

TIMES SOFTWARE

JUMPSTART TO TIMES PAY VERSION 8.0

User's Guide

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Created on 22 August 2005. The above information is correct as of the date of creation and Times Software reserves the right to change/amend without prior notice given to clients

Rev.C

JUMPSTART TO THE USE OF TIMES PAY VERSION 8

Message to Clients:

Please note that this serves as a quick reference for users who do not have the time to go through the manual and/or training on the use of the software.

This “JUMPSTART” aims at further simplifying the use of the payroll software and is not a good reference for clients who may need more detailed/precise information.

How to Process Monthly Payroll:

Here are the procedures:

Step 1: Update Employee – Employee Records, Others, Bank, Confirm and Termination, Career Progression **(optional)**

Step 2: Leave Application – Leave Record (if you are not using the Leave module, skip this step) **(optional)**

Step 3: Process Payroll

Step 4: Modify Pay Record – Modify Pay Record **(optional)**

Step 5: Payroll Reports

- a) internal – department report, payslip, pay history
- b) external – CPF submission, Bank diskette, giro, bank/cash/cheque listing

STEP 1: UPDATE EMPLOYEE

Commonly asked questions:

Q1) When or under what situation(s) would I need to go to update Employee?

Q2) Is it compulsory that I need to go to Update Employee before proceeding to processing of monthly payroll?

Q3) How and what are the key features that I need to look out for when input data of a new employee?

Answers:

You would only need to go to Update Employee **before processing of the payroll if you have:**

1) New employee(s) - Singaporean

- **MUST** input (please see the screen below)

- a) Employee number (Alpha, Numeric)
- b) Employee name (Follow NRIC)
- c) Pay group (5 days/Week, 5.5 days/Week, 6 days/Week...)
- d) Hired date
- e) Birth date (Important because CPF rate will base on employee’s age)
- f) Basic salary

- g) Type (Monthly worker subjected to OT or Non-OT, Daily Type or Hourly Type)
- h) Nationality
- i) Race
- j) Fund 1 (CDAC for Chinese, MOSQ for Muslim, SINDA for Indian... Take out if you want to opt out from the contribution)
- k) IC number (Singaporeans must start with CAPITAL 'S')
- l) CPF/Levy (Class1 for Singaporean)
- m) Category (If you are using the leave system and is based on category)
- n) Leave Scheme (If you are using the leave system and is based on Leave Scheme)
- o) Benefit Scheme (When you are using the Claim system)
- p) Department Code (Important for reports purposes, set it to "NONE" if you don't know the department yet, don't set to "Blank")
- q) Other - Sex/Title, Marital. Job Code if you are using Job Grade for the Leave entitlement.
- r) Supervisor Indicator. (Important if you have Times E-Leave / E-Claim system)
- s) 1ST Supervisor. (Important to indicate the employee's superior if you have Times E-Leave / E-Claim system.)
- t) Bank / Payment Mode (CASH for cash payment mode, CHEQUE for cheque payment mode...NONE when you don't want to above options)
- u) Allow/Deduc – if you have monthly fixed allowance or deduction
- v) Employee email account – if you need to send payslip via email payslip.

Data of Singaporean Employee

Update Employment Other Confirm & Termination Bank Address Spouse

Job Identification

Location NONE NONE Branch Code NON

Division NONE NONE Class Code NON

Batch No

Personal/Additional Info

Sex / Title Female Miss Marital Single Religion Code NON

Dependent Children Blood Type Education Code NON

Update Other Bank Confirm & Termination

Bank Info

Bank CHEQ CHEQUE PAYMENT

Update	Other	Bank	Confirm & Termination	Address	Spouse	Allow/Dedu	Career	Calendar	Misc
Code	Description	Amount	St Mth	Year	Times	M/E	End Mth	Year	Total Amt
* LOAN	LOAN REPAYMENT	-50.00	4	2003	4	End	7	2003	-200.00
TRAN	TRANSPORT ALLOWANCE	100.00	3	2004	12	End	2	2005	1200.00

2) New employee(s) – PRs/FWL

- **MUST** input (please see the screen below)

