

# TIMES SOFTWARE



## TIMESPAY 8

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### Process Bonus Guide

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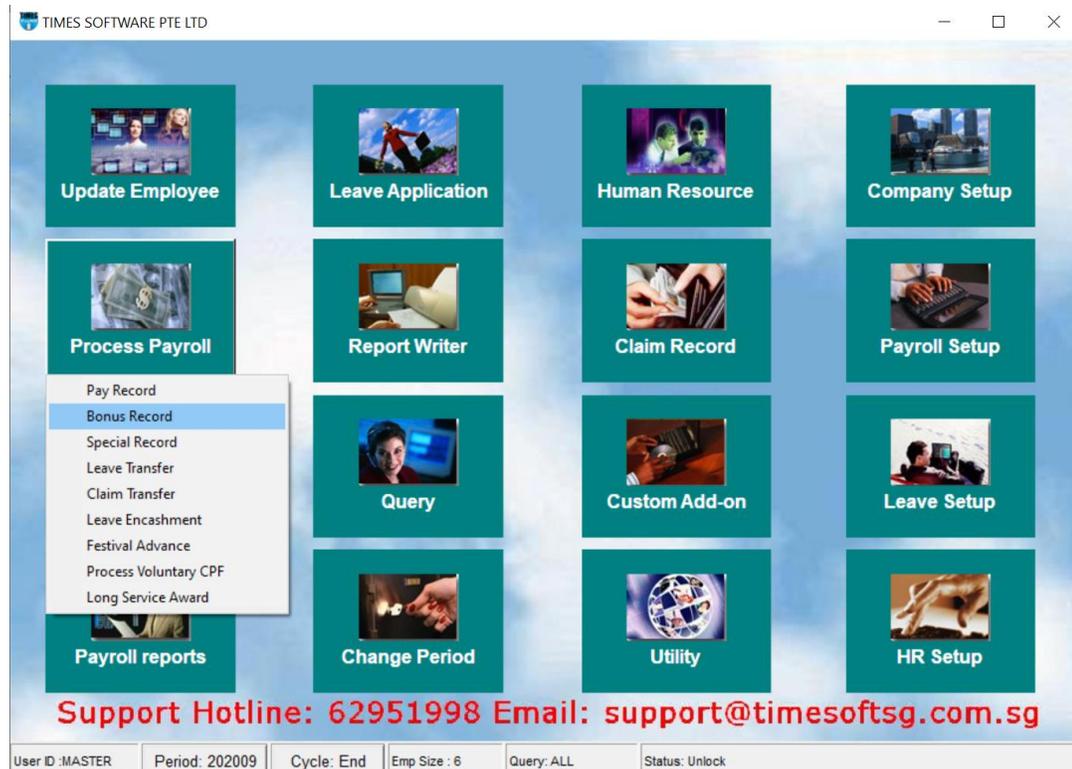
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# HOW TO PROCESS BONUS RUN

This section is to equip the user with the knowledge of processing bonus in our system.

## Steps:

1. To process bonus, please click on "Process Payroll" button and select "Bonus Record".



2. You will see the below screen.

3. Select your **“Bonus Code”**. Please note that you are strongly encouraged to use code that start with **“BONU”**. Example **“BONU”**, **“BONUS”**, **“BONUAWS”**. In this way, our software will be able to separate your bonus amount from the allowance figures in the payroll department report. Please **DO NOT** use **BONUSP** as it’s a reserved code for **Bonus paid in 2020, but to put back to 2019 income**.
4. Select the **“Bonus Method”**.
  - **By Calendar**: Based on Calendar Year (Jan 2010 to Dec 2010)
  - **By Pay Period**: Based on employee’s pay group’s period (21st Dec 2019 to 20th Dec 2020)
  - **By Calendar Periodical**: Based on company financial period (July 2019 to June 2020)
5. Select the **“Cut Off Bonus (Mth/ Period)”**. This is to determine the cut off period of bonus computation. For example, if your company chooses to calculate their bonus by Calendar, my cut off bonus will be in December. This means that the bonus will be calculated up to the month of December.

6. Enter the **“Bonus Factor”**. This is to define the multiplying factor for bonus computation. If it’s set to zero, the “Bonus Factor” value specified in the “Update Employee” record are used instead.

The screenshot shows an HR system interface for updating employee information. At the top, the employee's name is AUDREY PEH and the employee ID is EMP008. Below this, there are tabs for 'Update', 'Employment', 'Other', 'Confirm & Termination', 'Bank', 'Address', 'Spouse', 'Allow/Dedu', and 'Career'. The 'Update' tab is active. The form contains several fields: 'Hired Date' (01/01/2016), 'Birth Date' (24/01/1990), 'Type' (SN-Mthly Rated-Subj OT), 'Mid Mth Pay' (0 % / 0.00), 'Basic Salary' (9333.33), 'Increment' (416.67), and 'New Salary' (9750.00). The 'Bonus Factor' field is highlighted with a red box and contains the value '1'. There is also a 'Hide Wage Data ?' checkbox and an 'Insert Photo' button.

