



CORPORATE **SALARY UPLOAD** **USER GUIDE**

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INTRODUCTION

Integrated with Corporate Internet Banking, the salary upload feature allows you to easily keep track of and manage bulk salary payments. This guide will take you through everything you need to know regarding the salary upload feature, so you're ready to win.

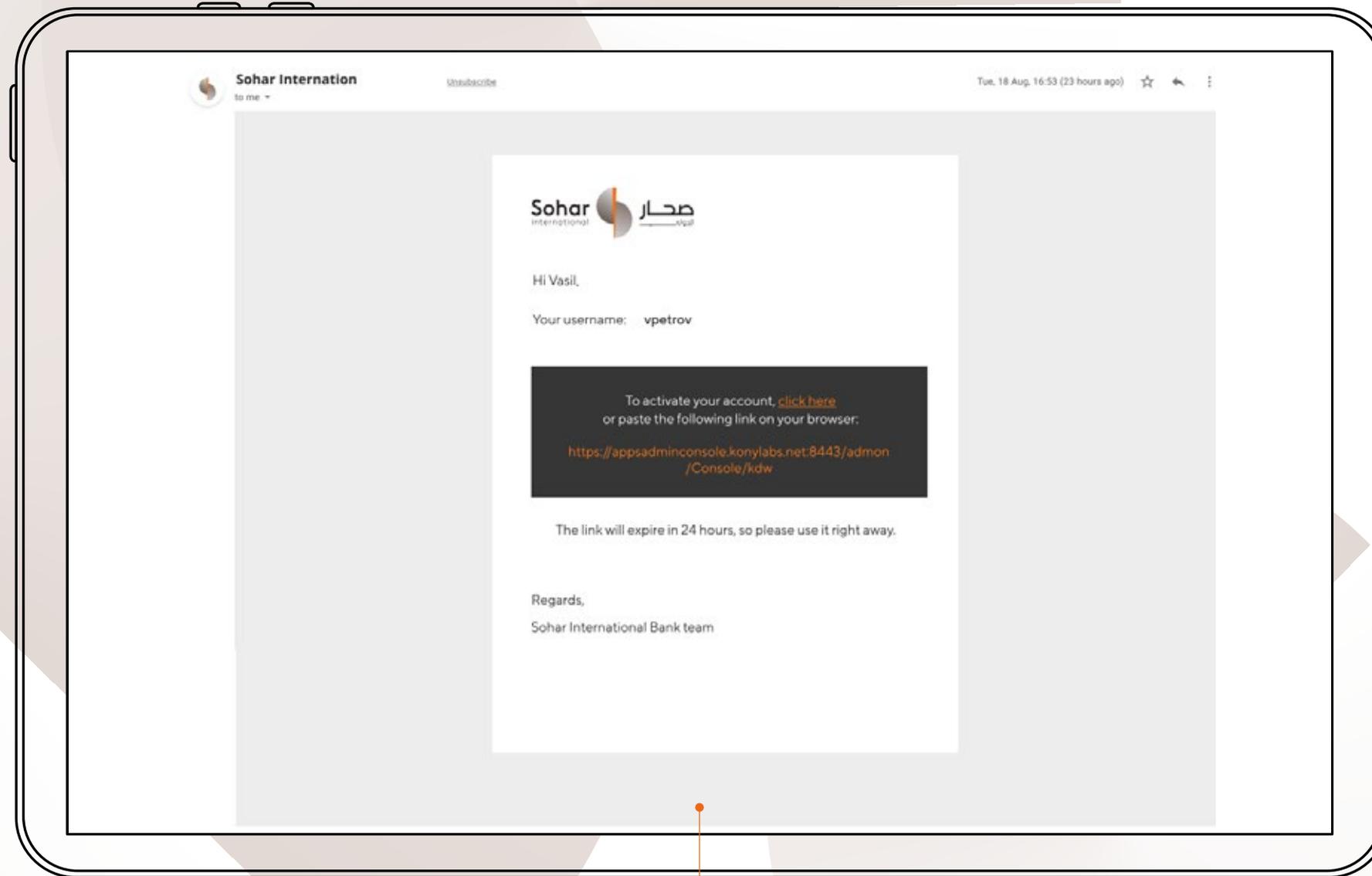
By registering and activating your internet banking account, you can avail the benefits of the salary upload feature.



