

Company Registration Number: 199804415D

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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 "handson" 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:

		TIMES P 2 Human Resource Ver 9.7.20 2	20/03/201 3	_ 🗆 🗙
	Code	Company Name	Staff No ^	
▶	TRAINING	TRAINING TIMES SOFTWARE PTE LTD	24	Company Code
	TSPL	TIMES SOFTWARE PTE LTD	7	
			4	Delete
			5	New
				<u>S</u> ave
			6	Diagnostic
			*	<u>S</u> ystem info
	Total Co	ompany 2 Total Staff 31 Licensed Headcount	9000	
F	Remote Server A	ADS Version 8.10 (ACE 8.10) Data Dictionary	<u>✓ о</u> к	🗶 Exit

Table 1

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

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



Log in Entry User ID : MASTER	
Password : 2	
3 Period : 201508 / E -	Change Password
✓ <u>L</u> ogin	🗙 Logout

Table 2

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

No	ltem	Description
1	User ID	
2	Password	
3	Period	
4	Е/М	





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 Par	ameter	- 0	×
Company Profile	lisc Parameter Prorate Allowance OT Capping	Misc Service PointTable Custom Setting	
Company		Co Registration No 199804415D 2	
Address	#14-01 SINGAPORE	MSU/PMBS Scheme MSU Round up MVC Scheme Not Applicable MVC Max 10.00 MVC Round1 V Def MVC	▼ ▼ 10.00
Postal Home Page URL Email CPF A/C# Income Tax A/C# Company Bank-ID Bank-AC# SWIFT Code#	208787 Phone 62951998 www.timesoftsg.com.sg sales@timesoftsg.com.sg 201113083HPTE01 4 199804415D 5 7339 Branch 001 234567892	MVC% Method Accumulated MVC percentage Tel 62951998 MSO Max\$ Fax Add.Max\$ CPF Voluntary A/C# 201113083HPTE02 MSO A/C# 201113083HPTE02 MSO A/C# 201113083HPTE02 To Add.Max\$ CPF Voluntary A/C# 201113083HPTE02 MSO A/C# 201113083HPTE02 To Add.Max\$ Percentage Add.Max\$ To A	▼ 140.00 eport ?▼
System Setting Date Format Link Leave To Modify Record ? Link Claim To Modify Record ? Add additional co Payslip Message	DD/MM/YYYY	Encashment Code &ANL Rounding Formula No Rounding Encash Method Encash confirmed staff only Prorate Formula 14 Prorate Formula Working Day/Mths Method Day/Day Formula * Base Salary	
		л.	<u>C</u> lose



Table 3

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

No	ltem	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

		Company P	arameter				-	□ ×
Company Profile Misc Parameter	Prorate Allowance 01	Γ Capping Misc	Service PointT	able Custor	n Setting	1		
-Hours/Day	□ □ OT Bate Setun=							
	Description	Factor Status	CPF?	Tax?	GBP?	NPL?	MSO Mir	
	► OT1.0C	1 C	OW-Subject to CP	Fmax 1				
	0T1.5C	1.5 C	OW-Subject to CP	Fmax 1	Π			
03 8	0T2.0C	2 C	OW-Subject to CP	Fmax 1	Π			
D4 8	OT3.0C	3 C	OW-Subject to CP	F max 1				
Hours Worked per year	OT ceiling	None		•	-	OT Ceiling	(Min)	0
2288	Enable OT entry ?			_	c	OT Ceiling	(Max)	99999
Select Formula	OT Rate Setting	Apply Last Mth	OT(C) as Cur Mth	OT(L)	- c)T Hours	Ceiling	72
Daily Rate By	Rounding Method	2 Decimal Place	es 🔻					
Working Days/Mth -		,	_	_				
	Shift Setup							
NPL Daily Rate By	SHIFT_DESC	RATE CPF?	1	Tax? OT?	GRP?	NPL?	MSO	^
working Days/Mth	SHIFT1	0.00 OW-Sul	bject to CPF max	1				
Absent Daily Rate By	SHIFT2	0.00 OW-Sul	bject to CPF max	1				
Working Days/Week 👻	SHIFT3	0.00 OW-Sul	bject to CPF max	1				
OT Pate Pu	SHIFT4	0.00 OW-Sul	bject to CPF max	1				~
Hours/Year	Enable Shift entry	? 🔽		Average	Shift Mo	onth Cu	rrent Mon	th 👤
Working Day Rounding								
6 Decimal Places 👻	Description	CPF		Tax	? OT?	NPL?	MSO?	
	I Rest Day	OW-Subje	ect to CPF max		1			
Enable NPL entry ?	Enable Rest day en	try ?		Deat Day 5-		orking De	weMeek	_
Enable NPL Hour entry ? 🔽				Resi Day Fo		orking De	iyani dek	
Enable Absent entry ?				Rest Day Ra	te Ba	ase Pay F	Rate	•
								Close
								L Flose

Table 4

What is:

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



Prorate Allowances Tab

This feature allows users to prorate recurring allowances.

Company Parameter	-		x
Company Profile Misc Parameter Prorate Allowance OT Capping Misc Service PointTable Custom Setting Formula Prorate Formula Working Day/Mths Image: Company Profile Image: Company Profile			
Code Description NPL Absent Annual Sick NSP OTH1 OTH2 OTH3 (~		
TRAN TRANSPORT ALLOWANCE			
<	~		
<f4>/<right click=""> - Delete_code<ins> - Add code</ins></right></f4>	J	<u> </u>	е

Table 5

What is:

OTH1, OTH2, etc?	





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.

Company Parameter							-	×	
Company Profile Misc Parameter Prorate Allowance OT Capping Misc Service PointTable Custom Setting									
Γ	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:

📅 Update Employee re	ecord - Period :201508 – 🗆 🗙
Employee # EMP001 VIVIAN	🗾 👫 📰 🗐 🕵 Quick Menu
Update Employment Other Confirm & Termination	Bank Address Spouse Allow/Dedu Career
Job Identification Location NONE ▼ NONE	Branch Code NONE - NONE
Batch No AD ID#	Class.Code NONE
Personal/Additional Info	CODE DESC
Sex / Title Female - Miss - Marital Married	Religion Code
Dependent Blood Type	Education Code NONE NONE
Children	
SG NRIC# Change CPF/SDF/FWL ?	1st Sup 003-LOWKMEN WORKMEN
F leave Approval Status	2nd Sup 0101 C
Foreigner Info. Work Permit / Application Date Emp Pass# Issue Date WP/EP Holder Valid Years EP Category Valid Years Passport Issued Date Remark F	Expired PR Approval Date Date PR Approval Date Cancelled FWL to PR Date WP Renewal ? PR 2nd Gen? Valid Year(s) Expired Date Payslip Message
Language Spoken	anguage Written
Spoken 1/2/3	Written 1/2/3
Hobby 1/2/3	
New Save Remove Cancel	Change 🛤 K K D D 👖 Close