7. Select your **“Bonus Payment By:”**

- New Base Salary
  - Base Salary
  - New Base Salary (Last year)
  - Fixed amount
  - New Base Salary + (NWC)
  - Base Salary + (NWC)
  - Base Salary + (NWC) Last Year
  - New Base Salary + (Svs pt)
  - Base Salary + (Svs pt)
  - Base Salary + (Svs pt) Last Year
  - New Base Salary + (MVC)
  - Base Salary + (MVC)
  - Average Paid Salary
- Commonly used option.
- Applies to Union members
- Svs pt-Service point, applicable to hotels.
- Applicable if the company uses **MVC as recurring allowance**.
- Applies to Hourly Rated Staff/ Daily Rated Staff

8. Key in your **“Bonus Amount”** IF YOU ARE USING **FIXED AMOUNT** in **“Bonus Payment by”**, otherwise, skip this step.

9. Select **“Which period to pay bonus”**.

- **Mid – Month Period** (The bonus amount will be lumped into the mid-month cycle. Please process your Mid-Month Payroll first before process your Bonus Run)
- **End – Month Period** (The bonus amount will be lumped into the end-month cycle. Please process your End Month Payroll first before you process your Bonus Run)
- **Separately** (We strongly recommended that you use this option to run your bonus. Our system will only be able to separate your employee’s CPF, employer’s CPF, net wage for bonus pay out and allow the system to generate separate report(s) on items(s) above.)

10. Select **“Bonus Calculation By”**
  - Service Month (Standard Options)
  - Calendar Days
  - Working Days
  - None (No proration for bonus)
  
11. Service month cut off day, default value is 15 calendar day. If the staff has worked more than 15 **calendar days** in the first hired/ resigned month, the employees’ service month count is 1.
  
12. **“Contribute Community Funds”**: You have a choice whether to include or exclude the Community Fund in the Bonus Cycle. **But please note that if you have processed your end month payroll, this option will NOT be available to you.**
  
13. **“Rounding Method” (To round the bonus amount):**
  - None
  - Round up to Dollar
  - Round down to Dollar
  - $> 0.5 = 1$  or  $0.5 = 0.5$  or  $< 0.5 = 0$
  - $> 0.5 = 1$  or  $\leq 0.5 = 0.5$  or  $0 = 0$
  
14. You may **“Exclude unconfirmed staff” from the bonus payout** by placing a check on the “Exclude unconfirmed staff” check box.
  
15. In addition to point 14, you may also exclude staff that is hired after a certain date or exclude staff that is resigned after a certain date.
  
16. Leave exclusion function will be able to function to prorate the bonus amount accordingly to the leave taken by employees.

➤ Here is an example of how the Service Month Calculation works:

**Bonus Calculation by: Service months**

Hired date: 11/05/2010, Bonus factor: 1, Bonus method: By Calendar

Basic Salary: \$2,000, Which period to pay bonus: Separately,

Cut Off Bonus: 12 2010

The bonus will be computed as follows: (8/12) month X \$2,000 =S\$1,333.33

**Bonus Run for Period 201012**

**Bonus Parameter** | **Group** | **Individual** | **Update Bonus Factor**

Bonus Code :  Report Order by

Bonus Method

Cut Off Bonus (Mth/Period)

Bonus Factor   
default Bonus Factor From Update Employee if '0' bonus factor entered.

Bonus Payment by

Bonus Amount

Include NPVP or Service Point paid on

Which Period to pay Bonus

Bonus Calculation By

Service Month Cut Off Day   
'0' No Cut off Day apply,  
'31' must works for full complete month

Contribute Community Funds ?  Rounding Formula

Leave Exclusion  
 Exclude NPL  
 Exclude Sick Leave  
 Exclude Annual leave  
 Exclude Absent leave  
 Exclude Hospitalisation leave

Exclude Bonus Condition  
Exclude unconfirmed staff ?   
 Exclude Employee Hired after   
 Exclude Employee Resigned After

