

TIMES PaySlip

Generating Payslips from TIMES Payroll
User Guide for Administrators

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Chapter 1. Introduction

TIMES PaySlip is a web-based solution that allows your employees to access and download their payslip (with security password) via an online portal. It sends pay-slip electronically to all employees, lowering postage, printing and processing costs, eliminating inefficient manual processing and increasing back office staff productivity. It helps minimize operational cost as it move towards a paperless working environment.

This guide explains the method to generate payslips from TIMES Payroll (web application) in order to be accessible in TIMES PaySlip.

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>

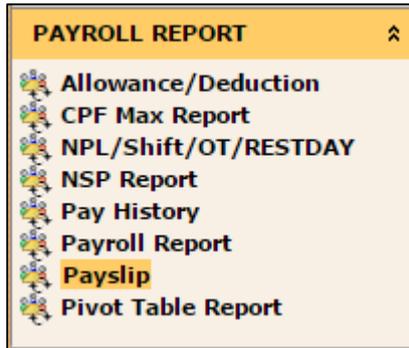
An example of the login page is shown below.

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 **Payroll Report** for the company that you are logging into.

Chapter 3. Viewing and Printing the Payslip



1. Click on the **Payslip** option in the **Payroll Report** menu to access the Payslip 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.

PAYSLIP PARAMETER

Employee From/To

Employee From:

Employee To:

Special/Bonus

Included Bonus

Included Special

Payslip Message From

Employee

Global Setup

Select Pay Period

Mid Month

End Month

Special Period

Bonus Period

Full Month

Mid and End

Week 1

Week 2

Week 3

Week 4

Week 5

Sort Payslip By

Employee No

Name

Dept#

Cost Center

Category

Dept+Cate+EmpNo

Comp+Dept+EmpNo

Dept+Sect+Branch

Dept+EmpNo#

Division+EmpNo#

Filter By

MVC Option:

Print SDF Amount?

Print Annual Leave?

Print Sick Leave?

Print Occupation?

Print Category?

Print Item Line?

Print Certified True Copy

Print CPF Type

Sum Up Same Allowance?

Print Rate?

Hide Overtime Period?

Print FWL Amount?

Print Bank Payment Amt?

Print Emp's Address?

Print MSO?

Print YTD Amount?

Include Benefit In Kind?

Print Zero Pay Employee

Dot Matrix?

Print Cost Center?

Print NRIC/FIN/EMP PASS?

Pay Date:

Payslip size:

COMPANY SELECT - 123 QUERY SELECT - ALL

6. Select the "Employee From/To". Click to search for the employees.
7. Select the "Pay Period".
8. Set the payslip sorting at "Sort Payslip By" and filters at "Filter By".
9. Ensure the correct payslip paper size is set at "Payslip size".
10. Enter the "Pay Date".
11. Click to preview the payslip.

Payslip_03_2016.pdf 1 / 1

PAYSLIP ADVICE

TYU PTE LTD PAYSLIP FOR : 01-02-2016 to 29-02-2016 Pay Date : 29-02-2016

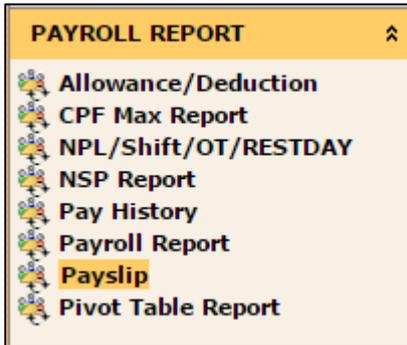
NAME : HELEN EMPLOYEE# : 0500055

DEPT : NONE

DESCRIPTION	HOURS DAYS	EARNINGS	DESCRIPTION	HOURS DAYS	DEDUCTIONS
BASIC WAGE		5,000.00	CDAC		-1.50
			EMPLOYEE CPF		-1,000.00
TOTAL EARNINGS		5,000.00	TOTAL DEDUCTIONS		-1,001.50
CHEQ		3,998.50	NETT PAY		3,998.50
			CURRENT	Y.T.D	
			Nett Pay	3,998.50	3,998.50
			Gross Wage	5,000.00	5,000.00
			CPF Wage	5,000.00	5,000.00
			Employee CPF	1,000.00	1,000.00
			Employer CPF	850.00	850.00

SAMPLE

Chapter 4. Generating payslips for TIMES PaySlip



1. Click on the **Payslip** option in the **Payroll Report** menu to access the Payslip 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.

