

# TIMES SOFTWARE User Guide

## TIMES E-PAYROLL



Times provides the following E-Application to assist HR job:

E-Leave E-Claim E-HR E-Training E-Attendance E-Payroll

Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

**Login to eSolution!**

User ID:

Password:

Company: TSPL ▼

Period: 2015 ▼ 11 ▼ E ▼

Profile: DEFAULT ▼

**Login**

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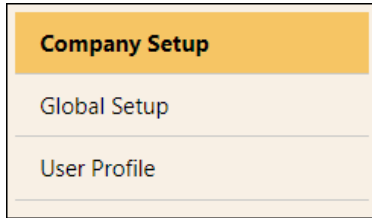
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## COMPANY SETUP



### A. COMPANY SETUP

#### ❖ 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.

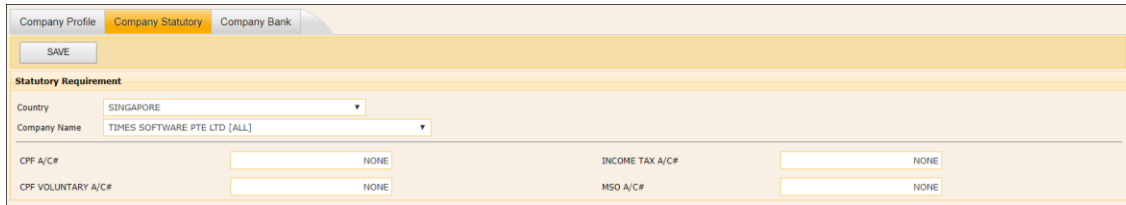
#### Company Profile:

- Company Code : Used to define the group of employee belong to. Input maximum of 12 alphanumeric. This is the required field which cannot be blank.
- Company Name : Used 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.
- Country : Default value is Singapore.

- 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 Person:
- 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.
- 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.

### ❖ Company Statutory

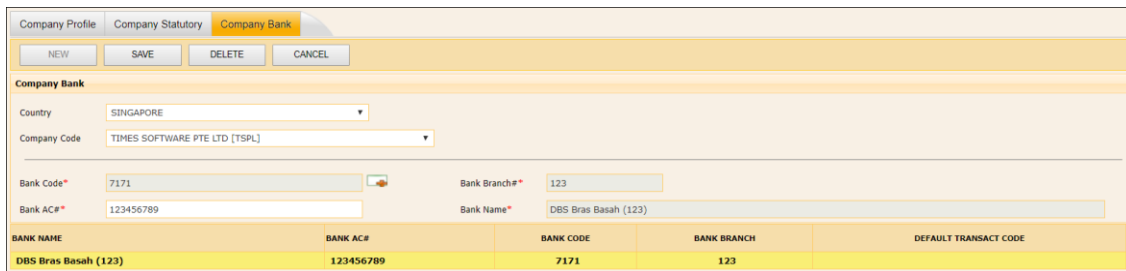
This section is for user to setup the account number needed for statutory report submission.



- Country : This information will link from company profile.
- Company Code : This information will link from company profile.
- CPF A/N# : This is for user input CPF account number. Input maximum 15 alphanumeric. This is required field which cannot be blank.
- CPF Voluntary A/C# : This is for user input CPF Voluntary Account.
- Income Tax A/C# : This is for user input Income Tax Account.
- MSO A/C# : This is for user input MSO.


### ❖ Company Bank

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



BANK NAME	BANK AC#	BANK CODE	BANK BRANCH	DEFAULT TRANSACT CODE
DBS Bras Basah (123)	123456789	7171	123	

#### Steps to setup Company Bank Account:

1. Click on the [NEW] button to generate a new record.
2. Click on [SEARCH] button (  ) to select bank code. System will auto populate bank branch and Bank name based on the selection.
3. Input Company Bank Account Number.
4. Click on the [SAVE] button to confirm the creation of new company bank account.



## B. GLOBAL SETUP

### ❖ System Setting

The screenshot shows the 'System Setting' window with the following sections and fields:

- System Setting** (Tabs: Misc Parameter, Prorate Allowance, Password Setting, OT Capping)
- Buttons:** NEW, SAVE, DELETE, CANCEL
- Profile Code:** DEFAULT
- Profile Name:** DEFAULT
- General Setting:**
  - Date Format: DD/MM/YYYY
  - Link Leave To Modify Record?: YES
  - Link Claim To Modify Record?: NO
  - CPF Max Formula: AUTO CAPPING
  - Payslip Message 1: [Empty]
  - Payslip Message 2: [Empty]
  - Mid Month Pay Subject to Community Fund:
  - Mid Month Pay Subject to CPF:
  - Mid Month CPFwage \* Factor 2:
  - Probation Period: 3 By Month
  - Hired Age (Min): 16.00 Year
  - Retired Age: 65 Year
  - Bonus Factor: 0
  - User Define Day: [Empty]
  - Auto Deduct FWL Levy if NPL & Absent:
  - Enable allowance computation by formula:
  - Add Additional Community Fund on Top the Contribution Amount?:
  - Mid Month Pay Subject to SDF:
  - Disable auto calculate Back pay OT (BAOT):
- Prorate Formula Setting:**
  - Prorate for Newly Hired or Terminate Employee?:
  - Formula: Working Days/Mth [01]
  - Method: DAY/DAY FORMULA \* BASE SALARY(4 Decimal)
- Leave Setting:**
  - Encash Method: NO ENCASHMENT [F]
  - Encashment Code: BANL
  - Encashment Rounding Formula: NO ROUNDING
  - Enable NSP Deduction?:
  - NSP Code: NSP
  - (Map only if the NS leave code is not NSP)
- MVC Setting:**
  - MVC Scheme: NOT APPLICABLE
  - MVC% Method: [Empty]
  - MVC: [Empty]
  - MVC Max: 0.00
  - Def MVC: 0.00
  - MSO Scheme: NOT APPLICABLE
  - MSO Max\$ (OW): 0.00
  - MSO Max\$ (AW): 0.00

#### General Setting:


- Profile Code** : Default value is "Default"
- Date Format** : DD/MM/YYYY or MM/DD/YYYY. (Important: Is a MUST to have 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, the 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 amount for each payroll process manually.
- CPF Max Formula** : Define the CPF Maximum capping method.
- Payslip Message 1** : Setup global Payslip message line 1. Input maximum of 50 alphanumeric.
- Payslip Message 2** : Setup global Payslip message line 2. Input maximum of 50 alphanumeric.
- Probation Period** : Setup global probation period. Input maximum of 2 numeric values.
- Hired Age (Min)** : Setup global minimum working age for employee.
- Retired Age** : Setup global retirement age. Input maximum of 2 numeric values.
- Bonus Factor** : Setup global bonus factor for employee.
- Mid-Month Pay Subject to Community Fund** : Check the checkbox to enable Community Fund Contribution at mid-month pay.
- Mid-Month Pay Subject to CPF** : Check the checkbox to enable CPF contribution at mid-month pay.

- Mid-Month CPF wage \* Factor 2 : Check the checkbox to enable special computation on mid-month CPF contribution. Which is multiply the mid-month CPF wage by 2, after get the CPF contribution amount divide by 2 again.
- Auto Deduct FWL Levy if NPL & Absent : Check the checkbox to enable system to deduct the FWL levy if levy worker take NPL and/ or absent leave.
- Enable allowance computation by formula : Check the checkbox to enable formula for allowance/ deduction.
- Add Additional Community Fund on Top the Contribution Amount? : Check the checkbox to allow the system to deduct extra community fund from the employee. User need to add the community fund code with the amount at employee recurring allowance/ deduction screen.
- Mid-Month Pay Subject to SDF : Check the checkbox to enable SDF contribution at mid-month pay.
- Disable auto calculate Back Pay OT (BAOT) : Check the checkbox to disable system to auto compute Back Pay for Overtime

Prorate Formula Setting:

- Prorate for Newly Hired or Terminate Employee? : Check the checkbox to enable system to prorate the salary for incomplete month employee.
- Prorate Formula : Select the appropriate method.
- Prorate Method :
  1. Daily Rate \* Days worked – calculation of salary based on daily rate in 2 decimal.
  2. Day / Day Formula \* Base Salary – calculation of salary based on total days worked over total working days in that month in 4 decimal.
 \*\*Note: 2 Options deliver different prorated amount basic salary due to rounding issue.

Leave Setting:

- Encash Method : To enable system to compute the annual leave encashment. The Encashment Code and Rounding Formula only will be function if user select "Encash All Staff" or "Encash Confirmed Staff Only".
- Encashment Code : Define the allowance code used for annual leave encashment if the employee resigns.
- Encashment Rounding Formula : Define the rounding method used for rounding the annual leave balance day(s).
- Enable NSP Deduction? : Check the checkbox to enable the NSP deduction.
- NSP Code : Supply an alternative code if user did not use the system default code "NSP".
-  button : User able to search or select the new allowance / deduction code.

MVC Setting:

- MVC Scheme : MVC Scheme is applicable to those companies if they are practising the Monthly Variable Component as part of their employees' annual

- increment and their basic wage. Please request for the supplementary notes if your company is having the MVC Scheme.
- MVC% Method : Method / Formula to use for system to compute MVC
- MVC : Rounding method when system compute for MVC amount
- MSO Scheme : MSO Scheme is only applicable to those companies that is currently having the MediSave Scheme. Please request for the supplementary notes if your company is having the MSO Scheme.
- MSO Max\$ (OW) : Maximum capping for OW when system compute MSO amount.
- MSO Max\$ (AW) : Maximum capping for AW when system compute MSO amount.

❖ **Misc Parameter**

Profile Code : Default value is "Default"

Hours/Day:

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 : Employees under this setting not entitle to overtime pay.

SN – Salary Non-Exempt : Employees under this setting entitle to overtime pay.

Hours Worked Per Year : Use for overtime salary computation.

Select Formula:

Daily Rate By : Determine the daily rate formula used for computation.

NPL Daily Rate By : Determine the No Pay Leave rate formula used for computation.

Absent Daily Rate By : Determine the Absent leave rate formula used for computation.

OT – Rate By : Determine the 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 the precision level for computation.

Enable NPL Entry? : Check the checkbox to enable NPL-Day data input screen under Modified Pay Record.

Enable NPL Hour Entry? : Check the checkbox to enable NPL-Hour data input screen under Modified Pay Record.

Enable Absent Entry? : Check the checkbox to enable Absent-Day data input screen under Modified Pay Record.

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 the current basic pay. L – Overtime computation based on the last basic pay before the latest increment.
CPF	:	Select salary type for CPF computation. (OW: Ordinary Wage, AW: Additional Wage, or None)
Tax	:	Set the line number where this amount would be reflected in the IR8A form.
GRP	:	Check the checkbox to enable gross rate of pay computation – affects GRP items like: E.g. Paid annual leave.
NPL	:	Check the checkbox if user wants the OT payment to affect No Pay Leave deduction rate.
MSO	:	Check the checkbox if user wants the OT payment to affect MSO computation.
OT Ceiling	:	User can define the OT ceiling. (None, basic plus allowances, or basic only)
Rounding Method	:	Determine the precision level for computation.
OT Hours Ceiling	:	Define maximum OT hours per month to show in payslip.
OT Rate Setting	:	Define the setting for OT rate.
OT Ceiling (Min)	:	Minimum basic wage for computing overtime pay.
OT Ceiling (Max)	:	Maximum basic wage for computing overtime pay.
Enable OT Entry?	:	Check the checkbox to enable OT data input screen under Modified Pay Record.

Shift Setup:

Description	:	User defined description.
Rate	:	User defined shift rate per hour.
CPF	:	Select salary type for CPF computation. (OW: Ordinary Wage, AW: Additional Wage, or None)
Tax	:	Set the line number where this amount would be reflected in the IR8A form.
OT	:	Check the checkbox if user wants the Shift payment to affect OT rate.
GRP	:	Check the checkbox to enable gross rate of pay computation – affects GRP items like: E.g. Paid annual leave.
NPL	:	Check the checkbox if user wants the Shift payment to affect No Pay Leave deduction rate.
MSO	:	Check the checkbox if user wants the Shift payment to affect MSO computation.
Enable Shift Entry?	:	Check the checkbox to enable Shift data input screen under Modified Pay Record.

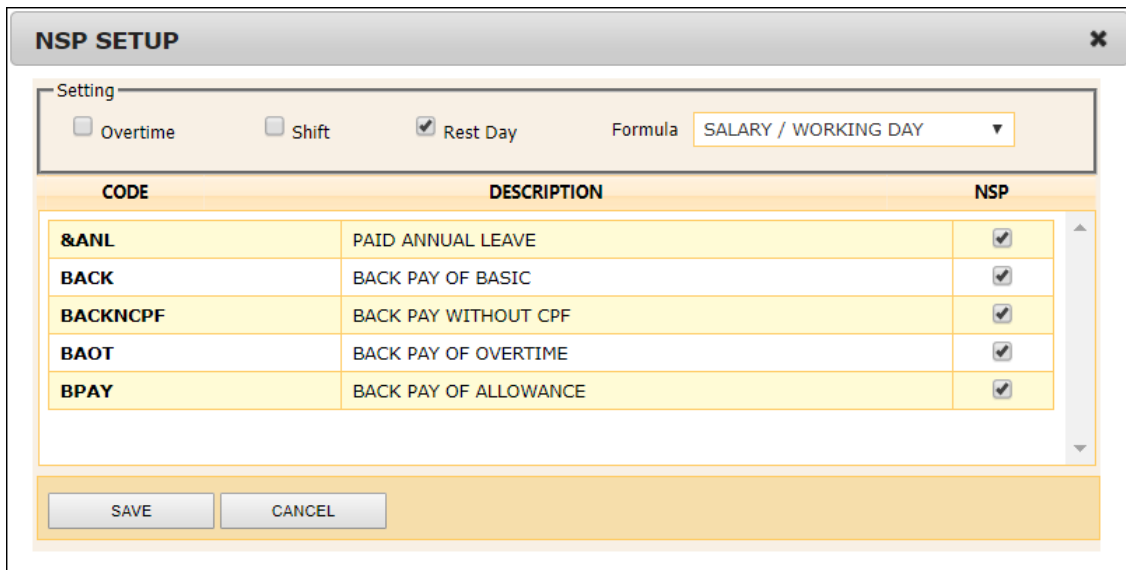
- Average Shift Month : 1. Current Month - computation for shift allowances based on current month only.  
 2. Last 1 to Last 6 Months - computation for shift allowances based on the average of months. This will reflect the average gross rate pay for the last x months in your Gross Rate Report.

Rest Day Setup:

- CPF : Select salary type for CPF computation. (OW: Ordinary Wage, AW: Additional Wage, or None).
- Tax : Set the line number where this amount would be reflected in the IR8A form.
- OT : Check the checkbox if user wants the Rest Day payment to affect OT rate.
- NPL : Check the checkbox if user wants the Rest Day payment to affect No Pay Leave deduction rate.
- MSO : Check the checkbox if user wants the Rest Day payment to affect MSO computation.
- Enable Rest Day Entry? : Check the checkbox to enable Rest Day data input screen under Modified Pay Record.
- Rest Day Formula : Determine the Rest Day formula used for computation.
- Rest Day Rate : Determine the Rest Day Rate used for computation.

NSP Setup:

- National Service Pay (NSP Setup) : Determine the setup for calculating National Service Pay deduction.



**❖ Prorate Allowance**

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 the formula used for prorate allowance computation.

NPL/ABSENT Day Formula - Use Fixed Amount from Update Employee Record?

- Check the checkbox to enable the system to use fixed amount for NPL / Absent day computation. (No prorate)

GRP Formula - Use Fixed Amount from Update Employee Record?

- Check the checkbox to enable the system to use fixed amount for GRP computation. (No prorate)

Code : Select the allowance code which needs to be prorated.

Description : Display the description for selected allowance code.

NPL : Check the checkbox if user wants the allowance to be prorated when there is NPL taken.

ABSENT : Check the checkbox if user wants to be prorated when there is Absent Day.

ANNUAL : Check the checkbox if user wants the allowance to be prorated when there is Annual Leave taken.

SICK : Check the checkbox if user wants the allowance to be prorated when there is Sick Leave taken.

NSP : Check the checkbox if user wants the allowance to be prorated when there is NSP taken.

Other 1 to Other 5 : Select which type of leave taken will need the system to prorate the allowance.

