

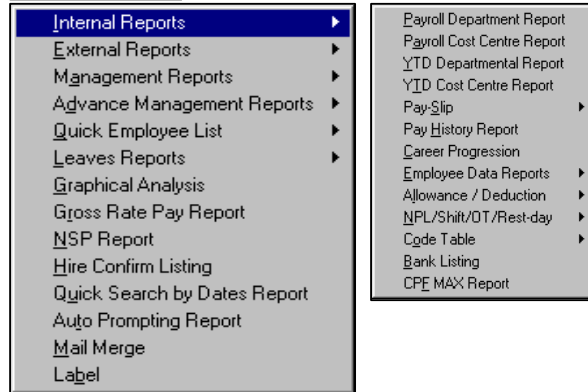
Payroll Reports



To generate reports:

STEPS:

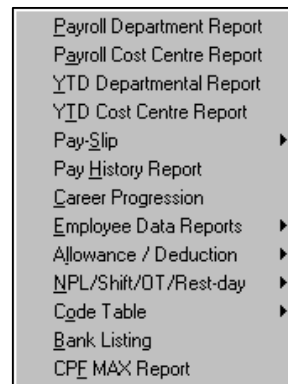
- 1) Click the **Payroll Reports** icon.
- 2) Select the type of report you want to print and proceed accordingly.



REPORT TYPES

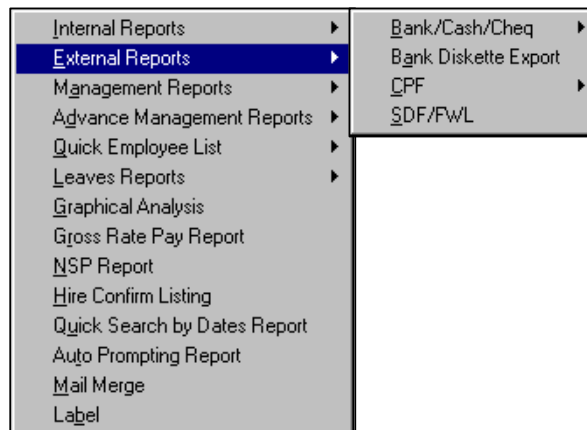
1. Internal Reports – Standard payroll reports

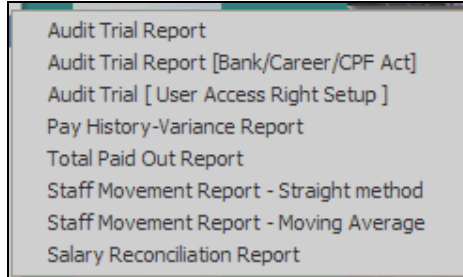
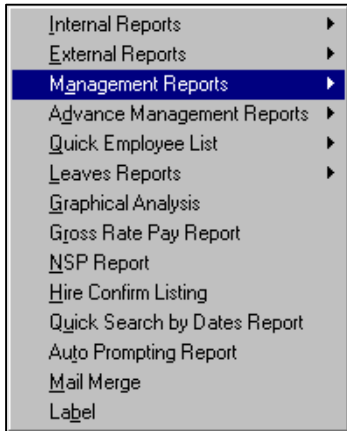
- Payroll Department Report
- Payroll Cost Centre Report
- YTD Departmental Report
- YTD Cost Centre Report
- Pay-Slip
- Pay History Report
- Career Progression
- Employee Data Reports
- Allowance / Deduction
- NPL/Shift/OT/Rest-day
- Code Table
- Bank Listing



2. External Reports – for external usage such as banks and government boards.

- Bank/Cash/Cheque listing
- CPF
- Bank Diskette Export
- SDF/FWL



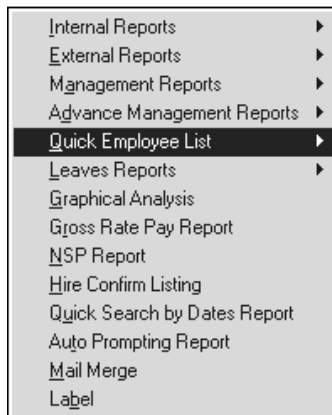
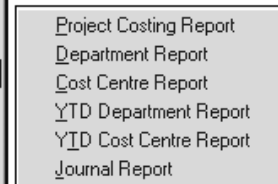
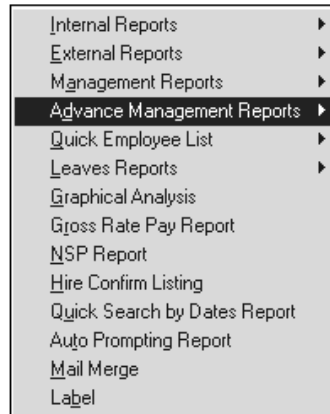


