The page features a decorative graphic consisting of three blue circles of varying sizes, each with a lighter blue ring around its center. These circles are connected by thin blue lines that extend towards the corners of the page. The largest circle is in the top right, a medium one is in the center, and a large one is in the bottom right corner.

TIMES SOFTWARE

Times Pay 8.0 Training Workbook

Company Registration Number:

199804415D

10, Jalan Besar, #14-01, Sim Lim Tower,
Singapore 208787

Tel: (65) **6295-1998** Fax: (65) **6295-0998**

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Disclaimer:

This documentation serves as a supplementary to the actual Times Payroll User Manual. The purpose of this documentation is to serve as a “hands-on” exercise book for the user(s) to interact with. **For more detail step by step guide, please refer to the actual User Manual.**

Training Checklist

Times Payroll

Creating New Company – 9:30 am to 9:35 am

- Creating new company/database
- Login to Times Payroll

Company Profile Setup – 9:35 am to 10:30 am

- Company Details: CPF A/C No, Income Tax No
- Misc. Parameter: OT Rates, Shift Rates, etc.
- Prorated Allowances
- OT Capping

Payroll Setup – 10:30 am to 11:00 am

- Pay Group / Pay Period
- Community Funds / SDF / CPF Table
- Foreign Worker Levy Table
- Allowances and Deductions Applicable to the Company
- National Service Payment (NSP)
- Creation of new codes for Occupation, Nationality, Bank etc.
- Cost Centre Table
- Formula Setup

Leave Setup – 11:00 am to 11:30 am

- Leave Administration
- Leave Allocation
- Creating New Leave Codes

HR Setup – 11:30 am to 12:00 pm

- Claim Table: Annual Maximum Claims
- Training Course Claim Table
- Course Fee Setup
- Creation of New HR Codes
- Employee's Panel Doctor

Update Employee – 1:00 pm to 2:00 pm

- Create new employees, specify employee's work group, CPF Scheme, Leave and Claims Entitlement, allowances / deductions applicable to employees etc.
- Photo (Bitmap & Jpeg format)

Leave Application – 2:00 pm to 2:30 pm

- Leave Entitlement: Check leave entitlement and balance
- Input the Leave Record
- Leave Adjustment Record

Claim Record – 2:30 pm to 2:45 pm

- Input the Claim Record
- Preview the Claim Report

Payroll Initialization – 2:45 pm to 3:00 pm

- Payroll Processing

Modify Pay Record – 3:00 pm to 3:30 pm

- Modify Pay Record
- OT, Shift, Allowance / Deduction Input

Payroll Reports – 3:30 pm to 4:00 pm

- Internal Report
- External Report

Human Resource Module*

**Only applicable to customers who had purchased the HR Module.*

HR Record – 4:30 pm to 5:00 pm

- Asset
- Achievement
- Employee Appraisal
- Accident
- Benefit
- Discipline
- External Activity
- Education
- Family
- Insurance
- Job Assignment
- Evaluation
- Job History
- Loan Record
- Medical Record
- National Service

Disclaimer: The timings stated are purely for reference only. Timing may vary from class to class.

A. TimesPay 8.0 Login Screen

The login screen is the first screen which user will land upon running TimesPay 8.0 application. The following diagram is a sample of the login screen:

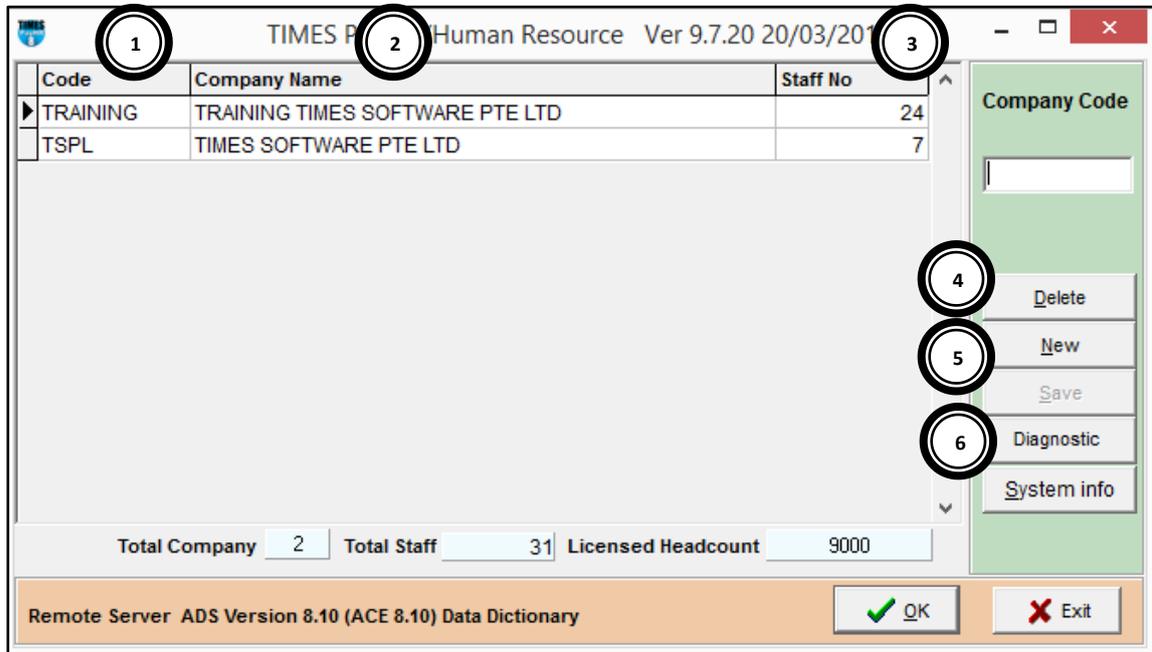


Table 1

Fill in the definition of the **Function** in the **Description** column based on what the trainer had taught.

No	Item	Description
1	Code	
2	Company Name	
3	Program Version	
4	Delete	
5	New	
6	Diagnostic	

Log in Entry

User ID : MASTER (1)

Password : xxxx (2)

Period : 201508 (3) / E (4)

Change Password

Login Logout

Table 2

Fill in the definition of the **Function** in the **Description** column based on what the trainer has taught.

No	Item	Description
1	User ID	
2	Password	
3	Period	
4	E / M	



Hands-on Exercise 1

Now that you know how to create a database, for this exercise, you are required to create a new company for today's hands-on training session.

B. Setup of TimesPay 8.0

It is crucial to verify that the settings are configured correctly before initiating payroll processing.

Company Setup

Company Profile Tab

In order for the system to generate the correct information for submission to the bank or government bodies (e.g. CPF and IRAS), information must be keyed into the Company Profile. The compulsory fields to be setup are highlighted below.

Company Parameter

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

Company	TIMES SOFTWARE PTE LTD (1)	Co Registration No	199804415D (2)
Address	10 JALAN BESAR SIM LIM TOWER #14-01 SINGAPORE (3)	MSO/PMBS Scheme	MSO Round up
Postal	208787	MVC Scheme	Not Applicable
Phone	62951998	MVC Max	10.00
Home Page URL	www.timesoftsg.com.sg	MVC Round	Round1
Email	sales@timesoftsg.com.sg	Def MVC	10.00
CPF A/C#	201113083HPTE01 (4)	MVC% Method	Accumulated MVC percentage
Income Tax A/C#	199804415D (5)	Tel	62951998
Company Bank-ID	7339 (6)	MSO Max\$	140.00
Branch	001	Fax	
Bank-AC#	234567892	CPF Voluntary A/C#	201113083HPTE02 (7)
SWIFT Code#		MSO A/C#	201113083HPTE02
		Retired Age	65 (8)
		NSP Code	
		CPFMAX Formula	Auto Capping
		Disable Auto Calculate Back Pay OT (BAOT)?	(9)

System Setting

Date Format	DD/MM/YYYY (10)	Probation Period	3
Link Leave To Modify Record?	Yes (11)	Mid Month Pay Subject to CPF	<input checked="" type="checkbox"/>
Link Claim To Modify Record?	Yes	Mid Month CPFwage * factor 2	<input checked="" type="checkbox"/>
Add additional community fund on top the contribution amount?	<input checked="" type="checkbox"/>	Encashment Code	&ANL
Payslip Message	YOUR PAY WILL BE CREDITED XXX (13)	Rounding Formula	No Rounding (12)
		Encash Method	Encash confirmed staff only
		Prorate Formula	(14)
		Prorate newly hired or terminate employee?	<input checked="" type="checkbox"/>
		Formula	Working Day/Mths
		Method	Day/Day Formula * Base Salary

Close

Table 3

Base on the trainer's description, fill up the items labelled **1 to 13** in the table below:

No	Item	Description
1	Company	
2	Co Registration No	
3	Address	
4	CPF A/C#	
5	Income Tax A/C#	
6	Company Bank ID/ Branch/Bank-AC#	
7	CPF Voluntary A/C#	
8	NSP Code	
9	Disable Auto Calculate Back Pay OT (BAOT)	
10	Date Format	
11	Link Leave to Modify Record?	
12	Encashment Code/Rounding/ Method	
13	Add additional community fund on the top the contribution amount?	
14	Prorate Formula	

Misc Parameter Tab

Usually there is no need to setup the parameters here. You are only required to update the settings if you have:

- a) Special OT rates which is out of the ordinary rates.
- b) OT rate ceiling.
- c) Special shift allowances

