

# **TIMES SOFTWARE**

## **TIMES PAY 8.0 User's Manual**

### **TIMES SOFTWARE SDN BHD**

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# Contents

<b>DISCLAIMER</b>	<b>1</b>
<b>TIMES PAY SOFTWARE LICENCE AGREEMENT</b>	<b>1</b>
<b>TIMES SOFTWARE</b>	<b>3</b>
<b>HARDWARE REQUIREMENT</b>	<b>4</b>
<b>INSTALLATION</b>	<b>5</b>
<b>HOW TO START?</b>	<b>8</b>
<b>ONE-TIME SETUP FOR YOUR SOFTWARE</b>	<b>10</b>
<i>Company Profile</i>	10
<i>Miscellaneous Parameter</i>	12
<i>Prorate Allowance</i>	15
<i>OT Capping</i>	16
<b>PAYROLL SETUP</b>	<b>17</b>
<i>Pay Period (Pay Group)</i>	17
<i>SOCSSO, HRD, EPF Table</i>	20
<i>Bank Codes</i>	20
<i>Allowance/Deduction Table</i>	22
<i>Others Code Table</i>	24
<i>Cost Centre Table</i>	25
<i>Formula Setup</i>	27
<b>UTILITIES</b>	<b>28</b>
<i>User Password Setup</i>	29
<i>Change Master Password</i>	29
<i>Lock/Unlock Period</i>	30
<i>Leave Utility</i>	31
<i>Global Change</i>	32
<i>Initialise New Year</i>	33
<b>UPDATE EMPLOYEE</b>	<b>34</b>
<i>Update Tab</i>	34
<i>Employment</i>	37
<i>Other Tab</i>	38
<i>Bank Tab</i>	39
<i>Confirmation &amp; Termination Tab</i>	40
<i>Address Tab</i>	42
<i>Spouse Tab</i>	42
<i>Allowance/Deduction Tab</i>	43
<i>Career Tab</i>	46
<i>Calendar Tab</i>	48
<i>Misc Tab</i>	49



<b>PROCESS PAYROLL</b>	<b>50</b>
<i>Pay Record</i>	50
<i>Bonus Record</i>	51
<i>Special Record</i>	53
<i>Leave Transfer</i>	54
<i>Medical Claim Transfer</i>	55
<i>Leave Encashment</i>	56
<i>Festival Advance</i>	58
 <b>MODIFY PAY RECORD</b>	 <b>60</b>
<i>Modify Pay Record</i>	60
<i>Shift Entry</i>	61
<i>Recalculate Manual Entries</i>	62
<i>How to change EPF/SOCSO</i>	62
<i>OT entry (Increment)</i>	63
<i>Modify Bonus Record</i>	65
<i>Modify Special Record</i>	66
 <b>LEAVE SETUP</b>	 <b>67</b>
<i>Leave Administration</i>	67
<i>Leave Allocation</i>	71
<i>Leave Code</i>	72
 <b>LEAVE APPLICATION</b>	 <b>73</b>
<i>Leave Entitlement</i>	73
- <i>Service Month</i>	76
- <i>Full Entitlement</i>	78
- <i>Calendar Day</i>	79
<i>Modifying Leave Entitlement</i>	80
<i>Leave Record</i>	81
 <b>HUMAN RESOURCE</b>	 <b>84</b>
<i>Claim/Medical Record</i>	84
<i>H.R. Setup</i>	86
<i>Medical Claim</i>	87
<i>H.R. Reports</i>	88
 <b>QUERY</b>	 <b>90</b>
<i>How to creating a Query</i>	90
 <b>REPORT WRITER</b>	 <b>92</b>
<i>To Preview a Custom Report</i>	94
<i>Report Generator</i>	95



<b>PAYROLL REPORTS</b>	<b>102</b>
<i>Internal Reports</i>	102
<i>Government Forms (EPF/SOCSO/PCB)</i>	102
<i>Bank/Cash/Cheque Listing</i>	102
<i>Management Reports</i>	103
<i>Employee Data Report</i>	103
<i>Hire Confirm Listing</i>	103
<i>Advance Management Reports</i>	103
<i>Leaves Reports</i>	103
<i>Mail Merge</i>	104
 <b>MONTHLY STANDARD REPORTS</b>	 <b>106</b>
Payroll Departmental Report (Sorted by Department)	106
How to print Payslip	106
- Payslip setting (Payslip guide)	106
- Sample payslip	108
Employee Pay History	109
Government Form submission method (Diskette/Form)	110
- EPF	110
- SOCSO	111
- Income Tax Return	112
How to prepare Bank Diskette Submission	113
 <b>SUMMARY</b>	 <b>114</b>
<i>Payroll processing – How does it work?</i>	114
 <b>APPENDICES</b>	
<i>Appendix A – (Database) Backup &amp; Restore</i>	115
<i>Appendix B – Exporting A Standard Report To Excel</i>	117
<i>Appendix C – Exporting A Custom Report To Excel</i>	119
<i>Appendix D – Prorate Salary Prorate Allowances</i>	123
<i>Appendix E – Initialising Payroll for Next Year</i>	127



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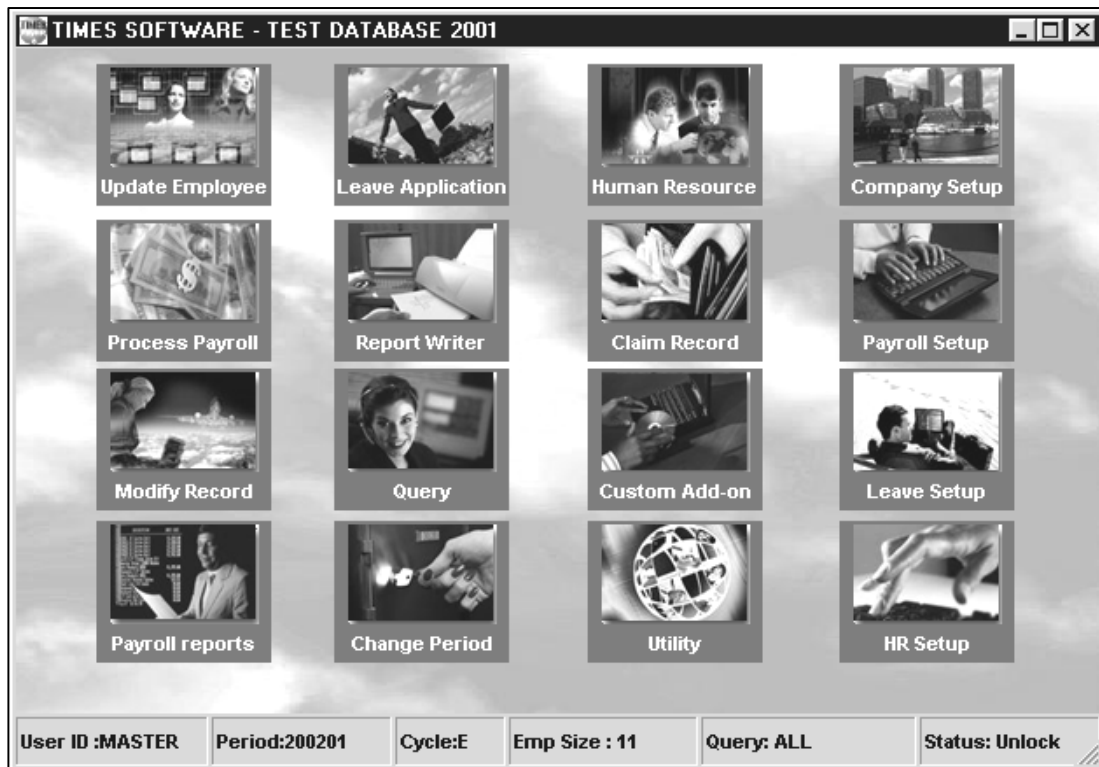
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## TIMES SOFTWARE

### Times Pay 8.0

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



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

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



## Hardware Requirement

**TIMES PAY Software is designed based on the latest technology available. To maximise your investment, the minimum hardware requirement is as follows:**

<b>Computer system</b>	: Pentium III and above
<b>Memory</b>	: 128Mb Ram & above
<b>Hard disk</b>	: 50Mb hard disk space required for software, 20Mb per 500 employees per year
<b>Monitor</b>	: Colour VGA
<b>Video Display adapter</b>	: Video Ram 4Mb minimum, set at High color 16 bit
<b>Printer</b>	: Any printers supported by MS Windows 95/98/2000/NT/XP

### **Recommended Dot-matrix Printers:**

Panasonic KX-P1121

Epson LQ series

### **Remarks**

- 1) TIMES PAY is written for 32bits operating systems. It runs on Windows 95 and above, as well as Windows NT.
- 2) For maximum performance, Pentium III 400Mhz and above with 128Mb Ram is recommended.



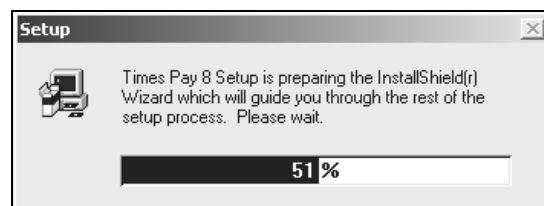
## Installation

### CDROM INSTALLATION

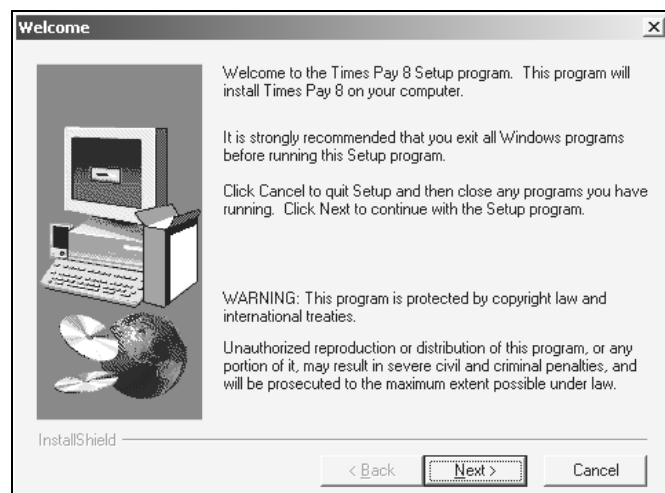
To install TIMES PAY 8.0,

#### STEPS:

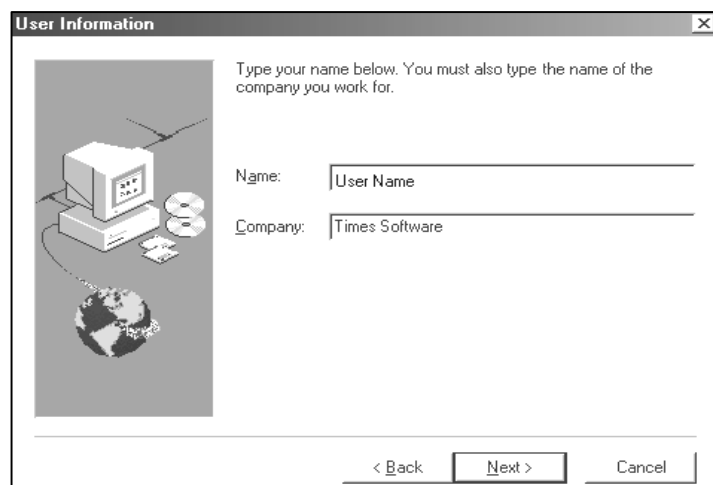
- 1) Insert the installation CD into your CD ROM drive
- 2) Please wait for a few seconds. The CD will perform an Auto run until you see the following screen appear.
- 3) Click “Next” button installation
- 4) The Install Shield Wizard starts running.



- 5) Click the **Next** button to proceed.



- 6) Enter your personal/company particular and click the **Next** button.



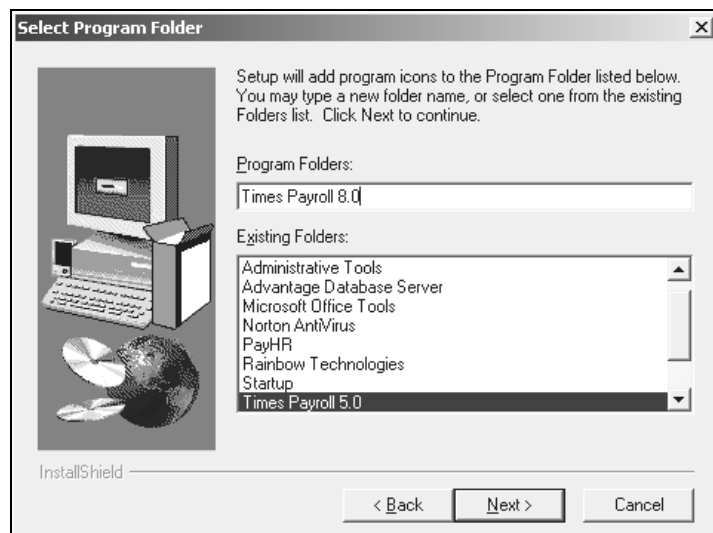


- 7) Click the **Next** button to accept the default destination or click **Browse** to change directory.

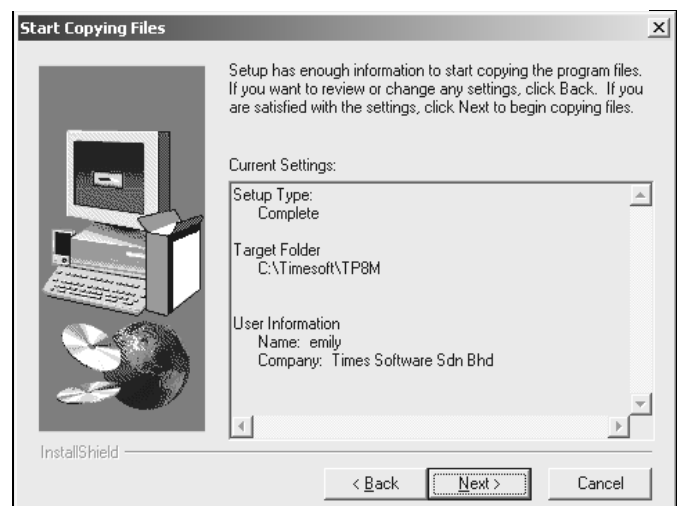
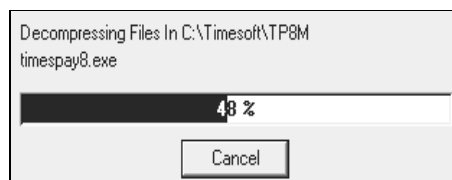


- 8) Click the **Next** button and the Setup wizard will create a program folder **Payroll 8.0/HR** to contain the program icons.

**NOTE:**  
Click the **Back** button if you wish to make any changes.



- 9) Click the **Next** button to confirm the installation settings.






- 10) Click the **Finish** button to complete the installation.



## To run the TIMES PAY 8.0


### STEPS:

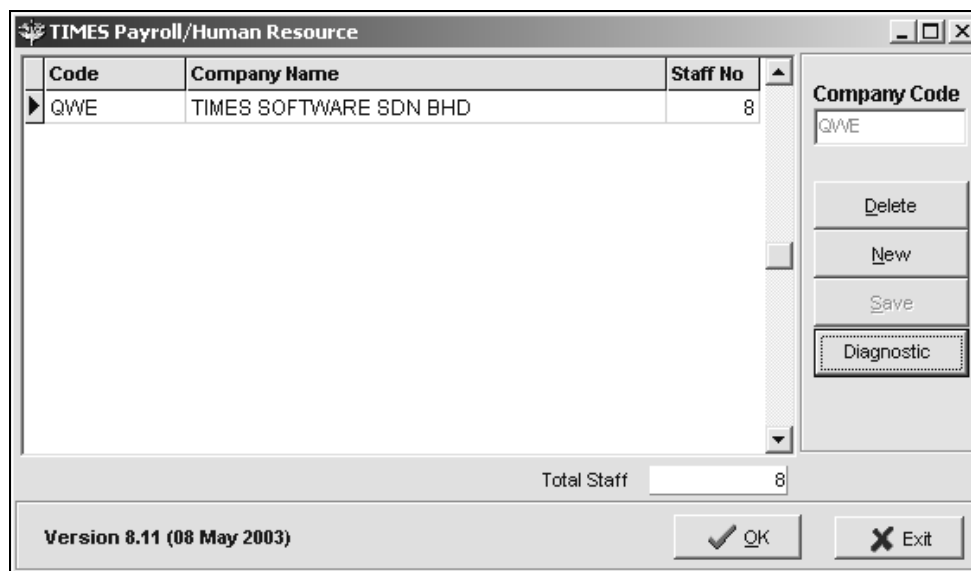
- 11) On Windows Desktop, Click the **Start** button.

- 12) Select <**Programs**><**Times Pay 8.0**>>   
TIMESPAY8








## How to Start?

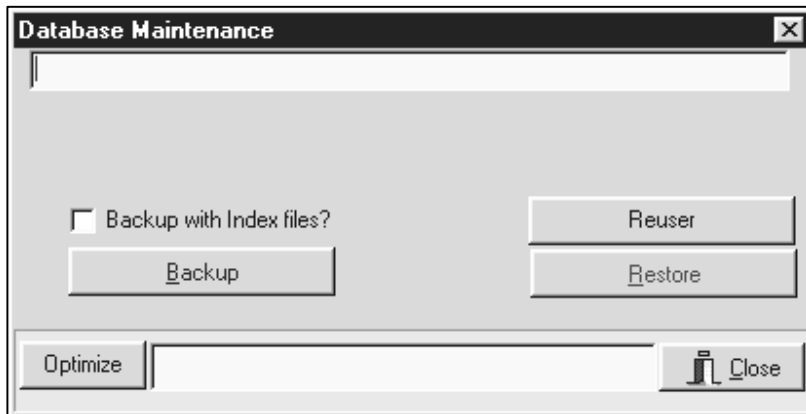
- 1) To launch TIMES PAY 8.0, Double-click the shortcut icon on Windows desktop.  the
- 2) Choose a company database in the **company selection window** and open it by clicking the **OK** button.

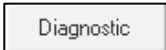


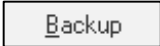
### Functions you can perform in the above startup window

- Click on  to create a new company database.
- Click on  to save a newly created database.
- Click on  to delete a selected database.
- Click on  to go into payroll program with a selected database.
- Click on  to exit the program.





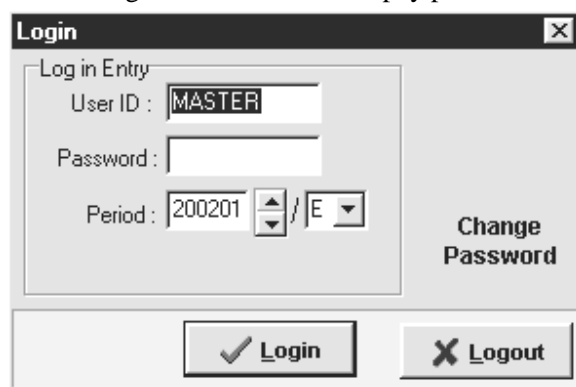
Click  on to perform data maintenance.

Click  on to backup a selected database.

Click  on to restore a previous backup database.

**(For a full instruction on how to Backup/Restore database, see Appendix A)**

3) On the Login Screen choose the pay period.



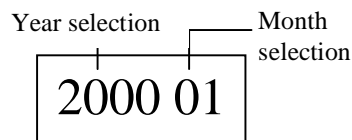
- **ID:** User's ID - assigned by the system administrator.


**Note:** The default user ID is **MASTER**. A Master user has full access rights to the system.


- **Password:** User's Password - assigned by the system administrator.

**Note:** The default password is "1234".

- **Period:** Salary Payment mode –
  - a) mid-month (M)
  - b) end-month pay (E).



Click on  to activate the software main menu.

Click on  to exit back to the **Company Selection** window.



## One-Time Setup for your software

**Company Parameter**

Company Profile | Misc Parameter | Prorate Allowance | OT Capping | Misc

Company: TIMES SOFTWARE SDN BHD (SAMPLE) Co Registration No: TESTING

Address: 10-13A, WISMA UDA II  
NO 21 JALAN PINANG  
KUALA LUMPUR

Post Code: 50450 Phone: 27100090 Fax: 27100091

Home Page URL: Email: Tabung Haji#: SOCSO#: Q123456789

EPF A/C#: 12345678 Income Tax A/C#: E12345678

**System Setting**

Date Format: DD/MM/YYYY Master ID Audit trail: ☒ Encashment Code:

Probation Period: 3 Mid Month Pay Subject to EPF: ☒ Rounding Formula:

Retired Age: 60 Mid Month Pay Subject to SOCSO: ☒ Encash Resigned Staff?: ☒

Annual Salary Month#: 12 VOL Round to:  Auto Adjustment?: ☒

Link Leave To Modify Record?: No Previous month OT rate for Daily Rated Employee?: ☒

User Define Day: 27.00 Combine EPF & Vol?: ☒

Payslip Message:

**Prorate Formula**

Prorate for Hire or Terminate Employee?: ☒

Formula: Base Pay/Calendar Day

Method: Daily Rate \* Day Worked

Close

## Company Profile

**Company Profile** - Fill in your company information accordingly.

(Note: Make sure the Co. Registration No., Income Tax A/C No, SOCSO No. and EPF A/C No. are filled up. This is necessary for printing of Government forms)

## System Setting

- **Date Format:** DD/MM/YYYY or MM/DD/YYYY
- **Link Leave To Modify Record?** : Select **Yes** to link leave applications to the Modified payroll records. Leaves may be applied via **Leave Application**. Otherwise, the user will have to enter the leaves taken for each payroll process manually.
- **Payslip Message:** Global payslip message
- **Probation Period:** Global probation period
- **Encashment:(Only applicable for resign staff)** System will auto calculate annual leave balance and pay back to the resign staff. If it is in **negative(-) balance**, system will **deduct** it from the staff salary.

### Step:

- 1) Create an allowance code in Allowance/Deduction table, the first character must start with "&", e.g. &ANLP, this will allow user to select prorated formula in GRP formula column. (Refer to page 24 on how to create an allowance/deduction code)
- 2) Go back to **Company Profile**, in "Encashment Code", select the allowance code created in step 1 above and tick the option "Encash Resigned Staff".

Link Leave To Modify Record?

Yes

Yes

No



## Prorate Formula

- **Prorate for Hired or Terminated Employee?:**

-Tick to apply auto-prorate formula for incomplete month staff.

- **Formula:** Formulae to be used for prorated wages.

- **Method:** Daily Rate \* Days worked – calculation of salary based on daily rate.

Day/Day Formulae \* Base Salary – calculation of salary based on total days worked over total working days in that month .

☐ Auto Confirmation due notice ? ☒

Checked – Enables system to prompt user when confirmation is due.

☐ Auto Adjustment ? ☒

Checked – Enables auto adjustment of negative net wage.  
The payroll system will prompt the user to add a new code – ADJU.  
This is used as an offset allowance for negative net wage.

**Master ID Audit trail** – The **Master ID Audit trail** allows the user to check from the **Audit Trail** report what are the current activities that have been performed by the MASTER user.

The following are the steps to set the Master ID Audit trail: -

### STEPS:

- 1) User will need to put a tick on the **Master ID Audit trail** in the **Company Profile** first.

☒ Master ID Audit trail

- 2) If user wants to view the report, select the **Audit Report** from the **Management Reports** under the **Payroll Report**.

- 3) User will need to key in the **MASTER ID** and the date range in the Audit trail dialogue.

User will be able to print out all the activities performed by the MASTER user in the **Audit Report**.



**MISC. PARAMETER****HOURS/DAY**

**Company Parameter**

Company Profile | Misc Parameter | Prorate Allowance | OT Capping | Misc

**Hours/Day**

Desc	Hour
D1	8
D2	7
D3	6
D4	8

Hours Worked per year  
2496

**Select Formula**  
Daily Rate By  
Base Pay/26  
NPL Daily Rate By  
Base Pay/16  
Absent Daily Rate By  
Base Pay/26  
OT-Rate By  
Hours/Year  
Working Day Rounding Method  
2 Decimal Places  
Enable NPL entry ? ☒  
Enable NPL Hour entry ? ☒  
Enable Absent entry ? ☒

**OT Rate Setup**

Description	Factor	Status	EPF?	Vol?	EA#?	NPL?	Socso?	PCB?	HRD?
OT1.5C	1.500	C	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OT2.0C	2.000	C	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OT3.0C	3.000	C	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OT Rate Calculation base on 12 Month OT Ceiling(Min) 600  
OT ceiling None OT Ceiling(Max) 1500  
OT Rate Setting  
Rounding Method 2 Decimal Places Enable OT entry ? ☒

**Shift Setup**

SHIFT DESC	RATE	EPF?	Vol ?	EA#?	OT?	NPL?	Socso?	PCB?	HRD?
SHIFTA	2.50	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIFTB	3.50	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIFT3	54.00	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIFT4	55.00	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enable Shift entry ? ☐ Average Shift Month Last 3 Month

**RestDay Setup**

RD DESC	RATE	EPF?	Vol?	EA#?	OT?	NPL?	Socso?	PCB?	HRD?
HALF DAY	0.5	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONE DAY	1	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enable Rest day entry ? ☒

Close

**SE** – Salary Exempt: employees under this setting cannot claim overtime pay.

**SN** – Salary Non-Exempt: employees under this setting can claim overtime pay.

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

- D1** – Daily Rated Worker (Type 1)
- D2** – Daily Rated Worker (Type 2)
- D3** – Daily Rated Worker (Type 3)
- D4** – Daily Rated Worker (Type 4)
- D5** – Daily Rated Worker (Type 5)
- D6** – Daily Rated Worker (Type 6)
- D7** – Daily Rated Worker (Type 7)
- D8** – Daily Rated Worker (Type 8)

**Hours/Day**

Desc	Hour
D3	8
D4	8
D5	4
D6	6
D7	8

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

**HR1** – Hourly Rated Worker (Type 1)



**HR2** – Hourly Rated Worker (Type 2)

**HR3** – Hourly Rated Worker (Type 3)

**HR4** – Hourly Rated Worker (Type 4)

**HR5** – Hourly Rated Worker (Type 5)

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

### SELECT FORMULA

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

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

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

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

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

Hours Worked per year
2496

**Example:**

26 working day per month

Hours Worked per year = 26 X 8 X 12months = 2496 hrs

**Enable NPL entry?** Tick to enable NPL-Day data input screen under Modified Pay Record

**Enable NPL Hour entry?** Tick to enable NPL-Hour data input screen under Modified Pay Record

**Enable Absent entry?** Tick to enable Absent-Day data input screen under Modified Pay Record

### OT RATE SETUP

OT Rate Setup										
	Description	Factor	Status	EPF?	Vol?	EA#?	NPL?	Socso?	PCB?	HRD?
▶	OT1.5C	1.500	C	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OT2.0C	2.000	C	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OT3.0C	3.000	C	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Double click or press spacebar to TICK/UNTICK the checkbox

**Description:** User defined description.

**Factor:** Overtime rate multiplying factor.

**Status:** C – overtime computation based on the current basic pay and  
L – overtime computation based on the last basic pay before the latest increment.

**EPF?** Is the specific OT subject to EPF? Tick = YES, Un-tick = NO

**VOL?** Is the specific OT subject to EPF voluntary fund?

**EA#** Set the line number where this amount would be reflected in EA form

**PCB?** Is the specific OT subject to monthly Income Tax?

**HRD?** Is the specific OT subject to HRD?

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

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

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

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

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



**SHIFT RATE SETUP**

Shift Setup										
	SHIFT DESC	RATE	EPF?	Vol ?	EA#?	OT?	NPL?	Socso?	PCB?	HRD?
▶	SHIFT1	3.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SHIFT2	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SHIFT3	10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FIXED OT	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enable Shift entry ?			<input checked="" type="checkbox"/>	Average Shift Month			Last 3 Month			

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

**RATE** : \$/hr.

**EPF?** : The specify Shift subject to EPF ?

**VOL?** : The specify Shift subject to EPF Voluntary fund?

**EA#?** : Set the line number where this amount would be reflected in EA form.

**PCB?** : The specify Shift subject to monthly Income Tax?

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

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

**Average Shift Month:**

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

**REST DAY SETUP**

RestDay Setup										
	RD DESC	RATE	EPF?	Vol?	EA#?	OT?	NPL?	Socso?	PCB?	HRD?
▶	HALF DAY	0.5	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ONE DAY	1	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Enable Rest day entry ?			<input checked="" type="checkbox"/>							

**EPF?** Is the specific Rest Day subject to EPF?

**VOL?** Is the specific Rest Day subject to EPF voluntary fund?

**EA#?** Set the line number where this amount would be reflected in the EA form.

**PCB?** Is the specific Rest Day subject to monthly Income Tax deduction ?

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

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

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



## Prorate Allowance

**Company Parameter**

Company Profile | Misc Parameter | **Prorate Allowance** | OT Capping | Misc

Formula

Prorate Formula: Allowance/Calendar Day

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

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

Code	Description	NPL	Absent	Annual	Sick
CAR	CAR ALLOWANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HP	HANDPHONE ALLOWANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

For any fixed allowance/s that needs to be pro-rated for newly hired or terminated staffs, you will have to first declare the type of allowance here.

Prorate Formulae: Formulae to be used for prorated wages.

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

**To add an allowance to be prorated, press the INSERT key**

<b>Code</b>	Select an allowance code.
<b>Description</b>	Description of the selected allowance will be displayed.
<b>NPL</b>	Tick if you want your allowance to be prorated when there is NPL taken.
<b>Absent</b>	Tick if you want your allowance to be prorated when there is an Absent Day.
<b>Annual</b>	Tick if you want your allowance to be prorated when there is Annual leave taken.
<b>Sick</b>	Tick if you want your allowance to be prorated when there is sick leave taken.

(Refer to Page 120, appendix **D** for an example)



## OT Capping

OT Capping is used to do the capping if a particular company has different OT Ceiling Formula for different group of employees. Here is the example if the company has 2 different types of OT Ceiling Formula.

If the *OT Ceiling Formula is a Fix Rate*

- 1) Set the OT Capping in Company Profile, e.g. CLASS1 for Fix Rate and the amount (\$20).

Code	OT Ceiling Formula	OT Ceiling (Min)	OT Ceiling (Max)	Fix Rate
* CLASS1	Fix Rate			20.00

- 2) After setting up the Fix Rate, users need to indicate in Update Employee, the particular employee's OT Ceiling Formula under 'Other' in the 'Class Code'

Location	Division	Batch No	Branch Code	Job Code	Class Code
NONE	NONE		NONE	NONE	CLASS1

- 3) After process the payroll, user will be able to have the OT fix rate in Employee's Modify Record.

Overtime Code	Total No Pay leave	Overtime Amount
OT1.0C	20.00	0.00
OT1.5C	30.00	0.00
OT2.0C	40.00	0.00

OT1.0C = \$20(Fix rate) x 1.0  
 OT1.5C = \$20(Fix rate) x 1.5  
 OT2.0C = \$20(Fix rate) x 2.0

*OT Ceiling Formula based on 'BASIC & EXCLUDE ALLW SUBJ OT'*

- 1) Set in Company Profile, e.g. CLASS2, Min OT Ceiling 600 and Max OT Ceiling 1500.

Code	OT Ceiling Formula	OT Ceiling (Min)	OT Ceiling (Max)	Fix Rate
CLASS1	Fix Rate			20.00
CLASS2	Basic & exclude Allw Subj OT	600.00	1500.00	

- 2) After indicate in Update Employee, under 'Other' in 'Class Code' field, user will be able to see the OT Ceiling capping based on the minimum of 600 and 1500 for the maximum. For example in this case, the employee salary is actually 1600 but because of the capping, his OT has been capped at 1500.



