Times Payroll 8.0

Festival Advance Payment Guide

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(8)

Processing of Festival Advance Payment

This guide will demonstrate how you can process Festival Advance pay cycle for advance salary payment that you may wish to pay during festive seasons such as Chinese New Year, Christmas or Hari Raya.

1) You will need to process Festival Advance, which is under **Process Payroll** > **Festival Advance**.





2) Please refer to below illustration on how to process 'Festival Advance'.

Fe	stival advance for period 201503
Fe	stival advance for period 201503
Parameter	
Advance Allowance Cod	e ADVANCE
Advance Deduction Code	ADVANCE -
Festival advance	Chinese New Year -
Payment method	Percentage
Percentage	50
Advance Calculation By	Base Salary
Re-payment Frequency	Current month
Rounding Formula	5.00 round up 10.00 or < 5 round down 0
Deduction Cycle	End Month
Report Order by	COMPANY+EMPLOYEE#
Process Option	
Contribute Community Fu Pay Period	nds? Yes 21 21
 Separately 	

2a) Ensure that the **advance allowance code** is the same as the **advance deduction code**.

2b) Ensure that the **advance deduction code** is the same as the **advance allowance code**.



2c) Select the correct 'Festival advance' based on the setup in the Update Employee > Employment > Festival advance.

TIMES	Upda	te Employee record - Period :201503 – 🗖 🗙
Employee # PT	▼ Name PA	RT TIMER 💽 🛃 💈 Quick Menu
Update Employment	t Other Confi	rm & Termination Bank Address Spouse Allow/Dedu Career 🔳
Substantive Designation	NONE -	NONE
Job Level	NONE -	
Service Grade	NONE 👻	NONE
Unit	NONE -	NONE
Currency Code	SGD 👻	
Tenure of Service	-	This Portion is applicable to HR - Education Module
Tenure Expiry Date		Entry Level Qualification
Date Reappointed	<u> </u>	Highest Academic Qualification
Date Reappointed		Highest Professional Qualification
Date Reemployed	_	Highest Statutory Qualification
Shift Worker Indicator	No 👻)
Festival advance	Chinese New Ye	
Restraint Clause	No 👻	

2d) You can either select the payment method by 'Percentage' or by 'Fixed amount'.

Payment method	Percentage	Payment method	Fixed amount
Percentage	50	Fix Amount	50

2e) System will automatically change its textbox according to the payment mode that was select.

Percentage: Calculate the base salary by percentage Fixed amount: Define a fixed amount

2f) By default, system will always calculate based on new salary. If the payment mode is set to '**Fixed amount**', system will generate based on the fixed amount defined by user.

Image: Content of the second secon	FIME	S	R	eveal the Po	ower of Inne	ovation in Of	fice Autom	ation	
Employee # ZH Name ZUO HAO Allow	TIMES			date Emple		d - Period :2	01503		_ □ ×
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2g) Select the number of repayment by months or repay the full amount in the **Current** month.

Re-payment Frequency	Current month
	1 month repayment
	2 months repayment
	3 months repayment
	4 months repayment
	Current month

In the Allow/Dedu tab, system will generate a new record for the advance salary deduction. The number of times will generated accordingly from the re-payment frequency setup.

Employe						_	
Епрюуг	ent Other Con	firm & Termination	Bank Address	Spouse	Allow/Dedu	Caree	r Calenda 🖣
Amou	t Effective Date	Payment End Date Date	Start Mth	Times M	/E End Mth	Year	Total Amt
Y.	10.00		3 2015	1 EI	nd 3	2015	-10.00
x	10.00	Duto	3 2015	1 Ei	nd 3	2015	

2h) Select the desired rounding formula as per your company policy. If the rounding is standard, please set it to '**Normal Rounding**'.

Rounding Formula	5.00 round up 10.00 or < 5 round down 0 💌
	Normal Rounding Round to Dollar
	5.00 round up 10.00 or < 5 round down 0



2i) Select the cycle to process for the advance salary deduction. Normally, the deduction cycle is different from the 'Pay Period'.

Deduction Cycle	End Month 👻
	End Month
	Special Month

2j) Select the report sorting order according to your preference in the given options.

Report Order by	COMPANY+EMPLOYEE#
	COMPANY+EMPLOYEE#
	COMPANY+NAME
	EMPLOYEE#
	NAME

2k) Please select **'Excludes Unconfirmed staff'** if unconfirmed staff are not entitled to the advance salary payment. If you wish to process for all staff, please select **'All'**.

