

## Utility



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

User Password Setup  
Change Master Password  
Lock/UnLock Period  
Leave Utility  
Year To Date Update  
Global Change  
Initialize New Year  
Free Field Description  
Transfer Employee Record  
Mid Month Advance  
Import Utility

### User Password Setup

To setup a password and define the access right for the user

**User ID** – User ID(Must use Capital Letter)

**User Name** – Name of User

**Password** – User's password

**Hide Wages**– Hide employees' wages from user

Note: To ensure this function work, you must tick **Hide Wage Data ?** ☒ at <Update Employee><Employee Record> for all employee.

**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 printers. A specific printer can be assigned to individual users.

**Restrict User's Record Access** – allows the MASTER user to restrict the user from amending his/her own records, upon logging into the system.

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.



**Lock Modify Basic Salary** – Restrict the user from amending the salary for all staff.

**Enable Auto Prompting Report** – Allow user to view the Auto prompting report

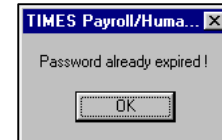
**Disable update salary in Career Record** – Restrict the user from amending the salary in the <Update Employee><Employee Career Progress> but user can modify or update other information such as department, Occupation etc...

**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.

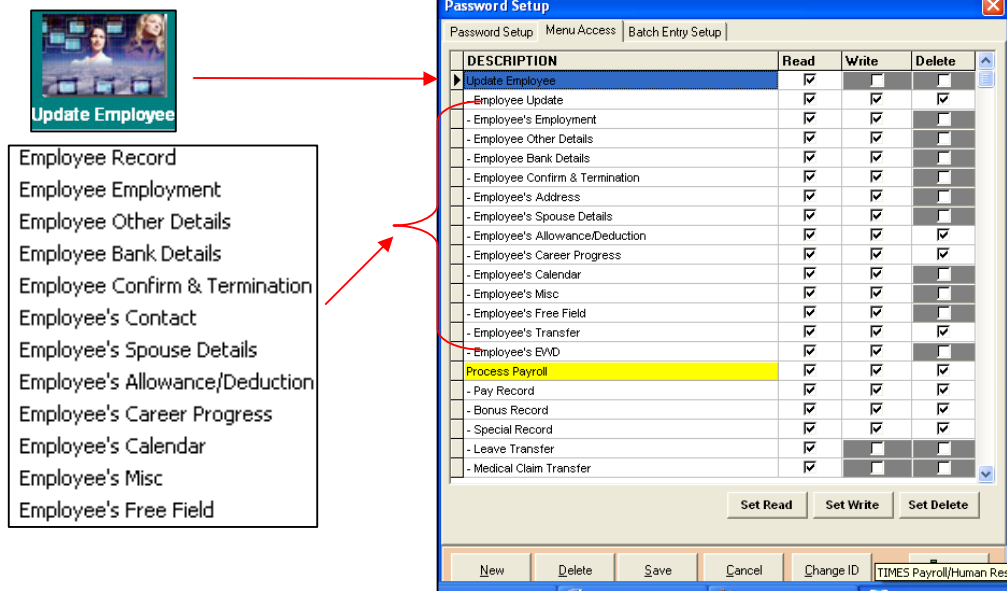
**Password Expired Date** – allows MASTER user to set expired date of the password assigned to the particular user

<b>Accessed Date</b>	10/01/2002
<b>Password Effective Date</b>	<input type="text"/>
<b>Password Expired Date</b>	<input type="text"/>



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

- Each Menu high in yellow color indicate 1 icon in the Main Screen of the TimesPay8



**To disable or hide the Menu from accessing by user**

- Uncheck the Read, Write or Delete next the the main manu. Such as hide Process Payroll menu from Human Resources user

Process Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**To read only access**

- Check Read only
- You may use this **Clear Read** **Set Write** **Set Delete** option to set the access as read only

DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Bank Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

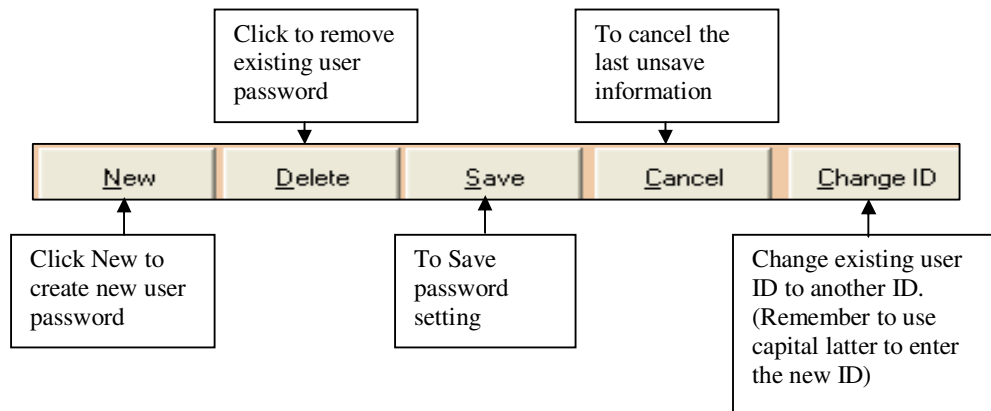
**To disable or hide the partial of the Menu from accessing by user**