Overtime	Total No	Pay leave	0.00
OT1.0C	7.87	0.00	0.00
OT1.5C	11.80	0.00	0.00
OT2.0C	15.73	0.00	0.00

For any fixed allowance/s that needs to be pro-rated for newly hired or terminated staffs, you will have to first declare the type of allowance here.

## PAYROLL SETUP

### Pay Period (Pay Group)

A User may choose to define different pay groups for a company with a variety of working patterns. All salaries, for employees within the pay group, will be calculated based on the working pattern set in that group.

#### NOTE:

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

#### Example:

5day-work week, 5 and 1/2 day workweek or 5 and 1/2 day with alternating Saturday.



Pay Period (Pay Group)  
 SOCSO/EPF/HRD Table  
 Bank Codes  
 Allowance/Deduction Table  
 Others Code Table  
 Cost Centre Table  
 Formula Setup  
 Salary Schedule  
 Supervisor Setup  
 Free Field Description  
 General Ledger

Payroll Period Maintenance						
Global Pay Group Setting				Global Weekly Setting		
Pay Group	STD	Year	2000	Hour Worked Per Year	2496	
Start-Date	01/01/2000	End-Date	31/12/2000			
Daily Rate Formula :	Working Days/Week			Re-Generate		
NPL Rate formula :	Working Days/Mth			Count Work Day		
OT Hour formula :	Hours/Year					
Period	Start-Date	Mid-Date	End-Date	1st Half	2nd Half	Total
200001	01/01/2000	15/01/2000	31/01/2000	11.0	10.0	21
200002	01/02/2000	15/02/2000	29/02/2000	11.0	9.0	20
200003	01/03/2000	15/03/2000	31/03/2000	11.0	12.0	23
200004	01/04/2000	15/04/2000	30/04/2000	11.0	11.0	22
200005	01/05/2000	15/05/2000	31/05/2000	10.0	11.0	21
200006	01/06/2000	15/06/2000	30/06/2000	11.0	11.0	22
200007	01/07/2000	15/07/2000	31/07/2000	11.0	11.0	22
200008	01/08/2000	15/08/2000	31/08/2000	10.0	12.0	22
200009	01/09/2000	15/09/2000	30/09/2000	11.0	11.0	22
200010	01/10/2000	15/10/2000	31/10/2000	11.0	10.0	21
200011	01/11/2000	15/11/2000	30/11/2000	11.0	11.0	22
200012	01/12/2000	15/12/2000	31/12/2000	11.0	12.0	23

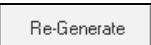
	1st Week	2nd Week
MON	FULL	FULL
TUE	FULL	FULL
WED	FULL	FULL
THU	FULL	FULL
FRI	FULL	FULL
SAT	OFF	OFF
SUN	OFF	OFF


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

New Save Cancel Delete Close



- Pay Group** – Specify the pay period cut-off date. Users can define more than one pay-group to cater to their company needs.
- Global Weekly Setting** – Working pattern of the company.
- Daily Rate Formula** – Formula to be used to compute daily rate of a monthly rated employee.
- NPL Rate Formula** – Formula to be used to compute no pay leave deduction.
- OT Hour Formula** – Formula to be used to compute overtime pay.

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

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

### Remark:

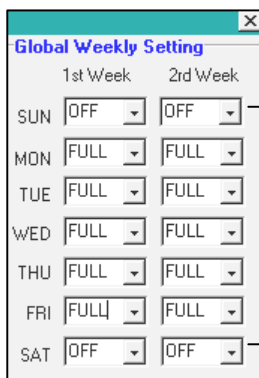
When a user creates a new employee record for a company database, Times Pay will generate a new employee record with a default pay group: “STD”.

### Important guidelines:

- 1) **DO NOT** delete the STD pay group.
- 2) Do not modify the STD pay group. Instead, create a new pay group for the company.

### STEPS:

- 1) Click the Payroll Setup icon.
- 2) Click the New button.



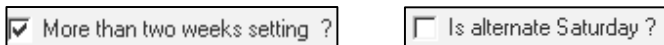
The dialog box titled "Global Weekly Setting" has two tabs: "1st Week" and "2nd Week". It contains a table for setting work patterns for each day of the week (SUN to SAT). The "1st Week" tab is active, showing the following settings:

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

- 3) Type the new pay group's name in this field.
- 4) Set the weekly pattern using a two/four week schedule.
- 5) If the Is alternate Saturday? checkbox is ticked, only the 1<sup>st</sup> week's work pattern is considered and all Sats are alternated for the month.
- 6) Click the **Save** button to generate the work pattern for the whole year and save the new pay group.

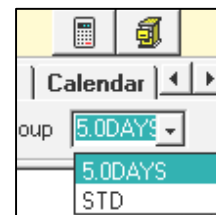


The dialog box titled "Payroll Period Maintenance" has a tab labeled "Global Pay Group Setting". It contains a "Pay Group" field with the value "5.0DAYS" and a dropdown arrow button.



Two checkboxes are shown: ☒ "More than two weeks setting ?" and ☐ "Is alternate Saturday ?".

**Note:** When you create a new employee record, you may select the 5.0DAYS pay group from the pay group combo box. The pay group is just a template for setting the working pattern and payroll formula like NPL rate/Daily rate formulae. Each individual employee will have a record of the payroll formula and working pattern for the whole service year.



The dialog box titled "Calendar" shows a "oup" (pay group) field with a dropdown menu. The selected option is "5.0DAYS", and below it, the "STD" (Standard) option is visible.



**Individual employee data (working pattern and pay group)**

Working Days/Hours					
Days Work/Wk	5	Daily Rate	Working Day/Mths	Race	CHIN
Hrs Worked/ Yr	2288	NPL Daily	Working Day/Mths	Nationality	SING
		Fund#1	CDAC	Fund#2	

**IMPORTANT NOTE:**

Please note that you may change any of the above information. Even though the above information was obtained from the selected pay group, modifying the selected information is allowed. If you do so, the pay group no longer corresponds to your settings.

**Example:**

To modify the work pattern for one employee with a specific pay group,

**STEPS:**

Click on 'Update Employee' to reveal the shortcut menu shown below:



- Employee Record
- Employee Other Details
- Employee Bank Details
- Employee Confirm & Termination
- Employee's Address
- Employee's Spouse Details
- Employee's Allowance/Deduction
- Employee's Career Progress
- Employee's Calendar**
- Employee's Misc

**1) Select Employee's Calendar.**

Calendar		
Weekly Setup		
	First Week	Second Week
MON	FULL	FULL
TUE	FULL	FULL
WED	FULL	FULL
THU	FULL	FULL
FRI	FULL	FULL
SAT	OFF	OFF
SUN	OFF	OFF

☐ Alternate Saturday  
☐ Get Weekly Setup from Group Setting ?

Working Calendar				
Period	START_DATE	MID_DATE	END_DATE	
199903				
199901	01/01/1999	15/01/1999	31/01/1999	
199902	01/02/1999	15/02/1999	28/02/1999	
199903	01/03/1999	15/03/1999	31/03/1999	
199904	01/04/1999	15/04/1999	30/04/1999	
199905	01/05/1999	15/05/1999	31/05/1999	
199906	01/06/1999	15/06/1999	30/06/1999	
199907	01/07/1999	15/07/1999	31/07/1999	
199908	01/08/1999	15/08/1999	31/08/1999	

If the period is set at Mar 1999, the working pattern will be generated for this employee from March onward based on the currently selected pay group in the employee's record.

- 2) Select the check box "Get Weekly Setup from Group Setting?"
- 3) Click the **Recalc** button to set the new working pattern for the selected employee.



## SOCSCO/EPF/HRD Table

**SOCSCO/EPF/HRD TABLE**

**EPF Table**  
 Employer %  Employee %

**HRD Setup**  
 HRD percent %  Max Salary  Minimum Contribution

**SOCSCO Table**

From SOCSCO Wages	To SOCSCO Wages	TYPE1 Employer	TYPE1 Employee	TYPE2 Employer
0.01	30.00	0.40	0.10	0.30
30.01	50.00	0.70	0.20	0.50
50.01	70.00	1.10	0.30	0.80
70.01	100.00	1.50	0.40	1.10
100.01	140.00	2.10	0.60	1.50
140.01	200.00	2.95	0.85	2.10
200.01	300.00	4.35	1.25	3.10
300.01	400.00	6.15	1.75	4.40
400.01	500.00	7.85	2.25	5.60
500.01	600.00	9.65	2.75	6.90
600.01	700.00	11.35	3.25	8.10

Close

- EPF, HRD contribution percentage are set in this table
- SOCSCO table is set according to the table from PERKESO, user are not advisable to make changes here.

## Bank Codes

Users may define a new bank detail whenever necessary.

**Bank Code Maintenance**

Browse | Detail

BANK	BRANCH	NAME
0783	011	BANK OF CHINA
1234	002	BANK OF AMERICA
5006	051	GREAT PACIFIC FINANCE LTD
5006	052	GREAT PACIFIC FINANCE LTD
5031	001	SIME FINANCE LTD
5032	001	UNITED OVERSEAS FINANCE LTD
5032	016	UNITED OVERSEAS FINANCE LTD
5034	001	DBS FINANCE LTD
5034	004	DBS FINANCE LTD
7010	050	ABN AMRO BANK NV
7029	010	KEPPEL BANK FO SINGAPORE LIMITED
7029	020	KEPPEL BANK OF SINGAPORE LIMITED
7038	001	BAN HIN LEE BANK BERHAD
7047	702	BANGKOK BANK PUBLIC CO. LTD
7065	210	BANK OF AMERICA NT & SA

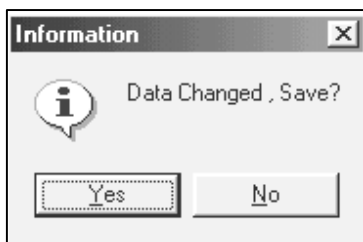
<F4>/<Right Click> - Delete code <Insert>/<Double Click> - Add Code Close



The diagram below shows the **details** of a bank with a code: 1234

A user may do the following:

- 1) Create a new bank code by pressing the **<Insert>** key or Double Click.
- 2) After modifying or adding bank details, click the **Close** button and click **Yes** to save.
- 3) Delete an existing bank code by pressing **<F4>** or Right Click.

A screenshot of the 'Bank Code Maintenance' application window. It has two tabs: 'Browse' and 'Detail'. The 'Detail' tab is active, showing fields for 'Bank' (1234), 'Branch' (002), 'Name' (BANK OF AMERICA), 'Officer' (empty), 'Tel' (empty), 'Fax' (empty), 'Address' (empty), and 'Postcode' (empty). At the bottom, there is a status bar with the text '<F4>/<Right Click> - Delete code <Insert>/<Double Click> - Add Code' and a 'Close' button with a trash icon.




**Allowance/Deduction Table**

**Allowance / Deduction Code Maintenance**

Search Code  Sorted by ALLOW\_CODE Fixed Col 0

ALLOW_CODE	Description	EPF	EA#	OT	NPL	VOL	SOCSSO	PCB	Freq#	GRP	GRP Formula
&ANLP	ANNUAL LEAVE PAY	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Base Pay/26
&NPL	@NO PAY LEAVE	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Working Days/Mth
@NPL	NO PAY LEAVE DEDUCTION	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NONE
ADJU	ADJUSTMENT	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NONE
ANLP	ANNUAL LEAVE PAY *	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NONE
ATTN	ATTENDANCE ALLOWANCE	<input checked="" type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	NONE
BACK	BACK PAY OF BASIC	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	NONE
BAOT	BACK PAY OF OVERTIME	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	NONE
BONU	BONUS *	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	NONE
CAR	CAR ALLOWANCE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NONE
CP38	PREVIOUS YEAR TAX DEDUCTION	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NONE
CP39	MANUAL INCOME TAX DEDUCTION	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NONE
HP	HANDPHONE ALLOWANCE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NONE
MEAL	MEAL ALLOWANCE	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	NONE
PCB	MONTHLY INCOME TAX DEDUCTIO	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NONE

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

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

**Description** – Description of allowances and deductions which will be displayed on the payslips.

**EPF** – Is the allowance and deduction subject to EPF?

**EA#** – Specify the line number of the allowances/deductions to which the amount would be reflected on the IR8A form.

**OT** – If set, the allowance/deduction will affect the computation for overtime rate.

**NPL** – If set, the allowance/deduction will affect the computation for NPL rate.

**VOL** – Is the allowance/deduction subject to EPF voluntary fund?

**SOCSSO** – Is the allowance/deduction subject to SOCSSO?

**PCB** – Is the allowance/deduction subject to monthly income tax deduction?

**FREQ#** – This is only applicable for bonus code. For bonus code, the FREQ# must be “1”, with this indication system will calculate the PCB based on special Bonus Tax Formula, which is set by LHDN. Please refer to PAGE ??

**GRP formula** – This is only applicable for those allowance/deduction code start with “&”, e.g. &ANLP. For this type of allowance/deduction, you may select formula in “GRP Formula” column to let system auto-calculate the rate; in “Modify Pay Record” screen, user may just need to select the code and enter the frequent (No. of day) in “Amount” column and system will calculate the total pay according to the formula and frequent entered.

**To Add a new Code**

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



### To Delete an existing Code

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

NOTE: If the code has been assigned for any employee (regardless existing/resigned employee) in any pay period/pay record, system will not allow user to delete it, it will prompt "Sorry! Allowance Code Existed in Transaction"

Group Code in Allowance & Deduction Table allows user to combine 2 separate codes with different amount into a single figure. For example, if user wanted to combine Medical Reimbursement and Training Reimbursement figure as one single amount in payslip, user may assign one common code e.g. REIMBS under 'Group Code' for Medical & Training Reimbursement

Group Code			
ALLOW_CODE	Description	GRP Formula	Payslip Group Code
T&P	TOL AND PARKING	NONE	REIMB
TRANS	TRANSPORT CLAIM	NONE	REIMB

After that, the user will have to set up a code in the allowance/deduction table in order for the codes to appear in their payslip.

**Modify Pay record**

Employee # 007 Name # JAMES LYE

Leave Record Period 200305

Pay Group STD Cycle Run Paid Monthly Period 05/E Type : 2-SN EPF Class CLASS1

Days Worked 22.00 Basic Pay 1600.00 Daily Rate 115.38 Hourly Rate 14.42

Allowances / Deductions			
Code	Description	Amount	
PCB	MONTHLY INCOME TAX DEDUCTIO	0.00	
T&P	TOL AND PARKING	100.00	
TRANS	TRANSPORT CLAIM	100.00	

**EPF & SOCSO Contribution**

Code	Amount	Contribution
E'RE'E	360.00	-330.00
Er/Ee Vol	0.00	0.00
Socso Er/Ee	34.15	-9.75
HRD	0.00	

**Total Wages**

Total Allow	200.00
Total Ded	0.00
EPF Wage	3000.00
SOCSO Wage	3000.00
Gross Wage	3200.00
Nett Wage	2860.25

Rest Day Pay 0.00

Recalculate Save Cancel Close



When printout the payslip, the 2 figures will be added together & grouped as REIMBS code.

DESCRIPTION	HOUR	DAY	RATE	EARNINGS	EMPLOYEE CPF
BASIC WAGE ( 1600.00 )				1600.00 0	
REIMBURSEMENT				200.00 N	

GL Account# allow user to specify the GL code number so that the user will be able to link to particular allowance code with the GL program. NOTE: This is only applicable if you purchase the GL Interface program from Times Software.

GL Account#

### Other Code Table



Pay Period (Pay Group)
SOCSSO/EPF/HRD Table
Bank Codes
Allowance/Deduction Table
Others Code Table
Cost Centre Table
Formula Setup
Salary Schedule
Supervisor Setup
Free Field Description
General Ledger

Branch
Category
Career Progression
Classification Code
Cost Centre
Division
Department
Education
Job Grade Code
Location
Nationality
Occupation
Race
Religion
Section
Termination Code

User can define all the above codes according to their own company setting (Maximum 8 characters for the code). Example: For Department table, to create Sales Department code you may create as SAL or SALES or SALESDEPT.

#### How to create a new code?

- You may press <Insert> button from the keyboard OR double click at Code/Description bar here, a blank row will appear, enter the new code & description.

#### How to delete a code?

- Highlight the code you wish to delete, then press <F4> button from the keyboard.  
\* If the code has been assigned for any employee in Update Employee screen, system will not allow user to delete it.

Code	Description
ACCTS	ACCOUNTS DEPARTMENT
ADMIN	ADMINISTRATION DEPARTMENT
NONE	NONE
SALES	SALES DEPARTMENT



## Cost Centre Table

### <Payroll Setup><Cost Centre Table>

Cost Centre	Description	Percent
C1	COST CENTRE 1	50.00
C3	COST CENTRE 3	50.00

Click here to select an employee.

User may change the cost allocation for each cost centre.

**Project costing** – Users can specify cost centres to which an individual employee belongs by **percentage**. For example, employee 001 belongs to two different cost centres, namely; 75% allocated to cost centre 1 and 25% allocated to cost centre 2. Once the respective percentages have been defined, the project costing report based on the specific distribution may be printed.

### STEPS:

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

**Note:** By clicking the **Save** button but without clicking the **Allocate** button, it will merely allocate the costing for that particular period only.

**E.g.:** To preview the cost allocation for **Feb'1998 to Mar'1998**, and from employee **ID:002 – 003**, provide the selection on the right.

To preview/print a report of the cost, click the **Process** button.



<b>TIMES SOFTWARE PTE LTD</b> Cost Centre Allocation report Sorted By : Employee code Query : ALL Employee# Name Pn 002 WENSON LEE 100 003 CHARLIE PRING 100				Page : 1 Date : 12/10/1998 USERID : 1
Period	Cost Centre	Description	Percentage	
199802	C1	COST CENTRE 1	50.00	
199802	C3	COST CENTRE 3	50.00	
199803	C1	COST CENTRE 1	25.00	
199803	C3	COST CENTRE 3	75.00	
199802	C1	COST CENTRE 1	100.00	
199803	C1	COST CENTRE 1	100.00	

Note that for employee 002, from 199803 onwards the applied cost allocation is:

**COST CENTRE 1:** 25%  
**COST CENTRE 2:** 75%

#### Important Note:

When creating a new employee record, the user should always select a default cost centre for the employee. *Do not leave it as "NONE"*.

Progression Data									
Department	NONE								
Cost Centre	COST1								
Section	<table border="1"> <thead> <tr> <th>CODE</th> <th>DESC</th> </tr> </thead> <tbody> <tr> <td>COST1</td> <td>COST CENTER 1</td> </tr> <tr> <td>COST2</td> <td>COST CENTER 2</td> </tr> <tr> <td>NONE</td> <td>NONE</td> </tr> </tbody> </table>	CODE	DESC	COST1	COST CENTER 1	COST2	COST CENTER 2	NONE	NONE
CODE	DESC								
COST1	COST CENTER 1								
COST2	COST CENTER 2								
NONE	NONE								

#### Project Costing Report

- 1) You may print out the project costing report from <Payroll Report> <Management Reports><Project Costing Report>

#### Sample Report :

TIMES SOFTWARE SDN BHD						Page 1 of 1	
Total Paid Out Report - (06/2003 To 06/2003)						Date : 02/06/2003	
Query : ALL						Userid : MASTER	
Employee#	Name	Percent	Gross Wage	Er. EPF	ERSOCSO	HRD	Total Paid Out
Cost Centre : COST1 (COST CENTER 1)							
007	JAMES LYE	80.00%	2,800.00	336.00	27.32	0.00	3,163.32
Headcount 1 * (80.00% = 0.80)		Cost Centre Subtotal	2,800.00	336.00	27.32	0.00	3,163.32
Cost Centre : COST2 (COST CENTER 2)							
007	JAMES LYE	20.00%	700.00	84.00	6.83	0.00	790.83
Headcount 1 * (20.00% = 0.20)		Cost Centre Subtotal	700.00	84.00	6.83	0.00	790.83



## Formula Setup

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

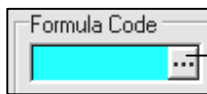
For example

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

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

### STEPS

- 1) On the Formula Code group, click the ellipsis button



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

Formula Code: MEAL ... VA37 \* 5

Save Close

User defined allowance type.  
 You may set up allowance type in the **Allowance/Deduction Table**.



- 2) Choose the desired code from the lookup table.
- 3) On the **Formula Field**, enter the desired formulae. (E.g. VA37\*5 = Total Day Work \* \$5)

### NOTE:

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

Process and modify pay record.

The results are shown below:  
**VA37\*5 = 20 \* \$5 = \$100.00**

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



## Utilities

Click the Utility icon above to reveal a cascaded menu on the right.



User Password Setup Change Master Password Lock/UnLock Period
Leave Utility Global Change Initialize New Year Transfer Employee Record

## User Password Setup

**User ID** – User ID  
**User Name** – Name of User  
**Password** – User's password  
**Hide Wages** – Hide employees' wages  
**Query Access** – User's access right by query method  
**View Data Only** – Read only mode  
**Audit trial** – Audit trial report enable

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

**Restrict User's Record Access** – allows the MASTER user to set whether the particular user is allowed to amend their own information once they log into the system. For example, the user JAMES when he logged into the system, he will be able to change other employees' information but not his own information.



In order for this to take effect, the MASTER user will have to put in the JAMES **Employee ID#** which is 007 and put a tick on '**Restrict User's Record Access?**'

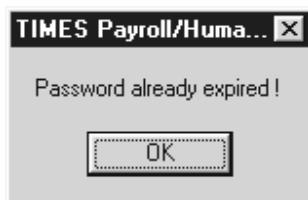


JAMES will encounter this error message when he tried to change his own information because the system will not allow him to amend his own details.

**Accessed Date** – will capture the latest login date of the user. This is for the MASTER user's information on the login date.

**Password Effective Date** – allows MASTER user to set when is the effective date of the password assigned to the particular user.

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



**Menu Access** – Select menu access according to user's needs.

### Change Master Password

**Old Password** – Enter current user's password

**New Password** – Enter new user's password

**Confirm Password** – Confirm new user's password

➡ **Remark:**

It is important that the Master user password holder remember his password once it is changed.



## Lock/UnLock Period



User Password Setup
Change Master Password
Lock/UnLock Period
Leave Utility
Global Change
Initialize New Year
Transfer Employee Record

Pay periods can be locked or unlocked to prevent data from being adjusted accidentally or intentionally. To toggle **lock/unlock** function, confirm with your master password.

### STEPS:

- 1) Click the **Utility** button.
- 2) Choose **Lock/Unlock Period**.
- 3) Enter the master password in the **Password** field.
- 4) Click the **OK** button.

Period: 199906

Lock Period ? ☒

Close

Tick to lock payroll records from  
January 1999 to June 1999

Password: xxxxxx

OK Close



## Leave Utility



User Password Setup Change Master Password Lock/Unlock Period  Leave Utility Global Change Initialize New Year Transfer Employee Record
--

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

Click the **OK** button to recalculate the leave entitlement, leave taken and leave balance for the current company's database.

Any other leave can also be overridden by selecting the particular leave as what is indicated on the right. E.g. EXAM Leave = 10 days, user can set the leave in the Override other leave Entitlement field.

### To add/delete leaves taken:

- 1) Select the leave process tab page.
- 2) Select the leave code.
- 3) Select the number of days.
- 4) Enter the reason (optional).
- 5) Click the **OK** button to proceed.

### NOTE:

For those companies using the anniversary method, the user will have to use the **BF Cut-Off** dialogue and click **Process**. User can also set the **Max Day B/F** after leave cut-off.



## Global Change

**Global change**

Change Field | Update Allowance | Bank | Misc

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

Global Change Entry

Operation	Field	Description	Value

Career Detail/Calendar

Progression Code

Effective Date

Query Selection

When a need to adjust/change/delete employee details, for a department/section or all employees in a company arises, TIMES PAY easily accomplishes that by means of a **Global Change** function.

For instance, an annual increment might be added to all employees in the sales department.

### NOTE:

**Insert and delete** operations are applied only to Career Progress information.

- 1) Increment by percentage (based on basic wage)
- 2) Increment by fixed amount

For example, the following will assign an increment of \$50 to all employees in a company starting from 31 Aug 1998.

Global Change Entry

Operation	Field	Description	Value
Change		3 Increment Amount	50

Career Detail

Progression Code

Effective Date

Query Selection



## Initialize New Year

At the start of each new financial year, TIMES PAY provides a means of initializing the system parameters and to choose from how balance leaves should be acted upon.

### To round Carry Forward Annual Leave:

- **Round:** Leaves carry forward will be corrected to the nearest whole number
- **Not Round:** Carry forward actual amount of leaves

### Carry Forward Leave Methods:

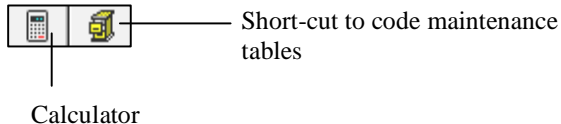
- **All (Balance leave)** : Carry forward all balance leaves
- **One year (Without B/F)** : Carry forward the earned leave for one year only
- **Maximum days C/F (Manual)** : Carry forward the balance of annual leave by user-defined day. (Need to be defined in "Initialize New Year" screen, Max Carry Forward column during initialise new year process only)
- **Maximum days C/F (Allocation)** : Carry forward the number of balance leave specified in Leave Setup, Leave allocation table.
- **None**



## Update Employee

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

### Quick Tools



### UPDATE TAB

Update Tab

Update	Other	Bank	Cor
Employee # 001			
Hired date	10/02/1998 15	7 month	Basic Salary 3500.00
Birth Date	12/12/1967 15	30 year 9 month	Increment 0.00
Type	SE-Mthly Rated-NonOT	Semi-Month ? <input type="checkbox"/>	Total Wage 3500.00
Mid Mth Pay	0 % / 0.00		CPF Max. 291.67
Bonus Factor	1		Hide Wage Data ? <input checked="" type="checkbox"/>

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

**Birth Date** –

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

- SN – monthly rated employee who can claim OT.
- SE – monthly rated employee who is not entitle for OT claim.
- D1-D8 – daily rated worker
- HR1-HR2 – hourly rated worker

**Semi-Month?** – tick if employee is paid twice monthly (For monthly rated employee, please ignore this)

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

Hired date	01/12/1996 15	1 year 2 month
Birth Date	18/12/1968 15	29 year 2 month
Type	SE-Mthly Rated-NonOT	Semi-Month ? <input checked="" type="checkbox"/>
Mid Mth Pay	40 % / 0.00	
Bonus Factor	1	



**How is Semi-Monthly payroll processed?****STEPS:**

- 1) Select **Update Employee Record**.
- 2) Tick the **Semi-Month** checkbox.
- 3) Enter the **Mid Month Pay**. (E.g. by percentage: 40% or by fixed amount \$600)
- 4) Click the **Save** button.

**NOTE:** If the **mid-month pay is subjected to EPF/SOCSSO** contributions and it is **deducted during mid-month**, please follow the step below:

- 5) Go to **Company Profile Tab**.
- 6) Tick the **Mid Month Pay Subject to EPF & SOCSSO** checkbox.
- 7) Click the **Save** button.

Mid Month Pay Subject to EPF	<input checked="" type="checkbox"/>
Mid Month Pay Subject to SOCSSO	<input checked="" type="checkbox"/>

If the **mid-month pay is subjected to EPF/SOCSSO** contribution but it is only been **deducted during End-Month**(together with end-month salary), please **DO NOT** tick the checkbox mentioned in item No. 6 above.

**In-order to process a mid month payroll, the user will have to login in Mid month cycle.**

- 8) In the **Login Window**, enter the required password and select mid cycle (**M**).
- 9) Click the **Login** button.

Select the payroll cycle here.

- |                        |   |
|------------------------|---|
| <b>Bonus Factor</b>    | – Sets the bonus factor for an employee (Unit in months)  |
| <b>Basic Salary</b>    | – Employee's basic salary. Any future adjustment may be made in the "Career" tab page.  |
| <b>Increment</b>       | – Increment display   |
| <b>Total wage</b>      | – Basic salary plus increment   |
| <b>Hide Wage Data?</b> | Checkbox – If ticked, the hide wage facility is available in user-password setup. The system administrator will set this parameter. |



### Login as **Master**

- 1) Click **Update Employee** and select **Employee Record**
- 2) Tick the **Hide Wage Data?** check box
- 3) Click the **Save** button
- 4) Click the **Close** button to exit to main menu.



**Login**

Log in Entry

ID : ABC

Password :

Period : 199801 / E

☒ Login ☒ Logout



**Employee Record**

Employee Other Details

Employee Bank Details

### To log in as a different user other than the Master user,

- 1) On the Login dialog, Key in the user ID.  
E.g.(ABC)
- 2) Enter the correct password.
- 3) Click the **Login** button.
- 4) Click **Update Employee** and select an **Employee Record**.
- 5) The Wage data are now hidden from the user.

**Note:** See page 35 – User password setup

Basic Salary \*\*\*\*\*

Increment \*\*\*\*\*

Total Wage \*\*\*\*\*

Hide Wage Data ? ☒

If **Hide Wage Data?** is set, the display will be as shown on the right after logging in as a normal user without access rights to view wage data.

**Working Days/Hours**

Days Work/Wk 5 Daily Rate Base Pay/26 Race CHIN Socso Type TYPE-1

Hrs Worked/ Yr 2496 NPL Daily Base Pay/26 Nationality MALA Socso No# X1234567X

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

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

Socso Class – Class 1 : Standard SOCSO deduction method, which is follow the SOCSO table from PERKESO. You may refer to payroll setup, EPF/SOCSO table.

Class 2 : For retiree only.

None : No SOCSO contribution.



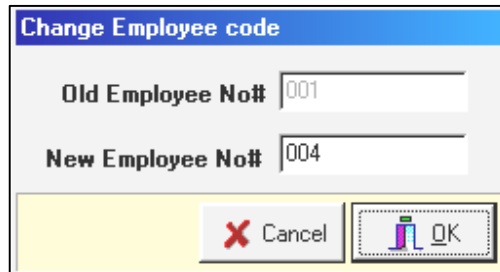
## &lt;UPDATE TAB PAGE&gt;

**Note:**

Always click the **Save** button to save any changes made.

To change an existing employee's ID, click the **Change** button.

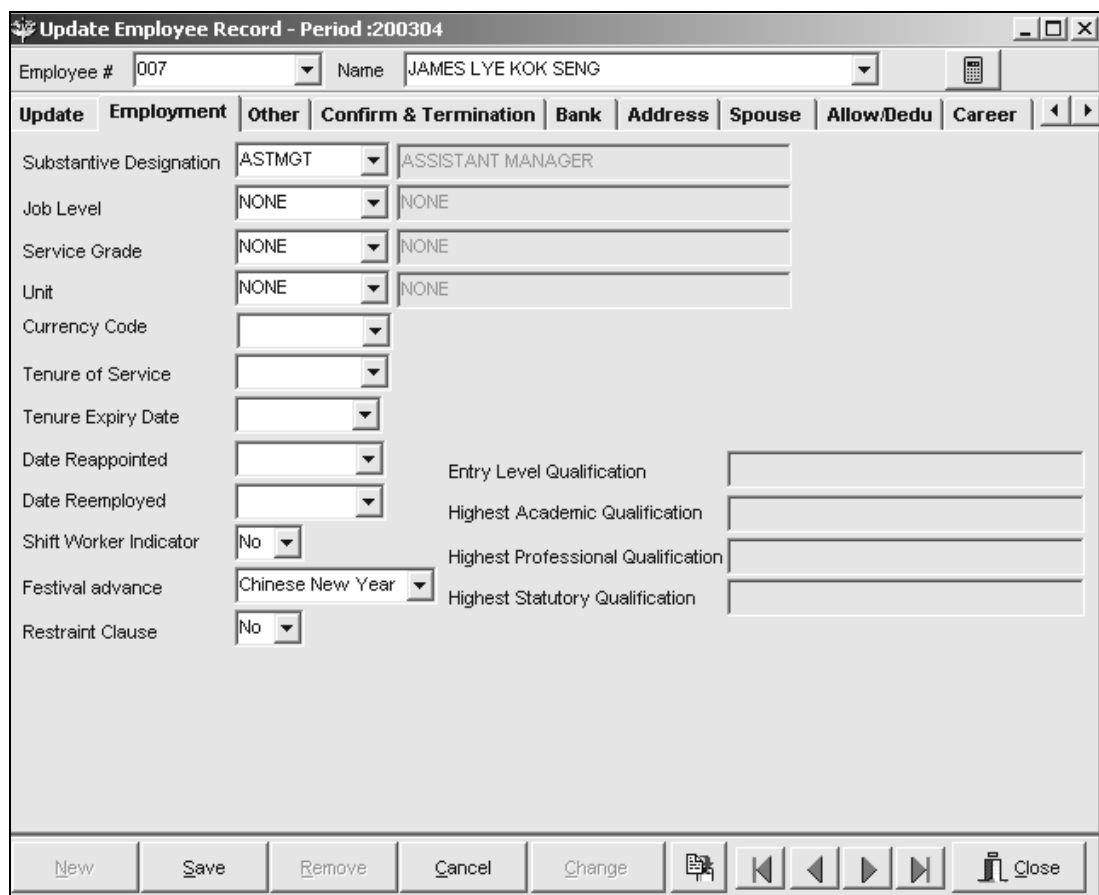
Replace the old Emp No with the new New Emp No.



