

APPENDIX H**NSP LEAVE APPLICATION.
(NATIONAL SERVICE PAY LEAVE)****STEPS:**1) Click the **Leave Application** icon.2) Go to **Leave Record**.

Leave Record - 200104

Employee Code: 007 Employee Name: JAMES LYE

Department: SALES SALES DEPARTMENT

Category: SENI SENIOR

Effve Date: 14/11/2000 [6 months]

Full Enttl Cur Enttl B/F & Adju Ytd Enttl Ytd Taken Balance

Leave Taken at as Prd 12 : 0.00 Bal : 0.00

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	Ref#
NSP	20/02/2001	...	1	20/02/2001	Yes			

Leave Code	Start Date	End Date	Day	Hour	Approval	Remarks	Reference
ANNU	28/02/2001	28/02/2001	1		Yes		
▶ NSP	20/02/2001	20/02/2001	1		Yes		
NPL	05/02/2001	06/02/2001	2		Yes		

Buttons: New Edit Remove Save Cancel Navigation icons Close

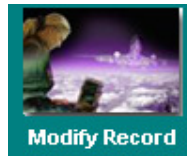
3) Select an employee by **Employee code / Employee name**.4) Select **Leave Code, NSP**.5) Click **New** button to start the NSP Leave application.

6) Select the date by Click the three dot button besides the Start Date.

7) After completed, click the **Save** button and **Close** button.

APPENDIX H**NSP LEAVE TRANSFER TO MODIFY PAY RECORD FOR SALARY COMPUTATION.****STEPS:**

- 1) Go to **Modify Pay Record** icon.
- 2) Select the **Modify Pay Record** and the desired employee / code.
- 3) From the Modify Pay Record, Allowances / Deductions section, @\$NSPCPF is the code for NSP Variable allowances which the main objective is to compute the CPF contribution that MINDDEF are not going to pay for it.
- 4) Actual deduction for NSP amount is $NSP + @$NSPCPF = -\$153.43 + \$54.30 = -\99.13 .

**Modify Record**

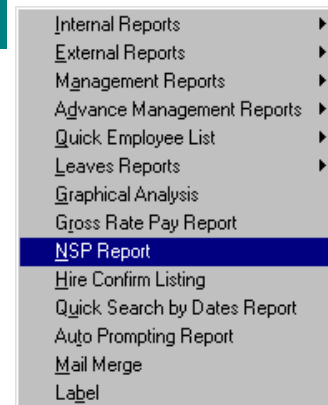
Allowances / Deductions			
Code	Description	Amount	T
@\$NSPCPF	NSP Variable Allowance	54.30	O
CDAC	CHINESE DEV'T ASST. FUND	-1.00	N
▶ NSP	NATIONAL SERVICE PAY DEDUC	-153.43	N

CPF Contribution		Total Wages	
Employer	374.00	Total Allowance	54.30
Employee	-466.00	Total Deduction	-154.43
SDF	0.00	CPF Wage	2334.30
FWL	0.00	Gross Wage	2280.00
		Nett Wage	1713.87

Recalculate
 Save
 Cancel
 Close

NSP REPORT STEPS:

- 1) Go to the **Payroll Reports** Icon.
- 2) Select the NSP Report and go to NSP Report Dialog to select the Desired employee code.
Method, select to **Retrieve From Leave records**.
And click to **Preview** button to view the NSP report.

**Payroll reports**

NSP Report Dialog	
From Employee	045
To Employee	045
Method	Retrieve From Leave records
Input Day	0.00
Preview Close	

TIMES PAY generates a preview of the NSP report as shown below:

Times Software Pte Ltd

Page 1 of 1

NSP REPORT AS AT 200104

Date 26/04/2001

QUERY : ALL

Userid : MASTER

Employee 045

Occupation NONE

Name Jeremy Ting

NRIC S1212121/J

Days 1.00

Last month days 0.00

Hired Date 25/04/1998

Type Monthly Staff

From Date 12/04/2001

To Date 12/04/2001

	October	November	December	January	February	March	Total
COMMISSION	841.00	1405.00	779.00	785.00	981.00	2702.00	7493.00
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00

MNDEF Formula

Variable Average Allowance per month (6 mon)

1,248.83

Current Basic salary

2,280.00

Total Salary

3,528.83

Current Period NSP Deduction (Formula 1) & Working Days : 23.00

153.43

Variable Average Allowance Subject to CPF

54.30

FORMULA [1. Salary/Working Day] [2. Salary * 12/(52*day/week)] [3. Salary/Calendar days]

** Variable Allowance subject to NSP provided the payment frequency is greater or equal to 4 times for the duration of 6 months.

Overtime and shift allowance is excluded.

MINDDEF Formula

Basic Pay = \$2280.00..... (1)

Variable Average Allowances per month (6 mon) = \$1248.83.....(2)

Current month Variable Average Allowances = \$1248.83 X (1/23)

= \$54.30

So, Variable Average Allowances Subject to CPF = \$54.30

Current month NSP Deduction = {(1) X (1/23)} + {(2) X (1/23)}

= {(\$2280) X (1/23)} + {(\$1248.83) X (1/23)}

= \$99.13 + \$54.30

= \$153.43.

Case 1	Formula	Total
Number Working days in April		23.00
Days Go for NS		1.00 D
Days Worked		22.00
Commision		
October		841.00
November		1405.00
December		779.00
January		785.00
February		981.00
March		2702.00
Total		7493.00

Variable average allowance per month (6 months)	1248.83/6	1248.83	V
Current Basic Salary		2280.00	B
Daily Rate (Basic)	2280/23	99.13	R = B/23
Total Salary	1248.83+2280	3528.83	C = V + B
Current Period NSP Deduction & Working Days	3528/23	153.39	X = C/23 * D
Variable Average Allowance subject to CPF	1248.83/23	54.30	Y = V/23 * D
<i>D represent denotes number of NSP Day</i>			
<i>Y amount is used for CPF contribution, not the actual payment by employer</i>			
<i>X amount is computed for (Base Salary + Variable Average Allowance)</i>			

Case 1 Payslip

Times Software Pte Ltd				DEPT#: NONE	END-APR 2001
NAME: Jeremy Ting				EMP #: 045	
DESCRIPTION	HOURLY	RATE	EARNINGS	DEDUCTIONS	
BASIC WAGE	(2280.00)		2280.00 0	EMPLOYEE CPF	-466.00
NSP Variable Allowance			54.30 0	NATIONAL SERVICE PAY DEDUCTION	-153.43 N
TOTAL EARNINGS				TOTAL DEDUCTIONS	-619.43
NETT PAY				1714.87	
GROSS WAGE				2280.00	
CPF WAGE				2334.30	
CPF/FWL				840.00	
ANL. LEAVE				0.00	0.00
SICK LEAVE				0.00	0.00

Actual NSP Deduction is 153.43 – 54.30 = 99.13

Actual amount subjected to CPF is 2280 + 54.30 = 2334.30