3. Management Reports – for management staff to have necessary information to analyse staff overhead.

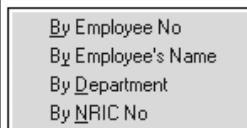
- Audit Trial Report
- Pay History-Variance Report
- Total Paid Out Report
- Staff Movement Report – Straight Method
- Staff Movement Report – Moving Average
- Salary Reconciliation Report

4. Advance Management Reports for more detail break-down

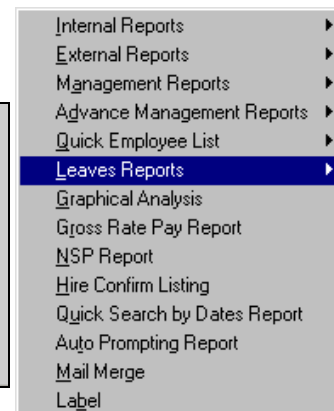
- Project Costing Report
- Department Report
- Cost Centre Report
- YTD Department Report
- YTD Cost Centre Report



5. Quick Employee List



6. Leaves Reports



7. Graphical Analysis

8. Gross Rate Pay Report

9. NSP Report

10. Hire Confirm Listing

11. Quick Search by Dates Report – for quick reference on employment pass expiry date, birthday, hired date and etc.

12. Confirmation & FWL expired Listing

13. Mail Merge

MAIL MERGE

The mail merge function provides a convenient way to generate letters or reports, which includes data from all/selected employees.

E.g. Confirmation letters



STEPS

- 1) Go to **Report Writer** to create a custom report if you have not done so. The mail merge setup will refer to the fields specified in this report.
- 2) Click the **Payroll Reports icon** and choose **Mail merge**.
- 3) Select the desired custom report from the Report Name combo box.
- 4) Select the desired Query.
- 5) Select Pay Period, click on your desired pay period.
- 6) Click the **Editor** button to prepare the document.

The Custom report's name

TIMES SOFTWARE PTE LTD

10 Jalan Besar, Sim Lim Tower, Singapore 208787
Company Reg No: 199804415D
Tel: 6295-1998 Fax: 6295-0998

<FIELD4>
<FIELD5>
<FIELD6>
<FIELD7> <FIELD8>

REF: LETTER OF CONFIRMATION

Dear <FIELD9>,

Congratulation!

This is to inform you that you have been confirmed as a <FIELD10> with effective from 01/03/2008.

Your salary will be S\$<FIELD11> as at specified in our agreed contract signed by you.

Please keep up the good job!
Thank you.

Regards,

Mr. Charles Liaw
Managing Director

Notes: This is the computer generated letter, no signature is required.

NOTE:

<FIELD4> ☐ Column one
<FIELD5> ☐ Column two
<FIELD6> ☐ Column three
<FIELD7> ☐ Column four

Example:

<Field4> correspond to column one of the custom report.

- 7) Save the document in the desired location. (E.g. D:\confirm.rtf)

NOTE: the document is saved in Rich Text Format – “.rtf”

