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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 II 300MHZ
Memory	: 32MB RAM
Hard disk	: 20MB 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/NT

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 64MB RAM is recommended.

TIMES SOFTWARE

Times Pay 8.0 Indonesia

Installation

TIMES PAY 8.0 Indonesia installation files are distributed in CDROM.

CDROM INSTALLATION

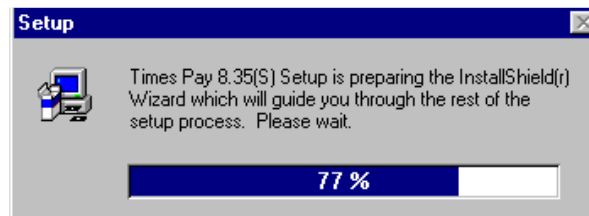
To install TIMES PAY 8.0,

STEPS:

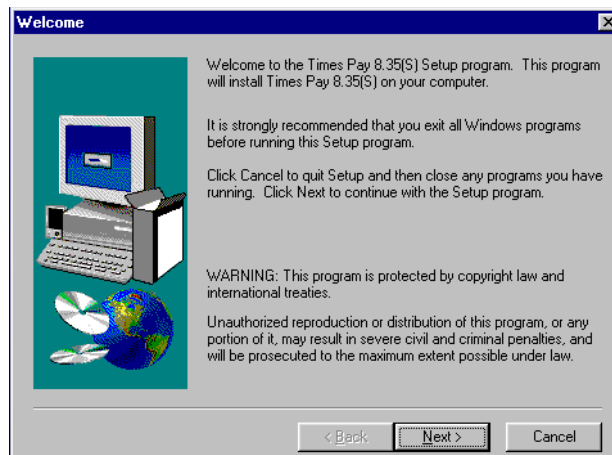
- 1) Insert the installation CD into your CD ROM drive
- 2) Please wait for a few seconds. The CD will perform an Auto run until you see the following screen appear.
- 3) Double-Click on Full Installation to initialise installation



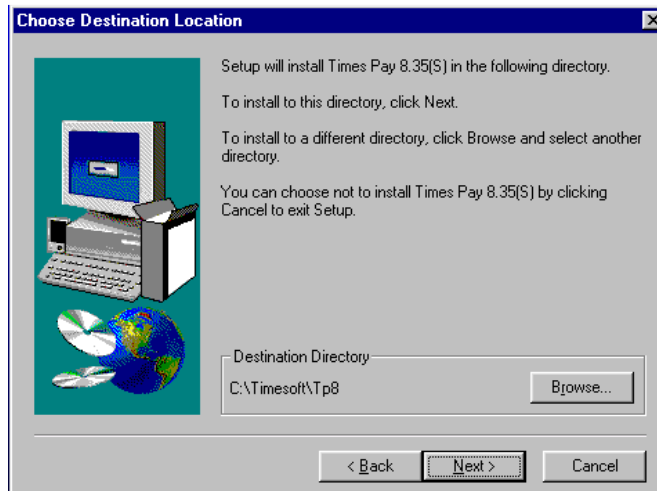
- 4) The Install Shield Wizard starts running.



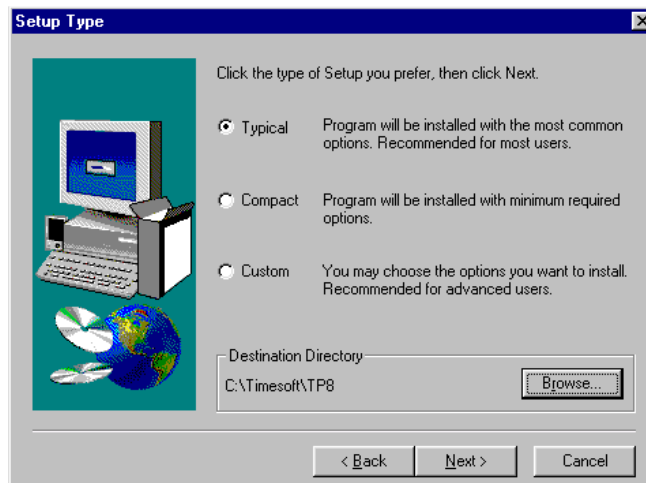
- 5) Click the **Next** button to proceed.