- Check the Read, Write or Delete next the main Menu.
- Uncheck Employee Bank Details, Employee Allowance/Deduction and Employee Career Progress to restrict user from accessing those screen

DESCRIPTION	Read	Write	Delete
Update Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Other Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee Bank Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee Confirm & Termination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Spouse Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Allowance/Deduction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Employee's Career Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Employee's Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Misc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Employee's Free Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Batch Entry Setup** – Allow MASTER user to identify which user have the right to update record at batch Entry

<b>Enabled Batch OT Entry</b>	Yes <input type="button" value="v"/>
<b>Enabled Batch Shift Entry</b>	Yes <input type="button" value="v"/>
<b>Enabled Batch Allowance Entry</b>	No <input type="button" value="v"/>



## 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.

A dialog box titled "Change Master Password" with three input fields: "Old Password", "New Password (Min 6 Digits)", and "Confirm Password (Min 6 Digits)". At the bottom, there are two buttons: "OK" with a green checkmark and "Close" with a red X.

## 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.
- 5) Tick to lock the period. The following example shown user lock payroll period from 200501 (January 2005) to 200507 (July 2005)

A vertical list of menu items: "User Password Setup", "Change Master Password", "Lock/UnLock Period" (highlighted with a blue background), "Leave Utility", "Year To Date Update", "Global Change", "Initialize New Year", "Free Field Description", "Transfer Employee Record", "Mid Month Advance", and "Import Utility".

A dialog box titled "Password Dialog" with a single input field labeled "Password" containing the text "xxxxxx". At the bottom, there are two buttons: "OK" with a green checkmark and "Close" with a red X.

A dialog box titled "Lock Period" with a dropdown menu for "Period" showing "200507". Below it is a checkbox labeled "Lock Period ?" which is checked. At the bottom, there is a "Close" button with a red X.

## Leave Utility

### Leave Recalculation.

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

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

A dialog box titled "Leave Utility" with four tabs: "Leave Recalculation", "Leave Process", "BF Cut-Off", and "Leave Check Utility". The "Leave Recalculation" tab is active. It contains several input fields and checkboxes: "From Employee" (2), "To" (HR), "From Leave Code" (ANNU), "To" (TRG), "Override Sick Entitlement ?" (checked, 14), "Override Hospitalization Entitlement ?" (checked, 46), "Override other leave Entitlement ?" (unchecked, 0.00), "Recalculate Adjustment Leave ?" (unchecked), and "Recalculate Annual Leave Entitlement ?" (checked). At the bottom, there are two buttons: "Process" and "Close" with a red X.

A vertical list of menu items: "User Password Setup", "Change Master Password", "Lock/UnLock Period", "Leave Utility" (highlighted with a blue background), "Year To Date Update", "Global Change", "Initialize New Year", "Free Field Description", "Transfer Employee Record", "Mid Month Advance", and "Import Utility".

Any other leave can also be overridden by selecting the particular leave as what is indicated on the right.

E.g. CHILDLVE Leave = 2 days, user can set the leave in the Override other leave Entitlement field.

The screenshot shows the 'Leave Utility' dialog box with the 'Leave Recalculation' tab selected. The 'From Employee' is set to '2' and 'To' is 'HR'. The 'From Leave Code' is 'CHILDLVE' and 'To' is 'CHILDLVE'. The 'Override other leave Entitlement' field is checked and set to '2'. Other fields include 'Override Sick Entitlement?' (14), 'Override Hospitalization Entitlement?' (46), 'Recalculate Adjustment Leave?' (unchecked), and 'Recalculate Annual Leave Entitlement?' (unchecked). A 'Process' button and a 'Close' button are at the bottom right.

### Leave Process

Option available are:

- Add Leave taken
- Delete Leave taken
- Add Adju Leave Ent
- Delete Adju Leave Ent

Steps:

1. Select the Operation/option
2. Select the employee
3. Select Leave Code
4. Select Leave Start Date
5. Enter No. of day
6. Enter the reason (optional)
7. Select Am/PM for ½ day leave
8. Click the **OK** button to proceed.

### BF Cut Off

For those companies who wish to perform to B/F CUT OFF within the year, 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.

