

How to update retirement Age

From 1st July 2022, the retirement age in Singapore will be increased from 62 to 63.

<https://www.mom.gov.sg/newsroom/press-releases/2021/1101-retirement-and-re-employment-amendment-bill-2021-and-cpf-amendment-bill-2021>

1. To update retired age, go to Company Setup > Global Setup under Retired Age update from 62 to 63. This update only affects new employee records created, you are required to perform a global change to update existing staff retirement age.

Main * Company Setup *

Company Setup

Global Setup

User Profile

Payroll Misc Setup

System Setting Misc Parameter Prorate Allowance Password Setting OT Capping Rest Day Capping

NEW SAVE DELETE CANCEL

Profile Code DEFAULT Profile Name DEFAULT

General Setting

Date Format DD/MM/YYYY

Link Leave To Modify Record? YES

Link Claim To Modify Record? YES

CPF Max Formula AUTO CAPPING

Probation Period 6 By Month

Hired Age (Min) 13.00 Year

Retired Age 63 Year

Bonus Factor 0

Main * Employee *

Detail Career Bank **Employment** Address Leave / Benefit Calendar Misc

NEW SAVE DELETE CANCEL

Employee ID / Name 00000088 [CLARICE]

Employment

Employment Status * ACTIVE [AC]

Effective Date 03/02/2020

Probation Period / By 6 MONTH

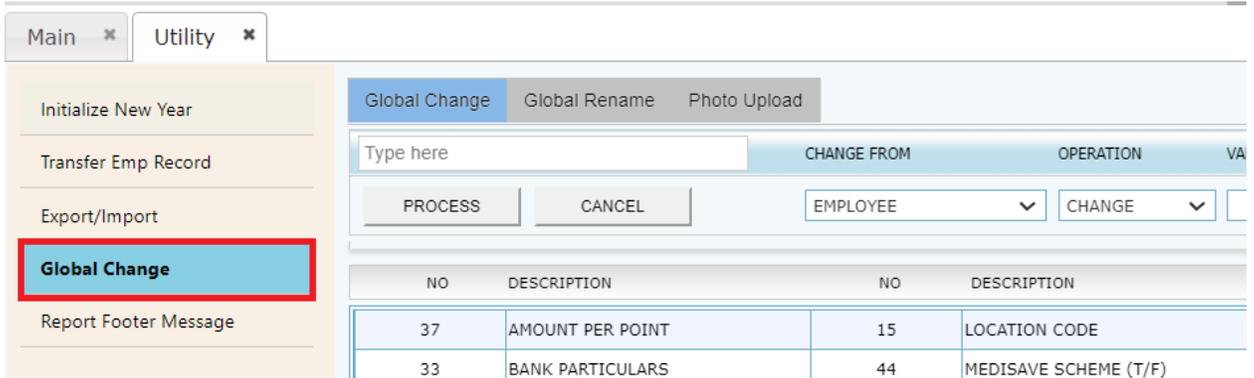
Retired Age (Year) **62** Retirement Date 13/05/2037

How to Global Change Retired Age

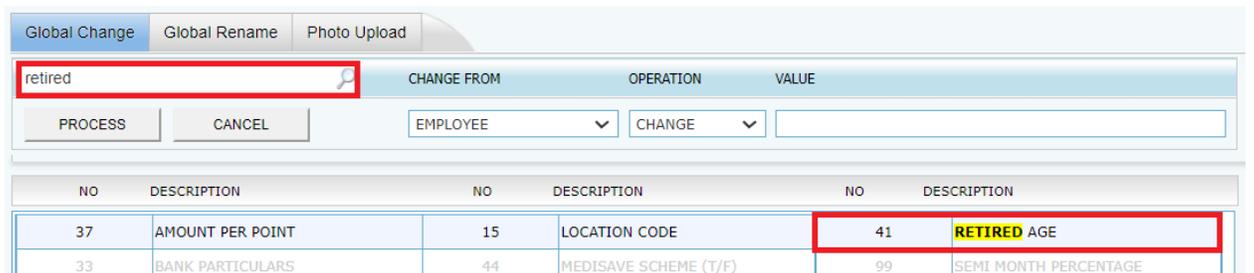
1. Go to Payroll Icon > Under Setup select Utility