- 6) Click the **Next** button to accept the default destination directory.

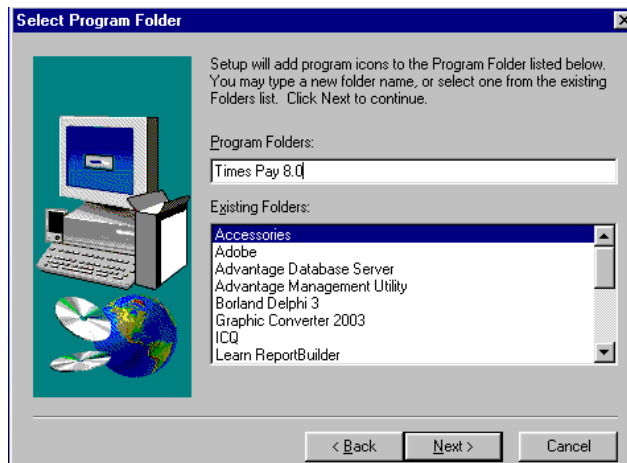


- 7) Click the **Next** button to initiate a **typical** installation.

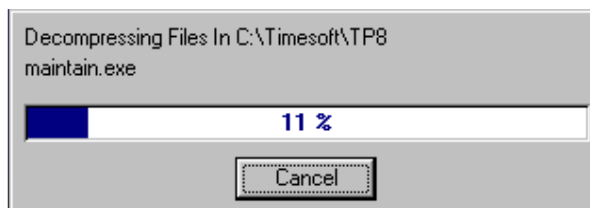
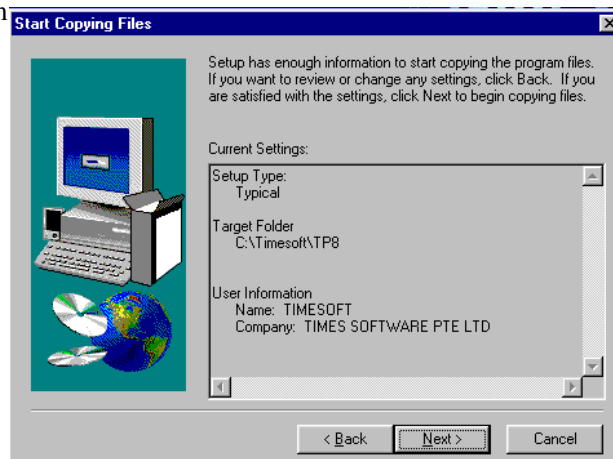


- 8) Click the **Next** button and the Setup wizard will create a program folder **Payroll 8.0/HR** to contain the program icons.

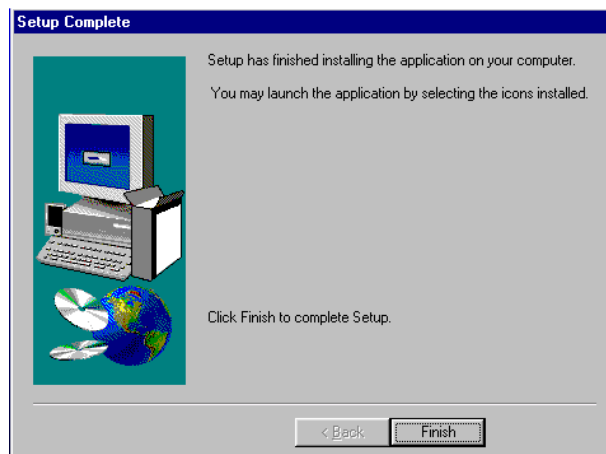
NOTE:
Click the **Back** button if you wish to make any changes.



