

Payroll Reports



To generate reports:

STEPS:

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

Internal Reports	▶	Payroll Department Report
External Reports	▶	Payroll Cost Centre Report
Management Reports	▶	YTD Departmental Report
Advance Management Reports	▶	YTD Cost Centre Report
Quick Employee List	▶	Pay-Slip
Leave Reports	▶	Pay History Report
Graphical Analysis		Career Progression
Hire Confirm Listing		Employee Data Reports
Quick Search by Dates Report		Allowance / Deduction
Auto Prompting Report		NPL/Shift/OT/Rest-day
Mail Merge		Code Table
Label Wizard		Bank Listing
		Income Tax Checking Report

REPORT TYPES

1. Internal Reports – Standard payroll reports

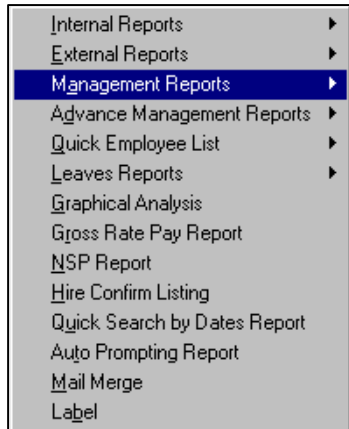
- Payroll Department Report
- Payroll Cost Centre Report
- YTD Departmental Report
- YTD Cost Centre Report
- Pay-Slip
- Pay History Report
- Career Progression
- Employee Data Reports
- Allowance / Deduction
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- Code Table
- Bank Listing
- Income Tax Checking Report

Payroll Department Report
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NPL/Shift/OT/Rest-day
Code Table
Bank Listing
Income Tax Checking Report

2. External Reports – for external usage such as banks and government boards.

- Bank/Cash/Cheque listing
- Bank Diskette Export
- Jamsostek Report

Internal Reports	▶	
External Reports	▶	Bank/Cash/Cheq
Management Reports	▶	Bank Diskette Export
Advance Management Reports	▶	Jamsostek Report
Quick Employee List	▶	
Leave Reports	▶	
Graphical Analysis		
Hire Confirm Listing		
Quick Search by Dates Report		
Auto Prompting Report		
Mail Merge		
Label Wizard		



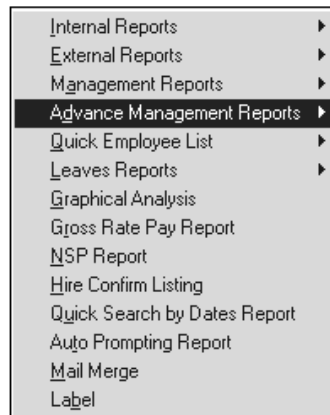
3. Management Reports – for management staff to have necessary information to analyse staff overhead.

- Audit Report
- Pay History-Variance Report
- Total Paid Out Report
- Staff Movement Report – Straight Method
- Staff Movement Report – Moving Average

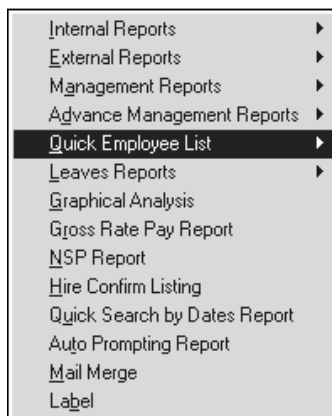
Audit Report
Pay History-Variance Report
Total Paid Out Report
Staff Movement Report - Straight method
Staff Movement Report - Moving Average
Salary Reconciliation Report

4. Advance Management Reports for more detail break-down

- Project Costing Report
- Department Report
- Cost Centre Report
- YTD Department Report
- YTD Cost Centre Report



Project Costing Report
Department Report
Cost Centre Report
YTD Department Report
YTD Cost Centre Report
Journal Report

