

TIMES SOFTWARE

USER MANUAL GUIDE

CASUAL PAY

FOR TIMES SOFTWARE PTE LTD

Version 1.0

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DOCUMENT CONTROL

Version	Date	Author	Reason	Document Section(s)
1.0	15 May 2024	Mei Thien	Initial release.	All.

1. INTRODUCTION

This document serves as User Manual for Times Pro Casual Pay program.

2. EMS > WORKER TYPE

- Allow user to define the type of casual labor for the selected employee.
- Times Pro Casual Pay reports will categorize the costing based on the worker type.
- There are three options available: Normal, Casual, and Contract.
- This field is located at Payroll > EMS > Pay Items > E-Payroll.

The screenshot shows the 'E-Payroll' configuration window for employee ID 998178. The 'Pay Group/Type Setting' section includes fields for Pay Group (5.0DAYS), Pay Type (HR1-Hourly Rated Type1 [HR1]), Mid Mth Pay (Semi-Month? checked), Bonus Factor (1), Daily Rate Formula (Working Days/Mth [01]), NPL Daily Formula (Working Days/Mth [01]), Festival Advance (NONE [N]), Hrs Worked/Yr (2288), Days Work/Wk (5), Working Code, and Working Code Salary Month. The 'Worker Type' dropdown menu is open, showing three options: NORMAL [N], CASUAL [C], and CONTRACT [A]. The 'Change CPF/FWL/SDF/MSO?' checkbox is checked.

3. CASUAL PAY

- This module caters to casual labor payroll setup, data entry, import, pay processing and reports.

3.1. ENTRY – IMPORT – PROCESS

A. CPF & A/D SETUP

- Allow users to set the “Employee CPF paid by Employer’ feature.
- Allow users to map allowance codes for casual labor payroll. The mapping will be used when importing data from the Casual Labor module.

Save

Employee CPF borned by Employer? Lump Sum Employee CPF to Employer CPF?

Casual Labour Allowance Mapping Setup

[MEAL] Allowance MEAL ALLOWANCE [MEAL] ▼

[SHIFT] Allowance ▼

[TPI] Allowance ▼

[MISC] Allowance ▼

[OTHER] Allowance VIP TABLE SERVICE [VIPTABLE] ▼

B. Batch Setup

- Allow users to create and maintain a list of Batch Numbers used by TIMES PRO Casual Pay program.
- Users can choose to create different batches for each event, each payroll cycle, or any other criteria, depending on their company’s preference.
- Payroll processing and casual pay reports all follow the login period and cycle.
- Only the Excel report exported from Data Entry follows the Batch Number selected by the user.

Batch Setup

Add New Delete Save Total Count: 2 Page Size 10 Page 1 of 1

Category Code Setup CASUAL BATCH NUMBER Active Record(s) All Record(s) Search CODE Type and press enter to search.

DELETE	EDIT	CODE	DESCRIPTION	ACTIVE?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST	TEST	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1234	1234	<input checked="" type="checkbox"/>

C. Data Entry

- Allow users to input the salary (including allowances) paid to casual labor.
- Allow users to view the total amount paid for the selected batch.
- Allow users to export data to an Excel file based on the selected batch.
- Allow users to copy data from the selected batch to a new batch.
- Allow users to rename the selected batch to another batch number.
- Allow users to change the period and cycle.

NO	EMPCODE	NAME	PDATE	RATE	HOUR DAY	AMOUNT	TOTAL AMOUNT	DEPT CODE	SECTION	VOUCHER	ALLOW1	AMOUNT1
1				0	1	0	0	NONE	NONE			0
2				0	1	0	0	NONE	NONE			0
3				0	1	0	0	NONE	NONE			0
4				0	1	0	0	NONE	NONE			0
5				0	1	0	0	NONE	NONE			0
6				0	1	0	0	NONE	NONE			0
7				0	1	0	0	NONE	NONE			0
8				0	1	0	0	NONE	NONE			0
9				0	1	0	0	NONE	NONE			0

Steps to enter a record into a new batch or add a record to existing batch:

1. Log in to the correct pay period and cycle.
2. Select Batch No. from the dropdown list.
3. Click the [New] button.
4. Enter the employee number or use the search function to select an employee.
5. Select the date from the PDATE field.
6. Enter the Rate and Hour Day.
Note: The system will automatically compute the Amount and Total Amount.
7. Select the Department Code (a.k.a Cost Centre Code) and Section Code.
8. Enter the Voucher number.
9. Optional: Users can enter allowances 1 to 5 and amounts 1 to 5 if there are additional payments to the casual staff other than basic salary/pay.
10. Click the [Save] button.