- 9) Click the **Next** button to confirm the installation settings.



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





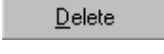
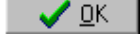

How to Start?

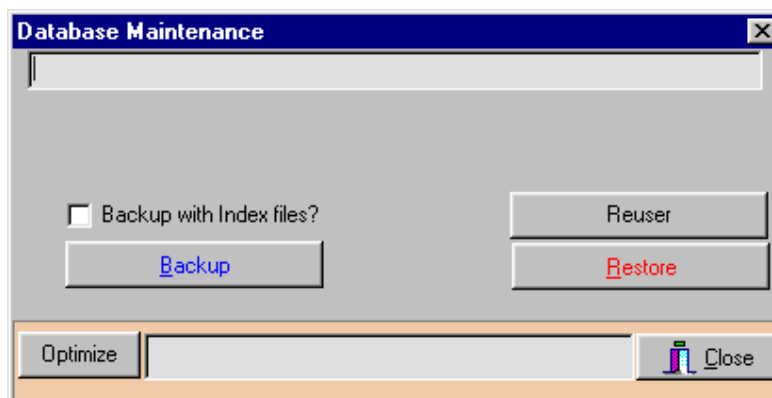



- 1) To launch TIMES PAY 8.0 Indonesia, Double-click the shortcut icon on the Windows desktop.
- 2) Choose a company database in the **company selection window** and activate it by clicking the **OK** button.




Functions that you can perform in the above startup window

- Click on  to create a new company database.
- Click on  to save a newly created database.
- Click on  to delete a selected database.
- Click on  to go into payroll program with a selected database.
- Click on  to exit the program.



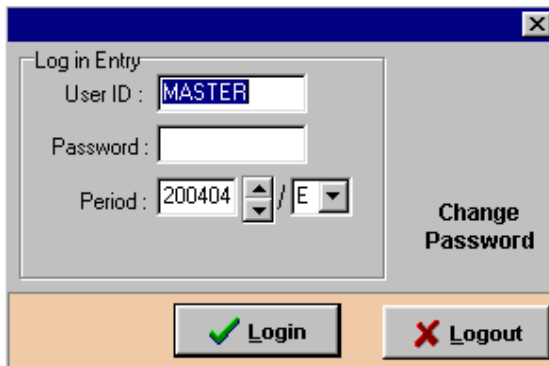
Click on  to perform data maintenance.

Click on  to backup a selected database.

Click 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 to choose the pay period.



The login screen is titled 'Log in Entry'. It contains three input fields: 'User ID' with the text 'MASTER', 'Password' (empty), and 'Period' with the value '200404' and a dropdown menu showing 'E'. To the right of these fields is a 'Change Password' button. At the bottom are two buttons: a green 'Login' button with a checkmark and a red 'Logout' button with an 'X'.

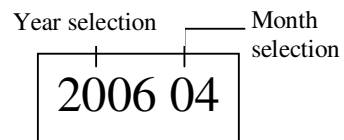
- **ID:** User's ID - assigned by the system administrator.

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).



A diagram showing the 'Period' field '2006 04'. A bracket above '2006' is labeled 'Year selection'. A bracket above '04' is labeled 'Month selection'.

Click on  to activate the software main menu.

Click to  exit 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. and the Income Tax Acc. Number are fill up.)

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. Leave may be applied via **Leave Application**. Otherwise, the user will have to enter the leave taken for each payroll process manually.
- **Payslip Message:** Global payslip message
- **Probation Period:** Global probation period

Prorate Formula

- **Prorate for Hired or Terminated Employee?:**
-Tick to apply prorate formula for incomplete month staff.
- **Formula:** Select the appropriate method.
- **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 .

