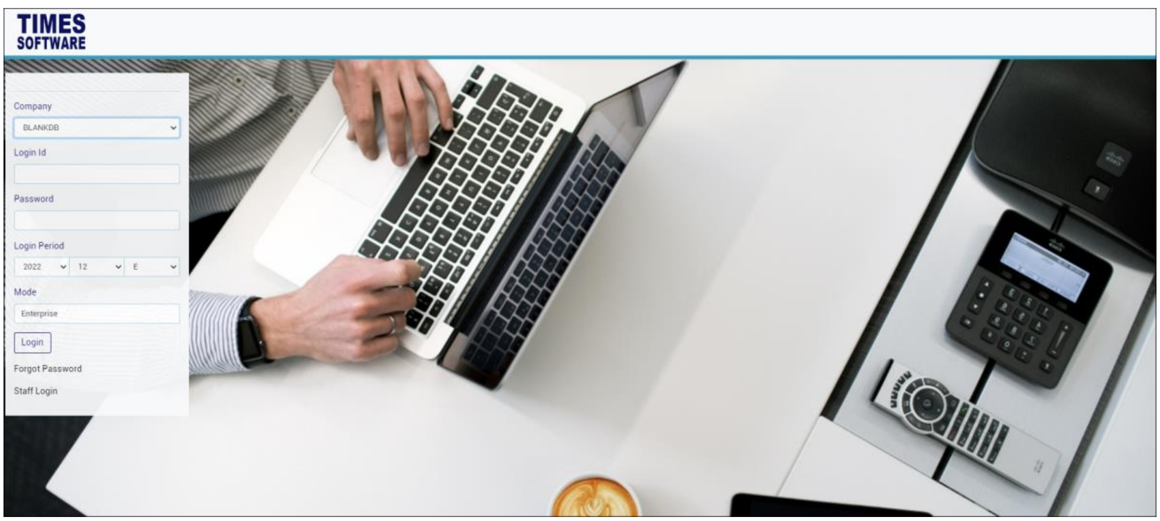
TIMES SOFTWARE

User Guide

TIMES PRO PAYROLL for WEB



TIMES SOFTWARE PTE LTD
Company Registration Number: 199804415D
10 Jalan Besar #14-01 Sim Lim Tower
Singapore 208787
Tel: (65) 6295-1998 Fax: (65) 6295-0998
Web Site: http://www.timesoftsg.com.sg

Updated by: Jason

Date: 11.09.2024

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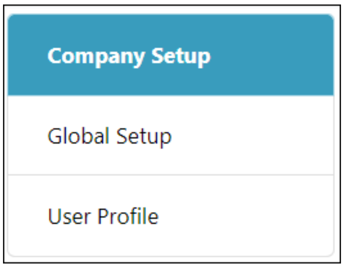
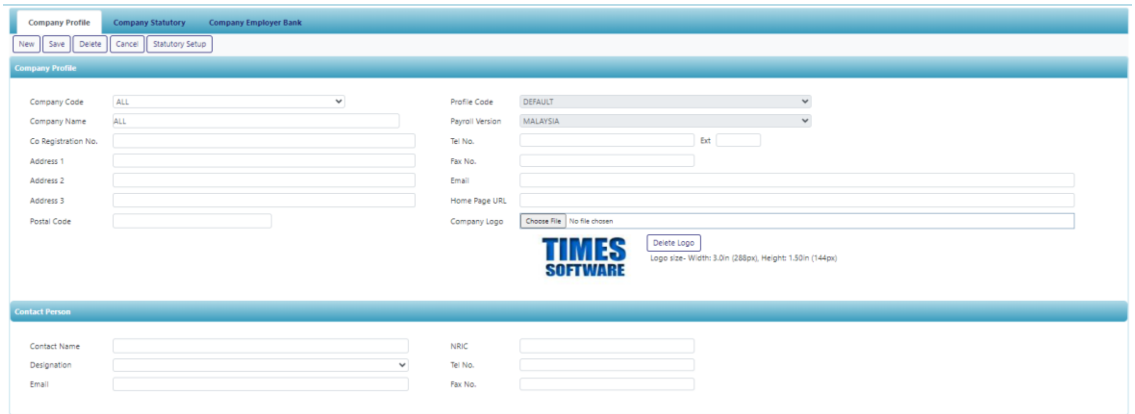
COMPANY SETUP



A. COMPANY SETUP

1. Company Profile

This section is for user to setup the company information.



New button	-	Create new company.
Save button	-	Save the newly created company/ latest changes on existing company.
Delete button	-	Delete company setup.
Cancel button	-	Cancel current changes.
Company Code	:	Use to define the group of employee belongs to. Input maximum of 12 alphanumeric. This is the required field which cannot be blank.
Company Name	:	Use to display the company name. Input maximum of 50 alphanumeric. This is the required field which cannot be blank.
Co. Registration No.	:	Input maximum of 25 alphanumeric.
Address 1	:	Company address. Input maximum of 40 alphanumeric
Address 2	:	
Address 3	:	
Postal Code	:	Display company postal code.
Profile Code	:	Only Default value in drop down list.
Payroll Version	:	Default value is Malaysia.

The information and screenshots in this manual are as correct at the time of printing. Times Software Pte Ltd reserves the right to change/amend without prior notice given to clients.

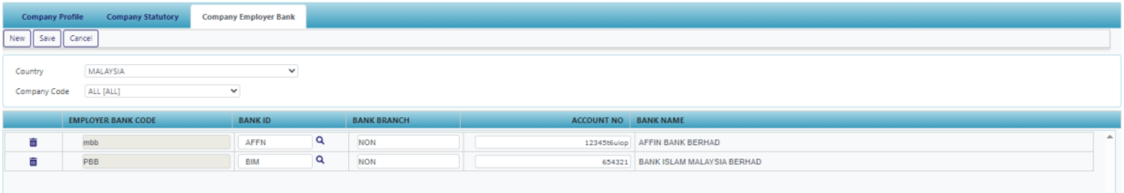
Tel No.	:	Display company's telephone number. Able to input '-' in this textbox. Input maximum of 20 numeric values.
Ext	:	This is optional field for display the extension for telephone number. Input maximum only 10 numeric values. Able to input '-' in this textbox.
Fax No.	:	Display company fax number. Input any numeric values. Able to input '-' in the textbox. Input maximum of 20 numeric values.
Email	:	Display company email. Input maximum of 50 alphanumeric.
Home Page URL	:	Input any alphanumeric. User may input company website.
Company Logo	:	Logo will be displayed at employee's payslip in A4 size. Only allow not greater than 1mb size for JPG, JPEG and BMP file of image.
Contact Name	:	This is optional field. Input any alphanumeric.
Designation	:	This is optional field. Select designation from drop down list.
Email	:	This is optional field. Input the email of the contact person. Input maximum of 50 alphanumeric.
NRIC	:	This is optional field. Input contact person's NRIC no.
Tel No.	:	This is optional field. Input contact person's telephone number. This only allow input maximum of 20 numeric values.
Fax No.	:	This is optional field. Input contact person fax number. This only allow input maximum of 20 numeric values.

2. Company Statutory

This section is for user to setup the account number required for statutory report submission.

3. Company Employer Bank

This section is for user to setup the company bank account number for staff's net pay via IBG transaction.



Note:

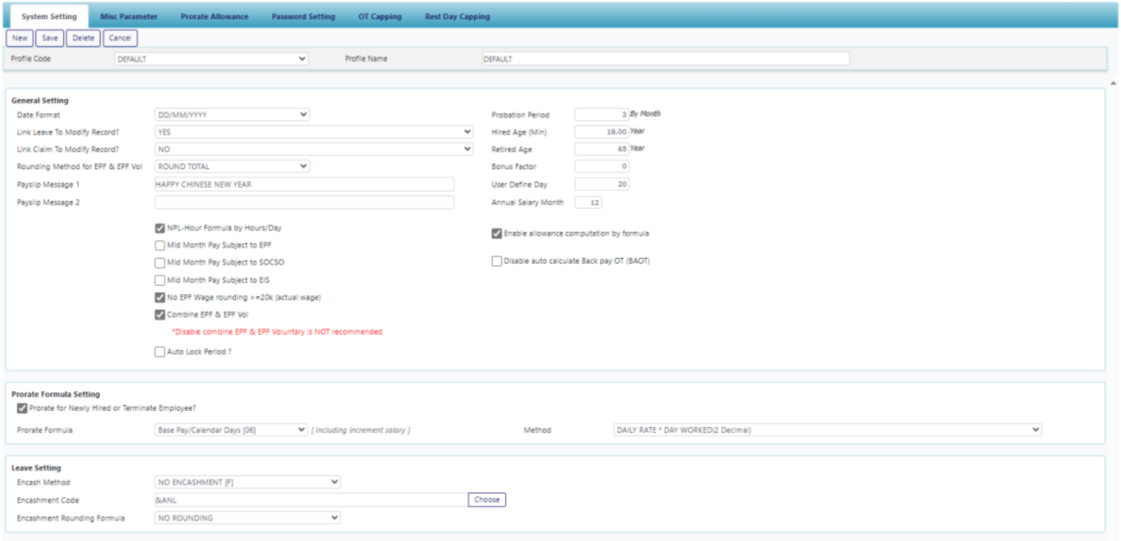
If the company bank setup is skipped, employee who belong to this company will not automatically assign a bank account from company and require to setup thru the Employer Bank Setup.

<u>Steps to setup Employer Bank Account:</u>

1. Click on the [New] button to generate a new line.
2. Input the employer bank code with specific name. (Maximum 12 Characters)
3. Click on the  magnifier icon to search the corresponding Bank ID.
4. Input the Employer Bank Account Number.
5. Click on the [Save] button to confirm the creation of new employer bank account.

B. GLOBAL SETUP

1. System Setting



Profile Code : Default value is Default.

General Setting:

Date Format : DD/MM/YYYY or MM/DD/YYYY. (Important: Is a MUST to have the same date format for both OS and application system.

Link Leave to Modify Record? : Set "YES" then system able to link staff leave record to Modify Payroll Record via Leave Transfer process. Otherwise, user will have to enter the leave taken for each payroll process manually.

Link Claim to Modify Record? : Set "YES" then system able to link staff claim record to Modify Payroll Record via claim Transfer process. Otherwise, the user will have to enter the claim for each payroll process manually.

Rounding Method for EPF & EPF Vol : Define the rounding method used for rounding EPF and EPF Voluntary.

Payslip Message 1 : Setup global Payslip message line 1.

Payslip Message 2 : Setup global Payslip message line 2.

Probation Period : Setup global probation period.

Hired Age (Min) : Setup global minimum working age for staff.

Retired Age : Setup global retirement age.

Bonus Factor : To define company bonus factor.

User Define Day : To define a fixed working days per month for specific formula usage.

Annual Salary Month : Used for payroll computation. A factor used for salary computation when salary type is Yearly at EMS Career page.

NPL-Hour Formula by Hours/Day : Used for payroll computation. Able to let the system calculate the NPL per hour.

Mid-Month Pay subject to EIS	:	Check the checkbox to enable system to compute the mid-month salary payment subject to EIS calculation.
Mid-Month Pay Subject to EPF	:	Check the checkbox to enable system to compute the mid-month salary payment subject to EPF calculation.
Mid-Month Pay Subject to SOCSO	:	Check the checkbox to enable system to compute the mid-month salary payment subject to SOCSO calculation.
No EPF Wage rounding>=20k (actual wage)	:	Check the checkbox to enable system to compute the actual EPF Wages after the accumulated amount is more than 20k.
Combine EPF & EPF Vol	:	Check the checkbox to enable system to compute the EPF amount to combine with the EPF Voluntary amount.
Enable allowance computation by formula	:	Check the checkbox to enable allowance/deduction compute using formula.
Disable auto calculate Back Pay OT (BAOT)	:	Check the checkbox to disable system auto compute the back pay for the overtime.
Auto Lock Period	:	Check the checkbox to enable auto lock period for previous month processed payroll.

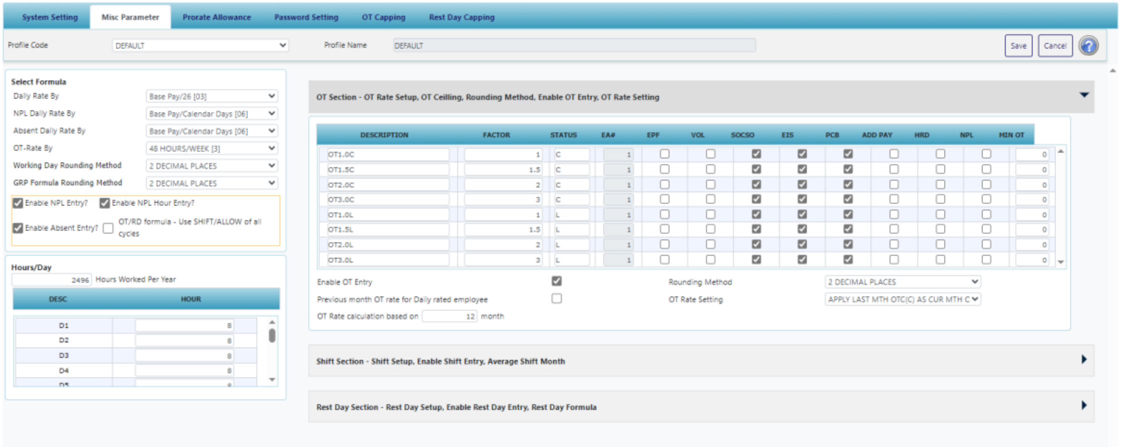
Prorate Formula Setting:

Prorate for Newly Hired or Terminate Employee	:	Check the checkbox to enable system auto compute the newly hired or terminate employee with prorate formula method.
Formula	:	Select the approriate prorate formula method.
Method	:	1. Daily rate * Days worked (2 decimal) – calculation of salary based on daily rate. 2. Day/Day Formula * Base Salary – calculation of salary based on total days worked over total working days in that month. *Note: 2 options deliver different prorated amount basic salary due to rounding issue.

Leave Setting:

Encash Method	:	Define encashment method used when process payroll.
Encashment Code	:	Define allowance code for the encashment on Annual Leave.
Encashment Rounding Formula	:	To set the rounding method for encashment amount on Annual Leave.

2. **Misc Parameter**



Profile Code	:	Default value is Default.

<u>Hours / Day:</u>

D1 – D8	:	Daily rated types. If you don't have any daily-rated workers in your company, please ignore this part. 8 types (D1 to D8) of daily-rated workers are defined. The user may choose to set the numbers of working hours per day for each type.
HR1 – HR5	:	Hourly rated types. If you don't have any hourly rated worker in your company, please ignore this part. 5 types (HR1 to HR5) of hourly-rated workers are defined. The user may choose to set the numbers of working hours per day for each type.
SE – Salary Exempt	:	Employee(s) under this setting not entitle to overtime pay.
SN – Salary Non-Exempt	:	Employee(s) under this setting entitle to overtime pay.
Hours Worked Per Year	:	Use for overtime salary computation.

<u>Select Formula:</u>

Daily Rate By	:	Determine daily rate formula used for computation.
NPL Daily Rate By	:	Determine No Pay Leave rate formula used for computation.
Absent Daily Rate By	:	Determine Absent leave rate formula used for computation.
OT-Rate By	:	Determine overtime formula used for computation. *Note: choose OT rate formula "Hours/Year" if the number of working hours per week is unique in your company.
Working Day Rounding Method	:	Determine precision level for computation of Working Day.
GRP Formula Rounding Method	:	Determine precision level for computation of GRP.
Enable NPL Entry?	:	Check the checkbox to enable NPL-Day data input screen under Modify Pay Record.
Enable NPL Hour	:	Check the checkbox to enable NPL-Hour data input screen under Modify

Entry?		Pay Record.
Enable Absent Entry?	:	Check the checkbox to enable Absent-Day data input screen under Modify Pay Reccord.
OT/RD formula – Use SHIFT/ALLOW of all cycles	:	Enable this function to include allowances/shifts from all processed cycles when calculating OT/RD rate.

OT Rate Setup:

Description	:	User defined description.
Factor	:	Overtime rate multiplying factor. (User are allowed to change factor if they wish to do so)
Status	:	C – overtime computation based on current basic pay. L – overtime computation based on last basic pay before the latest increment.
EA#	:	To set line number where this amount would be reflected in EA form.
EPF	:	Check the checkbox to specify OT subject to EPF.
VOL	:	Check the checkbox to specify OT subject to EPF voluntary fund.
SOCSO	:	Check the checkbox to specify OT subject to SOCSO calculation.
EIS	:	Check the checkbox to specify OT subject to EIS calculation.
PCB	:	Check the checkbox to specify OT subject to monthly Income Tax.
ADD PAY	:	Check the checkbox to specify additional remuneration is subject to EPF but not subject to tax, the EPF amount must be categorized as KT.
HRD	:	Check the checkbox to specify OT subject to HRD.
NPL	:	Check the checkbox to enable OT payment to affect No Pay Leave deduction rate.
MIN OT	:	Minimum basic wage for computing overtime pay.
Enable OT Entry	:	Check the checkbox to enable OT data input screen under Modify Pay Record.
Previous month OT rate for Daily rated employee	:	Check the checkbox to enable system to compute daily rated employee based on previous month overtime rate on every new period.
OT Rate calculation based … month	:	To define OT Rate always calculate on the total month of the whole year.
Rounding Method	:	To define rounding method on OT amount.
OT Rate Setting	:	To define overtime rate calculation based on system setting or user defined on salary month.

Shift Setup:

Description	:	User defined decription.
Rate	:	User defined shift rate per hour.
EA#	:	To define line number where this amount would be reflected in EA form.

EPF	:	Check the checkbox to specify Shift subject to EPF.
VOL	:	Check the checkbox to specify Shift subject to EPF Voluntary fund.
SOCSO	:	Check the checkbox to specify Shift subject to SOCSO calculation.
EIS	:	Check the checkbox to specify Shift subject to EIS calculation.
PCB	:	Check the checkbox to specify Shift subject to monthly Income Tax.
ADD PAY	:	Check the checkbox to specify additional remuneration is subject to EPF but not subject to tax, the EPF amount must be categorized as KT.
HRD	:	Check the checkbox to specify Shift subject to HRD.
OT	:	Check the checkbox if user wants Shift payment to affect OT rate.
RD	:	Check the checkbox if user wants Shift payment to affect Rest Day rate.
GRP	:	Check the checkbox to enable gross rate of pay computation affects GRP items. Example: Paid Annual Leave.
NPL	:	Check the checkbox if user wants the Shift payment to affect No Pay Leave deduction rate.
BAITULMAL	:	Check the checkbox to specify Shift subject to Baitulmal contribution.
Enable Shift Entry?	:	Check the checkbox to enable Shift data input screen under Modify Pay Record.
Average Shift Month	:	1. Current Month – computation for shift allowances based on current month only. 2. Last 1 to Last 6 months – computation for shift allowances based on average of months. This will reflect average gross rate pay for the last x months in Gross Rate Report.

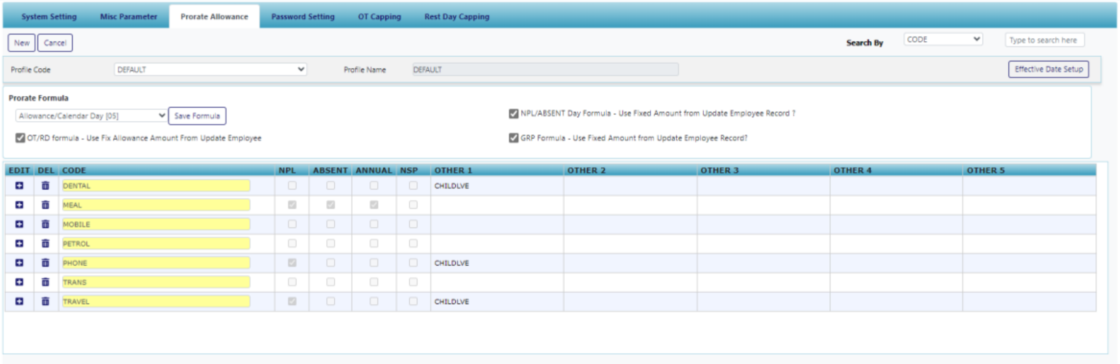
<u>Rest Day Setup:</u>

Description	:	User defined decription.
Rate	:	User defined Rest Day rate per day.
Status	:	C – Rest Day computation based on current month rate. L – Rest Day computation based on last month rate.
EA#	:	To define line number where this amount would be reflected in EA form.
EPF	:	Check the checkbox to specify Rest Day subject to EPF.
VOL	:	Check the checkbox to specify Rest Day subject to EPF Voluntary fund.
SOCSO	:	Check the checkbox to specify Rest Day subject to SOCSO calculation.
EIS	:	Check the checkbox to specify Rest Day subject to EIS calculation.
PCB	:	Check the checkbox to specify Rest Day subject to monthly Income Tax.
ADD PAY	:	Check the checkbox to specify additional remuneration is subject to EPF but not subject to tax, the EPF amount must be categorized as KT.
HRD	:	Check the checkbox to specify Rest Day subject to HRD.
NPL	:	Check the checkbox if user wants Rest Day payment to affect No Pay Leave deduction rate.
BAITULMAL	:	Check the checkbox to specify Rest Day subject to Baitulmal contribution.

Enable Rest Day Entry?	:	Check the checkbox to enable Rest Day data input screen under Modify Pay Record.
Rest Day Formula	:	Determine Rest Day formula used for computation.
Rest Day Rate	:	Determine Rest Day Rate used for computation.

3. <u>Prorate Allowance</u>

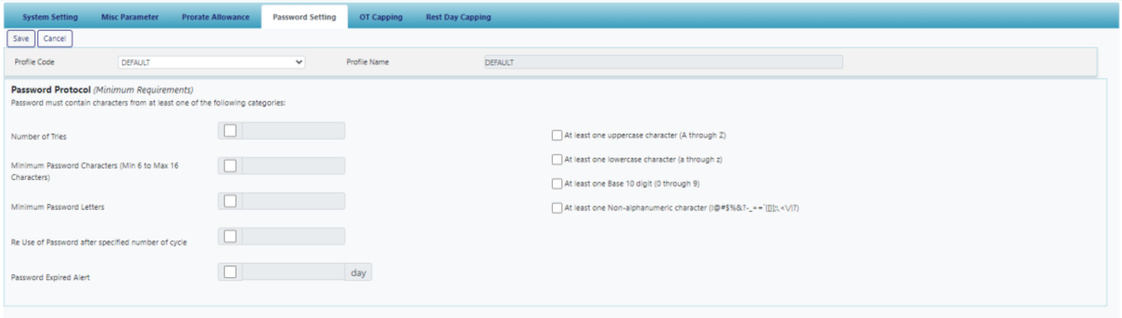
This section is to allow user to define which allowance that needs to be pro-rated.



Profile Code	:	Default value is Default.
Prorate Formula	:	Determine formula used for prorate allowance computation.
NPL/ Absent Day Formula	:	Check the checkbox to enable system to use fixed amount for NPL/ Absent day computation. (No prorate)
OT/RD formula	:	Check the checkbox to enable system to use fixed amount for OT/RD day computation. (No prorate)
GRP Formula	:	Check the checkbox to enable system to use fixed amount for GRP computation. (No prorate)
Code	:	Select which allowance code need to be prorated.
NPL	:	Check the checkbox if user wants allowance tobe prorated when there is NPL taken.
ABSENT	:	Check the checkbox if user wants allowance tobe prorated when there is Absent day.
ANNUAL	:	Check the checkbox if user wants allowance tobe prorated when there is Annual Leave taken.
SICK	:	Check the checkbox if user wants allowance tobe prorated when there is Sick Leave taken.
OTHER1 to OTHER5	:	Select which type of leave taken will need the system to prorate the allowance.

4. Password Setting

Allow user to define the password protocol used for Times Pro Payroll login security.



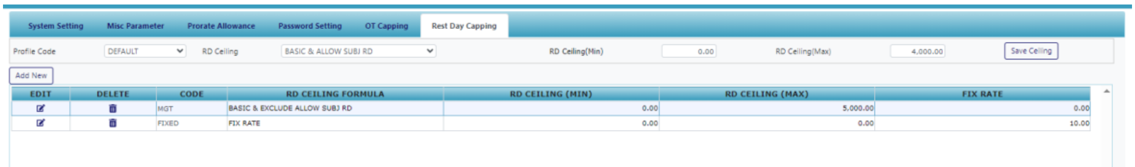
Profile Code	:	Default value is Default.
No of Tries	:	Define number of tries before system barred user from login.
Minimum Password Letters	:	Define minimum of letters in password.
Minimum Password Characters	:	Define minimum length of password
Re Use of Password after specified number of cycle	:	Define same password can be used after N times of change.
Password Expired Alert	:	Define when to start alerting user before password expired.
Password Protocol	:	Define minimum requirement of password created.

5. OT Capping

Used to do capping if a particular company has different OT ceiling formula for different group of employee(s).

6. Rest Day Capping

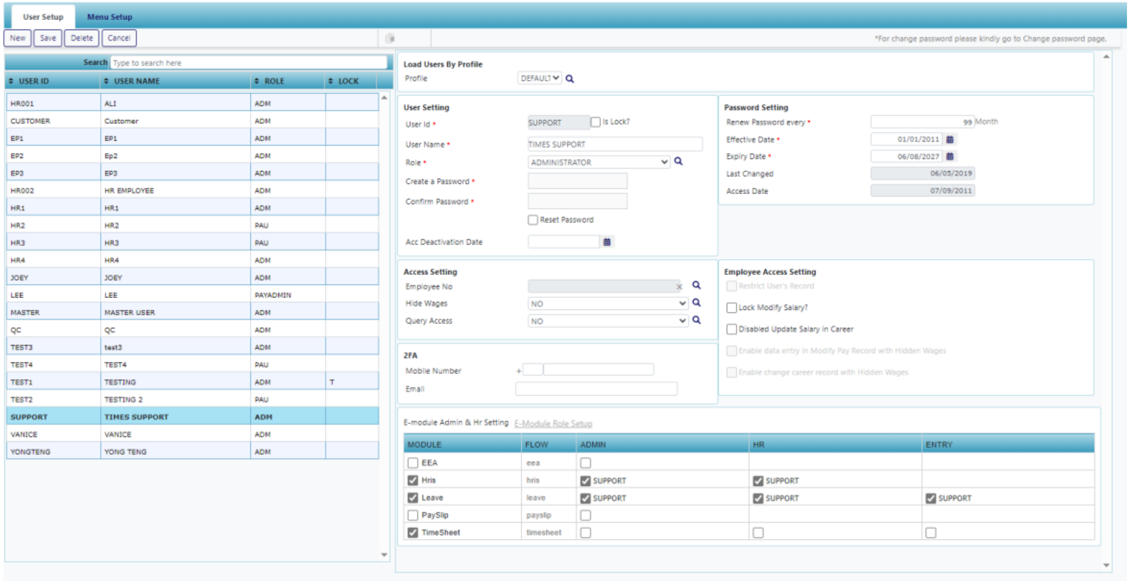
Used to do capping if a particular company has different Rest Day ceiling formula for different group of employee(s).



C. USER PROFILE

1. User Setup

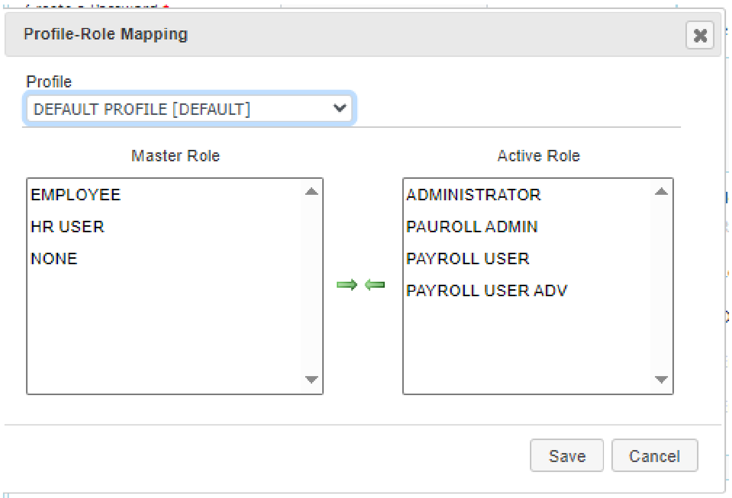
To create TIMES PRO Payroll login user, setup password and define the access right.



Role Associated with this User:

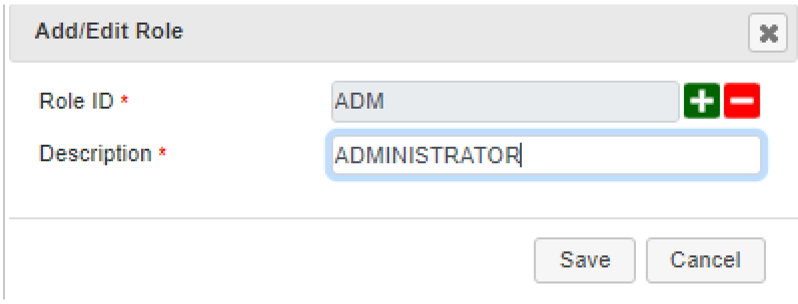
Profile : Currently all user created will be categorize under “DEFAULT PROFILE”

Profile Role Mapping : Define which role is currently using for this profile.



Role : To create different group of TIMES PRO Payroll user. Each group can have different access to the menu/ modules in TIMES PRO Payroll .

Add New / Edit / Delete Role : Role ID input maximum of 8 alphanumeric. This is the required field which cannot be blank.



<u>User Setting:</u>

User ID	:	Login ID (NO spacing in between). Input maximum 12 of alphanumeric. This is required field which cannot be blank.
User name	:	Name of the user. Input maximum 50 of alphanumeric. This is required field which cannot be blank.
Create a Password	:	Login password. Input maximum 16 of alphanumeric. This is required field which cannot be blank.
Confirm Password	:	Confirm the password. Input maximum 16 of alphanumeric. This is required field which cannot be blank.
Reset Password	:	Reset User's login password to default value *abc123*. User will prompt to reset password again when login.
Is Lock?	:	When the checkbox is checked, this means the User ID is locked and unable to login to TIMES PRO Payroll .

<u>Password Setting:</u>

Renew Count	:	Set the number of month(s) of the password will be valid. This is required field which cannot be blank.
Effective Date	:	Set when effective date of password assigned to the particular user is. This is required field which cannot be blank.
Expiry Date	:	Set when the expiry date of the password assigned to the particular user is. System will auto compute the password expiry date based on the effective date and renew count that user had entered. This is required field which cannot be blank.
Last Changed	:	Displays as information on when is the last date the user change his/ her password.
Access Date	:	Display as information on when this User ID was used to login for the first time.

