



TIMES IRAS

Generating IRAS Forms from TIMES Payroll
User Guide for Administrators

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Table of Contents

CHAPTER 1.	INTRODUCTION	3
CHAPTER 2.	FIRST TIME LOGGING INTO THE TIMES PAYROLL SYSTEM	4
CHAPTER 3.	ACCESSING IRAS WEB PAGE	5
CHAPTER 4.	GENERATE IR8A INTO TIMES IRAS	6
CHAPTER 5.	GENERATE IR8S INTO TIMES IRAS	7
CHAPTER 6.	GENERATE APPENDIX 8A INTO TIMES IRAS.....	8
CHAPTER 7.	GENERATE APPENDIX 8B INTO TIMES IRAS.....	9
CHAPTER 8.	GENERATE PAY HISTORY INTO TIMES IRAS	10
CHAPTER 9.	CLEARING ALL GENERATED DOCUMENTS FROM TIMES IRAS	11

Chapter 1. Introduction

TIMES IRAS is a web-based solution where employees can access and download their IRAS forms (with security password) via an online portal.

This guide explains the method to generate IRAS Forms from TIMES Payroll (web) in order to be accessible in TIMES IRAS.

Product Support and Inquiries

For technical assistance or inquiry on our products, please contact us via our hotline (65) **6295 1998**.

Alternatively, you can send us an email to the following email addresses:

For support and assistance, please email to *support@timesoftsg.com.sg*.

For product inquiry, please email to *sales@timesoftsg.com.sg*.

Chapter 2. First time logging into the TIMES Payroll System

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/esolution/EntLogin.aspx>

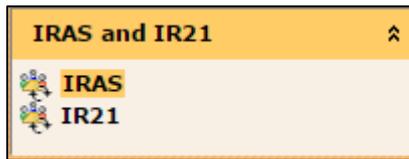
An example of the login page is shown below.

1. Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at “User ID”.
3. Key in your password at “Password”.
4. Choose your profile at “Profile”.
5. Choose “Period” if you want to access a different payroll period.
6. Click the  button to login into the system.

