



Safeguard Global Client Payroll Input

Process Guide for GEO Clients

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Introduction

Our payroll input application provides our clients with tools to help them effectively manage their employee's payroll changes. This product provides a client with the ability to submit their workers' payroll changes in a central location for all their workers regardless of the country the worker belongs to.

Step-by-Step Process

This section explains the process of logging in, making changes to the payroll, and everything in between, in simple steps.

Video Series

A Video Series is available that illustrates all the process steps shown here:

[GEO Client Payroll Input Application](#)

Login

While logging in you will be asked to enter your Login ID and Password. In the event you forget your password, or you have never logged in you can always reset it using the password reset link. (If you use Global Unity to manage your workers' expenses and absences, your login details will be the same).

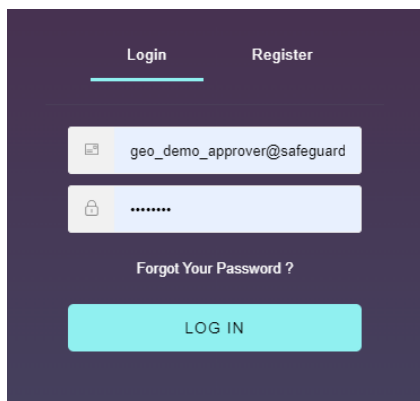
This section will help you with the whole login process.

Login page

To open the login page, you need to follow the process mentioned below:

Step 1 - Go to <https://payroll-input.safeguardglobal.com> to access the login page.

Step 2 - On the login page you will see a space to enter your Login ID and Password.

The image shows a login form on a dark purple background. At the top, there are two tabs: 'Login' (active) and 'Register'. Below the tabs are two input fields: the first is for an email address, containing 'geo_demo_approver@safeguard', and the second is for a password, masked with dots. Below the password field is a link that says 'Forgot Your Password?'. At the bottom of the form is a large red button labeled 'LOG IN'.

Login page

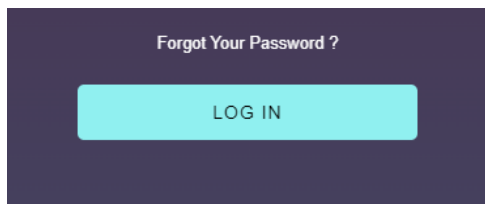
Step 3 - Once you enter your login credentials, click on the **login** button below.

Step 4 - You will be redirected to the landing page, payroll changes.

Forgot password

In case you forget your password, you can always reset it by the following method:

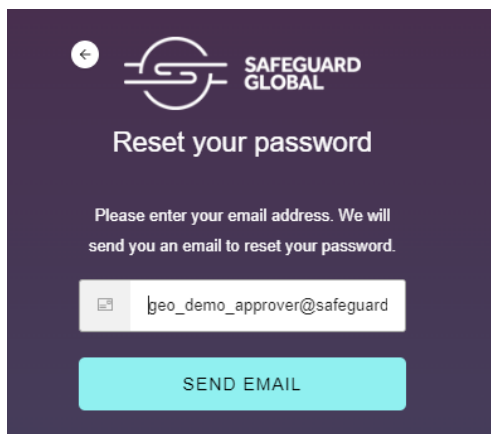
Step 1 - Click on **Forget your password?** link on the login page.



Forgot password

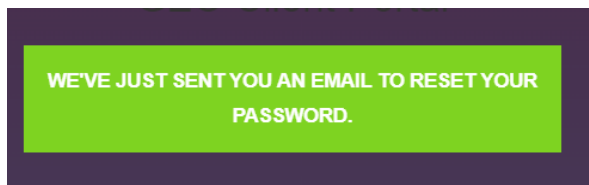
Step 2 - You will be redirected to the **Reset your password** page.

Step 3 - Enter your registered email address and click **Send Email** button. A confirmation email will be sent to you with a link to create a new password.



