

Steps to change pay group

Setup

1. Go to Payroll Setup > Pay Period (Pay Group)



2. Click on New

Payroll Period Maintenance ✕

Global Pay Group Setting | Weekly Pay Group

Pay Group: 2.5DAYS ... Day Worked Per Week: 1.75 Working Hours:

Year: 2020 Hour Worked Per Year: 2288

Start-Date: 01/01/2020 End-Date: 31/12/2020

Daily Rate Formula: Working Days/Mth

NPL Rate formula: Working Days/Week

OT Hour formula: 44 Hours/Week

Period	Start-Date	Mid-Date	End-Date	1st Half	2nd Half	Total	Overtime Start Date	Overtime Mid Date	Overtime End Date
202001	01/01/2020	15/01/2020	31/01/2020	7.5	8.0	15.50			
202002	01/02/2020	15/02/2020	29/02/2020	8.0	7.0	15.00			
202003	01/03/2020	15/03/2020	31/03/2020	7.0	8.0	15.00			
202004	01/04/2020	15/04/2020	30/04/2020	7.5	7.5	15.00			
202005	01/05/2020	15/05/2020	31/05/2020	7.5	8.0	15.50			
202006	01/06/2020	15/06/2020	30/06/2020	7.5	7.5	15.00			
202007	01/07/2020	15/07/2020	31/07/2020	7.5	8.0	15.50			
202008	01/08/2020	15/08/2020	31/08/2020	8.0	7.5	15.50			
202009	01/09/2020	15/09/2020	30/09/2020	7.5	7.5	15.00			
202010	01/10/2020	15/10/2020	31/10/2020	7.5	8.5	16.00			
202011	01/11/2020	15/11/2020	30/11/2020	7.0	7.5	14.50			
202012	01/12/2020	15/12/2020	31/12/2020	7.5	8.0	15.50			

Global Weekly Setting

	1st Week	2nd Week
MON	HALF	HALF
TUE	HALF	HALF
WED	HALF	HALF
THU	HALF	HALF
FRI	HALF	HALF
SAT	FULL	FULL
SUN	OFF	OFF

More than two weeks setting ?

Is alternate Saturday ?

Public Holiday as Off Day ?

- Set the pay group name (eg.4.0DAYS), days worked per week and hours worked per year accordingly.
- Set the global weekly setting to indicate the working and off
- Click on Save

Payroll Period Maintenance

Global Pay Group Setting | Weekly Pay Group

Pay Group: 4.0DAYS Day Worked Per Week: 4 Working Hours: 8

Year: 2020 Hour Worked Per Year: 1664

Start-Date: 01/01/2020 End-Date: 31/12/2020

Daily Rate Formula: Working Days/Mth

NPL Rate formula: Working Days/Week

OT Hour formula: 44 Hours/Week

Global Weekly Setting

	1st Week	2nd Week
MON	FULL	FULL
TUE	FULL	FULL
WED	FULL	FULL
THU	FULL	FULL
FRI	OFF	OFF
SAT	OFF	OFF
SUN	OFF	OFF

More than two weeks setting ?
 Is alternate Saturday ?
 Public Holiday as Off Day ?

New Save Cancel Delete Close

- Once it is successfully save system will reflect date range and calculate number of working days.

Payroll Period Maintenance

Global Pay Group Setting | Weekly Pay Group

Pay Group: 4.0DAYS Day Worked Per Week: 4 Working Hours: 8

Year: 2020 Hour Worked Per Year: 1664

Start-Date: 01/01/2020 End-Date: 31/12/2020

Daily Rate Formula: Working Days/Mth

NPL Rate formula: Working Days/Week

OT Hour formula: 44 Hours/Week

Global Weekly Setting

	1st Week	2nd Week
MON	FULL	FULL
TUE	FULL	FULL
WED	FULL	FULL
THU	FULL	FULL
FRI	OFF	OFF
SAT	OFF	OFF
SUN	OFF	OFF

More than two weeks setting ?
 Is alternate Saturday ?
 Public Holiday as Off Day ?

