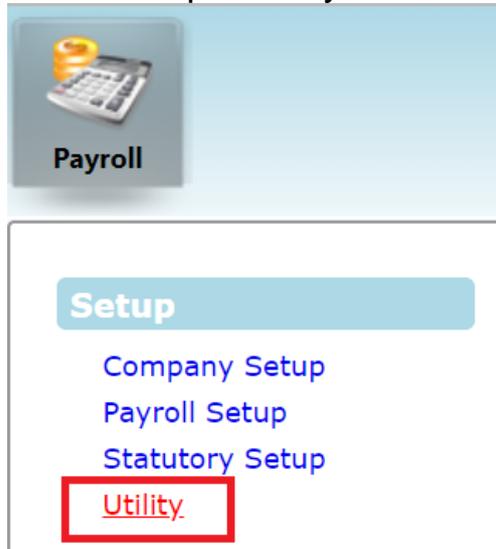


Steps to import increment / pay cut. (Mass Upload)

PART A

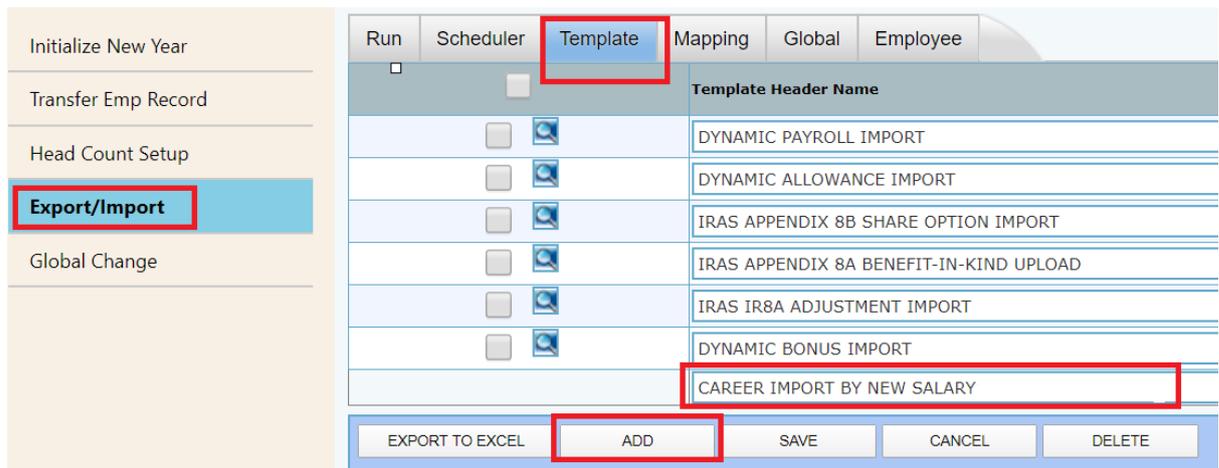
CREATE A NEW CAREER IMPORT BY NEW SALARY TEMPLATE

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.



4. Tick on check box beside  icon.

<input type="checkbox"/>		IRAS IR8A ADJUSTMENT IMPORT
<input type="checkbox"/>		DYNAMIC BONUS IMPORT
<input checked="" type="checkbox"/>		CAREER IMPORT BY NEW SALARY

EXPORT TO EXCEL ADD SAVE CANCEL DELETE

5. 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
<input type="checkbox"/>	Career	EMP_NO	nchar				12	A EMP_NO
<input type="checkbox"/>	Career	CODE	nchar		DD-MM-YYYY		20	B CODE
<input type="checkbox"/>	Career	PROGRESSION	datetime		DD/MM/YYYY		0	C PROGRESSION_DATE
<input type="checkbox"/>	Career	PAY_EFFECTIVE	datetime				0	D PAY_EFFECTIVE_DATE
<input type="checkbox"/>	Career	NEW_SALARY	float				0	E NEW_SALARY
<input type="checkbox"/>	Career	REMARKS	nchar				250	F REMARKS

ADD COLUMN SAVE CANCEL DELETE

Condition Name	Condition Value

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.

