

# TIMES SOFTWARE



## TIMESPAY 8

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# USER MANUAL

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## TIMES SOFTWARE

Times Pay 8.0/ Netsublicense

It is a Windows-based integrated payroll and human resource management system. It is cost-effective and designed with robust functionality and performance. It is user friendly and flexible, allowing payroll to be done according to the countries' local authorities requirements.



TIMES PAY 8.0/ Netsublicense manages a wide variety of payroll activities from simple straightforward deduction categories to complex, multi-company payrolls.

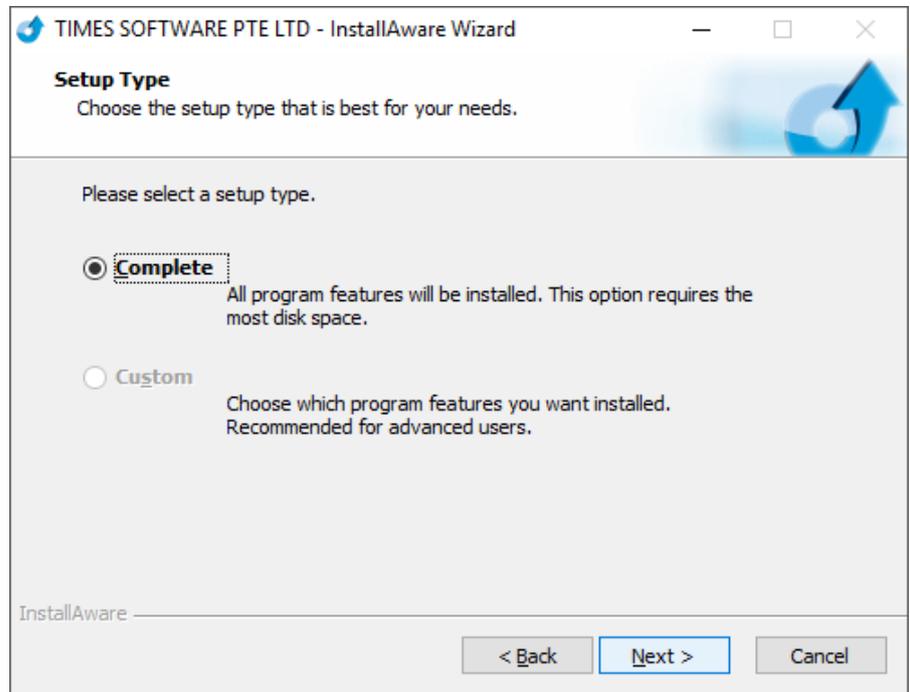
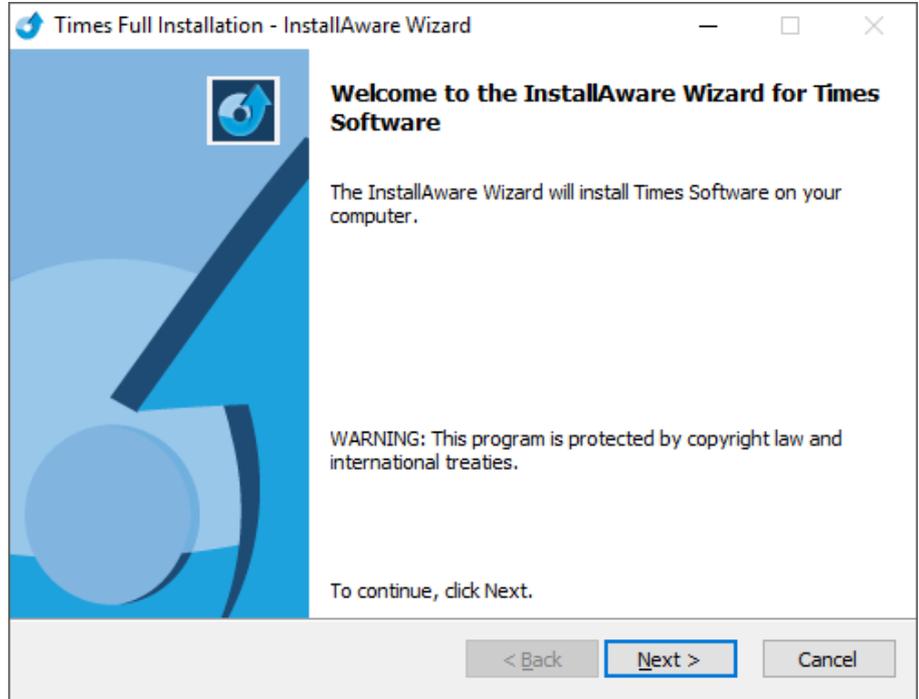
It tracks all employee data related to payroll processing, print pay-slips and generates a wide array of standard and statutory government reports to satisfy your monthly, quarterly and annual processing requirements. You can maintain full employee details including staff transfers, job and pay histories.

## 1. INSTALLATION

This section provide steps to install Timespay 8.0/ NETSUBLICENSE application.

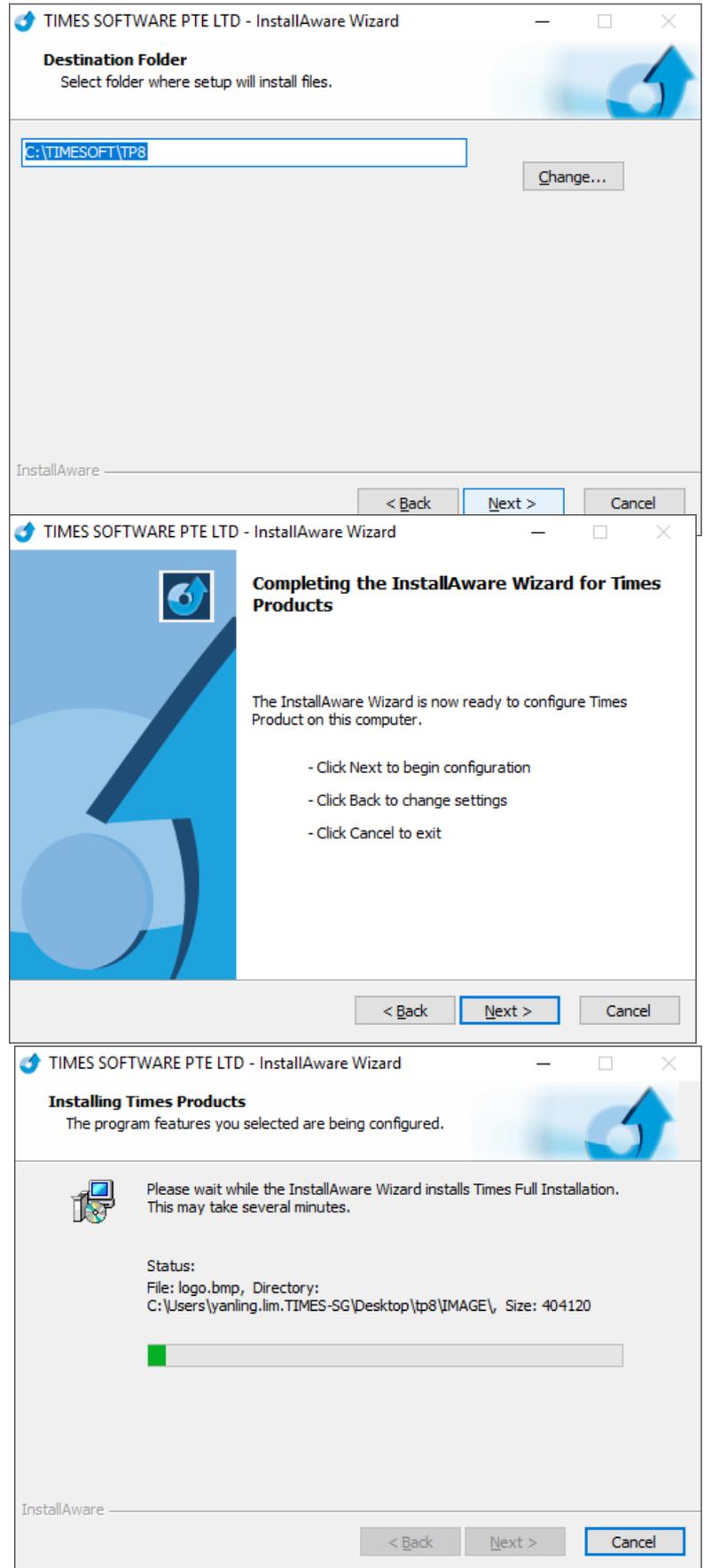
### INSTALLTION PROCEDURES:

- 1) Activate the installer provided.
- 2) Please wait for a few seconds. The installer will perform an auto run and the following screen will be prompted.
- 3) Click **Next >** button to initialize the installation
- 4) Select **Complete** and click on **Next >** Button to proceed.

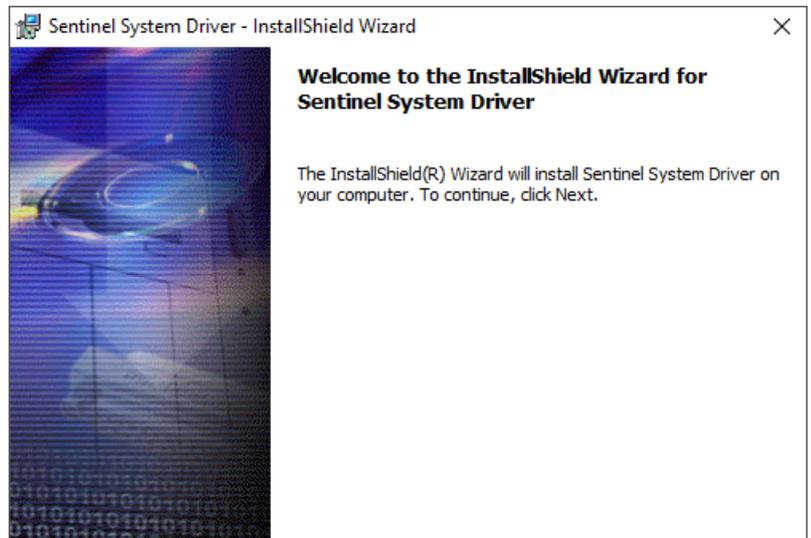


5) The Destination Folder Screen will be prompted. Select **Next >** button to proceed, click on **Change..** button to select the desired location to store the application.

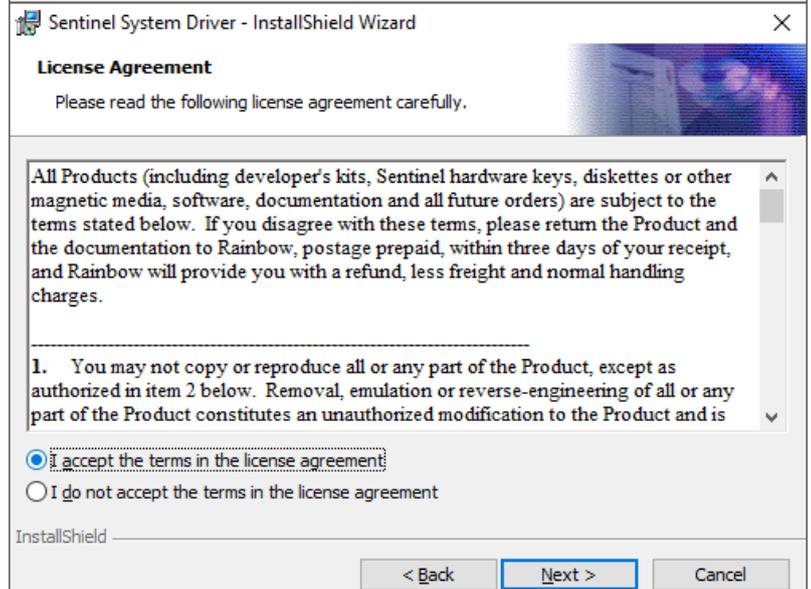
6) Click the **Next >** button and the InstallAware Wizard will start to run.



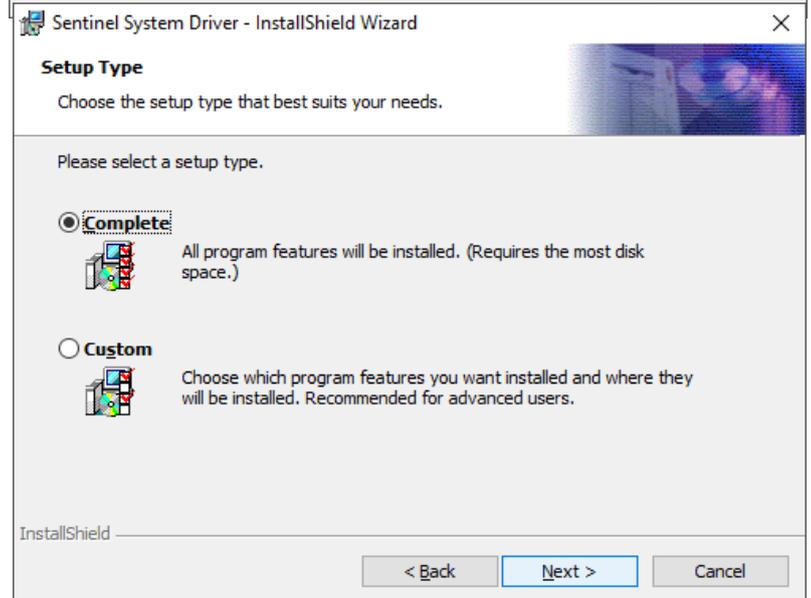
7) Next, the Sentinel System Driver- InstallShield Wizard page will be prompted. Click on **Next >** button to proceed.



8) On the License Agreement screen, select option: *I accept the terms in the license agreement*. Click on **Next >** to continue.

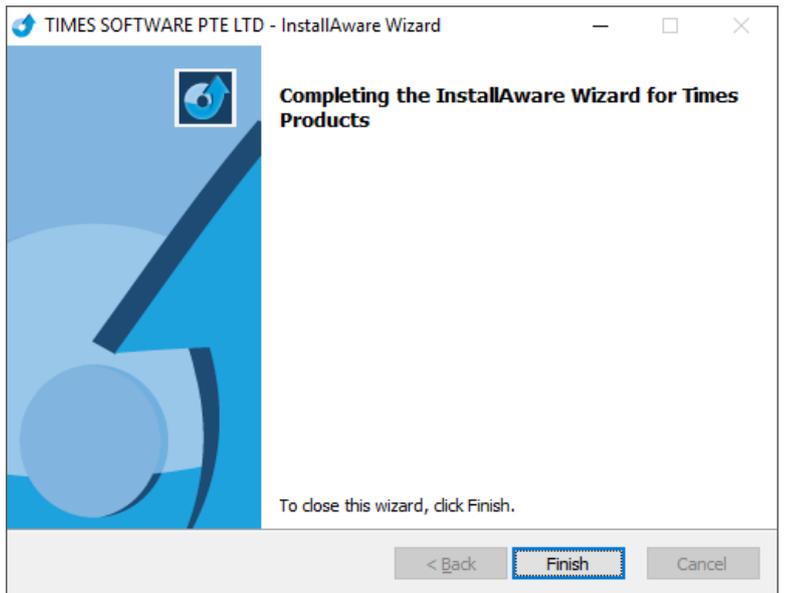
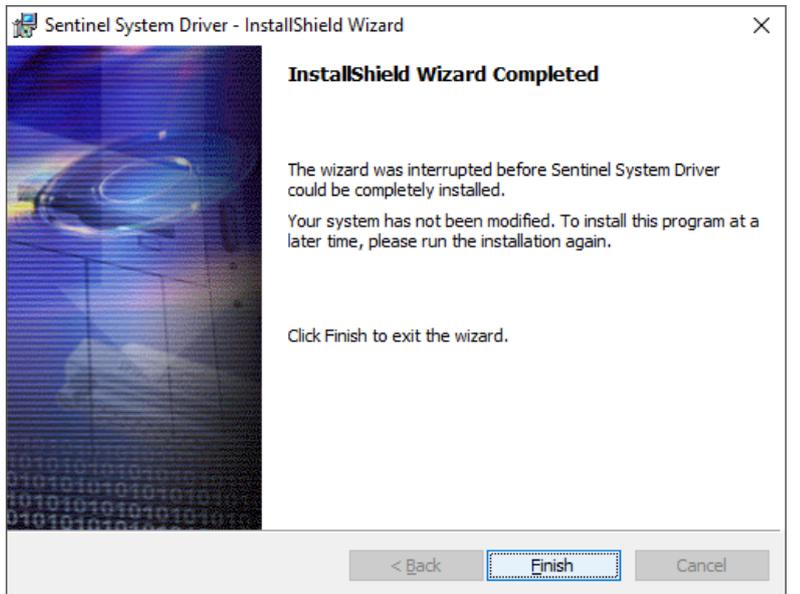
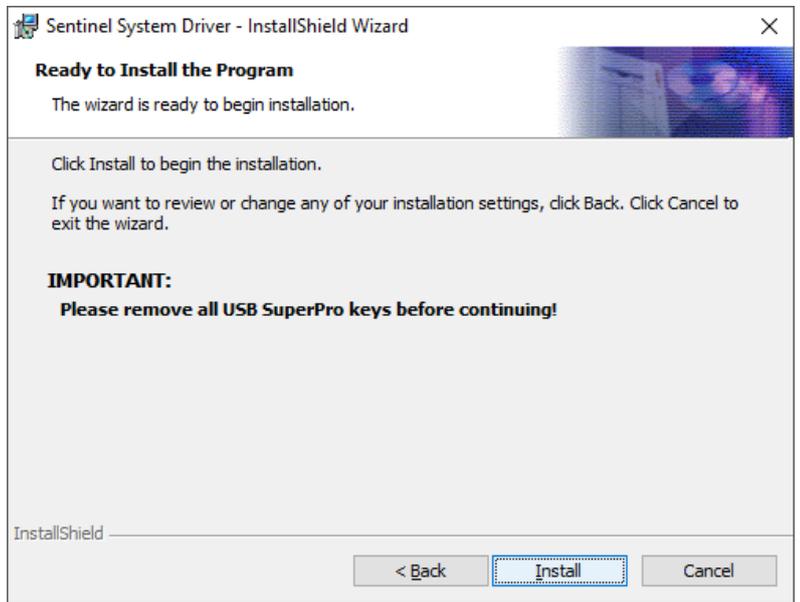


9) Under Setup Type select **Complete** and click on **Next >** to continue



10) Click on **Install** to proceed.  
Once installation is complete,  
system will prompt the  
InstallShield Wizard Completed  
page. Click on **Finish** button.

11) Lastly, Click on Finish button to  
complete the installation

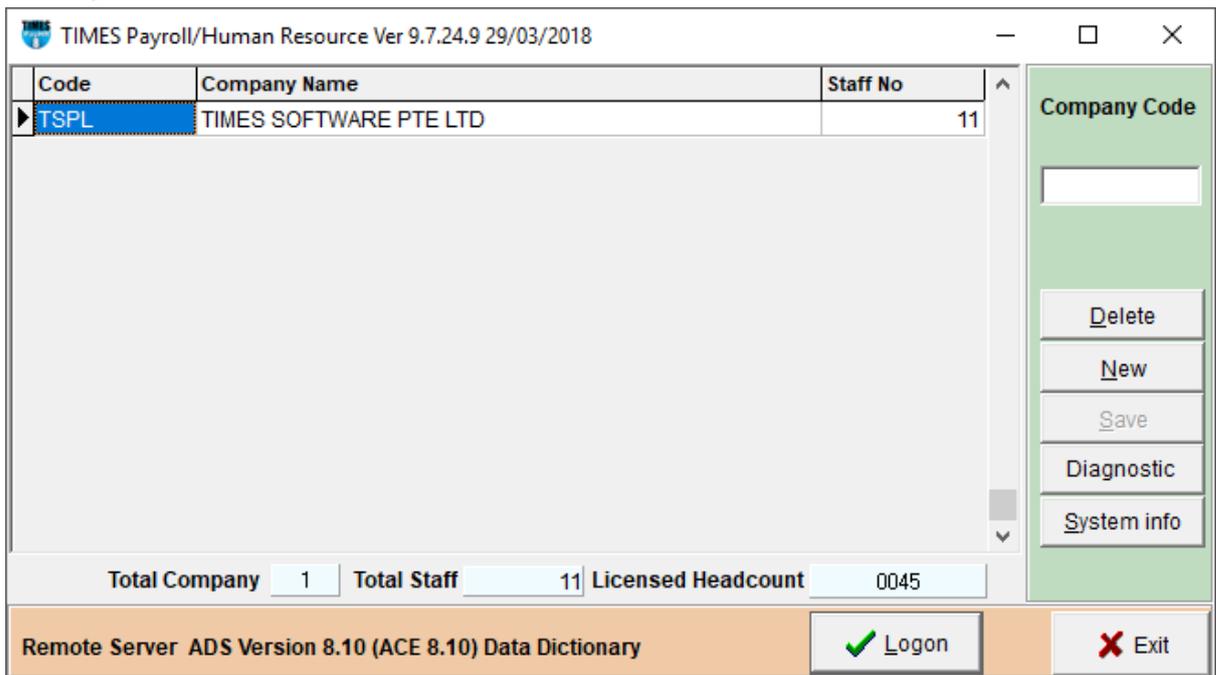


## 2. LAUNCHING TIMESPAY8/ NETSUBLICENSE APPLICATION

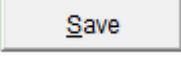
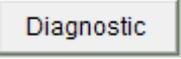
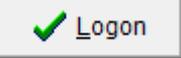
To launch TIMESPAY8/ NETSUBLICENSE, Double-click the shortcut icon.



Choose a company database in the **company selection window** and activate it by clicking the **LOGON** button.



### Functions from the above window:

-  Delete Button: To delete a selected database.
-  New Button: To create a new company database.
-  Save Button: To save a newly created database.
-  Diagnostic Button: To restore or perform database backup.
-  Logon Button: to login to selected database.
-  Exit Button: To exit the program.
-  System Info: Reflects software license information



## IMPORTANT!

Here are some frequently asked question:

- How to create new database?
- How to delete a database?
- How to perform a backup?
- How to restore database from backup?
- How to login to the application?

Refer to the following pages to the respectively questions.

### How many database can I create?

There is no limit to the number of companies that you can create as long you have enough headcount purchased

### How do I check the number of headcount purchased?

From the main screen it shows the number of licensed headcount purchased.

Code	Company Name	Staff No
TSPL	TIMES SOFTWARE PTE LTD	11

Company Code

Delete

New

Save

Diagnostic

System info

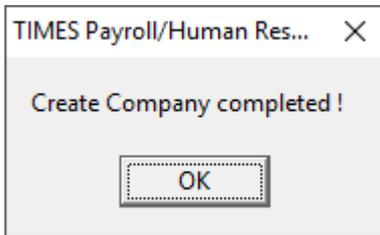
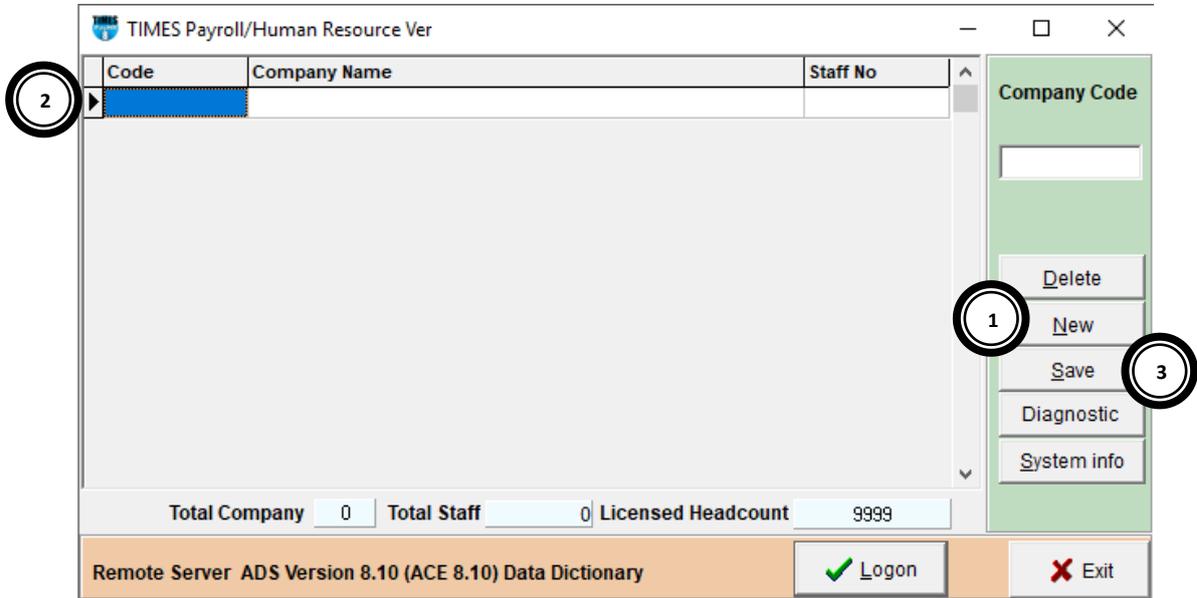
Total Company 1 Total Staff 1 Licensed Headcount 0045

Remote Server ADS Version 8.10 (ACE 8.10) Data Dictionary

Logon Exit

## DATABASE CREATION PROCEDURES:

1. Click on **New** button.
2. Create Code and Company Name.
3. Click on **Save** button **Create Company completed!** message will be prompted click on **OK** to proceed

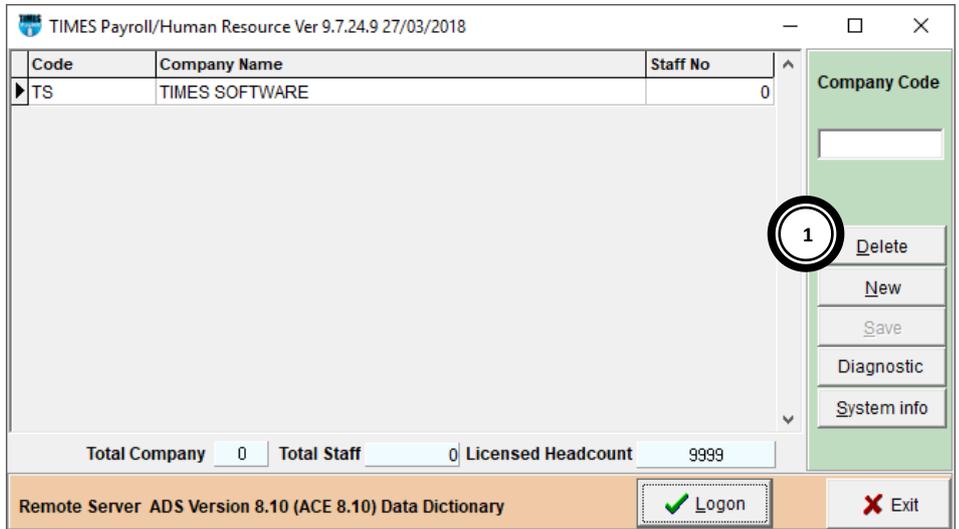


<b>Code</b>	Limited to 8 alpha-numeric. Cannot delete after the code is created as it is for troubleshooting. Usually an abbreviation or initial of the database.
<b>Company Name</b>	Company Name as registered via ACRA.

## DELETION PROCEDURES:

Please take note that only **Master user** can delete a database, please perform a backup before deleting a database.

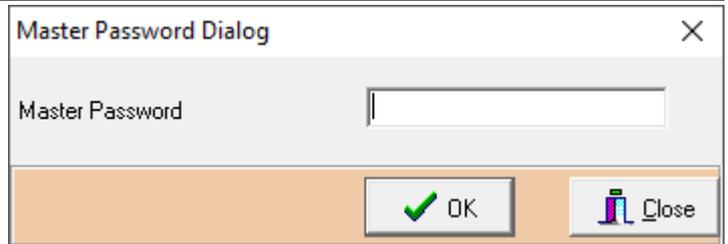
1. Make sure  is pointing to the desired database and click on **Delete** button.



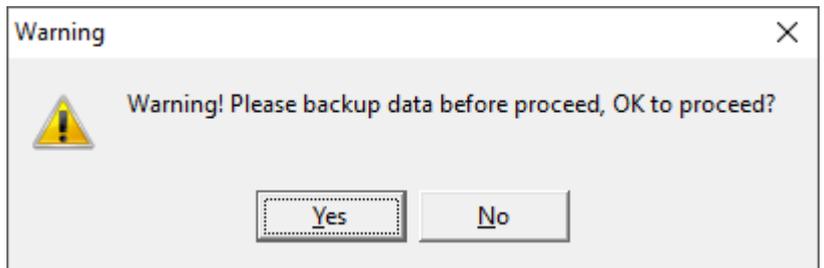
2. System will prompt Warning message.



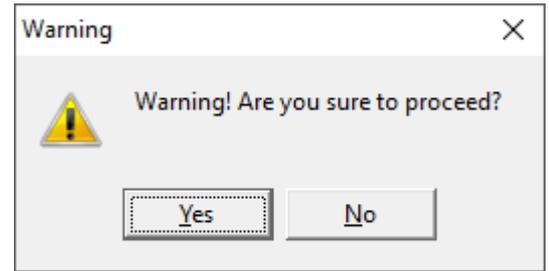
3. Select **Delete Database** button and key in **Master** password.



4. System will prompt a backup reminder, if the backup has been done prior to the deletion click on **Yes** to proceed, otherwise click on **No** to perform a backup.



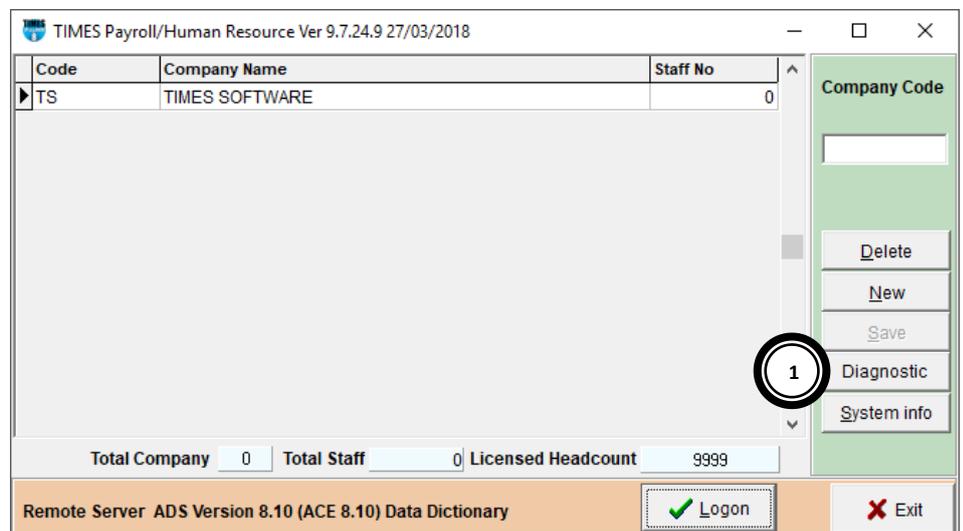
5. Click on **Yes** and the database will be removed.



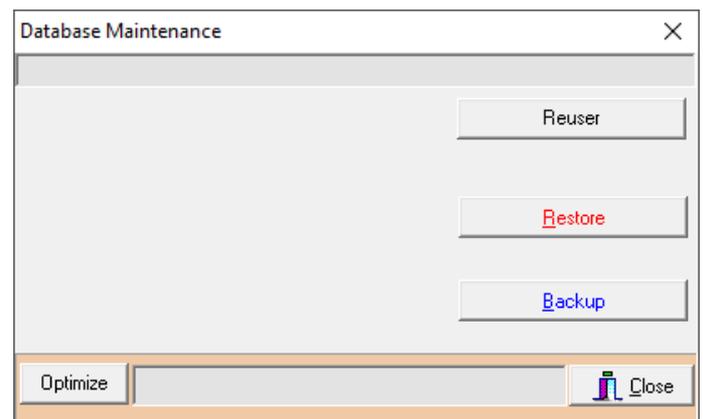
BACKUP PROCEDURES:

In order to perform a backup kindly ensure all application users logoff from the application. If you have E-Module kindly stop eSolution before performing the backup.

1. Click on **Diagnostic** button.



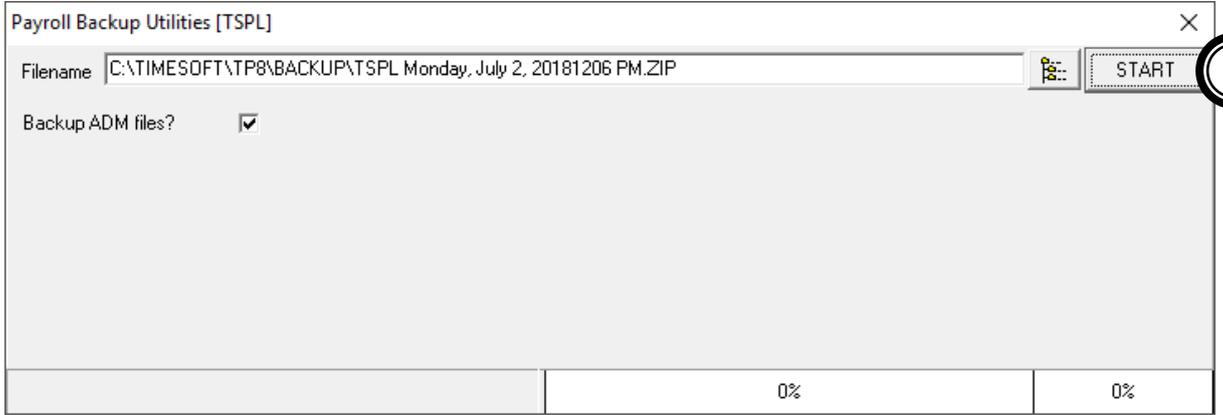
2. Database Maintenance screen will be prompted. Click on **Backup**.



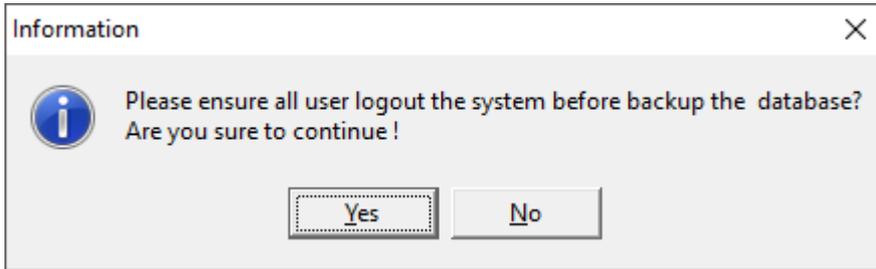
3. System will prompt the Payroll Backup Utilities screen.

Filename: Shows where the backup will be saved. To change a location click on the  icon.

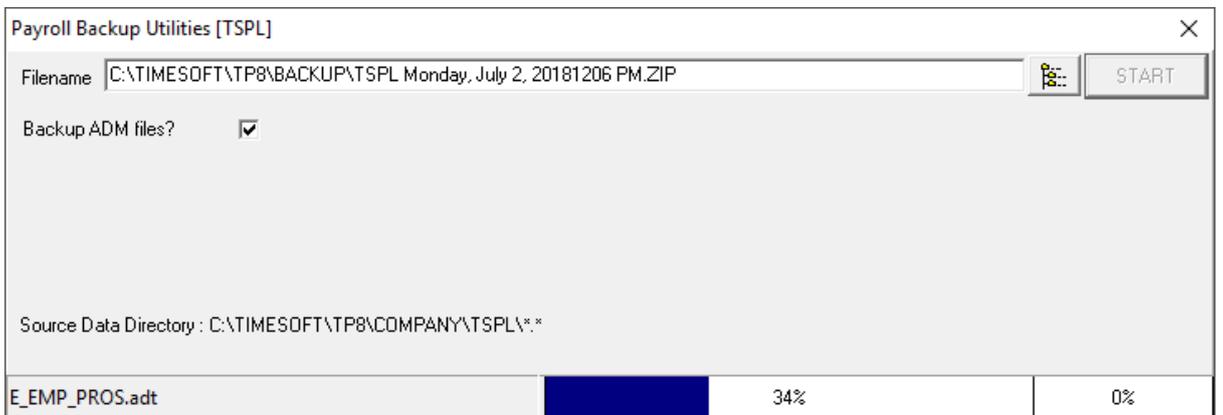
4. Click on **START** button to start the backup.



5. System will prompt the following screen as reminder to inform all user to logoff from the system. Click on Yes if all users has logged off, otherwise click No and inform all users to logout from the system.

