# Online Payroll User Guide

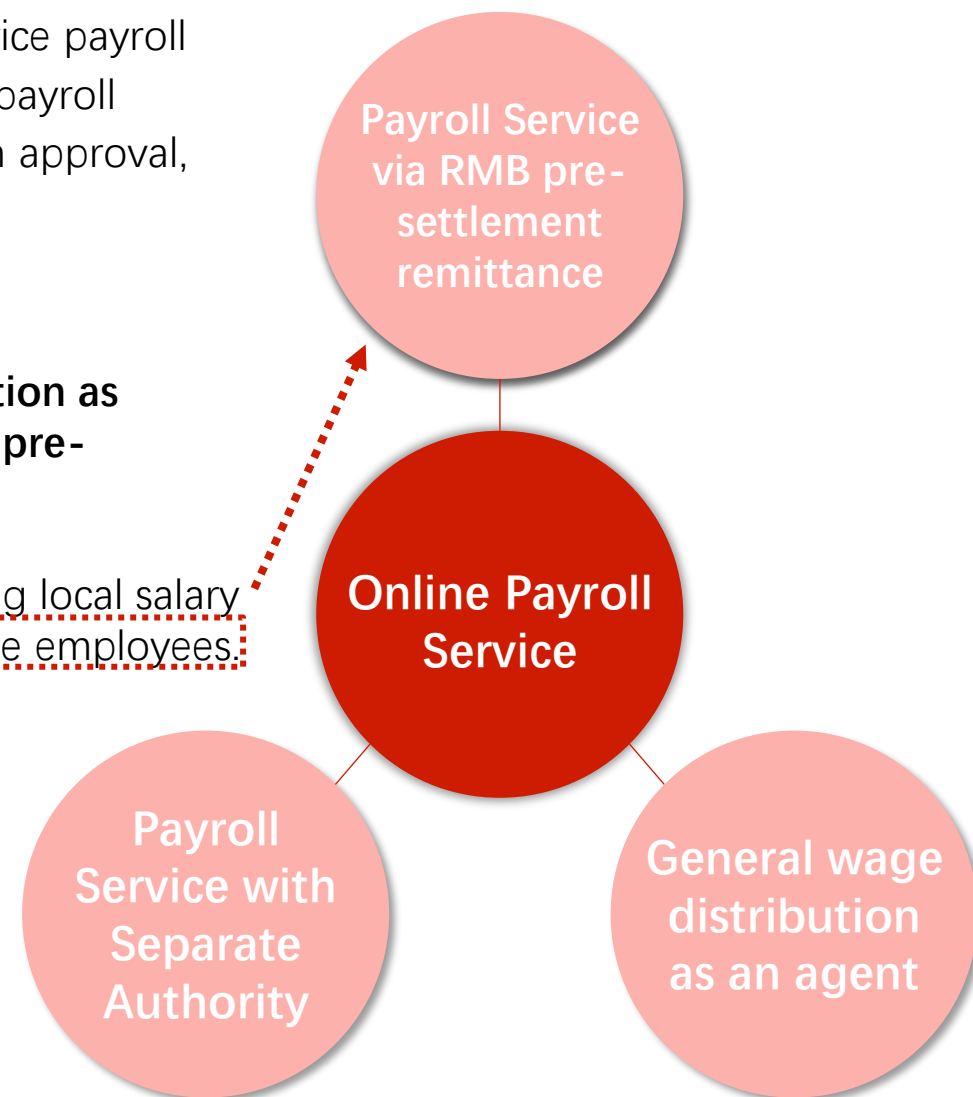——ICBC Singapore Branch——

# ☐ Introduction to Online Payroll

ICBC Singapore Corporate Internet Banking helps corporate clients make self-service payroll payments conveniently. 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 methods for flexibility:** Payroll products include **General wage distribution as an agent, 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 via RMB pre-settlement remittance

Online Payroll Service

Payroll Service with Separate Authority

General wage distribution as an agent

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# General wage distribution as an agent

\* 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 **General wage distribution as an agent** → click **Submit.**

# General wage distribution as an agent

* 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 click **Submit.**

(***Currency, total amount** and **total number of transactions** must tally with the Excel 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 inconvience brought to you.

Name of branch institution: * [_____ ▼]
Payer account number: * [_____ ▼]
Payment currency: * [SGD ▼]
Ordering Customer Address:* [_____]
Payment date:* [_____ 🗓 ▼] (DD-MM-YYYY)
Payment usage:* [Payroll service ▼]
Upload files:* [Choose File] No file chosen
Please click EXCEL file template Here Download
Total Amount:* [USD ▼] [_____]
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.

➡ [Submit]   [Back]

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# General wage distribution as an agent

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

**STEP 2** Key in the Dynamic Password generated from your Token to complete the submission.

**Submit Instruction – Payroll** >> Help

Name of branch institution:

Payment Account No.:

Payment currency: SGD

Ordering Customer Address:

Payment date:

Payment usage: Payroll service

Upload files:

Total Amount:

Total Transaction: 1

Name of the batch package:

Banking Charges: Collect by transaction

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

Please press [OK] on the token and finish the tranaction as quickly as you can before timeout.