Password reset

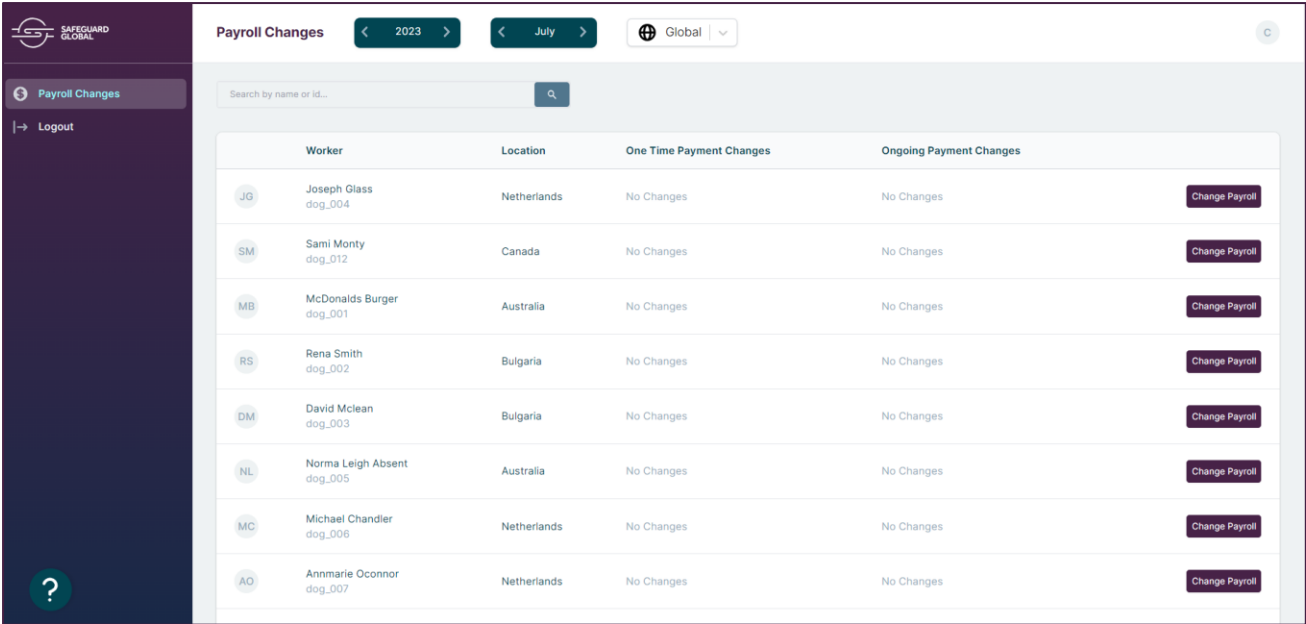
Step 4 - You will get a message, as shown in the image below.



Password reset message

Payroll Changes

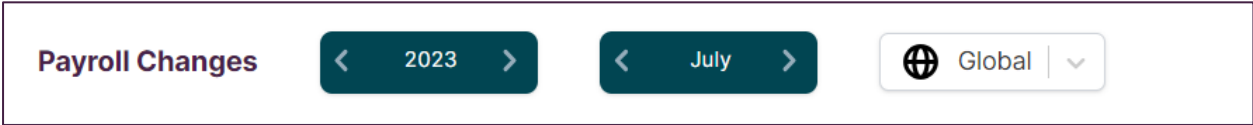
Once logged in, on the left-hand side of the landing page, you will see a column with a Payroll Changes button and a Logout button. Let us first discuss Payroll Changes.



Landing page

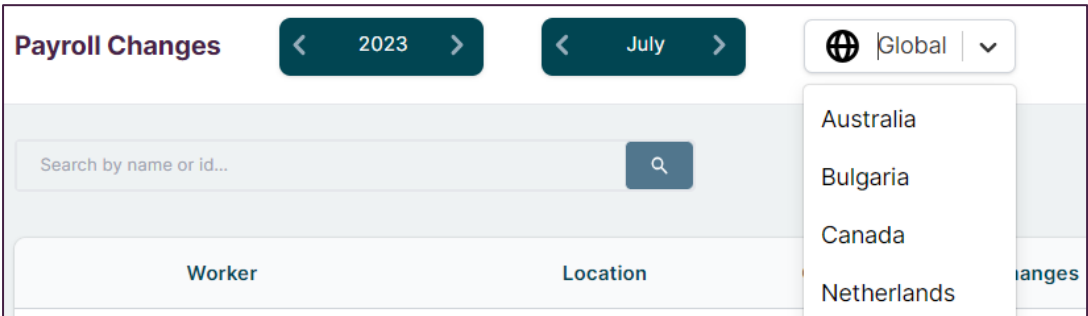
How to Filter for a Worker

Once you have entered the payroll changes section you will see at the top of the page a Bar.



Top bar

The **Global** Drop-down list shows all the countries your workers are in.



