

The page features a decorative design with three blue circles of varying sizes, each composed of concentric circles with a gradient from dark blue to light blue. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the circles. The largest circle is at the top right, a medium one is in the center, and a large one is at the bottom right.

TIMES SOFTWARE

e-Payroll Training Workbook

Company Registration Number: 199804415D

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Disclaimer:

This documentation serves as a supplementary to the actual Times Payroll User Manual. The purpose of this documentation is to serve as a “hands-on” exercise book for the user(s) to interact with. **For more detail step by step guide, please refer to the actual User Manual.**

Training Checklist

Times Payroll

Training Time: 9:30am to 5:00pm

Lunchtime: 12:00pm to 1:00pm

Login to Times Payroll

- Login to Times Payroll

Company Profile Setup

- Company Setup & Details: Company Details, CPF A/C No, Income Tax No and Bank Info
- Global Setup: OT Rates, Shift Rates, Prorated Allowance, OT Capping
- User Profile: Create User's Account

Payroll Setup

- Allowances and Deductions applicable to the Company
- Creation of New Bank
- Creation of new codes for Occupation, Nationality, Department, etc.
- Cost Centre Table
- Formula Setup
- Pay Group / Pay Period

Statutory Setup

- Community Funds / SDF
- CPF Table
- Foreign Worker Levy Table

Employee Management System

- Create new employees, specify employee's work group in the calendar
- Insert Photo (Bitmap & Jpeg format)
- Pay Items - CPF Scheme, Leave and Claims Entitlement, allowances / deductions applicable to employees, etc
- E-document - upload employee's certificates

Payroll Initialization

- Payroll Processing

Modify Pay Record

- Modify Pay Record
- OT, Shift, Allowance / Deduction Input

Payroll Reports

- View reports by Department for whole company
- CPF Max Report
- Processing Employee Pay slip
- Pay History Report

Bank Reports

- Process external file for Bank GIRO Payment
- Bank, Cash, and Cheque Listing

Statutory Reports

- Process external file for CPF submission, Online and CPF Return
- SDF and FWL Report

Query

- Change Period
- Lock/Unlock Period
- Create query to pick out selective employees
- Create query for 2 different criteria
- Ad-hoc query
- Create custom reports (Tabular & Financial)
- Export to excel and other format

Questions and Answer

e-Payroll Login Screen

The following diagram is a sample of the e-Payroll login screen:

TIMES SOFTWARE Times provides the following E-Application to assist HR job:

E-Leave E-Claim E-HR E-Training E-Attendance E-Payroll

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

Login to eSolution!

- 1 User ID
- 2 Password
- 3 Company
- 4 Period

Login



Common Mistake

Wrong URL is used for payroll system login. It should end with **entlogin.aspx** OR **entsignin.aspx** OR **login.aspx?eApplication=ePayroll** OR **signin.aspx?eApplication=ePayroll** .

For example **http:// http://192.168.1.41/Training_SG/entlogin.aspx**

Exercise 1

Fill in the definition of the **Function** in the **Description** column based on what the trainer had taught.

Item	Description
1	
2	
3	
4	

Setup of e-Payroll

It is important that you verify the settings are configured correctly before initiating any of the payroll processing.

Company Setup

In order for the system to generate the correct information to the bank or government bodies (e.g CPF and IRAS), the proper information must be keyed into the Company Profile. The compulsory fields to be setup are highlighted below.



Hands-on Exercise 1

Create a new company by using your login ID (EP1, EP2 or etc). In the rest of your training, you will be using this company code whenever you create employee profile, process payroll and etc.

Company Profile | Company Statutory | Company Bank

NEW | SAVE | DELETE | CANCEL | STATUTORY SETUP

Company Profile

Company Code	TIMES	Profile Code	DEFAULT
Company Name	TIMES SOFTWARE PTE LTD	Payroll Version	SINGAPORE
Co Registration No.	199804415D	Tel No.	62951998 Ext
Address 1	10 Jalan Besar Sim Lim Tower	Fax No.	62950998
Address 2	#14-01	Email	epayroll@timesoftsg.com.sg
Address 3	Singapore	Home Page	www.timesoftsg.com.sg
Postal Code	208787	Company Logo	Choose File No file chosen

Contact Person

Contact Name	Fay Dayrektor	NRIC	
Designation		Tel No.	62961998
Email	sales@timesoftsg.com.sg	Fax No.	62950998

Company Profile | **Company Statutory** | Company Bank

SAVE

Statutory Requirement

Country	SINGAPORE		
Company Name	TIMES SOFTWARE PTE LTD [TIMES]		
CPF A/N#	199804415DPTE01	INCOME TAX A/C#	199804415D
CPF VOLUNTARY A/C#	NONE	MSO A/C#	NONE

Exercise 2

Base on the trainer’s description, fill up the items labelled **1 to 12** in the table below:

Item	Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	



Common Mistake

Do not define any setting by selecting 'ALL' under company code, otherwise, all CPF report, bank file may not be generated correctly. This applies even to user with only single company in the system.

Global Setup

System Setting

The screenshot shows the 'System Setting' window with the following settings:

- Profile Code:** DEFAULT
- Profile Name:** DEFAULT
- General Setting:**
 - Date Format: DD/MM/YYYY (1)
 - Link Leave To Modify Record?: YES
 - Link Claim To Modify Record?: YES
 - CPF Max Formula: AUTO CAPPING
 - Payslip Message 1: [Empty]
 - Payslip Message 2: [Empty]
 - Mid Month Pay Subject to Community Fund:
 - Mid Month Pay Subject to CPF:
 - Mid Month CPFwage * Factor 2:
 - Auto Deduct FWL Levy if NPL & Absent:
 - Enable allowance computation by formula:
 - Add Additional Community Fund on Top the Contribution Amount?:
 - Mid Month Pay Subject to SDF:
 - Disable auto calculate Back pay OT (BAOT):
- Prorate Formula Setting (2):**
 - Prorate for Newly Hired or Terminate Employee?:
 - Formula: Working Days/Mth [01]
 - Method: DAY/DAY FORMULA * BASE SALARY
- Leave Setting:**
 - Encash Method: ENCASH CONFIRMED STAFF ONLY [C] (3)
 - Encashment Code: &ANL
 - Encashment Rounding Formula: NO ROUNDING
 - Enable NSP Deduction?:
 - NSP Code: NSP

Exercise 3

Based on the trainer's description, fill up the items labelled 1 to 3 in the table below:

Item	Description
1	
2	
3	

Misc Parameter Tab

For most users, there is no need to setup the parameters here. You are only required to set the settings here if you have:

- a) Special OT rates which is out of the ordinary rates.
- b) OT rate ceiling.
- c) Special shift allowances

OT Rate Setup

DESCRIPTION	FACTOR	STATUS	CPF	TAX	GRP	NPL	MSO
OT1.0C	1	C	OW-SUBJECT TO CPF MAX ▼	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OT1.5C	1.5	C	OW-SUBJECT TO CPF MAX ▼	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OT Ceiling: BASIC & EXCLUDE ALLW SUBJ OT ▼ OT Ceiling(Min): 800

Rounding Method: 2 DECIMAL PLACES ▼ OT Ceiling(Max): 99999

OT Hours Ceiling: 72 Enable OT Entry:

OT Rate Setting: APPLY LAST MTH OTC(C) AS CUR MTH OT(L) ▼

Shift Setup

DESCRIPTION	RATE	CPF	TAX	OT	GRP	NPL	MSO
DAY SHIFT	5	OW-SUBJECT TO CPF MAX ▼	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NIGHT SHIFT	8	OW-SUBJECT TO CPF MAX ▼	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enable Shift Entry? Average Shift Month: CURRENT MONTH ▼

Exercise 4

What is

- a) OT-C?

- b) OT-L?

- c) OT Ceiling?

- d) OT Hours Ceiling?

Prorate Allowances Tab

This feature allows users to prorate any of their recurring allowances.

	CODE	NPL	ABSENT	ANNUAL	SICK	NSP	OTHER 1	OTHER 2	OTHER 3	OTHER 4	OTHER 5
	A25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NPL				
	HP1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	TRAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PATE				



Hands-on Exercise 2

Based on the trainer’s description, try to make the **TRANSPORT ALLOWANCE** as a prorated allowance which will deduct the allowance if the employee goes on **HOSPITALISATION LEAVE**.

OT Capping Tab

This feature allows users to setup different OT ceiling for certain groups of employees (For eg. Workmen and non-workmen), and fixed rate OT.

EDIT	DELETE	CODE	OT CEILING FORMULA	OT CEILING (MIN)	OT CEILING (MAX)	FIX RATE	MAX BASIC SALARY CONVERT SN TO SE
		WORKMEN	BASIC & EXCLUDE ALLOW SUBJ OT	0.00	4,500.00	0.00	0.00
		NONWORK	BASIC & EXCLUDE ALLOW SUBJ OT	0.00	2,250.00	0.00	0.00
		FIX10	FIX RATE	0.00	0.00	10.00	0.00

To add new item, click add new button and you will see screen below.

Under OT Ceiling Formula Once the OT ceiling settings had been made, you need to categorize employees into workmen/non-workmen by go to employee > career and set the classification code.

Progression Data

Hired Date * 02/08/2017 Change hired date?
 Pay Effective Date * 02/08/2017
 Increment Review Date
 Trans/Pro Review Date
 Progression Code * FIRST JOIN [FJOIN]
 Department * NONE [NONE]
 Category * NONE [NONE]
 Occupation * NONE [NONE]
 Cost Center * NONE [NONE]
 Company * NONE [NONE]
 REASONS
 REMARK

Salary BUSINESSSERVICES [N]
 Increment Class 1 [CLASS1]
 Class 2 [CLASS2]
 Class 3 [CLASS3]
 New Salary FIX 10 DOLLAR [FIX10]
 FIX 100 FOR MANAGER LEVEL [FIX-MNGR100]
 Salary Type FIXED\$14 [FIXED14]
 LEGAL [L]
 Salary Range MANAGEMENT [MGT]
 Section * NON MANAGEMENT [NMGT]
 Job Grade * NONE [NONE]
 NON-WORKMEN [NONWORK]
 Appraisal Grade * PARTNERS [P]
 PUPIL/TRAINEE [PU]
 Classification * WORKMEN [WORKMEN]
 NONE [NONE]
 Division * NONE [NONE]
 Pay Group

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CODE	REMARK
FJOIN	02/08/2017	02/08/2017	NONE	NONE	NONE	NONE	NONE	0.00	0.00	0.00	NONE	NONE	NONE	NONE	

User Profile

This feature will allow the e-Payroll Administrator to create the user account for his/her subordinates and define the access right of each user.