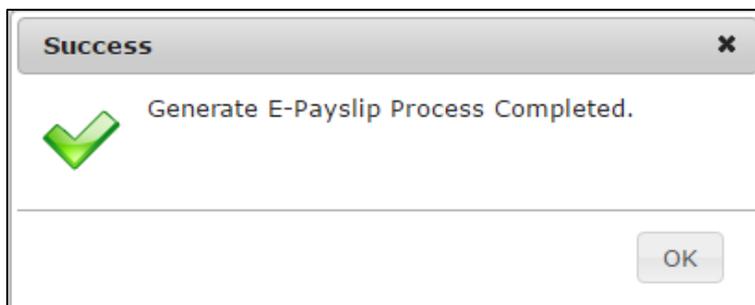
PAYSLIP PARAMETER

<p>Employee From/To</p> <p>Employee From: <input type="text" value="HOD2"/> </p> <p>Employee To: <input type="text" value="STAFF2"/> </p>	<p>Special/Bonus</p> <p><input type="checkbox"/> Included Bonus</p> <p><input type="checkbox"/> Included Special</p>	<p>Payslip Message From</p> <p><input type="radio"/> Employee</p> <p><input checked="" type="radio"/> Global Setup</p>
<p>Select Pay Period</p> <p><input type="radio"/> Mid Month</p> <p><input checked="" type="radio"/> End Month</p> <p><input type="radio"/> Special Period</p> <p><input type="radio"/> Bonus Period</p> <p><input type="radio"/> Full Month</p> <p><input type="radio"/> Mid and End</p> <p><input type="radio"/> Week 1</p> <p><input type="radio"/> Week 2</p> <p><input type="radio"/> Week 3</p> <p><input type="radio"/> Week 4</p> <p><input type="radio"/> Week 5</p>	<p>Sort Payslip By</p> <p><input checked="" type="radio"/> Employee No</p> <p><input type="radio"/> Name</p> <p><input type="radio"/> Dept#</p> <p><input type="radio"/> Cost Center</p> <p><input type="radio"/> Category</p> <p><input type="radio"/> Dept+Cate+EmpNo</p> <p><input type="radio"/> Comp+Dept+EmpNo</p> <p><input type="radio"/> Dept+Sect+Branch</p> <p><input type="radio"/> Dept+EmpNo#</p> <p><input type="radio"/> Division+EmpNo#</p>	<p>Filter By</p> <p>MVC Option: <input type="text" value="MVC"/></p> <p><input type="checkbox"/> Print SDF Amount? <input type="checkbox"/> Print FWL Amount?</p> <p><input type="checkbox"/> Print Annual Leave? <input checked="" type="checkbox"/> Print Bank Payment Amt?</p> <p><input type="checkbox"/> Print Sick Leave? <input type="checkbox"/> Print Emp's Address?</p> <p><input type="checkbox"/> Print Occupation? <input type="checkbox"/> Print MSO?</p> <p><input type="checkbox"/> Print Category? <input checked="" type="checkbox"/> Print YTD Amount?</p> <p><input type="checkbox"/> Print Item Line? <input type="checkbox"/> Include Benefit In Kind?</p> <p><input type="checkbox"/> Print Certified True Copy <input type="checkbox"/> Print Zero Pay Employee</p> <p><input type="checkbox"/> Print CPF Type <input type="checkbox"/> Dot Matrix?</p> <p><input checked="" type="checkbox"/> Sum Up Same Allowance? <input type="checkbox"/> Print Cost Center?</p> <p><input type="checkbox"/> Print Rate? <input type="checkbox"/> Print NRIC/FIN/EMP PASS?</p> <p><input type="checkbox"/> Hide Overtime Period?</p> <p style="text-align: right;">Payslip size: <input type="text" value="5.5"/></p>

COMPANY SELECT - 123 QUERY SELECT - ALL

EXPORT TO PDF	PAYSLIP PASSWORD	GENERATE E-PAYSLIP	VIEW E-PAYSLIP	CLEAR E-PAYSLIP
---------------	------------------	---------------------------	----------------	-----------------

6. Select the "Employee From/To". Click button to search for the employees.
7. Select the "Pay Period".
8. Set the payslip sorting at "Sort Payslip By" and filters at "Filter By".
9. Ensure the correct payslip paper size is set at "Payslip size".
10. Enter the "Pay Date".
11. Click the button to generate employees' payslips into TIMES PaySlip system.



Chapter 5. Listing Report of Generated Payslips for TIMES PaySlip



1. Click on the **Payslip** option in the **Payroll Report** menu to access the Payslip 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.