<u>Access Setting:</u>

Employee No	:	Determine the login user's employee no. This is an optional field.
Hide Wages	:	If set to 'YES' means hide all employees' wages from this user. If set to 'Query' means hide a selected group of employee's wages from this user.
Query Access	:	If set to 'YES' means this user only able to access to a selected group of employee.

<u>Employee Access Setting:</u>

Restrict User's Record	:	Check the checkbox to enable the system to restrict the user from amending his/her own records (**Employee No #**). This field only available when user input in “Employee No” Field.
Lock Modify Salary?	:	Check the checkbox to enable the system to restrict the user from amending salary in Modify Pay Record
Disabled Update Salary in Career	:	Check the checkbox to enable the system to restrict the user from amending the salary in the career record for all staff but user can modify or update other information such as department, & Occupation etc.
Enable data entry in Modify Pay Record with Hidden Wages	:	Check the checkbox to enable user to input allowance in Modify Pay record even have hide wage access rights. This option only available when user hide wage query is “Yes” or “Query”.

<u>E-Module Admin Setting:</u>

To allow user to assign admistrator role to login to other Module(s).

Steps for create a new user:

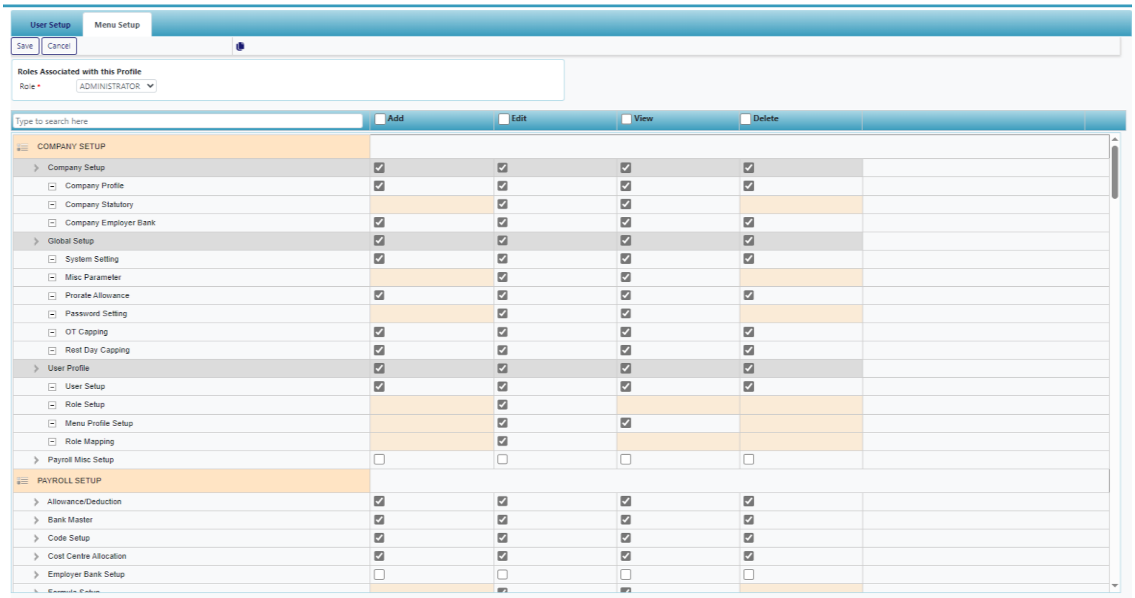
1. Click 

the button.
2. Select Role.
3. Key in the User ID, User Name, password, and other setup at User Setup screen.
4. Enter the employee ID only when the user is one of the employee in the database.
5. Click 

button to new user.

2. Menu Profile Setup

This section allows user to define which group of user (based on role) has what type of access to selected menu in TIMES PRO Payroll .



Add : Check the checkbox if allow user to add new data or record.

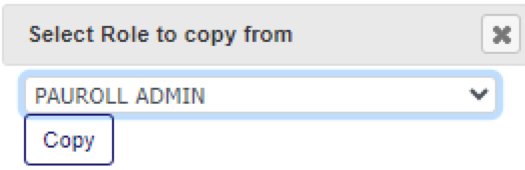
Edit : Check the checkbox if allow user to edit existing data or record.

View : Check the checkbox if allow user to view the information.

Delete : Check the checkbox if allow user to delete existing data or record.

Search bar : Search the menu list.

Copy from : To allow user to copy menu access rights setting from other role.



PAYROLL SETUP

A. <u>ALLOWANCE/ DEDUCTION</u>

Main Screen:

Allowance / Deduction | Leave Deduction

Add New

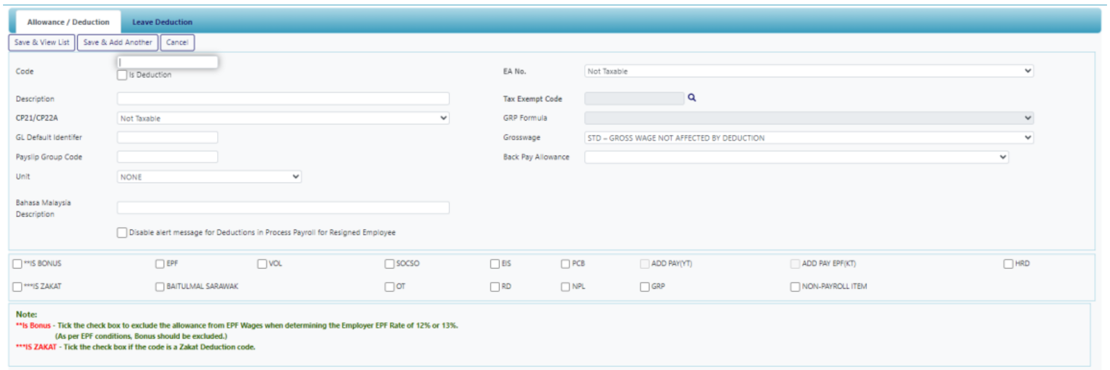
Type to search here

Total Record(s) Count: 33

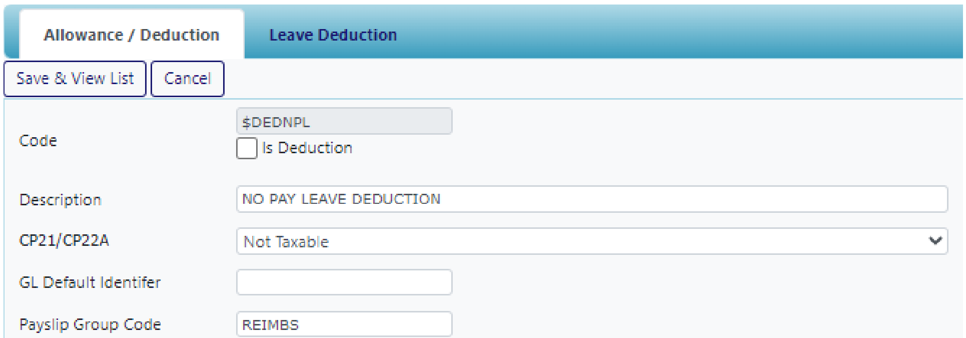
Save

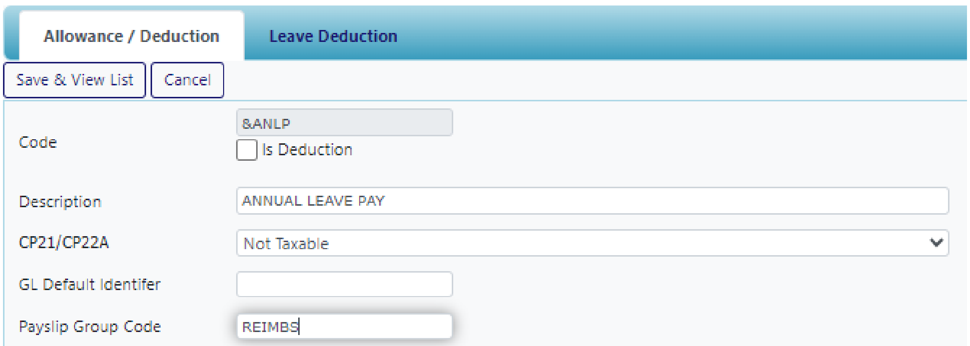
		CODE	DESCRIPTION	EA NO	EPF	VOL	SOCSO	EIS	PCB	ADD PAY	HRD	ACTIVE?
		$DEDNPL	NO PAY LEAVE DEDUCTION	1	O							☑
		&ANLP	ANNUAL LEAVE PAY	1	T		T		T			☑
		&NPL	NO PAY LEAVE	1	T		T		T			☑
		@$PCB_ER	PCB (PAID BY EMPLOYER)	0								☑
		ADJUST	ADJUSTMENT PCB BALANCE	0								☑
		ATTEN	ATTENDANCE ALLOWANCE	3	T		T		T			☑
		AWARD	AWARD	27					T	T		☑
		BACK	BACK PAY OF BASIC	1	T		T		T			☑
		BAOT	BACK PAY OF OVERTIME	1			T		T			☑
		BINCENTIVE	BONUS INCENTIVE	0	T	T	T	T	T	T		☑
		BONU	BONUS *	2	T				T	T		☑
		CAR	Car allownace	7	T		T	T	T		T	☑
		CP38	PREVIOUS YEAR TAX DEDUCTION	0								☑
		CP39	MANUAL INCOME TAX DEDUCTION	0								☑
		CREW	CREW	3	T		T	T	T			☑
		DENTAL	DENTAL CLAIM	0								☑
		GRAB	GRAB PAYMENT	6			T	T	T			☑
		INCEN	INCENTIVE	0								☑
		INLIEU	PAYMENT IN LIEU OF NOTICE	1					T	T		☑
		LOAN	Loan repayment	0								☑
		MEAL	MEAL ALLOWANCE	3	T		T	T	T			☑
		MEDICAL	MEDICAL CLAIM	0								☑
		MOBILE	MOBILE ALLOWANCE	3	T		T	T	T			☑
		NOTICE	NOTICE IN LIEU	0	T		T					☑
		OT ALL	OT ALLOWANCE	1	T		T		T			☑
		PCB	MONTHLY INCOME TAX DEDUCTION	0								☑
		PETROL	PETROL ALLOWANCE	3	T		T	T	T			☑
		PHONE	HANDPHONEALLOWANCE	0	T						T	☑

Setup Entry Screen:



Code	:	User defined allowance / deduction code.
Description	:	Description of allowance / deduction which will be displayed on report(s) and Payslip.
Is Deduction	:	Check the checkbox if is deduction code.
CP21 / CP22A	:	Specify type of allowance / deduction to which amount to be reflected on CP21 / CP22A form.
GL Default Identifier	:	Only applicable if using TIMES GL Interface module.
Payslip Group Code	:	Allow users to combine 2 separate codes with different amount into a single figure. For example, if user wants to combine the Medical Reimbursement and Training Reimbursement figure into one amount in payslip, user just have to put one common code e.g. REIMBS under 'Payslip Group Code".





Unit	:	Define the allowance / deduction whether calculate using Hourly or Days. Default "NONE" system will consider as Days.
Bahasa Malaysia Description	:	To allow enter the allowance /deduction description in Bahasa Malaysia.

EA No.	:	To specify line number of allowance / deduction to which amount will be reflected in EA form.
Disable alert message for Deduction in Process Payroll for Resigned Emplyoee	:	Check the checkbox to disable the alert message for deduction when process the payroll for the resigned employee.
Tax Exempt Code	:	To indicate Tax Exempt Code into correct category.
GRP Formula	:	Define formula used to calculate gross rate of pay.
Gross Wage	:	To specify the allowance / deduction will affect computation for gross wage.
Back Pay Allowance	:	To define which allowance code to be used if has back pay on selected allowance.

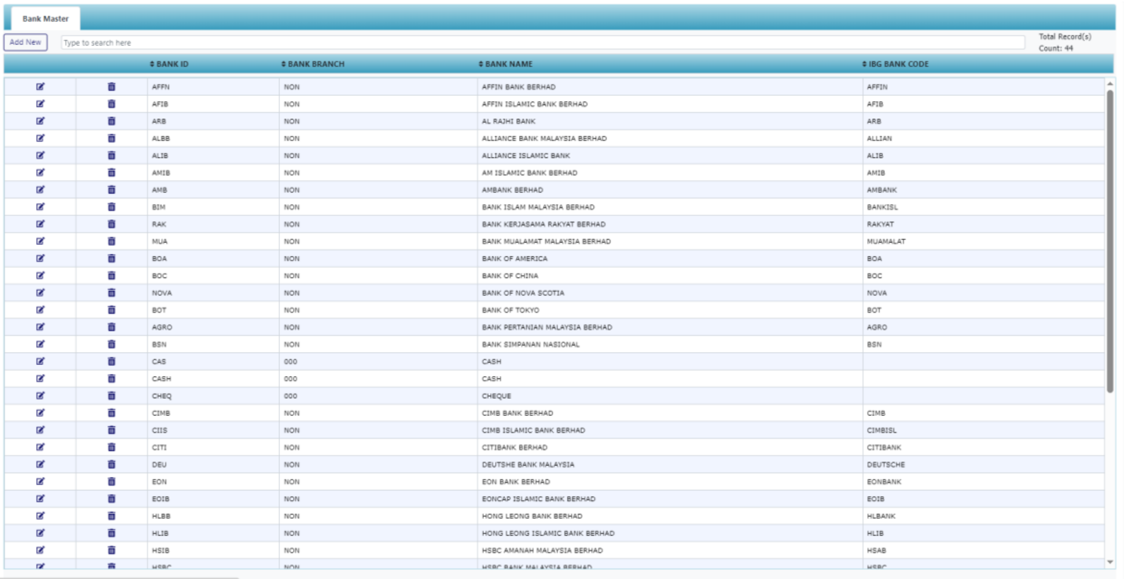
**Is Bonus	:	Check the checkbox to specify allowance / deduction will affect the computation for bonus.
EPF	:	Check the checkbox to specify allowance / deduction will affect the computation for EPF contribution.
VOL	:	Check the checkbox to specify allowance / deduction will affect the computation for EPF Voluntary.
SOCSO	:	Check the checkbox to specify allowance / deduction will affect the computation for SOCSO rate.
EIS	:	Check the checkbox to specify allowance / deduction will affect the computation for EIS contribution.
PCB	:	Check the checkbox to specify allowance / deduction will affect the computation for PCB contribution.
ADD PAY (YT)	:	Check the checkbox to specify allowance / deduction will affect the computation for ADD PAY (YT).
ADD PAY EPF (KT)	:	Check the checkbox to specify allowance / deduction will affect the computation for ADD PAY EPF (KT).
HRD	:	Check the checkbox to specify allowance / deduction will affect the computation for HRD contribution.
***Is ZAKAT	:	Check the checkbox to specify allowance / deduction will affect the computation for ZAKAT.
Baitulmal Sarawak	:	Check the checkbox to specify allowance / deduction will affect the computation for Baitulmal.
OT	:	Check the checkbox to specify allowance / deduction will affect the computation for Overtime rate.

RD	:	Check the checkbox to specify allowance / deduction will affect the computation for Rest Day rate.
NPL	:	Check the checkbox to specify allowance / deduction will affect the computation for NPL rate.
GRP	:	Check the checkbox to specify allowance / deduction will affect the computation for gross rate of pay.
Non-Payroll Item	:	Check the checkbox to specify allowance / deduction will NOT be included in payroll computation.

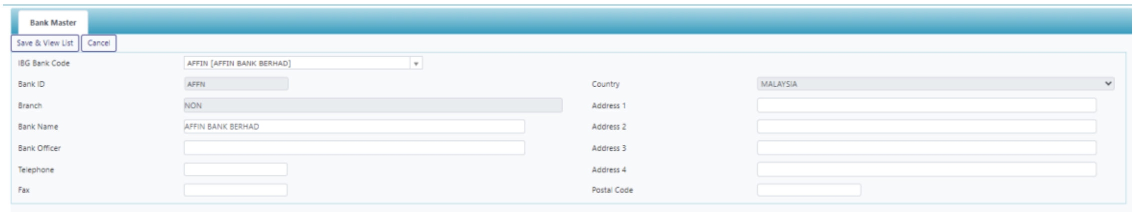
B. BANK MASTER

User may define a new bank detail whenever necessary for employee's GIRO transaction purpose.

Main screen:



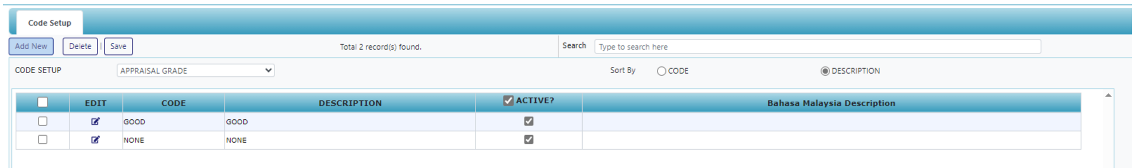
Setup Entry Screen:



Bank ID	:	User define bank ID code. User can only input maximum of 4 alphanumeric. This is required field which cannot be blank.
IBG Bank Code	:	User can choose the IBG Bank Code for selected bank.
Branch	:	User define bank branch code. User can only input maximum of 3 alphanumeric. This is required field which cannot be blank.
Bank Name	:	User define bank full name. User able to input maximum of 100 alphanumeric. This is required field which cannot be blank.
Bank Officer	:	User define bank officer name. User able to input maximum of 50 alphanumeric.
Telephone	:	User define bank contact number. User able to input maximum of 20 numeric values included "-" sign.
Fax	:	User define bank fax number. User able to input maximum of 20 numeric values included "-" sign.
Country	:	User define the bank country.
Address 1	:	User define bank location. User able to input maximum of 40 alphanumeric.
Address 2	:	
Address 3	:	
Address 4	:	
Postal Code	:	User define bank postal code.

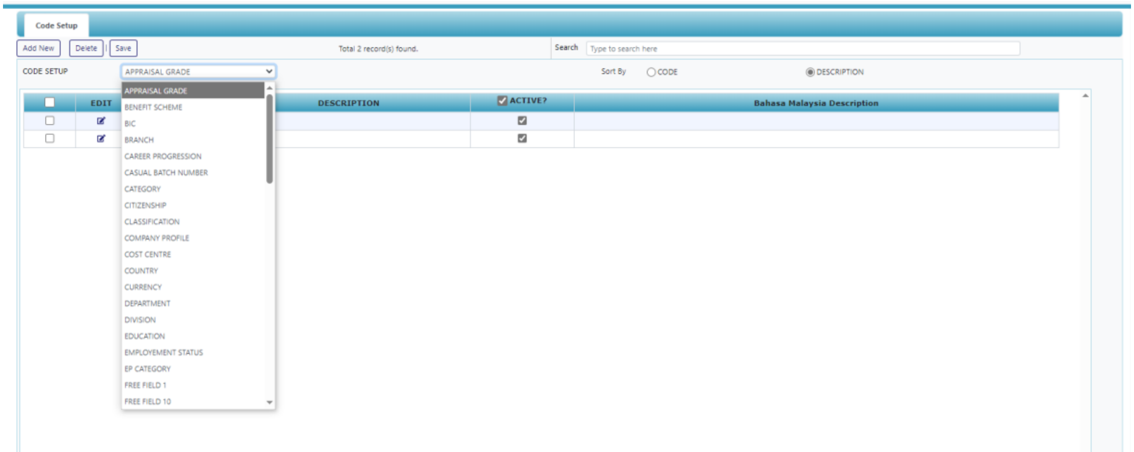
C. CODE SETUP

User may define the codes according to their company's requirement.

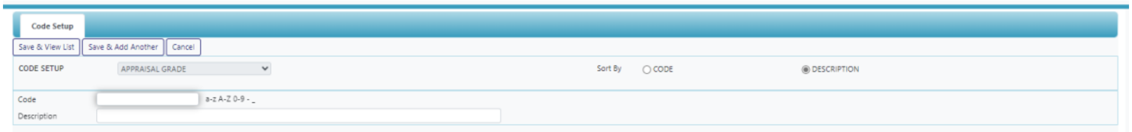


Step to create new code:

1. Select the code category from the code setup drop down list.



2. Click [ADD NEW] button and the following screen will appear:



3. Key in the code (Max length = 12) and description (Max length = 60).

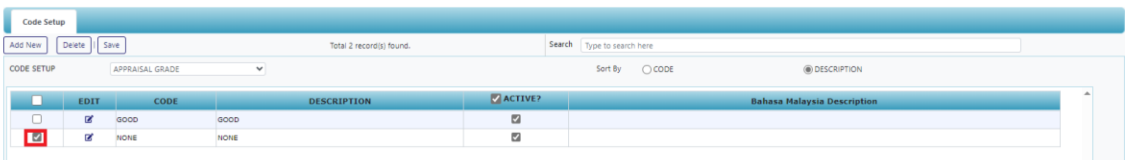
4. Click [] button if want to continue create another code under the same category.

OR

5. Click [] button if finish creating code (s).

Step to create delete code:

1. Check the checkbox at the left column:

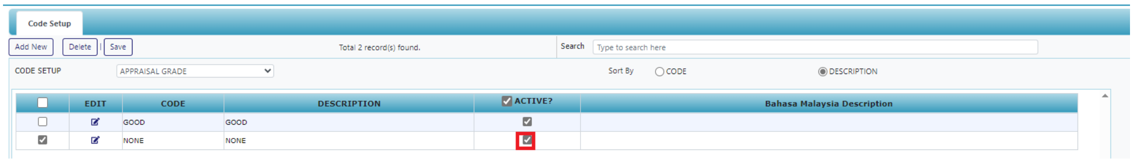


2. Click [DELETE] button.

Activate/ deactivate the code:

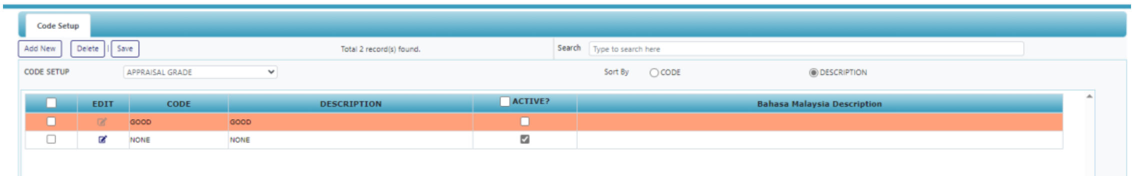
- User has the option to activate/ deactivate the existing code.

- The purpose is to restrict other user from using old code which management decide don't want to use the code anymore.



Steps:

1. Uncheck the ACTIVATE check box on the code user wish to deactivate it.
2. Click the [SAVE] button.



D. COST CENTRE ALLOCATION

This section is to allocate employee's cost centre for project costing and general ledger purpose.

Note:

- By default, each employee's cost center is 100% according to the cost center he/ she belongs to in the career progression.
- [REPORT] button is to generate the cost center allocation report.

Project Costing - Users can specify cost center to which an individual employee belongs by percentage. For example, employee TS002 belongs to two different cost center, namely; 75% allocated to cost center 1 and 25% allocated to cost center 2. Once the respective percentages have been defined, the project costing report based on the specific distribution may be printed.

<u>Steps to allocate or change employee's cost center (No Split Cost):</u>

1. Select the employee.
2. Select the effective month (by pay period) the new cost center allocation takes effect.
3. Click 🔍 icon to assign the new cost center for the employee.
4. Click [OK] button.
5. Key in the percentage at 'Percent' column.
6. Click [SAVE] button.
7. System will prompt user and ask user want to allocate the cost center or not.
   - Select 'YES' means the new cost center allocation will take effect from the period that user selected until the next time he/ she change new cost center again.
   - Select 'NO' means the new cost center allocation only change for the period that user select only. Other period still remain as previous allocations.

Note: the total percentage must be 100% for an employee, else system won't allow user to save the record.

<u>Steps to allocate employee's cost center (Split Cost):</u>

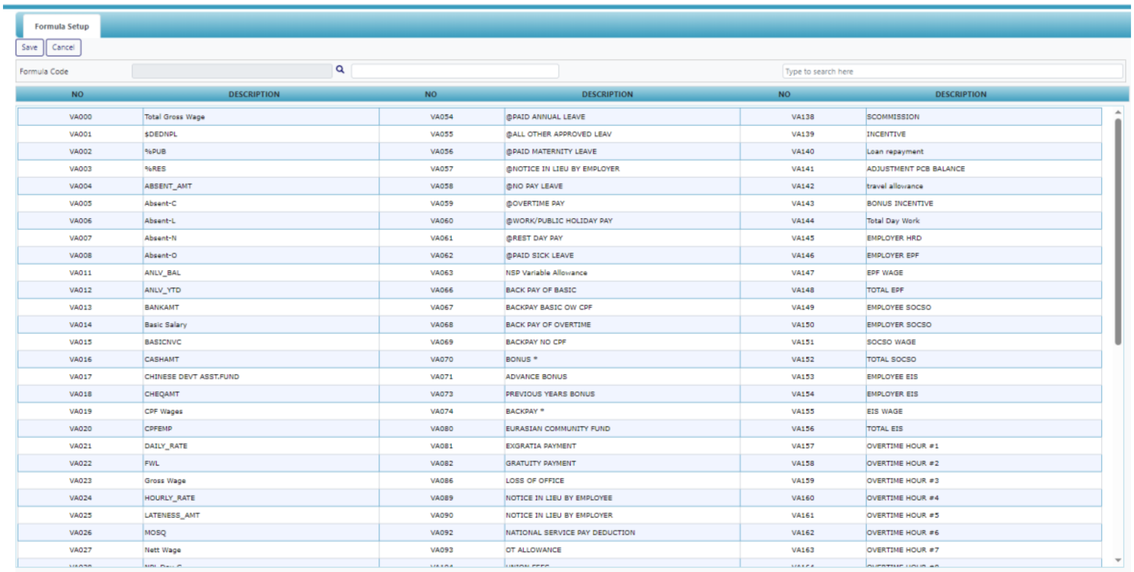
1. Select the employee.
2. Select the effective month (by pay period) the new cost center allocation takes effect.
3. Click [NEW] button.
4. Select the second cost center for the employee.
5. Repeat step 3 to step 5 until finish allocating the split cost center for that employee.
6. Key in the percentage at 'Percent' column.
7. Click [SAVE] button.

8. System will prompt user and ask user want to allocate the cost center or not.
   - Select 'YES' means the new cost center allocation will take effect from the period that user selected until the next time he/ she change new cost center again.
   - Select 'NO' means the new cost center allocation only change for the period that user select only. Other period still remain as previous allocations.

Note: the total percentage must be 100% for an employee, else system won't allow user to save the record.

E. FORMULA SETUP

Individual allowance/ deduction can be defined with a formula based on the predefined fields provided in this setup.

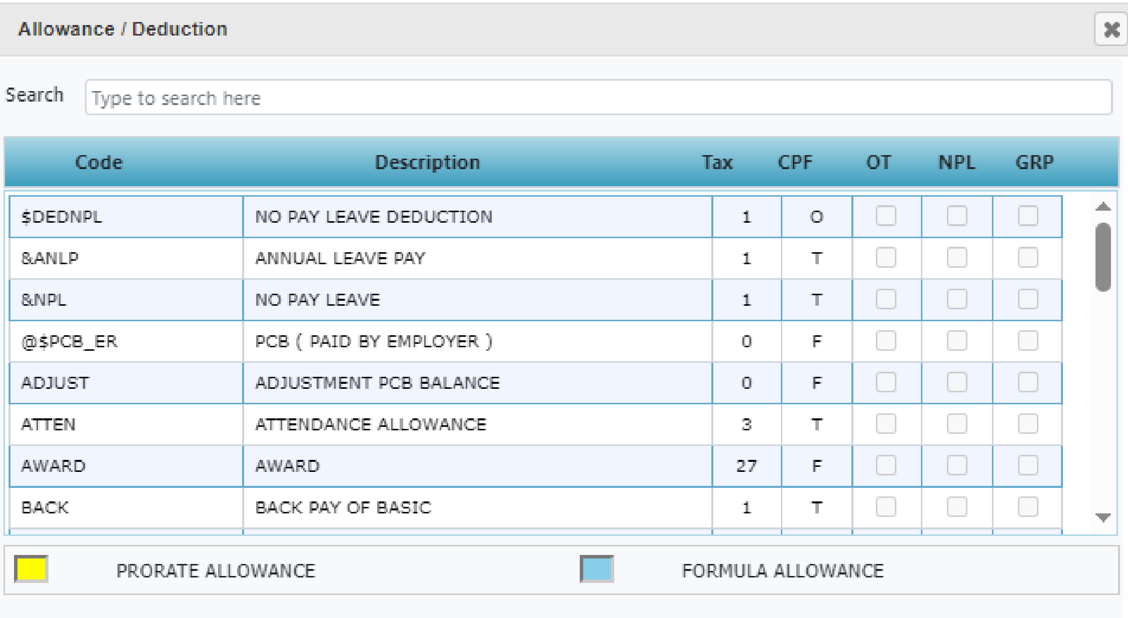


Note:

- Codes with formulae assignment assume the highest priority as compared to prorated formula in the payroll process.

