

Salary Finance

Employer Handbook

Employee Validation Application (EVA
Web App) - Proactive

Validation Only

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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 on the **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 Employee Validation process that validates 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 the employer's encrypted payroll validation file.

The **payroll validation file** should be uploaded on a weekly basis or on the agreed dates indicated in the **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 the EVA Web App. 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.

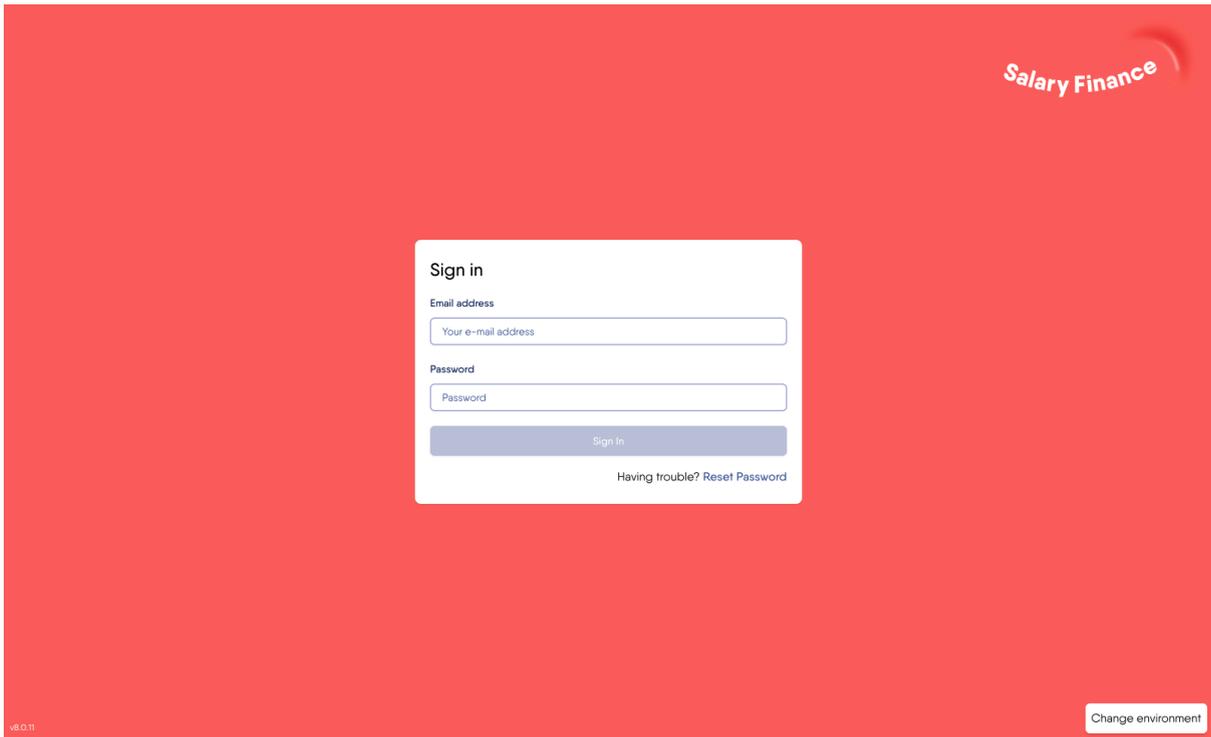
1.2 Encrypting and Uploading the Payroll File

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.

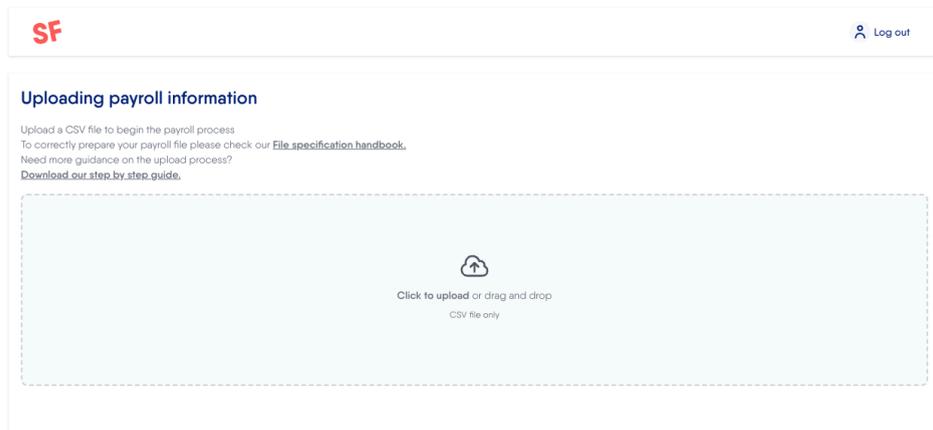
Process overview

Step 1: Upload your data into the app

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



Open and log in to the app using your work email address and password. If you have forgotten your password, you can reset your password through this [link](#) and follow the instructions online to change your password.



Click on the grey upload section and browse to or drag and drop your **payroll validation file** or alternatively drag and drop your file. Once you have loaded it in, click 'Open' to load the file into the application.

