# TIMES
# SOFTWARE

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

**TIMES SOFTWARE SDN BHD**

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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.
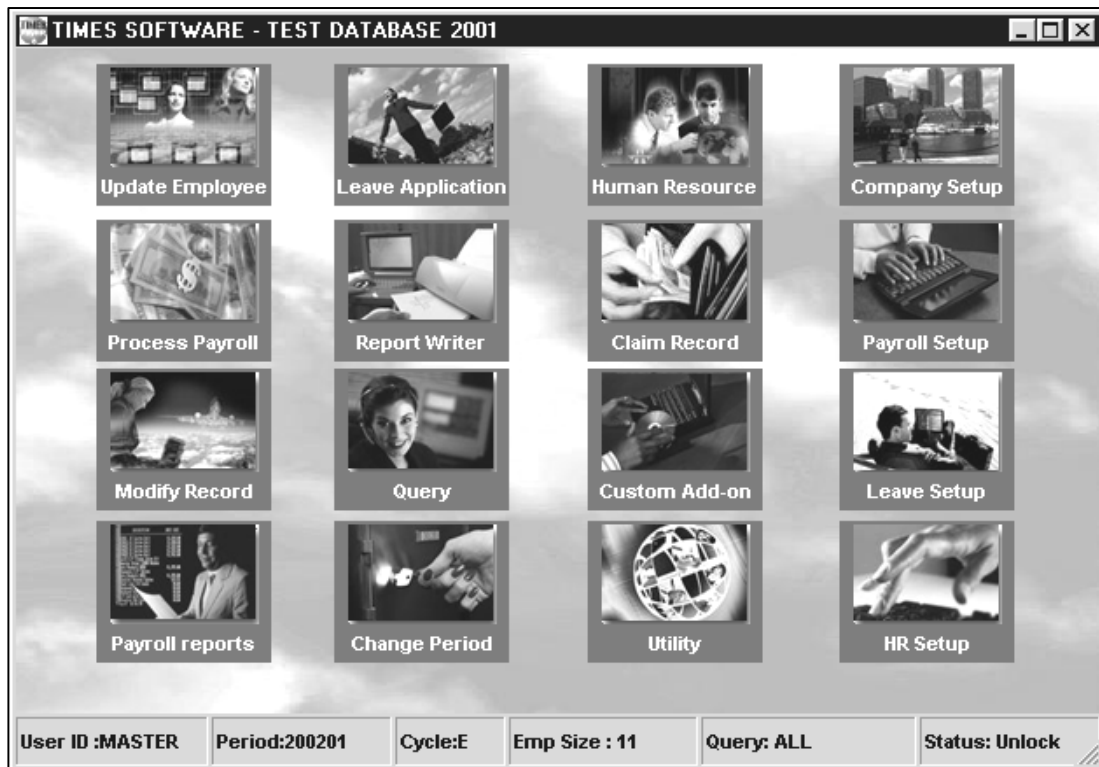


TIMES PAY 8.0 manages a wide variety of payroll activities from simple straightforward deduction categories to complex, multi-company payrolls.

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:**

| | |
|---|---|
| **Computer system** | : Pentium III and above |
| **Memory** | : 128Mb Ram & above |
| **Hard disk** | : 50Mb hard disk space required for software, 20Mb per 500 employees per year |
| **Monitor** | : Colour VGA |
| **Video Display adapter** | : Video Ram 4Mb minimum, set at High color 16 bit |
| **Printer** | : 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.
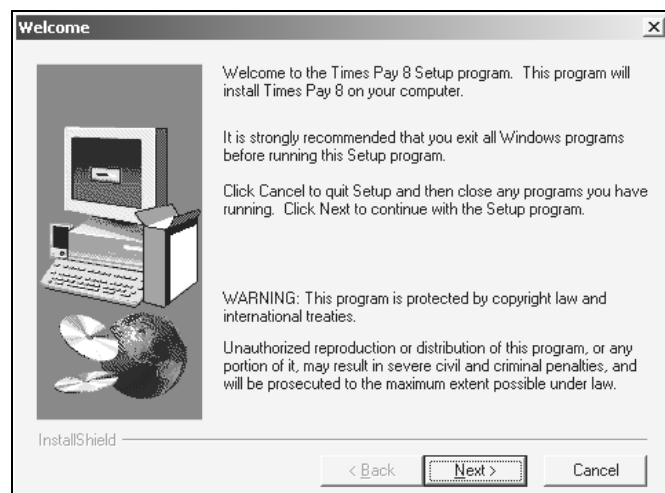
# Installation

## CDROM INSTALLATION

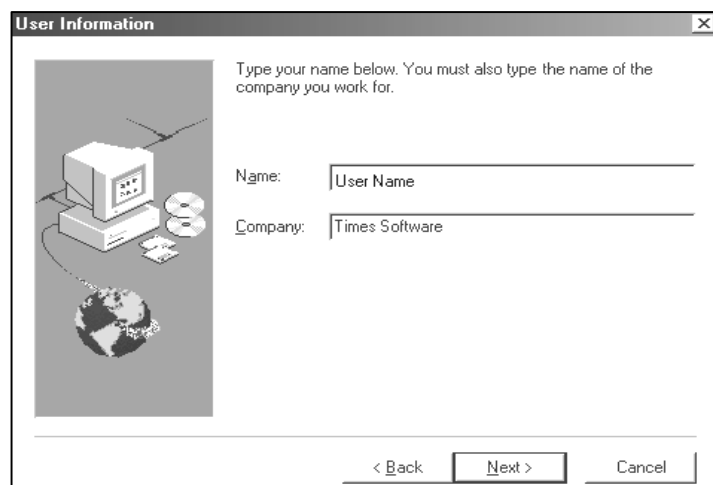**To install TIMES PAY 8.0,**

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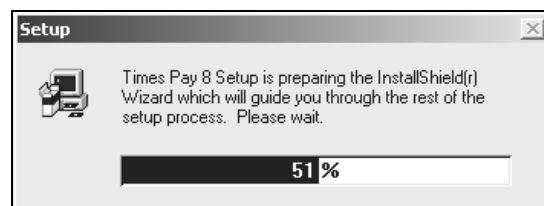
5) Click the **Next** button to proceed.

6) Enter your personal/company particular and click the **Next** button.
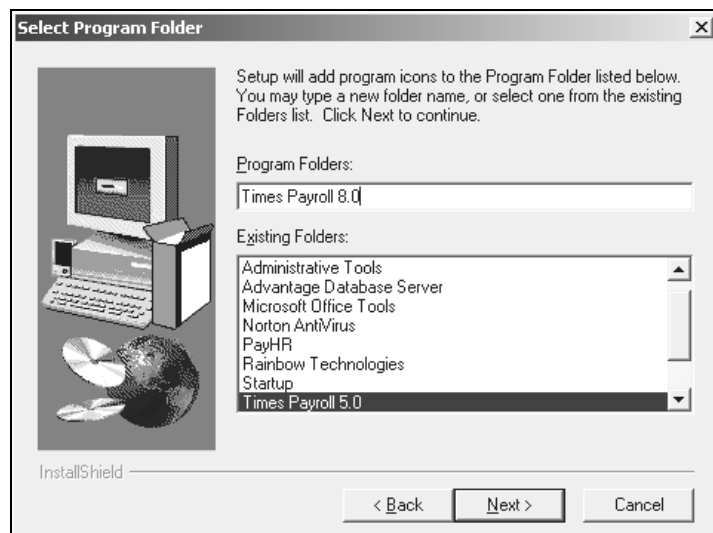
7) Click the **Next** button to accept the default destination or click Browse to change directory.

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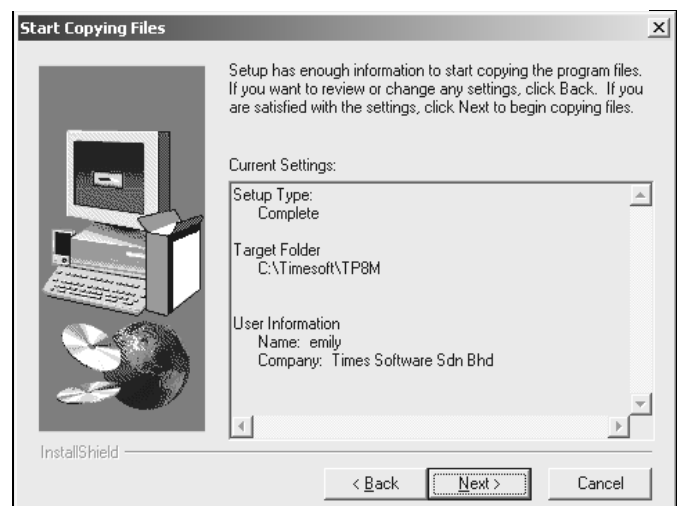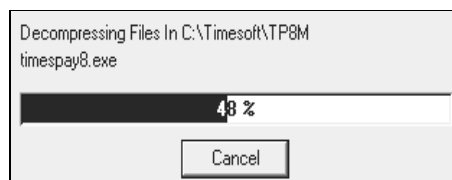
10) Click the **Finish** button to complete the installation.



## 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     TIMESPAY8     the Windows desktop.

2) Choose a company database in the **company selection window** and open it by clicking the **OK** button.
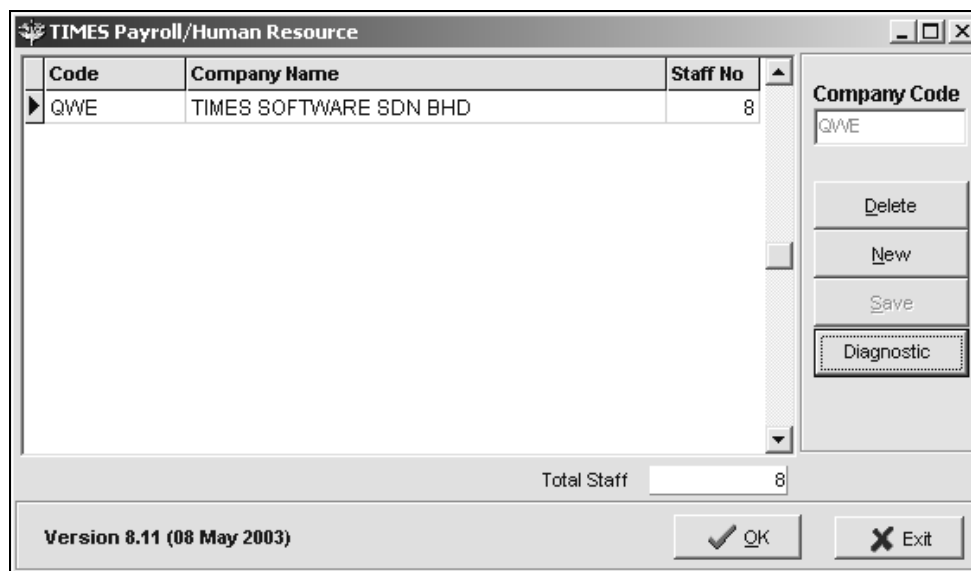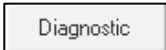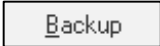


**Functions you can perform in the above startup window**

Click on   New   to create a new company database.

