

الهيئة العامة للتأمين الاجتماعي
Social Insurance Organization

SIO's
new system
Taminat

Employer's guide to **updating wages**

Update one employee's salary

01

01 Update one employee's salary



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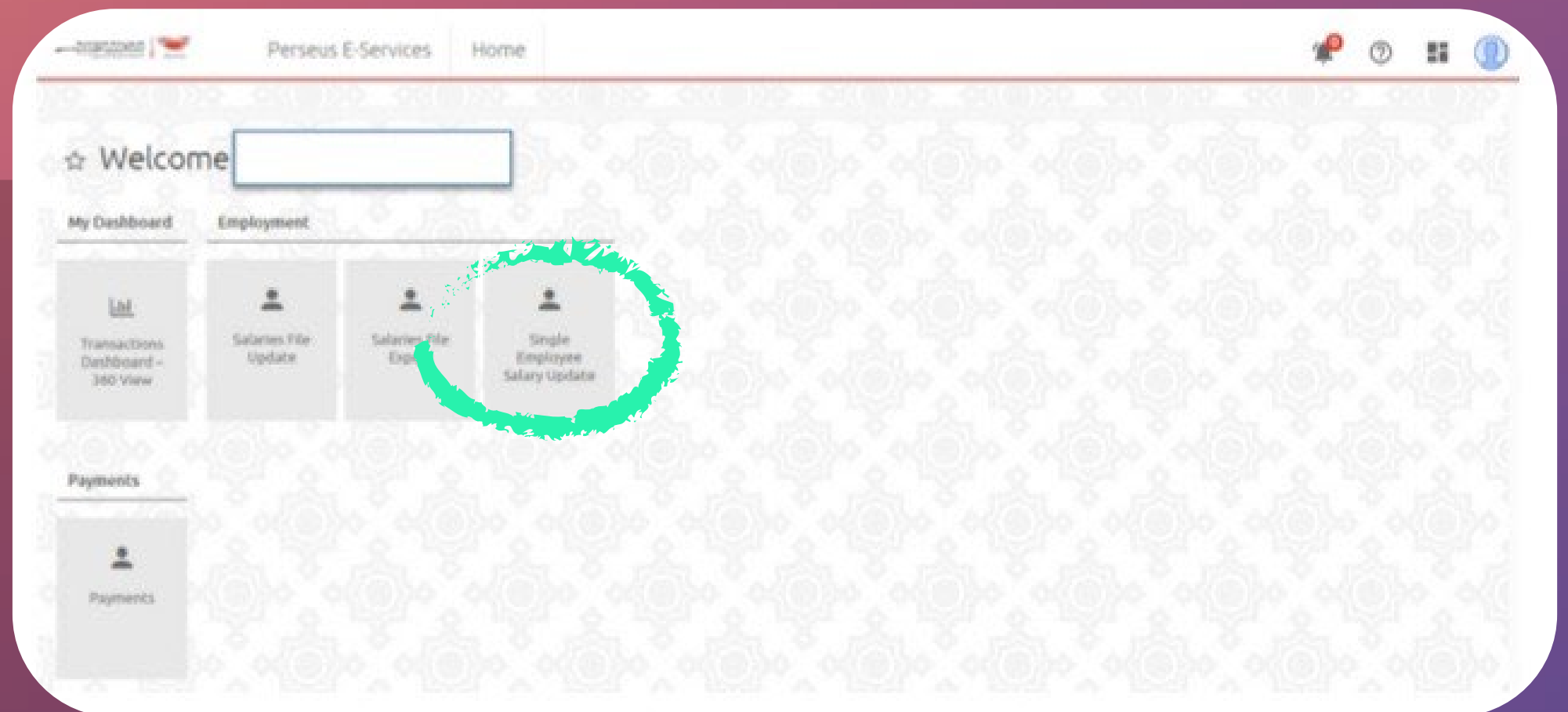
Please pay attention to

- The importance of recording the actual wage, including all the elements of the subject wage, which are the basic wage, commission, percentage of sales or revenues, and the annual bonus and subject bonuses, to avoid any legal accountability.
- This service is equipped with a system to detect any unrealistic fees.
- In the event of an annual update, the work injury and unemployment insurance contributions are calculated on all wage elements specified in the file.
- In the event of a monthly update for foreigners, all wage components will be accepted, but the end-of-service gratuity contribution (indemnity) will be calculated on the basic wage and social allowance only.