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 Mai	ntenance										×
Global Pay Group 9	etting Wee	ekly Pay Gr	oup								
Pay Group 5.0DA Year 2018 Start-Date 01/01 Daily Rate Formula NPL Rate formula OT Hour formula	YS D → H 2018 → Working D : Working D : Working C : Hours/Ye	Day Worked Iour Worke End-Da Days/Mth Days/Mth Days/Mth car - User D	d Per Week d Per Year ate 31/12/20 v tefined v	5 2080 18 •]	Working H	lours	8	-	Working Caler Re-Generate Count Work D	ndar e)ay	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
Period Start	Date Mid	-Date	End-Date	1st Half	2rd Half	Total	Overtime Start Date	Overtime Mid Date	Overtime End Date	^	
201801 01/01	/2018 15/0	01/2018	31/01/2018	11.0	12.0	23.00					
201802 01/02	/2018 15/0	02/2018	28/02/2018	11.0	9.0	20.00					
201803 01/03	/2018 15/0	03/2018	31/03/2018	11.0	11.0	22.00					
201804 01/04	/2018 15/0	04/2018	30/04/2018	10.0	11.0	21.00					
201805 01/05	/2018 15/0	05/2018	31/05/2018	11.0	12.0	23.00					\bigcirc
201806 01/06	/2018 15/0	06/2018	30/06/2018	11.0	10.0	21.00					(4)
201807 01/07	/2018 15/0	07/2018	31/07/2018	10.0	12.0	22.00					
201808 01/08	/2018 15/0	08/2018	31/08/2018	11.0	12.0	23.00					More than two weeks setting ?
201809 01/09	/2018 15/0	09/2018	30/09/2018	10.0	10.0	20.00					✓ Is alternate Saturday ?
201810 01/10	/2018 15/1	10/2018	31/10/2018	11.0	12.0	23.00					Public Holiday as Off Day?
201811 01/11	/2018 15/1	11/2018	30/11/2018	11.0	11.0	22.00					
201812 01/12	/2018 15/1	12/2018	31/12/2018	10.0	11.0	21.00					
										*	
New	<u>S</u> ave	<u>C</u> anc	el <u>D</u> e	elete							

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	



2 To create Overtime Pay Group Payroll Period Maintenance 3 To create Overtime Pay Group Fair Group (VERTIME Day Worked Per Week 6 Veet 2018 + Hour Worked Per Year 2288 Start-Date 14/12/2017 * End-Date 13/12/2018 Daty Rate Formula: (Working Days/Whet * Working Calender Re-Generate Or Hour formula: (Hours/Year - User Defined * Working Calender Re-Generate Daty Calender	X ting 2nd Week ULL V ULL	
Overtime Pay Group Global Pay Group State Date More than two weeks of year Working Days/Mth Its Week Control State Date Mon Full Pluit Full Full <th< th=""><th>ting 2nd Week ULL V ULL V</th></th<>	ting 2nd Week ULL V ULL V	
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Year 2018 Hour Worked Per Year 2289 Start-Date 14/12/2017 End-Date 13/12/2018 Daly Rate Formula: Working Days/Mth Image: Working Days/Week Image: Working Days/Week Image: Working Days/Week Image: Working Days/Week OT Hour formula: Hours/Year - User Defined Image: Working Days/Week Image: Working Days/W	ULL V ULL V ULL V IFF V HS setting ? By ? Off Day ? If Close	
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New Save Cancel Delete	L Close	
New Save Cancel Delete	<u>I</u> Close	
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3 To create	~	
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Global Weekly Setting	ting 2nd Mark	
Off Pay Pay Group LEAVE Day Worked Per Week 6 Working Hours		
Group Year 2018 I Hour Worked Per Year 2288		
Start-Date 18/12/2017 End-Date 17/12/2018		
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OT Hour formula : Hours/Year - User Defined Image: Count Work Day SAT FULL FUL FULL FULL<	Successing ? ULL ▼ ULL ▼ U	
0 T Hour formula : Hours/Year · User Defined •	Ks setting ? y? ULL ▼ WLL	
OT Hour formula : Hours/Year - User Defined • Lount Work Day Period Start-Date Mid-Date Total OVertime Overtime <th colsp<="" th=""><th>set : ULL ↓ ULL ↓ ULL ↓ ULL ↓ ULL ↓ FFF ↓ PFF ↓ Off Day ?</th></th>	<th>set : ULL ↓ ULL ↓ ULL ↓ ULL ↓ ULL ↓ FFF ↓ PFF ↓ Off Day ?</th>	set : ULL ↓ ULL ↓ ULL ↓ ULL ↓ ULL ↓ FFF ↓ PFF ↓ Off Day ?
OT Hour formula : Hours/Year - User Defined • Lount Work Day Period Start-Date Mid-Date End-Date 1st Half Zot Hauf Total Overtime Mid Date Overtime Mid D	Here and the setting of the settinge	
OT Hour formula : Hours/Year - User Defined ▼ Count Work Day SAT FULL ▼	successing ? ULL ▼ ULL ▼	
OT Hour formula : Hours/Year - User Defined ▼ Period Stat-Date Mid-Date End-Date 1 st Half Zold Half Total Overtime Stat Overtime Mid Date Stat FULL ▼ 201901 18/12/2017 01/01/2018 17/02/2018 13.0 14.0 27.00 Total Overtime Mid Date Image: Stat Date Full ▼ DFF OFF OFF OFF Image: Stat Date	Ks setting ? y? ULL ▼ WLL	
0 T Houri formula : Houris/Year - User Defined ▼	<pre>ks setting ? y? Off Day ? </pre>	
0 T Hour formula : Hours/Year - User Defined ▼ Count Work Day SAT FULL ▼	VIL V ULL V	
OT Hour formula : Hours/rear - User Defined ▼	Suc : ULL V ULL V	
OT Hour formula : Hours/Year - User Defined ▼ Count Work Day SAT FULL ▼ <	sks setting ? ULL V ULL V ULL V ULL V ULL V ULL V ULL V ULL V ULL V ULL V	
OT Hour formula : Hours/Year - User Defined ▼ Count Work Day SAT FULL ▼ <	sks setting ? ULL V ULL V U	
OT Hour formula : Hours/Year - User Defined ▼ Count Work Day Sat FULL ▼	eks setting ? ULL V ULL V U	



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:

		Allowan	ice / Deduction Coc		ainte	nance			×
9		2	orted by	4	Fixed	Col 0 🍨	GrossWage STD		•
	Code	Description	CPF?	Tax	SDF?	Benefit InKind		от	NSI ^
Þ	\$DEDNPL	NO PAY LEAVE DEDUCTION	OW-Subject to CPF max	1					
	%PUB	#WORK/PUBLIC HOLIDAY PAY	AW-CPF No Ceiling	1					
	%RES	#REST DAY PAY	OW-Subject to CPF max	1					
	&ANL	@PAID ANNUAL LEAVE	AW-CPF No Ceiling	1					
	&APL	@ALL OTHER APPROVED LEAV	OW-Subject to CPF max	1					
	&HOL	@PAID HOLIDAY	OW-Subject to CPF max	1					
	&MAT	@PAID MATERNITY LEAVE	OW-Subject to CPF max	1					
	&NOL	@NOTICE IN LIEU BY EMPLOYER	None	73					
	&NPL	@NO PAY LEAVE	OW-Subject to CPF max	1					
	&ОТ	@OVERTIME PAY	OW-Subject to CPF max	1					
	&PUB	@WORK/PUBLIC HOLIDAY PAY	OW-Subject to CPF max	1					
	&RES	@REST DAY PAY	OW-Subject to CPF max	1					
	&SICK	@PAID SICK LEAVE	OW-Subject to CPF max	1					
	@\$NSPCPF	NSP Variable Allowance	OW-Subject to CPF max	1					
	ACTA	ACTING ALLOWANCE *	OW-Subject to CPF max	6					
	ADJU	ADJUSTMENT	None	0					
	ANLP	ANNUAL LEAVE PAY *	AW-CPF No Ceiling	1					
	ATTN	ATTENDANCE ALLOWANCE	OW-Subject to CPF max	6					
<									>
	<f4>/<right click=""> - Delete code <insert>/<double click=""> - Add Code</double></insert></right></f4>								

Table 7

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

No	ltem	Description
1	Code	
2	Description	
3	CPF?	AW-
		OW-
4	Тах	



Tax Line Guide

		F	ORM IR8A				
		Return of Employee's	Remuneration for the year ende	d 31 Dec	Fox Doturn		
	Т	his Form will take about 10 minutes to complete. Please get	ready the employee's person	al particulars and detai	ls of his/her employment		
	i	ncome. Please read the explanatory notes when completing t	his form.				
	Er	nployer's Tax Ref. No. / UEN	Employee's Tax Ref. No. :	*NRIC / FIN (Foreign Id	entification No.)		
	Fu	II Name of Employee as per NRIC / FIN	Date of Birth	Sex	Nationality		
	Re	asidential Address	Designation	Bank to which	salary is credited		
	lf (S	employment commenced and/or ceased during the year, state: ee paragraph 7 of the Explanatory Notes)	Date of Commencement	Date of *Cessa	ation/Overseas Posting		
		INCOME (Enter "NA" for items that are not applicable)			\$		
a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay:							
	b) Bonus (non-contractual bonus paid in 2014 and / or contractual bonus) (See paragraph 12b of the Explanatory Notes)						
	C)	Director's fees (approved at the company's AGM/EGM on	/ / 2014) (See paragraph 1	2c of the Explanatory N	otes)	Line 3	
	d)	Others: 1. Allowances: (i) Transport \$ (ii) Entertainment :	\$ (iii) Others \$				2) or 62
			(See paragraph 12	d (I) of the Explanatory 1	lotes)	Line 61, 6	02 Or 63
		2. Gross Commission for the periodto _to	* Monthly / other th	an monthly payment 🛛 ┥		Line 4	
ine 7	1	4. Lump sum payment (See paragraph 12d (II) of the Expla	natory Notes)			Line 74	7
	_	(i) Gratuity \$ (ii) Notice Pay \$	(iii) Ex-gra	tia payment \$		Line 74	
ine /	5 -	(iv) Others (please state nature) \$					
ine 7	2	(v) Compensation for loss of office \$	vallabtainad from IRAS: *Yes/N	o Date of approval:			
	-	Reason for payment:	ine 73 Leng	th of service:			
		Basis of arriving at the payment: (Give details sepa	arately if space is insufficient)				
		5. Retirement benefits including gratuities/pension/commutation	on of pension/lump sum paymer	its, etc from			
		Pension/Provident Fund: Name of Fund					
		(Amount accrued up to 31 Dec 1992 \$)	A	mount accrued from 1993	3: - -		
		6. Contributions made by employer to any Pension/Provident F	und constituted outside Singap	ore:			
		(See paragraph 12d (III) of the Explanatory Notes. Give	details separately if tax cond	cession is applicable.)			
		7. Excess/Voluntary contribution to CPF by employer (less am	ount refunded/to be refunded):				
		(See paragraph 12d (IV) of the Explanatory Notes and c	omplete the Form IR8S)	1. (500)10 01			
		8. Gains or profits from Employee Stock Option (ESOP) / othe	er forms of Employee Share Ow	nersnip (ESOW) Plans:			
		(See paragraph 12d (V) of the Explanatory Notes and co	omplete the Appendix 8B)				
		 Value of Benefits-In-kind (See paragraphs 13 to 16 of the Explanatory Notes and 	complete the Appendix 8A):				
			TOTAL (it	tems d1 to d9)			



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.

🐺 Leave Setup				_		×
Leave Adminstration						
Annual Code 2018	··· Start date 01/01/2018	-	End date 31/12/2018			
Method/Holiday Table	e B/F Method (E Module)	•				
Prorate Entitlement	Service Month - (Entitle in 1st month)	1 Holiday Ta	ble			
Current Leave	00.24=0 or 0.250.74=0.5 or > 0.75=	2 bliday	Description	STATE		^
Leave Cut Off Day	31.00 🚔 🛛 3	01/01/2018	New Year's Day			
		16/02/2018	Chinese New Year			
Entitlement by	Leave Scheme • 4	30/03/2018	Good Friday			
Saturday as Full day	Yes	01/05/2018	Labour Day			
	5	29/05/2018	Vesak Day			
Leave B/F method	One Year(Without B/F)	15/06/2018	Hari Raya Puasa			
Prorate Sick Leave	Pro-rate Sick & Hospitalisation	09/08/2018	National Day			
T Torate Olek Leave		22/08/2018	Hari Raya Haji			
	Ŭ	06/11/2018	Deepavali			
Leave edjustment		25/12/2018	Christmas Day			
with effective date	No					
Paternity Leave One Year Expiry	Individual 🔻 🔽					
	•					
						~
<f4> - Delete PH <</f4>	Insert>/ <right click=""> - Insert New PH</right>	,		<u>S</u> ave	<u>∎</u> c	lose



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	ltem	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 Allocation

To ensure employees are allocated with the correct number of **annual leave** entitlement, the settings is made in this section. The system will allocate the employee's **annual leave** entitlement based on their service years and their leave scheme / job grade / category.

