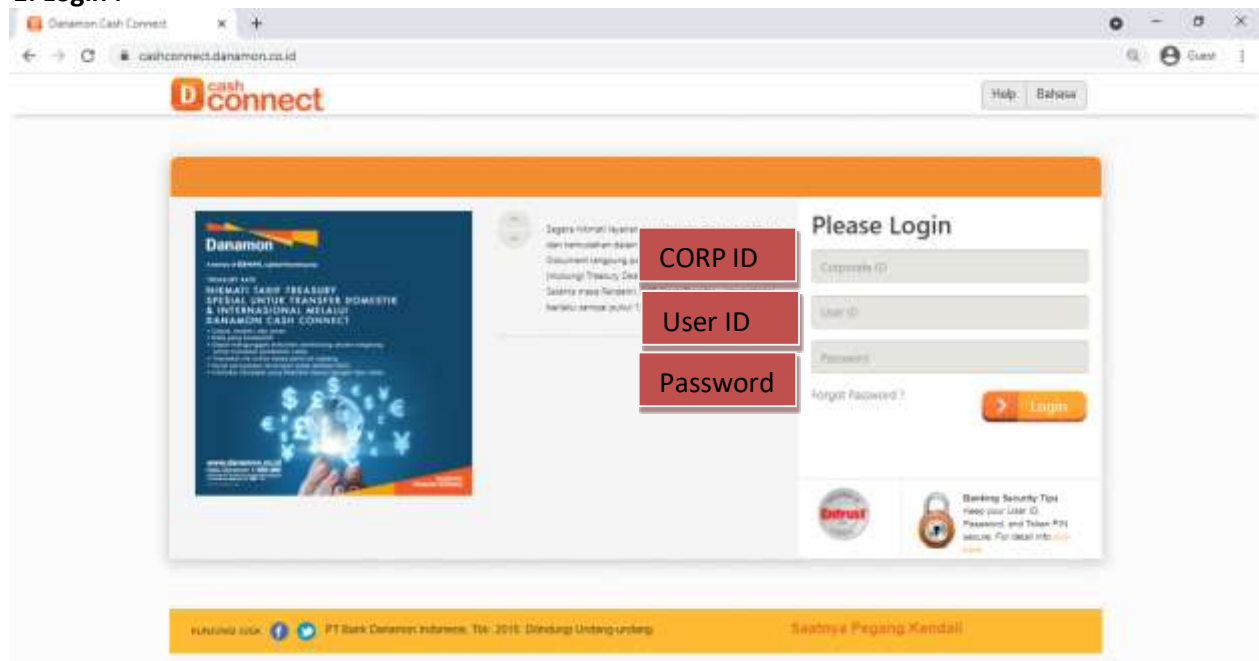


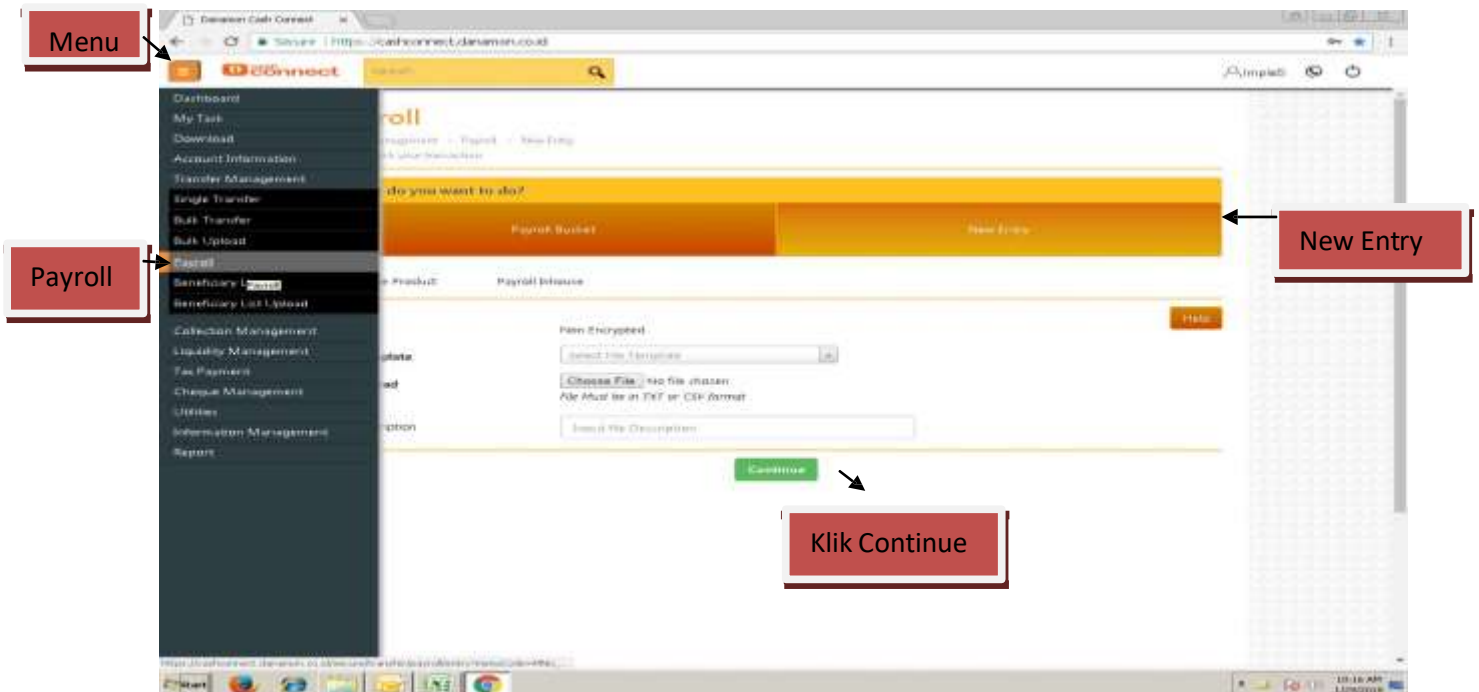
PANDUAN PAYROLL



1. Login :

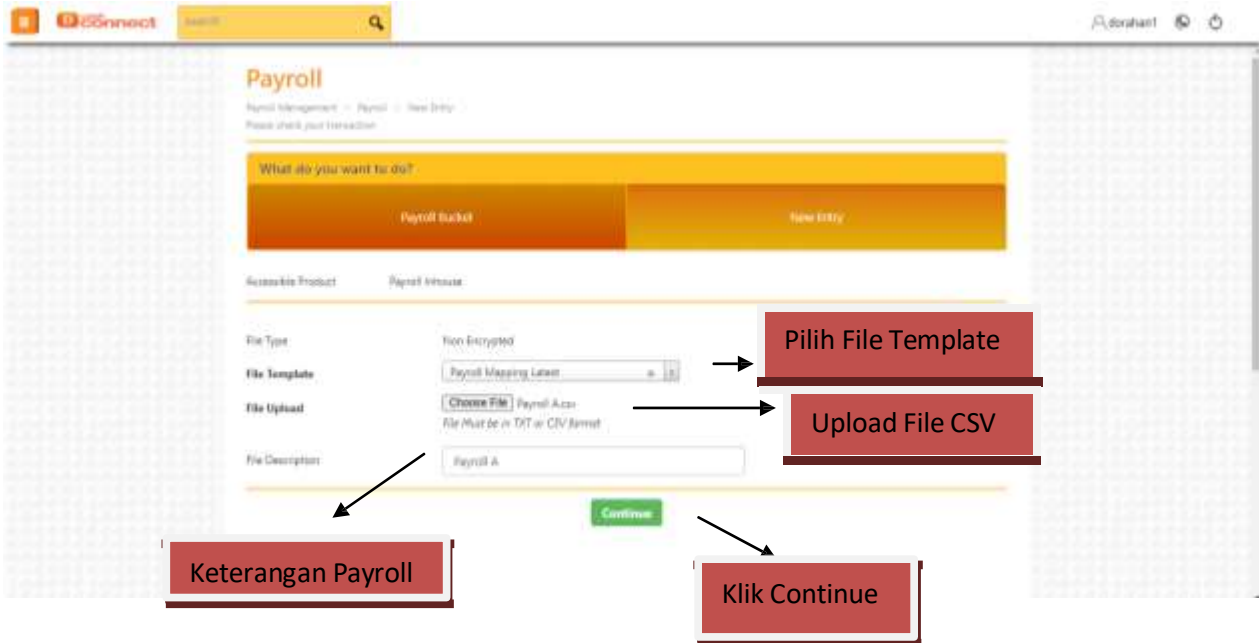


