

8 Payroll

8.1 Payroll Overview

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With the Payroll feature, you can pay your employees' salaries easily and securely.

In a single transaction, you can pay the salaries of multiple employees with accounts within Baiduri Bank or at other local banks.

To view a video tutorial on how to manage payroll, [click here](#).

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8.2 Preparing Your Payroll

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You can upload the payroll file using iFILE or CSV formats. You will need to prepare the payroll details in the same format as the sample payroll file, which can be downloaded when you create the payroll. Save the payroll file as an Excel Spreadsheet in CSV format only.

EMP_NO	EMP_NAME	BANK_NAME	ACC_NO	AMOUNT
1001	Baiduri Account Name	BBB	'100999000000	1100
1002	Baiduri Account Name	BBB	'101000000000	1200
1003	BIBD Account Name	BIBDBNBB	1234567890	300
1300	TAIB Account Name	PTAIBNBB	1234567890	3000
301	AMBD Account Name	AMBDBNBB	1234567890	500
222	RHB Account Name	RHBDBNBB	1234567890	5000
60001000	SCB Account Name	SCBDBNBB	1234567890	1600
1234560	UOB Account Name	UOVBNBC	1234567890	2000
1234567	Maybank Account Name	MBBEBNBB	1234567890	1500

Sample of Payroll File

iFILE is another available format which is typically generated from a Company's HR Payroll system. See sample below:

```
Sample of payroll file - Notepad
File Edit Format View Help
|IFH,IFILE,CSV,ABC74800001,BNHBAPGBN002237923,OCT 2016 - 1,2016/10/16,18:01:14,P,1.0,16,
BATHDR,ACH-CR,14,,,,,@1ST@,20161021,0022379231120,BND,16188.31,,,BN,HBAP,BND,16188.31,Baiduri Bank,,,,PA1,,
SECPTY,0140306123456,Albert,00385887,002,,,1,,,,,N,N,,,,
SECPTY,0101213123456,Bernie,00410110,007,,,1.5,,,,,N,N,,,,
SECPTY,0107230123456,Cassandra,30216208,004,,,5,,,,,N,N,,,,
SECPTY,0103208123456,Derrick,00071281,005,,,3.55,,,,,N,N,,,,
SECPTY,0150322123456,Evelyn,00395060,006,,,2.1,,,,,N,N,,,,
```

Important:

*In the excel spreadsheets, ensure account numbers are inputted in full with leading zeros. Include an apostrophe at the beginning of the account number, for example '**0100100123456**

*Ensure employee names inputted fully match their names with their bank account. This will help to avoid the system rejecting transactions. Please make sure that employee names do not exceed 35 characters.

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8.3 Create Payroll

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From the menu, go to **Payroll** → **Create Payroll**. The Create Payroll screen should be displayed.

Marked fields are mandatory

Payroll Reference : 20220413105936905

STEP 1 INITIATE PAYROLL STEP 2 REVIEW STEP 3 COMPLETE

Payroll Details

File Format *

File Description *

[Sample File](#)

Browse... No File Selected.

Payroll Header

Payroll details

Fields	Description	Mandatory / Optional
File Format	Chosen between 2 types of formats in the dropdown list: <ul style="list-style-type: none">• Payroll with iFILE• Payroll with New Payroll File - CSV file format	Mandatory
File Description	Enter the file name. This is a summary of the payroll details for the customer's reference only.	Mandatory
Sample File Sample File	Download the sample file in the chosen format.	Optional
Browse	Upload your Payroll File	Mandatory

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Payroll Header fields

Fields	Description	Mandatory / Optional
Choose Company	Select the Company you wish to pay from	Mandatory
Pay From	Select the Company's account to pay from	Mandatory
Debit Currency	This is based on the selected Pay From account by default	Mandatory
Payment Currency	This is based on the selected Pay From account by default	Mandatory
Payment Date	Set the date of when payments need to be made Note: If the set Payment Date is the current date, the payroll will only be processed the morning of the next working day. If the set Payment date is the next working day (of a future date), the payroll will be processed on the specified date.	Mandatory
Total Salary	Enter the total amount of salary to be paid out. This needs to match the amount mentioned in the uploaded prepared payroll file.	Mandatory
Number of Records in File	Enter the total number of payments to each employee. This needs to match the number of records in the uploaded prepared payroll file.	Mandatory

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Once all details are entered, the following screen will appear.

Create Payroll

Payroll > Create Payroll

Marked fields are mandatory

Payroll Reference : 1234567890

STEP 1
INITIATE PAYROLL

STEP 2
REVIEW

STEP 3
COMPLETE

Payroll Details

File Format *

Payroll with New Payroll File

File Description *

TestingPayroll

[Sample File](#)

Browse...

Testfile_4.csv

.csv file will be supported

Payroll Header

Choose Company *

BD123/Zero One Two Sdn Bhd

(Company ID / Company Name)

Pay From *

A&B Sdn Bhd/12345678/BDN/BD

(Account Name / Account Number / Currency / Bank Code)

Clear

AVAILABLE BALANCE

BND 5,428.73

Debit Currency

BND

Payment Currency

BND

Payment Date *

2022-04-18

Total Salary *

1000.00

Number of Records in File *

4

CONTINUE

RESET

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8.3 Create Payroll

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Review the Payroll Details

Click the **CONTINUE** button. The request will be reflected on the Review screen. The number of transfers to be made within Baiduri Bank and other local banks will be indicated after verified by the system. Rejected records will also be indicated here.

Payroll Details

File Format: Payroll with New Payroll File

File Name: TestFile_4.csv

Company: BD123/Zero One Two Sdn Bhd

Pay From: A&B Sdn Bhd/12345678/BDN/BD

Upload Date: Apr 13, 2022

Payments

Transfer To	No of Records	Payment Currency	Amount
Within Bank	2	BND	500.00
Other Bank	2	BND	500.00

Record Details

Total Number of Records: 4

Successful: 4

Rejected: 0

Fees Information

Fee Amount: BND 30.00

PROCEED TO SUBMIT **CANCEL**

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Complete

Click **PROCEED TO SUBMIT**. A confirmation message will be prompted.

Create Payroll

Payroll > Create Payroll

Payroll Reference : 1234567890

STEP 1 INITIATE PAYROLL STEP 2 REVIEW STEP 3 COMPLETE

Please find the status of your file from "[View Upload File](#)"

✔ Your payroll has been created successfully and submitted for approval

Payroll Reference	1234567890
Company	BD123/Zero One Two Sdn Bhd
Pay From	A&B Sdn Bhd/12345678/BDN/BD
Total Salary	BND 1,000.00
Payment Date	Apr 18, 2022
Total Records	4
Fee Amount	BND 30.00

[CREATE ANOTHER PAYROLL](#)

- The payroll file will then be sent to the View Upload File.
- The uploaded file details can be viewed in View Upload File by the Maker and the Approver.
- The uploaded file is subjected to the Batch job process.

