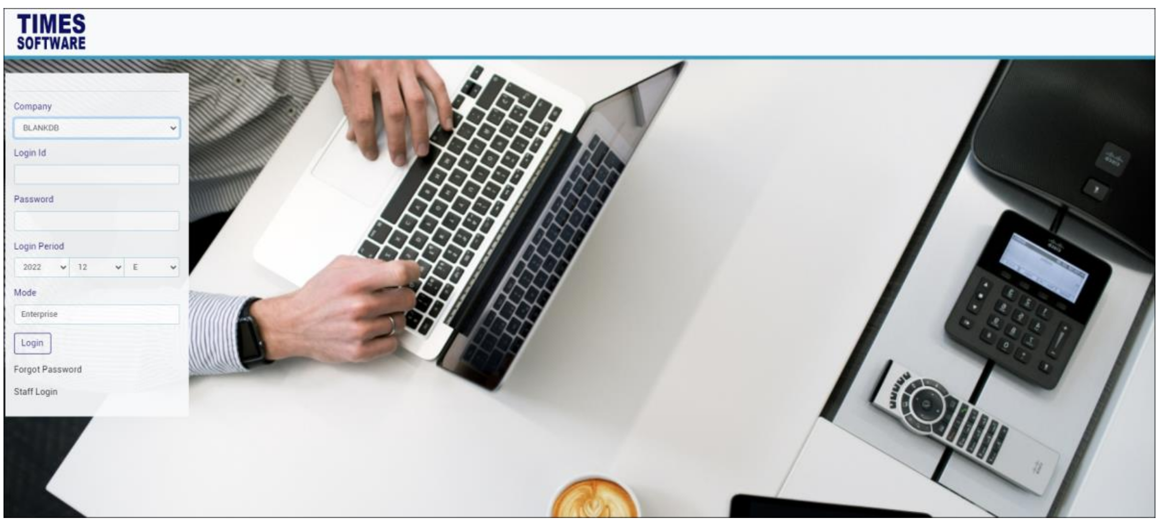
TIMES SOFTWARE
User Guide
TIMES PRO PAYROLL



TIMES SOFTWARE PTE LTD
Company Registration Number: 199804415D
10 Jalan Besar #14-01 Sim Lim Tower
Singapore 208787
Tel: (65) 6295-1998 Fax: (65) 6295-0998
Web Site: http://www.timesoftsg.com.sg

Updated by: Mei Thien | Date: 10/01/2023
Version: 1.0

DISCLAIMER

This manual is provided for information purposes only. All information included is subjected to changes without notice. Times Software Pte Ltd is not responsible for any damages, direct or indirect, arising from the use of this manual.

Copyright of Solution Payroll

SOLUTION PAYROLL SOFTWARE LICENSE AGREEMENT

IMPORTANT-READ THIS AGREEMENT BEFORE INSTALL SOFTWARE PACKAGE TO YOUR PC/SERVER, YOU ARE DEEMED TO AGREE TO BE BOUND BY THIS AGREEMENT.

This legal document is a license agreement between you and Times Software Pte Ltd BY INSTALL THE SOFTWARE PACKAGE, YOU ARE DEEMED TO AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT INSTALL OUR SOFTWARE PACKAGE AND PROMPTLY RETURN THE SOFTWARE, CDs, SECURITY CONTROL KEY AND MANUAL TO Times Software Pte Ltd

In consideration of the right to use the SOFTWARE, you agree to abide by the terms and conditions of this agreement.

1. **GRANT OF LICENSE:** Times Software grants you the personal, non-exclusive right to use the SOFTWARE only on a single computer/server with legal right users. You may physically transfer the SOFTWARE from one computer/server to another provided that the SOFTWARE is used only one computer/server at any time. You may not install or use the SOFTWARE on a network without the networking version license arrangement, or any other hardware configuration where the SOFTWARE is accessible to more than one CPU or more than one user unless you have the legal access security key (dongle or security USB Hash device issued by Times Software).

   You shall not assign, sub-license, sell, rent, lease, loan, convey or transfer to any third party, or send or bring the SOFTWARE out of the country where you originally obtain it to other countries without required authorisation of applicable governments, or copy, duplicate, translate or convert to another programming language the SOFTWARE or accompanying documentation, except as expressly provided herein.

   You shall not alter, modify, disassemble, or otherwise reverse engineer the Software or accompanying documentation and you shall also not have any third party to do so.

2. **BACK-UP COPY:** You may make one copy of the SOFTWARE solely for a back-up purpose or copy the SOFTWARE onto the permanent storage device or external storage medias (e.g. a hard disk or thumb drive) from your computer and retain the original for a backup purpose. Any other copying of the SOFTWARE is a violation of this Agreement. You must reproduce and include the copyright notice on the back-up copy.

3. **SUPPORT AND UPDATE:** Times Software Pte Ltd will be maintaining and updating the SOFTWARE. An annual maintenance contract is required for future enhancements of the SOFTWARE such as employment act/statutory board changes, Bank format and year-end program.

AUTOMATIC RENEWAL: Upon expiration of the initial term, this agreement shall be automatically extended on a year-to-year basis upon giving one month's notice before expiry. Upon termination of maintenance contract agreement, either party must give written notice prior to actual date of contract expiry.

4. **LIMITED WARRANTY AND DISCLAIMER OF INDEMNITY:** Times Software Pte Ltd will not guarantee uninterrupted service, or absence or correction of errors. Therefore, the SOFTWARE is license on an "AS IS" basis without warranty of any kind. The CD-ROM and control key (dongle) on which the SOFTWARE is recorded is warranted against defective material or workmanship under normal for period of one hundred and eighty (180) days from the date you purchased the same as evidenced by receipt or otherwise. The limited warranty does not apply if the failure of the CD-ROM and dongle resulted from accident, abuse or misapplication of the SOFTWARE and shall not extend to anyone other than the original user of the SOFTWARE.

   TIMES SOFTWARE PTE LTD DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SOFTWARE OR ACCOMPANYING DOCUMENTATION

   TIMES SOFTWARE PTE LTD IS NOT LIABLE FOR ANY LOSS OR DAMAGE INCLUDING CONSEQUENTIAL OR INCIDENTAL LOSS OR DAMAGE SUCH AS LOSS OF PROFITS, EXPENSE OR INCONVENIENCE, WHATSOEVER CAUSED BY OR ARISING OUT OF THE SOFTWARE, ACCOMPANYING DOCUMENTATION OR THE USE THEREOF.

   TIMES SOFTWARE PTE LTD SHALL HAVE NO OBLIGATION TO INDEMNIFY YOU AGAINST ANY CLAIM OR SUIT BROUGHT BY A THIRD PARTY ALLEGING THAT THE SOFTWARE, ACCOMPANYING DOCUMENTATION OR THE USE THEREOF INFRIGES ANY INTELLECTUAL PROPERTY OF SUCH THIRD PARTY.

   THE ABOVE IS TIMES SOFTWARE'S ENTIRE LIABILTY AND YOUR EXCLUSIVE REMEDY IN CONNECTION WITH THE SOFTWARE AND ACCOMPANYING DOCUMENTATION.

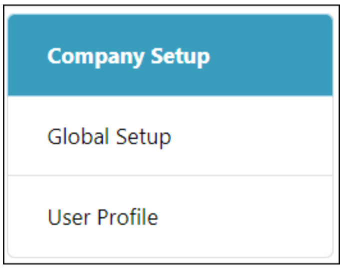
5. **TERMS:** This Agreement is effective upon installation of software package and remains in effect until terminated. You may terminate this agreement by destroying the SOFTWARE and copy thereof. This Agreement will also terminate if you fail to comply any of the terms of this agreement. In addition to Times Software enforcing their respective legal rights, you must promptly destroy the SOFTWARE and any copy thereof.

6. **ACKNOWLEDGEMENT:** By purchasing and allows Times Software to install the software package to your PC/Server, you acknowledge that you have read this agreement, understood it, and agree to be bound by its terms and conditions. You also agree that this agreement is the complete and exclusive statement of agreement between you and Times Software concerning the subject matter hereof and supersedes all proposals or prior agreements, verbal or written, and any other communications between you and Times Software relating to the subject matter hereof. No amendment to this agreement shall be effective unless signed by a duly authorised representative of Times Software.

   Should you have any questions concerning this agreement, or if you desire to contact Times Software Pte Ltd for any reason, please write to Times Software Pte Ltd in the accompanying documentation.

Table of Contents

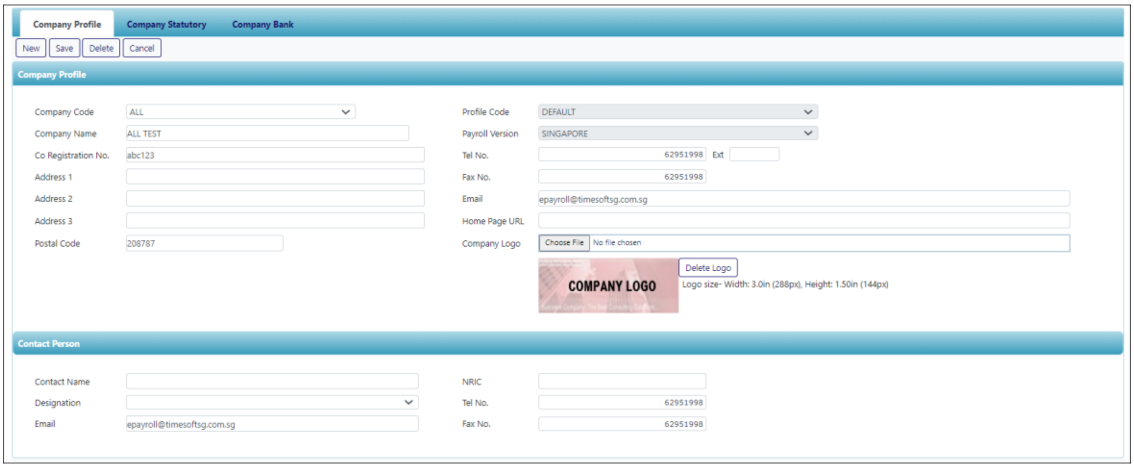
COMPANY SETUP



A. COMPANY SETUP

❖ **Company Profile**

This section is for user to setup the company information.



[NEW] button	-	Create new company.
[SAVE] button	-	Save the newly created company/ latest changes on existing company.
[DELETE] button	-	Delete company setup.
[CANCEL] button	-	Cancel current changes.

<u>Company Profile:</u>

Company Code	:	Used to define the group of employees belong to. Input maximum of 12 alphanumeric. This is the required field which cannot be blank.
Company Name	:	Used to display the company name. Input maximum of 60 alphanumeric. This is the required field which cannot be blank.
Co. Registration No.	:	Input maximum of 25 alphanumeric.
Address 1	:	Company address. Input maximum of 40 alphanumeric
Address 2	:	
Address 3	:	
Postal Code	:	Display company postal code.
Profile Code	:	Only "Default" value in drop down list.

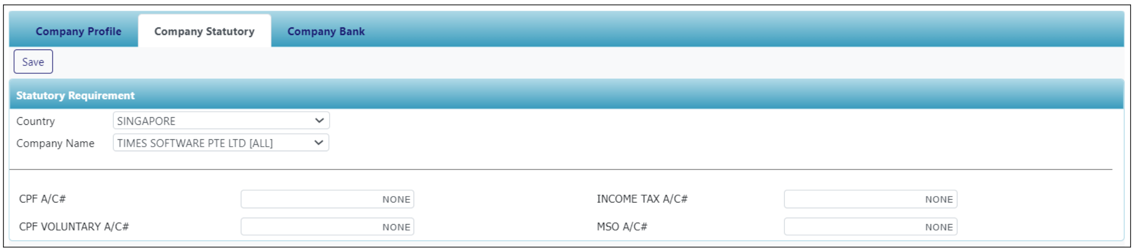
Payroll Version	:	Default value is Singapore.
Tel No.	:	Display company's telephone number. Able to input '-' in this textbox. Input maximum of 20 numeric values.
Ext	:	This is optional field for display the extension for telephone number. Input maximum only 10 numeric values. Able to input '-' in this textbox.
Fax No.	:	Display company fax number. Input any numeric values. Able to input '-' in the textbox. Input maximum of 20 numeric values.
Email	:	Display company email. Input maximum of 50 alphanumeric.
Home Page URL	:	Input any alphanumeric. User may input company website.
Company Logo	:	Logo will be displayed at employee's Payslip in A4 size. Only allow not greater than 1mb size for JPG, JPEG and BMP file of image.

Contact Person:

Contact Name	:	This is optional field. Input any alphanumeric.
Designation	:	This is optional field. Select designation from drop down list.
Email	:	This is optional field. Input the email of the contact person. Input maximum of 50 alphanumeric.
NRIC	:	This is optional field. Input contact person's NRIC.
Tel No.	:	This is optional field. Input contact person's telephone number. This only allow input maximum of 20 numeric values.
Fax No.	:	This is optional field. Input contact person fax number. This only allow input maximum of 20 numeric values.

❖ Company Statutory

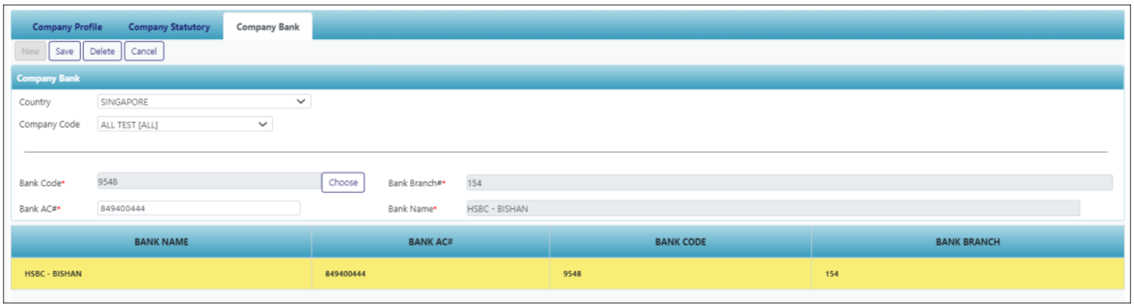
This section is for user to setup the account number needed for statutory report submission.



Country	:	This information will link from company profile.
Company Name	:	This information will link from company profile.
CPF A/N#	:	This is for user input CPF account number. Input maximum 15 alphanumeric. This is required field which cannot be blank.
CPF Voluntary A/C#	:	This is for user input CPF Voluntary Account.
Income Tax A/C#	:	This is for user input Income Tax Account.
MSO A/C#	:	This is for user input MSO.

❖ Company Bank

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

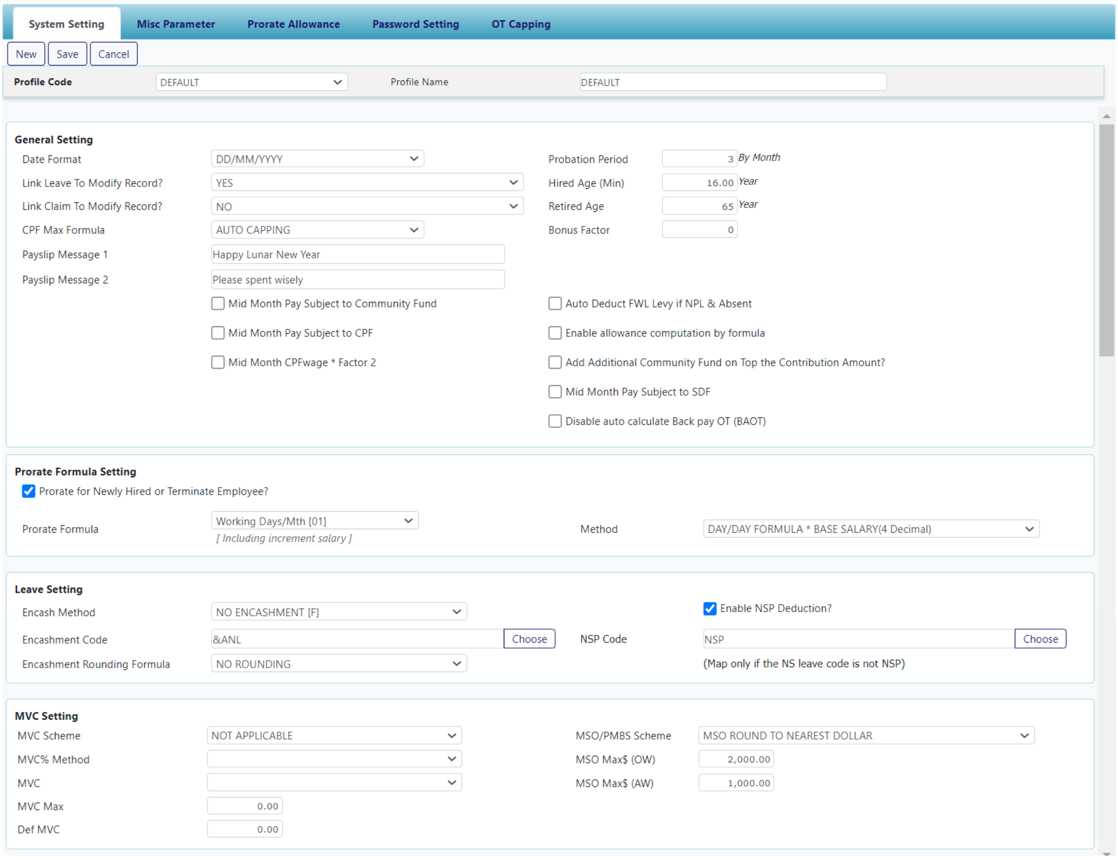


<u>Steps to setup Company Bank Account:</u>

1. Click on the [NEW] button to generate a new record.
2. Click on [Choose] button to select bank code. System will auto populate bank branch and Bank name based on the selection.
3. Input Company Bank Account Number.
4. Click on the [SAVE] button to confirm the creation of new company bank account.

B. GLOBAL SETUP

❖ System Setting



<u>General Setting:</u>

Profile Code	:	Default value is "Default"
Date Format	:	DD/MM/YYYY or MM/DD/YYYY. (Important: Is a MUST to have same date format for both OS and application system.
Link Leave to Modify 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.
Link Claim to Modify 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 amount for each payroll process manually.
CPF Max Formula	:	Define the CPF Maximum capping method.
Payslip Message 1	:	Setup global Payslip message line 1. Input maximum of 80 alphanumeric.
Payslip Message 2	:	Setup global Payslip message line 2. Input maximum of 80 alphanumeric.
Probation Period	:	Setup global probation period. Input maximum of 2 numeric values.
Hired Age (Min)	:	Setup global minimum working age for employee.
Retired Age	:	Setup global retirement age. Input maximum of 2 numeric values.
Bonus Factor	:	Setup global bonus factor for employee.

Mid-Month Pay Subject to Community Fund	:	Check the checkbox to enable Community Fund Contribution at mid-month pay.
Mid-Month Pay Subject to CPF	:	Check the checkbox to enable CPF contribution at mid-month pay.
Mid-Month CPF wage * Factor 2	:	Check the checkbox to enable special computation on mid-month CPF contribution. Which is multiply the mid-month CPF wage by 2, after getting the CPF contribution amount divide by 2 again.
Auto Deduct FWL Levy if NPL & Absent	:	Check the checkbox to enable system to deduct the FWL levy if levy worker takes NPL and/ or absent leave.
Enable allowance computation by formula	:	Check the checkbox to enable formula for allowance/ deduction.
Add Additional Community Fund on Top the Contribution Amount?	:	Check the checkbox to allow the system to deduct extra community fund from the employee. Users need to add the community fund code with the amount at employee recurring allowance/ deduction screen.
Mid-Month Pay Subject to SDF	:	Check the checkbox to enable SDF contribution at mid-month pay.
Disable auto calculate Back Pay OT (BAOT)	:	Check the checkbox to disable system to auto compute Back Pay for Overtime

<u>Prorate Formula Setting:</u>

Prorate for Newly Hired or Terminate Employee?	:	Check the checkbox to enable system to prorate the salary for incomplete month employee.
Prorate Formula	:	Select the appropriate method.
Prorate Method	:	1. Daily Rate * Days worked – calculation of salary based on daily rate in 2 decimals. 2. Day / Day Formula * Base Salary – calculation of salary based on total days worked over total working days in that month in 4 decimals. **Note: 2 Options deliver different prorated amount basic salary due to rounding issue.

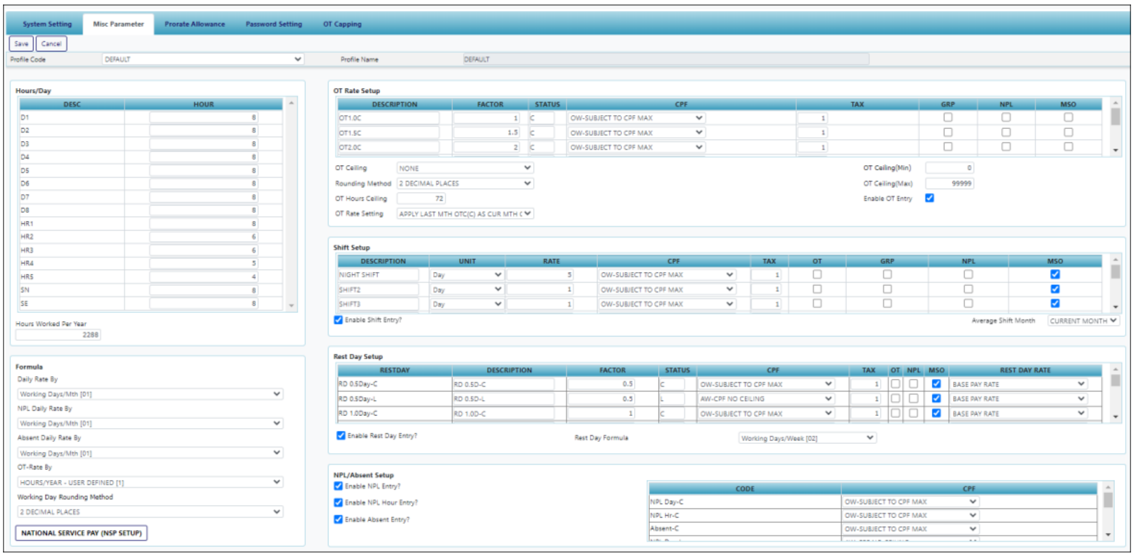
<u>Leave Setting:</u>

Encash Method	:	To enable system to compute the annual leave encashment. The Encashment Code and Rounding Formula only will be function if user select "Encash All Staff" or "Encash Confirmed Staff Only".
Encashment Code	:	Define the allowance code used for annual leave encashment if the employee resigns.
Encashment Rounding Formula	:	Define the rounding method used for rounding the annual leave balance day(s).
Enable NSP Deduction?	:	Check the checkbox to enable the NSP deduction.
NSP Code	:	Supply an alternative code if user did not use the system default code "**NSP**".
[Choose] button	:	User able to search or select the new allowance / deduction code.

MVC Setting:

MVC Scheme	:	MVC Scheme is applicable to those companies if they are practising the Monthly Variable Component as part of their employees' annual increment and their basic wage. Please request for the supplementary notes if your company is having the MVC Scheme.
MVC% Method	:	Method / Formula to use for system to compute MVC
MVC	:	Rounding method when system compute for MVC amount
MSO/PMBS Scheme	:	MSO Scheme is only applicable to those companies that is currently having the MediSave Scheme. Please request for the supplementary notes if your company is having the MSO Scheme.
MSO Max$ (OW)	:	Maximum capping for OW when system compute MSO amount.
MSO Max$ (AW)	:	Maximum capping for AW when system compute MSO amount.

❖ Misc Parameter



Profile Code : Default value is "Default"

<u>Hours/Day:</u>

D1 – D8 : Daily rated types. If you don’t have any daily-rated workers in your company, please ignore this part. 8 types (D1 to D8) of daily-rated workers are defined. The user may choose to set the numbers of working hours per day for each type.

HR1 – HR5 : Hourly rated types. If you don’t have any hourly rated worker in your company, please ignore this part. 5 types (HR1 to HR5) of hourly-rated workers are defined. The user may choose to set the numbers of working hours per day for each type.

SE – Salary Exempt : Employees under this setting does not entitle to overtime pay.

SN – Salary Non-Exempt : Employees under this setting entitle to overtime pay.

Hours Worked Per Year : Use for overtime salary computation.

<u>Select Formula:</u>

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.

Absent Daily Rate By : Determine the Absent leave rate formula used for computation.

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.

<u>OT Rate Setup:</u>

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.
CPF	:	Select salary type for CPF computation. (OW: Ordinary Wage, AW: Additional Wage, or None)
Tax	:	Set the line number where this amount would be reflected in the IR8A form.
GRP	:	Check the checkbox to enable gross rate of pay computation – affects GRP items like: E.g. Paid annual leave.
NPL	:	Check the checkbox if user wants the OT payment to affect No Pay Leave deduction rate.
MSO	:	Check the checkbox if user wants the OT payment to affect MSO computation.
OT Ceiling	:	User can define the OT ceiling. (None, basic plus allowances, or basic only)
Rounding Method	:	Determine the precision level for computation.
OT Hours Ceiling	:	Define maximum OT hours per month to show in payslip.
OT Rate Setting	:	Define the setting for OT rate.
OT Ceiling (Min)	:	Minimum basic wage for computing overtime pays.
OT Ceiling (Max)	:	Maximum basic wage for computing overtime pays.
Enable OT Entry?	:	Check the checkbox to enable OT data input screen under Modified Pay Record.

<u>Shift Setup:</u>

Description	:	User defined description.
Rate	:	User defined shift rate per hour.
CPF	:	Select salary type for CPF computation. (OW: Ordinary Wage, AW: Additional Wage, or None)
Tax	:	Set the line number where this amount would be reflected in the IR8A form.
OT	:	Check the checkbox if user wants the Shift payment to affect OT rate.
GRP	:	Check the checkbox to enable gross rate of pay computation – affects GRP items like: E.g. Paid annual leave.
NPL	:	Check the checkbox if user wants the Shift payment to affect No Pay Leave deduction rate.
MSO	:	Check the checkbox if user wants the Shift payment to affect MSO computation.
Enable Shift Entry?	:	Check the checkbox 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 in your Gross Rate Report.

Rest Day Setup:

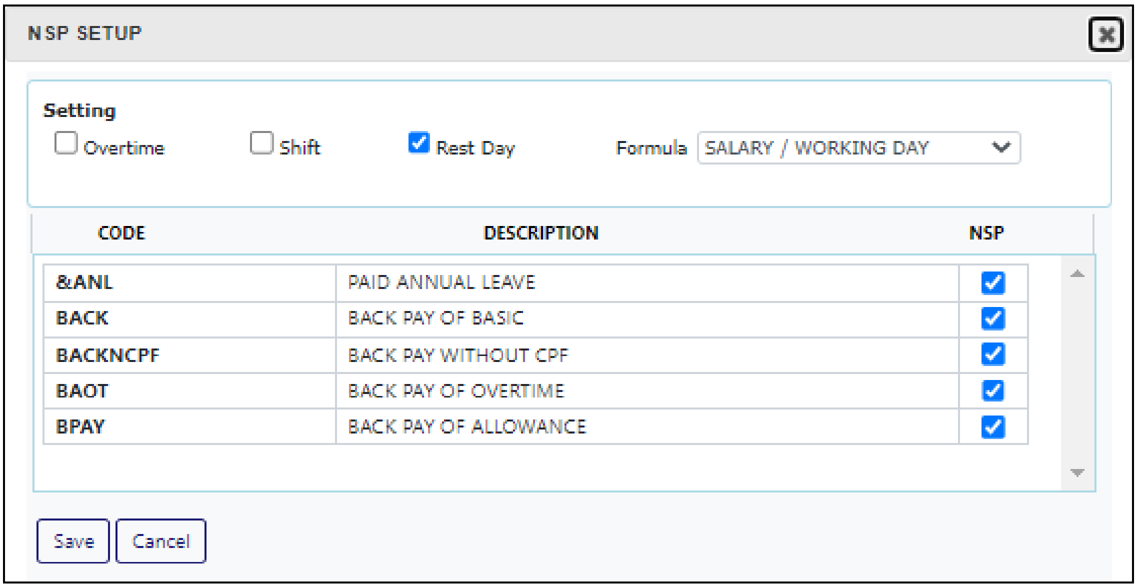
Description	:	User defined description.
Factor	:	Rest Day rate multiplying factor. (User are allowed to change factor if they wish to do so)
Status	:	C – Rest Day computation based on the current basic pay.
		L – Rest Day computation based on the last basic pay before the latest increment.
CPF	:	Select salary type for CPF computation. (OW: Ordinary Wage, AW: Additional Wage, or None).
Tax	:	Set the line number where this amount would be reflected in the IR8A form.
OT	:	Check the checkbox if user wants the Rest Day payment to affect OT rate.
NPL	:	Check the checkbox if user wants the Rest Day payment to affect No Pay Leave deduction rate.
MSO	:	Check the checkbox if user wants the Rest Day payment to affect MSO computation.
Rest Day Rate	:	Determine the Rest Day Rate used for computation. (GRP rate or Base Pay rate)
Enable Rest Day Entry?	:	Check the checkbox to enable Rest Day data input screen under Modified Pay Record.
Rest Day Formula	:	Determine the Rest Day formula used for computation.

NPL/Absent Setup:

Enable NPL Entry?	:	Check the checkbox to enable NPL-Day data input screen under Modified Pay Record.
Enable NPL Hour Entry?	:	Check the checkbox to enable NPL-Hour data input screen under Modified Pay Record.
Enable Absent Entry?	:	Check the checkbox to enable Absent-Day data input screen under Modified Pay Record.

