

### How to Pay Payroll?

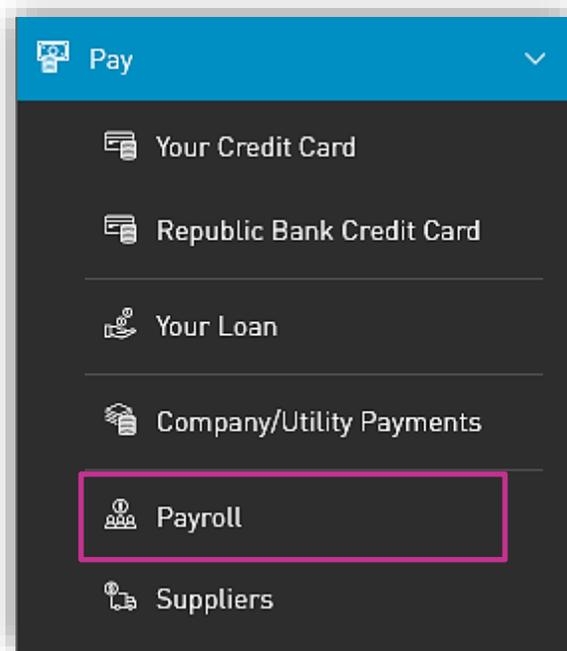
This feature enables corporate customers to make payroll payments via RepublicOnline.

There are two (2) options for payroll payments:

- (1) Manual
- (2) File Upload

Both Options follow the same four step process as follows:

**Step 1:** Select the **Payroll** option under the **Pay** tab or either the **Quick** or **Main** Menu.



**Only the users assigned the relevant permissions will be able to access the Payroll feature.**

# HOW TO PAY A PAYROLL ON REPUBLICONLINE

**Step 2:** Input payment data

**Option (1) Manual**

Select the Payroll from the list of pre-registered Payrolls.

The screenshot shows the 'Payroll Payment' interface with the following elements and callouts:

- 1. Select Payment Type:** A callout box pointing to the 'Manual' button in the 'Payment Type' section.
- 2. Select Debit account from list:** A callout box pointing to the 'Debit Account' dropdown menu.
- 3. Input additional data (Description & Notification email):** A callout box pointing to the 'Description' and 'Notification Email' input fields.
- 4. Beneficiaries:** A callout box pointing to the 'On Payroll Beneficiaries' summary table.

Beneficiaries	Total BBD
4	1,900.00

At the bottom right of the interface, there are buttons for 'Reset', 'Cancel', and 'Continue'.

# HOW TO PAY A PAYROLL ON REPUBLICONLINE

## Option (2) File Upload

The screenshot shows the RepublicOnline 'Payroll Payment' page. The interface includes a top navigation bar with the RepublicOnline logo, a 'TEST' button, and a 'Logout' button. A left sidebar contains navigation icons for Home, My Products, Transfer, Pay, Service Request, Manage, and Pending Approvals. The main content area is titled 'Payroll Payment' and contains the following sections:

