TINES Software User Guide

TIMES E-PAYROLL for WEB



Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.



User ID:	
Password	
Company	TSPLMY V
Period	2017 V 09 V E V
Profile	DEFAULT V

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COMPANY SETUP

COMPANY SETUP	*
👯 Company Setup 🍇 Global Setup 💐 User Profile	

A. <u>COMPANY SETUP</u>

1. Company Profile

This section is for user to setup the company information.

NEW SAVE DELETE CAACEL I STATUTORY SETUP Company Pofile Company Code TSPL Image: Company Code DELETE Profile Code Company Name TIMES SOFTWARE SDN BHD Payroll Version MALAYSIA Image: Company Code Image: Company Code DELETE Image: Company Code Image: Code </th <th>Browse</th>	Browse
Company Code TSPL Profile Code DEFAULT Company Name TIMES SOFTWARE SDN BHD Payroll Version MALAYSIA Co Registration No. R1234567890 Tel No. 03-27100090 Ext Address 1 10-13A, 10th Floor, Wisma UOA II Fax No. 03-27100091 Address 2 No. 21, Jalan Pinang Email support@timesoft.com.my Address 3 Kuala Lumpur, Malaysia Home Page URL http://www.timesoft.com.my/index.htm Postal Code 50450 Company Logo DELETE LOGE Contact Person NRIC Deleter LOGE Contact Name NRIC Itel No. Designation NOVE Tel No.	
Company Name TIMES SOFTWARE SDN BHD Payroll Version MALAYSIA Co Registration No. R1234567890 Tel No. 03-27100090 Ext Address 1 10-13A, 10th Floor, Wisma UOA II Fax No. 03-27100091 Ext Address 2 No. 21, Jalan Pinang Email support@timesoft.com.my Address 3 Kuala Lumpur, Malaysia Home Page URL http://www.timesoft.com.my/index.htm Postal Code 50450 Company Logo External Code External Code Contact Person External NRIC External NRIC External Code External Code Designation INVE Tel No. External Code External Code	
Co. Registration No. R1234567890 Tel No. 03-27100090 Ext Address 1 10-13A, 10th Floor, Wisma UOA II Fax No. 03-27100091 Address 2 No. 21, Jalan Pinang Email support@timesoft.com.my Address 3 Kuala Lumpur, Malaysia Home Page URL http://www.timesoft.com.my/index.htm Postal Code 50450 Company Logo DELETE LOGE Contact Person Contact Name NRIC Designation NOVE Tel No. Contact Name	
Address 1 10-13A, 10th Floor, Wisma UOA II Fax No. 03-271000091 Address 2 No. 21, Jalan Pinang Email support@timesoft.com.my Address 3 Kuala Lumpur, Malaysia Hone Page URL http://www.timesoft.com.my/index.htm Postal Code 50450 Company Logo DELETE LOGO Contact Person Contact Name NRIC Designation NONE Tel No.	
Address 2 No. 21, Jalan Pinang Email support@timesoft.com.my Address 3 Kuala Lumpur, Malaysia Home Page URL http://www.timesoft.com.my/index.htm Postal Code 30450 Company Logo DELETE Lood Contact Person Contact Name NRIC Designation NONE Tel No.	
Address 3 Kuala Lumpur, Malaysia Home Page URL Http://www.timesoft.com.my/index.htm Postal Code 50450 Company Logo Contact Person Contact Name NNEIC Designation NONE Tel No.	
Contact Person Contact Person Contact Name NRIC Designation NONE Tel No.	
Contact Person Contact Name Designation NNIC Tel No.	
Contact Name NRIC Designation NONE Tel No.	
Designation NONE Tel No.	
Ernan Fax No.	
NEW button - Create new company.	
SAVE - Save the newly created company/ latest changes on exist	ing company.
DELETE button - Delete company setup.	
CANCEL button - Cancel current changes.	
Company Code : Use to define the group of employee belongs to. Input m alphanumeric. This is the required field which cannot be	
Company Name : Use to display the company name. Input maximum of 50 This is the required field which cannot be blank.) alphanumeric.
Co. Registration No. : Input maximum of 25 alphanumeric.	
Address 1 :	
Address 2 : Company address. Input maximum of	40
Address 3 :	
Postal Code : Display company postal code.	
Profile Code : Only Default value in drop down list.	
Country : Default value is Malaysia. User can select other country' down list by clicking New button.	's name in drop

STATUTO	RY SETU	P	button - Setu	up accounts	according to	local authority	's regulations.
s	Statutory S	etu	p			×	
	NEW		SAVE DELETE	CANCEL			
	Country		MALAYSIA 🔻				
	Column		ASB_NO				
	Description		ASB NO		Display in Lab	el.	
	COLUMN		DESC	RIPTION			
	ASB_NO			ASB NO		A	
	CFUND_NO			EPF A/C NO			
	CPTPTN_NO			PTPTN A/C NO			
	CSOCSO_NO			SOCSO NO			
	CTABUNG_HAJ	[_AC		TABUNG HAJI NO		•	
Tel No. Ext		:	Display company's Input maximum of This is optional fie	20 numeric	values.	-	
LAL		•	maximum only 10	-		-	_
			•			•	
Fax No.		:	Display company f the textbox. Input				Able to input '-' in
Email		:	Display company of	email. Input	maximum of	50 alphanume	ric.
Home Page	URL	:	Input any alphanur	meric. User	may input cor	npany website	
Company L	ogo	:	Logo will be displa greater than 1mb s	• •	• • •	•	•
Contact Na	me	:	This is optional fie	eld. Input an	y alphanumer	ic.	
Designatior	1	:	This is optional fie	eld. Select de	esignation from	m drop down l	ist.
Email		:	This is optional fie of 50 alphanumeric	-	e email of the	contact person	. Input maximum
Tel No.		:	This is optional fie allow input maxim				nber. This only
Fax No.		:	This is optional fie maximum of 20 nu			ax number. Th	is only allow input

2. <u>Company Statutory</u>

This section is for user to setup the account number required for statutory report submission.

Company Profile	Company Statuto	ry Company Bank				
SAVE						
Statutory Requirer	nent					
Country	MALAYSIA	•				
Company Name	ALL [ALL]		۲			
ASB NO			NONE	EPF A/C NO	NONE	
PTPTN A/C NO			NONE	SOCSO NO	NONE	
TABUNG HAJI NO			NONE	ZAKAT NO	NONE	
INCOME TAX A/C NO)		NONE			

3. Company Bank

This section is for user to setup the company bank account number for staff's net pay via IBG transaction.

Company Profile	Company Statutory Com	ipany Bank				
NEW	SAVE DELETE	CAN	ICEL			
Company Bank						
Country	MALAYSIA	٣				
Company Code	TIMES PUBLISHING PTE LTD [TPL]	۲			
			_			
Bank Code	RHB		Ban Ban	k Branch# NON		
Bank AC#	1234567890		Ban	k Name RHB BANK	BERHAD	
BANK NAME		BANK AC#		BANK CODE	BANK BRANCH	DEFAULT TRANSACT CODE
RHB BANK BERHA	D	1234567890	D	RHB	NON	

Note:

If the company bank setup is skipped, employee who belong to this company will not automatically assign a bank account from company and require to setup thru the Employer Bank Setup.

B. <u>GLOBAL SETUP</u>

1. System Setting

Profile Code DEFAULT	Profile Name DEFAULT
General Setting	
Date Format D	D/MM/YYYY Probation Period By Month
	O Vear
	ES Retired Age 60 Year OUND TOTAL Bonus Factor 0
Payslip Message 1	User Define Day 0
Payslip Message 2	Annual Salary Month 12
	Mid Month Pay Subject to EPF
	Mid Month Pay Subject to SOCSO Enable Script Inject No EPF Wage rounding >=20k (actual wage) Disable auto calculate Back pay OT (BAOT)
	Combine EPF & EPF Vol
Prorate Formula Setting	
Prorate for Newly Hired or Terminate Formula B	Employee? ase Pay/Calendar Days (o6) V Method DAY/DAY FORMULA * BASE SALARY V
Leave Setting	na calvauram asla faaT unanaa asula u cau aan u asaa asaa a
	O ENCASHMENT [F]
rofile Code	: allow user to create different system setting for different profile.
Date Format	: DD/MM/YYYY or MM/DD/YYYY. (Important: Is a MUST to have the same date format for both OS and application system.
Link Leave to Mod	ify Record : set 'YES' then system able to link staff leave record to Modify Payroll Record via Leave Transfer process. Otherwise, the user will have to enter the leave taken for each payroll process manually.
ink Claim to Mod	ify Record : set 'YES' then system able to link staff claim record to Modify Payroll Record via claim Transfer process. Otherwise, the user will have to enter the claim for each payroll process manually.
ayslip Message 1	: setup global payslip message line 1.
ayslip Message 2	: setup global payslip message line 2.
Probation Period	: setup global probation period.
Retired Age	: setup global retirement age.
lired Age (Min)	: setup global minimum working age for staff.
Sonus Factor	: to define the company bonus factor.
Jser Define Day	: to define a fixed working days per month for specific formula usage.
Encashment Code	: define the allowance code used for annual leave encashment if the employee resigns.
Rounding Formula	: define the rounding method used for rounding the annual leave balance day (s).
	: check the check box to enable system to compute the mid-month salary payment subject to EPF calculation.
	: check the check box to enable system to compute the mid-month salary payment subject to SOCSO calculation.
	: check the check box to enable system to compute the
	actual EPF Wages after the accumulated amount is more than 20k.

TIMES E-Payroll	TIMES SOFTWARE PTE LTD
Auto Adjustment	: check the check box to enable auto adjustments of negative net wage. The system will prompt user to add a new code (ADJU). This is used as an offset allowance for negative net wage.
Enable Script Inject	: check the check box to enable formula for allowance/ deduction.
Disable auto calculate	e Back pay OT (BAOT) : check the check box to disable system auto compute the back pay for the overtime.
Encash Resigned Staf	¹⁷ : check the check box to enable system to compute the annual leave encashment. The Encashment Code and Rounding Formula only will be function after user checks this check box.
Prorate for Newly Hir	ed or Terminate Employee? : check the check box to enable system auto compute the newly hired or terminate employee with prorate formula method.
Prorate Formula	: Select the appropriate method.
Prorate Method	:
1. Daily Rate * D	ays worked - calculation of salary based on daily rate.
2. Day/Day Form working days in the second s	nula * Base Salary - calculation of salary based on total days worked over total hat month.
*Note: 2 options	deliver different prorated amount basic salary due to rounding issue.
Encashment Code	: To define an allowance code for the encashment on annual leave.
Encashment Rounding F	Formula : To set the rounding method for encashment amount on annual leave.

2. <u>Misc Parameter</u>

SAVE CANCEL																		
ofile Code DEFAU	ULT		Profile Name	DEFAU	LT													
Hours/Day			OT Rate Setup															
DESC	HOUR	-	DESCRIPTION	FACTOR	STATUS	EPF	EA#	VOL	soc	cso	PCB	ADD	PAY	÷	IRD	NPL	MIN OT	1
D1	8		OT1.0C	1	с		1				 Image: A start of the start of	(1
D2	8		OT1.5C	1.5	5 C		1				1	6						
D3	8	Ŧ	OT2.0C	2	c c		1					(Ŧ
ours Worked Per Year	2496		Enable OT Entry					F	lounding N	Method	2	DECIMAL	PLAC	ES 🔻				
elect Formula			Previous month OT rate	for Daily rated	employe	. 🗆		C	OT Rate Se	tting	A	PPLY LAS	г мтн	OTC(C) A	S CUR N	ITH OT(L)		۲
Daily Rate By			OT Rate calculation base	d on	12 r	onth												
Base Pay/26 [03]		•																
NPL Daily Rate By			Shift Setup															
Base Pay/Calendar Days [06]		•	DESCRIPTION	RATE	EP	EA#	VOL	SOCSO	PCB	ADD PAY	HRD	от	RD	GRP	NPL	BAITU	MAL	1
Absent Daily Rate By Base Pay/Calendar Days [06]			SHIFT1		0 🗹													
DT-Rate By			SHIFT2		0													
HOURS/YEAR - USER DEFINED [1]	1		SHIFT3		0	1		•										-
Working Day Rounding Method			Enable Shift Entry?				•		Averag	ge Shift M	onth CUF	RENT MO	NTH 1	•				
2 DECIMAL PLACES		•	D 10 C1															
SRP Formula Rounding Method			Rest Day Setup															
0.0000000000000000000000000000000000000																		
2 DECIMAL PLACES		•	DESCRIPTION	RATE	STAT		EA#	VOL	SOCSO	PCB	ADD PA		-	от	NPL	BAITULI	MAL	^
Enable NPL Entry?			0.5 DAY-C		0.50 C		1)				MAL	Â
 Enable NPL Entry? Enable NPL Hour Entry? 			0.5 DAY-C 1.0 DAY-C	1	0.50 C		1		x	 Image: Control of the second se)				MAL	
Enable NPL Entry?			0.5 DAY-C	1	0.50 C		1)				MAL	÷
 Enable NPL Entry? Enable NPL Hour Entry? 			0.5 DAY-C 1.0 DAY-C	1	0.50 C		1		8	 Image: Control of the second se)				MAL	
 ✓ Enable NPL Entry? ✓ Enable NPL Hour Entry? ✓ Enable Absent Entry? 			0.5 DAY-C 1.0 DAY-C 1.5 DAY-C Enable Rest Day Entry?	, c , s , s , s , s , s , s , s , s , s , s	0.50 C 1.00 C 1.50 C		1 1 1		Rest I	Day Formu Day Rate	ula BASE	PAY RATE					MAL	
 Enable NPL Entry? Enable NPL Hour Entry? 			0.5 DAY-C 1.0 DAY-C 1.5 DAY-C	, c , s , s , s , s , s , s , s , s , s , s	0.50 C 1.00 C 1.50 C		1 1 1		Rest I	Day Formu Day Rate	ula BASE	PAY RATE					MAL	÷
cofile Code	: allow : Daily ignore	user rate	0.5 DAY-C 1.0 DAY-C 1.5 DAY-C Enable Rest Day Entry?	ifferen you do es (D1	1.50 c 1.50 c 1.50 c 1.50 c 1.50 c	sc pa nave 08) c	any any	neter dail	Rest I Rest I for c y-rat	Day Formu Day Rate	rent	pay RATE prof ers i	ile	your	CO	mpar	1у, р	
Crable NPL Entry? Enable NPL How Entry? Enable Absent Entry? Coofile Code ours/ Day:	: allow : Daily ignore choose : Hourl please	user rated this to se y ra gnot	o.s DAY-C 1.0 DAY-C 1.3 DAY-C 1.5 DAY-C Enable Rest Day Entry? to create di d types. If y part. 8 type	ifferen you do es (D1 ers of If you 5 type	1.50 c 1.50 c 1.50 c 1. do: 1. do:	sc pa nave D8) c cing n't h IR1 1	any any any of d hou ave to H	dail aily- rs pe any IR5)	rated of hou	Day Formu Day Rate diffe: ted v 1 wo y for urly ourly	rent vorkers eacl ratec	prof ers i ; are h typ	ile n y do be.	your efind er in kers	con ed.	mpar The our o	ıy, p user	n pa
 ■ Enable NPL Entry? ■ Enable NPL How Entry? ■ Enable Absent Entry? ■ Cooffile Code Ours/ Day: 1 - D8 	: allow : Daily ignore choose : Hour please i user ma	user rated this to se y ra gnon y ch	c.s DAY-C 1.0 DAY-C 1.0 DAY-C 1.5 DAY-C Enable Rest Day Entry? to create di d types. If y part. 8 type et the numbu ted types. re this part.	ifferen you do es (D1 ers of If you 5 type the nu	tt mi n't l to l wor! do: h u do: h umbe	sc pa nave D8) c king n't h IR1 t	any any of d hou ave to H	neter dail aily rs pe any IR5) rking	er day hou of hou	Day Formula Day Rate	rent vorka rkers eacl ratec	prof prof ers i s are n typ l wc ed w	ile ile ork ork	your efind er in kers each	con ed.	mpar The our o	ıy, p user	n pa
 Chable NPL Entry? Chable NPL How Entry? Chable Abcent Entry? Cooffile Code Cours/ Day: 1 - D8 R1-HR5 	: allow : Daily ignore choose : Hourl please user ma	user rated this to se y ra gnot y ch : er	o.s DAV-C 1.0 DAV-C 1.1 DAV-C 1.5 DAV-C Enable Rest Day Entry? to create di d types. If y part. 8 type et the numb- ted types. re this part. noose to set mployees un	ifferen you do es (D1 ers of If you 5 type the nu nder th	n't l to l wor! do: ss t to l to l to l to l to l to l to l to	sc pa nave 08) c king n't h IR1 t IR1 t irrs of etting	anyof d ave to H	any (R5) (rent	v rest rated or day how of h g how	Day Form Day Rate diffe ted v 1 wo y for urly ourly to ov	rent vorka rkers eacl value rated y-rat	prof ers i ; are l wc way fc ne p	ile ile ork ork	your efind er in kers each	con ed.	mpar The our o	ıy, p user	n pa

Select Formula: Daily Rate By : determine the daily rate formula used for computation. NPL Daily Rate By : determine the No Pay Leave rate formula used for computation. : determine the Absent leave rate formula used for computation. Absent Daily Rate By OT-Rate By : determine the overtime formula used for computation. Note: Choose OT rate formula "Hours/Year" if the number of working hours per week is unique in your company. Working Day Rounding Method : determine the precision level for computation. : check the check box to enable NPL-Day data input screen under Modified Pay Record. : check the check box to enable NPL-Hour data input screen under Modified Pay Record. : check the check box to enable Absent-Day data input screen under Modified Pay Record.

OT Rate Setup:	
Description	: user defined description.
Factor	: overtime rate multiplying factor. (User are allowed to change factor if they wish to do so)
Status	: C – overtime computation based on the current basic pay.
	L – overtime computation based on the last basic pay before the latest increment.
EPF	: to specific the OT subject to EPF? Tick = YES, Un-tick = NO.
EA#	: to set the line number where this amount would be reflected in EA form.
VOL	: to specific the OT subject to EPF voluntary fund.
SOCSO	: to specific the OT subject to SOCSO calculation.
PCB	: to specific the OT subject to monthly Income Tax.
ADD PAY	: to specific the additional remuneration is subject to EPF but not subject to tax, the EPF amount must be categorized as KT.
HRD	: to specific the OT subject to HRD.
NPL	: tick to enable the OT payment to affect No Pay Leave deduction rate.
MIN OT	: minimum basic wage for computing overtime pay.
Enable OT Entry 🔽	: check the check box to enable OT data input screen under Modified Pay Record.
Provious month OT rat	
	te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period.
Previous month OT rat OT Rate calculation ba	te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period.
OT Rate calculation ba	te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on 0 month : to define the OT Rate always calculate on the
OT Rate calculation ba Rounding Method 21	te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on 0 month : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES : to set the rounding method on the OT amount.
OT Rate calculation ba Rounding Method 2 1	te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on 0 month : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES : to set the rounding method on the OT amount.
OT Rate calculation ba Rounding Method 21 OT Rate Setting AP	te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on o month : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES : to set the rounding method on the OT amount. PLY LAST MTH OTC(C) AS CUR MTH OT(L) : to define the overtime rate
OT Rate calculation ba Rounding Method 2 1 OT Rate Setting AP <u>Shift Setup:</u>	te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on o month : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES : to set the rounding method on the OT amount. PLY LAST MTH OTC(C) AS CUR MTH OT(L) : to define the overtime rate
OT Rate calculation ba Rounding Method 21 OT Rate Setting AP <u>Shift Setup:</u> Description	te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. assed on
OT Rate calculation ba Rounding Method 21 OT Rate Setting AP Shift Setup: Description Rate	te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on o month : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES : to set the rounding method on the OT amount. PLY LAST MTH OTC(C) AS CUR MTH OT(L) : to define the overtime rate calculation based on system settings or user defined on the salary month. : user defined description.
OT Rate calculation ba Rounding Method 2 1 OT Rate Setting AP Shift Setup: Description Rate EPF	 te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on o month : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES : to set the rounding method on the OT amount. PLY LAST MTH OTC(C) AS CUR MTH OT(L) : to define the overtime rate calculation based on system settings or user defined on the salary month. : user defined description. : user defined shift rate per hour.
OT Rate calculation ba Rounding Method 21 OT Rate Setting AP Shift Setup: Description Rate EPF EA#	<pre>te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on month : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES : to set the rounding method on the OT amount. PLY LAST MTH OTC(C) AS CUR MTH OT(L) : to define the overtime rate calculation based on system settings or user defined on the salary month. : user defined description. : user defined shift rate per hour. : to specific the Shift subject to EPF? Tick = YES, Un-tick = NO.</pre>
OT Rate calculation ba Rounding Method 2 1 OT Rate Setting AP Shift Setup: Description Rate EPF EA# VOL	<pre>te for Daily rated employee :: check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on month : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES :: to set the rounding method on the OT amount. PLY LAST MTH OTC(C) AS CUR MTH OT(L) :: to define the overtime rate calculation based on system settings or user defined on the salary month. : user defined description. : user defined shift rate per hour. : to specific the Shift subject to EPF? Tick = YES, Un-tick = NO. : to set the line number where this amount would be reflected in EA form.</pre>
OT Rate calculation ba Rounding Method 21 OT Rate Setting AP Shift Setup: Description Rate EPF EA# VOL SOCSO	<pre>te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period.</pre> seed on month : to define the OT Rate always calculate on the total month of the whole year. <pre>DECIMAL PLACES : to set the rounding method on the OT amount.</pre> PLY LAST MTH OTC(C) AS CUR MTH OT(L) : to define the overtime rate calculation based on system settings or user defined on the salary month. <pre>: user defined description.</pre> : user defined shift rate per hour. <pre>: to specific the Shift subject to EPF? Tick = YES, Un-tick = NO.</pre> : to set the line number where this amount would be reflected in EA form. <pre>: to specific the Shift subject to EPF voluntary fund.</pre>
OT Rate calculation ba Rounding Method 21	<pre>te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period.</pre> assed on month : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES : to set the rounding method on the OT amount. PLY LAST MTH OTC(C) AS CUR MTH OT(L) : to define the overtime rate calculation based on system settings or user defined on the salary month. : user defined description. : user defined shift rate per hour. : to specific the Shift subject to EPF? Tick = YES, Un-tick = NO. : to set the line number where this amount would be reflected in EA form. : to specific the Shift subject to EPF voluntary fund. : to specific the Shift subject to SOCSO calculation.
OT Rate calculation bandling Method 2 I Rounding Method 2 I OT Rate Setting AP Shift Setup: Description Rate EPF EA# VOL SOCSO PCB	 te for Daily rated employee : check the check box to enable system to compute the daily rated employee based on previous month overtime rate on every new period. ased on omonth : to define the OT Rate always calculate on the total month of the whole year. DECIMAL PLACES : to set the rounding method on the OT amount. PLY LAST MTH OTC(C) AS CUR MTH OT(L) : to define the overtime rate calculation based on system settings or user defined on the salary month. : user defined description. : user defined shift rate per hour. : to specific the Shift subject to EPF? Tick = YES, Un-tick = NO. : to specific the Shift subject to EPF voluntary fund. : to specific the Shift subject to SOCSO calculation. : to specific the Shift subject to monthly Income Tax. : to specific the additional remuneration is subject to EPF but not subject to

TIMES E-Payroll	TIMES SOFTWARE PTE LTD						
RD	: check the check box if users wants the Shift payment to affect Rest Day rate.						
GRP	: check the check box to enable gross rate of pay computation – affects items like: E.g. Paid annual leave.						
NPL	: check the check box if user wants the Shift payment to affect No Pay Leave deduction rate.						
Baitulmal	: to specific the Shift subject to Baitulmal contribution.						
Enable Shift Entry?	: check the check box to enable Shift data input screen under Modified Pay Record.						
Average Shift Month	: 1. Current Month - computation for shift allowances based on current month only.						
	2. Last 1 to Last 6 Months - computation for shift allowances based on the average of months. This will reflect the average gross rate pay for the last x months n your Gross Rate Report.						
Rest Day Setup:							
Description	: user defined description.						
Rate	: user defined shift rate per hour.						
EPF	: to specific the Rest Day subject to EPF? Tick = YES, Un-tick = NO.						
EA#	: to set the line number where this amount would be reflected in EA form.						
VOL	: to specific the Rest Day subject to EPF voluntary fund.						
SOCSO	: to specific the Rest Day subject to SOCSO calculation.						
PCB	: to specific the Rest Day subject to monthly Income Tax.						
ADD PAY	: to specific the additional remuneration is subject to EPF but not subject to tax, the EPF amount must be categorized as KT.						
	: to specific the Rest Day subject to HRD.						
HRD							
	: check the check box if user wants the Rest Day payment to affect Shift rate.						
HRD OT NPL							
ОТ	 : check the check box if user wants the Rest Day payment to affect Shift rate. : check the check box if user wants the Rest Day payment to affect No Pay Leave deduction rate. 						
OT NPL	 : check the check box if user wants the Rest Day payment to affect Shift rate. : check the check box if user wants the Rest Day payment to affect No Pay Leave deduction rate. : check the check box to enable Rest Day data input screen under Modified 						

3. **Prorate Allowance**

This section is to allow user to define which allowance that needs to be pro-rated.