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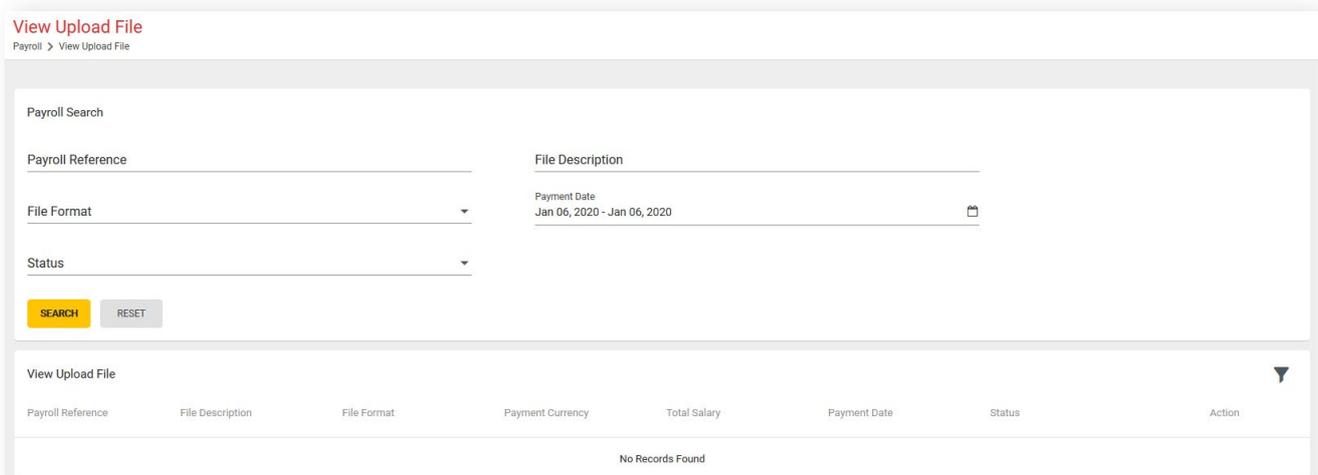
8.3.1 View Upload File

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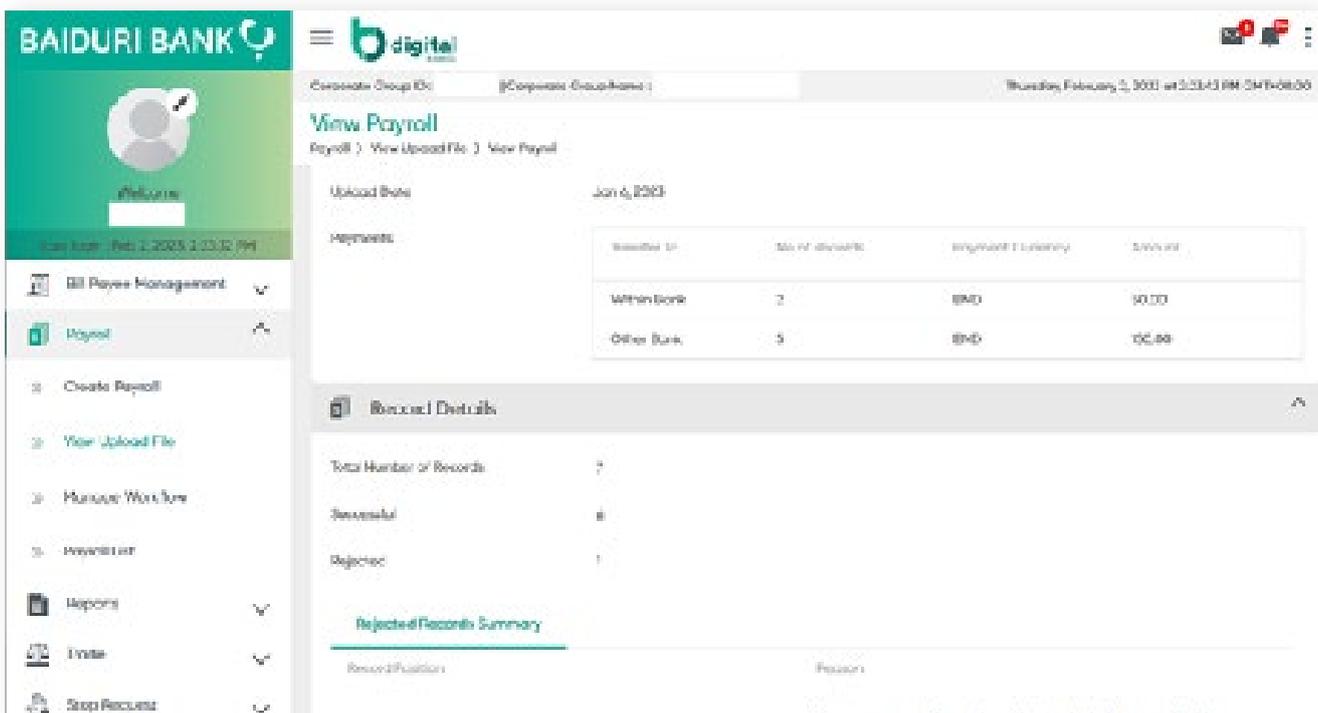
View Upload File

Once the payroll file is uploaded and submitted, the details can be viewed under **View Upload File** in the menu. Here, maker can view the status of the payroll file, whether they are pending approval, being processed or failed.

From the menu, go to **Payroll** → **View Upload File**. The **View Upload File** screen should be displayed.



User can also view rejected payrolls error statuses under **View Upload File** → **Record Details** → **Rejected Records Summary**

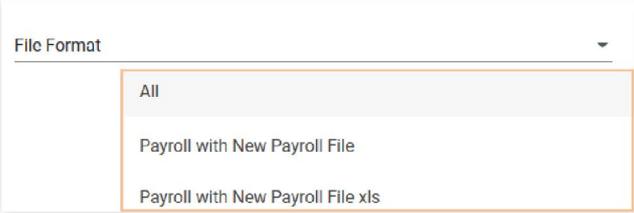


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8.3.1 View Upload File

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View upload file fields

Fields	Description	Mandatory / Optional
Payroll Reference	A unique number that is auto-generated when the payroll is created	Optional
File Format	<p>From the drop-down list, choose between 2 types of file formats or both.</p>  <p>Figure 2: File Format screen</p>	Mandatory
File Description	The description name which was set when the payroll is created	Optional
Payment Date	Select a date of when the payroll was made	Optional
Status	<p>Filter records based on the following:</p> <ul style="list-style-type: none">• Pending Approval – if the payroll file is pending approvals from Approver• Failed – if the payroll file has been rejected by the Bank• Under Processing – if the payroll file is being processed by the Bank for verification before being released to the Approver under Approval Workflow	Optional

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8.3.1 View Upload File

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Enter all or any one of the above fields, then click the **SEARCH** button, the search results should be displayed on the screen.

The screenshot shows a web interface titled "View Upload File" with a breadcrumb "Payroll > View Upload File". It features a search section with filters for "Payroll Reference", "File Description", "File Format", and "Status". A "SEARCH" button is highlighted in yellow. Below the search section is a table with the following data:

Payroll Reference	File Description	File Format	Payment Currency	Total Salary	Payment Date	Status	Action
2020010693251700	salary	NEWPAYROLL	SGD	1010.85	Jan 7, 2020	Under Processing	

At the bottom right of the table, there is a pagination control showing "Items per page 5" and "1 - 1 of 1".

The payroll file sent for the verification process can be viewed here. The request will be moved to the Approval Workflow for the Approver to review after 5 to 10 minutes.