Condition Name	Condition Value
FULL	"," HEADER DELETE

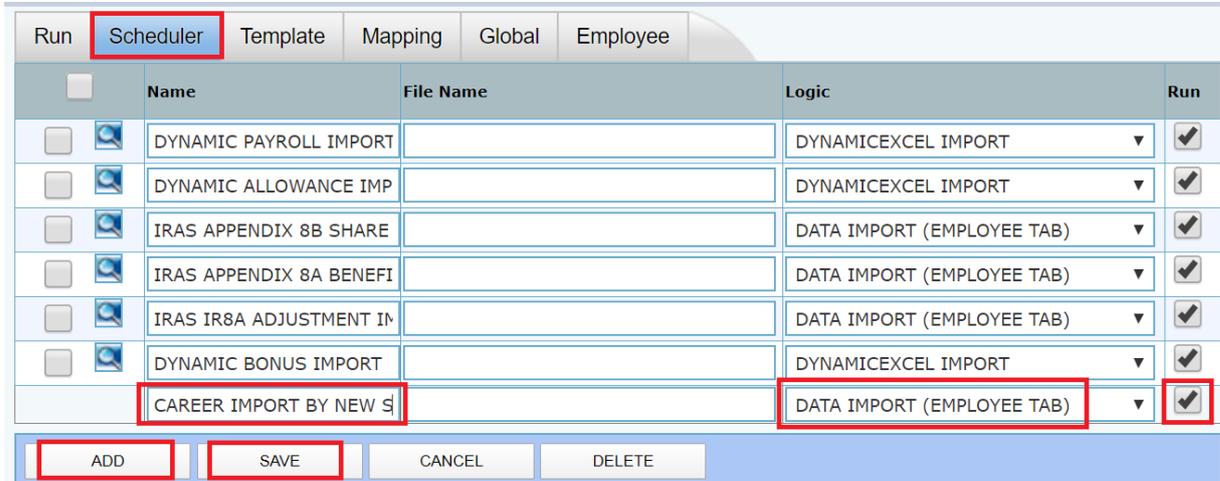
ADD SAVE CANCEL DELETE

7. Go to Scheduler Tab > Click on ADD button > key in the as per screenshot shown below:

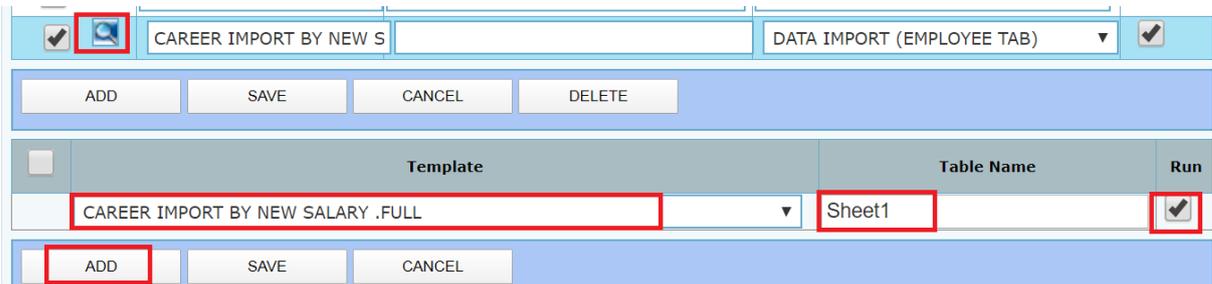
Name: CAREER IMPORT BY NEW SALARY

Logic: DATA IMPORT (EMPLOYEE TAB)

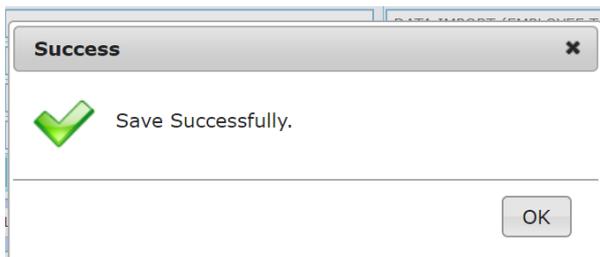
When ready, Tick on Run and then click on SAVE button.



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.



