

TIMES EPAYROLL GUIDE

How to Do Advance Salary Payment

TIMES SOFTWARE PTE LTD

Company Registration Number: 199804415D

10 Jalan Besar #16-03 Sim Lim Tower
Singapore 208787

Tel: (65) **6295-1998** Fax: (65) **6295-0998**

<http://www.timesoftsg.com.sg>

Author: Dorothy Tan

Created: 25th May 2020

<u>Last Revised By</u>	<u>Date</u>

How to Do Advance Salary Payment

Step 1. Payment

1.1 This guide teaches you how to run an advance salary payment for situations such as Chinese New Year advance, Hari Raya Puasa advance, Deepavali advance or Christmas advance etc.

1.2 Go to **Payroll Setup > Allowance/Deduction** to create an Allowance/deduction code by clicking 'Add New' as shown in *Figure 1.2*.

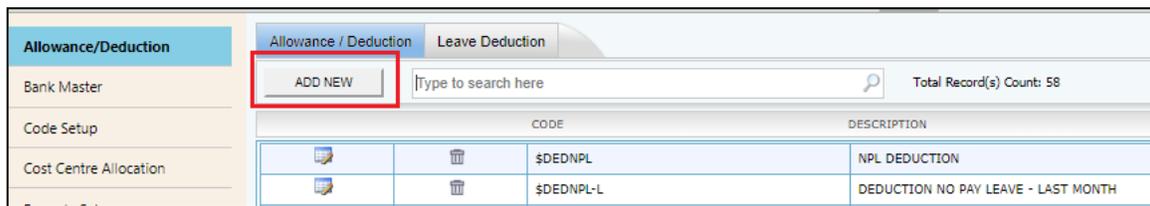


Figure 1.2

1.3 The setup for the advance payment code is shown below in *Figure 1.3*. **The CPF Column should be set to 'None' TAX line should be set to '0'**. You may follow the naming of the Code and Description shown in the screenshot below or create your own but make sure the CPF and TAX line settings are the same.

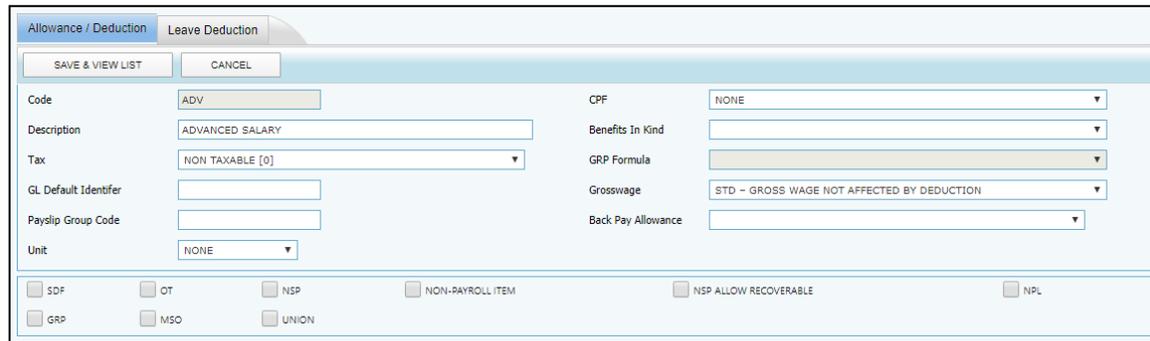


Figure 1.3

How to Do Advance Salary Payment

- 1.4 After which, please proceed to **Process Payroll > Special Record** to process the advance salary as shown in *Figure 1.4*.



Figure 1.4

- 1.5 If you wish to pay based on Salary Percentage;
Select the code for advance payment (eg. ADV).
'Payment Method' select '**By Current Base Salary Percentage**'.
'Percentage' key in '**50**' if you wish to pay 50% advance salary.
'Pay Period' select '**Separately**' and then click the 'Process' button as shown in *Figure 1.5*.

