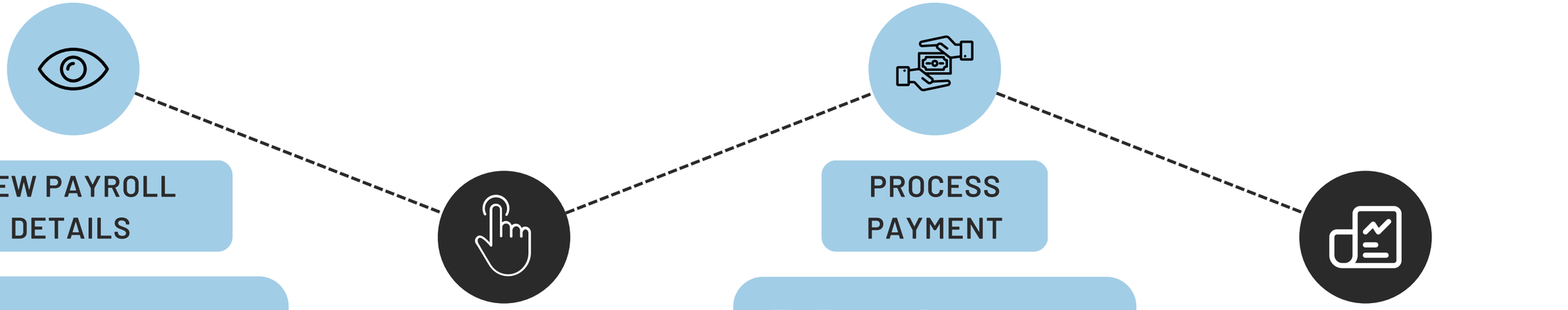
DIRECT BENEFICIARY TRANSFER- Employer's Journey

(Attendance and Stipend)



VIEW PAYROLL DETAILS

*The establishment can search for a particular monthly payroll that are generated under **All Payroll.***

SELECT DBT APPLICABLE CANDIDATES

Select DBT applicable candidates by selecting **YES/NO** for each candidate. Enter unauthorized leaves and click on save as to get the calculation of stipend contributed by establishment.

PROCESS PAYMENT

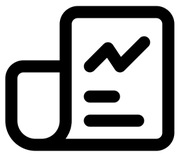
The Process Payment screen allows the establishment to process that payments for candidates in batches.

VIEW PAYMENT DETAILS

The Payment Details screen allows the establishment to view the payment details.

VIEW PAYROLL DETAILS and ENABLE DBT PAYROLL

Step 1



ATTENDENCE AND STIPEND

Through Attendance and Stipend, View all payroll related Information for the month.

Step 2

MONTHLY APPRENTICESHIP PAYROLL

Select action to view payroll details and open Monthly Apprenticeship Payroll.

Step 3

ENABLE DBT

Manually, Select candidates applicable for DBT and add unauthorized leaves (if any) to get the Stipend contribution.

Step 4

PROCESS PAYMENT

Process the payment post completing previous steps.

Additional Information:

- The establishment should manually enable the DBT for the payroll that takes place in 2023 for the current candidates/batch.
- For new candidates/batches, DBT is enabled by default.
- DBT is effective only for the payroll of 2023 and onwards.

PROCESS PAYMENT and VIEW PAYMENT DETAILS

Step 1

CANDIDATE SELECTION

Select the checkboxes of the respective candidates (applicable for DBT), to proceed with payment.

Step 2

FREEZE PAYROLL

Update attendance information prior to final payment to be made and CLICK ON Freeze payroll.

Step 3

PROCESS PAYROLL

Click on **Process Payment** button and Confirm.

Additional Information:

- Click on View Payment Details to View details such as Month, Year, Payment Code, Total Amount, Number of Candidates, and Status