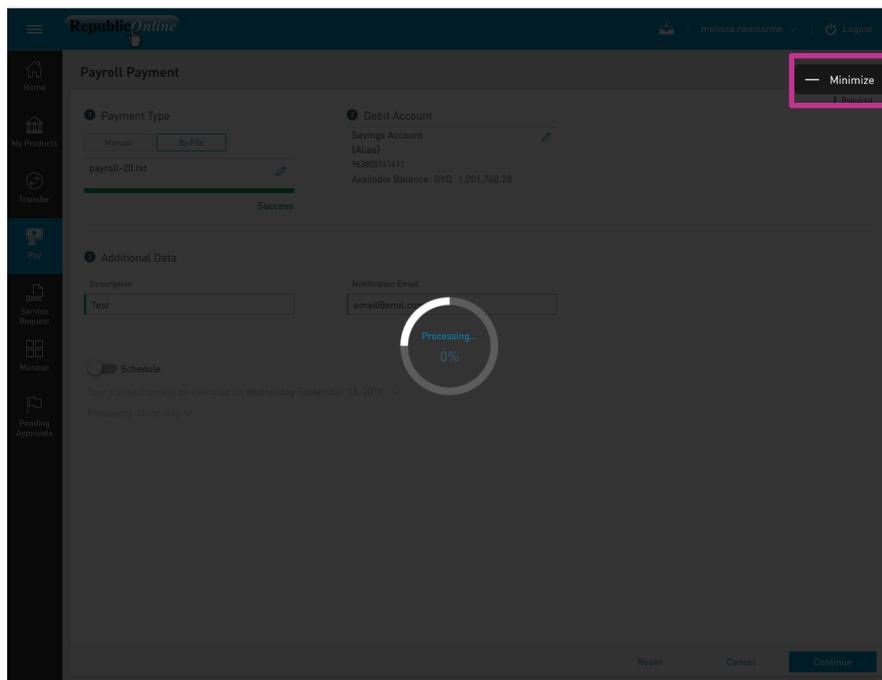
- 1. Payment Type:** Two buttons, 'Manual' and 'By File'. A callout box labeled '1. Select 'By File' and upload file from PC' points to the 'By File' button.
- 2. Debit Account:** A dropdown menu showing 'Savings Account (Alias)' with an available balance of 'BBD 1,000,750'. A callout box labeled '2. Select Debit account from list' points to the dropdown.
- 3. Additional Data:** Two input fields: 'Description' (containing 'Test') and 'Notification Email' (containing 'Test@email.com'). A callout box labeled '3. Input additional data (Description & Notification email)' points to these fields.
- Schedule:** A toggle switch for 'Schedule' is turned off. Below it, text indicates the transaction will be executed on 'Wednesday September 18, 2019' with a frequency of 'Once only'.
- Buttons:** At the bottom right, there are 'Reset', 'Cancel', and 'Continue' buttons. A callout box labeled '4. Select Continue' points to the 'Continue' button.

1. Click on the icon  to select a file from the Saved files.

This close-up view shows the '1. Payment Type' section. It features two buttons: 'Manual' and 'By File'. Below the buttons is a 'Select File' label followed by a dropdown arrow icon, which is highlighted with a red box.

## HOW TO PAY A PAYROLL ON REPUBLICONLINE

4. When the user selects Confirm, the system will attempt to read and save the data from the uploaded file.



This process may take a while. The user has the option to minimize this screen until the upload is completed.

## Step 3: Confirm payment

**Debit Account**

Chequing Account  
 Nickname: 11225232001  
 Available Balance: BBD 126,190.00

**General Payroll Information**

Operation Type: Manual  
 Number of Beneficiaries: 4  
 Amount to Pay: BBD 1,900.00

Total Debit Amount: BBD 1,900.00

**Additional Data**

Description: August Payroll

**Adhoc Payroll Beneficiaries**

Beneficiaries: 0

Beneficiary	Bank	Account Type	Account Number	Amount
No Beneficiaries Found				

**On Payroll Beneficiaries**

Beneficiaries	Total BBD
4	1,900.00

Return Cancel **Confirm**

This step allows the user to review/validate the information entered in the previous step, before submitting the transaction. Once the transaction information has been verified select **Confirm** to proceed.



### The available actions are:

- **Continue**: to confirm the date and proceed to the next step.
- **Cancel**: to cancel application.
-  or **Return**: to return to the previous step

## HOW TO PAY A PAYROLL ON REPUBLICONLINE

### Step 4: Result

**Status message & Transaction info**

**Debit account info.**

**Payroll Summary info.**

Republic Bank

Test Example | Logout

✓ Payroll payment has been executed successfully  
Reference Number: 51  
Creation Date and Time: 19/08/2023 - 3:30:18 PM  
User: Test Example  
Transactions for other Banks will be processed within the next 1-2 business days.