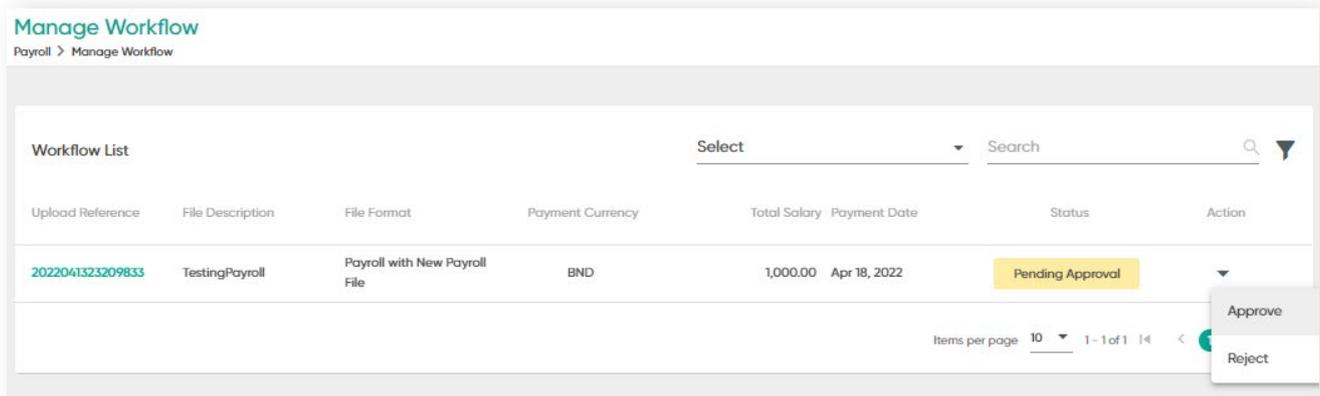
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8.4.1 Approve Payroll

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All records under Manage Workflow will have **Pending Approval** status. Once they have been approved, their status will be changed to **Fully Approved**.

From the menu, go to **Payroll** → **Manage Workflow**. The **View Upload** File screen should be displayed.



The screenshot shows the 'Manage Workflow' page with a breadcrumb 'Payroll > Manage Workflow'. Below the header is a 'Workflow List' table. The table has columns for Upload Reference, File Description, File Format, Payment Currency, Total Salary, Payment Date, Status, and Action. A single record is shown with a status of 'Pending Approval'. An 'Approve' button is visible in the action column, and a 'Reject' button is also present in a dropdown menu.

Upload Reference	File Description	File Format	Payment Currency	Total Salary	Payment Date	Status	Action
2022041323209833	TestingPayroll	Payroll with New Payroll File	BND	1,000.00	Apr 18, 2022	Pending Approval	Approve Reject

Status

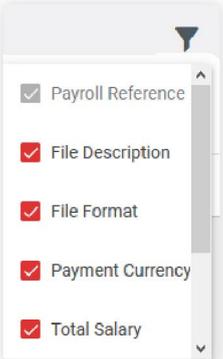
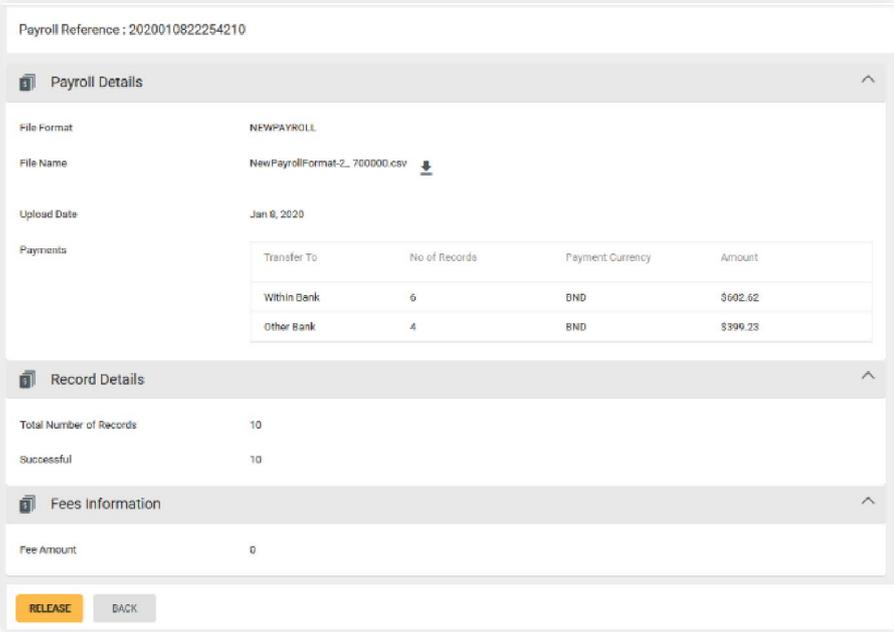
- Pending Approval: When payments are prepared by the Maker and submitted for approval
- Fully Approved: When the Approver approves the upload. The records will be pending to be released.

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8.4.1 Approve Payroll

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Manage Workflow functions

Actions	Response
Filter	<p>Filter the column head by selecting or unselecting the check box according to the user requirement.</p> 
Search	<p>Search Payroll records by using the search field, also use the drop-down list to filter results</p>
Upload Reference hyperlink	<p>View details of the selected record</p> 

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8.4.1 Approve Payroll

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Under the **Action** column, click the drop-down arrow, the sub-menu containing **Approve** and **Reject** should be displayed.

Click **Approve**. The **Approve Payroll** screen should be displayed. Here, you can verify information that was inputted.

Approve Payroll
Payroll > Manage Workflow > Approve Payroll

Payroll Reference: 1234567890

STEP 1 VERIFY STEP 2 APPROVE STEP 3 COMPLETE

⚠ Please take note that any payroll approved with today's value date will only be processed on the next business day. ✕

Payroll Details ^

File Format: NEWPAYROLL
File Name: Sample_File (1).csv [↓](#)
Company: BD123/Zero One Two Sdn Bhd
Pay From: A&B Sdn Bhd/12345678/BDN/BD
Upload Date: Apr 22, 2022

Transfer To	No of Records	Payment Currency	Amount
Within Bank	1	BND	2,500.00

Record Details ^

Total Number of Records: 1
Successful: 1

Fees Information ^

Fee Amount: BND 10.00

APPROVE **CANCEL**

A notice about the processing status will be prompted. Click **X** to proceed with approvals.

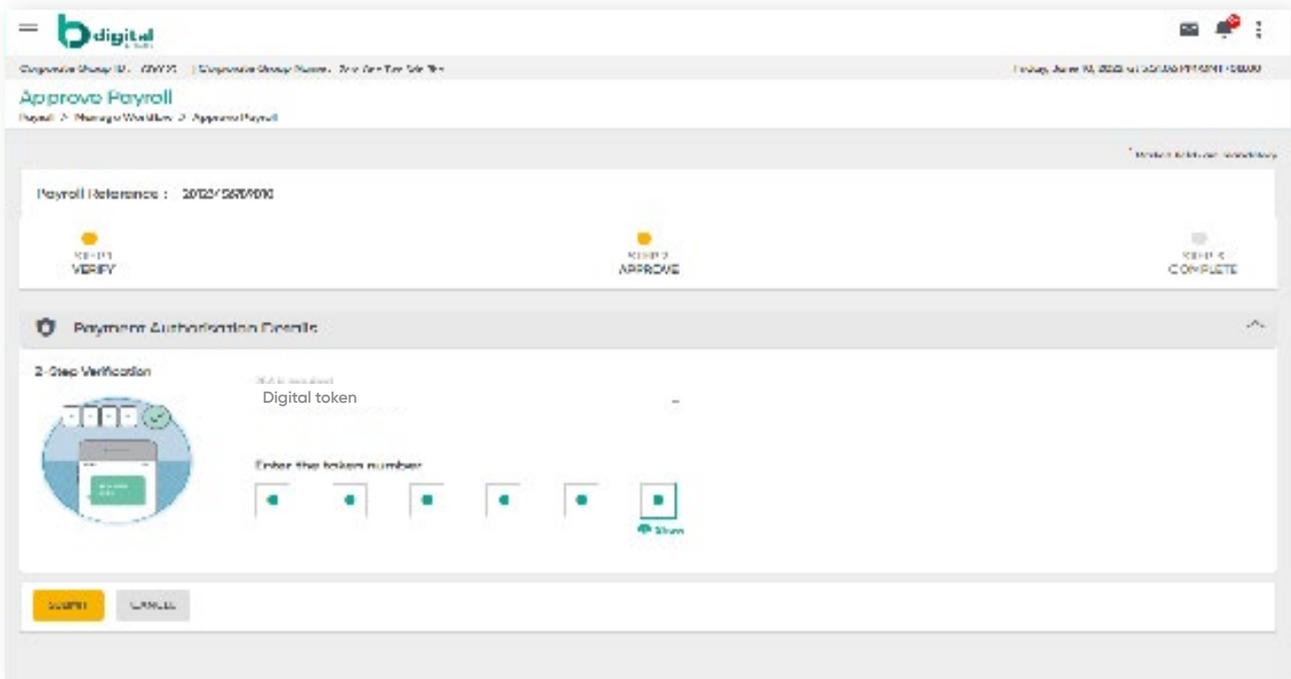
⚠ Please take note that any payroll approved with today's value date will only be processed on the next business day. ✕

