

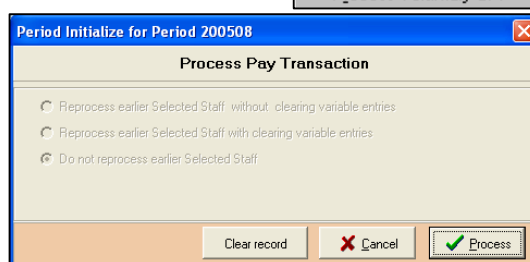
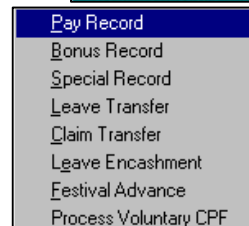
Process Payroll

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 payroll as follows:

To process the pay record for a new period/Month:

STEPS:

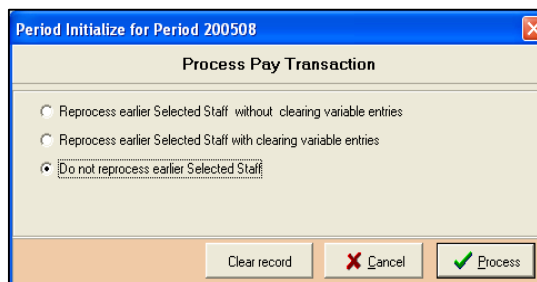
- 1) Click the **Process Payroll** icon
- 2) Select **Pay Record**
- 3) The 3 option is grey in color
- 4) Click the **Process** button



To Re-process the pay record :

STEPS:

- 1) Click the **Process Payroll** icon
- 2) Select **Pay Record**
- 3) Choose Option 1, 2 or 3
- 4) Click the **Process** button



The Process Options:

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

What are variable entries?

The user may set them up when modifying the pay records.

E.g. OT , shift allowance, NPL entries, Ad-Hoc allowances/deductions.

Process Bonus

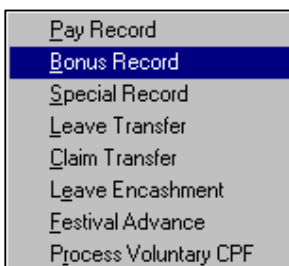
Bonus Record – TIMES PAY provides an efficient way to process the Calendar year/service period bonus for a company's payroll.

To process bonus records:

STEPS:



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



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

Bonus Method: By Calendar/pay period/Calander(periodical)

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
- 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 (Most recommended method)

Bonus Calculation By:

- Service months
- Calendar days
- Working days

Tick to
exclude the
leaves from
bonus
computation

Variable Bonus Code Setting

Variable Bonus 1

Leave Exclusion

☐ Exclude NPL

☐ Exclude Sick Lv

☐ Exclude Annl.Lv

☐ Exclude Absent.Lv

NOTE:

Trial Run: Button to preview the bonus projection report

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

1/1998 To 12/1998

Page No : 1

Pay Bonus Based on

Base Wage

Date : 27/10/1998

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

Group: Allows user to define Bonus factor or amount by employee category

Steps:

1. Press “Insert” button to insert a new record
2. Define the bonus factor or amount
3. On top of the bonus, you may use the “Variable Bonus 1”, “Variable Bonus 2” to define variable bonus which you would like to pay together with bonus

Bonus Run for Period 200508

Bonus Parameter Group Individual Update Bonus Factor

GROUP BY CATEGORY_CODE Pay Effective Date 01/08/2005

Category	Description	Hours Days Worked	Bonus Factor	Fix amount	Variable Bonus1
JUNI	JUNIOR	0.00	1	0.00	0.00
PARTTIME	PART TIME	0.00	1	0.00	0.00
SENI	SENIOR	0.00	5	0.00	0.00

Update Bonus Factor: Allows user to update Bonus factor for all staff at single screen

Steps;

1. Click “**Generate Record**” to generate employee name list
2. Enter Bonus Factor(Use to update back to <Update employee><employee record>)
3. Use the option at Individual tab to update this bonus factor to <Update employee><employee record>

Update Bonus factor to Update Employee?



