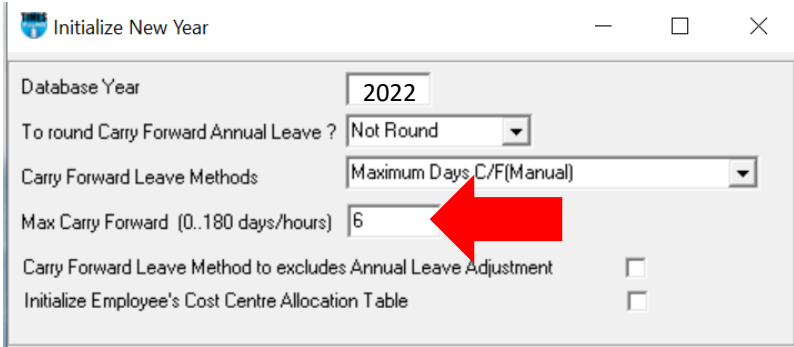


Frequently Asked Questions

1	<p>What are the leave carry forward methods?</p> <ul style="list-style-type: none"> All (Balance Leave) This method will carry forward all leave balance regardless of entitlement year. Example: Ent: 14 B/F: 6 Taken: 2 Balance: 18 Days Carry Forward: 18 One Year (Without B/F) This method will only carry forward the leave entitlement of 2019 only. Any brought forward not consumed will be forfeited. Example: Ent: 14 B/F: 6 Taken: 2 Balance: 18 Ent:14 Days Carry Forward: 14 None No days will be carried forward. PLEASE USE THIS IF YOU JUST WANT TO OPEN THE CALENDAR FOR NEW YEAR ONLY. Maximum Days C/F (Manual) System will carry forward based on the number keyed in under the Max Carry Forward field.  Example: Ent: 14 B/F: 6 Taken: 2 Balance: 18 Days Carry Forward: 6 days (based on screenshot above)
---	---

- Maximum Days C/F (Allocation)**

Days carried forward are based on the setup in Leave Setup > Leave Allocation:

Entitlement Allocation

Leave Scheme Code: EXECUTIV

From Years	To Years	Entitlement Days	Current Year Carry Forward	Maximum Accumulated BF
0	1	1	5	5
1	2	2	5	5
2	3	3	5	5
3	4	4	5	5
4	5	5	5	5
5	6	6	5	5
6	7	7	5	5
7	99	99	5	5
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

Close

2 I was contacted by SDL that there were discrepancies with the SDL calculation

Below are the common scenarios for SDL discrepancies;

Scenario for SDL excess.

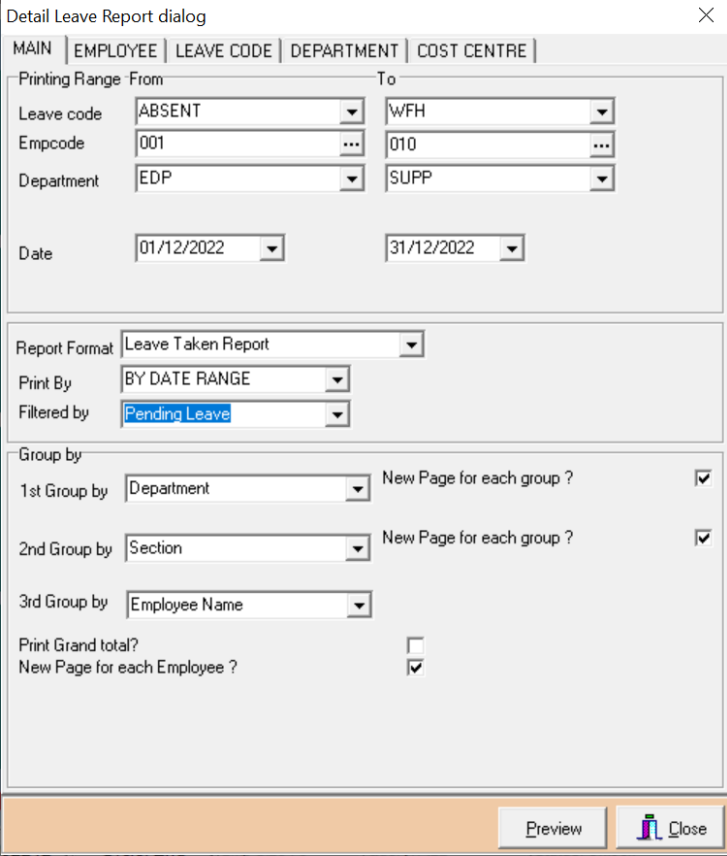
1. If the company has intern and SDL was paid
Scenario for SDL shortfall.
2. Allowance that are NONE CPF Payable but SDL is not ticked.

