

TIMES PAYROLL 8.0 GUIDE

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

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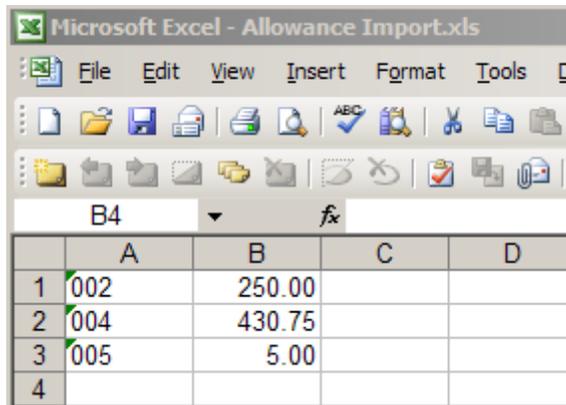
Created: 22nd Feb 2010

<u>Last Revised By</u>	<u>Date</u>
Li Guan Hui	19 th Apr 2010

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.



	A	B	C	D
1	002	250.00		
2	004	430.75		
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.

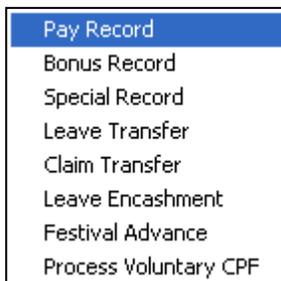
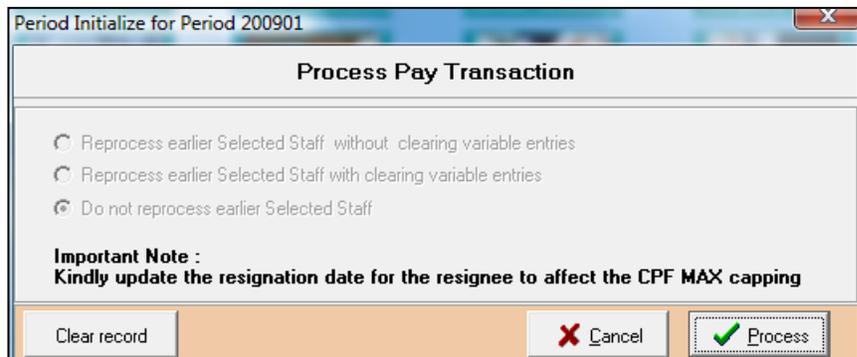
- 
- Pay Record
 - Bonus Record
 - Special Record
 - Leave Transfer
 - Claim Transfer
 - Leave Encashment
 - Festival Advance
 - Process Voluntary CPF

Figure 1.1



Period Initialize for Period 200901

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 :
Kindly update the resignation date for the resignee to affect the CPF MAX capping

Clear record Cancel Process

Importing of Batch Allowance/Deduction/Bonus using Excel

- 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.

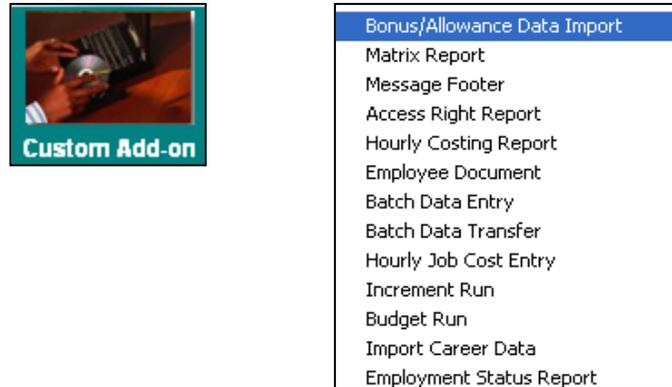


Figure 1.2

- 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.

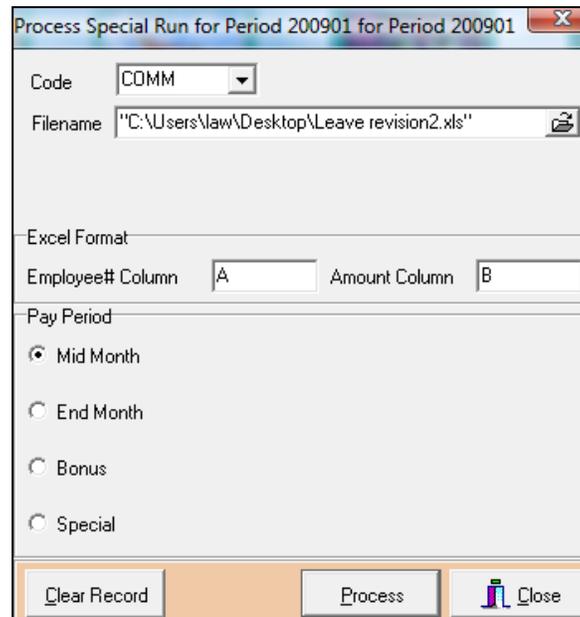


Figure 1.3

Importing of Batch Allowance/Deduction/Bonus using Excel

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.