Here is an example on how leave entitlement is created based on the Employment Act:

Times Pay 8.0 Settings

		E	intitlement	Allocation		×	Г		
L	eave Scheme	NONEXEC	•					Employment Act	
	From	Το	Entitlement	Curent Year	Maximum	_		Year of service	Days of leave
	Years	Years	Days	Carry Forward	Accumulated BF				
2	0	1	7					1st	7
-	1	2	8						
-	2	3	10					2nd	8
-	4		11						
-	5	6	12					3rd	9
	6	7	13						
	7	99	14					Ath	10
-	0	0	0					4411	10
-	U 0	U	0					-	
-	0	0	0					5th	11
-	0	0	0						
	0	0	0					6th	12
	0	0	0						
-	0	0	0					7th	13
-] 0	0	0			~			
					<u>I</u> <u>C</u> lose			8th and thereafter	14
Ľ									



Create two new leave schemes. One for Executive staffs and the other for Management staff. The entitlement for both schemes are as follows:

Executive Leave Scheme

Management Leave Scheme

Year of Service	Days of Leave
1st to 3rd Year	14
4th to 6th Year	16
7th Year Onwards	18

Year of Service	Days of Leave
1st to 5th Year	18
6th Year Onwards	21

Please show the trainer the end result upon completing this task for verification.



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.

		•	Leav	e Code	Mainte	nance						×
s		2 5	ort 3 DDE		5	tolumns 🛛						
	Code	Description	Method	Saturday Full	Entitle Days	B/F Method	Gender	Leave Group	Leave Scheme	Max BF	Applicable Service Month	ĥ
Þ	ABSENT	ABSENT	Working days								(ð
	ACHILD	Adoption Leave	Calendar Days		28.00		Female					
	ANNU	ANNUAL LEAVE	Working days								1	1
	CHILDLVE	CHILD CARE LEAVE	Working days		2.00		Both					
	COMP	COMPASSIONATE LEAVE	Working days								(5
	ECHILD	ENHANCED CHILD CARE LEAVE	Working days		4.00		Both				3	3
	EMATE	EXTENDED MATERNITY	Working days		40.00		Female					
	HOSP	HOSPITALISATION	Working days		60.00						(0
	INFANT	INFANT CARE LEAVE	Working days		6.00		Both				3	3
	LIEU	OFF IN LIEU	Working days				Both					
	MARR	MARRIAGE LEAVE	Working days			Perpetua	Both					
	MATE	MATERNITY LEAVE	Calendar Days		56.00		Female				(0
	NPL	NO PAY LEAVE DAY	Working days								(0
	NPLHOUR	NO PAY LEAVE HOUR	Working days								(0
	NSP	NATIONAL SERVICE LEAVE	Working days				Male				() v
<											2	*
<	F4>-Delete	code <insert> - Add Code</insert>	Syste	m Code						<u>I</u> L 9	lose	

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	ltem	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

	🔳 Clai	m S	etup						- 0	×
c	laim Typ	e C	laim	👻 Claim I	Prorate by C	Calendar Day R	ound to Dolla 👻	0 verwrite Ex	ceeded Claim	Yes 💌
	Setup	Ma	ax Claim Alloca	ation GST	Claim Enti	itlement Adjustm	ent Copy Clair	n Setup		
	Filtere	ed B	у Г	•]	🛶 Assi	gn claim	l		
	Schem	ne C	ode MGT	-		amo	ount			
	Claim	Cod	le MED	ICAL 🚽]			_		
	Out-pa	tier	nt Co-payme	ent percent	age	o e Paid	<u> %</u>	Deper	ndants Paic	<u>1 %</u>
	In-patio	ent	Co-paymer	nt percentag	ge	0 🌩			0 🌩	
	Limit P	Per	visit for Priv	vate Doctor	·	0				
	Apply I Medics	Pre	illness Clair	m Override or link to Me	Co-payme	nt 🗌				
	moulo									
	Schen	ne	Claim Code	Sub Claim	Limit Per Visit	Employee Out patient%	Dependant Out patient%	Employee In-patient%	Dependant In-patient%	Illness ^ Indicat
Ē	EXEC		MEDICAL		0	0	0	0	0	
ľ	мы	_	MEDICAL		U	U U	U	U	- U	
			Clair	m Code	linkod t	o honofit (chomo			
	Benefit Scheme									
ŀ	¢									>
	<u>N</u> ew		Edit	Delete	Sa	ve Can	cel I4	< ►	<u>∎</u> 1	<u>C</u> lose





Sub Claim Setup

🔳 Claim S	etup						- (⊐ ×
Claim Type S	ub Claim	👻 Claim I	Prorate by 0	Calendar Day R	ound to Dolla 👻	0 verwrite Ex	ceeded Clai	m Yes 💌
Setup Ma	x Claim Aloca	tion GST	Claim Ent	itlement Adjustm	nent Copy Clair	m Setup		1
Filt 1			1	Select	ype: Sub C	Jaim		
			-					_
Scheme C	ode EXEC	;		(Sub	Claim	DICAL	-
Claim Cod	GENE	RAL	Em	nlovee Pa	² Limit Pe	r Claim	ndants Pa	vid %
Out-patier	nt Co-payme	ent percent	age	0 🗣	<u> </u>			
In-patient	Co-paymen	t percentag	je	0 🌲			0 🌲	
Limit Per	visit for Priv	ate Doctor		0				
Apply Pre	illness Clair	n Override	Co-payme	nt 🗌				
Medical C	aim Indicato	or link to Me	edical Prof	ile				
Scheme	Claim Code	Sub Claim	Limit Per	Employee	Dependant	Employee	Dependar	nt Illness ^
* EXEC	GENERAL	MEDICAL	Visit O	Out patient%	Out patient%	In-patient%	In-patient	0 D
<								>
New	Edit	Delete	Sa	ve Can	cel 🖂			Close

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.



