

Update Employee

To complete your payroll, the minimum data entry will be to update employee record, which consists of all the necessary information, needed to complete a normal payroll process.

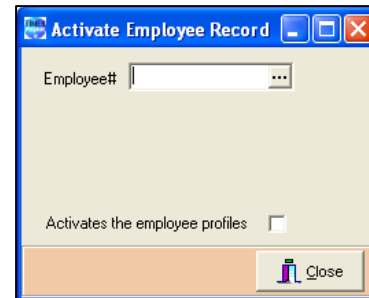


Quick Tools




Calculator

- Activate Resigned Staff



UPDATE EMPLOYEE TAB

Update	Employment	Other	Confirm & Termination	Bank	Address	Spouse	Allow/Dedu	Career
Employee # 0001		Name AGUS SUHARTO		Pay Group STD				
Hired date	01/02/2000	6 year 11 month	Basic Salary	2,000,000		 Insert Photo		
Birth Date	01/05/1970	36 year 8 month	Increment	0				
Type	SN-Mthly Rated-Subj OT	Semi-Month ? <input checked="" type="checkbox"/>	New Salary	2,000,000				
Mid Mth Pay	% /		Minimum Salary					
Bonus Factor	1		Hide Wage Data ?	<input type="checkbox"/>				

Hired Date – for prorated computation on the basic salary

Type – different types of employees: (See Misc. Parameter)

- SN – monthly rated employee with OT,
- SE – monthly rated employee without OT,
- D1-D8 – daily rated worker
- HR1-HR2 – hourly rated worker

Semi-Month? – tick if employee is paid twice monthly

Mid Month Pay – specify the mid-month pay either by percentage or by a fixed amount.

(Only applicable when “Semi-month?” is ticked)

Hired date	01/12/1996	15	1 year 2 month
Birth Date	18/12/1968	15	29 year 2 month
Type	SE-Mthly Rated-NonOT	Semi-Month ? <input checked="" type="checkbox"/>	
Mid Mth Pay	40	% /	0.00
Bonus Factor	1		

Bonus Factor – Sets the bonus factor for an employee (Unit in months)

Basic Salary – Employee’s basic salary. Any future adjustment may be made in the “Career” tab page.

Increment – Increment display

Total wage – Basic salary plus increment

Hide Wage Data? Checkbox – If ticked, the hide wage facility is available in user-password setup. The system administrator will set this parameter.

Note: Only MASTER ID can activate ‘Hide Wage data’

Basic Salary	*****
Increment	*****
New Salary	*****
Minimum Salary	

If **Hide Wage Data?** is set, the display will be as shown on the right after logging in as a normal user without access rights to view wage data.

Update Employee-Progression Data

Once all the career progression data has been entered and saved, the user will not be able to change the particulars on the **Update tab** section. The user will need to proceed to the **Career tab** section to edit/modify the particulars if necessary.

Progression Data					
Department	SUPP	SUPPORT DEPARTMENT	Category	MGRI	MGRIAL
Cost Centre	NONE	NONE	Occupation	NONE	NONE
Section	SEC1	SECTION 1	Company	NONE	
Job Grade	NONE	NONE			

Update Employee-Leave/Benefit Scheme

Leave Scheme: Link to leave allocation table at leave setup.

Benefit Scheme: Link to Claim Table setup at HR Setup

Leave/Benefit scheme					
Leave	SCH2	Scheme 2	Benefit	BEN1	Benefit 1

Working Days/Hours					
Days Work/Wk	6	Daily Rate	Working Day/Mths	Race	JAWA
Hrs Worked/ Yr	2288	NPL Daily	Working Day/Mths	Nationality	INDO

Update Employee-Working Days/Hour

The above fields **Days Work/Wk**, **Hrs Worked/Yr**, **Daily Rate** and **NPL Daily** are retrieved from your settings made in <Payroll Setup> <Pay Period (Pay Group)>.

You are allowed to make any changes to them here. The setting here will be used in your computation of Payroll.

IC/Jamsostek#			
IC #		Jamsostek #	
JAMSOSTEK			
Employee %		Employer %	
		Income Tax %	

IC# - National Identity Number.

Jamsostek# - Jamsostek Account Number.

To change an existing employee's ID, click the **Change** button. Replace the old Emp No with the new New Emp No.