Click on   Save   to save a newly created database.

Click on   Delete   to delete a selected database.

Click on   ✓ OK   to go into payroll program with a selected database.

Click on   ✗ Exit   to exit the program.
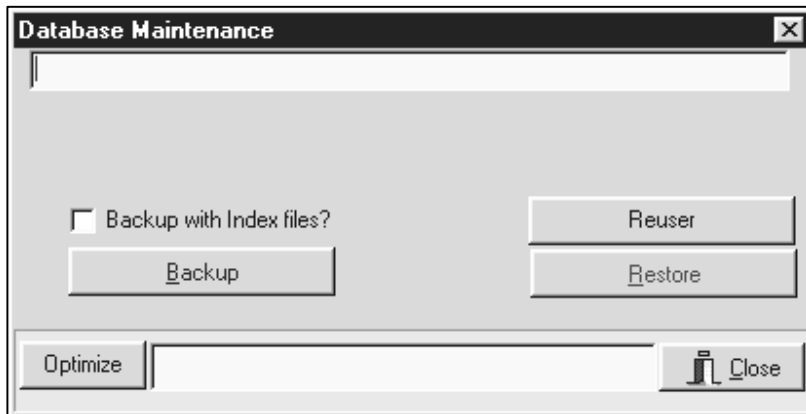
Click **Diagnostic** on to perform data maintenance.

Click **Backup** on to backup a selected database.

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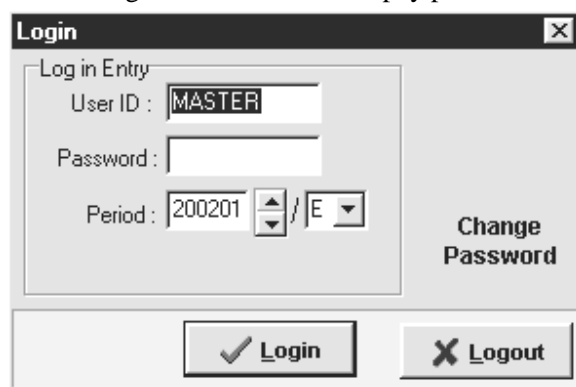
- **ID:** User's ID - assigned by the system administrator.

**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).

Year selection        Month selection

2000 01
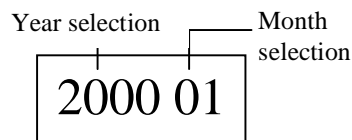
Click on **Login** to activate the software main menu.

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

# One-Time Setup for your software



## 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 prorate 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".

**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 .

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

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.

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



**SE** – **S**alary **E**xempt: employees under this setting cannot claim overtime pay.

**SN** – **S**alary **N**on-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)



**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.

**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

| Description | Factor | Status | EPF? | Vol? | EA#? | NPL? | Socso? | PCB? | HRD? |
|---|---|---|---|---|---|---|---|---|---|
| OT1.5C | 1.500 | C | ☐ | ☐ | 1 | ☐ | ☑ | ☑ | ☐ |
| OT2.0C | 2.000 | C | ☐ | ☐ | 1 | ☐ | ☑ | ☑ | ☐ |
| OT3.0C | 3.000 | C | ☐ | ☐ | 1 | ☐ | ☑ | ☑ | ☐ |

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 DESC | RATE | EPF? | Vol ? | EA#? | OT? | NPL? | Socso? | PCB? | HRD? |
|---|---|---|---|---|---|---|---|---|---|---|
| ▶ | SHIFT1 | 3.00 | ☑ | ☐ | 1 | ☐ | ☐ | ☐ | ☐ | ☐ |
| | SHIFT2 | 5.00 | ☑ | ☐ | 1 | ☐ | ☐ | ☐ | ☐ | ☐ |
| | SHIFT3 | 10.00 | ☑ | ☐ | 1 | ☐ | ☐ | ☐ | ☐ | ☐ |
| | FIXED OT | 15.00 | ☑ | ☐ | 1 | ☐ | ☐ | ☐ | ☐ | ☐ |

Enable Shift entry ? ☑    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



| | RD DESC | RATE | EPF? | Vol? | EA#? | OT? | NPL? | Socso? | PCB? | HRD? |
|---|---|---|---|---|---|---|---|---|---|---|
| ▶ | HALF DAY | 0.5 | ☐ | ☐ | 1 | ☐ | ☐ | ☑ | ☑ | ☐ |
| | ONE DAY | 1 | ☐ | ☐ | 1 | ☐ | ☐ | ☑ | ☑ | ☐ |

Enable Rest day entry ? ☑

**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*



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**

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



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'



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



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.



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.

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.

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

**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 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 [Re-Generate] to create new working calendar after "Global Weekly Setting" has been modified.

Click [Count Work Day] to recount the number of working days for a selected individual pay period.

## Remark:
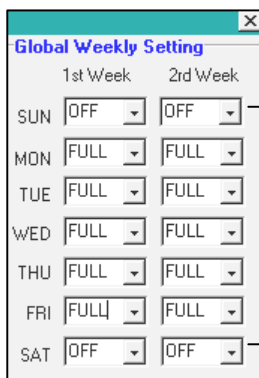
When a user creates a new employee record for a company database, Times Pay will generate a new employee record with a default pay group: "**STD**".

**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.
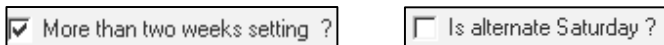
**3)** Type the new pay group's name in this field.

**4)** Set the weekly pattern using a two/four week schedule.

**5)** If the Is alternate Saturday? checkbox is ticked, only the 1st 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.
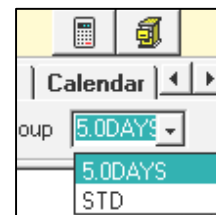
**Note:** When you create a new employee record, you may select the 5.0DAYS pay group from the pay group combo box. The pay group is just a template for setting the working pattern and payroll formula like NPL rate/Daily rate formulae. Each individual employee will have a record of the payroll formula and working pattern for the whole service year.

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



**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:



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



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.

### SOCSO/EPF/HRD Table



- EPF, HRD contribution percentage are set in this table
- SOCSO 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.

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.

## Allowance/Deduction Table

| ALLOW_CODE | Description | EPF | EA# | OT | NPL | VOL | SOCSO | PCB | Freq# | GRP | GRP Formula |
|---|---|---|---|---|---|---|---|---|---|---|---|
| &ANLP | ANNUAL LEAVE PAY | ☑ | 1 | ☐ | ☐ | ☐ | ☑ | ☑ | | ☐ | Base Pay/26 |
| &NPL | @NO PAY LEAVE | ☑ | 1 | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | Working Days/Mth |
| @NPL | NO PAY LEAVE DEDUCTION | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | NONE |
| ADJU | ADJUSTMENT | ☐ | 0 | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | NONE |
| ANLP | ANNUAL LEAVE PAY * | ☑ | 1 | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | NONE |
| ATTN | ATTENDANCE ALLOWANCE | ☑ | 6 | ☐ | ☐ | ☐ | ☑ | ☑ | | ☐ | NONE |
| BACK | BACK PAY OF BASIC | ☑ | 1 | ☐ | ☐ | ☐ | ☑ | ☑ | | ☐ | NONE |
| BAOT | BACK PAY OF OVERTIME | ☑ | 1 | ☐ | ☐ | ☐ | ☑ | ☑ | | ☐ | NONE |
| BONU | BONUS * | ☑ | 2 | ☐ | ☐ | ☐ | ☑ | ☑ | 1 | ☐ | NONE |
| CAR | CAR ALLOWANCE | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | NONE |
| CP38 | PREVIOUS YEAR TAX DEDUCTION | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | NONE |
| CP39 | MANUAL INCOME TAX DEDUCTION | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | NONE |
| HP | HANDPHONE ALLOWANCE | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | NONE |
| MEAL | MEAL ALLOWANCE | ☑ | 3 | ☐ | ☐ | ☐ | ☑ | ☑ | | ☐ | NONE |
| PCB | MONTHLY INCOME TAX DEDUCTIO | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | 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?

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

**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

| | ALLOW_CODE | Description | GRP Formula | Payslip Group Code |
|---|---|---|---|---|
| | T&P | TOL AND PARKING | NONE | REIMB |
| I | 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.



_23_

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



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*



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.**

## Cost Centre Table

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



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.

<u>STEPS:</u>

**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.

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"*.



## Project Costing Report

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

**Sample Report :**

## *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



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



Payroll Setup

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

## *Utilities*

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





## *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
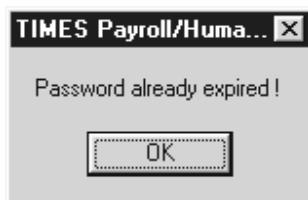


**Menu Access** – Select menu access according to user's needs.

## 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

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.

Tick to lock payroll records from January 1999 to June 1999

## Leave Utility

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 Overide 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



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.

## *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**

Short-cut to code maintenance tables

Calculator

**UPDATE TAB**

Update Tab

| 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) |
| --- | --- |

**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/SOCSO** 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 & SOCSO** checkbox.

Mid Month Pay Subject to EPF ☑
Mid Month Pay Subject to SOCSO ☑

7) Click the **Save** button.

If the **mid-month pay is subjected to EPF/SOCSO** 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.

| Bonus Factor | – Sets the bonus factor for an employee (Unit in months) |
| Basic Salary | – Employee's basic salary. Any future adjustment may be made in the "**Career**" tab page. |
| Increment | – Increment display |
| Total wage | – Basic salary plus increment |
| Hide Wage Data? | 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.



**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**

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.

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.

