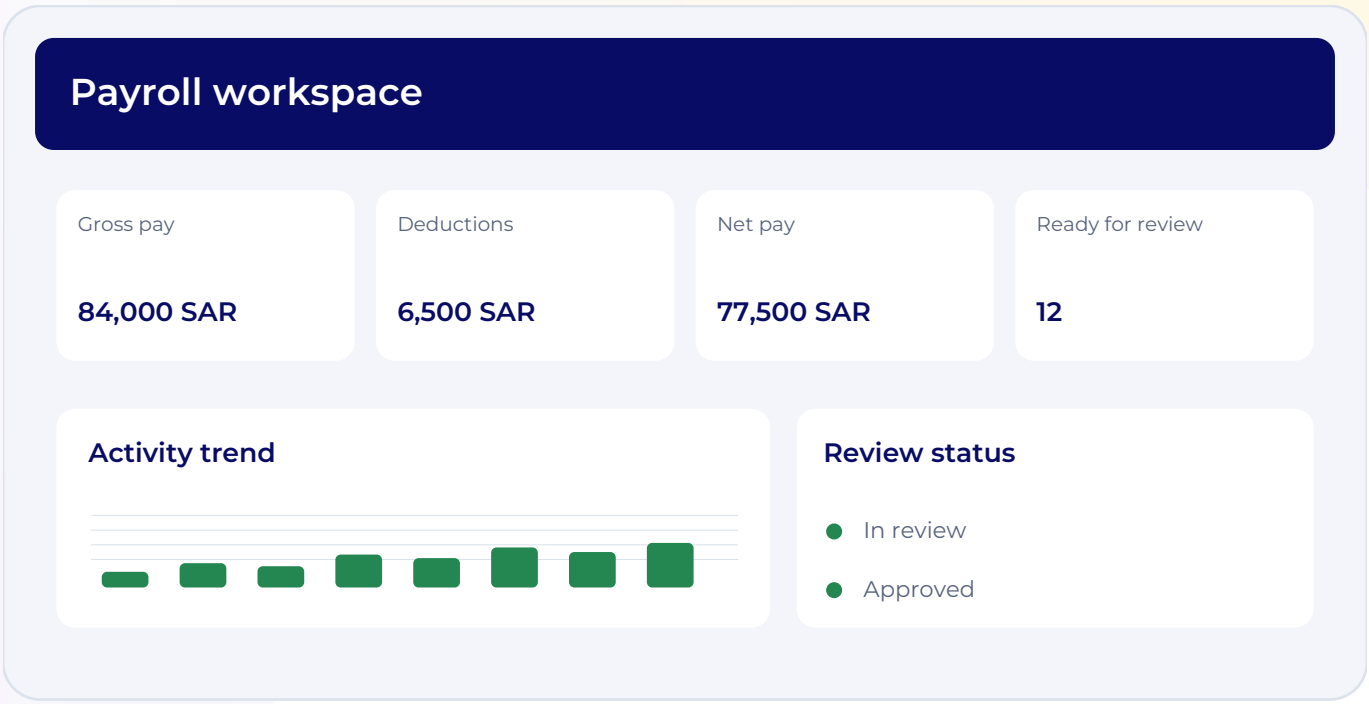
Araiqa
Simplify.Elevate. أرايقة

Payroll Management

# Payroll
الرواتب

## Explain each payslip, from gross pay to net

Bring attendance, earnings and deductions into a reviewable pay run. Reconcile changes, collect approvals and prepare the outputs for employees, finance and the bank.




Product interface illustration. Sample data, not customer results.

THE BUSINESS VIEW

# Gross pay. **Net pay.** See what **changed.**

Two payslips can show different net amounts even when the basic salary is unchanged. Trace attendance adjustments, allowances and deductions in the preliminary run, then review the difference before preparing the employee's payslip and the bank file.

THE BUSINESS VIEW

# A payroll figure with a clear explanation

When an employee asks why net pay changed, the payroll team needs more than the final amount. Araiqa Payroll brings together the earnings, attendance adjustments, deductions and loan instalments behind the figure. A preliminary run gives branch and finance reviewers a chance to resolve differences before finalizing payslips, journals and the bank file.

Payroll
الرواتب

**Connected records. Clearer decisions.**

## Built around your team

- Payroll administrators
- Branch and HR approvers
- Finance controllers

WHY IT MATTERS

# Four reasons to work differently

1

## Trace gross pay to net pay

See how base salary, allowances, overtime, deductions and loan instalments contribute to the result. A reviewer can explain the change rather than relying on a single total.