<u>Steps to create formula allowance:</u>

1. Click the search button (🔍) at formula code section.
2. Select the desired code from allowance/ deduction look up screen:



3. On the Formula Field, enter the formula.
4. Click [SAVE] button to save the formula allowance.

<u>Formula Setting (Example):</u>

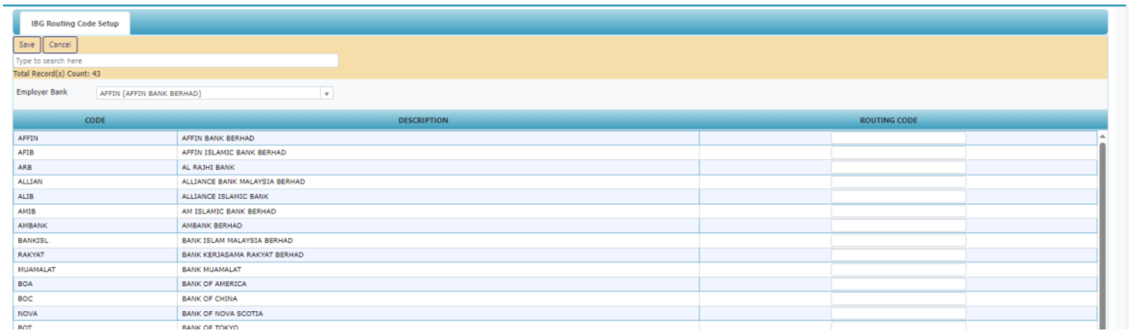
Eg. EPF – EPF Payment

Eg. Gross Wages = VA16 = $699.00 Meal = $20

CODE	FORMULAE	VALUE	ROUND
EPF	FLTROUND(((VA16 - <MEAL>)*0.1),0)	68	Nearest Dollar
EPF	FLTROUND(((VA16 - <MEAL>)*0.1),2)	69.90	Nearest Cents
EPF	INT(VA16 - <MEAL>*0.1)	67	

F. IBG ROUTING CODE SETUP

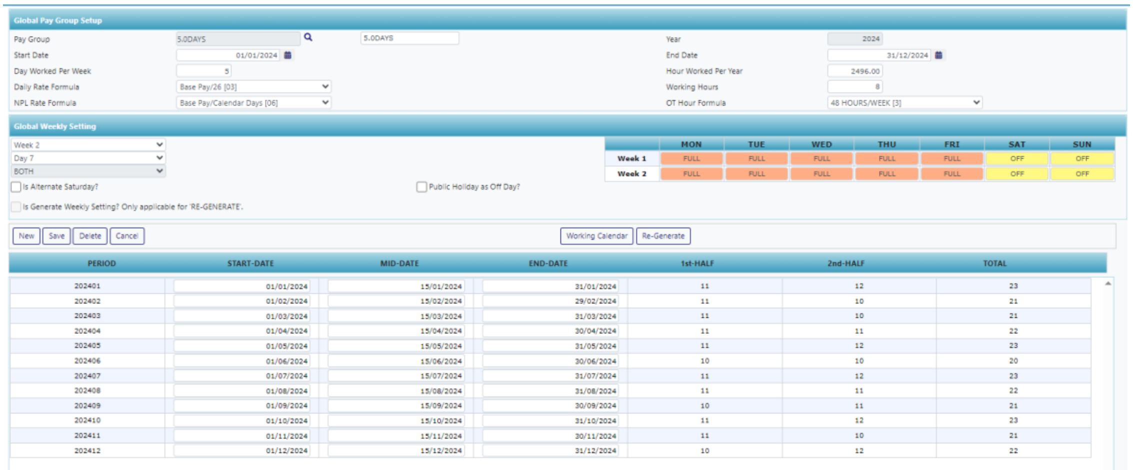
This section allow to setup the IBG routing code for different type of employer bank.



G. PAY GROUP SETUP

User may choose to define different pay groups for a company with a variety of working patterns. All salaries, for employees within the pay group, will be calculated based on the working pattern set in that group.

A pay group is a template. It is used to generate the working formula, pattern and calendar for an employee. Each employee record contains a working calendar and salary computation formula.



<u>Global Pay group Setup:</u>

Pay Group	:	Specify pay period cut-off date. Users can definen more than one pay group to cater their company needs.
Start Date	:	Start date of the first pay period.
End Date	:	System will auto generate End Date after user key in start date and click [] button.
Day Worked Per Week	:	To define total number of working days per week.
Hour Worked Per Week	:	To define total number of working hours per year.
Daily Rate Formula	:	Formula to be used to compute daily rate of a monthly rated employee.
NPL Rate Formula	:	Formula to be used to compute no pay leave deduction.

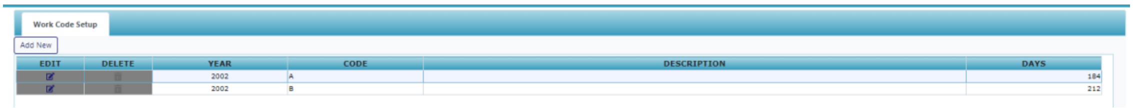
Working Hours	:	To define how many hours employee works in a day.
OT Hour Formula	:	Formula to be used to compute overtime pay.

<u>Global Weekly Setting: working pattern of the company</u>

Is Alternate Saturday?	:	Check the checkbox only if 1st week's work pattern is considered and all Sat are alternated for the month.
Public Holiday as Off Day?	:	Check the checkbox to set public holiday consider as off day.

H. <u>WORK CODE SETUP</u>

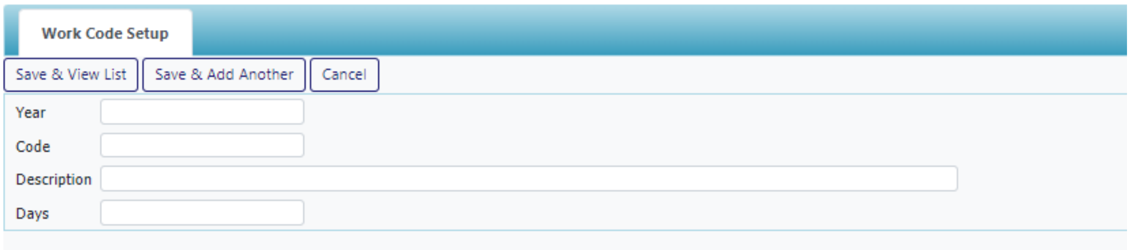
This section allow user to define the work code for the current year with number of working days per year. This is only applicable when user define the formula by using (BASE PAY * 12 / WORK CODE FORMULA [10])



: Click add to insert new work code setup

Edit icon : To edit the existing work code.

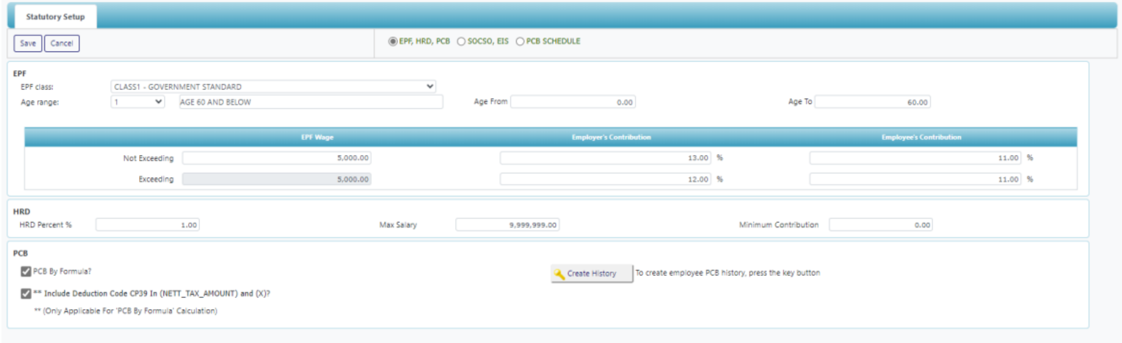
Delete icon : To delete the existing work code.



Year	:	To input year of the work code.
Code	:	Define short name of code (Maximum length 2 alphabet or number)
Description	:	To record description and details of code name.
Days	:	To define number of working days per year.

STATUTORY SETUP

A. <u>STATUTORY SETUP</u>



This setup is to define the EPF and HRD contribution percentage by following the age range.

<u>Age Range 1: Age 60 and Below</u>

- EPF Wage (<=5000.00) EPF Employee (11.00%) & EPF Employer (13.00%)
- EPF Wage (>5000.00) EPF Employee (11.00%) & EPF Employer (12.00%)

<u>Age Range 2: Age Above 60 To 75</u>

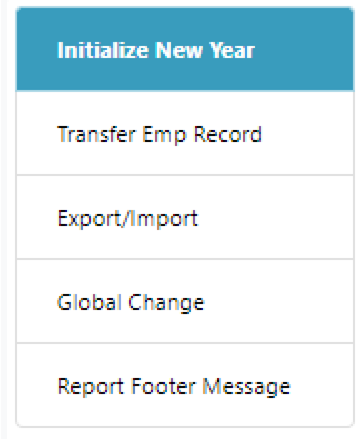
- EPF Wage (<=5000.00) EPF Employee (0%) & EPF Employer (4%)
- EPF Wage (>5000.00) EPF Employee (0%) & EPF Employer (4%)

For the second tabs, the SOCSO table is set according to the table from PERKESO, user are not advisable to make changes here.

For the third tabs, is the PCB schedule table , user are not advisable to make changes here.

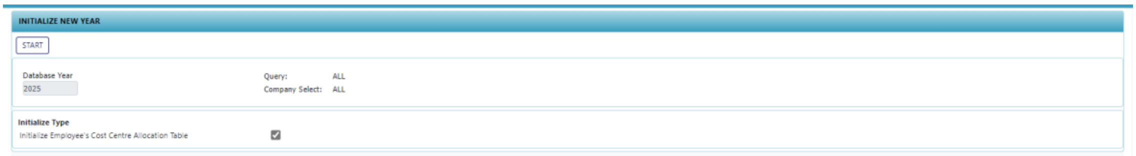
Tax Category	Wages From	Wages To	M	R	B	D	S	DU	SU	C
K1	5,001.00	20,000.99	5,000.00	1.00	-400.00	9,000.00	0.00	6,000.00	0.00	2,000.00
K1	20,001.00	35,000.99	20,000.00	3.00	-250.00	9,000.00	0.00	6,000.00	0.00	2,000.00
K1	35,001.00	50,000.99	35,000.00	6.00	600.00	9,000.00	0.00	6,000.00	0.00	2,000.00
K1	50,001.00	70,000.99	50,000.00	11.00	1,500.00	9,000.00	0.00	6,000.00	0.00	2,000.00
K1	70,001.00	100,000.99	70,000.00	19.00	3,700.00	9,000.00	0.00	6,000.00	0.00	2,000.00
K1	100,001.00	400,000.99	100,000.00	25.00	9,400.00	9,000.00	0.00	6,000.00	0.00	2,000.00
K1	400,001.00	600,000.99	400,000.00	26.00	84,400.00	9,000.00	0.00	6,000.00	0.00	2,000.00
K1	600,001.00	2,000,000.99	600,000.00	28.00	136,400.00	9,000.00	0.00	6,000.00	0.00	2,000.00
K1	2,000,001.00	99,999,999.99	2,000,000.00	30.00	528,400.00	9,000.00	0.00	6,000.00	0.00	2,000.00
KA	5,001.00	20,000.99	5,000.00	1.00	-800.00	9,000.00	4,000.00	6,000.00	5,000.00	2,000.00
KA	20,001.00	35,000.99	20,000.00	3.00	-650.00	9,000.00	4,000.00	6,000.00	5,000.00	2,000.00
KA	35,001.00	50,000.99	35,000.00	6.00	600.00	9,000.00	4,000.00	6,000.00	5,000.00	2,000.00
KA	50,001.00	70,000.99	50,000.00	11.00	1,500.00	9,000.00	4,000.00	6,000.00	5,000.00	2,000.00
KA	70,001.00	100,000.99	70,000.00	19.00	3,700.00	9,000.00	4,000.00	6,000.00	5,000.00	2,000.00
KA	100,001.00	400,000.99	100,000.00	25.00	9,400.00	9,000.00	4,000.00	6,000.00	5,000.00	2,000.00
KA	400,001.00	600,000.99	400,000.00	26.00	84,400.00	9,000.00	4,000.00	6,000.00	5,000.00	2,000.00

UTILITY



A. INITIALIZE NEW YEAR

Perform only towards the end of the year. This process is to create employee's working calendar for next year, copy allowance code to next year, and create next year at login page.

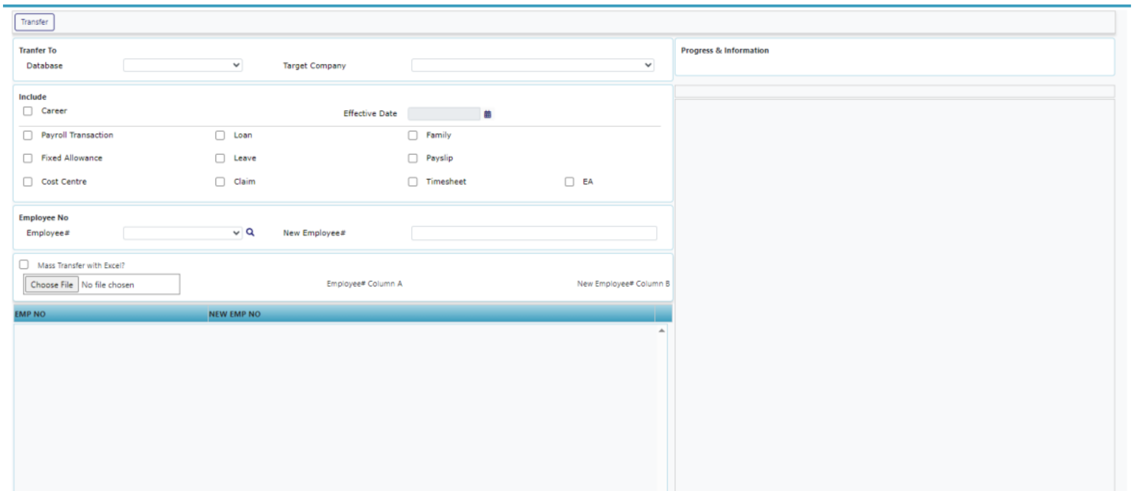


Note: for those who have Leave module, please run payroll initialize New Year first then only run leave initialize New Year.

B. TRANSFER EMP RECORD

Allow user to perform transfer/ duplicate employee data from one database to another database or to same database.

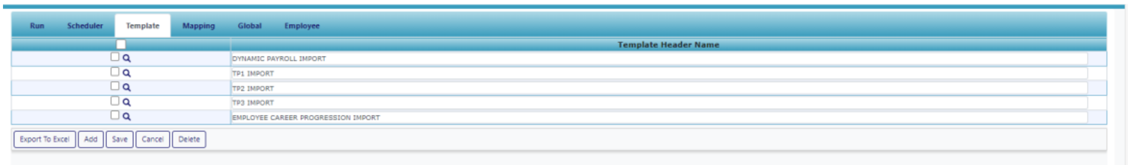
User also can perform mass transfer employee record in this module.



C. EXPORT/IMPORT

1. Template

- Allow user to create different type of template for different export or import purpose.



[
] : Allow user to export existing template into excel file and used for preparing import file.

[
] : Add another type of export or import template.

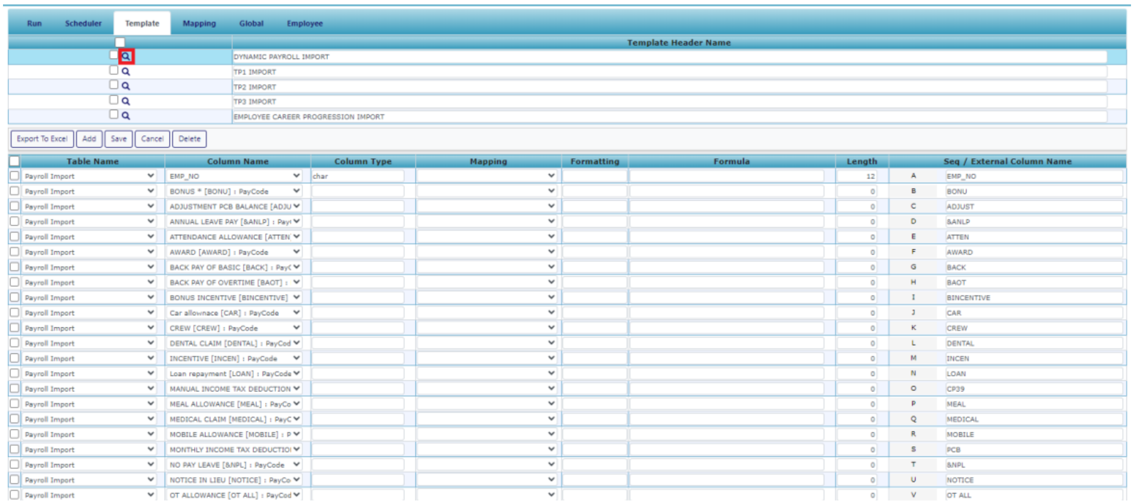
[
] : Save the changes made on existing template header name or save newly created template.

[
] : Undo the changes made.

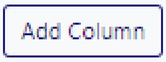
[
] : Delete selected template.

Modify Dynamic Payroll Import Template

- Allow user change the Dynamic Payroll Import Template to meet their payroll requirement.



Steps:

1. Click on  icon and user will be able to see screen as above.
2. Click [
] button to add in any pay code which will be used in their payroll.
3. Click [
] button once complete the steps.

Note:

- Table Name: always select 'Payroll Import".
- Column Name:

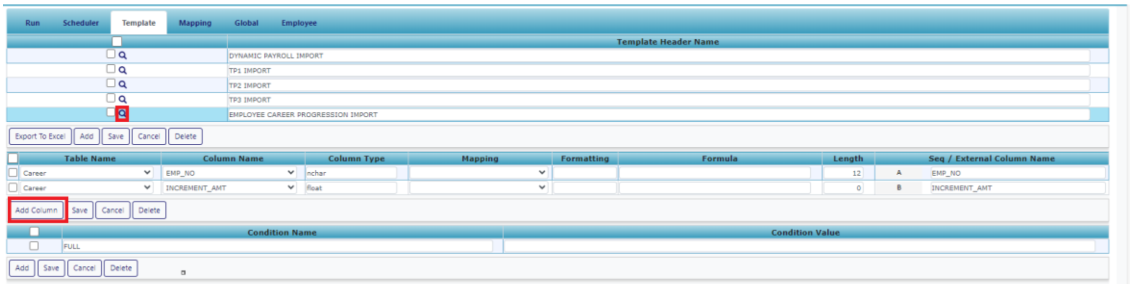
- MUST contain EMP_NO
- Any pay code that will be used in the payroll import file.

- Column Type:
  - For EMP_NO, it is defaulted to ‘char’
  - For other pay code:
    - leave it blank means is employee amount.
    - Set to ‘DR’ means is frequency, rate take from employee’s daily rate or hourly rate.
- Mapping, Formatting, Formula: leave it blank.
- Length: follow default value. (12 for EMP_NO, 0 for other pay code)
- External Column Name:
  - when preparing the excel import file, the excel file header name MUST match with this external column name.
  - or user change the column name to match the excel file header. Example EMPCODE.
- [Generate Column] button: a function to populate ALL pay code from system and from allowance/ deduction code table. Not advisable to use this as is easier to read if user only input those allowance/ deduction which will be used in the import module.
- Condition Name & Condition Value: **DO NOT** change anything in these 2 fields.
  - Condition Name: FULL
  - Condition Value: ",",HEADER DELETE

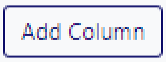
    OR
  - Condition Value: ",",HEADER DELETE,"n" [where n is the row number to where the column header located]

Modify Employee & Career Import Template

- Allow user change the Employee & Career Import Template to meet their requirement.



Steps:

1. Click on icon and user will be able to see screen as above.
2. Click [

] button to add in any available field(s).
3. Click [

] button once complete the steps.

Note:

- Table Name:

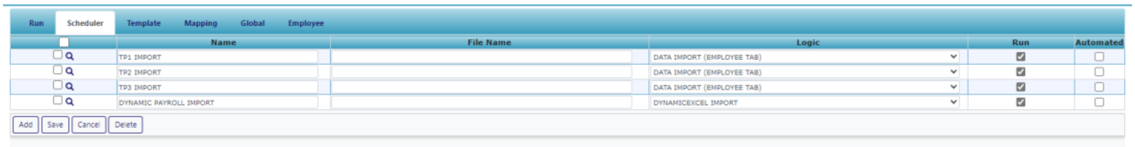
- Always select ‘Employee’ for Employee Master Data import.
- Always select ‘Career’ for Employee Career Data import.
- Always select ‘Statutory Info’ for Employee Statutory Data import. (applicable for ePayroll Malaysia only)

- Column Name:
  - Select the field that user wanted to import.
- Column Type, Mapping, & Formula: leave it blank.
- Formatting: for date field, select the format based on the format that user set in excel file.
- Length: follow default value.
- External Column Name:
  - when preparing the excel import file, the excel file header name MUST match with this external column name.
  - or user change the column name to match the excel file header. Example EMPCODE.
- Condition Name & Condition Value: **DO NOT** change anything in these 2 fields.
  - Condition Name: FULL
  - Condition Value: ",",HEADER DELETE

    OR
  - Condition Value: ",",HEADER DELETE,"n" [where n is the row number to where the column header located]

2. Scheduler

- To link up the template created with the User Interface where user import the file.



Name : define the display name to be appear at Run tab or at Employee tab.

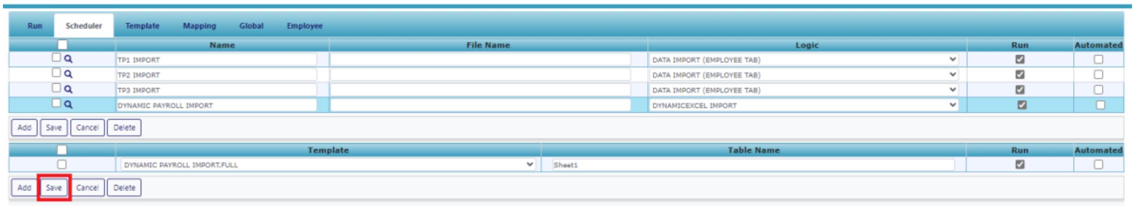
File Name : leave blank.

Logic : set to ‘DYNAMICEXCEL IMPORT’ or ‘DATA IMPORT(EMPLOYEE TAB)’.

Run : tick the check box.

Steps to link:

1. Click on icon and user will be able to see screen as below:



2. Select the template created.
3. Key in worksheet name at Table Name field.

   Note: meaning when upload the excel file, system will go to find the data from worksheet with the name that user define at Table Name field.

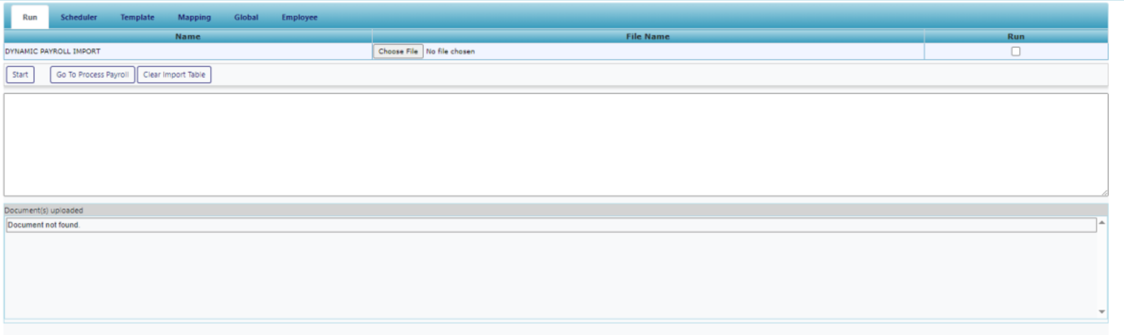
4. Check the 'Run' check box.
5. Click [

] button.

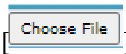
3. Run

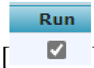
**** for those template where the logic was set to 'DYNAMICEXCEL IMPORT' ****

- To import ad-hoc allowances/ deductions to the payroll based on login period.

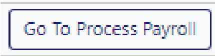


Steps to import Payroll files:

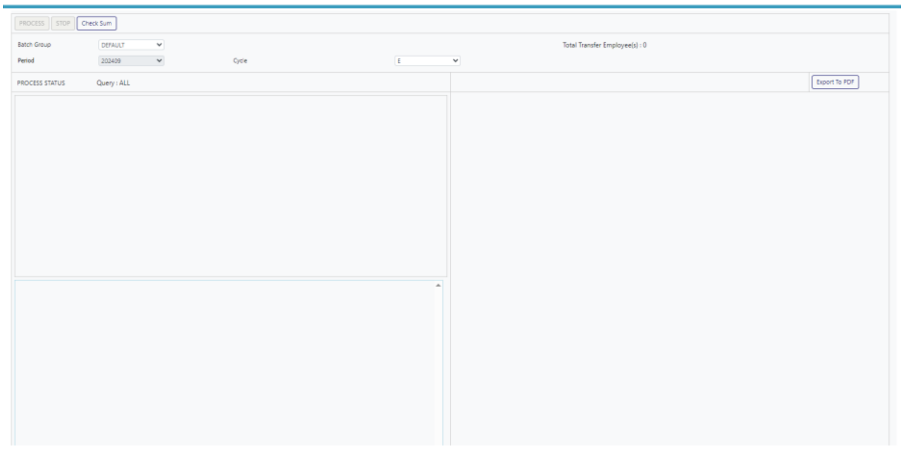
1. Click [

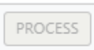
] button to select the import file.
2. Check the [

] check box and click [

] button to upload the selected import file.
3. Repeat step 1 and step 2 if user have more than 1 import file to process.
4. Click [

] button once finish upload the file(s). system will direct user to another screen as below:



5. Click [

] button to start process payroll.
6. System will display Process Status to show to user the process payroll status.
7. System will display "Processing finished" when it complete the payroll processing.

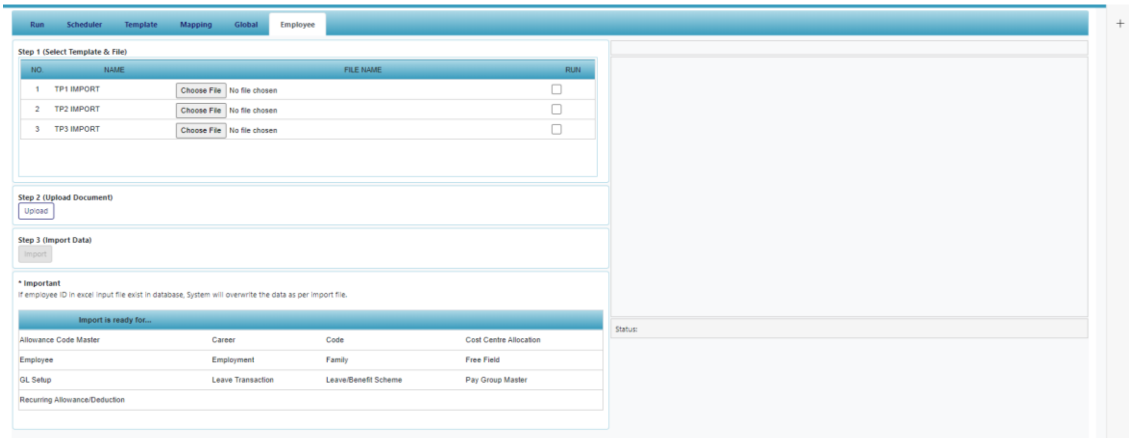
Note:

- For dynamic payroll import, system will only process payroll for those employee who appear in the import file. User **MUST** perform payroll process at Process Payroll -> Process page after perform dynamic payroll import.

4. Employee

**** for those template where the logic was set to 'DATA IMPORT(EMPLOYEE TAB)' ****

- To import Employee data to the Employee Management System.
- To import Career record to Employee's Career.



Steps to import Employee Data & Career files:

1. Click [Choose File] button to select the import file.
2. Click [Upload] button then click [Import] button.

D. GLOBAL CHANGE

Global Change:

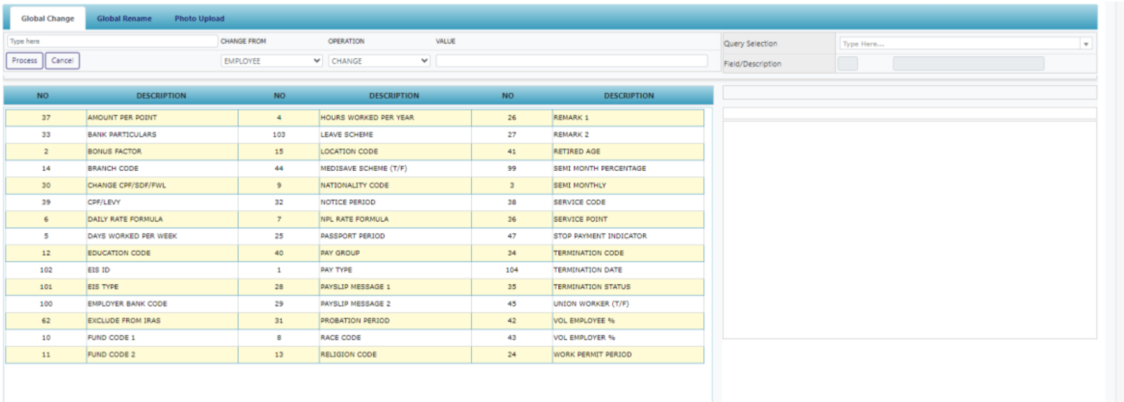
- To allow user to perform mass changes on existing employee master data & career data.

Global Rename:

- To allow user to perform mass changes on employee ID.

Photo Upload:

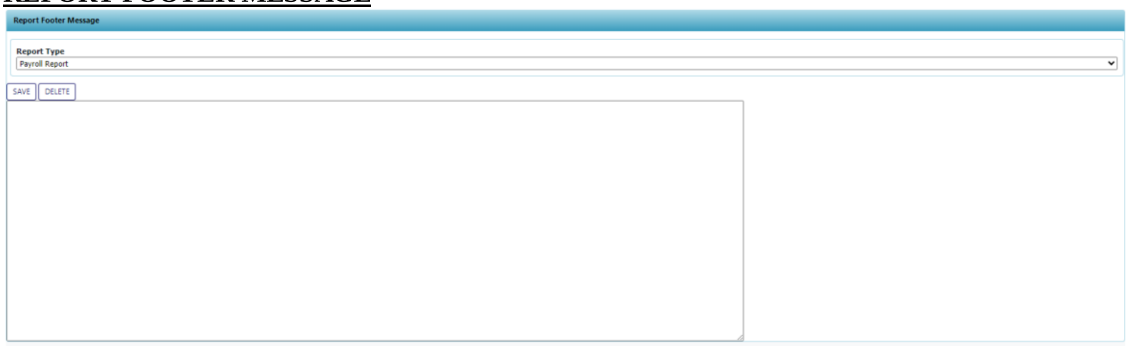
- To allow user to perform mass upload on employee's photo.



Step to perform Global Change:

1. Select 'Change From'.
2. Select which field that user would like to change from the table grid view.
3. Select the group of employees that user want to include in the global change activity from 'Query Selection' drop down list.
4. Key in the new value into 'Value' column.
5. Click [
] button.

E. REPORT FOOTER MESSAGE

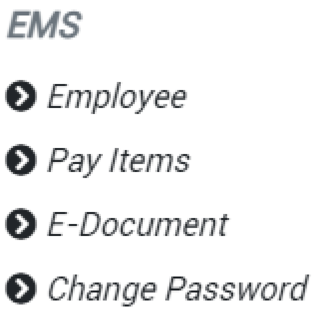


Steps to set the report footer:

1. Select the report type.
2. Key in the footer message that you want to show in the report footer.
3. Click the save button to save message.

