

TIMES SOFTWARE

TIMES Mail Payslip 2009 for Windows User Guide

TIMES SOFTWARE PTE LTD

Company Registration No.: 199804415D

10 Jalan Besar #16-03 Sim Lim Tower,
Singapore 208787

Tel: (65) **62951998** Fax: (65) **62950998**

Website: *<http://www.timesoftsg.com.sg>*

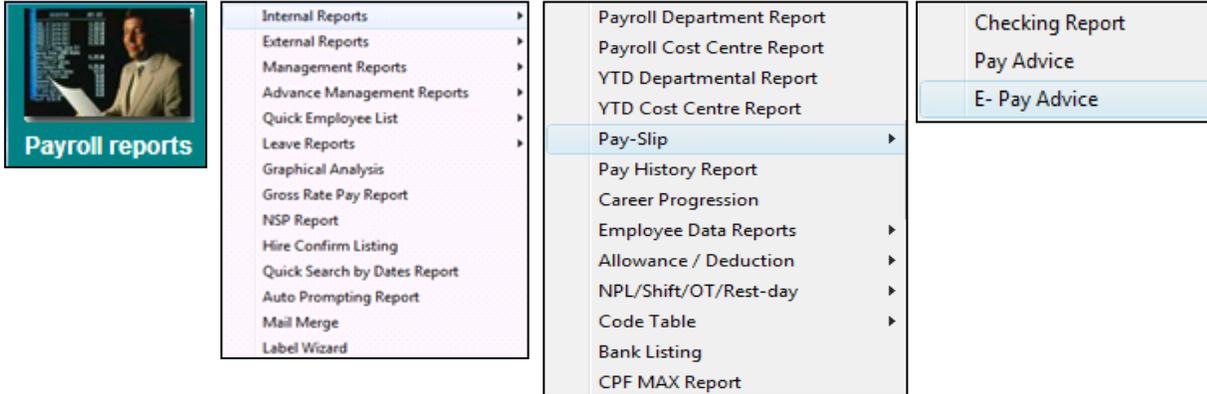
Technical Project Manager	Raymond Tong
Prepared by	Jimmy
Date	16 May 2014

I. How to enable to program?

User must have a DLL file named 'EPAYSLIPSG.DLL' in the [\\TP8](#) folder.

II. Generate the Pay Slip

1. Go to Payroll Reports --- Internal Reports --- Pay-slip --- E- Pay Advice to generate the pay slip of the employee.



2. Click the **Payslip** icon



3. Click **Generate Payslip** button to generate the e-Pay Slip.
4. To preview the payslip click the **Preview** button

Payslip Dialog CO version 14/07/2012 [X]

Parameter

Select Pay Period

- Mid Month
- End Month
- Special Period
- Bonus Period
- Mid & End Month
- Week1
- Week2
- Week3
- Week4
- Week5
- Claim1
- Claim2

Special

Bonus

Claim 1

Claim 2

Week1

Week2

Week3

Week4

Week5

From Employee: 111 ...

To Employee: SUPP008 ...

MVC option: Basic+MVC

Print Annual Leave?

Print Sick Leave?

Print Occupation?

Print Category?

Print Bank Payment Amount?

Print Employee's Address?

Print MSD?

Print YTD amount?

Exclude Net Salaries <= 0?

Print Bank details?

Excludes Benefits entry?

Print Password?

Print Working Days?

Print CPF Indicator

Sort Payslip By :

- Employee No
- Name
- Dept#
- Cost Centre
- Supervisor
- Category
- Dept+Cate+EmpNo
- Company+Name

Payslip Msg from:

- Employee
- Global Setup

Print Department on Address?

Print Period on Address?

Process Status

View Payslip Info | Clear PaySlip | **Generate Payslip** | Preview | Close

III. Send the Email Pay slip

1. Before you login to **mpayslip2009** program make sure that you already key in the email address of the employee on the TimesPay8.
2. To check whether you already keyin the email address of the employee please login to your TimesPay8, go to Update Employee --- Employee Record --- Address. Under the Address/Contact there must be a valid email address on the **Email**.

Update Employee Record - Period : 200901

Employee # L003 Name LUCY LIN

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

Address/Contact

Alias: _____ Country of Birth: NONE Ownership Indicator: No

Surname: _____ Update Spouse Address From Employee's address?

Address: BLK 472 ANG MO KIO AVE 10 Overseas Address: _____
#05-854
SINGAPORE

Postal Code: 560472 Phone: _____ Ext: _____ Postal Code: _____

Mobile Phone: _____ Pager: _____ Email: sheila@timesoftsg.com.sg

Emergency Contact

Contact Person: _____ Alias: _____
Address: _____ Other Address: _____
Postal Code: _____ Postal Code: _____ Same Address Indicator?