HOW TO REGISTER YOUR ACCOUNT



Step 1



Post enrollment, you will receive an email to your registered email ID



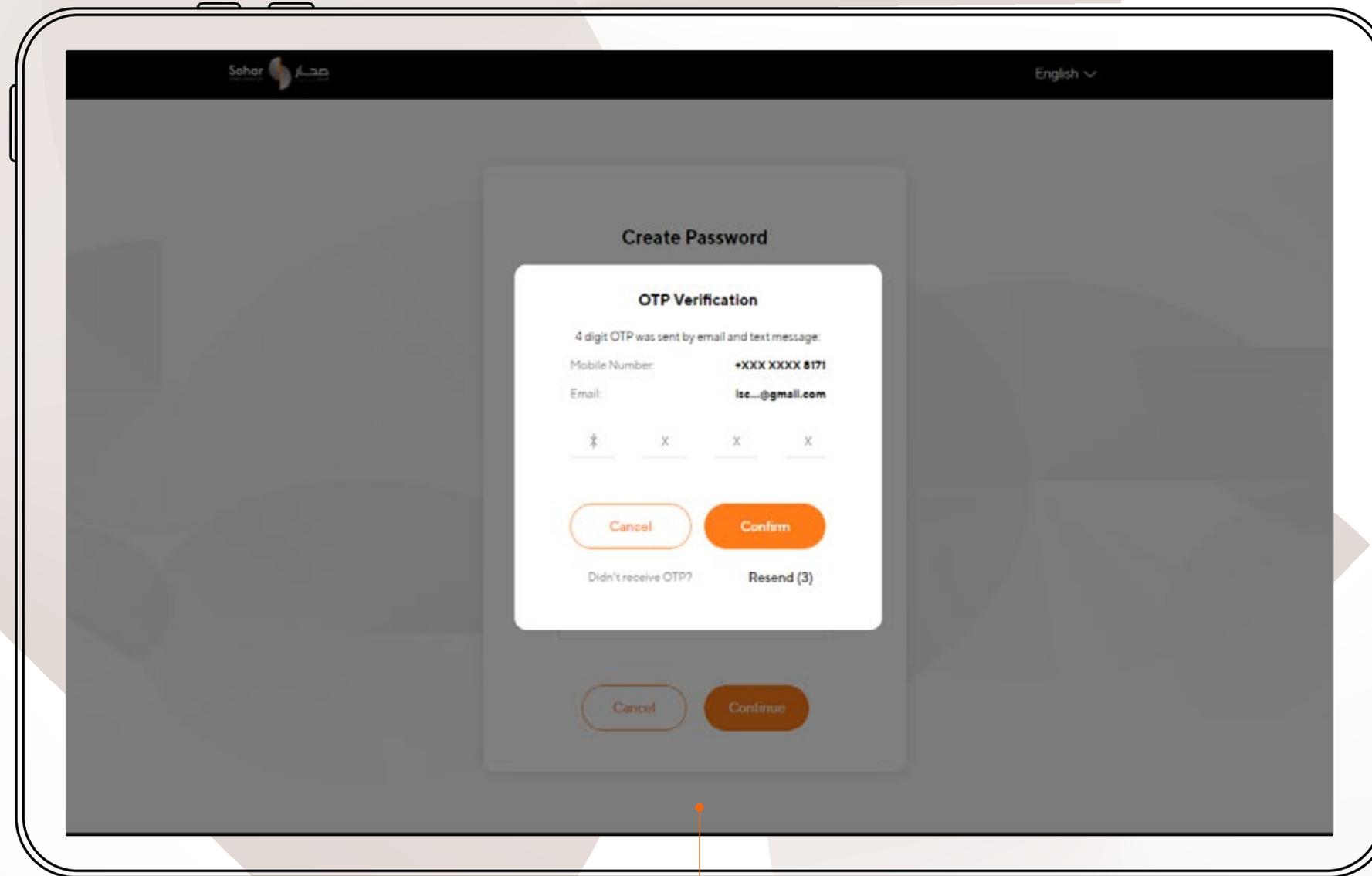
Step 2

The image shows a tablet displaying the 'Create Password' screen of the Sohar app. The screen features the Sohar logo and 'English' language selection in the top bar. The main content includes a title 'Create Password', a sub-header 'To safeguard your personal info, please create secure password.', and two password input fields labeled 'Password' and 'Confirm Password'. Below these fields is a list of requirements: 'at least one Uppercase', 'at least one Lowercase', 'at least one Number', 'at least one Special character', and 'from 8 to 24 characters'. At the bottom, there are 'Cancel' and 'Continue' buttons. An orange dot with a vertical line points to the 'Continue' button.

Click the link to set up a new password



Step 3 - 4



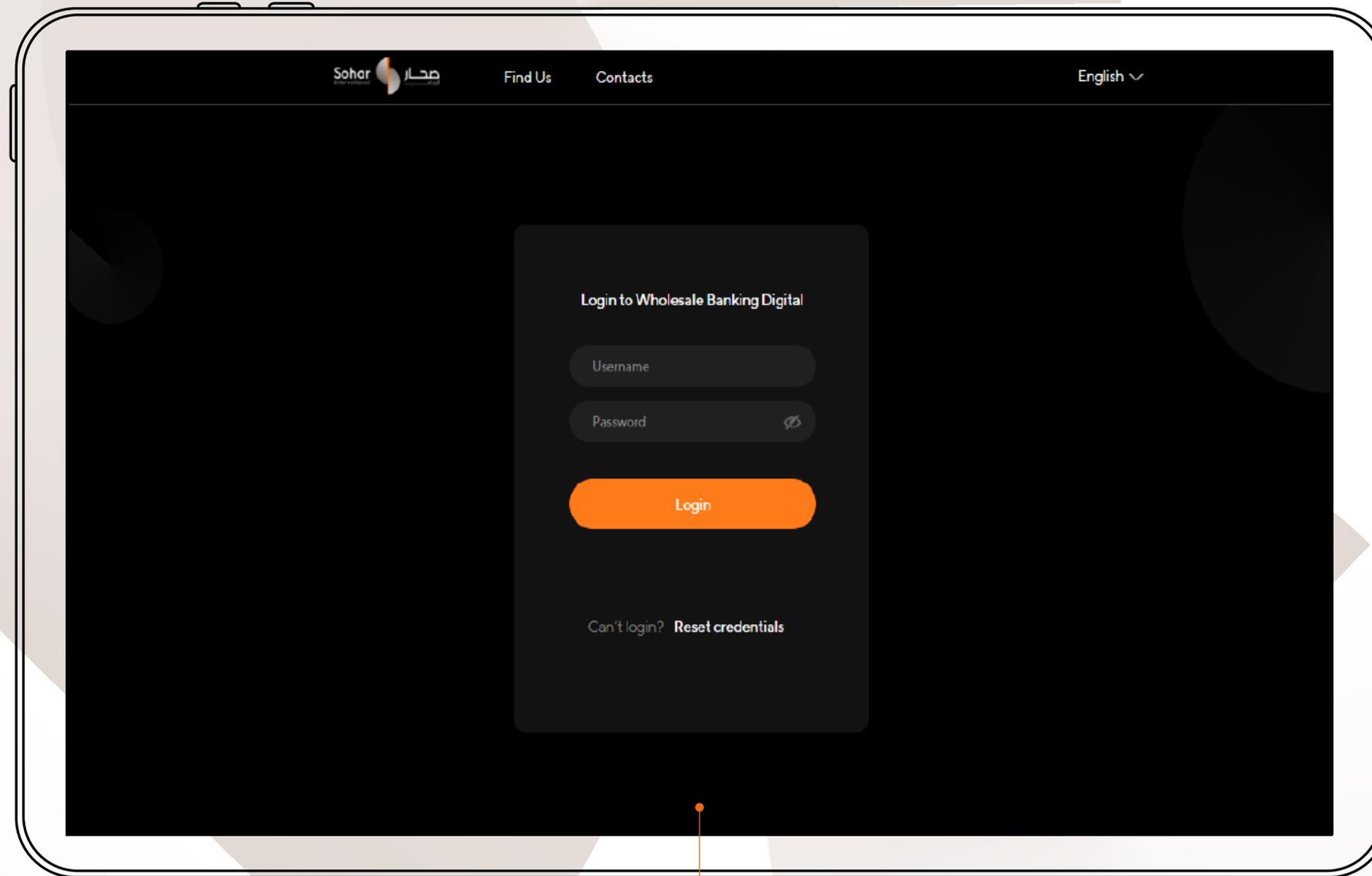
You will receive an OTP on your registered mobile number
Enter the OTP to successfully complete the registration process



