



الهيئة العامة للتأمين الاجتماعي
Social Insurance Organization

SIO's
new system
Taminat

Employer's guide to **updating wages**

Updating wages for a group of employees

02

Update wage file

01 Updating wages for a group of employees

Update wage file



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Updating wage folder

- This service allows employers to download an undated copy of the wages file, which contains the details of the amended wages that were downloaded from the "Download Wages File".
- This service enables the employer to record the monthly and annual update of employee wage data electronically in accordance with the laws in force in this regard.

02 Updating wages for a group of employees

Update wage file



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When updating the wage file, please take the following points into consideration:

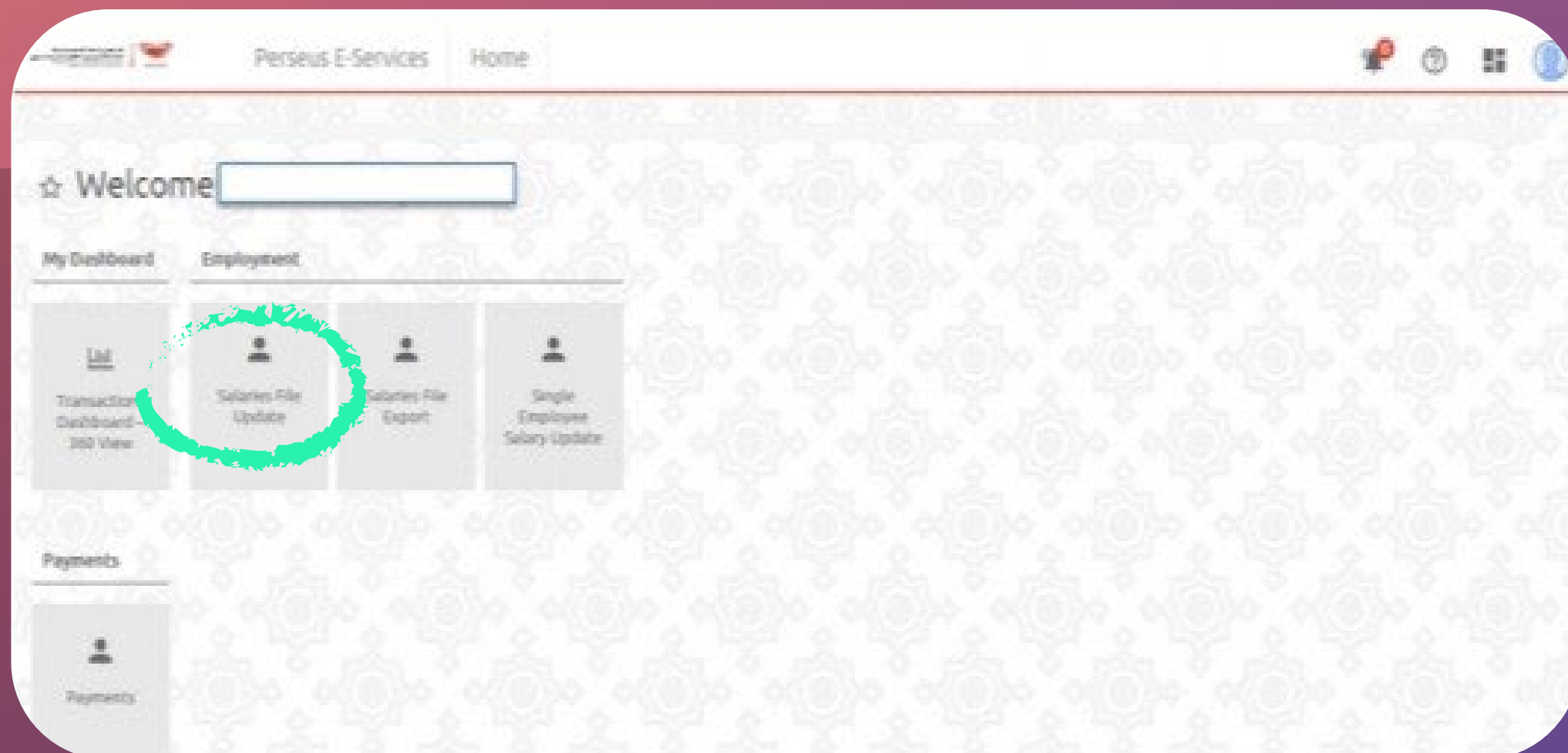
- Use the file downloaded from the "Wage File Download" service only.
- Employers can remove any records from the file.
- The wage cannot be increased more than 40% through this service.
- The wage cannot be reduced through this service.
- It is not permissible to add or remove any columns.
- Do not modify the column headings in the file.
- Avoid updating the personal number, employee name, or total previous salaries.
- Make sure that the total amount of allowances allowed does not exceed the basic salary.