**<UPDATE TAB PAGE>**
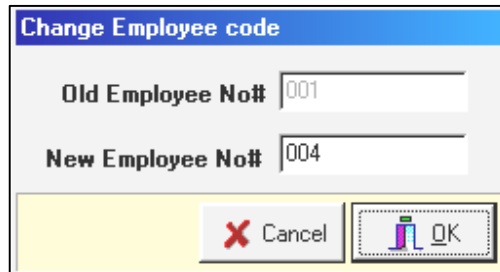
**Note:**

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

To change an existing employee's ID, click the **Change** button.
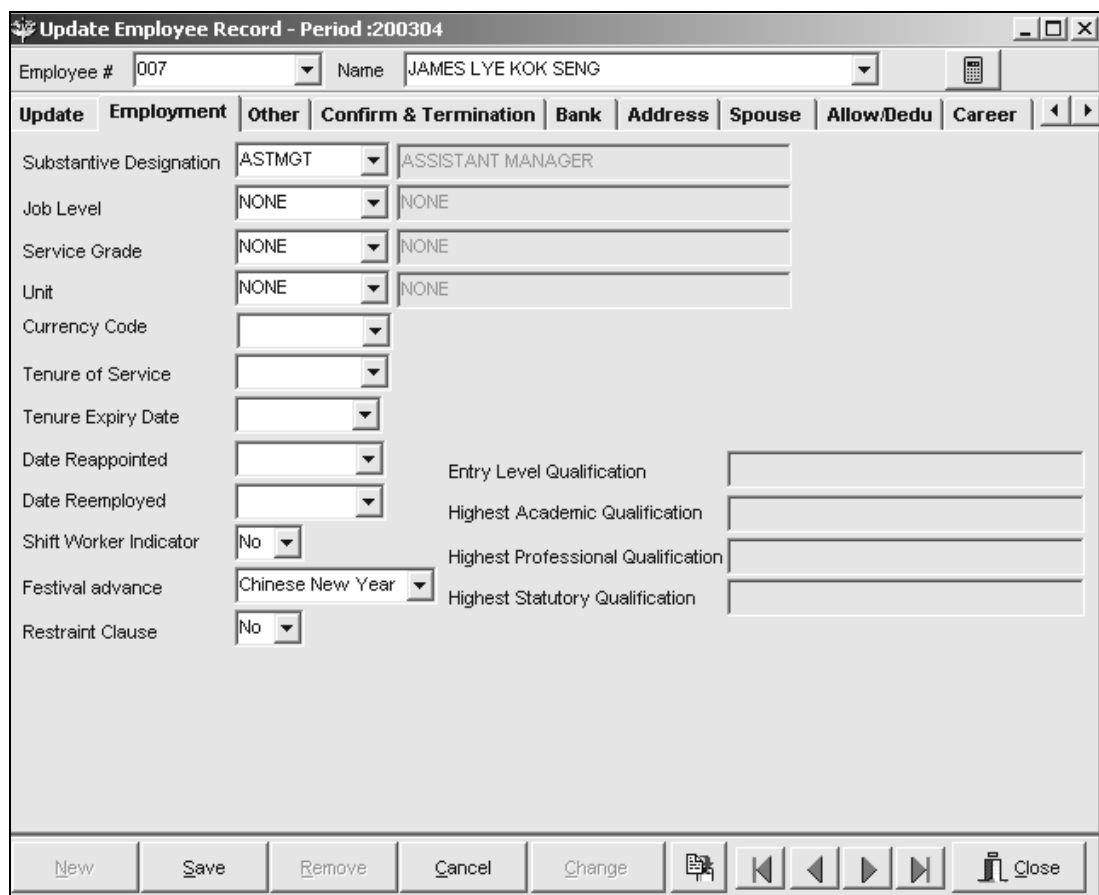
Replace the old Emp No with the new New Emp No.

**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.

**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.

| Job Identification | | | | | |
|---|---|---|---|---|---|
| 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.

| Personal/Additional Info | | | | | |
|---|---|---|---|---|---|
| Sex / Title | Male ▼ | Mr ▼ | Marital Married ▼ | Religion Code NONE ▼ | NONE |
| Dependent Children | 0 | Blood Type ▼ | Supervisor ? ☐ | Education Code NONE ▼ | NONE |
| Income Tax/ Fin Number | | | Foreign Tax Formula ? ☐ | 1st Sup NONE ... | |
| E.leave Approval Status | ▼ | | Is Spouse Working ? ☐ | 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.
- "1st Supervisor", only applicable with E-leave system. Select the employee's 1st 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 –

| Foreigner Info. | | | | | |
|---|---|---|---|---|---|
| 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.



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

### BANK TAB



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.

☞ **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.

**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.
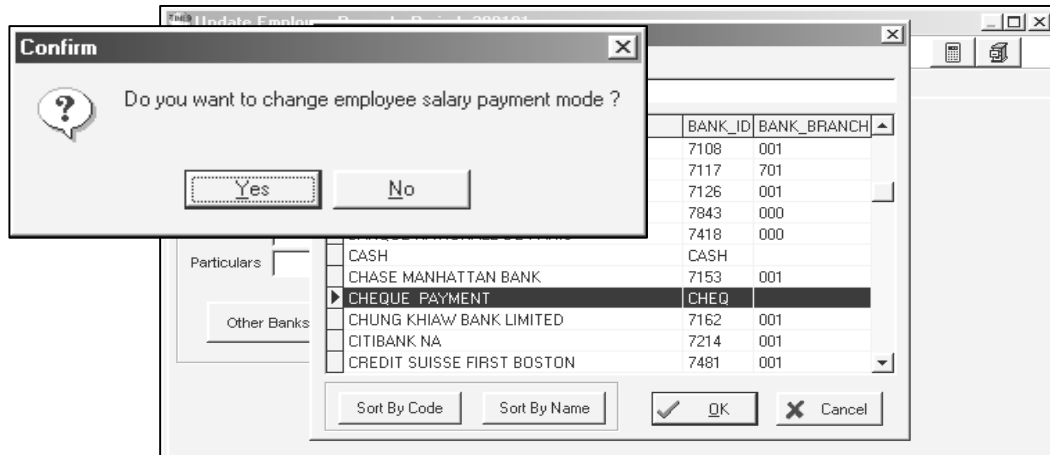


**Leave effective Date**

This field allows user to set when is the effective date the employee can start taking their leave. E.g. If the hired 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.

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).



| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Jun/2001 | 06 | 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 |
| Aug/2001 | 08 | 0.00 | 0.83 | 2.00 | 2.00 | 0.00 | 2.00 |
| Sep/2001 | 09 | 0.00 | 0.83 | 2.50 | 2.50 | 0.00 | 2.50 |
| Oct/2001 | 10 | 0.00 | 0.83 | 3.50 | 3.50 | 0.00 | 3.50 |
| Nov/2001 | 11 | 0.00 | 0.84 | 4.50 | 4.50 | 0.00 | 4.50 |
| Dec/2001 | 12 | 0.00 | 0.84 | 5.00 | 5.00 | 0.00 | 5.00 |

'0' entitlement for earlier months.

**ADDRESS TAB**



**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**



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

## ALLOWANCE/DEDUCTION TAB

| Spouse | Allow/Dedu | Career |

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

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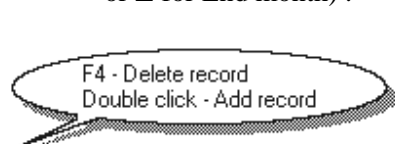
A pop-up bill provides quick help on record functions.

F4 - Delete record
Double click - Add record

**<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)

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 | SOCSO | PCB | Freq# |
|---|---|---|---|---|---|---|---|---|---|
| ATTN | ATTENDANCE ALLOWANCE | ☑ | 3 | ☐ | ☐ | ☐ | ☑ | ☑ | |
| BACK | BACK PAY OF BASIC | ☑ | 1 | ☐ | ☐ | ☐ | ☑ | ☑ | |
| BAOT | BACK PAY OF OVERTIME | ☑ | 1 | ☐ | ☐ | ☐ | ☑ | ☑ | |
| BONU | BONUS * | ☑ | 2 | ☐ | ☐ | ☐ | ☐ | ☑ | 1 |

| | | |
|---|---|---|
| EPF | : | Tick if the allowance is subject to EPF |
| SOCSO | : | Tick if the allowance is subject to SOCSO. |
| 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 Lave 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.

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.



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.

**CAREER TAB**

Career Tab



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.



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)**

<u>STEPS:</u>

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

**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.

**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) x $300 = $286.36

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

## 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 |

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.

Recalc   Alternate Saturday ☐
Get Weekly Setup from Group Setting ? ☑

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:**

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.

**MISC TAB**

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.

## 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:**

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 **Pay Record**
3) Choose either option 1,2 or 3.
4) Finally, click the **Process** button

✔ Process

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**.

Link Leave To Modify Record ? [Yes ▼]
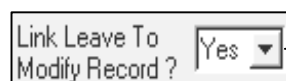
**Yes** – Linked to Leave application

**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 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 15th 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 | | | | | Page No : 1 | |
| Pay Bonus Based on | Base Wage | | | | | Date : 15/12/2002 | |
| Bonus Payment Method | By Calendar | | | | | USERID : MASTER | |
| Bonus Code | BONU | | | | | | |
| Bonus Factor | 2 | | | | | | |
| 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:



**STEPS:**

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



**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:

| Code | Description | Amount | T |
|------|-------------|--------|---|
| ▶ LAWD | LONG SERVICE AWARDS | 360.00 | N |

**Allowances / Deductions**
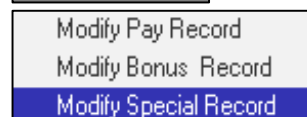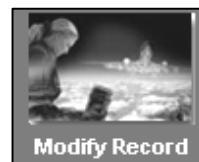
The formulae is:

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

**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 ?    ☐

**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.

**RESULTS**

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

| 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

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

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.

**Process Payroll**

Leave Transfer
Claim Transfer
Leave Encashment

**NOTE:**
**Reimbursement?**:
*   Checked:  Medical payment is an allowance payable to
               employee.
*   Unchecked: Medical payment is a deduction from an
               Employee payable to the employer.

