

Salary Finance

Employer Handbook

Employee Validation Application 5.0
(EVA)- Proactive

Validation Only

Contents Page

Contents Page	1
Overview	3
Service Provision	3
Proactive Validation	4
1. Process A - Employee Validation Import	4
1.1 Preparing the Payroll File	4
Payroll File Specifications	4
1.2 Encrypting and Uploading the Payroll File	7
Process overview	7
Step 1: Upload your data into the app	7
Step 2: Encrypt the data	9
Step 3: Upload the data to Salary Finance	9
Mapping your column headers	11
Updating the application	14
Error messages	16
Appendix	17

Overview

The Salary Finance HR Portal manages three separate processes:

1. **Employee Proactive Validation** Import
 - import encrypted and hashed employee data (process A)
2. **Downloading** the deductions file
 - **NOT COVERED IN THIS DOCUMENT**
3. **Uploading** deductions confirmation file
 - **NOT COVERED IN THIS DOCUMENT**

The execution of these services has been agreed between your company ('Employer') and Salary Finance Limited and the process dates are documented in **Operational Schedule** for each payroll.

An example of this schedule is located in **Appendix 1**. Please ask your payroll or HR manager if you need to see the schedule of dates that have been agreed.

Please note – if any of the processes are not completed by the agreed dates during the payroll cycle, this will affect the ability of your employees to apply for a Salary Finance product.

The Salary Finance team will always be available to help you with any queries or issues you have so please feel free to contact us at:

payroll@salaryfinance.com

Service Provision

Salary Finance Limited will provide the Salary Finance platform 24 hours per day, 7 days per week with email and telephone support available 5 days per week Monday to Friday (excluding bank holidays), between the hours of 9am to 5pm.

Outside of those hours Salary Finance Limited will monitor inbound calls and emails, however Salary Finance Limited cannot guarantee issues will be resolved outside of normal working hours.

Proactive Validation

1. Process A - Employee Validation Import

To check employee applications, Salary Finance has developed a simple, standalone Employee Validation Application (EVA) which validates those employees who make a Salary Finance application. It will also help manage new starters and leavers by updating our records each time you complete the import.

EVA is designed to be secure, accurate and low-effort for HR/Payroll teams. The validation is automated so that an employee's application can be verified in real-time against an encrypted file provided by the employer.

The **Encrypted Payroll file** should be uploaded on a weekly basis or on the agreed dates indicated in **Operational Schedule** (see appendix for an example).

1.1 Preparing the Payroll File

The first step in this process is to prepare a **payroll validation file** to be **encrypted** and uploaded to our platform using EVA. This will allow us to validate any of your employees who apply for a Salary Finance product.

The **payroll validation file** should be updated with the latest information and the validation process completed weekly, or on the dates contained in your **Operational Schedule** (see appendix for an example).

For a detailed file specification and information on how to build your **payroll validation file**, please see the **Employer Handbook - EVA File Specification** document.

1.2 Encrypting and Uploading the Payroll File

N.B. - If this is the first time that your team has run the application, or if there is a change to the headers in your payroll file, it will ask you to complete the mapping of your headers to the headers in the application. Please see section '3. Mapping your column headers' below which describes how to complete this process.

Process overview

Step 1: Upload your data into the app

This process involves loading your **payroll file** into the app. This data must be in the format described in section 1.1.



Sign in

Email

Password


SIGN IN

Having trouble? [Reset Password](#)

Login into the app using your work email address and password. If you have forgotten your password, you can click 'Reset Password' and follow the instructions online to change your password.



Welcome

Start by clicking the  button to load your payroll data.

Salary Advance Encryption App v5.0.0

Ready (Proactive validation)

Click on the folder icon and browse to your **payroll file**. Once you have located it, click 'Open' to add the file into the application.