Relationship: _____ ID Number: _____
Contact No: _____ Contact No: _____

Update Spouse Address Relationship = SPOUSE/WIFE/HUSBAND ?

New Save Remove Cancel Change [Print] [Back] [Forward] [Close]

3. Login to the **Mpayslip2009.exe**. Choose your company and click 'OK' button

MSMail Payslip - 23/06/2011 [PDF Enabled]

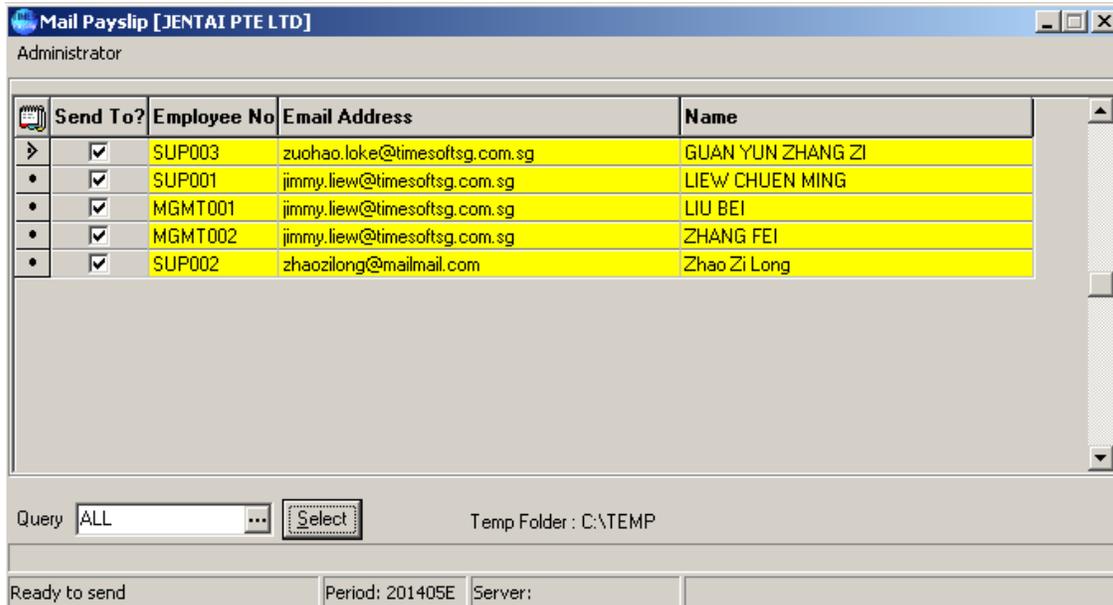
Code	Company Name	Staff No
ABC		4
NESTE	Neste Oil Singapore Pte Ltd	0
TSPL	ABC COMPANY - PTE LTD	21

