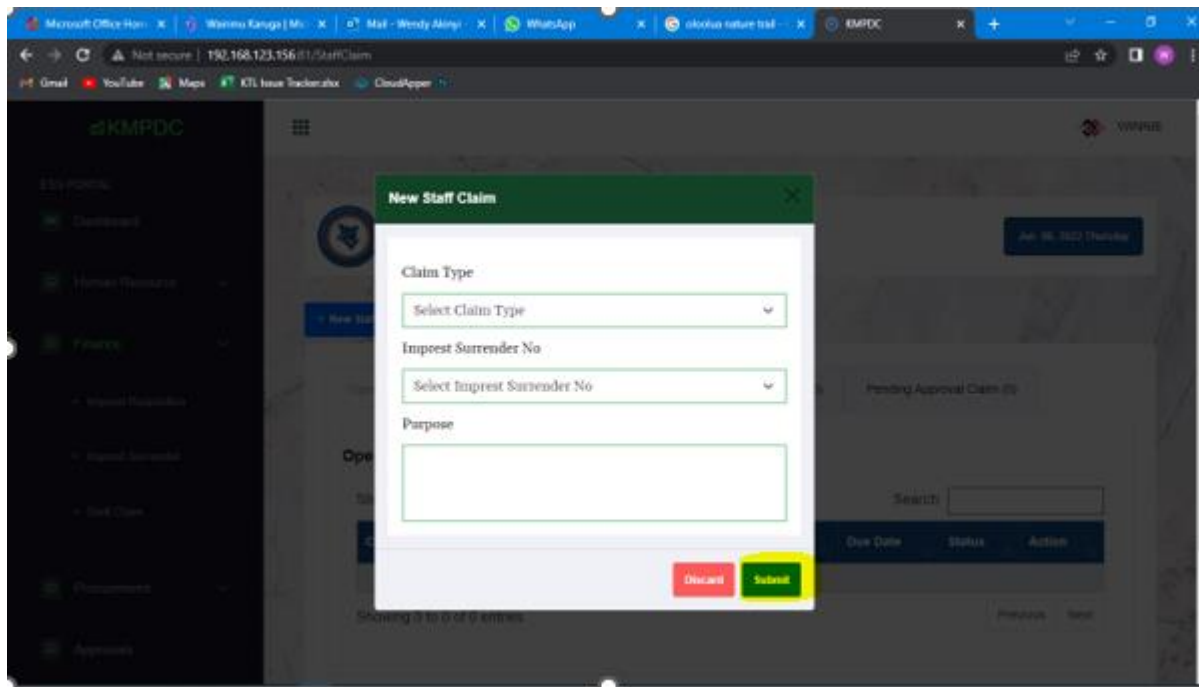


Figure 28

On your claim, go to: Action >>+ Add Claim Lines >>Fill the relevant details >>Submit