Filter drop down

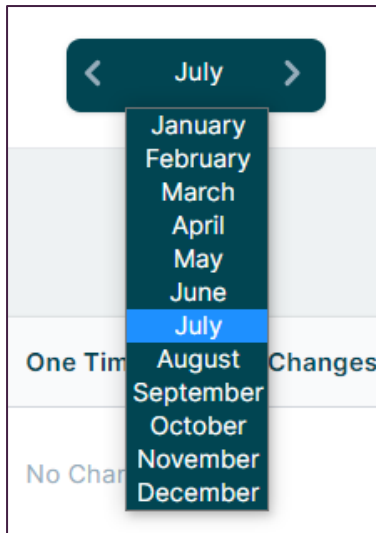
You can use this to filter for a particular country you wish to submit changes.

The **Year** and **Month** buttons display arrows. By clicking on these arrows, you can move forwards and backward throughout the year to see past and future payroll changes you have saved.



Year and month buttons

Or select the desired month by clicking into the drop-down list which is displayed once you click into the month.

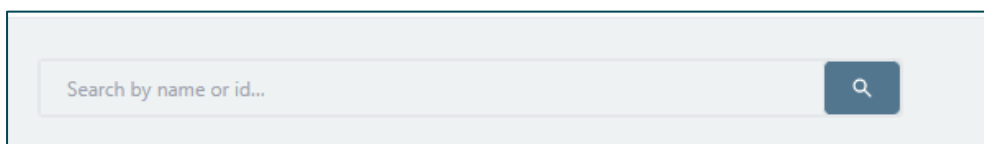


Month drop down list

How to view your payroll changes

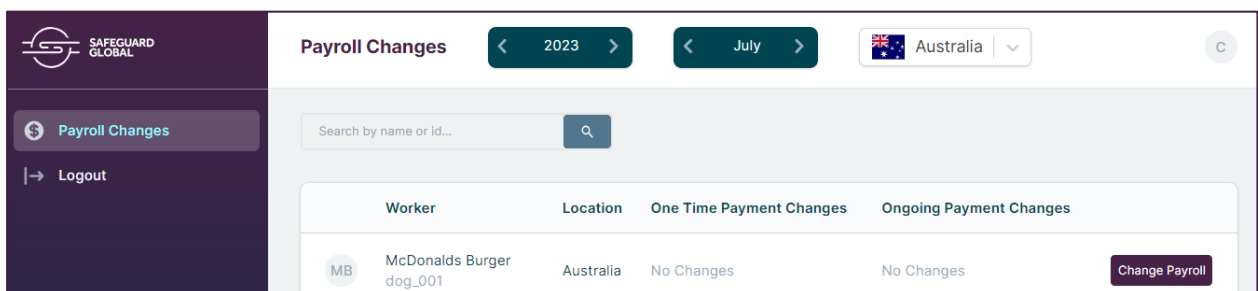
To view the details of the payroll changes you have submitted, you can follow the steps below:

Step 1 – To search for a particular worker you can either use the search bar to search by name or employee ID.



Worker search bar

Or you can choose from the country and drop down the preferred country from the **Country**.



Select country

Step 2 - Select the preferred Month from the **Month** dropdown.

The screenshot shows the 'Payroll Changes' interface. At the top, there are navigation buttons for the year '2023' and the month 'July'. A dropdown menu for the month is open, showing a list of months from January to December, with 'July' highlighted. Below the dropdown, there is a table with columns: Worker, Location, One Time Payment Changes, and Ongoing Payment Changes. The first row shows a worker named 'McDonalds Burger dog_001' from 'Australia' with 'No Changes' in both payment categories. A 'Change Payroll' button is visible at the bottom right of the table.

Month dropdown

Step 3 - Once the country and the worker are selected, you will have a filtered list of workers. To view changes made to this worker's payroll, now select Change Payroll to view all changes made.

Note: The payroll changes screen will display the number of one-time payments and ongoing payments which have been added to that month's payroll.

Worker	Location	One Time Payment Changes	Ongoing Payment Changes
MB McDonalds Burger dog_001	Australia	No Changes	No Changes

Change Payroll

Cut off Dates

Within each worker record, there is a cut-off date and time for when the payroll changes must be inputted by.

The cut-off time for all time zones is 15:00 UTC (coordinated universal time).

The screenshot shows the 'Payroll Details' interface. At the top, there are navigation buttons for the year '2023' and the month 'July'. Below this, there is a worker record for 'McDonalds Burger dog_001'. To the right of the worker name, there is a section labeled 'Cut off date' with the date '27 Jul 2023' and the time '16:00 BST'.

Cut-off date

Missed cut-off date

If this cut-off time is missed on the cut-off date, you will not be able to submit any more changes and you will need to submit any new changes in the next month.