Total Staff 25

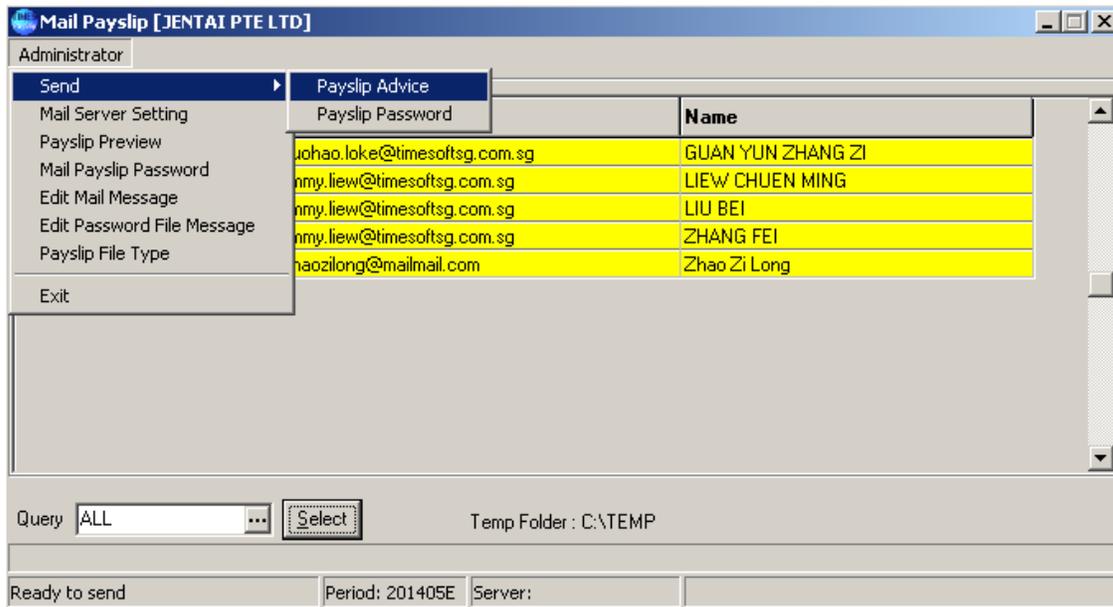
OK Exit

Send Employee's Payslip

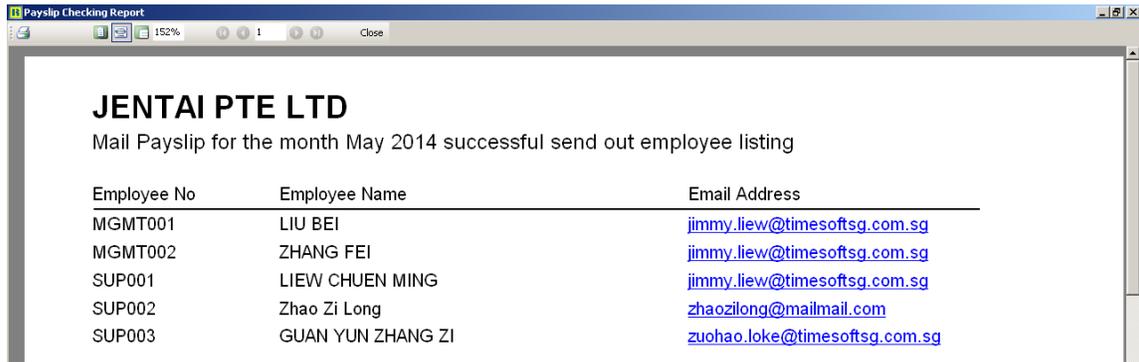
1. Select the employee you want to send the payslip. To select all the employee please set the Query to **ALL** and click the **Select** button



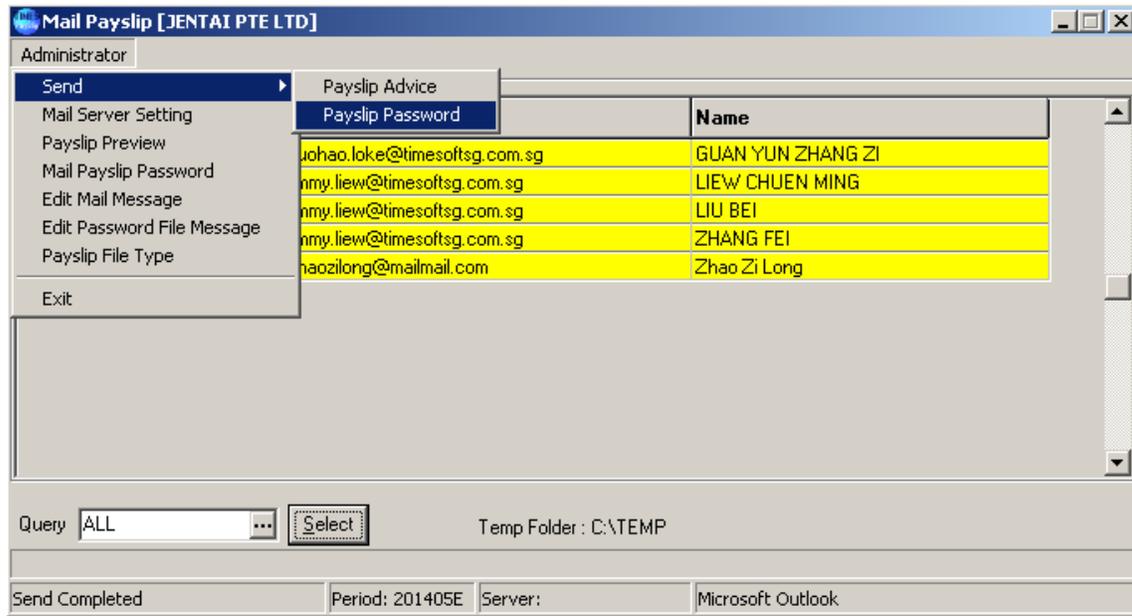
2. Go to **Administrator --- Send --- Payslip Advice** to send the payslip of the employee



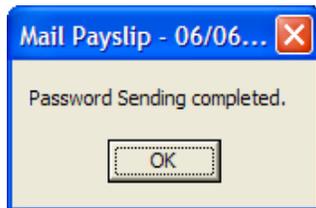
3. After the payslip has sent to the employee you will see the Payslip Checking Report



4. If this is the first time that you're going to send the payslip to the employee you also need to send the employee password, for them to know the password of the pay slip. Go to **Administrator --- Send --- Payslip Password**

