## Panduan Bayaran Gaji Pukal

# CIMB BANK

#### Langkah Permulaan:

- Kali pertama melakukan bayaran gaji pukal melalui muat naik fail tunggal, sila hubungi Pusat Panggilan Perniagaan di 1300 888 828 atau e-mel kepada mybusinesscare@cimb.com untuk memohon Kod Organisasi.
- Setelah menerima Kod Organisasi (lazimnya dalam masa 3 hari bekerja), sila teruskan ke Seksyen 1.
- Nota: Ruang yang bertanda asterisk (\*) dalam seksyen di bawah adalah ruang wajib.

### Seksyen 1: Mencipta fail gaji pukal

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	Available for registered users	<ul> <li>For Assistance</li> <li>Call - 100 888 224-603 2297 3000</li> <li>Email - mybusinesscare@cimb.com</li> </ul>



Dua cara untuk mencipta fail payaran anda:

a) Gunakan perisian gaji sedia ada anda atau

- b) Gunakan aplikasi CIMB
   BizConverter menukar fail
   bayaran dalam format Microsoft
   Excel dalam format fail CIMB.
   Muat turun BizConverter dengan
   mengikuti langkah-langkah
   berikut:
  - i. Layari laman web www.cimb-bizchannel.com.my.
  - ii. Pilih 'Alat Dalam Talian' pada sebelah kanan bawah laman web dan klik 'Pusat Muat Turun'.
  - iii. Klik dan pasang 'CIMB BizConverter'. Panduan pemasangan tersedia dalam fail zip.
  - iv. Muat turun 'CIMB BizConverter – Garis Panduan untuk Bayaran Pukal' tentang bagaimana hendak menjana fail bayaran baharu.

Untuk pertanyaan lanjut, sila hubungi Pusat Panggilan Perniagaan kami di **1300 888 828** antara jam 7PG hingga 7PTG dari hari Isnin hingga Jumaat atau 8PG hingga 5PTG pada hari Sabtu (kecuali cuti umum) atau e-mel kepada **mybusinesscare@cimb.com**.

#### Seksyen 2: Muat naik fail gaji pukal

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 i) Klik **'Bayaran Pukal**' daripada menu sebelah kiri dan pilih 'Gaji' daripada senarai ke bawah.

#### ii) Butiran fail:

**Format Fail:** Pilih **'TXT**' untuk fail yang dijana daripada BizConverter.

Jenis Fail: Pilih **Tidak Tersulit** untuk fail yang dijana daripada BizConverter.

Muat Naik Fail: Muat naik fail bayaran gaji

- iii) **Bayar Daripada:** Klik ikon pembesar dan cari akaun untuk membayar.
- iv) Klik **'Hantar untuk Penerimaan'** untuk mengesahkan fail.

v) Klik tab **'Muat Naik Status Fail**' untuk melihat status pengesahan.

Mesej Keputusan: Fail anda telah dihantar untuk diterima dengan status '**Kelulusan Belum Selesai**'.

- vi) Klik '**Segar Semula**' untuk menyemak status.
- i) Apabila status bertukar kepada <sup>`</sup>Kelulusan Belum Selesai', klik 'Sahkan' bagi menghantar fail pengesahan.
- ii) Mesej Keputusan: Fail anda telah dihantar untuk diterima dengan status 'Kelulusan Belum Selesai'.

Nota: Pemberi kuasa perlu meluluskan/menolak transaksi yang dihantar sebelum dihantar kepada Bank untuk diproses.

Untuk pertanyaan lanjut, sila hubungi Pusat Panggilan Perniagaan kami di **1300 888 828** antara jam 7PG hingga 7PTG dari hari Isnin hingga Jumaat atau 8PG hingga 5PTG pada hari Sabtu (kecuali cuti umum) atau e-mel kepada **mybusinesscare@cimb.com**.