Bonus Run for Period 200508

Bonus Parameter Group Individual Update Bonus Factor

Generate Record Clear Record

Emp No	Employee	Bonus Factor
1	Alan	1
10	Linda	1
11	Racheal	1
12	Golden Lavender De Christoper Peter	1
13	Ramona	1
14	Steven	1
15	Louis	1
3	Carol	1
4	David	1
5	Emily	1
6	Fiona	1

Individual: Allows user to enter the Bonus factor or Fix amount for all at single screen before process bonus

Bonus Run for Period 200508

Bonus Parameter | Group | Individual | Update Bonus Factor

Generate Record | Clear Record

Retrieve Bonus factor from Update employee ? ☐

Update Bonus factor to Update Employee ? ☐

Emp No	Employee	Hours /Days Worked	Bonus Factor	Fix amount	Variable Bonus1
1	Alan	0.00	0	900.00	0.00
10	Linda	0.00	0	1200.00	0.00
11	Racheal	0.00	0	4900.00	0.00
12	Golden Lavender De Christoper Peter	0.00	0	0.00	0.00
13	Ramona	0.00	0	0.00	0.00
14	Steven	0.00	0	0.00	0.00
15	Louis	0.00	0	0.00	0.00
3	Carol	0.00	0	0.00	0.00
4	David	0.00	0	0.00	0.00
5	Emily	0.00	0	0.00	0.00

Special Record

Special Record – Includes incentive allowances, awards (“hong baos”, long service awards, etc.)

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.



Pay Record

Bonus Record

Special Record

Leave Transfer

Claim Transfer

Leave Encashment

Festival Advance

Process Voluntary CPF

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

Process Special Run for Period 200508

Code:

Payment method: By Base Salary Percentage

Amount: 0

Pay Period:

☐ Mid Month

☐ End Month

☒ Separately

Contribute Community Funds ? Yes

Clear Record | Process | Close

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.



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

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 process payroll records:

STEPS:

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

Leave Transfer for period 200201

Leave Transfer for period 200201

Parameter

Do you wish to prorate Allowance ? ☐

Process

Close

Do you wish to prorate allowance?

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

Employee #	004
------------	-----

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

Updated leave reflected accordingly

RESULTS

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

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

Assuming that the month's payroll has just been processed. However, a medical claim record for an employee was omitted in the process. This function allows user transfer all medical to modify pay record.

To transfer that medical record:

1. **Reprocess the pay records without clearing variable entries**

OR

2. **Transfer Medical Claims**

To transfer medical claims to processed payroll records:

STEPS:

- 1) Click the **Process Payroll** icon.
- 2) Select **Medical Claims Transfer**.
- 3) Click the **Process** button.
- 4) As you can see from the example below which the \$25.00 amount reimburse by employer is being transfer to Modify pay record

Claim Info	
Claim Code: MEDICAL	Claim Date: 03/08/2005
Sub Claim:	Visit Date: 03/08/2005
Claim Amount: 0.00	Sub Claim Limit: 0.00
Remark:	Benefit Scheme: N1
	Service Year: 6 year 5 month
Clinic & Doctor Info	
Hosp./Clinic:	Doctor's Name:
Diagnosis:	Insurance No.:
Pre-illness Indicator:	Dep ID:
Sector: Private Sector	Type: Out patient - GP
OPD Eligibility ? <input checked="" type="checkbox"/>	HIC Eligibility ? <input checked="" type="checkbox"/>
Co-Payment & Transferring To Payroll	
Co-payment ? <input checked="" type="checkbox"/>	Employee Payable\$ 17.00
Transferred to payroll ? <input checked="" type="checkbox"/>	Employee Payable\$ 5.00
Reimbursement ? <input checked="" type="checkbox"/>	Reimburse% By Employer 83.00
Approved ? <input checked="" type="checkbox"/>	Reimburse\$ By Employer 25.00
Allow/Dedu Code: MED	Transfer period: 200508

Employee # 1		Name # Alan	
Leave Record			
Period	200508		
Pay Group	5.00	Cycle	1
Days Worked	23.00	Pay	210.00
Allowances / Deductions			
Code	Description	Amount	T
MED	MEDICAL REIMBURSEMENT	25.00	N
TRAN	TRANSPORT ALLOWANCE	280.00	O

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

STEPS:

- 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 is required to select the annual leave code to be used and encashment method.

Annual Leave Code: select Annual leave Encashment code

Encashment method by:

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

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

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

Include Service Point Paid on: Applicable for certain service industries like Hotel

Payment Mode: Encashment or Deduction

Encashment method: By day or by Percentage

No of days/percentage encashment: specify the day or percentage to be process

- 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.