HOW TO LOGIN TO INTERNET BANKING



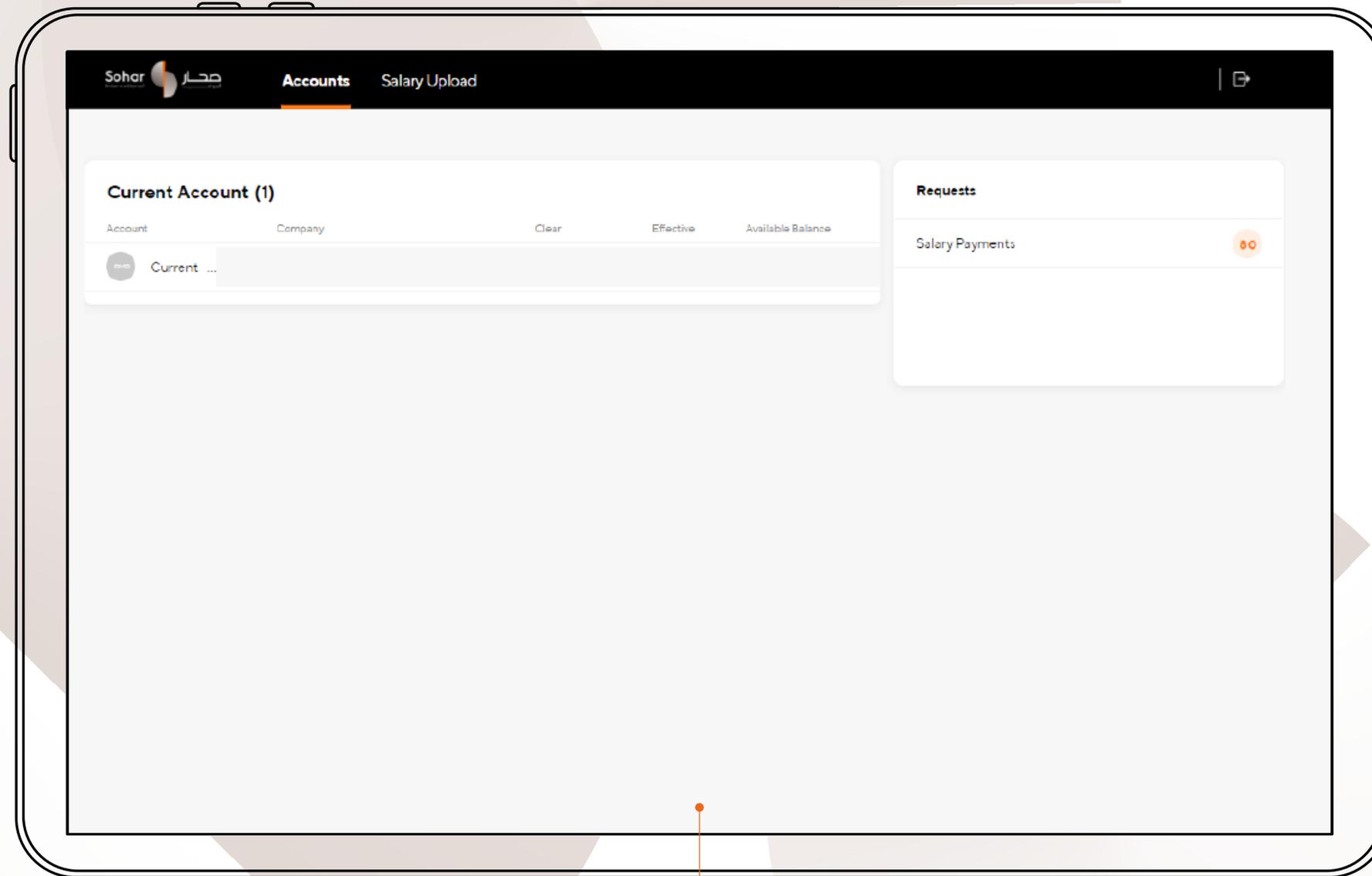
Step 1



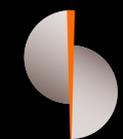
Click the link to launch internet banking, and enter your registered user name and password.



Step 2



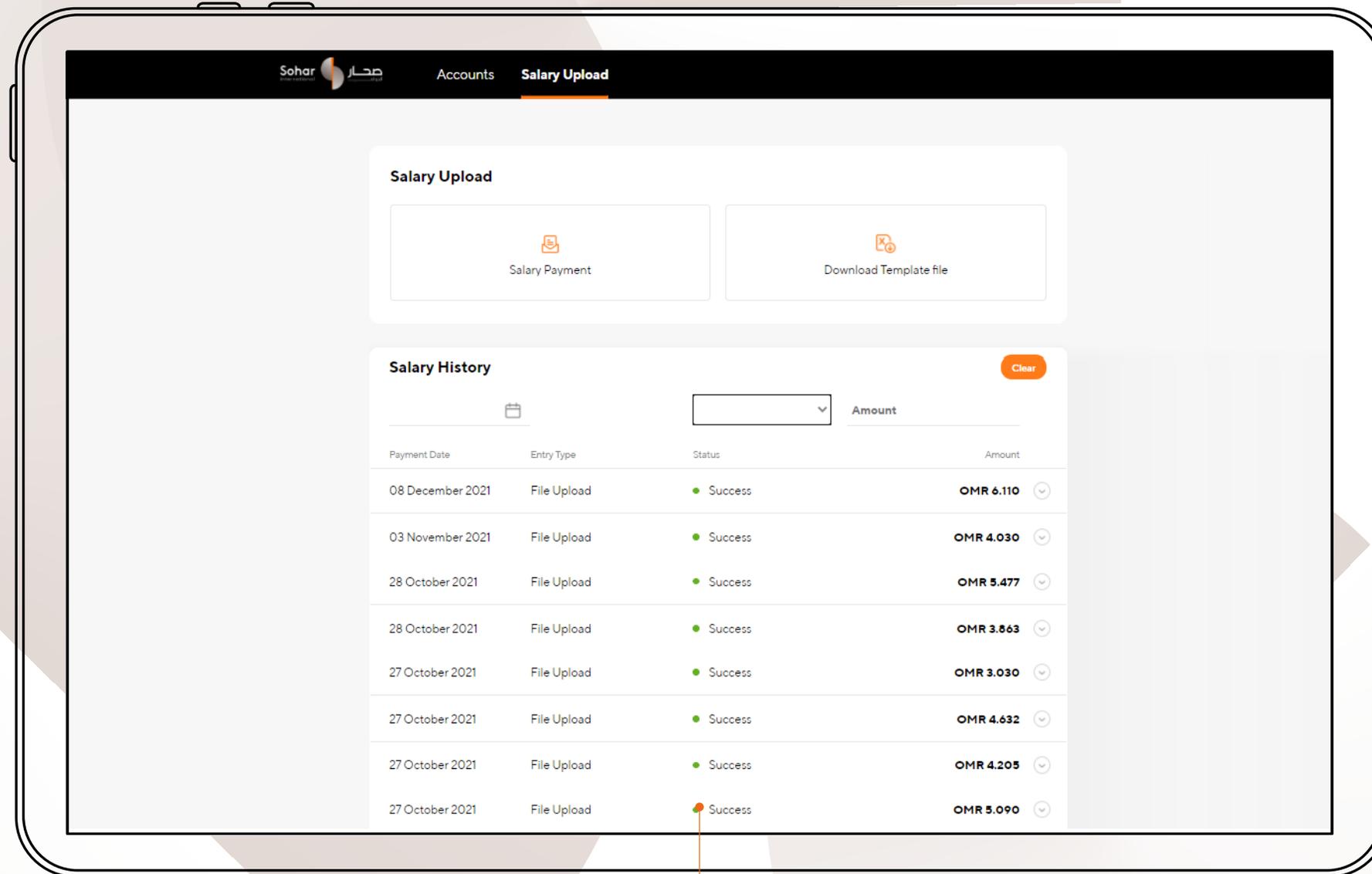
You will now be able to view all your operative accounts, and the Salary Module feature



HOW TO UPLOAD SALARY



Step 1



Select Salary Payment or download the Excel template to view previous salary uploads and their status.