03 Updating wages for a group of employees

Update wage file



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To learn how to register, please see ([Employer's Guide to Accessing the New "Taminat" System](#))

Then click on "[Update Wages File](#)"

04 Updating wages for a group of employees

Update wage file



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Salaries File Update

Search

1 Upload Data 2 Print Receipt

Submissions

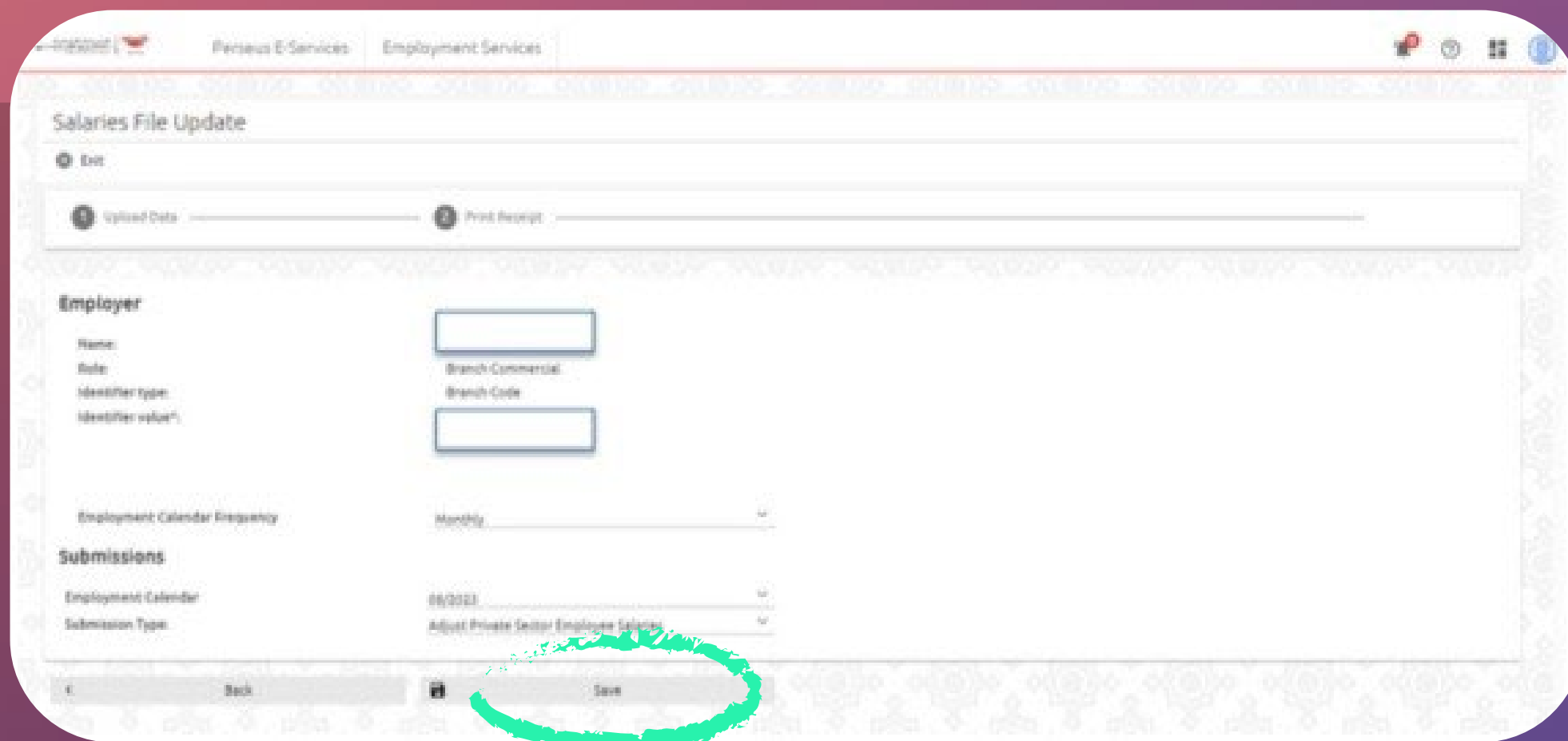
Submission Type	Submission Source	Current State	User Name	Submission Date	Received Date	Submission State	Exceptions Number	Name
Adjust Private Sector Employee Salaries	File	New	233004		03/10/2023			
Adjust Private Sector Employee Salaries	File :SalaryUpdatePrivateExport (3).xls	Submitted	233004	03/10/2023	03/10/2023	FINISHED_OK	0	
Adjust Private Sector Employee Salaries	File	New	233004		03/10/2023			
Adjust Private Sector Employee Salaries	File	New	233004		03/10/2023			

