

# 1.1 Process Bonus in Year 2022

This section will guide you on how to process bonus in year 2022.

## A) Steps to Process Bonus

1. Go to **Process Payroll** → **Bonus Record** and you will see screen below.
2. User will see the screen below.

**Bonus Parameter** | Group | Individual | Update Bonus Factor

Bonus Code:

Bonus Method:  ▼

Cut Off Bonus (Mth/Period):

Bonus Factor:

Bonus Payment by:  ▼

Bonus Amount:

Include NPVP/Svc Pt Paid:  ▼

Pay Cycle:  ▼

Bonus Calculation By:  ▼

Service Month Cut Off Day:  ▼

Contribute Community Funds?:  ▼

Process Batch Group:  ▼

Bonus Report Order By:  ▼

default Bonus Factor From Update Employee if '0' bonus factor entered

**Union Setting**

Contribute UNION?

Union Code:

Rounding Formula:  ▼

'0' No Cut off day apply. '31' must work for full complete month

**Leave Exclusion**

Exclude NPL >=  Days

Exclude Sick Leave >=  Days

Exclude Annual Leave >=  Days

Exclude Absent Leave >=  Days

Exclude Hospitalization Leave >=  Days

**Exclude Bonus Condition**

Exclude unconfirmed staff ?

Exclude Employee Hired After

Exclude Employee Resigned After

Exclude Zero Bonus Amount

STOP CLEAR RECORD TRIAL RUN PROCESS

3. Select **Bonus Code**.

Bonus Code:



## ADVICE

Users are strongly encouraged to use the code that starts with **BONU**. For example, **BONU**, **BONUS**, **BONUAWS**, this way our software will be able to separate bonus amount from the allowances figures in the Payroll Report.

Please **DO NOT** use **BONUSP** as it's a reserved code for 2022 Bonus which is paid in **2023**.

CODE	DESCRIPTION	CPF	FREQUENCY	UNIT	RATE	AMOUNT
BASIC	BASIC SALARY	O	21.00			2,000.00
BONU	BONUS *	A				2,000.00
VARBONU	VARIABLE BONUS	A				500.00

Basic NonCPF(Allw)	NPL CPF Wage	OT CDAC	Shift SINDA	Rest Day MOSQ	Allowances EUCF	GrossWage Bonus	Deductions NSP	Ee'CPF FWL
<b>CATEGORY NONE(NONE)</b>								
Employee : (CY2) CY TEST2								
2,000.00	0.00	0.00	0.00	0.00	500.00	4,500.00	0.00	-900.00
2,000.00	4,500.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00

Picture above shows a part of payroll report

#### 4. Select Bonus Method.

Bonus Method

Option

Description

<b>By Calendar</b>	Based on Calendar Year (Jan 2022 to Dec 2022).
<b>By Pay Period</b>	Based on pay period settings (i.e. 21 <sup>st</sup> Dec 2021 to 20 <sup>th</sup> Dec 2022).
<b>By Calendar Periodical</b>	Based on company financial period (i.e. July 2021 to June 2022).

BY CALENDAR			BY PAY PERIOD			BY CALENDAR PERIODICAL		
Period 1	01/01/2022	31/01/2022	Period 1	21/12/2021	20/01/2022	Period 1	01/07/2021	31/07/2021
Period 2	01/02/2022	28/02/2022	Period 2	21/01/2022	20/02/2022	Period 2	01/08/2021	31/08/2021
Period 3	01/03/2022	31/03/2022	Period 3	21/02/2022	20/03/2022	Period 3	01/09/2021	30/09/2021
Period 4	01/04/2022	30/04/2022	Period 4	21/03/2022	20/04/2022	Period 4	01/10/2021	31/10/2021
Period 5	01/05/2022	31/05/2022	Period 5	21/04/2022	20/05/2022	Period 5	01/11/2021	30/11/2021
Period 6	01/06/2022	30/06/2022	Period 6	21/05/2022	20/06/2022	Period 6	01/12/2021	31/12/2021
Period 7	01/07/2022	31/07/2022	Period 7	21/06/2022	20/07/2022	Period 7	01/01/2022	31/01/2022
Period 8	01/08/2022	31/08/2022	Period 8	21/07/2022	20/08/2022	Period 8	01/02/2022	28/02/2022
Period 9	01/09/2022	30/09/2022	Period 9	21/08/2022	20/09/2022	Period 9	01/03/2022	31/03/2022
Period 10	01/10/2022	31/10/2022	Period 10	21/09/2022	20/10/2022	Period 10	01/04/2022	30/04/2022
Period 11	01/11/2022	30/11/2022	Period 11	21/10/2022	20/11/2022	Period 11	01/05/2022	31/05/2022
Period 12	01/12/2022	31/12/2022	Period 12	21/11/2022	20/12/2022	Period 12	01/06/2022	30/06/2022

Table above shows monthly cut-off date based on different bonus method.