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|------------------------------------|------|------------------------------|------------------|------------|--------------|------------------------|--------------------|------------------|-----------------|-----------------|--------------|--------|
| Bonus Run for 1/2006 To 12/2006    |      |                              |                  |            |              | Page 1 of 2            |                    |                  |                 |                 |              |        |
| Pay Bonus Based on New Base Salary |      |                              |                  |            |              | 23/11/2006 12:27:33 AM |                    |                  |                 |                 |              |        |
| Bonus Payment MethodBy Calendar    |      |                              |                  |            |              | USERID : MASTER        |                    |                  |                 |                 |              |        |
| Bonus Code BONU                    |      |                              |                  |            |              |                        |                    |                  |                 |                 |              |        |
| Bonus Factor 1                     |      |                              |                  |            |              |                        |                    |                  |                 |                 |              |        |
| Cut-Off Day 15                     |      |                              |                  |            |              |                        |                    |                  |                 |                 |              |        |
| Query : ALL                        |      |                              |                  |            |              |                        |                    |                  |                 |                 |              |        |
| Employee#                          | Name | Type                         | Base Wage Factor | Hired Date | Term Date    | Service Mths/Days      | Working Hours/Days | Bonus Amt        | Variable Bonus1 | Variable Bonus2 | Employer CPF |        |
| AAA                                |      |                              |                  |            |              |                        |                    |                  |                 |                 |              |        |
| 1                                  | 008  | LI NAN; (PERMIT WORKER)      | SN               | 2,791.25   | 1 25/04/1999 | 12                     | 0.00               | 2,791.25         | 0.00            | 0.00            | 0.00         |        |
|                                    |      |                              |                  |            |              |                        |                    | Department total | 2791.25         | 0.00            | 0.00         | 0.00   |
| ADMINISTRATION DEPARTMENT          |      |                              |                  |            |              |                        |                    |                  |                 |                 |              |        |
| 2                                  | 005  | CHRISTY (PR PAID ER CPF 20%) | SN               | 2,000.00   | 1 01/05/1999 | 12                     | 0.00               | 2,000.00         | 0.00            | 0.00            | 260.00       |        |
| 3                                  | 013  | Rebecca Samuel               | SN               | 1,800.00   | 1 04/07/2006 | 8                      | 0.00               | 900.00           | 0.00            | 0.00            | 117.00       |        |
|                                    |      |                              |                  |            |              |                        |                    | Department total | 2900.00         | 0.00            | 0.00         | 377.00 |
| MANAGEMENT                         |      |                              |                  |            |              |                        |                    |                  |                 |                 |              |        |
| 4                                  | 011  | EVELYN (EMPLOYMENT PASS)     | SN               | 5,600.00   | 1 02/05/2004 | 12                     | 0.00               | 5,600.00         | 0.00            | 0.00            | 726.00       |        |
| 5                                  | 012  | Rebina                       | SN               | 2,000.00   | 1 10/05/2006 | 8                      | 0.00               | 1,333.33         | 0.00            | 0.00            | 174.00       |        |
|                                    |      |                              |                  |            |              |                        |                    | Department total | 6933.33         | 0.00            | 0.00         | 902.00 |

**Service Month Cut Off Day:**

Applicable to service month method only. This is to indicate the cut off day of the particular month.

'15' means the staff must work more than 15 calendar days or equal to 15 calendar days in the 1<sup>st</sup> month he / she joined the company.

If more than 15 calendar days or equal to 15 calendar days, the service month is 1, else it is a zero month.

**NOTE:** For staff joined 16/08/2010, service month is 5 months. (It includes August month because counting calendar days from 16/08/2010 to 31/08/2010 is 16).

Note that different months have different calendar days. Example: July, August has 31 calendar days, but November has 30 calendar days.

➤ Here is an example of how the Calendar Days Calculation works:

**Bonus Calculation by: Calendar days:**

Hired date: 11/05/2010, Bonus factor: 0,

Bonus method by: Calendar

Basic Salary: \$2,000, Which period to pay bonus: Separately

Cut Off Bonus: 12 2010

Employee's Update record (Bonus factor = 1)

NPL: 3 days (You may use the "Leave Exclusion" function to further prorate the staff's bonus if they are on NPL)

The bonus will be computed as follows:

**Total calendar days = 365 days**

**Actual calendar days: (21+30+31+31+30+31+30+31) - 3  
= 232 days**

232/365 calendar days X \$2000.00= **\$1271.23**

**Bonus Run for Period 201012**

**Bonus Parameter** | Group | Individual | Update Bonus Factor

Bonus Code : BONJAWS Report Order by COMPANY+DEPARTMENT

Bonus Method By Calendar

Cut Off Bonus (Mth/Period) 12 2010

Bonus Factor 1

default Bonus Factor From Update Employee if '0' bonus factor entered.

Bonus Payment by New Base Salary

Bonus Amount 1000

Include NPVP or Service Point paid on NOT APPLICABLE

Which Period to pay Bonus separately

Bonus Calculation By Calendar Days

Union Setting

Separate Union Table For Bonus

Union Code :

Contribute Community Funds ? Yes Rounding Formula None

Leave Exclusion

Exclude NPL

Exclude Sick Leave

Exclude Annual leave

Exclude Absent leave

Exclude Hospitalisation leave

Exclude Bonus Condition

Exclude unconfirmed staff ?