On this page, you will see data for all previous transactions, including their status and other details

To start a new submission, click the “**New**” button

05 Updating wages for a group of employees

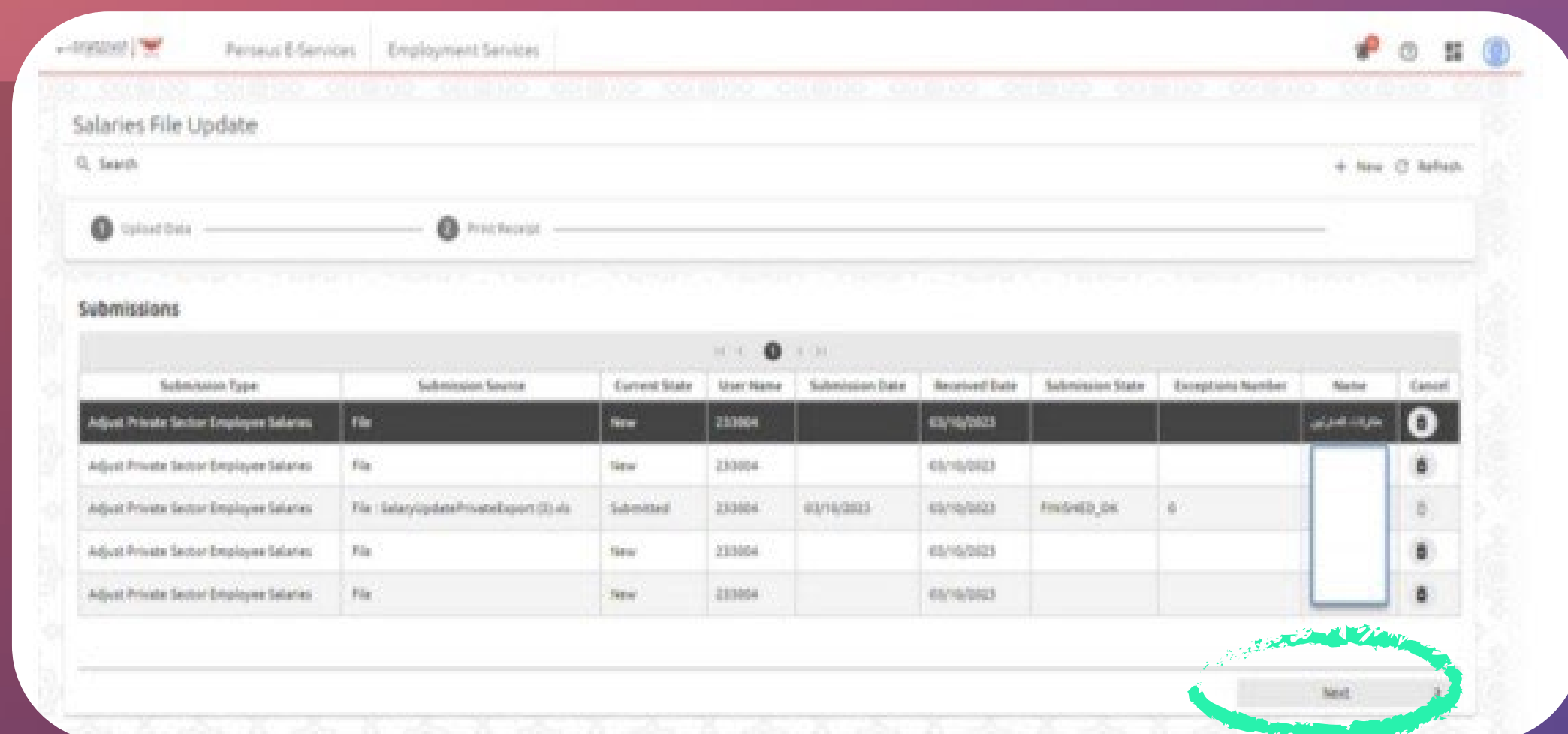
Update wage file



On this page, the employer can choose the type of update, whether "monthly" or "annual", then he can choose the required period, which must match the period that was previously chosen when downloading the file, then press the "Save" button.

