

Times Payroll 8.0

Festival Advance Payment Guide

Document Date	04/03/2015
Author	Loke Zuo Hao
Supervised By	Jimmy Liew

TIMES SOFTWARE PTE LTD

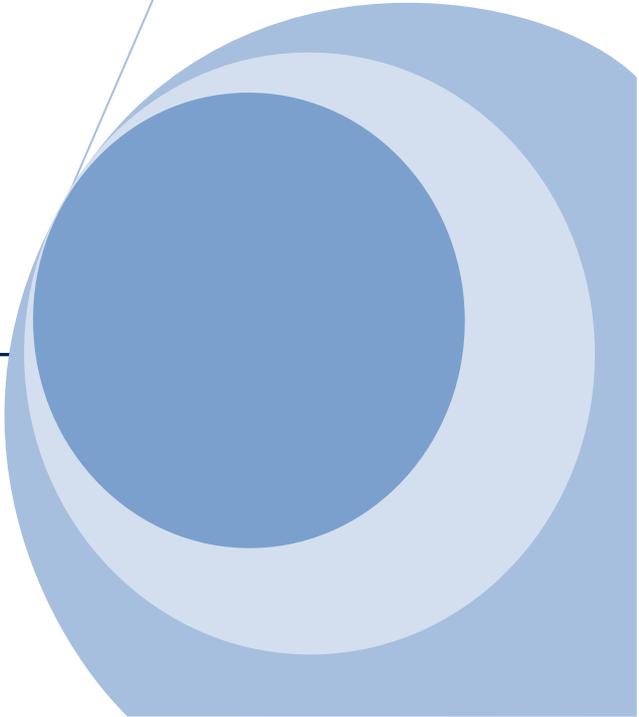
(ROC # : 199804415D)

10 Jalan Besar #14-01

Sim Lim Tower, Singapore 208787

Tel: (65) 6295-1998 **Fax:** (65) 6295-0998

<http://www.timesoftsg.com.sg>

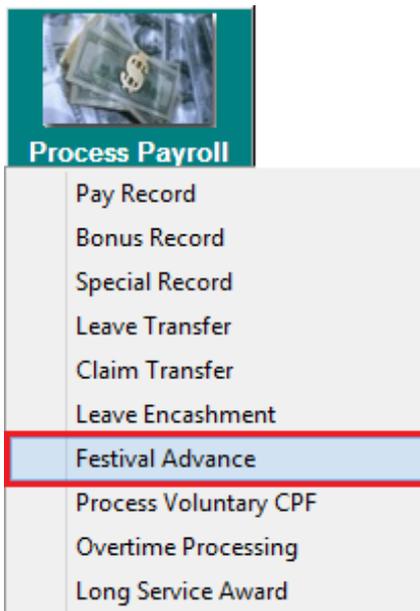




Processing of Festival Advance Payment

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'.

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**.

The screenshot shows the 'Update Employee record - Period :201503' window. The 'Employment' tab is active. The 'Festival advance' dropdown menu is highlighted with a red box and set to 'Chinese New Year'. Other fields include Substantive Designation (NONE), Job Level (NONE), Service Grade (NONE), Unit (NONE), Currency Code (SGD), and Restraint Clause (No).

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

The image shows two side-by-side screenshots of the payment method selection interface. The left one shows 'Percentage' selected with a value of 50. The right one shows 'Fixed amount' selected with a value of 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.