## ❖ Password Setting

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

- Activate the Complex Password** : Check the checkbox to enable the complex password setting. If uncheck, the only password control is the minimum length (6 characters).
- No of Tries** : Define number of tries before system barred user from login.
- Minimum password characters** : Define the minimum length of password.
- Re use the password after specified number of cycle** : Define the same password can be used after N times of change.
- Password Expired Alert** : Define the number of day system to alert user for the password expiry.
- Password Protocol** : Define the minimum requirement of password created.



### ❖ OT Capping

Used to do capping if a particular company has different OT Ceiling Formula for different group of employees.

EDIT	DELETE	CODE	OT CEILING FORMULA	OT CEILING (MIN)	OT CEILING (MAX)	FIX RATE	MAX BASIC SALARY CONVERT SN TO SE
		NMGT	BASIC & EXCLUDE ALLOW SUBJ OT	1.00	72.00	0.00	0.00
		NMGT	FIX RATE	1.00	72.00	8.00	0.00

Steps for create a new OT capping:

1. Click on [ADD NEW] button.

System Setting Misc Parameter Prorate Allowance Password Setting **OT Capping**

Profile Code: DEFAULT OT Ceiling: NONE OT Ceiling(Min): 0.00 OT Ceiling(Max): 99,999.00

Code \* NON MANAGEMENT [NMGT]

OT Ceiling Formula BASIC & EXCLUDE ALLOW SUBJ OT

OT Ceiling (Min) \* 1 OT Ceiling (Max) 72

Fix Rate \* 0

Max Basic Salary Convert SN to SE \* 0

2. Choose the Code and OT ceiling formula from drop down list.

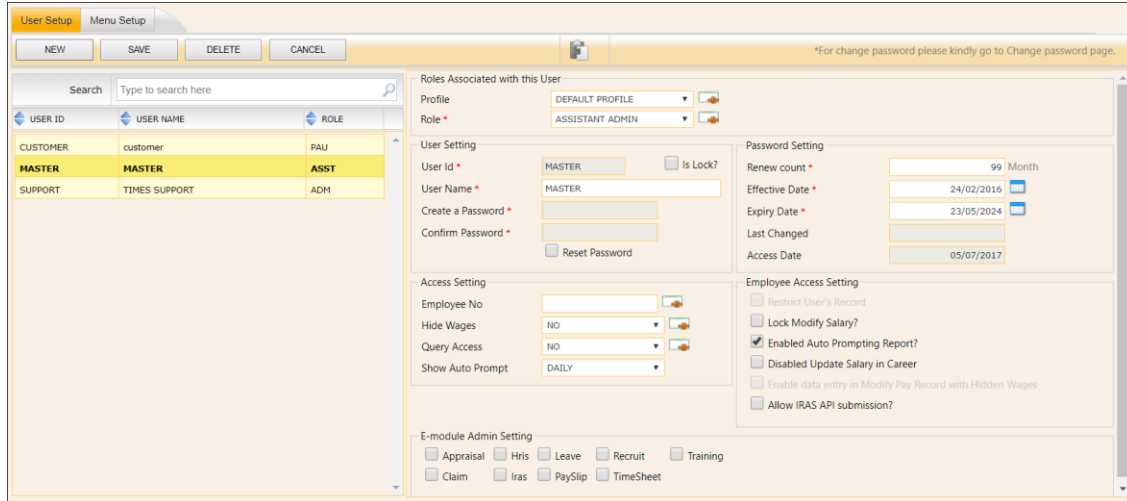
Note: OT Ceiling Formula:

- a. None – do not set any OT formula
  - b. Basic & Allw Subj OT – OT formula based on basic salary and allowances which subjected to OT
  - c. Basic & Exclude Allow Subj OT – OT formula based on basic salary and did not include the allowances which subjected to OT
  - d. Fix Rate – OT rate is based on a fix amount
3. Insert the amount for OT Ceiling (Min), OT Ceiling (Max), Fix Rate and Max Basic Salary Convert SN to SE.
  4. Click [SAVE CAPPING] button to save the record.

### C. USER PROFILE

#### ❖ **User Setup**

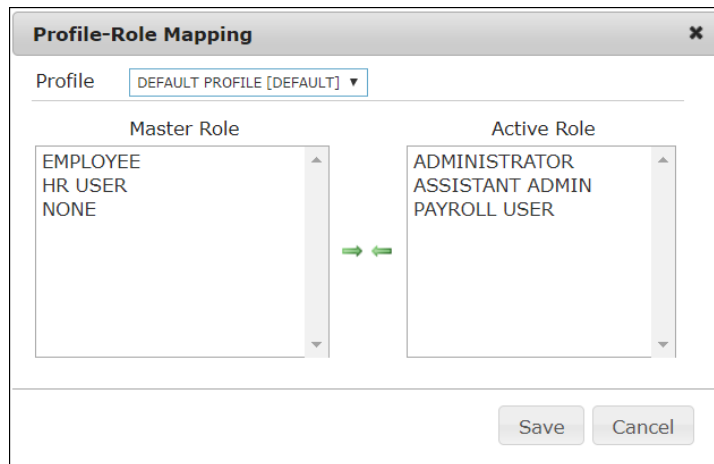
To setup a password and define the access right for the TIMES E-Payroll user.



Role Associated with this User:

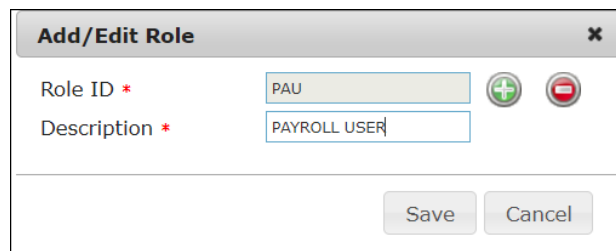
**Profile** : Currently all user created will be categorize under "DEFAULT PROFILE"

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



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

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



User Setting:

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- 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 E-Payroll.

Password Setting:

- 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.

Access Setting:

- 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.
- Show Auto Prompt : Define the frequency of generating the auto prompt report based on login user.

Employee Access Setting:

- 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

Enabled Auto Prompting Report? : Check the checkbox to enable the system to generate the auto prompt report automatically when user browses to Employee Management System screen.

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"

Allow IRAS API submission? : Check the checkbox to enable IRAS API submission feature for this user.

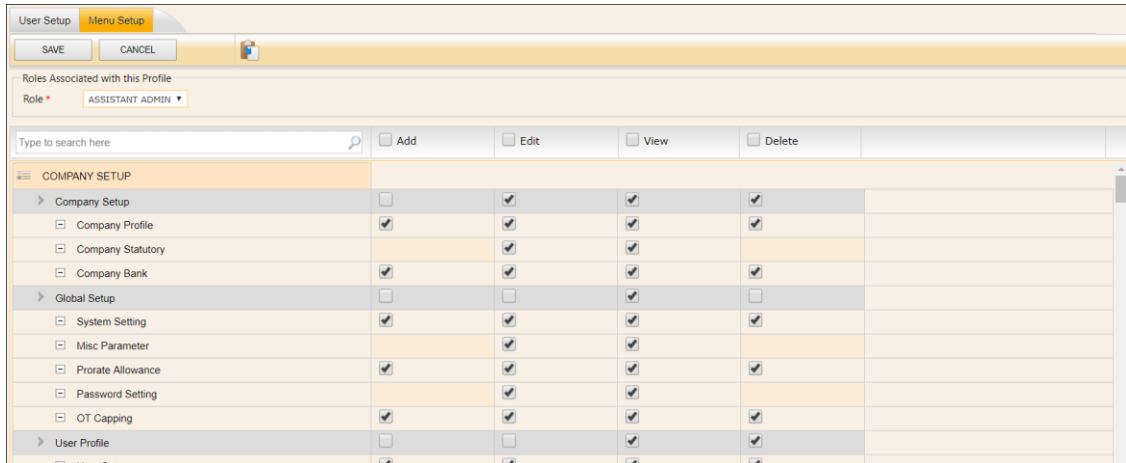
E-Module Admin Setting:

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

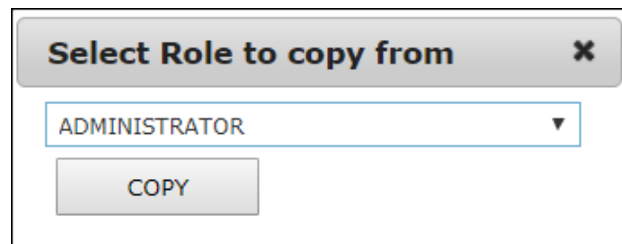
❖ **Menu Setup**

This section allows user to define which group of user has what access to selected menu in TIMES E-Payroll.

Same group name but different profile can have different access right to the TIMES E-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**

<b>Allowance/Deduction</b>
Bank Master
Code Setup
Cost Centre Allocation
Formula Setup
Pay Group Setup
Work Code Setup

**A. ALLOWANCE/ DEDUCTION**

❖ Allowance / Deduction

Main Screen:

CODE	DESCRIPTION	CPF	TAX
SDEDNPL	NPL DEDUCTION	O	1
&ANL	PAID ANNUAL LEAVE	A	1
@\$NSPCPF	NSP VARIABLE ALLOWANCE	O	1
AL	ANNUAL LEAVE ENCASHMENT	A	1
BACK	BACK PAY OF BASIC	A	1
BACK(O)	BACK PAY (OW)	O	1
BACKNCPF	BACK PAY WITHOUT CPF	A	1
BAOT	BACK PAY OF OVERTIME	A	1
BONU	BONUS *	A	2
BONUADV	ADVANCE BONUS	A	2
BONUAWS	ANNUAL WAGES SUPPLEMENT	A	2
BONUSP	PREVIOUS YEARS BONUS	A	2
BPAY	BACK PAY OF ALLOWANCE	A	63
CDAC	CHINESE DEVT ASST. FUND	N	0
COMC	COMMUNITY CHEST	N	0
COMM	COMMISSION	A	4
DENT	DENTAL REIMBURSEMENT	N	0

Setup Entry Screen:

Buttons: SAVE & VIEW LIST, SAVE & ADD ANOTHER, CANCEL

Code: [ ]

Description: [ ]

Tax: NON TAXABLE (0)

GL Default Identifier: [ ]

Payslip Group Code: [ ]

Unit: NONE

CPF: NONE

Benefits In Kind: [ ]

GRP Formula: [ ]

Grosswage: STD - GROSS WAGE NOT AFFECTED BY DEDUCTION

Back Pay Allowance: [ ]

SDF   
  OT   
  NSP   
  NON-PAYROLL ITEM   
  NSP ALLOW RECOVERABLE   
  NPL  
 GRP   
  MSO   
  UNION

- Code** : User defined allowance/deduction code. User able to input maximum of 8 alphanumeric. The field is required field which cannot be blank.
- Description** : Description of allowance/deductions which will be displayed on the reports and payslip. User able to input maximum of 35 alphanumeric. The field is required field which cannot be blank.
- Tax** : Specify the type of the allowances/deductions to which the amount to be reflected on the IR8A form.

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- GL Default Identifier** : Only applicable if using TIMES GL Interface module. User can only input one alphanumeric in the field.
- Payslip Group Code** : Allows users to combine 2 separate codes with different amount into a single figure. For example, if user wanted 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". User able to input maximum of 12 alphanumeric in the field.

The screenshot shows the 'Allowance / Deduction' form with the following fields:

- Code:** MED
- Description:** MEDICAL REIMBURSEMENT
- Tax:** NON TAXABLE [0]
- GL Default Identifier:** (empty)
- Payslip Group Code:** REIMBS
- Unit:** NONE

The screenshot shows the 'Allowance / Deduction' form with the following fields:

- Code:** TRAN
- Description:** TRANSPORT ALLOWANCE
- Tax:** ALLOWANCES(TRANSPORT) [61]
- GL Default Identifier:** (empty)
- Payslip Group Code:** REIMBS
- Unit:** NONE

- Unit** : Define the allowance / deduction whether calculate using Hourly or Days. Default "NONE" system will consider as Days.
- CPF** : Define the allowance/deduction whether it belongs to ordinary/additional wage or none CPF entry.
- Benefits In Kind** : Define the allowance is linked to which Benefit In Kind for IRAS submission.
- GRP Formula** : Define the formula used to calculate the gross rate of pay.
- Grosswage** : Define the allowance amount affect Gross wage in Modify Pay record.
- Back Pay Allowance** : Define which allowance code to be used if has back pay on the selected allowance.
- Multi-Currency** : Define the allowance code currency. Use only for Multi-currency payroll.
- SDF** : Define the allowance/deduction is subject to SDF or not for non-CPF pay item.
- GRP** : If set, the allowance/deduction will affect the computation for gross rate of pay.

- OT : If set, the allowance/deduction will affect the computation for overtime rate.
- MSO : If set, the allowance/deduction will affect the computation for Medisave.
- NSP : If set, the allowance/deduction will be subjected to NSP computation.
- Union : If set, the allowance/deduction will affect the computation of UNION contribution.
- Non-Payroll Item : If set, the allowance/deduction will NOT be included in the payroll computation.
- NSP Allow Recoverable : If set, this allowance will recover the CPF contribution amount if the allowance is prorated due to NSP.
- NPL : If set, the allowance/deduction will affect the computation for NPL rate.

#### ❖ Leave Deduction

To define payroll deduction code if user wish to use a pre-defined allowance code.

**\*\*Note:** only when link Leave module to Payroll.

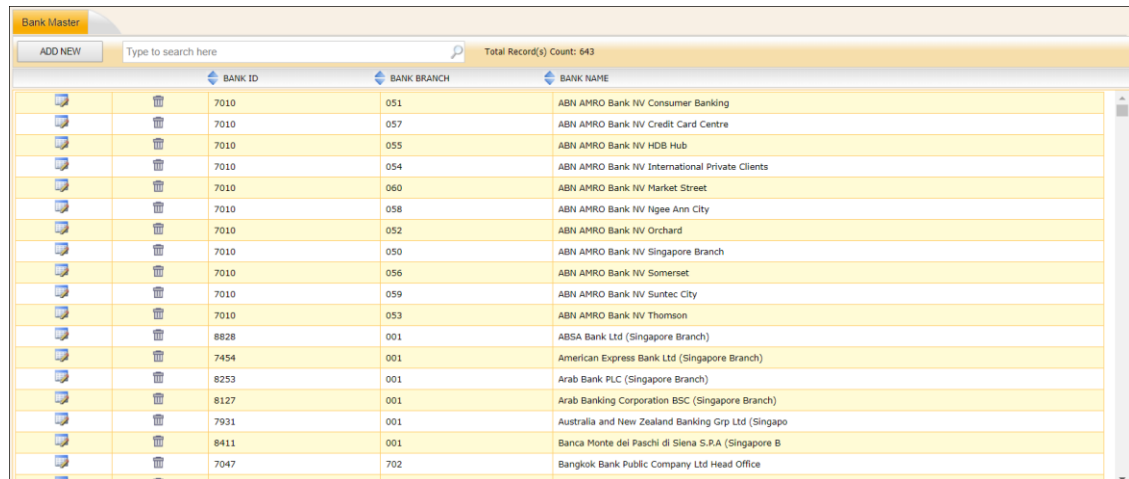
CODE	DESCRIPTION	PAYROLL DEDUCTION CODE
ABSENT	ABSENT	<input type="text"/>
ACHILD	ADOPTION LEAVE	<input type="text"/>
ANNU	ANNUAL LEAVE	<input type="text"/>
ANNU	ANNUAL LEAVE	<input type="text"/>
BDAY	BIRTHDAY LEAVE	<input type="text"/>
CHILDLVE	CHILD CARE LEAVE	<input type="text"/>
COMP	COMPASSIONATE LEAVE	<input type="text"/>



## B. BANK MASTER

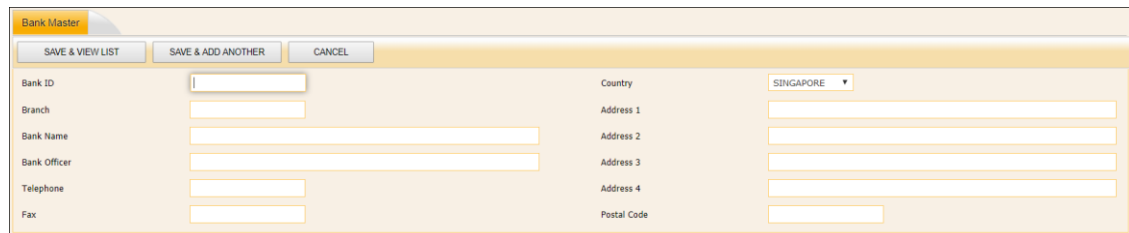
User may define a new bank detail whenever necessary for employee's GIRO transaction purpose.

