

## 1.4 Initialize New Year

Initialize New Year is a compulsory step to perform during the year end period. The objective of this feature is to:

- Changes in CPF contribution rates for older workers from 1 January 2023
- Create employee working calendar of year 2023.
- Update public holiday table of year 2023.
- Bring forward annual leave balance from year 2022 to 2023.

This section shows user how to initialize New Year for E-Payroll.

### A) Initialize New Year for E-Payroll



#### IMPORTANT

- Please ensure all new hire/termination of employee in December are updated before initialize.
- You will get the following error message if you try to login to 2023 without initialize.



1. Login to E-Payroll and select **202212** period.

**Login to eSolution!**

User ID

Password

Company

Period

[Forgot Password?](#)

2. Go to **Utility** → **Initialize New Year**, you will see screen below.



**INITIALIZE NEW YEAR**

Year

Database Year  Query: ALL  
Company Select: ALL

Initialize Type

Initialize Employee's Cost Centre Allocation Table

3. Please ensure that the database year is **2023**.

Database Year

- (Optional) **Initialize Employee's Cost Centre Allocation Table** is to copy current year employee cost center allocation to next year.

Initialize Type

Initialize Employee's Cost Centre Allocation Table

You may leave this  if you do not use **Cost Centre Allocation** function.

Cost Centre Allocation

NEW SAVE CANCEL | REPORT

Employee No. EMPA Employee Name AHMAD RAHIM BIN AHMAD JUMAT

Period 202301

EDIT		COSTCODE	COSTCENTERDESC	DEPARTMENT	PERCENT
		COST1	COST CENTER 1	ACC	50.00
		COST2	COST CENTER 2	ACC	50.00

Picture above shows cost center allocation page.

- Click on **START** button to start Initialize New Year.

**INITIALIZE NEW YEAR**

START

- Click OK to proceed.

Initialize New Year [2023]

Initialize confirmed?

OK Cancel

- The processing time varies depending on employee headcount. **DO NOT close the browser or navigate to another page.**

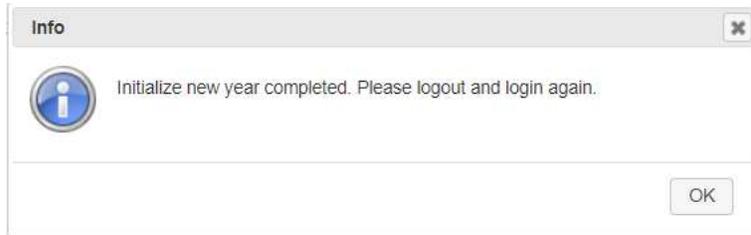
Please Wait...

13%

Initialize New Year in progress. Please do not close the browser or navigate to another page.

*Paygroup Generating...*

- When the process completes, you will receive the message shown below. Click OK and proceed to logout and re-login to year 2023-01.



## B) Initialize New Year for E-Leave

This section shows user how to initialize New Year for E-Leave.

  
**IMPORTANT**

- Run Initialize New Year for E-Payroll first before E-Leave.
- For E-Leave user, Initialization of New Year must be done before employees can apply leave on the year 2023.
- Please ensure all pending leave are approved before initialize new year.
- Public Holiday will be updated.

- Login to E-Payroll and select **202212** period.

**login**

User ID

Password

Company

Period

[Payroll Forgot Password?](#)

2. Go to **Leave** → **Initialize New Year**, and you will see screen below.



1. Ensure **Initialize Year** is set to next year.

Initialize Year :

2. Select the correct **Carry forward leave methods**, explanation as below.

Carry forward leave methods :

Option	Description
<b>All (balance leave)</b>	This option carry forward ALL current year YTD leave balance to the following year.
	<p>Current Year <b>Full 14 BF 3 Forfeit 0 Total 17 Taken 1 Balance 16</b></p> <p>Next Year <b>Full 14 BF 16 Forfeit 0 Total 30 Taken 0 Balance 30</b></p>
<b>One Year (Without B/F)</b>	This option carry forward current year earned leave. Unutilized BF from previous year will not be carry forward to the following year.
	<p>Current Year <b>Full 14 BF 3 Forfeit 0 Total 17 Taken 1 Balance 16</b></p> <p>Next Year <b>Full 14 BF 14 Forfeit -2 Total 28 Taken 0 Balance 28</b></p>