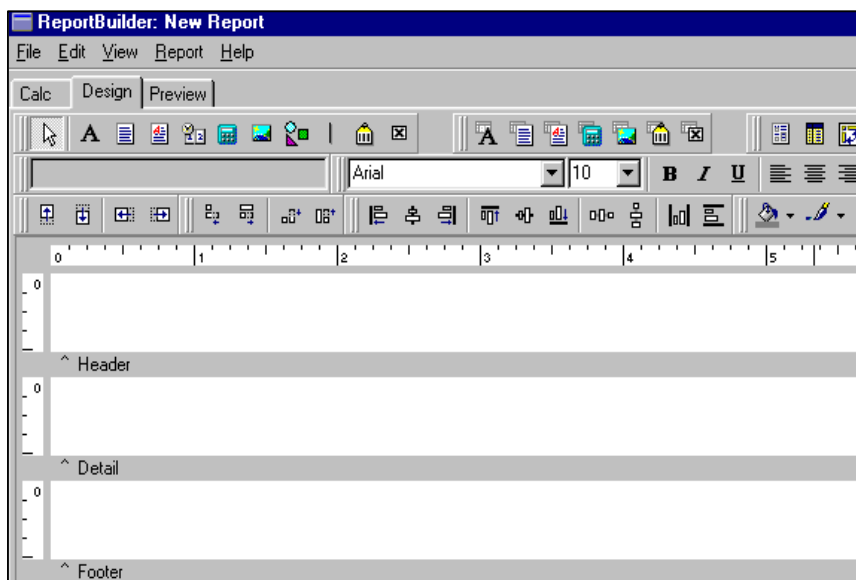
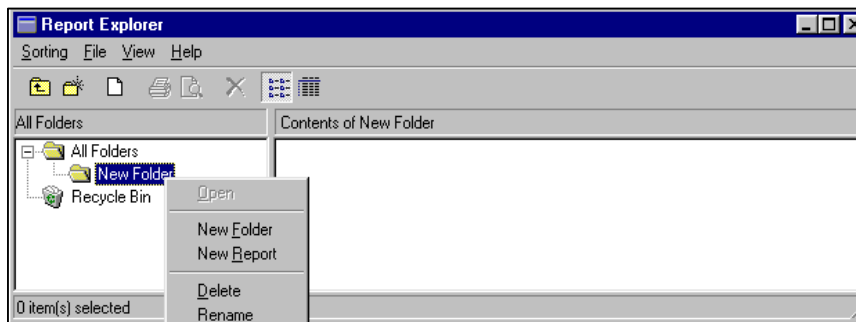
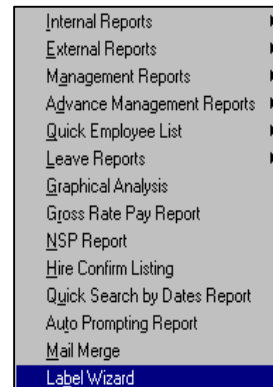
- 8) Provide the required document in the merge file input field.
- 9) Click the **Preview** button to preview the report before printing.
- 10) Click the Print button to print the merged documents.

Sample letter after mail merge

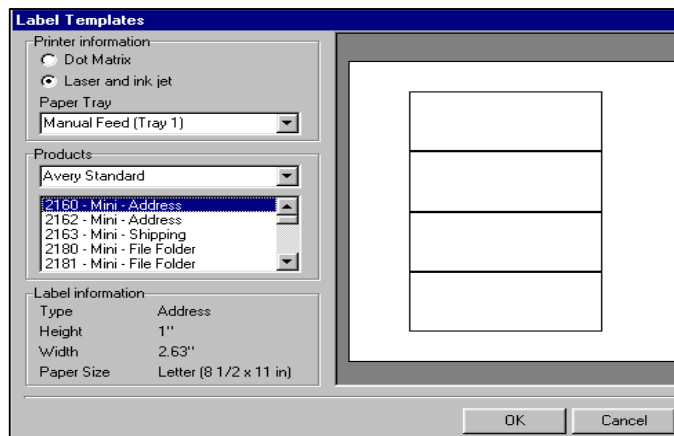
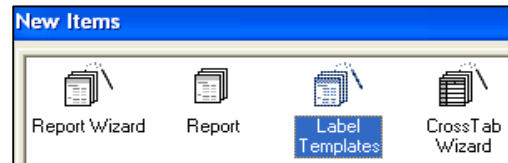
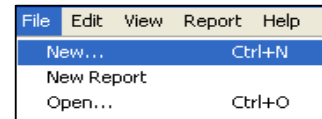
<p>TIMES SOFTWARE PTE LTD Company Registration Number: 199804415D 10 Jalan Besar, Sim Lim Tower, 16-03 Singapore 208787 Tel: (65) 6295-1998 Fax: (65) 6295-0998</p>	<p><i>30/06/2009</i></p>
<p>Amelia Benson Block 234 Ang Mo Kio St 10 Singapore 560234</p> <p><u>Ref: Letter of Confirmation</u></p> <p>Dear Amelia Benson:</p> <p>Congratulation!</p> <p>The company would like to extend to you an offer of employment. Your title will be Account Manager as described by the attached Position Description. Your salary will be \$3200/month plus benefits afforded full time employees of the University. Please sign the attached Position Description and return it with this letter to accept this offer.</p>	