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:





Sample Employee's (Singaporean) Profile

Update Employee Main tab:

🐨 Update Employee record - Period :201508 – 🗖 🗙
Employee # EMP007 🗸 Name AUDREY PEH 🗸 Main 🧃 🧃 🤹 Quick Menu
Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dedu Career 💶 🕨
Employee # EMP007 Name Audrey Peh Pay Group 5.0DAYS -
Hired Date 17/08/2012 3 year 0 month(s) Basic Salary 4500.00 Birth Date 17/08/1989 26 year 1 month(s) Increment 0.00 Type SE-Mthly Rated-NonOT Semi -Month ? New Salary 4500.00 Mid Mth Pay 0 % / 0.00 0
Bonus Factor 1 Hide Wage Data ? Insert Photo
Progression Data Department MKTG V MARKETING DEPARTMENT Category MGRI V MGRIAL
Cost Centre NONE VINONE Occupation MKTGMG VINARKETING MANAGER
Section NONE VONE Company NONE TIMES SOFTWARE
Job Grade NONE VISIon NONE VISION
Leave MGR MANAGER SCHEME Benefit MGT MANAGEMENT SCHEME
Days Work/Wk 5 Daily Rate Working Day/Mths Nationality SING Fund#1 CDAC Hrs Worked/ Yr 2288 NPL Daily Working Day/Week Race NONE Fund#2
IC/CPF/FWL CPF/Levy CLASS1 CPF A/C# S8978654.1
New Save Remove Cancel Change R I I I Close

Update Employee – Other tab:

	Update Employee reco
Employee # EMP007	▼ Name AUDREY PEH (SG)
Update Employment	Other Confirm & Termination
Job Identification Location NONE ▼ Batch No 007	NONE AD ID#
Personal/Additional Inf Sex / Title Female -	e Miss ▼ Marital Married ▼
Dependent Children SG NRIC# S8978654A /Fin No# E.leave Approval Status	Blood Type Change CPF/SDF/FWL ? Supervisor

Update	Employee	e – Bank tab:

5	Update Employee record - Perio
Employee # EMPC	007 Vame AUDREY PEH (SG)
Update Emplo	yment Other Confirm & Termination Bank Add
Bank Info	
Bank	7171 POST OFFICE SAVING BANK (
Branch	081
Account#	4987257
Reference	
Particulars	
Override payment mode	NA
Other Banks	

Update Employee – Allow/Dedu tab:

Update Employee record - Period :201508 – 🗆 🗙								
Employee # EMP007 🔹 Name AUDREY PEH (SG) 🔹 🚧 🗐 👩 🧋 Quick Menu								
U	pdate Empl	oyment Other Confirm & Ter	minatio	on Bank A	ddress Spo	use Allow/	Dedu Caree	r 🔸 🕨
Γ	Code	Description	Туре	Amount	Effective Date	Payment Date	End Date	Sta ^ Mti
▶	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)
- 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 record - Period :201508 – 🗖 🗙
Employee # EMP008 🗸 Name ALYSSALIM 🖌 🚧 🗐 🧃 🧋 😨 Quick Menu
Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dedu Career 💶 🕨
Employee # EMP008 Name Alyssa Lim Pay Group 5.0DAYS -
Hired Date 27/07/2015 1 month(s) Basic Salary 3100.00
Birth Date 24/01/1990 - 25 year 8 month(s) Increment 0.00
Type SN-Mthly Rated-Subj OT V Semi -Month ? New Salary 3100.00
Mid Mth Pay 0 % / 0.00
Bonus Factor 1 Hide Wage Data ? Insert Photo
Original Hired Date
Department RESEARCH & DEVELOPMENT Category SENI V SENIOR
Cost Centre NONE Occupation CONS CONSULTANT
Section NONE NONE Company NONE TIMES SOFTWARE
Job Grade NONE VINCE NONE Division NONE VINCE
Leave/Benefit scheme Leave MGR ▼ MANAGER SCHEME Benefit EXEC ▼ EXECUTIVE BENEFIT Working Days/Hours
Days Work/Wk 5 Daily Rate Working Day/Mths Nationality MSIA Fund#1 CDAC
Hrs Worked/ Yr 2288 NPL Daily Working Day/Week Race CHIN Fund#2
IC/CPF/FWL CPF/Levy PR CPF A/C# S9076543.4 IC # S9076543D Other IC # CPF/Levy PR CPF A/C# S9076543.4
New Save Remove Cancel Change R I I I Close

Update Employee – Other tab:

Update Employee record - Period :20150)8 – 🗆 🗙
Employee # EMP008 Name ALYSSALIM (PR)	🖌 🎒 🗐 💰 Quick Menu
Update Employment Other Confirm & Termination Bank Address Sp	ouse Allow/Dedu Career 💶 🕨
Job Identification Location NONE NONE Branch Code NONE	NONE
Batch No 008 AD ID# Class.Code NONE	▼ NONE
Personal/Additional Info Sex / Title Female ▼ Miss ▼ Martal Single ▼ Religion Code Dependent Blood Type ▼ Education Code NONE Sin NIC# Sanotes Change CPF/SDF/FWL ? □ 1st Sup NONE Leave Approval Status ▼ Supervisor 17 2nd Sup	
	PR Approval Date 18/08/2015 FWL to PR Date Old Levy Sheme FWL Conversion Cancellation date

Update Employee – Bank tab

<u> </u>	
Employee # EMP	008 Vame ALYSSA LIM (PR)
Update Emplo	oyment Other Confirm & Termination Bank Add
Bank Info	
Bank	7339 Versea-Chinese Banking C
Branch	559
Account#	0944318
Reference	
Particulars	
Override payment mode	NA
Other Banks	

Update Employee – Allow/Dedu

ę	Update Employee record - Period :201508 - 🗖 🗙										
Γ	Employee # EMF	nployee # EMP008 🗸 Name ALYSSALIM (PR) 🖌 🚧 📓 🚳 💈 Quick Menu									
1	Update Empl	oyment Other Confirm & Ter	minatio	n Bank A	ddress Spo	use Allow/	Dedu Caree	r I F			
	Code	Description		Amount	Effective Date	Payment Date	End Date	Sta ^ Mtl			
	MEAL	MEAL ALLOWANCE		150.00							





Sample Employee's (Work Permit Holder) Profile:

📅 Update Employee record - Period :201508 – 🗖 🗙
Employee # EMP010 🔍 Name BENNY TAN CHIN MENG 🔍 🏟 🗐 🧃 🤹 Quick Menu
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 V Semi -Month ? New Salary 2700.00
Mid Mth Pay 0 % / 0.00
Bonus Factor 1 Hide Wage Data ?
Original Hired Date
Department HR VIAN RESORCES Category JUNI VIAN UNIOR
Cost Centre NONE NONE Occupation EXEC EXECUTIVE
Section NONE VONE Company NONE TIMES SOFTWARE
Job Grade NONE VONE NONE NONE
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 CPF/Levy CPF/Levy CPF A/C#
New Save Remove Cancel Change R I I I Close

