

## **TIMES PAYROLL 8.0 GUIDE**

# **(How to Do Auto Back Pay of Allowance)**

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## How to Do Auto Back Pay of Allowance

For example, we have one employee hired after the Pay Date and this employee is entitled for a recurring allowance named “Title Allowance” every month. Back Pay Allowance will be paid together with next month salary. To have such auto back payment allowance feature, user need to do some setting in the system.

### Step 1. One-Time Setup

All these steps under Step 1 is only setup once, you need not to repeat step 1 again if there are similar scenarios of back payment of the specific allowance.

1.1 In this guide the scenario shows that on the 29/08/2004, we have one newly hired employee but the Pay Date is on the 25/08/2004, in the ‘Allow/Deduction’ tab of that employee, we should insert the allowance as shown below.

Update	Employment	Other	Confirm & Termination	Bank	Address	Spouse	Allow/Dedu	Career	Calenda	
Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Start Mth	Year	Times	M/E
TITLE	TITLE ALLOWANCE	Amt	200.00	29/08/2004	01/09/2004					End

Figure 1.0

1.2 After which, please proceed to ‘Payroll Setup’ and select the “Allowance/Deduction Table” option.

1.3 Under the “Allowance/Deduction Table”, please create a new allowance code. This code that you are going to create is to be used to back pay the allowance of the employee. In this guide we have created “BACKTITL’ and have set the CPF to AW and tax line to ‘6’.

BACKTITL	BACK PAY OF TITLE ALLOWANCE	AW-CPF No Ceiling	6
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Figure 1.1



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### Part 2- Processing of the Payroll

- 2.1 Proceed to process the payroll for this month. Then head to Modify Record then select the option 'Modify Pay Record'. We should be able to see a back pay allowance named "BACKTITL".

▶	BACKTITL	BACK PAY OF TITLE ALLOWA	18.18	A
	CDAC	CHINESE DEV'T ASST. FUND	-1.00	N
	TITLE	TITLE ALLOWANCE	200.00	○

*Figure 2.1*

- 2.2 Back Pay Allowance formula is as follow:

$$\begin{aligned} & (\text{Day worked last month} / \text{Total working day last month}) \times \text{S\$}200.00 \\ & = (2/22) \times \text{S\$}200.00 \\ & = \text{S\$}18.18 \end{aligned}$$

- 2.3 This feature is also applicable for those existing employees who have new recurring allowance that started few months ago but due to some reasons he / she did not get the allowance for the past few months and needed to back pay the employee from the beginning of the present month.

**- End -**