EMPLOYEE MANAGEMENT SYSTEM

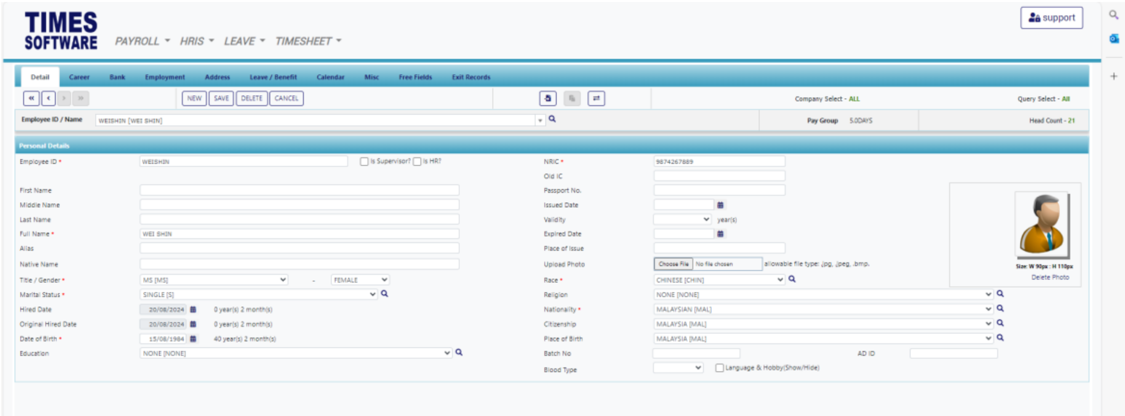
Employee Management System is to maintain staff's personal particulars, employment details, & information related to payroll.



A. EMPLOYEE

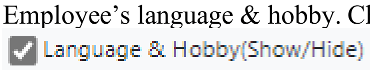
1. Detail Tab

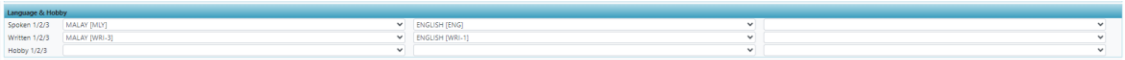
Record employee personal information.



Field mark with (*) means compulsory field. User MUST fill in value.

NEW button	:	Create new employee record.
SAVE button	:	Save or update changes.
DELETE button	:	Delete employee record.
CANCEL button	:	Cancel current changes.
« button	:	Navigate to first employee record.
‹ button	:	Navigate to previous employee record.
› button	:	Navigate to next employee record.
» button	:	Navigate to last employee record.

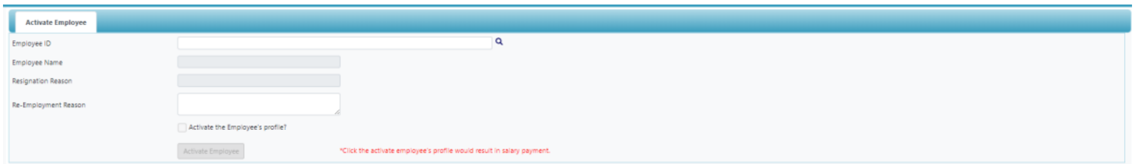
Employee ID	:	Unique ID for each employee in TIMES PRO Payroll . Input maximum of 12 alphanumeric. This is required field which cannot be blank.
Is Supervisor?	:	Supervisor indicator.
Is HR?	:	HR indicator.
First Name	:	Employee's first name.
Middle Name	:	Employee's middle name.
Last Name	:	Employee's last name.
Full Name	:	Employee's full name. Follow NRIC. HR/Payroll user can have option to input employee's name in this field only.
Alias	:	Employee's another name.
Native name	:	Employee's local name.
Title	:	Employee's denomination.
Gender	:	Employee's gender.
Marital Status	:	Employee's marital status. This is required field which cannot be blank.
Hired Date	:	Employee's join/ re-join date to the company.
Original Hired Date	:	Employee's join date to the company.
Date of Birth	:	Employee's birth date. Important for CPF calculation. This is required field which cannot be blank.
Education	:	Employee's highest education level.
Blood Type	:	Employee's blood type.
NRIC	:	Employee's NRIC number. Only for Malaysian and Malaysia Permanent Resident.
Old IC	:	Employee's old NRIC number.
Passport No.	:	Employee's passport number.
Issued Date	:	Employee's passport issue date.
Validity	:	Employee's passport validity year (s).
Expired Date	:	Employee's passport expiry date. (System auto compute)
Place of Issue	:	The place of issue of employee's passport.
Upload Photo	:	Used to upload and store employee's photo. Only accept .jpg, .jpeg, and .bmp file type which size image not more than 100kb.
Race	:	Employee's race.
Religion	:	Employee's religion.
Nationality	:	Employee's latest nationality.
Citizenship	:	Employee's current citizenship.
Place of birth	:	Employee's original birth place.
Blood Type	:	Employee's blood type.
Batch No.	:	Employee's proximity card number. Important if using Times Time Management System (TMS).
AD ID	:	Only apply to employee who require AD –ID / Win – ID login.
Language & Hobby	:	Employee's language & hobby. Check the  checkbox will enable the following section:



Special Functions:

- **Activate resign staff** 

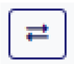
-To activate the resign staff from the database. Re-hired/ Rejoin case.



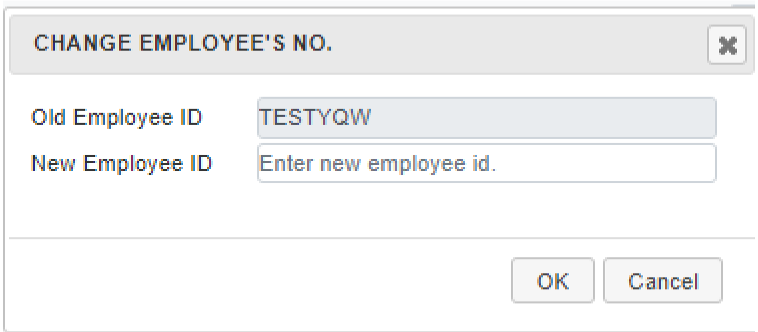
Steps:

1. Select the employee from 'Employee #' drop down list.
2. Check the 'Activate the Employee's profile?' check box.
3. Click the 

button to activate employee.

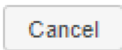
- **Change employee ID** 

-To change employee ID.



Steps:

1. Select the employee at Personal Detail screen.
2. Click the  icon.
3. Key in new employee ID in 'New Employee No.' column.
4. Click Z 

button to change the employee ID.
5. Click 

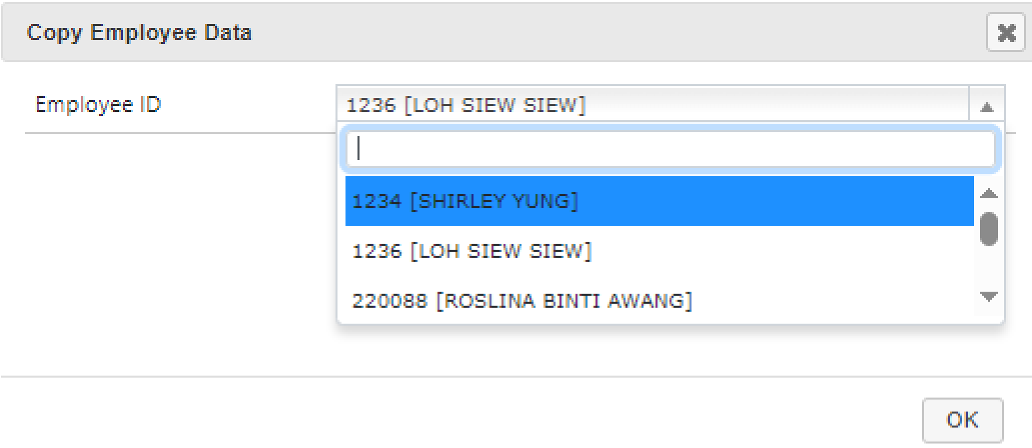
button to close the screen.

➢ **<u>Copy employee</u>**

-To copy some general information from existing employee when creating new employee record.

Steps:

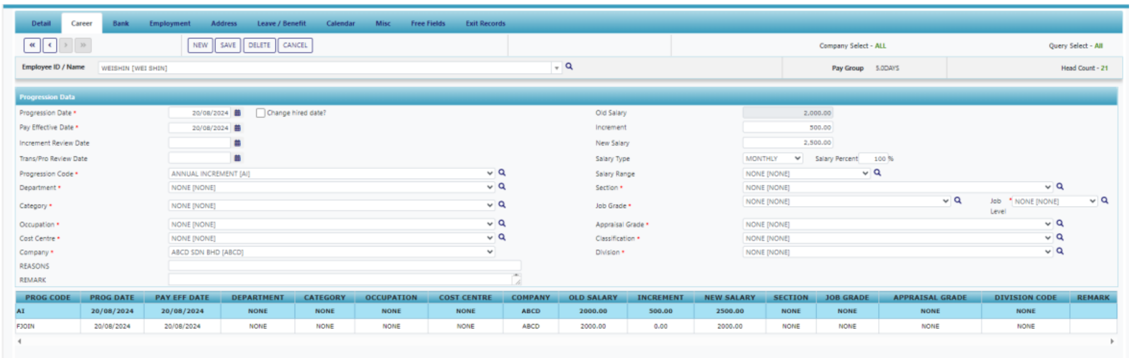
1. Click NEW button to create new employee.
2. Key in Employee ID.
3. Click on button to start copy function.
4. Select/ key in the employee ID which you wanted to copy from.



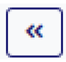
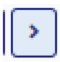
5. Click OK button to confirm the copy.
6. Fill in the compulsory field for the new employee.
7. Click SAVE button to save the record.

2. Career Tab

Keep track career change information such as increment, promotion, & etc.



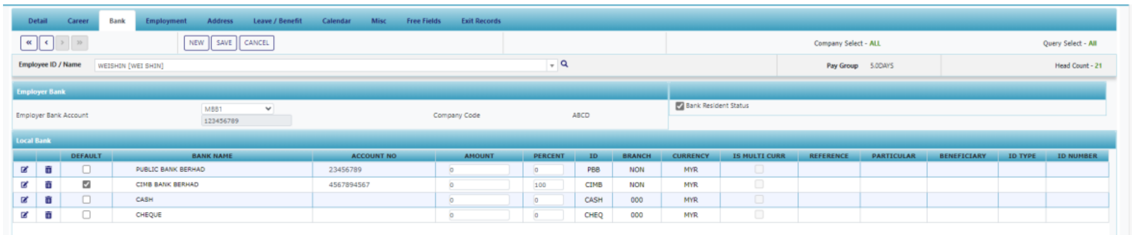
Field mark with (*) means compulsory field. User MUST fill in value.

 button	:	Create new career record.
 button	:	Save or update changes.
 button	:	Delete existing career record.
 button	:	Cancel current changes.
 button	:	Navigate to first employee record.
 button	:	Navigate to previous employee record.
 button	:	Navigate to next employee record.
 button	:	Navigate to last employee record.
Hired Date/ Progression Date	:	Effective date of the career progression. (for FJOIN or FSTART code, this field will be displayed as Hired Date)
Change Hired Date checkbox	:	Check the checkbox if user wanted to change employee's hired date.
Pay Effective Date	:	Payment effective date of the new salary. By default the Progression Date and Pay Effective Date are the same. User can change to the date that he/ she want for back pay salary calculation purpose.
Increment Review Date	:	Employee's next increment review date. Link to auto prompting report.
Trans/Pro Review Date	:	Employee's next transfer/ promotion review date.
Progression Code	:	Career progression code.
Department	:	Employee's latest department.
Category	:	Employee's latest category.

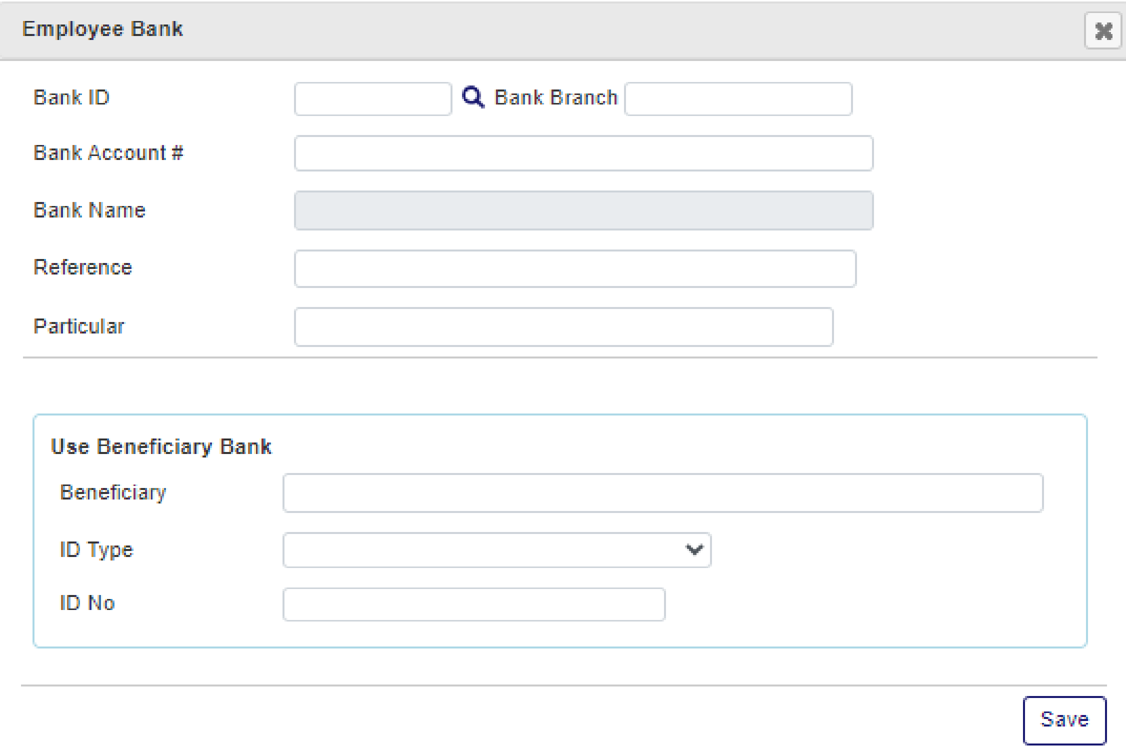
Occupation	:	Employee's latest occupation or job title.
Cost Centre	:	Employee's latest Cost Centre.
Job Level	:	Employee's latest Job Level.
Company	:	Employee's latest company.
Old Salary	:	Employee's previous salary amount. (For first join or first start code, this field will be displayed as salary)
Increment	:	Employee's increment amount.
New Salary	:	Employee's latest salary amount.
Salary Type	:	Employee's latest salary type. (Monthly or Yearly)
Salary Range	:	Employee's latest salary range.
Salary Percent	:	Actual basic salary that employee will receive based on the percentage.
Section	:	Employee's latest section.
Job Grade	:	Employee's latest job grade.
Appraisal Grade	:	Employee's latest appraisal grade.
Classification	:	Employee's latest classification.
Division	:	Employee's latest division.
Reasons	:	Reason for career record.
Remark	:	Extra remark for career record.

3. Bank Tab

Store employee bank detail for salary payment purpose.



Add new bank account:



1. Click ‘NEW’ button.
2. Click on the search icon to search the Bank ID.
3. Click ‘SAVE’ button to confirm creation after input all the necessary information.

Edit bank account information: Click ‘ ’ icon.

Delete bank account: Click ‘ ’ icon.

<u>Change payment mode</u>:

1. Change amount OR percent.
2. Click ‘SAVE’ button.

Note:

The information and screenshots in this manual are as correct at the time of printing. Times Software Pte Ltd reserves the right to change/amend without prior notice given to clients.

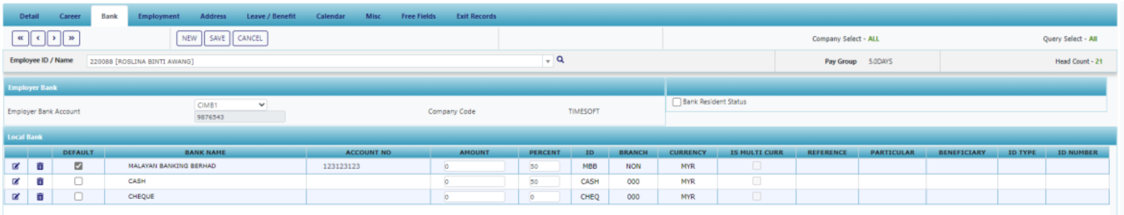
- 'Is Default' is only important when the staff has split payment. Else system will always auto tick the record where the percent = 100.
- If found blank value in either amount or percent column, kindly fill in with zero '0'.

<u>Split Payment:</u>

If the employee's salary payment is made to more than one bank, user may create a new bank record:

Steps:

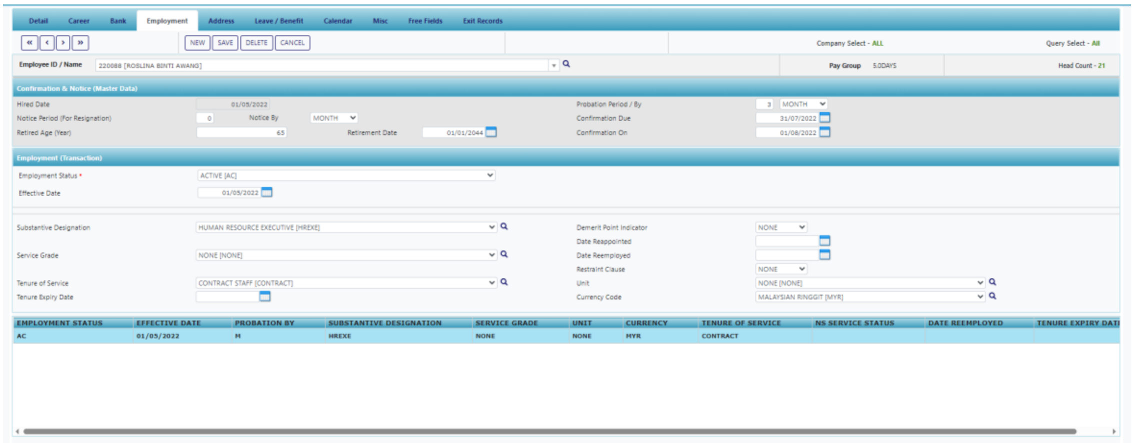
1. Add new bank record.
2. Enter either amount or the percentage in two separate bank account:



3. Click the [] button.

4. Employment Tab

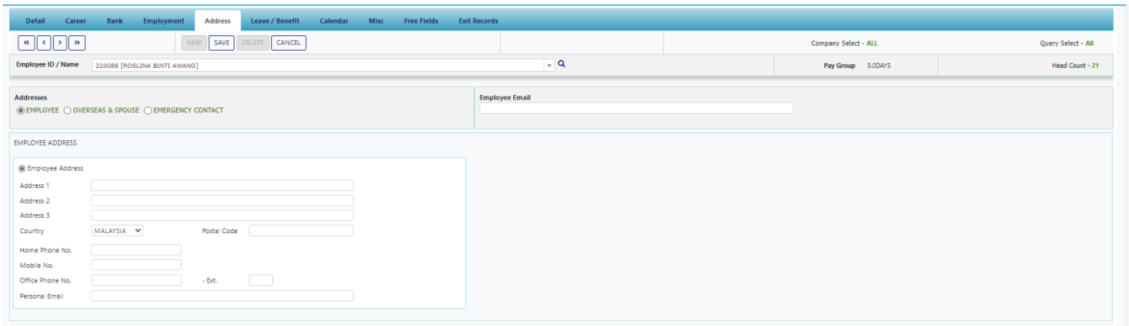
Store employee's employment information.



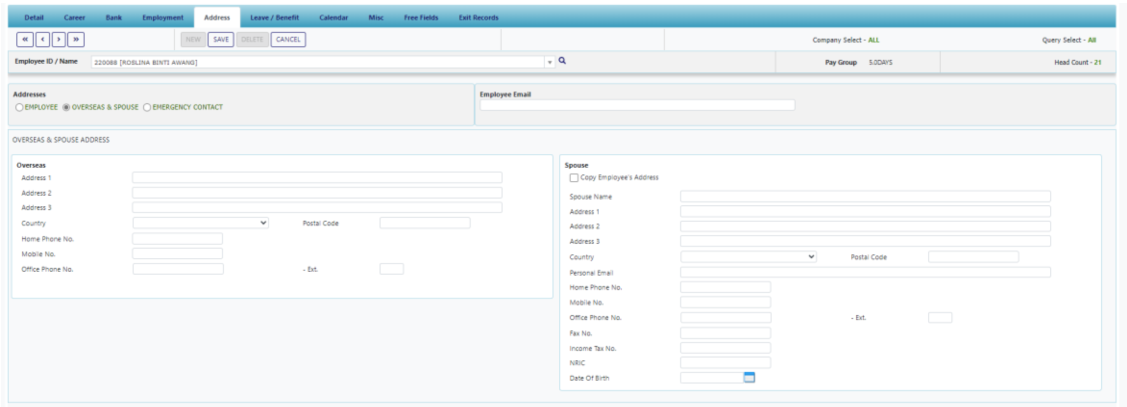
Notice Period	:	Record the employee's notice period.
Retired Age (Year)	:	To indicate the employee's retired age.
Retirement Date	:	To indicate the retirement date of the employee.
Probation Period	:	Set the probation period for the employee.
Probation By	:	To indicate the employee's probation period is by month or by week or by day.
Confirmation Due	:	Set the probation due date of the employee. Link to auto prompting report.
Confirmation On	:	Record the confirmation date of the employee.
Employment Status	:	Record the Employment Status
Effective Date	:	The effective date of the employment record.
Substantive Designation	:	Record the employee's next potential designation.
Service Grade	:	Record the employee's current service grade.
Tenure of Service	:	Record the employment type such as full time staff or contract staff.
Tenure Expiry Date	:	Record the contract expiry date. Link to auto prompting report.
Demerit Point Indicator	:	Allow user to activate the demerit point indicator for the employee.
Date Reappointed	:	Record the reappointed date of the employee.
Date Reemployed	:	Record the reemployed date of the employee.
Restrain Clause	:	Record whether the employee is tie to restraint clause.
Unit	:	Record the employee's unit.
Currency Code	:	Record the currency payment to employee's salary

5. Address Tab

Store employee's own address, spouse address, emergency contact.

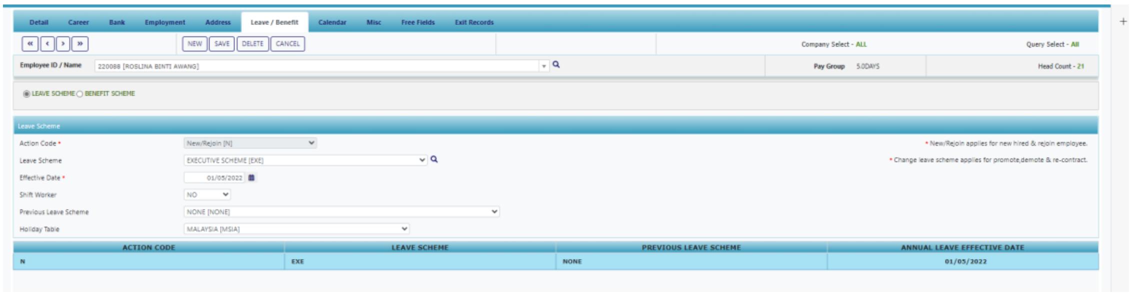


- Employee address type is to store employee's own address for mailing, tax filing, and Payslip purpose.
- Email address is important if using TimesPro Email Payslip and/ or TimesPro Leave system.



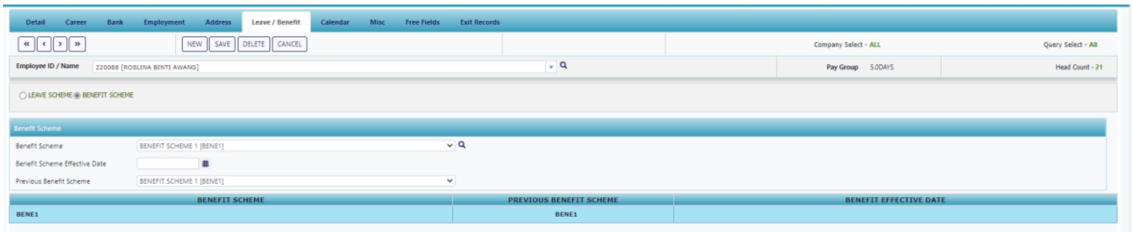
6. <u>Leave/ Benefits Tab</u>

Leave Scheme:



Action Code	:	For leave proration purpose.
Leave Scheme	:	Define the leave scheme which employee currently entitled.
Effective Date	:	This field allows user to set when is the effective date when the employee leave effective is difference from hire date. E.g. if the hired date is 01/04/2010 but leave effective date to set to 01/12/2009 then in the leave entitlement user will be able to see the **Effective Date** indication in the **Leave Entitlement.** Usually use for staff resigned and join back later or for contract staff.
Shift Worker	:	Indicate this employee is a shift worker or not. Important if using TimesPro Leave and/or Times Time Management System (TMS).
Previous Leave Scheme	:	Record the previous leave scheme for this employee. And also use for pro-rate the annual leave entitlement days (need to have annual leave effective date).
Holiday Table	:	Define this employee is following which holiday code (normally is country code) for public holiday in E-Leave.

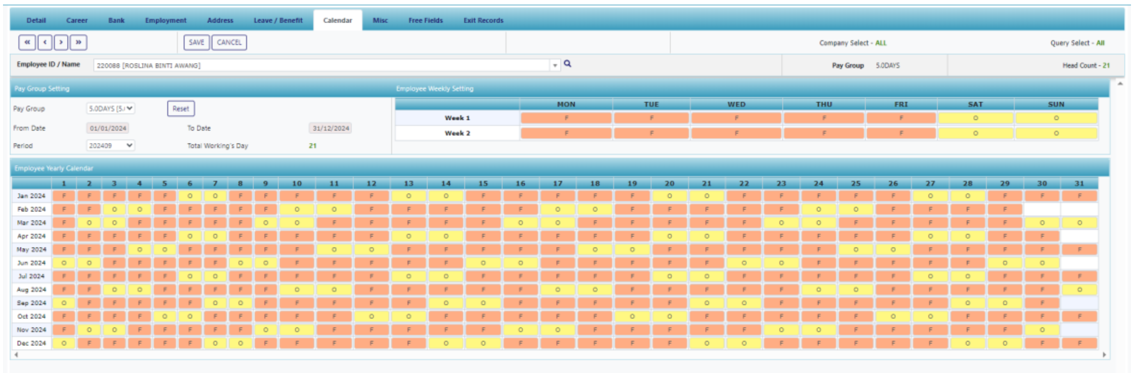
Benefit Scheme:



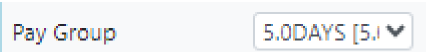
Benefit Scheme	:	Define the benefit scheme which employee currently entitled.
Benefit Scheme Effective Date	:	Define the effective date for current benefit scheme.
Previous Benefit Scheme	:	Record the previous benefit scheme for this employee.

7. Calendar tab

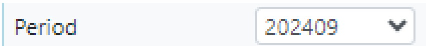
Define employee's working calendar.



Each individual employee record contains a working calendar of his/her working pattern. The calendar option provides a means to manually change the working day's state (FULL (F), HALF (H), OFF (O),).

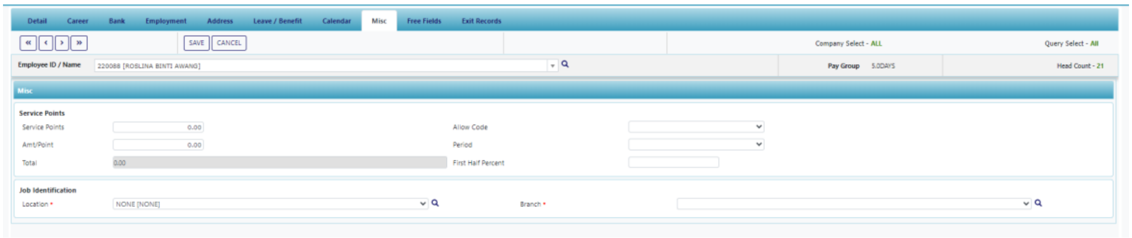


: Change the employee's pay group by selecting paygroup from the drop down list and click change paygroup button.



: To change the period of the year.

8. Misc Tab



Service Points:

Note: for Hotel industry use. And link to payroll.

Service Points : Record the total service point that the employee earned.

Amt/ Points : Record the rate for the service point.

Allow Code : Link the service point amount to the allowance code for payment purpose.

Period : Indicate which period to pay the service point amount.

First Half Percent : Allow user to input the percentage if the service point amount is split into 2 payments per month.

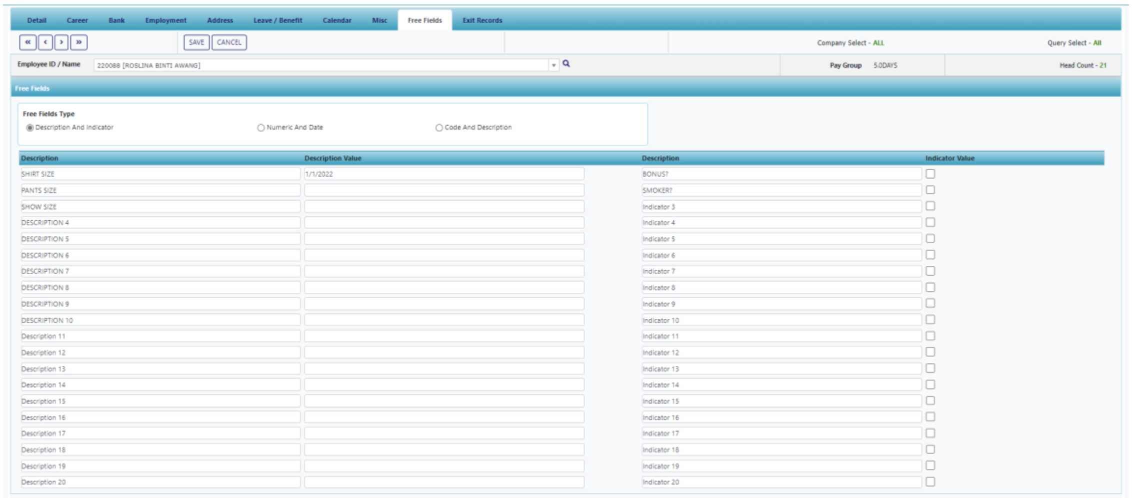
Job Identification:

Branch : Employee's latest branch.

Location : Employee's latest location.

9. Free Field tab

Record any extra information related to the staff example locker number, & etc.



Description	:	Alphanumeric field where user can input word/sentence.
Indicator	:	Checkbox.
Numeric	:	Numeric field where user can input only numbers.
Date	:	Date field where user can input the date from date picker.

