



## How to do Recurring Allowance Import

# TIMES EPAYROLL GUIDE

## How to do Recurring Allowance Import

### **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: Wang Ying Bei**

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

## How to do Recurring Allowance Import

1. Go to **Company Setup >>Utility>>Export/Import**, click on **Template**>>tick on **EMPLOYEE RECURRING ALLOWANCE**>> click on 

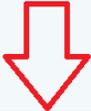
Initialize New Year	Run	Scheduler	<b>Template</b>	Mapping	Global	Employee
Transfer Emp Record			<input type="checkbox"/>	<b>Template Header Name</b>		
Head Count Setup		<input type="checkbox"/>		DYNAMIC ALLOWANCE IMPORT		
<b>Export/Import</b>		<input type="checkbox"/>		DYNAMIC OVERTIME IMPORT		
Global Change		<input type="checkbox"/>		EMPLOYEE MASTER DATA MIGRATION		
		<input type="checkbox"/>		EMPLOYEE CAREER PROGRESSION MIGRATION		
		<input type="checkbox"/>		EMPLOYEE MASTER CODE MIGRATION		
		<input type="checkbox"/>		EMPLOYEE PAY HISTORY MIGRATION		
		<input type="checkbox"/>		ADD-ON - FESTIVAL ADVANCE		
		<input type="checkbox"/>		ADD-ON - PAYSリップ PASSWORD		
		<input type="checkbox"/>		ALLOWANCE DEDUCTION MASTER		
		<input type="checkbox"/>		IRAS APPENDIX 8A BENEFIT-IN-KIND UPLOAD		
		<input checked="" type="checkbox"/>		<b>EMPLOYEE RECURRING ALLOWANCE</b>		

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

Initialize New Year	<input type="checkbox"/>		ADD-ON - FESTIVAL ADVANCE		
Transfer Emp Record	<input type="checkbox"/>		ADD-ON - PAYSリップ PASSWORD		
Head Count Setup	<input type="checkbox"/>		ALLOWANCE DEDUCTION MASTER		
<b>Export/Import</b>	<input checked="" type="checkbox"/>		EMPLOYEE RECURRING ALLOWANCE		
Global Change	<input type="checkbox"/>		PAY HISTORY RECALCULATE		
	<input type="checkbox"/>		DYNAMIC BONUS IMPORT		

**EXPORT TO EXCEL**    ADD    SAVE    CANCEL    DELETE

<input type="checkbox"/>	Table Name	Column Name	Column Type	Mapping	For
<input type="checkbox"/>	Recurring Allowai	EMP_NO	nchar	▼	
<input type="checkbox"/>	Recurring Allowai	ALLOW_CODE	nchar	▼	
<input type="checkbox"/>	Recurring Allowai	IS_PCB	nchar	▼	
<input type="checkbox"/>	Recurring Allowai	AMT	float	▼	
<input type="checkbox"/>	Recurring Allowai	TAMT	float	▼	



 EMPLOYEE RECURR....xls ^

## How to do Recurring Allowance Import

3. Fill up the template as below, and **DO NOT CHANGE** the sheet name as circled.

A	B	C	D	E	F	G	H	I	J	K	L	M
EMP_NO	ALLOW_CODE	IS_PCB	AMT	TAMT	CURR_CODE	EFFDATE	STARTDATE	ENDDATE	REPAYMENT_TIMES	IS_PAY_MONTHLY		
EMP001	TRANS	A	100	1200	SGD	01/08/2021	01/08/2021	31/07/2022	12	T		
		<b>A&gt;&gt;AMOUNT</b>		<b>Total Amount</b>						<b>T&gt;&gt;End Month</b>		
		<b>R&gt;&gt;RATE</b>								<b>F&gt;&gt;Mid Month</b>		
										<b>S&gt;&gt;Spe Month</b>		

E-Payroll Statutory Requirement Allowances/Deductions Stop Payment

NEW SAVE DELETE CANCEL Company Select - ALL Query Select

Employee ID / Name EMP001 [TEST EMPLOYEE] Pay Group STD Head Count

**Allowance/Deduction**

Code: TRAN **ALLOW\_CODE** Effective Date: 01/08/2021 **STARTDATE**

Description: TRANSPORT ALLOWANCE Payment Date: 01/08/2021 **ENDDATE**

Type: AMT **IS\_PCB** Recurring: 12 Times **REPAYMENT\_TIMES**

Currency: SINGAPORE DOLLAR [SGD] End Date: 31/07/2022 **ENDDATE**

Amount: 100.00 **AMT** Total Amount: 1,200.00 **TAMT**

Cycle: END **IS\_PAY\_MONTHLY**

CODE	DESCRIPTION	TYPE	CURRENCY	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT	CYCLE
TRAN	TRANSPORT ALLOWANCE	A	SGD	100.00	01/08/2021	01/08/2021	31/07/2022	12	1,200.00	END