**Debit Account**

Chequing Account  
Nickname  
112325236301

Total Debit Amount  
BBD 1,900.00

**Beneficiaries Credited**

Operation Type: Manual  
Number of Beneficiaries: 4  
Currency and Amount Paid  
BBD 1,900.00

**Additional Data**

Description: Test payroll  
Notification Email: dominic.sooklal@rftl.com

**Approvals**

Name	Username	Status
Test Example	CMTest6	✓ Approved - 19/08/2023 3:38 PM

**Number of Beneficiaries**

Status:

Live your Best Life with a Republic Bank Credit Card

New Payment Home

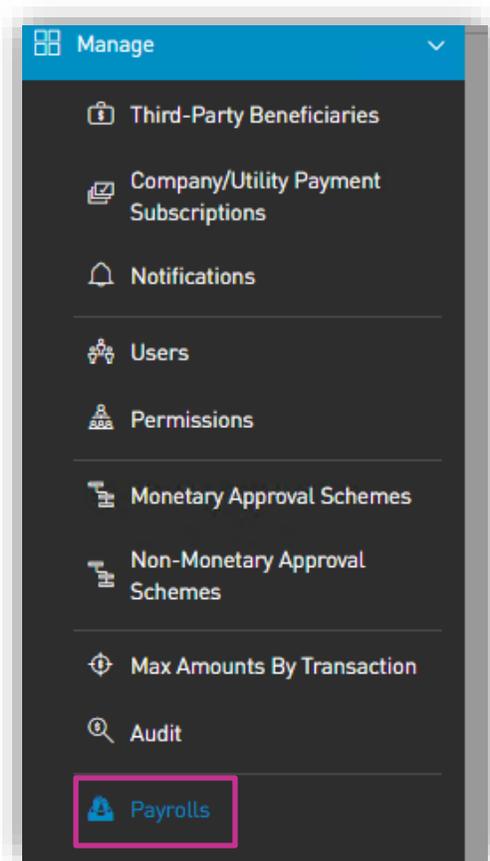
Type here to search | 3:34 PM 8/19/2023

After the Confirmation of the transaction, the user will receive one of the following potential results (based on their permissions and the approval scheme(s) established for this transaction):

- **Successful:** the transaction was completed successfully.
- **Pending approval:** where one or more approvals is required to perform the transaction. The users that are authorised to approve the transaction will be informed of the pending authorizations via email.
- **Failed:** the transaction does not meet the necessary requirements The specific error will be shown to the user.

## How to create a Pre-registered Payroll

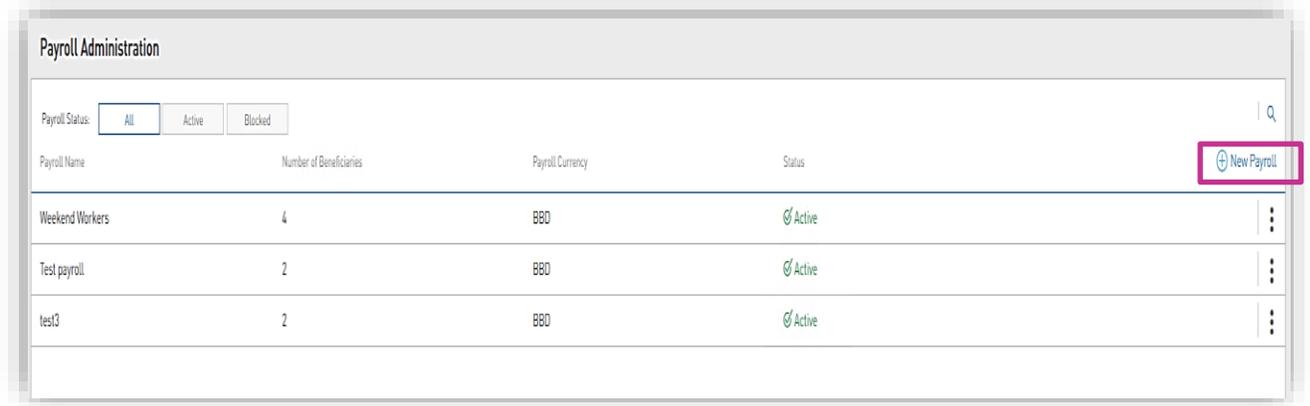
**Step 1:** Select the **Payrolls** option under the **Manage** tab or either the **Quick** or **Main** Menu