Auto Confirmation due notice ? ☒



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

Master ID Audit trail – The **Master ID Audit trail** allows the user to check from the **Audit Trail** report on the current activities that have been performed by the MASTER user.
The following are the steps to set the Master ID Audit trail:-

Misc. Parameter**HOURS/DAY**

Company Parameter

Company Profile | Misc Parameter | Prorate Allowance | OT Capping | Misc | Service PointTable | Custom Setting

Hours/Day

Desc	Hour
D1	8
D2	8
D3	8
D4	8

Hours Worked per year: 2288

Select Formula

Daily Rate By: Working Days/Mth

NPL Daily Rate By: Working Days/Mth

Absent Daily Rate By: Working Days/Week

OT-Rate By: Hours/Year

Enable NPL entry ? ☒

Enable NPL Hour entry ? ☒

Enable Absent entry ? ☒

OT Rate Setup

Description	Status	Factor	JST?	Tax?	GRP?	NPL?
OT1.0C	C	1.0000	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>
OT1.5C	C	1.5000	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>
OT2.0C	C	2.0000	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>

OT ceiling: None OT Ceiling(Min): 0

Enable OT entry ? ☒ OT Ceiling(Max): 9999

OT Rate Setting:

Rounding Method: 2 Decimal Places OT Hours Ceiling:

Shift Setup

Description	RATE	JST?	Tax?	OT?	NPL?	GRP?
SHIFT1	0.00	<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"/>

Enable Shift entry ? ☒

RestDay Setup

Description	JST?	Tax?	OT?	NPL?
Rest Day	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>

Enable Rest day entry ? ☒ Rest Day Formula: Working Days/Week

Jaminan Kesehatan JST %

Married: \$0.00 Single: \$0.00

Close

SE – Salary Exempt: employees under this setting cannot claim overtime pay.

SN – Salary Non-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)

Hours/Day

Desc	Hour
D1	8
D2	8
D3	8
D4	8

Hours Worked per year

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.

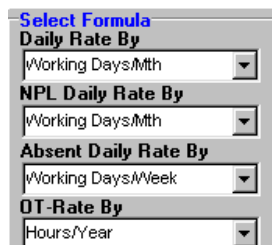
HR1 – Hourly Rated Worker (Type 1)

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:

40 hrs per week



Hours Worked per year = 40 X 52 weeks = 2080 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

“Basic Rate of Pay”

- Covers total income excluding allowances, overtime pay, bonus, annual wage supplement, and reimbursements of special expenses and productivity incentive payments.
- Used to calculate payment for overtime work, work on rest day or public holiday.

“Gross Rate of Pay” - GRP

- 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.

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.
JST? Contribute to Jamsostek.
Tax? Set the line number where by this payment is taxable. (0 mean NO Tax).

GRP?	Tick to enable gross rate of pay computation – affects GRP items like: E.g. Paid annual leave.
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

	Description	RATE	JST?	Tax?	OT?	NPL?	GRP?
▶	SHIFT1	0.00	<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"/>

SHIFT_DESC (Description): User defined description.

RATE: RP/Hour, RP/Day.

JST? Contribute to Jamsostek.

Tax? Set the line number where by this payment is taxable. (0 mean NO Tax)

GRP? Tick to enable gross rate of pay computation – affects GRP items like: E.g. Paid annual leave.

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.

Rest Day Setup

RestDay Setup					
Description	JST?	Tax?	OT?	NPL?	
▶ Rest Day	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	
Enable Rest day entry ? <input checked="" type="checkbox"/> Rest Day Formula Working Days/Week					

JST? Contribute to Jamsostek.

Tax? Set the line number where by this payment is taxable. (0 mean NO Tax).