Update Employee record - Period :201503

Employee # ZH Name ZUO HAO

Employment | Other | Confirm & Termination | Bank | Address | Spouse | Allow/Dedu | Career | Calendar

Career Progression

Progression Code	TRANS	Section	NONE	Old Salary	8888.00	A. Incre%	1.26
Department	CM	Increment Effective Date	01/03/2015	Increment	112.00	MVC Incre%	0.00
Category	NONE	Increment Paid Date	01/03/2015	New Salary	9000.00	A. Incre\$	112.00
Occupation	SEC	Salary range (scale)	NONE	Salary Type	Monthly	MVC.Incre\$	0.00
Cost Centre	NONE	Salary Step		Salary Percent%	100.00	MVC. Accum%	2.00
Company	TS	Increment review date				MVC Accum\$	180.00
Job Grade	C2	Transfer/Promotion Review date					
Appraisal Grade							
Division Code	NONE	REASONS					
Job Level		REMARKS					

Code	Category	Job Grade	Inc Date	Paid Date	Old Pay	Increment	New Pay	Cost Centre
FSTART	NONE	C2	01/12/2013	01/12/2013	8888.00	0.00	8888.00	NONE
TRANS	NONE	C2	01/03/2015	01/03/2015	8888.00	112.00	9000.00	NONE

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 be generated accordingly from the re-payment frequency setup.

Employee # PT Name PART TIMER

Employment | Other | Confirm & Termination | Bank | Address | Spouse | **Allow/Dedu** | Career | Calendar

Amount	Effective Date	Payment Date	End Date	Start Mth	Year	Times	M/E	End Mth	Year	Total Amt
-10.00				3	2015	1	End	3	2015	-10.00

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

All

All

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

Mid Month

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'.



[Modify Pay Record] - Current Period : 201503 Cycle: S

Employee # ZH Name # ZUO HAO

Leave Quick Menu Period 201503

Pay Group 6.0DAYS Other Cycle E Paid Semi 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
NPL Hr-C	51.92	0.00	0.00
Absent-C	415.38	0.00	0.00
Total No Pay leave		0.00	

Overtime

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

MORNING	3.00	0.00	0.00
AFTERNOON	4.00	0.00	0.00
NIGHT	2.00	0.00	0.00

RestDay

0.5D Day	207.69	0.00	0.00
0.5LDay#	205.11	0.00	0.00

Total Shift 0.00 Rest Day Pay 0.00

Allowances / Deductions

Code	Description	Amount	T
ADVANCE	ADVANCE PAY	4500.00	N

CPF Contribution

Employer	0.00
Employee	0.00
SDF	0.00
FWL/MSO	0.00

Total Wages Total Allowance 4500.00
Total Deduction 0.00
CPF Wage 0.00
Gross Wage 4500.00
Nett Wage 4500.00

Bank Recalculate Save Cancel Close

To initialize the advance payment deduction in the end month payroll, you will need to re-process 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 Cancel Process

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



[Modify Pay Record] - Current Period : 201503 Cycle: E

Employee # ZH Name # ZUO HAO

Leave Quick Menu Period 201503

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 9000.00 Age : 31.08 Daily Rate 415.38 Hourly Rate 51.92

NPL				Allowances / Deductions			
Code	Description	Amount	T	Code	Description	Amount	T
NPL Day-C	415.38	0.00	0.00	ADVANCE	ADVANCE PAY	-4500.00	N
NPL Hr-C	51.92	0.00	0.00	MOSQ	MOSQUE MENDAKI BLDG FUNG	-16.00	N
Absent-C	415.38	0.00	0.00				
Total No Pay leave 0.00							

Overtime

Code	Amount	Basic Pay	Overtime Pay
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

Shift	Amount	Basic Pay	Overtime Pay
MORNING	3.00	0.00	0.00
AFTERNOON	4.00	0.00	0.00
NIGHT	2.00	0.00	0.00

RestDay

Code	Amount	Basic Pay	Overtime Pay
0.5D Day	207.69	0.00	0.00
0.5LDay#	205.11	0.00	0.00

Rest Day Pay 0.00

CPF Contribution

Category	Amount
Employer	850.00
Employee	-1100.00
SDF	11.25
FWL/MSO	0.00 / 50.00

Total Wages

Category	Amount
Total Allowance	0.00
Total Deduction	-4526.00
CPF Wage	9000.00
Gross Wage	9000.00
Nett Wage	3374.00

Bank Recalculate Save Cancel Close

- End -