LABEL – Steps to Perform a Label Wizard

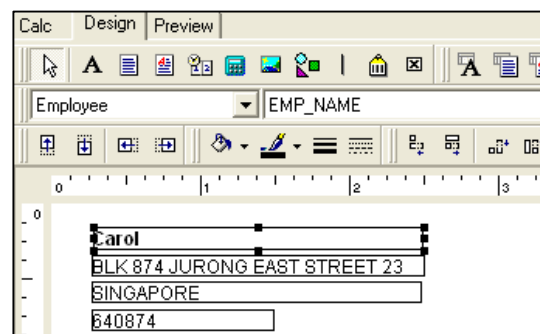
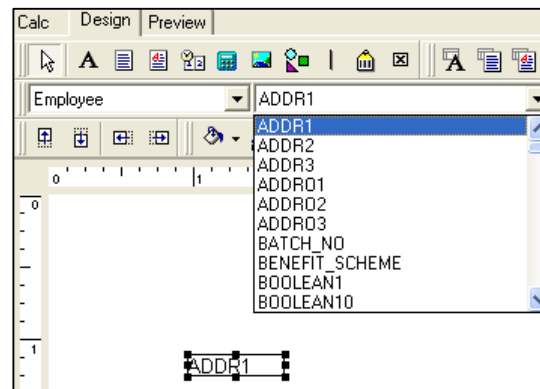
- 1) Select **Payroll report, Label Wizard**,
- 2) At Report Explorer, right click at the **All Folders**, select the **New Folder** to create a new folder.
- 3) You can also rename the new folder by right hand click on the folder itself.
- 4) Please do a right hand click at the “**New Folder**” and select the “**New Report**” to start a new report builder.
- 5) User should see a “**Report Explorer**” attached below.



- 6) Please select the “**File**” at the left-hand corner and select the “**New**” option.
- 7) Under the **New Items**, select the “**Label Template**” and click “**OK**” button.
- 8) After that, you are required to select from the “**Label Template**” and the “printer information” and type of the label format and click the “**OK**” button.



- 9) After the “OK” button, you are required to click the “DBText” and drop down to the field below. User have to click the right hand button and select to **Employee** and the data need from the left hand button.



- 11) After that, please click the “Preview” button to view the output. You should be able to get a label output as shown below.

<p>Alan 20 Kalang Avenue 8 SINGAPORE 339411</p> <p>Aliceal Toh BLK 574 BEDOK NORTH STREET 13 SINGAPORE 339256</p> <p>Betsy BLK 123 LAVENDER STREET 8 SINGAPORE</p> <p>Carol BLK 874 JURONG EAST STREET 23 SINGAPORE 640874</p>
--

STANDARD REPORTS

Payroll Department Report

Select:

- <Payroll Reports>
- <Internal Reports>
- < Payroll Department Report>

Pay Advice

Select:

- <Payroll Reports>
- <Internal Reports>
- <Pay-Slip>
- <Pay Advice>

Out Type:

- Dot-matrix Epson 15cpi
- Dot-matrix Epson 12cpi
- Dot-matrix IBM 12cpi
- Graphical

Print Dialog for Departmental Report

From Period: 200008 To: 200008

Select Pay Cycle:

- ☐ Mid Month
- ☒ End Month
- ☐ Special Period
- ☐ Bonus Period Included Special ☐
- ☐ Full Month Included Bonus ☐
- ☐ Mid And End

Print By:

- ☒ Details
- ☐ Summary
- ☐ Summary(+Category)

