



**TIMES
SOFTWARE
YEAREND
WORKSHOP
25/26**





Please observe the following:

Kindly mute your mic during the workshop.

Admin will mute your mic when necessary.



- If you have any questions, you can type it in the chat box.
- If you would like to speak, please use the Raise Hand function and the trainer will attend to you.

SaaS Client

- CPF changes is updated

On Prem/Azure Client

- Update emails will be sent starting from the first week of December.
- Book your preferable timeslot
- If you do not receive it, please email to support@timesoftsghelp.zendesk.com

CPF EXCESS

Common scenario

1. Monthly **OW <\$7400**
2. Received a huge bonus and **hit AW capping for 2025**
3. **Salary increment** after hit AW capping for 2025

TIMES SOFTWARE PTE LTD

Print Date: 24/11/2025 9:45:47 AM

PAY HISTORY BY EMPLOYEE From Period 202501 To Period 202512

User ID: SUPPORT

Query by : ALL plus (Emp From EMP003 To EMP003)

Month : Full Month

OW Capping 2025: $6,000 \times 8 + 7,400 \times 4 = 77,600$
AW Capping 2025: $102,000 - 77,600 = 24,400$ (Revised AW capping after increment)

Employee No : EMP003 (Test Employee)

Currency : SGD

NRIC/FIN : *****654A

Date of Birth : 17/04/1988

Department : FIN (FINANCE)


Payment Via : CHEQUE

Hire Date : 21/01/2008

Date of Cessation :

Occupation : ADMINAST(ADMIN ASSISTANT)

Fund Class : CLASS1

	CPF	TAX	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	<div style="text-align: center;"> Increment  </div>	Sep	Oct	Nov	Dec	YTD Total
BASIC SALARY	O	1	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	80,000.00
BONUS *	A	2	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
GROSS WAGES			6,000.00	6,000.00	36,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	110,000.00
CPF WAGES			6,000.00	6,000.00	36,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	110,000.00
EMPLOYEE CPF			-1,200.00	-1,200.00	-7,200.00	-1,200.00	-1,200.00	-1,200.00	-1,200.00	-1,200.00	-1,480.00	-1,480.00	-1,480.00	-1,480.00	-1,480.00	-21,520.00
NETT WAGES			4,800.00	4,800.00	28,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	6,520.00	6,520.00	6,520.00	6,520.00	6,520.00	88,480.00
EMPLOYER CPF			1,020.00	1,020.00	6,120.00	1,020.00	1,020.00	1,020.00	1,020.00	1,020.00	1,258.00	1,258.00	1,258.00	1,258.00	1,258.00	18,292.00
CPF ORDINARY WAGES			6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	80,000.00
CPF ADDITIONAL WAGES			0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
EARNED CPF ORDINARY WAGES			6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	7,400.00	7,400.00	7,400.00	7,400.00	7,400.00	77,600.00
EARNED CPF ADDITIONAL WAGES			0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
EARNED CPF WAGES (OW + AW)			6,000.00	6,000.00	36,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	7,400.00	7,400.00	7,400.00	7,400.00	7,400.00	107,600.00
TOTAL CPF			2,220.00	2,220.00	13,320.00	2,220.00	2,220.00	2,220.00	2,220.00	2,220.00	2,738.00	2,738.00	2,738.00	2,738.00	2,738.00	39,812.00
SDF			11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	135.00
Average Gross Wage			6,000.00	6,000.00	36,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	110,000.00

Scenario A

Auto capping(Shortfalls only)

- Request to refund CPF and zeroise excess employer contributions in IR8A form

<https://www.cpf.gov.sg/employer/tools-and-services/forms-e-applications/refund-and-adjustment-of-contributions-paid>

Company Setup

System Setting Misc Parameter Prorate Allowance Password Setting OT Capping

NEW SAVE DELETE CANCEL

Profile Code: DEFAULT Profile Name

General Setting

Date Format: DD/MM/YYYY

Link Leave To Modify Record?: YES

Link Claim To Modify Record?: YES

CPF Max Formula: **AUTO CAPPING (SHORTFALLS ONLY)**

ALL

PAYROLL ENGINE ERROR REPORT

Period: 202512/E

PRINT DATE: 23/11/2025 22:24
USER ID: SUPPORT

TABLE NAME	PAGE NAME	DESCRIPTION
	CPF.CS	Employee#:EMP003, Excess CPF Contribution! please submit CPF refund application.