## 5. Select Cut Off Bonus (Mth / Period)

Cut Off Bonus (Mth/Period)



- This is to determine the cut off period of bonus computation.
  - For example, if your company's bonus follows the **calendar year**, your bonus **cut off will be in December**. This means that the bonus will be calculated up to the month of December.

## 6. Enter Bonus Factor

Bonus Factor

- This is to define the multiplying factor for bonus computation.

- If the “Bonus Factor” is set to 0, value specified in the “EMS -> Pay Items -> E-Payroll-> Bonus Factor” value will be used instead. (As shown in screenshot below)

Mid Mth Pay	<input type="checkbox"/> Semi-Month?	0 % /	0.00
Bonus Factor	1.5		
Daily Rate Formula	Working Days/Mth [01]		

Picture above shows a section of EMS -> Pay Items -> E-Payroll record

### Update Bonus Factor

This section allows user to update the employee’s bonus factor in one single window. This is interlinked with EMS -> Pay Items -> E-Payroll-> Bonus Factor field, changes made will be updated automatically.

Emp No	Employee	Bonus Factor
EMPA	AHMAD RAHIM BIN AHMAD JUMAT	1.000000
EMPB	JENNY LOH SIEW LIAN	1.200000
EMPC	KATRINA A/P SHUMIGARUM	1.200000
EMPD	TONY STARK RICH	0.500000
EMPE	EMILY PARIS	1.250000

Buttons: GENERATE RECORD, CLEAR RECORD

Total count: 5 record(s) Page 1 of 1

### Step to use

- I. Click on **GENERATE RECORD** button.
- II. Key in bonus factor.
- III. Click  button.

### Process Bonus by Individual

This section shows how to execute the Bonus Run by individual.

1. Click on **Individual** tab, and you will see the below.

Bonus Parameter Group **Individual** Update Bonus Factor

Retrieve Bonus Factor from EMS ?  Update Bonus Factor to EMS ?

Variable Bonus Code Setting

Variable Bonus 1  Variable Bonus 2

>>> No Data

GENERATE RECORD CLEAR RECORD Total count: 0 record(s) Page 1 of 0

2. (Optional) If user wish to retrieve the Bonus Factor from **Update Employee**, please v at the option below.

Retrieve Bonus Factor from EMS ?

3. You will see a list below generated, fill up the field according and click process. Field explanation as below.

Bonus Parameter Group **Individual** Update Bonus Factor

Retrieve Bonus Factor from EMS ?  Update Bonus Factor to EMS ?

Variable Bonus Code Setting

Variable Bonus 1  Variable Bonus 2

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
EMPA	AHMAD RAHIM BIN AHMAD JUMAT	0.00	0.000000	0.00	0.00	0.00	🗑
EMPB	JENNY LOH SIEW LIAN	0.00	0.000000	0.00	0.00	0.00	🗑
EMPC	KATRINA A/P SHUMIGARUM	0.00	0.000000	0.00	0.00	0.00	🗑
EMPD	TONY STARK RICH	0.00	0.000000	0.00	0.00	0.00	🗑
EMPE	EMILY PARIS	0.00	0.000000	0.00	0.00	0.00	🗑

Picture above shows individual bonus listing.

Field	Description
<b>Bonus Factor</b>	Set bonus factor based on employee. <b>Do not use together with Fix Amount.</b>
<b>Fix Amount</b>	Set individual fix amount. <b>Do not use together with Bonus Factor.</b>
<b>Variable Bonus 1/2</b>	Can be used together with either bonus factor or fix amount. Use when paying more than 1 bonus, must set variable bonus code on top.