Payroll ID	DOB	Start Date	Payroll Name	Gross Salary	Account Number	Sort Code
PAY00001	21/10/2000	15/09/2016	Demo Payroll	36605	16391835	497599
PAY00002	21/10/1991	11/08/2017	Demo Payroll	35812	19793984	377329
PAY00003	18/07/1977	29/12/2018	Demo Payroll	6650	55935663	194114
PAY00004	26/03/1982	07/03/2011	Demo Payroll	71969	60584740	400256
PAY00005	05/05/1970	30/11/2019	Demo Payroll	50626	05014807	152505
PAY00006	20/09/1996	10/09/2013	Demo Payroll	14403	96074245	679011
PAY00007	23/01/1982	24/09/2018	Demo Payroll	17834	19747086	882506
PAY00008	15/10/1983	14/06/2010	Demo Payroll	10511	19581074	151110
PAY00009	01/10/1996	18/05/2013	Demo Payroll	20593	43162640	332109
PAY00010	09/05/1974	26/02/2016	Demo Payroll	66499	23447790	803200
PAY00011	20/02/1971	09/02/2010	Demo Payroll	16735	34933699	125310
PAY00012	13/03/1977	28/03/2017	Demo Payroll	75744	25914926	035114
PAY00013	25/05/1971	03/02/2018	Demo Payroll	24037	27148494	470544
PAY00014	16/12/1991	20/11/2013	Demo Payroll	16693	28382062	699551
PAY00015	10/08/1989	10/08/2012	Demo Payroll	63953	98033175	928557
PAY00016	12/06/1990	23/08/2010	Demo Payroll	11531	00849198	179012
PAY00017	17/09/1977	24/02/2018	Demo Payroll	9571	30849178	079014
PAY00018	12/10/1977	21/08/2013	Demo Payroll	50551	15381796	709012
PAY00019	12/07/1994	12/12/2019	Demo Payroll	48160	24083661	459109
PAY00020	23/09/1985	17/09/2018	Demo Payroll	30073	40742582	629293

Ready - 20 Row(s) loaded. (Only the top 50 rows of your data are shown)

Once the file has been imported into the application, please check each column and row is populated with some data. There should be no blank values in the data set.

NB - If you are launching Advance, the **Bank Details CheckSum** will be blank as this is populated by EVA after the data is encrypted.