Period	Start-Date	Mid-Date	End-Date	1st Half	2rd Half	Total	Overtime Start Date	Overtime Mid Date	Overtime End Date
202001	01/01/2020	15/01/2020	31/01/2020	9.0	9.0	18.00			
202002	01/02/2020	15/02/2020	29/02/2020	8.0	8.0	16.00			
202003	01/03/2020	15/03/2020	31/03/2020	8.0	10.0	18.00			
202004	01/04/2020	15/04/2020	30/04/2020	9.0	9.0	18.00			
202005	01/05/2020	15/05/2020	31/05/2020	8.0	8.0	16.00			
202006	01/06/2020	15/06/2020	30/06/2020	9.0	9.0	18.00			
202007	01/07/2020	15/07/2020	31/07/2020	9.0	9.0	18.00			
202008	01/08/2020	15/08/2020	31/08/2020	8.0	9.0	17.00			
202009	01/09/2020	15/09/2020	30/09/2020	9.0	9.0	18.00			
202010	01/10/2020	15/10/2020	31/10/2020	9.0	8.0	17.00			
202011	01/11/2020	15/11/2020	30/11/2020	8.0	9.0	17.00			
202012	01/12/2020	15/12/2020	31/12/2020	9.0	10.0	19.00			

New Save Cancel Delete Close

Assign New Pay Group per Individual

1. Go to Update employee> Update Tab
2. Choose the newly created pay group the click Save

Update Employee record - Period :202010

Employee # TSPL1112 Name KARENE ANG

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

Employee # TSPL1112 Name KARENE ANG Pay Group 4.0DAYS

Hired Date 01/08/2020 3 month(s) Basic Salary 2100.00

Birth Date 21/12/1997 22 year 11 month(s) Increment 0.00

Type SN-Mthly Rated-Subj OT Semi-Month ? New Salary 2100.00

Mid Mth Pay 0 % / 0.00

Bonus Factor 1 Hide Wage Data ?

Original Hired Date

Insert Photo

Progression Data

Department NONE NONE Category NONE NONE

Cost Centre NONE NONE Occupation NONE NONE

Section NONE NONE Company NONE TIMES SOFTWARE

Job Grade NONE NONE Division NONE NONE

Leave/Benefit scheme

Leave NONE NONE SCHEME Benefit NONE NONE SCHEME

Working Days/Hours

Days Work/Wk 4 Daily Rate Working Day/Mths Nationality SING Fund#1

Hrs Worked/Yr 2288 NPL Daily Working Day/Week Race NONE Fund#2

IC/CPF/FWL

IC # S9729991I Other IC # CPF/Levy CLASS1 CPF A/C# S9729991.9

New Save Remove Cancel Change Close

3. Click on Yes for both message prompt.

Information

Change NPL, Daily formula ?

Yes No

Information

Change Working Calendar ?

Yes No

Mass Assign New Pay Group

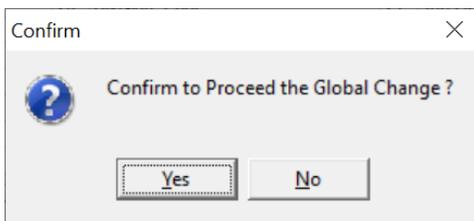
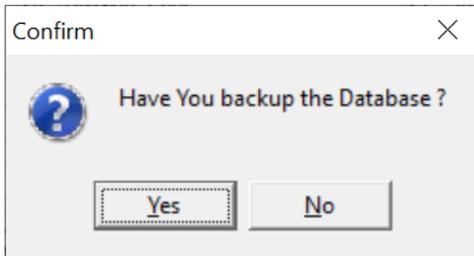
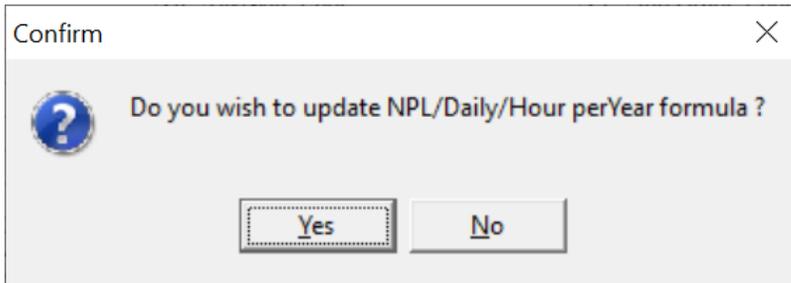
1. Go to Utility > Global Change
2. Enter Operation : Change, Field : Pay Group and Value: New Pay Group Code created
3. Click Process

The screenshot shows the 'Global change' window with a menu bar and a list of fields. The 'Global Change Entry' table is highlighted with a red box, showing the following entry:

Operation	Field	Description	Value
Change	47	Pay Group	4.0DAYS

Below the table, there are input fields for 'Progression Code', 'Effective Date', and 'Query Selection'. At the bottom, there are buttons for 'Query', 'Process', and 'Close'. The 'Process' button is highlighted with a red box.

4. Click on Yes for the following message prompt.



5. Click OK

