



Your friendly Partner in HRIS & Payroll Solution

TIMES SOFTWARE PTE LTD (ROC #: 199804415D)

Allowance Import

(Batch Data Entry)

User Manual

We strongly advise that you perform a back-up of your database before doing the data import.

1. Ensure to process the payroll before performing the OT Import.
2. Prepare the Excel File with format as follows:

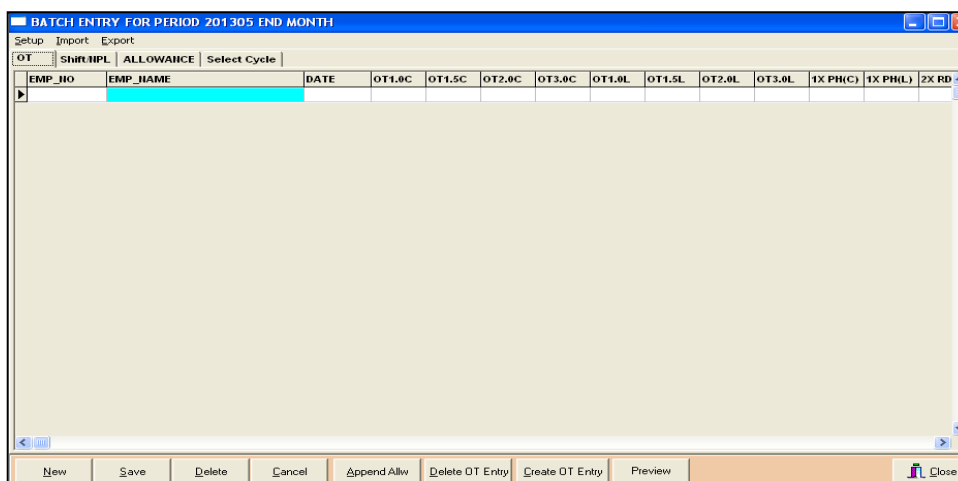
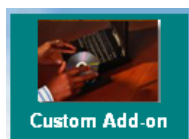
Excel File Template Format	
Column A	Employee No
Column B	Period
Column C	Cycle
Column D	Allowance Code
Column E	Day

3. Save the file as.xls

Sample OT_Data template

	A	B	C	D	E	F
1	EMPCODE	PERIOD	CYCLE	CODE	UNIT	
2	LV001	202003	E	%PUB	2	
3	LV002	202003	E	%PUB	1	

2. Go to **Custom Add-on > Batch Data Entry**



- Click on **Setup**

BATCH ENTRY FOR PERIOD 201305 END MONTH

Setup Import Export

OT Shift/NPL ALLOWANCE Select Cycle

EMP_NO	EMP_NAME	DATE	OT

- On *Template* drop-down list choose **ALLOWANCE**
- Set the **Field Code** and **Column_No** based on the excel file (sample is *OT_Data.xls*)
- Click on **Close**

Excel Template

Template: ALLOWANCE

SEQ_NO	FIELD_CODE	COLUMN_NO	MAP_COLUMN_NO	MAPDESC
1	EMP_NO	A		
2	PERIOD	B		
3	CYCLE	C		
4	ALLW_CODE	D		
5	DAY	E		

Close


8. Go to **Import**

BATCH ENTRY FOR PERIOD 201305 END MONTH

Setup **Import** Export

OT Shift/NPL ALLOWANCE Select Cycle

EMP_ID	EMP_NAME	DATE	OT1.0C	OT1.5C

9. Click on  to browse the excel file.
10. On *Starting Rows* textbox key in **0**.
11. Set the *Template* as **Template5-Allowance**
12. Click on **Import** button

Import Excel Dialog Period : 202003 Cycle : E

Filename : C:\Users\dorothy.tan.TIMES-SG\Desktop\OT Data.xls

Starting Rows : 0

Template: Template5-Allowance

Status

Template Import Close

13. Upon successful import, system will prompt completed.

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- Import Excel completed. -

OK

14. Click on **OK** button
15. Click on **Close**.

16. The list of employee and days being imported will be shown on **Allowance** tab.
17. Verify and check if the imported data is reflected correctly.
18. Click on **Close**.