Pay Record
Bonus Record
Special Record
Leave Transfer
Claim Transfer
Leave Encashment
Festival Advance
Process Voluntary CPF

Leave Encashment for period 200508

Parameter

Annual Leave code: &ANL

Encashment Method by: Current Year Balance

Include Service Point paid on: NOT APPLICABLE

Payment Mode: Encashment

Encashment method: By Day

No of Days Annual Leave Encashment: 3.50

Process Close

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

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

Leave Record	Period	200508																						
Pay Group	5.00DAY	Cycle Run	B	Paid Monthly																				
Period	08/E	Type	2-SN	CPF/Levy CLASS1																				
Days Worked	23.00	Basic Pay	2100.00	Daily Rate 91.30 Hourly Rate 11.01																				
HPL Day-C	91.30	0.00	0.00	<table border="1"> <thead> <tr> <th colspan="4">Allowances / Deductions</th> </tr> <tr> <th>Code</th> <th>Description</th> <th>Amount</th> <th>T</th> </tr> </thead> <tbody> <tr> <td>&ANL</td> <td>@PAID ANNUAL LEAVE</td> <td>273.91</td> <td>A</td> </tr> <tr> <td>MED</td> <td>MEDICAL REIMBURSEMENT</td> <td>25.00</td> <td>N</td> </tr> <tr> <td>TRAN</td> <td>TRANSPORT ALLOWANCE</td> <td>280.00</td> <td></td> </tr> </tbody> </table>	Allowances / Deductions				Code	Description	Amount	T	&ANL	@PAID ANNUAL LEAVE	273.91	A	MED	MEDICAL REIMBURSEMENT	25.00	N	TRAN	TRANSPORT ALLOWANCE	280.00	
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MED	MEDICAL REIMBURSEMENT	25.00	N																					
TRAN	TRANSPORT ALLOWANCE	280.00																						
HPL Hr-C	11.01	0.00	0.00																					
Absent-C	96.92	0.00	0.00																					
Overtime	Total No Pay leave	0.00																						
OT1.0C	11.01	0.00	0.00																					

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.

Pay Record
Bonus Record
Special Record
Leave Transfer
Claim Transfer
Leave Encashment
Festival Advance
Process Voluntary CPF

Festival advance for period 200508	
Parameter	
Advance Allowance Code	FA
Advance Deduction Code	ERP
Festival advance	Hari Raya
Payment method	Percentage
Percentage	20
Advance Calculation By	Base Salary
Re-payment Frequency	2 months repayment
Rounding Formula	5.00 round up 10.00 or < 5 round down 0
Deduction Cycle	Special Month
Report Order by	COMPANY+EMPLOYEE#
Process Option	All
Pay Period <input type="radio"/> Mid Month <input type="radio"/> End Month <input checked="" type="radio"/> Separately	
<div>Process</div> <div>Close</div>	

Steps:

- 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 'FA' for Hari Raya.
- 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 need 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.

Update	Employment	Other
Festival advance		Chinese New Year

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

Payment method	Fixed amount
Fix Amount	Percentage
	Fixed amount

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

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

Advance Calculation By	Base Salary
Re-payment Frequency	Base Salary
	Grosswage (Base Salary + MVC)

- 7) User can later define what is re-payment frequency for e.g. whether it is 1 month, 2 month, 3 month or 4 month repayment. If user has selected 3 months repayment, user will be able to see the report shown deduction is split into three separate month as shown below.

Re-payment Frequency	1 month repayment
Rounding Formula	1 month repayment
	2 months repayment
	3 months repayment
Deduction Cycle	4 months repayment

TIMES SOFTWARE PTE LTD					04/08/2005 11:46:51 PM	
Festival Advance Listing					Page 1 of 1	
Repayment Period: From Period 200509 to 200511						
Period : 200508						
Employee#	Name	NETT PAY	1ST MONTH	2ND MONTH	3RD MONTH	4TH MONTH
NONE						
1	Alan	500.00	166.66	166.67	166.67	0.00
Total Employee : 1		Total	166.66	166.67	166.67	0.00
Total Employee : 1		Grand Total	166.66	166.67	166.67	0.00

- 8) **<Update Employee>< Allowance/Deduction>** Shown deduction is split into three separate month as shown below.

Allow/Dedu											
Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Start Mth	Year	Times	M/E	End Mth
FAD	FESTIVE ADVANCE DEDUCTI	Amt	-166.66				9	2005	1	Spe	9
FAD	FESTIVE ADVANCE DEDUCTI	Amt	-166.67				10	2005	1	Spe	10
FAD	FESTIVE ADVANCE DEDUCTI	Amt	-166.67				11	2005	1	Spe	11

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

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