Steps to change the label:

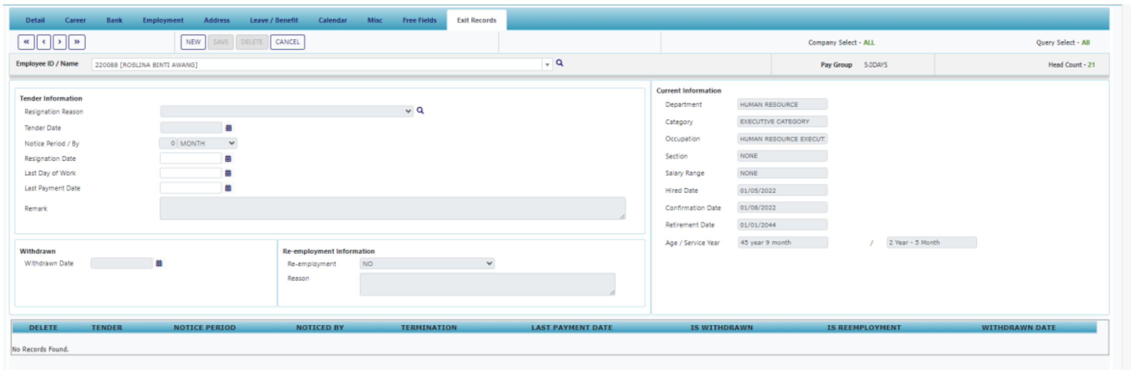
1. Point and click on the Description field.
2. Change the label name by editing the wording in the column.
3. Press Save and confirm the change.

Note: only user with Administrator rights is allowed to change the label.

10. Exit Record

Update when the employee left the company.

Tender Resignation:



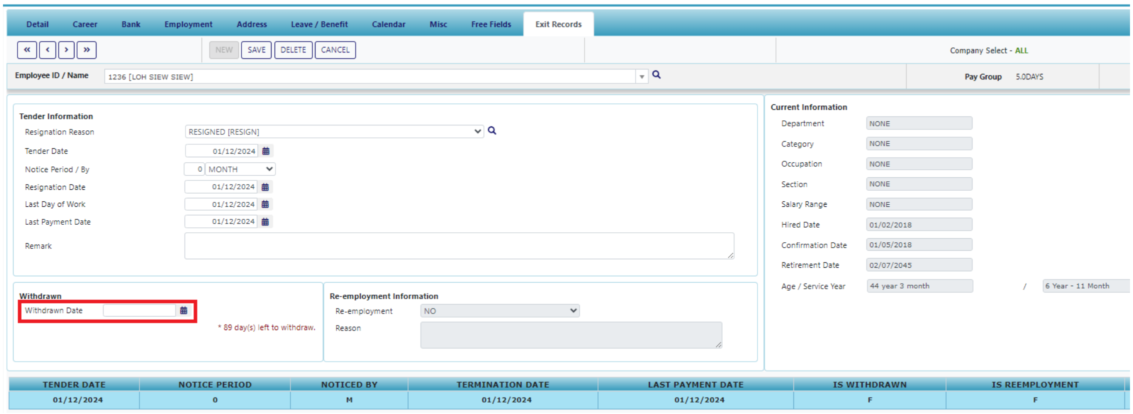
Resignation Reason	:	Record the reason of resignation. This record will link to labour market survey report.
Tender Date	:	Date when employee tender their resignation letter.
Notice Period	:	Notice period if the employee resigns.
Notice Period By	:	Set notice period by month, by week or by day.
Resignation date	:	Actual last day of service of the employee.
Last Day of work	:	Last working day in the employee for the employee. Information purpose only.
Last Payment Date	:	Date when employee get their last payment.
Remark	:	Record any extra information.

**Note:

- System will auto calculate the resignation date based on the Notice Period and Notice Period By that user had entered.
- The last payment date will appear after user creates the tender information.

<u>Withdrawn from Resignation:</u>

Enabled after user create the tender information.



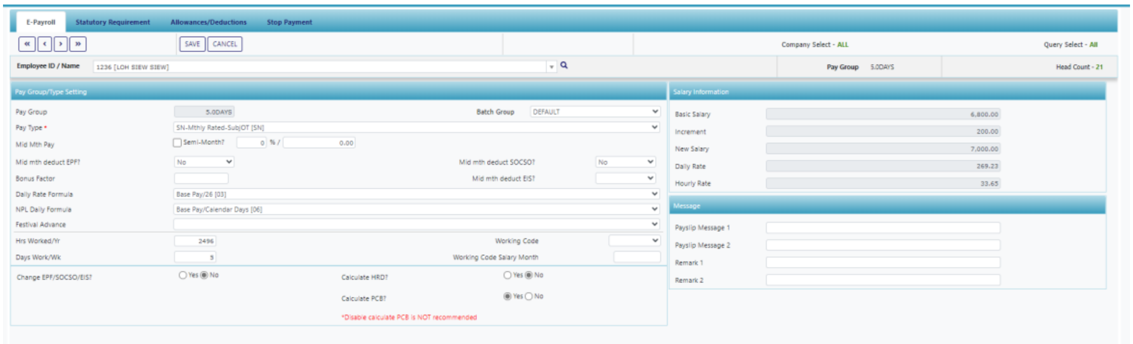
Withdrawn Date: the date when the employee withdraws from his/ her resignation.

User can only key in the withdrawn date before reaches employee's resignation date.

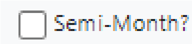
B. PAY ITEMS

1. E-Payroll

The information record in this screen will affect the payroll computation.



<u>Pay Group/ Type Setting:</u>

Batch Group	:	For batch group payroll processing.
Pay Type	:	Define the payment type for the employee. (Monthly, Daily, or Hourly)
Semi-Month	:	Checked the checkbox if the employee is paid twice monthly.
Mid Mth Pay	:	Specify the mid-month pay either by percentage or by a fixed amount. (Only applicable if the  checkbox is checked.)
Mid Mth deduct EPF	:	Define either system shall deduct EPF during mid-month pay.
Mid Mth deduct SOCSO	:	Define either system shall deduct SOCSO during mid-month pay.
Mid Mth deduct EIS	:	Define either system shall deduct EIS during mid-month pay.
Bonus Factor	:	Set bonus factor for employee. (The multiplying factor for bonus computation, unit in months)
Daily Rate Formula	:	Formula used to compute daily rate.
NPL Daily Formula	:	Formula used to compute the no pay leave deduction rate.
Festival Advance	:	Define the staff is grouped under which festival for advance salary payment. (Note: this field is important as an indicator for the processing of the festival advance payment)
Hrs Worked / Yr	:	Define the hours worked per year for the employee.
Days Work / Wk	:	Define the days worked per week for the employee.
Working Code	:	Select work code (different working day) for employee.
Working Code Salary Month	:	Allow user to setup number of month used to compute the field such as NPL, Daily Rate.

<u>Message:</u>

Payslip Message 1	:	Display the first line payslip message for individual employee.
Payslip Message 2	:	Display the second line payslip message for individual employee.
Remark 1	:	Extra field to keep any information for the employee.
Remark 2	:	Extra field to keep any information for the employee.

Change EPF/SOCSO/EIS?	:	Select "Yes" if user are allowed to change EPF / SOCSO/EIS contribution amount for this employee after process payroll in modify pay record.
Calculate HRD?	:	Select "Yes" if user wants to indicate employee to subjected HRD contribution.
Calculate PCB?	:	Select "Yes" if user wants to indicate employee to subjected PCB contribution.

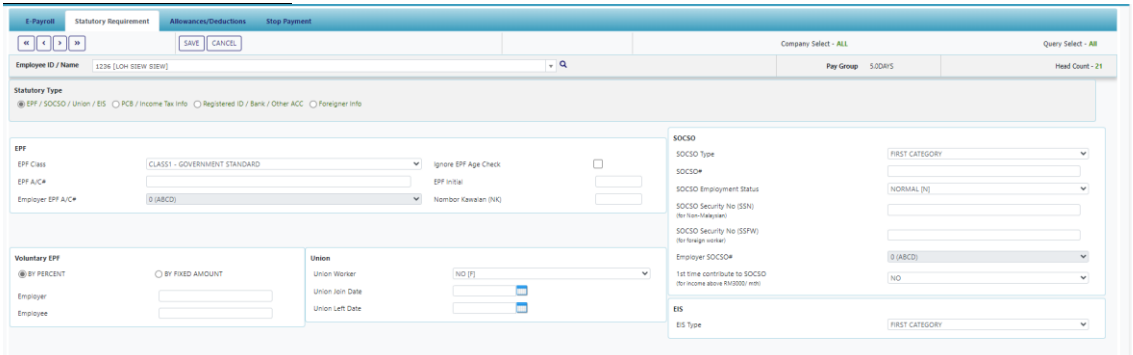
Note:

- The Daily Rate Formula, NPL Daily Formula, Hrs Worked/ Yr, & Days Work/ Wk are default from the pay group setup. But the user has the option to overwrite those values in this screen.

2. **Statutory Requirement**

Store the employee information related to government statutory requirement.

EPF / SOCSO /Union/EIS:



EPF:

EPF Class	:	To define employee’s class of EPF contribution.
EPF A/C#	:	To define employee’s EPF account number.
Employer EPF A/C#	:	To define employee’s employer EPF account number.
Ignore EPF Age Check	:	Check the checkbox to allow full EPF contribution without check on employee’s age.
EPD Initial	:	To define employee’s EPF initial number.
Nombor Kawalan (NK)	:	To define employee’s Nombor Kawalan on EPF contribution.

Voluntary EPF:

By Percent / By Fixed Amount	:	To indicate Voluntary EPF calculation method.
Voluntary EPF Employer	:	To input either amount/percentage of employer voluntary EPF.
Voluntary EPF Employee	:	To input either amount/percentage of employee voluntary EPF.

Union:

Union Worker	:	To indicate union member for employee.
Union Join Date	:	To indicate Union member’s joined date.
Union Left Date	:	To indicate Union member’s end date.

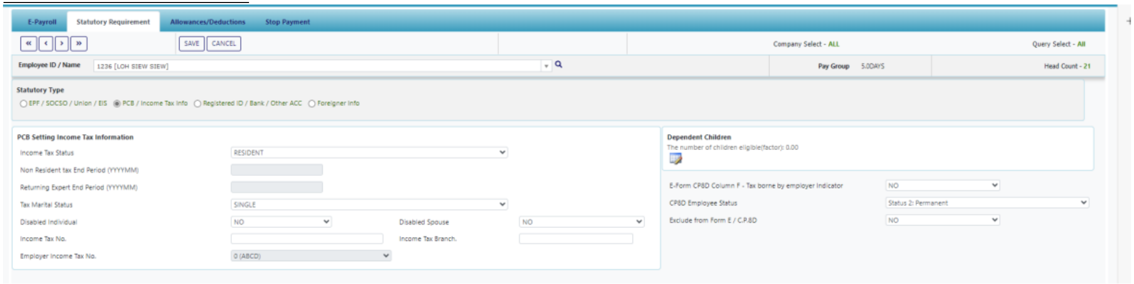
SOCSO:

SOCSO Type	:	To define employee’s SOCSO type.
SOCSO#	:	To define employee’s SOCSO account number.
SOCSO Employment Status	:	To define employee’s employment status on SOCSO contribution.
SOCSO Security No.	:	To define employee’s security number. Only applicable to non-Malaysian employee.
Employer SOCSO#	:	To define employee’s employer SOCSO account number.
1st time contribution to SOCSO	:	To indicate employee to subject to SOCSO contribution on 1st month. (only applicable for employee income more than RM3000 per month.

EIS:

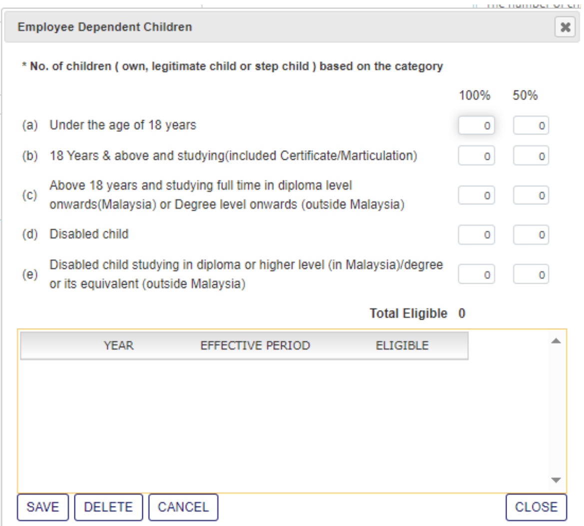
EIS Type	:	To define employee's EIS type.

PCB/Income Tax Info:



PCB Setting Income Tax Information:

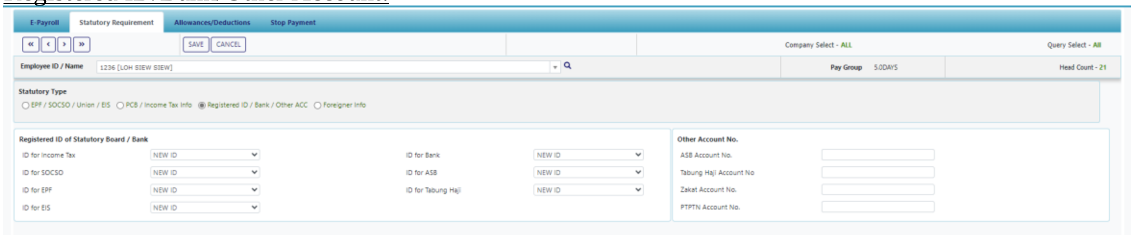
Income Tax Status	:	To define employee's income tax status.
Non Resident Tax End Period	:	To define employee's non-resident tax status end date.
Returning Expert End Period	:	To define employee's returning expert program tax status end date.
Tax Marital Status	:	To define employee's marital status.
Disabled Individual	:	To indicate employee is disabled.
Disabled Spouse	:	To indicate employee's spouse is disabled.
Income Tax No.	:	To define employee's income tax account number.
Employer Income Tax No.	:	To define employee's employer income tax account number.
Income Tax Branch	:	To define employee's income tax branch code number.
Dependent Children	:	To indicate and input the number of children fall into different type of category and percentage of income tax amount. The final factor of children eligible will be calculated by system followed government rule.



E-Form CP8D Column F - Tax borne by employer indicator. : Check the checkbox to indicate is it the employee was tax borne employer

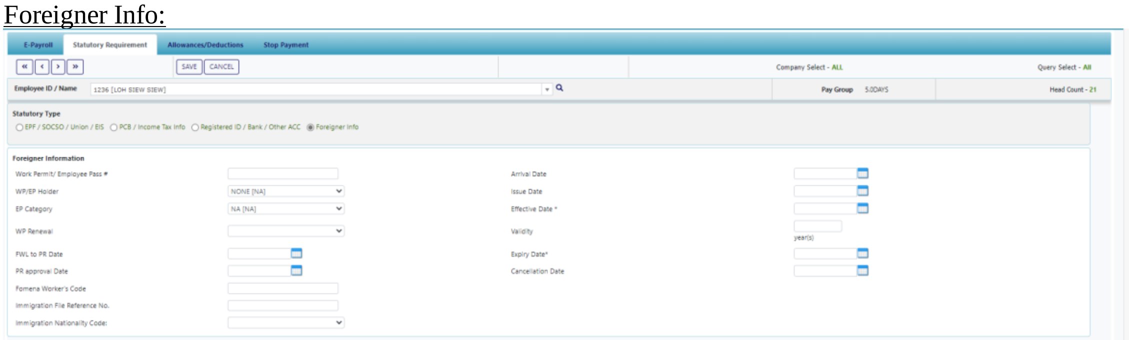
CP8D Employer Status :

Registered ID/Bank/Other Account:



This function is to allow user to define other account number (Tabung Haji, Zakat, PTPTN or ASB) and indicate the employee is using new ID (NRIC number) or old ID (Old IC) for the different contribution accounts.

Foreigner Info:



This function is to allow user to store the foreigner employee information. This include the Employee Pass Number, Effective Date, Expiry Date and etc.

Work Permit/Employee Pass# : To define employee's Work Permit/Employee Pass number.

WP/EP Holder : To categorize employee's Work Permit/Employee Pass type.

EP Category : To categorize employee's EP category.

WP Renewal : To indicate Work Permit is eligible to renew.

FWL to PR Date : To indicate employee's date of change on employee status.

PR Approval Date : To input the approval date of the Permanent Resident.

Fomena Worker's Code : To indicate employee's Femena code.

Immigration File Reference No. : To store the reference number for the immigration filing.

Immigration Nationality Code : To indicate the original immigration nationality code.

Arrival Date : To input the arrival date of the employee into the country.

Issue Date : To input the issue date of the Work Permit/Employee Pass.

Effective Date : To input the effective date of the Work Permit/Employee Pass.

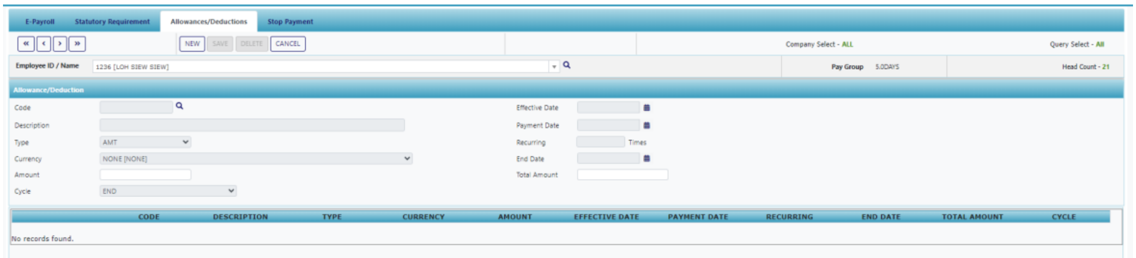
Validity : To define the length of valid duration.

Expiry Date : To input the expiry date of the Work Permit/Employee Pass

Cancellation Date : To input the cancellation date of the Work Permit/Employee Pass.

3. Allowance/ Deductions

Store the recurring allowance/ deduction for the employee for payroll computation purpose.



NEW button : Create new allowance/deduction.

SAVE button : Save or update changes.

DELETE button : Delete existing allowance/deduction.

CANCEL button : Cancel current changes.

Code : Allowance/deduction code.

Description : Display the description of the allowance/deduction code.

Type : Define type of allowance/deduction. Is either Amount or Rate.

Currency : Define currency type of allowance/deduction. Important for multi-currency payroll.

Amount : Define the amount/rate of allowance/deduction. (Negative amount means deductions)

Cycle : Define which pay cycle to pay the allowance/deduction.

Effective Date : Define effective date of allowance/deduction.

Payment Date : Define payment date of allowance/deduction.

Recurring : Define the number of times the allowance/deduction shall recur.

End Date : Define end date of allowance/deduction.

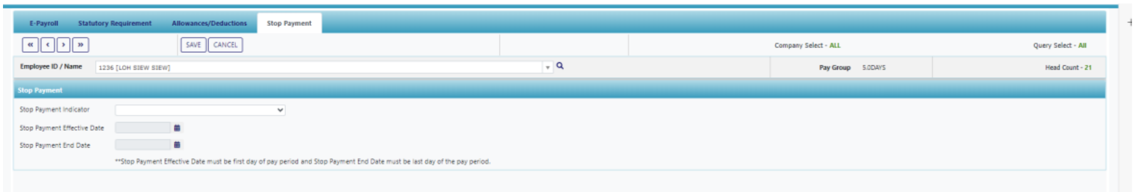
Total Amount : System will auto compute total amount if user enter the effective date and end date.

Note:

- System able to prorate the allowance/ deduction based on the effective date and payment date that user entered.
- Code with blue text highlight color indicated this allowance/ deduction is a formula code. User does not require to enter any amount/ rate. Example:

CODE	DESCRIPTION
&ANLP	ANNUAL LEAVE PAY

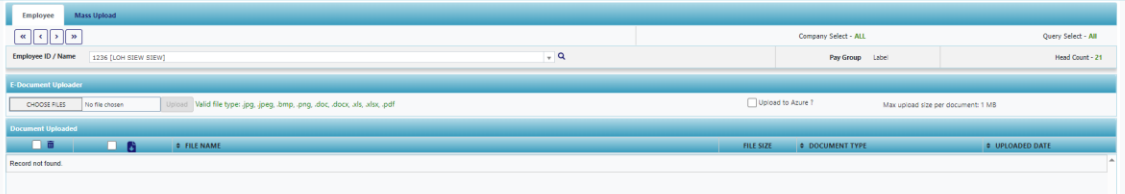
4. <u>Stop Payment</u>



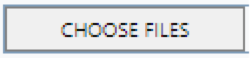
Stop Payment Indicator	:	Set to "EXCLUDE PAYROLL" if user wants to temporary stop process the payroll for this employee. If user wants to continue process payroll for this employee, then need to change the indicator to blank or NA.
Stop Payment Effective Date	:	Record start date of stop payment.
Stop Payment End Date	:	Record end date of stop payment.

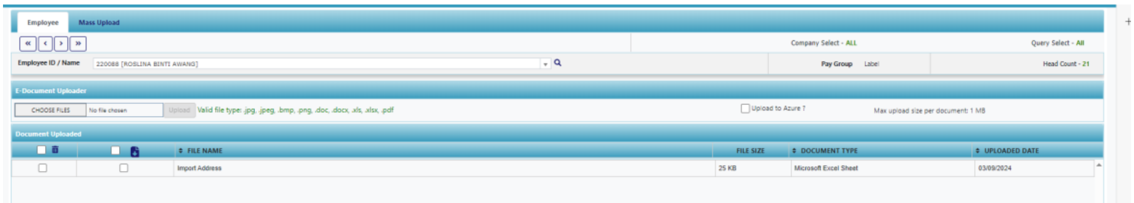
C. E-DOCUMENT

Allow user to upload the document file for specific employee.



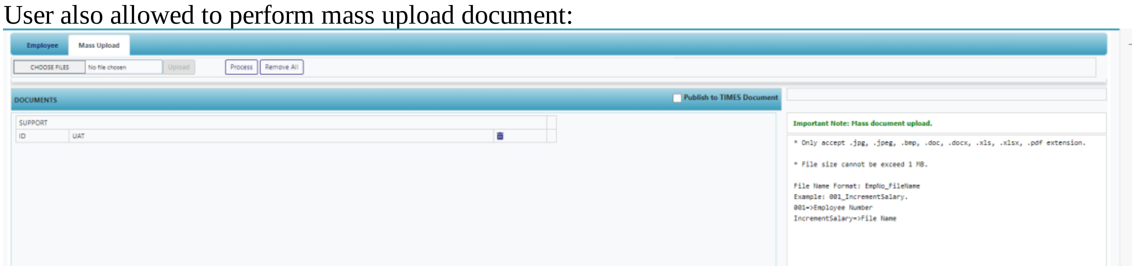
Steps to upload document file for specific employee:

1. Select the employee name.
2. Then click on  button to choose file to upload.
3. Click  button to upload the file.
4. The uploaded file will be listed in the list of uploaded files.



5. Click on  icon if user want to download the file.

User also allowed to perform mass upload document:



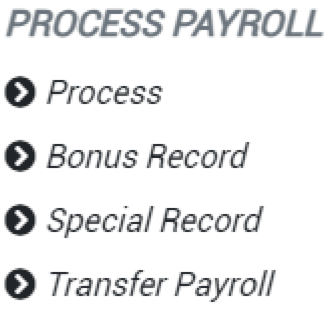
D. CHANGE PASSWORD

Allow Payroll user to change their password.

Steps:

1. Enter old password.
2. Enter new password and confirm password.
3. Click  button to complete the change password process.
4. System will redirect the user to login page again for user to login to Payroll.

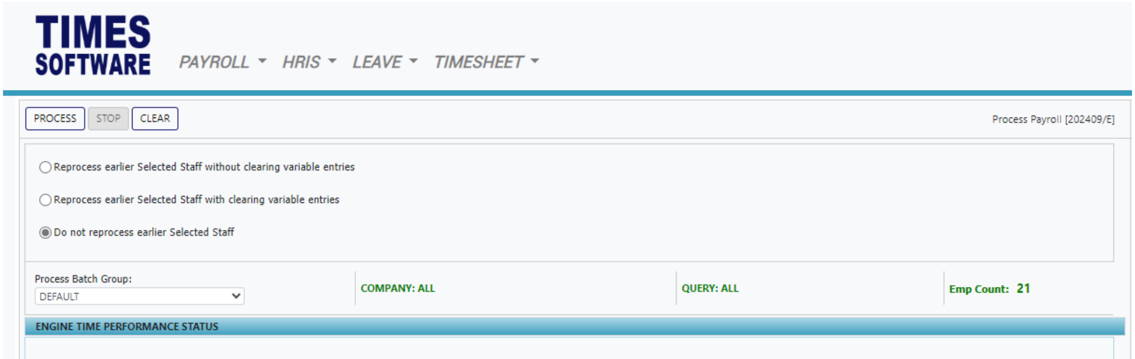
PROCESS PAYROLL



A. <u>PROCESS</u>

Process Payroll is to compute employee's payroll based on the period and cycle selected/ login

<u>The Process Options:</u>



1. Reprocess earlier Selected Staff without clearing variable entries (Reprocess payroll)
2. Reprocess earlier Selected Staff with clearing variable entries (Redo payroll)
3. Do not reprocess earlier Selected Staff (Process the payroll of staff who has not yet been processed – E.g. Newly hired staff)

What are variable entries?

- Variable entries are those pay item that payroll user key in at modify pay record.
  E.g. OT, shift allowance, NPL entries, Ad-Hoc allowances/deductions.

What is process batch group?

- Only process those employees with the batch group selected.
- This is to allow payroll user to select which employee that he/ she want to include in the payroll process.

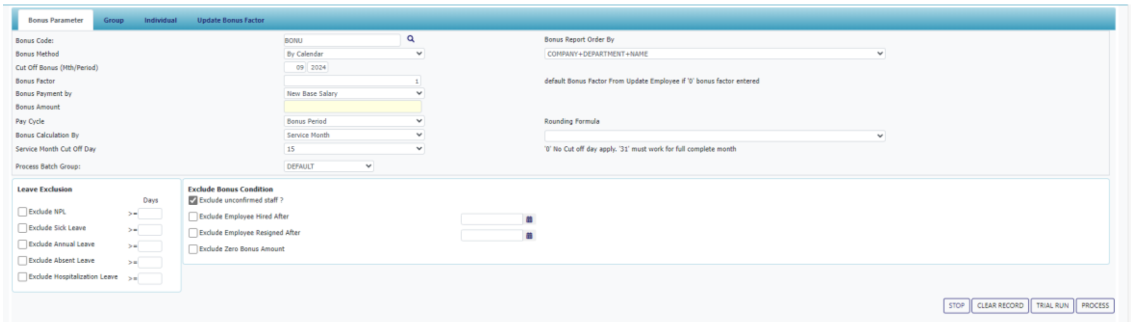
[PROCESS] button	:	Process payroll based on login period.
[STOP] button	:	Stop processing payroll.

[CLEAR] button : Delete the payroll transaction based on login period.

B. BONUS RECORD

Process Bonus is to compute employee's bonus.

1. Bonus Parameter



Bonus Code	:	Choose defined code from allowance/deduction code table. Please note that user are strongly encouraged to use the code that starts with 'BONU'. Example, 'BONUS', 'BONUAWS'. With the code starts with 'BONU', TIMES PRO Payroll will be able to separate the bonus amount from other allowance amount in the payroll report.
Bonus Method	:	By Calendar/Pay period/Calendar (periodical).
Cut Off Bonus (Mth/Period)	:	Denotes the cut-off month/period for bonus computation.
Bonus Factor	:	Define multiplying factor for bonus computation. If set to zero, Bonus Factor specified in Update Employee's records are used instead.
Bonus Payment By	:	Define which salary should be taken for bonus amount calculation. (NWC) – applies to UNION. (Sys pt) – applies to Hotel Industry. (MVC) – applies to MVC (MVC is one of the payout). Average Paid Salary – applies to Hourly/Daily Rated Staff.
Bonus Amount	:	Applicable only when select 'Fixed Amount' from Bonus Payment By.
Pay Cycle	:	Mid-month period, End-month period, and Separately (most recommended method – Bonus cycle).
Bonus Calculation By	:	Service months (Standard Option), Calendar days, Working days, None (No proration for Bonus)
Service Month Cut Off Day	:	Applicable to service month method only (Bonus Calculation By). This is to indicate the cut off day of the particular month.
Process Batch Group	:	Process only those employees with batch group selected.
Bonus Report Order By	:	Define sorting order when generate bonus report.
Rounding Formula	:	Define rounding method used to round the bonus amount.
Leave Exclusion	:	Further prorate staff's bonus if they are on leave (NPL, Sick Leave, Annual Leave, Absent Leave, & Hospitalization Leave).
Exclude Bonus Condition	:	Exclude the staff based on user setting.

[STOP] button : Stop processing bonus pay.

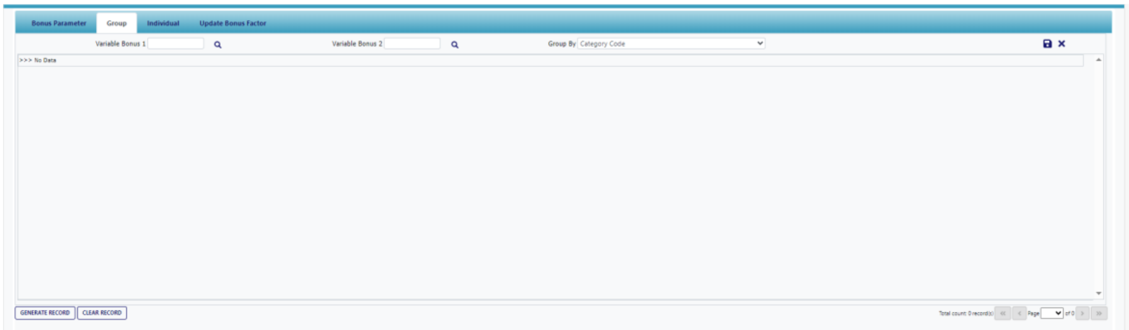
[CLEAR RECORD] button : Clear all processed bonus records from the payroll. User need to select the code used for process bonus record before click this button.

[TRIAL RUN] button : Preview the bonus projection report.

[PROCESS] button : Process bonus pay.

2. <u>Group</u>

This section allows payroll user to setup the Bonus factor/ amount by group.



Important:

- If user are not using Group setup, please ensure that the list is empty before perform the standard Bonus run.
- This setup will supersede the standard setup on the ‘Bonus Parameter’ tab.

Variable Bonus 1 and Variable Bonus 2: on top of the bonus, user can use these 2 extra pay items to define variable bonus which they wish to pay together.

Group By: payroll user can group the employee by the 4 groups.

- ➢ Category Code
- ➢ Appraisal Code
- ➢ Job Grade Code
- ➢ Classification Code

[GENERATE RECORD] button – generate employee listing based on the group selected.