Step 2

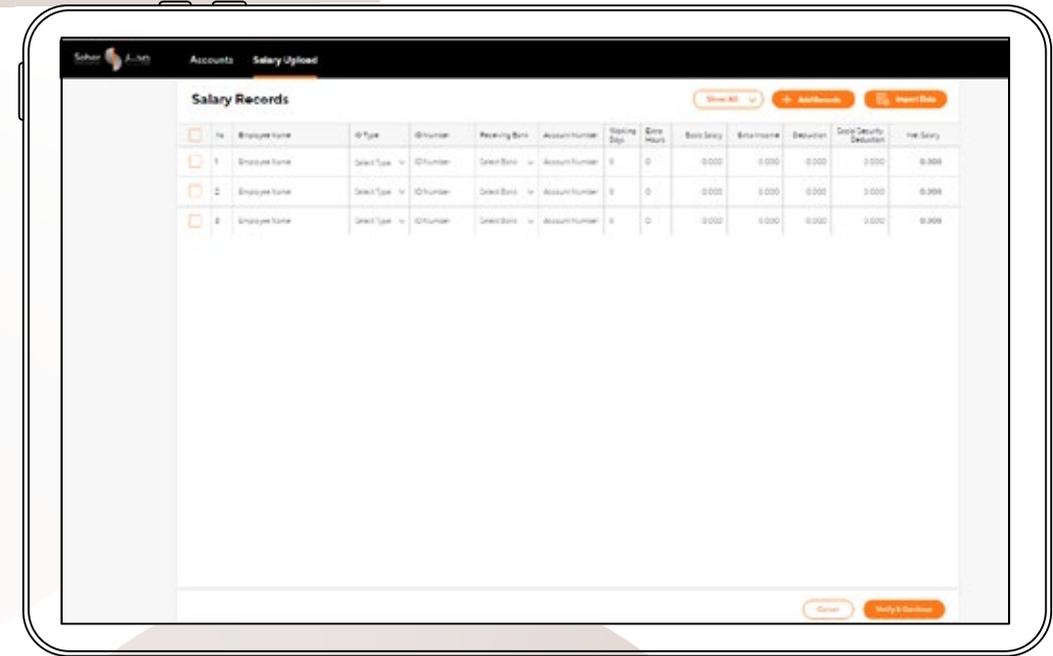
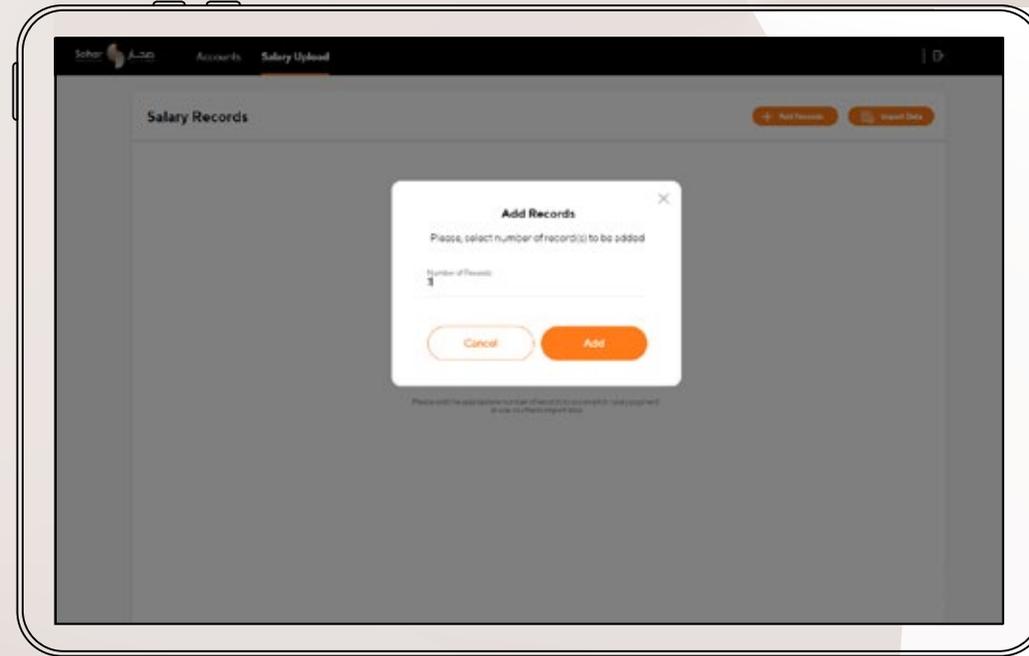
The screenshot shows a mobile application interface for 'Salary Upload'. At the top, there is a navigation bar with the 'Sohar' logo and the text 'Accounts Salary Upload'. The main content area is a white card titled 'Salary Payer' with the instruction 'Add information about Payer in order to process with Salary Payment'. Below this, there are three dropdown menus: 'Payment Type' with options 'Salary', 'Allowance', 'Charity Payment', 'Monthly Pension Salary', and 'Overtime Payment'; 'December' (likely a date or month selector); and 'Salary Frequency' with the option 'Monthly'. At the bottom of the card are two buttons: 'Cancel' and 'Continue'.

Select the payment type and salary frequency then click continue.

