

How to Auto Back Pay Allowance

# **TIMES EPAYROLL GUIDE**

# How to Auto Back Pay Allowance

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### How to Auto Back Pay Allowance

Scenario – when there is new hired employee after the pay date and this employee is entitled for a recurring transport allowance every month. Back pay allowance will be paid together with next month salary. To enable this auto back payment, user may follow the below steps:

#### Step 1 – One time setup

1.1 Go to company setup > Global Setup > Prorate Allowance. Insert the allowance code which allow system to prorate when there is new hired/termination

Payr	Hris Leave	ImmeSheet     ImmeSheet <t< th=""><th></th><th>User: master - Date Time: 30/05/2020 15:26:04 Company: TEST Period: 202005 E Unlock Logout</th></t<>		User: master - Date Time: 30/05/2020 15:26:04 Company: TEST Period: 202005 E Unlock Logout							
Company Setup	System Setting Misc Para	ameter Prorate Allowance Password Setting OT Cappi	ng								
Global Setup	NEW SAVE CANCEL Search By CODE V Type to search here										
User Profile     Profile Code     DEFAULT     Profile Name     DEFAULT											
	Prorate Formula Working Day/Mths [01]   VIPU_ABSENT Day Formula - Use Fixed Amount from Update Employee Record ?										
	CRP Formula - Use Fixed Amount from Update Employee Record?										
	CODE	NPL ABSENT ANNUAL SICK NSP OTHER 1	OTHER 2 OTHER 3	OTHER 4 OTHER 5							
	Сомм										
	MEAL										

1.2 In this guide, scenario as employee joined on 29/05/2020, however pay date is on 25/05/2020. In EMS > Pay Items > allowance and deduction tab > insert the recurring allowance as follow:

E-Payroll Sta	atutory Requirement	Allowances/Deductio	Stop Payment							
<b>E E D</b>	NEW	SAVE	DELETE CANCEL				Company Selec	t - ALL		Query Select - A
Employee ID	0049	A.	Name MANDY	WONG				Pay Group	4.0DAYS	Head Count -
Allowance/Dedu	ction									
Code	TRAN				Effective	Date 29/05	5/2020			
Description	TRANSPORT	ALLOWANCE			Payment	Date 01/06	6/2020			
Туре	AMT	$\checkmark$			Recurrin	g	Times			
Currency	SINGAPORE	DOLLAR [SGD]		$\checkmark$	End Date					
Amount		100.00			Total Am	iount		0.00		
Cycle	END 🗸									
CODE	DECONTRACTOR	TYOF	CHERTENCY	AMOUNT		DAVIDENT DATE		proupping		
CODE	TRANSPORT	ITPE	CORRENCT	AMOUNT	EFFECTIVE DATE	PATMENT DATE	END DATE	RECORRING	5 TOTAL AM	OONT CTCLE
TRAN	ALLOWANCE	A	SGD	100.00	29/05/2020	01/06/2020				END

- 1.3 After this, please proceed to Payroll Setup > Allowance/Deduction table.
- 1.4 From here, please create a new allowance code. This code that you are going to create is to be used to back pay the allowance of the employee. In this step, we have created "BACKTRAN" and have the CPF to AW and tax line to "63"



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	Payroll	<b>e</b> Hris	15 Leave	TimeSheet Ap	ipraisal PaySlip	Claim		User: master - Date Time: 30 Company: TES Period: 20200	//05/2020 15:26:04 5T 5 E Unlock <u>Logout</u>	
Allowance/Deduction Allowance / Deduction Leave Deduction										
Bank Master ADD NEW Type b search here P Total Record(s) Count: 57										
Code Setup	Setup CODE DESCRIPTION CPF TAX								TAX	
Cost Centre Allocatio	on		Ē	\$DEDNPL	1	IPL DEDUCTION		0	1	
			Ē	\$DEDNPL-L	0	DEDUCTION NO PAY LEAVE - LAST MONTH			1	
Formula Setup			Ē	\$TEST1	1	EST		0	1	
Pay Group Setup			Ē	%TMO	L	JNPAID TIME OFF		0	1	
Pay Group Weekly		2	Ē	&ANL	F	AID ANNUAL LEAVE		А	1	
Mark Cada Catur		🗊 🗊 &NPL_OW		1	NO PAY LEAVE (OW)			1		
work Code Setup		@\$NSPCPF			1	ISP VARIABLE ALLOWANCE		0	1	
	-			0200			0.1			
<b>_</b>	Ē	BACKTRAN B/			BACK PAY TRANSP	BACK PAY TRANSPORT ALLOWANCE			63	

1.5 Next, please look for the recurring allowance code > click edit button > under back pay allowance column > please input the back pay allowance code which created under 1.4.

Allowance/Deduction	Allowance / Deduction Leave Deduction	
Bank Master	SAVE & VIEW LIST CANCEL	
Code Setup	Code TRAN	CPF OW-SUBJECT TO CPF MAX
Cost Centre Allocation	Description TRANSPORT ALLOWANCE	Benefits In Kind
Formula Setup	Tax ALLOWANCES(TRANSPORT) [61]	GRP Formula
Pay Group Setup	GL Default Identifer	Grosswage YES - AFFECT GROSS WAGE V
	Payslip Group Code	Back Pay Allowance BACK PAY TRANSPORT ALLOWANCE [BACKTRAN]
Pay Group Weekly	Unit NONE V	
Work Code Setup	SDF OT NSP NON-PAYROLL ITEM	NSP ALLOW RECOVERABLE



#### Step 2 – Processing Payroll

2.1 Proceed to process the payroll for this month as per usual. Then go to modify pay record. We should be able to see back payment named "BACKTRAN"

	SAVE	CANCEL	Total record count: 1			RECALCULATE	PRORATE	TRIAL CONVERT	BANK
Employee's Information					Salary Information		Payroll Inform	ation	
Emp No / Name	0049 [MANDY WONG]			v 🖻	Basic Salary	3,000.00	Period	202006	~
Department	ADMIN	Hired Date	29/05/2020		Daily Rate	3,000.00	Cycle / Cycle F	Run E	
Age & CPF/Levy	32.75 PR1	Termination Date			Hourly Rate	375.0	Trial Mode	NO	~
Paid	MONTHLY	Last Payment Date			Pay Group / Type	4.0DAYS DR-1	Change Basic		
NPL / Absent	0.00 NPL/ABSEN	Overtime Total	0.00	OVERTIME	Rest Day Total	0.00 REST DAY	Shift Total	0.00	SHIFT
CODE	DESCRIPTION			CPF	FREQUENCY UN	IT	RATE	AMOUNT	
BACKTRAN	BACK PAY TRANSPO	RT ALLOWANCE		A				4.70	ā 🛍 📩
TRAN	TRANSPORT ALLOW	ANCE		0				100.0	
					7.111				
		Contribution CPF Wage CPF Employee CPF Employee		110.64 0.00 15.00	Total Wages Total Allowance Total Deduction	113.64	Gross Wage Nett Wage		110.64 113.64

2.2 Back pay allowance formula is as follow:

(Days worked last month / Total Working day last month) \* \$100.00 = (1/21) \* \$100 = \$4.76

2.3 This feature is also applicable for existing employees who have new recurring allowance that started few months ago but some reasons did not get the allowance for past few months and needed to back pay to employee from the beginning of the present month.