TIMES EPAYROLL GUIDE

(How to Transfer Employee to New Company)

TIMES SOFTWARE PTE LTD

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Last Revised By	<u>Date</u>

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How to Transfer Employee to New Company

For example, you have an employee who is going to transfer from one company A to another company B. Instead of creating a new Employee Record in Company B, you can directly change the company code from Career Progression. Please refer to the steps below for the instruction.

1.1 Go to **EMS > Employee > Career** tab to choose the affected employee as shown in *Figure 1.1*.



Detail Career Ban	Employment Address Leave / Benefit Calendar Misc	Free Fields Ex	it Records								
	NEW SAVE DELETE CANCEL										
Employee ID 0049 🧖 Name MANDY WONG											
Progression Data											
Hired Date *	29/05/2020 📰 🗸 Change hired date?		Salary	3,000.00							
Pay Effective Date *	01/06/2020		Increment	0.00							
Increment Review Date			3,000.00								
Trans/Pro Review Date			Salary Type	MONTHLY 🗸							
Progression Code *	FIRST START UPDATE [FSTART]	✓	Salary Range	NONE [NONE]							
Department *	ADMINISTRATIVE [ADMIN]	✓ I	Section *	NONE [NONE]							
Category *	NONE [NONE]	✓ I	Job Grade *	FULLTIMER [FTR]							
Occupation *	ADMIN EXECUTIVE [ADMIN-EXEC]	¥ 🛶	Appraisal Grade *	NONE [NONE]							
Cost Center *	NONE [NONE]	✓ 4	Classification * NON MANAGEMENT [NMG								
Company *	TIMES SOFTWARE PTE LTD [TSPL]	~	Division * NONE [NONE]								

Figure 1.1 Career Tab

1.2 Click **New** to create new progression data the click **Save** to update the data as shown in *Figure 1.2*. The important data required is as below;

- Progression Date, Pay Effective Date, Progression Code, New Company Code

Detail Career Ban	k Employment Address Leave / Benefit Calendar Misc Free Fields Ex	kit Records									
$(\in \bigcirc \ni)$	NEW SAVE DELETE CANCEL										
Employee ID 0049 🧑 Name MANDY WONG											
Progression Data											
Progression Date *	01/07/2020 Change hired date?	Old Salary	3,000.00								
Pay Effective Date *	01/07/2020	Increment	0								
Increment Review Date		New Salary	3,000.00								
Trans/Pro Review Date		Salary Type	MONTHLY V								
Progression Code *	TRANSFER [TRANS]	Salary Range	NONE [NONE]								
Department *	ADMINISTRATIVE [ADMIN]	Section *	NONE [NONE]								
Category *	NONE [NONE]	Job Grade *	FULLTIMER [FTR]								
Occupation *	ADMIN EXECUTIVE [ADMIN-EXEC]	Appraisal Grade *	NONE [NONE]								
Cost Center *	NONE [NONE]	Classification *	NON MANAGEMENT [NMGT]								
Company *	TEST [TSPL2]	Division *	NONE [NONE]								
REASONS											
REMARK	TRANSFER FROM ISPL TO ISPL2 EFF 1ST JULY 2020	•									

Success										
V	Update Successfully.	:								
		ОК								

Figure 1.2 New Company Code Saved

1.2 Once Saved, you will find the updated company code reflected in the table as shown in *Figure 1.3*.

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CODE	REMARK
TRANS	01/07/2020	01/07/2020	ADMIN	NONE	ADMIN-EXEC	NONE	TSPL2	3000.00	0.00	3000.00	NONE	FTR	NONE	NONE	TRANSFER FROM TSPL TO TSPL2 EFF 1ST JULY 2020
FSTART	29/05/2020	01/06/2020	ADMIN	NONE	ADMIN-EXEC	NONE	TSPL	3000.00	0.00	3000.00	NONE	FTR	NONE	NONE	



** Please ensure you reprocess the employee's payroll after the steps above in order to reflect employee's payroll in the latest company.



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