8 Payroll

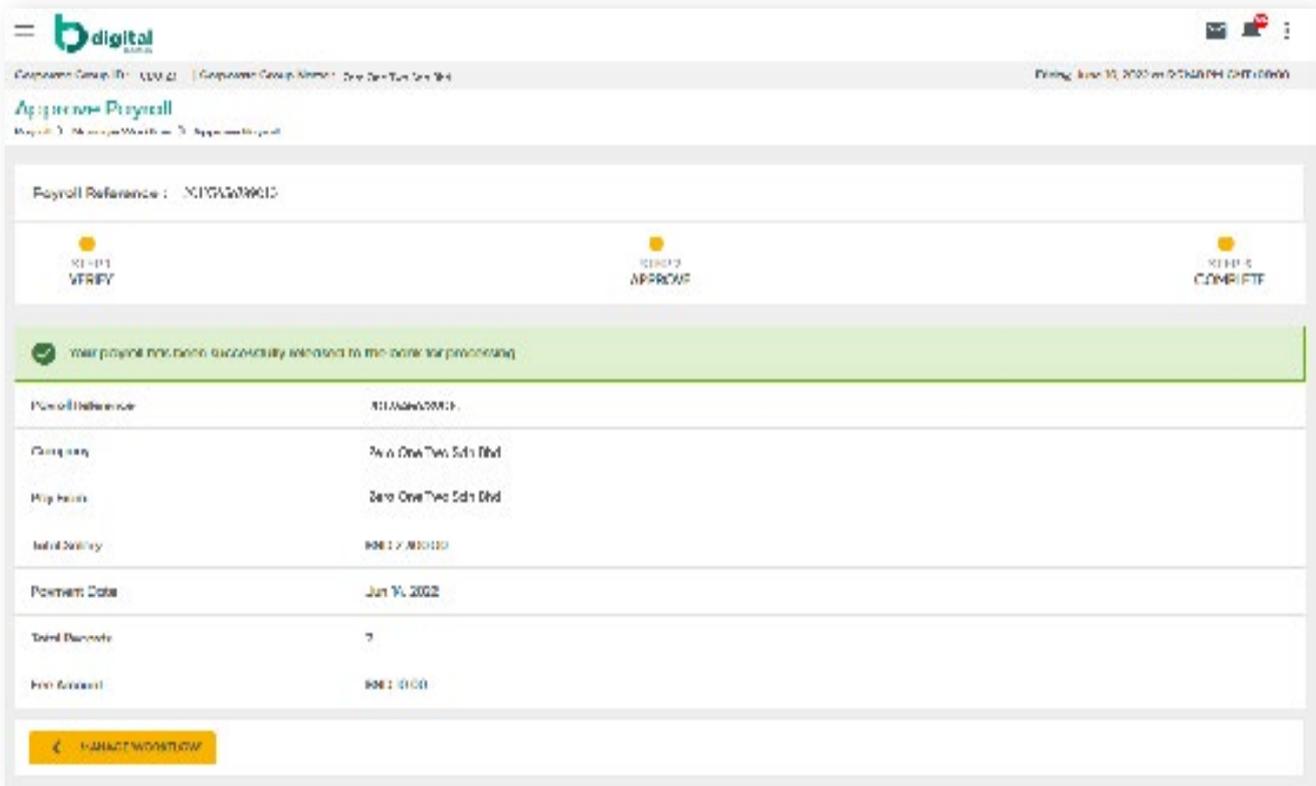
8.4.1 Approve Payroll

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Click the **Approve** button. The 2FA authentication screen should be displayed. Here is where the approval process step is done. Enter the OTP generated via digital token.



Click **SUBMIT**. A confirmation message should be prompted and the payroll is approved.



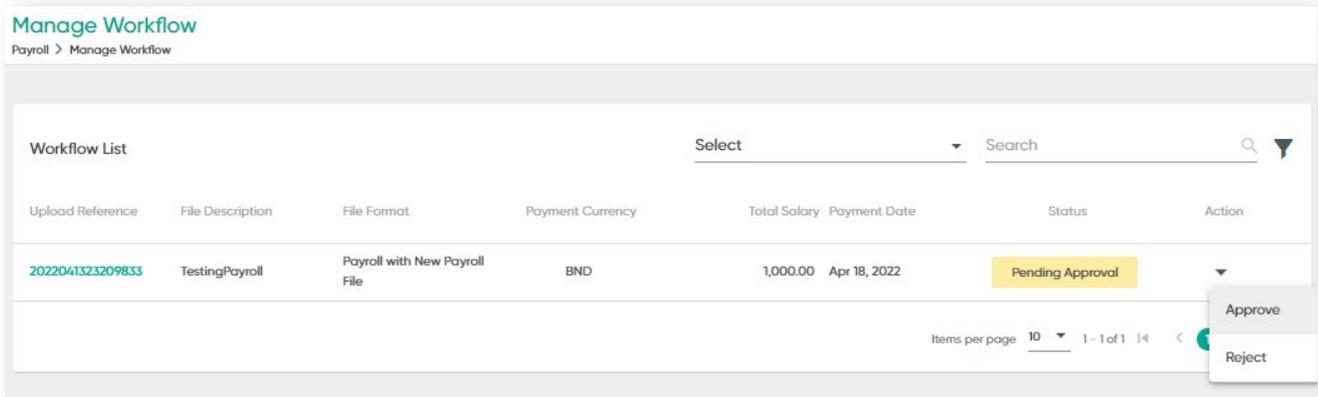
8 Payroll

8.4.2 Reject (Payroll)

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From the menu, go to **Payroll** → **Manage Workflow**. The **View Upload** File screen should be displayed.

Under the **Action** column, click the drop-down arrow, the sub-menu containing **Approve** and **Reject** should be displayed.



Click **REJECT**. The Reject Payroll screen will be displayed. Enter notes or reasons regarding the reason for rejecting the payroll in the **Remarks** field.



Click the **REJECT** button. 2FA is required to complete the process.