[CLEAR RECORD] button – clear/delete the employee listing.

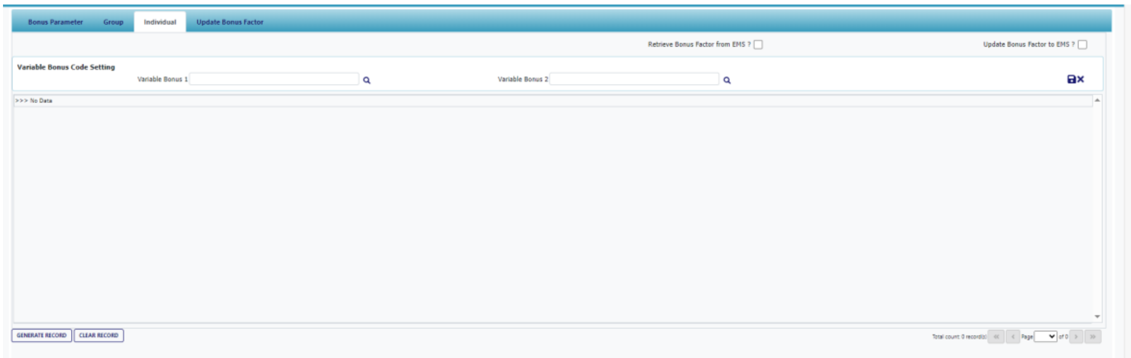
Steps:

1. Select the employee group from ‘Group By’ drop down list.

2. Click the GENERATE RECORD button.
3. Key in the Bonus Factor or Fix Amount or Variable Bonus for individual group.
4. Go to 'Bonus Parameter' to process Bonus.

3. Individual

This section allows payroll user to setup the Bonus factor/ fix amount by individual employee.



Important:

- If user are not using Individual setup, please ensure that the list is empty before perform the standard Bonus run.
- This setup will supersede the standard setup on the 'Bonus Parameter' tab.

Retrieve Bonus Factor from EMS ? – check the check box enable the system to retrieve Bonus Factor from Employee Management System when user clicks the GENERATE RECORD button.

Update Bonus Factor to EMS ? – check the check box enable the system to update the Bonus Factor that entered by user at this screen back to Employee Management System when user clicks the GENERATE RECORD button.

Steps:

1. Click the GENERATE RECORD button.
2. Key in the Bonus Factor or Fix Amount or Variable Bonus for individual employee.
3. Click icon to save the changes.
4. Go to 'Bonus Parameter' to process Bonus.

Note 1:

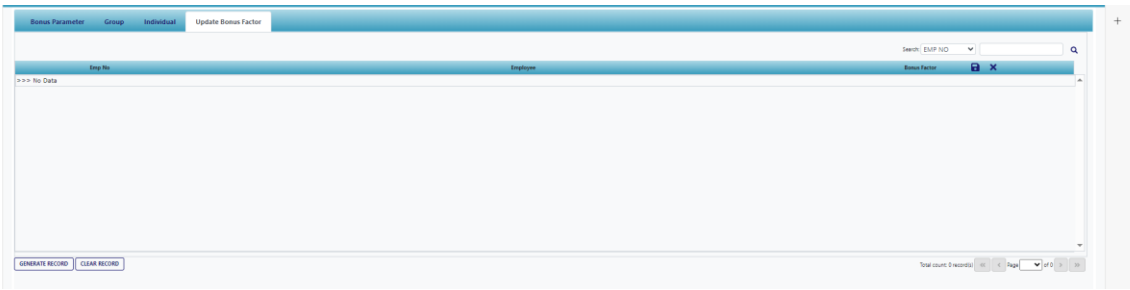
- The bonus factor and fix amount that user entered is for the bonus payout selected at Bonus Parameter.
- User can only key in either bonus factor or fix amount for individual employee.

Note 2 (Variable Bonus 1 and Variable Bonus 2):

- If user has more than one bonus payout need to process together, they can use the variable bonus 1 and variable bonus 2.
- For variable bonus 1 and variable bonus 2, user can only enter fix amount.

4. <u>Update Bonus Factor</u>

This section allow payroll user to update Bonus factor for all employees at single screen.



Important:

- If user are not using Individual setup, please ensure that the list is empty before perform the standard Bonus run.
- This setup will supersede the standard setup on the ‘Bonus Parameter’ tab.

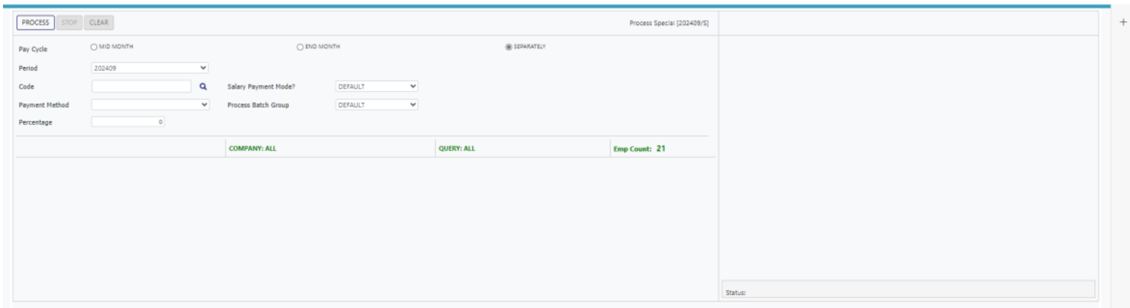
Steps:

1. Click the 

 button. (This will generate employee listing with Bonus Factor from Employee Management System)
2. Key in the Bonus Factor for individual employee. (This will directly update the Bonus Factor back to Employee management System)
3. Go to ‘Bonus Parameter’ to process Bonus.

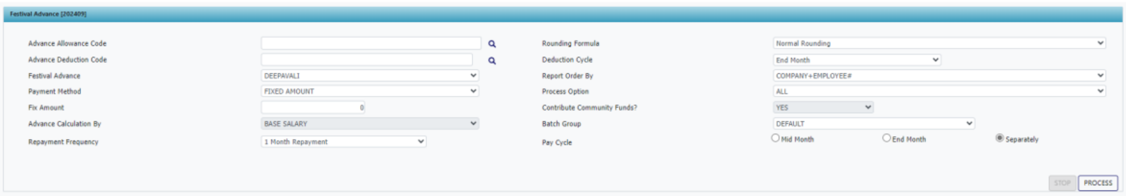
C. SPECIAL RECORD

Process Special Record allows payroll user to make extra payout to the staff. This can include incentive allowances, awards & etc.



Pay Cycle	:	Mid-month period, End-month period, and Separately (payment will be reflected in Modify Special Record screen).
Period	:	Define which pay period to make extra pay-out.
Code	:	Define which allowance code to be used for extra pay-out.
Payment Method	:	Define which formula to be used for computation.
Percentage/Amount	:	Define percentage or amount for the extra pay-out (depend on payment method).
Salary Payment Mode	:	Define payment code (default value get from Employee Management System or Cheque or Cash payment).
Process Batch Group	:	Process only those employees with the batch group selected.
[PROCESS] button	:	Used to process special pay.
[STOP] button	:	Stop processing special pay.
[CLEAR] button	:	Clear all processed special pay from the payroll. User need to select the code used in the process special record before click the button.

D. FESTIVAL ADVANCE



Advance Allowance Code	:	Define allowance code used for festival advance pay-out.
Advance Deduction Code	:	Define deduction code used for festival advance repayment.
Festival Advance	:	Define festival type.
Payment Method	:	Define method used for computation.
Fix Amount/Percentage	:	Define percentage or amount for the festival advance (depend on payment method).
Repayment Frequency	:	Define re-payment frequency.
Rounding Formula	:	Define rounding method used to round the festival advance pay-out

		amount.
Deduction Cycle	:	Define festival advance repayment cycle.
Process Option	:	Determine either all employee entitled or only confirm staff are entitled for this festival advance.
Contribute Community Funds	:	Determine whether include community fund in the festival advance pay-out.
Batch Group	:	Process only those employees with the batch group selected.
Pay Cycle	:	Select whether payment will be made separately or together with employees Mid-month or end month payroll.
[PROCESS] button	:	Used to process festival advance.
[STOP] button	:	Stop processing festival advance.

E. TRANSFER PAYROLL

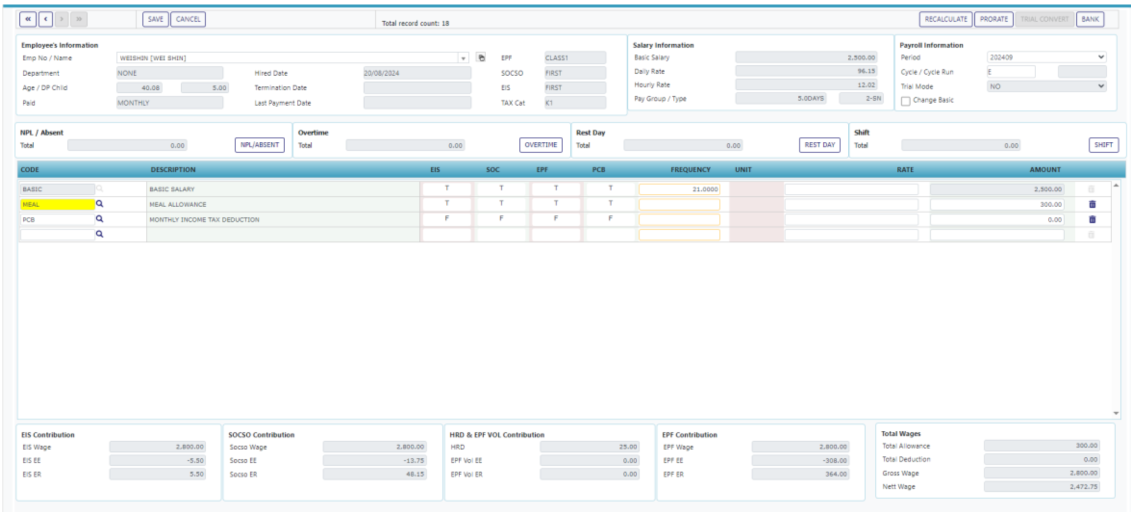
To transfer imported allowance, OT, NPL deduction to Modify Pay record.

Batch Group	:	Always set as "**Default"**
Period	:	Period that records will be transferred.
Cycle	:	Cycle that records will be transferred.
[PROCESS] button	:	To process the records to Modify Pay Record page.
[STOP] button	:	Stop transfer process.
[CHECK SUM] button	:	Check the total amount of the records before transfer.
[EXPORT TO PDF] button	:	Export records to pdf file format.

MODIFY PAY RECORD

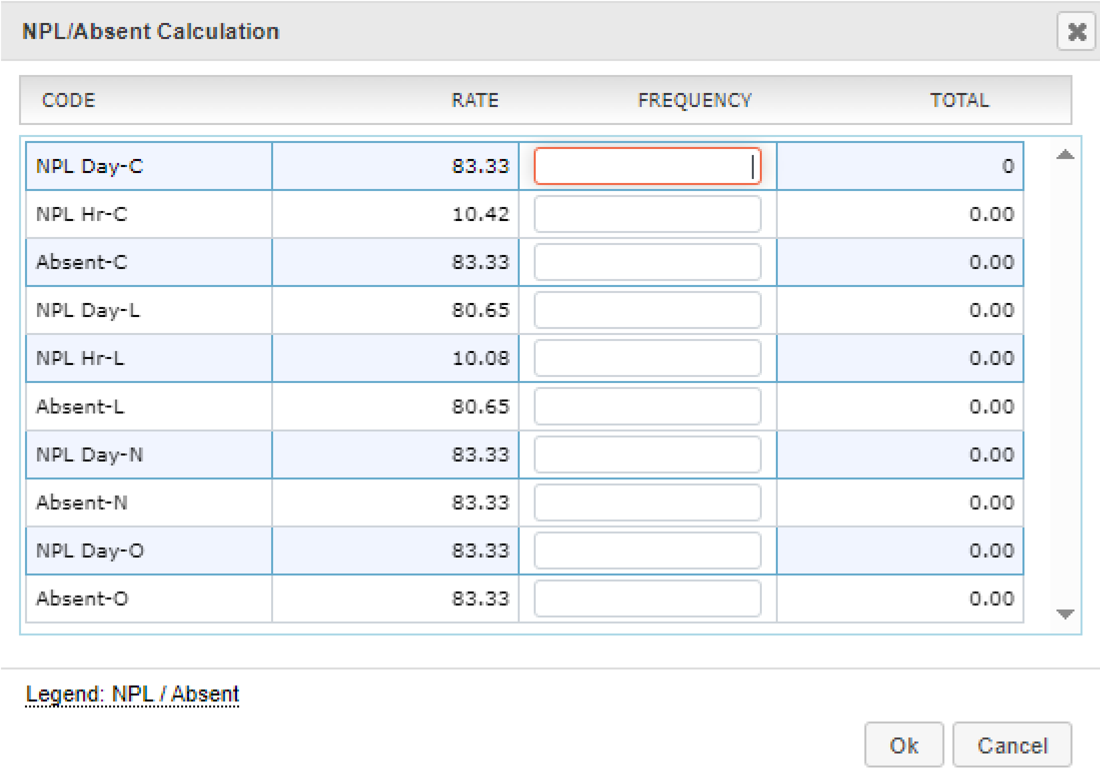
A. PAY RECORD

After payroll processing, a pay record will be created for individual employee. User can modify the pay record accordingly. This may be necessary to adjust/modify certain payroll data.

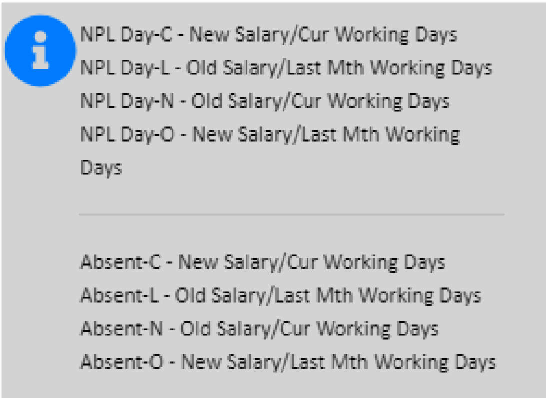


[

] button – click to go to NPL/ Absent calculation screen.



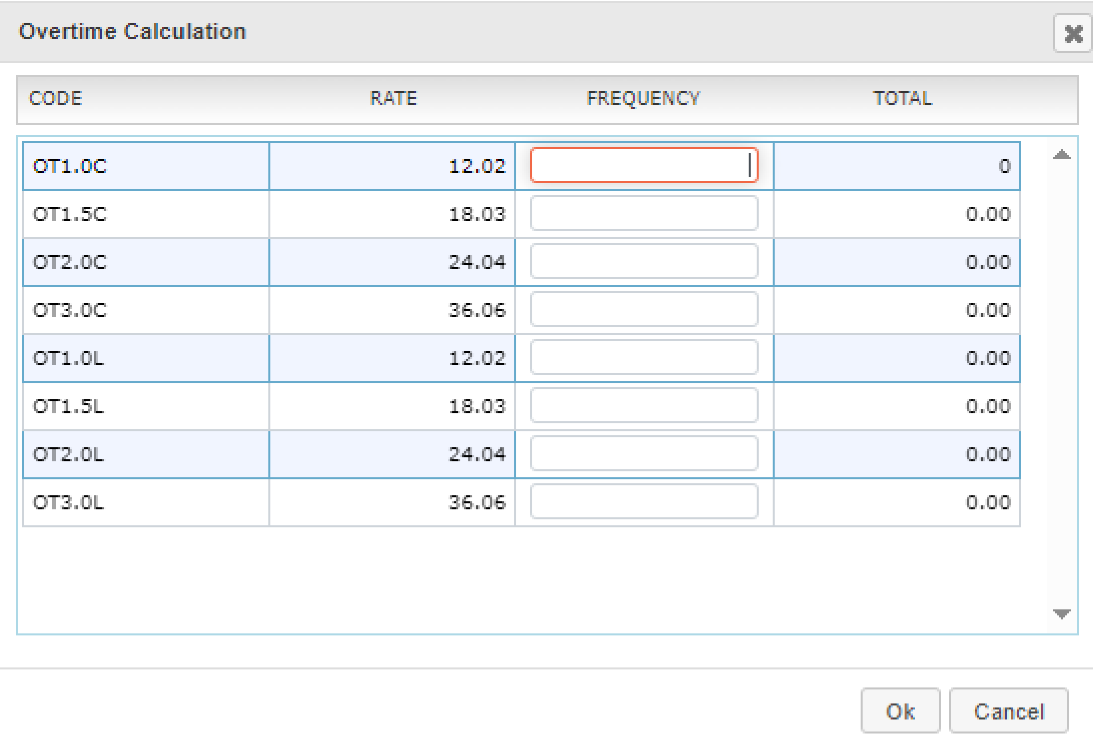
- For user to key in No Pay Leave and/ or Absent Leave day(s). Then the system able to compute the pay deduction accordingly.



- If user moves his/ her mouse to the Legend, there has information will be displayed to explain what is the meaning to C, L, N, & O that used in NPL and Absent calculation.

[

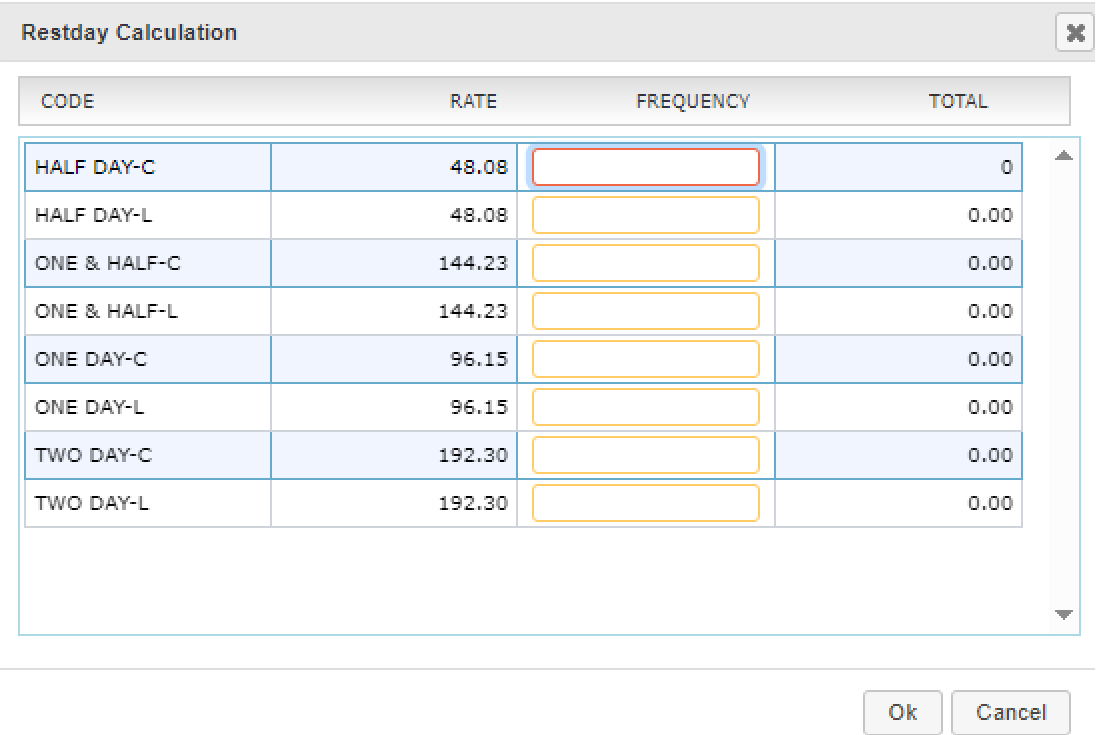
] button – click to go to Overtime Calculation screen.



CODE	RATE	FREQUENCY	TOTAL
OT1.0C	12.02		0
OT1.5C	18.03		0.00
OT2.0C	24.04		0.00
OT3.0C	36.06		0.00
OT1.0L	12.02		0.00
OT1.5L	18.03		0.00
OT2.0L	24.04		0.00
OT3.0L	36.06		0.00

- For user to key in the number of overtime hours worked on particular month for the employee. Then the system able to compute the overtime pay accordingly.

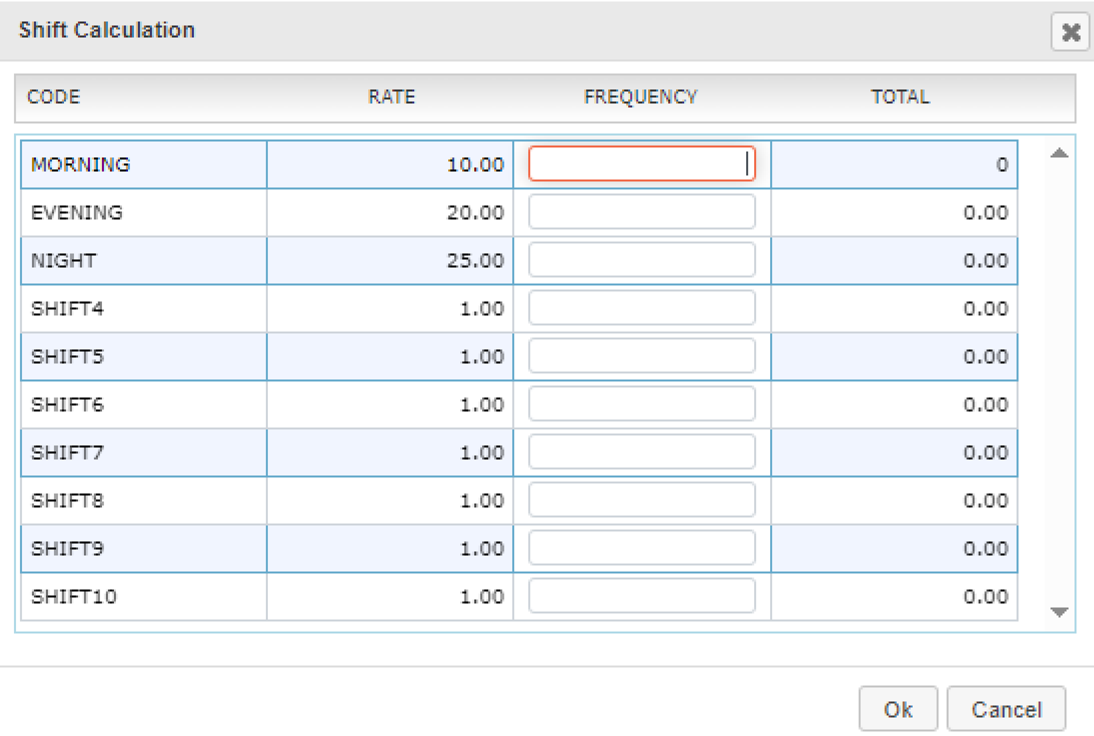
[REST DAY] button – click to go to Rest Day Calculation screen.



CODE	RATE	FREQUENCY	TOTAL
HALF DAY-C	48.08		0
HALF DAY-L	48.08		0.00
ONE & HALF-C	144.23		0.00
ONE & HALF-L	144.23		0.00
ONE DAY-C	96.15		0.00
ONE DAY-L	96.15		0.00
TWO DAY-C	192.30		0.00
TWO DAY-L	192.30		0.00

- For user to key in the number of days worked during that employee's Rest Day. Then the system able to compute the Rest Day pay accordingly.

[SHIFT] button – click to go to Shift Calculation screen.



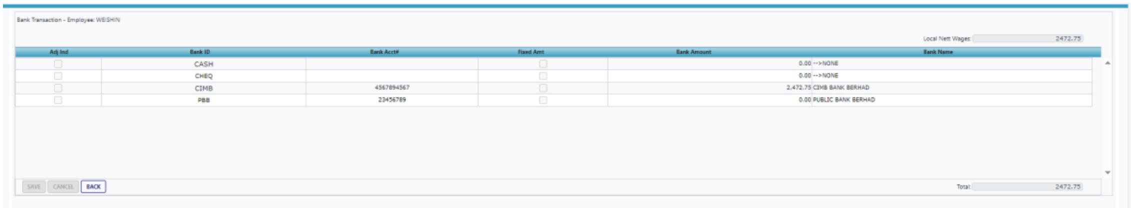
Shift Calculation

CODE	RATE	FREQUENCY	TOTAL
MORNING	10.00		0
EVENING	20.00		0.00
NIGHT	25.00		0.00
SHIFT4	1.00		0.00
SHIFT5	1.00		0.00
SHIFT6	1.00		0.00
SHIFT7	1.00		0.00
SHIFT8	1.00		0.00
SHIFT9	1.00		0.00
SHIFT10	1.00		0.00

Ok Cancel

- For user to key in the number of days that the employee work on shift. Then the system able to compute the Shift amount accordingly.

[BANK] button – click to go to employee bank transaction screen.



Bank Transaction - Employee: WEISHIN

Local Nett Wages: 2472.75

Adj Ind	Bank ID	Bank Acct#	Fixed Amt	Bank Amount	Bank Name
	CASH			0.00	-->NONE
	CHEQ			0.00	-->NONE
	CIMB	4567894567		2,472.75	CIMB BANK BERHAD
	PBB	23456789		0.00	PUBLIC BANK BERHAD

SAVE CANCEL BACK Total: 2472.75

- For user to change payment mode after process payroll.
- Also allow user to split payment by enter the amount in the field either cash or cheque or bank GIRO.

[PRORATE] button : For user to re-process the salary, get pay related data from the employee master record.

[TRIAL CONVERT] button : Applicable only for Modify Bonus Record trial run.

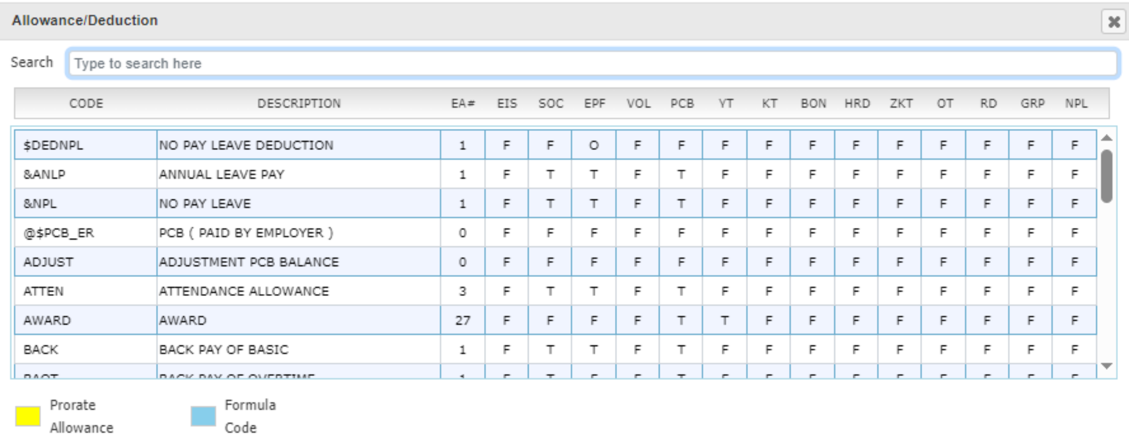
[SAVE] button : Save pay information changes and system re-compute the payroll.

[CANCEL] button : Cancel the current changes before user click [SAVE] button.

[RECALCULATE] button : Recalculate pay amount. The payroll data does not save.

Steps to add an allowance to a selected employee:

1. Click search icon ' ' to select the allowance/ deduction code.



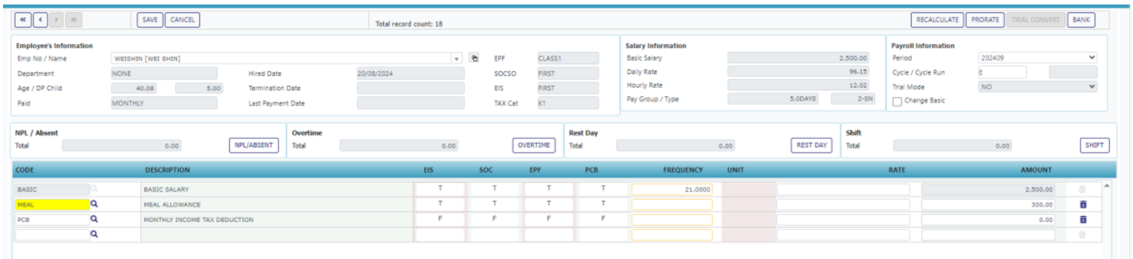
Allowance/Deduction

Search: Type to search here

CODE	DESCRIPTION	EA#	EIS	SOC	EPF	VOL	PCB	YT	KT	BON	HRD	ZKT	OT	RD	GRP	NPL
$DEDNPL	NO PAY LEAVE DEDUCTION	1	F	F	O	F	F	F	F	F	F	F	F	F	F	F
&ANLP	ANNUAL LEAVE PAY	1	F	T	T	F	T	F	F	F	F	F	F	F	F	F
&NPL	NO PAY LEAVE	1	F	T	T	F	T	F	F	F	F	F	F	F	F	F
@$PCB_ER	PCB (PAID BY EMPLOYER)	0	F	F	F	F	F	F	F	F	F	F	F	F	F	F
ADJUST	ADJUSTMENT PCB BALANCE	0	F	F	F	F	F	F	F	F	F	F	F	F	F	F
ATTEN	ATTENDANCE ALLOWANCE	3	F	T	T	F	T	F	F	F	F	F	F	F	F	F
AWARD	AWARD	27	F	F	F	F	T	T	F	F	F	F	F	F	F	F
BACK	BACK PAY OF BASIC	1	F	T	T	F	T	F	F	F	F	F	F	F	F	F

Prorate Allowance Formula Code

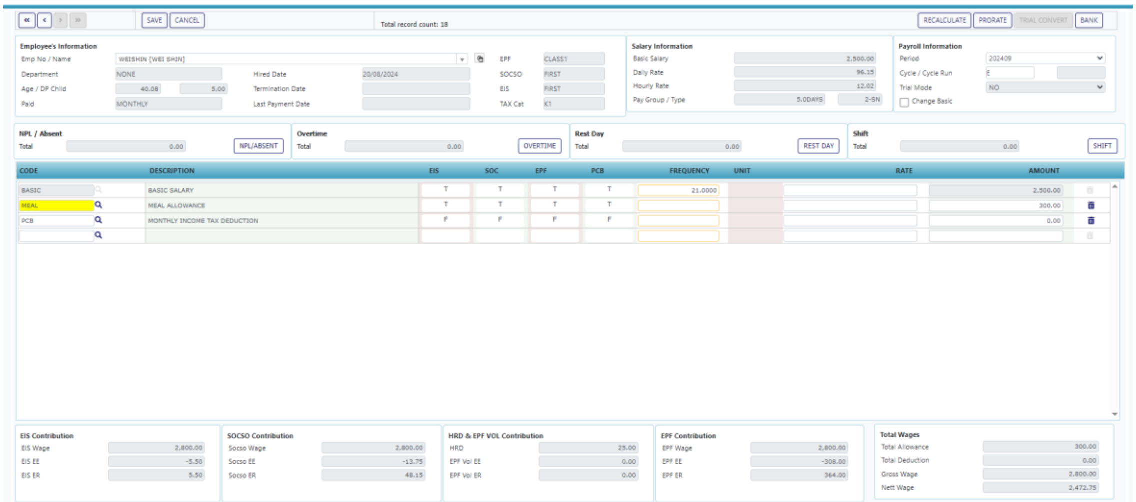
2. Key in the amount, or frequency and rate.