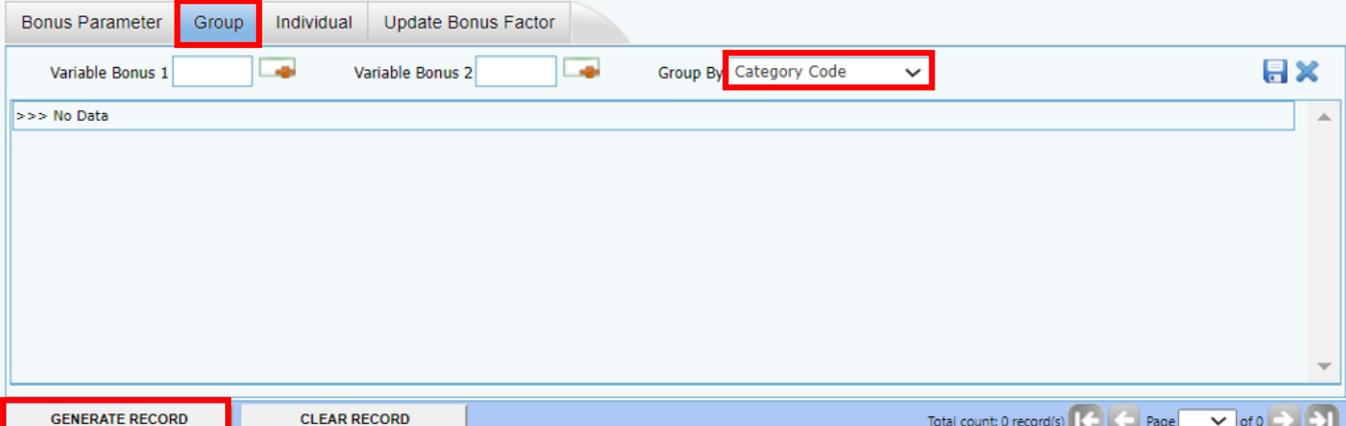
Variable Bonus 1   Variable Bonus 2  

For example, AWS paying together with a fixed new year incentive, user may set variable bonus 1 to new year incentive code and generate bonus.

### Process Bonus by Group

This section shows how to execute the Bonus Run by Groups.

1. Click on **Group** tab, and you will see the below.



Bonus Parameter **Group** Individual Update Bonus Factor

Variable Bonus 1   Variable Bonus 2   Group By **Category Code** 

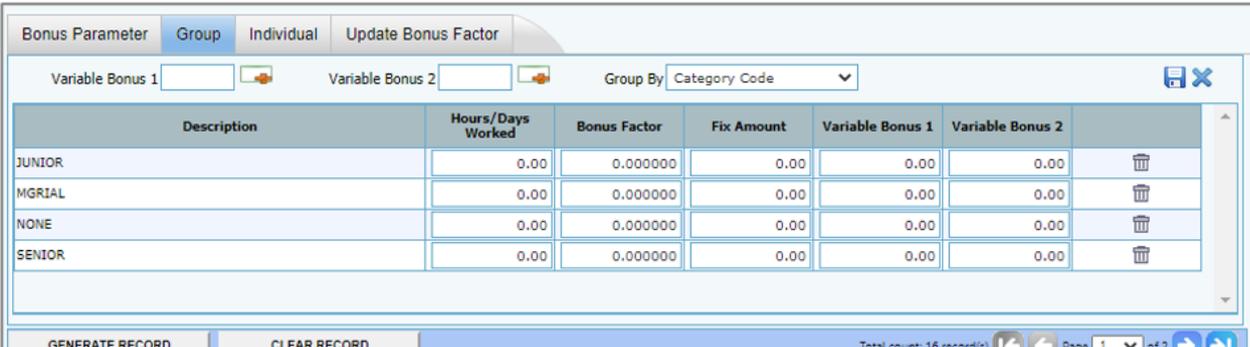
>>> No Data

**GENERATE RECORD** CLEAR RECORD Total count: 0 record(s) Page 1 of 0

2. Select **Group By** code, options as below, and then click **GENERATE RECORD**.

- Category Code
- Appraisal Code
- Job Grade Code
- Classification Code

3. You will see a list below generated, fill up the field accordingly. Field explanation as below.



Bonus Parameter **Group** Individual Update Bonus Factor

Variable Bonus 1   Variable Bonus 2   Group By Category Code 

Description	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
JUNIOR	0.00	0.000000	0.00	0.00	0.00	
MGRIAL	0.00	0.000000	0.00	0.00	0.00	
NONE	0.00	0.000000	0.00	0.00	0.00	
SENIOR	0.00	0.000000	0.00	0.00	0.00	

**GENERATE RECORD** CLEAR RECORD Total count: 16 record(s) Page 1 of 2

Picture above shows bonus group based on category code.