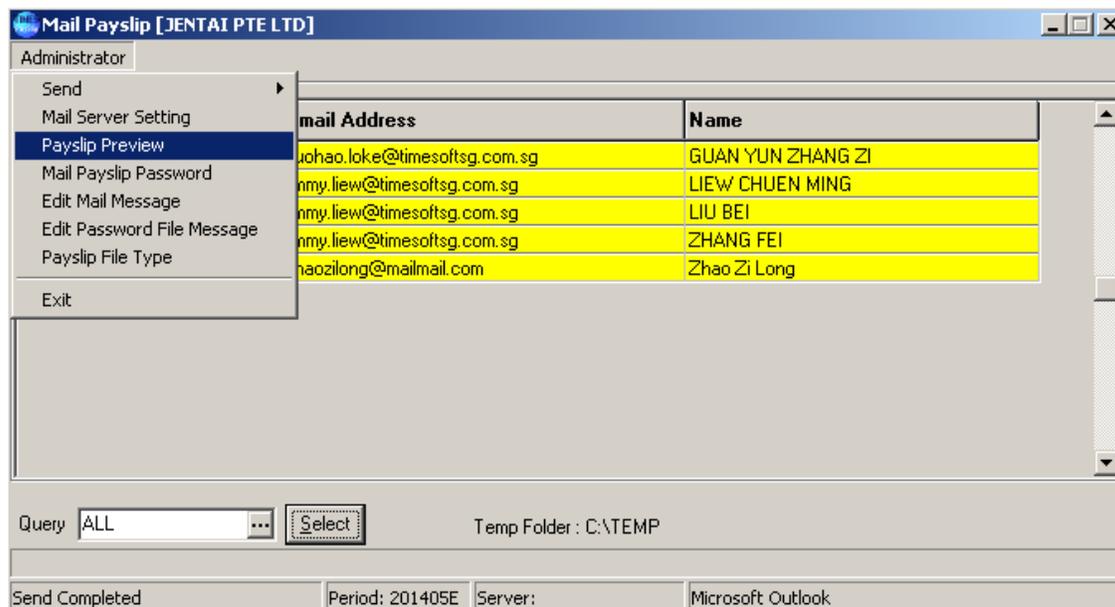
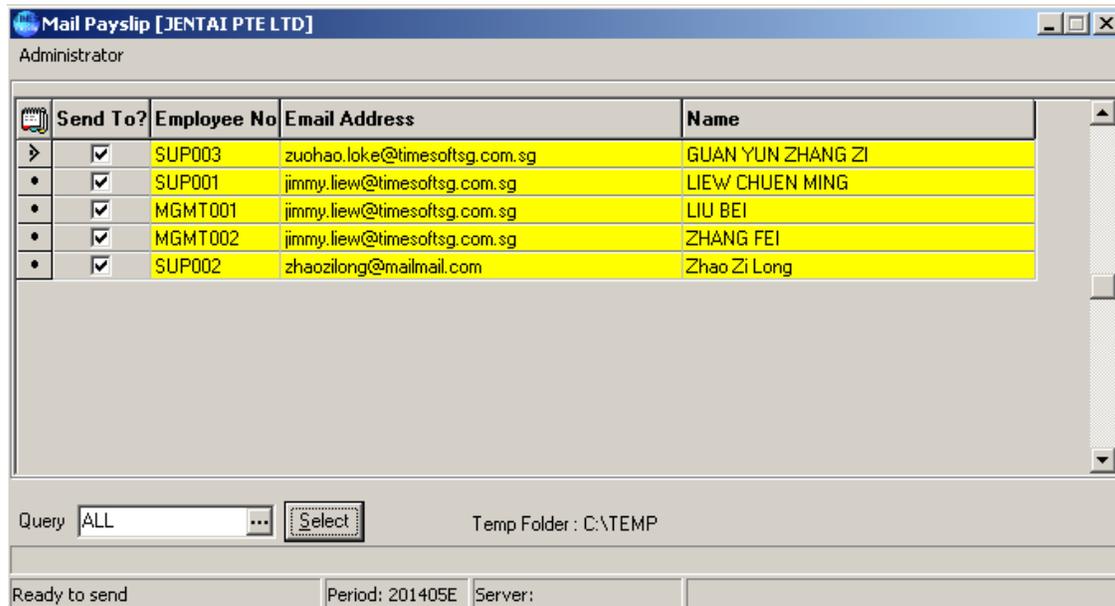


If the employee's password has been send successfully this message box will appear.