Step 1 – Create New User Account

Click New to create the User ID, Password, set account role and Password Effective Date.

The screenshot shows the 'User Setup' window with the following details:

- Roles Associated with this User:** Profile: DEFAULT PROFILE, Role: PAYROLL USER (highlighted with a red box).
- User Setting:** User Id: USER, Is Lock? (checkbox), User Name: THOMAS TAN, Create a Password: [masked], Confirm Password: [masked], Reset Password (checkbox).
- Password Setting:** Renew count: 99 Month, Effective Date: 16/04/2018, Expiry Date: 15/07/2026, Last Changed, Access Date.
- Access Setting:** Employee No: TS0002, Hide Wages: NO, Query Access: NO, Show Auto Prompt: DAILY.
- Employee Access Setting:** Restrict User's Record (checkbox), Lock Modify Salary? (checkbox), Enabled Auto Prompting Report? (checkbox checked), Disabled Update Salary in Career (checkbox), Enable data entry in Modify Pay Record with Hidden Wages (checkbox), Allow IRAS API submission? (checkbox).

Step 2 (Optional) – Add/Edit Role

Create new account role, for eg. Administrator, Paymaster, HR User and etc.

The 'Add/Edit Role' dialog box contains the following information:

- Role ID *:** NEW
- Description *:** NEW ROLE
- Buttons: Save, Cancel

Step 3 (Optional) – Set Access Right

User Setup | Menu Setup

SAVE CANCEL

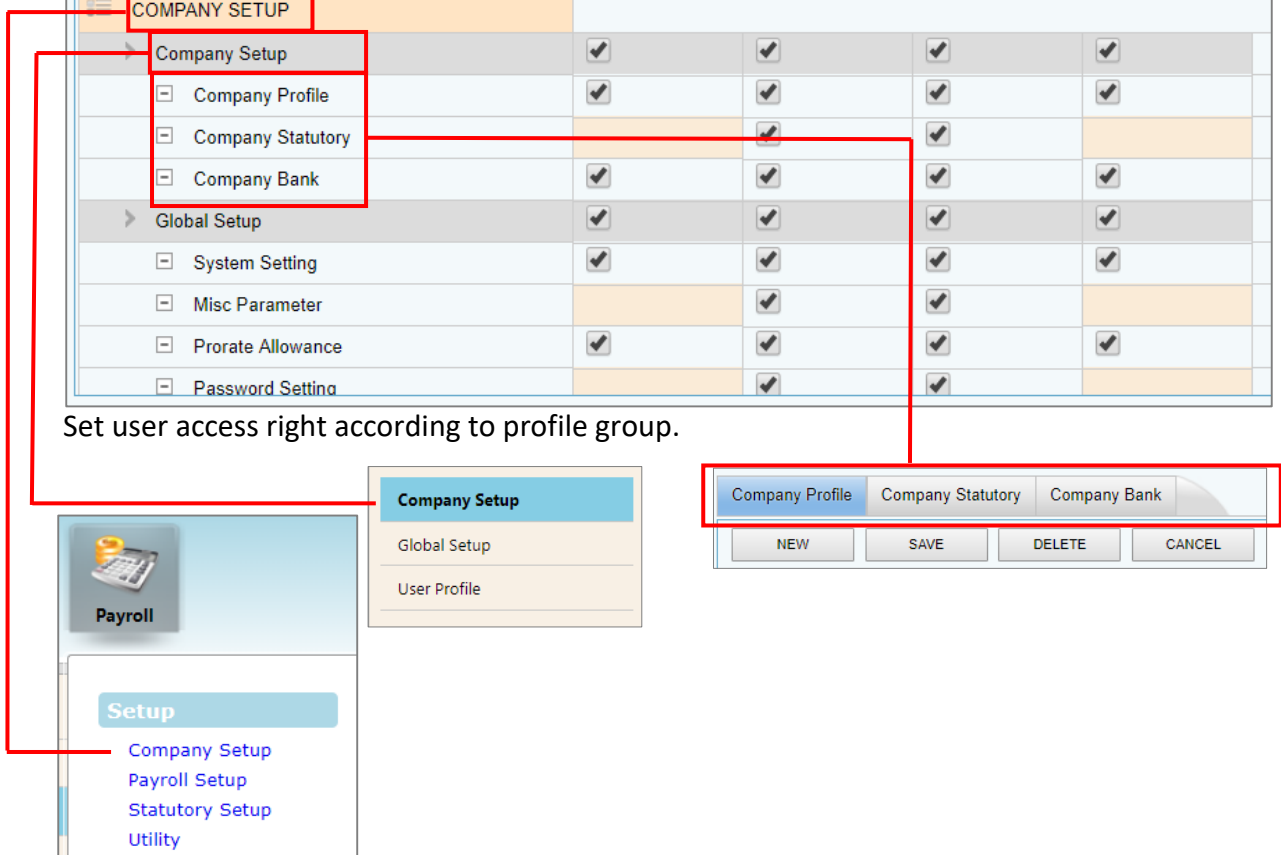
Roles Associated with this Profile

Role * ADMINISTRATOR

Type to search here Add Edit View Delete

COMPANY SETUP					
Company Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company Statutory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company Bank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Global Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc Parameter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prorate Allowance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Password Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set user access right according to profile group.



Payroll Setup

Allowance/Deduction Table

The Allowance/Deduction Table maintains the allowances or deductions which your company uses.

A sample of the table is as follows:

Allowance / Deduction		Leave Deduction			
ADD NEW		Type to search here		Total Record(s) Count: 60	
CODE	DESCRIPTION	CPF	TAX		
\$DEDNPL	NPL DEDUCTION	O	1		
%PUB	WORK/PUBLIC HOLIDAY PAY	A	1		
%RES	REST DAY PAY	O	1		
&ANL	PAID ANNUAL LEAVE	A	1		
&APL	ALL OTHER APPROVED LEAV	O	1		
&HOL	@PAID HOLIDAY	O	1		
&MAT	@PAID MATERNITY LEAVE	O	1		
&NOL	@PAYMENT IN LIEU OF NOTICE	N	73		
&NPL	@NO PAY LEAVE	O	1		
&OT	@OVERTIME PAY	O	1		

Exercise 5

Fill in the definition of the **Item** in the **Description** column based on what the trainer had taught.

Item	Description
1	
2	
3	<p>OW –</p> <p>AW –</p>
4	

Tax Line Guide

2015		FORM IR8A	
Return of Employee's Remuneration for the year ended 31 Dec 2014			
Fill in this form and give it to your employee by 1 Mar 2015 for his submission together with his Income Tax Return			
This Form will take about 10 minutes to complete. Please get ready the employee's personal particulars and details of his/her employment income. Please read the explanatory notes when completing this form.			
Employer's Tax Ref. No. / UEN	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.)		
Full Name of Employee as per NRIC / FIN	Date of Birth	Sex	Nationality
Residential Address	Designation	Bank to which salary is credited	
If employment commenced and/or ceased during the year, state: (See paragraph 7 of the Explanatory Notes)	Date of Commencement	Date of *Cessation/Overseas Posting	
INCOME (Enter "NA" for items that are not applicable)			\$
a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay:			Line 1
b) Bonus (non-contractual bonus paid in 2014 and / or contractual bonus) (See paragraph 12b of the Explanatory Notes)			Line 2
c) Director's fees (approved at the company's AGM/EGM on ___ / ___ / 2014) (See paragraph 12c of the Explanatory Notes)			Line 3
d) Others:			Line 61, 62 or 63
1. Allowances: (i) Transport \$ (ii) Entertainment \$ (iii) Others \$ (See paragraph 12d (I) of the Explanatory Notes)			Line 4
2. Gross Commission for the period to * Monthly / other than monthly payment			
3. Pension \$.....			
4. Lump sum payment (See paragraph 12d (II) of the Explanatory Notes)			
(i) Gratuity \$	(ii) Notice Pay \$	(iii) Ex-gratia payment \$	
(iv) Others (please state nature) \$			Line 71
(v) Compensation for loss of office \$	approval obtained from IRAS: *Yes/No	Date of approval:	Line 74
Reason for payment:	Length of service:		
Basis of arriving at the payment: (Give details)	is insufficient)	Line 73	
5. Retirement benefits including gratuities/pension/commutation of pension/lump sum payments, etc from Pension/Provident Fund: Name of Fund			
(Amount accrued up to 31 Dec 1992 \$)	Amount accrued from 1993:		
6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore: (See paragraph 12d (III) of the Explanatory Notes. Give details separately if tax concession is applicable.)			
7. Excess/Voluntary contribution to CPF by employer (less amount refunded/to be refunded): (See paragraph 12d (IV) of the Explanatory Notes and complete the Form IR8S)			
8. Gains or profits from Employee Stock Option (ESOP) / other forms of Employee Share Ownership (ESOW) Plans: (See paragraph 12d (V) of the Explanatory Notes and complete the Appendix 8B)			
9. Value of Benefits-in-kind (See paragraphs 13 to 16 of the Explanatory Notes and complete the Appendix 8A):			
TOTAL (items d1 to d9)			



Important!

This setup will affect the outcome of the calculation of the CPF as well as the IR8A report. Are you fully understand the difference between AW and OW as well as the Tax Lines? If you are unsure, please ask your trainer before he/she proceeds with her lessons.

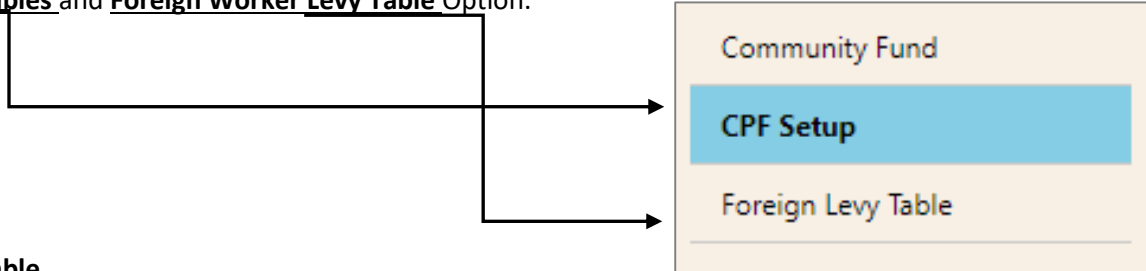
Statutory Setup

CPF Tables and Foreign Worker Levy Table

Times Software will update the CPF and Foreign Worker Levy (FWL) from time to time in order to comply with the CPF board and Ministry of Manpower respectively.

