Monthly wage update Service

Version:2.1

gosi >

التأمينات الاجتماعية
Social Insurance

> ## Description:
This service allows to update the monthly wages of contributors.

> ## Service Requirements:
N/A

> ## Required Documents:
N/A

> ## Service Response Time:
One working days.

> ## Targeted Category:
Employer/Facility Management.

❯ Service Steps:

1. Click on "Start Service" and login.
2. Choosing the establishment.
3. From the main menu, click on the contributor Services icon.
4. Choose wages management.
5. Updating wages could be through contributors' list, or download Excel file.

❯ Via contributor list:

Wages are adjusted for contributors who want to update their wages, and submit the request (the wage adjustment will be reflected in the current month's wage)

❯ Via downloading the Excel file:
   - Download the file and update the wages, then save the file on the personal device, then upload it again to the screen and submit it.
   - Click on Start Processing to approve the wages (you can also download the file after processing it to verify the updated wages).