**Claim Info**

| | | | | | |
|---|---|---|---|---|---|
| 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 |

**Clinic & Doctor Info**

Hosp./Clinic NUH     Doctor's Name NUH HOSPITAL

Diagnosis FEVER     Insurance No.     Sector Public Sector     OPD Eligibility ? ☑

Pre illness Indicator ☐     Dep ID     Type Out patient - GP     HIC Eligibility ? ☑

**Co-Payment & Transferring To Payroll**

| | | | | | | |
|---|---|---|---|---|---|---|
| Co-payment ? | ☑ | Employee Payable% | 50.00 | Employee Payable$ 50.00 | Reimburse% By Employer 50.00 | Reimburse$ By Employer 50.00 |
| Transfered to payroll ? | ☐ | | | | | |
| Reimbursement ? | ☑ | Approved ? ☑ | Allw/Dedu Code | | Transfer period | |

| Code | Date | Diagnosis | Sector | Claim Amount | Approved | Clinic | Allow/Ded. | EE Amt | ER Amt |
|---|---|---|---|---|---|---|---|---|---|
| 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:**

<u>**STEPS:**</u>

**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 -
```

| 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.

<u>**STEPS:**</u>

**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.



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.



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

**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.





**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.

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



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.



**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'



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



**Update Employee Record - Period :200201**

| Employee # | 007 | | Name | JAMES LYE | | | | | | |

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

| | 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.

# 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.

**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.

(**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.



**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





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.
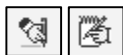
Calculator ——

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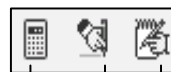
Transfer medical claims from the medical records.

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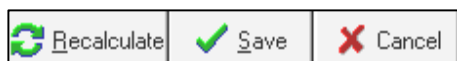
**When changes are made after a payroll is processed:**

**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.

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/SOCSO)**
If you need to manually adjust the EPF/SOCSO contributions

**1)**   In Update Employee, select **Employee Other Details**.

**2)**   Put a tick on the **Change EPF/SOCSO ?** checkbox .

**3)**   In **Modify Pay Record**, click the **Recalculate** button.

**4)**   Edit/modify EPF/SOCSO.

**5)**   Click the **Save** button to Save the changes

**(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)

**Pay period: 199903**

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

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

| Overtime | Total No Pay leave | | 0.00 |
|---|---|---|---|
| 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 |

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

 The new rate for **OT1.5C** is **8.65**.
The previous month's rate was **7.87**.

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



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.



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



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

The basic of $1056.52 is computed as follows:

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

**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.
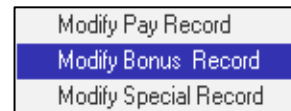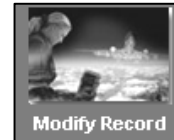
**NOTE:**

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

**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.
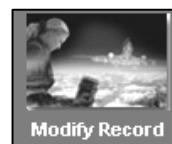
**NOTE:**

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

**EXAMPLE:**

The special records are processed separately as show 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.

# LEAVE SETUP

**LEAVE ADMINISTRATION**

<u>**STEPS:**</u>

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



**PRORATE ENTITLEMENT**

Leave entitlement may be computed based on:

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

- Service Month (Entitle in 1st month)
- Calendar Day
- Calendar Day – Full
- Service Year – Financial
- Anniversary – Full
- 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 1ˢᵗ 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 2ⁿᵈ 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 1ˢᵗ 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 1ˢᵗ month)** is that the employees will have their full number of leave entitlement starting from the 2ⁿᵈ 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 – (1ˢᵗ Prorate & 2ⁿᵈ 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. ≥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. ≥0.01 = 1.0

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

E.g. >0 and ≤0.25 becomes 0.25, >0.25 and ≤ becomes 0.5.

**Half (>= 0.25 & <= 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 to 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 >= 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 ≥ 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, ≥ 0.5 to 0.999 = 0.5

**Half (> 0.5:= 1 or <= 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

Click to show the calendar below.

### 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.

Enter the name of a holiday in this field.
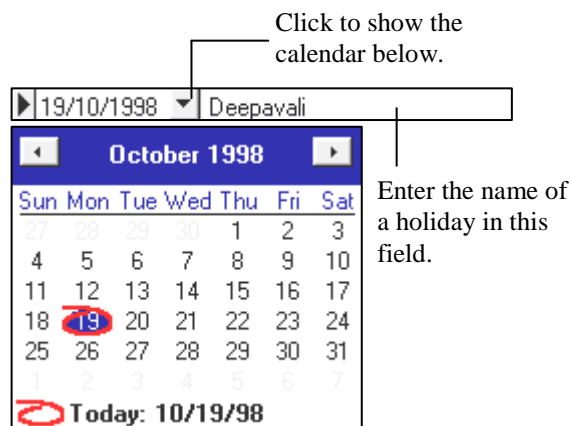
## DEFINING A SERVICE PERIOD

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 –**

**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**.
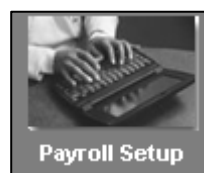
**To add a new category:**
4) Double-click the mouse button or press the **insert** key.

**To delete a category:**
5) Click the right mouse button or press the **F4** key.

**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**.

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.

## 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:

## LEAVE CODES

- ABSENT
- HOSP
- NPL
- NSP

- ANNU
- MATERNITY
- NPLHOUR
- 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**.

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.

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

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**
Leave Record

### 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.

**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 |

**Code**

| CODE | Description |
|------|-------------|
| ABSENT | ABSENT |
| ANNU | ANNUAL LEAVE |
| COMPA | COMPASSIONATE LEAVE |
| HOSP | HOSPITALISATION LEAVE |
| MATERIT' | MATERITY LEAVE |
| NPL | NPL DAY |
| NPLHR | NPL HOU |
| NSP | NSP LEAV |

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**          **Current Period : 199812**

| 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 |

Save    Remove    Cancel          Close

**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**.
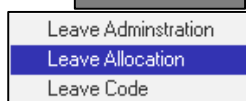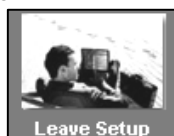


To determine his leave entitlement based on category **SENI** :

**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 Form | Service Year To | Entitlement Day | Brought Forward 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**



| 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 |

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

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

**Leave Entitlement**

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.

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



Leave Setup dialog showing Leave Administration with Annual Code 1999, Start date 01/01/1999, End date 31/12/1999, and Method/Holiday Table.



Lookup dialog with Search Characters and a list of periods.

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:



- 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**
                  1st year: 14 days
                  2nd 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)



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

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

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

2nd year period

01 June 1999                                        31 May 2000

**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     Ⅱ Close

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

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

**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                    ◄◄ ◄ ► ►►        Ⅱ 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 1st 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.

**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:



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:   $\dfrac{204}{365} \times 10 days = 5.59 days$

**MODIFYING LEAVE ENTITLEMENT**

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



**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.



**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.
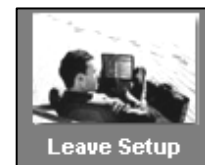




The above steps will reset the leave entitlement for the company to its default settings based on the entitlement allocation.



**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.
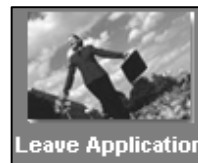


4) Choose the desired leave from the leave code combo box. (E.g. **ANNU**)

5) Click the **New** button.

The **start date** is automatically added.



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.



**LEAVE SETUP -** Leave Administration

**To select the leave dates from the calendar:**

**STEPS:**

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



Ellipsis button



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)



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.**

Assuming there is 8 hrs in a working day:

0.25 X 8hrs = 2hrs

**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.

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.

# 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.

Select the desired medical type under the **Claim Info.**

Change the date for Medical leave taken.

Maximum claim entitlement per month.

Total amount claimable

Tick this if claim is approve.

Year to date claim

Remaining Claim Entitlement.

Type in doctor's name

Choose a Clinic

Type of Medical Treatment

Select Sector Code

Type in Insurance No.

**Employer** reimbursement
In percentage/dollar

**Employee** reimbursement
In percentage/dollar

Co-Payment & Transferring To Payroll

| | | | | | | |
|---|---|---|---|---|---|---|
| Co-payment ? | ☑ | Employer | 75.00 % / Amount | 3.75 | Employee | 25.00 % / Amount | 1.25 |
| Transfer to payroll ? | ☑ | | | | | |
| Reimbursement ? | ☐ | Allw/Dedu Code DENT | | Transfer period | 199809 | E |

| | | |
|---|---|---|
| **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.

Modify Pay Record
Modify Bonus Record
Modify Special Record

Modify Record

**3)** Click on the **Transfer Medical claim** icon.

Dental reimbursement

Allowances / Deductions

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

CPF Contribution
Employer      61.00
Employee    -122.00
SDF            6.10
FWL           0.00

Total Wages
Total Allowance    50.00
Total Deduction    -0.50
CPF Wage          610.00
Gross Wage        660.00
Nett Wage         537.50

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

Recalculate   Save   Cancel   Close

# H.R. Setup

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

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

<u>**STEPS:**</u>
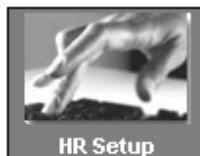
1) Click **H.R. Setup** icon.
2) Choose **HR Code Setup**.
3) Select **Medical Code**.

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.

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

## Medical Claim

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.

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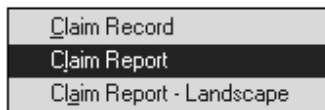
Medical reports can be easily generated in **TIMES PAY**.

**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

**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    E     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/RBM       199801    E     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    E     FLU              20.00
                                   18/07/1998    MED           199807    E     FILL            400.00
                                                                               Sub Total       420.00
                                                                               Grand Total     460.00
```

Maximize preview window        Navigating buttons

```
R Medical Report
🖨    🔲  🔳  🔳    124 %    |◄  ◄  1    ►  ►|    Close
```

Printer Setup

Navigating buttons

Page preview

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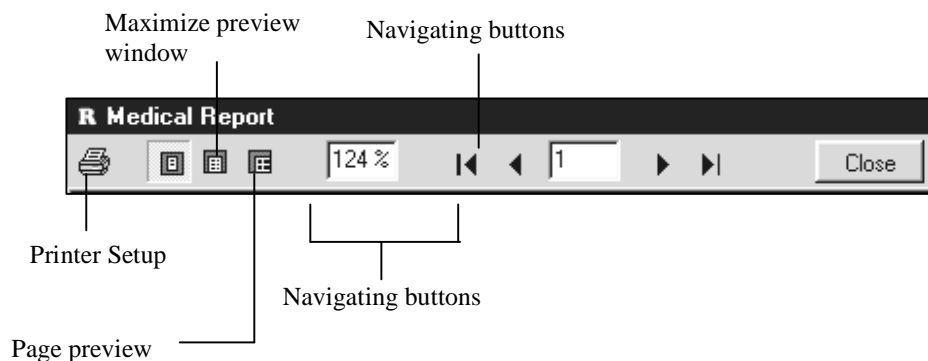
**NOTE:** Click the **CLOSE** button to cancel the report.

# 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.

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



**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.



**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**

| | |
|---|---|
| **AND** | Used to combine different criterion into one. All criterion linked with "AND" operator must be fulfilled. |
| **OR** | Select by either criterion within the query. Select by either this condition or that condition. |

**Report Generated**

| TIMES SOFTWARE PTE LTD | | | Page :1 |
|---|---|---|---|
| Query Listing | | | Date : 29/10/1998 |
| | | | USERID : MASTER |
| Emp No | Name | Department | Category |
| 004 | CHRISTOPHER LEE | ADM | JUNI |
| 010 | LEE NAN XIN | ADM | SENI |
| 011 | Philis | 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.

**What to do with this query ?**

- Use Query
- Current Query remain unchanged.