3. Click [SAVE] button to save and re-compute the payroll.

Steps to edit an existing allowance/ deduction for selected employee:

1. Click on the entry that user wish to edit.

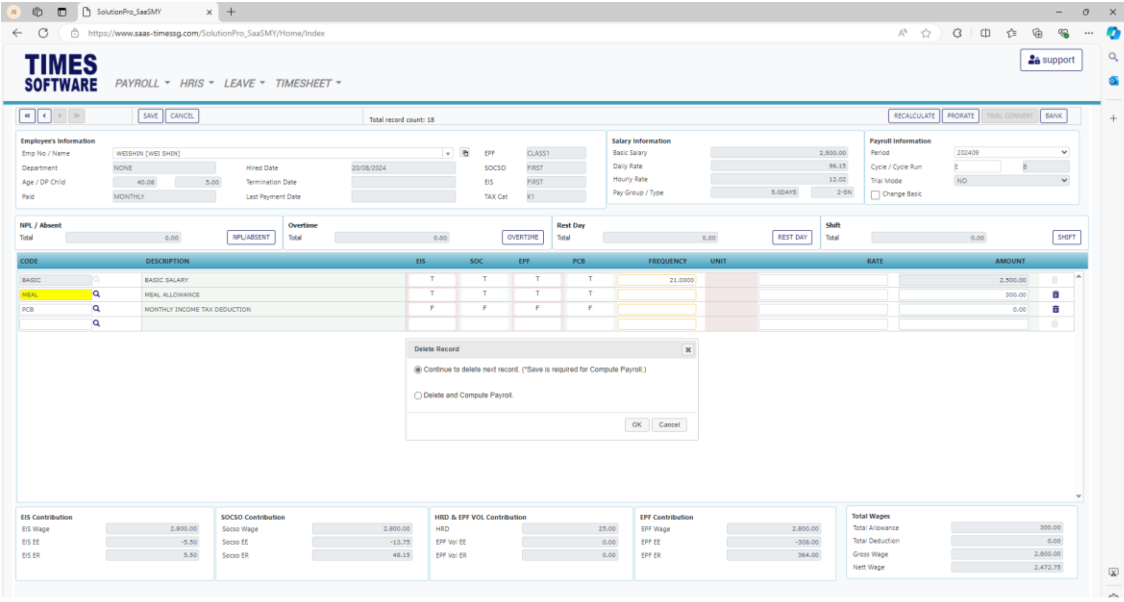


2. Edit the record accordingly.

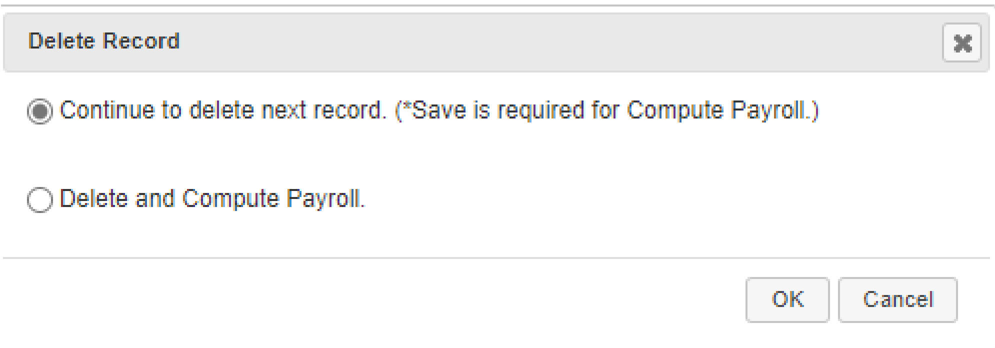
3. Click [SAVE] button to save and re-compute the payroll.

Steps to delete an allowance from a selected employee:

1. Click delete icon ‘ ’ from the right side of the entry.



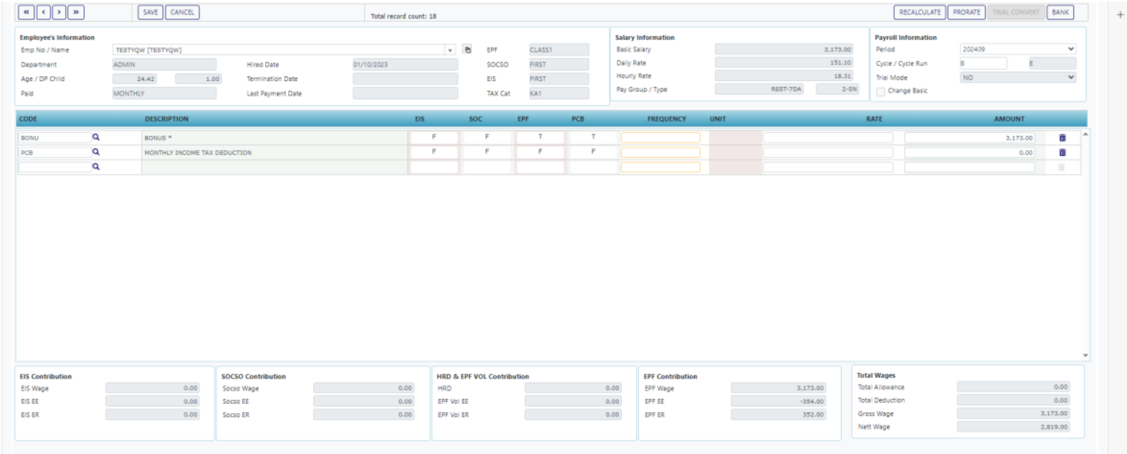
2. System will prompt the delete confirmation window.



3. Select the correct option and press OK button to confirm the action.

B. BONUS RECORD

Modify Bonus Record is only applicable when bonus record are processed separately.

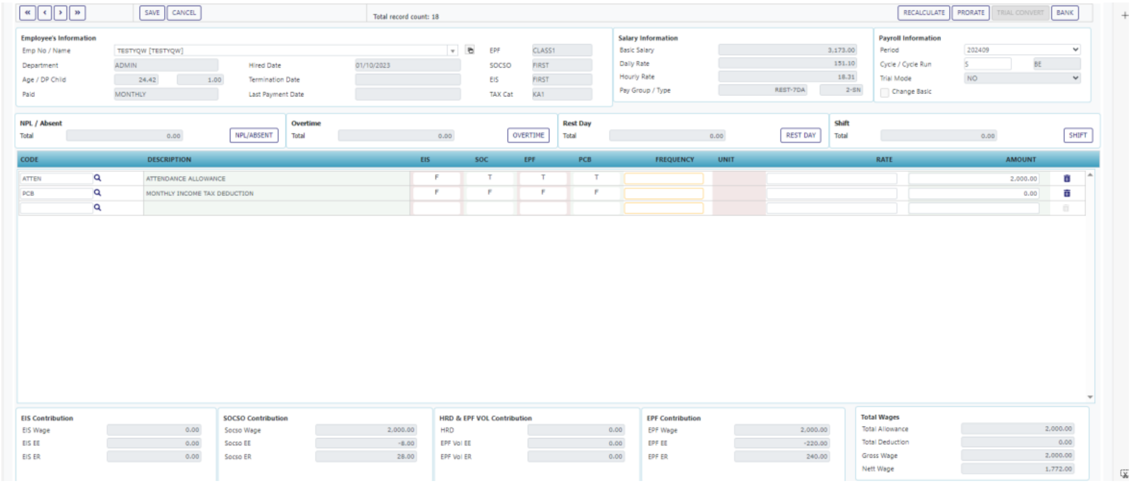


Trial Mode : User need to select 'YES' if only process bonus in trial run in order to view the bonus record here.

****Note**: steps to add/ edit/ delete the bonus record is same as modify pay record.

C. SPECIAL RECORD

Modify Special Record is only applicable when special record are processed separately.



****Note**: steps to add/ edit/ delete the bonus record is same as modify pay record.

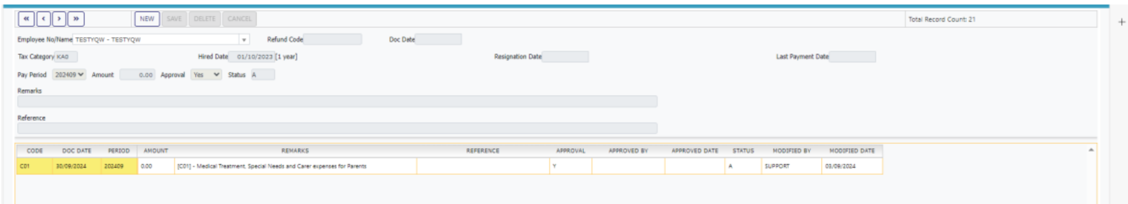
D. <u>Add. Emp PCB Relief (TP1)</u>

What is TP1 Form?

- Employee can claim optional deductions and rebates in the relevant month by submitting TP1 Form to the employer but subject to approval by employer.
- In the MTD formula, all optional deductions shall be treated as ΣLP for the cumulative deductions and LP1 for the current month deductions.

Steps to input TP1 data:

1. Go to Modify Record -> Add. Emp PCB Relief (TP1)
2. Search & select the employee name/ ID, then click [NEW] button.
3. Select the type of deduction from Refund Code list.
4. Input the document date.
5. Select the effective Pay Period.
6. Key in the deduction amount.
7. Click [Yes] if the amount is approved for deduction in MTD calculation.
8. System will auto-generate the description of the selected refund code at Remarks field. User may amend the description if they wanted to do so.
9. Key in reference, if any.
10. Click [
].



<u>Important</u>:

- User shall input TP1 record before process payroll.
- In the event that user enter TP1 after process payroll, user need to go to modify pay record and recalculate the payroll in order for the system to re-compute the PCB amount for the affected employee.
- All optional deductions will be captured in the Income Tax Run Report to facilitate the MTD calculation in which cumulative deductions shall be treated as ΣLP and LP1 for the current month deductions.
- Income Tax Run Report can be retrieved from Payroll Reports -> Income Tax Run Report.

E. <u>Emp BIK and VOLA (TP2)</u>

What is TP2 Form?

- Employee who wishes to include benefits-in-kind (BIK) and value of living accommodation (VOLA) as part of his monthly remuneration shall submit TP2 Form to the employer.
- Amount of BIK/VOLA shall be treated as part of Y1 (current month's remuneration) in the MTD calculation during the current year only (year that the employee claimed through TP2 Form to the employer). It shall not carry forward to the following year.
- Amount of BIK/VOLA are used only for the purpose of MTD calculation. These amounts shall not appear in the pay slip and EA Form.
- Employer shall input TP2 as monthly amount and system treated as Y1 in the MTD formula. However, if the TP2 amount given is a total amount for a year, the method of calculation to obtain a monthly amount is as follow:

$$\text{Monthly amount} = \frac{\text{(Value of BIK/VOLA for a year)}}{\text{(Remaining working month in a year including current month)}}$$

Example:
Value of car in a year: RM25000
Month/year of deduction agreed by the employer: April 2017
Remaining working month in a year including current month: 9 months
Monthly amount: RM25000 / 9
RM2777.77 ≈ RM2777.00 monthly from Apr to Dec 2017

Steps to input TP2 data:

1. Go to Modify Record -> Emp BIK and VOLA (TP2)

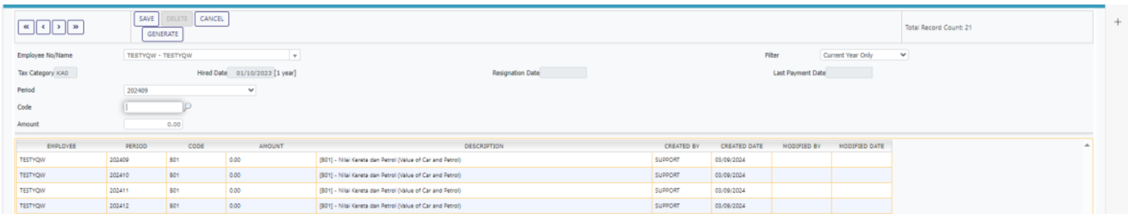
<u>Method 1: Using Generate function</u>

If user wish to input a TP2 record which is effective from current period till the last period of current year, user may use [Generate] function.

Example:
Value of car in a year: RM25000
Month/year of deduction agreed by the employer: April 2017
Remaining working month in a year including current month: 9 months
Monthly amount: RM25000 / 9
RM2777.77 ≈ RM2777.00 monthly from Apr to Dec 2017

Based on the above example, user may generate the TP2 record for Value of Car from Apr 2017 to Dec 2017 in a quicker approach:

a. Search & select the employee name/ ID.
b. Select the effective period, herein 201704.
c. Select [Value of Car] from the Code list, herein B01.
d. Input the monthly amount, herein 2777.
e. Click on [Generate].
f. Expected results will display on the TP2 Form screen. Herein, system display B01 record from period 201704 to 201712.
g. User may select a record which wish to delete and click on [DELETE] button.
h. Repeat the same process from (a) to (e) to generate another TP2 record.



<u>Method 2: Manual input</u>

Alternate to the Generate function, user may also choose to input the TP2 record manually. Below are the steps:

a) Search & select the employee name/ ID.
b) Select the period that user want the TP2 data to be effective.
c) Select the type of BIK/VOLA from the [ ] list.
d) Input the TP2 amount of the selected code. The amount input will be included in the MTD computation as Y1 for the selected period only.
e) Click on [SAVE] when input data is done.
f) If user wrongly input a TP2 record, user may select the record that wish to delete and click on [DELETE] button.
g) Repeat the same process from (a) to (e) to input another TP2 record.

<u>Important</u>:

- User shall input TP2 record before process payroll.
- In the event that user enter TP2 after process payroll, user need to go to modify pay record and recalculate the payroll in order for the system to re-compute the PCB amount for the affected employee.
- All BIK/VOLA amount will be captured in the Income Tax Run Report to facilitate the MTD calculation in which it shall be treated as part of Y1 (current month's remuneration).
- Income Tax Run Report can be retrieved from Payroll Reports -> Income Tax Run Report.

F. <u>Emp PCB History (TP3)</u>

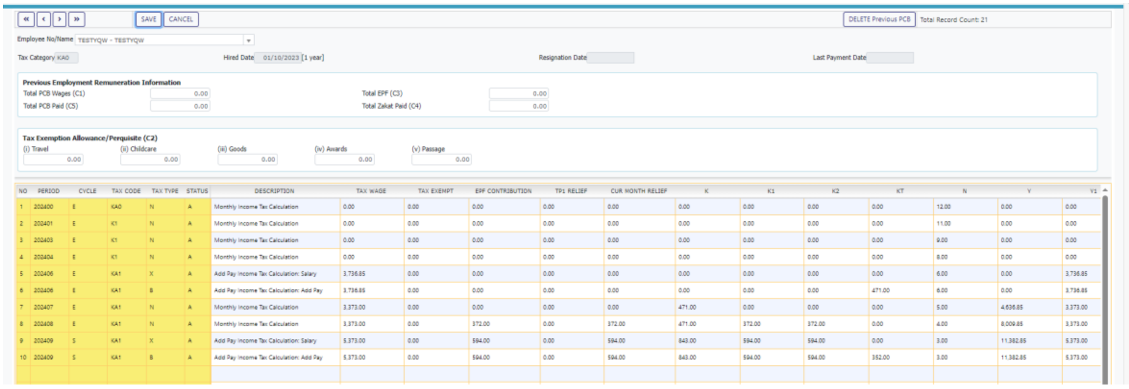
What is TP3 Form?

- Effective 1st January 2010, it is the Employer's responsibilities under the IRBM Rules to inform every employee to submit TP3 (Previous employment remuneration information) form if employee commence employment with new employer and received remuneration from previous employer within the same basic period (current year) pursuant to his employment. Employer is required to retain the form duly signed by the employee for a period of 7 years.
- Employer shall include TP3 form information received from employee to input in their payroll system to deduct the Monthly Tax Deduction (MTD) from the remuneration of employee in accordance to computerized calculation method.
- TP3 Form information should be input in the payroll system on the employees' first month employment with your company.

Steps to input TP3 data:

1. Go to Modify Record -> Emp PCB History (TP3).
2. Below is the screen to input TP3 Form information. User should input this information before run Process Payroll.
   a) Select Employee Code to input TP3 Form information.
   b) Input information from C1 to C5, if any.
   c) Click on [

] button when ready to save the information to system.

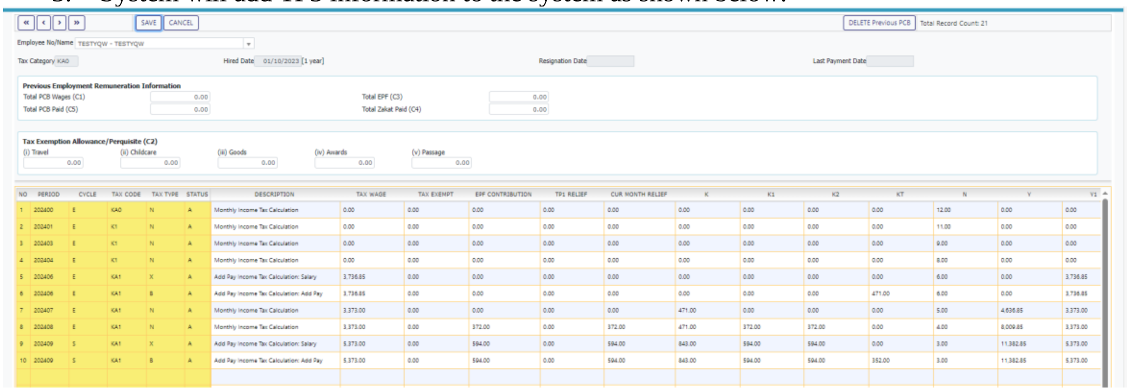


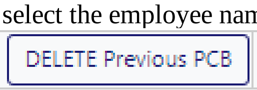
Below is an example of Section C in TP3 Form for your reference.

BAHAGIAN C : MAKLUMAT SARAAN, KWSP, FI/ZAKAT DAN PCB (sila nyatakan jumlah keseluruhan daripada majikan-majikan terdahulu)

			AMAUN TERKUMPUL
C1	Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun/perkuisit/ pemberian/manfaat yang dikenakan cukai	RM	1100.00
C2	Jumlah elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai		
i	Elaun perjalanan, kad petrol atau elaun petrol antara rumah ke pejabat (sehingga tahun taksiran 2010 sahaja)	RM	1000.00
ii	Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	RM	
iii	Elaun penjagaan anak	RM	
iv	Produk yang dikeluarkan oleh perniagaan majikan yang diberi secara percuma atau diberi pada harga diskaun	RM	
v	Perkuisit dalam bentuk tunai/barangan berkaitan dengan pencapaian perkhidmatan lalu, anugerah khidmat cemerlang, anugerah inovasi atau anugerah produktiviti atau perkhidmatan lama dengan syarat pekerja tersebut telah berkhidmat lebih daripada 10 tahun	RM	
vi	Lain - lain elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai. Sila rujuk nota penerangan Borang BE untuk keterangan lanjut.	RM	
C3	Jumlah caruman KWSP atau Kumpulan Wang Lain Yang Diluluskan ke atas semua saraan (saraan bulanan dan saraan tambahan)	RM	121.00
C4	Jumlah Fi/Zakat	RM	15.00
C5	Jumlah PCB (tidak termasuk CP38)	RM	13.00

3. System will add TP3 information to the system as shown below:

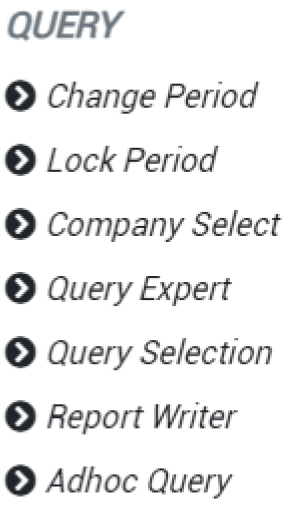


Steps to delete TP3 data:
1. Go to Modify Record -> Emp PCB History (TP3).
2. Search & select the employee name/ ID.
3. Click on 

button.

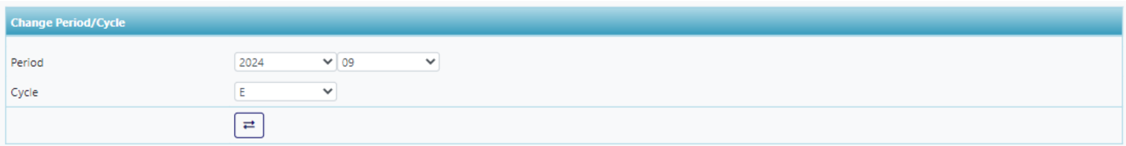
<u>Important</u>:
- In the event user have wrongly entered one of the values in C1 to C5 field, user must re-input values from C1 to C5.
- In the event that user enter TP3 after process payroll, user need to go to modify pay record and recalculate the payroll in order for the system to re-compute the PCB amount for the affected employee.
- Employee's TP3 Form information can also be seen in Payroll Reports -> Pay History Report as shown below:

QUERY



A. CHANGE PERIOD

Allow user to change the pay period and cycle without logout from the system.

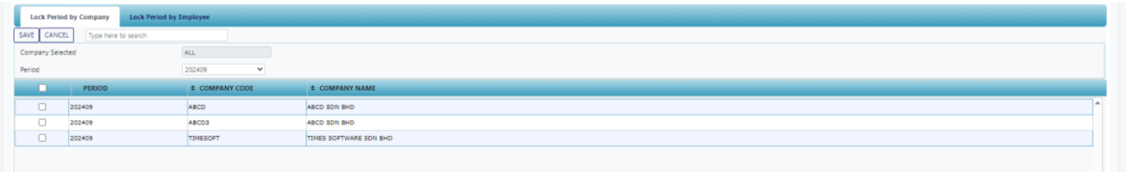


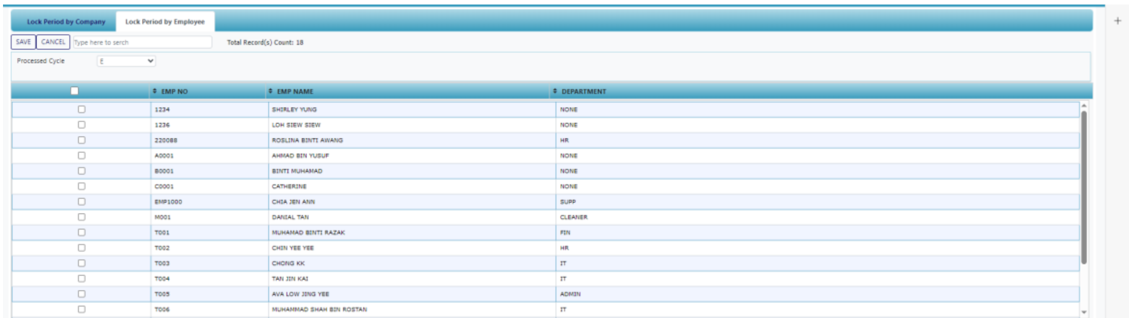
Steps:

1. Select the new period and cycle.
2. Click [] button to change to the new period and cycle.

B. LOCK PERIOD

Allow payroll user to disable the changes on payroll data for selected pay period.





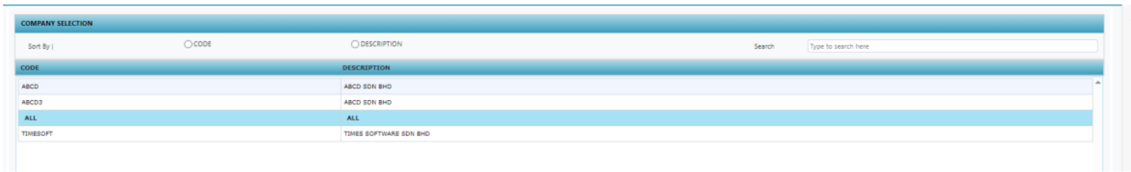
- User has the option:
    - To lock the pay period for all employees based on their current company.

- To lock the pay period for the select employee(s).
- To select from the drop-down list on the period to filter the selection.

[SAVE] button	:	Save changes after user check or uncheck the "Locked?" checkbox.
[CANCEL] button	:	Cancel current changes before user click [SAVE] button.

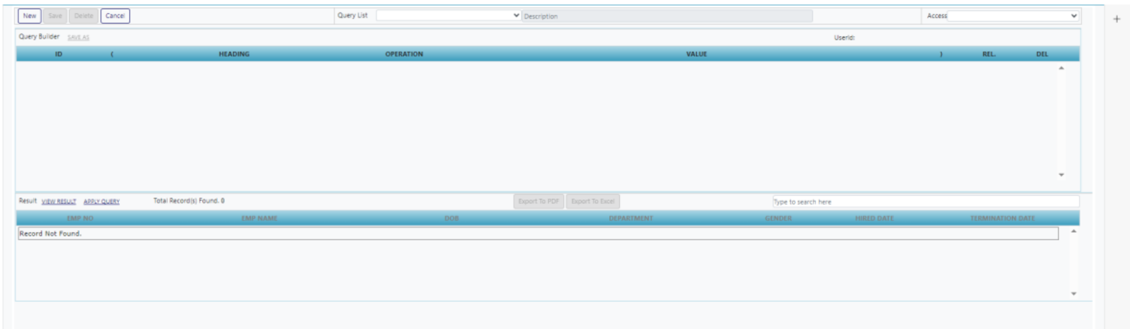
C. COMPANY SELECT

Allow user to query/retrieve the employee that he/ she wanted based on employee's current company.



D. QUERY EXPERT

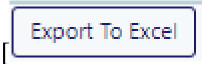
The Query function enables user to retrieve records that meet certain criteria. It provides a means to work specifically on employees that meets user-defined conditions.



[NEW] button	:	Create new query.
[SAVE] button	:	Save the new query.
[DELETE] button	:	Delete the query.
[CANCEL] button	:	Cancel the current changes.
Query List	:	Retrieve existing query.
Save As	:	Save the existing query to another new query.
View Result	:	Preview the list of employee (s) which meet the criteria based on the query.
Apply Query	:	Use selected query.

[

] : Export the query report into PDF format.

[

] : Export the query report into Excel format.

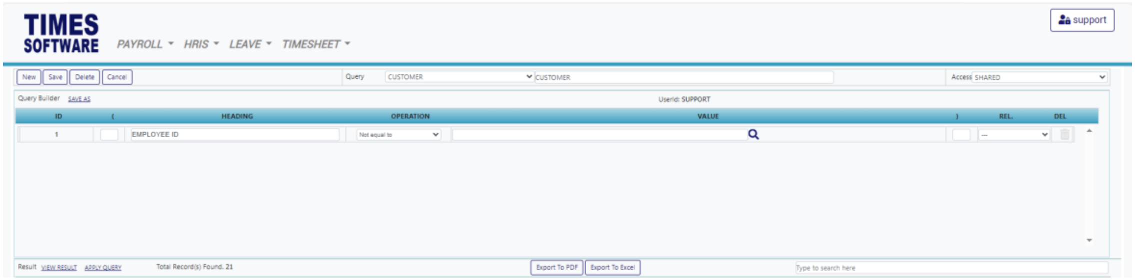
REL (Relational Operator):

AND	Used to combine different criterion into one. All criterions linked with "AND" operator must be fulfilled.
OR	Select by either criterion within the query. Select by either this condition or that condition.

Steps to create a new query:

1. Click the [

] button and New Query window will pop up:

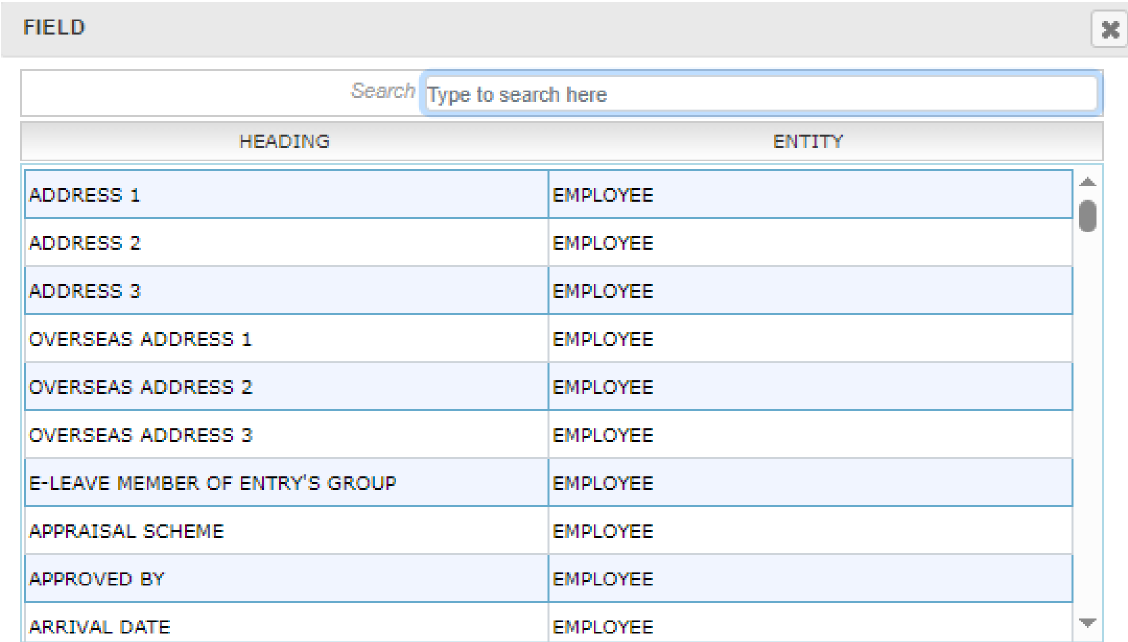


2. Key in the Query name (short name) and the Query description (detail description).
3. Select the access option for this query.

   Shared : This query can be used by all users.

   Exclusive : This query only can be used by the user who creates

4. User need to click on the field and use the search function to find the field that he/ she wanted to use.
5. Click on the field which is wanted and it will appear at the section below.



