

Online Payroll User Guide



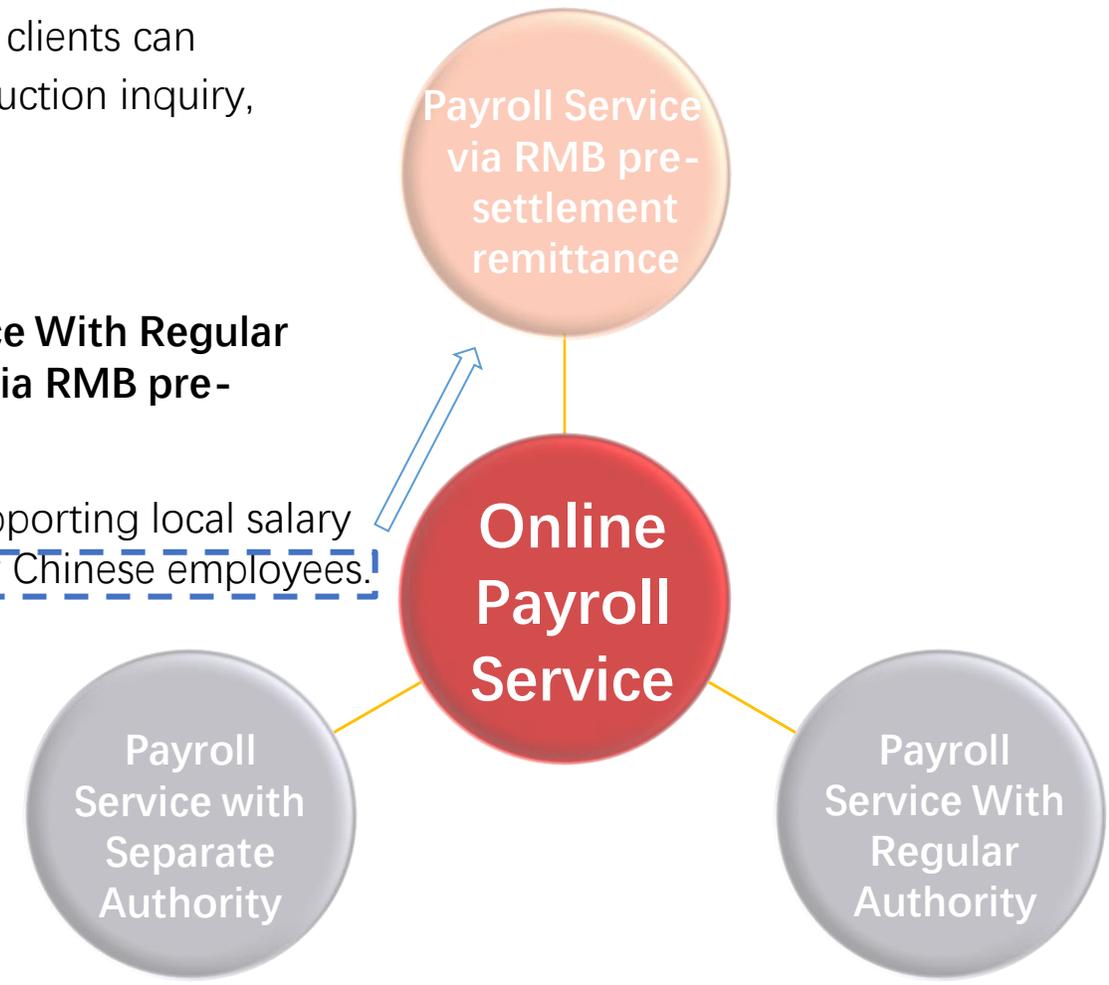
Introduction to Online Payroll

ICBC Singapore Corporate Internet Banking can help corporate clients make self-service payroll payments in a convenient way. With this online platform, corporate clients can complete payroll management online, such as instruction submission, instruction inquiry, instruction approval, and payment account management.

Why choose ICBC Payroll?

1. **Three modes for flexible choices:** payroll products include **Payroll Service With Regular Authority**, **Payroll Service with Separate Authority** and **Payroll Service via RMB pre-settlement remittance**.
2. Support both **local and cross-border** multi-currency salary payment: supporting local salary payment in SGD, USD and RMB, and cross-border RMB salary payment for Chinese employees.
3. **Easy operation, fast credit**, and cheaper than traditional remittance.