Syste	em Setting N	lisc Parame	eter Pr	orate Allov	wance	Password	Setting OT Ca	apping	N-CS			
	NEW SAVE CANCEL Search By CODE Type to search here P											
Profile	Profile Code DEFAULT Profile Name DEFAULT											
Prorat	Prorate Formula ALLOWANCE/CALENDAR DAY [05] VINPL/ABSENT Day Formula - Use Fixed Amount from Update Employee Record ? GRP Formula - Use Fixed Amount from Update Employee Record?											
	CODE	:	NPL	ABSENT	ANNUAL	SICK	OTHER 1		OTHER 2	OTHER 3	OTHER 4	OTHER 5
ŵ	PHONE			•								

Profile Code : allow user to create different prorate allowance for different profile.

Prorate Formula : determine the formula used for prorate allowance computation.

NPL/ABSENT Day Formula - Use Fixed Amount from Update Employee Record ?

- check the check box to enable the system to use fixed amount for NPL/ Absent day computation. (No prorate)

GRP Formula - Use Fixed Amount from Update Employee Record?

- check the check box to enable the system to use fixed amount for GRP computation. (No prorate)

- check the ch	neek box to enable the system to use fixed another for Okr computation. (No profate)
Code	: select the allowance code which needs to be prorated.
NPL NPL taken.	: check the check box if user wants the allowance to be prorated when there is
ABSENT Absent Day.	: check the check box if user wants the allowance to be prorated when there
ANNUAL	: check the check box if user wants the allowance to be prorated when there is Annual Leave taken.
SICK	: check the check box if user wants the allowance to be prorated when there is Sick Leave taken.

OTHER1 TO OTHER 5: select which type of leave taken will need the system to prorate the allowance.

4. **Password Setting**

Allow user to define the password protocol used for Times E-Payroll login security.

System Setting Misc Parameter Prorate Allowance	Password Setting OT Capping	N-CS						
SAVE CANCEL								
Profile Code DEFAULT	▼ Profile Name	DEFAULT						
Activate the Complex Password.		Password Protocol (Minimum Requirements)						
No of Tries		Password must contain characters from all of the following categories:						
Minimum Password Characters (Min 6 to Max 16 Characters)		At least one uppercase character (A through Z)						
minimum Password Characters (min 6 to Max 16 Characters)		At least one lowercase character (a through z)						
Re Use of Password after specified number of cycle		At least one Base 10 digit (0 through 9)						
Password Expired Alert	day	At least one Non-alphanumeric character (1@#\$%&?+=`{[];;,<\/!?)						
Activate the Complex Password check the check box to enable the complex password setting. If								
	uncheck, characters)	the only password control is the minimum length (6).						
No of Tries	: define nu	mber of tries before system barred user from login.						
	1 6 1							

Minimum password characters : define the minimum length of password.

Re use the password after specified number of cycle : define the same password can be used after N times of change.

Password Expired Alert	: define when to start alerting user before password expired.
Password Protocol	: define the minimum requirement of password created.

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C. <u>USER PROFILE</u>

1. User Setup

To create TIMES E-Payroll login user, setup password and define the access right.

	u Setup				~			
NEW	SAVE DELETE	CANCEL			l l		*For change pass	word please kindly go to Change password pa
	Type to search here	•	P	 Roles Associated with th Profile 	DEFAULT PROFILE	•		
USER ID	USER NAME	ROLE	\$	Role *	ADMINISTRATOR	• 🛶		
TEAMMY	MALAYSIA TEAM	ADM	^	User Setting			Password Setting	
MASTER	MASTER USER	ADM		User Id *	SUPPORT	Is Lock?	Renew count *	99 Month
SUPPORT	TIMES SUPPORT	ADM		User Name *	TIMES SUPPORT		Effective Date *	01/01/2011
				Create a Password *			Expiry Date *	14/02/2023
				Confirm Password *			Last Changed	14/11/2014
					Reset Password		Access Date	07/09/2011
				Access Setting			Employee Access Setting	
				Employee No		-		
				Hide Wages	NO	• 🛶	Lock Modify Salary?	
				Query Access	NO	•	Enabled Auto Prompting I	
				Show Auto Prompt	DAILY	•	Disabled Update Salary in	
								ify Pay Record with Hidden Wages
							Allow IRAS API submission	n?
				E-module Admin Setting				
				🗹 E-CLAIM 🗹 E-HR	E-LEAVE			
			÷					

Profile

: always default to 'DEFAULT PROFILE'.

- Click the **local** icon and [Profile-Role Mapping] window will pop up:

Profile-F	Role Mapping				×
Profile	DEFAULT PROFILE [DEF/	AULT	r] v		
	Master Role			Active Role	
EMPLOY	EE	•	⇒ ⇔	ADMINISTRATOR HR USER PAYROLL USER	*
				Save	Cancel

- In here, user can define how many type of roles to be available in the database by assigning the role to 'Active Role' column.

Role

: to assign the Role to the login user.

- Click the icon and [Add/ Edit Role] window will pop up:

- In here, user can add new role and delete existing role.

TIMES E-Payroll		TIMES SOFTWARE PTE LI
User ID	:	E-Payroll Login ID. Input maximum 8 of alphanumeric. This is required field which cannot be blank.
User name	:	Name of the login user. Input maximum 50 of alphanumeric. This is required field which cannot be blank.
Enter Password	:	Login password. Input maximum 16 of alphanumeric. This is required field which cannot be blank.
Re-enter Password	:	Confirm the password. Input maximum 16 of alphanumeric. This is required field which cannot be blank.
Password Effective Date	:	Set when effective date of password assigned to the particular user is. This is required field which cannot be blank.
Password Renew Count	:	Set the number of month(s) of the password will be valid. This is required field which cannot be blank.
Password Expiry Date	:	Set when the expiry date of the password assigned to the particular user is. System will auto compute the password expiry date based on the effective date and renew count that user had entered. This is required field which cannot be blank.
Password Last Changed	:	Displays as information on when is the last date the user change his/ her password.
Access Date	:	Display as information on when this User ID was used to login for the first time.
Is Lock?	:	When the checkbox is checked, this means the User ID is locked and unable to login to TIMES E-Payroll.
Employee ID	:	Determine the login user's employee ID. This is an optional field.
Hide Wages	:	If set to 'YES' means hide all employees' wages from this user. If set to 'Query' means hide a selected group of employee's wages from this user.
Query Access	:	If set to 'YES' means this user only able to access to a selected group of employee.
Show Auto Prompt By	:	Define the frequency of generating the auto prompt report based on login user.
Restrict User's Record Acces	ss?	: Check the checkbox enable the system to restrict the user from amending his/her own records (Employee ID #).
🔲 Lack Madify Pasis Salani		: Check the checkbox to enable the system to restrict the user from amending his/ her salary in Modify Pay Record
		: Check the checkbox to enable the system to generate the auto prompt report automatically when user browses to Employee Management System screen.
		: Check the checkbox to enable the system to restrict the user from amending the salary in the career record for all staff but user can modify or update other information.

Steps for create a new user:

- 1. Click **NEW** the button.
- 2. Select Role.
- 3. Key in the User ID, User Name, password, and other setup at User Setup screen.
- 4. Enter the employee ID only when the user is one of the employee in the database.
- 5. Click SAVE button to new user.

2. Menu Profile Setup

This section allows user to define which group of user (based on role) has what type of access to selected menu in TIMES E-Payroll.

User Setup Menu Setup					
SAVE CANCEL					
Roles Associated with this Profile					
Role * ADMINISTRATOR *					
Type to search here	Add 🗌	🔲 Edit	View	Delete	
COMPANY SETUP					-
> Batch Group					
Company Setup			e		
 Company Profile 					
 Company Statutory 			 Image: A start of the start of		
 Company Bank 		•	v		
Global Setup			•		
 System Setting 	•		v		
 Misc Parameter 					
 Prorate Allowance 			v		
 Password Setting 			 Image: A start of the start of		
 OT Capping 			 Image: A start of the start of		
 Customize Setting 					
> User Profile					
 User Setup 					
 Role Setup 					
 Menu Profile Setup 			•		

PAYROLL SETUP

PAYROLL SETUP	\$
🙀 Allowance/Deduction	
💐 Bank Master	
👯 Code Setup 🎉 Cost Centre Allocation	
Employer Bank Setup	
K Formula Setup	
💐 IBG Routing Code Setup	
💐 Pay Group Setup	
🂐 Work Code Setup	

A. ALLOWANCE/ DEDUCTION

Main Screen:

Allowance / Deduc	Allowance / Deduction Leave Deduction									
ADD NEW	Type to searc	h here	P Total Record(s) Count: 62							
		CODE	DESCRIPTION	EPF	SOCSO	PCB				
	Û	&ANLP	ANNUAL LEAVE PAY	т	т	т	-			
	Ē	8NPL	NO PAY LEAVE	т	т	т				
	Ē	ADJU	ADJUSTMENT	F	F	F				
	Ē	ALLO	ALLOWANCE	т	т	т				
	1	BA STAND	BACK PAY OF STANDBY ALLOWANCE	т	т	т				
		BACK	BACK PAY OF BASIC	т	т	т				
	1	BAH/P AL	BACK PAY OF H/P ALLOWANCE	т	т	т				
	Ē	BAOT	BACK PAY OF OVERTIME	F	т	т				

Setup Entry Screen:

Allowance / Deduction	eave Deduction									
SAVE & VIEW LIST	SAVE & ADD	ANOTHER	CANCEL							
Code					EA No.					
Description					Tax Exempt Code					
CP21/CP22A				٣	GRP Formula					
GL Default Identifer					Grosswage	YES - AFFECT GROSS WAGE				
Payslip Group Code					Back Pay Allowance				٠	
Unit	NONE	•								
SONUS	EPF	РСВ	ADD PAY(YT)		HRD BAITU	LMAL SARAWAK	🔲 от	GRP		
🔲 socso	VOL	ZAKAT	ADD PAY EPF(KT)		RD RD		NPL	NON-PAYROLL ITEM		
	Note: **Is Bonus - Tick the check box to exclude the allowance from EPF Wages when determining the Employer EPF Rate of 12% or 13%.									

Code

Description

: user-defined allowance/ deduction code.

: description of allowances/ deductions which will be displayed on the reports and payslip.

CP21/CP22A : specify the type of the allowances/deductions to which the amount to be reflected on the CP21/CP22A form.

GL Default Identifier : only applicable if using TIMES GL Interface module.

Payslip Group Code : allows users to combine 2 separate codes with different amount into a single figure. For example, if user wanted to combine the Medical Reimbursement and Training Reimbursement figure into one amount in payslip, user just have to put one common code e.g. REIMBS under 'Payslip Group Code''.

TIMES E-Payroll		TIMES SOFTWARE PTE LTI
	Allowers / Deduction	
	Allowance / Deduction	
	SAVE & VIEW LIST	SAVE & ADD ANOTHER CANCEL
	Code	MED
	Description	MEDICAL REIMBURSEMENT
	CP21/CP22A	ELAUN TUNAI (SEBUTKAN JENIS-JENIS ELAUN) [3]
	GL Default Identifer	
	Payslip Group Code	REIMBS
	Allowance / Deduction	
	SAVE & VIEW LIST	SAVE & ADD ANOTHER CANCEL
	Code	TRAI
	Description	TRAINING REIMBURSEMENT
	CP21/CP22A	ELAUN TUNAI (SEBUTKAN JENIS-JENIS ELAUN) [3]
	GL Default Identifer	
	Payslip Group Code	REIMBS
		KEINDO
EA No		
	: to specify the line nun would be reflected on	nber of the allowances/deductions to which the amount
EA No Tax Exempt Code GRP Formula	: to specify the line num would be reflected on : to indicate the Tax Ex	nber of the allowances/deductions to which the amount the EA form.
Tax Exempt Code	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category.
Tax Exempt Code GRP Formula Gross Wage	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay.
Tax Exempt Code GRP Formula Gross Wage	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d : define which allowance 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage.
Tax Exempt Code GRP Formula Gross Wage Back pay Allowance	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d : define which allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance
Tax Exempt Code GRP Formula Gross Wage Back pay Allowance **IS BONUS	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance eduction will affect the computation for bonus
Tax Exempt Code GRP Formula Gross Wage Back pay Allowance **IS BONUS EPF	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance eduction will affect the computation for bonus eduction will affect the computation for EPF contribution.
GRP Formula Gross Wage Back pay Allowance **IS BONUS EPF PCB HRD	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance eduction will affect the computation for bonus eduction will affect the computation for EPF contribution. eduction will affect the computation for PCB contribution.
Tax Exempt Code GRP Formula Gross Wage Back pay Allowance **IS BONUS EPF PCB HRD	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance eduction will affect the computation for bonus eduction will affect the computation for EPF contribution. eduction will affect the computation for PCB contribution. eduction will affect the computation for HRD contribution.
Tax Exempt Code GRP Formula Gross Wage Back pay Allowance **IS BONUS EPF PCB HRD Baitulmal Sarawak	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance eduction will affect the computation for bonus eduction will affect the computation for EPF contribution. eduction will affect the computation for PCB contribution. eduction will affect the computation for HRD contribution. eduction will affect the computation for HRD contribution.
Tax Exempt Code GRP Formula Gross Wage Back pay Allowance **IS BONUS EPF PCB HRD Baitulmal Sarawak OT	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance eduction will affect the computation for bonus eduction will affect the computation for EPF contribution. eduction will affect the computation for PCB contribution. eduction will affect the computation for HRD contribution. eduction will affect the computation for HRD contribution.
Tax Exempt Code GRP Formula Gross Wage Back pay Allowance **IS BONUS EPF PCB HRD Baitulmal Sarawak OT GRP	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance eduction will affect the computation for bonus eduction will affect the computation for EPF contribution. eduction will affect the computation for PCB contribution. eduction will affect the computation for HRD contribution. eduction will affect the computation for Baitumal. eduction will affect the computation for overtime rate. eduction will affect the computation for gross rate of pay.
Tax Exempt Code GRP Formula Gross Wage Back pay Allowance **IS BONUS EPF PCB HRD Baitulmal Sarawak OT GRP SOCSO	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance eduction will affect the computation for bonus eduction will affect the computation for EPF contribution. eduction will affect the computation for PCB contribution. eduction will affect the computation for HRD contribution. eduction will affect the computation for Baitumal. eduction will affect the computation for overtime rate. eduction will affect the computation for gross rate of pay. eduction will affect the computation for gross rate of pay.
Tax Exempt Code GRP Formula Gross Wage Back pay Allowance **IS BONUS EPF PCB HRD Baitulmal Sarawak OT GRP SOCSO VOL	 : to specify the line num would be reflected on : to indicate the Tax Ex : define the formula use : if set, the allowance/d 	nber of the allowances/deductions to which the amount the EA form. empt Code into the correct category. ed to calculate the gross rate of pay. eduction will affect the computation for gross wage. ce code to be used if has back pay on the selected allowance eduction will affect the computation for bonus eduction will affect the computation for EPF contribution. eduction will affect the computation for PCB contribution. eduction will affect the computation for HRD contribution. eduction will affect the computation for HRD contribution. eduction will affect the computation for overtime rate. eduction will affect the computation for gross rate of pay. eduction will affect the computation for SOCSO rate. eduction will affect the computation for EPF Voluntary.

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B. BANK MASTER

User may define a new bank detail whenever necessary for employee's GIRO transaction purpose.

Main screen:

Bank Master					
ADD NEW	Type to sea	Type to search here		l Record(s) Count: 45	
		BANK ID	BANK BRANCH	BANK NAME	IBG BANK CODE
	Î	AFFN	NON	AFFIN BANK BERHAD	AFFIN
	Ē	AFIB	NON	AFFIN ISLAMIC BANK BERHAD	AFIB
	Ē	ARB	NON	AL RAJHI BANK	ARB
	Ē	ALBB	NON	ALLIANCE BANK MALAYSIA BERHAD	ALLIAN
	til and a second	ALIB	NON	ALLIANCE ISLAMIC BANK	ALIB
	Ē	AMIB	NON	AM ISLAMIC BANK BERHAD	AMIB

Setup Entry Screen:

Bank Master			
SAVE & VIEW LIST	SAVE & ADD ANOTHER CANCEL		
IBG Bank Code	Type Here 🔻		
Bank ID		Country	MALAYSIA
Branch		Address 1	
Bank Name		Address 2	
Bank Officer		Address 3	
Telephone		Address 4	
Fax		Postal Code	

C. CODE SETUP

User may define the codes according to their company's requirement.

Code Setup							
ADD NEW	/	DELETE SAVE	Total 5 record(s) found.	Search	Type to search here		۶
CODE SETUP		APPRAISAL GRADE V Sort By O COL	e				
	EDIT	CODE	DESCRIPTION			ACTIVE?	^
	-	AVER	AVERAGE				
		EXCEL	EXCELLENT				
		GOOD	GOOD				
		NONE	NONE				
		POOR	POOR				

Step to create new code:

1. Select the code category from the code setup drop down list.

User Inf Date Tir Period:	me:		APPRAISAL GRADE BENETT SCHEME BIC BRANCH CASER PROGRESSION CASUAL BATCH NUMBER CATEGORY CITIZENSHIP CITASTIFICATION	^					
Code S	NEW		COMPANY PROFILE COST CENTRE COUNTRY CURRENCY		Total 12 record(s) found.	Search	Type to search here		P
CODE SE	TUP		DEPARTMENT						
			EDUCATION						
	EDIT		EMPLOYEMENT STATUS EP CATEGORY FREE FIELD CODE					ACTIVE?	~
			HOBBY HOLIDAY		CE				
			IMMIGRATION NATIONALITY CODE		pN .				
		CS	JOB LEVEL LEAVE SCHEME		VICE				
		CS/ M	LOCATION		VICE/MARKETING				
		FINAN	MARITAL NATIONALITY	~					
		IT	OCCUPATION PROJECT CODE						

2. Click ADD NEW button and the following screen will appear:

Code Setup							
SAVE & VIEW LIS	T SAVE & ADD ANOTHER CANCEL						
CODE SETUP	DEPARTMENT						
Code							
Description							

- 3. Key in the code (Max length = 12) and description (Max length = 60).
- 4. Click SAVE & ADD ANOTHER button if want to continue create another code under the same category.

OR

5. Click button if finish creating code (s).

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Step to create delete code:

1. Check the check box at the left column:

Code S	etup						
ADD	NEW DELETE I SAVE Total 7 record(s) found. Search Type to search here						
CODE SETUP SECTION							
	EDIT	CODE	DESCRIPTION	ACTIVE?	^		
		ADM001	ADMINISTRATOR SECTION				
		FIN001	FINANCE SECTION	\checkmark			
		HR001	HUMAN RESOURCE SECTION				
		IT001	INFORMATION TECHNOLOGY SECTION				
		NONE	NONE				
		SALES001	SALES & MARKETING SECTION	\checkmark			
		SEC001	SECURITY SECTION				

DELETE 2. Click button.

Activate/ deactivate the code:

- User has the option to activate/ deactivate the existing code. _
- The purpose is to restrict other user from using old code which management decide don't want to _ use the code anymore.

Cod	le Se	etup					
A	ADD NEW DELETE I SAVE Total 7 record(s) found. Search Type to search here						
CODE	CODE SETUP SECTION						
		EDIT	CODE	DESCRIPTION	ACTIVE?	^	
]		ADM001	ADMINISTRATOR SECTION			
]		FIN001	FINANCE SECTION			
			HR001	HUMAN RESOURCE SECTION			
]		IT001	INFORMATION TECHNOLOGY SECTION			
			NONE	NONE			
			SALES001	SALES & MARKETING SECTION	\checkmark		
			SEC001	SECURITY SECTION			

Steps:

- 1. Uncheck the ACTIVATE check box on the code user wish to deactivate it.
- SAVE 2. Click the button.

D. COST CENTRE ALLOCATION

This section is to allocate employee's cost centre for project costing and general ledger purpose.

Cost Cer	ntre Allocation					
NE	w	SAVE CANCE	EL I REPORT			
Employee No. T001 Imployee Name PETER Period 201501						
EDIT		COSTCODE	COSTCENTERDESC	DEPARTMENT	PERCENT	
	T	ACCT	ACCOUNTS/FINANCE	ACC	100.00	

Note:

- By default, each employee's cost centre is 100% according to the cost centre he/ she belongs to in the career progression.

REPORT
NEPOK1

button is to generate the cost centre allocation report.

Project Costing - Users can specify cost centre to which an individual employee belongs by percentage. For example, employee TS002 belongs to two different cost centre, namely; 75% allocated to cost centre 1 and 25% allocated to cost centre 2. Once the respective percentages have been defined, the project costing report based on the specific distribution may be printed.

Steps to allocate or change employee's cost center (No Split Cost):

- 1. Select the employee.
- 2. Select the effective month (by pay period) the new cost centre allocation takes effect.
- 3. Click icon to assign the new cost centre for the employee.
- 4. Click OK button.
- 5. Key in the percentage at 'Percent' column.
- 6. Click SAVE button.
- 7. System will prompt user and ask user want to allocate the cost centre or not.
 - Select 'YES' means the new cost centre allocation will take effect from the period that user selected until the next time he/ she change new cost centre again.
 - Select 'NO' means the new cost centre allocation only change for the period that user select only. Other period still remain as previous allocations.