Employee: 0001 004

Department: ACCT SALES

Print Messages Footer? ☒

New Page for Company Total? ☒

New Page After each Group? ☒

Include Allowance/Deduction List? ☒

2 lines Details Format? ☒

Process Exit

Payslip Parameter

Parameter: Free Field

Select Pay Period:

- ☐ Mid Month
- ☒ End Month
- ☐ Special Period
- ☐ Bonus Period
- ☐ Mid & End Month

From Employee: 0001 To Employee: 004

Output Type: Dot-Matrix - Epson 12cpi

Printer: HP LaserJet 6L PCL on 1

Payslip Gap: 2

Paper Size: 4" Format

Print Annual Leave? ☒

Print Sick Leave? ☒

Print Approval by, received by line? ☒

Print YTD Details? ☒

Print Bank and A/C No? ☒

Print OT-Rates? ☒

Remove Payslip Lines? ☐

Exclude Fw/L Details? ☐

Print Category Code? ☐

Print (Basic)? ☒

Print Medisave Contribution? ☐

Sort Payslip By:

- ☒ Employee No
- ☐ Name
- ☐ Dept#
- ☐ Cost Centre
- ☐ Supervisor
- ☐ Category
- ☐ Dept+Cat+EmpNo

Payslip Msg from:

- ☒ Employee
- ☐ Global Setup

Print Preview Close

- 1) If you are using **Dot-matrix** output, the payslip gap must be set to 2.
- 2) If you are using **Graphical** output, the paper source should be set to **pre-sealed** envelop when printing to standard 4" pay-slips.
If you choose to print to an A4 size paper, you should set the paper source to **Computer Form**.

IMPORTANT NOTE:

If you need to print to a network dot-matrix printer, and your printer is shared using Novell print server, use graphical output instead.

Click the **Preview** button to preview the pay-slip before printing

A Sample payslip-slip – 4'' pay-slip

[illegible]

Pay History Report



Process Payroll

Internal Reports	Payroll Department Report
External Reports	Payroll Cost Centre Report
Management Reports	YTD Departmental Report
Advance Management Reports	YTD Cost Centre Report
Quick Employee List	Pay Slip
Leaves Reports	Pay History Report
Graphical Analysis	Career Progression
Gross Rate Pay Report	Employee Data Reports
NSP Report	Allowance / Deduction
Hire Confirm Listing	NPL/Shift/OT/Rest-day
Quick Search by Dates Report	Code Table
Auto Prompting Report	Bank Listing
Mail Merge	CPE MAX Report
Label	

Print Dialog for Employee Pay History Report

From Period: 200801 To: 200806

Select Pay Cycle:

☐ Mid Month
 ☐ Bonus Period
 ☐ Included Special

☐ End Month
 ☐ Full Month
 ☐ Included Bonus

☐ Special Period
 ☐ Mid And End

Print By:

☒ By Employee
 ☐ By Department
 ☐ By Cost Centre
 ☐ By Whole Company

Employee: 0001 198

Department: AAA SUPP

Cost Centre: COST1 NONE

New page for second half? ☐

Sorted by Employee Name? ☒

Print Format: Portrait Format

Report Close

HONG KONG CELEBRITIES

PAY HISTORY BY EMPLOYEE FROM PERIOD 199901 To 199904

Page :1

Date :15/04/1999

Employee's Code: 001 (Anita Yuen)

Hired Date : 01/12/1997

USERID : MASTER

Department : ADMIN (ADMINISTRATION)

Occupation: HRM (HUMAN RESOURCES MANAGER)

QUERY :ALL plus (Emp :001 To Emp :MM)

	CPF	TAX	Jan	Feb	Mar	Apr	YTD TOTAL
Total Basic Salary			2,200.00	2,200.00	2,200.00	2,200.00	8,800.00
BONUS *	A	3	2,200.00	0.00	0.00	2,200.00	4,400.00
CHINESE DEVT ASST.	N	0	-1.00	-1.00	-1.00	-1.00	-4.00
TRANSPORT	N	0	0.00	400.00	0.00	0.00	400.00
Gross Wages			4,400.00	2,600.00	2,200.00	4,400.00	13,600.00
CPF Wages			4,400.00	2,200.00	2,200.00	4,400.00	13,200.00
Employee CPF			-880.00	-440.00	-440.00	-880.00	-2,640.00
Net Pay			3,519.00	2,159.00	1,759.00	3,519.00	10,956.00
Employer CPF			660.00	220.00	220.00	440.00	1,540.00
Total CPF			1,540.00	660.00	660.00	1,320.00	4,180.00