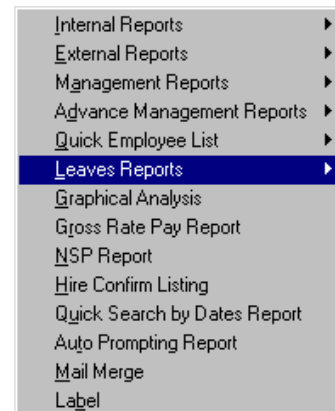


5. Quick Employee List

By Employee No
By Employee's Name
By Department
By NRIC No

6. Leaves Reports

Leave Entitlement
Leave Balance Report
Leave Taken Report
Leave Attendance Report



7. Graphical Analysis
8. Gross Rate Pay Report
9. Hire Confirm Listing
10. Quick Search by Dates Report – for quick reference on employment pass expiry date, birthday, hired date and etc.
11. Confirmation & FWL expired Listing
12. Mail Merge

MAIL MERGE

The mail merge function provides a convenient way to generate letters or reports, which includes data from all/selected employees.

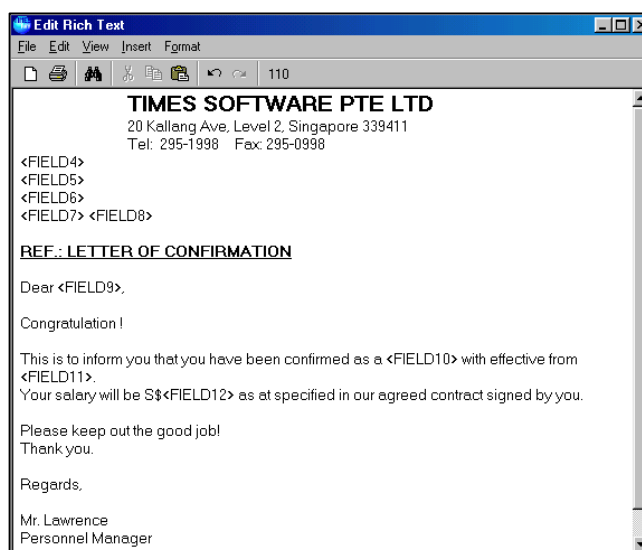
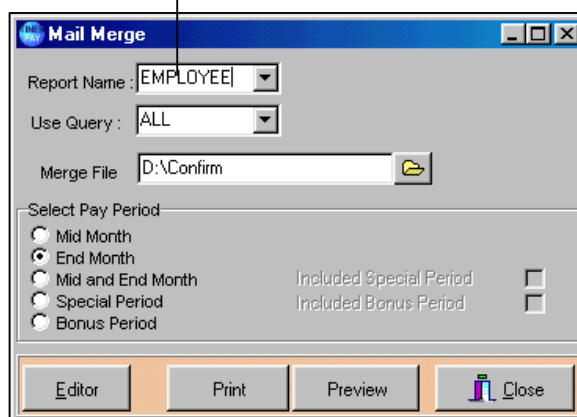
E.g. Confirmation letters



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** icon and choose **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.

The Custom report's name



NOTE:

<FIELD4> □ Column one
 <FIELD5> □ Column two
 <FIELD6> □ Column three
 <FIELD7> □ Column four