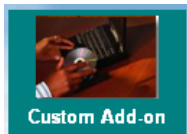
Setup Import Export

OT Shift/NPL **ALLOWANCE** Select Cycle

Employee#	Employee Name	Allowance#	Description	Unit	Rate	Unit Amount	Variable Amount
▶ LV001 ...	FELICITY EMPLOYEE2 FESTIVAL	%PUB	#WORK/PUBLIC HOLIDAY PAY	2.00			
LV002	PAULINE EMPLOYEE1	%PUB	#WORK/PUBLIC HOLIDAY PAY	1.00			

New Save Delete Cancel Append Allw Delete OT Entry Create OT Entry Preview

19. Go to **Custom Add-on > Batch Data Transfer**
20. Select the **Cycle**
21. Click on **Process** button to transfer the Allowance to Modify Record.



Period Initialize

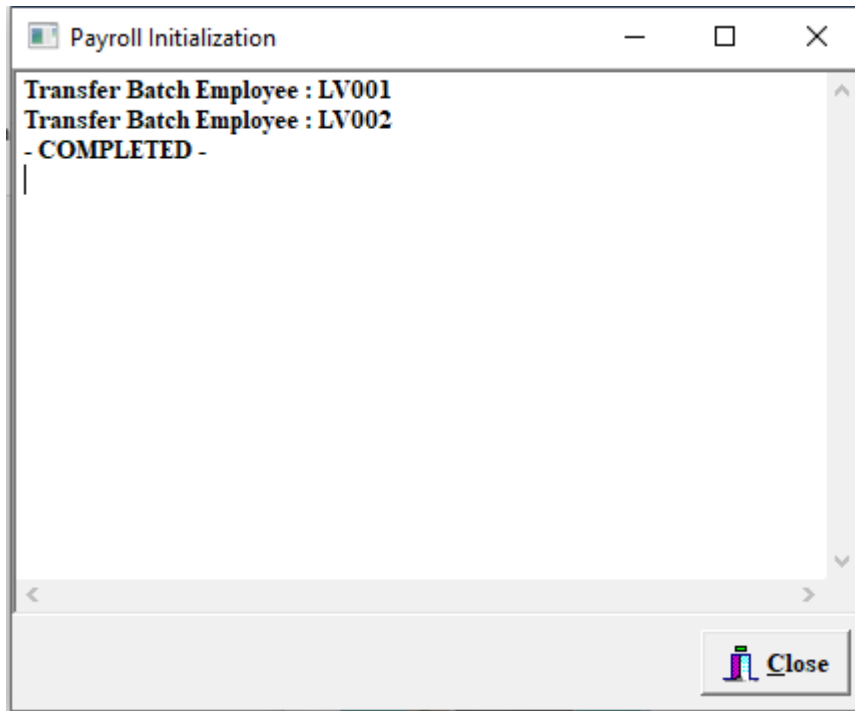
Transfer Pay Transaction for END MONTH Period : 201305

Cycle : End Month

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Process Cancel

22. Click on Close



23. Go to Modify Record to check the Allowance imported.

[Modify Pay Record] - Current Period : 202003 Cycle: E

Employee # LV001 Name # FELICITY EMPLOYEE2 FESTIVAL

Leave Quick Menu Period 202003

Pay Group STD Other Cycle Paid Monthly Period 03/E Type : 2-SN CPF/Levy SPASS

Days Worked 22.00 Basic Pay 3600.00 Age : 50.17 Daily Rate 163.64 Hourly Rate 20.77

NPL/Hour/Absent			
NPL Day-C	163.64	0.00	0.00
NPL Day-L	120.00	0.00	0.00
NPL Hr-C			
	20.77	0.00	0.00
Absent-C			
	166.15	0.00	0.00
Total NPL/NPL Hour/Absent		0.00	
Overtime			
OT1.0C	20.77		0.00
OT1.5C	31.15		0.00
OT2.0C	41.54		0.00
Total Overtime		0.00	

Allowances / Deductions		
Code	Description	Amount\$
%PUB	#WORK/PUBLIC HOLIDAY PAY	327.28
TRAN	TRANSPORT ALLOWANCE	300.00