2. Klik Menu → Transfer Management → Payroll → New Entry



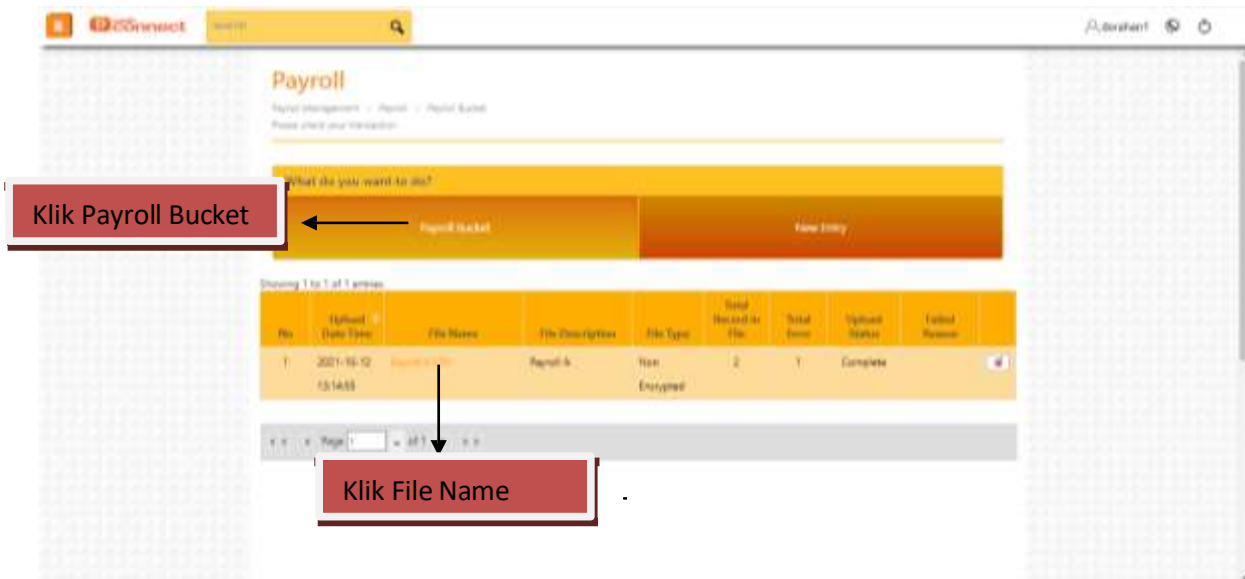
3. Klik New Entry → File Template → File Upload → Continue

Note : File Upload = File Payroll yang dibuat di Excel dan disave ke CSV (Comma delimited)