Field	Description
<b>Bonus Factor</b>	Set bonus factor by employee. <b>Do not use together with Fix Amount.</b>
<b>Fix Amount</b>	Set fix amount by employee. <b>Do not use together with Bonus Factor.</b>
<b>Variable Bonus 1/2</b>	<p>Can be used together with either bonus factor or fix amount. Use when paying more than 1 bonus, must set variable bonus code on top.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">           Variable Bonus 1 <input type="text"/>       Variable Bonus 2 <input type="text"/> </div> <p>For example, AWS paying together with a fixed new year incentive, user may set variable bonus 1 to new year incentive code and generate bonus.</p>



## IMPORTANT

- If user is not using the **Group** or **Individual** bonus process tab, please ensure that the list is empty before performing standard bonus run. Otherwise, setup will supersede the setup on the **Bonus parameter** tab, causing it not working.
- If fixed amount field is used, please ensure **Bonus Calculation By** is set to none. Otherwise, system will prorate the fixed amount bonus.



## COMMONLY MADE MISTAKES

- Error message below will prompt if both bonus factor and fixed amount field is used at the same time. Please ensure **use either Bonus Factor or Fixed amount only.**

Emp No	Employee Name	Hours/Days Worked	Bonus Factor	Fix Amount	Variable Bonus 1	Variable Bonus 2	
EMPA	AHMAD RAHIM BIN AHMAD JUMAT	0.00	1	0	0.00	0.00	
EMPB	JENNY LOH SIEW LIAN					0.00	
EMPC	KATRINA A/P SHUMIGARUM					0.00	
EMPD	TONY STARK RICH					0.00	
EMPE	EMILY PARIS					0.00	

**Warning** ✕

Either Bonus Factor or Fixed Amount are not zero.

7. Select **Bonus Payment By**, option explanations as follow.

Bonus Payment by	<input type="text"/>
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Option	Description
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- New Base Salary
- Base Salary
- New Base Salary (Last year)

Most commonly used option.

If run on period 202212

PROG CODE	PROG DATE	PAY EFF DATE	COMPANY	OLD SALARY	INCREMENT	NEW SALARY
INCR	01/04/2021	01/04/2021	TIMES	2000.00	200.00	2200.00
FJOIN	08/08/2019	08/08/2019	TIMES	2000.00	0.00	2000.00



If run on period 202301

PROG CODE	PROG DATE	PAY EFF DATE	COMPANY	OLD SALARY	INCREMENT	NEW SALARY
PROM	01/02/2023	01/02/2023	TIMES	2600.00	200.00	2800.00
INCR	01/01/2023	01/01/2023	TIMES	2500.00	100.00	2600.00
INCR	01/01/2022	01/01/2022	TIMES	2200.00	300.00	2500.00



- Fixed amount

Fixed amount across the board. Must key in bonus amount.

Bonus Amount

- New Base Salary + (NWC)
- Base Salary + (NWC)
- Base Salary + (NWC) Last Year

NWC = **National Wage Council** (Union Employees), predecessor of MVC, not commonly used.

- New Base Salary + (Svs pt)
- Base Salary + (Svs pt)
- Base Salary + (Svs pt) Last Year

Svs pt = **Service Points**. Mostly used by hotels but almost obsolete.

<ul style="list-style-type: none"> <li>▪ <b>New Base Salary + (MVC)</b></li> <li>▪ <b>Base Salary + (MVC)</b></li> </ul>	Only applicable if the company uses <b>MVC as recurring allowance</b> .
<ul style="list-style-type: none"> <li>▪ <b>Average Paid Salary</b></li> </ul>	Applies to <b>Hourly/Daily</b> Rated Staff, applicable only if bonus is given out to hourly/daily rated staff and bonus amount is prorated.

**8. Select Pay Cycle.**

Pay Cycle

Option	Description
<b>Bonus Period</b>	Process into bonus cycle. <b>Highly Recommended</b> as this enable user to separate bonus amount, CPF contribution from salary payment, yet, user is still able to combine if need.
<b>End-Month Period</b>	Process into end-month cycle and will combine with end-month salary.
<b>Mid-Month Period</b>	Process into mid-month cycle and will combine with mid-month salary (applicable only if there is mid-month pay).

**9. Select Bonus Calculation By**

Bonus Calculation By

Option	Description
<b>Service Month</b>	Calculate based on actual service month worked, and user required to fill in service month cut off day field. Service Month Cut Off Day <input type="text" value="15"/>

