

Steps to import increment / pay cut. (Mass Upload)

PART A

CREATE A NEW CAREER IMPORT BY NEW SALARY TEMPLATE

1. Go to Setup > Utility



- 2. Go to Export/Import> Template
- 3. Click on ADD> key in the template name as CAREER IMPORT BY NEW SALARY then click on SAVE button.

Initialize New Year	Run Scheduler	Template M	apping	Global	Employee	
Transfer Emp Record			Template	Header Nar	ne	
Head Count Setup			DYNAMI	C PAYROLL	IMPORT	
			DYNAMI	C ALLOWAN	ICE IMPORT	
Export/Import			IRAS API	PENDIX 8B	SHARE OPTIO	N IMPORT
Global Change			IRAS AP	PENDIX 8A	BENEFIT-IN-K	IND UPLOAD
			IRAS IRE	BA ADJUSTI	MENT IMPORT	
			DYNAMI	C BONUS IN	MPORT	
			CAREER	IMPORT BY	NEW SALARY	
	EXPORT TO EXCEL	ADD		SAVE	CANCI	EL DELETE



4. Tick on check box beside 🔯 icon.

	IRAS IR8A ADJUSTMENT IMPORT					
	DYNAMIC BONUS IMPORT					
	CAREER IMPORT BY NEW S	SALARY				
EXPORT TO EXCEL ADD	SAVE	CANCEL	DELETE			

 Then click on ADD COLUMN > Under Table Name column select "Career" > for Column Name field please refer to screenshot below > when you are done, click on Save button.

-EMP_NO, CODE -PROGRESSION_DATE -PAY_EFFECTIVE_DATE -NEW_SALARY -REMARKS

	Table Name	Column Name	Column Type	Mapping	Formatting	Formula	Length	Seq	/ External Column Name
	Career 🔻	EMP_NO ▼	nchar	•			12	А	EMP_NO
	Career 🔻	CODE 🔻	nchar	•	DD-MM-YYYY		20	В	CODE
	Career 🔻	PROGRESSION V	datetime	•	DD/MM/YYYY 🔻		0	С	PROGRESSION_DATE
	Career 🔻	PAY_EFFECTIVI ▼	datetime	•	•		0	D	PAY_EFFECTIVE_DATE
	Career 🔻	NEW_SALARY V	float	•			0	Е	NEW_SALARY
	Career 🔻	REMARKS V	nchar	•			250	F	REMARKS
4	DD COLUMN	SAVE C.	ANCEL	DELETE					
		Condition	Name			Condition Valu	ie		

Please note that all these fields are mandatory.

6. This is compulsory a compulsory action. Please key in ",",HEADER DELETE in Condition Value as screenshot below then click on 'Save' button.

		Co	ndition Name			Condition Value
	FULL				",",HEADER DELETE	
,	ADD	SAVE	CANCEL	DELETE		



7. Go to Scheduler Tab > Click on ADD button > key in the as per screenshot shown below: Name: CAREER IMPORT BY NEW SALARY Logic: DATA IMPORT (EMPLOYEE TAB) When ready, Tick on Run and then click on SAVE button.

Run	Sch	neduler	Template	Мар	oping	Global	Employee			
		Name			File Na	me		Logic		Run
		DYNAM	IC PAYROLL IN	PORT				DYNAMICEXCEL IMPORT	▼	
	9	DYNAMIC ALLOWANCE IMP						DYNAMICEXCEL IMPORT	▼	
		IRAS APPENDIX 8B SHARE						DATA IMPORT (EMPLOYEE TAB)	▼	
		IRAS APPENDIX 8A BENEFI						DATA IMPORT (EMPLOYEE TAB)	▼	
		IRAS IR	8A ADJUSTM	ENT IN				DATA IMPORT (EMPLOYEE TAB)	▼	
	9	DYNAMIC BONUS IMPORT						DYNAMICEXCEL IMPORT	▼	
		CAREER	IMPORT BY I	NEM 2				DATA IMPORT (EMPLOYEE TAB)	▼	
	ADD		SAVE		CANC	EL	DELETE			

8. Tick beside icon > Click on ADD button > Select Template : CARRER IMPORT BY NEW SALARY as per screenshot below > Key Sheet1 in Table Name > Tick the box under Run then click on Save.