Below is the view if you enter a month where the cutoff date is passed.

Payroll Details < 2023 > < June > C

MB **McDonalds Burger**
dog_001

! Cut off date 27 Jun 2023 16:00 BST

⚠ This month is now closed for payroll changes.

One Time Payments

Category *	Amount *
No One Time Payments yet.	

Ongoing Payments

Category *	Amount *
------------	----------

To add a Back Dated Payment please request it via our Support Center.

- Back dated payments
- Login support
- General queries

Support Centre

(If this is your first time using the Support Center here are the [login instructions](#)).

To contact us with a back-dated payment please do so via the support center.

How to add a new payroll change

To add a **new** payroll Change, follow the steps below:

Step 1 – From the payroll changes section click on the Change Payroll button.

Worker	Location	One Time Payment Changes	Ongoing Payment Changes	
JG Joseph Glass dog_004	Netherlands	No Changes	No Changes	Change Payroll

Change the payroll button

Step 2 - You will now see two separate sections, one for One Time Payments and the other for Ongoing Payments.

One Time Payments

Category *	Amount *	Comments
No One Time Payments yet.		
<div>Add One Time Payment +</div>		

Ongoing Payments

Category *	Amount *	Effective From *	Effective To
No Ongoing Payments yet.			
<div>Add Ongoing Payment +</div>			

Payment sections

How to add a one-time payment– Monthly paid worker

Step 1 – To input a one-time payment, click on **Add One Time Payment**.

Add One Time Payment +

One Time Payment button

Step 2 - This will present a new row for you to input the

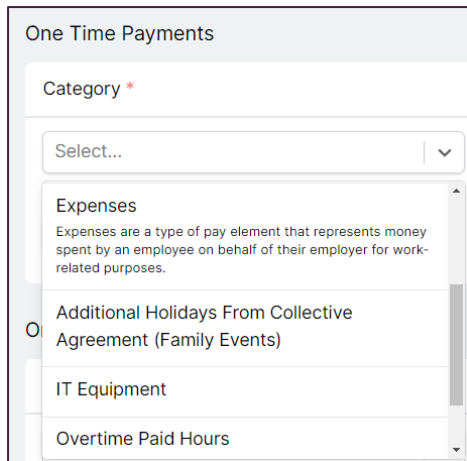
1. Category which is the pay element you want to give to the worker.
2. The amount which includes a GROSS/NET toggle (this will be defaulted to Gross).

One Time Payments

Category *	Amount *	Comments
<div>Select...</div>	<div>GBP</div>	<div>Add comments here</div>
<div>Add One Time Payment +</div>		

One-time payment

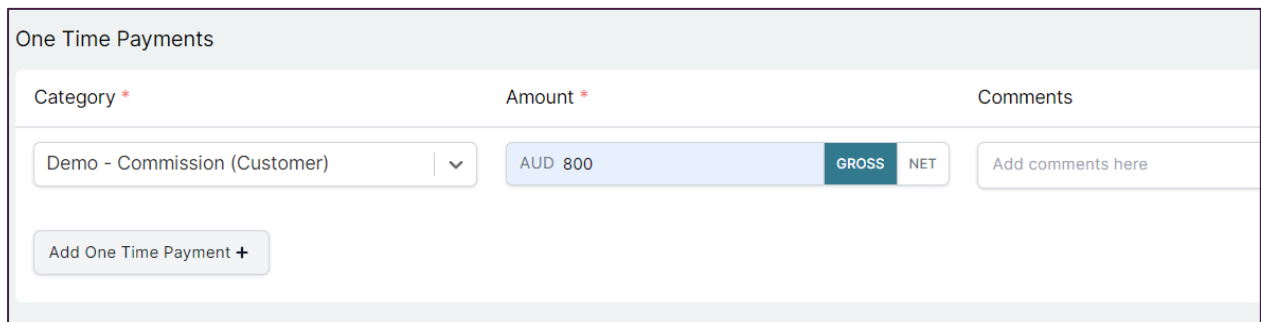
In the Category, using the drop-down option select the **One-time payment type** you wish to submit. Please note these options will differ for each location according to the entitlements allowed for that location.



The screenshot shows a dropdown menu for 'One Time Payments'. The 'Category *' label is at the top. The dropdown list is open, showing 'Expenses' as the selected option. Below it, there is a description: 'Expenses are a type of pay element that represents money spent by an employee on behalf of their employer for work-related purposes.' Other visible options include 'Additional Holidays From Collective Agreement (Family Events)', 'IT Equipment', and 'Overtime Paid Hours'.