	<p><b>Example:</b>  Hired date: <b>11/05/2022</b>  Cut Off Bonus: <b>12 - 2022</b>  Bonus factor: <b>1</b>  Bonus method: <b>By Calendar</b>  Basic Salary: <b>\$2,000</b>  Which period to pay bonus: <b>Bonus Period</b>  Service Month Cut Off Day: <b>15</b>  The bonus will be computed as follows: (8/12) month X \$2,000 = <b>\$1,333.33</b></p>
<p><b>Calendar Day</b></p>	<p>Calculate based on actual calendar days worked.  <b>Example:</b>  Hired date: <b>11/05/2022</b>  Bonus factor: <b>1</b>  Bonus method by: <b>By Calendar</b>  Basic Salary: <b>\$2,000</b>  Which period to pay bonus: <b>Bonus Period</b>  Cut Off Bonus: <b>12 – 2022</b>  Exclude NPL= <b>3 days</b> (Use the “Leave Exclusion” function to further prorate bonus if staff is on <b>NPL for more than 3 days</b>)  The bonus will be computed as follows:  <b>Total calendar days</b> = 365 days    The bonus will be computed as follows:  Actual calendar days: (21+30+31+31+30+31+30+31) - 3= 232 days  232/365 calendar days X \$2000.00= <b>\$1271.23</b></p>
<p><b>Working Day</b></p>	<p>Calculate based on actual working days worked.  <b>Example:</b>  Hired date: <b>11/05/2022</b>  Bonus factor: <b>1</b>  Bonus method by: <b>Working Days</b>  Basic Salary: <b>\$2,000</b>  Which period to pay bonus: <b>Bonus Period</b>  Cut Off Bonus: <b>12 - 2022</b>  NPL: <b>3 days</b>    The bonus will be computed as follows:  Total working days for 5 Days/Week in year 2022: 260 days  Actual working days less NPL days (3)  22+22+21+23+22+21+22+22 -3= 172 days</p>

	The bonus will be computed as follows: 172/260 working day X S\$2000.00 = <b>S\$1323.08</b>
<b>None</b>	No proration.

### 10. Contribute Community Funds

Contribute Community Funds?	Yes
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Option to include community funds into the **Bonus Cycle** or exclude it and lump the amount in **End Month** cycle. If you had processed the **End Month**, this option will no longer be available.

### 11. Rounding Method

Rounding Formula

Select to round bonus amount

- None (Default)
- Round up to Dollar
- Round down to Dollar
- > 0.5 = 1 or 0.5 = 0.5 or < 0.5 = 0
- > 0.5 = 1 or <= 0.5 = 0.5 or 0 = 0

### 12. Leave Exclusion

Leave Exclusion	
	Days
<input type="checkbox"/> Exclude NPL	>= <input type="text"/>
<input type="checkbox"/> Exclude Sick Leave	>= <input type="text"/>
<input type="checkbox"/> Exclude Annual Leave	>= <input type="text"/>
<input type="checkbox"/> Exclude Absent Leave	>= <input type="text"/>
<input type="checkbox"/> Exclude Hospitalization Leave	>= <input type="text"/>

If any of the checkbox is ✓, system will prorate the bonus amount according to the leave taken by the employees.

### 13. Bonus Exclusion Condition

Exclude Bonus Condition

Exclude unconfirmed staff ?

Exclude Employee Hired After

Exclude Employee Resigned After

Exclude Zero Bonus Amount

Field	Description
<b>Exclude Unconfirmed Staff</b>	The system will exclude all unconfirmed staff when processing the bonus cycle.
<b>Exclude Employee Hired after and Exclude Employee Resigned After</b>	The system will exclude the staff hired after the keyed in date or resigned after a certain date.

#### 14. Trial Run

This option generates a **sample** bonus report. Payment **will not** be generated into the **Modify Bonus Record**.

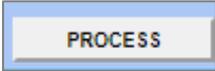
**TRIAL RUN**

EmpNo	Name	Type	Base Wage	Factor	Hired Date	Term Date	Service Mth/Days	Working Hrs/Days	BONU	Variable Bonus1	Variable Bonus2	Employer CPF		
<b>ALL</b>														
<b>BONUS RUN FOR</b>			01/01/2020 To 31/12/2020					<b>PRINT DATE:</b> 07/11/2020 12:46 PM						
<b>PAY BONUS BASED ON</b>			New Base Salary					<b>USER ID:</b> SUPPORT						
<b>BONUS PAYMENT METHOD</b>			By Calendar											
<b>BONUS CODE</b>			BONU											
<b>BONUS FACTOR</b>			1											
<b>CUT-OFF DAY</b>			15											
<b>QUERY</b>			AD-HOC											
<hr/>														
<b>BREAKING BAD</b>														
<b>(JMRT) Jurong East MRT</b>														
EMPC	KATRINA A/P SHUMIGARUM	SN	2,000.00	1	15/06/2018		12	0.00	2,000.00	0.00	0.00	680.00		
									<b>Department Total:</b>		<b>680.00</b>			
<b>(NONE) NONE</b>														
EMPE	EMILY PARIS	SN	3,000.00	1	18/01/2019		12	0.00	3,000.00	0.00	0.00	1,020.00		
									<b>Department Total:</b>		<b>1,020.00</b>			
									<b>Company Total:</b>		<b>1,700.00</b>			
<b>GAME OF THRONES</b>														
<b>(NONE) NONE</b>														
EMPD	TONY STARK RICH	SN	4,310.00	1	01/06/2012		12	0.00	4,310.00	0.00	0.00	1,465.00		
									<b>Department Total:</b>		<b>1,465.00</b>			
									<b>Company Total:</b>		<b>1,465.00</b>			
<b>TIMES SOFTWARE PTE LTD</b>														
<b>(SALES) SALES DEPARTMENT</b>														
EMPB	JENNY LOH SIEW LIAN	SN	4,244.00	1	01/07/2020		6	0.00	2,122.00	0.00	0.00	574.00		
									<b>Department Total:</b>		<b>574.00</b>			
									<b>Company Total:</b>		<b>574.00</b>			
									<b>Total Bonus</b>		<b>3,739.00</b>			
<b>Total Employees Processed:</b>			<b>4</b>					<b>Total Cost</b>					<b>15,171.00</b>	

