# **TIMES SOFTWARE**

TIMES Mail Payslip 2009 for Windows User Guide

# TIMES SOFTWARE PTE LTD

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Date	16 May 2014

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# I. How to enable to program?

User must have a DLL file named 'EPAYSLIPSG.DLL' in the <u>\\TP8</u> 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.



Internal Reports External Reports Management Reports Advance Management Reports Quick Employee List Leave Reports	* * * *	Payroll Department Report Payroll Cost Centre Report YTD Departmental Report YTD Cost Centre Report Pay-Slip	•	Checking Report Pay Advice E- Pay Advice
Graphical Analysis Gross Rate Pay Report NSP Report Hire Confirm Listing Quick Search by Dates Report Auto Prompting Report Mail Merge Label Wizard		Pay History Report Career Progression Employee Data Reports Allowance / Deduction NPL/Shift/OT/Rest-day Code Table Bank Listing CPE MAX Report	* * *	

### 2. Click the Payslip icon



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

Payslip Dialog CO version 14/07/2012		X
Parameter		
Select Pay Period C Mid Month End Month C Special Period C Bonus Period C Mid & End Month C Week1 C Week2 C Week3 C Week4 C Week5 C Claim1 C Claim2	Special Bonus Claim 1 Claim 2 Week1 Week2 Week3 Week4 Week5	
From Employee     111      Sort Payslip By :       To Employee     SUPP008      Image: Constitute		
MVC option       Basic+MVC       Image: Construction of the second secon	o in Adrdress? Iress?	
View Payslip Info Clear PaySlip Generate Payslip Preview		

# 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	<ul> <li>Name</li> </ul>	LUCY LIN				-		8	
Update Em	ployment 0	ther Confirm	n & Termina	tion Bank	Addre	ss Spou	se Allow/Dedu	Career	c • •	
Address/Co	ontact			Country o	f Birth NO	DNE 👻	Ownership	Indicator N	• •	
Surname	,			Update S	pouse Ad	ddress From	n Employee's addre	ess? 🔽	_	
Address	BLK 472 ANG	MO KIO AVE 1	0	c	verseas					
Address	#05-854			ʻ	Address					
	SINGAPORE				ĺ					
Postal Code	, 560472 Ph	one	Ext		- 1	Postal Code				
Mobile Phone			Pager		Email	sheila@time	softsg.com.sg			
Emergency Contact	Contact				lias [					
Person					ныс Г					
Address				Ă	ddress					
i i					ŕ					
Postal Code				Posta	ICode		Same Addres	ss Indicator	N ?	
Relationship		•		ID N	umber					
Contact No				Cont	act No					
Update Spou	use Address F	Relationship = S	POUSE/WIFE/H	USBAND ?						
New	Save	Remove	Cancel	<u>C</u> har	ige	🛤 📘		_ <b>_</b> ∎_⊆	ose	

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

м	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						
			📕 🗶 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

۲	🍓 Mail Payslip [JENTAI PTE LTD]								
Administrator									
	Send To?	Employee No	Email Address		Name	<b>_</b>			
>		SUP003	zuohao.loke@timesoftsg.cor	m.sg	GUAN YUN ZHANG ZI				
•		SUP001	jimmy.liew@timesoftsg.com.s	ig	LIEW CHUEN MING				
•		MGMT001	jimmy.liew@timesoftsg.com.s	ig	LIU BEI				
•		MGMT002	jimmy.liew@timesoftsg.com.s	ig	ZHANG FEI				
•		SUP002	zhaozilong@mailmail.com		Zhao Zi Long	_			
						-			
Qu	ery ALL		Select Tem	np Folder : C:\TEMP					
Rea	dy to send		Period: 201405E Ser	ver:					

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

🍓 Mail Payslip [JENTAI PTE L1	TD]			_ 🗆 🗙
Administrator				
Send 🕨	Payslip Advice			
Mail Server Setting	Payslip Password		Name	
Payslip Preview	uohao.loke@timesoftsg.	.com.sg	GUAN YUN ZHANG ZI	
Mail Payslip Password	nmy.liew@timesoftsg.co	om.sg	LIEW CHUEN MING	
Edit Mail Message	nmy.liew@timesoftsg.co	om.sg	LIU BEI	
Edit Password File Message Baudio Eile Tupe	nmy.liew@timesoftsg.cc	om.sg	ZHANG FEI	
	_ <mark>haozilong@mailmail.com</mark>	า	Zhao Zi Long	
Exit				
				T
Query ALL	Select 1	Femp Folder : C:\TEMP		
Ready to send	Period: 201405E	Server:		

