



Kenya Forest Service Hqs  
 Karura, Off Kiambu Rd  
 P.O Box 30513 - 00100  
 Nairobi, Kenya.

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**TO: All KFS Staff**

**PROCEDURE OF ACCESSING GHRIS (GOVERNMENT HUMAN RESOURCES INFORMATION SYSTEM) THROUGH WEBSITE**

Kindly be informed that you can access the following payroll information after logging in and registering on the web of Government Human Resources Information System (GHRIS):

1. Monthly Pay slip
2. Form P9 for yearly Tax filing returns
3. New qualifications / skills update, home area and more services available.

These can be accessed after successfully following the steps listed in the table below for new users:

Step	Action
1	Google Mozilla Firefox and type GHRIS, Enter and select –new to GHRIS- Register here,
2	Employees registration form will appear, key in your personal information and submit, a successful information will appear in red as a confirmation
3	Click home to register to GHRIS -Access to Government of Kenya employees to login In a dialog box drop in -User ID (use your personal number) and enter your created password then enter -A window showing HR Services will appear.
4	Click my records, a drop down services appears, click my profile to update the six (6) personal information, starting with Basic Details up to Next of Kin, after successful up date of your profile, click again my records and select my pay slip, the word <b>PAY SLIP ONLINE WILL APPEAR</b> . Then a drop down box starting with current payslip, Payslip for 2017,2016 and P9 forms for yearly Tax filing returns, view the pay slip and print in the normal way if you wish, the other HR Services on the website are self explanatory

Trees for better lives

Tel:(254) 020-3754904/5/6, (254) 020-2014663, (254)020-2020285, Fax: (254)020-2385374  
 Email:info@kenyaforestservice.org, Website:www.kenyaforestservice.org

Please note that after successfully accessing your payslip and P9 you can proceed and make your Tax return before June, 2017 to avoid the last minutes rush.



**JULLIANA O. OCHIENG (MRS)**  
**FOR: DIRECTOR**

Copy to: Director

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