

Steps to change pay group

Setup

1. Go to Payroll Setup > Pay Group Setup
2. Click on New

Global Pay Group Setup

Pay Group: Year: 2020
 Start Date: 01/01/2020 End Date: 31/12/2020
 Day Worked Per Week: 5 Hour Worked Per Year: 2080
 Daily Rate Formula: Working Days/Mth [01] Working Hours: 8
 NPL Rate Formula: Working Days/Mth [01] OT Hour Formula: 48 HOURS/WEEK [3]

Global Weekly Setting

Week 2 Day 7 BOTH
 Is Alternate Saturday? Public Holiday as Off Day?

	MON	TUE	WED	THU	FRI	SAT	SUN
Week 1	FULL	FULL	FULL	FULL	FULL	OFF	OFF
Week 2	FULL	FULL	FULL	FULL	FULL	OFF	OFF

Buttons: NEW, SAVE, DELETE, CANCEL, WORKING CALENDAR, RE-GENERATE

PERIOD	START-DATE	MID-DATE	END-DATE	1st-HALF	2nd-HALF	TOTAL	OT-START DATE	OT-MID DATE	OT-END DATE
202001	01/01/2020	15/01/2020	31/01/2020	11	12	23			
202002	01/02/2020	15/02/2020	29/02/2020	10	10	20			

3. Set the pay group name (eg. 4.0DAYS), days worked per week and hours worked per year accordingly
4. Set the global weekly setting to indicate the working and off
5. Click on Save

Global Pay Group Setup

Pay Group: 4.0DAYS Year: 2020
 Start Date: 01/01/2020 End Date: 31/12/2020
 Day Worked Per Week: 4 Hour Worked Per Year: 1664
 Daily Rate Formula: Working Days/Mth [01] Working Hours: 8
 NPL Rate Formula: Working Days/Mth [01] OT Hour Formula: HOURS/YEAR - USER DEFINED [1]

Global Weekly Setting

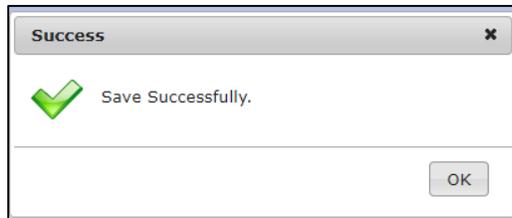
Week 2 Day 7 BOTH
 Is Alternate Saturday? Public Holiday as Off Day?

	MON	TUE	WED	THU	FRI	SAT	SUN
1	FULL	FULL	FULL	OFF	FULL	OFF	OFF
2	FULL	FULL	FULL	OFF	FULL	OFF	OFF

Buttons: NEW, SAVE, DELETE, CANCEL, WORKING CALENDAR, RE-GENERATE

PERIOD	START-DATE	MID-DATE	END-DATE	1st-HALF	2nd-HALF	TOTAL	OT-START DATE	OT-MID DATE	OT-END DATE
202001	01/01/2020	15/01/2020	31/01/2020	9	9	18			
202002	01/02/2020	15/02/2020	29/02/2020	8	8	16			
202003	01/03/2020	15/03/2020	31/03/2020	8	10	18			
202004	01/04/2020	15/04/2020	30/04/2020	9	8	17			
202005	01/05/2020	15/05/2020	31/05/2020	9	8	17			

6. Save successfully



Assign New Pay Group individually for small group of employees

1. Go to Employee > Calendar
2. Choose the newly created pay group > Change

The screenshot shows the 'Employee Calendar' interface. The 'Calendar' tab is highlighted in the top navigation bar. Below the navigation bar, there are fields for 'Employee ID' (CCC001) and 'Name' (DAVID LIM). The 'Pay Group Setting' section is active, with a dropdown menu open showing options: 4.0DAYS (selected), 2DAYS, 3.0DAYS, 5.0DAYS, 5.5DAYS, and 6.0DAYS. A 'CHANGE' button is visible next to the dropdown. The 'Employee Weekly Setting' table shows two weeks with columns for MON, TUE, and FRI. The 'Employee Yearly Calendar' table shows a grid of days from Jan 2020 to Feb 2020, with various status indicators like 'O' (Overtime) and 'F' (Free).

3. Click on OK

The 'Confirm Save?' dialog box is shown. It contains a radio button labeled 'Reset to paygroup default setting?'. The 'OK' button is highlighted with a red box.

4. Changed successfully

The 'Success' dialog box is shown. It contains a green checkmark icon and the message 'Calendar setting changed successful.'. The 'OK' button is visible at the bottom right.

Mass Assign New Pay Group

1. Go to Utility > Global Change
2. Key in pay group at the searching field > click on pay group

NO	DESCRIPTION	NO	DESCRIPTION	NO	DESCRIPTION
37	AMOUNT PER POINT	44	MEDISAVE SCHEME (T/F)	99	SEMI MONTH PERCENTAGE
33	BANK PARTICULARS	9	NATIONALITY CODE	3	SEMI MONTHLY
2	BONUS FACTOR	32	NOTICE PERIOD	38	SERVICE CODE
14	BRANCH CODE	7	NPL RATE FORMULA	36	SERVICE POINT
30	CHANGE CPF/SDF/FWL	25	PASSPORT PERIOD	47	STOP PAYMENT INDICATOR
18	CLASSIFICATION CODE	40	PAY GROUP	34	TERMINATION CODE
39	CRILEVY	1	PAY TYPE	35	TERMINATION STATUS

3. Choose the newly created pay group under value
4. Choose the query accordingly (choose 'ACTIVE STAFF' if applicable to all employees)
5. Click Process

NO	DESCRIPTION	NO	DESCRIPTION	NO	DESCRIPTION
37	AMOUNT PER POINT	44	MEDISAVE SCHEME (T/F)	99	SEMI MONTH PERCENTAGE
33	BANK PARTICULARS	9	NATIONALITY CODE	3	SEMI MONTHLY
2	BONUS FACTOR	32	NOTICE PERIOD	38	SERVICE CODE
14	BRANCH CODE	7	NPL RATE FORMULA	36	SERVICE POINT
30	CHANGE CPF/SDF/FWL	25	PASSPORT PERIOD	47	STOP PAYMENT INDICATOR
18	CLASSIFICATION CODE	40	PAY GROUP	34	TERMINATION CODE

6. Click OK

Confirm [Query:-2]

Confirm to Proceed the Global Change?
Description: PAY GROUP
Value: 4.0DAYS

OK Cancel

7. Changed successfully

Success

Global change process is completed.

OK

-END-