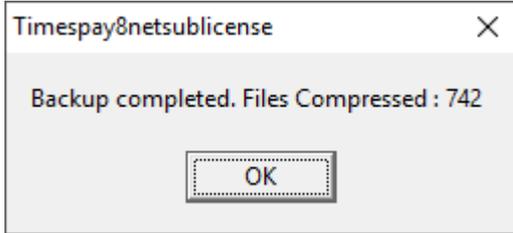


6. System will start the backup.



7. Once backup it is completed, system will show Backup completed. Files compressed: XXX files.

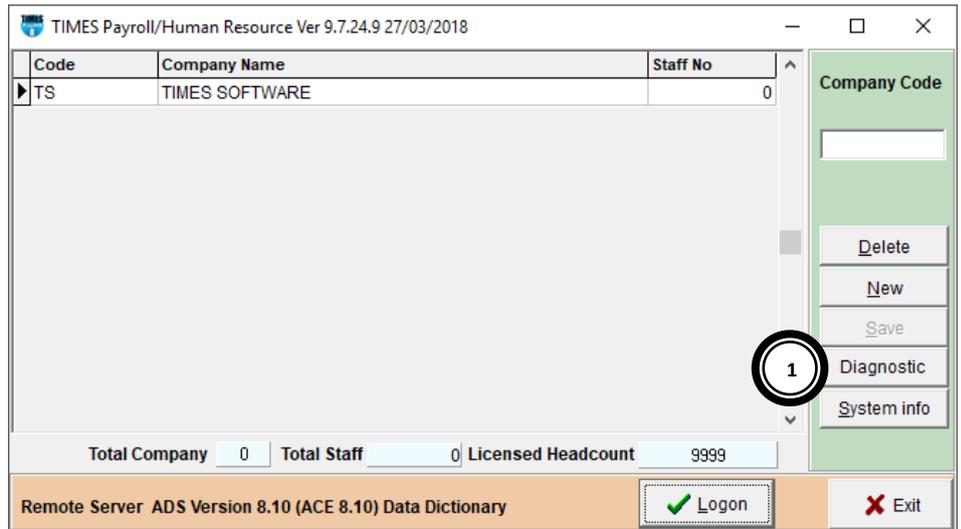
**Please note that if system shows Backup completed. Files Compressed: 0 it means that the backup is not completed.**



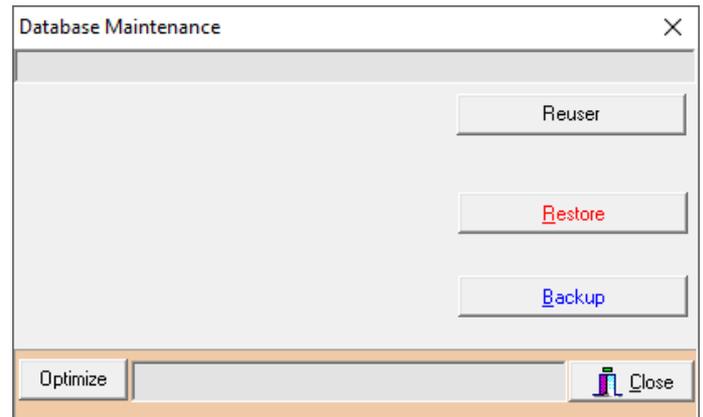
RESTORATION PROCEDURES:

Please note that only Master user can perform restoration. Kindly perform a backup prior to the restoration.

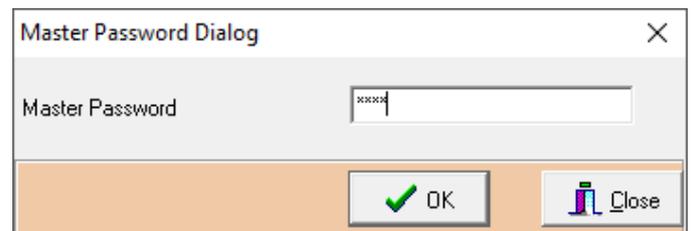
1. Click on **Diagnostic** button.



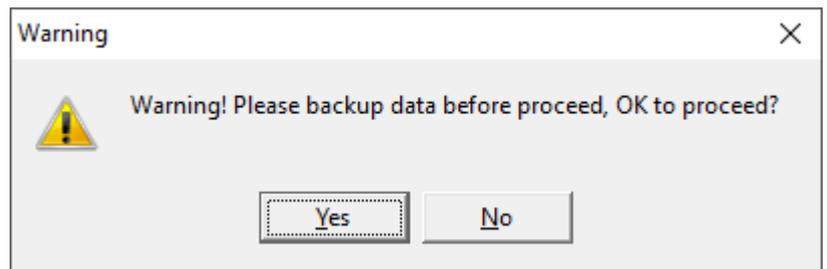
2. Database Maintenance screen will be prompted. Click on **Restore**.



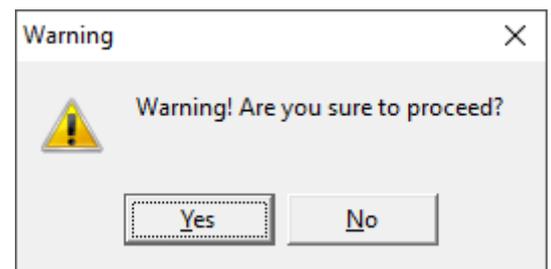
3. System will prompt user to enter Master password.



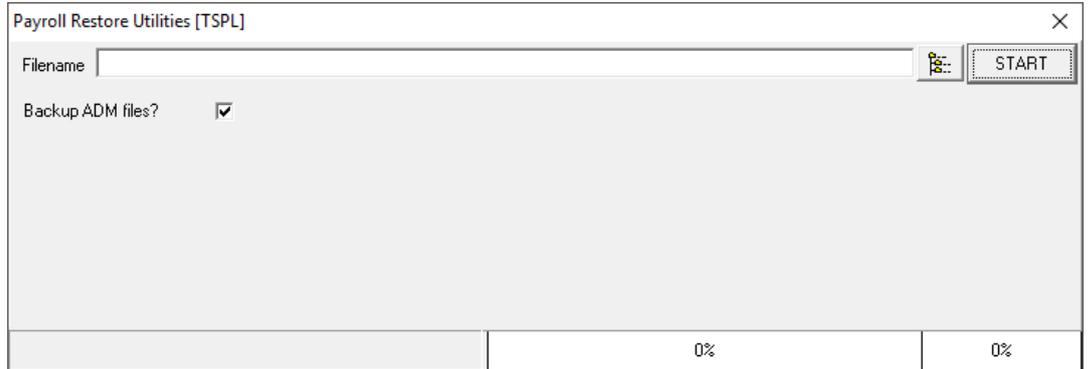
4. System will prompt a backup reminder. If the backup has been done, click on **Yes** to proceed, otherwise click on **No** to perform a backup.



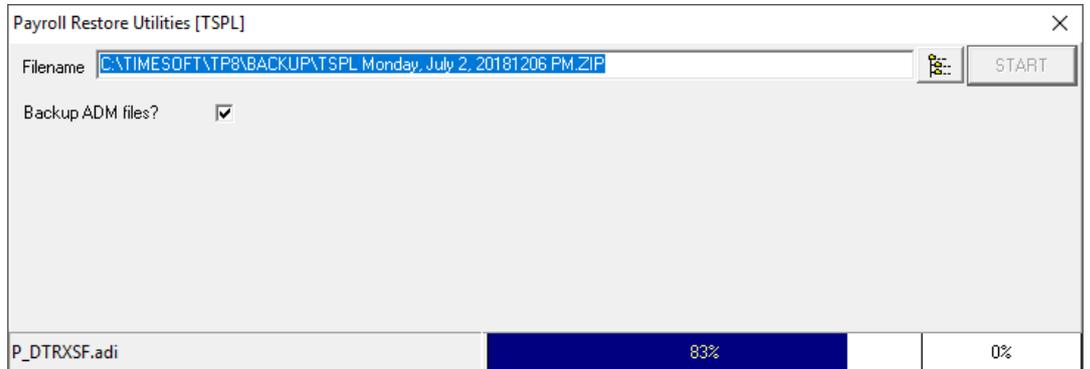
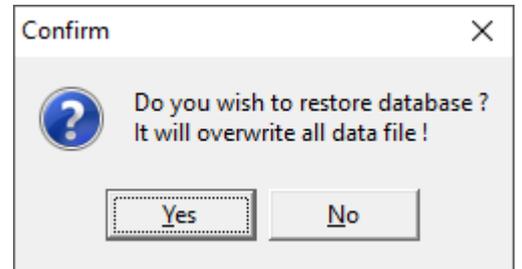
5. System will prompt a warning. Click on **Yes** to proceed.



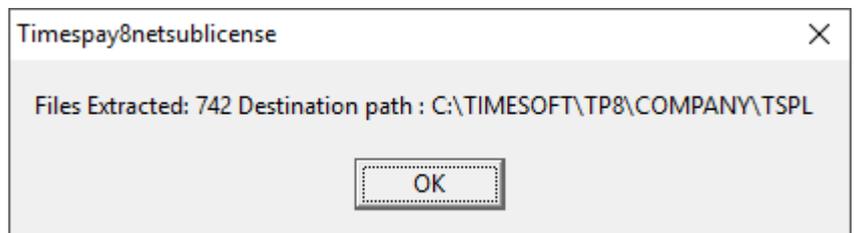
- Click on  icon to select the file for restoration. Once the file is selected, system will trigger the start button automatically.



- System will prompt the following screen for confirmation. Click on **Yes** button to proceed, and the restoration process begins.



- Once restoration is completed, system will reflect the number of files extracted and the destination path selected.



## LOGIN PROCEDURES:

1. Kindly ensure the  indicator is pointing to the database and click on **Logon**.

<b>User ID</b>	User's ID - assigned by the system administrator. Note: The default user ID is MASTER. A Master user has full access rights to the system.
<b>Password</b>	User's Password - assigned by the system administrator. Note: The default password is "1234"
<b>Period</b>	Select period to process payroll Year & Month Eg: 201501
<b>E / M</b>	Salary Payment mode – a) End-month pay (E) b) Mid-month pay (M)

Click on  to access to the application.

Click on  to cancel.

### 3. COMPANY SETUP

Company Setup stores company information and global formula used.



#### Company Profile Tab

In order for the system to generate the correct information to the bank or government bodies (e.g. CPF and IRAS), information must be keyed into the Company Profile.

**Company Parameter**

Company Profile | Misc Parameter | Prorate Allowance | OT Capping | Misc | Service PointTable | Custom Setting

Company	TIMES SOFTWARE PTE LTD	Co Registration No	199804415D
Address	10 JALAN BESAR SIM LIM TOWER #14-01 SINGAPORE	MSO/PMBS Scheme	MSO Round up
Postal	208787	Phone	62951998
Home Page URL	www.timesoftsg.com.sg	MVC Scheme	Not Applicable
Email	sales@timesoftsg.com.sg	MVC Max	10.00
CPF A/C#	201113083HPTE01	MVC	Round1
Income Tax A/C#	199804415D	Def MVC	10.00
Company Bank-ID	7339	Branch	001
Bank-AC#	234567892	MVC% Method	Accumulated MVC percentage
SWIFT Code#		Tel	62951998
		MSO Max\$	140.00
		Fax	
		MSO Add.Max\$	
		CPF Voluntary A/C#	201113083HPTE02
		MSO A/C#	201113083HPTE02
		Retired Age	65
		Enable Auto Prompting Report ?	<input checked="" type="checkbox"/>
		NSP Code	
		CPFMAX Formula	Auto Capping
		Disable Auto Calculate Back Pay OT (BAOT)?	<input checked="" type="checkbox"/>

**System Setting**

Date Format	DD/MM/YYYY	Probation Period	3
Link Leave To Modify Record ?	Yes	Mid Month Pay Subject to CPF	<input checked="" type="checkbox"/>
Link Claim To Modify Record ?	Yes	Accrue FwL Levy if NPL & Absent?	<input type="checkbox"/>
Add additional community fund on top the contribution amount?	<input checked="" type="checkbox"/>	Mid Month CPFwage * factor 2	<input checked="" type="checkbox"/>
Payslip Message	YOUR PAY WILL BE CREDITED XXX		
Encashment Code	&ANL	Rounding Formula	No Rounding
Encash Method	Encash confirmed staff only		
<b>Prorate Formula</b>			
Prorate for newly hired or terminate employee ?	<input checked="" type="checkbox"/>		
Formula	Working Day/Mths		
Method	Day/Day Formula * Base Salary		

Close

No	Item	Description
1	Company	Company's registered name
2	Co Registration No	Company's registration number
3	Address	Company's address
4	CPF A/C#	Company's CPF account number, without dash "-"
5	Income Tax A/C#	Company's Income Tax account number
6	Company Bank ID/ Branch/ Bank-AC#	Company's bank account
7	CPF Voluntary A/C#	Company's CPF Voluntary account number if applicable
8	NSP Code	If company deducts employee salary, use the system default code "NSP"
9	Date Format	DD/MM/YYYY Note: Ensure that application date format syncs with OS. Go 'Control Panel, Regional and Language Options, short date format.)
10	Link Leave to Modify Record?	If leave is maintained in the system, and when set to "Yes", system will auto deduct when process payroll
11	Encashment Code/Rounding/ Method	Keep the default encashment code to "&ANL". Select the appropriate rounding method.
12	Prorate Formula	<ul style="list-style-type: none"> <li>• Prorate for Hired or Terminated Employee?</li> <li>- Always ensure this is ticked to prorate new joiner or resignee</li> <li>•Formula: Select the appropriate method.</li> <li>•Method: Daily Rate * Days worked – calculation of salary based on daily rate.</li> <li>Day/Day Formulae * Base Salary – calculation of salary based on total days worked over total working days in that month.</li> </ul>

Enable Auto Prompting Report ?

← Checked – Enables auto prompting for confirmation due, birth date, employment pass expiry date.

**Misc. Parameter Tab**

Company Parameter

Company Profile | Misc Parameter | Prorate Allowance | OT Capping | Misc | Service Point Table | Custom Setting

**Hours/Day**

Desc	Hour
D1	8
D2	8
D3	8

Hours Worked per year  
2288

**Select Formula**

Daily Rate By  
Working Days/Mth

NPL Daily Rate By  
Working Days/Mth

Absent Daily Rate By  
Working Days/Week

OT-Rate By  
Hours/Year

Working Day  
6 Decimal Places

Enable NPL entry ?

Enable NPL Hour entry ?

Enable Absent entry ?

**OT Rate Setup**

Description	Factor	Tax	Status	CPF	MSO	NPL	GRP
OT1.0C	1	1	C	OW-Subject to CPF max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OT1.5C	1.5	1	C	OW-Subject to CPF max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OT2.0C	2	1	C	OW-Subject to CPF max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OT ceiling: None | OT Ceiling(Min): 0 | OT Ceiling(Max): 99999

Enable OT entry ?

OT Rate Setting: Apply Last Mth OT(C) as Cur Mth OT(L) | OT Hours Ceiling: [ ]

Rounding Method: 2 Decimal Places

**Shift Setup**

SHIFT_DESC	RATE	CPF?	Tax?	OT?	GRP?	NPL?	MSO
SHIFT1	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIFT2	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIFT3	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enable Shift entry ?  | Average Shift Month: Current Month

**RestDay/Public Holiday Setup**

RESTDAY	Description	CPF?	Tax	GRP?	NF
RD 0.5Day-C	RD 0.5D-C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>
RD 0.5Day-L	RD 0.5D-L	AW-CPF No Ceiling	1	<input type="checkbox"/>	<input type="checkbox"/>
RD 1.0Day-C	RD 1.0D-C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>

Enable Rest day entry ?

Rest Day Formula: Working Days/Week | Rest Day Rate: Base Pay Rate

Close

Hours/Day

**SE** – Salary Exempt: employees under this setting not entitle to overtime pay.

**SN** – Salary Non-Exempt: employees under this setting entitle to overtime pay.

**D1 – D8** - Daily rated types. If you don't have any daily-rated workers in your company, please ignore this part. 8 types (D1 to D8) of daily-rated workers are defined. The user may choose to set the numbers of working hours per day for each type.

**HR1- HR5** - Hourly rated types. If you don't have any hourly rated worker in your company, please ignore this part. 5 types (HR1 to HR5) of hourly-rated workers are defined. The user may choose to set the numbers of working hours per day for each type.

**Hours Worked per year:** Used for overtime salary computation.

Select Formula

**Daily Rate By** - Select the daily rate formula

**NPL Daily Rate By** - Select the No Pay Leave formula

**Absent Daily Rate By** - Select the Absent leave formula

**OT- Rate By** - Select the overtime formula

**Note:** Choose OT rate formulae “Hours/Year” if the number of working hours per week is unique in your company.

**Example:**

44 hrs per week

Hours Worked per year = 44 X 52 weeks = 2288 hrs

**Enable NPL entry?**

Tick to enable NPL-Day data input screen under Modified Pay Record

**Enable NPL Hour entry?**

Tick to enable NPL-Hour data input screen under Modified Pay Record

**Enable Absent entry?**

Tick to enable Absent-Day data input screen under Modified Pay Record

OT Rate Setup

OT Rate Setup								
Description	Factor	Tax	Status	CPF	MSO	NPL	GRP	Min.OT.Rate
▶ OT1.0C	1		1 C	OW-Subject to CPF max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OT1.50C	1.5		1 C	OW-Subject to CPF max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OT2.0C	2		1 C	OW-Subject to CPF max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OT 3.0C	3		1 C	OW-Subject to CPF max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OT1.0L	1		1 L	OW-Subject to CPF max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OT ceiling	None	OT Ceiling(Min)	0
Enable OT entry ?	<input checked="" type="checkbox"/>	OT Ceiling(Max)	0
OT Rate Setting	Apply Last Mth OT(C) as Cur Mth OT(L)	OT Hours Ceiling	72
Rounding Method	2 Decimal Places		

**Description:** User to define description.

**Factor:** Overtime rate multiplying factor. (Factor can be changed)

**Status:** **C** – overtime computation based on the current basic pay

**L** – overtime computation based on the last basic pay before the latest increment.

**GRP?** Tick to enable gross rate of pay computation – affects GRP items like:  
E.g. Paid annual leave.

“Gross Rate of Pay” – GRP

GRP cover earnings, including allowances except overtime payments, annual wage supplement, travelling, food and housing allowances, reimbursements for special expenses, and productivity incentive payments.

- GRP is used to calculate payment in lieu of notice of termination, public holidays, salary cut for absence from work, annual leave, sick leave with hospitalisation and maternity leave.

**CPF?** - Select salary type for CPF computation (OW: Ordinary Wage, AW: Additional Wage or None)

**Tax?** - Set the line number where this amount would be reflected in the IR8A form.

**GRP?** - Tick to enable gross rate of pay computation – affects GRP items like: (E.g. Paid annual leave.)

**NPL?** - Tick if you want the OT payment to affect No Pay Leave deduction rate.

**OT ceiling** - User can define the OT ceiling as: none, basic plus allowances or basic only

**OT Ceiling (Min)** - Minimum basic wage for computing overtime pay.

**OT Ceiling (Max)** - Maximum basic wage for computing overtime pay.

**Enable OT entry?** -Tick to enable OT data input screen under Modified Pay Record.

Shift Rate Setup

Shift Setup								
SHIFT_DESC	RATE	CPF?	Tax?	OT?	GRP?	NPL?	MSO	
▶SHIFT1	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SHIFT2	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SHIFT3	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SHIFT4	0.00	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Enable Shift entry ?  Average Shift Month

**SHIFT\_DESC (Description):** User defined description.

**RATE:** \$/hr.

**CPF?** - Select salary type for CPF computation (OW: Ordinary Wage, AW: Additional Wage or None)

**Tax?** - Set the line number where this amount would be reflected in the IR8A form.

**GRP?** - Tick to enable gross rate of pay computation – affects GRP items like (E.g. Paid annual leave.)

**NPL?** - Tick if you want the SHIFT payment to affect No Pay Leave deduction rate.

**Enable Shift entry?** - Tick to enable shift data input screen under Modified Pay Record.

**Average Shift Month** - Current : Computation for shift allowances based on current month only.

- Last 1 to 6 months: Computation for shift allowances based on the average of months. This will reflect the average gross rate pay for the last 6 months in your Gross Rate Report.

Rest Day/Public Holiday Setup

**RestDay/Public Holiday Setup**

RESTDAY	Description	CPF?	Tax	GRP?	NPL?	OT?	MSO?
RD 0.5Day-C	RD 0.5D-C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RD 0.5Day-L	RD 0.5D-L	AW-CPF No Ceiling	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ RD 1.0Day-C	RD 1.0D-C	OW-Subject to CPF max	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enable Rest day entry ?

Rest Day Formula  Rest Day Rate

**Description** - User defined description.

**CPF?** - Select salary type for CPF computation (OW: Ordinary Wage, AW: Additional Wage or None)

**Tax?** - Set the line number where this amount would be reflected in the IR8A form.

**OT?** - Tick if you want the Rest Day payment to affect OT rate.

**NPL?** -Tick if you want the Rest Day payment to affect No Pay Leave deduction rate.

**Enable Rest day entry?** - Tick to enable Rest day data input screen under Modified Pay Record.

Prorate Allowance Tab

This feature allows users to prorate recurring allowances.

**Company Parameter**

Company Profile | Misc Parameter | Prorate Allowance | OT Capping | Misc | Service PointTable | Custom Setting

Formula

Prorate Formula

[NPL/ABSENT Day Formula] - Use Fixed Amount from update Employee Record ?

[GRP Formula] - Use Fixed Amount from Update Employee Record ?

[OT Formula] - Use Fixed Amount from Update Employee Record ?

Code	Description	NPL	Absent	Annual	Sick	NSP	OTH1	OTH2	OTH3	OTH4
▶ ...		<input type="checkbox"/>								

<F4>/<Right Click> - Delete code <Ins> - Add code

Fixed allowance(s) that needs to be pro-rated for newly hired or terminated staff will have to be declared under Prorate Allowance.

Prorate Formula: Formulae to be used for prorated wages.

- **[NPL/ABSENT Day Formula] - Use Fixed Amount from update Employee Record?**  
-Tick to use Fixed amount for NPL/Absent day computation. i.e. no prorate.
- **[GRP Formula] – Use Fixed Amount from update Employee Record?**  
-Tick to use Fixed amount for GRP computation. i.e. no prorate.

To prorate an allowance, press the INS (Insert) button on your keyboard.

**Code** - Select an allowance code.

**Description** - Description of the selected allowance.

**NPL** - Tick on NPL to prorate allowance when there is NPL taken.

**Absent** - Tick on Absent to prorate allowance when Absent leave is taken.

**Annual** - Tick on Annual to prorate allowance when Annual leave is taken.

**Sick** - Tick on Sick to prorate allowance when Sick leave is taken.

OT Capping

OT Capping is used when different OT Ceiling Formula is used for different group of employees. (For example: workmen and non-workmen)

Here are the examples of the different types of OT Ceiling Formula.

**‘Fix Rate’** used under OT Ceiling Formula.

e.g. CLASS1 for Fixed Rate and the amount (\$20).

Company Profile	Misc Parameter	Prorate Allowance	OT Capping	Misc	Service PointTable	Custom Setting
Code	OT Ceiling Formula	OT Ceiling Min	OT Ceiling Max	Fixed Rate	Max Basic Salary Convert SN To SE	
▶ CLASS1	Fix Rate			20		

**‘Basic & exclude Allw Subj OT’** used under OT Ceiling Formula.

e.g. Min OT Ceiling 600 and Max OT Ceiling 1500.

Company Profile	Misc Parameter	Prorate Allowance	OT Capping	Misc	Service PointTable	Custom Setting
Code	OT Ceiling Formula	OT Ceiling Min	OT Ceiling Max	Fixed Rate	Max Basic Salary Convert SN To SE	
▶ CLASS1	Basic & exclude Allw Subj	600	1500			

Sample of creating Workmen and Non-Workmen class code.

Company Profile	Misc Parameter	Prorate Allowance	OT Capping	Misc	Service PointTable	Custom Setting
Code	OT Ceiling Formula	OT Ceiling Min	OT Ceiling Max	Fixed Rate	Max Basic Salary Convert SN To SE	
▶ NWRKMEN	Basic & exclude Allw Subj	0	2250			
WRKMEN	Basic & Allw Subj OT	0	4500			

## 4. PAYROLL SETUP

Payroll setup contains system code settings. User can go under payroll setup to view CPF/ FWL rates or create new codes (Eg. Department/Occupation code) in the system.



### Pay Period (Pay Group)

User may define different pay groups with a variety of working patterns. Salaries of the employee in the pay group, will be calculated based on the working pattern set in that group.

**NOTE:**

*A pay group is a template used to generate the working formula, pattern and calendar for an employee. The employee record contains a working calendar and salary computation formula.*

**Example of Pay Group:**

5 Day-work week, 5 ½ Day workweek or 5½ Day with alternating Saturday.

Payroll Period Maintenance

Global Pay Group Setting | Weekly Pay Group

Pay Group: 5.0DAYS ... Day Worked Per Week: 5 Working Hours: 8

Year: 2016 Hour Worked Per Year: 2080

Start-Date: 01/01/2016 End-Date: 31/12/2016

Daily Rate Formula: Working Days/Mth

NPL Rate formula: Working Days/Mth

OT Hour formula: Hours/Year - User Defined

Working Calendar: Re-Generate Count Work Day

Period	Start-Date	Mid-Date	End-Date	1st Half	2nd Half	Total	Overtime Start Date	Overtime Mid Date	Overtime End Date
201601	01/01/2016	15/01/2016	31/01/2016	11.0	10.0	21.00			
201602	01/02/2016	15/02/2016	29/02/2016	11.0	10.0	21.00			
201603	01/03/2016	15/03/2016	31/03/2016	11.0	12.0	23.00			
201604	01/04/2016	15/04/2016	30/04/2016	11.0	10.0	21.00			
201605	01/05/2016	15/05/2016	31/05/2016	10.0	12.0	22.00			
201606	01/06/2016	15/06/2016	30/06/2016	11.0	11.0	22.00			
201607	01/07/2016	15/07/2016	31/07/2016	11.0	10.0	21.00			
201608	01/08/2016	15/08/2016	31/08/2016	11.0	12.0	23.00			
201609	01/09/2016	15/09/2016	30/09/2016	11.0	11.0	22.00			
201610	01/10/2016	15/10/2016	31/10/2016	10.0	11.0	21.00			
201611	01/11/2016	15/11/2016	30/11/2016	11.0	11.0	22.00			
201612	01/12/2016	15/12/2016	31/12/2016	11.0	11.0	22.00			

**Global Weekly Setting**

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

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

New Save Cancel Delete Close

**Pay Group** - To specify the pay period cut-off date. Users can define one or more pay-group.

**Global Weekly Setting** - To define working pattern of the company.

**Daily Rate Formula** - To specify the Formula used in computing the daily rate of a monthly rated employee.

**NPL Rate Formula** - Formula used in computing no pay leave deduction.

**OT Hour Formula** - Formula used in computing overtime pay.

Click  to generate employee's working calendar pattern for the entire year.

Click  to create new working calendar after "Global Weekly Setting" has been modified.

Click  to recount the number of working days for a selected individual pay period.



**IMPORTANT!**

When a new employee record is created the default pay group assigned to the employee is: "**STD**" (Standard).

CREATION PROCEDURE:

- 1) Click the New button.
- 2) Type in a new pay group name in this field.
- 3) Set the weekly pattern using a two/four week schedule.

Is alternate Saturday ?

Global Weekly Setting		
	1st Week	2nd Week
MON	FULL ▾	FULL ▾
TUE	FULL ▾	FULL ▾
WED	FULL ▾	FULL ▾
THU	FULL ▾	FULL ▾
FRI	FULL ▾	FULL ▾
SAT	OFF ▾	OFF ▾
SUN	OFF ▾	OFF ▾

- 4) If "Is alternate Saturday?" is ticked, only the 1st week's Saturday work pattern is considered 'FULL' and 2nd Week's Saturday is 'OFF' subsequent Sat are alternated for the rest of the month.
- 5) Click the **Save** button to generate the work pattern for the whole year and save the new pay group.

**Community Funds/SDF**

The various community fund contributions and skill development levy setting is reflected on the table.

Community Fund Table X

Fund Setup | Union Table | Union Table for Bonus

CDAC FUND				SINDA FUND			
From	To	Rate		From	To	Rate	
0.00	2000.00	0.50	▲	0.00	1000.00	1.00	▲
2000.01	3500.00	1.00		1000.01	1500.00	3.00	
3500.01	5000.00	1.50		1500.01	2500.00	5.00	
5000.01	7500.00	2.00		2500.01	4500.00	7.00	
7500.01	399999999.99	3.00	▼	4500.01	7500.00	9.00	▼

EUCF FUND				MOSQ FUND			
From	To	Rate		From	To	Rate	
0.00	1000.00	2.00	▲	0.01	1000.00	3.00	▲
1000.01	1500.00	4.00		1000.01	2000.00	4.50	
1500.01	2500.00	6.00		2000.01	3000.00	6.50	
2500.01	4000.00	9.00		3000.01	4000.00	15.00	
4000.01	7000.00	12.00	▼	4000.01	6000.00	19.50	▼

**SDF Setup**

SDF percent %     Max Salary     Minimum Contribution





**IMPORTANT!**

SDL is not payable for the following employees:

An employee who is a domestic servant, chauffeur or gardener wholly and exclusively employed by an individual otherwise than in connection with that individual's trade, business, profession or vocation. An employee who does not render any services in Singapore in relation to a month. This excludes employee who is on leave for that month that is arising from his or her employment in Singapore

**CPF Tables**

All entries in the CPF tables are for reference purpose. Times Software Pte Ltd will provide an update based on local authority’s regulations in the event if there are any changes.

SINGAPORE CPF SETUP

Standard | FIX Rate

Type CLASS1 Singaporean : (1) Age from :0 To:35 Age From Above 0 To 35

Employee's wages	Employer's contribution	Employee's contribution
Not Exceeding 50.00	N.A	N.A
Exceeding But Not Exceeding 50.00 500.00	0.00 + ( 0.1700 * ( Total Wages - 0.00 ) )	0.00 + ( 0.0000 * ( Total Wages - 0.00 ) )
Exceeding But Not Exceeding 500.00 750.00	0.00 + ( 0.1700 * ( Total Wages - 0.00 ) )	0.00 + ( 0.6000 * ( Total Wages - 500.00 ) )
Exceeding 750.00	17.00 % OW + 17.00 % AW max = 1020.00	20.00 % OW + 20.00 % AW max = 1200.00

Navigation icons and Close button.

**Bank Codes**

Users may define a new bank detail whenever necessary.

Bank Code Maintenance

Search Code Sort By BANK\_ID

Browse | Detail

BANK_ID	BANK_BRANCH	BANK_NAME	IBI
7010	001	ABN AMRO BANK NV XX BRANCH	
7010	050	ABN AMRO Bank NV Singapore Branch	
7010	051	ABN AMRO Bank NV Consumer Banking	
7010	052	ABN AMRO Bank NV Orchard	
7010	053	ABN AMRO Bank NV Thomson	
7010	054	ABN AMRO Bank NV International Private Clients	
7010	055	ABN AMRO Bank NV HDB Hub	
7010	056	ABN AMRO Bank NV Somerset	
7010	057	ABN AMRO Bank NV Credit Card Centre	
7010	058	ABN AMRO Bank NV Ngee Ann City	
7010	059	ABN AMRO Bank NV Suntec City	
7010	060	ABN AMRO Bank NV Market Street	

<F4>/<Right Click> - Delete code <Insert>/<Double Click> - Add Code

Close button.



**IMPORTANT!**

How to create a new bank code

CREATION PROCEDURE:

1. To create a new bank code, click on 'Ins' (Insert) button on the keyboard or by Double Clicking.
2. After modifying or adding bank details, click on **Close** button and click **Yes** to save.

DELETION PROCEDURE:

Bank code that are tied to an employee cannot be deleted.

1. To delete a wrongly created bank code click on <F4> on the keyboard or by performing a Right Clicking.

**Foreign Levy Table**

Times Software Pte Ltd will provide an update based on local authority's regulations in the event if there are any changes.

However if there is a code that is not found in the table, user may update the table in accordance to the local authority's requirements.

CLASS	DESCRIPTION	DAILY_RATE	MAX_PER_MTH	Part (1)/(2)
▶ CW1	CONSTRUCTION WORKER-SKILLED	9.87	300.00	1
CW1	CONSTRUCTION WORKER-SKILLED	9.87	300.00	2
CW2	CONSTRUCTION WORKER-UNSKILLED	21.37	650.00	1
CW2	CONSTRUCTION WORKER-UNSKILLED	23.02	700.00	2
CW3	CONSTRUCTION WORKER-MYE WAIVER-SKILLED	19.73	600.00	1
CW3	CONSTRUCTION WORKER-MYE WAIVER-SKILLED	19.73	600.00	2
CW4	CONSTRUCTION WORKER-MYE WAIVER-UNSKILLED	31.24	950.00	1
CW4	CONSTRUCTION WORKER-MYE WAIVER-UNSKILLED	31.24	950.00	2
MARINE-S	MARINE WORKER-SKILLED	9.87	300.00	1
MARINE-S	MARINE WORKER-SKILLED	9.87	300.00	2
MARINE-U	MARINE WORKER-UNSKILLED	13.16	400.00	1
MARINE-U	MARINE WORKER-UNSKILLED	13.16	400.00	2
MFG40%	MANUFACTURING-UP to 25% WORKER-UNSKILLED	12.17	370.00	1

<F4>/<Right Click>-Delete code <Double Click>/<Insert> - Add Code Close



## IMPORTANT!

Part (1) refers to levy rate from Jan to Jun, Part (2) refers to levy rate from July to Dec.

### CREATION PROCEDURE:

1. Double-click on any record field or press the <**INSERT**> key

### DELETION PROCEDURE:

1. Press the function key <**F4**> or perform a right click on mouse button when the mouse pointer is on the selected record.

### National Service Pay

**NSP** refers to National Service Pay.

The NSP setup table will show two default allowances generated by the system. You can set whether you wish the NSP computation to include **OT** or **Shift** by indicating with a tick in their check boxes. (Refer to diagram below)

You would need to define which allowances/payments are subjected to NSP so that the NSP deduction can be computed automatically by the system.

Code	Description	NSP
BACK	BACK PAY OF BASIC	<input checked="" type="checkbox"/>
BAOT	BACK PAY OF OVERTIME	<input checked="" type="checkbox"/>
TRAN	TRANSPORT ALLOWANCE	<input checked="" type="checkbox"/>

**Allowance/Deduction Table**

Code	Description	CPF?	Tax	SDF?	Benefit InKind	OT	NSI
#HOLD	WITHHOLD	None		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
\$DEDNPL	NO PAY LEAVE DEDUCTION	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%PUB	#WORK/PUBLIC HOLIDAY PAY	AW-CPF No Ceiling	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
%RES	#REST DAY PAY	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&ANL	@PAID ANNUAL LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&APL	@ALL OTHER APPROVED LEAV	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&DEDHR	DED	None		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&HOL	@PAID HOLIDAY	OW-Subject to CPF max	61	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&MAT	@PAID MATERNITY LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&NOL	@NOTICE IN LIEU BY EMPLOYER	None	73	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&NPL	@NO PAY LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&OT	@OVERTIME PAY	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&PUB	@WORK/PUBLIC HOLIDAY PAY	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&RES	@REST DAY PAY	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
&SICK	@PAID SICK LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
@\$BONU	BONUS	AW-CPF No Ceiling	2	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
@\$NSPCPF	NSP Variable Allowance	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
@ANL	PAID ANNUAL LEAVE	OW-Subject to CPF max	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Code** - User-defined allowance and deduction code

(Code must be in CAPITALS and maximum 8 Alpha Numeric)

**Description** - Description of allowances and deductions to be displayed on payslip.

**OT** - If the option is ticked, the allowance/deduction will affect the computation for overtime rate.

**NPL** - If the option is ticked, the allowance/deduction will affect the computation for NPL rate.

**GRP** - If the option is ticked, the allowance/deduction will affect the computation for gross rate of pay.

**Note:** GRP is used to calculate salary for public holidays, notice pay and other approved paid leave (e.g. Annual leave, Maternity leave, Marriage leave) and hospitalisation leave.

Please use the code **BONUSP** for any bonus that is paid this year but declared last year.



**IMPORTANT!**

CREATION PROCEDURE:

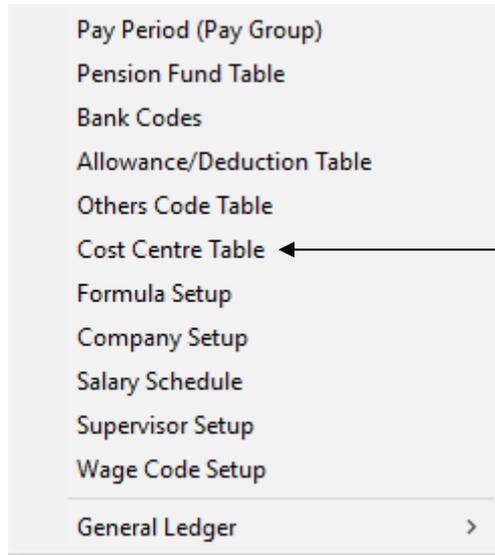
Double click on any record field or hit on the 'Ins' (Insert) key.

DELETION PROCEDURE:

Press the function key <F4> or perform a right click on mouse button when the mouse pointer is on the selected record.

Other Code Table

This is where users maintain and create all system codes.