Dynamic Password: [                    ]

Confirm          Cancel

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# General wage distribution as an agent

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

**STEP 2** Once the submission is complete, the authoriser will need to approve the payment instruction.

**Submit Instruction – Payroll**

The transaction is successful !

Your batch instruction of submit the batch.

The payroll file has been submitted. Please use inquiry instruction to inquire the instruction status; in case of error after check, please re-

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Finish

## General wage distribution as an agent

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

**STEP 3** Authoriser logs in to Corporate Internet Banking platform, click **Payroll Service** → **Approve the** instruction → Inquiry → Review.

# General wage distribution as an agent

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

**STEP 3** Key in the Dynamic Password generated from your Token after checking through the payment details

then click **Approval**.

**Approve the instruction** >> Help

Details of No. batch of instructions are as follows:

Total:

Payer:

Payment account number:

Payment currency: SGD

Number of failed transactions: [0Transaction]

| Instruction No. | Payment status | Payment amount | Credit Currency | Payee's name | Beneficiary Account No. | Remittance and transfer channel | Beneficiary bank | FailReason |
|---|---|---|---|---|---|---|---|---|
| | Pending for processing | | USD | Tom | | SWIFT System | | |

Please press [OK] on the token and finish the tranaction as quickly as you can before timeout.

Dynamic Password:

Approval    Rejection    Back

# General wage distribution as an agent

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

**STEP 3** — Once approved, the payment instruction will be processed accordingly and its progress can be monitored using **Check Instruction – Payroll.**

**Approve the instruction**                                                                                                          >> Help

**The transaction is successful !**  Your agency payroll files with the batch order being next business day.    have been submitted. As it takes time to process these files, please check these files are successfully processed at Check Instruction – Payroll on the

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Finish

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# General wage distribution as an agent

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

**STEP 4** Log in Corporate Internet Banking, click **Payroll Service** → **Check Instruction – Payroll** → **Inquiry** → select the instruction to view.

| Centralized payment of global cash management | Manage A/C | Receivable | Payroll Service | Payment & Transfer | Cash Pool Management | Documentation and trade finance | Fixed Deposit | Online Loan | ICBC Messenging | Customer Services | Liquidity management |

Cross-border/cross-group instruction     Cross-border B2B payment     FX Trade

**Payroll Service**
- Check Instruction – Payroll
- Approve the instruction

> > Payroll Service > Check Instruction – Payroll

**Check Instruction – Payroll**                                                          >> Help

Instruction Type:* `Payroll instruction`

Processing status:* ☑ The transaction is successful. ☑ Transaction Failed ☑ Wait for authorization ☑ Wait for bank's processing

Start and end dates:* `25-12-2021` — `25-01-2022`

Inquiry

Inquiry result you required is as follows:

| Batch No. | Name of the batch package | ID of Submit Person | Submit On | Total Amount | Total Transaction | Instruction Type | Instruction Status | Feedback information of the Bank | Payment account bookkeeping method | Action | Number of failed transactions |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 1 | Payroll instruction | Instruction succeeded | | Bookkeeping summary | View details | 0 |

Print

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# 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** → **Payroll**

Service via RMB Pre-settlement Remittance → click Submit.



| Centralized payment of global cash management | Manage A/C | Receivable | **Payroll Service** | Payment & Transfer | Cash Pool Management | Documentation and trade finance | Fixed Deposit | Online Loan | ICBC Messenging | Customer Services | Liquidity management |

Cross-border/cross-group instruction    Cross-border B2B payment    FX Trade

**Payroll Service**

- Check Instruction – Payroll

Submit Instruction – Payroll

Self-management on payment account

> > Payroll Service > Submit Instruction – Payroll

**Submit Instruction – Payroll**                                                               >> Help

| Seq. | Product name | Description | Action |
|------|--------------|-------------|--------|
| 1 | General wage distribution as an agent | null. | Submit |
| 2 | Payroll Service with Separate Authority | null. | Submit Payment Instruction |
| 3 | 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.

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![ICBC logo]

# 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 click **Submit.**

(∗The RMB spot exchange rates shown below are for reference only.)



**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: * SGD ∨

Ordering Customer Address:*

Receiving Currency: CNY        [ Inquire RMB spot exchange rates ]        ⟹

| Payment currency | Pre-settlement remittance exchange rate |
|---|---|
| USD | 1 USD = 6.4522 CNY |
| SGD | 1 SGD = 4.7370 CNY |

Payment usage: Allowance for family maintenance ∨

Upload files:* [ Choose File ] No file chosen
Please click EXCEL file template Here Download

Total Amount:* CNY ∨

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.

⟹ [ Submit ]        [ Back ]

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# 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** Log in with HR ID, click **Payroll Service** → **Submit Instruction Payroll** → **Payroll Service with Separate**

Authority → click **Submit Employee Account Information.**

![ICBC logo]

# 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** Log in with Finance ID, click **Payroll Service** → **Submit Instruction Payroll** → **Payroll Service with**

Separate Authority → click **Submit Payment Instruction.**



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

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# ❖ Tips：

➢ When using general wage distribution as an agent 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 helps to ensure segregation of duties and provide 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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