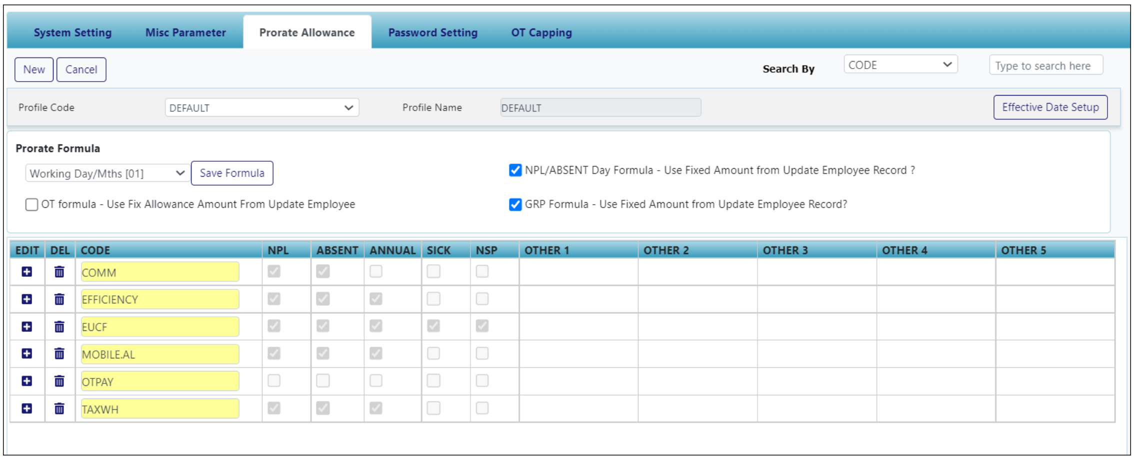
NSP Setup:

National Service Pay (NSP Setup)	:	Determine the setup for calculating National Service Pay deduction.


NSP SETUP
Setting
Overtime
Shift
Rest Day
Formula
SALARY / WORKING DAY
CODE
DESCRIPTION
NSP
&ANL
PAID ANNUAL LEAVE
BACK
BACK PAY OF BASIC
BACKNCPF
BACK PAY WITHOUT CPF
BAOT
BACK PAY OF OVERTIME
BPAY
BACK PAY OF ALLOWANCE
Save
Cancel

❖ Prorate Allowance

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



Profile Code : Default value is "Default"

Prorate Formula : Determine the formula used for prorating allowance computation.

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

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

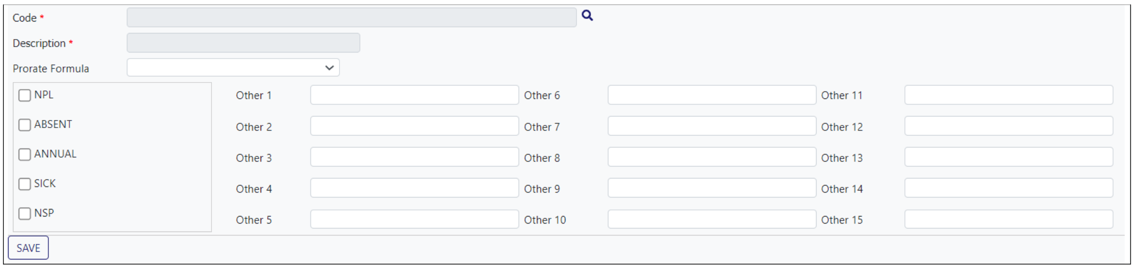
GRP Formula - Use Fixed Amount from Update Employee Record?

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

OT Formula – Use Fix Allowance Amount from Update Employee

- Check the checkbox to enable the system to use fixed allowance amount for OT computation

Add New prorate allowance:



Code : Select the allowance code which needs to be prorated.

Description : Display the description for selected allowance code.

NPL : Check the checkbox if user wants the allowance to be prorated when there is NPL taken.

ABSENT : Check the checkbox if user wants to be prorated when there is Absent Day.

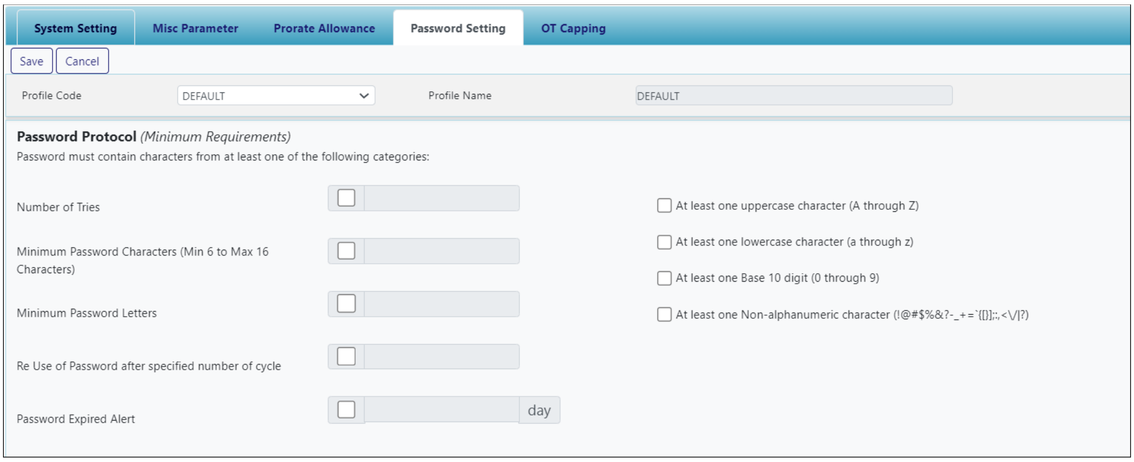
ANNUAL : Check the checkbox if user wants the allowance to be prorated when there is Annual Leave taken.

SICK : Check the checkbox if user wants the allowance to be prorated when there is Sick Leave taken.

NSP	:	Check the checkbox if user wants the allowance to be prorated when there is NSP taken.
Other 1 to Other 15	:	Select which type of leave taken will need the system to prorate the allowance.

❖ **Password Setting**

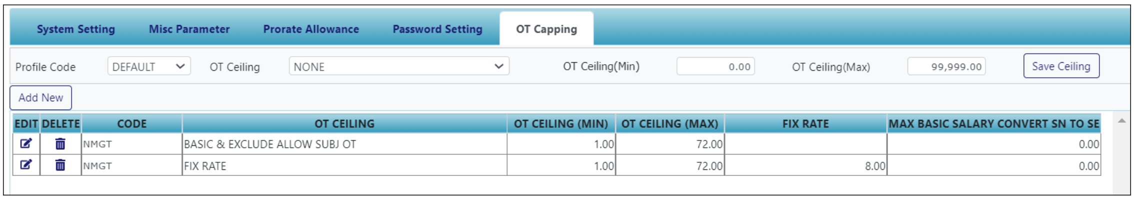
Allow user to define the password protocol used for Solution Payroll login security.



Number of Tries	:	Tick the checkbox and define number of tries before system barred user from login.
Minimum password characters	:	Tick the checkbox and define the minimum length of password.
Minimum password Letters	:	Tick the checkbox and define the minimum letters should be included in the password.
Re use the password after specified number of cycle	:	Tick the checkbox and define the same password can be used after N times of change.
Password Expired Alert	:	Tick the checkbox and define the number of day system to alert user for the password expiry.
Password Protocol	:	Tick the checkbox and define the minimum requirement of password created.

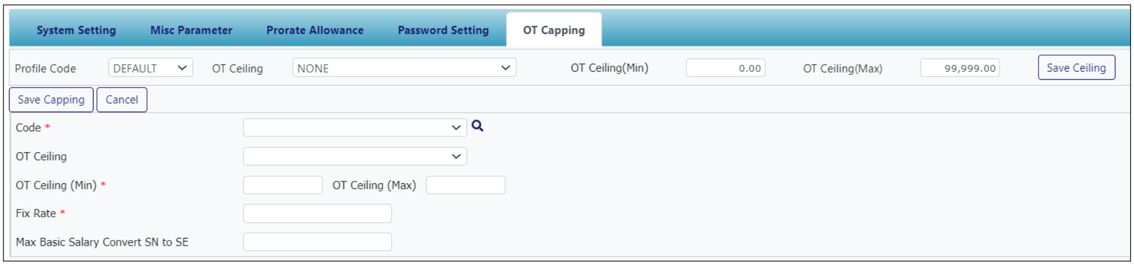
❖ OT Capping

Used to do capping if a particular company has different OT Ceiling Formula for different group of employees.



Steps for create a new OT capping:

1. Click on [ADD NEW] button.



2. Choose the Code and OT ceiling formula from drop down list.

   Note: OT Ceiling Formula:

   a. None – do not set any OT formula
   b. Basic & Allw Subj OT – OT formula based on basic salary and allowances which subjected to OT
   c. Basic & Exclude Allow Subj OT – OT formula based on basic salary and did not include the allowances which subjected to OT
   d. Fix Rate – OT rate is based on a fix amount

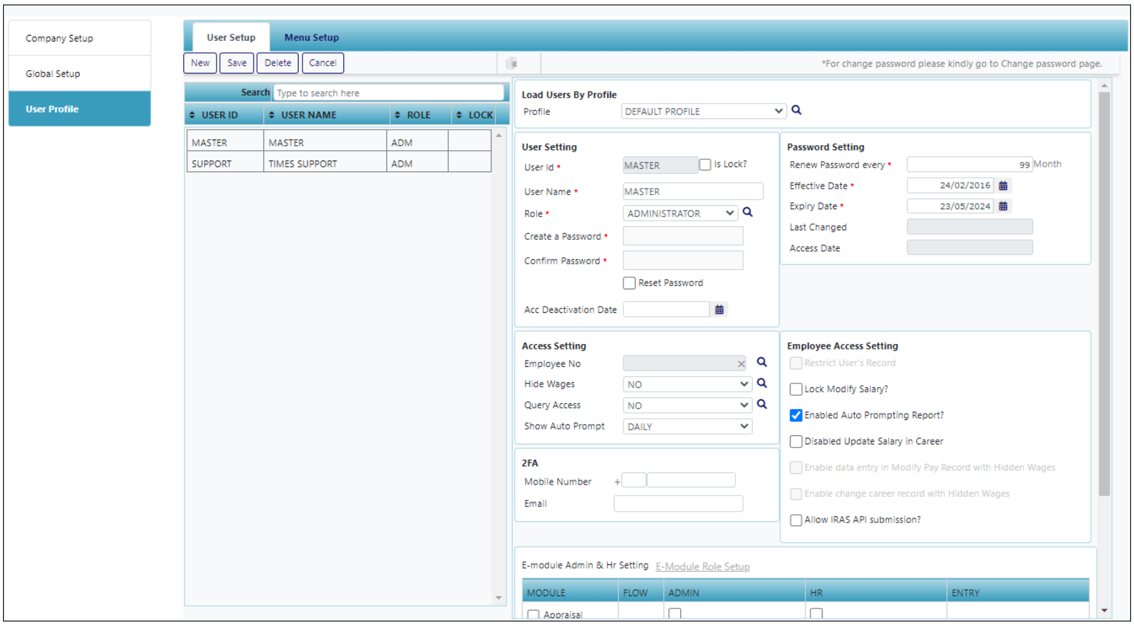
3. Insert the amount for OT Ceiling (Min), OT Ceiling (Max), Fix Rate and Max Basic Salary Convert SN to SE.

4. Click [SAVE CAPPING] button to save the record.

C. USER PROFILE

❖ User Setup

To setup a password and define the access right for the Solution Payroll user.

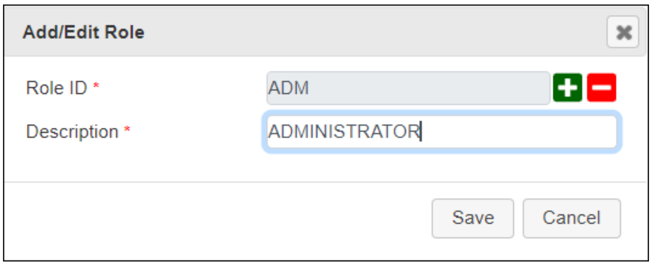


<u>Load Users by Profile:</u>

Profile	:	Currently all user created will be categorize under "DEFAULT PROFILE"

<u>User Setting:</u>

User Id	:	Login ID (NO spacing in between). Input maximum 12 of alphanumeric. This is required field which cannot be blank.
User Name	:	Name of the user. Input maximum 50 of alphanumeric. This is required field which cannot be blank.
Role	:	To create different group of Solution Payroll user. Each group can have different access to the menu/ modules in Solution Payroll.
Add New / Edit / Delete Role	:	Role ID input maximum of 8 alphanumeric. This is the required field which cannot be blank.



Create a Password	:	Login password. Input maximum 16 of alphanumeric. This is required field which cannot be blank.
Confirm Password	:	Confirm the password. Input maximum 16 of alphanumeric. This is required field which cannot be blank.

Reset Password	:	Reset User’s login password to default value *abc123*. User will prompt to reset password again when login.
Is Lock?	:	When the checkbox is checked, this means the User ID is locked and unable to login to Solution Payroll.
Acc Deactivation Date	:	Define date to Deactivate User Account.

<u>Password Setting:</u>

Renew Password every	:	Set the number of month(s) of the password will be valid. This is required field which cannot be blank.
Effective Date	:	Set when effective date of password assigned to the particular user is. This is required field which cannot be blank.
Expiry Date	:	Set when the expiry date of the password assigned to the 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.
Last Changed	:	Displays as information on when is the last date the user changes his/ her password.
Access Date	:	Display as information on when this User ID was used to login for the first time.

<u>Access Setting:</u>

Employee No	:	Determine the login user’s employee no. 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 employees.
Show Auto Prompt	:	Define the frequency of generating the auto prompt report based on login user.

<u>Employee Access Setting:</u>

Restrict User's Record	:	Check the checkbox to enable the system to restrict the user from amending his/her own records (**Employee No #**). This field only available when user input in “Employee No” Field.
Lock Modify Salary?	:	Check the checkbox to enable the system to restrict the user from amending salary in Modify Pay Record
Enabled Auto Prompting Report?	:	Check the checkbox to enable the system to generate the auto prompt report automatically when user browses to Employee Management System screen.
Disabled Update Salary in Career	:	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 such as department, & Occupation etc.

Enable data entry in Modify Pay Record with Hidden Wages	:	Check the checkbox to enable user to input allowance in Modify Pay record even have hide wage access rights. This option only available when user hide wage query is "Yes" or "Query"
Enable change career record with Hidden Wages	:	Check the checkbox to enable user to change career record even have hide wage access rights. This option only available when user hide wage query is "Yes" or "Query"
Allow IRAS API submission?	:	Check the checkbox to enable IRAS API submission feature for this user.

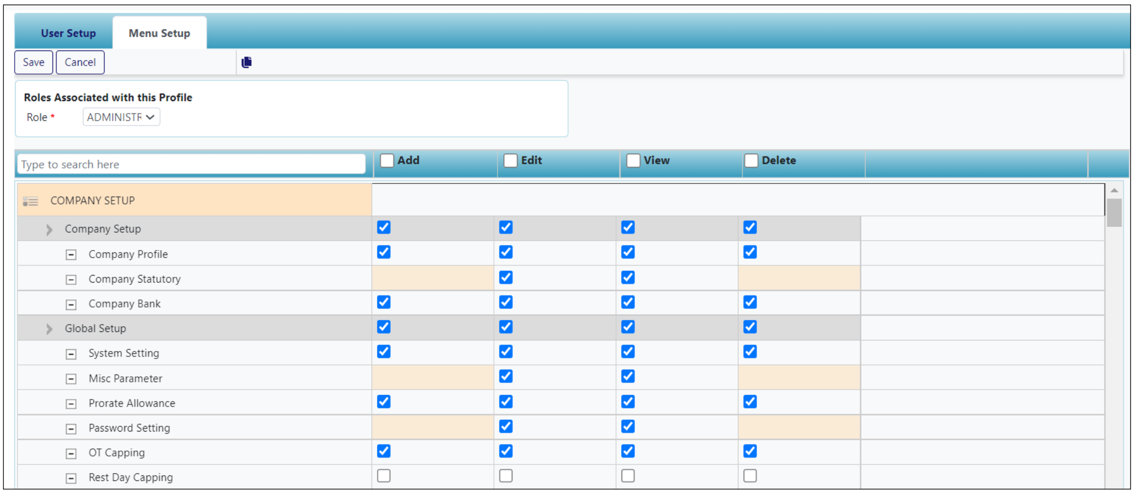
E-Module Admin & Hr Setting Setting:

To allow user to assign admistrator role to login to other Module(s).

❖ Menu Setup

This section allows user to define which group of user has what access to selected menu in Solution Payroll.

Same group name but different profile can have different access right to the Solution Payroll.



Add : Check the checkbox if allow user to add new data or record.

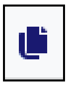
Edit : Check the checkbox if allow user to edit existing data or record.

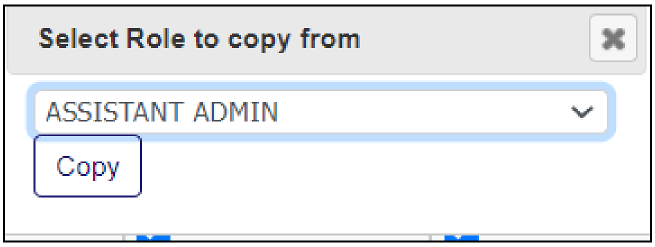
View : Check the checkbox if allow user to view the information.

Delete : Check the checkbox if allow user to delete existing data or record.

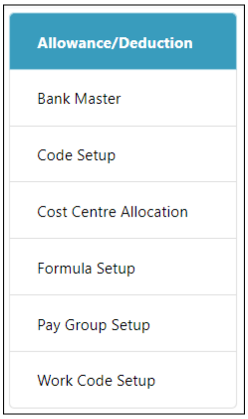
Search bar : Search the menu list.

Copy from : To allow user to copy menu access rights setting from another role.





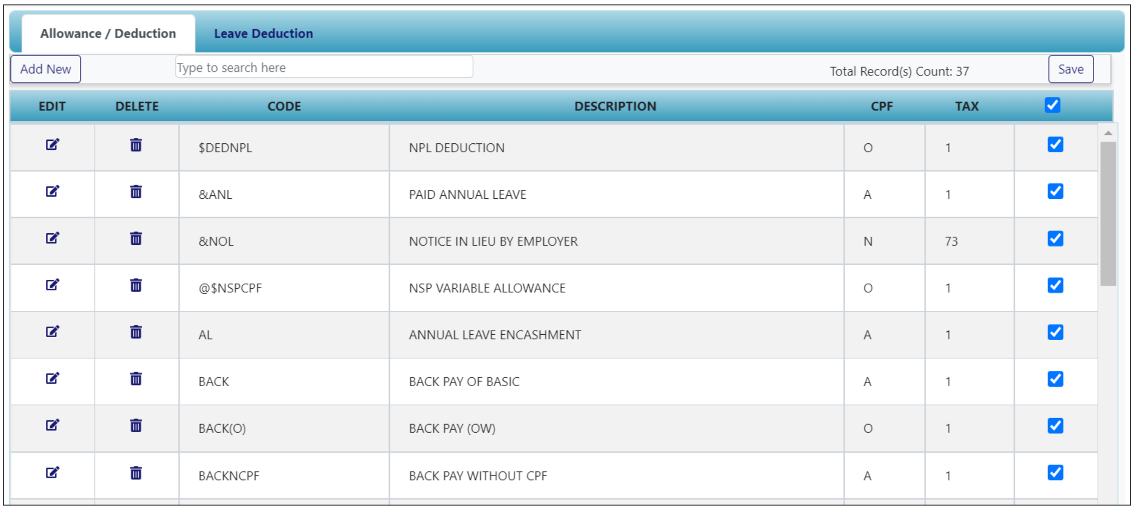
PAYROLL SETUP



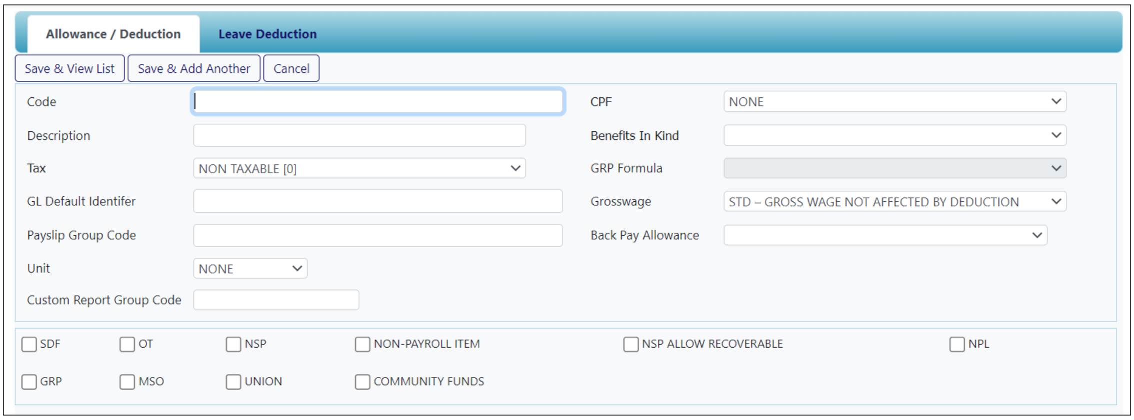
A. ALLOWANCE/ DEDUCTION

❖ Allowance / Deduction

Main Screen:



Setup Entry Screen:



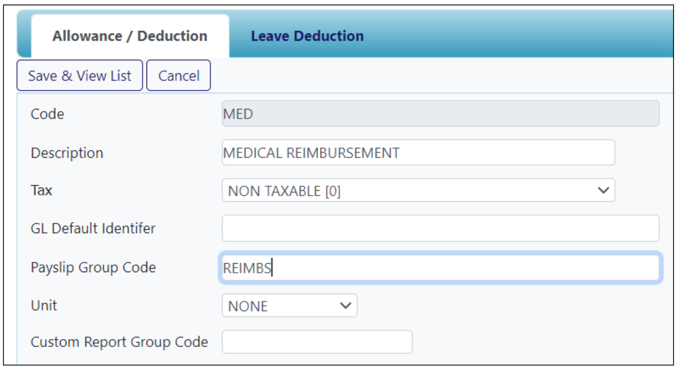
Code	:	User defined allowance/deduction code. User able to input maximum of 8 alphanumeric. The field is required field which cannot be blank.

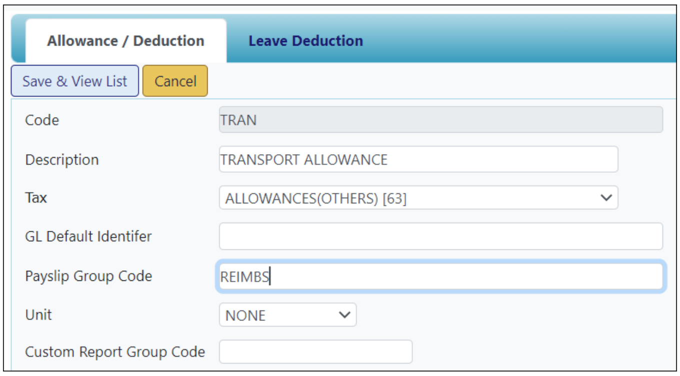
Description : Description of allowance/deductions which will be displayed on the reports and payslip. User able to input maximum of 35 alphanumeric. The field is required field which cannot be blank.

Tax : Specify the type of the allowances/deductions to which the amount to be reflected on the IR8A form.

GL Default Identifier : Only applicable if using TimesPro GL Interface module. User can only input one alphanumeric in the field.

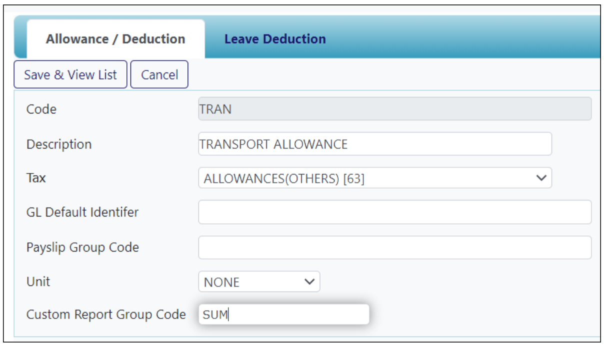
Payslip Group Code : Allows users to combine 2 separate codes with different amount into a single figure. For example, if user wanted to combine the medical Reimbursement and Training Reimbursement figure into one amount in payslip, user just have to put one common code e.g. REIMBS under "Payslip Group Code". User able to input maximum of 12 alphanumeric in the field.

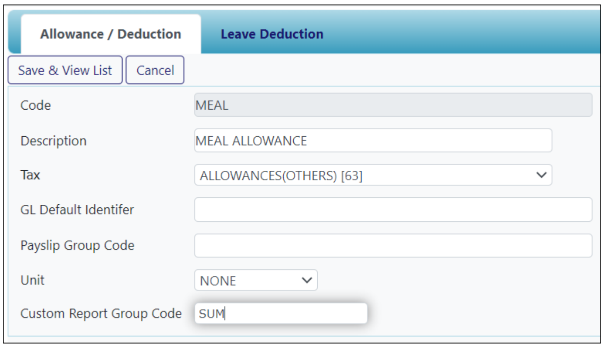




Unit : Define the allowance / deduction whether calculate using Hourly or Days. Default "NONE" system will consider as Days.

Custom Report Group Code : Allows users to combine 2 separate codes with different amount into a single figure in report writer. For example, if user wanted to combine the transport allowance and meal allowance figure into one amount in report, user just have to put one common code e.g. SUM under "Custom report group code". User able to input maximum of 12 alphanumeric in the field.



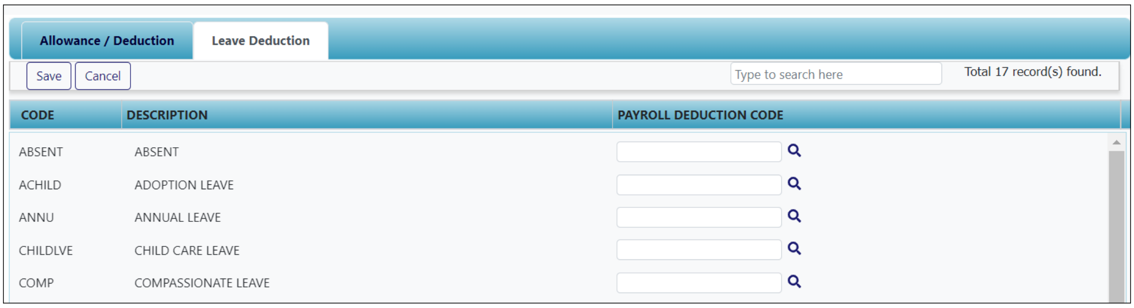


CPF	:	Define the allowance/deduction whether it belongs to ordinary/additional wage or none CPF entry.
Benefits In Kind	:	Define the allowance is linked to which Benefits in Kind for IRAS submission.
GRP Formula	:	Define the formula used to calculate the gross rate of pay.
Grosswage	:	Define the allowance amount affect Gross wage in Modify Pay record.
Back Pay Allowance	:	Define which allowance code to be used if has back pay on the selected allowance.
Multi-Currency	:	Define the allowance code currency. Use only for multi-currency payroll.
SDF	:	Define the allowance/deduction is subject to SDF or not for non-CPF pay item.
GRP	:	If set, the allowance/deduction will affect the computation for gross rate of pay.
OT	:	If set, the allowance/deduction will affect the computation for overtime rate.
MSO	:	If set, the allowance/deduction will affect the computation for Medisave.
NSP	:	If set, the allowance/deduction will be subjected to NSP computation.
Union	:	If set, the allowance/deduction will affect the computation of UNION contribution.
Non-Payroll Item	:	If set, the allowance/deduction will NOT be included in the payroll computation.
NSP Allow Recoverable	:	If set, this allowance will recover the CPF contribution amount if the allowance is prorated due to NSP.
NPL	:	If set, the allowance/deduction will affect the computation for NPL rate.

❖ **Leave Deduction**

To define payroll deduction code if user wish to use a pre-defined allowance code.

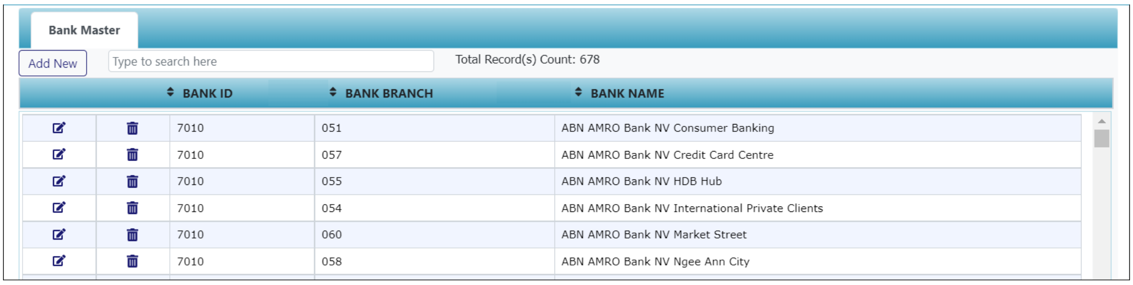
**Note: only when link Leave module to Payroll.