- Branch
- Benefit Scheme
- Category
- Career Progression
- Claim Code
- Classification Code
- Company
- Cost Centre
- Currency Code
- Department
- Division
- Diagnosis
- Education
- Holiday Table
- Hosp./Clinic Code
- Institution Code
- Job Grade Code
- Leave Scheme
- Location
- Nationality
- Occupation
- Other Occupation
- Race
- Religion
- Relationship
- Section
- SubClaim
- Scale code
- Salutation Code
- Termination Code
- Work Code

Users can define all the above codes according to their own company setting. For example, department code can be defined as follows:

Department Code Maintenance

Search Code  Sorted by code Fixed Columns 0

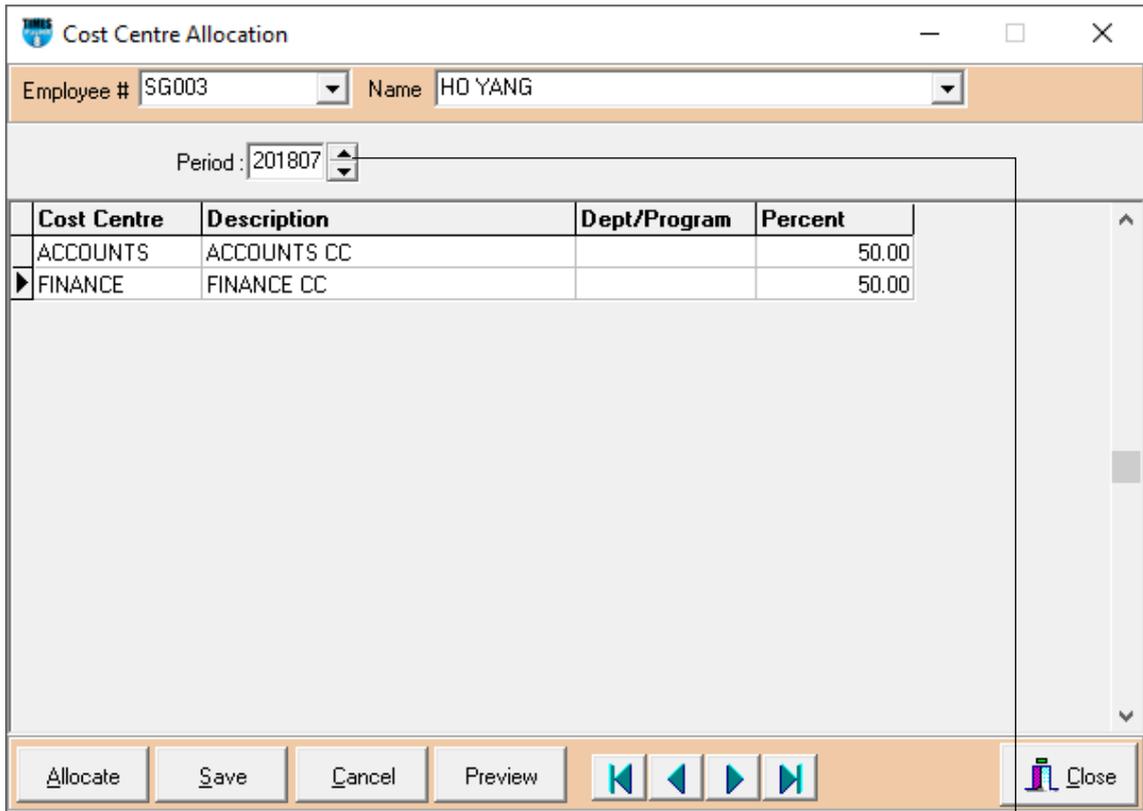
Code	Description	Map Code
▶ ADMIN	OFFICE AND ADMIN	
CCD	CUSTOMER CARE DEPARTMENT	
EDP	EDP	
FOD	FINANCE & OPERATIONS DEPARTMENT	
HR	HR	
IT	IT DEPARTMENT	
MGMT	MANAGEMENT DEPARTMENT	
MKTG	MARKETING DEPARTMENT	
NONE	NONE	
PROD	PRODUCTION DEPARTMENT	
PROJECT	PROJECT DEPARMTNET	
SALES	SALES DEPARTMENT	
SUPP	SUPP	

<F4>-Delete code <Insert> - Add Code  System Code

**Cost Centre Table**

Cost centre table is mainly used for project costing.

Users can specify cost centres to which an individual employee belongs by **percentage**. For example, employee belongs to two different cost centres, namely; 75% allocated to cost centre 1 and 25% allocated to cost centre 2. Once the respective percentages have been defined, the project costing report can be generated based on the specific distribution.



**ASSIGNING PROCEDURE:**

1. Select the employee
2. Edit/modify the cost allocation (percentage) for each Cost Centre
3. Specify the starting period to apply the new/amended cost allocation. ←
4. Click on the **Allocate** button to assign the cost allocation for the entire service year from the period indicated.
5. Click the **Save** button to confirm the allocation and save the setting



**IMPORTANT!**

Clicking the **Save** button without clicking the **Allocate** button merely allocates the costing for that period. To get the cost centre report, please go to Payroll Reports, Advance Management Reports, look for Cost Centre Report.

**Formula Setup**

Any allowance/deduction can be defined with a formula based on the predefined fields in provided in this setup.

For example

**Meal allowance = number of working days of the pay period \* \$5.00**

Assuming the code: **MEAL** is already assigned as an allowance type. You may now assign a formula to that code.

Formula Setup ✕

NO	Description	NO	Description	NO	Description
▶ VA01	Base Salary	VA02	Increment	VA03	Total Wage
VA04	Bonus Factor	VA05	Hour Work/Year	VA06	Day Work/Week
VA07	Service Month	VA08	Service Year	VA09	Sick LV Entitlement
VA10	Annu LV Entitlement	VA11	Paid Base Wage\$	VA12	No Paid Leave\$
VA13	Total Overtime\$	VA14	Total Shift\$	VA15	Total Restday\$
VA16	Gross Wage\$	VA17	CPF Wage\$	VA18	Nett Pay\$
VA19	Employee CPF	VA20	Employer CPF	VA21	Total CPF
VA22	Bonus Employer CPF	VA23	Bonus Employee CPF	VA24	Total Bonus CPF
VA25	Special Employer CPF	VA26	Special Employee CPF	VA27	Total Special CPF
VA28	SDF Fund	VA29	FWL	VA30	Sick Leave Taken
VA31	Annual Leave Taken	VA32	NPL Day	VA33	NPL hour
VA34	Absent Day	VA35	Day Work in 1st Half	VA36	Day Work in 2nd Half
VA37	Total Day Work	VA38	Overtime Hour #1	VA39	Overtime Hour #2
VA40	Overtime Hour #3	VA41	Overtime Hour #4	VA42	Overtime Hour #5
VA43	Overtime Hour #6	VA44	Overtime Hour #7	VA45	Overtime Hour #8
VA46	Shift #1	VA47	Shift #2	VA48	Shift #3
VA49	Shift #4	VA50	Shift #5	VA51	Shift #6
VA52	Shift #4	VA53	Shift #8	VA54	Shift #9

Formula Code

MEAL ...  ...

Save
 Close



## Tips & Tricks

Codes with formulae assignment assumes the highest priority as compared to prorated formula in the payroll process.

The following example performs rounding to the nearest dollar.

Eg. Gross Wages = VA16 = \$699.00 Meal = \$20

Method	Allowance Code	FORMULAE	Value shown under modify pay record
1	ALLW	FLTROUND(((VA16 - <MEAL>)*0.1),0)	68
2	ALLW	FLTROUND(((VA16 - <MEAL>)*0.1),2)	69.90
3	ALLW	INT(VA16 - <MEAL>*0.1)	67

If you wish to round to the nearest cents use method 2

### ASSIGNING PROCEDURE:

1. On the Formula Code, click the ellipsis  button
2. Choose the desired code from the lookup table.
3. On the **Formula Field**, enter the desired formulae.  
(E.g. **VA37\*5** refers to Total Day Work \* \$5)

After processing payroll, in the modify pay record.

The results is shown as follows:

**VA37\*5 = 20 \* \$5 = \$100.00**

Employee #

Pay Record | Leave Record

Pay Group STD Cycle

Days Worked  Basic

Allowances / Deductions				
Code	Description	Amount	T	
▶ ATTN	ATTENDANCE ALLOWANCE	60.00	N	
BACK	BACK PAY OF BASIC	54.55	O	
CDAC	CHINESE DEV'T ASST. FUNC	-0.50	N	
INCO	INCOME TAX DEDUCTION	-50.00	N	
LOAN	LOAN REPAYMENT	-100.00	N	
MEAL	MEAL ALLOWANCE *	100.00	N	

**Salary Schedule**

For company with fixed salary increment following a salary scale can use a salary schedule to perform global increment.

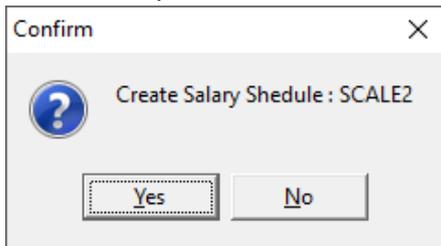
**CREATION PROCEDURE:**

1. Create salary scale code at <Payroll Setup><Others Code Table><Scale Code>.

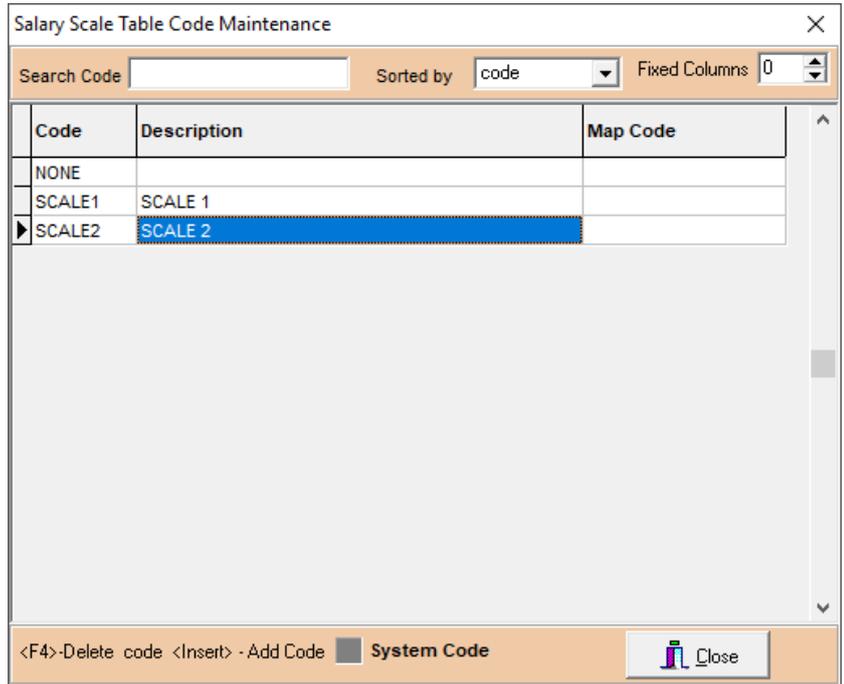
Example:

Create "Scale1" and "Scale2"

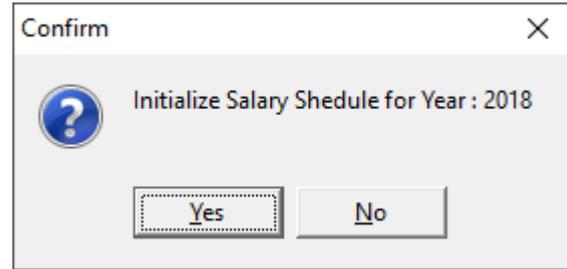
2. Proceed under <Payroll Setup><Salary Schedule>. The following message will be prompted '**Create Salary Schedule: SCALE2**'. Click "Yes" to proceed.



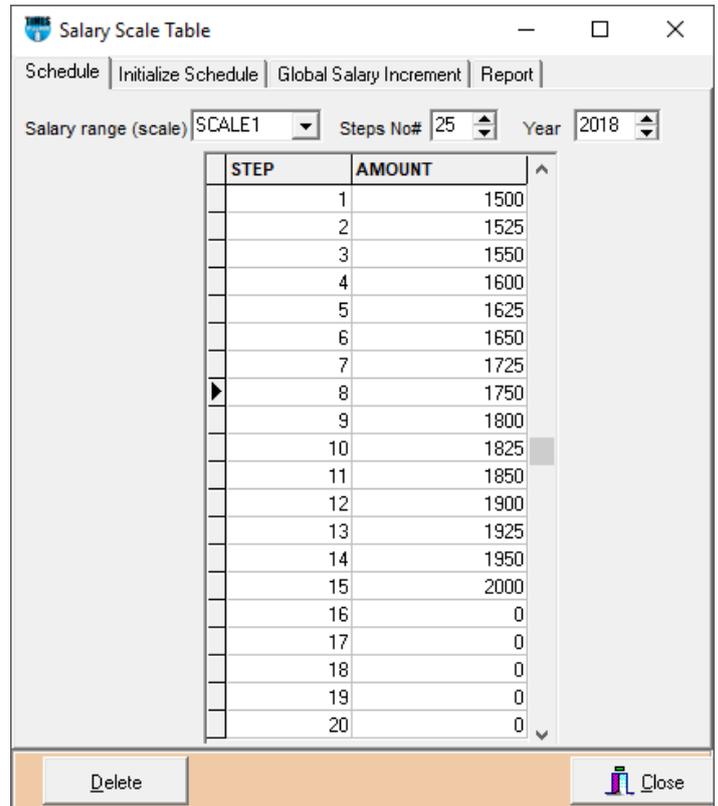
3. In the Salary Scale table, under Salary range (scale) select 'SCALE1', enter the amount the number of years in the "Steps No#" field.



4. Then we need to Initialize Schedule. Go under **Initialize Schedule Tab** and click on **Process** button. 'Initialize Salary Schedule for Year: XXXX' message will be prompted. Click **Yes** to proceed.



5. Go under Schedule Tab to enter Amount for each step.



- Once the setup is done, proceed to <Update Employee> < Career>. Under Salary range (scale) input the salary scale and Salary Step input the service year of the employee, usually it starts from 1 which means refers to 1st service year then save the record.

When there is an annual increment, user just need to click new for new record and select the appropriate progression code, for example: AINCR. Select the Salary range (scale) and salary step according and saved. System will auto reflect the increment amount from Salary Scale Table.

Employment	Other	Confirm & Termination	Bank	Address	Spouse	Allow/Dedu	Career	Calenda
Career Progression		Other						
Progression Code	CONFM	Section	NONE	Old Salary	800.00			
Department	PROD	Increment Effective Date	12/09/2017	Increment	200.00			
Category	NONE	Increment Paid Date	12/09/2017	New Salary	1000.00			
Occupation	NONE	Salary range (scale)	SCALE1	Salary Type	Monthly			
Cost Centre	NONE	Salary Step	1	Salary Percent%	100.00			
Company	TSPL	Increment review date						
Job Grade	NONE	Transfer/Promotion Review date						
Appraisal Grade								

Global Salary Increment

- Ensure you have updated the “**Salary Range (Scale)**” under <Update Employee> <Career Tab>
- Go under <Payroll Setup><Salary Schedule>. <Global Salary Increment Tab>
  - Select Progression Code
  - Set Increment effective Date and Increment Paid date
  - Set Schedule Year
  - Under Option select ‘Update Career Record’
  - Click Process and system will prompt:” Global Increment for the year: XXXX”, select “Yes” to proceed. Upon completion system will prompt ‘COMPLETED’, click on ‘OK’ button to continue.

Salary Scale Table	
Schedule	Initialize Schedule
Global Salary Increment	
Progression Code	AINCR
Increment Effective Date	01/06/2018
Increment Paid Date	31/07/2018
Schedule Year	2018
Option	Update Career Record
<input type="button" value="Process"/> <input type="button" value="Close"/>	

## 4. LEAVE SETUP

Leave Setup allows user to setup leave calculation and leave allocation to employees.



### Leave Administration

Leave administration is where user setup leave proration, cut off method and setup Public Holiday table.

Leave Cut Off Day in the Leave Administration to **99.00**

Staff joins on or before the 15th of the month, the employee is entitled to 1 service month however if the staff joins on or after 16th of the month, the employee is entitled to 1/2 month, then the user will have to set the

Leave Cut Off Day

Leave Cut Off Day in the Leave Administration to **50.00**

Leave Cut Off Day

Staff joins on or before the 15th of the month, the employee is entitled to 1 service month however if the staff joins on or after 16th of the month, the employee is entitled to 0 month.

Leave Cut Off Day in the Leave Administration to **15.00**

Leave Cut Off Day

Staff would need to complete at for a minimum of 15 calendar day to be entitled to 1 service month.

#### Prorate Entitlement

Leave entitlement may be computed based on:

- Service Month

The employees' leave entitlement will be prorated according to their service month and leave cut off is based on the hired date anniversary. (If staff joined on or before the 15th of the month, the employee's is entitled to 1 service month and if staff joins on or after 16th of the month the employee is entitled to 1/2 the service month, then the user will have to set the Leave Cut Off Day in the Leave Administration to 99.00).

Employee's Hired Date: 1<sup>st</sup> June 2018

Leave Entitlement 1<sup>st</sup> Year 7 days, 2<sup>nd</sup> Year 8 days.

Leave entitlement for Year 2018 = (7 months/12 months) x 7 days = **4.08 days**  
Leave entitlement for Year 2019  
= [(5 months/12 months) x 7 days] + [(7 months/12 months) x 8 days]  
= 2.91 days + 4.66 days = **7.58 days**

- Service Month (Entitle in 1st month)

The employees' leave entitlement will be prorated according to their service month but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off is based on their anniversary.

- Full Entitlement

The employees' leave entitlement will be prorated according to their service month but they will be entitled to the full number of earned leave in the first month. Their full number of leave entitlement will start from the 2nd year and the leave cut off for this method is in December.

Leave entitlement for Year 2018  
= (7 months/12 months) x 7 days  
= **4.08 days** (Full entitlement from the month of hired date)  
Leave entitlement for Year 2019 = **8.00 days** (Full entitlement from Jan 2019)

- Calendar Day

The employees' leave entitlement will be prorated according to their hired date which is on the calendar days (365 days) and the leave cut off is based on their anniversary.

Leave entitlement for Year 2018 = (214 days/365 days) x 7 days = **4.10 days**  
Leave entitlement for Year 2019  
= [(151 days/365 days) x 7 days]+ [(214 days/365 days) x 8 days]  
= 2.89 days + 4.69 days  
= **7.58 days** (Full entitlement in Jan 2019)

- Calendar Day – (Entitle in 1st month)

The employees' leave entitlement will be prorated according to their hired date (by calendar) but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off for the employee will be by anniversary.

Leave entitlement for Year 2018  
=  $(214 \text{ days}/365 \text{ days}) \times 7 \text{ days}$   
= **4.10 days** (Full entitlement from the month of hired date)

Leave entitlement for Year 2019  
=  $[(151 \text{ days}/365 \text{ days}) \times 7 \text{ days}] + [(214 \text{ days}/365 \text{ days}) \times 8 \text{ days}]$   
= 2.89 days + 4.69 days  
= **7.58 days** (Full entitlement from Jan 2019)

- Calendar Day – Full

The employees' leave entitlement will be prorated according to their hired date (by calendar) but they will be entitled to the full number of earned leave in the first month. The difference between Calendar Day –Full and Calendar Day (Entitle in 1st month) is that the employees will have their full number of leave entitlement starting from the 2nd year and the leave cut off for this method will be in December.

- Service Year

The employees' leave entitlement will be prorated according to their service month and the cut off is in December.

Leave entitlement for Year 2018  
=  $(7 \text{ months}/12 \text{ months}) \times 7 \text{ days}$   
= **4.08 days** (Full entitlement from the month of hired date)  
Leave entitlement for Year 2019 = **8.00 days** (Full entitlement from Jan 2019)

- Service Year – Financial

The employee's leave entitlement will be prorated according from their date of join to the Date of financial cut-off date.

Date of join: 01/06/2018  
Financial Year Period: August to July  
Leave Entitlement for Year 2018: =  $[2\text{months}/12\text{months}) \times 7 \text{ days}] = \mathbf{1.17\text{days}}$   
2 months (Service month from period 01/06/2018 to 31/07/2019)

- Service Year – (Cut off July)

The employee's leave entitlement will be prorated according from their date of join to the date of financial cut-off date.

Date of join: 01/01/2018

Financial Year Period: July to June

Leave Entitlement in Year 2018:  $[\frac{6\text{months}}{12\text{months}}] \times 7 \text{ days} = \mathbf{3.5 \text{ days}}$

6 months (Service month from period 01/01/2018 to 30/06/2018)

- Anniversary – Full

The employees' leave entitlement will be prorated according to their date of join but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off for the individual employee will be in the month they joined in the following year.

Employee's Hired Date: 1<sup>st</sup> June 2018

Leave Allocation 1<sup>st</sup> Year 7 days, 2<sup>nd</sup> Year 8 days.

Leave entitlement for Year 2018

= **7 days** (Full entitlement from the June2018 to May 2019)

Leave entitlement for Year 2019

= **8 days** (Full entitlement from the June2019 to May 2020)

- Anniversary – (1st Prorate & 2nd Full)

The employees' leave entitlement will be prorated according to their date of join in their first year and they will be entitled to have the full number of leave in their 1st month of second year. The leave cut off will be in the month they joined in the following year.

Leave entitlement for Year 2018 = **7 days** (0.58~0.59 days earn per month)

Leave entitlement for Year 2019 = **8 days** (Full Entitlement from June)

- Anniversary

The employees' leave entitlement will be prorated according to their date of join. The cut off for their leave will be in the month they joined in the following year.

Leave entitlement for Year 2018 = **7 days** (0.58~0.59 days earn per month)

Leave entitlement for Year 2019 = **8 days** (0.66~0.67 days earn per month)

- Working Day-(Entitle in 1st month)

The employees' leave entitlement will be prorated according to their hired date which is on The working days (260 days for 5 days per week, 286 days for 5.5 days per week) and the Leave cut off for the employee will be by their anniversary.

Leave for Year 2018 = (152 days/260 days) x 7 days = **4.08 days**

Leave for Year 2019 = [(108 days/260 days) x 7 days] + [(152 days/260 days) x 8 days]  
= 2.9 days + 4.67 days = **7.58 days**

#### Current Leave

**Prorate:** computations based on prorated entitlement to 2 decimal places.

**Round:** computation for monthly earned leave correct to the nearest whole number.

E.g.  $\geq 0.5 = 1.0$

**Round up (1.05 => 2.00):** computation for monthly earned leave based on rounding off anything more than 0.01. E.g.  $\geq 0.01 = 1.0$

**Quarterly:** computation for monthly earned leave correct to the nearest quarter.

E.g.  $>0$  and  $\leq 0.25 = 0.25$ ,  $>0.25$  and  $\leq = 0.5$

**Half ( $\geq 0.25$  &  $\leq 0.75$ ):** computation for monthly earned leave where any leave fall in between 0.25 and 0.75 will round to 0.5.

E.g. 0.25 to 0.75 = 0.5, anything greater than to 0.25 or 0.75 = 0.5, anything below 0.25 = 0 and anything above 0.75 = 1.

**Half ( $<0.5:=0$  or  $\geq 0.5:= 1$ ):** computation for monthly earned leave where any leave less than 0.5 will be 0 and if anything greater or equal to 0.5 will be round up to 1.

E.g. 0.4 = 0, 0.5 = 1, 0.6 = 1

**Half ( $<0.5:=0$  or  $\geq 0.5:= 0.5$ ):** computation for monthly earned leave where any leave less than 0.5 will be 0 and anything greater and equal to 0.5 will remain as 0.5.

E.g. 0 to 0.499 = 0,  $\geq 0.5$  to 0.999 = 0.5

**Half ( $> 0.5:= 1$  or  $\leq 0.5:= 0.5$ ):** computation for monthly earned leave where anything less equal to 0.5 will remain as 0.5 but anything that is greater than 0.5 will be rounded up to 1.

E.g. 0.4 = 0.5, 0.5 = 0.5, 0.6 = 1

**Half (> 0.5:= 1 or <= 0.5:= 0 or 0.5:=0):** computation for monthly earned leave where anything less or equal to 0.5 will remain as 0 but anything that is greater than 0.5 will be rounded up to 1.

E.g. 0.4 = 0, 0.5 = 0, 0.6 = 1

**Half:** computation for monthly earned leave correct to the nearest half.

E.g. 0.15 = 0.5, 0.58 = 1.00

**Full:** full-earned leave entitlement depending on the prorated entitlement type (same as prorate).

#### Entitlement By

To assign leave entitlement by one of the following method:

Leave Scheme, Category or Job Grade

#### Saturday as Full day

**Yes** -To treat leave taken on Saturday as Full day.

**No** - To treat leave taken on Saturday as per employees' application.

Company recognises half day leave application on Saturday.

#### Prorate Sick Leave

**Yes-** Prorate sick for incomplete year staff.

**No-** Will not prorate sick leave for incomplete year staff

**Pro-rate Sick & Hospitalisation** – MOM guideline with effect from 1 Jan 2009.

Prorate Sick Leave	Pro-rate Sick & Hospitalisation	▼
--------------------	---------------------------------	---

#### Leave adjustment with effective date

**Yes** - Annual Leave adjustment effective based on effective month.

**No** - Annual Leave adjustment effective from start of the year

#### Paternity Leave One Year Expiry

**Individual-** To control paternity expiry based on employee from family tab

**Global-** To extend paternity leave expiry to all staff

## Setting up public holiday

### CREATION PROCEDURES:

1. Click on 'Ins' (insert) button on the keyboard to add a new holiday.
2. To select a date, click the drop-down arrow to show the current calendar. Pick a date from the calendar.
3. Enter the name of the holiday in the name field.

Holiday	Description	STATE
* 04/07/2018		

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: 04/07/2018

## Leave Allocation

To define the entitlement method at **Leave Setup, Leave Administration**. Options available are **Category, Job Grade** and **Leave Scheme**.

Leave Scheme is the commonly used method. User will need to create the types of Leave Schemes under **Payroll Setup**.

### CREATION PROCEDURES:

1. Go under Payroll Setup> Others code table> Leave Scheme

#### To add a new leave scheme:

Double-click the mouse button or press the **insert** key.

National Service Pay	Hosp./Clinic Code
Allowance/Deduction Table	Institution Code
Others Code Table	Job Grade Code
Cost Centre Table	Leave Scheme
	Location
	Nationality
	Occupation

#### To delete a leave scheme:

Click the right mouse button or press the **F4** key.

2. Go under Leave Setup > Leave Allocation

Select a leave scheme code. E.g. **SCH1**. and enter entitlement accordingly.

Max B/F: Specify the maximum number of leave that may be carried forward to the next service period.

Entitlement Allocation					
Leave Scheme (SCH1)					
From Years	To Years	Entitlement Days	Current Year Carry Forward	Maximum Accumulated BF	
	0	1	14		7
	1	3	15		8
	3	6	16		9
	6	7	17		10
	7	99	18		10

3. Click the close button.
4. System will prompt to recalculate leave entitlement, select 'No' to continue.

Information

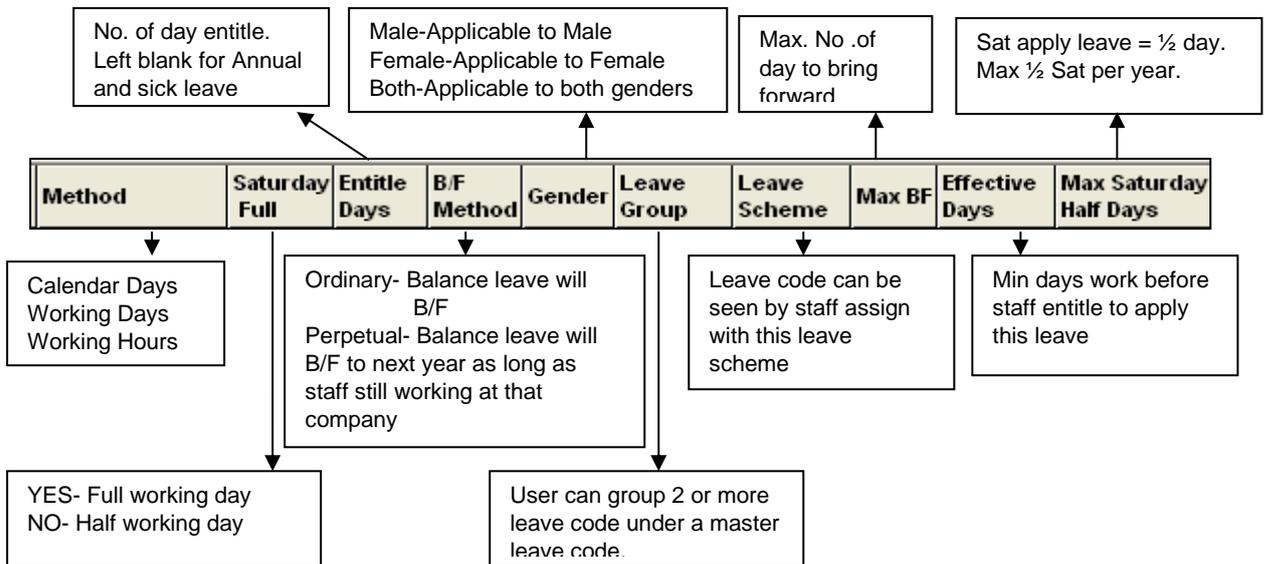
Do you want to recalculate the leave entitlement ?

Leave Code

To create or maintain leave code applicable to the company.

Code	Description	Method	Saturday Full	Entitle Days	B/F Method	Gender	Leave Group	Leave Scheme
ABSENT	ABSENT	Working days						
ACHILD	Adoption Leave	Calendar Days		28.00		Female		
ANNU	ANNUAL LEAVE	Working days	Full Day					
CHILDLVE	CHILD CARE LEAVE	Working days		2.00		Both		
COMP	COMPASSIONATE LEAVE	Working days		3.00				
ECHILD	ENHANCED CHILD CARE LEAVE	Working days		4.00		Both		
EMATE	EXTENDED MATERNITY	Working days		40.00		Female		
HOSP	HOSPITALISATION	Working days	Half Day	60.00				
INFANT	INFANT CARE LEAVE	Working days		6.00		Both		
LIEU	OFF IN LIEU	Working days		0.00		Both		
MARR	MARRIAGE LEAVE	Working days		3.00	Perpetua	Both		
MATE	MATERNITY LEAVE	Calendar Days		56.00		Female		
NPL	NO PAY LEAVE DAY	Working days	Half Day					
NPLHOUR	NO PAY LEAVE HOUR	Working Hours						
NSP	NATIONAL SERVICE LEAVE	Working days				Male		

The following are the definition to the header on leave code maintenance.



CREATION PROCEDURES:

1. Go under Leave Setup> Leave Code

**To add a new leave code:**

Double-click the mouse button or press the insert key.

**To delete a leave code:**

Click the right mouse button or press the F4 key.



**IMPORTANT!**

Do not remove the list of system codes. You could insert create new leave code by hitting on the Insert button on your key board:

LEAVE CODES	
• ABSENT	• ANNU
• HOSP	• MATE
• NPL	• NPLHOUR
• NSP	• SICK

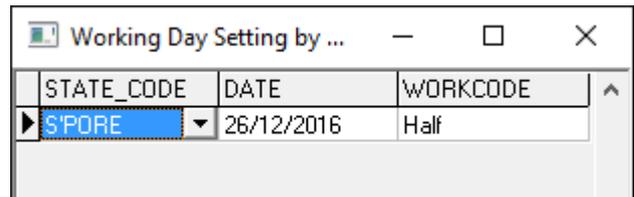
Working Day Setting - Holiday State

Set working calendar to overwrite the employee working calendar under **Update employee > Calendar.**

Usually used when company declares a half day shut down

Example:

1. Set half day on 26/12/2016
2. At <update employee><calendar>
3. Set Holiday **Table =STD**



In this case when a staff apply leave on 26/12/2016, it will deduct ½ day instead of 1 day.

Childcare Leave/ Maternity Leave/ Paternity Leave Setup

In order for employee to be entitled to the above leave, the child's details will have to be enter into the system under Family Detail.

System will detect relationship SON or DAUGHTER to allocate entitlement accordingly.



Employee Family Details	
Emp No	0009
Name	ONG SELINA
<b>Family Details Record</b>   Other	
Family member name	CALSON SER
Nric / ID No	T17546785
Date of Birth	01/05/2018
Age	0 years, 2 months
Relationship	SON
Gender	Male
Occupation	NONE
Institute Code	NONE
Dependant	<input type="checkbox"/>
Adopted Child ?	<input type="checkbox"/>
Enhanced Paternity ?	<input type="checkbox"/>

To allow the extended childcare leave application, citizenship 'SING' is important in the Family Details Record.

Family Details Record	Other
Race Code	NONE
CitizenShip	SING
Country of Birth	NONE
Religion	NONE
Reside in Singapore ?	<input type="checkbox"/>
Singapore PR status ?	<input type="checkbox"/>
Working Status ?	<input type="checkbox"/>
Shared Parental leave approved?	<input type="checkbox"/>
Approval to extend Paternity Expired Date?	<input type="checkbox"/>

## 5. HR SETUP

To setup reimburse limit and criteria for different category of employees.



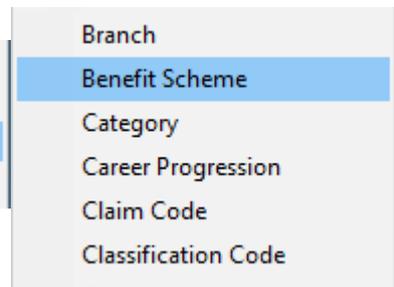
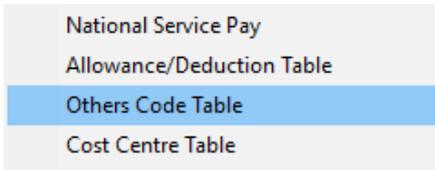
User will need to create the types of Benefit Schemes and Claim code under **Payroll Setup**

### CREATION PROCEDURES:

1. Go under Payroll Setup> Others code table> Benefit Scheme

**To add a new benefit scheme:**

Double-click the mouse button or press the **insert** key.



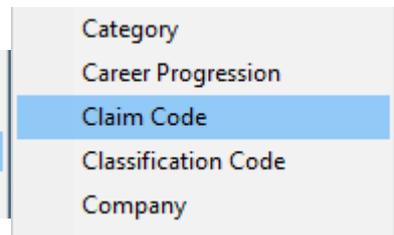
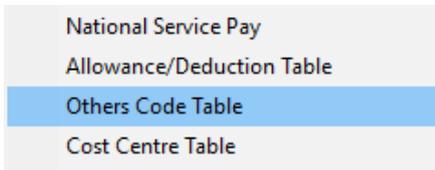
**To delete a benefit scheme:**

Click the right mouse button or press the **F4** key.

2. Go under Payroll Setup> Others code table> Claim Code

**To add a new claim code:**

Double-click the mouse button or press the **insert** key.



**To delete a claim code:**

Click the right mouse button or press the **F4** key.

3. Go under HR Setup > Claim Table

- a. Click on New Button
- b. **Claim Type:** Claim or Sub claim
- c. **Claim Prorate:** By Service year(service month) or Calendar day
- d. **Overwrite Exceeded Claim:** To be able to save although claim amount exceeded claim entitlement.
- e. Select the scheme code.

The screenshot shows the 'Claim Setup' window with the following settings:

- Claim Type: Claim
- Claim Prorate by: Calendar Day Round to Dollars
- Overwrite Exceeded Claim: Yes
- Setup tabs: Max Claim Allocation, GST, Claim Entitlement Adjustment, Copy Claim Setup
- Filtered By: (empty)
- Scheme Code: (empty)
- Claim Code dropdown menu is open, showing:
 

Code	Description
EXEC	EXECUTIVE BENEFIT SCHEME
MRGI	MANAGERIAL BENEFIT SCHEME
NONE	NONE SCHEME
- Out-patient Co-p: (empty)
- In-patient Co-payment percentage: 0
- Limit Per visit for Private Doctor: 0
- Apply Pre illness Claim Override Co-payment:
- Medical Claim Indicator link to Medical Profile:
- Dependants Paid %: 0

At the bottom, there is a table with the following columns: Scheme, Claim Code, Sub Claim, Limit Per Visit, Employee Out patient%, Dependant Out patient%, Employee In-patient%, Dependant In-patient%, Illness Indicat. The first row shows values: 0, 0, 0, 0, 0, 0.

Buttons at the bottom: New, Edit, Delete, Save, Cancel, navigation arrows, Close.

f. Select the claim code.

The screenshot shows the 'Claim Setup' window with the following settings:

- Claim Type: Claim
- Claim Prorate by: Calendar Day Round to Dollars
- Overwrite Exceeded Claim: Yes
- Setup tabs: Max Claim Allocation, GST, Claim Entitlement Adjustment, Copy Claim Setup
- Filtered By: (empty)
- Scheme Code: EXEC
- Claim Code: MEDICAL

g. Proceed to Max Claim Allocation to enter maximum claim amount.

The screenshot shows the 'Claim Setup' window with the 'Max Claim Allocation' tab active. It displays a table with the following data:

	Max Claim\$	From Service Year	To Service Year
I	300	0	99



## IMPORTANT!

User will need to allocate Benefit Scheme to employee under **Update Employee > Employee Record, Benefit**

Employee #	EP001	Name	ELLERY YAP	Pay Group	STD
Hired Date	14/05/2018	3 month(s)	Basic Salary	1000.00	 <input type="button" value="Insert Photo"/>
Birth Date	20/05/1999	19 year 3 month(s)	Increment	0.00	
Type	SN-Mthly Rated-Subj OT	Semi -Month ? <input type="checkbox"/>	New Salary	1000.00	
Mid Mth Pay	0	% /	0.00		
Bonus Factor	1		Hide Wage Data ?	<input type="checkbox"/>	
Original Hired Date					
<a href="#">Progression Data</a>					
Department	MGMT	MANAGEMENT DEPARTMENT	Category	NONE	NONE
Cost Centre	NONE	NONE	Occupation	NONE	NONE
Section	NONE	NONE	Company	NONE	TIMES SOFTWARE
Job Grade	NONE	NONE	Division	NONE	NONE
<a href="#">Leave/Benefit scheme</a>					
Leave	NONE	NONE SCHEME	Benefit	EXEC	EXECUTIVE BENEFIT SCHEME

## 6. UTILITY

To setup sub-user account, initialise new year and perform leave recalculation.



### User Password Setup

Only Master User will be able to setup a password and define the access right for sub-user.

✕
Password Setup
Password Setup | Menu Access | Batch Entry Setup

**Password**

**User ID**  Transfer User ID & Password

**User Name**

**Password**

**Hide Wages**

**Query Access**

**View Data Only**

**Audit trail**

**Select Printer**

**Employee ID#**

**Restrict User's Record access ?**

Lock Modify Basic Salary?

Enable Auto Prompting Report ?

Disable update Salary in Career Record

**Disable Allow/Dedu view access**

**Accessed Date**

**Password Effective Date**

**Renew Password every**  **Months**

**Password Expired Date**

New
Delete
Save
Cancel
Change ID
Copy Profile
Print Audit Trail
Close

**User ID** – User ID (Must be in Capital and AVOID any spacing in between)

**User Name** – Name of User ID

**Password** – Tentative password (Will have to be changed during first login)

**Hide Wages**– To hide employees’ wages from User

Note: To ensure this function work, you must tick under <Update Employee> <Employee Record>.

