E-SERVICES GUIDE FOR SALARY UPDATE

Social Insurance Organization

2024
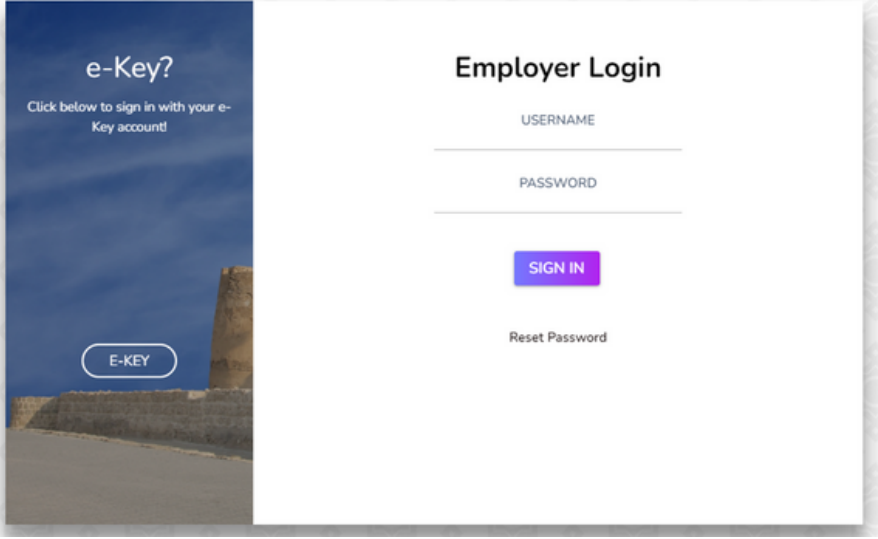
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1st: Login for the first time
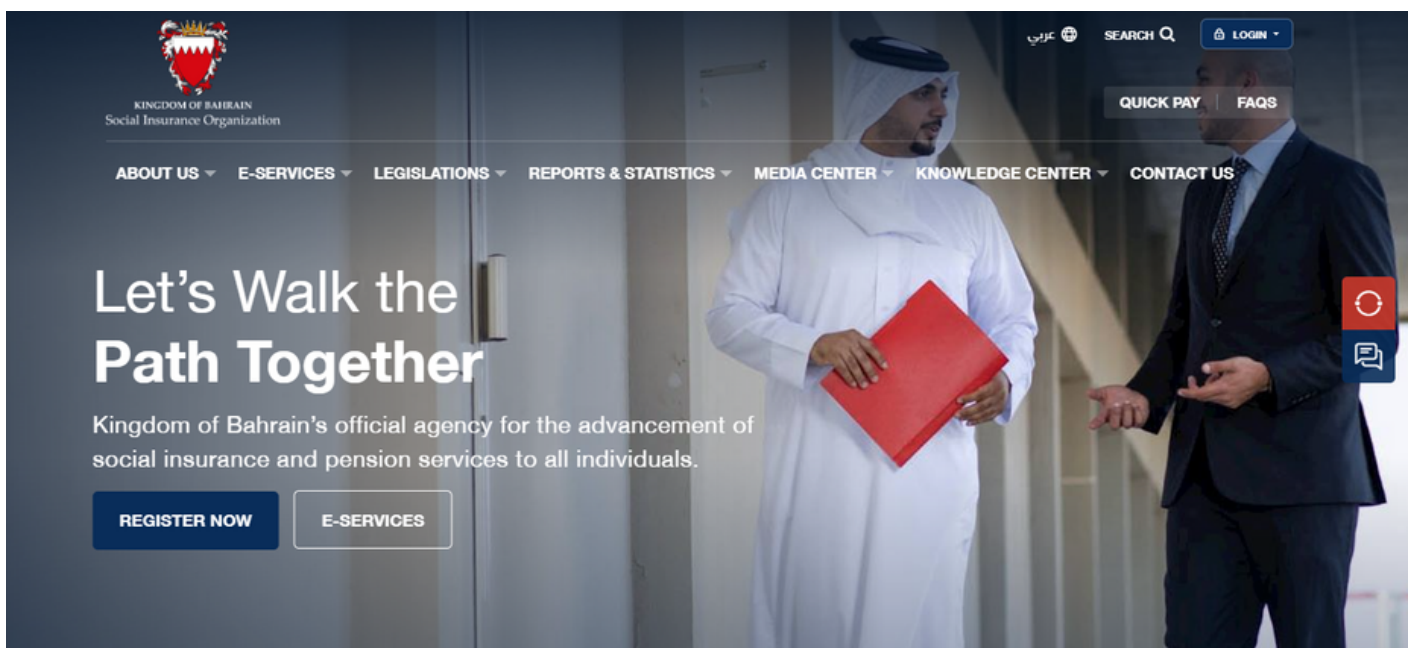
Step (1) Go to SIO website www.sio.gov.bh and click on "e-services".