Note: the total percentage must be 100% for an employee, else system won't allow user to save the record.

Steps to allocate employee's cost center (Split Cost):

- 1. Select the employee.
- 2. Select the effective month (by pay period) the new cost centre allocation takes effect.
- 3. Click NEW button.
- 4. Select the second cost center for the employee.
- 5. Click ADD button.
- 6. Repeat step 3 to step 5 until finish allocating the split cost center for that employee.
- 7. Key in the percentage at 'Percent' column.
- 8. Click SAVE button.
- 9. System will prompt user and ask user want to allocate the cost centre or not.
 - Select 'YES' means the new cost centre allocation will take effect from the period that user selected until the next time he/ she change new cost centre again.
 - Select 'NO' means the new cost centre allocation only change for the period that user select only. Other period still remain as previous allocations.

Note: the total percentage must be 100% for an employee, else system won't allow user to save the record.

E. EMPLOYER BANK SETUP

This section is to setup the employer bank account number and the different employer bank account for all company without bind it to the existing company bank.

Employer Bank Setup							
N	NEW SAVE CANCEL						
DELETE	EMPLOYER BANK CODE	BANK ID	BANK BRANCH	ACCOUNT NO	BANK NAME		
Ē	TSPL-MBB	мвв	NON	1234567890	MALAYAN BANKING BERHAD		
Ē	TSPL-RHB	RHB	NON	0987654321	RHB BANK BERHAD		
Ē	TSPL1-PBB	РВВ	NON	0001112223	PUBLIC BANK BERHAD		
Ē	TSPL2-OCBC	OCBC	NON	4445556667	OCBC BANK (MALAYSIA) BERHAD		

Steps to setup Employer Bank Account:

- 1. Click on the **NEW** button to generate a new line.
- 2. Input the employer bank code with specific name. (Maximum 12 Characters)
- 3. Click on the agnifier icon to search the corresponding Bank ID.
- 4. Input the Employer Bank Account Number.
- 5. Click on the button to confirm the creation of new employer bank account.

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F. FORMULA SETUP

Individual allowance/ deduction can be defined with a formula based on the predefined fields provided in this setup.

Formula Setup						
SAVE	CANCEL					
Formula Code	-			Type t	o search here	۶
NO	DESCRIPTION	NO	DESCRIPTION	NO	DESCRIPTION	
VA001	\$DEDNPL	VA025	NPL Day-L	VA047	TOTAL_DEDUCTION	~
VA002	ABSENT_AMT	VA026	NPL Day-N	VA048	TOTAL_NPL	
VA003	Absent-C	VA027	NPL Day-O	VA049	@NO PAY LEAVE	
VA004	Absent-L	VA028	NPL Hr-C	VA051	BACK PAY OF BASIC	
VA005	Absent-N	VA029	NPL Hr-L	VA053	BACK PAY OF OVERTIME	
VA006	Absent-O	VA030	NPL_AMT	VA055	BONUS *	
VA007	ANLV_BAL	VA032	OT1.0C	VA056	Total Gross Wage	
VA008	ANLV_YTD	VA033	OT1.0L	VA059	TRANSPORT ALLOWANCE	1
VA009	BANKAMT	VA034	OT1.5C	VA062	MEAL ALLOWANCE	
VA010	Basic Salary	VA035	OT1.5L	VA063	EPF WAGE	~
VA012	CASHAMT	VA036	OT2.0C	VA064	EPFEMP	Ť

Note:

- Codes with formulae assignment assume the highest priority as compared to prorated formula in the payroll process.

Steps to create formula allowance:

- 1. Click the search button () at formula code section.
- 2. Select the desired code from allowance/ deduction look up screen:

ALLOW	ANCE/DEDU	CTION						- 2
ADE	NEW		Ş	D Total Record(s) Count: 21				
	с	ODE	DESCRIPTION		EPF	so	cso	PCB
×	1 3		CP38	PREVIOUS YEAR TAX DEDUCTION	F			
×	11	Î	CP39	MANUAL INCOME TAX DEDUCTION	F			1
×	11	Ē	MEAL	MEAL ALLOWANCE	т	F	F	
×		1	NOTICE	NOTICE IN LIEU	т	т	F	
×		1	OT ALL	OT ALLOWANCE	т	т	т	
×	•	Î	PCB	MONTHLY INCOME TAX DEDUCTION	F			
×	1 3	Î	PHONE	PHONE ALLOWANCE	F	F	F	
×	11	Ē	PTPTN	PTPTN DEDUCTION	F			
×	1		SERVICE	LONG SERVICE AWARD	F			
×		1	TRANS	TRANSPORT ALLOWANCE	т	т	т	1
~		1	ZAKAT	ZAKAT DEDUCTION	F			~

3. On the Formula Field, enter the formula.

4. Click button to save the formula allowance.

Formula Setting (Example):

Eg. CPF – CPF Payment

Eg. Gross Wages = VA16 = \$699.00 Meal = \$20

CODE	FORMULAE	VALUE	ROUND
CPF	FLTROUND((((VA16 - <meal>)*0.1),0)</meal>	68	Nearest Dollar
CPF	FLTROUND(((VA16 - <meal>)*0.1),2)</meal>	69.90	Nearest Cents
CPF	INT(VA16 - <meal>*0.1)</meal>	67	

The information and screenshots in this manual are as correct at the time of printing. Times Software Pte Ltd reserves the right to change/amend without prior notice given to clients.

Payroll Setup

G. IBG ROUTING CODE SETUP

This section allow to setup the IBG routing code for different type of employer bank.

IBG Routing Code Setup		
SAVE CANCE	L Type to search here $ ho$ Total Record(s) Count: 4	43
Employer Bank OCBC	OCBC BANK (MALAYSIA) BERHAD]	
CODE	DESCRIPTION	ROUTING CODE
AFFIN	AFFIN BANK BERHAD	100002322
AFIB	AFFIN ISLAMIC BANK BERHAD	
ARB	AL RAJHI BANK	
ALLIAN	ALLIANCE BANK MALAYSIA BERHAD	100002128
ALIB	ALLIANCE ISLAMIC BANK	
AMIB	AM ISLAMIC BANK BERHAD	
AMBANK	AMBANK BERHAD	100002089
BANKISL	BANK ISLAM MALAYSIA BERHAD	100002458
RAKYAT	BANK KERJASAMA RAKYAT BERHAD	100016020
MUAMALAT	BANK MUAMALAT	100003415
BOA	BANK OF AMERICA	
BOC	BANK OF CHINA	

H. PAY GROUP SETUP

User may choose to define different pay groups for a company with a variety of working patterns. All salaries, for employees within the pay group, will be calculated based on the working pattern set in that group.

A pay group is a template. It is used to generate the working formula, pattern and calendar for an employee. Each employee record contains a working calendar and salary computation formula.

Global Pay Group Setu	р									
Pay Group Start Date Day Worked Per Week Daily Rate Formula NPL Rate Formula Global Weekly Setting		STD 01/01/2017 5 Base Pay/26 [03] Base Pay/Calendar Days [06]	¥		Year End Date Hour Worked Pe Working Hours OT Hour Formula		2017 31/12/2017 2496 0 HOURS/YEAR - USER E	DEFINED [1] V		
	Day 7 🔻	Public	Holiday as Off Day?	NG CALENDAR	1 F	MON TUE FULL FULL	WED THU FULL FULL FULL FULL	L FULL	SAT OFF OFF	SUN OFF OFF
PERIOD	START-DATE		END-DATE	1st-HALF	2nd-HALF	TOTAL	OT-START DATE	OT-MID DATE	OT-END	DATE
201701	01/01/2	017 15/01/2017	31/01/2017	10	12	22				
201702	01/02/2	017 15/02/2017	28/02/2017	11	9	20				
201703	01/03/2	017 15/03/2017	31/03/2017	11	12	23				
201704	01/04/2	017 15/04/2017	30/04/2017	10	10	20				
201705	01/05/2	017 15/05/2017	31/05/2017	11	12	23				
201706	01/06/2	017 15/06/2017	30/06/2017	11	11	22				
201707	01/07/2	017 15/07/2017	31/07/2017	10	11	21				
201708	01/08/2	017 15/08/2017	31/08/2017	11	12	23				
201709	01/09/2	017 15/09/2017	30/09/2017	11	10	21				

Pay Group	: specify the pay period cut-off da group to cater to their company needs	tte. Users can define more than one pay- s.
Start Date	: start day of the first pay period.	
End Date	: by default system will auto gener	rate the end date after user enters the start
	date and click the b	utton.
Day Worked Per Week	: to define the total number of worki	ing days per week.
Hour Worked Per Week	: to define the total number of worki	ing hours per year.

Daily Rate Formula	: formula to be used to compute daily rate of a monthly rated employee.
NPL Rate Formula	: formula to be used to compute no pay leave deduction.
OT Hour Formula	: formula to be used to compute overtime pay.
Global Weekly Setting	: Working pattern of the company.
Is Alternate Saturday?	: if the check box is checked, this means only the 1st week's work pattern
	is considered and all Sat are alternated for the month.
Public Holiday as Off Da	^{y?} : if the check box is checked, this means the public holiday will be
	consider off day.

I. WORK CODE SETUP

This section allow user to define the work code for the current year with number of working days per year. This is only applicable when user define the formula by using (BASE PAY * 12 / WORK CODE FORMULA [10])

Work Code	e Setup				
ADD NE	W				
EDIT	DELETE	YEAR	CODE	DESCRIPTION	DAYS
	Ē	2002	A		184
	Ē	2002	в		212
	Ē	2002	с		22
	ŵ	2002	D		22
	Ē	2013	z	TESTING FORMULA (252 DAYS)	252



: Click add to insert new work code setup

Edit icon : To edit the existing work code.

Delete icon : To delete the existing work code.

Work Code	e Setup
SAVE	& VIEW LIST SAVE & ADD ANOTHER CANCEL
Year	
Code	
Description	
Davs	
Year	: To input the year of the work code
Code	: Define the short name of code (Maximum length 2 alphabet or number)
Description	: To record the description and detail of the code name.
Days	: To define the number of working days per year.

STATUTORY SETUP

STATUTORY SETUP	*
💐 Statutory Setup	

A. STATUTORY SETUP

Statutory Setup						
SAVE	CANCEL	● EPF, HRD, PCB ○ SOCSO				
EPF (CLASS 1 - GO Age range:	1 Age 60 and below	Age From	0 Age To	60		
		EPF Wage		Employer's Contribution	Employe	e's Contribution
	Not Exceeding	5,000.00		13.00 %		11.00 %
	Exceeding	5,000.00		12.00 %		11.00 %
HRD						
HRD Percent %	1.00	Max Salary	0.00	Minimum Contribution	0.00	
	ula? eduction Code CP39 In (NETT_TAX_A liicable For 'PCB By Formula' Calculati					

This setup is to define the EPF and HRD contribution percentage by following the age range.

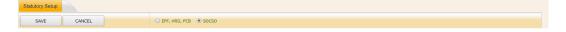
Age Range 1: Age 60 and Below

- EPF Wage (<=5000.00) EPF Employee (11.00%) & EPF Employer (13.00%)
- EPF Wage (>5000.00) EPF Employee (11.00%) & EPF Employer (12.00%)

Age Range 2: Age Above 60 To 75

- EPF Wage (<=5000.00) EPF Employee (5.50%) & EPF Employer (6.50%)
- EPF Wage (>5000.00) EPF Employee (5.50%) & EPF Employer (6.00%)

For the second tabs, the SOCSO table is set according to the table from PERKESO, user are not advisable to make changes here.



UTILITY

UTILITY	*
 Export/Import Global Change Head Count Setup Initialize New Year Transfer Emp Record 	

A. EXPORT/IMPORT

1. Template

- Allow user to create different type of template for different export or import purpose.

Run	Scheduler	Template	Mapping	Global	Employee	
				Template Head	ler Name	
				DYNAMIC A	LLOWANCE IMPC	RT
				DYNAMIC O	VERTIME IMPOR	
				EMPLOYEE I	MASTER CODE IN	PORT
				EMPLOYEE I	MASTER DATA IM	PORT
				EMPLOYEE P	PAY ITEMS IMPO	π
				EMPLOYEE P	PAY HISTORY IM	ORT
EXP	ORT TO EXCEL	ADD		SAVE	CANCEL	DELETE

- [EXPORT TO EXCEL] Allow user to export existing template into excel file and used for preparing the import file.
- [ADD] add another type of export or import template.
- [SAVE] save the changes made on existing template header name or save the newly created template.
- [CANCEL] undo the changes.
- [DELETE] delete the selected template.

Modify Dynamic Payroll Import Template

- Allow user change the Dynamic Payroll Import Template to meet their payroll requirement.

Run Scheduler Template Mapping	g Global Employee						
	Template Hesder Name						
🗆 🖾	DYNAMIC ALLOWANCE IMPORT						
	DYNAMIC OVERTIME IMPORT						
	EMPLOYEE MASTER CODE IMPORT						
	EMPLOYEE MASTER DATA IMPORT						
	EMPLOYEE PAY ITEMS IMPORT						
	MPLOYEE PAY HISTORY IMPORT						
EXPORT TO EXCEL ADD	SAVE CANCEL DELETE						

Steps:

- 1. Click on 🖾 icon and user will be able to see screen as above.
- 2. Click [Add] button to add in any pay code which will be used in their payroll.
- 3. Click [Save] button once complete the steps.

Note:

- Table Name: always select 'Payroll Import".
- Column Name:
 - MUST contain EMP_NO
 - Any pay code that will be used in the payroll import file.
- Column Type:
 - o For EMP_NO, it is defaulted to 'char'
 - For other pay code:
 - leave it blank means is employee amount.
 - Set to 'DR' means is frequency, rate take from employee's daily rate or hourly rate.
- Mapping, Formatting, Formula: leave it blank.
- Length: follow default value. (12 for EMP_NO, 0 for other pay code)
- External Column Name:
 - when preparing the excel import file, the excel file header name MUST match with this external column name.
 - o or user change the column name to match the excel file header. Example EMPCODE.
- [Generate Column] button: a function to populate ALL pay code from system and from allowance/ deduction code table. Not advisable to use this as is easier to read if user only input those allowance/ deduction which will be used in the import module.
- Condition Name & Condition Value: DO NOT change anything in these 2 fields.
 - o Condition Name: FULL
 - Condition Value: ",",HEADER DELETE

OR

• Condition Value: ",",HEADER DELETE,"n" [where n is the row number to where the column header located]

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TIMES E-Payroll

Modify Employee & Career Import Template

Allow user change the Employee & Career Import Template to meet their requirement.

Run	Scheduler	Template	Mapping	Global	Employee									
				Template Head	ier Name									
				DYNAMIC AL	LLOWANCE I	MPORT								
				DYNAMIC O	VERTIME IMP	ORT								
				EMPLOYEE N	ASTER COD	E IMPORT								
				EMPLOYEE N	ASTER DATA	A IMPORT								
				EMPLOYEE P	PAY ITEMS IN	IPORT								
				EMPLOYEE P	AY HISTORY	IMPORT								
) 🔍		EMPLOYEE	CAREER IMP	ORT								
EXP	EXPORT TO EXCEL ADD SAVE CANCEL DELETE													
	Table Nan	1e	Colur	nn Name	Col	umn Type	Mapping		Formatting		Formula	Length		Seq / External Column Name
Ca	areer	•	EMP_NO		 nchar 							12	А	EMP_NO
Ca	areer	٣	CODE		nchar			٣				20	в	CODE
Ca	areer	τ.	PROGRESSIO	DN_DATE	• datetim	ie		•	•			0	с	PROGRESSION_DATE
	areer	٣	PAY_EFFECT	IVE_DATE	• datetim	ie		٣	T			0	D	PAY_EFFECTIVE_DATE
	areer	٠	INCREMENT	_AMT	▼ float			۲				0	E	INCREMENT_AMT
Ca	areer	٣	REMARKS		 nchar 			•				250	F	REMARKS
GENE	ERATE COLUMN	AD	D	SAVE	CANC	EL	DELETE							
				Condition	n Name						Condition Valu	ie		
	FULL							",", HEA	ADER DELETE					
	ADD	SAVE	CAN	CEL	DELETE									

Steps:

- 4. Click on sicon and user will be able to see screen as above.
- 5. Click [Add] button to add in any available field(s).
- 6. Click [Save] button once complete the steps.

Note:

- Table Name:
 - Always select 'Employee' for Employee Master Data import.
 - o Always select 'Career' for Employee Career Data import.
 - Always select 'Statutory Info' for Employee Statutory Data import. (applicable for ePayroll Malaysia only)
- Column Name:
 - Select the field that user wanted to import.
- Column Type, Mapping, & Formula: leave it blank.
- Formatting: for date field, select the format based on the format that user set in excel file.
- Length: follow default value.
- External Column Name:
 - when preparing the excel import file, the excel file header name MUST match with this external column name.
 - \circ or user change the column name to match the excel file header. Example EMPCODE.
- Condition Name & Condition Value: DO NOT change anything in these 2 fields.
 - o Condition Name: FULL
 - Condition Value: ",",HEADER DELETE

OR

• Condition Value: ",",HEADER DELETE,"n" [where n is the row number to where the column header located]

2. Scheduler

To link up the template created with the User Interface where user import the file. _

Run	Scheduler	Template Mapping Global Emplo	yee			
		Name	File Name	Logic	Run	Automated
1		DYNAMIC ALLOWANCE IMPORT		DYNAMICEXCEL *		
1		DYNAMIC OVERTIME IMPORT		DYNAMICEXCEL .	 Image: A start of the start of	
(EMPLOYEE MASTER CODE IMPORT		EMPLOYEE IMPORT		
(EMPLOYEE MASTER DATA IMPORT		EMPLOYEE IMPORT		
1		EMPLOYEE PAY ITEMS IMPORT		EMPLOYEE IMPORT		
1		EMPLOYEE PAY HISTORY IMPORT		EMPLOYEE IMPORT	 Image: A start of the start of	
	ADD	SAVE CANCEL DELE	TE			

: define the display name to be appear at Run tab or at Employee tab.

File Name	: leave blank.

2

Logic	: set to 'DYNAMICEXCEL' or 'EMPLOYEE IMPORT'.
Run	: tick the check box.

Steps to link:

1

Name

	Click on	9	icon a	and user	will	be able t	o see	screen	as below	:
--	----------	---	--------	----------	------	-----------	-------	--------	----------	---

		Name		File Name		Logic		Run	A	Automate
		DYNAMIC ALLOWANCE IMPORT				DYNAMICEXCEL	۲			
	9	DYNAMIC OVERTIME IMPORT				DYNAMICEXCEL	۳			
	EMPLOYEE MASTER CODE IMPORT				EMPLOYEE IMPORT	۲				
	9	EMPLOYEE MASTER DATA IMPORT				EMPLOYEE IMPORT	۲			
		EMPLOYEE PAY ITEMS IMPORT	DRT			EMPLOYEE IMPORT	۲			
	9	EMPLOYEE PAY HISTORY IMPORT				EMPLOYEE IMPORT	۲	1		
		EMPLOYEE CAREER IMPORT				EMPLOYEE IMPORT	۲			
ADD		SAVE CANCEL	DELET	E						
		Template				Table Name		Run	Automater	d
	EMPLOYEE	MPLOYEE CAREER IMPORT.FULL					6			

- 2. Select the template created.
- 3. Key in worksheet name at Table Name field.

Note: meaning when upload the excel file, system will go to find the data from worksheet with the name that user define at Table Name field.

- 4. Check the 'Run' check box.
- 5. Click [SAVE] button.

3. Run

** for those template where the logic was set to 'DYNAMICEXCEL' **

To import ad-hoc allowances/ deductions to the payroll based on login period.

Run Scheduler Template Mapping Global Employee		
Name	File Name	Run
DYNAMIC ALLOWANCE IMPORT	Choose File No file chosen	
DYNAMIC OVERTIME IMPORT	Choose File No file chosen	
START GO TO PROCESS PAYROLL CLEAR IMPORT TABLE		
Document(s) uploaded		
Document not found.		*
		Ţ

Steps to import Payroll files:

- 1. Click [Choose File] button to select the import file.
- 2. Check the [Run] check box and click [Start] button to upload the selected import file.
- 3. Repeat step 1 and step 2 if user have more than 1 import file to process.
- 4. Click [Go To Process Payroll] button once finish upload the file(s). system will direct user to another screen as below:

PROCESS STOP CHECK SUM											
Batch Group Period	DEFAULT ¥ 201709 ¥	Cycle E	Tota	al Transfer Employee(s) : 1							
PROCESS STATUS	Query : ALL		LOG		EXPORT TO PDF						

- 5. Click [Process] button to start process payroll.
- 6. System will display Process Status to show to user the process payroll status.
- 7. System will display "Processing finished" when it complete the payroll processing.

Note:

- For dynamic payroll import, system will only process payroll for those employee who appear in the import file. User **MUST** perform payroll process at Process Payroll -> Process page after perform dynamic payroll import.

4. Employee

** for those template where the logic was set to 'EMPLOYEE' **

- To import Employee data to the Employee Management System.
- To import Career record to Employee's Career.

Run	Scheduler	Template	Mapping G	lobal Employee				
Step 1	ep 1 (Select Template & File)							
NO	NAME			FILE NAM	E		RUN	-
1	EMPLOY	EE MASTE	R CODE IMPORT	Choose	File No file chosen			
2	EMPLOY	EE MASTE	R DATA IMPORT	Choose	File No file chosen			
3	EMPLOY	EE PAY ITE	MS IMPORT	Choose	File No file chosen			Γ
4	EMPLOY	(EE PAY HI	STORY IMPORT	Choose	File No file chosen			Γ
5	EMPLOY	YEE CAREE	R IMPORT	Choose	File No file chosen			Ŧ
	tep 2 (Upload Document) UPLOAD IMPORT							
-* Impo								
	oyee ID in ex is ready for		e exist in database,	, System will overwri	e the data as per imp	ort file.		
Emplo			IRAS	-Value In Kind		Career		
Code				Items		Pay History		
Emplo	yee Allowan	ce	Allov	wance Code Master		Free Field Value		

Steps to import Employee Data & Career files:

- 1. Click [Choose File] button to select the import file.
- 2. Click [UPLOAD] button then click [IMPORT] button.

B. GLOBAL CHANGE

Global Change:

- To allow user to perform mass changes on existing employee master data & career data.

Global Rename:

- To allow user to perform mass changes on employee ID.

Photo Upload:

- To allow user to perform mass upload on employee's photo.