	REER IMPORT BY NE	w s		C	ΟΑΤΑ	IMPORT (EMP	PLOYEE TAB)	•	
ADD	SAVE	CANCEL	DELETE						
		Template					Table Name		Run
CAREER IM	PORT BY NEW SALA	RY .FULL			•	Sheet1			
			1						

9. Template for career import by new salary created successfully.





PART B

MASS UPLOAD INCREMENT/PAYCUT

 Go to Template Tab > Tick on CAREER IMPORT BY NEW SALARY, click on ciccon > Make sure 6 mandatory columns are added as screenshot below > then click on Export to Excel

Ru	n Scheduler	Template	Mapping	Global	Employee					
			Template He	ader Name						
			DYNAMIC F	PAYROLL IMPOR	RT					
			DYNAMIC A	ALLOWANCE IM	PORT					
			IRAS APPE	NDIX 8B SHAR	E OPTION IMPORT					
			IRAS APPE	NDIX 8A BENE	TT-IN-KIND UPLOAD					
			IRAS IR8A	ADJUSTMENT	IMPORT					
			DYNAMIC E	BONUS IMPORT						
	Image: A state of the state] [CAREER II	MPORT BY NEW	/ SALARY					
E	EXPORT TO EXCEL	ADI	D	SAVE	CANCEL	DELETE				
	Table Name	Colun	nn Name	Column Type	Mapping	Formatting	Formula	Length	Seq	/ External Column Name
	Career	' EMP_NC	> ▼	nchar	•			12	А	EMP_NO
	Career	CODE	•	nchar	•	DD-MM-YYYY		20	В	CODE
	Career	PROGRE	SSION V	datetime	•	DD/MM/YYYY V		0	С	PROGRESSION_DATE
	Career	PAY_EFF	FECTIVI 🔻	datetime	•	•		0	D	PAY_EFFECTIVE_DATE
	Career	NEW_SA	ALARY 🔻	float	•			0	E	NEW_SALARY
	Career	REMARK	(S 🔻	nchar	•			250	F	REMARKS

2. Fill in all the mandatory fields in downloaded excel template.

A	B	С	D	E	F
EMP_NO	CODE	PROGRESSION_DATE	PAY_EFFECTIVE_DATE	NEW_SALARY	REMARKS
EMP008	AINCR	01/04/2020	01/04/2020	2000	AI2020

Format to take note:

Column B: Make sure Progression Code is existing in the system Column C & D (**DATE Field**): DD/MM/YYYY,

Column E (AMT) NO "\$" dollar sign, NO "," comma

Column F (REMARK) Cannot be blank.

***All the columns in excel template cannot be blank.

Important note:

a. An employee cannot have 2 records with same date as per screenshot below:

А	В	С	D	E	F
EMP_NO	CODE	PROGRESSION_DATE	PAY_EFFECTIVE_DATE	NEW_SALARY	REMARKS
EMP008	AINCR	01/04/2020	01/04/2020	2000	AI2020
EMP008	AINCR	01/04/2020	01/04/2020	1800	AI2020

If there is a need to import 2 career progressions, you are required to create another file with different progression code then upload it separately.



3. Go to Employee Tab, Click on Choose file button and browse for the excel file

Initialize New Year	Run Scheduler Template Mapping Global Employee	
Transfer Emp Record	Step 1 (Select Template & File)	1
Head Count Setup	NO. NAME FILE NAME	RUN
Export/Import	1 IRAS APPENDIX 8B SHARE OPTION IMPORT Choose File No file chosen	
Global Change	2 IRAS APPENDIX 8A BENEFIT-IN-KIND UPLOAD Choose File No file chosen	
	3 IRAS IR8A ADJUSTMENT IMPORT Choose File No file chosen	
	4 CAREER IMPORT BY NEW SALARY Choose File No file chosen	-

4. Highlight the xls file and click on the 'Open' button.

Open					×
← → • ↑ <mark>·</mark> «	Deskt	op > IMPORT	~ Ū		
Organize 👻 New f	older			· = =	•
💻 This PC	^	Name		Date modified	Туре
3D Objects		CAREER IMPORT BY NEW S	ALARY.xls	19/04/2020 11:27 PM	Microso
E Desktop					
Documents					
👆 Downloads					
b Music					
Pictures					
📑 Videos					
🏪 Windows (C:)					
🛖 New Volume (D:					
索 timesoft (\\Desk	:				
🗙 timeshared (\\19	~ <				>
Fi	le nam	CAREER IMPORT BY NEW SA	ALARY.xls ~	All Files (*.*)	\sim
				Open C	ancel



5. Then click on 'UPLOAD' button, follow by 'IMPORT' button > You will be prompted a Confirm panel and click on OK to continue.