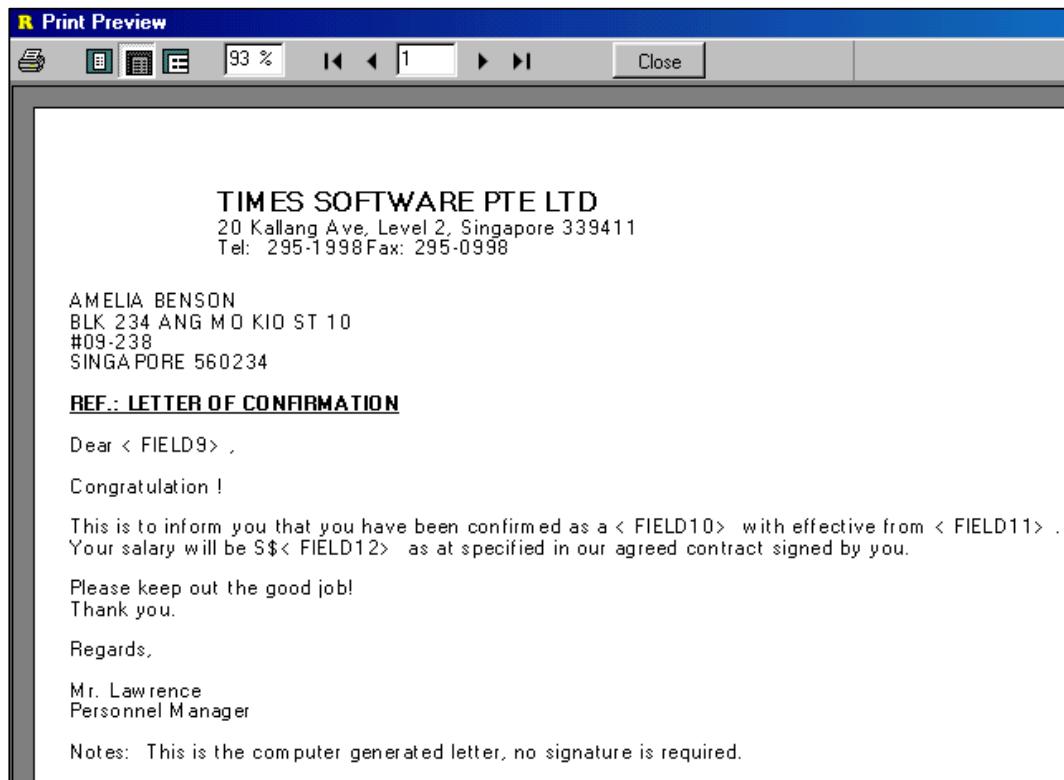
Example:

<Field4> correspond to column one of the custom report.

- 7) Save the document in the desired location. (E.g. D:\confirm.rtf)

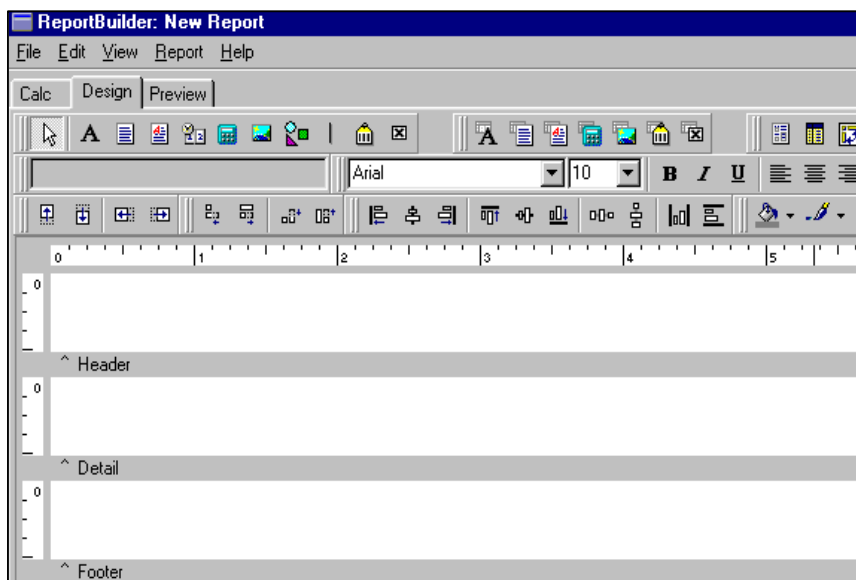
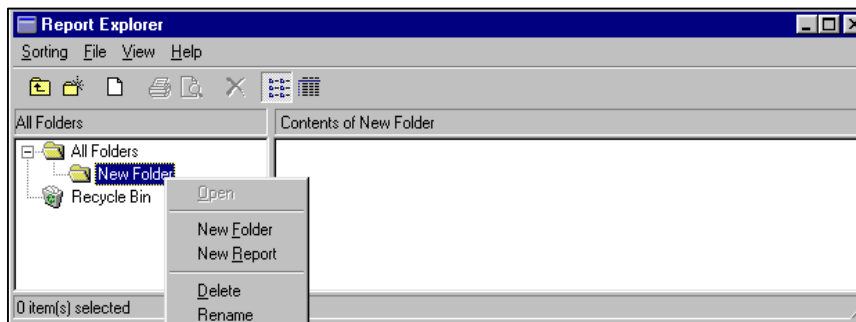
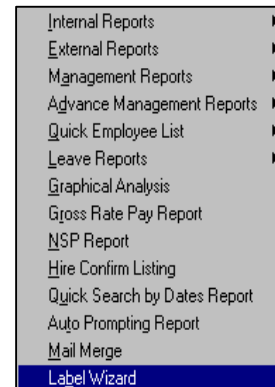
NOTE: the document is saved in Rich Text Format – “.rtf”