Change Employee code	
Old Employee No#	001
New Employee No#	004
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

Note:

Always click the **Save** button to save any changes made.

EMPLOYMENT

Allow user to put in additional information of the employee

Substantive Designation – allow user to record the next potential designation

Job Level – allow user to Job level hold by the staff

Substantive Designation – allow user to record the next potential designation

Service Grade – allow user to record employee service grade

Unit –allow user to record employee unit

Currency Code –allow user to specific the currency paid to staff

Tenure of Service – allow user to record the employment type such as contract staff

Tenure Expiry date – allow user to record the contract expiry date

Date Reappointed – Allow user to record the reappointed date

Date Reemployed – allow user to record the reemployed date

Shift Worker Indicator – allow user to record the next potential designation

Festival advance – allow user to pay out any festive payment in advance. NOTE: This field is important as an indicator for the processing of the advance festive payment.

Working Code – link to work code setup at <payroll setup><others code setup>. Allow user to Create difrence work code(working day)

Salary Month –allow user to setup no of month used to compute field such as NPL, Dairy rate

Demerit Point Indicator –allow user to activate the demerid point indicator

Entry Level Qualification
Highest Academic Qualification
Highest Professional Qualification
Highest Statutory Qualification

**Link to Education at
HR Module**

Entry Level Qualification	DEGREE
Highest Academic Qualification	NONE
Highest Professional Qualification	DEGREE
Highest Statutory Qualification	NONE

HR Module/Education

Qualification	Subject Details	Membership
Grade point average		Final Year
Remark 1		
Remark 2		
Qualification Class	Professional	Details
Entry Qualification Indicator	Yes	Highest Qualification Indicator
		Yes

OTHER TAB

Job Identification:

Within this group, the user may specify the location, division, branch and so forth for a particular employee record.

Job Identification			
Location	NONE	NONE	Branch Code
Division	NONE	NONE	Class Code
Batch No			

Personal/Additional Info:

This group contains employees' personal data.

Personal/Additional Info			
Sex / Title	Male	Mr	Marital
Dependent Children	1	Blood Type	Religion Code
Income Tax/ Fin Number			MUSLIM
E.leave Approval Status		Supervisor	Education Code
			NONE
		1st Sup	NONE
		2nd Sup	

Note:

Sex / Gentle, Marital Status and Number of dependent Children is important for the computation of monthly income tax.

Foreigner Info:

This group contains foreign employees' data.

Example:

Work permit/Employment pass number, Issued and expiry date

Permanent Resident approval date, foreign workers levy date.

Foreigner Info.			
Work Permit / Emp Pass#	Issued Date	Expired Date	PR Approval Date
VP/EP Holder	Effective Date	Cancelled Date	FVL to PR Date
EP Category	Valid Period(s)	WVP Renewal ?	

If an employee's work permit pass expires within the month, the system will prorate the FWL based on the number of calendar days from the **Effective Date** to the **Expired Date**.

Passport groups (optional)

Additional field to record Remark, Language spoken, written and individual payslip message

Passport			
Passport #	<input type="text"/>	Issued Date	<input type="text"/> Valid <input type="text"/> Year(s) Expired Date <input type="text"/>
Remark	<input type="text"/>	Payslip Message	<input type="text"/>
Language Spoken	<input type="text"/>	Language Written	<input type="text"/>

BANK TAB

The user may change the bank info. by clicking the **drop down** button or the **Other Banks** button.

Drop down button

Click this button to select multiple banks if the payment is made to more than one bank.

Bank Info

Bank DEVELOPMENT BANK OF S'POR

Branch

Account#

Reference

Particulars

Note: You may create a new bank code by typing in the new code at the **Bank** field.

After the user has click on Other Banks, user will be able to allocate the amount of money or the percentage in two separate account or bank.

Employee's Other Banks Details					
Bank ID	Branch	Account No.	AMOUNT	Percent (%)	
7171	009	008678901		50.00	
7375	001	008372834		50.00	

Close

CONFIRMATION & TERMINATION TAB

Note:

The Termination codes and descriptions are located in the Termination codes table (**Payroll setup**)

Probation Period – set Probation period for staff

Notice Period – Enter notice period (by month) if staff resign

Exclude Auto Prompt – Tick to exclude this employee from auto prompt

Confirmation Due – If you have set the system to auto alert you when a confirmation is due, the date here determines the due date for that confirmation.