- a) Employee number (Alpha, Numeric)
- b) Employee name (Follow NRIC)
- c) Pay group (5 days/Week, 5.5 days/Week, 6 days/Week...)
- d) Hired date
- e) Birth date (Important because CPF rate will base on employee's age)
- f) Basic salary
- g) Type (Monthly worker subjected to OT or Non-OT, Daily Type or Hourly Type)
- h) Nationality
- i) Race
- j) Fund 1 (PR need to pay for the Comm Fund... Take out if you want to oppout from the contribution)
- k) IC number (PR start with CAPITAL 'S', FIN number for Foreign Worker)
- l) CPF/Levy (PR for Permanent Resident, NONE for Employment Pass, Services, CW1,CW2...for Skill/None Skill worker)
- m) Category (If you are using the leave system and is based on category)
- n) Leave Scheme (If you are using the leave system and is based on Leave Scheme)
- o) Benefit Scheme (When you are using the Claim system)
- p) Department Code (Important for reports purposes, set it to "NONE" if you don't know the department yet, don't set to "Blank")
- q) Other – Sex/Title, Marital. Job Code if you are using Job Grade for the Leave entitlement
- r) Supervisor Indicator. (Important if you have Times E-Leave / E-Claim system)
- s) 1ST Supervisor. (Important to indicate the employee's superior if you have Times E-Leave / E-Claim system.)
- t) Bank / Payment Mode (CASH for cash payment mode, CHEQUE for cheque payment mode...NONE when you don't want to above options)
- u) Allow/Deduc – if you have monthly fixed allowance or deduction

v) Employee email account – if you need to send payslip via email payslip.

Data of Foreign Employee – (Eg: Construction Worker - Skilled)

Employee #	FWL01		Name	FWL01	
Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dedu Career					
Employee #	FWL01		Name	FWL01	
				Pay Group	STD
Hired date	01/06/2001	2 year 11 month		Basic Salary	1000.00
Birth Date	15/09/1977	26 year 8 month		Increment	0.00
Type	SN-Mthly Rated-Subj OT	Semi -Month ? <input type="checkbox"/>		Total Wage	1000.00
Mid Mth Pay	% /		CPF Max.	0.00	
Bonus Factor	0		<input type="checkbox"/> Hide Wage Data ?		<input type="button" value="Insert Photo"/>
Progression Data					
Department	MGT	MANAGEMENT		Category	NEXE NON EXECUTIVE
Cost Centre				Occupation	WACLK WAREHOUSE CLERK
Section	NONE	NONE		Company	
Job Grade	NONE	NONE			
Leave/Benefit scheme					
Leave				Benefit	NONE
Working Days/Hours					
Days Work/Wk	5	Daily Rate	Working Day/Mths	Race	CHN
Hrs Worked/ Yr	2288	NPL Daily	Working Day/Mths	Nationality	MALA
IC/CPF/FWL					
IC #	A3827617		CPF/Levy	CW2	
				CPF A/C#	

Employee #	FWL01		Name	FWL01	
Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dec					
Job Identification					
Location	NONE	NONE		Branch Code	NONE
Division	NONE	NONE		Class.Code	NONE
Batch No					
Personal/Additional Info					
Sex / Title	Female	MS	Marital	Single	Religion Code
Dependent Children			Blood Type		Education Code
Income Tax/ Fin Number	770915 08 6844		Change CPF/FWL/SDF ?	<input type="checkbox"/>	1st Sup
E.leave Approval Status		Supervisor	<input checked="" type="checkbox"/>	Recommend Sup	
Foreigner Info.					
Work Permit / Emp Pass#	538276170		Issued Date		Expired Date
WP/EP Holder	WP	Effective Date	25/06/2001	Cancelled Date	
EP Category		Valid Period(s)		WP Renewal ?	<input checked="" type="checkbox"/>
Passport					
Passport #	J437188		Issued Date		Valid Year(s) Expired Date

Update	Other	Bank	Confirm & Termination
Bank Info			
Bank	CHEQ	CHEQUE PAYMENT	
Branch			