- 8) Provide the required document in the merge file input field.
- 9) Click the **Preview** button to preview the report before printing.
- 10) Click the Print button to print the merged documents. _____

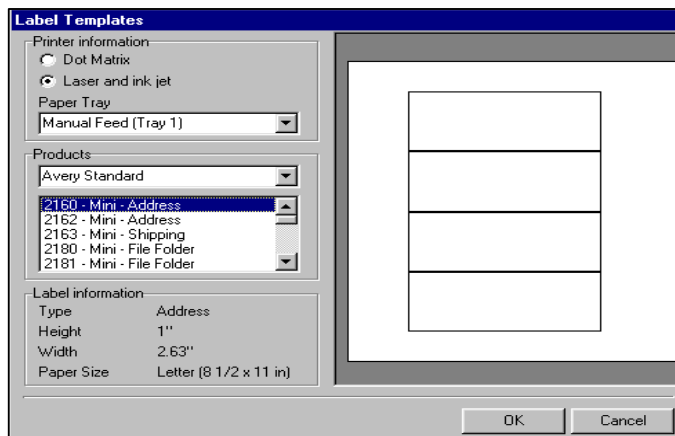
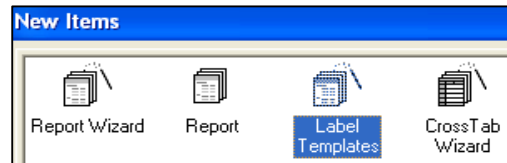
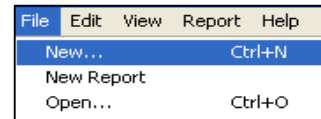
Sample letter after mail merge

LABEL – Steps to Perform a Label Wizard

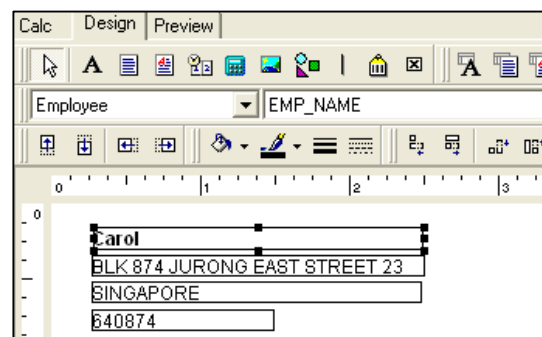
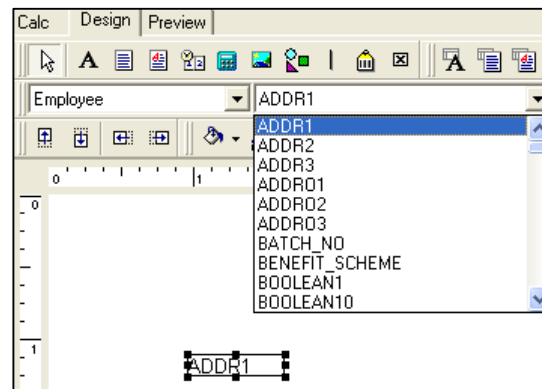
- 1) Select **Payroll report, Label Wizard**,
- 2) At Report Explorer, right click at the **All Folders**, select the **New Folder** to create a new folder.
- 3) You can also rename the new folder by right hand click on the folder itself.
- 4) Please do a right hand click at the “**New Folder**” and select the “**New Report**” to start a new report builder.
- 5) User should see a “**Report Explorer**” attached below.