Update Employee – Other tab

Update Employee record - Period :201508 - 🗆 🗙
Employee # EMP010 🔹 Name BENNY TAN CHIN MENG 💽 🛤 📓 🚳 🖉 Quick Menu
Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dedu Career 💶
Location NONE NONE Branch Code NONE NONE NONE
Batch No 010 AD ID# Class.Code NONE VONE
Personal/Additional Info Sex /TE Mile → Mir → Martal Single → Religion Code Dependent Dependent Blood Type → Education Code NONE → NONE Ohdren So NRC# G9428756 Change CPF/SDF/FWL ? □ 1st Sup NONE … Eleave Approval Status → Supervisor 〒 2nd Sup
Foreigner Info. Expired Expired 16/05/2020 PR Approval Date I Work Permit / 6 788943 Application Date 17/05/2015 Expired 16/05/2020 PR Approval Date I Emp Passat Hasse Date 17/05/2015 Cancelled I PVL to PR Date I WPICP Holder WP Valid Years S WP Reneval ? FVL Conversion FVL Conversion FVL Conversion date I

Update Employee – Bank tab

**	Update Employee record - Perio
Employee # EMPC	10 • Name BENNY TAN CHIN MENG
Update Emplo	yment Other Confirm & Termination Bank Add
Bank Info	
Bank	7375 VOB 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 🚽 🚧 🗐 🖪 🤘 Quick Menu											
U	pdate Empl	oyment Other Confirm & Ter	minatio	n Bank A	ddress Spo	use Allow/	Dedu Caree	r • •			
	Code	Description		Amount Effective Date		Payment Date	End Date	Sta ^ Mti			
▶	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:

- a) Employment Status Set to T-TERMINATED or R-RESIGNED
- b) Resignation Date NEVER be LATER than Last Payment Date
- c) 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

.	Update Employee record - P	eriod :201508 – 🗆 🗙
Employee # TSPL002	Name AGNES GOH	🚽 🚧 🔳 🖪 🥫 Quick Menu
Update Employment Other	Confirm & Termination Bank	Address Spouse Allow/Dedu Career
Confirm/Termination		
Probation By By Month	Exclude Auto Prompt ?	
Probation Period	3 Confirmation Due 20/04/2008	Hired date 21/01/2008 7 year 6 month(s)
Notice Period Method	Confirmation On 21/04/2008	Retire Age 65
Notice Period		Retire Date 30/04/2036
Resignation Reason]	effective Date 28/05/2015
Resignation Date 31/07/2015	 Last Payment Date 31/07/2015 	Previous
Exclude from IRAS? No	Employment Status T-Terminated	▼ Leave Scheme

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.

1	Update Employee record - Period :201508 – 🗆 🗙
Employee # TSP	L002 💌 Name AGNES GOH 💽 🛃 📓 🚳 Quick Menu
Update Empl	oyment Other Confirm & Termination Bank Address Spouse Allow/Dedu Career 💶 🕨
Bank Info Bank Branch Account# Reference Particulars	7171 DBS Rochor 011
Override payment mode	CHEQUE
Other Banks	



Back pay of Basic Salary

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

- a) Hired date/Increment Effective Date Pay effective date.
- b) First Paid Date/Increment Paid Date Actual pay date.

ę	5		Upd	ate Empl	oyee rea	ord - P	eriod :20	01508		- 🗆 🗙
E	mployee # 00)6-FW	▼ Name	SMAEL ALI				- M		Quick Menu
E	Employment	Other Co	nfirm & Ter	mination	Bank	Address	Spouse	Allow/Dec	du Career	Calenda 🔸 🕨
	Career Prog	ression								
	Progression Code	FSTART	- Section		NON		Old Salary	220	0.00	
1	Department	ADMIN	Hired Da	te	05/05	2008 🚽	Increment	(0.00	
(Category	JUNI	First Pai	d Date	05/05	2008 🚽	New Salar	ry 220	0.00	
(Occupation	NONE	Salary r	ange (scale)	NON		Salary Typ	Monthly	-	
(Cost Centre	NONE	- Salary S	Step			Salary Percent%	100.00	0	
(Company	NONE	Increme	nt review dat	te	~	r crociii /o			
	lob Grade	NONE	Transfe Review	r/Promotion date		-				
1	Appraisal Grade		-							
1	Division Code	NONE	REASO	vs 🗌						
			REMAR	KS						
Γ										
Γ	Code	Department	Category	Job Grade	Inc Date	Paid	Date 0	Id Pay	Increment	New Pay ^
	FSTART	ADMIN	JUNI	NONE	05/05/2	008 05/0	5/2008	2200.00	0.00	2200.00
	<									×
1	New	Edit	Rem		Save	Cano				
L	<u>n</u> en				<u></u>					
	New	Save	<u>R</u> emove	Canc	el	Change				Close

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

	1]	Modify Pa	y Record] -	Curr	ent Peri	od : 201	508 C	ycle: E	-	□ ×
Employee #	006-FW	▼ Name	# Ismael Ali				_	- #		
Leave Qui	ick Menu Per	riod 201508	4 -							
Pay Group	STD Othe	er Cycle	Paid Mo	nthly	Peri	od 08/E	Type :	2-SN C	PF/Levy	SPASS
Days Worke	d 21.00	Basic Pay	2200.00	Age :	36.75	Daily Rat	e 1	104.76 Hou	rly Rate	12.69
NPL Day-C	104.761905	0.00	0.00 🚊			Allowa	nces /	Deduction	s	
NPL Hr-C	12.69	0.00	0.00 🚊		ode	Descriptio	on		Amount	T ^
Absent-C	101.54	0.00	0.00 🚊	B/	ACK I	BACK PAY	OF BAS	SIC	478	8.26 A
Overtime	Total No F	Pay leave	0.00	► MO	DBILE	MOBILE AL	LOW		150	0.00 O
OT1.0C	12.69	0.00	0.00 ^							
OT1.5C	19.04	0.00	0.00							
OT2.0C	25.38	0.00	0.00							
Shift	Total	Overtime	0.00	CPF	F Contribu	ution		Total Wage	es	×
MIDNIGHT	15.00	0.00	0.00 🔨		Employe	r	0.00	Total Allow	ance	628.26
				<u></u>	Employee	2	0.00	Total Dedu	ction	0.00
			~		SDF		7.07	CPF \	Nage	0.00
RestD ay	Т	otal Shift	0.00	Ø	FWL	0.00		Gross V	lage	2828.26
0.5D Day	52.3	38 0.00	0.00 ^	<u></u>			M	Nett	Nage	2828.26
0.5LDay#	52.3	8 0.00	0.00 🗸		1			1		-
	Res	t Day Pay	0.00	Bank	C Reca	Iculate	✓ <u>S</u> av	/e 🗙 C	ancel	<u>C</u> lose



Recurring Allowance/Deduction

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

I	lpdate Em	ployment Other Confirm &	Termin	ation Bank	Address	Spouse A	llow/Dedu	Caree	r Ca	lenda	r Misc	Free	Field	Transfer
Γ	Code	Description	Туре	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			
1]	LOAN	LOAN REPAYMENT	Amt	-100.00				8	2015	6	End	1	2016	-600.00
	TITLE	TITLE ALLOWANCE	Amt								End			
						2					3			

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.



