

CPF Return - Example

Basic Pay: \$1000

Hired Date: 01/02/1995

Termination Date: 10/08/1999

Last Payment date: 30/09/1999

Outstanding Commission due: \$500

When The Employee's Last Payment Date Is A Month After The Termination Date

Confirm & Termination	
Confirm/Termination	
Probation Period	3
Confirmation Due	06/11/1995
Notice Period	
Confirmation On	07/11/1995
Termination Reason	
Last Payment Date	30/09/1999
Terminate Date	10/08/1999
Termination Status	Yes

Assuming that this example database contains only two employee records as shown below:

CODE	NAME	TOTAL WAGES	PAY TYPE	HIRED DATE	TERMINATION DATE	LAST PAYMENT DATE
001	JACK	20	HR1	07/08/95	10/08/99	30/09/1999
002	MARY	500	SN	07/08/95		

STEPS

- 1) Process the payroll – period 09 (Sep)
- 2) Proceed to <Payroll Reports><CPF>
<CPF-RETURN>

Process End Month Payroll
Employee Code [001] ok!
Employee Code [002] ok!
- END OF PROCESS -

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

CPF-RETURN
MASNET
CPF LINE
CPE-Payment Advice
CPF Return (Diskette)
CPF PAL - Internet

APPENDIX G

3) Click the **Generate** button.

CODE	EMPLOYEE NAME	CPF A/C NO
001	JACK	S1111111.4
002	MARY	S1111111.4

Below is the CPF-Return report:

CPF-RETURN FOR THE MONTH OF MAY 2004				Page :1	
PART A - EMPLOYEES WHO DID NOT LEAVE EMPLOYMENT THIS MONTH					
EMPLOYER REF#					
EMPLOYEE NAME	ACCOUNT NO	TOTAL CONTRIBUTION	TOTAL WAGES	ORDINARY WAGES	ADDITIONAL WAGES
MARY	S1111111.4	150.00	500.00	500.00	0.00
GROUP TOTAL	1111111	150.00			
PART A TOTAL	1111111	150.00			
Total no of employees : 1					

NOTE:

Note that the resigned employee, Jack, is categorized under employees who left employment. This is true if the last payment date is only a month after the termination date.

CPF RETURN FOR THE MONTH OF MAY 2004				Page :2		
PART B - EMPLOYEES WHO LEFT EMPLOYMENT						
EMPLOYER REF#						
EMPLOYEE NAME	ACCOUNT NO	TOTAL CONTRIBUTION	TOTAL WAGES	ORDINARY WAGES	ADDITIONAL WAGES	LEFT EMPLOYMENT
JACK	S1111111.4	150.00	500.00	0.00	500.00	30/09/1999
GROUP TOTAL	1111111	150.00				
PART B TOTAL	1111111	150.00				
Total no of employees : 1						

If the last payment date for employee Jack is changed to “31/10/1999” as show below, the CPF return listing would show him to be a newly hired staff for the month of August, 1999.

CODE	NAME	TOTAL WAGES	PAY TYPE	HIRED DATE	TERMINATION DATE	LAST PAYMENT DATE
001	JACK	20	HR1	07/08/95	10/08/99	31/10/1999
002	MARY	500	SN	07/08/95		

CPF RETURN FOR THE MONTH OF SEPTEMBER 1999				Page 3	
PART C - NEW EMPLOYEES					
EMPLOYER REF#					
EMPLOYEE NAME	ACCOUNT NO	TOTAL CONTRIBUTION	TOTAL WAGES	ORDINARY WAGES	ADDITIONAL WAGES
JACK	S1111111.4	150.00	500.00	0.00	500.00
GROUP TOTAL	1111111	150.00			
PART C TOTAL	1111111	150.00			
Total no of employees : 1					

IMPORTANT NOTE

Suppose you need to pay outstanding payments to Jack for 3 months after the termination date, you will observed the following in the CPF return listing for the consecutive months:

Last payment date: 31/12/1999

AUG 1999	SEP 1999	OCT 1999	DEC 1999
Left employment	New employee	Existing employee	Left employment

SUGGESTION:

In any case, if you are uncertain about when will be the last payment date for an employee, you may choose to set it to the last day of the year – (31/12/1999).

APPENDIX G**Step by step procedures to do end month payroll as follows:**

SKIP THIS STEP IF YOU ARE DOING END MONTH ONLY

FIRST HALF PROCEDURES:

- 1) Login the Times Pay 8.0 with the RIGHT period (E.g. 200907) and choose **M – Mid month payment**.
- 2) Make the required changes or updates at **UPDATE EMPLOYEE** if necessary.
Situations which requires this:
 - There are new hires or resigned staffs in the current month,
 - There are adjustments in salary,
 - There are changes in the career records.

