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» Cards Management

What can I find on this page?

On this page, you can manage payroll cards, by just choosing the operation type and entering the required information.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Replacement

In this section, you must enter you must enter the number of payroll cards to be replaced, as well as the current card number, as long as you have a stock available, as described below:

- Enter the card number in text field number 1
- Press the "Enter" key so that the cursor is placed in text field number 2. You can also By clicking in text field number 2 and type in the payroll card number.
- After performing the above action text field number 3 will display and so on until text field number 20.
- If you wish to delete a card number, By clicking "Remove" "-", which is to the right of each field
- Click the "Continue" located on the *Validation* screen.

2. Employee registration who already has a Banamex payroll card

In this section you can register the employees who have a Banamex payroll card. Just follow these instructions:

- Choose from the selection list, the work unit to which the employee belongs.
- Enter the employee's payroll card number in the *Card number* field.
- By clicking "Continue", the *Confirmation* screen will be displayed.

3. Re-assignment of work unit

In this section you can reassign work units to employees. To do so, simply follow these instructions:

- Enter the employee's payroll card number in the *Card number* field.
- Choose from the selection list, the new work unit to which the employee belongs.
- By clicking "Continue", the *Confirmation* screen will be displayed.

» Cards Management - Replacement - Validation

What can I find on this page?

On this page, you can check the results of the validation of the replacement of your payroll cards.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Card replacement

This section presents a summary of the replacement of your cards and is broken down as follows:

- Number: Records the consecutive number of movements.
- Card number: Displays the number of the current payroll card.
- Product type:
 - D Payment
 - Pagomatico
 - Company profile
 - Employee name: Displays the employee's name.
 - RFC: Displays the employee's RFC.

When there is an operation with an error, it will be reported in the "Error number" record, with its respective description. These operations will not be processed.

To repair the record with the error, click "Repair" , the capture where you can correct the error will be displayed.

To continue with the process of replacing payroll cards, clicking "Continue".

» Cards Management - Replacement - Data entry

What can I find on this page?

On this page, you should enter the new payroll card numbers for each of your employees.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Card Replacement

This section displays a summary with the numbers of the payroll cards to be replaced, also a text field where you must enter the new payroll card number for each record.

The information is broken down as follows:

- Number: You must enter the serial of the record number.
- Card number: Displays the payroll card number.

- Product type:
 - D Payment
 - Pagomatico
 - Company profile
- Employee name: Displays the employee's name.
- RFC: Displays the employee's RFC
- Replacement card: Text field where you must enter the new card number.

By clicking "Accept", the *Confirm operation* screen will be displayed.

» Cards Management - Replacement - Confirmation

What can I find on this page?

On this page, you can see the confirmation and details of the replacement of payroll cards.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Card replacement

- Total replacements: Displays the number of replacement cards.
- Number: Displays the serial number of the record.
- Card number: Displays the payroll card number.
- Product type:
 - D Payment
 - Pagomatico
 - Company profile
- Employee name: Displays the employee's name.
- RFC: Displays the employee's RFC.
- Replacement card: Displays the number of replacement card.

By clicking "Back", you will be sent to the previous *Entry of number of payroll cards* screen.

By clicking "Accept", you will be sent to the *Application of the operation* screen.

» Cards Management- Replacement - Application

What can I find on this page?

On this page, you can see the details and the authorization number of the application of replacement of the payroll cards.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Card replacement

- Applied replacements: Displays the number of replacements that were applied.
- Denied replacements: Displays the number of replacements that were denied.
- Total replacements: Displays the number of card replacements.
- Card number: Displays the payroll card number.
- Product type:
 - D Payment
 - Pagomatico
 - Company profile
- RFC: Displays the employee's RFC.
- Replacement card: Displays the replacement card number.
- Folio: Displays the folio number that was generated when applying the operation.

When there is an operation with an error, the error number and its corresponding description will be reported under the registration. These operations will not be processed.

» Cards Management- Employee with card registration - Confirmation

What can I find on this page?

On this page, you can see the confirmation and details of the registration of the employee with Banamex Card.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Registration data

- Card number: Displays the employee's payroll card number.
- Name of cardholder: Displays the employee's name.
- RFC: Displays the employee's RFC.
- Work unit: Displays the work unit to which the employee was assigned.

By clicking "Back", you will be sent to the previous *Cards Management* screen.

By clicking "Accept", you will be sent to the *Application of the operation* screen.

» Cards Management- Employee with card registration - Application

What can I find on this page?

On this page, you can see the details and authorization number of the registration of the application of the employee that has a Banamex Card

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Registration data

- Card number: Displays the employee's payroll card number.
- Name of cardholder: Displays the employee's name..
- RFC: Displays the employee's RFC.
- Work unit: Displays the work unit to which the employee was assigned..
- Date: Displays the date and time when the employee was registered.

» Cards Management- Re-assignment- Confirmation

What can I find on this page?

On this page, you can see the confirmation and details of the re-assignment of the work unit to which an employee belongs.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Registration data

- Card number: Displays the employee's payroll card number.
- Name of cardholder: Displays the employee's name.
- RFC: Displays the employee's RFC.
- Work unit: Displays the work unit to which the employee was assigned.

By clicking "Back",, you will be sent to the previous *Cards Management* screen.

By clicking "Accept", you will be sent to the *Application of the operation* screen.

» Cards Management- Re-assignment- Application

What can I find on this page?

On this page, you can see the details and the authorization number of the re-assignment of the work unit to which an employee belongs.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Registration data

- Card number: Displays the employee's payroll card number.
- Name of cardholder: Displays the employee's name..
- RFC: Displays the employee's RFC.
- Work unit: Displays the work unit to which the employee was assigned.
- Date: Displays the date and time when the employee was registered.