4. Support **duties separation from human resources and finance:** HR department can upload salary documents, and finance department can only check the number of remittances and the total amount to proceed with payment operations.



Payroll Service With Regular Authority

* Salary details and payment information should be submitted by the finance ID.

STEP 1

Log in to Corporate Internet Banking, click **Payroll Service** → **Submit Instruction Payroll** → Select **Payroll Service With Regular Authority** → click **Submit**:

The screenshot shows the ICBC Corporate Internet Banking interface. At the top, there is a navigation bar with various service categories. The 'Payroll Service' category is highlighted with a red box and an arrow pointing to it. Below the navigation bar, the breadcrumb path is '>> Payroll Service > Submit Instruction - Payroll'. On the left side, there is a sidebar menu with several options. The 'Submit Instruction - Payroll' option is highlighted with a red box and an arrow pointing to it. The main content area displays a table titled 'Submit Instruction - Payroll'. The table has four columns: 'Seq.', 'Product Name', 'Description', and 'Action'. The first row is highlighted with a red box around the 'Product Name' cell, which contains 'Payroll Service with Regular Authority'. An arrow points from this cell to the 'Submit' link in the 'Action' column of the same row. Below the table, there is a 'Transaction Tips' section with a lightbulb icon and a message: 'From 20th OCT 2019 onwards, please download the new excel template for payroll submission.' A large diagonal watermark 'Testing Environment' is visible across the right side of the screenshot.

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit Submit Employee Account Information Submit Payment Instruction Submit
2	Payroll Service with Separate Authority	null.	
3	Payroll Service via RMB Pre-settlement Remittance	NULL	

Payroll Service With Regular Authority

* Salary details and payment information should be submitted by the finance ID.

STEP 2 Fill in the payment information, upload the Excel file of salary details and complete the submission:

(*currency, total amount and total number must be the same with the salary details file, otherwise the submission will fail.

Submit Instruction – Payroll
>> Help

Cut-off time of Payroll Service is 6:30. Please submit and authorize the transaction before the cut-off time. Otherwise , it will be processed in the next business day. Sorry for the inconvenience brought to you.

Name of branch institution: *

Payer account number: *

Payment currency: *

Ordering Customer Address: *

Payment date: * (DD-MM-YYYY)

Payment usage: *

Upload files: * No file chosen

Please click EXCEL file template [Here](#) Download

Total Amount: *

Total Transaction: *

Name of the batch package:

Banking Charges: Collect by transaction

After submitting the instruction, please inquire the fee information under the inquiry instruction transaction

In order to comply with relevant policies, please provide the country/region and complete address of beneficiary in the attachment uploaded when applying for payroll payment via our internet banking with effect from 2019/01/02, otherwise the payroll payment might be affected.

Testing Environment



Payroll Service via RMB pre-settlement remittance

* Salary details and payment information should be submitted by the finance ID.

STEP 1 Log in to Corporate Internet Banking, click **Payroll Service** → **Submit Instruction Payroll** → Select **Payroll Service via RMB pre-settlement remittance** → Click **Submit**:

>> Payroll Service > Submit Instruction – Payroll

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit Submit Employee Account Information
2	Payroll Service with Separate Authority	null.	Submit Payment Instruction
	Payroll Service via RMB Pre-settlement Remittance	NULL	Submit

Transaction Tips

From 20th OCT 2019 onwards, please download the new excel template for payroll submission.

Payroll Service via RMB pre-settlement remittance

* Salary details and payment information should be submitted by the finance ID.

STEP 2 Fill in the payment information, upload the Excel file of salary details and complete the submission:

Submit Instruction – Payroll
>> Help

The Bank's deadline of accepting wage distribution via advance exchange settlement whose payment date is the current day is 6:30 pm everyday. Please complete instruction submission and approval before the deadline. Otherwise, the current day payment instructions submitted to the Bank will be rejected. Thank you for your understanding.