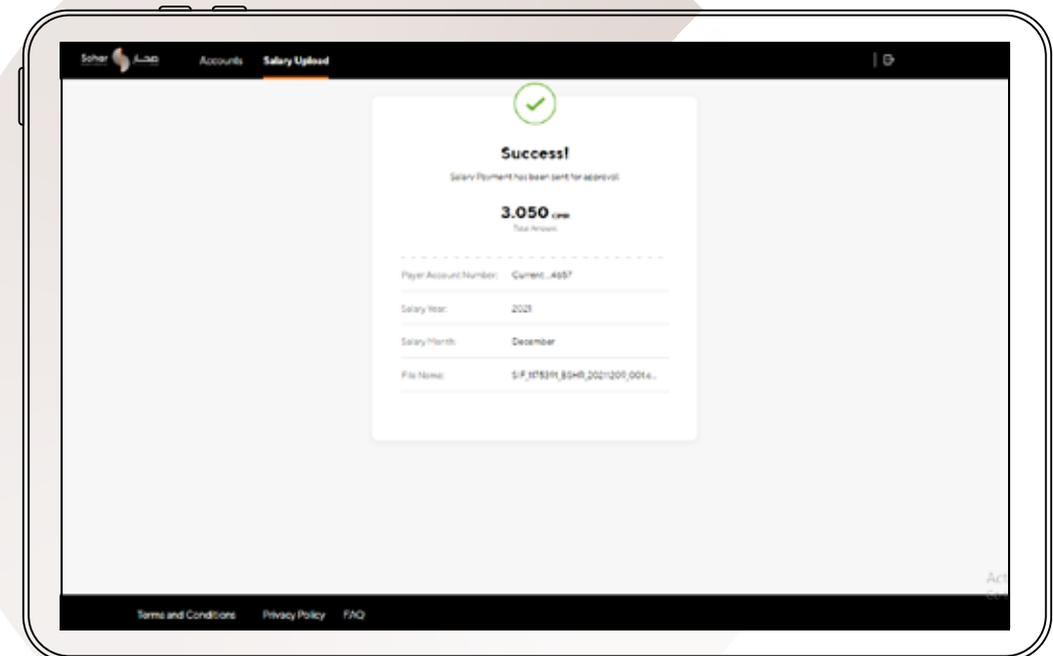
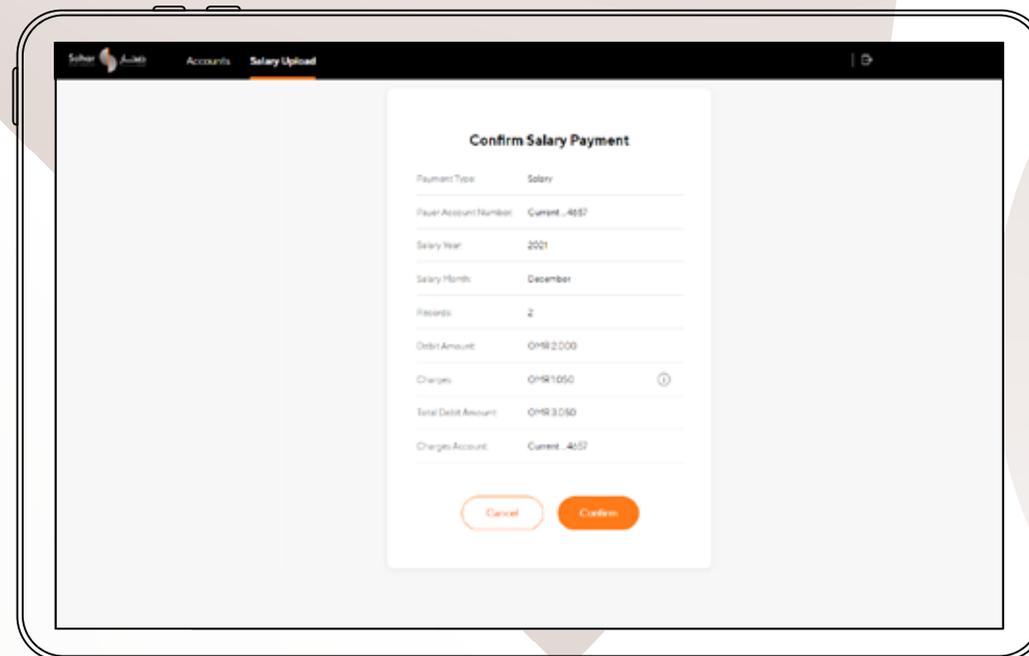