Global Change	Global Rename Photo Uplo	ad						
Type here	j	CHANGE FROM	Query Selection	Type Here	•			
PROCESS	CANCEL	EMPLOYEE	CHANGE			Field/Description		
NO	DESCRIPTION	NO						
37	AMOUNT PER POINT	44	MEDISAVE SCHEME (T/F)	99	SEMI MONTH PERCENTAGE			
	BANK PARTICULARS	9	NATIONALITY CODE	3	SEMI MONTHLY			
2	BONUS FACTOR	32	NOTICE PERIOD	38	SERVICE CODE			
14	BRANCH CODE	7	NPL RATE FORMULA	36	SERVICE POINT			
30	CHANGE CPF/SDF/FWL	25	PASSPORT PERIOD	47	STOP PAYMENT INDICATOR			
18	CLASSIFICATION CODE	40	PAY GROUP	34	TERMINATION CODE			
39	CPF/LEVY	1	PAY TYPE	35	TERMINATION STATUS			
6	DAILY RATE FORMULA	28	PAYSLIP MESSAGE 1	45	UNION WORKER (T/F)			
5	DAYS WORKED PER WEEK	29	PAYSLIP MESSAGE 2	42	VOL EMPLOYEE %			
12	EDUCATION CODE	31	PROBATION PERIOD	43	VOL EMPLOYER %			
62	EXCLUDE FROM IRAS	8	RACE CODE	24	WORK PERMIT PERIOD			
10	FUND CODE 1	13	RELIGION CODE					
11	FUND CODE 2	26	REMARK 1					
4	HOURS WORKED PER YEAR	27	REMARK 2					
15	LOCATION CODE	41	RETIRED AGE					

Step to perform Global Change:

- 1. Select 'Change From'.
- 2. Select which field that user would like to change from the table grid view.
- 3. Select the group of employees that user want to include in the global change activity from 'Query Selection' drop down list.
- 4. Key in the new value into 'Value' column.
- 5. Click [PROCESS] button.

C. <u>HEADCOUNT SETUP</u>

For user to view number of headcount subscribed and total headcount in use currently.

HEAD COUNT SETUP							
Current In Used:	204	Head	Head Count By Database				
Maximum Subscribe:	888		DATABASE HEADCO		-		
		TOD	1 8 457	204			

D. INITIALIZE NEW YEAR

Perform only towards the end of the year. This process is to create employee's working calendar for next year, copy allowance code to next year, and create next year at login page.

INITIALIZE NEW YEAR	
START	
Year Database Year 2018	Query: ALL Company Select: TSSB
Initialize Type Initialize Employee's Cost Centre Allocation Table	

Note: for those who have E-Leave, please run payroll initialize new year first then only run leave initialize new year.

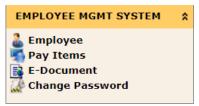
E. TRANSFER EMP RECORD

Allow user to perform transfer/ duplicate employee data from one database to another database or to same database.

User also can perform mass transfer employee record in this module.

TRANSFER			
Tranfer To			Progress & Information
Database TSPLMY	 Target Company 	Ŧ	
Include			
Career	Effective Date		
Payroll Transaction	Loan	Family	
Fixed Allowance		Payslip	
Cost Centre	Claim		
Employee No			
Employee#	New Employee#		
Employee#	New Employee#		
Mass Transfer with Excel?			
Choose File No file chosen	Employee# Column A	New Employee# Column B	
MP NO	NEW EMP NO		
		<u>^</u>	

EMPLOYEE MANAGEMENT SYSTEM



Employee Management System is to maintain staff's personal particulars, employment details, & information related to payroll.

A. EMPLOYEE

1. Detail Tab

Record employee personal information.

Detail Career Ban	k Employment Address Leave / Benefit Calendar Misc	Free Fields Exit Records		
	NEW SAVE DELETE CANCEL	📑 🛍 😫	Company Select - TSSB	Query Select - All
Employee ID A0003	Name PHANG		Pay Group STD	Head Count - 204
Personal Details				
Employee ID *	A0003 Is Supervisor?	NRIC No.	750320-08-5555 Old IC	IC Туре 🔻
First Name		Passport No.		
Middle Name		Issued Date		
Last Name		Validity	 year(s) 	
Full Name *	PHANG	Expired Date		
Alias		Place of Issue		
Native Name		Upload Photo	Choose File No file chosen	Size: W 90px : H 110px
Title / Gender *	Mr. [MR] • MALE •	Race *	CHINESE [CHIN]	
Marital Status *	MARRIED [M]	Religion	BUDDHIST [BUDDHIST]	× 🛶
Hired Date	01/12/2009 7 year(s) 10 month(s)	Nationality *	MALAYSIAN [MAL]	v 🛶
Original Hired Date	01/12/2009 7 year(s) 10 month(s)	Citizenship		v 🛶
Date of Birth *	20/03/1975 🔜 42 year(s) 7 month(s)	Place of Birth		v 🛶
Education	NONE [NONE]	Batch No	AD ID	
		Blood Type	Language & Hobby(Sho)	w/Hide)

Field mark with (*) means compulsory field. User MUST fill in value.

NEW button	Create new employee record.	
SAVE button	Save or update changes.	
DELETE	Delete employee record.	
CANCEL	Cancel current changes.	
IC button	Navigate to first employee record.	
button	Navigate to previous employee record.	
button	Navigate to next employee record.	
button	Navigate to last employee record.	
Employee ID	Unique ID for each employee in Times E-Payroll. of 12 alphanumeric. This is required field which ca	
Is Supervisor?	Supervisor indicator.	
First Name	Employee's first name.	

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Employee Management System

Middle Name	:	Employee's middle name.
Last Name	:	Employee's last name.
Full Name	:	Employee's full name. Follow NRIC. HR/Payroll user can have option to input employee's name in this field only.
Alias	:	Employee's another name.
Native name	:	Employee's local name.
Title	:	Employee's denomination.
Gender	:	Employee's gender.
Marital Status	:	Employee's marital status. This is required field which cannot be blank.
Hired Date	:	Employee's join/ re-join date to the company.
Original Hired Date	:	Employee's join date to the company.
Date of Birth	:	Employee's birth date. Important for CPF calculation. This is required field which cannot be blank.
Education	:	Employee's highest education level.
Blood Type	:	Employee's blood type.
NRIC	:	Employee's NRIC number. Only for Malaysian and Malaysia Permanent Resident.
Old IC	:	Employee's old NRIC number.
ІС Туре	:	To indicate the IC type is belong to local resident or permanent resident.
Passport No.	:	Employee's passport number.
Issue Date	:	Employee's passport issue date.
Valid Year	:	Employee's passport validity year (s).
Expired Date	:	Employee's passport expiry date. (System auto compute)
Place of Issue	:	The place of issue of employee's passport.
Upload Photo	:	Used to upload and store employee's photo. Only accept .jpg, .jpeg, and .bmp file type which size image not more than 100kb.
Race	:	Employee's race.
Religion	:	Employee's religion.
Nationality	:	Employee's latest nationality.
Citizenship	:	Employee's current citizenship.
Country of Birth	:	Employee's original birth place.
Batch No.	:	Employee's proximity card number. Important if using Times Time Management System (TMS).
AD ID	:	Only apply to employee who require AD –ID / Win – ID login.
Language & Hobby	:	Employee's language & hobby. Check the
		checkbox will enable the following

section:

Special Functions:

Activate resign staff

- To activate the resign staff from the database. Re-hired/ Rejoin case.

Activate Employee		
Employee ID		
Employee Name		
Resignation Reason		
Re-Employment Reason	,	
		1
	C Activate the Employee's profile?	
	ACTIVATE EMPLOYEE Click the activate employee's profile would result in salary payment.	

Steps:

- 1. Select the employee from 'Employee #' drop down list.
- 2. Check the 'Activate the Employee's profile?' check box.
- 3. Click the ACTIVATE EMPLOYEE button to activate employee.
- 4. Click the *button* to close the screen.

Change employee ID

- To change employee ID.

CHANGE EMPLOY	EE'S NO.	•
Old Employee ID New Employee ID	1234 Enter new employee id.	
	Cancel OK	

Steps:

- 1. Select the employee at Personal Detail screen.
- Click the ⁴ icon.
- 3. Key in new employee ID in 'New Employee No.' column.
- 4. Click button to change the employee ID.
- 5. Click button to close the screen.

Copy employee

- To copy some general information from existing employee when creating new employee record.

Steps:

- NEW 1. Click button to create new employee.
- 2. Key in Employee ID.
- button to start copy function. 3. Click on
- 4. Select/ key in the employee ID which you wanted to copy from.

Detail Career Ban	k Employment Address Leave / B	enefit Calendar Misc	Free Fields Exit Records			
$\mathbf{E} \mathbf{E} \mathbf{E} \mathbf{E}$	NEW SAVE DELETE	CANCEL		Company Select - 1	rssb	Query Select - All
Employee ID	A)	Name			Pay Group STD	Head Count - 204
Personal Details						
Employee ID * First Name	AAA	Is Supervisor?	NRIC No. Passport No.		Old IC	IC Type LOCAL V
Middle Name		Copy Employee Data	a	×		
Last Name		Employee ID	Type Here	*		
Full Name *			1	٩		
Alias Native Name			A0003 [PHANG]	<u>^</u>		
Title / Gender *	¥ -		A0004 [TAN]			Size: W 90px : H 110px
Marital Status *	SINGLE [S]		A0007 [SEE]	-		•
Hired Date	26/09/2017					× 🛶
Original Hired Date	26/09/2017			ок		v 🛶
Date of Birth *			riace or birdi			v 🛶
Education	NONE [NONE]	¥ 🗔	Batch No		AD ID	
			Blood Type	•	Language & Hobby(Show/Hi	de)

- ок 5. Click button to confirm the copy.
- Fill in the compulsory field for the new employee. 6.
- SAVE 7. Click button to save the record.

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2. <u>Career Tab</u>

Keep track career change information such as increment, promotion, & etc.

Detail Car	reer Bank	Employmen	nt Address	Leave	Benefit	Calendar	Misc	Free Fi	elds Exit F	tecords							
		NEW	SAVE	DEL	ette (ANCEL						Compa	any Select - TSS	5B			Query Select - /
Employee ID	A0003		ø	9	Name	PHANG								Pay Group	STD		Head Count - 2
Progression Da	ata																
Progression Dat	te *	01/08/2017	r 🔲 🔲 cł	nange hired	date?				Old Salary			13,500.00					
Pay Effective Da	ate *	01/08/2017	· 🗖						Increment			0.00					
Increment Revie	ew Date								New Salary			13,500.00					
Trans/Pro Revie	aw Date								Salary Type	MONT	HLY Y						
Progression Cod	de *						•		Salary Range	NONE	[NONE]		¥ 🛶	Salary Percer	nt 100 %		
Department *		TECHNICAL [TE	CH]				•		Section *	NONE	[NONE]					•	-
Category *		NONE [NONE]					Ŧ	-	Job Grade *	NONE	[NONE]					•	-
Occupation *		COUNTRY MAN	AGER [CTRY M	GR]			٣		Appraisal Grac	e * NONE	[NONE]					•	
Cost Center *		[AAA [AAA] Classification NO OT CAPPING [NONE]															
Company *		TIMES SOFTWA	ARE SDN BHD [TSSB]			•		Division *	NONE	NONE [NONE]					•	
REASONS			Branch * NONE (NONE) *														
REMARK		Location * NONE [NONE] V															
ROG CODE	PROG DAT	E PAY EF	F DATE DE	PARTMENT	CATEGORY	OCCUPATIO	on c	OST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALAP	RY SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CO	DE REMARK
DBTRANS	01/08/20	017 01/08	3/2017	тесн	NONE	CTRY MO	R	ААА	TSSB	13500.00	0.00	13500.0		NONE	NONE	NONE	
ROM	01/01/201	16 31/03	/2016	TECH	NONE	CTRY MG	R	MAINT	PMSB	11603.00	1897.00	13500.00	NONE	NONE	NONE	NONE	
VCR	01/04/201	15 01/04	/2015	TECH	NONE	TECH.DI	3	MAINT	NONE	11050.00	553.00	11603.00	NONE	NONE	NONE	NONE	
IOIN	01/12/200	09 01/12	/2009	TECH	NONE	TECH.DI	२	MAINT	NONE	11050.00	0.00	11050.00	NONE	NONE	NONE	NONE	

Field mark with (*) means compulsory field. User MUST fill in value.

NEW button	: Create new career record.
SAVE button	: Save or update changes.
DELETE	: Delete existing career record.
CANCEL button	: Cancel current changes.
I button	: Navigate to first employee record.
button	: Navigate to previous employee record.
button	: Navigate to next employee record.
D button	: Navigate to last employee record.
Hired Date/ Progression Date	: Effective date of the career progression. (for FJOIN or FSTART code, this field will be displayed as Hired Date)
Change Hired Date checkbox	: Check the checkbox if user wanted to change employee's hired date.
Pay Effective Date	: Payment effective date of the new salary. By default the Progression Date and Pay Effective Date are the same. User can change to the date that he/ she want for back pay salary calculation purpose.
Increment Review Date	: Employee's next increment review date. Link to auto prompting report.
Trans/Pro Review Date	: Employee's next transfer/ promotion review date.

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Employee Management System

Progression Code	:	Career progression code.
Department	:	Employee's latest department.
Category	:	Employee's latest category.
Occupation	:	Employee's latest occupation or job title.
Cost Center	:	Employee's latest Cost Centre.
Company	:	Employee's latest company.
Old Salary	:	Employee's previous salary amount. (For first join or first start code, this field will be displayed as salary)
Increment	:	Employee's increment amount.
New Salary	:	Employee's latest salary amount.
Salary Type	:	Employee's latest salary type. (Monthly or Yearly)
Salary Range	:	Employee's latest salary range.
Salary Percent	:	Actual basic salary that employee will receive based on the percentage.
Section	:	Employee's latest section.
Job Grade	:	Employee's latest job grade.
Appraisal Grade	:	Employee's latest appraisal grade.
Classification	:	Employee's latest classification.
Division	:	Employee's latest division.
Branch	:	Employee's latest branch.
Location	:	Employee's latest location.
Reasons	:	Reason for career record.
Remark	:	Extra remark for career record.
MVC Section	:	System will auto calculate based on salary amount. MVC percentage defined at global setup. (Only available when enable MVC feature)

3. Bank Tab

Store employee bank detail for salary payment purpose.

Detail	Caree	er Bank	Employment	Address	Leave / Benefit	Calendar	Misc	Free Fields	Exit Records							
	E 🔁	1	NEW	SAVE	DELETE	CANCEL						Company Sele	ct - TSSB			Query Select - All
Employ	/ee ID	A0003		P3	Name	PHANG							Pay G	iroup STD		Head Count - 204
Employ	er Bank															
Employe	r Bank Ac	count	MBB ¥													
Local B	ank															
		DEFAULT	BANK NAME			ACCOUNT	NO		AMOUNT	PERCENT	ID	BRANCH	CURRENCY	IS MULTI CURR	REFERENCE	PARTICULAR
	Ŵ	v	OCBC BANK (I	MALAYSIA) BI	ERHAD	7861128	8888		0	100	OCBC	NON	MYR			
	Ŵ		MALAYAN BAN	NKING BERHA	D	7861128	8888		0	0	MBB	NON	MYR	4		
	Ē		CHEQUE							0	CHEQ	000				
2	Ē		CASH							0	CASH	000				

Add new bank account:

Detail Career Bank	Employment Address Leave / Benefit Calendar Mise	Free Fields Exit Records			
	NEW SAVE DELETE CANCEL		Company Sele	ect - TSSB	Query Select - All
Employee ID A0003	Mame PHANG			Pay Group STD	Head Count - 204
Account		Benefic	iary Bank		
Bank ID	Bank Branch	Accoun	it Name		
Bank Account #		SWIFT	Code		
Bank Name		Bank N	ame		
Reference		Addres	s 1		
Particular		Addres	s 2		
Currency	RINGGIT MALAYSIA [MYR]	Addres	s 3		
Intermediary Bank		Country	y Code	¥	
SWIFT Code		Party Id	lentifier		
Bank Name		Routing	Method SWIFT CO	DE 🔻 🗌 Active Flag	
Address 1			<i>x</i> = 2		
			nformation		
Address 2			tory Information		
Address 3		IBAN In	ndicator		
Country	Ŧ				
Routing Method	SWIFT CODE Party Identifier				

- 1. Click 'NEW' button.
- 2. Click on the icon to search the Bank ID.
- 3. Click 'SAVE' button to confirm creation after input all the necessary information.

Edit bank account information: Click 'Down' icon.

Delete bank account: Click '¹¹ icon.

Change payment mode:

- 1. Change amount OR percent.
- 2. Click 'SAVE' button.

Note:

- 'Is Default' is only important when the staff has split payment. Else system will always auto _ tick the record where the percent = 100.
- If found blank value in either amount or percent column, kindly fill in with zero '0'. _

Split Payment:

If the employee's salary payment is made to more than one bank, user may create a new bank record: Steps:

- 1. Add new bank record.
- 2. Enter either amount or the percentage in two separate bank account:

Employee ID A0003 Name PHANG Psy Group STD Employee Bank Employee Bank Local Bank							
BARK ACCOUNT NO ACCOUNT NO <th account<="" colspan="6" th=""><th>Query Select - /</th></th>	<th>Query Select - /</th>						Query Select - /
Berlik Juncowski Juncow	Head Count - 2						
BAIK NAME ACCOUNT NO AMOUNT PERCENT ID BRANCH CURRENCY IS MULTI CURR REFERENCE M Image: Ima							
DEFAULT BAIK NAME ACCOUNT NO AMOUNT PERCENT ID BRAIK CURRENCY IS MULT CURR REFERENCE ID Image: Company Company Image: Company Image: Company Image: Company Image: Company Image: Company Image: Co							
Image: Constraint of the state of							
MALAYAN BANKING BERMAD 7861128888 0 BO MBB NON MYR	PARTICULAR						
CHEOLIE 7851128888 0 0 0 0 000							
💭 🏛 🔲 CASH 786112888 0 0 CASH 000							

3. Click the SAVE button.

4. Employment Tab

Store employee's employment information.

Detail Career Bank	Employment Address Leave / Benefit	Calendar Misc Free Fields	Exit Records	
	NEW SAVE DELETE CANC	EL 📑 🖹 😫	Company Select - ALL Query Select	: - All
Employee ID T001	Mame PETER		Pay Group 5.0DAYS Head Count	t - 11
Employment				~
Employment Status	ACTIVE [AC]	 Hired Date 	01/02/2014	
Effective Date	01/02/2014			
Probation Period / By	3 MONTH	Confirmation Due	30/04/2014	
Retired Age (Year)	60 Retirement Date 02/02/2047	Confirmation On	01/05/2014	
Substantive Designation	NONE [NONE]	Demerit Point Indicator	r NONE 🔽	
Job Level	NONE [NONE]	Date Reappointed		
Service Grade	NONE [NONE]	 Date Reemployed 		
		Restraint Clause	NONE	
Tenure of Service	NONE [NONE]	🖌 🕞 Unit	NONE [NONE]	
Tenure Expiry Date		Currency Code	MALAYSIAN RINGGIT [MYR]	
EMPLOYMENT STATUS	VE DATE PROBATION BY SUBSTANTIVE DESIGNATION	ON JOB LEVEL SERVICE GRADE UNIT	CURRENCY TENURE OF SERVICE NS SERVICE STATUS DATE REAPPOINT	ED
	/2014 M NONE			

Employment Status	:	Record the employee's employment status.
Effective Date	:	The effective date of the employment record.
Probation Period	:	Set the probation period for the employee.
Probation By	:	To indicate the employee's probation period is by month or by week or by day.
Retired Age (Year)	:	To indicate the employee's retired age.
Retirement Date	:	To indicate the retirement date of the employee.
Confirmation Due	:	Set the probation due date of the employee. Link to auto prompting report.
Confirmation On	:	Record the confirmation date of the employee.
Substantive Designation	:	Record the employee's next potential designation.
Job Level	:	Record the employee's current job level.
Service Grade	:	Record the employee's current service grade.
Tenure of Service	:	Record the employment type such as full time staff or contract staff.
Tenure Expiry Date	:	Record the contract expiry date. Link to auto prompting report.
Demerit Point Indicator	:	Allow user to activate the demerit point indicator for the employee.
Date Reappointed	:	Record the reappointed date of the employee.
Date Reemployed	:	Record the reemployed date of the employee.
Restrain Clause	:	Record whether the employee is tie to restraint clause.
Unit	:	Record the employee's unit.
Currency Code	:	Record the currency payment to employee's salary

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Employee Management System

5. Address Tab

Store employee's own address, spouse address, emergency contact.

Detail Career Ban	k Employment Address	Leave / Benefit	Calendar Misc	Free Fields Exit Recor	is				
	NEW SAVE	DELETE	CANCEL		(Company Select - TS	SSB		Query Select - All
Employee ID A0003	1	Name	PHANG				Pay Group	STD	Head Count - 204
Addresses	SEAS & SPOUSE O EMERGENCY C	ONTACT		ployee Email f.lim@timeoftsg.com.sg					
EMPLOYEE ADDRESS									
Employee Address									
Address 1	10 JALAN BESAR								
Address 2	14-01								
Address 3	SIM LIM TOWER								
Country	MALAYSIA	 Postal C 	ode 208787						
Home Phone No.									
Mobile No.									
Office Phone No.	- Ext.								

- Employee address type is to store employee's own address for mailing, tax filing, and payslip purpose.
- Email address is important if using Times Email Payslip and/ or Times E-Leave system.

Detail	Career	Bank	Employment	Address	Leave / Bene	fit Calendar	Misc	Free Fields	Exit Records					
œ	6 🔁)	NEW	SAVE	DELETE	CANCEL					Company Sele	ect - TSSB		Query Select - All
Employe	ee ID	A0003		R) Na	ne PHANG						Pay Group	STD	Head Count - 204
	PLOYEE		S & SPOUSE 🔘	EMERGENCY	CONTACT			Employee Email jeff.lim@timeoft						
OVERSEA Overse Addre	985 255 1	ISE ADDRES							Spouse Spouse		ree's Address			
Addre	ess 3		MALAYSIA V	Postal	Code				Addres Addres Addres	s 2				
Mobil	e Phone Ni e No. e Phone Ni				Ext.				Countr Email Home	Y	Ŧ	Postal Code		
									Mobile	No. Phone No.		- Ext.		

- **Copy Employee Address** indicator in Spouse address & Emergency Contact 1 is a copy function which able to copy the address from Employee Address if user check this check box.
- Copy Emergency Contact 1 indicator in Emergency Contact 2 address is a copy function which able to copy the address from Emergency Contact 1 if user check this check box.