Step (2) This is the login homepage where you can enter your username, which corresponds to your "employer number," and password.

Please ensure that your Employer Number is corrected by adding "1" to it. For example, if your current employer number is "9999", kindly adjust it to "19999" accordingly.

If this is your first time accessing the system, click on the "reset password" option and proceed to step (4).
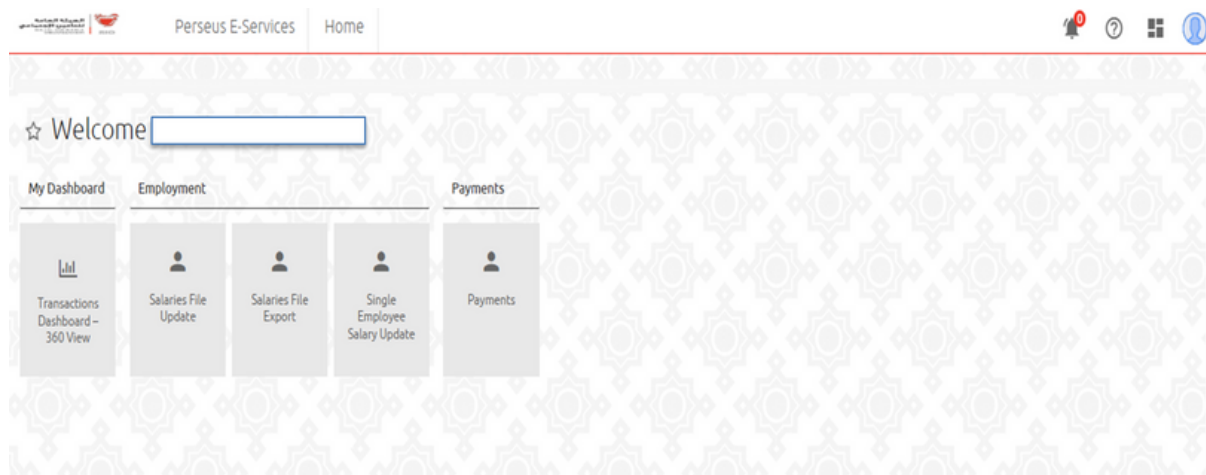
Step (3) Upon successful authentication, users will be directed to the home page of the new system, serving as the primary interface for accessing its features and functionalities.

Step (4) After clicking on "reset password," you will be directed to this page. Please click on "I'm not a Robot" and then proceed by clicking on "Next Step".