Preview the Employee's Payslip

1. Go to **Administrator --- Payslip Preview** to preview the payslip of the employee.
(NOTE: Before you preview the payslip of the employee you make sure you have selected the employee that you want to preview. Set the Query to ALL and click the Select button to select all employees)



Sample Screen when you preview the payslip



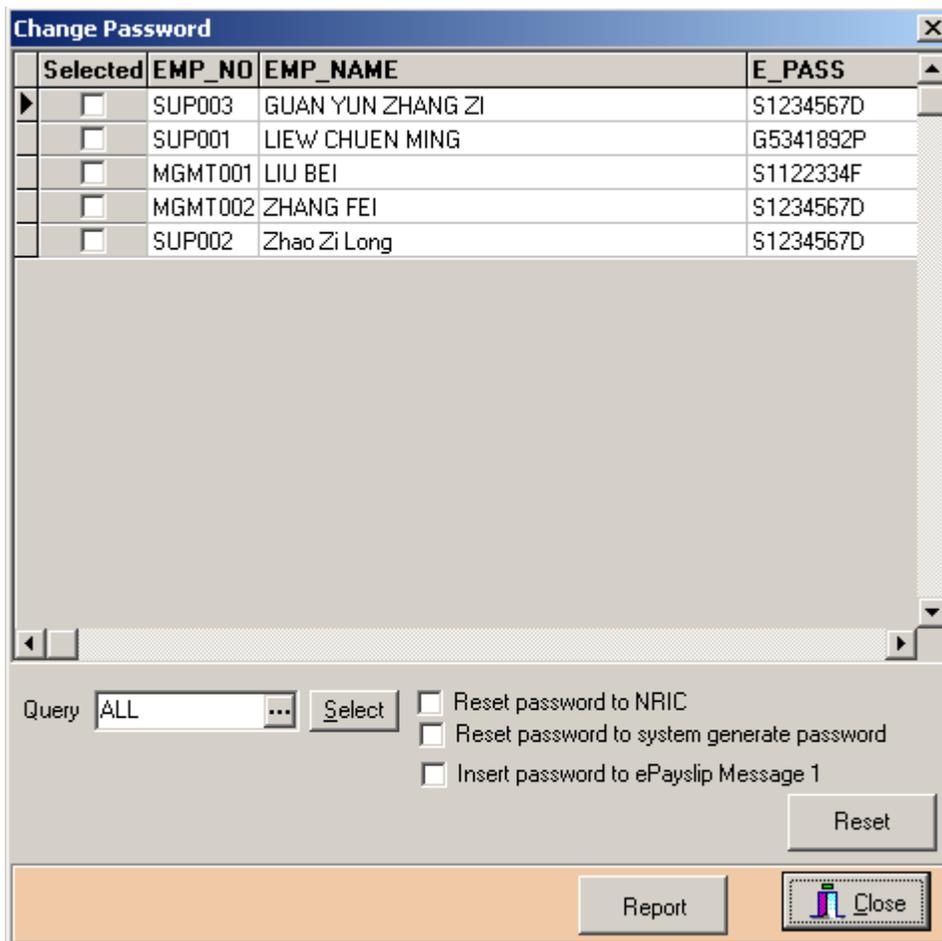
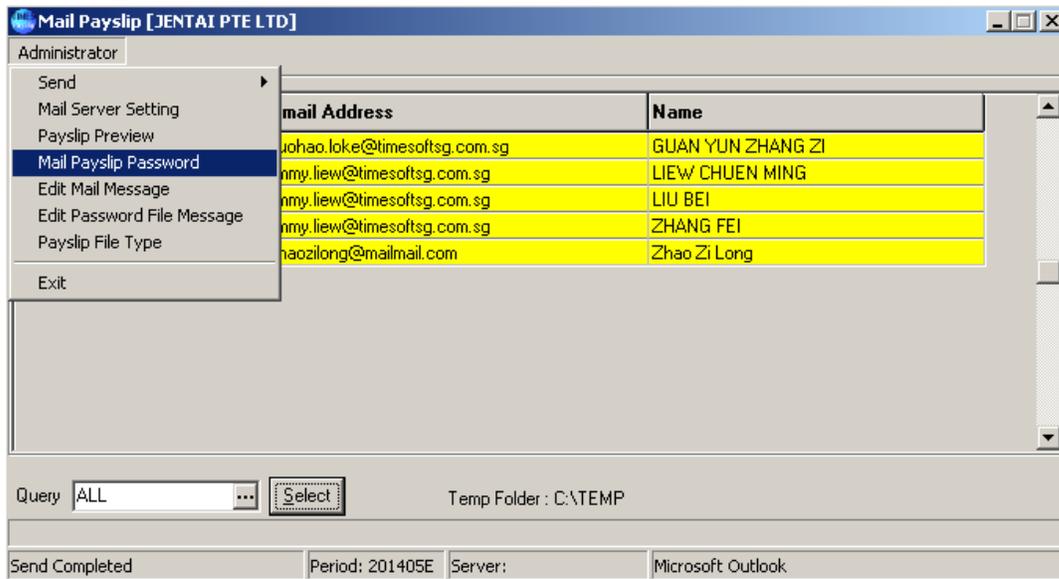
PAYSLIP ADVICE

TIMES SOFTWARE PTE LTD				PERIOD	: END-JAN 2009
NAME : Brad Pitt				EMPLOYEE#	: F001
DEPT : SUPPORT DEPARTMENT					
DESCRIPTION	HOURS / DAYS	RATE	TOTAL SALARY	HOURS / DAYS	DEDUCTIONS
BASIC			2,900.00		0.00
HANDPHONE ALLOVANCE			100.00		
TOTAL SALARY			\$GD	3,000.00	TOTAL DEDUCTIONS \$GD 0.00
BANK : 7375446 AC# :			3,000.00	CURRENT	Y.T.D. BALANCE
				3,000.00	3,000.00
				3,000.00	3,000.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	1.00
				0.00	14.00
				0.00	14.00

This is a computer generated report. No signature is required.