02 Update one employee's salary



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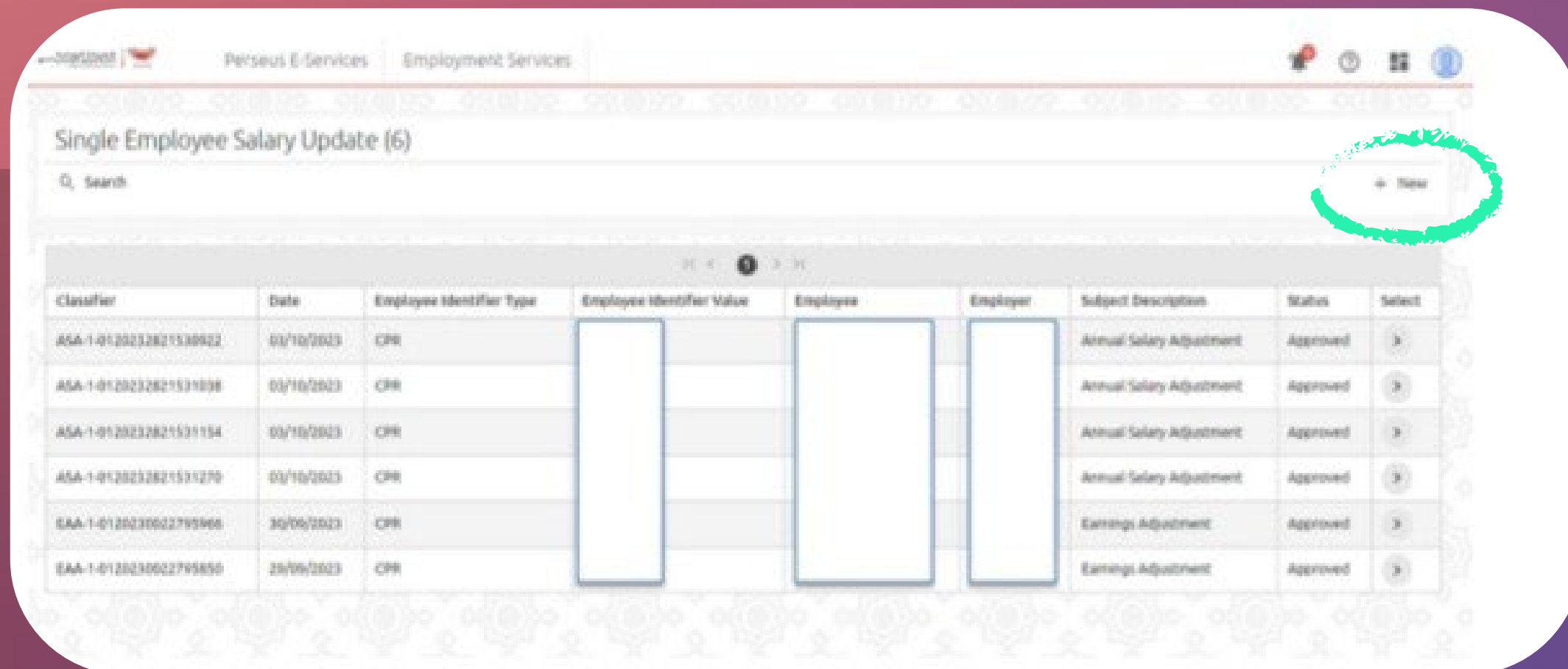


Log in to the electronic system,

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

Then click on "[Update employee wage](#)"