2

## Check differences before the final run

Compare the preliminary payroll with the previous period and investigate unexpected movements. Branch and finance managers can review the figures before approval instead of working backwards from issued payslips.

3

## Run branches, then consolidate

Process a branch or department separately where the organization requires it, then consolidate the results for reporting. Keep local review responsibilities without losing the broader payroll picture.

4

## Prepare distinct downstream outputs

The employee needs a payslip, finance needs a journal and the bank needs an appropriate transfer file. Prepare each output from the approved payroll result for its intended recipient.

CAPABILITIES

# Capabilities that connect

01 **Earnings and attendance adjustments**

Bring basic salary, grade allowances and bonuses into the calculation. Use configured attendance inputs for overtime, absences and shift differences rather than re-entering time totals for the pay run.

02 **Deductions and instalments**

Apply configured statutory and other deduction rules, together with scheduled loan or advance instalments. Show their effect alongside earnings so reviewers can trace the employee's net pay.

03 **Monthly schedule and ownership**

Set the attendance cut-off and sequence preliminary processing, reconciliation, approval and finalization. Dates and responsible roles help the team distinguish work in progress from a completed pay run.

04 **Branch runs and variance review**

Run payroll by branch or department, inspect differences against the previous period and consolidate reporting. Give branch and finance approvers a common set of figures to review before sign-off.

05 **Saudi payroll rule configuration**

Configure relevant social insurance, end-of-service and leave pay rules for the workforce. Prepare the applicable Wage Protection System bank file and validate the format for the receiving bank.

06 **Payslips and finance journals**

Publish itemized payslips to employee self-service after the final run. Send payroll journals to the connected finance module for reconciliation and reporting, separately from bank file delivery.

THE OPERATING WORKFLOW

# A payroll cycle with a review before release

The dates and owners depend on your organization. The sequence separates calculation, approval, employee communication and bank processing.

1

## Close the time inputs

Check attendance, leave, overtime and relevant shift information, then close the inputs for the period according to the agreed payroll calendar.

2

## Build the preliminary run

Calculate earnings and deductions from the configured rules and employee records. Inspect the preliminary result before treating any figure as final.

3

## Reconcile the differences

Compare the run with the previous period, identify the employee or branch affected and resolve exceptions with the responsible reviewer.

4

## Approve and finalize

Route the reviewed figures to branch and finance approvers. Complete the final run and prepare the bank transfer file in the agreed format.

5

## Deliver the outputs

Publish itemized payslips and post the connected journals. Submit and confirm the bank file through the organization's banking process.

### Connected to the wider business

Attendance and leave → payroll calculation / Approved pay run → employee self-service payslips / Payroll journal → financial reconciliation / Bank file → separate banking workflow

VISIBILITY THAT COUNTS

# Clarity for the next decision

## Why did net pay change?

Compare earnings, overtime, deductions and loan instalments with the prior period to isolate the item responsible for the difference.

## Is this branch ready to approve?

Check the attendance cut-off, preliminary run and unresolved variances before asking the branch or finance manager to sign off.

## Which figure reaches the ledger?

Review the payroll journal from the approved run in the connected finance workflow and use it for reconciliation and reporting.

## Has the bank paid employees?

Preparing the transfer file is not confirmation of payment. Check acceptance and settlement through your bank's separate processing arrangements.

IN PRACTICE

# An unexpected change in a branch pay run

Illustrative example: a branch reviewer sees a higher overtime amount in the preliminary run. The payroll administrator traces it to attendance and shift inputs, checks the difference with the manager and reconciles the run. After approval, the employee's payslip shows the relevant earnings and deductions, while finance receives the journal for its own reconciliation.

1

**The changed item is identifiable**

2

**Approval follows reconciliation**

3

**Payslip and journal share the approved basis**

### Configured around your requirements

Confirm applicable rules, employee classifications, bank formats, module access and test results before production. A generated file is not evidence of payment, acceptance or regulatory approval.

Illustrative workflow, not a customer case study.

YOUR NEXT STEP

# Start with your workflow

## A focused onboarding journey

1
### Scope
Agree workflows and priorities.

2
### Configure
Prepare data, roles and rules.

3
### Validate
Check outputs and responsibilities.

4
### Launch
Confirm readiness and support.