Category

Step 3 - Once selected you will need to add the amount and check the correct value is selected GROSS/NET (Comments box is optional).



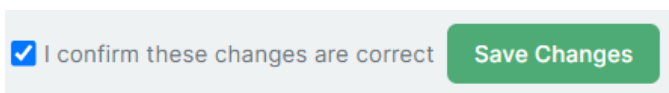
The screenshot shows the 'One Time Payments' form. It has three main sections: 'Category *', 'Amount *', and 'Comments'. The 'Category *' dropdown is set to 'Demo - Commission (Customer)'. The 'Amount *' field shows 'AUD 800'. There are two buttons, 'GROSS' and 'NET', with 'GROSS' being the active selection. The 'Comments' field has a placeholder text 'Add comments here'. At the bottom left, there is a button 'Add One Time Payment +'.

One-time payment screen

The currency is already determined according to what the worker is paid in that location.

Step 4 - Once happy with your changes please navigate to the bottom right-hand of the screen where you will see a tick box, **I confirm these changes are correct.**

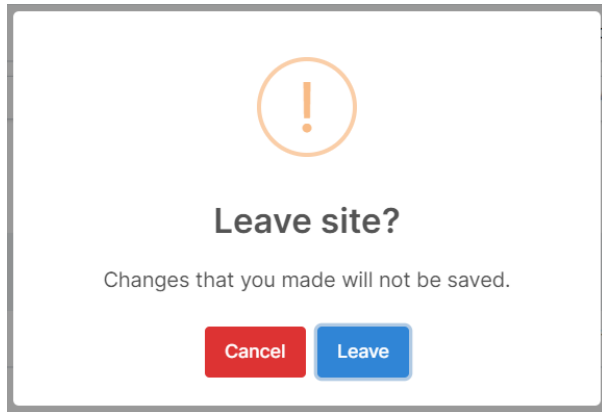
To submit a change please tick this box and save the changes.



The screenshot shows a confirmation section with a checked checkbox and the text 'I confirm these changes are correct'. To the right of this is a green button labeled 'Save Changes'.

Save changes

Please note if you try and leave the site without saving your changes this pop-up will appear to confirm you do not want to save the changes you have made.



How to add An ongoing payment– Monthly paid worker

Step 1 – To input an ongoing payment, click on **Add Ongoing Payments**.

Add Ongoing Payment +

Step 2 - This will present a new row for you to input the

1. Category which is the pay element you want to give to the worker.
2. The amount which includes a GROSS/NET toggle (this will be defaulted to Gross).

Ongoing Payments					
Category *	Amount *		Effective From *	Effective To	
<input type="text" value="Select..."/>	EUR	GROSS NET	<input type="text" value="Select date"/>	<input type="text" value="Select date"/>	×
<div>Add Ongoing Payment +</div>					

Ongoing payments screen

In the Category, using the drop-down option select the **Ongoing payment type** you wish to submit. Please note these options will differ for each location according to the entitlements allowed for that location.

The screenshot shows a dropdown menu titled 'Ongoing Payments' with the label 'Category *'. The menu is open, displaying a list of categories: Bonus, Monthly Salary, Health Insurance, and Life Insurance. Each category has a brief description: 'Bonus' is a one-time payment; 'Monthly Salary' is the gross fixed amount received monthly; 'Health Insurance' and 'Life Insurance' are listed without descriptions. The 'Monthly Salary' option is currently selected.

Ongoing payments category list

Step 3 - Once selected you will need to add the amount. The currency is already determined according to what the worker is paid in that location.

Once selected you will need to add the amount and check the correct value is selected GROSS/NET (Comments box is optional).

The screenshot shows the 'Ongoing Payments' form. The 'Category *' dropdown is set to 'Bonus'. The 'Amount *' field shows 'EUR 852'. To the right of the amount are two buttons: 'GROSS' (which is highlighted in blue) and 'NET'. At the bottom of the form is a button labeled 'Add Ongoing Payment +'

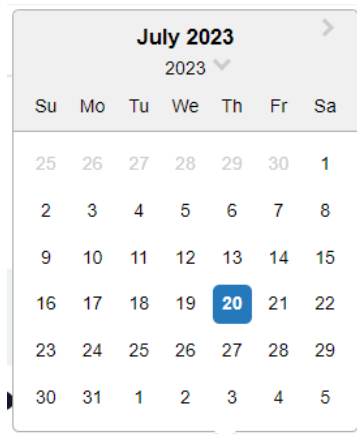
Ongoing payments amount

Step 4 - Once happy with your changes please Select the Date range you want the Payroll Changes to run.