Step 2: Encrypt the data

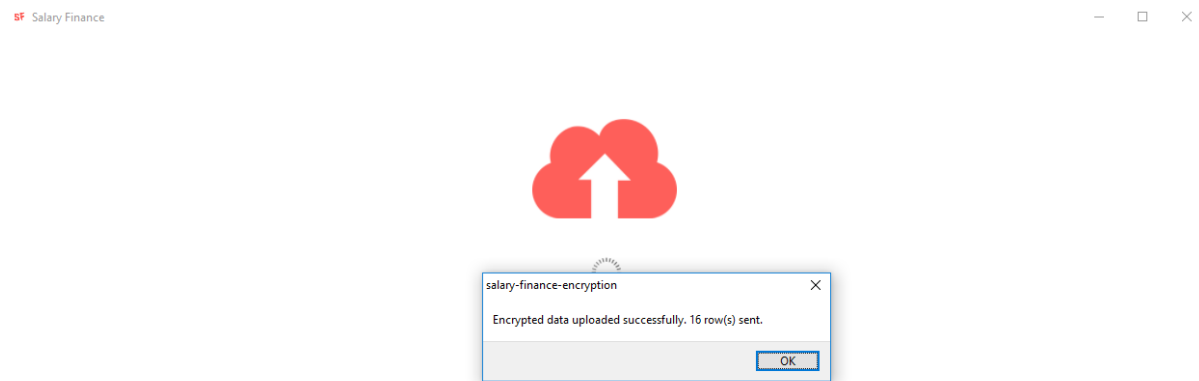
SF encryptionapp-new

Payroll ID	DOB	Start Date	Payroll Name	Gross Salary	Account N
atEVk8KxXBZKk01RFstg==	kGvFUBHy0erDYD3swTf6HQ==	5fBF0fQ4RndhB3o9CAkQ9g==	Demo Payroll	RXF7hZjY6h0HP109+Vf/Rw==	
iegPeJtPVoD5CX0V8Xvp/A==	KUZa1z7g8ghU01RZoQlCjQ==	UbyqgRITWUOVnm2l9ZUMVg==	Demo Payroll	YfhZasEeiVwLUyWLGa/Ftg==	
wCB0HyOYuxz9mfuAy0gskA==	3NPBUlIAZCiyqvUfvMv8Ug==	c7TIFhXuHqLIE7cSaDvp5g==	Demo Payroll	E5TM2Uq20uFTHK9rvoKs/Q==	
7kEwhGPCab6w5IA8ZIEWNA==	H+IZJTb0dR+YEarYP2a2BA==	9KltwmZeO4CahuBpR5Y2WA==	Demo Payroll	6s1TFS5x/Qw2aPilu/R6uA==	
TNo8c/6gnFJ7xeKBh3L13w==	a5/GDqwBoYUCyztLSun6Fw==	KSp3xdsuXShisqk1VrOHhA==	Demo Payroll	f4N6D7Tm+jjeeUC5weT02w==	
cZMSCbfrGBUpb2ALf/Y3A==	w6DluVncsu/vULk53/waQ==	HskXVmiXg+j64CMbpkkvcw==	Demo Payroll	ep6L1F1Mgpr/yH3v+bexA==	
EOA/8VhB4cjbj/MvHIZD6A==	4TvXQVYlSzosb7h64Q1pQ==	Wf6RzmNYtOkAXGfyG9rOQA==	Demo Payroll	YxjPzNLX9K6LTx+NKVs7QA==	
vRvzuAa2EQ4D1SIQ5IG6Pg==	ggYz8aw4bpufO4Qojx06JQ==	0UJb+Xx+tgF55TNOLQSRvw==	Demo Payroll	Zy5jivvagLPyPA0DZ3ULWQ==	
CFLeqtPlIKFCY2qah2mUSw==	l095XReirQf4ZRpe8jrgA==	fU2HbxbnB4QLFpZzc/zr+nw==	Demo Payroll	d5BvHfrR0P7GEifCEwHw==	
eXlaRTNGXQmxEXmdlguDg==	T1T5/W0Ej8tot+rFc/bzmg==	reuQ9B7Ua6DUhJRrVh1+3Q==	Demo Payroll	RkginNw9tSWUp9mMuU12fg==	
W6ngvlwmpP0ez+O5l0QoQ==	jLb7FOr9SIUSXLsMEBAvtw==	F63evEi4c0AcvZWn2tpGg==	Demo Payroll	aWr3mmtiK1MIUnyC35npbw==	
rSySaHZCKJV+IGbmvocXaQ==	7imDJq6xGnefTz0wShNNw==	nTPxgZWAUxWDDrHmy2pgw==	Demo Payroll	d4VHXRenJ9bm7Cj/rOdpQoQ==	
SDj/QoIdcmCeejP/Cc8Og==	InNjrmGD/XdPKQ3F4PqyEg==	seTDyoVPSefU49Fcl0BbBA==	Demo Payroll	R8YsgrpZy59kE9ZlseQ3Yw==	
U4ukpXWLO6EfsHnxvOnSxA==	Gsd4IYQMzBajjadAdWmDU9A==	8psq+fh9aZDa8hzOj8znaA==	Demo Payroll	58a1Nwe30Ttkat+RV3JCog==	
0UKwiDGJAdxUjKjEaUJTaA==	S0E3tnGF1l82LL5pQFM2xA==	9H+yGacOcoYJXbDKfE5/Vg==	Demo Payroll	1oIVM/PSAqyACKY0ifZbA==	
8YlCwdgkg3RFCdkvFC70tw==	dAMLrQ3cJfQTNQZEISuvTQ==	t0gkHxs7o6Q/kMGZvrXVcQ==	Demo Payroll	HRvmWJf1Q07tlaexvYllg==	
LxPhiBrgcO2G8a8biv/z5g==	Ni5nb6R5+cvWsf2cCQb5IQ==	UUNB0qXp8RwjQ2kc82mQlw==	Demo Payroll	EX/FktsX9tF8SrKpEuGCBQ==	
Tan/M3bYIV/I2K57id57kA==	fV/xbL0aOk7sZAJCCylRXg==	a8Dhy/BTWHBku1U3sCuBzw==	Demo Payroll	boRK10ctKYSwbG/15TmQBQ==	
h6p8l1X9QsHoKfQPE4TIGQ==	jKK/EogREHS68hGcu83qSw==	sc2qEDvmd6T6eMI511mjdg==	Demo Payroll	eIOJnBE/B8MQkGeiui4k0A==	
ljkpxRz+pZHfHG7vzNnVQw==	nWebWQOQkHTbU6llr23tKA==	OdHrAN/kKRjDqtQsnUsIA==	Demo Payroll	flgw4dHcMFZ+4L1d2mLHnw==	