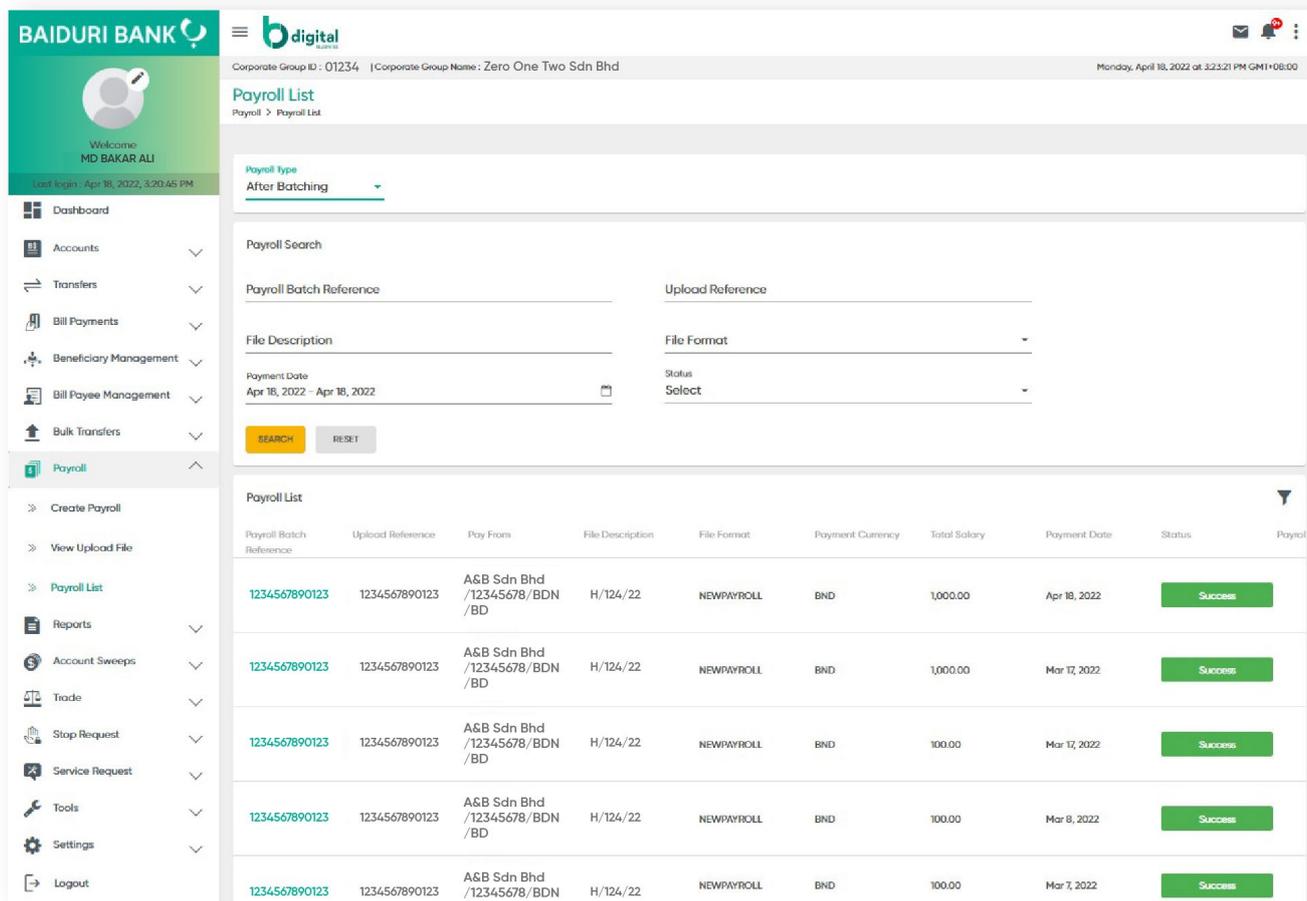
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8.5 Payroll List

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After Batching

The payrolls on this page have been processed and/or is ready for transfer.



Definition of statuses under **After Batching** Type:-

- **Success** – Payroll has been transferred successfully
- **Stopped** – Payroll was stopped
- **Future Dated** – Payroll is ready for processing on the specified payment date
- **Pending Processing** – Payroll is pending to be processed by the Bank
- **Processed with failure/Failed** – Some or all transactions failed during processing. Click on the Payroll Batch Reference link to view details of the successful and failed transactions

Stop Future Dated Payroll

Under the After Batching payroll type, an Approver can stop a Future Dated Payroll.

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8.6 Payroll (USD to USD)

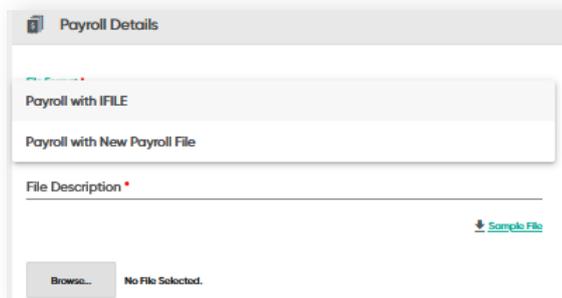
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With the Payroll feature, you can pay your employees' salaries easily and securely. Adding a new transaction to the payroll feature allows you to use USD to USD internal accounts for payroll.

Preparing your Payroll

From the menu, go to **Payroll** → **Create Payroll**

The maker is required to fill in the payroll details:



- **Payroll format** - A dropdown menu where the maker can select either iFile or CSV file format.
- **Upload type** - Enter a description for your file (alphanumeric characters only).
- **Sample file** - This is an optional step where the maker can download a sample payroll file.
- **Browse** - Click this button to select the file you want to upload.

You can upload your payroll data in **CSV format**. You will need to prepare the payroll details in the same format as the sample payroll file, which you can download when you create a new payroll. Save the payroll file as a **CSV** file.

	A	B	C	D	E	F	G	H	I	J	K	L
1	EMP_NO	EMP_NAME	BANK_NAME	ACC_NO	AMOUNT							
2	1001	Farahiyah Azman	BBB	000xxxxxxx123	2000							
3	1002	Amal Nazihah	BBB	000xxxxxxx124	850							
4	1003	Fikriah Zaini	BBB	000xxxxxxx125	9000							
5	1004	Abu Bakar	BBB	000xxxxxxx126	1200							
6	1005	Sharmim Tashma	BBB	000xxxxxxx127	1200							
7	1006	Ayesha Kamal	BBB	000xxxxxxx128	754							
8	1007	Faruq Zauja	BBB	'000xxxxxxx129	2278							
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												

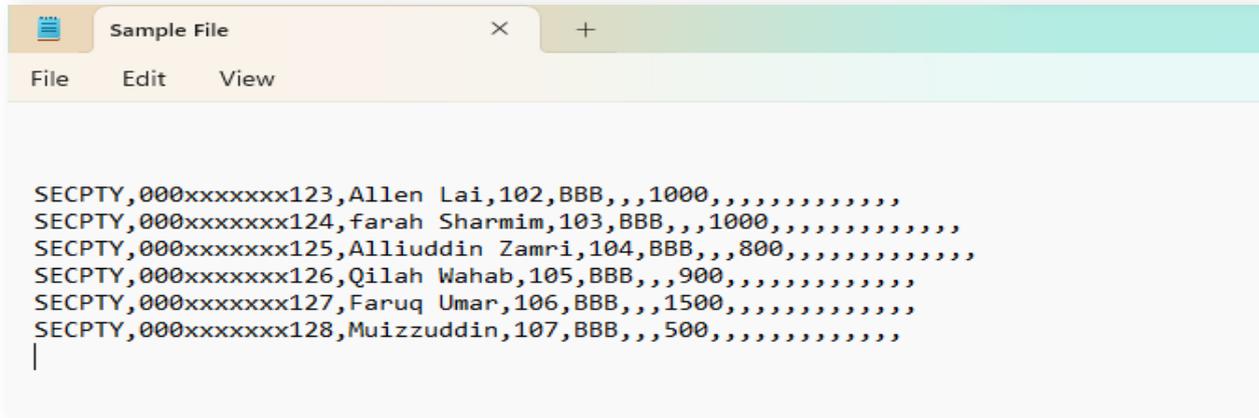
Sample of Payroll File

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8.6 Payroll (USD to USD)

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iFile is another available format, typically generated by a company's HR payroll system. See the sample file below:



```
SECPTY,000xxxxxxxx123,Allen Lai,102,BBB,,1000,,,,,,,,,
SECPTY,000xxxxxxxx124,Farah Sharmim,103,BBB,,1000,,,,,,,,,
SECPTY,000xxxxxxxx125,Alliuddin Zamri,104,BBB,,800,,,,,,,,,
SECPTY,000xxxxxxxx126,Qilah Wahab,105,BBB,,900,,,,,,,,,
SECPTY,000xxxxxxxx127,Faruq Umar,106,BBB,,1500,,,,,,,,,
SECPTY,000xxxxxxxx128,Muizzuddin,107,BBB,,500,,,,,,,,,
|
```

Important:

Account Numbers

- Enter account numbers in full, including leading zeros. For example, enter '0100100123456' instead of 100100123456.