<p><b>Maximum Days C/F (Manual)</b></p>	<p>This option carry forward balance annual leave as defined by user or the actual annual leave balance, whichever lower.</p> <p>Carry forward leave methods : <input type="text" value="Maximum days C/F (manual)"/></p> <p>Max carry forward (0..180 days/hours) : <input type="text" value="5"/></p> <p>Current Year <b>Full 14 BF 3 Forfeit 0 Total 17 Taken 1 Balance 16</b></p> <p>Next Year <b>Full 14 BF 5 Forfeit -11 Total 19 Taken 0 Balance 19</b></p>												
<p><b>Maximum Day C/F (Allocation)</b></p>	<p>This option carry forward leave based on number of days as specified in <b>Leave Setup &gt; Leave Allocation &gt; Current Year Carry Forward</b> column.</p> <table border="1"> <thead> <tr> <th>Service Years ( From - To )</th> <th>Entitlement Days</th> <th>Current Year Carry Forward</th> </tr> </thead> <tbody> <tr> <td>0 - 1</td> <td>12</td> <td>6</td> </tr> <tr> <td>1 - 2</td> <td>13</td> <td>7</td> </tr> <tr> <td>2 - 99</td> <td>14</td> <td>8</td> </tr> </tbody> </table> <p>Current Year <b>Full 14 BF 3 Forfeit 0 Total 17 Taken 1 Balance 16</b></p> <p>Next Year <b>Full 14 BF 6 Forfeit -10 Total 20 Taken 0 Balance 20</b></p>	Service Years ( From - To )	Entitlement Days	Current Year Carry Forward	0 - 1	12	6	1 - 2	13	7	2 - 99	14	8
Service Years ( From - To )	Entitlement Days	Current Year Carry Forward											
0 - 1	12	6											
1 - 2	13	7											
2 - 99	14	8											
<p><b>Maximum Day C/F (By Percentage)</b></p>	<p>This option carry forward based on the percentage of days as specified in <b>Leave Setup &gt; Leave Allocation &gt; Current Year Carry Forward</b> column. Capped based on entitlement.</p> <table border="1"> <thead> <tr> <th>Service Years ( From - To )</th> <th>Entitlement Days</th> <th>Current Year Carry Forward</th> </tr> </thead> <tbody> <tr> <td>0 - 1</td> <td>12</td> <td>50</td> </tr> <tr> <td>1 - 2</td> <td>13</td> <td>60</td> </tr> <tr> <td>2 - 99</td> <td>14</td> <td>70</td> </tr> </tbody> </table> <p>Current Year <b>Full 14 BF 3 Forfeit 0 Total 17 Taken 1 Balance 16</b></p> <p>Next Year <b>Full 14 BF 6 Forfeit -10 Total 20 Taken 0 Balance 20</b></p>	Service Years ( From - To )	Entitlement Days	Current Year Carry Forward	0 - 1	12	50	1 - 2	13	60	2 - 99	14	70
Service Years ( From - To )	Entitlement Days	Current Year Carry Forward											
0 - 1	12	50											
1 - 2	13	60											
2 - 99	14	70											

<p><b>Balance C/F (By Percentage)</b></p>	<p>This option carry forward based on the percentage of days as specified in Leave Setup &gt; Leave Allocation &gt; Current Year Carry Forward column. Capped based on Balance.</p> <table border="1" data-bbox="397 310 1469 504"> <thead> <tr> <th>Service Years ( From - To )</th> <th>Entitlement Days</th> <th>Current Year Carry Forward</th> </tr> </thead> <tbody> <tr> <td>0 - 1</td> <td>12</td> <td>50</td> </tr> <tr> <td>1 - 2</td> <td>13</td> <td>60</td> </tr> <tr> <td>2 - 99</td> <td>14</td> <td>70</td> </tr> </tbody> </table> <p>Current Year <b>Full 14 BF 3 Forfeit 0 Total 17 Taken 1 Balance 16</b></p> <p>Next Year <b>Full 14 BF 8 Forfeit -8 Total 22 Taken 0 Balance 22</b></p>	Service Years ( From - To )	Entitlement Days	Current Year Carry Forward	0 - 1	12	50	1 - 2	13	60	2 - 99	14	70
Service Years ( From - To )	Entitlement Days	Current Year Carry Forward											
0 - 1	12	50											
1 - 2	13	60											
2 - 99	14	70											
<p><b>None</b></p>	<p>This option forfeit all balance annual leave.</p>												

3. Click **Copy from prev year** to copy all leave administration settings.

---Leave Setting---

**Copy from prev year**

Period Entitlement : 01/01/2023 To 31/12/2023

Prorate Entitlement : Calendar Day

Current Leave : None

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : One Year (Without B/F)

Prorate Sick Leave : Pro-rate Sick & Hospitalisation

4. (Optional) Tick **Copy All Settings** only during the first initialization.

**Copy All Settings**

Copy Leave Administration Setting (except the default)

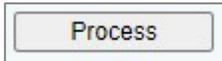
Copy Leave Prorate Detail Setting

Copy Leave Prorate Setup Setting

5. Tick on **Recalculation**. **If you skip recalculation during initialize new year, you will need to run Leave Calculation later. (DO NOT tick this part if you have headcount more than 50)**

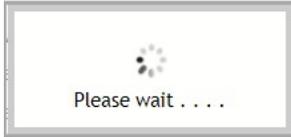
Recalculation:  (This would slow down the processing time)

- Click **Process** to initialize.