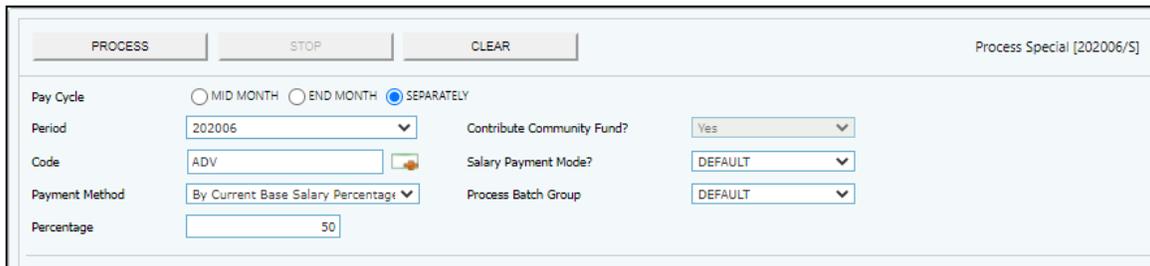
A screenshot of a web form titled "Process Special [202006/5]". At the top are buttons for "PROCESS", "STOP", and "CLEAR". The form contains several fields: "Pay Cycle" with radio buttons for "MID MONTH", "END MONTH", and "SEPARATELY" (selected); "Period" with a dropdown menu showing "202006"; "Code" with a dropdown menu showing "ADV"; "Payment Method" with a dropdown menu showing "By Current Base Salary Percentage"; "Percentage" with a text input field containing "50"; "Contribute Community Fund?" with a dropdown menu showing "Yes"; "Salary Payment Mode?" with a dropdown menu showing "DEFAULT"; and "Process Batch Group" with a dropdown menu showing "DEFAULT".

Figure 1.5

- 1.6 If you wish to pay by Fixed Amount;
Select the code for advance payment (eg.ADV).
'Payment method '**By Fixed Amount**'.
'Fix Amount' key in '**500**' if you wish to pay S\$500 advance salary.
'Pay Period' select '**Separately**' and then click the 'Process' button as shown in *Figure 1.6*.

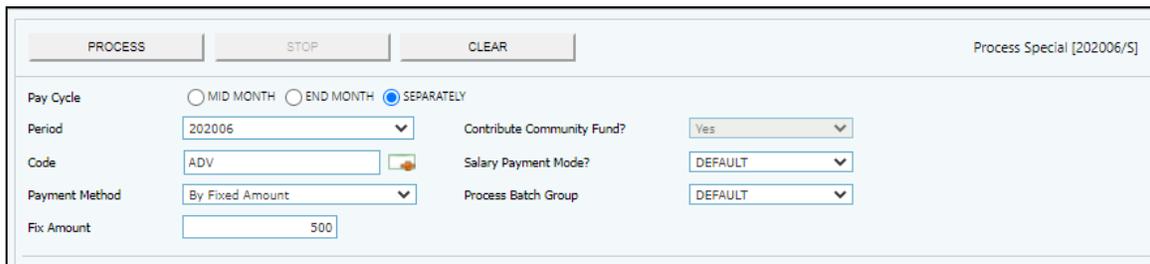
A screenshot of a web form titled "Process Special [202006/5]". At the top are buttons for "PROCESS", "STOP", and "CLEAR". The form contains several fields: "Pay Cycle" with radio buttons for "MID MONTH", "END MONTH", and "SEPARATELY" (selected); "Period" with a dropdown menu showing "202006"; "Code" with a dropdown menu showing "ADV"; "Payment Method" with a dropdown menu showing "By Fixed Amount"; "Fix Amount" with a text input field containing "500"; "Contribute Community Fund?" with a dropdown menu showing "Yes"; "Salary Payment Mode?" with a dropdown menu showing "DEFAULT"; and "Process Batch Group" with a dropdown menu showing "DEFAULT".

Figure 1.6

How to Do Advance Salary Payment

1.7 After processing, go to **Modify Record > Modify Special Record** for verification on the advance salary pay out as shown in *Figure 1.7*.

The screenshot shows the 'Modify Record > Modify Special Record' interface. The top section contains fields for Employee's Information (Emp No / Name: 1020 [NG CHIAN HOW], Department: CAD, Hired Date: 14/02/2019, Termination Date: 29/03/2020, Last Payment Date: 01/06/2020), Salary Information (Basic Salary: 5,200.00, Daily Rate: 288.89, Hourly Rate: 37.50, Pay Group / Type: 4.0DAYS 2-SN), and Payroll Information (Period: 202006, Cycle / Cycle Run: S, Trial Mode: TRD, Change Basic:). Below these are fields for NPL / Absent, Overtime, Rest Day, and Shift. A table at the bottom lists salary payments with columns for CODE, DESCRIPTION, CPF, FREQUENCY, UNIT, RATE, and AMOUNT. The first row is highlighted in red and contains: CODE: ADV, DESCRIPTION: ADVANCED SALARY, CPF: N, FREQUENCY: (blank), UNIT: (blank), RATE: (blank), AMOUNT: 500.00.