Step 2: Encrypt the data

SF Log out

Review people on payroll

These are the people which are going to be included in the process

PAYROLL ID	DOB	START DATE	GROSS SALARY	PAYROLL NAME	EMPLOYMENT STATUS	ACCOUNT NUMBER	SORT CODE	PAY PER HOUR
SW1803_001	10/01/1980	20/02/2000	500000	Hourly	Active	00043156	070116	0
SW1803_002	10/01/1980	20/02/2000	555555	Hourly	Active	00043157	070116	0
SW1803_003	10/01/1980	20/02/2000	555555	Hourly	Active	00043158	070116	0
SW1803_004	10/01/1980	20/02/2000	555556	Hourly	Active	00043159	070116	0
SW1803_005	10/01/1980	20/02/2000	500000	Hourly	Active	00043160	070116	0
SW1803_006	10/01/1980	20/02/2000	555555	Hourly	Active	00043161	070116	0
SW1803_007	10/01/1980	20/02/2000	555555	Hourly	Active	00043162	070116	0
SW1803_008	10/01/1980	20/02/2000	555556	Hourly	Active	00043163	070116	0
SW1803_009	10/01/1980	20/02/2000	500000	Hourly	Active	00043164	070116	0
SW1803_010	10/01/1980	20/02/2000	555555	Hourly	Active	00043165	070116	0

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Reset Continue to encrypt

Review the employee list

Upload **Review** Encryption Summary Upload Complete

Once the file has been imported into the application, please check each column and row is populated with data. Once confirmed, please press **continue to encrypt** to encrypt and render the data into indecipherable alphanumeric text.

Step 3: Review the encrypted data

SF
[Log out](#)

Review encrypted data

The data is now encrypted and ready for upload
Please take a further look if anything seems wrong

PAYROLL ID	DOB	START DATE	GROSS SALARY	PAYROLL NAME	EMPLOYMENT STATUS
XqV7UHWc+X8pImf7Z9zAQ==	PcD7vtq/+ivSzgUoNA3bg==	MgMITZjZyr18DF29yKB2Q==	X66A/KfZzV/Ji2zvI/14zA==	Hourly	q/el1bphFGpOqfPRl
/nibq696d05Dzxj6vVK/CXQ==	SY8pNqDumcSl6k1pr2ping==	9pbaNREjCpiJd2ihzliqBA==	YDoUGnpPfr7AULUoURLbcw==	Hourly	YEYbVo3chq8OSVOiC
h8piztVlXjOyNjDqhfWGGg==	yCDkXQZF0z7e80EwB9hbFg==	nlejgkyWRpywyDOaq5ep2g==	IMIM/He8w6fGqeh4jyq9g==	Hourly	1mfcf+162LJCOB2xFy
ssGawosCrikQH4xygEplx6g==	GDQz3WLq27pbTqHvix3K0g==	SZ0A+yCjAlj+ChMlekptCQ==	U5qypz2+*3GDou7Lg8maeQ==	Hourly	tm96foFuquBWwC8s\
oa0Dzt7LukpY+VBdZ/Y7ow==	0pFT5H4cEjFzGauXaGLNOA==	EnX4Ery5Qv7uvZy5B177w==	FV17GxvLkbcenOTYRZjyhg==	Hourly	+6cKR040Hj+yY29nx+i
vVaN3VjyihqalEuYpAHwJA==	R8epStglPNMP4pYa7F8J2Q==	WH3BerGRpnEHNZjwboelA==	/wgJc/BHhgOn10v8JDIArW==	Hourly	UE/z7tdYQMixwKM/KI
70qBB6f0agwMTW94mUsYCw==	liIZJUITKjRdMie9Wb43w==	HZNbNtoptIARDXeyB+kvovQ==	7mZuyNXMUZOHKPzMEl+Klw==	Hourly	aRWvPTxV+MYAR3u5t
7IDALFG5voMGZcqW5mjmA==	2ScGZq/+6RWHFk5GTedYIQ==	ddaMlchHowmcp2ox/EMb2g==	RchzpevRbMzghXIYmuHwoQ==	Hourly	ga3NN572vasQj/qwmf
dHMhMRTxv6OH7OclzG1NnQ==	TuXsd/Or4ADGuKJPO8otCA==	MoXLrDLYK2rijAnvMoqXZw==	qPMf/44Er16vKIQe13szgw==	Hourly	MLzh+Qj9Q3cdmx2SjTn
n6nPwod2n9uJ+SsEdAg8KQ==	Tv0EK/DbGkIMXGjjsJhYDQ==	W/2G7qZLepIFUjFBsEcgw==	JGkRwGmNFE1OBPRX2Jg==	Hourly	wcP7YyUxvFJwctXjKW

Showing 1-10 of 12 |< < 1 / 2 > >|

Restart Continue

Encrypting data locally

Upload Review **Encryption** Summary Upload Complete

The information is now encrypted and one-way hashed. Now click the **Continue** button.

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Step 4: Summary of data upload

SF Log out

Nearly there...