Exclude Employee Hired after

Exclude Employee Resigned After

Clear Record Trial Run Process <F4>-Delete code <Insert> -Add Co

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|------------------------------------|------|-------|-----------|----------|------------|-----------------------|-----------------|-------------------|------------------|-----------------|-----------------|--------------|---------|
| Bonus Run for 1/2009 To 12/2009    |      |       |           |          |            | Page 2 of 2           |                 |                   |                  |                 |                 |              |         |
| Pay Bonus Based on New Base Salary |      |       |           |          |            | 26/10/2009 1:50:33 PM |                 |                   |                  |                 |                 |              |         |
| Bonus Payment Method By Calendar   |      |       |           |          |            | USERID : MASTER       |                 |                   |                  |                 |                 |              |         |
| Bonus Code BONUAW/S                |      |       |           |          |            |                       |                 |                   |                  |                 |                 |              |         |
| Bonus Factor 1                     |      |       |           |          |            |                       |                 |                   |                  |                 |                 |              |         |
| Cut-Off Day 15                     |      |       |           |          |            |                       |                 |                   |                  |                 |                 |              |         |
| Query : ALL                        |      |       |           |          |            |                       |                 |                   |                  |                 |                 |              |         |
| Employee#                          | Name | Type  | Base Wage | Factor   | Hired Date | Term Date             | Service Mth/Day | Working Hours/Day | Bonus Amt        | Variable Bonus1 | Variable Bonus2 | Employer CPF |         |
| NONE                               |      |       |           |          |            |                       |                 |                   |                  |                 |                 |              |         |
| DEF DEPARTMENT                     |      |       |           |          |            |                       |                 |                   |                  |                 |                 |              |         |
| 10                                 | 014  | LYNN  | SN        | 2,000.00 | 1          | 29/09/2007            | 365             | 0.00              | 2,000.00         | 0.00            | 0.00            | 0.00         |         |
|                                    |      |       |           |          |            |                       |                 |                   | Department total | 2000.00         | 0.00            | 0.00         | 0.00    |
| NONE                               |      |       |           |          |            |                       |                 |                   |                  |                 |                 |              |         |
| 11                                 | 015  | LINDA | SN        | 2,000.00 | 1          | 11/05/2009            | 232             | 0.00              | 1,271.23         | 0.00            | 0.00            | 185.00       |         |
|                                    |      |       |           |          |            |                       |                 |                   | Department total | 1271.23         | 0.00            | 0.00         | 185.00  |
|                                    |      |       |           |          |            |                       |                 |                   | Company Total    | 11871.23        | 0.00            | 0.00         | 1055.00 |
|                                    |      |       |           |          |            |                       |                 |                   | Total Bonus      | 46848.83        | 0.00            | 0.00         | 6637.00 |
|                                    |      |       |           |          |            |                       |                 |                   | Total Cost       | 53485.83        |                 |              |         |
| Total Employees processed : 11     |      |       |           |          |            |                       |                 |                   |                  |                 |                 |              |         |

➤ Here is an example of how the Working Days Calculation works:

**Bonus Calculation by: Working days:**

**Hired date:** 11/05/2010, **Bonus factor:** 1,

**Bonus method by:** Working Days

**Basic Salary:** \$2,000

**Which period to pay bonus:** Separately

**Cut Off Bonus:** 12 2010

**NPL:** 3 days (You may use the "Leave Exclusion" function to further prorate the staff's bonus if they are on NPL)

**Total working days in the year:** 22+20+22+22+21+22+23+21+22+22+21+23 = 261 days

**Actual working days less NPL days (3)**

15+22+23+21+22+22+21+23 -3 = 166 days

The bonus will be computed as follows:

166/261 working day X S\$2000.00 = **S\$1272.03**

**Bonus Run for Period 201012**

**Bonus Parameter** | Group | Individual | Update Bonus Factor

Bonus Code :  Report Order by

Bonus Method

Cut Off Bonus (Mth/Period)

Bonus Factor   
 default Bonus Factor From Update Employee if '0' bonus factor entered.

Bonus Payment by

Bonus Amount

Include NPVP or Service Point paid on

Which Period to pay Bonus

Bonus Calculation By

Union Setting  
 Separate Union Table For Bonus  
 Union Code :

Contribute Community Funds ?  Rounding Formula

Leave Exclusion  
 Exclude NPL  
 Exclude Sick Leave  
 Exclude Annual leave  
 Exclude Absent leave  
 Exclude Hospitalisation leave

Exclude Bonus Condition  
 Exclude unconfirmed staff ?   
 Exclude Employee Hired after   
 Exclude Employee Resigned After

<F4>-Delete code <Insert> - Add Co

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Bonus Run for 1/2009 To 12/2009 Page 2 of 2  
 Pay Bonus Based on New Base Salary 26/10/2009 1:59:48 PM  
 Bonus Payment Method By Calendar  
 Bonus Code BONUAWS USERID : MASTER  
 Bonus Factor 1  
 Cut-Off Day 15  
 Query : ALL