Step (5) Enter your Employer Number (including the Branch number) as your username, and then click on "Next Step".
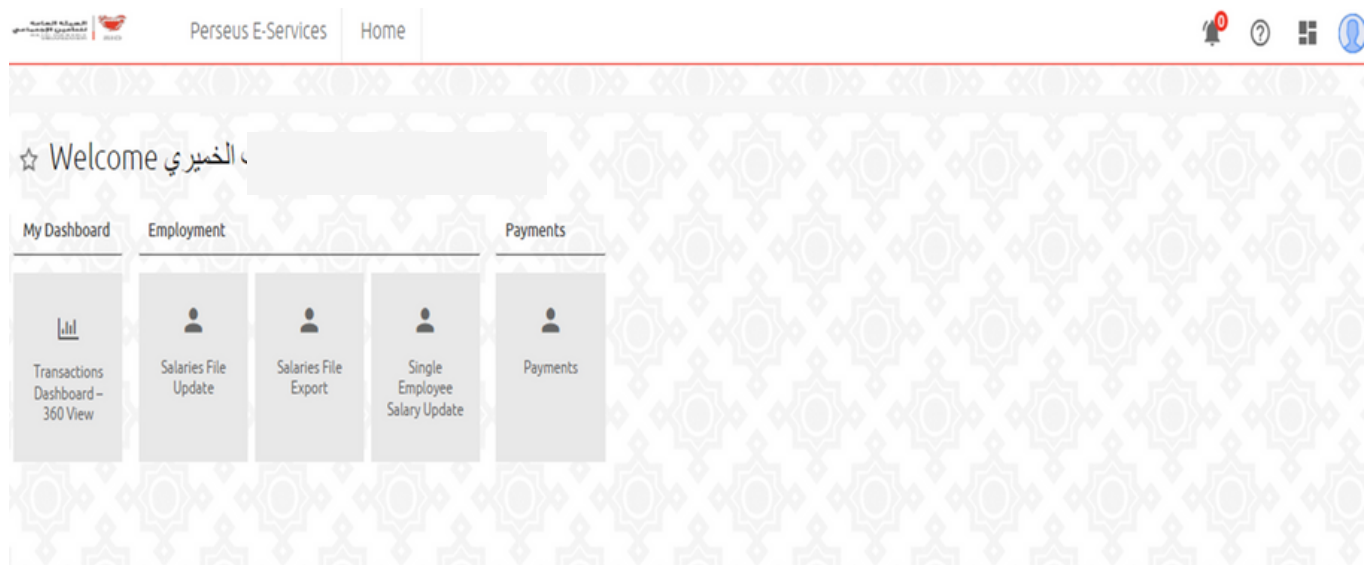

Step (6) Now, retrieve the One-Time Password (OTP) that has been sent to your registered email address and enter it in the designated field. Once you have successfully entered the OTP, you will proceed to the final step, which involves setting your new password.

2nd: Single Employee Salary Update.

This service enables the employer to electronically record the monthly and yearly updates of your employees' salary data individually, in accordance with the applicable laws and regulations. We would like to emphasize the importance of accurately recording the actual salary received by the employees, including all the components of the salary, such as the basic salary, commission, percentage of sales or revenue, annual bonus, and applicable allowances (such as social allowance, housing allowance, transportation or car allowance, telephone allowance, supervision allowance, shift allowance, and nature of work allowance). This is to avoid any legal implications. Noting that this service has been supplied with an automatic detection system of any unrealistic salary.

In the case of the annual update, the calculation of work injury contribution and unemployment contribution is calculated based on all specified salary components in the file. However, in the case of the monthly update, inputting all salary components will be accepted, but the end-of-service gratuity will only be calculated based on the basic salary and the social allowance.

Step (1) Go to "Single Employee Salary Update".

Step (2) On this page, you will find a comprehensive overview of all previous transactions. To initiate a new update, click on the "New" button.

Step (3) Search for the worker you need to update by entering the CPR number in the designated field and click on the search button.

Step (4) On the same page, you will have the ability to view all employment records. To make changes, you can select the desired period of employment by clicking on the "Select" button.

Step (5) On this page, please choose the adjustment reason and specify the effective date of the change. Once you have made your selections, click on the "Next" button to proceed.

Please be aware that selecting the "Employment period" as January will result in this update being considered as an annual update, and contributions will be calculated accordingly. However, if you choose any other "Employment period" besides January, this update will be treated as a monthly update (for Tamkeen), and contributions will not be calculated based on it.