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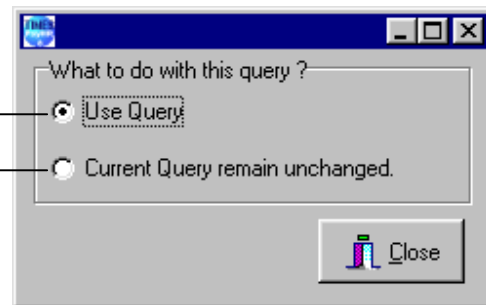
**To open up a specific Query to work with**

Query

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

Query Expert

Query Selection
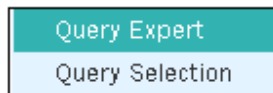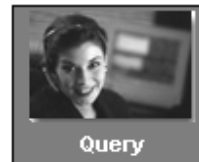
**When you need to include multiple-condition criteria:**

- 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.

Reports may be sorted by a user defined key either ascending /descending.

User defines a sort key here.

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.
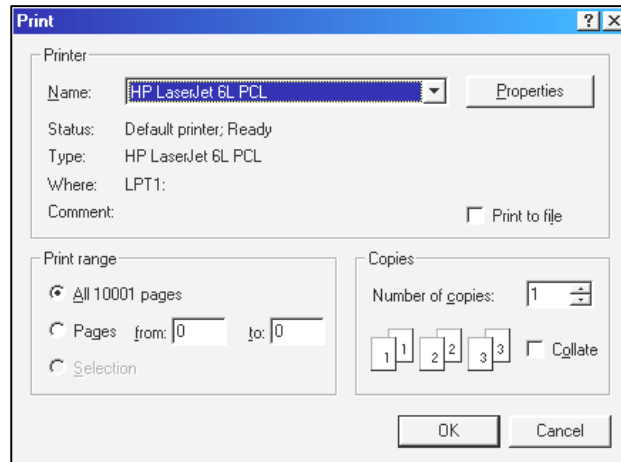
3) On the **Paper tab**, select the desired paper size for the user-defined/default printer type.

   (Example: HP LaserJet 6L)

4) Click the **OK** button to exit the **Properties** dialog.

5) Click the **OK** button to exit the **print** dialog.
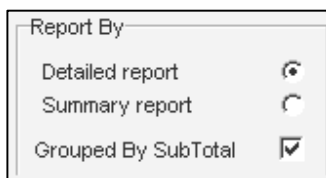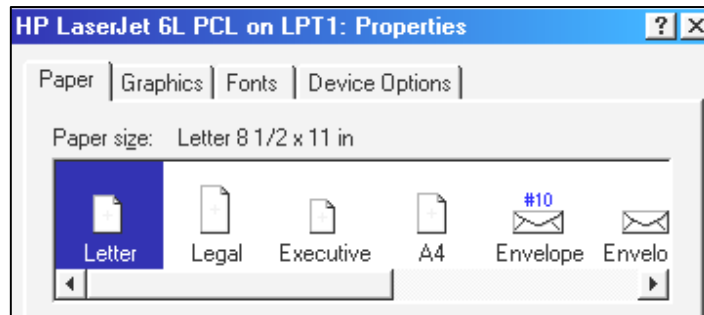
A report may be generated as:

- Detailed report
- Summary report

And it may be grouped by sub-total.

Report Writer provides four output options as shown on the right.
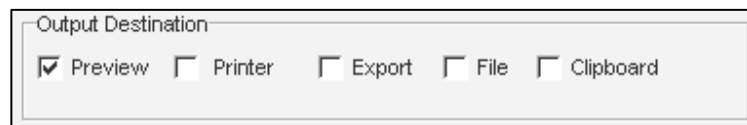
**Preview:** Preview report before printing.

**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.

To set the report font size, set the character size field

4) Choose the preferred ouput destination.

5) Click the **Go** Button.

**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**

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.

**Report Writer**

| Report Generator |
| Custom Report |

**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 | SEMI/MONTHLY | 12 | MID MONTH AMOUNT |
| 13 | MID MONTH % | 14 | HIDE WAGE | 15 | PR APPOINT DATE |
| 16 | FUND CLASS | 17 | CHANGE CPF | 18 | FWL 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 | ENTERTAIMENT |
| 362 | EURASIAN COMMUNITY FUN |
| 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.

Double click to select Field No# click Column Title To search

| No | Description | | |
|----|----|----|----|
| 1 | EMPLOYEE CODE | 2 | EMPLOYEE NAME |

Report Name : REP-01

| Field | 1 | 2 | 3 |
|----|----|----|----|
| Column No# | 1 | 0 | |

Click the **Description** field and enter "**emp**".

**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 CANTACT 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

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 | |
| 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

**Lookup**

Search Characters

| Period |
|---|
| 199901 |
| 199902 |
| 199903 |
| 199904 |
| 199905 |
| 199906 |
| 199907 |
| 199908 |
| 199909 |
| 199910 |
| 199911 |

✓ OK   ✗ Cancel

**Tip:** Double-click the **From/To** cell to select a
pay period from a list.

**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.



**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**.

## ENHANCEMENT FOR REPORT WRITER (Add two internal sorting column)



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.

**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
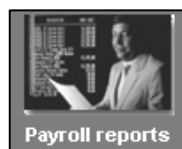

Payroll reports

**To generate reports:**

<u>**STEPS:**</u>

**1)** Click the **Payroll Reports** icon.
**2)** Select the type of report you want to print and proceed accordingly.

**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

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

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 Reconcilation 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.
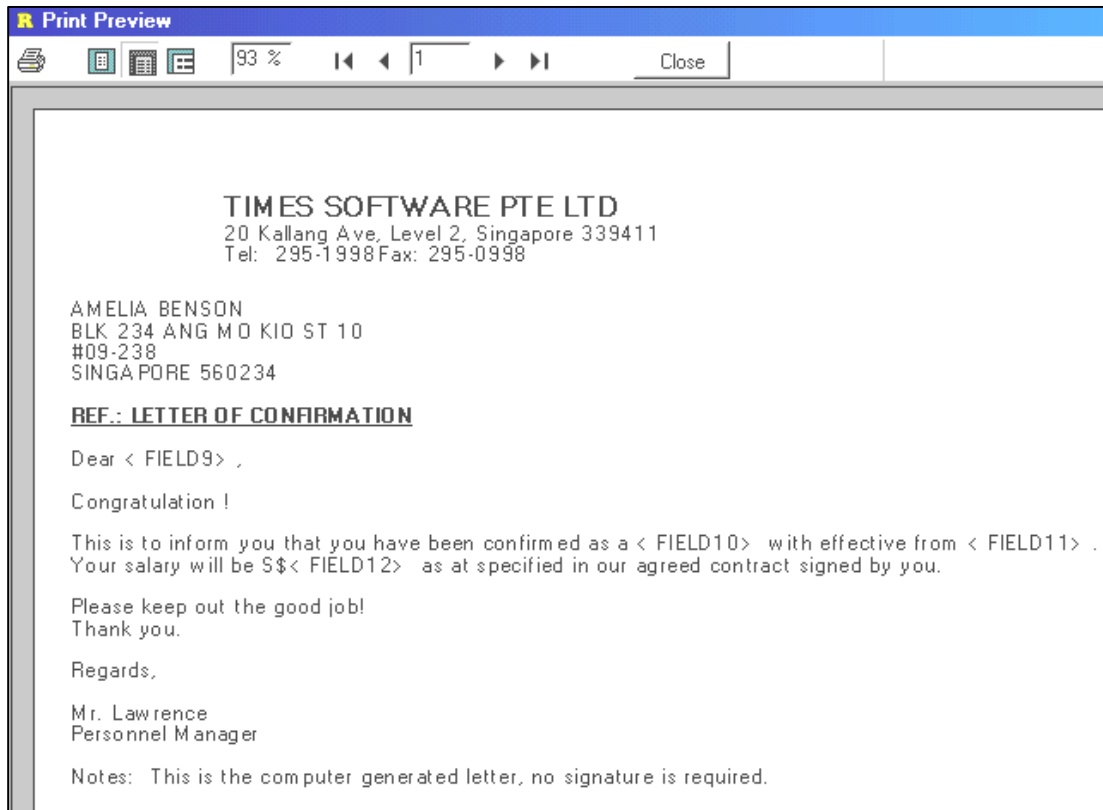


**9)** Click the Print button to print the merged documents.

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:**

Print button

<Column No> defines how you want the labels to be aligned on a page.
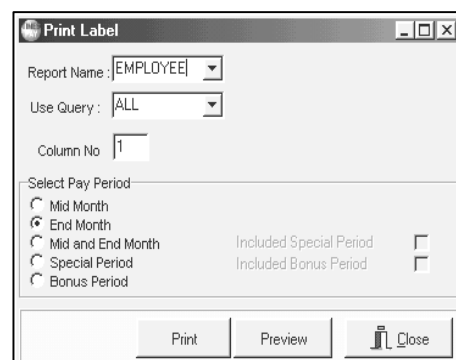
**STANDARD REPORTS**

**Payroll Department Report**
**Select:**
<Payroll Reports>
<Internal Reports>
< Payroll Department Report>

**-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)

**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)

| TIMES SOFTWARE - DEMO VERSION | | | | DEPT #SALES DEPARTMENT | EPF #:11111112 | END-APR 2003 |
|---|---|---|---|---|---|---|
| NAME : JAMES LYE | | | | EMP #:007 | Socso#:X1233411X | |
| | | | | I/C No #:870526-04-2222 | Tax #:SG00000100 | |

| DESCRIPTION | HOUR | DAY | RATE | EARNINGS | | DEDUCTIONS |
|---|---|---|---|---|---|---|
| BASIC WAGE ( 3500.00 ) | | | | 3,500.00 | EMPLOYEE EPF | 385.00 |
| | | | | | EMPLOYEE SOCSO | 9.75 |
| | | | | | INCOME TAX | 51.00 |
| **TOTAL EARNINGS** | | | | **3,500.00** | **TOTAL DEDUCTIONS** | **445.75** |

| | <-CURRENT-> | <-Y.T.D-> | | **NETT PAY** | | **3,054.25** |
|---|---|---|---|---|---|---|
| Er EPF | 420.00 | 1680.00 | | BANK:7302 AC#:12121211111 | | |
| Er Socso | 34.15 | 136.60 | | | <-CURRENT-> | <BALANCE> |
| Gross Wage | 3500.00 | 14000.00 | | ANL. LEAVE | 1.00 | 5.00 |
| Ee EPF | 385.00 | 1540.00 | | SICK LEAVE | 0.00 | 14.00 |
| Ee Socso | 9.75 | 39.00 | HAPPY HOLIDAY! | | | |
| Inco/Tax | 51.00 | 204.00 | | | | |

- **Pay History Report**





**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>**

| Internal Reports | ▶ | EPF | ▶ |
| Government Form | ▶ | SOCSO | ▶ |
| Bank/Cash/Cheq Reports | ▶ | Income Tax | | EPF RETURN |
| Management Reports | ▶ | HRD Report | | EPF RETURN - DISK |
| Employee Data Reports | ▶ | ASB Form | | EPF Bank Diskette Submission |
| Hire, Confirm & Termination | ▶ | Tabung Haji Form | | |
| Advance Reports | ▶ | | | |
| Leave Reports | ▶ | | | |
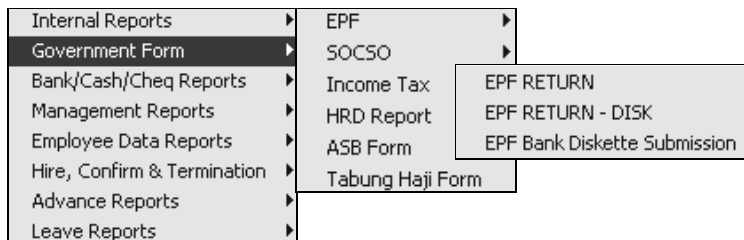
**EPF-RETURN**
-EPF Return form (Borang A)
-EPF Return – DISK
(By Diskette submission)

**Diskette Format**

Drive A:\EPFORMA

Include Voluntary ? ☐

Particular    Process    Close

**EPF Diskette return submission step:**

1) Insert a diskette into your floppy disk
2) Click "Particular" button to enter
  - authorize personnel particulars & Cheque Number.
  - Fowarding 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.