PAYSLIP PARAMETER

Employee From/To
 Employee From:
 Employee To:

Special/Bonus
 Included Bonus
 Included Special

Payslip Message From
 Employee
 Global Setup

Select Pay Period
 Mid Month
 End Month
 Special Period
 Bonus Period
 Full Month
 Mid and End
 Week 1
 Week 2
 Week 3
 Week 4
 Week 5

Sort Payslip By
 Employee No
 Name
 Dept#
 Cost Center
 Category
 Dept+Cate+EmpNo
 Comp+Dept+EmpNo
 Dept+Sect+Branch
 Dept+EmpNo#
 Division+EmpNo#

Filter By
 MVC Option:
 Print SDF Amount? Print FWL Amount?
 Print Annual Leave? Print Bank Payment Amt?
 Print Sick Leave? Print Emp's Address?
 Print Occupation? Print MSO?
 Print Category? Print YTD Amount?
 Print Item Line? Include Benefit In Kind?
 Print Certified True Copy Print Zero Pay Employee
 Print CPF Type Dot Matrix?
 Pay Date:
 Sum Up Same Allowance? Print Cost Center?
 Print Rate? Print NRIC/FIN/EMP PASS?
 Hide Overtime Period? Payslip size:

COMPANY SELECT - 123 QUERY SELECT - ALL

EXPORT TO PDF PAYSZIP PASSWORD GENERATE E-PAYSZIP **VIEW E-PAYSZIP** CLEAR E-PAYSZIP

6. Click on the **VIEW E-PAYSZIP** button to see a list of employees who have their payslips generated into TIMES PaySlip system based on the selected payroll period.

E-PAYSZIP LISTING

Sort By:
 Search:

EMPLOYEE NO	EMPLOYEE NAME	CYCLE
HOD2	RENE	E
HOG2	JOAN	E
STAFF2	STAFF 2	E

Company Selected: 123 Query Selected: ALL Count: 3

Chapter 6. Deleting TIMES PaySlip Generated Payslips



1. Click on the **Payslip** option in the **Payroll Report** menu to access the Payslip 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.

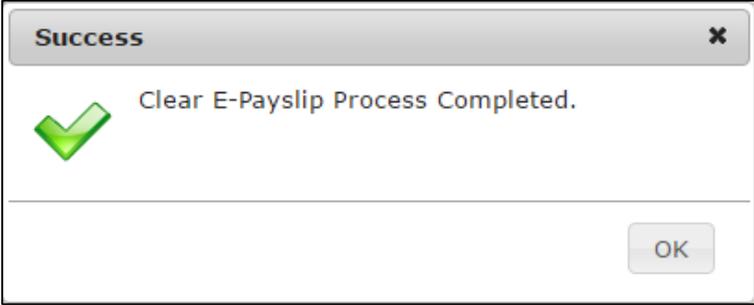
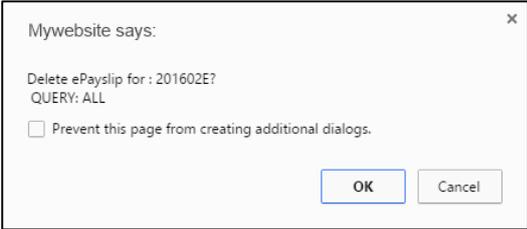
PAYSLIP PARAMETER