A dialog box titled "Change Employee code" with a blue header. It contains two text input fields: "Old Employee No#" with the value "001" and "New Employee No#" with the value "004". At the bottom, there are two buttons: "Cancel" with a red X icon and "OK" with a green checkmark icon.

**EMPLOYMENT**

Allow user to put in additional information on the substantive designation of the staff if they are holding two different job titles in the company.



A screenshot of the "Update Employee Record - Period :200304" form. The form has a header bar with the title and a toolbar with icons for search, print, and other functions. Below the header, there are fields for "Employee #" (007) and "Name" (JAMES LYE KOK SENG). The main area is divided into several tabs: "Update", "Employment", "Other", "Confirm & Termination", "Bank", "Address", "Spouse", "Allow/Dedu", and "Career". The "Employment" tab is currently selected. It contains various fields for employee details, including "Substantive Designation" (ASTMGT), "Job Level" (NONE), "Service Grade" (NONE), "Unit" (NONE), "Currency Code", "Tenure of Service", "Tenure Expiry Date", "Date Reappointed", "Date Reemployed", "Shift Worker Indicator" (No), "Festival advance" (Chinese New Year), and "Restraint Clause" (No). There are also fields for "Entry Level Qualification", "Highest Academic Qualification", "Highest Professional Qualification", and "Highest Statutory Qualification". At the bottom, there is a toolbar with buttons for "New", "Save", "Remove", "Cancel", "Change", and "Close", along with navigation arrows.

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



**OTHER TAB**

Update	Other	Bank
--------	-------	------

**Job Identification:**

Within this group, the user may specify the location, division, branch, job code and so forth for a particular employee record.

<b>Job Identification</b>						
Location	NONE	NONE	Branch Code	NONE	NONE	
Division	NONE	NONE	Job Code			
Batch No		Approval Status		Class Code	NONE	NONE

**Note:**

**Approval Status** is important if the user is using Times E-Leave module. Please contact Times Software Pte Ltd for the details.

**Personal/Additional Info:**

This group contains employees' personal data.

<b>Personal/Additional Info</b>								
Sex / Title	Male	Mr	Marital	Married	Religion Code	NONE	NONE	
Dependent Children	0	Blood Type		Supervisor ?	<input type="checkbox"/>	Education Code	NONE	NONE
Income Tax/Fin Number		Foreign Tax Formula ?	<input type="checkbox"/>	1st Sup	NONE	...		
E.leave Approval Status		Is Spouse Working ?	<input type="checkbox"/>	2nd Sup		...		

- "Supervisor?", this is only applicable with E-leave system. Please tick this option, if the employee is a supervisor to approve leave for his/her subordinate.
- "1<sup>st</sup> Supervisor", only applicable with E-leave system. Select the employee's 1<sup>st</sup> supervisor.
- "Foreign Tax Formula?", this is only applicable for those expatriate who contributes PCB based on certain percentage (according to LHDN's regulation).

\* For married woman, dependent Children should be blank or zero unless her spouse is jobless.

**Foreigner Info:**

This group contains foreign employees' data.

Example:

Work permit/Employment pass number, Issued and expiry date –

<b>Foreigner Info.</b>							
Work Permit/Emp Pass#		Issued Date		Expired Date		PR Approval Date	
Valid Period(s)	3	Year(s) Effective Date				FWL to PR Date	

Permanent Resident date, foreign workers levy date.

If an employee's work permit pass expires within the month, the system will prorate the FWL based on the number of calendar days from the **Effective Date** to the **Expired Date**.



### Passport and Service Points groups (optional)

A Company may choose to have a special incentive scheme base on service points especially for those in service industry such as hotels, restaurants, etc. TIMES PAY easily implements that for each employee as show below.

<b>Passport</b> Passport # <input type="text" value="S0384119/G"/> Issued Date <input type="text" value="08/09/1997"/> <input type="button" value="15"/> Valid Period(s) <input type="text" value="10"/> Year(s) Expired Date <input type="text" value="07/09/2007"/> <input type="button" value="15"/>		Remark <input type="text" value="Remark 1"/> <input type="text" value="Remark 2"/>	
<b>Service Points</b> Service Points <input type="text" value="2.00"/> Amount/Point <input type="text" value="100.00"/> Allowance Code <input type="text" value="AUTO"/> Total Amount <input type="text" value="200.00"/>		Payslip Message <input type="text" value="EMPLOYEE PAYSIP MESSAGE 1"/> <input type="text" value="EMPLOYEE PAYSIP MESSAGE 2"/>	

TIMES PAY provides a means to print custom messages for each employee via **Payslip Message** entry.

### BANK TAB

<b>Other</b>	<b>Bank</b>	<b>Confirm &amp; Termination</b>
--------------	-------------	----------------------------------

The user may change the bank information by clicking the **drop down** button or the **Other Banks** button.

Drop down button

Click this button to select multiple banks if the payment is made to more than one bank.

<b>Bank Info</b>	
Bank <input type="text" value="7171"/>	<input type="text" value="DEVELOPMENT BANK OF S'POR"/>
Branch <input type="text" value="009"/>	
Account# <input type="text" value="008678901"/>	
Reference <input type="text"/>	
Particulars <input type="text"/>	
<input type="button" value="Other Banks"/>	

➡ **Note:** You may create a new bank code by typing in the new code at the **Bank** field.

After the user has click on Other Banks, user will be able to allocate the amount of money or the percentage in two separate account or bank.

Employee's Other Banks Details					
	Bank ID	Branch	Account No.	AMOUNT	Percent [ % ]
	7171	009	008678901		50.00
<input checked="" type="checkbox"/>	7375	001	008372834		50.00



## CONFIRMATION & TERMINATION TAB

Bank	Confirm & Termination	Address
------	-----------------------	---------

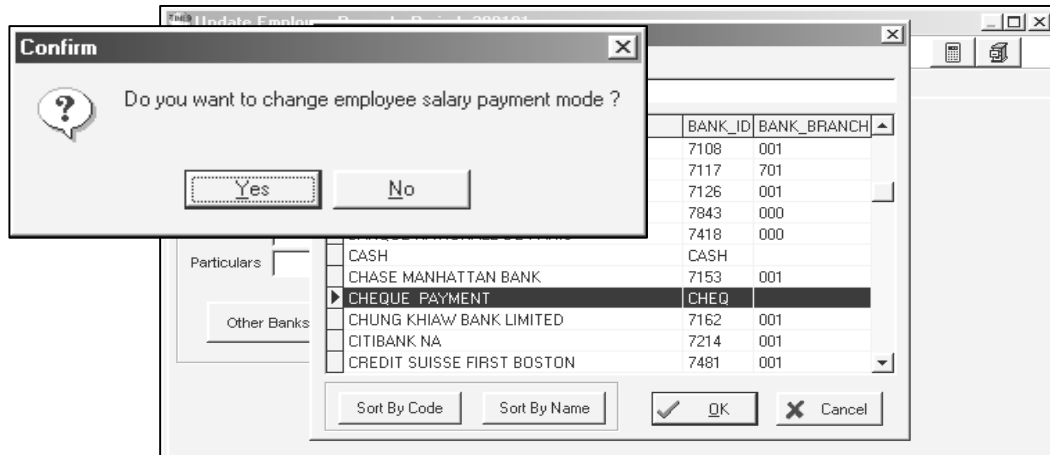
### Note:

The Termination codes and descriptions are located in the Termination codes table (**Payroll setup**)

- Termination status**
- No (Not applicable)
  - Yes (Payment record will still be created for the terminated staff for Outstanding salary payment such as commission if the **Last Payment Date** is set to a future date.)
- Hired date**
- Notice that TIMES PAY automatically compute and display the number of months worked from the hired date.
- Confirmation Due**
- If you have set the system to auto alert you when employee(s) is due for confirmation, the date here determines the due date for confirmation.
- Confirmation On**
- For user to put in the actual confirmation date. With this date entered, those employees who has been confirmed will not be listed in “Probation Listing” report in Payroll Report, Hire, Confirm & Termination.
- Terminate Date**
- Once the termination (terminate) date is entered, the system will prorate all the incomplete-month payments accordingly and suggest users to deselect the bank code if the company pay staff salary through bank GIRO so as to avoid double payments through bank GIRO and cheque.
- Last Payment Date**
- Once the “Termination Date” is entered, Last Payment date will automatically assigned with the same date. If the last payment date is later than the actual termination date, user may change the last payment date here.  
E.g.: Employee resigned on 31/05/2002, but there is still some outstanding payment like commission, last month OT claim which will be paid in the following month, June 2002. User need to enter “Termination Date” = 31/05/2002, “Last Payment Date” = 30/06/2002. For June pay record, the basic salary for the employee will be “zero”, but user may still able to make payment mentioned above.



\* When the **Termination Status** is set to **Yes**, the system will prompt user whether they want to change employee salary payment mode. When user clicks Yes, user will be able to set the bank details to either cheque or cash payment.



### Leave effective Date

This field allows user to set when is the effective the employee can start taking their leave. E.g. If the date is 01/04/2001 and if the user set the leave effective date to 01/07/2001 (after 3 months probation), then in the leave entitlement user will be able to see the **Effective Date** indication in the **Leave Entitlement**. That is, the employees' entitlement will start to take effect only after July.

Leave effective Date

date  
hired

At the same time, the system will also show the number of service month he is in, E.g. in Jun, the service month will show '0' as the leave entitlement will only take effect in July.

Service Month = '0' because the leave start in July (**Effective Date** – 01/07/2001).

Month	Day	01	02	03	04	05	06	07
Jun/2001	06	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jul/2001	07	0.00	0.83	1.00	1.00	0.00	1.00	1.00
Aug/2001	08	0.00	0.83	2.00	2.00	0.00	2.00	2.00
Sep/2001	09	0.00	0.83	2.50	2.50	0.00	2.50	2.50
Oct/2001	10	0.00	0.83	3.50	3.50	0.00	3.50	3.50
Nov/2001	11	0.00	0.84	4.50	4.50	0.00	4.50	4.50
Dec/2001	12	0.00	0.84	5.00	5.00	0.00	5.00	5.00

'0' entitlement for earlier months.



## ADDRESS TAB

Confirm & Termination		Address	Spouse
<b>Address/Contact</b>			
Alias	James		Country of Birth <input type="text"/> Ownership Indicator <input type="text"/>
Address	BLK 456 ANG MO KIO AVE 5 JALAN ANG MO KIO 1/1 PETALING JAYA, SELANGOR		Overseas Address <input type="text"/>
Phone	<input type="text"/>	Postal Code 560456	Postal Code <input type="text"/>
Mobile Phone	90132445	Pager 93908765	Email james@timesoftsg.com
<b>Emergency Contact</b>			
Contact Person	<input type="text"/>		Alias <input type="text"/>
Address	BLK 456 ANG MO KIO AVE 5 JALAN ANG MO KIO 1/1 PETALING JAYA, SELANGOR		Other Address <input type="text"/>
Postal Code	560456	Postal Code <input type="text"/>	Same Address Indicator ? <input checked="" type="checkbox"/>
Relation	<input type="text"/>	ID Number <input type="text"/>	
Contact No	4561324	Contact No <input type="text"/>	

**Same Address Indicator?** Allows user to indicate the Emergency Contact address the same as the employee's address/ contact in the case where the Employee's Emergency Contact person is staying in the same place as the employee.

### Note:

**Email** is important if the user is using Internet Payslip or the E-Leave module. Please contact the sales consultant of Times Software Pte Ltd for the details.

## SPOUSE TAB

Address	Spouse	Allow/Dedu
---------	--------	------------

The user may enter any details related to the employee's spouse in this entry form.

Spouse Details	
Spouse Name	WILLIAM CLINTWOOD
Address	SAME AS ABOVE
Postal Code	<input type="text"/>
Occupation	SMGR <input type="text"/> SALES MANAGER
Income Tax	S2346445/A
I/C No	S2346445/A
Date of Birth	06/06/1950 <input type="text"/>
Phone	<input type="text"/>
Mobile Phone	90345234
Pager	94562346
Fax	<input type="text"/>
Email A/C	<input type="text"/>



**ALLOWANCE/DEDUCTION TAB**

Spouse	<b>Allow/Dedu</b>	Career
--------	-------------------	--------

The user may insert recurring (e.g. a period of 6 months) allowances/deductions in the **Allow/Dedu** tab page.

Allow/Dedu										
	Code	Description	Amount	St Mth	Year	Times	M/E	End Mth	Year	Total Amt
	MEAL	MEAL ALLOWANCE *	100.00	1	1999	6	End	6	1999	600.00
X	LOAN	LOAN REPAYMENT	-200.00	01	1999	6	End	6	1999	-1200.00

A negative sign preceding a number indicates that it is a deduction.

Key in a TWO DIGIT number for the start month.

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

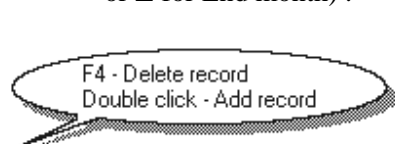
**NOTE:** You may leave out the St Mth, Year, Times, End Mth and Total Amt if the item is recurring for unlimited period.  
\*(St Mth = Start month to pay/deduct)

	Code	Description	Amount	St Mth	Year	Times	M/E	End Mth	Year	Total Amt
	ATTN	ATTENDANCE ALLOWANCE	100.00				End			
	D_ALLWA	D_ALLOWANCE	0.00				End			
	LOAN	LOAN REPAYMENT	-200.00	1	1998	36	End	12	2000	-7200.00
	MEAL	MEAL ALLOWANCE *	100.00				End			
▶	SVSAWD	SERVICES YEAR INCENTIVE	0.00				End			
	TRAN	TRANSPORT ALLOWANCE	500.00				End			

**Yellow** – Prorated Code

**Blue** – Formula Code (Arithmetic formula applied to code: e.g. MEAL = (VA37\*5)

**M/E** - Allowance/deduction applies at the end of the month OR mid month(M for Mid month or E for End month) .



A pop-up bill provides quick help on record functions.

**<F4>** – Delete record

**Double click** – Add record

**To select an allowance/deduction:**

**STEPS:**

TRAN	TRANSPORT ALLOWANCE
*	...

Ellipsis button

- 1) Click the **Ellipsis** button to reveal a table of codes.
- 2) In the Search Characters field, enter the characters to search. (E.g. Let's search for Meal)



Lookup		
Search Characters		
M		
Code	Description	T
BACK	BACK PAY OF BASIC	
BAOT	BACK PAY OF OVERTIME	
BONU	BONUS *	
CAR	CAR ALLOWANCE	
CP38	PREVIOUS YEAR TAX DEDUCTION	
CP39	MANUAL INCOME TAX DEDUCTION	
HP	HANDPHONE ALLOWANCE	
MEAL	MEAL ALLOWANCE	
PCB	MONTHLY INCOME TAX DEDUCTIO	
T&P	TOL AND PARKING	
TRANS	TRANSPORT CLAIM	

- 3) Select how this allowance will apply to the employee's payroll by making the desired choices

**NOTE:**

Tick the checkbox to apply the properties of the allowance/deductions.

**Example:**

ALLOW_CODE	Description	EPF	EA#	OT	NPL	VOL	SOCSSO	PCB	Freq#
ATTN	ATTENDANCE ALLOWANCE	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BACK	BACK PAY OF BASIC	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BAOT	BACK PAY OF OVERTIME	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BONU	BONUS *	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1

EPF : Tick if the allowance is subject to EPF

SOCSSO : Tick if the allowance is subject to SOCSSO.

PCB : Tick if the allowance is subject to PCB.

EA# : To specify the EA line number for EA form, you may refer to our EA guide in Appendix A

OT: : If ticked, system will include this allowance/deduction in OT calculation.

NPL : If ticked, it will affect the unpaid leave (NPL) rate. System will include this allowance/deduction in No Pay Leave calculation.

VOL : If ticked, this will affect the EPF voluntary contribution.  
I.e.: Basic + The Allowance x Vol%

Freq# : Need to enter value 1 for Bonus Code only, system will calculate Tax for bonus by applying the special formula which set by LHDN. Please refer to your PCB table for the BONUS TAX FORMULA.

**To add a new Allowance/Deduction Code:****STEPS:**

- 1) Double-click on a record or press the <INSERT> key to add a new code.
- 2) Type in a new code and its description.
- 3) Click the **OK** button to exit the dialog.

Under the Allowance/Deduction table, user can set the employee's allowance or deduction based on either amount or rate.



**Update Employee Record - Period : 200202**

Employee # 007 Name JAMES LYE

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

Code	Description	Type	Amount	St Mth	Year	Times	M/E	End Mth	Year	Total A
MEAL	MEAL ALLOWANCE	Rate	5.00				End			
TRAN	TRANSPORT ALLOWANCE	Amt	100.00				End			

If the employee's allowance is set based on the rate, user can keyed in how many times the employees has the meal allowance and the system can compute the total amount. For example, this employee has the meal allowance of RM5 per meal. So, the user can specify in 'Modify Pay Record' under frequency field in Modify Allowance table and the system will generate the total amount for the employee.

**Modify Pay record**

Employee # 007 Na

Month: 01 Period: 2002 Type: 2-3N CR: Levy CLASS: 1

**Allowances / Deductions**

Code	Description	Amount	T
CDAC	CHINESE DEV'T ASST. FUND	-0.50	N
MEAL	MEAL ALLOWANCE		
TRAN	TRANSPORT ALLOWANCE	100.00	

When user click on the three dot button, user will see the 'Modify Allowance' table.

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

**Modify Allowance**

Code	Description	RATE	FREQUENCY	Amount	T
ADVCPAY	ADVANCED HONG BAO PAY			-800.00	N
CDAC	CHINESE DEV'T ASST. FUND			-0.50	N
MEAL	MEAL ALLOWANCE	5.00	15	75.00	
TRAN	TRANSPORT ALLOWANCE			100.00	



**CAREER TAB**

Career Tab

Allow/Dedu Career Calendar

**Progression Data**

Department	MGT	MANAGEMENT	Category	SENI	SENIOR
Cost Centre	COST1	COST CENTER 1	Occupation	SNRMGR	Senior Manager
Section	SEC1	SECTION 1	Company		

All fields are disabled.

On the left is a portion of the **Career Tab** section.

Notice that the user can change the career progression parameters here.

Allow/Dedu Career Calendar

**Career Progression**

Progression Code	AINCR
Department	MGT
Category	SENI
Occupation	SNRMGR
Cost Centre	COST1
Company	

Codes – Click the drop down arrow to reveal its description.

**Note:**

New codes may be defined within payroll setup. (**Other Codes Table**)

**Remark:**

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

**To modify a career record (Example: Modify Hire Date, Department, Cost Centre, Occupation, etc)**

- 1) Select the record to modify.
- 2) Click the **Edit** button and proceed to modify the record.
- 3) Click the **Save** button to update the changes made.



## To add a new career progression item to an employee: (Example: Salary Increment)

### STEPS:

- 1) Click the **New** button
- 2) Drop the **Progression Code** list and select the preferred code  
E.g. **INCR**
- 3) Enter the increment amount, e.g.: **300** in the Increment field.
- 4) Enter the Increment Effective Date and Increment Paid Date.
- 5) Click the **Save** button to update the changes

Progression Code	<input type="text"/>	Section	S1
Department	AINCR ANNUAL INCREMENT		
Category	DEMOTED DEMOTED		
Occupation	EXTRAN EXTERNAL TRANSFER		
Cost Centre	FJOIN FIRST JOIN		
	FSTART FIRST START UPDATE		
	INCR INCREMENT		
	INTRAN INTERNAL TRANSFER		
	MERIT MERIT INCREMENT		

Section	S1	Old Salary	5060.00
Increment Effective Date	01/03/1998	Increment	300.00
Increment Paid Date	01/04/1998	New Salary	5360.00
REASONS	<input type="text"/>		
REMARKS	<input type="text"/>		

**Increment Effective Date:** Effective date to include increment in payroll computation.

**Increment Paid Date:** Date indicates actual payment date of increment.

As of the above settings, **TIMES PAY** will do a back pay adjustment in April'98.

Process April' 1998 payroll and go to **Modify Pay Records**.

The increment is added to the payslip in April as shown on the right.

Allowances / Deductions				
Code	Description	Amount	T	
BACK	BACK PAY OF BASIC	300.00	0	
CDAC	CHINESE DEV'T ASST. FUNC	-1.00	N	
DIR	DIRECTOR FEE	300.00	N	
ENTE	ENTERTAINMENT	350.00	0	
TRAN	TRANSPORT ALLOWANCE	500.00	0	

### NOTE:

Certain leaves taken within the duration between Increment Effective Date and Increment Paid Date will be taken into consideration by **TIMES PAY** when computing the payroll in the month when the back pay of the (accumulated) increment is actually paid.



Leave Code	Start Date	Day	Hour	End Date	Approved
NPL	19/03/1998	1.00		19/03/1998	Yes

Code	Start Date	End Date	Day	Hour	Approved	Reason
NPL	19/03/1998	19/03/1998	1.00		Yes	

Suppose a monthly-rated (Working days/mth) employee took a NPL(No Pay Leave) on 19/03/1998.

The Back pay will be prorated as shown on the right.

$$(21/22) \times \$300 = \$286.36$$

Allowances / Deductions				
Code	Description	Amount	T	
BACK	BACK PAY OF BASIC	286.36	0	
CDAC	CHINESE DEV'T ASST. FUNC	-1.00	N	
DIR	DIRECTOR FEE	300.00	N	
ENTE	ENTERTAINMENT	350.00	0	
TRAN	TRANSPORT ALLOWANCE	500.00	0	

## CALENDAR TAB

Allow/Dedu	Career	Calendar
------------	--------	----------

Each individual employee record contains a working calendar of his/hers working pattern. The calendar option provides a means to manually change the working day's state (OFF, FULL, HALF).

A user can also change the working pattern for any employee by modifying the **Weekly Setup** group or each calendar days.

### NOTE:

Any changes made to the Weekly setup must be recalculated. Click the "**Recalc**" button to do this.

Calendar		
Weekly Setup		
	First Week	Second Week
MON	FULL	FULL
TUE	FULL	FULL
WED	FULL	FULL
THU	FULL	FULL
FRI	FULL	FULL
SAT	OFF	OFF
SUN	OFF	OFF
<input type="button" value="Recalc"/> <input type="checkbox"/> Alternate Saturday		
<input type="checkbox"/> Get Weekly Setup from Group Setting ?		

Pay Group	5.0DAYS
	5.0DAYS
	5.5DAYS
	STD

<Update Tab>  
The Selected pay-group is 5.0DAYS

When this option is set, the second week is ignored.

To reset the working pattern of an employee to the selected pay group, tick here. Then click the **Recalc** button to effect the change.



**IMPORTANT NOTE:**

**Working Calendar**

Period: 199904

Total Working's Day : 26.00

Please make sure that the working calendar is set to the correct period before you recalculate the working calendar.

As shown on the right, clicking the **Recalc** button will set the working pattern for that employee to 5.0DAYS pay group starting from April 1999 to the end of the year.

If a company has shift-workers, the user may choose to modify the working pattern for each week by editing the calendar days in the month as shown on the right.

Date	Work Code
03/04/1999	Off
04/04/1999	Off
05/04/1999	Full
06/04/1999	Full
07/04/1999	Full
08/04/1999	Full
09/04/1999	Full
10/04/1999	Half
11/04/1999	Off

**MISC TAB**

**Career | Calendar | Misc**

**Voluntary Fund**

Voluntary Fund: [Text Field]

Employer %: [Text Field]

Employee %: [Text Field]

Change EPF/SOCSO? ☐

Voluntary Fund will add on to the normal EPF contribution rate.

**Voluntary Fund** - A remark of the voluntary fund.(Optional)

**Employer %** - The additional percentage for Employer EPF contribution.  
E.g. The original % for Employer EPF is 12%,  
If the employer wish to increase it to 15%, you need to enter 3.00 at Employer % field.

**Employee %** - The additional percentage for Employee EPF contribution.  
E.g. The original % for Employee EPF is 11%,  
If the employee wish to increase it to 15%, you can type 4.00 at the Employee % field.

**Change EPF/SOCSO ?** - If this option is ticked, system will allow user to modify the EPF/SOCSO amount manually in Modify Pay Record screen.

In the **Misc Tab**, user can define whether a particular employee is subject to HRD, by default is subject to HRD. If the particular employee is not subject to it, please un-tick in here.

Calculate HRD? ☐



## Process Payroll

**Pay Record** – In each pay period, before you can modify a payroll record, you will need to process/initialise the payroll first. There are three different ways to process your payroll as follows:

### EXAMPLE:

To process the pay record:



### STEPS:

- 1) Click the **Process Payroll** icon
- 2) Select **Pay Record**
- 3) Choose either option 1,2 or 3.
- 4) Finally, click the **Process** button



The Process Options:

1. Reprocess earlier Selected Staff without clearing variable entries (Reprocess payroll)
2. Reprocess earlier Selected Staff with clearing variable entries (Redo payroll)
3. Do not reprocess earlier Selected Staff (Process the payroll of staff who has not yet been processed – E.g. Newly hired staff)

### What are variable entries?

The user may set them up when modifying the pay records. E.g. OT entries, Ad-Hoc allowances/deductions.

### EXAMPLE:

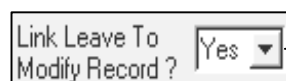
Days Worked	22.00	Basic Pay	1250.00
NPL Day-C	56.82	1.00	-56.82
NPL Hr-C	6.56	0.00	0.00
Absent-C	56.82	0.00	0.00
Overtime	Total No Pay leave		0.00
OT1.0C	6.56	1.00	6.56
OT1.5C	9.83	2.00	19.66
OT2.0C	13.11	1.00	13.11
OT4.0C	0.00	0.00	0.00
Shift	Total Overtime		39.33
SHIFT1	3.00	1.00	3.00
SHIFT2	5.00	0.00	0.00
SHIFT3	7.00	0.00	0.00
RestDay	Total Shift		0.00
0.5D Day	28.85	1.00	28.85
1.0D Day	57.69	0.00	0.00
	Rest Day Pay		0.00

As shown on the left, some variable entries are:

- **NPL Day-C:** 1.00 (If leave is not link to modify records)
- **OT1.0C:** 1.00
- **OT1.5C:** 2.00
- **OT2.0C:** 1.00
- **SHIFT1:** 1.00

### NOTE:

The user may not modify leave records for **NPL/Absent** if the records are linked to the leave application module in **Company Profile**.



Yes – Linked to Leave application



- Bonus Record** – Process the bonus payment for selected employees
- Special Record** – Process special payment for selected employees(E.g. Festive gifts in cash)
- Leave Transfer** – Transfers leave applications to the payroll “modify pay record” (E.g. No Pay Leave, annual leave and sick leave.
- Medical Claim Transfer** – Transfer medical claim from the medical claim record to the payroll.

## Process Payroll (Bonus)

**Bonus Record** – TIMES PAY provides an efficient way to process the Calendar year/service period bonus for a company’s payroll.

To process bonus records:



### STEPS:

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



**Bonus Run for Period 200305**

**Bonus Parameter** | **Group** | **Individual** | **Update Bonus Factor**

Bonus Code :

Bonus Method

Cut Off Bonus (Mth/Period)

Bonus Factor   
default Bonus Factor From Update Employee if '0' bonus factor entered.

Bonus Payment by

Bonus Amount

Deduct PCB Tax ? ☒

Which Period to pay Bonus

Bonus Calculation By

EPF rate

Service Month Cut Off Day   
'0' No Cut off Day apply,  
 '31' must works for full complete month

Rounding Formula

Variable Bonus Code Setting

Variable Bonus 1  ... Variable Bonus 2  ...

Exclude Bonus Condition

Excludes unconfirmed staff ? ☒

☐ Excludes Employee Hired after

☐ Excludes Employee Resigned After

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



**Bonus Code:** Choose a defined code from the code table.

**Bonus Method:** By Calendar/pay period

**Cut Off Bonus (Mth/Period):** Denotes the cut-off month/period for bonus computation.

**Bonus factor:** define the multiplying factor for bonus computation. If set to zero, the Bonus Factors specified in the Update Employees' records are used instead.

**Bonus Payment By:**

- New Base Salary
- Base Salary
- New Base Salary (Last year)
- Fixed amount
- New Base Salary + (Svs pt)
- Base Salary + (Svs pt)
- Base Salary + (Svs pt) Last Year

**Service Month cut-off day :**

If set to 15; that implies any staff that joined a company after the 15<sup>th</sup> of that month will not earn a bonus service month for that month.

**Which period to pay bonus:**

- End-month period
- Mid-month period
- Separately

**Rounding Formula:**

- To select the rounding method for bonus amount.

**Variable Bonus Code Setting**

- If has more than 1 type of bonus to be paid (at the same time), user may select another bonus code to use.

**Exclude Bonus Condition:**

- Allow user **to exclude** certain employee (s) who is not entitle for bonus base on
  - Unconfirmed staff (Tick to exclude unconfirmed staff)
  - Hired date (Please specify a date to exclude)
  - Resigned date (Please specify a date to exclude)

**NOTE:**

Click the **Clear Record** button to clear all processed bonus records from the payroll.

When the start of a company's service year is other than January, the user may compute bonus payments using **Bonus Method:** By Pay Period.