In order to know if the CPF table in your system is the latest, you are to check it at the

CPF Tables and Foreign Worker Levy Table Option.



CPF Table

EMPLOYEE'S WAGES		EMPLOYER'S CONTRIBUTION		EMPLOYEE'S CONTRIBUTION	
Not Exceeding	50.00	N/A		N/A	
Exceeding	50.00	0.00	+ (0.1700 * (TotalWages - 0.00))	0.00	+ (0.0000 * (TotalWages - 0.00))
But					
Not Exceeding	500.00	N/A		N/A	
Exceeding	500.00	0.00	+ (0.1700 * (TotalWages - 0.00))	0.00	+ (0.6000 * (TotalWages - 500.00))
But					
Not Exceeding	750.00	N/A		N/A	
Exceeding	750.00	0.0000	+ (0.0000 * (TotalWages - 0.00))	0.0000	+ (0.0000 * (TotalWages - 0.00))
But					
Not Exceeding	750.00	N/A		N/A	
Exceeding	750.00	0.0000	+ (0.0000 * (TotalWages - 0.00))	0.0000	+ (0.0000 * (TotalWages - 0.00))
But					
Not Exceeding	750.00	N/A		N/A	
Exceeding	750.00	17.00	% OW + 17.00 % AW	20.00	% OW + 20.00 % AW
		max =	850.00	max =	1,000.00

FWL Table

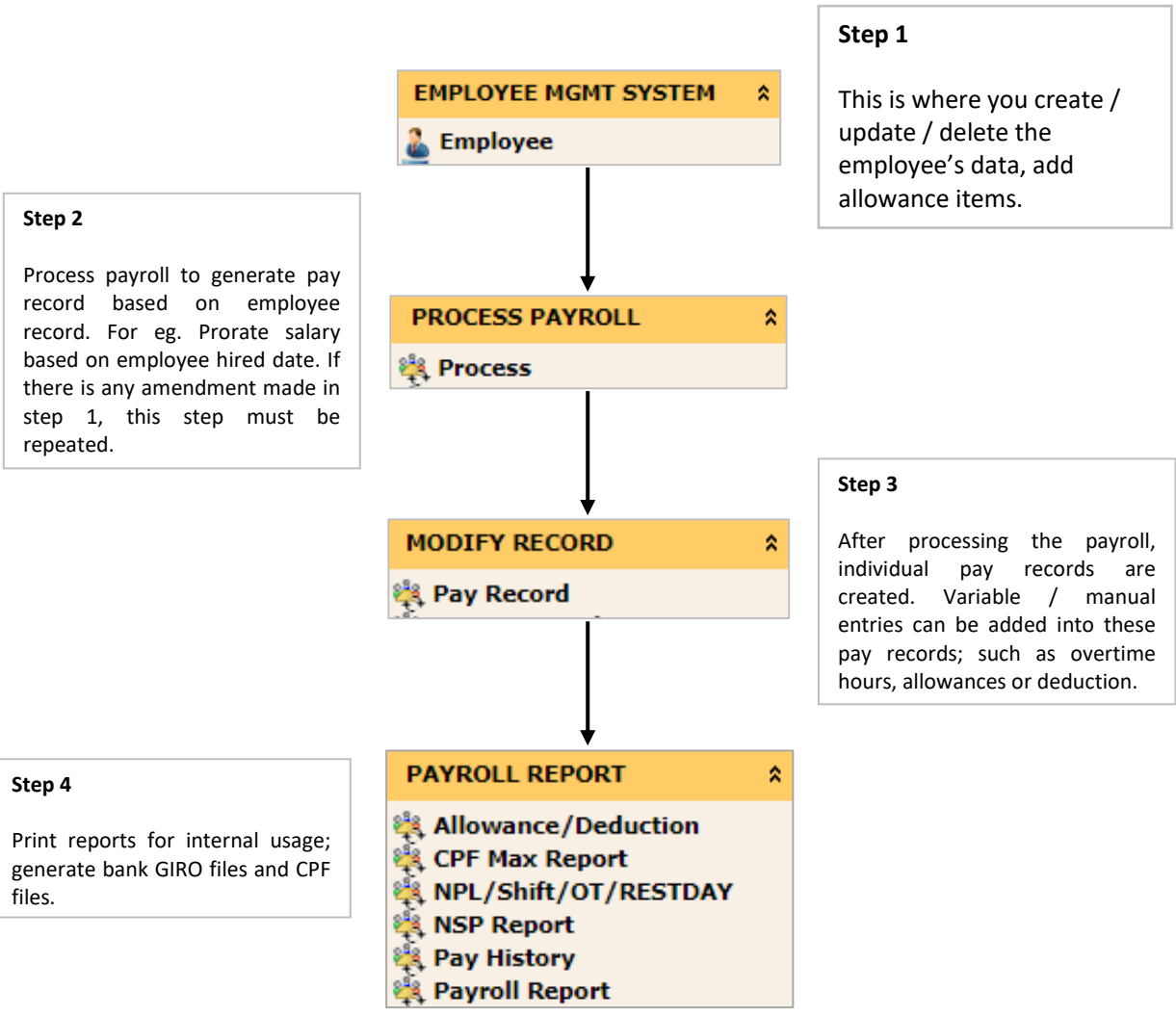
EDIT	DELETE	CLASS	DESCRIPTION	DAILY-RATE	MAX.PER MONTH	PART(1)(2)
		CW1	CONSTRUCTION WORKER-SKILLED	9.87	300.00	1
		CW1	CONSTRUCTION WORKER-SKILLED	9.87	300.00	2
		CW2	CONSTRUCTION WORKER-UNSKILLED	18.09	550.00	1
		CW2	CONSTRUCTION WORKER-UNSKILLED	19.73	600.00	2
		CW3	CONSTRUCTION WORKER-MYE WAIVER-SKILLED	23.02	700.00	1
		CW3	CONSTRUCTION WORKER-MYE WAIVER-SKILLED	24.66	750.00	2
		CW4	CONSTRUCTION WORKER-MYE WAIVER-UNSKILLED	31.24	950.00	1
		CW4	CONSTRUCTION WORKER-MYE WAIVER-UNSKILLED	34.53	1,050.00	2
		MARINE-S	MARINE WORKER-SKILLED	9.87	300.00	1
		MARINE-S	MARINE WORKER-SKILLED	11.51	350.00	2
		MARINE-U	MARINE WORKER-UNSKILLED	13.16	400.00	1
		MARINE-U	MARINE WORKER-UNSKILLED	16.44	500.00	2
		MFG40%	MANUFACTURING-UP TO 25% WORKER-UNSKILLED	12.17	370.00	1
		MFG40%	MANUFACTURING-UP TO 25% WORKER-UNSKILLED	13.16	400.00	2
		MFG40S	MANUFACTURING-UP TO 25% WORKER-SKILLED	8.22	250.00	1

Processing the Payroll

Payroll Processing – How Does it Work?

Now that you had setup the payroll, you are now ready to process the payroll for the very first time.

Before we begin, here is a summary on how the system works:



Update Employee

The Update Employee is where all the employees' data will be stored in. It allows the user to create / modify / delete employees' data. It is **extremely important** to key in the correct information as any wrong data will affect the overall payroll output.



FAQ

When should I key in or update the employee records?
*All records must be updated **before** the payroll is processed.*

Here is a list of important information that must be keyed in, to ensure there is no error in the final outcome of the payroll:

Singaporean Employees

Employee Tab

- a) Employee number (Alphanumeric. Please refrain from using special characters)
- b) Employee name (As per NRIC)
- c) IC number (Employee's NRIC No.)
- d) Passport Number
- e) Title / Gender (For leave purposes)
- f) Race
- g) Marital Status (For leave purposes)
- h) Hired date
- i) Birth date (**Important!!!** CPF rate is sensitive to the employee's age)
- j) Nationality
- k) Salary
- l) Department Code (Important for reporting purposes. Please don't leave it blank)
- m) Category (Only compulsory **if** you based the leave entitlement on Category)
- n) Company (Compulsory for filter and company query purposes)
- o) Bank Info
- p) E-Mail (**Important** if you are using E-Leave or E-Claim module).
- q) Leave Scheme (If you are using the leave system and is based on Leave Scheme)
- r) Benefit Scheme (Important if you are using the system to track the claims)
- s) Pay group

Pay Items Tab

- t) Type (Monthly worker subjected to OT or Non-OT, Daily Type or Hourly Type)
- u) CPF/Levy (Select '**CLASS1**' for Singaporean)
- v) Fund 1 (Community Fund of the staff. E.g. CDAC, SINDA, EUCF, MOSQ)
- w) Allowances/Deductions (For fixed recurring allowance(s))

Sample Employee's (Singaporean) Profile

Employee Detail Tab

The screenshot displays the 'Employee Detail Tab' for employee JANICE YAP CHONG (ID: 888). The form is organized into several sections:

- Personal Details:** Includes fields for Employee ID (888), First Name (JANICE), Middle Name (YAP), Last Name (CHONG), Full Name (JANICE YAP CHONG), Title/Gender (MS [MS] - FEMALE), Marital Status (MARRIED [M]), Hire Date (16/10/2008), Original Hire Date (16/10/2008), Date of Birth (10/04/1983), Education (NONE [NONE]), NRIC No. (S2345325H), Passport No., Issued Date, Validity, Expired Date, Place of Issue, Upload Photo, Race (CHINESE [CHIN]), Religion (BUDDHISM [BUDD]), Nationality (SINGAPOREAN [SING]), and Citizenship (SINGAPORE [SGP]).
- Other Fields:** Includes Batch No., AD ID, Blood Type, and a checkbox for 'Language & Hobby (Show/Hide)'. A photo of the employee is shown on the right with a size of W 90px x H 110px.