## A little more clarity

### Can departments have separate payroll runs?
Yes. Payroll can be processed by branch or department and consolidated into a report. Define the branch structure, review roles and period cut-offs during setup.

### Does producing a WPS file complete payment?
No. Payroll prepares the file for the configured workflow. Confirm the supported file format, submission arrangements and acceptance with the receiving bank and responsible team.

### What should we test before the first live run?
Use anonymized examples covering normal pay, overtime, a loan deduction, leave and a final settlement. Reconcile payslips, journals and the configured bank file against expected results.

### Explore the right setup with Araiqa

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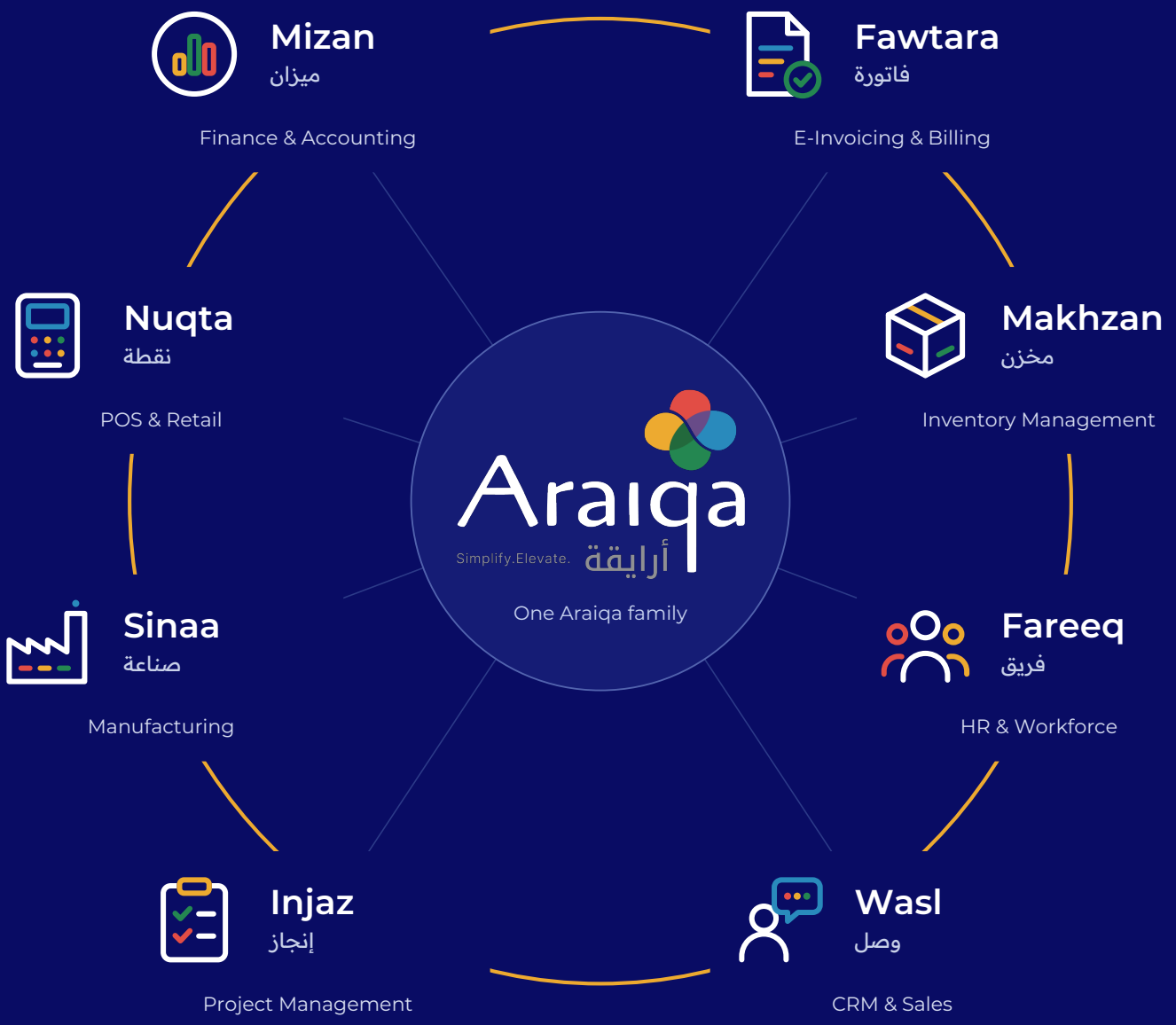
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Explore Payroll