

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	AMBDNBB	1234567890	500
222	RHB Account Name	RHBBNBB	1234567890	5000
60001000	SCB Account Name	SCBBNBB	1234567890	1600
1234560	UOB Account Name	UOVBNBB	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.

Create Payroll

Payroll > Create Payroll

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

1 Payroll Details

File Format *

Payroll with New Payroll File

File Description *

TestingPayroll

[Sample File](#)

Browse...

Testfile_4.csv

.csv file will be supported

2 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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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.

View Upload File
Payroll > View Upload File

Payroll Search

Payroll Reference

File Format

Status

SEARCH RESET

File Description

Payment Date
Jan 06, 2020 - Jan 06, 2020

View Upload File

Payroll Reference	File Description	File Format	Payment Currency	Total Salary	Payment Date	Status	Action
No Records Found							

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

BAIDURI BANK b.digital

Corporate Group ID: | Corporate Group Name: Thursday, February 2, 2023 at 2:23:42 PM GMT+08:00

View Payroll
Payroll > View Upload File > View Payroll

Upload Date: Jan 6, 2023

Payments

Transfer To	No of Records	Payment Currency	Amount
Within Bank	2	BND	50.00
Other Bank	5	BND	150.00

Record Details

Total Number of Records: 7

Successful: 6

Rejected: 1

Rejected Records Summary

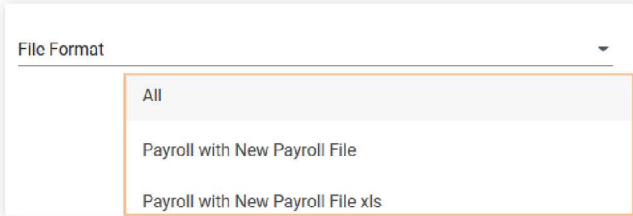
Record Position	Reason
Amount currency does not match the selected currency for this	

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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.

View Upload File

Payroll > View Upload File

Payroll Search

Payroll Reference

File Format

Status

SEARCH

RESET

File Description

Payment Date
Jan 07, 2020 - Jan 23, 2020

View Upload File

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	

Items per page 5 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.

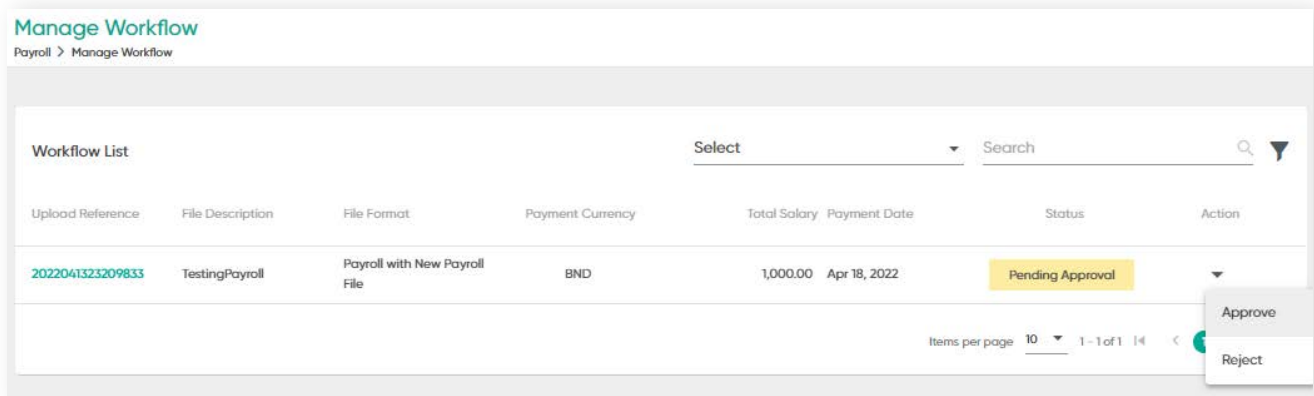
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8.4.1 Approve Payroll

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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: Upload Reference, File Description, File Format, Payment Currency, Total Salary, Payment Date, Status, and Action. A single record is listed with the status 'Pending Approval'. An action menu is open for this record, showing 'Approve' and 'Reject' options. At the bottom right, there is a pagination control showing 'Items per page 10' and '1 - 1 of 1'.

