

TIMES SOFTWARE

USER MANUAL GUIDE OCCUPATIONAL EMPLOYMENT DATASET (OED)

Version 1.1
Date Released: 12 July 2024

TABLE OF CONTENTS

| | | |
|------|---------------------------|----|
| 1. | INTRODUCTION | 4 |
| 2. | DATASET DESCRIPTION | 5 |
| 2.1. | Data Export Logic | 5 |
| 2.2. | Report Template..... | 5 |
| 3. | GENERATE OED REPORT | 7 |
| 4. | MOM API SUBMISSION | 12 |

DOCUMENT CONTROL

| Version | Date | Author | Reason | Document Section(s) |
|---------|--------------|-----------|--|------------------------|
| 1.0 | 08 May 2024 | Mei Thien | Initial release. | All. |
| 1.1 | 12 July 2024 | Jeff Lim | Include more details on field mapping in sec 2.2. Include more details on setup in sec 3. Format whole document. | Sec2.2 Sec 3 All |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

1. INTRODUCTION

This document serves as User Guide for prepare, generate, & submission of Occupational Employment Dataset (OED) report.

RELATED GUIDES

Before proceeding this guide, please read the following document first.

- **TimesPro Payroll SG User Manual v1.0.pdf.**

2. DATASET DESCRIPTION

2.1. Data Export Logic

- All staff who have received pay for the month will be included in the report, excluding staff who resigned in the previous month.
- The current month's report needs to be submitted no later than the 7th day of the following month.

2.2. Report Template

| OED Report Field | Payroll EMS field & payroll transaction data | Mapping |
|--|--|--------------------------------|
| S/N | ** Running number start from 1 ** | |
| Data as of DDMMYYYY | ** Report generated date ** | |
| UEN | Company Registration Number | |
| Full Name (as per NRIC/ FIN) | Employee's Full Name | |
| ID Type | Employee's ID Type | |
| Identification No. | Employee's NRIC/FIN No | |
| Date Joined | Employee's Hired date | |
| Highest Education Attained | Employee's Education Level (Mapping) | Highest Education Attained |
| PWM Job Level | Employee's Occupation (Mapping) | PWM Job Level |
| Main Job Title | Employee's Occupation | |
| Main Job Duties | Employee's Occupation (Mapping) | Occupation – Main Duty |
| PWM Job Description | ** leave blank ** | |
| Is the employee performing HR functions/roles? | Is HR option ticked | |
| Primary HR Function | Employee (Mapping) | HR Job Functions and Levels |
| Secondary HR Function (if applicable) | Employee (Mapping) | HR Job Functions and Levels |

| | | |
|---|---|-----------------------------|
| HR Job Level held | Employee (Mapping) | HR Job Functions and Levels |
| Occupation Group | Employee's Occupation (Mapping) | Occupation Group |
| Type of Employee | Employee's Tenure of service (Mapping) | Type of Employee |
| Full-Time or Part-Time | Employee's Tenure of service (Mapping) | Tenure of Service |
| Department | Employee's Department | |
| Contractual Working Hours (Per Week) | Employee's Pay Group Working Hours * Days work/Week | |
| Total Paid OT Hours (Month) | Employee's Total OT worked for the month | |
| No. of days of Unpaid Leave taken | Leave code (Mapping) | Type of Leave taken |
| No. of days of Paid Leave taken | Leave code (Mapping) | Type of Leave taken |
| Total number of working days in the month | Employee's worked days in report generated month | |
| Actual number of days worked in the month | Current month working day | |
| Mode of Payment | Employee's Pay Type (Mapping) | Pay Type |
| Basic Wage (\$) | Employee's Current New Salary | |
| Gross Wage Received (\$) | Employee's Gross Wage for the month | |
| Annual Leave Entitlements | Employee's Annual Leave entitlement | |
| Premise Type | Cost center (Mapping) | Premise Type |
| Postal Code | Cost center (Mapping) | Premise Type |
| Street Name | Cost center (Mapping) | Premise Type |
| Date left (DDMMYYYY) | Employee's Resignation date | |
| Mode of Leaving | Termination (Mapping) | Resignation Reason |