The screenshot shows the 'Update' tab of an employee record for Employee # 003, EMPLOYEE B (FEMALE). The form contains the following fields and values:

- Employee #: 003
- Name: EMPLOYEE B (FEMALE)
- Pay Group: STD
- Hired Date: 23/07/2013 (3 year 0 month(s))
- Birth Date: 18/07/1991 (25 year 1 month(s))
- Type: SN-Mthly Rated-Subj OT
- Basic Salary: 7000.00
- Increment: 0.00
- New Salary: 7000.00
- Mid Mth Pay: 0 % / 0.00
- Bonus Factor: 1
- Hide Wage Data?:
- Original: [Empty field]
- Buttons: Insert Photo, Quick Menu

**Query Access** – User’s access right by query method (**Refer to 09 Times Manual - Query**)

**View Data Only** – To allow viewing rights to User. User will not be able to **create** or **edit** records.

**Audit trial** – To enable audit trial report

**Select Printer** – Microsoft Windows' support multiple printers including network printers. A specific printer can be assigned to individual users.

**Restrict User’s Record Access** –MASTER User could restrict user from amending their personal profile, upon logging into the system.

**Employee ID#** – The employee number to restrict user’s access to their profile in the system.

Note: In order for this function to take effect, enter JAMES's **Employee ID# 007** and tick on **'Restrict User's Record Access?'**

The screenshot shows a 'Password Setup' window with the following fields and values:

- User ID: JAMES
- User Name: JAMES LYE
- Password: 1234
- Hide Wages: No
- Query Access: No
- View Data Only: No
- Audit trail: Yes
- Select Printer: KONICA MINOLTA C364SeriesPCL
- Employee ID#: 007
- Restrict User's Record access ?
- Lock Modify Basic Salary?
- Enable Auto Prompting Report ?

**Lock Modify Basic Salary** – To restrict user from amending their salary in Modify Pay Record.

**Enable Auto Prompting Report** – To grant user access to Auto prompting report

**Disable update salary in Career Record** – User has all access to create records except for employee's salary under **<Update Employee><Employee Career Progress>**.

**Accessed Date** – To track the last login date of the user.

**Password Effective Date** – to set the effective date of the password assigned.

**Password Expired Date** – allows MASTER user to set the expired date of the password assigned.

The screenshot shows a section with the following fields:

- Accessed Date: 30/05/2016
- Password Effective Date: [Empty]
- Renew Password every: [Empty] Months
- Password Expired Date: [Empty]

**Menu Access** – Select menu access according to user’s needs.  
 Each Menu highlight in yellow colour indicates the Main Icon.

The screenshot shows the 'Update Employee' menu item highlighted in yellow. Below it is a list of menu items: Employee Record, Employee Employment, Employee Other Details, Employee Bank Details, Employee Confirm & Termination, Employee's Contact, Employee's Spouse Details, Employee's Allowance/Deduction, Employee's Career Progress, Employee's Calendar, Employee's Misc, Employee's Free Field, Employee's Transfer, and Employee Document. To the right is the 'Password Setup' dialog box with a table of menu access settings.

DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Bank Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Confirm & Termination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Spouse Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Allowance/Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Career Progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Misc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Free Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's EWD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Activate Resignee Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Pay Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Bonus Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Special Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**To limit user access by hiding Main Icon**

For instance, HR can only access to leave and claim module from Process Payroll Icon, and have no access to process payroll. To do this, keep the Read, Write and Delete buttons unchecked.

DESCRIPTION	Read	Write	Delete
Process Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **To read only access**

Check Read only, User can only view records but has no access to add or delete records. You may use **Set Read** option to grant as read only access.

DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **To disable or hide the partial of the Menu from accessing by user**

For instance to hide Employee Bank Details, Employee Allowance/Deduction and Employee Career Progress from user access.

Password Setup

Password Setup | Menu Access | Batch Entry Setup

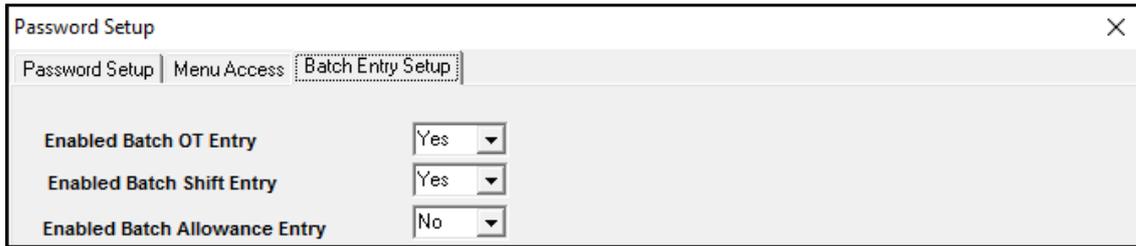
DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Bank Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Confirm & Termination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Spouse Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Allowance/Deduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Career Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Misc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Free Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's EWD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Activate Resignee Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Process Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Pay Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Bonus Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Special Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set Read | Set Write | Clear Delete

New | Delete | Save | Cancel | Change ID | Copy Profile | Print Audit Trail | Close

**Batch Entry Setup**

Allows Master User to identify which sub-user account has the rights to update record at Batch Data Entry.



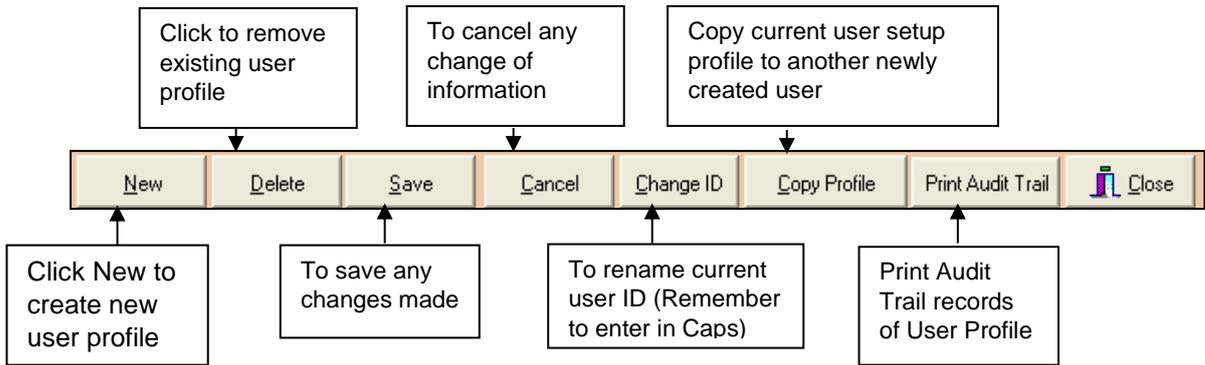
Password Setup

Password Setup | Menu Access | **Batch Entry Setup**

Enabled Batch OT Entry Yes

Enabled Batch Shift Entry Yes

Enabled Batch Allowance Entry No



Change Master Password

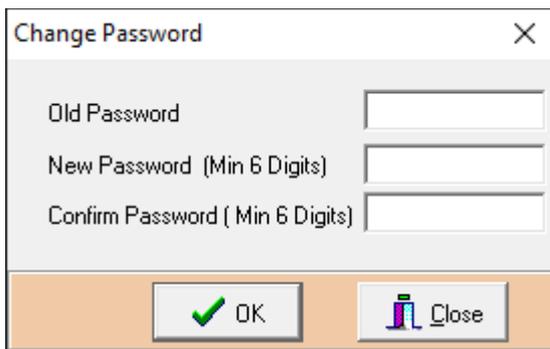
**Old Password** – Enter existing password

**New Password** – Enter new password

**Confirm Password** – Re-enter new password

**Remark:**

An authorization form is needed for releasing of Master Password.



Change Password

Old Password

New Password (Min 6 Digits)

Confirm Password (Min 6 Digits)

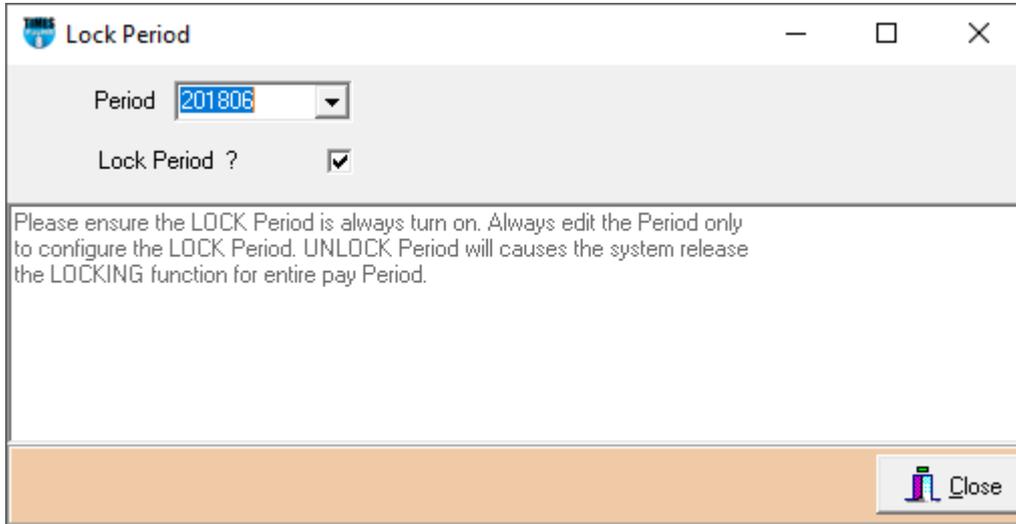
OK Close

Lock/Unlock Period

Locking and Unlocking of Pay periods can be done to prevent data from being adjusted accidentally or intentionally.

To lock period, select Period and tick on Lock period?

The following example shows how to lock period 201806

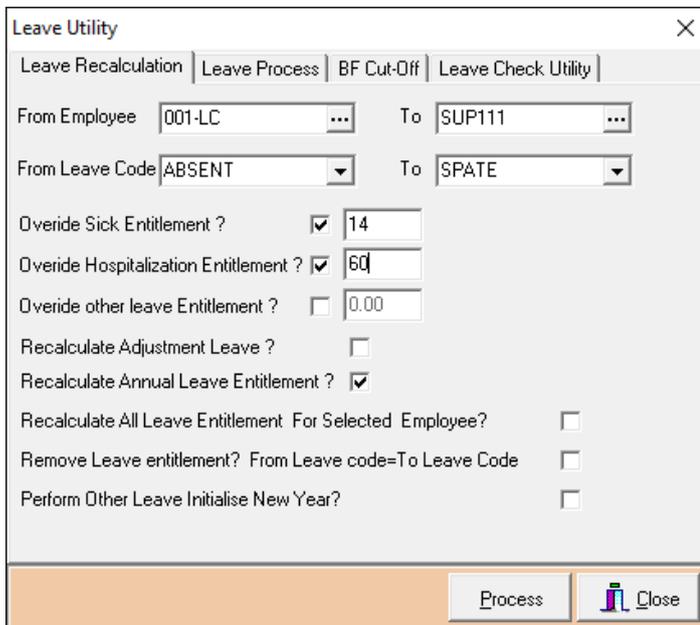


Leave Utility

- **Leave Recalculation.**

The default settings for sick/hospitalisation leave may be overridden as shown below.

Clicking on the **PROCESS** button recalculates the leave entitlement, Leave taken and leave Balance of the employees.



- **Leave Process**

Under Operation:

- Add Leave taken
- Delete Leave taken
- Add Adju Leave Ent
- Delete Adju Leave Ent

Steps:

1. Select the Operation
2. Select the employee (optional)
3. Select Leave Code
4. Select Leave Start Date
5. Enter No. of day
6. Enter the reason (optional)
7. Select Am/PM for ½ day leave
8. Click the **Process** button to proceed.

The screenshot shows the 'Leave Utility' dialog box with the 'Leave Process' tab selected. The 'Operation' dropdown is set to 'Add Leave taken'. The 'From Employee' dropdown is '001-LC' and the 'To' dropdown is 'SUP111'. The 'Leave Code' dropdown is 'ANNU', the 'Start Date' is '12/08/2016', and 'Day/Hours' is '1.00'. The 'Reason' field is empty, and 'AM/PM' is set to 'NA'. At the bottom right, there are 'Process' and 'Close' buttons.

- **BF Cut Off (Brought Forward Cut Off)**

For companies who wish to forfeit unutilized carry forward leave, user will have to use the **BF Cut-Off** dialogue and click **Process**. User can also set the **Max Day B/F after leave cut-off** after leave cut-off days before forfeiting the brought forward leaves.

The screenshot shows the 'Leave Utility' dialog box with the 'BF Cut-Off' tab selected. The title is 'Annual Leave BF leave cut-off Formula'. Below the title, it says 'if YTD leave taken <= BF leave then Adjustment := YTD Leave taken - BF'. There is a field for 'Max Day B/F after leave cut-off' with the value '0.00' and the text 'Zero if not applicable' below it. Under 'CUT OFF METHOD', the dropdown is set to 'Adjustment Based on Above formula'. At the bottom right, there are 'Process' and 'Close' buttons.

Year To Date Update

In the event when the TIMES PAY system is purchase after January period, user have a choice to key in a year-to-date figure of the pay details into the system instead of processing payment from scratch.

**Note:** Please note that the YTD pay will based on the login period and divide by number of months accordingly. For example login period is in June, the basic amount entered will be divided by 6 and reflect on the pay history report.

Global Change

Should there be a need to adjust/change/delete employee details, update allowance, etc. for a particular department/section or for all employees, it can be easily accomplish by using Global Change.

**Note:** Insert and delete operations are applicable to Career Progression only. **\*\*Before begin, kindly backup your database**

**Change Operation**

For example, to perform a change of Pay Group from 6 Days to 5 Days for all employees.

If you would to global change for certain employees, please use the query selection function.

Global change

Change Field | Update Allowance | Bank | Misc | Global Calendar | Change Allowance Code | Global Increment | Update

No	Description	No	Description	No	Description
01	Pay Type	02	Career Record	03	Increment Amount
04	Increment By percentage	05	Bonus Factor	06	Paid Semi/Monthly
07	Hide Wage	08	Hours Worked Per Year	09	Days Worked Per Week
10	Daily Rate Formula	11	NPL Rate Formula	12	Race
13	Nationality Code	14	Fund Code 1	15	Fund Code 2
16	Education Code	17	Religion Code	18	Branch Code
19	Location Code	20	Division Code	21	Job Grade Code
22	Classification Code	23	Supervisor Code	24	Department Code
25	Cost Centre Code	26	Section Code	27	Category Code
28	Occupation Code	29	Emp pass# Period	30	Passport Period
31	Reference#	32	Remark 1	33	Remark 2
34	Payslip Message 1	35	Payslip Message 2	36	Change CPF/SDF/FWL?
37	Probation Period	38	Notice Period	39	Particulars

Global Change Entry

Operation	Field	Description	Value
Change	47	Pay Group	5.0DAYS

Career Detail/Calendar

Progression Code:

Effective Date:  /  /

Query Selection:

Query Process Close

**Update Allowance**

Global update allowance <Update Employee><Employee's Allowance/Deduction table>

Code	Desc	Type	Amount	Effective Date	Payment Date	End Date	St Mth	Year
* TRAN	TRANSPORT ALLOWANCE	Amt	300.00	01/01/2016	01/01/2016			

**Bank**

Global Change Employee Bank Code and Bank Branch

Bank Code: 7171  
Bank Branch: 005

**Global Calendar**

Global Change Employee Calendar from Employee 009 to all employees.

Employee Calendar to be copied: 009  
Effective Date: 01/07/2016

**Global Allowance Code**

Global Change Old Allowance Code to New Allowance Code.

Old Code: TITLE  
New Code: PHOLDER  
From Period: 201601  
To Period: 201612  
Update SQL

## Global Increment

Enter MVC percentage

1. Enter either Increment\$ (amount) or Increment% (percentage)
2. Click on Create Record. You will employee appear on the table
3. Modify Increment\$ (amount) or Increment% (percentage) for selected employee
4. Select Career progression Code
5. Enter effective date and Paid date
6. Select Query(Optional)
7. Click Process

EMP_NO	EMP_NAME	INCREMENT AMT	QUANTUM	INCREMENT PERCENT
001	EMPLOYEE A (MALE)	0	0	20
002	SUPERVISOR	0	0	20
003	EMPLOYEE B (FEMALE)	0	0	20
005	PAIGE (MARRIED WITH KIDS ABOVE 7)	0	0	20
006	Lisa LEE	0	0	20
007	LEONARINE LEE	0	0	20

## Update Shift Worker Calendar

Set working calendar for shift worker with effective from 1st January

## Global Rename

Global change employee number using excel file.

**Initialize New Year**

Has to be performed every year end. This allows user to select the appropriate carry forward balance leave method and initialising the following year Holiday Table.

To round Carry Forward Annual Leave:

- **Round:** Leave carry forward will be corrected to the nearest whole number
- **Not Round:** Leave carry forward will be based on actual amount without rounding

Carry Forward Leave Methods:

- **All (Balance leave):** Carry forward all balance leave
- **One year (Without B/F):** No balanced leave to be carried forward
- **Maximum days C/F (Manual):** Carry forward a specified number of balance leave
- **Maximum days C/F (Allocation):** Carry forward the number of balance leave specified in leave allocation table.
- **None:** Do not carry forward any leave balance

INITIALIZE NEW YEAR PROCEDURES:

FOR CUSTOMERS WHO HAVE **E-LEAVE**, PLEASE ENSURE ALL THE **PENDING LEAVE(S)** IN THE LEAVE RECORD ARE **APPROVED BEFORE YOU INITIALIZE THE NEW YEAR.**

Once the backing up process is complete, you may continue to initialize the New Year for the year.

1. Login into the “Timespay8” program and select **20XX12** in the period field  
20XX refers to the year you are in right now.

2. Click on “Utility” button and select “Initialize New Year”.

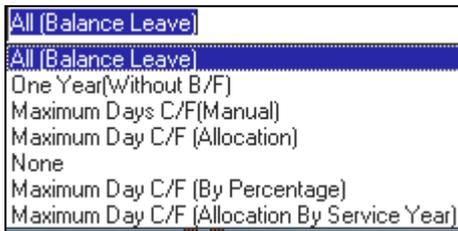
3. You will see the following screen:
4. Please ensure that **the database year is the year you are in right now.**
5. Please select your rounding method of the B/F leave (Rounding formula depend on the method selected in the **Leave Setup > Leave Administration > Current Leave**)
  - If you want to round carry forward leave, select **Round.**

- If you do not want to round carry forward leave, select **Not Round**.
- **Rounding method used 'Half (>0.5:=1 or <0.5:=0 or 0.5:=0.5)**

Please refer to the following for the examples on the differences of the two options.

Case #1	Case #2	Case #3
Carry Forward Leave: 12.27	Carry Forward Leave: 11.50	Carry Forward Leave: 15.51
Round: 12.00	Round: 11.50	Round: 16.00
Not Round: 12.27	Not Round: 11.50	Not Round: 15.51

6. **Carry forward leave methods:**



All (Balance Leave) - Select this option if you want to carry forward ALL your YTD 2016 leave balance to the year 2017.

Screen capture as at period 201612

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	10.00		9.08	15.50	9.08	24.58	4.00	20.58

Screen capture as at period 201701

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	10.00		9.08	20.58	0.75	21.33	0.00	21.33

One Year (Without B/F) - Carry forward the earned leave for the year 2016 only.  
 BF from year 2015 = 20.50 - (15.50-4.00) = 9.00  
 Where 4.00 is the amount taken in the year 2016

Screen capture as at period 201612

Code	Description	Full	Adju	Entitle	BF	Forfeit	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	21.00	0.00	9.08	15.50	0.00	9.00	24.50	4.00	20.50

Screen capture as at period 201701

Code	Description	Full	Adju	Entitle	BF	Forfeit	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	21.00		21.00	9.00		2.00	11.00	0.00	11.00

Maximum Days C/F (Manual) - Carry forward balance annual leave is limited to user-defined amount or actual Annual leave balance, whichever is lower.

**Example**

Case #1	Case #2
Annual Leave Allocation: 10 days	Annual Leave Allocation: 16 days
Max Carry Forward: 10 days	Max Carry Forward: 14 days
2015 Total Annual Leave: 10 days	2014 Total Annual Leave: 14 days

Maximum Day C/F (Allocation) - The number of days as specified in **Leave Setup > Leave Allocation > Current Year Carry Forward** column.

Entitlement Allocation

Leave Scheme (LV\_SCHE1)

	From Years	To Years	Entitlement Days	Curent Year Carry Forward
	0	1	7	7
	1	2	8	8
	2	3	9	9
	3	99	10	10

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	10.00		9.08	10.00	0.75	10.75	0.00	10.75

None - Forfeit all balance annual leave in the year 2016

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	10.00		9.08	0.00	0.75	0.75	0.00	0.75

Maximum Day C/F (By Percentage) - The percentage of days as specified in Leave Setup > Leave Allocation > Current Year Carry Forward column. The formula that is used is the Entitlement % multiplied by the number of Entitled Days. (9.08 x 25% = 2.27)

Entitlement Allocation				
Leave Scheme (LV_SCHE2)				
	From Years	To Years	Entitlement Days	Current Year Carry Forward
	0	5	12	25
	5	10	14	50
	10	99	16	75

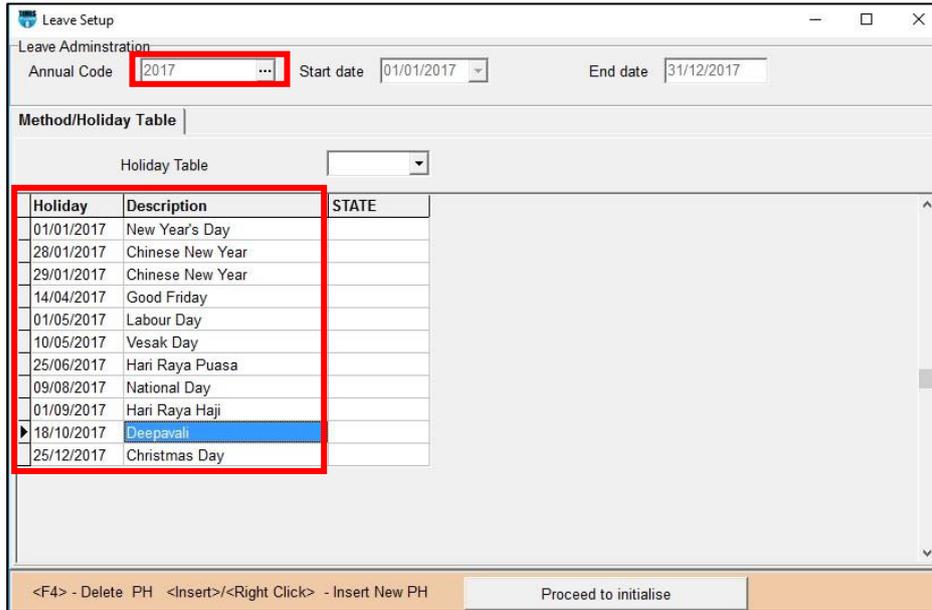
Maximum Day C/F (Allocation by Service Year) - Similar to Maximum Day C/F (By Allocation) but Carry Forward Leave will be based on your Service Status. The service year will always be rounded down.

(Example: 3 years 5 months converts to 3 years)

Hired Date	28/05/2013	Terminated Date		Leave Scheme	LV_SCHE1	Department	NONE			
Code	Description	Full	Adju	Cur. Yr Entitle	BF	Forfeit	YTD Entitle	Total Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	10.00	0.00	9.67	9.00	0.00	8.05	17.05	8.00	9.05

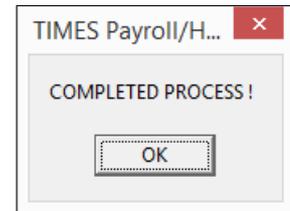
Entitlement Allocation				
Leave Scheme (LV_SCHE1)				
	From Years	To Years	Entitlement Days	Current Year Carry Forward
	0	1	7	7
	1	2	8	8
	2	3	9	9
	3	99	10	10

7. **Initialize Employee’s Calendar in New Year:**  
 ✓ To initialize your employee’s working calendar for the year 20XX.
8. **Initialize Employee’s Cost Centre Allocation Table:** Check to copy the Cost Centre Allocation from this year to next year, Eg. From year 2016 to year 2017. This option should be ✓ if you have **not run Initialize New Year** before.
9. Click on **“OK”** button to start the **“Initialize New Year”** function.
10. You should see the **“Holiday Table”** screen next.



11. In this screen, you should be able to see the **Public Holidays for Year 20XX** on the right side. If the Public Holiday table is (blank), this indicates that your payroll is not updated.
12. Click on **Proceed to initialize** to continue.
13. The initialization process will take a while especially to users with huge database. Please **do not End Task** or **force shut down** during this period as it might corrupt the database.

14. Once the Initialize New Year process is completed, a message box will appear. Click on “OK” button to proceed.



15. An **Annual Leave Carried Forward/Forfeit Report** will be generated and be prompted on the screen. This report will display the total leave Carried Forward or Forfeited to Year 20XX.

<b>TIMES SOFTWARE (S) PTE LTD</b>							
<b>ANNUAL LEAVE CARRIED FORWARD/FORFEIT REPORT</b>				23/09/2016 11:37:35 AM			
				Page 1 of 1			
Employee#	Name	BF From 15	ENT in16	Adjustment in 16	Taken in 16	Forfeit	CF To 17
002	John Andrew Smith (10K Income)	18.00	18.00	0.00	0.00	18.00	18.00
003	Christy Chong (PR1 Paid PR_ER)	14.00	14.00	0.00	0.00	14.00	14.00
004	Ong Lee Mooi (PR1 Paid CLASS1)	0.00	0.00	0.00	0.00	0.00	0.00
006	Jennifer Lim (CPF SHORTFALL)	0.00	0.00	0.00	0.00	0.00	0.00
008	Emily Wen Fang (Voluntary ER C	13.00	16.00	0.00	0.00	13.00	16.00
009	Hong Yi Ping (CPF Excess)	0.33	16.00	0.00	0.00	0.33	16.00
010	May Van Cleef	14.00	14.00	0.00	0.00	14.00	14.00

16. You may print this report now or print it later by going back to the **Initialize New Year** function and click on the **B/F Leave Report** button.

17. Once this process is completed, your staff can now apply leave for the calendar year of 20XX and you can proceed with Year 20XX payroll.

**Free Field Description**

For user to define the free field description under **Update Employee > Employee's Free Field**

DESCRIPTION	CAPTION
<Description 1>	<Description 1>
<Description 10>	<Description 10>
<Description11>	<Description11>
<Description12>	<Description12>
<Description13>	<Description13>
<Description14>	<Description14>
<Description15>	<Description15>
<Description 2>	<Description 2>
<Description 3>	<Description 3>
<Description 4>	<Description 4>
<Description 5>	<Description 5>
<Description 6>	<Description 6>
<Description 7>	<Description 7>
<Description 8>	<Description 8>
<Description 9>	<Description 9>
<Numeric 1>	<Numeric 1>
<Numeric 10>	<Numeric 10>
<Numeric 2>	<Numeric 2>
<Numeric 3>	<Numeric 3>
<Numeric 4>	<Numeric 4>
<Numeric 5>	<Numeric 5>
<Numeric 6>	<Numeric 6>

Transfer Employee Record

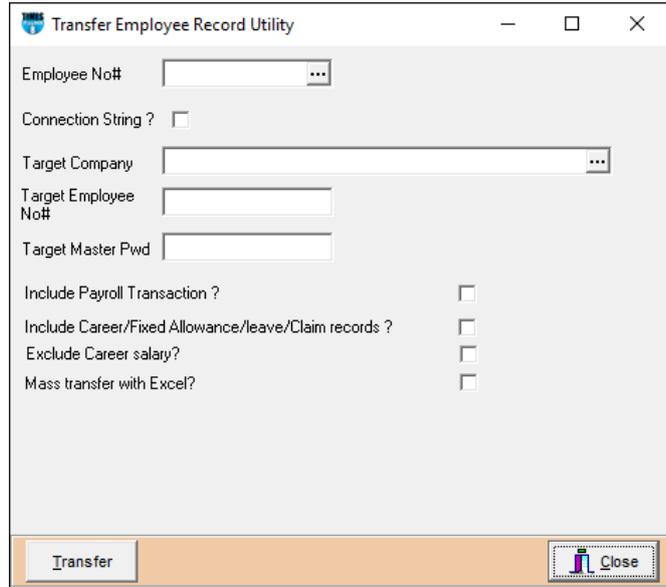
For user to duplicate/transfer employee record from one database to another

**To transfer employee in a group, tick on option indicated with “ \*\* ”**

**Employee No#:** Employee from source database

**Connection String:** Tick if you wish to migrate or transfer the employee to timesoft folder at another work station e.g. at the target company, please specify :

\\IP Address\timesoft\ tp8\  
company\XXXXX folder



**\*\*Target Company:** Destination database

**Target Employee No#:** Enter Employee No. on destination database

**\*\*Target Master Pwd:** Enter the master password for the target database. In another word, cannot duplicate / transfer employee without having master password.

**\*\*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.)**

**\*\*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.

**Exclude Career Salary?** – Tick this option to exclude the Career record to new company. (Strongly advised to remain it unchecked to ensure the continuity of data.)

**\*\*Mass transfer with Excel?** – This allows users to transfer a group of employees from Company A to Company B.

Mass transfer with Excel?

Mass Transfer

Filename

Employee# Column  New Employee# Column

	A	B	C
1	001	001	Abdul Rahman Bin Ali (MOSQ Contribution)
2	002	002	John Andrew Smith (10K Income)
3	003	003	Christy Chong (PR1 Paid PR_ER)
4	004	004	Ong Lee Mooi (PR1 Paid CLASS1)
5	006	006	Jennifer Lim (CPF SHORTFALL)
6	008	008	Emily Wen Fang (Voluntary ER CPF)
7	009	009	Hong Yi Ping (CPF Excess)
8	010	010	May Van Cleef (STAFF SHOWING MVC)

After defining the settings, you will need to click the Transfer button to start the transferring of employee record.

After which, user will need to key in the Resignation Date in **Employee Record > Confirm/Termination tab** to terminate the employee record in Company A, so no payment will be done subsequently.

Update Employee Record - Period :201203

Employee #  Name

Update | Employment | Other | **Confirm & Termination** | Bank | Address | Spouse | Allow/Dedu | Career | C: < >

**Confirm/Termination**

Probation By  Exclude Auto Prompt ?

Probation Period  Confirmation Due  Hired date  11 year 3 month(s)

Notice Period Method  Confirmation On  Retire Age

Notice Period  Retire Date

Resignation Reason

Resignation Date  Last Payment Date  Leave effective Date

IR21 Indicator?  Employment Status  Previous Leave Scheme

Resignation Remarks

Thereafter, user will need to update the Employee Record in New Company.

When user logs in to the Company B the Employee Record will be reflected. User will need to update Employee Record accordingly. Please proceed to Update Employee > Employee Record > Career tab to key in the information.

**Update Employee Record - Period :201203**

Employee # 1 Name ALEX

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

**Career Progression**

Progression Code: FSTART Section: NONE Old Salary: 2200.00  
 Department: SUPP Hired Date: 01/01/2001 Increment: 200.00  
 Category: JUNI First Paid Date: 01/01/2001 New Salary: 2400.00  
 Occupation: EXEC Salary range (scale): NONE Salary Type: Monthly  
 Cost Centre: NONE Salary Step: Salary Percent%: 100.00  
 Company: NONE Increment review date:  
 Job Grade: FTR Transfer/Promotion Review date:  
 Appraisal Grade:  
 Division Code: NONE REASONS:  
 REMARKS:

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

New Edit Remove Save Cancel

New Save Remove Cancel Change Close

**Mid-Month Advance**

Set to Mid-Month Advance pay Percentage for all the employees.

**Mid Month Advance Dialog**

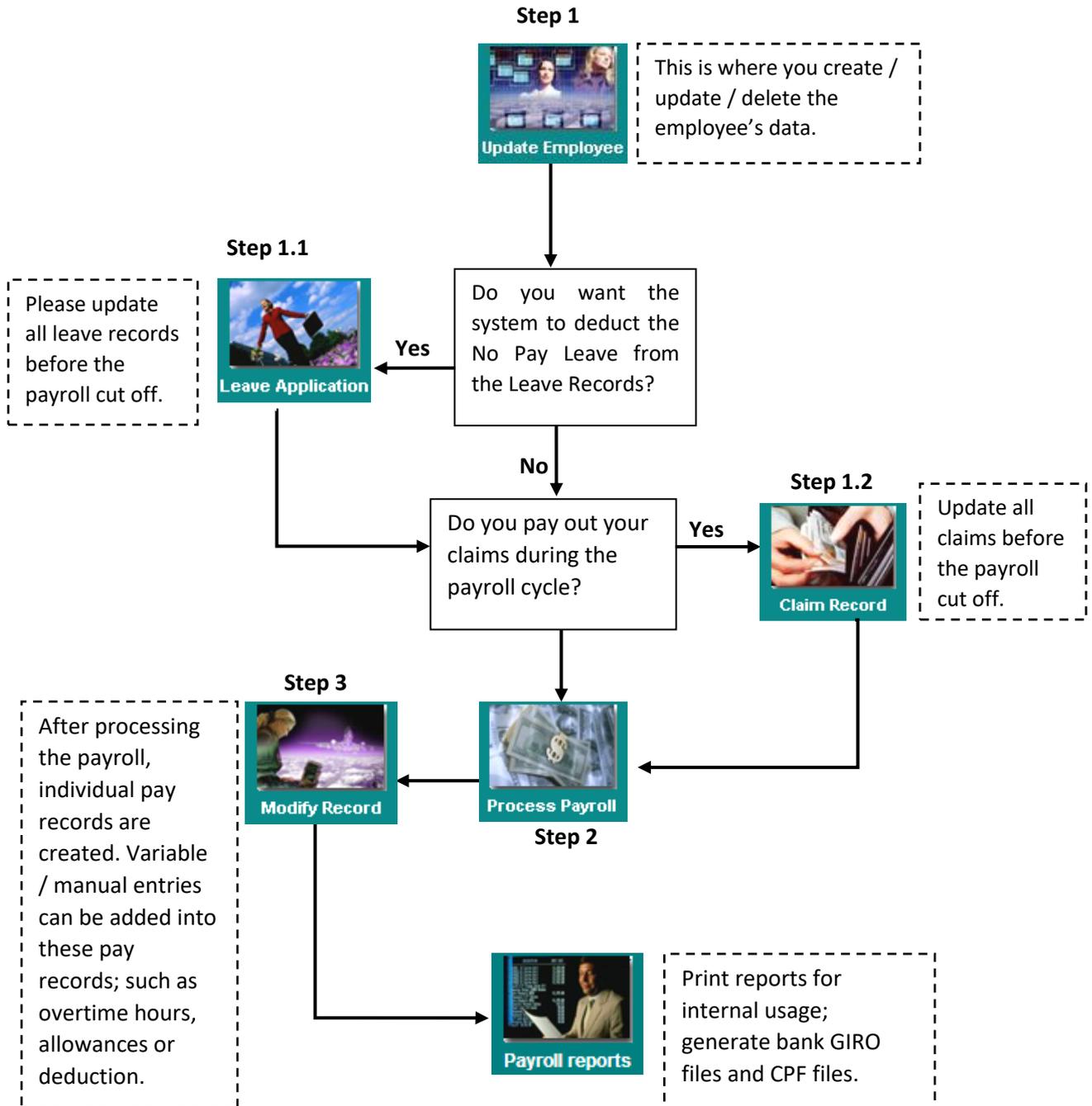
Mid Month Advance Percentage For FWL worker: 50  
 Mid Month Advance Percentage For worker with CPF contribution: 40  
 Mid Month Advance Percentage For Employment Pass worker: 50  
 Allowance Code: ADVS  
 Deduction Code:

Process Close

## 7. PAYROLL PROCEDURE

How does it work?

Now that you have completed the system setup, you are now ready to process the payroll for the very first time! Before we begin, here is a summary on how the system works:



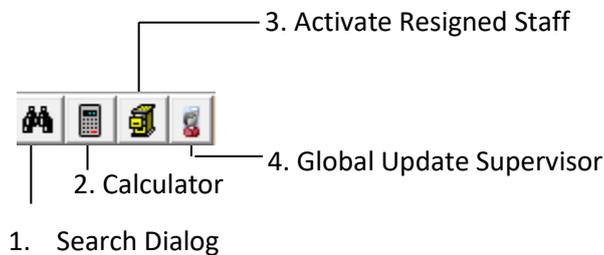
## 8. UPDATE EMPLOYEE

Update Employee consist of employee details which includes personal data, salary, career progression as well as recurring allowances.

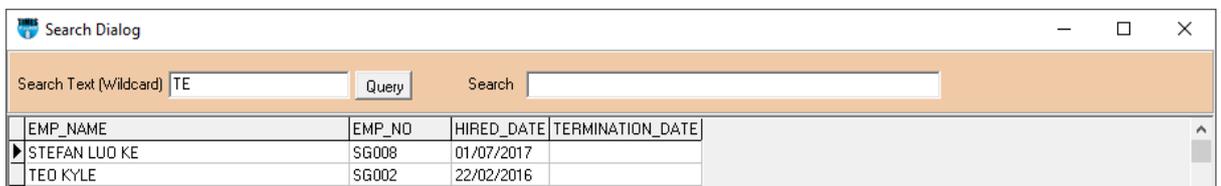
To complete the payroll, the minimum data entry will be to update employee record, which consists of all the necessary information, needed to complete a normal payroll process.