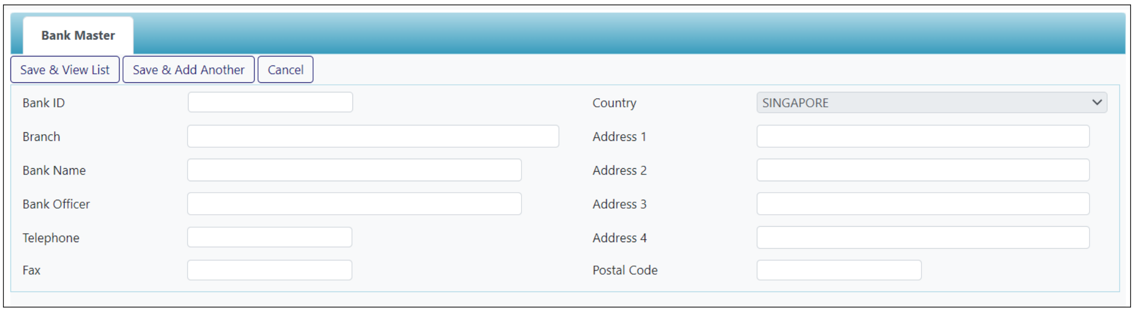
B. BANK MASTER

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

Main screen:



Setup Entry Screen:



Bank ID : Users define bank ID code. User can only input maximum of 4 alphanumeric. This is required field which cannot be blank.

Branch : Users define bank branch code. User can only input maximum of 3 alphanumeric. This is required field which cannot be blank.

Bank Name : Users define bank full name. User able to input maximum of 100 alphanumeric. This is required field which cannot be blank.

Bank Officer : Users define bank officer name. User able to input maximum of 50 alphanumeric.

Telephone : Users define bank contact number. User able to input maximum of 20 numeric values included "-" sign.

Fax : Users define bank fax number. User able to input maximum of 20 numeric values included "-" sign.

Country : Users define the bank country.

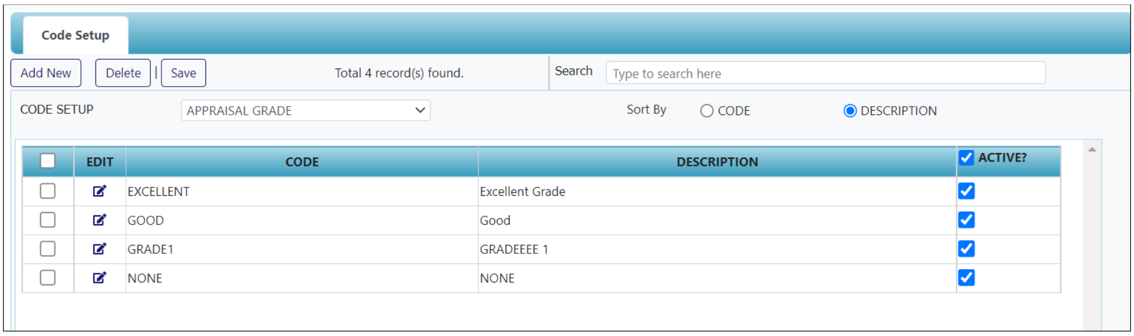
Address 1 :
Address 2 :
Address 3 :
Address 4 :

Users define bank location. User able to input maximum of 40 alphanumeric.

Postal Code : Users define bank postal code.

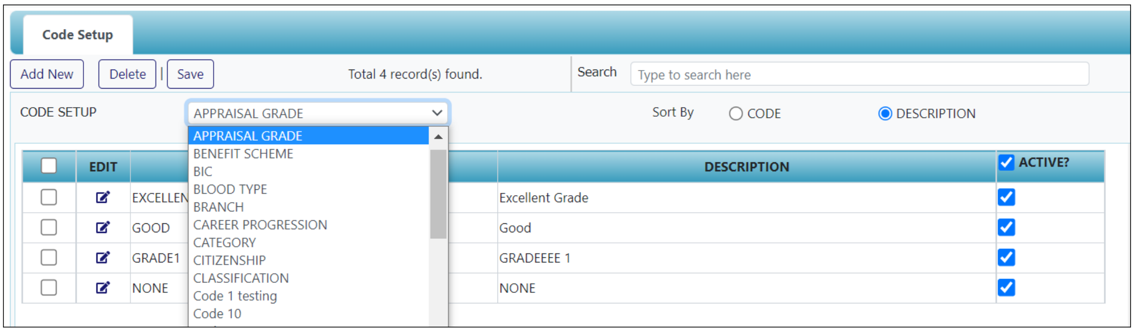
C. CODE SETUP

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

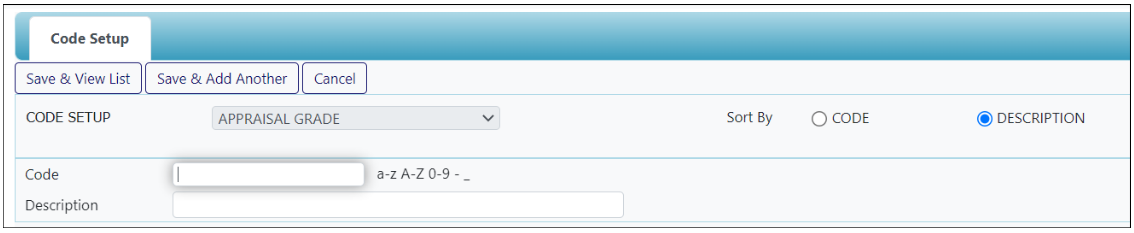


Step to create new code:

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



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



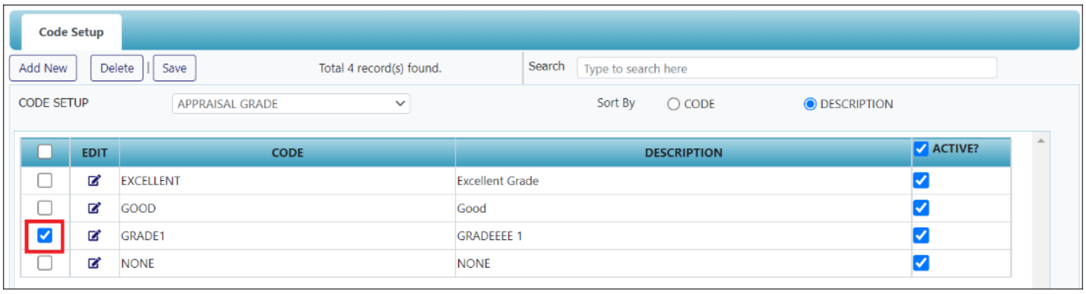
3. Key in the code (Max length = 12) and description (Max length = 60).
4. Click [SAVE & ADD ANOTHER] button if want to continue create another code under the same category.

OR

5. Click [SAVE & VIEW LIST] button if finish creating code (s).

Step to delete existing code:

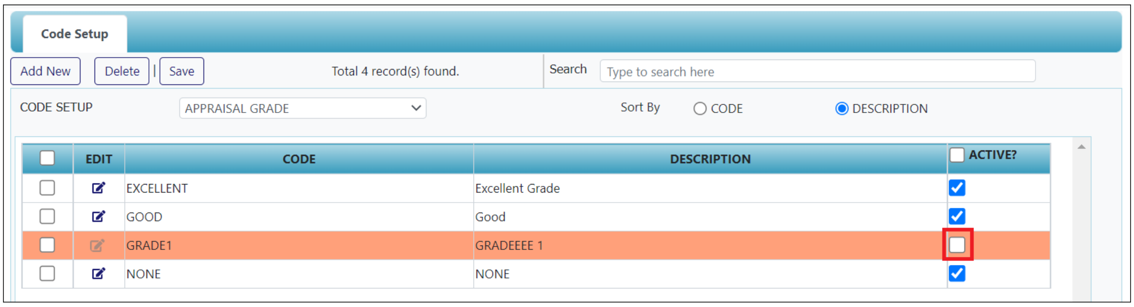
1. Check the checkbox at the left column:



2. Click [DELETE] button.

<u>Activate/ deactivate the code:</u>

- 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.

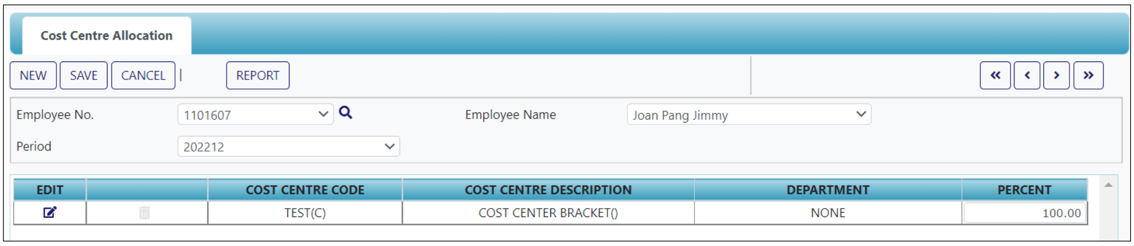


Steps:

1. Uncheck the ACTIVATE checkbox on the code user wish to deactivate it.
2. Click the [SAVE] button.

D. COST CENTRE ALLOCATION

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



Note:

- By default, each employee's Cost Centre is 100% according to the Cost Centre he/ she belongs to in the career progression.
- [REPORT] 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 0001 belongs to 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.

<u>Step to allocate or change employee's cost center (No Split Cost):</u>

1. Select the employee.
2. Select the effective month (by pay period) the new Cost Centre allocation takes effect.
3. Click [Edit] 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 remains as previous allocations.

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

<u>Step to allocate employee's cost center (Split Cost):</u>

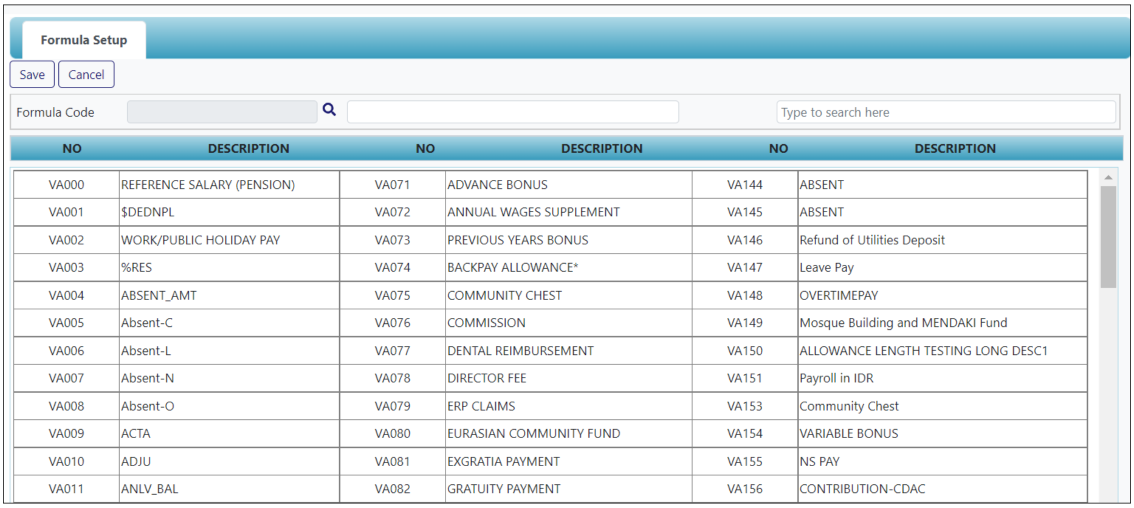
1. Select the employee.
2. Select the effective month (by pay period) the new Cost Centre allocation takes effect.
3. Click [NEW] button.
4. Select the second cost center for the employee.
5. Click [OK] button.
6. Repeat step 3 to step 5 until finish allocating the split cost center for that employee.
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 remains as previous allocations.

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

E. FORMULA SETUP

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



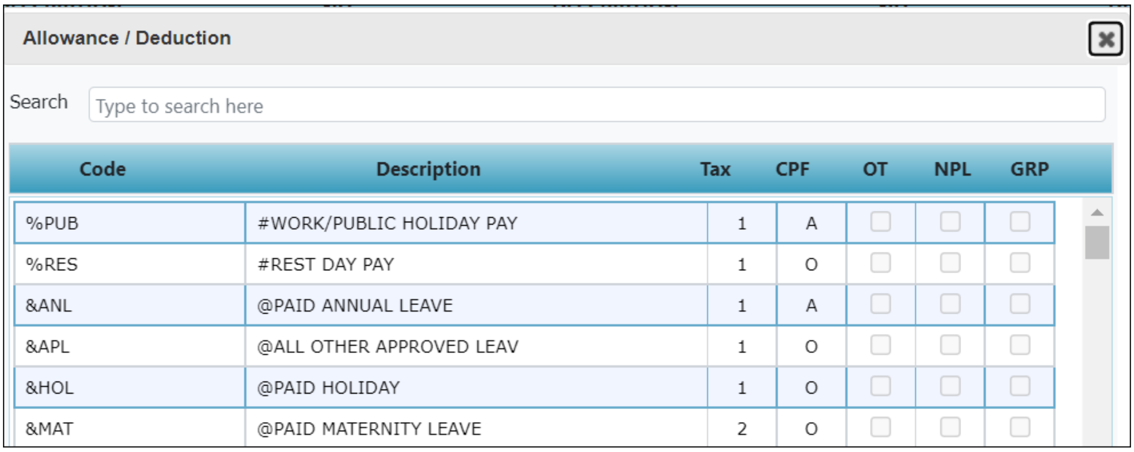
NO	DESCRIPTION	NO	DESCRIPTION	NO	DESCRIPTION
VA000	REFERENCE SALARY (PENSION)	VA071	ADVANCE BONUS	VA144	ABSENT
VA001	$DEDNPL	VA072	ANNUAL WAGES SUPPLEMENT	VA145	ABSENT
VA002	WORK/PUBLIC HOLIDAY PAY	VA073	PREVIOUS YEARS BONUS	VA146	Refund of Utilities Deposit
VA003	%RES	VA074	BACKPAY ALLOWANCE*	VA147	Leave Pay
VA004	ABSENT_AMT	VA075	COMMUNITY CHEST	VA148	OVERTIMEPAY
VA005	Absent-C	VA076	COMMISSION	VA149	Mosque Building and MENDAKI Fund
VA006	Absent-L	VA077	DENTAL REIMBURSEMENT	VA150	ALLOWANCE LENGTH TESTING LONG DESC1
VA007	Absent-N	VA078	DIRECTOR FEE	VA151	Payroll in IDR
VA008	Absent-O	VA079	ERP CLAIMS	VA153	Community Chest
VA009	ACTA	VA080	EURASIAN COMMUNITY FUND	VA154	VARIABLE BONUS
VA010	ADJU	VA081	EXGRATIA PAYMENT	VA155	NS PAY
VA011	ANLV_BAL	VA082	GRATUITY PAYMENT	VA156	CONTRIBUTION-CDAC

Note:

- Codes with formula 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:



Code	Description	Tax	CPF	OT	NPL	GRP
%PUB	#WORK/PUBLIC HOLIDAY PAY	1	A			
%RES	#REST DAY PAY	1	O			
&ANL	@PAID ANNUAL LEAVE	1	A			
&APL	@ALL OTHER APPROVED LEAV	1	O			
&HOL	@PAID HOLIDAY	1	O			
&MAT	@PAID MATERNITY LEAVE	2	O			

3. On the Formula Field, enter the formula.
4. Click [SAVE] button to save the formula allowance.

<u>Formula Setting (Example):</u>

E.g. CPF – CPF Payment

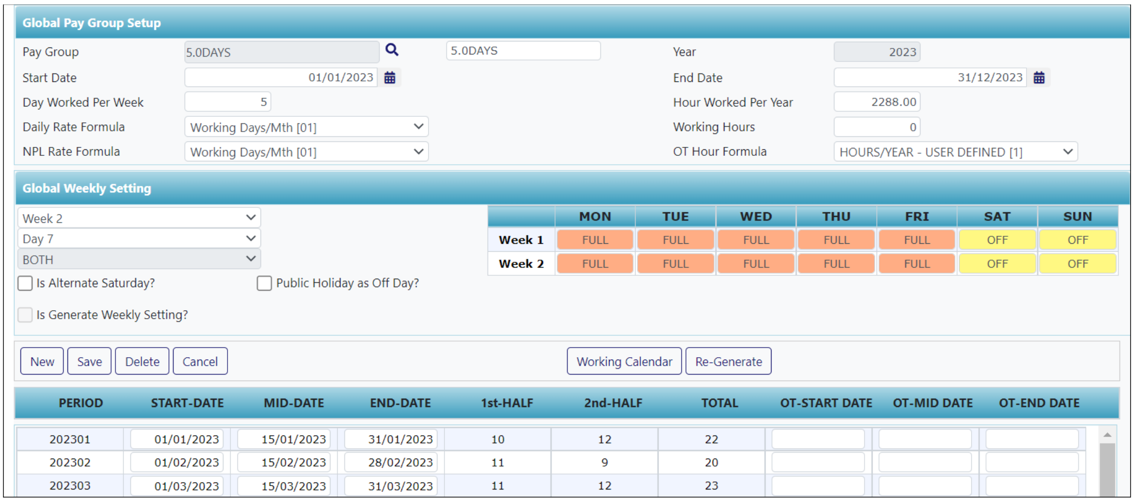
E.g. Gross Wages = VA16 = $699.00 Meal = $20

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

F. PAY GROUP SETUP

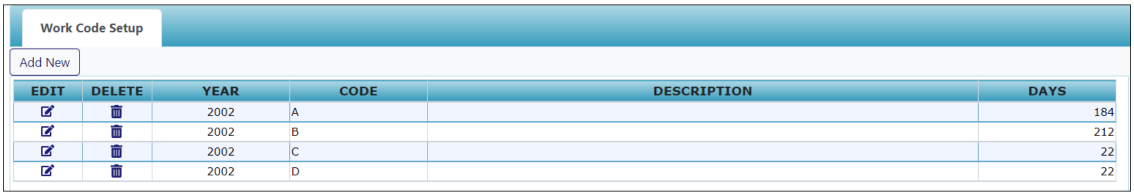
User may choose to define different pay groups for a company with a variety of working patterns. All salaries, for employees within the pay group, will be calculated based on the working pattern set in that group.

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.



Pay Group	:	Specify the pay period cut-off date. Users can define more than one pay-group to cater to their company needs.
Start Date	:	Start day of the first pay period.
End Date	:	By default, system will auto generate the end date after user enters the start date and click the [SAVE] button.
Day Work Per Week	:	Define how many days the employee works within a week.
Hour Work Per Year	:	Define how many hours the employee works in a year.
Daily Rate Formula	:	Formula to be used to compute daily rate of a monthly rated employee.
Working Hours	:	Define how many hours the employee works in a day.
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 checkbox is checked, this means only the first week's work pattern is considered and all Saturday are alternated for the month.
Public Holiday as Off Day?	:	If the checkbox is checked, this means the public holiday will be consider off day.
OT-Start Date	:	Define overtime start date period.
OT-Mid Date	:	Define overtime mid-date period.
OT-End Date	:	Define overtime end date period.

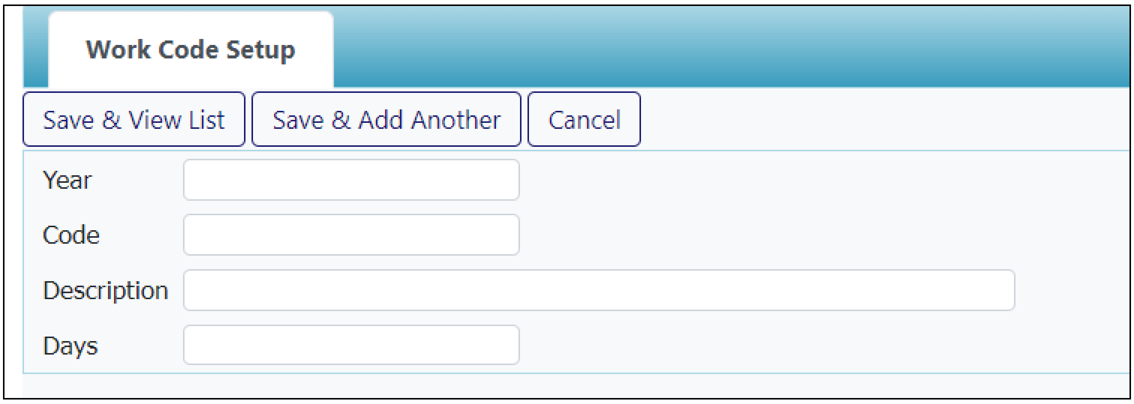
G. WORK CODE SETUP



EDIT	DELETE	YEAR	CODE	DESCRIPTION	DAYS
		2002	A		184
		2002	B		212
		2002	C		22
		2002	D		22

Step to add new work code:

1. Click on [ADD NEW] button.
2. Input the Year, Code, Description and Days value.

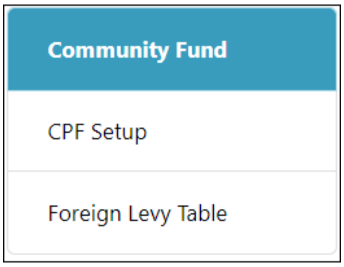


3. Click [SAVE & ADD ANOTHER] button if want to continue create another work code.

OR

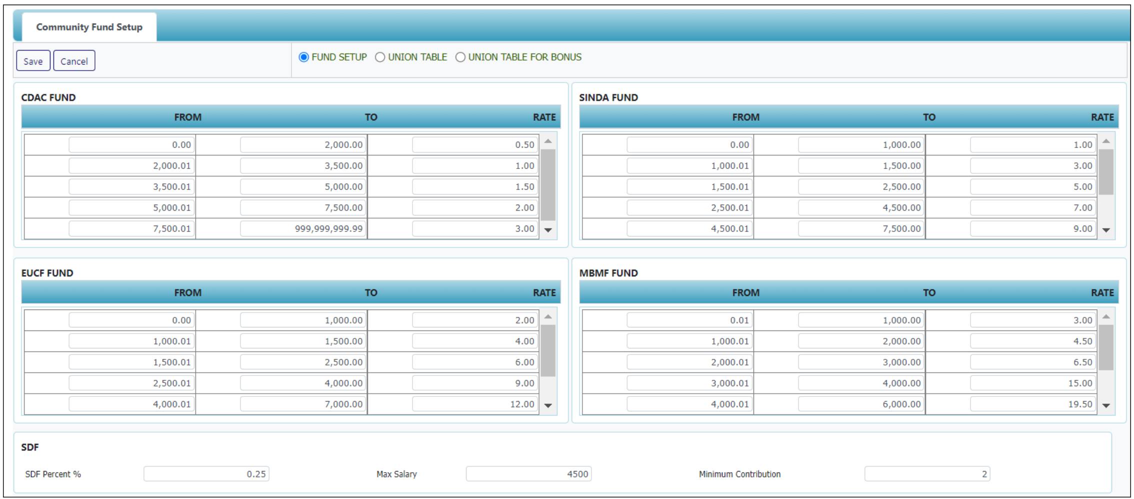
4. Click [SAVE & VIEW LIST] button if finish creating code(s).
5. Click [CANCEL] button if want to cancel the current changes.

STATUTORY SETUP



A. COMMUNITY FUND

The various community fund contributions and skill development levy setting as shown below:

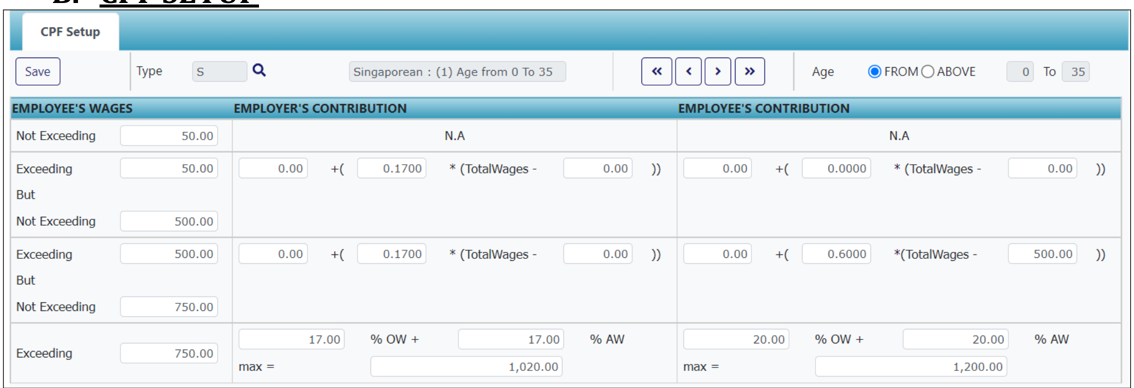


**Notes:

- **NO** Community fund contribution for resigned employee in the month of last payment.

- **NO** SDF / SDL for employee hired and resigned within the same month.

B. CPF SETUP

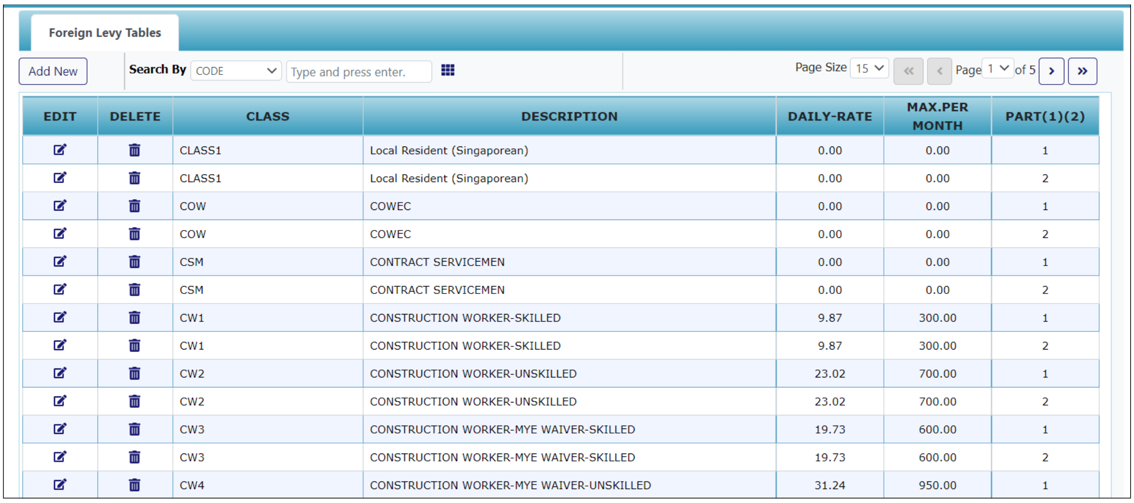


**Notes:

- All entries in the CPF tables may be **user-defined.** Users may change the table entries according to the local authority's regulations.

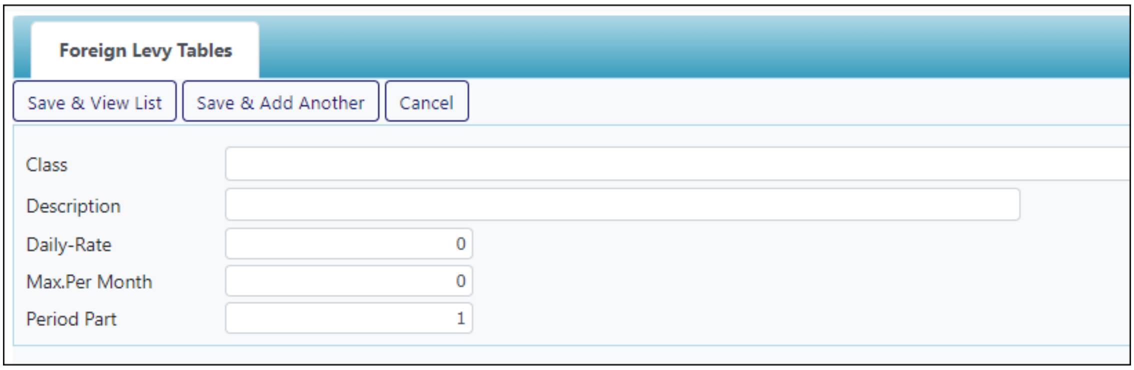
C. FOREIGN LEVY TABLE

Main Screen:



EDIT	DELETE	CLASS	DESCRIPTION	DAILY-RATE	MAX.PER MONTH	PART(1)(2)
		CLASS1	Local Resident (Singaporean)	0.00	0.00	1
		CLASS1	Local Resident (Singaporean)	0.00	0.00	2
		COW	COWEC	0.00	0.00	1
		COW	COWEC	0.00	0.00	2
		CSM	CONTRACT SERVICEMEN	0.00	0.00	1
		CSM	CONTRACT SERVICEMEN	0.00	0.00	2
		CW1	CONSTRUCTION WORKER-SKILLED	9.87	300.00	1
		CW1	CONSTRUCTION WORKER-SKILLED	9.87	300.00	2
		CW2	CONSTRUCTION WORKER-UNSKILLED	23.02	700.00	1
		CW2	CONSTRUCTION WORKER-UNSKILLED	23.02	700.00	2
		CW3	CONSTRUCTION WORKER-MYE WAIVER-SKILLED	19.73	600.00	1
		CW3	CONSTRUCTION WORKER-MYE WAIVER-SKILLED	19.73	600.00	2
		CW4	CONSTRUCTION WORKER-MYE WAIVER-UNSKILLED	31.24	950.00	1

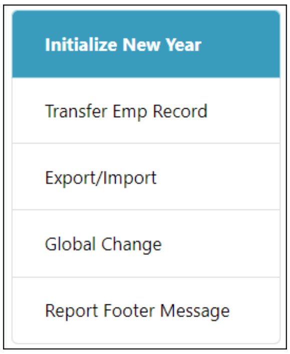
Setup Entry Screen:



**Notes:

- Foreign Levy Table may be **user-defined**. Users may change the table entries according to the local authority's regulations.