For example end of July, every year, which means the B/F from last year cannot brought over to August

The screenshot shows the 'Leave Utility' dialog box with the 'BF Cut-Off' tab selected. The title is 'Annual Leave BF leave cut-off Formula'. The text reads: 'if YTD leave taken <= BF leave then Adjustment := YTD Leave taken - BF'. Below this, there is a field for 'Max Day B/F after leave cut-off' set to '0.00' with the note 'Zero if not applicable'. At the bottom, there are 'Process' and 'Close' buttons.

## Year To Date Update

In the event that TIMES PAY system is used for the first time in a company and that the month of use begins after January, users may key in all the year-to-date pay information into the system. After which the system will be able to prepare Income Tax form with all the necessary pay information at the end of the year.

**Note:** Please note that the YTD pay is divided accordingly into the months from the period that the system is logged into.

### Example:

User start use Timespay8 Indo from 200507.

To enter Year To date Update from 200501 to 200506.

User must login at period **200506**.

User Password Setup
Change Master Password
Lock/UnLock Period
Leave Utility
<b>Year To Date Update</b>
Global Change
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## Global Change

Should there be a need to adjust/change/delete employee details, update allowance, etc...  
..for a department/section or all employees in a company arises, TIMES PAY easily accomplishes that by means of the **Global Change**.

### NOTE:

**Insert and delete** operations are applied only to Career Progression.

The screenshot shows the 'Global change' window with tabs for 'Change Field', 'Update Allowance', 'Bank', 'Misc', 'Global Calendar', and 'Global Increment'. The 'Change Field' tab is active, displaying a list of fields to be updated. Below the list is a 'Global Change Entry' table with columns for Operation, Field, Description, and Value. At the bottom, there are fields for 'Career Detail/Calendar' (Progression Code, Effective Date), a 'Query Selection' dropdown set to 'ALL', and a 'SELECT ALL EMPLOYEE' button. The bottom right contains 'Query', 'Process', and 'Close' buttons.

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

## Change Field Before begin, please backup your database

For example, the following will change the Pay Group from 6 Days to 5 Days to all employees in a company. User may global change any of the field available at **Update Employee**.

The screenshot shows the 'Global Change Entry' window. The 'Operation' is 'Change', the 'Field' is '47 Pay Group', and the 'Value' is '5.0DAYS'. Below this, there are fields for 'Career Detail/Calendar' (Progression Code, Effective Date), a 'Query Selection' dropdown set to 'ALL', and a 'SELECT ALL EMPLOYEE' button. The bottom right contains 'Query', 'Process', and 'Close' buttons. A red circle highlights the 'Query Selection' dropdown and the 'SELECT ALL EMPLOYEE' button, with an arrow pointing to the 'Query' button.

Operation	Field	Description	Value
Change	47	Pay Group	5.0DAYS

If you global change will effect some employee only,  
please use the query function.

This link to Query  
Export screen

### **Update Allowance- Before begin, please backup your database**

Global update fixes allowance to <Update Employee><Employee's Allowance/Deduction table>

Change Field	Update Allowance	Bank	Misc	Global Calendar	Global Increment	Update Shift Worker Calendar			
Code	Desc	Amount	Effective Date	Payment Date	End Date	St Mth	Year	Times	M/E
* TRAN	TRANSPORT ALLOWANCE	100.00							End

### **Bank- Before begin, please backup your database**

Global Change Employee Bank Code and Bank Branch

Change Field	Update Allowance	Bank	Misc	Global
Bank Code	7171			
Bank Branch	081			

### **MISC- Before begin, please backup your database**

Select allowance available in update allowance for Global Increment

Change Field	Update Allowance	Bank	Misc	Global Calendar	Global In
Select Allowance available in update Allowance for Global increment					
Allowance Code	...				
Rounding Method	Round > 0.5 => 1 or < 0.5 => 0.5				

### **Global Calendar- Before begin, please backup your database**

Global Change Employee Calendar from Employee No 5 to others employee.

Change Field	Update Allowance	Bank	Misc	Global Calendar	Glob
Employee Calendar to be copied	5				
Effective Date	01/01/2005				

### **Global Increment- Before begin, please backup your database**

1. Enter MVC percentage
2. Enter either Increment\$(amount) or Increment%(percentage)
3. Click on Create Record. You will employee appear on the table
4. Modify Increment\$(amount) or Increment%(percentage) for selected employee
5. Select Career progression Code
6. Enter effective date and Paid date
7. Select Query(Optional)
8. Click Process

