

How to Auto Back Pay Basic

# **TIMES EPAYROLL GUIDE**

# How to Auto Back Pay Basic

## TIMES SOFTWARE PTE LTD

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Last Revised By	Date



### 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.

	Payroll	<b>2</b> Hris	15 Leave	() FimeSheet	<b>I</b> Apprais	al PaySli	p Clai	im			
Detail Career Bank	Employment	Address	Leave / Benefit	Calendar	Misc	Free Fields	Exit Record	s			
	NEW	SAVE	DELETE	CANCEL					Company Se	elect - ALL	
Employee ID 0049		A CONTRACT	Name	MANDY WO	NG					Pay Group	4.0DA
Progression Data											

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.

Detail Career Ban	Employment Address Leave / Benefit Calendar Misc Free	e Fields Exit Records	
	NEW SAVE DELETE CANCEL	Company Select - ALL	Query Select - AD
Employee ID 0049	Name MANDY WONG	Pay Group 4.0DAYS	Head Co
Progression Data			
Hired Date *	29/05/2020 🛄 📝 Change hired date?	Salary 3,000.00	
Pay Effective Date *	01/06/2020	Increment 0.00	
Increment Review Date		New Salary 3,000.00	
Trans/Pro Review Date		Salary Type MONTHLY V	
Progression Code *	FIRST START UPDATE [FSTART]	Salary Range NONE [NONE] V Salary Percent 100 %	
Department *	ADMINISTRATIVE [ADMIN]	Section * NONE [NONE]	✓
Category *	NONE [NONE] V	Job Grade * FULLTIMER [FTR]	✓
Occupation *	ADMIN EXECUTIVE [ADMIN-EXEC]	Appraisal Grade  NONE [NONE]	× 🛶
Cost Center *	NONE [NONE]	Classification * NON MANAGEMENT [NMGT]	✓
Company *	TIMES SOFTWARE PTE LTD [TSPL]	Division * NONE [NONE]	× 🛶
REASONS			



### 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"

													-
	SAVE CA	NCEL	al record count: 1					RECALCULATE	PRORAT	E TRIAL	LCONVERT	BANK	
Employee's Information						Salary Information			Payroll	Information			
Emp No / Name	0049 [MANDY WONG]			- B		Basic Salary		3,000.00	Period		202006		~
Department	ADMIN	Hired Date	29/05/2020			Daily Rate		3,000.00	Cycle /	Cycle Run	E		
Age & CPF/Levy	32.75 PR1	Termination Date				Hourly Rate		375.00	Trial Mo	ode	NO		~
Paid	MONTHLY	Last Payment Date				Pay Group / Type		4.0DAYS DR-1	Change	Basic			
NPL / Absent	0.00 NPL/ABSENT	Overtime Total	0.00	OVERTIME		Rest Day		0.00 REST DAY	Shift Total		0.00	SHIFT	
CODE	DESCRIPTION			CPF		FREQUENCY	UNIT		RATE		AMOUN	т	
TCDAC	CHINESE DEVI ASSI, FUI	U U		IN							э.		T
ВАСК	BACK PAY OF BASIC			A							142.	86 💼	1
BACKTRAN	BACK PAY TRANSPORT AL	LOWANCE		A							4.	76 🛱	
		Contribution			5	Total Wages							ſ
		CPF Wage		253.50		Total Allowance		256.50	Gross	Nage		253.5	D
		CPF Employee		0.00		Total Deduction		0.00	Nett V	lage		256.5	D
		CDE Employer		35.00									

2.2 Back pay basic formula is as follow:

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