Main screen:



BANK ID	BANK BRANCH	BANK NAME
7010	051	ABN AMRO Bank NV Consumer Banking
7010	057	ABN AMRO Bank NV Credit Card Centre
7010	055	ABN AMRO Bank NV HDB Hub
7010	054	ABN AMRO Bank NV International Private Clients
7010	060	ABN AMRO Bank NV Market Street
7010	058	ABN AMRO Bank NV Ngee Ann City
7010	052	ABN AMRO Bank NV Orchard
7010	050	ABN AMRO Bank NV Singapore Branch
7010	056	ABN AMRO Bank NV Somerset
7010	059	ABN AMRO Bank NV Suntec City
7010	053	ABN AMRO Bank NV Thomson
8828	001	ABSA Bank Ltd (Singapore Branch)
7454	001	American Express Bank Ltd (Singapore Branch)
8253	001	Arab Bank PLC (Singapore Branch)
8127	001	Arab Banking Corporation BSC (Singapore Branch)
7931	001	Australia and New Zealand Banking Grp Ltd (Singapo
8411	001	Banca Monte dei Paschi di Siena S.P.A (Singapore B
7047	702	Bangkok Bank Public Company Ltd Head Office

Setup Entry Screen:



Bank Master

SAVE & VIEW LIST    SAVE & ADD ANOTHER    CANCEL

Bank ID:     Country: SINGAPORE

Branch:     Address 1:

Bank Name:     Address 2:

Bank Officer:     Address 3:

Telephone:     Address 4:

Fax:     Postal Code:

- Bank ID : User define bank ID code. User can only input maximum of 4 alphanumeric. This is required field which cannot be blank.
- 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.

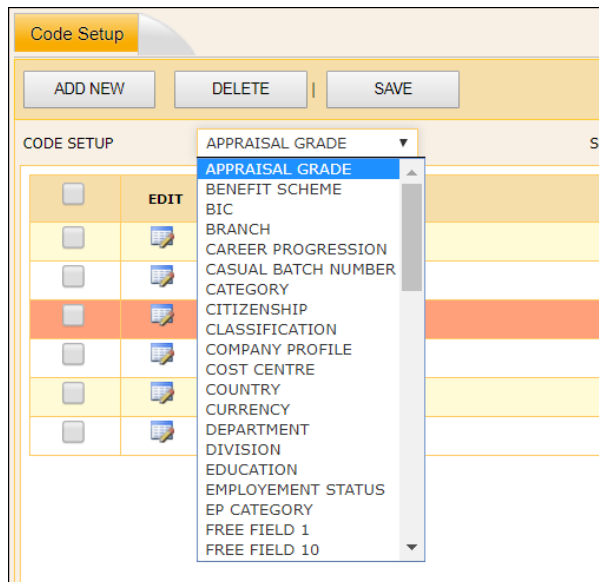
## C. CODE SETUP

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

EDIT	CODE	DESCRIPTION	ACTIVE?
<input type="checkbox"/>	EXCEL	EXCELLENT	<input checked="" type="checkbox"/>
<input type="checkbox"/>	GOOD	GOOD	<input checked="" type="checkbox"/>
<input type="checkbox"/>	001	GRADE 2	<input type="checkbox"/>
<input type="checkbox"/>	NONE	NONE	<input checked="" type="checkbox"/>
<input type="checkbox"/>	STATIS	SATISFACTORY	<input checked="" type="checkbox"/>
<input type="checkbox"/>	UNSATIS	UNSATISFACTORY	<input checked="" type="checkbox"/>

### 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:

The form shows the following fields and buttons:

- Buttons: SAVE & VIEW LIST, SAVE & ADD ANOTHER, CANCEL
- CODE SETUP: APPRAISAL GRADE (dropdown)
- Sort By: CODE (radio), DESCRIPTION (radio)
- Code: [ ] (text input)
- Description: [ ] (text input)

3. Key in the code (Max length = 12) and description (Max length = 60).
4. Click [SAVE & ADD ANOTHER] button if want to continue create another code under the same category.

OR

5. Click [SAVE & VIEW LIST] button if finish creating code (s).

### Step to delete existing code:

1. Check the checkbox at the left column:

Code Setup

ADD NEW DELETE SAVE

CODE SETUP APPRAISAL GRADE

<input type="checkbox"/>	EDIT	CODE
<input type="checkbox"/>		EXCEL
<input type="checkbox"/>		GOOD
<input checked="" type="checkbox"/>		001
<input type="checkbox"/>		NONE
<input type="checkbox"/>		STATIS
<input type="checkbox"/>		UNSATIS

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.

Code Setup

ADD NEW DELETE SAVE Total 6 record(s) found. Search Type to search here

CODE SETUP APPRAISAL GRADE Sort By CODE DESCRIPTION

<input type="checkbox"/>	EDIT	CODE	DESCRIPTION	ACTIVE?
<input type="checkbox"/>		EXCEL	EXCELLENT	<input checked="" type="checkbox"/>
<input type="checkbox"/>		GOOD	GOOD	<input checked="" type="checkbox"/>
<input type="checkbox"/>		001	GRADE 2	<input type="checkbox"/>
<input type="checkbox"/>		NONE	NONE	<input checked="" type="checkbox"/>
<input type="checkbox"/>		STATIS	SATISFACTORY	<input checked="" type="checkbox"/>
<input type="checkbox"/>		UNSATIS	UNSATISFACTORY	<input checked="" type="checkbox"/>

**Steps:**

1. Uncheck the ACTIVATE checkbox 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.


EDIT	COSTCODE	COSTCENTERDESC	DEPARTMENT	PERCENT
	COMPANY_1	1ST COMPANY	ELECT-SALES	50.00
	HNBK-ELECT	HNBK - ELECTRICAL SALES	ELECT-SALES	50.00

Note:

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

Project Costing - Users can specify Cost Centre to which an individual employee belongs by percentage. For example, employee 0001 belongs to different Cost Centre, namely; 75% allocated to Cost Centre 1 and 25% allocated to Cost Centre 2. Once the respective percentages have been defined, the project costing report based on the specific distribution may be printed.

### Step to allocate or change employee's cost center (No Split Cost):

1. Select the employee.
2. Select the effective month (by pay period) the new Cost Centre allocation takes effect.
3. Click  icon to assign the new Cost Centre 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 Centre or not.
  - Select 'YES' means the new Cost Centre allocation will take effect from the period that user selected until the next time he/ she change new Cost Centre again.
  - Select 'NO' means the new Cost Centre 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.

### Step to allocate employee's cost center (Split Cost):

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

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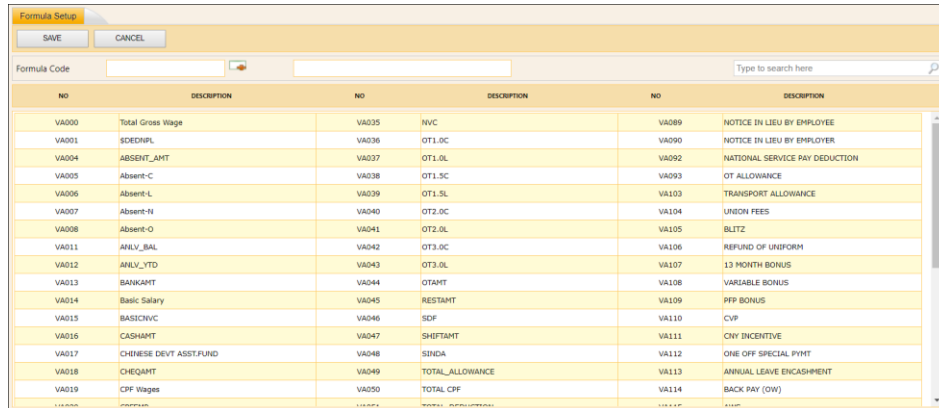
9. System will prompt user and ask user want to allocate the Cost Centre or not.

- Select 'YES' means the new Cost Centre allocation will take effect from the period that user selected until the next time he/ she change new Cost Centre again.
- Select 'NO' means the new Cost Centre 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.

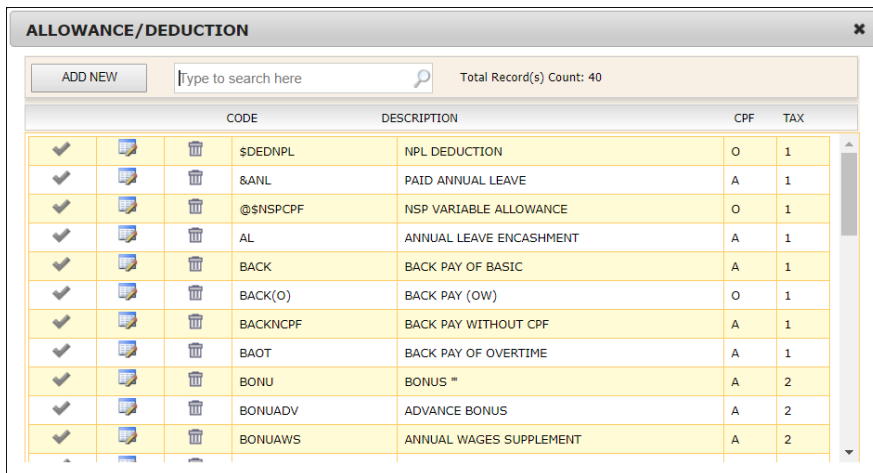


Note:

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

Steps to create formula allowance:

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.

**Formula Setting (Example):**

E.g. CPF – CPF Payment

E.g. Gross Wages = VA16 = \$699.00 Meal = \$20

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

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### F. 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.

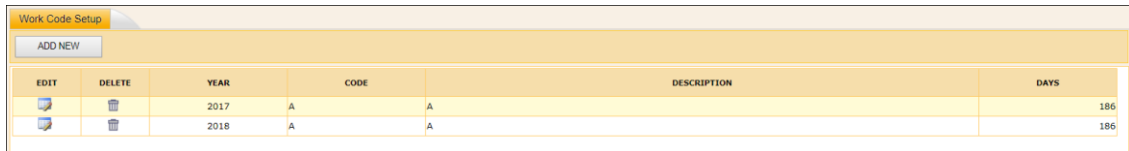
A pay group is a template. It is used to generate the working formula, pattern and calendar for an employee. Each employee record contains a working calendar and salary computation formula.

PERIOD	START-DATE	MID-DATE	END-DATE	1st-HALF	2nd-HALF	TOTAL	OT-START DATE	OT-MID DATE	OT-END DATE
201801	01/01/2018	15/01/2018	31/01/2018	11	12	23			
201802	01/02/2018	15/02/2018	28/02/2018	11	9	20			
201803	01/03/2018	15/03/2018	31/03/2018	11	11	22			
201804	01/04/2018	15/04/2018	30/04/2018	10	11	21			
201805	01/05/2018	15/05/2018	31/05/2018	11	12	23			
201806	01/06/2018	15/06/2018	30/06/2018	11	10	21			
201807	01/07/2018	15/07/2018	31/07/2018	10	12	22			
201808	01/08/2018	15/08/2018	31/08/2018	11	12	23			
201809	01/09/2018	15/09/2018	30/09/2018	10	10	20			
201810	01/10/2018	15/10/2018	31/10/2018	11	12	23			

- Pay Group** : Specify the pay period cut-off date. Users can define more than one pay-group to cater to their company needs.
- Start Date** : Start day of the first pay period.
- End Date** : By default, system will auto generate the end date after user enters the start date and click the [SAVE] button.
- Day Work Per Week** : Define how many days the employee works within a week.
- Hour Work Per Year** : Define how many hours the employee works in a year.
- Daily Rate Formula** : Formula to be used to compute daily rate of a monthly rated employee.
- Working Hours** : Define how many hours the employee works in a day.
- NPL Rate Formula** : Formula to be used to compute no pay leave deduction.
- OT Hour Formula** : Formula to be used to compute overtime pay.
- Global Weekly Setting** : Working pattern of the company.
- Is Alternate Saturday?** : If the checkbox is checked, this means only the first week’s work pattern is considered and all Saturday are alternated for the month.
- Public Holiday as Off Day?** : If the checkbox is checked, this means the public holiday will be consider off day.
- OT-Start Date** : Define overtime start date period.
- OT-Mid Date** : Define overtime mid-date period.
- OT-End Date** : Define overtime end date period.

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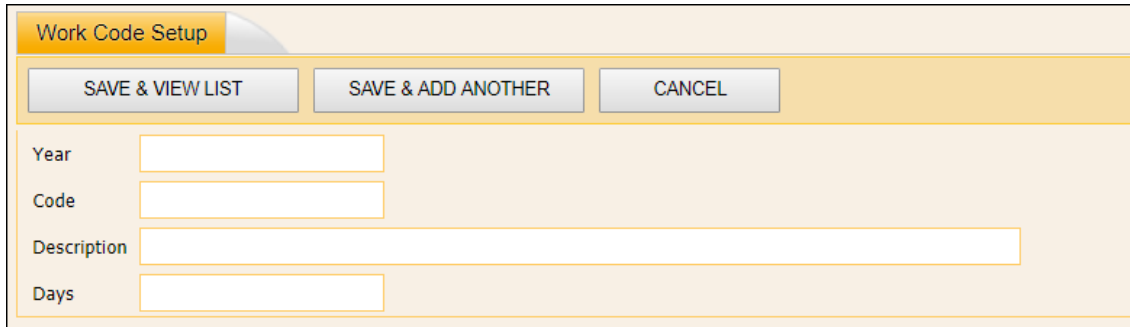
## G. WORK CODE SETUP



Work Code Setup						
ADD NEW						
EDIT	DELETE	YEAR	CODE		DESCRIPTION	DAYS
		2017	A	A		186
		2018	A	A		186

Step to add new work code:

1. Click on [ADD NEW] button.
2. Input the Year, Code, Description and Days value.



**Work Code Setup**

Year

Code

Description

Days

3. Click [SAVE & ADD ANOTHER] button if want to continue create another work code.

OR

4. Click [SAVE & VIEW LIST] button if finish creating code(s).
5. Click [CANCEL] button if want to cancel the current changes.



### STATUTORY SETUP

**Community Fund**

CPF Setup

Foreign Levy Table

#### A. COMMUNITY FUND

The various community fund contributions and skill development levy setting as shown below:

The screenshot displays the 'Community Fund Setup' window with the following data:

CDAC FUND				SINDA FUND			
FROM	TO	RATE	FROM	TO	RATE		
0.00	2,000.00	0.50	0.00	1,000.00	1.00		
2,000.01	3,500.00	1.00	1,000.01	1,500.00	3.00		
3,500.01	5,000.00	1.50	1,500.01	2,500.00	5.00		
5,000.01	7,500.00	2.00	2,500.01	4,500.00	7.00		
7,500.01	999,999,999.99	3.00	4,500.01	7,500.00	9.00		

EUFC FUND				MBMF FUND			
FROM	TO	RATE	FROM	TO	RATE		
0.00	1,000.00	2.00	0.01	1,000.00	3.00		
1,000.01	1,500.00	4.00	1,000.01	2,000.00	4.50		
1,500.01	2,500.00	6.00	2,000.01	3,000.00	6.50		
2,500.01	4,000.00	9.00	3,000.01	4,000.00	15.00		
4,000.01	7,000.00	12.00	4,000.01	6,000.00	19.50		

SDF Settings:  
 SDF Percent %: 0.25    Max Salary: 4500    Minimum Contribution: 2

\*\*Notes:

- **NO** Community fund contribution for resigned employee in the month of last payment.
- **NO** SDF / SDL for employee hired and resigned within the same month.