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

Company Parameter

Company Profile | Misc Parameter | **Prorate Allowance** | OT Capping | Misc | Service PointTable | Custom Setting

Formula

Prorate Formula: Working Day/Mths

[NPL/ABSENT Day Formula] - Use Fixed Amount from update Employee Record ? ☒

[GRP Formula] - Use Fixed Amount from Update Employee Record ? ☒

Code	Description	NPL	Absent	Annual	Sick	NSP	OTH1	OTH2	OTH3
TRAN	TRANSPORT ALLOWANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

<F4>/<Right Click> - Delete code <Ins> - Add code

Close

For any fixed allowance/s that needs to be pro-rated for newly hired or terminated staff, 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.
- **[GRP Formula] – Use Fixed Amount from update Employee Record?**
-Tick to use Fixed amount for GRP computation. i.e. no prorate.

To add conditions for 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 E 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 Fixed Rate*

- 1) Set the OT Capping in Company Profile, e.g. CLASS1 for Fixed Rate and the amount (Rp2000).

Company Profile Misc Parameter Prorate Allowance OT Capping Misc Service PointTable Custom Setting						
	Code	OT Ceiling Formula	OT Ceiling (Min)	OT Ceiling (Max)	Fix Rate	Max Basic Salary Convert SN to SE
*	CLASS1				2000	

OT Ceiling Formula based on 'BASIC & EXCLUDE ALLW SUBJ OT'

- 1) Set in Company Profile, e.g. CLASS2, Min OT Ceiling Rp800,000 and Max OT Ceiling Rp1,500,000.

Company Profile Misc Parameter Prorate Allowance OT Capping Misc Service PointTable Custom Setting						
	Code	OT Ceiling Formula	OT Ceiling (Min)	OT Ceiling (Max)	Fix Rate	Max Basic Salary Convert SN to SE
	CLASS1				2000.00	
▶	CLASS2		800000.00	1500000.00		

Misc

Document Folder

Recording purpose

Disable Backup/Restore Function If there is a tick, only the MASTER user can backup or restore the database

Payroll Setup

Pay Period (Pay Group)

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.

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.



Payroll Setup

Pay Period (Pay Group)
Bank Codes
Allowance/Deduction Table
Income Tax Table
Personal Relief Table
Others Code Table
Cost Centre Table
Formula Setup
Salary Schedule
Supervisor Setup
Wage Code Setup
General Ledger

Example:

5day-work week, 5 ½ day workweek or 5½ day with alternating Saturday.

Payroll Period Maintenance							
Global Pay Group Setting					Global Weekly Setting		
Pay Group	5.0DAYS						
Year	2004	Hour Worked Per Year	2288	Day Worked Per Week	5		
Start-Date	01/01/2004	End-Date	31/12/2004				
Daily Rate Formula :	Working Days/Mth						
NPL Rate formula :	Working Days/Mth						
OT Hour formula :	Hours/Year						
				Re-Generate		Count Work Day	
Period	Start-Date	Mid-Date	End-Date	1st Half	2nd Half	Total	
200401	01/01/2004	15/01/2004	31/01/2004	11.0	11.0	22	
200402	01/02/2004	15/02/2004	29/02/2004	10.0	10.0	20	
200403	01/03/2004	15/03/2004	31/03/2004	11.0	12.0	23	
200404	01/04/2004	15/04/2004	30/04/2004	11.0	11.0	22	
200405	01/05/2004	15/05/2004	31/05/2004	10.0	11.0	21	
200406	01/06/2004	15/06/2004	30/06/2004	11.0	11.0	22	
200407	01/07/2004	15/07/2004	31/07/2004	11.0	11.0	22	
200408	01/08/2004	15/08/2004	31/08/2004	10.0	12.0	22	
200409	01/09/2004	15/09/2004	30/09/2004	11.0	11.0	22	
200410	01/10/2004	15/10/2004	31/10/2004	11.0	10.0	21	
200411	01/11/2004	15/11/2004	30/11/2004	11.0	11.0	22	
200412	01/12/2004	15/12/2004	31/12/2004	11.0	12.0	23	

Global Weekly Setting		
	1st Week	2nd Week
MON	FULL	FULL
TUE	FULL	FULL
WED	FULL	FULL
THU	FULL	FULL
FRI	FULL	FULL
SAT	OFF	OFF
SUN	OFF	OFF

☐ More than two weeks setting ?
☐ Is alternate Saturday ?
☐ Public Holiday as Off Day ?