Figure 1.7

1.8 To payout the advance payment, remember to select the cycle 'Special Period' when generating bank submission file as shown in *Figure 1.8*.

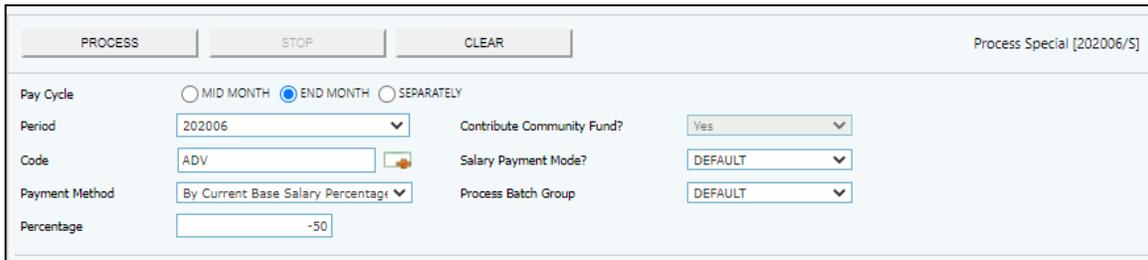
The screenshot shows the 'BANK EXPORT INTERFACE'. It includes a 'Bank Export' sidebar with options for 'Bank Cash Cheque' and 'Bank Listing'. The main area has a 'Period: 202006' and a 'Select Company:' dropdown set to 'ALL [ALL]'. A list of banks is displayed, including BANK OF AMERICA - EPD BULK PAYMENT, ANZ BANK (G3 FORMAT), BNP BANK (G3), CIMB BANK, CIBC BANK (G3), CITIBANK, CITIBANK (G3), CITIBANK (NEW FORMAT), CITIBANK (OLD FORMAT), DBS BANK, DBS BANK (FED1), DBS BANK (G3), DBS Payment (Remittance) TT payment, DBS IDEAL 3.0 (G3), and DEUTSCHE BANK SINGAPORE. To the right, a 'Select Pay Cycle' section has radio buttons for Mid Month, End Month, Mid and End Month, Special Period (selected), Bonus Period, Week 1, Week 2, Week 3, Week 4, and Week 5. There are also checkboxes for 'Included Bonus' and 'Included Special'. At the bottom, there are fields for 'File Name: AME1', 'Payment Date: 03/06/2020', and 'Sort By: Default', along with 'PROCESS', 'BANK CONTROL REPORT', and 'TEMPLATE' buttons.

Figure 1.8

How to Do Advance Salary Payment

Part 2- Deduction of Advance Payment

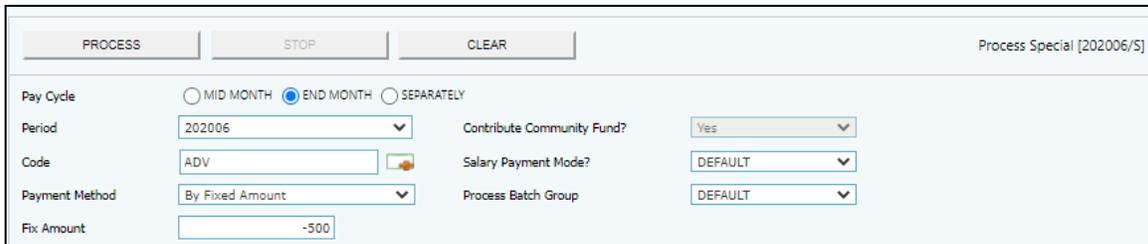
- 2.1 During end of the month, please process End Month Payroll as per normal follow by Special Record processing again to deduct the advance payment.
- 2.2 If the Advance Payment earlier is based on Salary Percentage;
Select the code for advance payment (eg.ADV)
'Payment Method' select '**By Current Base Salary Percentage**'.
'Percentage' key in '**-50**' if you wish to deduct back 50% advance salary from staff.
'Pay Period' select '**End Month**' and then click the 'Process' button as shown in *Figure 2.2*.



