

TIMES EPAYROLL GUIDE

How to do Bonus Import

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How to do Bonus Import

1. Go to **Company Setup >>Utility>>Export/Import**, click on **Template**>>tick on **Dynamic Bonus Import**>> click on 

Initialize New Year Transfer Emp Record Head Count Setup Export/Import Global Change	Run	Scheduler	Template	Mapping	Global	Employee
	<input type="checkbox"/>	Template Header Name				
	<input type="checkbox"/>		DYNAMIC PAYROLL IMPORT			
	<input type="checkbox"/>		DYNAMIC ALLOWANCE IMPORT			
	<input type="checkbox"/>		IRAS APPENDIX 8B SHARE OPTION IMPORT			
	<input type="checkbox"/>		IRAS APPENDIX 8A BENEFIT-IN-KIND UPLOAD			
	<input type="checkbox"/>		IRAS IR8A ADJUSTMENT IMPORT			
	<input checked="" type="checkbox"/>		DYNAMIC BONUS IMPORT			
<input type="checkbox"/>		CAREER IMPORT BY NEW SALARY				
EXPORT TO EXCEL		ADD	SAVE	CANCEL	DELETE	

2. Select the bonus code that you would like to import>>click save

Initialize New Year Transfer Emp Record Head Count Setup Export/Import Global Change	Run	Scheduler	Template	Mapping	Global	Employee
	<input type="checkbox"/>	Template Header Name				
	<input type="checkbox"/>		DYNAMIC PAYROLL IMPORT			
	<input type="checkbox"/>		DYNAMIC ALLOWANCE IMPORT			
	<input type="checkbox"/>		IRAS APPENDIX 8B SHARE OPTION IMPORT			
	<input type="checkbox"/>		IRAS APPENDIX 8A BENEFIT-IN-KIND UPLOAD			
	<input type="checkbox"/>		IRAS IR8A ADJUSTMENT IMPORT			
	<input checked="" type="checkbox"/>		DYNAMIC BONUS IMPORT			
<input type="checkbox"/>		CAREER IMPORT BY NEW SALARY				
EXPORT TO EXCEL		ADD	SAVE	CANCEL	DELETE	
<input type="checkbox"/>	Table Name	Column Name	Column Type	Mapping	Form	
<input type="checkbox"/>	Payroll Import	EMP_NO	char			
<input type="checkbox"/>	Payroll Import	BONUS * [BONU]				
ADD COLUMN		GENERATE ALLOWANCE	SAVE	CANCEL	DELETE	

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3. Click **EXPORT TO EXCEL** to download template

The screenshot shows the 'Template' tab in the software interface. The 'EXPORT TO EXCEL' button is highlighted with a red box. Below the main interface, a file explorer shows a file named 'DYNAMIC BONUS I...xls' with a red arrow pointing to its download icon.

4. 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
1	EMP_NO	BONU
2	EMP008	88
3		
4		
5		
6		

Sheet1

6. Go to 'Run', tick on the template name that you want to import>>Choose your file to import>>Click start button

The screenshot shows the 'Run' tab in the software interface. The 'Run' tab is highlighted with a red box and labeled '1'. The 'DYNAMIC BONUS IMPORT' row has a 'Choose File' button highlighted with a red box and labeled '2'. The 'Run' checkbox for 'DYNAMIC BONUS IMPORT' is checked and highlighted with a red box and labeled '3'. The 'START' button is highlighted with a red box and labeled '4'.

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7. You may check on employee count and period.