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6. Leave/ Benefits Tab

Leave Scheme:

Detail Career Bank I	Employment	Address	Leave / Bener	it Calendar	Misc	Free Fields	Exit Records					
	NEW	SAVE	DELETE	CANCEL					Company Sel	ect - TSSB		Query Select - All
Employee ID A0003		Ø	Nar	PHANG						Pay Gro	ip STD	Head Count - 204
LEAVE SCHEME BENEFIT	T SCHEME											
.eave Scheme												
Action Code *	New/Re	ijoin [N]	Ŧ								* New/Rejoin ap	plies for new hired & rejoin employee.
Leave Scheme	STAND	ARD [STD]				•	-			* Change	eave scheme appl	ies for promote,demote & re-contract.
Effective Date *	01/	12/2009										
Shift Worker		٣										
Previous Leave Scheme						۲						
Holiday Table				•								
ACTION CODE			LEAVE SCHEME				PREVIOUS LEA	VE SCHEME			ANNUAL LE	AVE EFFECTIVE DATE
N			STD								c	1/12/2009
Action Code		:	For lea	ve pro	orati	on pu	rpose.					
				1		1	1					
Leave Schem	le	:	Define	the le	ave	schem	ie whio	ch empl	oyee cu	rrently	entitle	ed.
Effective Dat	e		employ date is the lea indicat	vee lea 01/02 ave er ion in	ave (1/20 1title the	effecti 10 bu ement e Lea v	ve is o t leave user v e En	lifferen effectiv will be	ce from ve date able t ent. U	hire d to set to to see t	ate. E 0 01/12 the Ef	late when the .g. if the hired 2/2009 then in fective Date staff resigned
Shift Worker					-	•		ift worl Manage		-		if using Times
Previous Lea Scheme	ve			e the	ann							nd also use for e annual leave
Holiday Tabl	e				-	•		llowing lay in E			y code	e (normally is

Benefit Scheme:

Detail	Career	Bank	Employment	Address	Leave / Benefit	Calendar	Misc	Free Fields	Exit Records				
	808	D	NEW	SAVE	DELETE	CANCEL				Company Sel	ect - TSSB		Query Select - All
Employe	e ID A	0003		e.	Name	PHANG					Pay Group	STD	Head Count - 204
🔘 LEA	VE SCHEME	BENE	FIT SCHEME										
Benefit Sc	heme												
Benefit S	icheme		STAN	DARD [STD]				•					
B				1.	-								

Benefit Scheme	:	Define the benefit scheme which employee currently entitled.
Benefit Scheme Effective Date	:	Define the effective date for current benefit scheme.
Previous Benefit Scheme	:	Record the previous benefit scheme for this employee.

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7. Calendar tab

Define employee's working calendar.

Detail Ca	areer	Bank	Er	mploym	nent	Addres	s I	_eave /	Benefit	Cal	endar	Misc	Fre	e Field:	s Ex	it Reco	ords														
	26	D		NEW		SAVE		DELE	TE	CANC	EL										Compa	ny Selec	t - TSSE							Qu	ery Select ·
Employee ID		40003					Ŋ		Name	PHA	NG													Pay G	roup	STD				He	ad Count -
ay Group Sett	ting											Em	ployee \	Neekly S	Setting																
lygroup	S	ſD	٠	RE	SET												MON		TUE		w	ED		тни		FRI		SAT		SL	N
om Date		01/01/20	017	то	Date			3	1/12/20	17			Neek 1	L			F		F			F		F		F		0		C	
eriod		01709	•	То	tal Work	cing's Da	y	21					Week 2	2			F		F			-		F		F		0		c	
mployee Year	ly Cal	andar																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
lan 2017	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F
eb 2017	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F			
1ar 2017	F	F	F	0	o	F	F	F	F	F	o	o	F	F	F	F	F	0	o	F	F	F	F	F	0	o	F	F	F	F	F
Apr 2017	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	
1ay 2017	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F
un 2017	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	
Jul 2017	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F
Aug 2017	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F
Sep 2017	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	
Oct 2017	0	F	F	F	F	F	0	O	F	F	F	F	F	0	O	F	F	F	F	F	0	O	F	F	F	F	F	0	O	F	F
Nov 2017	F			0	0	F	F				0	0	F	F	F			0	0	F	F				0	0	F	F			
Dec 2017	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0	F	F	F	F	F	0	0

Each individual employee record contains a working calendar of his/her working pattern. The calendar option provides a means to manually change the working day's state (FULL(F), HALF(H), OFF (O),).

:

:

Paygroup	STD	•
Period	201709	•

- Change the employee's pay group by selecting paygroup from the drop down list and click change paygroup button.
- To change the period of the year.

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8. Misc Tab

Detail	Career	Bank	Employment	Address	Leave / Benefit	Calendar	Misc	Free Fields	Exit Records						
G	8 🔁	2	SAVE	CANCEL							Comp	any Sele	ect - TSSB		Query Select - All
Employe	ee ID	A0003		R	Name	PHANG							Pay Group	STD	Head Count - 204
Misc															
Service	Points														
Service	Points				0.00			Allow Code					٣		
Amt/Po	int				0.00			Period		٠					
Total			0.00					First Half P	ercent						

Service Points:

Note: for Hotel industry use. And link to payroll.

Service Points	:	Record the total service point that the employee earned.	
Amt/ Points	:	Record the rate for the service point.	
Allow Code	:	Link the service point amount to the allowance code for payment purpose.	
Period	:	Indicate which period to pay the service point amount.	
First Half Percent	:	Allow user to input the percentage if the service point amount is split into 2 payments per month.	

9. Free Field tab

Record any extra information related to the staff example locker number, & etc.

Detail Career Bank Employment Address Leave / Ben	efit Calendar Misc Free Fields Exit Records		
SAVE CANCEL		Company Select - TSSB	Query Select - All
Employee ID A0003 🧖 Na	ame PHANG	Pa	y Group STD Head Count - 204
Free Fields Type Description And Indicator Numeric And Date Code And Co	Description	Number of Free Fields 10 0 20	
Free Fields			
Description Value	L	Description	Value
Description 1		Indicator 1	
Description 2		Indicator 2	
Description 3		Indicator 3	
Description 4		Indicator 4	
Description 5		Indicator 5	
Description 6		Indicator 6	
Description 7		Indicator 7	
Description 8		Indicator 8	
Description 9		Indicator 9	
Description 10		Indicator 10	

Description :		Alphanumeric field where user can input word/sentence.	
---------------	--	--	--

Indicator	:	Checkbox.
Numeric	:	Numeric field where user can input only numbers.
Date	:	Date field where user can input the date from date picker.

Steps to change the label:

- 1. Point and click on the Description field.
- 2. Change the label name by editing the wording in the column.
- 3. Press Save and confirm the change.

Note: only user with Administrator rights is allowed to change the label.

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Employee Management System

10. Exit Record

Update when the employee left the company.

Tender Resignation:

Detail Career Bank Employment Address	Leave / Benefit Calendar Misc	Free Fields Exit Records				
NEW SAVE	DELETE CANCEL		Company Sel	lect - TSSB	Query Select - All	
Employee ID A0003 d	Name PHANG			Pay Group STD	Head Count - 204	
Tender Information			Current Information			
Resignation Reason	т 🛶	Department	TECHNICAL			
Tender Date		Category				
Notice Period / By	Last Day of Work	Occupation				
Resignation Date	Last Day of Work		Section	Section NONE		
			Salary Range			
Remark			Hired Date			
			Confirmation Date			
Withdrawn	Re-employment Information		Retirement Date			
Withdrawn Date	Re-employment NO V		Service Year	7 Year - 10 Month		
		Å	Age	42 year 7 month		
DELETE TENDER NOTICE PERIOD	NOTICED BY TERMINATION	LAST PAYMENT DATE	IS WITHDRAWN	IS REEMPLOYMENT	WITHDRAWN DATE	
Io Records Found.						

Resignation Reason	:	Record the reason of resignation. This record will link to labour market survey report.
Tender Date	:	Date when employee tender their resignation letter.
Notice Period	:	Notice period if the employee resigns.
Notice Period By	:	Set notice period by month, by week or by day.
Resignation date	:	Actual last day of service of the employee.
Last Day of work	:	Last working day in the employee for the employee. Information purpose only.
Last Payment Date	:	Date when employee get their last payment.
Remark	:	Record any extra information.
**Note:		

- System will auto calculate the resignation date based on the Notice Period and Notice Period By that user had entered.

- The last payment date will appear after user creates the tender information.

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Withdrawn from Resignation:

Enabled after user create the tender information.

Detail Career	Bank Employment	Address Leave / Be	enefit Calendar	Misc Free	e Fields Exit Records					
	NEW	SAVE DELETE	CANCEL			Company Se	lect - TSSB	Query Select - A		
Employee ID AO	003	9	Name PHANG				Pay Group STD	Head Count - 20		
Tender Information Current Information										
Resignation Reason	RESIGNED [RESIGN]		× 🗖			Department	TECHNICAL			
Tender Date	27/09/2017 Category NONE									
Notice Period / By	Occupation COUNTRY MANAGER									
Resignation Date	26/10/2017	Last Day of Wo	k 26/10/201	7		Section	NONE			
Last Payment Date	20/10/2017					Salary Range	NONE			
Remark						Hired Date	01/12/2009			
						Confirmation Date				
Withdrawn		Re-employment	nt Information			Retirement Date				
Withdrawn Date		Re-employme	nt NO 🔻	Service Year	7 Year - 11 Month					
* 29 day(5) left to withdraw. Reason Age 42 year 7 month										
TENDER DATE	NOTICE PER	RIOD NOTICE	рву те	RMINATION DATE	LAST PAYMENT DATE	IS WITHDRAWN	IS REEMPLOYMENT	WITHDRAWN DATE		
27/09/20	17 1	м		26/10/2017	26/10/2017	F	F			

Withdrawn Date: the date when the employee withdraws from his/ her resignation.

User can only key in the withdrawn date before reaches employee's resignation date.

B. PAY ITEMS

1. <u>E-Payroll</u>

The information record in this screen will affect the payroll computation.

	nces/Deductions Stop	rayment						
K C 2 2 SAVE	CANCEL			Company Select - TSSB	Query Select - All			
Employee ID A0003	Man Nan	PHANG	ñ	Pay Group STD	Head Count - 204			
ay Group/Type Setting	D	Batch Group DEFAULT	Salary Information Basic Salary	13,500.00				
Pay Group SE-Mthly Rated		Batch Group DEPAGEN V	Increment	0.00				
Mid Mth Pay Semi-Month?	0 % /	0.00	New Salary	13,500.00				
Mid mth deduct EPF?		Mid mth deduct SOCSO?	Daily Rate Hourly Rate	519.23				
Bonus Factor Daily Rate Formula Base Pay/26 [0]		×	Houny Kate	04.9				
NPL Daily Formula Base Pay/Calen	r Days [06]		Message					
Festival Advance		۲ 	Payslip Message 1 Payslip Message 2					
Hrs Worked/Yr 2496		Working Code Working Code Salary	Remark 1					
Days Work/Wk 5		Month	Remark 2					
Change EPF/SOCSO? O Yes No	Calculate HRD Calculate PCB?	? Ves INO I Yes INO						
atch Group	:	For batch group	payroll proc	essing.				
ау Туре	:	Define the paym Hourly)	ent type for	the employee. (Monthly, Da	aily, or			
emi-Month	:	Checked the che	ckbox if the	employee is paid twice mon	thly.			
/id Mth Pay	:	Specify the mid-	month pay e	ither by percentage or by a				
		amount. (Only a checked.)	pplicable if t	he Semi-Month? checkbox	: is			
/id Mth deduct El	F:	Define either syste	em shall dedu	ct EPF or not during mid-mon	th pay.			
4id Mth deduct SC	CSO :	Define either syste pay.	em shall dedu	ct SOCSO or not during mid-1	nonth			
Sonus Factor	:		Set bonus factor for employee. (The multiplying factor for bonus computation, unit in months)					
aily Rate Formula	:	Formula used to compute daily rate.						
IPL Daily Formula	:	Formula used to compute the no pay leave deduction rate.						
Festival Advance :		Define the staff is grouped under which festival for advance salary payment. (Note: this field is important as an indicator for the processing of the festival advance payment)						
Irs Worked / Yr	:	Define the hours worked per year for the employee.						
Days Work / Wk	:	Define the days worked per week for the employee.						
Vorking Code	:	Select work code	e (different w	orking day) for employee.				
· ·			user to setup number of month used to compute the uch as NPL, Daily Rate.					
ayslip Message 1	:	Display the first	line payslip	message for individual emp	loyee.			
ayslip Message 2	:	Display the second employee.	nd line paysl	ip message for individual				
Remark 1		D (11, 1	• •	nation for the employee.				

TIMES E-Payroll		TIMES SOFTWARE PTE LTD
Remark 2	: Extra fie	eld to keep any information for the employee.
Change EPF/SOCSO?	⊖ Yes ⊙ N	• : if this indicator is selected with YES, then payroll user are allowed to change the EPF/SOCSO contribution amount for this employee after process payroll at modify pay record.
Calculate HRD?	○ Yes	: to indicate the employee is subjected to HRD contribution.
Calculate PCB?	● Yes ◯ No	: to indicate the employee is subjected to PCB contribution

Note:

- The Daily Rate Formula, NPL Daily Formula, Hrs Worked/ Yr, & Days Work/ Wk are default from the pay group setup. But the user has the option to overwrite those values in this screen.

2. Statutory Requirement

Store the employee information related to government statutory requirement.

EPF/SOCSO/Union:

E-Payroll Statutory Requirement Allowances/Deductions Stop Payment									
Company Select - All Company Select - All									
Employee ID A0003	1	Name PHANG				Pay Group	STD	Head Count - 204	
Statutory Type © EPF / SOCSO / Union © PCB / Income Tax Info © Registered ID / Bank / Other ACC © Foreigner Info EPF SOCSO									
EPF Class EPF A/C#	CLASS1 - GOVERNMENT STANDARD Ignore EPF Age Check 12345678 EPF Initial				SOCSO FIRST CATEGORY SOCSO# 750320-08-5555				
Employer EPF A/C#						Status SSN)	NORMAL [N]	J •	
Voluntary EPF	•	(for Non-Malaysian) Employer SOCSO#			•				
Employer Employee	0.00	Union Join Date Union Left Date			1st time contribute to (for income above RM30)		NO	*	

EPF Class	: to state the employee is under which class of EPF contribution standard.
-----------	--

EPF A/C# : to key the employee EPF account number.

Employer EPF A/C# : to select the employer EPF account number.

Ignore EPF Age Check : to allow full EPF contribution without checking on employee age.

EPF Initial : to state the EPF initial number.

Nombor Kawalan (NK) : to state the Nombor Kawalan on EPF contribution.

• BY PERCENT OBY FIXED AMOUNT : to indicate the Voluntary EPF calculation method.

Voluntary EPF Employer : to input the amount of employer voluntary EPF

Voluntary EPF Employee : to input the amount of employee voluntary EPF

Union Worker	NO [F] : to indicate the union member for employee
Union Join Date	: to indicate the joined date of the Union member.
Union Left Date	: to indicate the end date of the Union member.
SOCSO Type	: to select the SOCSO type for the employee.
SOCSO#	: to key in the SOCSO account number of the employee.
SOCSO Employment Sta	atus : to indicate the employment status on the SOCSO contribution
SOCSO Security No.	: to indicate the security number for the non-Malaysian employee
Employer SOCSO#	: to key in the employer SOCSO account number.
1 st Time Contribution to	SOCSO : to indicate the employee on the 1 st month subjection to contribute SOCSO (Only for the income above RM3000/month)

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PCB/Income Tax Info:

E-Payroll Statutory Requirement Allowances/Deductions Stop Payment								
Company Select - XIS Query Select - All								
Employee ID A0003	🦓 Name	PHANG			Pay Group STD	Head Count - 204		
Statutory Type © EPF / SOCSO / Union © PCB / Income Tax Info © Registered ID / Bank / Other ACC © Foreigner Info								
PCB Setting Income Tax Information								
Income Tax Status	RESIDENT	Ŧ		The number of children eligible(factor): 1.00 🔯				
Non Resident tax End Period (YYYYMM)								
Returning Expert End Period (YYYYMM)								
Tax Marital Status	MARRIED AND SPOUSE WO	ORKING •						
Disabled Individual	NO ¥	Disabled Spouse	NO					
Income Tax No.	SG12345678901	Income Tax Branch.						
Employer Income Tax No.		*						

Income Tax Status : to indicate the income tax status for the employee.

	* •
Non Resident Tax End Pe	eriod : to indicate the end date for non-resident tax status.
Returning Expert End Per	riod : to indicate the end date for returning expert program tax status.
Tax Marital Status	: to state the marital status of the employee
Disabled Individual	: to indicate the employee is disabled.
Disabled Spouse	: to indicate the employee's spouse is disabled
Income Tax No.	: to state the employee income tax account number.
Employer Income Tax No	b.: to state the employer income tax account number.
Income Tax Branch	: to state the income tax branch code number.
Dependent Children	: to indicate and input the number of the children fall into different type of category and percentage of income tax amount. The final factor of the children eligible will be calculated by system following the government rule.

			100%	50%	
a) U	nder the age of	18 years		0	0
b) 18	0	0			
c) Al	0	0			
d) D	sabled child			0	0
		dying in diploma or highe or its equivalent (outside		0	0
			Total Eligible	0	
	YEAR	EFFECTIVE PERIOD	ELIGIBLE		4
	2009	200912	2		
	2017	201703	1		

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Employee Management System

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Registered ID/Bank/Other Account:

E-Payroll Statutory Requirement Allowances/Deductions Stop Payment									
	SAVE CANCEL	-		Company Select - TSSB Query Select					
Employee ID A0003		Name PHAN	IG				Pay Group STD	Head Count - 204	
Statutory Type EPF / SOCSO / Union PCB / Income Tax Info Registered ID / Bank / Other ACC Foreigner Info Registered ID of Statutory Board / Bank Other Account No.									
ID for Income Tax	NEW ID 🔻		ID for Bank	NEW ID	*	ASB Account No.			
ID for SOCSO	NEW ID		ID for ASB	NEW ID	٣	Tabung Haji Account	t No		
ID for EPF	NEW ID 🔻		ID for Tabung Haji	NEW ID	۲	Zakat Account No.			
						PTPTN Account No.			

This function is to allow user to define other account number (Tabung Haji, Zakat, PTPTN or ASB) and indicate the employee is using new ID (NRIC number) or old ID (Old IC) for the different contribution accounts.

Foreigner Info:										
E-Payroll Statutory Requirement Allowances/Deductions Stop Payment										
K SAVE C	ANCEL		Company Select - TSSB	Query Select - All						
Employee ID A0003	🦓 Name	PHANG	Pay Group STD	Head Count - 204						
Statutory Type	Statutory Type									
EPF / SOCSO / Union PCB / Income Tag	x Info 🔘 Registered ID / E	Bank / Other ACC								
Foreigner Information	- Foreigner Information									
Work Permit/ Employee Pass #		Arrival Date								
WP/EP Holder	•	Issue Date								
EP Category	•	Effective Date *								
WP Renewal	Ŧ	Validity	o year	5)						
FWL to PR Date		Expiry Date*								
PR approval Date		Cancellation Date								
Fomena Worker's Code										
Immigration File Reference No.										
Immigration Nationality Code:	T									

This function is to allow user to store the foreigner employee information. This include the Employee Pass Number, Effective Date, Expiry Date and etc.

Work Permit/Employee Pass#	: to store the Work Permit/Employee Pass number.
WP/EP Holder	: to categorize the type of Work Permit/Employee Pass.
WP Renewal	: to indicate the Work Permit is eligible to renew.
FWL to PR Date	: to indicate the date of change on employee status.
PR Approval Date	: to input the approval date of the Permanent Resident
Arrival Date	: to input the arrival date of the employee into the country.
Issue Date	: to input the issue date of the Work Permit/Employee Pass
Effective Date	: to input the effective date of the Work Permit/Employee Pass
Validity	: to define the length of valid duration.
Expiry Date	: to input the expiry date of the Work Permit/Employee Pass.
Cancellation Date	: to input the cancellation date of the Work Permit/Employee Pass.
Fomena Worker's Code	: to indicate the Fomena code for employee
Immigration File Reference No	: to store the reference number for the immigration filing.
Immigration Nationality Code	: to indicate the original immigration nationality code.

3. <u>Allowance/ Deductions</u>

Store the recurring allowance/ deduction for the employee for payroll computation purpose.

	NEW	SAVE		CANCEL				Select - TSSB		Query Select - All
Employee ID A0003 Allowance/Deduction		er e	Name	PHANG				Pay Group	STD	Head Count - 204
Code	H/P ALLO	-				Effective Date	01/12/2009			
Description	HANDPHONE ALLO	WANCE				Payment Date	01/12/2009			
Type Currency	AMT	•			*	Recurring End Date	1081 Times			
Amount		0.00				Total Amount		108,100.00		
Cycle	END Y									
CODE DESCRIP	PHONE	TYPE		MOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE 31/12/2099	RECURRING	TOTAL AMOUNT	CYCLE
H/P ALLO	ALLOWANCE	A		100.00	01/12/2009	01/12/2009	31/12/2099	1081	648,600.00	END
NEW	button	:			lowance/de	eduction.				
SAVE	button	:			e changes.	o/do du oti d				
DELETE	button	: Delete existing allowance/deduction.								
CANCEL	button	:	Cancel current changes.							
Code		:	Allowance/deduction code.							
Description		:	Display	the de	escription of	of the allow	wance/dedu	ction code.		
Гуре		:	Define t	ype of	fallowance	e/deductio	n. Is either	Amount or	Rate.	
Currency		:	Define payroll.	curren	icy type of	f allowand	ce/deduction	n. Importa	nt for mu	lti-currency
Amount		:	Define deductio		mount/rate	of allow	ance/deduc	tion. (Neg	ative amo	ount means
Cycle		:	Define	which	pay cycle	to pay the	allowance/	deduction.		
Effective Da	ate	:	Define o	effecti	ve date of	allowance	/deduction.			
Payment Da	ite	:	Define J	payme	ent date of a	allowance	/deduction.			
Recurring		:	Define t	he nu	mber of tin	nes the all	owance/ded	luction sha	ll recur.	
End Date		:	Define o	end da	te of allow	ance/dedu	iction.			
Fotal Amou	nt	:	System date.	will a	uto compu	te total am	ount if user	enter the	effective d	late and end
Note:										

Note:

- System able to prorate the allowance/ deduction based on the effective date and payment date that user entered.
- Code with yellow text highlight color indicates this is an allowance/ deduction where system will automatically prorate if staff works less than a month. Example:

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Employee Management System

Code with blue text highlight color indicated this allowance/ deduction is a formula code. User does not require to enter any amount/ rate. Example:

CODE	DESCRIPTION
СОММ	COMMISSION

4. Stop Payment

E-Payroll Statutory Re	quirement Allowances/Deductions	Stop Payment			
	SAVE CANCEL		Con	npany Select - TSSB	Query Select - All
Employee ID A0003	A)	Name PHANG		Pay Group	STD Head Count - 204
Stop Payment					
Stop Payment Indicator					
Stop Payment Effective Date					
Stop Payment End Date					
	**Stop Payment Effective Date must be	first day of pay period and Stop Payme	nt End Date must be last day of the pay period.		

Stop Payment Indicator: set to 'EXCLUDE PAYROLL' if user wants to temporary stop process
the payroll for this employee. If user wants to continue process payroll
for this employee, then need to change the indicator to blank or NA.Stop Payment Effective Date: record the start date of stop payment.Stop Payment End Date: record the end date of stop payment.

C. <u>E-DOCUMENT</u>

Allow user to upload the document file for specific employee.

Employee	Mass Upload								
IC C	Ə Ə				Company Se	lect - TSSB		Query	Select - All
Employee I	D A0003	1	Name PHANG			Pay Group	STD	Head	Count - 204
-Documen	t Uploder								
CHOOSE FILES No file chosen UPLOAD Valid file type: .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls, .xdsx, .pdf Max upload size per document: 1 MB									
ocument (Uploaded								
DELETE	DOWNLOAD	FILE NAME	\$	FILE SIZE	DOCUMENT TYPE		🌩 U	JPLOADED DATE	\$
Record not 1	Record not found.								