<p>Employee From/To</p> <p>Employee From: <input type="text" value="HOD2"/> </p> <p>Employee To: <input type="text" value="STAFF2"/> </p>	<p>Special/Bonus</p> <p><input type="checkbox"/> Included Bonus</p> <p><input type="checkbox"/> Included Special</p>	<p>Payslip Message From</p> <p><input type="radio"/> Employee</p> <p><input checked="" type="radio"/> Global Setup</p>
<p>Select Pay Period</p> <p><input type="radio"/> Mid Month</p> <p><input checked="" type="radio"/> End Month</p> <p><input type="radio"/> Special Period</p> <p><input type="radio"/> Bonus Period</p> <p><input type="radio"/> Full Month</p> <p><input type="radio"/> Mid and End</p> <p><input type="radio"/> Week 1</p> <p><input type="radio"/> Week 2</p> <p><input type="radio"/> Week 3</p> <p><input type="radio"/> Week 4</p> <p><input type="radio"/> Week 5</p>	<p>Sort Payslip By</p> <p><input checked="" type="radio"/> Employee No</p> <p><input type="radio"/> Name</p> <p><input type="radio"/> Dept#</p> <p><input type="radio"/> Cost Center</p> <p><input type="radio"/> Category</p> <p><input type="radio"/> Dept+Cate+EmpNo</p> <p><input type="radio"/> Comp+Dept+EmpNo</p> <p><input type="radio"/> Dept+Sect+Branch</p> <p><input type="radio"/> Dept+EmpNo#</p> <p><input type="radio"/> Division+EmpNo#</p>	<p>Filter By</p> <p>MVC Option: <input type="text" value="MVC"/></p> <p><input type="checkbox"/> Print SDF Amount? <input type="checkbox"/> Print FWL Amount?</p> <p><input type="checkbox"/> Print Annual Leave? <input checked="" type="checkbox"/> Print Bank Payment Amt?</p> <p><input type="checkbox"/> Print Sick Leave? <input type="checkbox"/> Print Emp's Address?</p> <p><input type="checkbox"/> Print Occupation? <input type="checkbox"/> Print MSO?</p> <p><input type="checkbox"/> Print Category? <input checked="" type="checkbox"/> Print YTD Amount?</p> <p><input type="checkbox"/> Print Item Line? <input type="checkbox"/> Include Benefit In Kind?</p> <p><input type="checkbox"/> Print Certified True Copy <input type="checkbox"/> Print Zero Pay Employee</p> <p><input type="checkbox"/> Print CPF Type <input type="checkbox"/> Dot Matrix?</p> <p>Pay Date: <input type="text"/> </p> <p><input checked="" type="checkbox"/> Sum Up Same Allowance? <input type="checkbox"/> Print Cost Center?</p> <p><input type="checkbox"/> Print Rate? <input type="checkbox"/> Print NRIC/FIN/EMP PASS?</p> <p><input type="checkbox"/> Hide Overtime Period? Payslip size: <input type="text" value="5.5"/></p>

COMPANY SELECT - 123 QUERY SELECT - ALL

EXPORT TO PDF
PAYSLIP PASSWORD
GENERATE E-PAYSLIP
VIEW E-PAYSLIP
CLEAR E-PAYSLIP

6. Select the "Employee From/To". Click button to search for the employees.
7. Select the "Pay Period".
8. Click on the CLEAR E-PAYSLIP button to delete the employees' payslips that were generated into TIMES PaySlip system.



Chapter 7. Payslip Password

7.1 Accessing the Payslip Password pop-up window



1. Click on the **Payslip** option in the **Payroll Report** menu to access the Payslip 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.

PAYSPLIT PARAMETER

Employee From/To

Employee From:

Employee To:

Special/Bonus

Included Bonus

Included Special

Payslip Message From

Employee

Global Setup

Select Pay Period

Mid Month

End Month

Special Period

Bonus Period

Full Month

Mid and End

Week 1

Week 2

Week 3

Week 4

Week 5

Sort Payslip By

Employee No

Name

Dept#

Cost Center

Category

Dept+Cate+EmpNo

Comp+Dept+EmpNo

Dept+Sect+Branch

Dept+EmpNo#

Division+EmpNo#

Filter By

MVC Option:

Print SDF Amount?

Print Annual Leave?

Print Sick Leave?

Print Occupation?

Print Category?

Print Item Line?

Print Certified True Copy

Print CPF Type

Pay Date:

Sum Up Same Allowance?

Print Rate?

Hide Overtime Period?

Print FWL Amount?

Print Bank Payment Amt?

Print Emp's Address?

Print MSO?

Print YTD Amount?

Include Benefit In Kind?

Print Zero Pay Employee

Dot Matrix?

Print Cost Center?

Print NRIC/FIN/EMP PASS?

Payslip size:

COMPANY SELECT - 123 QUERY SELECT - ALL

EXPORT TO PDF
PAYSPLIT PASSWORD
GENERATE E-PAYSPLIT
VIEW E-PAYSPLIT
CLEAR E-PAYSPLIT

6. Click on the PAYSPLIT PASSWORD button to access the **Payslip Password** pop-up window.

PAYSPLIT PASSWORD ✕

Employee(s)

Employee:

Password

Generate Reset Release Lock Email

NRIC/FIN/Passport Number

Strong Password

COMPANY SELECTION - 123 QUERY SELECTION - All

Generate
Export to PDF
Export to Excel

7.2 Generating Payslip Password

1. At the **Payslip Password** pop-up window, choose “Employee”.
2. Choose *Generate* radio button for “Password”.
3. Choose whether to generate employees’ payslip passwords based on their *NRIC/FIN/Passport Number* or *Strong Password*.



A strong password uses different types of characters to increase security. It generates 8 character password and contains a combination of four of the following categories:

- Upper Case Letters (A, B, C, etc.)
 - Lower Case Letters (a,b,c, etc.)
 - Numeric (1,2,3, etc.)
 - Special / Non-Alphabetic Characters (!, @, #, etc.)
4. Click the **Generate** button to generate the passwords.