2. Under Utility select Global Change



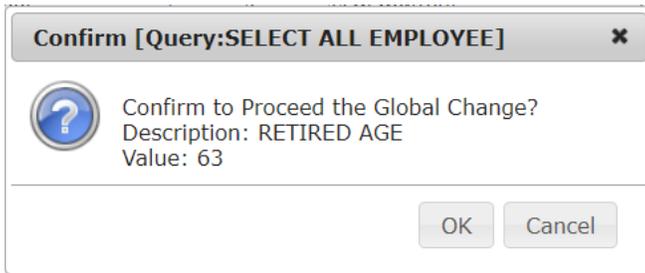
3. Use the search field and select No. 41 Retired Age



4. Select All Employee under Query Selection, and indicate 63 under Value then Click Process button.



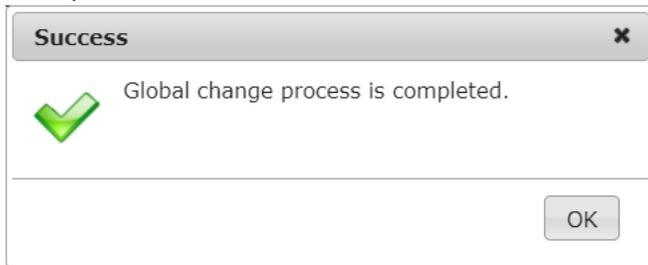
5. Click 'OK' to continue.



Confirm [Query:SELECT ALL EMPLOYEE] ✕

 Confirm to Proceed the Global Change?
Description: RETIRED AGE
Value: 63

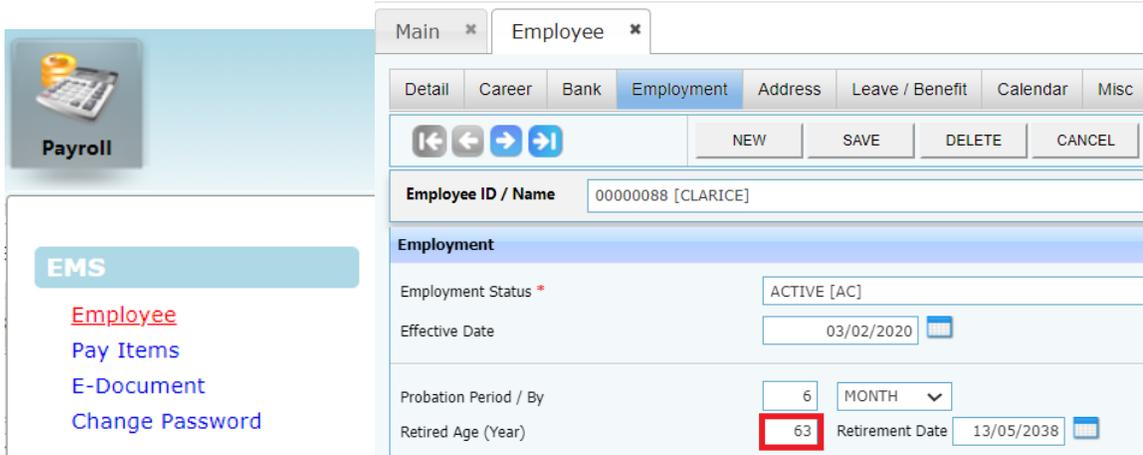
6. Once the global change is done, system will prompt "Global Change Process is Completed!" click Ok to proceed.



Success ✕

 Global change process is completed.

7. You can proceed to Payroll Icon > EMS > Employee > Employment Tab to verify the retire age.



Main ✕ Employee ✕

Payroll

EMS

- [Employee](#)
- [Pay Items](#)
- [E-Document](#)
- [Change Password](#)

Detail Career Bank **Employment** Address Leave / Benefit Calendar Misc

Employee ID / Name 00000088 [CLARICE]

Employment

Employment Status * ACTIVE [AC]

Effective Date 03/02/2020

Probation Period / By 6 MONTH

Retired Age (Year) **63** Retirement Date 13/05/2038