# TIMES EPAYROLL GUIDE

# How to do Bonus Process

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| Last Revised By | Date |
|---|---|
|  |  |
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# 1.1 Process Bonus in Year 2020

This section will guide you on how to process bonus in year 2020.

## 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.



3. Select **Bonus Code**.

## ADVICE

Users are strongly encouraged to use the code that starts with **BONU**. For example **BONU**, **BONUS**, **BONUAWS.** By 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 Bonus of year 2019 which is paid in **2020**.



| CODE | | DESCRIPTION | CPF | FREQUENCY | UNIT | RATE | AMOUNT | |
|---|---|---|---|---|---|---|---|---|
| BASIC | 🔍 | BASIC SALARY | 0 | 22.00 | | | 2,000.00 | 🗑 |
| BONU | 🔍 | BONUS * | A | | | | 9,672.00 | 🗑 |
| VARBONU | 🔍 | VARIABLE BONUS | A | | | | 400.00 | 🗑 |
| | 🔍 | | | | | | | 🗑 |

| NPL | OT | Shift | Rest Day | Allowances | GrossWage | Deductions |
|---|---|---|---|---|---|---|
| CPF Wage | CDAC | SINDA | MOSQ | EUCF | Bonus | NSP |

**TRAFFIC (TRAFFIC)**
**;RI (MANAGERIAL)**
**(BRB002)    JESSE BRUCE PINKMAN**

| 0.00 | 0.00 | 0.00 | 0.00 | 400.00 | 19,744.00 | 0.00 |
|---|---|---|---|---|---|---|
| 19,744.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,672.00 | 0.00 |

*Picture above shows a part of payroll report*

4.  Select **Bonus Method.**



| Option | Description |
|---|---|
| **By Calendar** | Based on Calendar Year (Jan 2019 to Dec 2019). |
| **By Pay Period** | Based on pay period settings (i.e. 21st Dec 2018 to 20th Dec 2019). |
| **By Calendar Periodical** | Based on company financial period (i.e. July 2018 to June 2019). |

## How to do Bonus Process

| BY CALENDAR | BY PAY PERIOD | BY CALENDAR PERIODICAL |
|---|---|---|
| Period 1  01/01/2019 31/01/2019 | Period 1  21/12/2018 20/01/2019 | Period 1  01/07/2018 31/07/2018 |
| Period 2  01/02/2019 28/02/2019 | Period 2  21/01/2019 20/02/2019 | Period 2  01/08/2018 31/08/2018 |
| Period 3  01/03/2019 31/03/2019 | Period 3  21/02/2019 20/03/2019 | Period 3  01/09/2018 30/09/2018 |
| Period 4  01/04/2019 30/04/2019 | Period 4  21/03/2019 20/04/2019 | Period 4  01/10/2018 31/10/2018 |
| Period 5  01/05/2019 31/05/2019 | Period 5  21/04/2019 20/05/2019 | Period 5  01/11/2018 30/11/2018 |
| Period 6  01/06/2019 30/06/2019 | Period 6  21/05/2019 20/06/2019 | Period 6  01/12/2018 31/12/2018 |
| Period 7  01/07/2019 31/07/2019 | Period 7  21/06/2019 20/07/2019 | Period 7  01/01/2019 31/01/2019 |
| Period 8  01/08/2019 31/08/2019 | Period 8  21/07/2019 20/08/2019 | Period 8  01/02/2019 28/02/2019 |
| Period 9  01/09/2019 30/09/2019 | Period 9  21/08/2019 20/09/2019 | Period 9  01/03/2019 31/03/2019 |
| Period 10 01/10/2019 31/10/2019 | Period 10 21/09/2019 20/10/2019 | Period 10 01/04/2019 30/04/2019 |
| Period 11 01/11/2019 30/11/2019 | Period 11 21/10/2019 20/11/2019 | Period 11 01/05/2019 31/05/2019 |
| Period 12 01/12/2019 31/12/2019 | Period 12 21/11/2019 20/12/2019 | Period 12 01/06/2019 30/06/2019 |

*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                                                                  1

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

▪ If it's set to zero, the "Bonus Factor" value specified in the "**EMS** -> **Pay Items** -> **ePayroll** record will be used instead. (as shown in screenshot below)

| Mid Mth Pay | | 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 -> ePayroll record*

# FREQUENTLY ASKED QUESTION

**Q: Is there a way to update employee bonus factor faster instead of going into EMS to change one by one?**

A: Yes, this can be done by using update bonus factor as shown below.



