

**APPENDIX I**

**Initialization 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:**

- 1) On your computer, locate the **TP8** folder.
- 2) Double-click the Timespay8.exe program.
- 3) Select Company
- 4) At the login entry, enter your Master password and select the period 200812/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.

The year to be initialize.

**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 2009, as shown below.
- b) Set the public holidays for the next year.

**Leave Setup**

Leave Administration

Annual Code: 2009 Start date: 01/01/2009 End date: 31/12/2009

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

Prorate Entitlement: Service Month Holiday Table: [Dropdown]

Current Leave: Prorate

Leave Cut Off Day: 15.00

Entitlement by: Leave Scheme

Saturday as Full day: Yes

Leave B/F method: [Dropdown]

Prorate Sick Leave: Pro-rate Sick & Hospitalisation

Holiday	Description	STATE
01/01/2009	New Year Day	
26/01/2009	Chinese New Year	
27/01/2009	Chinese New Year	
10/04/2009	Good Friday	
01/05/2009	Labour Day	
09/05/2009	Vesak Day	
09/08/2009	National Day	
10/08/2009	National Day**	
20/09/2009	Hari Raya Puasa	
21/09/2009	Hari Raya Puasa**	
17/10/2009	Deepavali	
27/11/2009	Hari Raya Haji	
25/12/2009	Christmas Day	

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

Save Close

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.

**Initialize New Year**

Database Year

To round Carry Forward Annual L

Carry Forward Leave Methods

**Payroll Version 5.02**

COMPLETED PROCESS !

OK

OK Close

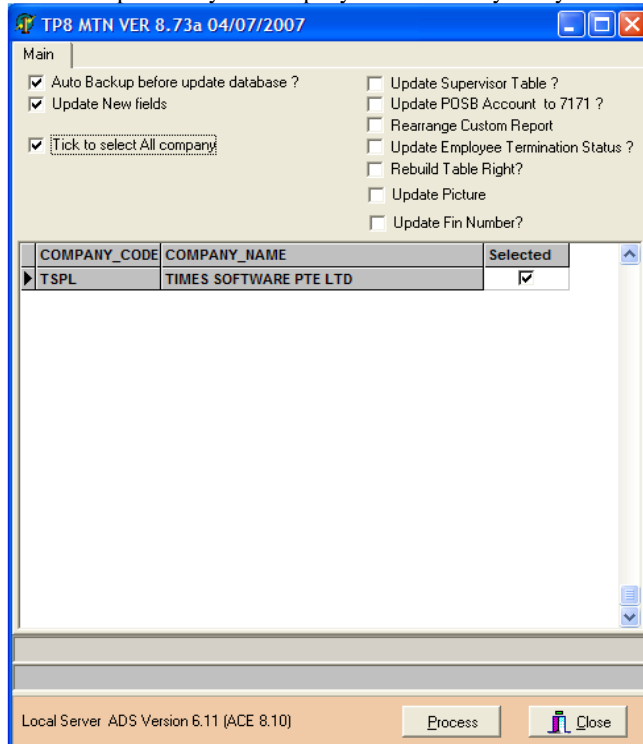
## APPENDIX I

**Initialization 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.**

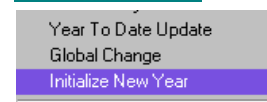
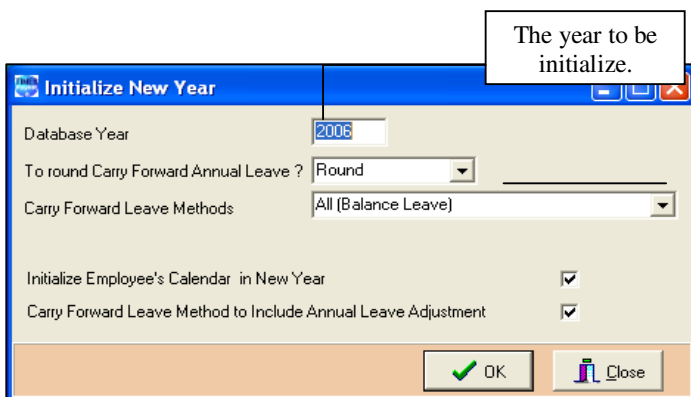
### STEPS:

1. Ensure you collected or downloaded the year-end update from Times Software.
2. Run the update installation to ensure the program at TP8 folder is updated.
3. On your computer, locate the **TP8** folder.
4. **Double-click the T8MTN.exe program.**
5. **Select Company**
- 5) Select **Auto Backup before update database**, **Update new Fields** and **Tick to select all company**.
- 6) 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 200512.
8. Click on **Utility** Icon and select **Initialize New Year**.
9. 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.

10. Carry Forward leave Method : leave it as **All(Balance leave)**

11. Click the **OK** button to proceed.

You will need to do the following:

- c) Set the leave entitlement methods for the new year – Eg. Year 2009, as shown below.
- d) Set the public holidays for the next year.

12. Click **SAVE** to start the process. The program will begin to initialize the working patterns, calendar and other necessary parameters for the new year.

13. Click **OK** once the initialization process is completed.

14. Click **CLOSE** to go back to Main Screen.

**APPENDIX I****LEAVE CARRIED FORWARD**

You may now change the payroll period to, for example, **Period: 200601**.

Before examining the leave record for year 2006, let's consider the leave balance from the previous year (2005).

***Note: Detail on Initialize New Year and leave carry forward method will be explain on Year-end user manual.***