Employee Names

- Ensure employee names entered match exactly with their bank account names. This helps avoid rejected transactions.
- Please note that employee names cannot exceed 35 characters.

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8.6 Payroll (USD to USD)

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Create Payroll

From the menu, go to **Payroll** → **Create Payroll**. The create payroll screen will appear.

Create Payroll
Payroll > Create Payroll

Payroll Reference : 20240603111947728

STEP 1 INITIATE PAYROLL STEP 2 REVIEW

Disclaimer : Please take note that payrolls cannot be cancelled after 12am on the Payment Date. Payroll fees will be processed manually for USD payrolls.

Payroll Details

File Format *
Payroll with New Payroll File

File Description *
test

[Sample File](#)

Browse... No File Selected.
.csv file will be supported

Payroll details

Fields	Description	Mandatory or Optional
File Format	Select your preferred payroll format from the dropdown list: <ul style="list-style-type: none">• Payroll with iFile• Payroll with New Payroll File – CSV file format	Mandatory
File Description	Enter a descriptive file name. This name will be used for your reference only and does not affect how the payroll is processed.	Mandatory
Sample File Sample File	Select the Biller name from the drop down menu list.	Optional
Browse	Select your payroll file.	Mandatory

8 Payroll

8.6 Payroll (USD to USD)

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Payroll Header Fields

The screenshot shows the 'Payroll Header' form with the following fields and values:

- Choose Company ***: [Dropdown menu]
- Pay From ***: [Dropdown menu] / USD / BBB
- Debit Currency**: USD
- Payment Currency**: USD
- Payment Date ***: 2024-05-28
- Total Salary ***: 1.00
- Number of Records in File ***: 1

Once all details are entered, the maker can continue to the review page.

Fields	Description	Mandatory or Optional
Choose Company	Select the company you want to pay from	Mandatory
Pay From	Select the company's account to pay from	Mandatory
Debit Currency	This is based on the selected Pay From account by default (Must be in USD currency)	Mandatory
Payment Currency	This is based on the selected Pay From account by default	Mandatory
Payment Date	Set the date of when payments need to be made Important note If the set Payment Date is the current date, the payroll will only be processed the morning of the next working day. If the set Payment Date is the next working day (of a future date), the payroll will be processed on the specified date.	Mandatory
Total Salary	Enter the total amount of salary to be paid out. This needs to match the amount mentioned in the uploaded prepared payroll file.	Mandatory
Number of Records in File	Enter the total number of payments to each employee. This needs to match the number of records in the uploaded prepared payroll file.	Mandatory

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8.6 Payroll (USD to USD)

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Review the Payroll details

- Click the **Continue** button. Your request will be reflected on the Review screen.
- The following details will be displayed:
 - Debit account
 - Payment records
 - Number of records
 - Currency
 - Total amount
 - Fees (in BND)
- If there are no errors, click **Continue to Submit** to upload the file for processing.

⚠ Disclaimer : Please take note that payrolls cannot be cancelled after 12am on the Payment Date. Payroll fees will be processed manually for USD payrolls.

Payroll Details

File Format: Payroll with New Payroll File

File Name: usd testing.csv

Company:

Pay From: /USD/BBB

Upload Date: Jun 11, 2024

Payment Date: Jun 12, 2024

Transfer To	No of Records	Payment Currency	Amount
Within Bank	1	USD	1.00

Record Details

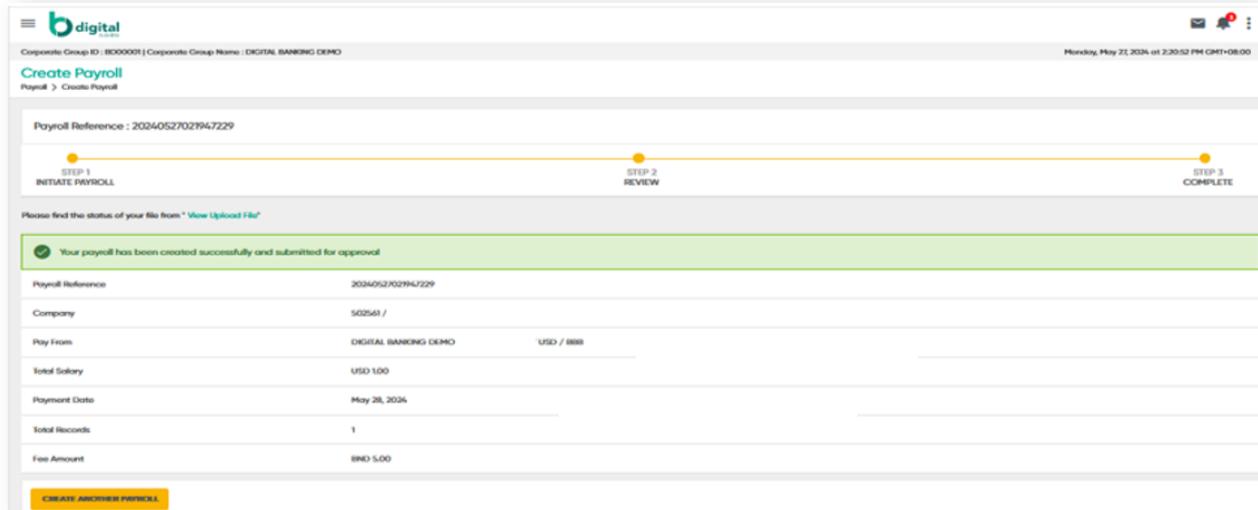
Total Number of Records	1
Successful	1
Rejected	0

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8.6 Payroll (USD to USD)

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Click **Proceed to Submit** to initiate the upload process. A confirmation message will then appear.



View upload file

Once you upload and submit your payroll file, you can track its status using the View Upload File menu option. This section allows you to see if your file is:

- Being processed
- Failed

From the menu, go to **Payroll** → **View Upload File**. The View Upload File screen will then appear.

You can also view specific error details for rejected payrolls under **View Upload File** → **Record** → **Rejected Records Summary**.

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8.6 Payroll (USD to USD)

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Payroll process progress and Status:

Maker can track the progress of the payroll file using the "View Upload File" function:

Go to **Payroll** → **View Upload File**. The **View Upload File** screen will then appear.

Once your file is processed, you can check the final status (success or failure) in the **View Upload List**. The processing time typically takes 2-3 minutes, depending on the number of records in your file.

View Upload File Fields

Fields	Description	Mandatory or Optional
Payroll Reference	A unique number that is auto generated when the payroll is created.	Mandatory
File Format	Choose the format of the uploaded payroll file. This will be displayed as either iFile or CSV File. 	Mandatory
File Description	The description entered by the user when uploading the file.	Mandatory
Payment Date	The date the payroll was scheduled to be paid.	Mandatory
Status	The current status of the payroll file. This will be one of the following: <ul style="list-style-type: none">• Failed• Under Processing	Mandatory

Enter any or all of the above fields in the search bar and click **SEARCH** to view the results on screen.

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8.6 Payroll (USD to USD)

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Failure within View Upload List:

If the payroll upload fails to process, the status will change to Failed. The Maker can then click on the reference hyperlink to view the reason(s) for the failure.

