



How to Auto Back Pay Basic

TIMES EPAYROLL GUIDE

How to Auto Back Pay Basic

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: Michelle Chee

Created: 10/06/2020

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

How to Auto Back Pay Basic

Scenario – when there is new hired employee after the pay date and company decided to back pay his/her prorated salary along with end month salary on the following month.

Step 1 – Setup

1.1 Step 1 are only needed to be done once for the employee who will be receiving a back pay of the prorated salary. However, if there is another newly hired employee who will be receiving a back pay of a prorated salary, you will need to follow these instructions again.

Example, newly hired staff on 29/05/2020, but pay date is on 25/05/2020. Proceed to EMS > Employee > Career Tab.

The screenshot shows the HRMS interface with the 'Career' tab selected. The 'Employee ID' is 0049 and the 'Name' is MANDY WONG. The 'Pay Group' is 4.0DA. The 'Progression Data' section is visible at the bottom.

1.2 Click edit > make sure the hired date is on 29/05/2020, and then the pay effective date should set to 01/06/2020. This step will allow the system to back pay prorated salary for this employee on following month pay.

The screenshot shows the 'Progression Data' section for employee MANDY WONG. The 'Hired Date' is 29/05/2020 and the 'Pay Effective Date' is 01/06/2020. The 'Change hired date?' checkbox is checked. The 'Salary' is 3,000.00 and the 'New Salary' is 3,000.00. The 'Salary Type' is MONTHLY. The 'Salary Range' is NONE [NONE] and the 'Salary Percent' is 100%. The 'Job Grade' is FULLTIMER [FTR].

How to Auto Back Pay Basic

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 pay of the prorated basic salary from previous month which named as “BACK”

The screenshot shows the payroll software interface for employee MANDY WONG. The interface includes sections for Employee's Information, Salary Information, Payroll Information, NPL / Absent, Overtime, Rest Day, Shift, and a table of pay records. The 'BACK' record is highlighted with a red box.

CODE	DESCRIPTION	CPF	FREQUENCY	UNIT	RATE	AMOUNT
BACK	BACK PAY OF BASIC	A				142.86
BACKTRAN	BACK PAY TRANSPORT ALLOWANCE	A				4.76

Summary Totals:

CPF Wage	253.50	Total Allowance	256.50	Gross Wage	253.50
CPF Employee	0.00	Total Deduction	0.00	Nett Wage	256.50
CPF Employer	35.00				

2.2 Back pay basic formula is as follow:

$$(\text{Days worked last month} / \text{Total Working day last month}) * \text{Basic Salary} = (1/21) * \$3000 = \$142.86$$