Step (6) To edit the earnings of the worker, make the necessary modifications. If you need to add any additional earnings, click on the "New" button. Once you have finished adding all the changes, click the "Next" button to proceed.

Step (7) As you scroll down, you will find a section displaying the required supporting documents to complete the transaction. On this page, select the necessary attachment and proceed to attach it. Once you have finished attaching the documents, click on the "Submit" button to finalize the submission.

Perseus E-Services | Employment Services

## Single Employee Salary Update (7)

Q Search + New

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Classifier	Date	Employee Identifier Type	Employee Identifier Value	Employee	Employer	Subject Description	Status	Select
EAA-1-0120230022796333	03/10/2023	CPR				Earnings Adjustment	Waiting For Approval	>
ASA-1-0120232821530922	03/10/2023	CPR				Annual Salary Adjustment	Approved	>
ASA-1-0120232821531038	03/10/2023	CPR				Annual Salary Adjustment	Approved	>
ASA-1-0120232821531154	03/10/2023	CPR				Annual Salary Adjustment	Approved	>
ASA-1-0120232821531270	03/10/2023	CPR				Annual Salary Adjustment	Approved	>
EAA-1-0120230022795966	30/09/2023	CPR				Earnings Adjustment	Approved	>
EAA-1-0120230022795850	29/09/2023	CPR				Earnings Adjustment	Approved	>

Step (8) After submitting the transaction, you will have the ability to view it and monitor its status. Please note that the transactions will be subject to review by the back office before the final approval is granted.

3rd: Updating the salaries for a group of workers

1. Salaries File Export

This service allows employers to export comprehensive salary details records for active workers. Employers have the flexibility to select a specific period, including the month and year, for which they want to retrieve the records. The system will gather all the pertinent information for active workers within the chosen period, including salary details. Employers can then export the file and save it for making any necessary adjustments. Once the desired changes to the salary details have been applied, employers can utilize the file to upload it into the "Salaries File Update" service.
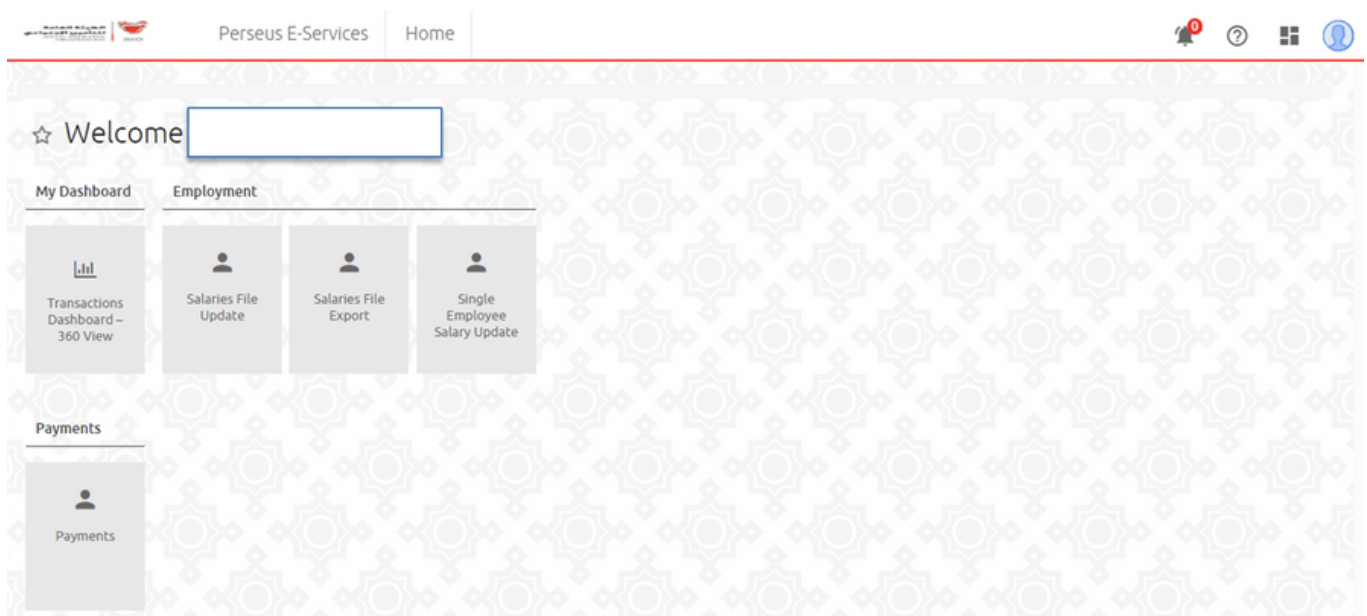
Step (1) In the home screen choose "Salaries File Export".