Employee's Mail Payslip Password

1. Go to **Administrator --- Mail Payslip Password** to check the mail payslip password or change the mail payslip password of the employee.



User may choose to:

- ✓ **Reset password to NRIC**
-select the employee whom you want to reset the password. Tick **Reset password to NRIC** then click the **Reset** button.

- ✓ **Reset password to system generate password**
-select the employee whom you want to reset the password. Tick **Reset password to system generate password** then click the **Reset** button.

If you want to change the password of the employee according to the user define password, you need to select first the employee then manually change the password of the employee on the Password column

Selected	Emp No	Name	Password
<input type="checkbox"/>	F003	Cathy Tan	S4276578A
<input type="checkbox"/>	L002	Jenifer Lee	S2345678H
<input type="checkbox"/>	L001	Lucio Tan	S1234567D
<input checked="" type="checkbox"/>	L003	Lucy Lin	lucy122009

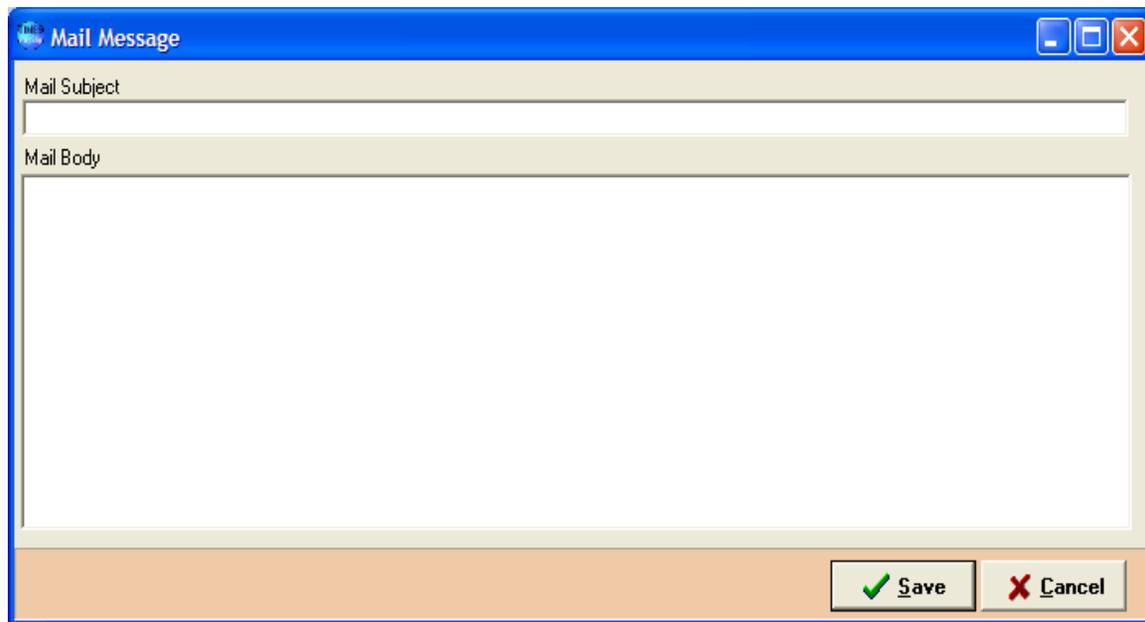
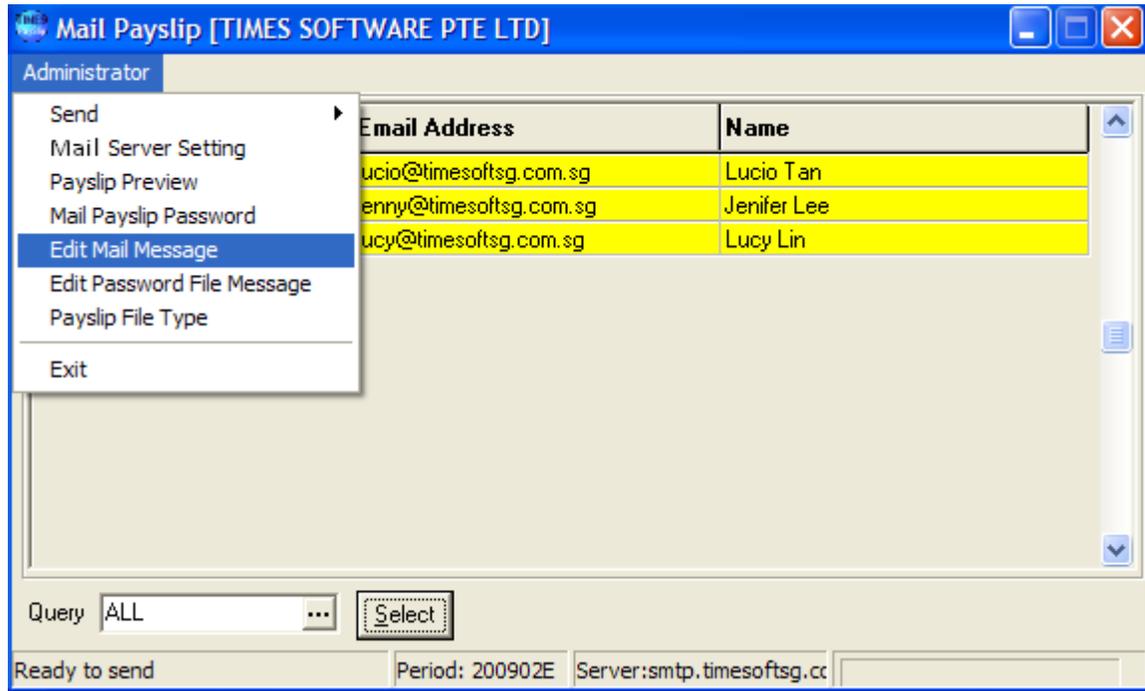
Query: ALL [dropdown] [Select] Reset password to NRIC Reset password to system generate password