**Step to use**

I.   Click **GENERATE RECORD**.

II.  Key in bonus factor.

III. Click ⊞ button.

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

| Bonus Payment by | New Base Salary |
|---|---|

# How to do Bonus Process

| Option | Description |
|---|---|
| ▪ **New Base Salary**<br>▪ **Base Salary**<br>▪ **New Base Salary (Last year)** | Most commonly used option.<br><br>If run on period 201912<br><br>If run on period 202001 |
| ▪ **Fixed amount** | Fixed amount across the board. Must key in bonus amount.<br><br>Bonus Amount |
| ▪ **New Base Salary + (NWC)**<br>▪ **Base Salary + (NWC)**<br>▪ **Base Salary + (NWC) Last Year** | NWC = **National Wage Council** (Union Employees), predecessor of MVC, not commonly used. |
| ▪ **New Base Salary + (Svs pt)**<br>▪ **Base Salary + (Svs pt)**<br>▪ **Base Salary + (Svs pt) Last Year** | Svs pt = **Service Points**. Mostly used by hotels but almost obsolete. |
| ▪ **New Base Salary + (MVC)**<br>▪ **Base Salary + (MVC)** | Only applicable if the company uses **MVC as recurring allowance**. |
| ▪ **Average Paid Salary** | Applies to **Hourly/Daily** 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 | Bonus Period ⌄ |
|---|---|

| Option | Description |
|---|---|
| **Bonus Period** | Process into bonus cycle. **Highly Recommended** as this enable user to separate bonus amount, CPF contribution from salary payment, yet, user is still able to combine if need. |
| **End-Month Period** | Process into end-month cycle and will combine with end-month salary. |
| **Mid-Month Period** | 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 | Service Month ⌄ |
|---|---|

| Option | Description |
|---|---|
| **Service Month** | Calculate based on actual service month worked, and user required to fill in service month cut off day field. |
| | Service Month Cut Off Day — 15 |
| | **Example:** |
| | Hired date: **11/05/2019** |
| | Cut Off Bonus: **12 - 2019** |
| | Bonus factor: **1** |
| | Bonus method: **By Calendar** |
| | Basic Salary: **$2,000** |
| | Which period to pay bonus: **Bonus Period** |
| | Service Month Cut Off Day: **15** |
| | The bonus will be computed as follows:  (8/12) month X $2,000 = **S$1,333.33** |
| **Calendar Day** | Calculate based on actual calendar days worked. |
| | **Example:** |
| | Hired date: **11/05/2019** |
| | Bonus factor: **1** |
| | Bonus method by: **By Calendar** |

| | |
|---|---|
| | Basic Salary: **$2,000**<br>Which period to pay bonus**: Bonus Period**<br>Cut Off Bonus: **12 – 2019**<br>Exclude NPL= **3 days** (Use the "Leave Exclusion" function to further prorate bonus if staff is on **NPL for more than 3 days**)<br>The bonus will be computed as follows:<br>**Total calendar days** = 365 days<br><br>The bonus will be computed as follows:<br>Actual calendar days: (21+30+31+31+30+31+30+31) - 3= 232 days<br>232/365 calendar days X $2000.00= **S$1271.23** |
| **Working Day** | Calculate based on actual working days worked.<br>**Example:**<br><br>Hired date: **11/05/2019**<br>Bonus factor: **1**<br>Bonus method by: **Working Days**<br>Basic Salary: **$2,000**<br>Which period to pay bonus: **Bonus Period**<br>Cut Off Bonus: **12 - 2019**<br>NPL: **3 days**<br><br>The bonus will be computed as follows:<br>Total working days for 5 Days/Week in year 2019: 260 days<br>Actual working days less NPL days (3)<br>15+22+21+23+21+22+22+21 -3= 164 days<br>The bonus will be computed as follows:<br>164/260 working day X S$2000.00 = **S$1261.54** |
| **None** | No proration. |

## 10. Contribute Community Funds

| Contribute Community Funds? | Yes ▼ |
|---|---|

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 |
|---|---|
| Exclude NPL | >= |
| Exclude Sick Leave | >= |
| Exclude Annual Leave | >= |
| Exclude Absent Leave | >= |
| Exclude Hospitalization Leave | >= |

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 |
|---|---|
| **Exclude Unconfirmed Staff** | The system will exclude all unconfirmed staff when processing the bonus cycle. |
| **Exclude Employee Hired after and Exclude Employee Resigned After** | The system will exclude the staff hired after the keyed in date or resigned after a certain date. |
| **Exclude Zero Bonus Staff** | The system will exclude the staff with zero bonus amount |