| Employee#                      | Name      | Type | Base Wage | Factor | Hired Date | Term Date | Service Mth/Day | Working Hours/Days | Bonus Amt        | Variable Bonus1 | Variable Bonus2 | Employer CPF |         |
|--------------------------------|-----------|------|-----------|--------|------------|-----------|-----------------|--------------------|------------------|-----------------|-----------------|--------------|---------|
| NONE                           |           |      |           |        |            |           |                 |                    |                  |                 |                 |              |         |
| DEF DEPARTMENT                 |           |      |           |        |            |           |                 |                    |                  |                 |                 |              |         |
| 10                             | 014 LYNN  | SN   | 2,000.00  | 1      | 29/09/2007 |           | 261             | 0.00               | 2,000.00         | 0.00            | 0.00            | 0.00         |         |
|                                |           |      |           |        |            |           |                 |                    | Department total | 2000.00         | 0.00            | 0.00         | 0.00    |
| NONE                           |           |      |           |        |            |           |                 |                    |                  |                 |                 |              |         |
| 11                             | 015 LINDA | SN   | 2,000.00  | 1      | 11/05/2009 |           | 166             | 0.00               | 1,272.03         | 0.00            | 0.00            | 185.00       |         |
|                                |           |      |           |        |            |           |                 |                    | Department total | 1272.03         | 0.00            | 0.00         | 185.00  |
|                                |           |      |           |        |            |           |                 |                    | Company Total    | 11872.03        | 0.00            | 0.00         | 1055.00 |
| Total Employees processed : 11 |           |      |           |        |            |           |                 |                    | Total Bonus      | 46838.72        | 0.00            | 0.00         | 6635.00 |
|                                |           |      |           |        |            |           |                 |                    | Total Cost       | 53473.72        |                 |              |         |

## PROCESS BONUS BY GROUP

This section is to allow the users to be able to execute the Bonus Run by Groups.

Steps:

1. At the “Process Bonus Record”, click on “Group” tab.

Bonus Run for Period 200711

Bonus Parameter **Group** Individual Update Bonus Factor

Generate Record Clear Record Group by Category Code

Variable Bonus Code Setting  
Variable Bonus 1 Variable Bonus 2

| Category | Description | Hours /Days Worked | Bonus Factor | Fix amount | Variable Bonus1 | V<br>B |
|----------|-------------|--------------------|--------------|------------|-----------------|--------|
|----------|-------------|--------------------|--------------|------------|-----------------|--------|

<F4>-Delete code <Insert> - Add Code Close

2. You can group by the below 4 types of grouping:
  - **Category Code**
  - **Appraisal Code**
  - **Job Grade Code**
  - **Classification Code**
3. Select either one of the above 4 codes
4. Click on “Generate Record” button

Bonus Run for Period 200711

Bonus Parameter **Group** Individual Update Bonus Factor

**Generate Record** Clear Record Group by Category Code

5. Key in either combination below:
  - (1) 'Bonus Factor' and 'Variable Bonus' for each group OR
  - (2) 'Fix amount' and 'Variable Bonus' for each group

Keying in the 'Bonus Factor', 'Fix Amount' and Variable Bonus' will result in no Bonus amount.

The screenshot shows the 'Bonus Run for Period 200711' window. The 'Group' tab is active, and the 'Update Bonus Factor' button is visible. The 'Generate Record' and 'Clear Record' buttons are also present. The 'Group by' dropdown is set to 'Category Code'. The 'Variable Bonus Code Setting' section shows 'Variable Bonus 1' and 'Variable Bonus 2' fields. The main table lists categories and their bonus parameters. The 'NONE' row is highlighted, and red boxes highlight the 'Bonus Factor', 'Fix amount', and 'Variable Bonus1' columns for this row.

| Category | Description         | Hours /Days Worked | Bonus Factor | Fix amount | Variable Bonus1 | V B |
|----------|---------------------|--------------------|--------------|------------|-----------------|-----|
| CTRSTF   | CONTRACT STAFF      | 0.00               | 0            | 5000.00    | 0.00            |     |
| EXEC     | EXECUTIVES          | 0.00               | 0            | 4000.00    | 0.00            |     |
| EXPAT    | EXPATRIATES         | 0.00               | 0            | 3000.00    | 0.00            |     |
| MG&SPEC  | MGRS & SPECIALISTS  | 0.00               | 0            | 0.00       | 0.00            |     |
| MM       | MID MANAGEMENT      | 0.00               | 0            | 0.00       | 0.00            |     |
| ▶ NONE   | NONE                | 0.00               | 0            | 0.00       | 0.00            |     |
| SM       | SENIOR MANAGEMENT   | 0.00               | 0            | 20000.00   | 0.00            |     |
| SMGMDIR  | SM, GM, DIR & ABOVE | 0.00               | 0            | 0.00       | 0.00            |     |
| ST       | STAFF               | 0.00               | 0            | 0.00       | 0.00            |     |
| TOP      | TOP MANAGEMENT      | 0.00               | 0            | 0.00       | 0.00            |     |

6. Once done, you may proceed to process your bonus, by returning to the Bonus Parameter tab to process the bonus.

**IMPORTANT NOTE:**

If you are not using the group setup, please ensure that the list is empty before you do your standard bonus run. This setup will supersede the setup on the 'Bonus parameter' tabs.

## PROCESS BONUS BY INDIVIDUAL

This section is to allow the users to be able to enter the bonus amount/ factor by Individual Staff.