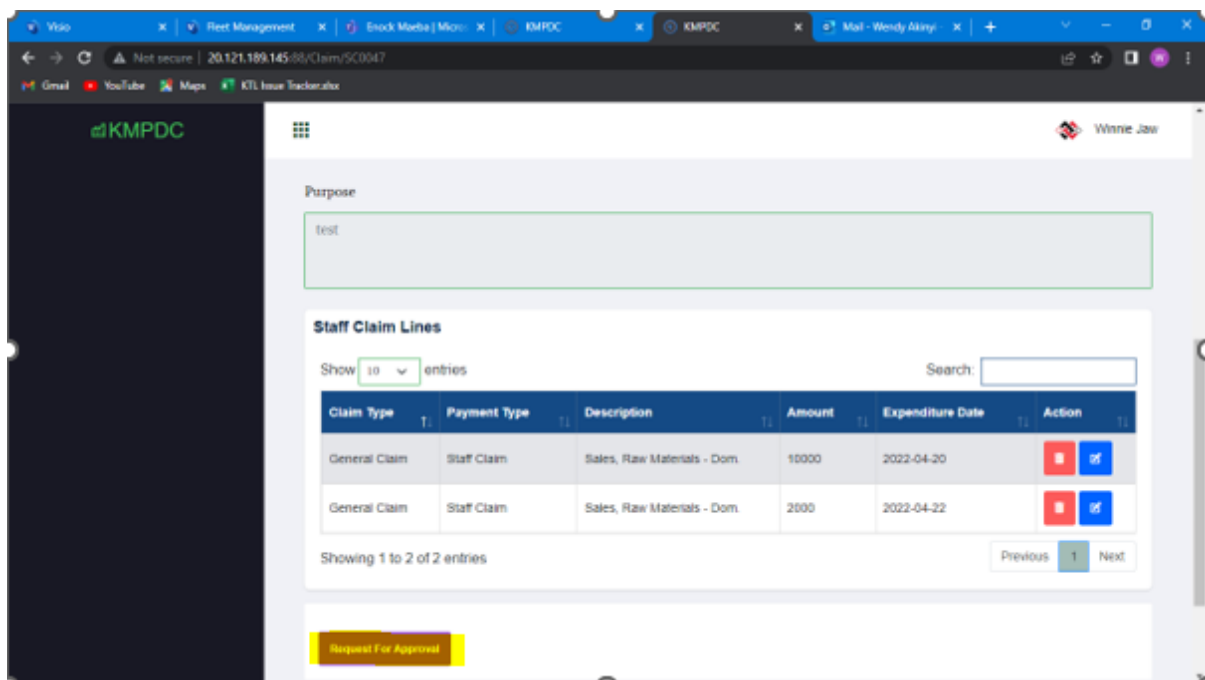


Figure 29

Once sent for approval the staff claim will move to the pending approval list and upon approval it will move to the approved pages list when one can generate a report.

KENYA MEDICAL PRACTITIONERS AND DENTISTS BOARD
P.O. BOX 44839-2021
+ 254 020 2724994/ 0702365011
donsombi@kobby.co.ke
www.kmpdc.go.ke

STAFF CLAIM VOUCHER

Document No: SC0001
Document Date: 20-Sep-2021

CLAIM APPLICANT
Staff No: AH
Account No: 01905893
Name: Candoxy Canada Inc.
Area:
Businessgroup:
Purpose: test

Code	Expenditure Item	Claim Receipt No	Expenditure Date	Expenditure Description	Amount
SALARY ADVANCE	Sales, Raw Materials - Dom.		20-Sep-2021	test	6,000.00
					6,000.00

Amount Payable (In Words) Kshs. SIX THOUSAND

Prepared By: WINNIE
Date: 20-Sep-2021 04:22
Signature:

Checked By: WINNIE
Date: 20-Sep-2021 01:40
Signature:

Figure 30

PROCUREMENT

Purchase Requisition

To raise a new purchase request, go to:

Purchase Requisition >>+ New Purchase Request >>Fill the relevant fields >>Submit

KMPDC

Purchase Requisitions
Jun. 03, 2022 Friday

[+ New Purchase Requisition](#)

Open Purchase Request (0) | Approved Purchase Request (0) | Rejected Purchase Request (0) | Pending Approval (0)

Open Purchase Requests

Show 10 entries

Order Date	Procurement Plan	Expected Receipt Date	Requested By	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Figure 31