Picture above shows a sample trial run bonus report.

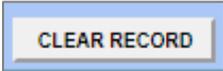
**15. Process**

This button will process bonus into the pay cycle selected.



**16. (Optional) Clear Record**

This button will clear processed bonus records in the **Modify Bonus Record**.

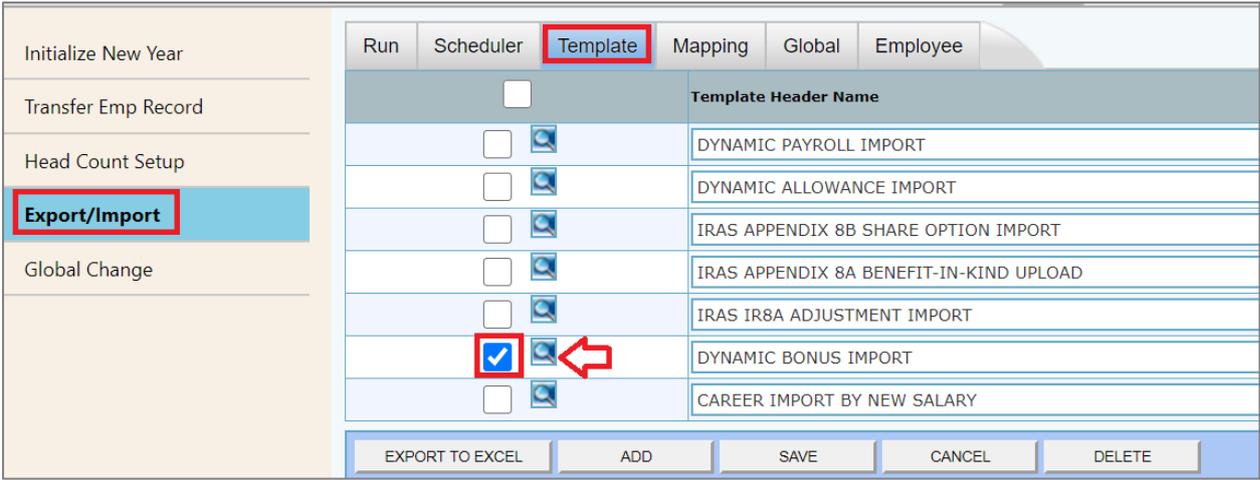


# 1.2 Import Bonus from Excel Sheet

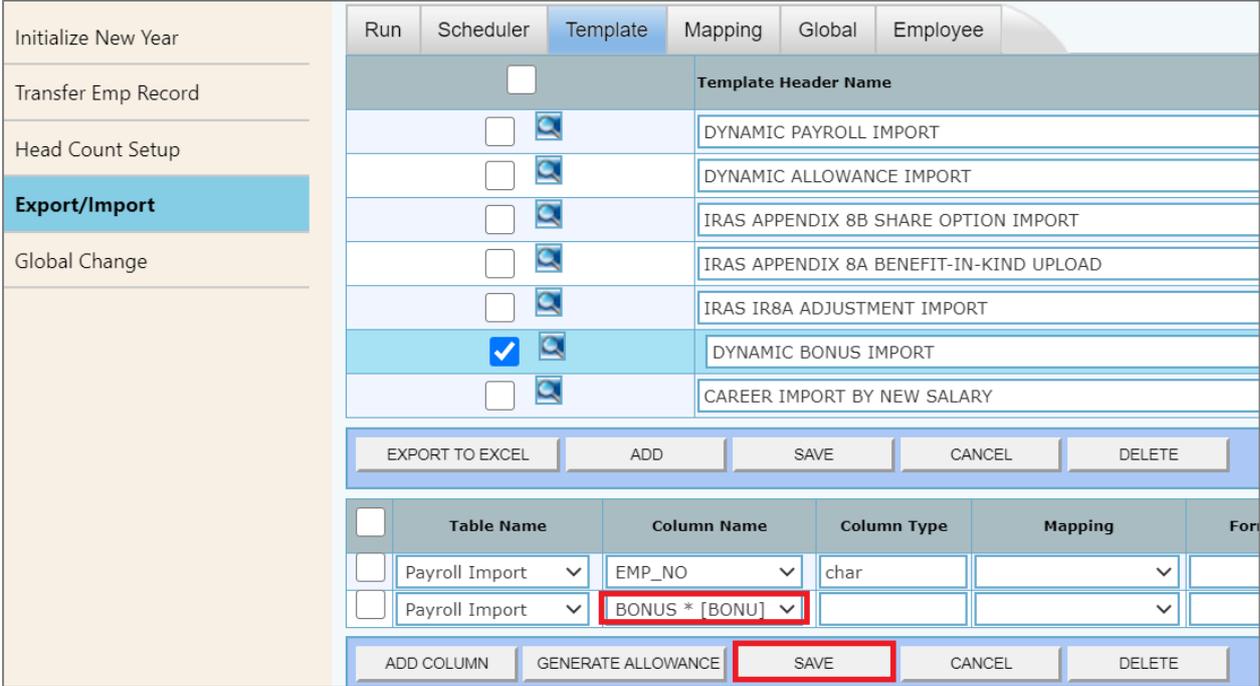
This section will guide user on import bonus by using excel sheet.

## A) Steps to Import Bonus

1. Go to **Utility** → **Export/Import** → **Template** and look for **DYNAMIC BONUS IMPORT**.



