

Steps to perform pay cut. (For small group of employees)

- 1. Go to Update Employee > Employee's Career Progress
- 2. Login to effective pay cut period.

TIMES SOFTWARE PTE LTD



X

3. Click on New.

| Career Progression Other | | | | | | | | | | | |
|--------------------------|--|--|--|---|--|---|--|---|---|--|---|
| I | Progression Code | PAYCUT | Sect | Section | | E 🚽 O | ld Salary | 8400.00 | A. Incre% | -23.81 | |
| | Department | SUPP | | ement Effectiv | ve Date 01/04/ | 2020 🖵 Ir | crement | -2000.00 | MVC.Incre% | 0.00 | |
| C | Category | JUNI | | ement Paid D | ate 01/04/ | 2020 – N | lew Salary | 6400.00 | A. Incre\$ | -2000.00 | |
| C | Occupation | NONE | Sala | ry range (scale) NONE Salary Type Mo | | onthly - | MVC Incre\$ | 0.00 | | | |
| C | Cost Centre | ACCOUNT | S 🚽 Sala | ry Step | | s | alary 100.00 | | MVC Accum% | 10.00 | |
| C | Company | NONE | 🔄 Incre | ement review | date | | ercent% i | | MVC. Accum\$ | 840.00 | |
| — | | | | | | | | | | | |
| | | | | | | | | | | | _ |
| Г | Code | Department | Category | Job Grade | Inc Date | Paid Date | Old Pay | Increment | New Pay | Cost Cer | ^ |
| F | Code INCR | Department NONE | Category NONE | Job Grade NONE | Inc Date 01/03/2018 | Paid Date 01/03/2018 | Old Pay 5000.00 | Increment 1000.00 | New Pay 6000.00 | Cost Cer NONE | ^ |
| | Code INCR EXTRAN | Department NONE NONE | Category NONE NONE | Job Grade NONE NONE | Inc Date 01/03/2018 10/09/2018 | Paid Date 01/03/2018 10/09/2018 | Old Pay 5000.00 6000.00 | Increment 1000.00 30.00 | New Pay 6000.00 6030.00 | Cost Cer NONE NONE | ^ |
| | Code INCR EXTRAN INTRAN | Department NONE NONE NONE | Category NONE NONE NONE | Job Grade NONE NONE NONE | Inc Date 01/03/2018 10/09/2018 11/09/2018 | Paid Date 01/03/2018 10/09/2018 11/09/2018 | Old Pay 5000.00 6000.00 6000.00 | Increment 1000.00 30.00 30.00 | New Pay 6000.00 6030.00 6030.00 | Cost Cer NONE NONE NONE | ^ |
| | Code INCR EXTRAN INTRAN FSTART | Department NONE NONE NONE SUPP | Category NONE NONE NONE JUNI | Job Grade NONE NONE NONE NONE | Inc Date 01/03/2018 10/09/2018 11/09/2018 25/02/2020 | Paid Date 01/03/2018 10/09/2018 11/09/2018 25/02/2020 | Old Pay 5000.00 6000.00 6000.00 6030.00 | Increment 1000.00 30.00 30.00 2370.00 | New Pay 6000.00 6030.00 6030.00 8400.00 | Cost Cer NONE NONE NONE ACCOUI | ^ |
| | Code INCR EXTRAN INTRAN FSTART PAYCUT | Department NONE NONE NONE SUPP SUPP | Category NONE NONE NONE JUNI JUNI | Job Grade NONE NONE NONE NONE NONE | Inc Date 01/03/2018 10/09/2018 11/09/2018 25/02/2020 01/04/2020 | Paid Date 01/03/2018 10/09/2018 11/09/2018 25/02/2020 01/04/2020 | Old Pay 5000.00 6000.00 6000.00 6030.00 8400.00 | Increment 1000.00 30.00 2370.00 -2000.00 | New Pay 6000.00 6030.00 6030.00 8400.00 6400.00 | Cost Cer NONE NONE NONE ACCOUI ACCOUI | * |
| | Code INCR EXTRAN INTRAN FSTART PAYCUT | Department NONE NONE NONE SUPP SUPP | Category NONE NONE NONE JUNI JUNI | Job Grade NONE NONE NONE NONE NONE | Inc Date 01/03/2018 10/09/2018 11/09/2018 25/02/2020 01/04/2020 | Paid Date 01/03/2018 10/09/2018 11/09/2018 25/02/2020 01/04/2020 | Old Pay 5000.00 6000.00 6000.00 6030.00 8400.00 | Increment 1000.00 30.00 30.00 2370.00 -2000.00 | New Pay 6000.00 6030.00 6030.00 8400.00 6400.00 | Cost Cer NONE NONE ACCOUI ACCOUI | * |