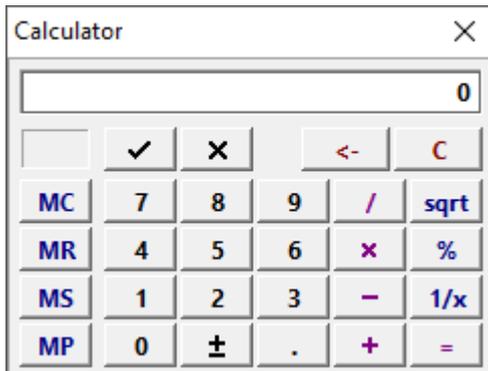
### Quick Tools



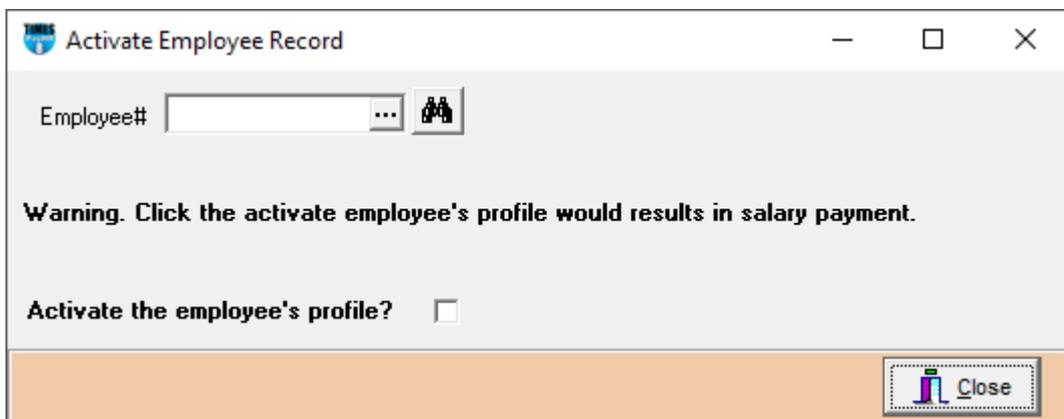
1. Search Dialog allows user to search Employee Name without having to spell out with the exact spelling.



2. Calculator function.

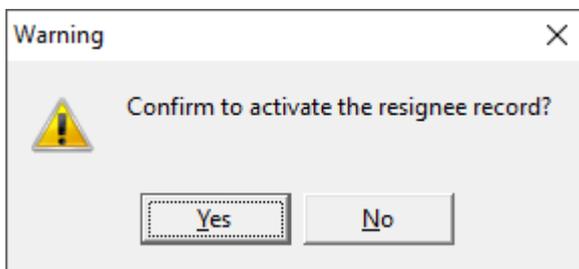


3. Activate Employee Record to terminated staff.



ACTIVATE EMPLOYEE RECORD PROCEDURES:

1. Select Employee Number
2. Tick on activate employee's profile ( Please take note of the employee's termination date as system will remove the termination date when activating the profile)
3. System will prompt for confirmation, click on 'Yes' to proceed.



- Go under Update Employee > Career tab to update the rehire information under FSTART.

Update Employee record - Period :201807

Employee # 1 Name DAVIDSON

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

**Career Progression** Other

Progression Code **FSTART** Section NONE Old Salary 8500.00

Department SUPP Hired Date 01/07/2018 Increment 0.00

Category NONE First Paid Date 01/07/2018 New Salary 8500.00

Occupation SUPSPEC Salary range (scale) NONE Salary Type Monthly

Cost Centre NONE Salary Step Salary Percent% 100.00

Company NONE Increment review date

Job Grade NONE Transfer/Promotion Review date

Appraisal Grade

Division Code NONE REASONS

Job Level REMARKS

Currency Code

Code	Department	Category	Job Grade	Inc Date	Paid Date	Old Pay	Increment	New Pay
INCR	SUPP	NONE	NONE	01/01/2013	01/01/2013	2000.00	-661.00	1339.00
INCR	SUPP	NONE	NONE	09/04/2014	09/04/2014	1339.00	1161.00	2500.00
INCR	SUPP	NONE	NONE	04/08/2014	04/08/2014	2500.00	6000.00	8500.00
FSTART	SUPP	NONE	NONE	01/07/2018	01/07/2018	8500.00	0.00	8500.00

New Edit Remove Save Cancel

New Save Remove Cancel Change Close

Update Tab

**Hired Date** – for prorated computation on the basic salary

**Birth Date** – Employee age

**Type** – different types of employees: **(See Misc. Parameter)**

- SN -monthly rated employee with OT,
- SE-monthly rated employee without OT,
- D1-D8- daily rated worker
- HR1-HR2-hourly rated worker

**Semi-Month?** – tick if employee is paid twice monthly

**Mid-Month Pay** – specify the mid-month pay either by percentage or by a fixed amount.  
(Only applicable when “**Semi-month?**” is ticked)

**Bonus Factor** – Sets the bonus factor for an employee (Unit in months)

**Basic Salary** – Employee’s basic salary. Any future adjustment may be made in the “**Career**” tab page.

**Increment** – Increment amount.

**Total wage** – Basic salary plus increment

**Hide Wage Data?** – If ticked, the hide wage function will be activated. Sub-user will not be able to access employee’s wages.

Only MASTER ID and USER ID with Hide Wage = NO can activate the option ‘Hide Wage data’

**Progression Data** –Once all the career progression data has been entered and saved, the user will not be able to change the particulars on the **Update tab** section. The user will need to proceed to the **Career tab** section to edit/modify the particulars if necessary.

Employee #	SG001	Name	TANNY HO(SINGAPOREAN)	Quick Menu	
<a href="#">Update</a>   <a href="#">Employment</a>   <a href="#">Other</a>   <a href="#">Confirm &amp; Termination</a>   <a href="#">Bank</a>   <a href="#">Address</a>   <a href="#">Spouse</a>   <a href="#">Allow/Dedu</a>   <a href="#">Career</a>					
Employee #	SG001	Name	TANNY HO(SINGAPOREAN)	Pay Group	STD
Hired Date	12/01/2000	18 year 7 month(s)	Basic Salary	6000.00	
Birth Date	01/01/1987	31 year 7 month(s)	Increment		
Type	SN-Mthly Rated-Subj OT	Semi-Month ? <input type="checkbox"/>	New Salary	6000.00	
Mid Mth Pay	0 % /	0.00			
Bonus Factor	1	Hide Wage Data ?	<input checked="" type="checkbox"/>		
Original Hired Date		Insert Photo			
<b>Progression Data</b>					
Department	NONE	NONE	Category	NONE	NONE
Cost Centre	NONE	NONE	Occupation	12345	SUPPORT HEAD
Section	NONE	NONE	Company	NONE	TIMES SOFTWARE
Job Grade	NONE	NONE	Division	NONE	NONE

**Leave Scheme** – Link to leave allocation table at leave setup.

**Benefit Scheme** – Link to Claim Table setup at HR Setup

**Working Days/Hour** – Days Work/Wk, Hrs Worked/Yr, Daily Rate and NPL Daily are retrieved from your settings made in <Payroll Setup> <Pay Period (Pay Group)>.

You are allowed to make any changes to them here. The setting here will be used in your computation of Payroll.

<b>Leave/Benefit scheme</b>					
Leave	NONE	NONE SCHEME	Benefit	NONE	NONE SCHEME
<b>Working Days/Hours</b>					
Days Work/Wk	5	Daily Rate	Base Pay * 12/Work Code Formu	Nationality	SING
Hrs Worked/ Yr	2145	NPL Daily	Working Day/Mths	Race	NONE
				Fund#1	
				Fund#2	

**Nationality** – Employee’s Nationality

**Race** – Employee’s Race which will trigger the appropriate Community fund under Fund#1.

**IC#** – Enter employee’s identification number. It is important for local contribution CPF. For foreign worker, please fill in their Fin Number. If the employee is a PR with the blue IC, the IC# must also start with either capital “S” or “T”.

**Other IC #** – User can keep track of foreign employees’ original identification number in this field.

**CPF/Levy** – Select the appropriate CPF/Levy scheme

CLASS1 - CPF rates will be based on a Singaporean.

PR - CPF rate will depend on the PR Approval Date.

NONE- Use for employment pass holder or staff who do not wish to contribute CPF under the approval from the CPF board.

For foreign worker, you may select the appropriate levy classes. Eg, SPASS

<b>Leave/Benefit scheme</b>					
Leave	NONE	NONE SCHEME	Benefit	NONE	NONE SCHEME
<b>Working Days/Hours</b>					
Days Work/Wk	5	Daily Rate	Base Pay * 12/Work Code Formu	Nationality	SING
Hrs Worked/ Yr	2145	NPL Daily	Working Day/Mths	Race	NONE
				Fund#1	
				Fund#2	
<b>IC/CPF/FWL</b>					
IC #	S92003801	Other IC #		CPF/Levy	CLASS1
				CPF A/C#	S9200380.9
New	Save	Remove	Cancel	Change	Close

**New:** To create New Employee Profile

**Save:** To save details when changes are made

**Remove:** To delete Employee Record

**Cancel:** To cancel changes made

**Change:** To change an existing employee's ID, Click the **Change** button. Replace the old employee No with the new employee number.

A dialog box titled "Change Employee No" with two input fields: "Old Employee No#" containing "CRM-00001" and "New Employee No#" which is empty. At the bottom are "Cancel" and "OK" buttons.

**Copy Field:** Copy profile if new hire has the same profile (i.e Department, Leave Scheme)

1. Click on Copy Field



2. Select Employee Profile to Copy
3. Update New employee's profile accordingly

The "Update Employee record" form for employee "TEO KYLE". The "Progression Data" section is highlighted with a red box. It includes fields for Department (IT), Cost Centre (NONE), Section (SEC1), Job Grade (NONE), Category (MGRI), Occupation (MD), Company (TIMES SOFTWARE), and Division (NONE). Other sections include "Leave/Benefit scheme" and "Working Days/Hours".

Employment

Allow user to put in additional information of the employee

**Substantive Designation** – To record the next potential designation

**Job Level** –To record job level hold by the staff

**Service Grade** –To record employees’ service grade

**Unit** –To record which unit the employee belongs

**Currency Code** –For multi-currency user. Update under Career Tab.

**Tenure of Service** – To record the employment type such as full time / contract staff

**Tenure Expiry date** –To record the contract expiry date

**Date Reappointed** –To record employees’ reappointed date

**Date Reemployed** –To record employees’ reemployment date

**Shift Worker Indicator** – For leave module only. Indicate ‘Yes’ if system should take in Saturday and Sunday into leave calculation.

**Festival advance** – allows user to pay out any festive payment in advance. NOTE: This field is important as an indicator for the processing of the advance festive payment.

**NS Service Status** –To indicate if employee is entitled to service award if they have attended National Service. E.g. if the employee went for National Service for 3 years, in the case where he has served the company for 7 years, the employee will be given 10 years leave entitlement or service award.

**Working Code** – link with work code setup under <payroll setup><others code setup>. Allows user to link employee to different work code (working day)

**Salary Month** –allow user to setup no of month used to compute field such as NPL, Daily rate.

**Demerit Point Indicator** –To activate the demerit point indicator for HR module.

**Salary Month** –allow user to setup no of month used to compute field such as NPL, Daily rate

**Demerit Point Indicator** –allow user to activate the demerit point indicator

Entry Level Qualification

Highest Academic Qualification

Highest Professional Qualification

Highest Statutory Qualification

**This Portion is applicable to HR - Education Module**

Entry Level Qualification	<input type="text"/>
Highest Academic Qualification	<input type="text"/>
Highest Professional Qualification	<input type="text"/>
Highest Statutory Qualification	<input type="text"/>

**HR Module/Education**

Qualification	Subject Details	Membership
Grade point average	<input type="text"/>	Final Year <input type="text"/>
Remark 1	<input type="text"/>	
Remark 2	<input type="text"/>	
Qualification Class	<input type="text" value="None"/>	<input type="button" value="Details"/> <input type="button" value="Memo"/>
Entry Qualification Indicator	<input type="text"/>	Highest Qualification Indicator <input type="text"/>

Other Tab

**Job Identification** –Within this group, the user may specify the location, division, branch code for a particular employee record.

Update	Employment	Other	Confirm & Termination	Bank	Address	Spouse	Allow/Dedu	Career
<b>Job Identification</b>								
Location	<input type="text" value="NONE"/>	<input type="text" value="NONE"/>	Branch Code	<input type="text" value="NONE"/>	<input type="text" value="NONE"/>			
Batch No	<input type="text"/>	AD ID#	<input type="text"/>	Class.Code	<input type="text" value="NONE"/>	<input type="text" value="NONE"/>		

**Personal/Additional Info:**

This group contains employees' personal data.

**Sex / Title** – It is important to indicate the gender of the employee so that leave will be allocated correctly based on gender in leave code table.

**Marital Status** – It is important for employee leave application like Childcare leave, Paternity Leave or Maternity Leave

**SG NRIC# / Fin No#** – It is important to be filled for IRAS submission purpose.

**E.leave Approval Status/ 1<sup>st</sup> Sup/2<sup>nd</sup> Sup** is only applicable for user is using previous version of E-Leave module. Please contact Times Software Pte Ltd for the details.

Personal/Additional Info					
Sex / Title	Male	Mr	Marital	Single	Religion Code
Dependent Children		Blood Type		Education Code	NONE
SG NRIC# /Fin No#	S8048990J	Change CPF/SDF/FWL ?	<input type="checkbox"/>	1st Sup	NONE
E.leave Approval Status		Supervisor	<input checked="" type="checkbox"/>	2nd Sup	

**Foreigner Info** –This group contains foreign employees' data.

Example:

For Work permit/Employment pass holder enter Issued and expiry date. For Permanent Resident enter PR approval date.

If an employee's work permit pass expires within the month, the system will prorate the FWL based the expiry date by number of calendar days. If an employee is converted from a work permit/employment pass class to PR class, you will have to enter the effective date in the FWL to PR Date field. The system will handle the prorated FWL and PR CPF contribution rates accordingly.

Foreigner Info.					
Work Permit / Emp Pass#		Application Date		Expired Date	
WP/EP Holder		Issue Date		Cancelled Date	
EP Category		Valid Years		WP Renewal ?	<input checked="" type="checkbox"/>
				PR 2nd Gen?	<input checked="" type="checkbox"/>
				PR Approval Date	
				FWL to PR Date	
				Old Levy Sheme	
				FWL Conversion Cancellation date	

**Passport**– Additional field to record Remark, Language spoken, written and individual pay slip message.

Passport					
Passport #		Issued Date		Valid	Year(s)
				Expired Date	
Remark			Payslip Message		
Language Spoken			Language Written		
Spoken 1/2/3			Written 1/2/3		
Hobby 1/2/3					

Confirm & Termination Tab

When an employee resigns, user will need to update termination date in this tab.

**Probation By**–To indicate probation by Day, Week, Month

**Probation Period** –To indicate probation period for individual employee.

**Notice Period Method**–Enter notice period method by Day, Week, Month

**Notice Period**–Enter notice when staff resign

**Exclude Auto Prompt** – Tick to exclude this employee from auto prompting report.

**Confirmation Due** – Confirmation due date determines the due date for confirmation prompted on Auto Prompting Report.

**Confirmation On**– Confirmation on determines the confirmation date of the employee that is prompted on the Auto Prompting Report.

**Hired date** –Reflected based on Update Tab. System will auto compute the service period of the staff from the date of hired.

**Resignation Reason** – Employees’ reason for leaving the organization.

**Resignation Date** –Once the termination date is entered, the system will prorate incomplete-month payment accordingly.

**Leave effective Date** – This is usually use for rehire, contract staff or when there is a change in leave scheme during promotion

**Termination status** –F-Active  
–T-Terminate

**Last Payment Date** –It is used when there is an outstanding salary payment made to the terminated staff in the following month. (Eg. Employees Resigned on 20<sup>th</sup> June and Commission Paid in July. Last Payment Date set at 31/07/2016 Resignation Date set as 18/06/2016. *Date in DD/MM/YYYY format*)

**Resignation Remarks** – Field for user to enter employees’ resignation comment or remarks

**Recommend for re-hire** –To indicate if re-hiring is recommended for this employee

**Reason for re-hire** – To indicate reason for rehiring

**Date of Notice** – Field to indicate date of notice is served. **(For display only)**

**Stop payment Indicator** –To exclude employee from payroll when employee are on long leave or temporary posted to oversea

**Stop payment Effective date** -to indicate when stop payment date starts **(For display only)**

**Stop payment end date** - to indicate when stop payment date ends **(For display only)**

Resignation Date	<input type="text"/>	Last Payment Date	<input type="text"/>	Previous Leave Scheme	<input type="text"/>
Exclude from IRAS?	No	Employment Status	F-Active		
Resignation Remarks	<input type="text"/>				
Recommend for re-hired	NA				
Reason for re-hired	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
Date of Notice	<input type="text"/>	Stop payment Indicator	<input type="text"/>		
		Stop payment Effective Date	<input type="text"/>		
		Stop payment End Date	<input type="text"/>		

Bank Tab

To indicate payment mode to employee in this tab.

**Bank Info**

Bank: 7171 POST OFFICE SAVING BANK (POSB)

Branch: 081

Account#: 123456789

Reference:

Particulars:

Override payment mode: NA

Other Banks

UPDATING PROCEDURES:

1. Under Bank field select or search by Bank name
2. Key in the Account #
3. Click on **Save** button to save the entry.

**Override Payment Mode** –To override current period payroll’s payment mode. For example when employee terminates their service and company will make a cheque payment, instead of the usual GIRO payment. Instead of removing the bank details, user can update the override payment mode and reprocess the payroll so that payment will be reflected as cheque payment.

**Lookup**

Search Characters

BANK_NAME	BANK_ID	BANK_BRANCH
ABN AMRO BANK NV XX BRANCH	7339	628
ABN AMRO Bank NV Consumer Banking	7010	001
ABN AMRO Bank NV Credit Card Centre	7010	051
ABN AMRO Bank NV HDB Hub	7010	057
ABN AMRO Bank NV International Private Clients	7010	055
ABN AMRO Bank NV Market Street	7010	054
ABN AMRO Bank NV Ngee Ann City	7010	060
ABN AMRO Bank NV Orchard	7010	058
ABN AMRO Bank NV Singapore Branch	7010	052
ABN AMRO Bank NV Somerset	7010	050
ABN AMRO Bank NV Somerset	7010	056

Sort By Code | Sort By Name | OK | Cancel

**Other Bank** –In the event if the employee request to receive payment by different mode or 2 separate bank account, user can use Other Banks to setup the payment either by amount or percentage (has to add up to 100%).

Employee's Other Banks Details				
BANK_ID	BANK_BRANCH	BANK_AC_NO	AMOUNT	PERCENT
7171	081	123456789		60.00
CASH				40.00

Address Tab

Compulsory field as it is crucial for IRAS submission.

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

**Address/Contact**

Alias  Country of Birth  Ownership Indicator

Surname  Update Spouse Address From Employee's address?

Address

Overseas Address

Postal Code  Phone  Ext  Postal Code

Mobile Phone  Pager  Email

Address type  - For IRAS Citizenship

**Email** – To be filled if Email Payslip or the E-Leave module is purchased.

**Emergency Contact** – To keep track of employees' emergency contact details.

<b>Emergency Contact</b>	
Contact Person	Alias
Address	Other Address
Postal Code	Postal Code
Relationship	Same Address Indicator ? <input checked="" type="checkbox"/>
Contact No	ID Number
	Contact No
Update Spouse Address Relationship = SPOUSE/WIFE/HUSBAND ? <input type="checkbox"/>	

**Same Address Indicator?** – In the event if the employee has the same address as the emergency contact, by ticking on Same Address Indicator? , system will duplicate the Emergency Contact address with the employee’s address and contact number.

**Update Spouse Address Relationship= SPOUSE/WIFE/HUSBAND?** – When user tick on the following option, it will duplicate contact address from employee’s profile to the spouse tab.

Spouse Tab

This is a field to update employee’s’ spouse details.

<b>Employment</b>	<b>Other</b>	<b>Confirm &amp; Termination</b>	<b>Bank</b>	<b>Address</b>	<b>Spouse</b>	<b>Allow/Dedu</b>	<b>Career</b>	<b>Calenda</b>	◀ ▶
<b>Spouse Details</b>									
Spouse Name									
Address									
Postal Code									
Occupation	NONE								
Income Tax									
VC No									
Date of Birth		Marriage Date							
Phone									
Mobile Phone									
Pager									
Fax									
Email A/C									

Allowance/Deduction Tab

To setup recurring payment or deduction from employee.

**LOAN:** A total **5** times deduction of \$200 deduct from employee salary with effective from July 2018.

Update		Employment	Other	Confirm & Termination	Bank	Address	Spouse	Allow/Dedu	Career	Calendar	Misc	Free Field	Transfer	
Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Start Mth	Year	Times	M/E	End Mth	Year	Total Amt	Effected by Last Payment Date
▶ LOAN	LOAN REPAYMENT	Amt	-200.00				7	2018	6	End	12	2018	-1200.00	<input type="checkbox"/>

↑  
Select either M/E.  
M – Mid Month  
E – End Month

Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Sta Mth
LOAN	LOAN REPAYMENT	Amt	-200.00				
MEAL	MEAL ALLOWANCE	Amt					
▶ TRAN	TRANSPORT ALLOWANCE	Amt	500.00	15/08/2016	01/09/2016		

**MEAL:** BLUE colour code indicates that MEAL allowance is a Formula Code (Arithmetic formula applied to code: e.g. MEAL = (VA37\*5). User do not require enter any amount.

**TRAN:** YELLOW colour code indicates that TRANSPORT allowance will be automatically prorated if staff work less than a month. (Please refer to <Company Setup><Prorate Allowance>)

Please leave out the Start Mth, Year, Times, End Mth and Total Amt if the effective date and payment date is used.

This example shown how a allowance is set to prorated effective 15 August 2016 but paid in the month of September(201609)

Code	Description	Type	Amount	Effective Date	Payment Date	End Date
TRAN	TRANSPORT ALLOWANCE	Amt	500.00	15/08/2016	01/09/2016	

## CREATION PROCEDURES:

1. Double-click on a record or press the <INSERT> key to add a new code.
  2. Type in a new code and its description.
  3. Click the **OK** button to exit the dialog.
- Under the Allowance/Deduction table, user can set the employee's allowance or deduction based on either amount or rate.

Update Employee record - Period :201608

Employee # EMPNO Name EMPNAME

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

Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Sta Mtl
LOAN	LOAN REPAYMENT	Amt	-200.00				
TRAI	TRAINING REIMBURSEMENT	Rate	5.00				

When rate is used, user has to specify in 'Modify Pay Record' under frequency field in Modify Allowance table and the system will generate the total amount for the employee.

Allowances / Deductions			
Code	Description	Amount	T
LOAN	LOAN REPAYMENT	-200.00	N
MEAL	MEAL ALLOWANCE	0.00	O
TRAI	TRAINING REIMBURSEMENT		N

Modify Allowance

Code	Description	RATE	FREQUENCY	Amount	T
LOAN	LOAN REPAYMENT			-200.00	N
MEAL	MEAL ALLOWANCE			0.00	O
TRAI	TRAINING REIMBURSEMENT	5	15	75.00	N

For e.g. in this case if the rate is \$5, when user enter 15 times for the frequency, automatically the software will calculate the total amount.

Career Tab

Record career change information such as Increment, promotion, demoted, merit increment.

Code	Department	Category	Job Grade	Inc Date	Paid Date	Old Pay	Increment	New Pay
FJOIN	NONE	NONE	NONE	11/11/2014	11/11/2014	3000.00	0.00	3000.00
NONE	NONE	NONE	NONE	01/01/2016	01/07/2016	3000.00	500.00	3500.00

CREATION PROCEDURES:

1. Click on 'New' button to create a new record.
2. Select a progression code e.g. **AINCR: Annual Increment**
3. Input fields: Department, Category, Occupation, Cost Centre, Company, Job Grade, Appraisal Grade and Section accordingly.
4. Enter the **Increment Effective date**
5. **Increment Paid Date** by default duplicates from Increment effective date. In the event where increment effective is earlier than paid date system will back pay accordingly.
6. **Salary range (scale)** is link to <Payroll Setup><Wage Code Setup>
7. **Salary Step** is link to <Payroll Setup><Salary Schedule>
8. **Increment review date** used for setting an increment review date to be prompted by the auto prompting report.
9. **Salary Type** set at Monthly
10. **Salary Percent%** at 100

Section	NONE	Old Salary	3000.00
Increment Effective Date	01/01/2016	Increment	500.00
Increment Paid Date	01/07/2016	New Salary	3500.00

In the above scenario, system will automatically generate back pay of Basic salary and back pay of OT from January (201601) to June (201606) in the July (201607) Modify pay Record.

Leave	Quick Menu	Period	201607
Pay Group	STD	Other Cycle	
Paid	Monthly	Period	07/E
Type	2-SN	CPF/Levy	CLASS1
Days Worked	21.00	Basic Pay	3500.00
Age	24.67	Daily Rate	0.00
Hourly Rate	19.58	Allowances / Deductions	
NPL Day-C	166.666667	0.00	0.00
NPL Hr-C	19.58	0.00	0.00
Absent-C	161.54	0.00	0.00
Code	BACK	Description	BACK PAY OF BASIC
Amount	2500.00	T	A

**Calendar Tab**

Every employee record has a working calendar which contains a working pattern. The calendar tab provides a means to manually change the workday state (OFF, FULL, HALF).

User can also amend working pattern for any employee by modifying the **Weekly Setup**. Any changes made to the Weekly setup must be recalculated by clicking on the 'Recalculate Calendar' button

**Alternate Saturday:** To set up alternate Saturday work code

**Get Weekly Setup from Group Setting:** To set employee work code same as other staff who fall under the same pay group

**Recalculate Calendar:** To reset the working pattern of an employee to the selected pay group.

**Holiday Table:** Link to the holiday setup at <Leave Setup><Leave Administrator>Holiday Table

**More Than Two weeks setting required? :** To setup of pay group with 4 difference work code at each week

Free field Tab

Additional fields provide to record employee’s details if required, for example Locker Number, Keys assigned, Certificate expiry date.

CREATION PROCEDURES:

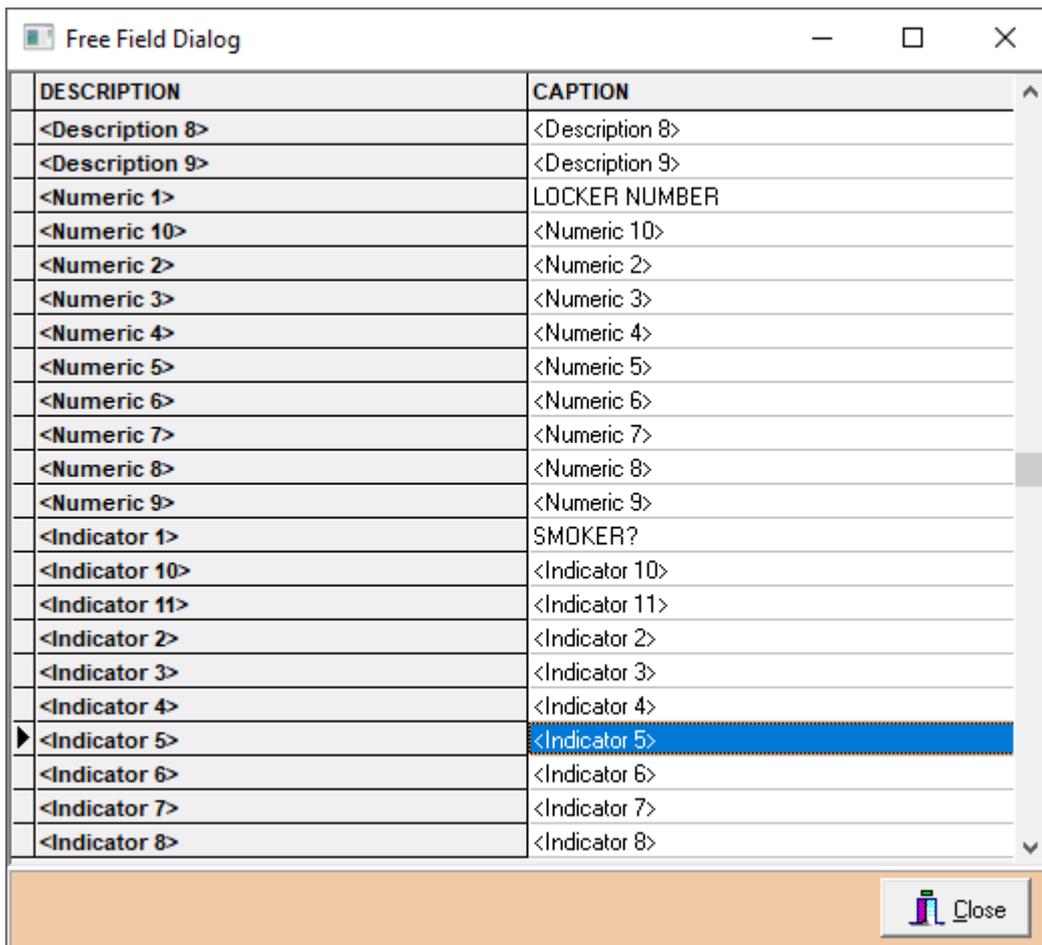
1. Click on **Click the button to Setup FREE Field Description**
2. It links to the free field description in the <Utility><Free Field Description>
3. Rename field under **CAPTION**

**Description:** used for alpha numeric items, eg. CAR PLATE NUMBER

**Numeric:** used for numeric item, eg. NUMBER OF CHILDREN

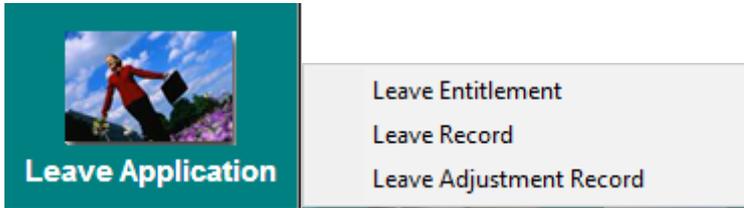
**Indicator:** used for items checkbox indicator, eg. SMOKER?

**Date:** use to record the date, eg. Vaccination date



## 9. LEAVE APPLICATION

TIMES PAY provides easy management of leave records. User can easily access to the overall leave entitlement, leave taken, and leave balance of an employee.



### Leave Entitlement

To view individual employee's leave entitlement:

1. Click on **Leave Application** icon.
2. Select **Leave Entitlement**.
3. Select employee from the dropdown list
4. Click the leave code combo box.
5. Choose Annual Leave (code: ANNU).

TRAINING TIMES SOFTWARE PTE LTD Version 9.7.14

Empcode: 3345 Name: SCOTTIE

Hired Date: 09/10/2014 Terminated Date: Leave Scheme: MGR Department: FINANCE & OPE

Code	Description	Full	Adju	Cur. Yr Entitle	BF	Forfeit	YTD Entitle	Total Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	18.00	0.00	18.00	18.00		12.00	30.00	0.00	30.00

Leave Entitlement Breakdown Overwrite Entitlement?  Current Period: 201608

Description	B/F	Current Entitlement	YTD Entitlement	Total	Taken	Balance	
Jan/2016		18.00	1.50	2.00	20.00	0.00	20.00
Feb/2016		18.00	1.50	3.00	21.00	0.00	21.00
Mar/2016		18.00	1.50	5.00	23.00	0.00	23.00
Apr/2016		18.00	1.50	6.00	24.00	0.00	24.00
May/2016		18.00	1.50	8.00	26.00	0.00	26.00
Jun/2016		18.00	1.50	9.00	27.00	0.00	27.00
Jul/2016		18.00	1.50	11.00	29.00	0.00	29.00
Aug/2016		18.00	1.50	12.00	30.00	0.00	30.00
Sep/2016		18.00	1.50	14.00	32.00	0.00	32.00
Oct/2016		18.00	1.50	15.00	33.00	0.00	33.00
Nov/2016		18.00	1.50	17.00	35.00	0.00	35.00
Dec/2016		18.00	1.50	18.00	36.00	0.00	36.00

Save Remove Cancel Check Entitlement ReCalculate Close

## Leave Record

The screenshot shows the 'Leave Record' form with the following fields and callouts:

- Leave Scheme:** A callout box points to the 'Leave Schem' field, which is set to 'MGR'.
- Leave balance base on login:** A callout box points to the 'Balance' column in the summary table, which shows a value of 29.00.
- Leave taken as Period 12:** A callout box points to the 'Prd 12' value in the summary text 'ANNU Leave Taken at as Prd 12 : 2.00 Bal : 34.00'.
- Leave Balance as Period 12:** A callout box points to the '2.00' value in the same summary text.
- Select Dependant NRIC for leave code CHILDLVE(childcare leave):** A callout box points to the 'Dependant NRIC' field.

Current Yr	YTD Entitle	B/F	Adjust	Forfeit	Total Entitle	Taken	Balance
18.00	12.00	18	0.00		30.00	1.00	29.00

ANNU Leave Taken at as Prd 12 : 2.00 Bal : 34.00

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	Reff#	Dependant NRIC
ANNU	08/10/2016	1	0	10/10/2016	Yes				

To add/modify/delete a leave application:

### LEAVE CREATION PROCEDURES:

1. Click the **Leave Application** icon.
2. Click on **Leave Record**.
3. Select an employee by code/name.
4. Click the **New** button and select Leave Code.
5. Enter leave start date and number of days taken under Day field.
6. Click on **Save** to confirm entry.

The screenshot shows the 'Leave Record' form with the following fields and callouts:

- Edit this field to manually enter the leave application:** A callout box points to the 'Day' field, which is set to 2.
- Approval:** A callout box points to the 'Appr' field, which is set to 'Yes'.
- Select if Employee applies Half Day:** A callout box points to the 'AM/PM' field, which is set to 'Half Day'.
- Click the ellipsis button to select date from the calendar:** A callout box points to the ellipsis button next to the 'Start Date' field.

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	Reff#	Dependant NRIC
ANNU	10/04/2016	2	0.00	12/04/2016	Yes				

Leave Code	Start Date	End Date	Day	Hour	Approval	AMPM	Remarks
* ANNU	10/04/2016	12/04/2016	2	0	Yes		



**IMPORTANT!**

When leave taken is crossed **Public Holiday** through **off days**, system will not take the day into account. Public Holiday table is captured from Payroll Setup > Leave Administration.

TIMES PAY intuitively shifts out non-working days and holidays, as set out in the weekly settings (working pattern) and Leave Setup (Leave administration) respectively. From 3-8 June'2016 4 working days will be calculated, assuming Sat and Sun are Off days.

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Leave can be applied in terms of hours. To enter 0.5 (4 hours) or 0.25 (2 hours) in the Day field. (If one working day consists of 8 hours)

**Day**

0.25

LEAVE DELETION PROCEDURES:

1. Select on the application that is to be deleted.
2. Click the **Remove** button to delete the selection.

The screenshot shows the 'Leave Record - 201608' application window. At the top, there are fields for Employee# (002-PR) and Name (SAB SCOTT). Below this, there are fields for Department (HR), Leave Schem (EXEC), Hired Date (01/01/2013), Resignation Date, and Confirm Date (31/03/2013). A summary table shows Current YTD Yr Entitle (16.00), B/F (11.00), Adjust (16), Forfeit (25.00), Total Entitle (2.00), Taken (7.00), and Balance (-5.00). Below the summary is a table of leave records with columns: Leave Code, Start Date, End Date, Day, Hour, Approval, AM/PM, Reason, and Remarks. The first record is selected, indicated by a black arrow pointing to the first row. The 'Remove' button in the bottom toolbar is highlighted with a red box.

The arrow indicates that this record is selected.

## LEAVE MODIFICATION PROCEDURES:

To postpone a NPL deduction to the next month

1. Select the Leave record.
2. Click the Leave breakdown button.
3. Choose the next Pay period from the **Pay Prd** Dropdown list.
4. Choose Last Month from the **Current Mth?** Dropdown list.
5. Click the **Close** button
6. Click on 'Yes' button to save the changes.

Leave Record - 201608

Employee# 003-LC Name LOUISA LEE Lookup NPL

Department HR HR Current YTD Yr Entitle B/F Adjust Forfeit Total Entitle Taken Balance

Leave Schem EXEC EXECUTIVE LEVEL

Hired Date 12/04/2016

Resignation Date

Confirm Date 11/07/2016

NPL Leave Taken as Prd 12 : 1.25

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason
NPL	27/04/2016	0	2	27/04/2016	Yes		

Dependant NRIC

Leave Code	Start Date	End Date	Day	Hour	Approval	AM/PM	Remarks
NPL	27/04/2016	27/04/2016	0	2	Yes		
NPL	11/04/2016						

Leave Details Breakdown

Date	Day	Hour	Approval	Pay Prd	Cycle	Current Mth?	Financial Year	Financial Month
27/04/2016	0.25	Y	201604	E	Current Month	2016	4	

Close

Detailed Record New Edit Remove Save Cancel

## Leave Adjustment Record

Only code start with 'LIEU' can enable the field 'Expiry Date'.

The following shows how to credit off in lieu.

1. Click New
2. Select leave code
3. Choose Effective Date
4. Enter no of day
5. Enter Remarks
6. Click Save

Leave Adjustment Records

Employee Code 004-FW01 Employee Name ELIZA BETH TAN

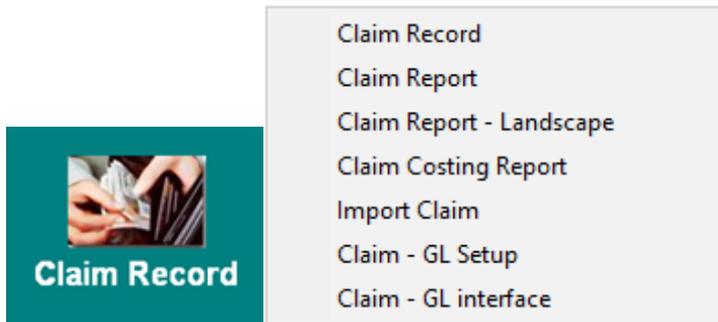
Leave Code	Effective Date	Day	Hours	Expiry Date	Approval	Remarks
LIEU	01/01/2012	1		30/06/2012	Yes	PRES ELCT 2011

Leave Code	Date	Days	Hours	Taken	Balance	Expired Date	Remarks	Approval
LIEU	01/01/2012	1		0	1	30/06/2012	PRES ELCT 2011	Yes
LIEU	26/05/2012	3		0	3	31/12/2012	VESAK REPLACEMENT	Yes
LIEU	01/05/2013	1		0	1	31/12/2013	CL LABOR DAY 2013	Yes

## 10. CLAIM RECORD

### Claim Record

The claim record keeps a record of employees' medical, dental or hospitalisation claims.