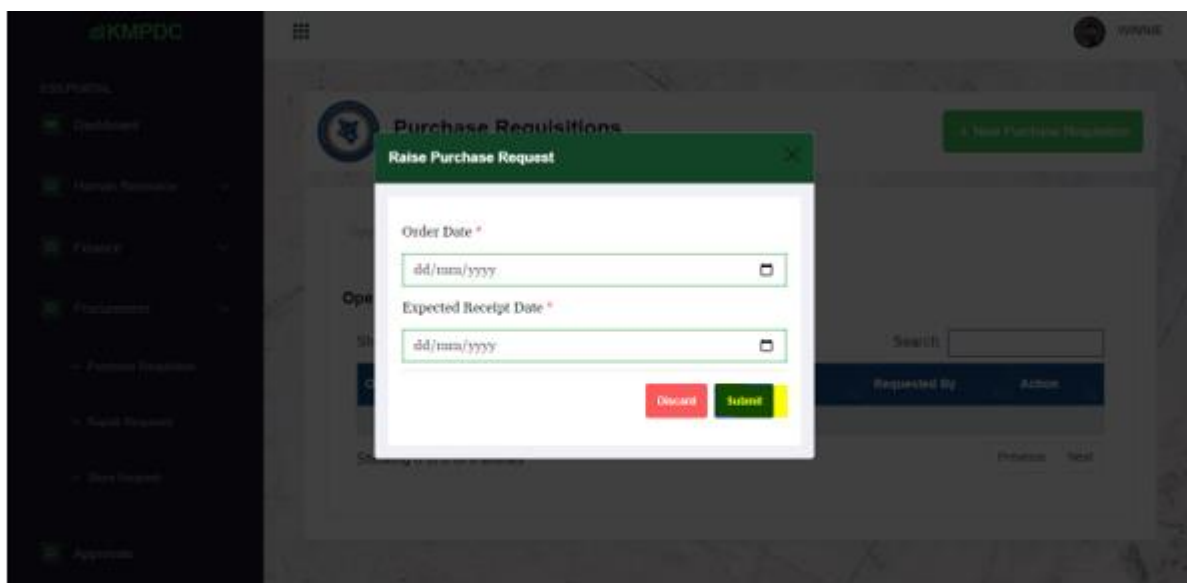


Figure 32

To add lines, go to:

Action >>+ Add New Lines >>Fill the relevant details >>Request For Approval

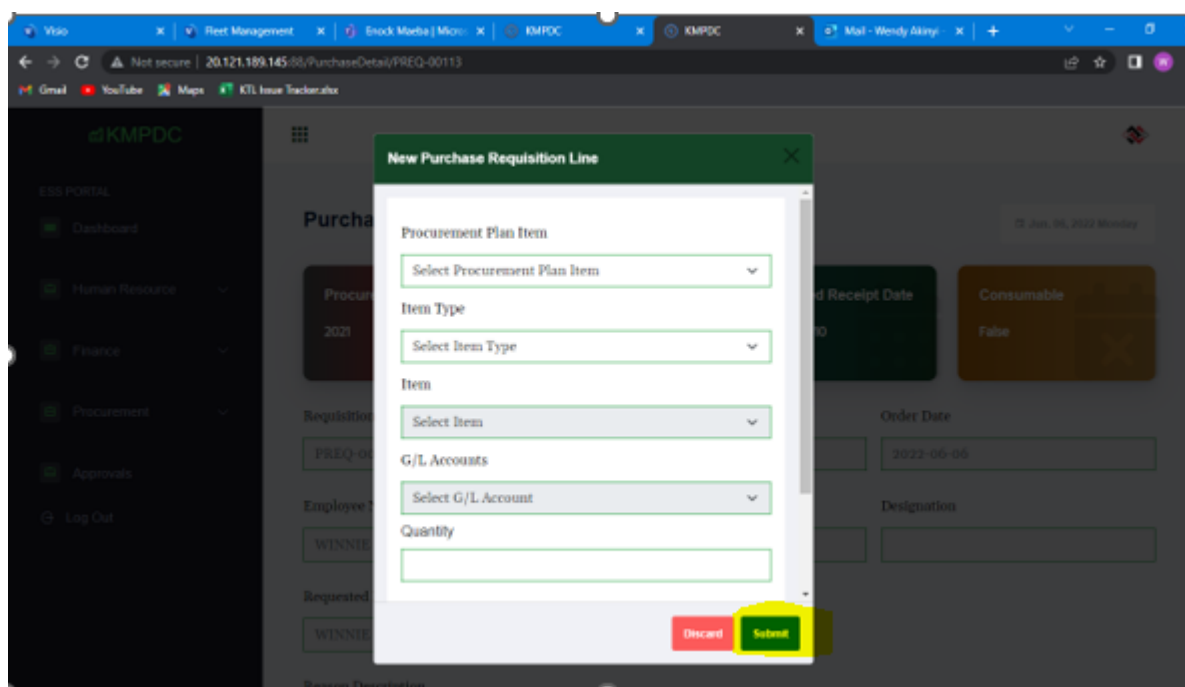


Figure 33

Once sent for approval the purchase request will move to the pending approval list and upon approval it will move to the approved pages list.