**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

```
OEPF MTHLY FORM AMOHAMED BIN OSMAN Tel: 27100090
10123456780503
211111112 870526042222    JAMES LYE                    0042000385007
211551163 5098909         ZALE
30000022662275000020004608000
```

**BORANG (BBCD)**

**KUMPULAN WANG SIMPANAN PEKERJA**
( Peraturan-Peraturan Dan Kaedah-Kaedah KWSP 1991 (Kaedah 11(1)) )
**( BORANG BAYARAN CARUMAN BULANAN - DISKET (BBCD) )**

**SISTEM PENGHANTARAN DATA PITA/DISKET**

**JADUAL CARUMAN BULAN MAY 2003**

| No. Rujukan Majikan | Bulan Caruman | Amaun Caruman | |
|---|---|---|---|
| 12345678 | 0503 | RM | 8,832 00 |

Jumlah caruman untuk bulan di atas ( untuk potongan gaji bulan ......Apr. 2003)........
hendaklah dibayar kepada KWSP/ Ejen Kutipan KWSP tidak lewat daripada 15hb setiap bulan
☐ Wang Tunai    ☐ Cek/ KirimanWang/  Wang Pos/ Draf Bank * No .............................................

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.

## SOCSO

- <Government Form><SOCSO Return>
    - SOCSO Form 8A
    - Diskette Return

| Internal Reports | ▶ | EPF | ▶ | |
|---|---|---|---|---|
| Government Form | ▶ | SOCSO RETURN | ▶ | SOCSO FORM 8A |
| Bank/Cash/Cheq Reports | ▶ | INCOME TAX RETURN | ▶ | SOCSO FORM 2 |
| Management Reports | ▶ | HRD Report | | SOCSO FORM 3 |
| Employee Data Reports | ▶ | ASB Form | | DISKETTE RETURN |
| Hire, Confirm & Termination | ▶ | TABUNG HAJI Form | | |
| Advance Reports | ▶ | | | |
| Leaves Reports | ▶ | | | |

### SOCSO Diskette Return step:

1. Insert a diskette into your floppy disk
2. Select Government Form, SOCSO 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.

Diskette Format

Drive A:\BRG8A.txt

[ Particular ]   [ Process ]   [ Close ]

Report Viewer

Preview Size 9 ▼   [ Print ]   [ Setup ]   [ Close ]

```
X12354569870526042222X1233411X0403JAMES LYE                4390
X12354569      5098909W217550W 0403ZALEHA BINTE AZIZAN      4390
```
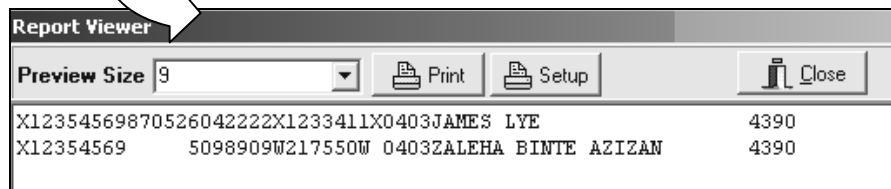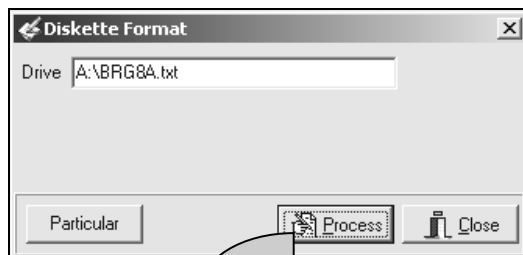
6. Click "Close" button, Form 8A & **Lampiran A**(Last page) will appear, print out the form & submit together with the diskette to PERKESO.

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)

| CEK/KIRIMAN 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



**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.



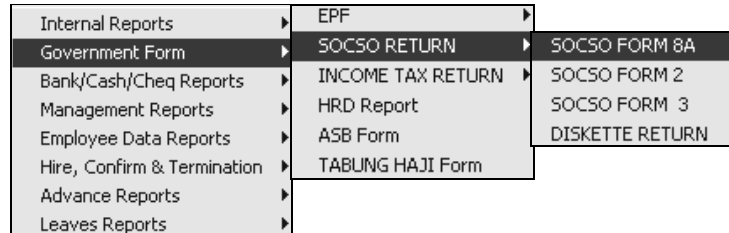6. Click "Close" button, CP39 form will appear. Print out the form & submit together with diskette to LHDN.

**Bank/Cash/Cheq Reports**

- **Bank Listing**
- **Cash Listing**
- **Cheque Listing**
- **Bank Diskette Export**
- **Bank Details Report**



**- 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.

# Summary

Payroll processing – How does it work?

An employee's master record is entered in "Update Employee" tab page. Before processing/initialising the payroll, all relevant fields in "Update" tab page - "Update Employee" should be filled out.


Update Employee


Leave Application

Step 1

**Link to modify pay record**: YES

After processing the payroll, individual pay records are created. Variable/manual entries can be added into these pay records; such as overtime hours, allowances or deduction.


Process Payroll

Step 1.1

**Transfer medical claims to pay records**: YES

Step 2

All pay records of the specified pay period will be created for individual employee under "Process Payroll". The pay records are created based on variable factors such as date of hire, EPF class, recurring allowances and deductions that are entered in "Update Employee" tab page


Modify Record


Claim Record

| Claim Record |
| Claim Report |
| Claim Report - Landscape |

Step 3



1. **Exit Program**

2. **Diagnostic**

3. **Backup**

# (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.
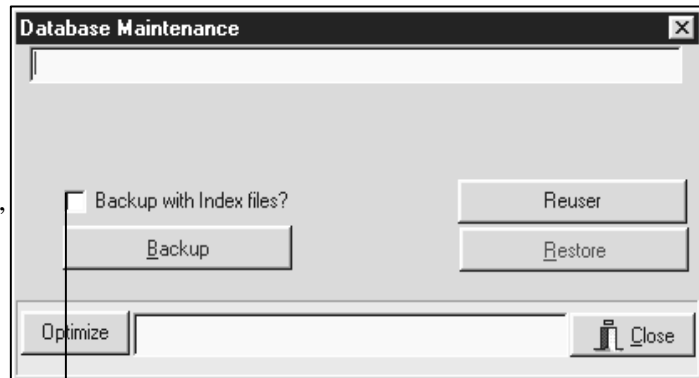
**Note:**
You need not backup the database with index files because the restore function

A user may choose from the **location dialog box** button where the database should be backup.
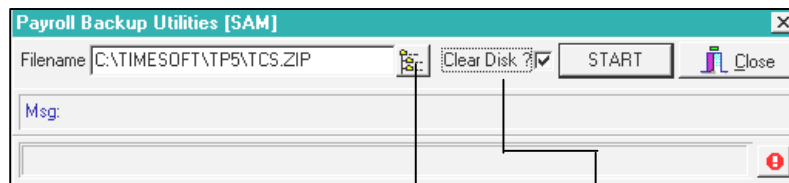
4) To backup the database to diskette/s, select **A:** from the drive list box.

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.
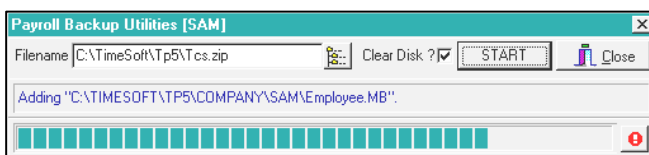
The database may need to be backup into a few diskettes. The backup process will prompt the user to insert a new diskette if required. *(See diagram on the right)*
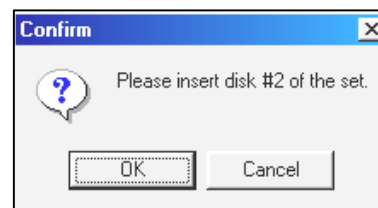
6) Insert a new diskette into drive A: and click the **OK** button.

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.
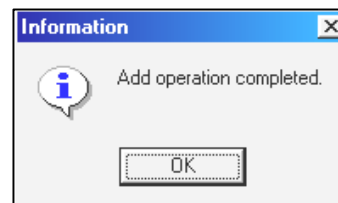
**RESTORE**
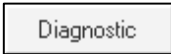
When restoring a database, a user may choose to do the following:

a) Restore a backup database into an **existing** database *(same database name)*, in effect overwriting the existing database.
b) Restore a backup database into a **newly created** database with the same name.

**To restore a database from drive A: -** CASE (b)

**STEPS:**

**1)** From **TIMES PAY** main Window, create a new database with the same name as the one from which to restore.

**2)** Click the [ Diagnostic ] button.

**3)** Click the **Restore** button.

**4)** Select from the drive list box drive A:

**5)** Click the **Start** button and click **Yes** to proceed with the restore process.
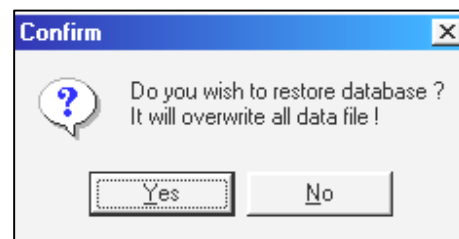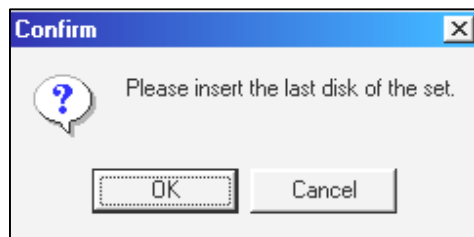
**6)** Insert the last diskette of the backup database into drive A: and click the **OK** button.

*The restore process will then prompt the user to insert the first diskette into drive A:.