### 14. Trial Run

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



**ALL**

| | | | | | | | | PRINT DATE: | 04/11/2019 3:19 PM |
|---|---|---|---|---|---|---|---|---|---|
| **BONUS RUN FOR** | 01/01/2019 To 31/12/2019 | | | | | | | **USER ID:** | TSDEV |
| **PAY BONUS BASED ON** | New Base Salary | | | | | | | | |
| **BONUS PAYMENT METHOD** | By Calendar | | | | | | | | |
| **BONUS CODE** | BONU | | | | | | | | |
| **BONUS FACTOR** | 1 | | | | | | | | |
| **CUT-OFF DAY** | 15 | | | | | | | | |
| **QUERY** | ALL | | | | | | | | |

| EmpNo | Name | Type | Base Wage | Factor | Hired Date | Term Date | Service Mth/Days | Working Hrs/Days | BONU | Variable Bonus1 | Variable Bonus2 | Employer CPF |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **NONE** | | | | | | | | | | | | |
| (NONE) NONE | | | | | | | | | | | | |
| 014 | MIN YEE SEE | SN | 4,000.00 | 1 | 03/01/2019 | | 12 | 0.00 | 4,000.00 | 0.00 | 0.00 | 680.00 |
| | | | | | | | | Department Total: | 4,000.00 | 0.00 | 0.00 | 680.00 |
| | | | | | | | | Company Total: | 4,000.00 | 0.00 | 0.00 | 680.00 |
| **TIMES SOFTWARE (S) PTE LTD** | | | | | | | | | | | | |
| (EDP) EDP DEPARTMENT | | | | | | | | | | | | |
| 009 | Hong Yi Ping (CPF Excess) | SN | 6,020.00 | 1 | 11/12/2013 | | 12 | 0.00 | 6,020.00 | 0.00 | 0.00 | 1,023.00 |
| 010 | May Van Cleef (STAFF SHOWING MVC) | SE | 3,100.00 | 1 | 16/02/2004 | | 12 | 0.00 | 3,100.00 | 0.00 | 0.00 | 527.00 |
| | | | | | | | | Department Total: | 9,120.00 | 0.00 | 0.00 | 1,550.00 |
| (JUNIOR) JUNIOR DEPARTMENT | | | | | | | | | | | | |
| 001 | Abdul Rahman Bin Ali (MOSQ Contribution) | SE | 2,800.00 | 1 | 01/01/2010 | | 12 | 0.00 | 2,800.00 | 0.00 | 0.00 | 476.00 |
| | | | | | | | | Department Total: | 2,800.00 | 0.00 | 0.00 | 476.00 |

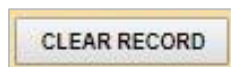*Picture above shows a sample trial run bonus report.*

### 15. Process

This button will process bonus into the pay cycle selected.
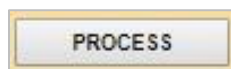


### 16. (Optional) **Clear Record**

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

# B) 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.



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.



*Picture above shows bonus group based on category code.*

| Field | Description |
|---|---|
| **Bonus Factor** | Set individual bonus factor, but this **will not be updated into EMS** like update bonus factor described in **page 4**. **Do not use together with Fix Amount.** |
| **Fix Amount** | Set individual fix amount. **Do not use together with Bonus Factor.** |
| **Variable Bonus 1/2** | 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.<br><br>Variable Bonus 1 [          ] 🔶   Variable Bonus 2 [          ] 🔶<br><br>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. |

# C) 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.

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

Retrieve Bonus Factor from EMS ?

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



| Emp No | Employee Name | Hours/Days Worked | Bonus Factor | Fix Amount | Variable Bonus 1 | Variable Bonus 2 | |
|---|---|---|---|---|---|---|---|
| EMP001 | DAVID TAN (DEMO) | 0.00 | 0.000000 | 0.00 | 0.00 | 0.00 | 🗑 |
| EMP002 | MOHD AHAD BIN JUMAAT (DEMO) | 0.00 | 0.000000 | 0.00 | 0.00 | 0.00 | 🗑 |
| EMP003 | HONG YI PING (CPF EXCESS) | 0.00 | 0.000000 | 0.00 | 0.00 | 0.00 | 🗑 |
| EMP004 | GANESH S/O RAMASAMY (VOLUNTARY CPF) | 0.00 | 0.000000 | 0.00 | 0.00 | 0.00 | 🗑 |
| EMP005 | AGNES GOH (POSTED OVERSEA) | 0.00 | 0.000000 | 0.00 | 0.00 | 0.00 | 🗑 |
| EMP006 | JOHN ANDREW SMITH (10K INCOME) | 0.00 | 0.000000 | 0.00 | 0.00 | 0.00 | 🗑 |
| EMP008 | VANICE WANG (DEMO) | 0.00 | 0.000000 | 0.00 | 0.00 | 0.00 | 🗑 |

*Picture above shows individual bonus listing.*

| Field | Description |
|---|---|
| **Bonus Factor** | Set individual bonus factor, but this will not be updated into EMS like update bonus factor as describe in page 4. **Do not use together with Fix Amount.** |
| **Fix Amount** | Set individual fix amount. **Do not use together with Bonus Factor.** |
| **Variable Bonus 1/2** | 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.<br><br>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. |

⚠️

## 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** (page 6) is set to none. Otherwise, system will prorate the fixed amount bonus.