Ready

Once you have loaded the .CSV file, click the encrypt button (with a key icon) to render the data into indecipherable alphanumeric text. The information is now encrypted and one-way hashed.

Step 3: Upload the data to Salary Finance



You will then need to send the encrypted file to Salary Finance by pressing the upload button. This will send the encrypted data to our servers over a secure channel. You will receive confirmation of the successful upload.

Process A is now complete.

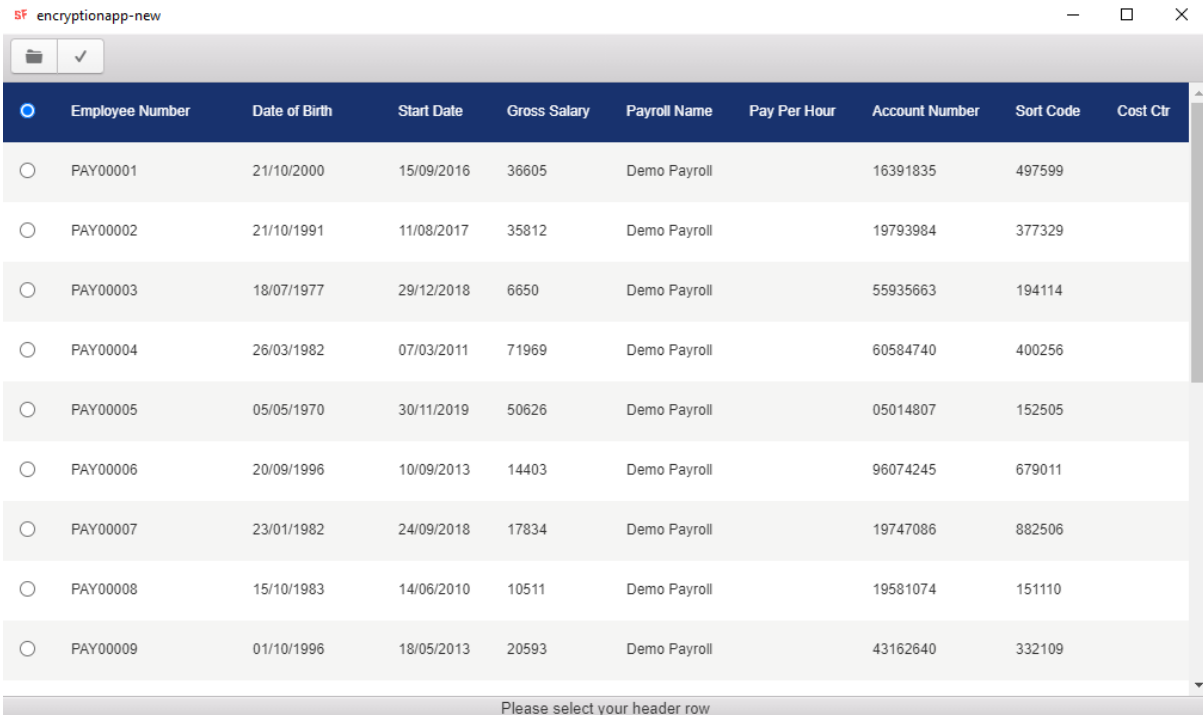
Business rules:

- You must upload one file only. The file must contain data for each individual payroll (if you have more than one). The payroll an employee belongs to is defined in the 'Payroll Name' column.
- The file must be uploaded weekly or in line with **Process A** timeline on **Operational Schedule**.
- The file can be uploaded on a more frequent basis if desired.

Mapping your column headers

Mapping the column headers in Employee Validation Application allows you to label data using your terminology and have the data in any order in the payroll file. You will need to map the headers the first time you load your payroll file or if there has been a change in your payroll file.

NB - The headers listed here may be different to the headers required for the products you are launching with. If you are unsure, please contact **Salary Finance** who can confirm which headers you require.



<input checked="" type="radio"/>	Employee Number	Date of Birth	Start Date	Gross Salary	Payroll Name	Pay Per Hour	Account Number	Sort Code	Cost Ctr
<input type="radio"/>	PAY00001	21/10/2000	15/09/2016	36605	Demo Payroll		16391835	497599	
<input type="radio"/>	PAY00002	21/10/1991	11/08/2017	35812	Demo Payroll		19793984	377329	
<input type="radio"/>	PAY00003	18/07/1977	29/12/2018	6650	Demo Payroll		55935663	194114	
<input type="radio"/>	PAY00004	26/03/1982	07/03/2011	71969	Demo Payroll		60584740	400256	
<input type="radio"/>	PAY00005	05/05/1970	30/11/2019	50626	Demo Payroll		05014807	152505	
<input type="radio"/>	PAY00006	20/09/1996	10/09/2013	14403	Demo Payroll		96074245	679011	
<input type="radio"/>	PAY00007	23/01/1982	24/09/2018	17834	Demo Payroll		19747086	882506	
<input type="radio"/>	PAY00008	15/10/1983	14/06/2010	10511	Demo Payroll		19581074	151110	
<input type="radio"/>	PAY00009	01/10/1996	18/05/2013	20593	Demo Payroll		43162640	332109	

Please select your header row

The first step is to select the header row in your file (highlighted in blue). Once it is selected, click the tick icon in the top left corner.

SF encryptionapp-new - □ ×

Fields	Your fields
Payroll ID	
DOB	Date of Birth
Start Date	Start Date
Payroll Name	Payroll Name
Gross Salary	Gross Salary
Account Number	Account Number
Sort Code	Sort Code

Click the ✓ icon once you've mapped your fields.

Please map your header fields

Next, the Employee Validation Application will ask you to map the fields in the application to the corresponding fields in your payroll file. The application fields are on the left of the column and your payroll file fields (headers) are on the right. The application will try and match column headers and any that can not be matched will be blank.

SF encryptionapp-new - □ ×

Fields	Your fields
Payroll ID	
DOB	Employee Number Date of Birth Start Date Gross Salary Payroll Name Pay Per Hour Account Number Sort Code Cost Ctr
Start Date	
Payroll Name	
Gross Salary	Gross Salary
Account Number	Account Number
Sort Code	Sort Code

Click the ✓ icon once you've mapped your fields.

Please map your header fields

Click on the down arrow on the right of the screen to display a dropdown of headers from your payroll file and select the header that matches the field on the left-hand side.