Confirmation On – If you have set the system to auto alert you when a confirmation is on, the date here determines the confirmation date

Hired date – Notice that TIMES PAY automatically compute and display the number of months worked from the hired date.

Resignation Reason – Reasons for leaving

Resignation Date – Once the termination (terminate) date is entered, the system will prorate all the incomplete-month payments accordingly and suggest users to deselect the bank code if the company pay staff salary through bank GIRO so as to avoid double payments through bank GIRO and cheque.

Termination status – F-Active
– T-Terminate

Last

Payment Date – Payment record will still be created for the terminated staff for outstanding salary payment such as commission if the **Last Payment Date** is set to a future date.)

So when the **Termination Status** is set to **T-Terminate**, the system will prompt user whether they want to change employee salary payment mode. When user click Yes, user will be able to set the bank details to either cheque or cash payment.

Update Employee

Employee # 004

Confirm & Terminate

Bank Info

Bank 7454
Branch 001
Account# 2343
Reference
Particulars

Other Banks

Lookup

Search Characters

C

BANK_NAME	BANK_ID	BANK_BRANCH
BANK OF INDIA	7108	001
BANK OF SINGAPORE LIMITED	7117	701
BANK OF TOKYO-MITSUBISHI LTD	7126	001
BANKBOSTON, NATIONAL ASSOCIATION	7843	000
BANQUE NATIONALE DE PARIS	7418	000
CASH	CASH	
CHASE MANHATTAN BANK	7153	001
CHEQUE PAYMENT	CHEQ	
CHUNG KHIANG BANK LIMITED	7162	001
CITIBANK NA	7214	001
CREDIT SUISSE FIRST BOSTON	7481	001

Sort By Code Sort By Name

OK Cancel

Leave effective Date

This field allows user to set when is the effective date when the employee leave effective is difference from hire date. E.g. If the hired date is 01/04/2001 but the leave effective date to set to 01/07/2001 then in the leave entitlement user will be able to see the **Effective Date** indication in the **Leave Entitlement**. Usually use for staff resign and join back later or for contract staff.

Leave effective Date 01/07/2001

At the same time, the system will also show the number of service month he is in, E.g. in Jun, the service month will show '0' as the leave entitlement will only take effect in July.

Service Month = '0' because the leave start in July (**Effective Date** – 01/07/2001).

Effve Date 01/07/2001 [0 months]

Jun/2001	06	0.00	0.00	0.00	0.00	0.00	0.00
Jul/2001	07	0.00	0.83	1.00	1.00	0.00	1.00
Aug/2001	08	0.00	0.83	2.00	2.00	0.00	2.00
Sep/2001	09	0.00	0.83	2.50	2.50	0.00	2.50
Oct/2001	10	0.00	0.83	3.50	3.50	0.00	3.50
Nov/2001	11	0.00	0.84	4.50	4.50	0.00	4.50
Dec/2001	12	0.00	0.84	5.00	5.00	0.00	5.00

'0' entitlement for earlier months.

Resignation Remarks

Recommend for re-hired N/A

Reason for re-hired

Date of Notice

Stop payment Indicator

Stop payment Effective Date

Stop payment End Date

Resignation Remarks - allow user to enter comment or remark

Recommend for re-hire - allow user to indicate whether recommend re-hiring

Reason for re-hire - allow user to enter reason

Date of Notice - Enter the date staff start serve notice. For display only!

Stop payment Indicator - allow user to set exclude payroll on selective staff when they are on long leave or temporary posted to oversea

Stop payment Effective date -allow user to enter the stop payment date

Stop payment end date - allow user to set the stop payment end date

ADDRESS TAB

The screenshot shows a software window titled "Update Employee Record - Period : 200507". It has a tabbed interface with tabs for "Update", "Employment", "Other", "Confirm & Termination", "Bank", "Address", "Spouse", "Allow/Dedu", and "Career". The "Address" tab is active. The form is divided into two main sections: "Address/Contact" and "Emergency Contact".