Below is a sample display of bonus pay process output:

TIMES SOFTWARE

Bonus Run for

01/2002 To 12/2002

Pay Bonus Based on

Base Wage

Bonus Payment Method

By Calendar

Bonus Code

BONU

Bonus Factor

2

Page No : 1

Date : 15/12/2002

USERID : MASTER

Query : TEST

Employee No.	Employee Name	Type	Base Wage	Factor	Hire Date	Service Mth/Days	Bonus
001	AMELIA BENSON	S	3000.00	2	01/12/1996	25.00	6000.00
002	BENSON LEE	S	1000.00	2	01/01/1998	12.00	2000.00
003	CHARLIE PANG	S	5060.00	2	01/01/1998	12.00	10120.00
005	ZOE TAY	S	4350.00	2	01/01/1998	12.00	8700.00
Total Processed : 4						Total	26820.00

To process special records:



Process Payroll

- Pay Record
- Bonus Record
- Special Record**
- Leave Transfer
- Claim Transfer
- Leave Encashment
- Festival Advance

#### STEPS:

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

**Process Special Run**

Code: LAWD

Payment method: By Base Salary Percentage

Amount: 45.00

Pay Period:

☐ Mid Month

☒ End Month

☐ Separately

Clear Record Process Close

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

#### Payment Method:

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

#### Pay Period:

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



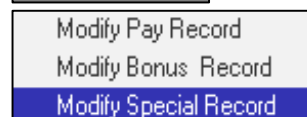
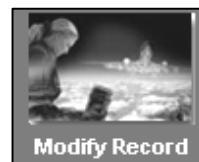
**EXAMPLE:**

For an employee with the following settings:

- Basic salary: \$800
- Code: Long Service Award payment (LAWD)
- Payment Method: By base Salary Percentage
- Pay Period: Separately

The **LAWD** payment is as shown below:

Allowances / Deductions				
	Code	Description	Amount	T
▶	LAWD	LONG SERVICE AWARDS	360.00	N



The formulae is:

$$\frac{45}{100} \times \$800 = \$360$$

**Leave Transfer** – TIMES PAY's flexible payroll process allows a user to add/modify leave records even after processing a payroll. To update the changes, all that the user needs to do is to transfer the leave to the processed payroll records.



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

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	
NPL	18/01/2000	...	1.00	18/01/2000	Yes		Ref#	
Code	Start Date	End Date	Day	Hour	Approved	AM/PM	Reason	Refere
NPL	18/01/2000	18/01/2000	1.00		Yes			

To transfer that leave record:

1. Reprocess the pay records without clearing variable entries

**OR**

2. Transfer the leaves

To transfer leaves to processed payroll records:

Leave Transfer for period 200201

Leave Transfer for period 200201

Parameter

Do you wish to prorate Allowance ? ☐

Process Close



**STEPS:**

- 1) Click the **Process Payroll** icon.
- 2) Select **Leave Transfer**.
- 3) Click the **Process** button.

**Do you wish to prorate allowance?**

Tick this, assuming you set NPL for any fixed allowance that was defined as prorated allowance after having done the payroll, if you wish to recalculate the prorated allowance.

Employee # 004

Days Worked	22.00	Basic Pay	800.00
NPL Day-C	36.36	1.00	-36.36
NPL Hr-C	4.20	0.00	0.00
Absent-C	36.36	0.00	0.00

Updated leave reflected accordingly

**RESULTS**

Employee Code [001] ok!  
 Employee Code [002] ok!  
 Employee Code [003] ok!  
 Employee Code [004] ok!  
 Employee Code [005] ok!  
 - END OF PROCESS -

**Medical Claim Transfer** – Similar to Leave Transfer, medical claims can also be transferred.

**Process Payroll**

Leave Transfer  
**Claim Transfer**  
 Leave Encashment

Assuming that the month's payroll has just been processed. However, a medical claim record for an employee was omitted in the process. Below is the medical claim record that wasn't processed.

**NOTE:****Reimbursement?:**

- Checked: Medical payment is an allowance payable to employee.
- Unchecked: Medical payment is a deduction from an Employee payable to the employer.

<b>Claim Info</b>		Claim Code: MEDICAL		Claim Date: 07/02/2002	Job Grade: OFFI	Max. Claim: 500.00			
		Visit Date: 07/02/2002	Category: SENI	YTD Claim: 50.00					
Claim Amount: 100.00	Benefit Scheme: BENEFIT1		Balance: 450.00						
Remark:		Service Year : 1 year 5 month							
<b>Clinic &amp; Doctor Info</b>									
Hosp./Clinic: NUH	Doctor's Name: NUH HOSPITAL								
Diagnosis: FEVER	Insurance No.:	Sector: Public Sector	OPD Eligibility ? <input checked="" type="checkbox"/>						
Pre illness Indicator: <input type="checkbox"/>	Dep ID:	Type: Out patient - GP	HIC Eligibility ? <input checked="" type="checkbox"/>						
<b>Co-Payment &amp; Transferring To Payroll</b>									
Co-payment ? <input checked="" type="checkbox"/>	Employee Payable%: 50.00	Employee Payable\$: 50.00	Reimburse% By Employer: 50.00	Reimburse\$ By Employer: 50.00					
Transferred to payroll ? <input type="checkbox"/>	Approved ? <input checked="" type="checkbox"/>	Allow/Dedu Code:	Transfer period:						
Reimbursement ? <input checked="" type="checkbox"/>									
<b>Code</b>	<b>Date</b>	<b>Diagnosis</b>	<b>Sector</b>	<b>Claim Amount</b>	<b>Approved</b>	<b>Clinic</b>	<b>Allow/Ded.</b>	<b>EE Amt</b>	<b>ER Amt</b>
DENTAL	20/02/2002	FEVER	Public Se	150.00	Yes	KKH		0.00	150.00
MEDICAL	07/02/2002	FEVER	Public Se	100.00	Yes	NUH		50.00	50.00



To transfer that medical record:

1. Reprocess the pay records without clearing variable entries

**OR**

2. Transfer Medical Claims

To transfer medical claims to processed payroll records:

**STEPS:**

- 1) Click the **Process Payroll** icon.
- 2) Select **Medical Claims Transfer**.
- 3) Click the **Process** button.

**RESULTS**

Employee Code [001 ] ok!  
 Employee Code [002 ] ok!  
 Employee Code [003 ] ok!  
 Employee Code [004 ] ok!  
 Employee Code [005 ] ok!  
 - END OF PROCESS -



Allowances / Deductions				
Code	Description	Amount	T	
ATTN	ATTENDANCE ALLOWANCE	60.00	N	
DENT	DENTAL REIMBURSEMENT	40.00	N	

**Leave Encashment** – This option allow user to pay employees their leave balance.

**STEPS:**



Process Payroll

Claim Transfer

Leave Encashment

Festival Advance

- 1) Select 'Leave Encashment' option from Process Payroll
- 2) Another screen with 'Leave Encashment for period...' appear.  
 Under the parameter, user can key in the number of days annual leave that need to be paid e.g. in this case 3 days. Then, user are required to select the annual leave code to be used and encashment method.



Current Year BF – only encash for the brought forward leave.

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

Current Year Balance – encash for the current year leave balance.

- 3) Click on the 'Process' button and user will see the number of staff that has been processed.

**Process End Month Payroll**

Employee Code [001] ok!  
 Employee Code [002] ok!  
 Employee Code [004] - Terminated 18/02/2001  
 Employee Code [005] ok!  
 Employee Code [006] ok!  
 Employee Code [007] ok!

When user selected 'Close' button after the process, the following report will appear showing the balance of annual leave that need to be paid as well as the amount.

TIMES SOFTWARE - TEST DATABASE 2001				19/01/2002 11:33:07 PM
Leave Encashment Report				Page 1 of 1
Encashment Method : 3.00				
Max Day Encashment : Year BF				
Employee#	Name	Actual Balance	Paid Leave Balance	Paid Leave Amount\$
005	MAY WONG(PR)	5.00	3.00	214.62
007	JAMES LYE	10.00	3.00	221.55
010	SUNNY LEE (Daily Rated Worker)	1.00	1.00	30.00
048	ZOE TAY	4.00	3.00	761.55
Total Employee : 4		total	10.00	1227.72

- 4) Select Modify Pay Record if further amendment is required.

**Modify Pay record**

Employee # [007] Name # [JAMES LYE]

Leave Record Period [200112]

Pay Group [STD] Cycle Run [ ] Paid [Monthly] Period [12/E] Type : [2-SN] CPF/Levy [CLASS]

Days Worked [21.00] Basic Pay [1600.00]

Allowances / Deductions			
Code	Description	Amount	T
&ANL	@PAID ANNUAL LEAVE	221.55	A
CDAC	CHINESE DEV'T ASST. FUND	0.50	N



**Festival Advance** – allow employer to pay the special payment for all the staff during festival season in advance or enable automatic deduction to be made for the advance payment in the following month.

- 1) Select 'Festival Advance' from Process payroll.



**Festival advance for period 200201**

Parameter

Advance Allowance Code: ADVCPAY

Advance Deduction Code: Allowance Description

&RES	@REST DAY PAY
&SICK	@PAID SICK LEAVE
@\$NSPCPF	NSP Variable Allowance
ACTA	ACTING ALLOWANCE *
ADJU	ADJUSTMENT
ADVCPAY	ADVANCED HONG BAO PAY
ANLP	ANNUAL LEAVE PAY *
ATTN	ATTENDANCE ALLOWANCE

Festival advance

Payment method

Amount

Advance Calculation By

Re-payment Frequency

Pay Period

☐ Mid Month  
☐ End Month  
☒ Separately

Process Close

- 2) From the parameter, user will need to select the Advance Allowance Code e.g. in this case 'ADVCPAY' for Chinese New Year.
- 3) User are required to select the Advance Deduction Code so that this will be reflected in employee's allowance/ deduction table for the following month deduction.

Advance Deduction Code: ADVCPAY



- 4) As for the type of festival advance, user needs to set the type of advance payment that need to be made.

Festival advance	Chinese New Year
Payment method	Chinese New Year
Fix Amount	Christmas
	Depavalli
	Hari Raya

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

Update	Employment	Other
Festival advance		Chinese New Year

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

Payment method	Fixed amount
Fix Amount	Percentage
	Fixed amount

Fix Amount	100
------------	-----

- 6) User will have to define whether the advance calculation is by 'Base Salary' or 'Grosswage'.

Advance Calculation By	Base Salary
Re-payment Frequency	Base Salary
	Grosswage

- 7) User can later define what is re-payment frequency for e.g. whether it is 1 month repayment or 2 month repayment. If user has selected 2 months repayment, user will be able to see the deduction is split into two separate month as shown below.

Re-payment Frequency	2 months repayment
Rounding Formula	1 month repayment
	2 months repayment

Update Employee Record - Period :200201										
Employee #		Name								
007		JAMES LYE								
Update	Employment	Other	Confirm & Termination	Bank	Address	Spouse	Allow/Dedu	Card		
Code	Description	Type	Amount	St Mth	Year	Times	M/E	End Mth	Year	
ADVCPAY	ADVANCED HONG BAO PAY		-50.00	2	2002	1	End	2	2002	
▶ ADVCPAY	ADVANCED HONG BAO PAY		-50.00	3	2002	1	End	3	2002	
MEAL	MEAL ALLOWANCE	Rate	5.00				End			

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

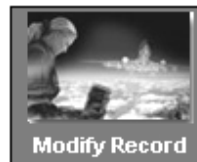
Pay Period	
<input type="radio"/>	Mid Month
<input type="radio"/>	End Month
<input checked="" type="radio"/>	Separately



## Modify Pay Record

### Modify Pay Record

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



Modify Pay Record

Modify Bonus Record

Modify Special Record

To modify the pay record:

### STEPS:

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

Employee #	002	Name #	BENSON LEE
------------	-----	--------	------------

Employee ID combo box      Employee name combo box

Modify Pay record																																												
Employee #		007		Name #		JAMES LYE																																						
Leave Record		Period		200305																																								
Pay Group		STD		Cycle Run		Paid		Monthly																																				
Period		05/E		Type :		2-SN		EPF Class																																				
CLASS1																																												
Days Worked		22.00		Basic Pay		3000.00		Daily Rate																																				
115.38		0.00		0.00		115.38		Hourly Rate																																				
14.42		0.00		0.00				14.42																																				
Absent-C		115.38		0.00		0.00																																						
Overtime		Total No Pay leave		0.00																																								
OT1.5C		21.63		0.00		0.00																																						
OT2.0C		28.85		0.00		0.00																																						
OT3.0C		43.27		0.00		0.00																																						
Shift		Total Overtime		0.00																																								
SHIFT1		3.00		0.00		0.00																																						
SHIFT2		5.00		0.00		0.00																																						
SHIFT3		10.00		0.00		0.00																																						
RestDay		Total Shift		0.00																																								
HALF DAY		57.69		0.00		0.00																																						
ONE DAY		115.38		0.00		0.00																																						
ONE & HALF		173.07		0.00		0.00																																						
Rest Day Pay		0.00																																										
<table border="1"> <thead> <tr> <th colspan="3">Allowances / Deductions</th> </tr> <tr> <th>Code</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>PCB</td> <td>MONTHLY INCOME TAX DEDUCTIO</td> <td>0.00</td> </tr> <tr> <td>T&amp;P</td> <td>TOL AND PARKING</td> <td>100.00</td> </tr> <tr> <td>TRANS</td> <td>TRANSPORT CLAIM</td> <td>100.00</td> </tr> </tbody> </table>										Allowances / Deductions			Code	Description	Amount	PCB	MONTHLY INCOME TAX DEDUCTIO	0.00	T&P	TOL AND PARKING	100.00	TRANS	TRANSPORT CLAIM	100.00																				
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<div> <span>Recalculate</span> <span>Save</span> <span>Cancel</span> <span>Close</span> </div>																																												



**(Shift Entry)**

The shift setup are shown on the right in <Company Parameter><MISC Parameter>

The shift payment is computed based on the average shift month setting.

You may change Shift description

Shift Setup										
SHIFT DESC	RATE	EPF?	Vol ?	EA#?	OT?	NPL?	Socso?	PCB?	HRD?	
SHIFT1	3.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SHIFT2	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SHIFT3	10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SHIFT4	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Enable Shift entry ? ☒ Average Shift Month Last 3 Month

**NOTE:**

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

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

Based on the formula above, **TIMES PAY 8.0** computes, for example, the paid annual/sick leave accordingly.

**Daily Rate:** Working days/Month  
**Basic wage:** \$580.00  
**Days Worked:** 22  
**Daily Rate:** \$580 ÷ 22 = \$26.36

Daily Rate		26.36	Hourly Rate		3.04
Allowances / Deductions					
	Code	Description	Amount	T	▲
▶	&ANL	PAID ANNUAL LEAVE	28.15	A	
	CDAC	CHINESE DEV'T ASST. FUNC	-0.50	N	

Shift	Total Overtime		0.00
SHIFT1	3.00	10.00	30.00
SHIFT2	5.00	0.00	0.00
SHIFT3	7.00	0.00	0.00

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

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

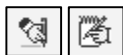
TIMES PAY computes the **Paid Annual Leave** amount and computes the result: \$28.15, as shown above.

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



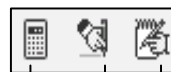
**(Recalculate Manual Entries)**

Whenever an employee record is modified, TIMES PAY provides a means to update the payroll records via the special function icons.

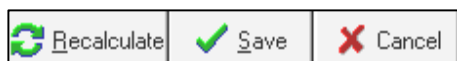


Calculator

Prorate the salary and transfer allowances/deductions from the employee records.




Transfer medical claims from the medical records.

**NOTE:**

**When changes are made after a payroll is processed:**

**CASE 1**

When medical claims are added/adjusted:


- 1) In **Modify Pay records**, click the icon. 
- 2) Click the **Recalculate** button.
- 3) Click the **Save** Button.

**CASE 2**

When allowances/deductions are added/adjusted **OR**

When a salary is adjusted/prorated due to:

- resignation/termination of contract
- newly hired staff

- 1) In **Modify Pay records**, click the icon. 
- 2) Click the **Recalculate** button.
- 3) Click the **Save** Button.

Pay Record	Leave Record
Pay Group	STD
Cycle Run	

Pay Record Leave Taken	
Lve. Annual	1.00
Sick Leave	0.00
Close	

Click the **Save** button to save the changes

**OR** click the **Cancel** button to discard any changes

**To view the number of pay record leaves taken:**

- 1) Click the **Leave Record** tab.

**(Changing EPF/SOCSSO)**

If you need to manually adjust the EPF/SOCSSO contributions

- 1) In Update Employee, select **Employee Other Details**.
- 2) Put a tick on the **Change EPF/SOCSSO ?** checkbox .
- 3) In **Modify Pay Record**, click the **Recalculate** button.
- 4) Edit/modify EPF/SOCSSO.
- 5) Click the **Save** button to Save the changes

Change EPF/SOCSSO? ☒

EPF & SOCSSO Contribution		
E'R/E'E	360.00	-330.00
Er/Ee Vol	0.00	0.00
Socso Er/Ee	34.15	-9.75
HRD	0.00	



Update Employee

- Employee Record
- Employee Other Details
- Employee Bank Details
- Employee Confirm & Termination
- Employee's Contact
- Employee's Spouse Details
- Employee's Allowance/Deduction
- Employee's Career Progress
- Employee's Calendar



**(OT Entry – Increment)**

If there is an increment/salary adjustment within the month

	Code	Department	Category	Inc Date	Paid Date	Old Pay	Increment	New Pay	Section	
	FSTART	NONE	NONE	06/04/1995	06/04/1995	1000.00	0.00	1000.00	NONE	
▶	INCR	NONE	NONE	01/03/1999	01/03/1999	1000.00	100.00	1100.00	NONE	

Basic pay: \$1000

Increment: \$100

Increment Effective Date: 15/03/1999

Increment Paid Date: 01/04/1999

**OT1.5C** – 5hrs (after increment)

**OT1.5L** – 10hrs (before increment)

Overtime	Total No Pay leave		
OT1.0C	5.77	0.00	0.00
OT1.5C	8.65	5.00	43.25

**Pay period: 199903**

In **Modify Pay Record** enter the data as shown on the right.

Overtime	Total No Pay leave		
OT1.0L	5.24	0.00	0.00
OT1.5L	7.87	10.00	78.70

Change period to **199904**

Process the payroll.

In **Modify Pay Record**, you will see the back pay of basic and back pay of OT in the Allowance/Deductions entry section.

Allowances / Deductions				
	Code	Description	Amount	T
▶	BACK	BACK PAY OF BASIC	56.52	A
	BAOT	BACK PAY OF OVERTIME	3.95	A

The new rate for **OT1.5C** is **8.65**.

The previous month's rate was **7.87**.

Overtime	Total No
OT1.0C	5.77
OT1.5C	8.65

The back pay of OT is calculated as follows:

$$\frac{\text{Increment} \times 12}{52 \text{ weeks} \times \text{hours worked per week}} \times \text{OT Factor} \times \text{OT hours}$$

$$\frac{\$100 \times 12}{52 \times 44} \times 1.5 \times 5 = 0.79 \times 5 = \$3.95$$



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

**Example:**

Increment Effective Date: 15/03/1999

Increment Paid Date: 15/03/1999

Pay Record	Leave Record						
Pay Group	STD	Cycle Run		Paid	Monthly	Period	03/E
						Type :	2-SN
						CPF/Levy	CLASS1
Days Worked	23.00	Basic Pay	1056.52	Daily Rate	50.77	Hourly Rate	5.77

Notice that the basic pay is now adjusted (prorated) for the month of March 1999.

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

Overtime	Total No Pay leave	0.00	
OT1.0C	5.77	0.00	0.00
OT1.5C	8.65	5.00	43.25

The rate for **OT1.5L** is based on the old basic pay - \$1000

Overtime	Total No Pay leave	0.00	
OT1.0L	5.24	0.00	0.00
OT1.5L	7.87	10.00	78.70

The rate for **OT1.5C** is based on the new basic pay - \$1100

The basic of \$1056.52 is computed as follows:

$$[(13 \div 23) \times \$100] + \$1000 = \$1056.52$$

March 1999						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



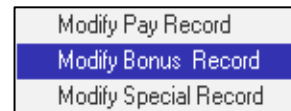
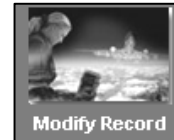
## Modify Bonus Record

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

To modify the bonus records:

### STEPS:

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



### NOTE:

**Modify Bonus Record** is only applicable when bonus record/s are processed separately.

Code	Description	Amount	T
BONU	BONUS *	1600.00	A
EUCF	EURASIAN COMMUNITY FUND	-4.00	N

CPF Contribution		Total Wages	
Employer	320.00	Total Allowance	1600.00
Employee	-320.00	Total Deduction	-4.00
SDF		CPF Wage	1600.00
FWL		Gross Wage	1600.00
		Nett Wage	1276.00

**Amount**  
1600.00

### To Clear/Delete Bonus Record:

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



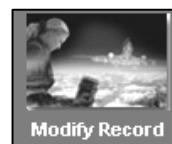
## Modify Special Record

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

To modify the special records:

### STEPS:

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



### NOTE:

**Modify Special Record** is only applicable when special record/s are processed separately.

### EXAMPLE:

The special records are processed separately as shown on the right.

Clear Record button

### IMPORTANT NOTE:

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

- 4) Edit the **LAWD** amount field to make any changes required.

Allowances / Deductions			
Code	Description	Amount	T
LAWD	LONG SERVICE AWARDS	360.00	N



## LEAVE SETUP

### LEAVE ADMINISTRATION

#### STEPS:

- 1) Click the **Leave Setup** icon.
- 2) Choose Leave Administration.



The screenshot shows the 'Leave Setup' window with the 'Leave Administration' tab selected. The 'Annual Code' is set to '2001', 'Start date' is '01/01/2001', and 'End date' is '31/12/2001'. The 'Method/Holiday Table' section contains several dropdown menus: 'Prorate Entitlement' (Service Month), 'Current Leaves' (Prorate), 'Leave Cut Off Day' (15.00), 'Entitlement by' (Category), 'Saturday as Full day' (Yes), and 'Leave B/F method' (Current Year). A table of holidays is displayed on the right, listing dates and descriptions for 2001. The bottom of the window has a status bar with keyboard shortcuts and 'Save' and 'Close' buttons.

Holiday	Description
01/01/2001	New Year's Day
24/01/2001	Chinese New Year
25/01/2001	Chinese New Year
06/03/2001	Hari Raya Haji
13/04/2001	Good Friday
01/05/2001	Labour Day
07/05/2001	Vesak Day
09/08/2001	National Day
14/11/2001	Deepavali
16/12/2001	Hari Raya Puasa
17/12/2001	Hari Raya Puasa C/F
25/12/2001	Christmas Day

### PRORATE ENTITLEMENT

Leave entitlement may be computed based on:

- Service Month
- Full Entitlement
- Calendar Day – (Entitle in 1<sup>st</sup> month)
- Service Year
- Service Year – (Cut off July)
- Anniversary – (1<sup>st</sup> Prorate & 2<sup>nd</sup> Full)
- Service Month (Entitle in 1<sup>st</sup> month)
- Calendar Day
- Calendar Day – Full
- Service Year – Financial
- Anniversary – Full
- Anniversary

This screenshot shows the 'Leave Setup' window with the 'Prorate Entitlement' dropdown menu open. The menu lists various options: 'Calendar Day' (highlighted), 'Service Month', 'Service Month - (Entitle in 1st month)', 'Full Entitlement', 'Calendar Day', 'Calendar Day - (Entitle in 1st month)', 'Calendar Day - Full', 'Service Year', 'Service Year - Financial', 'Service Year - (cut off July)', 'Anniversary - Full', 'Anniversary - 1st Prorate & 2nd Full', and 'Anniversary'.



*Explanation for the different leave entitlement computation in PRORATE ENTITLEMENT:-*

**Service Month**

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

Leave Cut Off Day	99.00
-------------------	-------

**Service Month (Entitled in 1<sup>st</sup> month)**

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

**Full Entitlement**

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

**Calendar Day**

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

**Calendar Day (Entitle in 1<sup>st</sup> month)**

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

**Calendar Day – Full**

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

**Service Year**

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

**Anniversary – Full**

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

**Anniversary – (1<sup>st</sup> Prorate & 2<sup>nd</sup> Full)**

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

**Anniversary**

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



**CURRENT LEAVES**

**Prorate:** computations based on either month/day (Prorate entitlement) correct to 2 decimal places.

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

E.g.  $\geq 0.5 = 1.0$

**Round up (1.05 => 2.00):** computation for monthly earned leaves based on rounding off anything more than 0.01.

E.g.  $\geq 0.01 = 1.0$

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

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

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

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

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

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

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

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

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

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

**Half:** computation for monthly earned leaves correct to the nearest half. E.g. 0.15 = 0.5, 0.58 = 1.00

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

**None:** leaves entitled backdated to the end of the service period.

**Example:**

When leaves entitlement is prorated in **Service month:**

A leave day is earned if an employee completes more than 15 days in a service month. (Leave Cut Off Day = 15.00)

Prorate Entitlement	Service Month
Current Leaves	Prorate
Leave Cut Off Day	15.00
Entitlement by	Category

As for the **Leave B/F method**, this is only applicable to those using the anniversary method.

When the user initialise the period, user can select either **All** or carry forward employee's leave for the **Current Year**.

Leave B/F method	Current Year
	All
	Current Year

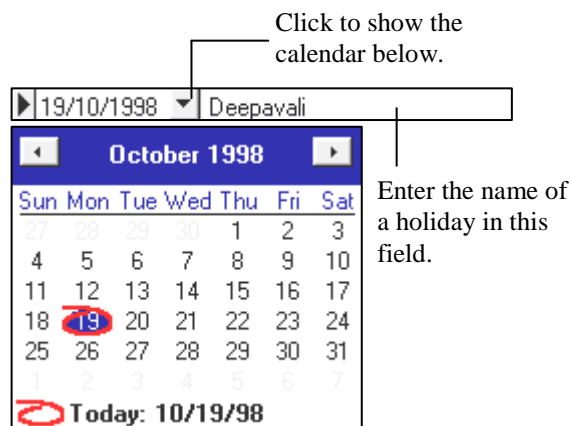


If the user choose to initialise the period for **All**, then all the remaining leave balance for the particular employee will be brought forward. If the user select **Current Year**, then the leave balance for the year will be brought forward.

## SETTING UP PUBLIC HOLIDAYS IN A SERVICE PERIOD

### STEPS:

- 1) Click the right mouse button or press the **insert** key to add a new holiday.
- 2) To choose a date, click the drop-down arrow to show the current calendar. Pick a date from the calendar.
- 3) Enter the name of the holiday in the name field.



### DEFINING A SERVICE PERIOD

The user might choose to define a service period other than *01/01/Year – 31/12/Year*.

This probably applies to a company with a service period beginning from, for example, the month of April.

Click this button to select a starting month from the calendar

Enter the starting month of a service period here and the end date will be updated accordingly.

### NOTE:

Before a user can administer the leaves for a service period, the service period/new financial year must be initialised.

SEE **Initialise New Year** – pg. 36

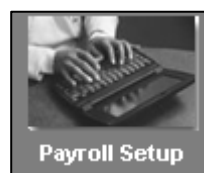


## LEAVE ALLOCATION

Before allocating leaves for each category of employees, the user must first setup the categories for a company.

### STEPS:

- 1) Click the **Payroll Setup** icon.
- 2) Choose **Other Code Tables**.
- 3) Choose **Category**.



### **To add a new category:**

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

### **To delete a category:**

- 5) Click the right mouse button or press the **F4** key.

Branch
<b>Category</b>
Career Progression
Classification Code
Cost Centre
Division
Department
Education
Job Grade Code
Location
Nationality
Occupation
Race
Religion
Section
Termination Code

Pay Period (Pay Group)
Community Funds/SDF
CPF Tables
Bank Codes
Foreign Levy Worker Table
National Service Pay
Allowance/Deduction Table
<b>Other Code Tables</b>
Cost Centre Table
Formula Setup
General Ledger

### **To allocate leave entitlement for a category:**

### STEPS:

- 1) Click the **Leave Setup** icon.
- 2) Choose **Leave allocation**.
- 3) Choose a category. E.g. **JUNI**.

Category Code :	JUNI
-----------------	------

Code	Description
JUNI	JUNIOR
MGRI	MGRIAL
NONE	NONE
SENI	SENIOR

Entitlement Allocation				
Category Code : JUNI				
Service Year	Service Year	Entitlement	Brought Forward	
Form	To	Day	Max B/F	
0.00	1.00	10.00		
1.00	2.00	11.00		
2.00	3.00	12.00		
3.00	4.00	13.00		
4.00	99.00	14.00		

- 4) Enter the allocation desired.

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

- 5) Click the **close** button.
- 6) Click **yes** when prompted to recalculate the leave entitlement.

Information	
	Do you want to recalculate the leave entitlement ?
<input type="button" value="Yes"/>	<input type="button" value="No"/>



## LEAVE CODE

### STEPS:

1) Click the **Leave Setup** icon.

2) Choose **Leave Code**.

**To add a new leave code:**

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

**To delete a leave code:**

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

### Note:

Do not remove the following system codes:

Code	Description	Method	Saturday Full	Entitlement
ABSENT	ABSENT	Working days		
ANNU	ANNUAL LEAVE	Working days		
COMP	COMPASSIONATE LEAVE	Working days		
HOSP	HOSPITALISATION	Calendar Days		
MATE	MATERNITY LEAVE	Calendar Days		
NPL	NPL DAY	Working days		
NPLHOUR	NPL HOUR	Working days		
NSP	NSP	Working days		
PATE	PATERNITY LEAVE	Working days		
SICK	SICK LEAVE	Working days		

### LEAVE CODES

- ABSENT
- ANNU
- HOSP
- MATERNITY
- NPL
- NPLHOUR
- NSP
- SICK

In the leave code maintenance, the user can set the method of the leave computation whether it is based on working days or calendar days. Besides this, user can also specify if the employee happens to apply leave on Saturday, the particular leave will be treated as **Full working day** or **Half working day**.

Saturday Full	Entitlement
Full Day	3.00
Half Day	

If you are using a leave code other than those provided by the system, user can either specify the entitlement in the **Entitlement** column in the leave code maintenance or you will have to provide an entitlement value in **Leave Entitlement** record for each employee.

Code	Description	Full	Entitlement	B/F	Current	Entitle	Taken	Balance
EXAM	EXAMINATION LEAVE	N.A	5.00		5.00	5.00	0.00	5.00

Enter the entitlement in this field

If your company's leave policy for Sick leave or Hospitalisation leave differs from the standard settings:

### STANDARD

Sick Leave: 14  
Hospitalisation leave: 60

You may choose to override the default settings – **See Leave Utility - page 34**



## LEAVE APPLICATION



Leave Entitlement  
Leave Record

TIMES PAY provides easy management of leave records. A user can quickly access the overall leave entitlement, leaves taken, leave balance for any individual employee in a company/department.

## LEAVE ENTITLEMENT

To view leave entitlement:

### STEPS:

- 1) Click the **Leave Application** icon.
- 2) Choose **Leave Entitlement**.
- 3) Select an employee from the **employee code** combo box.

Code  
[ ]

CODE	Description
ABSENT	ABSENT
ANNU	ANNUAL LEAVE
COMPA	COMPASSIONATE LEAVE
HOSP	HOSPITALISATION LEAVE
MATERIT	MATERNITY LEAVE
NPL	NPL DAY
NPLHR	NPL HOURS
NSP	NSP LEAVE

LEAVE ENTITLEMENT  
Empcode [003]

CODE	NAME	HIRE DATE	TERMDATE
001	AMELIA BENSON	02/02/1998	
002	BENSON LEE	01/01/1998	
003	CHARLIE PANG	01/01/1998	
004	CHRISTOPHER LEE	01/01/1997	31/01/1998

- 4) Click the leave code combo box.
- 5) Choose Annual Leave (code: ANNU).

Times Pay displays an overall view of leaves entitled to employee: **Charlie Pang**.