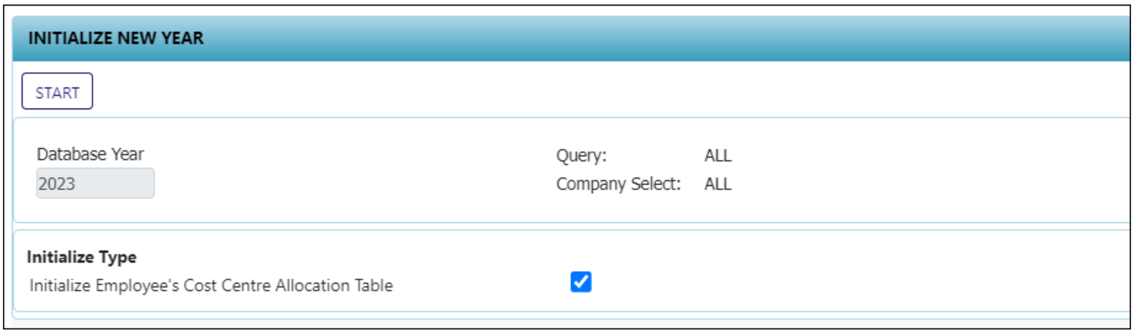
UTILITY



A. INITIALIZE NEW YEAR

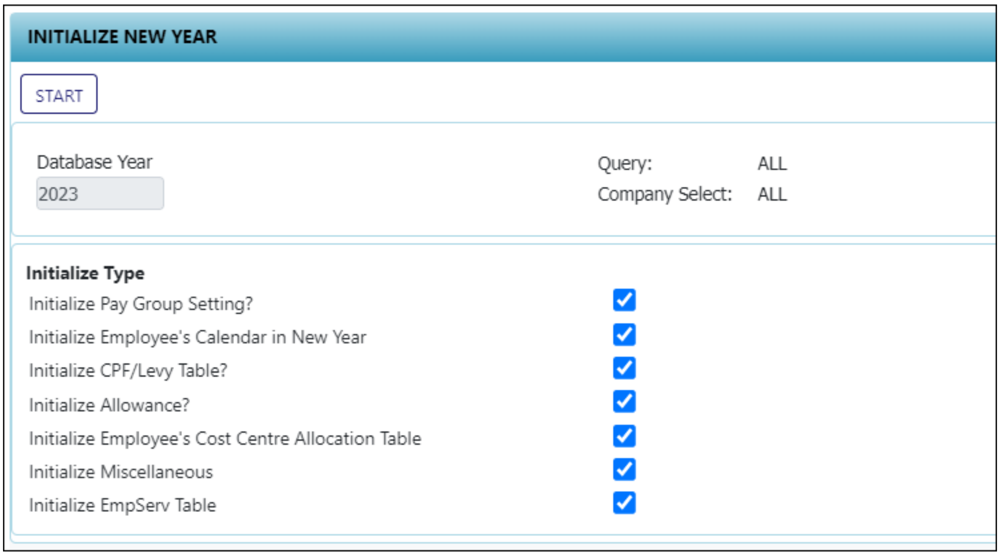
To perform only towards the end of the year. This process is to create employee's working calendar for next year, copy allowance code to next year, and create next year at login page.

****Important**: Please backup your database before starting this process.



**Note: for those who have TimesPro Leave, please run payroll initialize New Year first then only run leave initialize New Year.

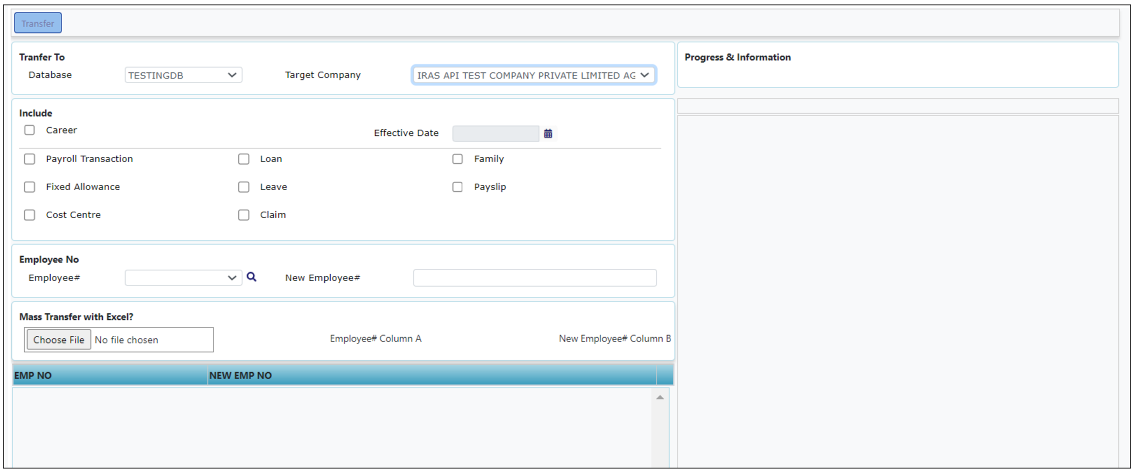
Press F10 to see more details screen.



B. TRANSFER EMP RECORD

Transfer employee data from one database to another database.

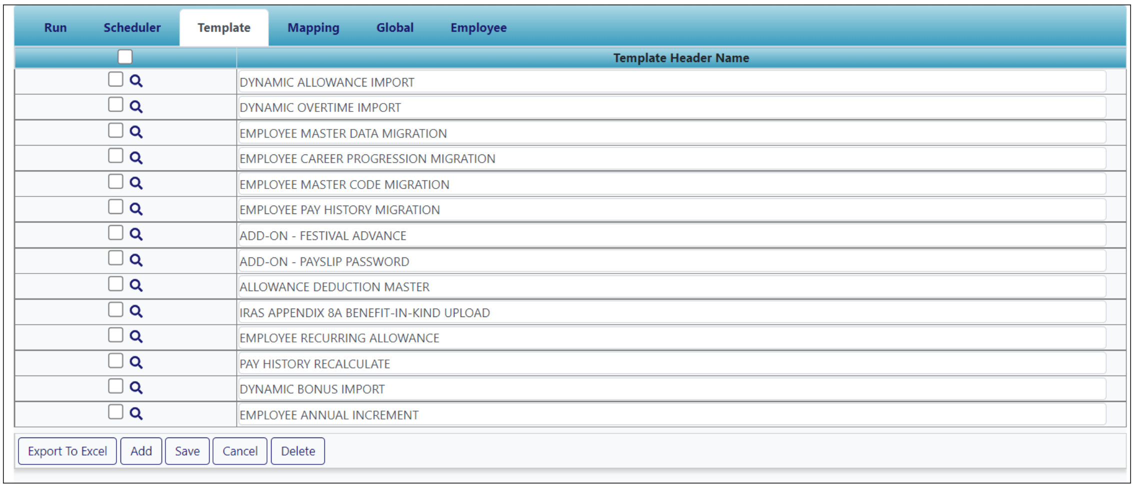
Note: this function is only work if there is more than one database.



C. EXPORT / IMPORT

❖ **Template**

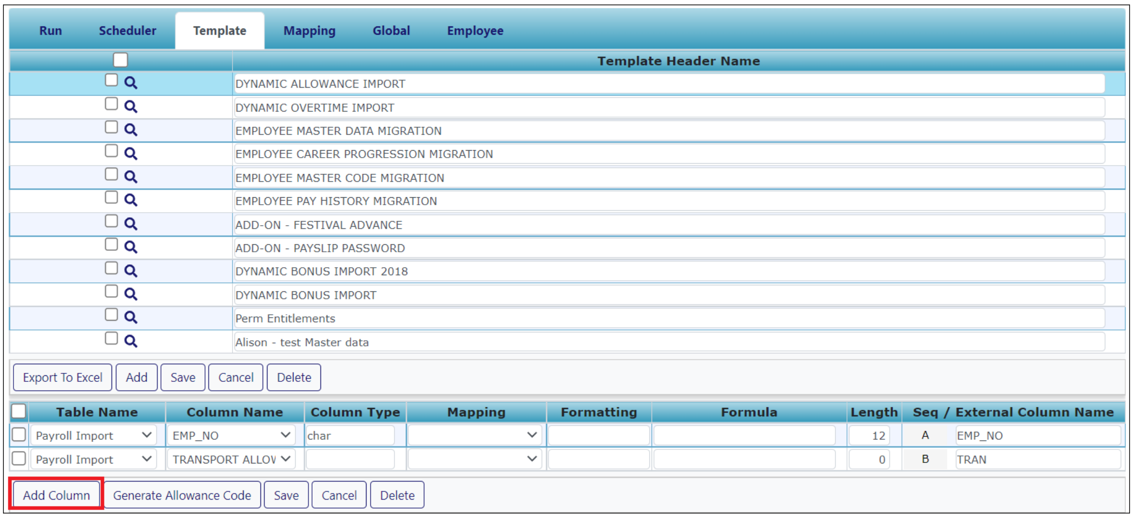
- Allow user to create different type of template for different export or import purpose.



[Export to Excel]	:	Allow user to export existing template into excel file and used for preparing import file.
[ADD]	:	Add another type of export or import template.
[SAVE]	:	Save the changes made on existing template header name or save newly created template.
[CANCEL]	:	Undo the changes made.
[DELETE]	:	Delete selected template.

Modify Dynamic Payroll Import Template

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



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:

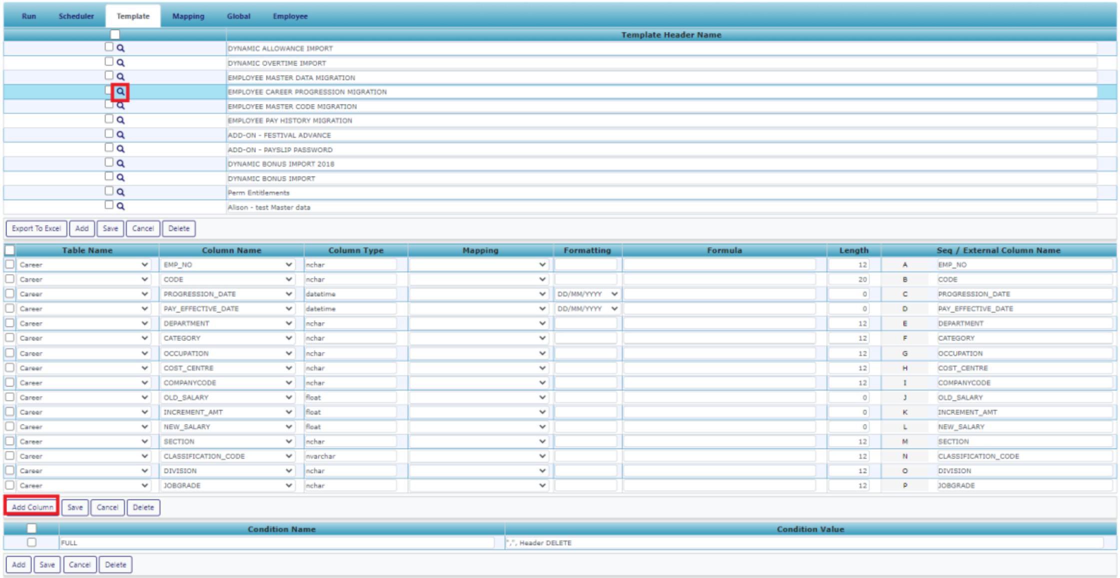
- Table Name: always select ‘Payroll Import”.
- Column Name:
  - MUST contain EMP_NO
  - Any pay code that will be used in the payroll import file.
- Column Type:
  - For EMP_NO, it is defaulted to ‘char’
  - For other pay code:
    - leave it blank means is employee amount.
    - Set to ‘DR’ means is 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.
  - 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.
  - 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]

Modify Employee & Career Import Template

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



Steps:

1. Click on icon and user will be able to see screen as above.
2. Click [Add Column] button to add in any available field(s).
3. Click [Save] button once complete the steps.

Note:

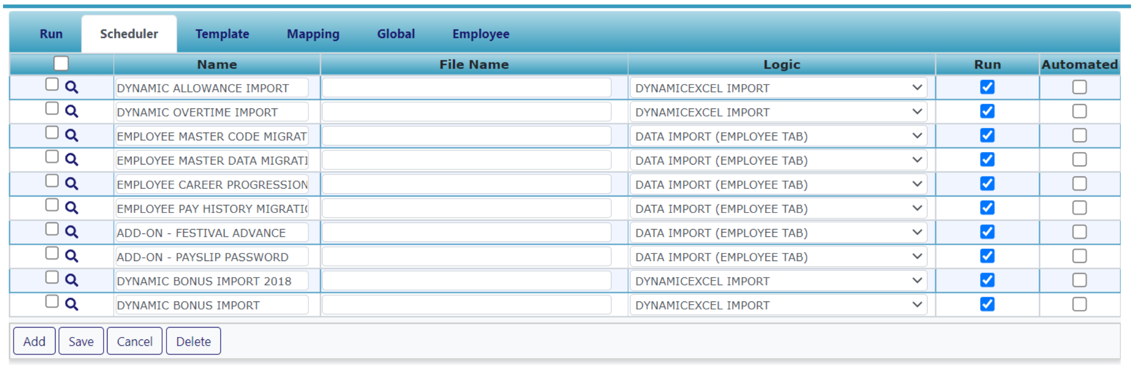
- Table Name:
  - Always select 'Employee' for Employee Master Data import.
  - Always select 'Career' for Employee Career Data import.
  - Always select 'Statutory Info' for Employee Statutory Data import. (applicable for ePayroll Malaysia only)
- Column Name:
  - Select the field that user wanted to 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.
  - 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.
    - 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]

❖ Scheduler

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



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

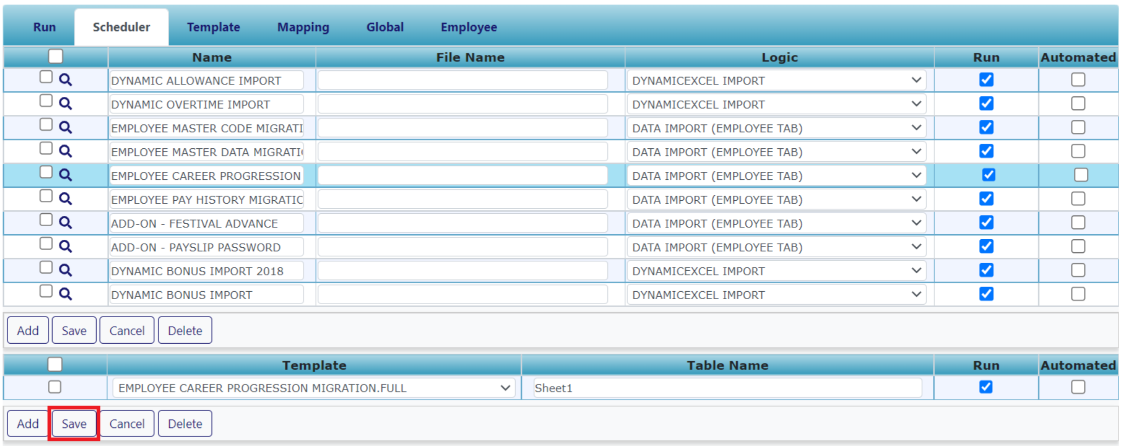
File Name : leave blank.

Logic : set to 'DYNAMICEXCEL IMPORT' or 'DATAIMPORT (EMPLOYEE TAB)'.

Run : tick the check box.

Steps to link:

1. Click on icon and user will be able to see screen as below:



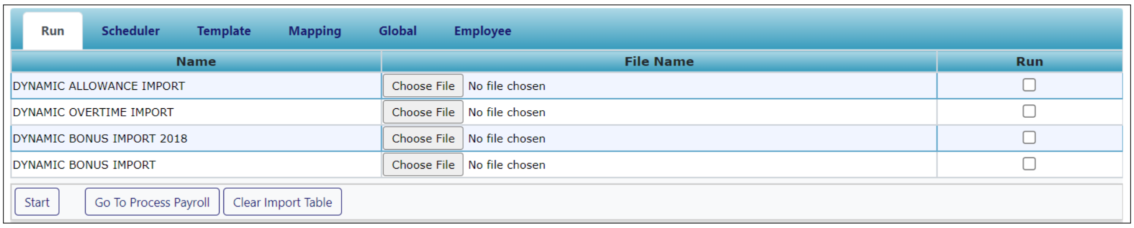
2. Select the template created.
3. Key in worksheet name at Table Name field.

   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.

❖ **Run**

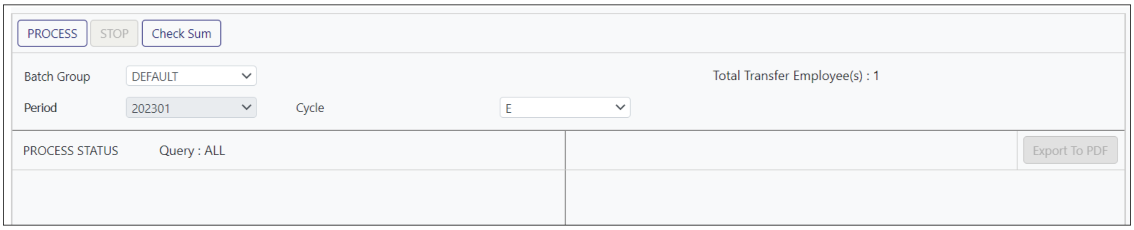
**** for those templates where the logic was set to 'DYNAMICEXCEL' ****

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



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:



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 completes the payroll processing.

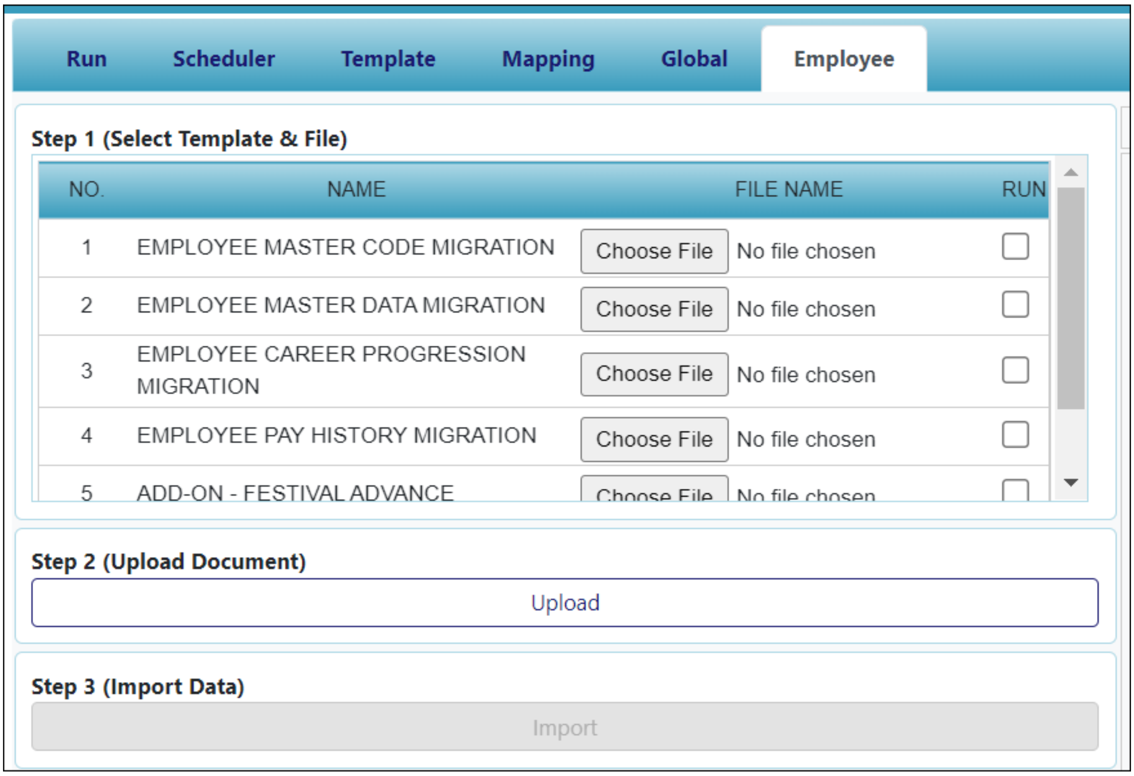
Note:

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

❖ **Employee**

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

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



Steps to import Employee Data & Career files:

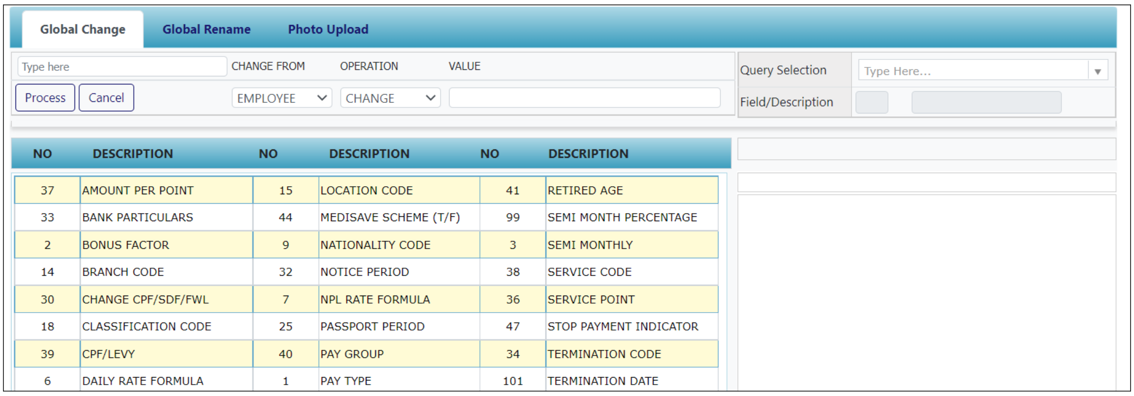
1. Click [Choose File] button to select the import file.
2. Click [UPLOAD] button then click [IMPORT] button.

D. 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.



Step to perform Global Change:

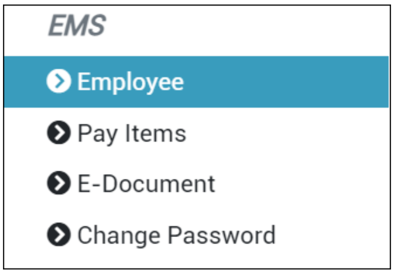
1. Select 'Change From'.
2. Select which field that user would like to change from table grid view.
3. Select group of employees that user want to include in global change activity from 'Query Selection' drop down list.
4. Key in the new value into 'Value' column.

5. Click [PROCESS] button.

E. REPORT FOOTER MESSAGE

To show footer message in report:

EMPLOYEE MANAGEMENT SYSTEM

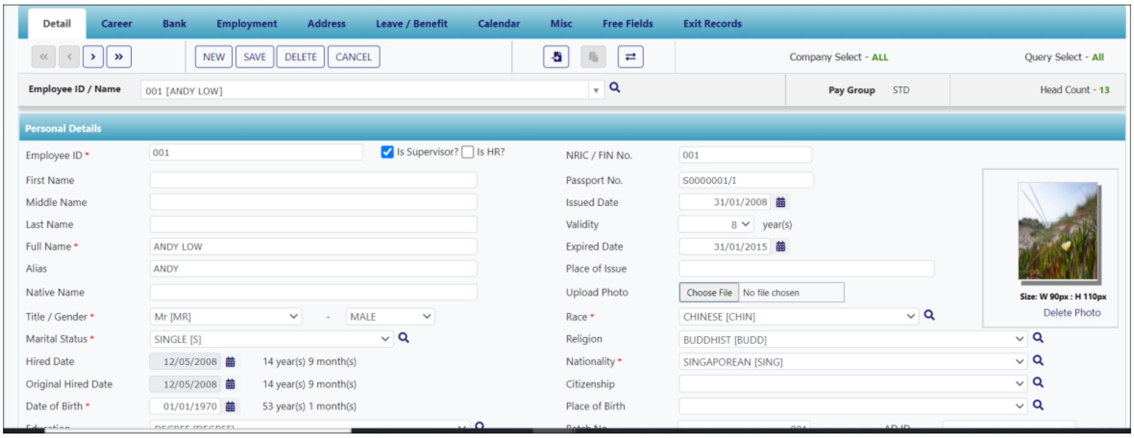


Employee Management System is to maintain staff's personal particulars, employment details, & information related to payroll.

A. EMPLOYEE

❖ Detail

Record employee personal information.



Field mark with (*) means compulsory field. HR/Payroll user MUST fill in value.

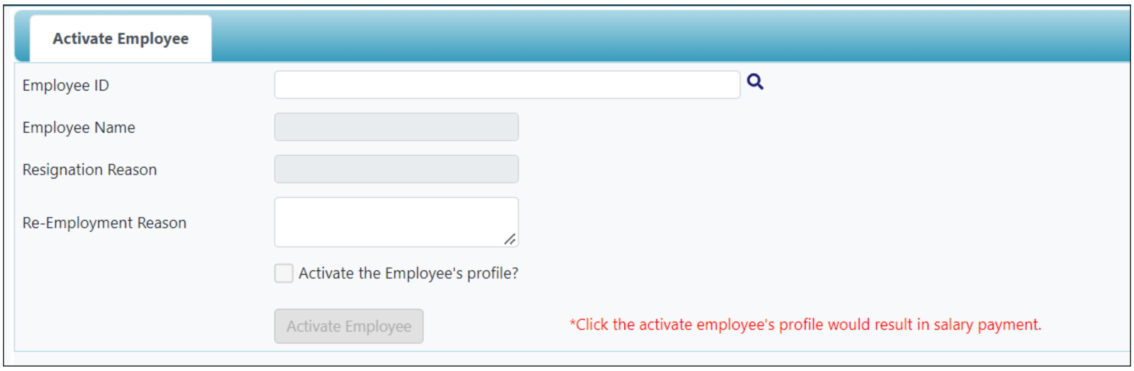
[NEW] button	:	Create employee record.
[SAVE] button	:	Save or update changes.
[DELETE] button	:	Delete employee record.
[CANCEL] button	:	Cancel current changes.
« button	:	Navigate to first employee record.
‹ button	:	Navigate to previous employee record.
› button	:	Navigate to next employee record.
» button	:	Navigate to last employee record.
Employee ID	:	Unique ID for each employee in Solution Payroll. Input maximum of 12 alphanumeric. This is required field which cannot be blank.
Is Supervisor?	:	Supervisor indicator. Important if using TimesPro Leave and/or Claim system.
First Name	:	Employee's first name.
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 / FIN No	:	Employee's NRIC number. Only for Singaporean and Singapore Permanent Resident.
Passport No.	:	Employee's passport number.
Issue Date	:	Employee's passport issue date.
Validity	:	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.
Place of Birth	:	Employee's original birth place.
Batch No.	:	Employee's proximity card number. Important if using TimesPro 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:

- This is for storing employee's spoken language, written language, & their hobby.

Special Functions:

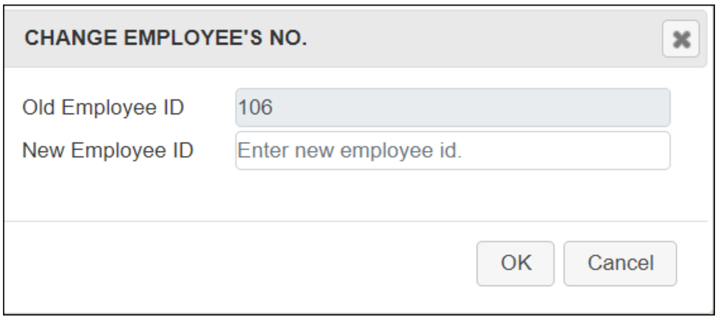
- Activate resign employee
  - To activate the resign staff from the database. For Re-hired/ Rejoin case.



Steps:

1. Select the employee from button.
2. Check the "Activate the Employee’s profile?" checkbox.
3. Click the [ACTIVATE EMPLOYEE] button to activate employee.

- Change employee ID
  - To change employee ID.



Steps:

1. Select the employee at Personal Detail screen.
2. Click the icon.
3. Key in new employee ID in "New Employee ID" column.
4. Click [OK] button to change the employee ID.
5. Click [CANCEL] button to cancel current changes.

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

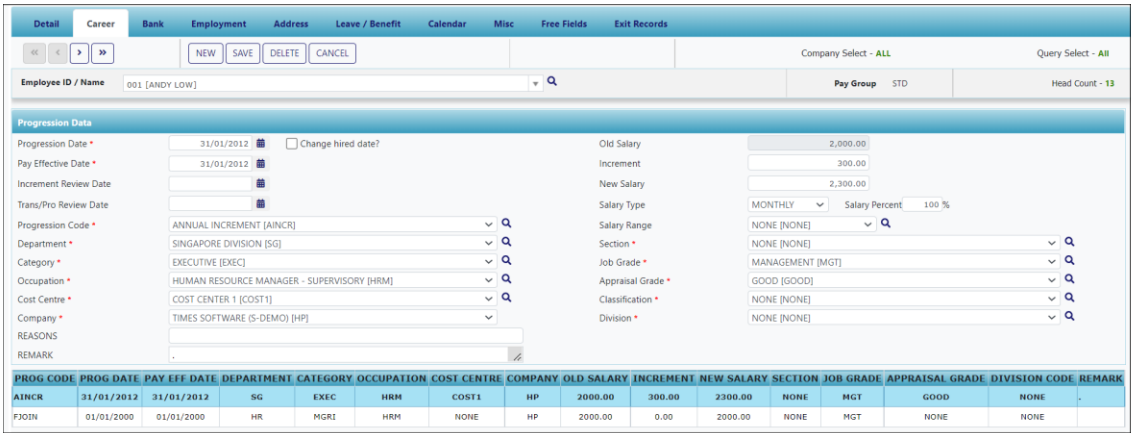
Steps:

1. Click [NEW] button to create new employee.

2. Key in Employee ID.
3. Click on button to start copy function.
4. Key in the employee ID which you wanted to copy from.
5. Click [OK] button to confirm the copy.
6. Fill in the compulsory field for the new employee.
7. Click [SAVE] button to save the record.

❖ Career

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



Field mark with (*) means compulsory field. HR/Payroll user MUST fill in value.