Steps:

1. At the “Process Bonus Record”, click on the “Individual” tab.

Bonus Run for Period 200711

Bonus Parameter | Group **Individual** | Update Bonus Factor

Generate Record | Clear Record

Retrieve Bonus factor from Update employee ?

Update Bonus factor to Update Employee?

Variable Bonus Code Setting

Variable Bonus 1  ... Variable Bonus 2  ...

| Emp No | Employee | Hours /Days Worked | Bonus Factor | Fix amount | Variable Bonus1 |
|--------|----------|--------------------|--------------|------------|-----------------|
| ▶ ...  |          |                    |              |            |                 |

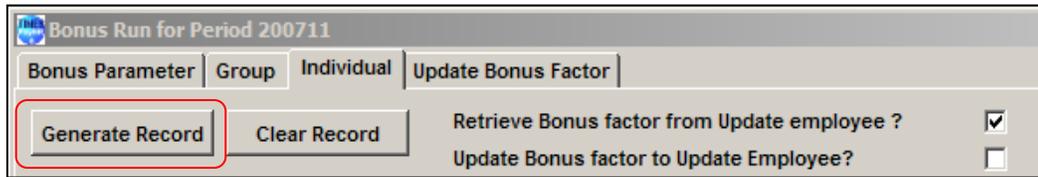
<F4>-Delete code <Insert> -Add Code Close

2. If you wish to retrieve the Bonus Factor from Update Employee, please put a tick at this option.

Retrieve Bonus factor from Update employee ?

3. If you do not wish to retrieve the Bonus Factor from Update Employee, please **DO NOT** tick at the above option.

4. Click on “Generate Record”



Bonus Run for Period 200711

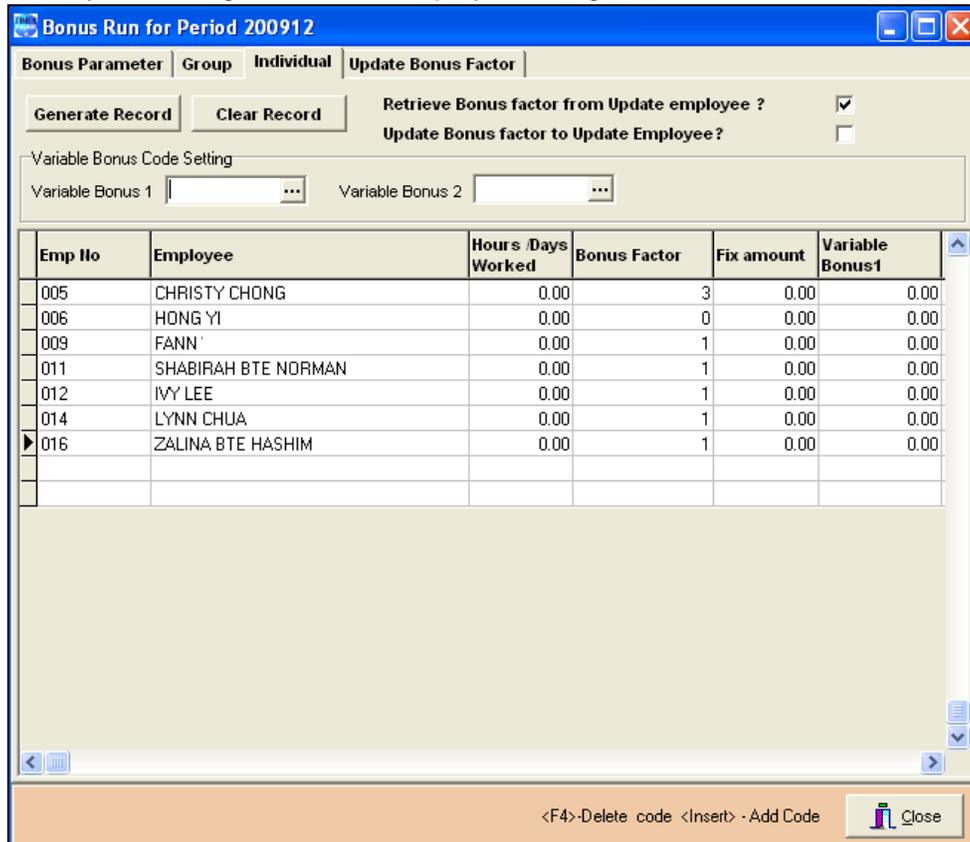
Bonus Parameter | Group | Individual | Update Bonus Factor

Generate Record | Clear Record

Retrieve Bonus factor from Update employee ?

Update Bonus factor to Update Employee?

5. The system will generate the employee listing.



Bonus Run for Period 200912

Bonus Parameter | Group | Individual | Update Bonus Factor

Generate Record | Clear Record

Retrieve Bonus factor from Update employee ?

Update Bonus factor to Update Employee?