- 4. Under Progression code type in PAYCUT.
- 5. The Career Progression Code Maintenance Table will be prompted.
- 6. Type in your preferred description. For example: PAY CUT

| 🗊 Update En | nploye | e r | record - Period | :202004 — | | \Box \times | | |
|--|--|------------------|-----------------|--|---|-----------------|--|--|
| Employee # | SPL0 | 10 | - N | ame CHRISTIANA JO 🚽 🙀 🗐 🧃 | C | uick Menu | | |
| Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dedu Career | | | | | | | | |
| Career Progression Other | | | | | | | | |
| Progression | Progression PAYCUT | | | | | | | |
| Code | Code Section Flore Old Salary 0400.00 | | | | | | | |
| Department | Department SUFF SUFF Suffer and Suffer Suffe | | | | | | | |
| Category | JUN | | Г | Exad Column | ۲ | 0.00 | | |
| Occupation | NON | S | Search Code | Sorted by Code | | 0.00 | | |
| Cost Centre | ACC | | Code | Description Map Code | ^ | % 10.00 | | |
| Company | NON | * | PAYCUT | PAY CUT | | \$ 840.00 | | |
| Job Grade | NON | | AINCR | ANNUAL INCREMENT | | | | |
| Annraisal | | L | CONFM | CONFIRMATION INCREMENT | | | | |
| Grade | | | DEMOTED | DEMOTED | | | | |
| Division Cod | e NON | L | ENDCON | END CONTRACT | | | | |
| lob Level | í – | L | ENDPERM | END PERM | | | | |
| Currency | | _ | EXTRAN | EXTERNAL TRANSFER | | | | |
| Code | | _ | FJOIN | FIRST JOIN | | | | |
| | - | - | FSTART | FIRST START UPDATE | | | | |
| | | _ | INCR | | | | | |
| Code | Depar | 1- | INTRAN | | | y Cost Cer ^ | | |
| EXTRAN | NON | - | MERII | MERIT INCREMENT | | 0 NONE | | |
| INTRAN | NON | - | PROM | PROMOTION | | 0 NONE | | |
| FSTART | SUPF | - | REDES | | | 0 ACCOUI | | |
| PROM | SUPF | SALARTADJOSTMENT | ~ | 0 ACCOUI | | | | |
| * PAYCUT | SUPF | < | | > | | 0 ACCOUI V | | |
| < Contract of the second state of the second s | | | | | | | | |
| <f4>-Delete code <insert> - Add Code System Code Close</insert></f4> | | | | | | | | |
| New | | - | un n | ciliove <u>save</u> calleet | | | | |
| | | | | | | | | |
| New | 5 | <u>S</u> a | ve <u>R</u> e | move <u>C</u> ancel <u>C</u> hange 🙀 K K D N | | Close | | |



- 7. Key in pay cut effective date under Increment Effective Date.
- 8. You can either indicate pay cut amount under Increment or New salary after pay cut in New Salary field.

| Career Pro | gression 0 | ther | | | | | | | |
|---------------------|--------------|-------------|---------------|----------------|------------|--------------|-----------|--------------|------------|
| Progression Code | PAYCUT | - Secti | on | NONE | - oi | d Salary | 8400.00 | A. Incre% | -23.81 |
| Department | SUPP | Incre | ment Effectiv | e Date 01/04/2 | 2020 💌 In | crement | -2000.00 | MVC.Incre% | 0.00 |
| Category | JUNI | Incre | ment Paid Da | ate 01/04/2 | 2020 - N | ew Salary | 6400.00 | A. Incre\$ | -2000.00 |
| Occupation | NONE | - Salar | y range (sca | le) NONE | ▼ Sa | alary Type M | onthly 👻 | MVC Incre\$ | 0.00 |
| Cost Centre | ACCOUNTS | Salar | y Step | <u> </u> | | alary | 100.00 | MVC Accum% | 10.00 |
| Company | NONE | ✓ Incre | ment review | date / | P€ | ercent% | | MVC. Accum\$ | 840.00 |
| Job Grade | NONE | Tran: | sfer/Promotio | on / | - | | | | |
| Appraisal | | - Revie | ew date | , | _ | | | | |
| Grade | NONE | | | | | | | | |
| Division Cod | ELIONE | | | | | | | | |
| Job Level | | - REM | ARKS | | | | | | |
| Currency | | - | | | | | | | |
| Code | , | | | | | | | | |
| | | 1 | 1 | I | | | 1 | , | |
| Code | Department | Category | Job Grade | Inc Date | Paid Date | Old Pay | Increment | New Pay | Cost Cer ^ |
| INCR | NONE | NONE | NONE | 01/03/2018 | 01/03/2018 | 5000.00 | 0 1000.00 | 6000.00 | NONE |
| EXTRAN | NONE | NONE | NONE | 10/09/2018 | 10/09/2018 | 6000.00 | 30.00 | 6030.00 | NONE |
| INTRAN | NONE | NONE | NONE | 11/09/2018 | 11/09/2018 | 6000.00 | 30.00 | 6030.00 | NONE |
| FSTART | SUPP | JUNI | NONE | 25/02/2020 | 25/02/2020 | 6030.00 | 2370.00 | 8400.00 | ACCOUI |
| I PAYCUT | SUPP | JUNI | NONE | 01/04/2020 | 01/04/2020 | 8400.00 | -2000.00 | 6400.00 | ACCOUI 🗸 |
| < | | | | | | | | | > |
| | | | | | · · | 1 | | | |
| New | <u>E</u> dit | <u>R</u> er | nove | <u>S</u> ave | Cancel | | | | |
| | | | | | | | | | |

9. Click Save and the record will be reflected on Update Tab.



| Update Employment Other Confirm & Termination Bank Address Spouse | Allow/Dedu Career 🚺 🕨 |
|---|-----------------------|
| Employee # TSPL010 Name CHRISTIANA JO | Pay Group 5.5DAYS - |
| Hired Date 15/02/2000 20 year 3 month(s) Basic Salary 8400.00 Birth Date 01/12/1962 57 year 5 month(s) Increment -2000.00 | |
| Type SN-Mthly Rated-Subj OT Semi -Month ? New Salary 6400.00 Mid Mth Pay 0 % / 0.00 | |
| Bonus Factor 1 Original Hired Date | Insert Photo |