TIMES PAYROLL 8.0 GUIDE

(Importing of Batch Allowance/Deduction/Bonus Using Excel)

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Importing of Batch Allowance/Deduction/Bonus Using Excel

This guide will show you how you can import the data you have from an Excel spread sheet to the Time Payroll software to process a **Mid Month** payment for commission, paying of bonuses in the **Bonus Cycle** and lastly paying of miscellaneous payment in a **Special cycle**.

The user has to prepare an Excel file following the same format as shown below.

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I	2	004		43	0.75				
I	3	005			5.00				
	4								

1. Excel Import to Mid Month Cycle (Only Applicable for Companies who has Mid Month payment)

You will need to log in to the correct period to do process the Mid Month payment.

Period :	200901	♠/M▼
	Figure	1.0

1.1 After login in to Mid Month, proceed to process the payroll.

Pay Record	Period Initialize for Period 200901
Bonus Record	Process Pay Transaction
Special Record	
Leave Transfer	C Reprocess earlier Selected Staff, without, clearing variable entries.
Claim Transfer	C Reprocess earlier Selected Staff with clearing variable entries
Leave Encashment	Do not reprocess earlier Selected Staff
Festival Advance	
Process Voluntary CPF	Important Note : Kindly update the resignation date for the resignee to affect the CPF MAX capping
Figure 1.	
riguro n	Clear record X Cancel Process

1.2 After processing the Mid Month Pay Record, proceed to 'Custom Add-On' at the main menu and select the 'Bonus/Allowance Data Import' option.





1.3 Select the allowance code that you wish to payout from the drop down menu.

Select the excel file that you have prepared.

Enter the respective excel column for the Employee Code and Payment Amount. For instance, under Column A and Column B in my excel sheet, I have list out the employee number under Column A, and the amount under Column B.

Select the pay period as 'Mid Month' and click 'Process' button.

Process Special Run for Period	200901 for Period	200901
Code COMM 💌		
Filename "C:\Users\law\Deskt	op\Leave revision2.>	ds" 🖻
Excel Format		
Employee# Column A	Amount Column	n B
Pay Period		
Mid Month		
C End Month		
C Bonus		
C Special		
<u>C</u> lear Record	Process	<u>I</u> <u>C</u> lose

Figure 1.3

Proceed to Modify Record and select 'Modify Pay Record' option. Under the 'Allowance / Deduction' table you should be able to see the import of the allowance.

Leave Record	Pe	eriod 2009	01 👻							
Pay Group S	TD Oth	er Cycle E	Paid S	emi Mon	th Perio	od 01/M Typ	e: 2-SN (CPF/Levy	CLASS1	1
Days Worked 11.00 Basic Pay 1000.00				Age	29.00	Daily Rate	90.91 Ho	urly Rate	11	1.54
NPL Day-C 90.909091 0.00 0.00 🚊				-		Allowance	s / Deducti	ons		
NPL Hr-C	11.54	0.00	0.00		ode D	escription		Amount	Т	*
Absent-C	92.31	0.00	0.00		омм с	OMMISSION		1	50.50 A	
Overtime	Total No	Pay leave	0.0	00						
OT1.5C	17.31	0.00	0.00 🔺							
OT2.0C	23.08	0.00	0.00	ni –						
OT1.0L	11.54	0.00	0.00	1						
· ·										
Shift	Total	Overtime	0.0	00 CPI	Contribu	tion		les		× 1
1 ST SHF	5.00	0.00	0.00 🔺		Employer	167.00	Total Allo	wance	150	.50
2NDSFT	10.00	0.00	0.00		Employee	220.00	Total Ded	uction	0	00
3RDSFT	15.00	0.00	0.00		Linpioyee	-230.00				
			-		SDF	0.00	CPF	Wage	1150	1.50
RestD ay	Т	otal Shift	0.0	0	FWL	0.00	Gross	Wage	1150	.50
0.5D Day	46.	15 0.00	0.00 🔺	- %	4		Nett	Wage	920	.50
0.5LDay#	46.	15 0.00	0.00 🔻							
	Res	t Day Pay	0.0	0 Bank	C Recal	culate 🗸 S	ave 🗙	Cancel		se

Figure 1.4

2. Excel Import to End Month Cycle

You will need to log in to the correct period to do process the End Month payment.





2.1 Proceed to process the payroll for this month.

	Period Initialize for Period 200901					
	Process Pay Transaction					
Pay Record						
Bonus Record	C Reprocess earlier Selected Staff without clearing variable entries					
Special Record	C Reprocess earlier Selected Staff with clearing variable entries					
Leave Transfer	O not reprocess earlier Selected Staff					
Claim Transfer	Important Note -					
Leave Encashment	Kindly update the resignation date for the resignee to affect the CPF MAX capping					
Festival Advance						
Process Voluntary CPF	Clear record Y Cancel Process					

Figure 2.0

2.2 After processing the End Month Pay Record, proceed to 'Custom Add-On' at the main menu and select the 'Bonus/Allowance Data Import' option.