CPF Return Report

To print the CPF return
report, select

<Payroll Reports>

<External report>

<CPF>

<CPF-RETURN>

Internal Reports	Bank/Cash/Cheq	
External Reports	Bank Diskette Export	
Management Reports	CPF	CPF-RETURN
Advance Management Reports	SDF/FWL	CPF-RETURN - (VOLUNTARY)
Quick Employee List		MASNET
Leaves Reports		CPF LINE
Graphical Analysis		CPF LINE - (VOLUNTARY)
Gross Rate Pay Report		CPF-Payment Advice
NSP Report		CPF Return (Diskette)
Hire Confirm Listing		CPF PAL - Internet
Quick Search by Dates Report		CPF PAL - Internet - (VOLUNTARY)
Auto Prompting Report		
Mail Merge		
Label		

You may sort the report by CPF account or by employee name.

You are allowed to Exclude FWL payment.

Click the **Generate** button to preview the report before sending it to the printer.

- **Diskette Export**

<Payroll Reports>

<External report>

<Diskette Export>

Example:

To generate diskette export (Giro Payment) to United Overseas Bank.

- 1) Select United Overseas Bank.
- 2) Click the **Process** button to proceed.
- 3) You may sort by Name or Employee code.

CPF RETURN FOR PERIOD 200806

Sorted By

Interest on Foreign Worker Levy	<input type="text" value="0.00"/>
Interest on CPF Contribution	<input type="text" value="0.00"/>
Additional FWL	<input type="text" value="0.00"/>

Exclude FWL payment ? ☒

Print Generate

- External Reports
 - Management Reports
 - Advance Management Reports
 - Quick Employee List
 - Leaves Reports
 - Graphical Analysis
 - Gross Rate Pay Report
 - NSP Report
 - Hire Confirm Listing
 - Quick Search by Dates Report
 - Auto Prompting Report
 - Mail Merge
 - Label
- Bank/Cash/Cheq
- Bank Diskette Export**
- CPF
- SDF/FWL

Output To Diskette-[Period:200806 - End]

File Name: A:\VBGINTAP

STANDARD CHARTERED (WEBBANK iPAYMENT)
 SUMITOMO BANK
 SANWA BANK-Y2K
 TOKYO-MITSUBISHI BANK
 UNITED OVERSEAS BANK - OLD
UNITED OVERSEAS BANK - Y2K
 UOB - (DIRECT DEBIT)
 UNITED OVERSEAS BANK - Y2K HASHTOTAL
 BANK OF AMERICA (AUSTRALIA)

Value Date: 18/06/2008
 Creation Date: 18/06/2008

Select Pay Period:
☐ Mid Month
☒ End Month
☐ Mid and End Month
☐ Special Period
☐ Bonus Period

Special Period ☐
 Bonus Period ☐

Normal /Express Service
 Normal

Sort by: By Name

Setup Process

Report Viewer		
Preview Size	[9] [v]	Print Setup
LIBGINTAP HONG KONG CELEBRITIE150499		
27117049556952123	Simon Yam - Reservis	22000001024000
272320014234234	Jet Li - Daily	22000000158350
27339528423332	Vivian Chow - Hourly	22000000108325
27348920232444	Jacky Chan - Shift	22000000068800
27375010669955	Christy Chung	22000000046400
27588001121222132	Jacky Cheung	22000000320000
275880015546454	Andy Lau Tat Wah	22000000344000
29812081343432	Vivian Chow - Hourly	22000000046425
900000000000000000000002116300000000000000008		