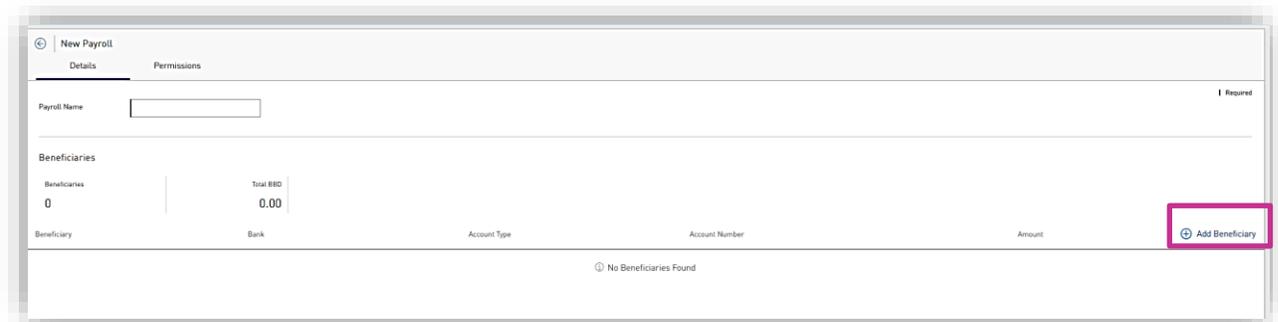
This step will direct you to the registered payrolls page as shown below:

## HOW TO PAY A PAYROLL ON REPUBLICONLINE

**Step 1:** Select the New Payroll option on the top right of the screen

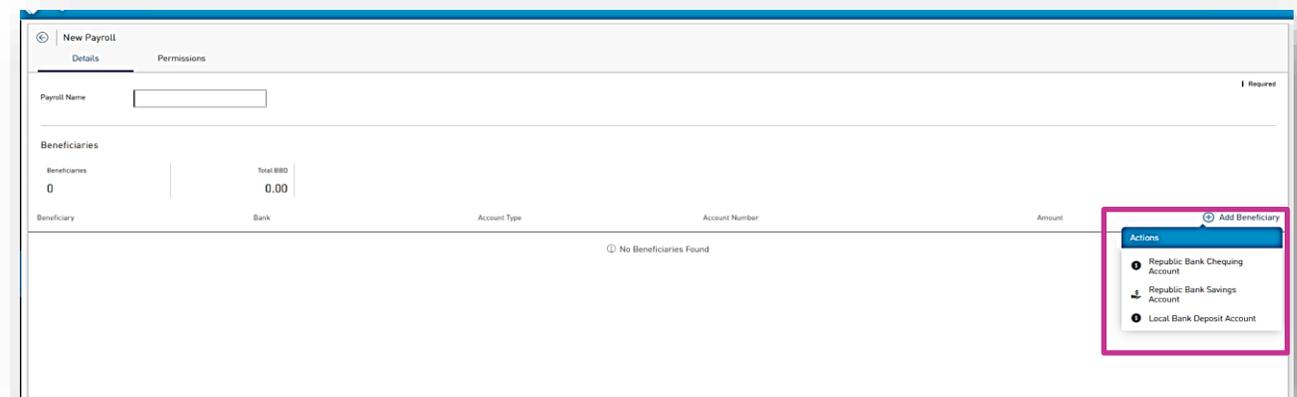


**Step 2:** Select the Add Beneficiary option



**Step 3:** Select the type of Beneficiary from the listed options

- Add beneficiary details requested
- Save each beneficiary
- Continue to add until all the beneficiaries for your payroll have been successfully added.