- 6) Please select the “**File**” at the left-hand corner and select the “**New**” option.
- 7) Under the **New Items**, select the “**Label Template**” and click “**OK**” button.
- 8) After that, you are required to select from the “**Label Template**” and the “printer information” and type of the label format and click the “**OK**” button.



- 9) After the “OK” button, you are required to click the “DBText” and drop down to the field below. User have to click the right hand button and select to **Employee** and the data need from the left hand button.



11) After that, please click the “Preview” button to view the output. You should able to get a label output as shown below.

<p>Alan 20 Kalang Avenue 8 SINGAPORE 339411</p> <p>Aliceal Toh BLK 574 BEDOK NORTH STREET 13 SINGAPORE 339256</p> <p>Betsy BLK 123 LAVENDER STREET 8 SINGAPORE</p> <p>Carol BLK 874 JURONG EAST STREET 23 SINGAPORE 640874</p>
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STANDARD REPORTS

Payroll Department Report

Select:

<Payroll Reports>
<Internal Reports>
< Payroll Department Report>

Pay Advise

Select:

<Payroll Reports>
<Internal Reports>
<Pay-Slip>
<Pay Advise>

Out Type:

Dot-matrix Epson 15cpi
Dot-matrix Epson 12cpi
Dot-matrix IBM 12cpi
Graphical

Print Dialog for Departmental Report

From Period: 200008 To: 200008

Select Pay Cycle:

- ☐ Mid Month
- ☒ End Month
- ☐ Special Period
- ☐ Bonus Period Included Special
- ☐ Full Month Included Bonus
- ☐ Mid And End

Print By:

- ☒ Details
- ☐ Summary
- ☐ Summary(+Category)

Employee: 0001 004

Department: ACCT SALES

Print Messages Footer? ☒

New Page for Company Total? ☒

New Page After each Group? ☒

Include Allowance/Deduction List? ☒

2 lines Details Format? ☒

Process Exit

Payslip Parameter

Parameter: Free Field

Select Pay Period:

- ☐ Mid Month
- ☒ End Month
- ☐ Special Period
- ☐ Bonus Period
- ☐ Mid & End Month

From Employee: 0001 To Employee: 004

Output Type: Dot-Matrix - Epson 12cpi

Printer: HP LaserJet 6L PCL on '...

Payslip Gap: 2

Paper Size: 4" Format

Print Annual Leave? ☒

Print Sick Leave? ☒

Print Approval by, received by line? ☒

Print YTD Details? ☒

Print Bank and A/C No? ☒

Print OT-Rates? ☒

Remove Payslip Lines? ☐

Exclude Fw/L Details? ☐

Print Category Code? ☐

Print (Basic)? ☒

Print Medisave Contribution? ☐

Sort Payslip By:

- ☐ Employee No
- ☐ Name
- ☐ Dept#
- ☐ Cost Centre
- ☐ Supervisor
- ☐ Category
- ☐ Dept+Cat+EmpNo

Payslip Msg from:

- ☒ Employee
- ☐ Global Setup

Print Preview Close

- 1) If you are using **Dot-matrix** output, the payslip gap must be set to 2.
- 2) If you are using **Graphical** output, the paper source should be set to **pre-sealed** envelop when printing to standard 4" pay-slips.
If you choose to print to an A4 size paper, you should set the paper source to **Computer Form**.