### CREATION PROCEDURES:

1. Click the **Claim Record** icon.
2. Select **Claim Record**.
3. Choose an employee by code/name.
4. Click the **New** button.
5. Select a **Claim Code**.
6. Key in relevant claim details.
7. Click the **Save** button.

<b>Claim Info</b>				Job Grade	D2	Max. Claim	
Claim Code	<input type="text"/>	Claim Date	<input type="text"/>	Category	JNR	YTD Claim	
Sub Claim	<input type="text"/>	Visit Date	<input type="text"/>	Benefit Scheme	D2	Balance	
Claim Amount	<input type="text"/>	Sub Claim Limit	<input type="text"/>	Service Year : 2 year 4 month			
Remark	<input type="text"/>						

**Clinic & Doctor Info**

Hosp./Clinic [dropdown] Doctor's Name [text]  
 Diagnosis [dropdown] Insurance No. [text] Sector Public Sector [dropdown] OPD Eligibility?   
 Pre-illness Indicator  Dep ID [dropdown] Type Out patient - GP [dropdown] HIC Eligibility?

**Co-Payment & Transferring To Payroll**

Co-payment?  Employee Payable\$ 0.00 Employee Payable\$ 0.00 Reimburse% By Employer 100.00 Reimburse\$ By Employer 100.00  
 Transferred to payroll?  Payable% [text]  
 Reimbursement?  Approved?  Allw/Dedu Code MED [dropdown] Transfer period 201601 [dropdown] S [dropdown]

**Co-payment?** –Tick if medical bill payment is shared by both the employer and the employee. (*The employer will deduct a certain amount from the employee if it is a co-payment.*)

**Transferred to payroll?** –When ticked it means payment has been transfer to payroll.

**Reimbursement?** –Tick indicates reimbursement by employer

**Allw/Dedu Code** – Select the desired type of medical allowance/deduction.

**Transfer period** – Select the month for reimbursement via payroll.

**Cycle** – Select the cycle either E (End month), M (Mid-Month), S (Special) for the medical claims to be transferred to which payroll cycle.

Here is a sample dental claim record:

**Claim Record**

Employee # 001-LC Name JOSEPH UH

Claim Panel | In-Patient Info | Cost Centre Allocation | ECLAIM Tab

**Claim Info**

Claim Code	DENTAL	Claim Date	13/01/2016	Job Grade	NONE	Max. Claim	82.00
Sub Claim		Visit Date	13/01/2016	Category	MGR1	YTD Claim	100.00
Claim Amount	100.00	Sub Claim Limit	0.00	Benefit Scheme	OFCSTAFF	Balance	-18.00

Remark [text] Service Year : 7 year 6 month

**Clinic & Doctor Info**

Hosp./Clinic [dropdown] Doctor's Name [text]  
 Diagnosis [dropdown] Insurance No. [text] Sector Public Sector [dropdown] OPD Eligibility?   
 Pre-illness Indicator  Dep ID [dropdown] Type Out patient - GP [dropdown] HIC Eligibility?

**Co-Payment & Transferring To Payroll**

Co-payment?  Employee Payable\$ 0.00 Employee Payable\$ 0.00 Reimburse% By Employer 100.00 Reimburse\$ By Employer 100.00  
 Transferred to payroll?  Payable% [text]  
 Reimbursement?  Approved?  Allw/Dedu Code MED [dropdown] Transfer period 201601 [dropdown] S [dropdown]

Code	Claim Date	Approval Date	Approved	Claim Amount	GST\$	Diagnosis	Sector	Allow/Ded.	ET
DENTAL	13/01/2016		Yes	100.00			Public Sector	MED	

New Save Delete Cancel [Navigation icons] Close

## Claim Reports

Allows user to generate a claim report by showing all records or by a period.

### CREATION PROCEDURES:

1. Select Claim Report option.
2. Indicate Claim Code.
3. Indicate Report Format and Print By method.

Report Format: Details  
 Report Format: Details  
 Report Format: Summary

Print By: ALL RECORD  
 Print By: ALL RECORD  
 Print By: CURRENT PERIOD  
 Print By: YTD PERIOD  
 Print By: DATE RANGE  
 Print By: PAY PERIOD

Claim Report dialog

MAIN | EMPLOYEE | CLAIM | DEPARTMENT | COST CENTRE

Printing Range: From: To Claim Code

From Claim Code: DENTAL NONE

Empcode: CRM-00001 CRM-00431

Department: ACC TRP

Date: 01/08/2016 31/08/2016

Period: 201608

Report Format: Details

Print By: ALL RECORD

Group by:

1st Group by: BY EMPLOYEE CODE

New Page for each Employee?

Print Entitlement with no transaction?

Preview Close

### Print By:

- **All Record:** Print all medical records in range.
- **Current Record:** Print all current month medical records in range.
- **YTD Period:** Print all medical records for all employees in range.
- **Date Range:** Print all medical records dictated by the date range.
- **Pay Period:** Print all medical records dictated by period.

Date: 01/08/2016 31/08/2016

Period: 201608

Report Format: Details

Print By: DATE RANGE

Period 201608

Report Format Details

Print By PAY PERIOD

Group By:

- **By Employee Code**
- **By Employee Name**
- **Medical Code**

Group by

1st Group by BY EMPLOYEE CODE

BY EMPLOYEE CODE  
BY EMPLOYEE NAME  
BY MEDICAL CODE

New Page by Each Employee ?  — Tick to print one page per employee

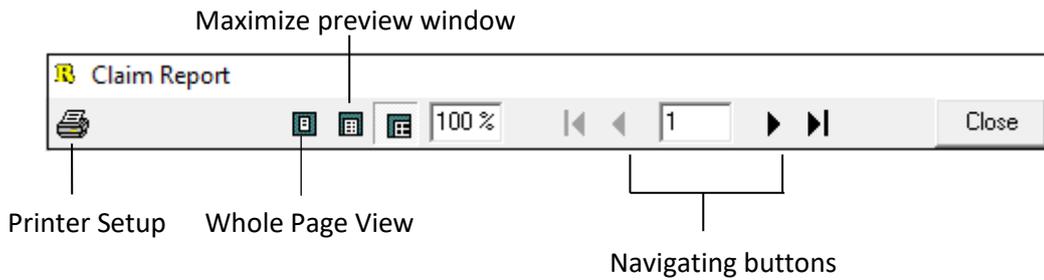
Print Entitlement with no transaction?  — Tick to print Emp. Entitlement from (Benefit Scheme)

Preview Close

4. Click on Preview button.

Here is a sample of the Claim detail report:

TRAINING TIMES SOFTWARE PTE LTD						07/08/2016 5:41:25 P
Claims Details Report						Page 1
Claim Code : From CLOTHES To TRAN						Userid : MASTER
Sorted By : Employee Code						
Query : ALL						
Claim Code	Claim Date	Allw/Ded	Period	Diagnosis		
	Co payment	Reimbursement\$	Employee Paid\$	Visit Date		Claim Amount
Empcode # 001-LC JOSEPH UH						
Claim : DENTAL CLAIM						
			Max Claim	82.00 Ytd	100.00 Balance	-18.00
DENTAL CLAIM	14/04/2014	DENTAL REIMBURSEMENT	201405			
	Yes	70.00	0.00	14/04/2014		70.00
DENTAL CLAIM	24/07/2014	DENTAL REIMBURSEMENT	201407			
	Yes	56.00	4.00	24/07/2014		60.00
DENTAL CLAIM	13/01/2016	MEDICAL REIMBURSEMENT	201601			
	Yes	100.00	0.00	13/01/2016		100.00
		<u>226.00</u>	<u>4.00</u>		Claim Code subTotal	<u>230.00</u>
Claim : MEDICAL CLAIM						
			Max Claim	220.00 Ytd	0.00 Balance	220.00
MEDICAL CLAIM	24/09/2012	MEDICAL REIMBURSEMENT	201209			
	Yes	78.00	0.00	24/09/2012		78.00
MEDICAL CLAIM	25/10/2012	MEDICAL REIMBURSEMENT	201210			
	Yes	120.00	0.00	18/10/2012		120.00
MEDICAL CLAIM	26/10/2012	MEDICAL REIMBURSEMENT	201210			
	Yes	202.00	198.00	25/10/2012		400.00
MEDICAL CLAIM	27/06/2013	MEDICAL REIMBURSEMENT	201306			
	Yes	30.00	0.00	27/06/2013		30.00
		<u>430.00</u>	<u>198.00</u>		Claim Code subTotal	<u>628.00</u>



Claim Reports-Landscape

This option generate report in landscape format.

GENERATING PROCEDURES:

1. Select claim code(s) to be generated under setup.

SELECTED	CODE	DESC
<input checked="" type="checkbox"/>	DENTAL	DENTAL CLAIM
<input checked="" type="checkbox"/>	HOSP	HOSPITALISATION
<input checked="" type="checkbox"/>	MEDICAL	MEDICAL CLAIM
<input type="checkbox"/>	NONE	NONE

Buttons: Preview, Close

1. Select Print dialog

From Employee# 001-LC To SUP111

From Claim Date 01/08/2016 To 31/08/2016

Print Period 201601

Print by Pay Period

Sort by Record No/BatchNo

Report Type Max 5 Claim code

Status Approved

Data Entry Via Entered in Both system

Exclude Previous year Resigned Employee?

Show Batch No?

Print Flexi Report?

Buttons: Preview, Close

Here is a sample of the claim report – landscape format report:

Medical Report

Setup | Print Dialog

From Employee# 0009 To WP001

From Claim Date 01/07/2016 To 31/07/2016

Print Period 201607

Print by Pay Period

Option Company Doctor

Print in Detailed Format

Print Flexi Report?

Preview Close

**TIMES SOFTWARE PTE LTD**

**STAFF BENEFIT CLAIM RECORD LISTING FROM 01/07/2016 TO 31/07/2016**

Sorted by : Record No/Batch No

Status : Approved Data Entry : Entered in Both system

Record No	Staff Number	Staff Name	Date of claim	DENTAL CLAIM	MEDICAL CLAIM	Total		
Jul000047	SG002	TEO KYLE	06/07/2016		257.00			257.00
Total				0.00	257.00	0.00	0.00	257.00
Grand Total				0.00	257.00	0.00	0.00	257.00

**Claim Costing Report**

A claim costing report can be generated.

GENERATING PROCEDURES:

1. Select claim code(s) to be generated under setup.

Medical Report

Setup | Print Dialog

SELECTED	CODE	DESC
<input checked="" type="checkbox"/>	DENTAL	DENTAL CLAIM
<input checked="" type="checkbox"/>	MEDICAL	MEDICAL CLAIM
<input type="checkbox"/>	HOSP	HOSPITALIZATION CLAIM
<input type="checkbox"/>	CLOTHES	CLOTHING CLAIM
<input type="checkbox"/>	HOME	HOME LEAVE CLAIM

Preview Close

2. Select print Period to preview a Claim Costing report

Here is a sample of the claim report – landscape format report:

TRAINING TIMES SOFTWARE PTE LTD					Date: 08/08/2016
CLIAM REPORT FOR THE PERIOD OF 201601					Page: 1.00
ITEM	EMPLOYEE NAME	VIST DATE	EMPLOYEE\$	EMPLOYER\$	TOTAL
NONE (NONE )					
MED (MEDICAL REIMBURSEMENT )					
1.)	JOSEPH UH	13/01/2016	0.00	100.00	100.00
	MED (MEDICAL REIMBURSEMENT ) SUBTOTAL		0.00	100.00	100.00
	NONE (NONE ) SUBTOTAL		0.00	100.00	100.00
	SUBTOTAL		0.00	100.00	100.00
	GRAND TOTAL		0.00	100.00	100.00

Import Claim

Instead of manual entry, claims can be imported via MS Excel worksheet.

IMPORT PROCEDURES:

1. Enter Claim information at MS Excel worksheet. For example:

Column A: Employee Code

Column B: Medical Code

Column C: Medical Date

Column D: Claim Amount

Column E: Claim Approve (True or False)

Column F: Sector Code (Pub or Gov)

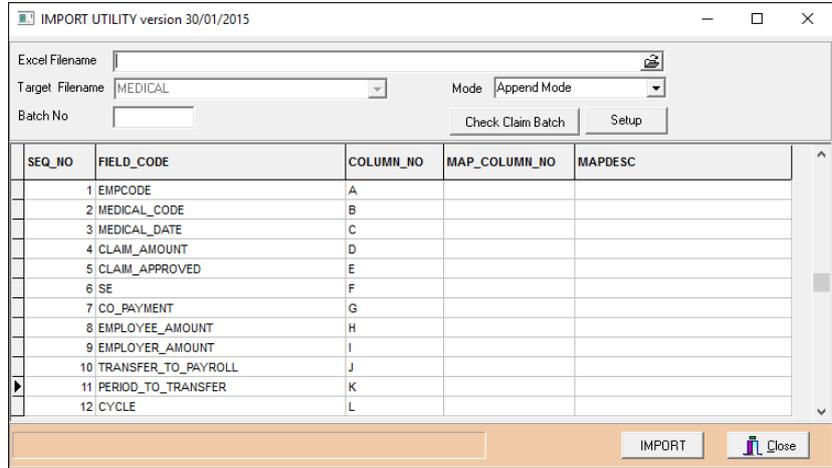
Column G: Co-Payment (True or False)

Column H: Employer Amount

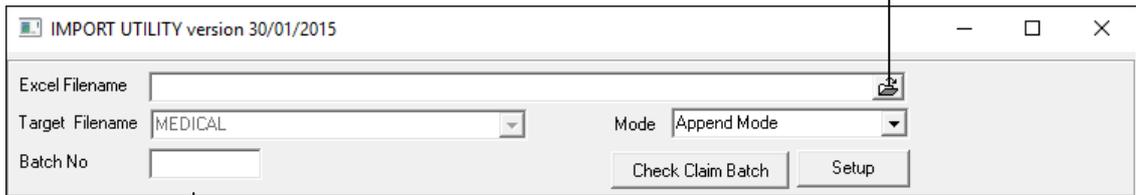
	A	B	C	D	E	F	G	H
	EMPCOD	MEDICAL_COD	MEDICAL_DATE	CLAIM_AMOUN	CLAIM_APPROVE	SECTOR_COD	CO_PAYMENT	EMPLOYER_AMOU
1								
2	1	DENTAL	22/07/2005	80.00	TRUE	Pub	TRUE	80.00
3	10	MEDICAL	25/07/2005	88.00	TRUE	PUB	TRUE	88.00
4								

2. Select **Claim report > Import Claim**, click on Setup to enter claim Template

- Enter Column No, Field Code based on the sequence from the Excel worksheet
- Browse for excel file
- Enter Batch No.
- Click IMPORT



Browse for the Excel file which store the claim information



Enter Batch No.

## 11. PROCESS PAYROLL

Monthly procedure to trigger salary payment.



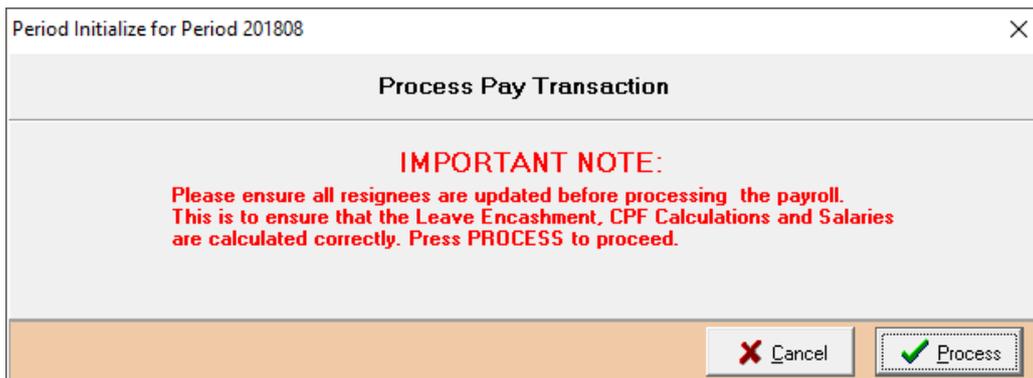
### Pay Record

In each pay period, user would have to process/ initialize payroll before modifying a payroll record.

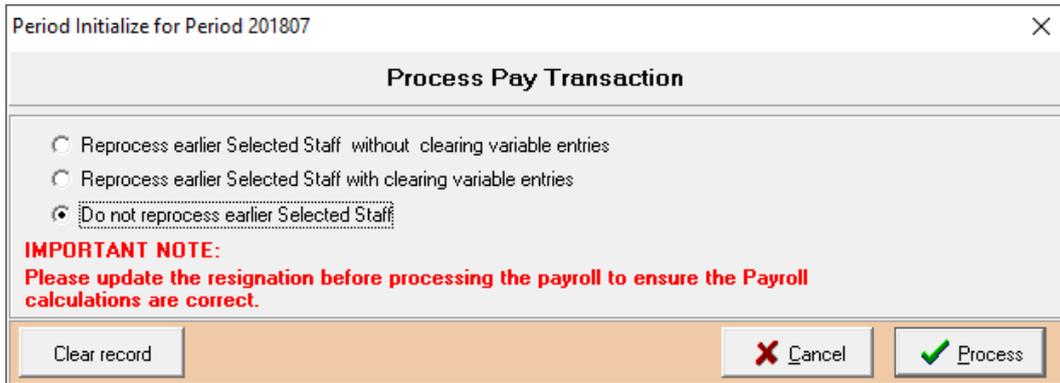
### PROCESSING PROCEDURES:

To process the pay record for a new period/Month:

1. Click the **Process Payroll** icon
2. Select **Pay Record**
3. Click the **Process** button



Subsequently, in the event if you need to re-process the pay record:



Period Initialize for Period 201807

**Process Pay Transaction**

Reprocess earlier Selected Staff without clearing variable entries

Reprocess earlier Selected Staff with clearing variable entries

Do not reprocess earlier Selected Staff

**IMPORTANT NOTE:**  
Please update the resignation before processing the payroll to ensure the Payroll calculations are correct.

Clear record       Cancel       Process

1. Click the **Process Payroll** icon
2. Select **Pay Record**
3. Choose Option 1, 2 or 3
4. Click the **Process** button

There are three different ways to process payroll as follows:

- Reprocess earlier Selected Staff without clearing variable entries (**Reprocess payroll**)
- Reprocess earlier Selected Staff with clearing variable entries (**Remove manual entries**)
- Do not reprocess earlier Selected Staff (**Processing newly hired staff only**)

Variable entries are items user can enter manually in the modify pay records. E.g. OT, shift allowance, NPL entries, Ad-Hoc allowances/deductions (One Time Payments).

## Bonus Record

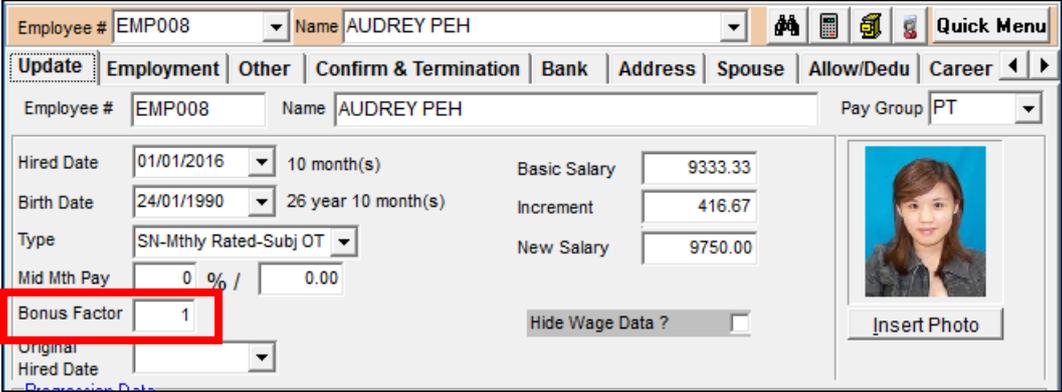
This is an efficient way to process the Calendar year/service period bonus for a company's payroll.

### PROCESSING PROCEDURES:

1. Click the **Process Payroll** icon.
2. Select **Bonus Record**.
3. At **Bonus Parameter** tab
4. Select the desired settings.
5. Click the **Process** button.

Lowest Priority                      Highest Priority

Item	Explanation	Important Remarks
1	<p><b>Bonus Code:</b> Select the code from the Allowance/Deduction table that you wish to declare as your <b>Bonus Code</b>. We recommend using codes starting with <b>BONU:</b></p> <p style="text-align: center;"><b>- BONUAWS</b></p>	<p>Please <b>DO NOT</b> use BONUSP as it is a reserved code for <b>Bonuses for year 2016 which are paid in the year 2017</b></p>

	<b>- BONU</b>	
2	<p><b>Bonus Method:</b> Select the following bonus method practice by your company:</p> <ul style="list-style-type: none"> <li>- <b>By Calendar:</b> Based on Calendar Year (Jan 2016 to Dec 2016)</li> <li>- <b>By Pay Period:</b> Based on employee's pay group's period (21st Dec 2015 to 20th Dec 2016)</li> <li>- <b>By Calendar Periodical:</b> Based on company financial period (July 2015 to June 2016)</li> </ul>	
3	<p><b>Cut-off Bonus (Mth/Period):</b> Determines the <b>cut off period</b> of the bonus computation.</p>	<p><b>Example:</b> If your company's bonus follows the <b>calendar year</b>, your bonus cut off will be in <b>December</b>.</p>
4	<p><b>Bonus Factor:</b> This is to define the multiplying factor for bonus computation. If it's set to zero, the "Bonus Factor" value specified in the "Update Employee" record are used instead.</p>	<p>1. Please see screenshot below:</p>
		
5.	<p>Select your "<b>Bonus Payment By:</b>"</p> <ul style="list-style-type: none"> <li>- New Base Salary</li> <li>- Base Salary</li> <li>- New Base Salary (Last year)</li> <li>- Fixed amount</li> <li>- New Base Salary + (NWC)</li> <li>- Base Salary + (NWC)</li> <li>- Base Salary + (NWC) Last Year</li> <li>- New Base Salary + (Svs pt)</li> <li>- Base Salary + (Svs pt)</li> <li>- Base Salary + (Svs pt) Last Year</li> <li>- New Base Salary + (MVC)</li> <li>- Base Salary + (MVC)</li> <li>- Average Paid Salary</li> </ul>	<p>Most commonly used option.</p> <p>NWC = <b>National Wage Council</b> (Union Employees)</p> <p>Svs pt = <b>Service Points</b>. Only applicable to hotels still using this scheme.</p> <p>Only applicable if the company uses <b>MVC as recurring allowance</b>.</p> <p>Applies to <b>Hourly/Daily</b> Rated Staff</p>

6.	<p><b>Bonus Amount</b></p> <p>Only use this field if you have <b>Fixed Amount</b> payment selected in <b>Item 5</b>.</p>	
7.	<p><b>Which Period To Pay Bonus</b></p> <p>Select which Pay Cycle you wish to pay out the bonus with:</p> <ul style="list-style-type: none"> <li>- <b>Mid-Month Period.</b> The bonus amount will be lumped into the mid-month cycle.</li> <li>- <b>End-Month Period.</b> The bonus amount will be lumped into the end-month cycle.</li> <li>- <b>Seperately.</b> The bonus amount will be seperated and placed into a cycle called <b>Bonus Cycle</b>.</li> </ul>	<p>We strongly recommend that you use <b>Seperately</b> in order for our system to calculate the CPF contributions of the normal pay cycle with the bonus pay cycle.</p>
8.	<p><b>Bonus Calculation By</b></p> <p>Prorate the bonus based on:</p> <ul style="list-style-type: none"> <li>- Service Month</li> <li>- Calendar Days</li> <li>- Working Days</li> <li>- None (No proration)</li> </ul>	
9.	<p><b>Service Month Cut-Off Day</b></p> <p>This option will only appear when <b>Service Month</b> is selected in <b>Item 8</b>.</p>	
10.	<p><b>Contribute Community Funds</b></p> <p>Option to include community funds into the Bonus Cycle or exclude it and lump the amount in End Month Cycle.</p>	<p>If you had processed the End Month, this option will no longer be available.</p>
11.	<p><b>Rounding Formula</b></p> <p>This option will round the bonus amount based on the following selection:</p> <ul style="list-style-type: none"> <li>- None (Default)</li> <li>- Round up to Dollar</li> <li>- Round down to Dollar</li> <li>- <math>&gt; 0.5 = 1</math> or <math>0.5 = 0.5</math> or <math>&lt; 0.5 = 0</math></li> <li>- <math>&gt; 0.5 = 1</math> or <math>\leq 0.5 = 0.5</math> or <math>0 = 0</math></li> </ul>	

12.	<p><b>Leave Exclusion</b></p> <p>If any of the checkbox is ✓, system will prorate the bonus amount according to the leave taken by the employees.</p>	
13.	<p><b>Exclude Unconfirmed Staff</b></p> <p>The system will exclude all unconfirmed staff when processing the bonus cycle.</p>	This option is <b>turned on</b> by default.
14.	<p><b>Exclude Employee Hired after and Exclude Employee Resigned After</b></p> <p>The system will exclude the staff hired <b>after</b> the keyed in date <b>or</b> resigned <b>after</b> a certain date.</p>	

**Processing Bonus by Group:**

Allows user to define Bonus factor or amount by employee category

PROCESSING PROCEDURES:

1. Press “Insert” button to insert a new record
2. Define the bonus factor or amount
3. On top of the bonus, you may use the “Variable Bonus 1”, “Variable Bonus 2” to define variable bonus which you would like to pay together with bonus

Bonus Parameter Group Individual Update Bonus Factor

Generate Record Clear Record Group by Category Code

Variable Bonus Code Setting

Variable Bonus 1  ... Variable Bonus 2

Category	Description	Hours /Days Worked	Bonus Factor	Fix amount	Variable Bonus1	Variable Bonus2
JUNI	JUNI	0.00	1	0.00	0.00	0.00
MGRI	MGRI	0.00	5	0.00	0.00	0.00
▶ NONE	NONE	0.00	0	0.00	0.00	0.00
SENI	SENIOR	0.00	3	0.00	0.00	0.00

**Processing Bonus by Individual:**

Allows user to enter the Bonus factor or Fix amount for all at single screen before process bonus

Emp No	Employee	Hours /Days Worked	Bonus Factor	Fix amount	Variable Bonus1	Variable Bonus2
001-LC	JOSEPH UH	0.00	2.5	0.00	0.00	0.00
002-PR	SAB SCOTT	0.00	1	0.00	0.00	0.00
003-LC	LOUISA LEE	0.00	0	600.00	0.00	0.00
004-FW01	ELIZA BETH TAN	0.00	1	0.00	0.00	0.00
005-LC	GREGORY THEE	0.00	1	0.00	0.00	0.00
006-FW	HAMZAH ADILAH	0.00	0	3000.00	0.00	0.00

**Update Bonus Factor:**

Allows user to update Bonus factor for all staff at single screen

PROCESSING PROCEDURES:

1. Click **“Generate Record”** to generate employee name list
2. Enter Bonus Factor( Use to update back to <Update employee><employee record>)
3. Use the option at Individual tab to update this bonus factor to <Update employee><employee record>

Emp No	Employee	Bonus Factor
001-LC	JOSEPH UH	2.5
002-PR	SAB SCOTT	1
003-LC	LOUISA LEE	0
004-FW01	ELIZA BETH TAN	1
005-LC	GREGORY THEE	1
006-FW	HAMZAH ADILAH	1
007-LC4	DENNIS LIM	1
008 FULL	DAN BYAN KOH	1
009	HARVEY LITT	1
010LC	LORITTA SIOW	1
12345	TALIA O ADAM	1
2	LUO ZIXIN	1
3	ZULKIFI ABULLAH	1
3345	SCOTTIE	1
9	LIU SKY	1
999	TAN MEL	1
ACC01	LIM COBY	1
S001	DAVIDSON	3
▶ SUP111	STEFAN	1

<F4>-Delete code <Insert> -Add Code

Special Record

Allows user to process separate payments from payroll like incentive allowances, awards long service awards, etc.

PROCESSING PROCEDURES:

1. Click the **Process Payroll** icon.
2. Select **Special Record**.
3. Select the desired settings.
4. Click the **Process** button.

**Code**– Choose a defined code from the code table.

**Payment Method:**

- By base Salary Percentage
- By Total Wage Percentage
- By Fixed Amount

**Pay Period:**

- Mid Month: payment will be included in the mid-month payroll cycle.
- End Month: payment will be included in the end-month payroll cycle.
- Separately: If this is selected, the payment will be reflected in **Modify Special Record's** Window.

Leave Transfer

Allows users to add/modify leave records after processing a payroll.

Assuming that the payroll has just been processed. However, a leave record for an employee was omitted in the process. Below is the NPL record that was not processed.

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	
NPL	28/08/2016	1	0	29/08/2016	Yes		Ref#	
								Dependant NRIC
Leave Code	Start Date	End Date	Day	Hour	Approval	AMPM	Remarks	
NPL	28/08/2016	29/08/2016	1	0	Yes			
SICKEXT	24/08/2016	24/08/2016	1	0	Yes			

TRANSFERRING PROCEDURES:

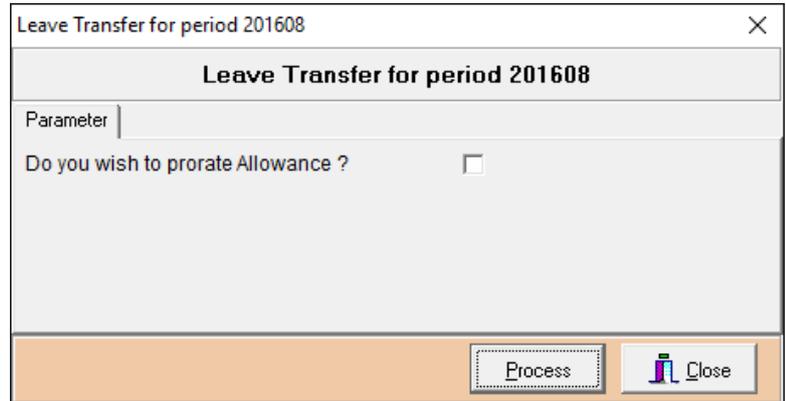
1. Reprocess the pay records without clearing variable entries

OR

2. Transfer the leaves

To transfer leaves to process payroll records:

- Click the **Process Payroll** icon.
- Select **Leave Transfer**.
- Click the **Process** button.



Medical Claim Transfer

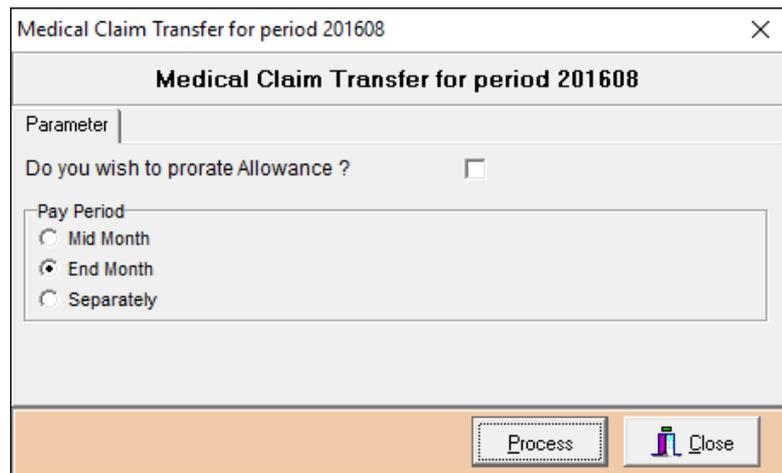
Allows users to transfer claim after processing a payroll.

Assuming that the month's payroll has just been processed. However, a medical claim record for an employee was omitted in the process. This function allows user transfer all medical to modify pay record.

TRANSFERRING PROCEDURES:

To transfer medical claims to processed payroll records:

- Click the **Process Payroll** icon.
- Select **Medical Claims Transfer**.
- Click the **Process** button.



As you can see from the example below which the \$56.00 amount reimburse by employer is being transfer to Modify pay record

**Claim Record**

**Co-Payment & Transferring To Payroll**

Co-payment ?  Employee Payable% 0.00 Employee Payable\$ 0.00 Reimburse% By Employer 00.00 Reimburse\$ By Employer 56.00

Transferred to payroll ?  Approved ?  Allw/Dedu Code MED Transfer period 201608 E

Code	Claim Date	Approval Date	Approved	Claim Amount	GST\$	Diagnosis	Sector	Allow/Ded.	EE ^
DENTAL	13/01/2016		Yes	100.00			Public Sector	MED	
MEDICAL	20/08/2016		Yes	56.00			Public Sector	MED	

**Modify Pay Record**

Leave Quick Menu Period 201608

Pay Group STD Other Cycle Paid Semi Month Period 08/E Type : 2-SN CPF/Levy PR3

Days Worked 12.00 Basic Pay 3500.00 Age : 42.17 Daily Rate 304.35 Hourly Rate 40.38

NPL Day-C	304.347826	0.00	0.00
NPL Hr-C	40.38	0.00	0.00
Absent-C	323.08	0.00	0.00
Total No Pay leave		0.00	

Overtime

Code	Description	Amount	T
HOUSE	HOUSING ALLOWANCE	300.00	O
MED	MEDICAL REIMBURSEMENT	56.00	N
MOSO	MOSQUE MENDAKIRI DG FUND	-15.00	N

Leave Encashment

This option allows user to pay employees their leave balance.

ENCASHMENT PROCEDURES:

1. Select 'Leave Encashment' option from Process Payroll
2. Under Parameter Tab, user enters the number of days annual leave that need to be paid e.g. in this case 3 days. Follow by selecting the annual leave code to be used and encashment method.

**Annual Leave Code :**  
**&ANL** (Annual leave Encashment code)

**Encashment method by:**

**Current Year BF** – only encashment for the brought forward leave.

**Last Year BF with last year basic** – encashment only the brought forward with last year's salary if there is any increment.

Leave Encashment for period 201608

**Leave Encashment for period 201608**

Parameter

Annual Leave code &ANL

Encashment Method by Current Year BF

Include Service Point paid on NOT APPLICABLE

Payment Mode Encashment

Encashment method By Day

No of Days Annual Leave Encashment 3

Process Close

**Current Year Balance** – encashment for the current year leave balance.

**Include Service Point Paid on:** Applicable for certain service industries like Hotel

**Payment Mode:** Encashment or Deduction

**Encashment method:** By day or by Percentage

**No of days/percentage encashment:** specify the day or percentage to be process

- Click on the 'Process' button and user will see the number of staff that has been processed. When user selected 'Close' button after the process, the following report will appear showing the balance of annual leave that need to be paid as well as the amount.

TRAINING TIMES SOFTWARE PTE LTD				
Leave Encashment Report				
Encashment Method : Current Year BF				
Max Day Encashment : 3.00				
Employee#	Name	Actual Balance	Paid Leave Balance	Paid Leave Amount\$
001-LC	JOSEPH UH	7.00	3.00	969.23
002-PR	SAB SCOTT	16.00	9.00	2616.92
003-LC	LOUISA LEE	18.00	18.00	1540.26
004-FW01	ELIZA BETH TAN	16.00	16.00	5933.54
005-LC	GREGORY THEE	16.00	16.00	3692.31
006-FW	HAMZAH ADILAH	13.00	13.00	4800.00
007-LC4	DENNIS LIM	16.00	16.00	2185.85
008 FULLL	DAN BYAN KOH	14.00	13.00	5292.00
2	LUO ZIXIN	14.00	14.00	4329.23
3	ZULKIFI ABULLAH	14.00	14.00	3876.92
3345	SCOTTIE	18.00	16.00	2289.23
S001	DAVIDSON	18.00	18.00	8307.69
Total Employee : 12		total	166.00	45833.18

- Select Modify Pay Record if further amendment is required.

Employee #	001-LC	Name #	JOSEPH UH																				
Leave	Quick Menu	Period	201608																				
Pay Group	STD	Other Cycle	Paid Semi Month																				
Days Worked	12.00	Basic Pay	3500.00																				
Age	42.17	Daily Rate	304.35																				
Hourly Rate	40.38	CPF/Levy	PR3																				
NPL Day-C	304.347826	0.00	0.00																				
NPL Hr-C	40.38	0.00	0.00																				
Absent-C	323.08	0.00	0.00																				
Total No Pay leave		0.00																					
Overtime	OT1.0C	40.38	0.00																				
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Amount</th> <th>T</th> </tr> </thead> <tbody> <tr> <td>&amp;ANL</td> <td>@PAID ANNUAL LEAVE</td> <td>969.23</td> <td>O</td> </tr> <tr> <td>HOUSE</td> <td>HOUSING ALLOWANCE</td> <td>300.00</td> <td>O</td> </tr> <tr> <td>MED</td> <td>MEDICAL REIMBURSEMENT</td> <td>56.00</td> <td>N</td> </tr> <tr> <td>MOSQ</td> <td>MOSQUE MENDAKI BLDG FUND</td> <td>-19.50</td> <td>N</td> </tr> </tbody> </table>				Code	Description	Amount	T	&ANL	@PAID ANNUAL LEAVE	969.23	O	HOUSE	HOUSING ALLOWANCE	300.00	O	MED	MEDICAL REIMBURSEMENT	56.00	N	MOSQ	MOSQUE MENDAKI BLDG FUND	-19.50	N
Code	Description	Amount	T																				
&ANL	@PAID ANNUAL LEAVE	969.23	O																				
HOUSE	HOUSING ALLOWANCE	300.00	O																				
MED	MEDICAL REIMBURSEMENT	56.00	N																				
MOSQ	MOSQUE MENDAKI BLDG FUND	-19.50	N																				

Festival Advance

Allows employer to pay the special payment for all the staff during festival season in advance or enable automatic deduction to be made for the advance payment in the following month.