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



 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

🌐 Mail Payslip [JENTAI PTE L1	ſD]			
Administrator				
Send 🔸	Payslip Advice			
Mail Server Setting	Payslip Password		Name	
Payslip Preview	uohao.loke@timesoftsg	g.com.sg	GUAN YUN ZHANG ZI	
Mail Payslip Password	nmy.liew@timesoftsg.c	om.sg	LIEW CHUEN MING	
Edit Mail Message	nmy.liew@timesoftsg.c	om.sg	LIU BEI	
Eult Password File Message Davelin File Type	nmy.liew@timesoftsg.c	om.sg	ZHANG FEI	
	_ <mark>haozilong@mailmail.co</mark>	m	Zhao Zi Long	
Exit				
				<b>_</b>
Query ALL	( <u>S</u> elect	Temp Folder : C:\TEMP		
Send Completed	Period: 201405E	Server:	Microsoft Outlook	

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



### Preview the Employee's Payslip

 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)

<b>*</b>	🏀 Mail Payslip [JENTAI PTE LTD]								
Adm	Administrator								
	Send To?	Employee No	Email Address		Name	<b>_</b>			
>		SUP003	zuohao.loke@timesofts	g.com.sg	GUAN YUN ZHANG ZI				
•		SUP001	jimmy.liew@timesoftsg.c	com.sg	LIEW CHUEN MING				
•		MGMT001	jimmy.liew@timesoftsg.c	com.sg	LIU BEI				
•		MGMT002	jimmy.liew@timesoftsg.c	com.sg	ZHANG FEI				
•		SUP002	zhaozilong@mailmail.co	m	Zhao Zi Long				
						Ţ			
Que	ry ALL		<u>Select</u>	Temp Folder : C:\TEMP					
Read	ly to send		Period: 201405E	Server:					

🌐 Mail Payslip [JENTAI PTE LT	[D]		_ 🗆 🗡
Administrator			
Send 🕨			
Mail Server Setting	mail Address	Name	
Payslip Preview	Johao.loke@timesoftsg.com.sg	GUAN YUN ZHANG ZI	'
Mail Payslip Password	nmy.liew@timesoftsg.com.sg	LIEW CHUEN MING	
Edit Mail Message	nmy.liew@timesoftsg.com.sg	LIU BEI	
Edit Password File Message	nmy.liew@timesoftsg.com.sg	ZHANG FEI	
Paysiip File Type	haozilong@mailmail.com	Zhao Zi Long	
E×it			
<u> </u>			
Query ALL	Select Temp Folder : C:\TEMP		
Send Completed	Period: 201405E Server:	Microsoft Outlook	

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### PAYSLIP ADVICE

TIMES SOFTWARE	PTE LTD			PERIOD	: END-JAN	2009	
NAME : Brad Pitt				EMPLOYEE#	: F001		
DEPT : SUPPORT DEPA	RTMENT						
DESCRIPTION	HOURS/DAYS	RATE	TOTAL SALARY		HOURS/D	AYS DE	DUCTIONS
BASIC			2,900.00				0.00
HANDPHONE ALLOWAN	ICE		100.00				
TOTAL SALARY	5	GD	3,000.00	TOTAL DEDUCTIONS	SGD		0.00
BANK : 7375446 AC# :			3,000.00	CL	JRRENT	Y.T.D	BALANCE
				NETT PAY	3,000.00	3,000.00	
				GROSS WAGE	3,000.00	3,000.00	
				CPF WAGE	0.00	0.00	
				EMPLOYER CPF	0.00	0.00	
				EMPLOYEE CPF	0.00	0.00	
				ANNUAL LEAVE	0.00	1.00	1.00
				SICK LEAVE	0.00	14.00	14.00

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

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# 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.