## HOW TO PAY A PAYROLL ON REPUBLICONLINE

**Step 4:** Once you have completed adding the beneficiaries, name your payroll and save.

The screenshot shows the 'test3' payroll setup page in the 'Details' tab. The 'Payroll Name' field is highlighted with a red box and contains the text 'test3'. Below it, the 'Beneficiaries' section shows a summary table and a detailed table of two beneficiaries.

Beneficiaries	Total BBD
2	200.00

Beneficiary	Bank	Account Type	Account Number	Amount	
GABRIEL'S AXXXXXX	Republic Bank	Republic Bank Chequing Account	400000000010	BBD 100.00	<a href="#">Add Beneficiary</a>
John Smith	First Citizens (Barbados) Ltd	Local Bank Deposit Account	800001	BBD 100.00	<a href="#">Add Beneficiary</a>

**Step 5:** Grant permissions to users who are to access/use this payroll.

- Select Permissions tab
- Select assign user
- Select from the listed persons and save

The screenshot shows the 'test3' payroll setup page in the 'Permissions' tab. The 'Permissions' tab is highlighted with a red box. A table lists users, and a modal window titled 'Users' is open, showing a list of users with checkboxes and an 'Assign User' button highlighted with a red box.

User	User Complete Name
cmtest9	Alicia Karbanali
CMTest6	Test Example

**Users**

Search

- Dominic Socklat
- Alicia Moore
- John Grey

Cancel Apply

## How to Approve a Payroll

If a transaction requires multiple approvers OR, if the transaction is set to be approved by a separate user, the following message will be displayed when the initiator user submits the request.

**Pending Approval Message**

**Lists of all Approvers for the transaction**

Name	Username	Status
Alicia Kurbaneli	cmtest9	Pending
Dominic Soekhal	cmtest10	Pending
Test Approver	Test	Pending