[NEW] button	:	Create new career record.
[SAVE] button	:	Save or update changes.
[DELETE] button	:	Delete existing career record.
[CANCEL] button	:	Cancel current changes.
« button	:	Navigate to first employee record.
‹ button	:	Navigate to previous employee record.
› button	:	Navigate to next employee record.
» 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.
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.

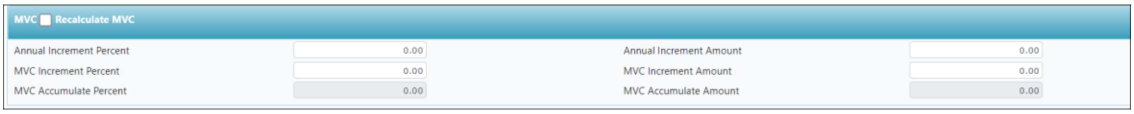
Classification : Employee's latest classification.

Division : Employee's latest division.

Reasons : Reason for career record.

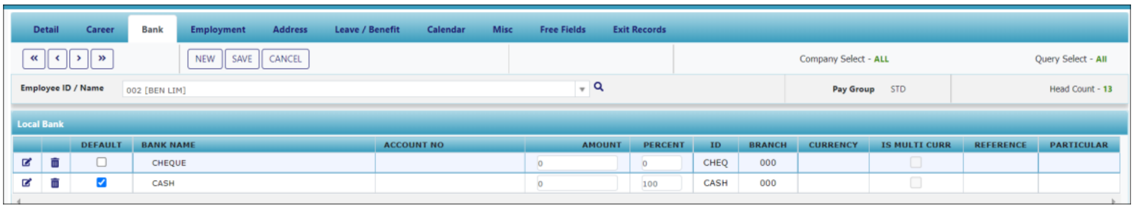
Remark : Extra remark for career record.

MVC Section : System will auto calculate based on salary amount. MVC percentage defined at global setup. (Only available when enable MVC feature)



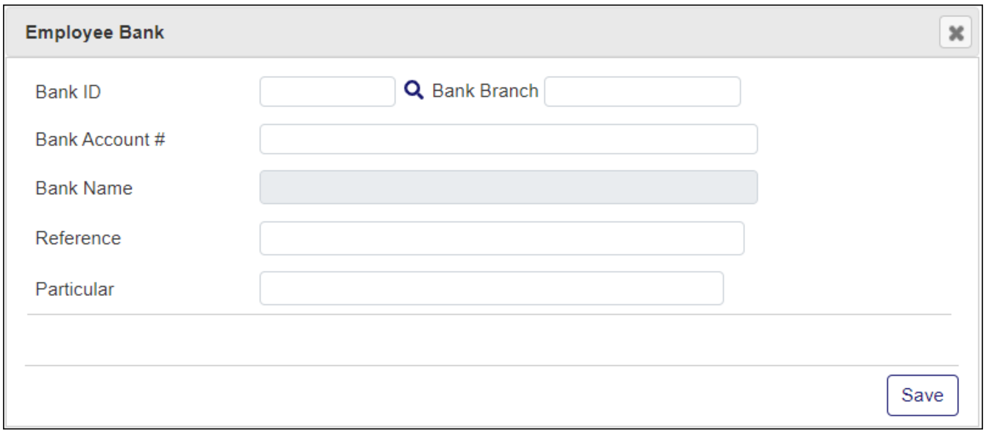
❖ Bank

Store employee bank detail for salary payment purpose.



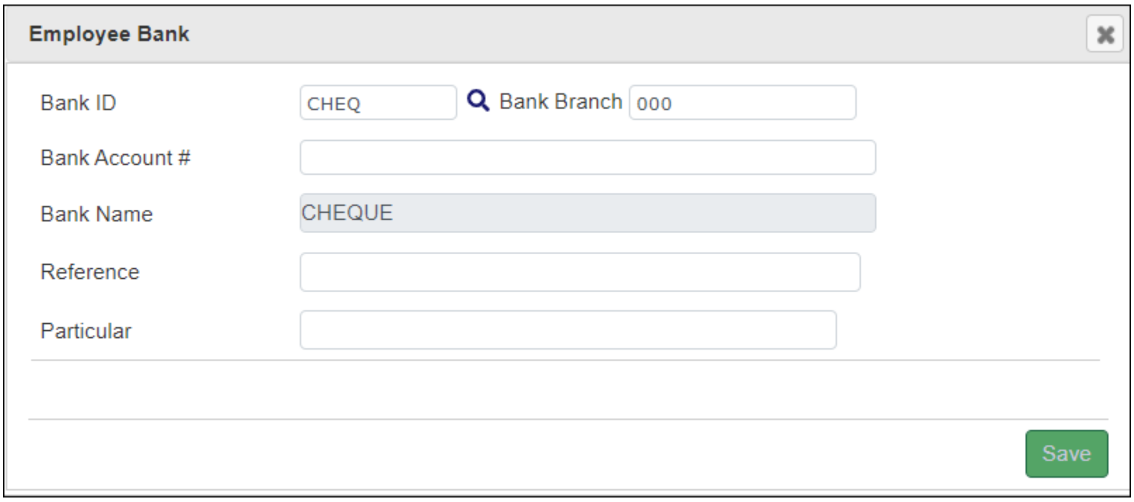
Add new bank account:

1. Click "NEW" button:



Edit bank account information:

1. Click "" icon.

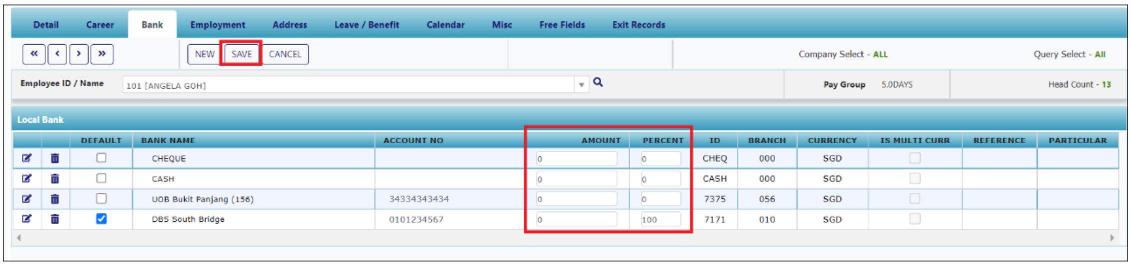


Delete bank account:

1. Click "" icon.

<u>Change payment mode</u>:

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".

<u>Split Payment:</u>

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

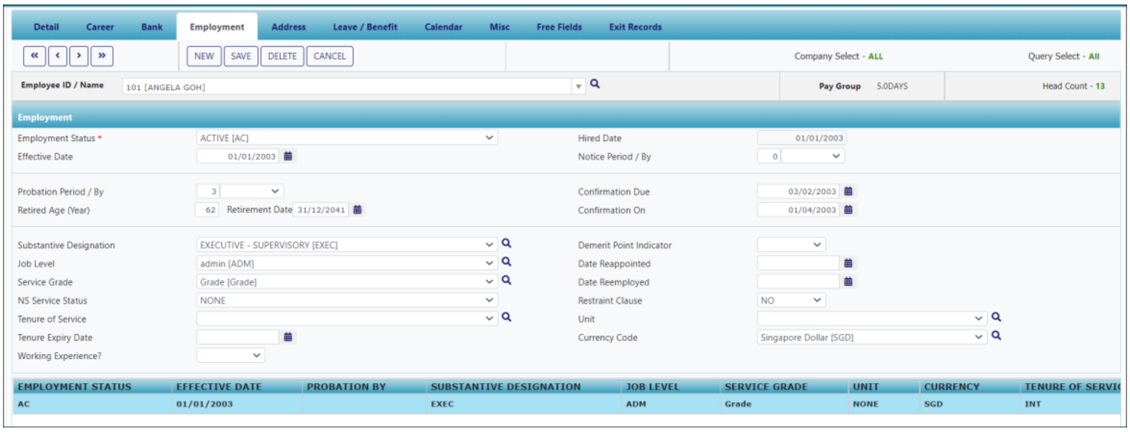
Steps:

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

3. Click the [SAVE] button.

❖ Employment

Store employee's employment information.

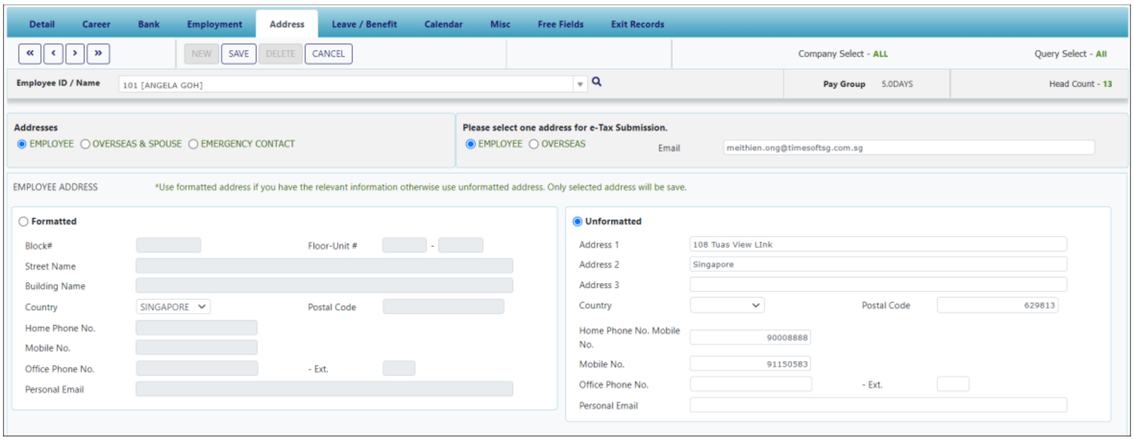


Employment Status	:	Record employee's employment status.
Effective Date	:	The effective date of employment record.
Notice Period	:	Set notice period for employee.
Notice By	:	To indicate employee's notice period is by month or by week or by day.
Probation Period	:	Set probation period for employee.
Probation By	:	To indicate employee's probation period is by month or by week or by day.
Retired Age (Year)	:	To indicate employee's retired age.
Retirement Date	:	To indicate employee's retirement date.
Confirmation Due	:	Set probation due date of employee. Link to auto prompting report.
Confirmation On	:	Record confirmation date of employee.
Substantive Designation	:	Record employee's next potential designation.
Job Level	:	Record employee's current job level.
Service Grade	:	Record employee's current service grade.
NS Service Status	:	Set for employee whether they are entitled to special benefits/ awards if they have attended National Service. E.g. if employee went for National Service for 3 years, in the case where he has served the company for 7 years, employee will be given 10 years leave entitlement or service award.
Tenure of Service	:	Record employment type such as full-time staff or contract staff.
Tenure Expiry Date	:	Record contract expiry date. Link to auto prompting report.
Working Experience	:	Record employee's working experience. Used in Key Employment Terms report.
Demerit Point Indicator	:	Allow user to activate the demerit point indicator for the employee.
Date Reappointed	:	Record reappointed date of the employee.
Date Reemployed	:	Record reemployed date of the employee.
Restrain Clause	:	Record whether employee is tie to restraint clause.
Unit	:	Record employee's unit.

Currency Code : Record currency payment to employee's salary.

❖ Address

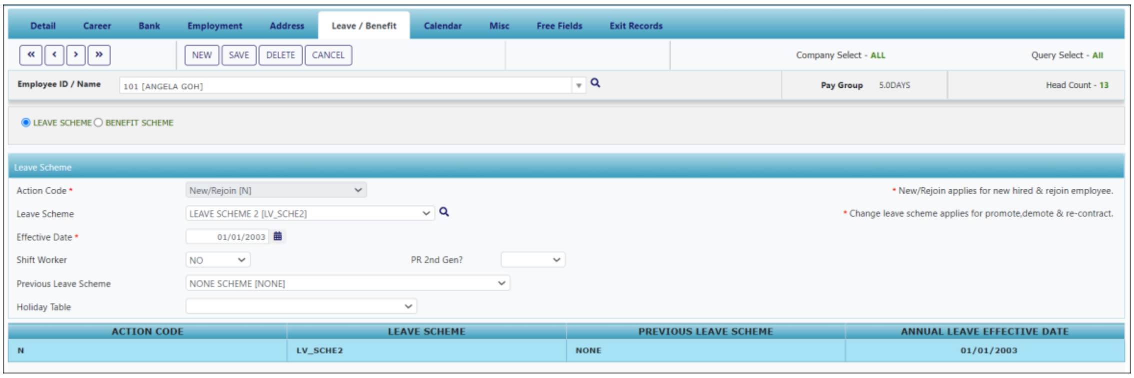
Store employee's own address, spouse address, emergency contact.



1. There are Employee, Spouse & Overseas and Emergency Contact address. Employee address is to store employee's own address for mailing and Payslip purpose.
2. User can have option to store employee's own address in Formatted or Unformatted type.
3. If user input address in formatted type, system will auto convert to unformatted type. But if user input address in unformatted type, system will NOT auto convert to Formatted type.
4. User can have option to use employee or overseas address for e-Tax Submission.
5. Email address is important if using TimesPro Email Payslip and/ or TimesPro Leave system.
6. ☐ Copy Employee's Address indicator in Spouse address is a copy function which able to copy the address from Employee address if user check this checkbox.
7. ☐ Copy Emergency Contact 1 indicator in Emergency Contact 2 address is a copy function which able to copy the address from Emergency Address 1 if user check this checkbox.

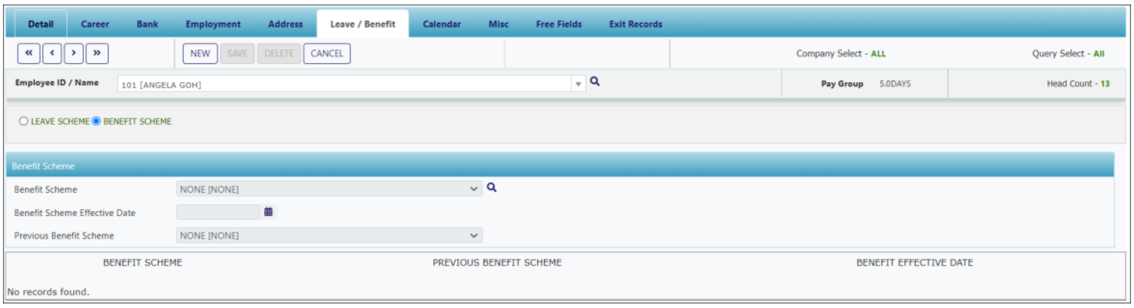
❖ Leave/ Benefits

Leave Scheme:



Action Code	:	For leave prorated purpose.
Leave Scheme	:	Define the leave scheme which employee currently entitled.
Effective Date	:	This field allows user to set when the effective date is when the employee leave effective is difference from hire date. E.g. if the hired date is 01/04/2010 but leave effective date to set to 01/07/2010 then in the leave entitlement user will be able to see the **Effective Date** indication in the **Leave Entitlement.** Usually use for staff resigned and join back later or for contract staff.
Shift Worker	:	Indicate this employee is a shift worker or not. Important if using TimesPro Leave and/or TimesPro Time Management System (TMS).
PR 2nd Gen?	:	PR second generation indicator.
Previous Leave Scheme	:	Record the previous leave scheme for this employee. And also use for pro-rate the annual leave entitlement days (need to have annual leave effective date).
Holiday Table	:	Define this employee is following which holiday code (normally is country code) for public holiday in E-Leave.

Benefit Scheme:



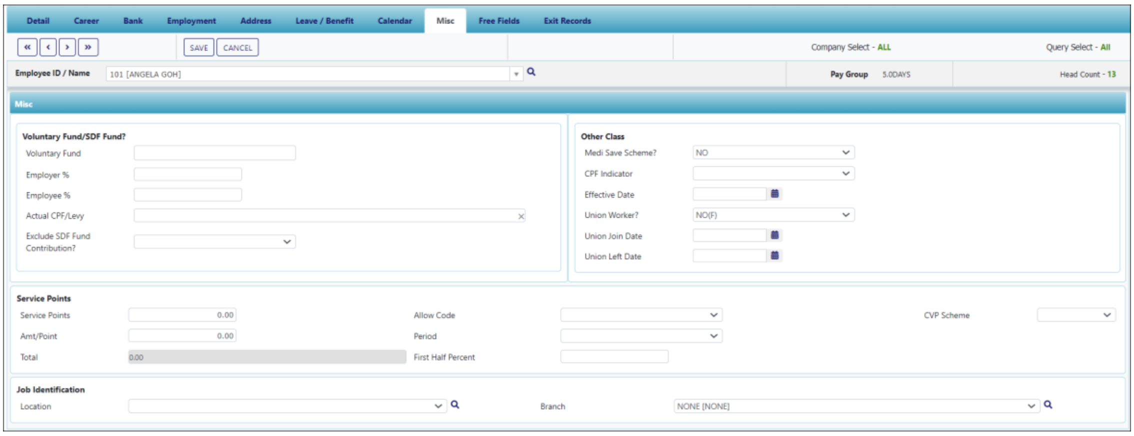
Benefit Scheme	:	Define the benefit scheme which employee currently entitled.
Benefit Scheme Effective Date	:	Record the effective date for current benefit scheme.
Previous Benefit Scheme	:	Record the previous benefit scheme for this employee.

❖ Calendar

Define employee's working calendar.

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 (OFF, FULL, HALF).

❖ Misc



<u>Voluntary Fund/ SDF Fund:</u>

Voluntary Fund will add on to the normal CPF contribution rates.

Voluntary Fund	:	Remark of the voluntary fund.
Employer %	:	The extra percentage that added to the original percentage. E.g. for CPF, the Singaporean below 50 is 14.5%. If the employer wishes to increase it to 16%, user can enter 1.50 at Employer % field.
Employee %	:	The extra percentage that added to the original percentage. E.g. For CPF, the original % for Singaporean below 50 is 20%. If the employee wishes to increase it to 22%, user can enter 2.00 at the Employee % field.
Actual CPF/Levy	:	Select actual CPF Levy for the software to calculate the voluntary CPF.
Exclude SDF Fund Contribution	:	If set to YES then system will <u>NOT</u> compute the SDF for the employee.

**NOTE:

If the employee is a PR 1st year or 2nd year but they are contributing a full rate as the Singaporean, user can set their CPF/Levy to CLASS1 and set the Actual CPF/Levy to PR as well as the PR Approval Date.

<u>Other Class:</u>

Medi Save Scheme?	:	Select YES to indicate employee contributes to Medi Save Scheme.
CPF Indicator	:	Allows the user to indicate whether this employee is a newly hired employee, an existing employee or terminated staff. For E.g. if the employee is an existing staff who has resigned but joined back the same company and will be making use of the same employee code. In this case, the user can remove the termination date and set the **CPF Indicator** as New. At the same time, user can also specify when the Effective Date is.
Effective Date	:	Related to CPF Indicator.

Union Worker	:	Select YES to indicate employee is union worker.
Union Join Date	:	Joining date to UNION.
Union Left Date	:	Date when employee left the UNION.

<u>Service Points:</u>

Note: for Hotel industry use and is link to payroll.

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

<u>Job Identification:</u>

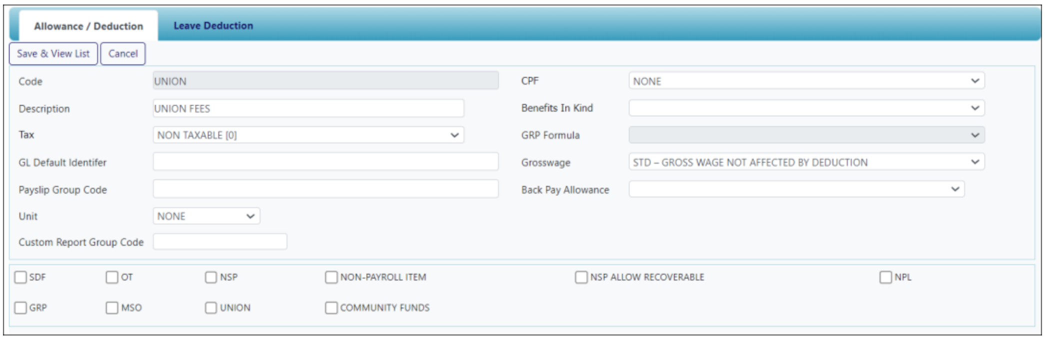
Branch	:	Record employee's latest branch.
Location	:	Record employee's latest location.

Note (UNION worker):

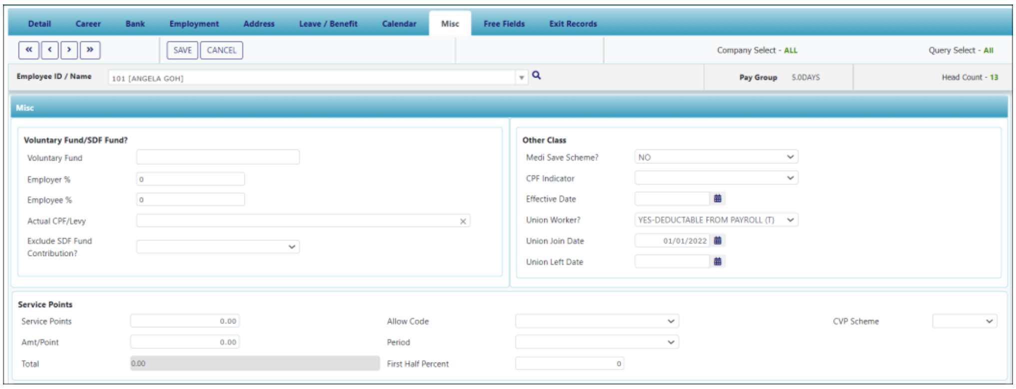
- System able to calculate UNION contribution based on condition/setup below:

1. Setup UNION rate table under Statutory Setup → Community Fund → UNION table:

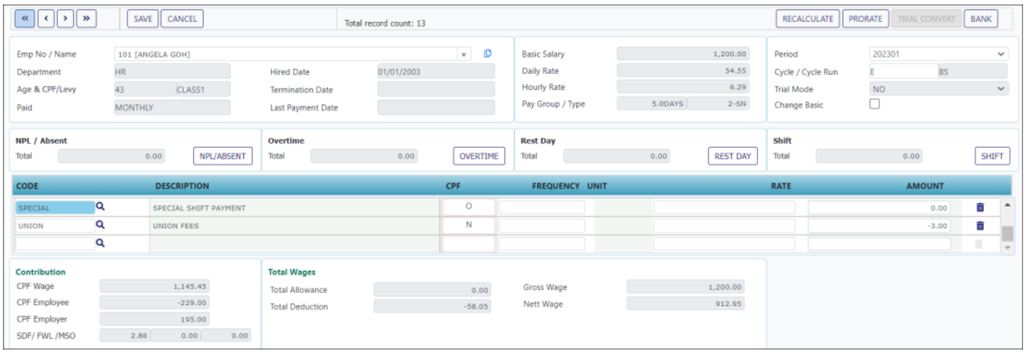
2. Allowance/Deduction table must have a code-named UNION:



3. In Misc tab, user need to indicate whether the employee is UNION worker.

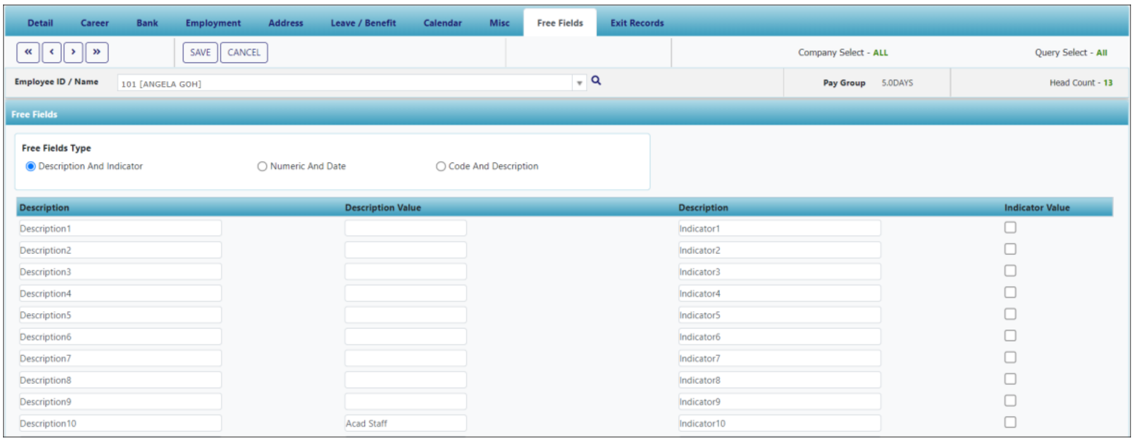


4. System will include the UNION contribution in the end month cycle payroll



❖ Free Field

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



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.

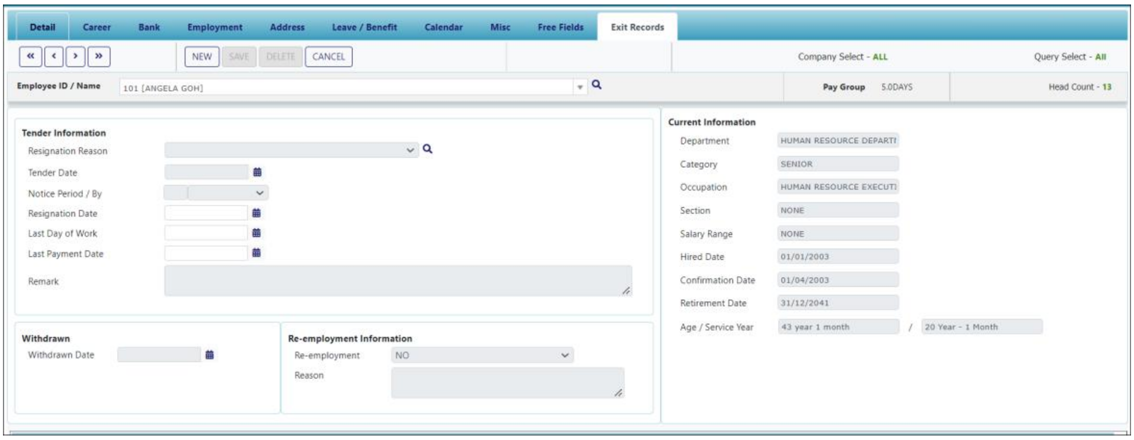
Steps to change the label:

1. Change the label name by editing the wording in the textbox.
2. Click [SAVE] button to save the changes.

❖ Exit Record

Update when the employee left the company.

Tender Information:



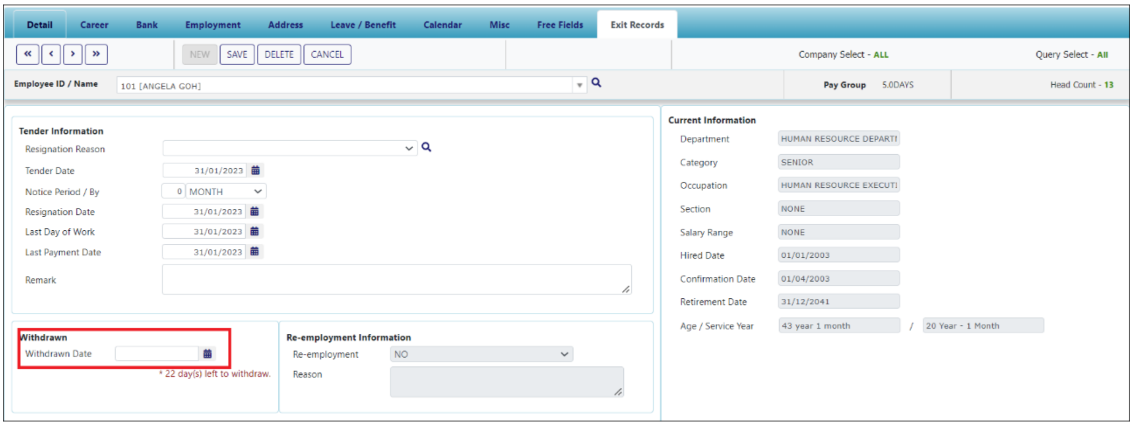
Resignation Reason	:	Record the reason of resignation. This record will link to labour market survey report.
Tender Date	:	Date by which the tender is required to be delivered to the employer.
Notice Period	:	Notice period if the employee resigns.
Notice Period By	:	Set notice period by month, by week or by day.
Last Payment Date	:	Date when employee get their last payment.
Last Day of Work	:	Last day the company contractually employs that employee.
Remark	:	Record any extra information.

**Note:

- System will auto calculate the resignation date based on the Notice Period and Notice Period By that user input.
- The last payment date will appear after user creates the tender information.

Withdrawn:

Enabled after user create tender information.

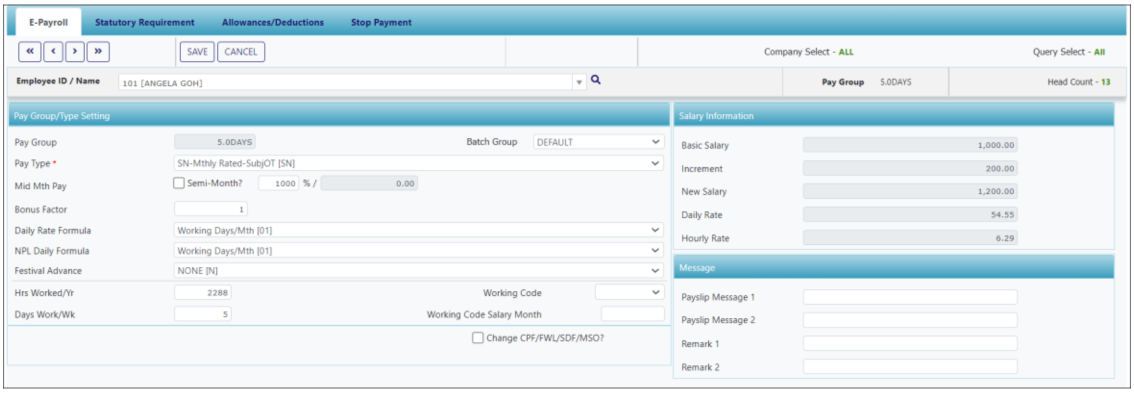


Withdrawn Date: the date when employee withdraws from his/ her resignation.

