

# NON WPS SALARY PAYMENT USING DIGITAL BANKING

## HELP MANUAL

Dear RAKBANK customer,

Introducing the all new online service for our Freezone clients for making non WPS Salary payment for employees using Digital Banking.

This service allows you to make an online payment by entering simple on screen details either manually or by uploading a simple excel file with the requested details (if number of salary records exceeds 10).

Please follow the instructions below to fill up the requested details and create a file to be uploaded via Digital Banking application.

You can make multiple types of Payment like Salary, Bonus, End of Service benefits, Allowances etc. Salary can be paid to Employees holding accounts within RAKBANK (Internal Salary Payment) or other Banks within UAE (External Salary Payment).

### STEPS TO ENTER DETAILS on the screen PRIOR TO FILE UPLOAD

- ✓ Login to Digital Banking with your credentials
- ✓ Go to Send Money> File Upload > Select Salary Payment – Non WPS
- ✓ Select Pay by as 'File Upload'
- ✓ Select the intended 'Salary Payment Type' from the list and then select the Account for Payment
- ✓ The above step should be repeated for each 'Salary Payment Type' by using 'Add more' option on the screen
- ✓ Please select a Date of Payment using 'When' field.
- ✓ Select the Charge Type from the list
- ✓ Assign a Nickname for the Payment to allow easy identification for making a repetitive payment next month
- ✓ Browse and upload the File that you have created using the instructions below
- ✓ Select Salary Month and Year.
- ✓ Enter the Two Factor Authentication based on your Payment amount – OTP/ RAKToken
- ✓ Submit the request

### FILE UPLOAD INSTRUCTIONS

Rakbank Digital Banking allows you to upload the files in:

- 1- .txt format
- 2- .xls/ .xlsx/.csv format

Please ensure your files are in accordance with the below guidelines. Any deviations to these might lead to the file rejection.

1. The file is in .xls/ .xlsx/ .txt/.csv format
2. File name/ number of characters in the file name must not exceed 80 including the file format extensions.
3. Total number of records in the file must not exceed 5000
4. Must capture the necessary details in the order shown below based on the File format and Salary Payment type
5. Please ensure there are no spaces in between the characters of Account number input.
6. If file uploaded is in .txt format, please ensure to put a Comma (,) after every field detail as shown in the sample below to avoid files getting rejected, while a new record to be entered on a new line

#### 1. Sample .xls/.xlsx file

AE050071032496396101001	ALW	1000	ABC	test1
AE050071032496396101001	BON	1500	XYZ	test2
AE050071032496396101001	EOS	1500	OPQ	test3
AE050071032496396101001	SAL	1500	UVW	test4

#### 2. Sample .txt file

```
Sample txt format_internal.txt - Notepad
File Edit Format View Help
AE600030010399077214001,ALW,1000.00,ABC,test1
AE050071032496396101001,BON,1500.00,XYZ,test2
AE050071032496396101001,EOS,1500.00,OPQ,test3
AE050071032496396101001,SAL,1500.00,UVW,test4
```

While creating the above file, please ensure that correct values are put under the specified header columns and confirm to the below reference data field definition.

Field Name	Field Length	Data Type	Mandatory - Y/N	Special Characters Allowed	Remarks	Case Sensitive
BENEFICIARY IBAN NUMBER	23	Text	Y	NO	Please ensure there are no spaces in between the characters	Y
SALARY TYPE	3	Text	Y	NO	Possible Values: ALW,BON,EOS and SAL	Y Must always be in Upper case
TRANSACTION AMOUNT	15	Numeric	Y	NO	Always in currency AED Upto 2 decimal places allowed	NA
BENEFICIARY NAME	35	Text	Y	NO		NA
REMARKS	35	Text	N	NO		NA