Process Option	
	Excludes Unconfirmed staff

2i) If you wish to process the community funds together with the advance salary payment, please set to 'Yes'.

Contribute Community Funds ?	Yes	•
	Yes No	

2m) Select the pay cycle to process for the advance salary payment.

Note Normally, the advance salary payment is processed in different pay cycle with the advance salary deduction.

Pay Period	
C Mid Month	
C End Month	
Separately	

2n) Upon completion of the above setup, please click on the **Process** button. System will generate the advance payment in the special record if you select the pay period as '**Separately**'.



Employee #	ZH	Name #	200 140	
Leave Qui	ck Menu Pe	riod 201503	•	
Pay Group 6	.0DAYS Oth	ier Cycle E	Paid Se	mi Month Period 03/S Type: 2-SN CPF/Levy CLASS1
Days Worked		Basic Pay	0.00	Age : 31.08 Daily Rate 415.38 Hourly Rate 51.92
NPL Day-C	415.38	0.00	0.00 🚊	Allowances / Deductions
NPL Hr-C	51.92	0.00	0.00 🚊	Code Description Amount T ^
Absent-C	415.38	0.00	0.00 🚊	ADVANCE ADVANCE PAY 4500.00 ···· N
Overtime	Total No	Pay leave	0.00	j
OT1.0C	12.98	0.00	0.00 🔨	
OT1.5C	19.47	0.00	0.00	
OT2.0C	25.96	0.00	0.00	
	-		×	×
Shift	Total Overtime		0.00	CPF Contribution Total Wages
MORNING	3.00	0.00	0.00 \land	
AFTERNOON	4.00	0.00	0.00	Employee 0.00 Total Deduction 0.00
NIGHT	2.00	0.00	0.00	SDF 0.00 CPF Wage 0.00
	_		~	T FWL/MSQ 0.00 0.00 Cross Ware 4500.00
RestDay Total Shift			0.00	
0.5D Day	207.	69 0.00	0.00 🔨	₩ Nett Wage 4500.00
0.5LDay#	205.	.11 0.00	0.00 🗸	
	Res	st Day Pay	0.00	Bank Cancel <u>I</u> Close

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To initialize the advance payment deduction in the end month payroll, you will need to reprocess the payroll again by selecting the first option.

Period Initialize for Period 201503									
Process Pay Transaction									
 Reprocess earlier Selected Staff without clearing variable entries Reprocess earlier Selected Staff with clearing variable entries Do not reprocess earlier Selected Staff 									
IMPORTANT NOTE: Please update the resignation before processing the payroll to ensure the Payroll calculations are correct.									
Clear record X Cancel Y Process									

After re-processing the payroll, the advance payment deduction will reflect in the modify pay record.



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[Modify Pay Record] - Current Period : 201503 Cycle: E -												
Employee # ZH 💽 Name # ZUO HAO					A							
Leave Quick Menu Period 201503 V												
Pay Group 6.0DAYS Other Cycle S Paid Semi Month Period 03/E Type : 2-SN CPF/Levy CLASS1												
Days Worked	12.00	Basic Pay	900.00	Ag	e: 31.08	Daily P	Rate	415.38 Ho	urly Rat	e 51	1.92	
NPL Day-C	415.38	0.00	0.00 🚊	Allowances / Deductions								
NPL Hr-C	51.92	0.00	0.00 🚊		Code	Description			Amou	nt T	^	
Absent-C	415.38	0.00	0.00 🚊		ADVANCE	ADVANCE PAY			-4500.00 N			
Total No Pay leave 0.00					MOSQ MOSQUE MENDAKI BLDG FUNE -16.00 N							
OT1.0C	12.98	0.00	0.00 ^									
OT1.5C	19.47	0.00	0.00									
OT2.0C	25.96	0.00	0.00									
			*								Υ.	
Shift	Shift Total Overtime			CPF Contribution				Total Wages				
MORNING	3.00	0.00	0.00		Employe	"	850.00	TOTALATION	vance			
AFTERNOON	4.00	0.00	0.00	<u> </u>	Employe	e	-1100.00	Total Ded	uction	-4526	.00	
NIGHT	2.00	0.00	0.00		SDF		11.25	CPF	Wage	9000	.00	
×					FWL/MS0	0.00	50.00	Groce	Vage [9000	.00	
RestDay Total Shift			0.00				1 1		Wana	0000		
0.5D Day	207.6	69 0.00	0.00 ^	<u>x</u>	a KI		K N	Nett	wage	3374	.00	
0.5LDay#	205.1	11 0.00	0.00 🗸			1				-		
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- End -