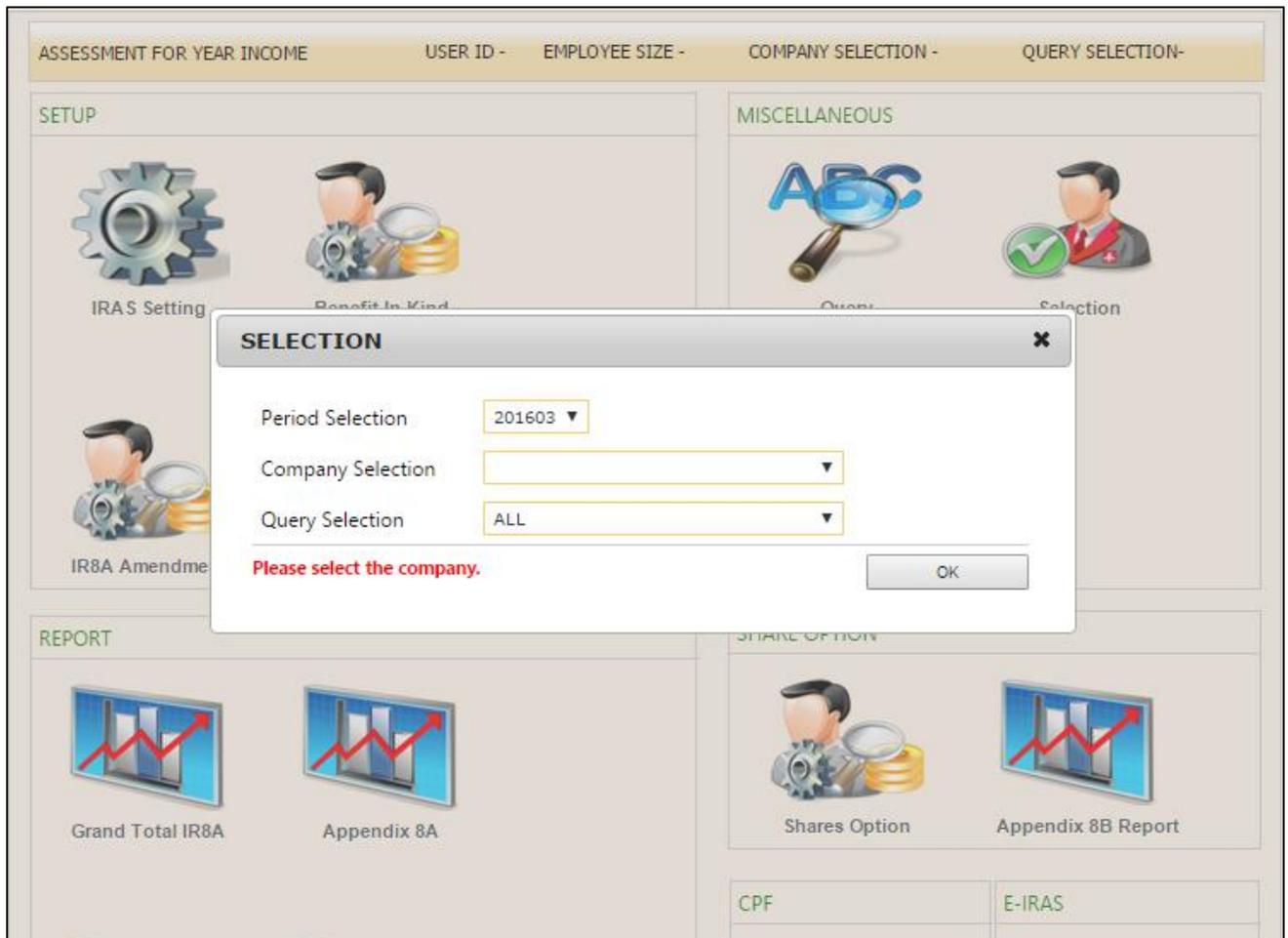


To effectively use this guide, ensure that you are given the role of Administrator or access to the **IRAS** for the company that you are logging into.

Chapter 3. Accessing IRAS web page



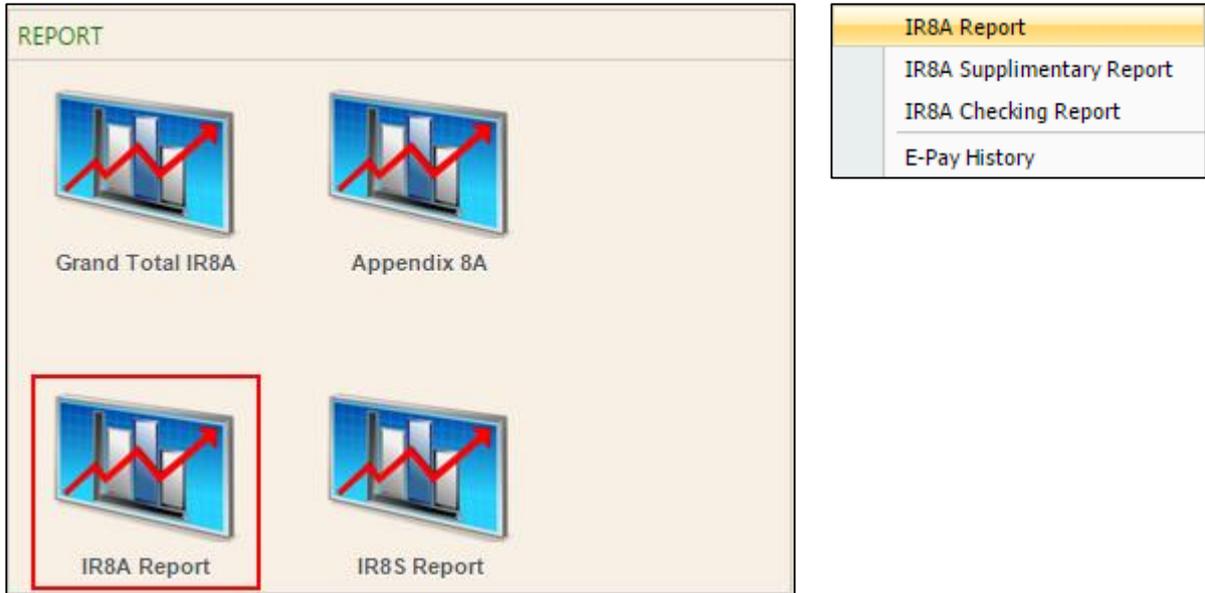
1. Click on the **IRAS** option in the **IRAS and IR21** menu to access the IRAS web page.



2. Choose payroll period in “Period Selection”.
3. Choose company in “Company Selection”.
4. Choose query in “Query Selection”.
5. Click the button.

Chapter 4. Generate IR8A into TIMES IRAS

Ensure that employment income information is correct and complete. If you had submitted the employee's salary data electronically to IRAS you can generate the IR8A Report for all employees.