[Reset] [Report] [Close]

You may click on **Report** button to print the list of your employee's password.

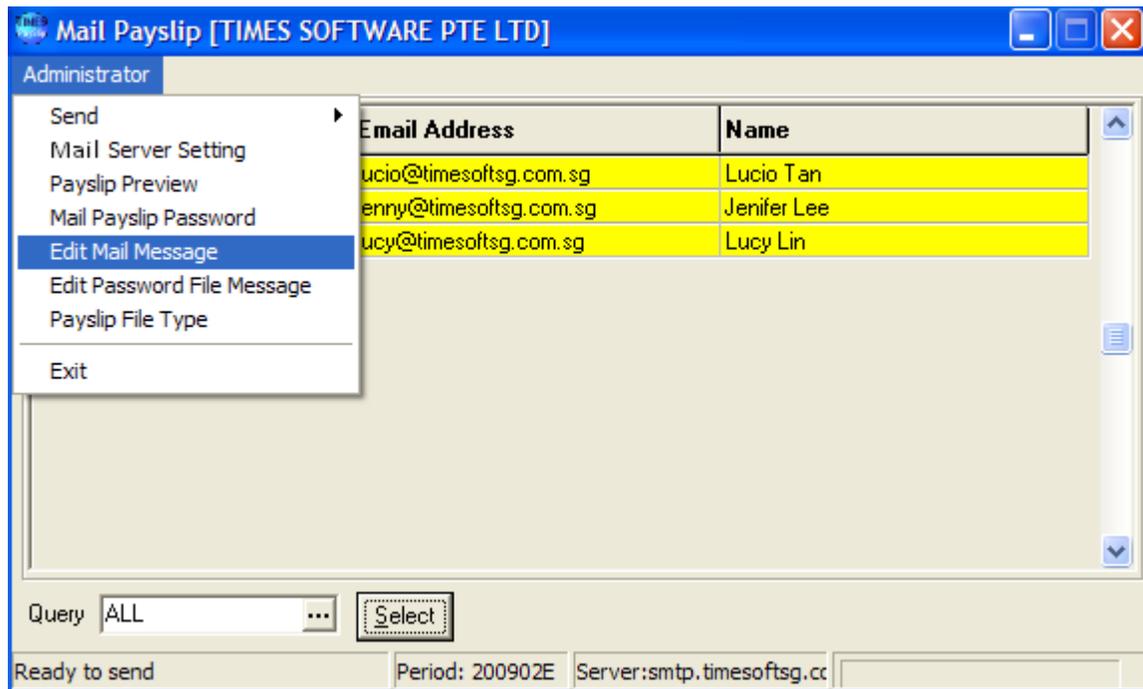
Edit Email Message

1. On the **Administrator --- Edit Email Message** set the email subject that you want to appear once the employee receives the payslip, as well as the mail body message. After that click the **Save** button