Update	Other	Bank	Confirm & Termination	Address	Spouse	Allow/Dedu	Career	Calendar	Misc
Code	Description	Amount	St Mth	Year	Times	M/E	End Mth	Year	Total Amt
* LOAN	LOAN REPAYMENT	-50.00	3	2004	12	Eni	2	2005	-600.00

Data of Foreign Employee – PR

Employee #	200262	Name	KENNY (PR)									
<table border="1"> <tr> <td>Update</td> <td>Employment</td> <td>Other</td> <td>Confirm & Termination</td> <td>Bank</td> <td>Address</td> <td>Spouse</td> <td>Allow/Dedu</td> <td>Career</td> </tr> </table>				Update	Employment	Other	Confirm & Termination	Bank	Address	Spouse	Allow/Dedu	Career
Update	Employment	Other	Confirm & Termination	Bank	Address	Spouse	Allow/Dedu	Career				
Employee #	200262	Name	KENNY (PR)	Pay Group	STD							
Hired date	05/05/2003	1 year 0 month	Basic Salary	1000.00								
Birth Date	18/10/1979	24 year 7 month	Increment	0.00								
Type	SE-Mthly Rated-NonOT	Semi -Month ? <input checked="" type="checkbox"/>	Total Wage	1000.00								
Mid Mth Pay	% /	CPF Max.	0.00									
Bonus Factor	0	Hide Wage Data ?	<input type="checkbox"/>	Insert Photo								
Progression Data												
Department	SUPP	SUPPORT DEPARTMENT	Category	EXEC	EXECUTIVE							
Cost Centre	NONE	NONE	Occupation	OFFR	OFFICER							
Section	NONE	NONE	Company	NONE	NONE							
Job Grade	NONE	NONE										
Leave/Benefit scheme												
Leave	NONE	Benefit	NONE									
Working Days/Hours												
Days Work/Wk	5	Daily Rate	vWorking Day/Mths	Race	CHN							
Hrs Worked/ Yr	2288	NPL Daily	vWorking Day/Mths	Nationality	MALA							
IC/CPF/FWL												
IC #	S7976010/B	CPF/Levy	PR	CPF A/JC#	S7976010.2							

Update Employee Record - Period : 200403															
Employee #	004	Name	KENNY(PR)												
<table border="1"> <tr> <td>Update</td> <td>Other</td> <td>Bank</td> <td>Confirm & Termination</td> <td>Address</td> <td>Spouse</td> <td>Allow/Dedu</td> <td>Career</td> <td>Calendar</td> <td>Misc</td> </tr> </table>						Update	Other	Bank	Confirm & Termination	Address	Spouse	Allow/Dedu	Career	Calendar	Misc
Update	Other	Bank	Confirm & Termination	Address	Spouse	Allow/Dedu	Career	Calendar	Misc						
Job Identification															
Location	NONE	NONE	Branch Code	NONE	NONE										
Division	NONE	NONE	Job Code												
Batch No		Approval Status	Class.Code	NONE	NONE										
Personal/Additional Info															
Sex / Title	Male	Mr	Marital	Single	Religion Code	NONE	NONE								
Dependent Children		Blood Type	Education Code	NONE	NONE										
Income Tax Reference	S6578967/A	Change CPF/FWL/SDF ?	<input type="checkbox"/>	Supervisor	<input checked="" type="checkbox"/>	NONE	...								
Foreigner Info.															
Work Permit/Emp Pass#		Issued Date		Expired Date	PR Approval Date	25/11/2002									
Valid Period(s)		Year(s) Effective Date			FWL to PR Date										
W/P Renewal ? <input checked="" type="checkbox"/>															
Passport															
Passport #	S6578967/A	Issued Date		Valid Period(s)	Year(s) Expired Date										

Update Employee Record - Period : 200403

Employee # 004 Name KENNY(PR)

Update Other **Bank** Confirm & Termination Address

Bank Info

Bank 7171 THE DEVELOPMENT BANK OF S

Branch 001

Account# 767656789

Update Employee Record - Period : 200403

Employee # 004 Name KENNY(PR)

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

Code	Description	Amount	St Mth	Year	Times	M/E	End Mth	Year	Total Amt

3) Termination

- **MUST** input (please see the screen below)
 - a) Employment Status – TERMINATED
 - b) Resignation Date – **NEVER be LATER than Last Payment Date**
 - c) Last Payment Date – defined as when will be his/her last payment date. Can be later than the Terminate Date
 - d) Bank – whether to change to Cheque Payment, Cash or still remain at Giro depends largely with the payroll practice of the company

Termination Screen Shot

Employee # T001 Name TERMINATED 1

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

Confirm/Termination

Exclude Auto Prompt ?