Effective From Date – The Date the payroll changes will be effective from

The screenshot shows a calendar for July 2023. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The 20th of July is highlighted with a blue square, indicating it is the selected 'Effective From Date'.

Effective To Date – The date the payroll changes will End (**This is Optional**)



If you do not want an end date for the payroll change leave the Effective To Date Blank

Step 5 - Once happy with your changes please navigate to the bottom right-hand of the screen where you will see a tick box **I confirm these changes are correct.**

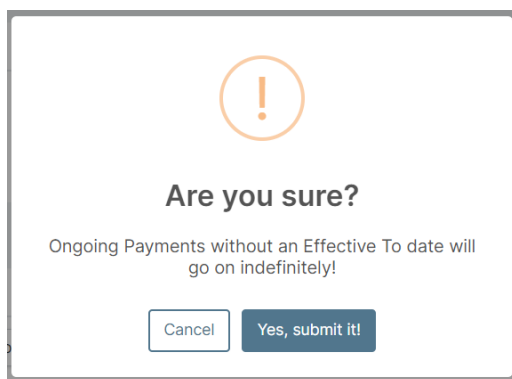
To submit a change please tick this box and save the changes.

☒ I confirm these changes are correct
 Save Changes

Confirm changes

Please note if you do not save the changes and exit the screen these will not be saved.

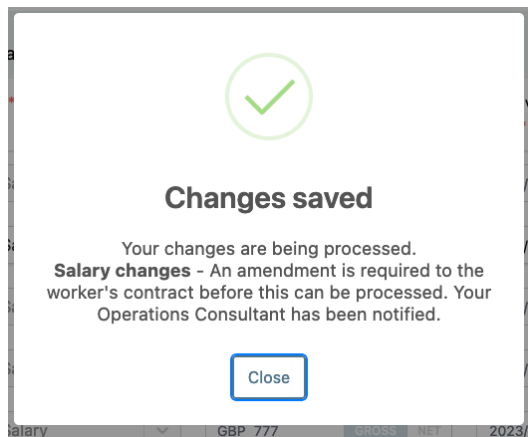
If you do NOT add an **end date** a message will appear to alert you - ***Ongoing Payments without an Effective To date will go on indefinitely.***



Warning pop-up

Salary changes notifications

When you submit a salary change request for your workers, Upon saving your request you will see the below popup to notify you that this Salary change has been sent to your operations consultant.



They will contact you regarding the amendment for your worker per the country legislation.

How to add a one-time payment– Semi Monthly paid worker

First, let me explain what a Semi-monthly pay period is.

Semi-monthly locations have the same features as your monthly paid worker but, they show P1 and P2 boxes as the worker will be paid twice in that month.

Select... v	EUR	GROSS	NET	Add comments here	P1
Select... v	EUR	GROSS	NET	Add comments here	P2

These boxes show the period in which the worker's change will be processed.

P1 = Period 1 which is the first 2 weeks of the month

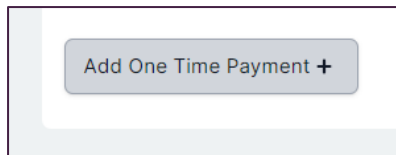
P2 = Period 2 which is the last 2 weeks of the month

Please note: If the cut-off date is passed for Period 1 then P2 will show for Period 2 changes to be added.

Changes added in P1 will be shown below. No changes can be made to P1 as the cut-off date has passed.

SM Sami Monty dog_012	P2	! Cut off date	1 Aug 2023	16:00 BST
One Time Payments				
Category *	Amount *	Comments		
Bonus v	EUR 5855	GROSS	NET	Add comments here
Select... v	EUR	GROSS	NET	Add comments here
				P1
				P2
				X

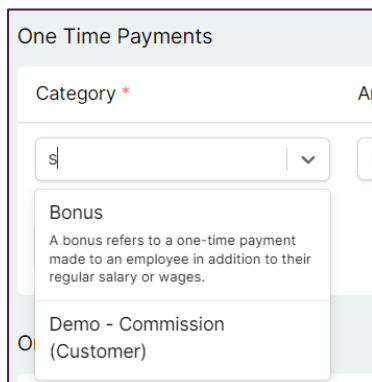
Step 1 – To input a one-time payment, click on **Add One Time Payment**.