#### B. CPF SETUP

The screenshot displays the 'CPF Setup' window with the following data:

EMPLOYEE'S WAGES	EMPLOYER'S CONTRIBUTION	EMPLOYEE'S CONTRIBUTION
Not Exceeding 50.00	N.A	N.A
Exceeding 50.00	0.00 + ( 0.1700 * (TotalWages - 0.00) )	0.00 + ( 0.0000 * (TotalWages - 0.00) )
But Not Exceeding 500.00	0.00 + ( 0.1700 * (TotalWages - 0.00) )	0.00 + ( 0.6000 * (TotalWages - 500.00) )
Exceeding 500.00	0.0000 + ( 0.0000 * (TotalWages - 0.00) )	0.0000 + ( 0.0000 * (TotalWages - 0.00) )
But Not Exceeding 750.00	0.0000 + ( 0.0000 * (TotalWages - 0.00) )	0.0000 + ( 0.0000 * (TotalWages - 0.00) )
Exceeding 750.00	0.0000 + ( 0.0000 * (TotalWages - 0.00) )	0.0000 + ( 0.0000 * (TotalWages - 0.00) )
But Not Exceeding 750.00	17.00 % OW + 17.00 % AW	20.00 % OW + 20.00 % AW
Exceeding 750.00	max = 1,020.00	max = 1,200.00

\*\*Notes:

- All entries in the CPF tables may be **user-defined**. Users may change the table entries according to the local authority's regulations.

### C. FOREIGN LEVY TABLE

Main Screen:

EDIT	DELETE	CLASS	DESCRIPTION	DAILY-RATE	MAX.PER MONTH	PART(1)(2)
		CLASS1	Local Resident (Singaporean)	0.00	0.00	1
		CLASS1	Local Resident (Singaporean)	0.00	0.00	2
		COW	COWEC	0.00	0.00	1
		COW	COWEC	0.00	0.00	2
		CSM	CONTRACT SERVICEMEN	0.00	0.00	1
		CSM	CONTRACT SERVICEMEN	0.00	0.00	2
		CW1	CONSTRUCTION WORKER-SKILLED	9.87	300.00	1
		CW1	CONSTRUCTION WORKER-SKILLED	9.87	300.00	2
		CW2	CONSTRUCTION WORKER-UNSKILLED	23.02	700.00	1
		CW2	CONSTRUCTION WORKER-UNSKILLED	23.02	700.00	2
		CW3	CONSTRUCTION WORKER-MYE WAIVER-SKILLED	19.73	600.00	1
		CW3	CONSTRUCTION WORKER-MYE WAIVER-SKILLED	19.73	600.00	2
		CW4	CONSTRUCTION WORKER-MYE WAIVER-UNSKILLED	31.24	950.00	1
		CW4	CONSTRUCTION WORKER-MYE WAIVER-UNSKILLED	31.24	950.00	2
		MARINE-S	MARINE WORKER-SKILLED	9.87	300.00	1

Setup Entry Screen:

**Foreign Levy Tables**

Class

Description

Daily-Rate

Max.Per Month

Period Part

**\*\*Notes:**

- Foreign Levy Table may be **user-defined**. Users may change the table entries according to the local authority's regulations.

**UTILITY**

<b>Initialize New Year</b>
Transfer Emp Record
Export/Import
Global Change

**A. INITIALIZE NEW YEAR**

To 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.

**\*\*Important:** Please backup your database before begin this process.

**INITIALIZE NEW YEAR**

START

Year

Database Year: 2019      Query: ALL  
Company Select: ALL

Initialize Type

Initialize Employee's Cost Centre Allocation Table

**\*\*Note:** for those who have E-Leave, please run payroll initialize New Year first then only run leave initialize New Year.

Press F10 to see more details screen.

**INITIALIZE NEW YEAR**

START

Year

Database Year: 2019      Query: ALL  
Company Select: ALL

Initialize Type

- Initialize Pay Group Setting?
- Initialize Employee's Calendar in New Year
- Initialize CPF/Levy Table?
- Initialize Allowance?
- Initialize Employee's Cost Centre Allocation Table
- Initialize Miscellaneous
- Initialize EmpServ Table

**B. TRANSFER EMP RECORD**

Transfer employee data from one database to another database.

Note: this function is only work if there is more than one database.

**C. EXPORT / IMPORT**

❖ **Template**

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

- [Export to Excel] : Allow user to export existing template into excel file and used for preparing import file.
- [ADD] : Add another type of export or import template.
- [SAVE] : Save the changes made on existing template header name or save newly created template.
- [CANCEL] : Undo the changes made.
- [DELETE] : Delete selected template.


**Modify Dynamic Payroll Import Template**

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

The screenshot shows the 'Template' tab in the software. It features a list of template header names with checkboxes and a magnifying glass icon. Below this is a table with columns: Table Name, Column Name, Column Type, Mapping, Formatting, Formula, Length, and Seq / External Column Name. The table lists various payroll items like EMP\_NO, NO PAY LEAVE, ANNUAL LEAVE, etc. At the bottom, there are buttons for 'GENERATE COLUMN', 'ADD', 'SAVE', 'CANCEL', and 'DELETE', and a section for 'Condition Name' and 'Condition Value'.

Table Name	Column Name	Column Type	Mapping	Formatting	Formula	Length	Seq / External Column Name
Payroll Import	EMP_NO	char				12	A EMP_NO
Payroll Import	NO PAY LEAVE [&NPL] :					0	B &NPL
Payroll Import	ANNUAL LEAVE PAY [&AL]					0	C &ANLP
Payroll Import	ADJUSTMENT [ADJU] : F					0	D ADJU
Payroll Import	BACK PAY OF BASIC [BA					0	E BACK
Payroll Import						0	F LSA
Payroll Import	BONUS " [BONU] : PayC					0	G BONU
Payroll Import						0	H OVERTIME
Payroll Import	COMMISSION [COMM] :					0	I COMM
Payroll Import						0	J 110
Payroll Import						0	K 114

### Steps:

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

### Note:

- Table Name: always select 'Payroll Import'.
- Column Name:
  - o MUST contain EMP\_NO
  - o Any pay code that will be used in the payroll import file.
- Column Type:
  - o For EMP\_NO, it is defaulted to 'char'
  - o 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:
  - o when preparing the excel import file, the excel file header name MUST match with this external column name.
  - o 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.
  - o 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.

Table Name	Column Name	Column Type	Mapping	Formatting	Formula	Length	Seq / External Column Name
Career	EMP_NO	nchar				12	A EMP_NO
Career	CODE	nchar				20	B CODE
Career	PROGRESSION_DATE	datetime				0	C PROGRESSION_DATE
Career	PAY_EFFECTIVE_DATE	datetime				0	D PAY_EFFECTIVE_DATE
Career	INCREMENT_AMT	float				0	E INCREMENT_AMT
Career	REMARKS	nchar				250	F REMARKS

#### Steps:

1. Click on  icon and user will be able to see screen as above.
2. Click [Add] button to add in any available field(s).
3. Click [Save] 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.

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- 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]

❖ **Scheduler**

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

<input type="checkbox"/>	Name	File Name	Logic	Run	Automated
<input type="checkbox"/>	DYNAMIC ALLOWANCE IMPORT		DYNAMICEXCEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DYNAMIC OVERTIME IMPORT		DYNAMICEXCEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEE MASTER CODE IMPORT		EMPLOYEE IMPORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEE MASTER DATA IMPORT		EMPLOYEE IMPORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEE PAY ITEMS IMPORT		EMPLOYEE IMPORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEE PAY HISTORY IMPORT		EMPLOYEE IMPORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>


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

File Name : leave blank.

Logic : set to 'DYNAMICEXCEL' or 'EMPLOYEE IMPORT'.

Run : tick the check box.

Steps to link:

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

<input type="checkbox"/>	Name	File Name	Logic	Run	Automated
<input type="checkbox"/>	DYNAMIC ALLOWANCE IMPORT		DYNAMICEXCEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DYNAMIC OVERTIME IMPORT		DYNAMICEXCEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEE MASTER CODE IMPORT		EMPLOYEE IMPORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEE MASTER DATA IMPORT		EMPLOYEE IMPORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEE PAY ITEMS IMPORT		EMPLOYEE IMPORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEE PAY HISTORY IMPORT		EMPLOYEE IMPORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEE CAREER IMPORT		EMPLOYEE IMPORT	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	Template	Table Name	Run	Automated
<input type="checkbox"/>	EMPLOYEE CAREER IMPORT.FULL	Sheet1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 [SAVE] button.

❖ **Run**

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

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

Name	File Name	Run
DYNAMIC ALLOWANCE IMPORT	Choose File No file chosen	<input type="checkbox"/>
DYNAMIC OVERTIME IMPORT	Choose File No file chosen	<input type="checkbox"/>

START GO TO PROCESS PAYROLL CLEAR IMPORT TABLE

Document(s) uploaded  
Document not found.

Steps to import Payroll files:

1. Click [Choose File] button to select the import file.
2. Check the [Run] check box and click [Start] 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 [Go to Process Payroll] button once finish upload the file(s). system will direct user to another screen as below:

PROCESS STOP CHECK SUM

Batch Group: DEFAULT Total Transfer Employee(s) : 1  
Period: 201709 Cycle: E

PROCESS STATUS Query : ALL LOG EXPORT TO PDF

5. Click [Process] 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:

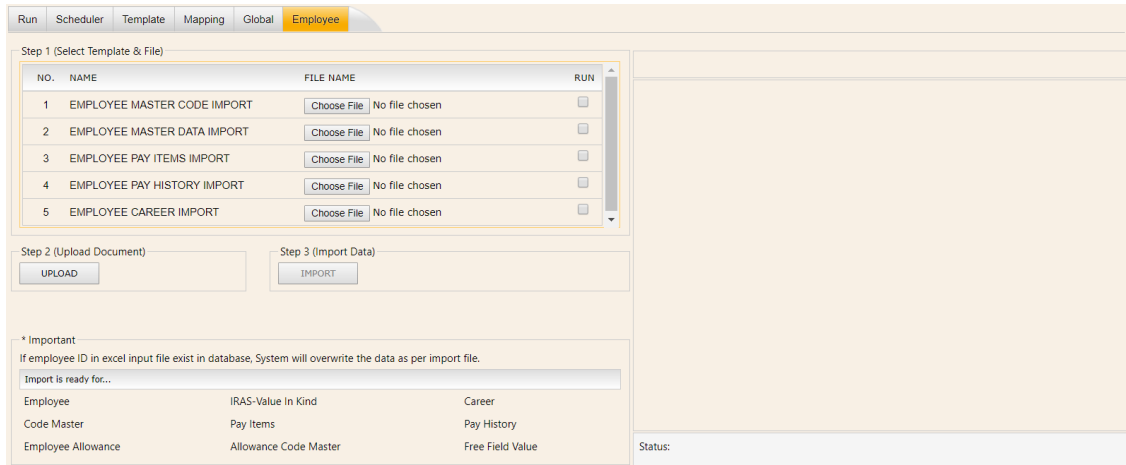
- For dynamic payroll import, system will only process payroll for those employee who appear in the import file. User **MUST** perform payroll process at Process Payroll -> Process page after perform dynamic payroll import.

#### ❖ Employee

**\*\* for those template where the logic was set to 'EMPLOYEE' \*\***

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





Steps to import Employee Data & Career files:

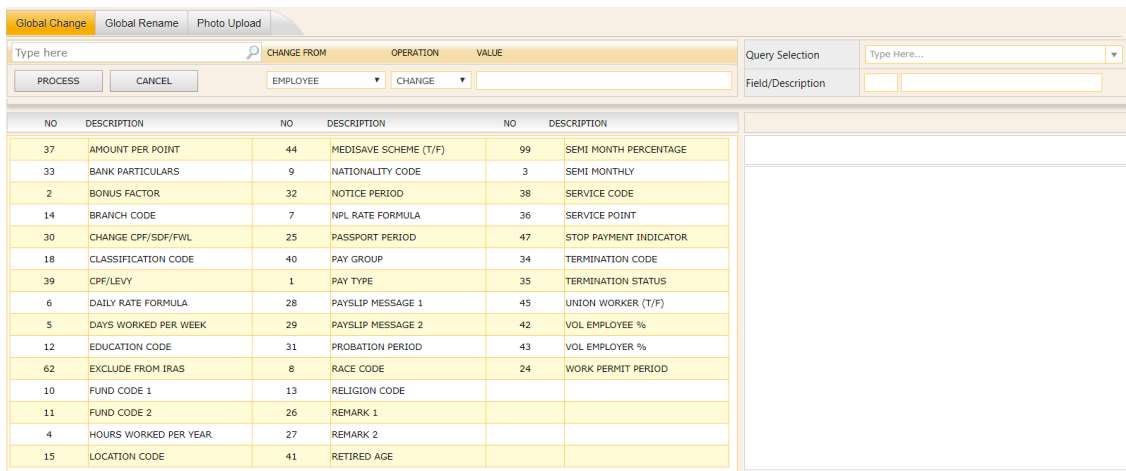
1. Click [Choose File] button to select the import file.
2. Click [UPLOAD] button then click [IMPORT] button.

**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.

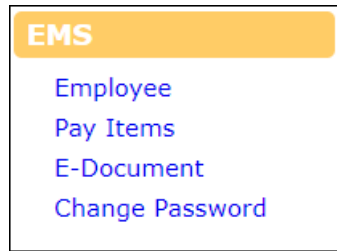
Photo Upload : To allow user to perform mass upload on employee’s photo.



Step to perform Global Change:

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

## EMPLOYEE MANAGEMENT SYSTEM



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

### A. EMPLOYEE

#### ❖ Detail

Record employee personal information.

The screenshot shows the 'Detail' form for an employee. The form is titled 'Detail' and has a navigation bar with buttons for 'NEW', 'SAVE', 'DELETE', and 'CANCEL'. The form is for Employee ID BRB001, Name WALTER HARTWELL WHITE, and Pay Group STD. The form is divided into several sections: 'Personal Details', 'HR / FIN No.', 'Passport No.', 'Issued Date', 'Validity', 'Expired Date', 'Place of Issue', 'Upload Photo', 'Race', 'Religion', 'Nationality', 'Citizenship', 'Place of Birth', 'Batch No', 'Blood Type', and 'AD ID'. The 'Personal Details' section includes fields for Employee ID, First Name, Middle Name, Last Name, Full Name, Alias, Native Name, Title / Gender, Marital Status, Hired Date, Original Hired Date, Date of Birth, and Education. The 'HR / FIN No.' section includes fields for NRIC / FIN No. and Passport No. The 'Passport No.' section includes fields for Issued Date, Validity, and Expired Date. The 'Place of Issue' section includes a field for Place of Issue. The 'Upload Photo' section includes a 'Choose File' button and a 'No file chosen' message. The 'Race' section includes a dropdown menu with 'NONE (NONE)' selected. The 'Religion' section includes a dropdown menu with 'CATHOLIC (CATH)' selected. The 'Nationality' section includes a dropdown menu with 'UNITED STATE OF AMERICA [USA]' selected. The 'Citizenship' section includes a dropdown menu. The 'Place of Birth' section includes a dropdown menu. The 'Batch No' section includes a text input field. The 'Blood Type' section includes a dropdown menu. The 'AD ID' section includes a text input field. There is also a checkbox for 'Language & Hobby (Show/Hide)'. A small profile picture of the employee is shown on the right side of the form.


Field mark with (\*) means compulsory field. HR/Payroll user MUST fill in value.


[NEW] button : Create 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 E-Payroll. Input maximum of 12 alphanumeric. This is required field which cannot be blank.

Is Supervisor? : Supervisor indicator. Important if using Times E-Leave and/or E-Claim system.

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 Singaporean and Singapore Permanent Resident.
Passport No.	:	Employee's passport number.
Issue Date	:	Employee's passport issue date.
Valid Year	:	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.
Country of Birth	:	Employee's original birth place.
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:

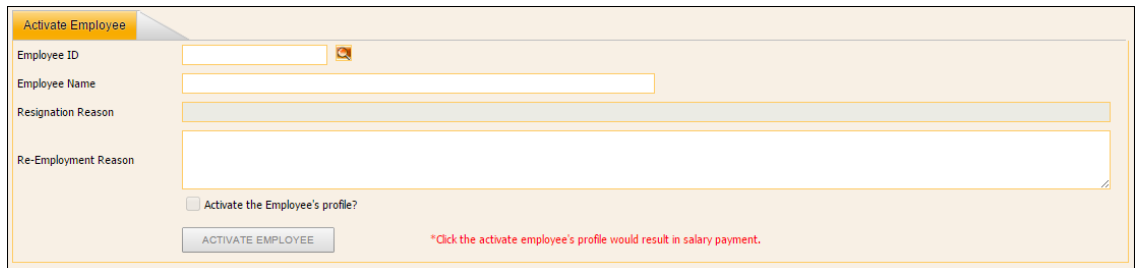
Language & Hobby		
Spoken 1/2/3	<input type="text"/>	<input type="checkbox"/>
Written 1/2/3	<input type="text"/>	<input type="checkbox"/>
Hobby 1/2/3	<input type="text"/>	<input type="checkbox"/>


- This is for storing employee's spoken language, written language, & their hobby.