The screenshot shows a web-based form titled 'Process Special [202006/S]'. At the top, there are three buttons: 'PROCESS', 'STOP', and 'CLEAR'. Below these are three radio buttons for 'Pay Cycle': 'MID MONTH', 'END MONTH' (which is selected), and 'SEPARATELY'. The 'Period' is set to '202006'. The 'Code' is 'ADV'. The 'Payment Method' is 'By Current Base Salary Percentage'. The 'Percentage' field contains '-50'. Other fields include 'Contribute Community Fund?' (Yes), 'Salary Payment Mode?' (DEFAULT), and 'Process Batch Group' (DEFAULT).

Figure 2.2

- 2.3 If the Advance Payment earlier is based on Fixed Amount;
Select the code for advance payment (eg.ADV)
'Payment Method' select '**By Fixed Amount**'.
'Fix Amount' key in '**-500**' if you wish to deduct S\$500 advance salary from staff. '
'Pay Period' select '**End Month**' and then click the 'Process' button as shown in *Figure 2.3*.



The screenshot shows a web-based form titled 'Process Special [202006/S]'. At the top, there are three buttons: 'PROCESS', 'STOP', and 'CLEAR'. Below these are three radio buttons for 'Pay Cycle': 'MID MONTH', 'END MONTH' (which is selected), and 'SEPARATELY'. The 'Period' is set to '202006'. The 'Code' is 'ADV'. The 'Payment Method' is 'By Fixed Amount'. The 'Fix Amount' field contains '-500'. Other fields include 'Contribute Community Fund?' (Yes), 'Salary Payment Mode?' (DEFAULT), and 'Process Batch Group' (DEFAULT).

Figure 2.3

How to Do Advance Salary Payment

2.4 After processing, go to **Modify Record > Modify Special Record** for verification on the advance salary deduction as shown in *Figure 2.4*.

Employee's Information: Emp No / Name: 1020 [NG CHIAN HOW], Department: CAD, Hired Date: 14/03/2019, Age & CPF/Levy: 43.33 CLASS1, Paid: MONTHLY.

Salary Information: Basic Salary: 5,200.00, Daily Rate: 288.89, Hourly Rate: 37.50, Pay Group / Type: 4.0DAYS 2-SN.

Payroll Information: Period: 202006, Cycle / Cycle Run: E S, Trial Mode: TTD, Change Basic:

CODE	DESCRIPTION	CPF	FREQUENCY	UNIT	RATE	AMOUNT
BA5IC	BASIC SALARY	O		18.00		5,200.00
SINDA	SINDA FUND	N				-12.00
ADV	ADVANCED SALARY	N				-500.00
TRAN	TRANSPORT ALLOWANCE	O				100.00

Figure 2.4

2.5 When you preview payslip by selecting 'Full Month', Advance Payment will reflect under both Earnings and Deduction column as shown in *Figure 2.5*.

COMPANY SELECT: TIMES PTE LTD

From Employee: 1020 [NG CHIAN HOW]

To Employee: 1020 [NG CHIAN HOW]

Pay Date: 29/06/2020

Payslip View Date: 29/06/2020

Pay Cycle: Full Month

Special/Bonus: Include Bonus Include Special

Payslip Message: Employee Global Setup

Sort by: 1st sort by: DEPARTMENT, 2nd sort by: CATEGORY, 3rd sort by: EMPLOYEE NO

PAYSIP ADVICE

TIMES SOFTWARE PTE LTD
 NAME : NG CHIAN HOW
 EMPLOYEE NO : 1020

PAYSIP FOR : 01-06-2020 to 30-06-2020
 DEPARTMENT : CAD DESIGNER

PAY DATE : 29-06-2020

DESCRIPTION	HOURS	DAYS	RATE	EARNINGS	DESCRIPTION	HOURS	DAYS	RATE	DEDUCTIONS
TEST		18.00	(5,200.00)	5,200.00	ADVANCED SALARY				-500.00
ADVANCED SALARY				500.00	SINDA FUND				-12.00
TRANSPORT ALLOWANCE				100.00	EMPLOYEE CPF				-1,200.00
MEAL ALLOWANCE				1,040.00					

Figure 2.5

How to Do Advance Salary Payment

Important note: Please do not set your advance payment as ordinary wage or additional wage. You may encounter issue where by CPF contribution may cause a shortfall issue.

- End -