Step 2 - This will present a new row for you to input the

1. Category which is the pay element you want to give to the worker.
2. The amount which includes a GROSS/NET toggle (this will be defaulted to Gross).

In the Category, using the drop-down option select the **One-time payment type** you wish to submit. Please note these options will differ for each location according to the entitlements allowed for that location.



Category

Step 3 - Once selected you will need to add the amount and check the correct value is selected GROSS/NET (Comments box is optional).

 A screenshot of the 'One Time Payments' form for a user named 'Sami Monty' (dog_012). The form has a header bar with a 'P1' button, a 'Cut off date' indicator, and the date '17 Aug 2023' at '16:00 BST'. The form fields include:

- 'Category *': A dropdown menu showing 'Demo - Commission'.
- 'Amount *': A field showing 'EUR 800' and a toggle between 'GROSS' (selected) and 'NET'.
- 'Comments': A text input field with the placeholder 'Add comments here'.

 At the bottom right of the form are a 'P1' button and a close 'X' icon.

One-time payment screen

The currency is already determined according to what the worker is paid in that location.

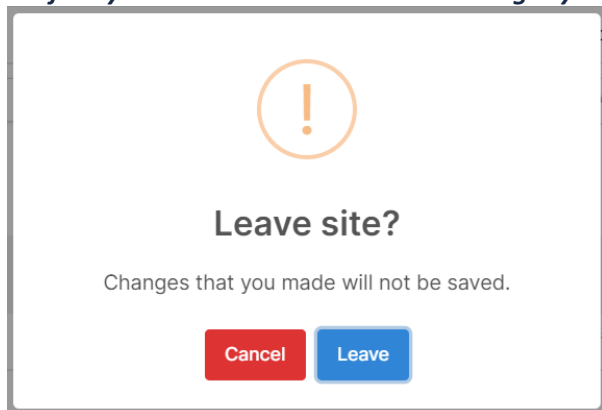
Step 4 - Once happy with your changes please navigate to the bottom right-hand of the screen where you will see a tick box, **I confirm these changes are correct.**

To submit a change please tick this box and save the changes.

☒ I confirm these changes are correct
 Save Changes

Save changes

Please note if you try and leave the site without saving your changes this pop-up will appear to confirm you do not want to save the changes you have made.



How to add An ongoing payment– Semi Monthly paid worker

Step 1 – To input an ongoing payment, click on **Add Ongoing Payments**.

Add Ongoing Payment +

Step 2 - This will present a new row for you to input the

3. Category which is the pay element you want to give to the worker.
4. The amount which includes a GROSS/NET toggle (this will be defaulted to Gross).

Ongoing Payments

Category *	Amount *	Effective From * ⓘ	Effective To
<div>Select...</div>	<div>EUR</div> <div>GROSS NET</div>	<div>Select date</div>	<div>Select date</div>

Add Ongoing Payment +

P1

×

Ongoing payments screen

In the Category, using the drop-down option select the **Ongoing payment type** you wish to submit. Please note these options will differ for each location according to the entitlements allowed for that location.

Ongoing payments category list

Step 3 - Once selected you will need to add the amount. The currency is already determined according to what the worker is paid in that location.

Once selected you will need to add the amount and check the correct value is selected GROSS/NET (Comments box is optional).

Ongoing payments amount

Step 4 - Once happy with your changes please Select the Date range you want the Payroll Changes to run.

Effective From Date – This will show you the current period you are in and the date range in which you can choose when the payroll changes will be effective from.

Effective To Date – The date the payroll changes will End (**This is Optional**)

If you do not want an end date for the payroll change leave the Effective To Date Blank

Ongoing Payments

Category * Amount * Effective From * Effective To

Demo - Monthly Sal... EUR 852 GROSS NET 2023/09/01 Select date P1

Add Ongoing Payment +

Step 5 - Once happy with your changes please navigate to the bottom right-hand of the screen where you will see a tick box **I confirm these changes are correct.**

To submit a change please tick this box and save the changes.

☒ I confirm these changes are correct Save Changes

Confirm changes

If you do NOT add an **end date** a message will appear to alert you - ***Ongoing Payments without an Effective To date will go on indefinitely.***

Are you sure?

Ongoing Payments without an Effective To date will go on indefinitely!

Cancel Yes, submit it!

Warning pop-up

How to edit payroll Data

Step 1 – From the landing page click on the **Change Payroll** button.

Change Payroll

Change payroll

Step 2 – On the row you wish to Change.

