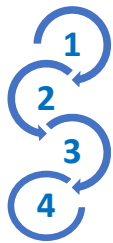


## Fubon Business Online

# Payroll Service

<b>USER SETUP</b>	<b>PAYROLL FILE PREPARATION</b>	<b>PAYROLL FILE UPLOAD</b>	<b>PAYROLL CONFIRMATION</b>
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Admin User Login
System Management > User Control > User Management > Select the Assigned User & Amend User Profile
Update the Payroll with Detail / Payroll Function in Step 2: Account Authorization
Proceed with 2 <sup>nd</sup> Admin User approval (if any)

<b>USER SETUP</b>	<b>PAYROLL FILE PREPARATION</b>	<b>PAYROLL FILE UPLOAD</b>	<b>PAYROLL CONFIRMATION</b>
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Cash Management > Payroll > Payroll File Upload
File Template Download
Download Excel payroll template <sup>1</sup> / Text file specification for payment file preparation

**Payroll File Upload**

File upload format	<input checked="" type="radio"/> Excel <input type="radio"/> Text
File Name	<input type="button" value="Choose File"/> Upload payr...1.05.2024.bit
File Template Download	<a href="#">Excel Payroll Template Text upload file specification</a>

**Risk Disclosure**  
 1. Before adding/amending a third-party account through e-banking, please ensure that you have provided the correct account and payee information to the Bank.  
 2. Please note the risk of performing a third-party account creation/amendment which may be used for the taking out of or the transferring of funds to another person who is/are not designated beneficiary(ies).

<sup>1</sup> Excel 97-2003 Workbook must be used

USER SETUP	PAYROLL FILE PREPARATION	PAYROLL FILE UPLOAD	PAYROLL CONFIRMATION
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- Cash Management > Payroll > Payroll File Upload
- File Name > Choose File
- Review Payment details<sup>2</sup>
- Submit for Approval

**Payroll File Upload**

File upload format:  Excel  Text

File Name:  Upload payroll... 1.05.2024.txt

File Template Download: [Excel Payroll Template Text upload file specification](#)

Risk Disclosure

1. Before adding/amending a third-party account through e-banking, please ensure that you have provided the correct account and payee information to the Bank.  
 2. Please note the risk of performing a third-party account creation/amendment which may be used for the taking out of or the transferring of funds to another person who is/are not designated beneficiary(ies).

**Payroll File Upload - Details**

File Name	Upload payroll prmt on 31.05.2024.txt	Total Count / Total Amount	16 / HKD 1,735.06
Payer Account	81 XXX	Intrabank Total Count / Total Amount	4 / HKD 454.02
Scheduled Transfer Date	2024/05/31	Interbank Total Count / Total Amount	12 / HKD 1,281.04

No.	Beneficiary's Bank Code	Beneficiary's Name	Beneficiary's Account Number	Amount
1	028	C	7:	HKD 101.00
2	027	C	8:	HKD 102.00
3	012	W	8:	HKD 103.00
4	672	W	1:	HKD 104.04
5	672	Y	1:	HKD 105.00
6	222	TI	6:	HKD 106.00
7	221	C	6:	HKD 107.00
8	206	C	5:	HKD 108.00
9	198	T	9:	HKD 109.00
10	150	TI	9:	HKD 110.00
11	119	R	8:	HKD 111.00
12	128	H	8:	HKD 112.02
13	128	L	8:	HKD 113.00
14	128	Z	8:	HKD 114.00
15	128	C	N 8:	HKD 115.00
16	152	S	9:	HKD 115.00

USER SETUP	PAYROLL FILE PREPARATION	PAYROLL FILE UPLOAD	PAYROLL CONFIRMATION
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- Cash Management > Confirmation > Payroll Confirmation
- Review & Confirm

**Payroll Transaction Confirmation**

Total Transaction: 1 ; Total Amount: 1,735.06

<input type="checkbox"/>	Upload Date	Scheduled Date	Payer Account	Payer Account Name	Total Count	Total Amount	Reason for Approval Rejection
<input type="checkbox"/>	2024/05/29 17:56:03	2024/05/31	81	XXXX	16	HKD 1,735.06	<input type="text"/>

<sup>2</sup> Only applicable to user with Payroll with Detail function