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.





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					

Emp. No	EMP002
Emp. Name	Agnes Goh
Hired Date	21/01/2008
DOB	17/04/1971
Worker Type	Monthly Rated
worker Type	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	Executive
Scheme	
Sex	Female



Case 3

Emp. No	EMP003
Emp. Name	Ganesh s/o Ramasamy
Hired Date	01/04/2010
DOB	23/05/1971
Worker	Monthly Rated not
Туре	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	\$400 of Transport
Allowance	Allowance, \$100 of Title
Anowanee	Allowance
Leave	
Scheme	Executive
Benefit	
Scheme	Executive
Sex	Male



Termination/Resignation of Employee



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.

	gression						
Progression Code	FSTART	Section		NONE 🔻	Old Salary	1800.00 A	Incre%
Department	NONE	Hired Date		21/01/2008 👻	Increment	0.00 M	IVC Incre%
Category	NONE	First Paid I	Date	21/01/2008 👻	New Salary	1800.00 A	. Incre\$
Occupation	ADMINASS	Salary ran	ge (scale)	NONE 👻	Salary Type	Monthly -	/VC.Incre\$
Cost Centre	NONE	Salary St	ep		Salary	100.00 M	VC. Accum% 0.00
Company	NONE	- Increment	review date	-	Percent%	M	VC Accum\$ 0.00
lob Grade	NONE	Transfer/	Promotion	-			
Appraisal			ite ,				
Grade	NONE						
lob Level			· · · · · · · · · · · · · · · · · · ·				
	-			Cost Centre	Section	Occupation	DEMADINS
Code	Old Pay	Increment	New Pay	Cost Centre			REMARKS
Code FSTART	Old Pay 1800.00	Increment 0.00	1800.00	NONE	NONE	ADMINASS	REMARKS
Code FSTART TRANS	Old Pay 1800.00 1800.00	Increment 0.00 0.00	1800.00 1800.00	NONE COST2	NONE NONE	ADMINASS HRM	CAREER REMA



- 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.

**				TIMES	SOFT	NARE	E PTE LI	TD Ver	rsion 9.7.1	4		- 🗆 🗙
Emp	code	EMP002	-	Name	Agnes (Goh					- 6	M
Hired	Date	28/01/2015			lated D	2		Leave	3	4 Dep	artmen	
Co	de	Descripti	ion	Full	Adju	Cur. Y	(r BF	Forfeit	YTD Entitle	Total Ta Entitle	ken Bal	ance
ANN	J	ANNUAL LE	AVE	14.00	1.00	13.42	2 3.00	-2.00	9.00	11.00 4.0	00 7.0	0
	Lea	ave Entitlement	Breakdown	Overwr	ite Entitle	ment?			T-4-1	Current Pe	riod : 2015	08
	H	bescription	D/F	current	Enutien		I D Enuue	Annent	10181	такен	Dalarice	~
	H	Jan/2015	2.00			1.11		1.00	3.00	0.00	3.00	
	H;	-eb/2015 Mar/2015	2.00			1.11		2.00	4.00	4.00	4.00	
	H	Apr/2015	2.00			1.12		4 00	6.00	4.00	2.00	
	H,	May/2015	2.00			1.12		6.00	8.00	4.00	4 00	
	Þ	Jun/2015	2.00			1.12		7.00	9.00	4.00	5.00	
	٦,	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	
	٦.	Sep/2015	2.00			1.12		10.00	12.00	4.00	8.00	
		Dct/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	
												~
5	ave	<u>R</u> emove	<u>C</u> ancel	Check	Entitlem	ent <u>F</u>	ReCalcula	te	K		K	<u>C</u> lose



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.



Employee#				Leave R	Record - 2015	508		-	
	EMP002	•	Name	Agnes Goh	1		- #	Lookup	•
Department	ADMIN	OFFICE AN	ID ADMIN		Current YTD Yr Entitle Entitle	B/F Adjust	Forfeit E	Total Entitle Taker	Balance
Leave Scher	ne EXEC	Executive						4.00	
Hired Date	28/01/2015					NPL Leav	/e Taken	at as Prd 12	2:4.00
Resignation									
Confirm Date	27/04/2015								
	L 04-4 D			5 10					
Leave Coo	de Start Da	te Da	y Hou	r End Da	ate Appr	AM/PM Reason			
INPL		,)	4 0	21103/20					
	de lote et Dete	E-d D-t		lune la]	ependant NRIC			<u></u>
Leave Co	24/03/2015	27/03/20	e Day 15	Hour A	Approval AMPM /es	Remarks			^
< Detailed Re	ecord	N	ew	Edit R	emove Save	<u>C</u> ancel		M	> <u>Close</u>
< Detailed Re	ecord	N	ew	Edit R	emove <u>s</u> ave etails Breakc	<u>Cancel</u>		-	, v <u>Î</u> <u>C</u> lose □ ×
Detailed Re	ecord Day	Hour	ew Approva	Edit R Leave De Pay Prd	emove <u>Save</u> etails Breakc Cycle	Current Mth?		Financial Year	Close Close
 ⊂ Detailed R Date ≥ 24/03/20 	ecord Day	Hour 1	ew Approva Y	Edit R Leave De Pay Prd 201503	emove Save	Cancel Mown		Financial Year 2015	∑ Close Close Financial Month 3
Control Contro Control Control Control Control Control Control Control Control C	Day 15	N Hour 1 1	ew Approva Y Y	Edit <u>R</u> Leave De Pay Prd 201503 201504 201504	emove Save	Current Month Last Month		Financial Year 2015 2015 2015	→ Close Financial Month 3 3 3
Comparison of the second	ecord Day 15 15 15	N Hour 1 1 1 1	ew Approva Y Y Y Y	Edit R Leave De 201503 201504 201504 201504	emove Save etails Breako E E E E E E	Current Mth? Current Month Last Month Last Month Last Month Last Month		Financial Year 2015 2015 2015 2015 2015	Close Close Financial Month 3 3 3 3 3



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.

