

## **TIMES EPAYROLL GUIDE**

# **(How to Transfer Employee to New Company)**

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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*.

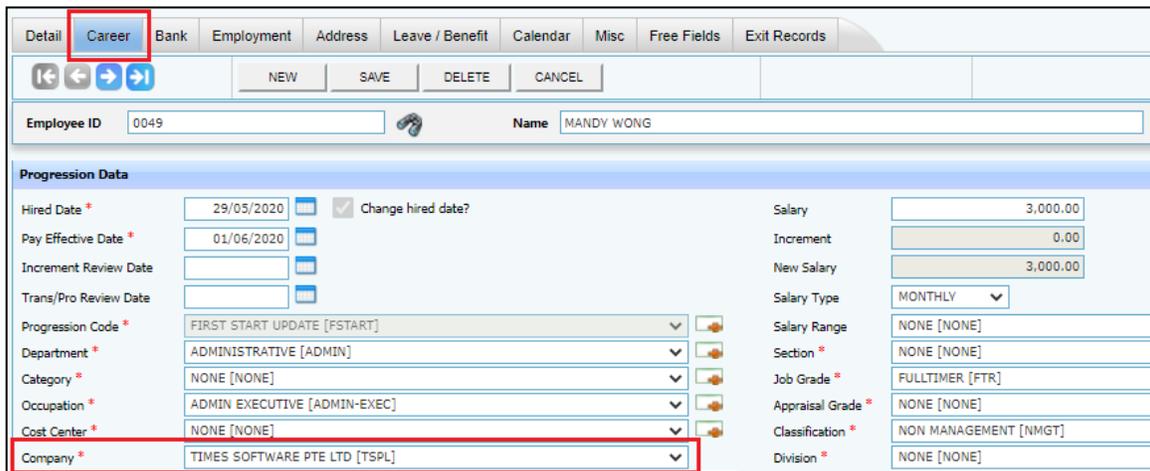


Figure 1.1 Career Tab

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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

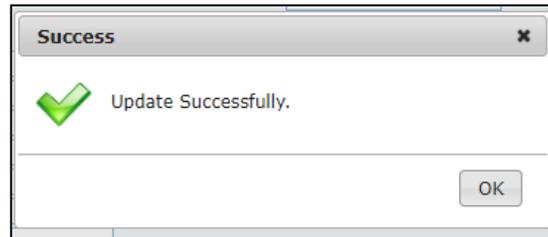


Figure 1.2 New Company Code Saved

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	

Figure 1.3 New Company Record

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

**- End -**