Step 2 (Upload Document)	Step 3 (Import Data)
Confirm	×
Confirm to Import?	
	OK Cancel

6. System will prompt import process completed. Click on 'OK' button. And the import is done.

F	FILE NAME	RUN	
RT	Choose File No file chosen		Process start
[Choose File No file chosen		@1 : Code [EMP008] - Update UK.! Imported [1] record(s) successful!
NT	Choos Success		×
	Choose Import process com	npleted.	
	Step 3		
			OK



 To verify imported records, you can check manually via EMS> Employee > Career History Tab. The new salary is reflected as per screenshot below:

Detail Career Ban	Employment	Address	Leave / Bene	efit Calenda	r Misc	Fre	ee Fields	Exit Record	is			
	NEW	SAVE	DELETE	CANCEL]					Co	mpany Sele	ect
Employee ID EMP008 Name VANICE WANG (DEMO)												
Progression Data												
Progression Date *	01/04/2020	📃 📃 Chang	je hired date?				Old Salar	у		1,500.00		
Pay Effective Date * 01/04/2020							Incremen	nt 🗌		500.00]	
Increment Review Date							New Sala	iry		2,000.00]	
Trans/Pro Review Date							Salary Ty	rpe [10NTHLY	·		
Progression Code *	ANNUAL INCREME	NT [AINCR]			▼ [-	Salary Ra	ange r	IONE [NONE]		•	
Department *	ADMINISTRATION	[ADMIN]			•	-	Section *	:	ECTION 1 [SEC	1]		
Category *	JUNIOR [JUNI]				•	-	Job Grade	e* f	ULLTIMER [FTR]]		
Occupation *	ADMIN EXECUTIV	E [ADMINEXE]			•	-	Appraisal Grade * NONE [NONE]					
Cost Center *	COST CENTER 1 [COST1]			•	-	Classifica	tion *	VORKMEN [WOR	KMEN_I]		
Company *	TIMES SOFTWARE	PTE LTD [TSPL]]		•		Division *	•	DIVISION 1 [DIV	1]		
REASONS												
REMARK	AI2020					//						
PROG CODE PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CE	ENTER	COMPANY	OLD SALAR	INCREMENT	NEW SALARY	SECTION	JO
AINCR 01/04/202	0 01/04/2020	ADMIN	JUNI	ADMINEXE	cos	T1	TSPL	1500.00	500.00	2000.00	SEC1	
AINCR 12/11/2019	12/11/2019	ADMIN	JUNI	ADMINEXE	COS	T1	TSPL	1000.00	500.00	1500.00	SEC1	
FSTART 01/09/2019	01/09/2019	NONE	NONE	NONE	NOM	NE	TSPL	1000.00	0.00	1000.00	NONE	

System will compute increment amount automatically.

Gently reminder:

You may try to import for one employee 1st before import for all employee in excel template.



01/04/2020 01/04/2020 ANNUAL INCREMENT

JUNI



- 1. How to generate career progression report?
 - Go under 'Reports' Icon > Employee Info Reports > Career Progression

TIMES Software	Payroll		
Auto Prompting Report	Setup	EMS	Query
areer Progression Company Setup Payroll Setup Statutory Setup		Employee Pay Items	Change Period Lock Period
Recurring Allow/Deduct	Statutory Setup	E-Document	Company Select
Employee Main Info	Othey	Change Password	Query Selection
Quick Employee Listing			Report Writer Adhoc Ouerv
Quick Search by Dates			
Employee Resignation	Process Payroll	Modify Record	Reports
	Process	Pay Record	Code Master Report
	Bonus Record	Bonus Record	Payroll Report
	Eestival Advance	Special Record	Bank Report
	Transfer Payroll		Statutory Report
			Employee Info Report
			Audit Trail Report

Sam	ple R	eport:							
ALL									
Career	Progre	ssion Details Rep	ort						Print date
Prog. Co Sort By Print By Query	de : AIN : DEF : ALL : ALL	CR to UPGR PARTMENT - CATEGOR RECORD	Y - EMP_NO						User ID
Prog . Date ADMINIST	Pay Eff. Date RATION	Prog. Desc.	Category	Cost Centre	Occupation	Department	Old Pay	Inc. Amt	New Salary I
JUN	IOR								
Employee	Code : EMI	P008	VANICE WANG (DEMO)		Department : ADMIN	ADMINISTRATION		
01/09/201	9 01/09/2019	FIRST START UPDATE	NONE	NONE	NONE	NONE	1,000.00	0.00	1,000.00
12/11/201	9 12/11/2019	ANNUAL INCREMENT	JUNI	COST CENTER 1	ADMIN EXECUTIVE	ADMINISTRATION	1,000.00	500.00	1,500.00

COST CENTER 1 ADMIN EXECUTIVE

ADMINISTRATION

1,500.00

500.00

2,000.00 /



2. How to generate report in excel format?

Go to 'Query' Icon > Report generator

Payroll		
Setup Company Setup	EMS	Query Change Period
Pavroll Setup	Pav Items	Lock Period
Statutory Setup	E-Document	Company Select
Utility	Change Password	Query Expert Query Selection <u>Report Writer</u> Adhoc Query

Click New Report. Then Key in Report Name and Report Title.