ENCASHMENT PROCEDURES:

1. Select '**Festival Advance**' from Process payroll.
2. From the parameter, user will select the Advance Allowance Code e.g. in this case 'FESTADV' for Hari Raya.  
\*User is required to select the Advance Deduction Code so that this will be reflected in employee's allowance/ deduction table for the following month deduction.

**Note:** In order for the system to detect the type of payment, user need to set in 'Update Employee' under 'Employment the 'Festival advance' field.

The screenshot shows a software dialog box titled "Festival advance for period". The dialog contains the following fields and options:

- Parameter:** A tabbed section containing the following fields:
  - Advance Allowance Code: FESTADV (dropdown)
  - Advance Deduction Code: FESTADV (dropdown)
  - Festival advance: Hari Raya (dropdown)
  - Payment method: Percentage (dropdown)
  - Percentage: 50 (text input)
  - Advance Calculation By: Base Salary (dropdown)
  - Re-payment Frequency: 1 month repayment (dropdown)
  - Rounding Formula: 5.00 round up 10.00 or < 5 round down 0 (dropdown)
  - Deduction Cycle: End Month (dropdown)
  - Report Order by: COMPANY+EMPLOYEE# (dropdown)
  - Process Option: All (dropdown)
  - Contribute Community Funds?: Yes (dropdown)
  - Pay Period:
    - Mid Month
    - End Month
    - Separately

At the bottom of the dialog, there are two buttons: "Process" and "Close".

- As for the payment method, user can select whether it is based on Percentage or Fixed Amount. So, user is required to key in the percentage or fixed amount in the following field. E.g. if user is paying by percentage and user define as 50%, the system will give according to half of their salary if user selected the **Advance Calculation By** based on 'Base Salary'

Payment method	Fixed amount
Fix Amount	50

- User can later define the re-payment frequency for e.g. whether it is 1 month, 2 month, 3 month or 4 month repayment. If user has selected 3 months repayment, it will be reflected on report shown deduction is split into three separate month as shown below.

TRAINING TIMES SOFTWARE PTE LTD						
Festival Advance Listing						
Repayment Period: From Period 201609 to 201610						
Period : 201608						
Employee#	Name	NETT PAY	1ST MONTH	2ND MONTH	3RD MONTH	4TH MONTH
IRAS TRAINING						
010LC	LORITTA SIOW	4200.00	2100.00	2100.00	0.00	0.00
S001	DAVIDSON	5000.00	2500.00	2500.00	0.00	0.00
Total Employee : 2		Total	4600.00	4600.00	0.00	0.00
Total Employee : 2		Grand Total	4600.00	4600.00	0.00	0.00

- <Update Employee>< Allowance/Deduction>** Shown deduction is split into two separate month as shown below.

Allow/Dedu								
Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Sta	Mtl ^
FESTADV	FESTIVE ADVANCE DEDUCTION	Amt	-2500.00					
FESTADV	FESTIVE ADVANCE DEDUCTION	Amt	-2500.00					

- User can select whether this payment will be made separately or together with employees mid-month or end month.

Pay Period
<input type="radio"/> Mid Month
<input type="radio"/> End Month
<input checked="" type="radio"/> Separately

## 12. MODIFY RECORD

Reflect payment after user process payroll. User can proceed to modify record if needed.



### Modify Pay Record

After payroll processing, a pay record will be created for individual staff. User can modify the pay record accordingly. This may be necessary to adjust/modify certain data.

#### MODIFICATION PROCEDURES:

- 1) Click the **Modify Record** icon
- 2) Select **Modify Pay Record** from the shortcut menu.
- 3) Select an employee to modify from either the employee's ID combo box or the employee's name combo box.

Employee #  Name

↑
↑  
**Employee ID**
**Employee Name**

[ Modify Pay Record ]

Employee #  Name #

Leave  Period

Pay Group  Other Cycle  Paid  Period  Type :  CPF/Levy

22.00  8000.00  31.50  0.00  44.76

NPL/Hour/Absent			
NPL Day-C	363.64	0.00	0.00
NPL Day-L	380.95	0.00	0.00
NPL Hr-C	44.76	0.00	0.00
Absent-C	369.23	0.00	0.00
Total NPL/NPL Hour/Absent		0.00	

Overtime			
OT1.0C	44.76	0.00	0.00
OT1.50C	67.13	0.00	0.00
OT2.0C	89.51	0.00	0.00
Total Overtime		0.00	

Shift			
SHIFT1	10.00	0.00	0.00
SHIFT2	2.00	0.00	0.00
TRANS	2.50	0.00	0.00
SHIFT3	8.00	0.00	0.00
Total Shift		0.00	

Restday/Public Holiday			
RD 0.5D-C	181.82	0.00	0.00
RD 0.5D-L	190.48	0.00	0.00
Total Rest Day/Public Holiday		0.00	

Allowances / Deductions		
Code	Description	Amount\$

CPF Contribution		Total Wages	
Employer	1020.00	Total Allowance	0.00
Employee	-1200.00	Total Deduction	0.00
SDF	11.25	CPF Wage	8000.00
FWL/MSO	0.00 140.00	Gross Wage	8000.00
		Nett Wage	6800.00

Bank

**NPL Entry**

No pay leave entry definition is as follows:

NPL Day C- New Salary/Cur Working Days

NPL Day L- Old Salary/Last Mth Working Days

NPL Day N- Old Salary/Cur Working Days

NPL Day O- New Salary/ Last Mth Working Days

**OT Entry – Increment**

If there is an increment/salary adjustment within the month.

Code	Department	Category	Job Grade	Inc Date	Paid Date	Old Pay	Increment	New Pay	Cost Centre
FSTART	PROD	JUNI	NONE	10/07/2011	10/07/2011	1500.00	0.00	1500.00	NONE
AINCR	PROD	JUNI	NONE	01/08/2016	30/09/2016	1500.00	500.00	2000.00	NONE

Basic pay: \$1500

Increment: \$500

Increment Effective Date: 01/08/2016

Increment Paid Date: 30/09/2016

The new rate for OT1.5C is 15.73.

The previous month's rate was 11.80

Overtime			
OT1.0C	7.87	0.00	0.00
OT1.50C	11.80	5.00	59.00

OT1.0C	10.49	0.00	0.00
OT1.50C	15.73	5.00	78.65

**If the Increment Effective Date and the Increment Paid Date is the same:**

**Example:**

Increment Effective Date: 01/08/2016

Increment Paid Date: 01/08/2016

Code	Department	Category	Job Grade	Inc Date	Paid Date	Old Pay	Increment	New Pay
FSTART	PROD	JUNI	NONE	10/07/2011	10/07/2011	1500.00	0.00	1500.00
AINCR	PROD	JUNI	NONE	01/08/2016	01/08/2016	1500.00	500.00	2000.00

Notice that the basic pay is now adjusted (prorated) for the month of August 2016.

In the **Modify Pay Record**, the OT rates for both OT1.5C and OT1.5L are now different.

The rate for **OT1.5L** is based on the old basic pay - \$1500

The rate for **OT1.5C** is based on the new basic pay - \$2000

**Shift Entry** –How does GRP (Gross Rate of Pay) affect the allowance /deduction computation?

The shift setup are shown on the right in <Company Parameter><MISC Parameter>  
The shift payment is computed based on the average shift month setting.

Shift			
SHIFT1	10.00	0.00	0.00
SHIFT2	2.00	0.00	0.00
TRANS	2.50	0.00	0.00
SHIFT3	8.00	0.00	0.00
Total Shift			0.00

Click on this button to get the following dialog

Description	Rate\$	Frequency	Amount\$
SHIFT1	10.00	0.00	0.00
SHIFT2	2.00	0.00	0.00
TRANS	2.50	0.00	0.00
SHIFT3	8.00	0.00	0.00

**NOTE:**

The average Shift Month may be set to **Last 1 Month** to **Last 6 Months** with increments of one. When set to **Current Month**, the formula will be as follows for computation of annual paid leave:

$$\frac{(\text{Basic} + \text{Allowance}(\text{GRP}) + \text{OT}(\text{GRP}) + \frac{\text{Shift}(\text{GRP})}{\text{Factor}}) \times 12}{52 \times \text{working days per week}}$$

Based on the above formula, **TIMES PAY 8.0** computes, for example, the paid annual sick leave (subjected to GRP) accordingly.

**Daily Rate:** Working days/Month

**Basic wage:** \$580.00

**Days Worked:** 22

**Daily Rate:** \$580 ÷ 22 = \$26.36

However, for the code **&ANL**, the computation will not be the same.

**&** - denotes that the item is subjected to GRP

**%** - denotes that the item is not subjected to GRP

$$\frac{(\$580 + 0 + 0 + \frac{\$30}{1}) \times 12}{52 \times 5} = \$28.15$$

TIMES PAY computes the **Paid Annual Leave** amount and computes the result: \$28.15, as shown above.

If the Average Shift Month is set to **Last 2 Months**, then TIMES PAY will use the average of the last two months shift payment when computing the above formula.

- CPF MAX
- Encash Annual Leave for resigned staff
  - Calculator
- Transfer medical claims from the medical records.
- Prorate the salary and transfer allowances/deductions from the employee records.

CPF Contribution				Total Wages	
	Employer	<input type="text" value="1020.00"/>		Total Allowance	<input type="text" value="0.00"/>
	Employee	<input type="text" value="-1200.00"/>		Total Deduction	<input type="text" value="0.00"/>
	SDF	<input type="text" value="11.25"/>		CPF Wage	<input type="text" value="8000.00"/>
	FWL/MSO	<input type="text" value="0.00"/>	<input type="text" value="140.00"/>	Gross Wage	<input type="text" value="8000.00"/>
<input type="button" value="Y"/> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="N"/>				Nett Wage	<input type="text" value="6800.00"/>
<input type="button" value="Bank"/> <input type="button" value="Recalculate"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/>					

Bank button is a function for user to select the payment mode for the employee. The amount in the box of payment mode will adjusted follow the payment mode that user choose from the **Payment Mode** drop down list.

System also allows user to split payment mode by enter the amount in the field of either cheque or cash if the default payment mode from **Update employee** is bank Giro payment.

Bank payment details	
Bank Payment	
Nett wage	6800.00
Bank Giro	4800.00
Cheque	2000.00
Cash	0.00
Cheque#	
Payment mode	Cheque Adjustment
Remark	
Close	

### Modify Bonus Record

Bonus records may be adjusted/modified if needed.

#### MODIFICATION PROCEDURES:

1. Click the **Modify Pay Record** icon
2. Select **Modify Bonus Record** from the shortcut menu.
3. Select an employee to modify from either the employee's ID field or the employee's name field.
4. Edit the bonus amount field to make any changes required.

If you process the pay records before the bonus records, the community funds like CDAC, SINDA, etc. will based on both cycle and system will compute balance in the Bonus cycle.

For both cases, assuming that the bonus records were processed separately, the amount to contribute for a fund will still be based on the total of basic pay and bonus paid.

#### **IMPORTANT NOTE:**

*Please backup your database first. To remove all bonus records from the payroll, click the **Clear Record** button. If you want to delete only a particular employee's bonus record, you may do so by selecting that person by query. Activate the query and click the **Clear Record** button to remove it.*

## Modify Special Record

Processed special records may be adjusted/modified as and when the need arises.

### MODIFICATION PROCEDURES:

1. Click the **Modify Pay Record** icon
2. Select **Modify Special Record** from the shortcut menu.
3. Select an employee to modify from either the employee's ID field or the employee's name field.  
The special records are processed separately as show on the right.
4. Edit the **GRATUITY** amount field to make any changes required.

[ Modify Pay Record ] - Current Period : 201609 Cycle: S

Employee # [ ] Name # [ ]

Leave Quick Menu Period 201609

Pay Group 06DAYS Other Cycle E Paid Monthly Period 09/S Type: 2-SN CPF/Levy NONE

Days Worked Basic Pay 0.00 Age: 25.00 Daily Rate 9.62 Hourly Rate 1.31

NPL Day-C			
9.615385	0.00	0.00	
NPL Hr-C			
1.31	0.00	0.00	
Absent-C			
9.62	0.00	0.00	
Total No Pay leave			0.00
Overtime			
OT0.5 FRI	0.66	0.00	0.00
OT0.5 PH	0.66	0.00	0.00
OT0.25 NOR	0.33	0.00	0.00
Total Overtime			0.00
Shift			
Total Shift			0.00
RestDay			
0.5D Day	4.81	0.00	0.00
0.5LDay#	4.81	0.00	0.00
Rest Day Pay			0.00

Allowances / Deductions			
Code	Description	Amount	T
GRATUITY	GRATUITY PAYMENT	200.00	N

Pensionable Contribution		Total Wages	
Employer	0.00	Total Allowance	200.00
Employee	0.00	Total Deduction	0.00
Pension Wages		0.00	
Gross Wage		200.00	
Nett Wage		200.00	

Bank Recalculate Save Cancel Close

### 13. PAYROLL REPORTS

Various reports can be generated from Payroll reports.



#### REPORT TYPES

##### 1. Internal Reports – Standard payroll reports

- Payroll Department Report
- Payroll Summary Report (Landscape)
- Payroll Cost Centre Report
- YTD Departmental Report
- YTD Cost Centre Report
- Pay-Slip
- Pay History Report
- Career Progression
- Employee Data Reports
- Allowance / Deduction
- NPL/Shift/OT/Rest-day
- Code Table
- Bank Listing
- CPF MAX Report
- CPF Shortfalls Report
- CPF Variance Reports

Payroll Department Report	
Payroll Summary Report (Landscape)	
Payroll Cost Centre Report	
Payroll Checking Report	
YTD Departmental Report	
YTD Cost Centre Report	
Pay-Slip	>
Pay History Report	
Pay History - Pivot Table	
Pay History - Excel Format	
Career Progression	
Employee Data Reports	>
Allowance / Deduction	>
NPL/Shift/OT/Rest-day	>
Code Table	>
Bank Listing	
CPF MAX Report	
CPF Shortfalls Report	
CPF Variance Reports	

No	Function	Description
1	<b>Payroll Department Report</b>	Payroll Department Report is a report that show the details of the payroll by department. The details shown such as basic salary, NPL ,CPF wages and etc.
2	<b>Payroll cost Centre Report</b>	Payroll Department Report is a report that show the details of the payroll by cost center. The details shown such as basic salary, NPL ,CPF wages and etc.
3	<b>Pay-slip</b>	Generate payslip and generate epayslip.
4	<b>Pay History Report</b>	Pay history report is a report that contains all the payroll CPF details for every single months from Jan to Dec.
5	<b>Pay History Report Excel</b>	Pay history report is a report that contains all the payroll CPF details for every single months from Jan to Dec in excel format.
6	<b>CPF Variance</b>	Report that shows employees with CPF variance. Negative value indicates CPF shortfall

## Payroll Department Report

### GENERATING PROCEDURES:

Payroll Reports > Internal Reports > Payroll Department Report >

Employee		Salary	Days	Hours	Earnings	Deductions	Net Pay
ADMIN (OFFICE AND ADMIN)							
JUNI (JUNI)							
SG011	DAN BYAN KOH WYATT	8820.00			Regular pay	8,820.00	Employee CPF
					COMMISSION	500.00	CHINESE DEV'T ASST. FUND
					Gross Salary	9,320.00	
					Employer CPF	1,105.00	
					SDF	11.25	
					CPF Ordinary Wage	8,820.00	
					CPF Additional Wages	500.00	
					Actual Additional Wages	500.00	
							-1,300.00
							-3.00
							8,017.00

## Payslip

### GENERATING PROCEDURES:

Payroll Reports > Internal Reports > Pay-Slip > Pay Advice

**Payslip Parameter**

Parameter | Payslip Password | Free Field

Print Annual Leave ?

Print Sick Leave ?

Print Approval by, received by line ?

Print YTD Details ?

Print Bank and A/C No ?

Print OT-Rates ?

Print NPL Rate ?

Remove Payslip Lines ?

Exclude FWL Details ?

Print Category Code ?

Print (Basic) ?

Print Medisave Contribution ?

Print Current Month Balance Leave ?

Print SDF ?

Print Mid Month Advance ?

Excludes Benefits entry ?

Print Occupation ?

Print Bank Payment Amount ?

Generate E. Payslip Document ?

Print E. Password on the message footer ?

Print 3rd Bank Payment ?

Print Working Days ?

Excludes Net Salaries <= 0 ?

Print Overtime Period

Always Print Basic Salary ?

Print option: Print Company Description

CPF option: Cur Eri/YTD Ee CPF?

MVC option: None

Select Pay Period:

Mid Month

End Month

Special Period

Bonus Period

Mid & End Month

From Employee: SG001

To Employee: SG001

Output Type: Dot-Matrix - Epson 12cpi

Printer: Send To OneNote 2013

Payslip Gap: 2

Paper Size: 4" Format

Format: Standard

Pay Date:

Sort Payslip By:

Employee No

Name

Dept#

Cost Centre

Supervisor

Category

Dept+Date+EmpNo

Comp+Dept+EmpNo

Dept+Sect+Branch

Dept+EmpNo#

Division+EmpNo#

Section+Name

Payslip Msg from:

Employee

Global Setup

View E. Pay Slip | Clear E. Pay Slip | Print | Preview | Close

### Out Type:

- If you are using **Dot-matrix** output, the payslip gap must be set to 2.
- If you are using **Graphical** output, the paper source should be set to **pre-sealed** envelope when printing to standard 4" pay-slips. If you choose to print to an A4 size paper, you should set the paper source to **Computer Form**.

Pay Date is required before print or previewing the payslip.

Click the **Preview** button to preview the pay-slip before printing

Here is a 4" pay-slip sample payslip:

DESCRIPTION	HOUR	DAY	RATE	EARNINGS	DEDUCTIONS
NONE PAYSリップ FOR : 01/JUL/2018 TO 31/JUL/2018 NAME: TANNY HO(SINGAPOREAN) EMP #: SG001 PAY DATE 01/JUL/2018 COM #: TIMES SOFTWARE					
DRAWINGS	22.00	(	8000.00)	8000.00	-1200.00
				EMPLOYEE CPF	
SGD TOTAL EARNINGS				8000.00	SGD TOTAL DEDUCTIONS -1200.00
<---CURRENT--> <---Y.T.D.--> < BALANCE>					
				NETT PAY	6800.00
				GROSS WAGE	8000.00
BANK:7171018 AC#:123456778			6,800.00	CPF WAGE	8000.00
				CPF/FWL	1020.00
SDF : 11.25 MSO : 140.00				ANL.LEAVE	0.00
				SICK LEAVE	0.00
OVERTIME PERIOD: 14/JUN/2018 TO 13/JUL/2018					

## 2. External Reports – for external usage such as banks and government boards.

- Bank/Cash/Cheque listing
- CPF
- Bank Diskette Export
- SDF/FWL

Bank/Cash/Cheq	>
Bank Diskette Export	
CPF	>
SDF/FWL	
Labour Market Survey	

No	Function	Description
1	Bank/Cash/Cheq	Generate reports for external parties such as bank/cash/cheque listing
2	Bank Diskette Export	Generate bank export files
3	CPF LINE	Generate CPF file – Upload using Crimson Logic
4	CPF PAL	Generate CPF file – Upload using CPF website
5	Labour Market Survey	Generate labour market survey

## Bank/Cash/Cheq

Users can generate Bank/Cash/Cheq to check on total pay-out type.

TIMES SOFTWARE PTE LTD  
 Net Pay Summary For July 2018  
 End Month

Line No	Bank	Cash	Cheque	TT	Negative	Total	Remarks
1	0009	ONG SELINA	0.00	7911.00	0.00	0.00	7911.00
2	EMPNO	EMPLOYEE NAME	0.00	3595.00	0.00	0.00	3595.00
3	EP001	ELLERY YAP	0.00	1000.00	0.00	0.00	1000.00
4	MCV	FOREIGN EMP	0.00	2100.00	0.00	0.00	2100.00
5	SG001	TANNY HO(SINGAPOREAN)	6800.00	0.00	0.00	0.00	6800.00
6	SG002	TEO KYLIE	0.00	300.00	0.00	0.00	300.00
7	SG004	MOHAMAD SALARUDINI BIN ADULLAH	0.00	0.00	2400.00	0.00	2400.00
8	SG008	STEFAN LUO KE	2519.10	1679.40	0.00	0.00	4198.50
9	TEST	MOHAMMAHEDN DINOSUAROUSNOS (C	0.00	10.00	0.00	0.00	10.00
10	WP001	CHRISTIANA JO	2050.50	0.00	3000.00	0.00	5050.50
Total Employee: 10			11369.60	16595.40	5400.00	0.00	33365.00
Total Employee Count :			3	7	2	0	12

## Bank Diskette Export

### GENERATING PROCEDURES:

### Payroll Reports > External reports > Diskette Export

To generate diskette export (Giro Payment), you need to get the bank specification file and contact Times Software Pte Ltd.

1. Select respective bank.
2. Click the **Process** button to proceed.
3. You may sort by Name or Employee code.

P-[Period:201609 - End]

File Name: C:\TIMES\TMP\OUTFILE.TXT

Select Pay Period:

- Mid Month
- End Month
- Mid and End Month
- Special Period
- Bonus Period
- Week1
- Week2
- Week3
- Week4
- Week5

Transaction Date: 16/09/2016

Company Code: [ ]

Batch #: [ ]

Sender's Convoy ID: By Empcode

Buttons: Setup, Process, Close

**3. Management Reports – allows management staff to have necessary information to analyse staff overhead.**

- Audit Trail Report
- Pay History-Variance Report
- Total Paid Out Report
- Staff Movement Report
- Straight Method
- Staff Movement Report
- Moving Average
- Salary Reconciliation Report

- Audit Trail Report
- Audit Trail Report [Bank/Career/CPF Act/Misc]
- Audit Trail [ User Access Right Setup ]
- Pay History-Variance Report
- Total Paid Out Report
- Staff Movement Report - Straight method
- Staff Movement Report - Moving Average
- Salary Reconciliation Report

No	Function	Description
1	<b>Audit Trail Report</b>	A data log that captures each record including information on who creates the record, when and what changes has been made if there is.
2	<b>Pay History Variance Report</b>	A document that captures detailed payment of the respective months with variance details shown if there is.
3	<b>Total Paid Out Report</b>	A document that captures the amount of payout including gross wage, employer CPF, FWL and SDF.
4	<b>Staff Movement Report</b>	Straight Method – <b>Turnover rate (%)</b> $\frac{\text{No. of Resignees}}{\text{No. of Headcount}} \times 100\%$ Moving Average Method – <b>Turnover rate (%)</b> $\left( \frac{\text{Current month headcount} - \text{Last month headcount}}{\frac{\text{Current month headcount} + \text{Last month headcount}}{2}} \right) \times 100\%$

**Audit Trail Report**

To audit user access or changes made to employee

**Payroll Report > Management Reports > Audit Trail Report**

USERID	EMPLOYEE NAME	OPERATION	DATE	TIME	PERIOD	CYCLE	FIELD	OLD VALUE	NEW VALUE	EMP_NO#
HR001		CAREER PROGRESSION	30/05/2016	9:46:51 AM	201601	E	CHANGE SECTION	NONE	SEC1	007-LC4
HR001		CAREER PROGRESSION	30/05/2016	9:46:51 AM	201601	E	CHANGE COST CENTRE	NONE	COST1	007-LC4
HR001		CAREER PROGRESSION	30/05/2016	9:46:51 AM	201601	E	CHANGE COMPANY	NONE	F1	007-LC4
HR001		UPDATE EMPLOYEE	30/05/2016	9:46:53 AM	201601	E				007-LC4
HR001		CAREER PROGRESSION	30/05/2016	9:47:28 AM	201612	E	CHANGE SECTION	NONE	SEC1	007-LC4
HR001		UPDATE EMPLOYEE	30/05/2016	9:47:29 AM	201612	E	Change SECTION CODE	NONE	SEC1	007-LC4

**4. Advance Management Reports**

- Project Costing Report
- Department Report
- Cost Centre Report
- YTD Department Report
- YTD Cost Centre Report

Project Costing Report
Department Report
Cost Centre Report
YTD Department Report
YTD Cost Centre Report
Journal Report

No	Function	Description
1	<b>Project Costing Report</b>	A document that captures the amount of payout including gross wage, employer CPF, FWL and SDF by cost centre where you can select a range of period (months).
2	<b>Department Report</b>	A document that captures the amount of payout including gross wage, employer CPF, FWL and SDF by department where you can generate base on the login period.
3	<b>Cost Centre Report</b>	A document that captures the amount of payout including gross wage, employer CPF, FWL and SDF by cost centre where you can generate base on the login period.
4	<b>YTD Department Report</b>	A document that captures the amount of payout including gross wage, employer CPF, FWL and SDF by department where you can generate from 201501 to 201512.
5	<b>YTD Cost Centre Report</b>	A document that captures the amount of payout including gross wage, employer CPF, FWL and SDF by cost centre where you can generate from 201501 to 201512.

**5. Quick Employee List**

To generate an employee listing

By Employee No
By Employee's Name
By Department
By NRIC No

Here is a sample of Quick employee listing by employee number:

TRAINING TIMES SOFTWARE PTE LTD										Page 1 of 1
QUERY :ALL										16/09/2016 10:20:19 AM
LIST BY EMPLOYEE NO										Userid :MASTER
From Employee : FW001										
To Employee : SG013										
EMP-NO	EMPLOYEE NAME	DEP	NRIC PASSPORT	CAT	BASE SALARY TYPE	AGE	HIRED DATE	TERMINATION DATE		
NONE (TIMES SOFTWARE)										
FW002	LOUISA LEE TENG (WORK PEFHR		S0987654E	JUNI	80.95 D1	41.00	12/04/2016			
FW003	ELIZA BETHRINA (EP HOLDER) PROD		S9876543C	JUNI	2,000.00 SN	59.08	10/07/2011			
SG001	JOSEPH UH	MGMT	S2345678H	MGRI	7,000.00 SN	42.33	17/01/2009			
SG002	LUO ZXIN	SUPP	S7289234H	NONE	6,500.00 SN	44.67	01/01/2014			
SG004	ZULKIFI ABULLAH	NONE	S7089234J	NONE	6,000.00 SN	2.92	06/11/2013			
SG006	LIU YAN SKY	NONE	S9834567A	NONE	3,450.00 SN	18.08	24/09/2014	12/04/2016		
SG008	STEFAN LUO KE	NONE	S8312939E	NONE	3,000.00 SN	50.25	05/04/2015	02/08/2016		
SG009	DENNIS LIM FEI YU	SUPP	S2345009G	JUNI	2,700.00 SN	49.58	03/05/2016			
Subtotal Employee # 8										

**6. Leaves Reports**

The leave reports will assist HR to monitor employee's leave records.

- Leave Entitlement
- Leave Balance Report
- Leave Taken Report
- Leave Attendance Report
- Leave Costing Report
- Leave Costing Report [Landscape]
- Leave Adjustment Report
- Full Attendance Report
- Departmental Medical Leave Report

No	Function	Description
1	<b>Leave Balance Report</b>	A document that captures the amount of leave balance for all type of leaves for all employees.
2	<b>Leave Taken Report</b>	A document that captures the amount of leave taken for all type of leaves for all employees.
3	<b>Leave Costing Report</b>	A document that captures the amount of leave taken and leave balance with cost calculated.
4	<b>Leave Adjustment Report</b>	A document that captures the amount of leave adjusted for all employees at which date.
5	<b>Full Attendance Report</b>	Shows employee who has full attendance and active employees in the current year.
6	<b>Departmental Medical Leave Report (Customized Feature)</b>	Compares monthly sick leave taken by department.

**Leave Costing Report Preview:**

TIMES SOFTWARE PTE LTD		28/06/2015 8:34:02 PM								
LEAVE COSTING REPORT FOR THE PERIOD OF 201506		Page 1 of 1								
Query : and EMPLOYEE.EMP_NO IN (2H)		(LEAVE TAKEN) CURRENT MONTH		(LEAVE TAKEN) YEAR TO DATE		LEAVE BALANCE		EMPLOYER	TOTAL	AVERAGE
DEPARTMENT	NONE (NONE)	DAYS	AMOUNT	DAYS	AMOUNT	DAYS	AMOUNT	CPF	AMOUNT	AMOUNT
ANNU (ANNUAL LEAVE)		1.00	403.85	2.00	807.70	2.81	1134.82	182.00	1316.82	219.47
DEPT SUBTOTAL		1.00	403.85	2.00	807.70	2.81	1134.82	182.00	1316.82	219.47
GRAND TOTAL		1.00	403.85	2.00	807.70	2.81	1134.82	182.00	1316.82	219.47

1. Shows the number of annual leave taken and cost of it in current month.
2. Shows the YTD annual leave taken based on your login period and YTD overall cost.
3. Shows the YTD balance leave amount based on your login period
4. Calculate the employer CPF for the leave balance amount (Item 3).
5. Total amount of the leave balance amount and employer CPF amount.
6. Calculate the average amount by dividing the total amount with the total of months based on the login period. If you login to December period, the average amount will be divided by 12.

TIMES SOFTWARE PTE LTD

28/08/2015 10:01:40 PM

LEAVE COSTING REPORT FOR THE PERIOD OF 201512

Page 1 of 1

Query : and EMPLOYEE.EMP\_NO IN (ZH)

	(LEAVE TAKEN) CURRENT MONTH		(LEAVE TAKEN) YEAR TO DATE		LEAVE BALANCE		EMPLOYER CPF	TOTAL AMOUNT	AVERAGE AMOUNT
	DAYS	AMOUNT	DAYS	AMOUNT	DAYS	AMOUNT			
DEPARTMENT NONE (NONE) ANNU (ANNUAL LEAVE)	0.00	0.00	3.00	1211.55	6.67	2693.68	431.00	3124.68	260.39
DEPT SUBTOTAL	0.00	0.00	3.00	1211.55	6.67	2693.68	431.00	3124.68	260.39
GRAND TOTAL	0.00	0.00	3.00	1211.55	6.67	2693.68	431.00	3124.68	260.39

Average Amount:  $3124.68 / 12 = 260.39$

**Leave Costing Report (Landscape) Preview:**

TIMES SOFTWARE PTE LTD

Page 1 of 1

Value Of Annual Leave Balance As At Jun/2015

Date : 28 Jun 2015

Cost Centre : NONE		Division : NONE							
Employee	Basic Salary	Entitlement	Earned	BIF(1)	BIF(2)	In-lieu	Taken	Balance	Amount
ZH ZUO HAO	8,750.00	9.67	4.81	0.00	0.00	0.00	2.00	2.81	1,134.81
Cost Centre Subtotal :		9.67	4.81	0.00	0.00	0.00	2.00	2.81	1,134.81
Division Subtotal :		9.67	4.81	0.00	0.00	0.00	2.00	2.81	1,134.81
GrandTotal :		9.67	4.81	0.00	0.00	0.00	2.00	2.81	1,134.81

1. Shows the basic salary of the employee.
2. Shows the current year December leave entitlement.
3. Shows the current month YTD entitlement based on your login period.
4. Customized Feature.
5. Customized Feature.
6. Shows the current year total number of 'LIEU' credited to the employee.
7. Shows the YTD leave taken based on your login period.
8. Shows the YTD leave balance based on your login period.
9. Calculate the leave costing for the YTD leave balance.  
Amount:  $(\text{Basic Salary} * 12 / \text{Total Working Days per Year}) * \text{YTD leave balance}$   
 $8750 * 12 / 260 = 403.85$   
 $403.85 * 2.81 = 1134.81$

**7. Graphical Analysis –Tee Chart Analysis**

A Tee chart can be generated. Click on analysis to change analysis type.

**Data Range for Tee Chart**

Period: 201609 To: 201609

Department: ACC TRP

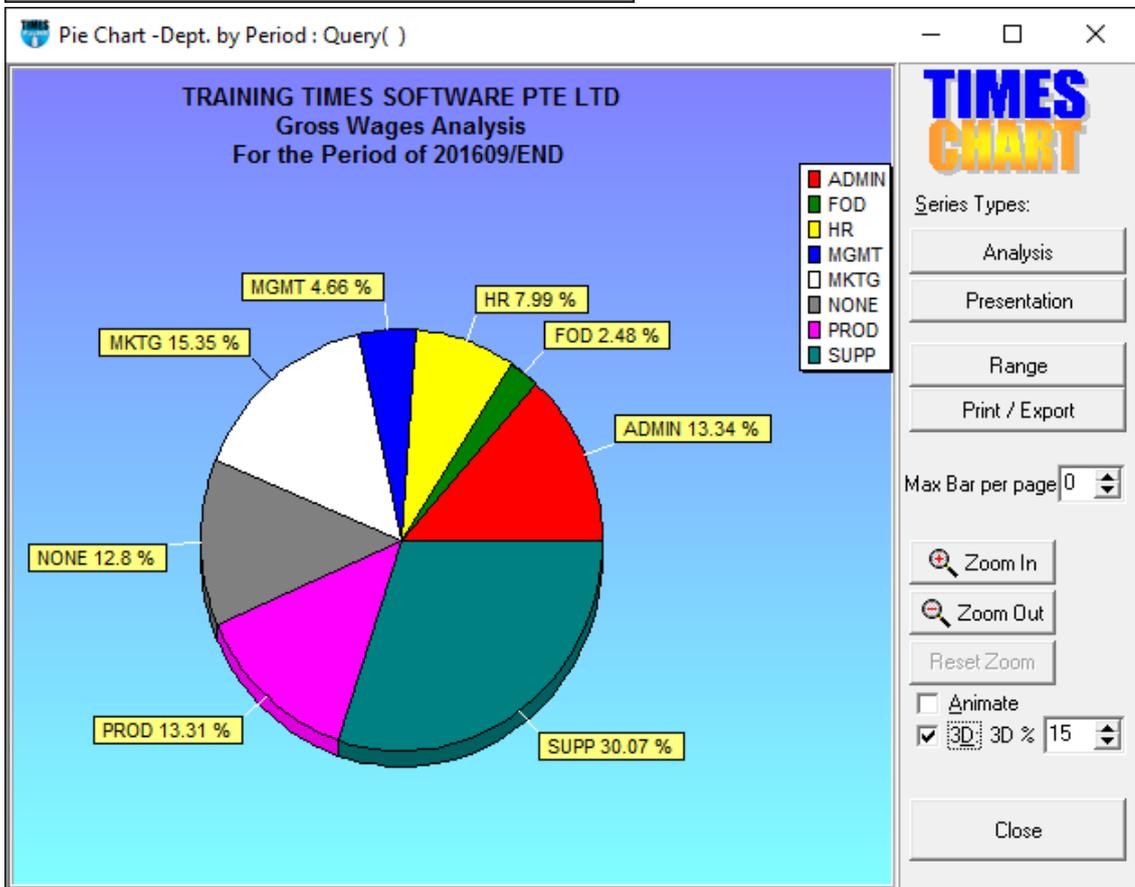
Select Pay Cycle:

- Mid Month
- End Month
- Special Period
- Bonus Period
- Full Month

Included Special:

Included Bonus:

OK Close



**8. Gross Rate Pay Report**

TRAINING TIMES SOFTWARE PTE LTD											Page 1		
Gross Pay Rate Checking Report as of End September 2016											16/09/2016 10:34:24 A		
Query : ALL													
EMPLOYEE	NAME	BASIC	ALLOWANCE	AUG	JUL	JUN	MAY	APR	MAR	SHFAVG	TOTAL	DRATE	HRATE
FW001	ADILAHH HAMZAH (SPAS	8000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8000.00	363.64	46.15
FW002	LOUISA LEE TENG (WOR	90.95	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190.95	85.50	11.62
FW003	ELIZA BETHRINA (EP H	2000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2000.00	90.91	10.49
FW004	HARVEY ROSS (EP HOLD	3534.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3534.85	160.68	20.39
PR001	SAB SCOTT	6000.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6300.00	6000.00	6000.00
PR002	LORITTA SIOW	8400.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8600.00	0.00	49.62
SG001	JOSEPH UH	7000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7000.00	318.18	40.38
SG002	LUO ZXIN	6500.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6700.00	304.55	38.65
SG003	TALIA O ADAM	7128.50	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7428.50	0.00	41.56
SG004	ZULKIFEL ABULLAH	6000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6000.00	272.73	34.62

**9. Hire Confirm Listing**

User can generate a hire confirm listing report from the system.

TRAINING TIMES SOFTWARE PTE LTD				Page No : 1	
EMPLOYEE CONFIRMATION,HIRE AND TERMINATION LISTING				Date : 16/09/2016	
From Date : 01/09/2016 To 30/09/2016				USERID : MASTER	
QUERY :					
EMPLOYEE NO	EMPLOYEE	Category			
Title : CONFIRM DATE					
Department : SUPP (SUPP)					
SG012	GREGORY KOH FENG	05/09/2016	JUNI		
				Title Count :	1
				Employee Count :	1
				Total	1

**10. Quick Search by Dates Report**

Provides a quick reference on employment pass expiry date, birthday, hired date and etc.

**11. Auto Prompting Report**

Long Service Awards, Date Expiry (Passport, Contract..)