2.3 Select the allowance code that you wish to payout from the drop down menu.

Select the excel file that you have prepared.

Enter the respective excel column for the Employee Code and Payment Amount. For instance, under Column A and Column B in my excel sheet, I have list out the employee number under Column A, and the amount under Column B.

Select the pay period as 'End Month' and click 'Process' button.

Process Special Run for Period 200901 for Period 200901
Code COMM
Filename "C:\Users\law\Desktop\Table List.xls"
Excel Format
Employee# Column A Amount Column B
-Pay Period
C Mid Month
⊂ Bonus
C Special
Clear Record Process I Close

Figure 2.2

3. Excel Import to Bonus Cycle

If you would like to import your data from the excel sheet into the Bonus Cycle, you will need to process the Bonus Cycle first.

3.1 Proceed to 'Process Payroll' and then select the 'Bonus Record' option. You can follow the settings below as shown in *Figure 3.0.* Please make sure the 'Fixed Amount' is set as '**0**'.

😁 Bonus Run for Period 200901	
Bonus Parameter Group Individ	dual Update Bonus Factor
Bonus Code :	BONU Report Order by COMPANY+DEPARTMENT+NAME
Bonus Method	By Calendar 🗸
Cut Off Bonus (Mth/Period) Bonus Factor default Bonus Factor From Update Employee if '0' bonus factor entered.	1 2009 1
Bonus Payment by	
Bonus Amount	0
Include NPVP or Service Point paid on	NOT APPLICABLE
Which Period to pay Bonus	separately
Bonus Calculation By	Service Month Union Code :
Service Month Cut Off Day '0' No Cut off Day apply, '31' must works for full complete month	15 💌
Contribute Community Funds ? Leave Exclusion Exclude NPL Exclude Sick Leave Exclude Annual leave Exclude Absent leave Exclude Absent leave	Yes Rounding Formula None Exclude Bonus Condition
<u>C</u> lear Record <u>T</u> rial Run	Process <f4>-Delete code <insert> - Add Code</insert></f4>

Figure 3.0

3.2 Click the'Process' button. Then proceed to 'Modify Pay' and select 'Modify Bonus Record' option. You **should** see the Bonus Code with a '0' Amount under the 'Allowance/Deduction' table as shown in *Figure 3.1*

Leave Record	Period 200901 -			
Pay Group 6.0DAY	Other Cycle E	Paid	Monthly Period 01/B Type: 2-SN CPF/Levy CW1	_
			Age: 29.00 Daily Rate 96.30 Hourly Rate 13.6	64
			Allowances / Deductions	
			Code Description Amount T	*
			BONU BONUS * 0.00 A	
			CPE Contribution Total Wages	•
			Employer 0.00 Total Allowance 0.0	0
			Employee 0.00 Total Deduction 0.0	0
			SDF 0.00 CPF Wage 0.0	0
				0
				-
				U
			Bank Cancel	•

Figure 3.1

- 3.3 After that proceed to 'Custom Add-on' and select the option 'Bonus/Allowance Data Import'
- 3.4 Select the same allowance code that you have used.

Select the excel file that you have prepared.

Enter the respective excel column for the Employee Code and Payment Amount. For instance, under Column A and Column B in my excel sheet, I have list out the employee number under Column A, and the amount under Column B.

Select the pay period as 'Bonus' and click 'Process' button.

Process Special Run for Period 200901 for Period 200901						
Code BC	ONU 🔻					
Filename "C	::\Users\law\Deskt	op\Table List.xls''	à			
Excernormat Employeett Co	aluman 🔺		n B			
Pay Period	aann je	Amount Colum				
O Mid Month	n					
C End Month	h					
	1					
• Bonus						
C Special						
	.1		.			
<u>C</u> lear Recor	d	Process				
	Figu	ure 3.2				

3.5 Proceed to 'Modify Pay' and select the 'Modify Bonus Record' option. You should be able to see the amount that is imported from the excel.

Pay Group 6.0DAY: Other Cycle E Paid	Monthly Age :	Perio 29.00	d 01/B Typ Daily Rate	De: 2-SN CF	PF/Levy	CW1			
	Age :	29.00	Daily Rate	96.30 Hour					
				30.30	rly Rate	13.64			
		Allowances / Deductions							
	Co	ode De	escription	A	Amount	T 🔺			
	►BC	оли во	NUS *		150	0.00 A			
	-CPF	Contributi	on			Ŧ			
		Employer	0.0	0 Total Allowa	ance	0.00			
	-	Employee	0.0	0 Total Deduc	ction	0.00			
			0.0	0 CRE W	Vage	0.00			
		SUF [0.0			0.00			
		rvvL		Gross W	lage	0.00			
		KK	N	Nett V	Vage	0.00			
	Bank	Develo							

Figure 3.3

4. Excel Import to Special Cycle

If you would like to import your data from the excel sheet into the Special Cycle, you will need to process the Special Cycle first.

4.1 Proceed to 'Process Payroll' and then select the 'Special Record' option. You can follow the settings below as shown in *Figure 4.0.* Please make sure the 'Percentage Amount' is set as '**0**'.