**Special Functions:**

- Activate resign staff 

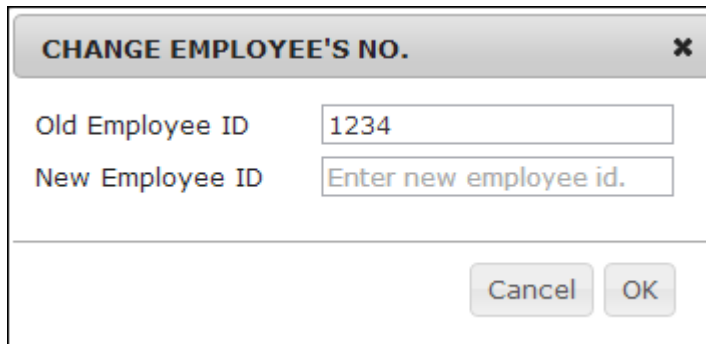
- To activate the resign staff from the database. For Re-hired/ Rejoin case.



**Steps:**


1. Select the employee from  button.
2. Check the "Activate the Employee's profile?" checkbox.
3. Click the [ACTIVATE EMPLOYEE] 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 ID" column.
4. Click [OK] button to change the employee ID.
5. Click [CANCEL] button to cancel current changes.

- Copy employee 

- 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. 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.

❖ **Career**

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

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CODE	REMARK
FSTART	01/12/2010	01/12/2010	NONE	NONE	001	001	TSPL	2400.00	0.00	2400.00	NONE	FTR	001	NONE	

Field mark with (\*) means compulsory field. HR/Payroll user MUST fill in value.

- [NEW] button : Create new career record.
- [SAVE] button : Save or update changes.
- [DELETE] button : Delete existing career 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.
- 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 Center : Employee's latest Cost Centre.

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- 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.
- MVC Section : System will auto calculate based on salary amount. MVC percentage defined at global setup. (Only available when enable MVC feature)

MVC			
Annual Increment Percent	<input style="width: 90%;" type="text" value="0.00"/>	Annual Increment Amount	<input style="width: 90%;" type="text" value="0.00"/>
MVC Increment Percent	<input style="width: 90%;" type="text" value="0.00"/>	MVC Increment Amount	<input style="width: 90%;" type="text" value="0.00"/>
MVC Accumulate Percent	<input style="width: 90%;" type="text" value="0.00"/>	MVC Accumulate Amount	<input style="width: 90%;" type="text" value="0.00"/>

❖ **Bank**


Store employee bank detail for salary payment purpose.

DEFAULT	BANK NAME	ACCOUNT NO	AMOUNT	PERCENT	ID	BRANCH	CURRENCY	IS MULTI CURR	REFERENCE	PARTICULAR
<input checked="" type="checkbox"/>	Oversea-Chinese Banking Corp Ltd OCBC Centre (601)	6015844703	0	100	7339	601	SGD	<input type="checkbox"/>		Salary
<input type="checkbox"/>	CASH		0	0	CASH	000	SGD	<input type="checkbox"/>		
<input type="checkbox"/>	CHEQUE		0	0	CHEQ	000	SGD	<input type="checkbox"/>		

Add new bank account:

1. Click "NEW" button:

**Employee Bank** [X]

Bank ID   Bank Branch

Bank Account #


Bank Name

Reference


Particular

[SAVE]

Edit bank account information:

1. Click " " icon.

**Employee Bank** [X]

Bank ID   Bank Branch

Bank Account #


Bank Name

Reference

Particular

[SAVE]

Delete bank account:

1. Click " " icon.

Change payment mode:

1. Change amount OR percent.
2. Click "SAVE" button.



DEFAULT	BANK NAME	ACCOUNT NO	AMOUNT	PERCENT	ID	BRANCH	CURRENCY	IS MULTI CURR	REFERENCE	PARTICULAR
<input checked="" type="checkbox"/>	Oversea-Chinese Banking Corp Ltd OCBC Centre (601)	6015844703	0	100	7339	601	SGD	<input type="checkbox"/>		Salary
<input type="checkbox"/>	CASH		0	0	CASH	000	SGD	<input type="checkbox"/>		
<input type="checkbox"/>	CHEQUE		0	0	CHEQ	000	SGD	<input type="checkbox"/>		

**\*\*Note:**

- "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".

Split Payment:

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:

DEFAULT	BANK NAME	ACCOUNT NO	AMOUNT	PERCENT	ID	BRANCH	CURRENCY	IS MULTI CURR	REFERENCE	PARTICULAR
<input checked="" type="checkbox"/>	Oversea-Chinese Banking Corp Ltd OCBC Centre (601)	6015844703	0	50	7339	601	SGD	<input type="checkbox"/>		Salary
<input type="checkbox"/>	CASH		0	50	CASH	000	SGD	<input type="checkbox"/>		
<input type="checkbox"/>	CHEQUE		0	0	CHEQ	000	SGD	<input type="checkbox"/>		

3. Click the [SAVE] button.

## ❖ Employment

Store employee's employment information.

EMPLOYMENT STATUS	EFFECTIVE DATE	PROBATION BY	SUBSTANTIVE DESIGNATION	JOB LEVEL	SERVICE GRADE	UNIT	CURRENCY	TENURE OF SERVICE	NS SERVICE STATUS	DATE REAPPOINTED
AC	01/12/2010	M	001	NONE	NONE	NONE	NONE	FT	N	

- Employment Status** : Record employee's employment status.
- Effective Date** : The effective date of employment record.
- Probation Period** : Set probation period for employee.
- Probation By** : To indicate employee's probation period is by month or by week or by day.
- Retired Age (Year)** : To indicate employee's retired age.
- Retirement Date** : To indicate employee's retirement date.
- Confirmation Due** : Set probation due date of employee. Link to auto prompting report.
- Confirmation On** : Record confirmation date of employee.
- Substantive Designation** : Record employee's next potential designation.
- Job Level** : Record employee's current job level.
- Service Grade** : Record employee's current service grade.
- NS Service Status** : Set for employee whether they are entitled to special benefits/ awards if they have attended National Service.  
E.g. if employee went for National Service for 3 years, in the case where he has served the company for 7 years, employee will be given 10 years leave entitlement or service award.
- Tenure of Service** : Record employment type such as full time staff or contract staff.
- Tenure Expiry Date** : Record 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 reappointed date of the employee.
- Date Reemployed** : Record reemployed date of the employee.
- Restrain Clause** : Record whether employee is tie to restraint clause.
- Unit** : Record employee's unit.
- Currency Code** : Record currency payment to employee's salary.

## ❖ Address

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

1. There are Employee, Spouse & Overseas and Emergency Contact address. Employee address is to store employee's own address for mailing and Payslip purpose.
2. User can have option to store employee's own address in Formatted or Unformatted type.
3. If user input address in formatted type, system will auto convert to unformatted type. But if user input address in unformatted type, system will NOT auto convert to Formatted type.
4. User can have option to use employee or overseas address for e-Tax Submission.
5. Email address is important if using TIMES Email Payslip and/ or TIMES Leave system.
6.  **Copy Employee Address** indicator in Spouse address is a copy function which able to copy the address from Employee address if user check this checkbox.
7.  **Copy Emergency Contact 1** indicator in Emergency Contact 2 address is a copy function which able to copy the address from Emergency Address 1 if user check this checkbox.

❖ **Leave/ Benefits****Leave Scheme:**

ACTION CODE	LEAVE SCHEME	PREVIOUS LEAVE SCHEME	ANNUAL LEAVE EFFECTIVE DATE
N			01/01/1995

- Action Code** : For leave prorated 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 01/07/2010 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 Times E-Leave and/or Times Time Management System (TMS).
- PR 2<sup>nd</sup> Gen?** : PR second generation indicator.
- 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	PREVIOUS BENEFIT SCHEME	BENEFIT EFFECTIVE DATE
WPMC1	NONE	02/04/2018

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

## ❖ Calendar

Define employee's working calendar.

Employee ID: BRB001    Name: WALTER HARTWELL WHITE    Pay Group: STD    Head Count: 23

Pay Group Setting: STD    RESET

From Date: 01/01/2018    To Date: 31/12/2018

Period: 201810    Total Working's Day: 23

Employee Weekly Setting		MON	TUE	WED	THU	FRI	SAT	SUN
Week 1		F	F	F	F	F	O	O
Week 2		F	F	F	F	F	O	O

Employee Yearly Calendar

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan 2018	F	F	F	F	O	O	F	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Feb 2018	F	F	O	O	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Mar 2018	F	F	O	O	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Apr 2018	O	F	F	F	F	O	O	F	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
May 2018	F	F	F	F	O	O	F	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Jun 2018	F	O	O	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Jul 2018	O	F	F	F	F	O	O	F	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Aug 2018	F	F	F	F	O	O	F	F	F	F	F	F	F	O	O	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Sep 2018	O	O	F	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Oct 2018	F	F	O	O	F	F	F	F	F	F	F	F	O	O	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Nov 2018	F	F	O	O	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	
Dec 2018	O	O	F	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	O	O	F	F	F	F	F	F	F	F	F	

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 (OFF, FULL, HALF).

**Misc**

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

SAVE CANCEL Company Select - ALL Query Select - All

Employee ID: BRB001 Name: WALTER HARTWELL WHITE Pay Group: STD Head Count: 23

**Misc**

Voluntary Fund/SDF Fund?

Voluntary Fund:

Employer %:

Employee %:

Actual CPF/Levy:

Exclude SDF Fund Contribution?:

Other Class

Medi Save Scheme?:

CPF Indicator:

Effective Date:

Union Worker?:

Union Join Date:

Union Left Date:

Service Points

Service Points:  Allow Code:

Amount/Point:  Period:

Total:  First Half Percent:

CVP Scheme:

Job Identification

Location:  Branch:

### Voluntary Fund/ SDF Fund:

Voluntary Fund will add on to the normal CPF contribution rates.

- Voluntary Fund** : Remark of the voluntary fund.
- Employer %** : The extra percentage that added to the original percentage. E.g. for CPF, the Singaporean below 50 is 14.5%. If the employer wishes to increase it to 16%, user can enter 1.50 at Employer % field.
- Employee %** : The extra percentage that added to the original percentage. E.g. For CPF, the original % for Singaporean below 50 is 20%. If the employee wishes to increase it to 22%, user can enter 2.00 at the Employee % field.
- Actual CPF/Levy** : Select actual CPF Levy in order for the software to calculate the voluntary CPF.
- Exclude SDF Fund Contribution** : If set to YES then system will NOT compute the SDF for the employee.

### **\*\*NOTE:**

If the employee is a PR 1<sup>st</sup> year or 2<sup>nd</sup> year but they are contributing a full rate as the Singaporean, user can set their CPF/Levy to CLASS1 and set the Actual CPF/Levy to PR as well as the PR Approval Date.

### Other Class:

- Medi Save Scheme?** : Select YES to indicate employee contributes to Medi Save Scheme.
- CPF Indicator** : Allows the user to indicate whether this employee is a newly hired employee, an existing employee or terminated staff. For E.g. if the employee is an existing staff who has resigned but joined back the same company and will be making use of the same employee code. In this case, the user can remove the termination date and set the **CPF Indicator** as New. At the same time, user can also specify when the Effective Date is.
- Effective Date** : Related to CPF Indicator.
- Union Worker** : Select YES to indicate employee is union worker.
- Union Join Date** : Joining date to UNION.

Union Left Date : Date when employee left the UNION.

Service Points:

Note: for Hotel industry use and is link to payroll.

- Service Points : Record total service point that the employee earned.
- Amt/ Points : Record rate for the service point.
- Allow Code : Link service point amount to the allowance code for payment purpose.
- Period : Indicate which period to pay service point amount.
- First Half Percent : Allow user to input the percentage if the service point amount is split into 2 payments per month.
- CVP Scheme : Indicate whether employee is belongs to CVP scheme.

Job Identification:

- Branch : Record employee’s latest branch.
- Location : Record employee’s latest location.

Note (UNION worker):

- System able to calculate UNION contribution based on condition/setup below:
1. Setup UNION rate table under Statutory Setup → Community Fund → UNION table:

FROM	TO	RATE
0.00	2,000.00	3.00
2,000.00	5,000.00	5.00
5,000.00	999,999.00	10.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00

2. Allowance/Deduction table must have a code named UNION:

3. In Misc tab, user need to indicate whether the employee is UNION worker.

**Misc**

Voluntary Fund/SDF Fund?

Voluntary Fund:  0  
 Employer %:  0  
 Employee %:  0  
 Actual CPF/Levy:  PR X  
 Exclude SDF Fund Contribution?:  NO

Other Class

Medi Save Scheme?:  NO  
 CPF Indicator:   
 Effective Date:   
 Union Worker?:  YES-DEDUCTABLE FROM PAYROLL (T)  
 Union Join Date:  08/05/2014  
 Union Left Date:

Service Points

Service Points:  0.00 Allow Code:  OVP Scheme:   
 Amt./Point:  0.00 Period:   
 Total:  0.00 First Half Percent:  0

Job Identification

Location:

4. System will include the UNION contribution in the end month cycle payroll

Employee #: AX001 Name: KWEE CHENG KIM LUCY Period: 201308 Trial Mode: NO  
 Paygroup: WEEKLY Paid: MONTHLY Cycle: 08/E CPF/Levy: CLASS1 Cycle Run:   
 Age: 65.25 Hired: 01/06/1998 Type: 2-SH Daily Rate: 0.00 Hourly Rate: 0.00  
 Department: AXPG Termination: Last Payment:

Total NPL/ Absent: 0.00 NPL/ABSENT Total Overtime: 0.00 OVERTIME  
 Total Restday: 0.00 RESTDAY Total Shift: 0.00 SHIFT

Allowance Code	Description	CPF Type	Freq	Rate	Amount
BASIC	BASIC SALARY	O	0.00		12,280.00
%RES	*REST DAY PAY	O	0.00	0.000000	1,000.00
CDAC	CHINESE DEV'T ASST. FUND	N		0.000000	-1.00
UNION	UNION	N	1000	1	12

CPF Contribution

CPF Employer: 325.00 Total Allowance: 1,000.00 CPF Wage: 13,280.00  
 CPF Employee: -250.00 Total Deduction: -1.00 Gross Wage: 13,280.00  
 SDF: 11.25 Net Wage: 13,029.00  
 FWL: 0.00

BANK PRORATE TRIAL CONVERT SAVE CANCEL RECALCULATE



❖ **Free Field**

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. Change the label name by editing the wording in the textbox.
2. Click [SAVE] button to save the changes.

❖ **Exit Record**

Update when the employee left the company.

Tender Information:

The screenshot shows the 'Exit Records' form for employee BRB001, WALTER HARTWELL WHITE. The form is divided into several sections:
 

- Tender Information:** Includes fields for Resignation Reason, Tender Date, Notice Period / By, Resignation Date, Last Payment Date, and Remark.
- Current Information:** Includes fields for Department (SERVICE SOLUTIONS & FACILITIES MANAGEMENT), Category (NONE), Occupation (NONE), Section (NONE), Salary Range (NONE), Hired Date (01/01/1995), Confirmation Date (01/04/1995), Retirement Date (04/04/2027), and Age / Service Year (56 year 7 month / 23 Year - 10 Month).
- Withdrawn:** Includes a field for Withdrawn Date.
- Re-employment Information:** Includes fields for Re-employment (NO) and Reason.

 At the bottom, there is a table with columns: DELETE, TENDER, NOTICE PERIOD, NOTICED BY, TERMINATION, LAST PAYMENT DATE, IS WITHDRAWN, IS REEMPLOYMENT, and WITHDRAWN DATE. The table currently shows 'No Records Found.'

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.

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 input.
- The last payment date will appear after user creates the tender information.

Withdrawn:

Enabled after user create tender information.