B. PAY ITEMS

❖ ePayroll

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



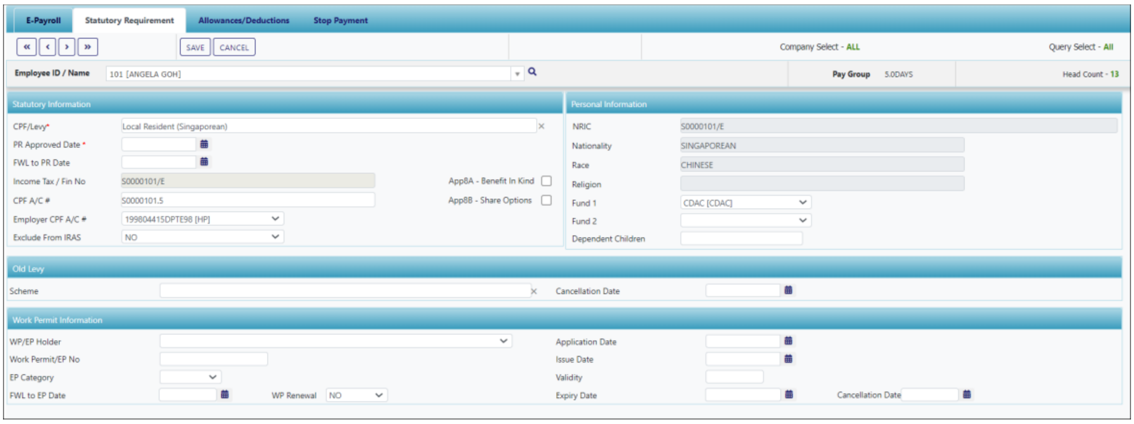
Batch Group	:	For batch group payroll processing.
Pay Type	:	Define payment type for employee. (Monthly, Daily, or Hourly)
Mid-Mth Pay	:	Specify mid-month pay either by percentage or by a fixed amount. (Only applicable if "Semi-Month?" checkbox is checked.)
Semi-Month	:	Check the checkbox if employee is paid twice monthly.
Bonus Factor	:	Set bonus factor for employee. (The multiplying factor for bonus computation, unit in months)
Daily Rate Formula	:	Formula used to compute daily rate.
NPL Daily Formula	:	Formula used to compute the no pay leave deduction rate.
Hrs Worked / Yr	:	Define hours worked per year for employee.
Days Work / Wk	:	Define days worked per week for employee.
Working Code	:	Select work code (different working day) for employee.
Working Code Salary Month	:	Allow user to setup number of month used to compute the field such as NPL, Daily Rate.
Payslip Message 1	:	Display the first line payslip message for individual employee.
Payslip Message 2	:	Display the second line payslip message for individual employee.
Remark 1	:	Extra field to keep any information for the employee.
Remark 2	:	Extra field to keep any information for the employee.
Change CPF/FWL/SDF/MSO?	:	When checkbox is checked, payroll user is allowed to change the CPF contribution amount, FWL amount, and SDF amount for the employee after process payroll at modify pay record.

**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.

❖ Statutory Requirement

Store the employee information related to government statutory requirement.



CPF/ Levy : Define employee's CPF/Levy scheme.

CLASS1 : CPF rate will be based on Singaporean.

PR : CPF rate will depend on PR Approval Date.

NONE : Use for employment pass holder or staff who do not wish to contribute CPF under approval from CPF board.

For foreign worker, user needs to select the levy classes. E.g. CW1, CW2.

PR Approved Date : Record employee's date of obtain his/her Singapore Permanent Resident status. Important to payroll calculate the CPF contribution.

FWL to PR Date : If employee is converted from a work permit/employment pass class to PR class, user must input the effective date in the 'FWL to PR Date' field. System will handle prorated FWL and PR CPF contribution rates accordingly.

Income Tax/FIN No. : Record employee's income tax number. System will auto populate if user key in employee's Singapore IC (Singaporean & Singapore Permanent Resident) or FIN number.

CPF A/C No. : Record employee's CPF account number. System will auto populate if user input employee's Singapore IC (Singaporean & Singaporean Permanent Resident).

Employer CPF A/C No. : Record employer's CPF account number. System will auto populate from the Company Setup when user update employee's company at Career Progression.

App8A-Benefits in kind : Tick the checkbox if the employee has benefits in kind, this employee will show in IRAS check list report.

App8B-Share Options : Tick the checkbox if the employee has share option, this employee will show in IRAS check list report.

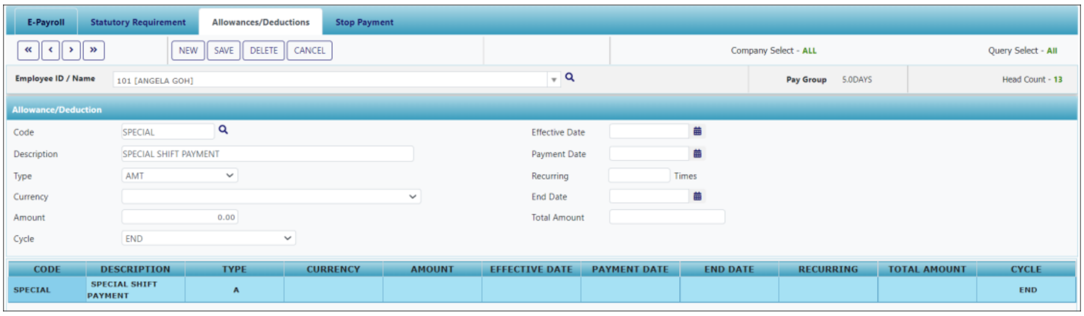
Exclude from IRAS : After submitted IR21 for employee (foreigner resigns), set to YES hence system will skip the employee when generate IR8A.

Fund 1 : System will auto populate community fund based on the nationality (SING or SPR) and RACE (CHIN or MALA or INDI or EURA). However,

		user can manually remove the fund code if employee choose to opt out fund contribution.
Fund 2	:	Define employee's additional community fund.
Dependent Children	:	Define employee's dependent child. (Only for report display purpose)
WP/EP Holder	:	Record work pass that employee is currently holding.
Work Permit/EP No.	:	Record employee's work permit/employment pass number.
EP Category	:	Record work pass category that employee is currently holding.
FWL to EP Date	:	If employee is converted from a work permit to employment pass class, user must input the effective date in the 'FWL to EP Date' field. The system will handle the prorated FWL contribution rates accordingly.
WP Renewal	:	Select YES and system will not prorate FWL amount.
		Select NO and system will prorate FWL amount based on effective date.
Application Date	:	Record work pass application date.
Issue Date	:	Record work pass issue date.
Validity	:	Record work pass validity years.
Expiry Date	:	Record work pass expiry date. System will auto compute expiry date if user input the valid years.
Cancellation Date	:	Record work pass cancellation date.

❖ Allowance/ Deductions

Store employee's recurring allowance/ deduction for payroll computation purpose.



[NEW] button	:	Create new allowance/deduction.
[SAVE] button	:	Save or update changes.
[DELETE] button	:	Delete existing allowance/deduction.
[CANCEL] button	:	Cancel current changes.
Code	:	Allowance/deduction code.
Description	:	Display description of allowance/deduction code.
Type	:	Define type of allowance/deduction. (Amount/Rate)
Currency	:	Define currency type of allowance/deduction. Important for multi-currency payroll.
Amount	:	Define amount/rate of allowance/deduction. (Negative amount means deductions)
Cycle	:	Define which pay cycle to pay the allowance/deduction.
Effective Date	:	Define effective date of allowance/deduction.
Payment Date	:	Define payment date of allowance/deduction.
Recurring	:	Define number of times the allowance/deduction shall recur.
End Date	:	Define end date of allowance/deduction.
Total Amount	:	System will auto compute total amount if user enter the effective date and end date.

**Note:

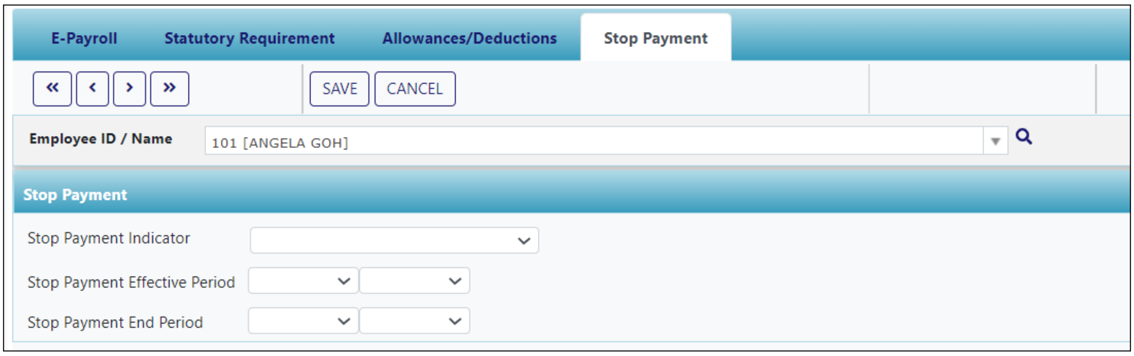
- System able to prorate allowance/deduction based on the effective date and payment date that user entered.
- Code with yellow text highlight colour indicates this is an allowance/deduction where system will automatically prorate if staff works less than a month. Example:

CODE	DESCRIPTION
ATTN	ATTENDANCE ALLOWANCE

- 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
SPECIAL	SPECIAL SHIFT PAYMENT

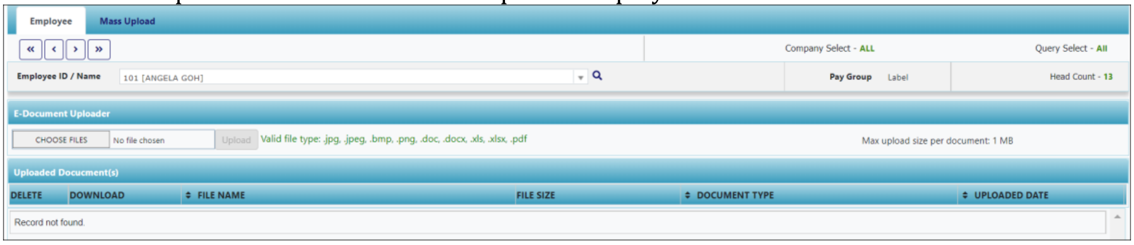
❖ Stop Payment



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 Period	:	Record stop payment's start period.
Stop Payment End Period	:	Record stop payment's end period.

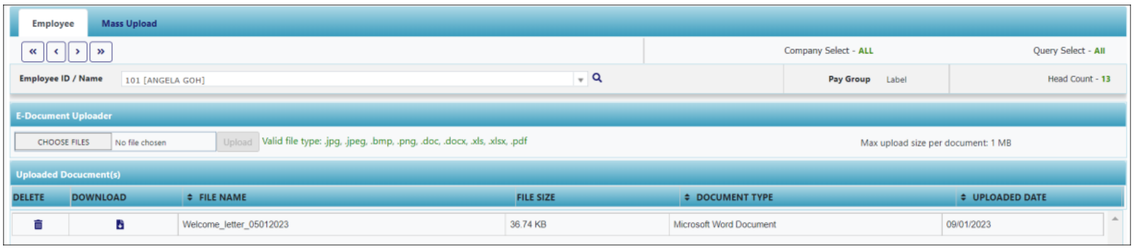
C. E-DOCUMENT

Allow user to upload the document file for specific employee.



Steps to upload document file for specific employee:

1. Select the employee's name.
2. Then click on [CHOOSE FILES] 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.

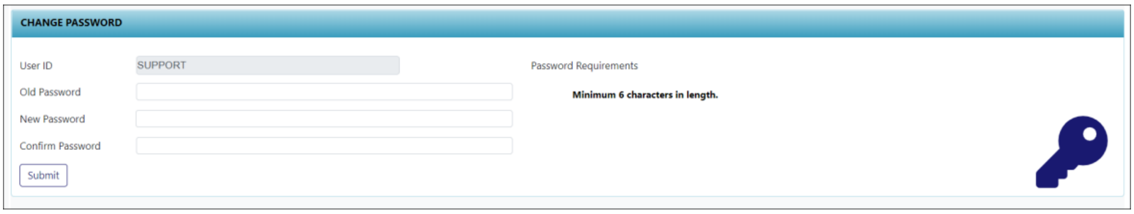


5. User able to click on  icon to download the file.

User also allowed to perform mass upload document:

D. CHANGE PASSWORD

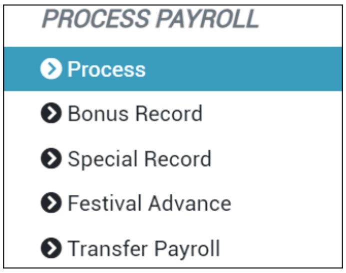
Allow E-Payroll user to change their password.



Steps:

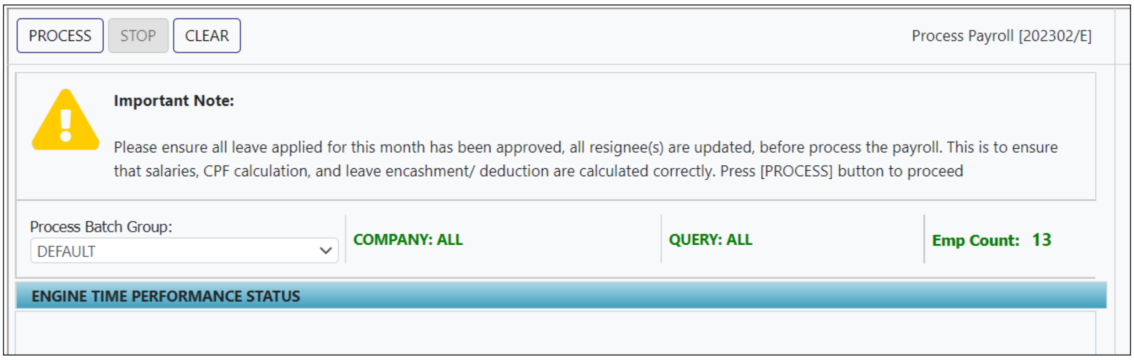
1. Enter old password.
2. Enter new password and confirm password.
3. Click [SUBMIT] button to complete the change password process.
4. System will redirect the user to login again to E-Payroll.

PROCESS PAYROLL

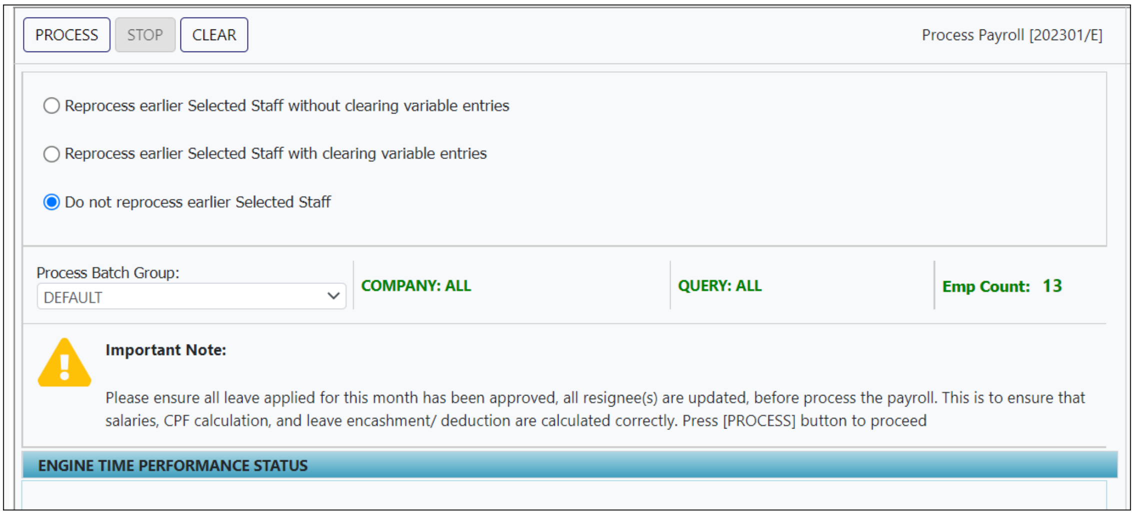


A. <u>PROCESS</u>

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



After there is transaction payroll in the login period:



<u>The Process Options:</u>

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.

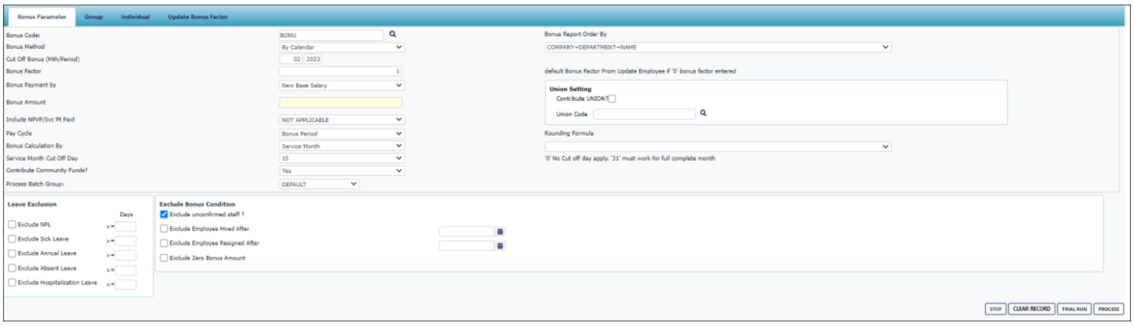
Process Batch Group: only process those employees with the batch group selected.

[PROCESS] button	:	Process payroll based on login period.
[STOP] button	:	Stop processing payroll.
[CLEAR] button	:	Delete the payroll transaction based on login period.

B. BONUS RECORD

Process Bonus is to compute employee's bonus.

1. Bonus Parameter

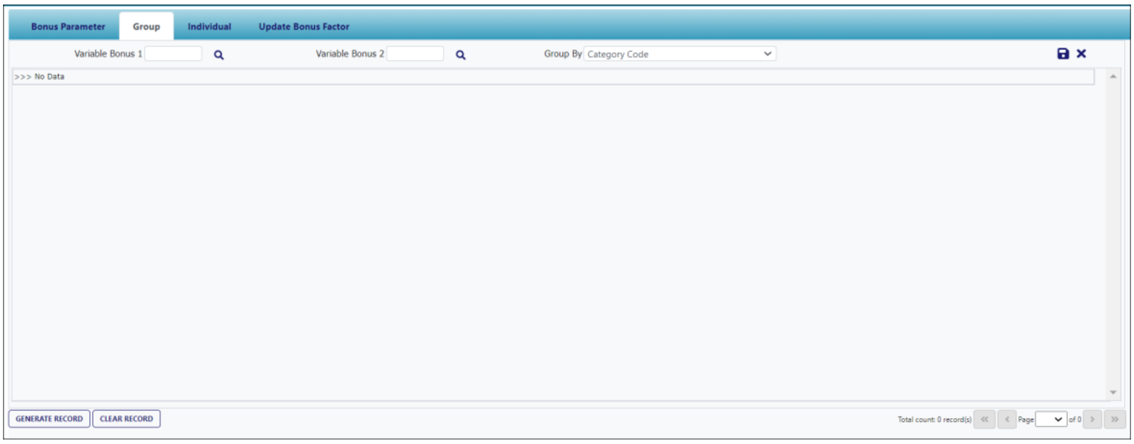


Bonus Code	:	Choose defined code from allowance/deduction code table. Please note that user is strongly encouraged to use allowance code that starts with 'BONU'. Example, 'BONUS', 'BONUAWS'. With the code starts with 'BONU', Solution Payroll will be able to separate the bonus amount from other allowance amount in the payroll report.
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 set to zero, Bonus Factor specified in Update Employee's records are used instead.
Bonus Payment By	:	Define which salary should be taken for bonus amount calculation. (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 Bonus Payment By.
Include NPVP/SVC Pt Paid	:	Yes/No. (NPVP – Non Pensionable Variable Payment)
Pay Cycle	:	Mid-month period, End-month period, and Separately (most recommended method – Bonus cycle).
Bonus Calculation By	:	Service months (Standard Option), Calendar days, Working days, None (No proration for Bonus)
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 Fund	:	Set whether to include community fund in the Bonus cycle. 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 payroll. User need to select the code used for process bonus record before click this button.
[TRIAL RUN] button	:	Preview bonus projection report.
[PROCESS] button	:	Process bonuths pay.

2. Group

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



**Important:

- If user is not using Group setup, please ensure that the list is empty before perform standard Bonus run.
    - This setup will supersede the standard setup on "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
- Job Grade Code
- Classification Code

[GENERATE RECORD] button – generate employee listing based on group selected.

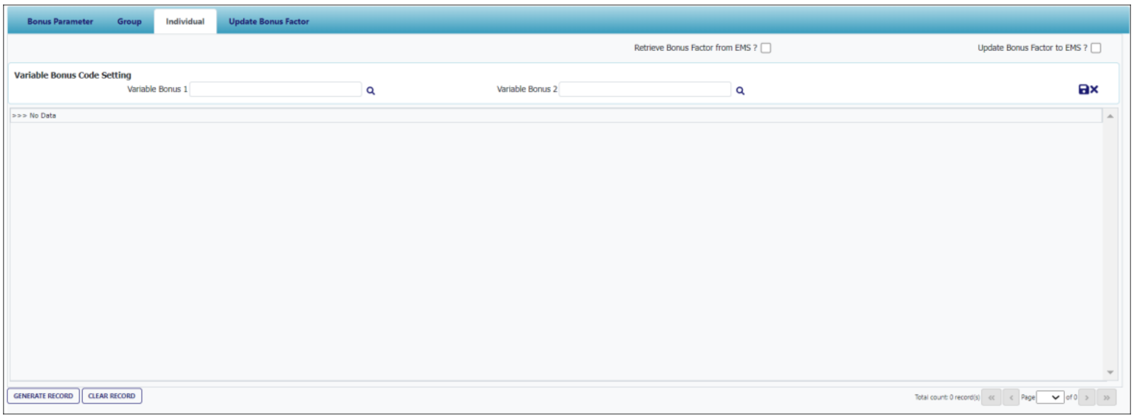
[CLEAR RECORD] button – clear/delete the employee listing.

Steps:

1. Select the employee group from "Group By" drop down list.
2. Click the [GENERATE RECORD] button.
3. Key in the Bonus Factor or Fix Amount or Variable Bonus for individual group.
4. Go to "Bonus Parameter" to process Bonus.

3. Individual

This section allows payroll user to setup the Bonus factor/ fix amount by individual employee.



**Important:

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

[Retrieve Bonus Factor from EMS?]	-	Check the checkbox to enable system to retrieve Bonus Factor from Employee Management System when user click the [Gerate Record] button.
[Update Bonus Factor to EMS?]	-	Check the checkbox to enable system to update the Bonus Factor that entered by user at this screen back to Employee Management System when user clicks the [Gerate Record] button.

Steps:

1. Click on [Gerate Record] button.
2. Key in the Bonus Factor / Fix Amount / Variable Bonus for individual employee.
3. Click on [Save] icon to save the changes.
4. Go to "Bonus Parameter" to process Bonus.

Note 1:

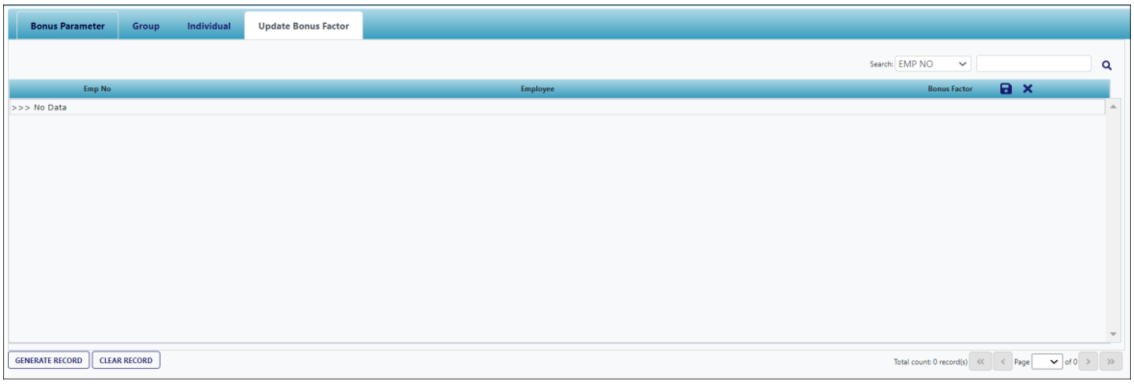
- The bonus factor and fix amount that user entered is for the bonus payout selected at Bonus Parameter.
- User can only key in either bonus factor or fix amount for individual employee.

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.



**Important:

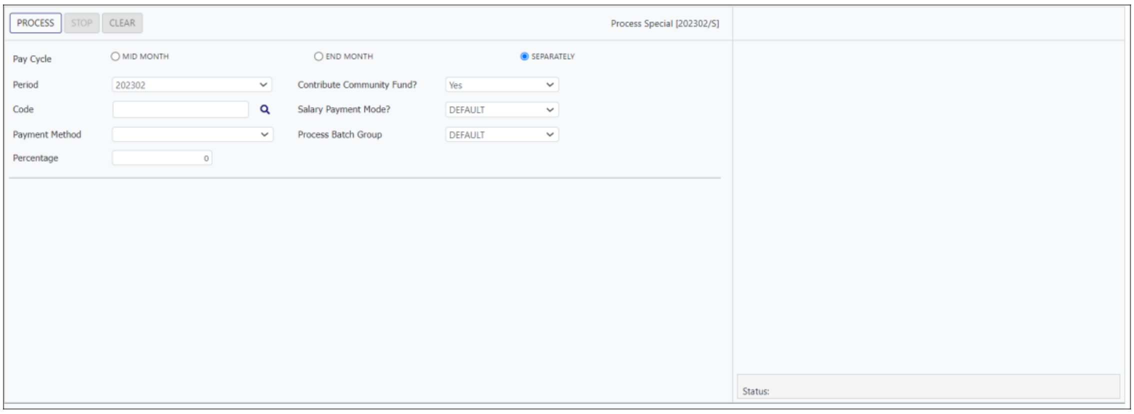
- If user is not using Individual setup, please ensure that this list is empty before performing the standard Bonus run.
- This setup will supersede the standard setup on the "Bonus Parameter" tab.

Steps:

1. Click on [Generate Record] 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

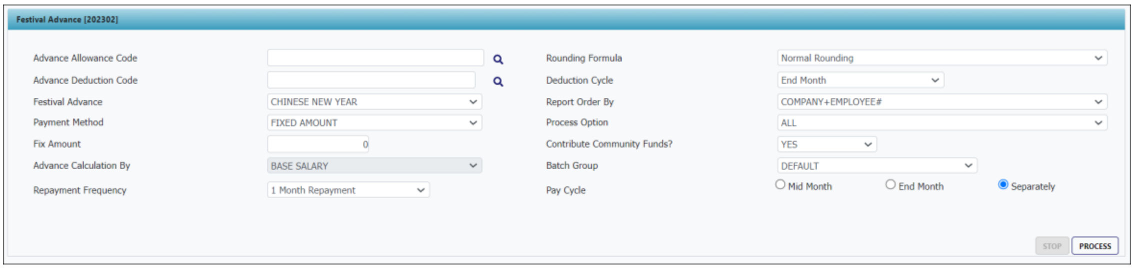
Process Special Record allows payroll user to make extra payout to the staff. This can include incentive allowances, awards & etc.



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 extra pay-out (depend on payment method).
Contribute Community Fund	:	Set whether to include the community fund in the Special cycle. 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 batch group selected.
[PROCESS] button	:	Used to process special pay.
[STOP] button	:	Stop processing special pay.
[CLEAR] button	:	Clear all processed special pay from the payroll. Users need to select code used in the process special record before click the button.

D. FESTIVAL ADVANCE

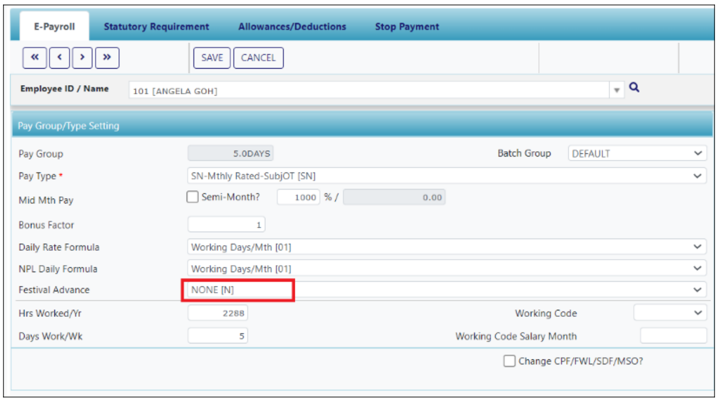
Allow employer to pay the special payment for all the staff during festival season in advance and enable automatic deduction to be made for the advance payment in the following/ same month.



