

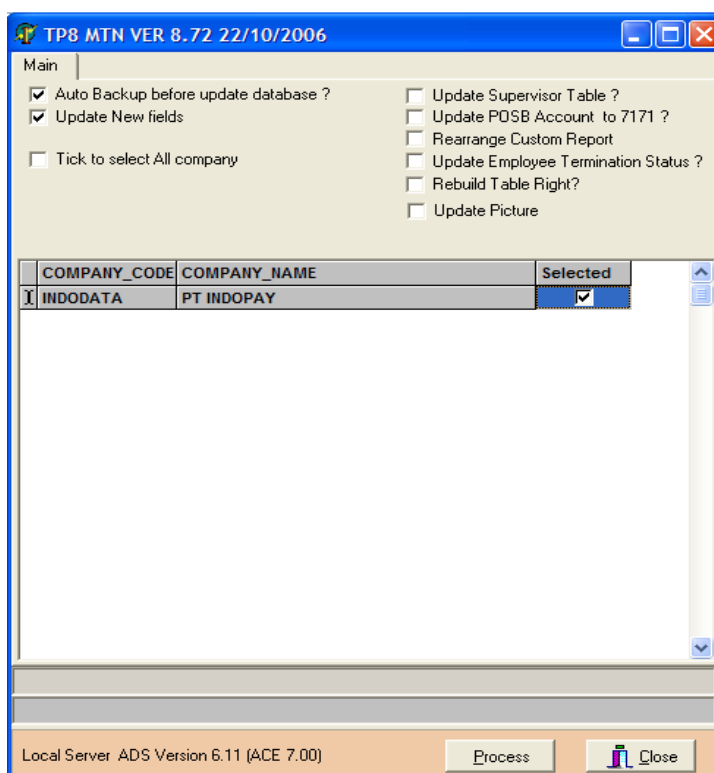
## APPENDIX I

1. **Initialising your payroll for the next coming year during the year-end update to ensure actual leave balance B/F to the next year as well as ensure user can process payroll for the new year.**

### **STEPS:**

1. Ensure you collected or downloaded the year-end update from Times Software.
2. Run the update installation to ensure the program at TP8I folder is updated.
3. On your computer, locate the **TP8I** folder.
4. **Double-click the T8MTN.exe program.**
5. **Select Company**
  - 1) Select **Auto Backup before update database**, **Update supervisor table** and **Update new Fields**.
  - 2) Click the **Process** button to proceed.

This will update all your company databases on your system.



7. After run T8MTN.exe, Login to Timespay8.exe at period 200612.
8. Click on **Utility** Icon and select **Initialize New Year**.
9. Select the option below and click OK to proceed with the desired settings.



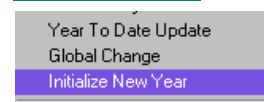
## 2. Initialising your payroll for the next coming year before the year-end update to ensure employee can apply leave for the next year (E-Leave user)

### STEPS:

- 3) On your computer, locate the **TP8I** folder.
- 4) Double-click the Timespay8INDO.exe program.
- 5) Select Company
- 6) At the login entry, enter your Master password and select the period 200512/E



5. Click on **Utility** Icon and select **Initialize New Year**.
6. Select the option below and click OK to proceed with the desired settings.



**Round:** Leaves carry forward will be corrected to the nearest whole number

**Not Round:** Carry forward actual amount of leaves.

7. Carry Forward leave Method : leave it as **All(Balance leave)**
8. Click the **OK** button to proceed.

You will need to do the following:

- a) Set the leave entitlement methods for the new year – Eg. Year 2007, as shown below.
- b) Set the public holidays for the next year.

**APPENDIX I**

**Leave Setup**

Leave Administration

Annual Code: 2007 Start date: 01/01/2007 End date: 31/12/2007

**Method/Holiday Table** | B/F Method (E Module)

Prorate Entitlement: Service Month

Current Leave: Prorate

Leave Cut Off Day: 0.00

Entitlement by: Leave Scheme

Saturday as Full day: Yes

Leave B/F method: One Year(Without B/F)

Prorate Sick Leave: No

Holiday	Description	STATE
01/01/2007	New Year's Day	
02/01/2007	Hari Raya Replacement	
18/02/2007	Chinese New Year	
19/02/2007	Chinese New Year	
01/05/2007	Labour Day	
17/08/2007	National Day	
13/10/2007	Hari Raya Puasa	
20/12/2007	Hari Raya Haji	
25/12/2007	Christmas Day	

<F4> - Delete PH <Insert>/<Right Click> - Insert New PH

Save

9. Click **SAVE** to start the process. The program will begin to initialize the working patterns, calendar and other necessary parameters for the new year.
10. Click **OK** once the initialization process is completed.
11. Click **CLOSE** to go back to Main Screen.