06 Updating wages for a group of employees

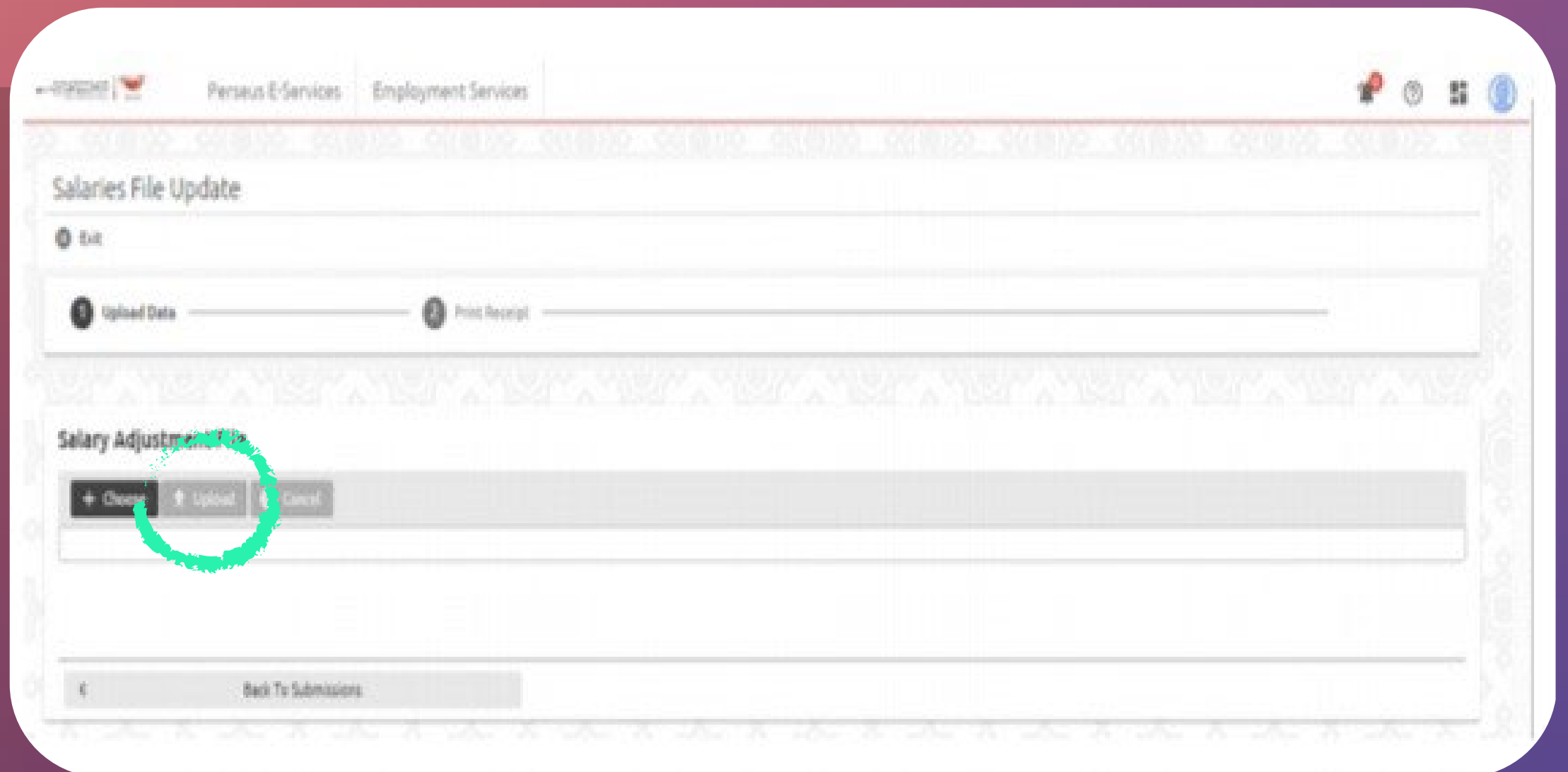
Update wage file



On this page, the employer can choose the newly entered application file and continue by clicking the "Next" button