Employee Career Tab

The screenshot displays the 'Employee Career Tab' for employee JANICE YAP CHONG (ID: 888). The form shows progression data:

- Progression Data:** Includes Hire Date (16/10/2008), Pay Effective Date (16/10/2008), Increment Review Date, Trans/Pro Review Date, Progression Code (FIRST START UPDATE [FSTART]), Department (FINANCE [FIN]), Category (MANAGEMENT [MGT]), Occupation (MANAGER [MGR]), Cost Center (NONE [NONE]), Company (TIMES SOFTWARE PTE LTD [TSPL]), Salary (8,800.00), Increment (0.00), New Salary (8,800.00), Salary Type (MONTHLY), Salary Range (NONE [NONE]), Salary Percent (100%), Section (NONE [NONE]), Job Grade (NONE [NONE]), Appraisal Grade (NONE [NONE]), and Classification (NONE [NONE]).
- REASONS:** A text area for providing reasons for the progression.
- Summary Table:** A table at the bottom of the form summarizing the progression data.

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CODE
FSTART	16/10/2008	16/10/2008	FIN	MGT	MGR	NONE	KAERSC	8800.00	0.00	8800.00	NONE	NONE	NONE	NONE

Employee – Bank Tab

DEFAULT	BANK NAME	ACCOUNT NO	AMOUNT	PERCENT	ID	BRANCH	CURRENCY	IS MULTI CURR
<input checked="" type="checkbox"/>	Oversea-Chinese Banking Corp Ltd OCBC Centre (504)	74658967	0	100	7339	504	SGD	<input type="checkbox"/>
<input type="checkbox"/>	CASH		0	0	CASH	000	SGD	<input type="checkbox"/>
<input type="checkbox"/>	CHEQUE		0	0	CHEQ	000	SGD	<input type="checkbox"/>

Employee - Pay Items - e-Payroll

Pay Group	STD	Batch Group	DEFAULT
Pay Type *	SN-MTHLY RATED-SUBJOT [SN]		
Mid Mth Pay	<input type="checkbox"/> Semi-Month?	0 % /	0.00
Bonus Factor	1		
Daily Rate Formula	WORKING DAYS/MTH [01]		
NPL Daily Formula	WORKING DAYS/MTH [01]		
Festival Advance			
Hrs Worked/Yr	2080	Working Code	
Days Work/Wk	5	Working Code Salary Month	

Employee - Pay Items - Statutory Requirement

CPF/Levy*	CLASS1(Local Resident (Singaporean))
PR Approved Date *	
FWL to PR Date	
Income Tax / Fin No	S2345325H
CPF A/C #	S2345325.8
Employer CPF A/C #	199308292K/PTE01
IR21 Indicator	No
WP/EP Holder	NONE [NA]
Work Permit/EP No	
EP Category	NA [NA]
FWL to EP Date	
WP Renewal	No

Employee - Pay Items - Allowances/Deductions tab:

Code	SHIFT	Effective Date	
Description	SHIFT ALLOWANCE	Payment Date	
Type	AMT	Recurring	99 Times
Currency	SINGAPORE DOLLAR [SGD]	End Date	
Amount	150.00	Total Amount	14,850.00
Cycle	END		

CODE	DESCRIPTION	TYPE	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT
SHIFT	SHIFT ALLOWANCE	A	150.00					
TRAN	TRANSPORT ALLOWANCE	A	300.00	01/01/2009	01/01/2009	31/03/2017		

PR and Foreign Employees

Employee Tab

- a) Employee number (Alphanumeric. Please refrain from using special characters)
- b) Employee name (As per FIN)
- c) IC number (Employee's FIN Number)
- d) Passport Number
- e) Title / Gender (For leave purposes)
- f) Race
- g) Marital Status (For leave purposes)
- h) Hired date
- i) Birth date (**Important!!!** CPF rate is sensitive to the employee's age)
- j) Nationality
- k) Salary
- l) Department Code (Important for reporting purposes. Please don't leave it blank)
- m) Category (Only compulsory if you based the leave entitlement on Category)
- n) Company (Compulsory for filter and company query purposes)
- o) Bank
- p) E-Mail (**Important** if you are using E-Leave or E-Claim module).
- q) Leave Scheme (If you are using the leave system and is based on Leave Scheme)
- r) Benefit Scheme (Important if you are using the system to track the claims)
- s) Pay group

Pay Items Tab

- t) Type (Monthly worker subjected to OT or Non-OT, Daily Type or Hourly Type)
- u) CPF/Levy (Select '**PR**' for PR, '**NONE**' for Employment Pass holders or choose the employee's respective FWL rates)
- v) PR Approval Date (for PR Employee only) **IMPORTANT**
- w) Allowances/Deductions (For fixed recurring allowance(s))

Sample Employee's (Permanent Resident) Profile

Employee - Detail Tab


Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

Company Select - ALL Query Select - All

Employee ID: 890 Name: ANGEL LOVE LOCSIN Pay Group: STD Head Count: 90

Personal Details

Employee ID: 890 Is Supervisor? NRIC No.: S8765789B
 First Name: ANGEL Passport No.: EB399676B
 Middle Name: LOVE Issued Date: Validity: year(s)
 Last Name: LOCSIN Expired Date:
 Full Name: ANGEL LOVE LOCSIN Place of Issue:
 Alias: Upload Photo: No file chosen
 Native Name: Race: OTHERS [OTHERS]
 Title / Gender: MISS [MIS] - FEMALE Religion: NONE [NONE]
 Marital Status: SINGLE [S] Nationality: PHILIPPINES [PHIL]
 Hired Date: 01/06/2012 3 year Citizenship: PHILIPPINES [PHIL]
 Original Hired Date: 01/06/2012 3 year Place of Birth:
 Date of Birth: 22/05/1985 30 year 1 month Batch No: AD ID:
 Education: NONE [NONE] Blood Type: Language & Hobby (Show/Hide)



Employee - Career Tab

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

Company Select - ALL Query Select

Employee ID: 890 Name: ANGEL LOVE LOCSIN Pay Group: STD Head Count

Progression Data

Hired Date: 01/06/2012 Change hired date?
 Pay Effective Date: 01/06/2012
 Increment Review Date:
 Trans/Pro Review Date:
 Progression Code: FIRST START UPDATE [FSTART]
 Department: CLIENT SOLUTIONS [CSOL]
 Category: INFORMATION TECHNOLOGY [IT]
 Occupation: NONE [NONE]
 Cost Center: NONE [NONE]
 Company: TIMES SOFTWARE PTE LTD [TSPL]
 REASONS:
 REMARK:

Salary: 6,800.00
 Increment: 0.00
 New Salary: 6,800.00
 Salary Type: MONTHLY
 Salary Range: NONE [NONE] Salary Percent: 100 %
 Section: NONE [NONE]
 Job Grade: NONE [NONE]
 Appraisal Grade: NONE [NONE]
 Classification: NONE [NONE]
 Division: NONE [NONE]

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CODE
FSTART	01/06/2012	01/06/2012	CSOL	IT	NONE	NONE	TSPL	6800.00	0.00	6800.00	NONE	NONE	NONE	NONE

Employee - Bank Tab

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

Company Select - ALL Query Select - All

Employee ID: 890 Name: ANGEL LOVE LOCSIN Pay Group: STD Head Count: 90

Local Bank

	DEFAULT	BANK NAME	ACCOUNT NO	AMOUNT	PERCENT	ID	BRANCH	CURRENCY	IS MULTI CURR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DBS Bedok	019876456	0	100	7171	017	SGD	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CASH		0	0	CASH	000	SGD	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CHEQUE		0	0	CHEQ	000	SGD	<input type="checkbox"/>

Employee - Pay Items - e-Payroll

E-Payroll | Statutory Requirement | Allowances/Deductions | Stop Payment

Employee ID: 890 | Name: ANGEL LOVE LOCSIN

Pay Group/Type Setting

Pay Group: STD | Batch Group: DEFAULT

Pay Type * **SN-MTHLY RATED-SUBJOT [SN]**

Mid Mth Pay: Semi-Month? 0 % / 0.00

Bonus Factor: 1

Daily Rate Formula: WORKING DAYS/MTH [01]

NPL Daily Formula: WORKING DAYS/MTH [01]

Festival Advance: []

Hrs Worked/Yr: 2080 | Working Code: []

Days Work/Wk: 5 | Working Code Salary Month: []

Change CPF/FWL/SDF?

Employee - Pay Items - Statutory Requirement

E-Payroll | Statutory Requirement | Allowances/Deductions | Stop Payment

Employee ID: 890 | Name: ANGEL LOVE LOCSIN

Statutory Information

CPF/Levy* **PR(PR)**

PR Approved Date * 01/04/2015 **[PR Status - PR1]**

FWL to PR Date: []

Income Tax / Fin No: S8765789B

CPF A/C #: S8765789.2

Employer CPF A/C #: []

IR21 Indicator: No

Update Employee –Allowances/Deductions

E-Payroll | Statutory Requirement | Allowances/Deductions | Stop Payment

Employee ID: 890 | Name: ANGEL LOVE LOCSIN | Pay Group: STD | Head Count: 90

Company Select - ALL | Query Select - All

Allowance/Deduction

Code: TRAN | Effective Date: []

Description: TRANSPORT ALLOWANCE | Payment Date: []

Type: AMT | Recurring: 99 Times

Currency: SINGAPORE DOLLAR [SGD] | End Date: []

Amount: 200.00 | Total Amount: 19,800.00

Cycle: END

CODE	DESCRIPTION	TYPE	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT
TRAN	TRANSPORT ALLOWANCE	A	200.00					

Sample Employee's (Work Permit Holder) Profile:

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

NEW SAVE DELETE CANCEL Company Select - ALL Query Select - ALL

Employee ID 889 Name ANNE CURTIS SMITH Pay Group STD Head Count - 90

Personal Details

Employee ID * 889 Is Supervisor? NRIC No. *

First Name ANNE Passport No. *

Middle Name CURTIS Issued Date

Last Name SMITH Validity year(s)

Full Name * ANNE CURTIS SMITH Expired Date

Alias ANNEBISYOSA Place of Issue

Native Name

Title / Gender * MISS [MIS] - FEMALE Race * OTHERS [OTHERS]

Marital Status * SINGLE [S] Religion NONE [NONE]

Hired Date 03/05/2010 5 year 1 month Nationality * AUSTRALIAN [AUST]

Original Hired Date 03/05/2010 5 year 1 month Citizenship AUSTRALIA [AUST]

Date of Birth * 17/02/1985 30 year 4 month Place of Birth

Education NONE [NONE] Batch No AD ID

Blood Type Language & Hobby (Show/Hide)