Probation Period 3 Confirmation Due 30/01/2002 Hired date 30/10/2001 2 year 7 month

Notice Period Confirmation On Retire Age 62

Resignation Reason NONE Last Payment Date 30/01/2004 Retire Date

Resignation Date 30/01/2004 Employment Status Terminated Annual Leave effective Date

4) Promotion/Annual Increment/Pay Cut

- **MUST** input (please see the screen below)
 - a) at the Career to click on NEW and input the respective information:
 - i) Progression Code – be it annual increment, promotion, pay cut, etc
 - ii) Department, Category, Occupation = *optional*

- iii) Increment Effective Date – system will pro-rate/back-pay accordingly
- iv) Increment Paid Date – when for the new amount to be effective
- v) Increment – if pay cut, remember to put a “minus sign in front of the value”

Employee #	T001	Name	TERMINATED 1
Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dedu			
Career Progression			
Progression Code	INC	Section	NONE
Department	SUPP	Increment Effective Date	01/08/2003
Category	EXEC	Increment Paid Date	01/08/2003
Occupation	EXEC	Salary range (scale)	
Cost Centre		Salary Step	
Company		Increment review date	
Job Grade	NONE	REASONS	
Appraisal Grade	NONE	REMARKS	
Old Salary	2620.00	Increment	80.00
New Salary	2700.00	Salary Type	Monthly
Salary	100.00	Salary Percent%	

Code	Department	Category	Inc Date	Paid Date	Old Pay	Increment	New Pay
FJ0III	SUPP	EXEC	30/10/2001	30/10/2001	2500.00	0.00	2500.00
IIIIC	SUPP	EXEC	01/08/2003	01/08/2003	2620.00	80.00	2700.00

STEP 2: UPDATE LEAVE RECORD –(ONLY IF YOU USE THE LEAVE MODULE)

Commonly asked questions:

- Q1) When or under what situation(s) would I need to go to update Employee’s LEAVE REOCD before processing my payroll?
- Q2) Is it compulsory that I need to go to Update Employee’s LEAVE RECORD before processing of monthly payroll?

Answers:

You would only need to update the Employee’s Leave Record if and when you are using the Leave module, and it involves No Pay Leave, No Pay Leave (in hours), Absent and/or NSP. **In short, leave code that affects payroll:**

For Annual Leave, and/or other leave that does not affect the payroll, you may do so before/after processing the payroll.

1) No Pay Leave/Absent/NSP

- **MUST** input (please see the screen below)
 - a) Leave Application/Leave Record
 - b) Select the Employee, the appropriate Leave Code, and Click New to proceed with the details

No Pay Leave – Sample Screen

Employee#	T001	Name	TERMINATED 1	Lookup													
Department	SUPP	SUPPORT DEPARTMENT		Full Enttl	Cur Enttl	B/F	Adjust	Forfeit	Entitle	Taken	Balance						
Job Grade	NONE	NONE															
Hired Date	30/10/2001	[2 years 6 months]		Leave Taken at as Prd 12 : 0.00 Bal : 0.00													
Leave Code	NPL	Start Date	01/04/2004	Day	1	Hour		End Date	01/04/2004	Appr	Yes	AM/PM		Reason		Ref#	
Leave Code	Start Date	End Date	Day	Hour	Approval	AMPM	Remarks	Reference									
▶ HPL	01/04/2004	01/04/2004	1		Yes												