New Save Cancel Delete Close

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  to create new working calendar after “Global Weekly Setting” has been modified

Click  to recount the number of working days for a selected individual pay period.

Remark:

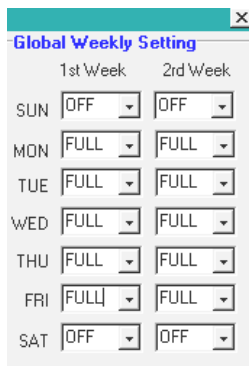
When a user creates a new employee record for a company database, Times Pay will generate a new employee record with a default pay group: “STD”.

Important guide lines:

- 1) Don't delete the STD pay group.
- 2) Don't 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.
☒ More than two weeks setting ? ☐ Is alternate Saturday ?
- 5) If the Is alternate Saturday? checkbox is ticked, only the 1st week's work pattern is considered and all Sat 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.

Income Tax Table

The yearly income tax table setting as shown below.

Income Tax Table				
YEAR	Amount From	Amount To	Percent(%)	
2012	0	50000000	5.00	
2012	50000001	250000000	15.00	
2012	250000001	500000000	25.00	
2012	500000001	999999999	30.00	

<F4>/<Right Click> - Delete code <Insert>/<Double Click> - Add Code  Close

Yearly income 2012 < Rp50,000,000 Income tax percentage is 5%.

Yearly income 2012 > Rp50,000,001 but < Rp250,000,000 Income tax percentage is 15%

Yearly income 2012 > Rp250,000,001 but < Rp500,000,000 Income tax percentage is 25%

Yearly income 2012 > Rp500,000,001 but < Rp999,999,999 Income tax percentage is 30%

IMPORTANT NOTE:

ENSURE THE TABLE IS UPDATED WHEN INITIALIZE TO NEW YEAR.

Personal Relief Table

YEAR	Status	Amount
2012	0	1320000
2012	1	1430000
2012	2	1540000
2012	3	1650000
2012	4	1760000

Status

- 0 - Single
- 1 - Married without child
- 2 - One child
- 3 - One more child from previous

Close

Remark:

Monthly personal relief for Single employee = Rp1,320,000

Monthly personal relief for Married male employee without child = Rp1,430,000

Monthly personal relief for Married male employee with 1 child = Rp1,540,000

Monthly personal relief for Married male employee with 2 child = Rp1,650,000

Monthly personal relief for Married male employee with 3 child = Rp1,760,000

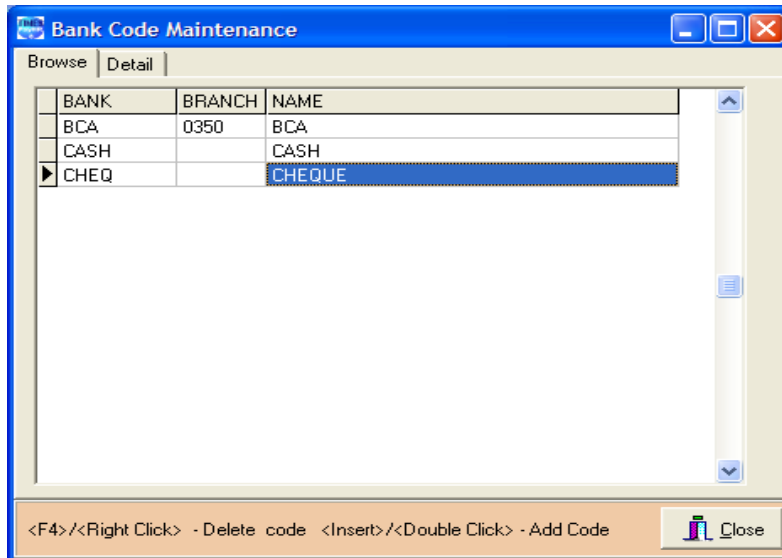
Important Note:

-Monthly personal relief for Married female staff with or without child = Rp1,320,000

-Ensure the table is updated with new year when initialize to new year.