Global change					
Change Field	Update Allowance	Bank	Misc	Global Calendar	Global Increment
MVC Percentage	2	Increment\$	0.00	Sort By Employee No#	Create Record
Quantum	0.00	Increment%	5		Clear Record
EMP_NO	EMP_NAME	INCREMENT AMT	QUANTUM	INCREMENT PERCENT	
2	Betsy	0	0	5	
3	Carol	0	0	5	
4	David	0	0	5	
5	Emily	0	0	5	
6	Fiona	0	0	5	
7	Gina	0	0	5	
8	Henry	0	0	5	
9	Irene	0	0	5	
HR	HR	0	0	5	
ZZZ	zzz	0	0	5	
Career Detail/Calendar					
Progression Code	AINCR				
Effective/Paid	01/06/2005	01/07/2005	Query Selection ALL SELECT ALL EMPLOYEE		
					Query Process Close

**Update Shift Worker Calendar-*Before begin, please backup your database***

Set working calendar for shift worker  
with effective from 1st Jan

The screenshot shows a software window titled "Global change" with a blue title bar and standard Windows window controls. The window has a tabbed interface with the following tabs: "Change Field", "Update Allowance", "Bank", "Misc", "Global Calendar", "Global Increment", and "Update Shift Worker Calendar". The "Update Shift Worker Calendar" tab is currently selected. Inside this tab, there is a list of eight items labeled DAY1 through DAY8. Each item has a dropdown menu next to it, all of which are set to "FULL". To the right of these dropdowns, the text "Effective 1st Jan of the Year" is displayed. At the bottom of the window, there is a "Query Selection" section with a dropdown menu set to "ALL" and a button labeled "SELECT ALL EMPLOYEE". Below this, there are three buttons: "Query", "Process", and "Close".

Field	Value
DAY1	FULL
DAY2	FULL
DAY3	FULL
DAY4	FULL
DAY5	FULL
DAY6	FULL
DAY7	FULL
DAY8	FULL

Effective 1st Jan of the Year

Query Selection: ALL SELECT ALL EMPLOYEE

Query Process Close



**Initialize New Year- Before begin, please backup your database**

To perform only towards the end of the year. As a means of selecting the appropriate brought forward leave method, and your database to the following year.

**To round Carry Forward Annual Leave:**

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

**Carry Forward Leave Methods:**

- **All (Balance leave):** Carry forward all balance leave
- **One year (Without B/F):** No balanced leave to be carried forward
- **Maximum days C/F (Manual):** Carry forward a specified number of balance leave
- **Maximum days C/F (Allocation):** Carry forward the number of balance leave specified in leave allocation table.
- **None** Do not carry forward any leave balance

Note: Please refer to more explanation on Initialise New Year on **Page.158 Appendix I**

**Free Field Description- Before begin, please backup your database**

For user to define the free field at <Update Employee>

<Employee's Free Field>

Note: Please refer to more explanation on **Page.97**

**Transfer Employee Record- Before begin, please backup your database**

For user to duplicate/transfer employee record from one database to another

Note: You need to login ad **MASTER ID** in order to see the option:

**"Include Payroll Transaction?"** and **"Include Career/Fixed Allowance/Leave/Claim records?"** otherwise user able to transfer employee master information only!

**Employee No#:** Employee from source database  
**Connection String:** Tick if you wish to migrate or transfer the employee to timesoft folder at another work station

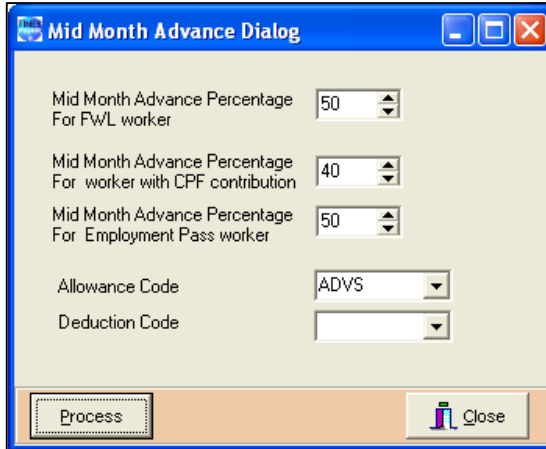
e.g. at the target company, please specify [\\IP](#) Address\timesoft\tp8\company\XXXXX folder

**Target Company:** Destination database

**Target Employee No#:** Enter Employee No. on destination database

**Mid Month Advance- Before begin, please backup your database**

Set to Mid Month Advance pay Percentage for all the employees.



The image shows a software dialog box titled "Mid Month Advance Dialog". It contains five input fields with labels and values:

Label	Value
Mid Month Advance Percentage For FWL worker	50
Mid Month Advance Percentage For worker with CPF contribution	40
Mid Month Advance Percentage For Employment Pass worker	50
Allowance Code	ADVS
Deduction Code	

At the bottom of the dialog, there are two buttons: "Process" and "Close".