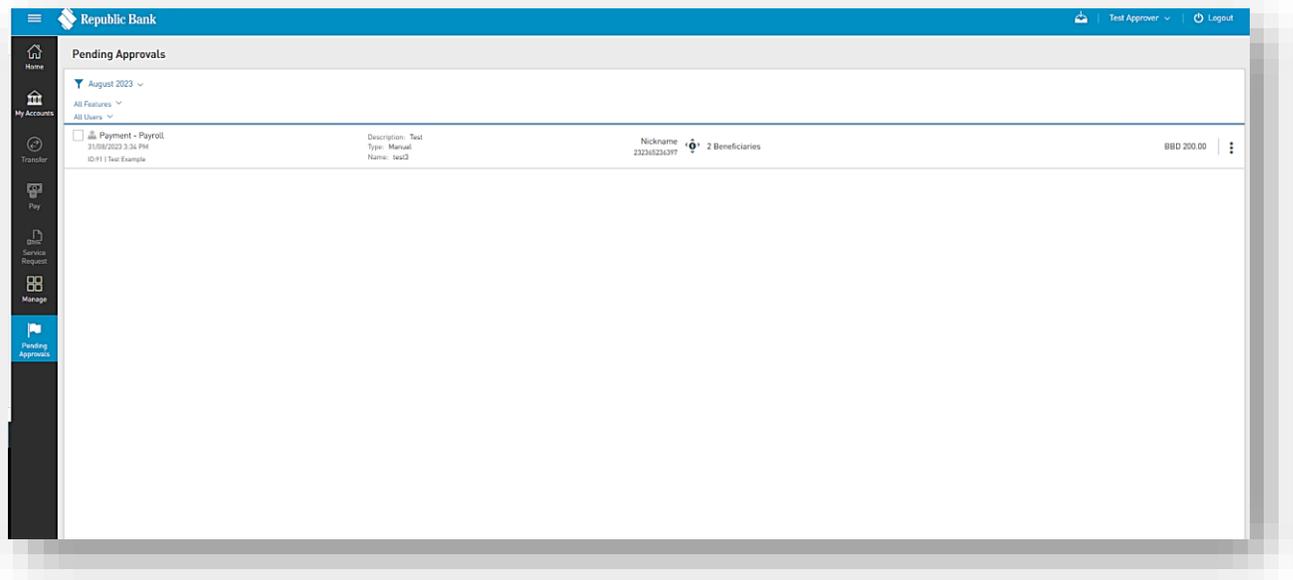


The approvers will receive a notification which will indicate to them that they should sign into RepublicOnline to approve the transaction.

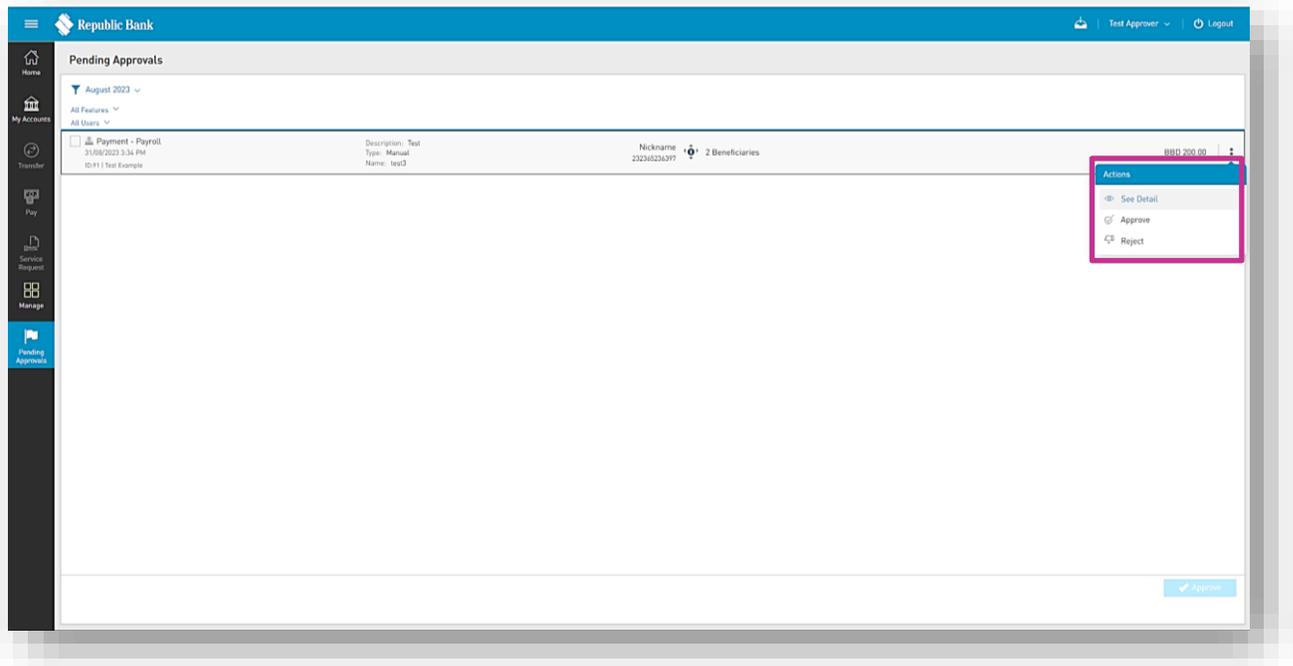
**Step 1:** Select the **Pending Approvals** tab under either the **Quick** or **Main** Menu

## HOW TO PAY A PAYROLL ON REPUBLICONLINE

This step will direct you to the Pending Approvals page as shown below:



This page will list all the transactions that are pending approval from this user.



**Step 2:** Select the transaction to be approved and expand the contextual menu .

- Select **See Detail** option to view the transaction
- Select the **Approve** or **Reject** option as required