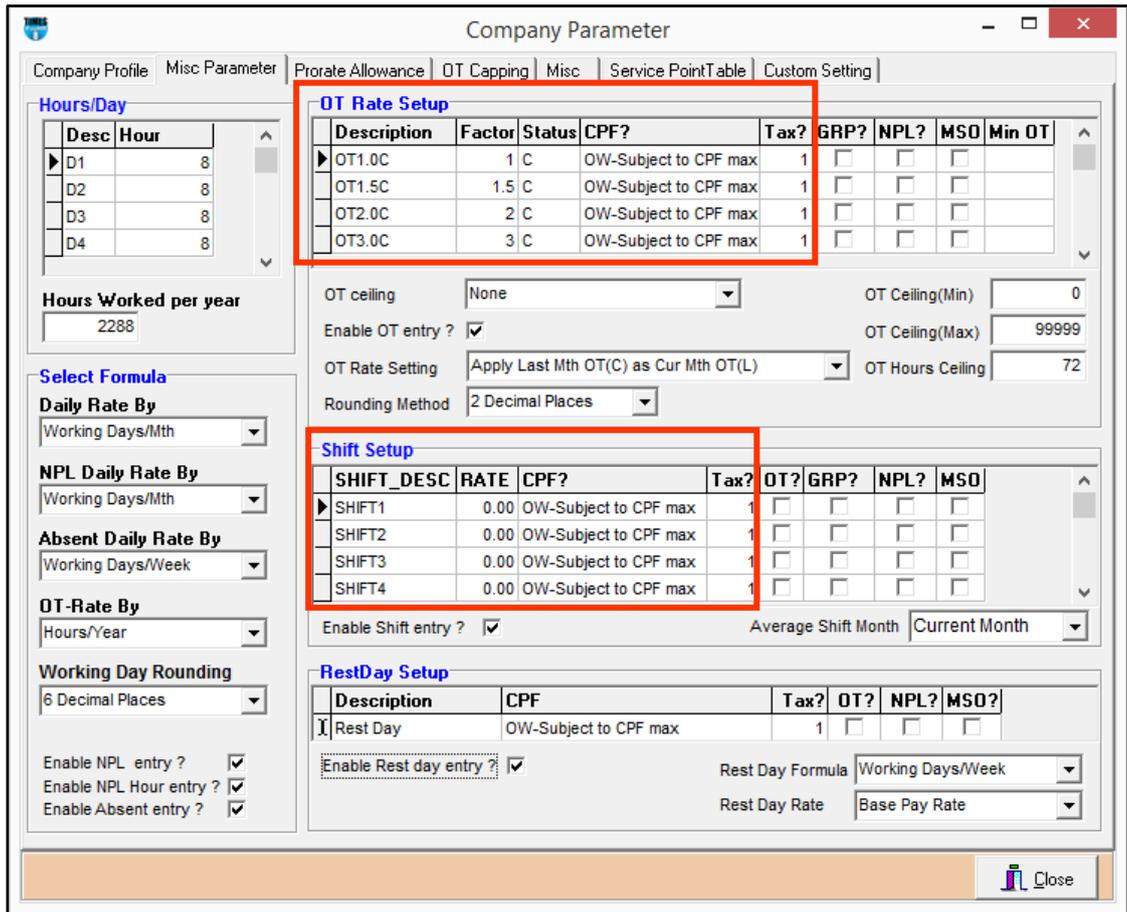


Table 4

What is:

OT-C?	
OT-L?	
OT Hours Capping?	
OT Ceiling?	

Prorate Allowances Tab

This feature allows users to prorate recurring allowances.

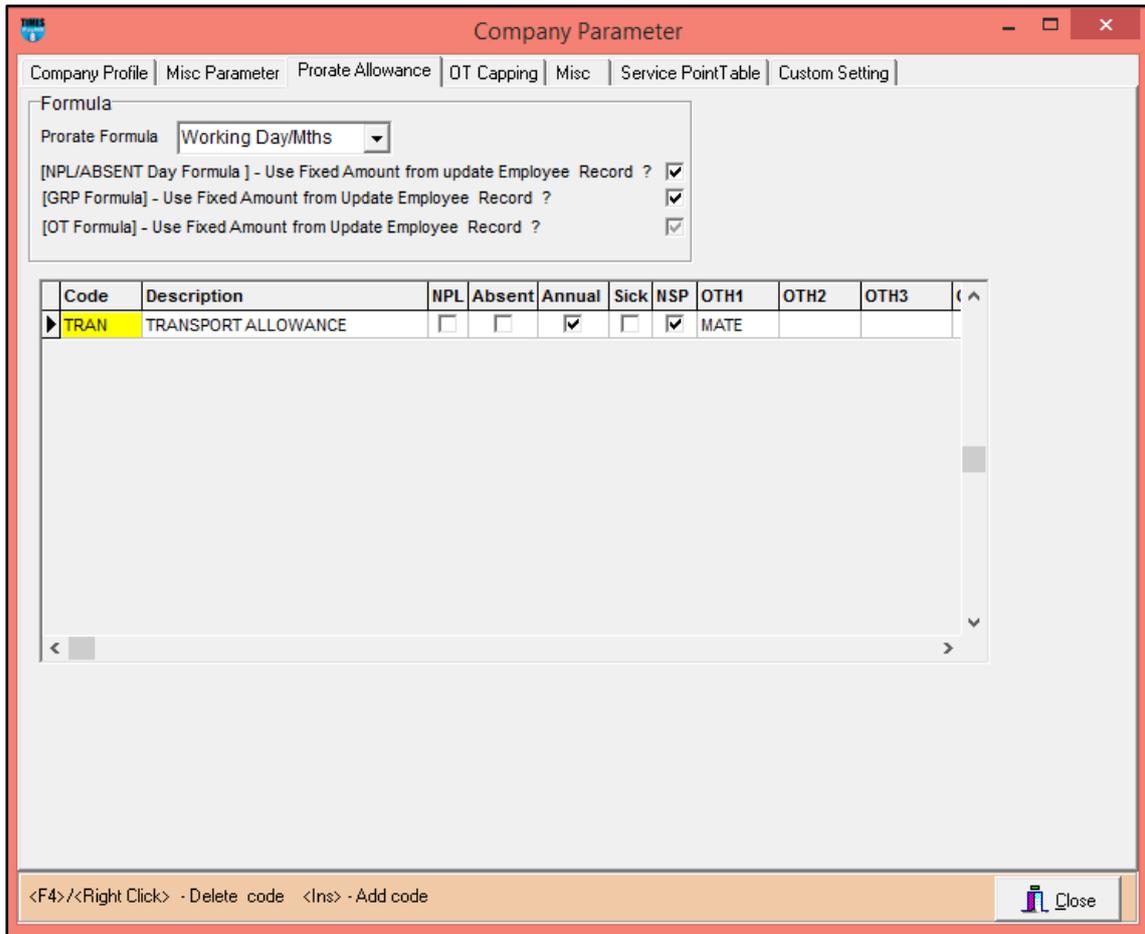


Table 5

What is:

OTH1, OTH2, etc?	
------------------	--



Hands-on Exercise 2

Based on the trainer’s description, make **TRANSPORT ALLOWANCE** as a prorated allowance which will be prorated when employee goes on **HOSPITALIZATION LEAVE**.

OT Capping Tab

This feature allow users to setup different OT ceiling for certain groups of employees (for example: workmen and non-workmen). You can segregate it at COMPANY SETUP > OT Capping tab.

Code	OT Ceiling Formula	OT Ceiling (Min)	OT Ceiling (Max)	Fix Rate	Max Basic Salary Convert SN to SE
NWKMEN	Basic & exclude Allw Subj OT	0.00	2250.00		
WKMEN	Basic & exclude Allw Subj OT	0.00	4500.00		

Once the OT ceiling settings had been made, you can proceed by categorizing employees who are subjected to overtime payment to either workmen or non-workmen.

To do so, please go under **Update Employee > Employee Record > Other tab** to link the employee to their respective type:

Payroll Setup

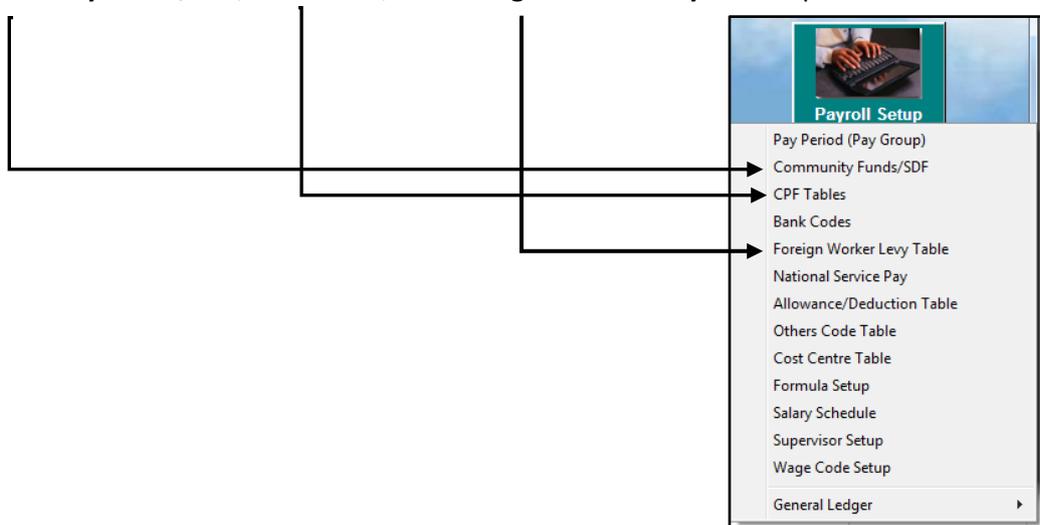
Pay Period (Pay Group) Setup

This is where users create and indicate employee's working days, set the overtime period and leave cut off day.

Community Funds/SDF, CPF Tables and Foreign Worker Levy Table

Times Software will provide update of the CPF and Foreign Worker Levy (FWL) in order to comply with the CPF board and Ministry of Manpower Respectively.

In order to know if the CPF table in your system is the latest, you could check under **Payroll Setup > Community Funds/SDF, CPF Tables, and Foreign Worker Levy Table** Option.



IMPORTANT!

Please **do not amend** the values in the tables as it may jeopardise the calculation in your payroll.

Updates will be sent to you via email whenever there is changes in the statutory board.