3. GENERATE OED REPORT

- Go to Payroll > Reports > Other Report > Occu Employment Dataset

| CODE | DESCRIPTION | CLASSIFICATION |
|---------|-----------------|----------------|
| A | A LEVEL | |
| ADVDPLO | ADVANCE DIPLOMA | |
| DEGREE | DEGREE | |
| DIPLOM | DIPLOMA | |
| DOC | DOCTORITE | |
| MBA | MBA | |
| N | N LEVEL | |
| NONE | NONE | |
| O | O LEVEL | |
| PRIM | PRIMARY | 1. Primary |
| SEC | SECONDARY | |

- User required to perform mapping on this page and then save it.
 - Select available options at "Type" drop-down list
 - Perform mapping at table below -> Classification field.
 - Click [save] button.
 - Repeat step a to c until all available options (11 types) are mapped.

Fields that need to map (Type):

- Highest education attained

| CODE | DESCRIPTION | CLASSIFICATION |
|---------|-----------------|----------------|
| A | A LEVEL | |
| ADVDPLO | ADVANCE DIPLOMA | |
| DEGREE | DEGREE | |
| DIPLOM | DIPLOMA | |
| MBA | MBA | |
| N | N LEVEL | |
| NONE | NONE | |
| O | O LEVEL | |
| PRIM | PRIMARY | |
| SEC | SECONDARY | |

ii. HR job functions and levels

| EMP NO | EMP NAME | PRIMARY HR | SECONDARY HR | HR_JOB_HELD |
|--------|------------|------------|--------------|-------------|
| 004 | DAVID GAN | | | |
| 101 | ANGELA GOH | | | |

** employee listing that appear here is depends on the 'Is HR?' checkbox at EMS -> Employee -> Detail page. **

Employee ID / Name: 10066

Personal Details

Employee ID: 10066 Is Supervisor? **Is HR?**

iii. Occupation group

| CODE | DESCRIPTION | CLASSIFICATION |
|---------|----------------------------------|----------------|
| ACCT | ACCOUNTANT | |
| ACCT_ | ACCOUNTANT - NONSUPERVISORY | |
| ADME | ADMIN ASSISTANT | |
| ADME_ | ADMIN ASSISTANT - NONSUPERVISORY | |
| ADMNGR | ADMIN MANAGER | |
| ADMNGR_ | ADMIN MANAGER - NONSUPERVISORY | |
| CLERK | CLERK | |
| CLERK_ | CLERK - NONSUPERVISORY | |
| CONS | CONSULTANT | |
| CONS_ | CONSULTANT - NONSUPERVISORY | |

iv. Pay type

| CODE | DESCRIPTION | CLASSIFICATION |
|------|-------------------------|----------------|
| D1 | 01-Daily Rated Type1 | |
| D2 | 01-Daily Rated Type2 | |
| D3 | 01-Daily Rated Type3 | |
| D4 | 01-Daily Rated Type4 | |
| D5 | 01-Daily Rated Type5 | |
| D6 | 01-Daily Rated Type6 | |
| D7 | 01-Daily Rated Type7 | |
| D8 | 01-Daily Rated Type8 | |
| HR1 | HR1-Hourly Rated Type1 | |
| HR2 | HR2-Hourly Rated Type2 | |
| HR3 | HR3-Hourly Rated Type3 | |
| HR4 | HR4-Hourly Rated Type4 | |
| HR5 | HR4-Hourly Rated Type5 | |
| SE | SE-Monthly Rated-NonOT | |
| SN | SN-Monthly Rated-SubJOT | |

v. Premise type

Occupational Employment Dataset MOM API Submission

Save Cancel Export CSV Export Excel Sort By CODE Type to search here

Company: ABC Company Pte Ltd [ABC]

Period: 202407

Type: PREMISE TYPE Code Mapping: DIVISION Update

| CODE | DESCRIPTION | CLASSIFICATION | POSTAL CODE | STREET NAME |
|------|----------------|----------------|-------------|-------------|
| DIV1 | NORTH BRANCH | ▼ | | |
| DIV2 | EAST BRANCH | ▼ | | |
| DIV3 | SOUTH BRANCH | ▼ | | |
| MGT | CENTRAL BRANCH | ▼ | | |
| NONE | NONE | ▼ | | |