LEAVE ENTITLEMENT

Empcode [003] Name [CHARLIE PANG]

Hired Date [02/10/1996] [2 years 3 months] Terminated Date [ ] Category [SENI] Department [ADMIN]

Code	Description	Full	Adju	Entitle	B/F	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	16.00		15.25		15.25	15.25	0.00	15.25

Leave Entitlement Breakdown

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jan/1998	01	0.00	1.27	1.27	1.27	0.00	1.27
Feb/1998	02	0.00	1.27	2.54	2.54	0.00	2.54
Mar/1998	03	0.00	1.27	3.81	3.81	0.00	3.81
Apr/1998	04	0.00	1.27	5.08	5.08	0.00	5.08
May/1998	05	0.00	1.27	6.35	6.35	0.00	6.35
Jun/1998	06	0.00	1.27	7.62	7.62	0.00	7.62
Jul/1998	07	0.00	1.27	8.89	8.89	0.00	8.89
Aug/1998	08	0.00	1.27	10.16	10.16	0.00	10.16
Sep/1998	09	0.00	1.27	11.43	11.43	0.00	11.43
Oct/1998	10	0.00	1.27	12.70	12.70	0.00	12.70

Current Period : 199812

Save Remove Cancel



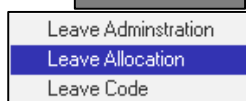
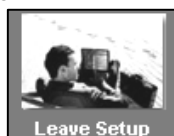
**NOTE:**

The number of leave entitled to each employee is determined by the following factors:

- A) Leave allotment based on category type or Job Grade

**For example,**

Charlie Pang (Employee Code: 003) is assigned as a Senior General Manager. (See the diagram on the right). His category code is **SENI**.



Employee # 003

Update | Other | Bank | Confir

**Career Progression**

Progression Code FSTART

Department ADMI

Category SENI

Occupation GM

Cost Centre C1

To determine his leave entitlement based on category **SENI** :

**STEPS:**

- 1) Click the **Leave Setup** icon.
- 2) Choose **Leave Allocation**.
- 3) The leave allocation table shows the number of leaves entitled to **SENI** category based on the number of service year completed with the company.
- 4) The Employee's record shows that Charlie Pang has worked for 2 years and 1 month for the company. Therefore his **Full leave entitlement** is **16** and his **Actual leave entitlement** for the year is **15.25**. (See Case 1 pg. 66)

Entitlement Allocation				
Category Code : SENI				
Service Year	Service Year	Entitlement	Brought Forward	
Form	To	Day	Max B/F	
0.00	1.00	14.00		
1.00	2.00	15.00		
2.00	3.00	16.00		
3.00	4.00	17.00		
4.00	5.00	18.00		
5.00	6.00	19.00		
6.00	7.00	20.00		
7.00	99.00	21.00		
0.00	0.00	0.00		

**Update Employee – Update tab**

Employee # 003 Name CHARLIE P

Update | Other | Bank | Confirm & Termination

Employee # 003 Name CHARLIE

Hired date 02/02/1996 15 2 year 1 month

Birth Date 01/01/1958 15 40 year 2 month

Notice that the current earned leave is displayed under the **Current** field (Leave Entitlement).

Based on the formula:  $\frac{1}{12} \times 15.25 \text{ days} = 1.27$

For each month, the leave earned is 1.27.

However, to ensure that all earned leaves for the service year are added up to 15.25days, a 0.01 offset is added to the last month.

Current	YTD Total
1.27	1.27
1.27	2.54
1.27	3.81
1.27	5.08
1.27	6.35
1.27	7.62
1.27	8.89
1.27	10.16
1.27	11.43
1.27	12.70
1.27	13.97
1.28	15.25

**Leave Entitlement**



Leave allotment based on settings in the **Leave Setup** (Leave Administration).

To change to a different annual code, click the **Annual Code** ellipsis button.

Annual Code 1998 ... Start date 01/01/1998 15

Set during the initialize New Year process.

A user may set the start date on different months. But the start day is fixed on the first of each month.

**Leave Setup**

**Leave Administration**

Annual Code 1999 ... Start date 01/01/1999 15 End date 31/12/1999 15

**Method/Holiday Table**

Prorate Entitlement Full Entitlement

Current Leaves Prorate

Leave Cut Off Day 15.00

Entitlement by Category

Alternate Saturday as Full No

Holiday	Description
01/01/1999	New Year Day
19/01/1999	Hari Raya Puasa
16/02/1999	Chinese New Year Day
17/02/1999	Chinese New Year Day
29/03/1999	Hari Raya Haji C/F Day
02/04/1999	Good Friday Day
01/05/1999	Labour Day
29/05/1999	Vesak Day
10/08/1999	National Day - C/F
08/11/1999	Deepavali Day C/F
25/12/1999	Christmas Day

<F4> - Delete PH <Insert>/<Right Click> - Insert New PH

Save Close

**Lookup**

Search Characters

PERIOD	START_DATE	END_DATE
1997	01/01/1997	30/12/1997
1998	01/01/1998	31/12/1998
1999	01/01/1999	31/12/1999
2000	01/03/2000	28/02/2001

OK Cancel

Alternate Saturday as Full No

**NOTE:**

If the Alternate Saturday as Full is set to **Yes**, you may apply a full day leave on Saturday for a 5.5 day work week.

Leave entitlement may be prorated in:

Prorate Entitlement Service Month

Current Leaves Full

Leave Cut Off Day 15.00

Entitlement by Category

- Service Month
- Full Entitlement
- Calendar Day
- Calendar Day – Full
- Service Year
- Service Year-Financial
- Service Year-(cut off July)



**CASE 1:** When the leave entitlement method is set at **Service month**:

Based on the above example, each leave day is earned if an employee completes 15 or more days in a service month. (Leave Cut Off Day = 15.00)

Current Leaves is **Prorated**: Leave computation for leaves earned (year-to-date) will be prorated based on the number of service months completed. (Dependent on the **Leave Cut-Off Day** setting)

**EXAMPLE:**

Below is the leave setup for an employee.

Prorate Entitlement: **Service Month**

Current Leaves: **Prorate**

Leave cut-off Day: **15.00**

Employee hired date: **01-Jun-1998**

Category: **SENI**

**Leave allocation**

1<sup>st</sup> year: 14 days

2<sup>nd</sup> year: 15 days

Logging into TIMES PAY 5.0 in Dec'1998, you will get the following leave entitlement:

**LEAVE TAKEN:** 4days (In 1998 service period)

Month	Current	YTD Total	YTD Entitled	YTD Taken	YTD Balance
Mar 1998	0.00	0.00	0.00	0.00	0.00
Apr 1998	0.00	0.00	0.00	0.00	0.00
May 1998	0.00	0.00	0.00	0.00	0.00
Jun 1998	1.16	1.16	1.16	0.00	1.16
Jul 1998	1.16	2.32	2.32	0.00	2.32
Aug 1998	1.17	3.49	3.49	0.00	3.49
Sep 1998	1.17	4.66	4.66	0.00	4.66
Oct 1998	1.17	5.83	5.83	0.00	5.83
Nov 1998	1.17	7.00	7.00	0.00	7.00
Dec 1998	8.17	8.17	8.17	4.00	4.17

$$\frac{7}{12} \times 14 \text{ days} = 8.17$$

For June 1998 to Dec 1998, the total entitlement is 8.17

Taken	Balance
4.00	4.17



1<sup>st</sup> year period

01 June 1998 31 May 1999

2nd year period

01 June 1999 31 May 2000

TIMES PAY will automatically prorate the leave entitlement for the cross-year period  
(From 01 June 1998 to 31 May 1999)

**Initialize new year:**

**Initialize New Year**

Database Year: 1999

To round Carry Forward Annual Leave: Not Round

Carry Forward Leave Methods: All (Balance Leave)

OK Close

From 1 Jan 1999 to 31 May 1999, the leave entitled is:  $\frac{5}{12} \times 14 \text{ days} = 5.83$

From 1 June 1999 to 31 Dec 1999, the leave entitled is:  $\frac{7}{12} \times 15 \text{ days} = 8.75$

**LEAVE ENTITLEMENT**

Empcode: 004 Name: AMELIA BENSON

Hired Date: 01/06/1998 [8 months] Terminated Date: Category: SENI Department: ADMIN

Code	Description	Full	Adju	Entitle	B/F	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	15.00		14.58	4.17	1.21	5.38	0.00	5.38

**Leave Entitlement Breakdown** **Current Period : 199901**

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jan/1999	01	4.17	1.21	1.21	5.38	0.00	5.38
Feb/1999	02	4.17	1.21	2.42	6.59	0.00	6.59
Mar/1999	03	4.17	1.21	3.63	7.80	0.00	7.80
Apr/1999	04	4.17	1.21	4.84	9.01	0.00	9.01
May/1999	05	4.17	1.21	6.05	10.22	0.00	10.22
Jun/1999	06	4.17	1.21	7.26	11.43	0.00	11.43
Jul/1999	07	4.17	1.22	8.48	12.65	0.00	12.65
Aug/1999	08	4.17	1.22	9.70	13.87	0.00	13.87
Sep/1999	09	4.17	1.22	10.92	15.09	0.00	15.09
Oct/1999	10	4.17	1.22	12.14	16.31	0.00	16.31

Save Remove Cancel

Close

TIMES PAY will provide the leave entitlement for 1999 service year as  $(5.83 + 8.75) = 14.58$  days



**CASE 2:** When the leave entitlement method is set at **Full Entitlement**:

An employee is entitled the full amount of leaves based on his/her category.

For example, **SENI** category:

For the 1<sup>st</sup> year, the entitled leave is 11.

The above is not true only for:

- a) Newly hired employee
- b) Resigned/Terminated staff

Both (a) and (b) will be entitled leaves based on the settings in

1. the Prorated Entitlement and
  2. the Leave cut-off day
- input fields in the leave administration Window.

Leave Setup	
<b>Leave Administration</b>	
Annual Code	1999 ... Start date
<b>Method/Holiday Table</b>	
Prorate Entitlement	Full Entitlement
Current Leaves	Prorate

LEAVE ENTITLEMENT									
Empcode	006	Name	Christy Chung						
Hired Date	11/06/1998	[ 1 years 4 months ]	Terminated Date		Category	JUNI	Department	ADMIN	
Code	Description	Full	Adju	Entitle	B/F	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	11.00		11.00		11.00	11.00	0.00	11.00
<b>Leave Entitlement Breakdown</b>					<b>Current Period : 199909</b>				
Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance		
Mar/1999	03	0.00	0.00	11.00	11.00	0.00	11.00		
Apr/1999	04	0.00	0.00	11.00	11.00	0.00	11.00		
May/1999	05	0.00	0.00	11.00	11.00	0.00	11.00		
Jun/1999	06	0.00	0.00	11.00	11.00	0.00	11.00		
Jul/1999	07	0.00	0.00	11.00	11.00	0.00	11.00		
Aug/1999	08	0.00	0.00	11.00	11.00	0.00	11.00		
Sep/1999	09	0.00	0.00	11.00	11.00	0.00	11.00		
Oct/1999	10	0.00	0.00	11.00	11.00	0.00	11.00		
Nov/1999	11	0.00	0.00	11.00	11.00	0.00	11.00		
Dec/1999	12	0.00	0.00	11.00	11.00	0.00	11.00		
Save		Remove		Cancel				Close	



**CASE 3:** When leaves entitlement is prorated in **Calendar Day**:

Assuming:

- The entitled leaves for an employee is 10 for the 1<sup>st</sup> year.
- Current Leaves: Prorate

Current date for pay roll computation: Dec' 1998

Employee hired date: 11/06/1998

Service period: 7 months.

The **leave administration** is as shown below:

**Method/Holiday Table**

Prorate Entitlement:

Current Leaves:

Leave Cut Off Day:

Entitlement by:

The number of calendar days from 11/06/99 to 31/12/99 = (30+31+31+30+31+30+31) -10  
= 214days – 10 days

Number of leaves entitled:  $\frac{204}{365} \times 10 \text{ days} = 5.59 \text{ days}$

**LEAVE ENTITLEMENT**

Empcode:  Name:

Hired Date:  [ 7 months ] Terminated Date:  Category:  Department:

Code	Description	Full	Adju	Entitle	B/F	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	10.00		5.59		5.59	5.59	0.00	5.59

**Leave Entitlement Breakdown** Current Period : 199812

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/1998	03	0.00	0.00	0.00	0.00	0.00	0.00
Apr/1998	04	0.00	0.00	0.00	0.00	0.00	0.00
May/1998	05	0.00	0.00	0.00	0.00	0.00	0.00
Jun/1998	06	0.00	0.79	0.79	0.79	0.00	0.79
Jul/1998	07	0.00	0.80	1.59	1.59	0.00	1.59
Aug/1998	08	0.00	0.80	2.39	2.39	0.00	2.39
Sep/1998	09	0.00	0.80	3.19	3.19	0.00	3.19
Oct/1998	10	0.00	0.80	3.99	3.99	0.00	3.99
Nov/1998	11	0.00	0.80	4.79	4.79	0.00	4.79
Dec/1998	12	0.00	0.80	5.59	5.59	0.00	5.59

Save Remove Cancel Close



## MODIFYING LEAVE ENTITLEMENT

If a user need to modify the leave entitlement of an employee:

A screenshot of a software window titled 'Entitlement'. It contains a text box with the value '16.00' inside.

### STEPS:

- 1) Within the **Leave Entitlement** window, click the **Entitlement** field.
- 2) Enter the desired number of leaves.
- 3) Click the **Save** button to accept the changes.

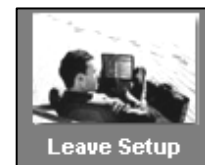
A rectangular button with the text 'Save' inside.

**WARNING:** If you chose to modify the leave entitlement, please note that the leave utility - recalculation method will reset the modified value to its computed value.

To reset the user-defined leave entitlement to follow the default settings in the **Leave Allocation** table:

### STEPS:

- 1) Click the **Leave Setup** icon.
- 2) Choose **Leave Allocation**.
- 3) Choose **SENI** category.
- 4) Click the **Close** button.
- 5) Click **Yes** to recalculate the leave entitlement.



A screenshot of a menu with three options: 'Leave Administration', 'Leave Allocation' (highlighted in blue), and 'Leave Code'.

An 'Information' dialog box with a question mark icon and the text 'Do you want to recalculate the leave entitlement ?'. It has 'Yes' and 'No' buttons.

The above steps will reset the leave entitlement for the company to its default settings based on the entitlement allocation.

A screenshot of the 'Entitlement Allocation' window. It shows a table with columns 'Form', 'Code', and 'Description'. The 'SENI' category is selected in the dropdown menu.

Form	Code	Description
0.00	CONF	CONF
1.00	DIR	DIRECTOR
2.00	EXEC	EXEC
3.00	JUNI	JUNIOR
4.00	MGRI	MGRIAL
5.00	NONE	NONE
6.00	SENI	SENIOR
7.00	SUP	SUPERVISOR
99.00		21.00
0.00	0.00	0.00

## IMPORTANT NOTE

You may not use any other types for the following codes:  
ANNU, SICK, NPL, NPLHOUR, NSP and ABSENT

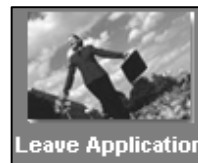


## LEAVE RECORD

To add/modify/delete a leave application:

### STEPS:

- 1) Click the **Leave Application** icon.
- 2) Choose **Leave Record**.
- 3) Choose an employee by code/name.



Leave Application



Leave Entitlement

Leave Record

Leave Record - 199810		
Employee Code	001	Employee Name
Department	Code	Name
	001	AMELIA BENSON
	002	BENSON LEE
Category	003	CHARLIE PANG

- 4) Choose the desired leave from the leave code combo box. (E.g. **ANNU**)

Leave Code	Start Date	Day	Hour
ANNU	...		
ABSENT	ABSENT		
ANNU	ANNUAL LEAVE		
COMPA	COMPASSIONATE LEAVE		
HOSP	HOSPITALISATION LEAVE		
MATERITY	MATERITY LEAVE		
NPL	NPL DAY		
NPLHR	NPL HOURS		
NSP	NSP LEAVE		

- 5) Click the **New** button.

New

The **start date** is automatically added.

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	Ref#
ANNU	16/10/1998	...	3.00	21/10/1998	Yes			

Code	Start Date	End Date	Day	Hour	Approved	AM/PM	Reason	Refere
ANNU	16/10/1998	21/10/1998	3.00		Yes			

Edit this field to manually enter the leave application start date.

Click the ellipsis button to select a date from the calendar.

Choose Yes/No

Choose Am/Pm

For example, Charlie's leave application is from 16 to 20 Oct'98 (3 days annual leave).

- 6) Edit the **Start Date** field and enter 16/10/1998. Press the enter key.
- 7) Edit the **Day** field and enter 3. Press the enter key.
- 8) The **End Date** is updated accordingly.
- 9) Click the **Save** button to confirm the leave application.

**Note:** 16/10/98 is a Friday and 19/10/98 is a public holiday.

19/10/1998	Deepavali
------------	-----------

Holiday	Description
01/01/1998	New Year's Eve
28/01/1998	Chinese New Year
29/01/1998	Chinese New Year
30/01/1998	Hari Raya Puasa
07/04/1998	Hari Raya Haji
10/04/1998	Good Friday
01/05/1998	Labour Day
10/05/1998	Vesak Day
10/08/1998	National Day - C/F
19/10/1998	Deepavali
25/12/1998	Christmas Day

LEAVE SETUP - Leave Administration



To select the leave dates from the calendar:

**STEPS:**

- 1) Click the **Start Date** Ellipsis button.

<b>Start Date</b>
05/05/1998 ...

Ellipsis button

Select Leave Day

October 1998							November 1998							December 1998						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31	1	2
25	26	27	28	29	30	31	29	30						3	4	5	6	7	8	9

Today: 10/15/98

- 2) Click on 16/10/98; hold the mouse button down and drag to select the desired number of leave days. (Example: 16/10 – 21/10)

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	
ANNU	16/10/1998 ...	4.00		21/10/1998	Yes		Ref#	

- 3) Click the **OK** button.

**NOTE:**

TIMES PAY intuitively sifts out non-working days and holidays, as set out in the weekly settings (working pattern) and Leave Setup (Leave administration) respectively. The days counted are 16,19-21 Oct'98 (4 working days).

If leaves are in terms of hours, the user should enter 0.5 (4 hours) or 0.25 (2 hours) in the Day input field. (If a day consists of 8 hours)

The user must always click the **Save** button in order to confirm the leave application.

<b>Day</b>
0.25

Assuming there is 8 hrs in a working day:

$$0.25 \times 8\text{hrs} = 2\text{hrs}$$

To delete a leave application:

**STEPS:**

- 1) Click on the application that is to be deleted.
- 2) Click the **Delete** button to delete the selection.

Code	Start Date	End Date	Day	Hour	Approved	AM/PM	Reason
ANNU	16/10/1998	21/10/1998	4.00		Yes		

The **select arrow** indicates that this record is selected.



### Postpone a NPL deduction to the next month

- 1) Select the leave record.
- 2) Click the Leave breakdown button.

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason
ANNU	16/10/1998	4.00		21/10/1998	Yes		Ref#
Code	Start Date	End Date	Day	Hour	Approved	AM/PM	Reason
ANNU	16/10/1998	21/10/1998	4.00		Yes		



Leave Breakdown button

- 3) Choose the next Pay period from the **Pay Prd** combo list.
- 4) Choose Last Month from the **Current Mth?** Combo list.
- 5) Click the **Close** button
- 6) Click **Yes** to save the changes.

Leave Details Breakdown									
Date	Day	Hour	Approval	Pay Prd	Cycle	Current Mth?	Year	Month	
21/01/1999	1.00	0.00	<input checked="" type="checkbox"/>	19990	E	Current Month	1999	1	
				Period	Start Date	Mid date	End Date		
				199901	01/01/1999	15/01/1999	31/01/1999		
				199902	01/02/1999	15/02/1999	28/02/1999		

**Current Mth?**  
 Last Month  
 Current Month  
 Last Month  
 Last Month-N



## Human Resource

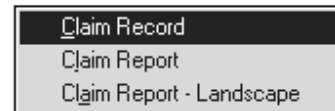
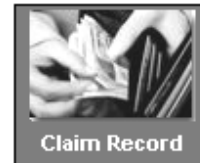
### Claim Record

The **Claim Record** function facilitates record keeping of employees' medical/dental/hospitalisation claims.

To enter a medical record:

#### STEPS:

- 1) Click the **Human Resource** icon.
- 2) Select **Medical Record**.
- 3) Choose an employee by code/name.
- 4) Click the **New** button.
- 5) Select a **Medical Code**.
- 6) Key in the relevant details for the employee.



Medical		
Employee #	001	Name AMELIA
<b>Claim Info</b>		
Medical Code	001	AMELIA BENSON
Claim Amount	002	Mel
	003	CHARLIE PANG

Select the desired medical type under the <b>Claim Info</b> .		Change the date for Medical leave taken.		Maximum claim entitlement per month.	
<b>Claim Info</b>	Medical Code DENTAL	Date 28/09/1998		Max. Claim	500.00
Claim Amount	5.00	Approved ? <input checked="" type="checkbox"/>	YTD Claim	5.00	Balance
					495.00
Total amount claimable		Tick this if claim is approve.		Year to date claim	
				Remaining Claim Entitlement.	

Clinic & Doctor Info		
Type of Medical Treatment	Hosp./Clinic CLINIC	Doctor's Name
	Diagnosis DENTAL	Insurance No.
Select Sector Code	Sector Code Public Sector	
Remark		

Type in doctor's name

Choose a Clinic

Type in Insurance No.



**Employer reimbursement**  
In percentage/dollar

**Employee reimbursement**  
In percentage/dollar

**Co-Payment & Transferring To Payroll**  
 Co-payment ? ☒    Employer  % / Amount     Employee  % / Amount   
 Transfer to payroll ? ☒  
 Reimbursement ? ☐    Allw/Dedu Code     Transfer period

**Co-payment?**

- Tick this if payment of medical bill is made by both the employer and the employee.

**Transfer to payroll?**

- Transfer medical payment to payroll for computation.

**Reimbursement?**

- Tick this if reimbursement by employer is applied.

**Allw/Dedu Code**

- Select the desired type of medical allowance/deduction.

**Transfer period**

- Change the month for the medical claims to be transfer to the payroll.

Reimbursement ? ☒

When ticked: The employer will reimburse claims to employees.

When unticked: The employer will deduct the amount from the employee if it is a co-payment.

Medical	Date	Diagnosis	Sector Code	Claim Amount	Approved	Clinic	Allowance
▶ DENTAL	28/09/1998	DENTAL	Public Sector	5.00	Yes	CLINIC	DENT

7) Click the Save button

If the user keyed in a new medical record after processing the month's payroll, **TIMES PAY** allows transfer of that record/s via a special function in **Modify Pay Record**.


### Medical Claims Transfer To Payroll for Salary Computation.

**STEPS:**

- 1) Go to **Modify Pay Record**.
- 2) Select the desired employee/ Code.
- 3) Click on the **Transfer Medical claim** icon.

Dental reimbursement

- 4) Click the **Save** button.

  
**Modify Record**

**Modify Pay Record**  
 Modify Bonus Record  
 Modify Special Record

**Allowances / Deductions**  

Code	Description	Amount	T
CDAC	CHINESE DEV'T ASST. FUNC	-0.50	N
▶ DENT	DENTAL REIMBURSEMENT	50.00	N

**CPF Contribution**  
 Employer   
 Employee   
 SDF   
 FWL

**Total Wages**  
 Total Allowance   
 Total Deduction   
 CPF Wage   
 Gross Wage   
 Nett Wage

Recalculate
Save
Cancel
Close

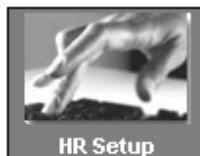


## H.R. Setup

### Medical Code, Diagnosis Code, Hosp./Clinic Code

#### Changing the Medical Code, Diagnosis Code, Hosp./Clinic Code

#### STEPS:



- Course Fee Table
- HR Code Setup**
- Employee's Panel Doctor

- 1) Click **H.R. Setup** icon.
- 2) Choose **HR Code Setup**.
- 3) Select **Medical Code**.

**HR Code Setup Code Maintenance**

Search Code  Sorted by

Setup Code

Code	DESCRIPTION
▶ DENTAL	JOB LEVEL CODE
ENTER	JOB OCCUPATION CODE
HOSP	LEAVE SCHEME CODE
HPHONE	<b>MEDICAL CODE</b>
MEDICAL	ORGANISATION CODE

- 4) Double click on the empty space below the last medical code or press the Insert key to add new entry.

- 5) Click the **Close** button and save changes made.



**HR Code Setup Code Maintenance**

Search Code  Sorted by

Setup Code

Code	Description	Allow Code
▶ DENTAL	DENTAL CLAIM	
ENTER	ENTERTAINMENT CLAIM	

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

**NOTE:** The above applies to Diagnosis Code and Hosp./Clinic Code



## Medical Claim



HR Setup

Course Fee Table
<b>HR Code Setup</b>
Employee's Panel Doctor

You may set different limits to medical claims for different category of employees.

### STEPS:

- 1) Click **H.R.Setup** icon.
- 2) Choose **Medical Claim Table**.
- 3) Select **Medical Code**.
- 4) Select the scheme code to change.
- 5) Double click on the empty space below the last medical code or press the "Insert" key(from keyboard) to add new entry.

Scheme Code	BENEFIT	
Claim Code	Code	Description
	BENEFIT	BENEFIT

Claim Setup			
Claim Prorate by		None	
<div>Setup</div> <div>Max Claim Allocation</div>			
	Max Claim\$	From Service Year	To Service Year
I	300	0	99

- 6) The user may key in the maximum claim amount for each medical claim.
- 7) Click the **Close** button to complete the settings.

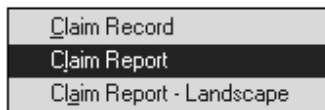


### Important Note:

A maximum claim amount must be entered into the system so that the particular claim may be recorded in the system.



## H.R. Reports



Medical reports can be easily generated in **TIMES PAY**.

**Claim Report dialog**

Sorted By: **BY EMPLOYEE CODE**

Printing Range: From: **DENTAL** To Claim Code: **TRAVEL**

Empcode: **001** **048**

Department: **ADMIN** **SUPP**

Date: **01/01/2002** **31/01/2002**

Period: **200201**

Report Format: **Details**

Print By: **ALL RECORD**

New Page for each Employee ? ☒

**Process** **Close**

### STEPS:

- 1) Click the **H.R. Reports** icon.
- 2) Choose **Medical Report**.
- 3) Choose the printing range and printing method.

### Sort By:

- By Employee Code
- By Employee Name

### Printing Range By:

- Medical code
- Employee code
- Department Code
- Date

Report Format: **Details**

Print By: **ALL RECORD**

New Page for: **YTD PERIOD**

Included term: **DATE RANGE**

Print Annual and Sick leave only ? ☐

Date: **01/01/1998** **15** **31/01/1998** **15**

### Print By:

- All Record: Print all medical records in range.
- Last Record: Print the last medical records for all employees in range.



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

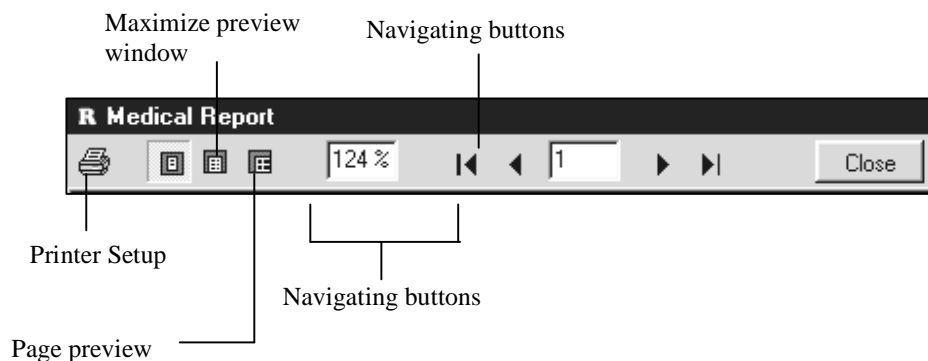
New Page for each Employee ? ☒

Tick this option if an employee's medical record overflows onto another page.

#### 4) Click the **Process** button.

**TIMES PAY** generates a preview of the report as shown below:

TIMES SOFTWARE PTE LTD						Page :1
Medical Details Report						Date : 03/11/1998
Medical Code : From DENTAL to MEDICAL						USERID : MASTER
Sorted By : Employee Code						
Query : ALL						
Medical Code		Date	Allow/Dedu Code	Transfer Period	Diagnosis	Claim Amount
Employee No : 001 AMELIA BENSON						
DENTAL	DENTAL CLAIM	Maximum Claim	500.00	YTD Claim	5.00	Balance 495.00
		28/09/1998	DENT		DENTAL	5.00
					Sub Total	5.00
Employee No : 001 AMELIA BENSON						
HOSP	HOSPITALISATION PER DAY	Maximum Claim	350.00	YTD Claim	10.00	Balance 340.00
		01/09/1998	MED	199809	FLU	5.00
		08/09/1998			FLU	5.00
					Sub Total	10.00
Employee No : 002 BENSON LEE						
HOSP	HOSPITALISATION PER DAY	Maximum Claim	100.00	YTD Claim	25.00	Balance 75.00
		27/01/1998	MED REM	199801	FLU	25.00
					Sub Total	25.00
Employee No : 003 CHARLIE PANG						
MEDICAL	MEDICAL CLAIM	Maximum Claim	500.00	YTD Claim	420.00	Balance 80.00
		10/02/1998	MED	199802	FLU	20.00
		18/07/1998	MED	199807	FILL	400.00
					Sub Total	420.00
					Grand Total	495.00



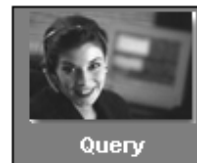


**NOTE:** Click the **CLOSE** button to cancel the report.



## Query

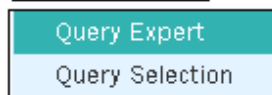
The Query function enables user to retrieve records that meets certain criteria. It provides a means to work specifically on employees that satisfies the user-defined conditions.



Query

### EXAMPLE:

To view all Employee records whose birthday falls on the month of January:



**Query Generator**

No	Description	No	Description	No	Description
1	EMPLOYEE CODE	2	EMPLOYEE NAME	3	PAY GROUP
4	BATCH NO	5	BASE PAY	6	INCREMENT
7	TOTAL WAGES	8	CPF MAX	9	BONUS FACTOR
10	PAY TYPE	11	SEMI-MONTHLY (T/F)	12	MID MONTH AMT\$
13	MID MONTH %	14	HIDE WAGE (T/F)	15	PR APPROVAL DATE
16	FUND CLASS	17	CHANGE CPF (T/F)	18	FVL TO PR DATE
19	RACE	20	NATIONALITY	21	FUND 1
22	HIRED DATE (DD/MM/CCYY)	23	BIRTH DATE	24	FUND 2
25	DAY WORK PER WEEK	26	HOURS WORK PER YEAR	27	SERVICE MONTH
28	DAILY RATE FORMULA	29	NPL RATE FORMULA	30	SERVICE YEAR
31	NRIC	32	NRIC EXPIRED DATE	33	AGE

Query Name : BIRTHDAY      Description :

(	NO	DESCRIPTION	OP	VALUE	)	REL
	23	BIRTH DATE	=	MONTH(01)		

New   Delete   Save   Cancel   Preview   Close

### STEPS:

- 1) Click on the **Query** icon
- 2) Select **Query Expert** to get into **Query Generator**.
- 3) Click on **New**
- 4) Type BIRTHDAY at **Query Name :**
- 5) Double-click **No. 23**  
In the **value** column type in "MONTH(01)"  
Note: YEAR(1999) and DAY(12) may be used.
- 6) Click the **Preview** button.



No	Description
2	EMPLOYEE NAME
5	BASE PAY
8	CPF MAX
11	SEMI-MONTHLY (T/F)
14	HIDE WAGE (T/F)
17	CHANGE CPF (T/F)
20	NATIONALITY
23	BIRTH DATE

### OP – Logical Operator

>	Greater than	<	Lesser than
<>	Not equal to	=	Equal to
Like	Select by wild card	>=	Greater or equal to
<=	Lesser or equal to		

Select all employees whose surname is "CHUA". The "%" sign is the wild card string.

