



Sesame Advanced

HR Starter

Professional Plan

Enterprise Plan

Salary in advance

Offer your team the possibility to receive a percentage of their salary in real time

File for the admin

Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain how **“Salary in advance”** works and how you can start using this tool in your dashboard.

We will take you step by step, so don't worry. We are here to help you with whatever you need!

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1. Complete the bank account opening process to start using Salary in advance

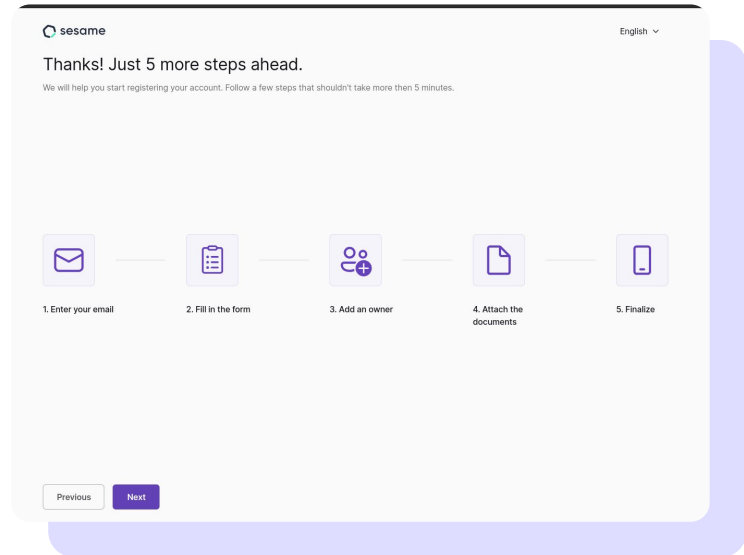
Salary in advance provides your team the possibility to **advance their accrued salary** (the salary that employees have already generated) **in real time and directly from Sesame.**

In order to provide salary advances to your team you need to transfer funds to your **Wallet**. Here is where you can manage your tools' and their balance.

First, you will need to start the bank account opening process. Follow all the detailed steps in the tool and attach the required documents. Take into account that **to carry out this process you must be a company's legal representative or proxy** and upload the required documents.

If you are the Company's legal representative: Attach the Ultimate Beneficial Owner Declaration (UBO) and the Affidavit.

If you are the proxy of your company: Attach the Ultimate Beneficial Owner Declaration (UBO), the Affidavit and the legal representative ID.

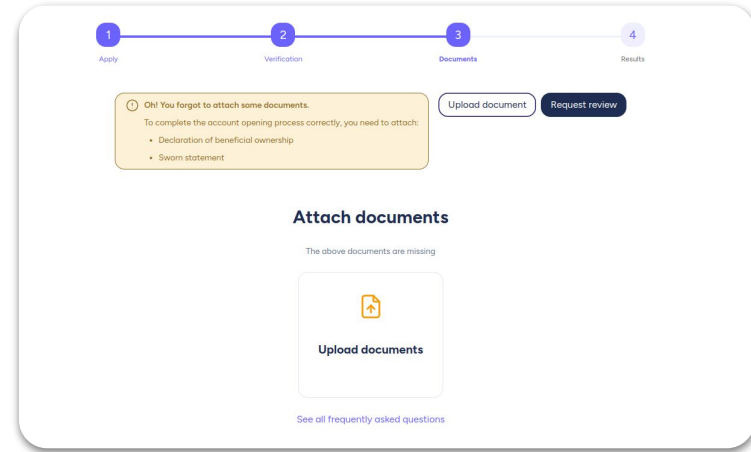


1.1 Your bank account opening process is “Pending verification”

Once you have filled in the information and attached the documents, the status will change to **"Pending verification"**.

If the system detects any error or missing documents, you will be notified and you will be able to upload them again from **"Documentation"** status. Remember to click on **"Request review"** once you have uploaded the files.

When all your documents have been verified, you can start to manage Wallet. In case your application has been declined, start again to open your bank account.