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.

Figure 2.0

2.1 Proceed to process the payroll for this month.

Figure 2.0

Importing of Batch Allowance/Deduction/Bonus using Excel

- 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.

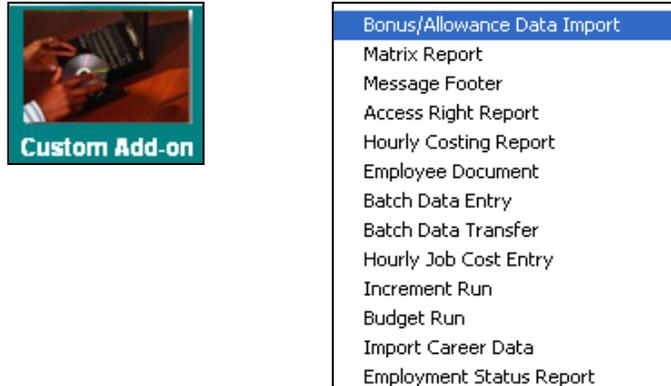


Figure 2.1

- 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.

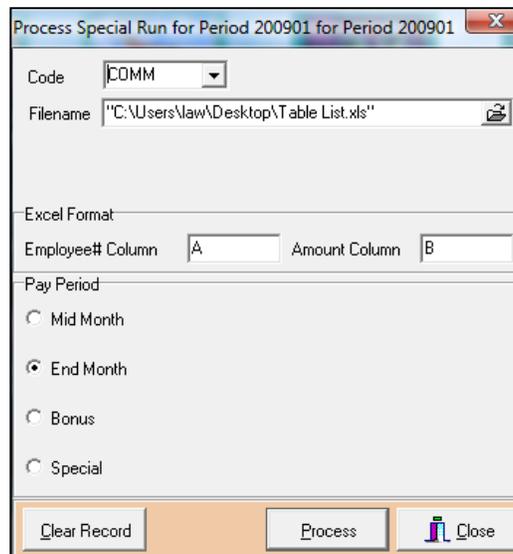


Figure 2.2

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'.

The screenshot shows the 'Bonus Run for Period 200901' window with the following settings:

- Bonus Parameter** | **Group** | **Individual** | **Update Bonus Factor**
- Bonus Code : BONU
- Report Order by : COMPANY+DEPARTMENT+NAME
- Bonus Method : By Calendar
- Cut Off Bonus (Mth/Period) : 1 2009
- Bonus Factor : 1
- Bonus Payment by : Fixed Amount
- Bonus Amount : 0
- Include NPVP or Service Point paid on : NOT APPLICABLE
- Which Period to pay Bonus : separately
- Bonus Calculation By : Service Month
- Service Month Cut Off Day : 15
- 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
- Union Setting:
 - Separate Union Table For Bonus Processing
 - Union Code :

Buttons at the bottom: Clear Record, Trial Run, Process, <F4>-Delete code <Insert> - Add Code, Close

Figure 3.0

Importing of Batch Allowance/Deduction/Bonus using Excel

- 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**

Code	Description	Amount	T
BONU ...	BONUS *	0.00	A

CPF Contribution		Total Wages	
Employer	0.00	Total Allowance	0.00
Employee	0.00	Total Deduction	0.00
SDF	0.00	CPF Wage	0.00
FWL	0.00	Gross Wage	0.00
		Nett Wage	0.00

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.

Importing of Batch Allowance/Deduction/Bonus using Excel

Process Special Run for Period 200901 for Period 200901

Code:

Filename:

Excel Format

Employee# Column: Amount Column:

Pay Period

Mid Month

End Month

Bonus

Special

Figure 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.

Leave Record

Period:

Pay Group: Other Cycle: Paid: Period: Type: CPF/Levy:

Age:

Allowances / Deductions			
Code	Description	Amount	T
BONU	BONUS *	1500.00	A

CPF Contribution

Employer: Employee: SDF: FWL:

Total Wages

Total Allowance: Total Deduction: CPF Wage: Gross Wage: Nett Wage:

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'.