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-slip – 4” pay-slip

[illegible]

Pay History Report



Internal Reports	Payroll Department Report
External Reports	Payroll Cost Centre Report
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Graphical Analysis	Career Progression
Gross Rate Pay Report	Employee Data Reports
NSP Report	Allowance / Deduction
Hire Confirm Listing	NPL/Shift/OT/Rest-day
Quick Search by Dates Report	Code Table
Auto Prompting Report	Bank Listing
Mail Merge	CPE MAX Report
Label	

Print Dialog for Employee History Report

From Period: 199901 To: 199904

Cycle:

- ☐ Mid Month
- ☐ End Month
- ☐ Special Period
- ☐ Bonus Period
- ☒ Full Month
- ☐ Mid And End

Included Special: ☐
Included Bonus: ☐

Print By:

- ☒ By Employee
- ☐ By Department
- ☐ By Cost Centre
- ☐ By Whole Company

Employee: 0001 004

Department: ACCT SALES

Cost Centre: COST1 NONE

Process Exit

PT INDOPAY								Page 1 of 1
PAY HISTORY BY EMPLOYEE FROM PERIOD 200601 To 200606								23/12/2006 10:43:37 PM
Query : ALL plus (Emp :0001 To Emp :0001)								Userid : MASTER
Employee's code : 0001 (AGUS SUHARTO)								Hired Date : 01/02/2000
Department : NONE (NONE)								Occupation : NONE
DOB: 01/05/1970								Fund Class: NONE
	CPFTAX	Jan	Feb	Mar	Apr	May	Jun	YTD TOTAL
Total Basic Salary		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	12,000,000
INCOME TAX DEDUCTION N 0		-33,000	-33,000	-33,000	-33,000	-33,000	-33,000	-198,000
LOAN REPAYMENT N 0		-100,000	-100,000	-100,000	-100,000	-100,000	-100,000	-600,000
TRANSPORT ALLOWANCE O 0		100,000	100,000	100,000	100,000	100,000	100,000	600,000
Gross Wages		2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	12,600,000
Taxable Income Wages		660,000	660,000	660,000	660,000	660,000	660,000	3,960,000
Employee Jamsostek		-40,000	-40,000	-40,000	-40,000	-40,000	-40,000	-240,000
Net Pay		1,967,000	1,967,000	1,967,000	1,967,000	1,967,000	1,967,000	11,802,000
Employer Jamsostek		80,000	80,000	80,000	80,000	80,000	80,000	480,000

JST Report

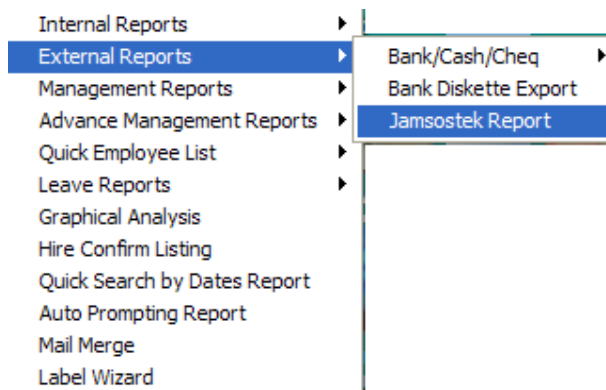
To print the JST report, select

<Payroll Reports>

<External report>

<Jamsostek Report>

<Jamsostek Report>



Perhitungan Iuran Report

Iuran disetor melalui

☒ Bank

☐ Kantor Pos

☐ Kantor JAMSOSTEK

Kekurangan/Kelebihan iuran untuk bulan/tahun

Jaminan Kecelakaan Kerja (JKK)

0.00

Jaminan Hari Tua (JHT)

0.00

Jaminan Kematian (JKM)