Report Writer			
Category: EMPLOYEE PROFILE Table: EMPLOYEE	V		
DESCRIPTION			
ADDRESS 1			ADDR1
ADDRESS 2			ADDR2
ADDRESS 3			ADDR3
OVERSEAS ADDRESS 1			ADDR01
OVERSEAS ADDRESS 2		ADDRO2	
OVERSEAS ADDRESS 3	New Report	×	
E-LEAVE MEMBER OF ENTRY'S GROUP			
	Report Name:	CAREER PROGRESSION	
		CAREER PROGRESSION	
NEW REPORT SAVE REPORT REPORT LIST PREVIEW REPORT	Description:		
DESCRIPTION HEADING WIDT	F		FRO
•	Type:	Tabular 🔻	
	Access Option:	Shared 🔻	-
		SAVE	CANCEL

Search Employee ID and Employee Name from EMPLOYEE TABLE. Click on Employee Code and Employee Name and the number will reflect under Column 1 and Column 2.

Report Writer		_					
Category: EMPLOYEE PROFILE V	Table: EMPLOYEE	Y	_		Search: Type to search here		2
	DESCRIPTION				HEADING		
ADDRESS 1				ADDR1			
ADDRESS 2				ADDR2			
ADDRESS 3 ADDR3							
OVERSEAS ADDRESS 1 ADDRO1							
OVERSEAS ADDRESS 2				ADDRO2			
OVERSEAS ADDRESS 3				ADDRO3			
E-LEAVE MEMBER OF ENTRY'S GROUP				APPLYSTP			
Selected report: CAREER PROGRESSIC	ON(CAREER PROGRESS	ION)					
NEW REPORT SAVE REPORT REPORT	LIST PREVIEW REPORT	RE-SORT	SAVE AS				[
DESCRIPTION	HEADING	WIDTH	FILTER	FROM/TO	CYCLE	FORMAT	
EMPLOYEE ID	EMP NO	12				Code 🔻] ដ
2 EMPLOYEE NAME	EMP NAME	50				Code 🔻	1

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Change to Career table and select from column 3 onwards Career Progression Tabs.

Once done, click on 'Save' then 'Preview'.

Report Writer	leport Writer										
Category: EMF	PLOYEE PROFILE 🔻		Tabl	eCAREER	•				Search: Type		
				DESCRIPTION					н		
PAY EFFE	CTIVE DATE								PAY EFFECTIVE DATE		
PROGRES	SSION CODE								CODE		
PROGRES	SSION DATE								PROGRESSION DATE		
COST CE	NTRE								COST CENTRE		
DEPARTM	1ENT								DEPARTMENT		
JOBGRAD	DE								JOBGRADE		
CATEGOR	RY								CATEGORY		
Selected re	port: CAREER PRO	GRES	SION(CAP	REER PROGRES	SION)						
NEW REPORT	SAVE REPORT	RE	PORT LIST	PREVIEW REPORT	RE-SORT		SAVE AS				
	DESCRIPTION	N		HEADING	١	NIDTH	FILT	ER	FROM/TO		
✓ 3	PROGRESSION CODE			CODE		20					
4	PROGRESSION DATE			PROGRESSION D	ATE	10					
V 5	PAY EFFECTIVE DATE			PAY EFFECTIVE D	ATE	10					
V 6	OLD SALARY			OLD SALARY		10					
7	NCREMENT AMT			INCREMENT AMT		10					
a 🖌 🖌	NEW SALARY			NEW SALARY		10					

By default, system will retrieve latest record. Click 'OK' to continue.