For a NEW HIRE:

Click on the **NEW** button that is on the bottom left-hand corner of the window and begin to update the new employee details and salary. Do forget to update the bank information, Allowance/Deduction, etc.

For a Resigned Staff:

Click on the **Confirmation and terminated** tab page on top to update the resignation date, Termination status and the last payment date.

You may choose to pay any outstanding payments by setting the last payment date. The paid wages for the month that the payment is made will be zero. You simply pay outstanding amount using the appropriate allowance code.

For **adjustment of salary** or change of any status: (Please do not use **EDIT** to change the **FSTART** or **FJOIN** record. FSTART or FJOIN is the first career record. It contains the hired date, starting pay and initial details of employment with the company.)

NEW button to insert a new career record. Click on the **Career Progression** Combo list and choose the desired career type. (E.g. **INCR** - Increment). Enter the effective date of increment and the increment payment date. Key in the increment amount.

To add recurring **Allowances/Deductions**:

Click on **Allowances/Deductions** tab page. Select any record and press the **INSERT** key.

Click the white box below the code header to see an ellipsis button ('...'). Click on it and select the desired allowance code from the list.

- 3) Choose **Process Payroll** module to process the mid-month payroll.
 Select **PAY RECORD** to generate the payroll records. (For fixed salary staff, the payroll is done after process)

If this is the first time you process current period payroll, please just choose **PROCESS**.

(How do you know whether it is a **first time** process of current period payroll? The selections of 3 choices all cannot be selected.)

What is the purpose of the 3 choice selections?

- A) Reprocess earlier Selected Staff **without clearing** variable entries.

This option reprocesses your payroll without clearing your previous variable entries such as No Pay Leaves day/Hours, Overtime Hours input, Shift inputs, and any variable allowances or deductions.

Warning: Any recurring or fixed period items from UPDATE EMPLOYEE's Allowances & Deductions folder entries will be reinserted by the system overriding the current pay records entries.

That is any changes by you in the employee's Allowance & Deduction Table will be transfer to Pay records, in effect overriding what you have inside the pay records.

- B) Reprocess earlier Selected Staff **with clearing** variable entries
This option reprocess your payroll and clear all your previous variable entries such as No Pay Leaves day/Hours, overtimes Hours input, shift inputs, and any variable allowances or deductions.

NOTE: If you need to do this, it might be better to choose **CLEAR RECORD** to redo the Payroll.

- C) **Do not reprocess earlier Selected Staff.**
It simply implies that you will process any employees that do not have a payroll record.

- 4) Choose **MODIFY PAY RECORD** if you need to update any No Pay Leave days, No Pay Leave Hours, Overtime Hours, Shift counts, Rest days, any variable allowances or deductions (if any).

NOTE: You may choose to insert NPL deductions manually using the allowance code **&NPL** (No leave report will be available if you do it this way.) Alternatively, you may apply a NPL day through the <LEAVE APPLICATION><LEAVE RECORD> module, then do a <PROCESS PAYROLL><LEAVE TRANSFER>.

GOTO STEP (5) FOR PRINTING REPORTS:

- 5) Choose **Payroll Reports:**
Department detail list report:
Internal Reports => Choose Payroll Department Reports => Be sure to select Mid Month prior to previewing the report. (You can deselect the 2 Lines Details Format for 1 line report to save paper).
Choose **PRINTER** icon on the top to print the report.

Print Payslips:

Internal Reports => Choose Payslips => Pay Advice (always preview first before printing or you could choose PRINT to send to printer)

FOR BANK LISTING or BANK GIRO

For DBS BANK listing:

External Reports => Bank/Cheq/Cash Listing => Click on Bank and generate your bank listing.

Note: If you want standard DBS Bank listing, choose DBS Bank Listing.

FOR YOUR BANK GIRO

Important: Be sure to update your company Banker Bank Code, Branch and Account number in Company Profile before you do the following processes.

External Reports => Bank Diskette => Click on Your Company Bank Name and generate bank diskette. You could choose PRINT if you want the Listing to submit to the Bank.

STANDARD END MONTH PAYROLL PROCEDURES

SECOND HALF OR END MONTH PROCEDURE:

- 6) Login the Times Pay 8.0 with the period and choose E – End month payment.
- 7) Repeat **STEP 1 & 2**
- 8) Choose Process Payroll module to process second half payment. SEE FIRST HALF FOR DETAILS.
- 9) Choose **MODIFY PAY RECORD** if you need to update any No Pay Leave days, No Pay Leave Hours, Overtime Hours, Shift counts, Rest days, any variable allowances or deductions (if any).
- 10) Choose **Payroll Reports:** See first half for details for reports and Bank.
For CPF Listing: External Reports => CPF => Click on CPF Return and generate CPF report.