Contents

CoreHR HR Consultant Guide

Version 1.0 | December 2025

Quick Reference

Item	Details
Application URL	`http://localhost:5020/login`
Onboarding URL	`http://localhost:5020/onboard/consultant?token=<your_token>`
API Base URL	`http://localhost:4020/api`

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Getting Started

Receiving Your Invitation

1. You'll receive an email from CoreHR with subject "Welcome to CoreHR"
2. The email contains your unique registration link
3. The link is valid for 7 days

Completing Registration

Step 1: Access Registration

Click the link in your email or navigate to:

`http://localhost:5020/onboard/consultant?token=<your_token>`

Step 2: Create Your Account

Field	Description	Required
First Name	Your first name	Yes
Last Name	Your last name	Yes
Password	Min 8 characters	Yes
Confirm Password	Must match	Yes

Step 3: Add Contact Information

Field	Description	Required
Phone	Business phone	No
Address	Office address	No
City	City	No
State	State/Region	No
Website	Company website	No

Step 4: Business Details

Field	Description	Required
TIN	Tax Identification Number	No
RC Number	CAC Registration Number	No

Click **Complete Registration** to finish.

First Login

After registration, you're automatically logged in. For future logins:

1. Navigate to `http://localhost:5020/login`
2. Enter your registered email
3. Enter your password
4. Click **Sign In**

Dashboard Overview

Accessing Dashboard

After login, you're directed to `/dashboard`

Dashboard Widgets

Widget	Description
Total Companies	Client companies you manage
Active Companies	Companies in active status
Total Employees	All employees across companies
ESS Activated	Employees with self-service access

Quick Actions

- **Add Company**: Create a new client company
- **Add Employee**: Add employee to a company
- **View Activity**: See recent actions

Activity Feed

The activity feed shows: - New companies created - Employees added - ESS invitations sent - Status changes

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Company Management

Viewing All Companies

URL: /dashboard/companies (Coming Soon - use API)

Current access via API:

```
GET /api/companies
Authorization: Bearer <your_token>
```

Creating a New Company

Step 1: Basic Information

Field	Description	Required
Legal Name	Registered company name	Yes
Trading Name	Business/trading name	No
Company Type	LLC, PLC, Partnership, Sole Proprietor, NGO	No
Industry	Business sector	No
Employee Count Range	Size category	No

Step 2: Contact Information

Field	Description	Required
Email	Company email	No
Phone	Main phone line	No

Field	Description	Required
Website	Company website	No
Address Line 1	Street address	No
Address Line 2	Suite/Floor	No
City	City	No
State	State	No
Postal Code	ZIP/Postal code	No

Step 3: Statutory Registration (Nigerian Compliance)

Field	Description	Format
TIN	Tax Identification Number	XX-XXXXXXXX
RC Number	CAC Registration	RC XXXXXX
Pension Code	PenCom Code	PFC/XXX/XXX
NHF Code	National Housing Fund	NHF-XXXXX
NHIS Code	National Health Insurance	NHIS-XXXXX
ITF Code	Industrial Training Fund	ITF-XXXXX
NSITF Code	Social Insurance	NSITF-XXXXX

Step 4: Payroll Settings

Field	Options	Default
Default Currency	NGN, USD, ZAR	NGN
Pay Frequency	Weekly, Bi-weekly, Monthly	Monthly
Payroll Cutoff Day	1-31	25
Pay Day	1-31	28

Company Status Workflow

```
Onboarding -> Active -> Suspended -> Offboarded
                 ^             |
                 |_____|
```

Status	Description
Onboarding	Initial setup, not fully active
Active	Fully operational
Suspended	Temporarily disabled
Offboarded	Archived/deleted

Updating Company Details

API:

```
PUT /api/companies/:id
Authorization: Bearer <your_token>
Content-Type: application/json

{
  "legalName": "Updated Company Name",
  "status": "active"
}
```

Deleting (Offboarding) a Company

API:

```
DELETE /api/companies/:id
Authorization: Bearer <your_token>
```

Note: This performs a soft delete. Data is retained for compliance.

Employee Management

Viewing Employees

API:

```
GET /api/employees?company_id=<uuid>&page=1&limit=20
Authorization: Bearer <your_token>
```

Adding an Employee

Personal Information

Field	Description	Required
First Name	Legal first name	Yes
Last Name	Legal surname	Yes
Middle Name	Middle name(s)	No
Email	Work email	No
Phone	Contact phone	No
Date of Birth	DOB	No
Gender	Male/Female/Other	No
Marital Status	Single/Married/Divorced/Widowed	No
Nationality	Country of citizenship	No
State of Origin	Nigerian state	No
LGA of Origin	Local Government Area	No

Address

Field	Description	Required
Address Line 1	Street address	No
Address Line 2	Apartment/Suite	No
City	City	No
State of Residence	Current state	No
Country	Country	No

Employment Details

Field	Options	Required
Employee Number	Auto-generated (EMP-YYYY-0001)	Auto
Employment Type	Full-time, Part-time, Contract, Intern	No
Job Title	Position title	No
Department	Department name	No
Reports To	Manager (employee ID)	No
Hire Date	Start date	No
Confirmation Date	When confirmed	No

Compensation

Field	Description	Required
Salary	Monthly/Annual amount	No
Currency	NGN, USD, ZAR	No
Pay Frequency	Weekly, Bi-weekly, Monthly	No

Bank Details

Field	Description	Required
Bank Name	Nigerian bank name	No
Account Number	10-digit NUBAN	No
Account Name	Name on account	No
Bank Code	CBN bank code	No

