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.

GIRO Payroll   📋 Load Template

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

...k in the bank name dropdown list - "Standard Chartered Bank" and "Standard Chartered Bank ...ct account number is provided.

Transaction Details

1

Your Account   On Behalf Of   Your Reference No. *(Optional)*

Please Select
                                                             This will appear on your bank statement

Value Date ⓘ   Batch No. *(Optional)*

20 Mar 2020 📅

☐ Same day payment
This is for FAST Payroll transaction

Employee Details

2

Where are you transferring money to? 👤 Load From List   Payroll Details *(Optional)*

● Bank Account
○ Mobile No.
see more options   *This field will be sent to the employee bank.*

Employee Bank   ☐ Notify Employee

Please Select

Employee Account No. ⓘ

- Enter the **Employee Bank Name, Employee's Account No., Employee Name** and **Amount**.
- 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.

Employee Name

Amount

                                SGD

Purpose Code and Description

SALA - Salary Payment   🔍
This field will appear on your/payee bank statement

- 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.

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.

3   ➕ Add New Item   ⬇ Save   **Submit**

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 t**o **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.