The screenshot shows the 'View Upload File' page in the b.digital system. At the top, there is a header with the logo, navigation icons, and system information: 'Corporate Group ID : BD00001 | Corporate Group Name : DIGITAL BANKING DEMO' and 'Monday, May 27, 2024 at 2:23:30 PM GMT+08:00'. Below the header, the page title is 'View Upload File' with a breadcrumb 'Payroll > View Upload File'. There are two dropdown menus: 'File Format' and 'Status' (with 'Select' as the current value). A 'Payment Date' field shows 'May 27, 2024 - May 27, 2024'. Below these are 'SEARCH' and 'RESET' buttons. The main content is a table titled 'View Upload File' with a filter icon. The table has columns: 'Upload Reference', 'File Description', 'Pay From', 'File Format', 'Payment Currency', 'Total Salary', 'Payment Date', and 'Status'. One row is visible with the following data: '2024052710194615', 'USD TO BND IFILE', a greyed-out cell, '.txt', 'USD', '1.00', 'May 28, 2024', and a red 'Failed' button.

Upload Reference	File Description	Pay From	File Format	Payment Currency	Total Salary	Payment Date	Status
2024052710194615	USD TO BND IFILE		.txt	USD	1.00	May 28, 2024	Failed

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8.6 Payroll (USD to USD)

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Payroll List

This section provides an overview of all payroll transaction statuses, both before and after the payroll file has been approved by the Approver. This includes records that have been:

- Successfully approved and processed
- Processed with errors (failed)
- Scheduled for future processing
- Currently being processed

The **Payroll List** displays two main types:

Before Batching

In this stage, all payrolls undergo automatic validation and are prepared for processing. If a payroll file fails validation, the Maker will need to resubmit a new payroll file.

The screenshot shows the 'Payroll List' interface. At the top, there is a breadcrumb 'Payroll > Payroll List' and a 'Payroll Type' dropdown menu set to 'Before Batching'. Below this is a 'Payroll Search' section with several filters: 'Payroll Batch Reference', 'File Description', 'Payment Date' (set to 'May 29, 2024 - May 29, 2024'), 'Upload Reference', 'File Format', and 'Status' (set to 'Pending Batch'). There are 'SEARCH' and 'RESET' buttons. The main part of the interface is a table titled 'Payroll List' with the following columns: Upload Reference, File Description, Pay From, File Format, Payment Currency, Total Salary, Payment Date, Status, and Action. The table contains two rows of data.

Upload Reference	File Description	Pay From	File Format	Payment Currency	Total Salary	Payment Date	Status	Action
20240529030031105	USD to USD payroll		.csv	USD	300.00	May 30, 2024	Under Processing	
20240528103643976	test		.csv	USD	1,600.00	May 29, 2024	Failed	

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After Batching

Payrolls on this page have been processed and are now ready for transfer.

The screenshot shows the 'Payroll List' interface. At the top, there is a search section with fields for 'Payroll Batch Reference', 'Upload Reference', 'File Description', and 'Payment Date' (set to 'May 28, 2024'). There are also dropdown menus for 'File Format' and 'Status'. Below the search section is a table with the following columns: Payroll Batch Reference, Upload Reference, Pay From, File Description, File Format, Payment Currency, Total Salary, Payment Date, Status, Payroll Remarks, and Action. The table contains four rows of data:

Payroll Batch Reference	Upload Reference	Pay From	File Description	File Format	Payment Currency	Total Salary	Payment Date	Status	Payroll Remarks	Action
2024052809041065	20240528083859985		CSV file testing	NEWPAYROLL	USD	1.00	May 29, 2024	Future Date		
20240528091210977	20240528090654405		file Testing	FILE	USD	1.00	May 29, 2024	Stopped	testing	
20240527101610101	20240527100226829		Testing	FILE	USD	1.00	May 28, 2024	Send to Bank		
20240524050410777	20240524045933684		testingusd	NEWPAYROLL	USD	1.00	May 27, 2024	Failed	Unable to send the file to Bank	

At the bottom right of the table, there is a pagination control showing 'Items per page' set to 10, and '1 - 4 of 4' items.

Definition of statuses under **After Batching** Type:

- **Future dated** – Payroll is scheduled for processing on the specified payment date.
- **Stopped** – Payroll processing was stopped.
- **Sent to bank** – Payroll has been sent to bank for processing.
- **Failed** – Transaction failed during processing. Click the Payroll Batch reference link to view details of failed transactions.

Stop Future Dated Payroll

An Approver can stop a future dated payroll under the "After Batching" category.

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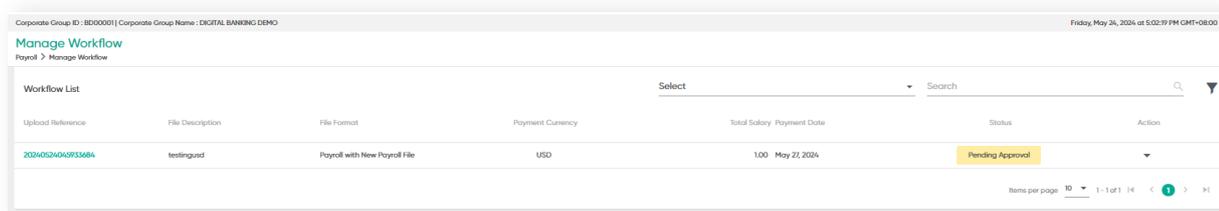
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Approve Payroll

All records under Manage Workflow will initially have a **Pending Approval** status. Once approved, the status will change to **Fully Approved**.

To view and manage your payroll submissions, go to **Payroll** and then **Manage Workflow**. This will display the View Upload File screen.



The screenshot shows the 'Manage Workflow' interface. At the top, it displays 'Corporate Group ID: BC000001 | Corporate Group Name: DIGITAL BANKING DEMO' and the date 'Friday, May 26, 2024 at 5:02:39 PM GMT+08:00'. Below this is a breadcrumb 'Payroll > Manage Workflow'. The main area is titled 'Workflow List' and contains a table with the following columns: Upload Reference, File Description, File Format, Payment Currency, Total Salary, Payment Date, Status, and Action. A single row is visible with the following data: Upload Reference: 20240524045953684, File Description: testingsud, File Format: Payroll with New Payroll File, Payment Currency: USD, Total Salary: 100, Payment Date: May 22, 2024, Status: Pending Approval, and Action: a dropdown menu. At the bottom right, there is a pagination control showing 'Items per page: 10' and '1 - 1 of 1 | 14'.

Upload Reference	File Description	File Format	Payment Currency	Total Salary	Payment Date	Status	Action
20240524045953684	testingsud	Payroll with New Payroll File	USD	100	May 22, 2024	Pending Approval	

Status

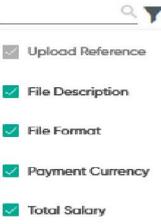
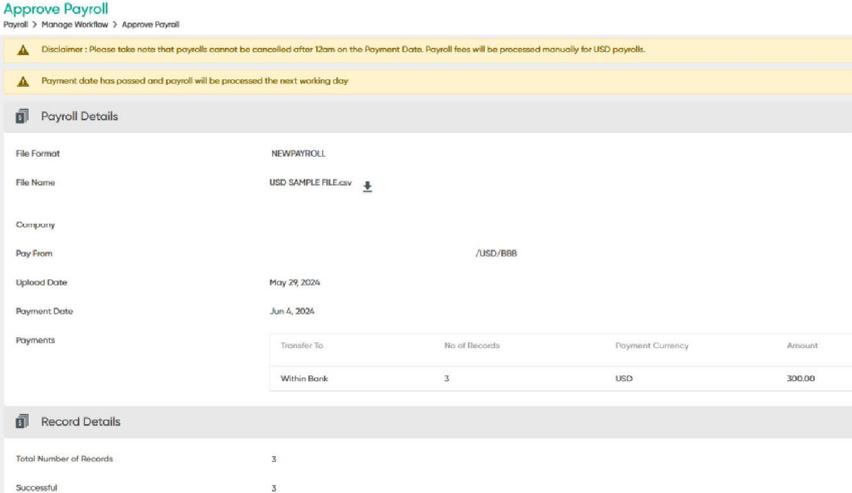
- **Pending Approval:** This status indicates that payments have been prepared by the Maker and submitted for approval.
- **Fully Approved:** The Approver has approved the upload. The records are now awaiting release.