/ Report			
Sort By			
1st Sort By	•		
2nd Sort By	▼		
3rd Sort By	▼		
4th Sort By	•		
<u> </u>			
Report Type	DETAIL REPORT	•	
Grouped by SubTotal		st.	
Show title for each page			
Include current month re	sign staff		
Include current year resig	gn staff		
Include past year resign :	staff		
Exclude export header ar	nd footer		
Retrieve latest record			
Include Zero Pay Staff			
,			
Exclude Zero Value			



🛐 ⊵ 🥥							
ALL							
REPORT : FOR PERIOD APRIL 2020 Print Date : 20/4/2020 12:29:10 AM							
REPORT TIT	LE : CAREER PROGRESSION(CAREER PROGRESSION)	CYCLE : End Month	User ID	User ID : SUPPORT			
EMP NO	EMP NAME	CODE	PROGRESSI(PAY EFF	ECT OLD SALARY IN	CREMENT	NEW SALARY	
EMP001	DAVID TAN (DEMO)	RESIGNED	05/05/2019 05/05/20	6000.00	0.00	6000.00	
EMP002	MOHD AHAD BIN JUMAAT (DEMO)	FSTART	01/03/2011 01/03/20	4500.00	0.00	4500.00	
EMP003	HONG YI PING (CPF EXCESS)	AINCR	01/06/2019 01/06/20	4400.00	1620.00	6020.00	
EMP004	GANESH S/O RAMASAMY (VOLUNTARY CPF)	FJOIN	01/04/2015 01/04/20	6000.00	0.00	6000.00	
EMP005	AGNES GOH (POSTED OVERSEA)	INCR	01/04/2019 01/05/20	1800.00	700.00	2500.00	
EMP006	JOHN ANDREW SMITH (10K INCOME)	FSTART	01/11/2013 01/11/20	13 10000.00	0.00	10000.00	
EMP008	VANICE WANG (DEMO)	AINCR	01/04/2020 01/04/20	1500.00	500.00	2000.00	
Total: 7 recor	rd(s)			34200.00	2820.00	37020.00	

At the preview screen, user has the option to export the report to excel file (\square) or to PDF file (\square).

Sample Excel Report:

A	В	С	D	E	F	G	Н
ALL							
REPORT : F	FOR PERIOD APRIL 2020			Print Date : 20/4	/2020 12:29:10 A	м	
REPORT TITLE	: CAREER PROGRESSION(CAREER PROGRESSION)	CYCLE : End Month		User ID : SUP	PORT		
EMP NO	EMP NAME	CODE	PROGRESS	PAY EFFEC	OLD SALARY	CREMENT A	NEW SALARY
EMP001	DAVID TAN (DEMO)	RESIGNED	05/05/2019	05/05/2019	6000.00	0.00	6000.00
EMP002	MOHD AHAD BIN JUMAAT (DEMO)	FSTART	01/03/2011	01/03/2011	4500.00	0.00	4500.00
EMP003	HONG YI PING (CPF EXCESS)	AINCR	01/06/2019	01/06/2019	4400.00	1620.00	6020.00
EMP004	GANESH S/O RAMASAMY (VOLUNTARY CPF)	FJOIN	01/04/2015	01/04/2015	6000.00	0.00	6000.00
EMP005	AGNES GOH (POSTED OVERSEA)	INCR	01/04/2019	01/05/2019	1800.00	700.00	2500.00
EMP006	JOHN ANDREW SMITH (10K INCOME)	FSTART	01/11/2013	01/11/2013	10000.00	0.00	10000.00
EMP008	VANICE WANG (DEMO)	AINCR	01/04/2020	01/04/2020	1500.00	500.00	2000.00
Total: 7 record	(s)				34200.00	2820.00	37020.00

Sample PDF Report:

ALL

REPORT :	FOR PERIOD APRIL 2020		Print Date : 20/4/2	2020 12:29:10 AM			
REPORT TITL	E : CAREER PROGRESSION(CAREER PROGRESSION)	CYCLE : End Month		User ID : SUPP	ORT		
EMP NO	EMP NAME	CODE	PROGRESSI	(PAY EFFECTIC	LD SALARY C	REMENT ANNE	W SALARY
EMP001	DAVID TAN (DEMO)	RESIGNED	05/05/2019	05/05/2019	6000.00	0.00	6000.00
EMP002	MOHD AHAD BIN JUMAAT (DEMO)	FSTART	01/03/2011	01/03/2011	4500.00	0.00	4500.00
EMP003	HONG YI PING (CPF EXCESS)	AINCR	01/06/2019	01/06/2019	4400.00	1620.00	6020.00
EMP004	GANESH S/O RAMASAMY (VOLUNTARY CPF)	FJOIN	01/04/2015	01/04/2015	6000.00	0.00	6000.00
EMP005	AGNES GOH (POSTED OVERSEA)	INCR	01/04/2019	01/05/2019	1800.00	700.00	2500.00
EMP006	JOHN ANDREW SMITH (10K INCOME)	FSTART	01/11/2013	01/11/2013	10000.00	0.00	10000.00
EMP008	VANICE WANG (DEMO)	AINCR	01/04/2020	01/04/2020	1500.00	500.00	2000.00
Total: 7 record	d(s)				34200.00	2820.00	37020.00

-END-