** Code Mapping under Premise Type is to indicate user use which field as their work location/ branch/ outlet **

** user to select the premise type, key in postal code & street name of each premise. **

vi. PWM job level

Occupational Employment Dataset MOM API Submission

Save Cancel Export CSV Export Excel Sort By CODE Type to search here

Company: ABC Company Pte Ltd [ABC]

Period: 202407

Type: PWM JOB LEVEL

| CODE | DESCRIPTION | CLASSIFICATION |
|--------|----------------------------------|----------------|
| ACCT | ACCOUNTANT - SUPERVISORY | ▼ |
| ACCT_ | ACCOUNTANT - NONSUPERVISORY | ▼ |
| ADME | ADMIN ASSISTANT - SUPERVISORY | ▼ |
| ADME_ | ADMIN ASSISTANT - NONSUPERVISORY | ▼ |
| ADMGR | ADMIN MANAGER - SUPERVISORY | ▼ |
| ADMGR_ | ADMIN MANAGER - NONSUPERVISORY | ▼ |
| CLERK | CLERK - SUPERVISORY | ▼ |
| CLERK_ | CLERK - NONSUPERVISORY | ▼ |
| CONS | CONSULTANT - SUPERVISORY | ▼ |
| CONS_ | CONSULTANT - NONSUPERVISORY | ▼ |

vii. Resignation reason

Occupational Employment Dataset MOM API Submission

Save Cancel Export CSV Export Excel Sort By CODE Type to search here

Company: ABC COMPANY PTE LTD [ABC]

Period: 202407

Type: RESIGNATION REASON

| CODE | DESCRIPTION | CLASSIFICATION |
|---------|------------------|----------------|
| BACKSCH | BACK TO SCHOOL | ▼ |
| BETTER | BETTER PROSPECTS | ▼ |
| DECEASE | DECEASED | ▼ |
| DISMISS | DISMISSED | ▼ |
| FURT | FURTHER STUDIES | ▼ |
| NA | NO APPLICABLE | ▼ |
| NONE | NONE | ▼ |
| RESIGN | RESIGNED | ▼ |
| RETIRED | RETIRED | ▼ |
| RETRN | RETRNVED | ▼ |
| TERM | TERMINATED | ▼ |

viii. Tenure of service

Occupational Employment Dataset MOM API Submission

Save Cancel Export CSV Export Excel Sort By CODE Type to search here

Company: ABC COMPANY PTE LTD [ABC]
 Period: 202407
 Type: TENURE OF SERVICE

| CODE | DESCRIPTION | CLASSIFICATION |
|------|-------------|----------------|
| FT | FULL TIME | |
| NONE | NONE | |
| PT | PART TIME | |

ix. Type of employee

Occupational Employment Dataset MOM API Submission

Save Cancel Export CSV Export Excel Sort By CODE Type to search here

Company: ABC COMPANY PTE LTD [ABC]
 Period: 202407
 Type: TYPE OF EMPLOYEE

| CODE | DESCRIPTION | CLASSIFICATION |
|------|-------------|----------------|
| FT | FULL TIME | |
| NONE | NONE | |
| PT | PART TIME | |

x. Type of leave taken

Occupational Employment Dataset MOM API Submission

Save Cancel Export CSV Export Excel Sort By CODE Type to search here

Company: ABC COMPANY PTE LTD [ABC]
 Period: 202407
 Type: TYPE OF LEAVE TAKEN

| CODE | DESCRIPTION | CLASSIFICATION |
|-----------|---------------------------|----------------|
| ABSENT | ABSENT | |
| ACHILD | Adoption Leave | |
| AGM | AGM MEETING | |
| ANNU | ANNUAL LEAVE | |
| CHILDLIVE | CHILD CARE LEAVE | |
| COMP | COMPASSIONATE LEAVE | |
| CSICK | CHILD SICK LEAVE | |
| ECHILD | Enhanced Child Care Leave | |
| EMATE | EXTENDED MATERNITY LEAVE | |
| EXAH | EXAH LEAVE | |
| FAMILY | FAMILY LEAVE | |
| HOSP | HOSPITALISATION | |