Advance Allowance Code	:	Define allowance code used for festival advance pay-out.
Advance Deduction Code	:	Define deduction code used for festival advance repayment.
Festival Advance	:	Define festival type.
Payment Method	:	Define method used for computation.
Fix Amount/Percentage	:	Define percentage or amount for the festival advance (depend on payment method).
Repayment Frequency	:	Define re-payment frequency.
Rounding Formula	:	Define rounding method used to round the festival advance pay-out amount.
Deduction Cycle	:	Define festival advance repayment cycle.
Process Option	:	Determine either all employee entitled or only confirm staff are entitled for this festival advance.
Contribute Community Funds	:	Determine whether include community fund in the festival advance pay-out.
Batch Group	:	Process only those employees with the batch group selected.
Pay Cycle	:	Select whether payment will be made separately or together with employees Mid-month or end month payroll.
[PROCESS] button	:	Used to process festival advance.
[STOP] button	:	Stop processing festival advance.

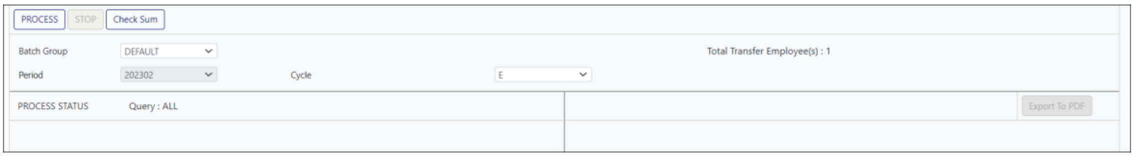
**Note:

- 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.



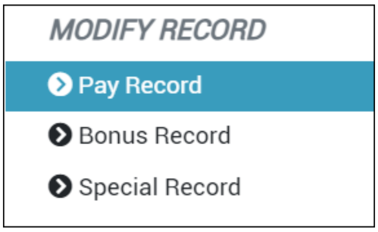
E. TRANSFER PAYROLL

To transfer imported allowance, OT, NPL deduction to Modify Pay record.



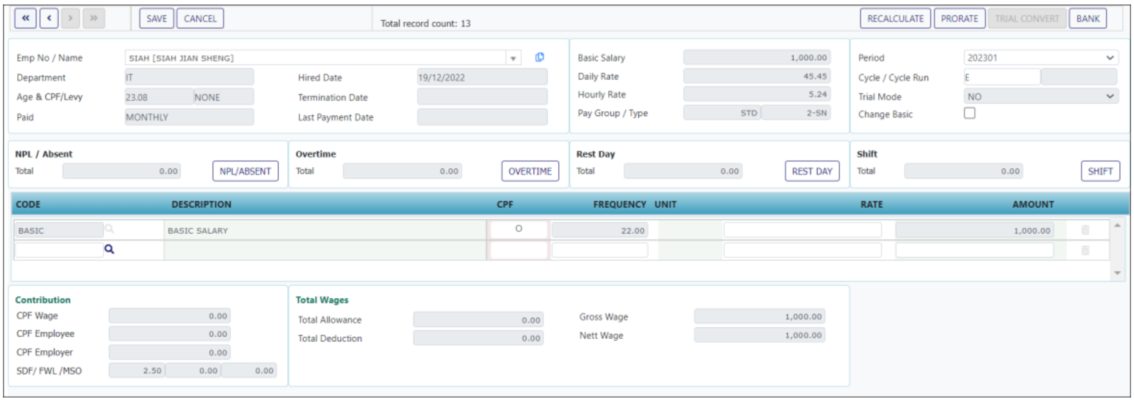
Batch Group	:	Always set as "**Default**"
Period	:	Period that records will be transferred.
Cycle	:	Cycle that records will be transferred.
[PROCESS] button	:	To process the records to Modify Pay Record page.
[STOP] button	:	Stop transfer process.
[CHECK SUM] button	:	Check the total amount of the records before transfer.
[EXPORT TO PDF] button	:	Export records to pdf file format.

MODIFY PAY RECORD

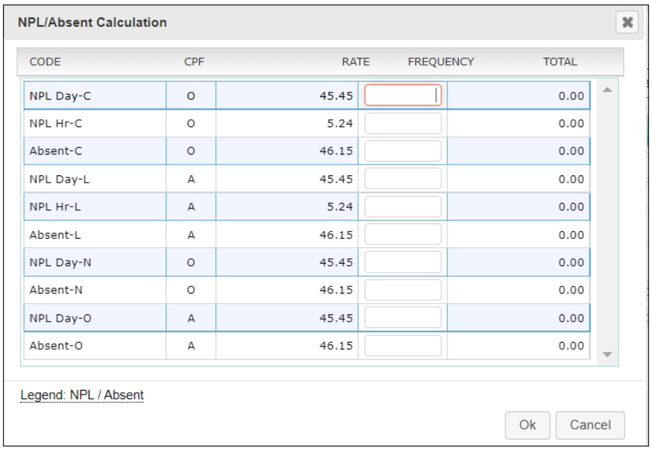


A. PAY RECORD

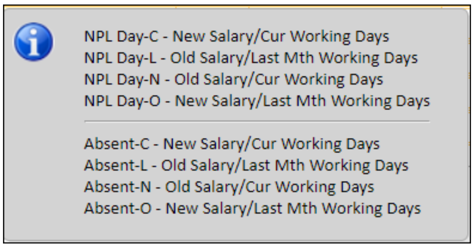
After payroll processing, a pay record will be created for individual employee. User can modify the pay record accordingly. This may be necessary to adjust/modify certain payroll data.



[NPL/ABSENT] button – click to go to NPL/ Absent Calculation screen.

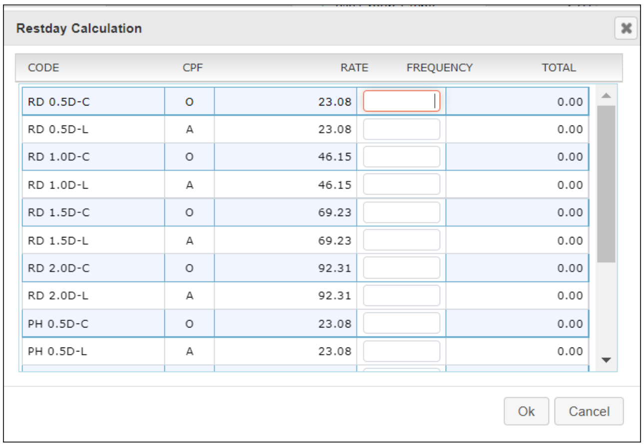


- For user to key in No Pay Leave and/ or Absent Leave day (s). Then the system able to compute the pay deduction accordingly.



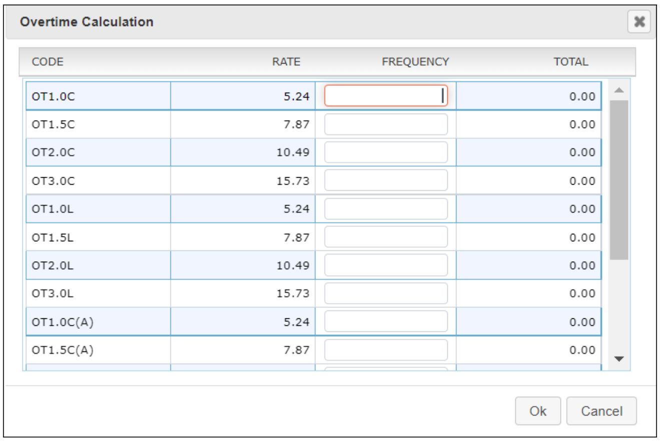
- If user moves his/ her mouse to the 'NPL' or 'Absent' word, there has information will be displayed to explain what is the meaning to C, L, N, & O that used in NPL /Absent calculation.

[RESTDAY] button – click to go to Rest Day Calculation screen.



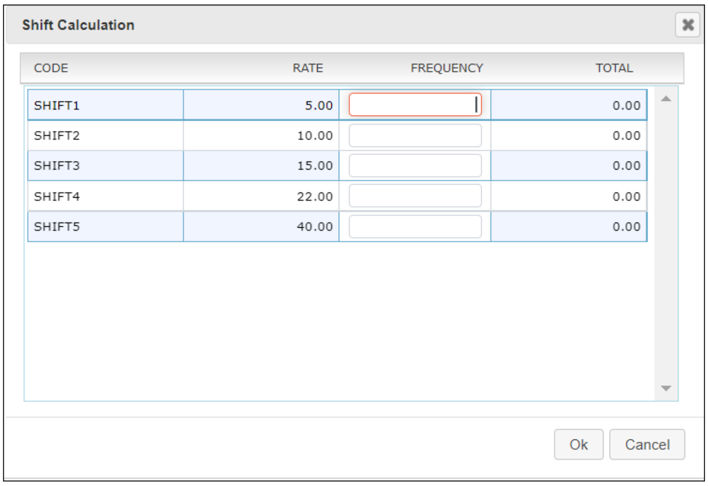
- For user to key in the number of days worked during that employee's Rest Day. Then the system able to compute the Rest Day pay accordingly.

[OVERTIME] button – click to go to Overtime Calculation screen.



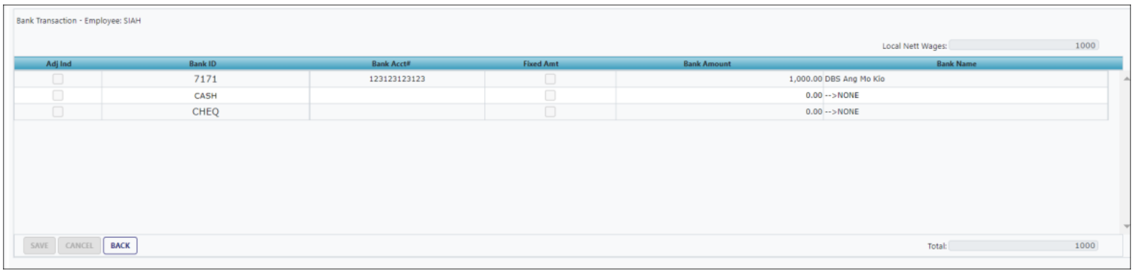
- For user to key in the number of overtime hours worked on particular month for the employee. Then the system able to compute the overtime pay accordingly.

[SHIFT] button – click to go to Shift Calculation screen.



- 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.

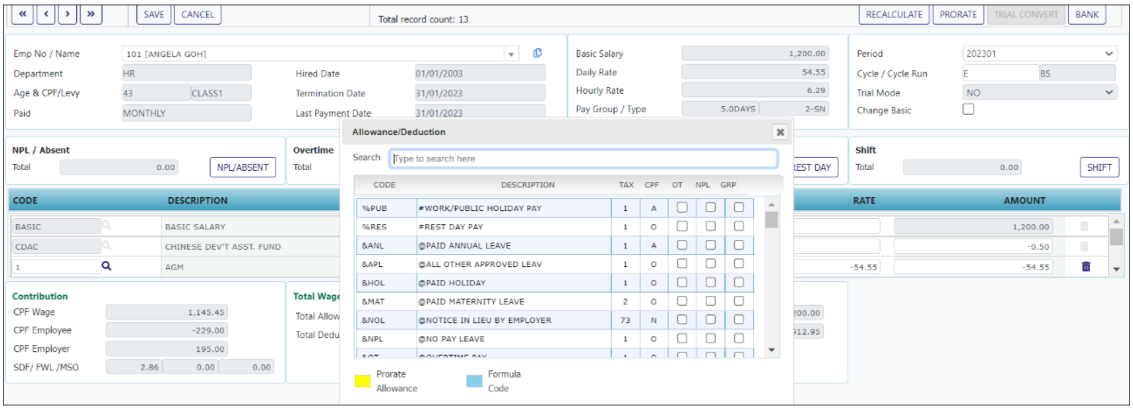


- For user to change payment mode after process payroll.
- Also allow user to split payment by enter the amount in the field either cash / cheque / bank GIRO.

[PRORATE] button	:	User used to prorate the salary, transfer allowances/deductions from the employee 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.

<u>Steps to add an allowance to a selected employee:</u>

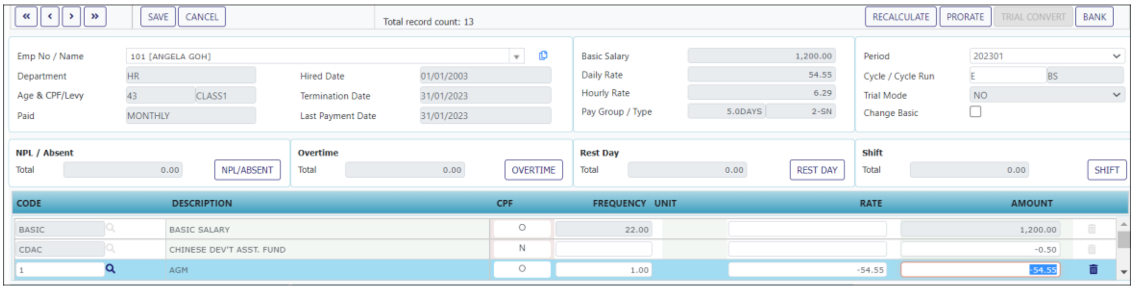
1. Click search icon "  " to select the allowance/ deduction code.



2. Key in the amount, or frequency and rate.
3. Click [SAVE] button to save and re-compute the payroll.

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

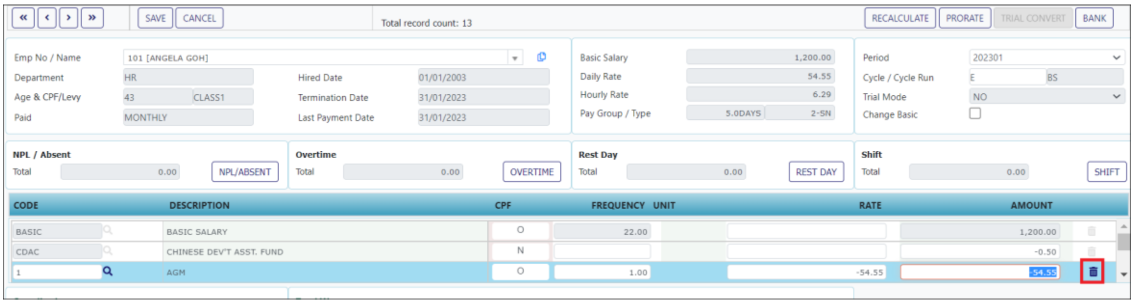
1. Click on the entry that user wish to edit.



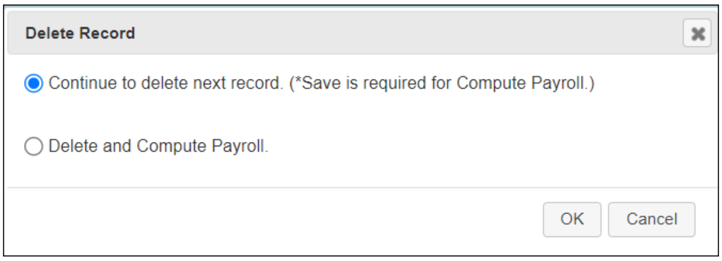
2. Edit the record accordingly.
3. Click [SAVE] button to save and re-compute the payroll.

Steps to delete an allowance from a selected employee:

1. Click delete icon "  " from the left side of the entry.



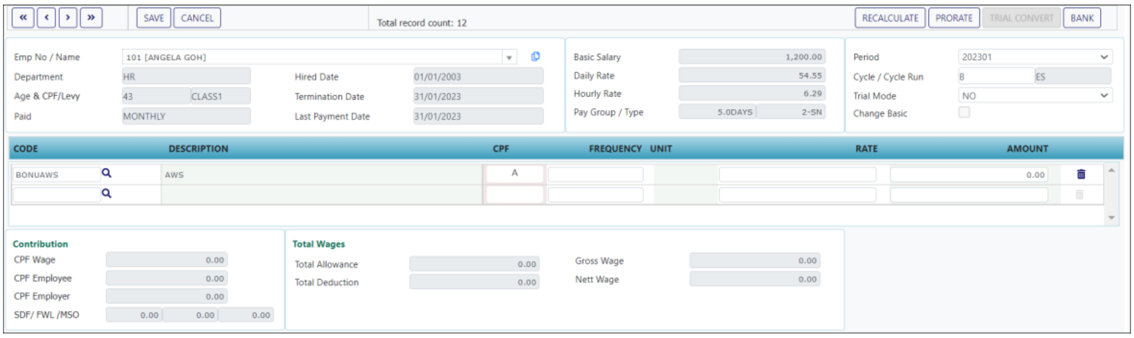
2. System will prompt the delete confirmation window.



3. Click [OK] button to confirm deletion.
4. Click [SAVE] button to save and re-compute the payroll.

B. BONUS RECORD

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

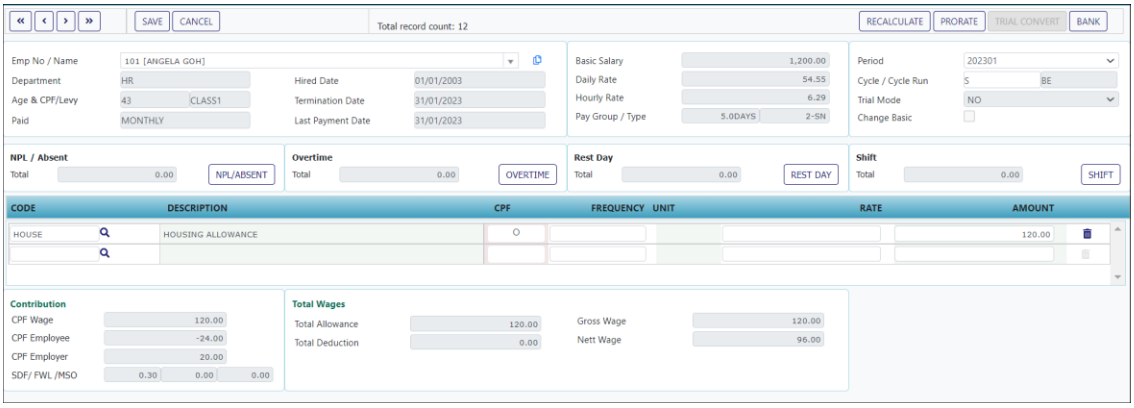


Trial Mode	:	User need to select "YES" if only process bonus in trial run in order to view the bonus record.
[TRIAL CONVERT] button	:	Click the button if user confirm employee's bonus amount is correct. Then, system will convert the bonus amount to actual pay-out.

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

C. SPECIAL RECORD

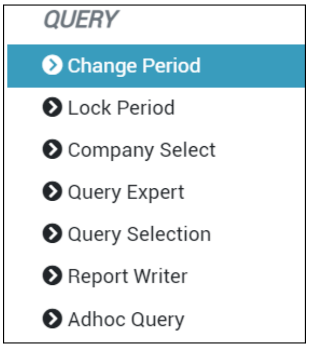
Modify Special Record is only applicable when special record are processed separately.



[TRIAL CONVERT] button	:	Applicable for Modify Bonus Record trial run only.

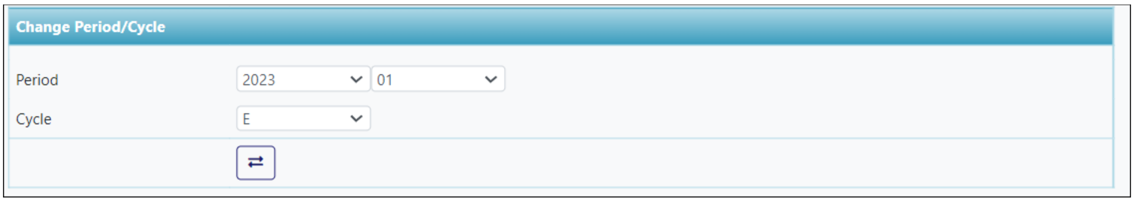
****Note**: steps to add/ edit/ delete the special record is same as modify pay record.

QUERY



A. CHANGE PERIOD

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

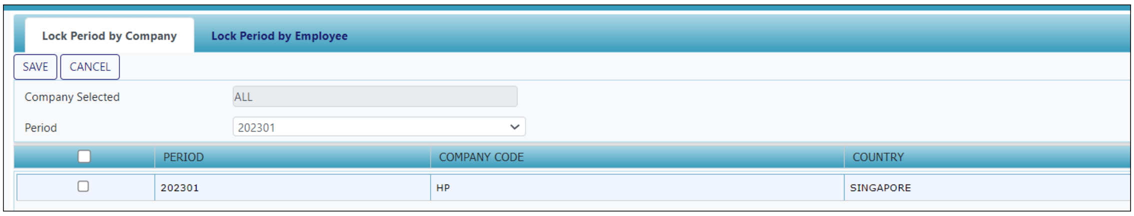


Steps:

1. Select the new period and cycle.
2. Click [CHANGE] button to change to the new period and cycle.

B. LOCK PERIOD

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



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

[SAVE] button : Save changes after user check or uncheck the "Locked?" checkbox.

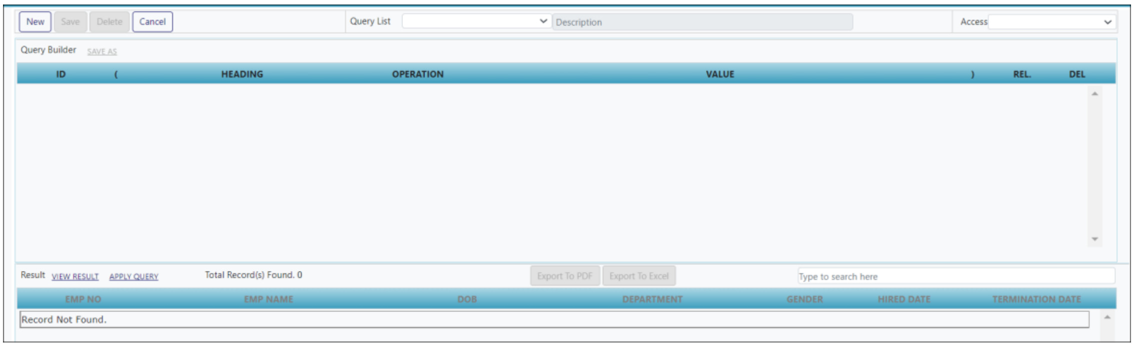
[CANCEL] button : Cancel current changes before user click [SAVE] button.

C. COMPANY SELECT

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

D. QUERY EXPERT

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



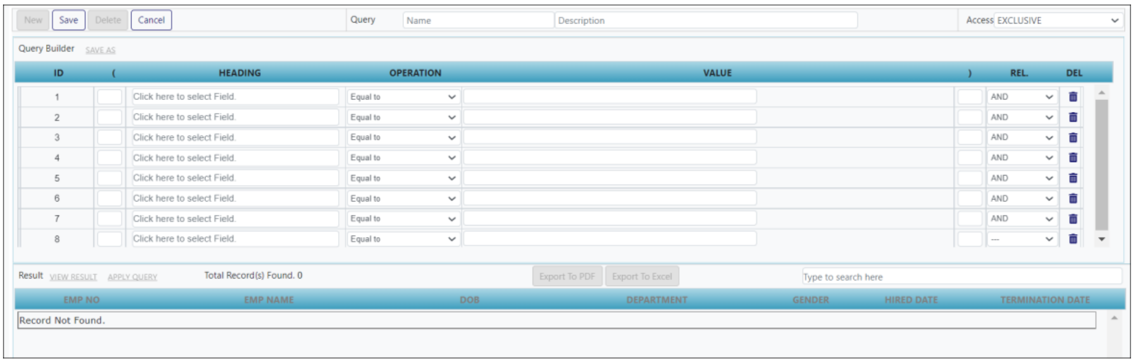
[NEW] button	:	Create new query.
[SAVE] button	:	Save the new query.
[DELETE] button	:	Delete the query.
[CANCEL] button	:	Cancel the current changes.
Query List	:	Retrieve existing query.
Save As	:	Save the existing query to another new query.
View Result	:	Preview the list of employee (s) which meet the criteria based on the query.
Apply Query	:	Use selected query.
[EXPORT TO PDF]	:	Export query report into PDF format.
[EXPORT TO EXCEL]	:	Export query report into Excel format.

REL (Relational Operator):

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

Steps to create a new query:

1. Click the [NEW] button:

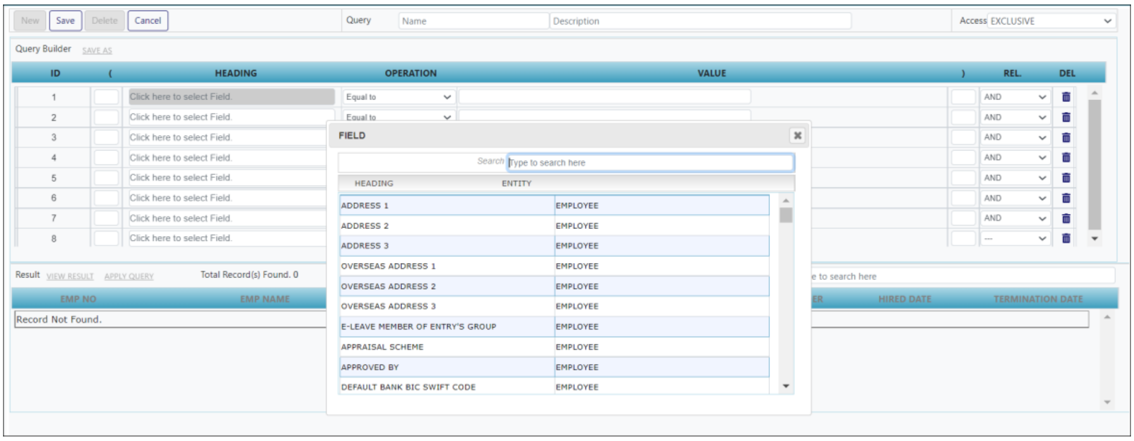


2. Key in Query name (short name) and Query description (detail description).
3. Select access option for this query.

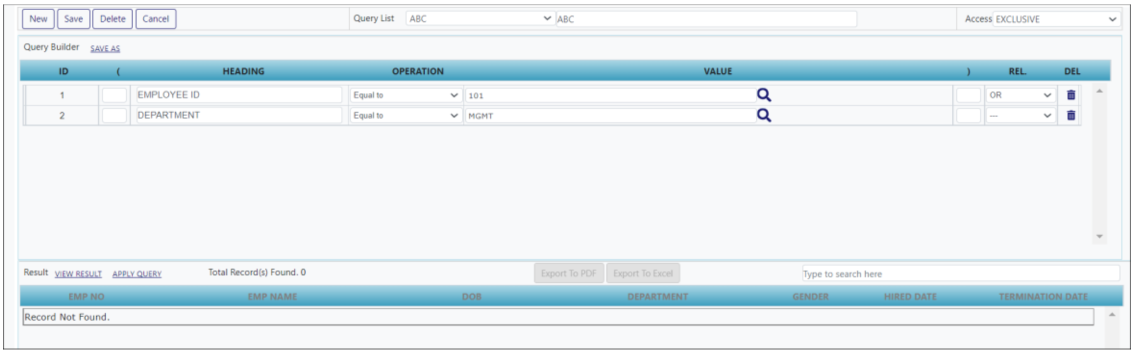
   Shared : This query can be used by all users.

   Exclusive : This query only can be used by the user who creates

4. Click at "Click here to select Field" column to find query field.
5. User key in the field that he/ she wanted to use for query/filter at "Search" column.
   - If user wanted to use the query/ filter field which is based on login period, then change the entity to "Transaction" from the drop down list.
   - With the Entity drop down list, user will not see same/ similar field appear 2 times which makes him/ her confuse on which field to select.



6. After select the field, click on the value column and key in code/ description that user wanted.

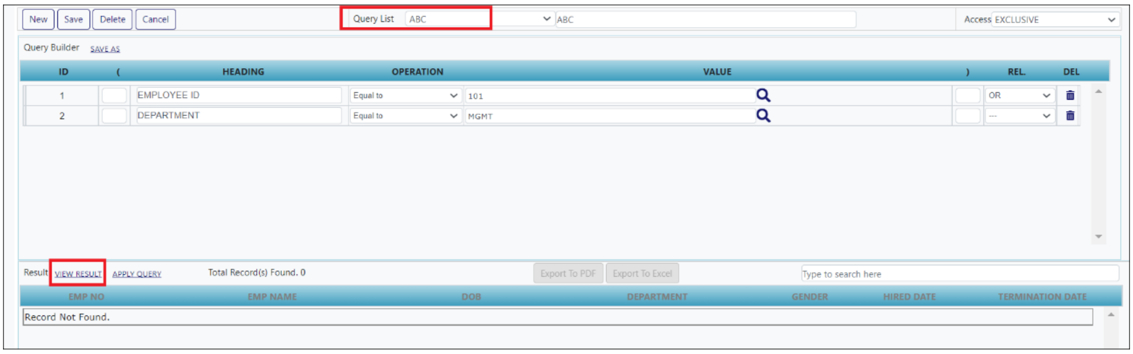


7. Continue to next row if have more query/ field.
8. Click [SAVE] button to save query.

9. Click [View Result] to view query result.
10. Click [EXPORT TO EXCEL] button or [EXPORT TO PDF] button for export to query report.
11. Click [Apply Query] to apply the selected query.