07 Updating wages for a group of employees

Update wage file



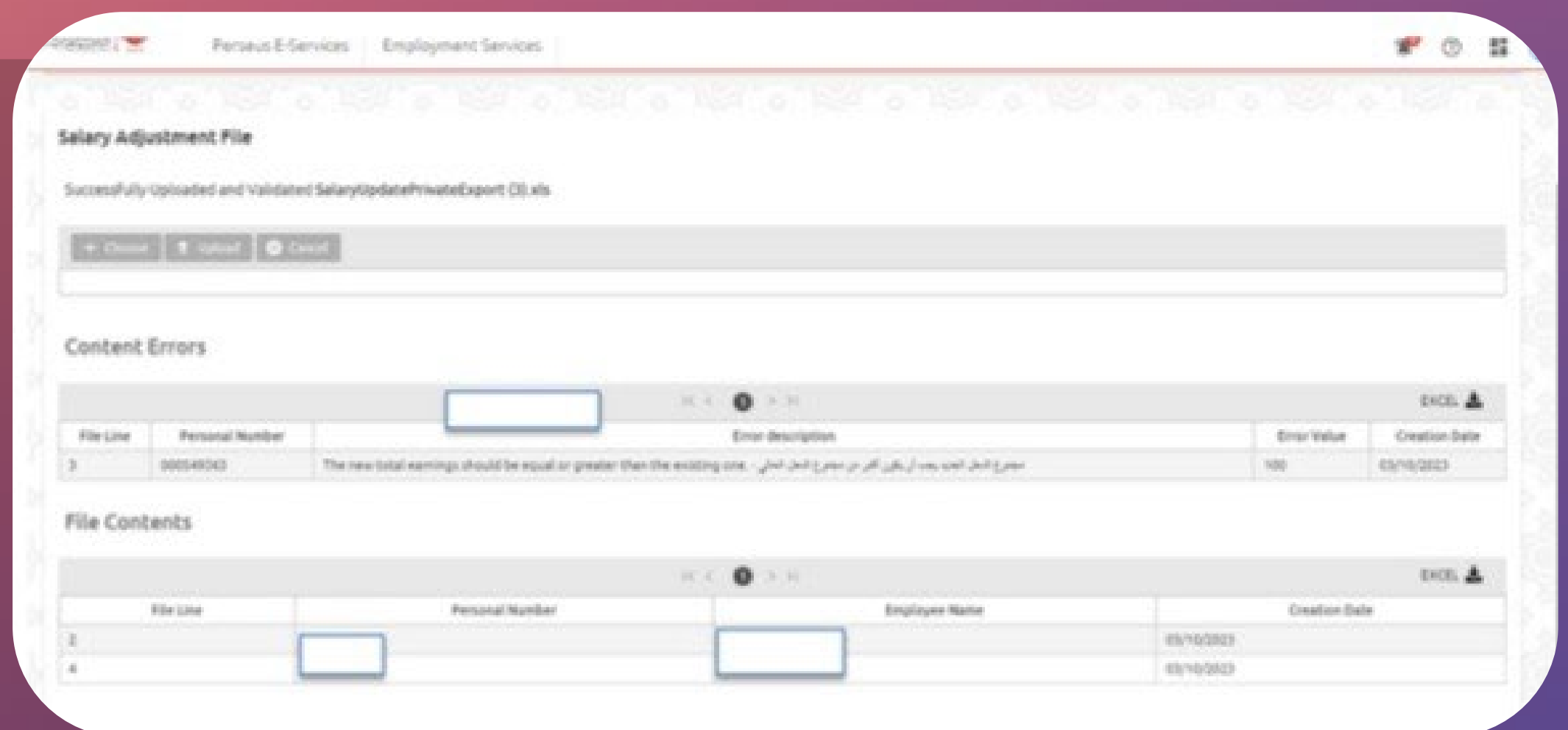
Click the “**Choose**” button, then select the file that should be uploaded, and then click the “**Upload**” button to upload the file

