



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

	CODE	NPL	ABSENT	ANNUAL	SICK	NSP	OTHER 1	OTHER 2	OTHER 3	OTHER 4	OTHER 5
🗑️	COMM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
🗑️	MEAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHLDLVE				
🗑️	TRAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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:

CODE	DESCRIPTION	TYPE	CURRENCY	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT	CYCLE
TRAN	TRANSPORT 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”

How to Auto Back Pay Allowance

User: master -
Date Time: 30/05/2020 15:26:04
Company: TEST
Period: 202005 E Unlock Logout

Payroll | Hris | Leave | TimeSheet | Appraisal | PaySlip | Claim

Allowance/Deduction

Bank Master
Code Setup
Cost Centre Allocation
Formula Setup
Pay Group Setup
Pay Group Weekly
Work Code Setup

Allowance / Deduction | Leave Deduction

ADD NEW | Type search here | Total Record(s) Count: 57

CODE	DESCRIPTION	CPF	TAX
\$DEDNPL	NPL DEDUCTION	O	1
\$DEDNPL-L	DEDUCTION NO PAY LEAVE - LAST MONTH	A	1
\$TEST1	TEST	O	1
%TMO	UNPAID TIME OFF	O	1
&ANL	PAID ANNUAL LEAVE	A	1
&NPL_OW	NO PAY LEAVE (OW)	O	1
@SNSPCPF	NSP VARIABLE ALLOWANCE	O	1

CODE	DESCRIPTION	CPF	TAX
BACKTRAN	BACK PAY TRANSPORT ALLOWANCE	A	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

Bank Master
Code Setup
Cost Centre Allocation
Formula Setup
Pay Group Setup
Pay Group Weekly
Work Code Setup

Allowance / Deduction | Leave Deduction

SAVE & VIEW LIST | CANCEL

Code: TRAN

Description: TRANSPORT ALLOWANCE

Tax: ALLOWANCES(TRANSPORT) [61]

GL Default Identifier: []

Payslip Group Code: []

Unit: NONE

CPF: OW-SUBJECT TO CPF MAX

Benefits In Kind: []

GRP Formula: []

Grosswage: YES - AFFECT GROSS WAGE

Back Pay Allowance: BACK PAY TRANSPORT ALLOWANCE [BACKTRAN]

SDF OT NSP NON-PAYROLL ITEM NSP ALLOW RECOVERABLE NPL
 GRP MSO UNION

How to Auto Back Pay Allowance

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”

The screenshot shows a payroll processing window for employee MANDY WONG. It includes sections for Employee Information, Salary Information, Payroll Information, NPL/Absent, Overtime, Rest Day, and Shift. A table lists allowances, with 'BACKTRAN' (BACK PAY TRANSPORT ALLOWANCE) highlighted in red. Below the table are Contribution and Total Wages summary sections.

CODE	DESCRIPTION	CPF	FREQUENCY	UNIT	RATE	AMOUNT
BACKTRAN	BACK PAY TRANSPORT ALLOWANCE	A				4.76
TRAN	TRANSPORT ALLOWANCE	O				100.00

Contribution		Total Wages	
CPF Wage	110.64	Total Allowance	113.64
CPF Employee	0.00	Total Deduction	0.00
CPF Employer	15.00	Gross Wage	110.64
SDF/ FWL /MSO	2.00 0.00 0.00	Nett Wage	113.64

2.2 Back pay allowance formula is as follow:

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

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.