Bank GIRO FAQ

1. If I am sending GIRO to POSB Bank, what are the procedures I should do?
 - a. You don't have to enter the company bank's account in company profile. Why? Because all companies need to attach a company cheque to POSB bank for the GIRO amount.
 - b. The BANK CODE for employee MUST be **7171**
 - c. As for the branch number and account number, a user has 2 choices.
 - i) A user can input the branch (always 3 digits, eg 112, 081, 100, 123, etc.) Then enter the next 6 digits in the account number without hyphen, the total of branch + account number must be 9 digits. If not, please add a "0" in front.
 - ii) Or a user can input the branch as of the above (I), then input the account number (9 digits format). **(This choice is better for reporting purposes-it is advisable to use this format)**
 - d. Either choices for part c is OK as TIMES Pay do as follows:
 - i) Check the account number, if it is 9 digits. It will skip the branch,
 - ii) If the account number input as 6 digits, it will pick the 3 digits from branch number to form the 9 digits account number.
When using the new POSB crediting scheme (From October 1999 onwards), Please ensure you do the following:
At company profile: Bank ID: 9999, Branch: 999, Account no.: 99999999999
2. If I am sending GIRO to other banks such as HSBC, Chase Bank, etc, what are the procedures to follow?
 - a. Go to **Company Profile**, update your company Bank Code, Branch and account number for your banker.

Example: You are sending to HSBC bank, either Hexagon or HSBC MRI format.
Inputs for Bank, Branch and Account number are as follows:
Bank Code: [7232] Branch [141] Account Number [112123001]

- b. For employees' bank information, the update is normal for most bank except POSB. POSB bank account number must be input as follows:
Regardless of your bank branch number, your branch must be [081]
Eg. Your POSB ACCOUNT number is 123-12345-8 (9 digits without hyphen)
Bank Code: [7171] Branch [081] Account number [123123458]

Sample entries for other bank's bank code, branch and account number:

Bank Code	Branch	A/c Number	Bank Code	Branch	A/c Number
7171	002	02023911	7348	910	10423668
7162	010	2101091653	7144	018	1820005353
7232	141	123123001	7339	514	013358001
7171	081	112123459			

3. If I am sending GIRO to other banks such as Standard Chartered Bank, what are the procedures to follow?

- a. Go to **Company Profile**, update your company Bank Code, Branch and account number for your banker.

Example: You are sending to Standard Chartered bank,

Inputs for Bank, Branch and Account number are as follows:

Bank Code: [7144] Branch [001] Account Number [0108312345]

- c. For employee bank information, the update is normal for most banks except POSB. POSB bank account number must be input as follows:

Regardless your bank branch number, your branch must used [081]

Eg. Your POSB ACCOUNT number is 123-12345-8 (9 digits without hyphen)

Bank Code: [7171] Branch [081] Account number [123123458]

Sample entries for other bank's bank code, branch and account number:

Bank Code	Branch	A/c Number	Bank Code	Branch	A/c Number
7171	002	02023911	7348	910	10423668
7171	001	0010411234	7375	001	1013621234
7171	048	0480161234	7375	080	1803041290
7162	010	2101091653	7144	018	1820005353
7232	141	123123001	7339	514	013358001
7171	081	112123459	7339	540	0012099
7214	001	0248521234	7339	550	3002975
7214	002	0386165999	7558	505	05032123
7065	790	0014091234	7199	001	5011131234

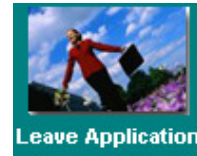
Notes:

For Far Eastern Bank (7199), if the Branch is 001, change the first digit to 9, ie. 901.

Summary

Payroll processing – How does it work?

An employee's master record is entered in "Update Employee" tab page. Before processing/initialising the payroll, all relevant fields in "Update" tab page - "Update Employee" should be filled out.



Step 1

Link to modify pay record: YES

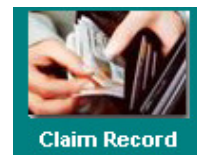
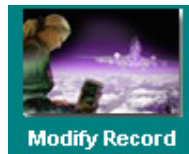


Step 1.1

After processing the payroll, individual pay records are created. Variable/manual entries can be added into these pay records; such as overtime hours, allowances or deduction.

Step 2

Transfer medical claims to pay records: YES



Claim Record
Claim Report
Claim Report - Landscape

Step 3

All pay records of the specified pay period will be created for individual employee under "Process Payroll". The pay records are created based on variable factors such as date of hire, CPF category, recurring allowances and deductions that are entered in "Update Employee" tab page



1. Exit Program
2. Diagnostic
3. Backup