Process Payroll	Pay Record Bonus Record Special Record Leave Transfer Claim Transfer Leave Encashment Festival Advance Process Voluntary CPF Long Service Award	Process Special Run for Period 200901 Code B0NU Payment method By Current Base Salary Percentage Percentage 0 Pay Period Mid Month © End Month § Separately					
	Figure 4.0	Contribute Community Funds ? Yes Salary Payment Mode? DEFAULT Clear Record Clear Record Close					

4.2 Click the'Process' button. Then proceed to 'Modify Pay' and select 'Modify Special Record' option. You **should** see a '0' as shown in *Figure 4.1*

Leave Record	Per	riod 2009	01 🔻								
Pay Group S	TD Othe	er Cycle BE	Paid M	onthly	Per	iod 01/	S Type	: 2-SN	CPF/Levy	PR3	
Days Worked Basic Pay			0.00	0 Age : 29.00 Daily Rate 331.82 Hourly Rate						4	42.12
NPL Day-C	331.818182	0.00	0.00 (Allowances / Deductions					ions		
NPL Hr-C	42.12	0.00	0.00		Code	Descrip	otion		Amount	Т	
Absent-C	336.92	0.00	0.00								
Overtime	Total No Pay leave		0.0	0							
OT1.5C	63.17	0.00	0.00 🔺								
OT2.0C	84.23	0.00	0.00	nii –							
OT1.0L	43.27	0.00	0.00	1							
								-			
Shift	Total (0.0		CPF Contribution Total Wages							
1ST SHF	5.00	0.00	0.00 🔺	- I p	Employ	er	0.00	Total Allo	wance		0.00
2NDSFT	10.00	0.00	0.00	n ``	Employe		0.00	Total Dec	Juction		0.00
3RDSFT	15.00	0.00	0.00	1 -	Linpioy	~					
	_	_	-	- 🖩	SD SD	F	0.00	CPI	FWage		0.00
RestDay	Total Shift		0.0	0	FW	rL 📃	0.00	Gross	Wage		0.00
0.5D Day	168.4	6 0.00	0.00	- -	4	4		Net	t Wage		0.00
0.5LDay#	173.0	8 0.00	0.00								
Rest Day Pay 0.00				Ban	ik 📿 <u>R</u> ec	alculate	🗸 <u>S</u> a	ve 🗶	Cancel		ose

Figure 4.1

- 4.3 After that proceed to 'Custom Add-on' and select the option 'Bonus/Allowance Data Import'
- 4.4 Select the same allowance code that you have used.

Select the excel file that you have prepared.

Enter the respective excel column for the Employee Code and Payment Amount. For instance, under Column A and Column B in my excel sheet, I have list out the employee number under Column A, and the amount under Column B.

Select the pay period as 'Special and click 'Process' button.

Process Special Run for Period 200901 for Period 200901 🔜	X						
Code BONU -	~						
Filename C:\Users\law\Desktop\Bonus.xls							
Excel Format							
Employee# Column A Amount Column B							
Pay Period							
C Mid Month							
C End Month							
C Bonus							
 Special 							
Clear Record	,						
Figure 4.2							

4.5 Proceed to 'Modify Pay' and select the 'Modify Bonus Record' option. You should be able to see the amount that is imported from the excel.

Leave Record	P	eriod 2009	01 👻							
Pay Group S	TD Oth	ner Cycle BE	E Paid Mo	nthly	Period	d 01/S Ty	/pe: 2-SN	CPF/Levy	PR3	
Days Worke	Worked Basic Pay			0.00 Age : 29.00 Daily Rate 331.82 Hourly Rate						2.12
NPL Day-C	331.818182	0.00	0.00 🚊			Allowan	ces / Deduc	tions		
NPL Hr-C	42.12	0.00	0.00 🚊	Cod	le De	scription		Amount	t T	
Absent-C	336.92	0.00	0.00 🚊	BON	и во	NUS *		15	500.00 A	
Overtime	ne Total No Pay leave		0.00							
OT1.5C	63.17	0.00	0.00 🔺							
OT2.0C	84.23	0.00	0.00							
OT1.0L	43.27	0.00	0.00							
	_		*							_
Shift	Tota	0.00	0.00 CPF Contribution			Total Wa	-Total Wages			
1 ST SHF	5.00	0.00	0.00 🔺	(⁷⁷⁶) E	mployer	217	.00 Total Allo	wance	(0.00
2NDSFT	10.00	0.00	0.00	. — Б.		300	00 Total De	duction		0.00
3RDSFT	15.00	0.00	0.00	<u> </u>	linbioyee	-500				
· ·					SDF	0	.00 CP	FWage	150	0.00
RestDay	Total Shift		0.00	FWL		0.	00 Gross	Wage	1500.00	
0.5D Day	168	.46 0.00	0.00 🔺		4		Net	tt Wage	120	0.00
0.5LDay#	173	.08 0.00	0.00 🔻							
Rest Day Pay 0.00				Bank	C Recalc	ulate 🗸	Save X	Cancel		se

Figure 4.3

- End -