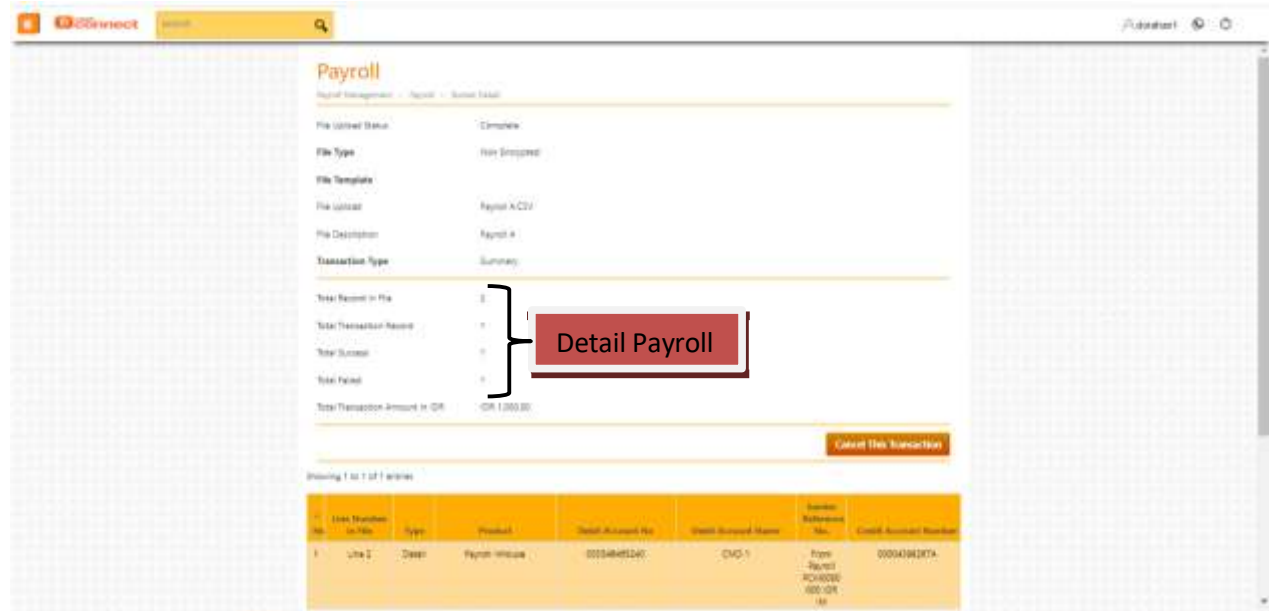


4. Klik Payroll Bucket → File Name Payroll → Confirm

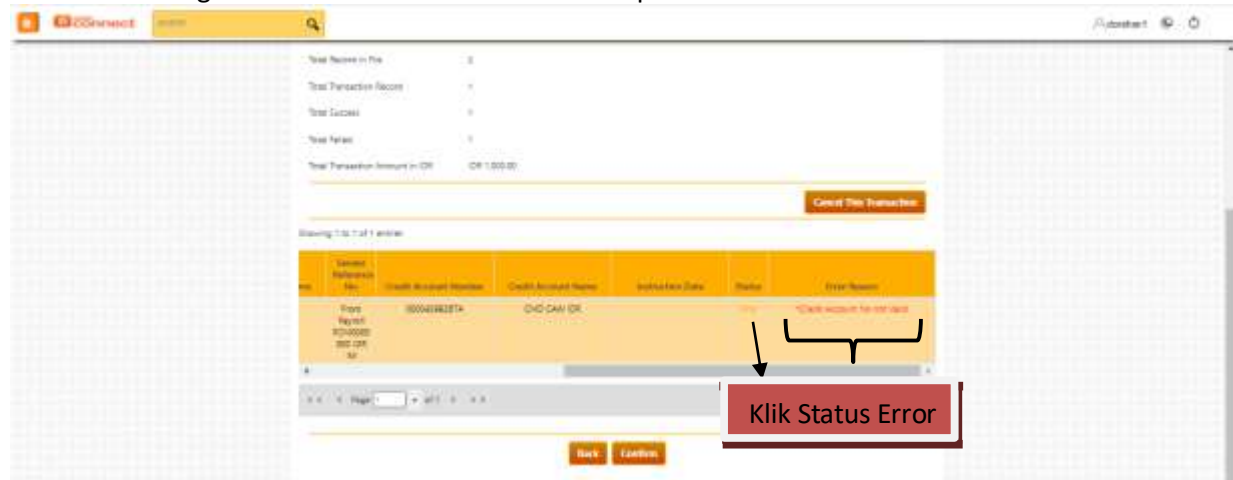
Note : Payroll Bucket untuk melihat apakah File Payroll sudah benar/tidak, jika tidak ada error lanjut klik confirm. Jika masih error cek kembali ke point 3 (cek data file CSV).