No Pay Leave (Hour) – Sample Screen

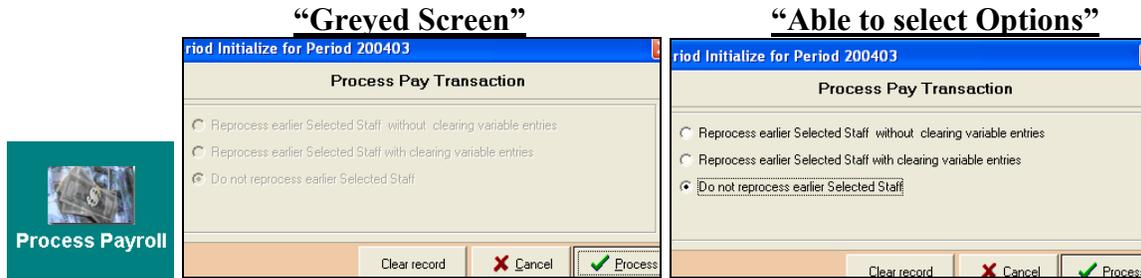
Employee#	T001	Name	TERMINATED 1														
Department	SUPP	SUPPORT DEPARTMENT		Full Enttl	Cur Enttl	B/F	Adjust	Forfe									
Job Grade	NONE	NONE															
Hired Date	30/10/2001	[2 years 6 months]		Leave Taken at													
Leave Code	NPLHOUR	Start Date	02/04/2004	Day	0	Hour	2	End Date	02/04/2004	Appr	Yes	AM/PM		Reason		Ref#	
Leave Code	Start Date	End Date	Day	Hour	Approval	AMPM	Remarks										
HPL	01/04/2004	01/04/2004	1		Yes												
* NPLHOUR	02/04/2004	02/04/2004	0	2	Yes												

STEP 3: PROCESS PAYROLL

Commonly asked questions:

Q1) Explain the 3 options and their uses

Answers:



At Process Payroll, Pay Record, the “greyed screen” would mean:

Greyed Screen= you have not process your payroll for that month. In order to process the payroll, just have to click on Process

At the Process Payroll, Pay Record, you are able to select the various options:

1st option = key word is **without clearing variable entries**
 = to use when to reprocess the entire company’s payroll without affecting those variable entries, like handphone allowance, etc, that you have input at the Modify Pay Record
 = can be used when you have completed your payroll process and you may have to reprocess the payroll due to a pay increment (within the same month), termination (within the same month), payroll for the newly hired employee, movements in the career progression

2nd option = key word is **with clearing variable entries**
 = to use when the Company has decided to withdraw all its variable entries for the entire company

3rd option = to be used only for newly hired employee, and you do not to reprocess the entire company’s payroll again

Clear Record = to clear the entire month’s payroll, and system will revert to the “greyed screen”

STEP 4: MODIFY PAY RECORD

Commonly asked questions:

Q1) What is it used for?

Answers:



Modify Pay record

Employee # P123 Name # P123

Leave Record Period 200404

Pay Group STD Cycle Run Paid Monthly Period D4E Type: 2-SN CPF Levy CLASS1

Days Worked 22.00 Basic Pay 1400.00 Daily Rate 63.64 Hourly Rate 7.34

Code	Description	Amount	T
HPL Day-C		63.64	0.00
HPL Hr-C		7.342657	0.00
Absent-C		64.62	0.00
OT1.0C		7.342657	0.00
OT1.5C		11.013986	0.00
OT2.0C		14.685315	0.00
Shift	Total Overtime	0.00	
RestDay	Total Shift	0.00	
0.5D Day		32.31	0.00
1.0D Day		64.62	0.00
Rest Day Pay		0.00	

Code	Description	Amount	T
CDAC	CDAC	-0.50	N

CPF Contribution

Employer	182.00	Total Wages	0.00
Employee	-280.00	Total Allowance	0.00
SDF	14.00	Total Deduction	-0.50
FWL	0.00	CPF Wage	1400.00
		Gross Wage	1400.00
		Nett Wage	1119.50

Buttons: Recalculate, Save, Cancel, Close

- You are able to Modify the Days Worked and Basic Pay manually.
- You are able to input the OT Hours
- You are able to insert the variable allowances/deductions, by clicking Insert (from your keyboard)
- You are able to delete the variable allowances/deductions, by clicking on the selected code and F4 (from your keyboard)
- Remember to click “Recalculate and Save” to confirm the changes made