Step (2) Choose the type of update "monthly or yearly" and then choose the desired period, then press on "Search" button.

Please be aware that selecting the "Employment period" as January will result in this update being considered as an annual update, and contributions will be calculated accordingly. However, if you choose any other "Employment period" besides January, this update will be treated as a monthly update (for Tamkeen), and contributions will not be calculated based on it.

Step (3) Now you will be able to see all workers records for the period entered, to export the result press "EXCEL" button.

3rd: Updating the salaries for a group of workers.

2- Salaries file Update

This service allows employers to upload an updated version of the salary file, which contains modified wage details downloaded from the "Salaries File Export" service. This service enables employers to electronically record monthly and annual salary updates for their employees in accordance with applicable laws and regulations. It is important to accurately record the actual salary received by the employees, including all components subject to salary calculations. These components include basic salary, commission, percentage of sales or revenue, annual bonuses, and eligible allowances (such as social allowance, housing allowance, transportation or car allowance, telephone allowance, supervision allowance, shift allowance, and nature of work allowance). This ensures compliance with legal requirements and avoids any legal accountability. Please note that this service includes a system to detect any unrealistic wages.

During the annual update, work-related injury insurance and disability insurance contributions will be calculated based on all salary components specified in the file. However, during the monthly update, all salary components will be accepted for input, but end-of-service gratuity contributions will only be calculated based on the basic salary and social allowance.

please consider the following points:

- Only use the file downloaded from the "salaries file export" service.
- Employers have the option to remove any records from the file.
- Salary increases should not exceed 40%.
- Salary decreases are not permitted.
- Adding or removing columns is not allowed.
- Do not modify the column headers in the file.
- Avoid updating the CPR number, employee name, or Total Previous Earnings.
- Ensure that the Total Allowances Amount does not exceed the Basic Salary.
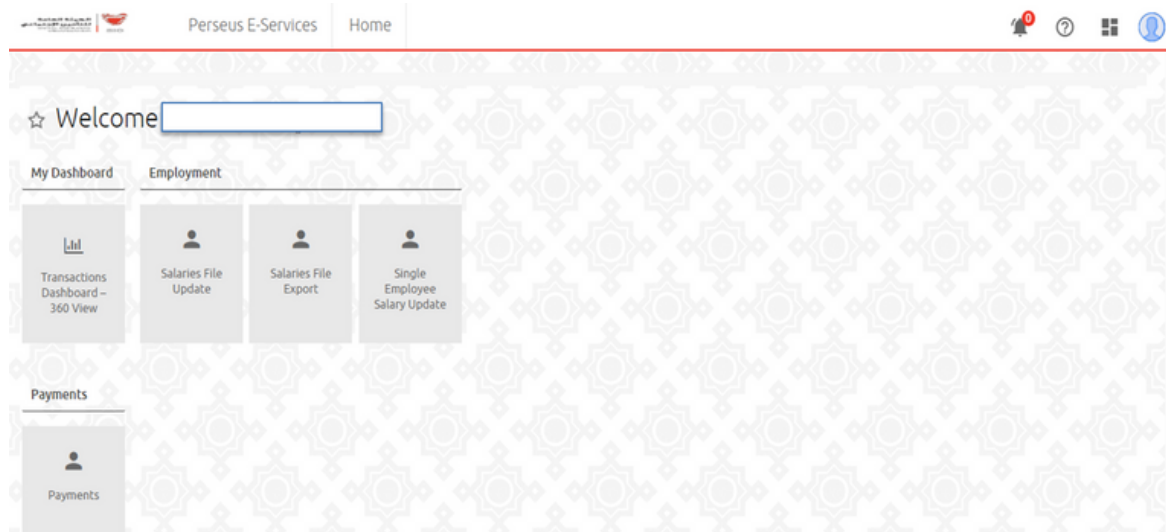
Step (1) Go to "Salaries File Update".
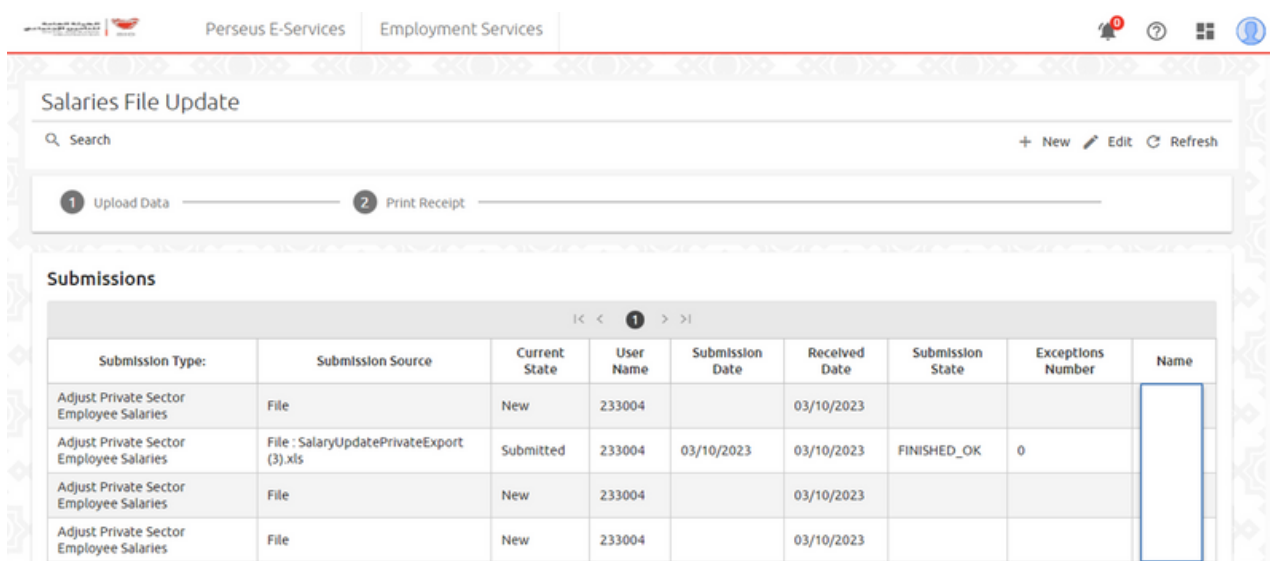
Step (2) On this page, you will find a comprehensive overview of all previous submissions, including their status and other file details. To initiate a new submission, click on the "New" button.

Step (3) On this page, the employer can select the type of update, either "monthly" or "yearly." Then, they can choose the desired period, which should match the previously chosen period when downloading the file. Then click on "Save" button.

Step (4) On this page, the employer can select the recently entered submission and proceed by clicking on "Next" button.

Step (5) click on "Choose" button and then select the file that needed to be uploaded. Then click on "upload" button.

Step (6) Once the file finishes uploading, on this page, the employer can view all the errors present in the file, as well as the correctly updated records.

Step (7) The employer can proceed with the submission of the file. It's important to note that records with errors will not be reflected in the system. Once the employer is satisfied with the changes, they can click on the "Submit" button.

Step (8) After clicking the "Submit" button, a confirmation message will appear, indicating that the submission has been successfully completed.

Thank you for your cooperation
Best luck