2. Click to expand it as below. Please make sure you see the column is set as below. Please ensure the circled code is changed to the bonus code you want to use. Click save once done.



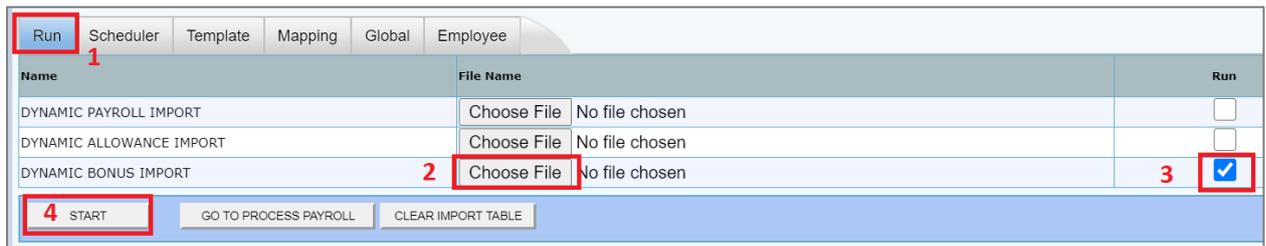
3. Click **EXPORT TO EXCEL** to download template, and fill up the template as below, and **DO NOT CHANGE** the sheet name as circled.

**Column A** – Employee ID  
**Column B** – Bonus amount to pay

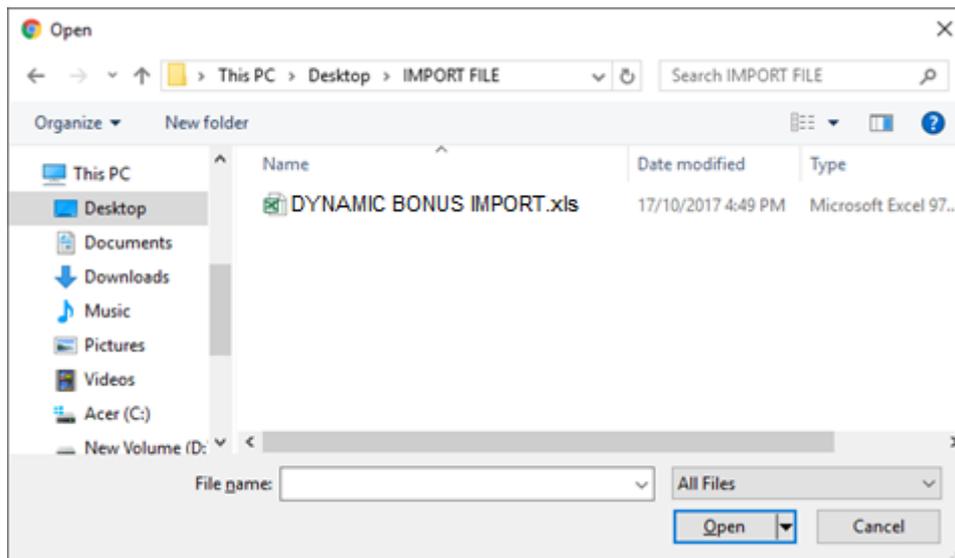
	A	B	C
1	EMP_NO	BONU	
2	TWD001	3000	
3	TWD002	4000	
4	TWD003	5000	
5			