Steps to apply existing query:

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



Steps to delete existing query:

1. Select existing query from "Query List" drop down list.
2. Click [DELETE] button.

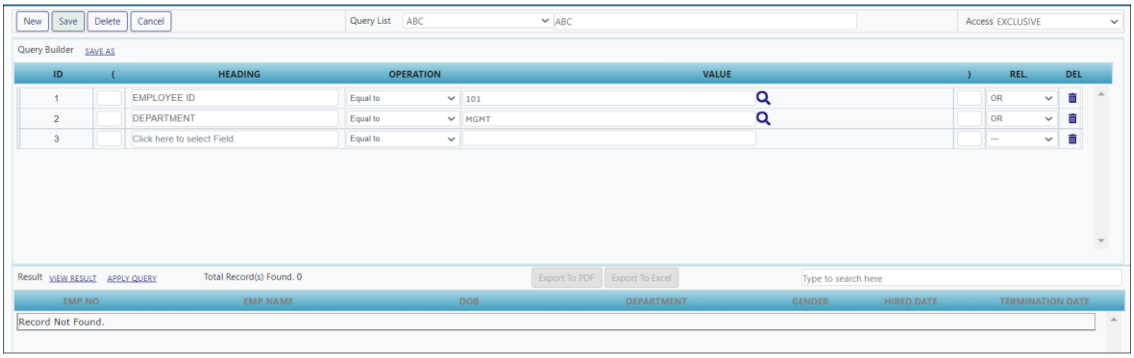
**Note:

If user wants to add more criteria:

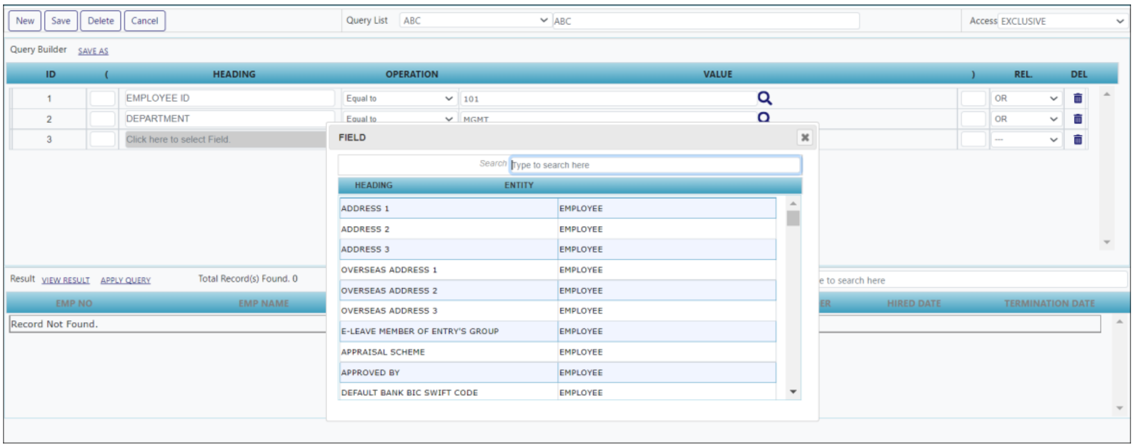
a. Repeat step 4 to step 6. And user MUST select REL. (AND or OR) if have more than one criteria.

OR

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



c. Select field from HEADING column.



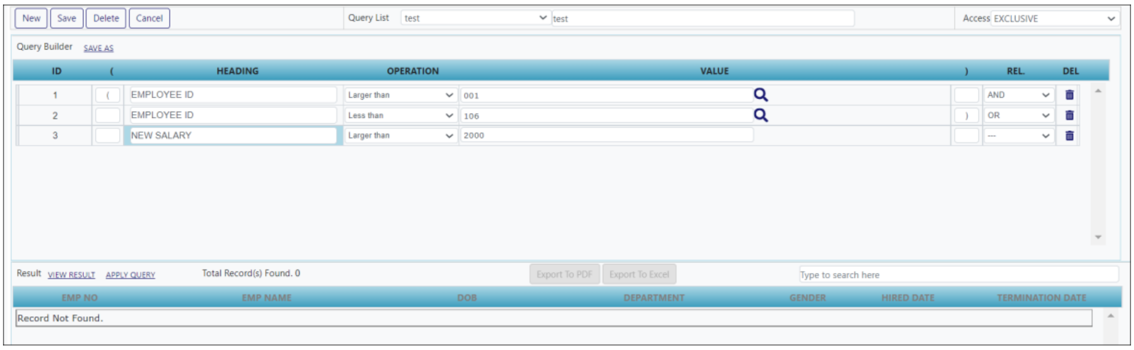
d. Select operation and key in the value or select value from table by clicking the field.

e. Click [SAVE] button to save query.

When need to include multiple-condition criteria:

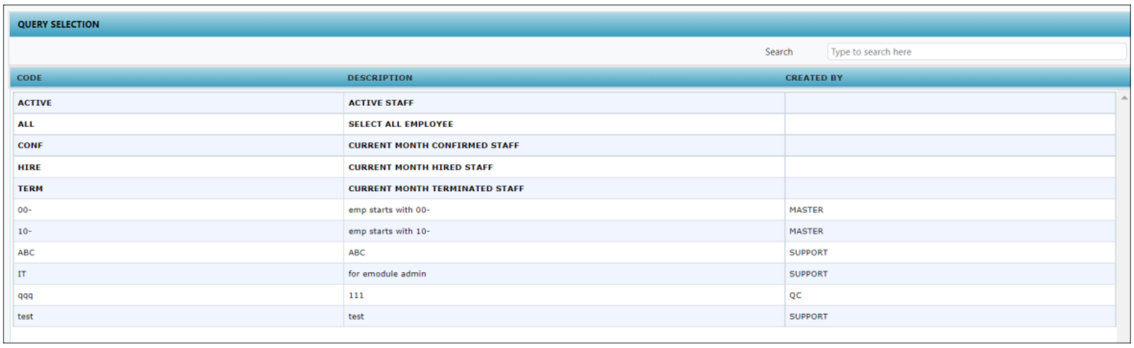
- Use parenthesis or brackets "**( )**" for each AND group if you use "OR" in the query.

E.g. **(**Employee No. > 0001 AND Employee No. < 1234**)** OR New Salary > 2000



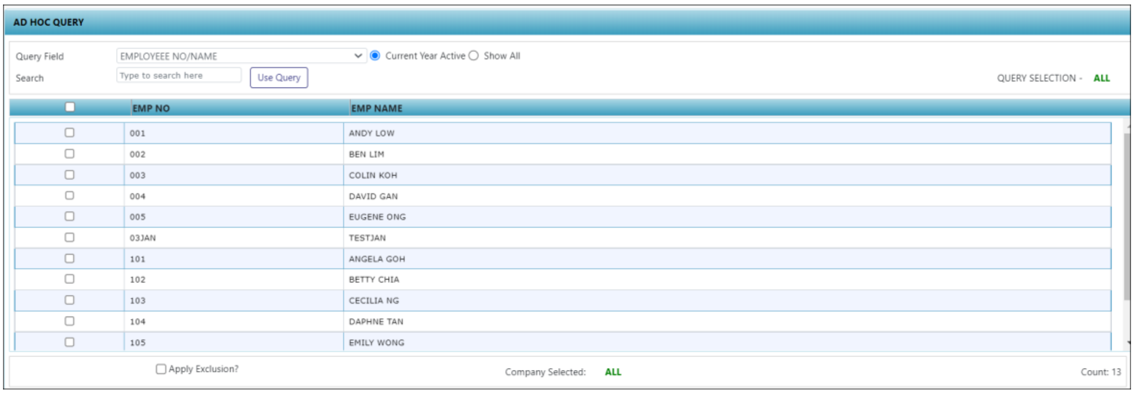
E. QUERY SELECTION

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



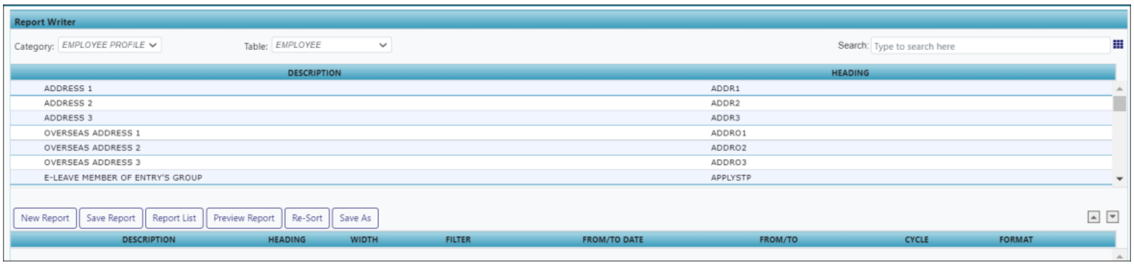
F. ADHOC QUERY

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



G. <u>REPORT WRITER</u>

Report Writer is a report generator built into Solution 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.



[NEW REPORT] button	:	To create new report.
[SAVE REPORT] button	:	To save report.
[REPORT LIST] button	:	To retrieve existing report.
[PREVIEW REPORT] button	:	To generate report.
[RE-SORT] button	:	Re-sort report column sequence.

Information for Table:

1. Employee: employee data from Employee Management System (EMS).
2. Employee Allowance: Information for employee's allowance (s).
3. Career: Information for employee's career from EMS → Employee → Career tab.
4. Employee MISC: Information for employee's MISC from EMS → Employee → MISC tab.
5. Employment: Information for employee's employment detail from EMS → Employee → Employment tab.
6. EMPSERV Profile: Employee's Transaction information which based on login period.
7. Family: Information for Employee's family details.
8. Transaction: Information for employee's payroll transaction.
9. Leave Transaction: Information for employee's leave transaction.

<u>Steps to create a new report (Tabular type):</u>

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 type).

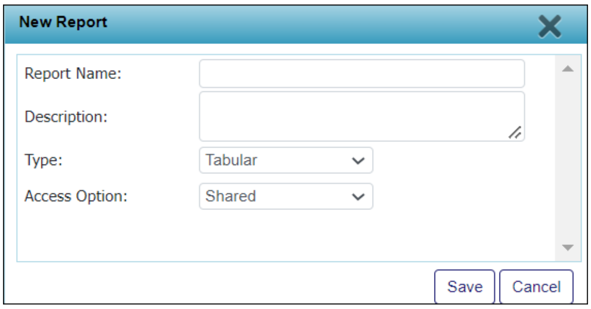
   Tabular : Only able to retrieve record for 1 pay period only.

   Financial : Able to retrieve record based on the period range that user define in the template.

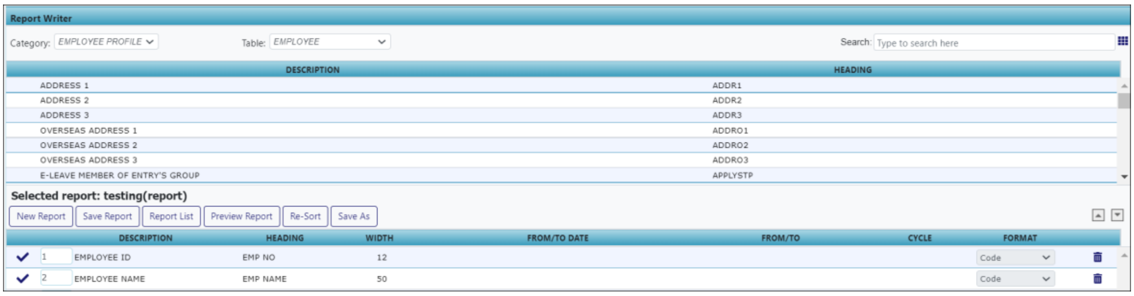
4. Select the access option for this report.

   Shared : This report can be used by all users.

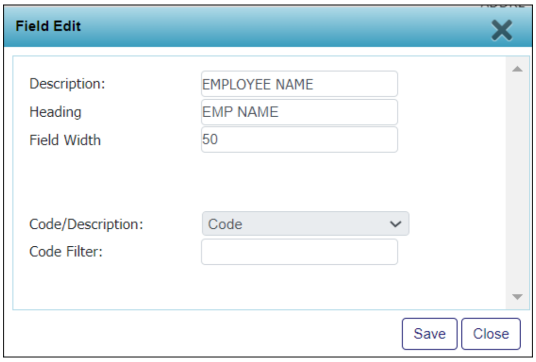
   Exclusive : This report only can be used by the user who creates this query. The report created with 'Access = Exclusive' will be invisible by another user.



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:



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



11. Click icon if user wants to remove the unwanted field/ column.
12. Click [SAVE REPORT] button to save the new report.

<u>Steps to create a new report (Financial type):</u>

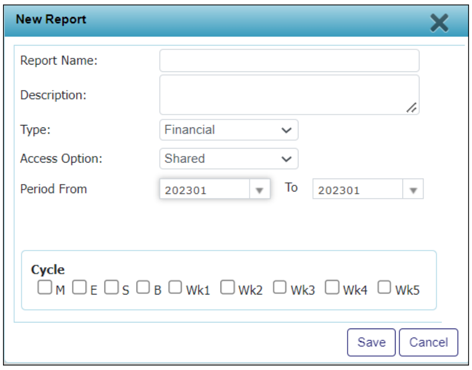
1. Click the [NEW REPORT] button and New Report window will pop up.
2. Key in the Report name (short name) and the Report description (detail description).
3. Select the report type (Financial type).

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.

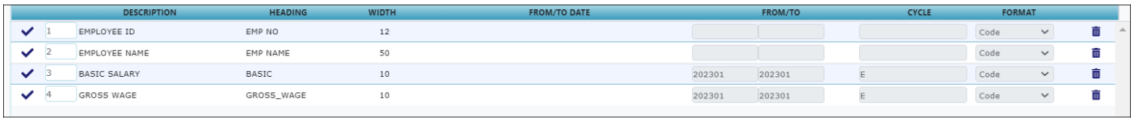
4. Select the access option for this report.

Shared : This report can be used by all users.

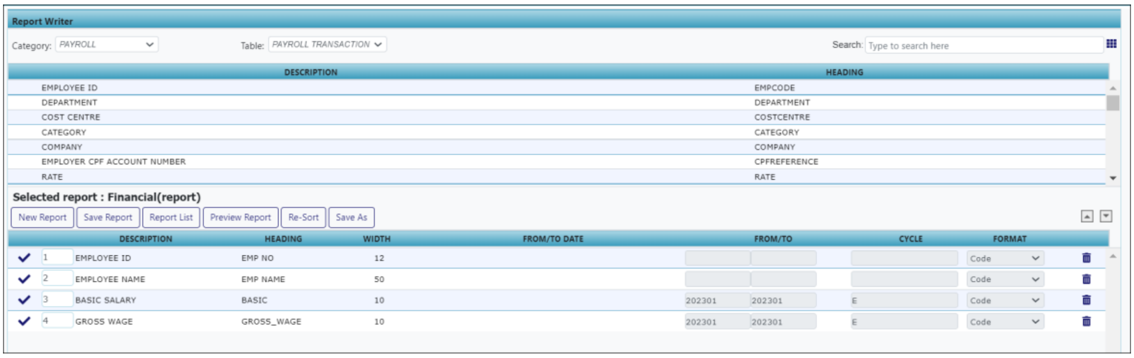
Exclusive : This report only can be used by the user who creates this query. The report created with 'Access = Exclusive' will be invisible by another user.



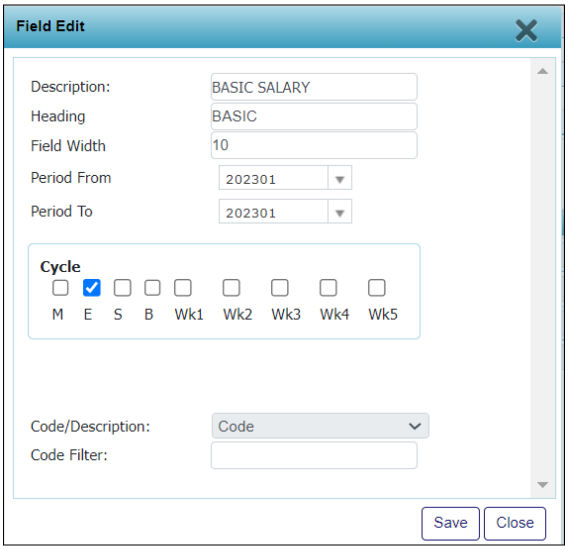
5. Select the period From and To for this report. If leave it blank, user need to select the period in the column selected.



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:



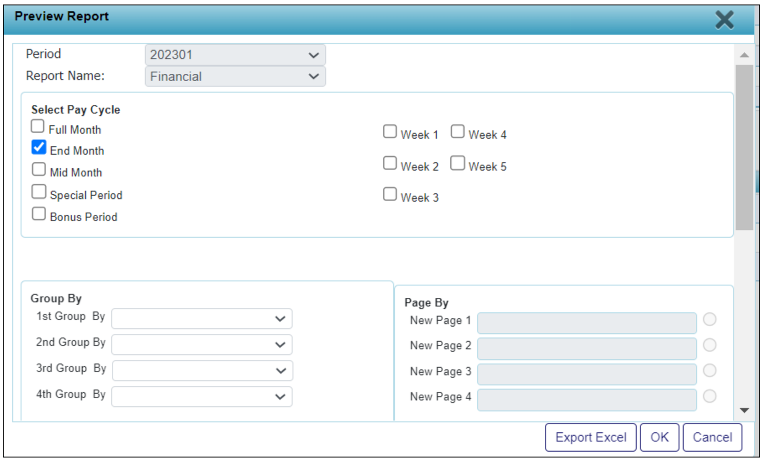
11. User can have option to change the field/ column display format (Code, Description, or Code & Description) by selecting the FORMAT drop down list.
12. User can have the option to change the report format by clicking the row of record.



13. Click  icon if user wants to remove the unwanted field/ column.
14. Click [SAVE REPORT] button to save the new report.

Preview Report:

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

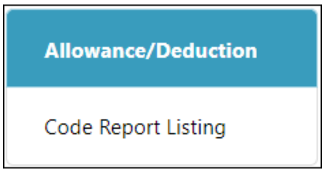


3. Select the pay cycle. (This only important when user want to generate those report which has payroll information.
4. The ‘1st Group By’, ‘2nd Group By’, ‘3rd Group By’, ‘4th Group By’ options allows user to define how the report should group.
5. The ‘New Page 1’, ‘New Page 2’, ‘New Page 3’, ‘New Page 4’ options allows user to define how the report should display.
6. The ‘1st Sort By’, ‘2nd Sort By’, ‘3rd Sort By’, ‘4th Sort By’ options allows user to define how the report should sort.
7. User has the option to generate the report in detailed format or in summary format by selecting the ‘Report Type.’
8. The checkboxes allows user to determine the information he/ she wants to see in the report.
9. Click [OK] button to preview the report.
10. At the preview screen, user has the option to either export the report to excel file ( ) or to PDF file ( ).
11. User able to click [Export Excel] without preview the report.

REPORTS

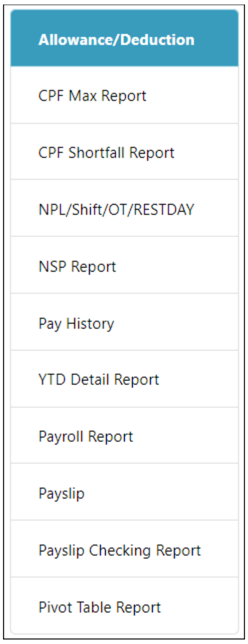
A. Code Master Report

- 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. <u>Bank Report</u>

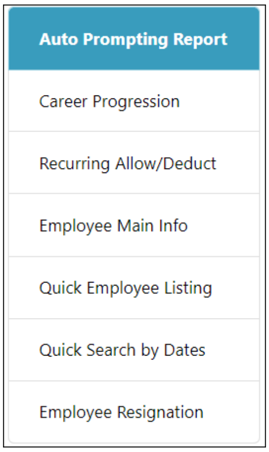
- For generating bank GIRO flat file and bank reports.

E. <u>Statutory Report</u>

- For generating reports for government boards.

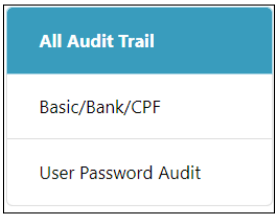
F. <u>Employee Info Report</u>

- For generating employee related report.



G. Audit Trail Report

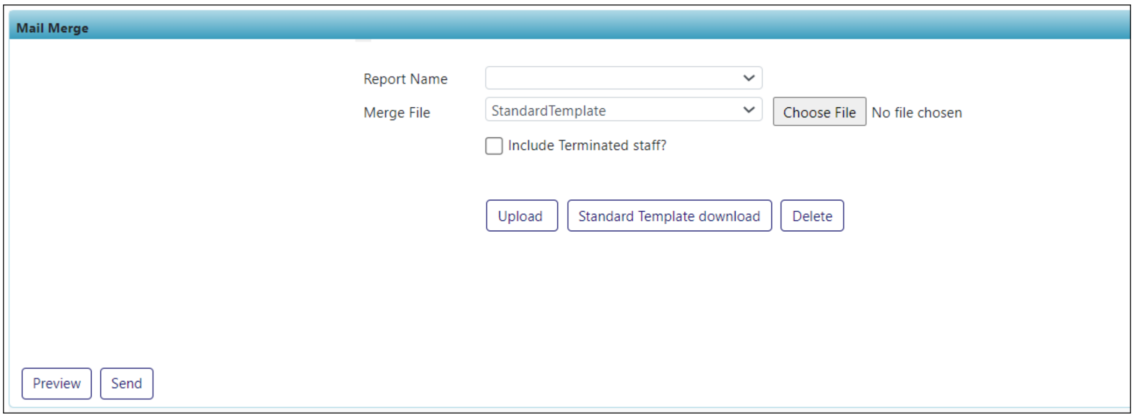
- For generating report for management or auditor use.



H. Other Report

❖ Mail Merge

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



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.
[Standard Template download]	:	Allow user to download standard template from the system.
[Delete] button	:	Allow user to delete the selected mail template from the system.

Include Terminated Staff?	:	Check the checkbox if user wants to include terminated staff in mail merge.
[Preview] button	:	Allow user to 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 → 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.

- ➢ Click [Standard Template download] button to download TimesPro Payroll sample mail template and use this template to 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.

c. Once done with mail template preparation, save it under different name / meaningful name.

d. Click [Choose File] button and select new mail template that user created just now.

e. Click [Upload] button to upload the template into system.

f. Select the report that user wanted to generate from Report Name drop down list.

g. Select the mail template the user wanted to use from Mail Merge File drop down list.

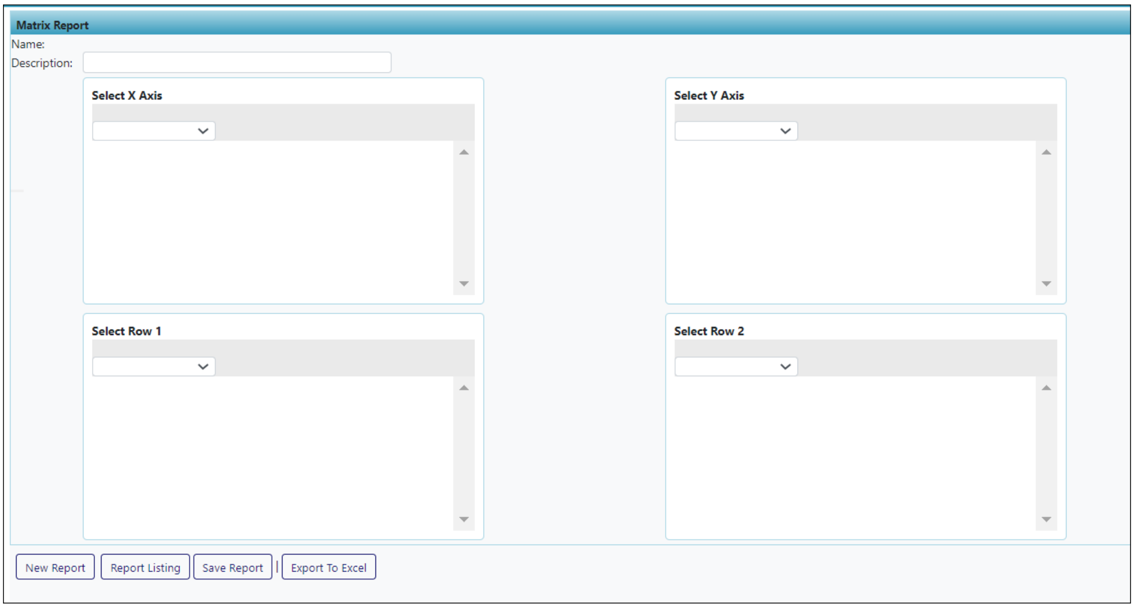
h. Click [Preview] button to generate the letter.

- ➢ Click icon to export the letter to PDF file format.
- ➢ Click icon to export the letter to EXCEL file format.
- ➢ Click [Previous] button to view previous employee's letter.
- ➢ 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 TimesPro system send email function.

❖ Matrix Report

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

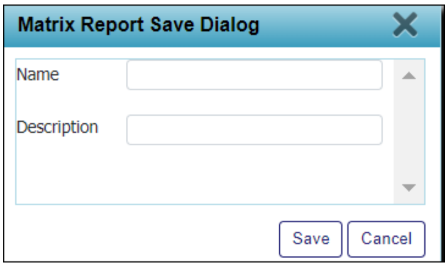


**Note:

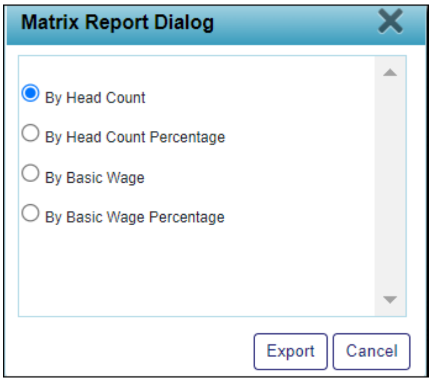
- X axis and Y axis is mandatory, Row 1 and Row 2 is optional.
- User has the option to save the report that he/ she define by clicking [Save Report] button.
- User has the option to retrieve the matrix report that he/ she created and save previously by clicking [Report Listing] button.

<u>Steps to create and generate a Matrix Report:</u>

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



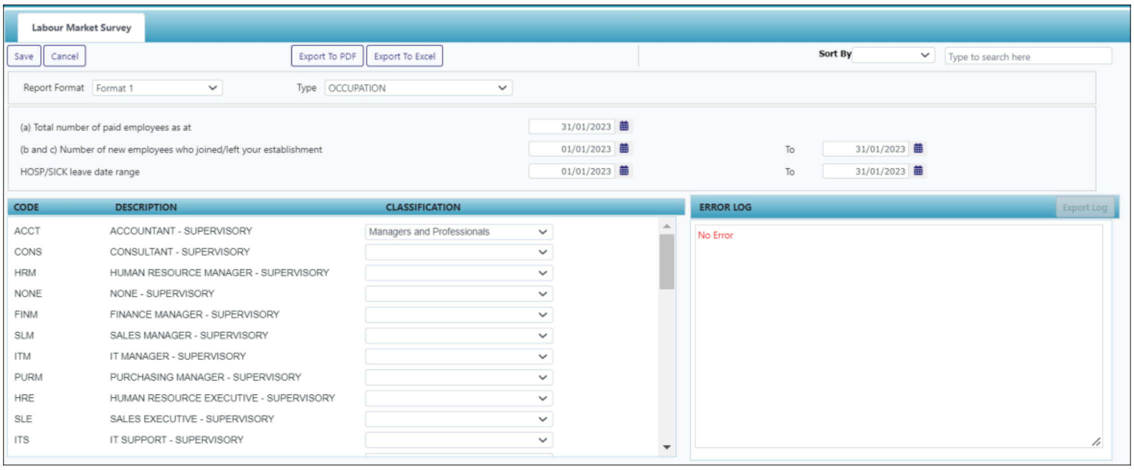
4. Click [Save] button to save the report.
5. Select X Axis and Y Axis.
6. Click [Export to Excel] button.
7. Select one of the options from Matrix Report Dialog.



8. Click [Export] button to view the report.

❖ Labour Market Survey Report

This report helps payroll user to generate the labour market survey report as a reference for preparing MOM's labour market survey report.



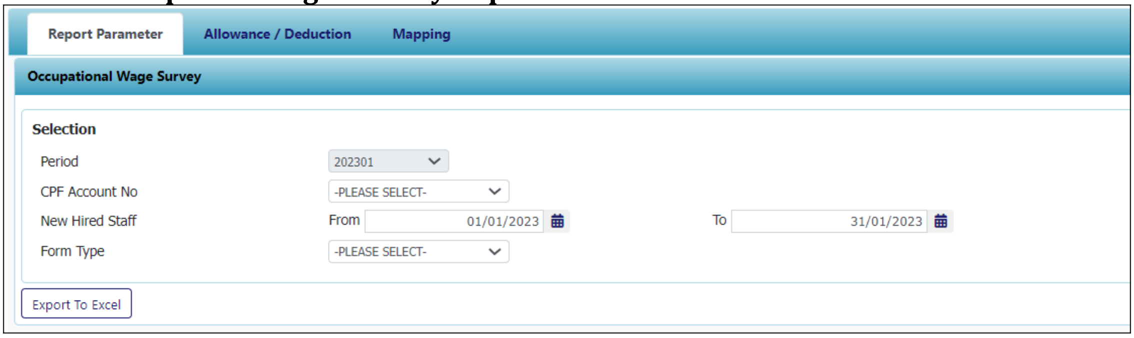
Users need to perform mapping before he/she can generate this report.

Steps to perform mapping:

1. Select the field from 'Type' drop down list.
2. Select the classification.
3. Click [Save] button.
4. Repeat Step 1 to Step 3 for Occupation, Resignation, Employment Status, & Weekly Pattern.

Error Log used to let user to view the reason why failed to export file to PDF or Excel.

❖ Occupation Wages Survey Report



Users need to perform mapping before he/she can generate this report.

Step to perform mapping for [Allowance/Deduction]:

1. Go to Allowance / Deduction tab, click on the [Populate] button for auto generate GROSS(SURVEY) option.
2. If the Gross Wage type is different with Payroll, then change the type manually from 'GROSS(SURVEY)' drop down list.
3. Click [Save] button.

Step to perform mapping for [Mapping]:

1. Go to Mapping tab, select the option from 'MAP CODE' drop down list.
2. Click [Save] button.
3. Repeat Step 1 to Step 2 for all the code in 'MAP CODE'.