- During Initialize new year, page will reflect as “Please wait...”

**Note:** Do not navigate to another page when the process is in progress.



- System will show **Process Completed** when initialization is done.

Leave >> Administrator >> Initialize New Year

Initialize Year : 2023

For those in : All

Carry forward leave methods : All (balance leave)

Leave Scheme : - ALL -

Employee : - ALL -

Leave Type : - ALL -

---Leave Setting---

Period Entitlement : 01/01/2023 To 31/12/2023

Prorate Entitlement : Calendar Day

Current Leave : None

Leave Cut Off Day : 15

Saturday as Full day : No

Leave B/F Method : One Year (Without B/F)

Prorate Sick Leave : Pro-rate Sick & Hospitalisation

**Copy All Settings**

- Copy Leave Administration Setting (except the default)
- Copy Leave Prorate Detail Setting
- Copy Leave Prorate Setup Setting

*The selected year settings will be deleted and it will be replaced with the previous year settings.*

Recalculation:  (This would slow down the processing time)

**Process Completed.**



**IMPORTANT**

For step 5 and 6, if happen that you are initializing for the second time, or onward, without any changes in **leave administration settings, leave prorate setup, and leave prorate detail**, please skip and proceed to step 7.



**ADVICE**

**For those who wish to allow employee to apply 2023 leave in advance**, under leave carry forward leave methods, please use “**None**” method. This is to avoid the event that an employee would still like to apply 2022 leave after leave carry forward but there is no leave balance left.

**After leave cut off**, please ensure that you **re-initialize New Year** in order to have leave balance reflect correctly.

Verify public holiday setup for 2023, from **Leave** menu, click **Public Holiday Setup**.

The screenshot displays the 'Leave' menu with three columns of options:

- HR**
  - Apply Leave
  - Approve Leave
  - View Leave
  - Calendar
  - Yearly Calendar
  - Report
  - Reset Password
- Administrator**
  - Leave Code Setup
  - Leave Policy Setup
  - Leave Policy
  - Approval Setup
  - Approval Group Setup
  - Cc Group Setup
  - Code Setup
  - Mapping Group Setup
  - Param Setup
  - Mail Setup
  - Mail Template Setup
  - Layout Setup
  - Report Setup
- Enterprise**
  - Public Holiday Setup** (highlighted with a red box)
  - Work Day Setup
  - Cut Off Setup
  - Leave Setting
  - Leave Allocation
  - Prorate Setup
  - Prorate Details
  - Leave Adjustment
  - Leave Calculation
  - Leave Entitlement
  - Initialize New Year
  - Batch Update
  - Bf Cut Off

A calendar icon on the right shows the date 15.

You may refer to the link to for 2023 Singapore Public Holiday.

<https://www.mom.gov.sg/employment-practices/public-holidays#Year-2023>

Counter check latest changes before employee apply leave.

Leave >> Administrator >> Public Holiday Setup

Year: 2023 ▾

State: -ALL- ▾

		Date	Description	State
		01/01/2023	NEW YEAR DAY	
		02/01/2023	NEW YEAR DAY (Repl.)	
		22/01/2023	CHINESE NEW YEAR	
		23/01/2023	CHINESE NEW YEAR	
		24/01/2023	CHINESE NEW YEAR (Repl.)	
		07/04/2023	GOOD FRIDAY	
		22/04/2023	HARI RAYA PUASA	
		01/05/2023	LABOUR DAY	
		02/06/2023	VESAK DAY	
		29/06/2023	HARI RAYA HAJI	
		09/08/2023	NATIONAL DAY	
		12/11/2023	DEEPAVALI	
		13/11/2023	DEEPAVALI (Repl.)	
		25/12/2023	CHRISTMAS DAY	

## C) Initialize New Year for Timesheet (Applicable to those with Timesheet Module only)

If you are using Times Timesheet module, follow the steps on next page to initialize Shift Schedule for 2023, skip this if this is not applicable.

**REMINDER: This step should be done after Initialize New Year in ePayroll**

### Login to period 2023-01

- 1) Click **Timesheet** module.
- 2) From **Administrator** menu, select **Shift Schedule**.



- 3) Click **Workgroup** drop-down to select all codes.
- 4) Select **all employees** checkbox.
- 5) Click **Save**.
- 6) Click **Process**.

*Other settings not mentioned herein remain status quo.*

- 7) **Do not navigate to another page when the process is in progress.** Once the process is done system will reflect **Process Completed** message.