Steps to delete an existing record:

1. Log in to the correct pay period and cycle.
2. Select Batch No. from the dropdown list.
3. Check the checkbox next to the record that the user wishes to delete.
4. Click the [Delete] button.

NO	EMPCODE	NAME	PDATE	RATE	HO
1	007316	007316-Employee Full Name	08/05/2024	24.00	
2	003105	003105-Employee Full Name	01/05/2024	22.00	

Steps to view Total Amount:

1. Select Batch No. from the dropdown list.
2. Click the [Total Amount] button.
3. The system will pop up a window as shown below, displaying the total amount for the selected batch.

Amount	Total Amount	Amount 1	Amount 2	Amount 3	Amount 4	Amount 5
252.00	402.00	150.00	0.00	0.00	0.00	0.00

Steps to export data entry:

1. Select Batch No. from the dropdown list.
2. Select 'Export Excel' from the Option dropdown list.

NO	EMPLOYEE	EMPCODE	NAME	PDATE	RATE	HOUR DAY	AMOUNT	TOTAL AMOUNT	CBQ
1	<input checked="" type="checkbox"/>	007316	007316-Employee Full Name	08/05/2024	24.00	5.00	120.00	170.00	CBQ
2	<input type="checkbox"/>	003105	003105-Employee Full Name	01/05/2024	22.00	6.00	132.00	232.00	AROM

Steps to copy batch:

- This function helps users reduce manual data entry from similar data across different batches.
 1. Select Batch No. from the dropdown list.
 2. Select 'Copt Batch' from the Option dropdown list.
 3. The system will display a window as show below:

4. Select the destination batch entry to which you wish to copy the data.
5. Click the [OK] button.

Steps to rename batch:

1. Select Batch No. from the dropdown list.
2. Select 'Rename Batch' from the Option dropdown list.
3. The system will display a window as show below:

4. Select the new batch number that you wish to rename.
5. Click the [OK] button.

Steps to change period and cycle:

1. Select Batch No. from the dropdown list.
2. Select the period and cycle.
3. Click [Save] button.

Note: Use this function only when you have entered data in the wrong period and cycle.

Data Entry		Import Data	Process Casual	CPF & A/D Setup	Batch Setup				
New Save Delete Cancel		Total Amount		Page Size	Page 1 of 1				
Batch No	Option	Fixed Column	Period:	Cycle:					
TEST [TEST]		3	202405	E					
NO		EMPCODE	NAME	PDATE	RATE	HOUR DAY	AMOUNT	TOTAL AMOUNT	DEPT CODE
1	<input type="checkbox"/>	007316	007316-Employee Full Name	08/05/2024	24.00	5.00	120.00	170.00	CBQ
2	<input type="checkbox"/>	003105	003105-Employee Full Name	01/05/2024	22.00	6.00	132.00	232.00	AROMAZ

D. Import Data

- Allow users to perform data transfer from Casual Labor module to the Casual Pay module.

- Start Date and End Date : Allow users to select records based on the event date.
- Batch Type : Allow users to select batch type for batch number generation when importing data from Casual Labor module.
- Exclude Normal Staff : Allow users to exclude transfer normal staff data from Casual Labor module.
- Exclude Casual Staff : Allow users to exclude transfer casual staff data from Casual Labor module.
- Exclude Contract Staff : Allow users to exclude transfer contract staff data from Casual Labor module.

Steps to Import data:

1. Log in to the correct pay period and cycle.
2. Select the start date and end date.
3. Select the batch type.
4. Optional: If you wish to exclude transfer normal, casual or contract staff data, check the corresponding checkbox.
5. Click the [Import] button.

Note:

- The system will only transfer approved data from the 'Employee Assigned Sheet' in Casual Labor to Casual Pay.
- Data transferred is based on the logged-in period and cycle.

E. Process Casual

- Allow users to process casual payments to payroll.

BATCH NO	RECORD(S) COUNT (CASUAL)	EMP COUNT
TEST	2	2

Steps to Process Payroll for casual labour:

1. Log in to the correct pay period and cycle.
2. Click the [Process] button.

Note: User may go to modify pay record to modify the pay if required.

3.2. Report (for Casual Pay)

- TIMES PRO Casual Pay has four different types of reports specifically for the Casual Pay program:
 - a. Overall Cost Center Summary
 - b. Transaction Listing
 - c. Department Summary
 - d. Summary Report of Employee

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