(	NO	DESCRIPTION	OP	VALUE
	2	EMPLOYEE NAME	Like	CHUA%



**REL – Relational Operator**

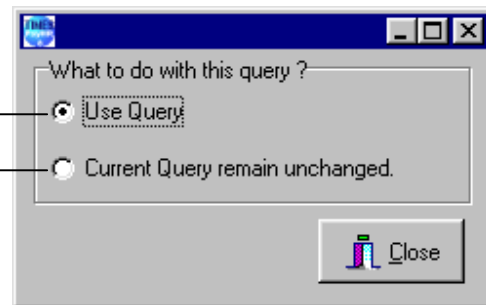
<b>AND</b>	Used to combine different criterion into one. All criterion linked with “AND” operator must be fulfilled.
<b>OR</b>	Select by either criterion within the query. Select by either this condition or that condition.

**Report Generated**

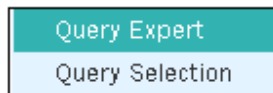
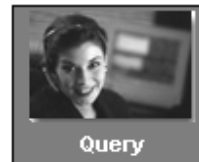
<b>TIMES SOFTWARE PTE LTD</b>			
<b>Query Listing</b>			
Page :1			
Date : 29/10/1998			
USERID : MASTER			
Emp No	Name	Department	Category
004	CHRISTOPHER LEE	ADM	JUNI
010	LEE NAN XIN	ADM	SENI
011	Phillis	ADM	JUNI
Total Employee : 3			

Select this if you wish to use the created Query for the current payroll.

Select this if you wish to use the Current Query for the payroll.

**To open up a specific Query to work with**

- 1) Click the **Query** Icon.
- 2) Choose **Query Selection**.
- 3) Select the preferred query.
- 4) Click the **OK** button.

**When you need to include multiple-condition criteria:**

- Use the parenthesis or brackets “( )” for each AND group if you use “OR” in the query.

E.g. (Employee Code > 001 AND Employee Code < 010) OR Base Pay >= 1600

Query Name :		QUERY01	Description :			
(	NO	DESCRIPTION	OP	VALUE	)	REL
(	1	EMPLOYEE CODE	>	001		AND
	1	EMPLOYEE CODE	<	010	)	OR
	5	BASE PAY	>=	1600		

**IMPORTANT NOTE:**

- 1) Do not insert any extra lines in the query. Select any blank line and press the F4 function key to delete that blank line.
- 2) Remove any trailing relational operator in the query record (E.g. AND/OR) if it is not used.



## Report Writer



**Report Writer** is a powerful, robust and flexible report generator built into TIMES PAY. The Report Writer generates reports by pay period:

- End Month                      - Mid and End Month
- Mid Month                    - Special Period                      - Bonus Period

**NOTE:** If Mid and End Month option is selected, the user may choose to include either Special Period/Bonus Period records.

Select Pay Period

☐ Mid Month

☒ End Month

☐ Mid and End Month

☐ Special Period

☐ Bonus Period

Select Pay Period

☐ Mid Month

☐ End Month

☒ Mid and End Month

☐ Special Period

☐ Bonus Period

Included Special Period ☐

Included Bonus Period ☐

Reports may be sorted by a user defined key either ascending /descending.

Sorted by

User defines a  
sort key here.

Sort report by

2. Employee Name

3. Sex

4. Marital Status

5. Race

6. Nationality

7. Department

8. Occupation

9. Category

10. Base Wage

11. Type

12. Dept+Category+Name

13. 1st Column

14. 1st and 2nd Columns

New Page After Each Group ☐

Included Terminated Employee ☐

Excluded Report Heading ☐

User Defined paper size ? ☒


Exclude Zero Value ? ☐

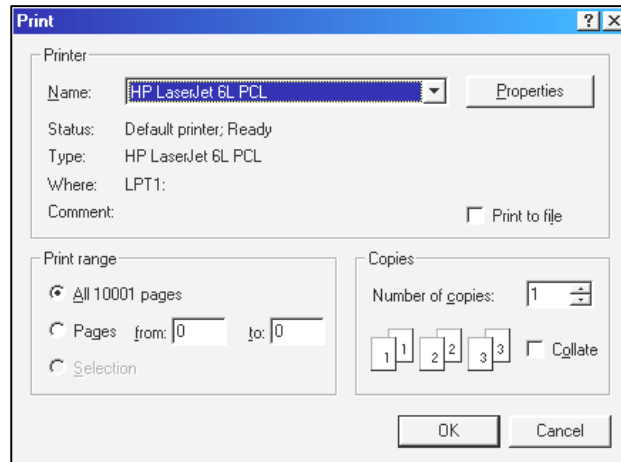
If this is ticked, the user may set the preferred paper size for the report via the printer setup dialog.



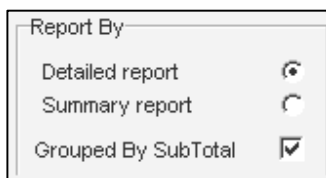
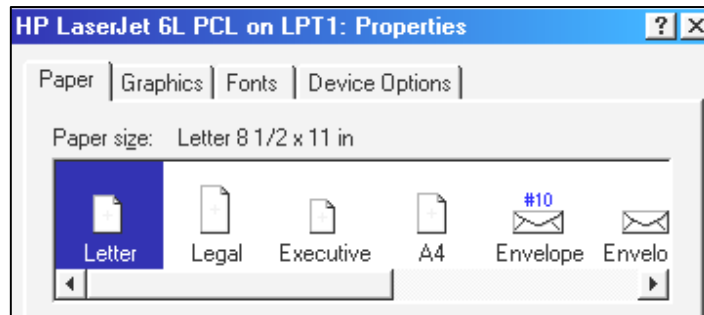
To set up the preferred paper size:

**STEPS:**

- 1) Click the printer dialog icon  to display the **print** dialog
- 2) Click the **Properties** button.



- 3) On the **Paper** tab, select the desired paper size for the user-defined/default printer type.  
(Example: HP LaserJet 6L)
- 4) Click the **OK** button to exit the **Properties** dialog.
- 5) Click the **OK** button to exit the **print** dialog.

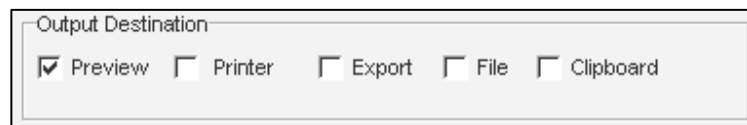


A report may be generated as:

- Detailed report
- Summary report

And it may be grouped by sub-total.

Report Writer provides four output options as shown on the right.



**Preview:** Preview report before printing.

**Printer:** Send the report to the assigned printer.

**Export:** Export the report as a delimited text file.  
(FORMAT: filename.prn – The file may be exported to Excel for analysis purposes)

**File:** Export the report as a formatted text file.

**Clipboard:** Export the report to the Windows clipboard. (Sharing of data with other applications.)

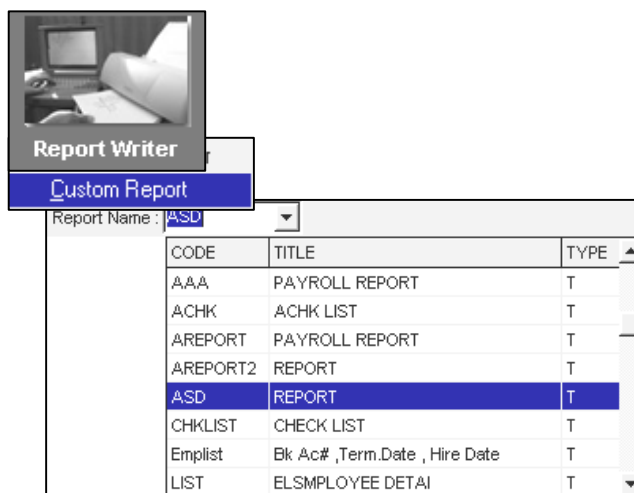
**NOTE:** This option works in conjunction with the **Preview** option.

i.e **Preview** option should also be ticked. (See Appendix C)



**To preview a custom report:****STEPS:**

- 1) Click the **Report Writer** icon.
- 2) Choose the **Custom Report**.



- 3) Choose a report from the **Report Name** Combo box.

Character Size  To set the report font size, set the character size field

- 4) Choose the preferred output destination.

Output Destination

☒ Preview ☐ Printer ☐ Export ☐ File ☐ Clipboard

- 5) Click the **Go** Button.

**Print Report**

Report Name :

Sort report by :

Select Pay Period:

☐ Mid Month ☒ End Month ☐ Mid and End Month ☐ Special Period ☐ Bonus Period

Included Special Period ☐ Included Bonus Period ☐

Sorted by :  Use Query :

First Column sort :

Second Column sort :

New Page After Each Group ☐ Included Terminated Employee ☐ Excluded Report Heading ☐ Exclude Zero Value ? ☐ Print Negative Value as Positive ? ☐ Character Size  save paper size ? ☒ Paper size : default/custom

Report By

Detailed report ☒ Grouped By SubTotal ☒ Summary report ☐

Output Destination

☒ Preview ☐ Printer ☐ Export ☐ File ☐ Clipboard

Output Directory

**Sample report in preview Window**

TIMES SOFTWARE PTE LTD 04/11/1998 11:15:54 AM				PAGE : 1
CUSTOM REPORT : REPORT FOR THE MONTH OF JANUARY IN FULL DETAILS				
REPORT TITLE : REPORT REPORT				
QUERY : ALL				
EMPLOYEE COD	EMPLOYEE NAME	BASE PAY	PAID WAGE\$	
001	AMELIA BENSON	3000.00	3000.00	
002	BENSON LEE	1000.00	1000.00	
003	CHARLIE PANG	5060.00	5060.00	
004	CHRISTOPHER LEE	700.00	700.00	
005	ZOE TAY	4350.00	4350.00	
006	JAMES LYE	1000.00	1000.00	
008	JEAN LEE	523.00	523.00	
009	ANN KOK	970.00	970.00	
010	LEE NAN XIN	1000.00	1000.00	
011	LINGO 11	660.00	660.00	
013	LEE HUI LUEE, NANCY	5500.00	5500.00	
014	ODDY 14	800.00	800.00	
015	PETER	6580.00	6580.00	
016	QEUK LENG KONG, ROBSON	20.00	440.00	
017	ROSLAN BIN OSMAN	3500.00	3500.00	
018	SUSAN ANG-FOREIGN WORKER 1	750.00	750.00	
019	TADEM	1500.00	1500.00	
020	UGADAN	4600.00	4600.00	
021	VADON	1500.00	1500.00	



## REPORT GENERATOR



Report Writer



TIMES PAY **Report Generator** provides the user with a quick and efficient way to tailor-build reports to the specific needs of your payroll reporting.

To create a custom report:

### STEPS:

- 1) Click the **Report Writer** icon.
- 2) Choose **Report Generator**.

- 3) Click the **New** button to add a new custom report.
- 4) Enter a name and the report title for the new report.
- 5) Choose the preferred report type.



The list box on the right contains fields From Update Employee.

No	Description	No	Description	No	Description
1	EMPLOYEE CODE	2	EMPLOYEE NAME	3	PAY GROUP
4	BATCH NO	5	BASE PAY	6	INCREMENT
7	TOTAL WAGES	8	CPF MAX	9	BONUS FACTOR
10	TYPE	11	SEM/MONTHLY	12	MID MONTH AMOUNT
13	MID MONTH %	14	HIDE WAGE	15	PR APPOINT DATE
16	FUND CLASS	17	CHANGE CPF	18	FNL TO PR DATE
19	RACE	20	NATIONALITY	21	FUND 1
22	RACE DESC	23	NATIONALITY DESC	24	FUND 2
25	HIRED DATE	26	BIRTH DATE	27	DEPARTMENT
28	DAY WORK PER WEEK	29	HOURS WORK/YEAR	30	DEPARTMENT DESC
31	DAILY RATE FORMULA	32	NPL RATE FORMULA	33	RELIGION
34	NRIC	35	NRIC EXPIRED DATE	36	RELIGION DESC
37	INCOME TAX REF	38	CPF A/C NO	39	SERVICE MONTH

No	Description
360	COMMISSION
361	ENTERTAINMENT
362	EURASIAN COMMUNITY FUND
363	LOAN REPAYMENT
364	TRANSPORT ALLOWANCE
365	SERVICES YEAR INCENTIVE
366	SPECIAL ALLOWANCE (PRO)
367	MEDICAL REIMBURSEMENT
368	D_ALLOWANCE
369	CALL ALLOWANCE
370	FLEXIBLE WAGES
371	NATIONAL WAGE COUNCIL
372	RETIREMENT BENEFITS

The list box on the left contains fields from Modify Pay Record.

- 6) Double-click the field no. to enter the field into the first column of the report.

Report Generator		
Double click to select Field No# click Column Title To search		
No	Description	Description
1	EMPLOYEE CODE	2 EMPLOYEE NAME

To search for a specific field by field name:

- Click the field name and enter the search criterion.

**EXAMPLE:**

**Lookup**

Search Characters  
emp

HEADING	NO
EMER ADDR2	107
EMER ADDR3	108
EMER CONTACT NO#	110
EMER CONTACT NO	113
EMER POSTAL	109
EMPL PASS	43
EMPL PASS ISSUE DATE	44
EMPL PASS PERIOD	46
▶ EMPLOYEE CODE	1
EMPLOYEE NAME	2
FUND 1	21

Search By  
HEADING

OK Cancel

Report Name :		REP-01		
	Field	1	2	3
▶	Column No#	1	0	

Click the **Description** field and enter "emp".

Double-click the field no. to insert it into the current column.

Field	1
▶ Column No#	1

- 7) Insert the desired fields into their respective columns.



For example, the following is a sample custom report.

Report Name :		REP-01		Title :		SALARY REPORT (TOTAL/BASE)		Width :		81			
Field	1	2	3	4	5	6	7	8	9	10	11	12	▲
Column No#	1	2	3	39	5	7	0	0	0	0	0	0	
From #	0	0	0	0	0	0	0	0	0	0	0	0	
To #	0	0	0	0	0	0	0	0	0	0	0	0	

To clear a column assignment, enter “0” in the column.

If you choose report type: **Financial**, then enter for example:

**From #:** 199801

**To #:** 199806

**Tip:** Double-click the **From/To** cell to select a pay period from a list.

Lookup

Search Characters

Period

199901

199902

199903

199904

199905

199906

199907

199908

199909

199910

199911

OK

Cancel

Below is an example:

Report Name :		FIN		Title :		FINANCIAL REPORT		Width :		78			
Field	1	2	3	4	5	6	7	8	9	10	11	12	▲
Column No#	1	2	7	6	0	0	0	0	0	0	0	0	
From #	199804	0	0	0	0	0	0	0	0	0	0	0	
To #	199804	0	0	0	0	0	0	0	0	0	0	0	

New

Open

Save

Delete

Preview

Close

To **delete** a column – press the **F4** function key.

To **insert** a column – press the **F3** function key.

The user may click the **Preview** button to preview the report.

### Notes:

If you need to assign a field column as a sort key, you will need to set its field width to zero.

Double-click column one, set the field width to zero.

Field	1	2
Column No#	27	2
From #	0	0
To #	0	0



**Note:**

You may choose to sort by first column provided you have already assigned the first column as the sort key.

**Print Report**

Report Name : 1

Sort report by 13.1st Column

- 13.1st Column
- 1. Employee Code
- 2. Employee Name
- 3. Sex
- 4. Marital Status
- 5. Race
- 6. Nationality
- 7. Department
- 8. Occupation
- 9. Category
- 10. Base Wage
- 11. Type
- 12. Dept+Category+Name
- 13.1st Column
- 14.1st and 2nd Columns

**Sample report**

```

NEW98 06/11/1998 6:12:50 PM
PAGE : 1

CUSTOM REPORT : REPORT FOR THE MONTH OF JANUARY IN FULL DETAILS
REPORT TITLE  : FINANCIAL REPORT REPORT
QUERY        : ALL

98/04-98/04
EMPLOYEE COD  EMPLOYEE NAME                TOTAL WAGES  INCREMENT
-----
1234          1234                        1100.00      0.00
2244          2244                        2000.00      0.00
SUBTOTAL :
-----
                                3100.00      0.00

NUMBER OF EMPLOYEES IN GROUP = 2

```

**NOTE:**

The Print Preview may be set to work from a query as shown on the right.

- 8) Click the **Save** button to save the new custom report.
- 9) Click the **Close** button to exit **Report Writer**.

Use Query **ALL**

CODE	DESCRIPTION
001	001 only
002	002
006	JAMES LYE
016	NROBSO
1BANK	1 BANK ONLY
4PERSON	PROJECT A STAFF
5PERSON	5 PERSONS
ADS	CHECK
ALL	SELECT ALL EMPLOYEE
ALL_LIST	LIST (ADMIN & SALES)
BATCHNO	QUERY BY BATCH NUMBER
DEPT	1 DEPT ONLY
OT STAFF	OT STAFF
TERM	CURRENT MONTH TERMINATED STAFF



**ENHANCEMENT FOR REPORT WRITER (Add two internal sorting column)**

Report Name : UPDATE		Title : NEW UPDATE										Width : 74	
Field	1	2	3	4	5	6	7	8	9	10	11	12	13
Column No#	1	2	295	296	297	0	0	0	0	0	0	0	0
From #	0	0	0	0	0	0	0	0	0	0	0	0	0
To #	0	0	0	0	0	0	0	0	0	0	0	0	0

Buttons: New, Open, Save, Save As, Delete, Preview, Close

- 1) Field 1 (No 1) - Employee Code
- 2) Field 2 (No 2) - Employee Name
- 3) Field 3 (No 295) - Employee's EPF
- 4) Field 4 (No 296) - Employer's EPF
- 5) Field 5 (No 297) - Total EPF

**OUTPUT PREVIEW WITHOUT FIRST OR SECOND COLUMN SORT****STEPS:**

- 1) Click the **Save** and **Preview** button.
- 2) From the Print Report Parameter, for example Sort report by Department and do not Sort by First Column Or Second Column
- 3) Click the **Go** button to Preview the output.

**Print Report**

Report Name : AGE

Sort report by : 1. Employee Code

Select Pay Period

☐ Mid Month  
☒ End Month  
☐ Mid and End Month  
☐ Special Period  
☐ Bonus Period

Included Special Period ☐  
 Included Bonus Period ☐

Sorted by : 1. Ascending Key Use Query : ADMIN

First Column sort :  
 Second Column sort :

☐ New Page After Each Group  
☐ Included Terminated Employee  
☐ Excluded Report Heading  
☐ Exclude Zero Value ?  
☐ Print Negative Value as Positive ?  
 Character Size : 10  
☒ save paper size ?  
 Paper size : default/custom

Report By

☒ Detailed report  
☒ Grouped By SubTotal  
☐ Summary report

Output Destination

☒ Preview ☐ Printer ☐ Export ☐ File ☐ Clipboard

Output Directory : C:\TIMESOFT

Go Close



**TIMES PAY generates a preview of the custom report as shown below:**

***From the report above, shown that this report sort by 2 group, one is Sales Group and Another one is Supp Group and auto sort by Employee Name.***

CUSTOM REPORT : REPORT FOR THE MONTH OF APRIL Period : End				
REPORT TITLE : NEW UPDATE REPORT				
QUERY : ALL				
EMPLOYEE COD	EMPLOYEE NAME	EE CPF\$	ER CPF\$	CPF TOTAL\$
-----				
GROUP : SALES				
-----				
0050	CHRISTY	0.00	0.00	0.00
0090	LOW KIT FAI	-1200.00	960.00	2160.00
0060	MARK LIM	-724.00	581.00	1305.00
0070	TERRENCE CHOW	-680.00	884.00	1564.00
-----				
		-2604.00	2425.00	5029.00
-----				
NUMBER OF EMPLOYEES IN SALES GROUP = 4				
GROUP : SUPP				
-----				
0080	JIMMY LIM	-1200.00	1440.00	2640.00
0100	JOE CHIA	-1200.00	960.00	2160.00
0010	LEON LAI	-212.00	170.00	382.00
-----				
		-2612.00	2570.00	5182.00
-----				
NUMBER OF EMPLOYEES IN SUPP GROUP = 3				
-----				
GRAND TOTAL		-5216.00	4995.00	10211.00
=====				



## OUTPUT PREVIEW WITH FIRST / SECOND COLUMN SORT

### STEPS:

- 1) Click the **Save** and **Preview** button.
- 2) Click the **Save** and **Preview** button.
- 3) From the Print Report Parameter, for example Sort report by Department and Sort by First Column with employee's CPF
- 4) Click the **Go** button to Preview the output

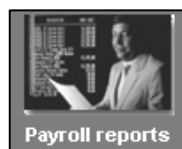
TIMES PAY generates a preview of the custom report as shown below:

TIMES SOFTWARE PTE LTD 11/04/2001 10:40:32 AM				PAGE : 1
CUSTOM REPORT : REPORT FOR THE MONTH OF APRIL Period : End				
REPORT TITLE : NEW UPDATE REPORT				
QUERY : ALL				
EMPLOYEE COD	EMPLOYEE NAME	EE EPF\$	ER EPF\$	EPF TOTAL\$
GROUP : SALES				
0090	LOW KIT FAI	-1200.00	960.00	2160.00
0060	MARK LIM	-724.00	581.00	1305.00
0070	TERRENCE CHOW	-680.00	884.00	1564.00
0050	CHRISTY	0.00	0.00	0.00
		-2604.00	2425.00	5029.00
NUMBER OF EMPLOYEES IN SALES GROUP = 4				
GROUP : SUPP				
0080	JIMMY LIM	-1200.00	1440.00	2640.00
0100	JOE CHIA	-1200.00	960.00	2160.00
0010	LEON LAI	-212.00	170.00	382.00
		-2612.00	2570.00	5182.00
NUMBER OF EMPLOYEES IN SUPP GROUP = 3				

Sort Report Ee EPF



## Payroll Reports



To generate reports:

### STEPS:

- 1) Click the **Payroll Reports** icon.
- 2) Select the type of report you want to print and proceed accordingly.

Internal Reports	
Government Form	Payroll Department Report
Bank/Cash/Cheq Reports	Payroll Cost Centre Report
Management Reports	YTD Departmental Report
Employee Data Reports	YTD Cost Centre Report
Hire, Confirm & Termination	Pay-Slip
Advance Reports	Pay History Report
Leave Reports	Allowance / Deduction
	NPL/Shift/OT/Rest-day
	Code Table

### REPORT TYPES

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

- Payroll Department Report
- Payroll Cost Centre Report
- YTD Departmental Report
- YTD Cost Centre Report
- Pay-Slip
- Pay History Report
- Allowance / Deduction
- NPL/Shift/OT/Rest-day
- Code Table

Payroll Department Report	
Payroll Cost Centre Report	
YTD Departmental Report	
YTD Cost Centre Report	
Pay-Slip	▶
Pay History Report	
Allowance / Deduction	▶
NPL/Shift/OT/Rest-day	▶
Code Table	▶

#### 2. Government Form

- EPF: EPF Return form, Diskette Submission(Return)
- SOCSO: SOCSO 8A, Diskette Submission, Form 2(Notice of New Join) & Form 3(Notice of termination)
- Income Tax:
  - o Monthly submission form: CP39/Diskette Return
  - o Form 22A(Notice of termination), Form 22(Notice of New Join), Form 21(For expatriate only: Notice of Departure from Malaysia)
  - o Year-end submission form: Slip Jawapan, EA Form, E Form & CP159.
- ASB, Amanah Saham Bumiputra
- Tabung Haji Form

Internal Reports	▶	EPF	▶
Government Form	▶	SOCSCO	▶
Bank/Cash/Cheq Reports	▶	Income Tax	▶
Management Reports	▶	HRD Report	
Employee Data Reports	▶	ASB Form	
Hire, Confirm & Termination	▶	Tabung Haji Form	
Advance Reports	▶		
Leave Reports	▶		

#### 3. Bank/Cash/Cheque Reports

- o Bank Listing – Bank report in listing.
- o Bank Diskette Submission – By Diskette submission.
- o Cheque/Cash Listing – Only for Cheque & Cash listing.



Internal Reports	▶	Audit Report
Government Form	▶	Pay History-Variance Report
Bank/Cash/Cheq Reports	▶	Total Paid Out Report
Management Reports	▶	Staff Movement Report - Straight method
Employee Data Reports	▶	Staff Movement Report - Moving Average
Hire, Confirm & Termination	▶	Salary Reconciliation Report
Advance Reports	▶	Project Costing Report
Leave Reports	▶	Cost Centre Report
		YTD Department Report
		YTD Cost Centre Report
		Access Right Report

#### 4. Management Reports:

**For management staff to have necessary information to analyse staff overhead.**

- Audit Report
- Pay History-Variance Report
- Total Paid Out Report
- Staff Movement Report – Straight Method
- Staff Movement Report – Moving Average

Internal Reports	▶	Main Information
Government Form	▶	Update Allowance & Deduction
Bank/Cash/Cheq Reports	▶	Career Progression
Management Reports	▶	Listing
Employee Data Reports	▶	
Hire, Confirm & Termination	▶	
Advance Reports	▶	
Leave Reports	▶	

#### 5. Employee Data Reports:

- Main information: Employee details report (Data entered in UPDATE EMPLOYEE)
- Update Allowance & Deduction: Employee's Fixed allowance/deduction listing.
- Career Progression: E.g.: Employee new join, confirmation, salary increment records

#### 6. Hire Confirm Listing

- Auto Prompting Report
- Hire Confirm Listing: User may select a period to search for those employees who are being hired or confirmed during the period selected.

#### 7. Advance Reports:

- Quick Search by Dates Report: Searching employee by Hire Date, DOB, etc
- Graphical analysis
- Mail Merge (Please refer to page 125)
- Label Wizard (Please refer to page 126)

Internal Reports	▶	Quick Search by Dates Report
Government Form	▶	Graphical Analysis
Bank/Cash/Cheq Reports	▶	Mail Merge
Management Reports	▶	Label Wizard
Employee Data Reports	▶	
Hire, Confirm & Termination	▶	
Advance Reports	▶	
Leave Reports	▶	

#### 8. Leaves Reports

- Leave Entitlement
- Leave Balance
- Leave Taken
- Leave Attendance
- Leave Costing



## MAIL MERGE

The mail merge function provides a convenient way to generate letters or reports, which includes data from all/selected employees.

E.g. Confirmation letters



The Custom report's name

### STEPS

- 1) Go to **Report Writer** to create a custom report if you have not done so. The mail merge setup will refer to the fields specified in this report.
- 2) Click the <Payroll Reports><Advance Report><Mail Merge>
- 3) Select the desired custom report from the Report Name combo box.
- 4) Select the desired Query.
- 5) Select Pay Period, click on your desired pay period.
- 6) Click the **Editor** button to prepare the document.

### NOTE:

<FIELD4> → Column one  
 <FIELD5> → Column two  
 <FIELD6> → Column three  
 <FIELD7> → Column four

### Example:

<Field4> correspond to column one(FIRST COLUMN) of the custom report.

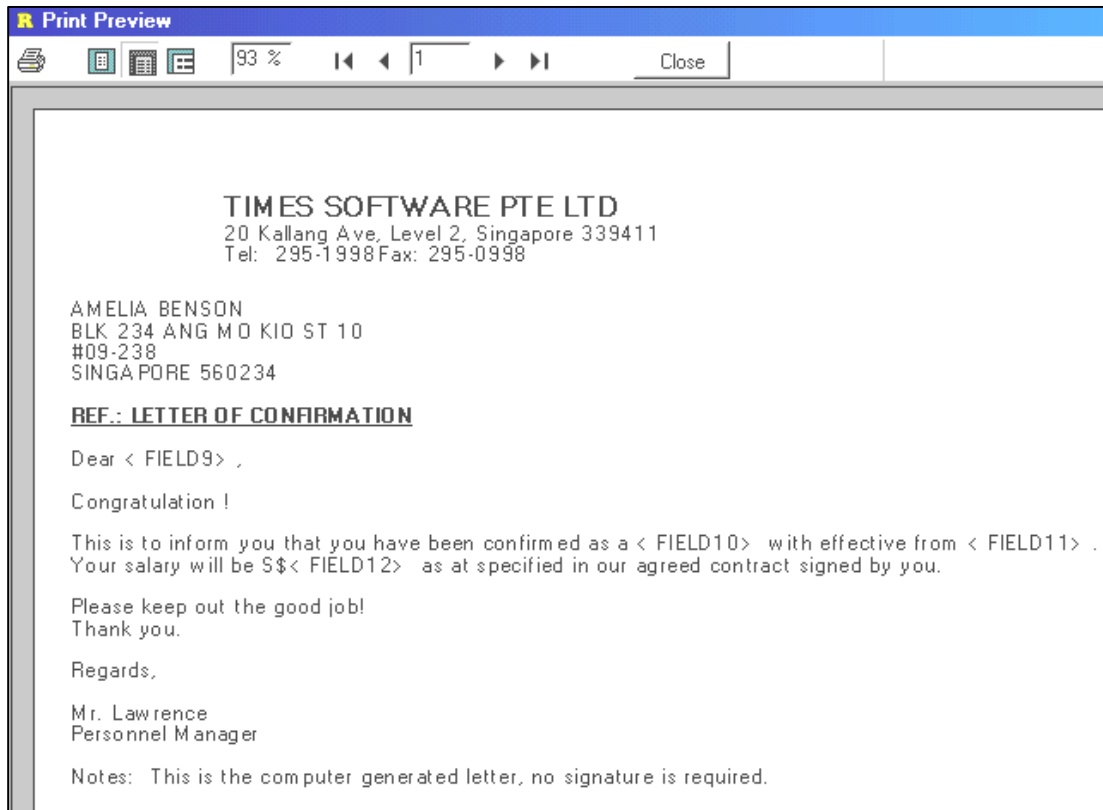


- 7) Save the document in the desired location. (E.g. D:\confirm.rtf)

**NOTE: the document is saved in Rich Text**

Provide the required document in the merge file input field.

- 8) Click the **Preview** button to preview the report before printing.



- 9) Click the Print button to print the merged documents.

Print button



## LABEL – Printing labels using Custom Reports

### STEPS

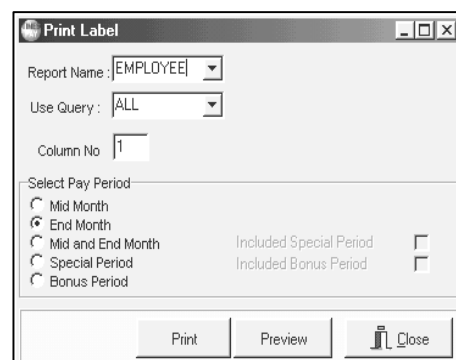
- 1) Choose <Payroll Reports><Label>
- 2) Choose the custom report.
- 3) Choose the query you will use for the label printing.
- 4) Select your desired pay period.
- 5) Click the **Preview** button.
- 6) Click the **print** button to print the labels.

**Note:**

<Column No> defines how you want the labels to be aligned on a page.