DYNAMIC BONUS IMPORT

Choose File No file chosen

START GO TO PROCESS PAYROLL CLEAR IMPORT TABLE

```
Data To Copy:1
Data Copier
Data Collected
Running TCID:7 With ExternalTableName:Sheet1
Data Retriever
Running PHName:DYNAMIC BONUS IMPORT With PLName:DYNAMICEXCEL IMPORT

Line 447: dsTable2 rowCount= 1
Task Runner
Start
```

Document(s) uploaded

NO.	DOCUMENT NAME	PERIOD	CYCLE	ROW COUNT	EMPLOYEE COUNT
1	DYNAMIC BONUS IMPORT_ok_SUPPORT.xls	202009	E	1	1

8. If you confirm, the record count is correct, you may proceed to click 'Go to Payroll'.

Initialize New Year

Transfer Emp Record

Export/Import

Global Change

Run Scheduler Template Mapping Global Employee

Name	File Name	Run
DYNAMIC PAYROLL IMPORT	Choose File No file chosen	<input type="checkbox"/>
DYNAMIC ALLOWANCE IMPORT	Choose File No file chosen	<input checked="" type="checkbox"/>

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

```
Process Complete
Inserting row:'SUPPORT','P_HTRX','MEAL','50','TSPLO01','0',null,'SGD','DYNAMIC ALLOWANCE IMPORT_SUPPORT.xls',null,'ALLOWANCE',null,'201910','E',
Inserting row:'SUPPORT','P_HTRX','MEAL','30','TSPLO02','0',null,'SGD','DYNAMIC ALLOWANCE IMPORT_SUPPORT.xls',null,'ALLOWANCE',null,'201910','E',
Inserting row:'SUPPORT','P_HTRX','MEAL','40','TSPLO03','0',null,'SGD','DYNAMIC ALLOWANCE IMPORT_SUPPORT.xls',null,'ALLOWANCE',null,'201910','E',

Data To Copy:1
Data Copier
Data Collected
Running TCID:2 With ExternalTableName:Sheet1
```

Document(s) uploaded

NO.	DOCUMENT NAME	PERIOD	CYCLE	ROW COUNT	EMPLOYEE COUNT
-----	---------------	--------	-------	-----------	----------------

9. (Optional) Click on Check Sum to check the total amount and you may 'Export details' to confirm again.

PROCESS STOP **CHECK SUM**

Batch Group: DEFAULT

Period: 202009 Cycle: B

PROCESS STATUS: Query : ALL

Check Sum

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

PAY CODE	TOTAL AMOUNT	TOTAL FREQUENCY
BONU	88	

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10. If the import details are correct, make sure you select the **correct period and cycle**>>Click on 'Process'.

***NOTE:

Default cycle is **End month**, if you want to import to **Bonus cycle** kindly select as **"B"**

<input type="button" value="PROCESS"/> <input type="button" value="STOP"/> <input type="button" value="CHECK SUM"/>		
Batch Group	DEFAULT	Total Transfer Employee(s) : 1
Period	202009	Cycle B
PROCESS STATUS	Query : ALL	

<input type="button" value="PROCESS"/> <input type="button" value="STOP"/> <input type="button" value="CHECK SUM"/>		
Batch Group	DEFAULT	
Period	202009	Cycle B
PROCESS STATUS	Query : ALL	
Employee Code[EMP008] - OK!		
Total [1] process done.!		

11. After you processed, you can see bonus being imported to modify record.

NOTE:

If you import to END MONTH CYCLE, go to MODIFY RECORD>>PAY RECORD

If you import to BONUS CYCLE, go to MODIFY RECORD>>BONUS RECORD

<input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="↶"/> <input type="button" value="↷"/>		<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>	Total record count: 1	<input type="button" value="RECALCULATE"/> <input type="button" value="PRORATE"/> <input type="button" value="TRIAL CONVERT"/> <input type="button" value="BANK"/>		
Employee's Information Emp No / Name: EMP008 [VANICE WANG (DEMO)] Department: ADMIN Age & CPF/Levy: 39.75 CLASS1 Paid: MONTHLY		Salary Information Basic Salary: 2,000.00 Daily Rate: 90.91 Hourly Rate: 11.54 Pay Group / Type: STD 2-SN		Payroll Information Period: 202009 Cycle / Cycle Run: B Trial Mode: NO Change Basic: <input type="checkbox"/>		
CODE	DESCRIPTION	CPF	FREQUENCY	UNIT	RATE	AMOUNT
CDAC	CHINESE DEVT ASST. FUND	N				-0.50
BONU	BONUS *	A				88.00

-END-