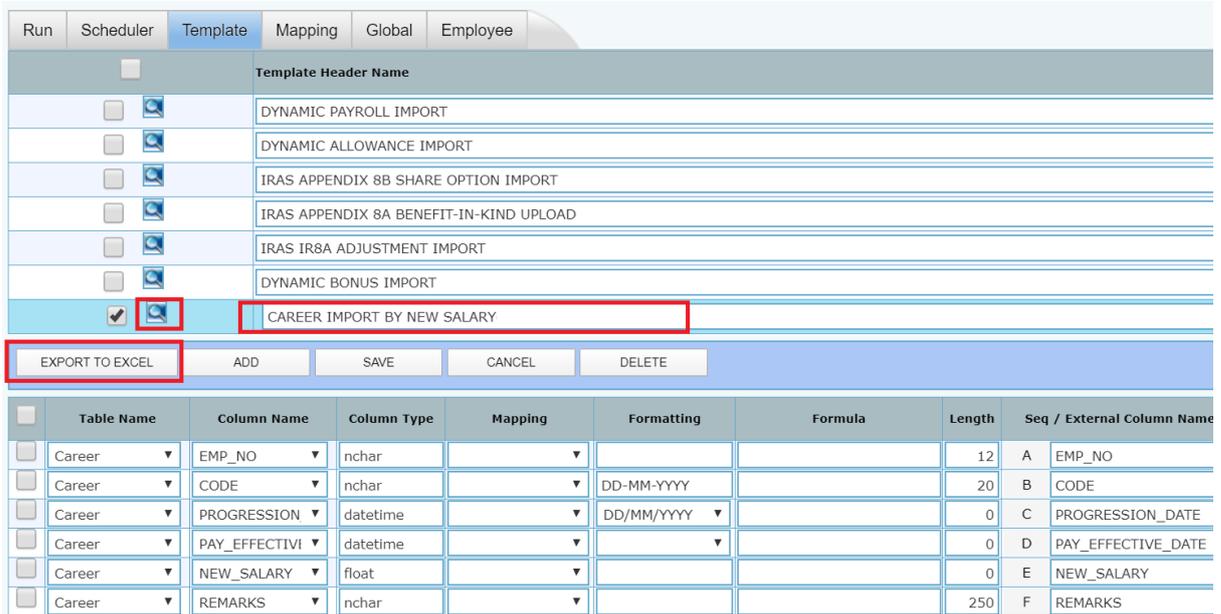
9. Template for career import by new salary created successfully.



PART B

MASS UPLOAD INCREMENT/PAYCUT

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



The screenshot shows the 'Template' tab in the software. The 'CAREER IMPORT BY NEW SALARY' template is selected and highlighted with a red box. Below it, the 'EXPORT TO EXCEL' button is also highlighted with a red box. A table below lists the columns for the template:

Table Name	Column Name	Column Type	Mapping	Formatting	Formula	Length	Seq / External Column Name
Career	EMP_NO	nchar				12	A EMP_NO
Career	CODE	nchar		DD-MM-YYYY		20	B CODE
Career	PROGRESSION	datetime		DD/MM/YYYY		0	C PROGRESSION_DATE
Career	PAY_EFFECTIVE_DATE	datetime				0	D PAY_EFFECTIVE_DATE
Career	NEW_SALARY	float				0	E NEW_SALARY
Career	REMARKS	nchar				250	F REMARKS

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

A	B	C	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.**

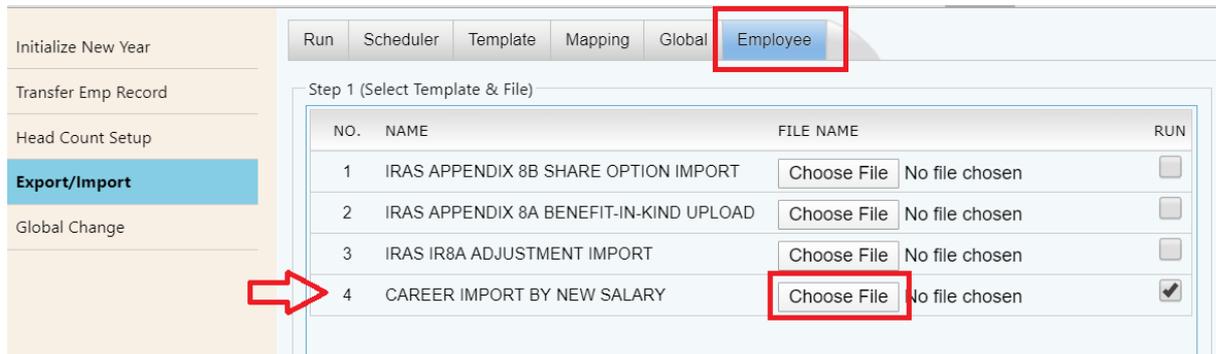
Important note:

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

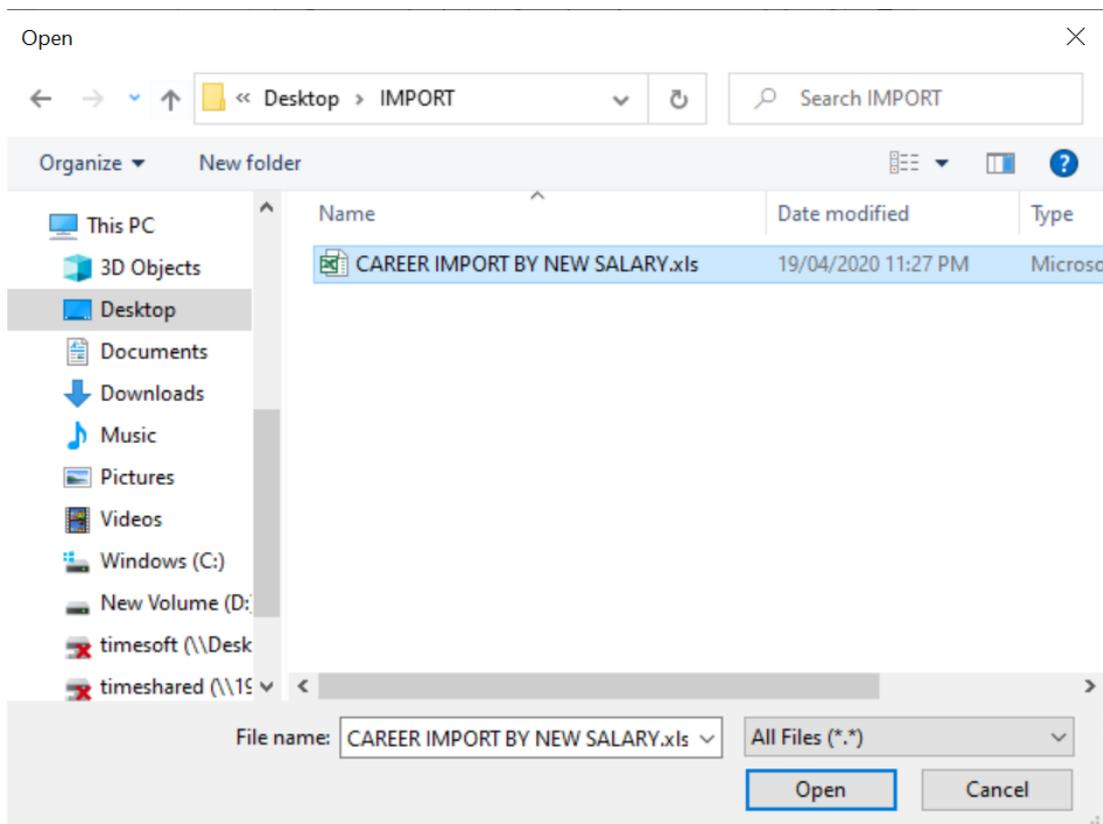
A	B	C	D	E	F
EMP_NO	CODE	PROGRESSION_DATE	PAY_EFFECTIVE_DATE	NEW_SALARY	REMARKS
EMP008	AINCR	01/04/2020	01/04/2020	2000	AI2020
EMP008	AINCR	01/04/2020	01/04/2020	1800	AI2020

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.

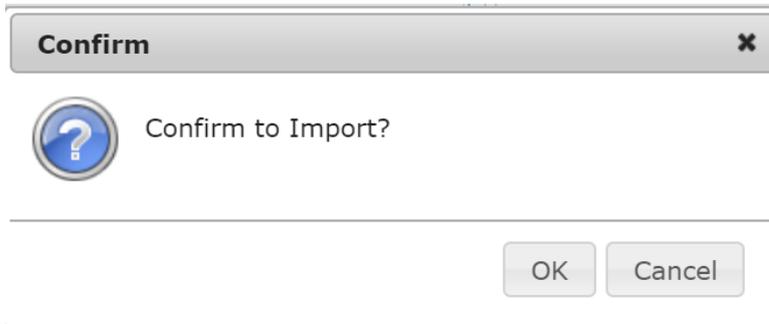
3. Go to Employee Tab, Click on Choose file button and browse for the excel file