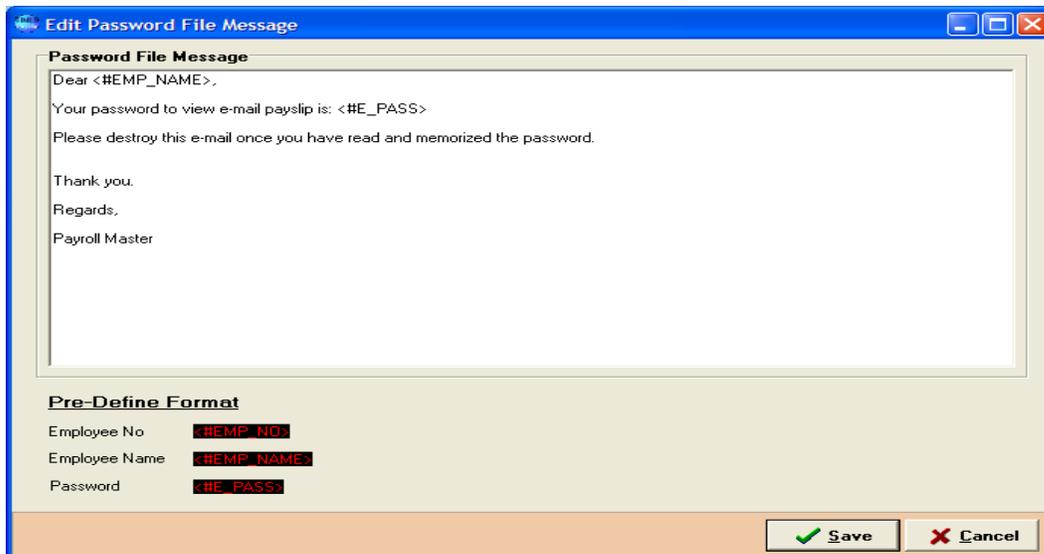


Edit Password File Message

1. Go to **Administrator** --- **Edit Password File Message** to edit the payslip password file message

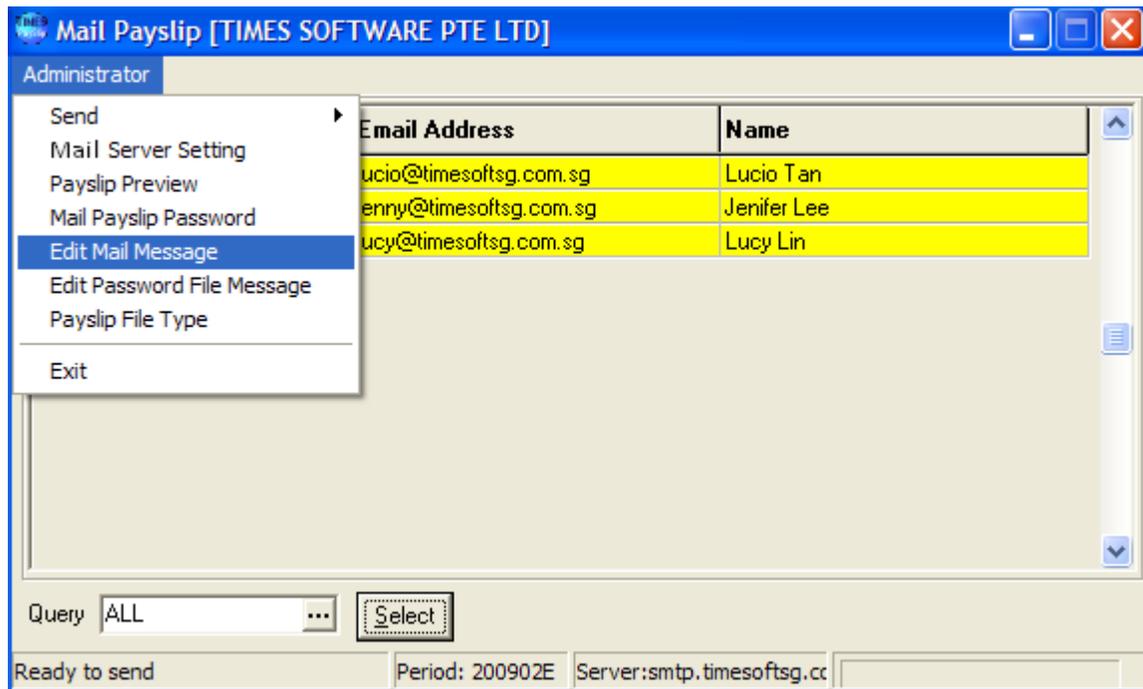


2. On the **Password File Message** key in the message that you want to appear once the employee receive the payslip password mail. Click **Save** button to save the changes made.



Set the Payslip File Type

1. Go to **Administrator --- Payslip File Type**.



2. On the **PDF Encrypted?** select **YES** if you want the employee to key in the password before viewing the pay slip, choose **NO** if you don't want to set any password upon viewing of the pay slip.
3. On the **PDF format?** choose **Graphical**
4. Click **Save** button to save the changes made