7.3 Viewing Payslip Password

PAYSPLIT PASSWORD [Close]

Employee(s)

Employee: All

Password

Generate Reset Release Lock Email

NRIC/FIN/Passport Number
 Strong Password

COMPANY SELECTION - 123 | QUERY SELECTION- All

Generate Export to PDF Export to Excel

1. At the **Payslip Password** pop-up window, choose “Employee”.
2. Click on either **Export to PDF** button to view the employees’ payslip password in a pdf document or **Export to Excel** button to view them in an excel document.

7.4 Reset Password to a Manually Entered Password

1. At the **Payslip Password** pop-up window, choose “Employee”.
2. Choose *Reset* radio button for “Password”.
3. Enter the password at “New Password”.
4. Click **Reset** button to reset employees’ payslip passwords to the manually entered password.

7.5 Release User Login Lock to View Online Payslip

The user can be barred from accessing his or her online payslip in TIMES PaySlip system if the user entered incorrect password to view the payslip multiple times in succession. The function “Release Lock” can release this password lock and allow the user to re-attempt to enter his or her password to view the payslip.

The screenshot shows a window titled "PAYSPLIT PASSWORD" with a close button (X) in the top right corner. Inside the window, there is a section for "Employee(s)" with a dropdown menu currently set to "All". Below this is a "Password" section with four radio buttons: "Generate", "Reset", "Release Lock" (which is selected), and "Email". A "Release Lock" button is visible below the radio buttons. At the bottom of the window, there are three buttons: "Release Lock", "Export to PDF", and "Export to Excel". Above these buttons, it says "COMPANY SELECTION - TSPL" and "QUERY SELECTION- All".

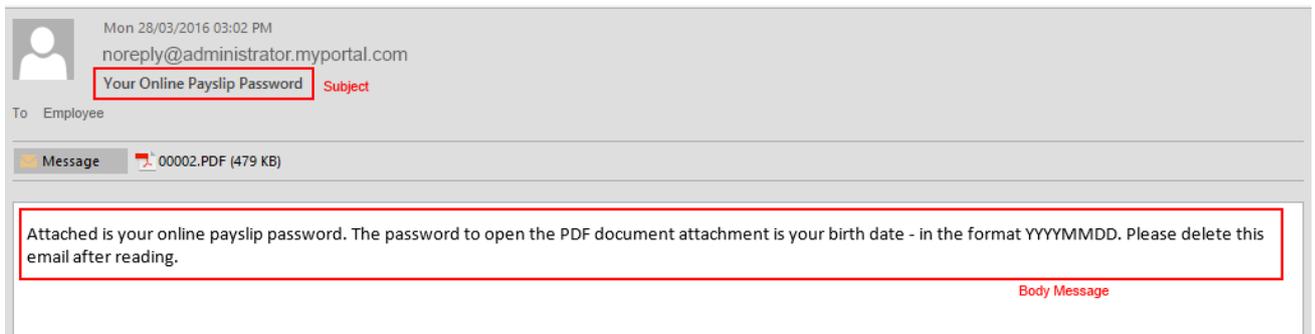
1. At the **Payslip Password** pop-up window, choose “Employee”.
2. Choose *Release Lock* radio button for “Password”.
3. Click on **Release Lock** button to release the password lock from the employee(s).

The screenshot shows a small dialog box with a close button (X) in the top right corner. The text inside reads "Mywebsite says:" followed by "Confirm Release Lock payslip password?". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

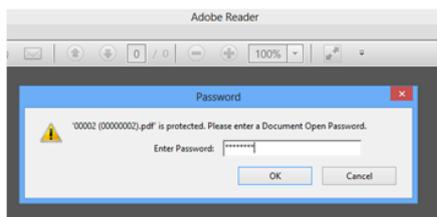
The screenshot shows the "PAYSPLIT PASSWORD" window again. The "Employee" dropdown is still set to "All". A green message box is overlaid on the window, displaying the text "Release lock successful.".

7.6 Sending Payslip Password to Users via Email

1. At the **Payslip Password** pop-up window, choose “Employee”.
2. Choose *Email* radio button for “Password”.
3. Enter the email subject and message.
4. Click on **Email** button to send the email to users.



5. The password to open the PDF attachment is the employee’s birth date – in the format **YYYYMMDD**.



EMP NO	EMP NAME	PASSWORD
00002	CHRIS TAN	S1234507D