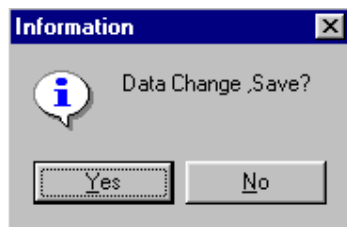
Bank Codes

The diagram below shows the **details** of bank codes



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

Allowance / Deduction Code Maintenance

Search Code Sorted by ALLOW_CODE Fixed Col 0 GrossWage STD

Code	Description	JST	TAX	OT	NPL	GRP	GRP Formula	Grosswage	Union	GL De Identf
%RES	#REST DAY PAY	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Mth	STD	<input type="checkbox"/>	
%ANL	@PAID ANNUAL LEAVE	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Week	STD	<input type="checkbox"/>	
%APL	@ALL OTHER APPROVED LEAV	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Week	STD	<input type="checkbox"/>	
%HOL	@PAID HOLIDAY	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Week	STD	<input type="checkbox"/>	
%MAT	@PAID MATERNITY LEAVE	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Week	STD	<input type="checkbox"/>	
%NPL	@NO PAY LEAVE	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Mth	STD	<input type="checkbox"/>	
%OT	@OVERTIME PAY	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Week	STD	<input type="checkbox"/>	
%PUB	@WORK/PUBLIC HOLIDAY PAY	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Week	STD	<input type="checkbox"/>	
%RES	@REST DAY PAY	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Week	STD	<input type="checkbox"/>	
%SICK	@PAID SICK LEAVE	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Days/Week	STD	<input type="checkbox"/>	
ADJU	ADJUSTMENT	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
ANLP	ANNUAL LEAVE PAY *	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
BACK	BACK PAY OF BASIC	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
BAOT	BACK PAY OF OVERTIME	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
BONU	BONUS *	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
BONUADV	ADVANCE BONUS	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
BONUAWS	AWS	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	

<F4>/<Right Click> - Delete code <Insert>/<Double Click> - Add Code

Close

Code – User-defined allowance and deduction code

Description – Description of allowances and deductions which will be displayed on the payslips.

JST – Define the allowance and deduction whether it subjected to JST computation.

TAX – Specify the line number of the allowances/deductions to which subjected to tax.

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.

GRP – If set, the allowance/deduction will affect the computation for gross rate of pay.

Note: GRP is used to calculate salary for public holidays, notice pay and other approved paid leave (e.g. Annual leave, Maternity leave, Marriage leave) and hospitalisation leave.

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

Group Code in Allowance & Deduction Table allows users to combine 2 separate codes with different amount into a single figure. For example, if user wanted to combine the Medical Reimbursement and Training Reimbursement figure into one amount in payslip, user just have to put one common code e.g. REIMBS under 'Group Code'.

MEAL	MEAL ALLOWANCE	OW-Subject to CPF max	<input type="checkbox"/>	
▶ MED	MEDICAL REIMBURSEMENT	None	<input type="checkbox"/>	REIMBS
MOSQ	MOSQUE MENDAKI BLDG FUND	None	<input type="checkbox"/>	

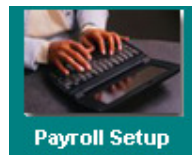
TPRM	TRANSPORT REIMBURSEMENT	None	<input type="checkbox"/>	
▶ TRAI	TRAINING REIMBURSEMENT	None	<input type="checkbox"/>	REIMBS
TRAN	TRANSPORT ALLOWANCE	OW-Subject to CPF max	<input type="checkbox"/>	

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.

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 Pte Ltd.