Allowance / Deduction Code Maintenance

Search Code: \$ Sorted by: Code Fixed Col: 0 Gross

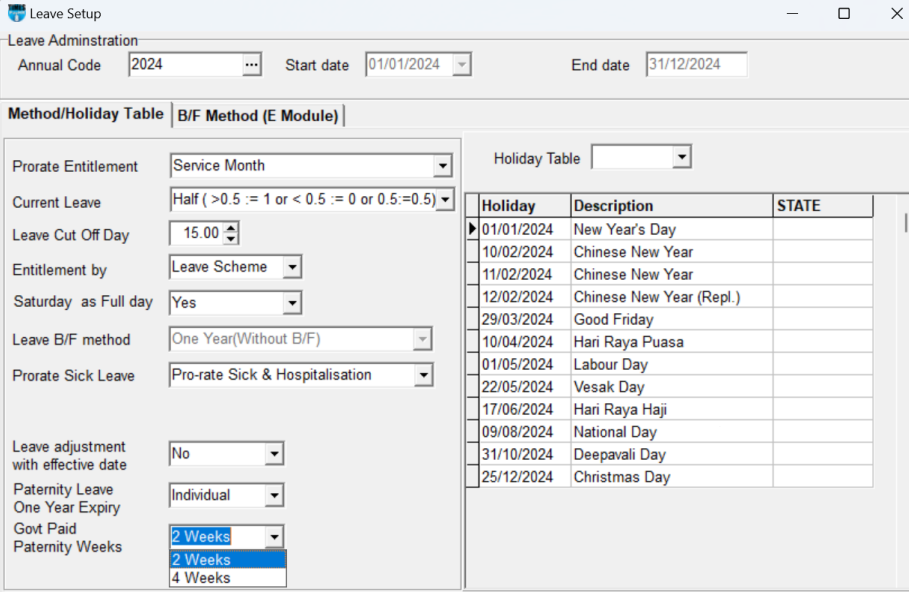
Code	Description	CPF?	Tax	SDF?	Community Fund?	Benefit InKind
#HOLD	WITHHOLD	None	0	<input type="checkbox"/>	<input type="checkbox"/>	
\$NPL	NPL	None	1	<input type="checkbox"/>	<input type="checkbox"/>	
\$CPFALLO	EMPLOYER CPF ALLOWANCE	None	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
\$DEUNPL	NO PAY LEAVE DEDUCTION	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	
\$NPL	NO PAY LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	
\$TAXWH	TAX WITHHELD	None	0	<input type="checkbox"/>	<input type="checkbox"/>	
%PUB	#WORK/PUBLIC HOLIDAY PAY	AW-CPF No Ceiling	1	<input type="checkbox"/>	<input type="checkbox"/>	
%RES	#REST DAY PAY	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	
@ANL	@PAID ANNUAL LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	
@APL	@ALL OTHER APPROVED LEAV	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	
@HOL	@PAID HOLIDAY	OW-Subject to CPF max	61	<input type="checkbox"/>	<input type="checkbox"/>	
@MAT	@PAID MATERNITY LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	
@NOL	@NOTICE IN LIEU BY EMPLOYER	None	73	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
@NPL	@NO PAY LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>Please find the reference link below: https://sdl.ssg.gov.sg/DOCs/Annex_A_SDL_FAQ.pdf</p> <p>If the dispute is not caused by scenarios above, please generate the Pay history by whole company for those affected year that was reported and send to Skills future officer for further advise on the portion that caused the dispute as we can only take further action after Skills Future manage to highlight the root cause.</p>
3	<p>Are CPF contributions payable on reimbursement given to my prospective employee for his payment in lieu of notice to his former employer for leaving the company before the end of notice period?</p> <p>CPF contributions are not payable on the reimbursement given to your prospective employee for the payment in lieu of notice he made to his former employer in order to commence his employment with you earlier.</p> <p>CPF contributions are also not payable if you make the payment in lieu of notice on behalf of your prospective employee directly to his employer.</p> <p>Please find the reference link below: https://www.cpf.gov.sg/employer/faq/employer-obligations/what-payments-attract-cpf-contributions/are-cpf-payable-on-payment-to-offset-compensation-in-lieu</p>

4	<p>How to view Pending Leaves?</p> <p>Go to Payroll report > Leave report > Leave taken Report, select filter by Pending Leave Select date range before previewing report.</p> 
5	<p>We are processing AWS in Dec, what is your recommendation? Should we update the patching after we have completed the payroll cycle?</p> <p>You must update with latest patch and run initialise new year for latest CPF changes before you run Process 2024 Payroll.</p> <p>If you initialise new year with patch dated before 1 Dec 2023, please update patch and reinitialise new year.</p>

6 My company is practising Paternity leave from 2 to 4 weeks, what should I do?

You can update settings under Leave Setup > Leave Administration> Select Govt Paid Paternity Weeks to 4 Weeks.



Leave Setup

Leave Administration

Annual Code: 2024 Start date: 01/01/2024 End date: 31/12/2024

Method/Holiday Table | **B/F Method (E Module)**

Prorate Entitlement: Service Month

Current Leave: Half (>0.5 := 1 or < 0.5 := 0 or 0.5:=0.5)

Leave Cut Off Day: 15.00

Entitlement by: Leave Scheme

Saturday as Full day: Yes

Leave B/F method: One Year(Without B/F)

Prorate Sick Leave: Pro-rate Sick & Hospitalisation

Leave adjustment with effective date: No

Paternity Leave: Individual

Govt Paid Paternity Weeks: 4 Weeks

Holiday Table

Holiday	Description	STATE
01/01/2024	New Year's Day	
10/02/2024	Chinese New Year	
11/02/2024	Chinese New Year	
12/02/2024	Chinese New Year (Repl.)	
29/03/2024	Good Friday	
10/04/2024	Hari Raya Puasa	
01/05/2024	Labour Day	
22/05/2024	Vesak Day	
17/06/2024	Hari Raya Haji	
09/08/2024	National Day	
31/10/2024	Deepavali Day	
25/12/2024	Christmas Day	

<F4> - Delete PH <Insert>/<Right Click> - Insert New PH Save Close