Step 3

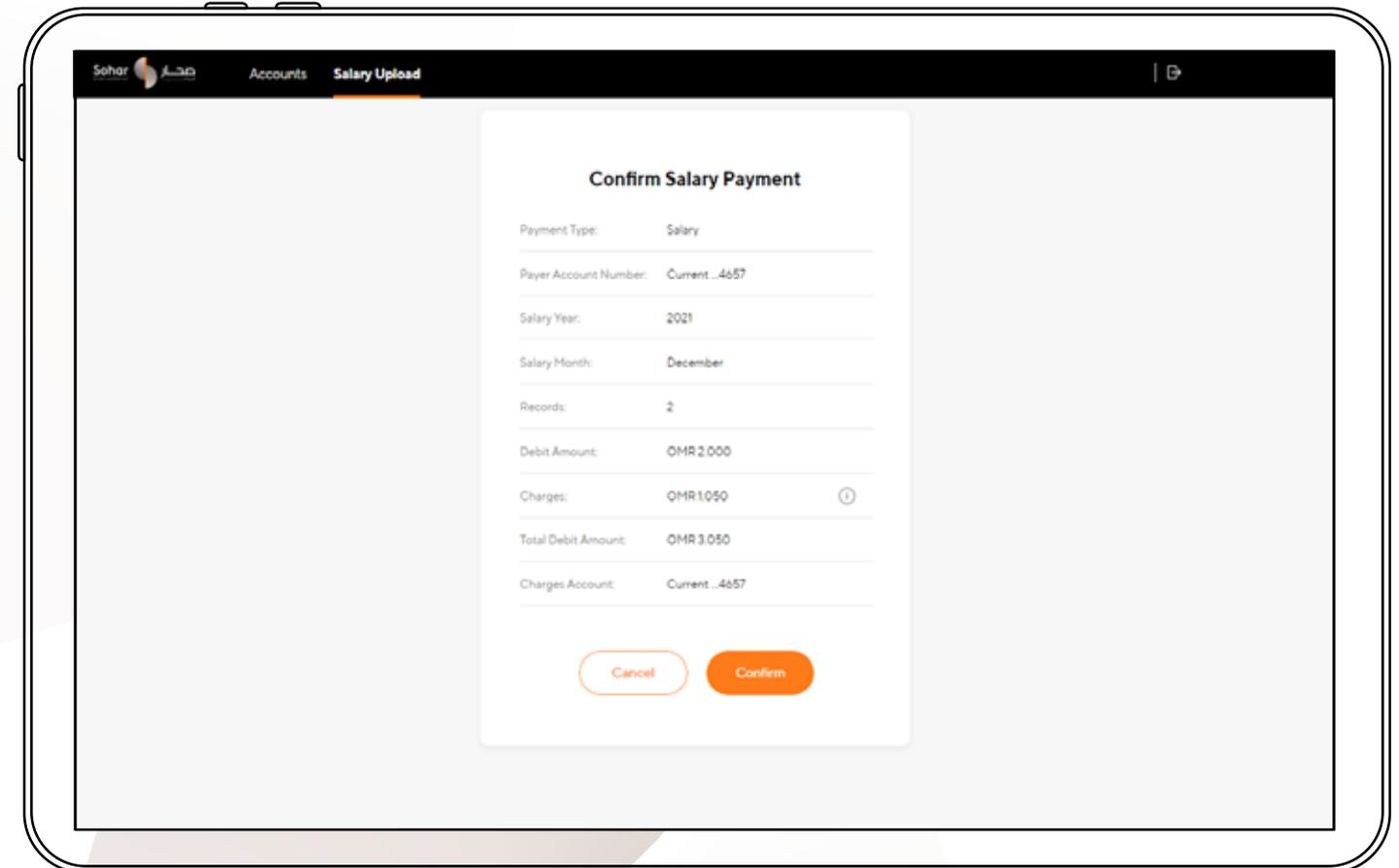
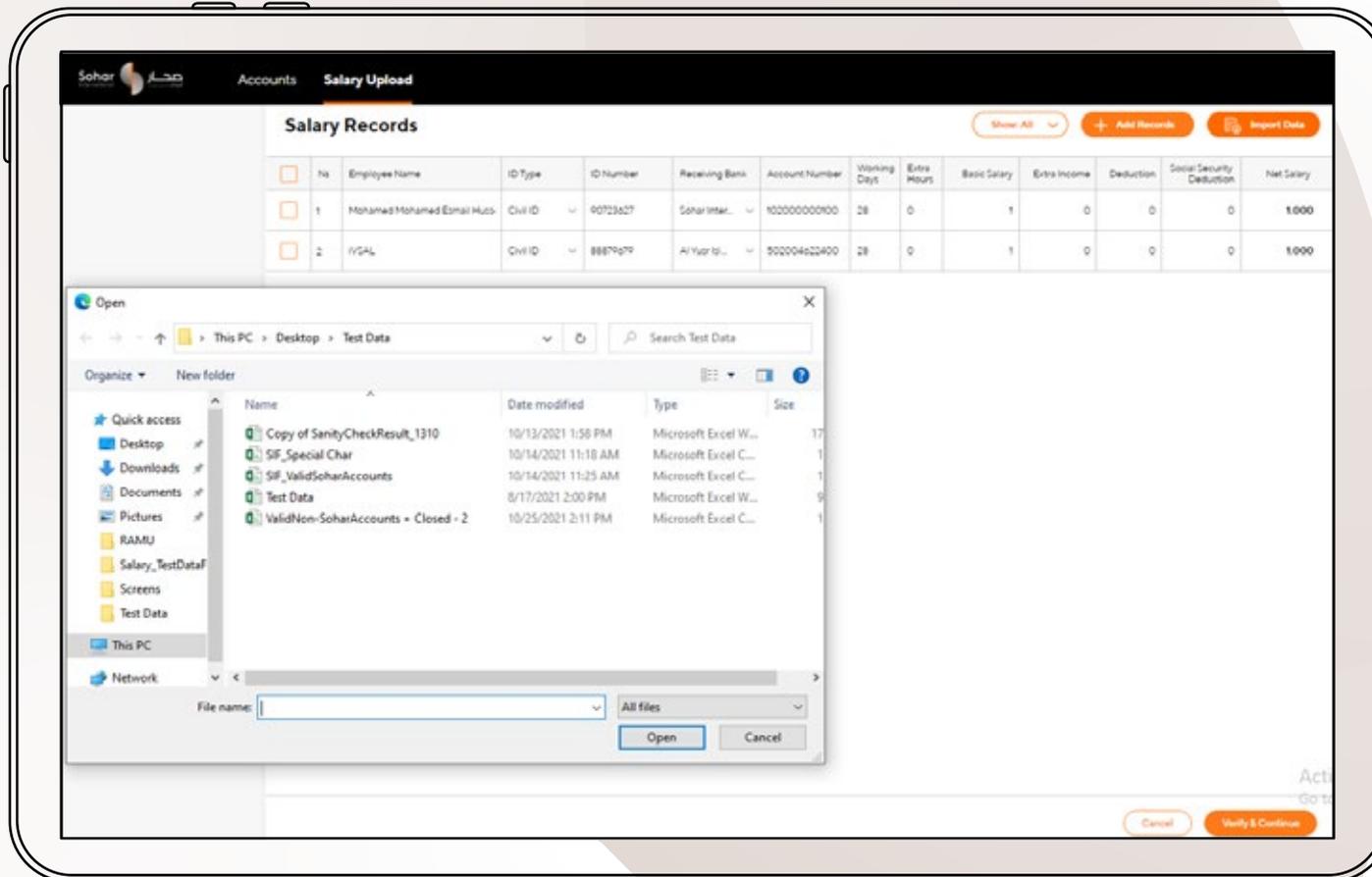
For Salary Upload, you have two options - Add Records or Import Data



If you select Add Records, you are required to fill in all the mandatory fields, review and submit



Step 4



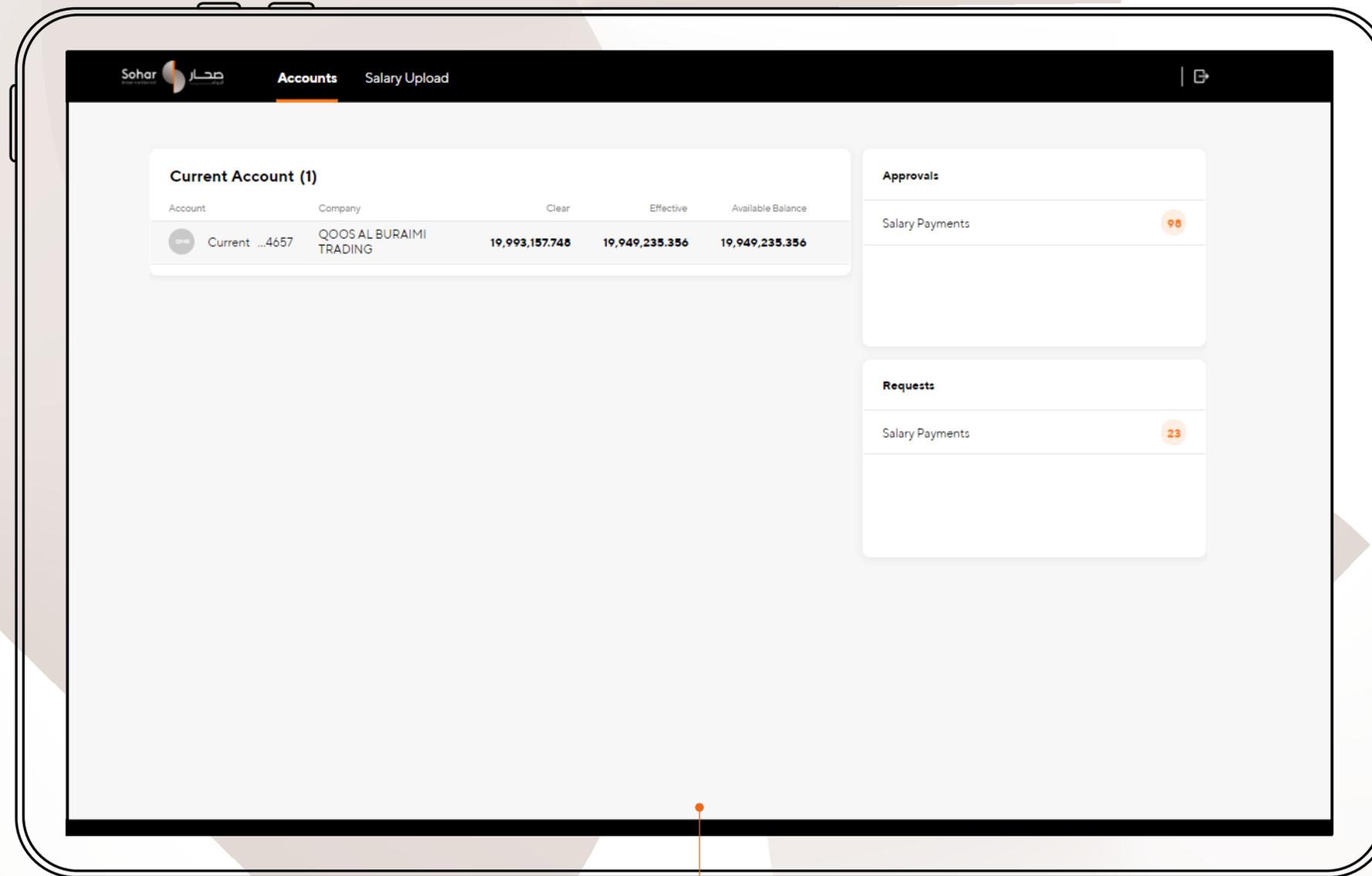
You can also fill the required salary data in the salary file and share it to the local drive