This screenshot shows the same 'Exit Records' form for employee BRB001, but now for CHINCHILLA LIEW. The 'Withdrawn' section is now populated with a date of 31/10/2018, which is highlighted with a red box. The 'Current Information' section shows:
 

- Department: MANAGEMENT
- Category: MANAGERIAL
- Occupation: TEACHER
- Section: NONE
- Salary Range: 3333-5555
- Hired Date: 01/12/2017
- Confirmation Date: 01/03/2018
- Retirement Date: 01/12/2064
- Age / Service Year: 18 year 11 month / 0 Year - 11 Month

 The table at the bottom now contains one record:
 

TENDER DATE	NOTICE PERIOD	NOTICED BY	TERMINATION DATE	LAST PAYMENT DATE	IS WITHDRAWN	IS REEMPLOYMENT	WITHDRAWN DATE
30/09/2018	3	M	29/12/2018	29/12/2018	T	F	31/10/2018

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

## B. PAY ITEMS

### ❖ ePayroll

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

The screenshot displays the 'E-Payroll' configuration screen for employee BRB001. The interface is divided into several sections:

- Employee Information:** Employee ID (BRB001), Name (WALTER HARTWELL WHITE), Pay Group (STD), and Head Count (23).
- Pay Group/Type Setting:**
  - Pay Group: STD, Batch Group: DEFAULT
  - Pay Type: SN-Mthly Rated-SubjOT [SN]
  - Mid Mth Pay: Semi-Month? (checkbox), 0 % / 0.00
  - Bonus Factor: [Empty]
  - Daily Rate Formula: Working Days/Mth [01]
  - NPL Daily Formula: Working Days/Mth [01]
  - Festival Advance: [Empty]
  - Hrs Worked/Yr: 2080, Working Code: [Empty]
  - Days Work/Wk: 5, Working Code Salary Month: [Empty]
  - Change CPF/FWL/SDF/MSO? (checkbox)
- Salary Information:**
  - Basic Salary: 2,000.00
  - Increment: 500.00
  - New Salary: 2,500.00
  - Daily Rate: 108.7
  - Hourly Rate: 14.42
- Message:**
  - Payslip Message 1: [Empty]
  - Payslip Message 2: [Empty]
  - Remark 1: [Empty]
  - Remark 2: [Empty]

- Batch Group : For batch group payroll processing.
- Pay Type : Define payment type for employee. (Monthly, Daily, or Hourly)
- Mid-Mth Pay : Specify mid-month pay either by percentage or by a fixed amount. (Only applicable if "Semi-Month?" checkbox is checked.)
- Semi-Month : Check the checkbox if employee is paid twice monthly.
- 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.
- Hrs Worked / Yr : Define hours worked per year for employee.
- Days Work / Wk : Define days worked per week for 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.
- 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 CPF/FWL/SDF/MSO? : When checkbox is checked, payroll user are allowed to change the CPF contribution amount, FWL amount, and SDF amount for the employee after process payroll at modify pay record.

**\*\*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.

## ❖ Statutory Requirement

Store the employee information related to government statutory requirement.

- CPF/ Levy : Define employee's CPF/Levy scheme.
- CLASS1 : CPF rate will be based on Singaporean.
- PR : CPF rate will depend on PR Approval Date.
- NONE : Use for employment pass holder or staff who do not wish to contribute CPF under approval from CPF board.
- For foreign worker, user needs to select the levy classes. E.g. CW1, CW2.
- PR Approved Date : Record employee's date of obtain his/her Singapore Permanent Resident status. Important to payroll calculate the CPF contribution.
- FWL to PR Date : If employee is converted from a work permit/employment pass class to PR class, user has to input the effective date in the 'FWL to PR Date' field. System will handle prorated FWL and PR CPF contribution rates accordingly.
- Income Tax/FIN No. : Record employee's income tax number. System will auto populate if user key in employee's Singapore IC (Singaporean & Singapore Permanent Resident) or FIN number.
- CPF A/C No. : Record employee's CPF account number. System will auto populate if user input employee's Singapore IC (Singaporean & Singaporean Permanent Resident).
- Employer CPF A/C No. : Record employer's CPF account number. System will auto populate from the Company Setup when user update employee's company at Career Progression.
- Exclude from IRAS : After submit IR21 for employee (foreigner resigns), set to YES hence system will skip the employee when generate IR8A.
- Fund 1 : System will auto populate community fund based on the nationality (SING or SPR) and RACE (CHIN or MALA or INDI or EURA). However, user can manually remove the fund code if employee choose to opt out fund contribution.
- Fund 2 : Define employee's additional community fund.
- Dependent Children : Define employee's dependent child. (Only for report display purpose)

WP/EP Holder	:	Record work pass that employee is currently holding.
Work Permit/EP No.	:	Record employee's work permit/employment pass number.
EP Category	:	Record work pass category that employee is currently holding.
FWL to EP Date	:	If employee is converted from a work permit to employment pass class, user has to input the effective date in the 'FWL to EP Date' field. The system will handle the prorated FWL contribution rates accordingly.
WP Renewal	:	Select YES and system will not prorate FWL amount. Select NO and system will prorate FWL amount based on effective date.
Application Date	:	Record work pass application date.
Issue Date	:	Record work pass issue date.
Validity	:	Record work pass validity years.
Expiry Date	:	Record work pass expiry date. System will auto compute expiry date if user input the valid years.
Cancellation Date	:	Record work pass cancellation date.

❖ **Allowance/ Deductions**

Store employee’s recurring allowance/ deduction for payroll computation purpose.

CODE	DESCRIPTION	TYPE	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT	CYCLE
TRAN	TRANSPORT ALLOWANCE	A	100.00						END

- [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 description of allowance/deduction code.
- Type : Define type of allowance/deduction. (Amount/Rate)
- Currency : Define currency type of allowance/deduction. Important for multi-currency payroll.
- Amount : Define 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 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 allowance/deduction based on the effective date and payment date that user entered.
- Code with yellow text highlight colour indicates this is an allowance/deduction where system will automatically prorate if staff works less than a month. Example:

CODE	DESCRIPTION
TRAN	TRANSPORT ALLOWANCE

- 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
OTALLW	OT ALLOWANCE

❖ **Stop Payment**

The screenshot shows the 'Stop Payment' form with the following details:

- Employee ID: BRB001
- Name: WALTER HARTWELL WHITE
- Pay Group: STD
- Head Count: 23
- Buttons: SAVE, CANCEL
- Form Fields: Stop Payment Indicator (dropdown), Stop Payment Effective Date (date picker), Stop Payment End Date (date picker)
- Note: \*\*Stop Payment Effective Date must be first day of pay period and Stop Payment End Date must be last day of the pay period.

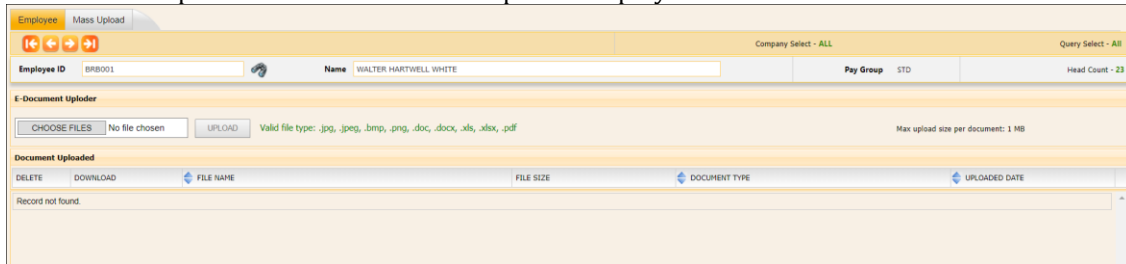
**Stop Payment Indicator** : Set to 'EXCLUDE PAYROLL' if user wants to temporary stop process the payroll for this employee. If user wants to continue process payroll for this employee, then need to change the indicator to blank or NA.

**Stop Payment Effective Date** : Record stop payment's start date.

**Stop Payment End Date** : Record stop payment's end date.

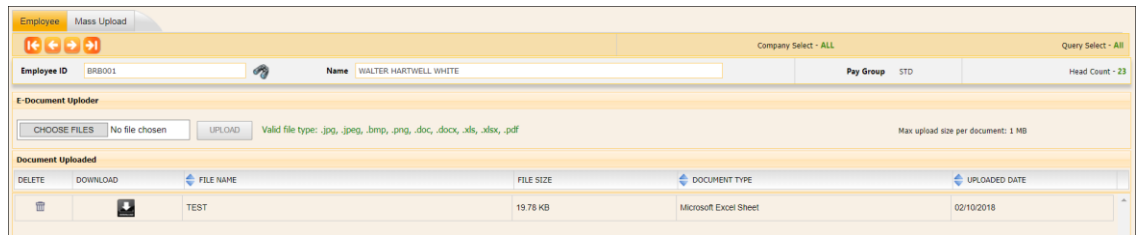
### C. E-DOCUMENT

Allow user to upload the document file for specific employee.



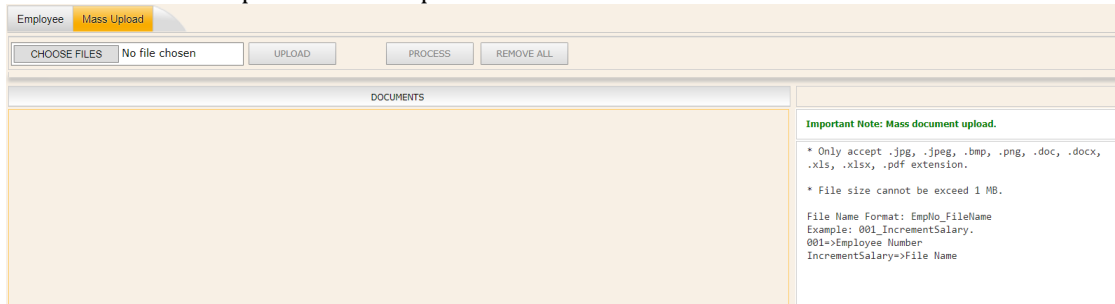
Steps to upload document file for specific employee:

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



5. User able to click on  icon to download the file.


User also allowed to perform mass upload document:





## D. CHANGE PASSWORD

Allow E-Payroll user to change their password.

CHANGE PASSWORD	
User ID	MASTER
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
Password Requirements	
Minimum 6 characters in length.	
	
<input type="button" value="SUBMIT"/>	

Steps:

1. Enter old password.
2. Enter new password and confirm password.
3. Click [SUBMIT] button to complete the change password process.
4. System will redirect the user to login again to E-Payroll.

## PROCESS PAYROLL

**Process Payroll**

- [Process](#)
- [Bonus Record](#)
- [Special Record](#)
- [Festival Advance](#)
- [Transfer Payroll](#)

### A. PROCESS

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

Process Payroll [201810/E]

**Important Note:**  
 Please ensure all leave applied for this month has been approved, all resignee(s) are updated, before process the payroll. This is to ensure that salaries, CPF calculation, and leave encashment/ deduction are calculated correctly. Press [PROCESS] button to proceed

Process Batch Group:

COMPANY: ALL

QUERY: ALL

Emp Count: 23

ENGINE TIME PERFORMANCE STATUS

After there is transaction payroll in the login period:

Process Payroll [201805/E]

Reprocess earlier Selected Staff without clearing variable entries  
 Reprocess earlier Selected Staff with clearing variable entries  
 Do not reprocess earlier Selected Staff

Process Batch Group:

COMPANY: ALL

QUERY: ALL

Emp Count: 23

**Important Note:**  
 Please ensure all leave applied for this month has been approved, all resignee(s) are updated, before process the payroll. This is to ensure that salaries, CPF calculation, and leave encashment/ deduction are calculated correctly. Press [PROCESS] button to proceed

ENGINE TIME PERFORMANCE STATUS

#### The Process Options:

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.

Process Batch Group: only process those employees with the batch group selected.

[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.

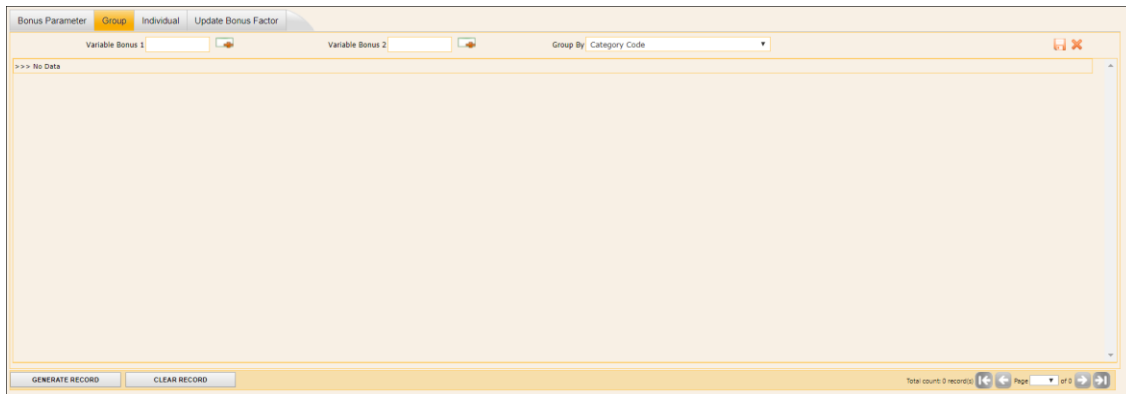
### 1. Bonus Parameter

- Bonus Code** : Choose defined code from allowance/deduction code table. Please note that user are strongly encouraged to use allowance code that starts with 'BONU'. Example, 'BONUS', 'BONUAWS'. With the code starts with 'BONU', Times E-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.
- Include NPVP/SVC Pt Paid** : Yes/No. (NPVP – Non Pensionable Variable Payment)
- 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.
- Contribute Community Fund** : Set whether to include community fund in the Bonus cycle.  
 Note: if there is another cycle processed in same period, this option is not available and default will set to 'YES'.
- Process Batch Group** : Process only those employees with batch group selected.
- Rounding Formula** : Define rounding method used to round the bonus amount.
- Union Setting** : Setup for UNION contribution.

- 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 payroll. User need to select the code used for process bonus record before click this button.
- [TRIAL RUN] button : Preview bonus projection report.
- [PROCESS] button : Process bonus pay.

## 2. Group

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 standard Bonus run.
  - This setup will supersede the standard setup on "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 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 checkbox to enable system to retrieve Bonus Factor from Employee Management System when user click the [Gerate Record] button.

[Update Bonus Factor to EMS?] - Check the checkbox to enable system to update the Bonus Factor that entered by user at this screen back to Employee Management System when user clicks the [Gerate Record] button.

**Steps:**

1. Click on [Gerate Record] button.
2. Key in the Bonus Factor / Fix Amount / Variable Bonus for individual employee.
3. Click on  icon to save the changes.
4. Go to "Bonus Parameter" to process Bonus.

**Note 1:**

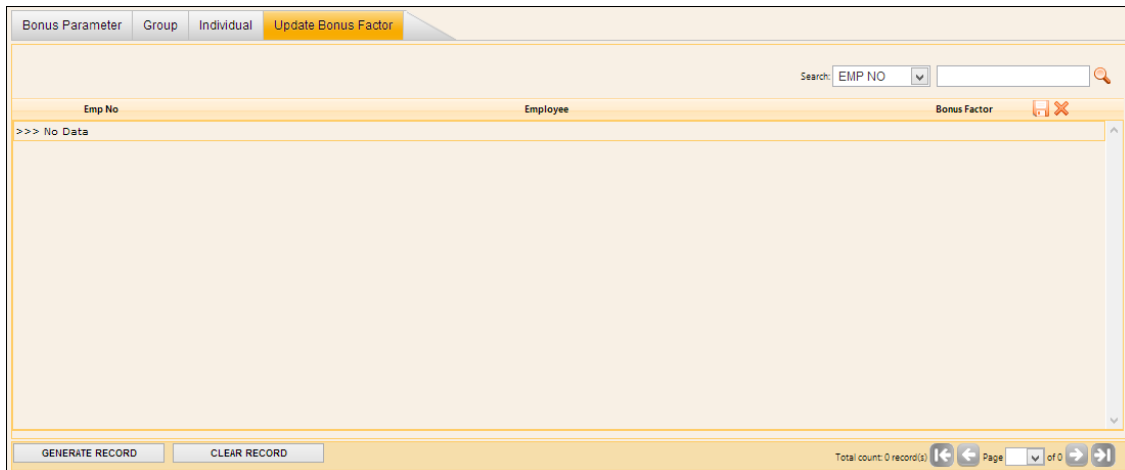
- The bonus factor and fix amount that user entered is for the bonus payout selected at Bonus Parameter.
- User can only key in either bonus factor or fix amount for individual employee.