Nigerian IDs

Field	Description	Format
NIN	National Identification Number	11 digits
BVN	Bank Verification Number	11 digits
Tax ID	State tax ID	Varies by state

Pension Details

Field	Description	Required
Pension PIN	PenCom PIN	No
PFA	Pension Fund Administrator	No
PFA Code	PFA code	No

API to Create Employee:

```
POST /api/employees
Authorization: Bearer <your_token>
Content-Type: application/json

{
  "companyId": "uuid",
  "firstName": "John",
  "lastName": "Doe",
  "email": "john.doe@company.com",
  "jobTitle": "Software Engineer",
  "department": "Engineering",
  "employmentType": "full_time",
  "salary": 500000,
  "salaryCurrency": "NGN",
  "hireDate": "2025-01-15",
  "essEnabled": true
}
```

Bulk Import Employees

Step 1: Download Template

```
GET /api/employees/import/template?company_id=<uuid>
```

Returns a CSV file with headers.

Step 2: Fill Template

Required columns: - first_name - last_name

Optional columns: - middle_name, email, phone, date_of_birth, gender - job_title, department, employment_type - salary, salary_currency - bank_name, bank_account_number, bank_account_name - nin, bvn, tax_id, pension_pin, pfa

Step 3: Upload CSV

```
POST /api/employees/import
Authorization: Bearer <your_token>
Content-Type: multipart/form-data

company_id: <uuid>
file: <csv_file>
```

Response:

```json
{
  "success": true,
  "data": {
    "imported": 45,
    "skipped": 2,
    "errors": [
      {"row": 12, "error": "Invalid email format"}
    ]
  }
}
```

Employment Status

Status	Description
active	Currently employed
on_leave	On authorized leave
suspended	Temporarily suspended
terminated	Employment ended

Terminating an Employee

```
PUT /api/employees/:id
Authorization: Bearer <your_token>
Content-Type: application/json
```

```json
{
  "employmentStatus": "terminated",
  "terminationDate": "2025-12-31",
  "terminationReason": "Resignation"
}
```

ESS Management

Enabling ESS for an Employee

When creating or updating an employee:

```json
{
  "essEnabled": true
}
```

Sending ESS Invitation

```
POST /api/employees/:id/ess/invite
Authorization: Bearer <your_token>
```

The employee receives an email with activation link.

Resending Invitation

```
POST /api/employees/:id/ess/resend
Authorization: Bearer <your_token>
```

Tracking ESS Status

Field	Description
ess_enabled	Whether ESS is enabled
ess_invitation_sent_at	When invite was sent
ess_activated_at	When employee activated

Team Management

Inviting Company Admins

You can invite HR managers at client companies to help manage employees:

```
POST /api/companies/:id/admins/invite
Authorization: Bearer <your_token>
Content-Type: application/json

{
  "email": "hr@clientcompany.com",
  "firstName": "Jane",
  "lastName": "HR",
  "role": "hr_manager"
}
```

Admin Roles

Role	Permissions
admin	Full company access
hr_manager	Employee management
payroll_admin	Payroll access (future)

Listing Company Admins

```
GET /api/companies/:id/admins
Authorization: Bearer <your_token>
```

API Reference

Authentication

All API requests require Bearer token:

```
Authorization: Bearer <your_token>
```

Base URL

```
http://localhost:4020/api
```

Companies Endpoints

Method	Endpoint	Description
GET	/companies	List your companies
POST	/companies	Create company
GET	/companies/:id	Get company details
PUT	/companies/:id	Update company
DELETE	/companies/:id	Offboard company
GET	/companies/:id/admins	List company admins
POST	/companies/:id/admins/invite	Invite admin

Employees Endpoints

Method	Endpoint	Description
GET	/employees	List employees
POST	/employees	Create employee
GET	/employees/:id	Get employee
PUT	/employees/:id	Update employee
DELETE	/employees/:id	Delete employee
POST	/employees/:id/ess/invite	Send ESS invite
POST	/employees/:id/ess/resend	Resend invite
GET	/employees/import/template	Download CSV template
POST	/employees/import	Bulk import

Coming Soon

Phase 2 - Payroll Processing

- Salary computation
- PAYE tax calculation
- Pension deductions
- Bank file generation
- Payslip creation

Phase 3 - Statutory Compliance

- PAYE remittance reports
- Pension contribution schedules
- Annual returns (Form H1)
- NHIS/NHF tracking

Phase 4 - Leave Management

- Leave request workflow
- Leave balances
- Public holidays

Phase 5 - Document Management

- Employment contracts
- Policy documents
- Certificate generation

FAQ & Troubleshooting

How many companies can I create?

Depends on your subscription tier: - Starter: 5 companies - Professional: 20 companies - Enterprise: Unlimited

How many employees per company?

Depends on your subscription tier: - Starter: 50 employees - Professional: 200 employees - Enterprise: Unlimited

Employee didn't receive ESS invitation

1. Check email address is correct
2. Check spam/junk folder
3. Resend invitation
4. Verify email server is working

Cannot delete an employee

Employees with ESS accounts cannot be deleted, only terminated. This maintains audit trail and data integrity.

Session expired

Login sessions expire after 24 hours. Simply login again.

Forgot password

1. Go to login page
2. Click "Forgot password?"
3. Enter your email
4. Check email for reset link
5. Create new password

Support

Email Support

support@corehr.ng

Phone Support

+234 xxx xxx xxxx

Documentation

Full documentation available at `/docs/manual.html`

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