Pay Period (Pay Group) Setup

Payroll Period Maintenance

Global Pay Group Setting | Weekly Pay Group

Pay Group: 5.0DAYS ... Day Worked Per Week: 5 Working Hours: 8
 Year: 2018 Hour Worked Per Year: 2080
 Start-Date: 01/01/2018 End-Date: 31/12/2018

Daily Rate Formula: Working Days/Mth
 NPL Rate formula: Working Days/Mth
 OT Hour formula: Hours/Year - User Defined

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

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
201801	01/01/2018	15/01/2018	31/01/2018	11.0	12.0	23.00			
201802	01/02/2018	15/02/2018	28/02/2018	11.0	9.0	20.00			
201803	01/03/2018	15/03/2018	31/03/2018	11.0	11.0	22.00			
201804	01/04/2018	15/04/2018	30/04/2018	10.0	11.0	21.00			
201805	01/05/2018	15/05/2018	31/05/2018	11.0	12.0	23.00			
201806	01/06/2018	15/06/2018	30/06/2018	11.0	10.0	21.00			
201807	01/07/2018	15/07/2018	31/07/2018	10.0	12.0	22.00			
201808	01/08/2018	15/08/2018	31/08/2018	11.0	12.0	23.00			
201809	01/09/2018	15/09/2018	30/09/2018	10.0	10.0	20.00			
201810	01/10/2018	15/10/2018	31/10/2018	11.0	12.0	23.00			
201811	01/11/2018	15/11/2018	30/11/2018	11.0	11.0	22.00			
201812	01/12/2018	15/12/2018	31/12/2018	10.0	11.0	21.00			

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

New Save Cancel Delete Close

Table 6

Base on the trainer’s description, fill up the items labelled **1 to 13** in the table below:

No	Item	Description
1	Overtime Start Date/ Overtime Mid Date/ Overtime End Date	

<p>2</p> <p>To create Overtime Pay Group</p>	<p>Payroll Period Maintenance</p> <p>Global Pay Group Setting Weekly Pay Group</p> <p>Pay Group: OVERTIME Day Worked Per Week: 6 Working Hours: <input type="text"/></p> <p>Year: 2018 Hour Worked Per Year: 2288</p> <p>Start-Date: 14/12/2017 End-Date: 13/12/2018</p> <p>Daily Rate Formula: Working Days/Mth</p> <p>NPL Rate formula: Working Days/Week</p> <p>OT Hour formula: Hours/Year - User Defined</p> <p>Global Weekly Setting</p> <table border="1"> <thead> <tr> <th></th> <th>1st Week</th> <th>2nd Week</th> </tr> </thead> <tbody> <tr><td>MON</td><td>FULL</td><td>FULL</td></tr> <tr><td>TUE</td><td>FULL</td><td>FULL</td></tr> <tr><td>WED</td><td>FULL</td><td>FULL</td></tr> <tr><td>THU</td><td>FULL</td><td>FULL</td></tr> <tr><td>FRI</td><td>FULL</td><td>FULL</td></tr> <tr><td>SAT</td><td>FULL</td><td>FULL</td></tr> <tr><td>SUN</td><td>OFF</td><td>OFF</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Period</th> <th>Start-Date</th> <th>Mid-Date</th> <th>End-Date</th> <th>1st Half</th> <th>2nd Half</th> <th>Total</th> <th>Overtime Start Date</th> <th>Overtime Mid Date</th> <th>Overtime End Date</th> </tr> </thead> <tbody> <tr><td>201801</td><td>14/12/2017</td><td>28/12/2017</td><td>13/01/2018</td><td>13.0</td><td>14.0</td><td>27.00</td><td></td><td></td><td></td></tr> <tr><td>201802</td><td>14/01/2018</td><td>28/01/2018</td><td>13/02/2018</td><td>12.0</td><td>14.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201803</td><td>14/02/2018</td><td>28/02/2018</td><td>13/03/2018</td><td>13.0</td><td>11.0</td><td>24.00</td><td></td><td></td><td></td></tr> <tr><td>201804</td><td>14/03/2018</td><td>28/03/2018</td><td>13/04/2018</td><td>13.0</td><td>14.0</td><td>27.00</td><td></td><td></td><td></td></tr> <tr><td>201805</td><td>14/04/2018</td><td>28/04/2018</td><td>13/05/2018</td><td>13.0</td><td>12.0</td><td>25.00</td><td></td><td></td><td></td></tr> <tr><td>201806</td><td>14/05/2018</td><td>28/05/2018</td><td>13/06/2018</td><td>13.0</td><td>14.0</td><td>27.00</td><td></td><td></td><td></td></tr> <tr><td>201807</td><td>14/06/2018</td><td>28/06/2018</td><td>13/07/2018</td><td>13.0</td><td>13.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201808</td><td>14/07/2018</td><td>28/07/2018</td><td>13/08/2018</td><td>13.0</td><td>13.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201809</td><td>14/08/2018</td><td>28/08/2018</td><td>13/09/2018</td><td>13.0</td><td>14.0</td><td>27.00</td><td></td><td></td><td></td></tr> <tr><td>201810</td><td>14/09/2018</td><td>28/09/2018</td><td>13/10/2018</td><td>13.0</td><td>13.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201811</td><td>14/10/2018</td><td>28/10/2018</td><td>13/11/2018</td><td>12.0</td><td>14.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201812</td><td>14/11/2018</td><td>28/11/2018</td><td>13/12/2018</td><td>13.0</td><td>13.0</td><td>26.00</td><td></td><td></td><td></td></tr> </tbody> </table>		1st Week	2nd Week	MON	FULL	FULL	TUE	FULL	FULL	WED	FULL	FULL	THU	FULL	FULL	FRI	FULL	FULL	SAT	FULL	FULL	SUN	OFF	OFF	Period	Start-Date	Mid-Date	End-Date	1st Half	2nd Half	Total	Overtime Start Date	Overtime Mid Date	Overtime End Date	201801	14/12/2017	28/12/2017	13/01/2018	13.0	14.0	27.00				201802	14/01/2018	28/01/2018	13/02/2018	12.0	14.0	26.00				201803	14/02/2018	28/02/2018	13/03/2018	13.0	11.0	24.00				201804	14/03/2018	28/03/2018	13/04/2018	13.0	14.0	27.00				201805	14/04/2018	28/04/2018	13/05/2018	13.0	12.0	25.00				201806	14/05/2018	28/05/2018	13/06/2018	13.0	14.0	27.00				201807	14/06/2018	28/06/2018	13/07/2018	13.0	13.0	26.00				201808	14/07/2018	28/07/2018	13/08/2018	13.0	13.0	26.00				201809	14/08/2018	28/08/2018	13/09/2018	13.0	14.0	27.00				201810	14/09/2018	28/09/2018	13/10/2018	13.0	13.0	26.00				201811	14/10/2018	28/10/2018	13/11/2018	12.0	14.0	26.00				201812	14/11/2018	28/11/2018	13/12/2018	13.0	13.0	26.00			
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<p>3</p> <p>To create Leave Cut Off Pay Group</p>	<p>Payroll Period Maintenance</p> <p>Global Pay Group Setting Weekly Pay Group</p> <p>Pay Group: LEAVE Day Worked Per Week: 6 Working Hours: <input type="text"/></p> <p>Year: 2018 Hour Worked Per Year: 2288</p> <p>Start-Date: 18/12/2017 End-Date: 17/12/2018</p> <p>Daily Rate Formula: Working Days/Mth</p> <p>NPL Rate formula: Working Days/Week</p> <p>OT Hour formula: Hours/Year - User Defined</p> <p>Global Weekly Setting</p> <table border="1"> <thead> <tr> <th></th> <th>1st Week</th> <th>2nd Week</th> </tr> </thead> <tbody> <tr><td>MON</td><td>FULL</td><td>FULL</td></tr> <tr><td>TUE</td><td>FULL</td><td>FULL</td></tr> <tr><td>WED</td><td>FULL</td><td>FULL</td></tr> <tr><td>THU</td><td>FULL</td><td>FULL</td></tr> <tr><td>FRI</td><td>FULL</td><td>FULL</td></tr> <tr><td>SAT</td><td>FULL</td><td>FULL</td></tr> <tr><td>SUN</td><td>OFF</td><td>OFF</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Period</th> <th>Start-Date</th> <th>Mid-Date</th> <th>End-Date</th> <th>1st Half</th> <th>2nd Half</th> <th>Total</th> <th>Overtime Start Date</th> <th>Overtime Mid Date</th> <th>Overtime End Date</th> </tr> </thead> <tbody> <tr><td>201801</td><td>18/12/2017</td><td>01/01/2018</td><td>17/01/2018</td><td>13.0</td><td>14.0</td><td>27.00</td><td></td><td></td><td></td></tr> <tr><td>201802</td><td>18/01/2018</td><td>01/02/2018</td><td>17/02/2018</td><td>13.0</td><td>14.0</td><td>27.00</td><td></td><td></td><td></td></tr> <tr><td>201803</td><td>18/02/2018</td><td>03/03/2018</td><td>17/03/2018</td><td>12.0</td><td>12.0</td><td>24.00</td><td></td><td></td><td></td></tr> <tr><td>201804</td><td>18/03/2018</td><td>01/04/2018</td><td>17/04/2018</td><td>12.0</td><td>14.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201805</td><td>18/04/2018</td><td>02/05/2018</td><td>17/05/2018</td><td>13.0</td><td>13.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201806</td><td>18/05/2018</td><td>01/06/2018</td><td>17/06/2018</td><td>13.0</td><td>13.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201807</td><td>18/06/2018</td><td>02/07/2018</td><td>17/07/2018</td><td>13.0</td><td>13.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201808</td><td>18/07/2018</td><td>01/08/2018</td><td>17/08/2018</td><td>13.0</td><td>14.0</td><td>27.00</td><td></td><td></td><td></td></tr> <tr><td>201809</td><td>18/08/2018</td><td>01/09/2018</td><td>17/09/2018</td><td>13.0</td><td>13.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201810</td><td>18/09/2018</td><td>02/10/2018</td><td>17/10/2018</td><td>13.0</td><td>13.0</td><td>26.00</td><td></td><td></td><td></td></tr> <tr><td>201811</td><td>18/10/2018</td><td>01/11/2018</td><td>17/11/2018</td><td>13.0</td><td>14.0</td><td>27.00</td><td></td><td></td><td></td></tr> <tr><td>201812</td><td>18/11/2018</td><td>02/12/2018</td><td>17/12/2018</td><td>12.0</td><td>13.0</td><td>25.00</td><td></td><td></td><td></td></tr> </tbody> </table>		1st Week	2nd Week	MON	FULL	FULL	TUE	FULL	FULL	WED	FULL	FULL	THU	FULL	FULL	FRI	FULL	FULL	SAT	FULL	FULL	SUN	OFF	OFF	Period	Start-Date	Mid-Date	End-Date	1st Half	2nd Half	Total	Overtime Start Date	Overtime Mid Date	Overtime End Date	201801	18/12/2017	01/01/2018	17/01/2018	13.0	14.0	27.00				201802	18/01/2018	01/02/2018	17/02/2018	13.0	14.0	27.00				201803	18/02/2018	03/03/2018	17/03/2018	12.0	12.0	24.00				201804	18/03/2018	01/04/2018	17/04/2018	12.0	14.0	26.00				201805	18/04/2018	02/05/2018	17/05/2018	13.0	13.0	26.00				201806	18/05/2018	01/06/2018	17/06/2018	13.0	13.0	26.00				201807	18/06/2018	02/07/2018	17/07/2018	13.0	13.0	26.00				201808	18/07/2018	01/08/2018	17/08/2018	13.0	14.0	27.00				201809	18/08/2018	01/09/2018	17/09/2018	13.0	13.0	26.00				201810	18/09/2018	02/10/2018	17/10/2018	13.0	13.0	26.00				201811	18/10/2018	01/11/2018	17/11/2018	13.0	14.0	27.00				201812	18/11/2018	02/12/2018	17/12/2018	12.0	13.0	25.00			
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4	More than two weeks settings	
	Is alternate Saturday	
	Public Holiday as Off Day	