Variable Bonus Code Setting

Variable Bonus 1  ... Variable Bonus 2  ...

| Emp No | Employee            | Hours /Days Worked | Bonus Factor | Fix amount | Variable Bonus1 |
|--------|---------------------|--------------------|--------------|------------|-----------------|
| 005    | CHRISTY CHONG       | 0.00               | 3            | 0.00       | 0.00            |
| 006    | HONG YI             | 0.00               | 0            | 0.00       | 0.00            |
| 009    | FANN                | 0.00               | 1            | 0.00       | 0.00            |
| 011    | SHABIRAH BTE NORMAN | 0.00               | 1            | 0.00       | 0.00            |
| 012    | IVY LEE             | 0.00               | 1            | 0.00       | 0.00            |
| 014    | LYNN CHUA           | 0.00               | 1            | 0.00       | 0.00            |
| 016    | ZALINA BTE HASHIM   | 0.00               | 1            | 0.00       | 0.00            |

<F4>-Delete code <Insert> -Add Code Close

6. You can key in the fixed amount or change the bonus factor for individual staff.
7. Once done, you may go back to “Bonus Parameter” tab to process your bonus.

**IMPORTANT NOTE:**

**If you are not using the individual setup, please ensure that the list is empty before you do your standard bonus run. This setup will supersede the standard setup on the ‘Bonus parameter’ tabs.**

8. If you wish to update your entry back to “Update Employee” Bonus Factor field, by checking on the “Update Bonus Factor to Update Employee?” check box.



Update Bonus factor to Update Employee?

9. Click on “Generate Record” button to update the Bonus Factor.

**Update Employee Record - Period :200711**

Employee # SCH-334 Name TEST

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

Employee # SCH-334 Name TEST Pay Group STD

Hired date 09/07/2007 5 month Basic Salary 5700.00  
 Birth Date 21/10/1974 33 year 2 month Increment 0.00  
 Type SE-Mthly Rated-NonOT Semi-Month ?  New Salary 5700.00  
 Mid Mth Pay 0 % / 0.00  
 Bonus Factor 1 Hide Wage Data ?

**Progression Data**

Department 1234 TEST Category MM MID MANAGEMENT  
 Cost Centre 1234 TEST Occupation MG-IT MANAGER - IT  
 Section NONE NONE Company NONE  
 Job Grade NONE NONE Division NONE NONE

**Leave/Benefit scheme**

Leave NONE NONE SCHEME Benefit BEN\_SCH1 Benefit Scheme 1

**Working Days/Hours**

Days Work/Wk 5 Daily Rate Working Day/Week Nationality MALA Fund#1 CDAC  
 Hrs Worked/ Yr 2080 NPL Daily Working Day/Mths Race CHIN Fund#2

**IC/CPF/FWL**

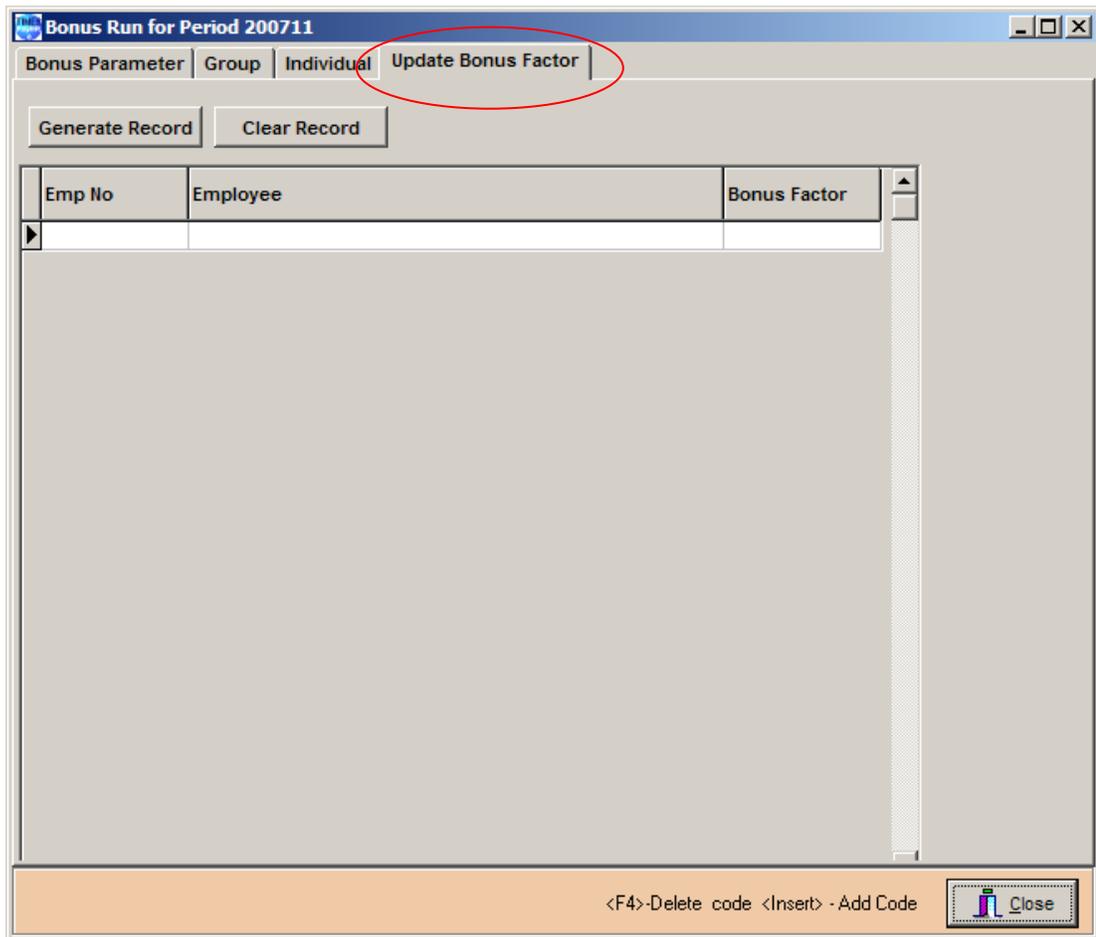
IC # S7481560/Z Other IC # CPF/Levy CLASS1 CPF A/C# S7481560.-

