Contents

CoreHR Product Manual

Version 1.0 | December 2025

Table of Contents

Introduction

CoreHR is a comprehensive Human Resource Management System designed specifically for HR consulting firms operating in Nigeria. The platform enables HR consultants to manage multiple client companies, their employees, and statutory compliance from a single dashboard.

Key Features

- Multi-tenant architecture supporting multiple HR consultants
- Client company management with Nigerian compliance
- Employee lifecycle management
- Employee Self-Service (ESS) portal
- Statutory compliance tracking (PAYE, Pension, NHIS, NHF, NSITF, ITF)
- Audit trails and activity logging

System Requirements

- Modern web browser (Chrome, Firefox, Safari, Edge)
- Stable internet connection
- Minimum screen resolution: 1024x768

Getting Started

Accessing CoreHR

CoreHR is accessible via web browser at your organization's designated URL. Contact your administrator for the correct access URL.

First-Time Login

1. Navigate to the login page
2. Enter your email address
3. Enter your password
4. Click "Sign In"

Password Requirements

- Minimum 8 characters
- Recommended: Mix of uppercase, lowercase, numbers, and symbols

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User Roles & Access Levels

CoreHR has four distinct user roles, each with specific permissions:

Role	Description	Access Level
Super Admin	Platform administrators (Rozitech staff)	Full platform access
HR Consultant	HR consulting firm owners/staff	Manage own companies & employees
Company Admin	HR managers at client companies	Manage company employees
Employee	End users with ESS access	View own profile & payslips

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Super Admin Workflows

Accessing Super Admin Portal

1. Navigate to `/superadmin/login`
2. Enter your Super Admin credentials
3. Click "Sign in to Admin Portal"

Dashboard Overview

The Super Admin dashboard displays: - Total number of consultants - Active vs suspended consultants - Total companies managed - Total employees across all companies - Pending invitations - Recent platform activity

Inviting a New HR Consultant

1. Navigate to **Consultants** in the sidebar
2. Click **Invite Consultant** button
3. Fill in the invitation form:
    - **Company Name**: The HR consulting firm's name
    - **Email Address**: Primary contact email

- **Tier**: Select subscription tier
  - *Starter*: 5 companies, 50 employees each
  - *Professional*: 20 companies, 200 employees each
  - *Enterprise*: Unlimited
4. Click **Send Invitation**
5. The consultant receives an email with registration link

Managing Consultants

View Consultant Details: - Click on any consultant row to view details - See company count, employee count, subscription status

Suspend a Consultant: 1. Find the consultant in the list 2. Click **Suspend** button 3. Confirm the action 4. Consultant loses access immediately

Reactivate a Consultant: 1. Find the suspended consultant 2. Click **Activate** button 3. Consultant regains access

Viewing Audit Logs

1. Navigate to **Audit Logs** in sidebar
2. View all super admin actions
3. Filter by action type, date range, or admin

HR Consultant Workflows

Completing Registration

When you receive an invitation:

1. Click the registration link in your email
2. Complete the 3-step wizard:
   - **Step 1 - Account**: Set your name and password
   - **Step 2 - Profile**: Add contact information
   - **Step 3 - Business**: Add TIN and RC Number (optional)
3. Click **Complete Registration**
4. You're automatically logged in to your dashboard

Dashboard Overview

Your consultant dashboard shows: - Total client companies - Total employees managed - Active vs onboarding companies - ESS activation rate - Recent activity feed

Creating a New Company

1. Navigate to **Companies** in the sidebar
2. Click **Add Company** button
3. Complete the company setup wizard:

Step 1 - Basic Information: - Legal Name (required) - Trading Name - Company Type (LLC, PLC, etc.) - Industry

Step 2 - Contact Details: - Email - Phone - Website - Physical Address

Step 3 - Statutory Registration: - TIN (Tax Identification Number) - RC Number (CAC Registration) - Pension Code - NHF Code - NHIS Code - ITF Code - NSITF Code

Step 4 - Payroll Settings: - Default Currency - Pay Frequency (Weekly/Bi-weekly/Monthly) - Payroll Cutoff Day - Pay Day

4. Click **Create Company**
5. Company is created with "Onboarding" status

Managing Companies

View Company Details: - Click on any company to view full details - See employee count, ESS activation status