To Delete A Code

Allowances / Deductions

Code	Description	Amo
ACTA	ACTING ALLOWANCE *	1
CDAC	CHINESE DEV'T ASST. FUND	
DENT	DENTAL REIMBURSEMENT	

Warning

Delete allowance DENT

Buttons: Yes, Cancel

To Insert An Allowance/Deduction Code

Allowances / Deductions

Code	Description	Amo
ACTA	ACTING ALLOWANCE *	
CDAC	CHINESE DEV'T ASST. FUND	
*	...	
DENT	DENTAL REIMBURSEMENT	

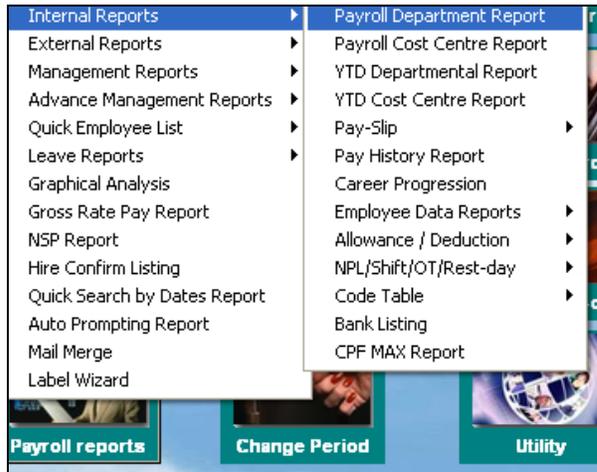
STEP 5: PAYROLL REPORTS

Commonly asked questions:

Q1) What is it used for?

Answers:

Payroll Reports – Internal Reports



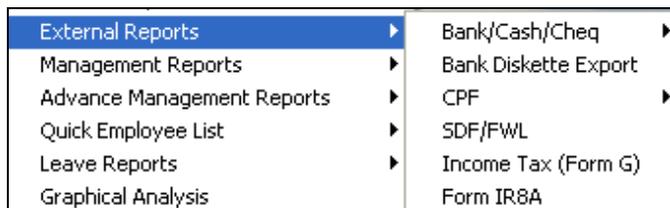
Commonly Used Reports

Payroll Department Report = to print departmental report, can be used for filing

Pay Slip, Pay Advice = for printing of payslip

Pay History = to print the entire pay history reports for checking CPF, salary, etc

Payroll Reports – External Reports



Commonly Used Reports

Bank/Cash/Cheque = to print the listings for checking purposes

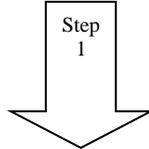
Bank Diskette Export = all bank formats available, export to bank for “Giro” purposes

CPF = to submit to CPF via CPF PAL Internet, or via Crimson Logic

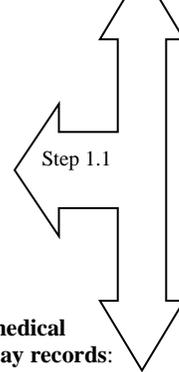
Summary

Payroll processing – How does it work?

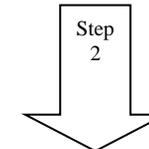
An employee’s master record is entered in “Update Employee” tab page. Before processing/initialising the payroll, all relevant fields in “Update” tab page - “Update Employee” should be filled out.



Link to modify pay record: YES



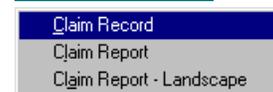
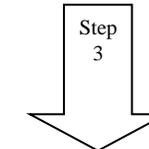
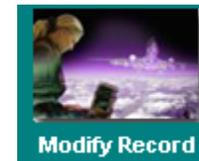
After processing the payroll, individual pay records are created. Variable/manual entries can be added into these pay records; such as overtime hours, allowances or deduction.



Transfer medical claims to pay records: YES



All pay records of the specified pay period will be created for individual employee under “Process Payroll”. The pay records are created based on variable factors such as date of hire, CPF category, recurring allowances and deductions that are entered in “Update Employee” tab page



1. Exit Program
2. Diagnostic
3. Backup