Allowance/Deduction Table

The Allowance/Deduction Table shows a list of allowances or deductions code which your company uses. A sample of the table is as follows:

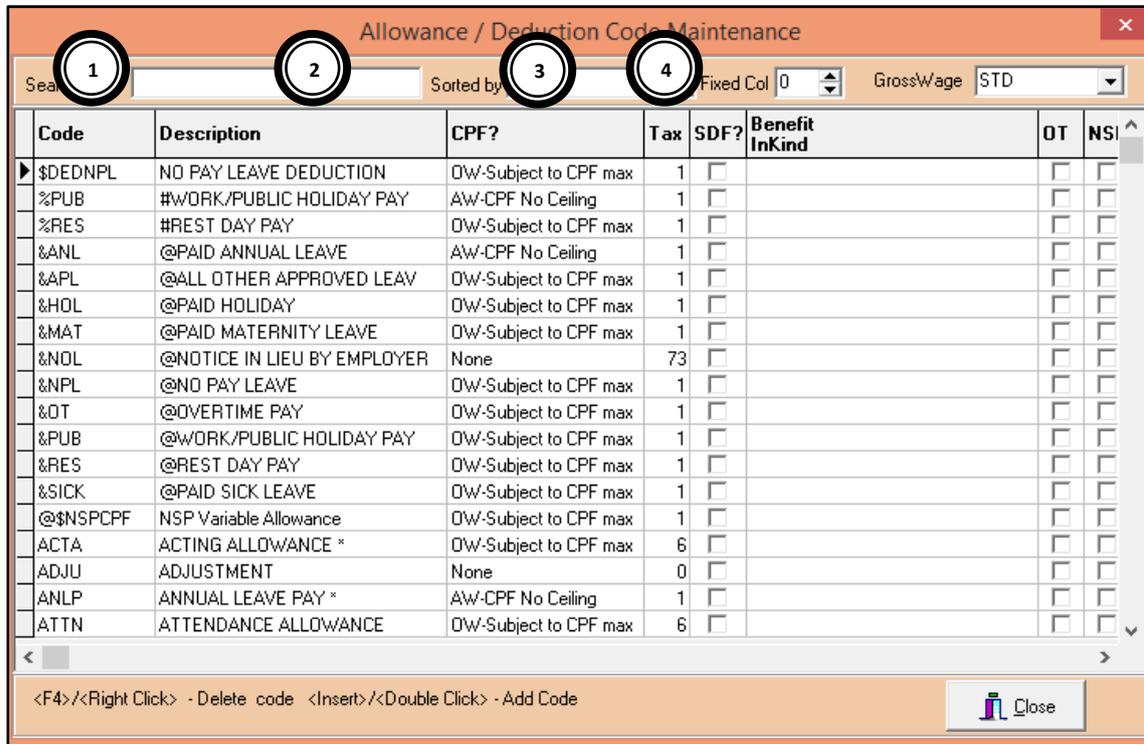


Table 7

Fill in the definition of the **Item** in the **Description** column based on what the trainer had taught.

No	Item	Description
1	Code	
2	Description	
3	CPF?	AW- OW-
4	Tax	

Tax Line Guide

FORM IR8A

Return of Employee's Remuneration for the year ended 31 Dec
Fill in this form and give it to your employee by 1 Mar for his submission together with his Income Tax Return

This Form will take about 10 minutes to complete. Please get ready the employee's personal particulars and details of his/her employment income. Please read the explanatory notes when completing this form.

Employer's Tax Ref. No. / UEN		Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.)	
Full Name of Employee as per NRIC / FIN		Date of Birth	Sex Nationality
Residential Address		Designation	Bank to which salary is credited
If employment commenced and/or ceased during the year, state: (See paragraph 7 of the Explanatory Notes)		Date of Commencement	Date of *Cessation/Overseas Posting

INCOME (Enter "NA" for items that are not applicable) \$

a) **Gross Salary, Fees, Leave Pay, Wages and Overtime Pay:** Line 1

b) **Bonus** (non-contractual bonus paid in 2014 and / or contractual bonus) (See paragraph 12b of the Explanatory Notes) Line 2

c) **Director's fees** (approved at the company's AGM/EGM on ___ / ___ / 2014) (See paragraph 12c of the Explanatory Notes) Line 3

d) **Others:**

1. Allowances: (i) Transport \$ (ii) Entertainment \$ (iii) Others \$ Line 61, 62 or 63
(See paragraph 12d (I) of the Explanatory Notes)

2. Gross Commission for the periodto * Monthly / other than monthly payment Line 4

3. Pension \$.....

4. Lump sum payment (See paragraph 12d (II) of the Explanatory Notes) Line 74

(i) Gratuity \$	(ii) Notice Pay \$	(iii) Ex-gratia payment \$
(iv) Others (please state nature) \$		
(v) Compensation for loss of office \$ Approval obtained from IRAS: *Yes/No Date of approval:		
Reason for payment:	Line 73	Length of service:
Basis of arriving at the payment: (Give details separately if space is insufficient)		

5. Retirement benefits including gratuities/pension/commutation of pension/lump sum payments, etc from Pension/Provident Fund: Name of Fund
(Amount accrued up to 31 Dec 1992 \$) Amount accrued from 1993:

6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore:
(See paragraph 12d (III) of the Explanatory Notes. Give details separately if tax concession is applicable.)

7. Excess/Voluntary contribution to CPF by employer (less amount refunded/to be refunded):
(See paragraph 12d (IV) of the Explanatory Notes and complete the Form IR8S)

8. Gains or profits from Employee Stock Option (ESOP) / other forms of Employee Share Ownership (ESOW) Plans:
(See paragraph 12d (V) of the Explanatory Notes and complete the Appendix 8B)

9. Value of Benefits-in-kind
(See paragraphs 13 to 16 of the Explanatory Notes and complete the Appendix 8A):

TOTAL (items d1 to d9)

Line 71

Line 75

Line 72

Line 1

Line 2

Line 3

Line 61, 62 or 63

Line 4

Line 74



IMPORTANT!

This setup will affect the outcome of the calculation of the CPF as well as the IRAS submission.

Do you understand the difference between AW and OW as well as the Tax Lines?

If you are unsure, please clarify with your trainer.

Leave Setup

Leave Administration

If you are using the TimesPay 8.0 system to keep track employee's leave application, it is important to setup Leave Administration correctly.

The screenshot shows the 'Leave Setup' window with the following fields and callouts:

- 1**: Prorate Entitlement dropdown menu.
- 2**: Current Leave dropdown menu.
- 3**: Leave Cut Off Day spinner box.
- 4**: Entitlement by dropdown menu.
- 5**: Saturday as Full day dropdown menu.
- 6**: Prorate Sick Leave dropdown menu.
- 7**: Paternity Leave One Year Expiry dropdown menu.

The 'Holiday Table' is visible on the right side of the window:

Holiday	Description	STATE
01/01/2018	New Year's Day	
16/02/2018	Chinese New Year	
30/03/2018	Good Friday	
01/05/2018	Labour Day	
29/05/2018	Vesak Day	
15/06/2018	Hari Raya Puasa	
09/08/2018	National Day	
22/08/2018	Hari Raya Haji	
06/11/2018	Deepavali	
25/12/2018	Christmas Day	

At the bottom of the window, there are buttons for 'Save' and 'Close', and a status bar with keyboard shortcuts: '<F4> - Delete PH <Insert>/<Right Click> - Insert New PH'.

Table 8

Based on the Trainer's description, please write down the settings in the numbered boxes which most suits your company's leave policy.

No	Item	Description
1	Prorate Entitlement	
2	Current Leave	
3	Leave Cut Off Day	15- 50- 99-
4	Entitlement By	
5	Saturday as Full day	
6	Prorate Sick Leave	
7	Paternity Leave One Year Expiry	

Leave Code

Under Leave Code Maintenance, it shows a list of leave code that are available in the company. Leave that are practiced within the organisation has to be created and setup in the system before an employee can apply.