Update Company: 1. Open company details 2. Click **Edit** button 3. Modify required fields 4. Click **Save Changes**

Change Company Status: - *Onboarding*: Initial setup phase - *Active*: Fully operational - *Suspended*: Temporarily disabled - *Offboarded*: Archived/deleted

Invite Company Admin (Optional): 1. Open company details 2. Go to **Admins** tab 3. Click **Invite Admin** 4. Enter admin's email and name 5. Click **Send Invitation**

Adding Employees

Individual Employee: 1. Navigate to company's **Employees** section 2. Click **Add Employee** 3. Complete the employee form:

Personal Information: - First Name, Last Name, Middle Name - Email, Phone - Date of Birth, Gender - State of Origin, LGA

Employment Details: - Job Title - Department - Employment Type (Full-time/Part-time/Contract) - Hire Date - Reports To

Compensation: - Salary - Currency - Pay Frequency

Bank Details: - Bank Name - Account Number - Account Name

Statutory IDs: - NIN (National Identification Number) - BVN (Bank Verification Number) - Tax ID - Pension PIN - PFA (Pension Fund Administrator)

4. Toggle **Enable ESS** if employee should have self-service access
5. Click **Save Employee**

Bulk Import: 1. Navigate to **Employees** section 2. Click **Import Employees** 3. Download the CSV template 4. Fill in employee data following the template format 5. Upload the completed CSV file 6. Review imported data 7. Click **Confirm Import**

Sending ESS Invitations

1. Navigate to employee list
2. Find employees with ESS enabled
3. Click **Send Invitation** for each employee
4. Employee receives activation email
5. Track invitation status in employee details

Company Admin Workflows

Accepting Admin Invitation

1. Click the link in your invitation email
2. Set your password
3. Click **Activate Account**
4. You're logged into the company dashboard

Managing Employees

Company admins can: - View all employees in their company - Add new employees - Edit employee details - Send ESS invitations - View employee documents

Note: Company admins cannot delete employees or access other companies.

Employee Self-Service (ESS)

Activating ESS Account

1. Check your email for the ESS activation invitation
2. Click the activation link
3. Create your password
4. Click **Activate Account**
5. You're logged into your ESS portal

ESS Features

View Profile: - Personal information - Employment details - Contact information

Coming Soon: - View payslips - Download tax certificates - Request leave - Update personal details

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Coming Soon Features

The following features are planned for future releases:

Phase 2 - Payroll Management

- Payroll processing
- Salary computation with Nigerian tax tables
- PAYE calculation
- Pension contributions
- Bank file generation
- Payslip generation

Phase 3 - Statutory Compliance

- PAYE remittance tracking
- Pension contribution reports
- Annual tax returns (Form H1)
- NHIS contribution management
- NHF deduction tracking

Phase 4 - Leave Management

- Leave request workflow
- Leave balance tracking
- Leave calendar
- Public holiday management

Phase 5 - Performance Management

- Goal setting
- Performance reviews
- 360-degree feedback
- Training tracking

Phase 6 - Advanced Reporting

- Custom report builder
- Scheduled reports
- Export to Excel/PDF
- Dashboard analytics

Phase 7 - Mobile App

- iOS and Android apps
- Push notifications
- Offline capability
- Biometric authentication

Troubleshooting

Cannot Login

1. Verify your email address is correct
2. Check if Caps Lock is on
3. Try resetting your password
4. Contact your administrator if issues persist

Invitation Link Expired

- Invitation links expire after 7 days
- Contact your administrator to resend the invitation

Page Not Loading

1. Clear browser cache
2. Try a different browser
3. Check internet connection
4. Contact support if issues persist

Missing Features

Some features may not be visible based on your role: - Super Admins see platform-wide features - Consultants see their companies only - Company Admins see their company only - Employees see their profile only

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Support & Contact

Technical Support

- Email: support@corehr.ng
- Phone: +234 xxx xxx xxxx
- Hours: Monday - Friday, 8:00 AM - 6:00 PM WAT

Documentation

- Product Manual: `/docs/manual.html`
- API Documentation: Contact technical team

Feedback

We welcome your feedback to improve CoreHR. Send suggestions to: feedback@corehr.ng

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CoreHR is powered by Rozitech