Upload Photo: Choose file No file chosen

Size: W 90px x H 110px DELETE PHOTO

Employee Career Tab

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

NEW SAVE DELETE CANCEL Company Select - ALL Query Select - ALL

Employee ID 889 Name ANNE CURTIS SMITH Pay Group STD Head Count - 90

Progression Data

Hired Date * 03/05/2010 Change hired date? Salary 7,800.00

Pay Effective Date * 03/05/2010 Increment 0.00

Increment Review Date New Salary 7,800.00

Trans/Pro Review Date

Progression Code * FIRST START UPDATE [FSTART] Salary Type MONTHLY

Department * SERVICE SOLUTIONS & FACILITIES MANAGEMENT [SSF] Salary Range NONE [NONE] Salary Percent 100 %

Category * NONE [NONE] Section * NONE [NONE]

Occupation * HR MANAGER [HRM] Job Grade * NONE [NONE]

Cost Center * NONE [NONE] Appraisal Grade * NONE [NONE]

Company * TIMES SOFTWARE PTE LTD [TSPL] Classification * NONE [NONE]

Division * NONE [NONE]

REASONS

REMARK

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CODE
FSTART	03/05/2010	03/05/2010	SSFH	NONE	HRM	NONE	TSPL	7800.00	0.00	7800.00	NONE	NONE	NONE	NONE

Employee Bank Tab

Detail Career Bank Employment Address Leave / Benefit Calendar Misc Free Fields Exit Records

NEW SAVE DELETE CANCEL Company Select - ALL Query Select - ALL

Employee ID 889 Name ANNE CURTIS SMITH Pay Group STD Head Count - 90

Local Bank

	DEFAULT	BANK NAME	ACCOUNT NO	AMOUNT	PERCENT	ID	BRANCH	CURRENCY	IS MULTI CURR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Standard Chartered Bank Anchorpoint	567890987	0	100	7144	023	SGD	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CASH		0	0	CASH	000	SGD	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CHEQUE		0	0	CHEQ	000	SGD	<input type="checkbox"/>

Employee - Pay Items - e-Payroll

E-Payroll | Statutory Requirement | Allowances/Deductions | Stop Payment

Employee ID: 889 | Name: ANNE CURTIS SMITH

Pay Group/Type Setting

Pay Group: STD | Batch Group: DEFAULT

Pay Type: **SN-MTHLY RATED-SUBJOT [SN]**

Mid Mth Pay: Semi-Month? | 0 % / 0.00

Bonus Factor: 1

Daily Rate Formula: WORKING DAYS/MTH [01]

NPL Daily Formula: WORKING DAYS/MTH [01]

Festival Advance: []

Hrs Worked/yr: 2080 | Working Code: []

Days Work/Wk: 5 | Working Code Salary Month: []

Change CPF/FWL/SDF?

Employee - Pay Items - Statutory Requirement

E-Payroll | Statutory Requirement | Allowances/Deductions | Stop Payment

Company Select - ALL

Employee ID: 889 | Name: ANNE CURTIS SMITH | Pay Group: STD

Statutory Information

CPF/Levy: **SPASS(S PASS UP TO 10%)**

PR Approved Date: []

FWL to PR Date: []

Income Tax / Fin No: G345678SP

CPF A/C #: []

Employer CPF A/C #: []

IR21 Indicator: No

Work Permit Information

WP/EP Holder: S PASS [SP]

Work Permit/EP No: []

EP Category: NA [NA]

FWL to EP Date: []

WP Renewal: Yes

Personal Information

FIN No: **G345678SP**

Nationality: AUSTRALIAN

Race: OTHERS

Religion: NONE

Fund 1: NONE [NONE]

Fund 2: NONE [NONE]

Application Date: 24/04/2015

Issue Date: 24/04/2015

Validity: 3

Expiry Date: 23/04/2018

Cancellation Date: []

Employee - Pay Items - Allowances/Deductions tab:

E-Payroll | Statutory Requirement | **Allowances/Deductions** | Stop Payment

Company Select - ALL | Query Select - All

Employee ID: 889 | Name: ANNE CURTIS SMITH | Pay Group: STD | Head Count - 90

Allowance/Deduction

Code: INC | Effective Date: 01/05/2013

Description: INCENTIVE | Payment Date: 01/05/2013

Type: AMT | Recurring: 99 Times

Currency: SINGAPORE DOLLAR [SGD] | End Date: 31/07/2021

Amount: 500.00 | Total Amount: 49,500.00

Cycle: END

CODE	DESCRIPTION	TYPE	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT
INC	INCENTIVE	A	500.00	01/05/2013	01/05/2013	31/07/2021		

Recurring Allowance

To give an employee recurring allowance/deduction, go to pay item > Allowances/Deductions.

E-Payroll		Statutory Requirement		Allowances/Deductions		Stop Payment			
NEW		SAVE		DELETE		Company Select - ALL			
←		→		↶		↷			
CANCEL						Query Select - All			
Employee ID	123456123	Name	S MISA	Pay Group	4DAYS	Head Count	46		
Allowance/Deduction									
Code	TRAN	Effective Date	09/05/2017	Payment Date	09/05/2017	Recurring	Times		
Description	TRANSPORT ALLOWANCE	End Date		Total Amount					
Type	AMT								
Currency	SINGAPORE DOLLAR [SGD]								
Amount	150.00								
Cycle	END								
CODE	DESCRIPTION	TYPE	AMOUNT	EFFECTIVE DATE	PAYMENT DATE	END DATE	RECURRING	TOTAL AMOUNT	CYCLE
TRAN	TRANSPORT ALLOWANCE	A	150.00	09/05/2017	09/05/2017				END
LOAN	Loan Deduction	A	-100.00	01/01/2017	01/01/2017	31/12/2017	12	-1,200.00	END
MEAL	MEAL ALLOWANCE	A	80.00						END

1. Allowance/Deduction Code

Yellow colour code indicates prorated allowance (define in company setup > global setup > prorated allowance).

2. Effective Date/Payment/End Date

Indicates when the allowance comes into effect, when it starts paying, and when it ends. **If payment date is in following month, or months later of effective date, back pay will be populated** in pay record.

3. Recurring Times

Indicates how many months to pay/deduct. For eg. An employee repaying a \$1200 loan on \$100 each month, so recurring is set as 12, as shown in example above.



Hands-on Exercise 3

Now that you had learned how to update new employee profile, key in the following employees in your database.

Case 1

Employee Tab	
Emp. No	Create your own Emp. No
Emp. Name	Mohd Ahad Bin Jumaat
Gender	Male
Hired Date	01/03/2011
DOB	26/09/1978
NRIC	Create your own NRIC
Race	Malay
Nationality	Malaysian
Company	Your User ID
Department	Finance
Occupation	Finance Manager
Basic Salary	\$4,500
Bank	DBS Bank
Bank A/C No.	Create your own bank acc no.
Branch ID	011
Leave Scheme	Manager
Benefit Scheme	Manager
Pay Group	5.5 Days
Pay Items Tab	
Worker Type	Monthly Rated subjected not OT
Permit type	PR
PR Date	05/05/2010
Fix Allowance	\$300 Title Allowance

Case 2

Employee Tab	
Emp. No	Create your own Emp. No
Emp. Name	Agnes Goh
Gender	Female
Hired Date	21/01/2008
DOB	17/04/1988
Race	Chinese
Nationality	Malaysian
Occupation	Admin Assistant
Company	Your User ID
Department	Admin
Basic Salary	\$1,800
Bank	DBS Bank
Bank A/C No.	Create your own bank acc no.
Branch ID	011
Leave Scheme	Executive
Benefit Scheme	Executive
Pay Group	5.5 Days
Pay Items Tab	
Worker Type	Monthly Rated subjected to OT
Fin No	Create your own Fin No
Permit type	Employment Pass

Case 3

Employee Tab	
Emp. No	Create your own Emp. No
Emp. Name	Ganesh s/o Ramasamy
Gender	Male
Hired Date	01/04/2010
DOB	23/05/1980
NRIC	Create your own NRIC
Race	Indian
Nationality	Singaporean
Company	Your User ID
Department	R&D
Occupation	Research Manager
Basic Salary	\$6,000
Bank	DBS Bank
Bank A/C No.	Create your own bank acc no.
Branch ID	011
Leave Scheme	Executive
Benefit Scheme	Executive
Pay Group	5 Days
Pay Items Tab	
Worker Type	Monthly Rated not subjected to OT
Fix Allowance	\$400 of Transport Allowance, \$100 of Title Allowance

Termination/Resignation of Employee

For employees with salary adjustment or promotion



Hands-on Exercise 4

GANESH had just tendered his resignation. His last date of service will be the date of your training class. Please reflect this information into the payroll system.

Promotion or Salary Adjustment

For employees with salary adjustment or promotion, you are required to key in the information inside the **Career** tab. This is to ensure employees' career histories are logged down.

Progression Data

Progression Date * 01/01/2015 Change hired date? Old Salary 4,500.00

Pay Effective Date * 01/01/2015 Increment 150.00

Increment Review Date _____ New Salary 4,650.00

Trans/Pro Review Date _____ Salary Type MONTHLY

Progression Code * ANNUAL INCREMENT [AINCR] Salary Range NONE [NONE] Salary Percent 100 %

Department * MANAGEMENT [MANGT] Section * NONE [NONE]

Category * DIRECTOR [DIR] Job Grade * NONE [NONE]

Occupation * DIRECTOR [DIR] Appraisal Grade * NONE [NONE]

Cost Center * NONE [NONE] Classification * NONE [NONE]

Company * TIMES SOFTWARE PTE LTD [TSPL] Division * NONE [NONE]

REASONS _____

REMARK _____

PROG CODE	PROG DATE	PAY EFF DATE	DEPARTMENT	CATEGORY	OCCUPATION	COST CENTER	COMPANY	OLD SALARY	INCREMENT	NEW SALARY	SECTION	JOB GRADE	APPRAISAL GRADE	DIVISION CODE
AINCR	01/01/2015	01/01/2015	MANGT	DIR	DIR	NONE	TSPL	4500.00	150.00	4650.00	NONE	NONE	NONE	NONE
AINCR	01/01/2014	01/01/2014	MANGT	DIR	DIR	NONE	AMAZON	4000.00	500.00	4500.00	NONE	NONE	NONE	NONE
AINCR	04/01/2013	04/01/2013	MANGT	DIR	DIR	NONE	AMAZON	0.00	4000.00	4000.00	NONE	NONE	NONE	NONE
FSTART	16/02/2006	16/02/2006	MANGT	DIR	DIR	NONE	AMAZON	0.00	0.00	0.00	NONE	NONE	NONE	NONE

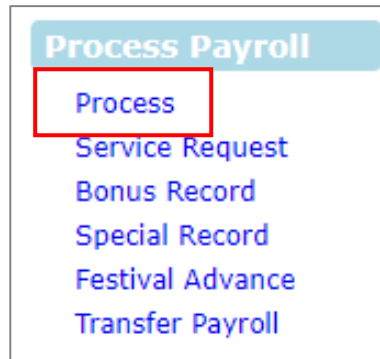


Hands-on Exercise 5

AGNES is scheduled for promotion to the title of Admin Executive on the **first day of previous month of your training date**. Her new salary after promotion will be \$2500.00. However, the increment will be back dated to the following month. Please reflect this information into the payroll system.

