



D A M S T R A

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Manage your Company – Bulk Payment

PRODUCT: Workforce Management

VERSION:

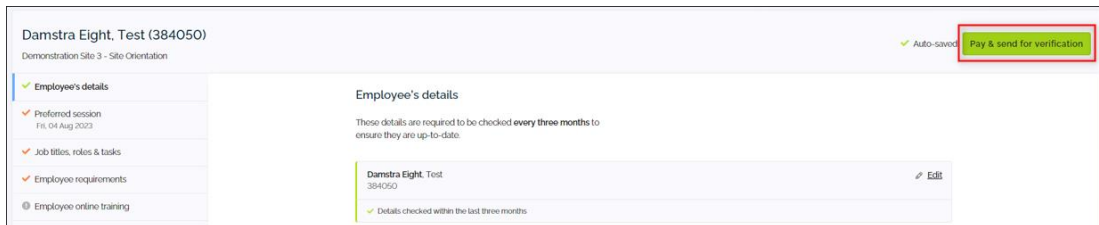
AUTHOR: J-pee De Guzman

APPROVED BY:

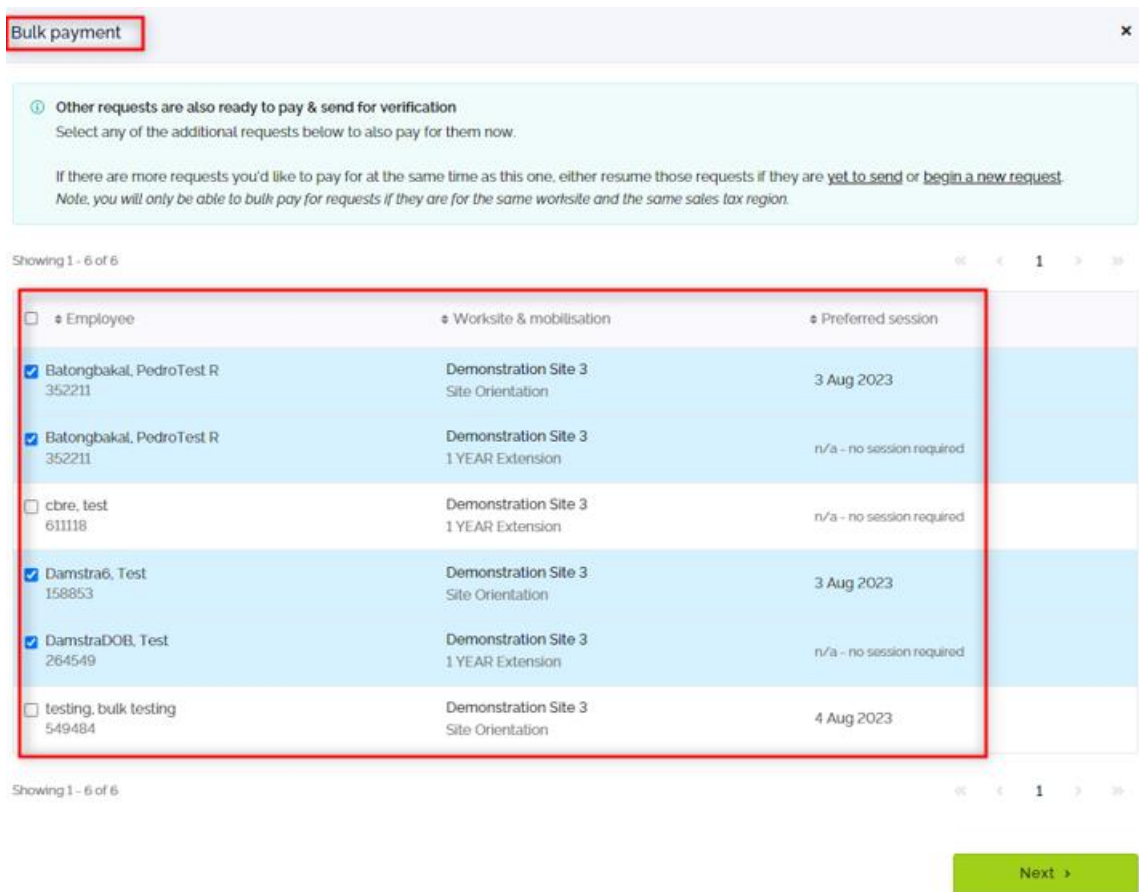
Bulk Payment

The bulk payment of mobilisations feature enables company administrators to select employees who have met all requirements other than payment and to complete payment for these employees in bulk.

1. Select pay and send for verification on any mobilization request with all employee requirements completed.



2. Bulk Payment window – other requests that are also ready to pay and send will be shown for selection.



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<input type="checkbox"/>	Employee	Worksite & mobilisation	Preferred session
<input checked="" type="checkbox"/>	Batongbakal, PedroTest R 352211	Demonstration Site 3 Site Orientation	3 Aug 2023
<input checked="" type="checkbox"/>	Batongbakal, PedroTest R 352211	Demonstration Site 3 1 YEAR Extension	n/a - no session required
<input type="checkbox"/>	cbre, test 611118	Demonstration Site 3 1 YEAR Extension	n/a - no session required
<input checked="" type="checkbox"/>	Damstra6, Test 158853	Demonstration Site 3 Site Orientation	3 Aug 2023
<input checked="" type="checkbox"/>	DamstraDOB, Test 264549	Demonstration Site 3 1 YEAR Extension	n/a - no session required
<input type="checkbox"/>	testing, bulk testing 549484	Demonstration Site 3 Site Orientation	4 Aug 2023

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Next >



You will only be able to bulk pay for requests if they are on the *Same worksite* and in the *Same Tax Region*

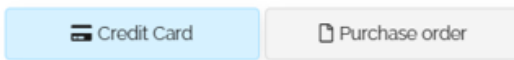
3. Select an additional request to pay for and click  button.

- All payment summary will show all payments for the selected employees for the same worksite and tax region.

Pay & send for verification ✕			
Employee	Worksite & induction, registration or training	Details of payment	Amount
Damstra Eight, Test 384050	Demonstration Site 3 Site Orientation	Late Booking Fee	AUD \$ 100.00
Batongbakal, PedroTest R 352211	Demonstration Site 3 Site Orientation	Fee Testing - until 31 Jul 2024	AUD \$ 100
Batongbakal, PedroTest R 352211	Demonstration Site 3 Site Orientation	Late Booking Fee	AUD \$ 100.00
Batongbakal, PedroTest R 352211	Demonstration Site 3 1 YEAR Extension	Face to Face Test Fee - until 31 Jul 2024	AUD \$ 100
Damstra6, Test 158853	Demonstration Site 3 Site Orientation	Late Booking Fee	AUD \$ 100.00
Service charge		AUD \$ 9.33	
GST		AUD \$ 30.20	
Total to pay		AUD \$ 342.46	

- You can select the payment method and provide the payment details.

Select a payment method



- Click the **Pay & send for verification** button to complete the request.