Total Errors Found: 1

Scenario B

Auto capping(CPF Excess/Shortfalls)

-System auto adjust in December

Company Setup

Global Setup

User Profile

Payroll Misc Setup

System Setting Misc Parameter Prorate Allowance Password Setting OT Capping

NEW SAVE DELETE CANCEL

Profile Code: DEFAULT Profile Name: DE

General Setting

Date Format: DD/MM/YYYY

Link Leave To Modify Record?: YES

Link Claim To Modify Record?: YES

CPF Max Formula: **AUTO CAPPING (CPF EXCESS / SHORTFALLS)**

ALL

PAYROLL ENGINE ERROR REPORT

Period: 202512/E

PRINT DATE: 26/11/2025 17:03

USER ID: SUPPORT

TABLE NAME	PAGE NAME	DESCRIPTION
	CPF.CS	Employee#:EMP003, Excess Additional Wages : Auto adjustment is enabled,[5600]
		Total Errors Found: 1

Restricted

Scenario B

Auto capping(CPF Excess/Shortfalls)

TIMES SOFTWARE PTE LTD

Print Date: 26/11/2025 5:07:29 PM

PAY HISTORY BY EMPLOYEE From Period 202501 To Period 202512

User ID: SUPPORT

Query by : plus (Emp From EMP003 To EMP003)

Month : Full Month

Employee No : EMP003 (HONG YI PING (CPF EXCESS))

Currency : SGD

NRIC/FIN : *****654A

Date of Birth : 17/04/1988

Department : FIN (FINANCE)

Payment Via : CHEQUE

Hire Date : 21/01/2008

Date of Cessation :

Occupation : ADMINAST(ADMIN ASSISTANT)

