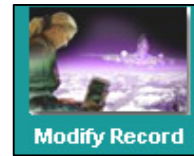


Modify Pay Record

Modify Pay Record

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



Modify Record

To modify the pay record:

STEPS:

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

Employee # Name #

Employee ID Combo Box Employee Name Combo Box

Modify Pay record

Employee # Name #

Leave Record Period

Pay Group Cycle Run Paid Period Type :

Days Worked Basic Pay Daily Rate Hourly Rate

Allowances / Deductions			
Code	Description	Amount	T
INCO	INCOME TAX DEDUCTION	-35000	N
LOAN	LOAN REPAYMENT	-100000	N
MEAL	MEAL ALLOWANCE	30000	O
TRAN	TRANSPORT ALLOWANCE	100000	O

Overtime Total No Pay leave

Shift	Total Overtime
OT1.0C	10,490
OT1.5C	15,734
OT2.0C	20,979

RestDay Total Shift

RestDay	Total Shift
0.5D Day	38,462
1.0D Day	76,923

Rest Day Pay

JAMSOSTEK Contribution

Employer Employee Income Tax JST Job Title

Total Wages

Total Allow Total Ded Taxable Income Gross Wage Nett Wage

Recalculate Save Cancel Close

(Shift Entry)**How does GRP (Gross Rate of Pay) affect the allowance /deduction computation?**

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:

Shift Setup							
	Description	RATE	JST?	Tax?	OT?	NPL?	GRP?
▶	SHIFT1	2000.00	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	SHIFT2	0.00	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	SHIFT3	0.00	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	SHIFT4	0.00	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

GRP (Gross Rate of Pay)

- Covers earnings, including allowances except overtime payments, annual wage supplement, travelling, food and housing allowances, reimbursements for special expenses, and productivity incentive payments.
- Used to calculate payment in lieu of notice of termination, public holidays, salary cut for absence from work, annual leave, sick leave with hospitalisation and maternity leave.

Based on the above formulae, **TIMES PAY 8.0** computes, for example, the paid annual sick leave (subjected to GRP) accordingly.

Daily Rate: Working days/Month
Basic wage: Rp2,000,000
Days Worked: 26

Daily Rate: Rp2,000,000 ÷ 26 =
Rp76923

Code	Description	Amount	T
&ANL	@PAID ANNUAL LEAVE	77692	A
INCO	INCOME TAX DEDUCTION	-36900	N
LOAN	LOAN REPAYMENT	-100000	N
MEAL	MEAL ALLOWANCE	30000	O
▶TRAN	TRANSPORT ALLOWANCE	100000	O

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

Shift	Total Overtime		
SHIFT1	2,000	10.00	20,000

& - denotes that the item is subjected to GRP
% - denotes that the item is not subjected to GRP

$$1 \text{ Day Annual Leave Pay} = ([\text{Rp}2,000,000 + \text{Rp}20,000] \times 12) / 312$$

TIMES PAY computes the **Paid Annual Leave** amount and computes the result: Rp77,692 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)

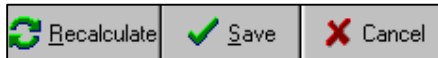
Whenever an employee record is modified, TIMES PAY provides a means to update the payroll records via the special function icons.




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

The dialog box has tabs for 'Pay Record' and 'Leave Record'. Under 'Pay Record', there are fields for 'Pay Group' (STD) and 'Cycle Run'. The 'Leave Record' tab is active, showing 'Lve. Annual' as 1.00 and 'Sick Leave' as 0.00. A 'Close' button is at the bottom right.

To view the number of pay record leaves taken:

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

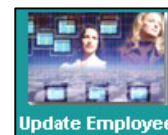
(Changing JST)

If you need to manually adjust the JST contributions

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

A checkbox labeled 'Change CPF/FWL/SDF ?' with a checkmark.

The form displays JST contributions for Employer (5.00), Employee (0.00), and SDF (2.00). It also shows FWL (0.00). On the right, it shows Total Wages (0.50), Total Allowance (0.50), Total Deduction (-0.50), CPF Wage (0.00), Gross Wage (0.50), and Nett Wage (0.00).



A list of options for 'Update Employee': Employee Record, Employee Other Details (highlighted), Employee Bank Details, Employee Confirm & Termination, Employee's Contact, Employee's Spouse Details, Employee's Allowance/Deduction, Employee's Career Progress, and Employee's Calendar.

(OT Entry – Increment)

If there is an increment/salary adjustment within the month

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

Basic pay: \$1000

Increment: \$100

Increment Effective Date: 15/03/1999

Increment Paid Date: 01/04/1999

OT1.5C – 5hrs (after increment)

OT1.5L – 10hrs (before increment)

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

Pay period: 199903

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

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

Change period to **199904**

Process the payroll.

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

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

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

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

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

The back pay of OT is calculated as follows:

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

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

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

Example:

Increment Effective Date: 15/03/1999

Increment Paid Date: 15/03/1999

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

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

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

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

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

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

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

The basic of \$1056.52 is computed as follows:

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

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

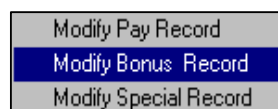
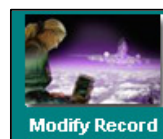
Modify Bonus Record

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

To modify the bonus records:

STEPS:

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



NOTE:

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

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

IMPORTANT NOTE:

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. Activate the query and click the **Clear Record** button to remove it.

Amount
1600.00

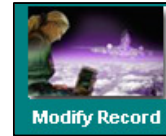
Modify Special Record

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.



Modify Record



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.

IMPORTANT NOTE:

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

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

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

To display the current month Annual Leave and Sick Leave taken