HOW TO APPROVE SALARY TRANSFERS

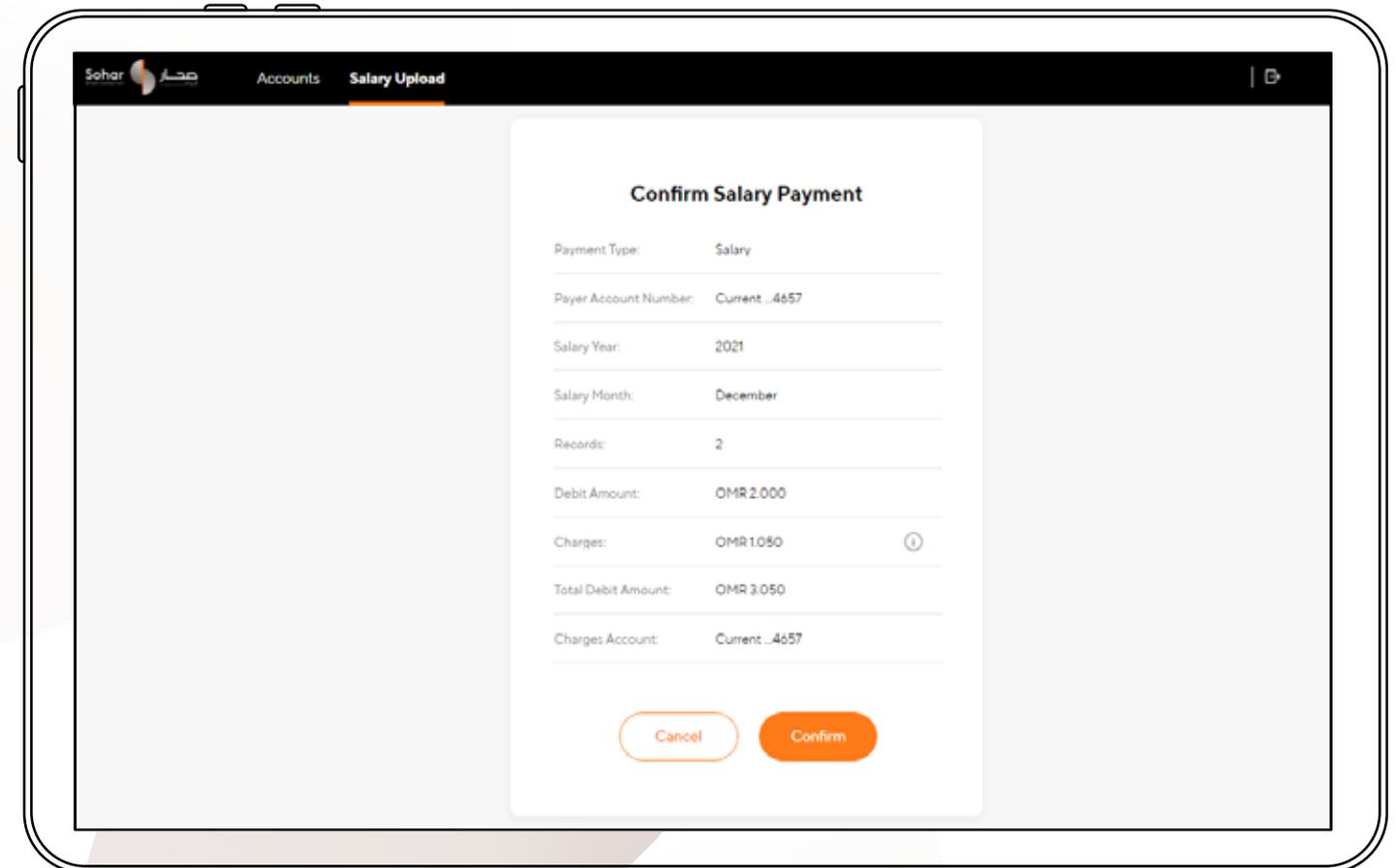
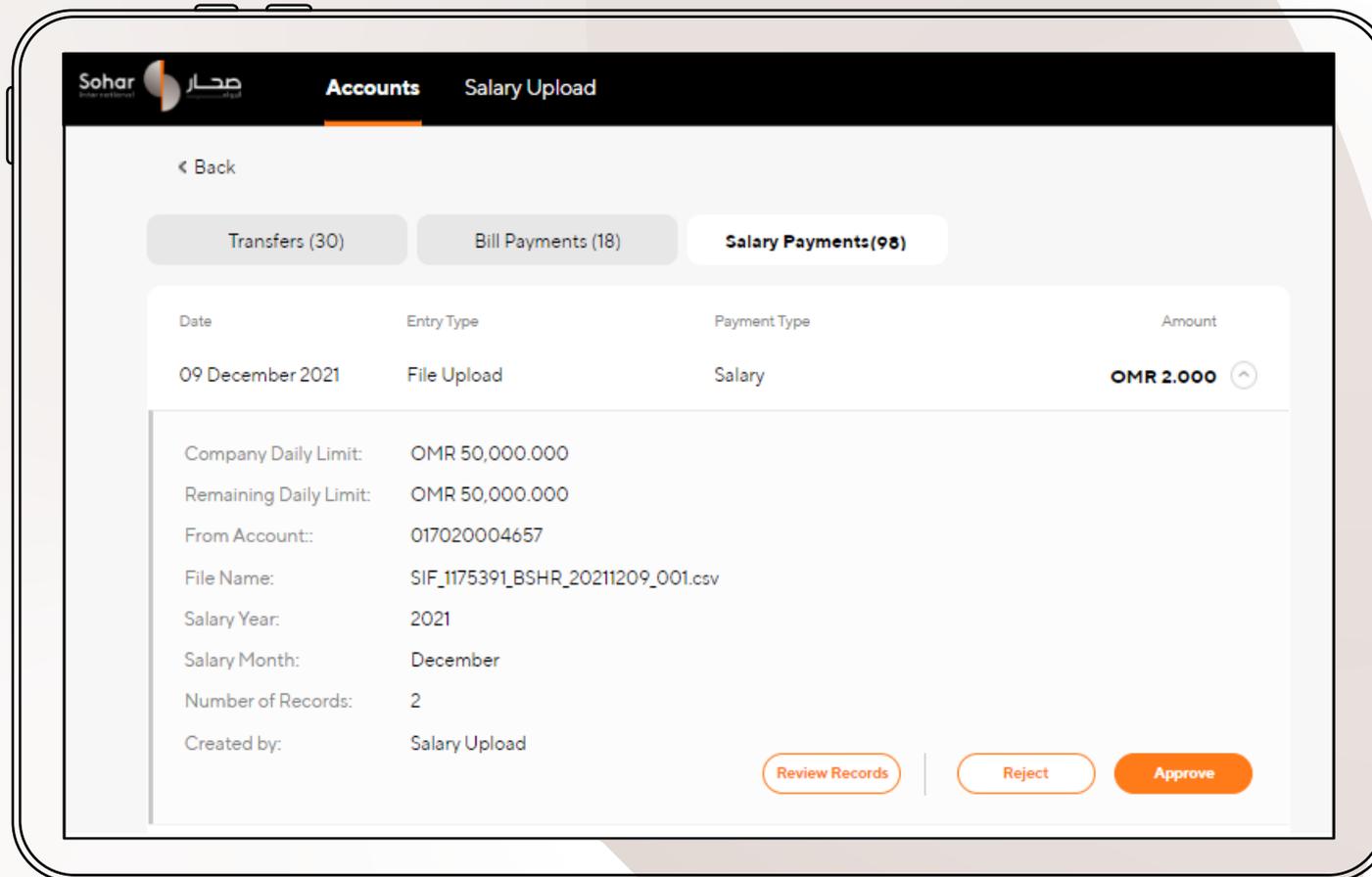