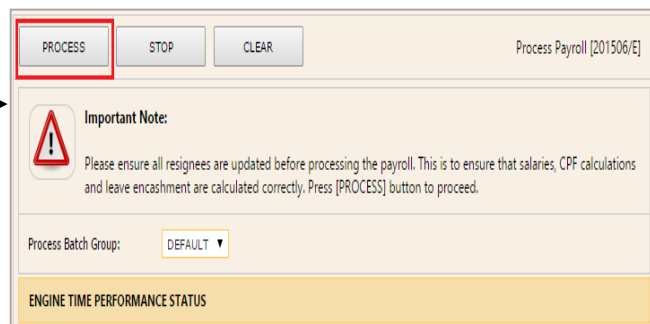
Process Payroll

Now that you had keyed in all relevant information for this payroll cycle, it is now time to process your payroll. This is a compulsory step and must be run at every month. To process the payroll, you must first go to:

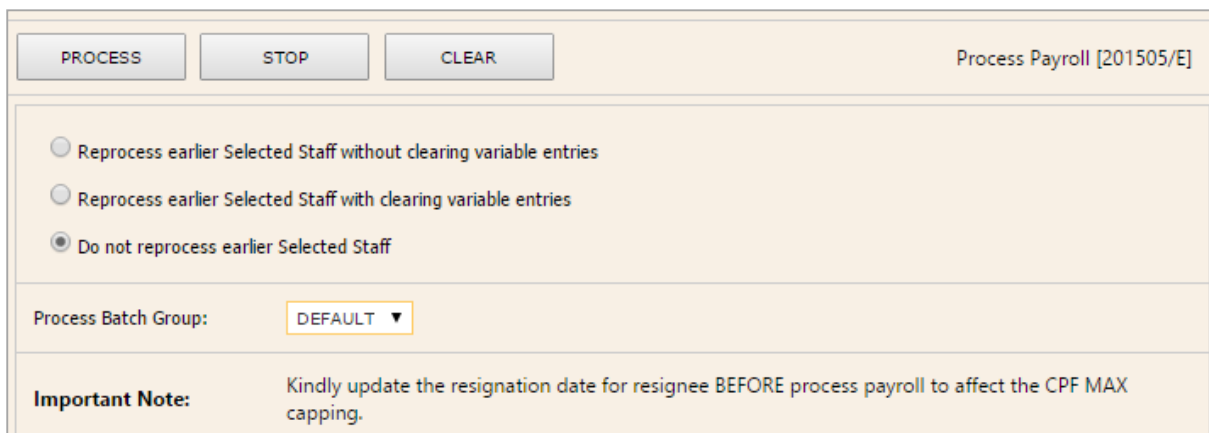


If you had **never processed the payroll** for the month, the screen will look similar below.

To continue, just click on the **Process** button.



If you had already processed the payroll for this payroll cycle, the greyed out option will be enabled for selection and it will look like the following:



Exercise 6

Based on the trainer’s explanation, fill in the blanks to the following:

Item	Description
1	
2	
3	
4	



Hands-on Exercise 6

You may process the payroll now. Go to Modify Pay Record and look for **AHAD**. After looking at this employee’s record, you realize that you had forgotten to update his increment. **His new salary is \$5,000, effective by 1st of this month.** Update his salary and try to reprocess the payroll again. Which option should you choose? Please ask the trainer if you are unsure.



Hands-on Exercise 7

After reprocessing the payroll, you realize that you haven't key in the employee profile for one employee. Key in the following employee and reprocess the payroll **without reprocessing the employees which you had processed earlier.**

Employee Tab	
Emp. No	Create your own Emp. No
Emp. Name	Carmen Mendez Santiago
Gender	Male
Hired Date	THE TRAINING DATE
DOB	21/02/1985
Race	Hispanic
Nationality	Mexican
Department	Your User ID
Occupation	Support Executive
Basic Salary	\$2,100
Bank	DBS Bank
Bank A/C No.	Create your own bank acc no.
Branch ID	014
Leave Scheme	Executive
Benefit Scheme	Executive
Pay Group	5 Days
Pay Items Tab	
Worker Type	Monthly Rated not subjected to OT
FIN No.	Create your own Fin No
Pass Type	S-PASS (Tier 1)
Fix Allowance	\$200 of Transport Allowance

After completing Hands-on Exercise 10 and 11, are you familiar with the three options in Process Payroll?

Modify Pay Record

Modify pay record page allows you to key in ad-hoc allowance, or OT, NPL and shift allowance (by frequency) manually.



Hands-on Exercise 8

The following employees need to have additional entries into the payroll. Use the Modify Pay Record to key in the following details:

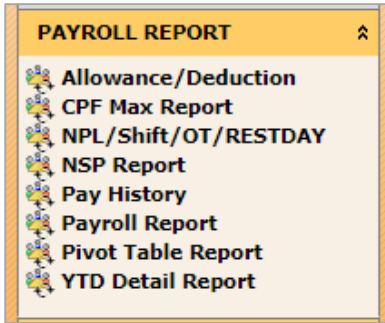
- **AGNES** has 23 hours of OT1.0C, 5 hours of OT1.5C and 3 hours of OT2.0L.
- **GANESH** is resigning this month and your company would like to pay him by cheque instead of using GIRO. He will also have an ad-hoc **Title Allowance** of \$250.00.
- **AHAD** have an ad-hoc **Loan** deduction of \$150.00.

Report

The following section will show you the most commonly used report.

Payroll Report

Payroll report section includes most commonly used report for paymaster. For eg. A detail pay item breakdown of an employee pay history, payroll report by department and with pay detail of each employee, as well as employee payslip.



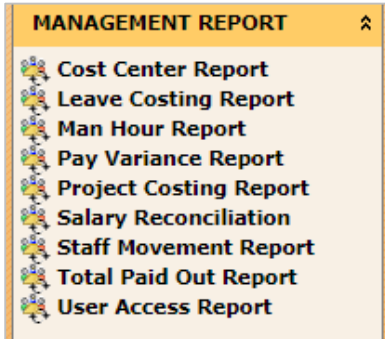
Exercise 7

The following is a list of most commonly used report. Based on the trainer's explanation, fill in the blanks to the following:

No	Report Name	Description
1	Payroll report	
2	YTD Detail Report	
3	Pay History Report	
4	Allowance/Deduction	
5	NPL/Shift/OT/Rest day	

Management Report

Management report section includes mostly summary report which tells company overall costing according to cost centre, payroll changes, to assist user from making management decision.



Exercise 8

The following is a list of most commonly used report. Based on the trainer’s explanation, fill in the blanks to the following:

No	Report Name	Description
1	Cost Centre Report	
2	Leave Costing Report (With Leave module only)	
3	Pay Variance Report	
4	Staff Movement Report	
5	Total Paid Out Report	

Bank Report

Bank report section includes bank cash cheque listing report for final checking before making salary payment, and lastly, to generate bank file based on your company bank’s format.



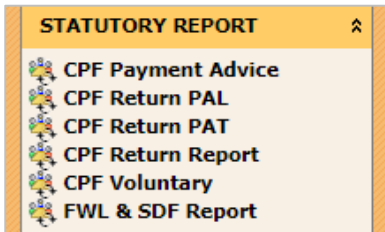
Exercise 9

The following is a list of most commonly used report. Based on the trainer’s explanation, fill in the blanks to the following:

No	Report Name	Description
1	Bank Export	
2	Bank Cash Cheque	

Statutory Report

Statutory report section includes CPF return report to check CPF contribution segregated by



Exercise 10

The following is a list of most commonly used report. Based on the trainer’s explanation, fill in the blanks to the following:

No	Report Name	Description
1	CPF Return	PAL – PAT –
2	CPF Return Report	
3	FWL & SDF Report	

Additional Features

Apart from the standard payroll processing procedures, e-Payroll also includes some additional simple to use features to further assist you in your payroll processing needs.

Report Writer

The Report Writer is a powerful, robust and flexible report generator built into e-Payroll.

Exercise 11

Based on what the trainer had explained, write down the difference between:

- **Tabular Report**

- **Financial Report**



Hands-on Exercise 9

Based on what you had learned from the trainer, create the following report:

- A report containing the following criteria: Employee Number, Employee Name, Gender, Date of Birth, NRIC, Race, Hired Date
- Another report containing the following criteria: Employee Number, Employee Name, Gross Wages, Employee CPF, Employer CPF, FWL and Nett Wages.



Tips and Tricks

If you ever wish to change the description of the columns, heading and width, you may put your mouse over to the space on that particular row.

Selected report : NAMELIST(NAMELIST) Saved Successfully!

NEW REPORT SAVE REPORT REPORT LIST PREVIEW REPORT RE-SORT

	DESCRIPTION	HEADING	WIDTH	FROM/TO	CYCLE	FORMAT	
✓ 1	EMP NO	EMP NO	12			Code	▼
✓ 3	EMP NAME	EMP NAME	50			Code	▼
✓ 4	EMP ALIAS	EMP ALIAS	30			Code	▼
✓ 5	DOB	DOB	10			Code	▼
✓ 6	SEX	SEX	1			Code	▼
✓ 7	MARITAL STATUS	MARITAL STATUS	1			Code	▼
✓ 8	NEW IC	NEW IC	18			Code	▼

click on the row's space to edit the description, heading, width, etc

The system will then bring you to another screen. You may change the column's description and the column's width in this screen:

Field Edit

Description:

Heading:

Field Width:

Period From:

Period To:

Cycle: M E S B 1 2 3 4 5

Code/Description:

User Define Field:

SAVE CLOSE

Query

Query is a powerful function that is usually used hand in hand with payroll processing or report generation. It acts as a filtering agent where it allows the user to filter the employee's based on predefine criteria(s).