Address/Contact Section:

- Employee #: 1, Name: Alan
- Alias: Alan, Surname: Tan
- Country of Birth: NONE, Ownership Indicator: No
- Address: 20 Kalang Avenue, Overseas Address: (empty)
- Postal Code: 339411, Phone: 62951998, Ext: (empty), Mobile Phone: 91234567, Pager: (empty), Email: 1@timesoft.com
- Update Spouse Address From Employee's address?: ☐

Emergency Contact Section:

- Contact Person: Neni Susiatl, Address: 20 Kalang Avenue
- Postal Code: 339411, Relationship: (dropdown), Contact No: 62951998
- Alias: (empty), Other Address: (empty)
- Postal Code: (empty), ID Number: (empty), Contact No: (empty)
- Same Address Indicator?: ☒
- Update Spouse Address Relationship = SPOUSE: ☐

At the bottom, there are buttons for "New", "Save", "Remove", "Cancel", "Change", and "Close".

Update Spouse Address From Employee's address? Auto duplicate the spouse contact address the same as the employee's address/ contact in the case where the spouse's is staying in the same place as the employee.

Same Address Indicator? Auto duplicate the Emergency Contact address the same as the employee's address/ contact in the case where the Employee's Emergency Contact person is staying in the same place as the employee.

Note:

- All other field name already self explain what information which you can input, hence will not further explain
- **Email** is important if the user is using Internet Payslip or the E-Leave module. Please contact the sales consultant of Times Software Pte Ltd for the details.

SPOUSE TAB

The user may enter any details related to the employee's spouse in this entry form.

Spouse Details	
Spouse Name	WILLIAM CLINTWOOD
Address	SAME AS ABOVE
Postal Code	
Occupation	SMGR SALES MANAGER
Income Tax	S2346445/A
I/C No	S2346445/A
Date of Birth	06/06/1950
Phone	
Mobile Phone	90345234
Pager	94562346
Fax	
Email A/C	

ALLOWANCE/DEDUCTION TAB

The user may insert any recurring allowances/deductions in the **Allow/Dedu** tab page.
The following example shown:

INCO: Pre-define monthly income tax deduction.

LOAN: A total 5 times deduction of Rp100,000 deduct from employee salary with effective from Jan 2006 for 12 months period.

MEAL: **BLUE** colour indicate MEAL allowance is a Formula Code (Arithmetic formula applied to code: e.g. MEAL = (VA37*5). User do not require enter any amount (Please refer to <Payroll Setup><Formula setup>)

TRAN: **YELLOW** colour indicate TRANSPORT allowance will be automatically prorated if staff work less than a month. (Please refer to <Company Setup><Prorate Allowance>)

Note:

You may leave out the St Mth, Year, Times, End Mth and Total Amt if the item is recurring for the whole service year.

Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Start Mth	Year	Times	M/E	End Mth	Year	Total Amt
INCO	INCOME TAX DEDUCTION	Amt	0							End			
LOAN	LOAN REPAYMENT	Amt	-100,000				1	2006	12	End	12	2006	-1,200,000
MEAL	MEAL ALLOWANCE	Amt								End			
TRAN	TRANSPORT ALLOWANCE	Amt	100,000							End			

This example shown how a allowance is set to prorated effective 15 July 2005 but paid in the month of August(200508)

Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Start Mth	Year	Times	M/E	End Mth	Year	Total An
TRAV	TRAVEL ALLOWANCE	Amt	280.00	15/07/2005	01/08/2005					End			

To select an allowance/deduction:

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
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	AW'S	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
BPAY	BACKPAY ALLOWANCE*	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
COMM	COMMISSION	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
DENT	DENTAL REIMBURSEMENT	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
DIR	DIRECTOR FEE	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
HOUSE	HOUSING ALLOWANCE	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
HP	HANDPHONE ALLOWANCE	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
INCEN	INCENTIVE PAYMENT	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
INCO	INCOME TAX DEDUCTION	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
LOAN	LOAN REPAYMENT	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
MEAL	MEAL ALLOWANCE	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
MED	MEDICAL REIMBURSEMENT	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE	STD	<input type="checkbox"/>	
TAXI	TAXI FARES	<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



Ellipsis button

STEPS:

- 1) Click the **Ellipsis** button to reveal a table of codes.
- 2) In the Search Characters field, enter the characters to search. (E.g. Let's search for Meal)
- 3) Select how this allowance will apply to the employee's payroll by making the desired choices

NOTE:

Tick the checkbox to apply the properties of the allowance/deductions.