xi. Occupation – Main duty

Occupational Employment Dataset MOM API Submission

Save Cancel Export CSV Export Excel Sort By CODE Type to search here

Company: ABC Company Pte Ltd [ABC]
 Period: 202407
 Type: OCCUPATION - MAIN DUTY

| CODE | DESCRIPTION | MAIN JOB DUTY |
|--------|----------------------------------|---------------|
| ACCT | ACCOUNTANT - SUPERVISORY | |
| ACCT_ | ACCOUNTANT - NONSUPERVISORY | |
| ADME | ADMIN ASSISTANT - SUPERVISORY | |
| ADME_ | ADMIN ASSISTANT - NONSUPERVISORY | |
| ADMGR | ADMIN MANAGER - SUPERVISORY | |
| ADMGR_ | ADMIN MANAGER - NONSUPERVISORY | |
| CLERK | CLERK - SUPERVISORY | |
| CLERK_ | CLERK - NONSUPERVISORY | |
| CONS | CONSULTANT - SUPERVISORY | |
| CONS_ | CONSULTANT - NONSUPERVISORY | |

** user to key in brief description of the main job responsibility if the occupation **

- Users can generate the OED file and export it to CSV or Excel format.
- Users have options to upload the file to the MOM portal via API Submission.

4. MOM API SUBMISSION

1. Click [UPDATE] button to input Requestor Name and Email address. Requestor will be receiving email for API validation and submission process.
2. Click [SAVE] button to save record.
3. To generate record, click [GENERATE] button.
4. Click [OK] to proceed.

5. To sign in using CorpPass, click [CORPPASS] button.
6. After logging in, click "[YES]" to agree to submit using the API.

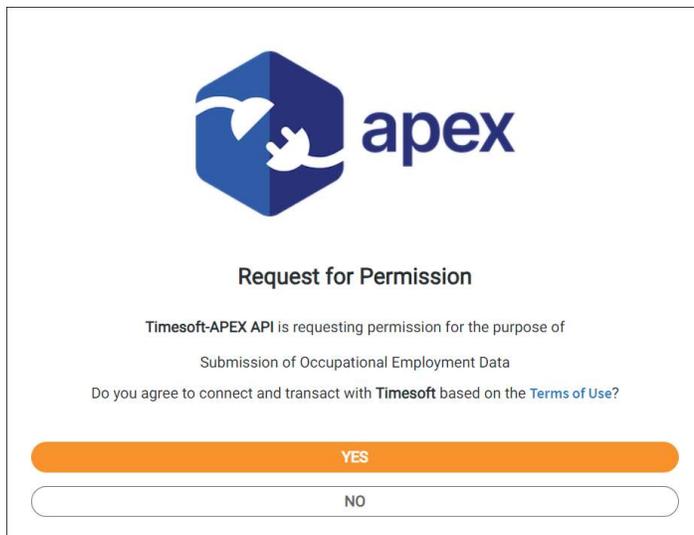


Image just for reference purposes.

7. After clicking “[YES]”, system will prompt you to click CorpPass again.
8. Click the “[OK]” button, and then continue by clicking the [CORPPASS] button again.

The screenshot shows the 'Occupational Employment Dataset' interface with the 'MOM API Submission' tab selected. The 'Requestor Detail' section shows the name 'Mei Thien' and email 'meithien.ong@timesoftsg.com.sg'. Below this, the 'API Submission' section has 'Company' set to 'IRAS API TEST COMPANY PRIVATE LIMITED' and 'Period' set to '202403'. There are buttons for 'Generate', 'Cor Pass', and 'Submit'. An 'Alert' dialog box is open in the foreground, displaying an information icon and the text 'Please click CorpPass again.' with an 'OK' button.

9. Click [SUBMIT] to confirm the submission.
10. Click “[OK]” button to complete the process.

This screenshot is identical to the previous one, but the 'Confirm' dialog box is now open. It features a question mark icon and the text: 'Confirm to submit for IRAS API TEST COMPANY PRIVATE LIMITED AGENCY TIMESV 1234BYUP[CHA]'. The dialog has 'OK' and 'Cancel' buttons.

This page is intentionally left blank.