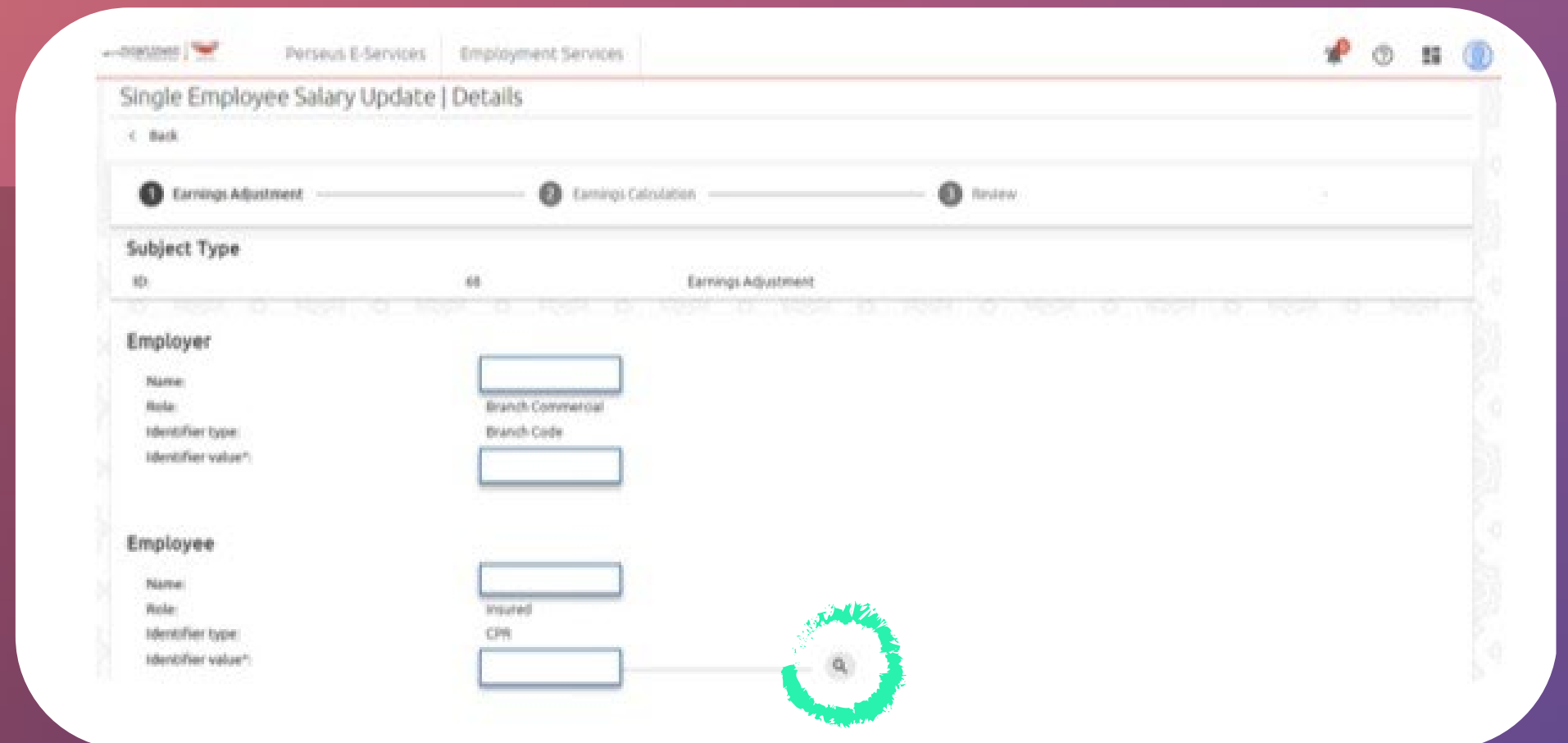
03 Update one employee's salary



On this page you will find a comprehensive review of all previous operations

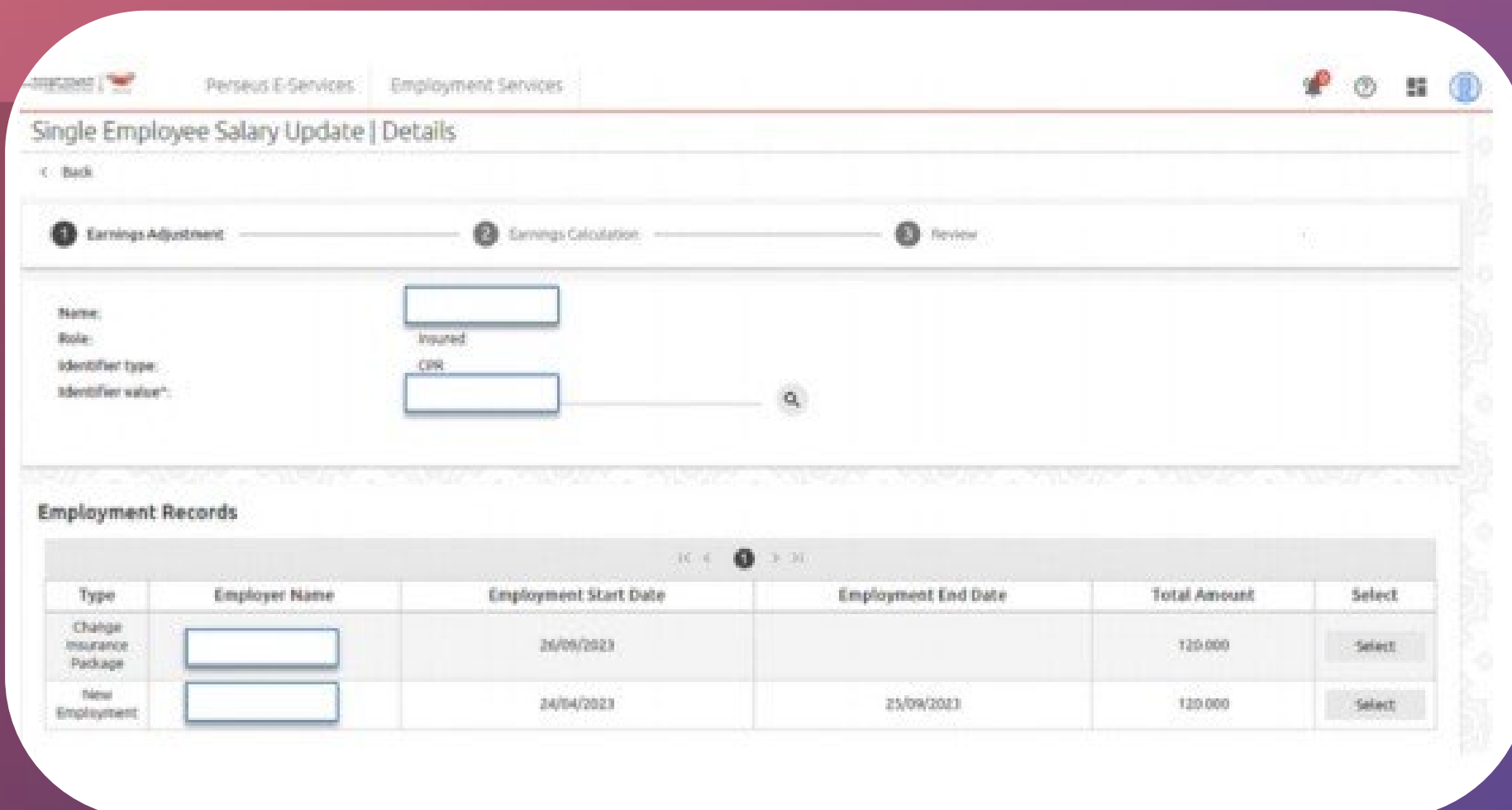
To start updating the wages, click on the "New" button

04 Update one employee's salary



Search for the employee whose wages you want to update by entering the personal number in the field designated for that, then press the “**Search**” button