**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. Update Bonus Factor

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 this list is empty before perform the standard Bonus run.
- This setup will supersede the standard setup on the "Bonus Parameter" tab.

**Steps:**

1. Click on [Generate Record] 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 extra pay-out (depend on payment method).
- Contribute Community Fund : Set whether to include the community fund in the Special cycle.  
Note: if there is another cycle processed in same period for Special cycle, this option will be unavailable and default to 'YES'.
- 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 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 code used in the process special record before click the button.



### D. FESTIVAL ADVANCE

Allow employer to pay the special payment for all the staff during festival season in advance and enable automatic deduction to be made for the advance payment in the following/ same month.

- 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 payout 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 payout.
- 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.

**\*\*Note:**

- User need to setup the Festival Advance type for employee before process the festival advance payout.
- The setup is at Employee Management System -> Pay Items -> E-Payroll.

## 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**

**Modify Record**

[Pay Record](#)

[Bonus Record](#)

[Special 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.

[NPL/ABSENT] button – click to go to NPL/ Absent Calculation screen.

**NPL / Absent Calculation** ✕

CODE	CPF	RATE	FREQUENCY	TOTAL
NPL Day-C	O	108.70		0.00
NPL Hr-C	O	14.42		0.00
Absent-C	O	108.70		0.00
NPL Day-L	A	100.00		0.00
NPL Hr-L	A	11.54		0.00
Absent-L	A	100.00		0.00
NPL Day-N	O	86.96		0.00
Absent-N	O	86.96		0.00
NPL Day-O	A	125.00		0.00
Absent-O	A	125.00		0.00

Legend: NPL / Absent

Ok Cancel

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

**i** NPL Day-C - New Salary/Cur Working Days  
 NPL Day-L - Old Salary/Last Mth Working Days  
 NPL Day-N - Old Salary/Cur Working Days  
 NPL Day-O - New Salary/Last Mth Working Days

---

Absent-C - New Salary/Cur Working Days  
 Absent-L - Old Salary/Last Mth Working Days  
 Absent-N - Old Salary/Cur Working Days  
 Absent-O - New Salary/Last Mth Working Days

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

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

Restday Calculation			
CODE	RATE	FREQUENCY	TOTAL
0.5D Day	57.69	<input type="text"/>	0.00
0.5LDay#	57.69	<input type="text"/>	0.00
1.0D Day	115.38	<input type="text"/>	0.00
1.0LDay#	115.38	<input type="text"/>	0.00
1.5D Day	173.08	<input type="text"/>	0.00
1.5LDay#	173.08	<input type="text"/>	0.00
2.0D Day	230.77	<input type="text"/>	0.00
2.0LDay#	230.77	<input type="text"/>	0.00

Ok Cancel

- 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.

[OVERTIME] button – click to go to Overtime Calculation screen.

Overtime Calculation			
CODE	RATE	FREQUENCY	TOTAL
OT1.0C	14.42	<input type="text"/>	0.00
OT1.5C	21.63	<input type="text"/>	0.00
OT2.0C	28.85	<input type="text"/>	0.00
OT3.0C	43.27	<input type="text"/>	0.00
OT1.0L	14.42	<input type="text"/>	0.00
OT1.5L	21.63	<input type="text"/>	0.00
OT2.0L	28.85	<input type="text"/>	0.00
OT3.0L	43.27	<input type="text"/>	0.00

Ok Cancel

- 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.

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

Shift Calculation			
CODE	RATE	FREQUENCY	TOTAL
NIGHT SHIFT	5.00	<input type="text"/>	0.00
SHIFT2	1.00	<input type="text"/>	0.00
SHIFT3	1.00	<input type="text"/>	0.00
SHIFT4	1.00	<input type="text"/>	0.00
SHIFT5	1.00	<input type="text"/>	0.00
SHIFT6	1.00	<input type="text"/>	0.00
SHIFT7	1.00	<input type="text"/>	0.00
SHIFT8	1.00	<input type="text"/>	0.00
SHIFT9	1.00	<input type="text"/>	0.00
SHIFT10	1.00	<input type="text"/>	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.

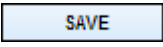
[BANK] button – click to go to employee bank transaction screen.

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

[PRORATE] button : User used to prorate the salary, transfer allowances/deductions from the employee 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  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.


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 left side of the entry.

2. System will prompt the delete confirmation window.

**Delete Record** ✕

Continue to delete next record. (\*Save is required for Compute Payroll.)

Delete and Compute Payroll.

3. Click [OK] button to confirm deletion.
4. Click [SAVE] button to save and re-compute the payroll.

### 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.

[TRIAL CONVERT] button : Click the button if user confirm employee's bonus amount is correct. Then, system will convert the bonus amount to actual payout.

**\*\*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.

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

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

## QUERY

### Query

- Change Period
- Lock Period
- Company Select
- Query Expert
- Query Selection
- Report Writer
- Adhoc Query

### A. CHANGE PERIOD

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

Change Period/Cycle	
Period	2018 ▼ 10 ▼
Cycle	E ▼
<input type="button" value="CHANGE"/>	

Steps:

1. Select the new period and cycle.
2. Click [CHANGE] 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.

PERIOD	COMPANY CODE	COUNTRY
201810	BRB	SINGAPORE
201810	GOT	SINGAPORE
201810	TSP	SINGAPORE
201810	TWD	SINGAPORE

EMP NO	EMP NAME	DEPARTMENT
BRB003	SKYLER WHITE	SSFM
GOT001	DAENERYS STORMBORN TARGARYEN	SSFM
GOT002	SANSA STARK	SSFM
GOT003	JON SNOW	SSFM
GOT004	TYRION LANNISTER	SSFM

- User has the option:

- o To lock the pay period for all employees based on their current company.
- o To lock the pay period for the select employee(s).
- o 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.

CODE	DESCRIPTION
BRB	BREAKING BAD
GOT	GAME OF THRONES PTE LTD
TWD	THE WALKING DEAD AUOSDFGHKLZXCVM,XCVBNM,JLKOSD
TSP	TIMES SOFTWARE PTE LTD
ALL	TIMES SOFTWARE PTE LTD

## 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 satisfies the user-defined conditions.

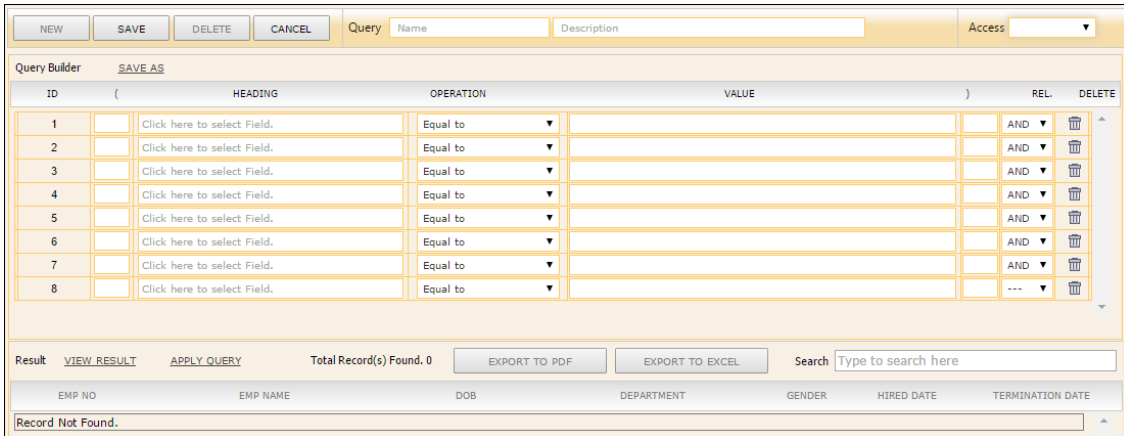
- [NEW] button : Create new query.
- [SAVE] button : Save the new query.
- [DELETE] button : Delete the query.
- [CANCEL] button : Cancel the current changes.
- Query List : Retrieve existing query.
- Save As : Save the existing query to another new query.
- View Result : Preview the list of employee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

REL (Relational Operator):

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

Steps to create a new query:

1. Click the [NEW] button:



2. Key in Query name (short name) and Query description (detail description).

3. Select access option for this query.

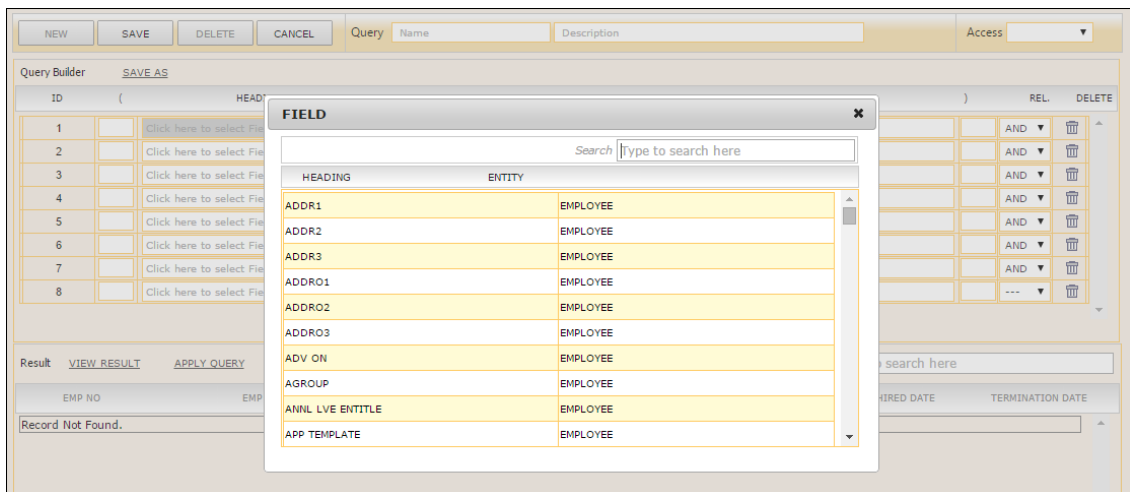
**Shared** : This query can be used by all users.

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

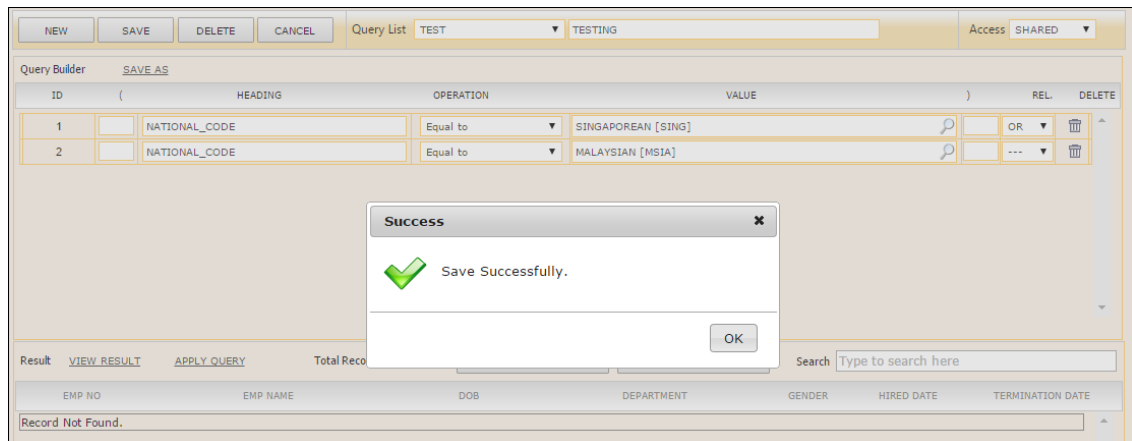
4. Click at "Click here to select Field" column to find query field.

5. User key in the field that he/ she wanted to use for query/filter at "Search" column.

- If user wanted to use the query/ filter field which is based on login period, then change the entity to "Transaction" from the drop down list.
- With the Entity drop down list, user will not see same/ similar field appear 2 times which makes him/ her confuse on which field to select.



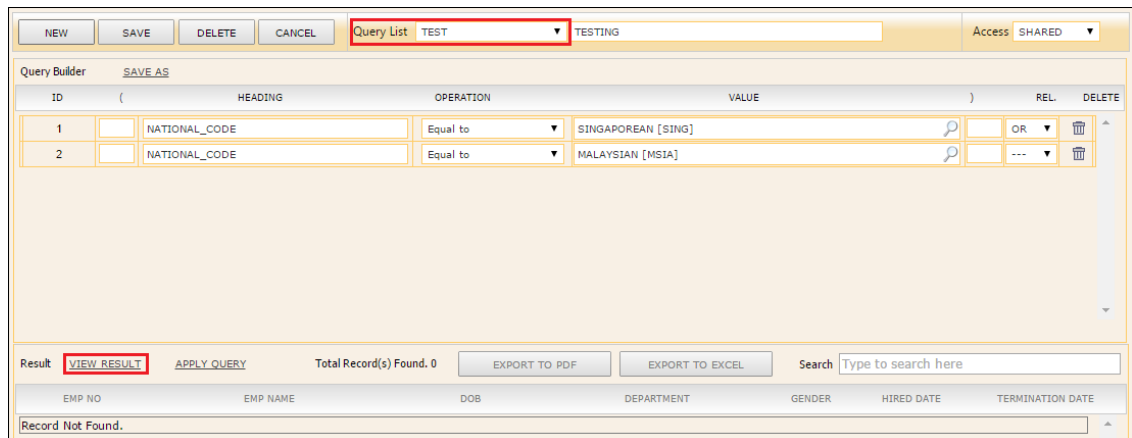
6. After select the field, click on the value column and key in code/ description that user wanted.



7. Continue to next row if have more query/ field.
8. Click [SAVE] button to save query.
9. Click [View Result] to view query result.
10. Click [EXPORT TO EXCEL] button or [EXPORT TO PDF] button for export to query report.
11. Click [Apply Query] to apply the selected query.

Steps to apply existing query:

1. Select query from "Query List" drop down list.
2. Click [Apply Query] to apply the selected query.



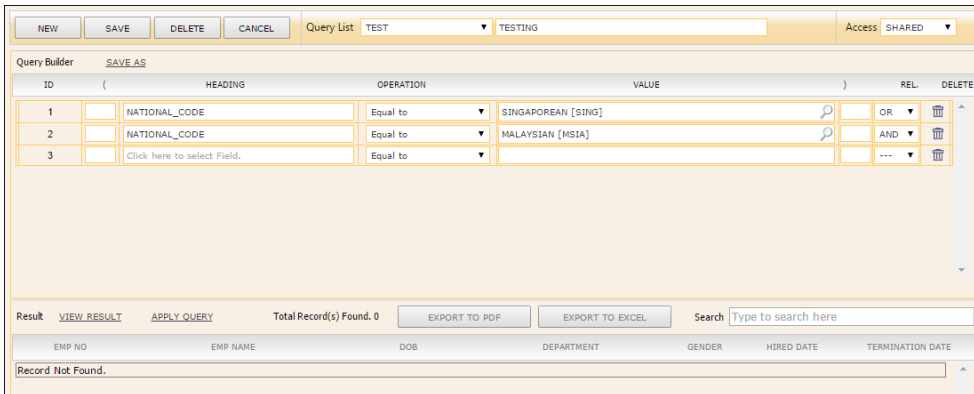
Steps to delete existing query:

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

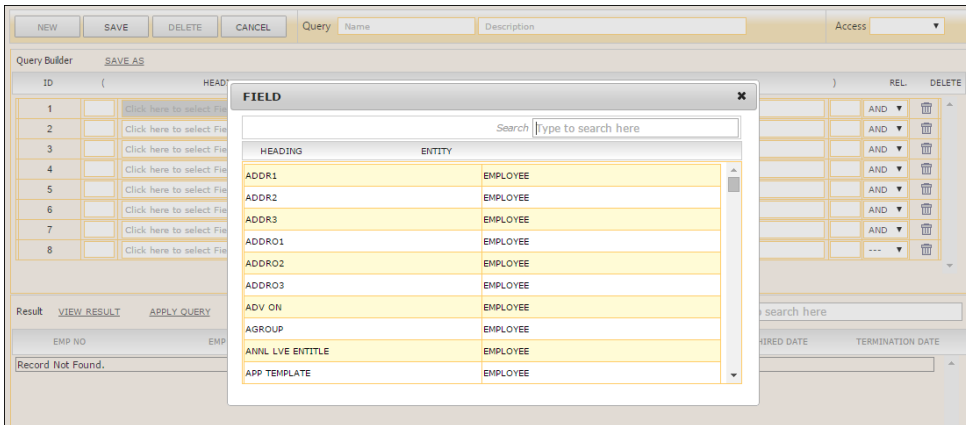
**\*\*Note:**

If user wants to add more criteria:

- a. Repeat step 4 to step 6. And user **MUST** select REL. (AND or OR) if have more than one criteria.  
OR
- b. Select REL. (AND or OR), and system will automatically add a new line as below:



- c. Select field from HEADING column.