Print button





## STANDARD REPORTS

### Payroll Department Report Select:

<Payroll Reports>  
 <Internal Reports>  
 < Payroll Department Report>

The 'Print Dialog for Departmental Report' window contains the following fields and options:

- From Period:** 200008 **To:** 200008
- Cycle:**
  - ☐ Mid Month
  - ☒ End Month
  - ☐ Special Period
  - ☐ Bonus Period
  - ☐ Full Month
  - ☐ Mid And End
- Print By:**
  - ☒ Details
  - ☐ Summary
  - ☐ Summary(+Category)
- Employee:** 0001 **004**
- Department:** ACCT **SALES**
- Options:**
  - ☒ Print Messages Footer ?
  - ☒ New Page for Company Total ?
  - ☒ New Page After each Group ?
  - ☒ Include Allowance/Deduction List ?
  - ☒ 2 lines Details Format ?
- Buttons:** Process, Exit

### -Pay Advise

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

### Output Type:

- Dot-matrix Epson 15cpi
  - Dot-matrix Epson 12cpi
  - Dot-matrix IBM 12cpi
  - Graphical
- (Please refer to Payslip printing guide below for the setting)

User may select to include information as below :

- Print Annual/Sick Leave?  
(To show current month annual/sick leave balance & taken)
- Print Approval/Received by ?  
(Signature line)
- Print YTD Details ?
- Print Bank & A/C No?
- Remove Payslip Lines?  
(Not to print payslip line, this is only for those who print in Presealed Envelop paper)

The 'Payslip Parameter' window contains the following fields and options:

- Parameter:** Free Field
- Select Pay Period:**
  - ☐ Mid Month
  - ☒ End Month
  - ☐ Special Period
  - ☐ Bonus Period
  - ☐ Mid & End Month
- Options:**
  - ☒ Print Annual Leave ?
  - ☒ Print Sick Leave ?
  - ☒ Print Approval by, received by line ?
  - ☒ Print YTD Details ?
  - ☒ Print Bank and A/C No ?
  - ☒ Print DT-Rates ?
  - ☒ Remove Payslip Lines ?
  - ☐ Exclude FWL Details ?
  - ☐ Print Category Code ?
  - ☒ Print (Basic) ?
  - ☐ Print Medisave Contribution ?
- Sort Payslip By:**
  - ☒ Employee No
  - ☐ Name
  - ☐ Dept#
  - ☐ Cost Centre
  - ☐ Supervisor
  - ☐ Category
  - ☐ Dept+Cat+EmpNo
- Payslip Msg from:**
  - ☒ Employee
  - ☐ Global Setup
- From Employee:** 0001 **To Employee:** 004
- Output Type:** Dot-Matrix -Epson 12cpi
- Printer:** HP LaserJet 6L PCL on '...
- Payslip Gap:** 2
- Paper Size:** 4" Format
- Buttons:** Print, Preview, Close

- Dot-Matrix -Epson 12cpi
- Dot-Matrix -Epson 15cpi
- Dot-Matrix -Epson 12cpi**
- Dot-Matrix -IBM 12cpi
- Graphical



**PAYSLIP PRINTING GUIDE**

Payslip Setting	Paper	
	A4/Computer Form/Letter	Times Software Presealed Envelop
Output Type	-Dot-matrix Epson 12 cpi : (Small font size, DOS printing format) OR -Dot-matrix Epson 15 cpi (Big font size, DOS printing format) OR -Graphical (Windows printing format)	Graphical
Paper Size	-For Graphical only: A4 or Computer form (Letter size)	Presealed Envelop
Payslip Format	Format B	Format B
Payslip Gap	1	NIL
Printer	Any printer. LaserJet or Dot-matrix printer	Dot-matrix printer only (any type)
Remark	-For DOS printing format, the printing speed is faster than Windows printing format. -For Presealed Envelop paper, line will not be printed as the Presealed paper already had line printed.	

**IMPORTANT NOTE:**

If you need to print to a network dot-matrix printer, and your printer is shared using Novell print server, use graphical output instead.

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



## A Sample payslip – 5.5” pay-slip (Graphical – A4/Computer Form paper)

<b>TIMES SOFTWARE - DEMO VERSION</b>				DEPT #SALES DEPARTMENT	EPF #11111112	END-APR 2003
NAME : JAMES LYE				EMP #007	Socso#X1233411X	
				I/C No #870526-04-2222	Tax #SG00000100	
DESCRIPTION	HOURLY	DAY	RATE	EARNINGS		DEDUCTIONS
BASIC WAGE (3500.00)				3,500.00	EMPLOYEE EPF	385.00
					EMPLOYEE SOCSCO	9.75
					INCOME TAX	51.00
<b>TOTAL EARNINGS</b>				<b>3,500.00</b>	<b>TOTAL DEDUCTIONS</b>	<b>445.75</b>
					<b>NETT PAY</b>	<b>3,054.25</b>
Er EPF	<-CURRENT->			<-Y.T.D.->		
Er Socso			420.00	1680.00	BANK:7302 AC#:1212121111	
Gross Wage			34.15	136.60	<-CURRENT->	<BALANCE>
Ee EPF			3500.00	14000.00	ANL LEAVE 1.00	5.00
Ee Socso			385.00	1540.00	SICK LEAVE 0.00	14.00
Inco/Tax			9.75	39.00	HAPPY HOLIDAY!	
			51.00	204.00		



## - Pay History Report



Process Payroll

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 ▶
Leaves Reports ▶	<b>Pay History Report</b>
Graphical Analysis	Career Progression
Gross Rate Pay Report	Employee Data Reports ▶
NSP Report	Allowance / Deduction ▶
Hire Confirm Listing	NPL/Shift/OT/Rest-day ▶
Quick Search by Dates Report	Code Table ▶
Auto Prompting Report	Bank Listing
Mail Merge	CPE MAX Report
Label	

### TIMES SOFTWARE - DEMO VERSION

Page 1 of 1

#### PAY HISTORY BY EMPLOYEE FROM PERIOD 200301 To 200305

Date : 26/04/2003

Query : ALL plus (Emp :007 To Emp :007 )

Userid : MASTER

Employee's code : 007 ( JAMES LYE )

Hired Date : 01/05/2000

SALES ( SALES DEPARTMENT )

Occupation : EXEC

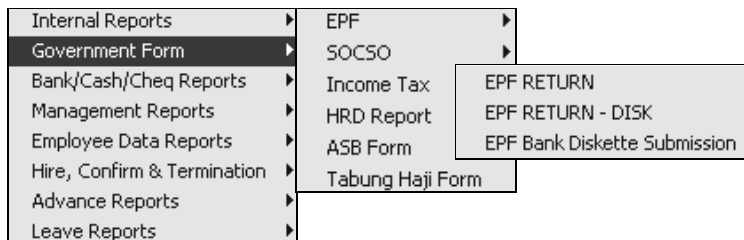
	TAX	Jan	Feb	Mar	Apr	May	YTD TOTAL
Total Basic Salary		3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	17,500.00
INCOME TAX	0	-51.00	-51.00	-51.00	-51.00	-51.00	-255.00
Gross Wages		3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	17,500.00
EPF Wages		3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	17,500.00
Employee EPF		-385.00	-385.00	-385.00	-385.00	-385.00	-1,925.00
Employee SOCSO		-9.75	-9.75	-9.75	-9.75	-9.75	-48.75
Net Pay		3,054.25	3,054.25	3,054.25	3,054.25	3,054.25	15,271.25
Employer SOCSO		34.15	34.15	34.15	34.15	34.15	170.75
Employer EPF		420.00	420.00	420.00	420.00	420.00	2,100.00
Total EPF		805.00	805.00	805.00	805.00	805.00	4,025.00
HRD		35.00	35.00	35.00	35.00	35.00	175.00



## - Government Form

### EPF

To print the EPF return report, select  
**<Payroll Reports>**  
**<Government Form>**  
**<EPF>**



### EPF-RETURN

-EPF Return form (Borang A)  
 -EPF Return – DISK  
 (By Diskette submission)

**Diskette Format**

Drive: A:\EPFORMA

Include Voluntary ? ☐

**Particular** [Process] [Close]

**Personal Details**

Particulars | Forwarding Address | Account No

Name: MOHAMED BIN OSMAN

Designation: MANAGER

IC No#: A12345666

Cheque#:

**Report Viewer**

Preview Size: 9 [Print] [Setup] [Close]

OEFP MTHLY FORM AMOHAMED BIN OSMAN Tel: 27100090  
 10123456780503  
 211111112 870526042222 JAMES LYE 0042000385007  
 211551163 5098909 ZALE  
 300000022662275000020004608000

### EPF Diskette return submission step:

- 1) Insert a diskette into your floppy disk
- 2) Click “Particular” button to enter
  - authorize personnel particulars & Cheque Number.
  - Forwarding address (KWSP address)
- 3) If there is any voluntary fund, please tick “Include Voluntary ?” option to include the voluntary amount.
- 4) Click “OK” follow by “Process” button.
- 5) A report in text format will appear (content in diskette), for viewing only.

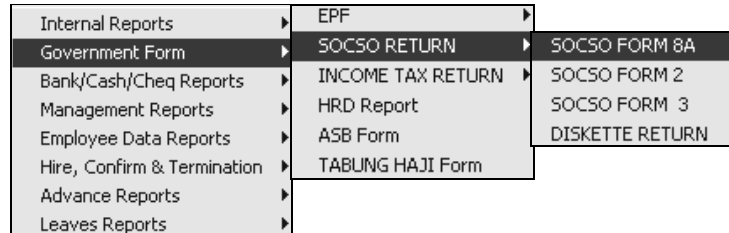
- 6) Click “Close button”, EPF return form will appear, then click “Close” button again, a form called “BBCD-Borang Bayaran Caruman Bulanan” will appear, print out this form.
- 7) Submit BBCD & the diskette to KWSP.



## SOC SO

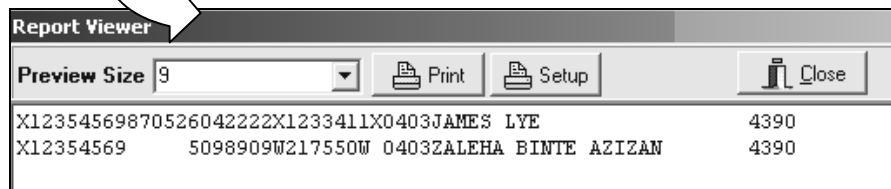
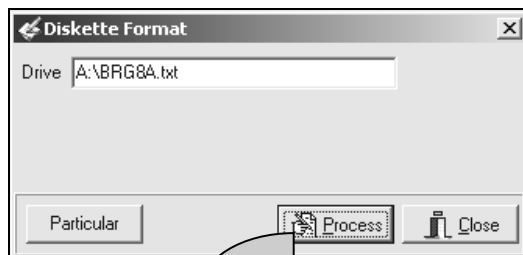
### - <Government Form><SOC SO Return>

- SOC SO Form 8A
- Diskette Return



### SOC SO Diskette Return step:

1. Insert a diskette into your floppy disk
2. Select Government Form, SOC SO RETURN, DISKETTE RETURN
3. Click "Particular" to enter the authorize personnel information (same as EPF particular)
4. Click "OK" follow by "Process" button.
5. A report in text format will appear (content in diskette), for viewing only.



6. Click "Close" button, Form 8A & **Lampiran A**(Last page) will appear, print out the form & submit together with the diskette to PERKESO.

PERTUBUHAN KESELAMATAN SOSIAL		LAMPIRAN A
BORANG BAYARAN CARUMAN BULANAN/TUNGGAKAN CARUMAN/KEKURANGAN		
CARUMAN MENGGUNAKAN PITA/DISKET UNTUK APRIL HINGGA		
TARIKH BUTIR CARUMAN DIHANTAR : 26/04/2003		
(MELALUI SYSTEM PENGHANTARAN PITA/DISKET)		
BILANGAN PEKERJA : 2		
(TIDAK PERLU DIISI JIKA LAMPIRAN B DISERTAKAN)		
CEKKIRIMAN WANG/WANG POS/DRAF BANK		AMAUN
NO: _____ DISERTAKAN		87.80
KOD MAJIKAN : X12354569A		
NAMA MAJIKAN : TIMES SOFTWARE - DEMO VERSION		



## Income Tax Return

<Government Form><Income Tax Return>

- CP39
- Income Tax Return - Disk

Internal Reports	EPF	CP 39 FORM
Government Form	SOC50 RETURN	INCOME TAX RETURN - DISK
Bank/Cash/Cheq Reports	INCOME TAX RETURN	CP 22A FORM
Management Reports	HRD Report	CP 22 FORM
Employee Data Reports	ASB Form	CP 21 FORM
Hire, Confirm & Termination	TABUNG HAJI Form	SLIP JAWAPAN
Advance Reports		EA FORM
Leaves Reports		E FORM
		PCB EMPLOYER RETURN (CP159)

### Income Tax Return Diskette Submission step:

1. Insert a diskette into your floppy disk
2. Select Government Form, Income Tax Return, Income Tax Return-Disk
3. Click "Particular" to enter the authorize personnel information (same as EPF particular)
4. Click "OK" follow by "Process" button.
5. A report in text format will appear (content in the diskette), for viewing only.

6. Click "Close" button, CP39 form will appear. Print out the form & submit together with diskette to LHDN.

Kepada : KETUA EKSEKUTIF/KETUA PENGARAH LEMBAGA HASIL DALAM NEGERI Cawangan Pungutan, 128 JALAN MENARA RAJU #02-123 LEMBAGA HASIL CUKAI KUALA LUMPUR MALAYSIA 678896		<b>CUKAI PENDAPATAN MALAYSIA</b> <b>PENYATA POTONGAN CUKAI OLEH MAJIKAN</b> (SEKSYEN 107 AKTA CUKAI PENDAPATAN 1967/KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994) <b>POTONGAN BAGI BULAN APR TAHUN 2003</b>		<b>UNTUK</b> No. Kelompok : No. Resit : Tandatangan Juruwang/Penanda :													
BUTIR-BUTIR MAJIKAN No. Majikan E12345678 Nama Syarikat/Perniagaan TIMES SOFTWARE - DEMO VERSION Alamat Majikan 20 KALLANG AVENUE LEVEL 2			BUTIR-BUTIR PEME <table border="1"> <tr> <td>Jumlah Potongan</td> <td>RM</td> <td>3,867.00</td> </tr> <tr> <td>Bilangan Pekerja</td> <td></td> <td>2</td> </tr> <tr> <td>Butir-butir</td> <td>Amaun</td> <td></td> </tr> <tr> <td>Cek / Bank Draft /</td> <td>Number</td> <td></td> </tr> </table>			Jumlah Potongan	RM	3,867.00	Bilangan Pekerja		2	Butir-butir	Amaun		Cek / Bank Draft /	Number	
Jumlah Potongan	RM	3,867.00															
Bilangan Pekerja		2															
Butir-butir	Amaun																
Cek / Bank Draft /	Number																



**Bank/Cash/Cheq Reports**

- **Bank Listing**
- **Cash Listing**
- **Cheque Listing**
- **Bank Diskette Export**
- **Bank Details Report**

Internal Reports	▶	Bank Listing
Government Form	▶	Cash Listing
Bank/Cash/Cheq Reports	▶	Cheque Listing
Management Reports	▶	Bank Diskette Export
Employee Data Reports	▶	Bank Details Report
Hire, Confirm & Termination	▶	
Advance Reports	▶	
Leaves Reports	▶	

**- Bank Diskette Export****Example:**

To generate diskette export for Standard Chartered Bank

- 1) Insert a diskette into your floppy disk.
- 2) Select Standard Chartered Bank from the list.
- 3) Key in your Company ID(given by Standard Chartered Bank)
- 4) Select bank code for Standard Chartered Bank in “Bank Code Selection”.
- 5) Click “Process” button.

S-[Period:200304 - End]

A:\MASTER.TXT

MAYBANK ONLINE  
PACIFIC BANK BERHAD  
PUBLIC BANK BERHAD  
RHB BANK BERHAD  
**STANDARD CHARTERED BANK**  
UNITED MALAYAN BANKING CORPORATION

Effective Date: 26/04/2003

Company ID:

Bank Code Selection: SCBB

Select Pay Period:  
☐ Mid Month  
☒ End Month  
☐ Mid and End Month  
☐ Special Period  
☐ Bonus Period

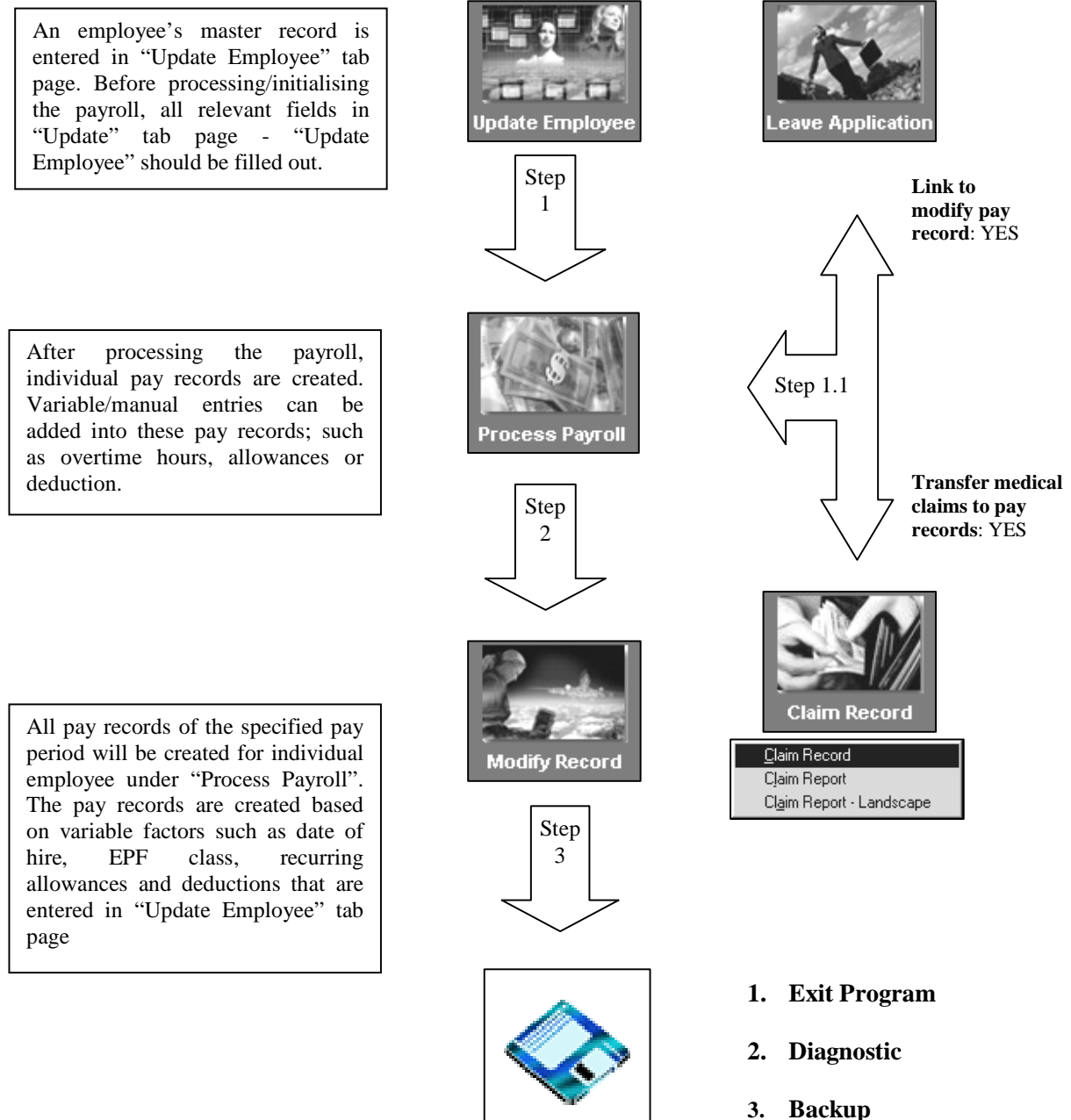
Special Period ☐  
 Bonus Period ☐

Process Close



## Summary

Payroll processing – How does it work?





## (Database) Backup & Restore

<Field4> correspond to column one(FIRST COLUMN) of the custom report.

To backup a database to drive A:

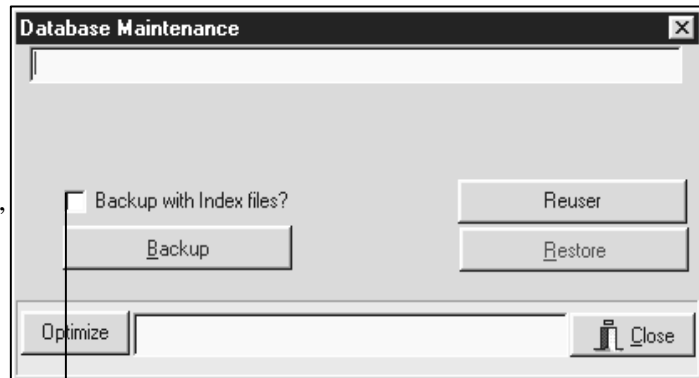
### BACKUP

#### STEPS:

- 1) From **TIMES PAY** main Window,
- 2) Click the **Diagnostic** button.



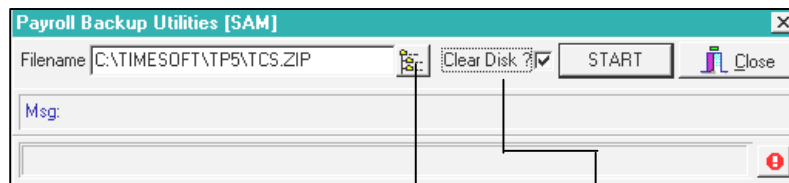
- 3) Click the **Backup** button.



#### Note:

You need not backup the database with index files because the restore function

A user may choose from the **location dialog box** button where the database should be backup.



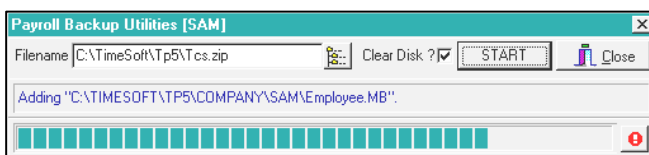
- 4) To backup the database to diskette/s, select **A:** from the drive list box.
- 5) Click the **START** button to proceed with the backup process.

#### Location Dialog Box button

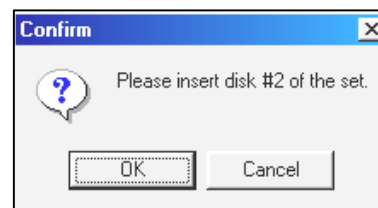
Click to select the backup destination location

#### Clear Disk Checkbox (Applies only to diskette drives)

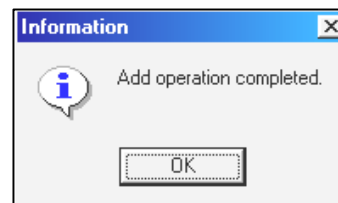
When set, the backup function will delete all files in the diskette (External Storage Device) before proceeding to do the backup operation.



The database may need to be backup into a few diskettes. The backup process will prompt the user to insert a new diskette if required. (See diagram on the right)



- 6) Insert a new diskette into drive A: and click the **OK** button.
- 7) Repeat step 6 until the operation is done.
- 8) Click the **OK** button to get back to **Database Maintenance** Window, and click the **Close** button to get back to the **TIMES PAY** main Window.





## RESTORE

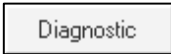
When restoring a database, a user may choose to do the following:

- Restore a backup database into an **existing** database (*same database name*), in effect overwriting the existing database.
- Restore a backup database into a **newly created** database with the same name.

**To restore a database from drive A: - CASE (b)**

### STEPS:

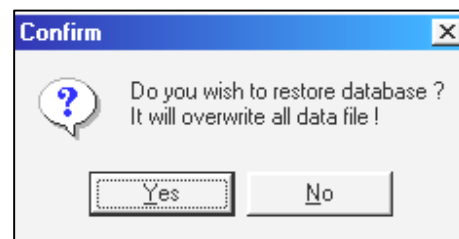
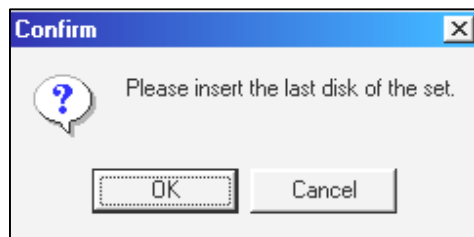
- From **TIMES PAY** main Window, create a new database with the same name as the one from which to restore.

- Click the  button.

- Click the **Restore** button.

- Select from the drive list box drive A:

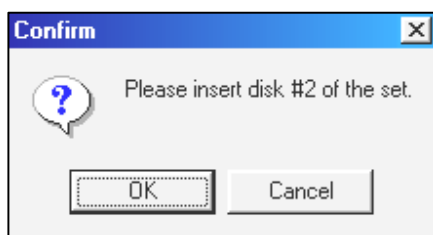
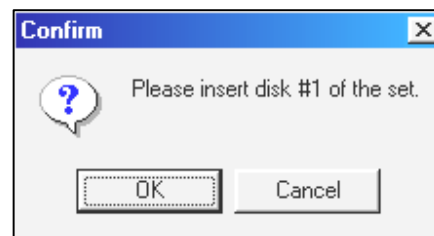
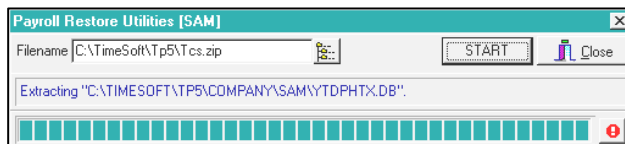
- Click the **Start** button and click **Yes** to proceed with the restore process.



- Insert the last diskette of the backup database into drive A: and click the **OK** button.

\*The restore process will then prompt the user to insert the first diskette into drive A:.

- Insert the first diskette and click the **OK** button.



- Insert the next diskette into drive A: and click the **OK** button.
- Repeat step 8 until the operation is done.
- Click the **Close** button to get back to the **TIMES PAY** main Window.



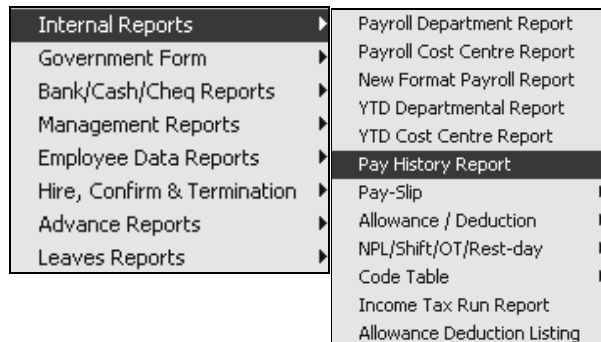
### IMPORTANT NOTE:

All payroll data stored in Times Pay software are accumulative. When backup, it will not only backup current month payroll/hr data but inclusive of all the past data too.



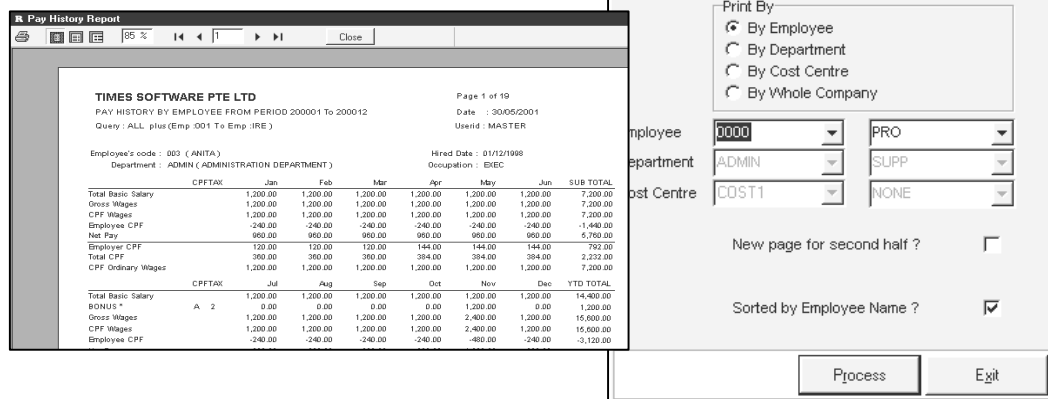
## Exporting A Standard Report To Excel

If the user wanted to export any of the standard report (e.g. Payroll Department Report in the Internal Reports, Pay History Report or any other reports) to excel these the are following steps:-

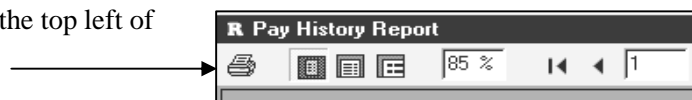


### STEPS:

- 1) Select the Payroll Reports and Internal Reports option.
- 2) Choose the standard report you want to export. E.g. Pay History Report.
- 3) Select the correct pay cycle and the rest of the options for the report.
- 4) Click on the Process button to generate the Pay History Report.

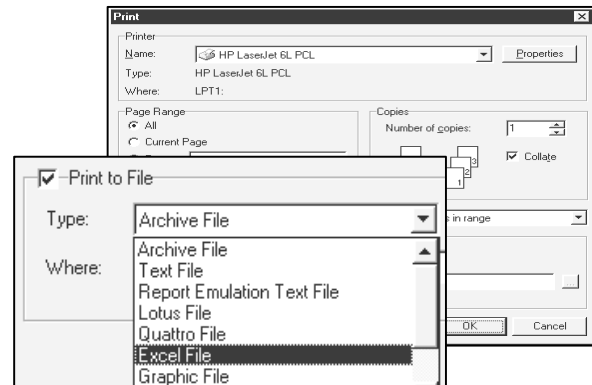


- 5) Click the printer icon on the top left of the report.

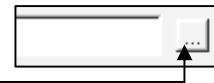




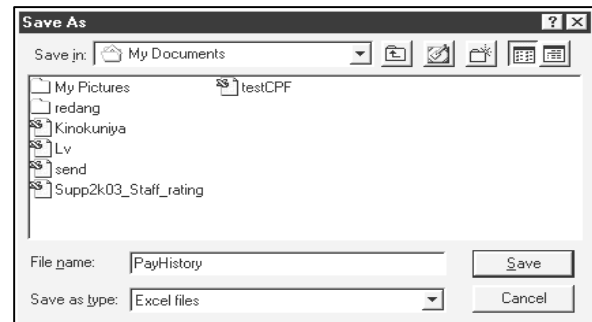
- 6) When the user click on printer icon, the “Print” screen will appear.
- 7) Put a tick on the ‘Print to File’ option and select ‘Excel File’ for the type of file and where to store the file.



- 8) The user can choose to save the report name according to the name they want by selecting the button next to the file name to be saved.



Once user click on the button to be saved, user will be able to see the Save As window where they can type in the File name of the file.  
(e.g. PayHistory.xls)



- 9) Go to Excel and open the file. From here you may make changes to the report.



## Exporting A Custom Report To Excel



### STEPS:

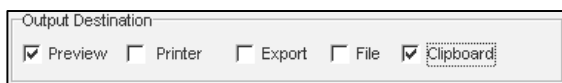
- 1) Click the **Report Writer** icon.
- 2) Choose the **Custom Report**.



- 3) Choose a report from the **Report Name** Combo box.

Report Name :	ASD	
CODE	TITLE	TYPE
AAA	PAYROLL REPORT	T
ACHK	ACHK LIST	T
AREPORT	PAYROLL REPORT	T
AREPORT2	REPORT	T
ASD	REPORT	T
CHKLIST	CHECK LIST	T
Emplist	Bk Ac# ,Term.Date , Hire Date	T
LIST	ELSMPLYEE DETAI	T

- 4) Choose the preferred output destination – select **Preview & Clipboard**



- 5) Click the **Go** button to preview the report as well as to export the report to the system's clipboard.

You may now paste the custom report to any application that supports the **Paste** function.