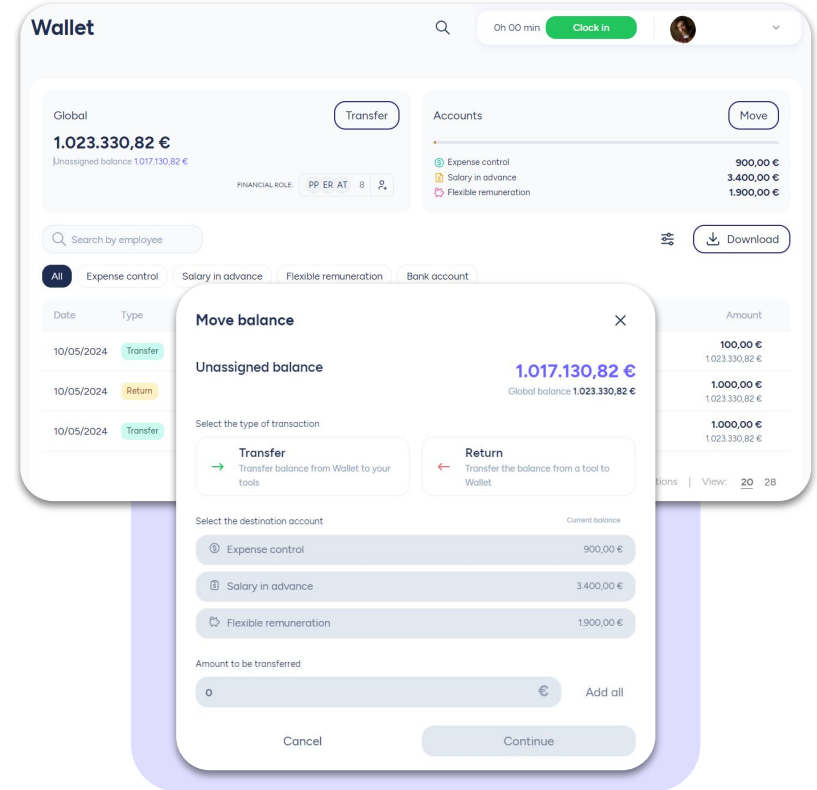
2. Wallet

If you have reached this point, **you have successfully completed the account opening process!**

Now it is time to manage **Wallet** so you can **provide funds to your Salary in Advance tool**. Click on **"Go to Wallet"** from the Salary in Advance main view.

Once you are in Wallet, you will be able to **transfer and move money**.

- **Transfer:** Transfer money from your bank account to **Wallet**. The tool will show you the IBAN where you can make the transfer.
- **Move:** Once you have balance available in your Wallet, **move money from your Wallet to Salary in Advance**. Your employees will then be able to start requesting advances. In addition, you can also move money to all the financial or benefits functionalities that you have hired with Sesame (Salary in advance or Expense control).



3. Salary in Advance

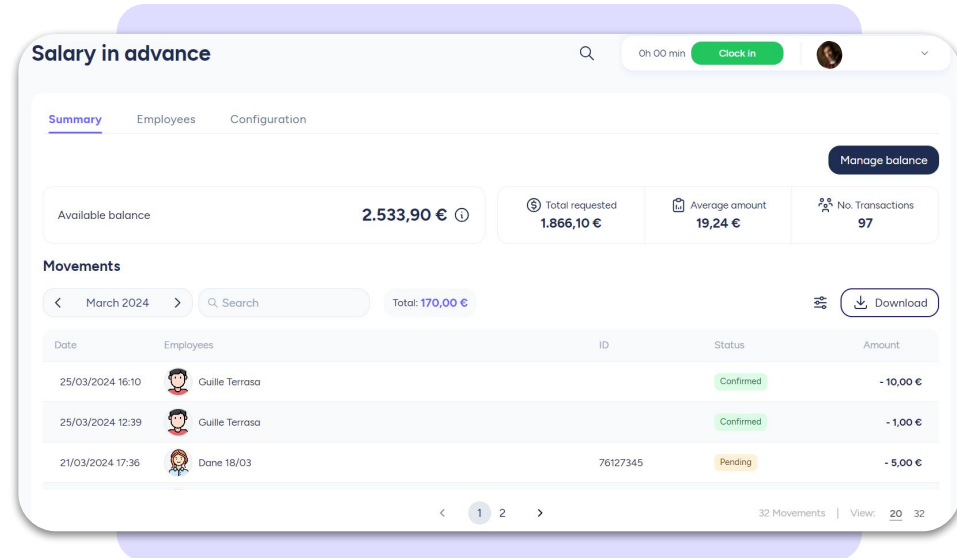
As a **Higher role**, from **Summary** you will be able to see relevant information of your employees with access to Salary in Advance:

- **Employee name**
- **ID**
- **Net monthly salary**
- **Status: Active, Deactivated or Termination**

You will also have visibility of the transactions in salary in advance.

Total requested: Total number of advances requested.
Average amount: Average amount of money requested.
Number of transactions: Number of transactions requested.