## UPDATE BONUS FACTOR

This section is for the user to update the employee's bonus factor. It will ease the user from selecting each employee to update their bonus factor amount. You can now do all the bonus factor update in one single window. Once this list is updated, the system will process the bonus based on the updated bonus factor

Steps:

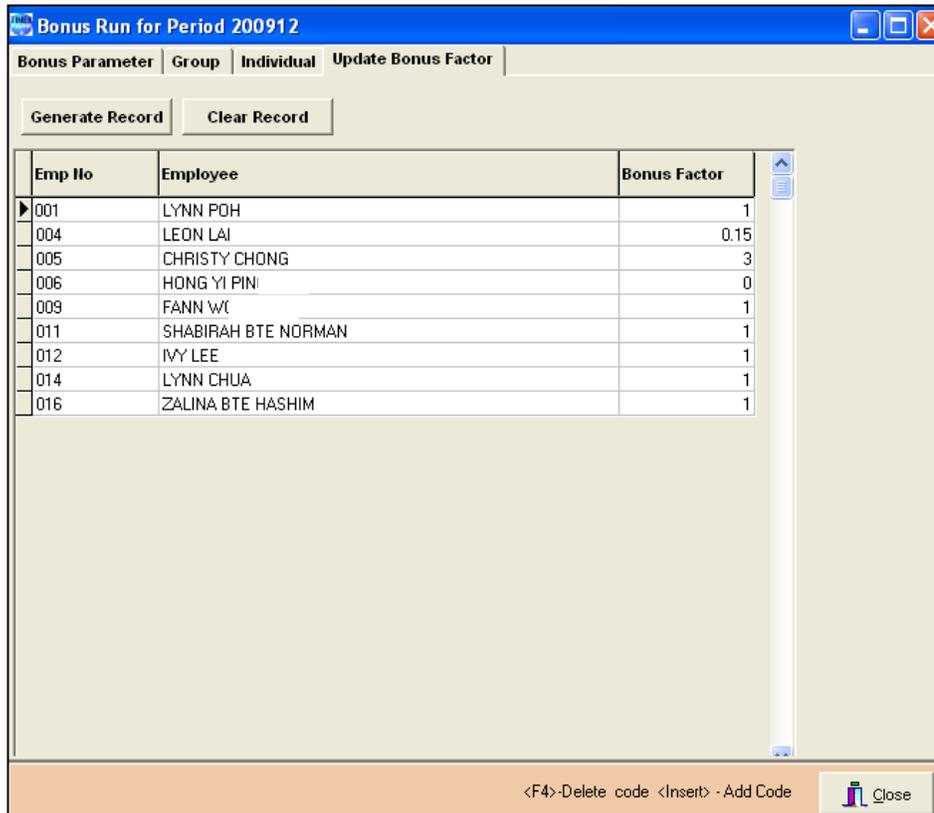
1. At the "Process Bonus Record", click on "Update Bonus Factor" tab.



2. Click on "Generate Record" button to generate your employee listing.



3. The system will display all of the employee's bonus factor in a list



| Emp No | Employee            | Bonus Factor |
|--------|---------------------|--------------|
| 001    | LYNN POH            | 1            |
| 004    | LEON LAI            | 0.15         |
| 005    | CHRISTY CHONG       | 3            |
| 006    | HONG YI PIN         | 0            |
| 009    | FANN W              | 1            |
| 011    | SHABIRAH BTE NORMAN | 1            |
| 012    | IVY LEE             | 1            |
| 014    | LYNN CHUA           | 1            |
| 016    | ZALINA BTE HASHIM   | 1            |

4. Once you have updated the Bonus Factor, you can now process your bonus.

**IMPORTANT NOTE:**

If you are not using the option 'Update Bonus Factor', please ensure that the list is empty before you do your standard bonus run. This setup will supersede the standard setup on the 'Bonus parameter' tabs.