One Time Payments

Category *	Amount *	Comments
Demo - Commission (C... v	EUR 800 GROSS NET	Add comments here

Add One Time Payment +

Change row

Simply edit the Data by choosing another option or adding/removing data

One Time Payments

Category *	Amount *	Comments
Demo - Bonus (Has Description & Legal ... v	AUD 800 GROSS NET	Add comments here

Add One Time Payment +

Edit row

Step 3 - Once happy with your changes please navigate to the bottom right-hand of the screen where you will see a tick box **I confirm these changes are correct.**

How to Delete Payroll Data

Step 1 – From the landing page click on the **Change Payroll** button.

JV	Joao Victor eitext_37123	GB	No Changes	No Changes	Change Payroll
----	-----------------------------	----	------------	------------	----------------

Change payroll

Step 2 - Next to the Payment you wish to remove click the **X**.

Category *	Amount *	Effective From * ⓘ	Effective To
Demo - Monthly Sal... v	EUR 852 GROSS NET	2023/09/01	Select date

P1 X

Remove button

This will remove the Payment.

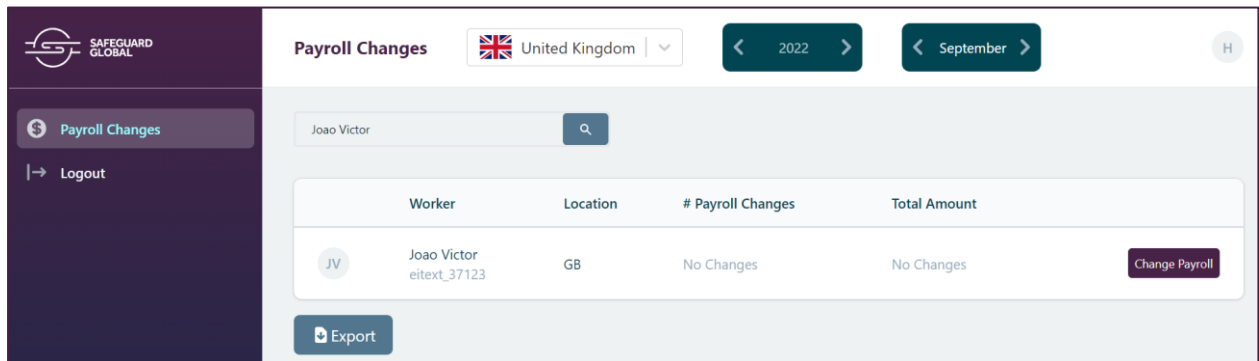
Step 3 - Once happy with your changes please navigate to the bottom right-hand of the screen where you will see a tick box **I confirm these changes are correct.**

How to Export Payroll Data

To export the payroll data, follow the steps below:

Step 1 - Filter the data as you did in the section *Filter for a worker*.

Step 2 - On the bottom left corner, click on the **Export** button.

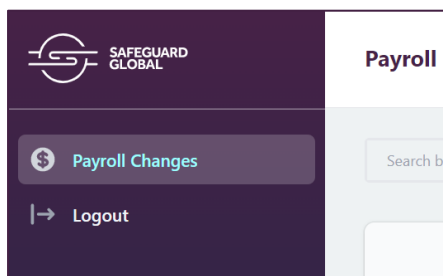


Export button

Step 3 - Your data will now be exported in an Excel format (.xlsx). Once the export has been downloaded, open the file and you will see two tabs. One tab is called “Permanent Entitlements” which shows the details of ongoing payments, and the other tab is called “Temporary Entitlements” which shows the details of one-time payments.

Logout

To log out of the application simply click the **Logout** button available on the left-hand side of the landing page.



Logout button

Frequently Asked Questions

Q - Why can I not make any changes after the cutoff date is passed?

A – If the cutoff date is passed these changes will have been submitted for payroll. To make any new changes please access the following month where you will have the ability to edit.

Q - What If I have a general question about payroll changes?

A - You can reach out to your operations consultant via the support center in the application via the on the bottom left side of the screen

**Q - How can I see past items submitted in the portal?**

A - You can use the month icon at the top of the screen to move forwards and backward through the year

Q - How can I download my changes?

A - On the payroll changes screen there is an export button. Click on the export button and you can download and save all changes made.

Q – Can I see my workers submitted expenses from global unity in this application?

A – No this portal is for client submissions of payroll changes only.

Q – Will my past payroll inputs be shown in the portal?

A – Only changes you have submitted through the portal will be displayed, any previously made changes outside of the application will not be shown.