**Example:** MS Excel 97, MS Word 97,etc.

**Print Report**

Report Name : AGE

Sort report by : 1. Employee Code

Select Pay Period

☐ Mid Month  
☒ End Month  
☐ Mid and End Month  
☐ Special Period  
☐ Bonus Period

Included Special Period ☐  
 Included Bonus Period ☐

Sorted by : 1. Ascending Key Use Query : ADMIN

First Column sort :  
 Second Column sort :

☐ New Page After Each Group  
☐ Included Terminated Employee  
☐ Excluded Report Heading  
☐ Exclude Zero Value ?  
☐ Print Negative Value as Positive ?  
 Character Size : 10  
☐ save paper size ?  
 Paper size : default/custom

Report By

☐ Detailed report  
☒ Grouped By SubTotal  
☐ Summary report

Output Destination

☒ Preview ☐ Printer ☐ Export ☐ File ☐ Clipboard

Output Directory : C:\TIMESOFT

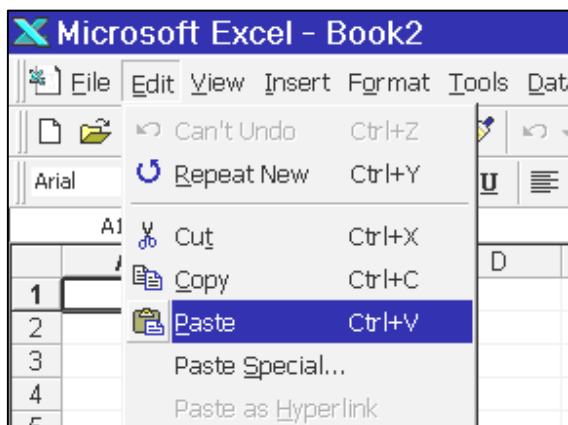
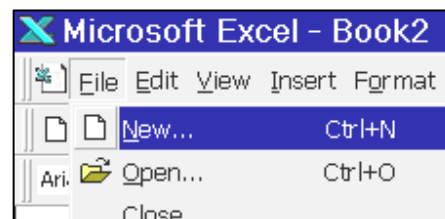
Go Close



**Sample report in Preview Window.**

TIMES SOFTWARE PTE LTD 04/11/1998 11:15:54 AM		PAGE : 1	
CUSTOM REPORT : REPORT FOR THE MONTH OF JANUARY IN FULL DETAILS			
REPORT TITLE : REPORT REPORT			
QUERY : ALL			
EMPLOYEE COD	EMPLOYEE NAME	BASE PAY	PAID WAGE\$
001	AMELIA BENSON	3000.00	3000.00
002	BENSON LEE	1000.00	1000.00
003	CHARLIE PANG	5060.00	5060.00
004	CHRISTOPHER LEE	700.00	700.00
005	ZOE TAY	4350.00	4350.00
006	JAMES LYE	1000.00	1000.00
008	JEAN LEE	523.00	523.00
009	ANN KOK	970.00	970.00
010	LEE NAN XIN	1000.00	1000.00
011	LINGO 11	660.00	660.00
013	LEE HUI LUEE, NANCY	5500.00	5500.00
014	ODDY 14	800.00	800.00
015	PETER	6580.00	6580.00
016	QEUK LENG KONG, ROBSON	20.00	440.00
017	ROSLAN BIN OSMAN	3500.00	3500.00
018	SUSAN ANG-FOREIGN WORKER 1	750.00	750.00
019	TADEM	1500.00	1500.00
020	UGADAN	4600.00	4600.00
021	VADON	1500.00	1500.00

- 6) Start MS Excel from the **Start Menu**.
- 7) Select **New...** from the File Menu.
- 8) Select cell A1.
- 9) Select **Paste** from the Edit Menu.



See the next page for a sample.



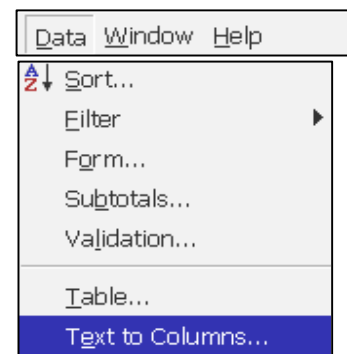
You will notice that for row 9, the data in A9 is a continuous string: “002 BENSON LEE 1300.00 1400.00”

	A	B	C	D	E	F	G	H
1	TIMES SOFTWARE PTE LTD 28/07/1999 5:49:12 PM							PAGE : 1
2								
3	CUSTOM REPORT : REPORT FOR THE MONTH OF JULY Period : End							
4	REPORT TITLE : PAYROLL REPORT							
5	QUERY : JUNIOR							
6								
7	EMPLOYEE	COD	EMPLOYEE NAME		BASE PAY		PAID WAGE\$	
8	-----							
9	002		BENSON LEE		1300.00		1400.00	
10	008		JEAN LEE		1100.00		990.00	
11	009		ANN KOK		970.00		970.00	
12	011		LINGO 11		660.00		700.00	
13	012		MANDY		580.00		580.00	
14	016		DEUK LENG KONG, ROBSON		20.00		440.00	
15	018		SUSAN ANG-FOREIGN WORKER 1		750.00		750.00	
16	019		TADEM		1500.00		1600.00	
17	022		WADAN		1480.00		1480.00	
18	024		YUNNON - DAIRY RATED STAFF		25.00		550.00	
19	025		ZEBRA - HOURLY RATED WORKER		40.00		7040.00	
20	026		MID-MONTH PAY WORKER NAME		1000.00		550.00	
21	SUBTOTAL :							
22	-----							
23					9425.00		17050.00	

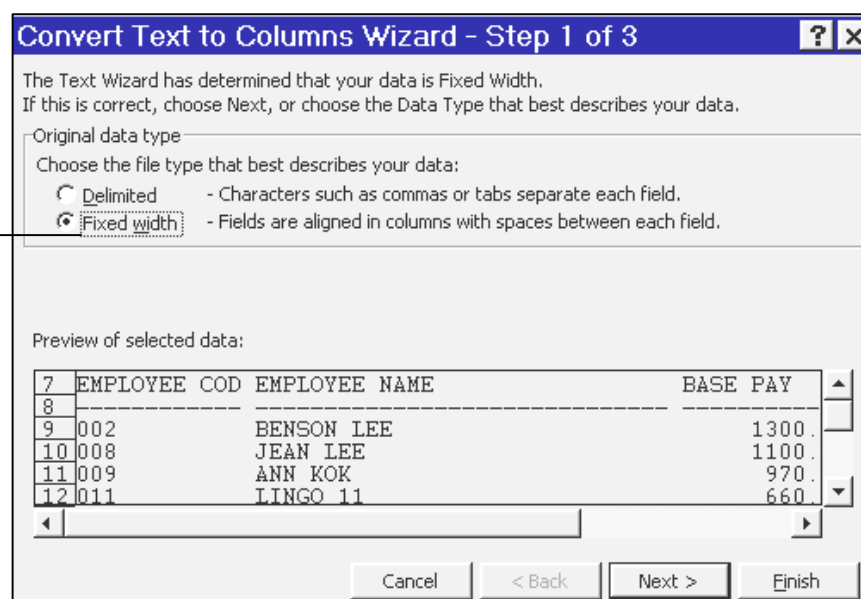
You will have to bring the data into their respective columns. To do this, you will have to use MS Excel Text-To-Columns function.

#### STEPS:

- 1) Select from the first column heading to the row where the subtotal appears. See the above diagram.
- 2) Choose **Fixed width** for the data type of which you are importing into Excel.
- 3) Click the **Next** Button.



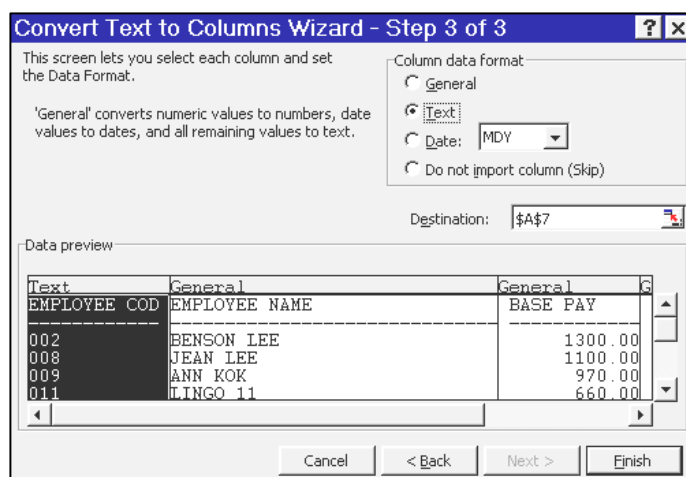
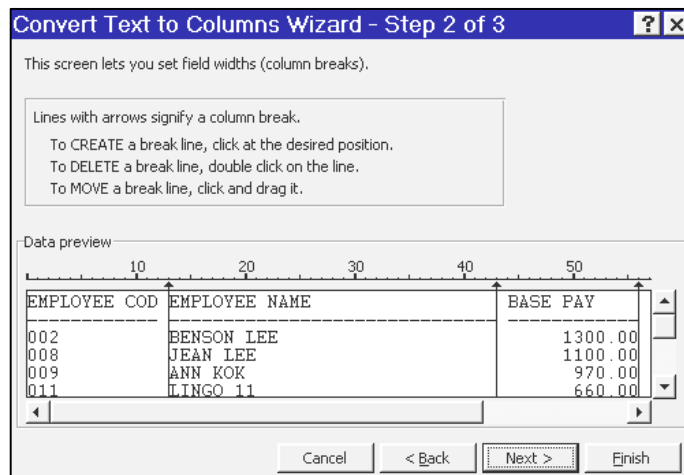
Choose **Fixed width**





- 4) Set or remove column breaks.

- 5) Click the **Next** Button.



- 6) Select each column and apply the relevant data type for each column field.

**Note:**

If the data in a field consists of leading zeros, it should be Text data type. If it is a date field, then it should be a Date data type. If it is none of the above, it should be set to general data type.

- 10) Click the **Finish** button to complete the import process.

As shown on the right, the data are tabulated accordingly.

	A	B	C	D	E	F	G	H
1	TIMES SOFTWARE PTE LTD	28/07/1999 5:49:12 PM					PAGE : 1	
2								
3	CUSTOM REPORT : REPORT FOR THE MONTH OF JULY Period : End							
4	REPORT TITLE : PAYROLL REPORT							
5	QUERY : JUNIOR							
6								
7	EMPLOYEE	EMPLOYEE	BASE PA	PAID WAGE\$				
8								
9	002	BENSON I	1300	1400				
10	008	JEAN LEE	1100	990				
11	009	ANN KOK	970	970				
12	011	LINGO 11	660	700				
13	012	MANDY	580	580				
14	016	QUEUK LEI	20	440				
15	018	SUSAN AI	750	750				
16	019	TADEM	1500	1600				
17	022	WADAN	1480	1480				
18	024	YUNNON	25	550				
19	025	ZEBRA - F	40	7040				
20	026	MID-MONT	1000	550				
21	SUBTOTAL :							
22								
23			9425	17050				



## Prorate Salary

### Scenario #1

Basic Pay : \$800  
 Mid Workdays : 13  
 End Workdays : 11

Semi-month payment  
 percentage: 50%

Hired Date: 08/02/1999

Pay Group	STD	Cycle Run		Paid	Semi Month	Period	02/M	Type :	2-SN
Days Worked	7.00	Basic Pay		233.33		Daily Rate	33.33	Ho	
NPL Day-C	33.33	0.00	0.00			Allowances / Deductions			
NPL Hr-C	4.20	0.00	0.00			Code	Description		
Absent-C	30.77	0.00	0.00						
Overtime	Total No Pay leave		0.00						
OT1.0C	4.20	0.00	0.00						
OT1.5C	6.29	0.00	0.00						
OT2.0C	8.39	0.00	0.00						
OT3.0C	12.59	0.00	0.00						
Shift	Total Overtime		0.00			CPF Contribution		Total Wa	

### WHEN AN EMPLOYEE IS NEWLY HIRED

MID - MONTH (Basic Pay)

$$\frac{7 \times 2}{24} \text{ days} \times \frac{50}{100} \times \$800 = \$233.33$$

The above formulae computes the estimated prorated amount for the mid-month payroll.

When Daily Rate \* Days Worked formulae is used.

Prorate Formula	
Prorate for Hire or Terminate Employee ?	<input checked="" type="checkbox"/>
Formula	Working Day/Mths
Method	Daily Rate * Day Worked

#### Prorate formulae

When the above is chosen, prorated salary will be based on the (Daily Rate X the number of days worked.)

11 + 7 = 18 days  
 18 x \$33.33 (daily rate) = \$599.94

END - MONTH (Basic Pay)

$$\frac{7 \times 2}{24} \text{ days} \times \frac{50}{100} \times \$800 = \$233.33$$

\$599.94 – \$233.33(mid-month Basic pay) = \$366.61

Pay Group	STD	Cycle Run	M	Paid	Semi Month	Period	02/E	Type :	2-SN	CPF
Days Worked	11.00	Basic Pay		366.61		Daily Rate	33.33	Hourly		
NPL Day-C	33.33		0.00	0.00		Allowances / Deductions				
NPL Hr-C	4.20		0.00	0.00		Code	Description			
Absent-C	30.77		0.00	0.00		SINDA	SINDA FUND			
Overtime	Total No Pay leave		0.00							
OT1.0C	4.20	0.00		0.00						
OT1.5C	6.29		0.00	0.00						
OT2.0C	8.39		0.00	0.00						
OT3.0C	12.59		0.00	0.00						
Shift	Total Overtime		0.00			CPF Contribution		Total Wages		



**When Days worked/Total working days \* Base Salary formulae is used.**

**END - MONTH (Basic Pay)**

11 + 7 = 18 days

$$\frac{18}{24} \text{ days} \times \$800 = \$600$$

$$\$600 - \$233.33 = \$366.67$$

**Prorate Formula**

Prorate for Hire or Terminate Employee ? ☒

Formula

Method

#### Prorate formulae

When the above is chosen, prorated salary will be based on the following:

$$(\text{Days worked / Total working days}) \times \text{Base Salary}$$

Pay Group	STD	Cycle Run	M	Paid	Semi Month	Period	02/E	Type	2-S
Days Worked	11.00	Basic Pay		366.67		Daily Rate		33.33	
NPL Day-C	33.33	0.00	0.00			Allowances / Deductions			
NPL Hr-C	4.20	0.00	0.00			Code	Description		
Absent-C	30.77	0.00	0.00			SINDA	SINDA FUND		
Overtime	Total No Pay leave		0.00						
OT1.00	4.20	0.00	0.00						

## Scenario #2

Pay Record	Leave Record	Termination Date : 25/02/1999							
Pay Group	STD	Cycle Run	M	Paid	Semi Month	Period	02/E	Type	2-SN
Days Worked	9.00	Basic Pay		333.26		Daily Rate		33.33	Hourly Rate
NPL Day-C	33.33	1.00	-33.33			Allowances / Deductions			
NPL Hr-C	4.20	0.00	0.00			Code	Description		
Absent-C	30.77	1.00	-30.77			SINDA	SINDA FUND		
Overtime	Total No Pay leave		-125.64			TRAN	TRANSPORT ALLOWANCE		

Basic Pay : \$800

Mid Workdays : 13

End Workdays : 11

Semi-month payment percentage: 50%

Hired Date: 01/01/1995

Termination Date: 25/02/1999



**WHEN AN EMPLOYEE RESIGNS**

**When Daily Rate \* Days Worked formulae is used.**

**MID- MONTH** (Basic Pay)

$$\frac{13 \times 2}{24} \text{ days} = 1.0 \Rightarrow \text{Rounded off to the Nearest whole number}$$

$$1.0 \times 50\% \times \text{Basic Pay} = \$400$$

Prorate Formula	
Prorate for Hire or Terminate Employee ? <input checked="" type="checkbox"/>	
Formula	Working Day/Mths
Method	Daily Rate * Day Worked

**END- MONTH** (Basic Pay)

$$7 + 9 = 16 \text{ days}$$

$$16 \times \$33.33 \text{ (daily rate)} = \$533.28$$

$$\$533.28 - \$233.33 \text{ (mid-month Basic pay)} = \$299.95$$

**Prorate formulae**

When the above is chosen, prorated salary will be based on the (Daily Rate X the number of days worked.)

Pay Record	Leave Record	Hired Date : 08/02/1999 Termination Date : 25/02/1999					
Pay Group	6.0DAY! Cycle Run	M	Paid	Semi Month	Period	02/E	Type : 1-SE CPF/Levy CLASS1
Days Worked	9.00	Basic Pay	299.95	Daily Rate	33.33	Hourly Rate	4.21

**When Days worked/Total working days \* Base Salary formulae is used.**

**END- MONTH** (Basic Pay)

$$7 + 9 = 16 \text{ days}$$

$$\frac{16}{24} \text{ days} \times \$800 = \$533.33$$

$$\$533.33 - \$233.33 = \$300$$

Prorate Formula	
Prorate for Hire or Terminate Employee ? <input checked="" type="checkbox"/>	
Formula	Working Day/Mths
Method	Day/Day Formula * Base Salary

**Prorate formula**

When the above is chosen, prorated salary will be based on the following:  
(Days worked /Total working days) X  
Base Salary

Pay Record	Leave Record	Hired Date : 08/02/1999 Termination Date : 25/02/1999					
Pay Group	6.0DAY! Cycle Run	M	Paid	Semi Month	Period	02/E	Type : 1-SE CPF/Levy CLASS1
Days Worked	9.00	Basic Pay	300.00	Daily Rate	33.33	Hourly Rate	4.21



## Prorate Allowances

Company Parameter						
Company Profile		Misc Parameter		Prorate Allowance		
Formula						
Prorate Formula		Working Day/Mths				
[NPL/ABSENT Day Formula] - Use Fixed Amount from update Employee Record ? <input type="checkbox"/>						
[GRP Formula] - Use Fixed Amount from update Employee Record ? <input type="checkbox"/>						
Code	Description	NPL	Absent	Annual	Sick	
* TRAN	TRANSPORT ALLOWANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assuming the above setting is used for the following example.

## Scenario

Allow/Dedu							
	Code	Description	Amount	St Mth	Year	Times	M/E
▶	TRAN	TRANSPORT ALLOWANCE	200.00				Mid

Transport Allowance : \$200  
 Mid Workdays : 13  
 End Workdays : 11

Hired Date: 08/02/1999  
 Termination Date: 25/02/1999

**MID- MONTH** (Transport allowance)

The formula used is **Working Days per month**.

$$\frac{7}{13} \text{ days} \times \$200 = \$107.69$$

Pay Record		Leave Record		Hired Date : 08/02/1999 Termination Date : 25/02/1999			
Pay Group	6.0DAY	Cycle Run	E	Paid	Semi Month	Period	02/M
Days Worked	7.00	Basic Pay	233.33	Daily Rate	33.33	Hourly Rate	4.21
NPL Day-C	33.33	0.00	0.00	Allowances / Deductions			
NPL Hr-C	4.21	0.00	0.00	Code	Description	Amount	T
				▶ TRAN	TRANSPORT ALLOWANCE	107.69	0

**END- MONTH** (Transport allowance)

$$\frac{(7 + 9)}{24} \text{ days} \times \$200 = \$133.33$$

				Hired Date : 08/02/1999 Termination Date : 25/02/1999			
Month	Period	02/E	Type	1-SE	CPF/Levy	CLASS1	
Daily Rate	33.33	Hourly Rate	4.21	Allowances / Deductions			
Code	Description	Amount	T				
CDAC	CHINESE DEV'T ASST. FUNC	-0.50	N				
▶ TRAN	TRANSPORT ALLOWANCE	133.33	0				



## INITIALISING YOUR PAYROLL FOR THE NEXT YEAR

You will need the following before initialising your payroll for the next coming year.

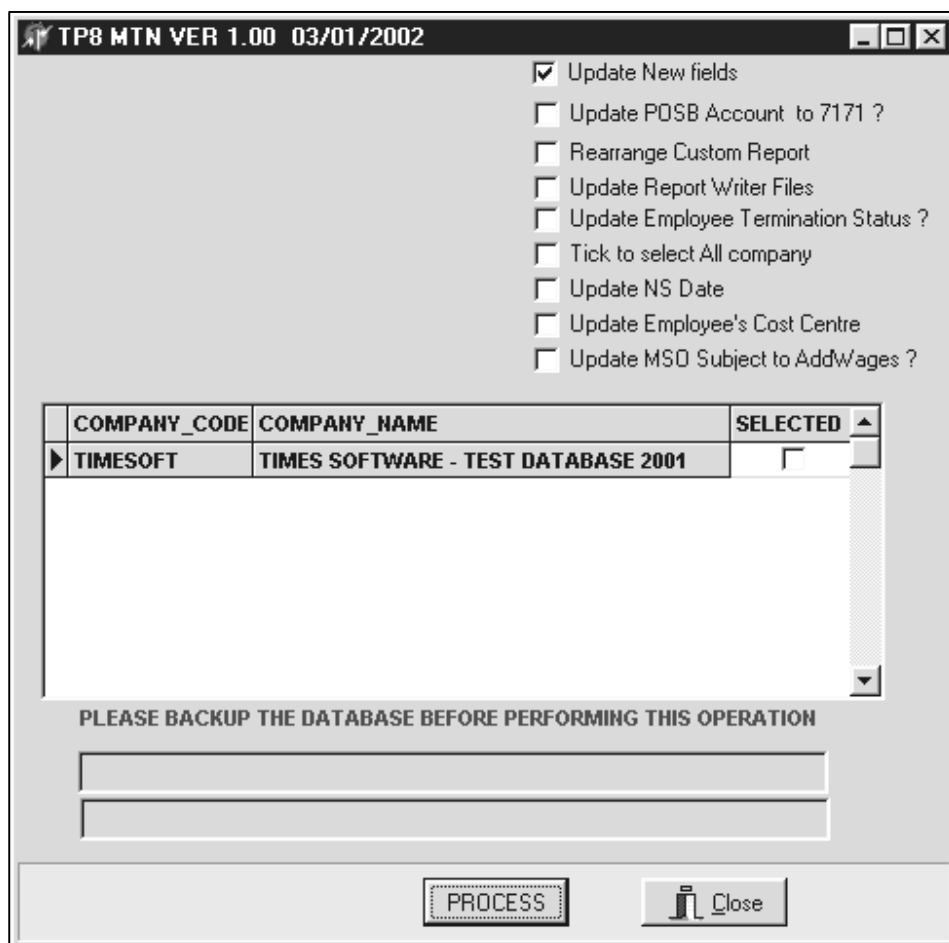


Run the Maintain.exe program to setup the data structure for the year-end program.

### STEPS:

- 1) Make sure you have finished your December payroll & completely updated your leave records, and backup your database.
- 2) Send back your program CD- Times Pay/HR 8.0 to Times Software office for update.
- 3) Update the latest program into your PC/server. (Please refer to page 5 for the CD installation step)
- 4) After completing step 3 above, on your computer, locate the **TP8M** folder.
- 5) Double-click the **MT8MTN.exe** program.
- 6) Tick the **Update New fields**.
- 7) Click the **OK** button to proceed.

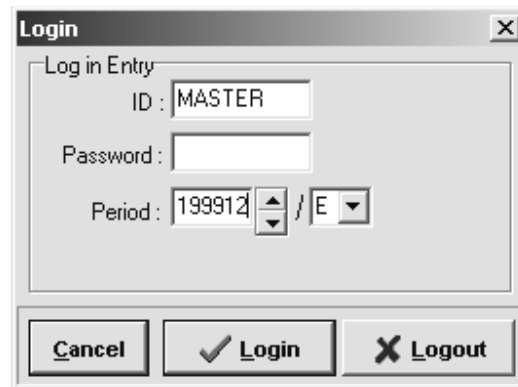
This will update all your company databases with the new fields & tax table on your system.





## Run the Payroll Program to Initialise for New Year

- 1) Run your Times Pay 8.0 Program and log into your company database
- 2) At the login entry, enter your Master password and select the period (must be December month of the particular year). E.g.: To initialize new year from year 1999 to 2000, your login Period must be 200212, E.

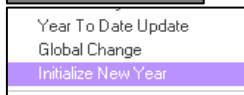


The Login dialog box contains the following fields and buttons:

- Log in Entry:**
  - ID: MASTER
  - Password: (empty)
  - Period: 199912 / E
- Buttons:** Cancel, Login (with a checkmark icon), Logout (with an X icon).

## INITIALIZE NEW YEAR

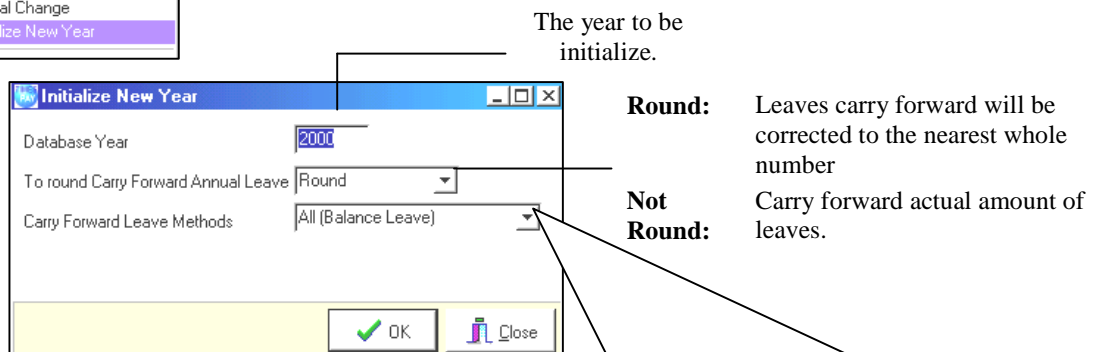
### Steps:

A vertical menu with three options: "Year To Date Update", "Global Change", and "Initialize New Year" (which is highlighted in blue).

Click on **Utility** Icon and select **Initialize New Year**.

- 3) Select the option below and click OK to proceed with the desired settings.



The Initialize New Year dialog box contains the following fields and buttons:

- Database Year:** 2000
- To round Carry Forward Annual Leave:** Round
- Carry Forward Leave Methods:** All (Balance Leave)
- Buttons:** OK (with a green checkmark icon), Close (with a red X icon).

Annotations:

- An arrow points from the text "The year to be initialize." to the Database Year field.
- An arrow points from the text "Round: Leaves carry forward will be corrected to the nearest whole number" to the To round Carry Forward Annual Leave dropdown.
- An arrow points from the text "Not Round: Carry forward actual amount of leaves." to the Carry Forward Leave Methods dropdown.

### Leave Carry Forward Method:

- **All (Balance Leave)** : Carry forward all balance leaves
- **One year (without B/F)** : No Balanced leaves carried forward
- **Maximum days C/F (Manual)** : Carry forward a specified number of balance leave. User type entry
- **Maximum days C/F (Allocation)** : Carry forward the number of balance leave specified in leave allocation table.
- **None**



- 1) Click the **OK** button to proceed.

You will need to do the following:

- a) Set the leave entitlement methods for the new year – Eg. Year 2000, as shown below.
- 4) Set the public holidays for the next year.

**Leave Setup**

**Leave Administration**

Annual Code: 2000 Start date: 01/01/2000 End date: 31/12/2000

**Method/Holiday Table**

Prorate Entitlement: Service Month

Current Leaves: Round

Leave Cut Off Day: 15.00

Entitlement by: Category

Saturday as Full day: Yes

Holiday	Description
01/01/2000	New Year Day
08/01/2000	Hari Raya Puasa
05/02/2000	Chinese New Year Day
06/02/2000	Chinese New Year Day
07/02/2000	Chinese New Year Day C/F
16/03/2000	Hari Raya Haji
21/04/2000	Good Friday Day
01/05/2000	Labour Day
18/05/2000	Vesak Day
09/08/2000	National Day
26/10/2000	Deepavali Day
25/12/2000	Christmas Day
27/12/2000	Hari Raya Puasa

Save Close

- 2) Click **SAVE** to start the process. The program will begin to initialize the working patterns, calendar and other necessary parameters for the new year.
- 3) Click **OK** once the initialization process is completed.
- 4) Click **CLOSE** to go back to Main Screen.

**Initialize New Year**

Database Year: Payroll Version 5.02

To round Carry Forward Annual L

Carry Forward Leave Methods

COMPLETED PROCESS !

OK

OK Close



## LEAVE CARRIED FORWARD

You may now change the payroll period to, for example, **Period: 200001**.

Before examining the leave record for year 2000, let's consider the leave balance from the previous year (1999).

For example, an employee in his sixth year of service has the following leave record:

For the above example, the CARRY FORWARD LEAVE METHOD used was **Maximum days C/F Allocation**.

Therefore, the leave entitlement record for year 2000 will show a **B/F** amount of **14**.

Full Enttl	Cur Enttl	B/F	Ytd Enttl	Ytd Taken	Balance
18.00	18.00	0.00	18.00	4.00	14.00

Entitlement Allocation				
Category Code : SENI				
Service Year	Service Year	Entitlement	Brought Forward	
From	To	Day	Max	B/F
0.00	1.00	14.00	14.00	
1.00	2.00	15.00	15.00	
2.00	3.00	16.00	16.00	
3.00	4.00	17.00	17.00	
4.00	99.00	18.00	18.00	

**Initialize New Year**

Database Year: 2000

To round Carry Forward Annual Leave: Not Round

Carry Forward Leave Methods: Maximum Day C/F (Allocation)

OK Close

(Settings used for this example)

Hired Date	01/11/1994	[ 5 years 3 months ]	Terminated Date		Category	SENI	Department	ADMIN
Code	Description	Full	Entitlement	B/F	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	18.00	18.00	14.00	1.50	15.50	0.00	15.50

14 days carried forward  
from 1999



## Processing Bonus

To generate bonus records:



### STEPS:

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

### IMPORTANT NOTE:

If you are processing bonus declared in 1999 that are paid in 2000, you should use the code: **BONUSP**.

**Bonus Code:** Choose a defined code from the code table.

**Bonus Method:** By Calendar/pay period

**Cut Off Bonus (Mth/Period):** Denotes the cut-off month/period for bonus computation. Bonus amount will be prorated based on the number of months from the date of hire to the month/year indicated at **Cut Off Bonus**.

**Bonus factor:** define the multiplying factor for bonus computation. If its set to zero, the value specified in the employees' records are used instead.

**Bonus Payment By:**

- New Base Salary
- Base Salary



- New Base Salary (Last year)
- Fixed amount
- New Base Salary + (NWC)
- Base Salary + (NWC)
- Base Salary + (NWC) Last Year
- New Base Salary + (Svs pt)
- Base Salary + (Svs pt)
- Base Salary + (Svs pt) Last Year

**Include NPVP paid on:** Yes/No (NPVP – Non Pensionable Variable Payment)

**Which Period to pay Bonus:**

- End-month period
- Mid-month period
- Separately

**Bonus Calculation By:**

- Service months
- Calendar days
- Working days

Tick to  
exclude the  
leaves from  
bonus  
computation

Bonus Calculation By	Working Days
CPF rate	Service Month
	Calendar Days
	Working Days
Leave Exclusion	
<input type="checkbox"/>	Exclude NPL
<input type="checkbox"/>	Exclude Sick Lv
<input type="checkbox"/>	Exclude Annl.Lv

**NOTE:**

If you need want to remove all bonus records, click the **Clear Record** button to clear all processed bonus records from the payroll.

**Below is a sample display of bonus pay process output:**

YEAR END PROCESSING							
Bonus Run for	1/1999 To 12/1999	Page No : 1					
Pay Bonus Based on	New Base Salary	Date : 01/01/2000					
Bonus Payment Method	By Calendar	USERID : MASTER					
Bonus Code	BONUSP						
Bonus Factor	0						
Query :	ALL						
Employee No.	Employee Name	Type	Base Wage	Factor	Hire Date	Service Mth/Days	Bonus
001	LEON LAI	S	1000.00	1	01/11/1995	50.00	1000.00
002	JACKY	S	3500.00	1	01/11/1994	62.00	3500.00
003	ANITA	S	1200.00	1	01/11/1995	50.00	1200.00
004	JANE	S	8000.00	1	01/11/1995	50.00	8000.00
005	CHRISTY	S	2000.00	1	01/06/1999	7.00	1166.67
Total Processed : 5						Total	14866.67