	A	B
1	EMP_NO	ALLOW_CODE
2		
3		
4		
5		
6		
7		
8		
9		

Sheet1

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

Initialize New Year Run Scheduler Template Mapping Global1 **Employee**

Transfer Emp Record

Head Count Setup

**Export/Import**

Global Change

Step 1 (Select Template & File)

5	ADD-ON - FESTIVAL ADVANCE	Choose File	No file chosen	<input type="checkbox"/>
6	ADD-ON - PAYSIP PASSWORD	Choose File	No file chosen	<input type="checkbox"/>
7	ALLOWANCE DEDUCTION MASTER	Choose File	No file chosen	<input type="checkbox"/>
8	IRAS APPENDIX 8A BENEFIT-IN-KIND UPLOAD	Choose File	No file chosen	<input type="checkbox"/>
9	EMPLOYEE RECURRING ALLOWANCE	<b>2</b> Choose File	No file chosen	<b>3</b> <input checked="" type="checkbox"/>
10	PAY HISTORY RECALCULATE	Choose File	No file chosen	<input type="checkbox"/>

Step 2 (Upload Document) **4** **UPLOAD**

Step 3 (Import Data) **IMPORT**

## How to do Recurring Allowance Import

5. After Upload, click on “Import” button.

The screenshot shows the 'Employee' tab selected in the top navigation bar. Below it, there are three steps: Step 1 (Select Template & File), Step 2 (Upload Document), and Step 3 (Import Data). In Step 1, a table lists five migration templates, each with a 'Choose File' button and a 'No file chosen' status. In Step 2, an 'UPLOAD' button is visible. In Step 3, the 'IMPORT' button is highlighted with a red rectangle, and the file 'EMPLOYEE RECURRING ALLOWANCE.xls' is listed. On the right side, a log shows 'Document uploaded. EMPLOYEE RECURRING ALLOWANCE.xls'.

NO.	NAME	FILE NAME	RUN
1	EMPLOYEE MASTER CODE MIGRATION	Choose File No file chosen	<input type="checkbox"/>
2	EMPLOYEE MASTER DATA MIGRATION	Choose File No file chosen	<input type="checkbox"/>
3	EMPLOYEE CAREER PROGRESSION MIGRATION	Choose File No file chosen	<input type="checkbox"/>
4	EMPLOYEE PAY HISTORY MIGRATION	Choose File No file chosen	<input type="checkbox"/>
5	ADD-ON - FESTIVAL ADVANCE	Choose File No file chosen	<input type="checkbox"/>

6. Click on “OK”.

This screenshot shows the same interface as the previous one, but with a 'Confirm' dialog box overlaid in the center. The dialog box has a question mark icon and the text 'Confirm to Import?'. It has 'OK' and 'Cancel' buttons at the bottom. The background interface is dimmed.

7. Once completed, system will prompt message as below.

This screenshot shows the software interface with a 'Success' dialog box overlaid. The dialog box has a green checkmark icon and the text 'Import process completed.' with an 'OK' button. In the background, the log on the right shows 'Process start...' and '@1 : Employee No: [TEST008] - Import OK! (s) successful!'. The 'IMPORT' button in Step 3 is now disabled.

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8. To verify imported records, you can check manually via EMS> Pay Items>Allowance deduction tab. Recurring allowance is reflected as per screenshot below.

Pay Items \*  
 E-Payroll | Statutory Requirement | Allowances/Deductions | Stop Payment  
 NEW SAVE DELETE CANCEL Company Select - ALL Query Select - All  
 Employee ID: EMP001 Name: TESTING EMPLOYEE Pay Group: 5.5DAYS Head Count: 148

**Allowance/Deduction**

Code: TRAN Effective Date: 01/08/2021  
 Description: TRANSPORT ALLOWANCE Payment Date: 01/08/2021  
 Type: AMT Recurring: 12 Times  
 Currency: SINGAPORE DOLLAR [SGD] End Date: 31/07/2022  
 Amount: 100.00 Total Amount: 1,200.00  
 Cycle: END

CODE	DESCRIPTION	TYPE	CURRENCY	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT	CYCLE
TRAN	TRANSPORT ALLOWANCE	A	SGD	100.00	01/08/2021	01/08/2021	31/07/2022	12	1,200.00	END

Gently reminder:

You may try to import for one employee 1st before import for all employee in excel template.

**-END-**