Mail Payslip [JENTAI PTE L	TD]			<u> </u>
Send	1			
Mail Server Setting	mail Address		Name	-
Payslip Preview	uohao.loke@timesofts	g.com.sg	GUAN YUN ZHANG ZI	
Mail Payslip Password	nmy.liew@timesoftsg.c	com.sg	LIEW CHUEN MING	
Edit Mail Message	nmy.liew@timesoftsg.c	com.sg	LIU BEI	
Davelin File Type	nmy.liew@timesoftsg.c	com.sg	ZHANG FEI	
	_ <mark>haozilong@mailmail.co</mark>	om	Zhao Zi Long	
Exit				
				•
Query ALL	Select	Temp Folder : C:\TEMP		
Send Completed	Period: 201405E	Server:	Microsoft Outlook	

Cł	hange Pas	sword					×
	Selected	EMP_NO	EMP_NAME			E_PASS	
Þ		SUP003	GUAN YUN ZHANG ZI			S1234567D	
		SUP001	LIEW CHUEN MING			G5341892P	
		MGMT001	LIU BEI			S1122334F	
		MGMT002	ZHANG FEI			S1234567D	
		SUP002	Zhao Zi Long			S1234567D	
	1-1						-
Ľ							1
Q	uery ALL		··· <u>S</u> elect □ Res □ Res	et passwi et passwi	ord to NRIC ord to system gen	erate password	
			🔲 Inse	ert passwo	ord to ePayslip Me	essage 1	
						Reset	
					Report	<b></b> lose	

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.

# ✓ <u>Reset password to system generate password</u>

-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

С	hange Pa	ssword			×
	Selected	Emp No	Name	Password	^
		F003	Cathy Tan	S4276578A	
	Γ	L002	Jenifer Lee	S2345678H	
	Г	L001	Lucio Tan	S1234567D	
I		L003	Lucy Lin	ucy122009	
-					
G	luery ALL		Select Reset password to NR	IIC stem generate passw	vord
				Reset	
			Rep	ort <u> C</u> lose	•

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

Administrator			
Send Email Address Name	^		
Payslip Preview ucio@timesoftsg.com.sg Lucio Tan			
Mail Payslip Password enny@timesoftsg.com.sg Jenifer Lee			
Edit Mail Message ucy@timesoftsg.com.sg Lucy Lin			
Edit Password File Message Payslip File Type Exit			
	•		
Query ALL Select			
Ready to send Period: 200902E Server:smtp.timesoftsg.cc			

📽 Mail Message	_ 🗆 🗙
Mail Subject	
J	
Mail Body	
<mark>✓ S</mark> ave X	Cancel

### **Edit Password File Message**

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

🥮 Mail Payslip [TIMES SOFTWARE PTE LTD]			
Administrator			
Send  Mail Server Setting	Email Address	Name	
Payslip Preview	ucio@timesoftsg.com.sg	Lucio Tan	
Mail Payslip Password	enny@timesoftsg.com.sg	Jenifer Lee	
Edit Mail Message	ucy@timesoftsg.com.sg	Lucy Lin	
Edit Password File Message Payslip File Type			
Exit	]		
<u> </u>			
Query ALL	Select		
Ready to send Period: 200902E Server:smtp.timesoftsg.cc			

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.

🕮 Edit Password	File Message		
Password File H	lessage		
Dear <#EMP_NA	4E>,		
Your password to	view e-mail payslip is: <#E_PASS>		
Please destroy this	e-mail once you have read and memorized the password.		
Thank you.			
Regards,			
Payroll Master			
Pre-Define F	ormat		
Employee No	<#EMP_NO>		
Employee Name	K#EMP_NAMES		
Password	KHE_PASS		
		✓ <u>S</u> ave	X <u>C</u> ancel

### Set the Payslip File Type

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

🕮 Mail Payslip [TIMES SOFTWARE PTE LTD]				×
Administrator				
Send  Mail Server Setting	Email Address	Name		•
Payslip Preview	ucio@timesoftsg.com.s	g Lucio Tan		
Mail Payslip Password	enny@timesoftsg.com.:	sg Jenifer Lee		
Edit Mail Message	ucy@timesoftsg.com.sg	g Lucy Lin		
Edit Password File Message Payslip File Type				
Exit				
				•
Query ALL	Select			
Ready to send Period: 200902E Server:smtp.timesoftsg.cc				

- 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

🍔 Setting Dialog	×
PDF Encrypted ?	
O Yes	
⊙ No	
PDF Format ?	
C Dot Matrix	
<ul> <li>Graphical</li> </ul>	
	Save