05 Update one employee's salary

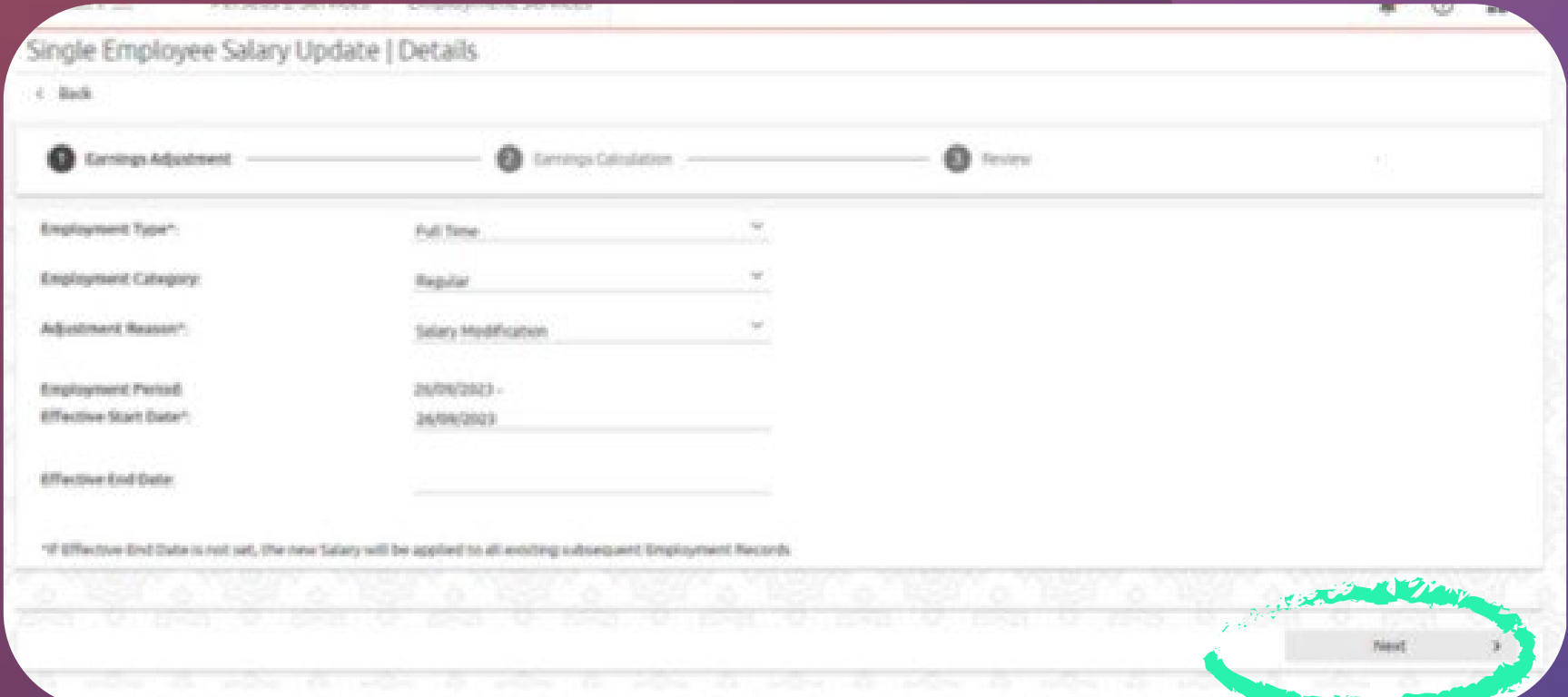


Type	Employer Name	Employment Start Date	Employment End Date	Total Amount	Select
Change Insurance Package	<input type="text"/>	26/09/2023		120 000	Select
New Employment	<input type="text"/>	24/04/2023	25/09/2023	120 000	Select

On the same page, you will be able to view the employee's work records. To make changes, you can renew the required work period by clicking the "Select" button

06 Update one employee's salary

On this page, please choose the reason for the modification and specify the effective date of the change. After making your choices, click the “Next” button to continue



Single Employee Salary Update | Details

← Back

1 Settings Adjustment 2 Settings Calculation 3 Review

Employment Type: Full Time

Employment Category: Regular

Adjustment Reason: Salary Modification

Employment Period: 26/06/2023 - 26/06/2023

Effective Start Date: 26/06/2023

Effective End Date:

*If Effective End Date is not set, the new Salary will be applied to all existing subsequent Employment Records

Next

- If the update date is chosen in the month of **January**, this update will be considered **annual**, and subscriptions will be charged for it. However, if any update date **other than January** is chosen, it will be considered This update will be considered **monthly** (for Tamkeen) and subscriptions will not be charged for it

07 Update one employee's salary



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Perseus E-Services | Employment Services

1 Earnings Adjustment | 2 Earnings Calculation | 3 Review

Adjustment Earnings

Earnings

Date	Earning Type	Amount	Select
26/09/2023	Basic Salary	120,000 BHD	<input type="checkbox"/>
26/09/2023	Social Allowance	10,000 BHD	<input type="checkbox"/>

*Basic Salary and Social Allowance Only will be used for the Non-Bahraini indemnity invoice

Back | Next

To modify the employee's wage, make the necessary adjustments. If you need to add any additional bonuses, click the "New" button. Once you have finished adding all the changes, click the "Next" button to continue

08 Update one employee's salary



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Code	File Name	Type	Comments	Select
1100		Contribution payments copy		>
1101		Copy of termination reason letter		>
1700	amwaj.org	Employment contract or official salary grading certificate		>
1701		GCC Termination Form		>
17011		Copy of Bahraini Passport		>

Back Submit

After continuing, you will find a section displaying the supporting documents required to complete the process. You must choose the type of attachment required and then attach it. After completing, click the "Submit" button to complete the process

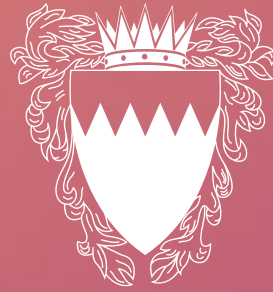
09 Update one employee's salary



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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-1-0120230022795950	29/09/2023	CPR				Earnings Adjustment	Approved	>

After submitting the application, the employer can follow up on the status of the application, knowing that the process will be reviewed by the relevant department before the final approval is granted



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For more information,
please contact the call center on

17000707

you can book an appointment via
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