1. Click on the IR8A Report icon and choose **IR8A Report** from the pop-up menu.

The image shows a dialog box titled 'IR8A Form Print Dialog'. It has three tabs: 'Main', 'Department', and 'Cost Center'. The 'Main' tab is selected. The dialog contains the following fields and options:

- Sorted By: EMP NO (dropdown)
- Employee From: 000001 | ONG SIEW KEEQI (dropdown)
- Employee To: TM8888 | ELIZABETH ROSE WAKEFIELD (dropdown)
- Include zero salary employee?
- To Print IR8E Heading
- Print Employee Number on IR8A Form?
- Do not round the Community Fund/Donations?
- Shows round down to the nearest dollar in the IR8A Report?
- Staff excluded from IR8A Submission Run
- Name of CPF Fund: CENTRAL PROVIDENT FUND (dropdown)
- Batch Indicator: ORIGINAL (dropdown)
- Total IR8A (original) Employee Count: 0
- Total IR8A (amendment) Employee Count: 0
- IR21 Employee Count: 0

At the bottom, there are two buttons: 'GENERATE PDF' and 'E-IRAS'. To the right of the buttons, it says 'Total Employee: 14'.

2. Choose employees.
3. Click  button to generate IR8A into TIMES IRAS.

Chapter 5. Generate IR8S into TIMES IRAS

You can generate the IR8S Report if you have made excess CPF contributions on your employees' wages and/or have claimed or will claim a refund on excess CPF contributions.



1. Click on the IR8S Report icon.

The screenshot shows the 'IR8S Form Print Dialog' window. It has three tabs: 'Main', 'Department', and 'Cost Center'. The 'Main' tab is selected. Below the tabs, there are three fields: 'Sorted By' with a dropdown menu set to 'EMP NO', 'Employee From' with a dropdown menu set to '000001 | JONG SIEW KEEQI', and 'Employee To' with a dropdown menu set to 'TM8888 | ELIZABETH ROSE WAKEFIELD'. At the bottom of the dialog, there are two buttons: 'GENERATE PDF' and 'E-IRAS'. To the right of the buttons, it says 'Total Employee: 14'.

2. Choose employees.
3. Click  button to generate IR8S into TIMES IRAS.

Chapter 6. Generate Appendix 8A into TIMES IRAS

You can generate the Appendix 8A if employees were provided with benefits-in-kind.



1. Click on the Appendix 8A icon.

The screenshot shows the 'Appendix 8A Form Print Dialog' window. It has tabs for 'Main', 'Department', and 'Cost Center'. Under the 'Main' tab, there are fields for 'Sorted By' (set to 'EMP NO'), 'Employee From' (000001 | ONG SIEW KEEQI), and 'Employee To' (TM8888 | ELIZABETH ROSE WAKEFIELD). There is a checkbox for 'Staff excluded from IR8A Submission Run' which is checked. A 'Batch Indicator' dropdown is set to 'ORIGINAL'. At the bottom, there are buttons for 'GENERATE PDF' and 'E-IRAS', and a status indicator 'Total Employee: 14'.

2. Choose employees.
3. Click  button to generate Appendix 8A into TIMES IRAS.

Chapter 7. Generate Appendix 8B into TIMES IRAS

You can generate the Appendix 8B if employees derived gains or profits from Employee Stock Option (ESOP) Plans or other forms of Employee Share Ownership (ESOW) Plans.



1. Click on the Appendix 8B Report icon.

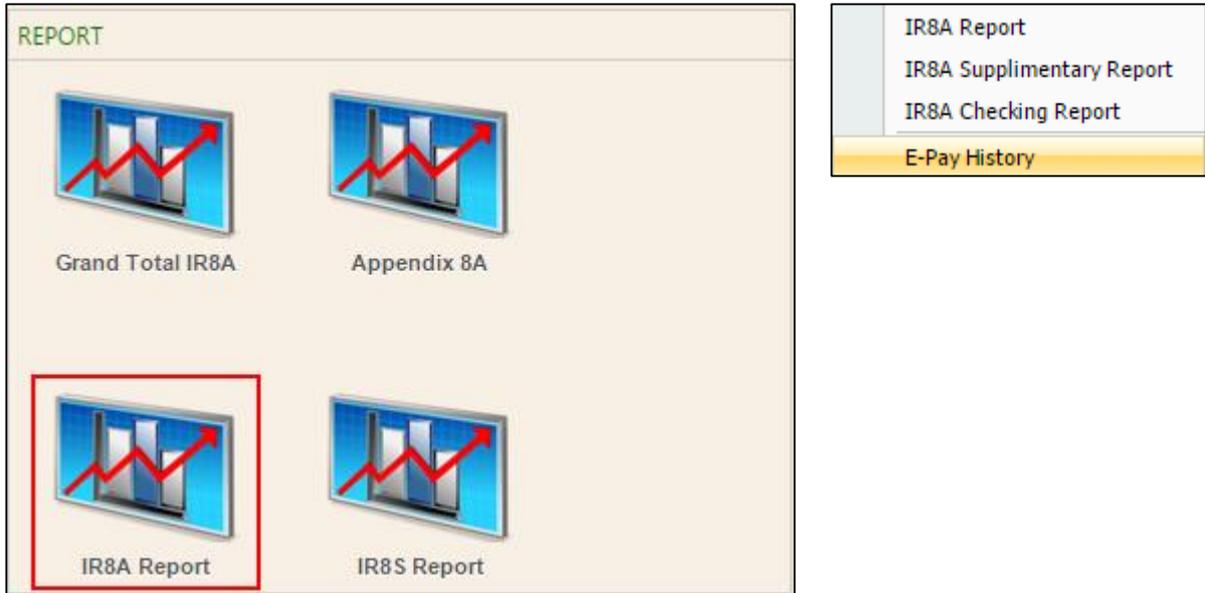
The image shows a dialog box titled "Appendix 8B Form Print Dialog". It has three tabs: "Main", "Department", and "Cost Center". The "Main" tab is selected. The dialog contains the following fields and options:

- Sorted By: EMP NO (dropdown menu)
- Employee From: 000001 | LONG SIEW KEEQI (dropdown menu)
- Employee To: TM8888 | ELIZABETH ROSE WAKEFIELD (dropdown menu)
- Print FORM8E Heading:
- Print Revised Copy:
- Buttons: GENERATE PDF, E-IRAS
- Status: Total Employee: 14

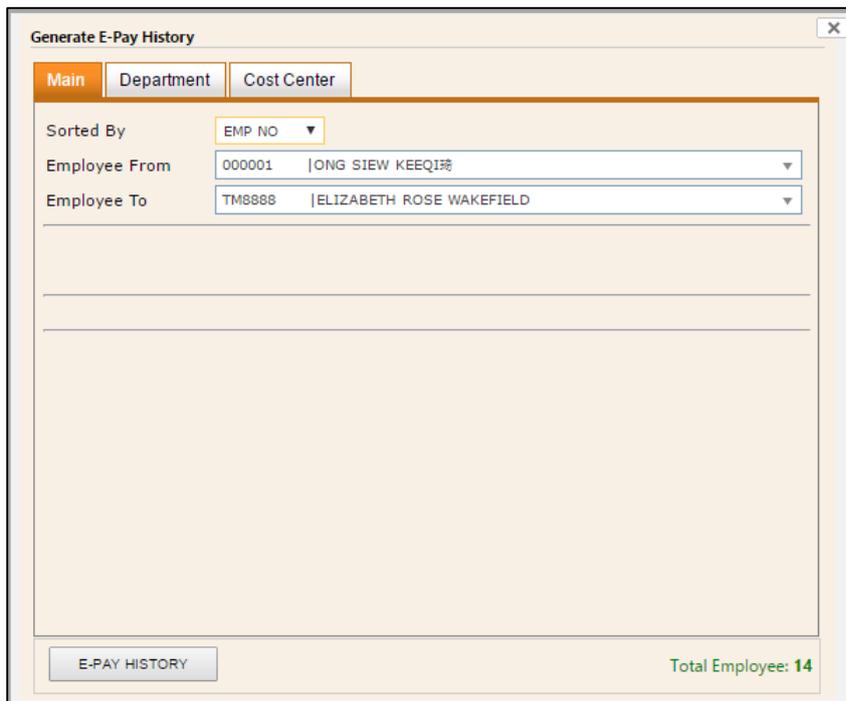
2. Choose employees.
3. Click button to generate Appendix 8B into TIMES IRAS.

Chapter 8. Generate Pay History into TIMES IRAS

You can generate the E-Pay History for all employees. Pay History Report itemize the total pay of each employee within the calendar year, January through December.

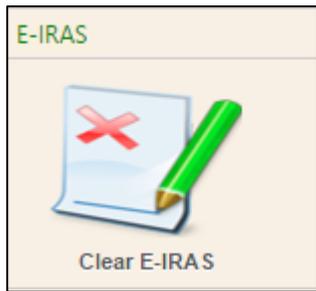


1. Click on the IR8A Report icon and choose **E-Pay History** from the pop-up menu.



2. Choose employees.
3. Click  button to generate Pay History Report into TIMES IRAS.

Chapter 9. Clearing all Generated Documents from TIMES IRAS



1. Click on Clear E-IRAS button.



2. Choose the documents that you want to remove from TIMES IRAS by clicking on their checkboxes in order to tick them.
3. Click button to proceed.