You will also **have access to detailed reports by transaction and employee.**



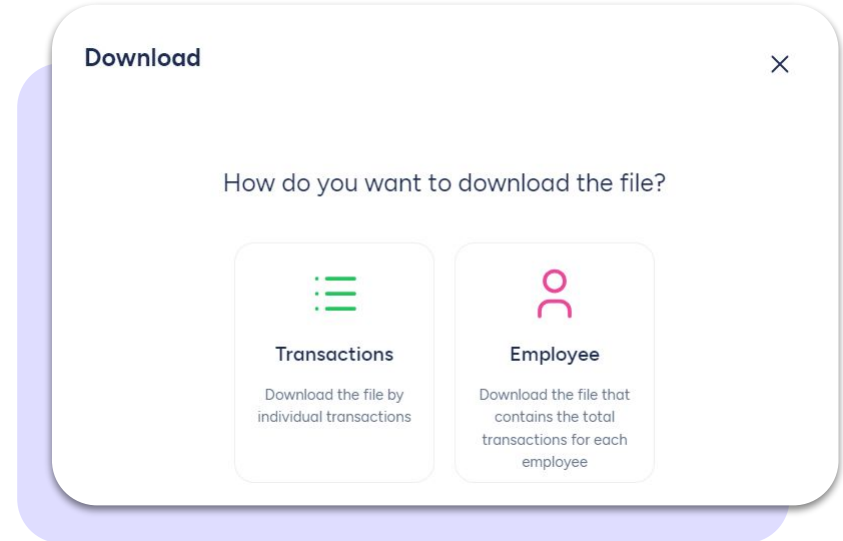
3.1 Download reports

For easier management of your employees' payroll and integration with your financial systems, we have implemented a functionality that allows you to download detailed reports.

Transactions: You will be able to download the file by individual transactions and share the information with your financial software.

Employee: You will be able to download the file with the total number of transactions made by each employee so you can manage your employees' payrolls easily.

Click on the report you want to download and click on "**Go to the list of latest reports**" to finish the download.



4. Employees

The Employee view is designed to show who can benefit from this feature, as well as to enable or disable their access.

Enabled: The employee will have access to the Salary in Advance tool both in the App and in the Sesame HR dashboard and will be able to request advances.

Disabled: The employee will not have access to the Salary in Advance tool, so they will not be able to request advances.

Termination: The employee who has been removed or disabled in Sesame will not have access to the Salary in Advance tool, so they will not be able to request advances.

By default, all employees will be disabled. You can enable or disable them all by clicking on **Employees >> Actions >> Enable employees >> Disable employees**. You can also do it individually by clicking on the 3 dots next to each employee and change their status: **Enable / Disable**.

The "Employees" view will also show you all employees who do not have a salary assigned. Remember that employees without an assigned salary will not be able to advance their salary.

The screenshot shows the 'Salary in advance' interface. At the top, there's a search bar and a 'Clock in' button. Below that, there are tabs for 'Summary', 'Employees', and 'Configuration'. A notification bar states '22 employees with no salary'. The main area contains a table of employees:

Employees	ID	Gross salary	Estado
adm centro	111113445	***** €	Active
AT Alex Test Docs	X0460423D		Active
Antonio Valencia	18156789Z		Active
Ariel Sesame Testing	59631057S		Active
Azorra test	93771993G	***** €	Active
Compañia Sesame	81124612R	***** €	Active

At the bottom, there's a pagination control showing '1 2 3' and a status '48 Employees | View: 20 40 48'.

5. Configuration

From Settings, you will be able to adjust the salary in advance periods based on the needs of your company and your employees.

General: From the "General" section, choose the start and end of the period in which advances can be requested. Just add the **start and end date**.

Limits on the use: Define the limits on the use of the tool and its transactions.

Maximum on the periodic salary: Set the percentage of money your employees can withdraw from their total monthly salary.

Maximum on the earned salary: Set the percentage of money that your employees can withdraw from the salary generated per day.

Maximum total amount to be withdrawn per period: Set the maximum amount your employees can withdraw.

Maximum transactions per period: Set the maximum number of transactions that can be made each period.

The screenshot shows a configuration panel with the following sections:

- General**
Frequency: Monthly
- Request period**
Indicate the day from which advances can be requested and the deadline to do so.
Start date: 1 (with up/down arrows)
End date: 29 (with up/down arrows)
- Limits on the use**
 - Maximum on the periodic salary**
Establish the maximum percentage that an employee can withdraw from their salary during the specified pay period.
Slider value: 60%
 - Maximum on the earned salary**
Establish the percentage of the balance that an employee can withdraw from their total gross salary earned to date.
Slider value: 75%
 - Maximum total amount to be withdrawn per period**
Establish the maximum total amount that an employee can withdraw from their salary during the specified pay period.
Slider value: 7196
 - Maximum transactions per period**
Set the limit of advances that can be requested within the assigned period.
Slider value: 20

Grow your company Empower your team!

Do you still have questions? In our help center you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: soporte@sesametime.com