**Sheet1**

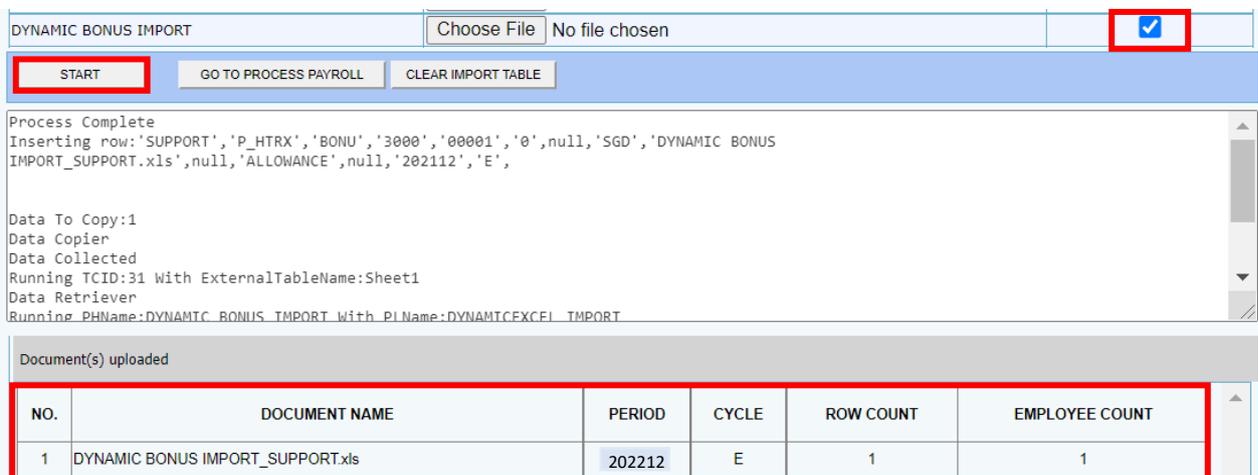
4. Go back to **Export/Import** page, and click **RUN** tab as below.



5. Click **Choose File** and select the excel template file.



6. Tick **Run** and click **START**, and you will see the below.



7. Click **GO TO PROCESS PAYROLL** and you will see the below.

DYNAMIC BONUS IMPORT Choose File No file chosen

**START** **GO TO PROCESS PAYROLL** CLEAR IMPORT TABLE

Process Complete  
 Inserting row: 'SUPPORT', 'P\_HTRX', 'BONU', '3000', '00001', '0', null, 'SGD', 'DYNAMIC BONUS  
 IMPORT\_SUPPORT.xls', null, 'ALLOWANCE', null, '202112', 'E',

Data To Copy:1  
 Data Copier  
 Data Collected  
 Running TCID:31 With ExternalTableName:Sheet1  
 Data Retriever  
 Running PHName:DYNAMIC BONUS IMPORT With PIName:DYNAMICEXCEL IMPORT

Document(s) uploaded

NO.	DOCUMENT NAME	PERIOD	CYCLE	ROW COUNT	EMPLOYEE COUNT
1	DYNAMIC BONUS IMPORT_SUPPORT.xls	202212	E	1	1

8. (Optional) you can click **CHECK SUM** to check the data queued for import.

**PROCESS** STOP **CHECK SUM**

Batch Group: DEFAULT  
 Period: 202212 Cycle

PROCESS STATUS Query: ALL

**Check Sum**

Total Employee(s) count: **1** EXPORT DETAILS

PAY CODE	TOTAL AMOUNT	TOTAL FREQUENCY
BONU	<b>3000</b>	

EXPORT TO PDF

9. Select the pay cycle you wish to process and click **PROCESS**. You will receive below if success.

**PROCESS** STOP CHECK SUM

Batch Group: DEFAULT Contribute Community Fund? YES Total Transfer Employee(s) : 0

**Period: 202212** Cycle: **B**

PROCESS STATUS Query: ALL EXPORT TO PDF