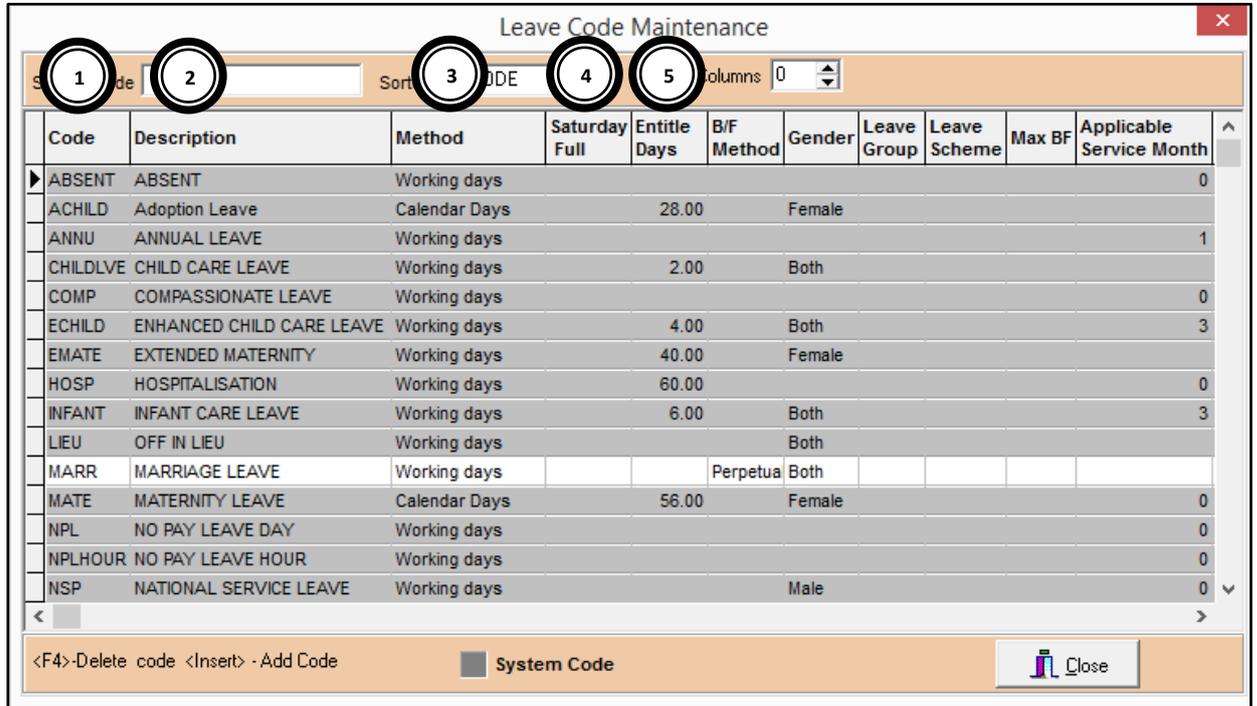


Table 9

Based on the Trainer’s description, please write down the settings in the numbered boxes which most suits your company’s leave policy.

No	Item	Description
1	Code	
2	Description	
3	Method	
4	Saturday Full	
5	Entitle Days	

HR Setup

Claim Table

This section allows you to setup the claims for the employees. Users must first identify the various benefit schemes in their company. Once the benefit schemes are identified, you will have to link the employee's benefits (claims) to their respective schemes. Please refer to the illustration below:

Main Claim Setup



Hands-on Exercise 4

Based on what the trainer had explained, create employee's benefit schemes based on the following table:

Executive Benefits

Claim Type	Amount
Medical	\$300
Dental	\$200

Manager Benefits

Claim Type	Amount
Medical	\$700
Dental	\$300
Transport	\$200

Sub Claim Setup

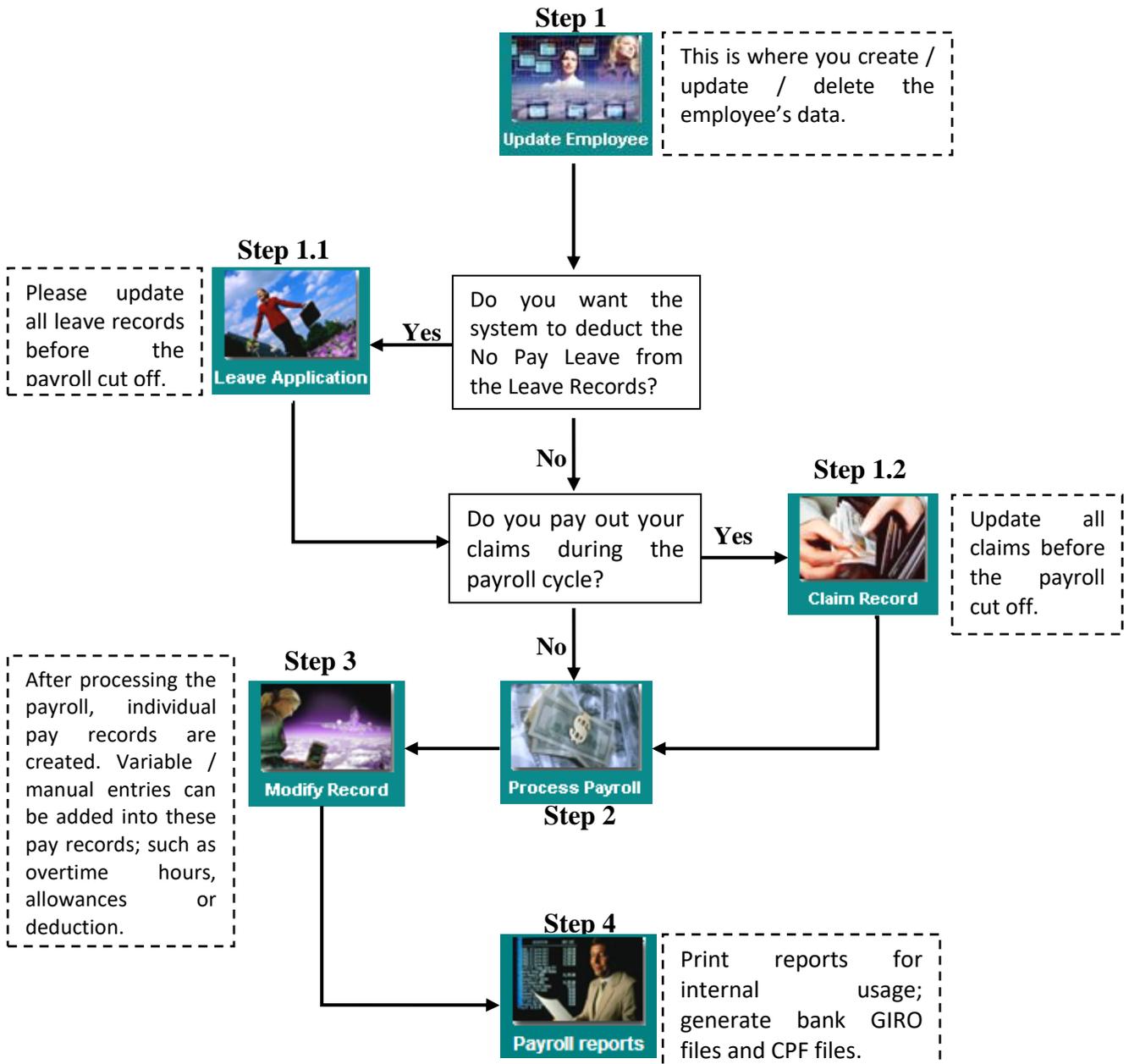
User can choose to assign sub claim limit via:

1. Max Claim Allocation
2. Limit Per Claim

C. Processing the Payroll

Payroll Processing – 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:



Update Employee

The Update Employee is where employees' data are stored. It allows the user to create, modify and delete employees' data. It is **extremely important** to avoid and data entry error as it will affect payroll output.



FAQ

When should I key in or update the employee records?

*All records must be updated **before** the payroll is processed.*

Here is a list of important information that must be keyed in, to ensure there is no error in the final outcome of the payroll:

Singaporean Employees

- a) Employee number (Alphanumeric. Please refrain from using special characters)
- b) Employee name (As per NRIC)
- c) Pay group
- d) Hired date
- e) Birth date (**Important!!!** CPF rate is sensitive to the employee's age)
- f) Basic salary
- g) Type (Monthly worker subjected to OT or Non-OT, Daily Type or Hourly Type)
- h) Nationality
- i) Race
- j) Fund 1 (Community Fund of the staff. E.g. CDAC, SINDA)
- k) IC number (Employee's NRIC No.)
- l) CPF/Levy (Select '**CLASS1**' for Singaporean)
- m) Category (Only compulsory **if** you based the leave entitlement on Category).
- n) Leave Scheme (If you are using the leave system and is based on Leave Scheme)
- o) Benefit Scheme (Important if you are using the system to track the claims)
- p) Department Code (Important for reporting purposes. Please don't leave it blank.)
- q) Sex/Title, Marital Status (For leave purposes)
- r) Bank
- s) Allow/Dedu (If fixed recurring allowance(s))
- t) E-Mail (**Important** if you are using E-Leave or E-Mail Payslip module).

Sample Employee's (Singaporean) Profile

Update Employee Main tab:

Update Employee – Other tab:

Update Employee – Bank tab:

Update Employee – Allow/Dedu tab:

Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Sta Mtl
TRAN	TRANSPORT ALLOWANCE	Amt	500.00				

PR and Foreign Employees

- a) Employee number (Alphanumeric. Please refrain from using special characters)
- b) Employee name (As per NRIC/FIN)
- c) Pay group
- d) Hired date
- e) Birth date (**Important!!!** CPF rate is sensitive to the employee's age – for PR)
- f) Basic salary
- g) Type (Monthly worker subjected to OT or Non-OT, Daily Type or Hourly Type)
- h) Nationality
- i) Race
- j) Fund 1 (Community Fund of the staff. E.g. CDAC, SINDA)
- k) IC number (Employee's NRIC No. for PR or FIN No. for foreigners)
- l) CPF/Levy (Select '**PR**' for PR, '**NONE**' for Employment Pass holders or choose the employee's respective FWL rates)
- m) Category (Only compulsory if you based the leave entitlement on Category).
- n) Leave Scheme (If you are using the leave system and is based on Leave Scheme)
- o) Benefit Scheme (Important if you are using the system to track the claims)
- p) Department Code (Important for reporting purposes. Please don't leave it blank)
- q) Sex/Title, Marital Status (For leave purposes)
- r) Bank
- s) Allow/Dedu (If fixed recurring allowance(s))
- t) E-Mail address (Important if you have E-Leave and E-Mail Payslip installed)

Sample Employee's (Permanent Resident) Profile

Update Employee Main tab:

Update Employee – Other tab:

Update Employee – Bank tab

Update Employee – Allow/Dedu

Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Sta Mtl
MEAL	MEAL ALLOWANCE	Amt	150.00				

Sample Employee's (Work Permit Holder) Profile:

Update Employee record - Period :201508

Employee # EMP010 Name BENNY TAN CHIN MENG

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

Employee # EMP010 Name Benny Tan Chin Meng Pay Group 5.5DAYS

Hired Date 17/06/2015 2 month(s) Basic Salary 2700.00

Birth Date 17/08/1993 22 year 1 month(s) Increment 0.00

Type SN-Mthly Rated-Subj OT Semi-Month ? New Salary 2700.00

Mid Mth Pay 0 % / 0.00

Bonus Factor 1 Hide Wage Data ?