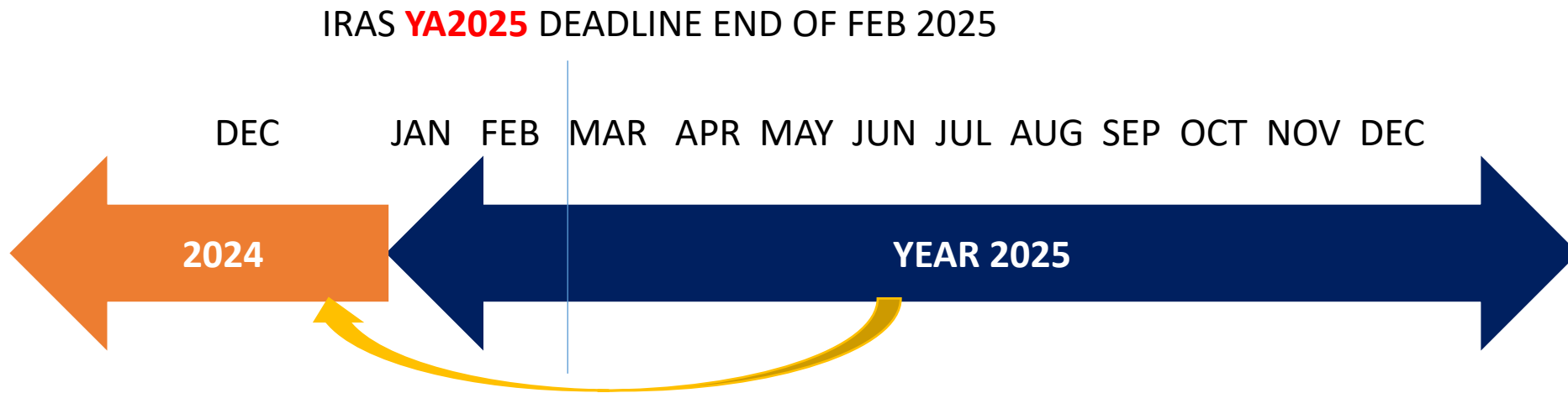
Fund Class : CLASS1

	CPF	TAX	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
BASIC SALARY	O	1	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	80,000.00
BONUS *	A	2	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
GROSS WAGES			6,000.00	6,000.00	36,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	110,000.00
CPF WAGES			6,000.00	6,000.00	36,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	110,000.00
EMPLOYEE CPF			-1,200.00	-1,200.00	-7,200.00	-1,200.00	-1,200.00	-1,200.00	-1,200.00	-1,200.00	-1,480.00	-1,480.00	-1,480.00	-360.00	-20,400.00
NETT WAGES			4,800.00	4,800.00	28,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	6,520.00	6,520.00	6,520.00	7,640.00	89,600.00
EMPLOYER CPF			1,020.00	1,020.00	6,120.00	1,020.00	1,020.00	1,020.00	1,020.00	1,020.00	1,258.00	1,258.00	1,258.00	306.00	17,340.00
CPF ORDINARY WAGES			6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	80,000.00
CPF ADDITIONAL WAGES			0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
EARNED CPF ORDINARY WAGES			6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	7,400.00	7,400.00	7,400.00	7,400.00	77,600.00
EARNED CPF ADDITIONAL WAGES			0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,600.00	24,400.00
EARNED CPF WAGES (OW + AW)			6,000.00	6,000.00	36,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	7,400.00	7,400.00	7,400.00	1,800.00	102,000.00
TOTAL CPF			2,220.00	2,220.00	13,320.00	2,220.00	2,220.00	2,220.00	2,220.00	2,220.00	2,738.00	2,738.00	2,738.00	666.00	37,740.00
SDF			11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	11.25	135.00
Average Gross Wage			6,000.00	6,000.00	36,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	110,000.00

Auto adjust
by system

Iras Setting

3. Do you have 2024 bonus that are paid in 2025 (Y/N)?
(Excluding BONUSP)?



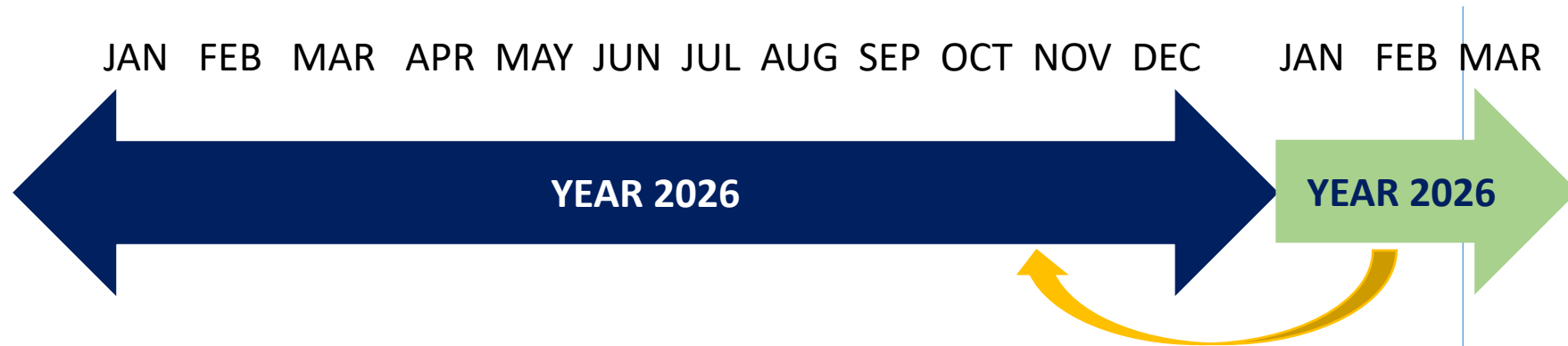
3. 2024 CONTRACTUAL BONUS PAID **FROM MARCH 2025 TO DEC 2025**
BRING IT BACK AS **2024 INCOME**
THIS BONUS WILL APPEAR IN SEPARATE IR8A FORM (**SUPPLEMENTARY FORM**)

- If the bonus paid in 2025 is treated as income for 2025 (YA2026) → **No need to tick this checkbox.**

Iras Setting

4. Do you have 2025 bonus that are paid in 2026 (Y/N):
(For BONUSP Only)

IRAS YA 2026 DEADLINE END OF FEB 2026



4. 2025 CONTRACTUAL BONUS
PAID IN JAN/FEB 2026 USING CODE (**BONUSP**)
BRING IT BACK AS **2025 INCOME**

- If the bonus paid in 2026 is treated as income for 2026(YA2027) → **No need to tick this checkbox.**

AIS Data Link-Up

If you **register for AIS** on or after **15 Sep 2025**, your organization will be automatically enrolled in the AIS Data Link-Up Service for Year of Assessment (YA) 2026 (for income earned in 2025).

DO NOT CLICK "CONTINUE"

If you already submitted via **Payroll Software API / CrimsonLogic**, it will result in **double IRAS submission**.

- API submission
- AIS Data link up from my tax portal

2025 (YA 2026)

Record(s) Pending Submission

Date Created/Updated	Last Updated by	Name of Agent	Type	Form Types	No. of Records	Actions
15 Jan 2026	AIS Data Link-up (Records Pre-filled)		Original	IR8A	200	<input type="button" value="DELETE"/> <input type="button" value="CONTINUE"/>

Restricted

THANK YOU

Restricted

**TIMES
SOFTWARE**