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	<div>Approve Reject</div>

Status

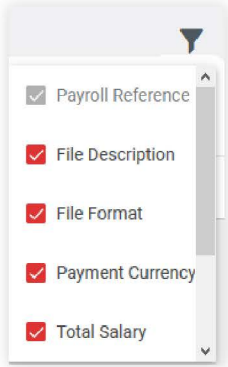
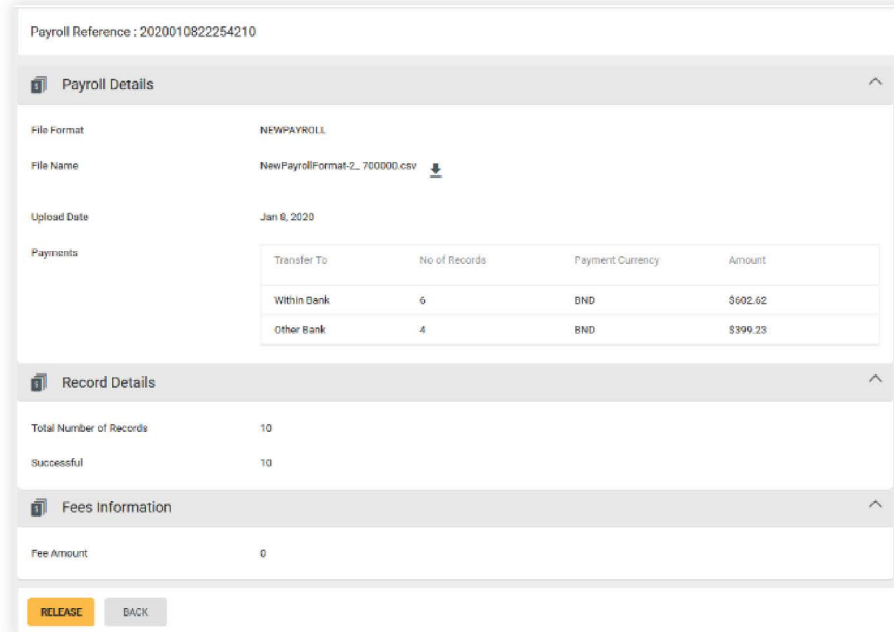
- Pending Approval: When payments are prepared by the Maker and submitted for approval
- Fully Approved: When the Approver approves the upload. The records will be pending to be released.

8 Payroll

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> 

8 Payroll

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

Payments

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.

Payroll Reference : 20702756709010

VERIFY APPROVE COMPLETE

Payment Authorization Details

2-Step Verification

Digital token

Enter the token number

SUBMIT CANCEL

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

Payroll Reference : 20702756709010

VERIFY APPROVE COMPLETE

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

Payroll Reference	20702756709010
Company	Pain One Two Sdn Bhd
Pay Period	Zero One Two Sdn Bhd
Total Salary	808 127.000000
Payment Date	Jun 14, 2022
Total Bonus	0
Total Amount	808 127.000000

BACK TO PAYROLL

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.

The screenshot shows the 'Manage Workflow' interface. At the top, there's a breadcrumb 'Payroll > Manage Workflow'. Below it is a 'Workflow List' table. The table has 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: 2022041323209833, File Description: TestingPayroll, File Format: Payroll with New Payroll File, Payment Currency: BND, Total Salary: 1,000.00, Payment Date: Apr 18, 2022, Status: Pending Approval. The Action column for this row has a dropdown menu open, showing 'Approve' and 'Reject' options. At the bottom right of the table, there are controls for 'Items per page' (set to 10) and '1 - 1 of 1'.