08 Updating wages for a group of employees

Update wage file



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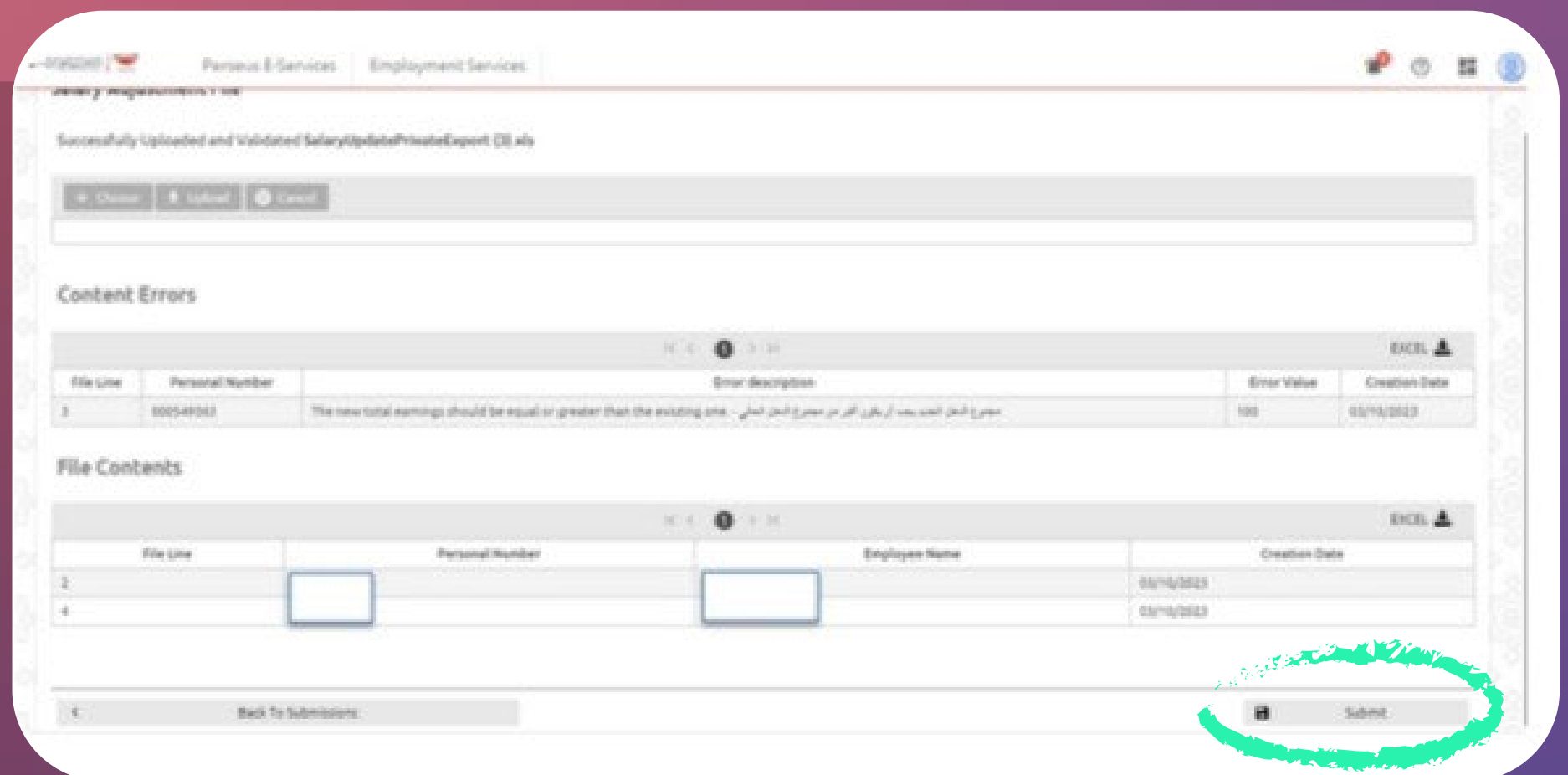
After the file has finished uploading, employers can view all the errors in the file, as well as the correctly updated records

09 Updating wages for a group of employees

Update wage file

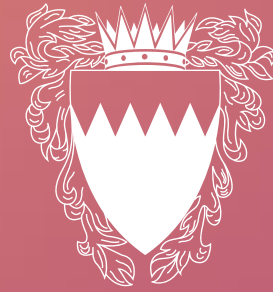
The employer can follow up by sending the file

It is important to note that records containing errors will not be present in the system. If the amendments are approved, the employer can click the **Submit** button



After that, a confirmation message will appear indicating that the sending process was completed successfully

The status of the file can be viewed through the submissions list. Upon completion of the download, the status of the submission will appear as **finished_ok**



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For more information,
please contact the call center on

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you can book an appointment via
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