6. Click on different field to input the filter of the query and condition to fulfill the requirement.
7. Click [SAVE] button to save the query.
8. Click [VIEW RESULT] to view the query result.
9. Click [Export To Excel] button or [Export To PDF] button for export to query report.
10. Click [APPLY QUERY to use the query selected.

****Note****

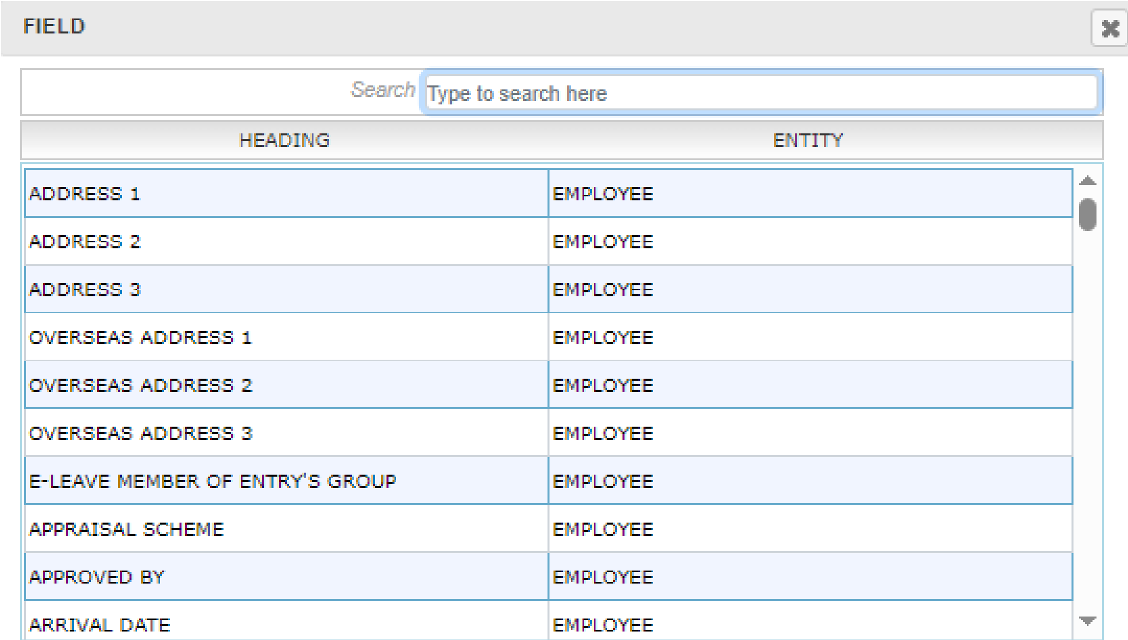
If user wants to add more criteria:

a. Repeat the step 4 to step 6. And user MUST select the REL. (AND or OR) if have more than one criteria.

OR

b. Select the REL. (AND or OR), and system will automatically add a new line as below:

c. Select the field from HEADING column.

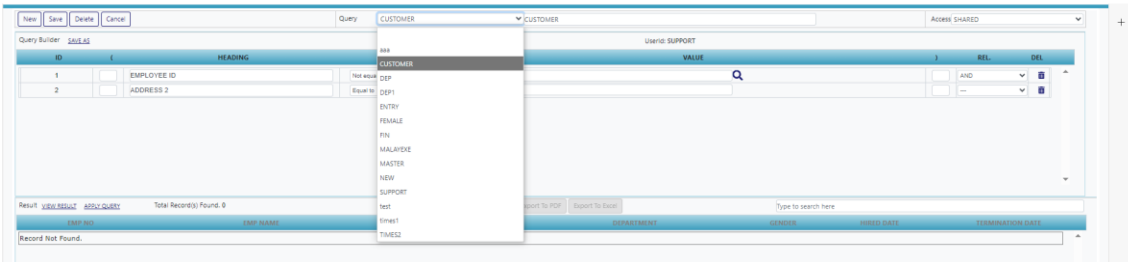


d. Select the operation and key in the value or select the value from the table by clicking the field.

e. Click [SAVE] button to save the query.

Steps to apply existing query:

1. Select query from "Query" drop down list.
2. Click [APPLY QUERY to use the query selected.



Steps to delete existing query:

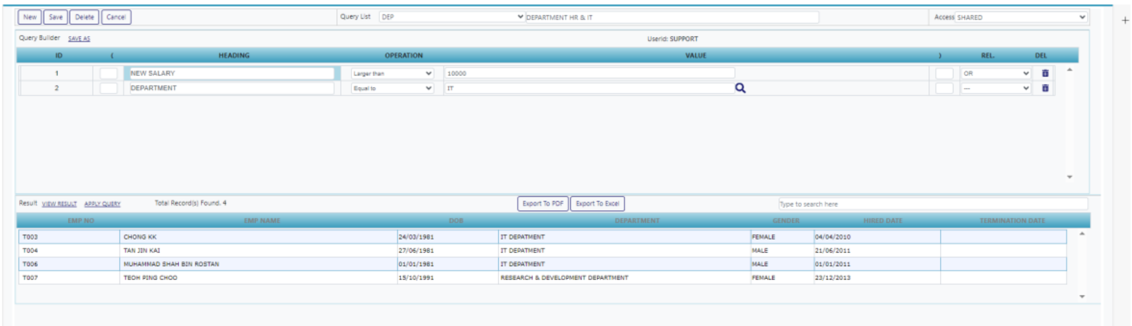
1. Select existing query from "Query" drop down list.
2. Click [Delete] button.

Note:

When need to include multiple-condition criteria:

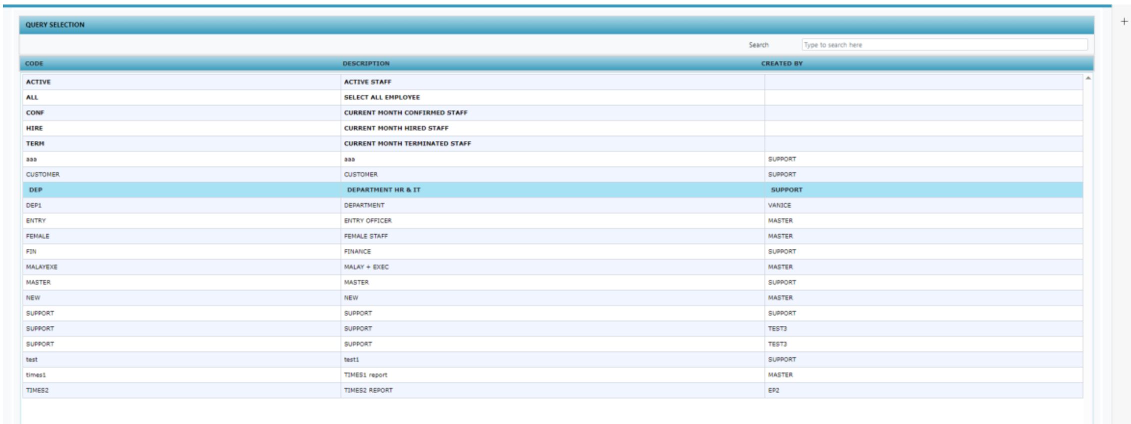
- Use the parenthesis or brackets "**( )**" for each AND group if you use "OR" in the query.

  E.g. **(**Employee No. > TS001 AND Employee No. < TS999**)** OR Base Wage < 2000



E. QUERY SELECTION

Allow user to query/retrieve the employee that he/ she wanted based on the query created in Query Expert.


QUERY SELECTION

Search Type to search here

CODE	DESCRIPTION	CREATED BY
ACTIVE	ACTIVE STAFF	
ALL	SELECT ALL EMPLOYEE	
CONF	CURRENT MONTH CONFIRMED STAFF	
HIRE	CURRENT MONTH HIRED STAFF	
TERM	CURRENT MONTH TERMINATED STAFF	
aaa	aaa	SUPPORT
CUSTOMER	CUSTOMER	SUPPORT
DEP	DEPARTMENT HR & IT	SUPPORT
DEP1	DEPARTMENT	VANICE
ENTRY	ENTRY OFFICER	MASTER
FEMALE	FEMALE STAFF	MASTER
FIN	FINANCE	SUPPORT
MALAYEXE	MALAY + EXEC	MASTER
MASTER	MASTER	SUPPORT
NEW	NEW	MASTER
SUPPORT	SUPPORT	SUPPORT
SUPPORT	SUPPORT	TEST3
SUPPORT	SUPPORT	TEST3
test	test1	SUPPORT
times1	TIMES1 report	MASTER
TIMES2	TIMES2 REPORT	EP2

F. REPORT WRITER

Report Writer is a report generator built into TIMES PRO Payroll . The Report Writer generates report by pay period. It provides the user with a quick and efficient way to tailor-build reports to the specific needs of payroll reporting.

[New Report] button : Create new report.

[Save Report] button : Save report created.

[Report List] button : Retrieve existing report.

[Preview Report] button : Generate report for preview.

[Re-Sort] button : Re-sort report column sequence.

[Save As] button : Save existing report template to new template.

Information for Table:

1	Employee	Employee master data information from Employee Management System (EMS)
2	Employee Bank	Employee’s bank information
3	Career	Information for employee’s career from EMS → Employee → Career tab
4	CFG APPROVAL	Information for the employee approval
5	Employee Allowance	Employee’s allowance/deduction information.
6	Employment	Information for employee’s employment detail from EMS → Employee → Employment tab
7	Employee Misc	Information for employee’s Misc from EMS → Employee → Misc tab
8	Employee Statutory	Employee’s statutory requirement related information.
9	Empserv Profile	Employee’s transactional information which based on login period.
10	Termination	Employee’s resignation record/ exit record from EMS.
11	Emp Child	Employee’s child information
12	Cost Centre Allocation	Employee’s cost Centre Allocation information.

13	Medical	Employee's medical claim information from Hris module.
14	Accident	Employee's Accident information from Hris module.
15	Asset	Employee's Asset information from Hris module.
16	Benefit	Employee's Benefit information from Hris module.
17	Discipline	Employee's disciplinary record from Hris module.
18	Education	Employee's education details from Hris module.
19	External Activity	Employee's External Activity information from Hris module.
20	Family	Employee's family details information from Hris module.
21	Insurance	Employee's Insurance information from Hris module.
22	Job Evaluation	Employee's Job Evaluation information from Hris module.
23	Job History	Employee's past job history from Hris module.
24	Loan	Employee's loan information from Hris module.
25	Medical Record	Employee's Medical Record information from Hris module.
26	Membership	Employee's Membership information from Hris module.
27	National Service	Employee's National Service information from Hris module.
28	Personal Achievement	Employee's personal achievement record from Hris module.
29	Skill	Employee's Skill information from Hris module.
30	Staff Training	Employee's training information from Hris module.
31	Stock Option	Employee's Stock information from Hris module.
32	Occupation Health Record	Employee's Occupation Health Record information from Hris module.
33	Employee Leave	Employee's Leave information from Leave Module
34	Employee Entitle	Employee's Leave Entitlement information from Leave Module
35	Leave Transaction	Employee's leave transaction information from Leave Module
36	Payroll Transaction	Employee's payroll transaction information from Payroll Module

Steps to create a new report (Tabular type):

1. Click the 

button and New Report window will pop up.
2. Key in the Report name (short name) and the Report description (detail description).
3. Select the report type (Tabular or Financial).

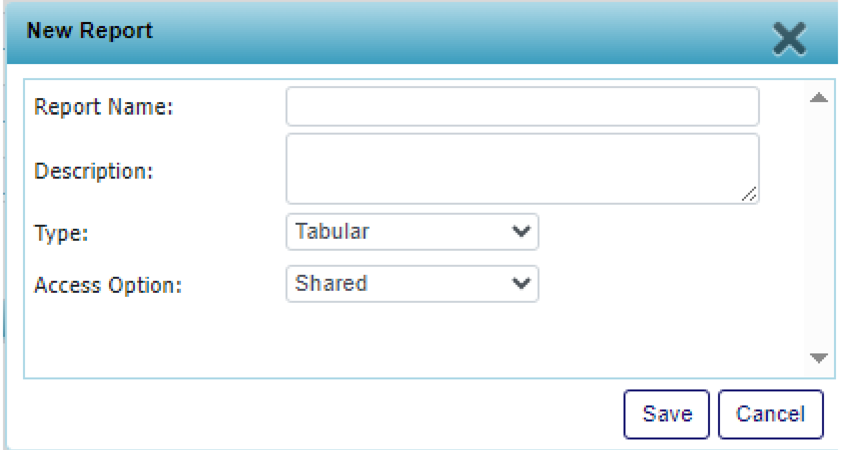
Tabular : Only able to retrieve record for 1 pay period only.

Financial : Able to retrieve record based on the period range that user define in the template.

4. Select the access option for this report.

   Shared : This report can be used by all users.

   Exclusive : This report only can be used by the user who creates this query. The report created with 'Access = Exclusive' will be invisible by another user.



5. Click the button when finish. And system will re-direct back to the Report Writer screen.
6. User need to select the drop down list from the top left corner in order to determine from which section they want the information to be pull from.
7. User can use the search function to find the field that he/ she wanted to use.
8. Click on the field which is wanted and it will appear at the section below:
9. User can have option to change the field/ column display format (Code, Description, or Code&Description) by selecting the FORMAT drop down list.
10. User can have the option to change the report format by clicking the row of record.

11. Click icon if user wants to remove the unwanted field/ column.
12. Click button to save the new report.

<u>Steps to create a new report (Financial type):</u>

1. Click the button and New Report window will pop up.
2. Key in the Report name (short name) and the Report description (detail description).
3. Select the report type (Financial type).

   Tabular : Only able to retrieve record for 1 pay period only.

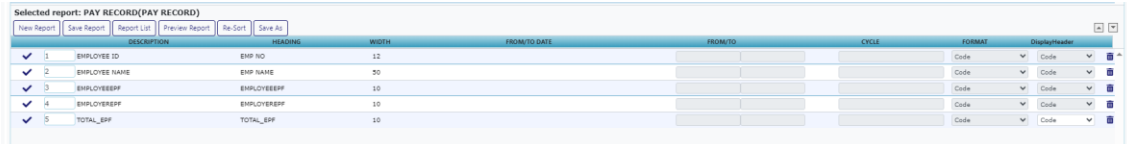
   Financial : Able to retrieve record based on the period range that user define in the template.

4. Select the access option for this report.

   Shared : This report can be used by all users.

   Exclusive : This report only can be used by the user who creates this query. The report created with 'Access = Exclusive' will be invisible by another user.

5. Select the period From and To for this report. If leave it blank, user need to select the period in the column selected.



6. Select Cycle for this report. If leave it blank, user need to select the cycle in the column selected.

7. Click the Save button when finish. And system will re-direct back to the Report Writer screen.

8. User need to select the drop down list from the top left corner in order to determine from which section they want the information to be pull from.

9. User can use the search function to find the field that he/ she wanted to use.

10. Click on the field which is wanted and it will appear at the section below:

\

11. User can have option to change the field/ column display format (Code, Description, or Code & Description) by selecting the FORMAT drop down list.

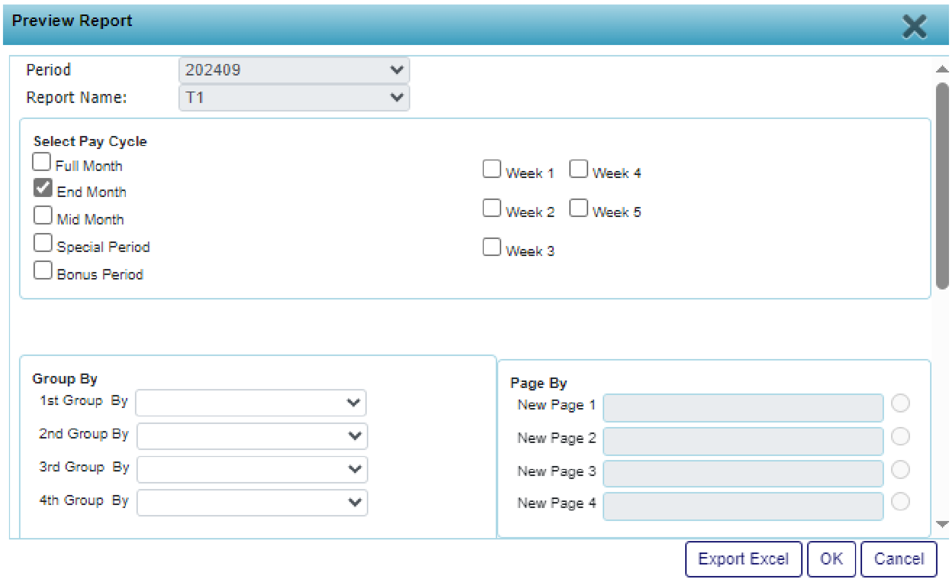
12. Click icon if user wants to remove the unwanted field/ column.

13. Click Save Report button to save the new report.

Preview Report:

1. Select a report from Report List.

2. Click the Preview Report button and Print Report window will pop up.



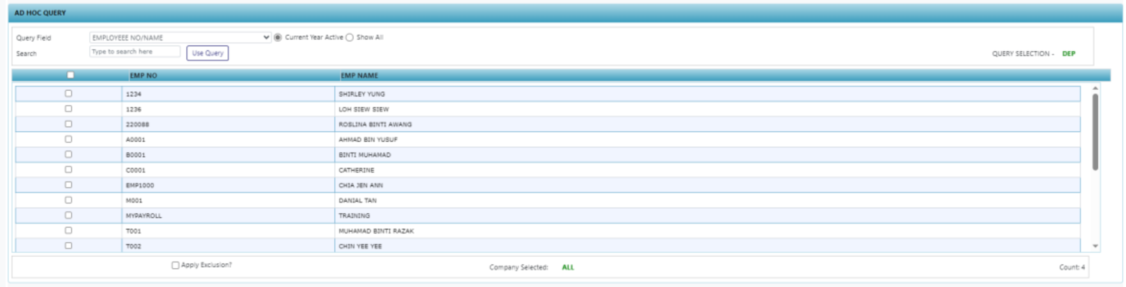
3. The ‘1st Group By’ option allows user to define how the report should group.
4. User has the option to generate the report in detailed format or in summary format by selecting the ‘Report Type.’
5. The check boxes allows user to determine the information he/ she wants to see in the report.
6. Click 

button to preview the report.
7. At the preview screen, user has the option to either export the report to excel file (

) .

G. ADHOC QUERY

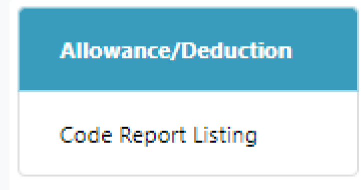
The Adhoc Query function enables user to retrieve records that meet certain criteria. It provides a means to work specifically on employees that meets user-defined conditions.



REPORTS

A. Code Master Report

For generating list of codes available/ used in the database.



B. Payroll Report

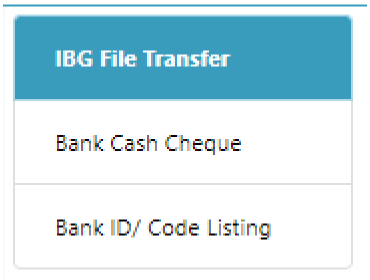
For generating standard payroll reports.

C. Management Report

For generating reports for management staff to have necessary information to analyze staff overhead.

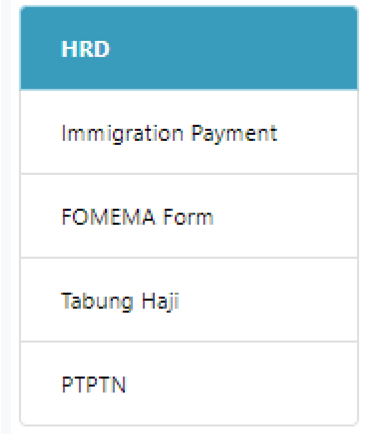
D. Bank Report

For generating bank IBG flat file and bank reports.

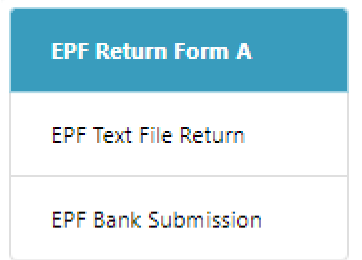


E. Statutory Report

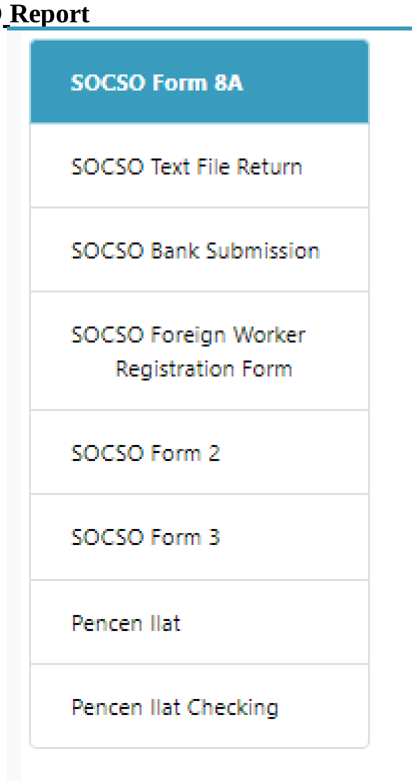
For generating reports for government boards.



F. EPF Report



G. SOCSO Report



H. Income Tax Report

- **CP39 Form**
- CP39 Text File Return
- LHDN Bank Submission
- CP21 (Leaver)
- CP22A (Tax Clearance)
- CP22 (New Employee)
- EA Form
- Slip Jawapan PCB (II)
- E Form
- Pay History Report
- Linked Employee

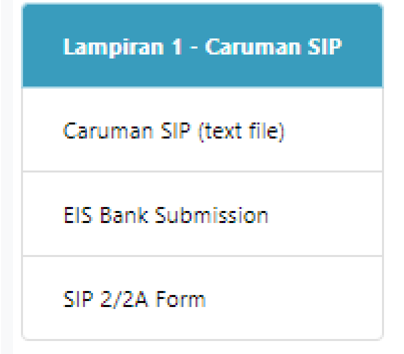
I. Zakat Report

- **ZAKAT Form Submission**
- ZAKAT Bank Submission

J. Benefit in Kind Report

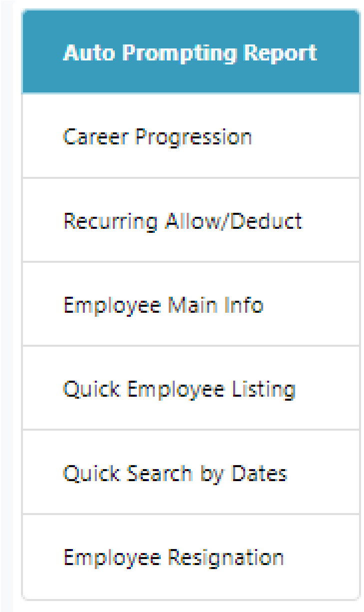
- **Benefits In Kind Entry**
- Benefits In Kind Checking
- Import Benefits In Kind
- Section [F]

K. EIS Report



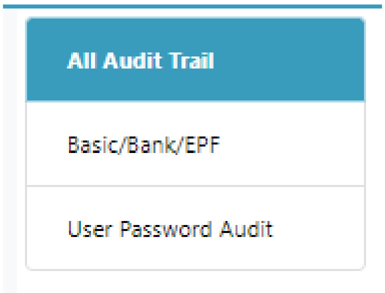
L. Employee Info Report

For generating employee related report.

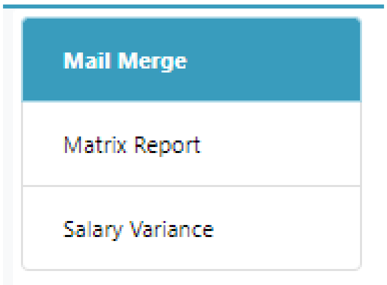


M. Audit Trail Report

For generating report for management or auditor use.

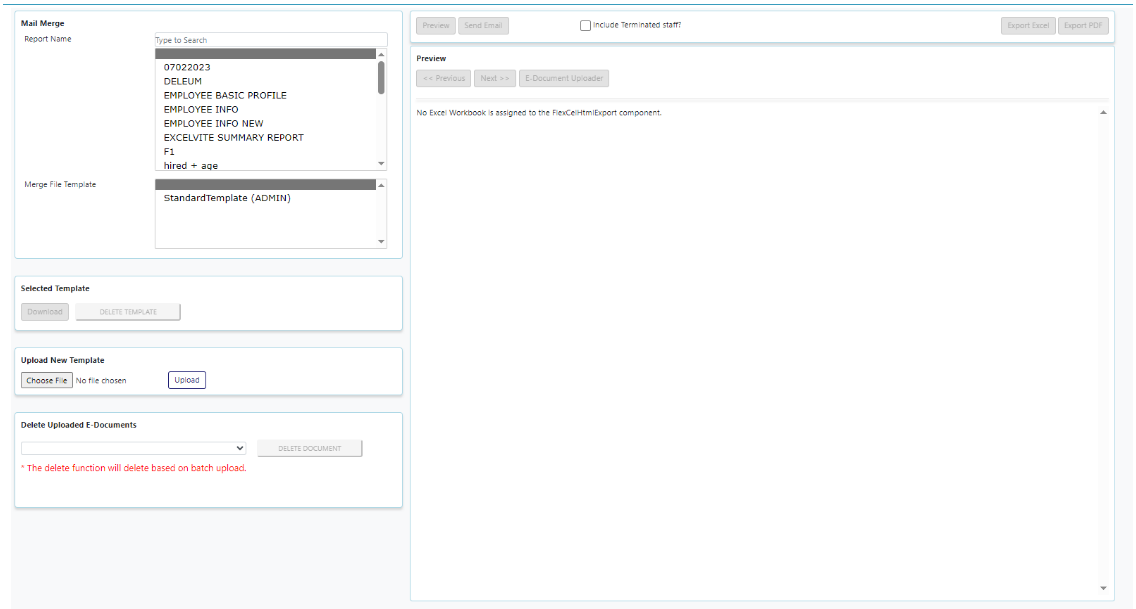


N. Other Report



<u>Mail Merge:</u>

Mail merge function allows user to generate letters or reports which includes data from Employee Management System.



Report Name	:	Display the list of report created via Report Writer.
Merge File	:	Display the list of mail template(s) uploaded into the system.
[Choose File] button	:	Allow user to select the mail template for upload.
[Upload] button	:	Allow user to upload the mail template to the system.
Download Button	:	Allow user to download standard template from the system.
[DELETE TEMPLATE] button	:	Allow user to delete the selected mail template from the system.
[Preview] button	:	Allow user generate and preview the merged letter.
[Send Email] button	:	Allow user to send out the letter to the employee.

[☐ Include Terminated staff?] : Check the checkbox to include the terminated staff.

[Export Excel Export PDF] : Click the button to choose either export to Excel or PDF.

Steps to prepare letter via mail merge function:

a. Go to Query → Report Writer and prepare a report template which has all the fields that going to be displayed on the letter generated via Mail Merge function.

b. Prepare mail template using excel file and save in .xls format.

- ➢ Click Download Button to download TIMES ePayroll sample mail template and use this template to modify accordingly.
- ➢ For display data from report writer, use the keyword as below:

  <#MAIL.Column1> (this means get from report writer first column)
- ➢ User can remove / change the logo at top right corner.
- ➢ User can go to worksheet "Help" to see is there any useful command / code that can use for their email template.

c. Once done with mail template preparation, save it under different name / meaningful name.

d. Click [Choose File] button and select new mail template that user created just now.

e. Click [UPLOAD] button to upload the template into system.

f. Select the report that user wanted to generate from Report Name drop down list.

g. Select the mail template the user wanted to use from Mail Merge File drop down list.

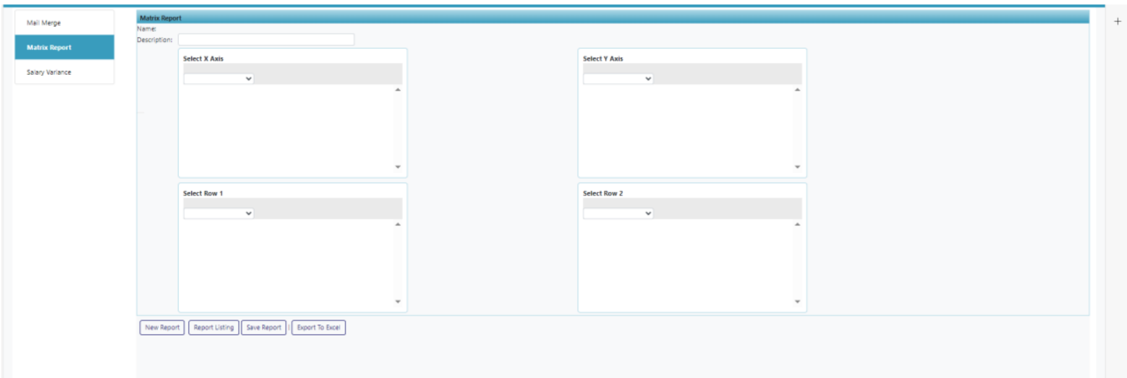
h. Click [PREVIEW] button to generate the letter.

- ➢ Click Export PDF to export the letter to PDF file format.
- ➢ Click Export Excel to export the letter to EXCEL file format.
- ➢ Click [<< Previous] button to view previous employee’s letter.
- ➢ Click [Next >>] button to view next employee’s letter.
- ➢ Click [E-Document Uploader] button to upload the document to Payroll E-Document.

i. Click [Send Email] button to send out the letter via TIMES Pro system send email function.

Matrix Report:

This report allows user to create headcount or salary analysis report based on their needs.

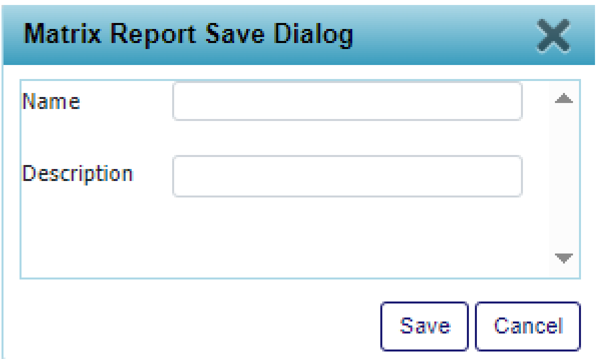


Note

- X axis and Y axis is mandatory, Row 1 and Row 2 is optional.
- User has the option to save the report that he/ she define by clicking the  button.
- User has the option to retrieve the matrix report that he/ she created and save previously by clicking the  button.

Steps to create and generate a Matrix Report:

1. Go to Other Report -> Matrix Report.
2. Click  button.
3. Input name and description from the Matrix Report Save Dialog.



4. Click button to save the report.
5. Select X Axis and Y Axis.
6. Click  button.

7. Select one of the options from Matrix Report Dialog.

8. Click 

button to view the report.