There are some checks of the data contained in your payroll file below.
Please check that these are in line with your expectations

12 employees are in your payroll file from the following payrolls: **Hourly**

The average salary in your payroll file has **increased by 0%** since your last upload.



Prior to uploading the file to Salary Finance, there will be a summary screen highlighting how many rows are included in the data. Please double-check that the number of rows is correct. Once confirmed please press the **Securely upload** button to transmit the data to Salary Finance

NB To ensure the best experience for your employees Salary Finance review any significant aggregate changes from your previously uploaded validation file. Please ensure these are aligned with your expectations

Step 5: Upload the data to Salary Finance

SF Log out

Upload complete

The upload was successful, processed rows: 12
The data is arrived and processed on our end, now you can log out

Log out

Payroll submission completed

Upload Review Encryption Summary Upload **Complete**

This will send the encrypted data to our servers over a secure channel. You will receive on-screen confirmation of the successful upload.

Process A is now complete.

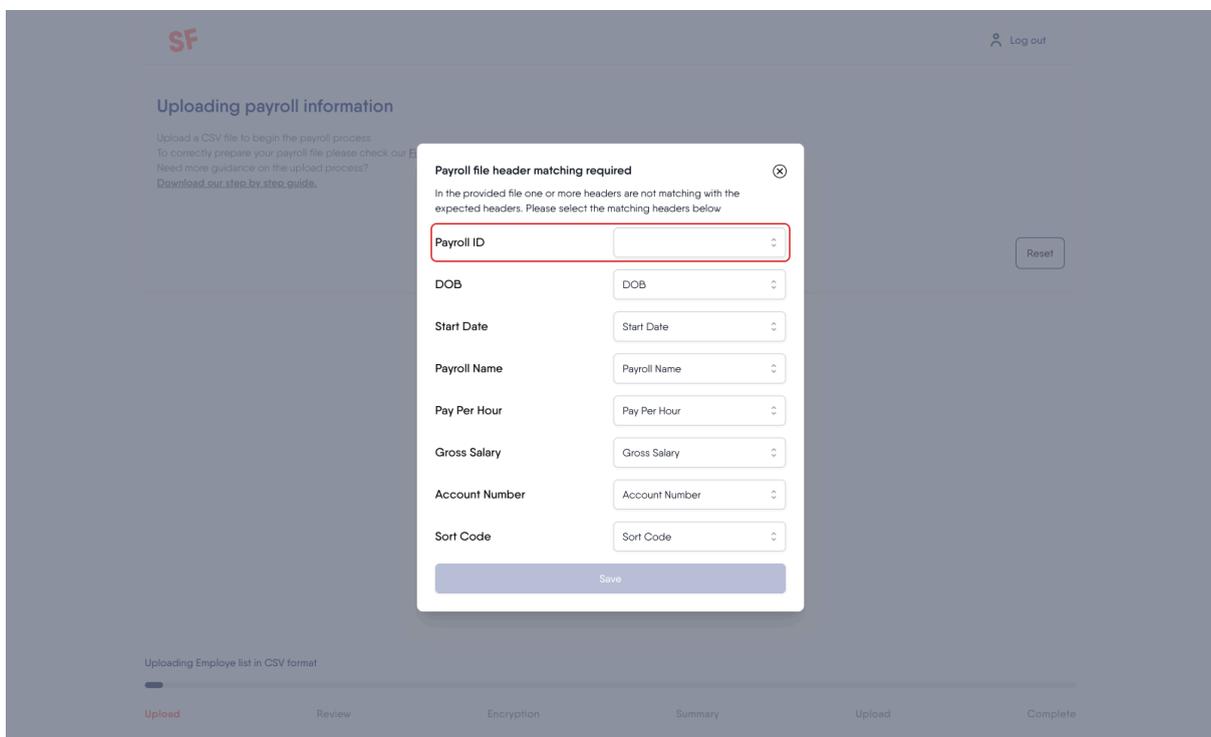
Business rules:

- 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 the 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 use your own headers, column order and terminology when creating the validation file. In order to match these headers with our fields 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.



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 to match column headers, and any that can not be matched will be left blank for you to do the mapping.

SF Log out

Uploading payroll information

Upload a CSV file to begin the payroll process
To correctly prepare your payroll file, please refer to the following guide:
Need more guidance on the upload process?
[Download our step by step guide](#)

Payroll file header matching required ✕

In the provided file one or more headers are not matching with the expected headers. Please select the matching headers below

Payroll ID	<input type="text" value=""/>
DOB	PayrollID
Start Date	DOB
Payroll Name	Start Date
Pay Per Hour	Gross Salary
Gross Salary	Payroll Name
Account Number	Account Number
Sort Code	Sort Code
	Gross Salary

Save

Uploading Employe list in CSV format

UploadReviewEncryptionSummaryUploadComplete

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

Repeat this step until all of your fields are mapped and then click the tick icon in the top left corner. Please ensure each field is mapped correctly and used only once. If your field is duplicated, an error message will be displayed.

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: _____

Salary Finance Counter-Signature
Signed: *AS Broadbent* 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