

TIMES PAYROLL 8.0 GUIDE

(How to Do Transfer Employee Record)

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How to Do Transfer Employee Record

For example, you have an employee who is going to transfer from one company A to another company B. Instead of creating a new Employee Record in Company B, you can transfer the current Employee Record in Company A to Company B. Please refer to the steps below for the instruction.

Step 1. Transfer the Employee Record in Original Company

As the scenario described above, please login to Company A and into Period 201203 as the Transfer Date of this employee will be on 1st March 2012.

(Please do not key in the Resignation Date before you have transfer the employee record to the new company.)

- 1.1 You have to select **Update Employee > Employee Record** to choose the particular employee (*Figure 1.1*). Please check the accuracy of Employee Record to ensure that you are going to transfer an updated record.



Figure 1.1 Employee Record

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1.2 Next, you will have to continue to **Utility > Transfer Employee Record** (Figure 1.2).



Figure 1.2 Transfer Employee Record

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1.3 After you selected the Transfer Employee Record, the Transfer Employee Record Utility window will be prompted out as the illustration below (*Figure 1.3*). Please refer to the following explanation for the setting.

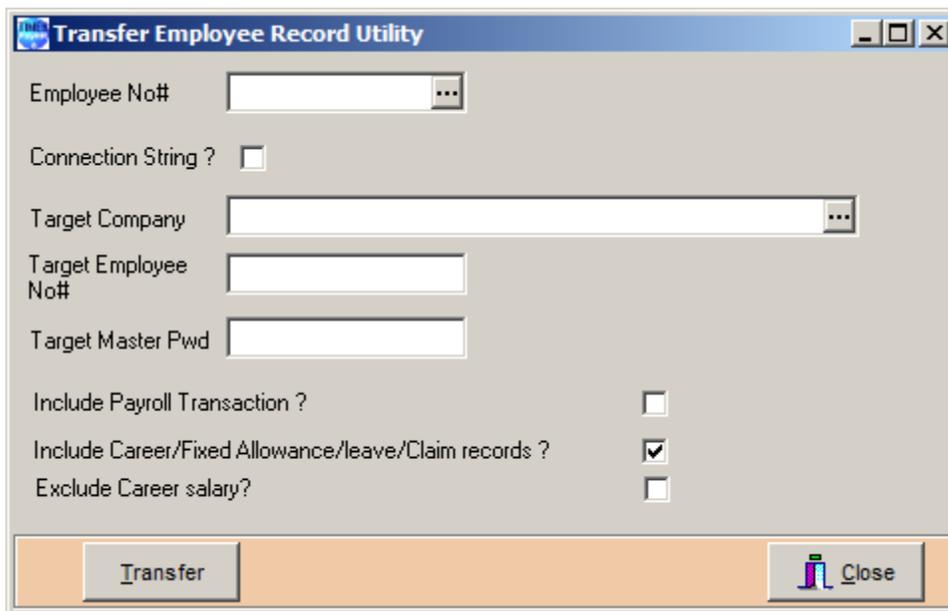


Figure 1.3 Transfer Employee Record Utility.

- a) **Employee No#** – Original Employee Code (as in Company A).
- b) **Connection String?** – Only use when the Target Company is not at the same path. For instance, please leave it unchecked.
- c) **Target Company** – New company that the employee will be transferred to (etc.: Company B).
- d) **Target Employee No#** – Employee Code in new company, may use back the original code or assign a new code.
- e) **Target Master Pwd** – MASTER password of the target company.
- f) **Include Payroll Transaction?** – Tick this option to transfer the pay history to the new company. (Strongly advised to remain unchecked as it will cause double submission for Income Tax.)

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- g) **Include Career/Fixed Allowance/Leave/Claim Records** – Tick this option to include the Career record, Fixed Allowance record, Leave record, and Claim record of the employee in previous company. Otherwise, only the employee basic information will be transferred.
- h) **Exclude Career Salary?** – Tick this option to exclude the Career record to new company. (Strongly advised to remain it uncheck to ensure the continuity of data.)

After user defined all of the setting, you will need to click the Transfer button to start the transferring of employee record.

- 1.4 Lastly, user will need to key in the Resignation Date in **Employee Record > Confirm/Termination tab** to terminate the employee record in Company A (*Figure 1.4*). As you will not want to process the salary of this employee from Company A.

The screenshot shows a software window titled "Update Employee Record - Period :201203". The window has a menu bar with "Update", "Employment", "Other", "Confirm & Termination", "Bank", "Address", "Spouse", "Allow/Dedu", "Career", and "C". The "Confirm & Termination" tab is active. The form contains the following fields and values:

- Employee #: 1, Name: ALEX
- Probation By: By Month, Probation Period: 3, Notice Period Method: (empty), Notice Period: (empty), Resignation Reason: (empty)
- Exclude Auto Prompt?:
- Confirmation Due: 31/03/2001, Confirmation On: 01/04/2001
- Hired date: 01/01/2001 (11 year 3 month(s)), Retire Age: 62, Retire Date: 31/10/2052
- Resignation Date: 29/02/2012 (highlighted in red), Last Payment Date: 29/02/2012 (highlighted in red)
- IR21 Indicator?: No, Employment Status: T-Terminated
- Resignation Remarks: (empty)
- Recommend for re-hired: NA
- Reason for re-hired: (empty)
- Date of Notice: (empty), Stop payment Indicator: (empty), Stop payment Effective Date: (empty), Stop payment End Date: (empty)

At the bottom of the window, there are buttons for "New", "Save", "Remove", "Cancel", "Change", and "Close".

Figure 1.4 Terminate the employee record.

Step 2. Update the Employee Record in New Company

2.1 Therefore, when user logs in to the Company B, he/she will see the Employee Record in this new company. In addition, user needs to update Employee Record that has been transferred to the new company accordingly. Please proceed to **Update Employee > Employee Record > Career tab** to key in the information. (Figure 2.1)

The screenshot shows the 'Update Employee Record - Period :201203' window. The 'Career' tab is active, displaying the 'Career Progression' section. The 'New' button is highlighted with a red box. Below the form is a table with one row of data.

Code	Department	Category	Job Grade	Inc Date	Paid Date	Old Pay	Increment	New Pay	Cost Ce
FSTART	SUPP	JUNI	FTR	01/01/2001	01/01/2001	2200.00	200.00	2400.00	NONE

Figure 2.1 Update of Career Progression

- End -