Repair Request

To raise a new Repair Request, go to:

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

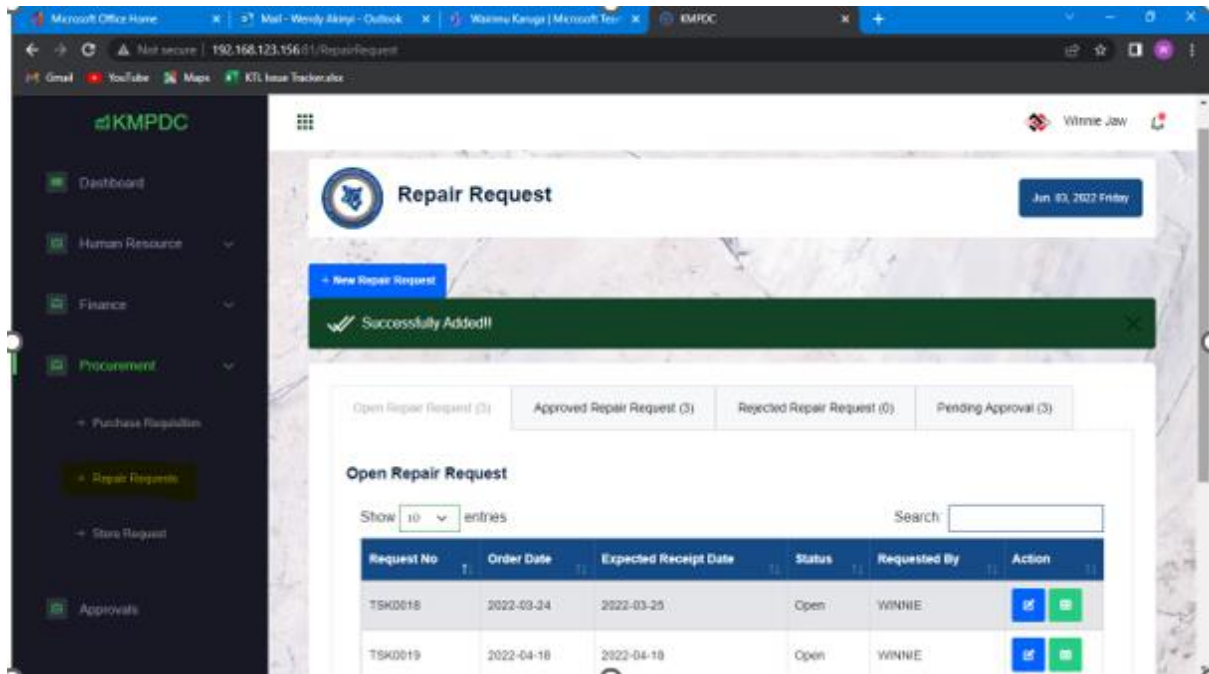


Figure 34

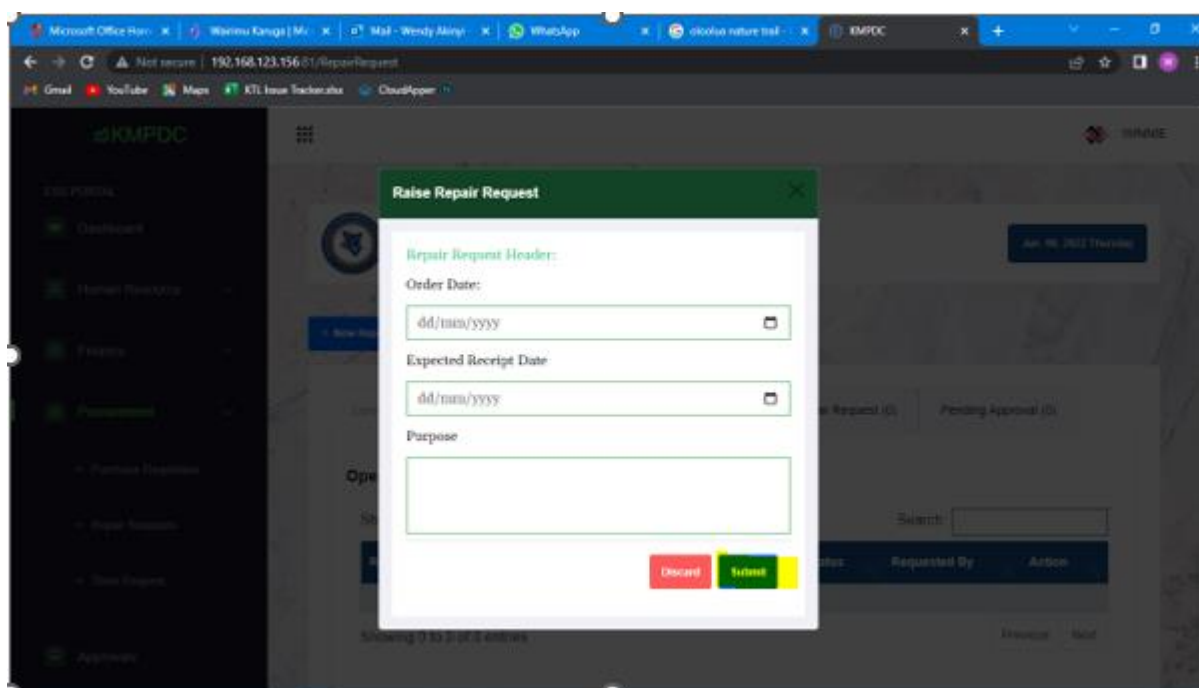


Figure 35

To add lines, go to:

Action >>+ Repair lines >>Fill the relevant details >>Submit

The screenshot shows a 'New Repair Line' modal form. It includes a dropdown for 'Asset' with the text 'Select Asset', a file upload section for 'Attachments' with a 'Choose Files' button and the text 'No file chosen' and 'Select single/multiple documents', and a text area for 'Description'. At the bottom right are 'Discard' and 'Submit' buttons. The background shows a sidebar with 'KMPDC' and a main area with 'Repair Request Lines'.

Figure 36

The screenshot shows a 'Request Successful' confirmation page. It features a green success banner at the top. Below it are four colored boxes: 'Requested By' (red) with the name 'WHEE', 'Repair Status' (blue) with 'Open' and a progress bar, 'Expected Receipt Date' (green) with '2022-07-05', and 'Order Date' (orange) with '2022-06-30'. Below these are input fields for 'Request Number' (containing 'REQ-1234'), 'Duration Date' (containing '2022-06-30'), and 'Employee Name' (containing 'William Jones'). A 'Reason Description' text area contains the word 'test'. At the bottom is a 'Repair Request Lines' table with one entry.

Asset No.	Asset Description	Description	Book Value	Repair No.	Action
PA0012	Desktop computer	Conquest A4-Bus	0	REQD-1234	[Red X icon]

Showing 1 of 1 entries. Navigation buttons: Previous, 1, Next. A yellow button at the bottom says 'Request Not Approved'.

Once sent for approval the repair request will move to the pending approval list and upon approval it will move to the approved pages list. You will get a notification that it has been released.

Store Request

To raise a new store request, go to:

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

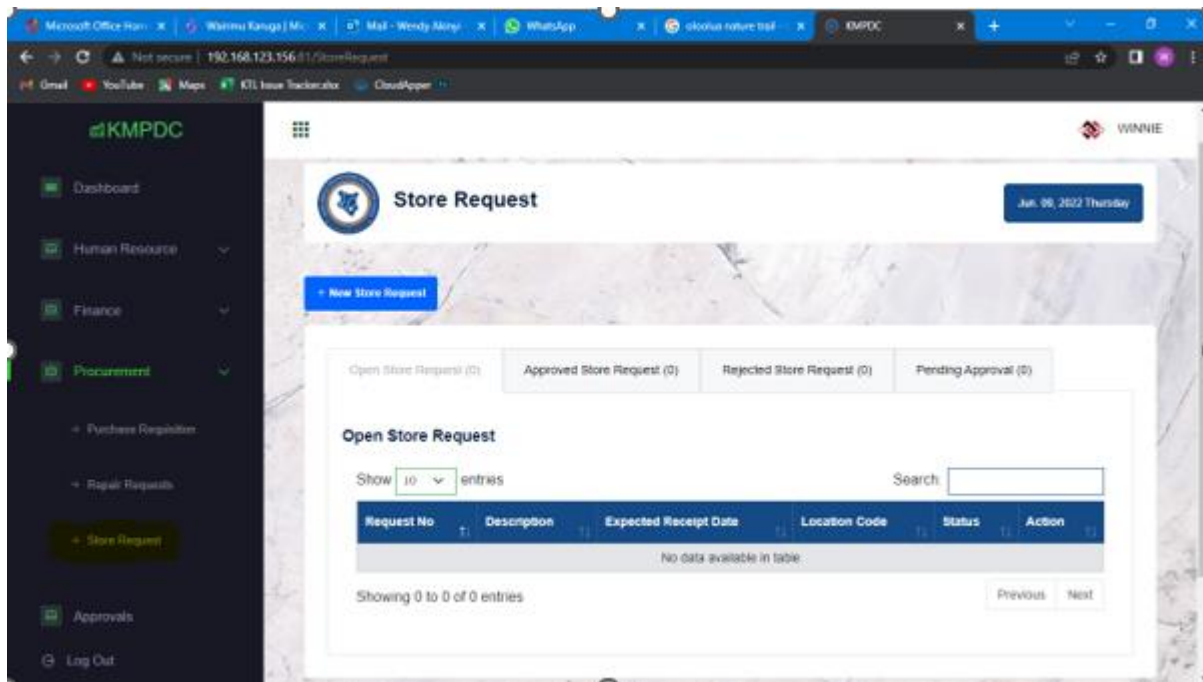


Figure 37

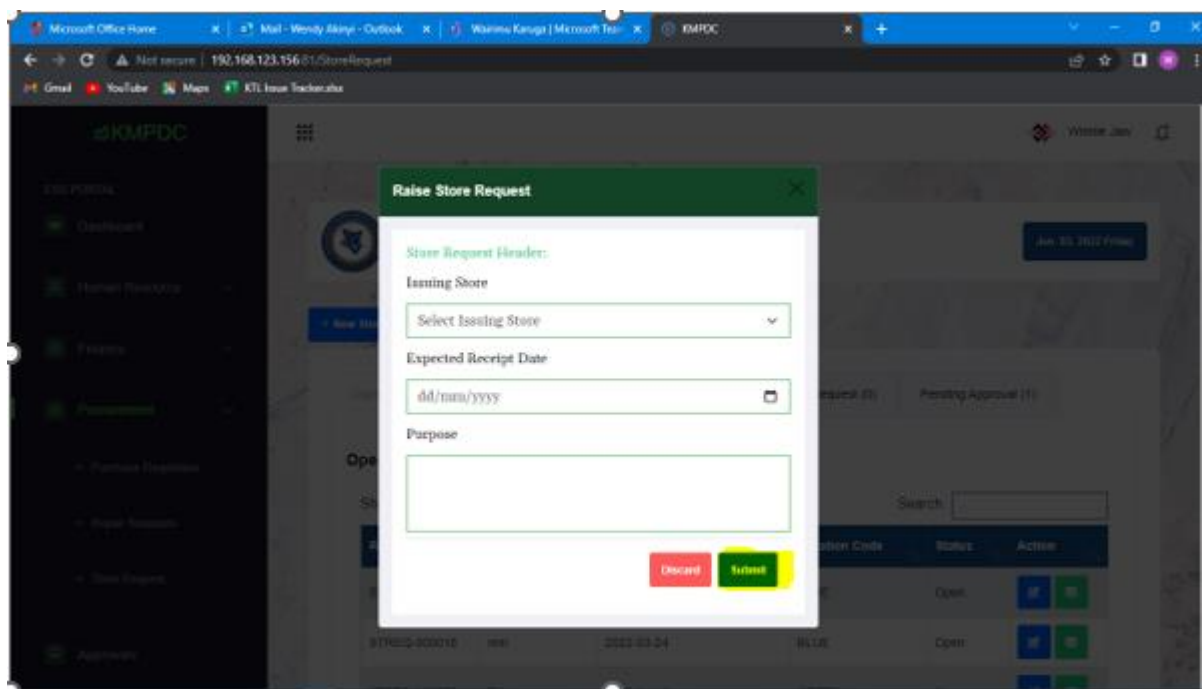


Figure 38

To add lines, go to:

Action >>Click >>+ Store Request lines >>Fill the relevant details >>Submit

The screenshot shows a web browser window with the KMPDC ESS Portal. A modal titled "New Store Request Line" is open, displaying the following fields:

- Item:** Rim
- Location:** Blue Warehouse
- Quantity:** 1
- Unit Of Measure:** Box

At the bottom of the modal, there are two buttons: "Discard" (red) and "Submit" (yellow). The background shows the portal's sidebar with options like Dashboard, Human Resource, Finance, and Procurement.

