

## 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-employmentamendment-bill-2021-and-cpf-amendment-bill-2021

 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.

Company Satur	System Setting	Misc Parameter	Prorate Allowance	Password Set	ing OT Capping	Rest Day Capping		
Global Setup	NEW	SAVE	DELETE	CANCEL				
Jser Profile	Profile Code	DEFAUL	JT	~	Profile Name	DEFAULT		
Payroll Misc Setup	General Setting							
	Date Format		DD/MM/YYYY 🗸			1	Probation Period	6 By Mon
	Link Leave To N	/lodify Record?	YES 🗸				Hired Age (Min)	13.00 Year
	Link Claim To N	Nodify Record?	YES 🗸				Retired Age	63 Year
	CPF Max Form	ula	AUTO CAPPING	~			Bonus Factor	0
1ain × Employ Detail Career Bai	ee ×	nt Address	Leave / Bene	fit Calenda	ar Misc			
1ain × Employ Detail Career Bar	ee <b>X</b>	Address NEW	Leave / Bene SAVE D	fit Calenda	ar Misc CANCEL			
Aain × Employe Detail Career Bar € € € € € € Employee ID / Name	ee × Employment 00000088 [CLAR	Address NEW	Leave / Bene SAVE D	fit Calenda	ar Misc CANCEL			
1ain × Employe Detail Career Bar IC C > > > I Employee ID / Name	ee X Ik Employmer 00000088 [CLAR	NEW ICE]	Leave / Bene SAVE D	fit Calenda	ar Misc CANCEL			
Aain × Employe Detail Career Bar (€ € → →) Employee ID / Name Employment Employment Status *	ee X Employmer	Address NEW ICE]	Leave / Bene SAVE D	fit Calenda	ar Misc CANCEL			
Aain × Employe Detail Career Bar (€ € → →) Employee ID / Name mployment Employment Status * Effective Date	ee X k Employmer	Address NEW ICE ACTIVE	Leave / Bene SAVE D [AC] 03/02/2020	fit Calenda	ar Misc CANCEL			
Aain     Employed       Detail     Career     Bar       Image: Constraint of the second s	ee X K Employmer	Address NEW ICE ACTIVE	Leave / Bene           SAVE         D           [AC]         D3/02/2020           MONTH         ✓	fit Calenda	ar Misc CANCEL			



## How to Global Change Retired Age

1. Go to Payroll Icon > Under Setup select Utility



## 2. Under Utility select Global Change

Main × Utility ×						
Initialize New Year	Global Change	Global Rename	Photo Upload			
Transfer Emp Record	Type here		(	CHANGE FROM	OPERATION	VA
Export/Import	PROCESS	CANCEL		EMPLOYEE	✓ CHANGE	~
Global Change	NO	DESCRIPTION		NO	DESCRIPTION	
Report Footer Message	37	AMOUNT PER POINT		15	LOCATION CODE	
	33	BANK PARTICULARS		44	MEDISAVE SCHEME (T/F)	

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

Global Change Global Rename Photo Upload									
retired		βo	HANGE FROM	OPERATION	VALUE				
PROCESS	CANCEL		EMPLOYEE	✓ CHANGE	~				
NO	DESCRIPTION		NO	DESCRIPTION		NO	DESCRIPTION		
37	AMOUNT PER POINT		15	LOCATION CODE		41	RETIRED AGE		
33	BANK PARTICULARS		44	MEDISAVE SCHEME (T/F)		99	SEMI MONTH PERCENTAGE		

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

Global Change	Global Rename	Photo Uploa	d					
Type here		ρ	CHANGE FROM	OPERATION	VALUE		Query Selection	SELECT ALL EMPLOYEE
PROCESS	CANCEL		EMPLOYEE	✓ CHANGE	~	63	Field/Description	41 RETIRED AGE



5. Click 'OK' to continue.



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



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