Fields	Your fields
Payroll ID	Employee Number
DOB	Date of Birth
Start Date	Start Date
Payroll Name	Payroll Name
Gross Salary	Gross Salary
Account Number	Account Number
Sort Code	Sort Code

Click the ✓ icon once you've mapped your fields.

Please map your header fields

Repeat this step until all of your fields are mapped and then click the tick icon in the top left corner.

Fields	Your fields
Payroll ID	Employee Number
DOB	Employee Number
Start Date	Start Date
Payroll Name	Payroll Name
Gross Salary	Gross Salary
Account Number	Account Number
Sort Code	Sort Code

▲ You have selected one or more of your fields multiple times. Please limit each field.

Click the ✓ icon once you've mapped your fields.

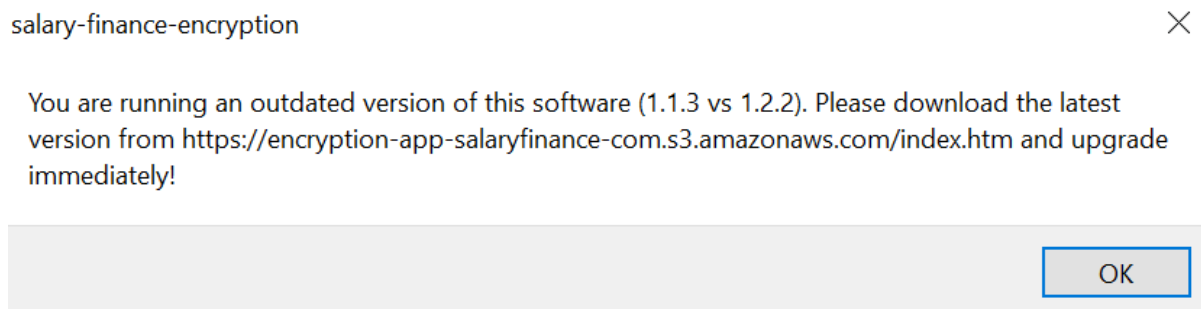
Please map your header fields

SALARY FINANCE

Please ensure each field is mapped correctly and used only once. If your field is duplicated, the above error message will be displayed.

Updating the application

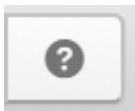
Occasionally, Salary Finance will update the Employee Validation Application to add functionality, improve performance and increase efficiency. The Employee Validation Application will notify you when your application needs updating with a message similar to the one below.



Accessing the download area

To download the new version of the Employee Validation Application, you can click [here](#) to access the site.

Alternatively, you can click OK in the update message box and log into the Employee Validation Application using your LIVE employer key. You can then click on the 'About' icon (below) in the top-left corner of the app to access information about the application.




You can then access the download site [here](#).

Selecting the correct version to download

When you access the download area, you will be presented with different versions of the application to download.

Salary Finance Encryption
Portable



Windows 64bit


This app doesn't require installation.
Simply download it, unzip it and open it
from its folder.

[Download](#)

If you downloaded the app and it doesn't work, you can
download our 32-bit version here.

[Download](#)

Salary Finance Encryption Mac
OS



Mac OS

This app version can run on Mac OS
devices.

[Download](#)

Windows 64bit - This version is for most Windows computers

- Download the zip file and close any instances of the application.
- Delete the old folder and extract the new version to an appropriate location.
- Create a shortcut to the Salary Finance Encryption.exe file on your desktop.
- To open the application, double click the Salary Finance Encryption shortcut.

Windows 32bit - This version will work on older versions of Windows

- Download the zip file and close any instances of the application.
- Delete the old folder and extract the new version to an appropriate location.
- Create a shortcut to the Salary Finance Encryption.exe file on your desktop.
- To open the application, double click the Salary Finance Encryption shortcut.

Mac - This version is for most Apple Mac computers and requires installation.

Error messages

The application may generate error messages when checking both new and existing applications. This is to ensure the validations we checked correctly and the payroll file being used is the most up to date. These error messages are detailed below along with troubleshooting tips.