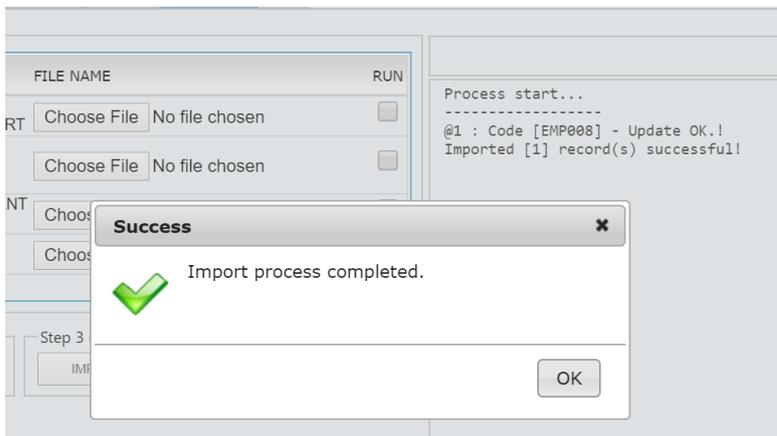
4. Highlight the xls file and click on the 'Open' button.



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



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



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

System will compute increment amount automatically.

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JO
AINCR	01/04/2020	01/04/2020	ADMIN	JUNI	ADMINEXE	COST1	TSPL	1500.00	500.00	2000.00	SEC1	
AINCR	12/11/2019	12/11/2019	ADMIN	JUNI	ADMINEXE	COST1	TSPL	1000.00	500.00	1500.00	SEC1	
FSTART	01/09/2019	01/09/2019	NONE	NONE	NONE	NONE	TSPL	1000.00	0.00	1000.00	NONE	

Gently reminder:

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

?
FAQ

1. How to generate career progression report?

Go under 'Reports' Icon > Employee Info Reports > Career Progression

The screenshot shows the Times Software Payroll interface. On the left is a navigation menu with options like 'Auto Prompting Report', 'Career Progression', 'Recurring Allow/Deduct', 'Employee Main Info', 'Quick Employee Listing', 'Quick Search by Dates', and 'Employee Resignation'. The 'Career Progression' option is highlighted. The main area is divided into several sections: 'Setup' (Company Setup, Payroll Setup, Statutory Setup, Utility), 'EMS' (Employee, Pay Items, E-Document, Change Password), 'Query' (Change Period, Lock Period, Company Select, Query Expert, Query Selection, Report Writer, Adhoc Query), 'Process Payroll' (Process, Bonus Record, Special Record, Festival Advance, Transfer Payroll), 'Modify Record' (Pay Record, Bonus Record, Special Record), and 'Reports' (Code Master Report, Payroll Report, Management Report, Bank Report, Statutory Report, **Employee Info Report**, Audit Trail Report). The 'Employee Info Report' link is highlighted with a red box.

Sample Report:

ALL

Career Progression Details Report

Print date
User ID

Prog. Code : AINCR to UPGR
Sort By : DEPARTMENT - CATEGORY - EMP_NO
Print By : ALL RECORD
Query : ALL

