

## **TIMES EPAYROLL GUIDE**

# **How to change Payment Mode in Specific Month**

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How to change Payment Mode in Specific Month

Step 1 – Process monthly payroll as per normal

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

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.

Bank Transaction - Employee: 0049

Local Nett Wages: 256.5

Adj Ind	Bank ID	Bank Acct#	Fixed Amt	Bank Amount	Bank Name
<input type="checkbox"/>	7171	003-45838-5	<input type="checkbox"/>	0.00	POST OFFICE SAVING BANK (POSB)
<input type="checkbox"/>	CASH		<input type="checkbox"/>	0.00	-->NONE
<input type="checkbox"/>	CHEQ		<input checked="" type="checkbox"/>	256.50	-->NONE

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