Hands-on Exercise 10

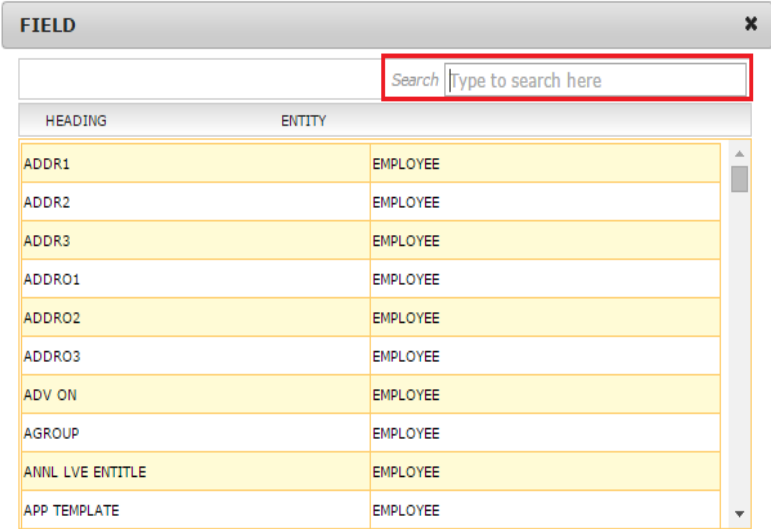
- Using the Ad-hoc Query, select **AGNES** and **GANESH** and reprocess the payroll using the first option in Process Payroll.
- Using the Ad-hoc Query, exclude **AGNES**.
- Reset the query to select all employees.

Query Expert Quick Guide

Query Expert is an advance querying tool for queries which involves more complex conditions.

ID	HEADING	OPERATION	VALUE	REL	DELETE
1	Click here to select Field.	Equal to		AND	
2	Click here to select Field. 1	Equal to 2	3	AND 4	
3	Click here to select Field.	Equal to		AND	
4	Click this option to show the list of fields to select	Equal to		AND	
5	Click here to select Field.	Equal to		AND	
6	Click here to select Field.	Equal to		AND	
7	Click here to select Field.	Equal to		AND	
8	Click here to select Field.	Equal to		---	

Result [VIEW RESULT](#) [APPLY QUERY](#) Total Record(s) Found. 0 [EXPORT TO PDF](#) [EXPORT TO EXCEL](#) Search

No	Description																
1	<p>The criteria available to choose. You can do a quick search of the criteria by clicking on Click here to select Field.</p> <p>Once you had selected the criteria from (1) it will appear here.</p> 																
2	<p>OP stands for Operators. The Operators available are:</p> <table border="1" data-bbox="276 1153 1361 1545"> <thead> <tr> <th data-bbox="276 1153 518 1198">Symbol</th> <th data-bbox="518 1153 1361 1198">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="276 1198 518 1243">Equal to</td> <td data-bbox="518 1198 1361 1243">Equals. Only select employees with the exact criteria.</td> </tr> <tr> <td data-bbox="276 1243 518 1288">Less than</td> <td data-bbox="518 1243 1361 1288">Lesser than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td data-bbox="276 1288 518 1332">Less or Equal</td> <td data-bbox="518 1288 1361 1332">Equal or lesser than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td data-bbox="276 1332 518 1377">Larger than</td> <td data-bbox="518 1332 1361 1377">Greater than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td data-bbox="276 1377 518 1422">Larger or Equal</td> <td data-bbox="518 1377 1361 1422">Equal or greater than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td data-bbox="276 1422 518 1489">Not Equal to</td> <td data-bbox="518 1422 1361 1489">Not equals. Select everything except of employees meeting selected criteria.</td> </tr> <tr> <td data-bbox="276 1489 518 1545">Similar to</td> <td data-bbox="518 1489 1361 1545">Wild card.</td> </tr> </tbody> </table>	Symbol	Description	Equal to	Equals. Only select employees with the exact criteria.	Less than	Lesser than (for numeric values e.g, Basic Pay)	Less or Equal	Equal or lesser than (for numeric values e.g, Basic Pay)	Larger than	Greater than (for numeric values e.g, Basic Pay)	Larger or Equal	Equal or greater than (for numeric values e.g, Basic Pay)	Not Equal to	Not equals. Select everything except of employees meeting selected criteria.	Similar to	Wild card.
Symbol	Description																
Equal to	Equals. Only select employees with the exact criteria.																
Less than	Lesser than (for numeric values e.g, Basic Pay)																
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Larger or Equal	Equal or greater than (for numeric values e.g, Basic Pay)																
Not Equal to	Not equals. Select everything except of employees meeting selected criteria.																
Similar to	Wild card.																
3	The value of the criteria.																
4	<p>REL stands for Relational Operator.</p> <table border="1" data-bbox="276 1668 1361 1883"> <thead> <tr> <th data-bbox="276 1668 518 1713">REL</th> <th data-bbox="518 1668 1361 1713">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="276 1713 518 1803">AND</td> <td data-bbox="518 1713 1361 1803">Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled</td> </tr> <tr> <td data-bbox="276 1803 518 1883">OR</td> <td data-bbox="518 1803 1361 1883">Select by either criterion within the query. Select by either this condition or that condition</td> </tr> </tbody> </table>	REL	Description	AND	Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled	OR	Select by either criterion within the query. Select by either this condition or that condition										
REL	Description																
AND	Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled																
OR	Select by either criterion within the query. Select by either this condition or that condition																



Hands-on Exercise 11

Try to create a query with the following criteria:

- Female employees who earn \$2,000 and above.

Try to create a query with the following criteria:

- Employee who are foreigners and earn more than \$1,000.



Tips and Tricks

Intermediate-Level Queries

1. To select more than 1 employee

ID	HEADING	OPERATION	VALUE	REL.	DELETE
1	EMP_NO	Equal to	888 [JANICE YAP CHONG]	OR	
2	EMP_NO	Equal to	889 [ANNE CURTIS SMITH]	...	

To select 2 employees by using **OR** function under **REL**

2. To select 3 employees

ID	HEADING	OPERATION	VALUE	REL.	DELETE
1	EMP_NO	Equal to	888 [JANICE YAP CHONG]	OR	
2	EMP_NO	Equal to	889 [ANNE CURTIS SMITH]	OR	
3	EMP_NO	Equal to	890 [ANGEL LOVE LOCSIN]	...	

To select 3 employees by using **OR** function under **REL**

3. To select all the employees in 3 departments

ID	HEADING	OPERATION	VALUE	REL.	DELETE
1	DEPARTMENT_CODE	Equal to	MANAGEMENT & GENERAL ADMIN [ADMIN]	OR	
2	DEPARTMENT_CODE	Equal to	FINANCE [FIN]	OR	
3	DEPARTMENT_CODE	Equal to	HUMAN RESOURCE [HR]	...	

To select all employees under ADMIN, FI and HR department

Advance-level Queries

1. To select those employees whose race is Chinese and basic salary ≥ \$2000

ID	(HEADING	OPERATION	VALUE)	REL	DELETE
1		RACE_CODE	Equal to	CHINESE [CHIN]		AND	
2		NEW_SALARY	Larger or Equal	2000		...	

REL – AND, used to combine different criterion into one. All criterion linked with “**AND**” operator must be fulfilled.

2. To select those employees whose race is Chinese, Occupation as FINANCIAL ANALYST and their basic salary ≥ \$2000

ID	(HEADING	OPERATION	VALUE)	REL	DELETE
1		RACE_CODE	Equal to	CHINESE [CHIN]		AND	
2		OCCUPATION_CODE	Equal to	FINANCIAL ANALYST [FA]		AND	
3		NEW_SALARY	Larger or Equal	2000		...	

3. To select those employees with basic salary ≥ \$2000 and work in Admin department or FINANCE department.

ID	(HEADING	OPERATION	VALUE)	REL	DELETE
1	(DEPARTMENT_CODE	Equal to	FINANCE [FIN]		OR	
2		DEPARTMENT_CODE	Equal to	MANAGEMENT & GENERAL ADMIN [ADMIN])	AND	
3		NEW_SALARY	Larger or Equal	2000		...	

Multiple-condition criteria:

- Use the parenthesis or brackets “()” to select 2 department.

Appendix

RATE OF PAY

Basic Rate of Pay

All remuneration except:

- a. Overtime payments
- b. Bonus/AWS
- c. Reimbursement of expenses
- d. Productivity incentive payment
- e. Any allowance however described

Basic Rate of Pay is used to Calculate:

- Payment of overtime work
- Salary for work on Public holidays/Rest days

Gross Rate of Pay

All remuneration including allowances except:

- a. Overtime payments
- b. Bonus/AWS
- c. Reimbursement of expenses
- d. Productivity incentive payment
- e. Travelling, food and housing allowances

Gross Rate of Pay is used to calculate:

Salary for public holidays

Notice pay and other approved paid leave (e.g Annual leave, Maternity leave, Marriage leave and Hospitalisation leave)

1. Overtime

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times 44 \text{ hours}} \quad (\text{Hours/years})$$

2. Rest Day

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/weeks})$$

3. Public Holiday

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/weeks})$$

4. Annual Leave

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/weeks})$$

5. Computation of salary for incomplete month's work and no pay leave

$$\frac{\text{Monthly Gross Rate of Pay}}{\text{Number of Working Days in a Month}} \times \text{Number of actual days worked in a month} \quad (\text{Working days/month})$$

Note: In calculating the number of days actually worked by an employee in a month, any day on which an employee is required to work for 5 hours or less under his contract of service shall be regarded as half a day

6. Termination of contract without notice

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/month})$$

7. Basic rate of pay means the total amount of money (including wage adjustments and increments) to which an employee is entitled under his contract of service but does not include:

- a) Additional payments by way of overtime payments;
- b) Additional payments by way of bonus payments or annual wage supplements;
- c) Any sum paid to the employee to reimburse him for special expenses incurred by him in the course of his employment;
- d) Productivity incentive, incentive payments; and
- e) Any allowance however described,

The basic rate of pay for one day is to be calculated according to the following formula:

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/month})$$

8. **Gross rate of pay** means the total amount of money including allowances to which an employee is entitled under his contract of service but does not include:
- a) Additional payments by way of overtime payments;
 - b) Additional payments by way of bonus payments or annual wage supplements;
 - c) Any sum paid to the employee to reimburse him for special expenses incurred by him in the course of his employment;
 - d) Productivity incentive, incentive payments; and
 - e) Travelling food and housing allowances,

The gross rate of pay for one day is to be calculated according to the following formula:

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/month})$$

What are CPF wages?