Auto prompting Setup Table					
Selection <input type="text" value="Service Year award"/>				Cut Off Period <input type="text" value="201807"/>	
REPLINE		ENABLED	Parameter Value	Months In Advance	
01	5 YRS ANNIVERSARY SERVICE AWARDS	<input checked="" type="checkbox"/>	5	1	
02	10 YRS ANNIVERSARY SERVICE AWARDS	<input checked="" type="checkbox"/>	10	1	
03	20 YRS ANNIVERSARY SERVICE AWARDS	<input checked="" type="checkbox"/>	20	1	
04	25 YRS ANNIVERSARY SERVICE AWARDS	<input checked="" type="checkbox"/>	25		
05	30 YRS ANNIVERSARY SERVICE AWARDS	<input checked="" type="checkbox"/>	30		
06	35 YRS ANNIVERSARY SERVICE AWARDS	<input checked="" type="checkbox"/>	35		
07	40 YRS ANNIVERSARY SERVICE AWARDS	<input checked="" type="checkbox"/>	40		

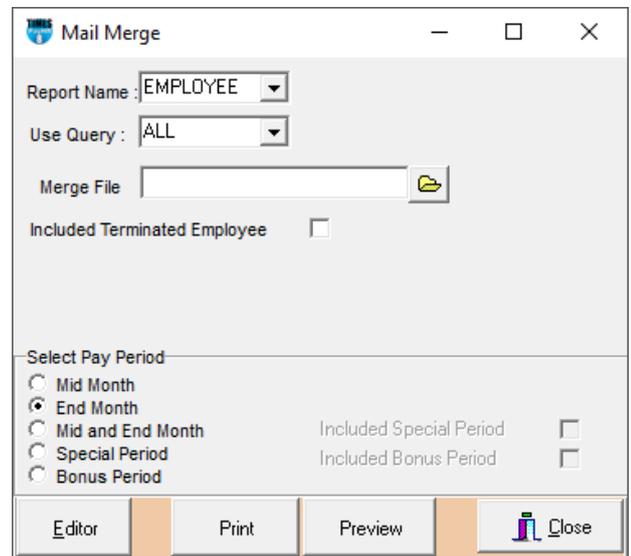
**12. Mail Merge**

The mail merge function provides a convenient way to generate letters or reports, which includes data from all/selected employees.

E.g. Confirmation letters

MAIL MERGE PROCEDURES:

1. Go under Report Writer to create a custom report if you have not done so. The mail merge setup will refer to the fields specified in this report.
  
2. Click the **Payroll Reports icon** and choose **Mail merge**.
3. Select the desired custom report from the Report Name field.
4. Select the desired Query.
5. Select Pay Period, click on your desired pay period.
6. Click the **Editor** button to prepare the document.

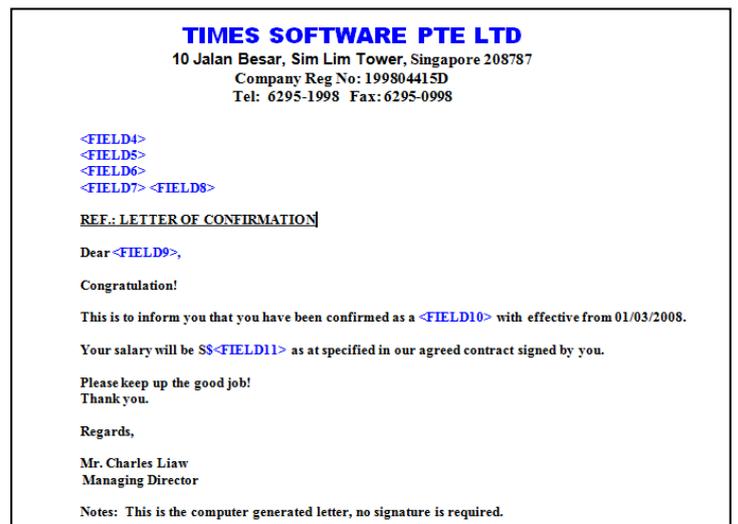


**NOTE:**

<FIELD4> [] Column one  
 <FIELD5> [] Column two  
 <FIELD6> [] Column three  
 <FIELD7> [] Column four

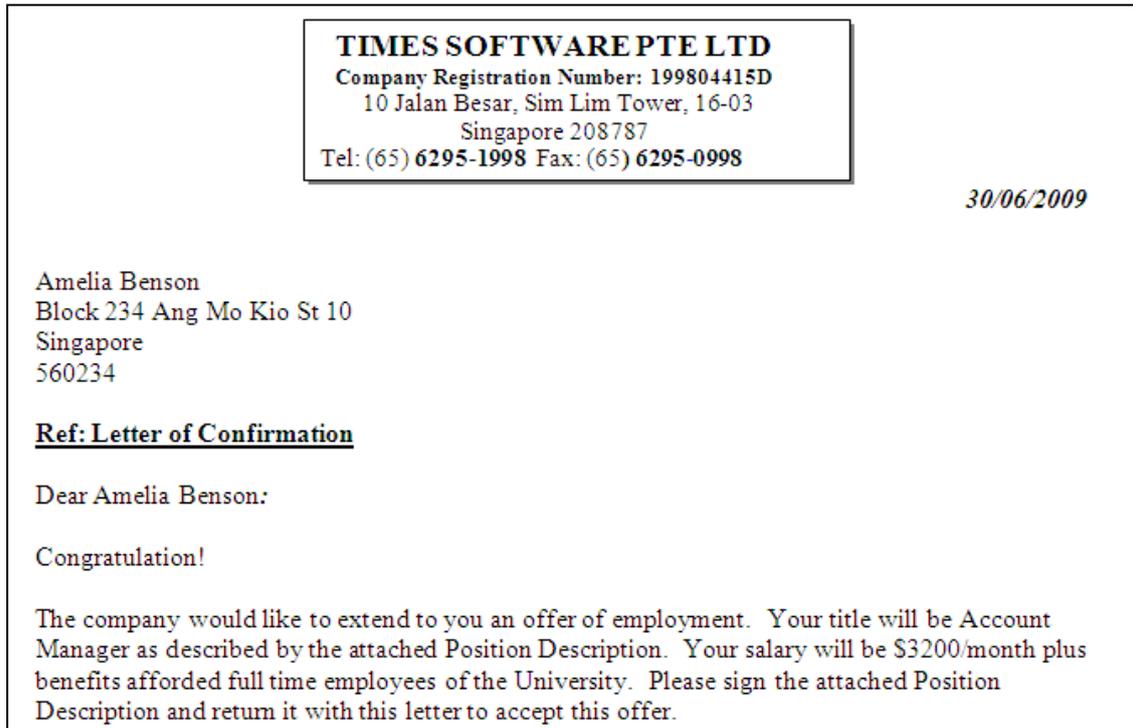
**Example:**

<Field4> correspond to column one of the custom report.



7. Save the document in the desired location. (E.g. D:\confirm.rtf)  
**NOTE:** the document is saved in Rich Text Format – “.rtf”
8. Provide the required document in the merge file input field.
9. Click the Preview button to preview the report before printing.
10. Click the Print button to print the merged documents.

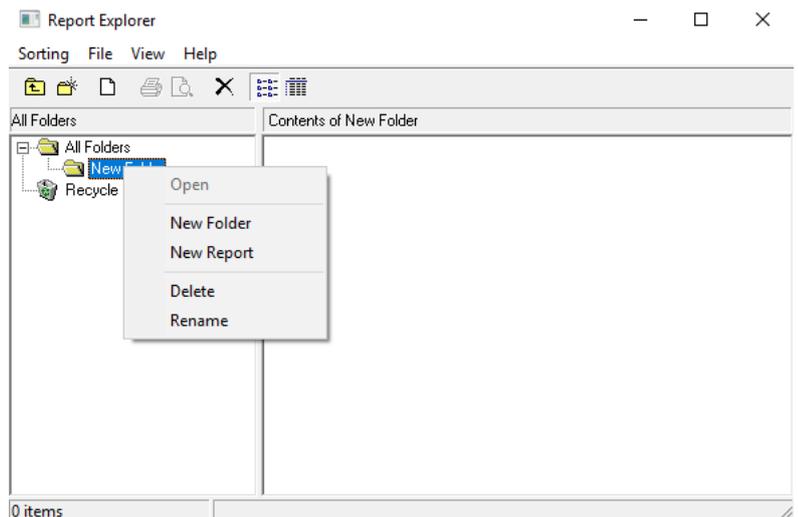
Sample letter after mail merge



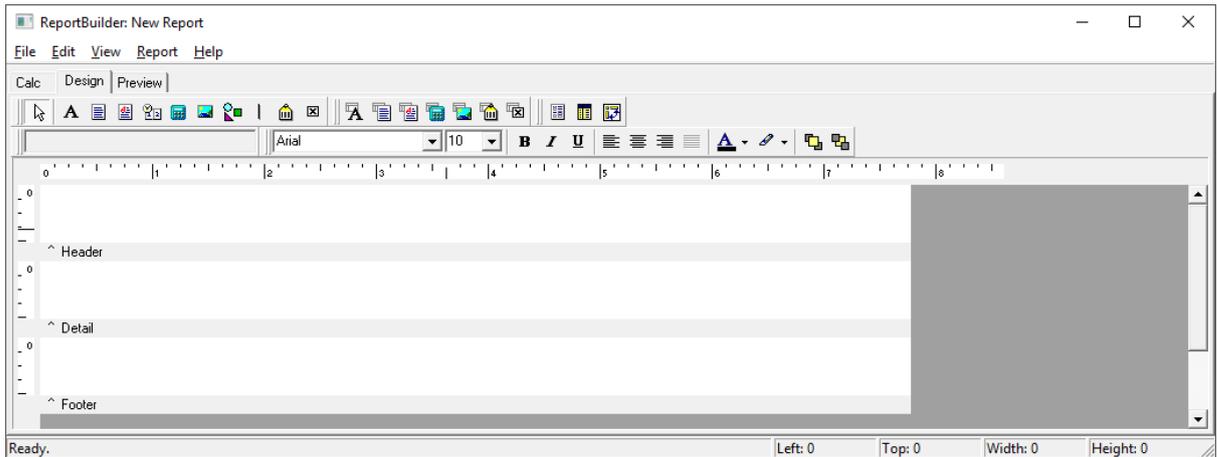
### 13. Label Wizard

#### LABEL – Steps to Perform a Label Wizard

- 1) Select **Payroll report, Label Wizard,**
- 2) At Report Explorer, right click at the **All Folders**, select the **New Folder** to create a new folder.
- 3) You can also rename the new folder by right hand click on the folder itself.
- 4) Please do a right hand click at the “**New Folder**” and select the “**New Report**” to start a new report builder.



5) User should see a “**Report Explorer**” attached below.



## 14. REPORT WRITER

**Report Writer** is a powerful, robust and flexible report generator built into TIMES PAY. The Report Writer generates report by pay period:

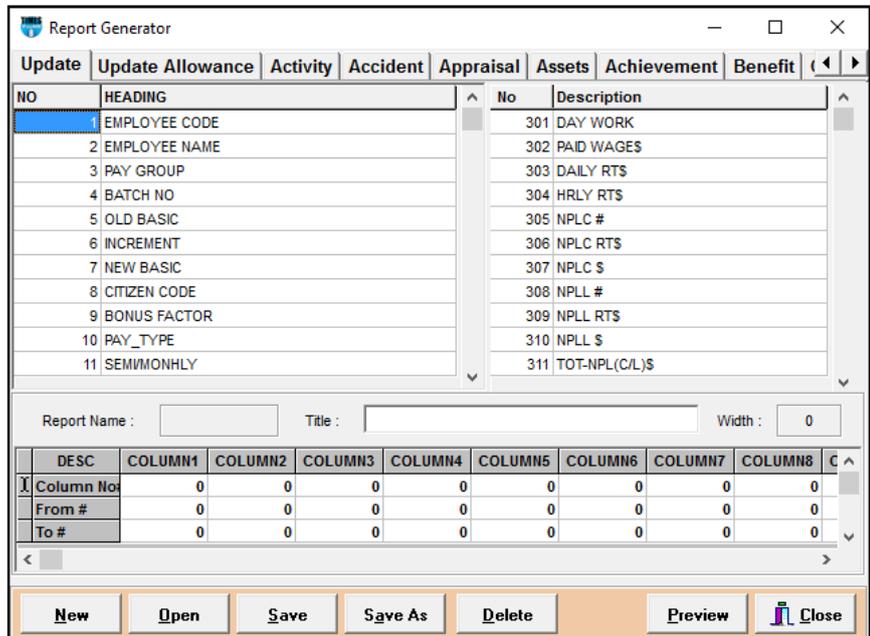


### Report Generator

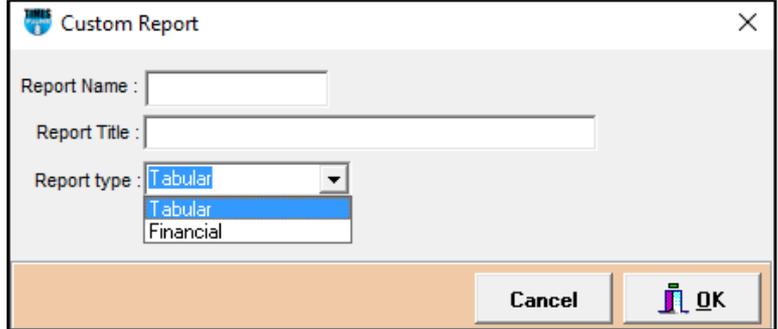
TIMES PAY report generator provides the user with a quick and efficient way to tailor-build reports to the specific needs of your payroll reporting.

### CUSTOM REPORT PROCEDURES:

1. Click the **Report Writer** icon.
2. Choose **Report Generator**.
3. Click the **New** button to add a new custom report.
4. Enter a name and the report title for the new report.

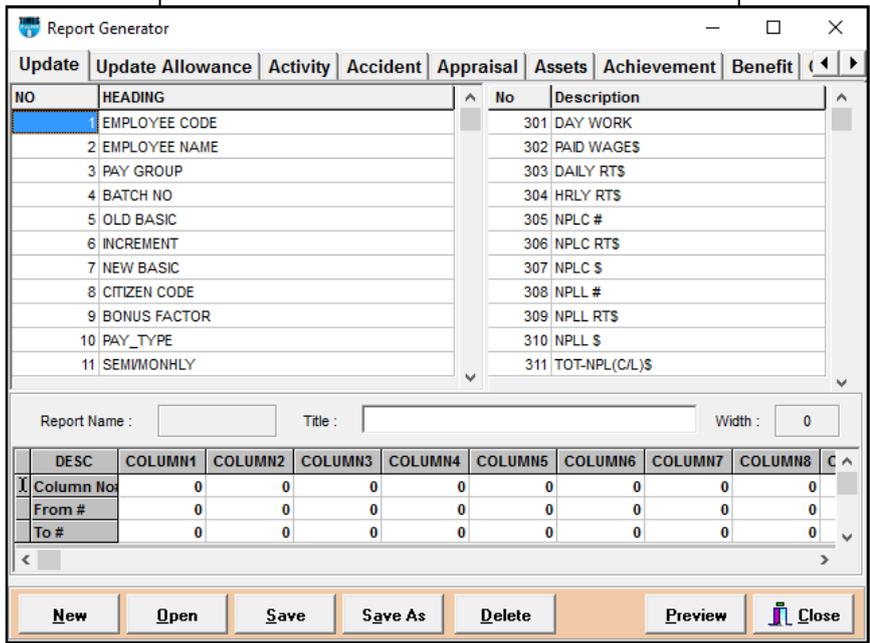


- Choose the preferred report type. Such as **Tabular** or **Financial**.

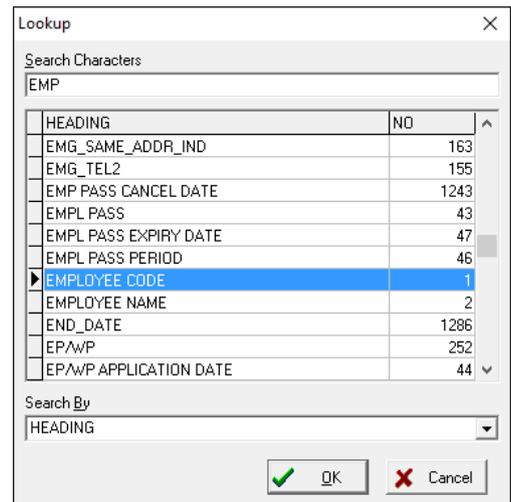


The list box on the right contains fields from Update Employee

The list box on the left contains fields from Modify Pay Record.



- Double-click on **HEADING/NO** field to search for items.  
**To search by field name:**  
 Click the **Description** field and enter "EMP".  
 (Case Sensitive)



7. Insert the desired fields into their respective columns.  
For example, the following is a sample custom report.

Report Name :	PAYROLL		Title :	MTHLY PAYROLL				Width :	108	
DESC	COLUMN1	COLUMN2	COLUMN3	COLUMN4	COLUMN5	COLUMN6	COLUMN7	COLUMN8	C	
Column No	1	2	393	396	397	399	394	0		
From #	0	0	0	0	0	0	0	0		
To #	0	0	0	0	0	0	0	0		

To clear a column assignment, enter “0” in the column.

If you choose report type: **Financial**, then enter the period for all transaction field from modify pay record example:

**From #:** 201501

**To #:** 201512

**Tip:** Double-click the **From/To** cell to select a pay period from a list.

Below is an example:

Report Name :	MGR MNTH		Title :	MANAGER MONTHLY REPORT				Width :	76	
DESC	COLUMN1	COLUMN2	COLUMN3	COLUMN4	COLUMN5	COLUMN6	COLUMN7	COLUMN8	C	
Column No	1	2	394	0	0	0	0	0		
From #	0	0	201501	0	0	0	0	0		
To #	0	0	201512	0	0	0	0	0		

To **delete** a column – press the **F4** function key.

To **insert** a column – press the **F3** function key.

User must click on **Save** before clicking on the **Preview** button to view the report.

**Notes:**

If you need to assign a field column as a sort key, you will need to set its field width to zero.

Double-click column one, set the field width to zero.

Double click on **COLUMN1**

DESC	COLUMN1	Field Setting
Column No	1	Desc/Width
From #	0	Description
To #	0	Field Width
		EMPLOYEE CODE
		0

## Sample report

Report Viewer		
Preview Size 10		Close
TRAINING TIMES SOFTWARE PTE LTD 16/08/2016 10:50:08 AM		PAGE : 1
CUSTOM REPORT : REPORT FOR THE MONTH OF AUGUST Period : 201608 Cycle : End		
REPORT TITLE : MANAGER MONTHLY REPORT REPORT		
QUERY : ALL		
		15/01-15/12
EMPLOYEE COD	EMPLOYEE NAME	NETT WAGES\$
-----		
001-LC	JOSEPH UH	26010.42
002-PR	SAB SCOTT	3824.00
004-FW01	ELIZA BETH TAN	30340.00
006-FW	HAMZAH ADILAH	7042.65
007-LC4	DENNIS LIM	0.00
009	HARVEY LIIT	14352.00
12345	TALIA O ADAM	24356.00
2	LUO ZIXIN	22736.00
3	ZULKIFI ABULLAH	9796.00
3345	SCOTTIE	0.00
9	LIU SKY	11583.88
999	TAN MEL	0.00
ACC01	LIM COBY	53750.73
SUP111	STEFAN	0.00
GRAND TOTAL		203791.68
-----		
NUMBER OF EMPLOYEES IN GROUP = 14		

## Custom Report

Allows user to generate report created from report generator.

Select Pay Period: If Mid and End Month option is selected, the user may choose to include either Special Period/Bonus Period records.

**Sorted by:** Report may be sorted by a user defined key either ascending /descending.

- Use Query: Based on Query Selection
- First Column Sort (Refer to pg.72)
- Second Column Sort (Refer to pg.72)

### Report By:

- Detailed report
- Grouped By Sub-Total.
- Summary report

**Print Report** [X]

Report Name : [Dropdown] [Print]

Sort report by : 1. Employee Code [Dropdown]

Select Pay Period:

Mid Month       Week1      Claim1 Period   
 End Month       Week2      Claim2 Period   
 Mid and End Month       Week3      Special Period   
 Special Period       Week4      Bonus Period   
 Bonus Period       Week5      Full Month

Sorted by : 1. Ascending Key [Dropdown] Use Query : ALL [Dropdown]

First Column sort : [Dropdown] [Text]

Second Column sort : [Dropdown] [Text]

New Page After Each Group      **Report By**  
 Included Terminated Employee      Detailed report   
 Excluded Report Heading      Grouped By SubTotal   
 Print First page Header only?      Summary report   
 Exclude Zero Value ?  
 Print Negative Value as Positive ?  
 Include All Employee for HR Report  
 Shows log message?

Character Size [10] [Dropdown]

Output Destination  
 Preview  Printer  Export  File  Clipboard  Excel

Output Directory C:\TIMESOFT [Print]

[Go] [Close]

**New Page After Each Group:** Print new page after each sort group

**Included Terminated Employee:** By default, report excludes terminated employees

**Print First page Header only? :** No page break, report prints continuously

**Exclude Zero Value? :** Zero value will be excluded in report

**Print Negative Value as Positive? :** Figures with (-) sign will be removed from report.

**Include All Employee for HR Report :** To reflect all employee in the report

**Character Size:** To set the report font size, set the character size field

### Output Destination:

**Preview:** Preview report before printing.

**Printer:** Send the report to the assigned printer.

**Export:** Export the report as a delimited text file, excel or PDF file

**File:** Export the report as a formatted text file.

**Clipboard:** Export the report to the Windows clipboard. (Sharing of data with other applications.)

### NOTE:

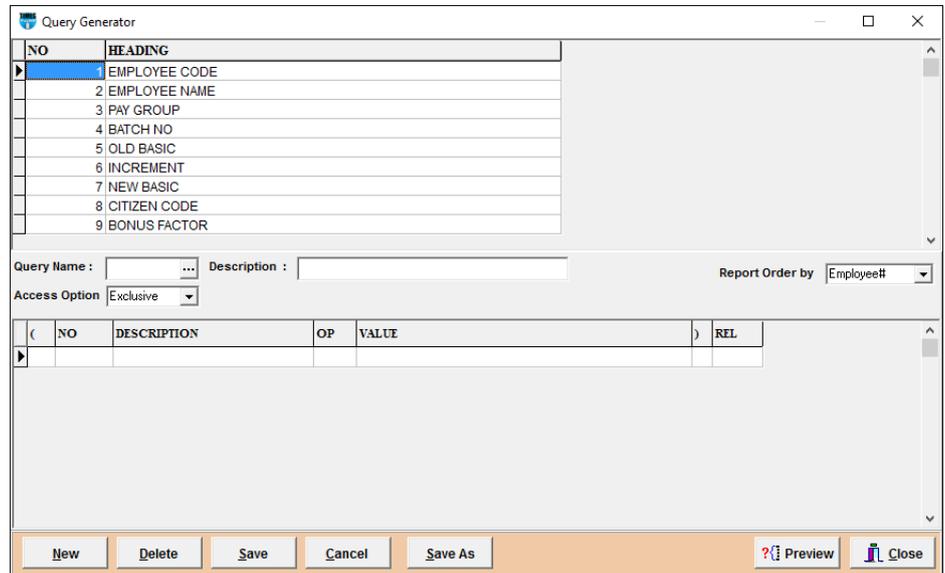
The Print Preview may be set to work from a query as shown on the right.

8. Click the **Save** button to save the new custom report.

9. Click the **Close** button to exit **Report Writer**.

## 15. QUERY

The Query function enables user to retrieve records that meet certain criteria. It provides a means to work specifically on employees that satisfies the user-defined conditions.



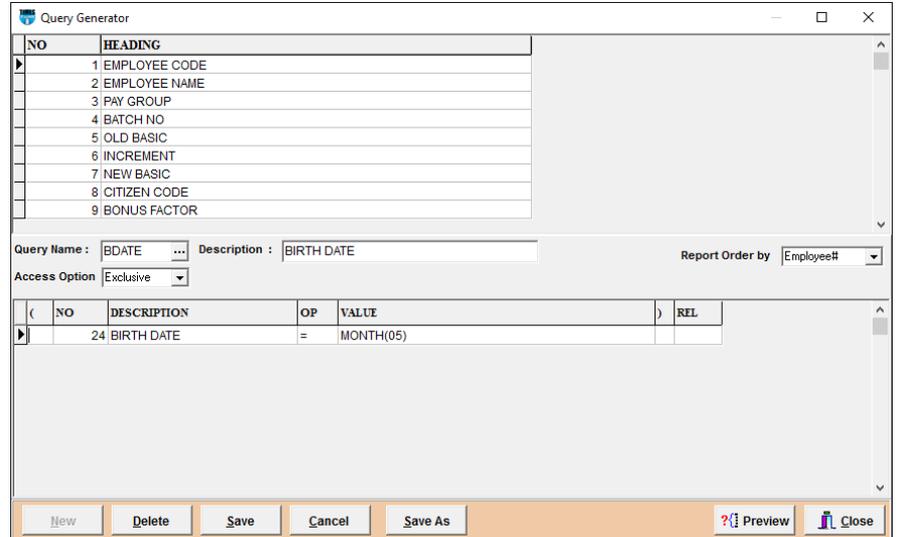
### Query Expert

#### QUERY PROCEDURES:

To view all Employee records whose birthday falls on the month of May:

Click on the **Query** icon

1. Select **Query Expert** to get into **Query Generator**.
2. Click on **New**
3. Type BIRTHDAY at **Query Name** :
4. Double-click **No. 24**  
In the **value** column type in MONTH(05) Alternatively YEAR(1999) or DAY(12) may be used.
5. Click the **Preview** button.



No	Description																
1	<p>The criteria available to choose. You can do a quick search of the criteria by clicking on</p> <div data-bbox="280 367 1136 409" style="border: 1px solid black; padding: 2px;"> <p><b>HEADING</b></p> </div>																
2	<p>Once you had selected the criteria from <b>(1)</b> it will appear here.</p>																
3	<p>OP stands for Operators. The Operators available are</p> <table border="1" data-bbox="280 600 1342 1263"> <thead> <tr> <th data-bbox="280 600 419 674">Symbol</th> <th data-bbox="419 600 1342 674">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 674 419 748">=</td> <td data-bbox="419 674 1342 748">Equals. Only select employees with the exact criteria.</td> </tr> <tr> <td data-bbox="280 748 419 822">&lt;</td> <td data-bbox="419 748 1342 822">Lesser than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td data-bbox="280 822 419 896">&lt;=</td> <td data-bbox="419 822 1342 896">Equal or lesser than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td data-bbox="280 896 419 969">&gt;</td> <td data-bbox="419 896 1342 969">Greater than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td data-bbox="280 969 419 1043">&gt;=</td> <td data-bbox="419 969 1342 1043">Equal or greater than (for numeric values e.g, Basic Pay)</td> </tr> <tr> <td data-bbox="280 1043 419 1184">&lt;&gt;</td> <td data-bbox="419 1043 1342 1184">Not equals. Select everything except of employees meeting selected criteria.</td> </tr> <tr> <td data-bbox="280 1184 419 1263">Like</td> <td data-bbox="419 1184 1342 1263">Wild card.</td> </tr> </tbody> </table>	Symbol	Description	=	Equals. Only select employees with the exact criteria.	<	Lesser than (for numeric values e.g, Basic Pay)	<=	Equal or lesser than (for numeric values e.g, Basic Pay)	>	Greater than (for numeric values e.g, Basic Pay)	>=	Equal or greater than (for numeric values e.g, Basic Pay)	<>	Not equals. Select everything except of employees meeting selected criteria.	Like	Wild card.
Symbol	Description																
=	Equals. Only select employees with the exact criteria.																
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>=	Equal or greater than (for numeric values e.g, Basic Pay)																
<>	Not equals. Select everything except of employees meeting selected criteria.																
Like	Wild card.																
4	<p>The value of the criteria.</p>																
5	<p>REL stands for Relational Operator.</p> <table border="1" data-bbox="280 1413 1342 1749"> <thead> <tr> <th data-bbox="280 1413 419 1487">REL</th> <th data-bbox="419 1413 1342 1487">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 1487 419 1628">AND</td> <td data-bbox="419 1487 1342 1628">Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled</td> </tr> <tr> <td data-bbox="280 1628 419 1749">OR</td> <td data-bbox="419 1628 1342 1749">Select by either criterion within the query. Select by either this condition or that condition</td> </tr> </tbody> </table>	REL	Description	AND	Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled	OR	Select by either criterion within the query. Select by either this condition or that condition										
REL	Description																
AND	Used to combine different criterion into one. All criteria linked with “AND” operator must be fulfilled																
OR	Select by either criterion within the query. Select by either this condition or that condition																

Sample of report generated:

TRAINING TIMES SOFTWARE PTE LTD				16/08/2016 11:21:44 AM	
Query Listing : ABOVE 2000			Page 1 of 1		
Employee#	Name	Department	Category	Hired Date	Termination Date
002-PR	SAB SCOTT	HR	NONE	01/01/2013	
005-LC	GREGORY THEE	SUPP	JUNI	05/06/2016	
009	HARVEY LITT	HR	NONE	22/11/2012	
010LC	LORITTA SLOW	MKTG	MGR1	01/04/2016	
Total Employee		4			

Select this if you wish to use the created Query for payroll.

Select this if you do not wish the created Query payroll.

### Query Selection

To open up a specific Query to work with.

1. Click the **Query** Icon.
2. Choose **Query Selection**.
3. Select the query based on query created in query expert.
4. Click the OK button.

CODE	DESCRIPTION
ACTIVE	ACTIVE STAFF
AD-HOC	AD-HOC QUERY
ALL	SELECT ALL EMPLOYEE
CONF	CURRENT MONTH CONFIRMED ST
HIRE	CURRENT MONTH HIRED STAFF
TERM	CURRENT MONTH TERMINATED S



## Tips and Tricks

### Intermediate-Level Queries

1. To select more than 1 employee

Query Name :		2EMP	Description :		Select 2 Employees
(	NO	DESCRIPTION	OP	VALUE	) REL
▶	1	EMPLOYEE CODE	=	005	OR
	1	EMPLOYEE CODE	=	006	

To select 2 employees by using **OR** function under **REL**

2. To select 3 employees

(	NO	DESCRIPTION	OP	VALUE	) REL
	1	EMPLOYEE CODE	=	005	OR
	1	EMPLOYEE CODE	=	006	OR
▶	1	EMPLOYEE CODE	=	008	

To select 3 employees by using **OR** function under **REL**

3. To select all the employees in 3 departments

(	NO	DESCRIPTION	OP	VALUE	) REL
	24	DEPARTMENT	=	ADMIN	OR
	24	DEPARTMENT	=	MGT	OR
▶	24	DEPARTMENT	=	HR	

To select all employees under ADMIN, MGT and HR department

**Advance-level Queries**

1. To select those employees whose race is Chinese and basic salary  $\geq$  \$2000

(	NO	DESCRIPTION	OP	VALUE	)	REL
	18	RACE	=	CHIN		AND
▶	7	NEW BASIC	>=	2000		

**REL – AND**, used to combine different criterion into one. All criterion linked with “**AND**” operator must be fulfilled.

2. To select those employees whose race is Chinese, Occupation as CSO and their basic salary  $\geq$  \$2000

(	NO	DESCRIPTION	OP	VALUE	)	REL
	18	RACE	=	CHIN		AND
	57	OCCUPATION	=	CSO		AND
▶	7	NEW BASIC	>=	2000		

3. To select those employees with basic salary  $\geq$  \$2000 and work in Admin department or HR department.

(	NO	DESCRIPTION	OP	VALUE	)	REL
(	24	DEPARTMENT	=	ADMIN		OR
	24	DEPARTMENT	=	HR	)	AND
▶	7	NEW BASIC	>=	2000		

Multiple-condition criteria:

- Use the parenthesis or brackets “( )” to select 2 department.

## Adhoc Query

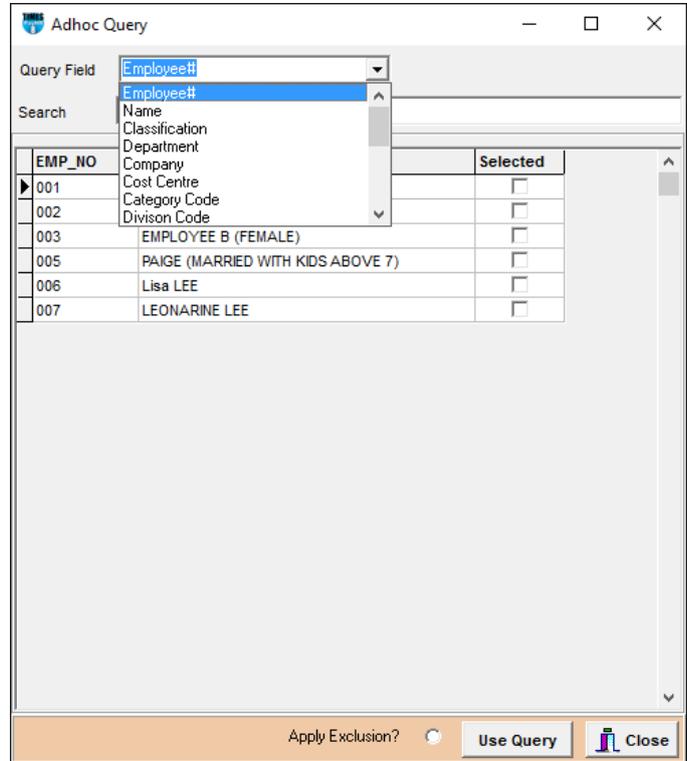
Users can use this feature to select the employees using field such as employee code, employee name, department, occupation by putting 'tick' at the 'selected' column and click the button 'Use query'. User can also apply exclusion on the selected group or employee.

### ADHOC QUERY PROCEDURES:

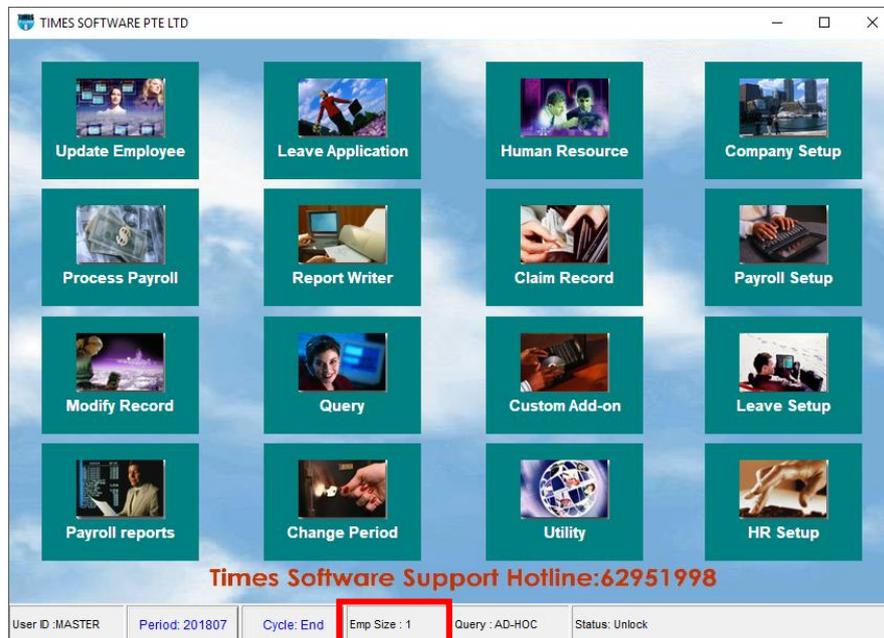
1. Click on **Query** Icon
2. Click on **Adhoc Query**
3. Select **Query Field**: By Employee No, Name, etc.
4. Tick under **Selected**
5. Click on **Use Query** when done.
6. Click on the Close button.

Notes: Apply Exclusion is to be selected when you want to exclude them from all staff.

Eg. To process payroll for all staff except for 2 employees.



To ensure query is used check on Emp Size (Highlighted in the RED)



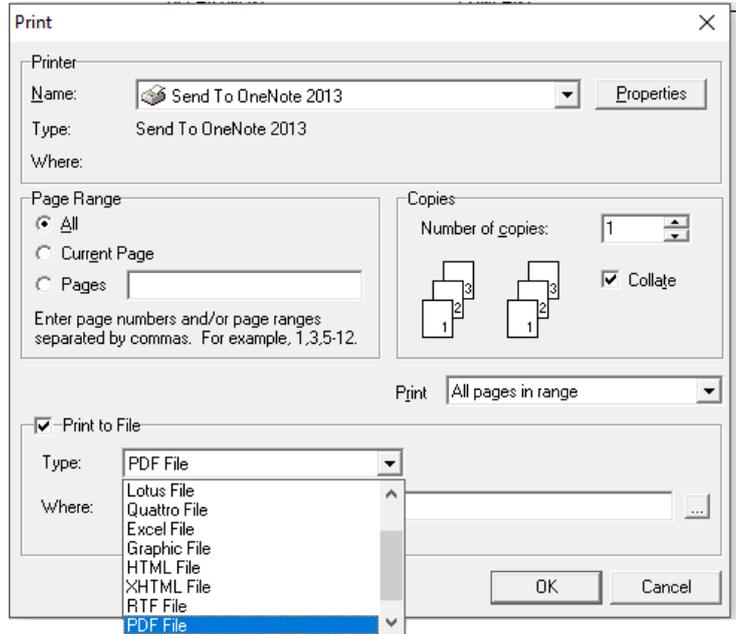
### Exporting a Standard Report to Excel, PDF etc

If the user wanted to export any of the standard report (e.g. Payroll Department Report in the Internal Reports, Pay History Report or any other reports) to excel these the are following steps:-

1. Click the printer icon on the top left of the report.



2. When the user click on printer icon, the print screen will appear.
3. Put a tick on the 'Print to File' option and select 'Excel File' or PDF for the type of file and where to store the file.
4. The user can choose to save the report name according to the name they want by selecting the button next to the file name to be saved.
5. Once user click on the button to be saved, user will be able to see the Save As window where they can type in the File name of the file.



6. User can then proceed to open the file in Excel, PDF format on the saved directory.