Checking new applications

⚠ We've noticed a high number of employees have failed validation. Please check your file for any inaccuracies before confirming.

The error message above will appear if more than 50% of new validations fail. Please can you check your payroll file is compliant with the file spec as detailed earlier in this handbook and contains the most up to date information.

Checking existing applications

{{204}} previously validated {{employees}} have now left

⚠ We've noticed you're about to remove a high number of records. Please make sure this is correct before confirming.

The error message above will appear if more than 15% of employees have been marked as leavers. Please can you check your payroll file is compliant with the file spec as detailed earlier in this handbook and contains the most up to date information.

Appendix

N.B. This is an example only and does not show the agreed process dates that apply to you.

Please ask your payroll or HR manager if you need to see the schedule of dates that have been agreed.

Example of payments schedule:

Operational schedule - Table of key events

Monthly Payroll

Defined terms used in this Operational Schedule shall have the meanings given to them in the service agreement between <ORG> and Salary Finance Limited

Payroll details	
Payroll Name	Monthly Payroll
Typical Payday	

Salary Finance Bank Account details	
Bank account name	Salary Finance Limited
Bank name	Modulr FS
Sort Code	04-00-72

BORROW Product - Deduction payments to be made by <ORG> to this bank account	
Bank account number for deduction payments	
Payment reference to be applied by <ORG>	

SAVE Product - Deduction payments to be made by <ORG> to this bank account	
Bank account number for deduction payments	
Payment reference to be applied by <ORG>	

HELP TO SAVE Product - Deduction payments to be made by <ORG> to this bank account	
Bank account number for deduction payments	
Payment reference to be applied by <ORG>	

ADVANCE Product - Deduction payments to be made by <ORG> to this bank account	
Bank account number for deduction payments	
Payment reference to be applied by <ORG>	

Business rules applied to this payroll process (see Employer Handbook for process description)						
Activity	Validate information provided by Applicants	Upload Hourly TA Data	Download Deduction Download File and apply Deductions	Deduction confirmation upload	Pay Day	Transfer of Deductions to Salary Finance Account to be received by
Process	A	A - Advance only	B	C() (N/A for Advance)	N/A	D()
Business rule	Proactive Validation - Weekly Reactive Validation - Weekly OR whenever there are open applications	Weekly				

Notes:
Where a process falls on a weekend or public holiday, it will be carried out on the next working day.

Actual dates to Dec-1899						
Activity	Validate information provided by Applicants	Upload Hourly TA Data	Download Deduction Download File and apply Deductions	Deduction confirmation upload	Pay Day	Transfer of Deductions to Salary Finance Account to be received by
Dec-1899	Weekly					
Jan-1899	Weekly					
Feb-1899	Weekly					
Mar-1899	Weekly					
Apr-1899	Weekly					
May-1899	Weekly					
Jun-1899	Weekly					
Jul-1899	Weekly					
Aug-1899	Weekly					
Sep-1899	Weekly					
Oct-1899	Weekly					
Nov-1899	Weekly					
Dec-1899	Weekly					

Payroll department declaration
I confirm that <ORG> agrees to perform the Salary Finance processes according to the dates set out in this Operational Schedule and that this is the Operational Schedule referred to in the service agreement between <ORG> and Salary Finance Limited and is hereby incorporated into the same.

I confirm that the transfer of deductions to be made by <ORG> to Salary Finance Limited will be made as separate bulk payments for each product to the relevant bank account detailed in this Operational Schedule for this payroll.

Signed:	Date:	Name & Job Title:
---------	-------	-------------------

Signed: <i>AS Broadbent</i>	Date:	Name & Job Title: Antony Broadbent, Chief Risk Officer
-----------------------------	-------	--

If you have any questions about this handbook please contact us at the email address below and we will respond as soon as we can.

payroll@SalaryFinance.com