Step 1



If you're an Approver, you can view the approval section on the dashboard

Step 2



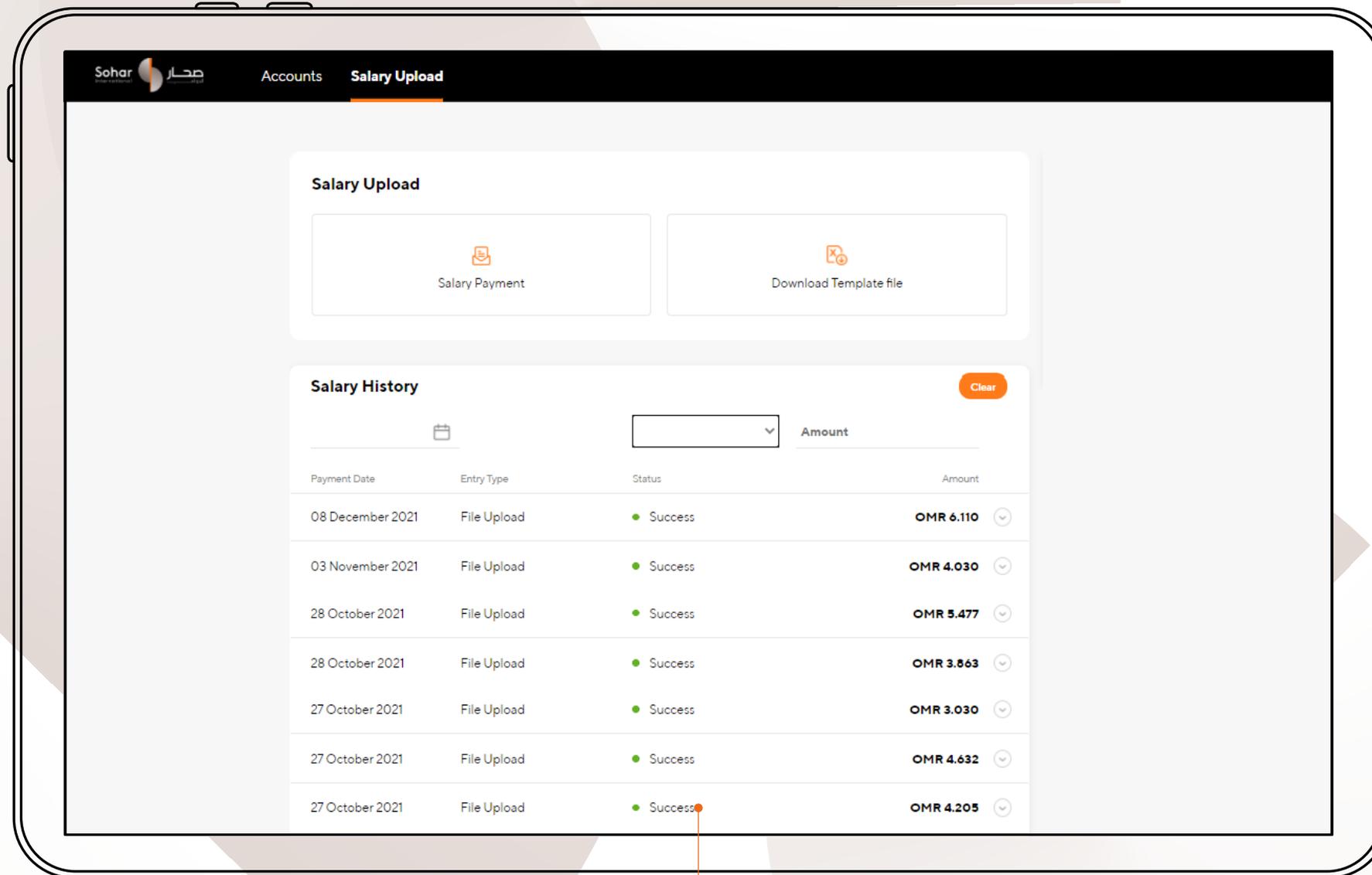
In the approval section, you can view Salary sent for approval and take necessary action (Reject, Review or Approve)

If the file is rejected, it will not be sent for processing. You can view the rejected file along with reason for rejection



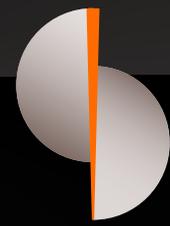
HOW TO CHECK SALARY HISTORY

Step 1



The file status will be updated in the front end every one hour

You can view the file status under the history section (In Progress, Rejected, Partially Rejected or Success)



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