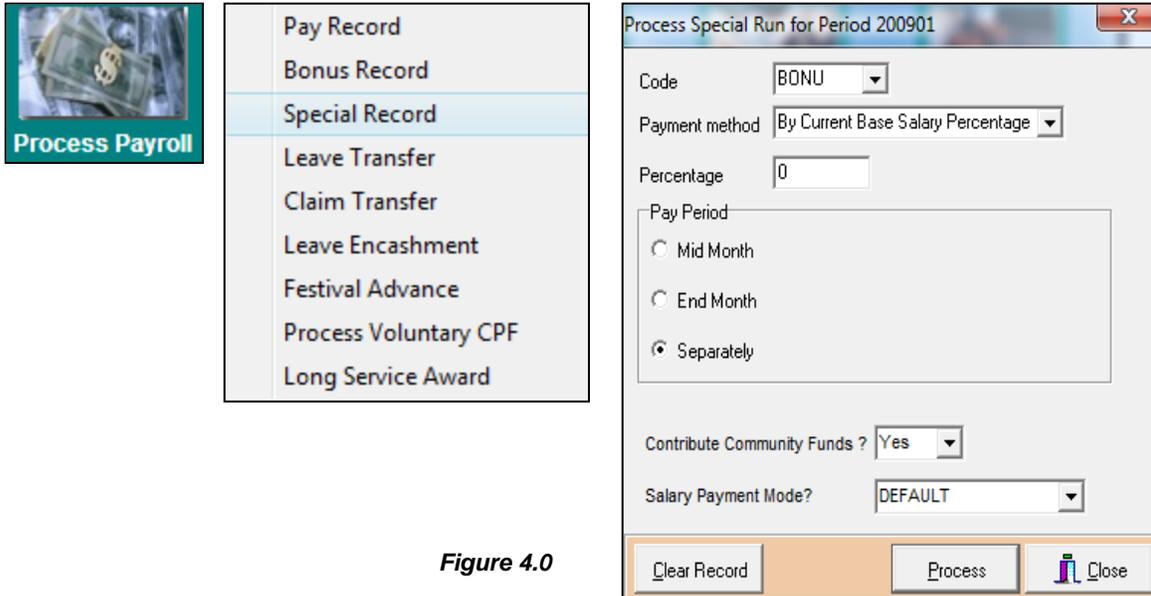


Figure 4.0

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		Period		200901	
Pay Group	STD	Other Cycle	BE	Paid	Monthly
Days Worked		Basic Pay		Age	29.00
NPL Day-C	331.818182	0.00	0.00	Daily Rate	331.82
NPL Hr-C	42.12	0.00	0.00	Hourly Rate	42.12
Absent-C	336.92	0.00	0.00		
Overtime	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	Total Overtime		0.00		
1ST SHF	5.00	0.00	0.00		
2NDSFT	10.00	0.00	0.00		
3RDSFT	15.00	0.00	0.00		
RestDay	Total Shift		0.00		
0.5D Day	168.46	0.00	0.00		
0.5LDay#	173.08	0.00	0.00		
Rest Day Pay			0.00		

Allowances / Deductions			
Code	Description	Amount	T
CPF Contribution		Total Wages	0.00
Employer	0.00	Total Allowance	0.00
Employee	0.00	Total Deduction	0.00
SDF	0.00	CPF Wage	0.00
FWL	0.00	Gross Wage	0.00
		Nett Wage	0.00

Figure 4.1

Importing of Batch Allowance/Deduction/Bonus using Excel

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.

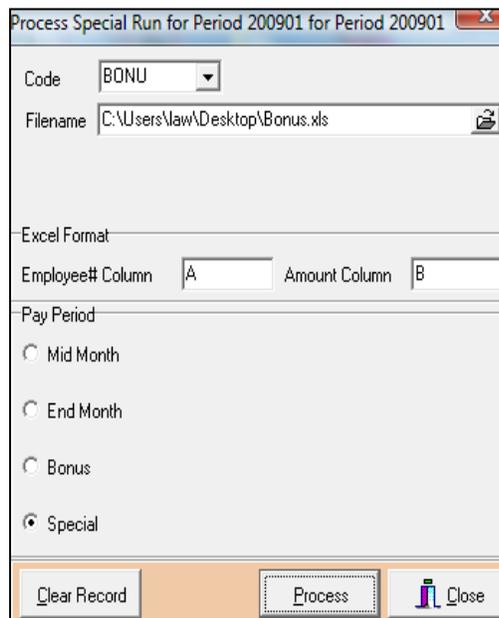


Figure 4.2

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.

Importing of Batch Allowance/Deduction/Bonus using Excel

Leave Record		Period		200901																									
Pay Group	STD	Other Cycle	BE	Paid	Monthly																								
				Period	01/S																								
				Type :	2-SN																								
				CPF/Levy	PR3																								
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Absent-C	336.92	0.00	0.00																										
Overtime	Total No Pay leave		0.00																										
OT1.5C	63.17	0.00	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Amount</th> <th>T</th> </tr> </thead> <tbody> <tr> <td>BONU</td> <td>BONUS *</td> <td>1500.00</td> <td>A</td> </tr> </tbody> </table>		Code	Description	Amount	T	BONU	BONUS *	1500.00	A																
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Rest Day Pay			0.00																										

Figure 4.3

- End -