Name of branch institution: *

Payer account number: *

Payment currency: *

Ordering Customer Address: *

Receiving Currency: CNY

Payment usage:

Upload files: * No file chosen

Please click EXCEL file template [Here](#) Download

Total Amount: *

Total Transaction: *

Name of the batch package:

Banking Charges: Collect by transaction

After submitting the instruction, please inquire the fee information under the inquiry instruction transaction

In order to comply with relevant policies, please provide the country/region and complete address of beneficiary in the attachment uploaded when applying for payroll payment via our internet banking with effect from 2019/01/02, otherwise the payroll payment might be affected.

Testing Environment



Payroll Service with Separate Authority

**Salary details should be submitted by the HR ID. Payment instruction should be submitted by the finance ID.*

STEP 1 Login with HR ID Click **Payroll Service** → **Submit Instruction Payroll** → Select **Payroll Service with Separate Authority** → **Submit Employee Account Information** and upload salary files:

Submit the instruction of agency distribution of wages >> Help

Cut-off time of Payroll Service is 6:30. Please submit and authorize the transaction before the cut-off time. Otherwise , it will be processed in the next business day. Sorry for the inconvenience brought to you.

Upload files:* E:\新加坡交流\代发工资\8 浏览...

Total Amount:* SGD 90.00

Total Transaction:* 3

Name of the batch package:

Banking Charges: Collect by transaction

After submitting the instruction, please inquire the fee information under the inquiry instruction transaction

Submit Instruction – Payroll

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit
2	Payroll Service with Separate Authority	null.	Submit Employee Account Information Submit Payment Instruction
3	Payroll Service via RMB Pre-settlement Remittance	NULL	Submit

Payroll Service with Separate Authority

* Salary details should be submitted by the HR ID. Payment instruction should be submitted by the finance ID.

STEP 2 Login with finance ID Click **Payroll Service** → **Submit Instruction Payroll** → Select **Payroll Service with Separate Authority** → **Submit Payment Instruction** and complete the submission:

The screenshot shows the ICBC Corporate Internet Banking interface. The top navigation bar includes: Manage A/C, Payment & Transfer, Cash Pool Management, Documentation and trade finance, **Payroll Service**, Fixed Deposit, Online Loan, ICBC Messaging, Customer Services, and Cross-border/cross-group instruction. The 'Payroll Service' menu is expanded on the left, showing options: Check Instruction - Payroll, Approve the instruction, **Submit Instruction - Payroll**, and Self-management on payment account. The main content area shows the breadcrumb: >> Payroll Service > Submit Instruction - Payroll. Below this is a table titled 'Submit Instruction - Payroll' with columns: Seq., Product Name, Description, and Action. The table contains three rows. The second row, 'Payroll Service with Separate Authority', is highlighted with a red box. The 'Submit Payment Instruction' link in the Action column of this row is also highlighted with a red box. A 'Transaction Tips' section at the bottom states: 'From 20th OCT 2019 onwards, please download the new excel template for payroll submission.'

Seq.	Product Name	Description	Action
1	Payroll Service with Regular Authority	null.	Submit Submit Employee Account Information
2	Payroll Service with Separate Authority	null.	Submit Payment Instruction
3	Payroll Service via RMB Pre-settlement Remittance	NULL	Submit

(* The submission of payment information requires the finance ID to check the corresponding salary details instruction first)

❖ Tips:

- When using payroll service with regular authority and payroll service via RMB pre-settlement remittance, the salary details and payment information should be submitted by the **finance ID**; while in payroll service with separate authority, salary details should be submitted by the **HR ID** and payment instruction should be submitted by the **finance ID**, which help to separate the authority and protect the information security.
- The selected payment account should be consistent with initial settings. If **alteration** is needed, please go to "Self-service Management Payment Account" to make modification before submission.
- The payment date can be later than the current working day. After submitting the **scheduled salary payment instruction**, the instruction will be processed on day T, money will be deducted and received on day T+1, and enterprises can inquire the instruction processing details via ICBC Corporate Internet Banking on day T+1 (Note: If payee's account is from other banks, it is expected to receive the money on day T+3).



For more details, please scan the QR code on the left and follow our **WeChat official account!**

For more information of ICBC Corporate Internet Banking, please visit our Website:

WWW.ICBC.COM.SG

HOME > Commercial Bank Business > Corporate Banking > Corporate Internet Banking

If you have any queries or need any help, please contact your **RM in-charge** or contact us.

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