0.00

Jaminan Pemeliharaan Kesehatan (JPK)

0.00

Denda iuran

Jumlah Denda iuran

0.00

Name pimpinan perusahaan

Jabatan

Process

Exit

PERHITUNGAN IUARAN									
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> No. Dokumen 2 </div>									
BAGIAN I - Penilaian									
1.1 Penilaian PT (NOGPAY)					No. Perhitungan (JUP)				
					JUP2004				
2.2 Iuran untuk bulan / tahun 12/2005									
3.2 Iuran dalam matau :									
					<input checked="" type="checkbox"/> Bank <input type="checkbox"/> Kantor Pos <input type="checkbox"/> Kantor JAMISOSTEK				
BAGIAN II - Rekapitulasi tenaga kerja dan upah (JURK, JMT, JUM)									
Urutan		Jumlah							
		Tenaga Kerja				Upah (Rp)			
A. Bulan Lalu		0				0			
B. Penambahan tenaga kerja (F 1a)		0				0			
C. Pengurangan tenaga kerja (F 1c)		0				0			
D. Kenaikan Upah		0				0			
E. Jumlah (A + B + C)		0				0			
BAGIAN III - Rekapitulasi tenaga kerja dan upah (JURK)									
Urutan		Pasensi				Upah (Rp)			
		J1	J2	J3	TTG	J4			
A. Bulan Lalu		0	0	0	0	0	0	0	0
B. Penambahan tenaga kerja (F 1a)		0	0	0	0	0	0	0	0
C. Pengurangan tenaga kerja (F 1c)		0	0	0	0	0	0	0	0
D. Kenaikan Upah		0	0	0	0	0	0	0	0
E. Jumlah (A + B + C)		0	0	0	0	0	0	0	0
BAGIAN IV - Rekapitulasi uraian bulan ini									
Program (1)		Tarif (2)	Jumlah Upah (Rp) (3)			Jumlah Iuran (Rp) (4) = (2) X (3)			
A. Jaminan Kecelakaan Kerja (JKK)		0,34 %	0			0			
B. Jaminan Hari Tua (JHT)		0,31 %	0			0			
C. Jaminan Kematian (JKM)		0,2 %	0			0			
D. Jaminan Pemeliharaan Kesehatan (JPK)		0,0 %	0			0			
E. Jumlah (A + B + C + D)		0,0 %	0			0			
BAGIAN V - Rekapitulasi / Kenaikan iuran untuk bulan / tahun**									
Urutan						Jumlah Iuran (Rp)			
A. Jaminan Kecelakaan Kerja (JKK)						0			
B. Jaminan Hari Tua (JHT)						0			
C. Jaminan Kematian (JKM)						0			
D. Jaminan Pemeliharaan Kesehatan (JPK)						0			
E. Jumlah (A + B + C + D)						0			
BAGIAN VI - Denda Iuran									
Jumlah Denda Iuran						0			
BAGIAN VII - Jumlah seluruhnya									
Jumlah Seluruhnya (VII = V + VI)						0			

*Terdapat lebih lanjut pengisian perhitungan
 Keterangan : J1 = Laki-laki J2 = Perempuan J3 = Tidak Bekerja TTG = Tidak Bekerja (tidak termasuk pengisian JPK)

Tanggal
 11/12/2005

Bank Diskette Export

<Payroll Reports>

<External report>

<Diskette Export>

Example:

To generate diskette export for United Overseas Bank.

- 1) Select United Overseas Bank.
- 2) Click the **Process** button to proceed.

