TIMES PAYROLL 8.0 GUIDE

(How to Do Auto Back Pay of Allowance)

TIMES SOFTWARE PTE LTD

Company Registration Number: 199804415D 10 Jalan Besar #16-03 Sim Lim Tower Singapore 208787 Tel: (65) 6295-1998 Fax: (65) 6295-0998 http://www.timesoftsg.com.sg

> Author: Henry Law Created: 22nd Feb 2010

Last Revised By	Date
Li Guan Hui	19 th Apr 2010

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.

ι	lpdate	Emp	oloyment Other	Confirm &	& Term	ination 🛛 Ba	ank Addre	ss Spouse	Allow/De	du C	areer	Cale	nda 🖣
	Code		Description		Туре	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	
	Eiguro 1 d	1		

Figure 1.1

1.4 After that, please look for the recurring allowance code (*Earlier on we mention that this employee was getting a recurring allowance of 'Title Allowance'*) and under the column of BackPay Allowance", please input the allowance code (*e.g the code that we have created earlier on, BACKTITL*) for the auto back pay. This step is to link between the recurring allowance code and back pay code

Code	Description	CPF	TAX	BackPay Allowance
OTPAY	OVERTIME PAYMENT	OW-Subject to CPF max	1	
PROSHR	PROFIT SHARING	OW-Subject to CPF max	6	
PUB	PUB BILLS	None	0	
PUBH	PUBLIC HOLIDAY OT	AW-CPF No Ceiling	1	
RENTAL	RENTAL	None	0	
SAWA	SERVICE AWARD *	AW-CPF No Ceiling	0	
SEMP	SHORT NOTICE BY EMPLOYER	OW-Subject to CPF max	1	
SHIFT	SHIFT ALLOWANCE	OW-Subject to CPF max	6	
SINDA	SINDA FUND	None	0	
SSTF	SHORT NOTICE BY STAFF	OW-Subject to CPF max	1	
STOCK	STOCK OPTION	None	0	
TAXI	TAXI FARES	None	0	
ТАХМН	TAX WITHHOLD	None	0	
TITLE	TITLE ALLOWANCE	OW-Subject to CPF max	6	BACKTITL

Figure 1.2

1.5 After the setup of the Allowance/Deduction table, please proceed to Company Setup and select the 'Prorate Allowance' tab. Insert the recurring allowance code. (This purpose is to prorate the allowance code for the back pay allowance).

Co	mpany Profil	e Misc Parameter	Prorate Allowance	01	[Capping	Misc	Serv	vice Po	ointTable		
F	ormula										
Pi	rorate Formu	ula Working Day/N	/ths 🗨								
[N [(IPL/ABSENT 3RP Formula	Day Formula] - Use I] - Use Fixed Amou	e Fixed Amount from Int from Update Emp	n upo loyee	late Emplo Record	oyee Rec ?	ord ?	V			
	Code	Description		NPL	Absent	Annual	Sick	NSP	OTH1	OTH2	отнз
	TITLE	TITLE ALLOWANC	E	Γ				Γ			

Figure 1.3

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	А
	CDAC	CHINESE DEV'T ASST, FUND	-1.00	Ν
	TITLE	TITLE ALLOWANCE	200.00	0

Figure 2.1

2.2 Back Pay Allowance formula is as follow:

(Day worked last month / Total working day last month) x S\$200.00

- = (2/22) x S\$200.00 = S\$18.18
- 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 -