User Password Setup Change Master Password Lock/UnLock Period	Leave Utility × Leave Recalculation Leave Process BF Cut-Off Leave Check Utility Operation Add Adju Leave Ent
Utility Leave Utility Year To Date Update Global Change Initialize New Year Free Field Description Transfer Employee Record Mid Month Advance Import Utility Free Text Reminder	From Employee 001 To EMP006 Leave Code ANNU Effective date 04/08/2015 Day/Hours 1.00 Reason AM/PM NA Process I Close







Hands-on Exercise 9

- a) 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.
- b) 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.

🐨 Claim I	Record									-	
Employe	Employee #SG001 Vame TANNY HO(SINGAPOREAN)										
Claim Pan	laim Panel In-Patient Info Cost Centre Allocation ECLAIM Tab 2										
Claim Info	ie	Claim Date		•	Job Grade	NONE	Max Claim		_		
Sub Claim		Visit Date		-	Category	NONE	YTD Claim		_		
Claim Amo	our	Sub Claim	Limit		Benefit Scheme	NONE	Balance	, 			
Remark			,		S	ervice Year : 1	18 year 6 mont	ĥ			
Clinic & D Hosp./Clin	octor Info	Doctor's Nam									
Diagnosis		Insurance No	(Sector			ibility 🖂			
Pre-illnes	s Indicator 🕞	Dep ID		•	Туре		▼ HIC Eligit	bility ?			
Co-payme Transferre Reimburs	ent? 🔽 ed to payroll 🖂 ement? 🔽	Employee Payable% Approved ?	Emp Paya Allw/D	oloyee able\$ edu Code	Reimbur By Emplo	se% over ransfer perio	Reimburse By Employe	-			
Code	Claim Date	Approval Date	Approved	Claim Amou	nt GST\$	Diagnosis	Sector	Allow/Ded.	EE Amt	ER Amt	Su
<u> </u>											
<				1							





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-navment	
-	&	
	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 <u>Process</u> button.

Period Initialize for Period 201509	×
Process Pay Transaction	
IMPORTANT NOTE: Please ensure all resignees are updated before processing the payroll. This is to ensure that the Leave Encashment, CPF Calculations and Salaries are calculated correctly. Press PROCESS to proceed.	
	s
	Period Initialize for Period 201509 Process Pay Transaction IMPORTANT NOTE: Please ensure all resignees are updated before processing the payroll. This is to ensure that the Leave Encashment, CPF Calculations and Salaries are calculated correctly. Press PROCESS to proceed.

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

Period Initialize for Period 201508	
Process Pay Transaction	
C Reprocess earlier Selected Staff without clearing variable entries	
C 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 X Cancel V Process	



Table 12

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

Period Initialize for Period 201508				
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				

No	Description
1	
2	
3	
4	



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 Pa	ay Record] -	С	urrent Per	iod : 2015	09 Cycle: E	_ 🗆 🗙
Employee #	010LC	▼ Name	# RENE TAN					- M	CPFMax Bal 44,770.34
Leave Quid	ck Menu Pe	riod 201509	• •						
Pay Group S	TD Oth	er Cycle	Paid	Mor	th	y Per	iod 09/E 1	Type: 2-SN	CPF/Levy CLASS1
Days Worked	22.00	Basic Pay	2900.	00	A	ge: 45.58	Daily Rate	131.82 Ho	urly Rate 16.73
NPL Day-C	131.818182	0.00	0.00	÷.			Allowan	ces / Deductio	ns
NPL Hr-C	16.73	0.00	0.00	Å.,		Code	Description	1	Amount T 🔨
Absent-C	133.85	0.00	0.00	Å.	₽	CDAC	CHINESE DEV	V'T ASST. FUND	-1.50 N
Overtime	Total No	Pay leave	0	.00	_	ENTFEE	ENTERTAINM	ENT FEE	300.00 0
OT1.0C	14.42	0.00	0.00	~	ŀ	MOBILE	MOBILE ALL		100.00 0
0T1.5C	21.63	23.00	497.49		┝	TRAN	TRANSPORT	ALLOWANCE	200.00
OT2.0C	28.85	0.00	0.00						
				×					~
Shift	Tota	Overtime	497	.49	Ľ	CPF Contrib	ution	Total Wa	ges 600.00
MORNING	13.00	0.00	0.00	^					
AFTERNOON	17.00	0.00	0.00		-	🕼 Employe	e -79	9.00 Total Dec	luction -1.50
NIGHT	30.00	0.00	0.00		[SDF		9.99 CP	Wage 3997.49
BestDau	· ·	Total Shift	ſ		ľ	🖞 FWI	0.00	Gross	Wage 3997.49
0.5D Day	33	92 0.00	0.00	~	٩	M 🖌	4 6 1	Net	t Wage 3196.99
0.5LDav#	66.	92 0.00	0.00	Ç,				<u> </u>	,
Rest Day Pay 0.00 Bank 🔁 Recalculate 🗸 Save 🗶 Cancel 🧵 Close									
To change payment mode									

Recalculate pay without saving



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	
IDT	ort Hotline: 62951	CPF Variance Reports	

Table 13

Fill in the definition of the $\ensuremath{\text{Item}}$ in the $\ensuremath{\text{Description}}$ 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	
-	Devellisterne Demont	
5	Pay History Report	
	Excel	
6	CDE Varianco	
0		

External Reports



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

Internal Reports	•		
External Reports	÷	Bank/Cash/Cheq	۲
Management Reports	×.	Bank Diskette Export	
Advance Management Reports	•	CPF	×.
Quick Employee List	•	SDF/FWL	
Leave Reports	•	Labour Market Survey	
Graphical Analysis	L		
Gross Rate Pay Report			

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)

12 x monthly basic rate of pay 52 x 44 hours (Hours/years)

2. Rest Day (Section 37)

 12 x monthly basic rate of pay 52 x number of working days in a week
 Public Holiday (Section 42) 12 x monthly basic rate of pay
 (Working days/weeks)



52 x number of working days in a week

- Annual Leave (Section 43)

 <u>12 x monthly basic rate of pay</u>
 <u>52 x number of working days</u>
 (Working days/weeks)
 in a week
- 5. Computation of salary for incomplete month's work and no pay leave (Section 20A) Monthly Gross Rate of Pay

Number of Working Days in x a Month Number of actual days worked in a (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

12 x monthly basic rate of pay 52 x number of working days in a week (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:

12 x monthly basic rate of pay 52 x number of working days in a week

(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:

12 x monthly basic rate of pay 52 x number of working days in a week

(Working days/month)



What are CPF wages?

Wages are remuneration due or granted to an employee in respect of employment. Wages can be defines 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



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