Steps to upload document file for specific employee:

- 1. Select the employee name.
- 2. Then click on Choose File button to choose file to upload.
- 3. Click UPLOAD button to upload the file.
- 4. The uploaded file will be listed in the list of uploaded files.

Employee	Mass Upload											
KC	00							Company Sele	ect - TSSB			Query Select - All
Employee	D A0003		e e e e e e e e e e e e e e e e e e e	Name	PHANG				Pay G	roup STD		Head Count - 204
E-Documer	it Uploder											
СНООЗ	CHOOSE FILES No file chosen UPLOAD Valid file type: .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls, .dsx, .pdf Max uplead size per document: 1 MB											
Document	Uploaded											
DELETE	DOWNLOAD	FILE NAME			4	FILE SIZE		DOCUMENT TYPE			UPLOADED DATE	\$
Ť		46177290068663	197			290.18 KB		Portable Document Forma	t(PDF)		27/09/2017	*
	-	_										

5. Click on ei icon if user want to download the file.

User also allowed to perform mass upload document:

DOCUMENTS		
		Important Note: Mass document upload.
		<pre>* Only accept .jpg, .jpeg, .jpeg, .bmp, .png, .doc, .docx, .xls, .xlsx, .pdf extension. * File size cannot be exceed 1 MB. File Mame Format: EmployEleMame Example: 001_IncrementSalary. 001>>Employee Mumber IncrementSalary=>File Name</pre>

D. CHANGE PASSWORD

Allow E-Payroll user to change their password.

CHANGE PASSWORD		
User ID	SUPPORT	Password Requirements
Old Password		
New Password		Minimum 6 characters in length.
Confirm Password		
	SUBMIT	

Steps:

- 1. Enter old password.
- 2. Enter new password and confirm password.
- 3. Click **SUBMIT** button to complete the change password process.
- 4. System will redirect the user to login page again for user to login to E-Payroll.

PROCESS PAYROLL

PROCESS PAYROLL	*
 Process Bonus Record Special Record Festival Advance Transfer Payroll 	

A. PROCESS

Process Payroll is to compute employee's payroll based on the period and cycle selected/ login.

PROCESS	STOP	CLEAR				Process Pa	yroll [201709/E]
Please		s are updated before p] button to proceed.	processing the payroll. Th	iis is to ensure that sala	aries and leave e	encashment	are calculated
Process Batch Group	DEFAULT	T	QUERY: ALL		Emp Count		204

The Process Options:

PROCESS	STOP CLE	AR	Pro	ocess Payroll [201708/E]
	elected Staff without clearing v elected Staff with clearing vari arlier Selected Staff			
Process Batch Group:	DEFAULT Y	QUERY: ALL	Emp Count	204

- 1. Reprocess earlier Selected Staff without clearing variable entries (Reprocess payroll)
- 2. Reprocess earlier Selected Staff with clearing variable entries (Redo payroll)
- 3. Do not reprocess earlier Selected Staff (Process the payroll of staff who has not yet been processed E.g. Newly hired staff)

What are variable entries?

- Variable entries are those pay item that payroll user key in at modify pay record.
 - E.g. OT, shift allowance, NPL entries, Ad-Hoc allowances/deductions.

What is process batch group?

- Only process those employees with the batch group selected.
- This is to allow payroll user to select which employee that he/ she want to include in the payroll process.

TIMES E-Payroll		TIMES SOFTWARE PTE LTD
PROCESS	: Process payroll based on login p	period.
STOP	: Stop processing payroll.	
CLEAR	: Delete the payroll transaction ba	ased on login period.

B. BONUS RECORD

Process Bonus is to compute employee's bonus.

1. Bonus Parameter				
Bonus Parameter Group Individual Update Bon	us Factor			
Bonus Code:	BONU	Bonus Report Order By		
Bonus Method	By Calendar 🔻	COMPANY+DEPARTMENT+NAME	Ŧ	
Cut Off Bonus (Mth/Period)	08 2017			
Bonus Factor	1	default Bonus Factor From Update Employee if '0' bonus factor entered		
Bonus Payment by	New Base Salary			
Bonus Amount				
Include NPVP/Svc Pt Paid	NOT APPLICABLE			
Pay Cycle	Bonus Period 🔻	Rounding Formula		
Bonus Calculation By	Service Month		•	
Service Month Cut Off Day	15 🔻	'0' No Cut off day apply. '31' must work for full complete month		
Process Batch Group:	DEFAULT			
	de Bonus Condition Exclude unconfirmed staff ?			
	exclude unconfirmed staff ? Exclude Employee Hired After			
	Exclude Employee Resigned After			
Exclude Annual Leave >=				
Exclude Absent Leave >=				
Exclude Hospitalization Leave >=				
		STOP	R RECORD TRIAL RUN	PROCESS

Bonus Code	Choose defined code from allowance/deduction code ta note that user are strongly encouraged to use the code that 'BONU'. Example, 'BONUS', 'BONUAWS'. With the with 'BONU', Times E-Payroll will be able to separate amount from other allowance amount in the payroll report.	starts with code starts the bonus
Bonus Method	By Calendar/Pay period/Calendar (periodical).	
Cut Off Bonus (Mth/Period)	Denotes the cut-off month/period for bonus computation.	
Bonus Factor	Define multiplying factor for bonus computation. If s Bonus Factor specified in Update Employee's records instead.	
Bonus Payment By	Define which salary should be taken for bonus amount calo	culation.
	(NWC) – applies to UNION.	
	(Sys pt) – applies to Hotel Industry.	
	(MVC) – applies to MVC (MVC is one of the payout).	
	Average Paid Salary – applies to Hourly/Daily Rated Staff	
Bonus Amount	Applicable only when select 'Fixed Amount' from Bonu By.	is Payment
Include NPVP/SVC Pt Paid	Yes/No. (NPVP – Non Pensionable Variable Payment)	
Pay Cycle	Mid-month period, End-month period, and Separat recommended method – Bonus cycle).	tely (most
Bonus Calculation By	Service months (Standard Option), Calendar days, Wor None (No proration for Bonus)	king days,

Service Month Cut Off Day	:	Applicable to service month method only (Bonus Calculation By). This is to indicate the cut off day of the particular month.
Contribute Community	:	Set whether to include community fund in the Bonus cycle.
Fund		Note: if there is another cycle processed in same period, this option is not available and default will set to 'YES'.
Process Batch Group	:	Process only those employees with batch group selected.
Rounding Formula	:	Define rounding method used to round the bonus amount.
Union Setting	:	Setup for UNION contribution.
Leave Exclusion	:	Further prorate staff's bonus if they are on leave (NPL, Sick Leave, Annual Leave, Absent Leave, & Hospitalization Leave).
Exclude Bonus Condition	:	Exclude the staff based on user setting.
STOP button	:	Stop processing bonus pay.
CLEAR RECORD button	:	Clear all processed bonus records from the payroll. User need to select the code used for process bonus record before click this button.
TRIAL RUN button	:	Preview the bonus projection report.
PROCESS button	:	Process bonus pay.

2. Group

This section allows payroll user to setup the Bonus factor/ amount by group.

Bonus Parameter Group	Individual Update Bor	nus Factor					
Variable Bonus 1		Variable Bonus 2	G	Group By Category Code	•		X
>>> No Data							^
GENERATE RECORD	CLEAR RECORD					Total count: 0 record(s) 💽 🧲 Page	• • • • • •

Important:

- _ If user are not using Group setup, please ensure that the list is empty before perform the standard Bonus run.
- This setup will supersede the standard setup on the 'Bonus Parameter' tab. -

Variable Bonus 1 and Variable Bonus 2: on top of the bonus, user can use these 2 extra pay items to define variable bonus which they wish to pay together.

Group By: payroll user can group the employee by the 4 groups.

- Category Code
- Appraisal Code ۶
- Job Grade Code \geq
- Classification Code

button - generate employee listing based on the group selected.

(button – clear/delete the employed	e listing.	
Steps:			
1.	Select the employee group from 'Group By' drop dow	vn list.	
2.	Click the GENERATE RECORD button.		
3.	Key in the Bonus Factor or Fix Amount or Variable B	Bonus for individual group.	
		8 1	
4.	Go to 'Bonus Parameter' to process Bonus.		
3. <u>Inc</u>	lividual ction allows payroll user to setup the Bonus factor/ fix a		
3. <u>Inc</u> This sec	dividual ction allows payroll user to setup the Bonus factor/ fix a ter Group Individual Update Bonus Factor Retrieve Bonus		s?
3. Inc This sec Bonus Parame	dividual ction allows payroll user to setup the Bonus factor/ fix a ter Group Individual Update Bonus Factor Retrieve Bonus	amount by individual employee.	s? 🗌
3. <u>Inc</u> This sec	Hividual ction allows payroll user to setup the Bonus factor/ fix a ter Group Individual Update Bonus Factor Code Setting Retrieve Bon	amount by individual employee.	
3. <u>Inc</u> This sec Bonus Parame – Variable Bonus (Hividual ction allows payroll user to setup the Bonus factor/ fix a ter Group Individual Update Bonus Factor Code Setting Retrieve Bon	amount by individual employee.	

- If user are not using Individual setup, please ensure that the list is empty before perform the standard Bonus run.
- This setup will supersede the standard setup on the 'Bonus Parameter' tab.

Retrieve Bonus Factor from EMS ?	- check the check box enable the system to retrieve Bonus
Factor from Employee Management	System when user clicks the GENERATE RECORD button.
Update Bonus Factor to EMS?	- check the check box enable the system to update the
Bonus Factor that entered by user at	this screen back to Employee Management System when user clicks
the GENERATE RECORD butt	on

Steps:

- 1. Click the **GENERATE RECORD** button.
- 2. Key in the Bonus Factor or Fix Amount or Variable Bonus for individual employee.
- 3. Click icon to save the changes.
- 4. Go to 'Bonus Parameter' to process Bonus.

Note 1:

- The bonus factor and fix amount that user entered is for the bonus payout selected at Bonus Parameter.
- User can only key in either bonus factor or fix amount for individual employee.

Note 2 (Variable Bonus 1 and Variable Bonus 2):

- If user has more than one bonus payout need to process together, they can use the variable bonus 1 and variable bonus 2.
- For variable bonus 1 and variable bonus 2, user can only enter fix amount.

4. Update Bonus Factor

This section allow payroll user to update Bonus factor for all employees at single screen.

Bonus Parameter	Group	Individual	Update Bonus Factor								
							2	earch: EMP NO	•		Q,
Emp N	0				Employee				Bonus Factor	- X -	
>>> No Data											
											*
GENERATE RECOR	20	CLEAR RE	CORD					Total count: 0 n	cord(s) 💽 🗲 Pa	ge 🔹 of 0	

Important:

- If user are not using Individual setup, please ensure that the list is empty before perform the standard Bonus run.
- This setup will supersede the standard setup on the 'Bonus Parameter' tab.

Steps:

- GENERATE RECORD 1. Click the button. (This will generate employee listing with Bonus Factor from Employee Management System)
- 2. Key in the Bonus Factor for individual employee. (This will directly update the Bonus Factor back to Employee management System)
- 3. Go to 'Bonus Parameter' to process Bonus.

C. SPECIAL RECORD

Process Special Record allows payroll user to make extra payout to the staff. This can include incentive allowances, awards & etc.

PROCESS	STOP		CLEAR		Process Special [201708/S]
Pay Cycle	IND MONTH O END MONTH		У		
Period	201708	•	Salary Payment Mode?	DEFAULT	T
Payment Method		•	Process Batch Group	DEFAULT	
Percentage	0				

Pay Cycle	:	Mid-month period, End-month period, and Separately (payment will be reflected in Modify Special Record screen).
Period	:	Define which pay period to make extra pay-out.
Code	:	Define which allowance code to be used for extra pay-out.
Payment Method	:	Define which formula to be used for computation.
Percentage/Amount	:	Define percentage or amount for the extra pay-out (depend on payment method).
Contribute Community	:	Set whether to include the community fund in the Special cycle.
Fund		Note: if there is another cycle processed in same period for Special cycle, this option will be unavailable and default to 'YES'.
Salary Payment Mode	:	Define payment code (default value get from Employee Management System or Cheque or Cash payment).
Process Batch Group	:	Process only those employees with the batch group selected.
PROCESS	:	Used to process special pay.
STOP	:	Stop processing special pay.
CLEAR button	:	Clear all processed special pay from the payroll. User need to select the code used in the process special record before click the button.

D. FESTIVAL ADVANCE

Allow employer to pay the special payment for all the staff during festival season in advance and enable automatic deduction to be made for the advance payment in the following/ same month.

Festival Advance [201708]				
Advance Allowance Code Advance Deduction Code Festival Advance Payment Method Fix Amount Advance Calculation By Repayment Frequency	CHINESE NEW YEAR FIXED AMOUNT 0 BASE SALARY 1 Month Repayment	* * *	Rounding Formula Deduction Cycle Report Order By Process Option Contribute Community Funds? Batch Group Pay Cycle	Normal Rounding
Advance Allowance	e Code	: I	Define allowance co	stop process ode used for festival advance pay-out.
Advance Deduction	Code			ode used for festival advance repayment.
Festival Advance			Define festival type	
Payment Advance			Define method used	
Fix Amount/Percen	tage	: I		or amount for the festival advance (depend on
Repayment Frequer	ncy	: I	Define re-payment	frequency.
Rounding Formula			Define rounding mount.	ethod used to round the festival advance payout
Deduction Cycle		: I	Define festival adva	ance repayment cycle.
Process Option			Determine either a entitled for this fest	ll employee entitled or only confirm staff are ival advance.
Contribute Commu Funds	nity		Determine whether bayout.	include community fund in the festival advance
Batch Group		: I	Process only those of	employees with the batch group selected.
Pay Cycle				ment will be made separately or together with nth or end month payroll.
PROCESS	outton	: 1	Used to process fest	tival advance.
STOP	outton	: 5	Stop processing fes	tival advance.

Note:

- User need to setup the Festival Advance type for employee before process the festival advance payout.
- The setup is at Employee Management System -> Pay Items -> E-Payroll. -

MODIFY PAY RECORD

MODIFY RECORD	\$
💐 Pay Record	
🍇 Bonus Record	
💐 Special Record	
💐 Add. Emp PCB Relief (TP	י 1)
🍕 Emp BIK and VOLA (TP2)
🂐 Emp PCB History (TP3)	

A. PAY RECORD

After payroll processing, a pay record will be created for individual employee. User can modify the pay record accordingly. This may be necessary to adjust/modify certain payroll data.

6699		SAVE C	ANCEL Total re	cord count: 204					RECALCULATE	PRORATE	TRIAL CONVERT	BA	ANK
Employee's Informat	ion					Salary Infor	mation			Payroll Informat	tion		
Emp No / Name	A002	7 [TAN]			- B	Basic Salary			6,467.00	Period	201709		
Department	LOG		Hired Date	20/02/2012		Daily Rate			248.73	Cycle / Cycle Ru	in E		
Age & EPF	52.67	CLASS1	Termination Date			Hourly Rate			31.09	Trial Mode	NO		
Paid	MON	THLY	Last Payment Date			Pay Type			1-SE	Change Basic			
NPL / Absent			Overtime			Rest Day				Shift			
Total		0.00 NPL/ABSENT	Total	0.00	OVERTIME	Total		0.0	REST DAY	Total	0	.00 SH	HIFT
ODE		DESCRIPTION			EPF	TAX	FREQU	IENCY		RATE	A	MOUNT	
BASIC	Q	BASIC SALARY			0	1		30.00				6,467.00	T.
H/P ALLO	9	HANDPHONE ALLOWANCE	E		т	3						100.00	T
РСВ		MONTHLY INCOME TAX D	EDUCTION		F	0						-11.45	Ŵ
													10
										Total Wages			
SOCSO Contributi	on		HRD & EPF VOL Contribu	ution			tribution						
Socso Wage		6,567.00	HRD		0.00				6,567.00	Total Allowand Total Deductio			100.0
Socso Employee		-19.75	EPF Vol Employee		0.00				-924.00		n		6.567.
Socso Employer		69.05	EPF Vol Employer		0.00	EPF Emp	oloyer		792.00	Gross Wage Nett Wage			0,567.0
													5.611.

NPL/ABSENT button – click to go to NPL/ Absent calculation screen.

CODE	RATE	FREQUENCY	TOTAL
NPL Day-C	215.57		0.00
IPL Hr-C	31.09		0.00
Absent-C	215.57		0.00
NPL Day-L	208.61		0.00

- For user to key in No Pay Leave and/ or Absent Leave day(s). Then the system able to compute the pay deduction accordingly.



- If user moves his/ her mouse to the Legend, there has information will be displayed to explain what is the meaning to C, L, N, & O that used in NPL and Absent calculation.

Overtime Calculat	ion		
CODE	RATE	FREQUENCY	TOTAL
OT1.0C	58.57		0.00
OT1.5C	87.86		0.00
OT2.0C	117.14		0.00
OT3.0C	175.72		0.00
OT4.0C	234.29		0.00
OT1.0L	58.57		0.00
OT1.5L	87.86		0.00
OT2.0L	117.14		0.00
OT3.0L	175.72		0.00
OT4.0L	234.29		0.00

- For user to key in the number of overtime hours worked on particular month for the employee. Then the system able to compute the overtime pay accordingly.

REST DAY but	ton – click to go to	Rest Day Calculati	on screen.
Restday Calculati	ion		×
CODE	RATE	FREQUENCY	TOTAL
0.5 DAY-C	149.24		0.00
0.5 DAY-L	149.24		0.00
1.0 DAY-C	298.48		0.00

- For user to key in the number of days worked during that employee's Rest Day. Then the system able to compute the Rest Day pay accordingly.

SHIFT

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button – click to go to Shift Calculation screen.

		ж
RATE	FREQUENCY	TOTAL
5.00		0.00
8.00		0.00
	5.00	5.00

- For user to key in the number of days that the employee work on shift. Then the system able to compute the Shift amount accordingly.

BANK button – click to go to employee bank transaction screen.								
Bank Transaction - Employee: A0004								
				Local Nett Wages: 10262.95	5			
Adj Ind	Bank ID	Bank Acct#	Fixed Amt	Bank Amount Bank Name				
	CASH			0.00 CASH	-			
	CHEQ			0.00 CHEQUE				
	OCBC	7011392222		10,262.95 OCBC BANK (MALAYSIA) BERHAD				
					Ť			
SAVE	CANCEL BACK			Total: 10262.95				

- For user to change payment mode after process payroll.

- Also allow user to split payment by enter the amount in the field either cash or cheque or bank GIRO.

PRORATE button	:	For user to re-process the salary, get pay related data from the employee master record.
TRIAL CONVERT button	:	Applicable only for Modify Bonus Record trial run.
SAVE button	:	Save pay information changes and system re-compute the payroll.
CANCEL button	:	Cancel the current changes before user click [SAVE] button.
RECALCULATE button	:	Recalculate pay amount. The payroll data does not save.

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Steps to add an allowance to a selected employee:

1. Click search icon ' (to select the allowance/ deduction code.

€ € € 8		SAVE	CANCEL		Tot	al record count: 1						RECA	LCULAT	Έ	PRORATE	TRIA	L CONVERT	BAN	IK
Employee's Inform	nation						Sa	lary Informa	tion						Payroll Informat	tion			
Emp No / Name	1	A0004 [TAN]				· 6	Ba	sic Salary					12,1	83.00	Period		201709		
Department	9	SM	н	lired Dat	te	15/01/2010	Da	ily Rate					4	68.58	Cycle / Cycle Ru	in	E		
Age & EPF	3	39.25 CLASS1	т	Ferminat	ion Date		Но	urly Rate						58.57	Trial Mode		NO		
Paid	ħ	MONTHLY			llowance	e/Deduction							×	-SN	Change Basic				
NPL / Absent Total		0.00 NPL/ABSENT		ota		Search Type to	o sean	ch here					P		Shift Total		0.00	SHI	FT
CODE		DESCRIPTION			CODE	DESCRIPTION		TAX	EPF	от	NPL	GRP			RATE		AMOUNT		
BASIC	Q	BASIC SALARY			8.ANLP	ANNUAL LEAVE PAY		1	т				-				12,18	.00	11
H/P ALLO		HANDPHONE ALLOWAN	CE		&NPL	NO PAY LEAVE		1	т		•						10		1
PCB		MONTHLY INCOME TAX	DEDUCTI	tor	ADJU	ADJUSTMENT		0	F								-87	.30	
PETROL A		PETROL ALLOWANCE (ON-DUTY)	1		ALLOWANCE		3	т	•							60	.00	亩
						BACK PAY OF STANDBY ALLOWANCE		3	т	0	0	0		_					10
						BACK PAY OF BASIC		1	т	0									-
						BACK PAY OF H/P ALLOWANCE		3	т	0	•								
						BACK PAY OF OVERTIME		1	F			0	-						
					Prorate A	RACK PAY OF PETROL ALLOWANCE		3	F	U									
SOCSO Contribu	ution		H	HRD & B	EPF VOL Con	tribution		EPF Contri	bution						Total Wages				
Socso Wage		12,883.0	0 H	HRD		0.00		EPF Wage					12,28	33.00	Total Allowand	ce			700.
Socso Employee	e	-19.7	5 E	PF Vol I	Employee	0.00		EPF Emplo	yee				-1,72	22.00	Total Deduction	on			0.
Socso Employer	r	69.0	5 E	PF Vol I	Employer	0.00		EPF Emplo	yer				1,43	76.00	Gross Wage			12,	,883,
															Nett Wage			10,	,262.

2. Key in the amount, or frequency and rate.

€ € ∋ 6	20	SAVE	CANCEL Total r	ecord count: 1						RECALCULATE	PRORATE	TRIA	L CONVERT	BAI	NK
Employee's Inform	mation						Salary Inform	ation			Payroll Infor	mation			
Emp No / Name	AO	004 [TAN]			- 6	6	Basic Salary			12,183.00	Period		201709		
Department	SM		Hired Date	15/01/2010			Daily Rate			468.58	Cycle / Cycle	Run	E		
Age & EPF	39.	25 CLASS1	Termination Date				Hourly Rate			58.57	Trial Mode		NO		
Paid	MO	NTHLY	Last Payment Date				Pay Type			2-SN	Change Basi				
NPL / Absent			Overtime				Rest Day				Shift				
Total		0.00 NPL/ABSENT	Total	0.00	OVERTIME		Total		0.0	0 REST DAY	Total		0.00	SHI	IFT
ODE		DESCRIPTION			E	PF	TAX	FREQUE	NCY		RATE		AMOUI	π	
BASIC		BASIC SALARY			0		1		30.00				12,	183.00	T
H/P ALLO		HANDPHONE ALLOWANC	E		Т		3							100.00	面
PCB		MONTHLY INCOME TAX D	EDUCTION		F		0						-1	\$78.30	Ē
PETROL A		PETROL ALLOWANCE (OF	I-DUTY)		F		3							500.00	T
MEAL		MEAL ALLOWANCE					0							88	面
															1
															1
SOCSO Contrib	oution		HRD & EPF VOL Contrib	ution			EPF Contr	ribution			Total Wage	s			
Socso Wage		12,883.00	HRD		0	0.00	EPF Wage			12,283.00	Total Allow	ance			700
Socso Employe	e	-19.75	EPF Vol Employee		0	0.00	EPF Emple	oyee		-1,722.00	Total Dedu	tion			C
Socso Employe	r	69.05	EPF Vol Employer		0	0.00	EPF Emple	oyer		1,476.00	Gross Wage	e		12	2,883
											Nett Wage				0,262

3. Click

SAVE

button to save and re-compute the payroll.