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

The screenshot shows the 'Reject Payroll' screen. At the top, there's a breadcrumb 'Payroll > Manage Workflow > Reject Payroll'. Below it is a form with several sections. The first section is 'Successful' with a value of '2'. The next section is 'Fees Information' with a value of '0'. Below that is a section titled 'Reason For Rejection' which contains a 'Remarks' field. The Remarks field is a text input area with a red asterisk indicating it's required. Below the input area, there's a character count '0/500'. At the bottom of the form, there are two buttons: 'REJECT' (in red) and 'CANCEL' (in grey). A red circular icon with a white arrow is visible in the bottom right corner.

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

8.5 Payroll List

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This section contains all statuses of transactions after the payroll file has been approved by the Approver. This includes records that have been successfully approved and processed, records that have failed, records that are set to be processed on a future date, and records that are currently being processed.

There are two types of payrolls under Payroll List:

Before Batching

All payrolls under this page are auto-validated and prepared for processing. If payroll file fails, the Maker will need to re-submit a new payroll.

BAIDURI BANK

digital

Corporate Group ID : 01234 | Corporate Group Name : Zero One Two Sdn Bhd

Monday, April 18, 2022 at 3:22:58 PM GMT+08:00

Welcome

MD BAKAR ALI

Last login : Apr 18, 2022, 3:20:45 PM

Transfers

Bill Payments

Beneficiary Management

Bill Payee Management

Bulk Transfers

Payroll

Create Payroll

View Upload File

Payroll List

Reports

Account Sweeps

Trade

Stop Request

Service Request

Tools

Settings

Logout

Payroll List

Payroll > Payroll List

Payroll Type

Before Batching

Payroll Search

Payroll Batch Reference

Upload Reference

File Description

File Format

Payment Date

Apr 18, 2022 - Apr 18, 2022

Status

SEARCH

RESET

Payroll List

Upload Reference	File Description	Pay From	File Format	Payment Currency	Total Salary	Payment Date	Status
1234567890123	TestingPayroll	A&B Sdn Bhd /12345678 /BDN /BD	.csv	BND	5,600.00	Apr 17, 2022	Failed
1234567890123	03032022 Payroll With RRU Accounts	A&B Sdn Bhd /12345678 /BDN /BD	.csv	BND	1,500.00	Mar 4, 2022	Failed
1234567890123	15022022 Payroll With Loan	A&B Sdn Bhd /12345678 /BDN /BD	.csv	BND	100.00	Feb 16, 2022	Failed
1234567890123	TestPayrollAccountUAT		.txt	BND	20.40	Feb 9, 2022	Failed
1234567890123	09022022 Payroll Valid Accounts		.csv	BND	100.00	Feb 9, 2022	Failed

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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.

BAIDURI BANK | **digital** | Corporate Group ID : 01234 | Corporate Group Name : Zero One Two Sdn Bhd | Monday, April 18, 2022 at 3:23:21 PM GMT+08:00

Welcome MD BAKAR ALI | Last login: Apr 18, 2022, 3:20:45 PM

Payroll List
Payroll > Payroll List

Payroll Type: After Batching

Payroll Search

Payroll Batch Reference: Upload Reference

File Description: File Format: Payment Date: Apr 18, 2022 - Apr 18, 2022 Status: Select

Payroll List

Payroll Batch Reference	Upload Reference	Pay From	File Description	File Format	Payment Currency	Total Salary	Payment Date	Status	Payroll
1234567890123	1234567890123	A&B Sdn Bhd /12345678/BDN /BD	H/124/22	NEWPAYROLL	BND	1,000.00	Apr 18, 2022	Success	
1234567890123	1234567890123	A&B Sdn Bhd /12345678/BDN /BD	H/124/22	NEWPAYROLL	BND	1,000.00	Mar 17, 2022	Success	
1234567890123	1234567890123	A&B Sdn Bhd /12345678/BDN /BD	H/124/22	NEWPAYROLL	BND	100.00	Mar 17, 2022	Success	
1234567890123	1234567890123	A&B Sdn Bhd /12345678/BDN /BD	H/124/22	NEWPAYROLL	BND	100.00	Mar 8, 2022	Success	
1234567890123	1234567890123	A&B Sdn Bhd /12345678/BDN /BD	H/124/22	NEWPAYROLL	BND	100.00	Mar 7, 2022	Success	

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.