To add a new allowance/deduction:**STEPS:**

- 1) Double-click on a record or press the <INSERT> key to add a new code.
- 2) Type in a new code and its description.
- 3) Click the **OK** button to exit the dialog.

Under the Allowance/Deduction table, user can set the employee's allowance or deduction based on either amount or rate.

Update	Employment	Other	Confirm & Termination	Bank	Address	Spouse	Allow/Dedu	Career	
Code	Description	Type	Amount	Effective Date	Payment Date	End Date	Start Mth	Year	Time
INCO	INCOME TAX DEDUCTION	Amt	0						
LOAN	LOAN REPAYMENT	Amt	-100,000				1	2006	1
MEAL	MEAL ALLOWANCE	Rate	2,000						
TRAN	TRANSPORT ALLOWANCE	Amt	100,000						

If the employee's allowance is set based on the rate, user can keyed in how many times the employees has the meal allowance and the system can compute the total amount. For example, this employee has the meal allowance of RP2000 per meal. So, the user can specify in 'Modify Pay Record' under frequency field in Modify Allowance table and the system will generate the total amount for the employee.

Modify Pay record

Employee # 007 Na

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

When user clicks on the three dot button, user will see the 'Modify Allowance' table.

For e.g. in this case if the rate is RP2000, when user enter 15 times for the frequency, automatically the software will calculate the total amount.

Modify Allowance					
Code	Description	RATE	FREQUENCY	Amount	T
INCO	INCOME TAX DEDUCTION			-35000	N
LOAN	LOAN REPAYMENT			-100000	N
MEAL	MEAL ALLOWANCE	2000.00	15	30000	O
TRAN	TRANSPORT ALLOWANCE			100000	O

CAREER TAB

Record career change information such as Increment, promotion, demoted, merit increment etc....

Step

1. Click New to insert a new career record
2. Select a progression code e.g. **AICR: Annual Increment**
3. All other field, Department, Category, Occupation, Cost Centre, Company, Job Grade, Appraisal Grade and Section will be duplicate same as the previous career record. Change it if it is difference from previous record
4. Enter the **Increment Effective date**
5. **Increment Paid Date** auto generate same as the Increment Effective date. If you have increment effective 1 Jan 2005 but paid at 1 July 2005, please enter as this;

Increment Effective Date	01/01/2005
Increment Paid Date	01/07/2005

Period 200507

The Times software will automatically generate back paid of Basic salary and back paid of OT from January(200501) to June(200506) in the July(200507) Modify pay Record.

Allowances / Deductions				
Code	Description	Amount	T	
BACK	BACK PAY OF BASIC	1200.00	A	
BAOT	BACK PAY OF OVERTIME	78.50	A	

Salary range (scale): link to <Payroll Setup><Wage Code Setup>

Salary Step: link to <Payroll Setup><Salary Schedule>

Increment review date: Set a increment review to shown in the auto prompting report

Salary Type: Monthly

Salary Percent%: 100

Update Employee Record - Period : 200507

Employee # 1 Name Alan

Update Employment Other Confirm & Termination Bank Address Spouse Allow/Dedu Career

Career Progression

Progression Code AICR Section SEC1 Old Salary 1900.00

Department SUPP Increment Effective Date 01/07/2003 Increment 200.00

Category MGRI Increment Paid Date 01/07/2003 New Salary 2100.00

Occupation NONE Salary range (scale) Salary Type Monthly

Cost Centre NONE Salary Step Salary Percent% 100.00

Company NONE Increment review date

Job Grade NONE REASONS

Appraisal Grade NONE REMARKS

Code	Department	Category	Inc Date	Paid Date	Old Pay	Increment	New Pay	Section	Occ
FSTART	SUPP	MGRI	01/04/1999	01/04/1999	1800.00	0.00	1800.00	SEC1	NC
AICR	SUPP	MGRI	28/06/2001	01/07/2001	1800.00	100.00	1900.00	SEC1	NC
AICR	SUPP	MGRI	01/07/2003	01/07/2003	1900.00	200.00	2100.00	SEC1	NC

New Edit Remove Save Cancel

New Save Remove Cancel Change Close

CALENDAR TAB

Each individual employee record contains a working calendar of his/hers working pattern. The calendar option provides a means to manually change the working day's state (OFF, FULL, HALF).

A user can also change the working pattern for any employee by modifying the **Weekly Setup** group or each calendar days.