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Steps to edit an existing allowance/ deduction for selected employee:

1. Click on the entry that user wish to edit.

€ € € 9	ע	SAVE	CANCEL Total	record count: 1				RECALCULATE	PRORATE	TRIAL CONVERT	В	IANK
Employee's Inform	ation					Salary Info	mation		Payroll Inform	ation		
Emp No / Name	AO	004 [TAN]			- B	Basic Salary	·	12,183.0	Period	201709		,
Department	SM		Hired Date	15/01/2010		Daily Rate		468.5	B Cycle / Cycle F	Run E		
Age & EPF	39.	25 CLASS1	Termination Date			Hourly Rate		58.5	7 Trial Mode	NO		,
Paid	MO	NTHLY	Last Payment Date			Pay Type		2-51	Change Basic			
NPL / Absent			Overtime			Rest Day			Shift			
Total		0.00 NPL/ABSENT	Total	0.00	OVERTIME	Total		0.00 REST DAY	Total	0.)0 Sł	HIFT
ODE		DESCRIPTION			EPF	TAX	FREQUENCY		RATE	Al	IOUNT	
BASIC	Q	BASIC SALARY			0	1	30.0	00			12,183.00	
I/P ALLO		HANDPHONE ALLOWAND	E		т	3					100.00	1
MEAL	-	MEAL ALLOWANCE			F	0					99	÷
>CB		MONTHLY INCOME TAX I	DEDUCTION		F	0					-878.30	Ē
PETROL A		PETROL ALLOWANCE (O	N-DUTY)		F	3					600.00	Ŵ
												1
SOCSO Contribu	ution		HRD & EPF VOL Contri	bution		EPF Cor	tribution		Total Wages			
Socso Wage		12,883.00			0.00	EPF Wa	je 📃	12,283.00	Total Allowar			788.0
Socso Employee		-19.75			0.00	EPF Emp		-1,722.00				0.0
Socso Employer		69.05	EPF Vol Employer		0.00	EPF Emp	oloyer	1,476.00				12,971.0
									Nett Wage		2	10,350.9

2. Edit the record accordingly.

3. Click SAVE button to save and re-compute the payroll.

Steps to delete an allowance from a selected employee:

1. Click delete icon ' \overline{m} ' from the right side of the entry.

$\epsilon \in \mathfrak{S}$	ו	SAVE	CANCEL	Total re	ecord count: 1				R	ECALCULATE	PRORATE	TRIAL C	ONVERT	BAN	IK
Employee's Inform	nation						Salary In	formation			Payroll Informa	ation			
Emp No / Name	AC	0004 [TAN]				- 6	Basic Sala	ary		12,183.00	Period	1	201709		
Department	SN	1	н	lired Date	15/01/2010		Daily Rat	e		468.58	Cycle / Cycle R	un E			
Age & EPF	39	.25 CLASS1	т	ermination Date			Hourly Ra	ate		58.57	Trial Mode		NO		
Paid	M	ONTHLY	L	ast Payment Date			Pay Type			2-5N	Change Basic				
IPL / Absent			0	vertime			Rest Day				Shift				
Fotal		0.00 NPL/ABS	NT To	otal	0.00	OVERTIME	Total		0.00	REST DAY	Total		0.00	SHIP	FT
DDE		DESCRIPTION				EDE	ΤΛΥ	FRF	OUENCY		RATE		AMOUNT		
ASIC		BASIC SALARY		Delete R	lecord					×			12,18	3.00	1
/P ALLO		HANDPHONE ALLON	ANCE	Continu	ue to delete	next record. (*	Save is req	uircd for Com	npute Payroll.)				10	0.00	1
IEAL		MEAL ALLOWANCE		O Delete	and Comput	e Pavroll.							g	9.00	Ŵ
СВ		MONTHLY INCOME	AX DEDUCTI										-87	8.30	Ē
ETROL A		PETROL ALLOWAND	(ON-DUTY)					OF	< Cancel				60	0.00	Ē
															11
				IRD & EPF VOL Contrib	ution		EPE C	ontribution			Total Wages				
OCSO Contrib	ution			IND & EPF VOL CONTID											
SOCSO Contrib Socso Wage	ution	12,88		IRD & EPP VOL CONTID		0.0				12,283.00	Total Allowar	nce			799.

2. System will prompt the delete confirmation window.

3. Select the correct option and press OK button to confirm the action.

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B. BONUS RECORD

Modify Bonus Record is only applicable when bonus record are processed separately.

$\mathbf{E} \mathbf{C} \mathbf{D} \mathbf{G}$		SAVE	CANCEL Total re	ecord count: 1				RECALCULATE	PRORATE	TRIAL	CONVERT	BANK
mployee's Informati	ion					Salary Inform	nation		Payroll Info	ormation		
mp No / Name	A000	4 [TAN]			-	Basic Salary		12,183.00	Period		201709	
epartment	SM		Hired Date	15/01/2010		Daily Rate		468.58	Cycle / Cyc	le Run	B E	
ge & EPF	39.25	CLASS1	Termination Date			Hourly Rate		58.57	Trial Mode		NO	
id	MONT	THLY	Last Payment Date			Pay Type		2-SN	Change Ba	sic		
DE		DESCRIPTION			EPF	TAX	FREQUENCY		RATE		AMOUNT	
NU		BONUS *			т	2					12,183.0	0 🗊
3		MONTHLY INCOME TAX	DEDUCTION		F	0					-2,805.3	5 面
			HRD & EPF VOL Contrib	ution		EPF Cont	tribution		Total Wag	ges		
DCSO Contributic		0.0		ution	0.00	EPF Cont EPF Wag		12,183.00	Total Wag Total Allor			
ICSO Contributic cso Wage		0.0	0 HRD	ution	0.00		e	12,183.00 -1,704.00		wance		
			0 HRD 0 EPF Vol Employee	ution		EPF Wag	e loyee		Total Allo	wance luction		12,18

Trial Mode

TRIAL CONVERT

User need to select 'YES' if only process bonus in trial run in order to view the bonus record here.

: Click the button if user confirm the employee's bonus amount is correct. Then, system will convert the bonus amount to actual payout.

****Note**: steps to add/ edit/ delete the bonus record is same as modify pay record.

:

button

C. SPECIAL RECORD

Modify Special Record is only applicable when special record are processed separately.

$\mathbf{E} \mathbf{E} \mathbf{D} \mathbf{D}$	0	SAVE	CANCEL	Total r	ecord count: 1					RECALCULA	TE	PRORATE	TRIA	L CONVERT	В	ANK
Employee's Inform	ation							Salary Inform	nation			Payroll Inform	ation			
Emp No / Name	A000	4 [TAN]				Ŧ	0	Basic Salary		12,	183.00	Period		201709		
Department	SM		Hired Dat	e	15/01/2010			Daily Rate			468.58	Cycle / Cycle F	Run	S	BE	
Age & EPF	39.2	CLASS1	Terminati	on Date				Hourly Rate			58.57	Trial Mode		NO		
Paid	MON	THLY	Last Payn	nent Date				Pay Type			2-SN	Change Basic				
NPL / Absent			Overtime					Rest Day				Shift				
Total		0.00 NPL/ABSENT	Total		0.00	OVERTIN	1E	Total		0.00 REST D	AY	Total		0.00	Sł	HIFT
CODE		DESCRIPTION					EPF	TAX	FREQUENCY			RATE		AMO	UNT	
ALLO		ALLOWANCE					т	3							10.00	ŵ
PCB		MONTHLY INCOME TAX	DEDUCTION				F	0							-2.40	Ŵ
																1
												- Total Wages				
SOCSO Contribu	tion		HRD & E	PF VOL Contrib	ution			EPF Contr	ribution			lotal wages				

**Note: steps to add/ edit/ delete the bonus record is same as modify pay record.

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D. Add. Emp PCB Relief (TP1)

What is TP1 Form?

- Employee can claim optional deductions and rebates in the relevant month by submitting TP1 Form to the employer but subject to approval by employer.
- In the MTD formula, all optional deductions shall be treated as Σ LP for the cumulative deductions and LP1 for the current month deductions.

Steps to input TP1 data:

- 1. Go to Modify Record -> Add. Emp PCB Relief (TP1)
- 2. Search & select the employee name/ ID, then click [NEW] button.
- 3. Select the type of deduction from Refund Code list.
- 4. Input the document date.
- 5. Select the effective Pay Period.
- 6. Key in the deduction amount.
- 7. Click [Yes] if the amount is approved for deduction in MTD calculation.
- 8. System will auto-generate the description of the selected refund code at Remarks field. User may amend the description if they wanted to do so.
- 9. Key in reference, if any.
- 10. Click [SAVE].

			-1.				
	•	NE	w	UPDATE EDIT DELETE CANCEL		Total Record Count: 204	
Employee	No/Name A0003	8 - PHANG		▼ Refund Code C12			
Pay Period	201709 ¥ An	nount	70.00 Appro	vval Yes 🔻 Status A			
Remarks	[C12] - DEDUCT	ION FOR SO	CSO PAYMEN	π			
Reference							
CODE	DOC DATE	PERIOD	AMOUNT	REMARKS	REFERENCE	APPROVAL	APPROVEE ^
C12	16/10/2017	201709	70.00	[C12] - DEDUCTION FOR SOCSO PAYMENT		Y	

Important:

- User shall input TP1 record before process payroll.
- In the event that user enter TP1 after process payroll, user need to go to modify pay record and recalculate the payroll in order for the system to re-compute the PCB amount for the affected employee.
- All optional deductions will be captured in the Income Tax Run Report to facilitate the MTD calculation in which cumulative deductions shall be treated as ΣLP and LP1 for the current month deductions.
- Income Tax Run Report can be retrieved from Payroll Reports -> Income Tax Run Report.

E. Emp BIK and VOLA (TP2)

What is TP2 Form?

- Employee who wishes to include benefits-in-kind (BIK) and value of living accommodation (VOLA) as part of his monthly remuneration shall submit TP2 Form to the employer.
- Amount of BIK/VOLA shall be treated as part of Y1 (current month's remuneration) in the MTD calculation during the current year only (year that the employee claimed through TP2 Form to the employer). It shall not carry forward to the following year.
- Amount of BIK/VOLA are used only for the purpose of MTD calculation. These amounts shall not appear in the pay slip and EA Form.
- Employer shall input TP2 as monthly amount and system treated as Y1 in the MTD formula. However, if the TP2 amount given is a total amount for a year, the method of calculation to obtain a monthly amount is as follow:

(Value of BIK/VOLA for a year)

(Remaining working month in a year including current month)

Example: Value of car in a year: RM25000

Month/year of deduction agreed by the employer: April 2017

Remaining working month in a year including current month: 9 months

Monthly amount: RM25000 / 9

Monthly amount =

RM2777.77 \approx RM2777.00 monthly from Apr to Dec 2017

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Modify Pay Record

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Steps to input TP2 data: 1. Go to Modify Record -> Emp BIK and VOLA (TP2)

Method 1: Using Generate function

If user wish to input a TP2 record which is effective from current period till the last period of current year, user may use [Generate] function. Example:

Value of car in a year: RM25000

Month/year of deduction agreed by the employer: April 2017

Remaining working month in a year including current month: 9 months

Monthly amount: RM25000 / 9

RM2777.77 \approx RM2777.00 monthly from Apr to Dec 2017

Based on the above example, user may generate the TP2 record for Value of Car from Apr 2017 to Dec 2017 in a quicker approach:

- a. Search & select the employee name/ ID.
- b. Select the effective period, herein 201704.
- c. Select [Value of Car] from the Code list, herein B01.
- d. Input the monthly amount, herein 2777.
- e. Click on [Generate].
- f. Expected results will display on the TP2 Form screen. Herein, system display B01 record from period 201704 to 201712.
- g. User may select a record which wish to delete and click on [DELETE] button.
- h. Repeat the same process from (a) to (e) to generate another TP2 record.

16 19 🔁 🔁	SAVE	DELETE	CANCEL	GENERATE Total Record Count: 204	
Employee No/Name	A0003 - PH	IANG	v		
Period	201710 🔻				
Code	1	2			
Amount		0.00			
EMPLOYEE	PERIOD	CODE	AMOUNT	DESCRIPTION	
A0003	201704	B01	2,777.00	[B01] - NILAI KERETA DAN PETROL (VALUE OF CAR AND PETROL)	
A0003	201705	801	2,777.00	[B01] - NILAI KERETA DAN PETROL (VALUE OF CAR AND PETROL)	
A0003	201706	801	2,777.00	[B01] - NILAI KERETA DAN PETROL (VALUE OF CAR AND PETROL)	
A0003	201707	801	2,777.00	[B01] - NILAI KERETA DAN PETROL (VALUE OF CAR AND PETROL)	
A0003	201708	801	2,777.00	[801] - NILAI KERETA DAN PETROL (VALUE OF CAR AND PETROL)	
A0003	201709	801	2,777.00	[801] - NILAI KERETA DAN PETROL (VALUE OF CAR AND PETROL)	
A0003	201710	801	2,777.00	[B01] - NILAI KERETA DAN PETROL (VALUE OF CAR AND PETROL)	
A0003	201711	B01	2,777.00	[B01] - NILAI KERETA DAN PETROL (VALUE OF CAR AND PETROL)	
A0003	201712	801	2,777.00	[801] - NILAI KERETA DAN PETROL (VALUE OF CAR AND PETROL)	

Method 2: Manual input

Alternate to the Generate function, user may also choose to input the TP2 record manually. Below are the steps:

- a) Search & select the employee name/ ID.
- b) Select the period that user want the TP2 data to be effective.
- c) Select the type of BIK/VOLA from the [Code] list.
- d) Input the TP2 amount of the selected code. The amount input will be included in the MTD computation as Y1 for the selected period only.
- e) Click on [Save] when input data is done.
- f) If user wrongly input a TP2 record, user may select the record that wish to delete and click on [DELETE] button.
- g) Repeat the same process from (a) to (e) to input another TP2 record.

Important:

- User shall input TP2 record before process payroll.
- In the event that user enter TP2 after process payroll, user need to go to modify pay record and recalculate the payroll in order for the system to re-compute the PCB amount for the affected employee.
- All BIK/VOLA amount will be captured in the Income Tax Run Report to facilitate the MTD calculation in which it shall be treated as part of Y1 (current month's remuneration).
- Income Tax Run Report can be retrieved from Payroll Reports -> Income Tax Run Report.

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F. Emp PCB History (TP3)

What is TP3 Form?

- Effective 1st January 2010, it is the Employer's responsibilities under the IRBM Rules to inform every employee to submit TP3 (Previous employment remuneration information) form if employee commence employment with new employer and received remuneration from previous employer within the same basic period (current year) pursuant to his employment. Employer is required to retain the form duly signed by the employee for a period of 7 years.
- Employer shall include TP3 form information received from employee to input in their payroll system to deduct the Monthly Tax Deduction (MTD) from the remuneration of employee in accordance to computerized calculation method.
- TP3 Form information should be input in the payroll system on the employees' first month employment with your company.

Steps to input TP3 data:

- 1. Go to Modify Record -> Emp PCB History (TP3).
- 2. Below is the screen to input TP3 Form information. User should input this information before run Process Payroll.
 - a) Select Employee Code to input TP3 Form information.
 - b) Input information from C1 to C5, if any.
 - c) Click on [SAVE] button when ready to save the information to system.

SAVE CANCEL		5	DELETE PREVIOUS PCB	Total Record Count: 204
Employee No/Name A0003 - PHANG	-			
Tax Category KN1	Hired Date 01/08/2017	[3 months]	Foreigne	er Tax
Previous Employment Remuneration Information				
Total PCB Wages (C1) 1,100.00 Total PCB Paid (C5) 13.00	Total EPF (3) Total Zakat Paid (C4)	121.00		
Tax Exemption Allowance/Perquisite (C2)				
(I) Travel (II) Childcare (III) Goods 0.00	(iv) Awards 0.00 0.00	(v) Passage 0.00		P01 P03
NO PERIOD CYCLE TAX CODE TAX TYPE STATUS	DESCRIPTION	TAX WAGE TAX EXEMPT EF	F CONTRIBUTION TP1 RELIEF CUR MONTH REL	JEF K K1

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TIMES	E-Pa	vroll
INLO	L-1 U	vi O u

Below is an example of Section C in TP3 Form for your reference.

BAH	AGIAN C : MAKLUMAT SARAAN, KWSP, FI/ZAKAT DAN PCB (sila nyatakan jumlah keseluru	uhan	daripada majikan-majikan terdahulu)
			AMAUN TERKUMPUL
C1	Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun/perkuisit/ pemberian/manfaat yang dikenakan cukai	RM	1100.00
C2	Jumlah elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai		
	i Elaun perjalanan, kad petrol atau elaun petrol antara rumah ke pejabat (sehingga tahun taksiran 2010 sahaja)	RM	1000.00
	ii Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	RM	
	iii Elaun penjagaan anak	RM	
	iv Produk yang dikeluarkan oleh perniagaan majikan yang diberi secara percuma atau diberi pada harga diskaun	RM	
	v Perkuisit dalam bentuk tunai/barangan berkaitan dengan pencapaian perkhidmatan lalu, anugerah khidmat cemerlang, anugerah inovasi atau	RM	
	anugerah produktiviti atau perkhidmatan lama dengan syarat pekerja tersebut telah berkhidmat lebih daripada 10 tahun		
	vi Lain - lain elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai. Sila rujuk nota penerangan Borang BE untuk keterangan lanjut.	RM	
C3	Jumlah caruman KWSP atau Kumpulan Wang Lain Yang Diluluskan ke atas semua saraan (saraan bulanan dan saraan tambahan)	RM	121.00
C4	Jumlah F⊮Zakat	RM	15.00
C5	Jumlah PCB (tidak termasuk CP38)	RM	13.00

3. System will add TP3 information to the system as shown below:

	DELETE PREVIOUS PCB	Total Record Count: 204
Employee No/Name A0003 - PHANG *		
Tax Category KN1 Hired Date 01/08/2017 [3 months]	Foreigner Tax	
Previous Employment Remuneration Information		
Total PCB Wages (C1) 1,100.00 Total EPF (3) 121.00 Total PCB Paid (C5) 13.00 Total Zakat Paid (C4) 15.00		
Tax Exemption Allowance/Perquisite (C2) (i) Travel (ii) Childcare (iii) Goods (v) Awards (v) Passage	P01	P03
0.00 0.00 0.00 0.00		0.00 0.00
NO PERIOD CYCLE TAX CODE TAX TYPE STATUS DESCRIPTION TAX WAGE TAX EXEMPT EPF CONTRIBUTION	TP1 RELIEF CUR MONTH RELIEF	К К1 🔺
1 201700 E KN2 N A Monthly income Tax Calculation 1,100.00 0.00 121.00 0.00		2,953.00 121.00
4		

Steps to delete TP3 data:

- Go to Modify Record -> Emp PCB History (TP3).
 Search & select the employee name/ ID.
- 2.
- 3. Click on

button.

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Important:

- In the event user have wrongly entered one of the values in C1 to C5 field, user must re-input values from C1 to C5.
- In the event that user enter TP3 after process payroll, user need to go to modify pay record and recalculate the payroll in order for the system to re-compute the PCB amount for the affected employee.
- Employee's TP3 Form information can also be seen in Payroll Reports -> Pay History Report as shown below:

TIMES SOFTWARE PAY HISTORY BY EMP Query : ALL plus (Emp From A00	LOYEE F	rom Period	201701 To P	eriod 201	710						Print Date User ID	02/10/2017 11:42 AM SUPPORT
Employee No : A0003 (PHANG) Department : TECH (TECHNIC Occupation : CTRY MGR(COUNT					f Birth : 20 e Date : 01 sation : 20	1/08/2017					CLASS1 FIRST CA	TEGORY
Previous employement income: Total PCB Wages (C1) : 1100.00		Total EPF	(C3): 121.00		Tota	al Zakat Paid	(C4) : 15.00		Tota	I PCB Pa	id (C5) : 13	.00
Tax Exemption Allowance/Perquisite	(C2):											
(ii) Travel	(iii) Ch	ildcare	(iv)	Goods		(v)	Awards		(vi)	assage		
0.00		0.00		0.00			0.00			0.00		
	EA #	Jan F	eb Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	YTD Tot	al

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QUERY

QUERY	*
Adhoc Query Change Period Company Select Lock Period Query Expert Query Selection Report Writer	

A. ADHOC QUERY

The Adhoc Query function enables user to retrieve records that meet certain criteria. It provides a means to work specifically on employees that meets user-defined conditions.

uery Field earch		Search here	QUERY SELECTION - AD-	нос
		EMP NO	EMP NAME	
	A0003		PHANG	
	A0004		TAN	
	A0007		SEE	
	A0025		SHANOR	
	A0027		TAN	
	A0034		THIVAKARAN	
	A0040		тноо	
	A0041		MATILDA	
	A0043		ZAIDI	
	A0046		NIROSHAWATHI	
	A0048		KHOR	
	40040		NADCADET	

B. CHANGE PERIOD

Allow user to change the pay period and cycle without logout from the system.

Change Period/Cycle			
Period	2017	09	•
Cycle	E		

Steps:

- 1. Select the new period and cycle.
- 2. Click button to change to the new period and cycle.

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C. <u>COMPANY SELECT</u>

Allow user to query/retrieve the employee that he/ she wanted based on employee's current company.

COMPANY SELECTION					
		Sort By OCODE ODESCRIPTION	Search	Type to search here	٦
CODE	DESCRIPTION				
ALL	ALL				^
TSSB	TIMES SOFTWARE SDN BHE	0			
					-
SELECTED: TIMES SOFTWARE SDN BHD					

D. LOCK PERIOD

Allow payroll user to disable the changes on payroll data for selected pay period.