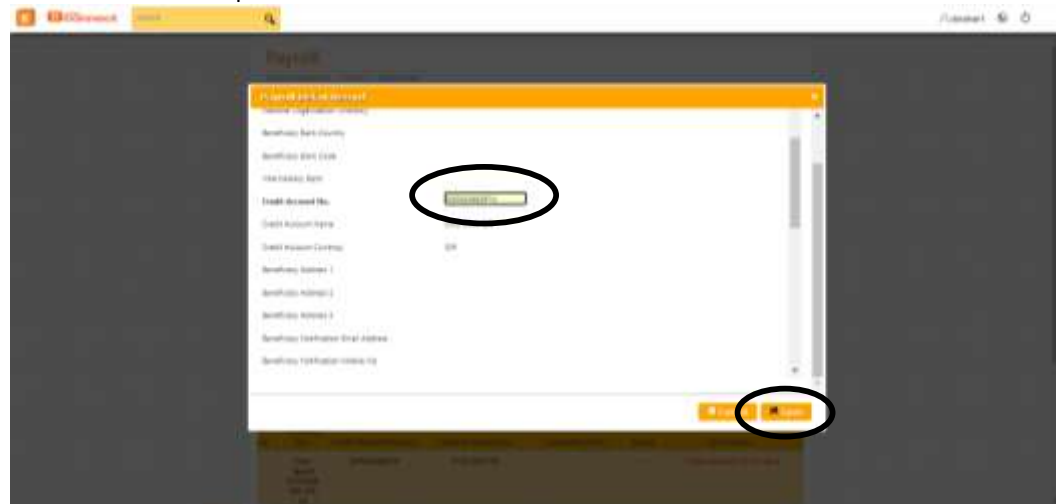
Periksa kembali Detail Payroll,



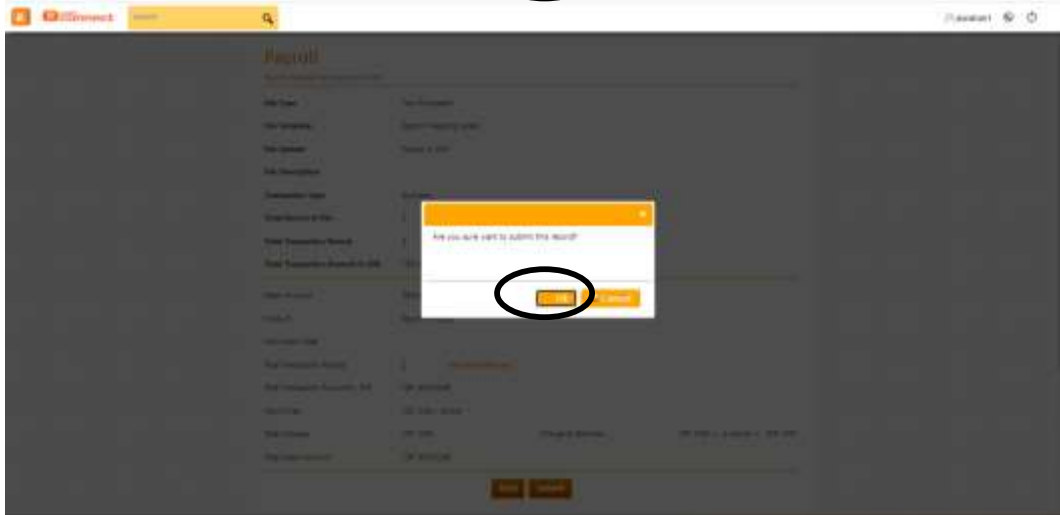
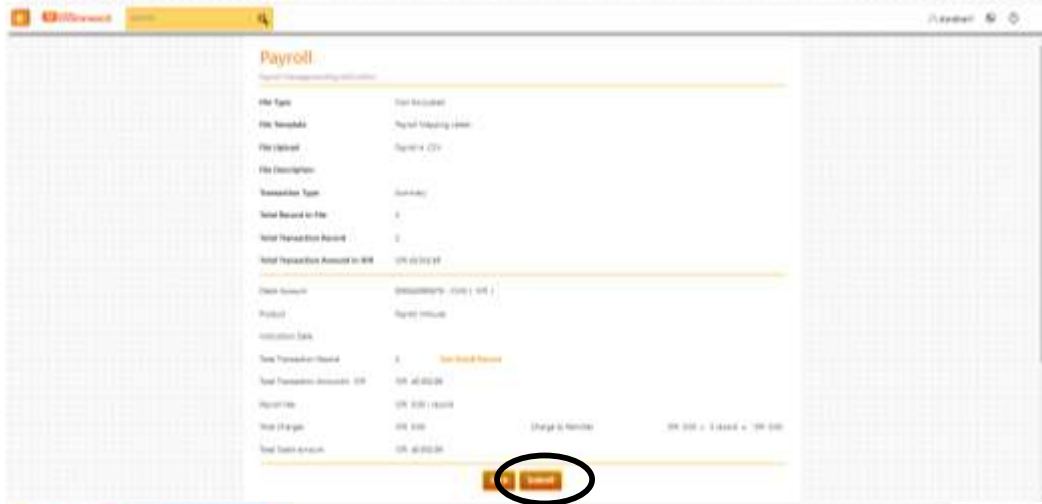
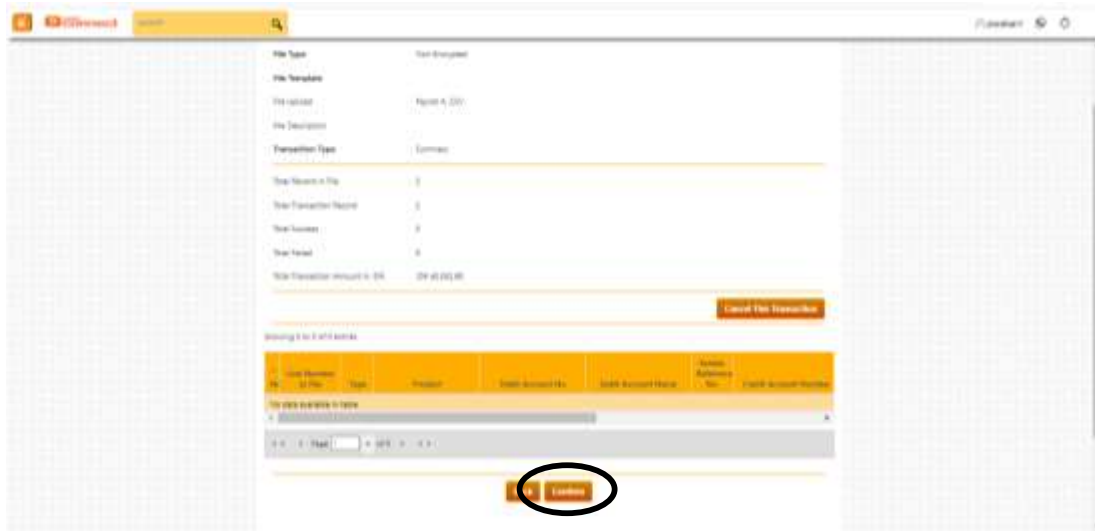
Jika terdapat Transaksi yang error, anda dapat memperbaiki valuenya secara langsung pada screen. Periksa Keterangan error dan Klik status error untuk perbaikan error