**7)** Insert the first diskette and click the **OK** button.
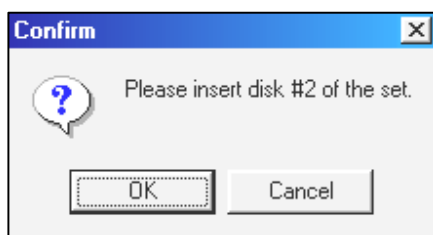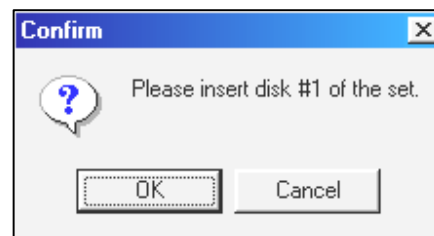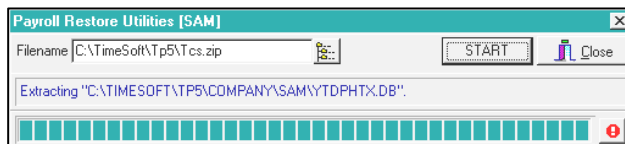
**8)** Insert the next diskette into drive A: and click the **OK** button.

**9)** Repeat step 8 until the operation is done.

**10)** 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:-

| Internal Reports ▶ | Payroll Department Report |
|---|---|
| Government Form ▶ | Payroll Cost Centre Report |
| Bank/Cash/Cheq Reports ▶ | New Format Payroll Report |
| Management Reports ▶ | YTD Departmental Report |
| Employee Data Reports ▶ | YTD Cost Centre Report |
| Hire, Confirm & Termination ▶ | Pay History Report |
| Advance Reports ▶ | Pay-Slip ▶ |
| Leaves Reports ▶ | Allowance / Deduction ▶ |
| | NPL/Shift/OT/Rest-day ▶ |
| | Code Table ▶ |
| | Income Tax Run Report |
| | Allowance Deduction Listing |

**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.
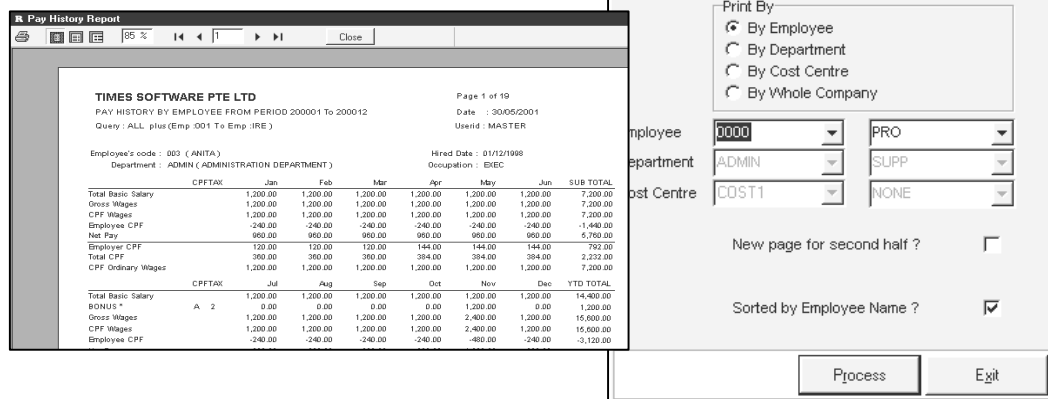
**5)** Click the printer icon on the top left of the report.
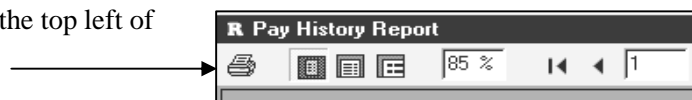
**6)** When the user click on printer icon, the "Print" screen will appear.

**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.
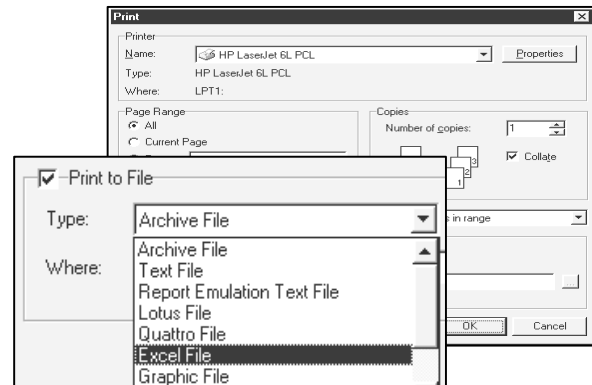
**8)** The user can choose to save the report name according to the name they want by selecting the button next to the file name to be saved.
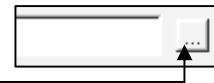
Once user click on the button to be saved, user will be able to see the Save As window where they can type in the File name of the file. (e.g. PayHistory.xls)
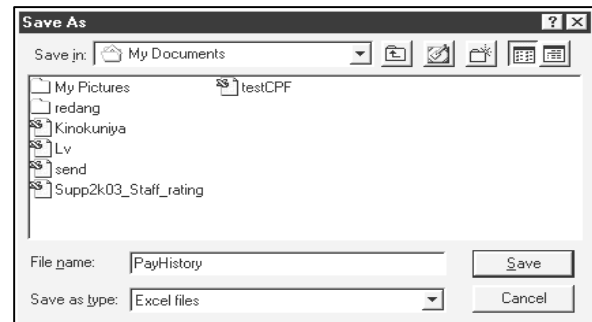
**9)** Go to Excel and open the file. From here you may make changes to the report.

## Exporting A Custom Report To Excel

**STEPS:**
1) Click the **Report Writer** icon.
2) Choose the **Custom Report**.

Report Generator
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 | ELSMPLOYEE DETAI | T |

4) Choose the preferred output destination – select **Preview** & **Clipboard**

Output Destination
☑ Preview   ☐ Printer   ☐ Export   ☐ File   ☑ Clipboard
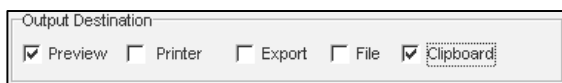
5) Click the **Go** button to preview the report as well as to export the report to the system's clipboard.

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          Included Special Period   ☐
○ Bonus Period           Included Bonus Period    ☐

Sorted by :   1. Ascending Key ▼   Use Query : ADMIN ▼

First Column sort :   ▼
Second Column sort :   ▼

New Page After Each Group   ☐    Report By
Included Terminated Employee  ☐    Detailed report        ◉
Excluded Report Heading      ☐    Grouped By SubTotal    ☑
Exclude Zero Value ?         ☐    Summary report        ○
Print Negative Value as Positive ? ☐
Character Size            10 ▲▼
save paper size ?          ☑
Paper size : default/custom

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.
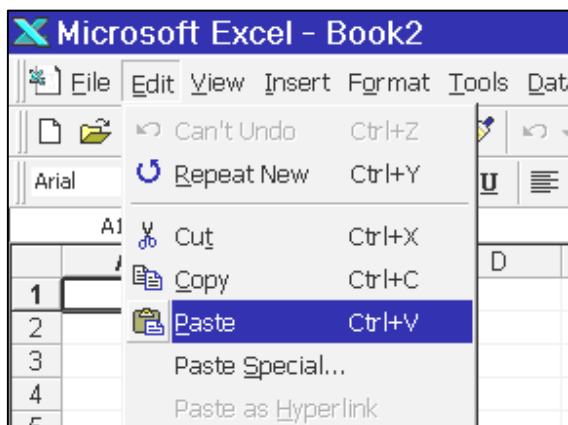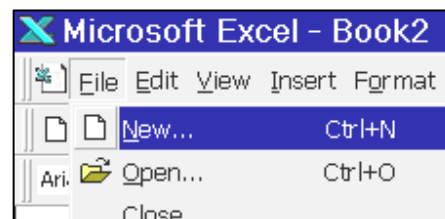
See the next page for a sample.

You will notice that for row 9, the data in A9 is a continuous string: "002 BENSON LEE  1300.00 1400.00"

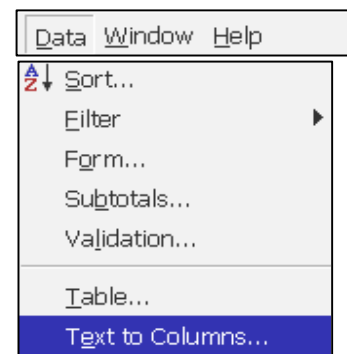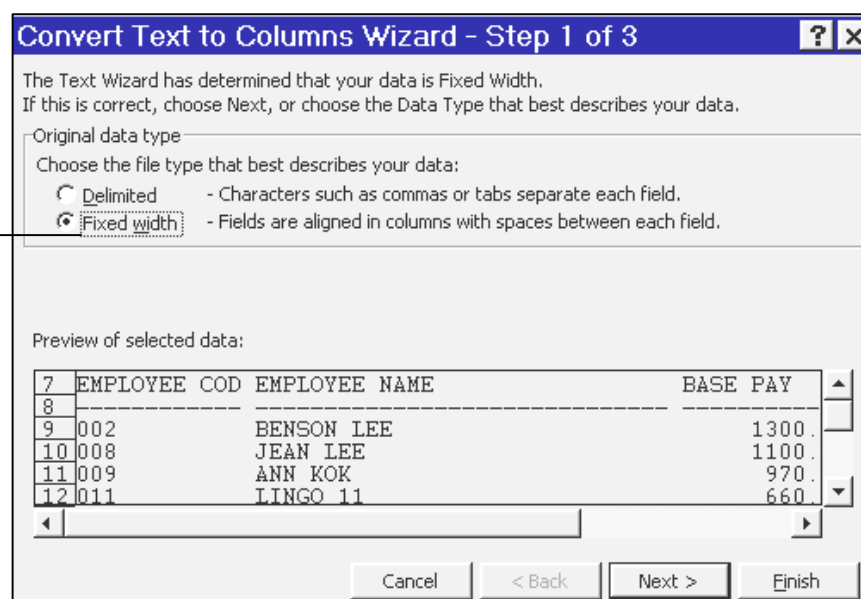| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | TIMES SOFTWARE PTE LTD  28/07/1999 5:49:12 PM | | | | | | PAGE : 1 | |
| 2 | | | | | | | | |
| 3 | CUSTOM REPORT : REPORT FOR THE MONTH OF JULY Period :  End | | | | | | | |
| 4 | REPORT TITLE  : PAYROLL REPORT | | | | | | | |
| 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 | QEUK 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.