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Manage Workflow functions

Actions	Response
Filter	<p>To filter data by a specific column, users can select or deselect the checkbox located in the column header.</p> 
Search	<p>Search payroll records using the search field and filter results using the drop-down list(s).</p>
Upload Reference Hyperlink	<p>View details of the selected record.</p> 

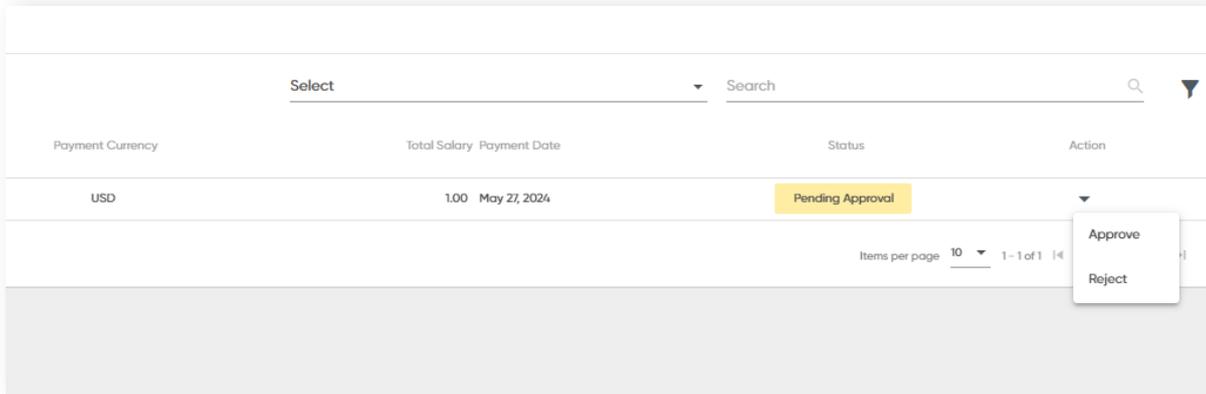
In the **Action** column, click the dropdown arrow to reveal a submenu with **Approve** and **Reject** options.

Click **Approve** to proceed. The Approve Payroll screen will then appear, allowing you to verify the entered information before finalising.

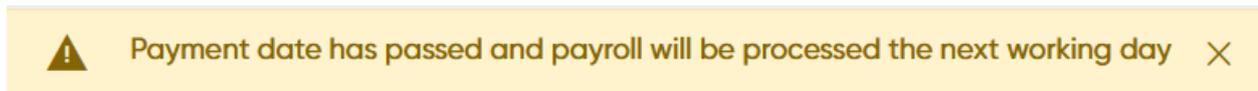
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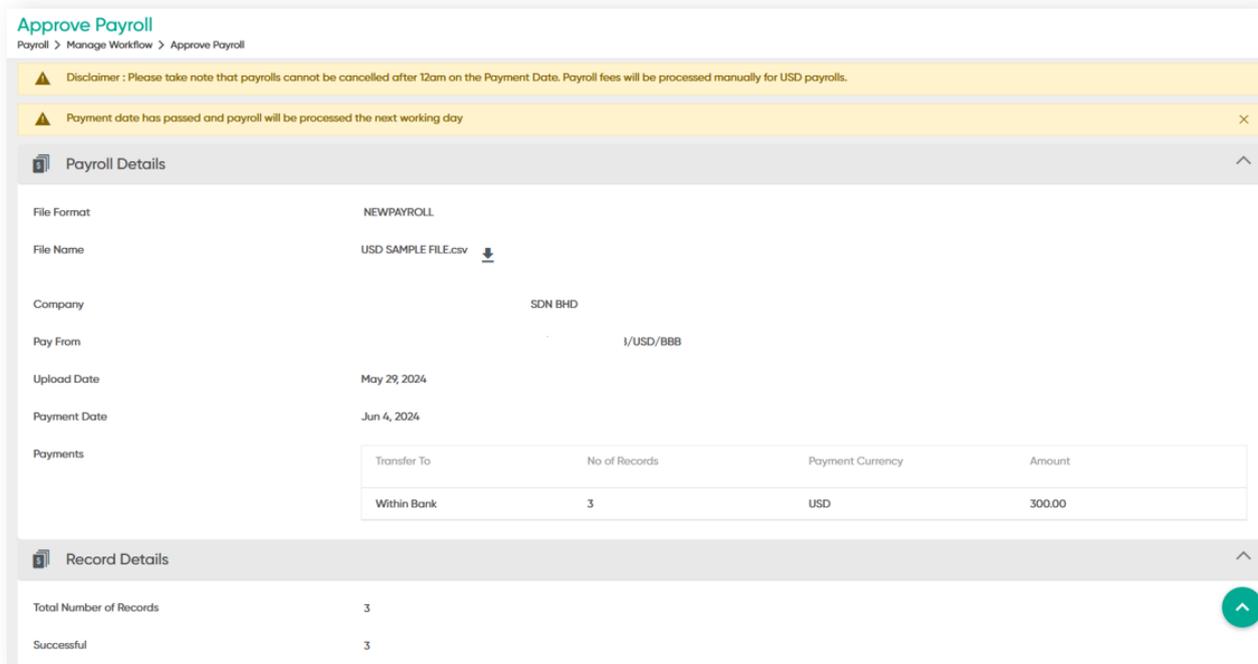
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Important note: Even if the payroll payment date has passed its due date, the Approver can still approve it for processing on the next working day. However, to proceed with approval, the user will need to close (click the **X**) on the **past payment** date notification.



Click **Approve** to proceed. You will then be prompted for Two-Factor Authentication (2FA) to verify your identity. Enter the One-Time Password (OTP) generated by your digital token.



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Authorise Bulk File Upload
Bulk Payments > Manage Workflow > Authorise Bulk File Upload

Upload Reference: 20241804102611725

STEP 1 VERIFY STEP 2 APPROVE STEP 3 COMPLETE

Payment Authorisation Details

2-Step Verification

ZFA is required
Offline Mobile Token

Enter the token number

[Show](#)

SUBMIT CANCEL

After reviewing the payroll details, the Approver can proceed to generate the Two-Factor Authentication (2FA) by using the physical token or soft token to process the transaction.

Click **SUBMIT** to process the transaction. A confirmation message will then be displayed indicating successful payroll approval.

Approve Payroll
Payroll > Manage Workflow > Approve Payroll

Payroll Reference : 20240529091002570

STEP 1 VERIFY STEP 2 APPROVE

✔ Your payroll has been successfully released to the bank for processing

Payroll Reference	20240529091002570
Company	25A188 /
Pay From	1 / USD / BNB
Total Salary	USD 300.00
Derived Payment Date	May 30, 2024
Total Records	3
Fee Amount	BNB 0.00

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To navigate to the payroll status

Makers and Approvers can go to Dashboard > Financial > **Transaction statistics**.

Under the Filter menu, select **Payroll**. Then, choose the desired dates using the provided filters for payroll creation and payment dates. This will display the User Workflow and the Bank Workflow.