SAVE	CANCEL					
npany Selected	TSSB					
od	201709	٣				
	PERIOD	COMPANY CODE		COUT	NTRY	
	201709	TSSB		MAL	AYSIA	
k Period by Com		oyee here to serch	D Total Recc	ord(s) Count: 204		
essed Cycle						
	E T			DEPARTMENT		
	EMP NO	EMP NAME		DEPARTMENT	¢	
	EMP NO 40003	PHANG		TECH	\$	
	EMP NO A0003 A0004	PHANG TAN		TECH SM	\$	
	EMP NO A0003 A0004 A0007	PHANG TAN SEE		TECH SM SALES	\$	
	EMP NO A0003 A0004 A0007 A0025	PHANG TAN SEE SHANOR		TECH SM SALES SALES	\$	
	EMP NO A0003 A0004 A0007 A0025 A0027	PHANG TAN SEE SHANOR TAN		TECH SM SALES SALES LOG	\$	
	EMP NO A0003 A0004 A0007 A0025 A0027 A0034	PHANG TAN SEE SHANOR TAN TAN		TECH SM SALES SALES LOG TECH	¢	
	EMP NO A0003 A0004 A0007 A0025 A0034 A0034 A0034	PHANG TAN SEE SHANOR TAN TAN TAN TOTAL TAN TOTAL TAN TAN TOTAL TAN TOTAL TOTAL		TECH SM SALES SALES LOG TECH SM	¢	
	EMP NO A0003 A0004 A0007 A0025 A0027 A0034	PHANG TAN SEE SHANOR TAN TAN		TECH SM SALES SALES LOG TECH	\$	
	EMP NO A0003 A0004 A0007 A0025 A0027 A0040	PHANG TAN SEE SHANOR TAN TAN TAN TAN THIVAKARAN THOO MATLIDA		TECH SM SALES LOG TECH SM SALES	\$	
	EMP NO A0003 A0004 A0007 A0025 A0027 A0034 A0040	PHANG PHANG TAN SEE SHANOR TAN TAN TAN TAN TAN THIVARARN THOO MATILDA ZAIDI		TECH SM SALES SALES LOG TECH SM SALES TECH	\$	
	EMP NO A0003 A0004 A0007 A0025 A0027 A0034 A0040 A0040 A0041 A0043 A0046	PHANG PHANG TAN SEE SHANOR TAN THO MATILDA ZAIDI IROSHAWATHI		TECH SM SMLES LOG TECH SM SKLES TECH SMLES SMLES SMLES SMLES TECH ADMIN	\$	
	EMP NO A0003 A0004 A0007 A0025 A0024 A0040 A0040 A0041 A0043 A0046	PHANG PHANG TAN SEE SHANOR TAN TH/VAKARAN THOO MATILDA ZAIDI NIROSHAWATHI KHOR		TECH SM SALES LOG TECH SM SKES SALES SALES SALES ADMIN TECH	\$	

User has the option:

- To lock the pay period for all employees based on their current company. 0
- To lock the pay period for the select employee(s). 0
- To select from the drop-down list on the period to filter the selection. 0

button

: Save changes after user check or uncheck the "Locked?" checkbox.

: Cancel current changes before user click [SAVE] button.

button

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E. QUERY EXPERT

The Query function enables user to retrieve records that meet certain criteria. It provides a means to work specifically on employees that meets user-defined conditions.

NEW SAVE DELETE	CANCEL Query Lis	t 🔹	Description		Access	,	
Query Builder <u>SAVE AS</u>							
10 (н	ADING	OFFRATION	VAL	ve	,	REL.	DEL
Result <u>VIEW RESULT</u> <u>APPLY QUERY</u>	Total Record(s) Found. 0	EXPORT TO PDF	EXPORT TO EXCEL	Search Tyr	pe to search here		
EMP NO	EMP NAME	DOB	DEPARTMENT	GENDER H	HIRED DATE	ERMINATION D	ATE
NEW		reate new query.					Ŧ
SAVE	: S	ave the new quer	ry.				
DELETE	: D	elete the query.					
CANCEL		ancel the current	t changes.				
Query List	: R	etrieve existing	query.				
Save As	: S	ave the existing	query to anothe	er new query.			
√iew Result		review the list o uery.	f employee (s)	which meet th	e criteria b	ased o	on the
Apply Query	: U	se selected quer	у.				
EXPORT TO PD	F : E	xport the query i	eport into PDF	format.			
EXPORT TO EXC	= : E	xport the query 1	eport into Exce	el format.			

REL (Relational Operator):

	AND	Used to combine different criterion into one. All criterions linked with "AND" operator must be fulfilled.
Ī	OR	Select by either criterion within the query. Select by either this condition or that condition.

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Steps to create a new query:

NEW	SAVE	DELETE	CANCEL QU	Name		Description			Access		•
ery Builder	SAVE	AS									
ID	(HEA	DING	OPERATION			/ALUE)	REL.	DEL
1		Click here to select Fie	eld.	Equal to	٠					AND V	Ē
2		Click here to select Fie	eld.	Equal to	*					AND ¥	Ē
3		Click here to select Fie	eld.	Equal to	•					AND ¥	Ē
4		Click here to select Fie	eld.	Equal to	٠					AND 🔻	Ē
5		Click here to select Fie	eld.	Equal to	۲					AND V	Ē
6		Click here to select Fie	eld.	Equal to	۲					AND 🔻	
7		Click here to select Fie	eld.	Equal to	٠					AND V	Ē
8		Click have to celect Fie	ald	Foual to	*					*	m
sult <u>VIEW F</u>	RESULT	APPLY QUERY	Total Record(s) Foun	d. 0	EXPO	TO PDF EXPORT TO EXCEL	Searc	h Type to search h	ere		
EMP N	0		EMP NAME		DOB	DEPARTMENT	GENDER	HIRED DATE	т	ERMINATION	DATE
cord Not Fou	nd.										

- 2. Key in the Query name (short name) and the Query description (detail description).
- 3. Select the access option for this query.
 - **Shared** : This query can be used by all users.
 - **Exclusive** : This query only can be used by the user who creates
- 4. User need to click on the field and use the search function to find the field that he/ she wanted to use.
- 5. Click on the field which is wanted and it will appear at the section below.

ery Builder	SAVE											
ID	(HEADING		OPERATION			VALUE)	REL.	DEL
1		Click here to select Field.		Equal to	٣						AND 🔻	
2		Click here to select Field.	FIELD					×			AND V	
3		Click here to select Field.					Search Type to search here]			AND V	
4		Click here to select Field.	HEAD	INC		ENTITY	search hype to search here				AND V	
5		Click here to select Field.				ENTIT					AND ¥	
6		Click here to select Field.	ADDRESS				EMPLOYEE				AND ¥	
7		Click here to select Field.	ADDRESS				EMPLOYEE				AND ¥	
8		Click have to colort Field		AS ADDRESS 1			EMPLOYEE		il i		¥	=
			OVERSEA	AS ADDRESS 2			EMPLOYEE					
ult <u>VIEW R</u>	ESULI	APPLY QUERY Total Re	OVERSEA	AS ADDRESS 3			EMPLOYEE		earch Type to search	here		
EMP NO)	EMP NAME	E-LEAVE	MEMBER OF ENTRY	'S GROUP		EMPLOYEE		HIRED DATE		TERMINATION	DATE
cord Not Four	nd.		ASB AC N	NO			EMPLOYEE					
			BANK AC	COUNT NO			EMPLOYEE					
			BANK BR	ANCH CODE			EMPLOYEE	-				

6. Click on different field to input the filter of the query and condition to fulfill the requirement.

- 7. Click button to save the query.
- 8. Click [View Result] to view the query result.

9. Click button or

button for export to query report.

10. Click [Apply Query] to use the query selected.

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Note

If user wants to add more criteria:

a. Repeat the step 4 to step 6. And user MUST select the REL. (AND or OR) if have more than one criteria.

OR

b. Select the REL. (AND or OR), and system will automatically add a new line as below:

	ilder	SA	WE AS									
ID		(HEADING		OPERATION		VALUE)		REL.	DELET
1			NATIONAL_CODE		Equal to	٠	SINGAPOREAN [SING]	۶		OR	•	☆ ^
2			NATIONAL_CODE		Equal to	٠	MALAYSIAN [MSIA]	2		AND	•	面
3			Click here to select Field.		Equal to	٠					•	1
												Ţ
												Ţ
esult	VIEW	RESULT	I APPLY QUERY 1	Total Record(s) Four	nd. 0 EXPORT T	O PD	DF EXPORT TO EXCEL	Search Type to search her	e			

c. Select the field from HEADING column.

uery Builder	SAVE AS					
ID	(HEAD!]) REL	DE
1	Click here to select Fie	FIELD		×	AND 🔻	
2	Click here to select Fie		Search Type to search h	nere	AND V	
3	Click here to select Fie	HEADING	ENTITY		AND V	
4	Click here to select Fie	ADDR1	EMPLOYEE	A	AND V	
5	Click here to select Fie	ADDR2	EMPLOYEE		AND V	
6	Click here to select Fie	ADDR3	EMPLOYEE		AND V	
7	Click here to select Fie	ADDR01	EMPLOYEE		AND V	
8	Click here to select Fie	ADDR02	EMPLOYEE		•	
		ADDRO2	EMPLOYEE			
sult <u>VIEW R</u>	ESULT APPLY OUERY	ADV ON	EMPLOYEE) search	here	
		AGROUP	EMPLOYEE			
EMP NO	EMP	ANNL LVE ENTITLE	EMPLOYEE	IRED DA	TE TERMINATI	ON DATE
cord Not Four	nd.	APP TEMPLATE	EMPLOYEE	_		

- d. Select the operation and key in the value or select the value from the table by clicking the field.
- e. Click **SAVE** button to save the query.

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Steps to apply existing query:

- 1. Select query from "Query List" drop down list.
- 2. Click [Apply Query] to use the query selected.

uery Builder	r 54	VE AS									
ID	(HEADING		OPERATION		VALUE)	REL.	DELET
1		NATIONAL_CODE		Equal to	▼ SIN	SAPOREAN [SING]		۶		OR 🔻	1
2		NATIONAL_CODE		Equal to	MAL	AYSIAN [MSIA]		2		•	T
											,
sult <u>VIE</u>	EW RESUL	E APPLY QUERY	Total Record(s) Fo	und. 0 EXPORT TO) PDF	EXPORT TO EXCEL	Search Type	to search here			

Steps to delete existing query:

1. Select existing query from "Query List" drop down list.

DELETE 2. Click button.

Note:

When need to include multiple-condition criteria:

Use the parenthesis or brackets "()" for each AND group if you use "OR" in the query. -

E.g. (Employee No. > TS001 AND Employee No. < TS999) OR Base Wage < 2000

ery Builder	SAN	<u>VE AS</u>									
ID	(HEADING	OPERATION		VALUE)		REL.	DEL	ETI.
1	(EMP_NO	Larger than	•	EMP_A [EMPLOYEE A]	P		AND	•		*
2		EMP_NO	Less than	•	TESTBONUS [TESTBONUS]	2)	OR	٠	Ē	
4											
3		NEW_SALARY	Larger than	•	2000				•		

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F. <u>QUERY SELECTION</u>

Allow user to query/retrieve the employee that he/ she wanted based on the query created in Query Expert.

QUERY SELECTION		
		Search Type to search here
CODE	DESCRIPTION	CREATED BY
ACTIVE	ACTIVE STAFF	· · · · · · · · · · · · · · · · · · ·
ALL	SELECT ALL EMPLOYEE	
CONF	CURRENT MONTH CONFIRMED STAFF	
HIRE	CURRENT MONTH HIRED STAFF	
TERM	CURRENT MONTH TERMINATED STAFF	
т	т	SUPPORT
SELECTED: ALL - SELECT ALL EMPLOYEE		

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G. <u>REPORT WRITER</u>

Report Writer is a report generator built into TIMES E-Payroll. The Report Writer generates report by pay period. It provides the user with a quick and efficient way to tailor-build reports to the specific needs of payroll reporting.

Report Writer										
Table: EMPLOYEE	٣					Searc	th: Type to search here		P	
		DESCRIPTION					HEADING			
ADDRESS 1						ADDR1				-
ADDRESS 2						ADDR2				
ADDRESS 3						ADDR3				
V OVERSEAS AD						ADDR01				
 OVERSEAS AD OVERSEAS AD 						ADDR02 ADDR03				
VERSEAS AL	JURESS 3					ADDR03				*
					_					
NEW REPORT	SAVE REPORT	REPORT LIST PREVIEW REPORT	RE-SORT	SAVE AS					A	
D	ESCRIPTION	HEADING		WIDTH FI	LTER	FROM/TO	CYCLE	FORMAT		
										Y
NEW R	EPORT	button – create n	ew repo	rt.						
SAVE R	EPORT	button – save the	e report.							
REPOR	T LIST	button – retrieve	e the exi	sting re	port.					
PREVIEW	REPORT	button – generate	e the rep	oort.						
RE-S	ORT	button – re-sort t	he colur	nn sequ	ence.					
SAVE	E AS	button – save the	e existin	g report	templ	ate to new ten	nplate.			

Information for Table:

1	Employee	Employee master data information from Employee Management System (EMS)
2	Employee Statutory	Employee's statutory requirement related information.
3	Employee Allowance	Employee's allowance/deduction information.
4	Career	Information for employee's career from EMS \rightarrow Employee \rightarrow Career tab
5	Employee Misc	Information for employee's Misc from EMS \rightarrow Employee \rightarrow Misc tab
6	Employment	Information for employee's employment detail from EMS \rightarrow Employee \rightarrow Employment tab
7	Empserv Profile	Employee's transactional information which based on login period.
8	Family	Employee's family details information.
9	Transaction	Employee's payroll transaction information.
10	Leave Transaction	Employee's leave transaction information.
11	Staff Training	Employee's training information from E-HR module.
12	Education	Employee's education details from E-HR module.
13	Discipline	Employee's disciplinary record from E-HR module.

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14	Personal Achievement	Employee's personal achievement record from E-HR module.
15	Termination	Employee's resignation record/ exit record from EMS.
16	Job History	Employee's past job history from E-HR module.

Steps to create a new report (Tabular type):

- 1. Click the **NEW REPORT** button and New Report window will pop up.
- 2. Key in the Report name (short name) and the Report description (detail description).
- 3. Select the report type (Tabular or Financial).
 - **Tabular**: Only able to retrieve record for 1 pay period only.
 - Financial : Able to retrieve record based on the period range that user define in the template.
- 4. Select the access option for this report.
 - **Shared** : This report can be used by all users.

Exclusive : This report only can be used by the user who creates this query. The report created with 'Access = Exclusive' will be invisible by another user.

New Report		×	;
Report Name:	EMP_MASTER		*
	Employee Master Data		
Description:			
	/		
Туре:	Tabular 🔻		
Access Option:	Shared 🔻		-
	SAVE CANCEL		

- 5. Click the **SAVE** button when finish. And system will re-direct back to the Report Writer screen.
- 6. User need to select the drop down list from the top left corner in order to determine from which section they want the information to be pull from.
- 7. User can use the search function to find the field that he/ she wanted to use.
- 8. Click on the field which is wanted and it will appear at the section below:

Report Writer				
Table: EMPLOYEE		Search: name	ρ	
	DESCRIPTION	HEADING		
		ENDNAME		

9. User can have option to change the field/ column display format (Code, Description, or Code&Description) by selecting the FORMAT drop down list.

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10. User can have the option to change the report format by clicking the row of record.

Field Edit		×
Description:	DEPARTMENT	
Heading	DEPARTMENT CODE	
Field Width	12	
Code/Description:	Code 🔻	
Code Filter:		
		
	SAVE	CLOSE

- 11. Click \overline{m} icon if user wants to remove the unwanted field/ column.
- SAVE REPORT button to save the new report. 12. Click

Steps to create a new report (Financial type):

- NEW REPORT Click the button and New Report window will pop up. 1.
- Key in the Report name (short name) and the Report description (detail description). 2.
- 3. Select the report type (Financial type).
 - Tabular : Only able to retrieve record for 1 pay period only.
 - Financial Able to retrieve record based on the period range that user define in the • template.
- 4. Select the access option for this report.
 - Shared : This report can be used by all users.
 - Exclusive This report only can be used by the user who creates this query. The report : created with 'Access = Exclusive' will be invisible by another user.

New Repor	t		×
Report Nar	ne:	Financial report	*
Description	:		
Type:		Financial 🔻	
Access Opt	ion:	Shared 🔻	

5. Select the period From and To for this report. If leave it blank, user need to select the period in the column selected.

Selected report : FIN(Financial	Report)									
NEW REPORT SAVE REPORT	REPORT LIST PREVIEW REPORT	RE-SORT TROUBLES	HOOT SAVE	AS						•
DESCRIPTION		IEADING	WIDTH	FROM/	то	CYCLE	FORMAT			
1 EMPLOYEE ID	EMP NO		12				Code	٠	1	
2 EMPLOYEE NAME	EMP NAME		50				Code	•	Ē	
✓ 3 GROSS WAGE	GROSS_WAGE		10	201701	201712	E	Code	•	Ē	
4 BANK AMOUNT	BANKAMT		10				Code	•	Ē	

- 6. Select Cycle for this report. If leave it blank, user need to select the cycle in the column selected.
- 7. Click the SAVE button when finish. And system will re-direct back to the Report Writer screen.
- 8. User need to select the drop down list from the top left corner in order to determine from which section they want the information to be pull from.
- 9. User can use the search function to find the field that he/ she wanted to use.

10. Click on the field which is wanted and it will appear at the section below:

Report Writer								
Table: TRANSACTION				Searc	h: Type to search here		ρ	
	DESCRIPTION				HEADING			
EMPLOYEE ID				EMPCODE				
V DEPARTMENT				DEPARTMEN	т			
V COST CENTER				COSTCENTE	R			
CATEGORY				CATEGORY				
COMPANY				COMPANY				
EMPLOYER CPF ACCOUNT NUMBER				CPFREFEREN	ICE			
Selected report : FIN(Financial Report)								
NEW REPORT SAVE REPORT LIST	PREVIEW REPORT RE-SORT	TROUBLESHOOT SAV	E AS					A 🛛 4
DESCRIPTION	HEADING	WIDTH	FROM/T	o	CYCLE	FORMAT		
V 1 EMPLOYEE ID	EMP NO	12				Code	٠	ŵ
2 EMPLOYEE NAME	EMP NAME	50				Code		Ť
GROSS WAGE	GROSS_WAGE	10	201701	201712	E	Code	•	Ē
4 BANK AMOUNT	BANKAMT	10				Code	•	ŵ

- 11. User can have option to change the field/ column display format (Code, Description, or Code & Description) by selecting the FORMAT drop down list.
- 12. User can have the option to change the report format by clicking the row of record.

Field Edit			×	
Description:	GR	OSS WAGE		
Heading		OSS_WAGE		
Field Width	10			
Period From		201701 🔻		
Period To		201712 🔻		
Cycle				

- 13. Click icon if user wants to remove the unwanted field/ column.
- 14. Click button to save the new report.

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Preview Report:

- REPORT LIST Select a report from 1.
- PREVIEW REPORT button and Print Report window will pop up. 2. Click the

Period	201709	•		
Report Name: – Select Pay Cycle ————	EMP_MASTER	T		
End Month		Week 1	Week 4	
Mid Month		Week 2	Week 5	
Special Period		Week 3		
Bonus Period				
- Group By-		Page By		
– Group By 1st Group By 2nd Group By 3rd Group By 4th Group By	• • •	Page By New Page New Page New Page New Page	2	
1st Group By 2nd Group By 3rd Group By	▼ ▼	New Page New Page 2 New Page 2	2	

- 3. The '1st Group By' option allows user to define how the report should group.
- User has the option to generate the report in detailed format or in summary format by selecting the 4. 'Report Type.'
- The check boxes allows user to determine the information he/ she wants to see in the report. 5.
- ок Click button to preview the report. 6.
- 7. At the preview screen, user has the option to either export the report to excel file (📕) or text file (🐖). file (

REPORTS

A. Code Master Report

- For generating list of codes available/ used in the database.



B. Payroll Report

- For generating standard payroll reports.



C. Management Report

- For generating reports for management staff to have necessary information to analyze staff overhead.



D. Bank Report

- For generating bank IBG flat file and bank reports.

E. Statutory Report

- For generating reports for government boards.





F. Employee Info Report

- For generating employee related report.



G. Audit Trail Report

- For generating report for management or auditor use.

AUDIT TO AN OFFICET

H. Graphic Report

- For generating the graphic report for presentation.

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I. Other Report

OTHER REPORT	\$
🍀 Mail Merge 🍇 Matrix Report 👯 Salary Variance	

Mail Merge:

Mail merge function allows user to generate letters or reports which includes data from Employee Management System.

Mail Merge					
	Report Name V Merge File StandardTemplate V Choose File No file chosen UPLOAD DELETE				
PREVIEW SEND					
Report Name	: Display the list of report created via Report Writer.				
Merge File	Display the list of mail template(s) uploaded into the system.				
[Choose File] button	Allow user to select the mail template for upload.				
[UPLOAD] button	Allow user to upload the mail template to the system.				
🛐 icon	Allow user to download standard template from the system.				
[DELETE] button	Allow user to delete the selected mail template from the system.				
[PREVIEW] button	Allow user generate and preview the merged letter.				
[SEND] button	Allow user to send out the letter to the employee.				

Steps to prepare letter via mail merge function:

- a. Go to Query \rightarrow Report Writer and prepare a report template which has all the fields that going to be displayed on the letter generated via Mail Merge function.
- b. Prepare mail template using excel file and save in .xls format.
 - icon to download TIMES ePayroll sample mail template and use this template to ≻ Click modify accordingly.
 - ➢ For display data from report writer, use the keyword as below:

<#MAIL.Column1> (this means get from report writer first column)

- ≻ User can remove / change the logo at top right corner.
- ▶ User can go to worksheet "Help" to see is there any useful command / code that can use for their email template.
- Once done with mail template preparation, save it under different name / meaningful name. c.

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- d. Click [Choose File] button and select new mail template that user created just now.
- Click [UPLOAD] button to upload the template into system. e.
- Select the report that user wanted to generate from Report Name drop down list. f.
- Select the mail template the user wanted to use from Mail Merge File drop down list. g.
- Click [PREVIEW] button to generate the letter. h.
 - Click kicon to export the letter to PDF file format. ⊳
 - Click icon to export the letter to EXCEL file format. \triangleright
 - ۶ Click [PREVIOUS] button to view previous employee's letter.
 - ۶ Click [NEXT] button to view next employee's letter.
 - ➤ Click [CLOSE] button to close the preview screen.
- i. Click [SEND] button to send out the letter via TIMES system send email function.

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Matrix Report:

This report allows user to create headcount or salary analysis report based on their needs.

Matrix Report		
Name:		
Description:		
Select X Axis	Select Y Axis	
T	T	
	↓	
Select Row 1	Select Row 2	
T	T	
	↓	
NEW REPORT REPORT LISTING SAVE REPORT EXPORT TO EXCEL		

Note

- X axis and Y axis is mandatory, Row 1 and Row 2 is optional.
- User has the option to save the report that he/ she define by clicking the SAVE REPORT button.
- User has the option to retrieve the matrix report that he/ she created and save previously by clicking the REPORT LISTING button.

Steps to create and generate a Matrix Report:

- 1. Go to Other Report -> Matrix Report.
- 2. Click NEW REPORT button.
- 3. Input name and description from the Matrix Report Save Dialog.

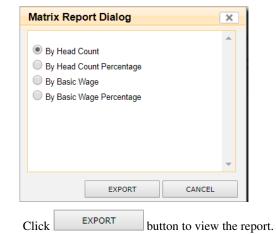
Matrix Report Save Dialog			
Name	M2		
Description	Matrix 2)	
		-	

- 4. Click button to save the report.
- 5. Select X Axis and Y Axis.
- 6. Click button.

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8.

7. Select one of the options from Matrix Report Dialog.



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