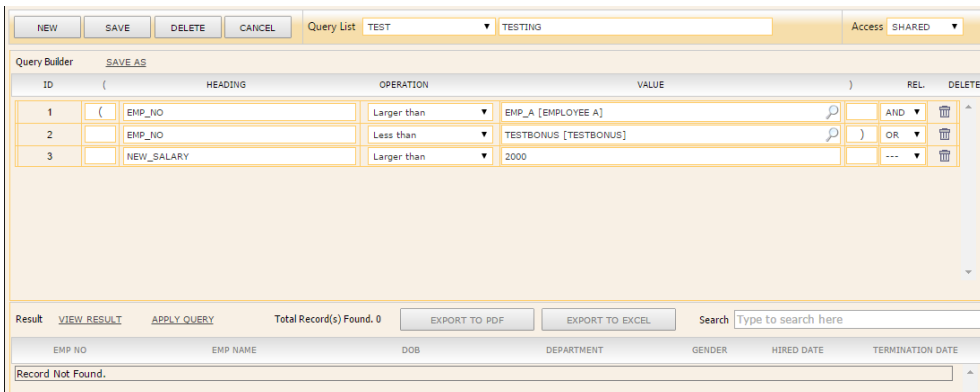


- d. Select operation and key in the value or select value from table by clicking the field.
- e. Click [SAVE] button to save query.

**When need to include multiple-condition criteria:**

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

E.g. (Employee No. > 0001 AND Employee No. < 1234) OR New Salary > 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		
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	
#SAMPLE	#SAMPLE QUERY	SUPPORT
ADMIN	ADMIN	SUPPORT
ALL1	ALL1	SUPPORT
BRB	BREAKING BAD	SUPPORT
GOT	GOT	SUPPORT
TWD	TWD	SUPPORT
TWD001	TWD001	SUPPORT

### F. ADHOC QUERY

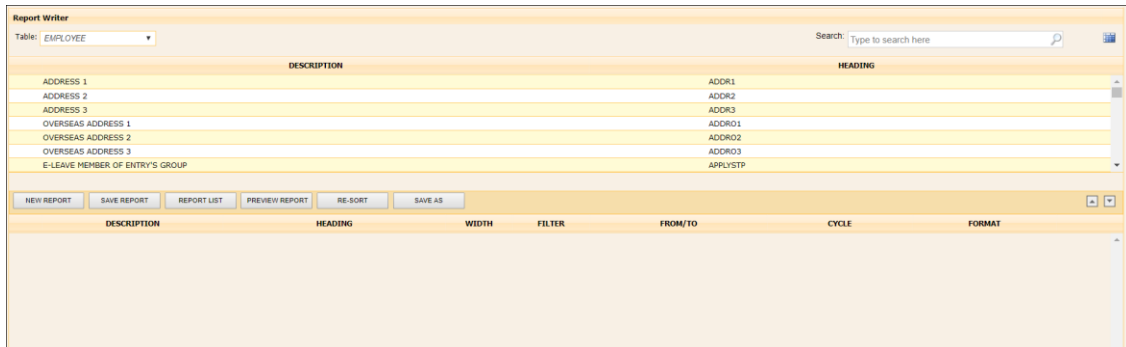
Adhoc Query function enables user to retrieve records that meet certain criteria. It provides a means to work specifically on employees that satisfies the user-defined conditions.

AD HOC QUERY		
Query Field	EMPLOYEE NO	
Search	Type to search here	USE QUERY
		QUERY SELECTION - ALL
<input type="checkbox"/>	EMP NO	EMP NAME
<input type="checkbox"/>	001	Abdul Rahman Bin Ali (MOSQ Contribution)
<input type="checkbox"/>	002	John Andrew Smith (10K Income)
<input type="checkbox"/>	003	Christy Chong (PR1 Paid PR_ER)
<input type="checkbox"/>	004	Ong Lee Mooi (PR1 Paid CLASS1)
<input type="checkbox"/>	006	Jennifer Lim (CPF SHORTFALL)
<input type="checkbox"/>	007	Tan Kok Keong (FOREIGN ADDRESS)
<input type="checkbox"/>	008	Emily Wen Fang (Voluntary ER CPF)
<input type="checkbox"/>	009	Hong Yi Ping (CPF Excess)
<input type="checkbox"/>	010	May Van Cleef (STAFF SHOWING MVC)
<input type="checkbox"/>	EMP_A	EMPLOYEE A
<input type="checkbox"/>	LINKEMP	EMPLOYEE A
<input type="checkbox"/>	TESTBONUS	TESTBONUS

Apply Exclusion?      Company Selected: ALL      Count: 12

## G. REPORT WRITER

Report Writer is a report generator built into TIMES E-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 : To create new report.
- [SAVE REPORT] button : To save report.
- [REPORT LIST] button : To retrieve existing report.
- [PREVIEW REPORT] button : To generate report.
- [RE-SORT] button : Re-sort report column sequence.

Information for Table:

1. Employee: employee data from Employee Management System (EMS).
2. Employee Allowance: Information for employee's allowance (s).
3. Career: Information for employee's career from EMS → Employee → Career tab.
4. Employee MISC: Information for employee's MISC from EMS → Employee → MISC tab.
5. Employment: Information for employee's employment detail from EMS → Employee → Employment tab.
6. EMPSEV Profile: Employee's Transaction information which based on login period.
7. Family: Information for Employee's family details.
8. Transaction: Information for employee's payroll transaction.
9. Leave Transaction: Information for employee's leave transaction.

Steps to create a new report (Tabular type):

1. Click the [NEW REPORT] 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 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.

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.

**New Report**

Report Name:

Description:

Type:

Access Option:

5. Click the [SAVE] 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:

**Report Writer**

Table:  Search:

DESCRIPTION	HEADING
ADDRESS 1	ADDR1
ADDRESS 2	ADDR2
ADDRESS 3	ADDR3
OVERSEAS ADDRESS 1	ADDR01
OVERSEAS ADDRESS 2	ADDR02
OVERSEAS ADDRESS 3	ADDR03
E-LEAVE MEMBER OF ENTRY'S GROUP	APPLYSTP

Selected report : TEST(TEST) Saved Successfully!

DESCRIPTION	HEADING	WIDTH	FROM/TO	CYCLE	FORMAT
✓ 1 EMPLOYEE ID	EMP NO	12			Code
✓ 2 EMPLOYEE NAME	EMP NAME	50			Code

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.

**Field Edit**


Description:

Heading:

Field Width:

Code/Description:

Code Filter:

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

#### Steps to create a new report (Financial type):

1. Click the [NEW REPORT] button and New Report window will pop up.

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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.

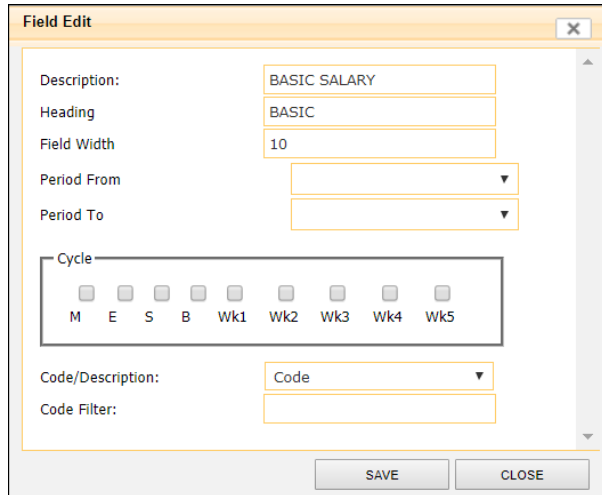
5. Select the period From and To for this report. If leave it blank, user need to select the period in the column selected.

	DESCRIPTION	HEADING	WIDTH	FROM/TO	CYCLE	FORMAT
<input checked="" type="checkbox"/>	1 EMP NO	EMP NO	12			Code
<input checked="" type="checkbox"/>	2 EMP NAME	EMP NAME	50			Code
<input checked="" type="checkbox"/>	5 BANK AMT	BANKAMT	10			Code
<input checked="" type="checkbox"/>	6 Education Allowance	[A001]	10	201511	201511	E,B,S
<input checked="" type="checkbox"/>	7 Mosque Building and MENDAKI Fu	[MDSQ]	10			Code

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:


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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. User can have the option to change the report format by clicking the row of record.





The screenshot shows a 'Field Edit' dialog box with the following fields and options:

- Description: BASIC SALARY
- Heading: BASIC
- Field Width: 10
- Period From: [Dropdown]
- Period To: [Dropdown]
- Cycle: [Radio buttons for M, E, S, B, Wk1, Wk2, Wk3, Wk4, Wk5]
- Code/Description: Code
- Code Filter: [Text box]
- Buttons: SAVE, CLOSE

13. Click  icon if user wants to remove the unwanted field/ column.
14. Click [SAVE REPORT] button to save the new report.

**Preview Report:**

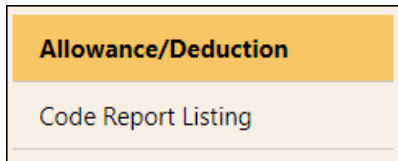
1. Select a report from [REPORT LIST].
2. Click the [PREVIEW REPORT] button and Print Report window will pop up.

3. Select the pay cycle. (This only important when user want to generate those report which has payroll information.)
4. The '1<sup>st</sup> Group By', '2<sup>nd</sup> Group By', '3<sup>rd</sup> Group By', '4<sup>th</sup> Group By' options allows user to define how the report should group.
5. The 'New Page 1', 'New Page 2', 'New Page 3', 'New Page 4' options allows user to define how the report should display.
6. The '1<sup>st</sup> Sort By', '2<sup>nd</sup> Sort By', '3<sup>rd</sup> Sort By', '4<sup>th</sup> Sort By' options allows user to define how the report should sort.
7. User has the option to generate the report in detailed format or in summary format by selecting the 'Report Type.'
8. The checkboxes allows user to determine the information he/ she wants to see in the report.
9. Click [OK] button to preview the report.
10. At the preview screen, user has the option to either export the report to excel file (  ) or to PDF file (  ).

## REPORTS

### A. Code Master Report

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



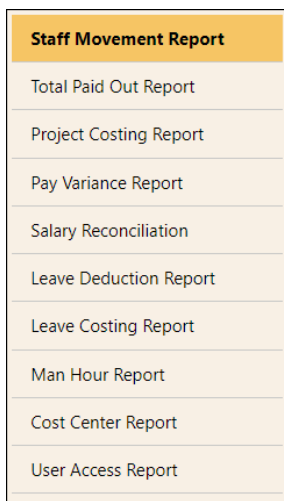
### B. Payroll Report

- 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 GIRO flat file and bank reports.

Bank Export
Bank Cash Cheque
Bank Listing

## E. Statutory Report

- For generating reports for government boards.

CPF Payment Advice
CPF Return PAL
CPF Return PAL MSO
CPF Return PAL Voluntary
CPF Return PAT
CPF Return PAT MSO
CPF Return PAT Voluntary
CPF Return Report
CPF Voluntary
FWL & SDF Report

## F. Employee Info Report

- For generating employee related report.

Auto Prompting Report
Career Progression
Recurring Allow/Deduct
Employee Main Info
Quick Employee Listing
Quick Search by Dates
Employee Resignation

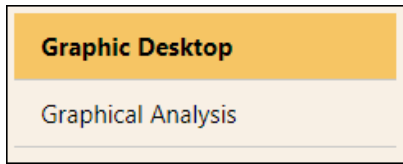
## G. Audit Trail Report

- For generating report for management or auditor use.

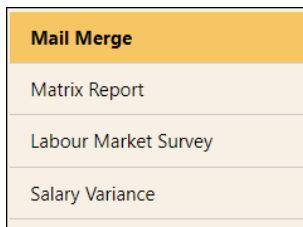
All Audit Trail
Basic/Bank/CPF
User Password Audit

## H. Graphic Report

- For generating payroll and HR related analytical report in graphical format.

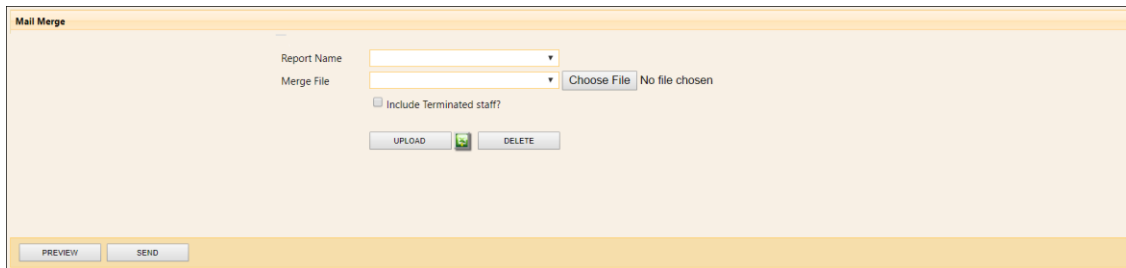



## I. Other Report






### ❖ Mail Merge

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.
-  icon : Allow user to download standard template from the system.
- [DELETE] button : Allow user to delete the selected mail template from the system.
- Include Terminated Staff? : Check the checkbox if user wants to include terminated staff in mail merge.
- [PREVIEW] button : Allow user generate and preview the merged letter.
- [SEND] button : Allow user to send out the letter to the employee.

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  icon 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  icon to export the letter to PDF file format.
  - Click  icon 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 [CLOSE] button to close the preview screen.
- i. Click [SEND] button to send out the letter via TIMES system send email function.

## ❖ Matrix Report

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

### \*\*Note:

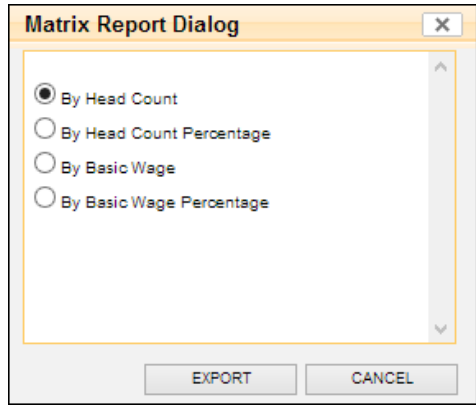
- X axis and Y axis is mandatory, Row 1 and Row 2 is optional.
- User has the option to save the report that he/ she define by clicking [SAVE REPORT] button.
- User has the option to retrieve the matrix report that he/ she created and save previously by clicking [REPORT LISTING] button.

### Steps to create and generate a Matrix Report:

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

4. Click [SAVE] button to save the report.
5. Select X Axis and Y Axis.
6. Click [EXPORT TO PDF] button or [EXPORT TO EXCEL] button.
7. Select one of the options from Matrix Report Dialog.





8. Click [EXPORT] button to view the report.

### ❖ Labour Market Survey Report

This report helps payroll user to generate the labour market survey report as a reference for preparing MOM's labour market survey report.

CODE	DESCRIPTION	CLASSIFICATION
NONE	NONE	Managers and Professionals
TECH	Technician	Associate professionals and te
SUP	Supervisor	Managers and Professionals
SS	Software Support	Associate professionals and te
SP	Promoter	Clerical, sales and service wor
SMER	Sales Merchandiser	Clerical, sales and service wor
SM	Senior Manager	Managers and Professionals
SLM	Sales Manager	Associate professionals and te
SLD	Sales Director	Managers and Professionals
SE	System Engineer	Associate professionals and te
SCE	Senior Customer Engineer	Clerical, sales and service wor
SC	System Consultant	Production & transport operat
SA	System Analyst	Production & transport operat

User need to perform mapping before he/she can generate this report.

Steps to perform mapping:

1. Select the field from 'Type' drop down list.
2. Select the classification.
3. Click [SAVE] button.
4. Repeat Step 1 to Step 3 for Occupation, Resignation, Employment Status, & Weekly Pattern.

Error Log used to let user to view the reason why failed to export file to PDF or Excel.