<Update Tab>

The Selected pay-group is 5.0 DAYS →

Pay Group: 5.0DAYS

PAY_GROUP

5.0DAYS

5.5DAYS

6.0DAYS

NOTE:

Any changes made to the Weekly setup must be recalculated. Click the **Recalc** button to do this.

Alternate Saturday: To set up alternate Saturday work code

Get Weekly Setup from Group Setting: To set employee work code same as other staff who fall under the same pay group

Recalculate Calendar: To reset the working pattern of an employee to the selected pay group.

Holiday Table: Link to the holiday setup at <Leave Setup><Leave Administrator>Holiday table

More Than Two weeks setting required?: To setup of pay group with 4 difference work code at each week

IMPORTANT NOTE:

Please make sure that the working calendar is set to the correct period before you recalculate the working calendar. As shown on the right, clicking the **Recalculate Calendar** button will set

the working pattern for that employee to 5.0DAYS pay group starting from July 2005 to the end of the year.

If a company has shift-workers, the user may choose to modify the working pattern for each week by editing the calendar days in the month as shown on the right.

Date	Work Code
03/04/1999	Off
04/04/1999	Off
05/04/1999	Full
06/04/1999	Full
07/04/1999	Full
08/04/1999	Full
09/04/1999	Full
10/04/1999	Half
11/04/1999	Off

MISC TAB

Other Class:

Union Worker: Tick to indicate the employee is a union worker.

Medi Save Scheme: Choose Yes to indicate the employee contribute to Medisave Scheme

CVP Scheme :allows the user to indicate employee who fall under the CVP scheme

Corp ID : Optional. To record the employee's company corporate ID

Other Class	
Union Worker ? <input checked="" type="checkbox"/>	Union Join Date 02/02/2005
Medi Save Scheme ? No	Union left Date 31/08/2005
CPF Indicator Newly Hired	Effective Date 15/07/2005
Service Points Existing	Point
Allow Code Terminated	Period
Not Applicable	First Half
	Percent
Corp ID	

Description & Indicator	Numeric/Date	
Locker Key Issued By	Alan Cheng	Issued ? <input checked="" type="checkbox"/>
<Description 2>		<Indicator 2> <input checked="" type="checkbox"/>
<Description 3>		<Indicator 3> <input checked="" type="checkbox"/>

Description & Indicator	Numeric/Date	
Locker No.	688	Issued Date 21/07/2005 <input checked="" type="checkbox"/>
<Numeric 2>		<Date 2> <input checked="" type="checkbox"/>
<Numeric 3>		<Date 3> <input checked="" type="checkbox"/>

FREE FIELD TAB

User may use free field to record anything which related the staff.. For example Locker key.

How to use the free field?

1. Choose **Click the button to setup FREE Field Description**

2. It link to the free field description in the <Utility><Free Field Description>

3. Rename field under **CAPTION**

Description: Alfa numeric which you can enter description

Numeric: Use to enter number only

Indicator: check box

Date: use to record the date. For example issued date

FREE FIELD DESCRIPTION DIALOG	
DESCRIPTION	CAPTION
<Description 1>	Locker Key Issued By
<Description 2>	<Description 2>
<Description 3>	<Description 3>
<Description 4>	<Description 4>
<Description 5>	<Description 5>
<Description 6>	<Description 6>
<Description 7>	<Description 7>
<Description 8>	<Description 8>
<Description 9>	<Description 9>
<Description 10>	<Description 10>
<Numeric 1>	Locker No.
<Numeric 2>	<Numeric 2>
<Numeric 3>	<Numeric 3>

TRANSFER TAB

Allow user record employee transfer record

Update Employee Record - Period : 200507

Employee # 001 Name Peter Lee

Bank Address Spouse Allow/Dedu Career Calendar Misc Free Field **Transfer**

Location JE Occupation SUPERVISOR

Division DIV1 Hired date 01/01/2002

Department MGT PayGroup STD

Cost Centre C98020 Section SEC2

Branch BRH1 Effective Date 28/07/2005

Remarks

Effective Date	Location	Division	Department	Cost Centre	Branch	Pay Group	Section
28/07/2005	JE	DIV1	MGT	C98020	BRH1	STD	SEC2
28/07/2003	EAST	DIV1	MGT	COST2	BRH1	STD	SEC2

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