GL Account#

Other Code Table



Payroll Setup

Pay Period (Pay Group)
Community Funds/SDF
CPF Tables
Bank Codes
Foreign Worker Levy Table
National Service Pay
Allowance/Deduction Table
Others Code Table
Cost Centre Table
Formula Setup
General Ledger ▶


Branch
Category
Career Progression
Classification Code
Cost Centre
Division
Department
Education
Job Grade Code
Location
Nationality
Occupation
Race
Religion
Section
Termination Code

Users can define all the above codes according to their own company setting. For example, department code can be defined as follows:

Department Code Maintenance [X]

Search Code Sorted by

Code	Description
ADMIN	ADMINISTRATION DEPARTMENT
MGT	MANAGEMENT
NONE	NONE
SALES	SALES DEPARTMENT
SOFT	SOFTWARE DEPARTMENT
SUPP	SUPPORT DEPARTMENT

<F4>-Delete code <Insert> - Add Code  Close

Cost Centre Table

<Payroll Setup><Cost Centre Table>

Cost Centre	Description	Percent
C1	COST CENTRE 1	50.00
C3	COST CENTRE 3	50.00

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.

STEPS:

- 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: Clicking the **Save** button without clicking the **Allocate** button merely allocates the costing for that period.

Formulae Setup

Individual allowance/deduction can be defined with a formula based on the predefined fields in provided in this setup.

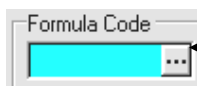
For example

Meal allowance = number of working days of the pay period * \$5.00

Assuming the code: **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



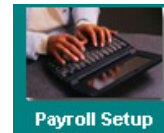
NO	Description	NO	Description	NO	Description
VA01	Base Salary	VA02	Increment	VA03	Total Wage
VA04	Bonus Factor	VA05	Hour Work/Year	VA06	Day Work/Week
VA07	Service Month	VA08	Service Year	VA09	Sick LV Entitlement
VA10	Annu LV Entitlement	VA11	Paid Base Wage\$	VA12	No Paid Leave\$
VA13	Total Overtime\$	VA14	Total Shift\$	VA15	Total Restday\$
VA16	Gross Wage\$	VA17	CPF Wage\$	VA18	Nett Pay\$
VA19	Employee CPF	VA20	Employer CPF	VA21	Total CPF
VA22	Bonus Employer CPF	VA23	Bonus Employee CPF	VA24	Total Bonus CPF
VA25	Special Employer CPF	VA26	Special Employee CPF	VA27	Total Special CPF
VA28	SDF Fund	VA29	FwL	VA30	Sick Leave Taken
VA31	Annual Leave Taken	VA32	NPL Day	VA33	NPL hour
VA34	Absent Day	VA35	Day Work in 1st Half	VA36	Day Work in 2nd Half
VA37	Total Day Work	VA38	Overtime Hour #1	VA39	Overtime Hour #2
VA40	Overtime Hour #3	VA41	Overtime Hour #4	VA42	Overtime Hour #5
VA43	Overtime Hour #6	VA44	Overtime Hour #7	VA45	Overtime Hour #8
VA46	Shift #1	VA47	Shift #2	VA48	Shift #3
VA49	Shift #4	VA50	Shift #5	VA51	Shift #6

Formula Code: MEAL ... VA37*5

Save Close

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 * RP2000)

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

Allowances / Deductions				
Code	Description	Amount	T	
ATTN	ATTENDANCE ALLOWANCE	60.00	N	
BACK	BACK PAY OF BASIC	54.55	O	
CDAC	CHINESE DEV'T ASST. FUNG	-0.50	N	
INCO	INCOME TAX DEDUCTION	-50.00	N	
LOAN	LOAN REPAYMENT	-100.00	N	
MEAL	MEAL ALLOWANCE *	100.00	N	

Pay Period (Pay Group)
Bank Codes
Allowance/Deduction Table
Income Tax Table
Personal Relief Table
Others Code Table
Cost Centre Table
Formula Setup
Salary Schedule
Supervisor Setup
Wage Code Setup
General Ledger