Wages are remuneration due or granted to an employee in respect of employment. Wages can be define as *Ordinary Wages* and *Additional Wages*.

Ordinary Wages

These are wages due and granted to an employee in respect of employment in that month and payable before the due date for payment of CPF contributions for that month. Examples are allowances, overtime payment, etc.

Additional Wages

These are wages not granted wholly or exclusively for that month. Examples are bonus, leave pay and other payments made at intervals of more than a month, etc.

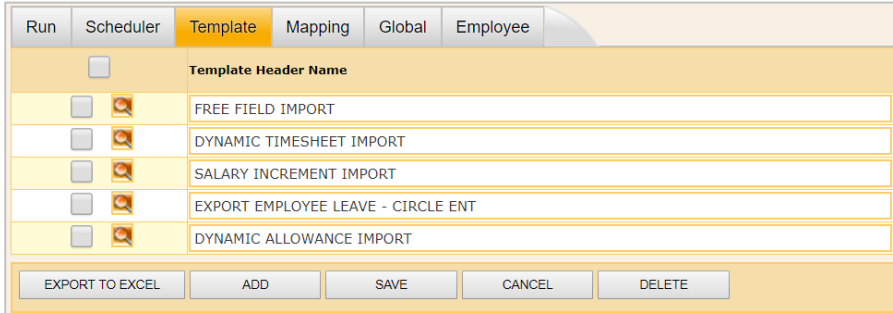
COMMON MISTAKES MADE BY EMPLOYERS

	Common Mistakes	Explanation	Is CPF Payable?
1.	Allowances and incentives, e.g. food allowance, transport allowance for non-official travelling, good attendance and cash incentives	These are wages as they form part of the employees' remuneration	Yes Ordinary Wage
2.	Commission payments	These are wages as they form part of the employees' remuneration	Yes Ordinary Wage / Additional Wage
3.	Employees who are on probation	They are employees under a contract of service	Yes Ordinary Wage
4.	National Servicemen on In-Camp Training	Under the NS Enlistment Act, the employer has to pay CPF on the wages given by MINDEF	Yes Ordinary Wage
5.	Part time/casual employees, and new employees	They are employees under a contract of service	Yes Ordinary Wage
6.	Payments for overtime rendered	These are wages as they form part of the employees' remuneration	Yes Ordinary Wage
7.	Permanent Resident (PR) employees	They are employees under a contract of service. Exemption is only for foreign employees who are not PRs	Yes Ordinary Wage

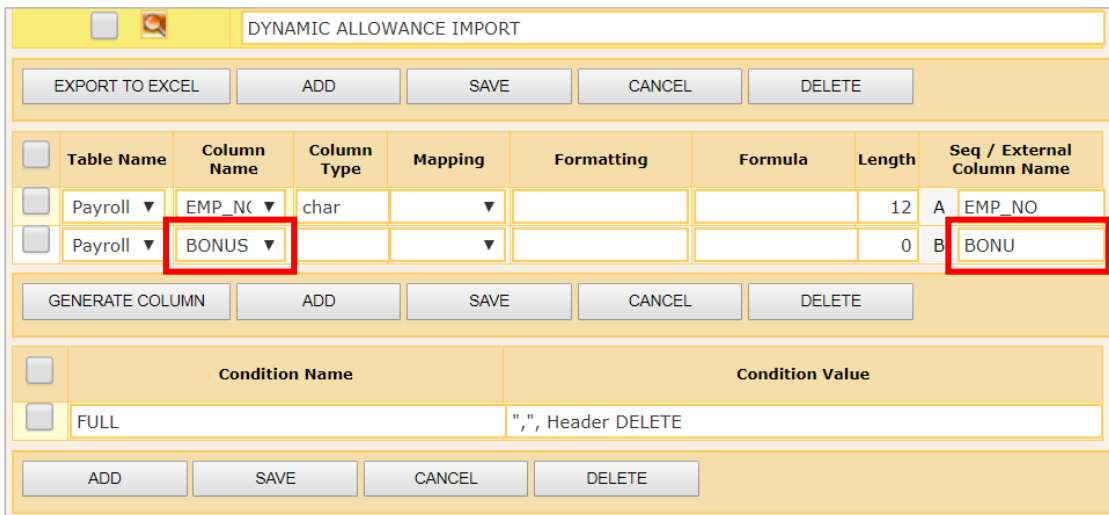
Import Allowance/Bonus from Excel Sheet

This section will guide user on import bonus by using excel sheet.

1. Go to **Utility** → **Export/Import** → **Template** and look for **DYNAMIC ALLOWANCE IMPORT**.



2. Click to expand it as below. Please make sure you see the column is set as below. Please ensure the circled code is changed to the bonus code you want to use. Click save once done.



3. Click **EXPORT TO EXCEL** to download template, and fill up the template as below, and **DO NOT CHANGE** the sheet name as circled.

	A	B	C
1	EMP_NO	BONU	
2	TWD001	3000	
3	TWD002	4000	
4	TWD003	5000	
5			
6			

Sheet1

Column A – Employee ID

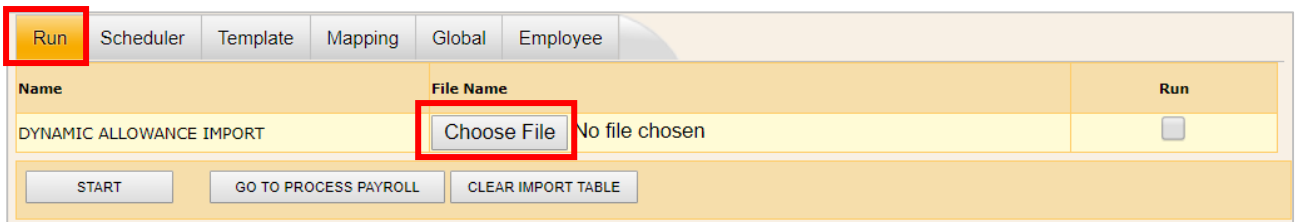
Column B – Amount to pay



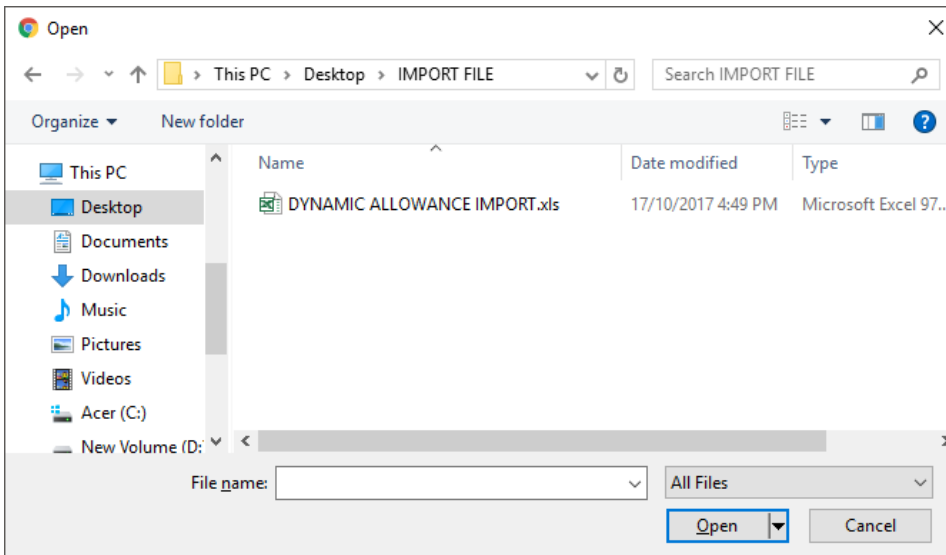
IMPORTANT

DYNAMIC ALLOWANCE IMPORT is a **standard import template** we have included in **new database created since 2016**. However, some database might have similar template in another form, it **could have more columns** than the 1 shown in above.

If you wish to use the template above, and you don't see this template available in your system, you may drop us an email at epayroll@timesoftsg.com.sg, and we shall arrange a remote session to set it up for you the soonest.



5. Click **Choose File** and select the excel template file.



6. Tick **Run** and click **START**, and you will see the below.

Process Complete

```

Inserting row: 'SUPPORT', 'P_HTRX', 'BONU', '3000', 'TWD001', '0', null, 'SGD', 'DYNAMIC ALLOWANCE
IMPORT_SUPPORT.xls', null, 'ALLOWANCE', null, '201710', 'E',
Inserting row: 'SUPPORT', 'P_HTRX', 'BONU', '4000', 'TWD002', '0', null, 'SGD', 'DYNAMIC ALLOWANCE
IMPORT_SUPPORT.xls', null, 'ALLOWANCE', null, '201710', 'E',
Inserting row: 'SUPPORT', 'P_HTRX', 'BONU', '5000', 'TWD003', '0', null, 'SGD', 'DYNAMIC ALLOWANCE
IMPORT_SUPPORT.xls', null, 'ALLOWANCE', null, '201710', 'E',
    
```

Data To Copy:1
Data Copier

NO.	DOCUMENT NAME	PERIOD	CYCLE	ROW COUNT	EMPLOYEE COUNT
1	DYNAMIC ALLOWANCE IMPORT_SUPPORT.xls	201710	E	3	3

7. Click **GO TO PROCESS PAYROLL** and you will see the below.

PROCESS STATUS Query : ALL LOG EXPORT TO PDF

8. (Optional) you can click **CHECK SUM** to check the data queued for import.

PAY CODE	TOTAL AMOUNT	TOTAL FREQUENCY
BONU	12000	

9. Select the pay cycle you wish to process and click **PROCESS**. You will receive below if success.

Status Message

Employee Code[TWD001] - OK!
Employee Code[TWD002] - OK!
Employee Code[TWD003] - OK!

Additional Notes

Additional Notes

Additional Notes

Additional Notes

Additional Notes

Additional Notes