Original Hired Date

Progression Data

Department HR HUMAN RESOURCES Category JUNI JUNIOR

Cost Centre NONE NONE Occupation EXEC EXECUTIVE

Section NONE NONE Company NONE TIMES SOFTWARE

Job Grade NONE NONE Division NONE NONE

Leave/Benefit scheme

Leave EXEC EXECUTIVE LEAVE SCHEME Benefit EXEC EXECUTIVE BENEFIT

Working Days/Hours

Days Work/Wk 5.5 Daily Rate Working Day/Mths Nationality MSIA Fund#1

Hrs Worked/ Yr 2288 NPL Daily Working Day/Week Race CHIN Fund#2

IC/CPF/FWL

IC # G94287561 Other IC # CPF/Levy SERV30TO CPF A/C#

New Save Remove Cancel Change Close

Update Employee – Other tab

Update Employee – Bank tab

Update Employee record - Period :201508

Employee # EMP010 Name BENNY TAN CHIN MENG

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

Job Identification

Location NONE NONE Branch Code NONE NONE

Batch No 010 AD ID# Class Code NONE NONE

Personal/Additional Info

Sex / Title Male Mr Marital Single Religion Code

Dependent Children Blood Type Education Code NONE NONE

SG NRIC# / Fin No# G9428756 Change CPF/SDP/FWL ? 1st Sup NONE

E.leave Approval Status Supervisor 2nd Sup

Foreigner Info.

Work Permit / Emp Pass# 6788943 Application Date 17/05/2015 Expired Date 16/05/2020 PR Approval Date

WP/EP Holder WP Issue Date 17/05/2015 Cancelled Date FWL to PR Date

EP Category Valid Years 5 WP Renewal ? Old Levy Scheme

PR 2nd Gen? FWL Conversion Cancellation date

Update Employee record - Period :201508

Employee # EMP010 Name BENNY TAN CHIN MENG

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

Bank Info

Bank 7375 UOB Clementi (130,360,910)

Branch 030

Account# 9102031012

Reference

Particulars

Override payment mode NA

Other Banks

Update Employee – Allow/Dedu tab

Update Employee record - Period :201508

Employee # EMP010 Name BENNY TAN CHIN MENG

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	17/06/2015	17/06/2015	17/12/2016	

Termination/Resignation of Employee

To terminate an employee, the following fields **must** be entered in the **Confirm & Termination** tab:

- Employment Status – Set to **T-TERMINATED** or **R-RESIGNED**
- Resignation Date – **NEVER be LATER than Last Payment Date**
- Last Payment Date – The date where the employee received his/her last payment.

Can be later than the Termination Date or the same as Resignation date

Bank

It stores employee's bank account details for Giro purpose. If your company practices payment via cheque or cash when the employee resigns, please change the **Override payment mode** to **CHEQUE** or **CASH** accordingly as per your company's policy. By doing so, users do not need to re-enter the bank details when the employee re-joins the company.

Back pay of Basic Salary

To back pay salary, the following fields **must** be keyed in the **Career tab**

- Hired date/Increment Effective Date – **Pay effective date.**
- First Paid Date/Increment Paid Date – **Actual pay date.**

Update Employee record - Period :201508

Employee # 006-FW Name ISMAEL ALI

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

Career Progression

Progression Code: FSTART Section: NONE Old Salary: 2200.00
 Department: ADMIN Hired Date: 05/05/2008 Increment: 0.00
 Category: JUNI First Paid Date: 05/05/2008 New Salary: 2200.00
 Occupation: NONE 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:
 REMARKS:

Code	Department	Category	Job Grade	Inc Date	Paid Date	Old Pay	Increment	New Pay
FSTART	ADMIN	JUNI	NONE	05/05/2008	05/05/2008	2200.00	0.00	2200.00

Buttons: New, Edit, Remove, Save, Cancel

After processing payroll, you would be able to see the back pay of basic in the modify pay record.

[Modify Pay Record] - Current Period : 201508 Cycle: E

Employee # 006-FW Name # Ismael Ali

Leave Quick Menu Period 201508

Pay Group STD Other Cycle Paid Monthly Period 08/E Type: 2-SN CPF/Levy SPASS

Days Worked: 21.00 Basic Pay: 2200.00 Age: 36.75 Daily Rate: 104.76 Hourly Rate: 12.69

Code	Description	Amount	T
BACK	BACK PAY OF BASIC	478.26	A
MOBILE	MOBILE ALLOW	150.00	O

CPF Contribution: Employer 0.00, Employee 0.00, SDF 7.07, FWL 0.00

Total Wages: Total Allowance 628.26, Total Deduction 0.00, CPF Wage 0.00, Gross Wage 2828.26, Nett Wage 2828.26

Buttons: Bank, Recalculate, Save, Cancel, Close

Recurring Allowance/Deduction

To indicate recurring allowance/deduction to employee, go under **Allow/Dedu tab**

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
HOUSE	HOUSING ALLOWANCE	Amt	300.00	27/07/2015	01/08/2015	31/12/2015				End			
LOAN	LOAN REPAYMENT	Amt	-100.00				8	2015	6	End	1	2016	-600.00
TITLE	TITLE ALLOWANCE	Amt								End			



1. Allowance/Deduction Code

Yellow coloured code indicates that it is a prorated allowance (defined in company setup)

Teal coloured code indicates that it is a formulated code (defined in formula setup)

2. Effective/Payment/End date

It indicates when the allowance will take effect and when it ends. **If the month of the payment date is later than effective date's month, back pay will be generated** in pay record.

3. Start Month/Year/Times

It indicates which **period the allowance/deduction starts and how many months it would recur**. Based on the details entered the total amount will be generated automatically.



IMPORTANT!

An error will be prompted when section 2 is used with section 3, as the allowance/deduction amount will not be accurate if both are used.



Hands-on Exercise 5

Now that you had learned how to update new employee profile, key in the following employees in your database.

Case 1

Emp. No	EMP001
Emp. Name	Mohd Ahad Bin Jumaat
Hired Date	01/03/2011
DOB	26/09/1981
Worker Type	Monthly Rated subjected not OT
Basic Salary	\$4,500
Department	Finance
Occupation	Finance Manager
Pay Group	5.5 Days
Race	Malay
Nationality	Malaysian
NRIC	S8193213F
Permit type	PR
PR Date	05/05/2010
Bank	DBS Bank
Bank A/C No.	5266786
Branch ID	011
Leave Scheme	Manager
Benefit Scheme	Manager
Sex	Male
Fix Allowance	\$300 Title Allowance

Case 2

Emp. No	EMP002
Emp. Name	Agnes Goh
Hired Date	21/01/2008
DOB	17/04/1971
Worker Type	Monthly Rated subjected to OT
Basic Salary	\$1,800
Department	Administration
Occupation	Admin Assistant
Pay Group	5.5 Days
Race	Chinese
Nationality	Malaysian
NRIC	G5113321J
Permit type	Employment Pass
Bank	DBS Bank
Bank A/C No.	8790986
Branch ID	011
Leave Scheme	Executive
Benefit Scheme	Executive
Sex	Female

Case 3

Emp. No	EMP003
Emp. Name	Ganesh s/o Ramasamy
Hired Date	01/04/2010
DOB	23/05/1971
Worker Type	Monthly Rated not subjected to OT
Basic Salary	\$6,000
Department	Research & Development
Occupation	Research Manager
Pay Group	5 Days
Race	Indian
Nationality	Singaporean
NRIC	S7193435E
Bank	DBS Bank
Bank A/C No.	8332139
Branch ID	011
Fix Allowance	\$400 of Transport Allowance, \$100 of Title Allowance
Leave Scheme	Executive
Benefit Scheme	Executive
Sex	Male

Termination/Resignation of Employee



Hands-on Exercise 6

EMP001 had just tendered his resignation. His last date of service will be the date of your training class and you will be paying his last payment by CHEQUE. Please reflect this information into the payroll system.

Promotion or Salary Adjustment

For employees with salary adjustment or promotion, you are required to key in the information inside the **Career** tab. This is to ensure employees' career histories are logged down.

Code	Old Pay	Increment	New Pay	Cost Centre	Section	Occupation	REMARKS
FSTART	1800.00	0.00	1800.00	NONE	NONE	ADMINASS	
TRANS	1800.00	0.00	1800.00	COST2	NONE	HRM	CAREER REMA



Hands-on Exercise 7

- **EMP002** is scheduled for promotion to the title of Admin Executive on the **first day of the month of your training date**. Her new salary after promotion will be \$2500.00. However, the increment will be back dated to the following month. Please reflect this information into the payroll system.
- Company decides to rehire **EMP001** on the 15th of the following month. Please reflect this information into the payroll system.

Leave Application

Leave Application is where all the employees' leave data will be stored in. This is where user will check employees' leave entitlement, apply leave for employee, and adjust employees' leave entitlement.

Leave Entitlement

Here shows breakdown of all leave entitlement, month by month.

The screenshot displays the 'Leave Entitlement Breakdown' window. At the top, the window title is 'TIMES SOFTWARE PTE LTD Version 9.7.14'. Below the title bar, there are input fields for 'Empcode' (EMP002), 'Name' (Agnes Goh), 'Hired Date' (28/01/2015), 'Department' (HUMAN RESOURCES ADMIN), and 'Leave' (ANNUAL LEAVE). A summary table shows the following values:

Code	Description	Full	Adju	Cur. Yr Entitle	BF	Forfeit	YTD Entitle	Total Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	14.00	1.00	13.42	3.00	-2.00	9.00	11.00	4.00	7.00

The main section is titled 'Leave Entitlement Breakdown' and includes an 'Overwrite Entitlement?' checkbox and a 'Current Period : 201508' label. The table below shows the monthly breakdown:

Description	B/F	Current Entitlement	YTD Entitlement	Total	Taken	Balance
Jan/2015	2.00	1.11	1.00	3.00	0.00	3.00
Feb/2015	2.00	1.11	2.00	4.00	0.00	4.00
Marr/2015	2.00	1.12	3.00	5.00	4.00	1.00
Apr/2015	2.00	1.12	4.00	6.00	4.00	2.00
May/2015	2.00	1.12	6.00	8.00	4.00	4.00
Jun/2015	2.00	1.12	7.00	9.00	4.00	5.00
Jul/2015	2.00	1.12	8.00	10.00	4.00	6.00
Aug/2015	2.00	1.12	9.00	11.00	4.00	7.00
Sep/2015	2.00	1.12	10.00	12.00	4.00	8.00
Oct/2015	2.00	1.12	11.00	13.00	4.00	9.00
Nov/2015	2.00	1.12	12.00	14.00	4.00	10.00
Dec/2015	2.00	1.12	13.00	15.00	4.00	11.00

At the bottom of the window, there are buttons for 'Save', 'Remove', 'Cancel', 'Check Entitlement', 'ReCalculate', navigation arrows, and 'Close'.