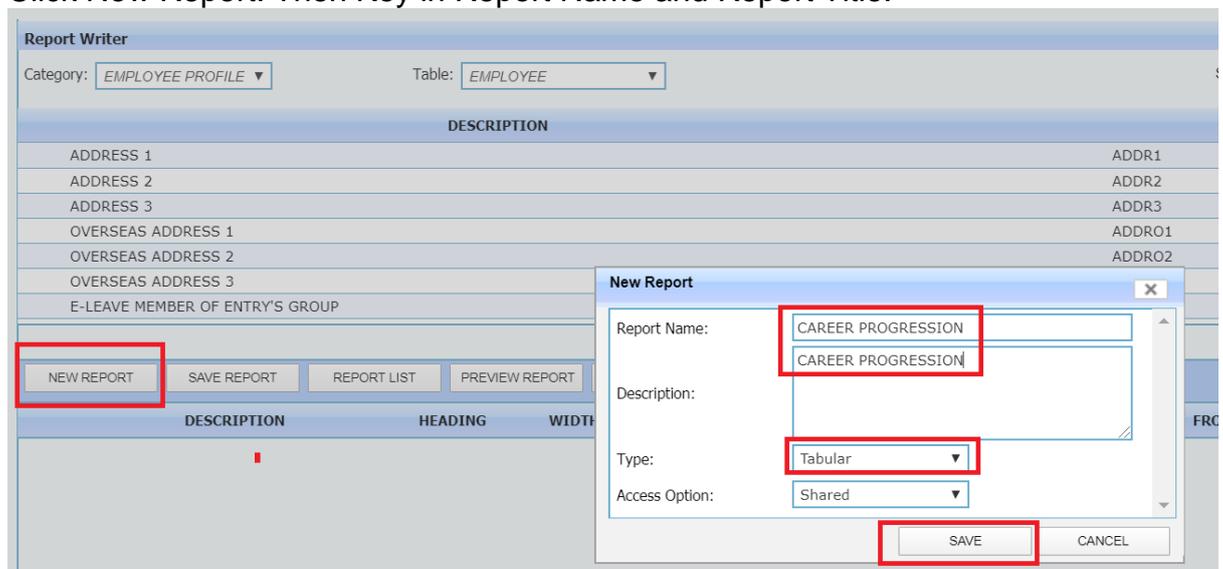
Prog. Date	Pay Eff. Date	Prog. Desc.	Category	Cost Centre	Occupation	Department	Old Pay	Inc. Amt	New Salary I
ADMINISTRATION									
JUNIOR									
Employee Code : EMP008			VANICE WANG (DEMO)			Department : ADMIN ADMINISTRATION			
01/09/2019	01/09/2019	FIRST START UPDATE	NONE	NONE	NONE	NONE	1,000.00	0.00	1,000.00
12/11/2019	12/11/2019	ANNUAL INCREMENT	JUNI	COST CENTER 1	ADMIN EXECUTIVE	ADMINISTRATION	1,000.00	500.00	1,500.00
01/04/2020	01/04/2020	ANNUAL INCREMENT	JUNI	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



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



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.



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

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

Report Writer

Category: Table:

Search:

DESCRIPTION		
PAY EFFECTIVE DATE	PAY EFFECTIVE DATE	
PROGRESSION CODE	CODE	
PROGRESSION DATE	PROGRESSION DATE	
COST CENTRE	COST CENTRE	
DEPARTMENT	DEPARTMENT	
JOBGRADE	JOBGRADE	
CATEGORY	CATEGORY	

Selected report: CAREER PROGRESSION(CAREER PROGRESSION)

	DESCRIPTION	HEADING	WIDTH	FILTER	FROM/TO
<input checked="" type="checkbox"/>	3 PROGRESSION CODE	CODE	20		
<input checked="" type="checkbox"/>	4 PROGRESSION DATE	PROGRESSION DATE	10		
<input checked="" type="checkbox"/>	5 PAY EFFECTIVE DATE	PAY EFFECTIVE DATE	10		
<input checked="" type="checkbox"/>	6 OLD SALARY	OLD SALARY	10		
<input checked="" type="checkbox"/>	7 INCREMENT AMT	INCREMENT AMT	10		
<input checked="" type="checkbox"/>	8 NEW SALARY	NEW SALARY	10		

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

Preview Report

Sort By

1st Sort By

2nd Sort By

3rd Sort By

4th Sort By

Report Type

Grouped by SubTotal
 Show title for each page
 Include current month resign staff
 Include current year resign staff
 Include past year resign staff
 Exclude export header and footer
 Retrieve latest record
 Include Zero Pay Staff
 Exclude Zero Value

EMP NO	EMP NAME	CODE	PROGRESS	PAY EFFECT	OLD SALARY	INCREMENT	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

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

Sample Excel Report:

A	B	C	D	E	F	G	H
ALL							
REPORT : FOR PERIOD APRIL 2020			Print Date : 20/4/2020 12:29:10 AM				
REPORT TITLE : CAREER PROGRESSION(CAREER PROGRESSION)			CYCLE : End Month		User ID : SUPPORT		
EMP NO	EMP NAME	CODE	PROGRESS	PAY EFFECT	OLD SALARY	INCREMENT	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:

EMP NO	EMP NAME	CODE	PROGRESS	PAY EFFECT	OLD SALARY	INCREMENT	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

-END-