

How to change Payment Mode in Specific Month

TIMES EPAYROLL GUIDE

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Step 1 – Process monthly payroll as per normal

PROCESS STOP	CLEAR		Process Payroll [202009/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: DEFAULT V	COMPANY: ALL	QUERY: ALL	Emp Count: 49			
ENGINE TIME PERFORMANCE STATUS						

Step 2 – After processed, go to modify pay record, click on bank tab

	SAVE CAN	CEL Total	record count: 46		RECALCULATE	PRORATE	RIAL CONVERT	BANK
Employee's Information				Salary Information Payroll Information				
Emp No / Name	VOLUNTARYEMP [VOLUNTARYEMP]		v 🔁	Basic Salary	650.00	Period	202005	~
Department	ADMIN	Hired Date	31/10/2018	Daily Rate	26.76	Cycle / Cycle Run	E	
Age & CPF/Levy	49.33 CLASS1	Termination Date		Hourly Rate	3.28	Trial Mode	NO	~
Paid	MONTHLY	Last Payment Date		Pay Group / Type	5.0DAYS 2-SN	Change Basic		
NPL / Absent		Overtime		Rest Day		Shift		
Total	0.00 NPL/ABSENT	Total	0.00 OVERTIME	Total	0.00 REST DAY	Total	0.0	SHIFT

Step 3 – Following is the scenario from the introduction, employee is receiving a cheque payment for a particular month only. Tick CHEQ column, insert the amount in cheque payment.

Sank Transaction - Employee: 0049								
					Local Nett Wages: 25	6.5		
Adj Ind	Bank ID	Bank Acct#	Fixed Amt	Bank Amount	Bank Name			
	7171	003-45838-5		0.00	POST OFFICE SAVING BANK (POSB)	-		
	CASH			0.00	>NONE			
	CHEQ			256.50	>NONE			
						_		

Step 4 – Please save the record after inputted. If not saved, the payment will still follow default as bank payment.