Table 10

Fill in the definition of the **Item** in the **Description** column based on what the trainer had taught.

No	Function	Description
1	Full	
2	Cur.Yr Entitle	
3	YTD Entitle	
4	Total Entitle	
5	Balance	

Updating of Leave Records

If you are using the TimesPay 8.0 to keep track of your leaves, you are required to update all leave records before you process the payroll so that all payroll related leaves such as **No Pay Leave, Absent** or **Reservist Leave (NSP)** are captured during the process of payroll.

Childcare Leave/ Maternity

Family Record

Back Deduction of Unpaid Leave

Below example shows employee **EMP002** took 4 days of unpaid leave, but **payroll already closed on 25th March**, which means unpaid leave deduction from 25th onward should be made on following month. To do so, select the leave application and click **Detailed Record. Set pay period to following month** and **Current Mth? Set to Last month** so the deduction amount will be calculated based on last month salary.

Leave Record - 201508

Employee# EMP002 Name Agnes Goh

Department ADMIN OFFICE AND ADMIN

Leave Scheme EXEC Executive

Hired Date 28/01/2015

Resignation Date

Confirm Date 27/04/2015

NPL Leave Taken at as Prd 12 : 4.00

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason
NPL	24/03/2015	4	0	27/03/2015	Yes		

Dependant NRIC

Leave Code	Start Date	End Date	Day	Hour	Approval	AM/PM	Remarks
NPL	24/03/2015	27/03/2015	4	0	Yes		

Detailed Record

New Edit Remove Save Cancel

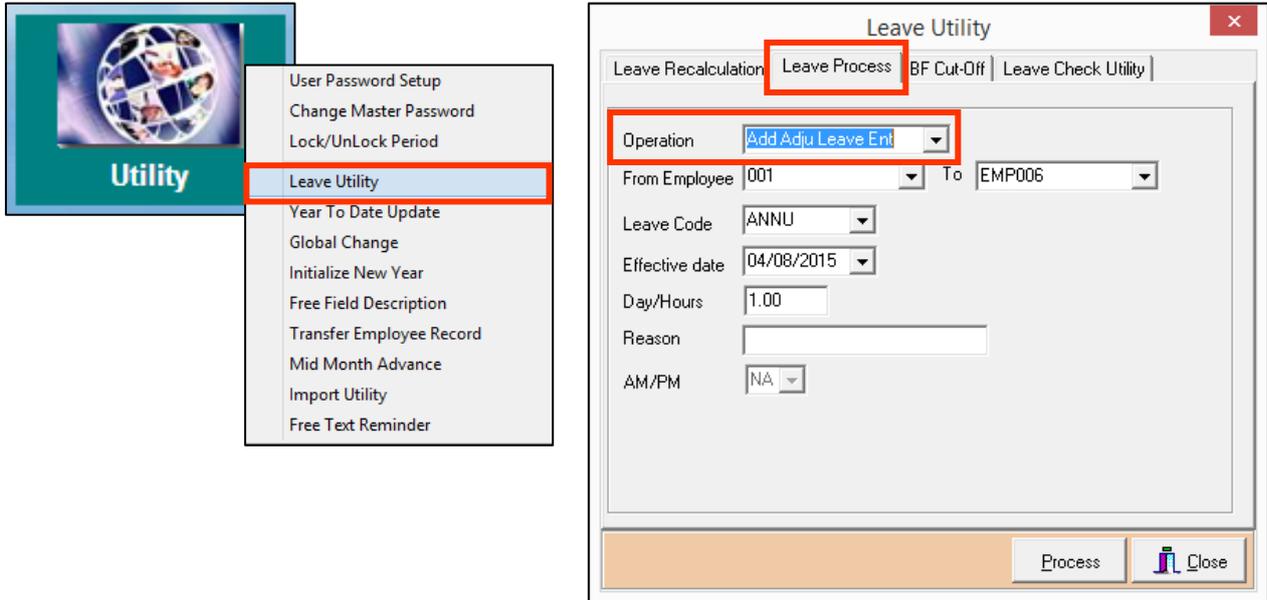
Leave Details Breakdown

Date	Day	Hour	Approval	Pay Prd	Cycle	Current Mth?	Financial Year	Financial Month
24/03/2015	1		Y	201503	E	Current Month	2015	3
25/03/2015	1		Y	201504	E	Last Month	2015	3
26/03/2015	1		Y	201504	E	Last Month	2015	3
27/03/2015	1		Y	201504	E	Last Month	2015	3

Close

Mass Leave Adjustment

In the event of company is giving out 1 additional day of leave to all employees, leave adjustment can be made through leave utility > leave process.



Hands-on Exercise 8

- EMP002 will be taking No Pay Leave for 3 days starting from your training date.
- EMP001 is on Sick Leave for 1 day three days ago from your training date.
- EMP003 wants to go on Annual Leave for 4 days starting from the next Monday from your training date.



Hands-on Exercise 9

- EMP002 comes back to work on a Saturday. Instead of paying him Overtime, the company would like to credit **1 day of Annual Leave** to him.
- The coming Saturday is a Public Holiday and you would like to credit **1 day of Off-in-Lieu** expiring **6 months** from its **effective date** to all your staff.

Updating of Claim Records

To track employees' claim reimbursement.

The screenshot shows the 'Claim Record' window for Employee # SG001, TANNY HO(SINGAPOREAN). The interface includes several tabs: 'Claim Panel', 'In-Patient Info', 'Cost Centre Allocation', and 'ECLAIM Tab'. The 'ECLAIM Tab' is active and contains the following sections:

- Claim Info:** Includes fields for Claim Code, Sub Claim, Claim Amount, Claim Date, Visit Date, Job Grade (NONE), Category (NONE), Benefit Scheme (NONE), Max. Claim, YTD Claim, and Balance. A 'Remark' field and 'Service Year : 18 year 6 month' are also present.
- Clinic & Doctor Info:** Includes fields for Hosp./Clini, Doctor's Name, Diagnosis, Insurance No, Sector, OPD Eligibility (checked), Pre-illness Indicator (checked), Dep ID, Type, and HIC Eligibility (checked).
- Co-Payment & Transferring To Payroll:** Includes checkboxes for Co-payment?, Transferred to payroll?, and Reimbursement?. It also has input fields for Employee Payable\$, Reimburse% By Employer, and Reimburses By Employee.

At the bottom, there is a table with columns: Code, Claim Date, Approval Date, Approved, Claim Amount, GST\$, Diagnosis, Sector, Allow/Ded., EE Amt, ER Amt, and Sub Clk. Below the table are buttons for 'New', 'Save', 'Delete', 'Cancel', navigation arrows, and 'Close'.

Numbered callouts in the image point to:

- 1: The 'Claim Info' section header.
- 2: The 'ECLAIM Tab' header.
- 3: The 'Clinic & Doctor Info' section header.
- 4: The 'Co-Payment & Transferring To Payroll' section header.

Table 11

Fill in the definition of the **Item** in the **Description** column based on what the trainer had taught.

No	Function	Description
1	Claim Info	
2	Max Claim/YTD Claim	
3	Clinic and Doctor Info	
4	Co-payment & Transferring to Payroll	



Hands-on Exercise 10

- a) EMP002 wants to claim \$50 of Medical Claim and \$25 for her Transport Claim.
- b) EMP003 wants to claim \$50 for his Dental Claim.

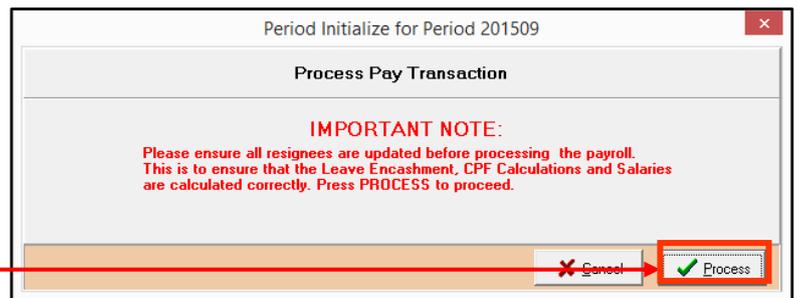
Process Payroll

Now that you had entered all relevant information for this payroll cycle, it is now time to process your payroll. This is a compulsory step and must be run at every month. To process the payroll, you must first go to:



If you had **never processed the payroll** for the month, you will be greeted with the following screen:

To continue, just click on the **Process** button.