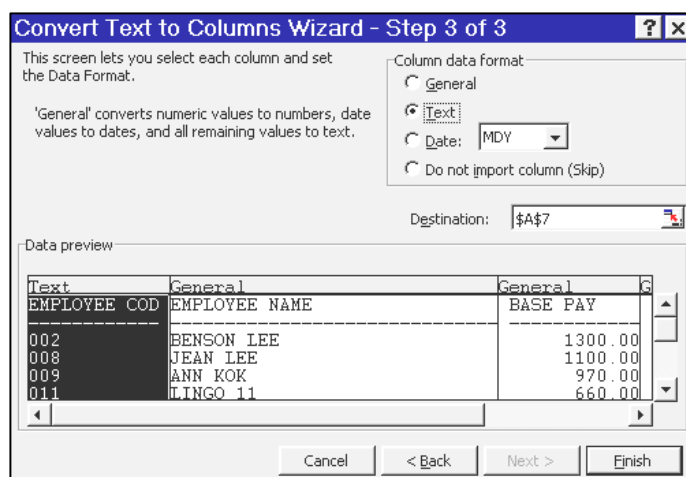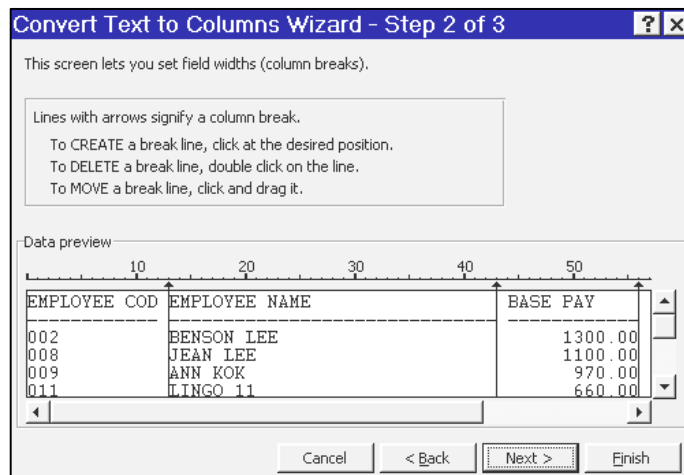Data  Window  Help

A↓ Sort...
Filter                    ▶
Form...
Subtotals...
Validation...

Table...

Text to Columns...

**Convert Text to Columns Wizard - Step 1 of 3**    ? ☒

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the Data Type that best describes your data.

Original data type
Choose the file type that best describes your data:
Choose **Fixed width**
  ○ Delimited      - Characters such as commas or tabs separate each field.
  ⦿ Fixed width    - Fields are aligned in columns with spaces between each field.

Preview of selected data:

| 7 | EMPLOYEE COD EMPLOYEE NAME | BASE PAY |
|---|---|---|
| 8 | ------------- -------------------------------- ---------- | |
| 9 | 002 | BENSON LEE | 1300. |
| 10 | 008 | JEAN LEE | 1100. |
| 11 | 009 | ANN KOK | 970. |
| 12 | 011 | LINGO 11 | 660. |

Cancel    < Back    Next >    Finish

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.

## Prorate Salary

### Scenario #1

Basic Pay :        $800
Mid Workdays :     13
End Workdays :     11

Semi-month payment
percentage:  50%

Hired Date:  08/02/1999

**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.**

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

**Prorate formulae**
When the above is chosen, prorated salary
will be based on the (Daily Rate **X**  the
number of days worked.)

**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 formulae**
When the above is chosen, prorated salary will be based on the following:
(Days worked /Total working days ) X Base Salary



## Scenario #2



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)

$$\frac{13 \times 2}{24} \text{days} = 1.0 \Rightarrow \quad \text{Rounded off to the}$$
Nearest whole number

$$1.0 \times 50\% \times \text{Basic Pay} = \$400$$

**Prorate formulae**
When the above is chosen, prorated salary will be based on the (Daily Rate X the number of days worked.)

**END- MONTH** (Basic Pay)

7 + 9 = 16 days
16 x $33.33 (daily rate) = $533.28

$533.28 - $233.33 (mid-month Basic pay) = $299.95

| 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 days

$$\frac{16}{24} \text{days} \times \$800 = \$533.33$$

$533.33 - $233.33 = $300

**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



Assuming the above setting is used for the following example.

## Scenario



| 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.**

$$\frac{7}{13} \text{days} \times \$200 = \$107.69$$



**END- MONTH** (Transport allowance)

$$\frac{(7+9)}{24} \text{days} \times \$200 = \$133.33$$

# 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      MT8MTN      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.
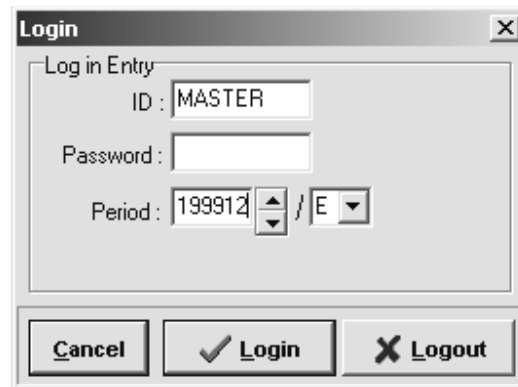
This will update all your company databases with the new fields & tax table on your system.
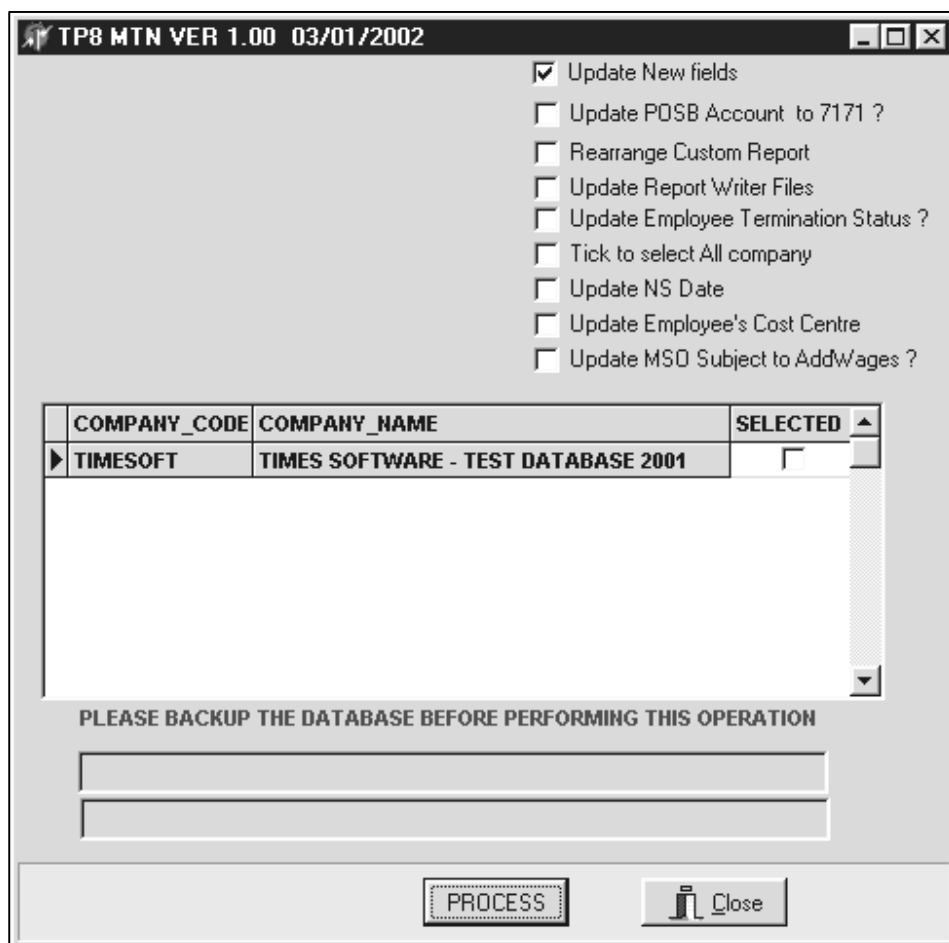
## Run the Payroll Program to Initialise for New Year

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.
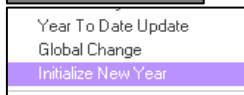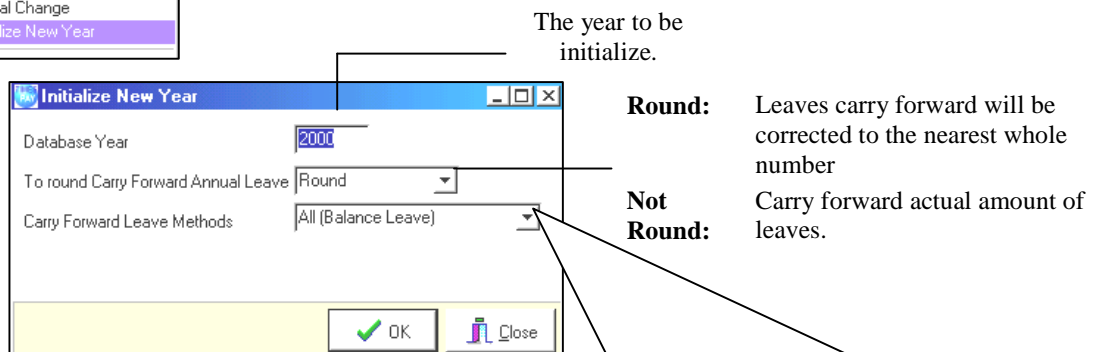
## INITIALIZE NEW YEAR

**Steps:**

Click on **Utility** Icon and select **Initialize New Year.**

3) Select the option below and click OK to proceed with the desired settings.

The year to be initialize.

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

**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.



**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.

## 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**.

| 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

Therefore, the leave entitlement record for year 2000 will show a **B/F** amount of **14**.

| | Service Year From | Service Year To | Entitlement Day | Brought Forward 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.

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

**IMPORTANT NOTE:**

If you are processing bonus declared in 1999 that are paid in 2000, you should use the code: **BONUSP**.

Bonus Run for Period 200201

| | |
|---|---|
| Bonus Code : | BONU |
| Bonus Method | By Calendar |
| Cut Off Bonus (Mth/Period) | 1  2002 |
| Bonus Factor | 0 |
| default Bonus Factor From Update Employee if '0' bonus factor entered. | |
| Bonus Payment by | New Base Salary |
| Bonus Amount | 0 |
| Include NPVP paid on | No |
| Which Period to pay Bonus | separately |
| Bonus Calculation By | Service Month |
| CPF rate | Current Year CPF |
| Service Month Cut Off Day '0' No Cut off Day apply, '31' must works for full complete month | 15 |
| Contribute Community Funds ? | Yes |
| Excludes unconfirmed staff ? | ✓ |

Clear Record          Process      🔲 Close

**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 | |
| ☐ Exclude NPL | |
| ☐ Exclude Sick Lv | |
| ☐ 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 | | | | | |
| Bonus Code | BONUSP | | | | | USERID : MASTER |
| 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 |