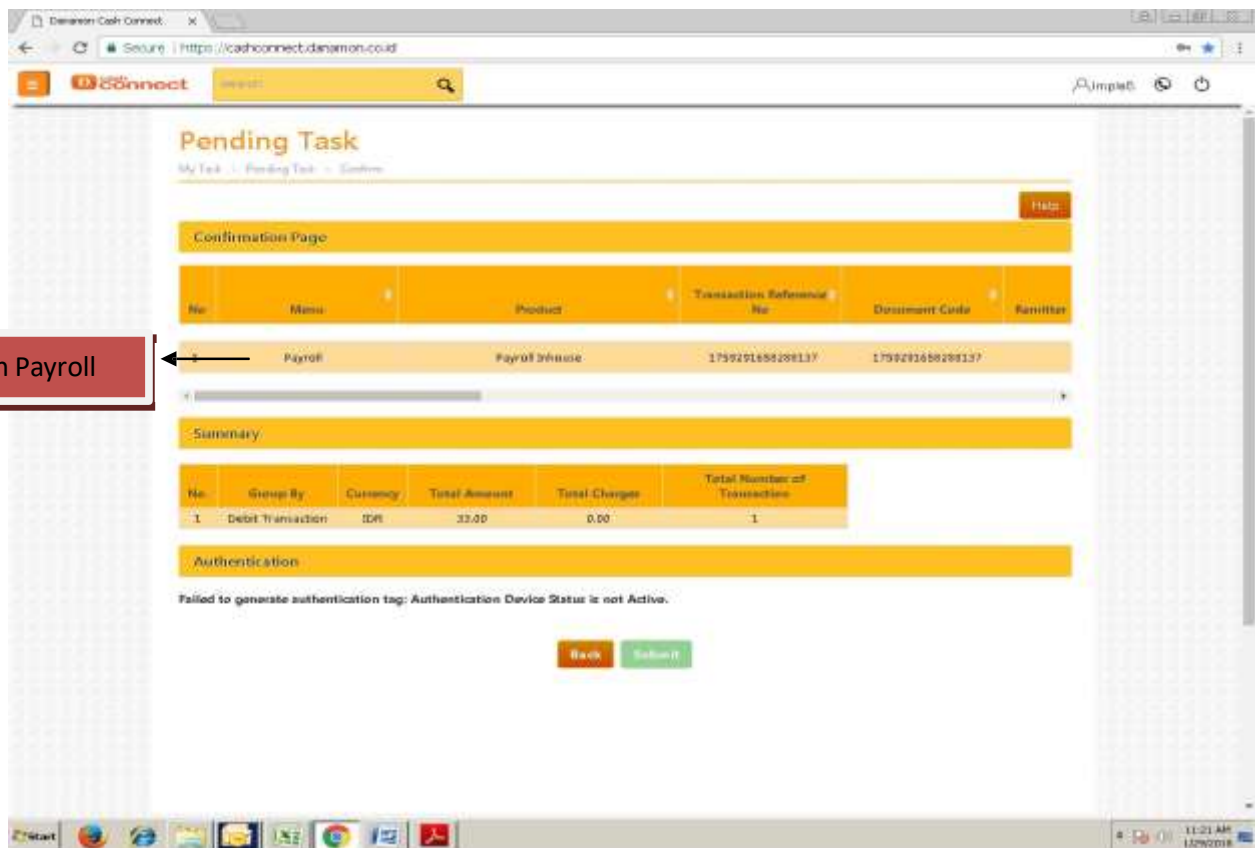
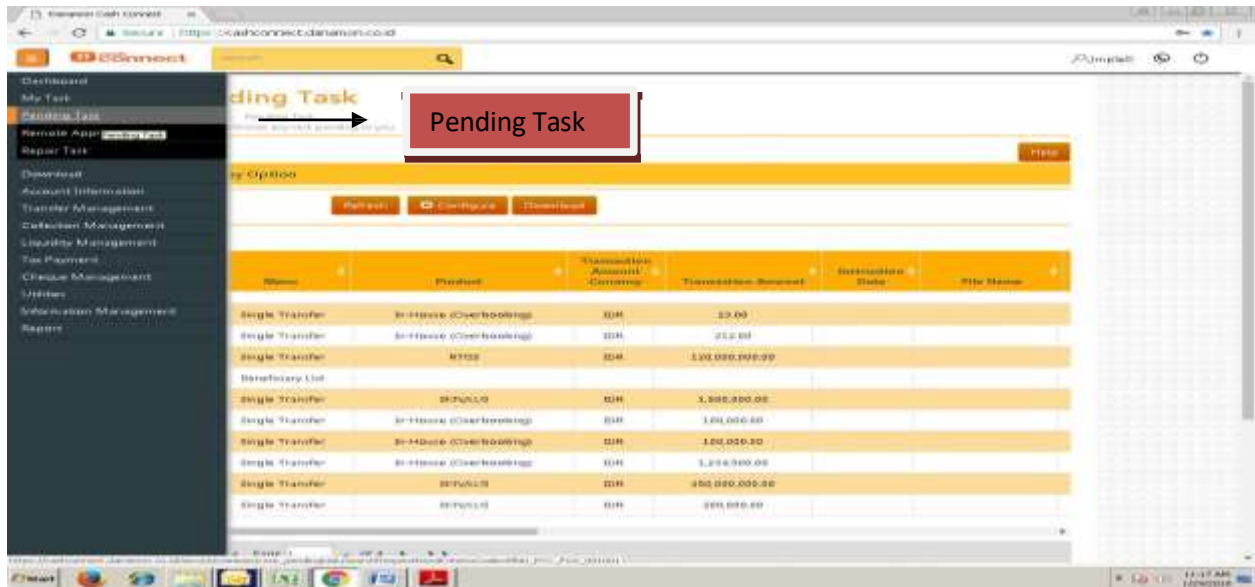
Kemudian Edit Error pada screen → klik save



Klik Confirm jika file payroll sudah benar → Klik Submit → Klik OK



5. Klik My Task → Pending Task → Chek List File Payroll → Approve



challenge yg berisi angka, lalu aktifkan dulu tokennya sampai ada tulisan apply muncul selanjutnya tekan angka 2.

Challenge yg berisi angka diinput ke dalam token, setelah angka di token berubah input ke dalam respon number lalu approve.