If you had already processed payroll for this payroll cycle, the greyed out option will be enabled for selection and it will look like the following:

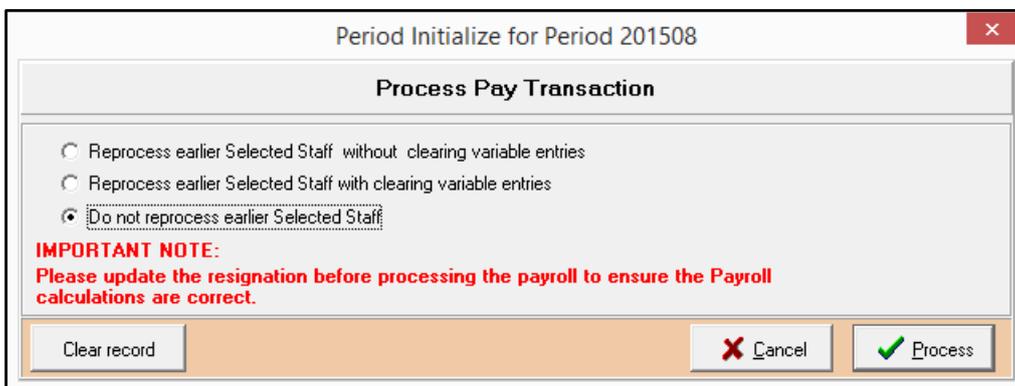
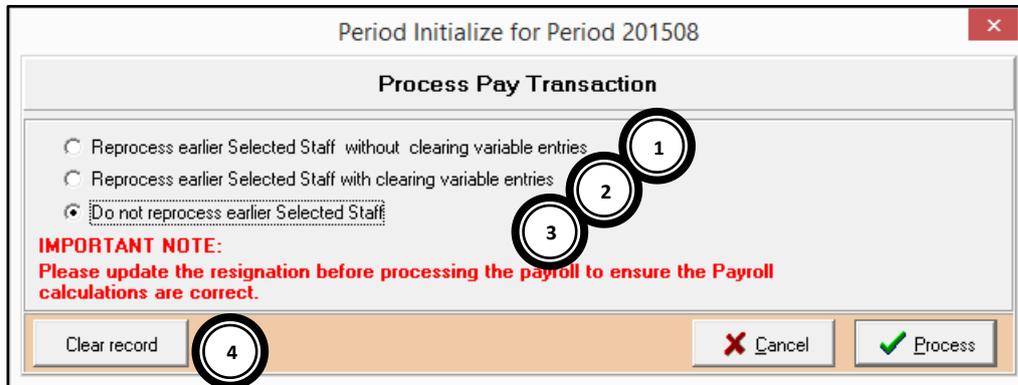


Table 12

Based on the trainer’s explanation, fill in the blanks to the following:



No	Description
1	
2	
3	
4	



Hands-on Exercise 11

You may process the payroll now. Go to Modify Pay Record and look for **EMP003**. After looking at this employee’s record, you realize that you had forgotten to update his increment. His new salary is \$7,000. Update his salary and try to reprocess the payroll again. Which option should you choose? Please ask the trainer if you are unsure.



Hands-on Exercise 12

After reprocessing the payroll, you realize that you had not keyed in the employee profile for one employee. Key in the following employee and reprocess the payroll **without reprocessing the employees which you had processed earlier.**

Emp. No	EMP004
Emp. Name	Carmen Mendez Santiago
Hired Date	THE TRAINING DATE
DOB	21/02/1985
Worker Type	Monthly Rated not subjected to OT
Basic Salary	\$2,100
Department	Support Department
Occupation	Support Executive
Pay Group	5 Days
Race	Hispanic
Nationality	Mexican
FIN No.	F4013951K
Pass Type	S-PASS (Tier 1)
Bank	DBS Bank
Bank A/C No.	5231175
Branch ID	014
Fix Allowance	\$200 of Transport Allowance
Leave Scheme	Executive
Benefit Scheme	Executive
Sex	Male

After completing Hands-on Exercise 11 and 12, are you familiar with the three options in Process Payroll?

Modify Pay Record

[Modify Pay Record] - Current Period : 201509 Cycle: E

Employee # 010LC Name # RENE TAN CPFMax Bal 44,770.34

Leave Quick Menu Period 201509

Pay Group STD Other Cycle Paid Monthly Period 09/E Type : 2-SN CPF/Levy CLASS1

Days Worked 22.00 Basic Pay 2900.00 Age : 45.58 Daily Rate 131.82 Hourly Rate 16.73

Allowances / Deductions			
Code	Description	Amount	T
CDAC	CHINESE DEVT ASST. FUND	-1.50	N
ENTFEE	ENTERTAINMENT FEE	300.00	O
MOBILE	MOBILE ALLOW	100.00	O
TRAN	TRANSPORT ALLOWANCE	200.00	O

CPF Contribution			
Employer	680.00	Total Wages	
Employee	-799.00	Total Allowance 600.00	
SDF	9.99	Total Deduction -1.50	
FWL	0.00	CPF Wage 3997.49	
		Gross Wage 3997.49	
		Nett Wage 3196.99	

Bank Recalculate Save Cancel Close

To change payment mode

Save changes made

Recalculate pay without saving



Hands-on Exercise 13

The following employees need to have additional entries into the payroll. Use the Modify Pay Record to key in the following details:

- **EMP002** has 23 hours of OT1.0C, 5 hours of OT1.5C and 3 hours of OT2.0L.
- **EMP001** is resigning this month and your company would like to pay him by cheque instead of using GIRO. He will also have an ad-hoc **Title Allowance** of \$250.00.
- **EMP004** have an ad-hoc **Loan** deduction of \$150.00.

D. Payroll Reports (Part 1)

Internal Reports

Internal Reports could be accessed by selecting Payroll Reports and then selecting Internal Reports:

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

Table 13

Fill in the definition of the **Item** in the **Description** column based on what the trainer had taught.

No	Function	Description
1	Payroll Department Report	
2	Payroll cost Centre Report	
3	Pay-slip	
4	Pay History Report	
5	Pay History Report Excel	
6	CPF Variance	

External Reports

The External Reports could be access by select Payroll Reports and then selecting External Reports:

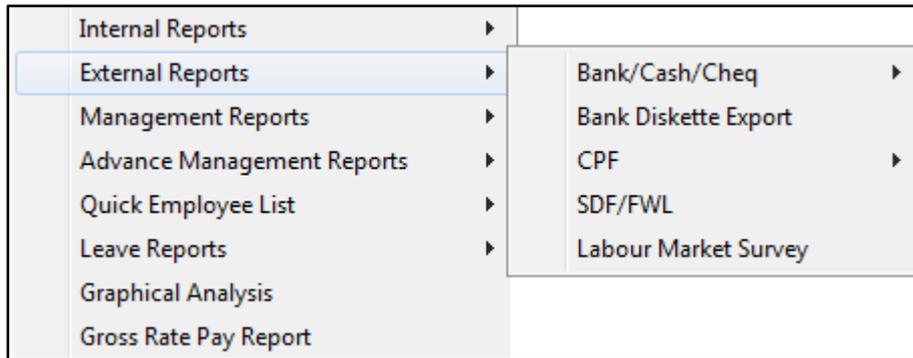


Table 14

Fill in the definition of the **Item** in the **Description** column based on what the trainer had taught.

No	Function	Description
1	Bank/Cash/Cheq	
2	Bank Diskette Export	
3	CPF LINE	
4	CPF PAL	
5	Labour Market Survey	

Appendix

RATE OF PAY

Basic Rate of Pay

All remuneration except:

- a. Overtime payments
- b. Bonus/AWS
- c. Reimbursement of expenses
- d. Productivity incentive payment
- e. Any allowance however described

Basic Rate of Pay is used to Calculate:

- Payment of overtime work
- Salary for work on Public holidays/Rest days

Gross Rate of Pay

All remuneration including allowances except:

- a. Overtime payments
- b. Bonus/AWS
- c. Reimbursement of expenses
- d. Productivity incentive payment
- e. Travelling, food and housing allowances

Gross Rate of Pay 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)

1. Overtime (Section 38)

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times 44 \text{ hours}} \quad (\text{Hours/years})$$

2. Rest Day (Section 37)

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/weeks})$$

3. Public Holiday (Section 42)

$$12 \times \text{monthly basic rate of pay} \quad (\text{Working days/weeks})$$

52 x number of working days
in a week

4. Annual Leave (Section 43)

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/weeks})$$

5. Computation of salary for incomplete month's work and no pay leave (Section 20A)

$$\frac{\text{Monthly Gross Rate of Pay}}{\text{Number of Working Days in a Month}} \times \text{Number of actual days worked in a month} \quad (\text{Working days/month})$$

Note: In calculating the number of days actually worked by an employee in a month, any day on which an employee is required to work for 5 hours or less under his contract of service shall be regarded as half a day

6. Termination of contract without notice

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/month})$$

7. Basic rate of pay means the total amount of money (including wage adjustments and increments) to which an employee is entitled under his contract of service but does not include:

- a) Additional payments by way of overtime payments;
- b) Additional payments by way of bonus payments or annual wage supplements;
- c) Any sum paid to the employee to reimburse him for special expenses incurred by him in the course of his employment;
- d) Productivity incentive, incentive payments; and
- e) Any allowance however described,

The basic rate of pay for one day is to be calculated according to the following formula:

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/month})$$

8. Gross rate of pay means the total amount of money including allowances to which an employee is entitled under his contract of service but does not include:

- a) Additional payments by way of overtime payments;
- b) Additional payments by way of bonus payments or annual wage supplements;
- c) Any sum paid to the employee to reimburse him for special expenses incurred by him in the course of his employment;
- d) Productivity incentive, incentive payments; and
- e) Travelling food and housing allowances,

The gross rate of pay for one day is to be calculated according to the following formula:

$$\frac{12 \times \text{monthly basic rate of pay}}{52 \times \text{number of working days in a week}} \quad (\text{Working days/month})$$

What are CPF wages?

Wages are remuneration due or granted to an employee in respect of employment. Wages can be defined as *Ordinary Wages* and *Additional Wages*.

Ordinary Wages

These are wages due and granted to an employee in respect of employment in that month and payable before the due date for payment of CPF contributions for that month. Examples are allowances, overtime payment, etc.

Additional Wages

These are wages not granted wholly or exclusively for that month. Examples are bonus, leave pay and other payments made at intervals of more than a month, etc.

COMMON MISTAKES MADE BY EMPLOYERS

Common Mistakes		Explanation	Is CPF Payable?
1.	Allowances and incentives, e.g. food allowance, transport allowance for non-official travelling, good attendance and cash incentives	These are wages as they form part of the employees' remuneration	Yes Ordinary Wage
2.	Commission payments	These are wages as they form part of the employees' remuneration	Yes Ordinary Wage / Additional Wage
3.	Employees who are on probation	They are employees under a contract of service	Yes Ordinary Wage
4.	National Servicemen on In-Camp Training	Under the NS Enlistment Act, the employer has to pay CPF on the wages given by MINDEF	Yes Ordinary Wage
5.	Part time/casual employees, and new employees	They are employees under a contract of service	Yes Ordinary Wage
6.	Payments for overtime worked	These are wages as they form part of the employees' remuneration	Yes Ordinary Wage
7.	Permanent Resident (PR) employees	They are employees under a contract of service. Exemption is only for foreign employees who are not PRs	Yes Ordinary Wage

Additional Notes

Additional Notes

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