Figure 39

Once sent for approval the staff claim will move to the pending approval list and upon approval it will move to the approved pages list when one can generate a report.

The screenshot shows the "Generate Store Report" page for request STREQ-000025. The page includes the following information:

KENYA MEDICAL PRACTITIONERS AND DENTISTS BOARD
P.O. BOX 44839-2021
+ 254 020 2724994/ 0702365011
donsombi@kobby.co.ke
www.kmpdc.go.ke

Request Details:

No.	STREQ-000025	Document Date	21-Apr-2022
Request Description	hhjasnjxjhssjbsj	Date Issued	
Required Date	22-Apr-2022	Issued By	
Received By		Issuing Store	BLUE
Area		Businessgroup	

Table of Request Details:

No	Description	UoM	Quantity Req.	Qty Issued	W. Average	Total Cost
Total Cost:						

Approval Table:

Prepared By	WINNIE	HOD	KTL-ADMIN
Date	21-Apr-2022 06:07:55	Date	22-Apr-2022 07:52:06
Signature		Signature	
Control		Finance	
Date		Date	
Signature		Signature	

General Issue Remarks:

Issued By: _____ Date: _____ Signature: _____

Figure 40

APPROVALS

This section outlines all the pending, rejected and approved approvals.

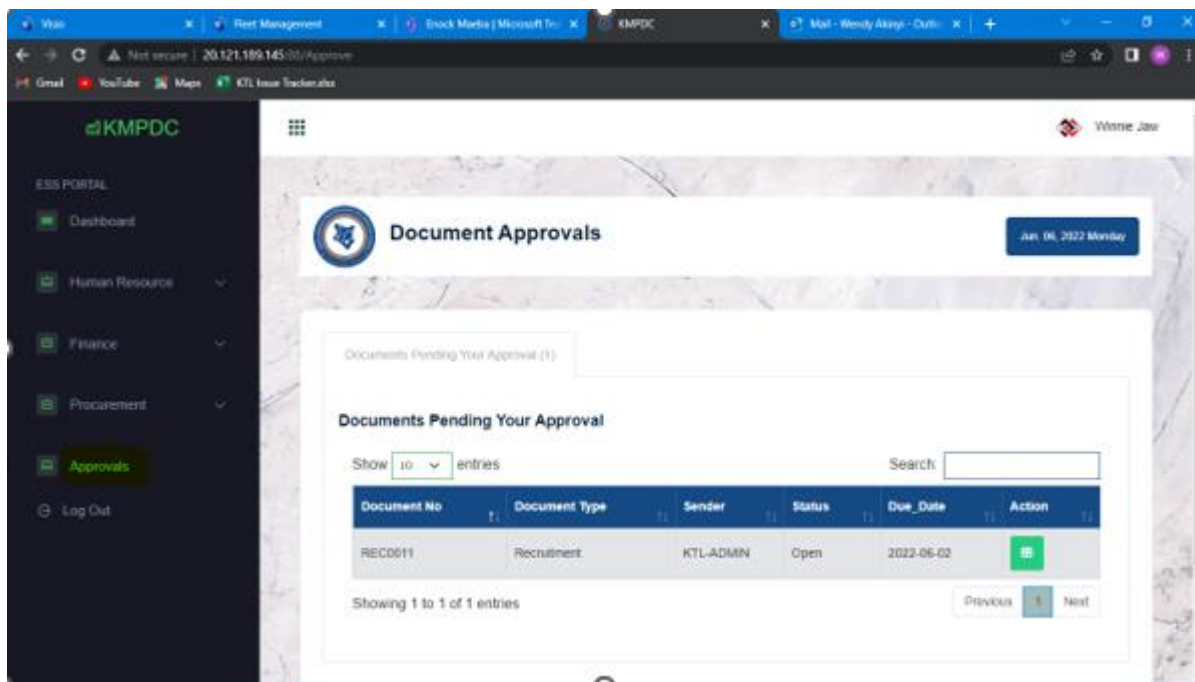


Figure 41