

## HOW TO CREATE A GIRO PAYROLL

Pay your employee(s) within Singapore through GIRO Payroll, whose payroll information is kept separate from the other GIRO payments. The Payee/Beneficiary will receive the funds one business day after the Value Date.

**Notes:**

Note: For Standard Service Package users (ie. the Maker and Authoriser is the same user), users will preview and check the transaction before clicking on **Submit**.

Once the Payroll batch is submitted for authorisation, the status will change from **Saved** to **Pending Authorisation**. Notify your **Authoriser(s)** to log in to verify and approve prior to the Payroll cut-off time, at least one day before the Value Date.

**GIRO Payroll** [Load Template](#)

SGS) and Bank Code (7144) will be decommissioned. For transactions involving a transfer of funds to accounts via Inter-bank GIRO, please use Standard Chartered Bank (S) Ltd (SCBLSG22) and Bank Code (9496) instead. Please use the new BIC and Bank Code for your funds transfers now.

**Transaction Details**

Your Account [On Behalf Of](#)

Your Reference No. (Optional)   
This will appear on your bank's statement

Value Date

Batch No. (Optional)

Same day payment  
This is for FAST Payroll transaction

**Employee Details**

Where are you transferring money to? [Load From List](#)

Bank Account  
 Mobile No.  
[see more options](#)

Employee Bank

Employee Account No.

Employee Name

Amount  SGD

Purpose Code and Description

This field will appear on your/payee bank statement

Payroll Details (Optional)   
This field will be sent to the employee bank.

Notify Employee

**Important Note:**

(1) The cut-off time for the approval of Payroll is 6pm, Mon to Fri (exclude PH) and the earliest value date of this transaction will be the next working day.  
(2) Please check the status of your transaction to make sure that it has been successfully processed.

[+ Add New Item](#) [Save](#) **Submit**

- Select your **Account** and **Value Date**
- Enter **Batch No. (Optional)**

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- Enter the **Employee Bank Name, Employee's Account No., Employee Name and Account**
- For PayNow transfer, please select **Mobile No., IC or UEN**
- Click on **Notify Employee**, to notify your staff via email once Transaction Status changes to Successful.

- Click on **Add New Item** to add another staff to batch and create the next GIRO "item". Ensure that the last item is added by clicking on "Add New Item" hyperlink, before clicking **Save** or **Submit** button

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