- Internal Reports ▶
- External Reports ▶**
- Management Reports ▶
- Advance Management Reports ▶
- Quick Employee List ▶
- Leaves Reports ▶
- Graphical Analysis
- Gross Rate Pay Report
- NSP Report
- Hire Confirm Listing
- Quick Search by Dates Report
- Auto Prompting Report
- Mail Merge
- Label

Output To Diskette-[Period:199904 - End]

A:\VBGINTAP

SAKURA BANK
 SAKURA-NEW
 STANDARD CHARTERED
 SANWA BANK-Y2K
 TOKYO-MITSUBISHI BANK
UNITED OVERSEAS BANK



Transaction Date 15/04/1999

Select Pay Period
☐ Mid Month
☒ End Month
☐ Mid and End Month
☐ Special Period
☐ Bonus Period

Special Period
 Bonus Period

Normal /Express Service
 Normal

Process Close

Report Viewer																															
Preview Size	<div> <div>9</div> <div>▼</div> </div> <div>  Print  Setup </div>																														
<table border="1"> <thead> <tr> <th>LIBGINTAP</th> <th>HONG KONG CELEBRITIE</th> <th>150499</th> </tr> </thead> <tbody> <tr> <td>27117049556952123</td> <td>Simon Yam - Reservis</td> <td>2200001024000</td> </tr> <tr> <td>272320014234234</td> <td>Jet Li - Daily</td> <td>2200000158350</td> </tr> <tr> <td>27339528423332</td> <td>Vivian Chow - Hourly</td> <td>2200000108325</td> </tr> <tr> <td>27348920232444</td> <td>Jacky Chan - Shift</td> <td>2200000068800</td> </tr> <tr> <td>27375010669955</td> <td>Christy Chung</td> <td>2200000046400</td> </tr> <tr> <td>2758800112122132</td> <td>Jacky Cheung</td> <td>2200000320000</td> </tr> <tr> <td>2758800115546454</td> <td>Andy Lau Tat Wah</td> <td>2200000334000</td> </tr> <tr> <td>29812081343432</td> <td>Vivian Chow - Hourly</td> <td>2200000046425</td> </tr> <tr> <td colspan="3">9000000000000000000000021163000000000000000</td> </tr> </tbody> </table>		LIBGINTAP	HONG KONG CELEBRITIE	150499	27117049556952123	Simon Yam - Reservis	2200001024000	272320014234234	Jet Li - Daily	2200000158350	27339528423332	Vivian Chow - Hourly	2200000108325	27348920232444	Jacky Chan - Shift	2200000068800	27375010669955	Christy Chung	2200000046400	2758800112122132	Jacky Cheung	2200000320000	2758800115546454	Andy Lau Tat Wah	2200000334000	29812081343432	Vivian Chow - Hourly	2200000046425	9000000000000000000000021163000000000000000		
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9000000000000000000000021163000000000000000																															

Summary

Payroll processing – How does it work?

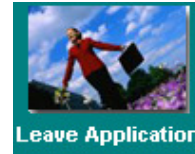
An employee's master record is entered in "Update Employee" tab page. Before processing/initialising the payroll, all relevant fields in "Update" tab page - "Update Employee" should be filled out.

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.

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, recurring allowances and deductions that are entered in "Update Employee" tab page

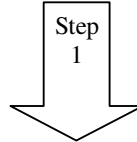


Update Employee



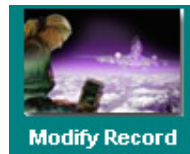
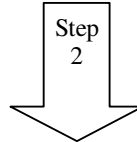
Leave Application

Step 1



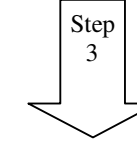
Process Payroll

Step 2

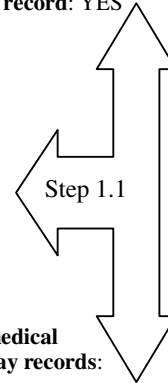


Modify Record

Step 3

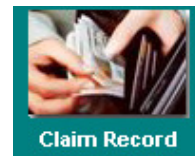


Link to modify pay record: YES

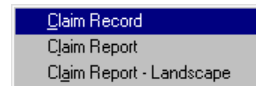


Step 1.1

Transfer medical claims to pay records: YES



Claim Record



1. Exit Program
2. Diagnostic
3. Backup