**TURN QUEST PROCESSING**

**Turnquest Payroll : Payroll Report Generation**

1. After login
2. Click Alter Establishment
3. Click the company you want to work on,then click alter
4. Click Payroll
5. Click payroll progress
6. Click reports
7. Click processing
8. Click next under payroll report
9. Under criteria click Earnings and Deductions (All)
10. Select Period(the month for which you want to generate report
11. Select Company
12. Select the output format ( Excel)
13. Then click Generate

**Turnquest Payroll**

1. **Calendar Set up :** This is Done at the beginning of the year under core set up

Income Tax Period – Set up the Start Date and End date & Country and Public Holidays (Edit the dates)

1. **Payroll Set Up -** This is Done at the beginning of the year under core set up
2. Select period
3. Click on Nigeria
4. Click on the current year
5. Click on the staff category payroll and set the payroll processing date, payslip generation date & Payroll payment date

**To Process Loss days (Leave without pay, loss days due to suspension)**

1. Click on Payroll
2. Click on periodic transactions
3. Click on Process loss days
4. Click on staff payroll category
5. Pick the month and click on new and fill details.

**For Changing Account details**

1. Click on payroll
2. Click on personnel payment details
3. Search for staff name
4. Click and edit

**For Including Miscellaneous Payment/Deductions (Overtime, development levy, hmo payment deduction,coop,loan)**

1. Click on Payroll
2. Click on periodic transactions
3. Click on pay element wise
4. Click on staff category
5. Click on month
6. Click on the pay element (Miscellaneous )
7. Click new pick the personnel and put the figure

**For Newly confirmed staff (How to include housing upfront)**

1. Click on Core set up
2. Click on pay element
3. Click on personnel pay element
4. Click on the staff
5. Create new and pay element and fill in the details of the house loan deductions

**For Promotion**

1. Click on personnel system
2. Personnel movement
3. Search for staff
4. Click on new and input details
5. Save
6. Click on it and approve (by the Authorized approval)

**For Resignation**

1. Click on Personnel System
2. Click on disengagement
3. Click on new
4. Pick the personnel
5. Complete the details and save
6. Then the Head of HR will effect the termination

**Recruitment on Turnquest**

1. Click on core set up
2. Click on grade set up
3. Click on post definition
4. Click on the grade and then click on new and complete the details
5. Click on Personnel system
6. Click on personnel recruitment
7. Click on straight through recruitment
8. Click on vacancies position definition (click on new if the position is not there ),then Authorise
9. Click on next and keep clicking till you get to Vacancies Application
10. Clcik on New and fill details of the role
11. Click on new (Medical)
12. Click on the name of the staff and click next again then vacancies intimation and interviews)
13. Click on new,then complete the fields
14. Click on the name and then click on the intimated applicants and fill in details
15. Then click on Applicants employment,then highlight the applicant and click on next then employ.
16. Click on Core set up
17. Click on Administration
18. Click on Role set up,click on next
19. Click on Custodian Life Payrolls,then click on roles payrolls
20. Click on the level of the category of the employee
21. Click on populate role with payroll contracts.

**For Pensions/Account Details**

1. Click on payroll
2. Click on personnel payment details
3. Click on bank branches
4. Fill details of pay /renumeration
5. Click on pay point and Fill details
6. Click pensions details

**For Probation/Confirmation**

1. Click on Personnel system
2. Click on personnel recruitment
3. Click on vacancies probation details and click next then click on the name of the staff
4. Then click on the confirmation screen and click on edit